



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING

May 16, 2018

5:30 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Sarge Littlehale Room

22 Orinda Way

Orinda, CA 94563

NOTICE OF TELECONFERENCED MEETING

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

North Charleston Marriott Hotel

4770 Goer Drive

North Charleston, South Carolina 29406,

Room number posted in the hotel lobby

This Notice and Agenda will be posted at the teleconference location. Public comment on the agenda from this address shall be allowed pursuant to Government Code Section 54954.3.

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 Closed Session item below. 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: Jeff Sloan

Employee Organization: Local 1230, International Association of Firefighters IAFF

3.2. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jeff Sloan

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

3.3. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jeff Sloan

Employee Organization: Moraga-Orinda Fire Chief Officers Association (MOFCOA)

3.4. **Conference with Labor Negotiator – Unrepresented Employee**

(Government Code Section 54957.6)

Agency Designated Representative: Craig Jorgens

Unrepresented Employee: Fire Chief David Winnacker

4. RECONVENE THE MEETING

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

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT

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

7. PUBLIC HEARING

7.1. **Public Hearing on Exterior Hazard Control Notices (Weed Abatement)**

Open Public Hearing as set forth in the annual weed abatement notices mailed April 15, 2018 for the purpose of receiving public comment to show cause why weed abatement orders, dated April 15, 2018, should not be enforced.

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

8. CONSENT AGENDA

8.1. **Meeting Minutes – April 18 and May 2, 2018**

Staff Recommendation: Approve and File

8.2. **Monthly Incident Report for March and April 2018**

Staff Recommendation: Approve and File

8.3. **Monthly Check/Voucher Register**

Staff Recommendation: Approve and File

8.4. **Monthly Financial Report**

Staff Recommendation: Approve and File

8.5. **Quarterly Treasurer's Investment Report**

Staff Recommendation: Approve and File

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

Staff Recommendation: Approve payment to Contra Costa County Fire Protection District for dispatching and communications services in the amount of \$179,691

9. REGULAR AGENDA

9.1. **Resolution 18-08 Establishing the 2018/19 Fire Flow Tax Rates for the Orinda and Moraga Service Zones**

Staff will present information to the Board regarding Resolution 18-08 Establishing

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution No. 18-08 adopting the Fire Flow Tax rate of six cents (\$.06) in both the Moraga and Orinda service zones.

9.2. **Resolution 18-09 Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order**

Staff will present information to the Board regarding Resolution 18-09, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.

Staff Recommendation: 1) Review; 2) Discuss; 3) Adopt Resolution 18-09, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

9.3. **Proposed Annual Operating Budget Fiscal Year 2018/2019**

Staff will present information to the Board about the Proposed Annual Operating Budget Fiscal Year 2018/2019.

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

9.4. **Resolution 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker**

Staff will present information to the Board regarding Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker

- 9.5. **Resolution 18-11 Establishing a Temporary Military Leave Policy**
Staff will present information to the Board regarding Resolution 18-11 Establishing a Temporary Military Leave Policy.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 18-11 Establishing a Temporary Military Leave Policy

10. COMMITTEE REPORTS

- 10.1. **Finance Committee (Directors Anderson and Jorgens)**
10.2. **Pension Review Ad Hoc Committee (Directors Barber and Jorgens)**
10.3. **Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee (Directors Famulener and Jorgens)**
10.4. **Audit Ad Hoc Committee (Director Jex)**
10.5. **Long Range Financial Plan Ad Hoc Committee (Directors Barber and Jex)**
10.6. **Labor Negotiations Ad Hoc Committee (Directors Anderson and Jorgens)**

11. ANNOUNCEMENTS

- 11.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))
11.2. **Questions and informational comments from Board members and Staff**
11.3. **Fire Chief Updates – April 2018**
11.4. **Communications Received**
11.5. **Future Agenda Items**

12. ADJOURNMENT

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

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

I hereby certify that this agenda in its entirety was posted on May 11, 2018, 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.



Grace Santos, District Clerk



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Kathy Leonard, Fire Marshal
DATE: May 16, 2018
SUBJECT: Item 7.1 – Public Hearing on Exterior Hazard Control Notices (Weed Abatement)

BACKGROUND

On April 15, 2018, the District mailed approximately 13,000 notices to the owners of properties located within the District. Ordinance 16-02 requires the Board to conduct a public hearing after the notices are sent and prior to the compliance date for the purpose of receiving comments as to why the order should not be enforced.

RECOMMENDATION

Open the public hearing and accept comments from the public. Close public hearing. Provide direction to staff as appropriate.

ATTACHMENT

- 1) Attachment A – Notice of Intention (Weed Abatement Notices)



Moraga-Orinda Fire District

NOTICE OF INTENTION BY THE MORAGA-ORINDA FIRE DISTRICT

NOTICE IS HEREBY GIVEN that the Board of Directors of the Moraga-Orinda Fire Protection District at 7:00 p.m. on May 16, 2018, will receive public comments concerning the annual weed abatement notices mailed April 15, 2018, as provided for in Ordinance 16-02, Chapter 3. The hearing is an opportunity for recipients of the notice to show cause why weed abatement orders dated April 15, 2018, should not be enforced.

The meeting shall be held at the Sarge Littlehale Room, 22 Orinda Way, Orinda, CA 94563. Interested persons shall have the opportunity to be heard on this issue at this meeting.

Questions regarding the meeting may be directed to the District (925) 258-4599.

Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS BOARD MEETING MINUTES

April 18, 2018



1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:06 P.M. on April 18, 2018 at the Sarge Littlehale Room, Orinda, California. Vice President Jex called the meeting to order. President Barber was absent. Present were the following Directors and Staff:

Director Anderson	Director Jorgens	Jon Holtzman, District Counsel
Director Famulener	Dave Winnacker, Fire Chief	Patricia Edwards, Interim District Clerk
Vice President Jex	Gloriann Sasser, Admin Services Director	

2. Public Comment

There was no comment from the public.

3. Closed Session

At 6:07 P.M., the Board adjourned into Closed Session.

4. Reconvene the Meeting

Vice President Jex reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:01 p.m. Present were the following Directors and Staff:

President Barber (by telephone)	Director Jorgens	Jon Holtzman, District Counsel
Director Anderson	Dave Winnacker, Fire Chief	Patricia Edwards, Interim District Clerk
Director Famulener	Gloriann Sasser, Admin Services Director	
Vice President Jex		

5. Report of Closed Session Action

Vice President Jex reported that there was no reportable action taken on items: 3.1 Conference with Labor Negotiator (Local 1230); 3.2 Conference with Labor Negotiator (Local 2700); 3.3 Conference with Labor Negotiator (Employee Organization: Moraga-Orinda Fire Chief Officers Association); and 3.4 Conference with Labor Negotiator – Unrepresented Employee.

6. Public Comment

There was no comment from the public.

7. Consent Calendar

Motion by Director Famulener and seconded by Director Jorgens to approve and file items: 7.1 Monthly Meeting Minutes for March 15, 2018 (special), March 21, 2018 (regular), March 21, 2018 (special), and April 4, 2018 (regular); 7.2 Monthly Incident Report for March 2018; 7.3 Monthly Check Voucher/Register; 7.4 Monthly Financial Report; 7.5 Surplus Apparatus and Equipment. Said motion carried a unanimous 5-0 roll call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

8. Regular Agenda

8.1 Long Range Financial Forecast

Chief Winnacker provided the report. Staff prepared an updated Long Range Financial Forecast based on input from the March 15, 2018 public workshop. The update was published on the District's web site. There were no comments from the Board members. Chief Winnacker noted that this is a staff product and is not adopted via Board resolution. Vice President Jex opened the public comment. There was no public comment.

8.2 Approval of Salary Schedules Effective June 1, 2018

Chief Winnacker provided the report. Effective June 1, 2018, all employee classifications covered by Memorandums of Understanding (MOU) shall receive a 1% salary increase. The District also has employee classifications that are unrepresented and not covered by an MOU. Staff recommends unrepresented employees (except the Fire Chief) receive the same salary increase as represented employees. This is consistent with previous fiscal years. Director Famulener asked who is included

in the unrepresented classification. Chief Winnacker stated that this category includes the Administrative Services Director, Fire Marshal, Human Resources Benefits Manager, and the Fire Inspector/Plans Examiner. Vice President Jex opened the public comment. There was no public comment. Motion by Director Famulener and seconded by Director Jorgens to approve the Salary Schedules was unanimously approved. Said motion carried a unanimous 5-0 roll call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

8.3 Adopt Resolution No. 18-07 A Resolution of the Moraga-Orinda Fire District Adopting a Board of Directors Expenditure and Expense Reimbursement Policy

District Counsel Jonathan Holtzman stated that this is a revision of a previous policy. Chief Winnacker noted that, in the absence of a policy, the District is open to the potential that reimbursement requests could be received after the fact that are not in compliance with the way payments are processed. The intent of the policy is to adopt a best practice in advance of an issue and provide direction on how Board members receive reimbursement. Director Jorgens asked if the proposed policy is relatively standard. Counsel Holtzman added that the proposed policy is the best example of an expense reimbursement policy. Vice President Jex opened the public comment. There was no public comment. Motion by Director Jorgens and seconded by Director Famulener to adopt Resolution 18-07 approving a Board of Directors Expenditure and Expense Reimbursement Policy was unanimously approved. Said motion carried a unanimous 5-0 roll call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

8.4 Approve MOFD Special Events Fee Waiver Policy for Non-Profit Organizations

Chief Winnacker stated that Fire Prevention staff was directed by the Board of Directors to create a policy that would allow a fee waiver for recognized non-profit organizations based within the District (Orinda, Moraga, Canyon, areas of unincorporated Contra Costa County within the boundaries of the District) who apply for a special event permit from MOFD. Fee waivers will be limited to special event operational permits only and not apply to building plan review or other permitted construction projects. Special event permits that are granted a fee waiver must comply with all codes, ordinances and regulations. Violation of any codes during the event or pre-event inspection are subject to the revocation of the operational permit and cancellation of the event by the fire chief or designee. Approval of a fee waiver does not alter other requirements by the Fire District. Vice President Jex opened the public comment. There was no public comment. There were no comments from the Board. Motion by Director Famulener and seconded by Director Jorgens to approve the MOFD Special Events Fee Waiver Policy for Non-Profit Organizations was unanimously approved. Said motion carried a unanimous 5-0 roll call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

8.5 Completion of the Official Property Owner Ballot Town of Moraga Stormwater Fee

Chief Winnacker provided the report. The District recently received an Official Property Owner Ballot to vote regarding the Town of Moraga Stormwater Fee. Ballots were sent to property owners in the town. The proposed fee would be used to upgrade and maintain the town's storm drain system and is subject to independent audits and citizens' oversight. The District would be subject to the new proposed fee. The fee is \$1,505 for Station 41 and Administration and \$1,035 for Station 42 for a total fee per year of \$2,540. The proposed fee is subject to an annual increase based on the change in the Consumer Price Index (CPI) not to exceed 3% per year. There is no pre-determined end date for this fee. The Town Council must take action each year to review the stormwater needs and the CPI before setting the rates for the following year. All properties in the town are subject to the fee except for parcels that do not include impervious surfaces. The District's options are: Vote yes – approve the proposed annual stormwater fee; Vote no – do not approve the proposed stormwater fee; or Abstain – do not complete and return the ballot. The District's vote will count for two votes based on the number of owned property parcels.

Cynthia Battenburg, Town Manager for the Town of Moraga, noted that the Town identified the storm drain needs for the past four years. The consultant prepared the 2014 Storm Drain Master Plan which estimated that repairs would cost \$29 million. The Town's annual budget is \$8.6 million. The Rheem sinkhole created a major problem for the community. A community survey determined that repairing the storm drains was a high priority for the community. The proposed rate will address high priority capital projects which are estimated to cost \$9 million. The fee is intended to cover the high priority projects and includes an operations and maintenance plan and clean water needs. The Measure will raise \$785,000 per year. Utilizing the Prop 218 process enables the people who pay the fee to vote on whether or not they want the service. Everyone who benefits from the system needs to pay the fee. Moraga will need to pay an annual \$14,500 fee. Director Anderson asked for

clarification on the repairs and why there is no sunset clause. Ms. Battenburg responded that repairs and replacement are included. She added that these are ongoing needs but the Town can vote to reduce the fee to what is needed. Moraga Town Councilmember Kymberleigh Korpus stated that there is no sunset clause because the maintenance of storm drains goes on forever and there will be more aging pipes and other future issues. About \$250,000 of the \$785,000 will be used for ongoing maintenance. Funds will still be needed for repairs after the major areas are done. Director Jorgens asked what percent is needed for the Measure to pass. Ms. Battenburg replied 50% of the voting property owners plus one. Director Anderson noted that a student who rents will not vote. Ms. Korpus stated that, in her opinion, property owners have the greatest investment and that non-property owners have different priorities. Registered voters who are not property owners will not vote on the Measure. One downside to the Prop 218 format is that no exceptions are allowed. The Prop 218 process allowed for the fairest decision to be made. Director Jorgens noted that Orinda has a similar problem and utilized a bond issue process so the MOFD does not pay. His challenge is whether the MOFD should pay Moraga for fees for the same problem which it does not pay to Orinda. Ms. Korpus noted that it is an interesting challenge and replied that it is the Board's decision. The Town of Moraga owns 12 properties and also had to decide how to vote on this Measure. She added that the Council's vote was 4 to 1. Director Jorgens clarified that the voting options are: yes, no, or abstain. Director Jex questioned if the Town had raised funds for this purpose which were not used for this purpose. Ms. Korpus stated that Measure K funds were initially intended to fix pavement and storm drains. However, the final version was passed to fix pavement and storm drains to the extent that these storm drains needed to be fixed simultaneously under the repaired pavement. Ms. Battenburg added that Measure K improved the Town's Pavement Management Index up to 70 but there is not enough funding to support other infrastructure needs. Moraga receives 5.32% of the property tax base and Orinda receives 7.8%. Ms. Korpus handed out a FAQ for the Moraga Stormwater Fee Measure Ballot Procedure. Vice President Jex opened the public comment.

Richard Olsen stated his support for the Measure. He reviewed the history of the Moraga Revenue Enhancement Committee of which he was a member. The Committee's report noted that there were no funds available for significant future infrastructure needs. The sales tax increase funded street rehabilitation. He noted that the storm drain cost was not available at that time. He discussed the Prop 218 process. The pipes are 50-60 years old and need to be repaired or replaced. He distributed a picture of a Los Angeles city fire department engine in a sink hole. He believes that this is cheap insurance and demonstrates that the Board are good stewards of the MOFD's money. He mentioned the sinkhole on Miner Road in February 2017 which was reported by Engine 45. Director Jorgens stated his challenge that Orinda received no funds from the MOFD to solve any of its infrastructure problems. Director Famulener stated that the District is grateful to Orinda for protecting the three MOFD fire houses in Orinda. She added that this Measure provides a way to protect the two fire houses in Moraga. Mr. Olsen noted that sinkholes have had a profound impact on response times. Director Famulener noted that the cost is about \$200 per month for both stations. Director Jex expressed concern that the Town of Moraga knew about the problem but did not develop adequate reserves to cover the associated risks. When Moraga adopted the policy to proceed as they did, it is different from the sister city's approach in addressing their problems. He would prefer that the MOFD Board abstain. Director Jorgens stated that abstaining leaves the decision to the remaining voters and may be more appropriate.

Director Jorgen's motion for the MOFD to abstain from voting was seconded by Director Jex. The Board discussed the motion. Director Famulener supports the Town of Moraga and the storm water fee. The cost is not significant. The need is tremendous. It will make a big difference to our firefighters. The problem will only get worse. She agrees with Director Jex that Moraga should have saved money over the years to prepare for this but they did not. The problem will not go away and something needs to be done. The work needs to be done for safety. Director Jorgens asked if the MOFD votes for the Measure, if MOFD would also send \$2,500 to Orinda every year. Director Famulener said no that Orinda has financed it in another way. Director Jorgens stated that the members should vote as a fiduciary for MOFD and not as a citizen. MOFD should not pay taxes to one entity that it does not pay to a different one for the same purpose. Director Famulener stated that it is a fee and not a tax. Director Jorgens said that was semantics. Director Anderson stated that his Division is in both Orinda and Moraga. Although he lives in Orinda, he supports the Measure because it is inexpensive insurance. He recommends a yes vote by the District. President Barber asked for clarity on a yes vote on this motion. Director Jorgens said the motion is on hold till the discussion is completed. Director Anderson stated that the District's ballots will be marked yes, no, or abstain. President Barber stated that both Orinda and Moraga are deficient in infrastructure. The

interest of the District in having streets which are well able to service its vehicles is important to the District. If the question before the District to pay to the two municipalities to do something which the District urgently needs, the answer could be justified as yes. However, the question before the District is should MOFD pay a nominal amount to one municipality and not to another for comparable service. Additionally, should by MOFD's actions, we tell the voters of Moraga or should we vote that they be required to do so as well. This puts MOFD in an awkward fiduciary situation. The Board members are acting both on their own behalf and as a resident of the District and are requiring the residents of one of the municipalities to pay an enhanced tax. This is a difficult issue. He asked if the District could pay an amount without a 'yes' vote. Director Jorgens stated that the Measure will pass with a 50% plus 1 vote and that the MOFD's vote will influence the outcome. He added that abstaining is not a 'no' vote and abstaining does not effect the outcome. He asked if people from Orinda should influence the outcome when they don't live in Moraga. Director Famulener stated that it was important to support the fire district and the two fire houses in Moraga. Director Jex noted that there are three fire stations in Orinda and that they pay more for the service. Director Anderson clarified that the issue is if the District wants to pay \$2,540 a year to help insure the roads are capable of handling the fire engines whether they are responding in Moraga or Orinda. President Barber disagreed that that is the issue. He supports the fee being paid to Moraga but MOFD's vote will mean that the District and the residents of Moraga will pay the tax. He is not comfortable voting to increase a tax for a jurisdiction in which he does not reside.

Director Jorgens motion to abstain from voting on the Ballot was seconded by Director Jex. Said motion failed with a roll call vote of 2-2-1 (Ayes: Jorgens and Jex; Noes: Anderson and Famulener; Abstain: Barber).

Director Famulener's motion to support the Town of Moraga and support the Stormwater Fee (a yes vote on the Ballot) was seconded by Director Anderson. Said motion failed with a roll call vote of 2-2-1 (Ayes: Famulener and Anderson; Noes: Jex and Jorgens; Abstain: Barber).

Director Famulener asked if the Board needed a separate motion to approve payment of \$2,500 annually. Counsel Holtzman stated that if the Measure passes, the MOFD will have to pay the fee. If the Measure fails, the District could pay. Chief Winnacker noted that, in the absence of direction from the Board, the MOFD will not return the ballot.

9. Committee Reports

9.1 Finance Committee (Directors Anderson and Jorgens)

The Committee has not met.

9.2 Pension Review Ad Hoc Committee (Directors Barber and Jorgens)

The Committee has not met.

9.3 Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee (Directors Famulener and Jorgens)

The Committee has not met.

9.4 Audit Ad Hoc Committee (Director Jex)

The Committee has not met.

9.5 Long Range Financial Plan Ad Hoc Committee (Directors Barber and Jex)

The Committee has not met.

9.6 Labor Negotiations Ad Hoc Committee (Directors Anderson and Jorgens)

The Committee has not met.

10. Announcements

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

There was nothing to report.

10.2 Questions and informational comments from Board members and Staff

There was nothing to report.

10.3 Fire Chief Updates – February 2018

10.3.1 Monthly Update by Engineer Jon Ford

Chief Winnacker informed the Board that Engineer Jon Ford was unable to attend the meeting. He asked the Board to hear Captain Gehling's report on a significant incident at the Orinda Country Club. Captain Steve Gehling provided a report on the response of Medic 45 and Engine 43 on April 11, 2018 of an 85-year-old woman who fainted at the Orinda Country Club. Before site staff could utilize an AED, the firefighters were on scene and

performed CPR and got the pulse back. In the ambulance, in the process of securing the airway, the firefighters determined that there were pieces of meat stuck in her throat. They were removed with forceps and an ET tube was inserted. She arrested a second time but the firefighters were able to get her back before they arrived at the hospital. He did not have an update on her current status. Chief Winnacker noted that the response time was six minutes between the time that the 911 call came in and the firefighters were on scene. In spite of a chaotic situation, he noted that the team management was tremendously efficient in accomplishing everything they did between the time they arrived on scene and left in the ambulance (13 minutes). The Board thanked Captain Gehling for his presentation.

Chief Winnacker provided an update on Station 43. The surveyor staked the site on April 17, 2018. They are confirming the surveyor's results and laying the framework. Sixteen submittals were received from Sausal and they are being handled by SKA for review with a request for expedited processing. With continuing good weather, progress will continue.

10.4 Communications Received

Chief Winnacker reported that the District received three communications which complimented the District on its professionalism, timeliness, and politeness. He noted that the District's goal is to provide a high quality of service on a daily basis.

10.5 Future Agenda Items

There was nothing to report.

At 7:59 P.M., Vice President Jex called for adjournment of the regular meeting.



Interim District Secretary/Clerk

Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

May 2, 2018



1. **Opening Ceremonies**

The Board of Directors convened in Open Session at 5:00 P.M. on May 2, 2018 at the Hacienda Mosaic Room, 2100 Donald Drive, Moraga, California. Director Anderson was absent. President Barber called the meeting to order. Present were the following Directors and Staff:

President Barber	Director Jex (teleconference)	Gloriann Sasser, Admin Services Director
Director Famulener	Dave Winnacker, Fire Chief	Christine Russell, HR Benefits Manager
Director Jorgens	Linda Ross, District Counsel	Grace Santos, District Clerk

District Counsel Jeff Sloan arrived at 5:36 P.M.

2. **Public Comment**

There was no comment from the public.

3. **Closed Session**

At 5:00 P.M., the Board adjourned into Closed Session.

4. **Reconvene the Meeting**

President Barber reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:06 p.m. Present were the following Directors and Staff:

President Barber	Sean Perkins, Battalion Chief
Director Famulener	Jerry Lee, Battalion Chief
Director Jorgens	Daryle Balao, Acting Battalion Chief
Director Jex (teleconference)	Kathy Leonard, Fire Marshal
Dave Winnacker, Fire Chief	Dennis Rein, Emergency Preparedness Coordinator
Gloriann Sasser, Admin Services Director	Christine Russell, HR Benefits Manager
Linda Ross, District Counsel	Grace Santos, District Clerk

5. **Report of Closed Session Action**

President Barber reported that there was no reportable action taken on items: 3.1 Conference with Labor Negotiator (Local 1230); 3.2 Conference with Labor Negotiator (Local 2700); 3.3 Conference with Labor Negotiator (Employee Organization: Moraga-Orinda Fire Chief Officers Association); 3.4 Conference with Labor Negotiator – Unrepresented Employee; and 3.5 Public Employee Performance Evaluation (Fire Chief).

6. **Public Comment**

There was no comment from the public.

7. **Regular Agenda**

7.1 **Public Budget Workshop**

Over the past several months the proposed Annual Operating Budget for Fiscal Year 2018/19 (Budget) was being developed. Staff developed proposed goals, projections and budget proposals based on the Strategic Plan and Business Plan. The proposed Budget was presented to the Board in a public workshop to obtain direction and public input. The next steps are the revised proposed Budget will be presented to the Board for additional board direction and public input on May 16, 2018. The proposed Budget is scheduled for adoption on June 20, 2018.

The proposed budget was presented for detailed review, discussion and input from the Board and members of the public. The proposed budget will be brought back to the Board for additional discussion and input at the next meeting and is scheduled for adoption at the second meeting in June. The California Government Code requires the Board to adopt a budget by October 1st.

ASD Sasser gave a PowerPoint presentation on the proposed budget. The budget projects a total district-wide surplus of \$177,000 for next year. The General fund is projected to have a surplus of \$171,000. The Debt Service fund, which is legally restricted for the Pension Obligation Bonds, is projected to have a surplus of \$241,000. The Capital Projects fund will have a deficit of about \$236,000.

Director Famulener disagreed with contributing an additional \$1.1M contribution to the pension rate stabilization fund. Union negotiations just began and she feels that the money must be available for good faith negotiations.

Director Famulener read a letter from former Director, and Moraga resident, Richard Olsen. Mr. Olsen voiced his concern that the MOFD's draft budget for Fiscal Year 2018-19 does not include what he considers to be a fair and reasonable increase in the wages to be paid to the MOFD's firefighters. Firefighter morale would undoubtedly be adversely affected with significant, negative impacts on the collective pride and esprit that is normally a part of being associated with the MOFD, as well as on individual motivation and initiative. There would also be a predictable increase in employee turnover with a resultant loss of staff experience and of the district's significant financial investments in the departing firefighters. That path is definitely avoidable if both sides to the current negotiations are willing to negotiate in good faith and compromise. That compromise would necessarily require some budgetary flexibility on the MOFD Board's part. Mr. Olsen submitted written comments (Attachment A).

ASD Sasser continued the budget presentation with information on the Board of Directors, Finance & Administration, Human Resources and Information Technology. She highlighted the second goal of the Human Resources Division's budget. There is \$15,000 included to complete an outside organizational assessment of administration in order to implement improvements in the administration. An outside expert will be hired.

Fire Marshal Kathy Leonard gave a presentation on the Fire Prevention budget. The budget shows an increase due to the Fuels Mitigation pilot program expenses, electronic methods for plan reviews and the permitting process, and a work analysis to review deficiencies and staffing needs due to the boom in building within the District.

Emergency Preparedness Coordinator Dennis Rein gave a presentation on the Emergency Preparedness Program budget. The net proposed budget this year is about \$1000 less than last year.

Battalion Chief Jerry Lee gave a presentation on the Emergency Medical Services and Support Services proposed budgets. President Barber asked why the budget for Station 45 is larger than the others. BC Lee explained that Station 45 is a larger station and costs more to heat and power.

