



# Moraga-Orinda Fire District

## Board of Directors

REGULAR MEETING

June 20, 2018

**6:00 p.m. CLOSED SESSION**

**7:00 p.m. OPEN SESSION**

**PLEASE NOTE NEW MEETING ADDRESS:**

Sarge Littlehale Room

22 Orinda Way

Orinda, CA 94563

1. OPENING CEREMONIES

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

2. PUBLIC COMMENT

The public is invited to speak on any 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)

4. RECONVENE THE MEETING

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

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

7.1. **Meeting Minutes – May 16, 2018, June 6 and 11, 2018**

Staff Recommendation: Approve and File

7.2. **Monthly Incident Report for May 2018**

Staff Recommendation: Approve and File

7.3. **Monthly Check/Voucher Register**

Staff Recommendation: Approve and File

7.4. **Monthly Financial Report**

Staff Recommendation: Approve and File

8. REGULAR AGENDA

8.1. **Approval of One Month Extension of District's Payment of Enhanced Medical Insurance Contribution Rates**

Staff will present information to the Board regarding an approval of a one-month extension of District's payment of Enhanced Medical Insurance Contribution Rates.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve One Month Extension of District's Payment of Enhanced Medical Insurance Contribution Rates

8.2. **Adoption of Annual Operating Budget Fiscal Year 2018/19**

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

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt the proposed Annual Operating Budget Fiscal Year 2018/19; 4) Notwithstanding the budgeted amount of funds designated for transfer to the Trust, the actual transfer amount shall be finally determined by the Board in a subsequent Board action

8.3. **Resolution 18-12 Establishing the District's Annual Appropriations Limit for Fiscal Year 2018/19**

Staff will present information regarding Resolution 18-12 Establishing the District's Annual Appropriations Limit for Fiscal Year 2018/19.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 18-12 Establishing the District's Annual Appropriations Limit for Fiscal Year 2018/19

8.4. **Resolution No. 18-13 Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services**

Staff will present information to the Board regarding Resolution 18-13 Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 18-13 Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services

8.5. **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

8.6. **Changing the Election of Directors from Division (District), to Election of Directors at Large**

Staff will present information to the Board regarding changing the election of Directors from division (district), to election of Directors at large.

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

8.7. **Election of an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board**

Staff will present information to the Board regarding the Election of an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Vote for a candidate, complete and return the signed ballot to Contra Costa LAFCO by email by June 30, 2018

9. COMMITTEE REPORTS

9.1. **Finance Committee (Directors Anderson and Jorgens)**

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

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

9.4. **Audit Ad Hoc Committee (Director Jex)**

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

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

10. ANNOUNCEMENTS

- 10.1. **Brief information only reports related to meetings attended by a Director at District expense**  
(Government Code Section 53232.3(d))
- 10.2. **Questions and informational comments from Board members and Staff**
- 10.3. **Fire Chief Updates – May 2018**
- 10.4. **Communications Received**
- 10.5. **Future Agenda Items**

11. ADJOURNMENT

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

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

I hereby certify that this agenda in its entirety was posted on June 15, 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 Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

May 16, 2018



### 1. Opening Ceremonies

The Board of Directors convened in Open Session at 5:30 P.M. on May 16, 2018 at the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California. President Barber was absent and Director Jex participated via conference call. Director Jorgens called the meeting to order. Present were the following Directors and Staff:

Director Anderson	Director Jex (teleconference)	Jonathan Holtzman, District Counsel
Director Famulener	Dave Winnacker, Fire Chief	Gloriann Sasser, Admin Services Director
Director Jorgens	Jeff Sloan, District Counsel	Christine Russell, HR Benefits Manager

### 2. Public Comment

There was no comment from the public.

### 3. Closed Session

At 5:30 P.M., the Board adjourned into Closed Session.

### 4. Reconvene the Meeting

Director Jorgens reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:04 p.m. Present were the following Directors and Staff:

Director Anderson	Grace Santos, District Clerk	Jonathan Holtzman, District Counsel
Director Famulener	Dave Winnacker, Fire Chief	Gloriann Sasser, Admin Services Director
Director Jorgens	Kathy Leonard, Fire Marshal	Christine Russell, HR Benefits Manager
Director Jex (teleconference)		

### 5. Report of Closed Session Action

Director Jorgens 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

Craig Schlatter gave a special thank you to MOFD Engineer Dan Elbanna, Firefighter Steve Rogness, Firefighter-Paramedic Kevin Brashem, Captain-Paramedic Jon Bensley, Engineer-Paramedic Jon Ford, Firefighter-Paramedic Katy Himsl, and Battalion Chief Sean Perkins for keeping him alive on April 21, 2018.

MOFD Engineer Dan Elbanna presented additional information regarding Mr. Schlatter's incident. Dispatch time was at 9:07AM, the crew arrived on scene at 9:09AM, the paramedics attached the defibrillation pads on Mr. Schlatter and began shocking him at 9:11AM. Engineer Elbanna identified Firefighter-Paramedic Kevin Brashem as having done an amazing job. He arrived on scene, assessed the situation, attached the pads, analyzed correctly and began defibrillation within two minutes of arriving. The Lucas device was attached and utilized one minute later. The Lucas device is a device that administers compressions and frees up the paramedics so they can concentrate on one of the many other tasks.

Mr. Gordon Nathan, President of Rescue One Foundation, commented on how pleased he was to receive the news. Rescue One is pleased and proud to be able to buy specialized equipment, such as the Lucas device, through community donations. The community should be proud to have wonderful paramedic staff who is trained and know how to use this type of equipment.

### 7. Regular Agenda

#### 7.1 Public Hearing

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.

Director Jorgens opened the public hearing to accept comments from the public. There was no comment from the public and Director Jorgens closed the public hearing.

The Board directed staff to proceed with the exterior hazard control process.

Chief Winnacker announced that the District mailed out several thousand letters to residents located in the Very High Fire Hazard Severity Zones and to residents whose properties front the primary evacuation routes. The three-page notice included a letter admonishing them that District Fire Code Ordinance 16-02 applies to their property and a copy of the Exterior Hazard Control Standards. The mailing is based on feedback from the community that many residents are not reading the back of the postcard mailer that the District sends out each year. They look at the front of the postcard with the picture, but are not paying attention to the requirements listed on the back.

Following June 15, 2018, Fire Prevention staff will be conducting inspections, noting properties that are not in compliance and issuing 30-day violation notices to abate. The District's goal is to reduce the vegetation and risk, not to issue citations. We will work collaboratively with homeowners, working on past due efforts to get parcels up to compliance with the Exterior Hazard Abatement Ordinance. If residents are home, staff can meet with them and conduct assessments. If no one is home, the notices will be posted to their door. The inspections will begin at headquarters and make its way east and west down the main thoroughfares.

Mr. Robert Lipp asked if violation notices will only be issued to properties along the evacuation routes. Chief Winnacker explained that inspections are primarily complaint-driven. The District will receive and respond to all weed abatement complaints, and if violations exist, notices will be issued. Evacuation routes have a major impact on the community as a whole and failure to abate properties along those routes have the potential for an outsized impact on the population.

## 8. **Consent Agenda**

Motion by Director Famulener and seconded by Director Anderson to approve and file items 8.1 Meeting Minutes, 8.2 Monthly Incident Report, 8.3 Monthly Check/Voucher Register, 8.4 Monthly Financial Report, 8.5 Quarterly Treasurer's Investment Report, and 8.6 Approval of Payment to Contra Costa County Fire Protection District for Dispatching and Communications Services. Said motion carried a 3-0 roll-call vote (Ayes: Famulener, Jex and Jorgens; Abstain: Anderson; Absent: Barber).

## 9. **Regular Agenda**

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

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.

Director Jorgens asked to remove the sixth paragraph in the resolution that reads, "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 services fees." He feels that it is unnecessary and there has been historical controversy about it.

District Counsel Holtzman stated that there is no legal requirement that states the paragraph must be included. The language that is important to keep are those that relate to Proposition 218.

Motion by Director Jorgens and seconded by Director Famulener to strike the sixth paragraph from the resolution and adopt Resolution 18-08 Establishing the 2018/19 Fire Flow Tax Rates for the Orinda and Moraga Service Zones. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Famulener, Jex and Jorgens; Absent: Barber).

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

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.

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.

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.

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.

Director Famulener stated that she would be opposed to determining the winner by a lot in the event of a tie vote and felt that a run-off election would be more appropriate. She asked if the Board could also discuss moving to a district-wide election. When the District was formed, the theory was that there would be elections by division for the first four years, then the ballot would include changing to elections by district after the four years was up. Director Famulener stated that the Board should discuss the issue to decide if it should be put on the ballot.

Director Anderson asked prior MOFD Director Richard Olsen if he could comment on the issue. Mr. Olsen stated that the intent of the group was to have two directors who would represent the City of Orinda, two who would represent the Town of Moraga, and one who would represent a split district that incorporated a 50/50 division that also included Canyon. As he recalled, the Board thought that perhaps in the future they might consider Fire District-wide elections.

District Counsel Holtzman stated that the discussion is going outside what is on the agenda and the issue needs to be properly noticed before discussions could occur.

Director Famulener stated that the Board cannot vote on the resolution as presented if they decide to change to district elections.

Director Jorgens directed staff to research what it would take to switch to district-wide elections. He would like to know what it takes to change the District's voting structure.

District Counsel Holtzman stated that staff would look into it and bring it back at a subsequent meeting for the Board to discuss.

Motion by Director Famulener and seconded by Director Jorgens to postpone discussion on Resolution 18-09 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order. The Board also directed staff to include an item on a future agenda to discuss district-wide elections. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Famulener, Jex and Jorgens; Absent: Barber).

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

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.

Mr. Richard Olsen thanked Director Famulener for including his May 1 letter to the Board and commented on the difficult decisions the MOFD Board is currently facing. The unfunded pension and OPEB liabilities are daunting and should be reasonably addressed, however, he also believed that equal and full consideration needs to be given to the value of the MOFD employees. Their experience, skills and dedication to their jobs are invaluable and Mr. Olsen urged the Board not to make any irreversible decisions that they may greatly regret.

Director Famulener stated that she has a problem putting \$1M into an irrevocable trust while in the middle of labor negotiations. She stated that President Barber believed that the money could be put into the irrevocable trust with the intent of withdrawing it later to balance the budget. Special districts are not allowed to invest money and can only put the general fund money into a bank account, that makes virtually nothing, or into an irrevocable trust for pensions. The District hired an expensive investment firm and agreed to invest the money with some serious degree of risk, and did so on the theory that the money would be in there for 20-30 years. The District cannot put the money in an irrevocable trust to make money on it and then withdraw it. It is not possible.

District Counsel Holtzman explained that if the money is deposited in an irrevocable trust, it is irrevocable and cannot be taken out of the trust, except for the purposes of the trust, such as funding, pension, OPEB, etc. By saying that you are going to budget that amount does not irrevocably devote that money to the trust until it is actually deposited into the trust.

Chief Winnacker stated that deposits are made in January, not on July 1, unless additional direction is provided by the Board.

Director Jorgens stated that he believed a special separate vote would have to be made to actually fund the trust. It does not happen during the budget process, but instead during a special annual vote to put money into the trust.

ASD Sasser stated that once the pension and OPEB contributions are appropriated in the budget, that is the authority to transfer the money, however, the transfer is not made until January. The first chunk of the money is usually received in December, and when the cash balance goes up in January, the money is transferred to PARS for the OPEB and pension.

Director Jorgens asked how much the District spends annually on its pension contributions to CCCERA, and how much is left in the balance after. ASD Sasser stated that the District spends over \$4M on its pension contributions, and less than \$1M is left in the pension trust. Director Jorgens stated that the District could use the money for the legitimate purpose of the trust to pay part of the annual contribution. ASD Sasser stated that he was correct. The money that is put into the trust must be used for pension contribution.

Director Jex stated that it was his understanding that if for any reason there was a shortfall, the District would be able to withdraw money out of the trust to pay CCCERA for the pension obligation.

Director Famulener commented that the District could use the money to pay CCCERA, but not to balance the budget. She felt that it would be an extremely inappropriate thing to do since the District is at the beginning of union negotiations. The money should be held in the general fund until new contracts have been negotiated. The District still has \$2M a year coming into its general fund in a couple years when the bond is paid off, which means even bigger deposits could be made to the pension fund at that time if the Board chooses to do so. She suggested putting \$400K into the fund right now and leave the rest in the general fund until a final union contract is negotiated.

Chief Winnacker stated that the budget as presented assumes there will be no raise next year. The only increase in salaries that were computed in the budget is the 1% raise that was due on June 1<sup>st</sup> in the current MOU. If negotiations resolve at something other than a 0% raise for the life of the contract, staff would have to present an updated and revised budget to the Board. At that time, the budget would have to be reconsidered and readopted in light of the new reality at the conclusion of negotiations, assuming that negotiations have concluded prior to January 2019.

Director Famulener stated that is the reason why she suggests budgeting a lower amount for now, and reminded everyone that the last negotiations took four years to complete.

Director Jorgens stated that the District can take whatever money it contributes to fund the necessary CCCERA obligations for this year.

Director Famulener stated that the way she reads it, the PARS contract as written by Meyers Nave, states that the District can give 30-days notice to withdraw all its money from PARS. It would have to roll over and it can all be paid in one lump sum to CCCERA. The District cannot take small amounts out of the irrevocable trust, it does not work that way.

District Counsel Holtzman commented that he has not reviewed the PARS contract, but that it would be very unusual because the whole point of a 150 trust is to be able to take some of that money out and use it to pay down pension obligations.

ASD Sasser stated that there is a withdrawal form and the District can withdraw to pay pension costs. The entire balance of the account does not have to be withdrawn – the organization can withdraw whatever amount is needed.

Director Famulener stated that information was not included in any of the paperwork she was given and feels that the District is trying to find a way to make it look as if it does not have any money for pay raises when it does. The District looks as if it is trying to hide money in the middle of labor negotiations, which is wrong. The money should be left in the general fund until an MOU has been negotiated.



Chief Winnacker stated that he would make sure Director Famulener is given the appropriate paperwork, and announced that the budget will be presented to the Board again on June 20, 2018 for adoption.

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

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.

Director Anderson asked Chief Winnacker if the District will have someone stand in his stead while he is out. Chief Winnacker stated that he will maintain email and telephone connectivity and return for the regular meeting on June 20.

Motion by Director Famulener and seconded by Director Anderson to adopt Resolution No. 18-10 Adopting Amendment-1 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Famulener, Jex and Jorgens; Absent: Barber).

**9.5 Resolution 18-11 Establishing a Temporary Military Leave Policy**

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 recommended the Board adopt Resolution No. 18-11 Establishing a Temporary Military Leave Policy.

Motion by Director Famulener and seconded by Director Jex to adopt Resolution No. 18-11 Establishing a Temporary Military Leave Policy. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Famulener, Jex and Jorgens; Absent: Barber).

**10. Committee Reports**

**10.1 Finance Committee (Directors Anderson and Jorgens)**

There was nothing to report.

**10.2 Pension Review Ad Hoc Committee (Directors Barber and Jorgens)**

There was nothing to report.

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

There was nothing to report.

**10.4 Audit Ad Hoc Committee (Director Jex)**

There was nothing to report.

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

There was nothing to report.

**10.6 Labor Negotiations Ad Hoc Committee (Directors Anderson and Jorgens)**

There was nothing to report.

**11. Announcements**

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

There was nothing to report.

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

Director Famulener announced that the next County Fire Boards and Commissioners meeting will be on June 21, 2018. Someone from the Contra Costa County Office of the Sheriff will be giving a presentation on the Marine Services Unit.

### 11.3 Fire Chief Updates

Engineer Elbanna announced that the second day of the "Fill the Boot" campaign will be on May 17, 2018, in Orinda, and the Moraga "Fill the Boot" was on May 9, 2018. The campaign is to raise money for the Muscular Dystrophy Association to send children with muscular dystrophy to summer camp. The Orinda open house brought in 648 people to Station 45 and the Moraga-Orinda Professional Firefighters Association raised \$719.75 through the hot dog fundraiser, which it will present to the Alisa Ann Ruch Burn Foundation on May 21, 2018. They also raised \$500 for breast cancer research by selling pink MOFD t-shirts.

Chief Winnacker gave a brief update on the Station 43 project and reported on the dramatic drop off within the last two months on turn-out times. He also reported on the garage fire on Corliss in Moraga. It was a fully involved garage fire, and the fact that it did not get into the main structure is indicative of the good turn-out times and speed with which the crews arrived, their efficiency and skill with the hose lines and functions of firefighting that allowed them to contain it.

Director Famulener asked Chief Winnacker to provide email updates to the Board whenever major incidents such as this is happening. Chief Winnacker stated that he would make sure to do so.

Chief Winnacker announced that Berkeley Fire recently purchased MOFD's boat, which they purchased for \$20,162.00.

### 11.4 Communications Received

There was nothing to report.

### 11.5 Future Agenda Items

There was nothing to report.

## 12. Adjournment

At 8:00 P.M., Director Jorgens called for adjournment of the regular meeting.

