



# Moraga-Orinda Fire District

## Board of Directors

REGULAR MEETING

July 18, 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 – June 20, 2018**  
Staff Recommendation: Approve and File
  - 7.2. **Monthly Incident Report for June, 2018**  
Staff Recommendation: Approve and File
  - 7.3. **Monthly Check/Voucher Register**  
Staff Recommendation: Approve and File
  - 7.4. **Preliminary Monthly Financial Report**  
Staff Recommendation: Approve and File
8. REGULAR AGENDA
  - 8.1. **PARS OPEB Pre-Funding and Pension Rate Stabilization Trust Program Annual Client Review**  
Staff will present information to the Board regarding the Annual OPEB Account Review.  
Staff Recommendation: 1) No Action Required; For Information Only

- 8.2. **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
- 8.3. **Resolution 18-14 Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Adopting a Revised Fund Balance Policy**  
Staff will present information regarding Resolution 18-14 Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Adopting a Revised Fund Balance Policy.  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 18-14 Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Adopting a Fund Balance Policy
- 8.4. **Proposed Indian Valley Subdivision**  
Staff will present information to the Board regarding the proposed Indian Valley subdivision project.  
Staff Recommendation: None – Information Only
- 8.5. **California Fire Foundation Grant Acceptance**  
Staff will present information to the Board regarding the California Fire Foundation Grant Acceptance.  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide approval to accept grant and authorize General Fund budget adjustment revenue and expenditure increase of \$15,000

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 – June 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 July 11, 2018, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Grace Santos, District Clerk

# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

June 20, 2018



### 1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on June 20, 2018 at the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California. President Barber called the meeting to order. Present were the following Directors and Staff:

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

District Counsel Jonathan Holtzman arrived at 6:15 p.m.

### 2. Public Comment

There was no comment from the public.

### 3. Closed Session

At 6:00 P.M., the Board adjourned into Closed Session.

### 4. Reconvene the Meeting

President Barber reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:00 p.m. Present were the following Directors and Staff:

Director Anderson	Director Jorgens	Christine Russell, HR Benefits Manager
Director Barber	Dave Winnacker, Fire Chief	Grace Santos, District Clerk
Director Famulener	Jonathan Holtzman, District Counsel	
Director Jex	Gloriann Sasser, Admin Services Director	

### 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

Mr. Steven Danziger, Orinda resident, commented on the vegetation management notices that he and his neighbors received. He was informed by an elderly resident that this is the first time in 40 years that she received a notice stating that she needs to cut between her fence and Moraga Way. Mr. Danziger stated that the neighbors were unclear about what to do, and if they needed to do anything at all because of the easement.

Chief Winnacker suggested that residents call the number on the bottom of the notice to get answers to their questions.

### 7. Consent Agenda

President Barber asked to remove item 7.1 Meeting Minutes and discuss separately.

Motion by Director Famulener and seconded by Director Jex to approve and file items 7.2 Monthly Incident Report, 7.3 Monthly Check/Voucher Register, and 7.4 Monthly Financial Report. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

President Barber stated that contrary to what the second sentence in Section 9.3 of the May 16, 2018 Minutes states, he wants the record to show that this was not his belief then, nor is it now.

Motion by Director Jorgens and seconded by Director Anderson to approve and file item 7.1 Meeting Minutes. Said motion carried a 4-1 roll-call vote (Ayes: Anderson, Barber, Jex and Jorgens; Noes: Famulener).

Chief Winnacker introduced the District's newest firefighters, Thomas Schwedhelm, Michael Stiehr, Andrew Kalenian and Benjamin Guthmiller, who recently graduated from the Alameda County Fire District's academy.

Director Anderson commented that he was not aware that the graduation took place and would appreciate being notified of all graduation ceremonies going forward.

## 8. Regular Agenda

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

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.

Motion by Director Jex and seconded by Director Jorgens to approve a one-month extension of District's payment of Enhanced Medical Insurance Contribution Rates. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

### 8.2 Adoption of Annual Operating Budget Fiscal Year 2018/19

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.

President Barber noted that the budget and amounts designated for transfer to the trust will be determined by the Board in a subsequent board action informed by negotiations presently ongoing.

Motion by Director Jorgens and seconded by Director Jex to adopt the proposed Annual Operating Budget Fiscal Year 2018/19, and 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. Said motion carried a 4-1 roll-call vote (Ayes: Anderson, Barber, Jex and Jorgens; Noes: Famulener).

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

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.

