



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

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

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

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) 258-4501, 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



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: May 15, 2024

SUBJECT: **Item 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**

BACKGROUND

At the April 17, 2024, Board meeting, the Board approved the introduction and first reading of 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.

The District has given public notice of its intention to establish and impose the fees specified in the Fee Schedule (Attachment A page 5.) The public notice was published in accordance with Health and Safety Code section 13916(b) and Section 6066 of the Government Code. In addition, all interested parties were invited to attend the public hearing or submit written comments regarding the proposed revisions to the Schedule of Fees collections policies for Ambulance Transport Ordinance 24-02. No written comments have been received as of the board packet's posting date. Any written public comments received after the board packet's posting will be available on the District's website at www.mofd.org/agendas as part of the public record.

Emergency medical services are partially paid for by ambulance transport cost recovery fees and non-transport emergency medical services cost recovery fees. The District's Ambulance Service Agreement with Contra Costa County EMS includes a provision for an annual modification to emergency medical services fees.

Staff recommends the Board increase ambulance fees as follows:

Fee Description	Current Fee	Recommended Fee	Increase Details
Emergency Ambulance Response Base Rate	\$2,985	\$3,134	+5% (most recent salary increase)
Assessment Without Transport	\$717	\$753	+5% (most recent salary increase)
First-Responder Fee	\$717	\$753	+5% (most recent salary increase)
Mileage	\$49	\$50	+1.97% (consumer price index)
Oxygen Administration	\$149	\$152	+1.97% (consumer price index)

Below is a comparison of emergency medical services fees for other agencies in Contra Costa County:

Agency	Base Rate	Assessment Without Transport	First Responder Fee	Mileage
Contra Costa County FPD	\$2,868	\$615	\$507	\$69
San Ramon Valley FPD	\$2,868	\$690	\$690	\$60

RECOMMENDATION

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

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

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

ORDINANCE NO. 24-02

AN ORDINANCE OF THE MORAGA-ORINDA FIRE PROTECTION DISTRICT OF CONTRA COSTA COUNTY REVISING A SCHEDULE OF FEES AND COLLECTIONS POLICIES FOR AMBULANCE TRANSPORT AND EMERGENCY MEDICAL SERVICES AND SUPERSEDING ORDINANCE NO. 01-01

The Board of Directors of the Moraga-Orinda Fire Protection District of Contra Costa County (“District”) ordains as follows:

Section 1. AUTHORIZATION AND PURPOSE

The purpose of this ordinance is to establish fees, as defined in the California Constitution, that are no more than necessary to cover the reasonable costs of District governmental activities, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the District’s governmental activities.

This ordinance, the schedule of fees, and the collections policies established herein are adopted pursuant to the provisions of Fire Protection District Law of 1987 (Health & Safety Code sections 13800 *et seq.*, the “Act”). Specifically, as authorized under Health & Safety Code section 13916, the District hereby establishes and adopts the schedule of fees and collections policies established for the purpose of recovering for the District the cost of providing those services.

The provisions of this ordinance, schedule of fees, and collections policies are consistent with, and authorized by, the provision of Health & Safety Code section 13916 and other laws pertaining to fee schedules. Except as otherwise indicated, the definitions of the Act are incorporated herein and this ordinance shall be interpreted in a manner consistent with the Act.

Section 2. FEE SCHEDULE

The fees established and adopted by this ordinance are attached hereto as Exhibit “A” entitled *Fees for Ambulance Transport and Emergency Medical Services* (“Fee Schedule”).

Section 3. COLLECTIONS POLICY

The policies established and adopted by this ordinance are attached hereto as Exhibit “B” entitled *District Policy 03* (“Collections Policies”).

Section 4. PUBLIC NOTICE OF INTENT TO ESTABLISH FEE SCHEDULE

Pursuant to the provisions of Health & Safety Code section 13916(b), the District gave public notice pursuant to Section 6066 of the Government Code, of its intent to establish and impose the Fee Schedule listed on Exhibit “A” and the Collections Policies listed on Exhibit “B”. All legal requirements for adoption of this ordinance have been met.

Section 5. FINDINGS REGARDING COSTS OF SERVICES

The District Board finds that it must charge fees to cover the costs of services which the District provides.

The District Board finds that no fee included in the Fee Schedule exceeds the costs reasonably incurred by the District in providing the service for which the fee is charged in accordance with Health and Safety Code section 13916(a). The fees set forth in Exhibit “A” and adopted by this ordinance are not a tax as defined by section 1(e) of Article XIII C of the California Constitution and are exempt from voter approval under that section. The fees are no more than necessary to cover the reasonable costs of the governmental activity, and the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity.

The District Board finds that, consistent with the provisions of Health and Safety Code section 13916(a), the Fee Schedule does not include fees on new construction or development for the construction of public improvements or facilities or the acquisition of equipment.

Section 6. SUPERSESSION

To the extent Ordinance # 01-01, and any other action, whether by resolution or ordinance, was adopted by the Board of Directors to set or impose a fee, and to the extent Ordinance # 01-01 and any other resolution or ordinance is inconsistent with the provisions of this ordinance, that portion of Ordinance # 01-01 and any other previous resolution or ordinance that is inconsistent with the terms of this ordinance are superseded by this ordinance. The adoption of this ordinance shall not amend or affect the remaining portions of Ordinance # 01-01 and any such previously adopted ordinance or resolution.

This ordinance is not intended to contain all fees that are or may be charged by the Fire District for services and supplies and to the extent that other fees are customarily charged or are established elsewhere and are not listed in Exhibit “A,” all such fees, charges, and rates shall remain in full force and effect.

Section 7. SEVERABILITY

Should any fee herein established be held to be invalid or otherwise unenforceable, such determination shall not affect the validity of the remainder of this ordinance or the remaining fee provisions. The Board hereby declares that it would have passed this ordinance and each section, subsection, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, clauses, phrases or portions be declared invalid or unconstitutional.

Section 8. PRIOR FEES

The adoption of this ordinance shall not in any manner affect any action or be construed as a waiver of any fee, charge, penalty or fine required by or resulting from any previous ordinance imposing a fee, charge, penalty or fine.

Section 9. EFFECTIVE DATE

This Ordinance, Fee Schedule and Collections Policies shall become effective on July 1, 2024, and within fifteen (15) days of passage, shall be published once with the names of the Directors voting for and against it, in the East Bay Times, a newspaper of general circulation in this District. Passed and Adopted on May 15, 2024, by the following Vote:

PASSED, APPROVED and ADOPTED this 15th day of May at the regular meeting of the District Board of Directors held at 22 Orinda Way, Orinda, California 94563 on May 15, 2024, on a motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ORDINANCE 24-02

ATTEST:

Michael Roemer, President
Board of Directors

I certify that this is a full, true and correct copy of the original document which is on file in my office, and that was passed and adopted by the Moraga-Orinda Fire Protection District on the date shown.

ATTEST:

Marcia Holbrook
District Secretary/District Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Jonathan V. Holtzman
District Counsel

Dave Winnacker
Fire Chief

Exhibit A

**Fees for Ambulance Transport and Emergency Medical Services
Effective July 1, 2024**

Emergency Ambulance Response Base Rate	\$3,134
Assessment Without Transportation	\$753
First-Responder fee	\$753
Mileage	\$50
Oxygen Administration	\$152

MORAGA-ORINDA FIRE DISTRICT DISTRICT POLICY

Ordinance 24-02, Exhibit "B"

03

AMBULANCE TRANSPORT AND EMERGENCY MEDICAL SERVICES COLLECTIONS POLICY

1. It shall be the policy of the Moraga-Orinda Fire District that personnel of the District, or the District's designee, will make reasonable attempts to recover ambulance transport and emergency medical costs from patients who have received care by the Moraga-Orinda Fire District.
2. Reimbursement requests will be made to all insurance companies, Health Maintenance Organizations, Medicare, Medical, and individuals, as appropriate.

As authorized by Health and Safety Code Section 13917, waivers for co-payments for residents and/or taxpayers living within the geographic boundaries of the Moraga-Orinda Fire District will be granted as their tax dollars are used to provide the base level of services provided.

Co-payments for non-residents and/or non-taxpayers will not be waived as these individuals have not financially contributed to the support of the District.
3. The District's collection process for individuals will include an initial billing invoice and a follow-up statement.
4. The District may, in its sole discretion, elect to grant hardship waivers. Individuals can request a hardship waiver and must complete a Hardship Application. Hardship waivers can be approved by the Fire Chief. Hardship requests that are not approved by the Fire Chief may be appealed to the Board of Directors of the Moraga-Orinda Fire District.
5. Accounts of employees and/or relatives of District employees shall be treated in the same manner as any other patient. In no instance should the employee and/or relative receive preferential treatment. Accounts of employees and/or relatives of District employees shall be administered and processed by disinterested District employees.
6. The District has established a contractual agreement with a "collections agency" to process those claims that the District deems uncollectible.
7. The District will charge and collect ambulance transport and emergency medical services fees in compliance with AB 716. As required by Health and Safety Code Section 1797.233:
 - (a) The District shall not require an uninsured patient or self-pay patient to pay an amount more than the established payment by Medi-Cal or Medicare fee-for-service amount, whichever is greater.

- (b) (1) The District shall only advance to collections the Medicare or Medi-Cal payment amount, as determined pursuant to subdivision (a), that the uninsured or self-pay patient failed to pay.
- (2) The District, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence civil action against the individual for a minimum of 12 months after the initial billing regarding amounts owed by the individual pursuant to subdivision (a).
- (3) With respect to an uninsured patient or self-pay patient, the District, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.
- (c) The District remains subject to balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

8. As required by Health and Safety Code Section 1371.56:

- (a) (1) The District shall require an enrollee who receives covered services from a noncontracting ground ambulance provider to pay no more than the same cost-sharing amount that the enrollee would pay for the same covered services received from a contracting ground ambulance provider. This amount shall be referred to as the “in-network cost-sharing amount.”
- (2) An enrollee shall not owe the noncontracting ground ambulance provider more than the in-network cost-sharing amount for services subject to this section. At the time of payment by the plan to the noncontracting provider, the plan shall inform the enrollee and the noncontracting provider of the in-network cost-sharing amount owed by the enrollee and shall disclose whether or not the enrollee’s coverage is regulated by the department or if the coverage is not state-regulated.
- (b) (1) The in-network cost-sharing amount paid by the enrollee pursuant to this section shall count toward the limit on annual out-of-pocket expenses established under Section 1367.006.
- (2) Cost sharing arising pursuant to this section shall count toward any deductible in the same manner as cost sharing would be attributed to a contracting provider.
- (3) The in-network cost-sharing amount paid by the enrollee pursuant to this section shall satisfy the enrollee’s obligation to pay cost sharing for the health service.
- (c) The District shall only advance to collections the in-network cost-sharing amount, as determined by the plan pursuant to subdivision (a), that the enrollee failed to pay.
- (1) The District, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence civil action against the enrollee for a minimum of 12 months after the initial billing regarding amounts owed by the enrollee pursuant to subdivision (a).
- (2) With respect to an enrollee, the District, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.
- (d) (1) Unless otherwise agreed to by the District and the health care service plan, the plan shall directly reimburse the District for ground ambulance services the difference between the in-network cost-sharing amount and an amount described, as follows:
 - (A) If there is a rate established or approved by the District, at the rate established or approved by the District, including an exclusive operating area pursuant to Section 1797.85.
 - (B) If the District does not have an established or approved rate for that service, the amount established by Section 1300.71 (a)(3)(B) of Title 28 of the California Code of Regulations.
- (2) The District has jurisdiction over the ground ambulance transport if either of the following applies:
 - (A) The ground ambulance transport is initiated within the boundaries of the District’s regulatory jurisdiction.
 - (B) In the case of ground ambulance transports provided on a mutual or automatic aid basis into another jurisdiction, the District where the noncontracting ground ambulance provider is based.

(3) A payment made by the health care service plan to the District for services as required in subdivision (a), plus the applicable cost sharing owed by the enrollee, shall constitute payment in full for services rendered.

(4) Notwithstanding any other law, the amounts paid by a health care service plan for services under this section shall not constitute the prevailing or customary charges, the usual fees to the general public, or other charges for other payers for an individual ground ambulance provider.

€ A health care service plan or a provider may seek relief in any appropriate court for the purpose of resolving a payment dispute. A ground ambulance provider may use a health care service plan's existing dispute resolution processes.

(f) The District remains subject to the balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

(g) This section does not apply to a Medi-Cal managed health care service plan or any entity that enters into a contract with the State Department of Health Care Services pursuant to Chapter 7 (commencing with Section 14000), Chapter 8 (commencing with Section 14200), and Chapter 8.75 (commencing with Section 14591) of Part 3 of Division 9 of the Welfare and Institutions Code.

MORAGA-ORINDA FIRE DISTRICT DISTRICT POLICY

Ordinance ~~01-0124-02~~, Exhibit "B"

03

AMBULANCE TRANSPORT AND EMERGENCY MEDICAL SERVICES COLLECTIONS POLICYES

1. It shall be the policy of the Moraga-Orinda Fire District that personnel of the District, or the District's designee, ~~to~~will make reasonable attempts to recover ambulance transport and emergency medical costs from patients who have received care ~~and have been transported by personnel employed~~ by the Moraga-Orinda Fire District.
2. Reimbursement requests will be made to all insurance companies, Health Maintenance Organizations, Medicare, Medical, and individuals, as appropriate.

As authorized by Health and Safety Code Section 13917, waivers for co-payments for residents and/or taxpayers living within the geographic boundaries of the Moraga-Orinda Fire District will be granted as their tax dollars are used to provide the base level of services provided.

Co-payments for non-residents and/or non-taxpayers will be not be waived as these individuals have not financially contributed to the support of the District.

3. The District's collection process for individuals will include an initial billing invoice and a follow-up statement.
4. The District may, in its sole discretion, elect to grant hardship waivers. Individuals can request a hardship waiver and must complete a Hardship Application. Hardship waivers can be approved by the Fire Chief. Hardship requests that are not approved by the Fire Chief may be appealed to the Board of Directors of the Moraga-Orinda Fire District.
5. Accounts of employees and/or relatives of District employees shall be treated in the same manner as any other patient. In no instance should the employee and/or relative receive preferential treatment. Accounts of employees and/or relatives of District employees shall be administered and processed by disinterested District employees.
6. The District has established a contractual agreement with a "collections agency" to process those claims that the District deems uncollectible.
7. The District will charge and collect ambulance transport and emergency medical services fees in compliance with AB 716. As required by Health and Safety Code Section 1797.233:

- (a) The District shall not require an uninsured patient or self-pay patient to pay an amount more than the established payment by Medi-Cal or Medicare fee-for-service amount, whichever is greater.
- (b) (1) The District shall only advance to collections the Medicare or Medi-Cal payment amount, as determined pursuant to subdivision (a), that the uninsured or self-pay patient failed to pay.
- (2) The District, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence civil action against the individual for a minimum of 12 months after the initial billing regarding amounts owed by the individual pursuant to subdivision (a).
- (3) With respect to an uninsured patient or self-pay patient, the District, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.
- (c) The District remains subject to balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

8. As required by Health and Safety Code Section 1371.56:

- (a) (1) The District shall require an enrollee who receives covered services from a noncontracting ground ambulance provider to pay no more than the same cost-sharing amount that the enrollee would pay for the same covered services received from a contracting ground ambulance provider. This amount shall be referred to as the “in-network cost-sharing amount.”
- (2) An enrollee shall not owe the noncontracting ground ambulance provider more than the in-network cost-sharing amount for services subject to this section. At the time of payment by the plan to the noncontracting provider, the plan shall inform the enrollee and the noncontracting provider of the in-network cost-sharing amount owed by the enrollee and shall disclose whether or not the enrollee’s coverage is regulated by the department or if the coverage is not state-regulated.
- (b) (1) The in-network cost-sharing amount paid by the enrollee pursuant to this section shall count toward the limit on annual out-of-pocket expenses established under Section 1367.006.
- (2) Cost sharing arising pursuant to this section shall count toward any deductible in the same manner as cost sharing would be attributed to a contracting provider.
- (3) The in-network cost-sharing amount paid by the enrollee pursuant to this section shall satisfy the enrollee’s obligation to pay cost sharing for the health service.
- (c) The District shall only advance to collections the in-network cost-sharing amount, as determined by the plan pursuant to subdivision (a), that the enrollee failed to pay.
- (1) The District, or an entity acting on its behalf, including a debt buyer or assignee of the debt, shall not report adverse information to a consumer credit reporting agency or commence civil action against the enrollee for a minimum of 12 months after the initial billing regarding amounts owed by the enrollee pursuant to subdivision (a).
- (2) With respect to an enrollee, the District, or an entity acting on its behalf, including an assignee of the debt, shall not use wage garnishments or liens on primary residences as a means of collecting unpaid bills pursuant to this section.
- (d) (1) Unless otherwise agreed to by the District and the health care service plan, the plan shall directly reimburse the District for ground ambulance services the difference between the in-network cost-sharing amount and an amount described, as follows:
 - (A) If there is a rate established or approved by the District, at the rate established or approved by the District, including an exclusive operating area pursuant to Section 1797.85.
 - (B) If the District does not have an established or approved rate for that service, the amount established by Section 1300.71 (a)(3)(B) of Title 28 of the California Code of Regulations.
- (2) The District has jurisdiction over the ground ambulance transport if either of the following applies:
 - (A) The ground ambulance transport is initiated within the boundaries of the District’s regulatory jurisdiction.

(B) In the case of ground ambulance transports provided on a mutual or automatic aid basis into another jurisdiction, the District where the noncontracting ground ambulance provider is based.

(3) A payment made by the health care service plan to the District for services as required in subdivision (a), plus the applicable cost sharing owed by the enrollee, shall constitute payment in full for services rendered.

(4) Notwithstanding any other law, the amounts paid by a health care service plan for services under this section shall not constitute the prevailing or customary charges, the usual fees to the general public, or other charges for other payers for an individual ground ambulance provider.

€ A health care service plan or a provider may seek relief in any appropriate court for the purpose of resolving a payment dispute. A ground ambulance provider may use a health care service plan's existing dispute resolution processes.

(f) The District remains subject to the balance billing protections for Medi-Cal beneficiaries under Section 14019.4 of the Welfare and Institutions Code.

(g) This section does not apply to a Medi-Cal managed health care service plan or any entity that enters into a contract with the State Department of Health Care Services pursuant to Chapter 7 (commencing with Section 14000), Chapter 8 (commencing with Section 14200), and Chapter 8.75 (commencing with Section 14591) of Part 3 of Division 9 of the Welfare and Institutions Code.

€.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Marcia Holbrook, District Clerk

DATE: May 15, 2024

SUBJECT: **Item 7.3 Communications Received**

BACKGROUND

1. LAFCO Results of 2024 Special District Election
2. Citizen Survey Lisa Shaffer

ATTACHMENT

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

Holbrook, Marcia

Subject: FW: Results of 2024 Special District Election

From: Lou Ann Texeira <LouAnn.Teixeira@lafco.cccounty.us>

Date: April 22, 2024 at 10:29:13 AM CDT

Subject: Results of 2024 Special District Election

Greetings,

Many thanks to those districts who voted.

We are pleased to announce the re-election of Mike McGill as Special District LAFCO Commissioner. Please join us in thanking both candidates and congratulating Commissioner McGill.

Please share this email with your Board Members and staff.

Thank you!

Lou Ann Texeira, Executive Officer
Contra Costa LAFCO
40 Muir Road, 1st Floor
Martinez, CA 94553
925-313-7133

LouAnn.Teixeira@lafco.cccounty.us

Holbrook, Marcia

Subject: FW: A Survey was filled out for Request #: 5741

From: Moraga Orinda Fire District <[REDACTED]>
Sent: Friday, May 3, 2024 10:20 AM
To: Chou, Chin <[REDACTED]>
Subject: A Survey was filled out for Request #: 5741

A citizen filled out a survey for Request #: 5741

Request #: 5741
Description: Home will be going on the Market. Need to make sure we are compliant.
Department: Fire Prevention
Topic: Check Fire Compliance (Realtors/Sellers Only)

Survey Information

Employee Effectiveness: Superior
Time to Respond: Superior
Employee Courtesy: Superior
Expectation Met: Exceeded
The comments were: Inspector Steve took the time with me to explain in detail what was needed to have a "Fire Compliant" home. He followed up to make sure all was complete. We are so fortunate to have him and the department to keep us safe and "Fire Wise!" It is too easy to overlook overgrown or inappropriate vegetation!
Thank you Steve and the MOFD!
Warmest Regards,
Lisa Shaffer, Realtor

Customer Information

Name: Lisa Shaffer
Email: [REDACTED]
Phone: [REDACTED]
Alt Phone:

[Click here to access the request](#)



Moraga-Orinda Fire District

Office of the Fire Marshal

FIRE PREVENTION REPORT APRIL 2024

Number/Types of Complaints: Total YTD

- Dead Tree – 2
- Exterior Hazard – 20

Property Transfer Inspections – 24

- Property Transfer Initial Pass – 15
- Property Transfer Initial Fail – 9
(Mostly 1-foot Vertical air gap in Zone 0)

Exterior Hazard Inspections: YTD

- Number of Inspections/Re-inspections – 947
 - Initial Pass – 0
 - Initial Failed - 947
- Number of Cases Closed – 879
- Number of Open Cases – 68
 - Remain Open From 2023 -10
- Number of Notice to Abate – 0
- Number of Pre-citations – 947
- Number of Citations – 294
 - Exterior Hazards Violations – 292
 - Other CFC Violations – 2

Exterior Hazard Inspections: APRIL 1 –30

- Number of Inspections/Re-inspections – 197
 - Pass - 129
 - Failed – 68
- Number of Cases Closed – 129
- Number of Open Cases – 68
- Number of Notice to Abate – 0
- Number of Pre-citations – 27
- Number of Citations – 56
 - Exterior Hazards Violations – 56
 - Other CFC Violations – 0

Chipping: Total YTD

- Total Number of Days–40
- Total Est. Tons of Material Removed– 117

State Mandated Inspections

E-Occupancy (Public & Private K-12 Schools)

- 1st Inspection= 0 (Pass = 0, Fail = 0)
- 2nd Inspection= 5 (Pass = 0, Fail = 5)
- Citations Issued= 0

R-2 Occupancy (Apartments, Dorms, fraternities, sororities)

- 1st Inspection= 2 (Pass = 0, Fail = 2)
- 2nd Inspection= 0 (Pass = 0, Fail =0)
- Citations Issued= 0

R-1 Occupancy (Boarding Houses, Motels, Hotels) = 0

I-Occupancy (Jails) = 0

Plan Review Completed Yearly Total

2020 - 296	2022 – 409	2024 – 106
2021 – 359	2023 – 301	

Plan Review Monthly Breakdown

Jan– 25	April–28	July-	Oct-
Feb– 20	May–	Aug-	Nov-
March– 33	June-	Sept-	Dec-

CURRENT PROJECTS

- | | | |
|------------------|------------------------|----------------|
| ➤ Chipping | ➤ Community Outreach | ➤ Fuel Break |
| ➤ FAC-A Training | ➤ Mandated Inspections | ➤ Pile Burning |

Code Enforcement Violation Counts

For Date Period From 04/01/2024 Through 04/30/2024

**Includes Pre-citations and Citations*

Violation	Count
23.03 Juniper removal	14
23.03 Zone Two (2) / Hazardous Vegetation	11
23.03 Zone Zero (non-combustible zone) Ground cover	10
23.03 Zone Zero (non-combustible zone) 1-foot vertical clearance	9
23.03 15-foot clearance	8
23.03 Zone One / Hazardous Vegetation	8
23.03 Zone Zero / 6-foot roof clearance	7
23.03 3-feet roadside clearance	5
23.03 Zone One / Tree 6-foot clearance	4
23.03 Zone Two (2) / Tree 6-foot clearance	4
23.08 Fuel Break / 1 acre or less / developed	4
23.03 Zone Two (2) / Brush	4
23.03 Zone One / Brush	4
23.08 Fuel Break / 1 acre plus	3
23.03 Zone Two (2) / Annual Grasses	3
23.03 Zone Zero / Chimney 10-foot clearance	2
23.03 Zone Zero / Annual Grasses	2
23.03 Zone Zero / Roof and Gutters	2
23.03 Zone One / Annual Grasses	2
23.03 Zone Zero / Firewood, Lumber, Combustible Material	2
23.03 Zone Zero / Tree 6-foot clearance	1
CFC 503.6 Security Gates	1
CFC 507.5.4 Fire Hydrant or Fire Protection Equipment Obstruction.	1
CFC 507.5.5 Clear space around hydrants	1
23.03 Zone Zero / Dead Material	1
23.03 Zone Zero / Hazardous Vegetation	1
Total	114



Administrative Citation Report

Fine Amount \$500 of Above, Open Status

For Date Period 01/01/2021 Through 4/30/2024

Case #	Citation	Cite Date	Location	GoGov Status	Data Ticket Status	# Notices	Appealed ?	Responsible Party	FTB?	Original Amount	Charges /Fees	Owing
23-3406	23340600501	3/22/2024	ARDOR DR	Open	Open	1	No	AHAA LLC	No	\$500.00	\$50.00	\$550.00
23-3406	23340600502	4/23/2024	ARDOR DR	Open	Open	0	No	AHAA LLC	No	\$500.00	\$ -	\$500.00
23-2369	23236900501	12/4/2023	AMBER VALLEY DR	Closed	Open	3	No	AU JOSEPH T & FAN F TRE	No	\$500.00	\$61.06	\$561.06
23-3420	23342000501	9/21/2023	RHEEM BLVD	Open	Open	3	No	BERGLUND CHRISTOPHER W	No	\$500.00	\$61.06	\$561.06
23-3420	23342000502	2/14/2024	RHEEM BLVD	Open	Open	2	No	BERGLUND CHRISTOPHER W	No	\$500.00	\$55.50	\$555.50
23-3420	23342000503	3/25/2024	RHEEM BLVD	Open	Open	1	No	BERGLUND CHRISTOPHER W	No	\$500.00	\$50.00	\$550.00
24-0737	24073700501	4/11/2024	RHEEM BLVD	Open	Open	0	No	BERGLUND CHRISTOPHER W	No	\$500.00	\$ -	\$500.00
24-0737	24073700502	4/18/2024	RHEEM BLVD	Open	Open	0	No	BERGLUND CHRISTOPHER W	No	\$500.00	\$ -	\$500.00
24-0266	24026600501	4/11/2024	ASCOT DR	Open	Open	0	No	CADE STELLA R	No	\$500.00	\$ -	\$500.00
24-0266	24026600502	4/18/2024	ASCOT DR	Open	Open	0	No	CADE STELLA R	No	\$500.00	\$ -	\$500.00
24-0289	240289005	4/10/2024	HARRINGTON RD	Open	Open	0	No	CARRANZA EDUARDO TRE	No	\$500.00	\$ -	\$500.00
22-3806	223806005	12/16/2022	CAMINO DON MIGUEL	Open	Open	2	No	CHICAGO TRUST COMPANY	No	\$500.00	\$61.06	\$561.06
22-3806	2238060053	9/28/2023	CAMINO DON MIGUEL	Open	Open	2	No	CHICAGO TRUST COMPANY	No	\$500.00	\$61.06	\$561.06
22-3806	22380600504	11/1/2023	CAMINO DON MIGUEL	Open	Open	2	No	CHICAGO TRUST COMPANY	No	\$500.00	\$61.06	\$561.06
22-3806	22380600505	12/12/2023	CAMINO DON MIGUEL	Open	Open	2	No	CHICAGO TRUST COMPANY	No	\$500.00	\$61.06	\$561.06
22-3806	22380600506	1/12/2024	CAMINO DON MIGUEL	Open	Open	2	No	CHICAGO TRUST COMPANY	No	\$500.00	\$61.06	\$561.06
22-3806	22380600507	4/2/2024	CAMINO DON MIGUEL	Open	Open	1	No	CHICAGO TRUST COMPANY	No	\$500.00	\$50.00	\$550.00
22-3806	22380600508	4/18/2024	CAMINO DON MIGUEL	Open	Open	0	No	CHICAGO TRUST COMPANY	No	\$500.00	\$ -	\$500.00
22-3806	22380600509	4/30/2024	CAMINO DON MIGUEL	Open	Open	0	No	CHICAGO TRUST COMPANY	No	\$500.00	\$ -	\$500.00
22-3806	223806005(2)	5/16/2023	CAMINO DON MIGUEL	Open	Open	2	No	CHICAGO TRUST COMPANY	No	\$500.00	\$61.06	\$561.06
24-0936	24093600502	4/30/2024	DEBRA CT	Open	Open	0	No	CLAYTON T SMUDSKY REV LIV TR	No	\$500.00	\$ -	\$500.00
24-0936	24093600501	4/18/2024	DEBRA CT	Open	Open	0	No	CLAYTON T SMUDSKY REV LIV TR	No	\$500.00	\$ -	\$500.00
23-1210	231210005	10/3/2023	GLORIETTA BLVD	Closed	Open	3	No	CONVERSE JOHN W & SARAH E	No	\$500.00	\$61.06	\$561.06
23-1210	231210005	8/31/2023	GLORIETTA BLVD	Closed	Open	3	No	CONVERSE JOHN W & SARAH E	No	\$500.00	\$61.06	\$561.06
24-0822	24082200501	4/15/2024	BEL AIR CT	Closed	Open	0	No	DALTON JEAN C TRE	No	\$500.00	\$ -	\$500.00
23-2958	232958005	12/4/2023	CAREY CT	Open	Open	3	No	DESHAZER TYLER & RORY	No	\$500.00	\$61.06	\$561.06
23-2958	23295800501	10/27/2023	CAREY CT	Open	Open	3	No	DESHAZER TYLER & RORY	No	\$500.00	\$61.06	\$561.06
23-2958	23295800503	1/5/2024	CAREY CT	Open	Open	3	No	DESHAZER TYLER & RORY	No	\$500.00	\$61.06	\$561.06
23-1121	23112100501	12/5/2023	MORAGA WAY	Closed	Open	3	No	EGAN RAYMOND	No	\$500.00	\$61.06	\$561.06
23-1121	23112100502	1/8/2024	MORAGA WAY	Closed	Open	3	No	EGAN RAYMOND	No	\$500.00	\$61.06	\$561.06
23-2834	23283400501	10/31/2023	CORTE FORTUNA	Closed	Open	3	No	EGELSTON JOHN & GENA	No	\$500.00	\$61.06	\$561.06
24-0933	24093300502	4/30/2024	SCENIC DR	Open	Open	0	No	FUNK ROBERT J TRE	No	\$500.00	\$ -	\$500.00
24-0933	24093300501	4/18/2024	SCENIC DR	Open	Open	0	No	FUNK ROBERT J TRE	No	\$500.00	\$ -	\$500.00
22-3256	223256005	11/17/2022	BARBARA RD	Hold	Open	3	No	GORDON WILLIAM N	Yes	\$500.00	\$61.06	\$561.06

Case #	Citation	Cite Date	Location	GoGov Status	Data Ticket Status	# Notices	Appealed ?	Responsible Party	FTB?	Original Amount	Charges /Fees	Owing
22-3256	223256005	5/16/2023	BARBARA RD	Hold	Hold	3	No	GORDON WILLIAM N & BETTY A	No	\$500.00	\$61.06	\$561.06
24-0372	240372005	4/19/2024	MEADOWLANDS CT	Open	Open	0	No	HOMAMI-REZAIE HORMOZ	No	\$500.00	\$ -	\$500.00
24-0372	240372005(2)	4/11/2024	MEADOWLANDS CT	Open	Open	0	No	HOMAMI-REZAIE HORMOZ	No	\$500.00	\$ -	\$500.00
22-3957	223957005	10/7/2022	BIRCHWOOD DR	Closed	Open	3	No	INZERILLO JOHN A	Yes	\$500.00	\$61.06	\$561.06
22-4258	224258005	8/8/2023	EVANS PL	Hold	Hold	3	No	KAWAGUCHI JON	No	\$500.00	\$61.06	\$561.06
22-4258	22425800502	1/24/2024	EVANS PL	Open	Open	3	No	KAWAGUCHI JON	No	\$500.00	\$61.06	\$561.06
22-4258	22425800503	2/23/2024	EVANS PL	Open	Open	2	No	KAWAGUCHI JON	No	\$500.00	\$55.50	\$555.50
22-4258	22425800504	3/26/2024	EVANS PL	Open	Open	1	No	KAWAGUCHI JON	No	\$500.00	\$50.00	\$550.00
22-4258	22425800505	4/30/2024	EVANS PL	Open	Open	0	No	KAWAGUCHI JON	No	\$500.00	\$ -	\$500.00
24-0500	24050000501	4/15/2024	CAMINO ENCINAS	Open	Open	0	No	KHAN RUBAIYAT A	No	\$500.00	\$ -	\$500.00
24-0500	24050000502	4/23/2024	CAMINO ENCINAS	Open	Open	0	No	KHAN RUBAIYAT A	No	\$500.00	\$ -	\$500.00
24-0927	24092700501	4/18/2024	HIGHLAND CT	Open	Open	0	No	KLOBAS TERRI TRE	No	\$500.00	\$ -	\$500.00
23-2539	23253900501	10/27/2023	PASEO DEL RIO	Closed	Open	3	No	KNAPP KEVIN C TRE	No	\$500.00	\$61.06	\$561.06
22-2561	222561005	10/12/2022	VALENCIA RD	Open	Open	3	No	LEVINSON RUTH E	Yes	\$500.00	\$61.06	\$561.06
22-2561	222561005(2)	5/16/2023	VALENCIA RD	Open	Open	3	No	LEVINSON RUTH E	Yes	\$500.00	\$61.06	\$561.06
24-0335	24033500501	4/11/2024	GREENFIELD DR	Open	Open	0	No	LIEN JACK L & KATHY T	No	\$500.00	\$ -	\$500.00
23-1358	231358005	9/29/2023	MINER RD	Open	Open	3	No	MCCAULOU DAVID R & JOYCE S	No	\$500.00	\$61.06	\$561.06
23-1358	23135800502	12/4/2023	MINER RD	Open	Open	3	No	MCCAULOU DAVID R & JOYCE S	No	\$500.00	\$61.06	\$561.06
23-1358	23135800503	1/5/2024	MINER RD	Open	Open	3	No	MCCAULOU DAVID R & JOYCE S	No	\$500.00	\$61.06	\$561.06
23-1358	23135800504	3/13/2024	MINER RD	Open	Open	1	No	MCCAULOU DAVID R & JOYCE S	No	\$500.00	\$50.00	\$550.00
23-1358	23135800504(2)	4/15/2024	MINER RD	Open	Open	0	No	MCCAULOU DAVID R & JOYCE S	No	\$500.00	\$ -	\$500.00
23-1358	23135800506	4/30/2024	MINER RD	Open	Open	0	No	MCCAULOU DAVID R & JOYCE S	No	\$500.00	\$ -	\$500.00
22-0175	220175005	6/20/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750052	8/28/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750053	9/14/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750054	9/21/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750055	9/28/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750056	10/3/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750057	10/5/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
22-0175	2201750058	10/10/2023	CORTE ROYAL	Closed	Open	3	No	NEHREBECKI PETER R TRE	Yes	\$500.00	\$61.06	\$561.06
24-0303	24030300501	4/11/2024	DONALD DR	Open	Open	0	No	NGUYEN THIEN-KHOI DO TRE	No	\$500.00	\$ -	\$500.00
24-0418	24041800501	4/11/2024	WARFIELD DR	Open	Open	0	No	ORD ELEANOR MARIAN	No	\$500.00	\$ -	\$500.00
23-3212	23321200501	10/31/2023	MORAGA WAY	Closed	Open	3	No	PEREZ ALBERT EST OF	No	\$500.00	\$61.06	\$561.06
22-3401	223401005	5/16/2023	MINER RD	Hold	Open	3	No	PERRY CYRLE H TRE	Yes	\$500.00	\$61.06	\$561.06
22-3401	223401005	1/5/2023	MINER RD	Hold	Open	3	No	PERRY CYRLE H TRE	Yes	\$500.00	\$61.06	\$561.06
22-4000	224000005	5/16/2023	MINER RD	Hold	Hold	3	No	PERRY CYRLE H TRE	No	\$500.00	\$61.06	\$561.06
23-1804	23180400501	1/8/2024	GLORIETTA BLVD	Open	Open	3	No	QUIROS ANA DORIS	No	\$500.00	\$61.06	\$561.06
23-1804	23180400502	3/13/2024	GLORIETTA BLVD	Open	Open	1	No	QUIROS ANA DORIS	No	\$500.00	\$50.00	\$550.00

Case #	Citation	Cite Date	Location	GoGov Status	Data Ticket Status	# Notices	Appealed ?	Responsible Party	FTB?	Original Amount	Charges /Fees	Owing
23-1804	23180400503	4/15/2024	GLORIETTA BLVD	Open	Open	0	No	QUIROS ANA DORIS	No	\$500.00	\$ -	\$500.00
24-0838	24083800501	4/15/2024	GLORIETTA BLVD	Open	Open	0	No	QUIROS ANA DORIS	No	\$500.00	\$ -	\$500.00
23-1121	23114200502	10/31/2023	MORAGA WAY	Closed	Open	3	No	ROMERO JOSE M PAREDES	No	\$500.00	\$61.06	\$561.06
23-1142	231142005	9/29/2023	MORAGA WAY	Closed	Open	3	No	ROMERO JOSE M PAREDES	No	\$500.00	\$61.06	\$561.06
23-1142	23114200502	10/31/2023	MORAGA WAY	Closed	Open	3	No	ROMERO JOSE M PAREDES	No	\$500.00	\$61.06	\$561.06
23-3516	23351600501	3/13/2024	VISTA DEL MAR	Closed	Open	0	No	SANCHEZ MARK	No	\$500.00	\$ -	\$500.00
23-3412	23341200501	4/18/2024	TAHOS RD	Open	Open	0	No	SHARZER CHARLES & CHELSEA TRE	No	\$500.00	\$ -	\$500.00
23-1026	23102600501	11/3/2023	GLORIETTA BLVD	Open	Open	3	Yes	SHMAVONIAN GERALD S	No	\$500.00	\$61.06	\$561.06
23-1026	23102600502	12/14/2023	GLORIETTA BLVD	Open	Open	3	No	SHMAVONIAN GERALD S	No	\$500.00	\$61.06	\$561.06
23-1026	23102600503	2/23/2024	GLORIETTA BLVD	Open	Open	2	No	SHMAVONIAN GERALD S	No	\$500.00	\$55.00	\$555.00
22-3631	223631005	5/16/2023	BATES BLVD	Hold	Hold	3	No	SOUTHWOOD VALLEY ESTATES LLC	No	\$500.00	\$61.06	\$561.06
22-3631	223631005	12/13/2022	BATES BLVD	Hold	Hold	3	No	SOUTHWOOD VALLEY ESTATES LLC	No	\$500.00	\$61.06	\$561.06
23-0275	230275005	6/30/2023	BATES BLVD	Hold	Hold	3	No	SOUTHWOOD VALLEY ESTATES LLC	No	\$500.00	\$61.06	\$561.06
22-2723	222723005	10/5/2022	BARBARA RD	Closed	Open	3	No	SU VICTOR WEN	Yes	\$500.00	\$61.06	\$561.06
24-0835	24083500501	4/11/2024	CAMINO SOBRANTE	Closed	Open	0	No	TALEBIAN SOROUGH	No	\$500.00	\$ -	\$500.00
24-0662	24066200501	4/15/2024	CHARLES HILL CIR	Open	Open	0	No	TAYLOR RIAN MCCLAY TRE	No	\$500.00	\$ -	\$500.00
23-3439	23343900501	9/26/2023	VALLEY VIEW RD	Open	Open	2	No	THOMPSON BEVERLY JEAN TRE	No	\$500.00	\$61.06	\$561.06
23-3439	23343900502	2/15/2024	VALLEY VIEW RD	Open	Open	2	No	THOMPSON BEVERLY JEAN TRE	No	\$500.00	\$55.50	\$555.50
23-3439	23343900503	3/21/2024	VALLEY VIEW RD	Open	Open	1	No	THOMPSON BEVERLY JEAN TRE	No	\$500.00	\$50.00	\$550.00

REPEATED FALSE ALARM RESPONSES
For Date Period 01/01/2024 Through 4/30/2024

Invoice	Invoice Date	Property Address	Responsible Party	# False Alarms	Original Amount	Owing
SMC- Jan 2024	2/7/2024	ST MARYS RD	SAINT MARY'S COLLEGE OF CALIFORNIA	12	\$6,000	\$6,000
SMC- Feb 2024	3/5/2024	ST MARYS RD	SAINT MARY'S COLLEGE OF CALIFORNIA	14	\$5,200	\$5,200
SMC- March 2024	4/10/2024	ST MARYS RD	SAINT MARY'S COLLEGE OF CALIFORNIA	2	\$400	\$400
SMC- April 2024	5/6/2024	ST MARYS RD	SAINT MARY'S COLLEGE OF CALIFORNIA	4	\$1030	\$1030



Moraga-Orinda Fire District
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
April 17, 2024
(DRAFT – PENDING APPROVAL)

1. OPENING CEREMONIES

The Board of Directors convened Open Session at 6:03 p.m. on April 17, 2024, at the Orinda Library Auditorium, 26 Orinda Way, Orinda, California 94563. This meeting was conducted in a hybrid format with in-person and remote options for public participation. The meeting included teleconference participation from Board Member Greg Hasler from Celebration, Florida.

President Roemer called the meeting to order, requested an attendance roll call, and led the Pledge of Allegiance. Present were the following Directors and Staff (present in person unless noted with asterisks):

Board Members: Director Steven Danziger, Director Greg Hasler**(*arrived at 6:11 p.m.*), Director John Jex (*arrived at 6:34 p.m.*), Director Craig Jorgens, President Mike Roemer

Staff: Fire Chief Dave Winnacker**, Administrative Services Director Gloriann Sasser, Human Resources Manager Christine Russell, District Clerk Marcia Holbrook

District Counsel: Renne Public Law Group Founding Partner Jonathan Holtzman and Senior Analyst Luke Jensen

2. PUBLIC COMMENT – CLOSED SESSION ITEMS (audio 00:01:19)

There were no requests to address the Board.

At 6:04 p.m., the Board adjourned to Closed Session.

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. N23-2201

3.5 Item 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

At 6:40 p.m., the Board adjourned the Closed Session.

4. RECONVENE THE MEETING (audio 00:02:29)

President Roemer reconvened the Moraga-Orinda Fire District Board of Directors regular meeting at **7:00 p.m.** Present were the following Directors and Staff (present in person unless noted with asterisks):

Board Member: Director Steven Danziger, Director Greg Hasler**, Director John Jex, Director Craig Jorgens, President Mike Roemer

Staff: ~~Fire Chief Dave Winnacker~~ (absent), Administrative Services Director Gloriann Sasser, Fire Marshal Jeff Isaacs, Battalion Chief Lucas Lambert, Finance Manager Mary Smith**, Human Resources Manager Christine Russell, District Clerk Marcia Holbrook

District Counsel: Renne Public Law Group Founding Partner Jonathan Holtzman

5. REPORT OF CLOSED SESSION ACTION (audio 00:02:50)

There was no reportable action regarding Items 3.1-3.5.

6. PUBLIC COMMENT - ITEMS NOT ON THE AGENDA (audio 00:02:57)

Jonathan Goodwin, Canyon resident (attended via Zoom), expressed concerns about the decision-making process regarding the Standards of Cover document. He mentioned that the Board was initially told it would be a board decision, but it turned out not to be, and the public was cut out of the process. He questioned whether this was in or out of line with the Brown Act or an ethical situation. Mr. Goodwin expressed frustration with the lack of transparency and analysis in the Board's decision-making process. He then referenced an article written by Fire Chief David Winnacker published in Dailydispatch.com on August 7, 2023, that questioned the evidence of the efficacy of fuel breaks, which coincided with the Fire Chief's advocacy for the MOFD Fuel Break Ordinance. Mr. Goodwin questioned this logic, and pondered whether the Board was fulfilling its duties, and recommended the Board get a second opinion on this matter.

President Roemer inquired if counsel wished to offer a brief response regarding whether the Board has the discretion to handle the Standards of Cover issue internally. District Counsel Holtzman responded that the Brown Act regulates communication for board members with each other and with the public. The issue of how the Standards of Cover is handled is not a Brown Act issue unless Mr. Goodwin asserts that more than two members of the Board (a quorum of the Board) got together impermissibly. Counsel has not received information to support that claim. Mr. Goodwin responded he appreciated the explanation provided.

Mr. Goodwin complained that he was receiving audio feedback that was affecting his speaking ability. District Clerk Holbrook acknowledged Mr. Goodwin's concern regarding the audio feedback and noted that Director Hasler had also reported some audio feedback.

At 7:06 p.m., District Clerk Holbrook requested that the meeting be paused to address the audio feedback issues. President Roemer paused the meeting. Adjustments were made to address the audio problems. District Clerk Holbrook requested Director Hasler to test his audio, seeking confirmation that the issue had been resolved. Director Hasler responded affirmatively, noting the improved sound quality and absence of audio feedback.

At 7:07 p.m., President Roemer resumed the meeting and confirmed that the audio issue had been resolved. He noted there was some audio feedback heard during Mr. Goodwin's comments but assured him that he was able to understand Mr. Goodwin's comments.

There were no additional requests to address the Board.

7. ANNOUNCEMENTS (audio 00:09:08)

7.1 Brief information only reports related to meetings attended by a Director at District expense (Government Code Section 53232.3(d)). Director Jorgens mentioned that he and Fire Chief Winnacker participated in a meeting with the Orinda School District, which was not associated with any committee but was situated within his District. The purpose of the meeting was to discuss evacuation plans for Sleepy Hollow School, leading to an improved understanding of responsibilities. In general, there will be more community involvement and education.

7.2 Questions and informational comments from Board members and Staff. None.

7.3 Communications Received. President Roemer noted two communications had been received from Mr. Jonathan Goodwin and Ms. Valerie Colber. He acknowledged reading the communications and expressed gratitude for the input.

7.4 Fire Chief Updates

a. Finance Report

Finance Manager Smith provided the report covering the status of Office of Emergency Service (OES) reimbursements, the Tunnel East Bay Hills Fuel Break, and Treasury Bills updates. The presentation is attached to these minutes (item 7.4(a)). Director Jorgens expressed optimism about the increased cash return and noted the extension of terms beyond the fiscal year, which he considered favorable.

b. Human Resources

HR Manager Russell announced that five trainees are slated to graduate from the Con Fire Academy on May 20, 2024, with a sixth trainee beginning training at Alameda City on the same date. HR Manager Russell noted the recent promotional fire exam, which resulted in Firefighter-Paramedic Travis Dulli's promotion to Engineer-Paramedic 2 on April 15, 2024. Fuels Mitigation Specialist Roberto Sanchez also began employment on April 8, 2024.

Director Danziger requested that the Board be informed about the graduation details, including time and place, and asked to be invited if attendance was possible.

c. Fire Marshal

Fire Marshal Isaacs provided an update during the meeting, stating that fire prevention activities had been consistently busy over the past month. The inspection team focused on junipers, and inspectors worked with St. Mary's College and other schools. Fire Marshal Isaacs mentioned improvements in the inspections with the dorms at St. Mary's College with fewer violations due to increased education efforts. He also highlighted the decrease in nuisance alarm responses to St. Mary's College, attributing it to education and collaboration with Staff to address identified issues.

President Roemer expressed satisfaction with the progress, noting the longstanding nature of the issue and the positive strides made. Director Jex inquired about the resolution method, questioning if technology played a role. Fire Marshal Isaacs responded, stating that St. Mary's College hired a consultant to work with their facility staff and make changes to their systems. He mentioned education efforts directed towards dorm residents and identified factors contributing to nuisance alarms, such as fan blades and smoke detector placement. President Roemer acknowledged the progress made without significant investment in upgraded hardware, which Fire Marshal Isaacs confirmed.

Director Danziger noted the 15 juniper and bamboo violations listed in the report. He recalled a previous report in which hundreds of violations were reported and expressed curiosity about the status. He mentioned that bamboo still exists on Moraga Way and sought a general update. Fire Marshal Isaacs explained that Staff has been working with property owners, educating them about the ordinance requirements. Many have complied after understanding the necessity of the regulations. However, some property owners have resisted, refusing to remove the vegetation to 10 feet. Director Danziger asked if citations had been issued. Fire Marshal Isaacs responded that some citations have been issued, but many properties have complied or are working to comply and have received extensions where property owners have faced difficulties finding contractors. Director Danziger asked Fire Marshal Isaacs if he knew of the specific property he was referencing on Moraga Way with the juniper. Fire Marshal Isaacs responded negatively. Director Danziger offered to provide details later.

Director Danziger inquired about the property listed on the administrative citation report "Corte Royal." Fire Marshal Isaacs answered it was a street in the Campolindo neighborhood with issues related to dead trees. The property owner attributed the death of the trees to a vendor and was in litigation. However, the trees were recently removed, and the Owner has requested a fee waiver. Fire Marshal Isaacs discussed the process for how fee waivers are handled based on their amount. The discussion also covered the status codes in the GoGov and Data Ticket systems, the meaning of "FTB" (Franchise Tax Board), and ongoing issues with another property on Camino Don Miguel.

Director Jorgens raised concerns about vegetation management in previously treated areas in the north part of Orinda. Despite being categorized as green areas, there are still issues with shrubbery growing close to houses without proper trimming. Director Jorgens emphasized the importance of maintaining the two-foot clearance to protect the buildings. He inquired whether the District planned to revisit these properties to ensure compliance with vegetation management regulations.

Fire Marshal Isaacs confirmed that Staff are instructed to enforce the two-foot non-combustible zone during inspections and are prepared to revisit previously treated areas if needed. President Roemer inquired about tracking staff time spent on investigations that result in substantial fines, questioning whether there is a method to quantify this through software or estimation. Fire Marshal Isaacs answered yes; Staff can enter time in the GoGov system.

Director Jorgens expressed his support for not waiving fees in cases where significant staff time has been invested for the time spent enforcing rules.

President Roemer suggested that the amount of staff time spent on a case could be considered when evaluating appeals for relief from fines. While not determinative, it would be one of the criteria considered by the Board.