  
\_\_\_\_\_  
Grace Santos, District Secretary/Clerk

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

# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

June 6, 2018



### 1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on June 6, 2018 at the Hacienda Conference Room, 2100 Donald Drive, Moraga, California. President Barber called the meeting to order. Present were the following Directors and Staff:

Director Anderson	Director Jex	Gloriann Sasser, Admin Services Director
President Barber	Director Jorgens	
Director Famulener	Jeff Sloan, District Counsel	

### 2. Public Comment

There was no comment from the public.

### 3. Closed Session

At 6:00 P.M., the Board adjourned into Closed Session. Fire Chief Winnacker participated via conference call at 8:04 p.m.

### 4. Reconvene the Meeting

President Barber reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 8:42 p.m. Present were the following Directors and Staff:

Director Anderson	Director Jex	Jeff Sloan, District Counsel
President Barber	Director Jorgens	Gloriann Sasser, Admin Services Director
Director Famulener	Dave Winnacker, Fire Chief	

### 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); and 3.3 Conference with Labor Negotiator (Employee Organization: Moraga-Orinda Fire Chief Officers Association).

### 6. Public Comment

There was no comment from the public.

### 7. Adjournment

At 8:42 P.M., President Barber called for adjournment of the regular meeting.

A handwritten signature in blue ink that reads "Grace Santos".

Grace Santos, District Secretary/Clerk

# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

June 11, 2018



### 1. Opening Ceremonies

The Board of Directors convened in Open Session at 3:45 P.M. on June 11, 2018 at the Sarge Littlehale Conference Room, 22 Orinda Way, Orinda, California. President Barber called the meeting to order. Present were the following Directors and Staff:

Director Anderson	Director Jex	Dave Winnacker, Fire Chief
President Barber	Director Jorgens	Gloriann Sasser, Admin Services Director
Director Famulener	Jeff Sloan, District Counsel	Christine Russell, HR Benefits Manager

### 2. Public Comment

There was no comment from the public.

### 3. Closed Session

At 3:45 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 5:45 p.m. Present were the following Directors and Staff:

Director Anderson	Director Jex	Dave Winnacker, Fire Chief
President Barber	Director Jorgens	Gloriann Sasser, Admin Services Director
Director Famulener	Jeff Sloan, District Counsel	Christine Russell, HR Benefits Manager

### 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); and 3.3 Conference with Labor Negotiator (Employee Organization: Moraga-Orinda Fire Chief Officers Association).

### 6. Public Comment

There was no comment from the public.

### 7. Adjournment

At 5:45 P.M., President Barber called for adjournment of the regular meeting.

A handwritten signature in blue ink that reads "Grace Santos".

Grace Santos, District Secretary/Clerk

### 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>May, 2018</i>					<i>Totals</i>
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Structure Fires	Veg Fires	Vehicle Accidents	
Incident Totals	95	185	1	4	19	304
Median Turnout	1.38	1.22	2.01	0.70	1.33	1.27
Median Resp Time	6.43	5.42	7.73	10.58	6.08	6.11
Resp Time (90th%)	10.73	9.63	11.93	16.76	12.87	11.27

#### 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>May, 2018</i>			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	79	1.19	4.80	8.38
	All Other Types	20	1.02	7.06	8.57
	Totals for City	99	1.16	5.48	8.48
Moraga	EMS / Rescue	70	1.18	3.80	6.37
	Structure Fires	1	2.22	6.28	6.28
	All Other Types	9	1.42	4.22	6.00
	Totals for City	80	1.32	3.87	6.28
Lafayette	EMS / Rescue	12	1.18	6.07	10.52
	All Other Types	3	1.52	6.30	7.15
	Totals for City	15	1.28	6.18	10.52
Overall Total		194	1.22	4.64	8.09

#### Response Totals By Incident Type

	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Total
All Others (Alarms / Pub Service / Etc.)	110	128	135	129	147	118	101	107	88	103	80	95	1,341
EMS / Rescue	164	170	170	168	175	161	187	198	163	191	172	185	2,104
Structure Fires	4	5	3	2	4	1	2	1	1	1	1	1	24
Veg Fires	4	6	3	2	2	2	2	1	1	1	1	4	23
Vehicle Accidents	23	9	11	14	20	14	13	18	15	27	24	19	207
Grand Total	305	318	322	313	348	293	304	325	268	321	278	304	3,699

**Incident Types**

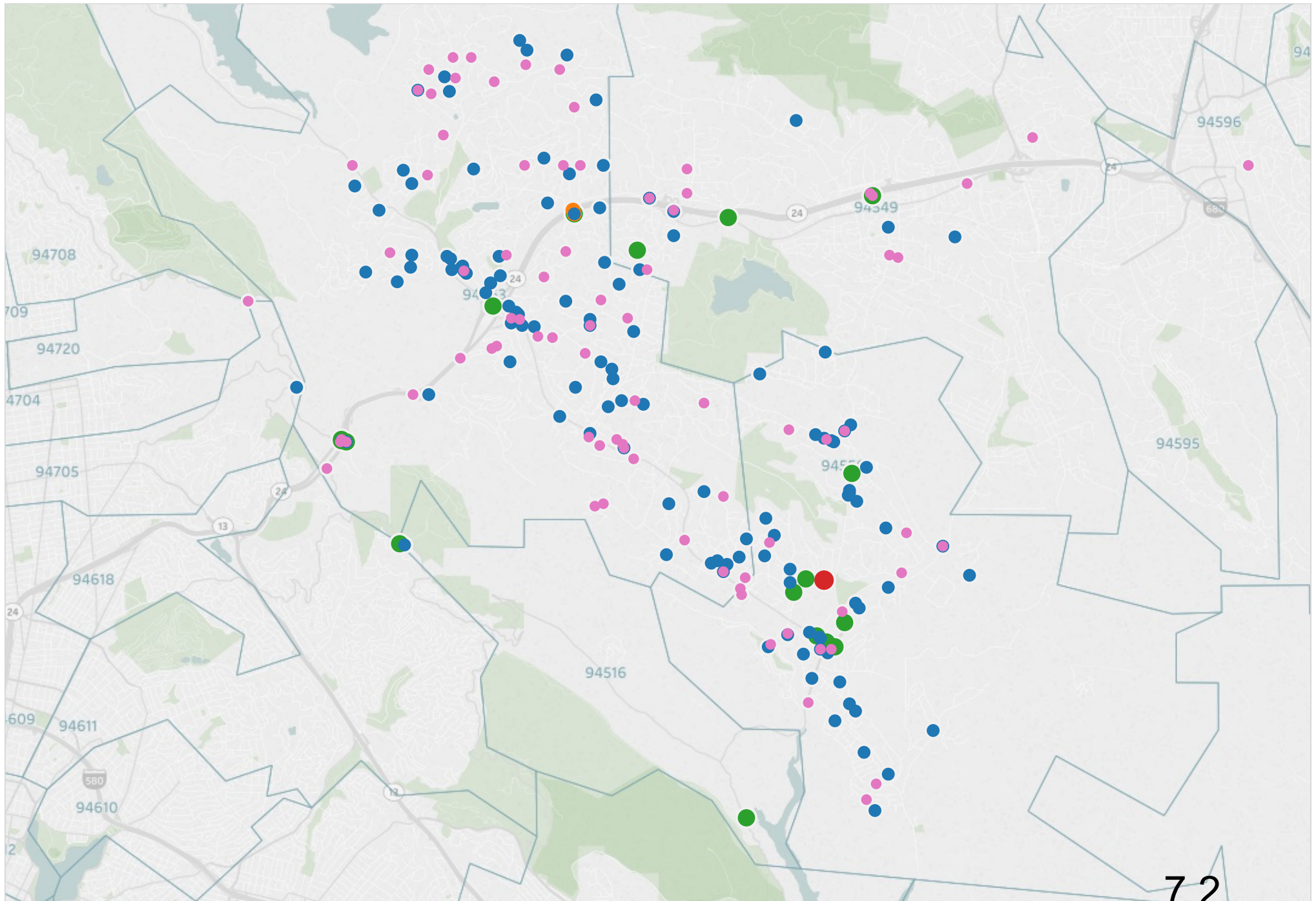
■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

■ Veg Fires

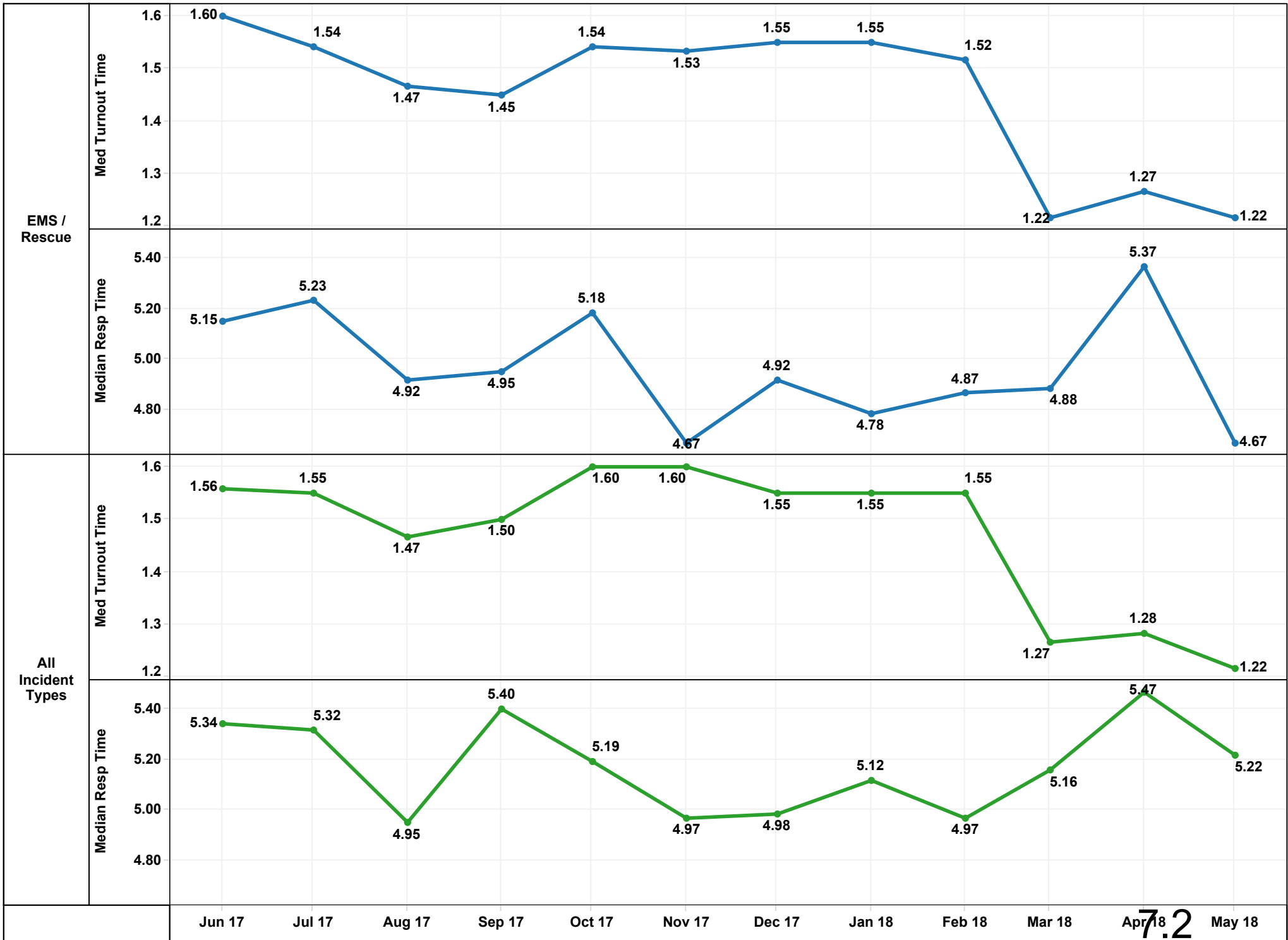
■ Vehicle Accidents

■ Structure Fires

**Incident Location Map for MOFD May 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



7.2

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 5/1/2018 Through 5/31/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25851	5/30/2018	Michael Murphy	4,775.32	ADPP-M. Murphy June
25963	5/3/2018	ADT Security Services	42.99	Services 05/4/18-06/03/18- Admin bldg. burglar sy
	5/3/2018	ADT Security Services	40.33	Services 05/4/18-06/03/18- Admin bldg. camera
	5/3/2018	ADT Security Services	65.73	Services 05/9/18-06/08/18- Station 45
25964	5/3/2018	Jacob Airola	200.00	Paramedic Licence renewal-J. Airola
25965	5/3/2018	American Messaging	31.55	Paging Service May 2018
25966	5/3/2018	Bandwidth.com, Inc.	420.44	Service 05/1/18-05/31/18
25967	5/3/2018	Bay Area Air Quality Manage...	215.00	Annual permit renewal- # B100193F100228- St. 45 thru 6/1/19
25968	5/3/2018	Bay Area Jump	131.10	Fire Truck jump house-Open House 5/5/18
25969	5/3/2018	FASIS - Calif Bank and Trust	180,187.00	4th Qtr FY17/18 Workers Comp
25970	5/3/2018	California Diesel & Power	400.00	Generator inspection-Station 41
	5/3/2018	California Diesel & Power	425.00	Generator inspection-Station 42
	5/3/2018	California Diesel & Power	400.00	Generator inspection-Station 44
	5/3/2018	California Diesel & Power	400.00	Generator inspection-Station 45
25971	5/3/2018	Comcast	86.28	8155 40 005 0208428 Station 41-04/29/18-05/28/18
	5/3/2018	Comcast	86.28	8155 40 005 0208436 Station 42-04/24/18-05/23/18
25972	5/3/2018	CPR Training Center	900.00	PALS renewal at MOFD for 6 on 3/26/18
25973	5/3/2018	Definitive Networks, Inc.	19,366.00	Service coverage for April 2018
25974	5/3/2018	Dell Financial Services	570.70	Rental & Admin Fee 04/13/18-05/12/18 A/C #001-8402535-008
25975	5/3/2018	EBMUD	178.40	Water 02/01/18-04/05/18 3/4" meter
	5/3/2018	EBMUD	458.56	Water 02/01/18-04/05/18 6" meter
	5/3/2018	EBMUD	279.16	Water 02/13/18-04/16/18
25976	5/3/2018	Gill's Electric Company, Inc	1,740.00	Station 44-Exterior lighting replacement
25977	5/3/2018	GovInvest Inc.	11,900.00	Pension Implementation and Licensing fees 2018
25978	5/3/2018	Greg Kennedy	1,800.00	1st quarter 2018 EMS training/prep
25979	5/3/2018	Lucas Lambert	200.00	Paramedic Licence renewal-L. Lambert
25980	5/3/2018	L.N. Curtis & Sons	216.81	Structure boots-Epperson
	5/3/2018	L.N. Curtis & Sons	424.14	Structure boots-Rattary
	5/3/2018	L.N. Curtis & Sons	277.31	Wildland boots-Costanza
	5/3/2018	L.N. Curtis & Sons	460.18	Wildland coat-Academy
25981	5/3/2018	Fred Lothrop	98.80	Reimb.-Volunteer uniform-F. Lothrop
25982	5/3/2018	Julie Luckenbach	98.80	Reimb.-Volunteer uniform-J. Luckenbach
25983	5/3/2018	Michael Murphy	4,775.32	ADPP-M. Murphy May
25984	5/3/2018	Gordon Nathan	98.80	Reimb.-Volunteer uniform-G. Nathan
25985	5/3/2018	Lawrence Olson	100.00	Reimb.-Volunteer uniform-L. Olson
25986	5/3/2018	PLIC- SBD Grand Island	116.55	May 2018
25987	5/3/2018	Reinholdt Engineering Constr...	506.20	Fuel pump repair-Station 45
	5/3/2018	Reinholdt Engineering Constr...	2,421.55	Station 41 fuel pump repair
	5/3/2018	Reinholdt Engineering Constr...	382.63	Station 45 fuel pump repair
25988	5/3/2018	Keith Riley	100.00	Reimb.-Volunteer uniform-K. Riley
25989	5/3/2018	Grace Santos	43.68	Shoes
25990	5/3/2018	Duncan Seibert	98.80	Reimb.-Volunteer uniform-D. Seibert
25991	5/3/2018	Snowy River EMS Production...	1,470.00	PHTLS recert class for 6 on 4/25/18
25992	5/10/2018	Alisa Ann Ruch Burn Foundati...	719.75	Open House fundraiser proceeds
25993	5/10/2018	AFSCME Council 57	183.47	Period Ending 04/30/18
25994	5/10/2018	Airgas USA, LLC	304.24	Tank Rental-Station 41- #2118770 -April 2018
	5/10/2018	Airgas USA, LLC	38.05	Tank Rental-Station 44- #2902766 -April 2018
	5/10/2018	Airgas USA, LLC	271.48	Tank Rental-Station 45- #2867225 -April 2018
25995	5/10/2018	ALSCO - American Linen Divi...	634.68	April 2018 linen
25996	5/10/2018	American Fidelity	2,243.51	Period Ending 04/30/18
	5/10/2018	American Fidelity	1,411.02	Supplemental deductions-Period Ending 04/30/18
25997	5/10/2018	Bound Tree Medical, LLC	5,635.00	Misc supplies
	5/10/2018	Bound Tree Medical, LLC	41.31	Oxygen nasal cannula
	5/10/2018	Bound Tree Medical, LLC	225.12	Sodium chloride
25998	5/10/2018	Janet Brandi-Rouff	50.00	Shoes



