



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING

February 19, 2020

6:00 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Sarge Littlehale Room
22 Orinda Way
Orinda, CA 94563

1. OPENING CEREMONIES

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

2. PUBLIC COMMENT

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

3. CLOSED SESSION

3.1 Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee: David Winnacker, Fire Chief

3.2 Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee Organization: Unrepresented Employees

4. RECONVENE THE MEETING

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

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

7.1. **Meeting Minutes – December 18, 2019, January 8, 2020, and January 8, 2020, Special Board**

7.2. **Monthly Incident Report – December 2019 and January 2020**

Staff Recommendation: Approve and File

7.3. **Monthly Check/Voucher Register –January 2020**

Staff Recommendation: Approve and File

7.4. **Monthly Financial Reports – December 2019**

Staff Recommendation: Approve and File

7.5. **Quarterly Treasurer's Investment Report – October 2019-December 2019**

Staff Recommendation: Approve and File

7.6. **Quarterly Ambulance Report – October 2019-December 2019**

Staff Recommendation: Approve and File

8. REGULAR AGENDA

8.1. **Mid-Year Budget Review FY2020 and Approval of General Fund, Capital Projects Fund and North Orinda Emergency Fuel Break Fund Budget Adjustments**

Staff will present the Mid-Year Budget Review Fiscal Year 2020 and Approval of Budget Adjustments. Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve the following FY2020 Budget Adjustments: 1) Approve a decrease in the General Fund revenue budget in the amount of \$1,385,088; 2) Approve a decrease in the General Fund expenditure in the amount of \$2,257,032; 3) Approve an increase in the Capital Projects Fund revenue budget in the amount of \$1,088,136; 4) Approve an increase in the Capital Projects Fund expenditure in the amount of \$1,055,987; 5) Approve a decrease in the North Orinda Emergency Fuel Break revenue in the amount of \$83,919; 6) Approve a decrease in the North Orinda Emergency Fuel Break expenditure in the amount of \$517,250.

8.2. **Determine the Amount of the OPEB Trust Contribution and the Amount of the Pension Rate Stabilization Program Trust Contribution for Fiscal Year 2020 and Authorize the Transfer of District Funds to Complete the Trust Contributions**

Staff will present information to the Board regarding the FY2020 OPEB trust contribution and pension rate stabilization trust contribution.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Determine the amount of the OPEB Trust Contribution and Pension Rate Stabilization Trust Contribution for Fiscal Year 2020 and Authorize the Transfer of District Funds to Complete the Trust Contributions.

8.3. **Accept California Fire Foundation Grant and Authorize General Fund Budget Adjustment Revenue and Expenditure Increase of \$15,000.**

Staff will present information to the Board regarding the California Fire Foundation Grant Acceptance

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide approval to accept grant and authorize General Fund budget adjustment revenue and expenditure increase of \$15,000

8.4. **Resolution 20-03, a Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Candidate for the position of Contra Costa Local Agency Formation Commission Special District Regular Seat**

The Board of Directors will consider the nomination of a Board member and adoption of Resolution 20-03, a Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Candidate for the position of Contra Costa Local Agency Formation Commission Special District Regular Seat.

Staff Recommendation: 1) Discuss; 2) Consider Nominating a Board Member; 3) If the Board wishes to nominate a Board member, Adopt Resolution 20-03, a Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Candidate for the position of Contra Costa Local Agency Formation Commission Special District Regular Seat.

8.5. **Authorize the Purchase of one Ground Ignition System and one Skid Pump; Authorize General Fund and Capital Projects Fund Budget Adjustments in the Amount of \$43,000**

Staff will present information to the Board regarding a purchase of one Ground Ignition System and one Skid Pump in the amount not to exceed \$43,000.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorization to Purchase one Ground Ignition System and one Skid Pump in the amount not to exceed \$43,000, and Approve General Fund and Capital Projects Fund Budget Adjustments in the amount of \$43,000.

9 COMMITTEE REPORTS

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

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

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

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

10 ANNOUNCEMENTS

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

(Government Code Section 53232.3(d))

- 10.2 **Questions and informational comments from Board members and Staff**
- 10.3 **Fire Chief Updates**
 - 10.3.1 **Human Resources Update**
 - 10.3.2 **New Website Launched**
- 10.4 **Communications Received**
- 10.5 **Future Agenda Items**

11 ADJOURNMENT

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

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

I hereby certify that this agenda in its entirety was posted on February 13, 2020, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Marcia Holbrook
District Secretary/Clerk

Moraga-Orinda Fire Protection District



BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

December 18, 2019

1. The Board of Directors convened in Closed Session at 5:32 p.m. on December 18, 2019 at the Hacienda Mosaic Room, 2100 Donald Drive, Moraga, California. President Danziger called the meeting to order and requested an attendance roll call. Present were the following Directors and Staff:

Director Baitx (via teleconference - late)	Jonathan Holtzman, District Counsel (late)
Director Donner	Patricia Edwards, Interim District Clerk
Director Jex	Director Jorgens
	President Danziger

2. **PUBLIC COMMENT**

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

3. **CLOSED SESSION**

- 3.1 **Public Employee Performance Evaluation**

(Government Code Section 54957)

Public Employee Appointment Title: Fire Chief

- 3.2 **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

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

4. **RECONVENE THE MEETING**

- 4.1 **Call the Meeting to Order**

- 4.2 **Pledge of Allegiance**

President Danziger reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:05 p.m. Present were the following Directors and Staff:

Director Baitx (via teleconference)	Jonathan Holtzman, District Counsel
Director Donner	Admin Services Director Gloriann Sasser
Director Jex	HR Benefits Manager Christine Russell
	President Danziger
	Dave Winnacker, Fire Chief (late)
	Patricia Edwards, Interim District Clerk

5. **REPORT OF CLOSED SESSION ACTION**

President Danziger stated that no reportable action was taken by the Board on item 3.1 Public Employee Performance Evaluation (Government Code Section 54957) or on item 3.2 Conference with Labor Negotiator (Government Code Section 54957.6). There were no comments from the public on the Closed Session items.

6. **PUBLIC COMMENT**

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

7. **CONSENT AGENDA**

- 7.1 **Meeting Minutes – November 20, 2019 (regular)**

Staff Recommendation: Approve and File

- 7.2 **Monthly Incident Report for November 2019**

Staff Recommendation: Approve and File

- 7.3 **Monthly Check/Voucher Register – November 2019**

Staff Recommendation: Approve and File

7.4 Monthly Financial Report – October 2019

Staff Recommendation: Approve and File

Director Jorgens and President Danziger requested that item 7.3 be pulled from the Consent Calendar.

Motion by Director Jex and seconded by Director Jorgens to approve Consent Agenda items 7.1, 7.2, and 7.4. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

7.3 Monthly Check/Voucher Register – November 2019

Director Jorgens questioned the overpayment and refund to Anthem Blue Cross. Admin Services Director Sasser stated that it is an ambulance billing refund. Director Jorgens questioned the \$57,000 spent on "Miscellaneous Repairs". He requested more details. ASD Sasser stated that the Alameda County Fire Department services the District's engines and apparatus. Director Jex asked why the District uses Alameda County. ASD Sasser explained that Alameda County has a separate department with staff trained to service MOFD's fire engines. Director Jex asked if MOFD bids for these services. ASD Sasser responded no. Director Donner noted that some major cities have their own shops. Director Jex asked if the rates were comparable. ASD Sasser stated that it is unknown as MOFD has not shopped comparatively. Director Jorgens asked for more information. Director Donner noted that this includes ten vehicles. ASD Sasser stated that the cost depends on what each vehicle requires. Director Jorgens remarked that it seems like a lot of money for these ten vehicles. Chief Winnacker explained that pump apparatus testing and heavy equipment repairs are expensive as they require specialized mechanics. Director Jorgens asked if all MOFD vehicles are serviced by Alameda County. Chief Winnacker stated that it is only for the specialized equipment. The regular District vehicles are serviced by the dealer. President Danziger questioned the purchase of four-speed massage guns. Chief Winnacker replied that part of the District's Fitness and Wellness Program includes funds for "prehab" equipment. The intent is to prevent injury through modern and progressive techniques. President Danziger asked if the North Orinda Shaded Fuel Break (NOSFB) Project costs are recorded separately and then reimbursed. Chief Winnacker stated that four reimbursements were submitted to the state. Two have been paid. Reimbursement takes 6-8 weeks. Director Jorgens suggested that it might be beneficial to break items out. Chief Winnacker stated that a NOSFB financial close out report including the finances and the completed work will be presented to the Board. Director Jex noted that the NOSFB administrative fee is included in the data.

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

Motion by Director Jorgens and seconded by Director Donner to approve Consent Agenda item 7.3. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

8. REGULAR AGENDA

8.1 Election of Board Officers

President Danziger declared the office of President as vacant. Motion by Director Baitx to nominate Director Danziger as President was seconded by Director Donner. There was no discussion by the Board. Said motion carried a 4-0-1 roll call vote (Ayes: Baitx, Jex, Jorgens, and Donner; Noes: None; Absent: None; Abstain: Danziger).

President Danziger declared the office of Vice President as vacant. Motion by Director Jex to nominate Director Jorgens as Vice President was seconded by President Danziger. There was no discussion by the Board. Said motion carried a 5-0 roll call vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

President Danziger declared the office of Secretary as vacant. Motion by Director Donner to nominate Director Jex was seconded by Director Jorgens. There was no discussion by the Board. Said motion carried a 5-0 roll call vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

President Danziger declared the office of Treasurer as vacant. Motion by Director Jex to nominate Director Donner was seconded by President Danziger. There was no discussion by the Board. Said

motion carried a 5-0 roll call vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

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

8.2 Appointment of Standing and Ad Hoc Committee Members and District Liaisons

President Danziger requested that separate votes be taken for the Standing and Ad Hoc Committee Liaisons and for the District Liaisons to outside agencies.

Motion by Director Jorgens seconded by Director Jex to accept the slate as proposed for the Standing Committee and the three Ad Hoc Committees: Directors Danziger and Jorgens for the Finance Standing Committee; Directors Danziger and Jex for the Audit Ad Hoc Committee (Sunsets June 2020), Directors Baitx and Donner for the Facilities Station 41 Ad Hoc Committee; and Directors Donner and Baitx for the Fire Chief Performance Evaluation Ad Hoc Committee. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

President Danziger's motion to nominate Director Jex as District Liaison to the Contra Costa Special Districts Association was seconded by Director Jorgens. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

Director Jorgens' motion to nominate President Danziger as District Liaison to the Contra Costa County Fire Boards and Commissioners Association was seconded by Director Jex. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

Director Jorgens' motion to nominate Director Donner as District Liaison to the Local Agency Formation Committee was seconded by President Danziger. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

President Danziger's motion to nominate Director Jorgens as District Liaison to the Orinda City Council was seconded by Director Donner. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

Director Jorgens' motion to nominate Director Baitx as District Liaison to the Moraga Town Council was seconded by Director Donner. Said motion carried a 5-0 voice vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

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

8.3 2020 Regular Board Meeting Schedule

Chief Winnacker provided the report. The Board of Directors conducts Regular Board meetings on the third Wednesday of each month. Various other special meetings are scheduled throughout the year to address time sensitive District issues. There are three requests to change the monthly meeting to the second or fourth Wednesday in the months of January, March, and May to avoid potential conflicts. The Board discussed the proposed alternate meeting dates.

President Danziger made a motion to accept the changes for the Board meeting dates of January 8, March 25, and May 13. Director Jorgens made a motion to accept those changes and accept the District's 2020 meeting calendar as presented (February 19, April 15, June 17, July 15, August 19, September 16, October 21, November 18, and December 16) was seconded by Director Jex. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

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

8.4 Approval of Reclassification of 4.5 FTE District Aide Part Time Positions and 1 FTE Fuels Mitigation Crew Supervisor Part Time Positions to 3 FTE Fuels Mitigation Specialists Full Time

Three Year Limited Term Positions and Monthly Base Salary Range for the Fuels Mitigation Specialist of \$3,613 to \$4,003

Chief Winnacker provided the report. The District Aide position has evolved from providing general support to carrying out fuels mitigation and fire prevention activities including Red Tag vegetation management inspections. In 2018 and early 2019, the inconsistency of having part-time employees carrying out inspections created challenges as the MOFD significantly expanded the fuels mitigation programs. Part-time employees leave for other employment opportunities resulting in an 80% turnover in 2018 and 64% in 2019. Full time positions will decrease turnover and increase reliability and consistency. Chief Winnacker discussed the cost of two versus three full time positions. Director Jorgens asked about the managerial roles. Chief Winnacker stated that the fuels mitigation outreach efforts will result in an increased demand for chipper services. Multiple chippers will be available. Private chipper services will be used as needed which will result in a cost savings. President Danziger asked if there was enough demand to require three full time positions. Chief Winnacker responded that the three positions will be busy with outreach and education, on site assessments, enforcement of complaints, and mitigation services from April through October. Chief Winnacker stated that he expects to hire the positions in January, provide training in February, and focus on outreach and education with chipping support. In mid-May, they will focus on inspections so that by June 15th, the violations will be ready to process. This will enable the mitigation to be done before late in the season and high fire danger. There is enough work to keep them busy year round. President Danziger asked if chipping could be done in December and January. Chief Winnacker responded that chipping in those months is doable because there is no dust, no issue with sparks with brush and small trees. It is a good opportunity to decrease the annual fuels supply. President Danziger stated his support for three positions. The Board concurred.

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

President Danziger asked if the funding is available. Chief Winnacker stated that the \$66,082 will be paid for out of the General Fund. Chief Winnacker noted that the \$190,325 budgeted cost of 11 part-time positions was not realized due to the high staff turnover.

Director Jex's motion to approve reclassification of 4.5 FTE District Aide Part Time Positions and 1 FTE Fuels Mitigation Crew Supervisor Part Time Positions to 3 FTE Fuels Mitigation Specialists Full Time Three Year Limited Term Positions was seconded by Director Donner. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

Director Jorgens' motion to establish the Monthly Base Salary Range for the Fuels Mitigation Specialist of \$3,613 to \$4,003 was seconded by President Danziger. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

8.5 Discussion of Fire Flow Tax Revenue

Admin Services Director Sasser provided the report. Historically, the Fire Flow Tax (FFT) revenue was recorded in the Capital Projects Fund and was used as a dedicated funding source for capital expenditures and debt payments for capital purchases. On March 15, 2018, the Board directed staff to record the FFT in the General Fund instead of the Capital Projects Fund. This was implemented for the first time as part of the FY2019 budget. The FFT revenue was then transferred out of the General Fund into the Debt Service Fund for debt payments for capital purchases and the remainder was transferred into the Capital Projects Fund. Recording the FFT revenue in the General Fund increases the amount of money necessary to be maintained in the General Fund unrestricted fund balance per the Board's policy and goal to maintain a percentage of unrestricted General Fund revenue.

Director Jorgens stated that the Board did not change the policy regarding the FFT but it was a presentation method done for the Long Range Financial Plan. President Danziger noted that putting the FFT in Capital Funds reflects a larger reserve. It decreases the General Fund and increases the Reserve as a percentage. He noted that if the FFT is recorded in Capital Projects, it can be moved by Board action. President Danziger noted that the FFT was intended for infrastructure, apparatus, facility, medical equipment, salary, and had no restraints.

President Danziger opened the public comment. There were no requests to address the Board. President Danziger closed the Public Comment. There was no Board discussion. The Board concurred that the Fire Flow Tax revenue be recorded in the Capital Projects Fund. No motion by the Board.

8.6 Discussion of Station 43 Debt Options

Chief Winnacker provided the report. At the November Board meeting, the Board directed staff to place an item on the agenda to discuss Station 43 debt options. In 2016, the District formed the Moraga-Orinda Fire Protection District Public Facilities Financing Corporation. The Financing Corporation is a nonprofit public benefit corporation. Per the Bylaws Section 2.2, the mission of the Financing Corporation is to provide assistance to the District in financing the acquisition, construction and improvement of public buildings, works and equipment for the District, together with site development, landscaping, utilities, furnishings and appurtenances and related facilities. The only debt currently carried by the Corporation is for Station 43. The ambulance, engine, and truck purchases were financed separately directly by the District.

For Station 43, the District owes \$434,761 in interest and \$3,259,000 in principal. The debt is callable without penalty on or after April 1, 2020. The total amount to call the debt on April 1, 2020 is approximately \$3,293,871 (principal and interest). Chief Winnacker discussed several options for the Station 43 debt.

Director Jorgens noted that there are other options and challenges. He stated that there is no economic reason to pay off the debt but other reasons exist. He suggested that the District take the place of the Financial Corporation functionally in the lease. He suggested asking the lessor if they would prefer that the parent company versus the financial corporation be the lessee. Chief Winnacker stated that the District leases the stations from the financial corporation. A deed of trust raises uncertainty for the investor and may result in a higher interest rate. Director Jex stated that two fire stations are collateralized in this loan. Chief Winnacker noted that Station 43 did not exist. Director Jex clarified that MOFD pledged two stations. Director Jorgens asked if the Finance Corporation had the authority to do this. Counsel Holtzman stated that lease back arrangements are common in the public sector. Director Jorgens asked if the Board approved the transfer of those two fire stations out of their books and into the books of the Finance Corporation so that the Finance Corporation could pledge them as collateral. Counsel Holtzman stated that there are experts in this area of public financing and suggested more research. Director Jorgens asked if the Board took action to specifically approve the transfer of the stations to the Finance Corporation. Director Jex noted that the District has two stations as collateral which limits future options. Chief Winnacker stated that the Teeter Plan has been at 2-3% for the last two years but has been functionally 0% for most of the last ten years. Chief Winnacker stated that the Finance Corporation is not a functioning entity. Director Jorgens stated that it is a wholly owned subsidiary. President Danziger asked if the Board members have individual liability. Director Jorgens stated that MOFD needs to determine if the assets were formally pledged. There are several questions and one objective is to eliminate the Finance Corporation. Counsel Holtzman suggested investigating the transfer fee and to obtain options from a public finance expert. Chief Winnacker suggested that the Finance Committee meet with the expert in a noticed meeting. President Danziger summarized that it is the Board's consensus to pursue it further. Chief Winnacker replied that he will arrange the meeting.

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

8.7 Review of the Budget Development Policy and Approval of the Annual Operating Budget Timeline Fiscal Year 2020

ASD Sasser provided the report. Per the District's Budget Development Policy, the Proposed Budget shall be submitted to the Board in May at a public Budget Workshop. The Proposed Budget is revised based on Board direction at the Budget Workshop and submitted to the Board in May at the regular Board meeting. The Budget is adopted at the June Board meeting. Per the Policy, the Proposed Budget is not submitted to the Finance Committee. Staff requests Board direction regarding the Policy and whether the Board wants to continue the same process or change the Policy to reflect a different process. The April Budget Workshop needs to be scheduled. Chief Winnacker noted that the Workshop could be held concurrently with a Board meeting or at a separate meeting. In 2019, the Budget Workshop was held on the same day as the Board meeting.

Chief Winnacker clarified that the Public Budget Workshop would be held on April 15th in conjunction with the regularly scheduled Board meeting as a stand-alone Workshop. Additionally, staff will move the updated Long Range Financial Forecast presentation to the Board to March 25th. There was no Board discussion.

President Danziger opened the public comment. There were no requests to address the Board. President Danziger closed the Public Comment. President Danziger summarized that it is the Board's consensus to approve the discussed changes.