Battalion Chief Sean Perkins gave a presentation on the Emergency Operations, Communications, and Apparatus budgets.

Acting Battalion Chief Daryle Balao gave a presentation on the Training budget.

Director Jorgens inquired about the thermal imaging camera. Chief Perkins explained that it is a tool that aids in searching and detecting heat signatures inside buildings or outdoors. This is to replace existing obsolete equipment.

Director Famulener asked the Board to remain flexible for current union negotiations, negotiate in good faith, and not contribute an additional \$1M in the trust fund.

President Barber thanked Chief Winnacker and ASD Sasser for the presentation. He announced that he would not be at the next meeting but expects to return by the time the Board is to take final action on the proposed budget.

Mark DeWeese, MOFD Firefighter, stated that each year the District pays the annual required contribution towards our pensions. The pension stabilization fund is money that is above and beyond what is required. When it was initiated, the District had a plan of putting in \$250,000 to \$300,000 in each year. FF DeWeese asked why the Board would want to put four and then 8 times as much money into an aggressive stock portfolio that is an irrevocable trust at this time. He asked if there is

a more coincidental timing issue of why the Board wants to take so much money out of the reserves at this time.

President Barber stated that those issues are on his mind, and on the mind of other directors. Both the aggregate amount, the asset allocation, and the use of the funds are difficult decisions that he hopes the Board can weigh out carefully. Labor negotiations in good faith is a process that needs to continue and go on by itself. The budget is a separate matter. They can relate to each other, and they can affect one another as can other things that happen outside what we foresee in the budget.

Director Jorgens thanked staff for their work on the budget. Last year was a long and painful process with all the cuts that were made. Everyone did a good job of sticking to the cuts. Many cuts have been rolled forward into this year's budget and some were refunded. He thanked staff for being careful with the District's money, which he states would leave more money to do other things with.

8. Adjournment

At 7:45 P.M., President Barber called for adjournment of the regular meeting.



Grace Santos, District Secretary/Clerk

DRAFT

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

**RICHARD J. OLSEN
1861 Saint Andrews Drive
Moraga, CA 94556-1057**

May 1, 2018

**Re: Public Testimony for 5/2/18 MOFD Board meeting Agenda Item 7.1
“Public Budget Workshop”**

Lady & Gentlemen:

For the record: I am a 46-year resident of Moraga, a current resident of the Moraga-Orinda Fire District, a former Commissioner of the Moraga Fire District and a former Director of the Moraga-Orinda Fire District.

I am submitting the following comments in letter form because a travel commitment precludes my being able to offer my public testimony at tomorrow evening’s MOFD Board meeting.

After reviewing the documents that accompany the above-subject Board Agenda item, I have become very concerned that the MOFD’s draft budget for Fiscal Year 2018-19 does not include what I would consider to be a fair and reasonable increase in the wages to be paid to the MOFD’s firefighters. I fully understand that those wages are currently the subject of ongoing labor negotiations. However, in its current form, the draft budget does not appear to me to contain sufficient flexibility to allow for any wage increase beyond the 1% increase that is a carryover from the current, about-to-expire MOU with Local 1230.

The “Elephants in the Room” that are impacting the MOFD’s current and future budgets are, of course, the district’s Unfunded Pension and OPEB liabilities. I applaud the Board’s recognition of and strong focus on that severe problem. However, after reviewing the draft FY18-19 budget, it is apparent to me that both the timing and the magnitude of the actions that the draft budget proposes to immediately implement in order to address those problems could, unintentionally, end up depriving the Board of the ability to address the firefighters compensation needs -- which needs I personally deem to be an equally high priority.

My concern is not only with basic fairness to the firefighters. Based upon prior experience, I have no doubt that if the Board were to choose not to provide a reasonable wage increase, that action would inevitably result in what the military call “collateral damage”. Firefighter morale would undoubtedly be adversely affected with significant, negative impacts on the collective pride and esprit that is normally a part of being associated with the MOFD, as well as on individual motivation and initiative. There would also be a predictable increase in employee turnover with a resultant loss of staff experience and of the district’s significant financial investments in the departing firefighters.

Also, based upon prior experience, I would hope that the District, could -- if at all possible -- avoid finding itself in a repetition of a prior situation where an Impasse was declared. That would open a “can of worms” in the form of the highly likely, highly undesirable, follow-on processes -- plus a significant amount of negative publicity for the district. To state the obvious: that path is definitely avoidable if both sides to the current negotiations are willing to negotiate in good faith and compromise. That compromise would necessarily require some budgetary flexibility on the MOFD Board’s part.

Thank you very much for your attention to my above thoughts on what I believe to be a critically important subject with potentially significant future impacts on our district.

Sincerely,

/s/ Dick Olsen

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 structure) - Vegetation Fires - Other Types Grouped (Alarms/Hazards/Pub Svc/Etc) Data Based On Completed RMS Incident Report Data entered by Company Officer - Not based on Raw CAD Data...

	March, 2018			Totals
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Vehicle Accidents	
Incident Totals	103	191	27	321
Median Turnout	1.53	1.27	1.07	1.30
Median Resp Time	6.45	5.93	6.08	6.07
Resp Time (90th%)	10.03	11.73	10.35	10.82

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

		March, 2018			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	90	1.08	4.59	7.66
	All Other Types	24	1.85	5.89	8.28
	Totals for City	114	1.12	4.77	7.73
Moraga	EMS / Rescue	64	1.37	4.18	7.55
	All Other Types	9	1.05	5.17	7.66
	Totals for City	73	1.36	4.28	7.55
Lafayette	EMS / Rescue	8	1.43	5.85	8.27
	All Other Types	1	1.70	7.30	7.30
	Totals for City	9	1.48	6.18	7.93
Overall Total		196	1.22	4.54	7.67

Response Totals By Incident Type

	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Total
All Others (Alarms / Pub Service / Etc.)	86	105	110	128	135	129	147	118	101	107	88	103	1,357
EMS / Rescue	165	176	164	170	170	168	175	161	187	198	163	191	2,088
Structure Fires		4	4	5	3	2	4		1	2	1		26
Veg Fires			4	6	3		2		2		1		18
Vehicle Accidents	14	9	23	9	11	14	20	14	13	18	15	27	187
Grand Total	265	294	305	318	322	313	348	293	304	325	268	321	3,676

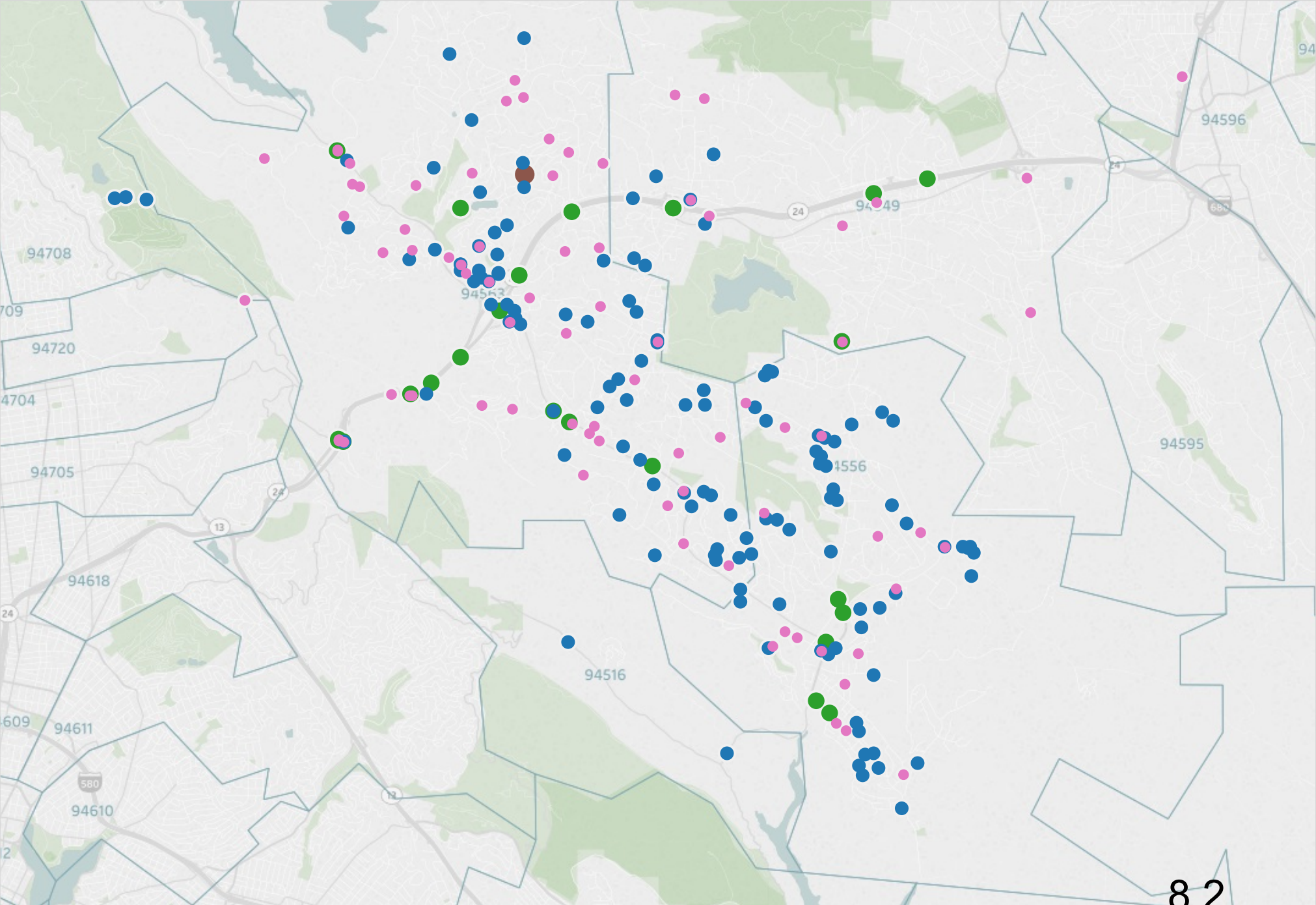
Incident Types

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

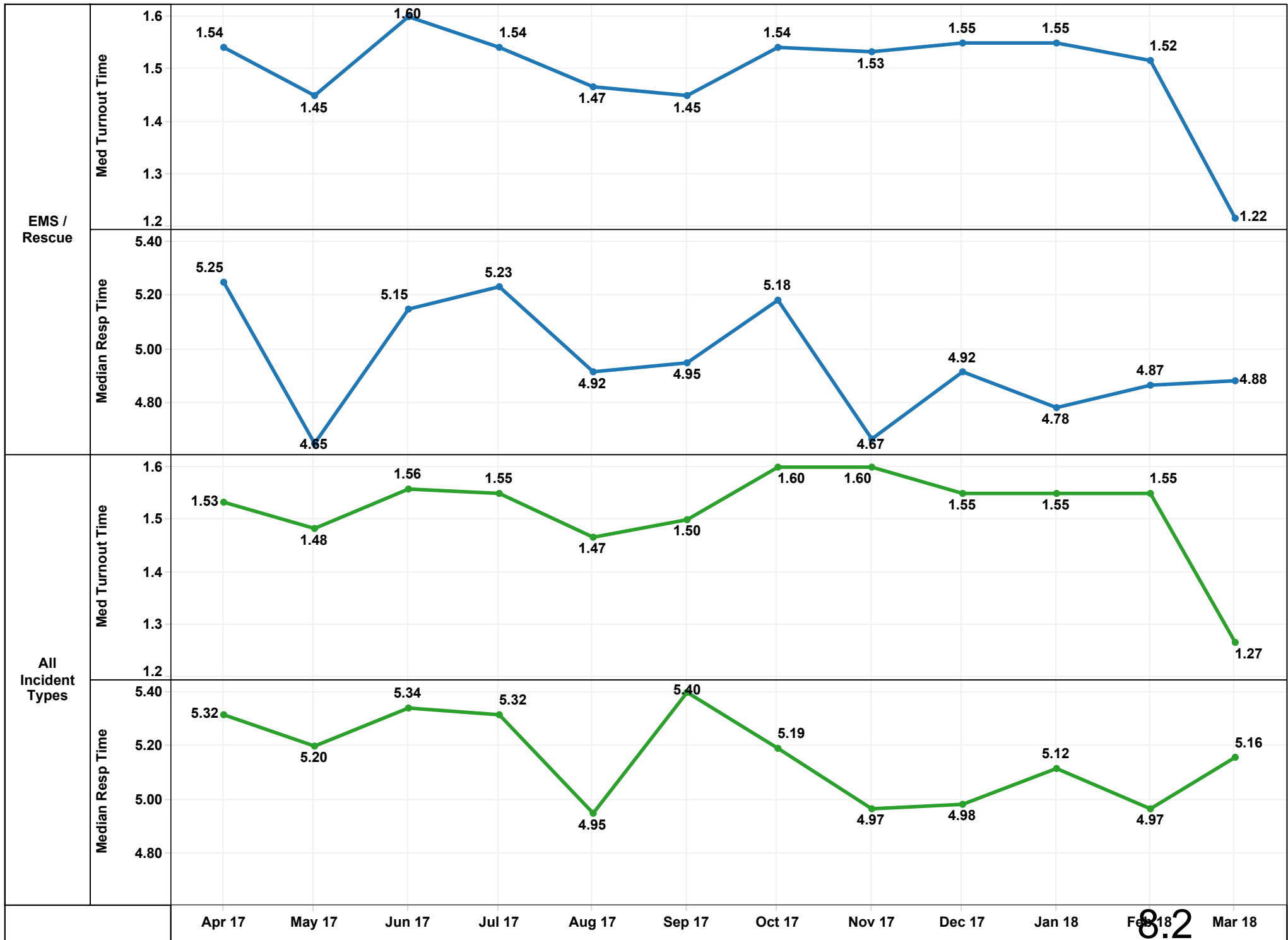
■ Vehicle Accidents

■ Technical Rescues

Incident Location Map for MOFD March 2018



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



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 structure) - Vegetation Fires - Other Types Grouped (Alarms/Hazards/Pub Svc/Etc) Data Based On Completed RMS Incident Report Data entered by Company Officer - Not based on Raw CAD Data...

	<i>April, 2018</i>					<i>Totals</i>
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Structure Fires	Veg Fires	Vehicle Accidents	
Incident Totals	81	171	1	1	24	278
Median Turnout	1.48	1.27	9.48	1.05	1.26	1.30
Median Resp Time	6.17	5.93	19.98	4.97	7.82	6.15
Resp Time (90th%)	9.84	10.53	19.98	7.27	11.65	10.73

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

		<i>April, 2018</i>			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	89	1.17	5.60	9.32
	All Other Types	9	1.65	5.63	7.22
	Totals for City	98	1.17	5.62	8.93
Moraga	EMS / Rescue	58	1.39	4.32	6.87
	All Other Types	7	1.77	5.52	6.97
	Totals for City	65	1.40	4.57	7.18
Lafayette	EMS / Rescue	8	1.37	6.83	9.22
	All Other Types	6	1.58	6.05	8.06
	Totals for City	14	1.37	6.75	8.92
Overall Total		177	1.30	5.37	8.22

Response Totals By Incident Type

	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	Total
All Others (Alarms / Pub Service / Etc.)	105	110	128	135	129	147	118	101	107	88	103	81	1,352
EMS / Rescue	176	164	170	170	168	175	161	187	198	163	191	171	2,094
Structure Fires	4	4	5	3	2	4		1	2	1		1	27
Veg Fires		4	6	3		2		2		1		1	19
Vehicle Accidents	9	23	9	11	14	20	14	13	18	15	27	24	197
Grand Total	294	305	318	322	313	348	293	304	325	268	321	278	3,689

Incident Types

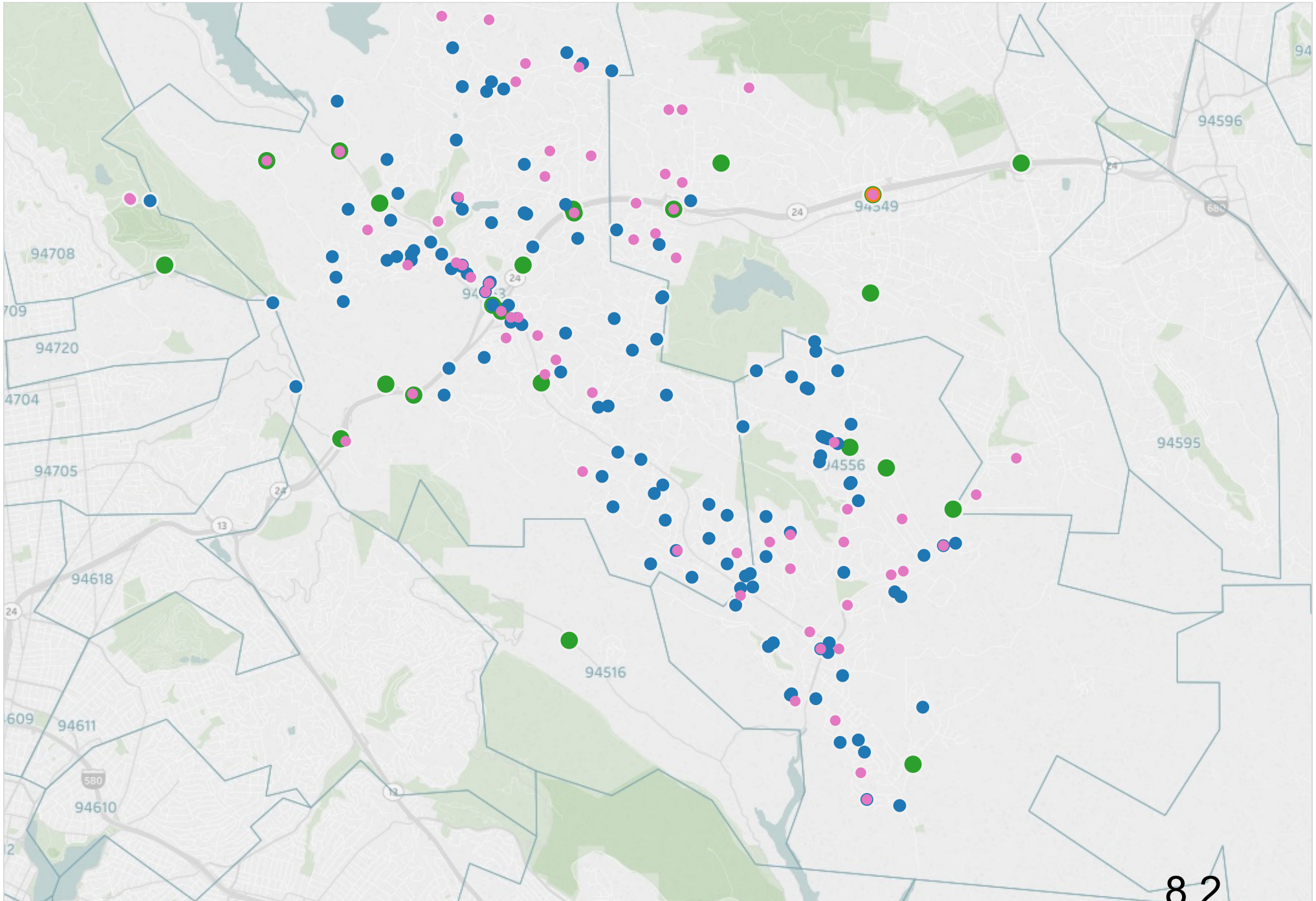
■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

■ Veg Fires

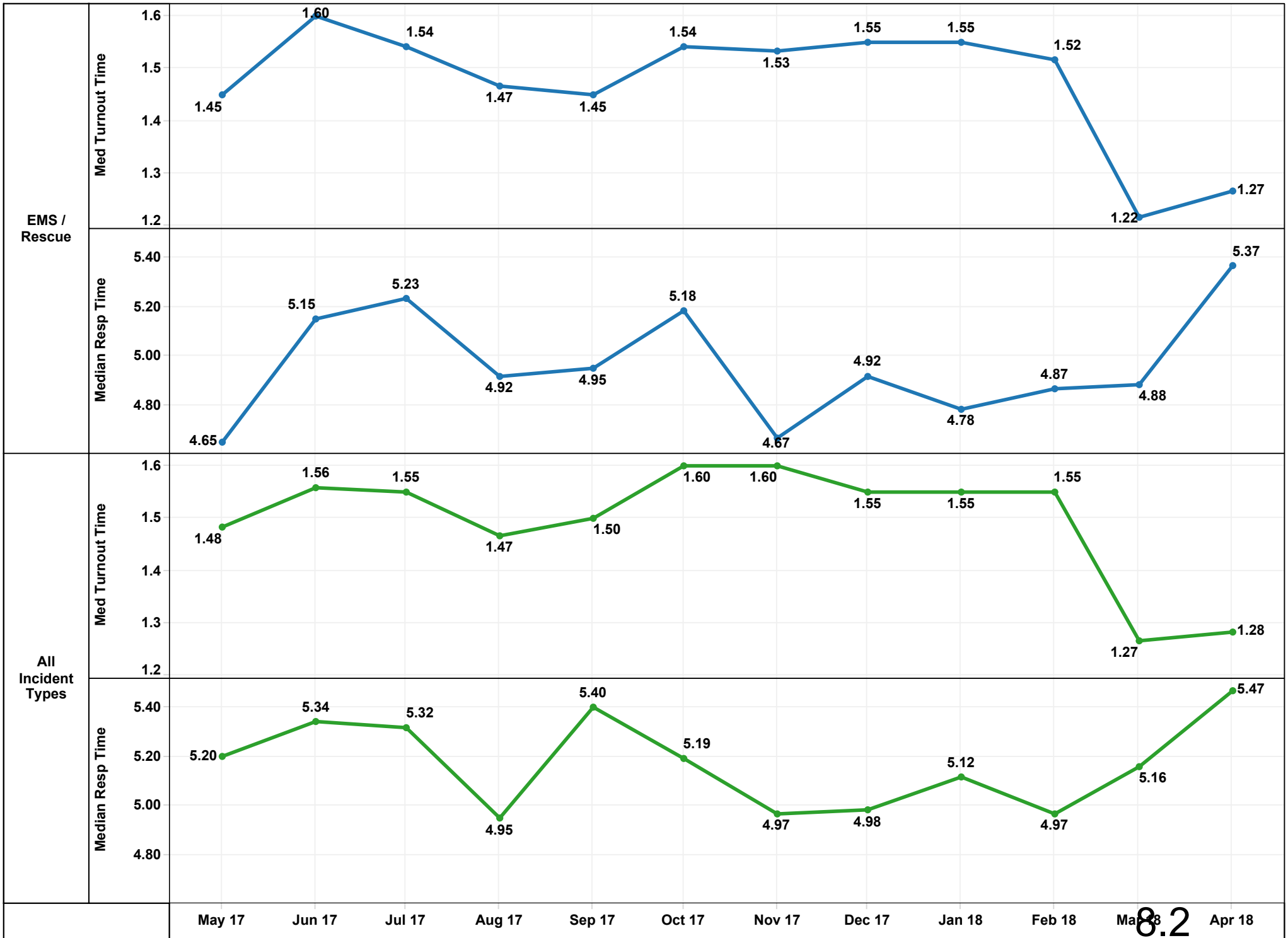
■ Vehicle Accidents

■ Structure Fires

Incident Location Map for MOFD April 2018



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



Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 4/1/2018 Through 4/30/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25887	4/9/2018	AFSCME Council 57	183.47	Period Ending 03/31/18
25888	4/9/2018	Airgas USA, LLC	536.52	Oxygen-Station 45- #2867225
25889	4/9/2018	Alameda County Fire Depart...	1,409.81	Misc repairs
25890	4/9/2018	ALSCO - American Linen Divi...	446.98	March 2018 linen
25891	4/9/2018	American Fidelity	2,243.51	Period Ending 03/31/2018
	4/9/2018	American Fidelity	1,090.34	Supplemental deductions-Period Ending 03/31/18
25892	4/9/2018	Bandwidth.com, Inc.	422.96	Service 04/1/18-04/30/18
25893	4/9/2018	Bound Tree Medical, LLC	298.75	Misc supplies
	4/9/2018	Bound Tree Medical, LLC	(240.00)	Naloxone rebate-4th quarter 2017
25894	4/9/2018	Kevin Brashem	200.00	Paramedic licence renewal-Brashem
25895	4/9/2018	Comcast	86.28	8155 40 005 0208428 Station 41-03/29/18-04/28/18
25896	4/9/2018	Definitive Networks, Inc.	19,366.00	Service coverage for March 2018
25897	4/9/2018	Dell Financial Services	570.70	Rental & Admin Fee 03/13/18-04/12/18 A/C #001-8402535-008
25898	4/9/2018	Mark DeWeese	50.00	Shoes
25899	4/9/2018	Hunt & Sons, Inc.	2,566.92	Fuel A/C #72371
	4/9/2018	Hunt & Sons, Inc.	999.29	Fuel A/C #72372
	4/9/2018	Hunt & Sons, Inc.	577.04	Fuel A/C #72373
	4/9/2018	Hunt & Sons, Inc.	1,404.02	Fuel A/C #72375
25900	4/9/2018	IAFF Local 1230 Dues	7,690.37	Period Ending 03/31/18
25901	4/9/2018	IAFF Local 1230 Insurance	1,744.20	Period Ending 03/31/18
25902	4/9/2018	L.N. Curtis & Sons	583.99	6 Flash hoods
	4/9/2018	L.N. Curtis & Sons	38.32	Red vinyl hall runner
	4/9/2018	L.N. Curtis & Sons	1,065.75	Stokes stretcher for E42
	4/9/2018	L.N. Curtis & Sons	1,375.25	Structure boots and extrication gloves
25903	4/9/2018	Mike Marquardt	375.00	S-339 AR class
25904	4/9/2018	Michael Murphy	4,775.32	ADPP-M. Murphy April
25905	4/9/2018	Office Depot	52.43	2 Divider folders
	4/9/2018	Office Depot	127.51	Copy paper, folders, pens and paper towels
25906	4/9/2018	Peterson Trucks, Inc.	1,911.26	DPF plugged-Stop Engine light on-M45
25907	4/9/2018	Pitney Bowes	168.76	St 41 Postage Machine Rental A/C #17220373 01/30/18-04/29/18
25908	4/9/2018	Staples Advantage	251.36	Misc. supplies-Station 45
	4/9/2018	Staples Advantage	0.85	Provon dispenser
25909	4/9/2018	Katherine J. Thomson	3,393.09	Fact finding Case # SF-IM-197-M
25910	4/9/2018	Verizon Wireless	387.19	Account 623714059-00001 Service 02/24/18-03/23
	4/9/2018	Verizon Wireless	16.85	Account 623714059-00003 Service 02/24/18-03/23
	4/9/2018	Verizon Wireless	69.06	Account 623714059-00004 Service 02/24/18-03/23
25911	4/20/2018	ADP, Inc.	393.89	ADP Payroll Fees ending 03/31/18
	4/20/2018	ADP, Inc.	611.46	HR/Benefits Workforce processing fees ending 4/0
25912	4/20/2018	Airgas USA, LLC	314.12	Tank Rental-Station 41- #2118770 -March 2018
	4/20/2018	Airgas USA, LLC	39.09	Tank Rental-Station 44- #2902766 -March 2018
	4/20/2018	Airgas USA, LLC	274.55	Tank Rental-Station 45- #2867225 -March 2018
25913	4/20/2018	Alameda County Fire Depart...	4,558.15	Misc repairs
25914	4/20/2018	American Messaging	365.62	Paging Service April 2018
25915	4/20/2018	A T and T	359.53	Acct# 9391035207 03/12/18-04/11/18
	4/20/2018	A T and T	166.37	Acct# 9391053307 03/01/18-03/31/18
25916	4/20/2018	Berry Bros. Towing and Trans...	500.00	Tow Unit 457 from Orinda to Peterson for repairs
25917	4/20/2018	Kevin Brashem	375.00	S-290 class
25918	4/20/2018	Concord Garden Equipment	437.18	4-cycle gasoline
25919	4/20/2018	Consolidated CM	10,175.00	Management services 03/03/18-03/31/18
25920	4/20/2018	Definitive Networks, Inc.	8,464.34	2 Panasonic Toughbook bundles and 1 Dell printer
25921	4/20/2018	FDAC EBA	1,368.45	April 2018 vision
25922	4/20/2018	Entenmann-Rovin Co.	236.67	2 Firefighter badges
25923	4/20/2018	Everbank Commercial Financ...	207.58	Copier Rental April 2018 A/C #20317889-1
25924	4/20/2018	Federal Express	43.24	Pink slip to Auction buyer
25925	4/20/2018	Steve Huebner	200.00	Paramedic licence renewal-S. Huebner