**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 5/1/2018 Through 5/31/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25999	5/10/2018	FASIS - Calif Bank and Trust	2,430.54	Overpayment check 131012 Claim # 18003654
26000	5/10/2018	Definitive Networks, Inc.	19,166.00	Service coverage for December 2017
26001	5/10/2018	ECMS, Inc.	6,003.84	PPE inspections
26002	5/10/2018	FDAC EBA	1,358.70	January 2018 vision
	5/10/2018	FDAC EBA	1,585.44	May 2018 vision
26003	5/10/2018	HdL Coren & Cone	3,150.00	Contract services-Property taxes 04/01/18-06/30/18
26004	5/10/2018	IAFF Local 1230 Dues	7,537.51	Period Ending 04/30/18
26005	5/10/2018	IAFF Local 1230 Insurance	1,717.45	Period Ending 04/30/18
26006	5/10/2018	International Institute of Munic...	160.00	Annual membership 7/1/18-6/30/19-G. Santos
26007	5/10/2018	L.N. Curtis & Sons	7,418.09	2 24" Dual powered PPV fans-Truck 44
	5/10/2018	L.N. Curtis & Sons	1,065.75	Rectangular Proseries Stainless Stretcher
	5/10/2018	L.N. Curtis & Sons	2,596.95	Structure coat and pants-Brandi-Rouff
	5/10/2018	L.N. Curtis & Sons	924.58	Wildland coats-Larson/Schwedhelm
26008	5/10/2018	National Construction Rentals	34.26	Overhead meter pole-0001 monthly rental-05/02/18-05/29/18
26009	5/10/2018	Office Depot	414.53	3 toner cartridges
26010	5/10/2018	Pacific Office Automation	283.70	Copies 01/25/18-04/25/18
26011	5/10/2018	Paymentus Group, Inc.	201.72	Credit card fees-April 2018
26012	5/10/2018	Republic Services	485.72	May 2018 Trash A/C#302100093245
	5/10/2018	Republic Services	93.09	May 2018 Trash A/C#302100094052
	5/10/2018	Republic Services	465.77	May 2018 Trash A/C#302100095331
	5/10/2018	Republic Services	93.09	May 2018 Trash A/C#302100108522
26013	5/10/2018	Shah Kawasaki Architects	8,527.62	Services 04/01/18 to 04/30/18
26014	5/10/2018	Smart Clean Building Mainten...	245.00	May 2018 cleaning service
26015	5/10/2018	Staples Advantage	178.03	Batteries
	5/10/2018	Staples Advantage	80.19	Misc. supplies-Station 42
	5/10/2018	Staples Advantage	64.97	Misc. supplies-Station 44
26016	5/10/2018	Verizon Wireless	14.48	Account 623714059-00003 Service 03/24/18-04/23
	5/10/2018	Verizon Wireless	69.06	Account 623714059-00004 Service 03/24/18-04/23
26046	5/21/2018	ADP, Inc.	393.89	ADP Payroll Fees ending 03/31/18
	5/21/2018	ADP, Inc.	1,005.35	HR/Benefit Workforce processing& Payroll fees en 4/30/18
	5/21/2018	ADP, Inc.	611.46	HR/Benefits Workforce processing fees ending 4/30/18
26047	5/21/2018	Bay Area News Group	342.28	Weed abatement notice-4/25/18
26048	5/21/2018	Jon Bensley	200.00	Paramedic licence renewal-J. Bensley
26049	5/21/2018	Biomedical Waste Disposal	79.00	May 2018 Medical Waste A/C #0349
	5/21/2018	Biomedical Waste Disposal	79.00	May 2018 Medical Waste A/C #0350
26050	5/21/2018	CCC Fire Protection District	179,691.00	FY 2017-18 Dispatch Services
26051	5/21/2018	Comcast	86.21	8155 40 006 0191002 Station 44-05/14/18-06/13/18
	5/21/2018	Comcast	86.21	8155 40 006 0191028 Station 43-05/14/18-06/13/18
26052	5/21/2018	Consolidated CM	16,358.85	Management services 04/01/18-04/27/18
26053	5/21/2018	Dell Financial Services	302.46	Rental & Admin Fee 06/01/18-06/30/18 A/C #001-8402535-009
26054	5/21/2018	ECMS, Inc.	5,761.26	PPE Inspections
26055	5/21/2018	Entenmann-Rovin Co.	449.84	4 badges
26056	5/21/2018	Everbank Commercial Financ...	207.58	Copier Rental May 2018 A/C #20317889-1
26057	5/21/2018	Have Air Will Travel, Inc.	125.00	Flat repair-E41
26058	5/21/2018	Hunt & Sons, Inc.	979.25	Fuel A/C #72371
	5/21/2018	Hunt & Sons, Inc.	2,549.22	Fuel A/C #72372
	5/21/2018	Hunt & Sons, Inc.	296.98	Fuel A/C #72373
	5/21/2018	Hunt & Sons, Inc.	791.22	Fuel A/C #72375
26059	5/21/2018	L.N. Curtis & Sons	12,984.75	5 Structure coats and pants
	5/21/2018	L.N. Curtis & Sons	216.81	Structure boots-Davies
	5/21/2018	L.N. Curtis & Sons	433.63	Structure boots-Ford and Costanza
	5/21/2018	L.N. Curtis & Sons	460.18	Wildland coat-Mazaika
26060	5/21/2018	Orinda Motors, Inc.	1,439.20	Oil and transmission service-Unit 433
26061	5/21/2018	Anthony Perry	169.00	Shoes and PALS renewal class-T. Perry

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 5/1/2018 Through 5/31/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
26062	5/21/2018	Physio-Control, Inc	620.00	LifePak service-E343
26063	5/21/2018	PODS Enterprises, LLC	216.61	Container rental 05/12/18-06/11/18
26064	5/21/2018	Dennis Rein	228.01	Reimb. cash expenses for mtgs 11/9/17, 4/7/18 & 4/28/18
26065	5/21/2018	Renne Public Law Group, LLP	18,428.00	Services 03/1/18-03/31/18
26066	5/21/2018	Safeway, Inc	13.41	Ice for Open House
	5/21/2018	Safeway, Inc	8.09	Lunch for Aide watching Delta crew
26067	5/21/2018	Shred-it	66.00	April 2018 pick-up
26068	5/21/2018	Sloan Sakai Yeung & Wong L...	14,191.00	2017 and 2018 labor negotiations
26069	5/21/2018	Thomson Reuters	148.47	CCR Title 19-Public Safety Update Service 5/1/18-4/30/19
26070	5/21/2018	United Site Services	2,004.75	Service 05/01/18-05/31/18
26071	5/21/2018	The UPS Store	21.78	Return supplies shipping-D. Mazaika
26072	5/21/2018	Verizon Wireless	56.18	12-lead modem wireless 04/11/18-05/10/18
	5/21/2018	Verizon Wireless	660.00	Account 623714059-00001 Service 03/24/18-04/23
26073	5/21/2018	Wittman Enterprises, LLC	7,008.52	April 2018
26074	5/24/2018	Santiago Martinez	2,500.00	Temp Station 43 Water Damage Repair
26075	5/30/2018	ADT Security Services	42.99	Services 06/4/18-07/03/18- Admin bldg. burglar sy:
	5/30/2018	ADT Security Services	40.33	Services 06/4/18-07/03/18- Admin bldg. camera
26076	5/30/2018	Airgas USA, LLC	1,151.53	Oxygen-Station 41- #2118770
26077	5/30/2018	Alameda County Fire Depart...	30,000.00	2018 XAL Academy-1st installment
	5/30/2018	Alameda County Fire Depart...	30,000.00	2018 XAL Academy-2nd installment
26078	5/30/2018	Alert-All Corporation	764.75	10,000 MOFD stick on badges-Jr. Firefighter
26079	5/30/2018	Allied Propane Services, Inc	127.74	Commercial propane 05/22/18
26080	5/30/2018	A T and T	357.21	Acct# 9391035207 04/12/18-05/11/18
	5/30/2018	A T and T	12.85	Acct#9391060223 04/13/18-05/12/18 Conference calling
26081	5/30/2018	A T and T Mobility	1,325.77	Phone Acct #287016079073 04/16/18-05/15/18
26082	5/30/2018	Bound Tree Medical, LLC	728.00	Epinephrine
26083	5/30/2018	Contra Costa Door	4,140.85	Station 44 Apparatus door repair
26084	5/30/2018	Cigna	317.07	Refund overpayment ck. 00395824466 Provider 911830550
26085	5/30/2018	Comcast	86.28	8155 40 005 0208436 Station 42-05/24/18-06/23/18
	5/30/2018	Comcast	86.21	8155 40 006 0190996 Station 45-05/23/18-06/22/18
26086	5/30/2018	Diablo Rapid Print	75.78	Fire Prevention business cards
26087	5/30/2018	EBMUD	214.76	Water 02/28/18-05/01/18
	5/30/2018	EBMUD	458.56	Water 03/06/18-05/04/18 6"
	5/30/2018	EBMUD	295.06	Water 03/06/18-05/04/18 2"
26088	5/30/2018	Entenmann-Rovin Co.	450.84	2 Engineer and 2 Captain badges
	5/30/2018	Entenmann-Rovin Co.	337.68	Chief's badge
26089	5/30/2018	Matt Lopez	50.00	Shoes
26090	5/30/2018	Mail Stream Direct	1,210.00	Very high fire hazard severity zone notices
26091	5/30/2018	Mike Marquardt	330.00	Reimb class- S390 M. Marquardt
26092	5/30/2018	Orinda Motors, Inc.	97.20	Oil change and service-Unit 437
	5/30/2018	Orinda Motors, Inc.	118.60	Oil change and servicing-Unit 435
26093	5/30/2018	Pacific Gas & Electric	748.72	04/03/18-05/02/18 Station 44
	5/30/2018	Pacific Gas & Electric	1,056.12	04/03/18-05/02/18 Station 45 Electric
	5/30/2018	Pacific Gas & Electric	297.00	04/04/18-05/03/18 Admin
	5/30/2018	Pacific Gas & Electric	768.23	04/04/18-05/03/18 Station 41
	5/30/2018	Pacific Gas & Electric	648.77	04/04/18-05/03/18 Station 42 Electric
	5/30/2018	Pacific Gas & Electric	317.60	04/05/18-05/04/18 Station 42 Gas
	5/30/2018	Pacific Gas & Electric	96.59	04/15/18-05/14/18 Station 45 Gas
	5/30/2018	Pacific Gas & Electric	259.53	04/17/18-05/15/18 Station 43
26094	5/30/2018	Reserve Account	900.00	Reserve postage -Acct. 33928102
26095	5/30/2018	PLIC- SBD Grand Island	116.55	June 2018
	5/30/2018	PLIC- SBD Grand Island	99.90	March 2018
26096	5/30/2018	Renne Public Law Group, LLP	6,160.88	Services 04/1/18-04/30/18

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 5/1/2018 Through 5/31/2018

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
26097	5/30/2018	Sacramento Metropolitan Fire...	189.67	SFY 2015/16
26098	5/30/2018	United Site Services	335.62	Port-A-Potty for Open House 5/5/18
355262262	5/29/2018	Government Leasing and Fina...	300,624.66	Apparatus lease payment- Contract 077-0020368-(
CC-0518	5/15/2018	CCCERA Retirement	152,146.27	CCCERA retirement payment-April 2018 contributi
CU-0518	5/15/2018	1st NorCal Federal Credit Union	1,943.20	Period Ending 04/30/18
DD048	5/7/2018	Delta Dental Plan of Calif.	16,671.14	Delta Dental ACH payment
L0014654624	5/11/2018	Employment Development De...	1,834.00	UI-01/01/18-03/31/18
PFA 0518	5/15/2018	Moraga-Orinda Professional F...	1,577.00	Period ending 04/30/18
Stmt 02/22/18b	5/7/2018	U.S. Bank	181.31	A/C #4246-0445-5564-6748 02/22/18
Stmt 03/22/18	5/7/2018	Government Leasing and Fina...	<u>8,256.50</u>	A/C #4246-0445-5564-6748 03/22/18
Report Total			<u>1,155,432.89</u>	

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-17/18  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
<b>Taxes</b>					
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%
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	17,182.58	10,000.00	7,182.58	71.83%
Total Use of Money & Property		17,182.58	10,000.00	7,182.58	71.83%
<b>Intergovernmental Revenue</b>					
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%
<b>Charges for Service</b>					
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%
<b>Other Revenue</b>					
Sale of Surplus Property	4980	63,820.00	43,655.00	20,165.00	46.19%
Total Other Revenue		63,820.00	43,655.00	20,165.00	46.19%
Total Revenue		1,414,715.98	1,353,368.00	61,347.98	4.53%
<b>Expenditures</b>					
<b>Other Expense</b>					
Bank Fees	7510	140.00	100.00	(40.00)	(40.00)%
Fire Flow Tax Collection Fees	7531	11,381.85	14,000.00	2,618.15	18.70%
Capital Contingency-Facilities, ...	7700	24,150.42	150,000.00	125,849.58	83.90%
Apparatus/Vehicles-Fixed Asset...	7703	366,164.86	365,951.00	(213.86)	(0.06)%
Buildings-Station #43-Fixed Ass...	7706	347,699.83	4,871,004.00	4,523,304.17	92.86%
Misc. Equipment Expense	7709	249,333.54	395,096.00	145,762.46	36.89%
Transfers to Debt Service Fund	7999	967,360.38	1,011,980.00	44,619.62	4.41%
Total Other Expense		1,966,230.88	6,808,131.00	4,841,900.12	71.12%
Total Expenditures		1,966,230.88	6,808,131.00	4,841,900.12	71.12%
Excess of Revenues Over/ (Under)		(551,514.90)	(5,454,763.00)	4,903,248.10	(89.89)%
Expenditures					