8.8 Authorization to Pay Sales Tax and Change Orders and Approve Capital Projects Fund Budget Adjustment Increase in the Amount of \$14,252 for the Type VI Apparatus Purchase

Chief Winnacker provided the report. As part of the 2019 Budget process, the Board approved \$100,000 to field a new Type VI fire apparatus. During the construction process, several change orders were identified that were determined to be worth pursuing. The first change order was for \$308 to move the 2.5" hose storage to a more accessible location. The second change order was for \$300 to install the radios in the unit while it was apart and being built. It was determined that the cost savings to make these changes during production was significant. The final significant change in cost was due to an oversight during ordering. The sales tax for the vehicle purchase was not in the quote from Maintainer and was missed on the purchase order during ordering. This cost is typically paid by the manufacturer prior to delivery. The state tax on purchase is \$10,693.61 and the local taxes on purchase is \$2,949.96 for a total of \$14,251.57. This closes out the Type VI vehicle acquisition.

President Danziger asked if the funds were available through the Capital Funds. There was no Board discussion. President Danziger opened the public comment. There were no requests to address the Board. President Danziger closed the Public Comment.

Director Jorgens' motion to approve the additional \$14,251.57 to the Type VI project was seconded by Director Jex. Said motion carried a 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).

8.9 Update on the Fire Code Adoption

Chief Winnacker provided the report. Every three years the district conducts a fire code update to implement new codes. The basis of the fire code is the California Fire Code which is adopted and amended. The last such update occurred in 2016 and was implemented through MOFD Ordinance 16-02. As an independent special district, MOFD must coordinate the adoption of new codes with the City of Orinda, the Town of Moraga, and Contra Costa County. All four entities must adopt the code to ensure uniform standards throughout our jurisdiction. The code update process and proposed changes will be presented in two public meetings: December 16, 2019 in Orinda and January 28, 2020 in Moraga. Following these meetings, the proposed changes will be presented to the MOFD board, City of Orinda Council and Town of Moraga Council for a first reading. A second reading and adoption will be scheduled for the subsequent meeting. The code will then be sent to the County Board of Supervisors for adoption. Chief Winnacker anticipates that the process will be completed by February. The County's piece is limited to Canyon and Bollinger where there is limited new construction. Both of these areas are identified by the state as high fire hazard severity zones.

Director Baitx left the meeting.

Chief Winnacker discussed the Adoption process. The initial approach is education and outreach to the community. Chief Winnacker summarized the major changes to existing parcels and structures. These include: move the compliance date for annual fuels reduction work from June 15th to May 31st; extend the period to complete abatement work following a citation from 10 to 15 days; require the removal of combustible ground cover, to include mulch, within 24" of a structure; require a 24-inch air gap between ground cover and specimen species in this zone; require the removal of Eucalyptus and Monterey Pine within 6' of a structure; require an exterior fire hazard inspection prior to any sale or transfer of real property up to 6 months prior to the sale; and require the removal of Juniper and Bamboo within 10' of public and private roads by the end of 2023.

These proposed items will make significant changes to reduce the threat of fire in the community and are included as part of the fire prevention approach. Director Jorgens noted that the 2 feet air gap will impact almost all homes in Moraga and Orinda. Chief Winnacker stated that the modification is low cost and provides the highest return for fire safety. House Bill 38 requires an exterior fire hazard inspection prior to any sale or transfer of real property in 2021. The District can conduct the exterior fire hazard inspections. Director Jex asked if the District can be reimbursed for the cost. Chief Winnacker responded affirmatively. The Board discussed the potential resistance from the public.

Chief Winnacker discussed the changes to major remodels and additions. Residential fire sprinklers would be required for homes when an addition increases the square footage to 3,600 square feet or if the existing square footage is increased by 100% or greater. Any residential structure that requires an under eave sprinkler system would also be required to add an exterior under eave sprinkler system. An interior under eave sprinkler system does not protect against wildfire. The homes would then be very fire resistant. For any major remodel, ember resistant ventilation vents and Class A roof construction materials are required. For new structures and purposes of the Fire Code, all lands within the MOFD response area are classed as Wildland Urban Interface and subject to the relevant code requirements.

Chief Winnacker discussed the roads and fire department access. For new construction and substantial additions, the Code: increases road width serving 1-2 dwelling units from 16 feet to a minimum of 18 feet; increases the road width from 20 to 28 feet minimum; increases road width to 36 feet for truck operations in taller buildings (+35 feet) and near fire hydrants; and changes gradient requirement for grooved concrete to 15% instead of 16%; and reduces the number of dwelling units for the required number of fire department access roads. Director Jorgens discussed the items and asked what proof is available to support the 16 foot versus 18-foot road width requirement. He asked if MOFD could be sued and requested more research. Counsel Holtzman stated that he would research the issue. Director Jex asked if there is public input in the adoption process. Chief Winnacker stated that the elected officials will vote on the Code update. Director Jex asked how many of these changes will be adopted by the state. Chief Winnacker stated that the 2022 California Code is unknown and there are also legislative efforts. Director Jorgens asked if there are items which the District is conforming to or proposing. Chief Winnacker stated that the under eaves sprinkler item is an MOFD initiative. President Danziger asked if only MOFD will require it. Chief Winnacker stated that it is his professional opinion that the requirement for exterior under eave fire sprinklers for residential structures will provide the greatest increase in fire safety at the lowest cost and impact to the District. Director Jex asked if there is support for most of these issues. Chief Winnacker said the recommendations were pulled from many sources. He took the California Fire Code recommendations and enhanced them with sensible augments. Chief Winnacker stated that the federal government recognizes Moraga and Orinda since 2001 as a Fire Wilderness/Wildland Urban Interface.

President Danziger opened the public comment. There were no requests to address the Board. President Danziger closed the Public Comment. President Danziger requested additional outreach to the community. Chief Winnacker stated that MOFD will work to increase outreach efforts.

9. COMMITTEE REPORTS

9.1 Audit Ad Hoc Committee (Directors Jex and Danziger)

No report.

9.2 Finance Committee (Directors Danziger and Jorgens)

No report.

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

No report.

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

No report.

10. ANNOUNCEMENTS

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

No report.

10.2 Questions and informational comments from Board members and Staff

President Danziger wished the community a Happy Holidays and stated that he enjoyed his first year as Board President and looks forward to his second term.

10.3 Fire Chief Updates

10.3.1 Human Resources Update

HR Benefits Manager Russell reported that Marcia Holbrook was hired as the new District Clerk/Secretary and will start on January 6, 2020. Fuels Mitigation Manger Jeffrey Isaacs has accepted the Fire Marshal position and will start on January 1, 2020. The Fuels Mitigation Manger position will close on January 18, 2020. As a result of the Board action, the Fuels Mitigation Specialist positions are open until January 6, 2020. Ms. Russell provided an update for the Firefighter/Paramedic positions. Forty applications were received. Eighteen candidates proceeded to the Oral Boards. Twelve candidates passed the Paramedic Skills Assessment and Background checks are currently being conducted for these candidates.

President Danziger asked if Mr. Isaacs had Fire Marshal experience. Chief Winnacker replied that the position's minimum qualifications allowed for a substitution of three years of experience. Mr. Isaacs has experience in Fire Marshal duties and he will take the required classes within two years of his appointment to the position. President Danziger congratulated Mr. Isaacs.

Ms. Russell stated that the District has contracted with Concern Health to provide an enhanced Employee Assistance Program (EAP) effective January 1, 2020. The program is free to employees and their immediate family to help deal with personal situations that may affect their health and well-being. Services are provided from experienced counselors. Concern Health can also help you find personal resources and referrals for legal or financial problems, finding sitters or daycare providers, managing debt, tax questions, providing adult family care resources, etc. Director Jex questioned the cost. Ms. Russell stated that the District fee is \$9,800 per year for two years. Ms. Russell advised the Board that Labor Negotiations will start in the Summer 2020.

Chief Winnacker thanked Patricia Edwards for her work as the MOFD Interim Clerk.

10.4 Communications Received

Chief Winnacker reported that there have been several Highway 24 accidents including one accident with three fatalities. A Rotor Rooter van attempted to pass a MOFD fire engine and caused damage to the bumper. No firefighters were injured. Repairs are being done. The District has received several thank you letters for those affected by the Merrill Fire.

10.5 Future Agenda Items

There were no requests from the Board for future Agenda items.

11. ADJOURNMENT

At 9:03 p.m., Director Jorgens motion to adjourn the meeting was seconded by Director Jex. Said motion carried a 4-1 vote (Ayes: Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: Baitx).

For an audio recording of this and other Board meetings, please visit the MOFD District Board Meeting webpage <http://www.mofd.org/board/meetings>



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

January 8, 2020

1. The Board of Directors convened in Open Session at 6:00 p.m. on January 8, 2020 at the Moraga Library Community Room, 1500 Saint Mary's Road, Moraga, California. President Danziger called the meeting to order and requested an attendance roll call. Director Jex was absent. Present were the following Directors and Staff:

President Danziger	Director Jorgens	Marcia Holbrook, District Clerk
Director Baitx	Dave Winnacker, Fire Chief	
Director Donner	Jonathan Holtzman, District Counsel	

2. **PUBLIC COMMENT**

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

At 6:05 p.m., the Board adjourned to Closed Session.

3. **CLOSED SESSION**

- 3.1 **Public Employee Performance Evaluation**

(Government Code Section 54957)

Public Employee Appointment Title: Fire Chief

- 3.2 **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

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

4. **RECONVENE THE MEETING**

President Danziger reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:10 p.m. Director Jex was absent. Present were the following Directors and Staff:

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

5. **Report of Closed Session Action**

There was no reportable action taken in Closed Session.

6. **Public Comment**

There was no comment from the public.

7. **Adjournment**

At 7:10 p.m., President Danziger called for adjournment to the regular meeting.

A handwritten signature in cursive script that reads "Marcia Holbrook".

Marcia Holbrook, District Secretary/Clerk

For an audio recording of this and other Board meetings, please visit the MOFD District Board Meeting webpage <http://www.mofd.org/board/meetings>



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

January 8, 2020

1. OPENING CEREMONIES (audio 1:44)

The Board of Directors convened in Open Session at 6:00 p.m. on January 8, 2020 at the Moraga Library Community Room, 1500 Saint Mary's Road, Moraga, California. President Danziger called the meeting to order and requested an attendance roll call. Director Jex was absent. Present were the following Directors and Staff:

President Danziger	Director Jorgens	Marcia Holbrook, District Clerk
Director Baitx	Dave Winnacker, Fire Chief	
Director Donner (late)	Jonathan Holtzman, District Counsel	

2. PUBLIC COMMENT (audio 2:55)

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

At 6:05 p.m., the Board adjourned to Closed Session.

3. CLOSED SESSION

3.1 Public Employee Performance Evaluation

(Government Code Section 54957)

Public Employee Appointment Title: Fire Chief

3.2 Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

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

4. RECONVENE THE MEETING (audio 4:15)

4.1 Call the Meeting to Order

4.2 Pledge of Allegiance

President Danziger reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:10 p.m. Director Jex was absent. Present were the following Directors and Staff:

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

5. REPORT OF CLOSED SESSION ACTION (audio 4:51)

President Danziger stated that no reportable action was taken by the Board on item 3.1 Public Employee Performance Evaluation (Government Code Section 54957) or on item 3.2 Conference with Labor Negotiator (Government Code Section 54957.6). There were no comments from the public on the Closed Session items.

6. PUBLIC COMMENT (audio 5:00)

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

President Danziger turned the meeting over to Fire Chief Winnacker to introduce two new employees to the District before continuing with the agenda. Chief Winnacker introduced Jeffrey Isaacs as the new Fire Marshal. Fire Marshal Isaacs started with MOFD as the Fuels Mitigation Manager and brings many years of experience working with the California Department of Forestry and with the State Board of Forestry.

Admin. Services Director Sasser introduced Marcia Holbrook as the new District Secretary/District Clerk. Mrs. Holbrook spent seven years as the Executive Director of the Moraga Education Foundation and after that

worked for the Moraga School District as a Confidential School Secretary to the Principal at Joaquin Moraga Intermediate School for the last seven years.

7. PUBLIC HEARING (audio 7:38)

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

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

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

Fire Marshal Isaacs presented the 2020 Schedule of Fees for District Services. The major change in the fee schedule is the 3% increase based on the Consumer Price Index.

President Danziger asked if any new fees were added to the schedule and if the revision is similar to last year. Fire Marshal Isaacs confirmed that no new fees were added and the revision is similar to last year.

Motion by Director Jorgens and seconded by Director Baitx to adopt Resolution 20-01, a Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services. Said motion carried a 4-0-1 voice vote (Ayes: Baitx, Donner, Jorgens and Danziger; Noes: None; Absent: Jex).

8. CONSENT AGENDA (audio 12:50)

8.1 Monthly Check/Voucher Register – December 2019

Staff Recommendation: Approve and File

8.2 Monthly Financial Report –November 2019

Staff Recommendation: Approve and File

President Danziger requested that item 8.1 be pulled from the Consent Calendar.

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

The Consent Agenda item 8.2 was approved with a 4-0-1 vote (Ayes: Baitx, Donner, Jorgens and Danziger; Noes: None; Absent: Jex).

8.1 Monthly Check/Voucher Register – December 2019

President Danziger questioned check #27919, a fire flow tax refund for years 2015-16 through 2019-20. ASD Sasser answered that a citizen contacted the district about paying a parcel tax on property. After review of the very unique parcel, a refund was due and issued to the property owner going back 5 years.

Director Jorgens asked about the vendor Consolidated CM and the back-dated transactions. Chief Winnacker answered that they are the construction management services for the construction projects at station 43. ASD Sasser added that the transactions were part of the amendments approved at the November 2019 board meeting. Chief Winnacker included that with the extensions of the project, it pushed them outside the performance period of the contract. The contractors proceeded with the construction project as planned with the understanding that additional Board authorization would be required. Director Jorgens asked how discussions went with the contractors on price negotiation. Chief Winnacker replied that after review, the prices negotiated in advance were reasonable prices. Director Jorgens requested that the Board be kept updated on work-in-progress projects with delayed payment for budget planning.

Director Donner asked what vendor is used for producing MOFD badges and how the vendor is selected. Chief Winnacker responded that the decision is based on lowest cost and quickest turnaround time for production.

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

Motion by Director Jorgens and seconded by Director Donner to approve Consent Agenda item 8.1. Said motion carried 4-0-1 vote (Ayes: Baitx, Donner, Jorgens and Danziger; Noes: None; Absent: Jex).

9. REGULAR AGENDA

9.1 Proposed Fire Code Changes (audio 19:21)

Chief Winnacker provided the report. At the December 2019 board meeting, staff presented the proposed changes to the 2016 MOFD Ordinance 16-02 fire code. MOFD fire code updates are completed on a 3-year basis in accordance with the updates from the California Fire Code, which is derived from the International Fire Codes.

As an independent special district, MOFD must coordinate the adoption of new codes with the City of Orinda, the Town of Moraga, and Contra Costa County. All four entities must adopt the code to ensure uniform standards throughout our jurisdiction. The process for adoption includes making the proposals, socializing them at the staff level with the City of Orinda, Town of Moraga and Contra Costa County. The proposals have been developed by the MOFD based on the best fire science and an overlay of what MOFD believes will return the greatest increase in fire safety for the community at the lowest cost.

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

Chief Winnacker reviewed the major fire code changes and stated that the fire code updates are intended to be progressive and make significant changes to reduce the threat of fire in our community. A summary of the changes are included in Attachment A - Summary of Changes.

Chief Winnacker presented a slide presentation of the Fire Code Changes, Attachment B.

Slide 1: Very High Fire Hazard Severity Zones in LRA. This map shows portions of our jurisdiction that have a hazard severity zone rating of either very high or high. The state law requirements for enhanced building codes in those areas are not specific to that land, but specific to areas that have a hazard severity rating. We expect significant expansions of the areas that are rated very high fire hazard severity zones. This could trigger enhanced building code standards for those areas.

Slide 2: Fire History. A review of the fire history in the district was given. 1905, 1923, 1970, and 1991 were the major fires in the area of note. The 1923 Berkeley Hills Fire and the 1991 Tunnel Fire at their time were the most destructive fires in State history.

Slide 3: North Orinda Shaded Fuel Break. Work accomplished on the North Orinda Shaded Fuel Break. This is to show that the fire code updates are intended to augment the work MOFD has already accomplished and will continue to seek additional grant funding to expand. While the North Orinda Shaded Fuel Break will be very useful for slowing or stopping the ground component of a large-scale fire, it will do nothing for the windblown embers that can travel miles in advance of the flaming front. The proposed fire code updates are primarily intended to reduce the threat of windblown embers that start spot fires.

Slide 4: Fire Science. The transition of the ecosystem burned on a three-to-five year cycle. The fire cycle was primarily replaced by grazing, which ended as of the 1960s or 70s when the community was built out. We have seen a heavy accumulation of natural fuels in the wilderness areas. The gardening and landscaping efforts throughout the 1960s and 70s resulted in a large number of non-native species, specifically trees and shrubs. These trees and shrubs have not been maintained, and provide tremendously high fuel loads that exceed anything that would occur in this area in the natural cycle.

Fire spreads through two components: the flaming front, which is the linear moving movement of the fire from item to item, the portion of the fire that firefighters fight, and a three-dimensional ember cast where flaming embers are thrown potentially miles in advance of the fire. When the embers land on a receptive fuel bed, they have the potential to create a new fire.

Fire Spread Rates and Intensity are influenced by three things: topography, weather, and fuel. The fire code updates are intended to reduce the prevalence of receptive fuel beds, and break up the horizontal and

vertical continuity of the fuel to significantly reduce our community's risk of catastrophic wildfire, specifically during the Fall Diablo wind periods.

Slide 5: Evacuation Decision Support Tool. Examples of fire modeling. The ability of a fire to spread, with fuel mitigation, can be reduced or stopped through aggressive enforcement of a progressive fire code that reduces the prevalence of receptive fuel beds throughout residential neighborhoods.

Slide 6: MOFD Wildfire Prevention Strategic Plan. The MOFD Wildfire Prevention Strategic Plan guides all of our efforts. There are Seven Lines of Effort. Item 5 calls for building code updates to augment, reinforce, and integrate all efforts to comprehensively change the Moraga and Orinda community's risk to a large-scale fire.

Slide 7: Fire Code Update Process. The fire code update process is the opportunity for the community to provide input. A public presentation was presented in Orinda on December 16, 2019, and another presentation in Moraga scheduled for January 28, 2020 at Joaquin Moraga Intermediate School. The public meetings are to ensure the community is informed with the fire code updates, so they have an opportunity to provide input to the directors and the other elected officials.

Two readings will follow the public presentations. The proposed changes will be presented to the MOFD board, City of Orinda Council, and Town of Moraga for a first reading. A second reading and adoption will be scheduled for the subsequent meeting. The code will then be sent to the County Board of Supervisors for adoption. The goal is to have the fire code update process completed before the spring fuel mitigation season, which is the end of rains, plus 30 days.

Slide 8: Existing Parcels and Structures. A summary of the changes for existing parcels and structures: **1)** Move the annual compliance date from the 15th of June to the 31st of May to align the district with the other districts in Contra Costa County. **2)** Extend the abatement period from 10 days to 15 days. **3)** Ban the use of combustible ground cover (to include mulch) within 2 feet of structures. A study from the University of Nevada, Reno shows the combustibility of mulch under red flag conditions. **4)** Require a 2 foot air gap between ground cover and vegetation within 2 feet of structures. This change will make a significant impact on the risk our community faces from catastrophic wildfires. **5)** Increase the clearance for trees from 5 feet to 6 feet to align with the California Department of Forestry and Fire Protection recommendations. **6)** Require the removal of Eucalyptus and Monterey Pine trees within 6 feet (horizontal and vertical) of any structure. **7)** Require an exterior fire hazard inspection for real property transfers. **8)** Require the removal of all Juniper and Bamboo within 10 feet of a public or private road by the end of 2023. Juniper and Bamboo under red flag conditions throw 10.1 feet flame lengths. These are the species that put direct flame impingement across the limited evacuation routes impacting our ability to respond Suppression Units up roads due to the direct fire impingement coming off of those species near the roadside, effectively closing the road.