Director Jex inquired about the fee collection and the tendency to waive fees upon compliance. Fire Marshal Isaacs affirmed a third-party system collects the fines. He added that funds from the franchise tax board have also been received for unpaid fines. Director Danziger asked if these funds were in the budget. ASD Sasser confirmed the fees are deposited into the general fund under the administrative citation fee category, with current fiscal year collection of \$39K.

d. Tunnel East Bay Hills Fuel Break Project

Fire Marshal Isaacs provided the report. The first quarter is nearing completion, with billing documents and quarterly reports being prepared for submission to Cal Fire. Fuels Mitigation crews halted operations last month due to rain, particularly during pile-burning activities. Approximately 70 piles remain to be burned before the grass conditions change in the area. The project coordinator is expected to return in the first week of May to collaborate on completing the remaining tasks. Plans are underway to resume work in early to mid-May. The project is expected to be completed by October or November 2024.

e. Home Hardening Grant Program

Fire Marshal Isaacs updated the Board on the home hardening grant program, highlighting distribution of gutter guards on April 12 and 13, with 107 residents receiving materials and 47 remaining to collect theirs. Director Danziger inquired about the status of vent requests, to which Fire Marshal Isaacs noted a slowdown in requests, with most requests now for gutter guards. However, the Orinda Woods HOA requested vent mesh, receiving 200 feet. Director Jorgens mentioned nearly 5,000 feet of gutter guards for the houses in the Orinda Woods HOA, with more expected. The guards will be shipped directly for larger orders, such as those for Moraga Country Club, which has 500 homes.

f. Operations

Battalion Chief Lambert delivered the operations report, highlighting the recent promotional exam for the engineer's position, which included various exercises such as a cones course driving test and recognized Staff members who assisted with the test. The presentation is attached to these minutes (item 7.4(f)). Engineer Travis Dulli emerged as the top candidate and was promoted to fill an existing vacancy. He also discussed a recent incident involving a garbage truck fire and commended the crews' swift response. Additionally, Battalion Chief Lambert mentioned MOFD's participation in the first annual touch-a-truck event with the City of Orinda and announced upcoming similar touch-a-truck events. Battalion Chief Lambert spoke about increased responses to limited access rescues due to outdoor activities. He acknowledged the Rescue One Foundation's assistance in acquiring a Kubota skid mount unit for remote rescues. Battalion Chief Lambert concluded by inviting everyone to the Orinda open house on May 4.

g. Upcoming Calendar and Events - (next 30 days)

District Clerk Holbrook noted that the item was added to the agenda at the request of a director during the previous meeting. All MOFD and external events listed for the next 30 days are on the agenda.

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

8. CONSENT AGENDA (audio 00:39:48)

- 8.1 Meeting Minutes – March 20, 2024 (regular)**
- 8.2 Monthly Incident Report – March 2024**
- 8.3 Monthly Check/Voucher Register – March 2024**
- 8.4 Monthly Financial Report– March 2024**

President Roemer Opened Public Comment. There were no requests to address the Board.

Motion by Director Danziger and seconded by Director Jorgens to approve Consent Agenda items 8.1-8.4. The Motion carried a 5-0 roll call vote (Ayes: Danziger, Hasler, Jex, Jorgens, and Roemer; Noes: None; Absent: None; Abstain: None).

District Clerk Holbrook noted the updated rules of procedures for regular agenda items. According to Section 2.6 of the adopted rules and procedures, public comment will be taken after the board discussion. Subsequently, if there is a motion, the process will proceed directly to deliberation and voting.

9. REGULAR AGENDA

9.1 First Reading and Introduction 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 (audio 00:40.24)

Fire Marshal Isaacs provided the report outlining the background of emergency medical services. Emergency medical services are partially paid for by ambulance transport, and non-transport emergency medical services cost recovery fees. The District's Ambulance Service Agreement with Contra Costa County EMS includes a provision for an annual modification to emergency medical services fees. Staff recommended the Board increase ambulance fees, as detailed in the staff report.

There was no discussion or questions by the Board.

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

Motion by Director Jorgens and seconded by Director Danziger to adopt and waive the first reading of 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. The Motion carried a 5-0 roll call vote (Ayes: Danziger, Hasler, Jex, Jorgens, and Roemer; Noes: None; Absent: None; Abstain: None)

9.2 Long-Range Financial Forecast April 2024 (audio 00:43:12)

Administrative Services Director Sasser provided the report and presentation, attached to these minutes as item 9.2. The Long-Range Financial Forecast (Forecast) was previously discussed in detail at the March board meeting. Subsequently, CCCERA provided six-year employer cost projections based on 2023 investment earnings of 9%. These projections were used in the scenarios. ASD Sasser presented a graph illustrating the projected unrestricted fund balance for the next ten years based on scenario A, with property tax revenue growth of 3.5%, and scenario B, with property tax revenue growth of 2.5%. Staff requested board direction regarding the Forecast.

Director Jorgens commented that the Forecast shows an assumed interest income of \$750K and asked about the rate used. ASD Sasser stated the District is expected to earn \$756K in the current fiscal year. As a result, \$750K was used throughout, which aligned with the current interest rate environment. Director Jorgens replied that the challenge is that the inflation rate used for the expenses (except for salaries) is around 3%. The assumed rate for interest income and expenses should be linked. Staff should either change the inflation rates or reduce the income. Director Jorgens also expressed skepticism about the assumed interest income of \$750K, which was used indefinitely as interest income. He opined that the interest earnings would decrease from 5% after a couple of years. Director Jorgens then pointed out that the Deputy Fire Chief and Office Specialist positions were included in the Forecast but have not been discussed by the Board. He wanted to ensure the Board was aware of this, as referenced in the staff report.

Director Danziger stated there are a lot of assumptions made in the Forecast, and it serves as a guide that adapts as actual data becomes available and expressed no objection to using \$750K as a placeholder for interest income. Director Jex agreed with Director Jorgens and suggested using a downward trend in interest rates over the next five years, from 5% to 4% within the following year. Director Jorgens proposed trending it down to 3% over the next two or three years and reemphasized the importance of aligning the interest rate with the District's balance sheet. ASD Sasser sought clarification on the Board's direction and asked if the Forecast should start with a 5% rate of return and gradually decrease it to 3% and inquired whether to maintain the 3% rate flat or adjust it further throughout the 10-year Forecast.

Director Jorgens stated that CCCERA currently operates with a 3.5% assumed rate of interest on their cash balances and salary increases in their models. He requested aligning the District's assumptions with CCCERA, considering that pension expenses constitute a significant portion of the District's overall expenses.

ASD Sasser noted that while CCCERA's assumptions are used for measuring pension liability and other calculations, the District's investments are in treasury bills, which differs from the CCCERA portfolio. ASD Sasser sought guidance on whether to proceed with the proposed trend from 5% down to 3% and then maintain it at 3%, assuming continued investment in treasury bills, and then asked for the Board's opinion on the future trajectory of treasury bills over the next ten years.

President Roemer echoed Director Jorgens' suggestion, advocating for either a 3.5% or 3% rate, with a preference for conservatism leaning towards 3%. President Roemer proposed a gradual decline from 5% this year to 4% next year and 3% the following year, seeking input from others. Director Danziger sought clarification and asked 3% or 4% of what. Director Jorgens suggested examining the average amount of money the District could keep invested over the past year or two based on the balances.

President Roemer asked if it was reasonable to assume that the investment scenario over the next five to ten years would resemble this year and echoed Director Danziger's question about the percentage. Director Jorgens explained the District ought to be able to calculate what percentage of the general fund balance can be invested and then take that percentage and multiply it times our general fund balance going forward and then multiply it by the interest rate. Director Danziger asked if Staff could perform the calculations as discussed. ASD Sasser confirmed she had received sufficient direction and could proceed with the calculations as requested.

Director Jorgens then commented on the importance of aligning the District's assumptions with CCCERA's for consistency. He noted that CCCERA used a 3.5% rate for pension calculations and suggested matching this rate to avoid conflicting assumptions. Director Jorgens acknowledged that 3.5% might not be ideal but stressed the need for consistency. The Board expressed no objections to using 3.5%.

ASD Sasser clarified that the forecast currently assumes a 3% salary increase for both safety and non-safety positions. ASD Sasser restated that the Board's direction is to align the salary increase assumption with CCCERA's 3.5% rate. Director Jorgens affirmed the alignment with CCCERA's assumptions, emphasizing consistency within the model. He acknowledged the potential for labor negotiation outcomes to influence these numbers but stressed the importance of current consistency with CCCERA's assumptions.

President Roemer invited any additional comments from the Board before concluding the discussion. Director Jorgens inquired about the plan moving forward regarding the discussed scenario. ASD Sasser explained that the Board does not formally vote to approve the Forecast. Staff presented a scenario last month and received direction to prepare a second scenario, which was presented tonight. Now, with further direction for additional changes, Staff will bring the Forecast back for a third time at the May meeting.

President Roemer acknowledged the update Staff provided on the property tax calculations at 2.5% and 3.5% and its significant impact over time, as illustrated on the graph. Director Jorgens commented on the impact of inflation and interest rates on housing affordability. He noted that assuming a 5% inflation rate and a 5% interest rate could lead to fewer people affording houses, especially with higher mortgage rates. He mentioned a recent slowdown in house turnover, resulting in reduced growth rates due to fewer houses being marked to market with Proposition 13. Director Jorgens explained that as houses which have low rates with Proposition 13 are sold, they get marked to market, resulting in fewer turnovers, which would eventually affect tax revenues, albeit with a lag, and start hitting the District in the future.

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

9.3 Public Budget Workshop - Development of Annual Operating Budget FY2025 and Board Direction Regarding the Draft Budget, General Fund Discretionary Expenditure Budget, Staffing Including the Addition of One Deputy Fire Chief Position and One Office Specialist Position, Capital Projects Fund, Tunnel East Bay Hills Fuel Break Fund and Fire Risk Reduction Grant Fund Budgets. (audio 57:55)

Administrative Services Director Sasser presented a draft budget as the first step in the public budget process, attached to these minutes as item 9.3. A draft budget was prepared as the initial step in the public budget process. Following the Board's direction, the proposed budget will be returned for further input in May and adoption in June. The draft budget outlines General Fund revenue of \$36.7M and expenditures of \$33.3M, resulting in a surplus of \$410K after a \$3M transfer to the Capital Projects Fund. Revenue is projected to increase by \$1.3M, primarily from property tax and ambulance revenue increases. Expenditures include \$28.7M for salaries and benefits, with two new positions proposed: Deputy Fire Chief and Office Specialist. CCCERA costs are set to rise 10.5%, OPEB contributions at \$429K, and a \$1.2M Pension Rate Stabilization Trust contribution. Non-discretionary expenditures total \$29.4M, while discretionary expenditures cover significant variances, including increased retirement contributions, building maintenance, vehicle repairs, software purchases, and fuel mitigation projects. The Capital Projects Fund includes \$1.4M in expenditures, with a \$3M transfer from the General Fund for Station 41/Administration construction. Reserves are projected to increase, with General Fund

reserves rising by \$410K in 2025 and pension and OPEB trust funds also increasing. Staff requested board direction on the FY 2025 proposed budget.

President Roemer inquired about the details of the emergency preparedness/CERT budget, expressing surprise at its \$287,544 amount, as he thought it to be about half that figure. Director Danziger also inquired about the emergency preparedness CERT line item of \$287,544 and requested an explanation of its components beyond funding a halftime position. ASD Sasser responded, directing attention to page 177 of the board packet for details on the emergency preparedness proposed budget. Total emergency preparedness/CERT expenditures amount to \$404,544, primarily allocated to salaries and benefits. The breakdown includes permanent salaries of \$86K for the office specialist, hourly salaries of \$97,637 for the part-time position, and a significant portion, \$130K, for overtime related to the Incident Management Team, driving the total budget to \$400K.

Director Danziger requested more information on the Incident Management Team in emergency preparedness. ASD Sasser explained that the part-time emergency preparedness coordinator participates in incident management work during fires and that the District receives reimbursement for these costs. President Roemer inquired about the reimbursement percentage, and ASD Sasser clarified that it exceeds 100%, including the hourly rate, administrative surcharge, and vehicle cost. Director Danziger and President Roemer acknowledged the benefits of this arrangement.

Director Danziger then inquired about the CERT program and understood it served Lafayette, Moraga, and Orinda and asked if Lafayette contributed to the program. ASD Sasser explained that Lafayette no longer contributed funds to the program. Director Jorgens recalled that Lafayette ceased funding the program due to hiring their own personnel. Director Danziger requested a future agenda item for the next meeting to understand the CERT program and how the funding works. Director Jorgens suggested initiating a conversation with Lafayette, emphasizing that if they wish to continue their residents' participation in the program, they should clarify their level of involvement.

Director Danziger inquired about the body cameras in the budget and asked if it was a new request. ASD Sasser confirmed that the District currently does not have body cameras. Director Danziger asked if the body cameras would be exclusively for the fire prevention staff. Fire Marshal Isaacs confirmed. Director Danziger then requested an explanation on the necessity of body cameras. Fire Marshal Isaacs explained that the inclusion of body cameras in the proposed budget resulted from discussions between himself and the Fire Chief over the past few budget cycles. He cited instances where the Fuels Mitigation Specialists encountered situations where residents alleged discrepancies in compliance assessments or inappropriate behavior. Body cameras would document interactions and provide clarity regarding the situation at hand.

Director Danziger requested additional information regarding the use of body cameras, acknowledging that he had many questions on the topic, particularly regarding the need for policies and legal considerations. Director Jorgens agreed and added that the presence of body cameras could alter the dynamic of interactions with individuals, potentially hindering efforts to maintain a friendly dialogue when the presence of cameras is disclosed. Fire Marshal Isaacs affirmed the need for a comprehensive policy regarding the use of body cameras. He emphasized that Mr. Holzman's team would need to draft a policy to outline protocols for when inspectors wear the cameras, when they do not and what notifications are required when engaging with citizens.

President Roemer inquired about the practices of other fire departments regarding the use of body cameras and whether residents are notified and if Staff is required to provide permission before recording. Fire Marshal Isaacs responded that no other fire departments utilize body cameras for inspections, noting that this practice is more common in law enforcement. President Roemer acknowledged that while he understood the rationale for using body cameras, he emphasized the need to ask further questions and anticipate potential legal issues before approving the body cameras despite the seemingly reasonable cost. Director Jorgens requested the topic be added to a future agenda.

Director Danziger requested job descriptions regarding the roles and responsibilities of the deputy fire chief and office specialist positions. Director Jorgens echoed this sentiment, suggesting that these future agenda items be included as future agenda items before finalizing the budget. President Roemer agreed.

Director Jorgens raised concerns about the District's budgeting practices regarding capital expenditures. He noted that while the budget allocates funds annually for the capital budget, there's a lack of consideration for depreciation in the Forecast. He suggested that the District should reserve funds for future asset replacements by incorporating accumulated depreciation. Director Jorgens highlighted the need for a reserve fund that goes beyond immediate expenditure. He commented that the current

process arbitrarily allocates \$3M each year without considering the specific requirements. ASD Sasser answered the \$3M allocated for the Capital Projects Fund in the annual budget is derived from the Forecast. This amount has been consistent over several years and was initially determined based on the previous pension obligation bond payment. The allocation is not tied to depreciation. Director Jorgens pointed out that since that bond is paid off, that line item in the budget is no longer necessary.

ASD Sasser sought clarification on whether the \$3M contribution should remain in the FY 2025 budget and if the depreciation should be included in the Forecast. Director Jorgens stated that the income and balance sheet already accompany the budget. He suggested including an accumulated depreciation line in the balance sheet to guide the accumulation of capital funds, as the \$3M contribution currently appears arbitrary. Director Jex interpreted the \$3M as being earmarked for anticipated expenditures related to Station 41. ASD Sasser confirmed that the Forecast accounts for anticipated expenditures on significant capital projects like the Station 41 project. The transfers outlined in the Forecast ensure sufficient funds will be available to cover these expenses with cash.

Director Jorgens stressed the significance of integrating long-term capital planning into budgeting, emphasizing the need to consider the entire lifespan of assets based on a federal depreciation schedule. He recommended allocating funds annually to prepare for future replacement costs, ensuring that significant expenses are anticipated gradually rather than suddenly impacting the budget, mitigating future financial strain on the District.

Director Jorgens inquired about the significant increase in Strike Team revenue projections compared to previous years. ASD Sasser explained that the higher projection is a precautionary measure to ensure sufficient funds are allocated in case of increased demand or unexpected expenses. The decision to raise the revenue estimate was aimed at avoiding the need for budget adjustments during a busy year. Director Jorgens expressed concern that the significant increase in Strike Team revenue is not conservative, as it assumes a rosier financial outlook based on potential additional revenue. He suggested revising the projection downward to align with historical trends, proposing a 5% increase from the previous year or following the trend line from the past five or six years. ASD Sasser asked for clarification on the desired level of reduction for both Strike Team revenue and Overtime expenditures. Director Jorgens recommended using historical trends or averages and examining data from the past five or six years to determine the typical revenue increase, aiming for a 5% rise or aligning with a previous estimate of around \$400K-\$500K.

Director Jorgens inquired about the expenses related to computer software, particularly for tracking patient data, and asked if that expense was being passed on to customers through billing. ASD Sasser answered that the costs of new Patient Care Software are not factored into ambulance recovery costs. However, the budget includes funds for a new fee study, which will encompass ambulance fees, among other considerations. Director Jorgens inquired about the need for a comprehensive study.

President Roemer asked if the ambulance fees covered the additional record-keeping requirements. ASD Sasser stated the consultant would need to determine whether Patient Care Record software costs could be included in these fees. Director Jorgens suggested avoiding a comprehensive study. District Counsel Holtzman explained the necessity of periodic cost studies to justify fees under Proposition 218, emphasizing the importance of preventing expensive lawsuits. President Roemer expressed concern about the cost of the study. District Counsel Holtzman discussed the importance of preventing legal challenges.

Director Jorgens asked about the increase in Special Department expenses. ASD Sasser reviewed the expenses, of which a significant portion was related to additional fuels mitigation projects, detailed on page 169 of the packet. Director Jorgens questioned the substantial maintenance increase for buildings, especially for Station 45, undergoing a \$1M renovation. ASD Sasser reviewed the building maintenance details outlined in the budget by each station. ASD Sasser noted funds have been allocated for annual solar panel cleaning at the three stations equipped with solar panels and elevator servicing at Station 43. Director Jorgens also noted that Station 45 might not meet fire code standards for exterior hazard abatement. Director Jorgens suggested the District clean the solar panels themselves and proposed using the ladder trucks and hoses as training opportunities, highlighting their capability to access rooftops effectively.

Director Danziger inquired about a \$7K expense for a ventilation fan at one of the stations. ASD Sasser acknowledged the expense but was unsure about the specific station where the ventilation fan would be installed. Director Danziger questioned the proposed salary increases for the fuel mitigation specialists.

He questioned the basis for the recommended 10% increase and requested data to support salary adjustments.

Director Jorgens acknowledged the lack of market data but proposed examining whether higher-paying opportunities elsewhere prompted staff turnover. He agreed with Director Danziger's assessment that a 10% raise seemed substantial without supporting data. Director Danziger inquired whether the two grant-funded fuel mitigation specialists perform the same duties as the three regular ones. Fire Marshal Isaacs confirmed their responsibilities are identical, and there are no additional requirements for the grant-funded positions.

Director Danziger asked about the \$75K allocated for professional services under the Board of directors' budget. ASD Sasser clarified that this funding is designated for the Standards of Cover (SOC) report. Director Danziger expressed interest in asking more about the SOC report later and deferred further discussion. President Roemer mentioned possibly completing SOC in-house, but Director Danziger reiterated his intention to request a future agenda item later in the meeting. Director Danziger noted a minor correction on page 182 regarding firefighter paramedic Travis Dulli's position, indicating that he is now an engineer.

Director Danziger discussed improving the landscaping at Station 42 through a collaboration with the Moraga Garden Club and UC Master Gardeners. He noted the Fire Chief had been involved in the discussion. Director Danziger proposed a "fire-scaping" project involving volunteers. He requested funding, potentially around \$5K, for plants, irrigation, and other materials and mentioned exploring partnerships with organizations like East Bay Municipal Utility District. Director Danziger suggested revisiting the landscaping project next month when the Fire Chief is available to discuss further details. He proposed allocating funds, not to exceed \$5K, for the project and expressed willingness to collaborate with the Fire Chief and community organizations to develop a budget plan.

Director Jex inquired about the increase in permanent salaries and compensation benefits, questioning the 7% increase. ASD Sasser clarified that the budget accounted for all authorized positions, indicating full staffing, with overtime budgeted at \$1,816,000, reflecting a reduction due to the assumption of full staffing.

Director Jorgens suggested reconsidering the longstanding practice of budgeting for full staffing when it's not the reality, leading to a recurring surplus. He proposed aligning budget projections more closely with actual staffing levels to avoid misleading forecasts and better reflect the operational reality. ASD Sasser explained that with five individuals set to graduate from the fire academy in May and another person starting, only two vacant positions remain. The department is nearing complete staffing levels for FY 2025. Director Jorgens recommended that the budget should reflect the actual staffing numbers to prevent surprises like a million-dollar surplus midyear. ASD Sasser advised that funds are legally appropriated according to the Board's goals and authorized positions during the budget adoption process. ASD Sasser recommended to continue fully budgeting based on authorized positions.

Director Jorgens pointed out that while positions may be authorized, several remain unfilled for years. The budget should reflect the reality of expected spending rather than artificially inflating it based on authorized positions. He recommended that forecasting accurately is more important than adhering strictly to authorized positions, as it provides a clearer picture of actual financial needs.

ASD Sasser highlighted pages 152 and 153 in the board packet, emphasizing that all authorized positions are nearly filled, except in emergency operations, where two firefighter paramedic roles remain vacant. Other departments, such as human resources, finance, and administration, are fully staffed except for the two proposed new positions of deputy fire chief and office specialist in emergency preparedness. Director Jorgens discussed the distinction between allocating funds and directly authorizing hiring. Allocating funds does not automatically authorize hiring. A separate board action is needed to adjust staffing levels.

Director Jex inquired about the workers' compensation figures, noting a lower recovery despite a higher expenditure. ASD Sasser answered that the conservative estimate of \$100K for recovery was used, anticipating potentially higher amounts. Director Jex questioned the difference between the amount spent on workers' compensation and the recovery amount. ASD Sasser explained she was conservative in estimating the recovery amount, anticipating it to be higher. Director Jex then asked if the difference in figures between the two years was fixed and if the District was self-insured. ASD Sasser answered that the District is part of a joint powers agreement with other local government agencies and that their rates are determined by factors such as their historical costs over the last five years.

Director Jorgens clarified that the joint arrangement is a pool where they collectively purchase insurance at a group rate. He asked if the rate was determined by the District's specific history or the group's history. ASD Sasser confirmed that the rate is based on the District's history, not the group's. Director Jorgens pointed out that the group purchases insurance rather than being self-insured. ASD Sasser explained the pool is not strictly traditional insurance but rather a pooled arrangement. Each participating agency contributes funds to this pool, which operates as a separate local government agency. The pooled funds are then used to cover claims and related costs for all participating agencies.

Director Jex pointed out that their experience with recoveries surpasses the budgeted amount. ASD Sasser explained that in the current fiscal year 2024, the District expects to recover about \$450K from the Joint Powers Agency. Director Jorgens emphasized that the money they receive is essentially what the District has put into the pool in the first place and questioned why it isn't a zero-sum game at the end of the day, given that their costs are based on the District's history, and they contribute to a joint pool, and asked why there isn't a separate account where their recoveries accumulate. ASD Sasser responded that she would need to review the agreement to provide a more detailed explanation. The essence of the pooling agreement is to share risk among all participants, which theoretically leads to lower costs due to increased negotiating power and shared administration. Director Jorgens requested more information on workers' compensation, considering the significant financial implications. He requested a future agenda item to review the contract and analyze its historical data. He emphasized the importance of ensuring they receive the appropriate amount based on the District's history and costs without subsidizing other entities with worse historical records.

District Counsel Holtzman provided additional context regarding the components of workers' compensation. He explained that salary replacement is a small part of the process. There are other significant components, such as medical expenses and administrative costs. District Counsel Holtzman highlighted the complexity of workers' compensation, mentioning legal proceedings, contested cases, subject matter experts (SMEs), and examinations. He emphasized that the recovery mentioned by ASD Sasser pertains to the salary replacement component, but many other costs are involved in the overall workers' compensation process. Director Jorgens expressed concern about whether the District is receiving a fair deal from the pool and raised the possibility that if the District is grouped with organizations experiencing higher injury rates, the District may be subsidizing others through their premiums.

District Counsel Holtzman acknowledged that it would be beneficial to have a presentation to the Board about workers' compensation sooner rather than later to clarify how it works and what the workers are paying for. Director Jorgens continued drawing an analogy to paying the same medical insurance premium as individuals with higher medical bills. He emphasized the importance of ensuring they've negotiated the right deal and aren't on the losing end of the arrangement due to lower claim rates or a younger group.

Director Jorgens asked if salaries are assumed to have a zero increase. ASD Sasser explained that salaries are based on the current salary schedule and do not include any increases because the District is in ongoing labor negotiations. Until negotiations are finalized, any potential salary increases are not factored into the current budget discussions. ASD Sasser sought clarification regarding the absence of a salary increase in the current draft budget. The previous practice of adjusting the budget when new Memorandums of Understanding (MOUs) are brought to the Board for approval ensures transparency regarding the cost of the MOU to the public. ASD Sasser requested board direction to continue with this practice or incorporate a salary increase into the budget. President Roemer responded that the Board should gather more information before making adjustments because the information is currently unavailable, emphasizing the importance of having all relevant information before making decisions regarding budget adjustments. Director Jorgens agreed.

President Roemer opened Public Comment.

Jonathan Goodwin, Canyon resident (attended via Zoom), inquired about the workshop's nature. President Roemer explained that it is a forum for discussing issues and informing the Board, Staff, and the public. Mr. Goodwin mentioned that in the past, a three-minute rule has been absent, suggesting there was more opportunity for back-and-forth discussion. President Roemer explained the rule, expressing concern about prolonging the meeting excessively. Mr. Goodwin requested the clock be restarted and expressed frustration, feeling his time was being consumed unfairly. President Roemer agreed to restart the clock and encouraged Mr. Goodwin to comment without asking questions to utilize the remaining time effectively. Mr. Goodwin asserted his right to seek procedural clarification and noted his remaining time was nearly up. President Roemer agreed to extend the time.

Mr. Goodwin began his comments by addressing the issue of full staffing at Station 45, which he feels has been overlooked. He questioned whether the Board had determined a policy regarding this matter. Next, he expressed concerns about the Deputy Fire Chief position, emphasizing the need for more than just a job description. Mr. Goodwin believed the Board should understand the context and analyze what the position would accomplish, including identifying operational defects and comparing alternatives such as hiring a fourth battalion chief or an assistant fire marshal. He advocated for fiscal responsibility, suggesting that not every dollar taken in needs to be spent immediately and proposed setting aside funds for economic downturns and facility costs. Mr. Goodwin commented on the lack of analysis for various positions and initiatives, asserting that uninformed decisions may result from incomplete information. Mr. Goodwin further questioned CERT's efficacy and highlighted the issues with a retired individual working halftime for a substantial salary, drawing parallels to a past controversial scenario involving Pete Nowicki. In conclusion, he urged the Board to consider these points for informed decision-making and emphasized the importance of obtaining comprehensive analysis and information.

Director Jorgens provided a brief comment, noting that the District is not spending all of its money, as evidenced by the growth of the general fund balance, which is forecasted to reach \$60M in the next ten years.

There were no additional requests to address the Board.

9.4 Increase Expenditures for Fire Prevention and the Home Hardening Grant Program to Include Advertising; Provide Direction Regarding the Continuation of the Home Hardening Grant Program in Fiscal Year 2024-25. (audio 2:06:18)

Fire Marshal Isaacs provided the report. The program was approved during the fiscal year 2024 budget process and offers to reimburse residents for installing ember-resistant vents, free ember-resistant mesh, and gutter guards. The Board also approved the continuation of hiring external crews for brush cutting and burning, advertising the availability of screen and gutter guards, and extending the program of paying for outside chipper crews. Director Jorgens stated the answer to the question regarding advertising was already provided in the Staff report. Director Danziger expressed a desire to improve awareness of the program among residents. He noted that while advertising is already done on the website and in the City of Orinda's newsletters, residents are still unaware of the program. Director Danziger proposed including information about the program in the annual MOFD letter sent to property owners, ensuring that every property owner is reached. Director Jorgens suggested utilizing existing signage, such as those used to announce fire fuel abatement days on June 1, to advertise the availability of free gutter guards and screens at other times of the year. He proposed placing signs directing residents to call a specific number, visit a website, or scan a QR code for more information. Director Jorgens believed this method is cost-effective and efficient. Director Danziger agreed and suggested placing signs at BART stations.

Director Jorgens stated that his concern is about the allocation of funds that haven't been utilized yet. He explained that efforts should focus on proactive fire prevention measures, such as burning brush in high-risk areas identified by the Fire Chief, even if it requires hiring additional crews or utilizing available resources like Contra Costa County Crews. Director Jorgens believed that the excess budget allocation indicates insufficient work being done in fire prevention. He preferred simplifying the process of distributing resources by utilizing Firewise organizations or homeowner associations to manage distribution. Director Jorgens advocated prioritizing brush removal and burning to effectively mitigate fire risks rather than the reimbursement part of the grant program. He suggested allocating funds towards advertising and hiring crews for brush removal to enhance fire prevention efforts. Director Danziger agreed.

District Counsel Holtzman suggested hiring a public communications person. He highlighted the challenge leanly staffed districts face in effectively disseminating information to the public. He mentioned that jurisdictions, including Orinda, have employed external agencies to assist with public communications at a reasonable cost. These agencies primarily utilize social media, emails, and other digital platforms to push out messages and information. District Counsel Holtzman emphasized that such services are not expensive and can significantly enhance the District's ability to maintain consistent public information dissemination. He suggested considering this approach to address the challenge of limited staffing resources in driving effective public communication strategies.

Director Jorgens stated that despite existing efforts such as websites and mailings, many residents are unaware of the gutter guard giveaway program. He suggested a more proactive approach, having the Fuels Mitigation Specialists place sandwich boards at inspection sites to inform residents directly. However, he acknowledged the potential challenge of managing the increased response from residents. Director Jorgens proposed allocating resources to manage the increased response, suggesting options

like having a Fuels Mitigation Specialist dedicate an hour daily to listen to voicemails and compile information or implementing a system where residents can leave their information via QR code or phone call. He emphasized the importance of prioritizing resources towards physical fire prevention measures such as cutting down brush, which he sees as the most critical aspect of the budget allocation.

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

9.5 Adopt Resolution 24-04 Approving a Capital Assets Policy and Increasing the Capitalization Threshold from \$5,000 to \$40,000. (audio 2:19:20)

Administrative Services Director Sasser provided the report. During a recent Audit Committee meeting, it was identified that the District's fixed assets policy needed revision and has not been updated in 15 years. The current policy requires purchases of \$5K or higher to be capitalized and depreciated. The Audit Committee recommends increasing this threshold to \$40K, considering \$5K as outdated and not reflective of the District's current materiality threshold. Director Hasler added that during the Audit Committee meeting, they thoroughly discussed the fixed assets policy. The committee consulted with the auditor to gather information on the practices of other jurisdictions and considered various threshold levels. After deliberation, the committee concluded that increasing the threshold to \$40K was more reasonable than the current \$5K threshold. This adjustment covers larger items and reduces the administrative burden associated with record-keeping.

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

Motion by Director Jorgens and seconded by Director Jex to adopt Resolution 24-04 Approving a Capital Assets Policy and Increasing the Capitalization Threshold from \$5,000 to \$40,000. The Motion carried a 5-0 roll call vote (Ayes: Danziger, Hasler, Jex, Jorgens, and Roemer; Noes: None; Absent: None; Abstain: None).

10. COMMITTEE REPORTS (audio 2:2:12)

10.1 Standing Audit Committee (Directors Jex & Hasler). Director Hasler reported the audit committee met on April 1, where they discussed the previous audit, and the status of the upcoming audit. The audit is in order and proceeding as planned, with an expected on-time delivery. Director Jex added that they asked the Auditors questions and were satisfied with the responses received. Director Jorgens emphasized the importance of keeping a record of the questions for future reference. Director Hasler noted that the questions are included in the minutes, and District Clerk Holbrook confirmed the questions are part of the meeting packet.

10.2 Ad Hoc Committee Joint Fire Prevention w/City of Orinda (Directors Jorgens & Roemer). Director Jorgens reported the committee held a meeting shortly after the last board meeting. He noted the meetings serve as status reports, covering grant programs, advertising ideas, chipper program progress, and collaborative emergency responses. Director Jorgens highlighted the importance of these meetings in educating city officials about fire prevention efforts and fostering coordination between different entities. He recommended extending this format to include the City of Moraga, emphasizing the benefits of mutual understanding and collaboration among stakeholders.

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

11. REQUESTS FOR ITEMS ON FUTURE AGENDAS (audio 2:26:37)

Director Danziger requested two agenda items for future meetings. 1) A status report on the \$75K allocated in the budget for Standards of Cover. He stated the update could be provided during the Fire Chief's updates or as a separate agenda item; and 2) A discussion on the East Bay Hills Wildfire Prevention group's MOU, noting a recent email from the group. Director Jorgens requested clarity on what the group would expect financially and staff time if the District joins. President Roemer noted the \$3,500 contribution already made to the group and requested a cost-benefit analysis of further financial contributions.

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

12. ADJOURNMENT

At 9:28 p.m., Director Jex motioned and seconded by Director Jorgens to adjourn the meeting. Said Motion carried a 5-0 roll call vote (Ayes: Danziger, Hasler, Jex, Jorgens, and Roemer; Noes: None; Absent: None; Abstain: None)

/s/ Marcia Holbrook
District Secretary/District Clerk

For an audio recording of this and other Board meetings, please visit the MOFD District Board Meeting at www.mofd.org/agendas.

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

Will only show Incident Types that are applicable. EMS/Rescue \ Structure Fires (actual type is in a structure) \ Vegetation Fires \ Other Types Grouped - Alarms/Hazards/Pub Svc/Etc... Data Is Based On Completed RMS Incident Report Data Entered by Company Officer. Resp. Data Based on "First Arriving Unit". "In District" = Moraga, Orinda, Canyon. "Out of District" = Lafayette & any Other City Aid Provided to.

	April, 2024							Totals
	All Others (Alarms / Pub Service / Etc.)		EMS / Rescue		Structure Fires	Vehicle Accidents		
	In District	Out of Dist.	In District	Out of Dist.	Out of Dist.	In District	Out of Dist.	
Incident Totals	94	5	130	4	2	9	3	247
Median Turnout	1.03	0.92	0.93	1.13	1.24	1.02	1.07	1.02
Median Resp Time	5.70	6.27	5.18	12.47	14.67	7.03	8.63	5.48
Resp Time (90th%)	9.22	14.71	7.73	20.67	20.67	9.16	10.77	8.92

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

		April, 2024			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	34	1.03	5.53	7.77
	All Other Types	8	0.73	5.33	6.75
	Totals for City	42	0.97	5.50	7.72
Moraga	EMS / Rescue	51	0.83	4.13	6.31
	All Other Types	12	1.01	5.39	8.38
	Totals for City	63	0.92	4.17	6.55
Lafayette	EMS / Rescue	4	1.26	9.70	12.47
	Structure Fires	1	1.30	8.67	8.67
	All Other Types	1	0.73	5.72	5.72
	Totals for City	6	1.17	8.65	12.30
Canyon	EMS / Rescue	1	1.10	10.45	10.45
	All Other Types	1	0.72	9.22	9.22
	Totals for City	2	0.91	9.83	10.45
Overall Total		113	0.97	5.13	7.83

Response Totals by Incident Type

	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	Total
All Others (Alarms / Pub Service / Etc.)	101	104	112	124	105	121	107	106	125	110	104	127	1,346
EMS / Rescue	143	188	177	203	149	173	178	190	177	153	147	134	2,012
Structure Fires	2	2	2	5	3	2	2	1	2	3		2	26
Veg Fires	1	1	1	5	1	2							11
Vehicle Accidents	29	23	12	22	20	23	33	28	39	26	29	12	296
Grand Total	276	318	304	359	278	321	320	325	343	292	280	275	3,691

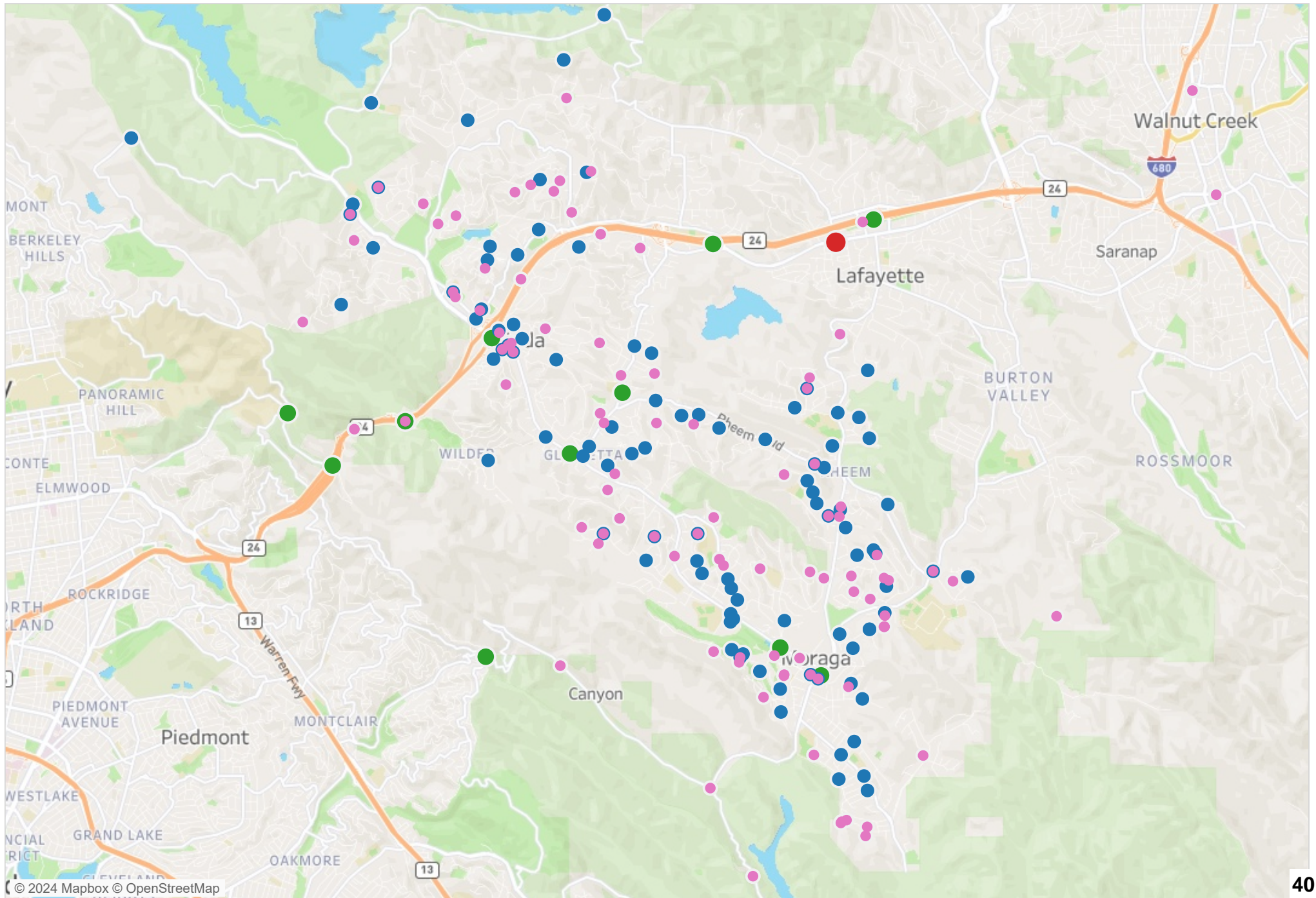
Incident Types

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

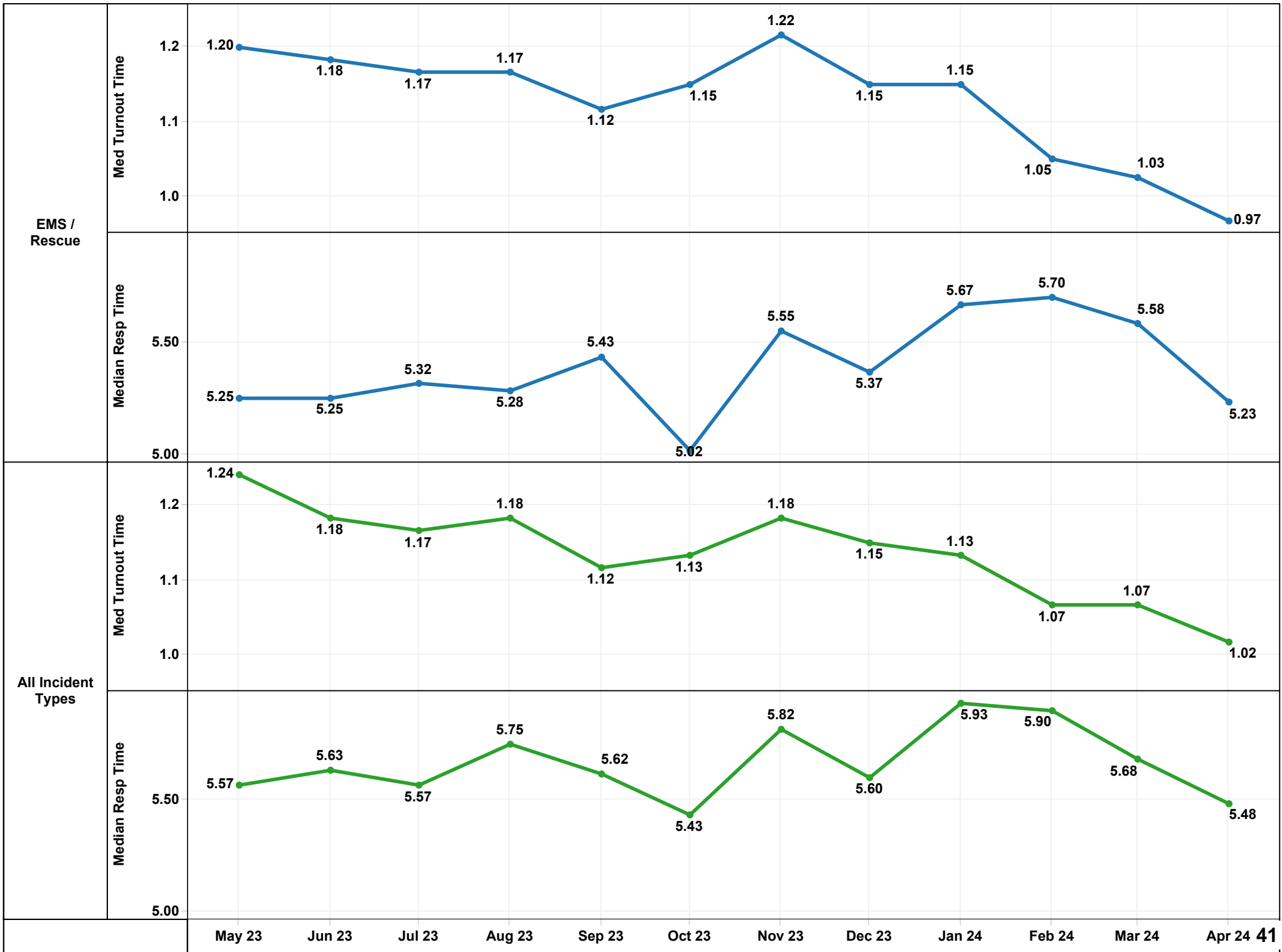
■ Vehicle Accidents

■ Structure Fires

Incident Location Map for MOFD April 2024



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



Moraga-Orinda Fire District
Check/Voucher Register - Check Register
From 4/1/2024 Through 4/30/2024

Check Number	Check Date	Name	Check Amount	Transaction Description
<u>27 - Capital Projects Fund</u>				
001883	4/11/2024	AllStar Fire Equipment	536,888.22	SCBA System (66)
ACHSVP04.03.24-09	4/3/2024	Silicon Valley Paving, Inc.	<u>49,768.68</u>	Coastal Conservancy Grant Billing 4
Total 27 - Capital Projects Fund			586,656.90	

Moraga-Orinda Fire District
Check/Voucher Register - Check Register
From 4/1/2024 Through 4/30/2024

Check Number	Check Date	Name	Check Amount	Transaction Description
<u>50 - General Fund</u>				
ACHFRMSWC04.10.24-02	4/11/2024	Fire Risk Management Services	284,134.50	Workers Comp Quarterly Payment
ACHCalpers04.08.24	4/8/2024	Calif. Public Employees'	231,325.76	Cal Pers April 2024
ACHCCERA04.08.24	4/8/2024	CCERA	195,877.68	CCERA April 2024
ACHDNI04.17.24-03	4/17/2024	Definitive Networks, Inc.	44,147.50	IT Services and O365 Licenses
ACHSequoia04.03.24-0	4/3/2024	Sequoia Ecological Consulting, Inc.	41,082.33	On Call Services and Tunnel East Bay Hills
ACHCalCard04.14.24	4/14/2024	Cal Card	22,952.87	Cal Card expenses
ACHLNCurtis04.03.24-	4/3/2024	L.N. Curtis & Sons	17,121.00	PPE
ACHDental04.05.24	4/5/2024	Delta Dental Plan of Calif.	16,872.64	Delta Dental Apr 2024
ACHIAFFDues04.08.24	4/8/2024	IAFF Local 1230 Dues	7,707.93	IAFF Dues April 2024
ACHHuntS04.17.24-04	4/17/2024	Hunt & Sons, Inc.	7,656.07	Fuel
ACHDowney04.24.24-01	4/23/2024	Downey Brand LLP	6,883.90	Legal Services Fuel Break Litigation
ACHAbili04.02.24-01	4/3/2024	Abila	6,257.57	Accounting Software
ACHMP04.10.24-09	4/11/2024	MP Consulting	6,000.00	MOFD SOC
001884	4/11/2024	American Fidelity Assurance	5,595.74	FSA and Dep Care - April 2024
OnlinePGE04.17.24-01	4/17/2024	Pacific Gas & Electric	4,863.35	Gas & Electric
001876	4/3/2024	Locality Media Inc.	4,450.00	Operations Software
ACHBoundtree04.17.24	4/17/2024	Bound Tree Medical, LLC	4,409.60	Medical Supplies - March 2024
OnlineADP04.03.24-01	4/3/2024	ADP, Inc.	4,247.90	Payroll Processing Service
001874	4/3/2024	F.S.O.C. LLC	3,940.03	EMS Tactical Gear
ACHsequoia04.17.24-0	4/17/2024	Sequoia Ecological Consulting, Inc.	3,601.00	Tunnel East Bay Hills and On Call Services
OnlineVerizon04.03.2	4/3/2024	Verizon Wireless	2,944.07	Wireless
ACHWC304.24.24-02	4/23/2024	West Coast Code Consultants	2,900.00	In House Plan Review Mar 2024
ACHMopfa04.08.24	4/8/2024	Moraga-Orinda Professional Firefighters Association	2,693.00	MOPFA April 2024
ACHDataT04.10.24-01	4/11/2024	Data Ticket Inc.	2,684.53	Citation Processing Service
ACHFRMS04.10.24-03	4/11/2024	Fire Risk Management Services	2,602.77	Life/Supp Life/VSP April
001867	4/3/2024	Alameda County Fire Department	2,534.89	Service Units 463, 441, 406
OnlineRepSvs04.10.24	4/11/2024	Republic Services	1,969.84	Trash Service April 2024
ACHIAFFIns04.08.24	4/8/2024	IAFF Local 1230 Insurance	1,788.49	IAFF Ins. April 2024
ACHNorcal04.08.24	4/8/2024	1st NorCal Federal Credit Union	1,702.20	Norcal April 2024
ACHStryker04.10.24-0	4/11/2024	Stryker Sales Corporation	1,660.59	Gurney Repair
001887	4/11/2024	East Bay Electric, Inc.	1,488.20	Stn 44 Exterior Light Repair
001894	4/11/2024	East Bay Electric, Inc.	1,474.38	Stn 43 Exterior Light Repair
001894	4/17/2024	Bay Area News Group	1,192.26	Legal Ads March 2024
ACHHuntSons04.03.24-	4/3/2024	Hunt & Sons, Inc.	1,159.36	Fuel
001886	4/11/2024	A T and T Mobility	1,124.33	Wireless Account 287291512913
001905	4/23/2024	American Fidelity	992.14	Adusted invoice Supp Insurance April 2024
ACHLNCurtis04.17.24-	4/17/2024	L.N. Curtis & Sons	836.85	Pants/Handle
001882	4/3/2024	Woodiwiss Painting, LLC	800.00	Stn 43 Painting
ACHOffDepot04.10.24-	4/11/2024	Office Depot	730.24	Chairs for Admin
001888	4/11/2024	EBMUD	679.80	Water Service Stn 42 1/3-3/5/24 Acct 55307800001
001911	4/11/2024	EBMUD	672.85	Water Service Stn 44 2/1-4/3/24 Acct 56154800001
001911	4/23/2024	Desired Effect, LLC	595.00	Technician 04.17.24
ACHStaples04.10.24-0	4/11/2024	Staples Business Credit	579.09	Household expenses
001890	4/11/2024	Brian Tuch	537.95	Home Hardening Reimbursement
001881	4/3/2024	Smart Clean Building Maintenance Inc	525.00	Admin Cleaning
ACHODepot04.3.24-06	4/3/2024	Office Depot	513.87	Supplies and Toner
ACHAlSCO04.03.24-03	4/3/2024	ALSCO - American Linen Division	512.39	Linen Service
001888	4/11/2024	EBMUD	507.30	Water Service Stn 42 1/3-3/5/24 Acct 55307900001
001888	4/11/2024	A T and T Mobility	498.25	Wireless Acct 287291512571
001888	4/11/2024	EBMUD	482.96	Water Service Stn 44 2/1-4/3/24 Acct 31941900001
ACHBRCK04.03.24-04	4/3/2024	BRCK Inc.	460.50	VOIP
ACHLNCurtis04.10.24-	4/11/2024	L.N. Curtis & Sons	444.47	Wildland Boots
001909	4/23/2024	COIT Services, Inc.	430.00	Carpet Cleaning
001909	4/3/2024	RDO Equipment Co.	402.24	Service on Chipper

Moraga-Orinda Fire District
Check/Voucher Register - Check Register
From 4/1/2024 Through 4/30/2024