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
<b>Taxes</b>					
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	<u>(4,863.48)</u>	<u>(10,000.00)</u>	<u>5,136.52</u>	<u>(51.37)%</u>
Total Taxes		19,426,882.77	19,673,846.00	(246,963.23)	(1.26)%
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	<u>21,454.70</u>	<u>10,000.00</u>	<u>11,454.70</u>	<u>114.55%</u>
Total Use of Money & Property		21,454.70	10,000.00	11,454.70	114.55%
<b>Intergovernmental Revenue</b>					
Homeowners Relief Tax	4385	77,755.49	154,000.00	(76,244.51)	(49.51)%
Intergovernmental	4437	0.00	201,952.00	(201,952.00)	(100.00)%
Revenue-Federal Grants					
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>175,688.46</u>	<u>454,786.00</u>	<u>(279,097.54)</u>	<u>(61.37)%</u>
<b>Charges for Service</b>					
Permits	4740	3,833.00	2,500.00	1,333.00	53.32%
Plan Review	4741	258,080.00	250,000.00	8,080.00	3.23%
Inspection Fees	4742	36,298.00	35,000.00	1,298.00	3.71%
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	402.00	350.00	52.00	14.86%
Other Charges for Service	4747	<u>10,996.00</u>	<u>6,000.00</u>	<u>4,996.00</u>	<u>83.27%</u>
Total Charges for Service		333,569.50	318,500.00	15,069.50	4.73%
<b>Charges for Service - Ambulance</b>					
Ambulance Service Fees	4898	987,311.72	1,089,340.00	(102,028.28)	(9.37)%
Ambulance Service Fee Reimbursements	4899	(118,919.62)	(90,000.00)	(28,919.62)	32.13%
Ambulance Collection Recovery Payments	4900	1,673.71	2,000.00	(326.29)	(16.31)%
Ground Emergency Medical Transportation	4901	54,256.39	42,230.00	12,026.39	28.48%
Total Charges for Service - Ambulance		<u>924,322.20</u>	<u>1,043,570.00</u>	<u>(119,247.80)</u>	<u>(11.43)%</u>
<b>Other Revenue</b>					
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	52,263.85	3,000.00	49,263.85	1,642.13%
Transfers In	4999	<u>4,476.30</u>	<u>4,476.00</u>	<u>0.30</u>	<u>0.01%</u>
Total Other Revenue		<u>1,172,442.90</u>	<u>1,039,460.00</u>	<u>132,982.90</u>	<u>12.79%</u>
Total Revenue		<u>22,054,360.53</u>	<u>22,540,162.00</u>	<u>(485,801.47)</u>	<u>(2.16)%</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 5/31/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Permanent Salaries	5011	7,735,632.06	8,585,000.00	849,367.94	9.89%
Temporary Salaries	5013	148,566.05	154,000.00	5,433.95	3.53%
Overtime	5014	1,891,508.92	2,000,000.00	108,491.08	5.42%
Deferred Compensation	5015	80,848.04	82,680.00	1,831.96	2.22%
Overtime - Strike Team	5016	658,367.25	658,367.00	(0.25)	(0.00)%
Worker's Compensation Recovery	5019	(148,215.03)	(128,000.00)	20,215.03	(15.79)%
Payroll Taxes -FICA,SUI	5042	159,921.16	180,000.00	20,078.84	11.15%
Payroll Processing Fees	5043	14,309.12	20,000.00	5,690.88	28.45%
Retirement Contributions	5044	4,325,959.99	4,875,000.00	549,040.01	11.26%
Life/Health Insurance-Permanent Employees	5060	978,729.04	1,170,000.00	191,270.96	16.35%
Employee's-Health Insurance Contribution	5061	(117,343.89)	(130,000.00)	(12,656.11)	9.74%
Retiree Health Insurance	5062	1,046,435.92	1,150,000.00	103,564.08	9.01%
Retiree-Health Insurance Contribution	5063	(293,970.10)	(290,000.00)	3,970.10	(1.37)%
Unemployment Insurance	5064	12,922.00	17,000.00	4,078.00	23.99%
Retiree-Health OPEB Contribution	5065	374,000.00	374,000.00	0.00	0.00%
Vision Insurance	5066	14,658.28	15,000.00	341.72	2.28%
Pension Rate Stabilization	5067	374,000.00	374,000.00	0.00	0.00%
Workers' Compensation Insurance	5070	720,748.00	720,748.00	0.00	0.00%
<b>Total Salaries &amp; Benefits</b>		<b>17,977,076.81</b>	<b>19,827,795.00</b>	<b>1,850,718.19</b>	<b>9.33%</b>
<b>Operating Expense</b>					
Office Supplies	6100	5,067.66	11,000.00	5,932.34	53.93%
Postage	6101	4,435.58	3,000.00	(1,435.58)	(47.85)%
Books & Periodicals	6102	1,223.44	6,750.00	5,526.56	81.87%
Printer Ink Cartridges	6103	1,305.06	3,000.00	1,694.94	56.50%
Telephone/Communication	6110	29,360.18	42,000.00	12,639.82	30.09%
Dispatch/Comm Center Services w/ AVL MDT	6111	179,691.00	180,000.00	309.00	0.17%
Utilities- Sewer	6120	3,542.75	3,543.00	0.25	0.01%
Utilities-Garbage	6121	11,957.10	12,845.00	887.90	6.91%
Utilities-PG&E	6122	54,896.31	65,690.00	10,793.69	16.43%
Utilities-Water	6123	9,588.46	13,860.00	4,271.54	30.82%
Utilities-Medical Waste	6124	1,896.00	2,200.00	304.00	13.82%
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	598.33	2,000.00	1,401.67	70.08%
Gas Power Chain Saw/Other Equipmen	6133	1,974.93	4,500.00	2,525.07	56.11%
Fire Trail Grading	6135	736.90	20,000.00	19,263.10	96.32%
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	87,197.01	105,000.00	17,802.99	16.96%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18  
From 7/1/2017 Through 5/31/2018

		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	109,078.01	98,000.00	(11,078.01)	(11.30)%
Non-Safety Clothing & Personal Supplies	6161	993.68	1,500.00	506.32	33.75%
Household Expense	6170	7,498.89	10,000.00	2,501.11	25.01%
Household Expense-Linen	6171	6,397.06	2,000.00	(4,397.06)	(219.85)%
Public & Legal Notices	6190	4,264.61	4,000.00	(264.61)	(6.62)%
Dues, Memberships & Professional Fees	6200	6,659.34	7,795.00	1,135.66	14.57%
EMT/Paramedic Licensure Fees	6201	3,136.00	7,500.00	4,364.00	58.19%
Rent & Leases (Equipment)	6250	26,643.09	30,000.00	3,356.91	11.19%
Computer Software & Maintenance	6251	59,580.44	77,200.00	17,619.56	22.82%
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	215.00	900.00	685.00	76.11%
Air Monitor Maintenance & Replacement	6269	0.00	1,300.00	1,300.00	100.00%
Maintenance -- Equipment	6270	30,107.91	67,943.00	37,835.09	55.69%
Central Garage Repairs	6271	139,004.96	190,000.00	50,995.04	26.84%
Central Garage Gasoline & Oil	6272	59,252.24	60,000.00	747.76	1.25%
Central Garage Tires	6273	7,025.69	10,000.00	2,974.31	29.74%
Service/Repair Fuel System Dispensers	6274	2,322.29	3,500.00	1,177.71	33.65%
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	28,242.79	47,000.00	18,757.21	39.91%
Maintenance -- Grounds	6282	2,407.78	6,100.00	3,692.22	60.53%
Meetings & Travel Expenses	6303	947.41	1,375.00	427.59	31.10%
Medical - Pre-Emp Processing and Annual Exams	6311	16,589.60	18,000.00	1,410.40	7.84%
Ambulance Billing Administration Fees	6312	51,249.39	60,000.00	8,750.61	14.58%
Outside Attorney Fees	6313	131,126.31	140,000.00	8,873.69	6.34%
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	24,995.00	40,000.00	15,005.00	37.51%
Professional Services - Labor Negotiator	6318	47,270.53	50,000.00	2,729.47	5.46%
Professional Services - Technology	6319	192,260.00	240,000.00	47,740.00	19.89%
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 5/31/2018

		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	17,326.16	18,000.00	673.84	3.74%
Professional Services-Prop Tax Audit & Forecasting	6326	12,600.00	12,600.00	0.00	0.00%
Professional Services	6327	13,129.67	12,940.00	(189.67)	(1.47)%
Burn Trailer Grant Maintenance	6352	3,000.00	3,000.00	0.00	0.00%
Testing Materials & Training Props	6354	1,493.37	10,000.00	8,506.63	85.07%
Career Development Classes	6357	4,999.17	15,000.00	10,000.83	66.67%
Target Safety Online Training	6359	6,000.00	6,200.00	200.00	3.23%
Training & Education Classes-Paramedic & EMT CE	6360	1,192.79	5,000.00	3,807.21	76.14%
District Sponsored Training-Mandated	6361	9,623.92	35,000.00	25,376.08	72.50%
Recruiting Costs	6470	61,627.91	75,000.00	13,372.09	17.83%
Strike Team Supplies	6474	12,675.88	13,500.00	824.12	6.10%
Community Emergency Response Team	6475	3,073.67	10,200.00	7,126.33	69.87%
Exercise Supplies/Maint.	6476	1,064.13	2,000.00	935.87	46.79%
Recognition Supplies	6478	2,134.19	3,835.00	1,700.81	44.35%
Other Special Departmental Exp	6479	32,528.57	31,180.00	(1,348.57)	(4.33)%
Public Education Supplies	6480	(89.10)	0.00	89.10	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	1,364.84	6,000.00	4,635.16	77.25%
Misc. Services & Supplies	6490	7,885.13	8,200.00	314.87	3.84%
Fire Chief Contingency	6491	14,170.52	100,000.00	85,829.48	85.83%
Property & Liability Insurance	6540	40,343.00	45,343.00	5,000.00	11.03%
<b>Total Operating Expense</b>		<u>1,841,259.42</u>	<u>2,347,475.00</u>	<u>506,215.58</u>	<u>21.56%</u>
<b>Other Expense</b>					
Bank Fees	7510	3,221.00	3,200.00	(21.00)	(0.66)%
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%
<b>Total Other Expense</b>		<u>3,472.70</u>	<u>3,550.00</u>	<u>77.30</u>	<u>2.18%</u>
<b>Total Expenditures</b>		<u>19,821,808.93</u>	<u>22,178,820.00</u>	<u>2,357,011.07</u>	<u>10.63%</u>
<b>Excess of Revenues Over/ (Under) Expenditures</b>		<u>2,232,551.60</u>	<u>361,342.00</u>	<u>1,871,209.60</u>	<u>517.85%</u>



**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-17/18  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
<b>Taxes</b>					
Property Tax-Current Secured	4010	3,376,281.00	3,376,281.00	0.00	0.00%
<b>Total Taxes</b>		<b>3,376,281.00</b>	<b>3,376,281.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	21,454.54	0.00	21,454.54	0.00%
<b>Total Use of Money &amp; Property</b>		<b>21,454.54</b>	<b>0.00</b>	<b>21,454.54</b>	<b>0.00%</b>
<b>Other Revenue</b>					
Transfers In	4999	967,360.38	1,011,980.00	(44,619.62)	(4.41)%
<b>Total Other Revenue</b>		<b>967,360.38</b>	<b>1,011,980.00</b>	<b>(44,619.62)</b>	<b>(4.41)%</b>
<b>Total Revenue</b>		<b>4,365,095.92</b>	<b>4,388,261.00</b>	<b>(23,165.08)</b>	<b>(0.53)%</b>
<b>Expenditures</b>					
<b>Other Expense</b>					
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	591,866.21	634,500.00	42,633.79	6.72%
Apparatus Lease Interest Payment	7903	53,992.27	55,967.00	1,974.73	3.53%
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%
<b>Total Other Expense</b>		<b>4,129,713.68</b>	<b>4,169,857.00</b>	<b>40,143.32</b>	<b>0.96%</b>
<b>Total Expenditures</b>		<b>4,129,713.68</b>	<b>4,169,857.00</b>	<b>40,143.32</b>	<b>0.96%</b>
<b>Excess of Revenues Over/ (Under) Expenditures</b>		<b>235,382.24</b>	<b>218,404.00</b>	<b>16,978.24</b>	<b>7.77%</b>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
27 - Capital Projects Fund  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
<b>Revenue</b>					
<b>Taxes</b>					
Fire Flow Tax	4066	1,080,597.40	990,868.87	89,728.53	(9.05)%
Total Taxes		1,080,597.40	990,868.87	89,728.53	(9.06)%
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	17,182.58	9,166.63	8,015.95	(87.44)%
Total Use of Money & Property		17,182.58	9,166.63	8,015.95	(87.45)%
<b>Intergovernmental Revenue</b>					
Intergovernmental Revenue-Federal Grants	4437	179,116.00	165,790.50	13,325.50	(8.03)%
Total Intergovernmental Revenue		179,116.00	165,790.50	13,325.50	(8.04)%
<b>Charges for Service</b>					
Impact Mitigation Fees	4743	74,000.00	23,333.37	50,666.63	(217.14)%
Total Charges for Service		74,000.00	23,333.37	50,666.63	(217.14)%
<b>Other Revenue</b>					
Sale of Surplus Property	4980	63,820.00	43,655.00	20,165.00	(46.19)%
Total Other Revenue		63,820.00	43,655.00	20,165.00	(46.19)%
Total Revenue		1,414,715.98	1,232,814.37	181,901.61	(14.75)%
<b>Expenditures</b>					
<b>Other Expense</b>					
Bank Fees	7510	140.00	91.63	(48.37)	(52.78)%
Fire Flow Tax Collection Fees	7531	11,381.85	12,833.37	1,451.52	11.31%
Capital Contingency-Facilities, Equipment	7700	24,150.42	137,500.00	113,349.58	82.43%
Apparatus/Vehicles-Fixed Asset Expenditures	7703	366,164.86	335,455.12	(30,709.74)	(9.15)%
Buildings-Station #43-Fixed Asset Expenditures	7706	347,699.83	4,542,636.13	4,194,936.30	92.34%
Misc. Equipment Expense	7709	249,333.54	362,171.37	112,837.83	31.15%
Transfers to Debt Service Fund	7999	967,360.38	927,648.37	(39,712.01)	(4.28)%
Total Other Expense		1,966,230.88	6,318,335.99	4,352,105.11	68.88%
Total Expenditures		1,966,230.88	6,318,335.99	4,352,105.11	68.88%
Excess of Revenues Over/ (Under) Expenditures		(551,514.90)	(5,085,521.62)	4,534,006.72	89.15%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
<b>Revenue</b>					
<b>Taxes</b>					
Property Tax-Current Secured	4010	18,567,862.62	17,017,683.88	1,550,178.74	(9.10)%
Property Tax-Supplemental	4011	127,806.22	325,000.00	(197,193.78)	60.67%
Property Tax-Unitary	4013	229,987.79	212,310.87	17,676.92	(8.32)%
Property Tax-Curr Unsecured	4020	575,625.13	561,638.00	13,987.13	(2.49)%
Prop Tax- Prior Secured	4030	(43,974.89)	(45,833.37)	1,858.48	4.05%
Prop Tax-Prior Supplement	4031	(25,560.62)	(27,083.37)	1,522.75	5.62%
Prop Tax Prior Unsecured	4035	(4,863.48)	(9,166.63)	4,303.15	46.94%
<b>Total Taxes</b>		<b>19,426,882.77</b>	<b>18,034,549.38</b>	<b>1,392,333.39</b>	<b>(7.72)%</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	21,454.70	9,750.00	11,704.70	(120.04)%
<b>Total Use of Money &amp; Property</b>		<b>21,454.70</b>	<b>9,750.00</b>	<b>11,704.70</b>	<b>(120.05)%</b>
<b>Intergovernmental Revenue</b>					
Homeowners Relief Tax	4385	77,755.49	141,166.63	(63,411.14)	44.91%
Intergovernmental Revenue-Federal Grants	4437	0.00	201,952.00	(201,952.00)	100.00%
CA FF JAC Training Funds	4440	12,419.26	11,585.63	833.63	(7.19)%
Other/In Lieu of Taxes	4580	0.00	826.87	(826.87)	100.00%
Measure H-Emerg Med Ser Subsid	4896	85,513.71	78,403.63	7,110.08	(9.06)%
<b>Total Intergovernmental Revenue</b>		<b>175,688.46</b>	<b>433,934.76</b>	<b>(258,246.30)</b>	<b>59.51%</b>
<b>Charges for Service</b>					
Permits	4740	3,833.00	2,448.87	1,384.13	(56.52)%
Plan Review	4741	258,080.00	229,166.63	28,913.37	(12.61)%
Inspection Fees	4742	36,298.00	32,083.37	4,214.63	(13.13)%
Weed Abatement Charges	4744	22,650.50	22,286.88	363.62	(1.63)%
CPR/First Aid Classes	4745	1,310.00	1,833.37	(523.37)	28.54%
Reports/ Photocopies	4746	402.00	320.87	81.13	(25.28)%
Other Charges for Service	4747	10,996.00	5,500.00	5,496.00	(99.92)%
<b>Total Charges for Service</b>		<b>333,569.50</b>	<b>293,639.99</b>	<b>39,929.51</b>	<b>(13.60)%</b>
<b>Charges for Service - Ambulance</b>					
Ambulance Service Fees	4898	987,311.72	999,376.37	(12,064.65)	1.20%
Ambulance Service Fee Reimbursements	4899	(118,919.62)	(83,562.50)	(35,357.12)	(42.31)%
Ambulance Collection Recovery Payments	4900	1,673.71	1,833.37	(159.66)	8.70%
Ground Emergency Medical Transportation	4901	54,256.39	40,563.37	13,693.02	(33.75)%
<b>Total Charges for Service - Ambulance</b>		<b>924,322.20</b>	<b>958,210.61</b>	<b>(33,888.41)</b>	<b>3.54%</b>
<b>Other Revenue</b>					
Other Revenue-Strike Team Recovery	4971	1,083,999.03	955,833.37	128,165.66	(13.40)%
Other Revenue & Financing Sources	4972	18,000.00	16,500.00	1,500.00	(9.09)%
Other Revenue-Misc.	4974	13,703.72	13,900.63	(196.91)	1.41%
Misc Rebates & Refunds	4975	52,263.85	2,916.63	49,347.22	(1,691.92)%
Sale of Surplus Property	4980	0.00	(83.37)	83.37	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 5/31/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Total Other Revenue		<u>1,172,442.90</u>	<u>993,543.26</u>	<u>178,899.64</u>	<u>(18.01)%</u>
Total Revenue		<u>22,054,360.53</u>	<u>20,723,628.00</u>	<u>1,330,732.53</u>	<u>(6.42)%</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
Permanent Salaries	5011	7,735,632.06	7,864,580.77	128,948.71	1.63%
Temporary Salaries	5013	148,566.05	138,103.63	(10,462.42)	(7.57)%
Overtime	5014	1,891,508.92	1,842,500.00	(49,008.92)	(2.65)%
Deferred Compensation	5015	80,848.04	82,380.00	1,531.96	1.85%
Overtime - Strike Team	5016	658,367.25	628,783.63	(29,583.62)	(4.70)%
Worker's Compensation Recovery	5019	(148,215.03)	(119,666.63)	28,548.40	(23.85)%
Payroll Taxes -FICA,SUI	5042	159,921.16	165,401.00	5,479.84	3.31%
Payroll Processing Fees	5043	14,309.12	18,333.37	4,024.25	21.95%
Retirement Contributions	5044	4,325,959.99	4,473,795.87	147,835.88	3.30%
Life/Health Insurance-Permanent Employees	5060	978,729.04	1,076,570.00	97,840.96	9.08%
Employee's-Health Insurance Contribution	5061	(117,343.89)	(119,645.00)	(2,301.11)	1.92%
Retiree Health Insurance	5062	1,046,435.92	1,051,666.63	5,230.71	0.49%
Retiree-Health Insurance Contribution	5063	(293,970.10)	(262,416.63)	31,553.47	(12.02)%
Unemployment Insurance	5064	12,922.00	15,750.00	2,828.00	17.95%
Retiree-Health OPEB Contribution	5065	374,000.00	350,666.63	(23,333.37)	(6.65)%
Vision Insurance	5066	14,658.28	13,721.74	(936.54)	(6.82)%
Pension Rate Stabilization	5067	374,000.00	350,666.63	(23,333.37)	(6.65)%
Workers' Compensation Insurance	5070	720,748.00	660,685.88	(60,062.12)	(9.09)%
Total Salaries & Benefits		<u>17,977,076.81</u>	<u>18,231,877.52</u>	<u>254,800.71</u>	<u>1.40%</u>
<b>Operating Expense</b>					
Office Supplies	6100	5,067.66	10,083.37	5,015.71	49.74%
Postage	6101	4,435.58	2,750.00	(1,685.58)	(61.29)%
Books & Periodicals	6102	1,223.44	6,187.50	4,964.06	80.22%
Printer Ink Cartridges	6103	1,305.06	2,750.00	1,444.94	52.54%
Telephone/Communication	6110	29,360.18	38,500.00	9,139.82	23.73%
Dispatch/Comm Center Services w/ AVL MDT	6111	179,691.00	165,000.00	(14,691.00)	(8.90)%
Utilities- Sewer	6120	3,542.75	3,279.85	(262.90)	(8.01)%
Utilities-Garbage	6121	11,957.10	11,774.62	(182.48)	(1.54)%
Utilities-PG&E	6122	54,896.31	60,215.76	5,319.45	8.83%
Utilities-Water	6123	9,588.46	12,705.00	3,116.54	24.53%
Utilities-Medical Waste	6124	1,896.00	2,016.74	120.74	5.98%
Small Tools & Instruments	6130	1,183.95	9,854.13	8,670.18	87.98%
Minor Equipment/Furniture	6131	0.00	916.63	916.63	100.00%
Computer Equipment & Supplies	6132	598.33	1,833.37	1,235.04	67.36%
Gas Power Chain Saw/Other Equipmen	6133	1,974.93	4,125.00	2,150.07	52.12%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Fire Trail Grading	6135	736.90	18,333.37	17,596.47	95.98%
Fire Fighting Equipment & Supplies	6137	505.91	3,666.63	3,160.72	86.20%
Fire Fighting Equipment-Hoses & Nozzles	6138	4,877.36	9,166.63	4,289.27	46.79%
Fire Fighting Equipment-Class A Foam	6139	1,442.03	1,375.00	(67.03)	(4.87)%
Medical & Lab Supplies	6140	87,197.01	96,250.00	9,052.99	9.40%
Food Supplies	6150	720.08	3,483.37	2,763.29	79.32%
Safety Clothing & Personal Supplies	6160	109,078.01	91,333.37	(17,744.64)	(19.42)%
Non-Safety Clothing & Personal Supplies	6161	993.68	1,375.00	381.32	27.73%
Household Expense	6170	7,498.89	9,166.52	1,667.63	18.19%
Household Expense-Linen	6171	6,397.06	1,833.48	(4,563.58)	(248.90)%
Public & Legal Notices	6190	4,264.61	3,666.63	(597.98)	(16.30)%
Dues, Memberships & Professional Fees	6200	6,659.34	7,145.38	486.04	6.80%
EMT/Paramedic Licensure Fees	6201	3,136.00	6,875.00	3,739.00	54.38%
Rent & Leases (Equipment)	6250	26,643.09	26,508.37	(134.72)	(0.50)%
Computer Software & Maintenance	6251	59,580.44	70,766.63	11,186.19	15.80%
Website Development & Maintenance	6252	1,660.00	1,558.37	(101.63)	(6.52)%
EPA ID# Verification Fee	6264	150.00	183.37	33.37	18.19%
CCC HazMat Plan (CUPA)	6265	2,519.00	2,750.00	231.00	8.40%
BAAQMD & Environmental Health Fees	6266	215.00	825.00	610.00	73.93%
Air Monitor Maintenance & Replacement	6269	0.00	1,191.63	1,191.63	100.00%
Maintenance -- Equipment	6270	30,107.91	63,197.75	33,089.84	52.35%
Central Garage Repairs	6271	139,004.96	178,333.37	39,328.41	22.05%
Central Garage Gasoline & Oil	6272	59,252.24	55,000.00	(4,252.24)	(7.73)%
Central Garage Tires	6273	7,025.69	9,583.37	2,557.68	26.68%
Service/Repair Fuel System Dispensers	6274	2,322.29	3,208.37	886.08	27.61%
Aerial Ladder & Pump Testing	6275	0.00	916.63	916.63	100.00%
Smog Inspections	6276	251.95	458.37	206.42	45.03%
Air Compressor Quarterly Service	6278	10.69	1,375.00	1,364.31	99.22%
Hydro Test SCBA & Oxy Cylinder	6279	886.76	2,291.63	1,404.87	61.30%
Tank Testing	6280	0.00	916.63	916.63	100.00%
Maintenance -- Building	6281	28,242.79	43,083.37	14,840.58	34.44%
Maintenance -- Grounds	6282	2,407.78	5,591.63	3,183.85	56.93%
Meetings & Travel Expenses	6303	947.41	1,260.38	312.97	24.83%
Medical - Pre-Emp Processing and Annual Exams	6311	16,589.60	16,500.00	(89.60)	(0.54)%
Ambulance Billing Administration Fees	6312	51,249.39	55,000.00	3,750.61	6.81%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Outside Attorney Fees	6313	131,126.31	132,000.00	873.69	0.66%
Outside CPR Instructors	6314	310.00	2,750.00	2,440.00	88.72%
CCC County Tax Administration Fee	6316	184,817.00	170,233.63	(14,583.37)	(8.56)%
Professional Services	6317	24,995.00	36,666.63	11,671.63	31.83%
Professional Services - Labor Negotiator	6318	47,270.53	45,833.37	(1,437.16)	(3.13)%
Professional Services - Technology	6319	192,260.00	219,613.37	27,353.37	12.45%
Professional Services - Pre-Employment Investigations	6320	10,449.10	10,083.37	(365.73)	(3.62)%
Professional Services - Promotional Exams & Recruitment	6321	20,934.49	26,354.13	5,419.64	20.56%
Professional Services-OPEB Actuarial Valuation	6322	2,681.67	1,382.00	(1,299.67)	(94.04)%
Exterior Hazard Removal	6323	17,326.16	17,000.00	(326.16)	(1.91)%
Professional Services-Prop Tax Audit & Forecasting	6326	12,600.00	11,550.00	(1,050.00)	(9.09)%
Professional Services	6327	13,129.67	12,106.63	(1,023.04)	(8.45)%
Burn Trailer Grant Maintenance	6352	3,000.00	2,708.37	(291.63)	(10.76)%
Testing Materials & Training Props	6354	1,493.37	9,166.63	7,673.26	83.70%
Career Development Classes	6357	4,999.17	13,750.00	8,750.83	63.64%
Target Safety Online Training	6359	6,000.00	5,683.37	(316.63)	(5.57)%
Training & Education Classes-Paramedic & EMT CE	6360	1,192.79	4,583.37	3,390.58	73.97%
District Sponsored Training-Mandated	6361	9,623.92	32,083.37	22,459.45	70.00%
Recruiting Costs	6470	61,627.91	73,750.00	12,122.09	16.43%
Strike Team Supplies	6474	12,675.88	12,375.00	(300.88)	(2.43)%
Community Emergency Response Team	6475	3,073.67	10,033.37	6,959.70	69.36%
Exercise Supplies/Maint.	6476	1,064.13	1,833.37	769.24	41.95%
Recognition Supplies	6478	2,134.19	3,098.75	964.56	31.12%
Other Special Departmental Exp	6479	32,528.57	28,581.74	(3,946.83)	(13.80)%
Public Education Supplies	6480	(89.10)	0.00	89.10	0.00%
CPR Supplies	6481	0.00	2,750.00	2,750.00	100.00%
LAFCO	6482	10,976.88	10,062.25	(914.63)	(9.08)%
Emergency Preparedness Expense	6484	1,364.84	5,916.63	4,551.79	76.93%
Misc. Services & Supplies	6490	7,885.13	7,516.63	(368.50)	(4.90)%
Fire Chief Contingency	6491	14,170.52	91,666.63	77,496.11	84.54%
Property & Liability Insurance	6540	40,343.00	41,564.38	1,221.38	2.93%
<b>Total Operating Expense</b>		<b>1,841,259.42</b>	<b>2,168,859.21</b>	<b>327,599.79</b>	<b>15.10%</b>
<b>Other Expense</b>					
Bank Fees	7510	3,221.00	2,933.37	(287.63)	(9.80)%
Interest on County Teeter Account	7520	0.00	45.87	45.87	100.00%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 5/31/2018

	Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
County Tax Collection Fees	7530 251.70	275.00	23.30	8.47%
Total Other Expense	3,472.70	3,254.24	(218.46)	(6.71)%
Total Expenditures	<u>19,821,808.93</u>	<u>20,403,990.97</u>	<u>582,182.04</u>	<u>2.85%</u>
Excess of Revenues Over/ (Under) Expenditures	<u>2,232,551.60</u>	<u>319,637.03</u>	<u>1,912,914.57</u>	<u>(598.46)%</u>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
90 - Debt Service Fund  
From 7/1/2017 Through 5/31/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,376,281.00	3,094,924.25	281,356.75	(9.09)%
Total Taxes		3,376,281.00	3,094,924.25	281,356.75	(9.09)%
Use of Money & Property					
Investment Earnings	4181	21,454.54	0.00	21,454.54	0.00%
Total Use of Money & Property		21,454.54	0.00	21,454.54	0.00%
Other Revenue					
Transfers In	4999	967,360.38	927,648.37	39,712.01	(4.28)%
Total Other Revenue		967,360.38	927,648.37	39,712.01	(4.28)%
Total Revenue		4,365,095.92	4,022,572.62	342,523.30	(8.52)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	2,163,333.37	(196,666.63)	(9.09)%
Pension Obligation Bond Interest Payment	7901	797,877.00	731,387.25	(66,489.75)	(9.09)%
Apparatus Lease Principal Payment	7902	591,866.21	581,625.00	(10,241.21)	(1.76)%
Apparatus Lease Interest Payment	7903	53,992.27	51,303.12	(2,689.15)	(5.24)%
Lease Agreement Station 43 Principal	7906	240,000.00	220,000.00	(20,000.00)	(9.09)%
Lease Agreement Station 43 Interest	7907	81,501.90	74,720.25	(6,781.65)	(9.07)%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
Total Other Expense		4,129,713.68	3,822,368.99	(307,344.69)	(8.04)%
Total Expenditures		4,129,713.68	3,822,368.99	(307,344.69)	(8.04)%
Excess of Revenues Over/ (Under) Expenditures		235,382.24	200,203.63	35,178.61	(17.57)%





# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** Dave Winnacker, Fire Chief  
**DATE:** June 20, 2018  
**SUBJECT:** Item 8.1 – Approval of One Month Extension of District’s Payment of Enhanced Medical Insurance Contribution Rates

---

## **BACKGROUND**

The District is currently in negotiations in pursuit of successor Memoranda of Understanding with International Association of Firefighters Local 1230 (IAFF), AFSCME Local 2700, and the Moraga Orinda Fire Chief Officers Association (MOFCOA). In 2016, the District entered into side letters of agreement with each of the three employee organizations to provide enhanced medical insurance contributions. The side letters provided that on June 30, 2018, the enhanced medical insurance contributions “shall revert” to the previous lower contribution levels.

In light of the status of negotiations with IAFF Local 1230, an extension of the enhanced medical insurance contributions for one additional month, through July 31, 2018 is appropriate. The terms of the side letter between the parties remain in full force and effect. This extension shall also be applicable to the bargaining units represented by AFSCME Local 2700 and MOFCOA.

The approximate additional cost is \$25,000 and sufficient appropriations are available in the 2018/2019 Annual Operating Budget.

## **RECOMENDATION**

- 1) Discuss; 2) Deliberate; 3) Approve One Month Extension of District’s Payment of Enhanced Medical Insurance Contribution Rates



# Moraga-Orinda Fire District

**TO:** Board of Directors

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

**DATE:** June 20, 2018

**SUBJECT:** Item 8.2 – Adoption of Annual Operating Budget Fiscal Year 2018/19

---

## **BACKGROUND**

The District has a Budget Development Policy (Policy). In accordance with the Policy, the budget process began in February 2018. The proposed Annual Operating Budget was presented to the Board on May 2, 2018 and May 16, 2018. The Board directed staff to bring the Budget back to the Board for adoption.

## **PROJECTED SURPLUS AND DEFICIT**

The Budget projects a surplus in two funds and a deficit in one fund as follows:

- General Fund surplus \$171,021
- Debt Service Fund surplus \$241,096
- Capital Projects Fund deficit \$235,564

## **PUBLIC AGENCY RETIREMENT SERVICES POST-EMPLOYMENT BENEFITS TRUST**

The District participates in the Public Agency Retirement Services Post-Employment Benefits Trust (“Trust”) to fund other post-employment benefits and pension costs. The Budget projects a transfer of \$1.5 million into the Trust. This projection is tentative, and adoption of the Budget will not constitute a final determination of the transfer amount. The actual amount of transfer will be determined at a later time and will be informed by the negotiations presently ongoing between the District and its employee organizations. The actual transfer amount will be determined by later Board action, and transfer of funds may only occur after the Board makes such determination.

## **RECOMMENDATION**

- 1) Staff recommends the Board adopt the proposed Annual Operating Budget Fiscal Year 2018/19.
- 2) Notwithstanding the budgeted amount of funds designated for transfer to the Trust, the actual transfer amount shall be finally determined by the Board in a subsequent Board action. Transfer of funds shall be made after such subsequent Board action.

**ATTACHMENT**

- 1) Attachment A – Annual Operating Budget Fiscal Year 2018/2019

# MORAGA-ORINDA FIRE DISTRICT



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

# TABLE OF CONTENTS

## ANNUAL OPERATING BUDGET FISCAL YEAR 2018/2019

### EXECUTIVE SUMMARY

Budget Letter .....	1
Organizational Chart .....	4
Explanation of Funds .....	5
Statement of Revenues, Expenditures and Changes in Fund Balance FY 2018-2019 .....	6
Funding Sources and Uses All Funds .....	7
Fund Balance .....	8

### GENERAL FUND

Revenues .....	9
Expenditures .....	11
Staffing Summary .....	14

#### Division

Board of Directors .....	16
Finance and Administration .....	19
Human Resources .....	26
Information Technology .....	30
Fire Prevention .....	34
Emergency Preparedness .....	39
Emergency Medical Services .....	43
Support Services .....	46
Administration Building .....	49
Station 41 .....	51
Station 42 .....	53
Station 43 .....	55
Station 44 .....	57
Station 45 .....	59
Emergency Operations .....	61
Communications .....	66
Apparatus .....	69
Training .....	72

### DEBT SERVICE FUND

Statement of Revenues and Expenditures .....	76
Debt Service Summary Taxable Pension Obligation Bonds .....	77
Debt Service Summary 2015 Lease Agreement .....	78
Debt Service Summary 2016 Lease Agreement .....	79
Debt Service Summary 2017 Lease Agreement .....	80

### CAPITAL PROJECTS FUND

Statement of Revenues and Expenditures .....	81
Detail of Expenditures .....	82

### GENERAL INFORMATION

Teeter Plan .....	83
Property and Intergovernmental Tax Definitions .....	84



# Moraga-Orinda Fire District

Office of the Fire Chief

June 20, 2018

Board of Directors  
Moraga-Orinda Fire District  
1280 Moraga Way  
Moraga, CA 94556

Members of the Board:

We are pleased to present you with a balanced budget for fiscal year 2018/19.

Working in partnership with employees and other stakeholders, the Board, Fire Chief and management team are tasked with being the financial stewards of the organization. The proposed budget provides for continued high level services, while at the same time paying down long-term liabilities. In addition, the District continues to maintain prudent levels of reserve funds as directed by the Board. The 2018/19 budget is driven by fiscal sustainability, prudent savings and our commitment to providing high levels of emergency and public services.

The proposed budget funds ongoing operational costs with ongoing, sustainable revenues. It also fulfills the District's commitment to its' employees to prefund retiree health benefits. The proposed budget also includes additional money set-aside in the District's pension rate stabilization trust.

District staff remains focused on the successful completion of several high profile projects during the upcoming year, notably the completion of the reconstruction of Station 43. The station was originally built in 1952 and the new station will help ensure the District is positioned to continue to provide the highest level of services in Orinda and throughout the District. In addition, one new type VI fire engine and one new air/light rehabilitation unit will be deployed in 2018/19 to provide improved emergency response services throughout the community. The budget also includes funding to implement a six-month pilot fuels mitigation program to provide expanded service to the community.