Slide 9: Photo Examples of the Ladder Fuels and the Importance of Creating the 6-foot Air Gap. Director Jorgens inquired on the implementation plan for inspecting compliance once the fire code changes are adopted. Chief Winnacker explained the priority would be the roadsides of major evacuation routes, and properties on the perimeter of the community. Areas within the first several blocks of the Wilderness Area, where the fire has an opportunity to become established and transition itself from the Wilderness Fuel Model into the Urban or Suburban Fuel Model. MOFD has a heavy outreach and education campaign. The focus is on outreach, education, and voluntary compliance.

Director Jorgens asked what happens if a neighbor calls to issue a complaint on a neighbor not in compliance. Chief Winnacker responded that non-compliant residents receive notifications of the complaint. The priority of inspections are along the evacuation routes, which are in alignment with the priorities of the Strategic Wildfire prevention plan. Director Jorgens asked when residents are expected to comply. Chief Winnacker answered that the annual compliance date would be May 31st, prior to the fire season.

President Danziger inquired about the process behind item number 7, require an exterior fire hazard inspection for real property transfers. Chief Winnacker explained that the ordinance passed by the Board would establish the requirements for administrative implementation. The MOFD exterior hazard abatement inspection would become part of the disclosure process. President Danziger commented on the importance

of MOFD's inspections as part of the real property transfers so buyers are not left with a non-compliance property.

Director Donner asked if a fee would be charged for item number 7. Chief Winnacker confirmed. The fee for item number 7 was not included in the fee schedule presented tonight because the ordinance has not yet been adopted.

Slide 10: Ten Minutes of Ember Exposure. The left side of the structure is a standard construction surrounded by combustible mulch. The right side is an ember resistant construction surrounded by aggregate. Our efforts for the community is to look like the right side of the house.

Slide 11: Major Remodels and Additions to Existing Structures. **1)** Decrease the threshold for residential fire sprinklers to 3600 ft² or an increase exceeding 100% of the previous square footage. If a builder is opening large portions of a house, installing sprinklers is inexpensive and minimal time. **2)** Requires exterior under eave fire sprinklers for residential structures that require new systems. By requiring exterior under eave sprinklers, the house has the ability to put a water wall around itself in the face of large fires or high heat. **3)** Requires Class A roof and ember resistant ventilation vents as for new construction. Requires a Class A Roof System to be installed and requires the installation or retrofit of ember resistant ventilation vents.

Slide 12: New Structures. **1)** Declares all areas of the District Wildland Urban Interface for purposes of the fire code. **2)** Requires ember resistant construction, as defined in the Building Code Chapter 7A and Residential Code Chapter 337 **3)** Bans the use of combustible building material within 3 feet of new structures. **4)** Requires exterior under eave sprinklers for residential systems. **5)** Increases road width from 16 feet to 18 feet for 1-2 new units. **6)** Increases road width to 28 feet for 3 or more new units. **7)** Allows for waiver of remoteness requirement for large development road access with a Fire Protection Plan.

Director Jorgens asked how wide the road is for Moraga Way. Chief Winnacker answered, approximately 32 feet shoulder to shoulder. Director Jorgens inquired if item 6 would apply to all roads in development or just the main feeder roads. Chief Winnacker explained that the new fire codes would apply to all new roads in new developments. If it is a major development on an existing cul-de-sac, MOFD will look at the wildfire protection plan for the new area.

Director Jorgens commented that the proposed fire code changes are groundbreaking and asked how the changes in the severity zones in LRA and becoming a broader Firewise community would impact insurance plans. Chief Winnacker responded that we are actively engaged with VARYS, who manage the ISO system and ISO ratings to ensure our efforts are packaged in a manner that are digestible by their systems.

Director Donner asked if insurance agencies take Firewise neighborhoods into consideration. Chief Winnacker confirmed and provided an example of an Orinda resident, located in an exposed neighborhood, became Firewise certified and received a reduction in their annual rates.

President Danziger stated that the fire code proposals offer significant bold changes and address the changes in our climate and fire issues we are facing throughout the state. After discussion, the Board does not have any changes and is in support of the proposed changes. The Board requested to continue to be informed when making presentations to the community and elected bodies.

Director Donner suggested placing a full-page ad in the Lamorinda Weekly announcing the public informational meetings. President Danziger added that email notifications are also an option for increasing communications.

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

9.2 Adopt Resolution 20-02 Approving an Investment Policy for District Funds (audio 1:10)

Admin. Services Director Sasser provided the report. The District's Investment Policy requires the Board to annually review the Policy. The Policy has been reviewed by staff. No changes are recommended. Staff recommends adoption of Resolution of 20-02 Approving an Investment Policy for District Funds.

Director Jorgens discussed section 4.2, item E, Insured Certificates of Deposits (CD's), or CD adequately collateralized by the institution issuing the certificate. All CD investments should be FDIC insured and to strike the second half of 4.2, item E-statement. President Danziger asked for clarification on MOFD's participation in the Contra Costa investment pool and if Contra Costa County guides our investments. ASD Sasser clarified that our policy does not affect Contra Costa County, and that the policy is specific to the MOFD District. Section 4.2, item B, refers to the Public Agency's Pooled Investment Fund. ASD Sasser restated the discussed revision to section 4.2, item E, to strike the second part of the statement stating CDs adequately collateralized by the institution issuing the certificate.

District Counsel Holtzman pointed out section 1.2, which states, the intention of this policy is to cover all funds and investment activities under the direct authority of the District. District Counsel Holtzman asked ASD Sasser if the staff was comfortable with the discussed change in section 4.2, item E, and if there would be any negative impact to the Contra Costa County pooled investments. ASD Sasser answered that the staff is comfortable with the proposed change and there would not be any negative impact with the Contra Costa County Pooled investments. MOFD does not currently own any CDs and the amended Investment Policy is easy to apply towards future CD purchases.

Motion by Director Jorgens and seconded by Director Donner to strike the portion of 4.2, item E, starting at the word "Or" and involve the end of that subsection. Said motion carried a 4-0-1 vote (Ayes: Baitx, Donner, Jorgens and Danziger; Noes: None; Absent: Jex).

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

Motion by Director Jorgens and seconded by Director Baitx to adopt Resolution 20-02 as amended, a Resolution of the Moraga-Orinda Fire District Approving an Investment Policy for District Funds. Said motion carried a 4-0-1 voice vote (Ayes: Baitx, Donner, Jorgens and Danziger; Noes: None; Absent: Jex).

9.3 2020 Fuel Mitigation Schedule (audio 1:16) Fire Marshal Jeff Isaacs provided the informational report. In response to unprecedented fire behavior and increased fire loss throughout the state over the last two years, the MOFD Board has approved increases in fuels mitigation positions. The District continues to expand its presence in this space and has developed an annual plan to guide both internal and external efforts.

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

Fire Marshal Isaacs reviewed the schedule: **January:** Post RFP for lien funded fuels reduction work, hire a Fuels Mitigation Manager and Specialists, and conduct required training. **February:** Complete fuels mitigation team training, post updates to fuels mitigation App, allowing residents to self-report fuels reduction work, complete educational social media content, and award lien-funded fuel reduction contract(s). **March:** Host Firewise training with NFPA instructor, Jack Cohen, retired Fire Science Researcher with the U.S. Forest Service, start UAS/Satellite and roadside data collection to validate procedures and commence chipper service, release of instructional DIY residential parcel inspection content, and conduct virtual evacuation exercises. Fire Chief Winnacker detailed the exercise scheduled for Saturday, January 11, 2020. Additional virtual evacuation exercises will be rolled out twice a year. **April:** Pre-fire season public meetings (fuels reduction, fire code changes, CWS and preparedness, Firewise program), continue chipper service, annual mailer, and social media outreach campaign. **May:** Compliance self-report feature turned on the fuel mitigation App, staff conducts pre-inspections to identify problem properties and prep for deadline, and continued Firewise community development. **June:** Priority area inspections and citations (major evacuation routes, perimeter of developed areas, large interior parcels), improve the complaint response procedure, and suspend chipper service. **July:** Re-inspections, and resume chipper service. **August:** Board hearing for liens, and respond to isolated complaints outside priority areas. **September:** Chipping service continues and re-inspections. **October:** Chipping service

continues. **November:** Post liens public hearing, and chipping service continues. **December:** End of fire season public meetings, conduct virtual evacuation exercise, and provide the Board with the number of citations, properties inspected, etc.

Fire Marshal Isaacs commented that MOFD has received great feedback on the chipper service, and that the program has had a big impact on the fuels problem in the community. Director Jorgens asked if MOFD tracks the number of truckloads or service provided to our community. Fire Marshal Isaacs confirmed and reported that the data will be tracked and reported at the end of the year.

President Danziger asked if the new Fuels Mitigation Staff will be assigned to districts so staff can get to know the area and citizens. Fire Marshal Isaacs confirmed.

Director Donner asked how complaints are handled if a citizen has an issue or complaint about a neighbor regarding weed abatement. Fire Marshal Isaacs responded that complaints are logged into the tracking system, and letters are generated to both the citizen making the complaint and to the home in question.

President Danziger opened the public comment. Nick Marnell, Moraga resident, asked for clarification on groups that don't comply and how MOFD will enforce. Fire Marshal Isaacs explained that a review of records show the number of times a property is out of compliance and issued citations. This information is used to determine deadline extensions and/or if a lien on the property is necessary.

President Danziger asked if MOFD issued any liens last year because the Board did not hold any public hearings regarding liens. Chief Winnacker explained MOFD did not issue any new liens. The only liens issued were on properties with existing liens. Properties with previously existing liens do not require a public hearing. MOFD staff continues to be committed to voluntary compliance, and our focus is on getting the work done.

10. COMMITTEE REPORTS (audio 1:37)

10.1 Audit Ad Hoc Committee (Directors Jex and Danziger)

No report

10.2 Finance Committee (Directors Danziger and Jorgens)

No report.

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

No report.

10.4 Facilities Ad Hoc Committee (Directors Baitx and Donner)

No report.

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

No report.

11. ANNOUNCEMENTS (audio 1:37)

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

No report.

11.2 Questions and informational comments from Board members and Staff

Director Baitx requested a meeting for Station 41.

11.3 Fire Chief Updates

11.3.1 Human Resources Update

HR Benefits Manager Russell provided a report for the Firefighter/Paramedic positions. Twelve successful candidates for the Firefighter Paramedic positions have been identified. Three candidates have passed the background investigations and have started the Five Call Field evaluation process. One candidate has completed the Five Call field evaluation and is scheduled to start the ALCO Academy on Monday, January 13, 2020. Remaining background investigations are due to be delivered to the Fire Chief on Thursday, January 9, 2020. One candidate withdrew to accept a position with another agency. Three Fuels Mitigation Specialist positions have been posted. The filing deadline is Friday, January 10, 2020. Twenty-six applications have been received to date. Interviews are scheduled for Wednesday, January 15, 2020. Successful candidates are expected to start the beginning of February 2020. One Fuels Mitigation Manager position is posted. Interviews are scheduled for January 22, 2020. Successful candidates are expected to start the beginning of February 2020. President Danziger asked if Dennis Rain was back to working part-time. HR Benefits Manager Russell confirmed.

President Danziger asked if Chief Winnacker had anything to add to the update. Chief Winnacker reported that firefighter crews continue to provide superior care and empathy to the community and are doing a great job meeting the needs of the community.

11.4 Communications Received (audio 1:42)

Director Jorgens reported that an Orinda citizen communicated how appreciative they were of the chipper service provided by the MOFD.

11.5 Future Agenda Items

There were no requests from the board for future agenda items.

12. ADJOURNMENT

At 8:44 p.m., Director Jorgens motioned to adjourn the meeting was seconded by Director Baitx. Said motion carried a 4-0-1 (Ayes: Baitx, Jorgens, Donner, and Danziger; Noes: None; Absent: Jex).



Marcia Holbrook, District Secretary/Clerk

For an audio recording of this and other Board meetings, please visit the MOFD District Board Meeting webpage <http://www.mofd.org/board/meetings>

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.

	January, 2020						Totals
	All Others (Alarms / Pub Service / Etc.)			Vehicle Accidents			
	In District	Out of Dist.	EMS / Rescue	In District	Out of Dist.	Out of Dist.	
Incident Totals	76	1	173	5	20	8	283
Median Turnout	1.05	0.95	1.00	1.07	1.22	0.91	1.03
Median Resp Time	5.05	7.50	4.95	10.55	6.30	8.36	5.17
Resp Time (90th%)	9.27	7.50	8.28	28.30	9.05	10.69	9.17

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

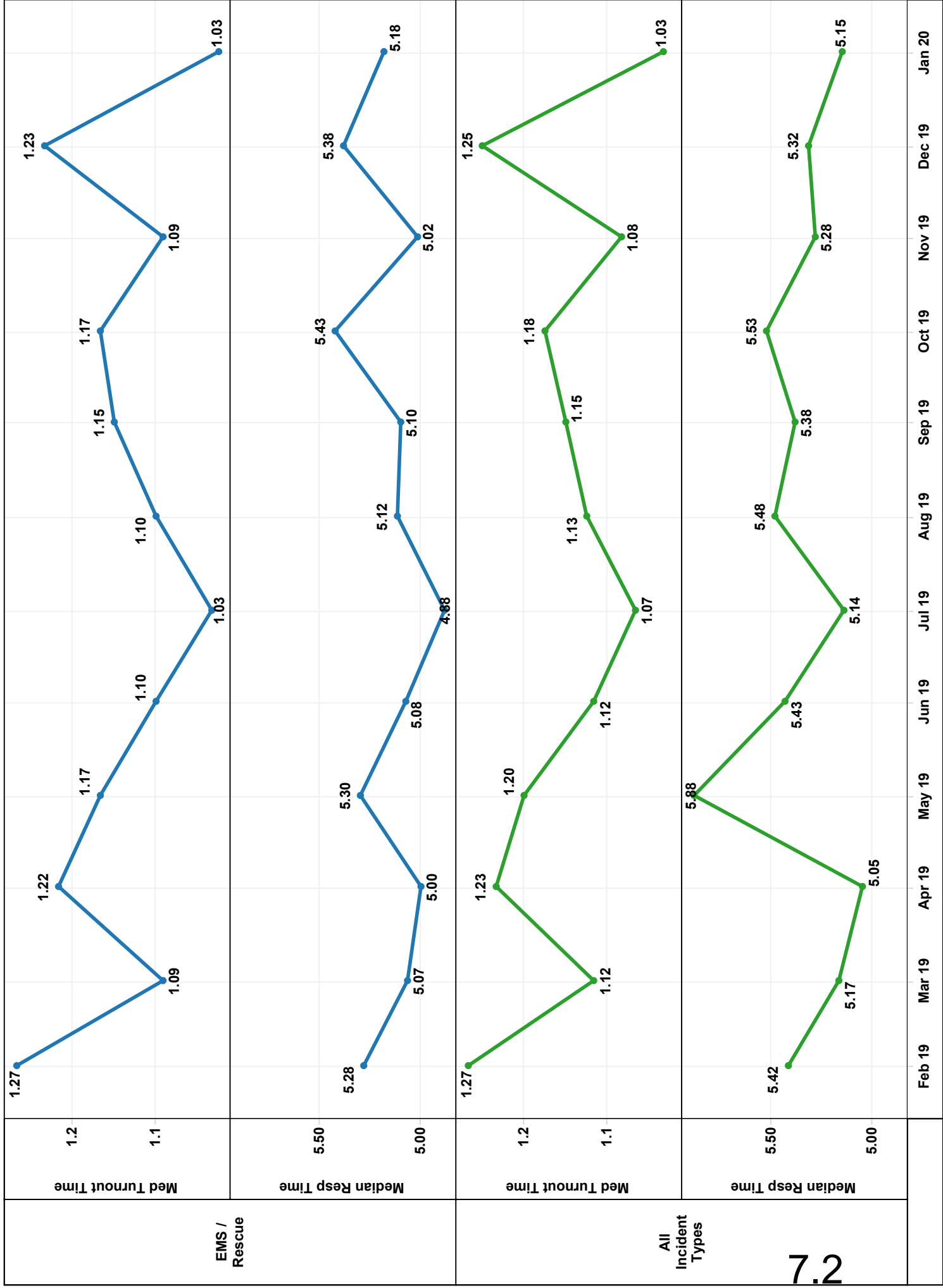
	January, 2020											
	Incident Totals			Median Turnout			Median Resp Time			Resp Time (90th%)		
	In District	Out of Dist.	EMS / Rescue	In District	Out of Dist.	EMS / Rescue	In District	Out of Dist.	EMS / Rescue	In District	Out of Dist.	EMS / Rescue
Orinda			98			1.12			5.57			8.73
			24			0.93			4.70			7.48
Totals for City			122			1.10			5.43			8.53
Moraga			54			1.00			3.87			5.78
			20			1.05			4.38			6.44
Totals for City			74			1.02			4.15			6.17
Lafayette			8			1.20			7.42			9.82
			1			0.95			7.50			7.50
Totals for City			9			1.07			7.50			9.52
Overall Total			205			1.05			4.88			8.11

Response Totals By Incident Type

	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Total
All Others (Alarms / Pub Service / Etc.)	105	98	98	109	126	105	110	116	194	129	98	114	1,402
EMS / Rescue	159	194	181	167	160	155	177	165	176	169	191	178	2,072
Structure Fires	2		1	4	2		2		5	2	1		19
Veg Fires			2		3	1	4	1	6				17
Vehicle Accidents	24	23	19	16	10	24	19	21	21	24	48	29	278
Grand Total	290	315	301	296	301	285	312	303	402	324	338	321	3,788