Check Number	Check Date	Name	Check Amount	Transaction Description
	4/3/2024	Reinholdt Engineering Construction	400.00	Annual Testing Stn 45
001879	4/3/2024	Reinholdt Engineering Construction	360.00	Annual Testing Stn 41
	4/3/2024	Reinholdt Engineering Construction	360.00	Annual Testing stn 42
	4/3/2024	Reinholdt Engineering Construction	360.00	Annual Testing Stn 43
	4/3/2024	Reinholdt Engineering Construction	360.00	Annual Testing sTn 44
	4/11/2024	EBMUD	358.98	Water Service Stn 45 12/27-2/29/24 Acct 49350800001
	4/11/2024	EBMUD	339.56	Water Service Stn 43 1/30-4/2/24
001877	4/3/2024	Pacific Office Automation	331.94	Admin copier usage
001892	4/17/2024	A T and T	315.34	Calnet 3/12-4/11/24 BAN 9391035207
001910	4/23/2024	Cross Connections Emergency Services, Inc.	285.30	BK Radios
001893	4/17/2024	Bay Area Air Quality Management Dist.	279.00	Permit
001873	4/3/2024	EcoMulch	258.00	Chip Dump 3.29.24
001899	4/17/2024	Anthony Grgurevic	250.36	Travel & Per Diem Reimbursement - Ambulance Inspection
001901	4/17/2024	Matt Lopez	245.42	Travel and Per Diem - ambulance inspection
	4/11/2024	EBMUD	238.49	Water Service Stn 43 1/30-4/2/24 Acct 66412747356
001900	4/17/2024	International Institute of Municipal Clerks	225.00	Annual Membership Fee
001885	4/11/2024	A T and T	222.36	Calnet Mar 2024 BAN 9391053307
001898	4/17/2024	EcoMulch	215.00	Chip Dump 4/10/24
	4/17/2024	EcoMulch	215.00	Chip Dump 4/16/24
001891	4/17/2024	Shahen Aghababian	200.00	Refund Citation 240773002
001915	4/23/2024	Theodore Wang	200.00	2024 New Volunteer Uniform
ACHOfficeD04.17.24-0	4/17/2024	Office Depot	186.75	Office Supplies
ACHChase04.03.24	4/3/2024		183.60	Bank Fees - April 2024
ACHAirgas04.17.24-01	4/17/2024	Airgas USA, LLC	167.26	Helium/Nitrogen
001908	4/23/2024	Clark Pest Control of Stockton Inc.	155.00	Pest Service Stn 45 04.9.24
001896	4/17/2024	Clark Pest Control of Stockton Inc.	145.00	Pest Control Stn 43 4/2/24
001869	4/3/2024	Clark Pest Control of Stockton Inc.	136.00	Pest Service Stn 42
001871	4/3/2024	Stephen Cooke	130.00	BLS/CPR/Heart Code Cert.
001906	4/23/2024	AT&T	124.85	Internet Apr 10-May 9 Acct 293834673
001875	4/3/2024	The Permanente Medical Group	115.00	Guarantor 320901350786 Firefighter Physical
001868	4/3/2024	Tony Chow	100.00	Citation 240819001 Refund
001872	4/3/2024	Sean Creedon	100.00	Citation 240122001 Refund
001880	4/3/2024	Duncan Seibert	100.00	2024 Volunteer Uniform - returning
001913	4/23/2024	Lawrence Olson	100.00	Volunteer Uniform 2024
001870	4/3/2024	Comcast	97.14	Modem Stn 41 Mar 29-Apr 28 Acct 8155 40 005 208428
001897	4/17/2024	Comcast	97.14	Modem Stn 44 4/14-5/13/24 Acct 8155 40 006 0191002
001866	4/3/2024	ADT Security Services	94.35	Security Service Stn 45 Apr 9-May 8 Acct 402025440
001889	4/11/2024	Shred-it	92.57	Shredding Service
001912	4/23/2024	Perrin Kliot	84.49	2024 Volunteer Uniform
001895	4/17/2024	Biomedical Waste Disposal	81.00	Waste Diposal Stn 41 4/8/24
	4/17/2024	Biomedical Waste Disposal	81.00	Waste Disposal Stn 45 4/8/24
001914	4/23/2024	Julie Sparks	74.50	2024 Volunteer Uniform
001904	4/17/2024	Julie Weber	73.00	2024 Volunteer Uniforms
ACHAirgas04.03.24-02	4/3/2024	Airgas USA, LLC	72.70	Argon
001902	4/17/2024	Bruce Macler	69.12	2024 Volunteer Uniforms
ACHMotorola04.10.23-	4/11/2024	Motorola	68.65	Antenna
001878	4/3/2024	RDO Equipment Co.	63.70	Chipper Service
	4/23/2024	Theodore Wang	43.00	Volunteer Livescan
001903	4/17/2024	Julie Sparks	<u>19.30</u>	Food for Support Team 245 Rodeo Training
Total 50 - General Fund			969,122.05	

Moraga-Orinda Fire District
Check/Voucher Register - Check Register
From 4/1/2024 Through 4/30/2024

Check Number	Check Date	Name	Check Amount	Transaction Description
<u>61 - Tunnel East Bay Hills Fuel Break</u>				
ACHSequoia04.03.24-0	4/3/2024	Sequoia Ecological Consulting, Inc.	45,107.12	On Call Services and Tunnel East Bay Hills
	4/23/2024	Contra Costa County Fire Protection District	25,902.16	Tunnel East Bay Hills Jan 2024
001907	4/23/2024	Contra Costa County Fire Protection District	6,573.00	Tunnel East Bay Hills Feb 2024
ACHsequoia04.17.24-0	4/17/2024	Sequoia Ecological Consulting, Inc.	<u>321.00</u>	Tunnel East Bay Hills and On Call Services
		Total 61 - Tunnel East Bay Hills Fuel Break	77,903.28	

Moraga-Orinda Fire District
Check/Voucher Register - Check Register
From 4/1/2024 Through 4/30/2024

Check Number	Check Date	Name	Check Amount	Transaction Description
<u>62 - Fire Risk Reduction Grant</u>				
ACHCalpers04.08.24	4/8/2024	Calif. Public Employees'	1,021.41	Cal Pers April 2024
ACHOffDepot04.10.24-	4/11/2024	Office Depot	486.83	Chairs for Admin
ACHDDental04.05.24	4/5/2024	Delta Dental Plan of Calif.	55.96	Delta Dental Apr 2024
ACHFRMS04.10.24-03	4/11/2024	Fire Risk Management Services	<u>17.51</u>	Life/Supp Llife/VSP April
		Total 62 - Fire Risk Reduction Grant	<u>1,581.71</u>	
Report Total			<u>1,635,263.94</u>	

Moraga-Orinda Fire District
 Balance Sheet - By Fund
 27 - Capital Projects Fund
 As of 3/31/2024

		Current Year
Assets		
LAIF Investments	1010	724,547.77
Investments - County	1013	10,539,137.26
Fair Value Adjustment to LAIF	1017	(119,878.00)
Accounts Receivable	1050	75,095.48
Advance on Taxes & Supplemental Taxes	1160	493,725.71
Total Assets		11,712,628.22
Fund Balance		
Fund Balance Committed Capital Projects	3685	7,976,472.05
Other		3,736,156.17
Total Fund Balance		11,712,628.22

Moraga-Orinda Fire District
Balance Sheet - By Fund
50 - General Fund
As of 3/31/2024

		Current Year
Assets		
Contra Costa County Cash	1002	(180,322.38)
LAIF Investments	1010	1,947,865.00
Investments - County	1013	8,160,862.74
Fair Value Adjustment to LAIF	1017	(107,622.00)
Fair Value Adjustment Investments - County	1018	(61,817.00)
Chase Operating Account	1020	151,272.91
Chase Payroll Account	1021	3,639.36
Accounts Receivable	1050	63,949.08
Receivables-Ambulance Billing	1051	900,168.54
Allowance Doubtful A/R-Ambulance billing	1052	(44,186.40)
Advance on Taxes & Supplemental Taxes	1160	15,065,961.47
Prepaid Retirement	1410	2,103,842.12
Misc Reimburseables	1501	(77.56)
Allowance Doubtful A/R	1503	(20,386.00)
Pension Rate Stabilization Trust Fund	1610	10,003,243.88
Total Assets		37,986,393.76
Liabilities		
Accrued Payroll	2050	515,674.52
Accrued Payroll Taxes-Federal	2051	218,754.78
Accrued Retirement	2054	231,315.46
Section 125 Medical-Dental Plan	2080	14,556.52
Accrued Charities & Other Employee Ded	2082	9,591.60
Retiree Health Savings Account	2083	11,826.10
Total Liabilities		1,001,718.98
Fund Balance		
Fund Balance Unassigned	3680	17,470,544.61
Nonspendable Fund Balance	3682	476,763.52
Committed Encumbrances	3684	14,000.00
Fund Balance Assigned	3689	632,638.00
Fund Balance Restricted Pension	3697	10,003,243.88
Other		8,387,484.77
Total Fund Balance		36,984,674.78

Moraga-Orinda Fire District
 Balance Sheet - By Fund
 61 - Tunnel East Bay Hills Fuel Break
 As of 3/31/2024

		Current Year
Assets		
Chase Operating Account	1020	(756,303.62)
Accounts Receivable	1050	925,541.90
Total Assets		169,238.28
Fund Balance		
Fund Balance Unassigned	3680	50,959.13
Other		118,279.15
Total Fund Balance		169,238.28

Moraga-Orinda Fire District
 Balance Sheet - By Fund
 62 - Fire Risk Reduction Grant
 As of 3/31/2024

		Current Year
Assets		
Chase Operating Account	1020	693,659.77
Total Assets		693,659.77
Liabilities		
Accrued Payroll	2050	3,298.08
Accrued Payroll Taxes-Federal	2051	568.17
Accrued Retirement	2054	549.68
Deferred Revenue	2057	664,551.89
Total Liabilities		668,967.82
Fund Balance		
Fund Balance Unassigned	3680	1,137.90
Other		23,554.05
Total Fund Balance		24,691.95

**Moraga Orinda Fire District
General Fund
Actual to Budget Summary 7/1/23-3/31/24**

	Current Period Actual	Budget \$	Actual vs Budget	Prior Year Current Period Actual	Prior Year Change	Prior Year % Change	Comments
Revenue							
Total Taxes	32,125,495.81	32,201,888.00	(76,392.19)	30,514,499.67	1,610,996.14	5.28%	Property Tax Revenue trending appropriately
Investment Earnings	720,020.46	350,000.00	370,020.46	66,959.61	653,060.85	975.31%	\$67K interest LAIF, \$653k from Tbills. There is unearned revenue of \$159k as of 3/31/2024
Total Intergovernmental Revenue	89,086.90	233,148.00	(144,061.10)	72,997.51	16,089.39	22.04%	Refund of State Mandated Costs 17/18
Total Charges for Service	182,871.37	200,350.00	(17,478.63)	152,369.08	30,502.29	20.02%	Increase in Plan other services fees (SMC Alarms), inspection fees
Total Charges for Service - Ambulance	887,074.61	1,008,750.00	(121,675.39)	733,754.26	153,320.35	20.90%	Ambulance billing lags one month - PY numbers decreased due to significant write-offs in this period last year
Other Revenue-Strike Team Recovery	601,952.56	830,000.00	(228,047.44)	1,006,319.09	(404,366.53)	-40.18%	Strike team revenue fluctuates from year to year
Other Revenue	<u>4,479.12</u>	<u>5,000.00</u>	<u>(520.88)</u>	<u>18,114.33</u>	<u>(13,635.21)</u>	<u>-75.27%</u>	
Total Revenue	34,610,980.83	34,829,136.00	(218,155.17)	32,565,013.55	2,045,967.28	6.28%	
Expenses							
Salaries	8,481,952.37	11,627,637.00	3,145,684.63	8,149,200.00	332,752.37	4.08%	Salaries are trending appropriately
Overtime	2,656,510.54	3,480,202.00	823,691.46	1,880,359.85	776,150.69	41.28%	Overtime increase due to increased vacancies and increased worker's compensation injuries
Overtime - Strike Team	404,759.40	549,840.00	145,080.60	651,391.71	(246,632.31)	-37.86%	Strike Team overtime fluctuates from year to year
Retirement Contributions	5,042,602.68	6,900,000.00	1,857,397.32	4,213,769.52	828,833.16	19.67%	Increase in FY24 CCCERA rates +10.4% of payroll
Other Benefits	<u>4,389,763.31</u>	<u>5,576,863.00</u>	<u>1,187,099.69</u>	<u>5,094,704.28</u>	<u>(704,940.97)</u>	<u>-13.84%</u>	Other Benefits trending appropriately; Pension Rate Stabilization in 2024 was \$500k less than previous year
	20,975,588.30	28,134,542.00	7,158,953.70	19,989,425.36	986,162.94	4.93%	
Operating and Other Expense	<u>5,360,004.48</u>	<u>7,341,232.00</u>	<u>1,981,227.52</u>	<u>5,176,490.76</u>	<u>183,513.72</u>	<u>3.55%</u>	Operating Expenses trending appropriately; Attorney fees are up due to Fuel Break Litigation
Total Expenditures	26,335,592.78	35,475,774.00	9,140,181.22	25,165,916.12	1,169,676.66	4.65%	
Excess of Revenues Over/ (Under) Expenditures	<u>8,275,388.05</u>	<u>(646,638.00)</u>	<u>8,922,026.05</u>	<u>7,399,097.43</u>	<u>876,290.62</u>	<u>11.84%</u>	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 2023.2024
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Budget \$	Budget \$ Variance	Percent Budget Remaining	Prior Year Current Period Actual	Prior Year Change	Prior Year % Change
Total Revenue		34,610,980.83	34,829,136.00	(218,155.17)	(0.63)%	32,565,013.55	2,045,967.28	6.28
Total Expenditures		26,335,592.78	35,475,774.00	9,140,181.22	25.76%	25,165,916.12	1,169,676.66	4.65
Excess of Revenues Over/ (Under) Expenditures		<u>8,275,388.05</u>	<u>(646,638.00)</u>	<u>8,922,026.05</u>	<u>(1,379.76)%</u>	<u>7,399,097.43</u>	<u>876,290.62</u>	<u>11.84</u>
Other Revenue-Strike Team Recovery	4971	601,952.56	830,000.00	(228,047.44)	(27.48)%	1,006,319.09	(404,366.53)	(40.18)
Overtime - Strike Team	5016	<u>404,759.40</u>	<u>549,840.00</u>	<u>145,080.60</u>	26.39%	<u>651,391.71</u>	<u>(246,632.31)</u>	<u>(37.86)</u>
		197,193.16	280,160.00	(82,966.84)		354,927.38	(157,734.22)	
Revenue								
Taxes								
Property Tax-Current Secured	4010	30,938,262.42	30,982,918.00	(44,655.58)	(0.14)%	29,435,205.77	1,503,056.65	5.11
Property Tax-Supplemental	4011	127,094.45	300,000.00	(172,905.55)	(57.64)%	205,362.35	(78,267.90)	(38.11)
Property Tax-Unitary	4013	318,451.34	250,000.00	68,451.34	27.38%	301,461.20	16,990.14	5.64
Property Tax-Curr Unsecured	4020	958,077.99	853,970.00	104,107.99	12.19%	728,212.60	229,865.39	31.57
Prop Tax- Prior Secured	4030	(137,104.71)	(100,000.00)	(37,104.71)	37.10%	(95,133.02)	(41,971.69)	44.12
Prop Tax-Prior Supplement	4031	(65,490.38)	(75,000.00)	9,509.62	(12.68)%	(55,769.06)	(9,721.32)	17.43
Prop Tax Prior Unsecured	4035	(13,795.30)	(10,000.00)	(3,795.30)	37.95%	(4,840.17)	(8,955.13)	185.02
Total Taxes		32,125,495.81	32,201,888.00	(76,392.19)	(0.24)%	30,514,499.67	1,610,996.14	5.28
Use of Money & Property								
Investment Earnings*	4181	<u>720,020.46</u>	<u>350,000.00</u>	<u>370,020.46</u>	<u>105.72%</u>	<u>66,959.61</u>	<u>653,060.85</u>	<u>975.31</u>
Total Use of Money & Property		720,020.46	350,000.00	370,020.46	105.72%	66,959.61	653,060.85	975.31
Intergovernmental Revenue								
Homeowners Relief Tax	4385	71,308.36	147,000.00	(75,691.64)	(51.49)%	72,011.51	(703.15)	(0.98)
State Mandated Costs Reimbursement	4436	16,786.00	0.00	16,786.00	0.00%	0.00	16,786.00	100.00
Other/In Lieu of Taxes	4580	992.54	900.00	92.54	10.28%	986.00	6.54	0.66
Measure H-Emerg Med Ser Subsid	4896	<u>0.00</u>	<u>85,248.00</u>	<u>(85,248.00)</u>	<u>(100.00)%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Intergovernmental Revenue		89,086.90	233,148.00	(144,061.10)	(61.79)%	72,997.51	16,089.39	22.04
Charges for Service								
Permits	4740	2,398.00	5,000.00	(2,602.00)	(52.04)%	4,494.00	(2,096.00)	(46.64)
Plan Review	4741	87,447.00	140,000.00	(52,553.00)	(37.54)%	83,103.50	4,343.50	5.23
Inspection Fees	4742	9,397.00	15,000.00	(5,603.00)	(37.35)%	14,796.50	(5,399.50)	(36.49)
Weed Abatement Charges	4744	0.00	0.00	0.00	0.00%	3,000.00	(3,000.00)	(100.00)
Reports/ Photocopies	4746	459.00	350.00	109.00	31.14%	363.00	96.00	26.45
Other Charges for Service	4747	43,788.00	5,000.00	38,788.00	775.76%	14,694.00	29,094.00	198.00
Administrative Citation Fee	4748	<u>39,382.37</u>	<u>35,000.00</u>	<u>4,382.37</u>	<u>12.52%</u>	<u>31,918.08</u>	<u>7,464.29</u>	<u>23.39</u>
Total Charges for Service		182,871.37	200,350.00	(17,478.63)	(8.72)%	152,369.08	30,502.29	20.02
Charges for Service - Ambulance								

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 2023.2024
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Budget \$	Budget \$ Variance	Percent Budget Remaining	Prior Year Current Period Actual	Prior Year Change	Prior Year % Change
Ambulance Service Fees	4898	1,093,590.77	1,570,750.00	(477,159.23)	(30.38)%	1,136,851.33	(43,260.56)	(3.81)
Ambulance Service Fee Reimbursements	4899	(187,892.27)	(515,000.00)	327,107.73	(63.52)%	(392,667.68)	204,775.41	(52.15)
Ambulance Collection Recovery Payments	4900	6,154.77	3,000.00	3,154.77	105.16%	2,260.07	3,894.70	172.33
Ground Emergency Medical Transportation	4901	(24,778.66)	(50,000.00)	25,221.34	(50.44)%	(12,689.46)	(12,089.20)	95.27
Total Charges for Service - Ambulance		887,074.61	1,008,750.00	(121,675.39)	(12.06)%	733,754.26	153,320.35	20.90
Other Revenue								
Other Revenue-Strike Team Recovery	4971	601,952.56	830,000.00	(228,047.44)	(27.48)%	1,006,319.09	(404,366.53)	(40.18)
Other Revenue-Misc.	4974	0.51	1,000.00	(999.49)	(99.95)%	10,823.40	(10,822.89)	(100.00)
Misc Rebates & Refunds	4975	3,929.62	3,500.00	429.62	12.27%	2,510.25	1,419.37	56.54
Sale of Surplus Property	4980	548.99	500.00	48.99	9.80%	3,031.01	(2,482.02)	(81.89)
Transfers In	4999	0.00	0.00	0.00	0.00%	1,749.67	(1,749.67)	(100.00)
Total Other Revenue		606,431.68	835,000.00	(228,568.32)	(27.37)%	1,024,433.42	(418,001.74)	(40.80)
Total Revenue		34,610,980.83	34,829,136.00	(218,155.17)	(0.63)%	32,565,013.55	2,045,967.28	6.28
Expenditures								
Salaries & Benefits								
Permanent Salaries	5011	8,404,967.82	11,530,000.00	3,125,032.18	27.10%	8,087,061.63	317,906.19	3.93
Temporary Salaries	5013	76,984.55	97,637.00	20,652.45	21.15%	62,138.37	14,846.18	23.89
Overtime	5014	2,656,510.54	3,480,202.00	823,691.46	23.67%	1,880,359.85	776,150.69	41.28
Deferred Compensation/RHSA	5015	85,308.33	120,000.00	34,691.67	28.91%	84,351.07	957.26	1.13
Overtime - Strike Team	5016	404,759.40	549,840.00	145,080.60	26.39%	651,391.71	(246,632.31)	(37.86)
Contract Services	5018	37,750.42	50,000.00	12,249.58	24.50%	76,493.32	(38,742.90)	(50.65)
Worker's Compensation Recovery	5019	(426,235.20)	(450,000.00)	(23,764.80)	5.28%	(203,529.85)	(222,705.35)	109.42
Payroll Taxes -FICA,SUI	5042	163,832.93	222,493.00	58,660.07	26.36%	150,922.93	12,910.00	8.55
Payroll Processing Fees	5043	14,158.30	27,000.00	12,841.70	47.56%	12,702.52	1,455.78	11.46
Retirement Contributions	5044	5,042,602.68	6,900,000.00	1,857,397.32	26.92%	4,213,769.52	828,833.16	19.67
Life/Health Insurance-Permanent Employees	5060	1,206,480.74	1,660,000.00	453,519.26	27.32%	1,192,765.04	13,715.70	1.15
Employee's-Health Insurance Contribution	5061	(225,317.87)	(315,000.00)	(89,682.13)	28.47%	(162,856.06)	(62,461.81)	38.35
Retiree Health Insurance	5062	923,230.50	1,280,000.00	356,769.50	27.87%	863,533.76	59,696.74	6.91
Retiree-Health Insurance Contribution	5063	(287,190.58)	(362,000.00)	(74,809.42)	20.67%	(255,938.73)	(31,251.85)	12.21
Unemployment Insurance	5064	(275.40)	5,000.00	5,275.40	105.51%	2,946.35	(3,221.75)	(109.35)
Retiree-Health OPEB Contribution	5065	463,553.00	463,553.00	0.00	0.00%	366,640.00	96,913.00	26.43
Vision Insurance	5066	12,785.64	20,000.00	7,214.36	36.07%	13,029.93	(244.29)	(1.87)
Pension Rate Stabilization	5067	1,569,279.00	1,569,279.00	0.00	0.00%	2,108,577.00	(539,298.00)	(25.58)
Workers' Compensation Insurance	5070	852,403.50	1,286,538.00	434,134.50	33.74%	845,067.00	7,336.50	0.87
Total Salaries & Benefits		20,975,588.30	28,134,542.00	7,158,953.70	25.45%	19,989,425.36	986,162.94	4.93
Operating Expense								
Office Supplies	6100	6,407.16	8,500.00	2,092.84	24.62%	5,029.74	1,377.42	27.39

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 2023.2024
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Budget \$	Budget \$ Variance	Percent Budget Remaining	Prior Year Current Period Actual	Prior Year Change	Prior Year % Change
Postage	6101	1,501.90	3,000.00	1,498.10	49.94%	1,183.89	318.01	26.86
Books & Periodicals	6102	715.40	2,460.00	1,744.60	70.92%	129.00	586.40	454.57
Printer Ink Cartridges	6103	3,010.81	3,000.00	(10.81)	(0.36)%	2,116.78	894.03	42.24
Telephone - Landlines	6109	1,896.04	26,000.00	24,103.96	92.71%	0.00	1,896.04	100.00
Telephone/Communication	6110	67,060.84	65,500.00	(1,560.84)	(2.38)%	51,632.09	15,428.75	29.88
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	230,000.00	230,000.00	100.00%	212,090.95	(212,090.95)	(100.00)
Utilities- Sewer	6120	4,006.37	5,000.00	993.63	19.87%	4,041.60	(35.23)	(0.87)
Utilities-Garbage	6121	14,388.06	20,100.00	5,711.94	28.42%	14,378.64	9.42	0.07
Utilities-PG&E	6122	53,194.86	84,500.00	31,305.14	37.05%	54,611.79	(1,416.93)	(2.59)
Utilities-Water	6123	15,956.05	32,000.00	16,043.95	50.14%	14,922.75	1,033.30	6.92
Utilities-Medical Waste	6124	1,633.52	2,700.00	1,066.48	39.50%	1,758.75	(125.23)	(7.12)
Small Tools & Instruments	6130	7,753.71	9,000.00	1,246.29	13.85%	4,924.94	2,828.77	57.44
Minor Equipment/Furniture	6131	0.00	2,500.00	2,500.00	100.00%	0.00	0.00	0.00
Computer Equipment & Supplies	6132	15,850.62	20,000.00	4,149.38	20.75%	2,584.62	13,266.00	513.27
Gas Power Chain Saw/Other Equipmen	6133	553.40	5,000.00	4,446.60	88.93%	3,790.47	(3,237.07)	(85.40)
Fire Trail Grading	6135	118.10	25,000.00	24,881.90	99.53%	4,352.81	(4,234.71)	(97.29)
Technical, Rope Rescue & Extrication Equipment	6137	6,510.11	18,000.00	11,489.89	63.83%	5,439.65	1,070.46	19.68
Fire Fighting Equipment-Hoses & Nozzles	6138	9,317.63	10,000.00	682.37	6.82%	3,048.73	6,268.90	205.62
Fire Fighting Equipment-Class A Foam	6139	0.00	8,000.00	8,000.00	100.00%	0.00	0.00	0.00
Medical & Lab Supplies	6140	82,127.43	130,000.00	47,872.57	36.83%	78,216.48	3,910.95	5.00
Food Supplies	6150	2,283.58	5,500.00	3,216.42	58.48%	1,473.66	809.92	54.96
Safety Clothing & Personal Supplies	6160	75,557.09	126,000.00	50,442.91	40.03%	41,716.21	33,840.88	81.12
Household Expense	6170	12,018.37	22,200.00	10,181.63	45.86%	12,287.59	(269.22)	(2.19)
Household Expense-Linen	6171	5,903.36	8,700.00	2,796.64	32.15%	6,060.95	(157.59)	(2.60)
Public & Legal Notices	6190	8,477.02	22,000.00	13,522.98	61.47%	2,915.40	5,561.62	190.77
Dues, Memberships & Professional Fees	6200	18,682.43	23,020.00	4,337.57	18.84%	16,555.49	2,126.94	12.85
EMT/Paramedic Licensure Fees	6201	5,330.00	4,000.00	(1,330.00)	(33.25)%	9,598.88	(4,268.88)	(44.47)
Rent & Leases (Equipment)	6250	8,894.70	19,000.00	10,105.30	53.19%	14,005.51	(5,110.81)	(36.49)
Computer Software & Maintenance	6251	63,122.54	93,750.00	30,627.46	32.67%	101,997.13	(38,874.59)	(38.11)
Website Development & Maintenance	6252	5,556.60	5,292.00	(264.60)	(5.00)%	5,292.00	264.60	5.00
EPA ID# Verification Fee	6264	0.00	150.00	150.00	100.00%	0.00	0.00	0.00
CCC HazMat Plan (CUPA)	6265	3,152.00	3,650.00	498.00	13.64%	3,327.00	(175.00)	(5.26)
BAAQMD & Environmental Health Fees	6266	0.00	900.00	900.00	100.00%	0.00	0.00	0.00
Air Monitor Maintenance & Replacement	6269	0.00	800.00	800.00	100.00%	0.00	0.00	0.00
Maintenance -- Equipment	6270	57,115.77	130,800.00	73,684.23	56.33%	45,961.92	11,153.85	24.27
Central Garage Repairs	6271	70,505.66	300,000.00	229,494.34	76.50%	195,387.72	(124,882.06)	(63.91)
Central Garage Gasoline & Oil	6272	75,631.95	110,000.00	34,368.05	31.24%	66,334.45	9,297.50	14.02
Central Garage Tires	6273	14,315.09	15,000.00	684.91	4.57%	12,420.26	1,894.83	15.26

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 2023.2024
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Budget \$	Budget \$ Variance	Percent Budget Remaining	Prior Year Current Period Actual	Prior Year Change	Prior Year % Change
Service/Repair Fuel System Dispensers	6274	0.00	2,500.00	2,500.00	100.00%	0.00	0.00	0.00
Aerial Ladder & Pump Testing	6275	0.00	1,500.00	1,500.00	100.00%	0.00	0.00	0.00
Smog Inspections	6276	0.00	500.00	500.00	100.00%	250.00	(250.00)	(100.00)
Air Compressor Quarterly Service	6278	0.00	9,000.00	9,000.00	100.00%	4,723.53	(4,723.53)	(100.00)
Hydro Test SCBA & Oxy Cylinder	6279	5,788.85	35,000.00	29,211.15	83.46%	21,437.12	(15,648.27)	(73.00)
Tank Testing	6280	0.00	1,120.00	1,120.00	100.00%	0.00	0.00	0.00
Maintenance -- Building	6281	74,153.81	118,000.00	43,846.19	37.16%	76,210.31	(2,056.50)	(2.70)
Maintenance -- Grounds	6282	5,676.31	18,900.00	13,223.69	69.97%	10,966.27	(5,289.96)	(48.24)
Meetings & Travel Expenses	6303	6,744.82	1,500.00	(5,244.82)	(349.65)%	1,123.15	5,621.67	500.53
Employee Assistance Program	6309	13,230.00	15,000.00	1,770.00	11.80%	13,230.00	0.00	0.00
Medical - Pre-Emp Processing and Annual Exams	6311	14,437.50	30,000.00	15,562.50	51.88%	2,727.20	11,710.30	429.39
Ambulance Billing Administration Fees	6312	51,677.94	85,000.00	33,322.06	39.20%	52,229.15	(551.21)	(1.06)
Outside Attorney Fees	6313	289,173.46	275,000.00	(14,173.46)	(5.15)%	106,629.14	182,544.32	171.20
CCC County Tax Administration Fee	6316	215,493.00	215,000.00	(493.00)	(0.23)%	188,031.00	27,462.00	14.61
Professional Services	6317	87,722.00	56,500.00	(31,222.00)	(55.26)%	16,987.89	70,734.11	416.38
Professional Services - Labor Negotiator	6318	47,095.00	75,000.00	27,905.00	37.21%	2,190.00	44,905.00	2,050.46
Professional Services - Technology	6319	137,009.18	246,640.00	109,630.82	44.45%	166,515.37	(29,506.19)	(17.72)
Professional Services - Pre-Employment Investigations	6320	14,213.50	30,000.00	15,786.50	52.62%	16,991.05	(2,777.55)	(16.35)
Professional Services - Promotional Exams & Recruitment	6321	3,185.18	2,000.00	(1,185.18)	(59.26)%	974.49	2,210.69	226.86
Professional Services-OPEB Actuarial Valuation	6322	6,750.00	8,000.00	1,250.00	15.63%	2,500.00	4,250.00	170.00
Exterior Hazard Removal	6323	3,541.70	35,000.00	31,458.30	89.88%	12,618.09	(9,076.39)	(71.93)
Professional Services-Prop Tax Audit & Forecasting	6326	7,200.00	7,600.00	400.00	5.26%	7,200.00	0.00	0.00
Professional Services	6327	0.00	77,000.00	77,000.00	100.00%	574.61	(574.61)	(100.00)
Residential Fuels Mitigation and Home Hardening Grant Proj	6353	259,824.89	500,000.00	240,175.11	48.04%	52,923.20	206,901.69	390.95
Testing Materials & Training Props	6354	32,822.33	50,000.00	17,177.67	34.36%	20,899.39	11,922.94	57.05
Career Development Classes	6357	6,154.01	25,000.00	18,845.99	75.38%	9,592.20	(3,438.19)	(35.84)
District Sponsored Training-Mandated	6361	6,700.66	15,000.00	8,299.34	55.33%	4,057.62	2,643.04	65.14
Election Expense	6465	0.00	0.00	0.00	0.00%	21,285.51	(21,285.51)	(100.00)
Recruiting Costs	6470	0.00	140,000.00	140,000.00	100.00%	0.00	0.00	0.00
Strike Team Supplies	6474	11,112.37	65,000.00	53,887.63	82.90%	33,274.12	(22,161.75)	(66.60)
Community Emergency Response Team	6475	404.31	8,000.00	7,595.69	94.95%	2,192.73	(1,788.42)	(81.56)
Health & Wellness	6476	6,915.79	16,500.00	9,584.21	58.09%	7,382.18	(466.39)	(6.32)
Recognition Supplies	6478	0.00	4,500.00	4,500.00	100.00%	(246.66)	246.66	(100.00)
Other Special Departmental Exp	6479	63,696.65	140,650.00	76,953.35	54.71%	23,009.00	40,687.65	176.83
Public Education Supplies	6480	19,594.74	8,000.00	(11,594.74)	(144.93)%	1,695.88	17,898.86	1,055.43
LAFCO	6482	14,529.76	16,000.00	1,470.24	9.19%	13,010.66	1,519.10	11.68
Emergency Preparedness Expense	6484	14,542.15	21,000.00	6,457.85	30.75%	11,454.48	3,087.67	26.96
Misc. Services & Supplies	6490	7,742.74	95,500.00	87,757.26	91.89%	5,672.31	2,070.43	36.50

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 2023.2024
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Budget \$	Budget \$ Variance	Percent Budget Remaining	Prior Year Current Period Actual	Prior Year Change	Prior Year % Change
Fire Chief Contingency	6491	32,653.43	114,000.00	81,346.57	71.36%	19,890.95	12,762.48	64.16
Property & Liability Insurance	6540	<u>177,475.00</u>	<u>170,000.00</u>	<u>(7,475.00)</u>	<u>(4.40)%</u>	<u>144,187.00</u>	<u>33,288.00</u>	<u>23.09</u>
Total Operating Expense		2,355,809.25	4,335,932.00	1,980,122.75	45.67%	2,073,976.79	281,832.46	13.59
Other Expense								
Bank Fees	7510	4,195.05	5,000.00	804.95	16.10%	2,262.00	1,933.05	85.46
County Tax Collection Fees	7530	0.18	300.00	299.82	99.94%	251.97	(251.79)	(99.93)
Transfers to Other Funds	7997	<u>3,000,000.00</u>	<u>3,000,000.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>3,100,000.00</u>	<u>(100,000.00)</u>	<u>(3.23)</u>
Total Other Expense		<u>3,004,195.23</u>	<u>3,005,300.00</u>	<u>1,104.77</u>	<u>0.04%</u>	<u>3,102,513.97</u>	<u>(98,318.74)</u>	<u>(3.17)</u>
Total Expenditures		<u>26,335,592.78</u>	<u>35,475,774.00</u>	<u>9,140,181.22</u>	<u>25.76%</u>	<u>25,165,916.12</u>	<u>1,169,676.66</u>	<u>4.65</u>
Excess of Revenues Over/ (Under) Expenditures		<u>8,275,388.05</u>	<u>(646,638.00)</u>	<u>8,922,026.05</u>	<u>(1,379.76)%</u>	<u>7,399,097.43</u>	<u>876,290.62</u>	<u>11.84</u>

***Unearned Interest on Treasury bills as of 3/31/24 is
\$159,336**

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget - 23.24
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,098,956.70	1,105,000.00	(6,043.30)	(0.55)%
Total Taxes		1,098,956.70	1,105,000.00	(6,043.30)	(0.55)%
Use of Money & Property					
Investment Earnings	4181	38,726.74	10,000.00	28,726.74	287.27%
Total Use of Money & Property		38,726.74	10,000.00	28,726.74	287.27%
Intergovernmental Revenue					
Misc State Aid/ Grants	4435	263,581.21	414,250.00	(150,668.79)	(36.37)%
Intergovernmental Revenue-Fed...	4437	0.00	862,321.00	(862,321.00)	(100.00)%
Total Intergovernmental Revenue		263,581.21	1,276,571.00	(1,012,989.79)	(79.35)%
Charges for Service					
Impact Mitigation Fees	4743	0.00	2,000.00	(2,000.00)	(100.00)%
Total Charges for Service		0.00	2,000.00	(2,000.00)	(100.00)%
Other Revenue					
Other Revenue-Strike Team Rec...	4971	48,404.08	100,000.00	(51,595.92)	(51.60)%
Transfers In	4999	3,000,000.00	3,000,000.00	0.00	0.00%
Total Other Revenue		3,048,404.08	3,100,000.00	(51,595.92)	(1.66)%
Total Revenue		4,449,668.73	5,493,571.00	(1,043,902.27)	(19.00)%
Expenditures					
Other Expense					
Bank Fees	7510	282.00	200.00	(82.00)	(41.00)%
Fire Flow Tax Collection Fees	7531	11,710.40	14,000.00	2,289.60	16.35%
Fire Fighting Equip-Fixed Asset ...	7701	111,876.19	1,206,780.00	1,094,903.81	90.73%
Apparatus/Vehicles-Fixed Asset ...	7703	0.00	2,825,033.00	2,825,033.00	100.00%
Computer Equip & Software-Fix...	7704	164,250.00	164,250.00	0.00	0.00%
FEMA (AFG) Grants-Fixed Asse...	7707	104,559.17	250,000.00	145,440.83	58.18%
Buildings-Stations-Fixed Asset E...	7708	0.00	10,000.00	10,000.00	100.00%
Misc. Equipment Expense	7709	0.00	500,000.00	500,000.00	100.00%
Station 45 - Construction in Prog...	7713	0.00	2,000,000.00	2,000,000.00	100.00%
Operating Transfers Out	7999	320,834.80	320,835.00	0.20	0.00%
Total Other Expense		713,512.56	7,291,098.00	6,577,585.44	90.21%
Total Expenditures		713,512.56	7,291,098.00	6,577,585.44	90.21%
Excess of Revenues Over/ (Under) Ex...		3,736,156.17	(1,797,527.00)	5,533,683.17	(307.85)%

Unearned Interest on Treasury Bills as of 3/31/24 is \$3,492

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to budget - 23.24
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Other Revenue					
Transfers In	4999	<u>320,834.80</u>	<u>320,835.00</u>	<u>(0.20)</u>	<u>(0.00)%</u>
Total Other Revenue		<u>320,834.80</u>	<u>320,835.00</u>	<u>(0.20)</u>	<u>(0.00)%</u>
Total Revenue		<u>320,834.80</u>	<u>320,835.00</u>	<u>(0.20)</u>	<u>(0.00)%</u>
Expenditures					
Other Expense					
Lease Agreement Station 43 Principal	7906	272,000.00	272,000.00	0.00	0.00%
Lease Agreement Station 43 Interest	7907	48,834.80	48,835.00	0.20	0.00%
Total Other Expense		<u>320,834.80</u>	<u>320,835.00</u>	<u>0.20</u>	<u>0.00%</u>
Total Expenditures		<u>320,834.80</u>	<u>320,835.00</u>	<u>0.20</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - FMS Grant 23.24
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Intergovernmental Revenue					
Misc State Aid/ Grants	4435	102,300.34	194,191.00	(91,890.66)	(47.32)%
Total Intergovernmental Revenue		102,300.34	194,191.00	(91,890.66)	(47.32)%
Total Revenue		102,300.34	194,191.00	(91,890.66)	(47.32)%
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	52,691.83	109,928.00	57,236.17	52.07%
Overtime	5014	0.00	2,000.00	2,000.00	100.00%
Deferred Compensation/RHSA	5015	1,186.25	2,400.00	1,213.75	50.57%
Overtime - Strike Team	5016	646.34	0.00	(646.34)	0.00%
Payroll Taxes -FICA,SUI	5042	706.02	1,629.00	922.98	56.66%
Retirement Contributions	5044	9,657.11	26,792.00	17,134.89	63.96%
Life/Health Insurance-Permanen...	5060	11,311.04	12,396.00	1,084.96	8.75%
Employee's-Health Insurance C...	5061	(2,194.93)	(1,452.00)	742.93	(51.17)%
Vision Insurance	5066	80.07	192.00	111.93	58.30%
Total Salaries & Benefits		74,083.73	153,885.00	79,801.27	51.86%
Operating Expense					
Office Supplies	6100	0.00	1,000.00	1,000.00	100.00%
Telephone/Communication	6110	0.00	2,500.00	2,500.00	100.00%
Other Special Departmental Exp	6479	2,429.86	10,000.00	7,570.14	75.70%
Public Education Supplies	6480	0.00	1,000.00	1,000.00	100.00%
Misc. Services & Supplies	6490	0.00	5,000.00	5,000.00	100.00%
Total Operating Expense		2,429.86	19,500.00	17,070.14	87.54%
Total Expenditures		76,513.59	173,385.00	96,871.41	55.87%
Excess of Revenues Over/ (Under) Ex...		25,786.75	20,806.00	4,980.75	23.94%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Tunnel East Bay Hills Actual to Budget - 23.24
From 7/1/2023 Through 3/31/2024

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Intergovernmental Revenue					
Misc State Aid/ Grants	4435	1,628,571.74	5,743,998.00	(4,115,426.26)	(71.65)%
Total Intergovernmental Revenue		1,628,571.74	5,743,998.00	(4,115,426.26)	(71.65)%
Total Revenue		1,628,571.74	5,743,998.00	(4,115,426.26)	(71.65)%
Expenditures					
Salaries & Benefits					
Temporary Salaries	5013	36,634.38	155,000.00	118,365.62	76.36%
Overtime	5014	3,421.89	0.00	(3,421.89)	0.00%
Payroll Taxes -FICA,SUI	5042	3,064.29	10,000.00	6,935.71	69.36%
Total Salaries & Benefits		43,120.56	165,000.00	121,879.44	73.87%
Operating Expense					
Office Supplies	6100	146.92	0.00	(146.92)	0.00%
Computer Equipment & Supplies	6132	1,209.42	0.00	(1,209.42)	0.00%
Professional Services	6317	141,935.50	366,220.00	224,284.50	61.24%
Exterior Hazard Removal	6323	1,289,284.88	3,967,350.00	2,678,065.12	67.50%
Exterior Hazard Removal - Mech...	6324	34,174.42	630,000.00	595,825.58	94.58%
Misc. Services & Supplies	6490	420.89	0.00	(420.89)	0.00%
Total Operating Expense		1,467,172.03	4,963,570.00	3,496,397.97	70.44%
Total Expenditures		1,510,292.59	5,128,570.00	3,618,277.41	70.55%
Excess of Revenues Over/ (Under) Ex...		118,279.15	615,428.00	(497,148.85)	(80.78)%



Moraga-Orinda Fire District

QUARTERLY INVESTMENT REPORT

March 31, 2024

Type of Investment	Percent Distribution by Type of Investment	Financial Institution	Date of Maturity	Original Investment Amount	Par Value	Market Value	Rate of Interest	Fiscal Year-to-Date Income
Cash		Contra Costa County	N/A	\$ (180,322)	\$ (180,322)	\$ (180,322)	0.000%	\$ -
Cash	-0.42%	JPMorgan Chase Bank, N.A.	N/A	92,268	92,268	92,268	0.000%	\$ -
Local Agency Investment Fund	12.79%	Local Agency Investment Fund	N/A	2,672,413	2,672,413	2,656,890	4.300%	\$ 74,758
US Treasury Bill - 1 month		Contra Costa County	9/26/2023				5.280%	18,480
US Treasury Bill - 1 month		Contra Costa County	10/24/2023				5.275%	11,869
US Treasury Bill - 1 month		Contra Costa County	10/24/2023				5.280%	3,813
US Treasury Bill - 1 month		Contra Costa County	11/24/2023				5.260%	11,835
US Treasury Bill - 1 month		Contra Costa County	2/22/2024				5.240%	18,995
US Treasury Bill - 2 months		Contra Costa County	2/15/2024				5.195%	24,676
US Treasury Bill - 3 months		Contra Costa County	10/24/2023				5.240%	65,500
US Treasury Bill - 3 months		Contra Costa County	12/21/2023				5.300%	39,750
US Treasury Bill - 3 months		Contra Costa County	1/23/2024				5.265%	65,813
US Treasury Bill - 3 months		Contra Costa County	3/21/2024				5.195%	38,963
US Treasury Bill - 6 months		Contra Costa County	5/23/2024	1,267,269	1,300,000	1,290,143	5.150%	32,731
US Treasury Bill - 6 months		Contra Costa County	6/13/2024	12,091,433	12,400,000	12,268,858	5.090%	308,567
US Treasury Bill - 3 months		Contra Costa County	7/2/2024	986,187	1,000,000	986,677	5.180%	13,813
US Treasury Bill - 3 months		Contra Costa County	5/23/2024	987,317	1,000,000	992,418	5.248%	12,683
US Treasury Bill - 6 months	87.63%	Contra Costa County	4/11/2024	2,976,052	3,000,000	2,995,635	5.225%	23,948
Total	100.00%			\$ 20,892,617	\$ 21,284,359	\$ 21,102,567		\$ 766,194
Average Weighted Yield	5.04%							
Market values obtained from monthly statements issued by Contra Costa County								
Sufficient funds exist to meet the District's financial obligations for the next six months with or without using the County of Contra Costa's "Teeter Plan". In 1949, the California Legislature enacted an alternative method for the distribution of secured property taxes to local agencies known as the "Teeter Plan". The Teeter Plan is a tax distribution procedure by which secured tax rolls are distributed to the District on the basis of the tax levy, rather than on the basis of actual tax collections. While the County bears the risk of loss on delinquent taxes that go unpaid, it benefits from the penalties associated with these delinquent taxes when they are paid. In turn, the Teeter Plan provides the District with stable cash flow and the elimination of credit risk.								
The March 2024 investments are in accordance with the District adopted investment policy.								
Gloriann Sasser Administrative Services Director								



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: May 15, 2024

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

BACKGROUND

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

The District uses Contra Costa County Fire Protection District for dispatching and communications services. The District is required to pay for the services for fiscal year 2024 in the amount of \$220,599.09. There are sufficient appropriations in the budget for this expenditure.

RECOMMENDATION

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

ATTACHMENT

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



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

April 10, 2024

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

Dear Chief Winnacker:

Re: Invoice for Dispatch Services

Please consider this letter an invoice for dispatching and communications services provided during fiscal year 2023-24. The costs represent a reimbursement of costs borne by the Contra Costa County Fire Protection District on behalf of the Moraga-Orinda Fire District.

Moraga-Orinda Fire District FY 2023-24	
Dispatch Services Cost Allocation	\$ 178,671.09
Agency Specific Costs	41,928.00
Total	\$ 220,599.09

Please forward your payment of \$ **220,599.09** to:

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

Please contact Assistant Chief Jeff Peter at (925) 542-2303 or me at (925) 941-3300 x1302 if you have any questions about the charges.

Sincerely,

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

Elizabeth Patterson
Fiscal Officer

C: Gloriann Sasser, Administrative Services Director
Regina Rubier, Chief of Administrative Services

4005 Port Chicago Highway, Suite 250 • Concord, CA 94520-1180
Telephone: (925)941-3300 • Fax: (925)941-3309 • www.cccfpd.org



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Jerry Lee, Battalion Chief

DATE: May 15, 2024

SUBJECT: **Item 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**

BACKGROUND

The FY2024 Capital Projects Fund Budget includes \$500,000 for the purchase and installation of new fire station alerting systems at all five MOFD fire stations. The District's Purchasing Ordinance requires Board approval for the purchase of equipment in excess of \$100,000. The fire station alerting systems project will be purchased using the National Purchasing Partners (NPP) group purchasing organization and complies with the District Purchasing Ordinance. The cost is \$423,015.77 (attachment A). The cost includes a 15% contingency fee on equipment costs which will be paid if used/necessary to address unforeseen project needs.

The system(s) upgrade is necessary to improve operational efficiency and to meet minimum system requirements for automated dispatching with the Contra Costa County Fire Protection District Regional Dispatch Center.

RECOMMENDATION

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

[Attachment A - Fire Station Alerting System Quote](#)



US DIGITAL DESIGNS

by Honeywell

Quotation to:

**MORAGA-ORINDA
FIRE PROTECTION DISTRICT**

Project:

G2 Fire Station Alerting System

RFP # 23-04 :: FIVE (5) STATION SYSTEMS (LED)

Proposal number:

CA_MOFD002

Revision #

4

Quote Date:

02-May-2024

Quote Expires:

31-Jul-2024

INSTALLATION BY:

Tech Electric. // Bob McCabe

(408) 5100106 // bobm@tech-electric.com

By:

Paul Gyore (ja)

Territory Manager

US Digital Designs, Inc.