At the same time we are investing resources in core services and capital infrastructure improvements, we are acting responsibly in managing our long term fiscal obligations. The budget reflects the Board's ongoing commitment to fiscal sustainability with additional increases to General Fund reserves of \$171K. General Fund reserves are projected to reach \$5.9M at June 30, 2019, the highest level in the history of the District and significantly above the Board required minimum level of 17% of budgeted General Fund revenue.

## **General Fund Financial Summary**

The proposed budget projects General Fund revenue of \$24.6M, an increase of \$2.0M or 8.7%. This revenue increase is primarily due to the projected increase in property tax revenue of \$1.2M or 6.1%. Ambulance service revenue is projected to increase 1.4%. Fire flow tax revenue will be recorded in the General Fund beginning in 2018/19 per Board direction (\$1.1M.)

The proposed budget projects General Fund expenditures of \$23.4M, an increase of \$1.6M or 7.0%. The increase in expenditures is primarily due to an increase in salaries and benefits costs.

There are several changes to salaries and benefits. Permanent salaries are projected to increase 6% due to negotiated salary increases and an increase in the number of authorized firefighter paramedic positions. Overtime is projected to be \$2.0M. This includes planned weather-based staffing during red flag and wind event days. This will staff additional personnel during high-risk fire conditions and provide a high level of emergency services. Retirement contribution costs for employees are projected to increase 5% due to the increase in permanent salaries and increase in number of firefighter paramedic positions. The District's projected increased property tax revenue will fund the overall increase to salaries and benefits costs.

### **Capital Projects Fund Financial Summary**

The proposed budget projects Capital Projects Fund expenditures of \$459K. This includes appropriations for one new Type VI fire engine and the grant matching funds for one new air/light rehabilitation unit. The budget also includes \$150K for capital contingency.

### **Staffing Summary and Benefits Changes**

The proposed budget recommends increasing Safety roster strength from 54 to 57 positions and eliminating one vacant district aide position (0.5 FTE.) The budget also establishes a six-month fuels mitigation pilot program with the addition of one fuels mitigation program manager (0.5 FTE) and four district aides (2.0 FTE.) The Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. No changes to employee benefits are recommended.

### **OPEB Funding and Pension Rate Stabilization Funding**

The proposed budget includes appropriations for the District's 2018/19 contribution to the OPEB trust account in the amount of \$440K and the pension rate stabilization trust in the amount of \$1.1M. While unfunded liabilities for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities.

### **Fund Balance Reserves and Fund Balance Policy**

The proposed budget projects a total fund balance increase of \$177K. Projected 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.

### **Budget Summation**

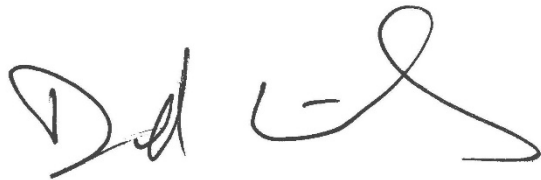
During the budget preparation process in my first year as fire chief, we have begun to review existing practices and identify and implement cost-saving opportunities. While progress has been made, this important work will continue in FY2018/19 as staff works together with the Board, employees and contracted service providers to improve services, implement efficiencies and reduce costs.

In summary, we would like to express our appreciation to the Board for their continued support and guidance, all personnel for their ongoing efforts to provide high-quality all-risk services, and



our Firefighters for their cooperation to help the District and the public they proudly serve. We know that this will continue this year thoughtfully, effectively, and with a vision for the future.

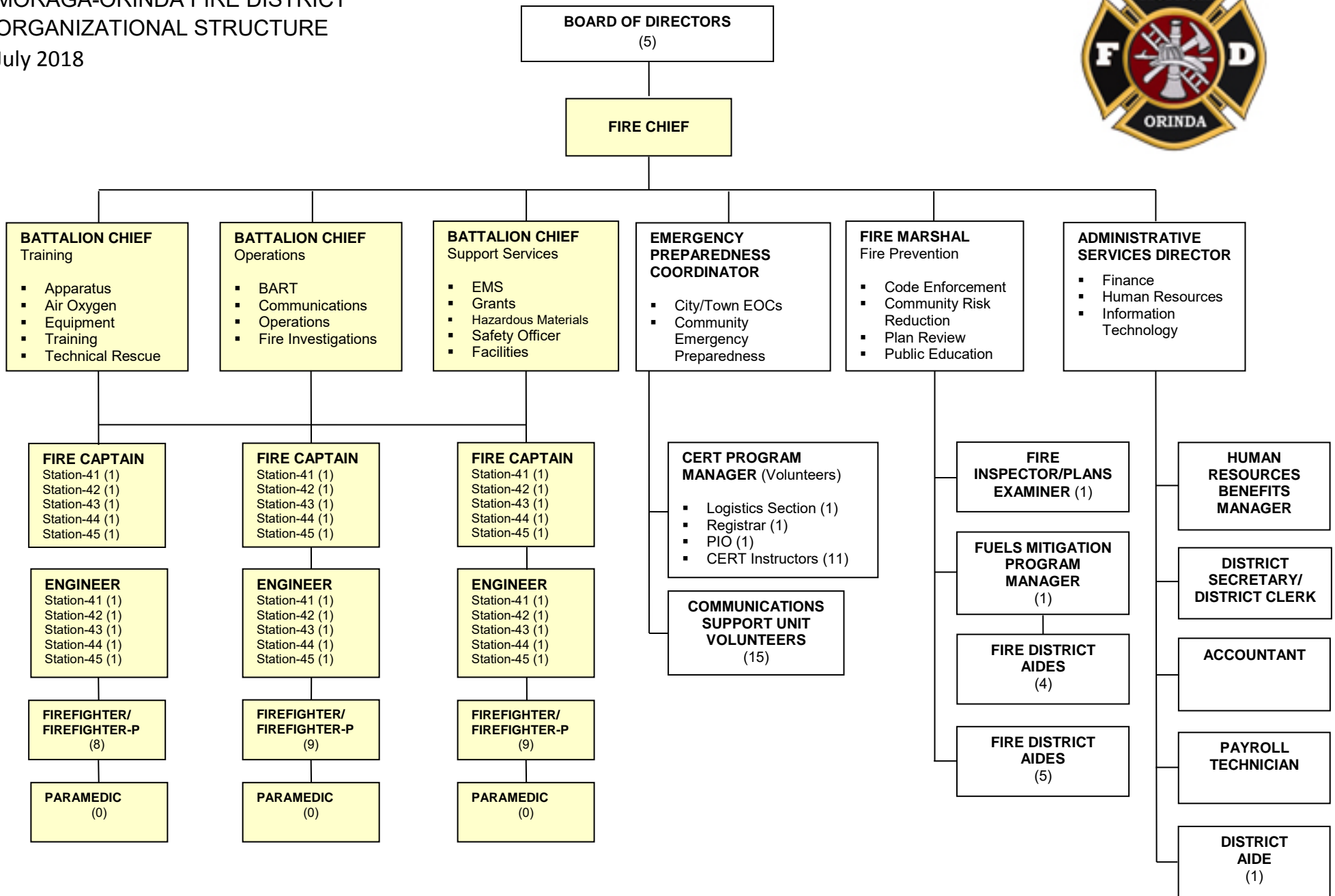
Sincerely,

A handwritten signature in black ink, consisting of a stylized 'D' followed by 'Winnacker' and a large, sweeping flourish.

David Winnacker  
Fire Chief

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.

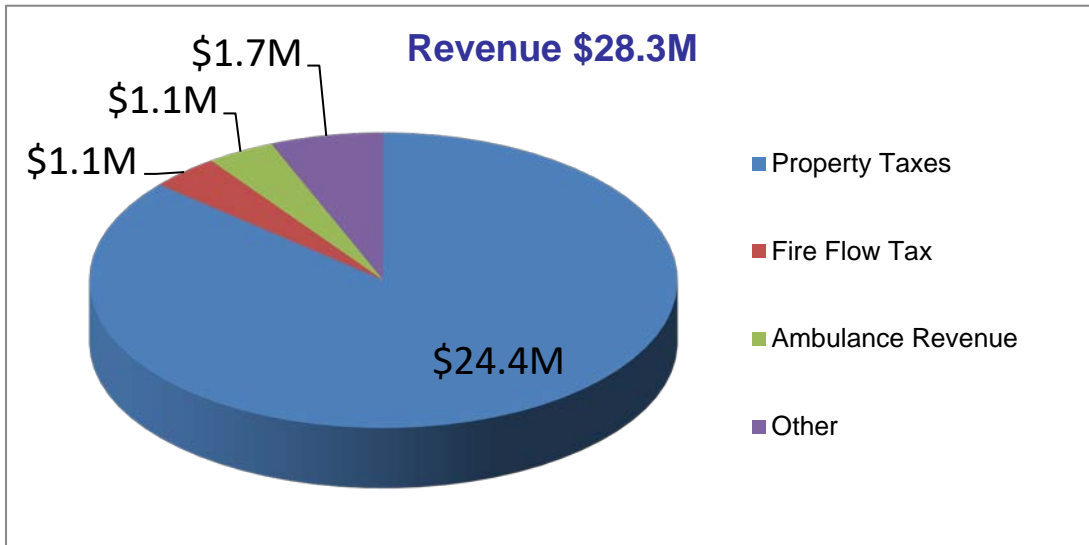
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

*FY 2018-2019*

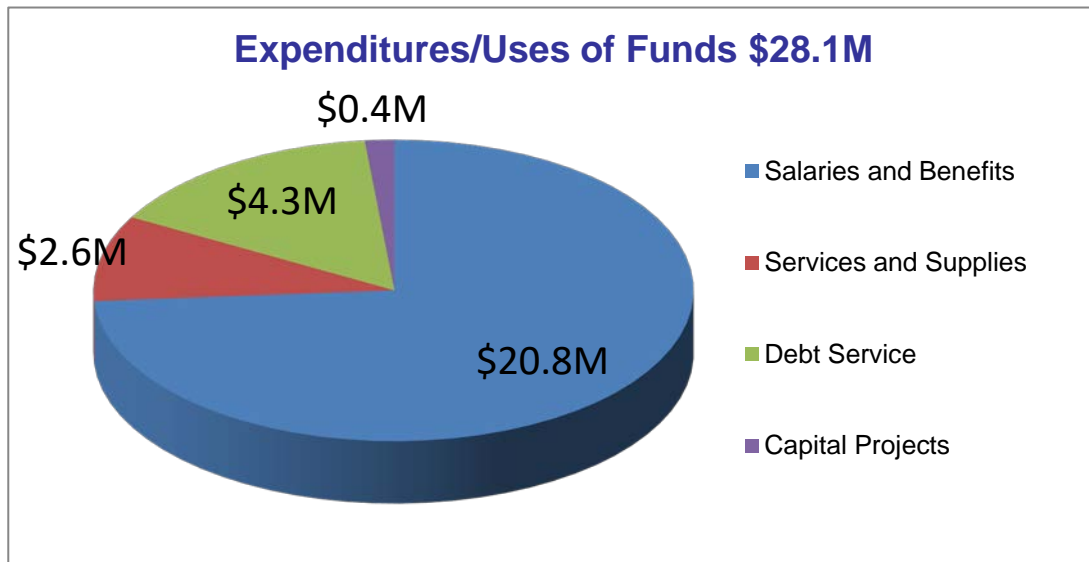
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
<b>PROJECTED FUND BALANCE JULY 1, 2018</b>	\$5,700,000	\$3,033,449	\$4,460,000	\$13,193,449
<b>PROJECTED REVENUES</b>				
Property Taxes	20,861,594	3,543,473		24,405,067
Use of money & prop	3,000	5,000		8,000
Fire flow taxes	1,085,000			1,085,000
Use of 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
<b>TOTAL</b>	<b>24,615,359</b>	<b>3,548,473</b>	<b>150,000</b>	<b>28,313,832</b>
<b>PROJECTED EXPENDITURES</b>				
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
<b>TOTAL</b>	<b>23,359,338</b>	<b>4,319,191</b>	<b>458,750</b>	<b>28,137,279</b>
Transfers in (out)	(1,085,000)	1,011,814	73,186	0
<b>NET CHANGE</b>	<b>171,021</b>	<b>241,096</b>	<b>(235,564)</b>	<b>176,553</b>
<b>PROJECTED FUND BALANCE JUNE 30, 2019</b>	<b>\$5,871,021</b>	<b>\$3,274,545</b>	<b>\$4,224,436</b>	<b>\$13,370,002</b>

# FUNDING SOURCES AND USES ALL FUNDS FY 2018-2019

## FUNDING SOURCES



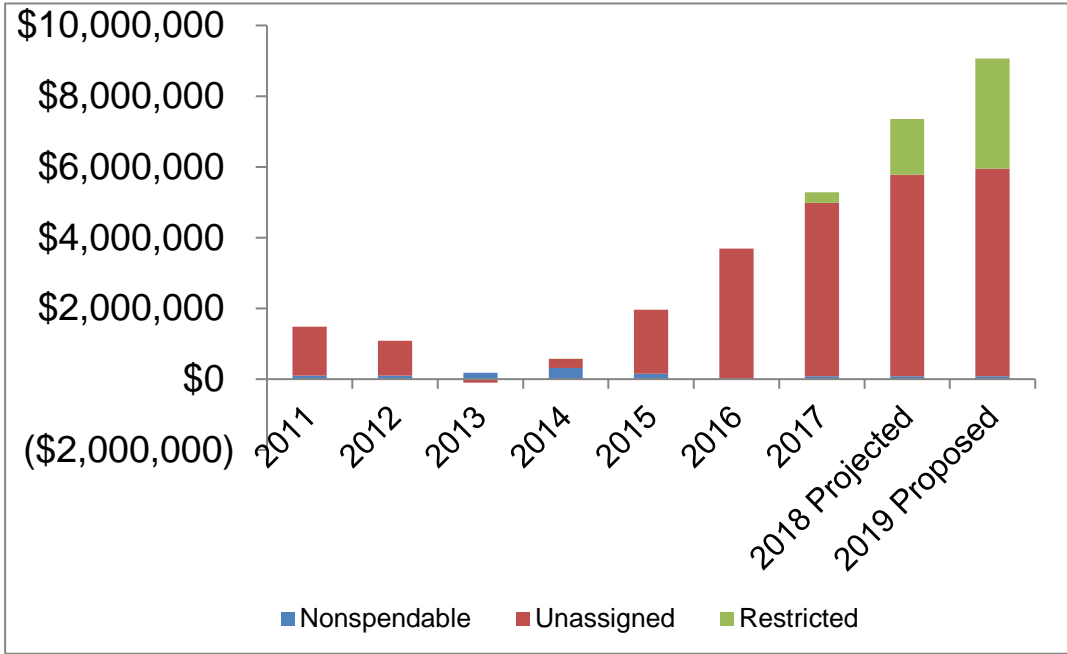
## FUNDING USES



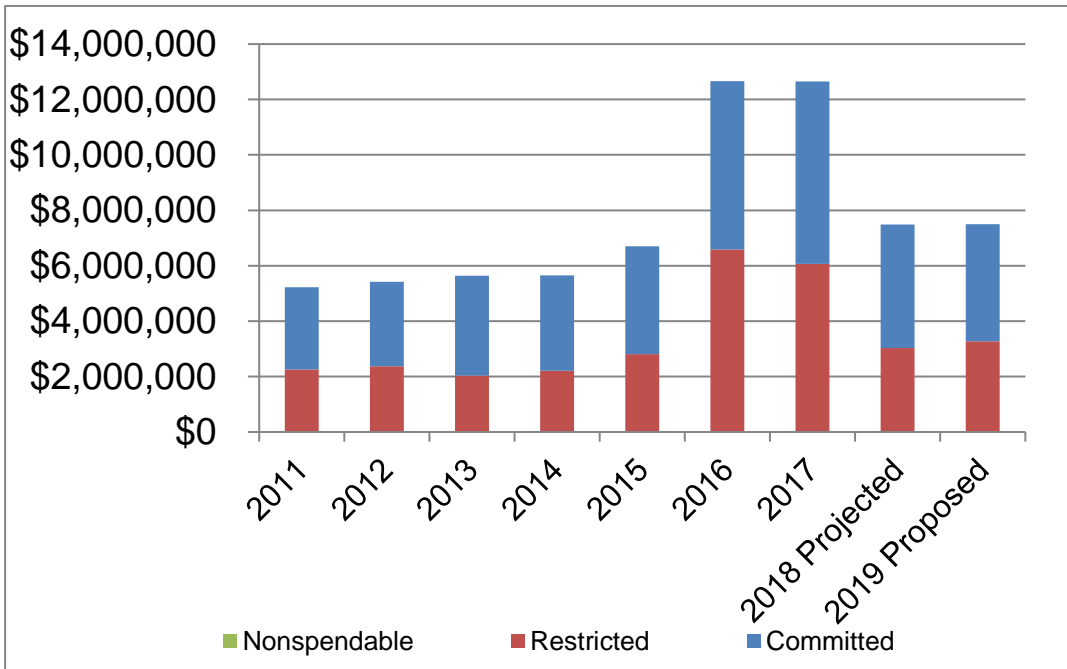
## FUND BALANCE

*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)
<b>TOTAL PROPERTY TAXES</b>		<b>\$18,901,827</b>	<b>\$19,670,546</b>	<b>\$20,861,594</b>
Fire Flow Taxes	4066			1,085,000
<b>TOTAL FIRE FLOW TAXES</b>				<b>\$1,085,000</b>
Investment Earnings	4181	4,409	10,000	3,000
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$4,409</b>	<b>\$10,000</b>	<b>\$3,000</b>
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
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$263,358</b>	<b>\$432,834</b>	<b>\$735,415</b>