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



7.2

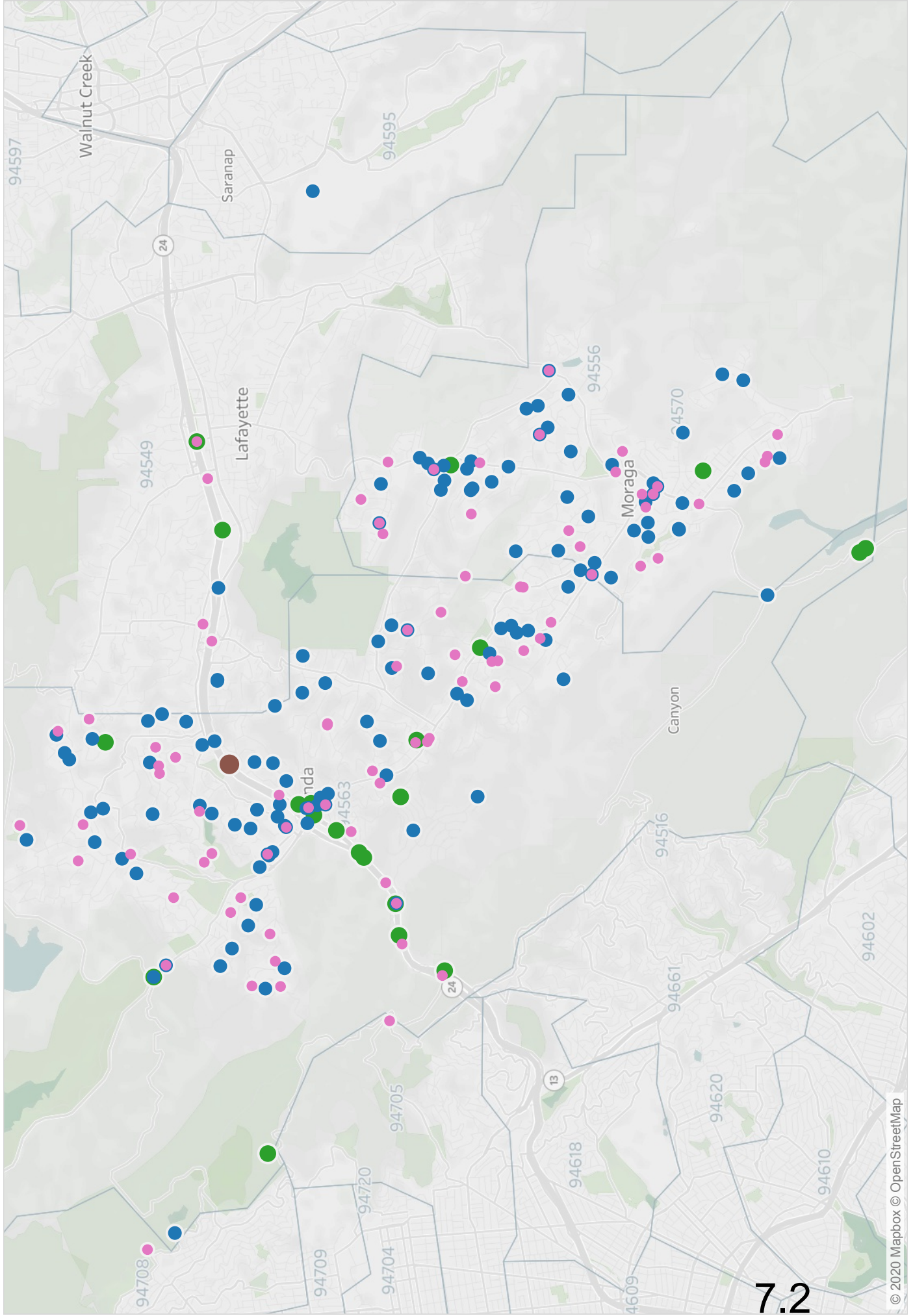
Incident Types

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

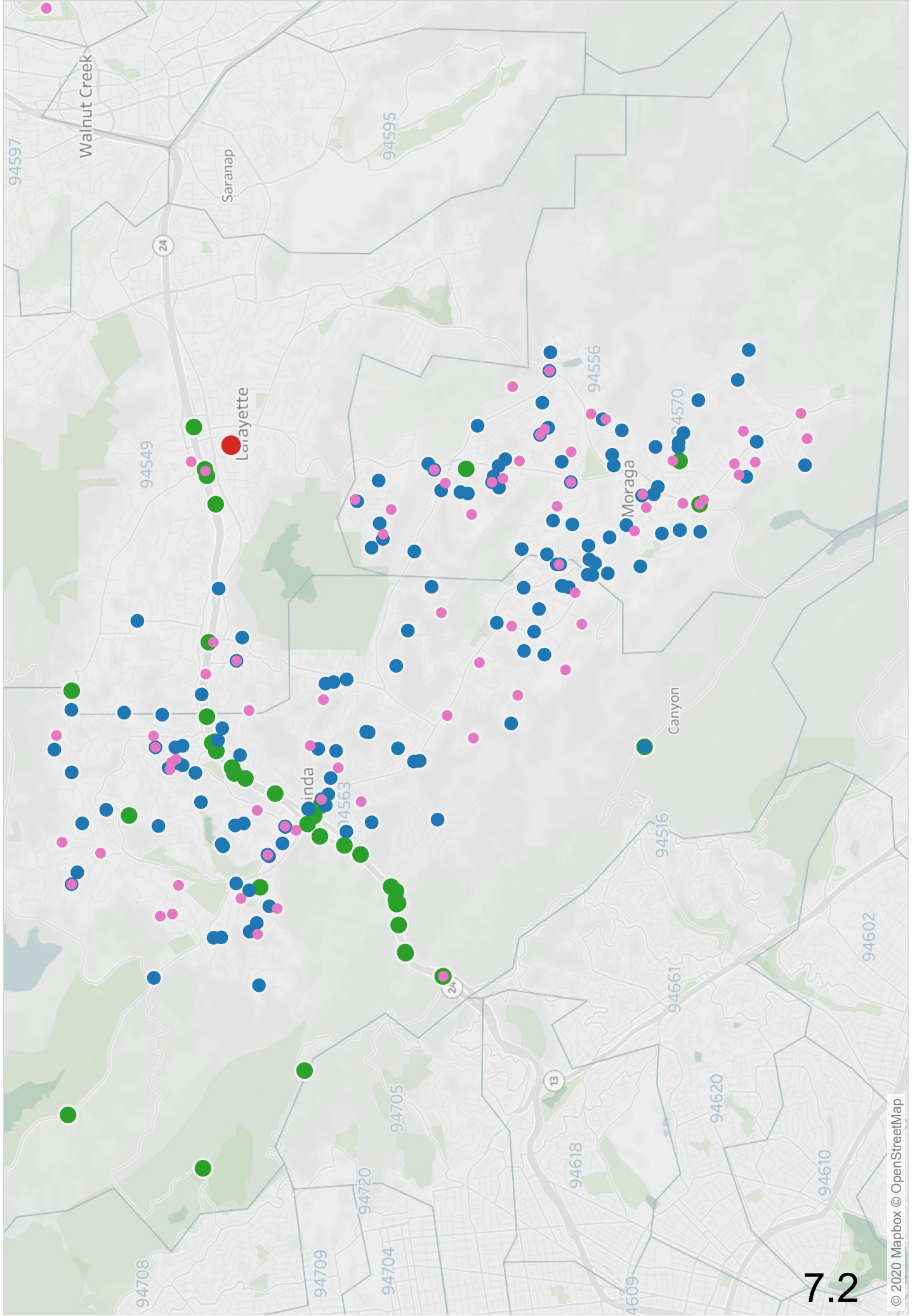
■ Vehicle Accidents

■ Technical Rescues

Incident Location Map for MOFD January 2020



Incident Location Map for MOFD December 2019



© 2020 Mapbox © OpenStreetMap

Incident Type Desc (group)

● All Others (Alarms / Pub Service / Etc.)

● All Others (Alarms / Pub Service / Etc.)

Incident Types

● All Others (Alarms / Pub Service / Etc.)

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

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
28020	1/6/2020	Maintainer Corporation of Iowa...	13,643.57	Type VI fire engine-Maintainer Spitfire body-Sales 1
28050	1/9/2020	Renne Public Law Group, LLP	1,955.50	Services thru 11/30/19
28073	1/17/2020	LeapFrog Plumbing	249.00	Church parking lot plumbing capped for temp static
28084	1/17/2020	Renne Public Law Group, LLP	<u>1,472.00</u>	Services thru 12/31/19
		Total 27 - Capital Projects Fund	17,320.07	

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

Check Number	Check Date	Name	Check Amount	Transaction Description
27999	1/6/2020	ADT Security Services	42.99	Service 01/4/20-02/03/20- Admin bldg. burglar syst
	1/6/2020	ADT Security Services	73.04	Services 01/9/20-02/08/20- Station 45
28000	1/6/2020	Jacob Airola	350.00	Reimb. OSHA/NFPA approved helmet
28001	1/6/2020	A T and T	65.99	Acct# 9252589731 181 2 12/20/19-01/19/20 Station
	1/6/2020	A T and T	239.86	Acct# 9252589746 829 9 12/20/19-01/19/20
28002	1/6/2020	A T and T Mobility	755.43	Phone Acct #287016079073 11/16/19-12/15/19
28003	1/6/2020	Bandwidth.com, Inc.	428.10	Service 01/01/20-01/31/20
28004	1/6/2020	Biomedical Waste Disposal	135.81	December 2019 Medical Waste
	1/6/2020	Biomedical Waste Disposal	105.91	December 2019 Medical Waste A/C #0350
28005	1/6/2020	Bound Tree Medical, LLC	34.30	5 Sharps containers
	1/6/2020	Bound Tree Medical, LLC	252.00	Atropine
	1/6/2020	Bound Tree Medical, LLC	119.00	Epinephrine
	1/6/2020	Bound Tree Medical, LLC	85.65	Lidocaine and ondansetron
	1/6/2020	Bound Tree Medical, LLC	121.13	Safety goggles and glasses
28006	1/6/2020	Contra Costa Door	420.00	Apparatus bay door repair
28007	1/6/2020	Comcast	88.47	8155 40 005 0208428 Station 41-12/29/19-01/28/21
	1/6/2020	Comcast	88.47	8155 40 005 0208436 Station 42-12/24/19-01/23/21
	1/6/2020	Comcast	88.38	8155 40 006 0190996 Station 45-12/23/19-01/22/21
28008	1/6/2020	Concord Uniforms	291.12	District aide uniforms
28009	1/6/2020	Sarah Dailley	122.07	Refund AARP overpayment- 9/22/19 transport
28010	1/6/2020	Dell Financial Services	302.46	Rental & Admin Fee 12/01/19-12/31/19 A/C #001-8402535-009
28011	1/6/2020	Patricia Edwards	74.54	Reimb. for food-Board Holiday reception
28012	1/6/2020	Environmental Systems Rese...	2,400.00	ArcGIS license for 3 people & Maint. 2/5/20-2/4/21
	1/6/2020	Environmental Systems Rese...	700.00	ArcGIS online service credits
28013	1/6/2020	Government Finance Officer's ...	160.00	Annual membership-G. Sasser 3/1/20-2/28/21
28014	1/6/2020	Gill's Electric Company, Inc	1,658.94	Electrical outlet repair
	1/6/2020	Gill's Electric Company, Inc	983.00	Type 3 engine shoreline installation
28015	1/6/2020	Hunt & Sons, Inc.	1,275.07	Fuel A/C #72372
	1/6/2020	Hunt & Sons, Inc.	310.94	Fuel A/C #72373
	1/6/2020	Hunt & Sons, Inc.	499.05	Fuel A/C #72374
	1/6/2020	Hunt & Sons, Inc.	664.95	Fuel A/C #72375
28016	1/6/2020	John and Claire Investigations	5,343.99	Background investigation
28017	1/6/2020	Kaiser	1,330.93	Refund overpayment-Re: 0363985990101266 4/5/19 transport
28018	1/6/2020	Andy Kalenian	197.00	Fire Officer 2D
28019	1/6/2020	L.N. Curtis & Sons	232.76	Debris carrier, drip torch repair kit and LED flashlig
	1/6/2020	L.N. Curtis & Sons	321.29	Gaskets
	1/6/2020	L.N. Curtis & Sons	54.65	PPE repair
	1/6/2020	L.N. Curtis & Sons	268.88	Ratcheting hydrant wrench
	1/6/2020	L.N. Curtis & Sons	53.53	RIC pack flashlight
	1/6/2020	L.N. Curtis & Sons	73.79	Seatbelt cutter and window punch
	1/6/2020	L.N. Curtis & Sons	256.22	Zico wheel chock and holder
28021	1/6/2020	Office Depot	131.31	Folders and laser tent. medium 100ct cards
28022	1/6/2020	Pacific Office Automation	810.94	Plotter repair
28023	1/6/2020	Pacific Gas & Electric	796.74	11/05/19-12/05/19 Station 42 Gas
	1/6/2020	Pacific Gas & Electric	663.35	11/16/19-12/16/19 Station 43
	1/6/2020	Pacific Gas & Electric	340.02	11/16/19-12/16/19 Station 45 Gas
28025	1/6/2020	Sloan Sakai Yeung & Wong LLP	177.50	AFSCME Negotiations-thru November 2019
28026	1/6/2020	Stryker Sales Corporation	810.00	Gurney repair
	1/6/2020	Stryker Sales Corporation	395.00	Gurney repair M-41
28027	1/6/2020	United Healthcare	677.45	Refund overpayment-Re: 811062620 7/27/18 trans
28028	1/6/2020	V-Studio	5,400.00	Additional functionality to fire hazard app
28029	1/6/2020	Verizon Wireless	56.18	12-lead modem wireless 11/11/19-12/10/19
	1/6/2020	Verizon Wireless	968.45	Account 623714059-00001 Service 11/24/19-12/23
28030	1/9/2020	ADT Security Services	1,328.64	Services 01/04/20-02/03/20-Camera & Doorkey Ins

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

Check Number	Check Date	Name	Check Amount	Transaction Description
28031	1/9/2020	Air Exchange Inc.	932.95	Plymovent exhaust repair
28032	1/9/2020	Jacob Airola	810.00	Reimb. College Course-Public Policy
28033	1/9/2020	ALSCO - American Linen Divi...	542.68	December 2019 linen
28034	1/9/2020	American Fidelity Assurance	2,924.98	Period Ending 12/31/2019
28035	1/9/2020	Anaconda Networks, Inc.	22.00	Return shipping of modems
28036	1/9/2020	A T and T	157.81	Acct# 9391053307 12/01/19-12/31/19
	1/9/2020	A T and T	1.41	Acct#9391060223 11/13/19-12/12/19 Conference calling
28037	1/9/2020	Avenza Systems Inc.	799.00	Avenzo Maps Pro annual subscription-2020
28038	1/9/2020	David Azevedo	275.00	S-223 class-Fireline Paramedic
28039	1/9/2020	Bound Tree Medical, LLC	1,525.29	Misc supplies
	1/9/2020	Bound Tree Medical, LLC	(150.00)	Rebate credit
28040	1/9/2020	Definitive Networks, Inc.	16,092.00	Service coverage for December 2019
28041	1/9/2020	EBMUD	300.78	Water 10/24/19-12/30/19
28043	1/9/2020	Adam Goodyear	122.00	EMT re-certification-A. Goodyer
28044	1/9/2020	IAFF Local 1230 Dues	7,813.76	Period Ending 12/31/19-Dues
28045	1/9/2020	IAFF Local 1230 Insurance	1,944.09	Period Ending 12/31/19- Insurance
28046	1/9/2020	LeapFrog Plumbing	2,940.00	3 Shower valve replacements
28047	1/9/2020	S. J. Mazaika	577.54	Chipping week of 01/01/2020
28048	1/9/2020	Pitney Bowes	182.99	St 41 Postage Machine Rental A/C #10696099 10/30/19-01/29/20
28049	1/9/2020	PLIC	83.25	January 2020
28050	1/9/2020	Renne Public Law Group, LLP	9,607.04	Services thru 11/30/19
28051	1/9/2020	Steve Rogness	122.00	EMT re-certification-S. Rogness
28052	1/9/2020	Shred-it	70.62	December 2019 pick-up
28053	1/9/2020	Staples Advantage	1,082.66	Misc. supplies
28054	1/17/2020	ADP, Inc.	1,113.60	HRBenefit Workforce processing& Payroll fees enc 12/15/19
28055	1/17/2020	Airgas USA, LLC	499.31	Tank Rental-Station 41- #2118770 -December 201
	1/17/2020	Airgas USA, LLC	54.64	Tank Rental-Station 44- #2902766 -December 201
	1/17/2020	Airgas USA, LLC	349.44	Tank Rental-Station 45- #2867225 -December 201
28056	1/17/2020	A T and T	345.11	Acct# 9391035207 12/12/19-01/11/2020
28057	1/17/2020	A T and T Mobility	321.92	iPads 12/3/19-01/2/2020
	1/17/2020	A T and T Mobility	221.82	Suppression mobile 12/3/19-01/2/2020
28058	1/17/2020	The Blackrock Group	3,600.00	Background investigations
28059	1/17/2020	Ed Borden	327.59	Reimb. overpayment medical/dental from CCCER/ Jan. 2020
28060	1/17/2020	Bound Tree Medical, LLC	11.94	Face mask
28061	1/17/2020	CCAC	80.00	Annual membership 1/1/2020-6/30/2020
28062	1/17/2020	Concord Garden Equipment	343.17	Chainsaw parts
	1/17/2020	Concord Garden Equipment	57.00	Chainsaw repair
28063	1/17/2020	Cross Connections Emergenc...	11,301.74	KNG mobile radios for new Utility trucks and Type engine
28064	1/17/2020	CSMFO-Ca Society of Muni Fi...	110.00	2020 Membership Dues- Claudia Samson
28066	1/17/2020	EBMUD	538.76	Water 10/30/19-01/03/2020 6"
	1/17/2020	EBMUD	374.66	Water 10/30/19-01/03/2020 2"
28067	1/17/2020	Eide Bailly LLP	9,687.00	Final payment-2019 audit
28068	1/17/2020	Fail Safe Testing, LLC	1,572.90	Ground ladders tested
28069	1/17/2020	Far Western Trophy & Award	46.98	Name plates-Admin
28070	1/17/2020	Marcia Holbrook	30.00	LiveScan reimbursement
28071	1/17/2020	Hunt & Sons, Inc.	1,913.02	Fuel A/C #72371
	1/17/2020	Hunt & Sons, Inc.	400.74	Fuel A/C #72373
	1/17/2020	Hunt & Sons, Inc.	385.80	Fuel A/C #72374
	1/17/2020	Hunt & Sons, Inc.	513.39	Fuel A/C #72375
28072	1/17/2020	ICC-International Code Council...	132.90	Code book tabs
28073	1/17/2020	LeapFrog Plumbing	208.00	Clear washer/dryer drain

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

Check Number	Check Date	Name	Check Amount	Transaction Description
28074	1/17/2020	L.N. Curtis & Sons	408.77	Gaskets and brass expansion rings
	1/17/2020	L.N. Curtis & Sons	261.00	Swivel rocker lugs
	1/17/2020	L.N. Curtis & Sons	625.31	Triple duty nylon hose
28075	1/17/2020	Lucas Pavings, Inc.	6,601.00	Asphalt resurface
28076	1/17/2020	Michael Martinez	350.00	Reimb. OSHA/NFPA approved helmet
28077	1/17/2020	Moraga Hardware & Lumber	65.48	Ceiling bulbs
	1/17/2020	Moraga Hardware & Lumber	9.81	Chain for fire trail gate
	1/17/2020	Moraga Hardware & Lumber	82.25	Misc. maintenance supplies
28078	1/17/2020	Occu-Med, Ltd.	114.20	Pre-employment exam
28079	1/17/2020	Office Depot	80.39	Copy paper, self ink stamps and label tape
28080	1/17/2020	Brian Oliver	600.00	College course-BS reimb.-Fire Science 208
28081	1/17/2020	ParcelQuest	1,799.00	Group Navigator Online access 2020- Customer #
28082	1/17/2020	Paymentus Group, Inc.	55.48	Credit card fees-December 2019
28083	1/17/2020	Pacific Gas & Electric	1,341.02	12/05/19-01/03/20 Station 44
	1/17/2020	Pacific Gas & Electric	1,200.48	12/05/19-01/03/20 Station 45 Electric
	1/17/2020	Pacific Gas & Electric	375.54	12/06/19-01/05/20 Admin
	1/17/2020	Pacific Gas & Electric	1,201.30	12/06/19-01/05/20 Station 41
	1/17/2020	Pacific Gas & Electric	869.20	12/06/19-01/05/20 Station 42 Electric
	1/17/2020	Pacific Gas & Electric	968.82	12/07/19-01/06/20 Station 42 Gas
28084	1/17/2020	Renne Public Law Group, LLP	6,228.50	Services thru 12/31/19
28085	1/17/2020	Republic Services	530.41	January 2020 Trash A/C#302100093245
	1/17/2020	Republic Services	101.65	January 2020 Trash A/C#302100094052
	1/17/2020	Republic Services	511.09	January 2020 Trash A/C#302100095331
	1/17/2020	Republic Services	101.65	January 2020 Trash A/C#302100108522
28086	1/17/2020	TargetSolutions Learning	6,000.00	Target Safety Subscription 1/1/20-12/31/20
28087	1/17/2020	TIAA Commercial Finance, Inc.	223.34	Copier Rental January 2020 A/C #20317889-1
28088	1/28/2020	CCC Fire Commissioners Ass...	35.00	Meeting 1/30/20-Director Donner
28089	1/28/2020	ADT Security Services	42.99	Service 02/4/20-03/03/20- Admin bldg. burglar syst
	1/28/2020	ADT Security Services	93.99	Services 02/04/20-03/03/20- Admin bldg. camera & door locks
28090	1/28/2020	Alameda County Fire Departm...	1,695.25	Misc. repairs
28091	1/28/2020	A T and T Mobility	733.41	Phone Acct #287016079073 12/16/19-01/15/20
28092	1/28/2020	AT&T	42.80	Internet 01/10/20-02/09/20 - Station 43
28093	1/28/2020	Bay Alarm Company	95.00	Alarm trouble shooting
28094	1/28/2020	Berkeley Fire Department	4,334.00	Academy seat- 3rd of 3 payments
28095	1/28/2020	Biomedical Waste Disposal	79.00	January 2020 Medical Waste
	1/28/2020	Biomedical Waste Disposal	79.00	January 2020 Medical Waste A/C #0350
28096	1/28/2020	Bound Tree Medical, LLC	823.40	Glucagen diagnostic kits
	1/28/2020	Bound Tree Medical, LLC	2,924.58	Misc supplies
	1/28/2020	Bound Tree Medical, LLC	95.62	Particulate masks
28097	1/28/2020	Central Contra Costa Sanitary ...	27.54	Hazardous waste disposal- Customer #807/2348
28098	1/28/2020	Comcast	90.10	8155 40 005 0208436 Station 42-01/24/20-02/23/20
	1/28/2020	Comcast	90.01	8155 40 006 0190996 Station 45-01/23/20-02/22/20
	1/28/2020	Comcast	90.01	8155 40 006 0191002 Station 44-01/14/20-02/13/20
28099	1/28/2020	Concern:EAP	9,800.00	Annual service 1/1/2020-12/31/2020
28100	1/28/2020	Dell Financial Services	302.46	Rental & Admin Fee 01/01/20-01/31/20 A/C #001-8402535-009
	1/28/2020	Dell Financial Services	614.79	Rental & Admin Fee 02/01/20-02/29/20 A/C #001-8402535-010
	1/28/2020	Dell Financial Services	225.92	Rental & Admin Fee 02/01/20-02/29/20 A/C #001-8402535-011
28101	1/28/2020	Department of Justice	177.00	Fingerprinting
28102	1/28/2020	Mark DeWeese	122.00	EMT re-certification-M. DeWeese
28103	1/28/2020	Elite Backgrounds	6,500.00	Background investigations-5
28104	1/28/2020	Expert Tree Service	3,200.00	Tree removal and chipping brush
28105	1/28/2020	Have Air Will Travel, Inc.	302.00	Service call-Flat repair-Station 45-E45