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 4/1/2018 Through 4/30/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25926	4/20/2018	L.N. Curtis & Sons	2,871.00	High Combat DJ hose
	4/20/2018	L.N. Curtis & Sons	151.86	SL20L LED Rech NiCd flashlight
25927	4/20/2018	National Construction Rentals	34.26	Overhead meter pole-0001 monthly rental-04/04/18-05/01/18
25928	4/20/2018	Office Depot	209.18	Colored copy paper and toner cartridge
25929	4/20/2018	Pacific Office Automation	288.35	Copies 10/25/17-01/25/18
25930	4/20/2018	Paymentus Group, Inc.	42.22	Credit card fees-March 2018
25931	4/20/2018	Pacific Gas & Electric	749.49	03/05/18-04/02/18 Station 44
	4/20/2018	Pacific Gas & Electric	1,030.16	03/05/18-04/02/18 Station 45 Electric
	4/20/2018	Pacific Gas & Electric	408.65	03/06/18-04/03/18 Admin
	4/20/2018	Pacific Gas & Electric	803.55	03/06/18-04/03/18 Station 41
	4/20/2018	Pacific Gas & Electric	776.99	03/06/18-04/03/18 Station 42 Electric
	4/20/2018	Pacific Gas & Electric	494.72	03/07/18-04/04/18 Station 42 Gas
	4/20/2018	Pacific Gas & Electric	226.50	03/18/18-04/14/18 Station 45 Gas
25932	4/20/2018	PODS Enterprises, LLC	216.61	Container rental 04/12/18-05/11/18
25933	4/20/2018	Reinholdt Engineering Constr...	0.00	Station 41 fuel pump repair
	4/20/2018	Reinholdt Engineering Constr...	0.00	Station 45 fuel pump repair
25934	4/20/2018	Renne Sloan Holtzman Sakai	7,164.30	Services through 2/28/18
25935	4/20/2018	Republic Services	485.72	April 2018 Trash A/C#302100093245
	4/20/2018	Republic Services	93.09	April 2018 Trash A/C#302100094052
	4/20/2018	Republic Services	465.77	April 2018 Trash A/C#302100095331
	4/20/2018	Republic Services	93.09	April 2018 Trash A/C#302100108522
25936	4/20/2018	Scott's PPE Recon	952.28	SCBA shoulder and bottle straps
25937	4/20/2018	Smart Clean Building Mainten...	245.00	April 2018 cleaning service
25938	4/20/2018	Sun Valley Heating & Air Con...	290.00	Admin Building HVAC service call
25939	4/20/2018	United Site Services	2,004.75	Service 04/01/18-04/30/18
25940	4/20/2018	Wittman Enterprises, LLC	5,701.49	March 2018
25941	4/24/2018	ADP, Inc.	344.48	ADP Payroll Fees ending 04/12/18
25942	4/24/2018	Allied Propane Services, Inc	222.17	Commercial propane 04/17/18
25943	4/24/2018	A T and T	13.91	Acct#9391060223 03/13/18-04/12/18 Conference calling
25944	4/24/2018	A T and T Mobility	1,301.51	Phone Acct #287016079073 03/16/18-04/15/18
25945	4/24/2018	Jon Bensley	28.50	CPR class
25946	4/24/2018	Biomedical Waste Disposal	79.00	April 2018 Medical Waste A/C #0349
	4/24/2018	Biomedical Waste Disposal	79.00	April 2018 Medical Waste A/C #0350
25947	4/24/2018	Bound Tree Medical, LLC	6,600.52	Misc supplies
	4/24/2018	Bound Tree Medical, LLC	390.00	Nitroglycerin powder
25948	4/24/2018	Comcast	86.21	8155 40 006 0190996 Station 45-04/23/18-05/22/18
	4/24/2018	Comcast	86.21	8155 40 006 0191002 Station 44-04/14/18-05/13/18
	4/24/2018	Comcast	86.21	8155 40 006 0191028 Station 43-04/14/18-05/13/18
25949	4/24/2018	Dell Financial Services	302.46	Rental & Admin Fee 05/01/18-05/31/18 A/C #001-8402535-009
25950	4/24/2018	ECMS, Inc.	6,481.81	PPE Inspections
25951	4/24/2018	Hunt & Sons, Inc.	2,058.17	Fuel A/C #72371
	4/24/2018	Hunt & Sons, Inc.	1,310.01	Fuel A/C #72372
25952	4/24/2018	LeapFrog Plumbing	250.00	Clogged sink repair-Station 44
25953	4/24/2018	L.N. Curtis & Sons	2,596.95	Structure coat and pants-Stephens
25954	4/24/2018	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental-04/17/18-05/14/18
25955	4/24/2018	Office Depot	252.33	Copy paper and ink cartridge
25956	4/24/2018	Pacific Gas & Electric	245.00	03/17/18-04/17/18 Station 43
25957	4/24/2018	Renne Sloan Holtzman Sakai	7,828.22	Services through 03/01/18
25958	4/24/2018	Safeway, Inc	30.11	Engineer exam food
25959	4/24/2018	Shred-it	66.00	April 2018 pick-up
25960	4/24/2018	Staples Advantage	56.06	Misc. supplies-Station 43
	4/24/2018	Staples Advantage	159.10	Misc. supplies-Station 45
25961	4/24/2018	St. Stephen's Episcopal Church	5,045.86	Temp Station rent- March and April 2018

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 4/1/2018 Through 4/30/2018

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
25962	4/24/2018	Verizon Wireless	56.38	12-lead modem wireless 03/11/18-04/10/18
CC-0418	4/11/2018	CCCERA Retirement	153,942.84	CCCERA retirement payment-March 2018 contributions
CP047	4/5/2018	Calif. Public Employees'	178,625.63	CalPers Health Ins
CU-0418	4/11/2018	1st NorCal Federal Credit Union	1,943.20	Period Ending 03/31/18
DD047	4/7/2018	Delta Dental Plan of Calif.	17,054.90	Delta Dental ACH payment
OPEB17-18-2	4/18/2018	U.S. Bank PARS Account 674...	94,000.00	PARS 2017-2018 Contribution
PFA 0418	4/11/2018	Moraga-Orinda Professional F...	1,610.00	Period ending 03/31/18
PRSP 0418	4/18/2018	U.S. Bank PARS Account 674...	<u>94,000.00</u>	Pension Rate Stabilization 2017-2018 Contribution
Report Total			<u>688,395.43</u>	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-17/18
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,080,597.40	1,080,597.00	0.40	0.00%
Total Taxes		1,080,597.40	1,080,597.00	0.40	0.00%
Use of Money & Property					
Investment Earnings	4181	12,473.79	10,000.00	2,473.79	24.74%
Total Use of Money & Property		12,473.79	10,000.00	2,473.79	24.74%
Intergovernmental Revenue					
Intergovernmental Revenue-Fed...	4437	179,116.00	179,116.00	0.00	0.00%
Total Intergovernmental Revenue		179,116.00	179,116.00	0.00	0.00%
Charges for Service					
Impact Mitigation Fees	4743	74,000.00	40,000.00	34,000.00	85.00%
Total Charges for Service		74,000.00	40,000.00	34,000.00	85.00%
Other Revenue					
Sale of Surplus Property	4980	43,655.00	43,655.00	0.00	0.00%
Total Other Revenue		43,655.00	43,655.00	0.00	0.00%
Total Revenue		1,389,842.19	1,353,368.00	36,474.19	2.70%
Expenditures					
Other Expense					
Bank Fees	7510	125.00	100.00	(25.00)	(25.00)%
Fire Flow Tax Collection Fees	7531	11,381.85	14,000.00	2,618.15	18.70%
Capital Contingency-Facilities, ...	7700	13,552.27	150,000.00	136,447.73	90.97%
Apparatus/Vehicles-Fixed Asset...	7703	366,164.86	365,951.00	(213.86)	(0.06)%
Buildings-Station #43-Fixed Ass...	7706	316,998.00	4,871,004.00	4,554,006.00	93.49%
Misc. Equipment Expense	7709	233,349.70	395,096.00	161,746.30	40.94%
Transfers to Debt Service Fund	7999	666,735.72	1,011,980.00	345,244.28	34.12%
Total Other Expense		1,608,307.40	6,808,131.00	5,199,823.60	76.38%
Total Expenditures		1,608,307.40	6,808,131.00	5,199,823.60	76.38%
Excess of Revenues Over/ (Under)		(218,465.21)	(5,454,763.00)	5,236,297.79	(95.99)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	18,567,862.62	18,571,162.00	(3,299.38)	(0.02)%
Property Tax-Supplemental	4011	127,806.22	350,000.00	(222,193.78)	(63.48)%
Property Tax-Unitary	4013	229,987.79	229,988.00	(0.21)	(0.00)%
Property Tax-Curr Unsecured	4020	575,625.13	612,696.00	(37,070.87)	(6.05)%
Prop Tax- Prior Secured	4030	(43,974.89)	(50,000.00)	6,025.11	(12.05)%
Prop Tax-Prior Supplement	4031	(25,560.62)	(30,000.00)	4,439.38	(14.80)%
Prop Tax Prior Unsecured	4035	(4,863.48)	(10,000.00)	5,136.52	(51.37)%
Total Taxes		<u>19,426,882.77</u>	<u>19,673,846.00</u>	<u>(246,963.23)</u>	<u>(1.26)%</u>
Use of Money & Property					
Investment Earnings	4181	4,699.20	10,000.00	(5,300.80)	(53.01)%
Total Use of Money & Property		<u>4,699.20</u>	<u>10,000.00</u>	<u>(5,300.80)</u>	<u>(53.01)%</u>
Intergovernmental Revenue					
Homeowners Relief Tax	4385	76,114.66	154,000.00	(77,885.34)	(50.57)%
Intergovernmental Revenue-Federal Grants	4437	0.00	201,952.00	(201,952.00)	(100.00)%
CA FF JAC Training Funds	4440	12,419.26	12,419.00	0.26	0.00%
Other/In Lieu of Taxes	4580	0.00	902.00	(902.00)	(100.00)%
Measure H-Emerg Med Ser Subsid	4896	85,513.71	85,513.00	0.71	0.00%
Total Intergovernmental Revenue		<u>174,047.63</u>	<u>454,786.00</u>	<u>(280,738.37)</u>	<u>(61.73)%</u>
Charges for Service					
Permits	4740	2,675.00	2,500.00	175.00	7.00%
Plan Review	4741	237,048.00	250,000.00	(12,952.00)	(5.18)%
Inspection Fees	4742	34,906.00	35,000.00	(94.00)	(0.27)%
Weed Abatement Charges	4744	22,650.50	22,650.00	0.50	0.00%
CPR/First Aid Classes	4745	1,310.00	2,000.00	(690.00)	(34.50)%
Reports/ Photocopies	4746	357.00	350.00	7.00	2.00%
Other Charges for Service	4747	7,988.00	6,000.00	1,988.00	33.13%
Total Charges for Service		<u>306,934.50</u>	<u>318,500.00</u>	<u>(11,565.50)</u>	<u>(3.63)%</u>
Charges for Service - Ambulance					
Ambulance Service Fees	4898	913,934.60	1,089,340.00	(175,405.40)	(16.10)%
Ambulance Service Fee Reimbursements	4899	(105,432.55)	(90,000.00)	(15,432.55)	17.15%
Ambulance Collection Recovery Payments	4900	1,655.71	2,000.00	(344.29)	(17.21)%
Ground Emergency Medical Transportation	4901	54,256.39	42,230.00	12,026.39	28.48%
Total Charges for Service - Ambulance		<u>864,414.15</u>	<u>1,043,570.00</u>	<u>(179,155.85)</u>	<u>(17.17)%</u>
Other Revenue					
Other Revenue-Strike Team Recovery	4971	1,083,999.03	1,000,000.00	83,999.03	8.40%
Other Revenue & Financing Sources	4972	18,000.00	18,000.00	0.00	0.00%
Other Revenue-Misc.	4974	13,703.72	13,984.00	(280.28)	(2.00)%
Misc Rebates & Refunds	4975	51,977.86	3,000.00	48,977.86	1,632.60%
Transfers In	4999	4,476.30	4,476.00	0.30	0.01%
Total Other Revenue		<u>1,172,156.91</u>	<u>1,039,460.00</u>	<u>132,696.91</u>	<u>12.77%</u>
Total Revenue		<u>21,949,135.16</u>	<u>22,540,162.00</u>	<u>(591,026.84)</u>	<u>(2.62)%</u>