## 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
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$319,436</b>	<b>\$318,500</b>	<b>\$320,350</b>
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
<b>TOTAL CHARGES AMBULANCE</b>		<b>\$1,116,153</b>	<b>\$1,044,256</b>	<b>\$1,059,000</b>
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
<b>TOTAL OTHER REVENUE</b>		<b>\$606,117</b>	<b>\$1,172,459</b>	<b>\$551,000</b>
<b>TOTAL REVENUES</b>		<b>\$21,211,300</b>	<b>\$22,648,595</b>	<b>\$24,615,359</b>



## 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 In	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%
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 19,827,795</b>	<b>\$ 19,505,167</b>	<b>\$ 20,785,106</b>	<b>7%</b>
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%
Uilities - Sewer	6120	3,543	5,400	5,400	0%
Uilities - Garbage	6121	12,845	12,845	12,845	0%
Uilities - PG&E	6122	65,690	65,690	65,690	0%
Uilities - Water	6123	13,860	13,860	13,860	0%
Uilities - 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%
Computer Equip/Supplies	6132	2,000	5,000	3,000	-40%
Power Saw/Other Equip	6133	4,500	0	6,800	

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019	ACTUALS TO BUDGET % CHANGE
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%
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%

DESCRIPTION	GL CODE	AMENDED BUDGET 2017/2018	PROJECTED ACTUALS 2017/2018	PROPOSED BUDGET 2018/2019	ACTUALS TO BUDGET % CHANGE
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%
<b>TOTAL OPERATING EXPENSE</b>		2,351,025	2,297,324	2,574,232	12%
<b>TOTAL EXPENDITURES</b>		<b>\$ 22,178,820</b>	<b>\$ 21,802,491</b>	<b>\$ 23,359,338</b>	7%
Transfers Out	7999			1,085,000	
<b>TOTAL EXPENDITURES/TRANS</b>		<b>\$ 22,178,820</b>	<b>\$ 21,802,491</b>	<b>\$ 24,444,338</b>	12%

## STAFFING SUMMARY

<b>DIVISION</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Proposed 2018-19</b>
<b>Board of Directors</b>					
Director	5	5	5	5	5
Total	5	5	5	5	5
<b>Finance &amp; Administration</b>					
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
<b>Human Resources</b>					
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
<b>Information Technology</b>					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25	0.25
<b>Emergency Operations</b>					
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

<b>Emergency Medical</b>					
EMS Quality Improvement Coord	0.5				
<b>Total</b>	<b>0.5</b>				
<b>Fire Prevention</b>					
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
<b>Total</b>	<b>3.5</b>	<b>4.5</b>	<b>4.1</b>	<b>4.1</b>	<b>6.6</b>
<b>Emergency Preparedness</b>					
Emer Preparedness Coord****	0.5	0.5	0.5	0.5	0.5
<b>Total</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>GRAND TOTAL</b>	<b>77.10</b>	<b>72.60</b>	<b>73.20</b>	<b>73.20</b>	<b>78.20</b>

\* 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

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

## 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
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 506,608</b>	<b>\$ 488,325</b>	<b>\$ 497,358</b>
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

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

## 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		ACCOUNT NAME
	TOTAL	CODE	
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
Retiree Share Health	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)
<b>TOTAL SALARIES &amp;</b>		<b>\$ 2,409,971</b>	<b>\$ 2,346,163</b>	<b>\$ 3,391,693</b>
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
<b>TOTAL OPERATING EXPENSE</b>		<b>61,485</b>	<b>56,900</b>	<b>70,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,471,456</b>	<b>\$ 2,403,063</b>	<b>\$ 3,461,993</b>

## 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)
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 63,398</b>	<b>\$ 62,968</b>	<b>\$ 64,273</b>
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
<b>TOTAL OPERATING EXPENSE</b>		<b>335,800</b>	<b>317,600</b>	<b>353,762</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 399,198</b>	<b>\$ 380,568</b>	<b>\$ 418,035</b>

## INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Station UPS Batteries - 2	1,000		
Computer Supplies and Parts	2,000		
<b>Sub-total</b>	<b>3,000</b>	6132	Computer Equipment
Internet Service	5,400		
Dell Lease Desktops & Laptops	10,500		
<b>Sub-total</b>	<b>15,900</b>	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		
<b>Sub-total</b>	<b>84,750</b>	6251	Computer Software/Mtc

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

# 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 5<sup>th</sup> 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
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 411,267</b>	<b>\$ 450,282</b>	<b>\$ 564,471</b>
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
<b>TOTAL OPERATING EXPENSE</b>		<b>35,445</b>	<b>41,259</b>	<b>58,445</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 446,712</b>	<b>\$ 491,541</b>	<b>\$ 622,916</b>

## 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
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 117,800</b>	<b>\$ 117,800</b>	<b>\$ 112,136</b>
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
<b>TOTAL OPERATING EXPENSE</b>		<b>16,200</b>	<b>16,200</b>	<b>21,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 134,000</b>	<b>\$ 134,000</b>	<b>\$ 133,136</b>

## 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
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 2,000</b>	<b>\$ 4,500</b>	<b>\$ 5,000</b>
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
<b>TOTAL OPERATING EXPENSE</b>		<b>127,500</b>	<b>116,000</b>	<b>111,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 129,500</b>	<b>\$ 120,500</b>	<b>\$ 116,800</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		18,150	23,569	31,550
<b>TOTAL EXPENDITURES</b>		<b>\$ 18,150</b>	<b>\$ 23,569</b>	<b>\$ 31,550</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		10,600	10,600	11,400
<b>TOTAL EXPENDITURES</b>		<b>\$ 10,600</b>	<b>\$ 10,600</b>	<b>\$ 11,400</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		33,500	36,700	36,300
<b>TOTAL EXPENDITURES</b>		<b>\$ 33,500</b>	<b>\$ 36,700</b>	<b>\$ 36,300</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		30,070	29,575	34,575
<b>TOTAL EXPENDITURES</b>		<b>\$ 30,070</b>	<b>\$ 29,575</b>	<b>\$ 34,575</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		20,315	23,420	22,420
<b>TOTAL EXPENDITURES</b>		<b>\$ 20,315</b>	<b>\$ 23,420</b>	<b>\$ 22,420</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		29,355	28,960	28,960
<b>TOTAL EXPENDITURES</b>		<b>\$ 29,355</b>	<b>\$ 28,960</b>	<b>\$ 28,960</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		43,998	45,720	46,820
<b>TOTAL EXPENDITURES</b>		<b>\$ 43,998</b>	<b>\$ 45,720</b>	<b>\$ 46,820</b>

## 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 (4)  
Engineer (8)  
Firefighter/Paramedic (23)  
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
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 16,273,751</b>	<b>\$16,025,129</b>	<b>\$ 16,138,175</b>
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
<b>TOTAL OPERATING EXPENSE</b>		<b>210,580</b>	<b>185,127</b>	<b>274,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 16,484,331</b>	<b>\$16,210,256</b>	<b>\$ 16,412,975</b>

## 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
<b>TOTAL OPERATING EXPENSE</b>		271,100	270,978	299,450
<b>TOTAL EXPENDITURES</b>		<b>\$ 271,100</b>	<b>\$ 270,978</b>	<b>\$ 299,450</b>



## 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
<b>TOTAL OPERATING EXPENSE</b>		264,843	276,272	276,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 264,843</b>	<b>\$ 276,272</b>	<b>\$ 276,000</b>

## 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 Matt Nichols

## 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
<b>TOTAL SALARIES &amp;</b>		<b>\$ 43,000</b>	<b>\$ 10,000</b>	<b>\$ 12,000</b>
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
<b>TOTAL OPERATING EXPENSE</b>		158,700	90,025	162,325
<b>TOTAL EXPENDITURES</b>		<b>\$ 201,700</b>	<b>\$ 100,025</b>	<b>\$ 174,325</b>

## 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
<b>TOTAL REVENUES</b>		<b>\$ 4,388,261</b>	<b>\$ 4,409,661</b>	<b>\$ 4,560,287</b>

**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
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,169,857</b>	<b>\$ 4,169,857</b>	<b>\$ 4,319,191</b>

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

**FISCAL YEAR 2018-2019**

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

<b>CURRENT YEAR SUMMARY</b>				
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
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
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
<b>TOTALS</b>		<b>\$14,105,000</b>	<b>\$1,771,538</b>	<b>\$15,876,538</b>

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

**FISCAL YEAR 2018-2019**

**PURPOSE: Purchase two ambulances**

<b>CURRENT YEAR SUMMARY</b>				
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
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2018-2019	1.82%	86,435	2,784	89,219
2019-2020	1.82%	88,015	1,203	89,218
<b>TOTALS</b>		<b>\$174,450</b>	<b>\$3,987</b>	<b>\$178,437</b>

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

**FISCAL YEAR 2018-2019**

**PURPOSE: Design and construction of Station 43**

<b>CURRENT YEAR SUMMARY</b>				
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
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
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
<b>TOTALS</b>		<b>\$3,629,000</b>	<b>\$547,315</b>	<b>\$4,176,315</b>

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

**FISCAL YEAR 2018-2019**

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

<b>CURRENT YEAR SUMMARY</b>				
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
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
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
<b>TOTALS</b>		<b>\$2,305,383</b>	<b>\$99,615</b>	<b>\$2,404,998</b>

**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			73,186
<b>TOTAL REVENUES</b>		<b>\$ 1,353,368</b>	<b>\$ 1,409,533</b>	<b>\$ 223,186</b>

**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	
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,808,131</b>	<b>\$ 6,805,752</b>	<b>\$ 458,750</b>

## 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
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 458,750</b>

## 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:** Gloriann Sasser, Administrative Services Director  
**DATE:** June 20, 2018  
**SUBJECT:** Item 8.3 – Resolution 18-12 Establishing the District's Annual Appropriations Limit for Fiscal Year 2018/19

---

## **BACKGROUND**

Each year the Board of Directors is required to establish an appropriations limit for the District per California Government Code Section 7910. In accordance with the calculation formula established in the Government Code, the District's appropriations limit for Fiscal Year 2018/19 is \$29,294,501. Prior appropriations limits are as follows:

<b>Fiscal Year</b>	<b>Appropriations Limit</b>
2014/15	\$23,842,528
2015/16	\$25,070,155
2016/17	\$26,712,286
2017/18	\$28,010,956
2018/19	\$29,294,501

## **RECOMMENDATION**

Staff recommends the Board adopt Resolution No. 18-12 establishing the appropriations limit for Fiscal Year 2018/19 at \$29,294,501.

## **ATTACHMENT**

- 1) Attachment A – Resolution 18-12 – Establishing the Appropriations Limit for Fiscal Year 2018/19 Pursuant to Article XIII B of the California Constitution

**RESOLUTION NO. 18-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MORAGA-ORINDA FIRE PROTECTION DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2018/19 PURSUANT TO ARTICLE XIII B OF  
THE CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including the Moraga-Orinda Fire Protection District ("District"), shall not exceed the appropriations limit of such entity of government for the prior year adjusted by certain changes mandated by Proposition Four passed in November, 1979 and Proposition 111 in June, 1990 except as otherwise provided for in Article XIII B and implementing State statutes; and,

WHEREAS, pursuant to Article XIII B, and Section 7900 et seq. of the California Government Code, the District is required to set its appropriations limit for each fiscal year; and,

WHEREAS, District Staff conducted necessary analysis and calculations to determine the appropriations limits for fiscal year 2018/19, relying on the prior fiscal year approved limit and using the following two adjustment factors: *Annual Percent Change in Population for the County of Contra Costa in conjunction with Percentage Change in Per Capita Personal Income*; and,

WHEREAS, based on such calculations District Staff has determined the said appropriations limit, and, pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit;

NOW THEREFORE, BE IT RESOLVED by the District Board of Directors that the Appropriations Limit for Fiscal Year 2018/19 shall be and is hereby set in the amount of \$29,294,501.

PASSED, APPROVED and ADOPTED this 20th day of June, 2018 at a regular meeting of the District Board of Directors held on June 20, 2018, at 22 Orinda Way, Orinda, California, on motion made by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

# Attachment A

Dated: June 20, 2018

---

Brad Barber, President  
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  
**DATE:** June 20, 2018  
**SUBJECT:** Item 8.4 – Resolution No. 18-13 Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services

---

## **BACKGROUND**

Emergency medical services are partially paid for by ambulance transport cost recovery fees and non-transport emergency medical services cost recovery fees. District Resolution No. 13-02, approved in May 2013, adopted a modified schedule of fees. This Resolution and the District's Ambulance Service Agreement with Contra Costa County EMS include a provision for an annual modification to emergency medical services fees.

Based on a recent fee survey of other providers in Contra Costa County and a review of industry billing practices, a single base fee of \$2,500 for all transports along with increases to other chargeable fees will make MOFD consistent with the rates and practices of other transport providers in the area.

Staff recommends the Board adopt the proposed emergency medical services cost recovery fees effective July 1, 2018 as follows:

Fee Description	Current Fee	Recommended Fee
Emergency Ambulance Response Base Rate	N/A	\$2,500
Basic Life Support Transport (BLS)	\$1,138	N/A
Advanced Life Support Transport	\$1,571	N/A
Advanced Life Support 2 Transport	\$1,808	N/A
Assessment Without Transport	\$475	\$600
First-Responder Fee	\$475	\$600
Mileage	\$30	\$40
Oxygen Administration	\$56.65	\$125

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

Agency	Base Rate	Assessment without Transport	First Responder Fee	Mileage
Contra Costa FPD	\$2,245.40	\$481	\$433	\$50
San Ramon Valley FPD	\$2,500	\$600	Does not charge	\$40
East Contra Cost FPD	N/A	N/A	\$289.07 first ½ hr. \$263.37 ½ hr. thereafter	N/A

**RECOMMENDATION**

Staff recommends the Board adopt Resolution 18-13 Establishing a Modified Schedule of Cost Recovery Fees for Emergency Medical Services.

**ATTACHMENT**

- 1) Attachment A – Resolution 18-13 – Adopting a Modified Schedule of Cost Recovery Fees for Emergency Medical Services

**RESOLUTION NO. 18-13**

**A RESOLUTION OF THE MORAGA-ORINDA FIRE DISTRICT ADOPTING A MODIFIED SCHEDULE OF COST RECOVERY FEES FOR EMERGENCY MEDICAL SERVICES**

WHEREAS, on October 17, 2001, the Moraga-Orinda Fire District of Contra Costa County (“District”) enacted District Ordinance No. 01-01 (the “Ordinance”), which authorized the formulation of a schedule of fees and collection policies as provided in Health & Safety Code section 13916, a portion of the Fire Protection District Law of 1987 (Health & Safety Code sections 13800 *et seq.*); and,

WHEREAS, the Ordinance provides that the Ordinance Fee Schedule may be modified on an annual basis by a Resolution of the District Board; and,

WHEREAS, notice has been given for the consideration of the modified fees set forth herein below, consistent with applicable law; and,

WHEREAS, because of Medicare fee reductions and the actual costs expended by the District for providing ambulance and emergency medical services have increased; and,

WHEREAS, the District is authorized under Health & Safety Code section 13916 to recover its actual costs in association with the furnishing of ambulance service and other authorized service of the District; and,

NOW THEREFORE, BE IT RESOLVED that the fees for ambulance transport as adopted in a Master Fee Schedule of the District for ambulance transport are modified to provide for the imposition of the following fees upon rendering of the described service effective July 1, 2018:

- Increase Base Rates as follows:
  - Emergency Ambulance Response Base Rate \$2,500
  - Mileage from to \$30 per mile to \$40 per mile
  - Oxygen from \$56.65 to \$125

MOFD currently bills for non-transport emergency medical services when patients are assessed and treated on scene but decline transport services. Current industry standards support cost recovery for non-transport services and the Assessment Without Transport Fee cost recovery schedule is increased from \$475 to \$600 effective July 1, 2018; and,

MOFD hereby establishes a First Responder Fee of \$600 to recover costs incurred by the first responder unit; and,

BE IT FURTHER RESOLVED, that the District Board finds that the increases in emergency medical services fees are necessary to offset increased costs and the Medicare fee reductions, and are reasonable in the amount adopted.