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

Check Number	Check Date	Name	Check Amount	Transaction Description
28106	1/28/2020	Hunt & Sons, Inc.	1,069.93	Fuel A/C #72372
28107	1/28/2020	LeapFrog Plumbing	164.00	Repair leak under sink
28108	1/28/2020	L.N. Curtis & Sons	195.75	35' Yellow hose
	1/28/2020	L.N. Curtis & Sons	230.55	Ball valve and smooth bore set
	1/28/2020	L.N. Curtis & Sons	413.25	Goggles-8 pair
	1/28/2020	L.N. Curtis & Sons	180.26	Mako compressor air check sample
	1/28/2020	L.N. Curtis & Sons	(233.68)	Returned verticle choc holder
	1/28/2020	L.N. Curtis & Sons	288.19	Wildland pants-Academy
28109	1/28/2020	S. J. Mazaika	547.29	Chipping week of 01/20/2020
28110	1/28/2020	Motorola	21,576.00	Programing upgrade of EBRCS radios
28111	1/28/2020	Office Depot	220.59	Copy paper, mouse pad and cleaning supplies
28112	1/28/2020	Orinda Motors, Inc.	157.66	Oil change-Unit 459
28113	1/28/2020	Pacific Gas & Electric	841.11	12/17/19-01/14/20 Station 45 Gas
	1/28/2020	Pacific Gas & Electric	778.67	12/17/19-01/15/20 Station 43
28114	1/28/2020	PLIC	83.25	February 2020
28116	1/28/2020	Smart Clean Building Mainten...	245.00	January 2020 cleaning service
28117	1/28/2020	Sun Valley Heating & Air Cond...	497.97	Garage heaters maintenance
	1/28/2020	Sun Valley Heating & Air Cond...	1,480.00	Preventative Maint.
28118	1/28/2020	Verizon Wireless	56.18	12-lead modem wireless 12/11/19-01/10/20
28119	1/28/2020	Wittman Enterprises, LLC	8,041.08	December 2019
CC-0120	1/9/2020	CCCERA Retirement	168,558.17	CCCERA retirement payment-January 2020 contributions
CP068	1/8/2020	Calif. Public Employees'	175,895.54	CalPers Health Ins
CU-0120	1/9/2020	1st NorCal Federal Credit Union	1,702.20	Period ending 12/31/19-NorCal FCU
DD068	1/8/2020	Delta Dental Plan of Calif.	16,109.76	Delta Dental ACH payment
PFA 0120	1/9/2020	Moraga-Orinda Professional Fi...	1,722.00	Period ending 12/31/19- MOPFA
Stmt 12/23/19	1/29/2020	U.S. Bank	<u>9,001.51</u>	A/C #4246-0445-5564-6748 12/23/19
		Total 50 - General Fund	590,090.36	

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

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
28024	1/6/2020	Sequoia Ecological Consulting...	7,984.56	Services thru 12/18/19
28042	1/9/2020	Firestorm Wildland Fire Suppr...	6,349.23	Services 12/08/19-12/31/19
28065	1/17/2020	Cultural Resources Practitioners	8,765.47	Services 10/1/19-10/31/19
	1/17/2020	Cultural Resources Practitioners	1,370.24	Services 11/1/19-12/10/19
	1/17/2020	Cultural Resources Practitioners	3,896.70	Services 8/1/19-8/18/19
28115	1/28/2020	Sequoia Ecological Consulting...	5,450.41	Services 12/1/19-12/31/19
Stmt 12/23/19	1/29/2020	U.S. Bank	91.40	A/C #4246-0445-5564-6748 12/23/19
		Total 60 - North Orinda Emergency Fuel Break	33,908.01	
Report Total			641,318.44	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	20,990,202.51	20,740,454.00	249,748.51	1.20%
Property Tax-Supplemental	4011	103,952.37	300,000.00	(196,047.63)	(65.35)%
Property Tax-Unitary	4013	228,633.18	200,000.00	28,633.18	14.32%
Property Tax-Curr Unsecured	4020	635,502.33	600,000.00	35,502.33	5.92%
Prop Tax- Prior Secured	4030	(36,642.93)	(45,000.00)	8,357.07	(18.57)%
Prop Tax-Prior Supplement	4031	(2,352.61)	(30,000.00)	27,647.39	(92.16)%
Prop Tax Prior Unsecured	4035	4,959.13	(10,000.00)	14,959.13	(149.59)%
Fire Flow Tax	4066	0.00	1,085,000.00	(1,085,000.00)	(100.00)%
Total Taxes		<u>21,924,253.98</u>	<u>22,840,454.00</u>	<u>(916,200.02)</u>	<u>(4.01)%</u>
Use of Money & Property					
Investment Earnings	4181	10,591.54	70,000.00	(59,408.46)	(84.87)%
Total Use of Money & Property		<u>10,591.54</u>	<u>70,000.00</u>	<u>(59,408.46)</u>	<u>(84.87)%</u>
Intergovernmental Revenue					
Homeowners Relief Tax	4385	0.00	149,000.00	(149,000.00)	(100.00)%
Intergovernmental Revenue-Federal Grants	4437	255,792.75	420,000.00	(164,207.25)	(39.10)%
CA FF JAC Training Funds	4440	0.00	6,500.00	(6,500.00)	(100.00)%
Other/In Lieu of Taxes	4580	967.52	900.00	67.52	7.50%
Measure H-Emerg Med Ser Subsid	4896	0.00	85,514.00	(85,514.00)	(100.00)%
Total Intergovernmental Revenue		<u>256,760.27</u>	<u>661,914.00</u>	<u>(405,153.73)</u>	<u>(61.21)%</u>
Charges for Service					
Permits	4740	1,506.00	2,000.00	(494.00)	(24.70)%
Plan Review	4741	142,051.00	250,000.00	(107,949.00)	(43.18)%
Inspection Fees	4742	11,361.00	33,000.00	(21,639.00)	(65.57)%
Weed Abatement Charges	4744	0.00	20,000.00	(20,000.00)	(100.00)%
CPR/First Aid Classes	4745	357.00	1,000.00	(643.00)	(64.30)%
Reports/ Photocopies	4746	285.75	350.00	(64.25)	(18.36)%
Other Charges for Service	4747	8,232.00	6,000.00	2,232.00	37.20%
Total Charges for Service		<u>163,792.75</u>	<u>312,350.00</u>	<u>(148,557.25)</u>	<u>(47.56)%</u>
Charges for Service - Ambulance					
Ambulance Service Fees	4898	937,827.51	1,938,000.00	(1,000,172.49)	(51.61)%
Ambulance Service Fee Reimbursements	4899	(100,308.15)	(188,000.00)	87,691.85	(46.64)%
Ambulance Collection Recovery Payments	4900	4,470.61	1,600.00	2,870.61	179.41%
Ground Emergency Medical Transportation	4901	(30,110.85)	50,000.00	(80,110.85)	(160.22)%
Total Charges for Service - Ambulance		<u>811,879.12</u>	<u>1,801,600.00</u>	<u>(989,720.88)</u>	<u>(54.94)%</u>
Other Revenue					
Other Revenue-Strike Team Recovery	4971	135,268.91	800,000.00	(664,731.09)	(83.09)%
Other Revenue & Financing Sources	4972	0.00	18,000.00	(18,000.00)	(100.00)%
Other Revenue-Misc.	4974	5,365.66	1,000.00	4,365.66	436.57%
Misc Rebates & Refunds	4975	1,525.05	1,000.00	525.05	52.51%
Sale of Surplus Property	4980	402.50	500.00	(97.50)	(19.50)%
Transfers In	4999	606.97	0.00	606.97	0.00%
Total Other Revenue		<u>143,169.09</u>	<u>820,500.00</u>	<u>(677,330.91)</u>	<u>(82.55)%</u>
Total Revenue		<u>23,310,446.75</u>	<u>26,506,818.00</u>	<u>(3,196,371.25)</u>	<u>(12.06)%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	4,489,967.27	9,968,534.00	5,478,566.73	54.96%
Temporary Salaries	5013	102,968.50	269,651.00	166,682.50	61.81%
Overtime	5014	754,917.47	1,830,828.00	1,075,910.53	58.77%
Deferred Compensation	5015	10,348.00	22,700.00	12,352.00	54.41%
Overtime - Strike Team	5016	236,093.77	540,020.00	303,926.23	56.28%
Contract Services	5018	58,735.31	0.00	(58,735.31)	0.00%
Worker's Compensation Recovery	5019	(64,614.25)	(150,000.00)	(85,385.75)	56.92%
Payroll Taxes -FICA,SUI	5042	87,330.94	207,193.00	119,862.06	57.85%
Payroll Processing Fees	5043	7,273.40	20,000.00	12,726.60	63.63%
Retirement Contributions	5044	2,493,264.74	5,388,042.00	2,894,777.26	53.73%
Life/Health Insurance-Permanent Employees	5060	538,223.21	1,380,492.00	842,268.79	61.01%
Employee's-Health Insurance Contribution	5061	(52,760.10)	(140,664.00)	(87,903.90)	62.49%
Retiree Health Insurance	5062	606,517.49	1,275,000.00	668,482.51	52.43%
Retiree-Health Insurance Contribution	5063	(168,014.27)	(350,000.00)	(181,985.73)	52.00%
Unemployment Insurance	5064	899.99	11,000.00	10,100.01	91.82%
Retiree-Health OPEB Contribution	5065	0.00	559,108.00	559,108.00	100.00%
Vision Insurance	5066	7,407.66	20,796.00	13,388.34	64.38%
Pension Rate Stabilization	5067	0.00	1,023,850.00	1,023,850.00	100.00%
Workers' Compensation Insurance	5070	513,058.00	1,021,161.00	508,103.00	49.76%
Total Salaries & Benefits		9,621,617.13	22,897,711.00	13,276,093.87	57.98%
Operating Expense					
Office Supplies	6100	3,596.85	10,300.00	6,703.15	65.08%
Postage	6101	1,461.86	5,000.00	3,538.14	70.76%
Books & Periodicals	6102	1,457.29	7,660.00	6,202.71	80.98%
Printer Ink Cartridges	6103	941.47	2,500.00	1,558.53	62.34%
Telephone/Communication	6110	21,249.37	50,000.00	28,750.63	57.50%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	188,700.00	188,700.00	100.00%
Utilities- Sewer	6120	4,625.17	4,100.00	(525.17)	(12.81)%
Utilities-Garbage	6121	7,468.80	14,050.00	6,581.20	46.84%
Utilities-PG&E	6122	29,453.76	69,900.00	40,446.24	57.86%
Utilities-Water	6123	10,533.31	18,300.00	7,766.69	42.44%
Utilities-Medical Waste	6124	1,419.95	2,200.00	780.05	35.46%
Small Tools & Instruments	6130	985.54	8,250.00	7,264.46	88.05%
Minor Equipment/Furniture	6131	69.45	1,500.00	1,430.55	95.37%
Computer Equipment & Supplies	6132	151.08	3,000.00	2,848.92	94.96%
Gas Power Chain Saw/Other Equipmen	6133	2,459.21	6,800.00	4,340.79	63.84%
Fire Trail Grading	6135	10,599.94	25,000.00	14,400.06	57.60%
Fire Fighting Equipment & Supplies	6137	8,848.36	7,000.00	(1,848.36)	(26.41)%
Fire Fighting Equipment-Hoses & Nozzles	6138	15,823.06	16,000.00	176.94	1.11%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Fire Fighting Equipment-Class A Foam	6139	0.00	5,125.00	5,125.00	100.00%
Medical & Lab Supplies	6140	53,203.82	100,000.00	46,796.18	46.80%
Food Supplies	6150	6,048.35	4,000.00	(2,048.35)	(51.21)%
Safety Clothing & Personal Supplies	6160	27,491.72	120,000.00	92,508.28	77.09%
Household Expense	6170	7,393.23	17,000.00	9,606.77	56.51%
Household Expense-Linen	6171	2,889.86	6,440.00	3,550.14	55.13%
Public & Legal Notices	6190	0.00	10,000.00	10,000.00	100.00%
Dues, Memberships & Professional Fees	6200	1,727.50	8,555.00	6,827.50	79.81%
EMT/Paramedic Licensure Fees	6201	1,024.00	4,000.00	2,976.00	74.40%
Rent & Leases (Equipment)	6250	15,297.93	29,900.00	14,602.07	48.84%
Computer Software & Maintenance	6251	62,917.93	75,500.00	12,582.07	16.66%
Website Development & Maintenance	6252	4,695.00	8,000.00	3,305.00	41.31%
EPA ID# Verification Fee	6264	150.00	150.00	0.00	0.00%
CCC HazMat Plan (CUPA)	6265	462.00	3,000.00	2,538.00	84.60%
BAAQMD & Environmental Health Fees	6266	0.00	900.00	900.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	1,300.00	1,300.00	100.00%
Maintenance -- Equipment	6270	41,076.31	70,840.00	29,763.69	42.02%
Central Garage Repairs	6271	79,265.85	200,000.00	120,734.15	60.37%
Central Garage Gasoline & Oil	6272	40,876.82	65,000.00	24,123.18	37.11%
Central Garage Tires	6273	7,152.33	7,500.00	347.67	4.64%
Service/Repair Fuel System Dispensers	6274	0.00	2,500.00	2,500.00	100.00%
Aerial Ladder & Pump Testing	6275	0.00	1,000.00	1,000.00	100.00%
Smog Inspections	6276	93.85	500.00	406.15	81.23%
Air Compressor Quarterly Service	6278	1,690.61	3,000.00	1,309.39	43.65%
Hydro Test SCBA & Oxy Cylinder	6279	0.00	2,500.00	2,500.00	100.00%
Tank Testing	6280	1,120.00	1,000.00	(120.00)	(12.00)%
Maintenance -- Building	6281	31,182.33	64,000.00	32,817.67	51.28%
Maintenance -- Grounds	6282	3,688.96	6,400.00	2,711.04	42.36%
Meetings & Travel Expenses	6303	1,540.36	3,875.00	2,334.64	60.25%
Medical - Pre-Emp Processing and Annual Exams	6311	3,762.93	30,000.00	26,237.07	87.46%
Ambulance Billing Administration Fees	6312	37,238.28	74,160.00	36,921.72	49.79%
Outside Attorney Fees	6313	41,769.68	150,000.00	108,230.32	72.15%
Outside CPR Instructors	6314	0.00	2,000.00	2,000.00	100.00%
CCC County Tax Administration Fee	6316	0.00	205,000.00	205,000.00	100.00%
Professional Services	6317	16,115.00	46,000.00	29,885.00	64.97%
Professional Services - Labor Negotiator	6318	1,897.00	2,000.00	103.00	5.15%
Professional Services - Technology	6319	79,857.54	205,452.00	125,594.46	61.13%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Pre-Employment Investigations	6320	11,863.99	15,000.00	3,136.01	20.91%
Professional Services - Promotional Exams & Recruitment	6321	1,089.13	6,000.00	4,910.87	81.85%
Professional Services-OPEB Actuarial Valuation	6322	2,889.41	5,500.00	2,610.59	47.47%
Exterior Hazard Removal	6323	12,007.50	25,000.00	12,992.50	51.97%
Professional Services-Prop Tax Audit & Forecasting	6326	0.00	8,200.00	8,200.00	100.00%
Professional Services	6327	0.00	14,000.00	14,000.00	100.00%
Burn Trailer Grant Maintenance	6352	0.00	3,500.00	3,500.00	100.00%
Testing Materials & Training Props	6354	3,513.92	20,000.00	16,486.08	82.43%
Career Development Classes	6357	5,215.72	25,000.00	19,784.28	79.14%
Target Safety Online Training	6359	3,515.00	9,000.00	5,485.00	60.94%
Training & Education Classes-Paramedic & EMT CE	6360	4,675.00	10,000.00	5,325.00	53.25%
District Sponsored Training-Mandated	6361	(831.61)	20,000.00	20,831.61	104.16%
Recruiting Costs	6470	8,666.00	40,000.00	31,334.00	78.33%
Strike Team Supplies	6474	9,125.67	9,500.00	374.33	3.94%
Community Emergency Response Team	6475	1,021.51	8,000.00	6,978.49	87.23%
Exercise Supplies/Maint.	6476	5,612.62	5,000.00	(612.62)	(12.25)%
Recognition Supplies	6478	1,314.10	4,000.00	2,685.90	67.15%
Other Special Departmental Exp	6479	69,823.04	95,950.00	26,126.96	27.23%
Public Education Supplies	6480	898.06	3,700.00	2,801.94	75.73%
CPR Supplies	6481	0.00	1,000.00	1,000.00	100.00%
LAFCO	6482	16,300.67	12,500.00	(3,800.67)	(30.41)%
Emergency Preparedness Expense	6484	790.44	10,000.00	9,209.56	92.10%
Misc. Services & Supplies	6490	21,698.87	35,800.00	14,101.13	39.39%
Fire Chief Contingency	6491	13,538.51	100,000.00	86,461.49	86.46%
Property & Liability Insurance	6540	45,781.00	57,000.00	11,219.00	19.68%
Total Operating Expense		<u>931,282.21</u>	<u>2,520,507.00</u>	<u>1,589,224.79</u>	<u>63.05%</u>
Other Expense					
Bank Fees	7510	2,847.19	3,300.00	452.81	13.72%
County Tax Collection Fees	7530	0.00	300.00	300.00	100.00%
Fire Flow Tax Collection Fees	7531	255.86	0.00	(255.86)	0.00%
Claims Expense	7540	60,304.48	0.00	(60,304.48)	0.00%
Operating Transfers Out	7999	0.00	1,085,000.00	1,085,000.00	100.00%
Total Other Expense		<u>63,407.53</u>	<u>1,088,600.00</u>	<u>1,025,192.47</u>	<u>94.18%</u>
Total Expenditures		<u>10,616,306.87</u>	<u>26,506,818.00</u>	<u>15,890,511.13</u>	<u>59.95%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>12,694,139.88</u>	<u>0.00</u>	<u>12,694,139.88</u>	<u>0.00%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,087,937.46	0.00	1,087,937.46	0.00%
Total Taxes		1,087,937.46	0.00	1,087,937.46	0.00%
Use of Money & Property					
Investment Earnings	4181	13,127.62	10,000.00	3,127.62	31.28%
Total Use of Money & Property		13,127.62	10,000.00	3,127.62	31.28%
Intergovernmental Revenue					
Intergovernmental Revenue-Fed...	4437	0.00	75,169.00	(75,169.00)	(100.00)%
Total Intergovernmental Revenue		0.00	75,169.00	(75,169.00)	(100.00)%
Charges for Service					
Impact Mitigation Fees	4743	14,000.00	40,000.00	(26,000.00)	(65.00)%
Total Charges for Service		14,000.00	40,000.00	(26,000.00)	(65.00)%
Other Revenue					
Sale of Surplus Property	4980	5,199.00	0.00	5,199.00	0.00%
Transfers In	4999	0.00	73,451.00	(73,451.00)	(100.00)%
Total Other Revenue		5,199.00	73,451.00	(68,252.00)	(92.92)%
Total Revenue		1,120,264.08	198,620.00	921,644.08	464.02%
Expenditures					
Other Expense					
Bank Fees	7510	142.00	200.00	58.00	29.00%
Fire Flow Tax Collection Fees	7531	11,509.51	14,000.00	2,490.49	17.79%
Apparatus/Vehicles-Fixed Asset ...	7703	277,774.05	395,871.00	118,096.95	29.83%
Buildings-Station #43-Fixed Ass...	7706	190,488.24	202,266.00	11,777.76	5.82%
FEMA (AFG) Grants-Fixed Asse...	7707	16,194.00	17,000.00	806.00	4.74%
Buildings-Stations-Fixed Asset E...	7708	12,765.00	30,000.00	17,235.00	57.45%
Misc. Equipment Expense	7709	0.00	82,686.00	82,686.00	100.00%
Operating Transfers Out	7999	506,442.62	0.00	(506,442.62)	0.00%
Total Other Expense		1,015,315.42	742,023.00	(273,292.42)	(36.83)%
Total Expenditures		1,015,315.42	742,023.00	(273,292.42)	(36.83)%
Excess of Revenues Over/ (Under) Expenditures		104,948.66	(543,403.00)	648,351.66	(119.31)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,709,744.00	3,709,744.00	0.00	0.00%
Total Taxes		3,709,744.00	3,709,744.00	0.00	0.00%
Use of Money & Property					
Investment Earnings	4181	29.18	500.00	(470.82)	(94.16)%
Total Use of Money & Property		29.18	500.00	(470.82)	(94.16)%
Other Revenue					
Transfers In	4999	506,442.62	1,011,549.00	(505,106.38)	(49.93)%
Total Other Revenue		506,442.62	1,011,549.00	(505,106.38)	(49.93)%
Total Revenue		4,216,215.80	4,721,793.00	(505,577.20)	(10.71)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,945,000.00	2,945,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	299,236.50	521,609.00	222,372.50	42.63%
Apparatus Lease Principal Payment	7902	327,857.35	658,811.00	330,953.65	50.23%
Apparatus Lease Interest Payment	7903	17,376.47	31,657.00	14,280.53	45.11%
Lease Agreement Station 43 Principal	7906	125,000.00	250,000.00	125,000.00	50.00%
Lease Agreement Station 43 Interest	7907	36,208.80	71,081.00	34,872.20	49.06%
Transfers to Other Funds	7997	606.97	0.00	(606.97)	0.00%
Total Other Expense		3,751,286.09	4,478,158.00	726,871.91	16.23%
Total Expenditures		3,751,286.09	4,478,158.00	726,871.91	16.23%
Excess of Revenues Over/ (Under) Expenditures		464,929.71	243,635.00	221,294.71	90.83%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - NOSFB Fund Actual to Budget-19/20
From 7/1/2019 Through 12/31/2019