1835 E Sixth St #27

Tempe, AZ 85281

(602) 828-0287 direct

paul.gyore@honeywell.com

[This Proposal is subject to corrections due to Errors or Omissions]

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281
 877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 5/2/2024
 Expires: 7/31/2024

Quote SUBMITTED TO:
MORAGA-ORINDA
FIRE PROTECTION DISTRICT

REF PROPOSAL
CA_MOFD002 v4 STATION-LEVEL

STATION 41

1284 Moraga Way, Moraga CA 94556 - Based from USDD System Drawing # USDD.CA_MOFD.ALL_STATIONS.FSA.2024.04.12

STATION SYSTEM LICENSES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SL1	Ea	USDD	1	G2 VOICEALERT - Single Station License.	VA	\$ 1,102.50	\$ 992.25	\$ 992.25
SL2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DLI	\$ 124.50	\$ 112.05	N/A - Included

STATION SYSTEM CONTROLLER								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SC1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 23,272.50	\$ 20,945.25	\$ 20,945.25
SC4a	Ea	TBD	1	ATX UPS, Standard	UPS-STD	\$ 988.00	\$ 889.20	\$ 889.20
SC4b	Ea	TBD	1	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 75.00	\$ 67.50	\$ 67.50

STATION SYSTEM PERIPHERAL COMPONENTS								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SP1a	Ea	TBD	0	Audio Amplifier, External, Standard	AMP	\$ 1,135.50	\$ 1,021.95	\$ -
SP1b	Ea	TBD	0	Shelf, Under Table or Wall Mount, for 1U 1/2 Rack	AMP-S	\$ 91.20	\$ 82.08	\$ -
SP2	Ea	USDD	0	G2 COLOR INDICATOR REMOTE Module - Up to 8 unique colors	CIR	\$ 949.00	\$ 854.10	\$ -
SP3a	Ea	USDD	1	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others; C.E.C. control subject to TV ability)	TVR	\$ 1,121.50	\$ 1,009.35	\$ 1,009.35
SP5	Ea	USDD	1	Push Button, Standard (Black)	PB-B	\$ 126.50	\$ 113.85	\$ 113.85
SP6	Ea	USDD	1	Push Button, Emergency (Red)	PB-R	\$ 183.89	\$ 165.50	\$ 165.50
SP7	Ea	USDD	1	G2 MESSAGE REMOTE 2 Module	MR2	\$ 1,525.00	\$ 1,372.50	\$ 1,372.50
SP8b	Ea	USDD	4	G2 MESSAGE SIGN (Digital LED) STANDARD GammaSign / 24" Active Screen Width	MS-G-S	\$ 1,260.00	\$ 1,134.00	\$ 4,536.00
SP8c	Ea	USDD	0	G2 MESSAGE SIGN (Digital LED) EXTENDED GammaSign / 36" Active Screen Width	MS-G-E	\$ 1,881.25	\$ 1,693.13	\$ -
SP9a	Ea	USDD	0	MS-G Adapter Plate, SINGLE. VESA 100, joins (1) MS-G-S (or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-S	\$ 63.50	\$ 57.15	\$ -

SP9b	Ea	USDD	1	MS-G Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-D	\$ 75.00	\$ 67.50	\$ 67.50	
SP9c	Ea	USDD	0	MS-G Hanger Kit. Hangs single or double (back-to-back) Message Signs (Gamma Version) from Ceiling. Includes both suspended ceiling T-Bar Scissor Clips and Hard-Pan Flange Mounts.	MS-HK	\$ 87.60	\$ 78.84	\$ -	
SP9d	Ea	TBD	1	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 390.00	\$ 351.00	\$ 351.00	
SP10a	Ea	USDD	1	G2 ROOM REMOTE 2 Module	RR2	\$ 2,167.00	\$ 1,950.30	\$ 1,950.30	
SP10b	Ea	USDD	0	RR2 Adapter Plate, for Retrofit in RR1 Wall Cavity	RR2-AP	\$ 86.50	\$ 77.85	\$ -	
SP10c	Ea	USDD	0	RR2 Surface Mount Box, for SURFACE MOUNT (hard wall) installation. Three (3) 3/4" conduit knock-outs.	RR2-SMB	\$ 201.25	\$ 181.13	\$ -	
SP11a	Ea	USDD	15	G2 SPEAKER - LED Illuminated - FLUSH Mount, 70v	"	\$ 374.00	\$ 336.60	\$ 5,049.00	
SP11b	Ea	USDD	0	G2 SPEAKER - LED Illuminated - SURFACE Mount (Metal Box), 70v	SPK-LED-SM	\$ 374.00	\$ 336.60	\$ -	

SP12a	Ea	USDD	1	G2 SPEAKER - OmniAlertStrobe - Omnidirectional Alerting Speaker, optimized for high Vocal Intelligibility in large open indoor areas and with High-Intensity LED Strobe Light Arrays - includes Cable Hanging Kit (requires MR2 for power/signal/control)	SPK-OAS	\$ 1,050.00	\$ 945.00	\$ 945.00
SP14	Ea	USDD	3	SPEAKER - APP BAY/OUTDOOR - Weatherized, Surface Mount, 70v	SPK-W-SM	\$ 373.75	\$ 336.38	\$ 1,009.13
SP15	Ea	USDD	1	G2 Strobe Light / Red LED	STR	\$ 661.50	\$ 595.35	\$ 595.35

STATION SYSTEM SERVICES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SS1	Ea	USDD	1	Station Installation (Tech Electric)	ST-INST	\$ 25,570.11	\$ 23,013.10	\$ 23,013.10
SS3	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,448.03	\$ 2,203.23	\$ 2,203.23
SS4	Ea	USDD	1	Station Project Management	ST-PM	\$ 1,246.27	\$ 1,121.64	\$ 1,121.64
SS5	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 400.59	\$ 360.53	\$ 360.53
SS6	Ea	USDD	1	Station Documentation	ST-DM	\$ 48.96	\$ 44.06	\$ 44.06
SS9	Ea	USDD	1	Requested 15% Contingency	MISC	\$ 6,676.45	\$ 6,008.80	\$ 6,008.80

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SW1	YR	USDD	1.5	[STANDARD] 1st YEAR WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) PLEASE NOTE: An additional 6 months (for total of 18 months/1.5 years) of initial warranty has been offered by USDD for no additional cost so all stations can be installed and enjoy same warranty/support start/stop dates)	RS-1YR-STD	\$ 4,450.96	\$ 4,005.87	6008.8014 but No Charge For Initial Warranty Period / Not Included in Subtotals

STATION 41	System:	\$ 72,810.04
	Shipping:	\$ 885.00
	Warranty & Support:	\$ -
	Miscellaneous (if applicable)	\$ 3,905.72
	STATION SUBTOTAL:	\$ 77,600.76

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281
 877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 5/2/2024
 Expires: 7/31/2024

Quote SUBMITTED TO:
MORAGA-ORINDA
FIRE PROTECTION DISTRICT

REF PROPOSAL
CA_MOFD002 v4 STATION-LEVEL

STATION 42

1284 Moraga Way, Moraga CA 94556 - Based from USDD System Drawing # USDD.CA_MOFD.ALL_STATIONS.FSA.2024.04.12

STATION SYSTEM LICENSES									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SL1	Ea	USDD	1	G2 VOICEALERT - Single Station License.	VA	\$ 1,102.50	\$ 992.25	\$ 992.25	
SL2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DLI	\$ 124.50	\$ 112.05	N/A - Included	

STATION SYSTEM CONTROLLER									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SC1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 23,272.50	\$ 20,945.25	\$ 20,945.25	
SC4a	Ea	TBD	1	ATX UPS, Standard	UPS-STD	\$ 988.00	\$ 889.20	\$ 889.20	
SC4b	Ea	TBD	1	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 75.00	\$ 67.50	\$ 67.50	

STATION SYSTEM PERIPHERAL COMPONENTS									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SP3a	Ea	USDD	1	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others; C.E.C. control subject to TV ability)	TVR	\$ 1,121.50	\$ 1,009.35	\$ 1,009.35	
SP5	Ea	USDD	1	Push Button, Standard (Black)	PB-B	\$ 126.50	\$ 113.85	\$ 113.85	
SP6	Ea	USDD	1	Push Button, Emergency (Red)	PB-R	\$ 126.50	\$ 113.85	\$ 113.85	
SP7	Ea	USDD	1	G2 MESSAGE REMOTE 2 Module	MR2	\$ 1,525.00	\$ 1,372.50	\$ 1,372.50	
SP8b	Ea	USDD	3	G2 MESSAGE SIGN (Digital LED) STANDARD GammaSign / 24" Active Screen Width	MS-G-S	\$ 1,260.00	\$ 1,134.00	\$ 3,402.00	
SP9b	Ea	USDD	1	MS-G Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-D	\$ 75.00	\$ 67.50	\$ 67.50	
SP9d	Ea	TBD	1	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 390.00	\$ 351.00	\$ 351.00	
SP10a	Ea	USDD	1	G2 ROOM REMOTE 2 Module	RR2	\$ 2,167.00	\$ 1,950.30	\$ 1,950.30	
SP11a	Ea	USDD	16	G2 SPEAKER - LED Illuminated - FLUSH Mount, 70v	SPK-LED-FM	\$ 374.00	\$ 336.60	\$ 5,385.60	

SP12a	Ea	USDD	1	G2 SPEAKER - OmniAlertStrobe - Omnidirectional Alerting Speaker, optimized for high Vocal Intelligibility in large open indoor areas and with High-Intensity LED Strobe Light Arrays - includes Cable Hanging Kit (requires MR2 for power/signal/control)	SPK-OAS	\$ 1,050.00	\$ 945.00	\$ 945.00
SP14	Ea	USDD	2	SPEAKER - APP BAY/OUTDOOR - Weatherized, Surface Mount, 70v	SPK-W-SM	\$ 373.75	\$ 336.38	\$ 672.75
SP15	Ea	USDD	1	G2 Strobe Light / Red LED	STR	\$ 661.50	\$ 595.35	\$ 595.35

STATION SYSTEM SERVICES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SS1	Ea	USDD	1	Station Installation (Tech Electric)	ST-INST	\$ 34,195.33	\$ 30,775.80	\$ 30,775.80
SS3	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,375.59	\$ 2,138.03	\$ 2,138.03
SS4	Ea	USDD	1	Station Project Management	ST-PM	\$ 1,209.39	\$ 1,088.45	\$ 1,088.45
SS5	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 388.73	\$ 349.86	\$ 349.86
SS6	Ea	USDD	1	Station Documentation	ST-DM	\$ 47.51	\$ 42.76	\$ 42.76
SS9	Ea	USDD	1	Requested 15% Contingency	MISC	\$ 6,478.88	\$ 5,830.99	\$ 5,830.99

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SW1	YR	USDD	1.5	[STANDARD] 1st YEAR WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) PLEASE NOTE: An additional 6 months (for total of 18 months/1.5 years) of initial warranty has been offered by USDD for no additional cost so all stations can be installed and enjoy same warranty/support start/stop dates)	RS-1YR-STD	\$ 4,319.25	\$ 3,887.33	5830.9875 but No Charge For Initial Warranty Period / Not Included in Subtotals

STATION 42	System:	\$ 79,099.14
	Shipping:	\$ 862.00
	Warranty & Support:	\$ -
	Miscellaneous (if applicable)	\$ 3,790.14
	STATION SUBTOTAL:	\$ 83,751.28

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281
 877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 5/2/2024
 Expires: 7/31/2024

Quote SUBMITTED TO:
MORAGA-ORINDA
FIRE PROTECTION DISTRICT

REF PROPOSAL
CA_MOFD002 v4 STATION-LEVEL

STATION 43

1284 Moraga Way, Moraga CA 94556 - Based from USDD System Drawing # USDD.CA_MOFD.ALL_STATIONS.FSA.2024.04.12

STATION SYSTEM LICENSES									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SL1	Ea	USDD	1	G2 VOICEALERT - Single Station License.	VA	\$ 1,102.50	\$ 992.25	\$ 992.25	
SL2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DLI	\$ 124.50	\$ 112.05	N/A - Included	

STATION SYSTEM CONTROLLER									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SC1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 23,272.50	\$ 20,945.25	\$ 20,945.25	
SC4a	Ea	TBD	1	ATX UPS, Standard	UPS-STD	\$ 988.00	\$ 889.20	\$ 889.20	
SC4b	Ea	TBD	1	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 75.00	\$ 67.50	\$ 67.50	

STATION SYSTEM PERIPHERAL COMPONENTS									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SP3a	Ea	USDD	1	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others; C.E.C. control subject to TV ability)	TVR	\$ 1,121.50	\$ 1,009.35	\$ 1,009.35	
SP5	Ea	USDD	1	Push Button, Standard (Black)	PB-B	\$ 126.50	\$ 113.85	\$ 113.85	
SP6	Ea	USDD	1	Push Button, Emergency (Red)	PB-R	\$ 126.50	\$ 113.85	\$ 113.85	
SP7	Ea	USDD	1	G2 MESSAGE REMOTE 2 Module	MR2	\$ 1,525.00	\$ 1,372.50	\$ 1,372.50	
SP8b	Ea	USDD	5	G2 MESSAGE SIGN (Digital LED) STANDARD GammaSign / 24" Active Screen Width	MS-G-S	\$ 1,260.00	\$ 1,134.00	\$ 5,670.00	
SP9b	Ea	USDD	1	MS-G Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-D	\$ 75.00	\$ 67.50	\$ 67.50	
SP9d	Ea	TBD	1	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 390.00	\$ 351.00	\$ 351.00	
SP10a	Ea	USDD	1	G2 ROOM REMOTE 2 Module	RR2	\$ 2,167.00	\$ 1,950.30	\$ 1,950.30	
SP11a	Ea	USDD	17	G2 SPEAKER - LED Illuminated - FLUSH Mount, 70v	SPK-LED-FM	\$ 374.00	\$ 336.60	\$ 5,722.20	
SP12a	Ea	USDD	1	G2 SPEAKER - OmniAlertStrobe - Omnidirectional Alerting Speaker, optimized for high Vocal Intelligibility in large open indoor areas and with High-Intensity LED Strobe Light Arrays - includes Cable Hanging Kit (requires MR2 for power/signal/control)	SPK-OAS	\$ 1,050.00	\$ 945.00	\$ 945.00	

SP14	Ea	USDD	1	SPEAKER - APP BAY/OUTDOOR - Weatherized, Surface Mount, 70v	SPK-W-SM	\$ 373.75	\$ 336.38	\$ 336.38	
SP15	Ea	USDD	1	G2 Strobe Light / Red LED	STR	\$ 661.50	\$ 595.35	\$ 595.35	

STATION SYSTEM SERVICES									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SS1	Ea	USDD	1	Station Installation (Tech Electric)	ST-INST	\$ 36,028.67	\$ 32,425.80	\$ 32,425.80	
SS3	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,377.06	\$ 2,139.36	\$ 2,139.36	
SS4	Ea	USDD	1	Station Project Management	ST-PM	\$ 1,188.53	\$ 1,069.68	\$ 1,069.68	
SS5	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 411.41	\$ 370.27	\$ 370.27	
SS6	Ea	USDD	1	Station Documentation	ST-DM	\$ 50.28	\$ 45.26	\$ 45.26	
SS9	Ea	USDD	1	Requested 15% Contingency	MISC	\$ 6,856.91	\$ 6,171.22	\$ 6,171.22	

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SW1	YR	USDD	1.5	[STANDARD] 1st YEAR WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) PLEASE NOTE: An additional 6 months (for total of 18 months/1.5 years) of initial warranty has been offered by USDD for no additional cost so all stations can be installed and enjoy same warranty/support start/stop dates)	RS-1YR-STD	\$ 4,571.28	\$ 4,114.15	6171.22125 but No Charge For Initial Warranty Period / Not Included in Subtotals	

STATION 43	System:	\$ 83,363.06
	Shipping:	\$ 902.00
	Warranty & Support:	\$ -
	Miscellaneous (if applicable)	\$ 4,011.29
	STATION SUBTOTAL:	\$ 88,276.35

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281
 877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 5/2/2024
 Expires: 7/31/2024

Quote SUBMITTED TO:
MORAGA-ORINDA
FIRE PROTECTION DISTRICT

REF PROPOSAL
CA_MOFD002 v4 STATION-LEVEL

STATION 44

1284 Moraga Way, Moraga CA 94556 - Based from USDD System Drawing # USDD.CA_MOFD.ALL_STATIONS.FSA.2024.04.12

STATION SYSTEM LICENSES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SL1	Ea	USDD	1	G2 VOICEALERT - Single Station License.	VA	\$ 1,102.50	\$ 992.25	\$ 992.25
SL2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DLI	\$ 124.50	\$ 112.05	N/A - Included

STATION SYSTEM CONTROLLER								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SC1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 23,272.50	\$ 20,945.25	\$ 20,945.25
SC4a	Ea	TBD	1	ATX UPS, Standard	UPS-STD	\$ 988.00	\$ 889.20	\$ 889.20
SC4b	Ea	TBD	1	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 75.00	\$ 67.50	\$ 67.50

STATION SYSTEM PERIPHERAL COMPONENTS								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SP1a	Ea	TBD	1	Audio Amplifier, External, Standard	AMP	\$ 1,135.50	\$ 1,021.95	\$ 1,021.95
SP1b	Ea	TBD	1	Shelf, Under Table or Wall Mount, for 1U 1/2 Rack	AMP-S	\$ 91.20	\$ 82.08	\$ 82.08
SP3a	Ea	USDD	1	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others; C.E.C. control subject to TV ability)	TVR	\$ 1,121.50	\$ 1,009.35	\$ 1,009.35
SP5	Ea	USDD	1	Push Button, Standard (Black)	PB-B	\$ 126.50	\$ 113.85	\$ 113.85
SP6	Ea	USDD	1	Push Button, Emergency (Red)	PB-R	\$ 126.50	\$ 113.85	\$ 113.85
SP7	Ea	USDD	1	G2 MESSAGE REMOTE 2 Module	MR2	\$ 1,525.00	\$ 1,372.50	\$ 1,372.50
SP8b	Ea	USDD	6	G2 MESSAGE SIGN (Digital LED) STANDARD GammaSign / 24" Active Screen Width	MS-G-S	\$ 1,260.00	\$ 1,134.00	\$ 6,804.00
SP9b	Ea	USDD	2	MS-G Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-D	\$ 75.00	\$ 67.50	\$ 135.00
SP9d	Ea	TBD	2	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 390.00	\$ 351.00	\$ 702.00
SP10a	Ea	USDD	2	G2 ROOM REMOTE 2 Module	RR2	\$ 2,167.00	\$ 1,950.30	\$ 3,900.60
SP11a	Ea	USDD	14	G2 SPEAKER - LED Illuminated - FLUSH Mount, 70v	SPK-LED-FM	\$ 374.00	\$ 336.60	\$ 4,712.40
SP11b	Ea	USDD	2	G2 SPEAKER - LED Illuminated - SURFACE Mount (Metal Box), 70v	SPK-LED-SM	\$ 374.00	\$ 336.60	\$ 673.20

SP12a	Ea	USDD	1	G2 SPEAKER - OmniAlertStrobe - Omnidirectional Alerting Speaker, optimized for high Vocal Intelligibility in large open indoor areas and with High-Intensity LED Strobe Light Arrays - includes Cable Hanging Kit (requires MR2 for power/signal/control)	SPK-OAS	\$ 1,050.00	\$ 945.00	\$ 945.00
SP14	Ea	USDD	1	SPEAKER - APP BAY/OUTDOOR - Weatherized, Surface Mount, 70v	SPK-W-SM	\$ 373.75	\$ 336.38	\$ 336.38
SP15	Ea	USDD	1	G2 Strobe Light / Red LED	STR	\$ 661.50	\$ 595.35	\$ 595.35

STATION SYSTEM SERVICES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SS1	Ea	USDD	1	Station Installation (Tech Electric)	ST-INST	\$ 23,031.56	\$ 20,728.40	\$ 20,728.40
SS3	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,321.04	\$ 2,088.94	\$ 2,088.94
SS4	Ea	USDD	1	Station Project Management	ST-PM	\$ 1,160.52	\$ 1,044.47	\$ 1,044.47
SS5	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 454.12	\$ 408.71	\$ 408.71
SS6	Ea	USDD	1	Station Documentation	ST-DM	\$ 55.50	\$ 49.95	\$ 49.95
SS9	Ea	USDD	1	Requested 15% Contingency	MISC	\$ 7,568.62	\$ 6,811.76	\$ 6,811.76

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SW1	YR	USDD	1.5	[STANDARD] 1st YEAR WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) PLEASE NOTE: An additional 6 months (for total of 18 months/1.5 years) of initial warranty has been offered by USDD for no additional cost so all stations can be installed and enjoy same warranty/support start/stop dates)	RS-1YR-STD	\$ 5,045.75	\$ 4,541.17	6811.7575 but No Charge For Initial Warranty Period / Not Included in Subtotals

STATION 44	System:	\$ 76,543.93
	Shipping:	\$ 1,006.00
	Warranty & Support:	\$ -
	Miscellaneous (if applicable)	\$ 4,427.64
	STATION SUBTOTAL:	\$ 81,977.57

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281
 877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 5/2/2024
 Expires: 7/31/2024

Quote SUBMITTED TO:
MORAGA-ORINDA
FIRE PROTECTION DISTRICT

REF PROPOSAL
CA_MOFD002 v4 STATION-LEVEL

STATION 45

1284 Moraga Way, Moraga CA 94556 - Based from USDD System Drawing # USDD.CA_MOFD.ALL_STATIONS.FSA.2024.04.12

STATION SYSTEM LICENSES									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SL1	Ea	USDD	1	G2 VOICEALERT - Single Station License.	VA	\$ 1,102.50	\$ 992.25	\$ 992.25	
SL2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DLI	\$ 124.50	\$ 112.05	N/A - Included	

STATION SYSTEM CONTROLLER									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SC1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 23,272.50	\$ 20,945.25	\$ 20,945.25	
SC4a	Ea	TBD	1	ATX UPS, Standard	UPS-STD	\$ 988.00	\$ 889.20	\$ 889.20	
SC4b	Ea	TBD	1	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 75.00	\$ 67.50	\$ 67.50	

STATION SYSTEM PERIPHERAL COMPONENTS									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SP3a	Ea	USDD	1	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others; C.E.C. control subject to TV ability)	TVR	\$ 1,121.50	\$ 1,009.35	\$ 1,009.35	
SP5	Ea	USDD	1	Push Button, Standard (Black)	PB-B	\$ 126.50	\$ 113.85	\$ 113.85	
SP6	Ea	USDD	1	Push Button, Emergency (Red)	PB-R	\$ 126.50	\$ 113.85	\$ 113.85	
SP7	Ea	USDD	1	G2 MESSAGE REMOTE 2 Module	MR2	\$ 1,525.00	\$ 1,372.50	\$ 1,372.50	
SP8b	Ea	USDD	4	G2 MESSAGE SIGN (Digital LED) STANDARD GammaSign / 24" Active Screen Width	MS-G-S	\$ 1,260.00	\$ 1,134.00	\$ 4,536.00	
SP9b	Ea	USDD	1	MS-G Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-D	\$ 75.00	\$ 67.50	\$ 67.50	
SP9d	Ea	TBD	1	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 390.00	\$ 351.00	\$ 351.00	
SP10a	Ea	USDD	1	G2 ROOM REMOTE 2 Module	RR2	\$ 2,167.00	\$ 1,950.30	\$ 1,950.30	
SP11a	Ea	USDD	25	G2 SPEAKER - LED Illuminated - FLUSH Mount, 70v	SPK-LED-FM	\$ 374.00	\$ 336.60	\$ 8,415.00	

SP12a	Ea	USDD	1	G2 SPEAKER - OmniAlertStrobe - Omnidirectional Alerting Speaker, optimized for high Vocal Intelligibility in large open indoor areas and with High-Intensity LED Strobe Light Arrays - includes Cable Hanging Kit (requires MR2 for power/signal/control)	SPK-OAS	\$ 1,050.00	\$ 945.00	\$ 945.00
SP14	Ea	USDD	3	SPEAKER - APP BAY/OUTDOOR - Weatherized, Surface Mount, 70v	SPK-W-SM	\$ 373.75	\$ 336.38	\$ 1,009.13
SP15	Ea	USDD	1	G2 Strobe Light / Red LED	STR	\$ 661.50	\$ 595.35	\$ 595.35

STATION SYSTEM SERVICES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SS1	Ea	USDD	1	Station Installation (Tech Electric)	ST-INST	\$ 36,028.67	\$ 32,425.80	\$ 32,425.80
SS3	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,506.00	\$ 2,255.40	\$ 2,255.40
SS4	Ea	USDD	1	Station Project Management	ST-PM	\$ 1,253.00	\$ 1,127.70	\$ 1,127.70
SS5	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 433.73	\$ 390.36	\$ 390.36
SS6	Ea	USDD	1	Station Documentation	ST-DM	\$ 53.01	\$ 47.71	\$ 47.71
SS9	Ea	USDD	1	Requested 15% Contingency	MISC	\$ 7,228.84	\$ 6,505.95	\$ 6,505.95

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SW1	YR	USDD	1.5	[STANDARD] 1st YEAR WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) PLEASE NOTE: An additional 6 months (for total of 18 months/1.5 years) of initial warranty has been offered by USDD for no additional cost so all stations can be installed and enjoy same warranty/support start/stop dates)	RS-1YR-STD	\$ 4,819.23	\$ 4,337.30	6505.95375 but No Charge For Initial Warranty Period / Not Included in Subtotals

STATION 45	System:	\$ 86,125.94
	Shipping:	\$ 1,055.00
	Warranty & Support:	\$ -
	Miscellaneous (if applicable)	\$ 4,228.87
	STATION SUBTOTAL:	\$ 91,409.81

Warranty & Support Notes:

Customer must elect to choose any coverage they require beyond initial warranty period, or USDD will not be authorized to provide any service or support. Mobile Smart Phone Alerting App and Mapping Services only available to customer while under warranty or elected recurring annual support. Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement. USDD cannot warrant nor support any system configuration that deviates from this specific proposal's documented station system design file number. USDD cannot warrant nor support any system not using USDD-approved UPS Battery Backup. USDD cannot warrant nor support any system not installed by G2 Trained & Certified Installation technician (installer). If customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the system until we've had a chance to review documented engineering assumptions and approve system integrity, performance and reliability expectations.

For FSASaaS Program: The cost of service and support beyond initial warranty period is included in the FSASaaS Program for a total of 5 years. The service and support includes Mobile Smart Phone Alerting App and Mapping Services. Please see the FSASaaS Subscription Agreement for more information concerning the service and support provided by USDD. USDD cannot warrant nor support any system not using USDD-approved UPS Battery Backup. USDD cannot warrant nor support any system not installed by G2 Trained & Certified Installation technician (installer). If customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the system until we've had a chance to review documented engineering assumptions and approve system integrity, performance and reliability expectations.

Station System Installation Notes:

- 01 - Unless specifically detailed in this proposal, no installation by USDD or its subcontractors is assumed or provided.
- 02 - Because these are mission-critical systems, USDD can only warrant and support systems installed by G2 Trained and Certified Contractors.
- 03 - USDD can source, qualify, train and certify Local Licensed Regional Subcontractors where needed.
- 04 - Installation warranted by installation contractor - G2 FSAS warranted, serviced and supported by USDD.
- 05 - Unless specifically detailed in this proposal, installation to be performed during normal working hours.
- 06 - Unless specifically detailed in this proposal, no permit fees or material charges have been included.
- 07 - Unless specifically detailed in this proposal, no removal or remediation has been assumed or included.
- 08 - Unless specifically detailed in this proposal, no bonds of any type (performance, bid) have been assumed, included or budgeted for in this proposal.
- 09 - USDD FSAS Equipment to be made available by owner to Installation Contractor prior to on-site arrival.
- 10 - Structural backing for system devices and other millwork (not specifically detailed) by others.
- 11 - If applicable, Gas Control Shutoff Valve Addendum (to USDD and installation contractor) must be signed prior to installation.
- 12 - All electrical power, including (but not limited to) raceway, conduit, backboxes, service panels, high-voltage wiring and fixtures by others.
- 13 - All communications pathway infrastructure (network, radio, etc.) by others unless specifically detailed in this proposal.
- 14 - USDD cannot warrant nor support any owner-furnished (3rd-Party) system or component we are required to integrate with. USDD cannot warrant nor support any system or component it has not proofed engineering for and has not specifically authorized for use within public safety environments.
- 15 - Any misuse, unauthorized modification, improper installation, excessive shock, attempted repair, accident, or improper or negligent use, storage, transportation, or handling by any party other than USDD shall render this limited warranty null, void and of no further effect

US DIGITAL DESIGNS

QUOTE

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281

877-551-8733 tel

480-290-7892 fax

DATE: #####

Expires: #####

Quote SUBMITTED TO:

MORAGA-ORINDA

FIRE PROTECTION DISTRICT

REF PROPOSAL

CA_MOFD002 v4

Section Totals

SECTION TOTALS	
[UNLESS OTHERWISE NOTED, ALL PRICES ARE \$US]	
STATION-LEVEL SUBTOTAL	
	423,015.77
Includes:	
STATION 41 SYSTEM:	73,695.04
STATION 41 WARRANTY & SUPPORT:	-
STATION 41 Estimated Tax:	3,905.72
Includes:	
STATION 42 SYSTEM:	79,961.14
STATION 42 WARRANTY & SUPPORT:	-
STATION 42 Estimated Tax:	3,790.14
Includes:	
STATION 43 SYSTEM:	84,265.06
STATION 43 WARRANTY & SUPPORT:	-
STATION 43 Estimated Tax:	4,011.29
Includes:	
STATION 44 SYSTEM:	77,549.93
STATION 44 WARRANTY & SUPPORT:	-
STATION 44 Estimated Tax:	4,427.64
Includes:	
STATION 45 SYSTEM:	87,180.94
STATION 45 WARRANTY & SUPPORT:	-
STATION 45 Estimated Tax.:	4,228.87
Notes: Five (5) Station Systems currently included in this proposal, with installation by Tech Electric also included in this turnkey project proposal/RFP response.	
The Contingency Fee shall be a sum of 15% of EACH STATION equipment cost to cover additional costs associated with unforeseen events or oversight. This fee will be paid by the Owner to USDD only upon the USDD's documented and verifiable use of such funds for the sole purpose of addressing the aforementioned definition(s).	
US Digital Designs System Total: \$ 423,015.77	

(TBD By Customer) Customer must elect to choose any coverage they require beyond initial warranty period, or USDD will not be authorized to provide any service or support. Mobile Smart Phone Alerting App and Mapping Services only available to customer while under warranty or elected recurring annual support. Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement

TERMS AND CONDITIONS OF USDD PRODUCT SALES

These U.S. Digital Designs, Inc. terms and conditions of sale (“Terms and Conditions”) are effective March 1, 2022 (the “**Terms and Conditions Effective Date**”), and supersede all prior versions covering the sale of products and related services (collectively, “**Products**”, as defined more specifically below) by U.S. Digital Designs, Inc. (“**USDD**”). References to “**Customer**”, “**you**”, or “**your**” all pertain to the purchaser of Products. These Terms and Conditions, together with any separate agreement you may have with USDD that specifically references these Terms and Conditions (collectively, the “**Agreement**”) set forth the entire agreement between the parties relating to your purchase of USDD Products. The Agreement may only be modified by an authorized representative of each party in a signed writing.

ORDERS. Orders (including any revised and follow-on orders) (each, an “**Order**”) for USDD Products are non-cancelable, except as expressly set forth herein, and will be governed by the terms of the Agreement. All Orders are subject to acceptance by USDD and shall include the following information: purchase order number; customer’s legal name and billing address; Customer’s shipping address; and a list of the Products and quantities for each different type of Product Customer wishes to order. USDD’s acknowledgment of its receipt of an Order shall not constitute acceptance of such Order. An Order is deemed to be accepted upon the earlier of (i) USDD’s written acceptance or (ii) shipment of the Products specified in the Order.

Any conflicting, additional, and/or different terms or conditions on Customer’s Order or any other similar instrument are deemed to be material alterations and are rejected and not binding upon USDD. USDD’s acceptance of Customer’s Order is expressly conditioned upon Customer’s assent to the terms and conditions contained herein in their entirety. Customer’s acceptance of delivery from USDD constitutes Customer’s acceptance of these terms and conditions in their entirety.

REMITTANCES. All invoices shall be due and payable upon receipt in United States currency, free of exchange or any other charges, or as otherwise agreed in writing by USDD.

QUOTE PRICING. This proposal expires 30 days after its date. Prices are subject to correction for error. Prices, terms, conditions, and Product or Service specifications are subject to change without notice. Pricing is subject to immediate change upon announcement of Product discontinuance.

PAYMENT.

- 4.1. **Invoicing & Payment.** USDD reserves the right to invoice Customer monthly for all materials delivered. Invoices are due thirty (30) days from the date of the invoice, unless prepayment is required in the quote. If the Customer becomes overdue in any progress payment, USDD shall be entitled to suspend further shipments, shall be entitled to interest at the annual rate of 18%, or the maximum amount allowed by law, and shall also be entitled to avail itself of any other legal or equitable remedies. Customer agrees that it will pay and/or reimburse USDD for any and all reasonable attorneys’ fees and costs which are incurred by USDD in the collection of amounts due and payable hereunder.
- 4.2. **Payment Disputes.** Any disputes must be provided to USDD as soon as possible and must be accompanied by detailed supporting information. Disputes as to invoices are deemed waived fifteen (15) days following the invoice date. In the event that any portion of an invoice is undisputed, such undisputed amount must be paid by no later than the invoice due date.
- 4.3. **No Set Off.** Neither Customer nor any related entities (or representatives or agents thereof) shall attempt to set off or recoup any invoiced amounts or any portion thereof against other amounts that are due or may become due from USDD, its parent, affiliates, subsidiaries or other legal entities, business divisions, or units.
- 4.4. **Credit Card Payments.** All USDD quotes are developed for the Customer with the understanding the eventual purchase of the Products listed thereon will be facilitated using subject to USDD’s standard Purchase Order and Invoice process. If Customer would rather seek to use a Credit Card for purchase, then said order would be subject to a 4% credit card surcharge.

SURCHARGES.

- 5.1. In addition to any Product repricing under Section 8.2, USDD may, from time-to-time and in its sole discretion, issue surcharges on new and existing Orders in order to mitigate and/or recover increased operating costs arising out of or related to, without limitation: (a) foreign currency exchange variation, (b) increased cost of third-party content, labor and materials, (c) impact of government tariffs or other actions, and (d) any conditions that increase USDD’s costs, including without limitation increased labor, freight, material or supply costs, or increased costs due to inflation (collectively, “**Surcharges**”). Such Surcharges will not be considered a “price increase” as contemplated hereunder and will be effective upon notice to Customer. For avoidance of doubt, Orders placed prior to the Terms and Conditions Effective Date which have not been delivered, including those on backlog or which requested delivery more than twelve (12) months from the date of Order, are subject to Surcharges.

- 5.2. USDD will invoice Customer, and Buyer agrees to pay for any Surcharges pursuant to the standard payment terms in these Terms and Conditions. If a dispute arises with respect to Surcharges and that dispute remains open for more than fifteen (15) days, USDD may, in its sole discretion, withhold performance or future shipments, or combine any other rights and remedies under this Agreement or permitted by law, until the dispute is resolved. The terms of this Section shall prevail in the event of inconsistency with any other terms in these Terms and Conditions. Any Surcharges, as well as the timing, effectiveness, and method of determination thereof, will be separate from and in addition to any changes to pricing that are affected by any other provisions in these Terms and Conditions.

CANCELLATION AND SUSPENSION. Any Order resulting from this proposal is subject to cancellation or instructions to suspend work by the Customer only upon agreement to pay USDD for all work in progress, all inventoried or ordered project parts and materials, and all other costs incurred by USDD related to the Order.

TAXES. USDD's pricing excludes all taxes (including but not limited to sales, use, excise, value-added, and other similar taxes), tariffs and duties (including, but not limited to, amounts imposed upon the Product(s) or bill of material thereof under any Trade Act, including, but not limited to, the Trade Expansion Act, section 232 and the Trade Act of 1974, section 301) and charges (collectively "Taxes"). All Taxes of any kind levied by any federal, state, municipal or other governmental authority, which tax USDD is required to collect or pay with respect to the production, sale, or delivery of products sold to Customer, shall be the responsibility of and be invoiced to Customer, unless, at the time of Order placement, Customer furnishes USDD with a valid exemption certificate or other documentation sufficient to verify exemption from Taxes, including, but not limited to, a direct pay permit. Customer agrees to pay all such Taxes and further agrees to reimburse USDD for any such payments made by USDD.

SHIPPING/DELIVERY/RISK OF LOSS.

- 8.1. **Delivery Liability.** Delivery and shipment dates for Products are estimates only. Deliveries may be made in partial shipments. USDD and its affiliated entities are not liable, either directly or indirectly, for delays of carriers or delays in connection with any Force Majeure Event (as defined in Section 17 below), and the estimated delivery date shall be extended accordingly.
- 8.2. **Future Delivery and Repricing.** USDD will schedule delivery in accordance with its standard lead times unless the Order states a later delivery date or the parties otherwise agree in writing. USDD will accept Orders with a future ship date of up to eighteen (18) months from the date of the entry of the Order. Customer agrees that in the event an Order is scheduled to be delivered more than six (6) months from the date of the entry of the Order, USDD may, in its sole determination and at each six (6) month anniversary of the date of the entry of the Order, adjust the pricing of the Order to conform to the then-current prices of the USDD Products included in the Order. USDD will include any repricing in its final invoice related to the Order.
- 8.3. **Storage Fees.** If delivery takes place more than six (6) months from the date of the entry of the Order, Customer agrees to pay USDD a storage fee (the "Storage Fee"), as set forth in the quote, for each month after six (6) months from the date of the entry of the Order Customer has not taken delivery of the Products in the Order. USDD will separately invoice any storage fees owed under this Section at the end of each month for which the storage fees are owed.
- 8.4. **Title & Risk of Loss.** Unless otherwise specifically detailed in this quote, delivery terms for Products (excluding software and services) are (i) EX Works (EXW Incoterms 2020) USDD's point of shipment ("USDD Dock") for all shipments (except that USDD is responsible for obtaining any export license), and (ii) F.O.B. USDD Dock for all domestic shipments. For shipments from a USDD Dock to a Buyer location within the same country, the import/export provisions of the INCOTERMS do not apply. USDD shall be responsible for obtaining insurance on each shipment to Customer for the full value of the shipment. Shipment shall be to a single point of delivery.

LIMITED WARRANTY. CUSTOMER'S EXCLUSIVE REMEDIES AND USDD'S SOLE LIABILITY AS TO ANY WARRANTY CLAIM ON ANY PRODUCT SOLD IN CONNECTION WITH THIS QUOTE IS AS SET FORTH IN THIS SECTION. SUCH REMEDIES ARE IN LIEU OF ANY OTHER LIABILITY OR OBLIGATION OF USDD, INCLUDING WITHOUT LIMITATION ANY LIABILITY OR OBLIGATION FOR DAMAGE, LOSS, OR INJURY (WHETHER DIRECT, INDIRECT, EXEMPLARY, SPECIAL, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL) ARISING OUT OF OR IN CONNECTION WITH THE DELIVERY, USE, OR PERFORMANCE OF THE PRODUCTS. CREDIT, REPAIR OR REPLACEMENT (AT USDD'S OPTION) IS THE SOLE REMEDY PROVIDED HEREUNDER. NO EXTENSION OF THIS WARRANTY WILL BE BINDING UPON USDD UNLESS SET FORTH IN WRITING AND SIGNED BY A USDD AUTHORIZED REPRESENTATIVE.

- 9.1. **Product Warranty Terms.** Subject to the terms, conditions and limitations contained herein, and unless USDD has otherwise provided an alternative written warranty (in which case the terms of such warranty will control), USDD warrants and guarantees its products will be free from defects in workmanship and materials (collectively, "Defects") for 12 months from the date of shipment to Customer ("Warranty Period"). This limited warranty does not cover defects caused by normal wear and tear or maintenance.

9.2. Product Defects. If a Defect with a Product arises and a valid claim is made within the Warranty Period, Customer shall initiate the RMA process as described below. Upon approval, USDD, at its option, will either (1) repair the Product defect at no charge, using new parts or parts equivalent to new in performance and reliability or (2) exchange the Product with a Product that is new or equivalent to new in performance and reliability and is at least functionally equivalent to the original Product. Any replacement Product or part, including a user-installable part that has been installed in accordance with instructions provided by USDD, shall remain under warranty during the Warranty Period or for ninety (90) days from the date of repair, whichever is longer. When a Product or part is exchanged, any replacement item becomes the Customer's property and the replaced item becomes the property of USDD. Parts provided by USDD in fulfillment of its warranty obligation must be used in the same USDD Fire Station Alerting System for which the warranty claim is made.

9.3. Procedure for Warranty Claims.

9.3.1. Prior to making a Warranty claim, Customer is encouraged to review USDD's online help resources. Thereafter, to make a valid claim hereunder, Customer must contact USDD technical support and describe the problem or defect with specificity. The first such contact must occur during the Warranty Period. USDD's technical support contact information can be found on USDD's web site at <http://stationalerting.com/home/about-usdd/contact-usdd/>. Customer must use its best efforts to assist in diagnosing defects, follow USDD's technical instructions, and fully cooperate in the diagnostic process. Failure to do so shall relieve USDD of any further obligation hereunder.

9.3.2. Customer shall be responsible for appropriately packing and shipping Products, to USDD for repair, and shall bear all risks and costs associated withof, shipping any Product to USDD for repairthe same. USDD shall be responsible for, and bear all risks and costs of, returning any Product to Customer after repair or replacement, but Customer will be responsible for paying any customs or import duties payable upon receipt of any repaired or replacement Products. A replacement Product will be returned to Customer configured as it was when the Product was originally purchased, subject to applicable updates.

9.4. Return Material Authorization Process. If a Customer makes a warranty claim for a Product during the Warranty Period, the Customer shall provide USDD with the Product model and serial number and failure information to initiate the RMA process. Upon USDD's issuance of the RMA, USDD will send the replacement Product, shipped postage paid ground shipping, to the address provided by Customer. RMA requests approved between 12:00 a.m. and 2:00 p.m. Mountain Standard Time are shipped on the same business day. After 2:00 p.m. Mountain Standard Time, the replacement Product is shipped on the next business day. All RMA requests are processed on the business day on which the request was received, excluding holidays. Included with the shipped package will be return shipment instructions and a pre-paid return shipping label for the Product that the Customer is returning. The original Product must be returned in the shipping box provided by USDD. No goods will be accepted for exchange or return without a pre-approved RMA number or which have not been properly packaged in USDD's shipping box to ensure that goods are not damaged due to improper packing and the shipping process. The original Product must be shipped back within 10 days of receiving the replacement. Failure to return the original Product, or failure to return in an appropriate manner, will cause Customer to incur a replacement charge equal to full market value of the replacement Product.

9.5. No Fault Found. USDD reserves the right to charge 50% of the standard repair price if the returned Product is found to have no defect covered by the Warranty. Customer understands that this fee is intended to discourage return of Products prior to proper troubleshooting or return because the product is "old." Product returns will not be allowed if, upon examination of the returned Product, it is determined that the Product was subjected to accident, misuse, neglect, alteration, improper installation, unauthorized repair, improper testing, or poor packaging upon return. In such event, USDD shall invoice Customer for the full market value of the replacement Product.

9.6. WARRANTY EXCLUSIONS & DISCLAIMERS.

9.6.1. USDD does not warrant that the operation of its Products or any related peripherals will be uninterrupted or error-free. USDD further does not warrant nor support any system configuration that deviates from this specific quote's documented station system design file number.

9.6.2. USDD does not warrant or support any system not installed by G2 Trained & Certified Installation technician (installer). If Customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the Products unless USDD has had a chance to review documented engineering assumptions and approve system integrity, performance, and reliability expectations.

9.6.3. USDD is not responsible for damage arising from Customer's failure to follow instructions relating to the use of the Products. This Warranty does not apply to any Products, including the hardware or software, not used for its intended purpose.

9.6.4. USDD cannot warrant nor support any system not using USDD-approved Uninterruptable Power Supply Battery Backup. This Warranty does not apply to monitors or televisions manufactured by third parties. Repair or replacement of such components shall be subject exclusively to the manufacturer's warranty, if any. Recovery and reinstallation of hardware and user data (including passwords) are not covered under this Warranty.

9.6.5. This Warranty does not apply: (a) to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship; (b) to cosmetic damage, including but not limited to scratches, dents and broken plastic on ports; (c) to damage caused by use with non-USDD products; (d) to damage caused by accident, abuse, misuse, flood, lightning, fire, earthquake or other external causes; (e) to damage caused by operating the Product outside the permitted or intended uses described by USDD; (f) to damage or failure caused by installation or service (including upgrades and expansions) performed by anyone who is not a representative of USDD or a USDD authorized installer or service provider; (g) to a Product or part that has been modified to alter functionality or capability without the written permission of USDD; (h) to Software (as defined below); (i) to any other damage caused by an event or action outside of USDD's control, including, without limitation, Customer's failure to apply required or recommended updates or patches to any Software or Product; or (h) if any serial number has been removed or defaced.

LIMITATIONS OF LIABILITY. TO THE EXTENT PERMITTED BY LAW, THE LIMITED WARRANTY IN SECTION 9 OF THESE TERMS AND CONDITIONS AND ANY OTHER REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, **USDD SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS.** If USDD cannot lawfully disclaim statutory or implied warranties, then to the extent permitted by law, all such warranties shall be limited in duration to the duration of this express Warranty and to repair or replacement service as determined by USDD in its sole discretion. No reseller, agent, or employee is authorized to make any modification, extension, or addition to this Warranty. If any term is held to be illegal or unenforceable, the legality or enforceability of the remaining terms shall not be affected or impaired.

EXCEPT AS PROVIDED IN THE LIMITED WARRANTY IN SECTION 9 OF THESE TERMS AND CONDITIONS, AND TO THE EXTENT PERMITTED BY LAW, USDD IS NOT RESPONSIBLE FOR DIRECT, SPECIAL, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF GOODWILL; LOSS OF REPUTATION; AND LOSS OF, DAMAGE TO OR CORRUPTION OF DATA. USDD IS NOT RESPONSIBLE FOR ANY INDIRECT LOSS OR DAMAGE HOWSOEVER CAUSED, INCLUDING THE REPLACEMENT OF EQUIPMENT AND PROPERTY, ANY COSTS OF RECOVERING PROGRAMMING OR REPRODUCING ANY PROGRAM OR DATA STORED OR USED WITH USDD PRODUCTS, AND ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF DATA STORED ON THE PRODUCT.

ALL PRODUCT CLAIMS ARE LIMITED TO THOSE EXCLUSIVE REMEDIES SET FORTH IN THE LIMITED WARRANTY IN SECTION 9 OF THESE TERMS AND CONDITIONS. USDD'S AGGREGATE LIABILITY IN CONNECTION WITH THEREWITH SHALL NOT EXCEED THE PURCHASE PRICE OF THE PRODUCTS PAID BY CUSTOMER TO USDD FOR THE PRODUCTS GIVING RISE TO THE CLAIM. CUSTOMER SHALL NOT BRING A LEGAL OR EQUITABLE ACTION AGAINST USDD MORE THAN ONE YEAR AFTER THE FIRST EVENT GIVING RISE TO A CAUSE OF ACTION, UNLESS A SHORTER LIMITATIONS PERIOD IS PROVIDED BY APPLICABLE LAW. USDD disclaims any representation that it will be able to repair any Hardware under this Warranty or make a product exchange without risk to or loss of the programs or data stored thereon.

SERVICE AGREEMENT. The Product being purchased hereunder is not subject to any post-Warranty service agreement or maintenance program unless specifically contracted for between USDD and Customer. USDD offers a comprehensive post-Warranty Service Agreement at additional cost. Customer should contact USDD regarding its Service Agreement and costs associated therewith.

SOFTWARE PRODUCTS. All software Products delivered by USDD to Customer or for which USDD provides access, including, without limitation, USDD's mobile application software and Products with embedded software or firmware (collectively, "**Software**") are not sold and are licensed. At all times that Customer is in compliance with the terms of these Terms and Conditions and any other agreement between the parties, Customer shall have a non-exclusive, non-transferable, fully paid license to use the Software, but only in conjunction with the Products provided by USDD and Customer's fire station alerting system (the "**License**"). The terms of such Software License may be set forth in a separate software license agreement or end user license agreement provided by USDD with such Software. In no event shall Customer have any right to (or authorize or allow any third party to) distribute, sell, lend, rent, transfer, or convey the Software; grant any sublicense, lease, or other rights in the Software; decompile, disassemble, reverse engineer, or otherwise attempt to reconstruct, identify, or discover any source code, underlying user interface architecture or techniques, or algorithms of the Software by any means; or take any action that would cause the Software or any portion of it to be placed in the public domain. In the event of a conflict between the terms of any Software license terms provided upon download or purchase a purchase and these Terms and Conditions, the relevant Software license terms shall control solely with respect to such Software.

INTELLECTUAL PROPERTY: Customer hereby agrees and acknowledges that USDD owns all rights, title, and interest in and to the Intellectual Property (as defined below). Customer agrees to not remove, obscure, or alter USDD's or any third party's copyright notice, trademarks, or other proprietary rights notices affixed to or contained within or accessed in conjunction with or through USDD's Product (as defined below). Nothing herein shall be deemed to give, transfer, or convey to Customer any rights in the Intellectual Property other than the License, as set forth above. For purposes of this Section, "Intellectual Property" means any and all rights of USDD related to USDD's Products existing from time to time under patent law, copyright law, trade secret law, trademark law, unfair competition law, and any and all other proprietary rights, and any and all derivative works, work product, applications, renewals, extensions and restorations thereof, now or hereafter in force and effective worldwide.

REMOTE ACCESS TO THE SYSTEM.

- 14.1. **Remote Access.** USDD requires remote network access to the Customer's Products through Secure Shell (SSH) to perform implementation and support tasks under this Agreement. To enable remote network access, the Customer will provide USDD support personnel VPN or similar remote network access to the Products for USDD support personnel ("**Customer Support**") to effectively troubleshoot critical or complex problems and to expedite resolution of such issues. Remote network access is also used to install core software upgrades and customized software. USDD will only access Customer's Products with the knowledge and consent of Customer. USDD will not access any other systems or data.
- 14.2. **Alternative to Network Access.** If the Customer elects not to provide remote network access to the Products, then USDD may not be able to perform some support functions. Customers that elect not to routinely provide network access may temporarily reinstate this access to allow USDD to perform the above services. The following services will not be performed without this access: Product software upgrades; Product software customization; Network troubleshooting assistance including packet capture and network monitoring on USDD devices; Detailed log analysis; Bulk updates to certain Product database tables; Troubleshooting that requires low-level system access or large file transfer.
- 14.3. **Timely Access.** Customers must ensure that remote access is available prior to notifying USDD of a support request. In the event that the Customer is unable to provide remote access, USDD will not be required to provide support outside those tasks that do not require remote access, and any corresponding resolution response times will not apply.
- 14.4. **Physical Security Tokens.** USDD has multiple software engineers that provide after-hours support and these engineers do not typically take security tokens from the USDD office. If the customer requires the use of physical security tokens, this may delay after hours service.

GOVERNING LAW. This proposal and any contract or agreement resulting therefrom will be governed by and construed according to the laws of the State of Arizona without regard to its conflicts of law principles.

DISPUTE RESOLUTION/ARBITRATION. Before either USDD or Customer initiate any dispute resolution process related to the Agreement, they must schedule a mandatory executive resolution conference to be held within thirty (30) days of receipt of the other party's written request. The conference must be attended by at least one executive from each party. At the conference, each party will present its view of the dispute in detail and the executives will enter into good faith negotiations in an attempt to resolve the dispute. If the dispute is not resolved within fifteen (15) days of the end of the conference or if one party refuses to attend the executive resolution conference, then USDD and Customer further agree that any remaining dispute between them arising out of or relating to this Agreement will be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, to the extent such rules are not inconsistent with this Section, in the AAA's Phoenix regional office by a single, neutral arbitrator. Discovery may be conducted either upon mutual consent of the parties or by order of the arbitrator upon good cause being shown. In ruling on motions pertaining to discovery, the arbitrator shall consider that the purpose of arbitration is to provide for the efficient and inexpensive resolution of disputes, and the arbitrator shall limit discovery whenever appropriate to ensure that this purpose is preserved. The arbitrator shall permit dispositive motions and issue a written decision sufficient to explain the essential findings and conclusions and may award damages. Any award rendered by the arbitrator will be final and binding upon USDD and Customer, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. USDD and Customer expressly and irrevocably consent to the jurisdiction of the Maricopa County Superior Court of Arizona for such purpose. In the event a dispute is submitted to arbitration pursuant to this Section, the prevailing party shall be entitled to the payment of its reasonable attorneys' fees and costs, as determined by the arbitrator. Each of the parties shall keep all disputes and arbitration proceedings strictly confidential, except for disclosures of information required by applicable law or regulation.