## Attachment A

PASSED, APPROVED and ADOPTED this 20<sup>th</sup> day of June, 2018 at the regular meeting of the District Board of Directors held on June 20, 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: June 20, 2018

---

Brad Barber, President  
Board of Directors

ATTEST:

---

Grace Santos, District Clerk



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** June 20, 2018

**SUBJECT:** Item 8.5 – 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 3 - \$400.00</u>
<u>Division 4 - \$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 20<sup>th</sup> day of June, 2018, at 22 Orinda Way, Orinda, California 94563, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

# Attachment A

Dated: June 20, 2018

---

Brad Barber, President  
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  
**DATE:** June 20, 2018  
**SUBJECT:** Item 8.6 – Changing the Election of Directors from Division to Election of Directors At Large

---

## **Background**

At the May 16, 2018 Board Meeting, staff was directed to place on the agenda the topic of changing the election of directors from division-based elections to at-large elections. Detailed information regarding procedures and requirements has been compiled and is included in a memorandum (Attachment A).

## **Staff Recommendation**

- 1) Discuss; 2) Deliberate; 3) Provide direction to staff

## **Attachments**

- 1) Attachment A – Memorandum regarding Proposal to Change from District-Based Elections to At-Large Elections



## MEMORANDUM

**To:** The Moraga Orinda Fire District Board of Directors

**From:** Jon Holtzman, District Counsel  
Katherine McGrath

**Date:** June 14, 2018

**Re:** Proposal to Change from District-Based Elections to At-Large Elections; Procedures and Requirements

---

### I. Background

At the May 16, 2018 Moraga Orinda Fire District (MOFD or “District”) Board of Directors Meeting, the topic of moving from district-based elections to at-large elections for the Board of Directors was proposed. This memorandum presents the procedures and requirements the Board must follow to place a measure on the ballot to propose at-large elections of the Board of Directors.

The Application to the Local Agency Formation Commission Requesting Reorganization of the Moraga and Orinda Fire Protection Districts proposed a district-based voting system for MOFD “to recognize the importance of geographical representation immediately following consolidation” of the Moraga Fire Protection District and the Orinda Fire Protection District. (Application to the Local Agency Formation Commission Requesting Reorganization of the Moraga and Orinda Fire Protection Districts [hereinafter “LAFCO Application”], Proposed Service Plan Delivery, section B, p. 20.) (Attachment A.) The LAFCO Application requires the Board to take certain steps prior to placing a measure on the ballot to propose a change from by-district to at-large elections of the Board of Directors.

### II. Procedures and Requirements for Proposing At-Large Elections

Voter approval is required to change from the district-based system to an at-large voting system. (LAFCO Application, Proposed Transition Plan, section 5, p. 24.) Before placing a measure on the ballot proposing at-large elections, the Board must first dissolve the two service zones representing the former Moraga Fire Protection District and the Orinda Fire Protection District (“Service Zones”). (LAFCO Application, Proposed Transition Plan, section 5, p. 24.)

#### a. Dissolution of Service Zones

# Attachment A



Renne Public Law Group

Memorandum to the Board of Directors

June 14, 2018

Page 2

Upon formation in 1997, MOFD established two separate Service Zones coterminous with the boundaries of the former Moraga Fire Protection District and the Orinda Fire Protection District because each district had different funding levels and funding mechanisms. The LAFCO Application proposed that the Service Zones be maintained for a minimum period of four years because, at the time, the Orinda Fire Protection District did not have a paramedic program and had not previously levied a fire flow tax, which required an additional investment in station facilities and capital equipment. (LAFCO Application, Proposed Transition Plan, section 3, p. 24.)

According to the LAFCO Application, after four years, the Service Zones would be maintained until the Board of Directors determined that services, equipment, and infrastructure are comparable throughout the District's service area. (*Id.*) Before dissolving the Service Zones to combine personnel, equipment, and funds into a single zone, the Board of Directors must make findings that "services are fully integrated and the fire flow tax can be equalized throughout the District." (*Id.*) These findings should be based on data comparing the level of services and resources in each Service Zone.

The LAFCO Application also notes that a reaffirmation or equalization of the fire flow tax ordinance throughout the District may also be necessary when dissolving the Service Zones. (*Id.*) The fire flow tax, which is a special property tax, is currently six cents (\$.06) in both Service Zones and will continue at six cents for the 2018-2019 fiscal year. (Resolution 18-08.) If the Board chooses to dissolve the Service Zones, it should reaffirm in the resolution dissolving the Service Zones that the six cent fire flow tax applies District-wide upon the dissolution of the Services Zones into a single service area.

## b. Ballot Measure

After dissolving the Service Zones, the Board may vote to place a measure on the ballot proposing an at-large election of the Board of Directors at the next general district election. (LAFCO Application, Proposed Transition Plan, section 5, p. 24.) If approved by the voters, the at-large voting system would be implemented in the following general election.



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** David Winnacker, Fire Chief

**DATE:** June 20, 2018

**SUBJECT:** Item 8.7 – Election of an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board

## **BACKGROUND**

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county's Independent Special District Selection Committee ("ISDSC") will be granted authority to appoint *one special district representative* to the county's RDA oversight board. The ISDSC consists of the presiding officer (or his/her designee) of the legislative body of each independent special district in the County (this is the same group that appoints the special district members of LAFCO).

If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

## **Eligibility Requirements**

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District  
Ambrose Recreation & Park District  
Byron Brentwood Knightsen Union Cemetery District  
Central Contra Costa Sanitary District  
Contra Costa Mosquito & Vector Control District  
Contra Costa Resource Conservation District  
Contra Costa Water District  
East Contra Costa Irrigation District  
Ironhouse Sanitary District

Los Medanos Community Healthcare District  
Pleasant Hill Recreation & Park District  
Rodeo Hercules Fire Protection District  
Rodeo Hercules Sanitary District  
San Ramon Valley Fire Protection District  
Stege Sanitary District  
West Contra Costa Healthcare District  
West County Wastewater District

*Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.*

The Moraga-Orinda Fire District's representative on the ISDSC is the presiding officer of the legislative body of the district (i.e., board chairperson) or an alternate board member, as appointed by the board. \*See the attached memo and list used in the recent election for LAFCO special district seats (Attachment A).

### **Selection of Special District Representative to County RDA Oversight Board**

Pursuant to Government Code §56332 *et seq.*, the LAFCO Executive Officer is giving written notice and calling for nominations for an independent special district member to the countywide RDA oversight board. As with the recent appointment of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

In April, LAFCO staff issued a call for nominations for the RDA Oversight Board seat; nominations were due by May 30, 2018. LAFCO has announced that there are two candidates - Susan Morgan with Ironhouse Sanitary District and Raemona Williams with Rodeo Hercules Fire Protection District. The nominee that receives the most votes among the ballots received will be appointed to the seat, and the candidate with the second most votes will be appointed "alternate."

The official ballot (Attachment B) is to be completed by the Fire District's presiding officer, or his or her alternate as designated by the board. This ballot must be returned to Contra Costa LAFCO by email or mail no later than June 30th. If a majority of ballots (at least 23) is not received by June 30th, a further extension of this election may be required.

### **RECOMMENDATION**

- 1) Discuss; 2) Deliberate; 3) Vote for a candidate, complete and return the signed ballot to Contra Costa LAFCO by email by June 30, 2018

### **ATTACHMENTS**

- 1) Attachment A – Memo to Districts with RDA Election Special District Delegated Voting Officers
- 2) Attachment B – Ballot for Electing RDA Oversight Board Member
- 3) Attachment C – Susan Morgan Candidate Statement



**DATE:** April 25, 2018

**To:** Board Chair and Clerk, Each Independent Special District

**FROM:** Lou Ann Texeira, Executive Officer, Contra Costa LAFCO

**SUBJECT:** **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

**BACKGROUND**

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county’s Independent Special District Selection Committee (“ISDSC”) will be granted authority to appoint *one special district representative* to the county’s RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

**ELIGIBILITY REQUIREMENTS**

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District	Los Medanos Community Healthcare District
Ambrose Recreation & Park District	Pleasant Hill Recreation & Park District
Byron Brentwood Knightsen Union Cemetery District	Rodeo Hercules Fire Protection District
Central Contra Costa Sanitary District	Rodeo Hercules Sanitary District
Contra Costa Mosquito & Vector Control District	San Ramon Valley Fire Protection District
Contra Costa Resource Conservation District	Stege Sanitary District
Contra Costa Water District	West Contra Costa Healthcare District
East Contra Costa Irrigation District	West County Wastewater District
Ironhouse Sanitary District	

***Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.***

## Attachment A

Your district's representative on the ISDSC is the presiding officer of the legislative body of the district (i.e., board chairperson) or an alternate board member, as appointed by your board. \*See attached list used in the recent election for the LAFCO special district seats. Please provide updated information as needed. *We encourage all independent special districts to vote!*

### **SELECTION OF SPECIAL DISTRICT REPRESENTATIVE TO COUNTY RDA OVERSIGHT BOARD**

Pursuant to Government Code §56332 *et seq.*, the LAFCO Executive Officer is giving written notice and calling for nominations for an independent special district member to the countywide RDA oversight board. As with the recent appointment of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

Enclosed is a nomination form to be completed by your special district's presiding officer, or his or her alternate as designated by your board. Please return this nomination form to Contra Costa LAFCO by email or mail prior to the end of the nominating period, **May 30, 2018**. Feel free to attach a brief resume and/or candidate statement (one page) of the nominee, if you choose.

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed by the committee. If two or more candidates are nominated, the LAFCO Executive Officer will prepare and deliver ballots and voting instructions to the districts. The nominee with the second most votes among all ballots received will be appointed "alternate."

### **SCHEDULE**

The election schedule is as follows:

April 25, 2018	Start of Nomination Period
May 30, 2018	End of Nomination Period
May 31, 2018	Start of Voting Period
June 30, 2018	End of Voting Period
July 2, 2018	Ballots Counted
July 2, 2018	Results Announced

Contra Costa LAFCO encourages your district to participate in the election process. If you have any questions, please contact Contra Costa LAFCO by phone at 925-335-1094 or email [LouAnn.Teixeira@lafco.cccounty.us](mailto:LouAnn.Teixeira@lafco.cccounty.us).

Sincerely,

Lou Ann Teixeira, Executive Officer  
Contra Costa LAFCO

Attachments:

- Nomination Form
- List of Independent Special Districts

c: Each Commissioner, Contra Costa LAFCO  
Robert R. Campbell, Contra Costa County Auditor-Controller  
Maureen Toms, AICP, Contra Costa County Department of Conservation and Development

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE  
CONTRA COSTA COUNTY  
May 31, 2018

**OFFICIAL BALLOT**

**Election of Redevelopment Agency (RDA) Oversight Board Member**

**Vote for one:**

- Raemona Williams, Rodeo Hercules Fire Protection District
- Susan Morgan, Ironhouse Sanitary District

-----

\*\*\*The second highest vote-getter will be designated the ALTERNATE RDA Oversight Board Member

Name of Voting District: \_\_\_\_\_

Name of Voting Member: \_\_\_\_\_  
(please print)

Signature of Voting Member: \_\_\_\_\_

## **CANDIDATE STATEMENT OF SUSAN MORGAN FOR THE COUNTY RDA OVERSIGHT BOARD**

I would like to represent the independent Special Districts on the County Redevelopment Agency Oversight Board. I currently sit on the Board of Directors of two Special Districts: the Ironhouse Sanitary District, and the East Contra Costa Fire Protection District. In addition, I have been active in our Contra Costa chapter of the California Special Districts Association (CCSDA). Last year, I was a member of the Speaker's Committee of CCSDA, and organized our special October meeting on the *Ad Valorem Property Tax Allocation / Re-allocation*. This year, I have been elected as your Member-At-Large to CCSDA, and have been appointed as Chairperson of the Speaker's Committee. In those capacities, I am working, along with the CCSDA Executive Committee and Speaker's Committee, on a number of programs for you at CCSDA, for both this year and next.

By way of background, I am a business attorney, focusing on advising startups (particularly, technology startups) regarding corporate matters, financings, and governance. I hold a B.A. from UCLA in Quantitative Psychology; an M.A. from UCLA in Cognitive Psychology; and a J.D. from Santa Clara University School of Law.

I would like to ensure that the liquidation of county redevelopment agency assets and the distribution of county redevelopment agency funds is managed in a manner that protects the interests of special districts. I look forward to receiving your vote, and thank you for your consideration.





# Moraga-Orinda Fire District

Fire Chief Dave Winnacker

**TO:** Board of Directors  
**FROM:** Dave Winnacker, Fire Chief  
**DATE:** June 20, 2018  
**SUBJECT:** Item 10.3 – District Update and Activity Report: May 2018

---

## **EMERGENCY PREPAREDNESS**

1. On Saturday, May 5, Staff assisted with MOFD's Orinda Open House event at fire station 45.
2. On Wednesday, May 9, Staff attended the Orinda Union School District's emergency preparedness meeting. The group discussed school security plans, communications and coordinating emergency response to the School District's facilities.
3. On Wednesday evening, May 9, Staff attended the Lafayette Emergency Preparedness Commission meeting. The commission continues to develop annexes to the city's emergency operations plan and is planning for the July Lamorinda Emergency Preparedness Fair at Saint Mary's College.
4. On Saturday, May 12, Staff assisted with the Canyon community brush-clearing day. Staff was able to attend the morning briefing and drop off 12 "weed wrenches" for the community members to use during the event. Approximately 15 residents worked along "the Tracks" removing French broom, cutting tall grass and trimming overhanging tree limbs.
5. On Monday evening, May 14, Staff assisted with the Lamorinda CERT monthly meeting. The topic was "Meet Your Chiefs of Police". All three Lamorinda Chiefs made presentations and answered questions on current topics of interest to the community. Around 35 residents attended.
6. On Tuesday, May 15, Staff met with representatives from PG&E's substation maintenance division and EBMUD to coordinate the fire training burns planned for watershed land near Bear Creek Rd. The live-fire training will occur in June and will have minimal impacts on the PG&E facility. PG&E is invited to have a representative at the training to insure no issues arise.
7. On Tuesday, May 15, Staff made a presentation to the Hills Emergency Forum's Staff Liaison Committee about working major incidents as a Public Information Officer. Approximately 15 members of the group attended. Staff talked about a range of assignments; from last Fall's Sonoma County Fire Storm to the quiet Orleans Complex on the Six Rivers National Forest.

8. On Wednesday, May 16, Staff organized the MOFD Communications-Support Unit volunteers to assist with updating the programming on the District's radio system. The volunteers worked with Kody Kerwin from the communications center and updated the emergency radio caches, engines and staff vehicles.
9. On Sunday, May 20, Staff attended a neighborhood preparedness party in Moraga. The neighbors held a potluck BBQ in their court and staff talked about wildfire preparedness and evacuations. They group was also interested in earthquake preparedness. Around 20 neighbors attended the event.
10. On Tuesday, May 22, Staff made a presentation on Heartsafe Moraga at the Moraga Rotary's monthly luncheon. Two volunteers from the Contra Costa County Medical Reserve Corps assisted with the talk that ended with the 20 or so attendees learning how to do "hands-only CPR".
11. On Wednesday, May 30, Staff attended the Green Command coordination meeting for the September Urban Shield exercise. Staff is working with the organizers as the Public Information Officer. The exercise will engage CERT members form around the bay in a large-scale disaster simulation.
12. On Wednesday, May 30, Staff attended the Moraga July 4th fireworks planning meeting at the Moraga Country Club. The group from Moraga Police Department, The Moraga Recreation Dept., MCC and MOFD is building a plan to handle the upcoming celebration.
13. On Wednesday evening, May 30, Staff attended PG&E's pubic meeting and update session regarding the St. Mary's Road closure at SMC. Staff was able to answer several questions from residents regarding potential evacuation and fire and medical emergency response during the closures.

### **EMS**

1. Attended meeting with Contra Costa EMS to extend ambulance contract
2. Attended meeting with County Medical Director
3. Facilitated county accreditation of four new recruit paramedics
4. Processed four new recruit paramedics into all MOFD EMS records systems
5. Certification audit of all personnel completed (on-going)
6. Ambulance compliance monitored (on-going)
7. CQI & PCR audited (on-going)
8. Ensure medical medication and supplies stock (on-going)
9. Provide administrative support for annual fee schedule adjustment
10. Monitor budgetary expenditures (on-going)

### **SUPPORT SERVICES**

1. Facilitated temporary Fire Station 43 water damage repairs and insurance claim
2. Assisted in crew (Engine 43) temporary relocation
3. Provide support for Fire Station 43 construction (on-going)
4. Provided facilities maintenance support (on-going)
5. Monitor budgetary expenditures (on-going)
6. Quarterly storm drain maintenance completed

## **ADMINISTRATIVE SERVICES**

1. Continued development of the 2018/19 Annual Operating Budget
2. Continued negotiations with Local 1230, Local 2700 and MOFCOA
3. Completed annual appropriations limit calculations
4. Completed salary increases effective June 1, 2018
5. Filed Financing Corporation federal and state tax returns
6. Completed promotional examination process for battalion chief
7. Completed temporary military leave policy
8. Continued grant administration for SAFER Grant
9. Continued CCCERA employer audit process