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Intergovernmental Revenue					
Misc State Aid/ Grants	4435	3,406,019.65	4,173,250.00	(767,230.35)	(18.38)%
Total Intergovernmental Revenue		3,406,019.65	4,173,250.00	(767,230.35)	(18.38)%
Total Revenue		3,406,019.65	4,173,250.00	(767,230.35)	(18.38)%
Expenditures					
Salaries & Benefits					
Temporary Salaries	5013	58,896.77	123,802.00	64,905.23	52.43%
Overtime	5014	4,415.95	0.00	(4,415.95)	0.00%
Payroll Taxes -FICA,SUI	5042	3,813.87	9,471.00	5,657.13	59.73%
Total Salaries & Benefits		67,126.59	133,273.00	66,146.41	49.63%
Operating Expense					
Office Supplies	6100	219.01	0.00	(219.01)	0.00%
Professional Services	6317	677,687.96	650,000.00	(27,687.96)	(4.26)%
Exterior Hazard Removal	6323	2,341,887.21	3,389,977.00	1,048,089.79	30.92%
Total Operating Expense		3,019,794.18	4,039,977.00	1,020,182.82	25.25%
Total Expenditures		3,086,920.77	4,173,250.00	1,086,329.23	26.03%
Excess of Revenues Over/ (Under) Expenditures		319,098.88	0.00	319,098.88	0.00%

**MORAGA-ORINDA FIRE DISTRICT
TREASURER'S QUARTERLY INVESTMENT REPORT
DECEMBER 31, 2019**

Type of Investment	Financial Institution	Date of Maturity	Par Value/ Original	Market Value	Rate of Interest	Fiscal Year-to-Date Income
Cash	Contra Costa County	N/A	165,848	165,848	0.00%	0
Cash	Citibank	N/A	747,234	747,234	0.00%	0
Local Agency Investment Fund	Local Agency Investment Fund	N/A	8,400,909	8,415,781	2.29%	31,819
Money Market	Wells Fargo Government Money Market Fund	N/A	251,875	251,875	2.06%	29
U.S. Treasury Note	Wells Fargo	6/30/2020	3,485,738	3,430,000	1.63%	0
Total			13,051,604	13,010,738		31,848

Average Weighted Yield 1.95%

Market values obtained from monthly statements issued by Citibank and Wells Fargo Bank

Sufficient funds exist to meet the District's financial obligations for the next six months 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 tolls 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 collection risk.

The December 2019 investments are in accordance with the District adopted investment policy.



1/28/2020

Gloriann Sasser
Administrative Services Director

Date

Wittman Enterprises LLC
 Moraga-Orinda Fire District
 Ambulance Billing- Fiscal Year 2019/2020- Revenue to Date
 as of 12/31/19

	GROSS REVENUE(1)	MEDICARE WRITE OFFS (2)	MEDI-CAL WRITE OFFS (3)	RESIDENT WRITE OFFS (4)	OTHER CONTRACTUAL WRITE OFFS (5)	NET REVENUE (6)	CASH RECEIPTS (7)	REFUNDS (8)	NET RECEIPTS (9)	BAD DEBT WRITE OFFS (10)	ADJUSTMENTS (11)	NEW A/R BALANCE (12)
JULY '19	\$ 389,554.00	\$ 180,185.18	\$ 39,512.09	\$ 58,440.76	\$ -	\$ 111,415.97	\$ 184,387.60	\$ -	\$ 184,387.60	\$ 30,544.06	\$ (1,104.25)	\$ 714,278.37
AUGUST '19	\$ 436,009.40	\$ 227,554.46	\$ 28,942.54	\$ 37,335.21	\$ 6,141.10	\$ 141,036.09	\$ 135,494.71	\$ -	\$ 135,494.71	\$ 25,837.20	\$ (584.70)	\$ 693,397.85
SEPTEMBER '19	\$ 410,416.00	\$ 155,086.75	\$ 34,694.88	\$ 20,635.16	\$ 2,553.18	\$ 197,446.03	\$ 104,141.90	\$ -	\$ 104,141.90	\$ 15,313.00	\$ (624.00)	\$ 770,764.98
OCTOBER '19	\$ 424,793.00	\$ 189,978.89	\$ 52,133.12	\$ 50,620.90	\$ 1,460.77	\$ 131,599.32	\$ 97,870.54	\$ 5,074.81	\$ 92,795.73	\$ 8,874.00	\$ 1,196.16	\$ 801,890.73
NOVEMBER '19	\$ 414,262.80	\$ 175,825.11	\$ 32,741.19	\$ 46,170.91	\$ 2,342.47	\$ 157,183.12	\$ 185,789.23	\$ -	\$ 185,789.23	\$ -	\$ (44.00)	\$ 773,240.62
DECEMBER '19	\$ 486,466.80	\$ 197,344.61	\$ 38,381.89	\$ 48,710.51	\$ 2,882.81	\$ 199,146.98	\$ 153,848.95	\$ 2,130.45	\$ 151,718.50	\$ 18,598.30	\$ 19.20	\$ 802,090.00
JANUARY '20												
FEBRUARY '20												
MARCH '20												
APRIL '20												
MAY '20												
JUNE '20												
YEAR TO DATE TOTALS	\$ 2,564,502.00	\$ 1,119,975.00	\$ 226,405.71	\$ 261,913.45	\$ 15,380.33	\$ 937,827.51	\$ 861,532.93	\$ 7,205.26	\$ 854,327.67	\$ 99,166.56	\$ (1,141.59)	
YTD PERCENTAGE OF REVENUE		43.72%	8.84%	10.22%	0.60%	36.61%	33.63%	0.28%	33.35%	3.87%	-0.04%	
YTD PERCENTAGE OF NET REVENUE									91.10%			

1. GROSS REVENUE – Charges billed within the month.
2. MEDICARE WRITE OFFS – Contractual write down that MOFD is obligated to take as a Medicare provider
3. MEDI-CAL WRITE OFFS - Contractual write down that MOFD is obligated to take as a Medi-Cal provider
4. RESIDENT WRITE OFFS – Write Downs that are taken according to MOFD's resident policy
5. OTHER CONTRACTUAL WRITE OFFS – Contractual write downs that are taken for other federal or state agencies
6. NET REVENUE – Revenue after all contractual obligations are taken
7. CASH RECEIPTS – Payments that are received in month.
8. REFUNDS – Overpayments that are refunded.
9. NET RECEIPTS – Payments after refunds have been removed.
10. BAD DEBT – Accounts that have been sent to the collection agency.
11. ADJUSTMENTS – Any adjustment that has been made to a previously billed account, (for example, incorrect mileage).
12. NEW A/R BALANCE – Balance of all accounts in system at the end of the month and in general ledger account #1051-Receivables – Ambulance Billing.



Moraga-Orinda Fire District

TO: Board of Directors

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

DATE: February 19, 2020

SUBJECT: Item 8.1 - Mid-Year Budget Review FY2020 and Approval of General Fund, Capital Projects Fund and North Orinda Emergency Fuel Break Fund Budget Adjustments

Background

Staff has conducted a mid-year budget review of the District's Fiscal Year 2020 Budget. The review allows us to take a broad look at the District's financial picture at the mid-point of the fiscal year. The review included a detailed examination of revenue and expenditures. Current financial reports are attached for your information. The financial reports contain updated revenue and expenditure projections for the current fiscal year.

The development of the 2020 Annual Operating Budget was based on continued commitment to providing high levels of emergency and public services, while at the same time paying down long-term liabilities and maintaining prudent levels of reserve funds. The budget also fulfills the District's commitment to employees to prefund retiree health benefits and includes additional money set-aside in the District's pension rate stabilization trust.

The original budget adopted in June 2019 was a balanced budget that projected revenue equaling expenditures in the General Fund and North Orinda Emergency Fuel Break Fund, a Debt Service Fund surplus of \$244K and a Capital Projects Fund deficit of \$24K.

Based on updated revenue and expenditure projections, the Mid-Year Budget Review now projects a General Fund surplus of \$872K.

Overview of the Mid-Year Budget Review

The updated revenue projections are generally consistent with the original amounts projected in the Budget. Property tax revenue, the District's most important revenue source, is projected to exceed budget \$333K or 1.5%. The notable revenue exceptions are ambulance fees and strike team revenue, which are discussed in detail below.

The updated salaries and benefits expenditure projections are forecast less than budget. Operating expenses are forecast to meet the original amounts projected in the Budget. These items are discussed in detail below.

Staff has proposed mid-year budget adjustments for the General Fund, Capital Projects Fund and North Orinda Emergency Fuel Break Fund. The proposed budget adjustments are discussed in detail below.

Present Situation - General Fund Revenue

Fire flow tax revenue of \$1,085,000 was budgeted in the General Fund. In December 2019 it was decided to record fire flow tax revenue in the Capital Projects Fund instead of the General Fund. As a result, General Fund fire flow tax revenue will be less than budget \$1,085,000. The District budgeted property tax revenue of \$21.8M and the current year projection of \$22.1M exceeds budget \$333K or 1.5%. Total property tax revenue is projected to increase 4.5% over FY2019. The current year projection for property tax revenue in the General Fund is \$946K or 4.5% more than the amount received in the prior year (\$21.1M).

Ambulance service revenue, the next most important source of revenue, is expected to be less than budget by \$258K. The number of billable medical incidents decreased 3.4% July - December 2019 compared to the same period in 2018 (905 v. 937.)

Strike team cost recovery is projected to be less than budget by \$407K because the District participated in fewer strike teams than anticipated due to less 2019 wildfire activity.

Present Situation – General Fund Expenditures

Total District General Fund expenditures for fiscal year 2020 are projected to be less than budget by \$1.2M primarily due to vacant administrative positions and reduced overtime. Notable General Fund expenditures are discussed as follows:

- Permanent salaries are projected less than budget \$608K primarily due to vacant administrative positions (fire marshal, fire inspector/plans examiner, district secretary, office specialist.)
- Overtime is projected less than budget by \$356K
- Strike team overtime is projected less than budget by \$265K due to less strike team activity
- Contract services is projected at \$140K due to outsourcing the fire inspector/plan review work.
- Retirement contributions are projected less than budget \$73K due to position vacancies
- Health insurance is projected less than budget \$155K due to position vacancies
- The budget includes the budgeted OPEB trust pre-funding contribution of \$559K for retiree health benefits. A separate agenda item is included for the Board to determine this contribution.
- The budget includes the budgeted pension rate stabilization trust contribution of \$1.0M. A separate agenda item is included for the Board to determine this contribution.
- Operating expenses are projected to exceed budget \$119K primarily due to increased maintenance costs.

The General Fund is projected to end the year with a surplus of \$872K.

Present Situation – Other Post Employment Benefits – Retiree Healthcare Plan

In 2015 the District established an OPEB trust account and began funding retiree health benefits. There are several advantages to funding OPEB including:

- Earnings on assets reduce employer costs
- Continued reduction of the District's net OPEB obligation

- Pre-funding OPEB is considered a best practice by the Government Finance Officers' Association.

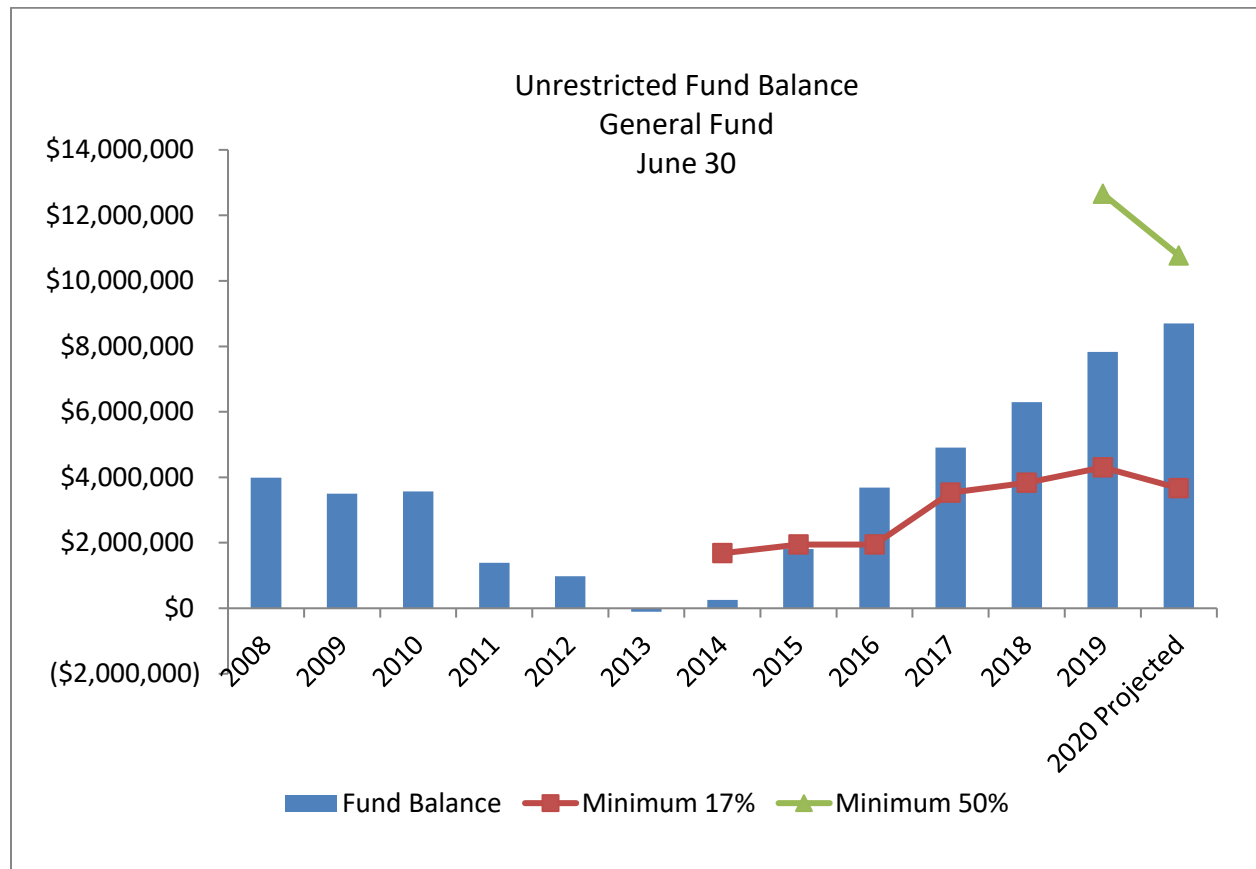
As of December 31, 2019, the balance in the District's OPEB trust account was \$1.452M and the 1-year investment return was 22.28%. The current year contribution budgeted at \$559K has not been made and is included as a separate agenda item.

Present Situation – Pension Rate Stabilization Program

In 2017 the District established a pension rate stabilization program trust account. The purpose of the account is to set aside money to prefund pension costs. As of December 31, 2019, the balance in the District's pension trust account was \$2.0M and the 1-year investment return was 21.97%. The current year contribution budgeted at \$1.0M has not been made and is included as a separate agenda item.

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 17% of budgeted General Fund revenue at fiscal year-end with a long-term goal of achieving a 50% year-end General Fund balance. It is projected the General Fund balance at June 30, 2020 will be 35% of budgeted General Fund revenue, which exceeds the minimum but is less than goal.



Present Situation - Capital Projects Fund Revenue and Expenditures

Fire flow tax revenue is now recorded in the Capital Projects Fund. The Capital Projects Fund has a projected deficit of \$511K. The deficit was planned due to the purchase of apparatus (one type VI, two utility vehicles, one battalion chief vehicle, one air light unit) and the completion of Station 43 construction (\$202K). The Station 43 project is complete.

The Capital Projects Fund expenditures are projected to be less than budget by \$29K. Revenue and expenditure budget adjustments are necessary to reflect the decreased costs and the updated fire flow tax revenue accounting.