Expenditures
Salaries & Benefits

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Permanent Salaries	5011	7,038,570.22	8,585,000.00	1,546,429.78	18.01%
Temporary Salaries	5013	133,479.99	154,000.00	20,520.01	13.32%
Overtime	5014	1,737,211.64	2,000,000.00	262,788.36	13.14%
Deferred Compensation	5015	78,716.04	82,680.00	3,963.96	4.79%
Overtime - Strike Team	5016	658,367.25	658,367.00	(0.25)	(0.00)%
Worker's Compensation Recovery	5019	(139,096.43)	(128,000.00)	11,096.43	(8.67)%
Payroll Taxes -FICA,SUI	5042	146,965.78	180,000.00	33,034.22	18.35%
Payroll Processing Fees	5043	13,303.77	20,000.00	6,696.23	33.48%
Retirement Contributions	5044	3,944,270.23	4,875,000.00	930,729.77	19.09%
Life/Health Insurance-Permanent Employees	5060	885,376.80	1,170,000.00	284,623.20	24.33%
Employee's-Health Insurance Contribution	5061	(105,861.36)	(130,000.00)	(24,138.64)	18.57%
Retiree Health Insurance	5062	949,763.07	1,150,000.00	200,236.93	17.41%
Retiree-Health Insurance Contribution	5063	(266,514.39)	(290,000.00)	(23,485.61)	8.10%
Unemployment Insurance	5064	11,088.00	17,000.00	5,912.00	34.78%
Retiree-Health OPEB Contribution	5065	374,000.00	374,000.00	0.00	0.00%
Vision Insurance	5066	11,714.14	15,000.00	3,285.86	21.91%
Pension Rate Stabilization	5067	374,000.00	374,000.00	0.00	0.00%
Workers' Compensation Insurance	5070	540,561.00	720,748.00	180,187.00	25.00%
Total Salaries & Benefits		16,385,915.75	19,827,795.00	3,441,879.25	17.36%
Operating Expense					
Office Supplies	6100	4,772.56	11,000.00	6,227.44	56.61%
Postage	6101	3,503.80	3,000.00	(503.80)	(16.79)%
Books & Periodicals	6102	1,074.97	6,750.00	5,675.03	84.07%
Printer Ink Cartridges	6103	890.53	3,000.00	2,109.47	70.32%
Telephone/Communication	6110	26,660.37	42,000.00	15,339.63	36.52%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	180,000.00	180,000.00	100.00%
Utilities- Sewer	6120	3,542.75	3,543.00	0.25	0.01%
Utilities-Garbage	6121	10,819.43	12,845.00	2,025.57	15.77%
Utilities-PG&E	6122	50,703.75	65,690.00	14,986.25	22.81%
Utilities-Water	6123	7,703.96	13,860.00	6,156.04	44.42%
Utilities-Medical Waste	6124	1,738.00	2,200.00	462.00	21.00%
Small Tools & Instruments	6130	1,183.95	10,750.00	9,566.05	88.99%
Minor Equipment/Furniture	6131	0.00	1,000.00	1,000.00	100.00%
Computer Equipment & Supplies	6132	544.80	2,000.00	1,455.20	72.76%
Gas Power Chain Saw/Other Equipmen	6133	1,974.93	4,500.00	2,525.07	56.11%
Fire Trail Grading	6135	717.91	20,000.00	19,282.09	96.41%
Fire Fighting Equipment & Supplies	6137	505.91	4,000.00	3,494.09	87.35%
Fire Fighting Equipment-Hoses & Nozzles	6138	4,877.36	10,000.00	5,122.64	51.23%
Fire Fighting Equipment-Class A Foam	6139	1,442.03	1,500.00	57.97	3.86%
Medical & Lab Supplies	6140	80,452.41	105,000.00	24,547.59	23.38%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Food Supplies	6150	720.08	3,800.00	3,079.92	81.05%
Safety Clothing & Personal Supplies	6160	77,478.48	98,000.00	20,521.52	20.94%
Non-Safety Clothing & Personal Supplies	6161	800.00	1,500.00	700.00	46.67%
Household Expense	6170	7,152.00	10,000.00	2,848.00	28.48%
Household Expense-Linen	6171	5,762.38	2,000.00	(3,762.38)	(188.12)%
Public & Legal Notices	6190	3,922.33	4,000.00	77.67	1.94%
Dues, Memberships & Professional Fees	6200	6,282.14	7,795.00	1,512.86	19.41%
EMT/Paramedic Licensure Fees	6201	2,536.00	7,500.00	4,964.00	66.19%
Rent & Leases (Equipment)	6250	22,964.33	30,000.00	7,035.67	23.45%
Computer Software & Maintenance	6251	55,156.48	77,200.00	22,043.52	28.55%
Website Development & Maintenance	6252	1,660.00	1,700.00	40.00	2.35%
EPA ID# Verification Fee	6264	150.00	200.00	50.00	25.00%
CCC HazMat Plan (CUPA)	6265	2,519.00	3,000.00	481.00	16.03%
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	28,380.80	67,943.00	39,562.20	58.23%
Central Garage Repairs	6271	137,064.37	190,000.00	52,935.63	27.86%
Central Garage Gasoline & Oil	6272	54,702.57	60,000.00	5,297.43	8.83%
Central Garage Tires	6273	7,025.69	10,000.00	2,974.31	29.74%
Service/Repair Fuel System Dispensers	6274	1,816.09	3,500.00	1,683.91	48.11%
Aerial Ladder & Pump Testing	6275	0.00	1,000.00	1,000.00	100.00%
Smog Inspections	6276	251.95	500.00	248.05	49.61%
Air Compressor Quarterly Service	6278	10.69	1,500.00	1,489.31	99.29%
Hydro Test SCBA & Oxy Cylinder	6279	886.76	2,500.00	1,613.24	64.53%
Tank Testing	6280	0.00	1,000.00	1,000.00	100.00%
Maintenance -- Building	6281	25,596.84	47,000.00	21,403.16	45.54%
Maintenance -- Grounds	6282	2,186.47	6,100.00	3,913.53	64.16%
Meetings & Travel Expenses	6303	609.06	1,375.00	765.94	55.70%
Medical - Pre-Emp Processing and Annual Exams	6311	16,589.60	18,000.00	1,410.40	7.84%
Ambulance Billing Administration Fees	6312	44,240.87	60,000.00	15,759.13	26.27%
Outside Attorney Fees	6313	109,969.43	140,000.00	30,030.57	21.45%
Outside CPR Instructors	6314	310.00	3,000.00	2,690.00	89.67%
CCC County Tax Administration Fee	6316	184,817.00	184,817.00	0.00	0.00%
Professional Services	6317	20,825.00	40,000.00	19,175.00	47.94%
Professional Services - Labor Negotiator	6318	33,079.53	50,000.00	16,920.47	33.84%
Professional Services - Technology	6319	153,728.00	240,000.00	86,272.00	35.95%
Professional Services - Pre-Employment Investigations	6320	10,449.10	10,500.00	50.90	0.48%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Promotional Exams & Recruitment	6321	20,934.49	28,750.00	7,815.51	27.18%
Professional Services-OPEB Actuarial Valuation	6322	2,681.67	1,482.00	(1,199.67)	(80.95)%
Exterior Hazard Removal	6323	17,313.88	18,000.00	686.12	3.81%
Professional Services-Prop Tax Audit & Forecasting	6326	9,450.00	12,600.00	3,150.00	25.00%
Professional Services	6327	12,940.00	12,940.00	0.00	0.00%
Burn Trailer Grant Maintenance	6352	3,000.00	3,000.00	0.00	0.00%
Testing Materials & Training Props	6354	992.25	10,000.00	9,007.75	90.08%
Career Development Classes	6357	4,490.17	15,000.00	10,509.83	70.07%
Target Safety Online Training	6359	6,000.00	6,200.00	200.00	3.23%
Training & Education Classes-Paramedic & EMT CE	6360	1,073.79	5,000.00	3,926.21	78.52%
District Sponsored Training-Mandated	6361	9,623.92	35,000.00	25,376.08	72.50%
Recruiting Costs	6470	1,627.91	75,000.00	73,372.09	97.83%
Strike Team Supplies	6474	11,601.87	13,500.00	1,898.13	14.06%
Community Emergency Response Team	6475	2,478.47	10,200.00	7,721.53	75.70%
Exercise Supplies/Maint.	6476	1,064.13	2,000.00	935.87	46.79%
Recognition Supplies	6478	875.01	3,835.00	2,959.99	77.18%
Other Special Departmental Exp	6479	32,296.20	31,180.00	(1,116.20)	(3.58)%
Public Education Supplies	6480	(233.61)	0.00	233.61	0.00%
CPR Supplies	6481	0.00	3,000.00	3,000.00	100.00%
LAFCO	6482	10,976.88	10,977.00	0.12	0.00%
Emergency Preparedness Expense	6484	1,272.65	6,000.00	4,727.35	78.79%
Misc. Services & Supplies	6490	7,831.17	8,200.00	368.83	4.50%
Fire Chief Contingency	6491	11,464.81	100,000.00	88,535.19	88.54%
Property & Liability Insurance	6540	40,343.00	45,343.00	5,000.00	11.03%
Total Operating Expense		<u>1,432,851.12</u>	<u>2,347,475.00</u>	<u>914,623.88</u>	<u>38.96%</u>
Other Expense					
Bank Fees	7510	2,824.78	3,200.00	375.22	11.73%
Interest on County Teeter Account	7520	0.00	50.00	50.00	100.00%
County Tax Collection Fees	7530	251.70	300.00	48.30	16.10%
Total Other Expense		<u>3,076.48</u>	<u>3,550.00</u>	<u>473.52</u>	<u>13.34%</u>
Total Expenditures		<u>17,821,843.35</u>	<u>22,178,820.00</u>	<u>4,356,976.65</u>	<u>19.64%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>4,127,291.81</u>	<u>361,342.00</u>	<u>3,765,949.81</u>	<u>1,042.21%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-17/18
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,376,281.00	3,376,281.00	0.00	0.00%
Total Taxes		3,376,281.00	3,376,281.00	0.00	0.00%
Use of Money & Property					
Investment Earnings	4181	21,430.71	0.00	21,430.71	0.00%
Total Use of Money & Property		21,430.71	0.00	21,430.71	0.00%
Other Revenue					
Transfers In	4999	666,735.72	1,011,980.00	(345,244.28)	(34.12)%
Total Other Revenue		666,735.72	1,011,980.00	(345,244.28)	(34.12)%
Total Revenue		4,064,447.43	4,388,261.00	(323,813.57)	(7.38)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	2,360,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	797,877.00	797,877.00	0.00	0.00%
Apparatus Lease Principal Payment	7902	315,758.91	634,500.00	318,741.09	50.24%
Apparatus Lease Interest Payment	7903	29,474.91	55,967.00	26,492.09	47.34%
Lease Agreement Station 43 Principal	7906	240,000.00	240,000.00	0.00	0.00%
Lease Agreement Station 43 Interest	7907	81,501.90	81,513.00	11.10	0.01%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
Total Other Expense		3,829,089.02	4,169,857.00	340,767.98	8.17%
Total Expenditures		3,829,089.02	4,169,857.00	340,767.98	8.17%
Excess of Revenues Over/ (Under) Expenditures		235,358.41	218,404.00	16,954.41	7.76%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
27 - Capital Projects Fund
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Fire Flow Tax	4066	1,080,597.40	901,140.70	179,456.70	(19.91)%
Total Taxes		1,080,597.40	901,140.70	179,456.70	(19.91)%
Use of Money & Property					
Investment Earnings	4181	12,473.79	8,333.30	4,140.49	(49.68)%
Total Use of Money & Property		12,473.79	8,333.30	4,140.49	(49.69)%
Intergovernmental Revenue					
Intergovernmental Revenue-Federal Grants	4437	179,116.00	152,465.00	26,651.00	(17.48)%
Total Intergovernmental Revenue		179,116.00	152,465.00	26,651.00	(17.48)%
Charges for Service					
Impact Mitigation Fees	4743	74,000.00	6,666.70	67,333.30	(1,009.99)%
Total Charges for Service		74,000.00	6,666.70	67,333.30	(1,009.99)%
Other Revenue					
Sale of Surplus Property	4980	43,655.00	43,655.00	0.00	0.00%
Total Other Revenue		43,655.00	43,655.00	0.00	0.00%
Total Revenue		1,389,842.19	1,112,260.70	277,581.49	(24.96)%
Expenditures					
Other Expense					
Bank Fees	7510	125.00	83.30	(41.70)	(50.06)%
Fire Flow Tax Collection Fees	7531	11,381.85	11,666.70	284.85	2.44%
Capital Contingency-Facilities, Equipment	7700	13,552.27	125,000.00	111,447.73	89.15%
Apparatus/Vehicles-Fixed Asset Expenditures	7703	366,164.86	304,959.20	(61,205.66)	(20.07)%
Buildings-Station #43-Fixed Asset Expenditures	7706	316,998.00	4,214,268.30	3,897,270.30	92.47%
Misc. Equipment Expense	7709	233,349.70	329,246.70	95,897.00	29.12%
Transfers to Debt Service Fund	7999	666,735.72	843,316.70	176,580.98	20.93%
Total Other Expense		1,608,307.40	5,828,540.90	4,220,233.50	72.41%
Total Expenditures		1,608,307.40	5,828,540.90	4,220,233.50	72.41%
Excess of Revenues Over/ (Under) Expenditures		(218,465.21)	(4,716,280.20)	4,497,814.99	95.36%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Property Tax-Current Secured	4010	18,567,862.62	15,464,205.80	3,103,656.82	(20.06)%
Property Tax-Supplemental	4011	127,806.22	300,000.00	(172,193.78)	57.39%
Property Tax-Unitary	4013	229,987.79	194,633.70	35,354.09	(18.16)%
Property Tax-Curr Unsecured	4020	575,625.13	510,580.00	65,045.13	(12.73)%
Prop Tax- Prior Secured	4030	(43,974.89)	(41,666.70)	(2,308.19)	(5.53)%
Prop Tax-Prior Supplement	4031	(25,560.62)	(24,166.70)	(1,393.92)	(5.76)%
Prop Tax Prior Unsecured	4035	(4,863.48)	(8,333.30)	3,469.82	41.63%
Total Taxes		19,426,882.77	16,395,252.80	3,031,629.97	(18.49)%
Use of Money & Property					
Investment Earnings	4181	4,699.20	9,500.00	(4,800.80)	50.53%
Total Use of Money & Property		4,699.20	9,500.00	(4,800.80)	50.53%
Intergovernmental Revenue					
Homeowners Relief Tax	4385	76,114.66	128,333.30	(52,218.64)	40.68%
Intergovernmental Revenue-Federal Grants	4437	0.00	201,952.00	(201,952.00)	100.00%
CA FF JAC Training Funds	4440	12,419.26	10,752.30	1,666.96	(15.50)%
Other/In Lieu of Taxes	4580	0.00	751.70	(751.70)	100.00%
Measure H-Emerg Med Ser Subsid	4896	85,513.71	71,294.30	14,219.41	(19.94)%
Total Intergovernmental Revenue		174,047.63	413,083.60	(239,035.97)	57.87%
Charges for Service					
Permits	4740	2,675.00	2,397.70	277.30	(11.56)%
Plan Review	4741	237,048.00	208,333.30	28,714.70	(13.78)%
Inspection Fees	4742	34,906.00	29,166.70	5,739.30	(19.67)%
Weed Abatement Charges	4744	22,650.50	21,923.80	726.70	(3.31)%
CPR/First Aid Classes	4745	1,310.00	1,666.70	(356.70)	21.40%
Reports/ Photocopies	4746	357.00	291.70	65.30	(22.38)%
Other Charges for Service	4747	7,988.00	5,000.00	2,988.00	(59.76)%
Total Charges for Service		306,934.50	268,779.90	38,154.60	(14.20)%
Charges for Service - Ambulance					
Ambulance Service Fees	4898	913,934.60	909,412.70	4,521.90	(0.49)%
Ambulance Service Fee Reimbursements	4899	(105,432.55)	(77,125.00)	(28,307.55)	(36.70)%
Ambulance Collection Recovery Payments	4900	1,655.71	1,666.70	(10.99)	0.65%
Ground Emergency Medical Transportation	4901	54,256.39	38,896.70	15,359.69	(39.48)%
Total Charges for Service - Ambulance		864,414.15	872,851.10	(8,436.95)	0.97%
Other Revenue					
Other Revenue-Strike Team Recovery	4971	1,083,999.03	911,666.70	172,332.33	(18.90)%
Other Revenue & Financing Sources	4972	18,000.00	15,000.00	3,000.00	(20.00)%
Other Revenue-Misc.	4974	13,703.72	13,817.30	(113.58)	0.82%
Misc Rebates & Refunds	4975	51,977.86	2,833.30	49,144.56	(1,734.53)%
Sale of Surplus Property	4980	0.00	(166.70)	166.70	100.00%
Transfers In	4999	4,476.30	4,476.00	0.30	0.00%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Total Other Revenue		<u>1,172,156.91</u>	<u>947,626.60</u>	<u>224,530.31</u>	<u>(23.69)%</u>
Total Revenue		<u>21,949,135.16</u>	<u>18,907,094.00</u>	<u>3,042,041.16</u>	<u>(16.09)%</u>
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	7,038,570.22	7,144,161.70	105,591.48	1.47%
Temporary Salaries	5013	133,479.99	122,207.30	(11,272.69)	(9.22)%
Overtime	5014	1,737,211.64	1,685,000.00	(52,211.64)	(3.09)%
Deferred Compensation	5015	78,716.04	82,080.00	3,363.96	4.09%
Overtime - Strike Team	5016	658,367.25	599,200.30	(59,166.95)	(9.87)%
Worker's Compensation Recovery	5019	(139,096.43)	(111,333.30)	27,763.13	(24.93)%
Payroll Taxes -FICA,SUI	5042	146,965.78	150,802.00	3,836.22	2.54%
Payroll Processing Fees	5043	13,303.77	16,666.70	3,362.93	20.17%
Retirement Contributions	5044	3,944,270.23	4,072,591.70	128,321.47	3.15%
Life/Health Insurance-Permanent Employees	5060	885,376.80	983,140.00	97,763.20	9.94%
Employee's-Health Insurance Contribution	5061	(105,861.36)	(109,290.00)	(3,428.64)	3.13%
Retiree Health Insurance	5062	949,763.07	953,333.30	3,570.23	0.37%
Retiree-Health Insurance Contribution	5063	(266,514.39)	(234,833.30)	31,681.09	(13.49)%
Unemployment Insurance	5064	11,088.00	14,500.00	3,412.00	23.53%
Retiree-Health OPEB Contribution	5065	374,000.00	327,333.30	(46,666.70)	(14.25)%
Vision Insurance	5066	11,714.14	12,443.40	729.26	5.86%
Pension Rate Stabilization	5067	374,000.00	327,333.30	(46,666.70)	(14.25)%
Workers' Compensation Insurance	5070	540,561.00	600,623.80	60,062.80	10.00%
Total Salaries & Benefits		<u>16,385,915.75</u>	<u>16,635,960.20</u>	<u>250,044.45</u>	<u>1.50%</u>
Operating Expense					
Office Supplies	6100	4,772.56	9,166.70	4,394.14	47.93%
Postage	6101	3,503.80	2,500.00	(1,003.80)	(40.15)%
Books & Periodicals	6102	1,074.97	5,625.00	4,550.03	80.88%
Printer Ink Cartridges	6103	890.53	2,500.00	1,609.47	64.37%
Telephone/Communication	6110	26,660.37	35,000.00	8,339.63	23.82%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	150,000.00	150,000.00	100.00%
Utilities- Sewer	6120	3,542.75	3,016.50	(526.25)	(17.44)%
Utilities-Garbage	6121	10,819.43	10,704.20	(115.23)	(1.07)%
Utilities-PG&E	6122	50,703.75	54,741.60	4,037.85	7.37%
Utilities-Water	6123	7,703.96	11,550.00	3,846.04	33.29%
Utilities-Medical Waste	6124	1,738.00	1,833.40	95.40	5.20%
Small Tools & Instruments	6130	1,183.95	8,958.30	7,774.35	86.78%
Minor Equipment/Furniture	6131	0.00	833.30	833.30	100.00%
Computer Equipment & Supplies	6132	544.80	1,666.70	1,121.90	67.31%
Gas Power Chain Saw/Other Equipmen	6133	1,974.93	3,750.00	1,775.07	47.33%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Fire Trail Grading	6135	717.91	16,666.70	15,948.79	95.69%
Fire Fighting Equipment & Supplies	6137	505.91	3,333.30	2,827.39	84.82%
Fire Fighting Equipment-Hoses & Nozzles	6138	4,877.36	8,333.30	3,455.94	41.47%
Fire Fighting Equipment-Class A Foam	6139	1,442.03	1,250.00	(192.03)	(15.36)%
Medical & Lab Supplies	6140	80,452.41	87,500.00	7,047.59	8.05%
Food Supplies	6150	720.08	3,166.70	2,446.62	77.26%
Safety Clothing & Personal Supplies	6160	77,478.48	84,666.70	7,188.22	8.49%
Non-Safety Clothing & Personal Supplies	6161	800.00	1,250.00	450.00	36.00%
Household Expense	6170	7,152.00	8,333.20	1,181.20	14.17%
Household Expense-Linen	6171	5,762.38	1,666.80	(4,095.58)	(245.71)%
Public & Legal Notices	6190	3,922.33	3,333.30	(589.03)	(17.67)%
Dues, Memberships & Professional Fees	6200	6,282.14	6,495.80	213.66	3.28%
EMT/Paramedic Licensure Fees	6201	2,536.00	6,250.00	3,714.00	59.42%
Rent & Leases (Equipment)	6250	22,964.33	23,016.70	52.37	0.22%
Computer Software & Maintenance	6251	55,156.48	64,333.30	9,176.82	14.26%
Website Development & Maintenance	6252	1,660.00	1,416.70	(243.30)	(17.17)%
EPA ID# Verification Fee	6264	150.00	166.70	16.70	10.01%
CCC HazMat Plan (CUPA)	6265	2,519.00	2,500.00	(19.00)	(0.76)%
BAAQMD & Environmental Health Fees	6266	0.00	750.00	750.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	1,083.30	1,083.30	100.00%
Maintenance -- Equipment	6270	28,380.80	58,452.50	30,071.70	51.44%
Central Garage Repairs	6271	137,064.37	166,666.70	29,602.33	17.76%
Central Garage Gasoline & Oil	6272	54,702.57	50,000.00	(4,702.57)	(9.40)%
Central Garage Tires	6273	7,025.69	9,166.70	2,141.01	23.35%
Service/Repair Fuel System Dispensers	6274	1,816.09	2,916.70	1,100.61	37.73%
Aerial Ladder & Pump Testing	6275	0.00	833.30	833.30	100.00%
Smog Inspections	6276	251.95	416.70	164.75	39.53%
Air Compressor Quarterly Service	6278	10.69	1,250.00	1,239.31	99.14%
Hydro Test SCBA & Oxy Cylinder	6279	886.76	2,083.30	1,196.54	57.43%
Tank Testing	6280	0.00	833.30	833.30	100.00%
Maintenance -- Building	6281	25,596.84	39,166.70	13,569.86	34.64%
Maintenance -- Grounds	6282	2,186.47	5,083.30	2,896.83	56.98%
Meetings & Travel Expenses	6303	609.06	1,145.80	536.74	46.84%
Medical - Pre-Emp Processing and Annual Exams	6311	16,589.60	15,000.00	(1,589.60)	(10.59)%
Ambulance Billing Administration Fees	6312	44,240.87	50,000.00	5,759.13	11.51%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Outside Attorney Fees	6313	109,969.43	124,000.00	14,030.57	11.31%
Outside CPR Instructors	6314	310.00	2,500.00	2,190.00	87.60%
CCC County Tax Administration Fee	6316	184,817.00	155,650.30	(29,166.70)	(18.73)%
Professional Services	6317	20,825.00	33,333.30	12,508.30	37.52%
Professional Services - Labor Negotiator	6318	33,079.53	41,666.70	8,587.17	20.60%
Professional Services - Technology	6319	153,728.00	199,226.70	45,498.70	22.83%
Professional Services - Pre-Employment Investigations	6320	10,449.10	9,666.70	(782.40)	(8.09)%
Professional Services - Promotional Exams & Recruitment	6321	20,934.49	23,958.30	3,023.81	12.62%
Professional Services-OPEB Actuarial Valuation	6322	2,681.67	1,282.00	(1,399.67)	(109.17)%
Exterior Hazard Removal	6323	17,313.88	16,000.00	(1,313.88)	(8.21)%
Professional Services-Prop Tax Audit & Forecasting	6326	9,450.00	10,500.00	1,050.00	10.00%
Professional Services	6327	12,940.00	11,273.30	(1,666.70)	(14.78)%
Burn Trailer Grant Maintenance	6352	3,000.00	2,416.70	(583.30)	(24.13)%
Testing Materials & Training Props	6354	992.25	8,333.30	7,341.05	88.09%
Career Development Classes	6357	4,490.17	12,500.00	8,009.83	64.07%
Target Safety Online Training	6359	6,000.00	5,166.70	(833.30)	(16.12)%
Training & Education Classes-Paramedic & EMT CE	6360	1,073.79	4,166.70	3,092.91	74.22%
District Sponsored Training-Mandated	6361	9,623.92	29,166.70	19,542.78	67.00%
Recruiting Costs	6470	1,627.91	72,500.00	70,872.09	97.75%
Strike Team Supplies	6474	11,601.87	11,250.00	(351.87)	(3.12)%
Community Emergency Response Team	6475	2,478.47	9,866.70	7,388.23	74.88%
Exercise Supplies/Maint.	6476	1,064.13	1,666.70	602.57	36.15%
Recognition Supplies	6478	875.01	2,362.50	1,487.49	62.96%
Other Special Departmental Exp	6479	32,296.20	25,983.40	(6,312.80)	(24.29)%
Public Education Supplies	6480	(233.61)	0.00	233.61	0.00%
CPR Supplies	6481	0.00	2,500.00	2,500.00	100.00%
LAFCO	6482	10,976.88	9,147.50	(1,829.38)	(19.99)%
Emergency Preparedness Expense	6484	1,272.65	5,833.30	4,560.65	78.18%
Misc. Services & Supplies	6490	7,831.17	6,833.30	(997.87)	(14.60)%
Fire Chief Contingency	6491	11,464.81	83,333.30	71,868.49	86.24%
Property & Liability Insurance	6540	40,343.00	37,785.80	(2,557.20)	(6.76)%
Total Operating Expense		<u>1,432,851.12</u>	<u>1,990,243.10</u>	<u>557,391.98</u>	<u>28.01%</u>
Other Expense					
Bank Fees	7510	2,824.78	2,666.70	(158.08)	(5.92)%
Interest on County Teeter Account	7520	0.00	41.70	41.70	100.00%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 4/30/2018

	Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
County Tax Collection Fees	7530 251.70	250.00	(1.70)	(0.68)%
Total Other Expense	3,076.48	2,958.40	(118.08)	(3.99)%
Total Expenditures	17,821,843.35	18,629,161.70	807,318.35	4.33%
Excess of Revenues Over/ (Under) Expenditures	<u>4,127,291.81</u>	<u>277,932.30</u>	<u>3,849,359.51</u>	<u>(1,384.99)%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
90 - Debt Service Fund
From 7/1/2017 Through 4/30/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,376,281.00	2,813,567.50	562,713.50	(20.00)%
Total Taxes		3,376,281.00	2,813,567.50	562,713.50	(20.00)%
Use of Money & Property					
Investment Earnings	4181	21,430.71	0.00	21,430.71	0.00%
Total Use of Money & Property		21,430.71	0.00	21,430.71	0.00%
Other Revenue					
Transfers In	4999	666,735.72	843,316.70	(176,580.98)	20.93%
Total Other Revenue		666,735.72	843,316.70	(176,580.98)	20.94%
Total Revenue		4,064,447.43	3,656,884.20	407,563.23	(11.15)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	1,966,666.70	(393,333.30)	(19.99)%
Pension Obligation Bond Interest Payment	7901	797,877.00	664,897.50	(132,979.50)	(20.00)%
Apparatus Lease Principal Payment	7902	315,758.91	528,750.00	212,991.09	40.28%
Apparatus Lease Interest Payment	7903	29,474.91	46,639.20	17,164.29	36.80%
Lease Agreement Station 43 Principal	7906	240,000.00	200,000.00	(40,000.00)	(20.00)%
Lease Agreement Station 43 Interest	7907	81,501.90	67,927.50	(13,574.40)	(19.98)%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
Total Other Expense		3,829,089.02	3,474,880.90	(354,208.12)	(10.19)%
Total Expenditures		3,829,089.02	3,474,880.90	(354,208.12)	(10.19)%
Excess of Revenues Over/ (Under) Expenditures		235,358.41	182,003.30	53,355.11	(29.31)%

**MORAGA-ORINDA FIRE DISTRICT
TREASURER'S QUARTERLY INVESTMENT REPORT
MARCH 31, 2018**

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	242,178	242,178	0.00%	0
Cash	Citibank	N/A	834,219	834,219	0.00%	0
Cash	Citibank	N/A	247,390	247,390	0.00%	0
Local Agency Investment Fund	Local Agency Investment Fund	N/A	6,789,326	6,772,611	1.51%	32,873
Money Market	Wells Fargo Government Money Market Fund	N/A	21,186	21,186	0.01%	1,011
U.S. Treasury Note	Wells Fargo	6/30/2018	3,007,796	2,963,796	1.38%	20,398
Money Market	Citibank	N/A	580,978	580,978	0.65%	4,921
Certificate of Deposit	Citibank	11/29/2018	2,000,000	2,000,000	1.20%	0
Money Market	US Bank	N/A	0	0	0.20%	222
Total			13,723,073	13,662,358		59,425

Average Weighted Yield 1.08%

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

Sufficient funds exist to meet the Districts 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 March 2018 investments are in accordance with the District adopted investment policy.

Gloriann Sasser

4/27/2018

Gloriann Sasser
Administrative Services Director

Date



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: May 16, 2018
SUBJECT: Item 8.6 - Approval of Payment to Contra Costa County Fire Protection District for Dispatching and Communications Services

Background

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

The District uses Contra Costa County Fire Protection District for dispatching and communications services. The District is required to pay for the services for fiscal year 2017/2018 in the amount of \$179,691. Sufficient appropriations exist in the General Fund Budget.

Recommended Action

Staff recommends the Board approve payment to Contra Costa County Fire Protection District for dispatching and communications services in the amount of \$179,691.

Attachments

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

Attachment A



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

May 4, 2018

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

Dear Chief Winnacker:

Re: Invoice for Dispatch Services

Please consider this letter an invoice for dispatching and communications services provided during fiscal year 2017-18. The cost allocation portion represents a 4% increase over last year's amount. The agency specific costs represent a reimbursement of costs borne by the Contra Costa County Fire Protection District on behalf of the Moraga-Orinda Fire District.

Moraga-Orinda Fire District FY 2017-18	
Dispatch Services Cost Allocation	\$ 139,376
Agency Specific Costs	40,315
Total	\$ 179,691

Please forward your payment of \$ **179,691** to:

NEW ADDRESS

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

Please contact me at (925) 941-3300 x1300 or Telecommunications Manager Traci Barkley at (925) 383-5014 if you have any questions about the charges.

Sincerely,

Jackie Lorrekovich
Chief, Administrative Services

C: Gloriann Sasser, Administrative Services Director

Enclosure

U:\SRMGRS\JL\DispatchInvoice MOFD FY17-18



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: May 16, 2018
SUBJECT: Item 9.1 – Resolution 18-08 Establishing the 2018/19 Fire Flow Tax Rates for the Orinda and Moraga Service Zones

BACKGROUND

Every year the District is required to set the rate for the Fire Flow Tax in each of the District's two service zones. In order to place the tax on the County Assessor's rolls for fiscal year 2018/19, the tax rate must be established by Board action and then levied against each parcel.

The current year FY2017/18 Fire Flow Tax Rate was established at six cents (\$.06) in both Moraga and Orinda and yielded:

	Orinda Service Zone	Moraga Service Zone	Total 2017/18
Fire Flow Tax Revenue	\$546,471	\$534,126	\$1,080,597

RECOMMENDATION

Staff recommends the Board adopt Resolution No. 18-08 adopting the Fire Flow Tax rate of six cents (\$.06) in both the Moraga and Orinda service zones.

ATTACHMENT

1. Attachment A – Resolution 18-08 - Adopting Fire Flow Tax Rates of Six Cents (\$.06) in the Moraga Service Zone and Six Cents (\$.06) in the Orinda Service Zone, for Fiscal Year 2018/19

RESOLUTION NO. 18-08

**RESOLUTION OF MORAGA-ORINDA FIRE DISTRICT
("DISTRICT") ADOPTING FIRE FLOW TAX RATES OF SIX CENTS (\$.06) IN THE
MORAGA SERVICE ZONE AND SIX CENTS (\$.06) IN THE ORINDA SERVICE
ZONE, FOR FISCAL YEAR 2018/19**

WHEREAS, prior to 1997, the existing fire flow tax rate for what is presently the Moraga Service Zone of the Moraga - Orinda Fire District ("District") was set at a range from zero (\$0.00) to thirty cents (\$0.30) for the predecessor to the District the dependent Moraga Fire Protection District; and

WHEREAS, by Resolution 97-16 of the Contra Costa County Board of Supervisors dated January 14, 1997, the continuation of the fire flow tax within the Moraga Service Zone of the District was made a condition of approval for the consolidation of the two dependent predecessor districts (Moraga Fire Protection District and Orinda Fire Protection District) to form the District; and,

WHEREAS, in 1997, the City of Orinda submitted a ballot measure in the regular statewide election of June 3, 1997, for adoption of a new fire flow tax in what is now the Orinda Service Zone of the District; and,

WHEREAS, the fire flow tax for the Orinda Service Zone was approved by two-thirds of the voters at the June 3, 1997 election in an amount not to exceed six cents (\$0.06), and the fire flow tax was lawfully adopted under both Article XIII A (adopted by Proposition 13) and Article XIII D (adopted by the passage of Proposition 218) of the State Constitution; and,

WHEREAS, the District's respective fire flow taxes are special taxes on property on the secured tax roll, which provide additional funds for fire protection, prevention and suppression and emergency medical services, equipment and related facilities, including water distribution facilities, for fire suppression purposes and for paying the salaries and benefits of firefighting personnel; and,

WHEREAS, all services provided to residents by the District are funded by the fire flow tax, proportional share of property tax revenues, ambulance transport fees, and other service fees; and,

WHEREAS, the specific amount of the fire flow tax in both the Moraga Service Zone and the Orinda Service Zone of the District is to be determined annually by the District Board of Directors after notice and public hearing; and,

WHEREAS, on or about this date, the District Board considered the establishment of the rate of the fire flow special tax for the Orinda Service Zone and the Moraga Service Zone of the District, for Fiscal Year 2018/19; and,

Attachment A

WHEREAS, the District Chief has recommended that the Board adopt this resolution to establish the fire flow tax at a rate of 6.0 cents, in the Moraga Service Zone and 6.0 cents in the Orinda Service Zone for fiscal year 2018/19 and,

NOW THEREFORE BE IT RESOLVED, the District Board hereby adopts and approves the continuation of the fire flow tax rate of 6.0 cents for the Moraga Service Zone and 6.0 cents for the Orinda Service Zone in Fiscal Year 2018/19.

PASSED, APPROVED and ADOPTED this 16th day of May, 2018 at a regular meeting of the District Board of Directors held on May 16, 2018, at 22 Orinda Way, Orinda, California 94563, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: May 16, 2018

Craig Jorgens, Secretary
Board of Directors

ATTEST:

Grace Santos, District Clerk



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Dave Winnacker, Fire Chief

DATE: May 16, 2018

SUBJECT: Item 9.2 – Resolution 18-09, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

BACKGROUND

The terms of office for three members of the Board of Directors in Divisions 1, 3, and 4 will conclude in December of 2018. The Moraga-Orinda Fire District will participate in the November 2018 General District Election, as a part of the Statewide General Election.

California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December. Other elections may be held in the district and it is to the advantage of the district to consolidate.

California Elections Code also requires the governing body of any local agency to adopt regulations pertaining to materials prepared by a candidate for a Special District election, including whether a charge shall be levied against each candidate submitting a candidate statement to be sent to the voters. In past elections, the candidates have paid for the cost of their candidate statement.

Attached is Resolution 18-09, necessary to appropriately initiate the District's participation in the election process.

Resolution 18-09 gives notice of holding a General Election, as well as specific instructions as to how such an election shall be held and conducted. The resolution also defines the filing instructions, and fee information.