FORCE MAJEURE. Except for Customer's duty to pay sums due hereunder, neither party will be liable to the other for any failure to meet its obligations due to any Force Majeure Event. As used herein, a "Force Majeure Event" is one that is beyond the reasonable control of the non-performing party and may include, but is not limited to: (a) delays or refusals to grant an export license or the suspension or revocation thereof, (b) embargoes, blockages, seizure or freeze of assets, or any other acts of any government that would limit a party's ability to perform the Contract, (c) fires, earthquakes, floods, tropical storms, hurricanes, tornadoes, severe weather conditions, or any other acts of God, (d) quarantines, pandemics, or regional medical crises, (e) labor strikes, lockouts, or pandemic worker shortages, (f) riots, strife, insurrection, civil disobedience, landowner disturbances, armed conflict, terrorism or war, declared or not (or impending threat of any of the foregoing, if such threat might reasonably be expected to cause injury to people or property), and (g) shortages or inability to obtain materials or components. The party unable to fulfill its obligations due to Force Majeure will promptly (i) Notify the other in writing of the reasons for its failure to fulfill its obligations and the effect of such failure; and (ii) Use all reasonable efforts to avoid or remove the cause and perform its obligations.

If a Force Majeure Event results in a delay, then the date of performance will be extended by the period of time that the non-performing party is actually delayed or for any other period as the parties may agree in writing. In the event that a Force Majeure Event is ongoing for a period of time which is sixty (60) days or longer, USDD may provide notice to Customer that it is cancelling its Order.

ACCEPTANCE OF TERMS. This proposal shall become a binding contract between the Customer and USDD when accepted in writing by the Customer. Without limiting the foregoing, issuance by Customer of a purchase order to USDD for any of the goods or services herein described shall constitute acceptance. Any such acceptance shall be with the mutual understanding that these Terms and Conditions of this proposal are a part thereof with the same effect as though signed by both parties named herein and shall prevail over any inconsistent provision of said order. No waiver, alteration, or modification of these terms and conditions shall be binding unless in writing and signed by an authorized representative of USDD.

SEVERABILITY. In the event any provision or portion of a provision herein is determined to be illegal, invalid, or unenforceable, the validity and enforceability of the remaining provisions shall not be affected and, in lieu of such provision, a provision as similar in terms as may be legal, valid, and enforceable shall be added hereto.

WAIVER. The failure of either party to insist upon strict performance of any provision of these Terms and Conditions, or to exercise any right provided for herein, shall not be deemed to be a waiver for the future of such provision or right, and no waiver of any provision or right shall affect the right of the waiving party to enforce any provision or right herein.

NO JOINT VENTURE. The parties acknowledge that they are independent entities and nothing contained in these Terms and Conditions shall be construed to constitute either party hereto as the partner, joint venturer, employee, agent, servant, franchisee, or other representative of the other party hereto, and neither party has the right to bind or obligate the other, except as otherwise provided herein. Furthermore, nothing contained in these Terms and Conditions shall be construed to constitute Customer as an exclusive purchaser of the Products in any respect.

THIS QUOTE SUBJECT TO REVIEW FOR ERRORS AND OMISSIONS.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: May 15, 2024

SUBJECT: **Item 9.8 Long Range Financial Forecast May 2024**

BACKGROUND

The Long Range Financial Forecast (Forecast) was presented to the Board during a public workshop held on March 20, 2024. The Board directed an additional scenario with property tax revenue increases of 2.5% throughout (sensitivity analysis - Scenario B.)

Subsequent to the March 2024 Board meeting, Contra Costa County Employees' Retirement Association (CCCERA) released updated 6-year employer cost projections that reflect 2023 investment earnings of +9%. The updated projections from CCCERA have been used to calculate pension cost amounts in the Forecast.

The Forecast was presented to the Board a second time at the April 17, 2024 Board meeting. The following changes were directed and have been incorporated into Attachments A and B:

1. Investment earnings: project based on investment balances and interest rate assumptions for US Treasury Bills: 5% in 2025, 4% in 2026 and 3% in 2027 ongoing
2. Salaries: +3.5% throughout
3. Add depreciation information and increase transfer to Capital Projects Fund to include depreciation for District assets

The Forecast covers a forward-looking 10-year period. The Forecast uses several significant assumptions, which are explained below.

Budget Development – Fiscal Year 2025 Annual Operating Budget

The FY2025 Annual Operating Budget is being developed. The Forecast amounts for FY2025 are based on the draft budget which may be altered based on direction provided by the Board during the upcoming budget development process.

Property Tax Revenue

Property tax revenue for FY24/25 has been projected by HdL, the District's property tax revenue consultants. The total property tax revenue increase for FY24/25 is projected to be 3.97% or \$1.28M. The property sales that occurred in calendar year 2023 impact the District's FY24/25 property tax revenue as a result of reassessment to market rates at the time of sale.

At the March 2024 Board meeting, the Board requested staff to contact HdL to acquire updated property tax figures in light of the recent court case involving the National Association of Realtors and the expected decrease in property values. HdL responded that the changes involve realtor commissions, not the value of the property sold which is what is important in setting the value for taxation. HdL does not

expect to see any measurable impact on the value of property sold for taxation purposes in the District and that it is too soon for any significant analysis.

The Property Tax Revenue California Consumer Price Index granted for all taxing entities in the State per Proposition 13 for 24/25 is 2.0%. The history of the Property Tax Revenue California Consumer Price Index is as follows:

Fiscal Year	Property Tax Revenue California Consumer Price Index
24/25	2.0%
23/24	2.0%
22/23	2.0%
21/22	1.036%
20/21	2.0%
19/20	2.0%
18/19	2.0%
17/18	2.0%
16/17	1.525%

Median sale prices of single-family homes in the District (both cities) decreased 5.41% in 2023 over the previous calendar year and there was a decrease in the number of homes sold by 106 transactions (365 homes sold in 2023 v. 471 in 2022.) This means that there were 22% fewer homes sold in calendar year 2023 when compared with the prior year and these 2023 sales impacted the FY24/25 projected property tax revenue. The homes that sold in 2023 saw a 71% increase in assessed value compared to the value before the sale transaction. This increase in the tax roll values will result in increased property tax revenue to the District.

HdL property tax revenue projections for the District are as follows:

25/26 3.95%
 26/27 4.87%
 27/28 4.88%
 28/29 4.90%

The Forecast uses HDL's projections for FY24/25 and then, as directed by the Board, 3.5% property tax revenue growth throughout in Scenario A and 2.5% property tax revenue growth throughout in Scenario B.

Other General Fund Revenues

Ambulance fees – Projected to increase 1.5%
 Strike team revenue (net of overtime costs) – FY24/25 is projected at \$200,000, then increase 3% throughout
 Other revenue (fuel break administrative fee) – The administrative fee for the Tunnel East Bay Hills Fuel Break is projected to be received in the General Fund in FY25/26 (\$683,632.)

General Fund Expenditures

Regular salaries – +3.5% effective July 1, 2024 subject to ongoing MOU negotiations, then +3.5% throughout. For context, a 1% salary increase District-wide equates to \$224K. Forecast includes two new positions effective July 1, 2024 subject to Board approval: Deputy Fire Chief and Office Specialist and Safety roster strength of 57.

Overtime – +3.5% effective July 1, 2024 subject to ongoing MOU negotiations, then +3.5% throughout

Benefits – +3% throughout

Retiree health insurance – Capped per MOUs, no increases

Operating expenses – Projected actuals for FY23/24, proposed budget amounts for FY24/25 based on budget work completed to date (+6.6%), then increase +3% throughout

Residential fuels mitigation and home hardening grant program - \$300K projected expenditures for FY23/24, then \$500K throughout

Pension Costs

There are several significant items to note related to administration of the District's pension benefits at the Contra Costa County Employees' Retirement Association (CCCERA):

- The most recent CCCERA actuarial valuation as of 12/31/2022 was calculated using a 6.75% investment earnings assumption
- Actual year-to-date CCCERA investment returns net of fees for the period January 1, 2023 through December 31, 2023 was +9.0%.
- CCCERA set the District's pension rates for FY24/25 based on the 12/31/2022 actuarial valuation. The District's Safety pension rates increased 10.50% (Classic) and 10.87% (PEPRA) primarily due to an investment loss of -10.6% in 2022. The actual rates set by CCCERA for FY24/25 have been used in the Forecast.
- CCCERA's actuary, Segal Consulting, provided updated 6-year rate projections based on the 2023 actual CCCERA investment returns (+9%) as follows:

Fiscal Year	Employer Rate Change Safety Classic (3% @ 50)	Employer Rate as Percentage of Pensionable Compensation Safety Classic (3% @ 50)	Employer Rate as Percentage of Pensionable Compensation Safety PEPRA (2.7% @ 57)
FY2022	+0.40%	72.97%	62.44%
FY2023	-2.62%	70.35%	59.63%
FY2024	+10.45%	80.80%	69.94%
FY2025	+10.50%	91.30%	80.81%
FY2026*	+3.59% Projected	94.89%	84.40%
FY2027*	+3.42% Projected	98.31%	87.82%
FY2028*	+2.47% Projected	100.78%	90.29%
FY2029*	0.77% Projected	101.55%	91.06%
FY2030*	-15.42% Projected	86.13%	75.64%
FY2031*	-9.11% Projected	77.02%	66.53%
FY2032 forward*	No projections are provided by CCCERA. The remaining years use calculations provided by GovInvest software.		

* These rates are projected and have not been set by the CCCERA Board.

OPEB Funding

The Forecast includes OPEB contributions based on actuarial calculations used in the GASB 75 OPEB Valuation Report as of June 30, 2023 which were calculated using a discount rate of 6.25% and 13-year closed amortization period. The Forecast assumes the District continues to fund the full actuarially recommended contribution throughout the Forecast. As of March 31, 2024 (most recent), the OPEB trust fund 1-year investment return is 22.14%.

Pension Rate Stabilization Trust Fund Contributions

Pension trust contributions are based on GovInvest software calculations using a discount rate of 6.25%, salary increases of 5% effective July 1 2023 and 3.5% throughout the remaining years, 2023 CCCERA actual investment earnings of +9.0% and investment earnings of 6.25% throughout the remaining years. The Forecast includes this trust contribution throughout the Forecast. As of March 31, 2024 (most recent), the pension trust fund 1-year investment return is 22.14%.

Capital Projects Fund

The Long Range Financial Forecast - Capital Expenditures (Attachments C and D), have been updated to reflect the revised timing of the Station 45 remodel and Station 41/Administration construction projects. Major expenses include:

Remodel Station 45 as follows:

FY2024 \$2,000,000 included
in Budget
FY2025 \$1,000,000

Rebuild Station 41/Administration as follows:

FY2026 \$7,000,000
FY2027 \$3,600,000

Apparatus Purchases as follows:

FY2024 \$2,200,000 for two Type 1 fire engines included in budget
\$250,686 for one Type VI fire engine included in budget
\$374,647 for two ambulances included in budget

FY2025 \$330,000 for two ambulances
\$75,000 for one fire chief vehicle replacement

The pension obligation bonds were paid-in-full effective July 1, 2022. The District has one outstanding debt issue that paid for the construction of Fire Station 43 with an annual debt service payment of \$322K. The Forecast includes a transfer of money that was previously used to pay for the pension obligation bonds from the General Fund to the Capital Projects Fund to pay for the construction of Fire Station 41/Administration and to pay for the remodel of Fire Station 45. This would allow the District to pay cash for the two projects.

Transfers from the General Fund to the Capital Projects Fund are as follow:

FY2024 (approved by Board February 2024)	\$3,000,000
FY2025	\$3,926,757
FY2026 and FY2027	\$2,926,757
FY2028 and ongoing	\$2,026,757

Fund Balance Policy and Fund Balance Goal

The District’s Fund Balance Policy states the District will maintain a minimum unrestricted fund balance in the General Fund of at least 40% of budgeted General Fund revenue at fiscal year-end with a goal of achieving a 50% year-end General Fund balance in the long term. Results are 39% to 94% in Scenario A and 31% to 60% in Scenario B. Note these fund balance projections forecast a 3.5% salary increase throughout the Forecast.

Growth of Reserves

	Unrestricted Reserves	General Fund Unrestricted Reserves as a Percentage of Budgeted Revenue	OPEB Trust Fund	Pension Stabilization Trust Fund
2016	\$9,753,441	19%	\$176,437	\$0
2017	\$11,485,547	23%	\$472,933	\$304,836
2018	\$12,319,249	28%	\$882,129	\$700,449
2019	\$12,846,486	31%	\$1,358,338	\$1,879,809
2020	\$13,960,991	38%	\$1,999,673	\$3,022,693
2021	\$16,887,812	43%	\$2,948,603	\$5,582,483
2022	\$19,618,860	49.68%	\$2,798,054	\$6,845,315
2023	\$26,093,631	53.50%	\$3,548,145	\$10,003,244
2024 Projected	\$24,742,476	53.38%	\$4,233,457	\$12,295,806

Long Range Financial Forecast Results

The Forecast Scenario A shows deficits in the General Fund beginning in FY2025 as follows: \$1.3M, \$114K, \$999K, \$112K, then surpluses in future years. The Forecast shows a Capital Projects Fund deficit in FY2026 primarily due to the planned construction of Station 41/Administration (\$10.6M estimated) and then surpluses throughout the other years. Scenario B shows deficits in the General Fund beginning in FY2025 as follows: \$1.3M, \$456K, \$1.7M, \$1.2M, \$1.4M, then surpluses in future years.

Summary of Unfunded Liabilities

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

Conclusion

Staff will continue to carefully monitor the District's finances.

RECOMMENDATION

Staff Recommendation: 1) Receive and file

ATTACHMENT

[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](#)

Moraga-Orinda Fire Protection District
Long Range Financial Forecast
Scenario A - 3.5% Annual Property Tax Revenue Increase
May 2024

	ACTUAL 21/22	ACTUAL 22/23	PROJ 23/24	PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	PROJ 30/31	PROJ 31/32	PROJ 32/33	PROJ 33/34	ASSM	ASSM	ASSM	ASSM	ASSM	ASSM
1 TOTAL REVENUE	33,765,896	35,062,443	37,360,192	37,177,535	38,775,841	39,321,727	40,655,286	42,044,635	43,523,423	45,070,337	46,715,743	48,455,512	50,278,991						
2 TOTAL EXPENDITURES	33,111,135	30,258,712	38,711,347	35,175,179	42,363,428	40,357,095	38,586,171	39,408,461	38,683,454	39,195,552	38,342,847	37,883,094	38,171,464						
3 GENERAL FUND BALANCE UNASSIGNED, BEGINNING	11,964,650	15,105,887	18,117,184	18,590,610	17,284,691	17,170,908	16,172,147	16,060,461	16,178,206	18,360,175	22,078,114	27,475,076	36,573,710	24/25	25/26	26/27	27/28	28/29	29/30-33/34
4 CASH AND INVESTMENTS BALANCE DECEMBER 15 (MINIMUM CASH)	851,000	4,140,788	10,657,000	9,630,445	11,940,873	7,669,656	6,634,288	8,703,402	11,339,577	16,179,545	22,054,330	30,427,226	40,999,644						
5 CASH AND INVESTMENTS BALANCE DECEMBER 31	13,573,000	21,337,000	27,469,531	26,442,976	28,753,404	24,482,187	23,446,819	25,515,933	28,152,108	32,992,076	38,866,861	47,239,757	57,812,175						
6 GENERAL FUND REVENUES																			
7 PROPERTY AD VALOREM TAX	27,199,989	31,432,861	32,284,966	33,562,331	34,737,013	35,952,808	37,211,156	38,513,547	39,861,521	41,256,674	42,700,658	44,195,181	45,742,012	3.96%	3.50%	3.50%	3.50%	3.50%	3.50%
9 USE OF MONEY & PROPERTY	39,559	254,831	756,000	659,680	375,190	356,377	398,490	451,775	548,324	665,217	831,153	1,040,279	1,279,559	-12.74%	0.00%	0.00%	0.00%	0.00%	0.00%
10 INTERGOVERNMENTAL REVENUE	496,532	379,203	250,027	233,148	235,479	237,834	240,213	242,615	245,041	247,491	249,966	252,466	254,991	-6.75%	1.00%	1.00%	1.00%	1.00%	1.00%
11 CHARGES FOR SERVICES/OTHER	264,849	168,535	238,044	229,626	231,922	234,241	236,584	238,950	241,339	243,753	246,190	248,652	251,139	-3.54%	1.00%	1.00%	1.00%	1.00%	1.00%
12 AMBULANCE FEES	1,843,739	1,098,419	1,041,000	1,095,250	1,111,679	1,128,354	1,145,279	1,162,458	1,179,895	1,197,594	1,215,558	1,233,791	1,252,298	5.21%	1.50%	1.50%	1.50%	1.50%	1.50%
13 STRIKE TEAM REVENUE (Net of Overtime Costs)	848,437	352,270	320,078	200,000	207,000	214,245	221,744	229,505	237,537	245,851	254,456	263,362	272,579	-37.52%	3.50%	3.50%	3.50%	3.50%	3.50%
14 OTHER REVENUE (FUEL BREAK ADMIN FEE)	47,145	177,682	5,549	5,500	683,631	0	0	0	0	0	0	0	0	-0.88%	NA	NA	NA	NA	NA
15 TOTAL GENERAL FUND REVENUES	30,740,250	33,863,801	34,895,664	35,985,535	37,581,914	38,123,860	39,453,466	40,838,849	42,313,658	43,856,580	45,497,981	47,233,731	49,052,578						
16 GENERAL FUND EXPENDITURES*****																			
17 SALARIES - SAFETY	9,058,484	9,352,023	9,950,000	10,883,317	11,264,233	11,658,481	12,066,528	12,488,856	12,925,966	13,378,375	13,846,618	14,331,250	14,832,844	9.38%	3.50%	3.50%	3.50%	3.50%	3.50%
18 SALARIES - NONSAFETY	1,175,174	1,191,593	1,394,721	1,628,999	1,686,014	1,745,024	1,806,100	1,869,314	1,934,740	2,002,456	2,072,542	2,145,080	2,220,158	16.80%	3.50%	3.50%	3.50%	3.50%	3.50%
19 SALARIES - OTHER NONBENEFITTED	338,256	179,561	145,000	176,054	182,216	188,594	195,195	202,026	209,097	216,416	223,990	231,830	239,944	21.42%	3.50%	3.50%	3.50%	3.50%	3.50%
20 OVERTIME (Excluding Strike Team)	2,634,718	2,643,984	3,515,500	2,643,984	1,945,345	2,013,432	2,083,902	2,156,838	2,232,328	2,310,459	2,391,325	2,475,022	2,561,647	-46.54%	3.50%	3.50%	3.50%	3.50%	3.50%
21 BENEFITS	2,734,763	2,708,218	2,574,330	3,208,422	3,304,675	3,403,815	3,505,929	3,611,107	3,719,440	3,831,024	3,945,954	4,064,333	4,186,263	24.63%	3.00%	3.00%	3.00%	3.00%	3.00%
22 RETIREE HEALTH INSURANCE	826,784	812,956	898,000	965,800	965,800	965,800	965,800	965,800	965,800	965,800	965,800	965,800	965,800	7.55%	0.00%	0.00%	0.00%	0.00%	0.00%
23 OPERATING EXPENSES	2,864,458	2,980,759	3,833,464	4,085,574	4,208,141	4,334,385	4,464,417	4,598,350	4,736,300	4,873,389	5,024,741	5,175,483	5,330,747	6.58%	3.00%	3.00%	3.00%	3.00%	3.00%
24 RESIDENTIAL FUELS MITIGATION AND HOME HARDENING GRANT PROGRAM		55,121	300,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	100K	0.00%	0.00%	0.00%	0.00%	0.00%
25 CCCERA EMPLOYER PAYMENT SAFETY - NORMAL COST*****	2,001,392	1,948,319	2,483,250	2,701,204	2,929,194	3,163,293	3,372,363	3,522,130	3,697,653	3,890,027	4,127,150	4,404,436	4,729,452	CCCERA*****		CCCERA/GovInvest		CCCERA/GovInvest	
26 CCCERA EMPLOYER PAYMENT SAFETY - UAAL PAYMENT*****	3,084,557	3,121,370	3,966,750	5,484,263	5,947,151	6,422,444	6,846,918	7,150,990	7,466,842	7,802,849	8,172,849	8,582,849	9,032,849	CCCERA*****		CCCERA/GovInvest		CCCERA/GovInvest	
27 CCCERA EMPLOYER PAYMENT NONSAFETY - NORMAL COST	111,307	147,359	170,763	224,381	237,845	255,439	273,858	293,323	313,323	333,823	354,823	376,323	398,323	CCCERA*****		CCCERA/GovInvest		CCCERA/GovInvest	
28 CCCERA EMPLOYER PAYMENT NONSAFETY - UAAL PAYMENT	102,744	136,204	157,628	126,214	133,788	143,685	154,405	165,369	176,535	187,901	199,467	211,233	223,201	CCCERA*****		CCCERA/GovInvest		CCCERA/GovInvest	
29 OPEB FUNDING (INTO TRUST)	303,906	366,640	463,553	428,662	456,121	484,388	512,871	541,632	570,785	600,337	630,290	660,643	691,396	Actualy	Actualy	Actualy	Actualy	Actualy	Actualy
30 PENSION RATE STABILIZATION (INTO TRUST)	2,362,470	2,108,577	1,569,279	1,135,247	1,071,418	1,019,085	903,469	782,890	672,818	572,818	482,818	392,818	302,818	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest
31 TOTAL GENERAL FUND EXPENDITURES	27,599,013	27,752,504	31,422,238	33,427,697	34,831,940	36,258,864	37,601,395	38,975,346	40,388,932	41,842,883	43,337,261	44,871,340	46,445,358						
32 TRANSFER OUT TO CAPITAL FUND		(3,100,000)	(3,000,000)	(3,863,757)	(2,863,757)	(2,863,757)	(1,963,757)	(1,963,757)	(1,963,757)	(1,963,757)	(1,963,757)	(1,963,757)	(1,963,757)						
33 ANNUAL GENERAL FUND SURPLUS (DEFICIT)	3,141,237	3,011,297	473,426	(1,305,919)	(998,762)	(111,686)	117,746	2,181,968	3,717,939	5,396,962	9,098,634	13,506,736	19,635,463						
34 GENERAL FUND BALANCE UNASSIGNED, END	15,105,887	18,117,184	18,590,610	17,284,691	17,170,908	16,172,147	16,060,461	16,178,206	18,360,175	22,078,114	27,475,076	36,573,710	46,209,173						
35 UNRESTRICTED FUND BAL AS PERCENT OF GENERAL FUND REVENUE	49.14%	50.90%	53.38%	48.03%	45.69%	42.42%	40.71%	39.61%	43.39%	50.34%	60.39%	77.43%	94.20%						
36																			
37 CAPITAL FUND BALANCE, BEGINNING OF YEAR	4,923,162	4,495,401	7,976,447	6,151,866	9,460,141	5,986,337	5,949,731	8,130,531	10,648,960	13,306,960	15,463,806	18,439,739	19,913,524	24/25	25/26	26/27	27/28	28/29	29/30-33/34
38 CAPITAL FUND REVENUES - FIRE FLOW TAX, STRIKE TEAM VEHICLE	1,294,271	1,199,319	2,464,528	1,192,000	1,193,927	1,197,867	1,201,820	1,205,786	1,209,762	1,213,757	1,217,763	1,221,781	1,225,814	0.33%	0.33%	0.33%	0.33%	0.33%	0.33%
39 CAPITAL EXPENDITURES	799,608	496,703	6,968,274	1,426,500	7,210,487	3,777,340	663,135	329,850	193,784	699,598	205,586	1,711,754	718,106	NA	NA	NA	NA	NA	NA
40 TRANSFER IN FROM GENERAL FUND - PRIOR POB MONEY	0	3,100,000	3,000,000	3,863,757	2,863,757	2,863,757	1,963,757	1,963,757	1,963,757	1,963,757	1,963,757	1,963,757	1,963,757						
41 TRANSFER OUT TO DEBT SERVICE FUND - FIRE FLOW TAX	(922,424)	(321,570)	(320,835)	(320,982)	(321,001)	(320,890)	(321,641)	(321,264)	(321,737)	(321,071)	0	0	0						
42 ANNUAL CAPITAL FUND SURPLUS (DEFICIT)	(427,761)	3,481,046	(1,824,581)	3,308,275	(3,473,804)	(36,606)	2,180,800	2,518,429	2,658,001	2,156,845	2,975,934	1,473,785	2,471,464	NA	NA	NA	NA	NA	NA
43 CAPITAL FUND BALANCE, END OF YEAR	4,495,401	7,976,447	6,151,866	9,460,141	5,986,337	5,949,731	8,130,531	10,648,960	13,306,960	15,463,806	18,439,739	19,913,524	22,384,988	NA	NA	NA	NA	NA	NA
44																			
45 DEBT SERVICE FUND BALANCE, BEGINNING	3,747,327	1,688,612	0	0	0	0	0	0	0	0	0	0	0						
46 PROPERTY AD VALOREM TAX/OTHER	1,731,375	(677)	0	0	0	0	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA
47 DEBT SERVICE FUND EXPENDITURES - PENSION OBLIGATION BONDS	3,790,090	1,687,935	0	0	0	0	0	0	0	0	0	0	0						
48 DEBT SERVICE FUND EXPENDITURES - OTHER DEBT/STATION 43	922,424	321,570	320,835	320,982	321,001	320,890	321,641	321,264	321,737	321,071	0	0	0						
49 TRANSFER IN FROM CAPITAL FUND - FIRE FLOW TAX	922,424	321,570	320,835	320,982	321,001	320,890	321,641	321,264	321,737	321,071	0	0	0						
50 DEBT SERVICE FUND BALANCE, END OF YEAR	1,688,612	0	0	0	0	0	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA
51																			
52 TUNNEL EAST BAY HILLS FUEL BREAK FUND BALANCE, BEGINNING		17,572	50,959	375,559	683,631														

Moraga-Orinda Fire Protection District
Long Range Financial Forecast
Scenario B - 2.5% Annual Property Tax Revenue Increase
May 2024

	ACTUAL 21/22	ACTUAL 22/23	PROJ 23/24	PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	PROJ 30/31	PROJ 31/32	PROJ 32/33	PROJ 33/34	ASSM	ASSM	ASSM	ASSM	ASSM	ASSM
1 TOTAL REVENUE	33,765,896	35,062,443	37,360,192	37,177,535	38,433,506	38,609,669	39,544,637	40,504,981	41,522,729	42,574,876	43,690,021	44,862,186	46,078,188						
2 TOTAL EXPENDITURES	33,111,135	30,258,712	38,711,347	35,175,179	42,363,428	40,357,095	38,586,171	39,408,461	38,683,454	39,195,552	38,342,847	37,883,094	38,171,464						
3 GENERAL FUND BALANCE UNASSIGNED, BEGINNING	11,964,850	15,105,887	18,117,184	18,590,610	17,284,691	16,828,573	15,117,753	13,895,419	12,473,510	12,654,784	13,877,263	16,248,503	21,753,812	24/25	25/26	26/27	27/28	28/29	29/30-33/34
4 CASH AND INVESTMENTS BALANCE DECEMBER 15 (MINIMUM CASH)	851,000	4,140,788	10,657,000	9,630,445	11,940,873	7,327,320	5,579,894	6,538,360	7,634,880	10,474,155	13,853,479	19,200,653	26,179,746						
5 CASH AND INVESTMENTS BALANCE DECEMBER 31	13,573,000	21,337,000	27,469,531	26,442,976	28,753,404	24,139,851	22,392,425	23,350,891	24,447,411	27,286,686	30,666,010	36,013,184	42,992,277						
6 GENERAL FUND REVENUES																			
7 PROPERTY AD VALOREM TAX	27,199,989	31,432,861	32,284,966	33,562,331	34,401,389	35,261,424	36,142,960	37,046,534	37,972,697	38,922,014	39,895,065	40,892,441	41,914,752	3.96%	2.50%	2.50%	2.50%	2.50%	2.50%
9 USE OF MONEY & PROPERTY	39,559	254,831	756,000	659,680	368,478	335,703	356,038	379,134	436,454	504,416	611,024	749,693	906,616	-12.74%	0.00%	0.00%	0.00%	0.00%	0.00%
10 INTERGOVERNMENTAL REVENUE	496,532	379,203	250,027	233,148	235,479	237,834	240,213	242,615	245,041	247,491	249,966	252,466	254,991	-6.75%	1.00%	1.00%	1.00%	1.00%	1.00%
11 CHARGES FOR SERVICES/OTHER	264,849	168,535	238,044	229,626	231,922	234,241	236,584	238,950	241,339	243,753	246,190	248,652	251,139	-3.54%	1.00%	1.00%	1.00%	1.00%	1.00%
12 AMBULANCE FEES	1,843,739	1,098,419	1,041,000	1,095,250	1,111,679	1,128,354	1,145,279	1,162,458	1,179,895	1,197,594	1,215,558	1,233,791	1,252,298	5.21%	1.50%	1.50%	1.50%	1.50%	1.50%
13 STRIKE TEAM REVENUE (Net of Overtime Costs)	848,437	352,270	320,078	200,000	207,000	214,245	221,744	229,505	237,537	245,851	254,456	263,362	272,579	-37.52%	3.50%	3.50%	3.50%	3.50%	3.50%
14 OTHER REVENUE (FUEL BREAK ADMIN FEE)	47,145	177,682	5,549	5,500	683,631	0	0	0	0	0	0	0	0	-0.88%	NA	NA	NA	NA	NA
15 TOTAL GENERAL FUND REVENUES	30,740,250	33,863,801	34,895,664	35,985,535	37,239,579	37,411,802	38,342,817	39,299,195	40,312,964	41,361,119	42,472,259	43,640,405	44,852,375						
16 GENERAL FUND EXPENDITURES*****																			
17 SALARIES - SAFETY	9,058,484	9,352,023	9,950,000	10,883,317	11,264,233	11,658,481	12,066,528	12,488,856	12,925,966	13,378,375	13,846,618	14,331,250	14,832,844	9.38%	3.50%	3.50%	3.50%	3.50%	3.50%
18 SALARIES - NONSAFETY	1,175,174	1,191,593	1,394,721	1,628,999	1,686,014	1,745,024	1,806,100	1,869,314	1,934,740	2,002,456	2,072,542	2,145,080	2,220,158	16.80%	3.50%	3.50%	3.50%	3.50%	3.50%
19 SALARIES - OTHER NONBENEFITTED	338,256	179,561	145,000	176,054	182,216	188,594	195,195	202,026	209,097	216,416	223,990	231,830	239,944	21.42%	3.50%	3.50%	3.50%	3.50%	3.50%
20 OVERTIME (Excluding Strike Team)	2,634,718	2,643,984	3,515,500	2,643,984	1,945,345	2,013,432	2,083,902	2,156,838	2,232,328	2,310,459	2,391,325	2,475,022	2,561,647	-46.54%	3.50%	3.50%	3.50%	3.50%	3.50%
21 BENEFITS	2,734,763	2,708,218	2,574,330	3,208,422	3,304,675	3,403,815	3,505,929	3,611,107	3,719,440	3,831,024	3,945,954	4,064,333	4,186,263	24.63%	3.00%	3.00%	3.00%	3.00%	3.00%
22 RETIREE HEALTH INSURANCE	826,784	812,956	898,000	965,800	965,800	965,800	965,800	965,800	965,800	965,800	965,800	965,800	965,800	7.55%	0.00%	0.00%	0.00%	0.00%	0.00%
23 OPERATING EXPENSES	2,864,458	2,980,759	3,833,464	4,085,574	4,208,141	4,334,385	4,464,417	4,598,350	4,736,300	4,878,389	5,024,741	5,175,483	5,330,747	6.58%	3.00%	3.00%	3.00%	3.00%	3.00%
24 RESIDENTIAL FUELS MITIGATION AND HOME HARDENING GRANT PROGRAM		55,121	300,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	100K	0.00%	0.00%	0.00%	0.00%	0.00%
25 CCCERA EMPLOYER PAYMENT SAFETY - NORMAL COST*****	2,001,392	1,948,319	2,483,250	2,701,204	2,929,194	3,163,293	3,372,363	3,522,130	3,697,653	3,892,027	4,107,150	4,334,436	4,578,452	CCCERA***** CCCERA/GovInvest					
26 CCCERA EMPLOYER PAYMENT SAFETY - UAAL PAYMENT*****	3,084,557	3,121,370	3,966,750	5,484,263	5,947,151	6,422,444	6,846,918	7,150,990	7,466,842	7,804,570	8,164,249	8,548,280	8,947,493	CCCERA***** CCCERA/GovInvest					
27 CCCERA EMPLOYER PAYMENT NONSAFETY - NORMAL COST	111,307	147,359	170,763	224,381	237,845	255,439	273,858	283,323	298,589	316,218	335,499	355,899	377,493	CCCERA*****					
28 CCCERA EMPLOYER PAYMENT NONSAFETY - UAAL PAYMENT	102,744	136,024	157,628	126,214	133,788	143,685	154,045	159,369	167,435	176,550	186,829	198,319	211,000	CCCERA*****					
29 OPEB FUNDING (INTO TRUST)	303,906	366,640	463,553	428,662	456,121	445,388	462,871	466,352	497,295	502,298	487,552	514,178	517,440	Actuary	Actuary	Actuary	Actuary	Actuary	Actuary
30 PENSION RATE STABILIZATION (INTO TRUST)	2,362,470	2,108,577	1,569,279	1,135,247	1,071,418	1,019,085	903,469	782,890	972,818	1,050,152	911,882	1,590,650	1,576,175	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest	GovInvest
31 TOTAL GENERAL FUND EXPENDITURES	27,599,013	27,752,504	31,422,238	33,427,697	34,831,940	36,258,864	37,601,395	38,757,346	39,617,932	40,312,964	41,361,119	42,472,259	43,640,405						
32 TRANSFER OUT TO CAPITAL FUND		(3,100,000)	(3,000,000)	(3,863,757)	(2,863,757)	(2,863,757)	(2,863,757)	(2,863,757)	(2,863,757)	(2,863,757)	(2,863,757)	(2,863,757)	(2,863,757)						
33 ANNUAL GENERAL FUND SURPLUS (DEFICIT)	3,141,237	3,011,297	473,426	(1,305,919)	(456,118)	(1,710,820)	(1,222,335)	(1,421,908)	181,274	1,222,479	2,371,240	5,505,308	5,435,260						
34 GENERAL FUND BALANCE UNASSIGNED, END	15,105,887	18,117,184	18,590,610	17,284,691	16,828,573	15,117,753	13,895,419	12,473,510	12,654,784	13,877,263	16,248,503	21,753,812	27,189,072						
35 UNRESTRICTED FUND BAL AS PERCENT OF GENERAL FUND REVENUE	49.14%	50.90%	53.38%	48.03%	45.19%	40.41%	36.24%	31.74%	31.39%	33.55%	38.26%	49.85%	60.62%						
36																			
37 CAPITAL FUND BALANCE, BEGINNING OF YEAR	4,923,162	4,495,401	7,976,447	6,151,866	9,460,141	5,986,337	5,949,731	8,130,531	10,648,960	13,306,960	15,463,806	18,439,739	19,913,524	24/25	25/26	26/27	27/28	28/29	29/30-33/34
38 CAPITAL FUND REVENUES - FIRE FLOW TAX, STRIKE TEAM VEHICLE	1,294,271	1,199,319	2,464,528	1,192,000	1,193,927	1,197,867	1,201,820	1,205,786	1,209,766	1,213,757	1,217,763	1,221,781	1,225,814	0.33%	0.33%	0.33%	0.33%	0.33%	0.33%
39 CAPITAL EXPENDITURES	799,608	496,703	6,968,274	1,426,500	7,210,487	3,777,340	663,135	329,850	193,784	699,598	205,586	1,711,754	718,106	NA	NA	NA	NA	NA	NA
40 TRANSFER IN FROM GENERAL FUND - PRIOR POB MONEY	0	3,100,000	3,000,000	3,863,757	2,863,757	2,863,757	2,863,757	2,863,757	2,863,757	2,863,757	2,863,757	2,863,757	2,863,757						
41 TRANSFER OUT TO DEBT SERVICE FUND - FIRE FLOW TAX	(922,424)	(321,570)	(320,835)	(320,982)	(321,001)	(320,890)	(321,641)	(321,264)	(321,737)	(321,071)	0	0	0						
42 ANNUAL CAPITAL FUND SURPLUS (DEFICIT)	(427,761)	3,481,046	(1,824,581)	3,308,275	(3,473,804)	(36,606)	2,180,800	2,518,429	2,658,001	2,156,845	2,975,934	1,473,785	2,471,464	NA	NA	NA	NA	NA	NA
43 CAPITAL FUND BALANCE, END OF YEAR	4,495,401	7,976,447	6,151,866	9,460,141	5,986,337	5,949,731	8,130,531	10,648,960	13,306,960	15,463,806	18,439,739	19,913,524	22,384,988	NA	NA	NA	NA	NA	NA
44																			
45 DEBT SERVICE FUND BALANCE, BEGINNING	3,747,327	1,688,612	0	0	0	0	0	0	0	0	0	0	0						
46 PROPERTY AD VALOREM TAX/OTHER	1,731,375	(677)	0	0	0	0	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA
47 DEBT SERVICE FUND EXPENDITURES - PENSION OBLIGATION BONDS	3,790,090	1,687,935	0	0	0	0	0	0	0	0	0	0	0						
48 DEBT SERVICE FUND EXPENDITURES - OTHER DEBT/STATION 43	922,424	321,570	320,835	320,982	321,001	320,890	321,641	321,264	321,737	321,071	0	0	0						
49 TRANSFER IN FROM CAPITAL FUND - FIRE FLOW TAX	922,424	321,570	320,835	320,982	321,001	320,890	321,641	321,264	321,737	321,071	0	0	0						
50 DEBT SERVICE FUND BALANCE, END OF YEAR	1,688,612	0	0	0	0	0	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA
51																			
52 TUNNEL EAST BAY HILLS FUEL BREAK FUND BALANCE, BEGINNING		17,572	50,959	375,559	683,631														
53 REVENUE - STATE AID	164,002	31																	

Moraga-Orinda Fire Protection District
 Long Range Financial Forecast - Capital Expenditures
 Draft Update
 May 2024

	DESCRIPTION	AGE	REPLACEMENT DATE	BOOK VALUE	REPLACEMENT COST	PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	PROJ 30/31	PROJ 31/32	PROJ 32/33	PROJ 33/34
	BUILDINGS & GROUNDS														
	STATION-41/TRAINING	62	2026	579,367	9,400,000		5,800,000	3,600,000							
	ADMINISTRATION	50	2026	340,435	1,200,000		1,200,000								
	STATION-42	23	2041	1,992,000											
	STATION-43	5	2058	5,299,534											
	STATION-44	18	2046	2,648,802											
	STATION-45	48	2024	475,488	3,000,000	1,000,000									
	CAPITAL IMPROVEMENTS - OTHER						76,385	78,677	81,037	83,468	85,972	88,551	91,208	93,944	96,762
	TOTAL FACILITIES EXPENDITURES					1,000,000	7,076,385	3,678,677	81,037	83,468	85,972	88,551	91,208	93,944	96,762
	TOTAL APPARATUS EXPENDITURES/VEHICLE					405,000	38,312	0	480,475	141,710	0	500,000	0	1,500,000	500,000
	FIREFIGHTING CAPITAL EQUIPMENT						53,045	54,636	56,275	57,964	59,703	61,494	63,339	65,239	67,196
	IT CAPITAL EXPENDITURES						20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095
	OTHER CAPITAL EXPENDITURES					21,500	22,145	22,809	23,494	24,198	24,924	25,672	26,442	27,236	28,053
	TOTAL CAPITAL					\$ 1,426,500	\$ 7,210,487	\$ 3,777,340	\$ 663,135	\$ 329,850	\$ 193,784	\$ 699,598	\$ 205,586	\$ 1,711,754	\$ 718,106

DEPRECIATION

	STATION-42	23		1,992,000		66,400	66,400	66,400	66,400	66,400	66,400	66,400	66,400	66,400	66,400
	STATION-43	5		5,299,534		90,022	90,022	90,022	90,022	90,022	90,022	90,022	90,022	90,022	90,022
	STATION-44	18		2,648,802		176,651	176,651	176,651	176,651	176,651	176,651	176,651	176,651	176,651	176,651
	EQUIPMENT					127,000	127,000	127,000	127,000	127,000	127,000	127,000	127,000	127,000	127,000
	VEHICLES OUTSIDE REPLACEMENT PERIOD					403,684	403,684	403,684	403,684	403,684	403,684	403,684	403,684	403,684	403,684
	TOTAL DEPRECIATION					\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757	\$ 863,757

Apparatus Costs

April 2024				PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	PROJ 30/31	PROJ 31/32	PROJ 32/33	PROJ 33/34
DESCRIPTION	AGE	REPLACE DATE	COST										
ENGINES - STRUCTURE PROTECTION													
1998	ENGINE TYPE 1 SPARTAN, HI-TEC (RESERVE APPARATUS)		2024	1,100,000	Ordered and included in FY2024 Budget - Pending Delivery								
2008	ENGINE TYPE 1 PIERCE		2024	1,100,000	Ordered and included in FY2024 Budget - Pending Delivery								
2012	ENGINE TYPE 1 PIERCE	12	2035	585,163								1,500,000	
2017	ENGINE TYPE 1 PIERCE	7	2037	602,834									
2017	ENGINE TYPE 1 PIERCE	7	2037	602,834									
ENGINES - WILDLAND													
2002	ENGINE TYPE 3 WESTATES	22	N/A	386,428	Retire Upon Type VI Arrival								
2002	ENGINE TYPE 3 WESTATES	22	2028	386,428			480,475						
2008	ENGINE TYPE 3 PIERCE	16	2031	386,428					500,000				
2010	ENGINE TYPE 3 PIERCE	14	2035	386,428									
ENGINES -													
2018	ENGINE TYPE 6	6	2038	151,250									
2023	ENGINE TYPE 6		2043	250,686	Ordered and included in FY2024 Budget - Pending Delivery								
AERIAL LADDER TRUCKS													
2017	TILLER TRUCK - 100' PIERCE	7	2035	1,286,924									
SPECIALIZED APPARATUS													
2009	WATER TENDER PIERCE-KENWORTH	15	2034	300,000									400,000
AMBULANCES													
2015	AMBULANCE NAVISTAR TERRASTAR LEADER	9		212,277	Replaced by F-450								
2015	AMBULANCE NAVISTAR TERRASTAR LEADER	9		212,277	Replaced by F-450								
2017	AMBULANCE	7	2027	180,645	165,000								
2017	AMBULANCE	7	2029	180,645	165,000								
2023	AMBULANCE F-450		2033	175,000	Ordered and included in FY2024 Budget - Pending Delivery								
2023	AMBULANCE F-450		2033	175,000	Ordered and included in FY2024 Budget - Pending Delivery								
COMMAND VEHICLES													
2008	COMMAND-CHEVY SUBURBAN - SELL IN 2025	16	N/A	60,000									
2017	COMMAND-CHEVY TAHOE	7	2028	52,048	75,000								
2019	COMMAND-DODGE 2500	5	2029	70,000				100,000					
2023	COMMAND-DODGE 2500	1	2034	64,190									100,000
SUPPORT VEHICLES													
2011	CHEVY TAHOE	13	N/A	34,700									
2012	FORD EXPLORER	12	2026	34,700		38,312							
2017	FORD EXPLORER	7	2029	33,546				41,710					
2019	DODGE 5500 AIR LIGHT UNIT	5	N/A	250,000									
UTILITY VEHICLES													
2000	UTILITY FORD F250	24	N/A	60,000									
2005	FORD RANGER - SELL	19	N/A	18,769									
2005	FORD RANGER - SELL	19	N/A	18,769									
2005	FORD RANGER - SELL	19	N/A	18,769									
2019	DODGE 2500	5	2035	40,000									
2022	DODGE 1500	2	2035	64,000									
2022	DODGE 1500	2	2035	64,000									
2023	FORD RANGER	1	2038	35,000									
2023	FORD RANGER	1	2038	35,000									
TOTAL APPARATUS EXPENDITURES/VEHICLE				405,000	38,312	0	480,475	141,710	0	500,000	0	1,500,000	500,000
FIREFIGHTING/RESCUE APPARATUS AMBULANCES COMMAND/SUPPORT/STAFF VEHICLES													



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: May 15, 2024

SUBJECT: **Item 10.1 Wildfire Insurance Update**

BACKGROUND

As many members of the community are aware, State Farm recently announced the pending non-renewal of 1,703 policies in Orinda, constituting 54.7% of their policies and 22.7% of the 7,476 total households. In the community of Canyon, these numbers are 18 policies constituting 58.1% of State Farm's portfolio and 22.5% of the 80 total households. In Moraga, 167 policies were identified for non-renewal, constituting 11.6% of State Farm's portfolio and 2.8% of the 5,760 total households. In light of the broader crisis associated with access to insurance, it is unclear whether sufficient capacity exists in the admitted market, and many residents may end up in the FAIR Plan or the unadmitted market.

This has precipitated many calls and letters to MOFD inquiring about wildfire risk reduction and the pricing of mitigation measures. This issue has been addressed in staff reports and presentations on several occasions over the last six years. Specifically:

February 2019: Publication of the MOFD Wildfire Prevention Strategic Plan: [637177117261930000 \(mofd.org\)](https://www.mofd.org)

January 2020: 2019 California Fire Code Major Changes:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:527d0578-c162-4029-b0ed-f00e69164bc1>

October 2020: An explanation of progressive amendments to the 2019 California Fire Code establishing exterior hazard reduction requirements:

April 2022: A summary of the findings in NIST Technical Instruction 2205 regarding the mechanisms for structure-to-structure fire spread: [MOFD Staff Report \(d2kbkoa27fdvtw.cloudfront.net\)](https://www.mofd.org)

July 2022: Summary of the new IBHS Wildfire Prepared Home Standard: [Wildfire Prepared Home, a Program of IBHS - Resources](#)

November 2022: Summary of work done by Milliman and Corelogic studying the value of mitigations in Orinda and Moraga: [New Casualty Actuarial Society Research Helps Communities Understand Insurance Impact of Wildfire Mitigation | Casualty Actuarial Society \(casact.org\)](#)

March 2023: Summary of California Department of Insurance Safer From Wildfires program: [Safer from Wildfires \(ca.gov\)](#)

May 2023: Summary of work funded by the Bay Area Council showing the potential for up to 82% decrease in average annual loss calculations when home hardening, defensible space, and buffers were modeled in and around Paradise: [New study shows how communities in the Wildland Urban Interface](#)

[can drastically reduce fire risk and reduce insurance premiums : Bay Area Council](#)

This information was incorporated in part through the adoption of updated defensible space requirements and a more restrictive perimeter fuel break ordinance. Of note, enforcement of the perimeter fuel break ordinance was suspended in 2023 due to litigation brought by an Orinda resident asserting inadequate CEQA consideration and is anticipated to resume pending resolution of the litigation.

New Developments

In 2019, MOFD's exterior hazard mitigation requirements were progressive and represented a significant step towards becoming a fire adapted fire code. However, in the intervening years, the science around community wildfire risk, specifically the science used to price Average Annual Loss has evolved. The measurement of wildfire risk includes the following elements:

1. Structural conditions such as roof type, vent size, and combustive siding. These are included in the category of home hardening.
2. Vegetation and combustible materials around the home such as decorative brush, grass, mulch, tree litter, untrimmed trees, and wooden fences. These are included in the category of defensible space.
3. The aggregate of parcel level mitigations at the community scale.
4. Fuel treatments around the community such as fuel breaks, prescribed fire, grazing and removal of dead or dying trees in critical locations.

As such, should there be community interest in adopting more stringent exterior hazard abatement ordinances, the following measures included in the [California Department of Insurance Safer From Wildfires](#) framework and [IBHS Wildfire Prepared Home](#) can be incorporated through either voluntary retrofits at the neighborhood/HOA scale or updated ordinances:

- **Class-A fire rated roof** – Most roofs qualify including asphalt shingles, concrete, brick, or masonry tiles, and metal shingles or sheets. Wood shake shingles are not Class A fire-resistant rated. The Office of the State Fire Marshal maintains a list of tested and approved materials.
- **5 foot ember resistant zone, including fencing** – Removing greenery and replacing wood chips with stone or decomposed granite 5 feet around the home prevents fire from getting a foot in the door. Replacing wood fencing connecting to the home with metal is critical because it can act like a candle wick leading fire straight to the home.
- **Ember- and fire-resistant vents** – Installing 1/16 to 1/8 inch noncombustible, corrosion-resistant metal mesh screens over exterior vents can keep wind-blown embers out of the home.
- **Non-combustible 6 inches at the bottom of exterior walls** – Having a minimum of 6 vertical inches measured from the ground up and from any attached horizontal surface like a deck can stop embers from accumulating and igniting walls. Noncombustible materials include brick, stone, fiber-cement siding or concrete.
- **Enclosed eaves** – Installing soffits under eaves can prevent heat and embers from getting trapped and igniting. When enclosing eaves, non-combustible or ignition resistant materials are recommended.
- **Upgraded windows** – Multi-paned windows are more resistant to breaking during a wildfire, which helps keep flames from entering. Multi-paned glass or added shutters all qualify.
- **Cleared vegetation, weeds and debris from under decks** – Noncombustible materials like concrete, gravel, or bare soil are permitted.
- **Removal of combustible sheds and other outbuildings to at least a distance of 30 feet** – These include sheds, gazebos, accessory dwelling units (ADUs), open covered structures with a solid roof, dog houses and playhouses.
- **Defensible space compliance** – following state and local laws requiring defensible space including trimming trees and removal of brush and debris from yard.

As of July 14, 2022, all homes built in the Town of Paradise are required to meet the more stringent [IBHS Wildfire Prepared Home standard](#). On April 30, 2024, the Woodside Fire Protection District adopted [Ordinance 24-01](#) establishing the requirement to remove all combustible materials within Zone 0 (0-5' from a structure or deck). These measures meet the threshold, supported by rigorous scientific research conducted by IBHS and NIST, to have actuarial value in reducing risk. Under Public Resource Code 4117 and Government Code 51182 the District has the authority to adopt more stringent exterior hazard abatement requirements.