Motion by Director Jorgens and seconded by Director Anderson to adopt Resolution No. 18-12 establishing the appropriations limit for Fiscal Year 2018/19 at \$29,294,501. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

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

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.

Director Anderson commented on the significant misunderstanding about billing. He stated that if a resident of Orinda, Moraga and Canyon is, or is not, transported, there is no need to pay the fees. The District will try to collect from the resident's insurance company, if they have insurance, but under no case will the money come out of the resident's pocket.

Director Jorgens asked if there would be an increase in revenue from the fees, and if it will reflect in the budget that was just adopted. ASD Sasser stated that the increase is not reflected in the budget. Even though the District would get more revenue, we are not sure how much. Even though we are charging more, the majority of the calls are for residents and a significant portion of that will be written off.

Director Jex asked if the \$2500 Emergency Ambulance Response Base Rate is in line with what insurers are currently paying. ASD Sasser stated that the District will have significant write-offs because the majority of the District's transports are Medi-care transports, and they pay significantly less.

Mr. Gordon Nathan, Moraga resident, stated that there could be instances when a resident receives service but is not transported and receives a bill from their insurance carrier denying payment because the patient was not transported. He asked if the residents could submit the bill to MOFD and request for an exemption. Chief Winnacker stated that if someone is a resident of MOFD and their insurance carrier does not pay, the District writes off the charges and no supplemental fees are collected.

Chief Winnacker stated that last year the District returned \$112K to residents who have inadvertently paid. The District is very aggressive in returning the money to the rightful owner.

Motion by Director Jorgens and seconded by Director Famulener to adopt Resolution 18-13 Establishing a Modified Schedule of Cost Recovery Fees for Emergency Medical Services. 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

**8.5 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.

Mr. Nathan stated that he is not in favor of drawing by a lot and feels that is not a good way to settle a tie vote. There was a brief conversation by Board members and the public. It was decided that in the event of a tie vote, the winner shall be determined by lot at a time and place designated by this Board.

Motion by Director Jorgens and seconded by Director Jex to amend and adopt Resolution No. 18-09 to include specification of election order that in the event of a tie vote, the winner shall be determined by lot at a time and place designated by this Board. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

#### **8.6 Changing the Election of Directors from Division to Election of Directors At Large**

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 were compiled and is included in a memorandum from District Counsel Jon Holtzman.

President Barber read a prepared statement from Mr. Richard Olsen (Attachment A), Moraga resident, who was unable to attend the meeting due to a medical condition. Director Famulener thanked Director Olsen for his statement.

Director Anderson stated that the District would have to go through LAFCO to make this happen. This would open up a lot of other issues. He agreed with Mr. Olsen's comments and stated that it would be expensive to switch to an at-large election.

District Counsel Holtzman stated that the memorandum lays out the process if the Board decided to move to at-large elections. Under the founding documents, before the District could proceed, it would

need to vote to dissolve the service zones, which there are currently two of. Once the Board has determined that services are fully integrated and the fire flow tax can be equalized throughout the District, the Board may dissolve the service zones to combine personnel and funds into a single zone. The Board can then move to place the change of at-large elections on the ballot. The memo lays out the process for doing so.

Mr. Gordon Nathan commented that he did not see anything in Counsel's memo about the two fire flow taxes. If the Board were to dissolve the two zones into one, Mr. Nathan asked which fire flow tax would the Board vote for. In the event the District moves to an at-large election, he asked what would happen to the two fire flow tax caps. He agreed with Director Anderson that keeping the respective Divisions is the fair thing to do, and if it were otherwise, there would be some bias and complicate matters.

District Counsel Holtzman stated that a complete research was not done, however, the founding documents (Attachment B in the June 20 agenda packet) specifically states that it may require a reaffirmation of a fire flow tax ordinance throughout the newly combined District.

Directors Jorgens and Jex both agreed with all of Director Anderson's comments.

President Barber commented that for the reason by former Director Olsen, Director Anderson, and joined in by Directors Jorgens and Jex, opening this door would raise many problems that the District ought to avoid at this time. It inevitably raises issues pertaining to tax equity between the two municipalities and unincorporated areas that is fair or should be addressed. President Barber stated that for all those reasons, he is not in favor of pursuing this matter at this time.

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

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.

Director Anderson strongly recommend that the Board put someone who has the interest of the fire districts as a representative on the new RDA board.

Director Famulener stated that Susan Morgan is a member of the Contra Costa County Fire Commissioners Association and has the fire districts' interest at heart. She recommended voting for Susan Morgan.