The Moraga-Orinda Fire District Board has the authority to regulate how many words will be allowed in the Candidate Statement and payment for the voluntary Candidate Statement. The word count in the past has been limited to 400 words with the candidate paying the full cost.

Due to further streamlining efforts by the Elections Division, the cost of printing has been reduced, and the Contra Costa County Elections Division is recommending a 250-word limit. This is the standard used by most cities and special districts, and mandated for State elections. The minimum cost for a candidate statement is \$200. A district may elect to go over 250 words in which case the candidate statement costs will double.

The Contra Costa County Elections Division is estimating printing cost for a 250 word candidate statement to be:

- Division 1 – \$200.00
- Division 3 – \$200.00
- Division 4 – \$200.00

Statements over 250 words will double in price.

FISCAL IMPACT

The County Registrar of Voters has determined the cost of the election to the District to be approximately \$1.25 - \$1.75 per registered voter. Per the Contra Costa County Elections Division, the total number of registered voters are:

- Division 1 – 4,150
- Division 3 – 5,410
- Division 4 – 5,517

A total of \$22,000 has been budgeted for the costs of conducting the election.

IN THE EVENT OF A TIE VOTE

The County Elections Office requires that we decide what action is to be taken in the event of a tie vote:

- The winner shall be determined by lot at a time and place designated by this board.
- The governing board shall call a run-off election on the sixth Tuesday following the election at which the tie vote occurred.

Staff has been advised that a stand-alone election is estimated to cost about \$5.00 per registered voter.

RECOMMENDATION

Staff recommends that the Board adopt Resolution 18-09 as presented, and in the event of a tie vote, the winner will be determined by a lot at a time and place designated by this board.

ATTACHMENT

1. Attachment A – Resolution 18-09 Resolution Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

RESOLUTION NO. 18-09

**BEFORE THE BOARD OF DIRECTORS OF THE
MORAGA-ORINDA FIRE DISTRICT
CONTRA COSTA COUNTY, STATE OF CALIFORNIA**

**Resolution Ordering Even - Year Board of Directors
Election; Consolidation of Elections; and
Specifications of the Election Order**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **6th day of November, 2018**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 6th day of November, 2018**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (offices and terms)

<u>Director Division 1</u>	<u>4-year term</u>
<u>Director Division 3</u>	<u>4-year term</u>
<u>Director Division 4</u>	<u>4-year term</u>

2. The District has determined that the Candidate will pay for the Candidate’s Statement. As a condition of having the Candidate’s Statement published, the candidate shall pay the estimated costs at the time of filing. The Candidate’s Statement will be limited to four hundred (400) words. The District hereby establishes the estimated cost for a candidate statement as the following:

<u>Division 1 - \$400.00</u>
<u>Division 2 - \$400.00</u>
<u>Division 3 - \$400.00</u>

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors.**
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion by Director _____, seconded by Director _____, at a regular meeting on this 16th day of May, 2018, at 22 Orinda Way, Orinda, California 94563, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: May 16, 2018

Craig Jorgens, Secretary
Board of Directors

ATTEST:

Grace Santos, District Clerk
Moraga-Orinda Fire District



Moraga-Orinda Fire District

TO: Board of Directors

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

DATE: May 16, 2018

SUBJECT: Item 9.3 - Proposed Annual Operating Budget Fiscal Year 2018/19

Background

Over the past several months the proposed Annual Operating Budget for Fiscal Year 2018/19 (Budget) has been developed. Staff has developed proposed goals, projections and budget proposals based on the Strategic Plan and Business Plan. The proposed Budget was presented to the Board on May 2, 2018 in a public workshop to obtain board direction and public input. The Budget is presented tonight to obtain additional board direction and public input. The proposed Budget is scheduled for adoption on June 20, 2018.

The proposed Budget projects a General Fund surplus of \$171K, a Debt Service Fund surplus of \$241K and a Capital Projects Fund deficit of \$236K.

Based on board direction at the May 2, 2018 board meeting, there have been no changes to the proposed Budget since the May 2nd board meeting.

General Fund

Total General Fund revenue is projected to be \$24.6M, which is \$2.0M or 8.7% more than the amount of General Fund revenue projected to be received in fiscal year 2017/18. Notable differences in General Fund revenue for 2017/18 are as follows:

- Property tax revenue in the General Fund is projected to increase \$1.2M or 6.0% based on HdL estimates. This is primarily due to increased median price of single family residential properties, increased assessed valuation and Proposition 8 property tax restorations.
- Fire flow tax revenue will be recorded in the General Fund beginning in 2018/19 per Board direction (\$1.1M.)
- Ambulance service revenue is projected to increase 1.4% due to a proposed fee increase and increased call volume.
- Federal grants revenue is projected to be \$480K due to the SAFER grant which will fund 75% of the salaries and benefits costs for four firefighter paramedics in 2018/19.
- Fire prevention fees for plan review, inspections and permits are projected at the same amounts as 2017/18.

Total General Fund expenditures are projected to be \$23.4M. This includes salaries and benefits of \$20.8M based on labor agreements. Notable items include the following:

- The Budget reflects the terms of the labor agreements that end June 30, 2018, which include a salary increase of 1% on June 1, 2018. No additional salary increases are included in the Budget.
- Permanent salaries are projected to increase 5% due to the 1% salary increase effective June 1, 2018 and due to an increase in the number of authorized firefighter paramedic positions approved by the Board in January 2018.
- Hourly salaries are projected to increase 44% due to the proposed addition of a six-month fuels mitigation pilot program. The proposed Budget includes funding for a half-time Fuels Mitigation Program Manager and four additional half-time District Aides. All positions would be part-time, non-benefitted positions. Funding is included for six-months only to correspond with the weed abatement/fire season (February through July.) Projected personnel cost for the proposed program is \$72K.
- Overtime expenditures are projected to be \$2.0M. This includes planned weather-based staffing increases during local red flag or wind event days which will staff additional resources during high-risk fire conditions. This also includes overtime for personnel assigned to State reimbursable strike teams. This is a decrease from 2017/18 due to the hiring of additional Firefighter Paramedics.
- Retirement contribution costs are projected to increase 5%. This is primarily due to the increase in permanent salaries and increase in number of firefighter paramedic positions. The Safety retirement rates set by Contra Costa County Employees' Retirement Association increased slightly from 70.94% to 71.36%.
- Health insurance costs are projected to increase 13% due to projected premium increases and an increase in the number of authorized firefighter paramedic positions. Premiums are projected to increase 10% in January 2019.
- Retiree health insurance costs are projected to increase 4% based on enrollment of current retirees.
- Workers' compensation costs are projected to increase \$158K or 22%. This is primarily due to an increase in the District's experience rating modification factor (\$75K), which is adjusted each year by the District's workers' compensation provider based on four years of workers compensation usage, and an increase in payroll (\$83K).
- The proposed Budget includes appropriations for the District's 2018/19 contribution to the other post employment benefits trust account of \$440K for retiree health benefits based on the District's most recent actuarial valuation.
- The proposed Budget includes appropriations for a contribution to the pension rate stabilization fund of \$1.1M based on the Long Range Financial Forecast. Staff requests additional direction from the Board regarding the 2018/19 pension rate stabilization contribution.
- The proposed Budget includes \$2.6M for operating expenditures
- The proposed Budget includes an operating transfer out of the General Fund of \$1.1M to the Capital Projects Fund equal to the fire flow tax revenue.

Capital Projects Fund

Capital Projects Fund revenue is projected to be \$150K plus an operating transfer in from the General Fund of \$1.1M equal to the fire flow tax revenue.

Capital Projects Fund expenditures are projected to be \$1.5M. The following capital improvements are recommended for 2018/19:

- Legally required \$1.0M transfer to Debt Service Fund for debt payments

- Apparatus purchases of \$160K:
 - One Type VI vehicle - \$100K
 - One Air/Light Rehabilitation Unit - \$60K. This is a \$240K unit and a grant is funding \$160K of the cost.
- Capital contingency for unexpected needs \$150K
- Station 44 traffic alerting system \$50K
- Other equipment \$85K

The Station 43 construction project was budgeted in FY2017/18. The project is planned for completion in FY2018/19. The remaining budget will be encumbered (carried over) as of June 30, 2018.

Debt Service Fund

The proposed Budget includes required debt service payments of \$4.3M for the District's pension obligation bonds and three leases (Station 43, four ambulances, two fire engines and one fire truck.) The funding source for the debt service payments is property tax revenue of \$3.5M and resources from the General Fund.

Staffing Summary and Proposed Benefit Changes

The following staffing is recommended:

- Safety roster strength of 57 positions
- Elimination of one vacant District Aide part-time position in Administrative Services (0.5 full time equivalent.)
- Establishment of the following part-time, non-benefitted positions as part of a six-month pilot fuels mitigation program in Fire Prevention:
 - One Fuels Mitigation Program Manager (0.5 full time equivalent)
 - Four District Aides (2.0 full time equivalent)

No employee benefit changes are recommended.

Fund Balance Reserves and Fund Balance Policy

The proposed Budget projects a total fund balance increase for fiscal year 2018/19 of \$177K. Projected unrestricted fund balance in the General Fund as of June 30, 2019 is \$5.9M, in the Debt Service Fund \$3.3M and in the Capital Projects Fund \$4.2M.

The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. The District has a goal to maintain a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue. It is projected the General Fund balance at June 30, 2019 will be 23.85% of budgeted General Fund revenue.

Recommended Action

Staff requests Board provide direction regarding the proposed Annual Operating Budget Fiscal Year 2018/19.

Attachments

1. Attachment A – Proposed Annual Operating Budget Fiscal Year 2018/19

MORAGA-ORINDA FIRE DISTRICT



PROPOSED ANNUAL OPERATING BUDGET
FISCAL YEAR 2018/2019

Mission Statement

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

Board of Directors

Brad Barber, President

John Jex, Vice-President

Craig Jorgens, Secretary

Stephen Anderson, Treasurer

Kathleen Famulener, Director

Fire Chief

David Winnacker

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ANNUAL OPERATING BUDGET FISCAL YEAR 2018/2019

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CAPITAL PROJECTS FUND

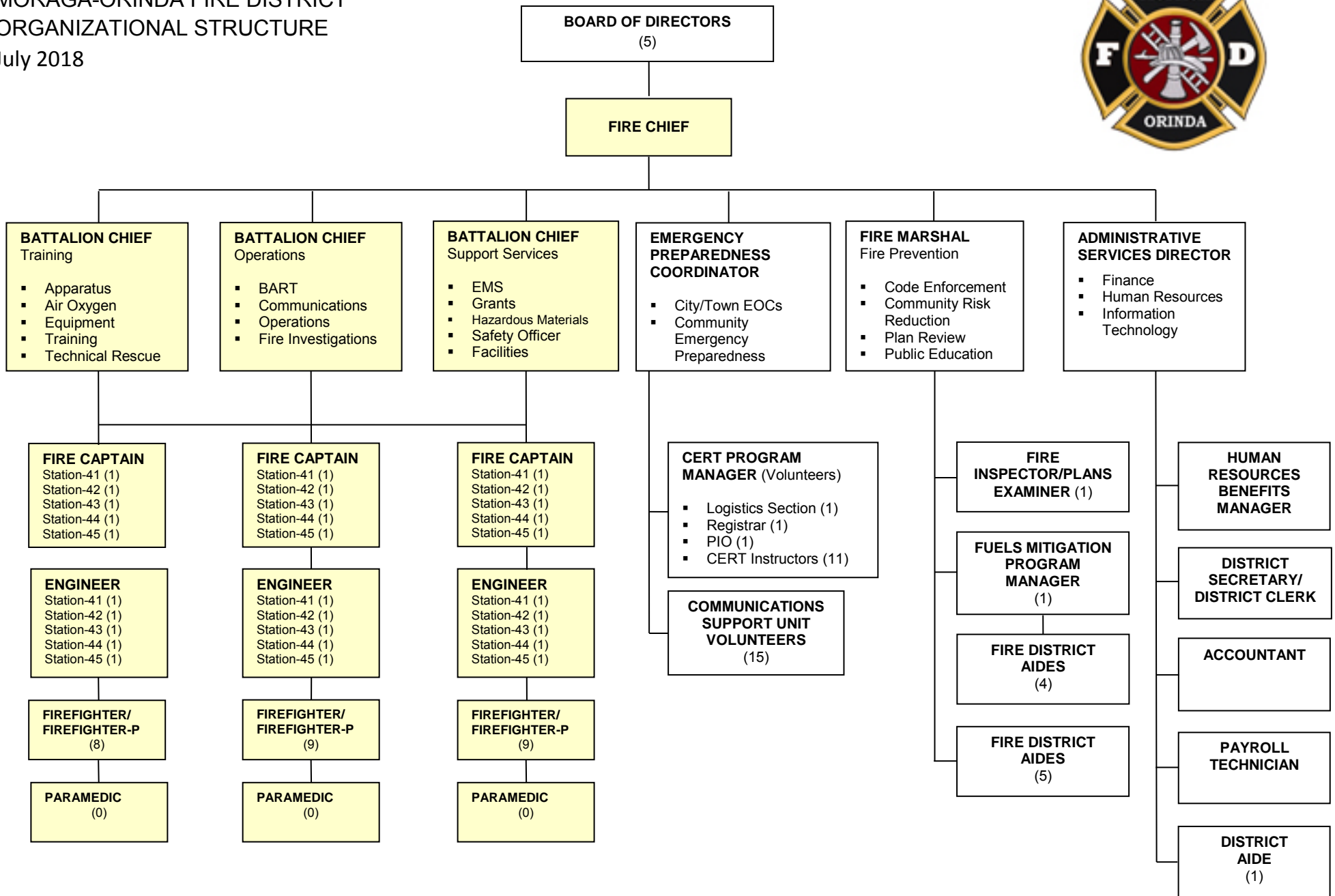
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MORAGA-ORINDA FIRE DISTRICT
ORGANIZATIONAL STRUCTURE

July 2018



EXPLANATION OF FUNDS

General Fund

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

Debt Service Fund

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

Capital Projects Fund

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

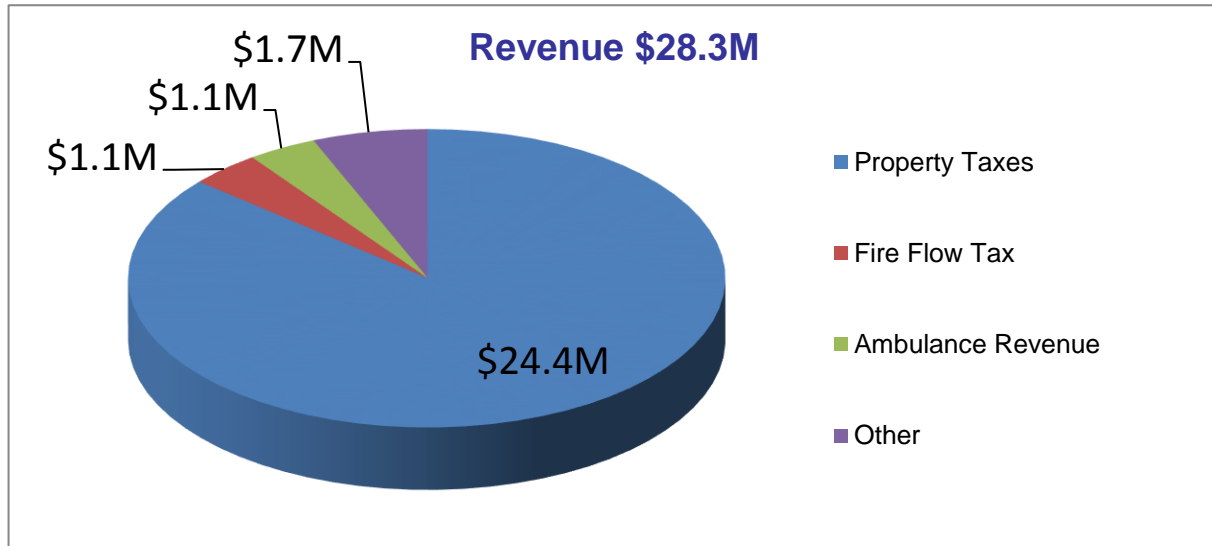
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2018-2019

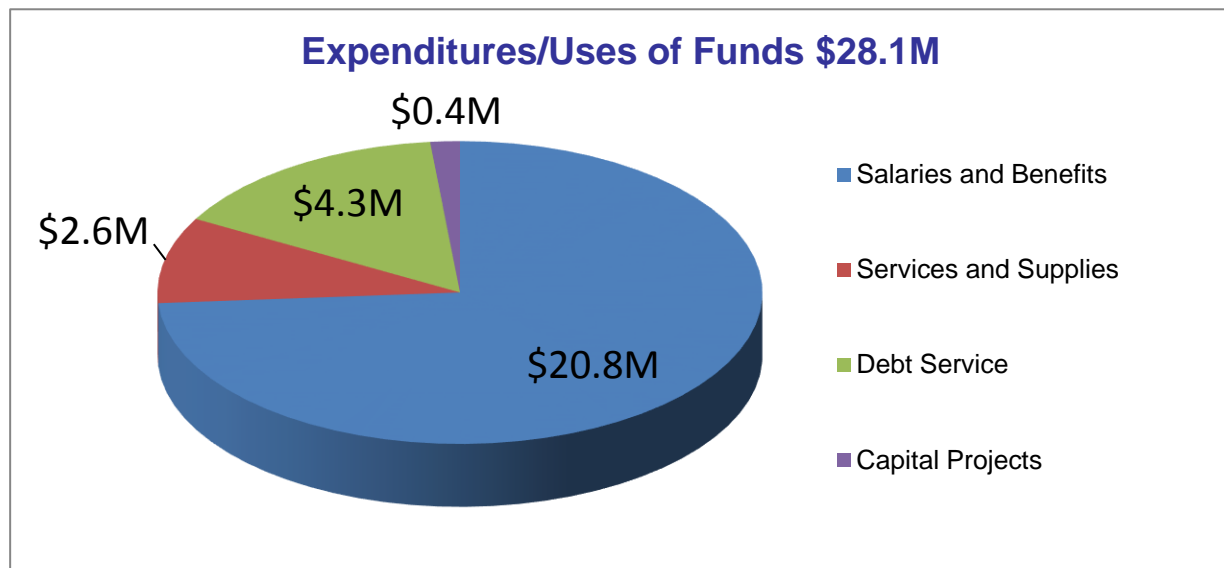
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
PROJECTED FUND BALANCE JULY 1, 2018	\$5,700,000	\$3,033,449	\$4,460,000	\$13,193,449
PROJECTED REVENUES				
Property Taxes	20,861,594	3,543,473		24,405,067
Use of money & prop	3,000	5,000		8,000
Fire flow taxes	1,085,000			1,085,000
Use of money & prop			10,000	10,000
Intergovernmental	735,415			735,415
Charges for services	320,350			320,350
Charges ambulance	1,059,000			1,059,000
Other	551,000		140,000	691,000
TOTAL	24,615,359	3,548,473	150,000	28,313,832
PROJECTED EXPENDITURES				
Salaries & benefits	20,785,106			20,785,106
Services & supplies	2,574,232		14,100	2,588,332
Debt service pension obligation bonds		3,307,377		3,307,377
Debt service leases		1,011,814		1,011,814
Capital projects			444,650	444,650
TOTAL	23,359,338	4,319,191	458,750	28,137,279
Transfers in (out)	(1,085,000)	1,011,814	73,186	0
NET CHANGE	171,021	241,096	(235,564)	176,553
PROJECTED FUND BALANCE JUNE 30, 2019	\$5,871,021	\$3,274,545	\$4,224,436	\$13,370,002

FUNDING SOURCES AND USES ALL FUNDS FY 2018-2019

FUNDING SOURCES



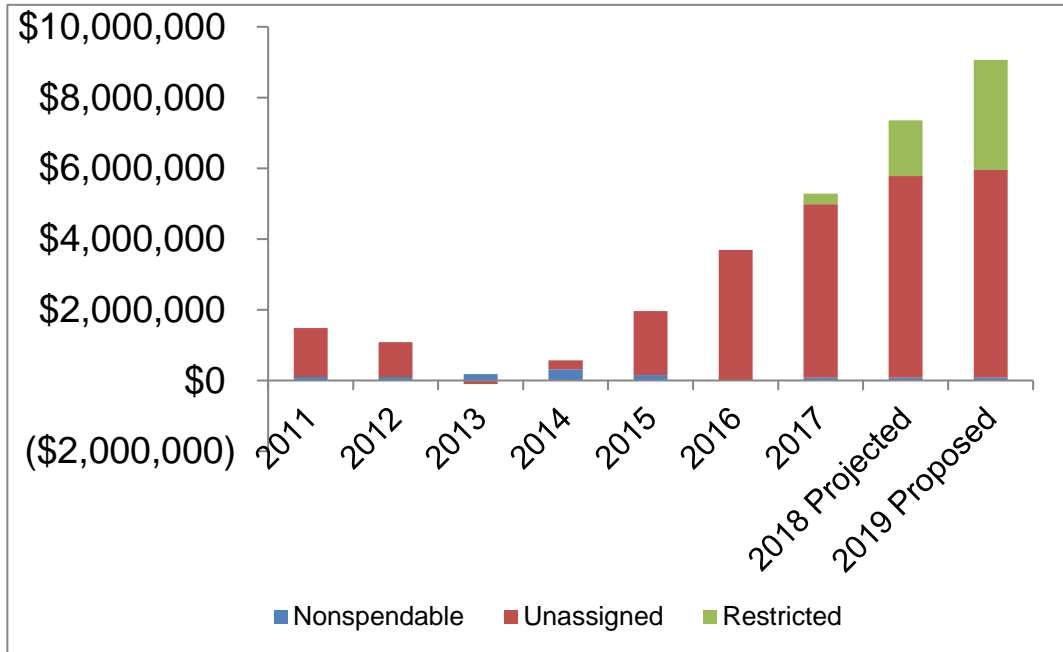
FUNDING USES



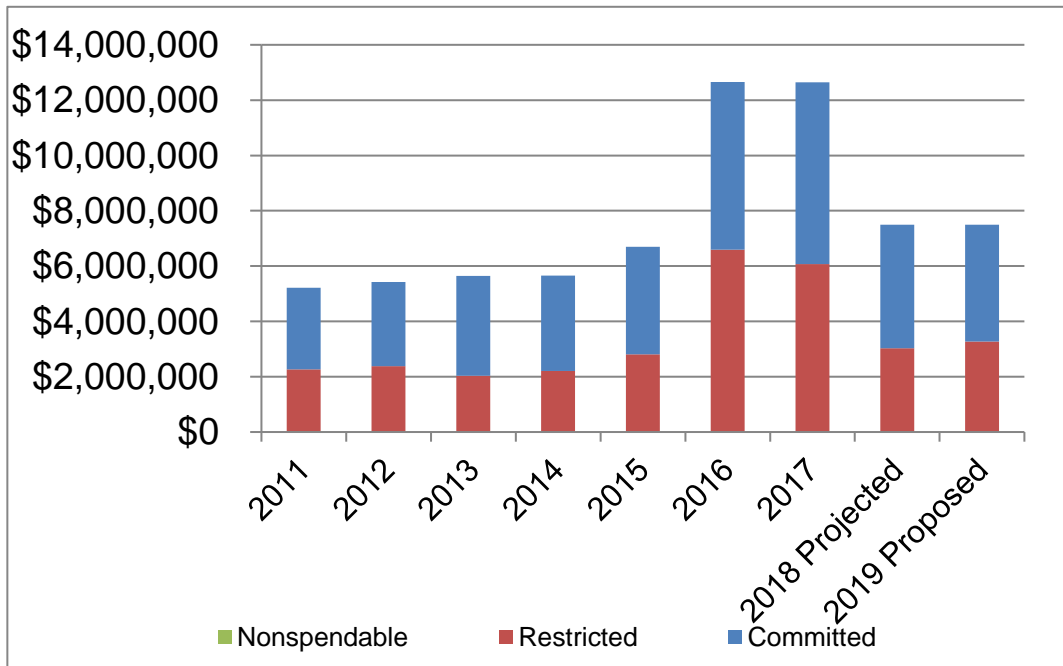
FUND BALANCE

FISCAL YEAR END JUNE 30

GENERAL FUND



CAPITAL PROJECTS AND DEBT SERVICE FUNDS



REVENUES GENERAL FUND

FY 2018-2019

DESCRIPTION	GL CODE	ACTUALS FY 16-17	PROJECTED ACTUALS FY 17-18	PROPOSED BUDGET FY 18-19
Prop Taxes Current Secured	4010	17,563,004	18,567,862	19,861,594
Prop Taxes Supplemental	4011	579,249	350,000	300,000
Prop Taxes Unitary	4013	212,126	229,988	200,000
Prop Taxes Current Unsecured	4020	604,139	612,696	600,000
Prop Taxes Prior Secured	4030	(46,762)	(50,000)	(55,000)
Prop Taxes Prior Supp	4031	(29,560)	(30,000)	(35,000)
Prop Taxes Prior Unsecured	4035	19,631	(10,000)	(10,000)
TOTAL PROPERTY TAXES		\$18,901,827	\$19,670,546	\$20,861,594
Fire Flow Taxes	4066			1,085,000
TOTAL FIRE FLOW TAXES				\$1,085,000
Investment Earnings	4181	4,409	10,000	3,000
TOTAL USE OF MONEY & PROP		\$4,409	\$10,000	\$3,000
Homeowners Relief Tax	4385	156,429	154,000	154,000
Federal Grants	4437		180,000	480,000
JAC Training Funds	4440	20,681	12,419	15,000
Other/In Lieu Taxes	4580	936	902	902
Measure H	4896	85,312	85,513	85,513
TOTAL INTERGOVERNMENTAL		\$263,358	\$432,834	\$735,415