RECOMMENDATION

Staff Recommendation: 1) No Action. Information Only.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: May 15, 2024

SUBJECT: **Item 10.2 Quarter Three Financial Update and Budget Review FY2024**

BACKGROUND

The third quarter financial update and budget review has been prepared. Current financial reports for the period July 1, 2023 - March 31, 2024 are attached (Attachment A.) The financial reports contain updated revenue and expenditure projections for the current fiscal year.

The original budget adopted in June 2023 reflected a General Fund deficit of \$633K. The Budget includes appropriations for a contribution to the OPEB trust account of \$464K and to the pension rate stabilization trust in the amount of \$1.6M and a transfer to the Capital Projects Fund in the amount of \$3M to accumulate funds to pay for planned capital projects.

Based on updated revenue and expenditure projections through quarter three, updated projections are as follows: General Fund surplus \$223K, Capital Projects Fund surplus \$305K and Tunnel East Bay Hills Fuel Break Special Revenue Fund surplus \$51K.

Actual Results Through Quarter Three - General Fund Revenue

Total General Fund revenue for FY2024 is projected to exceed budget \$540K. The District budgeted total General Fund revenue of \$34.8M and projected actual revenue is \$35.4M. The District's most important revenue source of property tax revenue is projected to exceed budget \$90K. The current year projection for property tax revenue is \$859K or 2.7% more than the amount received in the prior fiscal year (\$31.4M.) Note that supplemental property tax revenue is unknown at this time and will be received in May 2024.

Investment earnings have increased and are projected to exceed budget \$469K due to Board direction to invest in US Treasury Bills instead of the Local Agency Investment Fund in order to take advantage of higher interest rates and increase investment earnings. General Fund investment earnings are projected to total \$819K.

Based on actual results through the first nine months of ambulance activity, ambulance services revenue is projected to exceed budget \$178K. FY2024 transports are 147 fewer (11%) than FY2023 through quarter three. Staff is monitoring the effects of AB716 which became effective January 1, 2024 in the State of California. The new law limits the amount ground ambulance providers can charge for ambulance fees to out-of-network users and limits the amount ambulance providers can collect from uninsured patients. AB716 does not apply to claims for Medicare, Medi-Cal, auto or worker's compensation insurance. Staff is working with District counsel, Wittman Enterprises and the collections agency in order to properly implement AB716 and staff is monitoring any potential effects to District revenue. Approximately 80% of the District's ambulance transports are residents which will not be affected by AB716 and approximately 4% of transports are for uninsured patients.

Ambulance transports are as follows:

Ambulance Transports	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date
FY2024	140	144	96	132	135	148	147	112	120				1,174
FY2023	156	132	140	141	137	175	176	118	146	129	126	143	1,719
FY2022	140	152	144	141	114	148	149	126	146	160	147	168	1,735
FY2021	110	117	118	119	108	135	133	123	155	130	129	131	1,508
FY2020	144	152	141	148	145	175	160	143	131	77	97	131	1,644
FY2019	139	163	145	184	144	162	150	145	170	155	148	127	1,832
FY2018	117	130	129	149	128	157	174	150	180	153	161	120	1,748

Charges for fire prevention services/plan reviews are projected to exceed budget \$16K primarily due to St. Mary's College nuisance alarm fees.

Strike team cost recovery revenue is projected less than budget \$225K due to reduced strike team activity during the 2023 fire season. This projected revenue decrease is partially offset by reduced strike team overtime expenditures. Strike team cost recovery revenue is volatile and fluctuates annually as follows:

Fiscal Year	Strike Team Cost Recovery Revenue	Strike Team Overtime	Strike Team Net	Strike Team Net in Long Range Financial Forecast
2024 projected	\$604,953	\$455,000	\$149,953	\$200,000 (FY2024 and ongoing)
2023	1,130,286	654,049	476,237	200,000
2022	1,699,926	851,490	848,436	500,000
2021	3,372,112	1,530,636	1,841,476	
2020	424,783	263,608	161,175	
2019	849,879	469,948	379,931	
2018	1,143,841	701,322	442,519	
2017	538,580	333,095	205,485	

Present Situation Through Quarter Two – General Fund Expenditures

Total District General Fund expenditures for fiscal year 2024 are projected less than budget \$330K. Notable General Fund expenditures are discussed as follows:

- Permanent salaries are projected less than budget \$180K
- Overtime is projected to exceed budget \$70K
- Strike team overtime is projected less than budget \$95K. Of note, these costs are reimbursed by the state and fluctuate due to statewide fire and other emergency activity.
- Retirement contributions are projected less than budget \$100K.
- The budget includes \$464K for the OPEB trust pre-funding contribution for retiree health benefits which was approved by the Board and completed in February 2024. Annual OPEB contributions have occurred as follows:

Fiscal Year	OPEB Contribution
2024	\$463,553
2023	366,640
2022	303,906
2021	331,633
2020	559,108
2019	407,733
2018	374,000
2017	256,000
2016	94,000
2015 (Inception)	84,000

- The budget includes a pension rate stabilization trust contribution of \$1.6M which was approved by the Board and completed in February 2024. Annual contributions have occurred as follows:

Fiscal Year	Pension Trust Contribution
2024	\$1,569,279
2023	2,108,577
2022	2,362,470
2021	1,562,792
2020	1,023,850
2019	1,100,000
2018	374,000
2017 (Inception)	300,000

- Operating expenses are projected to exceed budget \$105K. Notable variances are as follows:
 - Home hardening grant program expenditures are projected at \$500K. Spent to date \$260K: gutter guards \$253K, mesh \$3K, reimbursements to residents \$4K.
 - Outside attorney fees exceed budget \$95K due to increased legal costs (\$72K spent through March 2024 for fuel break lawsuit.) In April 2024, the District received reimbursement of fuel break lawsuit legal costs of \$50K from insurance.
 - Professional services exceed budget \$41K due to audit fees from three fiscal years occurring in FY2024 due to the delayed FY2022 audit.

After quarter three the General Fund is projected to end the year with a surplus of \$223K.

Leave Usage

Leave usage through quarter three of the fiscal year compared to quarter three of prior fiscal years is as follows:

FY2024	28,970 hours used (10% greater than FY2023)
FY2023	26,282 hours used
FY2022	26,456 hours used
FY2021	18,951 hours used

FY2020 15,457 hours used

Fund Balance Policy

The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 40% of budgeted General Fund revenue at fiscal year-end with a goal of achieving a 50% year-end General Fund balance in the long term. The General Fund balance at June 30, 2023 was 50.9% of budgeted General Fund revenue. Fund balance at June 30, 2024 is projected to be 52.7% of budgeted General Fund revenue.

Present Situation Through Quarter Three - Capital Projects Fund Revenue and Expenditures

The Capital Projects Fund has a projected surplus of \$305K. Fire flow taxes have been received in the amount of \$1.1M. Planned capital expenditures include \$2.8M for apparatus (2 type I fire engines, 2 ambulances, 1 type VI fire engine), and \$1.2M for equipment (self-contained breathing apparatus, portable radios and extrication tools.) The budget includes \$2M for the Station 45 remodel and \$0 is expected to be spent by June 30, 2024.

Present Situation Through Quarter Three - Debt Service Fund Revenue and Expenditures

The Debt Service Fund has a balanced budget. There is one outstanding debt issuance for Station 43 construction with a payment of \$321K in FY2024.

Present Situation Through Quarter Three – Tunnel East Bay Hills Fuel Break Fund Revenue and Expenditures

In December 2021 the Board authorized the execution of the California Department of Forestry and Fire Protection Tunnel East Bay Hills Fuel Break Grant in the amount of \$6,380,563. The FY2024 projected expenditures are \$2.6M. The grant includes a 12% administrative fee which will result in projected fund balance of \$364K at June 30, 2024.

Present Situation Through Quarter Three – Fire Risk Reduction Grant Fund Revenue and Expenditures

In February 2023 the Board authorized acceptance of a grant from the State of California Governor's Office of Emergency Services in the amount of \$800,000. The purpose of the grant is to fund a three-year pilot program for two Wildland Fire Specialists to work with residents to mitigate fire risk. The grant requires completion of the pilot program by March 31, 2026. Projected FY2024 expenditures are \$126K. The grant includes a 33% administrative fee which results in projected fund balance of \$44K at June 30, 2024.

Cash Flow Analysis

The District began the fiscal year on July 1, 2023 with \$26.4M in cash and investments. The latest major cash inflow occurred in December 2023 when the District a cash payment from the County for property tax payments (\$17M.) The current balance outstanding from the State for strike team activity is \$20K. The balance outstanding from the State for the Tunnel East Bay Hills Fuel Break was \$1.1M as of March 31, 2024. The cash and investments balance at March 31, 2024 was \$20.9M. The District has not used the Teeter Plan in FY2024.

RECOMMENDATION

Staff Recommendation: 1) Information Only

ATTACHMENT

[Attachment A: Quarter Three Financial Update.pdf](#)

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Amended Budget	Projected Actual FY 2024	Projected Variance
Revenue				
Taxes				
Property Tax-Current Secured	\$30,938,262	\$30,982,918	\$30,938,262	(\$44,656)
Property Tax-Supplemental	127,095	300,000	300,000	0
Property Tax-Unitary	318,451	250,000	318,451	68,451
Property Tax-Curr Unsecured	958,078	853,970	958,078	104,108
Prop Tax- Prior Secured	(137,105)	(100,000)	(137,105)	(37,105)
Prop Tax-Prior Supplement	(65,490)	(75,000)	(65,490)	9,510
Prop Tax Prior Unsecured	(13,795)	(10,000)	(20,000)	(10,000)
Total Property Taxes	<u>32,125,496</u>	<u>32,201,888</u>	<u>32,292,196</u>	<u>90,308</u>
Investment Earnings	<u>720,020</u>	<u>350,000</u>	<u>819,000</u>	<u>469,000</u>
Intergovernmental Revenue				
Homeowners Relief Tax	71,308	147,000	141,965	(5,035)
State Mandated Costs Reimbursement	16,786		16,786	16,786
Other/In Lieu of Taxes	993	900	993	93
Measure H-Emerg Med Ser Subsid		<u>85,248</u>	<u>85,248</u>	<u>0</u>
Total Intergovernmental Revenue	<u>89,087</u>	<u>233,148</u>	<u>244,992</u>	<u>11,844</u>
Charges for Service				
Permits	2,398	5,000	3,398	(1,602)
Plan Review	87,447	140,000	116,596	(23,404)
Inspection Fees	9,397	15,000	11,397	(3,603)
Reports/ Photocopies	459	350	500	150
Other Charges for Service	43,788	5,000	44,188	39,188
Administrative Citations	<u>39,382</u>	<u>35,000</u>	<u>40,000</u>	<u>5,000</u>
Total Charges for Service	<u>182,871</u>	<u>200,350</u>	<u>216,079</u>	<u>15,729</u>
Charges for Service-Ambulance				
Ambulance Service Fees	1,222,313	1,570,750	1,629,751	59,001
Ambulance Write Offs	(206,751)	(515,000)	(400,000)	115,000
Ambulance Collection Recovery	6,155	3,000	6,500	3,500
Ground Emergency Medical	<u>(24,779)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>0</u>
Total Ambulance	<u>996,938</u>	<u>1,008,750</u>	<u>1,186,251</u>	<u>177,501</u>
Other Revenue				
Strike Team Cost Recovery	601,953	830,000	604,953	(225,047)
Other Revenue-Misc.	1	1,000	1	(999)
Misc Rebates & Refunds	3,930	3,500	5,000	1,500
Sale of Surplus Property	<u>549</u>	<u>500</u>	<u>549</u>	<u>49</u>
Total Other Revenue	<u>606,433</u>	<u>835,000</u>	<u>610,503</u>	<u>(224,497)</u>
Total Revenue	<u>34,720,845</u>	<u>34,829,136</u>	<u>35,369,021</u>	<u>539,885</u>

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Amended Budget	Projected Actual FY 2024	Projected Variance
Expenditures				
Salaries & Benefits				
Permanent Salaries	8,404,968	11,530,000	11,350,000	180,000
Temporary Salaries	76,985	97,637	97,637	0
Overtime	2,656,511	3,480,202	3,550,000	(69,798)
Deferred Compensation	85,308	120,000	135,000	(15,000)
Overtime - Strike Team	404,759	549,840	455,000	94,840
Contract Services	37,750	50,000	50,000	0
Worker's Compensation	(426,235)	(450,000)	(546,000)	96,000
Payroll Taxes -FICA,SUI	163,833	222,493	225,000	(2,507)
Payroll Processing Fees	14,158	27,000	27,000	0
Retirement Contributions	5,040,370	6,900,000	6,800,000	100,000
Health Insurance	1,206,481	1,660,000	1,650,000	10,000
Employee's-Health Insurance	(225,318)	(315,000)	(312,000)	(3,000)
Retiree Health Insurance	923,230	1,280,000	1,270,000	10,000
Retiree-Health Insurance	(287,466)	(362,000)	(395,000)	33,000
Unemployment Insurance		5,000	5,000	0
Retiree-Health OPEB	463,553	463,553	463,553	0
Vision Insurance	12,786	20,000	19,000	1,000
Pension Rate Stabilization	1,569,279	1,569,279	1,569,279	0
Workers' Compensation	852,404	1,286,538	1,286,538	0
Total Salaries & Benefits	20,973,356	28,134,542	27,700,007	434,535
Operating Expense				
Office Supplies	6,407	8,500	8,500	0
Postage	1,502	3,000	3,000	0
Books & Periodicals	715	2,460	2,460	0
Printer Ink Cartridges	3,011	3,000	3,500	(500)
Telephone/Communication	68,957	91,500	91,500	0
Dispatch/Comm Center Services		230,000	220,600	9,400
Utilities- Sewer	4,006	5,000	4,006	994
Utilities-Garbage	14,388	20,100	20,100	0
Utilities-PG&E	53,195	84,500	75,000	9,500
Utilities-Water	15,956	32,000	32,000	0
Utilities-Medical Waste	1,633	2,700	2,700	0
Small Tools & Instruments	7,754	9,000	9,000	0
Minor Equipment/Furniture		2,500	2,500	0
Computer Equipment & Supplies	15,851	20,000	20,000	0
Gas Power Chain Saw/Other	553	5,000	5,000	0
Fire Trail Grading	118	25,000	25,000	0
Fire Fighting Equipment &	6,510	18,000	18,000	0
Fire Fighting Equipment-Hoses &	9,318	10,000	10,000	0
Fire Fighting Equipment-Class A		8,000	8,000	0
Medical & Lab Supplies	82,127	130,000	130,000	0

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Amended Budget	Projected Actual FY 2024	Projected Variance
Food Supplies	2,284	5,500	5,500	0
Safety Clothing & Personal	75,557	126,000	126,000	0
Household Expense	12,018	22,200	22,200	0
Household Expense-Linen	5,903	8,700	8,700	0
Public & Legal Notices	8,477	22,000	22,000	0
Dues, Memberships &	18,682	23,020	23,020	0
EMT/Paramedic Licensure Fees	5,330	4,000	6,000	(2,000)
Rent & Leases (Equipment)	8,895	19,000	19,000	0
Computer Software	63,123	93,750	93,750	0
Website Development & Mtc	5,557	5,292	5,557	(265)
EPA ID# Verification Fee		150	150	0
CCC HazMat Plan (CUPA)	3,152	3,650	3,152	498
BAAQMD & Environmental		900	900	0
Air Monitor Maintenance		800	800	0
Maintenance -- Equipment	57,081	130,800	130,800	0
Central Garage Repairs	70,506	300,000	300,000	0
Central Garage Gasoline & Oil	75,632	110,000	110,000	0
Central Garage Tires	14,315	15,000	15,000	0
Service/Repair Fuel System		2,500	2,500	0
Aerial Ladder & Pump Testing		1,500	1,500	0
Smog Inspections		500	500	0
Air Compressor Quarterly		9,000	9,000	0
Hydro Test SCBA & Oxy Cylinder	5,789	35,000	35,000	0
Tank Testing		1,120	1,120	0
Maintenance -- Building	74,189	118,000	118,000	0
Maintenance -- Grounds	5,676	18,900	18,900	0
Meetings & Travel Expenses	6,745	1,500	10,400	(8,900)
Employee Assistance Program	13,230	15,000	13,230	1,770
Medical - Pre-Emp Processing	14,438	30,000	30,000	0
Ambulance Billing	51,678	85,000	80,000	5,000
Outside Attorney Fees	289,173	275,000	370,000	(95,000)
CCC County Tax Administration	215,493	215,000	215,493	(493)
Professional Services	87,722	56,500	97,000	(40,500)
Prof - Labor Negotiator	47,095	75,000	75,000	0
Prof Services - Technology	137,009	246,640	240,000	6,640
Prof Services - Pre-Employment	14,213	30,000	30,000	0
Prof Services - Promotional	3,185	2,000	4,000	(2,000)
Prof Services - OPEB	6,750	8,000	6,750	1,250
Exterior Hazard Removal	3,542	35,000	35,000	0
Professional Services-Prop Tax	7,200	7,600	7,200	400
Professional Services		77,000	77,000	0
Home Hardening/Fuels Mitig.	259,825	500,000	500,000	0
Testing Materials & Training	32,822	50,000	50,000	0

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Amended Budget	Projected Actual FY 2024	Projected Variance
Career Development Classes	6,154	25,000	15,000	10,000
District Sponsored Training-	6,701	15,000	12,000	3,000
Recruiting Costs		140,000	137,500	2,500
Strike Team Supplies	11,112	65,000	65,000	0
Community Emergency	404	8,000	8,000	0
Exercise Supplies/Maint.	6,916	16,500	16,500	0
Recognition Supplies		4,500	4,500	0
Other Special Departmental Exp	63,697	140,650	140,650	0
Public Education Supplies	19,595	8,000	8,000	0
LAFCO	14,530	16,000	14,530	1,470
Emergency Preparedness	14,542	21,000	21,000	0
Misc. Services & Supplies	7,743	95,500	95,500	0
Fire Chief Contingency	32,653	114,000	114,000	0
Property & Liability Insurance	177,475	170,000	177,475	(7,475)
Total Operating Expense	<u>2,355,809</u>	<u>4,335,932</u>	<u>4,440,643</u>	<u>(104,711)</u>
Bank Fees	4,195	5,000	5,000	0
County Tax Collection Fees		300	300	0
Transfer to Capital Projects Fund	<u>3,000,000</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>0</u>
Total Other Expense	<u>3,004,195</u>	<u>3,005,300</u>	<u>3,005,300</u>	<u>0</u>
Total Expenditures	<u>26,333,360</u>	<u>35,475,774</u>	<u>35,145,950</u>	<u>329,824</u>
Excess of Exp Over Revenue	<u>\$8,387,485</u>	<u>(\$646,638)</u>	223,071	<u>\$869,709</u>
Fund Balance Unassigned July 1, 2023			<u>18,117,184</u>	
Fund Balance Unassigned Projected June 30, 2024			<u>\$18,340,255</u>	

Moraga-Orinda Fire District
Capital Projects Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Amended Budget	Projected Actual FY 2024	Projected Variance
Revenue				
Fire Flow Tax	\$1,098,957	\$1,105,000	\$1,098,957	(\$6,043)
Investment Earnings	38,727	10,000	42,000	32,000
State Grants	263,581	414,250	414,250	0
Impact Mitigation Fees		2,000		(2,000)
Strike Team Vehicle Revenue	48,404	100,000	50,000	(50,000)
Federal Grant		<u>862,321</u>	<u>862,321</u>	<u>0</u>
Total Revenue	<u>1,449,669</u>	<u>2,493,571</u>	<u>2,467,528</u>	<u>(26,043)</u>
Expenditures				
Bank Fees	282	200	482	(282)
Fire Flow Tax Collection Fees	11,711	14,000	11,711	2,289
Equipment	111,876	1,206,780	1,179,764	27,016
Computer Equipment	164,250	164,250	164,250	0
Coastal Conservancy Grant	104,559	250,000	250,000	0
Apparatus/Vehicles		2,825,033	2,825,033	0
Misc. Equipment		500,000	400,000	100,000
Station Improvements		10,000	10,000	0
Station 45 Remodel		<u>2,000,000</u>		<u>2,000,000</u>
Total Expenditures	<u>392,678</u>	<u>6,970,263</u>	<u>4,841,240</u>	<u>2,129,023</u>
Transfers In from General Fund	3,000,000	3,000,000	3,000,000	0
Transfers Out to Debt Service	<u>(320,835)</u>	<u>(320,835)</u>	<u>(320,835)</u>	<u>0</u>
Excess of Revenues Over Exp	<u>\$3,736,156</u>	<u>(\$1,797,527)</u>	305,453	<u>\$2,102,980</u>
Fund Balance July 1, 2023			<u>7,976,471</u>	
Fund Balance Projected June 30, 2024			<u><u>\$8,281,924</u></u>	

Moraga-Orinda Fire District
Debt Service Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Budget	Projected Actual FY 2024	Projected Variance
Expenditures				
Lease Station 43 Principal	\$272,000	\$272,000	\$272,000	\$0
Lease Station 43 Interest	<u>48,835</u>	<u>48,835</u>	<u>48,835</u>	<u>0</u>
Total Expenditures	<u>320,835</u>	<u>320,835</u>	<u>320,835</u>	<u>0</u>
Transfer In From Capital Projects	<u>320,835</u>	<u>320,835</u>	<u>320,835</u>	<u>0</u>
Excess of Exp Over Revenues	<u><u>\$0</u></u>	<u><u>\$0</u></u>	0	<u><u>\$0</u></u>
Fund Balance July 1, 2023			<u>0</u>	
Fund Balance Projected June 30, 2024			<u><u>\$0</u></u>	

Moraga-Orinda Fire District
Tunnel East Bay Hills Fuel Break
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Budget	Projected Actual FY 2024	Projected Variance
Revenue				
State Contract	<u>\$1,628,572</u>	<u>\$5,743,998</u>	<u>\$2,918,178</u>	<u>(\$2,825,820)</u>
Total Revenue	<u>1,628,572</u>	<u>5,743,998</u>	<u>2,918,178</u>	<u>(2,825,820)</u>
Expenditures				
Salaries and Benefits	43,121	165,000	75,121	89,879
Supplies & Equipment	1,777		5,000	
Prof Services - CEQA Compliance	141,936	366,220	241,936	124,284
Ext. Hazard Abatement - Manual	1,289,285	3,967,350	2,229,285	1,738,065
Ext. Hazard Abatement - Mech.	<u>34,174</u>	<u>630,000</u>	<u>54,174</u>	<u>575,826</u>
Total Expenditures	<u>1,510,293</u>	<u>5,128,570</u>	<u>2,605,516</u>	<u>2,528,054</u>
Excess of Revenues Over Exp	<u>\$118,279</u>	<u>\$615,428</u>	312,662	<u>(\$297,766)</u>
Fund Balance July 1, 2023			<u>50,959</u>	
Fund Balance Projected June 30, 2024			<u>\$363,621</u>	

Moraga-Orinda Fire District
Fire Risk Reduction Grant Special Revenue Fund
Statement of Revenues and Expenditures
July 1, 2023 through March 31, 2024

	Current Period Actual	Budget	Projected Actual FY 2024	Projected Variance
Revenue				
State Grant	<u>\$102,300</u>	<u>\$194,191</u>	<u>\$168,887</u>	<u>(\$25,304)</u>
Total Revenue	<u>102,300</u>	<u>194,191</u>	<u>168,887</u>	<u>(25,304)</u>
Expenditures				
Salaries and Benefits	76,316	153,885	116,316	37,569
Operating Expenses	<u>2,430</u>	<u>19,500</u>	<u>10,000</u>	<u>9,500</u>
Total Expenditures	<u>78,746</u>	<u>173,385</u>	<u>126,316</u>	<u>47,069</u>
Excess of Revenues Over Exp	<u>\$23,554</u>	<u>\$20,806</u>	42,571	<u>\$21,765</u>
Fund Balance July 1, 2023			<u>1,138</u>	
Fund Balance Projected June 30, 2024			<u>\$43,709</u>	



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: May 15, 2024

SUBJECT: **Item 10.3 Authorize Two New Positions in the FY2025 Budget: Deputy Fire Chief and Office Specialist - Emergency Preparedness**

BACKGROUND

At the April 2024 board meeting, Directors requested more information regarding roles and responsibilities of the proposed Deputy Fire Chief and proposed Emergency Preparedness Office Specialist positions.

The total cost of the Deputy Fire Chief annually fully burdened is \$494K.

The total cost of the Emergency Preparedness Office Specialist annually fully burdened is \$117K.

The basis for these proposed new positions are as follows.

Office Specialist, Emergency Preparedness

The current Emergency Preparedness Coordinator will be transitioning to a role that is primarily focused on prescribed burns as the most effective tool to reduce fuel loading in the district. This reflects the significant increase in prescribed fire activity over the last six years. As such, the job duties that were previously held by the Emergency Preparedness Coordinator are proposed to be assigned to an Emergency Preparedness Office Specialist. The new job descriptions for the Prescribed Fire Program Manager (attachment A) and Office Specialist, Emergency Preparedness (attachment B) are included as attachments.

Deputy Fire Chief

The Deputy Fire Chief will assist the Fire Chief to plan, organize and direct designated division(s) and will assist the Fire Chief in achieving Board policy, goals, and legislative mandates of the District. The Deputy Fire Chief position responsibilities will fall into the following categories: strategic direction, operations management, personnel management and public relations. This position is proposed in recognition of the significant expansion of the District's activity at the local, regional, and statewide level and is intended to further expand relevant regional initiatives related to communications, mutual aid response, and wildfire risk reduction. The Deputy Fire Chief job description (attachment C) is included as an attachment.

RECOMMENDATION

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

[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



Moraga/Orinda Fire District

JOB TITLE:	Prescribed Fire Program Manager
DEPARTMENT:	Fire
LOCATION:	Moraga/Orinda Fire Protection District
HOURS WORKED PER DAY:	8-hours
DAYS PER MONTH:	10
JOB STATUS:	Permanent/Part Time (limited to 1040 hrs./FY)

BASIC FUNCTION

Under the direction of the Fire Chief, the position is responsible for coordinating the planning and execution of prescribed fire operations, training and prescribed fire project management and evaluation within the district. The incumbent confers and coordinates with representatives from regulatory, government and NGO agencies and various external resources and services to accomplish the program's goals and objectives. The incumbent will plan, develop, implement and monitor a comprehensive prescribed fire program for the district; and will organize and provide training to district staff and cooperators.

ESSENTIAL JOB FUNCTIONS, CHARACTERISTICS OR PROPER ACTIVITY

- Develops, coordinates, reviews and evaluates prescribed fire plans, smoke management plans, and related documents. Develops prescribed fire projects and works with the district's training BC to coordinate live-fire training within the district. Uses mapping software to plan and document prescribed fire projects.
- Develops relationships with representatives of local and regional public agencies, school districts, homeowners' associations and other groups regarding the Fire District's prescribed fire and fuels management programs. Collaborates with large landowners within the district to coordinate and support their fuels management planning and operations.
- Develops a comprehensive and strategic prescribed fire program to reduce hazardous vegetation and maintain district shaded fuel breaks. Writes and obtains approval for the District's Smoke Management Plans, Rx Fire Plans and CAL Fire LE-7 burn permits.
- Uses the Prescribed Fire Information Reporting System (PFIRS) to develop smoke management plans, request acreage allocations and update the status of prescribed fire projects to the California Air Resources Board and the Bay Area Air Quality Management District.
- Manages and maintains the district's prescribed fire program cache. Ensures portable pumps, hose, nozzles, hose packs, brass, firing devices (terra torch, drip torches, pyro-shot, propane torches, etc.) are in working order for prescribed fire and as back up if needed for emergency operations.

- Monitors fire weather and wildland fuel conditions within the district. Manages and maintains the district's Remote Automated Weather Station (RAWS) and Environmental Beta-Attenuation Mass Monitor (EBAM). Ensures that the data from these resources are shared with the community.
- Supervises MOFD, cooperating agency, contract and other crews working on prescribed fire projects during prep, burning, mop and patrol.
- Develops and maintains relationships with representatives of regional, state and federal agencies; reviews legislation, regulations and other documentation to ensure that the district is in compliance with such regulations and avails itself of all financial grant opportunities and other resources related to prescribed fire and resource management to reduce wildland fire vulnerabilities within the district.
- Responds to emergency scenes to fill the Public Information Officer role. Posts information to the district's social media platforms related to emergency incidents and prescribed fire operations. Communicates the District's message to the media.
- Responds to the Fire District's Department Operations Center (DOC) when activated and assists in managing volunteer and agency staff during the activation.
- Develops goals, objectives and budget requests for the function; administers budget expenditures for the function; maintains adequate supplies of printed and other materials and equipment.
- Maintains records and files; prepares periodic and special reports related to work performed; makes presentations to various groups regarding wildfire fuels management and prescribed fire.
- Participates in periodic training relating to job duties when available.
- Other duties as assigned

PHYSICAL DEMANDS

The following physical demands are based on an eight-hour day. Due to the nature of this occupation, the physical requirements may change due to emergency responses that could add substantially to any particular demand.

STANDING

- Frequency:** 30 minutes to 8 hours of an 8-hour workday
Duration: Seconds to approximately 7 hours
Surfaces: Including but not limited to, concrete, asphalt, linoleum tile, mud, dirt, or grass steep slopes and trails.
Description: Performed in conjunction with carrying and during prescribed fire operations.

WALKING

- Frequency:** 2 ½ hours to 7 hours of an 8-hour workday

- Duration:** Seconds up to approximately 5 hours
Surfaces: Including but not limited to, concrete, asphalt, linoleum tile, mud, dirt, or grass. May walk on steep slopes, un-graded or muddy surfaces and trails.
Description: Performed in conjunction with carrying and during prescribed fire operations.

SITTING

- Frequency:** 5 minutes to 5 hours per 8-hour workday
Duration: 2 minutes up to 4 hours
Surfaces: Ground, unpadded, padded or cushioned seats
Description: Performed throughout the day while in training classrooms, while completing paperwork, and while driving to various locations.

KNEELING/CROUCHING/SQUATTING

- Frequency:** 30 minutes to 3 hours of an 8-hour workday
Duration: Seconds up to approximately 15 minutes
Surfaces: Including but not limited to, steep slopes, trails, concrete, asphalt, linoleum tile, mud, dirt, or grass.
Description: Performed while inspecting equipment and organizing materials and during prescribed fire operations. These activities are not necessarily performed on a daily basis.

CRAWLING

- Frequency:** 5 – 30 minutes of an 8-hour workday
Duration: Seconds up to 5 minutes
Surfaces: Including but not limited to, concrete, asphalt, linoleum tile, mud, dirt, or grass
Description: This is an infrequent activity performed on a periodic basis when completing associated job duties

LAYING ON BACK/STOMACH

- Frequency:** 5 – 30 minutes of an 8-hour workday
Duration: Seconds up to approximately 15 minutes
Surfaces: Including but not limited to, concrete, asphalt, linoleum tile, mud, dirt, or grass
Description: This is an infrequent activity performed on a periodic basis when completing associated job duties

CLIMBING/BALANCING

- Frequency:** 5 minutes to 7 hours of an 8-hour workday
Duration: Seconds up to approximately 7 hours
Surfaces: Stairs, ladders or hillsides.
Description: Performed in conjunction with carrying and during prescribed fire operations. Employee may ascend/descend steep, grass or dirt-covered stairs or hillsides.

REACHING

At Shoulder Level:

- Frequency:** 30 minutes to 2 ½ hours of an 8-hour workday
Duration: Seconds up to approximately 10 minutes
Description: Performed in conjunction with pushing, pulling, lifting or carrying tools, hose, pumps and equipment.

May use unilateral or bilateral upper extremities at less than full to full extension in conjunction with balancing or lifting weights.

Above Shoulder Level:

Frequency: 30 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds up to 10 minutes

Description: Performed in conjunction with pushing, pulling, lifting or carrying tools and equipment. May use unilateral or bilateral upper extremities at less than full to full extension in conjunction with balancing or lifting weights.

Below Shoulder Level:

Frequency: 2 ½ to 5 hours of an 8-hour workday

Duration: Up to approximately 30 minutes

Description: Performed in conjunction with pushing, pulling, lifting or carrying tools, hose, pumps and equipment. May use unilateral or bilateral upper extremities at less than full to full extension in conjunction with balancing or lifting weights.

PUSHING/PULLING

Frequency: 5 minutes to 2 ½ hours of an 8-hour workday

Duration: Up to approximately 2 ½ hours

Description: Performed on a repetitive basis when working with a computer keyboard or telephone, operating vehicles, distributing equipment and supplies.

TWISTING/ROTATING

Waist:

Frequency: 30 minutes to 2 ½ hours of an 8-hour workday

Duration: Up to 2 hours

Description: Performed while checking equipment, etc. The motion is from center to left or right back to center up to 45 degrees per occurrence. The employee may twist up to 90 degrees, and may need to twist in conjunction with bending, lifting, crawling, laying on back or stomach, pushing/pulling, kneeling, etc.

Neck:

Frequency: 30 minutes to 5 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed to aid visually while performing all job duties. The motion is from center to left or right back to center up to 45 degrees per occurrence.

Wrists:

Frequency: 30 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds up to 30 minutes

Description: Performed to inspect, remove, replace, and manipulate tools, hose, portable pumps and equipment.

BENDING

Waist:

Frequency: 30 minutes to 5 hours of an 8-hour workday

Duration: Seconds up to approximately 10 minutes

Description: Performed while checking equipment, loading hose and supplies, etc. The motion is from center forward back to center up to 45 degrees per occurrence. In an emergency situation, may bend up to 90 degrees, and may need to bend in conjunction with lifting, twisting, pushing/pulling, etc.

Head/Neck:

Frequency: 30 minutes to 5 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed to aid visually while performing all job duties. The motion is from center up or down back to center up to 45 degrees per occurrence.

Knees:

Frequency: 30 minutes to 5 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed to aid visually while performing all job duties. The motion is from center up or down back to center up to 45 degrees per occurrence.

Wrists:

Frequency: 30 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds up to 15 minutes

Description: Performed to inspect, remove, replace, and manipulate tools and equipment.

LIFTING/CARRYING

Weight	Frequency	Duration	Distance	Description
0-10 pounds	30 minutes to 2 ½ hours of an 8-hour workday	Seconds up to 30 minutes	5-20 feet	Paperwork, manuals, training materials and equipment used in performing regular duties.
11-25 pounds	30 minutes to 7 hours of an 8-hour workday	Seconds up to 7 hours	5-200 feet	Equipment and materials used during regular duties and during prescribed fire operations in the field
26-50 pounds	30 minutes to 2 ½ hours of an 8-hour workday	Seconds up to 7 hours	5-2000 feet; at times longer distances may be required.	Equipment and materials used during regular duties and during prescribed fire operations in the field

51-75 pounds	30 minutes to 2 ½ hours of an 8-hour workday	Seconds up to 1 hour	5-20 feet; at times longer distances may be required.	Equipment and materials used during regular duties and during prescribed fire operations in the field
76-100 pounds	Infrequently	Seconds up to 1 hour	5-20 feet; at times longer distances may be required.	Equipment and materials used during regular duties and during prescribed fire operations in the field
100+ pounds	Infrequently; with assistance if available	Seconds up to 1 hour	5-20 feet; at times longer distances may be required	Equipment and materials used during regular duties and during prescribed fire operations in the field

HANDLING/GRASPING

Frequency: 2 ½ hours to over 7 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed to handle and grasp small parts and/or hand tools and fire suppression hand tools and equipment. Grasping is with a simple grip, unilaterally or bilaterally, typically with weights of less than 20 pounds. Power grasping is required when performing heavy lifting, pushing or pulling.

GROSS MANIPULATION

Frequency: 30 minutes to 4 ½ hours of an 8-hour workday

Duration: Seconds up to 2 hours

Description: Performed while completing household duties, during prescribed fire operations, maintaining or moving a Remote Automated Weather Station (RAWS) or Environmental Beta Attenuation Mass Monitor (EBAM), flowing fire hydrants, building props, etc.

FINE FINGER MANIPULATION

Frequency: 5 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds up to 30 minutes

Description: Performed various field and administrative activities such as paperwork, filing or keyboarding, operating/repairing pumps and equipment manipulating radio equipment.

SPECIAL ENVIRONMENT

- Works both indoors and outdoors. May work in hazardous environments (smoke, fire, heat, etc.). May work where poison oak and other hazards (steep unstable slopes, heavy vegetation, hazard trees, etc.) are present.

MACHINES/TOOLS

- District emergency vehicle
- Computer, fax machine, copy machine, telephone, mobile and portable radios
- Fire suppression and vegetation management tools and equipment including terra torch, slip-on fire pump unit, portable pumps, UTV and ATVs, chainsaws, pole saws, weed eaters, RAWS/EBAM, UAS and others.

ADDITIONAL REQUIREMENTS

- Possession of, or the ability to obtain and maintain a valid California Class C driver’s license prior to employment
- Possess Speech/Language skills

MINIMUM QUALIFICATIONS

REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

At least Five (5) years of progressively responsible paid or volunteer experience in emergency coordination, community emergency services, prescribed fire operations or public safety, or any equivalent combination of education, training and experience.

Education and Training:

Equivalent to graduation from a four-year college or university. Additional experience as outlined above may be substituted for the education at the district’s discretion to a maximum of two years. Training in emergency operations, prescribed fire operations and public information is desirable.

Other Requirements:

Must possess and maintain a valid California driver's license and have a satisfactory driving record.
 Must be available to work flexible hours with occasional evening and weekend work.
 Must be able to obtain a California Prescribed Fire Burn Boss (CARX) qualification within one year of appointment.

Knowledge of:

- Principles and practices of administrative, organizational and procedural analysis.
 Business computer applications, particularly related to statistical analysis and data management.
 Prescribed fire planning, operations and evaluation.
- ICS, SEMS and NIMS
- Fire management technology including, but not limited to- Remote Automated Weather Stations (RAWS), Environmental Beta Attenuation Mass Monitors (EBAM), Small Unmanned Aerial Systems (SUAS), portable pumps, Goggle Earth and ArcGIS mapping software, forklift and Kubota RTV operations.

- Basic functions and operation of local government
- Basic budgetary principles and practices

Ability to:

- Establish and maintain effective working relationships with employees, elected and City officials, outside agencies, volunteers and the general public.
- Analyze complex administrative and operational problems, evaluate alternatives, and reach sound conclusions.
- Collect, evaluate and interpret varied narrative and statistical information
- Coordinate multiple activities, meet deadlines, and work independently with a minimum of supervision
- Prepare clear, accurate and concise reports, procedures and other written materials
- Exercise sound independent judgment within general policy guidelines
- Identify program resources and needs; develop recommendations and review them with appropriate management staff
- Learn and retain local geography and resources as they relate to wildfire mitigation and prescribed fire planning and operations
- Represent the District in meetings with representatives of other public and private organizations
- Express ideas and make presentations effectively both orally and in writing
- Make effective public presentations

DISCLAIMER NOTICE: The job duties, elements, responsibilities, skills, and functions listed on this job description are representative only, and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise the job description as necessary.



Moraga Orinda Fire District

JOB TITLE: Office Specialist
DEPARTMENT: Emergency Preparedness
LOCATION: Moraga Orinda Fire District

HOURS WORKED PER WEEK: 40 hours per week
DAYS PER WEEK: 5
JOB STATUS: Full-Time/Non-Exempt

BASIC FUNCTION

Under the direction of the Fire Chief, the Office Specialist performs complex office support for the District's Emergency Preparedness Program. The incumbent will lead emergency preparedness activities, ensure procedures and policies are current and share program responsibility with the Community Emergency Response Team (CERT). The Office Specialist will coordinate the District's Communications Support Unit volunteers and will support and monitor a comprehensive emergency preparedness and disaster response program for the district and will organize training for District staff and community members.

ESSENTIAL JOB FUNCTIONS, CHARACTERISTICS OR PROPER ACTIVITY

- Assists in the coordination, review and evaluation of emergency preparedness plans, emergency regulations, procedures and related documents to recommend appropriate changes as they relate to MOFD, the City of Orinda, and the Town of Moraga.
- Coordinate and assist in the preparation and implementation of tabletop exercises, full functional exercises and community-based drills. Assist in providing required emergency preparedness training as requested to ensure the public agencies within the district meet the minimum federal and state requirements for NIMS and SEMS.
- Assists in developing relationships with representatives of local public agencies, public/private support and relief agencies, business, educational, homeowners' and other groups regarding District emergency services; assists in preparing specialized plans designed to meet the needs of various sections of the community.
- Develop personnel (staff and volunteers) technology and materials to operate the District's Department Operations Center (DOC). Provide support to other Lamorinda agency Emergency Operations Center (EOCs) as requested in emergency or disaster situations.
- Coordinate Lamorinda CERT and MOFD Communications-Support Unit volunteers. Assist in the evaluation of personnel performance, hold monthly meetings and training. Utilize the skills of volunteers to enhance and support district programs, technology and partnerships. Ensure volunteer contributions are recognized by the district.
- Manage community volunteer participation in the district's Fire Adapted Community Ambassador (FAC-A) program. Coordinate FAC-A activities with the district fire prevention staff.

- Assist in the development of goals, objectives and budget requests for the function; administer budget expenditures for the function; maintain adequate supplies of printed and other materials and equipment.
- Maintain records and files; prepare periodic and special reports related to work performed; assist in presentations to various groups regarding the purpose, procedures and status of emergency plans, fuels management, emergency preparedness and prescribed fire.
- Participate in periodic training related to job duties when available.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Work Experience:

- Equivalent to completion of Associates of Arts/Science degree (60 semester units or 90 quarter units). Additional experience may be substituted on a year-for-year basis for the educational requirement.
- Minimum of 3 years of experience performing office support work, including the use of and reception tasks of a responsible nature. Prior experience with customer service responsibilities are highly desirable.
- The District reserves the right to evaluate and consider, at its discretion, combinations of education and work experience that tend to indicate an applicant possesses the skills, knowledge and abilities listed here.

Certifications/Licenses:

- Possession of a valid California Driver's License.

Knowledge of:

- Strong verbal, written and communication skills.
- Standard office practices and procedures.
- Experience using Microsoft Office including Word, Excel, Outlook, Google Docs, Google Forms and Google Sheets.
- Common office machines and skill in their care and operation.
- Knowledge of General clerical principles, practices, and office procedures.
- Working with members of the public and responding with professionalism.

Skills in:

- Communicating effectively in English both orally and in writing.
- Understand and follow oral and written instructions; communicate clearly and concisely.
- Handle confidential and sensitive information discreetly and professionally.
- Be punctual, reliable, personable and professional.
- Work in an environment that requires flexibility and tight time frames for completion of work.
- Effectively manage conflicting priorities.
- Developing and curating content on social media platforms.

Ability to:

- Attention to detail, problem-solving, and good organizational skills
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications with reasonable speed and accuracy.

- Maintain effective and positive working relationships with District staff, volunteers, cooperating agency staff and others encountered in the course of work.

PHYSICAL DEMANDS

All terms are considered in relation to an average eight-hour workday.

STANDING

Frequency: 5 minutes to 4 ½ hours of an 8-hour workday

Duration: Seconds up to approximately 1:30 minutes

Surfaces: Including but not limited to carpet, asphalt, dirt, etc.

Description: Performed in conjunction with walking when moving about the office and in the field generally up to 300 feet per occurrence.

WALKING

Frequency: 5 minutes to 4 ½ hours of an 8-hour workday

Duration: Seconds up to approximately 60 minutes

Surfaces: Including but not limited to carpet, asphalt, dirt, etc.

Description: Performed in conjunction with walking when moving about the office generally and in the field up to 300 feet per occurrence.

SITTING

Frequency: 2 ½ to 8 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Surfaces: Padded or cushioned seat

Description: Performed when working at desk. Will sit for up to 1 hour per occurrence with brief periods of standing and walking in between.

KNEELING/CROUCHING/SQUATTING

Frequency: 5 to 30 minutes of an 8-hour workday

Duration: Seconds up to 5 minutes

Surfaces: Including but not limited to carpet, asphalt, etc.

Description: Performed when filing, reaching a low shelf or going through boxes of files.

CRAWLING

Not a job requirement

LAYING ON BACK/STOMACH

Not a job requirement

CLIMBING/BALANCING

Frequency: 5 to 30 minutes of an 8-hour workday

Duration: Seconds up to 5 minutes

Surfaces: Stairs or steps

Description: Performed to ascend or descent stairs or to use a step stool to access high shelf or cabinet.

REACHING

- **At Shoulder Level:**

Frequency: 5 to 30 minutes of an 8-hour workday

Duration: Seconds up to 5 minutes

Description: Performed to reach a high shelf or cabinet. May use unilateral and bilateral upper extremities from a less-than-full to full extension.

- **Above Shoulder Level:**

Frequency: 5 to 30 minutes of an 8-hour workday

Duration: Seconds up to 5 minutes

Description: Performed to reach a high shelf or cabinet. May use unilateral and bilateral upper extremities from a less-than-full to full extension.

- **Below Shoulder Level:**

Frequency: 5 to 8 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed while performing all job duties. May use unilateral and bilateral upper extremities from a less-than-full to full extension.

PUSHING/PULLING

Frequency: 5 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds up to approximately 30 minutes

Description: Performed when opening and closing file drawers, cabinet doors, and office doors.

TWISTING/ROTATING

- **Waist:**

Frequency: 30 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds up to approximately 10 minutes

Description: Performed within normal body mechanics when turning back and forth in swivel chair between workstations. The motion is from center to the right back to center or center the left back to center up to a 20-degree angle on each occurrence.

- **Neck:**

Frequency: 30 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds to approximately 10 minutes

Description: Performed to aid visually while completing the described job duties. The motion is from center to the right back to center or center to the left back to center up to a 45-degree angle on each occurrence.

- **Wrists:**

Frequency: 5 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds to approximately 5 minutes

Description: Performed within normal body mechanics when handling paperwork, filing, answering telephone, etc.

BENDING

- **Waist:**

Frequency: 5 minutes to 2 ½ hours of an 8-hour workday

Duration: Seconds to approximately 5 minutes

Description: Performed when reaching for an item on the desk or when filing. The motion is in a forward direction of up to 45 degrees on each occurrence

- **Head/Neck:**

Frequency: 30 minutes to 3 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed to aid visually while completing the described job duties. The motion is in a forward or backward direction up to a 45-degree angle on each occurrence.

- **Knees:**

Frequency: 5 to 8 hours of an 8-hour workday

Duration: Seconds up to 2 hours

Description: Performed when squatting or sitting while completing the described job duties.

- **Wrists:**

Frequency: 5 to 8 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed when typing on computer, when using mouse and within normal body mechanics when handling paperwork, answering telephone, etc.

LIFTING/CARRYING

Weight	Frequency	Duration	Distance	Description
0-10 pounds	30 minutes to 2 ½ hours of an 8-hour workday, less than 5 lbs.	Seconds up to 5 minutes	30 feet	Books, paperwork, files, etc.
11-25 pounds	5 to 30 minutes in an 8-hour workday, up to 15 pounds	Up to 1 minute	Varying	Boxes of paperwork, fire prevention lending tools (weed wrench, etc)
26-50 pounds	5 to 30 minutes in an 8-hour workday, up	Up to 1 minute	Varying	Boxes of paperwork, fire prevention lending tools (weed wrench, etc)

	to 15 pounds			
51-75 pounds	Not Required			
76-100 pounds	Not Required			
100+ pounds	Not Required			

HANDLING/GRASPING

Frequency: 5 to 8 hours of an 8-hour workday

Duration: Seconds up to 30 minutes

Description: Performed while performing most job duties. The employee would use a simple grasp when handling the telephone, computer mouse, files, binders, paperwork, etc.

GROSS MANIPULATION

Frequency: 30 minutes to 3 hours of an 8-hour workday

Duration: Seconds up to 5 minutes

Description: Performed when filing, opening and closing doors, etc

FINE FINGER MANIPULATION

Frequency: 5 to 8 hours of an 8-hour workday

Duration: Seconds up to 1 hour

Description: Performed while typing on full keyboard or ten-key adding machine for up to 60 minutes per occurrence. May also hand write notes and memos.

SPECIAL ENVIRONMENT

- Works throughout the shift both indoors and outside. The office space is generally climate-controlled.

MACHINES/TOOLS

- Personal computer/mouse
- Fax machine
- Copy machine
- Telephone
- Ten-key adding machine

ADDITIONAL REQUIREMENTS

- Vision must be correctable to 20/20
- Hearing ability
- Possess speech/language skills

DISCLAIMER NOTICE: The job duties, elements, responsibilities, skills, and functions listed on this job description are representative only, and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise the job description as necessary.



Moraga Orinda Fire District

JOB TITLE: Deputy Fire Chief
DEPARTMENT: Administration
LOCATION: Moraga/Orinda Fire District

HOURS WORKED PER DAY: 8
JOB STATUS: Regular Full-Time
Established Date: May 2024

BASIC FUNCTION

The Deputy Fire Chief serves under the direction of the Fire Chief. The Deputy Fire Chief is a member of the executive management team; this is a “safety” classification. The Deputy Fire Chief’s primary responsibility is to assist the Fire Chief to plan, organize and direct designated division(s) and assist the Fire Chief in achieving Board policy, goals, and legislative mandates of the District; performs other duties as required. The position may be required to perform any or all the duties and essential functions described below.

The responsibilities of the Deputy Fire Chief will fall into four primary categories:

- **Strategic Direction** - Implement strategic direction through the identification and achievement of organizational, operational, training, and staffing objectives which are fiscally sound and closely aligned with the District’s budgetary resources and strategic initiatives.
- **Operations Management** - Actively direct and manage the achievement of all District operational, support services and/or emergency response initiatives while maintaining the District’s 24-hour operational readiness and ability to respond safely to calls.
- **Personnel Management** - Promote and ensure the performance excellence of suppression and/or support personnel through interactive performance management, progressive training programs, and motivational leadership.
- **Public Relations** - Act as a high-level representative for the District in external interactions with the media, civic organizations, citizens, and other governmental agencies for the dissemination of fire service and District-related information, coordination of inter-agency emergency response coverage, and the establishment of cooperative working relationships to assist in achieving District operational objectives.

Distinguishing Characteristics: A person in this position, working within the framework of District policy must be a knowledgeable, highly competent professional with exceptional organizational and communication skills, a command presence, and an ability to effectively set and manage the operational direction for the District. This person must also possess the ability to motivate and mentor others to fully engage and continually enhance their ability to safely and

efficiently deliver service and fulfill the District's mission.