President Barber asked if this board would oversee a County redevelopment agency or a redevelopment agency of municipalities within the County, and what interest is it to the District. If it is of no interest to the District and does not affect the finances or operations, he would be inclined to abstain. If it does affect the District, he wants to determine which candidate would most likely represent whatever interest the District has in redevelopment agency oversight.

Chief Winnacker stated that operationally, the District has no interest. This is a political decision.

Director Anderson stated that he disagreed with the Chief because there will be State dollars involved, which could impact the requirements needed from MOFD if, for example, they decided to put in an urban transit center in downtown Orinda. It would have a dramatic impact on MOFD.

Director Famulener endorsed Susan Morgan. Directors Jex and Jorgens stated that they agree to endorse Susan Morgan, who wrote a candidate statement.

Motion by Director Jorgens and seconded by Director Famulener to vote for Susan Morgan, complete and return the signed ballot to Contra Costa LAFCO by email by June 30, 2018. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Famulener, Jex and Jorgens; Abstain: Barber).

## 9. Committee Reports

### 9.1 Finance Committee (Directors Anderson and Jorgens)

The Committee did not meet and there was nothing to report.

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

The Committee did not meet and there was nothing to report.

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

The Committee did not meet and there was nothing to report.

### 9.4 Audit Ad Hoc Committee (Director Jex)

Director Jex reported that he accomplished a resolution of an outstanding legal bill. He announced that he would be meeting with ASD Sasser and the auditor in the next few weeks to plan the 2018 audit.

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

The Committee did not meet and there was nothing to report.

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

The entire Board met. There was nothing to report.

## 10. Announcements

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

There was nothing to report.

### 10.2 Questions and informational comments from Board members and Staff

There was nothing to report.

### 10.3 Fire Chief Updates

Chief Winnacker commented on the continuing trend of decrease in turn out times/the improvement in the "get-out" times from the stations, which is continuing good news and a testament to the commitment of the members to continually improve their service.

Chief Winnacker announced that the District is conducting live fire training, which is a regional collaboration. Staff has been meeting with PG&E and the City of Orinda regarding an upcoming Miner Road fuels mitigation project, which will be held in conjunction with a repaving project. The primary costs associated with this work is the traffic closure, which is also the primary inconvenience and disruption to the community's flow. The chance to get multiple projects done during the same period is good news and it will have a great impact on decreasing the risk of a rapid evacuation in North Orinda.

Chief Winnacker reported that, in conjunction with the notice of violations associated with the Exterior Hazard Abatement ordinance deadline of June 15, 2018, staff has been aggressively conducting Firewise assessments with communities that are interested. There has been positive feedback on the professionalism and thoroughness of the assessments, which are being conducted by the Fire Prevention District Aides.

Fourth of July planning is under way. It is a big day for the District, and with the weather template to be hot and dry, there is a very high risk of wild fire danger during that time.

Director Famulener reminded the Directors that the next Contra Costa County Fire Commissioners Association dinner is on June 21, 2018. A representative from the Contra Costa County Sheriff's Office Marine Patrol Division is the speakers.



President Barber extended his congratulations and thanks to the Chief and Fire Marshal for their work in conjunction with brush clearing. The work that is being done on private property right now and recent days is more than he recalls ever having seen in the 30 years that he has lived in the District.

Chief Winnacker stated that the Fire Marshal and her staff have been tirelessly going door to door to spread the work.

Director Jorgens commented on the number of HOA, school board, community and City Council meetings that Chief Winnacker, the Fire Marshal and staff have attended to discuss prevention and fuels mitigation. He appreciates their time and effort in educating, informing and getting the community involved.

**10.4 Communications Received**

There was nothing to report.

**10.5 Future Agenda Items**

President Barber asked ASD Sasser if the Board will be receiving a quarterly or annual report from the OPEB and Pension Trust Funds Manager, and if he would distribute written material in advance. ASD Sasser stated that at the July 20, 2018 Board meeting, Andrew Brown from HighMark Capital, will present an update to the Board. The report with the performance results and other information will be included in the packet.

Director Anderson would like to add an item on the next meeting agenda to discuss egress and access issues of the Indian Valley area development.