REVENUES GENERAL FUND

FY 2018-2019

DESCRIPTION	GL CODE	ACTUALS FY 16-17	PROJECTED ACTUALS FY 17-18	PROPOSED BUDGET FY 18-19
Permits	4740	1,740	2,500	2,000
Plan Review Fees	4741	264,625	250,000	250,000
Inspection Fees	4742	35,813	35,000	35,000
Weed Abatement Charges	4744	5,145	22,650	25,000
CPR/First Aid Classes	4745	2,296	2,000	2,000
Reports/Photocopies	4746	211	350	350
Other Charges For Service	4747	9,606	6,000	6,000
TOTAL CHARGES FOR SERVICES		\$319,436	\$318,500	\$320,350
Ambulance Service Fees	4898	1,180,019	1,100,000	1,133,000
Ambulance Fees Reimburse	4899	(89,941)	(112,000)	(116,000)
Ambulance Recovery Payments	4900	1,291	2,000	2,000
GEMT/IGT Revenue	4901	24,784	54,256	40,000
TOTAL CHARGES AMBULANCE		\$1,116,153	\$1,044,256	\$1,059,000
Strike Team Recovery	4971	538,580	1,083,999	530,000
Other Revenue	4972	18,000	18,000	18,000
Other Revenue-Misc.	4974	4,768	13,984	1,000
Misc Rebates & Refunds	4975	37,851	52,000	1,000
Sale of Surplus Property	4980	6,918	0	1,000
Transfers in	4999	0	4,476	0
TOTAL OTHER REVENUE		\$606,117	\$1,172,459	\$551,000
TOTAL REVENUES		\$21,211,300	\$22,648,595	\$24,615,359

GENERAL FUND EXPENDITURES

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	8,585,000	8,462,987	8,990,032	6%
Hourly Salaries	5013	154,000	176,800	254,531	44%
Overtime	5014	2,000,000	2,021,532	1,432,328	-29%
Overtime - Strike Team	5016	658,367	658,368	550,020	-16%
Deferred Compensation	5015	82,680	83,305	22,100	-73%
Payroll Taxes	5042	180,000	174,960	186,541	7%
Payroll Processing Fees	5043	20,000	18,000	20,000	11%
Retirement Contributions	5044	4,875,000	4,767,584	5,016,268	5%
Health & Life Insurance	5060	1,170,000	1,089,363	1,254,000	15%
Employee Share Health Ins	5061	(130,000)	(125,997)	(150,168)	19%
Vision Insurance	5066	15,000	14,667	19,908	36%
Retiree Health Insurance	5062	1,150,000	1,150,000	1,200,000	4%
Retiree Share Health	5063	(290,000)	(322,150)	(325,000)	1%
Unemployment Insurance	5064	17,000	17,000	18,000	6%
OPEB Funding Contrib	5065	374,000	374,000	439,771	18%
Pension Rate Stabilization	5067	374,000	374,000	1,100,000	194%
Workers' Compensation	5070	720,748	720,748	878,775	22%
Workers' Comp Recovery	5019	(128,000)	(150,000)	(122,000)	-19%
TOTAL SALARIES & BENEFITS		\$ 19,827,795	\$ 19,505,167	\$ 20,785,106	7%
Office Supplies	6100	11,000	10,000	11,725	17%
Postage	6101	3,000	5,500	5,000	-9%
Books & Periodicals	6102	6,750	6,750	7,650	13%
Printer Ink Cartridges	6103	3,000	3,000	3,000	0%
Telephone/Communication	6110	42,000	42,000	50,000	19%
Dispatch Center	6111	180,000	180,000	188,700	5%
Utlities - Sewer	6120	3,543	5,400	5,400	0%
Utlities - Garbage	6121	12,845	12,845	12,845	0%
Utlities - PG&E	6122	65,690	65,690	65,690	0%
Utlities - Water	6123	13,860	13,860	13,860	0%
Utlities - Medical Waste	6124	2,200	2,200	3,300	50%
Small Tools & Instruments	6130	10,750	10,000	7,000	-30%
Minor Equipment/Furniture	6131	1,000	1,000	1,500	50%

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019	ACTUALS TO BUDGET % CHANGE
Computer Equip/Supplies	6132	2,000	5,000	3,000	-40%
Power Saw/Other Equip	6133	4,500	0	6,800	
Fire Trail Grading	6135	20,000	20,000	20,000	0%
Fire Fighting Equip/Supplies	6137	4,000	4,000	3,400	-15%
Fire Fighting Equip/Hoses	6138	10,000	10,000	11,000	10%
Fire Fighting Equip/Foam	6139	1,500	1,442	2,000	39%
Medical & Lab Supplies	6140	105,000	100,000	90,000	-10%
Food Supplies	6150	3,800	3,500	4,000	14%
Safety Clothing	6160	98,000	80,000	150,300	88%
Non-Safety Clothing	6161	1,500	975	1,500	54%
Household Expenses	6170	10,000	17,000	17,000	0%
Household Expenses - Lin	6171	2,000	7,280	6,880	-5%
Public & Legal Notices	6190	4,000	10,500	11,000	5%
Dues & Memberships	6200	7,795	8,283	9,695	17%
EMT/Paramedic License	6201	7,500	6,000	6,500	8%
Rents & Leases Equip	6250	30,000	29,928	35,400	18%
Computer Software/Maint	6251	77,200	61,000	85,750	41%
Website Development	6252	1,700	1,700	1,800	6%
EPA Verification Fees	6264	200	150	150	0%
County Haz Materials Plan	6265	3,000	2,519	3,000	19%
Air Quality Enviro Fees	6266	900	900	900	0%
Air Monitor Maintenance	6269	1,300	1,300	1,300	0%
Maintenance - Equipment	6270	67,943	59,543	52,500	-12%
Central Garage - Repairs	6271	190,000	200,000	200,000	0%
Central Garage - Gas/Oil	6272	60,000	62,051	65,000	5%
Central Garage - Tires	6273	10,000	9,378	7,500	-20%
Fuel System Service	6274	3,500	3,500	3,500	0%
Aerial Ladder Pump Testin	6275	1,000	1,000	1,000	0%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	1,500	1,500	1,500	0%
Hydro Test SCBA/Oxygen	6279	2,500	2,500	2,500	0%
Tank Testing	6280	1,000	1,000	1,000	0%
Maintenance - Building	6281	47,000	48,500	52,000	7%
Maintenance - Grounds	6282	6,600	5,100	6,400	25%
Meetings & Travel Exp	6303	1,375	1,000	1,375	38%
Medical Exams/Physicals	6311	18,000	18,000	30,000	67%
Ambulance Billing Admin	6312	60,000	60,000	62,000	3%

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019	ACTUALS TO BUDGET % CHANGE
Outside Attorney Fees	6313	140,000	140,000	150,000	7%
Outside CPR Instructors	6314	3,000	2,800	3,000	7%
County Tax Admin Fee	6316	184,817	184,817	190,000	3%
Prof Services	6317	40,000	32,745	40,000	22%
Prof Services/Labor Negot	6318	50,000	100,000	50,000	-50%
Prof Services/Technology	6319	240,000	235,000	248,312	6%
Prof Services/Investigation	6320	10,500	12,000	15,000	25%
Prof Services/Promo Exam	6321	28,750	25,000	21,000	-16%
Prof Services/OPEB Valu	6322	1,482	2,682	4,000	49%
Exterior Hazard Removal	6323	18,000	17,314	25,000	44%
Prof Services/Prop Tax Au	6326	12,600	12,600	12,600	0%
Prof Services/User Fee	6327	12,940	12,940	14,000	8%
Burn Trailer Grant Mtc	6352	3,000	3,000	3,500	17%
Testing Materials & Prop	6354	10,000	10,000	12,000	20%
Career Develop - Classes	6357	15,000	12,000	15,000	25%
Target Safety Training	6359	6,200	6,200	6,500	5%
Training - Paramedic/EMT	6360	5,000	4,200	5,000	19%
District Sponsored	6361	35,000	32,000	35,000	9%
Election Expense	6465	0	0	22,000	
Recruit Academy	6470	75,000	13,500	75,000	456%
Strike Team Supplies	6474	13,500	13,500	4,500	-67%
CERT Emer. Response	6475	10,200	10,200	6,500	-36%
Exercise Equipment	6476	2,000	2,000	5,000	150%
Recognition Supplies	6478	3,835	1,500	5,000	233%
Other Special Dept Exp	6479	30,680	31,560	65,350	107%
Public Education Supplies	6480	0	0	3,000	
CPR Supplies	6481	3,000	2,500	3,000	20%
LAFCO	6482	10,977	10,977	12,000	9%
Emergency Preparedness	6484	6,000	6,000	7,500	25%
Misc. Services & Supplies	6490	8,200	8,200	30,000	266%
Fire Chief Contingency	6491	100,000	100,000	100,000	0%
Property & Liability Insur	6540	45,343	45,343	48,000	6%
Bank Fees	7510	3,200	3,200	3,300	3%
Interest County Teeter	7520	50	0	50	
County Tax Collection	7530	300	252	300	19%
TOTAL OPERATING EXPENSE		2,351,025	2,297,324	2,574,232	12%
TOTAL EXPENDITURES		\$ 22,178,820	\$ 21,802,491	\$ 23,359,338	7%

STAFFING SUMMARY

DIVISION	2014-15	2015-16	2016-17	2017-18	Proposed 2018-19
Board of Directors					
Director	5	5	5	5	5
Total	5	5	5	5	5
Finance & Administration					
Administrative Services Director	0.5	0.5	0.5	0.5	0.5
Accountant	1	1	1	1	1
Payroll Technician Part-Time	0.6	0.6	0.6	0.6	0.6
District Secretary/District Clerk	1	1	1	1	1
Administrative Secretary					
District Aide Part-Time*	0.5	0.5	1.0	1.0	0.5
Total	3.6	3.6	4.1	4.1	3.6
Human Resources					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	0.50	0.50	1.00	1.00	1.00
Total	0.75	0.75	1.25	1.25	1.25
Information Technology					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25	0.25
Emergency Operations					
Fire Chief	1	1	1	1	1
Division Chief	1				
Battalion Chief	2	3	3	3	3
Captain/Paramedic I	5	4	4	4	3
Captain/Paramedic II	7	7	7	7	8
Captain	3	4	4	4	4
Engineer/Paramedic I	5	4	4	4	3
Engineer/Paramedic II	1	3	3	3	4
Engineer	9	8	8	8	8
Firefighter/Paramedic	24	19	19	19	23
Firefighter	5	5	5	5	4
Paramedic**					
Total	63	58	58	58	61

STAFFING SUMMARY

Emergency Medical					
EMS Quality Improvement Coord	0.5				
Total	0.5				
Fire Prevention					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner			0.6	0.6	0.6
District Aide Part-Time*	2.5	3.5	2.5	2.5	2.5
Fuels Mitigation Program Mgr***					0.5
District Aide Part-Time***					2
Total	3.5	4.5	4.1	4.1	6.6
Emergency Preparedness					
Emer Preparedness Coord****	0.5	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5	0.5
GRAND TOTAL	77.10	72.60	73.20	73.20	78.20

* Non-benefitted, part-time position

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

*** Position proposed as part of a six-month pilot fuels mitigation program

**** Non-benefitted, part-time position partially funded by the City of Lafayette

BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Strive to provide the highest quality of performance by the District
- Exercise prudence and integrity in the management of funds in all financial transactions
- Be sensitive and responsive to the rights of the public and its changing needs
- Uphold both the letter and the spirit of the constitution, legislation, and regulations governing actions.
- Provide the public, surrounding agencies, and the media with a greater awareness of the District's role in Moraga and Orinda.
- Maintain the high professional standards set forth in the District's policies, as well as, the District's Mission Statement and Core Values.
- Ensure that services and costs associated with Board activities are supported and identified.
- Define Board committee roles and assignments on an annual basis

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Monitor emergency response times, incident frequency and response capacity
2. Complete contract negotiations with bargaining units
3. Receive management audit of administrative staffing levels
4. Receive updated Long Range Facilities Plan with recommendations for Station 41/Administration/Training site and Station 45.

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Meetings & Travel	6303	375	0	375
Election Fees	6465	0		22,000
TOTAL OPERATING EXPENSE		375	0	22,375
TOTAL EXPENDITURES		\$ 375	\$ -	\$ 22,375

BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners Quarterly Mtg	375		
Sub-total	375	6303	Meetings & Travel Exp
Board of Directors Election	22,000		
Sub-total	22,000	6465	Election
TOTAL	22,375		

FINANCE & ADMINISTRATION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. Complete project accounting for the Station 43 reconstruction project.
3. Administer the financial elements of the Assistance to Firefighters Grants in accordance with Federal regulations.

STAFFING SUMMARY

Administrative Services Director (0.5)

Accountant (1)

Payroll Technician Part-Time (0.6)
District Secretary/District Clerk (1)
District Aide Part-Time (0.5)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

FINANCE & ADMINISTRATION

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Permanent Salaries	5011	332,698	326,000	338,308
Hourly Salaries	5013	39,528	24,000	22,932
Overtime	5014	4,000	4,000	4,500
Deferred Compensation	5015	600	9,490	600
Payroll Taxes	5042	7,855	7,400	6,668
Payroll Processing Fees	5043	20,000	18,000	20,000
Retirement Contributions	5044	75,233	75,000	78,118
Health & Life Insurance	5060	28,800	27,000	28,722
Employee Share Health Insur	5061	(3,006)	(3,400)	(3,690)
Vision Insurance	5066	900	835	1,200
TOTAL SALARIES & BENEFITS		\$ 506,608	\$ 488,325	\$ 497,358
Office Supplies	6100	11,000	10,000	11,000
Postage	6101	3,000	5,500	5,000
Books & Periodicals	6102	750	750	650
Printer Ink Cartridges	6103	3,000	3,000	3,000
Minor Equipment/Furniture	6131	1,000	1,000	1,000
Public & Legal Notices	6190	3,000	3,000	3,000
Dues, Memberships & Prof Fees	6200	450	613	1,050
Rents & Leases Equipment	6250	8,100	5,000	10,000
Meetings & Travel Expenses	6303	1,000	1,000	1,000
Ambulance Billing Administration	6312	60,000	60,000	62,000
Outside Attorney Fees	6313	140,000	140,000	150,000
County Tax Administration Fee	6316	184,817	184,817	190,000
Professional Services - Audit	6317	30,000	25,745	30,000
Professional Services - Labor Neg	6318	50,000	100,000	50,000
Professional Services - OPEB Val	6322	1,482	2,682	4,000
Professional Services - Prop Tax	6326	12,600	12,600	12,600
Professional Services	6327	12,940	12,940	14,000
LAFCO	6482	10,977	10,977	12,000
Fire Chief Contingency	6491	100,000	100,000	100,000
Property & Liability Insurance	6540	45,343	45,343	48,000
Bank Fees	7510	3,200	3,200	3,300
Interest on County Teeter Account	7520	50	0	50

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
County Tax Collection Fees	7530	300	252	300
TOTAL OPERATING EXPENSE		683,009	728,419	711,950
TOTAL EXPENDITURES		\$ 1,189,617	\$ 1,216,744	\$ 1,209,308

FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Secure shred services - annual purge	1,000		
Printing Envelopes, Stationary	2,000		
Photography	500		
Office Supplies	5,650		
Sub-total	11,000	6100	Office Supplies
Postage	5,000		
Sub-total	5,000	6101	Postage
GFOA CAFR Submission Fee	550		
Miscellaneous Books/Periodicals	100		
Sub-total	650	6102	Books & Periodicals
Printer Ink Cartridges	3,000		
Sub-total	3,000	6103	Printer Ink Cartridges
Equipment & Furniture	1,000		
Sub-total	1,000	6131	Minor Equipment/Furn
Legal Notices	3,000		
Sub-total	3,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Society Municipal Finance Office	350		
Fire Districts Assoc of California	500		
Government Finance Officers Assoc	200		
Sub-total	1,050	6200	Dues & Memberships
Copy Machine - Administration	10,000		
Sub-total	10,000	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	62,000		Ambulance Billing
Sub-total	62,000	6312	Administration Fees
Legal Fees - District Counsel	150,000		
Sub-total	150,000	6313	Outside Attorney Fees
County Tax Administration	190,000		
Sub-total	190,000	6316	County Tax Admin Fee
Audit Services - CAFR	29,000		
CAFR Statistical Package	1,000		Professional Services -
Sub-total	30,000	6317	District Audit
Labor Negotiations	50,000		Professional Services -
Sub-total	50,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	4,000		Professional Services -
Sub-total	4,000	6322	OPEB Actuarial
Property Tax Forecasting	12,600		Professional Services -
Sub-total	12,600	6326	Property Tax Audit
GEMT/IGT Claim Filing Services	14,000		
Sub-total	14,000	6327	Professional Services
LAFCO Membership	12,000		
Sub-total	12,000	6482	LAFCO
Fire Chief Contingency	100,000		
Sub-total	100,000	6491	Fire Chief Contingency
Property & Liability Insurance	48,000		
	48,000	6540	Property & Liab Insurance
Bank Fees	2,300		
Credit Card Processing	1,000		
	3,300	7510	Bank Fees
Interest Charges County	50		
	50	7520	Interest County Teeter
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	711,950		

HUMAN RESOURCES

PURPOSE

The Human Resources program is responsible for recruiting, hiring, employee relations and communications, personnel policies and procedures, labor negotiations, workers' compensation, employee record keeping, risk management and benefits administration. The Human Resources program ensures that all personnel are fairly managed, trained, supported and deployed to carry out the mission of the District.

STANDARD LEVEL OF PERFORMANCE

- Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
- Maintain positive labor relations through open, fair communications
- Negotiate collective bargaining agreements
- Update human resources policies and procedures through the "Meet and Confer" process with represented groups.
- Review and update Career Development Guide as necessary
- Update and improve procedures and guidelines as necessary
- Deliver examination processes in a fair and legal manner
- Account for benefits costs and deductions, maintain employee records and respond to employee inquires.
- Process affordable care act compliance forms
- Recruit and hire new employees as needed following all legal requirements
- Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration and attendance/leave policies are met.
- Appropriately process and participate in resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
- Manage and administer the District's employee benefits program
- Maintain and reconcile all health benefit billings and track COBRA payments
- Provide prompt, courteous responses to employees and retirees seeking information or assistance.
- Maintain an ergonomically sound work environment

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. Complete an outside review of administration and fire prevention staffing.
3. In conjunction with the Training Division, conduct promotional examination for the position of Captain/Captain-Paramedic II.
4. In conjunction with the Training Division, conduct recruitment for the position of Firefighter Paramedic.

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

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

HUMAN RESOURCES

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Permanent Salaries	5011	150,433	136,250	151,820
Deferred Compensation	5015	600	4,215	600
Payroll Taxes	5042	2,178	2,000	2,201
Retirement Contributions	5044	31,303	26,000	31,896
Health & Life Insurance	5060	7,986	16,000	18,669
Employee Share Health Insur	5061	(537)	(2,100)	(3,159)
Vision Insurance	5066	260	200	120
Retiree Health Insurance	5062	1,150,000	1,150,000	1,200,000
Insurance	5063	(290,000)	(322,150)	(325,000)
Unemployment Insurance	5064	17,000	17,000	18,000
OPEB Funding Contribution	5065	374,000	374,000	439,771
Pension Rate Stabilization	5067	374,000	374,000	1,100,000
Workers' Compensation Insur	5070	720,748	720,748	878,775
Workers' Compensation Recove	5019	(128,000)	(150,000)	(122,000)
TOTAL SALARIES &		\$ 2,409,971	\$ 2,346,163	\$ 3,391,693
Books & Periodicals	6102	0	0	500
Dues & Memberships	6200	400	400	800
Medical Exams & Physicals	6311	18,000	18,000	30,000
Professional Svcs - Investigation	6320	10,500	12,000	15,000
Professional Svcs	6321	28,750	25,000	21,000
Recognition Supplies	6478	3,835	1,500	3,000
TOTAL OPERATING EXPENSE		61,485	56,900	70,300
TOTAL EXPENDITURES		\$ 2,471,456	\$ 2,403,063	\$ 3,461,993

HUMAN RESOURCES

DESCRIPTION	ACCOUNT		ACCOUNT NAME
	TOTAL	CODE	
Miscellaneous	500		
Sub-total	500	6102	Books & Periodicals
Society for Human Resources	400		
International Public Management	400		
Sub-total	800	6200	Dues & Memberships
Pre-Employment Physicals	5,000		
Annual Physical Exams	25,000		
Sub-total	30,000	6311	Medical Exams/Physicals
Pre-Employment Investigations	10,000		
Investigation Services	5,000		
Sub-total	15,000	6320	Professional Services - Investigations
Captain Promotional	2,000		
Firefighter Paramedic	2,000		
Organizational Assessment	15,000		
Recruiting Advertisement	2,000		
Sub-total	21,000	6321	Professional Services
Employee Recognition and Awards	1,500		
Badges, Nametags & Service Pins	1,500		
Sub-total	3,000	6478	Recognition Supplies
TOTAL	70,300		

INFORMATION TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Complete transition from SharePoint to Target Solutions

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Permanent Salaries	5011	46,006	46,000	46,428
Payroll Taxes	5042	667	660	673
Retirement Contributions	5044	10,584	10,584	11,070
Health & Life Insurance	5060	6,570	6,500	7,053
Employee Share Health Insur	5061	(429)	(776)	(951)
TOTAL SALARIES & BENEFITS		\$ 63,398	\$ 62,968	\$ 64,273
Computer Equipment & Supplies	6132	2,000	5,000	3,000
Rents & Leases Equipment	6250	15,900	15,900	15,900
Computer Software & Mtc	6251	76,200	60,000	84,750
Website Development & Mtc	6252	1,700	1,700	1,800
Professional Services	6319	240,000	235,000	248,312
TOTAL OPERATING EXPENSE		335,800	317,600	353,762
TOTAL EXPENDITURES		\$ 399,198	\$ 380,568	\$ 418,035

INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Station UPS Batteries - 2	1,000		
Computer Supplies and Parts	2,000		
Sub-total	3,000	6132	Computer Equipment
Internet Service	5,400		
Dell Lease Desktops & Laptops	10,500		
Sub-total	15,900	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	14,000		
Telestaff Software Maintenance	4,300		
RescueNet Software Maintenance	5,000		
FirstOnScene Prevention Maint	30,000		
Abila Accounting Software Maint	3,500		
Citrix Software Maintenance	2,000		
Soniclear Software Renewal	350		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Parcel Quest Renewal	2,000		
Applicant Tracking Software	4,000		
OpenGov Software	6,000		
GovInvest Actuarial Software	8,400		
Check Signing Software	200		
Mapping Software Renewal	1,500		
Sub-total	84,750	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website Maintenance	1,800		
Sub-total	1,800	6252	Website Development
Information Technology Services	179,412		
Fiber Connection - District Wide	68,900		
Sub-total	248,312	6319	Professional Services
TOTAL	\$353,762		

FIRE PREVENTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Enhance the community outreach related to the Wildland Urban Interface Risk Assessment program through the expansion of the District webpage and the availability of web-based wildland risk information.
- Implement Board adopted programs for Fire and Life Safety, including Firewise programs. Coordinate these programs with local communities, agencies and other public and private entities.
- Update All Risk Education information for the District website.
- Provide community fire prevention/education outreach through two Open Houses
- Educate property owners about grant funded opportunities defensible space, vegetation maintenance requirements and potential wildfire risk threats and vulnerabilities within the District.
- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard.
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs.
- Prepare materials and collaborate with participating agencies for the upcoming fire code adoption and new MOFD Ordinance.
- Explore options to increase work flow efficiency, data collection through technology and software including the use of mobile applications.
- Provide annual training to District employees conducting code compliance inspections or investigating complaints.
- Conduct state mandated annual code enforcement inspections of multi-family residential, educational, and institutional occupancies.
- Review plans and conduct inspections for fire protections systems and construction projects to assure compliance with related regulations within the District's scope of authority.
- Provide all risk education for kindergarten through 5th grade classrooms in District schools.
- Provide fire and life safety training to staff at Saint Mary's College, local government agencies, and within the business community.
- Flow test and inspect hydrants within the District each year in accordance with NFPA 291 Standard.

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Expand wildfire fuels reduction programs for homeowners.
2. Decrease turn-around time for fire prevention plan review and inspection process utilizing mobile devices in the field.

3. Perform a work analysis to look at staffing level needs.
4. Increase coordination on fuels reduction work projects with private and public agencies for properties within the District.