Present Situation - Debt Service Fund Revenue and Expenditures

The Debt Service Fund Budget projected a surplus of \$244K. Actual results are trending appropriately. No budget adjustments are necessary.

Present Situation – North Orinda Emergency Fuel Break Fund Revenue and Expenditures

The District contracted with the State of California to build a fuel break in North Orinda in the amount of \$4,250,000. Revenue is expected to be \$83,919 less than budget because more revenue was earned in the prior year than projected. Expenditures are projected to be \$517,250 less than projected due to completion of the fuel break and the 12% administrative rate. Fund balance from the administrative fee earned by the District at June 30, 2020 is projected to be \$450K. These one-time funds are available to be used based on the Board's direction.

Budget Preparation Fiscal Year 2021 Budget

Looking ahead to the upcoming 2021 budget preparation process, employees will receive salary increases on July 1, 2020 as follows:

- Local 1230 – 3%
- Moraga-Orinda Fire Chief Officers Association – 2%
- Unrepresented (formerly Local 2700) – 2%

CCCERA rates for 2021 were set by the retirement board in October 2019. The actual Safety Legacy rates set by CCCERA are 2.30% higher than the current year rates (72.57% v. 70.94%.) The actual Non-Safety Legacy rates set by CCCERA are 0.31% higher than the current year rates (25.93% v. 25.85%.)

Mid-Year Budget Adjustment

Mid-year budget adjustments are recommended as follows:

General Fund Revenue Budget decrease totals \$1,385,088 as follows:

Property taxes	\$333,382
Fire flow tax	(1,085,000)
Intergovernmental revenue	50,067
Charges for service	(29,643)
Ambulance revenue	(257,600)
Other revenue	(396,294)
Total	<u>(\$1,385,088)</u>

General Fund Expenditure Budget decrease totals \$2,257,032 as follows:

Salaries and benefits	(\$1,351,637)
Operating expense	119,300
Other expense/transfers out	(1,024,695)
Total	<u>(\$2,257,032)</u>

Capital Projects Fund Revenue Budget increase totals \$1,088,136 as follows:

Fire flow tax	\$1,087,937
Investment earnings	15,000
Impact mitigation fees	(20,000)
Sale of surplus property	5,199
Total	<u>\$1,088,136</u>

Capital Projects Fund Expenditure Budget increase totals \$1,055,987 as follows:

Buildings	(\$29,013)
Transfers in	73,451
Transfers out	1,011,549
Total	<u>\$1,055,987</u>

North Orinda Emergency Fuel Break Revenue Budget decrease totals \$83,919 (State contract.)

North Orinda Emergency Fuel Break Expenditure budget decrease totals \$517,250 as follows:

Salaries and benefits	(\$54,273)
Operating expense	(462,977)
Total	<u>(\$517,250)</u>

Recommended Action

Staff recommends the Board approve the following FY2020 budget adjustments:

- General Fund revenue decrease \$1,385,088
- General Fund expenditure decrease \$2,257,032
- Capital Projects Fund revenue increase \$1,088,136
- Capital Projects Fund expenditure increase \$1,055,987
- North Orinda Emergency Fuel Break revenue decrease \$83,919
- North Orinda Emergency Fuel Break expenditure decrease \$517,250

Attachments

Attachment A – Statement of Revenues and Expenditures

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	<u>Current</u> <u>Period Actual</u>	<u>Budget</u>	<u>Projected</u> <u>Actual FY</u> <u>2020</u>	<u>Projected</u> <u>Variance</u>
Revenue				
Taxes				
Property Tax-Current Secured	\$20,990,203	\$20,740,454	\$20,990,203	\$249,749
Property Tax-Supplemental	103,952	300,000	300,000	0
Property Tax-Unitary	228,633	200,000	228,633	28,633
Property Tax-Curr Unsecured	635,502	600,000	655,000	55,000
Prop Tax- Prior Secured	(36,643)	(45,000)	(45,000)	0
Prop Tax-Prior Supplement	(2,352)	(30,000)	(30,000)	0
Prop Tax Prior Unsecured	4,959	(10,000)	(10,000)	0
Total Property Taxes	<u>21,924,254</u>	<u>21,755,454</u>	<u>22,088,836</u>	<u>333,382</u>
Fire Flow Tax	0	1,085,000	0	(1,085,000)
Investment Earnings	10,592	70,000	70,000	0
Intergovernmental Revenue				
Homeowners Relief Tax	0	149,000	149,000	0
Federal Grants - SAFER	255,793	420,000	470,000	50,000
CA FF JAC Training Funds	0	6,500	6,500	0
Other/In Lieu of Taxes	967	900	967	67
Measure H-Emerg Med Ser Subsid	0	85,514	85,514	0
Total Intergovernmental Revenue	<u>256,760</u>	<u>661,914</u>	<u>711,981</u>	<u>50,067</u>
Charges for Service				
Permits	1,506	2,000	2,000	0
Plan Review	142,051	250,000	250,000	0
Inspection Fees	11,361	33,000	20,000	(13,000)
Weed Abatement Charges	0	20,000	0	(20,000)
CPR/First Aid Classes	357	1,000	357	(643)
Reports/ Photocopies	286	350	350	0
Other Charges for Service	8,232	6,000	10,000	4,000
Total Charges for Service	<u>163,793</u>	<u>312,350</u>	<u>282,707</u>	<u>(29,643)</u>
Charges for Service-Ambulance				
Ambulance Service Fees	937,827	1,938,000	1,687,000	(251,000)
Ambulance Write Offs	(100,308)	(188,000)	(200,000)	(12,000)
Ambulance Collection Recovery	4,471	1,600	7,000	5,400
Ground Emergency Medical	(30,111)	50,000	50,000	0
Total Ambulance	<u>811,879</u>	<u>1,801,600</u>	<u>1,544,000</u>	<u>(257,600)</u>
Other Revenue				
Strike Team Cost Recovery	135,269	800,000	393,499	(406,501)
Other Revenue & Financing Sources	0	18,000	18,000	0
Other Revenue-Misc.	5,366	1,000	9,600	8,600
Misc Rebates & Refunds	1,525	1,000	2,000	1,000
Sale of Surplus Property	402	500	500	0
Transfers In	607	0	607	607
Total Other Revenue	<u>143,169</u>	<u>820,500</u>	<u>424,206</u>	<u>(396,294)</u>
Total Revenue	<u>23,310,447</u>	<u>26,506,818</u>	<u>25,121,730</u>	<u>(1,385,088)</u>

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	<u>Current</u> <u>Period Actual</u>	<u>Budget</u>	<u>Projected</u> <u>Actual FY</u> <u>2020</u>	<u>Projected</u> <u>Variance</u>
Expenditures				
Salaries & Benefits				
Permanent Salaries	4,489,967	9,968,534	9,361,000	(607,534)
Temporary Salaries	102,968	269,651	170,000	(99,651)
Overtime	754,917	1,830,828	1,475,000	(355,828)
Deferred Compensation	10,348	22,700	21,000	(1,700)
Overtime - Strike Team	236,094	540,020	275,000	(265,020)
Contract Services	58,735	0	140,000	140,000
Worker's Compensation	(64,614)	(150,000)	(80,000)	70,000
Payroll Taxes -FICA,SUI	87,331	207,193	197,000	(10,193)
Payroll Processing Fees	7,273	20,000	20,000	0
Retirement Contributions	2,493,265	5,388,042	5,315,000	(73,042)
Health Insurance	538,223	1,380,492	1,225,000	(155,492)
Employee's-Health Insurance	(52,760)	(140,664)	(108,000)	32,664
Retiree Health Insurance	606,518	1,275,000	1,225,000	(50,000)
Retiree-Health Insurance	(168,014)	(350,000)	(330,000)	20,000
Unemployment Insurance	900	11,000	11,000	0
Retiree-Health OPEB	0	559,108	559,108	0
Vision Insurance	7,408	20,796	20,000	(796)
Pension Rate Stabilization	0	1,023,850	1,023,850	0
Workers' Compensation	513,058	1,021,161	1,026,116	4,955
Total Salaries & Benefits	<u>9,621,617</u>	<u>22,897,711</u>	<u>21,546,074</u>	<u>(1,351,637)</u>
Operating Expense				
Office Supplies	3,597	10,300	10,300	0
Postage	1,462	5,000	5,000	0
Books & Periodicals	1,457	7,660	7,660	0
Printer Ink Cartridges	941	2,500	2,500	0
Telephone/Communication	21,249	50,000	50,000	0
Dispatch/Comm Center Services	0	188,700	188,700	0
Utilities- Sewer	4,625	4,100	4,625	525
Utilities-Garbage	7,469	14,050	14,050	0
Utilities-PG&E	29,454	69,900	69,375	(525)
Utilities-Water	10,533	18,300	18,300	0
Utilities-Medical Waste	1,420	2,200	2,200	0
Small Tools & Instruments	986	8,250	8,250	0
Minor Equipment/Furniture	69	1,500	1,500	0
Computer Equipment & Supplies	151	3,000	3,000	0
Gas Power Chain Saw/Other	2,459	6,800	6,800	0
Fire Trail Grading	10,600	25,000	25,000	0
Fire Fighting Equipment &	8,848	7,000	10,500	3,500
Fire Fighting Equipment-Hoses &	15,823	16,000	16,000	0
Fire Fighting Equipment-Class A	0	5,125	5,125	0
Medical & Lab Supplies	53,204	100,000	100,000	0

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	Current		Projected	
	Period Actual	Budget	Actual FY	Projected
			2020	Variance
Food Supplies	6,048	4,000	6,048	2,048
Safety Clothing & Personal	27,492	120,000	120,000	0
Household Expense	7,393	17,000	14,952	(2,048)
Household Expense-Linen	2,890	6,440	6,440	0
Public & Legal Notices	0	10,000	10,000	0
Dues, Memberships &	1,728	8,555	8,555	0
EMT/Paramedic Licensure Fees	1,024	4,000	4,000	0
Rent & Leases (Equipment)	15,298	29,900	29,900	0
Computer Software &	62,918	75,500	75,500	0
Website Development &	4,695	8,000	8,000	0
EPA ID# Verification Fee	150	150	150	0
CCC HazMat Plan (CUPA)	462	3,000	3,000	0
BAAQMD & Environmental	0	900	900	0
Air Monitor Maintenance &	0	1,300	1,300	0
Maintenance -- Equipment	41,076	70,840	126,840	56,000
Central Garage Repairs	79,266	200,000	200,000	0
Central Garage Gasoline & Oil	40,877	65,000	65,000	0
Central Garage Tires	7,152	7,500	7,500	0
Service/Repair Fuel System	0	2,500	2,380	(120)
Aerial Ladder & Pump Testing	0	1,000	1,000	0
Smog Inspections	94	500	500	0
Air Compressor Quarterly	1,691	3,000	3,000	0
Hydro Test SCBA & Oxy Cylinder	0	2,500	2,500	0
Tank Testing	1,120	1,000	1,120	120
Maintenance -- Building	31,182	64,000	114,000	50,000
Maintenance -- Grounds	3,689	6,400	6,400	0
Meetings & Travel Expenses	1,540	3,875	3,875	0
Employee Assistance Program	0	0	9,800	9,800
Medical - Pre-Emp Processing	3,763	30,000	30,000	0
Ambulance Billing	37,238	74,160	74,160	0
Outside Attorney Fees	41,770	150,000	150,000	0
Outside CPR Instructors	0	2,000	2,000	0
CCC County Tax Administration	0	205,000	205,000	0
Professional Services	16,115	46,000	46,000	0
Prof - Labor Negotiator	1,897	2,000	2,000	0
Prof Services - Technology	79,858	205,452	205,452	0
Prof Services - Pre-Employment	11,864	15,000	15,000	0
Prof Services - Promotional	1,089	6,000	6,000	0
Prof Services-OPEB Actuarial	2,889	5,500	5,500	0
Exterior Hazard Removal	12,007	25,000	25,000	0
Professional Services-Prop Tax	0	8,200	8,200	0
Professional Services	0	14,000	14,000	0
Burn Trailer Grant Maintenance	0	3,500	3,500	0

Moraga-Orinda Fire District
General Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	Current		Projected	
	Period Actual	Budget	Actual FY	Projected
			2020	Variance
Testing Materials & Training	3,514	20,000	20,000	0
Career Development Classes	5,216	25,000	25,000	0
Target Safety Online Training	3,515	9,000	9,000	0
Training & Education Classes-	4,675	10,000	10,000	0
District Sponsored Training-	(832)	20,000	20,000	0
Recruiting Costs	8,666	40,000	40,000	0
Strike Team Supplies	9,126	9,500	9,500	0
Community Emergency	1,022	8,000	8,000	0
Exercise Supplies/Maint.	5,613	5,000	5,613	613
Recognition Supplies	1,314	4,000	4,000	0
Other Special Departmental Exp	69,823	95,950	95,337	(613)
Public Education Supplies	898	3,700	3,700	0
CPR Supplies	0	1,000	1,000	0
LAFCO	16,301	12,500	16,301	3,801
Emergency Preparedness	790	10,000	10,000	0
Misc. Services & Supplies	21,699	35,800	35,800	0
Fire Chief Contingency	13,539	100,000	100,000	0
Property & Liability Insurance	45,781	57,000	53,199	(3,801)
Total Operating Expense	931,282	2,520,507	2,639,807	119,300
Bank Fees	2,847	3,300	3,300	0
County Tax Collection Fees	256	300	300	0
Claims Expense	60,305	0	60,305	60,305
Transfers to Debt Service Fund	0	1,085,000	0	(1,085,000)
Total Other Expense	63,408	1,088,600	63,905	(1,024,695)
Total Expenditures	10,616,307	26,506,818	24,249,786	(2,257,032)
 Excess of Revenues Over Exp	 <u><u>\$12,694,140</u></u>	 <u><u>\$0</u></u>	 871,944	 <u><u>\$871,944</u></u>
 Fund Balance Unassigned July 1, 2019			 <u>7,828,854</u>	
 Fund Balance Unassigned Projected June 30, 2020			 <u><u>\$8,700,798</u></u>	

Moraga-Orinda Fire District
Capital Projects Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	<u>Current</u> <u>Period Actual</u>	<u>Budget</u>	<u>Projected</u> <u>Actual FY</u> <u>2020</u>	<u>Projected</u> <u>Variance</u>
Revenue				
Fire Flow Tax	\$1,087,937	\$0	\$1,087,937	\$1,087,937
Investment Earnings	13,128	10,000	25,000	15,000
Impact Mitigation Fees	14,000	40,000	20,000	(20,000)
Federal Grants		75,169	75,169	0
Sale of Surplus Property	5,199	0	5,199	5,199
Total Revenue	<u>1,120,264</u>	<u>125,169</u>	<u>1,213,305</u>	<u>1,088,136</u>
Expenditures				
Bank Fees	142	200	200	0
Fire Flow Tax Collection Fees	11,510	14,000	14,000	0
Apparatus/Vehicles	277,774	395,871	395,871	0
Buildings-Station #43	190,488	202,266	190,488	11,778
Buildings-Station #44	16,194	17,000	17,000	0
Buildings-Station #45	12,765	30,000	12,765	17,235
Equipment - Fire Hose		82,686	82,686	0
Total Expenditures	<u>508,873</u>	<u>742,023</u>	<u>713,010</u>	<u>29,013</u>
Transfers In	0	73,451	0	(73,451)
Transfers Out	<u>(506,443)</u>		<u>(1,011,549)</u>	<u>(1,011,549)</u>
Total Operating Transfers	<u>(506,443)</u>	<u>73,451</u>	<u>(1,011,549)</u>	<u>(1,085,000)</u>
Expenditures Over Revenue	<u>\$104,948</u>	<u>(\$543,403)</u>	(511,254)	<u>(\$25,877)</u>
Fund Balance July 1, 2019			<u>5,017,632</u>	
Fund Balance Projected June 30, 2020			<u>\$4,506,378</u>	

Moraga-Orinda Fire District
Debt Service Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	<u>Current</u>		<u>Projected</u>	
	<u>Period Actual</u>	<u>Budget</u>	<u>Actual FY</u>	<u>Projected</u>
			<u>2020</u>	<u>Variance</u>
Revenue				
Property Tax-Current Secured	\$3,709,744	\$3,709,744	\$3,709,744	\$0
Investment Earnings	29	500	500	0
Total Revenue	<u>3,709,773</u>	<u>3,710,244</u>	<u>3,710,244</u>	<u>0</u>
Expenditures				
Pension Oblig Bond Principal	2,945,000	2,945,000	2,945,000	0
Pension Oblig Bond Interest	299,237	521,609	521,609	0
Apparatus Lease Principal	327,857	658,811	658,811	0
Apparatus Lease Interest	17,376	31,657	31,657	0
Lease Station 43 Principal	125,000	250,000	250,000	0
Lease Station 43 Interest	<u>36,209</u>	<u>71,081</u>	<u>71,081</u>	<u>0</u>
Total Expenditures	<u>3,750,679</u>	<u>4,478,158</u>	<u>4,478,158</u>	<u>0</u>
Transfers In	506,443	1,011,549	1,011,549	0
Transfers Out	<u>(607)</u>	<u></u>	<u>(607)</u>	<u>(607)</u>
Total Operating Transfers	<u>505,836</u>	<u>1,011,549</u>	<u>1,010,942</u>	<u>(607)</u>
Excess of Revenues Over Exp	<u>\$464,930</u>	<u>\$243,635</u>	243,028	<u>(\$607)</u>
Fund Balance July 1, 2019			<u>3,244,815</u>	
Fund Balance Projected June 30, 2020			<u>\$3,487,843</u>	

Moraga-Orinda Fire District
North Orinda Emergency Fuel Break Fund
Statement of Revenues and Expenditures
July 1, 2019 through December 31, 2019

	<u>Current Period Actual</u>	<u>Budget</u>	<u>Projected Actual FY 2020</u>	<u>Projected Variance</u>
Revenue				
State Contract	<u>\$3,406,020</u>	<u>\$4,173,250</u>	<u>\$4,089,331</u>	<u>(\$83,919)</u>
Expenditures				
Salaries & Benefits				
Temporary Salaries	58,897	123,802	68,000	(55,802)
Overtime	4,416	0	6,000	6,000
Payroll Taxes	<u>3,814</u>	<u>9,471</u>	<u>5,000</u>	<u>(4,471)</u>
Total Salaries & Benefits	<u>67,127</u>	<u>133,273</u>	<u>79,000</u>	<u>(54,273)</u>
Operating Expense				
Office Supplies	219	0	219	219
Professional Services	677,688	650,000	776,781	126,781
Exterior Hazard	<u>2,341,887</u>	<u>3,389,977</u>	<u>2,800,000</u>	<u>(589,977)</u>
Total Operating Expense	<u>3,019,794</u>	<u>4,039,977</u>	<u>3,577,000</u>	<u>(462,977)</u>
Total Expenditures	<u>3,086,921</u>	<u>4,173,250</u>	<u>3,656,000</u>	<u>(517,250)</u>
Excess of Revenues Over Exp	<u>\$319,099</u>	<u>\$0</u>	433,331	<u>\$433,331</u>
Fund Balance July 1, 2019			<u>16,864</u>	
Fund Balance Projected June 30, 2020			<u>\$450,195</u>	



Moraga-Orinda Fire District

TO: Board of Directors

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

DATE: February 19, 2020

SUBJECT: Item 8.2 – Determine the Amount of the OPEB Trust Contribution and the Amount of the Pension Rate Stabilization Trust Contribution for Fiscal Year 2020 and Authorize the Transfer of District Funds to Complete the Trust Contributions

Background

The District participates in the Public Agency Retirement Services (PARS) Post-Employment Benefits Trust. The District's PARS trust account includes money set-aside for other post - employment benefits (OPEB) retiree medical benefits and money set-aside for the pension rate stabilization program to prefund pension costs. The District makes annual contributions to both accounts. The Board has the authority to decide the amount and timing of any contributions.