ESSENTIAL JOB FUNCTIONS, CHARACTERISTICS OR PROPER ACTIVITY

- Works with the District management team to evaluate District emergency response operations and support strategies and proactively develops and implements short-term and long-term initiatives to ensure operational excellence and to keep pace with industry standards and practices within confines of available resources;
- Negotiates, implements, and maintains inter-agency mutual aid and automatic aid agreements and relationships;
- Maintains a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations and support;
- Directs the development and updating of operational policies and procedures and related policy manuals;
- Regularly provides leadership, direction, and communication to Operations, EMS, facilities, and/or Support Services personnel regarding District initiatives, emergency response services, fire company operations, and the resolution of operational and/or support issues and concerns;
- Prepares departmental budget and manages budgetary expenditures;
- In conjunction with other District managers, plans, directs, and manages the development and implementation of various programs, activities, and special projects to ensure meeting established objectives;
- Oversees the investigation of accidents and complaints and ensures adherence to District policies and procedures as well as performance standards;
- Oversees the procurement, utilization, and maintenance of District and/or emergency operations related equipment;
- Serves as IC at major emergencies;
- Consistently communicates and enforces District policies, procedures, and safety standards in order to maintain a disciplined, highly performing staff;
- In conjunction with the other District management staff, plans, coordinates, and maintains progressive, comprehensive programs to prepare personnel for emergency and non-emergency response duties, correct performance deficiencies, provide professional development opportunities, and meet industry requirements;
- Regularly reviews staff performance levels and facilitates an interactive process to address any performance concerns at a division and/or individual level;
- Assist in the achievement of the District's overall mentorship and succession planning initiatives;
- Writes and conducts employee performance appraisals, provide positive coaching and counseling, and related career development counseling;
- Participate in discussions and negotiations with labor union to assist in the facilitation of mutually beneficial outcomes;
- Organizes, makes presentations to, participates in, and/or chairs various government, civic, educational, or business committees; provides liaison with other fire service organizations;
- Makes presentations and recommendations to the Board of Directors regarding operational matters;
- Interacts with the media, providing information and responding to inquiries.

- Responsible for ensuring the District's IT services meet operational needs.
- Responsible for coordinating all administrative activities related to recruitment and hiring of new fire suppression personnel.

MINIMUM QUALIFICATIONS

Education:

Associate of Arts/Science Degree in fire science or related field from an accredited college or university completed.

Experience:

Minimum of two (2) years responsible experience at the Battalion Chief level performing in a managerial, administrative or staff capacity which would demonstrate the application of knowledge and abilities listed above. Must be non-probationary.

The Fire District reserves the right to evaluate and consider, at its discretion, combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

Licenses:

Possession of a valid California Driver's License. Maintenance of a valid California Driver's License is required as a condition of employment.

Certifications (Desired):

California State Board of Fire Services Chief Officer Certification.

Qualifications – Knowledge, Skills and Attributes:

Skills To

- Function at both a strategic and tactical level, working in conjunction with District personnel to objectively analyze data/issues, forecast needs, draw conclusions, identify potential solutions, project consequences of proposed actions, effectively implement recommendations;
- Effectively lead project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication, and presentation skills;
- Establish and operate an emergency command post and function as Incident Commander within the Incident Command System at major fires and emergencies;
- Plan, develop, and implement goals, objectives, policies, and procedures to ensure operational excellence;
- Establish and maintain effective internal and external working relationships;
- Develop, direct, and manage the activities and capabilities of subordinate personnel;
- Prepare and administer budgets, monitor, and approve expenditures;
- Make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures, and labor agreements;

- Utilize computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing, time management, and priority setting;
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities;
- Lead and grow an organization through dynamic leadership, mentorship, positive motivation, and employee development.

Knowledge of:

- Modern administration principles, practices and terminology related to public administration and autonomous Fire District operations;
- Principles and implementation requirements of the Incident Command System in all disciplines;
- Fire prevention, investigation principles, building code inspection, and enforcement processes;
- Theory, principles, and practices, of enlightened fire service management and leadership;
- Principles, practices, and emerging trends of modern firefighting and emergency operations, including wildland urban-interface, fire suppression/attack, rescue systems, hazardous materials programs, EMS programs, safety programs;
- Knowledge and application of related ordinances, laws, rules and regulations, national codes, and standards;
- Knowledge of state-wide mutual aid strategies, systems, and agreements;
- Knowledge of effective training and communication techniques;
- Good grasp of fire apparatus design, construction, maintenance, and safety factors and California vehicle code as it relates to emergency operations, general facility maintenance requirements;
- Principles and practices of effective labor relations and conflict resolution;
- Principles and practices of effective program development and administration;
- Modern fire service technology and communication equipment, personal computer operating systems and software applications, particularly Windows;
- Knowledge of local government budgeting and accounting;
- Divisional budget preparation and administration; contract negotiations, bidding, purchasing.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog, or run. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have the ability to: drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over the noise of equipment; voice volume and speech clarity to command during emergency operations; must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, and work outdoors for long periods of time in all types

of weather conditions; safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions; stamina to perform administrative functions and to meet physical and mental demands during an extended emergency.

Environmental Elements

While performing the duties of this job, the employee occasionally works outdoors, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, under hazardous, life-threatening conditions, such as, but not limited to, heights, confined spaces, temperature extremes, crowds, loud noises, limited visibility, the presence of hazardous materials, in the presence of victims of death and/or dismemberment.

Working Conditions

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24-hour periods) under strenuous situations, remain on-call 24 hours a day, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.

<p>DISCLAIMER NOTICE: The job duties, elements, responsibilities, skills, and functions listed on this job description are representative only, and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise the job description as necessary.</p>



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Christine Russell, Human Resources Manager

DATE: May 15, 2024

SUBJECT: **Item 10.4 Authorize Increase in Base Salary Range for Fuels Mitigation Specialist and Fuels Mitigation Manager Effective July 1, 2024**

BACKGROUND

At the April 2024 MOFD board meeting, directors requested information and analysis regarding the request to increase the base salary range for the job classifications of Fuels Mitigation Manager and Fuels Mitigation Specialist as proposed through the FY 24/25 budget.

The total cost of this proposal is \$38,991 per year ongoing fully burdened:

The increase per hour for the Fuels Mitigation Manager is \$1.73

The increase per hour for the Fuels Mitigation Specialist is \$2.78

The basis for the proposed salary adjustments is as follows.

Fuels Mitigation Manger

The Fuels Mitigation Manager position was created in 2019. At that time, the position was intended to supervise three part-time District Aides and to oversee fuels projects. Over time, this position has evolved to supervise five full-time Fuels Mitigation Specialists, two being grant-funded positions through March of 2026, and to manage the defensible space inspection program and tracking systems. The salary increase of 2.93% annually will bring the Fuels Mitigation Manager position in line with the other division managers salary range.

Fuels Mitigation Specialist

The Fuels Mitigation Specialist position includes both defensible space inspection and hazardous fuels reduction projects such as chipping and pile burning. A salary comparison of positions that have similar job duties at other bay area agencies showed that the Fuels Mitigation Specialist is behind 13%. A salary increase of \$2.28 per hour (10%) will bring this position to a range that fits a relevant market, will support future recruitments and retain well-qualified employees. Given the public facing nature of the position and the frequency with which inspections result in citations, increasing retention is beneficial to the District to ensure experienced employees are conducting inspections. Retention is also beneficial as it

reduces time and expense associated with training new employees, periods during which existing employees are unable to carry out their primary tasks.

RECOMMENDATION

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

[Attachment: Salary Schedule-Unrepresented Proposed July 2024.pdf](#)

**MORAGA ORINDA FIRE DISTRICT
SALARY SCHEDULE MONTHLY
UNREPRESENTED EMPLOYEES
PROPOSED EFFECTIVE JULY 1, 2024**



CLASSIFICATION	RANGE	JULY 1, 2023 BASE SALARY	PROPOSED JULY 1, 2024 BASE SALARY	FIRE RETIREMENT ALLOTMENT	TOTAL BASE SALARY	EDUCATIONAL INCENTIVE	HOURLY RATE	OVERTIME RATE	UNIFORM PAY
FIRE CHIEF			\$25,849.08	\$1,011	\$26,860.08		\$154.96		
ADMINISTRATIVE SERVICES DIRECTOR	Maximum Minimum		17,802 14,684	697 575	18,499 15,259	\$462.48 381.48	106.73 88.03		
FIRE MARSHAL	Maximum Minimum		17,871 15,112	699 591	18,570 15,703	464.25 392.58	107.14 90.60		\$80
FINANCE MANAGER	Maximum Minimum		10,136 8,363	397 327	10,533 8,690	263.33 217.25	60.77 50.14		
HUMAN RESOURCES MANAGER	Maximum Minimum		10,136 8,363	397 327	10,533 8,690	263.33 217.25	60.77 50.14		
FUELS MITIGATION PROGRAM MANAGER	Maximum Minimum	9,847 8,111	10,136 8,363	397 327	10,533 8,690		60.77 50.14	\$91.16 75.21	
FIRE INSPECTOR/ PLANS EXAMINER	5 4 3 2 1		9,662 9,202 8,764 8,347 7,949	378 360 343 327 311	10,040 9,562 9,107 8,674 8,260		57.92 55.17 52.54 50.04 47.65	86.88 82.76 78.81 75.06 71.48	
DISTRICT SECRETARY/ DISTRICT CLERK	5 4 3 2 1		9,168 8,730 8,315 7,922 7,546	359 342 326 310 296	9,527 9,072 8,641 8,232 7,842		54.96 52.34 49.85 47.49 45.24	82.44 78.51 74.78 71.24 67.86	
PAYROLL TECHNICIAN	5 4 3 2 1		8,468 8,062 7,678 7,313 6,967	332 316 301 286 273	8,800 8,378 7,979 7,599 7,240		50.77 48.34 46.03 43.84 41.77	76.16 72.51 69.05 65.76 62.66	
OFFICE SPECIALIST CONFIDENTIAL or NONCONFIDENTIAL	5 4 3 2 1		7,606 7,244 6,899 6,570 6,257	298 284 270 257 245	7,904 7,528 7,169 6,827 6,502		45.60 43.43 41.36 39.39 37.51	68.40 65.15 62.04 59.09 56.27	
FUELS MITIGATION SPECIALIST	3 2 1	4,639 4,408 4,188	5,103 4,849 4,607	200 190 181	5,303 5,039 4,788		30.59 29.07 27.62	45.89 43.61 41.43	



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: May 15, 2024

SUBJECT: **Item 10.5 Overview of the CERT/Emergency Preparedness Program**

BACKGROUND

MOFD has sponsored the LAMORINDA CERT program since 2010. Prior to 2022, the City of Lafayette contributed \$18,000 per year to defray the cost of providing this service. In 2022, as part of an expansion of Lafayette Police Department's technical service delivery, the City ceased making contributions. It replaced the former cash payment with access to in-kind technical services provided by John Cornell, Emergency Services Coordinator, City of Lafayette Police.

An explanation of these services was provided under [item 7.7](#) during the September 21, 2022 MOFD Board Meeting.

Recent examples of in-kind services include:

- Installation of backup Wi-Fi networks at key MOFD nodes with microwave link to Lafayette PD
- Installation of wildfire detecting cameras throughout the District
https://cameras.alertcalifornia.org/?pos=37.8415_-122.1989_11
- Field use of Starlink internet base stations
- Fixed wing drone support for mapping projects
- Incident communications support
- Evacuation exercise planning support

MOFD supports CERT with a direct annual budget allocation of \$8,000.00 which is used to purchase supporting materials. These purchases are executed by Emergency Preparedness Coordinator Dennis Rein and no funds are transferred to CERT. CERT also conducts fundraising events such as emergency water drum sales that provide the bulk of funding. CERT volunteers also contribute volunteer hours, calculated as being worth \$44,583.00 in FY 23-24 using the federal volunteer rate of \$31.80 per hour. Current CERT activities include:

- Two CERT Basic Training sessions for new members (one, hosted by the City of Lafayette)
- Monthly update meetings for existing members
- Support to 5-8 community events/year
 - Emergency Water Drum & Fire Extinguisher Sales
 - Lafayette Art and Wine Festival
 - Orinda 4th of July
 - Reservoir Run
 - 2x MOFD Open House events

MOFD also supports CERT through staff time, specifically time spent by Emergency Preparedness Coordinator Dennis Rein and suppression members who lead specific CERT training courses.

RECOMMENDATION

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



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: May 15, 2024

SUBJECT: **Item 10.6 Adopt the Proposed Annual Operating Budget Fiscal Year 2025 as the Preliminary Budget or Provide Additional Board Direction**

BACKGROUND

Over the past several months the development of the Annual Operating Budget for Fiscal Year 2025 (Budget) has begun. A draft Budget is included as Attachment A. Staff has developed proposed goals, projections and budget proposals. At the April 17, 2024 Board meeting, the budget was discussed and the Board and the public had the opportunity to provide input and direction. The steps in the budget process are:

- April 17, 2024 - A public budget workshop was held
- May 15, 2024 - Additional public input and additional Board direction on the proposed Budget - adopt the preliminary Budget if the Board concurs
- June 19, 2024 - Final Budget is scheduled for adoption by the Board but is not required
- October 2024 - The latest date the Board could adopt a final Budget per State law

At the April 17, 2024 Board meeting, the Board directed the following changes which have been incorporated into the draft Budget:

1. Decrease strike team revenue and overtime expenditures. Staff analyzed the last six years of strike team revenue and expenditures and decreased to FY2024 amounts (General Fund revenue \$600K, overtime expenditures \$400K, net surplus \$200K.)
2. Change the budget for salaries and benefits to budget for filled positions only instead of authorized positions (As of May 1, 2024, there are 53 filled Safety positions/4 firefighter paramedic vacancies.)
3. Budget overtime based on current staffing levels and projections (4 vacancies and 6 employees off work on workers compensation as of May 1, 2024.)
4. Decrease investment earnings to project interest rates on US Treasury bills to decrease from 5% to 4% using projected investment balances. (Investment earnings projected to decrease from \$819K to \$660K.)
5. Increase transfer out of General Fund into Capital Projects Fund to include depreciation for fire stations, vehicles and equipment that will need to be replaced beyond the next ten-year replacement period. (The transfer increased from \$3M to \$3,863,757.)
6. Add \$5K for Station 42 fire resistant landscaping project

General Fund

Total General Fund revenue is projected to be \$36.7M, which is \$1.4M more than the amount of General Fund revenue projected to be received in FY2024. Notable differences in General Fund revenue for FY2025 are as follows:

- Total District property tax revenue is projected to increase \$1.3M or 3.93% based on HdL estimates. This is primarily due to increased median price of single family residential properties

and increased assessed valuation. The property sales that occurred in calendar year 2023 impact the District's FY24/25 property tax revenue as a result of reassessment to market rates at the time of sale. Median sale prices of single-family homes in the District (both cities) decreased 5.41% in 2023 over the previous calendar year and there was a decrease in the number of homes sold by 106 transactions in 2023 (365 homes sold in 2023 v. 471 in 2022.) This means that there were 22% fewer homes sold in calendar year 2023 when compared with the prior year and these 2023 sales impacted the FY24/25 projected property tax revenue. The homes that sold in 2023 saw a 71% increase in assessed value compared to the value before the sale transaction. This increase in the tax roll values will result in increased property tax revenue to the District.

- Ambulance service revenue is projected to increase \$280K or 23.6% due to a projected fee increase of 5% and due to a projected decrease in ambulance write offs. Ambulance write-offs did not occur during FY2021 and FY2022 due to staffing issues at the ambulance billing company resulting in increased write-offs in FY2023 and FY2024. Write-offs are now up-to-date and are projected based on the average of the last 6 years plus 10%.
- Investment earnings are projected at \$660K based on planned continued investment in treasury bills and a projected treasury bill interest rate decrease from 5% to 4% per Board direction.
- Fire Prevention charges for services are projected at similar amounts/activity levels as the prior year (plan review fees, inspection fees, administrative citation fees.)
- Strike team revenue is projected at \$600K per Board direction and review of history (similar amount as current fiscal year)

Total General Fund expenditures are projected to be \$33.2M. Notable salaries and benefits items include the following:

- No increase to salaries is included due to ongoing labor negotiations (MOUs expire June 30, 2024.)
- Permanent salaries are based on filled positions only instead of authorized positions (As of May 1, 2024, there are 53 filled Safety positions/4 firefighter paramedic vacancies.)
- Permanent salaries includes two new positions subject to Board approval: Deputy Fire Chief and Office Specialist - Emergency Preparedness
- Overtime is based on current staffing levels and projections (4 vacancies and 6 employees off work on workers compensation as of May 1, 2024.)
- Overtime for personnel assigned to State reimbursable strike teams is projected at amounts similar to FY2024 (\$400K.)
- Retirement contribution costs are projected to increase 20% or \$1.3M. This is primarily due to increased rates by Contra Costa County Employees' Retirement Association which will result in increased costs of \$1.1M (CCCERA.) The CCCERA Safety Classic rate increased 10.5% from 80.81% to 90.30% of pensionable compensation and the Safety PEPRA rate increased 10.87% from 69.97% to 80.81% of pensionable compensation. The increased budget is also partially attributed to the proposed two new positions (\$222K.)
- Contributions to the OPEB trust (\$429K) and pension rate stabilization trust fund (\$1.1M) are included. The pension rate stabilization trust fund contribution is the difference between the retirement costs using the MOFD Board approved discount rate of 6.25% and the costs using the CCCERA Board approved discount rate of 6.75%.
- Workers' compensation insurance cost is projected to increase 20% based on the rate approved by the Fire Risk Management Services board.

Operating Expenditures

The proposed Budget includes \$4.6M of operating expenditures. This is a 10% increase above the FY2024 projected. Staff reviewed all operating expenditures. Notable changes/amounts are as follows:

- Computer equipment is projected to increase \$21K due to needed new modems in apparatus
- Computer software is projected to increase \$65K or 72% due to new electronic patient care record software (\$25K), implementation of Office 365 (\$23K) and new plan review software (\$15K.)

- Equipment maintenance is projected to increase \$33K due to increased EMS equipment maintenance needs (\$15K) and communications equipment maintenance needs (\$20K.)
- Central garage repairs costs are projected to increase \$50K
- Maintenance - buildings is projected to increase \$39K due to increased costs at Station 41, 45, Administration and Station 44 exterior repair.
- Meetings expense is projected to increase \$17K due to replacement of some of the board meeting microphone system components (\$20K.)
- Professional services is projected to increase \$21K due to increased EMS training costs (\$19K) and a one-time benefits review (\$25K.)
- Includes \$500K for home hardening grants as directed by the Board (same as prior year)
- Includes \$100K for fire chief contingency (same as prior year)
- Includes \$16K for November 2024 election cost

Transfer Out of General Fund into Capital Projects Fund

Based on the Long Range Financial Forecast and Board direction, the proposed Budget includes a transfer out of the General Fund into the Capital Projects Fund in the amount of \$3,863,757 in order to continue to accumulate fund balance to pay for the Station 45 remodel, Station 41/Administration rebuild projects and to accumulate funds for depreciation of fire stations, vehicles and equipment that will need to be replaced beyond the next ten-year replacement period.

General Fund Budgeted Deficit and Projected Unassigned General Fund Balance June 30, 2025

General Fund revenue is projected less than projected expenditures and the transfer out to the Capital Projects Fund by \$316K. No salary or benefit changes are included (subject to ongoing labor negotiations.) This budgeted deficit would require use of General Fund reserves in the amount of \$316K. After the budgeted deficit, unrestricted fund balance in the General Fund at June 30, 2025 is projected to be 49.1% of General Fund budgeted revenue.

Staffing Summary, Additional Deputy Fire Chief and Office Specialist Positions, Recommended Salary Reclassifications and Recommended Benefits Changes

The proposed Budget authorizes and accounts for Safety roster strength of 53 full-time positions, overtime based on current vacancies and lost time due to workers' compensation and an increase from four to five management safety positions (chief officers). The proposed Budget includes one new management safety position: Deputy Fire Chief - fully burdened annual cost \$494K. Staff requests Board direction regarding the additional Safety position.

The proposed Budget continues the expanded year-round fuels mitigation program with one fuels mitigation manager (1.0 FTE) and three fuels mitigation specialists (3.0 FTE) in the General Fund and two fuels mitigation specialists (2.0 FTE) in the Fire Risk Reduction Grant Special Revenue fund (funded by a grant from the State of California for three years.)

The proposed Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. Pending a decision on the proposed deputy chief position, the dedicated training chief position will be eliminated.

The proposed Budget includes one new position of Office Specialist in Emergency Preparedness to provide full-time administrative support - fully burdened annual cost \$117K. Staff requests Board direction regarding the additional Office Specialist position.

The proposed Budget includes one Project Coordinator and one Assistant Project Coordinator position for the Tunnel East Bay Hills Fuel Break project. These two positions are full-time, non-benefitted and are funded by the State contract for the project.

Staff reviewed existing positions, job duties and the labor market and recommends increasing salary ranges for the following positions:

Position	Existing Monthly Base Salary Range	Recommended Monthly Base Salary Range
Fuels Mitigation Specialist	\$4,188 - \$4,639	\$4,607 - \$5,103 (+10%)
Fuels Mitigation Manager	\$8,111 - \$9,847	\$8,363 - \$10,136 (+2.93%)

No changes to employee benefits are recommended.

Capital Projects Fund

The Capital Projects Fund budget includes the following expenditures:

Station 45 Remodel	\$3,000,000
Ambulances (quantity 2)	330,000
Fire Chief Vehicle	75,000
Ventilation Fan	7,000

The Capital Projects Fund Budget includes a transfer in from the General Fund of \$3,863,757 in order to accumulate cash to pay for the Station 45 remodel and Station 41/Administration rebuild project and to accumulate funds for additional replacements/depreciation.

The Capital Projects Fund projects a Budget surplus of \$1.3M and available reserves of \$9.6M at June 30, 2025.

Tunnel East Bay Hills Fuel Break Special Revenue Fund

In December 2021 the Board authorized the execution of the California Department of Forestry and Fire Protection Tunnel East Bay Hills Fuel Break Grant in the amount of \$6,380,563. The Budget includes planned spending of \$5.1M for this project. The grant includes a 12% administrative fee which will result in fund balance projected to be \$559K at June 30, 2025. The grant agreement requires completion of the project by March 15, 2025.

Fire Risk Reduction Grant Special Revenue Fund

In February 2023, the Board authorized acceptance of a Grant Sub Award from the California Governor's Office of Emergency Services in the Amount of \$800,000. The purpose of the grant is a three-year pilot program for two Wildland Fire Specialists to work with residents to mitigate fire risk. The Budget includes planned spending of \$173K for this program which will fund two authorized positions of Fuels Mitigation Specialist. The grant includes a 34% administrative fee which will result in fund balance projected to be \$105K at June 30, 2025. The grant requires completion of the pilot program by March 31, 2026.

RECOMMENDATION

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

[Attachment A - Draft Budget FY2025 May 2024.pdf](#)

Moraga-Orinda Fire Protection District

ANNUAL OPERATING BUDGET

BUDGET

FISCAL YEAR 2025

draft



Mission Statement

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

Board of Directors

Michael Roemer, President

Greg Hasler, Vice-President

Craig Jorgens, Secretary

Steven Danziger, Treasurer

John Jex, Director

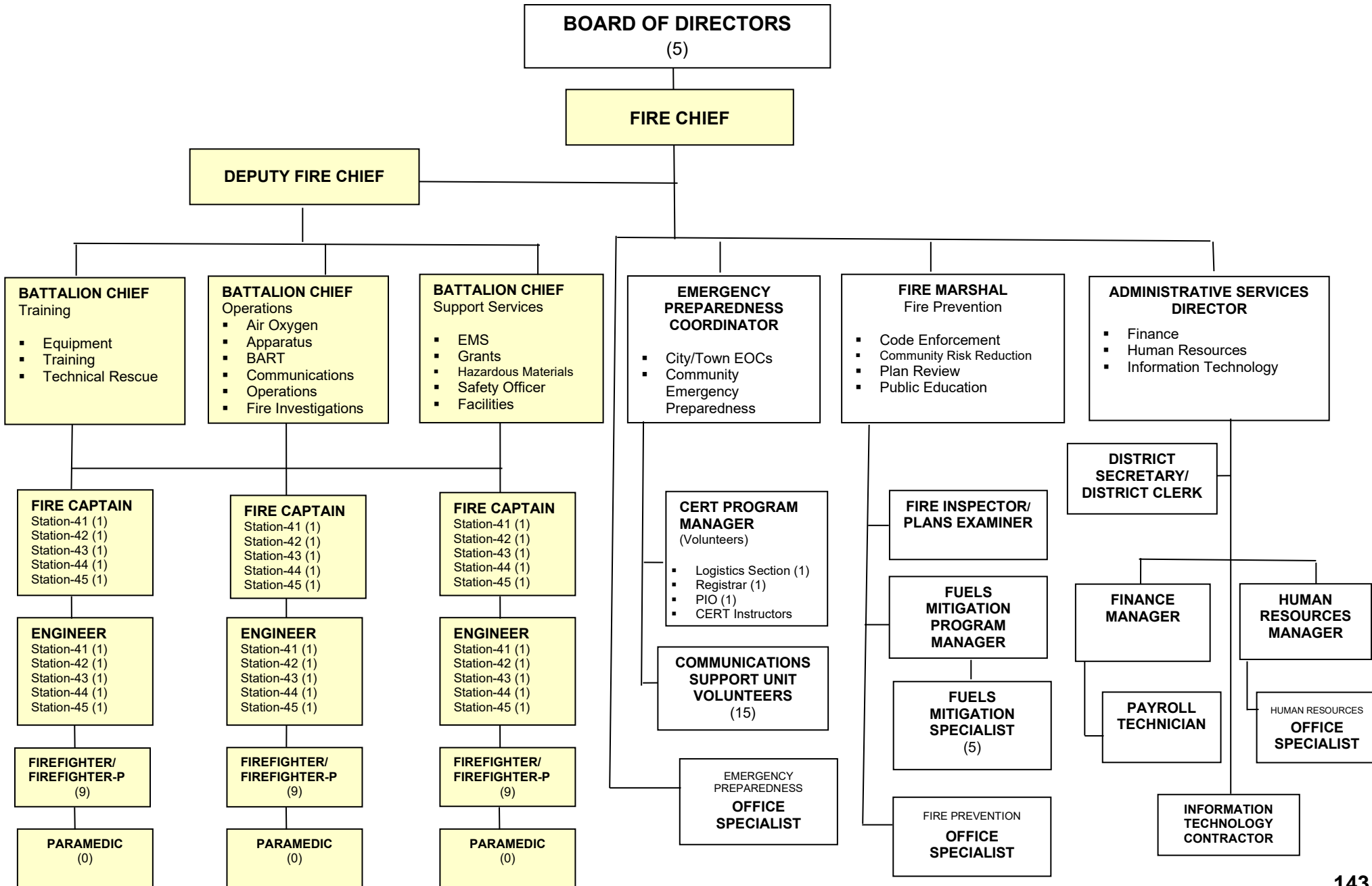
Fire Chief

David Winnacker



Moraga-Orinda Fire District ORGANIZATIONAL STRUCTURE

July 2024



EXPLANATION OF FUNDS

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources for this fund are property taxes and ambulance service fees. Expenditures are made for public safety and other operating expenditures. The District has a fund balance policy that requires a minimum fund balance in the General Fund of at least 40% of budgeted General Fund revenue at fiscal year-end with a goal of achieving 50% year-end General Fund balance in the long term.

Debt Service Fund

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

Capital Projects Fund

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

Tunnel East Bay Hills Fuel Break Fund

The Tunnel East Bay Hills Fuel Break Special Revenue Fund is used to account for the activities to create a fuel break around the District. Resources are provided by a grant from the State of California.

Fire Risk Reduction Grant Fund

The Fire Risk Reduction Grant Special Revenue Fund is used to account for the activities for a three-year pilot program for two Wildland Fire Specialists to work with residents to mitigate fire risk.

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

FY 2025

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TUNNEL EAST BAY HILLS FUEL BREAK	FIRE RISK REDUCTION GRANT	TOTAL
PROJECTED FUND BALANCE JULY 1, 2024	\$18,340,000	\$0	\$8,282,000	\$364,000	\$44,000	\$27,030,000
PROJECTED REVENUES						
Property taxes	33,562,331					33,562,331
Use of money & prop	659,680		40,000			699,680
Fire flow taxes			1,100,000			1,100,000
Intergovernmental	228,148		-	3,699,697	243,893	4,171,738
Charges for services	216,494					216,494
Charges ambulance	1,466,122					1,466,122
Other	605,500		52,000			657,500
TOTAL	36,738,274	0	1,192,000	3,699,697	243,893	41,873,864
PROJECTED EXPENDITURES						
Salaries & benefits	28,596,108			143,089	162,915	28,902,112
Services & supplies	4,594,374		14,500	3,361,207	19,500	7,989,581
Debt service Station 43 construction		320,982				320,982
Capital projects			3,412,000			3,412,000
TOTAL	33,190,482	320,982	3,426,500	3,504,296	182,415	40,624,675
Transfers in (out)	(3,863,757)	320,982	3,542,775			0
NET CHANGE	(315,964)	0	1,308,275	195,401	61,478	1,249,189
PROJECTED FUND BALANCE JUNE 30, 2025	\$18,024,036	\$0	\$9,590,275	\$559,401	\$105,478	\$28,279,189

Projected unrestricted General Fund balance June 30, 2025 as percentage of budgeted revenue:

49.1%

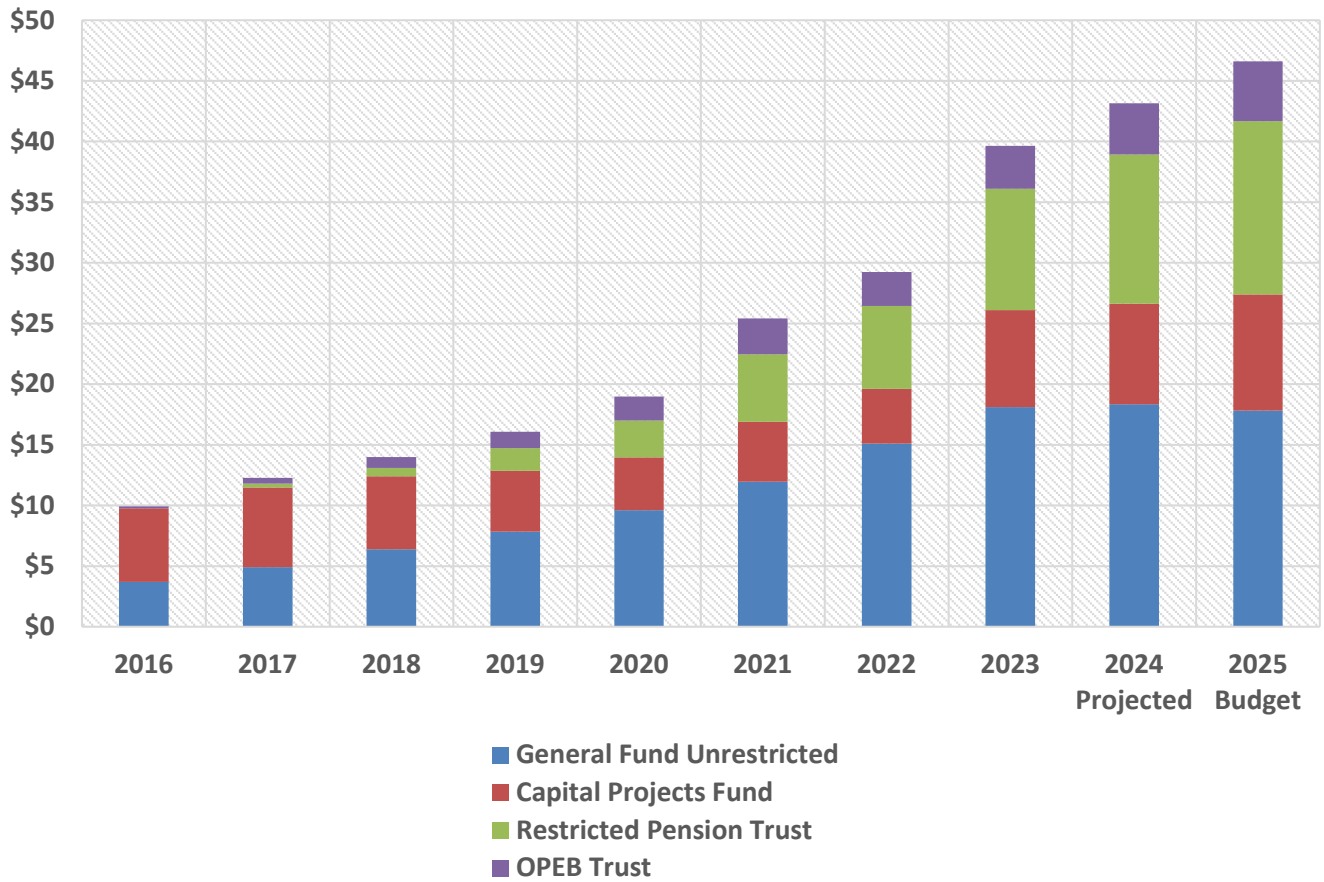
**MORAGA-ORINDA FIRE PROTECTION DISTRICT
TEN YEARS OF PROPERTY TAX REVENUE**

Fiscal Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Projected	2025 Budget	
Actual	\$19,235,847	\$20,693,314	\$22,121,300	\$23,220,123	\$24,686,257	\$26,074,303	\$27,314,589	\$28,930,858	\$31,432,861	\$32,292,196	\$33,562,331	
% Increase		8.9%	7.6%	6.9%	5.0%	6.3%	5.6%	4.8%	5.9%	8.6%	2.7%	3.9%



MORAGA-ORINDA FIRE PROTECTION DISTRICT TEN YEARS OF RESERVE BALANCES

(expressed in millions)



REVENUES GENERAL FUND

FISCAL YEAR 2025

DESCRIPTION	GL CODE	ACTUALS FY 2023	PROJECTED ACTUALS FY 2024	PROPOSED BUDGET FY 2025
Prop Taxes Current Secured	4010	29,470,154	30,938,262	32,113,203
Prop Taxes Supplemental	4011	1,012,057	300,000	300,000
Prop Taxes Unitary	4013	301,461	318,451	318,000
Prop Taxes Current Unsecured	4020	728,213	958,078	1,056,128
Prop Taxes Prior Secured	4030	(95,133)	(137,105)	(140,000)
Prop Taxes Prior Supp	4031	(55,769)	(65,490)	(75,000)
Prop Taxes Prior Unsecured	4035	71,878	(20,000)	(10,000)
TOTAL PROPERTY TAXES		\$31,432,861	\$32,292,196	\$33,562,331
Investment Earnings	4181	424,270	819,000	659,680
TOTAL USE OF MONEY & PROP		\$424,270	\$819,000	\$659,680
Homeowners Relief Tax	4385	145,604	141,965	142,000
State Grants	4435	115,572		
State Mandated Cost Reimb	4436		16,786	
Federal Grants	4437	28,755		
Other/In Lieu Taxes	4580	986	993	900
Measure H	4896	88,286	85,248	85,248
TOTAL INTERGOVERNMENTAL		\$379,203	\$244,992	\$228,148

REVENUES GENERAL FUND

FISCAL YEAR 2025

DESCRIPTION	GL CODE	ACTUALS FY 2023	PROJECTED ACTUALS FY 2024	PROPOSED BUDGET FY 2025
Permits	4740	5,495	3,398	3,568
Plan Review Fees	4741	118,025	116,596	122,426
Inspection Fees	4742	17,505	11,397	15,000
Weed Abatement Charges	4744	3,000		
Reports/Photocopies	4746	502	500	500
Other Charges For Service	4747	24,007	44,188	40,000
Administrative Citation Fees	4748	33,152	40,000	35,000
TOTAL CHARGES FOR SERVICES		\$201,686	\$216,079	\$216,494
Ambulance Service Fees	4898	1,610,555	1,629,751	1,711,239
Ambulance Fees Reimburse	4899	(489,303)	(400,000)	(201,117)
Ambulance Recovery Payments	4900	3,975	6,500	6,000
GEMT/IGT Revenue	4901	(26,808)	(50,000)	(50,000)
TOTAL CHARGES AMBULANCE		\$1,098,419	\$1,186,251	\$1,466,122
Strike Team Recovery	4971	1,006,319	604,953	600,000
Other Revenue-Misc.	4974	11,273		1,000
Misc Rebates & Refunds	4975	4,508	5,000	4,000
Sale of Surplus Property	4980	3,032	550	500
Transfers in	4999	1,750		0
TOTAL OTHER REVENUE		\$1,026,882	\$610,503	\$605,500
TOTAL REVENUES		\$34,563,321	\$35,369,021	\$36,738,274

GENERAL FUND EXPENDITURES

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	11,530,000	11,344,721	11,844,060	4%
Hourly Salaries	5013	97,637	95,000	97,637	3%
Overtime	5014	3,480,202	3,515,000	2,481,000	-29%
Overtime - Strike Team	5016	549,840	455,000	400,000	-12%
Deferred Comp/RHSA	5015	120,000	124,300	136,104	9%
Contract Services	5018	50,000	50,000	75,000	50%
Payroll Taxes	5042	222,493	218,381	226,723	4%
Payroll Processing Fees	5043	27,000	25,000	27,000	8%
Retirement Contributions	5044	6,900,000	6,793,391	8,121,602	20%
Health & Life Insurance	5060	1,660,000	1,640,220	1,753,404	7%
Employee Share Health Ins	5061	(315,000)	(311,898)	(385,222)	24%
Vision Insurance	5066	20,000	17,529	18,164	4%
Retiree Health Insurance	5062	1,280,000	1,250,000	1,287,500	3%
Retiree Share Health	5063	(362,000)	(396,000)	(400,000)	1%
Unemployment Insurance	5064	5,000	5,000	5,000	0%
OPEB Funding Contrib	5065	463,553	463,553	428,662	-8%
Pension Rate Stabilization	5067	1,569,279	1,569,279	1,135,247	-28%
Workers' Compensation	5070	1,286,538	1,286,538	1,544,227	20%
Workers' Comp Recovery	5019	(450,000)	(450,000)	(200,000)	-56%
TOTAL SALARIES & BENEFITS		\$ 28,134,542	\$ 27,695,014	\$ 28,596,108	3%
Office Supplies	6100	8,500	8,400	9,050	8%
Postage	6101	3,000	2,000	3,000	50%
Books & Periodicals	6102	2,460	1,900	3,960	108%
Printer Ink Cartridges	6103	3,000	4,000	4,000	0%
Telephone - Cellular	6110	91,500	90,000	95,500	6%
Dispatch Center	6111	230,000	222,000	242,000	9%
Uilities - Sewer	6120	5,000	4,007	5,000	25%
Uilities - Garbage	6121	20,100	19,768	20,100	2%
Uilities - PG&E	6122	84,500	75,000	82,500	10%
Uilities - Water	6123	32,000	28,500	32,000	12%
Uilities - Medical Waste	6124	2,700	2,500	2,700	8%
Small Tools & Instruments	6130	9,000	12,000	9,000	-25%
Equipment/Furniture	6131	2,500	5,500	13,000	136%
Computer Equip/Supplies	6132	20,000	20,000	41,000	105%
Power Saw/Other Equip	6133	5,000	5,000	6,000	20%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025	ACTUALS TO BUDGET % CHANGE
Fire Trail Grading	6135	25,000	15,000	25,000	67%
Technical, Rope Rescue &	6137	18,000	18,000	18,000	0%
Fire Fighting Equip/Hoses	6138	10,000	10,000	12,000	20%
Fire Fighting Equip/Foam	6139	8,000	8,000	2,000	-75%
Medical & Lab Supplies	6140	130,000	120,000	150,000	25%
Food Supplies	6150	5,500	3,500	5,500	57%
Safety Clothing	6160	126,000	115,000	190,000	65%
Household Expenses	6170	22,200	19,800	22,200	12%
Household Expenses - Lin	6171	8,700	8,500	9,500	12%
Public & Legal Notices	6190	22,000	16,500	27,000	64%
Dues & Memberships	6200	23,020	23,397	23,700	1%
EMT/Paramedic License	6201	4,000	6,000	5,000	-17%
Rents & Leases Equip	6250	19,000	14,100	16,000	13%
Computer Software/Maint	6251	93,750	90,000	154,650	72%
Website Development	6252	5,292	5,557	6,000	8%
EPA Verification Fees	6264	150	150	150	0%
County Haz Materials Plan	6265	3,650	3,152	3,650	16%
Air Quality Enviro Fees	6266	900	600	900	50%
Air Monitor Maintenance	6269	800	800	800	0%
Maintenance - Equipment	6270	130,800	112,100	145,300	30%
Central Garage - Repairs	6271	300,000	300,000	350,000	17%
Central Garage - Gas/Oil	6272	110,000	110,000	110,000	0%
Central Garage - Tires	6273	15,000	20,000	15,000	-25%
Fuel System Service	6274	2,500	1,000	2,500	150%
Aerial Ladder Pump Testin	6275	1,500	1,500	1,500	0%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	9,000	6,000	6,000	0%
Hydro Test SCBA/Oxygen	6279	35,000	20,000	25,000	25%
Tank Testing	6280	1,120	1,000	1,120	12%
Maintenance - Building	6281	118,000	131,000	170,500	30%
Maintenance - Grounds	6282	18,900	9,500	23,900	152%
Meetings & Travel Exp	6303	1,500	12,400	29,400	137%
Employee Assistance Prog	6309	15,000	13,230	15,000	13%
Medical Exams/Physicals	6311	30,000	30,000	30,000	0%
Ambulance Billing Admin	6312	85,000	78,000	85,000	9%
Outside Attorney Fees	6313	275,000	370,000	350,000	-5%
County Tax Admin Fee	6316	215,000	215,493	220,000	2%
Prof Services	6317	56,500	94,147	115,500	23%
Prof Services/Labor Negot	6318	75,000	75,000	25,000	-67%
Prof Services/Technology	6319	246,640	239,264	256,344	7%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025	ACTUALS TO BUDGET % CHANGE
Prof Services/Investigation	6320	30,000	20,000	30,000	50%
Prof Services/Promo Exam	6321	2,000	4,000	2,000	-50%
Prof Services/OPEB Valu	6322	8,000	6,750	4,000	-41%
Exterior Hazard Removal	6323	35,000	5,000	0	
Prof Services/Prop Tax Au	6326	7,600	7,200	7,600	6%
Prof Services	6327	77,000	77,000	27,000	-65%
Home Hardening Grants	6353	500,000	500,000	500,000	0%
Testing Materials & Prop	6354	50,000	50,000	50,000	0%
Career Develop - Classes	6357	25,000	15,000	25,000	67%
District Sponsored	6361	15,000	10,000	15,000	50%
Election Expense	6465	0	0	16,000	
Recruiting Costs	6470	140,000	137,500	90,000	-35%
Strike Team Supplies	6474	65,000	30,000	65,000	117%
CERT Emer. Response	6475	8,000	8,000	8,000	0%
Health & Wellness	6476	16,500	10,000	16,500	65%
Recognition Supplies	6478	4,500	3,000	4,500	50%
Other Special Dept Exp	6479	140,650	108,400	126,150	16%
Public Education Supplies	6480	8,000	20,900	10,000	-52%
LAFCO	6482	16,000	14,530	16,000	10%
Emergency Preparedness	6484	21,000	21,000	21,000	0%
Misc. Services & Supplies	6490	95,500	26,000	40,500	56%
Fire Chief Contingency	6491	114,000	100,000	100,000	0%
Property & Liability Insur	6540	170,000	177,475	194,500	10%
Bank Fees	7510	5,000	6,000	6,900	15%
County Tax Collection	7530	300	300	300	0%
TOTAL OPERATING EXPENSE		4,341,232	4,176,820	4,594,374	10%
TOTAL EXPENDITURES		\$ 32,475,774	\$ 31,871,834	\$ 33,190,482	4%

STAFFING SUMMARY

DIVISION	FY2021	FY2022	FY2023	FY2024	Proposed FY2025
Board of Directors					
Director	5	5	5	5	5
Total	5	5	5	5	5
Finance & Administration					
Administrative Services Director	0.5	0.5	0.5	0.5	0.5
Finance Manager	1	1	1	1	1
Accountant					
Payroll Technician Part-Time	0.6	0.6	0.6	0.6	0.6
District Secretary/District Clerk	1	1	1	1	1
Total	3.1	3.1	3.1	3.1	3.1
Human Resources					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	1	1	1	1	1
Office Specialist	1	1	1	1	1
Total	2.25	2.25	2.25	2.25	2.25
Information Technology					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25	0.25
Emergency Operations					
Fire Chief	1	1	1	1	1
Deputy Chief					1
Battalion Chief	3	3	3	3	3
Captain/Paramedic I	2	2	2	2	2
Captain/Paramedic II	9	9	9	9	9
Captain	4	4	4	4	4
Engineer/Paramedic I	2	2	2	2	2
Engineer/Paramedic II	3	3	3	3	3
Engineer	10	10	10	10	10
Firefighter/Paramedic	25	25	25	25	25
Firefighter	2	2	2	2	2
Paramedic***					
Total	61	61	61	61	62

STAFFING SUMMARY

Fire Prevention					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner			1	1	1
Fuels Mitigation Program Mgr	1	1	1	1	1
Office Specialist				1	1
Fuels Mitigation Specialist	3	3	3	3	3
Fuels Mitigation Specialist*			2	2	2
Total	5	5	8	9	9
Emergency Preparedness					
Emer Preparedness Coord**	1	0.5	0.5	0.5	0.5
Office Specialist					1
Total	1	0.5	0.5	0.5	1.5
Tunnel East Bay Hills Fuel Break					
Project Coordinator****			1	1	1
Assistant Coordinator****			1	1	1
Total	0	0	2	2	2
GRAND TOTAL	77.60	77.10	82.10	83.10	85.10

* Limited term position funded by the State of California

** Non-benefitted, part-time position

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

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

BOARD OF DIRECTORS

PURPOSE

The Board of Directors is the elected policy-making body for the Moraga-Orinda Fire District. It is comprised of five members, elected by District who serve four-year terms. The Board of Directors provides financial oversight and strategic policy direction to maximize the public value of District services.