STAFFING SUMMARY

Fire Marshal (1)

Fire Inspector/Plans Examiner (0.5)

District Aide Part-Time (2.5)

Fuels Mitigation Program Manager (0.5) – Funded for six-month fuels mitigation pilot program

District Aide Part-Time (2) – Funded for six-month fuels mitigation pilot program

PROGRAM MANAGEMENT

Program Administrator - Fire Marshal Kathy Leonard

Program Manager – Fire Inspector Plans Examiner Bill Svozil

FIRE PREVENTION

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Permanent Salaries	5011	254,737	254,737	257,679
Hourly Salaries	5013	62,044	98,800	176,280
Overtime	5014	2,000	1,500	2,000
Deferred Compensation	5015	600	600	600
Overtime - Incident Mgmt Team	5016	10,000	0	10,000
Contract Services	5018	0	0	
Payroll Taxes	5042	11,261	10,300	22,344
Retirement Contributions	5044	58,809	56,000	61,488
Health & Life Insurance	5060	12,288	29,863	35,868
Employee Share Health Insur	5061	(852)	(1,875)	(2,256)
Vision Insurance	5066	380	357	468
TOTAL SALARIES & BENEFITS		\$ 411,267	\$ 450,282	\$ 564,471
Office Supplies	6100	0		0
Books & Periodicals	6102	4,000	4,000	4,000
Food Supplies	6150	0	0	500
Public & Legal Notices	6190	1,000	7,500	8,000
Dues & Memberships	6200	6,945	6,945	6,945
Computer Software & Maintenance	6251	1,000	1,000	1,000
Maintenance - Equipment	6270	1,500	1,500	6,500
Exterior Hazard Removal	6323	18,000	17,314	25,000
Other Special Departmental Exp	6479	2,000	2,000	2,000
Public Education Supplies	6480	0	0	2,500
Misc Service & Supplies	6490	1,000	1,000	2,000
TOTAL OPERATING EXPENSE		35,445	41,259	58,445
TOTAL EXPENDITURES		\$ 446,712	\$ 491,541	\$ 622,916

FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Annual Report Flyers & Brochures			
Sub-total	0	6100	Office Supplies
Fire Code Books, Subscriptions	4,000		
Sub-total	4,000	6102	Books & Periodicals
Food for Open House & Activities	500		
Sub-total	500	6150	Food Supplies
Exterior Hazard Abatement Notices	8,000		
Sub-total	8,000	6190	Public & Legal Notices
Wildland Resource Management	5,750		
National Fire Protection Assoc	300		
California Building Officials	395		
International Code Council	500		
Miscellaneous			
Sub-total	6,945	6200	Dues & Memberships
Computer Software & Maint.	1,000		
Sub-total	1,000	6251	Maintenance - Equipment
Hydrant Repair & Maintenance	5,000		
Equipment Maintenance	1,500		
Sub-total	6,500	6270	Maintenance - Equipment
Exterior Hazard Removal Contract	25,000		
Sub-total	25,000	6323	Exterior Hazard Removal
Fuels Mitigation Materials	2,000		
Sub-total	2,000	6479	Other Special Dept

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Public Education Outreach Materials	2,500		
Sub-total	2,500	6480	Public Education Supp
Printing - Inspection Forms	1,000		
Smoke Detector Program	1,000		
Sub-total	2,000	6490	Misc Service & Supplies
TOTAL	58,445		

EMERGENCY PREPAREDNESS PROGRAM

PURPOSE

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

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

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Support the Lamorinda Community Emergency Response Team (CERT) by representing the District at Citizen Corps Council meetings, C8 meetings and County "Op Area" meetings.
2. Work with Contra Costa County Health Services to maintain "HeartSafe Community" status for the Lamorinda communities.

3. Assist in planning, preparing, and promoting local “National Night Out” events, Lamorinda’s Great ShakeOut exercise, a Lamorinda CERT exercise, and the Lamorinda Community Safety Fair.
4. Maintain equipment and supplies in the District’s CERT and Emergency Shelter Trailers and in the District’s Disaster Cache at Station 41.
5. Manage volunteer personnel, and communications equipment assigned to the MOFD Communications-Support program.
6. Continue to support the Fire Operations Division and District management at emergency scenes as Command Staff in the Public Information and Liaison Officer roles.

STAFFING SUMMARY

Emergency Preparedness Coordinator (0.5)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Hourly Salaries	5013	52,428	54,000	55,319
Overtime	5014	12,000	1,532	8,828
Overtime - Incident Mgmt Team	5016	45,000	53,668	40,020
Payroll Taxes	5042	8,372	8,600	7,969
TOTAL SALARIES & BENEFITS		\$ 117,800	\$ 117,800	\$ 112,136
Office Supplies	6100	0		725
Small Tools & Instruments	6130	0		2,500
Dues, Memberships & Prof Fees	6200	0		275
Maintenance - Equipment	6270	0		1,000
CERT Emergency Response	6475	10,200	10,200	6,500
Recognition	6478	0		2,000
Outreach Materials	6480	0		500
Emergency Preparedness	6484	6,000	6,000	7,500
TOTAL OPERATING EXPENSE		16,200	16,200	21,000
TOTAL EXPENDITURES		\$ 134,000	\$ 134,000	\$ 133,136

EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	325		
Presentation Materials & Supplies	400		
Sub-total	725	6100	Office Supplies
CS 241- Go Bags and Supplies	1,000		
Mesh Network Project	1,000		
CS-241 Equipment	500		
Sub-total	2,500	6130	Small Tools & Equipment
Intl. Association Emerg. Managers	200		
Calif Emergency Services Assoc	75		
Sub-total	275	6200	Dues & Memberships
Equipment	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
CERT Instructor Uniforms	1,500		
CERT Emergency Response Team	5,000		
Sub-total	6,500	6475	CERT
Volunteer Recognition	800		
Volunteer Appreciation Meeting	1,200		
Sub-total	2,000	6478	Recognition
Outreach Materials	500		
Sub-total	500	6480	Outreach Materials
CS-241 Uniforms	2,500		
Emergency Preparedness Supplies	5,000		
Sub-total	7,500	6484	Emergency Preparedness
TOTAL	21,000		

EMERGENCY MEDICAL SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Evaluate and recommend enhancements to ePCR programs and procedures
2. Evaluate EMS vendor contracts
3. Provide administrative support to the Contra Costa County Fire EMS Committee
4. Continue to explore alternative funding sources for capital equipment
5. Enhance District EMS training with additional adjunct instructors

PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Jerry Lee
Program Manager – Captain Anthony Perry
Supply Coordinator – Firefighter Katy Himsl

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Overtime	5014	2,000	4,500	5,000
TOTAL SALARIES & BENEFITS		\$ 2,000	\$ 4,500	\$ 5,000
Medical & Lab Supplies	6140	105,000	100,000	90,000
Dues & Memberships	6200	0	0	300
Paramedic/EMT License Fees	6201	7,500	6,000	6,500
Maintenance - Equipment	6270	5,000	3,000	5,000
Professional Services	6317	10,000	7,000	10,000
TOTAL OPERATING EXPENSE		127,500	116,000	111,800
TOTAL EXPENDITURES		\$ 129,500	\$ 120,500	\$ 116,800

EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	90,000		
Sub-total	90,000	6140	Medical & Lab Supplies
Calif Fire Chiefs Association EMS	300		
Sub-total	300	6200	Dues & Memberships
Continuing Education Provider Fee	1,500		
License Fees	5,000		
Sub-total	6,500	6201	Paramedic/EMT License
Defibrillator Maintenance	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
EMS Training Services	10,000		
Sub-total	10,000	6317	Professional Services
TOTAL	111,800		

SUPPORT SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Assist with the Station 43 construction project
2. Ensure daily operations of the temporary Fire Station 43
3. Replace fire station bed mattresses
4. Improve Station 44 exterior traffic warning system
5. Evaluate and recommend long-range facility projects

PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Jerry Lee
Program Manager – Captain Paramedic Steve Gehling

SUPPORT SERVICES

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Small Tools & Instruments	6130	750	0	0
Food Supplies	6150	2,300	2,000	2,000
Household Expense	6170	5,000	12,000	12,000
EPA ID Verification Fee	6264	200	150	150
CCC HazMat Plan	6265	3,000	2,519	3,000
Environmental Fees	6266	900	900	900
Maintenance - Equipment	6270	1,500	1,500	1,500
Service & Repair	6274	3,500	3,500	3,500
Tank Testing	6280	1,000	1,000	1,000
Misc Service & Supplies	6490	0		7,500
TOTAL OPERATING EXPENSE		18,150	23,569	31,550
TOTAL EXPENDITURES		\$ 18,150	\$ 23,569	\$ 31,550

SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Small tools supply			
Sub-total	0	6130	Small Tools & Instruments
Food for emergency incidents	2,000		
Sub-total	2,000	6150	Food Supplies
Household supplies for fire stations	12,000		
Sub-total	12,000	6170	Household Expense
Annual fee fuel system	150		
Sub-total	150	6264	EPA ID Verification Fee
Annual hazardous materials permits	3,000		
Sub-total	3,000	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	900		
Sub-total	900	6266	Environmental Fees
Fuel system equipment	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Fuel system dispensers	3,500		
Sub-total	3,500	6274	Service & Repair
Fuel tank testing	1,000		
Sub-total	1,000	6280	Tank Testing
Fire station bed mattresses	7,500		
Sub-total	7,500	6490	Misc Service & Supplies
TOTAL	31,550		

ADMINISTRATION BUILDING

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Utilities - PG & E	6122	4,500	4,500	4,500
Maintenance - Building	6281	5,000	5,000	5,000
Maintenance - Grounds	6282	0		800
Other Special Departmental Exp	6479	1,100	1,100	1,100
TOTAL OPERATING EXPENSE		10,600	10,600	11,400
TOTAL EXPENDITURES		\$ 10,600	\$ 10,600	\$ 11,400

ADMINISTRATION BUILDING

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

STATION 41

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Utilities - Sewer	6120	1,100	2,200	2,200
Utilities - Garbage	6121	4,200	4,200	4,200
Utilities - PG & E	6122	10,600	10,600	10,600
Utilities - Water	6123	1,200	1,200	1,200
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	500	2,000	1,600
Maintenance - Equipment	6270	2,000	2,000	2,000
Maintenance - Building	6281	11,000	11,000	11,000
Maintenance - Grounds	6282	800	1,400	1,400
TOTAL OPERATING EXPENSE		33,500	36,700	36,300
TOTAL EXPENDITURES		\$ 33,500	\$ 36,700	\$ 36,300

STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	2,200		
Sub-total	2,200	6120	Utilities - Sewer
Garbage	4,200		
Sub-total	4,200	6121	Utilities - Garbage
PG & E	10,600		
Sub-total	10,600	6122	Utilities - PG & E
Water	1,200		
Sub-total	1,200	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,000		
Overhead Doors	3,000		
Plymovent System & Misc.	2,500		
Sub-total	11,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance	600		
Sub-total	1,400	6282	Maintenance - Grounds
TOTAL	36,300		

STATION 42

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Utilities - Sewer	6120	515	800	800
Utilities - Garbage	6121	1,365	1,365	1,365
Utilities - PG & E	6122	10,390	10,390	10,390
Utilities - Water	6123	3,500	3,500	3,500
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	500	1,320	1,320
Maintenance - Equipment	6270	2,000	2,000	2,000
Maintenance - Building	6281	8,000	8,000	13,000
Maintenance - Grounds	6282	2,800	1,200	1,200
TOTAL OPERATING EXPENSE		30,070	29,575	34,575
TOTAL EXPENDITURES		\$ 30,070	\$ 29,575	\$ 34,575

STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	1,365		
Sub-total	1,365	6121	Utilities - Garbage
PG & E	10,390		
Sub-total	10,390	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	2,000		
Overhead Doors	3,000		
Plymovent System	1,500		
Misc.	5,000		
Sub-total	13,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance	400		
Sub-total	1,200	6282	Maintenance - Grounds
TOTAL	34,575		

STATION 43

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Utilities - Sewer	6120	515	800	800
Utilities - Garbage	6121	1,300	1,300	1,300
Utilities - PG & E	6122	8,800	8,800	8,800
Utilities - Water	6123	4,200	4,200	4,200
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	500	1,320	1,320
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	2,500	4,000	2,500
Maintenance - Grounds	6282	0	500	1,000
TOTAL OPERATING EXPENSE		20,315	23,420	22,420
TOTAL EXPENDITURES		\$ 20,315	\$ 23,420	\$ 22,420

STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	1,300		
Sub-total	1,300	6121	Utilities - Garbage
PG & E	8,800		
Sub-total	8,800	6122	Utilities - PG & E
Water	4,200		
Sub-total	4,200	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Miscellaneous	2,500		
Sub-total	2,500	6281	Maintenance - Building
Grounds Maintenance	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
TOTAL	22,420		

STATION 44

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Utilities - Sewer	6120	515	800	800
Utilities - Garbage	6121	980	980	980
Utilities - PG & E	6122	9,300	9,300	9,300
Utilities - Water	6123	3,460	3,460	3,460
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	500	1,320	1,320
Maintenance - Equipment	6270	1,000	1,000	1,000
Maintenance - Building	6281	9,000	9,000	9,000
Maintenance - Grounds	6282	2,500	1,000	1,000
TOTAL OPERATING EXPENSE		29,355	28,960	28,960
TOTAL EXPENDITURES		\$ 29,355	\$ 28,960	\$ 28,960

STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	980		
Sub-total	980	6121	Utilities - Garbage
PG & E	9,300		
Sub-total	9,300	6122	Utilities - PG & E
Water	3,460		
Sub-total	3,460	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator	1,000		
HVAC Maintenance	3,000		
Overhead Doors	3,000		
Plymovent System	1,000		
Miscellaneous	1,000		
Sub-total	9,000	6281	Maintenance - Building
Grounds Maintenance - Creek	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
TOTAL	28,960		

STATION 45

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Utilities - Sewer	6120	898	800	800
Utilities - Garbage	6121	5,000	5,000	5,000
Utilities - PG & E	6122	22,100	22,100	22,100
Utilities - Water	6123	1,500	1,500	1,500
Utilities - Medical Waste	6124	0	0	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	0	1,320	1,320
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	11,500	11,500	11,500
Maintenance - Grounds	6282	500	1,000	1,000
TOTAL OPERATING EXPENSE		43,998	45,720	46,820
TOTAL EXPENDITURES		\$ 43,998	\$ 45,720	\$ 46,820

STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	5,000		
Sub-total	5,000	6121	Utilities - Garbage
PG & E	22,100		
Sub-total	22,100	6122	Utilities - PG & E
Water	1,500		
Sub-total	1,500	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,500		
Overhead Doors	4,000		
Plymovent System	1,500		
Sub-total	11,500	6281	Maintenance - Building
Grounds Maintenance	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities-Medical Waste
TOTAL	46,820		

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Update operational policies
2. Create and maintain data sets for Operations Division
3. Update District response matrix (as needed)
4. Replace thermal imaging camera for two engines
5. Implement smooth bore nozzles

STAFFING SUMMARY

Fire Chief (1)
Battalion Chief (3)
Captain/Paramedic I (3)
Captain/Paramedic II (8)
Captain (4)
Engineer/Paramedic I (3)
Engineer/Paramedic II (3)
Engineer (8)
Firefighter/Paramedic (22)
Firefighter (4)
Paramedic (0)

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Sean Perkins

EMERGENCY OPERATIONS

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Permanent Salaries	5011	7,801,126	7,700,000	8,195,797
Overtime	5014	1,937,000	2,000,000	1,400,000
Deferred Compensation	5015	80,880	69,000	20,300
Overtime - Strike Team	5016	603,367	604,700	500,000
Payroll Taxes	5042	149,667	146,000	146,686
Retirement Contributions	5044	4,699,071	4,600,000	4,833,696
Health & Life Insurance	5060	1,114,356	1,010,000	1,163,688
Employee Share Health Insur	5061	(125,176)	(117,846)	(140,112)
Vision Insurance	5066	13,460	13,275	18,120
TOTAL SALARIES & BENEFITS		\$ 16,273,751	\$ 16,025,129	\$ 16,138,175
Small Tools & Instruments	6130	10,000	10,000	4,500
Minor Equipment/Furniture	6131	0	0	500
Power Saw/Other Equipment	6133	4,500		6,800
Fire Trail Grading	6135	20,000	20,000	20,000
Firefighting Supplies	6137	4,000	4,000	3,400
Firefighting Equipment - Hose	6138	10,000	10,000	11,000
Firefighting Equipment - Foam	6139	1,500	1,442	2,000
Safety Clothing	6160	98,000	80,000	150,300
Non-Safety Clothing	6161	1,500	975	1,500
Rent & Leases Equip	6250	5,500	8,500	9,000
Air Monitor Maintenance	6269	1,300	1,300	1,300
Maintenance - Equipment	6270	25,500	19,250	25,500
Air Compressor Service	6278	1,500	1,500	1,500
Hydro Test SCBA & Oxygen	6279	2,500	2,500	2,500
Strike Team Supplies	6474	13,500	13,500	4,500
Exercise Equipment	6476	2,000	2,000	5,000
Other Special Dept Exp	6479	2,080	2,960	5,000
Mapping - Services and Supplie	6490	7,200	7,200	20,500
TOTAL OPERATING EXPENSE		210,580	185,127	274,800
TOTAL EXPENDITURES		\$ 16,484,331	\$ 16,210,256	\$ 16,412,975

EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Tool Replacement/Maintenance	4,500		
Sub-total	4,500	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	6,800		
Sub-total	6,800	6133	Power Saw/Other Equip
Trail Grading/Maintenance	20,000		
Sub-total	20,000	6135	Fire Trail Grading
Extrication Equipment/Maintenance	2,000		
Apparatus Ice Chests	1,400		
Sub-total	3,400	6137	Firefighting Supplies
Fittings/Nozzles	5,000		
Restock Hose Inventory	6,000		
Sub-total	11,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	2,000		
Sub-total	2,000	6139	Firefighting Equip - Foam
Personal Protective Equipment	132,000		
Annual Inspections PPE	18,300		
Sub-total	150,300	6160	Safety Clothing
Shoe Fund	1,500		
Sub-total	1,500	6161	Non-Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Oxygen	9,000		
Sub-total	9,000	6250	Rent & Leases Equip
Air Monitor Sensors Replacement	1,300		
Sub-total	1,300	6269	Air Monitor Maintenance
SCBA Tests & Mask Fit Tests	10,000		
SCBA Bottles	10,500		
Ladder Testing, Fire Extinguisher	5,000		
Sub-total	25,500	6270	Maintenance - Equipment
Air Compressor Service	1,500		
Sub-total	1,500	6278	Air Compressor Service
Test SCBA & Oxygen Cylinders	2,500		
Sub-total	2,500	6279	Hydro Test
Strike Team Equipment/Supplies	4,500		
Sub-total	4,500	6474	Strike Team Supplies
Exercise Supplies	3,000		
Exercise Maintenance	2,000		
Sub-total	5,000	6476	Exercise Equipment
Bridge Inspections	5,000		
Sub-total	5,000	6479	Other Special Dept Exp
GIS Supplies	500		
GIS Consulting	20,000		
Sub-total	20,500	6490	Services & Supplies Map
TOTAL	274,800		

COMMUNICATIONS

PURPOSE

The purpose of the Communications Program is to ensure effective communication occurs in emergency and non-emergency situations with the aid of technological devices such as radios and wireless mobile devices.

STANDARD LEVEL OF PERFORMANCE

- Maintain, repair, and upgrade communication equipment as needed
- Maintain the automatic vehicle location mobile data computer vehicle data system
- Continue to provide the most up to date communication equipment to provide safe and reliable communication for all personnel operating on any emergency scene.
- Attend local, regional and state meetings regarding communication
- Update FIREScope regional radio "fleetmap"
- Activate Contra Costa County mobile repeater when needed

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Replace all apparatus cell phones
2. Acquire and deploy new MDT platforms on all emergency vehicles
3. Install/replace headset communications on Water Tender, Type IIIs, and Engine 43 & 41
4. Upgrade mobile radio EBRCSA programming
5. Purchase Motorola APX 8000 Portable Radios (3)

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Sean Perkins
Program Manager – Captain Mike Martinez

COMMUNICATIONS

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Telephone Communications	6110	42,000	42,000	50,000
Communication Center	6111	180,000	180,000	188,700
Rent & Leases - Equipment	6250	500	528	500
Maintenance - Equipment	6270	23,100	22,950	3,000
Other Special Departmental Exp	6479	25,500	25,500	57,250
TOTAL OPERATING EXPENSE		271,100	270,978	299,450
TOTAL EXPENDITURES		\$ 271,100	\$ 270,978	\$ 299,450

COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Cellular Phone/Tablet Data Service	50,000		
Sub-total	50,000	6110	Telephone Comm
Contra Costa County Dispatch	188,700		
Sub-total	188,700	6111	Communication Center
Pager Rentals	500		
Sub-total	500	6250	Rent & Leases - Equip
Communications Parts & Radios	3,000		
Sub-total	3,000	6270	Maintenance - Equipment
Tablet Command License Fees	16,000		
EBRCSA Subscriber Fees	30,000		
iPad Application License Fees	1,250		
EBRSCA Updated Programming	10,000		
Sub-total	57,250	6479	Other Special Dept Exp
TOTAL	299,450		

APPARATUS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Implement fleet service and maintenance software
2. Surplus apparatus/staff/command vehicles as needed
3. Deploy new apparatus when received
4. Purchase one Type VI apparatus

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Sean Perkins
Program Manager – Captain Daryle Balao

APPARATUS

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Maintenance - Equipment	6270	3,343	3,343	2,000
Central Garage Repairs	6271	190,000	200,000	200,000
Central Garage Gasoline & Oil	6272	60,000	62,051	65,000
Central Garage Tires	6273	10,000	9,378	7,500
Aerial Ladder & Pump Testing	6275	1,000	1,000	1,000
Smog Inspections	6276	500	500	500
TOTAL OPERATING EXPENSE		264,843	276,272	276,000
TOTAL EXPENDITURES		\$ 264,843	\$ 276,272	\$ 276,000

APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Batteries	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
On-going maintenance/repairs	200,000		
Sub-total	200,000	6271	Central Garage Repairs
Fuel	65,000		
Sub-total	65,000	6272	Gasoline & Oil
Tire replacement	7,500		
Sub-total	7,500	6273	Central Garage Tires
Annual Ladder Testing	1,000		
Sub-total	1,000	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	276,000		

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. In conjunction with Human Resources, assist with recruitments for the positions of Captain/Captain-Paramedic II and Firefighter Paramedic.
2. Provide District and State Firefighter I training and evaluation for all probationary Firefighters.
3. Coordinate and implement mandated training plan
4. Provide training for new Tractor Drawn Aerial apparatus
5. In conjunction with Human Resources, enhance the Career Development Guide
6. Expand in-District State Fire Training course offerings
7. Implement Target Solutions for record keeping of personnel certifications and district training.

PROGRAM MANAGEMENT

Program Administrator – Acting Battalion Chief Daryle Balao

TRAINING

FISCAL YEAR 2018/2019

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Overtime	5014	43,000	10,000	12,000
TOTAL SALARIES &		\$ 43,000	\$ 10,000	\$ 12,000
Books & Periodicals	6102	2,000	2,000	2,500
Food Supplies	6150	1,500	1,500	1,500
Dues, Memberships & Prof Fees	6200	0	325	325
CPR Instructors	6314	3,000	2,800	3,000
Burn Trailer Grant/ Maintenance	6352	3,000	3,000	3,500
Testing Materials & Training Prop	6354	10,000	10,000	12,000
Career Development Classes	6357	15,000	12,000	15,000
Target Solutions Online Training	6359	6,200	6,200	6,500
Training Classes Paramedic/EMT	6360	5,000	4,200	5,000
Mandated Training	6361	35,000	32,000	35,000
Recruit Academy	6470	75,000	13,500	75,000
CPR Supplies	6481	3,000	2,500	3,000
TOTAL OPERATING EXPENSE		158,700	90,025	162,325
TOTAL EXPENDITURES		\$ 201,700	\$ 100,025	\$ 174,325

TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	2,500		
Sub-total	2,500	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Training Officers Association	325		
Sub-total	325	6200	Dues & Memberships
CPR Instructors	3,000		
Sub-total	3,000	6314	CPR Instructors
Burn Trailer Maintenance	3,500		
Sub-total	3,500	6352	Burn Trailer Maintenance
Materials & Training	12,000		
Sub-total	12,000	6354	Testing Materials & Props
Career Development	15,000		
Sub-total	15,000	6357	Career Development
Annual Maintenance Fee	6,500		
Sub-total	6,500	6359	Target Solutions
Paramedic & EMT Courses	5,000		
Sub-total	5,000	6360	Training Classes

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Mandated Training	35,000		
Sub-total	35,000	6361	Mandated Training
Recruit Academy - 5	75,000		
Sub-total	75,000	6470	Recruit Academy
Heart Assoc Manuals & Cards	3,000		
Sub-total	3,000	6481	CPR Supplies
TOTAL	162,325		

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

FISCAL YEAR 2017/2018

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Property Tax - Current Secured	4010	3,376,281	3,376,281	3,543,473
Investment Earnings	4181		21,400	5,000
Transfers In	4999	1,011,980	1,011,980	1,011,814
TOTAL REVENUES		\$ 4,388,261	\$ 4,409,661	\$ 4,560,287

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Pension Obligation Bond Prin.	7900	2,360,000	2,360,000	2,640,000
Pension Obligation Bond Interest	7901	797,877	797,877	667,377
Lease Agreement Principal	7906	240,000	240,000	245,000
Lease Agreement Interest	7907	81,513	81,513	76,345
Vehicle Lease Principal	7902	84,883	84,883	86,435
Vehicle Lease Interest	7903	4,335	4,335	2,784
Vehicle Lease Principal	7902	549,617	549,617	560,107
Vehicle Lease Interest	7903	51,632	51,632	41,143
TOTAL EXPENDITURES		\$ 4,169,857	\$ 4,169,857	\$ 4,319,191

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

FISCAL YEAR 2018-2019

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2018				\$14,105,000
Reduction in Principal Balance				2,640,000
Interest Due				667,377
Total Payment Due				3,307,377
Principal Outstanding as of June 30, 2019				\$11,465,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2018-2019	5.22%	2,640,000	667,377	3,307,377
2019-2020	5.22%	2,945,000	521,609	3,466,609
2020-2021	5.22%	3,265,000	359,527	3,624,527
2021-2022	5.22%	3,610,000	180,090	3,790,090
2022-2023	5.22%	1,645,000	42,935	1,687,935
TOTALS		\$14,105,000	\$1,771,538	\$15,876,538

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2015 LEASE AGREEMENT**

FISCAL YEAR 2018-2019

PURPOSE: Purchase two ambulances

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2018				\$174,450
Reduction in Principal Balance				86,435
Interest Due				2,784
Total Payment Due				89,219
Principal Outstanding as of June 30, 2019				\$88,015
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2018-2019	1.82%	86,435	2,784	89,219
2019-2020	1.82%	88,015	1,203	89,218
TOTALS		\$174,450	\$3,987	\$178,437

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

FISCAL YEAR 2018-2019

PURPOSE: Design and construction of Station 43

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2018				\$3,629,000
Reduction in Principal Balance				245,000
Interest Due				76,345
Total Payment Due				321,345
Principal Outstanding as of June 30, 2019				\$3,384,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2018-2019	2.14%	245,000	76,345	321,345
2019-2020	2.14%	250,000	71,081	321,081
2020-2021	2.14%	256,000	65,699	321,699
2021-2022	2.14%	261,000	60,199	321,199
2022-2023	2.14%	267,000	54,570	321,570
2023-2024	2.14%	272,000	48,835	320,835
2024-2025	2.14%	278,000	42,982	320,982
2025-2026	2.14%	284,000	37,001	321,001
2026-2027	2.14%	290,000	30,890	320,890
2027-2028	2.14%	297,000	24,641	321,641
2028-2029	2.14%	303,000	18,264	321,264
2029-2030	2.14%	310,000	11,737	321,737
2030-2031	2.14%	316,000	5,071	321,071
TOTALS		\$3,629,000	\$547,315	\$4,176,315

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

FISCAL YEAR 2018-2019

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2018				\$2,305,383
Reduction in Principal Balance				560,107
Interest Due				41,143
Total Payment Due				601,250
Principal Outstanding as of June 30, 2019				\$1,745,276
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2018-2019	1.90%	560,107	41,143	601,250
2019-2020	1.90%	570,796	30,454	601,250
2020-2021	1.90%	581,689	19,560	601,249
2021-2022	1.90%	592,791	8,458	601,249
TOTALS		\$2,305,383	\$99,615	\$2,404,998

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

FISCAL YEAR 2018/2019

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Fire Flow Tax	4066	1,080,597	1,080,597	
Investment Earnings	4181	10,000	14,000	10,000
Federal Grants	4437	179,116	179,116	
Impact Mitigation Fees	4743	40,000	72,000	40,000
Sale of Surplus Property	4980	43,655	63,820	100,000
Transfers In	4999			1,085,000
TOTAL REVENUES		\$ 1,353,368	\$ 1,409,533	\$ 1,235,000

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019
Bank Fees	7510	100	125	100
Fire Flow Tax Collection Fees	7531	14,000	11,382	14,000
Capital Contingency	7700	150,000	150,000	150,000
Capital Outlay - Apparatus	7703	365,951	366,165	160,000
Buildings-Station 43 Improvement	7706	4,871,004	4,871,004	
Buildings-Station 44 Improvement	7707			50,000
Equipment	7709	395,096	395,096	84,650
Transfers to Debt Service Fund	7999	1,011,980	1,011,980	1,011,814
TOTAL EXPENDITURES		\$ 6,808,131	\$ 6,805,752	\$ 1,470,564

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	100
7531	Fire Flow Tax Collection Fees	14,000
7700	Capital Contingency - Facilities, Equipment	150,000
7703	Type VI Apparatus	100,000
7703	Air/ Light/ Rehab Unit	60,000
7707	Station 44 - Traffic Alerting System Upgrades	50,000
7709	David-Clark Headsets (5 Units)	25,000
7709	Motorola APX 8000 Portables (3)	24,000
7709	iPads	10,000
7709	Thermal Imaging Cameras	25,650
7999	Transfers to Debt Service Fund	1,011,814
TOTAL CAPITAL PROJECTS FUND		\$ 1,470,564

TEETER PLAN

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

Tax Losses Reserve Fund

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

PROPERTY TAX & INTERGOVERNMENTAL TAX DEFINITIONS

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

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

- Boats and jet skis
- Airplanes
- Improvements on the real estate of others
- Business property
- Most possessory interests
- Escape and supplemental assessments against former owner of real property
- Some fixtures

Supplemental Taxes result from a 1983 State law that requires the reassessment of property as of the first day of the month following an ownership change or the completion of new construction. New construction is any substantial addition to real property (e.g., adding a new room, pool, or garage) or any substantial alteration which restores a building, room, or other improvement to the equivalent of new (e.g., completely renovating an outdated kitchen). In most cases, this reassessment results in one or more supplemental tax bills being sent to the property owner in addition to the annual property tax bill.