OPEB Trust Contribution

The fiscal year 2020 Budget includes \$559,108 for the OPEB contribution. The June 30, 2019 OPEB actuarial valuation report (most recent) calculated a trust contribution of \$413,589. Staff requests Board direction regarding the amount of the OPEB trust contribution.

Pension Rate Stabilization Program Trust Contribution

The fiscal year 2020 Budget includes \$1,023,850 for the pension rate stabilization program trust contribution. The full amount of the contribution per the GovInvest software is \$1,997,514. Staff requests Board direction regarding the amount of the pension rate stabilization program trust contribution.

Authorize Transfer of District Funds to Complete the Trust Contributions

Once the Board has determined the amount of the OPEB and pension trust contributions, staff requests the Board authorize the transfer of District funds to complete the trust contributions.

Recommended Action

Staff recommends the Board determine the amount of the OPEB trust contribution and the amount of the pension rate stabilization trust contribution for fiscal year 2020 and authorize the transfer of District funds to complete the trust contributions.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Jeff Isaacs, Fire Marshal

DATE: February 19, 2020

SUBJECT: Item 8.3– California Fire Foundation Grant Acceptance and Authorize General Fund Budget Adjustments

BACKGROUND

MOFD applied for a \$15,000 California Foundation grant to develop an interactive Fire Prevention web site and provide marketing supplies. From the grant application:

The MOFD seeks funding to develop and launch a comprehensive community wildfire learning and information hub (website) that is specific to the City of Orinda, Town of Moraga and surrounding communities. The proposed website, Prepared MOFD, will be independent from the fire district's main website (www.mofd.org) for improved advertisement, marketing, and ease of access. Over 70 in-person community wildfire safety presentations by MOFD have taken place over the last year. Anecdotally, retention of the information taught and the desired behavioral outcomes are still lacking. It is obvious that other forms of public education and outreach are needed to penetrate residents.

The objective of Prepared MOFD is to provide an additional educational vehicle for wildfire safety and community preparedness that is specific to MOFD residents. The proposed website will be an online interactive multimedia platform providing both general wildfire safety/preparedness information and community specific information through educational videos, interactive courses, and district source documents. In addition to the educational components of the website, it will also act as a central hub for district source documents and forms related to fire prevention, fuels mitigation, and fire safety. This will provide residents with another conduit to communicate their questions and concerns.

The end-goal for all of our wildfire preparedness efforts is to prevent death and injuries. In concert with nearly a dozen active community risk reduction projects, the proposed website site is intended to act as both a primary and secondary vehicle to deliver information targeted to all residents of the fire district with emphasis placed on our higher risk populations. Work will be done by MOFD staff in collaboration with neighborhood homeowners groups, CERT, and local law enforcement. This campaign will be aggressively marketed to ensure project success.

MOFD was notified on 5 December that our project was funded for the full requested amount. Per MOFD policy A2.05.01 acceptance of a grant requires board approval.

Implementation

Hire a multimedia-website consultant to design and create the Prepared MOFD website. The plan is to carefully design an interactive website to capture the community's attention. Our focus is to develop website content specific to MOFD for wildfire safety, community preparedness and fire prevention. The Fire Marshal and Fire Prevention staff will develop content for the new website. Videos will also be developed and used to help promote the educational outreach. We will create advertisement flyers for distribution in our communities, and distribute flyers at community events, neighborhood meetings, communities meetings. The flyers will be available at all MOFD fire stations and community public buildings.

Budget

Accepting grant funds requires a modification to the budget. In this case, acceptance will result in \$15,000 being added to Fire Prevention Program and a corresponding increase in Other Revenue Account 4972.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Provide approval to accept grant and authorize General Fund budget adjustment revenue and expenditure increase of \$15,000.

ATTACHMENTS

- 1) Attachment A – Award and Acceptance Letters



December 5, 2019

VIA EMAIL: tuofire@gmail.com

Mr. Jerry Lee
Moraga Orinda Fire District
1280 Moraga Way
Moraga, CA 94556

Dear Mr. Lee:

It is my pleasure to inform you that the California Fire Foundation, a non-profit 501(c)(3) organization, has approved a grant in the amount of \$15,000 to Moraga Orinda Fire District. This grant is to support the district's Community Wildfire Preparedness Program, as described in your grant application and related project budget received on July 8, 2019.

Attached please find the Grant Agreement, Fund Disbursement, and W-9 forms. The Grant Agreement contains the terms and conditions governing your use of our grant funds and must be signed and dated by an officer or director. Please email the signed Grant Agreement and subsequent forms to Sarah Howard at showard@cpf.org.

The Foundation will not disburse payment on this grant until we receive the signed Grant Agreement, W-9 and completed fund disbursement forms.

If you have any questions regarding this grant, or, if your circumstances have changed since applying for funding, please contact our office as soon as possible. In all correspondence with us, please include your department or association name and contact information.

When making any public announcement about this grant, we would appreciate it if you would recognize the support from the California Fire Foundation and PG & E.

Thank you for the care you took in filling out the grant proposal, the California Fire Foundation is honored to support your project and we wish you much success!

Sincerely,

A handwritten signature in black ink that reads "Brian K. Rice". The signature is written in a cursive style.

Brian K. Rice
Chair, California Fire Foundation; President, California Professional Firefighters

Grant Agreement for Moraga Orinda Fire District

GRANT AGREEMENT

This Grant Agreement contains the terms and conditions for your grant in the amount of \$15,000 from the California Fire Foundation (the "Foundation") to Moraga Orinda Fire District (the "Grantee"), dated December 5, 2019. By signing this Grant Agreement and accepting grant funds, an officer or director of the Grantee makes the representations and agrees to the obligations and conditions set forth.

Our offer of this grant is subject to your agreement of the following conditions:

1. Grant funds must be used in accordance with the budget included with your proposal.
2. Grantee shall not engage in any activity that is inconsistent with the terms of this Agreement, including using these funds in a fashion inconsistent with the Foundation's status as an organization exempt from taxation under Internal Revenue Code section 501(c)(3) and related IRS regulations and rulings. In particular, no funds will be used for lobbying purposes or to aid in the election or appointment of a public official.
3. Grantee will furnish to the Foundation any information concerning a major change in the proposal.
4. If funds are not used for the purposes described in your proposal, the Foundation reserves the right to have all remaining grant funds immediately returned.
5. Until the Grantee receives approval from the Foundation, use of the Foundation's name, logo or any of its licensed marks is prohibited.
6. The Grantee agrees to defend and hold harmless the Foundation and its officers and employees from and against any claim, including the expenses of investigation and defense of such claim, arising out of or in any way connected with this grant or the expenditure of grant funds.
7. Grantee must provide a written Final Report within 45 days of the project completion date describing conclusions, progress, and/or status of objectives including how funds were expended to attain objectives.
8. If you are not able to utilize all or part of the grant funds for the proposed project, please contact Sarah Howard at the California Fire Foundation at 916-641-1707 or showard@cpf.org.

Please acknowledge your agreement with the terms of this contract by returning a signed copy of this letter to Sarah Howard via email at showard@cpf.org on or before December 12, 2019.

Sincerely,



Brian K. Rice

Chair, California Fire Foundation; President, California Professional Firefighters

ACCEPTED BY: _____
Name/Title

Date



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: February 19, 2020

SUBJECT: Item 8.4 – Resolution 20-03, a Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Representative of Special Districts on the County of Contra Costa Local Agency Formation

Background

The Contra Costa County Local Agency Formation Commission consists of two city members, two county members, two special district members, one public member, and an alternate member in each category. Alternates generally attend Commission meetings, participate in the deliberations and vote when a regular member in their category is absent or excused from voting.

The District received correspondence from Lou Ann Texeira, LAFCO Executive Officer, which advised all independent special districts of a vacancy. In the correspondence, pursuant to Government Code Section 56332 and the Procedures for the Special District Selection Committee, Ms. Texeira announced the election and called for nominations.

Interested candidates for the regular seat must be board member/trustees of an independent special district and must be nominated by special district board resolution. The nomination needs to include the name of the nominee and the district they serve. The nomination/resolution must be submitted to LAFCO by the deadline of **March 6, 2020**. Each independent special district is entitled to nominate a maximum of one board member.

Recommendation

If the Board would like to nominate a director to serve on the Contra Costa County Local Agency Formation Commission (LAFCO), it is recommended that the Board adopt a resolution to nominate a Moraga-Orinda Fire District Board member to serve as a special district representative on the Contra Costa County Local Agency Formation Commission.

Attachments

- Attachment A - Resolution No. 20-03, A Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Candidate for the position of Contra Costa Local Agency Formation Commission Special District Regular Seat
- Attachment B - Announcement of Upcoming Special District Seat on Contra Costa County Local Agency Formation Commission

RESOLUTION NO. 20-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MORAGA-ORINDA FIRE PROTECTION DISTRICT NOMINATING**

**AS A CANDIDATE FOR THE POSITION OF THE
CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICT REGULAR SEAT**

WHEREAS, the Contra Costa Local Agency Formation Commission (LAFCO) has announced that there is a vacancy for the Special District member LAFCO Regular Seat and is developing a slate of candidates for the LAFCO Regular Seat; and

NOW THEREFORE, BE IT RESOLVED, that the Moraga-Orinda Fire Protection District nominates _____ as a candidate for the office of Special District LAFCO Regular Seat.

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of the Moraga-Orinda Fire Protection District at a regular meeting on this 19th day of February 2020 held at 22 Orinda Way, Orinda, California 94563, on motion made by Director _____ and seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Resolution No. 20-03
Dated: February 19, 2020

Steven Danziger, President
Board of Directors

ATTEST:


Marcia Holbrook
District Secretary/District Clerk



Lou Ann Texeira
Executive Officer

January 10, 2020

TO: Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer 

SUBJECT: **Announcement of Upcoming Special District Seat on LAFCO, Call for Nominations and Names of District Voting Delegates**

This is to advise all independent special districts that the term of one special district member on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 4, 2020. Contra Costa LAFCO is currently accepting nominations for this seat. The vacancy is for a regular special district member seat currently held by Mike McGill (Central Contra Costa Sanitary District). Commissioner McGill will seek re-appointment.

Pursuant to Government Code Section 56332 (Attachment 1) and the Procedures for the Special District Selection Committee (Attachment 2), both of which are enclosed, I am announcing the election and calling for nominations for the seat to be submitted to the LAFCO office by **March 6, 2020** - please see enclosed 2020 Election Schedule (Attachment 3).

The following summarizes the process:

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or his/her designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Enclosed please find a list of the independent special districts eligible to vote in this election (Attachment 4). Please review and update the attached list of district presiding officers/voting delegates (must be a board/trustee member). Board action is not necessary to name your voting representative. Please provide/update this information by **March 6, 2020**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by the deadline of **March 6, 2020**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or another, if so desired.

Note: *At the end of the nomination period, if only one candidate is nominated for the seat, that candidate will be deemed appointed and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.*

Election Procedures: In order to maximize voting participation and ensure a quorum, LAFCO will accept ballots via email and U.S. mail. No meeting of the Independent Special District Selection Committee will be held; the election will be conducted by mail (email and U.S. mail). ***All ballots must be received in the LAFCO office by April 17, 2020 at 5:00 pm.***

In March 2020, a list of candidates and official ballots, will be sent to each independent special district via email and U.S. Mail. Please ensure that the presiding officer/voting designee for your district casts a vote. Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote.

Prior to the election deadline, eligible nominated candidates may circulate a statement of qualifications.

Majority Vote: For the Selection Committee to transact business, a quorum (50% plus one) of independent special districts must cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to vote in order to assure a quorum. There is a total of 42 districts eligible to vote; thus, we need at least 22 districts to cast a vote in order to achieve a quorum.

Obligations of Service on LAFCO: The LAFCO Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 4:00 p.m. Most meetings are held in the County Administration Building in Martinez. A packet of material to review for each meeting is made available to Commissioners approximately one week prior to the meeting.

The LAFCO Commission consists of two city members, two county members, two special district members and one public member, and one alternate member in each category. Alternates generally attend Commission meetings, participate in the deliberations and vote when a regular member in their category is absent or excused from voting. Commissioners are expected to represent the interests of the public as a whole when sitting on LAFCO.

Please contact the LAFCO office if you have questions or need additional information.

c: Each Member of the Commission

Enclosures

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2020 Election Schedule
4. List of Independent Special Districts Eligible to Vote in the 2020 Election

Gov. Code 56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.
- Each ballot shall have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the new vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

SPECIAL DISTRICT SELECTION COMMITTEE 2020 ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
1/10/20	LAFCO sends letter announcing vacancy, election schedule, and call for nominations and names of voting delegates
2/7/20	LAFCO sends reminder
3/6/20	Districts' deadline for submitting names of voting delegates and nominating resolutions

IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:

3/13/20	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
3/20/20	LAFCO sends reminder to return completed ballots to the LAFCO office by <u>April 17, 2020.</u>
4/17/20	Election date
4/24/20	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]

ATTACHMENT 4

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE			
DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Barbara Guise
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Fred Allen	Chair	Robert Deinhammer
CENTRAL CONTRA COSTA SANITARY DIST	Mike McGill	Pres Pro Tem	Dave Williams, Pres
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Warren Clayton	Trustee	Darryl Young, Trustee
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	
CONTRA COSTA WATER DISTRICT	John Burgh	Director	
CROCKETT COMMUNITY SERVICES DISTRICT	Kent Peterson	President	Michael Kirker VP
DIABLO CSD	Ray Brant,	President	Kathy Urbelis, VP
DIABLO WATER DISTRICT	Edward Garcia	President	
TOWN OF DISCOVERY BAY CSD	Kevin Graves	Board Member	Bill Mayer, Pres
EAST CONTRA COSTA FIRE PROTECTION DISTRICT	Brian Oftedal	President	Stephen Smith, VP
EAST CONTRA COSTA IRRIGATION DIST	Glenn Stonebarger	President	
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	
IRONHOUSE SANITARY DIST	Dawn Morrow	Vice Pres	
KENSINGTON FIRE PROTECTION DISTRICT	Janice Kosel	President	Laurence Nagel, VP
KENSINGTON POLICE PROT & CSD	Christopher Deppe	Board Member	
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
LOS MEDANOS COMMUNITY HEALTHCARE DIST	J. Vern Cromartie	President	Arthur Fountain, VP
MORAGA-ORINDA FIRE DIST	Steve Danzinger	President	
MT. VIEW SANITARY DIST	Stan Caldwell	President	Gregory Pyka, VP
PLEASANT HILL REC & PARK DIST	Sandra Bonato	Chair	Jennifer Ortega, Vice Chair
RECLAMATION DIST (RD) 799			
RD 800	Tom Judge	Trustee	
RD 830	Chad Davisson	Board Member	
RD 2024	Don Wagenet	President	John Jackson, Trustee
RD 2025	David Forkel	Chairman	
RD 2026	David Forkel	Chairman	
RD 2059	Rob Davies	President	
RD 2065	Coleman Foley	President	Thomas E. Baldocchi Sr. Thomas E. Baldocchi Jr.
RD 2090			
RD 2117	Joyce Speckman	Trustee	Sandra Speckman Kiefer, Trustee
RD 2122			
RD 2137			
RODEO-HERCULES FIRE PROTECTION DIST	Andrew Gabriel	Chair	
RODEO SANITARY DISTRICT			
SAN RAMON VALLEY FIRE PROTECTION DIST	Matt Stamey	Board Member	
STEGE SANITARY DISTRICT	Dwight Merrill	President	
WEST COUNTY WASTEWATER DIST	Sherry Stanley	Vice Pres	David Alvarado

PLEASE REVIEW AND UPDATE AS NEEDED



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: February 19, 2020

SUBJECT: Item 8.5 – Authorize the Purchase of one Ground Ignition System and one Skid Pump; Authorize General Fund and Capital Projects Fund Budget Adjustments in the Amount of \$43,000

BACKGROUND

In June 2019 MOFD entered into a contract with CalFire to carry out a grant funded \$4.25M fuels mitigation project along 14 miles from Lafayette to Tilden Park. As part of this project, MOFD set aside grant funds to support the use of prescribed fire to maintain the treated areas in MOFD's jurisdiction. The first projects were completed in the fall of 2019 with additional projects planned in the spring of 2020 and beyond.

DISCUSSION

Prescribed firing operations are limited by a number of factors, the primary ones being:

1. Favorable weather
2. Bay Area Air Quality Management District approval
3. Fuel moisture

These three factors are interrelated and often do not align. As an example, fuels are ready to burn in the late summer due to low fuel moisture contents, however, weather conditions make the potential for the fire to escape control lines too high to allow burning. In the early summer, fuel and weather conditions are ideal, but air quality is poor and burning is not allowed.

Bay Area Air Quality Management District (BAAQMD) conducts an assessment based on current and projected weather before issuing burn permit approval. During collaborative sessions with their staff designed to increase MOFD's understanding of the approval process, it was determined that, in the absence of localized weather, their decision making process is based on models calibrated to the worst case scenario. In order to increase the availability of real time localized weather, MOFD requested and has received from the Rescue One Foundation, a portable Remote Automated Weather Station (RAWS). This device has been received will be installed along the NOSFB shortly. It is portable and will be moved to support live fire events with weather data being reported directly to the BAAQMD system in an automated manner. An explanatory video of how this device is used is available here: https://www.youtube.com/watch?v=RvBM_vvA1GI

In the spring there is a limited window where air quality is good and weather is favorable, however late rains and maritime weather patterns (fog) often result in damp fuels that are difficult to ignite, reducing the effectiveness of prescribed fire events. A limiting factor in this area is the small

amount of initial heat produced by the ignition devices currently available to MOFD. These are drip torches, fusees, and a Pyroshot HS (<https://www.sei-ind.com/products/pyroshot-hs/>).

To address this shortfall and expand the available days that MOFD can conduct prescribed firing operations, a ground ignition system such as a Terra Torch is requested. This tool produces high amounts of initial heat that are capable of igniting damp fuels and carrying the fire through areas that are difficult to burn. They are widely used for both prescribed fire and on large incidents for backfiring. Additional information is available here: <http://www.gelfiresystems.com/gfs-model-50-terra-torch/>

Further, it is imperative that prescribed fire be contained within designated areas. This can be done through the construction of control lines in advance and work done on the NOSFB included the construction of such lines. In areas where control lines were not constructed or cannot be constructed, “wet lines” can be used to contain fire while minimizing manpower requirements and soil disturbance. Wet lines can be constructed by laboriously laying lengthy wildland hose lines, or by a vehicle carrying a small skid pump. Due to access and trafficability, and the low fire line intensities that define prescribed firing operations, a small vehicle such as an ATV or pickup truck is often preferable to a large wildland fire apparatus. MOFD was recently awarded an ATV on a regional grant and these funds are scheduled to be released later in the year. To increase the efficiency of both wet line construction and mop up activities following prescribed fire, a skid pump is requested to be used on the future grant funded ATV or current MOFD utility pick up trucks. An example can be viewed here: <https://cascadefire.com/pages/light-atv-features-options>

Both requested items will be limited in use to prescribed fire operations. Per the District’s Purchasing Ordinance, the District will use the informal bidding procedure which requires a minimum of three price quotations. This request is being brought forward outside of the normal budget cycle in an attempt to obtain the equipment prior to the prescribed fire activities planned for spring 2020.

The projected cost for the ground ignition system including sales tax and training is \$30,000 and projected cost for the skid pump is \$13,000. Appropriations are not included in the FY2020 Capital Projects Fund budget. Staff requests approval to move \$43,000 from the Fire Chief Contingency fund to the Capital Projects fund for the purpose of purchasing a ground ignition system and a skid pump.

Recommended Action

- 1) Discuss
- 2) Authorize the purchase of one ground ignition system and one skid pump for not-to-exceed \$43,000.
- 3) Approve the following Budget adjustments:
 - a. General Fund reduce Fire Chief Contingency expenditures \$43,000
 - b. Capital Projects Fund increase Capital Outlay Expenditures \$43,000