STANDARD LEVEL OF PERFORMANCE

- Strive to provide the highest quality of service and performance by the District
- Exercise fiscal responsibility, accountability and transparency in the management of all financial matters
- Be sensitive, responsive and accessible to the rights of the public and its changing needs
- Uphold both the letter and the spirit of the constitution, legislation, and regulations governing actions
- In all matters provide the public, surrounding agencies, and the media with a greater awareness of the District's role in Moraga, Orinda and unincorporated areas within our jurisdiction
- It shall be the duty and responsibility of the Board to maintain the high professional standards set forth in the District's policies, as well as, the District's Mission Statement and Core Values
- Ensure that services and costs associated with Board activities are supported, identified and in the best interests of the District
- On an annual basis elect Board officers, and define Board committee roles/assignments
- On an annual basis conduct the Fire Chief performance evaluation
- Work cooperatively with all local and regional government entities to support and strengthen fire safety within the District

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Monitor emergency response times, incident frequency and response capacity

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Meetings & Travel	6303	500	12,000	28,400
Professional Services	6327	75,000	75,000	
Election Fees	6465			16,000
TOTAL OPERATING EXPENSE		75,500	87,000	44,400
TOTAL EXPENDITURES		\$ 75,500	\$ 87,000	\$ 44,400

BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Board meeting technician	8,400		
Replacement microphones	20,000		
Sub-total	28,400	6303	Meetings & Travel Exp
Election	16,000		
Sub-total	16,000	6465	Election Fees
TOTAL	44,400		

FINANCE & ADMINISTRATION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Continue to develop efforts to diversify the District's investment portfolio in order to increase yield while maintaining safety of principal and liquidity in accordance with the District's Investment Policy
2. Continue to refine the technology used to efficiently and effectively provide hybrid Board meetings in order to maximize public participation and transparency.
3. In conjunction with Fire Prevention, complete a fee study
4. Implement an electronic document system
5. Administer the financial elements of all grants including the Tunnel East Bay Hills Fuel Break Grant in accordance with required regulations

STAFFING SUMMARY

Administrative Services Director (0.5)

Finance Manager (1)

Payroll Technician Part-Time (0.6)

District Secretary/District Clerk (1)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

Program Manager – Finance Manager Mary Smith

FINANCE & ADMINISTRATION

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011	427,373	430,651	433,697
Overtime	5014	6,000	5,000	6,000
Deferred Comp/Retiree Savings	5015	8,400	12,900	14,200
Payroll Taxes	5042	7,035	6,700	7,035
Payroll Processing Fees	5043	27,000	25,000	27,000
Retirement Contributions	5044	107,075	108,000	92,522
Health & Life Insurance	5060	105,150	96,000	102,000
Employee Share Health Insur	5061	(19,140)	(16,000)	(16,000)
Vision Insurance	5066	1,128	1,044	1,128
TOTAL SALARIES & BENEFITS		\$ 670,021	\$ 669,295	\$ 667,582
Office Supplies	6100	7,500	7,500	8,050
Postage	6101	3,000	2,000	3,000
Books & Periodicals	6102	660	600	660
Printer Ink Cartridges	6103	3,000	4,000	4,000
Minor Equipment/Furniture	6131	2,000	5,000	2,500
Public & Legal Notices	6190	2,000	6,500	7,000
Dues, Memberships & Prof Fees	6200	2,250	2,200	1,900
Rents & Leases Equipment	6250	4,000	4,000	4,000
Meetings & Travel Expenses	6303	1,000	400	1,000
Ambulance Billing Administration	6312	85,000	78,000	85,000
Outside Attorney Fees	6313	275,000	370,000	350,000
County Tax Administration Fee	6316	215,000	215,493	220,000
Professional Services - Audit	6317	36,500	63,147	40,500
Professional Services - Labor Neg	6318	75,000	75,000	25,000
Professional Services - OPEB Val	6322	8,000	6,750	4,000
Professional Services - Prop Tax	6326	7,600	7,200	7,600
Professional Services	6327	2,000	2,000	27,000
LAFCO	6482	16,000	14,530	16,000
Misc. Services & Supplies	6490	10,000	10,000	10,000
Fire Chief Contingency	6491	114,000	100,000	100,000
Property & Liability Insurance	6540	170,000	177,475	194,500
Bank Fees	7510	5,000	6,000	6,900

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
County Tax Collection Fees	7530	300	300	300
TOTAL OPERATING EXPENSE		1,044,810	1,158,095	1,118,910
TOTAL EXPENDITURES		\$ 1,714,831	\$ 1,827,390	\$ 1,786,492

FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Printing Envelopes, Stationary	2,000		
Office Supplies	4,200		
Sub-total	8,050	6100	Office Supplies
Postage	3,000		
Sub-total	3,000	6101	Postage
GFOA ACFR Submission Fee	560		
Miscellaneous Books/Periodicals	100		
Sub-total	660	6102	Books & Periodicals
Printer Ink Cartridges	4,000		
Sub-total	4,000	6103	Printer Ink Cartridges
Equipment & Furniture	2,500		
Sub-total	2,500	6131	Minor Equipment/Furn
Legal Notices	7,000		
Sub-total	7,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Society Municipal Finance Office	200		
City Clerks Association	350		
Fire Districts Assoc of California	650		
Notary Fees	500		
Government Finance Officers Assoc	200		
Sub-total	1,900	6200	Dues & Memberships
Copy Machine - Administration	4,000		
Sub-total	4,000	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	85,000		Ambulance Billing
Sub-total	85,000	6312	Administration Fees
Legal Fees - District Counsel	350,000		
Sub-total	350,000	6313	Outside Attorney Fees
County Tax Administration	220,000		
Sub-total	220,000	6316	County Tax Admin Fee
Audit Services - ACFR	39,000		
GASB 68 Report	500		
ACFR Statistical Package	1,000		Professional Services -
Sub-total	40,500	6317	District Audit
Labor Negotiations	25,000		Professional Services -
Sub-total	25,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	4,000		Professional Services -
Sub-total	4,000	6322	OPEB Actuarial
Property Tax Forecasting	7,600		Professional Services -
Sub-total	7,600	6326	Property Tax Audit
Fee study	25,000		
GEMT/IGT Claim Filing Services	2,000		
Sub-total	27,000	6327	Professional Services
LAFCO Membership	16,000		
Sub-total	16,000	6482	LAFCO
Electronic document conversion	10,000		
Sub-total	10,000	6490	Misc Service & Supplies
Fire Chief Contingency	100,000		
Sub-total	100,000	6491	Fire Chief Contingency
Property & Liability Insurance	194,500		
	194,500	6540	Property & Liab Insurance
County Investment Services	4,500		
Chase Accounts	2,400		
	6,900	7510	Bank Fees
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	1,118,910		

HUMAN RESOURCES

PURPOSE

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

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

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

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

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Host a promotional Battalion Chief recruitment and examination to establish an eligibility list
2. Complete labor negotiations and implement new Memorandums of Understanding with I.A.F.F. Local 1230 and the Moraga Orinda Fire Chief Officers Association
3. Complete updates to the Unrepresented Employee Handbook
4. Update all job descriptions to reflect current job responsibilities
5. Complete a benefits review
6. Monitor legal updates to ensure compliance and update District policies
7. Identify and implement technologies to increase departmental efficiencies

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

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

HUMAN RESOURCES

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011	272,818	283,000	286,227
Deferred Comp/Retiree Savings	5015	6,200	6,400	6,400
Payroll Taxes	5042	4,124	3,900	4,124
Retirement Contributions	5044	78,491	78,490	67,664
Health & Life Insurance	5060	67,875	58,500	58,116
Employee Share Health Insur	5061	(12,387)	(13,000)	(14,523)
Vision Insurance	5066	624	520	428
Retiree Health Insurance	5062	1,280,000	1,250,000	1,287,500
Retiree Share Health Insurance	5063	(362,000)	(396,000)	(400,000)
Unemployment Insurance	5064	5,000	5,000	5,000
OPEB Funding Contribution	5065	463,553	463,553	428,662
Pension Rate Stabilization	5067	1,569,279	1,569,279	1,135,247
Workers' Compensation Insur	5070	1,286,538	1,286,538	1,544,227
Workers' Compensation Recover	5019	(450,000)	(450,000)	(200,000)
TOTAL SALARIES & BENEFITS		\$ 4,210,115	\$ 4,146,180	\$ 4,209,072
Books & Periodicals	6102	300	300	300
Dues & Memberships	6200	520	520	550
Employee Assistance Program	6309	15,000	13,230	15,000
Medical Exams & Physicals	6311	30,000	30,000	30,000
Professional Svcs	6317			25,000
Professional Svcs - Investigations	6320	30,000	20,000	30,000
Professional Svcs - Recruitments	6321	2,000	4,000	2,000
Recognition Supplies	6478	2,000	1,000	2,000
TOTAL OPERATING EXPENSE		79,820	69,050	104,850
TOTAL EXPENDITURES		\$ 4,289,935	\$ 4,215,230	\$ 4,313,922

HUMAN RESOURCES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Labor law posters	300		
Sub-total	300	6102	Books & Periodicals
LCW access	150		
CalPELRA	400		
Sub-total	550	6200	Dues & Memberships
Employee Assistance Program	15,000		
Sub-total	15,000	6309	Employee Assistance Pro
Pre-Employment Physicals	5,000		
Annual Physical Exams	25,000		
Sub-total	30,000	6311	Medical Exams/Physicals
Benefits Review	25,000		
Sub-total	25,000	6317	Professional Services
Investigation Services	30,000		Professional Services -
Sub-total	30,000	6320	Investigations
Promotional - Battalion Chief	1,000		
Recruitment - Firefighter Parame	1,000		
Sub-total	2,000	6321	Professional Services
Employee Recognition and Awar	2,000		
Sub-total	2,000	6478	Recognition Supplies
TOTAL	79,850		

INFORMATION TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Update cyber incident and ransomware response plans
2. Manage O365 transition

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011	56,883	56,070	56,883
Payroll Taxes	5042	836	781	836
Retirement Contributions	5044	16,896	16,901	14,688
Health & Life Insurance	5060	8,799	8,720	8,880
Employee Share Health Insur	5061	(1,899)	(1,898)	(2,223)
TOTAL SALARIES & BENEFITS		\$ 81,515	\$ 80,574	\$ 79,064
Computer Equipment & Supplies	6132	20,000	20,000	21,000
Rents & Leases Equipment	6250	6,000	6,500	7,000
Computer Software & Mtc	6251	93,750	90,000	154,650
Website Development & Mtc	6252	5,292	5,557	6,000
Professional Services	6319	227,040	239,264	256,344
TOTAL OPERATING EXPENSE		352,082	361,321	444,994
TOTAL EXPENDITURES		\$ 433,597	\$ 441,895	\$ 524,058

INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Computers	21,000		
Sub-total	21,000	6132	Computer Equipment
Internet Service - Station Modems	7,000		
Sub-total	7,000	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	13,600		
Telestaff Software Maintenance	3,600		
ePCR Software	25,000		
Fire RMS Software Maintenance	5,500		
GoGov Code Enforcement Software	20,000		
Abila Accounting Software Maint	6,500		
Office 365	22,800		
Soniclear Software Renewal	450		
Adobe Acrobat Annual Renewal	1,000		
Parcel Quest Renewal	3,300		
Applicant Tracking Software	10,000		
Agenda Management Software	8,500		
GovInvest Actuarial Software	12,000		
Mapping Software Renewal	1,500		
First Due Software	2,900		
Plan Review Software	15,000		
Zoom	3,000		
Sub-total	154,650	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website License Fee	6,000		
Sub-total	6,000	6252	Website Development
Information Technology Services	214,128		
Fiber Connection - District Wide	42,216		
Sub-total	256,344	6319	Professional Services
TOTAL	\$444,994		

FIRE PREVENTION

PURPOSE

Fire Prevention has historically been broken into three functional areas for disciplines (Education, Engineering, and Enforcement.) The Fire Prevention Staff aims to provide the District with the highest level of service by focusing on Education, Engineering, and Enforcement. Fire Prevention Management will explore options to increase operational workflow efficiency and data collection by utilizing emerging technology and software, including mobile application as available and funded.

STANDARD LEVEL OF PERFORMANCE

Education

- Enhance the community education and outreach related to the Wildland Urban Interface Risk Assessments. Expand the District website and the availability of web-based wildland risk information
- Implement Board adopted programs for Fire and Life Safety, including Firewise^{USA}® Risk Assessments
- Update all Risk Education information for the District website
- Provide community fire prevention/education outreach activities during the annual Open House events
- Educate property owners about grant-funded opportunities, defensible space, vegetation maintenance requirements, and potential wildfire risk threats and vulnerabilities within the District
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs

Engineering

- Prepare materials and collaborate with participating agencies for the upcoming California fire code adoption and new MOFD Ordinance
- Track and report on legislative changes to California Fire Code, Government Code, Wildland Urban Interface codes and Fire Hazard Severity Zone updates.
- Assist the City of Orinda and Town of Moraga staff with Safety Element updates related to fire safety and fire hazard planning
- Identify and plan for future fuel reduction projects
- Coordinate the District Chipping Program and track deliverables
- Collect and analyze fuel reduction statistics and data
- Collaborate with partner agencies regarding funding opportunities for fuel reduction projects
- Maintain and update the District Community Wildfire Preparedness Plan

Enforcement/ Inspections

- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard
- Conduct quality assurance of the Exterior Hazard Inspection Program annually
- Conduct state-mandated annual code enforcement inspections of multi-family residential, educational, and institutional occupancies, including Saint Mary's College

- Investigate fires and track causes to ensure that trends are identified and addressed during fire code updates
- Review plans and conduct inspections for fire protection systems and construction projects to assure compliance with all codes and regulations within the District's scope of authority

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Software upgrade for plan review
2. Continuation of community chipping services
3. Expansion of Firewise USA Neighborhoods
4. Expansion of Fire Adapted Community - Ambassador (FAC-A) program
5. In conjunction with Finance, complete a fee study
6. Develop code of ordinances to streamline administrative procedures
7. Continued pursuit of grant opportunities
8. Develop technology-based systems to increase efficiency of assessments
9. Administer and expand home hardening grant program
10. Implement body cameras (Board discussion and direction)

STAFFING SUMMARY

Fire Marshal (1)
Fuels Mitigation Program Manager (1)
Fuels Mitigation Specialist (5)
Office Specialist (1)

PROGRAM MANAGEMENT

Program Administrator - Fire Marshal Jeff Isaacs
Program Manager – Fuels Mitigation Manager Gordon Graham

FIRE PREVENTION

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011	719,248	625,000	711,074
Overtime	5014	2,000	2,000	2,000
Deferred Comp/Retiree Savings	5015	10,200	10,000	10,200
Contract Services	5018	50,000	50,000	75,000
Payroll Taxes	5042	10,577	10,000	10,458
Retirement Contributions	5044	175,160	140,000	146,153
Health & Life Insurance	5060	165,060	80,000	100,980
Employee Share Health Insur	5061	(24,348)	(11,000)	(16,560)
Vision Insurance	5066	1,752	965	1,224
TOTAL SALARIES & BENEFITS		\$ 1,109,649	\$ 906,965	\$ 1,040,529
Equipment	6131			10,000
Fire Trail Grading	6135	25,000	15,000	25,000
Public & Legal Notices	6190	20,000	10,000	20,000
Dues & Memberships	6200	8,000	9,000	8,000
Maintenance - Equipment	6270	1,500	5,000	3,500
Exterior Hazard Removal	6323	35,000	5,000	0
Home Hardening Grants	6353	500,000	500,000	500,000
Fuels Mitigation	6479	110,000	84,000	110,000
Public Education Supplies	6480	7,000	20,000	9,000
Misc Service & Supplies	6490	80,500	10,000	15,500
TOTAL OPERATING EXPENSE		787,000	658,000	701,000
TOTAL EXPENDITURES		\$ 1,896,649	\$ 1,564,965	\$ 1,741,529

FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Body Cameras	10,000		
Sub-total	10,000	6131	Equipment/Furniture
Fire Trail Grading/Maintenance	25,000		
Sub-total	25,000	6135	Fire Trail Grading
Exterior Hazard Abatement Notices	20,000		
Sub-total	20,000	6190	Public & Legal Notices
Wildland Resource Management	5,000		
California Building Officials	1,500		
International Code Council	1,500		
Sub-total	8,000	6200	Dues & Memberships
Chipper Maintenance	2,000		
Equipment Maintenance	1,500		
Sub-total	3,500	6270	Maintenance - Equipment
Exterior Hazard Removal Contract			
Sub-total	0	6323	Exterior Hazard Removal
Home Hardening Grants	500,000		
Sub-total	500,000	6353	Home Hardening Grants
Parcel Inspection Program	5,000		
Administrative Citation Processing	10,000		
Fuels Mitigation Program	95,000		
Sub-total	110,000	6479	Fuels Mitigation
Public Education Supplies	9,000		
Sub-total	9,000	6480	Public Education Supplies
Uniforms	3,000		
GIS Services	7,000		
Miscellaneous	5,500		
Sub-total	15,500	6490	Misc Service & Supplies
TOTAL	701,000		

EMERGENCY PREPAREDNESS PROGRAM

PURPOSE

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

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

STANDARD LEVEL OF PERFORMANCE

- Create and maintain professional relationships with Lamorinda's community emergency preparedness stakeholders and other emergency management professionals
- Serve as the sponsoring agency for and support the Lamorinda Community Emergency Response Team (CERT)
- When requested provide input/review and recommend updates to cooperating agency Emergency Operations Plans and plan annexes
- When requested, work with city/town staff to coordinate training and drills for Orinda and Moraga emergency operations center personnel and residents
- Work with the Lamorinda communities to create compatible/interoperable EOC/DOC facilities in Lamorinda
- Support the District's Volunteer Communications-Support Unit personnel as a regional resource providing auxiliary communications and logistical support to local agencies and cooperators
- Upgrade the prescribed fire cache equipment to reduce dependency of front line emergency response apparatus.

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient in the aftermath of a disaster
2. Recruit, train, and equip new members for the Communications-Support Unit to attain full staffing of 25
3. Collaborate with the Technical Committee at the Lamorinda Radio Interest Group (LARIG) and Lamorinda CERT to maintain the Lamorinda GMRS radio system and support regional internet access to the LARIG HAM repeater system via Echolink

4. Innovate and support the creation of redundant emergency communications systems throughout Lamorinda
5. Continue to support Lamorinda evacuation planning as the team lead
6. Coordinate MOFD Prescribed Fire Program to reduce hazardous fuel loading and implement low-intensity, controlled fire as tool to manage wildland fuels. Collaborate with MOFD's Fire Prevention staff, Fire Operations staff, cooperating agencies and local landowners. Maintain excellent communications with stakeholders related to prescribed fire

STAFFING SUMMARY

Emergency Preparedness Coordinator (0.5)
Office Specialist (1)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011			86,031
Hourly Salaries	5013	97,637	95,000	97,637
Overtime	5014	8,000	8,000	8,000
Deferred Comp/Retiree Savings	5015			1,200
Overtime - Incident Mgmt Team	5016	130,000	45,323	54,000
Payroll Taxes	5042	12,000	12,000	13,260
Retirement Contributions	5044			17,712
Health & Life Insurance	5060			13,716
Employee Share Health Insur	5061			(3,408)
Vision Insurance	5066			96
TOTAL SALARIES & BENEFITS		\$ 247,637	\$ 160,323	\$ 288,244
Office Supplies	6100	1,000	900	1,000
Small Tools & Instruments	6130	3,500	3,000	3,500
Maintenance - Equipment	6270	3,300	2,800	3,300
CERT Emergency Response	6475	8,000	8,000	8,000
Recognition	6478	2,500	2,000	2,500
Outreach Materials	6480	1,000	900	1,000
Emergency Preparedness	6484	21,000	21,000	21,000
TOTAL OPERATING EXPENSE		40,300	38,600	40,300
TOTAL EXPENDITURES		\$ 287,937	\$ 198,923	\$ 328,544

EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	500		
Presentation Materials & Supplies	500		
Sub-total	1,000	6100	Office Supplies
Support Unit Supplies	3,000		
Safety Equipment	500		
Sub-total	3,500	6130	Small Tools & Equipment
Equipment	3,300		
Sub-total	3,300	6270	Maintenance - Equipment
CERT Instructor Uniforms	1,500		
CERT Emergency Response Team	6,500		
Sub-total	8,000	6475	CERT
Volunteer Recognition	1,000		
Volunteer Appreciation Meeting	1,500		
Sub-total	2,500	6478	Recognition
Outreach Materials	1,000		
Sub-total	1,000	6480	Outreach Materials
CS-241 Uniforms	2,500		
Emergency Preparedness Supplies	8,500		
Prescribed Fire Supplies	10,000		
Sub-total	21,000	6484	Emergency Preparedness
TOTAL	40,300		

EMERGENCY MEDICAL SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Update EMS ePCR program
2. Implement Local Optional Scope Of Practice (LOSOP) – Buprenorphine
3. Evaluate and update Paramedic evaluation process
4. Increase in-district Continuing Education training
5. Update EMS station supply cache

PROGRAM MANAGEMENT

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

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Medical & Lab Supplies	6140	130,000	120,000	150,000
Paramedic/EMT License Fees	6201	4,000	6,000	5,000
Maintenance - Equipment	6270	30,000	25,000	40,000
Professional Services	6317	20,000	31,000	50,000
TOTAL OPERATING EXPENSE		184,000	182,000	245,000
TOTAL EXPENDITURES		\$ 184,000	\$ 182,000	\$ 245,000

EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	150,000		
Sub-total	150,000	6140	Medical & Lab Supplies
License Fees	5,000		
Sub-total	5,000	6201	Paramedic/EMT License
Narcotics Tracking License Fee	4,000		
LifePak 15 Maintenance & Repair	22,000		
Defibrillator & Gurney Maintenance	14,000		
Sub-total	40,000	6270	Maintenance - Equipment
EMS Certification Classes	10,000		
EMS Training Services	40,000		
Sub-total	50,000	6317	Professional Services
TOTAL	245,000		

SUPPORT SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Provide administrative support for long-range facilities projects
2. Seek alternative funding sources for facilities improvement projects
3. Update station equipment and furnishing
4. Improve station security

PROGRAM MANAGEMENT

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

SUPPORT SERVICES

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Food Supplies	6150	4,000	2,000	4,000
Household Expense	6170	15,000	15,000	15,000
EPA ID Verification Fee	6264	150	150	150
CCC HazMat Plan	6265	3,650	3,152	3,650
Environmental Fees	6266	900	600	900
Maintenance - Equipment	6270	1,500	1,500	1,500
Service & Repair	6274	2,500	1,000	2,500
Tank Testing	6280	1,120	1,000	1,120
TOTAL OPERATING EXPENSE		28,820	24,402	28,820
TOTAL EXPENDITURES		\$ 28,820	\$ 24,402	\$ 28,820

SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Food for emergency incidents	4,000		
Sub-total	4,000	6150	Food Supplies
Household supplies for fire stations	15,000		
Sub-total	15,000	6170	Household Expense
Annual fee fuel system	150		
Sub-total	150	6264	EPA ID Verification Fee
Annual hazardous materials permits	3,650		
Sub-total	3,650	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	900		
Sub-total	900	6266	Environmental Fees
Fuel system equipment	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Fuel system dispensers	2,500		
Sub-total	2,500	6274	Service & Repair
Fuel tank testing	1,120		
Sub-total	1,120	6280	Tank Testing
TOTAL	28,820		

ADMINISTRATION BUILDING

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Utilities - PG & E	6122	5,500	5,500	5,500
Maintenance - Building	6281	5,000	4,000	6,000
Maintenance - Grounds	6282	800	500	800
Other Special Departmental Exp	6479	2,000	13,000	3,500
TOTAL OPERATING EXPENSE		13,300	23,000	15,800
TOTAL EXPENDITURES		\$ 13,300	\$ 23,000	\$ 15,800

ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	5,500		
Sub-total	5,500	6122	Utilities - PG & E
Building Maintenance	6,000		
Sub-total	6,000	6281	Maintenance - Building
Grounds Maintenance	800		
Sub-total	800	6282	Maintenance - Grounds
Security System	3,500		
Sub-total	3,500	6479	Other Special Dept
TOTAL	15,800		

STATION 41

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Utilities - Sewer	6120	1,800	1,519	1,800
Utilities - Garbage	6121	6,100	6,100	6,100
Utilities - PG & E	6122	18,000	16,000	18,000
Utilities - Water	6123	3,500	3,000	3,500
Utilities - Medical Waste	6124	1,600	1,400	1,600
Household Expense	6170	1,000	500	1,000
Household Expense - Linen	6171	2,300	2,000	2,300
Maintenance - Equipment	6270	5,000	5,000	5,000
Maintenance - Building	6281	27,000	26,000	35,000
Maintenance - Grounds	6282	2,000	2,000	2,000
TOTAL OPERATING EXPENSE		68,300	63,519	76,300
TOTAL EXPENDITURES		\$ 68,300	\$ 63,519	\$ 76,300

STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	1,800		
Sub-total	1,800	6120	Utilities - Sewer
Garbage	6,100		
Sub-total	6,100	6121	Utilities - Garbage
PG & E	18,000		
Sub-total	18,000	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Medical Waste Services	1,600		
Sub-total	1,600	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	2,300		
Sub-total	2,300	6171	Household Exp - Linen
Equipment Maintenance	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
Generator	1,500		
Electrical	3,500		
HVAC Maintenance	3,000		
Gutters & Air Compressor	1,500		
Plumbing	5,000		
Overhead Doors	3,000		
Plymovent System & Misc.	9,500		
Miscellaneous	8,000		
Sub-total	35,000	6281	Maintenance - Building
Pest Control, Drain Filter, Grounds	2,000		
Sub-total	2,000	6282	Maintenance - Grounds
TOTAL	76,300		

STATION 42

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Utilities - Sewer	6120	800	622	800
Utilities - Garbage	6121	1,500	1,500	1,500
Utilities - PG & E	6122	8,000	6,000	6,000
Utilities - Water	6123	7,000	6,000	7,000
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,600	1,800	1,800
Maintenance - Equipment	6270	2,000	3,000	2,000
Maintenance - Building	6281	18,000	29,000	28,000
Maintenance - Grounds	6282	5,000	2,000	10,000
TOTAL OPERATING EXPENSE		44,900	50,922	58,100
TOTAL EXPENDITURES		\$ 44,900	\$ 50,922	\$ 58,100

STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	1,500		
Sub-total	1,500	6121	Utilities - Garbage
PG & E	6,000		
Sub-total	6,000	6122	Utilities - PG & E
Water	7,000		
Sub-total	7,000	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,800		
Sub-total	1,800	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	1,500		
Interior Lighting	10,000		
Plumbing	4,000		
Overhead Doors	2,000		
Plymovent System & Air Compressor	4,000		
Gutters/Solar Panel Cleaning	3,000		
Misc.	2,000		
Sub-total	28,000	6281	Maintenance - Building
Firescape Landscaping	5,000		
Grounds Maintenance	2,800		
Wash Pad Interceptor Service	1,200		
Pest & Storm Drain Filter System	1,000		
Sub-total	10,000	6282	Maintenance - Grounds
TOTAL	58,100		

STATION 43

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Utilities - Sewer	6120	800	622	800
Utilities - Garbage	6121	2,000	1,668	2,000
Utilities - PG & E	6122	4,000	4,000	4,000
Utilities - Water	6123	11,000	9,000	11,000
Household Expense	6170	1,000	800	1,000
Household Expense - Linen	6171	1,600	1,500	1,800
Maintenance - Equipment	6270	1,500	3,000	1,500
Maintenance - Building	6281	16,000	27,000	20,000
Maintenance - Grounds	6282	6,000	2,000	6,000
TOTAL OPERATING EXPENSE		43,900	49,590	48,100
TOTAL EXPENDITURES		\$ 43,900	\$ 49,590	\$ 48,100

STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	2,000		
Sub-total	2,000	6121	Utilities - Garbage
PG & E	4,000		
Sub-total	4,000	6122	Utilities - PG & E
Water	11,000		
Sub-total	11,000	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,800		
Sub-total	1,800	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	1,500		
Plymovent System	3,000		
Elevator Service	2,500		
Gutter/Solar Panel Cleaning	2,500		
Air Compressor	1,000		
Miscellaneous	8,000		
Sub-total	20,000	6281	Maintenance - Building
Wash Pad Interceptor	1,300		
Grounds Maintenance	4,100		
Pest Control	600		
Sub-total	6,000	6282	Maintenance - Grounds
TOTAL	48,100		

STATION 44

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Utilities - Sewer	6120	800	622	800
Utilities - Garbage	6121	1,500	1,500	1,500
Utilities - PG & E	6122	4,000	3,500	4,000
Utilities - Water	6123	7,000	7,000	7,000
Household Expense	6170	1,000	500	1,000
Household Expense - Linen	6171	1,600	1,400	1,800
Maintenance - Equipment	6270	1,000	2,300	1,000
Maintenance - Building	6281	16,000	20,000	40,000
Maintenance - Grounds	6282	3,100	1,000	3,100
TOTAL OPERATING EXPENSE		36,000	37,822	60,200
TOTAL EXPENDITURES		\$ 36,000	\$ 37,822	\$ 60,200

STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	1,500		
Sub-total	1,500	6121	Utilities - Garbage
PG & E	4,000		
Sub-total	4,000	6122	Utilities - PG & E
Water	7,000		
Sub-total	7,000	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,800		
Sub-total	1,800	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator & Plumbing	3,500		
Exterior Repair	14,000		
Kitchen Countertop Replacement	10,000		
HVAC Maintenance & Gutters	2,500		
Overhead Doors & Plymovent	4,500		
Miscellaneous	5,500		
Sub-total	40,000	6281	Maintenance - Building
Wash Pad Interceptor Service	1,500		
Grounds Maintenance - Creek	1,600		
Sub-total	3,100	6282	Maintenance - Grounds
TOTAL	60,200		

STATION 45

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Utilities - Sewer	6120	800	622	800
Utilities - Garbage	6121	9,000	9,000	9,000
Utilities - PG & E	6122	45,000	40,000	45,000
Utilities - Water	6123	3,500	3,500	3,500
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	3,200	2,000	3,200
Household Expense - Linen	6171	1,600	1,800	1,800
Maintenance - Equipment	6270	1,500	3,000	1,500
Maintenance - Building	6281	36,000	25,000	41,500
Maintenance - Grounds	6282	2,000	2,000	2,000
TOTAL OPERATING EXPENSE		103,700	88,022	109,400
TOTAL EXPENDITURES		\$ 103,700	\$ 88,022	\$ 109,400

STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	9,000		
Sub-total	9,000	6121	Utilities - Garbage
PG & E	45,000		
Sub-total	45,000	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Miscellaneous	3,200		
Sub-total	3,200	6170	Household Expense
Linen Services	1,800		
Sub-total	1,800	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
Gutters	1,500		
Electrical	8,000		
Air Compressor	1,500		
Plumbing	6,000		
HVAC Maintenance	2,000		
Overhead Doors	3,000		
Plymovent System	8,000		
Miscellaneous	10,000		
Sub-total	41,500	6281	Maintenance - Building
Miscellaneous	2,000		
Sub-total	2,000	6282	Maintenance - Grounds
TOTAL	109,400		

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Organize and coordinate fire suppression personnel and equipment
- Ensure all fire apparatus are equipped with a full complement of appropriate equipment at all times
- Ensure all personal protective equipment is serviceable and meets current federal standards
- Maintain fire trails within the District
- Maintain licenses for mapping applications and Tablet Command
- Continuously update District maps, preplans and target hazard information
- Maintain exercise equipment

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Continue to update operational policies and procedures
2. Review latest product development for personal protective equipment to provide barriers between Firefighters and cancer causing agents
3. Establish a succession plan to memorialize the District's Geographic Information System to improve mapping and digital record keeping
4. Update pre-incident plan maps to target hazards throughout District
5. Review and evaluate the District's Auto Aid and Mutual Aid agreements

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Lucas Lambert

EMERGENCY OPERATIONS

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011	10,053,678	9,950,000	10,270,148
Overtime	5014	3,464,202	3,500,000	2,465,000
Deferred Comp/Retiree Savings	5015	95,200	95,000	104,104
Overtime - Strike Team	5016	419,840	409,677	346,000
Payroll Taxes	5042	187,921	185,000	191,010
Retirement Contributions	5044	6,522,378	6,450,000	7,782,863
Health & Life Insurance	5060	1,313,116	1,397,000	1,469,712
Employee Share Health Insur	5061	(257,226)	(270,000)	(332,508)
Vision Insurance	5066	16,496	15,000	15,288
TOTAL SALARIES & BENEFITS		\$ 21,815,605	\$ 21,731,677	\$ 22,311,617
Small Tools & Instruments	6130	5,500	9,000	5,500
Minor Equipment/Furniture	6131	500	500	500
Power Saw/Other Equipment	6133	5,000	5,000	6,000
Technical, Rose Rescue & Extrica	6137	18,000	18,000	18,000
Firefighting Equipment - Hose	6138	10,000	10,000	12,000
Firefighting Equipment - Foam	6139	8,000	8,000	2,000
Safety Clothing	6160	126,000	115,000	190,000
Dues & Memberships	6200	1,250	1,201	1,250
Rent & Leases Equip	6250	9,000	3,600	5,000
Air Monitor Maintenance	6269	800	800	800
Maintenance - Equipment	6270	6,000	4,000	6,000
Air Compressor Service	6278	9,000	6,000	6,000
Hydro Test SCBA & Oxygen	6279	35,000	20,000	25,000
Strike Team Supplies	6474	65,000	30,000	65,000
Health & Wellness	6476	16,500	10,000	16,500
Other Special Dept Exp	6479	11,400	11,400	11,400
Mapping - Services and Supplies	6490	5,000	6,000	15,000
TOTAL OPERATING EXPENSE		331,950	258,501	385,950
TOTAL EXPENDITURES		\$ 22,147,555	\$ 21,990,178	\$ 22,697,567

EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Tool Replacement/Maintenance	5,500		
Sub-total	5,500	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	6,000		
Sub-total	6,000	6133	Power Saw/Other Equip
Rope Rescue	18,000		Technical, Rope Rescue &
Sub-total	18,000	6137	Extrication Equipment
Fittings/Nozzles	12,000		
Sub-total	12,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	2,000		
Sub-total	2,000	6139	Firefighting Equip - Foam
Personal Protective Equipment	170,000		
Annual Inspections PPE	20,000		
Sub-total	190,000	6160	Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
California Fire Chiefs' Association	1,250		
Sub-total	1,250	6250	Dues & Memberships
Medical Oxygen	5,000		
Sub-total	5,000	6250	Rent & Leases Equip
Air Monitor Sensors Replacement	800		
Sub-total	800	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher	6,000		
Sub-total	6,000	6270	Maintenance - Equipment
Air Compressor Service	6,000		
Sub-total	6,000	6278	Air Compressor Service
SCBA Mask Fit Testing	6,000		
SCBA Equipment	13,000		
Test SCBA & Oxygen Cylinders	6,000		
Sub-total	25,000	6279	Hydro Test
Strike Team Equipment/Supplies	65,000		
Sub-total	65,000	6474	Strike Team Supplies
Exercise Supplies	14,500		
Exercise Maintenance	2,000		
Sub-total	16,500	6476	Health & Wellness
Drone Licenses, Parts and Repair	11,400		
Sub-total	11,400	6479	Other Special Dept Exp
GIS Supplies	15,000		
Sub-total	15,000	6490	Services & Supplies Map
TOTAL	385,950		

COMMUNICATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Maintain devices integral for CAD integration
- Upgrade hardware and software as necessary to provide the highest level of reliability and data transfer rates to devices
- Continue to provide CAD integration using Tablet Command
- Plan replacement of the current generation of portable radios
- Maintain cell phone functionality on all apparatus

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Replace/upgrade iOS devices per district replacement schedule
2. Update pre-fire plans throughout district
3. Update apparatus modems
4. Purchase BK portable radios for additional mutual aid personnel

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert
Radio Manager – Captain Jon Ford

COMMUNICATIONS

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Telephone - Cellular	6110	91,500	90,000	95,500
Communication Center	6111	230,000	222,000	242,000
Computer Equipment	6132			20,000
Maintenance - Equipment	6270	75,000	55,000	75,000
Professional Services	6319	19,600		
Other Special Departmental Exp	6479	17,250		1,250
TOTAL OPERATING EXPENSE		433,350	367,000	433,750
TOTAL EXPENDITURES		\$ 433,350	\$ 367,000	\$ 433,750

COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Upgrade iPhones & iPads	5,000		
Miscellaneous	10,500		
Cellular Phone/Tablet Data Service	80,000		
Sub-total	95,500	6110	Telephone Comm
Contra Costa County Dispatch	242,000		
Sub-total	242,000	6111	Communication Center
Modems in Apparatus	20,000		
Sub-total	20,000	6132	Computer Equipment
EBRCSA Subscriber Fees	35,000		
EBRSCA Updated Programming	10,000		
Communications Parts & Radios	30,000		
Sub-total	75,000	6270	Maintenance - Equipment
iPad Application License Fees	1,250		
Sub-total	1,250	6479	Other Special Dept Exp
TOTAL	433,750		

APPARATUS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Provide prompt, preventative maintenance to reduce future major repairs/apparatus replacement
2. Refine apparatus maintenance program to create efficiency with program managers and outside vendors
3. Acquire and upfit UTV to provide additional access to limited access rescues
4. Acquire and upfit 2 cab and chassis for frontline ambulance remounts

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert
Program Manager –Engineer Anthony Grgurevic

APPARATUS

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Maintenance - Equipment	6270	2,500	2,500	5,000
Central Garage Repairs	6271	300,000	300,000	350,000
Central Garage Gasoline & Oil	6272	110,000	110,000	110,000
Central Garage Tires	6273	15,000	20,000	15,000
Aerial Ladder & Pump Testing	6275	1,500	1,500	1,500
Smog Inspections	6276	500	500	500
TOTAL OPERATING EXPENSE		429,500	434,500	482,000
TOTAL EXPENDITURES		\$ 429,500	\$ 434,500	\$ 482,000

APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Batteries	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
On-going maintenance/repairs	350,000		
Sub-total	350,000	6271	Central Garage Repairs
Fuel	110,000		
Sub-total	110,000	6272	Gasoline & Oil
Tire replacement	15,000		
Sub-total	15,000	6273	Central Garage Tires
Annual Ladder Testing	1,500		
Sub-total	1,500	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	482,000		

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Plan and implement quarterly and annual master training calendars
- Provide, coordinate, and evaluate daily and monthly training activities
- Develop and implement training to support new operational policies and equipment
- Provide mandated training
- Evaluate company and individual performance
- Assist in development and execution of promotional exams
- Develop, mentor, and train all new employees to District standards
- Continue to participate in regional training activities

GOALS & OBJECTIVES FOR FISCAL YEAR 2025

1. Meet established training standards
2. Provide unique and challenging training environments for employees
3. Inspire educational progression for career progression
4. Complete plans for training center at Station 41

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Steven Gehling

TRAINING

FISCAL YEAR 2025

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Books & Periodicals	6102	1,500	1,000	3,000
Food Supplies	6150	1,500	1,500	1,500
Dues, Memberships & Prof Fees	6200	11,000	10,476	12,000
Testing Materials & Training Prop	6354	50,000	50,000	50,000
Career Development Classes	6357	25,000	15,000	25,000
Mandated Training	6361	15,000	10,000	15,000
Recruiting Costs	6470	140,000	137,500	90,000
TOTAL OPERATING EXPENSE		244,000	225,476	196,500
TOTAL EXPENDITURES		\$ 244,000	\$ 225,476	\$ 196,500

TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	3,000		
Sub-total	3,000	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Target Solutions	12,000		
Sub-total	12,000	6200	Dues & Memberships
Materials & Training	50,000		
Sub-total	50,000	6354	Testing Materials & Props
Career Development	25,000		
Sub-total	25,000	6357	Career Development
Mandated Training	15,000		
Sub-total	15,000	6361	Mandated Training
Firefighter Academy - 3	90,000		
Sub-total	90,000	6470	Recruiting Costs
TOTAL	196,500		

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

FISCAL YEAR 2025

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Transfers In	4999	320,835	320,835	320,982
TOTAL REVENUES		\$ 320,835	\$ 320,835	\$ 320,982

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Lease Agreement Principal	7906	272,000	272,000	278,000
Lease Agreement Interest	7907	48,835	48,835	42,982
TOTAL EXPENDITURES		\$ 320,835	\$ 320,835	\$ 320,982

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

FISCAL YEAR 2025

PURPOSE: Design and construction of Station 43

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2024				\$2,078,000
Reduction in Principal Balance				278,000
Interest Due				42,982
Total Payment Due				320,982
Principal Outstanding as of June 30, 2025				\$1,800,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2025	2.14%	278,000	42,982	320,982
2026	2.14%	284,000	37,001	321,001
2027	2.14%	290,000	30,890	320,890
2028	2.14%	297,000	24,641	321,641
2029	2.14%	303,000	18,264	321,264
2030	2.14%	310,000	11,737	321,737
2031	2.14%	316,000	5,071	321,071
TOTALS		\$2,078,000	\$170,586	\$2,248,586

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

FISCAL YEAR 2025

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Fire Flow Tax	4066	1,105,000	1,098,957	1,100,000
Investment Earnings	4181	10,000	49,000	40,000
State Grant	4435	414,250	414,250	
Federal Grant	4437	862,321	862,321	
Impact Mitigation Fees	4743	2,000		2,000
Strike Team Recovery	4971	100,000	51,325	50,000
Transfer In From General Fund		3,000,000	3,000,000	3,863,757
TOTAL REVENUES		\$ 5,493,571	\$ 5,475,853	\$ 5,055,757

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Bank Fees	7510	200	500	500
Fire Flow Tax Collection Fees	7531	14,000	11,711	14,000
Capital Outlay - Equipment	7701	1,206,780	1,179,764	7,000
Capital Outlay - Apparatus	7703	2,825,033	2,825,033	405,000
Software	7704	164,250	164,250	
Federal Grant Purchase	7707	250,000	250,000	
Buildings-Station Improvement	7708	10,000		
Miscellaneous Equipment	7709	500,000	500,000	
Station 45 Remodel	7713	2,000,000		3,000,000
Operating Transfer Out	7999	320,835	320,835	320,982
TOTAL EXPENDITURES		\$ 7,291,098	\$ 5,252,093	\$ 3,747,482

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	500
7531	Fire Flow Tax Collection Fees	14,000
7701	Ventilation Fan	7,000
7703	Fire Chief Vehicle	75,000
7703	Capital Outlay - Ambulances (quantity 2)	330,000
7713	Station 45 Remodel	3,000,000
TOTAL CAPITAL PROJECTS FUND		\$ 3,426,500

**TUNNEL EAST BAY HILLS FUEL BREAK
STATEMENT OF REVENUES AND EXPENDITURES**

FISCAL YEAR 2025

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
State Grants	4435	5,743,998	2,369,248	3,699,697
TOTAL REVENUES		\$ 5,743,998	\$ 2,369,248	\$ 3,699,697

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Temporary Salaries	5013	155,000	52,400	130,000
Payroll Taxes	5042	10,000	5,000	13,089
Professional Services	6317	366,220	300,000	213,000
Exterior Hazard Removal	6323	3,967,350	1,708,000	2,732,924
Exterior Hazard Removal Mecha	6324	630,000	50,000	415,283
Public Education Supplies	6480			
TOTAL EXPENDITURES		\$ 5,128,570	\$ 2,115,400	\$ 3,504,296

**FIRE RISK REDUCTION GRANT FUND
STATEMENT OF REVENUES AND EXPENDITURES**

FISCAL YEAR 2025

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
State Grants	4435	194,191	150,000	243,893
TOTAL REVENUES		\$ 194,191	\$ 150,000	\$ 243,893

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2024	PROJECTED ACTUALS FY2024	PROPOSED BUDGET FY2025
Permanent Salaries	5011	109,928	77,000	112,809
Overtime	5014	2,000	200	2,000
Deferred Comp/Retiree Savings	5015	2,400	1,800	2,400
Payroll Taxes	5042	1,629	1,100	1,671
Retirement Contributions	5044	26,792	18,000	23,227
Health & Life Insurance	5060	12,396	15,000	26,088
Employee Share Health Insur	5061	(1,452)	(3,000)	(5,472)
Vision Insurance	5066	192	120	192
TOTAL SALARIES & BENEFITS		\$ 153,885	\$ 110,220	\$ 162,915
Office Supplies	6100	1,000		1,000
Telephone - Cellular	6110	2,500	2,500	2,500
Other Special Dept Expense	6479	10,000	5,000	10,000
Public Education Supplies	6480	1,000		1,000
Misc Service & Supplies	6490	5,000	2,208	5,000
TOTAL OPERATING EXPENSE		\$ 19,500	\$ 9,708	\$ 19,500
TOTAL EXPENDITURES		\$ 173,385	\$ 119,928	\$ 182,415

TEETER PLAN

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

Tax Losses Reserve Fund

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

PROPERTY TAX & INTERGOVERNMENTAL TAX DEFINITIONS

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

An **Unsecured Tax** is an ad-valorem (value based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "Unsecured." Unsecured property taxes are a lien against the individual, not against real property. Typical items assessed and collected on the unsecured roll are:

- Boats and jet skis
- Airplanes
- Improvements on the real estate of others
- Business property
- Most possessory interests
- Escape and supplemental assessments against former owner of real property
- Some fixtures

Supplemental Taxes result from a 1983 State law that requires the reassessment of property as of the first day of the month following an ownership change or the completion of new construction. New construction is any substantial addition to real property (e.g., adding a new room, pool, or garage) or any substantial alteration which restores a building, room, or other improvement to the equivalent of new (e.g., completely renovating an outdated kitchen). In most cases, this reassessment results in one or more supplemental tax bills being sent to the property owner in addition to the annual property tax bill.

Most changes in ownership caused by the sale of property result in reassessment. However, inter-spousal transfers, the transfer, sale, or inheritance of property between parents and their children, and the addition of joint tenants do not result in the reappraisal of property values.

The Assessor first determines the new value of the property based on current market values. The Assessor then calculates the difference between the new value (set at the time of purchase or completion of new construction) and the old value (set on January 1 of the previous fiscal year). The result is the supplemental assessment value. Once the new assessed value of your property is determined, the Assessor will send you a notification of the amount to be assessed.

Example:

- New value at date of purchase or completion of new construction \$120,000
- Assessed value for current fiscal year \$100,000
- Supplemental assessment value will be \$20,000

This reassessment usually results in an increase in property value, in which case supplemental taxes will be calculated by the Auditor-Controller based on the change in value, and one or more supplemental tax bills will be created and mailed by the Tax Collector. However, in some instances the reassessment results in a reduction in value, in which case a refund will be prepared by the Auditor-Controller and mailed to you.

Unitary Property is property owned or leased by a state assessee and used in its primary operations as part of the state assessee's integrated system. More specifically, within the general definition the following types of property are classified as unitary: (1) special-purpose or industry-specific property that is leased by a state assessee; (2) property leased by a state assessee and used in the assessee's primary operations; (3) property owned and held for future use in the primary operations of the assessee if there is a documented plan for the property's future use and the property is carried in a future use operating account; and (4) property that is owned and used to protect and support other unitary property—due to locational or physical characteristics or other factors. Under the principle of unit valuation, unitary property is valued as a single unit. Examples of Unitary Property:

- Land, improvements, and personal property owned or leased by a state assessee and used in its primary operation of transportation of freight by rail; gas or fluids by pipeline, canal or ditch; generation, transmission or distribution of electricity; or transmission of information by cellular, paging, or telephone.
- Vacant land that is considered necessary to protect areas utilized in the primary operations of the assessee (e.g., buffer areas required for nuclear power plants or gas storage reservoirs, slide areas near railroad tracks, drainage ditches, etc.).
- Vacant land that is located in landlocked areas totally surrounded by sets of railroad tracks or areas adjacent to rights-of-way that are too narrow to be developed to another use.
- Property that the state assessee had acquired for use in its primary operations but now has secondary use (e.g., areas beneath tower lines which are farmed, used for parking or storage; areas above gas storage reservoirs which are farmed).
- Railroad rights-of-way acquired by congressional grant or franchised by a governmental agency.
- Utility and railroad easements for rights-of-way.
- Railroad property that is leased to agents of the railroad, who manage the property in a rail transportation use (e.g., intermodal container yards).

Homeowners Relief Tax is the state's reimbursement to local agencies for the Homeowner's Property Tax Exemption which provides a \$7,000 reduction in the taxable value of real property for qualifying owner-occupied homes.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: May 15, 2024

SUBJECT: **Item 10.7 East Bay Wildfire Prevention Coordinating Group**

BACKGROUND

On April 17, 2024, a director requested an agenda item to discuss the East Bay's Hills Wildfire Prevention group's MOU, and the email received from Jon Kaufman, Co-chair Citizens Committee, Wildfire Prevention Coordinating Group dated March 17, 2024. The correspondence is attached to this staff report. A link to the proposed MOU can be found here: https://eastbaywildfire.org/wp-content/uploads/2023/09/Revised-MOU-for-Coordination-of-Wildfire-Prevention-Activities-in-an-Around-the-East-Bay-Hills_20230927.pdf

On April 29, 2024, the Wildfire Prevention Coordinating Group (WPCG) held a meeting. The agenda and attachments are available on the project website: <https://eastbaywildfire.org/wp-content/uploads/2024/04/WPCG-Meeting-Public-Agenda-4.29.2024.pdf>. The agenda included a [linked document](#) outlining potential future activities and a [draft report](#) provided by an unknown author. Of note, the potential future activities document identifies the following with regard to grant writing in support of future regional risk reduction activities:

Recognizing that a professional staff is necessary, pool resources to write grant applications to fund Coordinating Group programs. Agencies with known relevant grant writing expertise include Berkeley, Diablo Firesafe Council, East Bay Regional Park District, Hills Emergency Forum, and Oakland.

The document also urges the adoption of uniform fire code amendments and standardized exterior hazard reduction ordinances. As part of the 2022 Fire Code adoption cycle, Fire Marshal Isaacs led a successful Contra Costa County-wide effort to standardize fire code amendments. This document was shared with Alameda County fire agencies, who subsequently declined to adopt the standardized amendments. MOFD also provided our defensible space and fuel break ordinances as a model for other agencies as part of this effort. No other agencies took the opportunity to adopt these ordinances. The WPCG meeting on April 30th was not recorded, and the status of the minutes is unknown.

A history of previous staff reports regarding East Bay's Hills Wildfire Prevention Group and past correspondence is provided below:

- At the December 2022 board meeting, a director reported receiving an email from the Oakland FireSafe Council requesting \$3500 to continue their efforts to form an East Bay Hills Wildfire Prevention and Vegetation Management group. The director asked that an agenda item be brought forward, and this item was included as Item 12.4 on the January 2023 regular agenda: <https://d2kbbkoa27fdvtw.cloudfront.net/mofd/d1631c45033adbb7289ba82d5926eddc0.pdf>. The original request is included in the attachment of the [January 18, 2023 staff report](#). More

information regarding the efforts to form an East Bay Hills Wildfire Prevention and Vegetation Management group is available here: <https://eastbaywildfire.org/>

- On March 27, 2023, correspondence was received from Lisa Jacobs and Jon Kaufman submitting a letter of request from the Oakland Firesafe Council for a MOFD contribution to the legal and facilitation costs to establish an East Bay Hills Wildfire Prevention MOU. The correspondence included a list of jurisdictions and the amounts of their requested contributions (Alameda County \$7,500 (paid), Contra Costa County \$7,500 (paid), Berkeley \$4,000 (pending with City Manager), Oakland \$6,000 (pending City Council action), Richmond \$3,500 (in process), Moraga-Orinda Fire District \$3,500 (paid), and Pinole \$1,000 (paid)—[link to the May 17, 2023 staff report and correspondence](#).
- At the April 2023 board meeting, a director requested an agenda item be brought forward for the Board's consideration of the Request for Funding in the Amount of \$3,500 from Oakland Firesafe Council for a MOFD contribution to the legal and facilitation costs to establish an East Bay Hills Wildfire Prevention MOU. This was approved, and MOFD transmitted \$3,500 to the Oakland Firesafe Council.
- In June 2023, the Oakland Firesafe Council, through their consultant Placeworks, provided a presentation to review the proposed MOU, which staff attended. Staff and representatives from several agencies posed questions at this meeting, which a representative from the Oakland Firesafe Council will be able to answer during a presentation to the MOFD board. [Link to the July 19, 2023 staff report, draft MOU, draft resolution, and list of potential participants](#).

RECOMMENDATION

Staff Recommendation: 1) No Action. Information Only

ATTACHMENT

[Attachment: Email dated 03.17.2024 from Wildfire Prevention Coordinating Group.pdf](#)

From: [Winnacker, David](#)
To: [Holbrook, Marcia](#)
Cc: [Sasser, Gloriann](#)
Subject: FW: Wildfire Prevention Coordinating Group
Date: Tuesday, April 30, 2024 2:27:34 PM

Thank you,

Dave Winnacker
Fire Chief
Moraga-Orinda Fire District



From: Jon Kaufman <jonk@solem.com>
Sent: Sunday, March 17, 2024 3:45 PM
To: Hasler, Greg <Ghasler@mofd.org>; John Jex <mmjjex@gmail.com>; Steve Danziger <stevedformofd@gmail.com>; Roemer, Mike <mroemer@mofd.org>; Craig.Jorgens@gmail.com; Winnacker, David <dwinnacker@mofd.org>
Cc: Lisa Jacobs <lisajacobs99@gmail.com>; David Early <dearly@placeworks.com>; Logan Woodruff <lwoodruff@placeworks.com>
Subject: Wildfire Prevention Coordinating Group

Dear MOFD board members and Chief Winnacker,

Some time ago our citizens committee made a presentation to your board about an MOU to create a Coordinating Group among the various jurisdictions in the East Bay Hills to focus on a joint effort to reduce the risk of future wildfires. You may recall that your board decided to defer consideration and await the action by other agencies.

Since then, the MOU has been revised and has been ratified by five agencies, Alameda County, Contra Costa County and the cities of Berkeley, Oakland and Richmond. Resolutions to ratify it will be coming before the cities of El Cerrito and Pinole, the Rodeo-Hercules Fire District and possibly the Kensington Fire District and others.

The first meeting of the Coordinating Group is now scheduled for April 29.

Your district is more than welcome to participate. The MOU and background information are on our website at <https://eastbaywildfire.org/>. If MOFD ratifies the MOU you are entitled to send

one of your elected board members to fully participate in the meetings. The meetings are open to the public and others are therefore welcome to attend as well.

Please reach out to me or to Lisa Jacobs who co-chairs the citizens committee with any questions you may have. Let us know if you decide to join.

Jon Kaufman, Co-chair
Citizens Committee