Most changes in ownership caused by the sale of property result in reassessment. However, inter-spousal transfers, the transfer, sale, or inheritance of property between parents and their children, and the addition of joint tenants do not result in the reappraisal of property values.

The Assessor first determines the new value of the property based on current market values. The Assessor then calculates the difference between the new value (set at the time of purchase or completion of new construction) and the old value (set on January 1 of the previous fiscal year). The result is the supplemental assessment value. Once the new assessed value of your property is determined, the Assessor will send you a notification of the amount to be assessed.

Example:

- New value at date of purchase or completion of new construction \$120,000
- Assessed value for current fiscal year \$100,000
- Supplemental assessment value will be \$20,000

This reassessment usually results in an increase in property value, in which case supplemental taxes will be calculated by the Auditor-Controller based on the change in value, and one or more supplemental tax bills will be created and mailed by the Tax Collector. However, in some instances the reassessment results in a reduction in value, in which case a refund will be prepared by the Auditor-Controller and mailed to you.

Unitary Property is property owned or leased by a state assessee and used in its primary operations as part of the state assessee's integrated system. More specifically, within the general definition the following types of property are classified as unitary: (1) special-purpose or industry-specific property that is leased by a state assessee; (2) property leased by a state assessee and used in the assessee's primary operations; (3) property owned and held for future use in the primary operations of the assessee if there is a documented plan for the property's future use and the property is carried in a future use operating account; and (4) property that is owned and used to protect and support other unitary property—due to locational or physical characteristics or other factors. Under the principle of unit valuation, unitary property is valued as a single unit. Examples of Unitary Property:

- Land, improvements, and personal property owned or leased by a state assessee and used in its primary operation of transportation of freight by rail; gas or fluids by pipeline, canal or ditch; generation, transmission or distribution of electricity; or transmission of information by cellular, paging, or telephone.
- Vacant land that is considered necessary to protect areas utilized in the primary operations of the assessee (e.g., buffer areas required for nuclear power plants or gas storage reservoirs, slide areas near railroad tracks, drainage ditches, etc.).
- Vacant land that is located in landlocked areas totally surrounded by sets of railroad tracks or areas adjacent to rights-of-way that are too narrow to be developed to another use.
- Property that the state assessee had acquired for use in its primary operations but now has secondary use (e.g., areas beneath tower lines which are farmed, used for parking or storage; areas above gas storage reservoirs which are farmed).
- Railroad rights-of-way acquired by congressional grant or franchised by a governmental agency.
- Utility and railroad easements for rights-of-way.
- Railroad property that is leased to agents of the railroad, who manage the property in a rail transportation use (e.g., intermodal container yards).

Homeowners Relief Tax is the state's reimbursement to local agencies for the Homeowner's Property Tax Exemption which provides a \$7,000 reduction in the taxable value of real property for qualifying owner-occupied homes.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Jonathan Holtzman, District Counsel

DATE: May 16, 2018

SUBJECT: Item 9.4 – Adopt Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker

Background

The District entered into an Employment Agreement dated December 20, 2017 with David Winnacker with respect to the terms and conditions of employment of employee as fire chief for the District. The Employment Agreement provided for annual vacation hours and leave without pay for annual reserve military service. The Military and Veterans Code of the State of California requires the District to provide salary compensation for the first 30 days of a temporary military leave of absence for ordered active duty military training. The District and Fire Chief desire to amend the Employment Agreement to decrease annual vacation hours and to provide for 30 calendar days of paid temporary military leave of absence for ordered active duty training in accordance with California law.

District Counsel recommends the Board adopt Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker.

Staff Recommendation

1. Discuss; 2. Deliberate; 3. Adopt Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker

Attachments

1. Attachment A - Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker
2. Attachment B – Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker

RESOLUTION NO. 18-10

**RESOLUTION OF MORAGA-ORINDA FIRE DISTRICT
("DISTRICT") ADOPTING AMENDMENT-1 TO EMPLOYMENT AGREEMENT
BETWEEN MORAGA-ORINDA FIRE DISTRICT AND DAVID WINNACKER**

WHEREAS, the Moraga-Orinda Fire District ("District") hired David Winnacker ("Employee") as Fire Chief effective December 20, 2017; and

WHEREAS, the District and the Employee agreed with respect to terms and conditions of employment of Employee as Fire Chief for the District; and

WHEREAS, the terms and conditions of employment are detailed in the Employment Agreement dated December 20, 2017 ("Employment Agreement"); and

WHEREAS, at the time the Employment Agreement was negotiated, the District and the Employee were not aware that some of the Employee's military training was categorized as active duty training; and,

WHEREAS, after the Employment Agreement was executed, the District and the employee became aware that some of the Employee's military training is categorized as active duty training; and,

WHEREAS, the District's existing policy regarding military leave addresses active military duty during an armed conflict and does not address active duty military training outside of an armed conflict; and,

WHEREAS, the Employee is required to attend active duty training outside of an armed conflict; and,

WHEREAS, the District is required to pay Employee his salary for the first 30 calendar days of a temporary military leave of absence for ordered active duty training in accordance with California law; and,

NOW THEREFORE BE IT RESOLVED, the District and Employee agree to voluntarily reopen the Employment Agreement to provide pay to Employee for the first 30 calendar days of a temporary military leave of absence for ordered active duty military training in accordance with California law effective June 1, 2018; and,

BE IT FURTHER RESOLVED, the District and Employee voluntarily agree to reopen the Employment Agreement to provide fewer hours of paid vacation time effective June 1, 2018.

PASSED, APPROVED and ADOPTED this 16th day of May, 2018 at a regular meeting of the District Board of Directors held on May 16, 2018, at 22 Orinda Way, Orinda, California 94563, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

Attachment A

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: May 16, 2018

Craig Jorgens, Secretary
Board of Directors

ATTEST:

Grace Santos, District Clerk

**AMENDMENT-1 TO
EMPLOYMENT AGREEMENT BETWEEN
MORAGA-ORINDA FIRE DISTRICT AND DAVID WINNACKER**

This Amendment to the Employment Agreement is made and entered into as of the effective date, by and between the Moraga-Orinda Fire District ("District") and David Winnacker ("Employee" or "Fire Chief"), becoming effective June 1, 2018 (the "Effective Date"), with respect to the terms and conditions of employment of Employee as Fire Chief for the District.

Recitals

A. The District and David Winnacker are parties to that certain Employment Agreement, dated December 20, 2017, which provided for annual vacation hours and leave without pay for annual reserve military service.

B. California law requires the District to pay an employee his or her salary for the first 30 days of active duty training if the employee is on a temporary military leave of absence for a period of ordered active duty training not exceeding 180 calendar days, and the employee has completed at least one year of service at the District, recognized military service, or a combination of both, immediately prior to the day on which the absence begins.

C. The parties now desire to amend the Employment Agreement to decrease Employee's annual vacation hours and to provide for 30 calendar days of paid temporary military leave of absence for ordered active duty training in accordance with California law.

AMENDMENT

Section 5.5. Vacation of the Agreement is hereby amended to read as follows:

Section 5.5. Vacation.

For the 2018 calendar year, employee shall accrue vacation at the rate of one hundred sixty-eight (168) hours per year however, maximum accrual shall be four hundred sixty-five (465) hours. Employee may not sell back any unused vacation.

Section 5.14. Military Service is hereby added to the Employment Agreement to read as follows:

Section 5.14. Military Service.

District shall pay Employee his salary for the first 30 calendar days of a temporary military leave of absence for ordered active duty training in accordance with California law. District shall not provide paid temporary military leave of absence for periods of inactive duty training.

"District"

"Employee"

Dated: _____

Dated: _____

Craig Jorgens, Secretary

David Winnacker

Approved As To Form:

Jonathan Holtzman, District Counsel



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Jonathan Holtzman, District Counsel

DATE: May 16, 2018

SUBJECT: Item 9.5 – Adopt Resolution No. 18-11 Establishing a Temporary Military Leave Policy

Background

The Military and Veterans Code of the State of California requires the District to provide salary compensation for the first 30 days of a temporary military leave of absence. District Counsel recommends the Board adopt Resolution No. 18-11 Establishing a Temporary Military Leave Policy.

Staff Recommendation

1. Discuss; 2. Deliberate; 3. Adopt Resolution No. 18-11 Establishing a Temporary Military Leave Policy

Attachments

1. Attachment A - Resolution No. 18-11 Establishing a Temporary Military Leave Policy

RESOLUTION NO. 18-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORAGA-ORINDA FIRE DISTRICT ESTABLISHING A TEMPORARY MILITARY LEAVE POLICY

Whereas, the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 applies to service in the uniformed services including, but not limited to: active duty, active duty for training, initial active duty for training, inactive duty training, and the period for which a person is absent from work for the purpose of an examination to determine the fitness of the person to perform any such duty;

Whereas, USERRA provides that a person who is absent from work due to service in the uniformed services shall be deemed to be on furlough or military leave of absence while performing such service;

Whereas, the Military and Veterans Code of the State of California requires salary compensation for the first 30 days of a temporary military leave of absence in any one fiscal year for any public employee who (1) is on military leave for active military training, encampment, naval cruises, special exercises, or like activity for a period not exceeding 180 calendar days, including time involved in going to and returning from that duty, and (2) has completed one year of either public agency service, recognized military service, or a combination of both prior to the day on which the absence begins;

Whereas, the District is not required, under state or federal law, to provide paid temporary military leave of absence for periods of inactive duty training. (Mil. & Vet. Code, § 395.01.);

Whereas, the Board of Directors of the Moraga-Orinda Fire District (“the District”) adopted Resolution No. 03-04 on March 19, 2003, which augmented employee salaries for an initial period not to exceed 180 calendar days while engaged in the performance of continued active military duty in direct connection with an armed conflict;

Whereas, Resolution No. 03-04 continues in full force and effect, unaffected by this action; and

Whereas, the Board of Directors now wishes to adopt a military leave policy that clarifies the requirements and procedures regarding requesting and taking a temporary military leave of absence, and compensation during a leave of absence for military training.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Temporary Leave of Absence

A “temporary military leave of absence” means when a District employee, who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or the Naval Militia, is ordered to full-time active military training, inactive duty training, encampment, naval

Attachment A

cruises, special exercises or like activity for a period of ordered duty not exceeding 180 calendar days, including time involved in going to and returning from that duty. (*See* 38 USC § 4316; Mil. & Vet. Code, § 395.)

Section 2. One Year of Service at the District

State law provides public employees with additional temporary military leave of absence benefits than required under federal law if the employee has been in the service of the public agency from which the leave is taken for a period of not less than one year prior to the date upon which a temporary military leave of absence begins. State law further provides that all prior military service is to be counted as public agency service when calculating whether the employee has been employed with the agency for a minimum of one year at the time of taking the military leave. (*See* Mil. & Vet. Code, § 395(d).) Therefore, for purposes of determining eligibility for the benefits described in sections 4 and 7 of this policy, a District employee will be deemed to have completed one year of service at the District if he or she has completed one year of District service, recognized military service, or a combination of both prior to the day on which the absence begins.

Section 3. Request for Temporary Military Leave of Absence

To request a temporary military leave of absence, the employee must provide advance notice to the Fire Chief, either orally or in writing, prior to the first day of the leave of absence. To ensure adequate management and staffing of the District in the event of the Fire Chief taking a temporary military leave of absence, the Fire Chief shall provide advance notice to the District Board of Directors.

Section 4. Compensation During Temporary Military Leave of Absence

- (a) Inactive Duty Training. The District does not provide paid temporary military leave of absence for periods of inactive duty training. (*See* Mil. & Vet. Code, § 395.01.)
- (b) Active Duty Training or Like Activity. A District employee who is on temporary military leave of absence for military duty ordered for purposes of active military training, encampment, naval cruises, special exercises, or like activity, and who has completed one year of either public agency service, recognized military service, or a combination of both prior to the day on which the absence begins, is entitled to receive his or her salary or compensation as a District employee for the first thirty (30) calendar days of a temporary military leave of absence, provided that:
 - (1) The period of ordered duty does not exceed 180 calendar days including time involved in going to and returning from the duty;
 - (2) Pay for those purposes may not exceed 30 calendar days in any one fiscal year. After the first 30 days of the temporary military leave of absence, the employee shall be deemed on leave without pay for the remaining temporary military leave during the same fiscal year;

Attachment A

- (3) During the first 30 days of the temporary military leave of absence, the employee shall be entitled to receive pay only for those shifts or fractions of shifts which the employee would have been scheduled to work and would have worked but for the military leave. In no event shall an employee be paid for time he or she would not have been scheduled to work during said military leave;
 - (4) The rate of pay and accrual of benefits shall be the same rate the employee would have received for shifts he or she would have been scheduled to work or scheduled for paid holiday leave, had he or she not been on military leave; and
- (c) National Guard Members. A District employee who is a member of the National Guard, and who is on temporary military leave to perform ordered military or naval duty during a proclaimed state of extreme emergency or active duty described in Section 146 of the Military & Veterans Code, shall be entitled to, without regard to the length of the employee's public service, his or her salary or compensation for the first thirty (30) days of the temporary military leave of absence, provided that:
- (1) The absence does not exceed the duration of such emergency;
 - (2) During the first 30 days of the temporary military leave of absence, the employee shall be entitled to receive pay only for those shifts or fractions of shifts which the employee would have been scheduled to work and would have worked but for the military leave. In no event shall an employee be paid for time he or she would not have been scheduled to work during said military leave;
 - (3) The rate of pay and accrual of benefits shall be the same rate the employee would have received for shifts he or she would have been scheduled to work or scheduled for paid holiday leave, had he or she not been on military leave; and

Section 5. Health Benefits During Temporary Military Leave of Absence

The District contracts with the California Public Employee Retirement System (CalPERS) for medical coverage for its employees. District employees may continue enrollment in the CalPERS health benefit plan while on paid or unpaid temporary military leave of absence for up to one year. (Gov. Code, § 22809.) The District will continue to pay the monthly medical contributions for an employee who is on paid temporary military leave of absence for active duty training, or a like activity, for the first 30 days of such leave. (*See Mil. & Vet. Code, § 395.01.*) The District will not pay the monthly medical contributions for an employee who is on unpaid temporary military leave of absence for inactive duty training, unless otherwise provided in an applicable Memorandum of Understanding. (*See id.*)

Section 6. Retirement Benefits During Temporary Military Leave of Absence

The Contra Costa County Employees' Retirement Association (CCCERA) administers defined retirement plan benefits for District employees. CCCERA's rules and policies shall govern employee retirement contributions and retirement service credit during a paid or unpaid temporary military leave of absence. (See CCCERA Participating Employers Handbook, § 2.)

Section 7. Other Benefits During Temporary Military Leave of Absence

A District employee who has been in the service of the District for a period of not less than one year prior to the date upon which a temporary military leave of absence begins, shall receive the same vacation, sick leave, and holiday privileges and the same rights and privileges to promotion, continuance in office, employment, reappointment to office, or reemployment that the employee would have enjoyed had he or she not been absent therefrom; excepting that an uncompleted probationary period, if any, in the public agency, must be completed upon reinstatement as provided by law or rule of the agency. (See Mil. & Vet. Code, § 395(d).)

Section 8. Rights Upon Return from Temporary Military Leave of Absence

Under state law, a District employee has an absolute right to be restored to the former office or position and status formerly had by him or her at the District upon the termination of temporary military duty. If the office or position has been abolished or otherwise has ceased to exist during his or her absence, he or she shall be reinstated to a position of like seniority, status, and pay if a position exists, or if no position exists the employee shall have the same rights and privileges that he or she would have had if he or she had occupied the position when it ceased to exist and had not taken temporary military leave of absence. (See Mil. & Vet. Code, § 395(c).)

THE FOREGOING RESOLUTION WAS ADOPTED this 16th day of May, 2018 at a regular meeting of the District Board of Directors held on May 16, 2018, at 22 Orinda Way, Orinda, California 94563, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: May 16, 2018

Craig Jorgens, Secretary
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Grace Santos
District Secretary / Clerk

Jonathan Holtzman
District Counsel



Moraga-Orinda Fire District

Fire Chief Dave Winnacker

TO: Board of Directors
FROM: Dave Winnacker, Fire Chief
DATE: May 16, 2018
SUBJECT: Item 11.3 – District Update and Activity Report: April 2018

OPERATIONS

1. Safety Committee Meeting
2. Contra Costa County Operations
3. Operations Committee
4. April Incident Totals:
 - EMS/Rescues 171
 - Structure Fires 1
 - Vegetation Fires 1
 - Vehicle Accidents 24
 - Alarms/Good Intent/Public Service/Etc. 81
 - Total: 278**

COMMUNICATIONS

1. Tablet Command, iPad implementation (MDT)
2. County Communication Meeting
3. Updated Radio Fleet Map

EMERGENCY PREPAREDNESS

1. On Saturday, April 6, Staff hosted the MOFD Communications-Support Unit meeting at Station 45. Twelve members of the unit attended and set up the training and event schedule for the remainder of Spring 2018. Events include supporting the Lamorinda CERT exercise on April 28th, the MOFD Open House in Orinda and the joint wildland fire training with EBMUD. The volunteers are also working on a digital data transmission project and reorganizing the first aid equipment on the support unit vehicle.
2. On Monday afternoon, April 9, Staff made a presentation to group of approximately 15 UC Berkeley graduate students regarding wildland fire suppression tactics and the Tubbs Incident. The students are studying applications for Geographic Information Systems (GIS) technology and will be producing projects and reports based on what happened in Sonoma County last fall.

3. On Monday evening, April 9, Staff co-presented with MOFD Fire Marshal, Kathy Leonard on fire safety with +/- 35 residents as part of the Lamorinda CERT monthly update training. The meeting was held in the Orinda Library's Garden Room. The presentations included segments on evacuation, creating and maintaining defensible space around structures and preparing for the upcoming fire season.
4. On Tuesday, April 10, Staff attended the Contra Costa County Communications Group meeting in Pleasant Hill. The group is working to coordinate communications issues and equipment between the fire agencies in the county.
5. On Wednesday evening, April 11, Staff attended the Lafayette Emergency Preparedness Commission meeting. The commission continues to develop Emergency Operations Plan annexes. They are also working on a second (annual) Lamorinda Emergency Preparedness Fair to be held on July 21 from 9-1 at Saint Mary's College. Staff is assisting by arranging static displays for several public safety helicopters the day of the fair.
6. On Thursday, April 19, Staff made a presentation related to the use of prescribed fire as an integrated pest management (IPM) tool to about 20 East Bay Municipal Utility District staff in Orinda. The talk was part of EBMUD's IMP training for Rangers and other maintenance staff.
7. On Thursday afternoon, April 19, Staff attended a meeting at Sleepy Hollow School with school staff and parents. During the meeting the group reviewed the school's site safety plan. Staff provided background regarding how MOFD might respond to a wildland fire that threatened the school, potential evacuations and school emergency preparedness.
8. On Thursday evening, April 19, Staff hosted training for 10 MOFD Communications-Support Unit volunteers on the Daniels Portable Repeater System. The District has been issued a portable repeater (valued at +/- \$35k) that can be operated by the Comm-Support group in an emergency. Kody Kerwin from Contra Costa County Fire Communications was the lead instructor.
9. On Saturday, April 21, Staff assisted the Lamorinda Radio Interest Group with their Grizzly Peak repeater site clean-up. The site is also the home of our MOFD/CERT GMRS repeater. The bi-annual clean-up is part of an agreement with the facility owner to provide space to the group at low cost in exchange for site maintenance. 15 volunteers participated in the event.
10. On Monday, April 23 and Tuesday, April 24, Staff attended the Northern California Prescribed Fire Council meeting in Mt. Shasta, CA. About 50 attendees from private, local government, state, and federal agencies attended the meeting. The focus of the

meeting was to share ideas and practices surrounding the safe use of prescribed fire to manage fuels and other values on the landscape.

11. On Wednesday, April 25, Staff attended the first walk thru meeting for the 2018 Urban Shield- Green Command exercise at the Concord Naval Weapons Station (now termed MOTCO). Staff is assisting with the exercise as part of the Public Information function. 100 CERT team members will report to the site on September 8th to participate in the exercise.
12. On Saturday, April 29, Staff worked with our volunteers at Lamorinda CERT to host the 2018 CERT exercise at MOFD station 41. Approximately seventy CERT members and volunteer victims from the community participated in the exercise. The training station included Disaster Medical, Triage, Neighborhood Rapid Needs Assessment, Cribbing and Lifting, and Fire Extinguisher Use. The crew from engine 45 (Captain Dick, Engineer Matthews and Firefighter/Paramedic Brashem) assisted with the training. See photo.



TRAINING

1. Continued training 12 additional personnel to become TDA drivers and tiller operators
2. Attended L958 Operations Section Chief class in Mather, CA
3. Four days of Recruit orientation, training, and ridealongs
4. Conducted Apparatus Committee meeting to discuss implementation of new engines and TDA

APPARATUS

1. Continued Annual Servicing of Apparatus
2. New Engine Training

EMS

1. Certification audit of all personnel completed (on-going)
2. Ambulance compliance monitored (on-going)
3. CQI & PCR audited (on-going)
4. Ensure medical medication and supplies stock (on-going)
5. Provide administrative support for annual fee schedule adjustment
6. Attended mandatory County Ambulance Provider meeting
7. Attended Contra Costa Medical Advisory Committee
8. Attended Contra Costa County Taskforce meeting on ambulance wall time
9. Monitor budgetary expenditures (on-going)
10. Developed preliminary FY18/19 budget

SUPPORT SERVICES

1. Provided facilities maintenance support (on-going)
2. Monitor budgetary expenditures (on-going)
3. Facilitated temporary fire station 43 repairs
4. Developed preliminary FY18/19 budget
5. Annual generator maintenance completed
6. Station 42 sprinkler system service completed
7. Obtaining cost estimates for Station 44 traffic alert system upgrades

ADMINISTRATIVE SERVICES

1. Continued development of the 2018/19 Annual Operating Budget
2. Submitted requested information to the Department of Homeland Security/FEMA for a SAFER Grant desk-based financial monitoring review.
3. Attended negotiations meetings with Local 1230
4. Attended Ad Hoc Labor Negotiations Subcommittee
5. Completed semi-annual information technology back-up restoration test
6. Began CCCERA employer audit process
7. Opened battalion chief promotional recruitment
8. Obtained bids and completed contract process for replacement portable sound and recording system.
9. Attended Administrative Committee meeting
10. Processed one employee separation