Director Jorgens asked Chief Winnacker for an update on the Fire Station 43 project and the trailer issues. Chief Winnacker stated that the mobile temporary facility is aging and developed a leak from the dishwasher. The dishwasher leaked for a period of time and caused water to infiltrate the particle board, where it sat underneath the composite flooring. Crews were removed from the temporary trailer and housed at Station 45, engaged the contractor who repaired the dishwasher and replaced the damage. The flooring, substrate, cabinets and a couple inches of the drywall were removed and replaced. A mold remediation company came in and completed two rounds of mold remediation and testing, and the results should be in on June 21. Upon receiving clearance that the station is habitable, the District will reoccupy the station and move the crew back. It will not happen until the industrial hygienist informs us that it is safe to occupy.

Chief Winnacker reported that at the Station 43 construction project, the sanitary sewer connection has been made, and the next step will be the pouring of the grade beams, followed on by the slabs. All the under slab electrical and conduit has been run. We anticipate moving forward with that very quickly. Construction is going well and there have not been any weather days. There have been some small adjustments, which is standard for a project of this scope. The only change order to date was for \$1200, which was associated with the oil water separator. It was pre-purchased as part of the earlier contractor endeavors and was delivered missing a three-foot extension. The extension and the associated wiring for the extension is the reason for the change order.

President Barber asked the Chief to provide routine reports to the Board on the Station 43 construction project, and include a budget report.

**11. Adjournment**

At 8:30 P.M., Director Jorgens called for adjournment of the regular meeting.



Grace Santos, District Secretary/Clerk

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

**June 20, 2018**

**Re: Letter in Lieu of Public Testimony at 6/20/18 MOFD Board meeting regarding Agenda Item 8.5 “Changing the Election of Directors from Division (District) to Election of Directors at Large”**

**Lady and Gentlemen:**

**I am submitting the following comments in letter form because a medical problem that just-occurred precludes my being able to offer my public testimony at this evening’s MOFD Board meeting.**

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

**Specifically relevant to your discussions this evening on the above subject is the fact that 21 years ago I served as Vice Chair of the Joint Town of Moraga/City of Orinda Fire Services Study Committee which prepared the LAFCO Application that led directly to the ensuing formation of the Moraga-Orinda Fire District. Despite the passage of over two decades, I have a clear recollection of the reasoning behind the decision to recommend a district-based voting system for the election of MOFD Directors and also of the Committee’s collective thinking on the possible switch to at-large elections at some future date.**

**District Counsel’s June 14, 2018 “Attachment A” Memorandum for this Agenda item in your packet for tonight’s meeting accurately cites the relevant portions of the LAFCO Application. I would like to particularly point to the cited rationale for initially using a district-based voting system, i.e. the importance of geographical representation.**

**As I noted in the brief ad hoc testimony I provided at your Board’s May 16<sup>th</sup> meeting (as cited in the draft Minutes of that meeting that appear on tonight’s Agenda as Item 7.1) the Study Committee’s intent was to structure a Board**

composition that would allow for equal representation of the voters in what were formerly the Moraga and Orinda Fire Protection Districts. No one community would therefore be able to control and thereby bias or prejudice the future direction of the MOFD, budgetarily or service wise.

I believe that it is also worth noting for your potential discussions this evening that while the possible conversion to an at-large election of Directors was discussed as a possibility and a four year period was suggested as a time at which to potentially address that option, the Fire Services Study Committee collectively did not make anything like a firm commitment to either the at-large option or a precise date for revisiting it.

While I realize that promises made during election campaigns are not legally binding, I thought I would also share that -- to the best of my recollection -- during the ensuing election campaigns in both the Moraga Fire Protection District and the Orinda Fire Protection District (I was involved in both) I was not aware of any public promises being made to either eventually switch to at-large elections or to do so by some future date.

I currently have some very deep personal concerns with any switch to an at-large Director election system:

First, an at-large system greatly increases the scope of and costs of being a potential candidate for Board service. While each current candidate needs only to campaign in an area that serves approximately 20% of the MOFD's total electorate, a candidate for an at-large position would be faced with mounting an effort that would necessarily be five times as great as at present. Doing so would involve an election effort that would also be double what a Council candidate in either the Town of Moraga or the City of Orinda needs to accomplish. Clearly imposing an at-large system could potentially discourage qualified candidates from running.

Second, a potential direct result of a change to an at-large system would be for an interested – or perhaps self-interested – group to mount an expensive and extensive campaign to elect at least three members to the MOFD's Board and thereby control the future direction of the district, to the potential detriment of many of the district's voters and taxpayers. The possibility for any group to essentially “buy control” of the MOFD's Board needs absolutely to be avoided.

**The preceding already exceeds what I would have been allowed to share under the District's policy of three minutes for public testimony. Although I could easily suggest additional reasons for not switching to at-large elections, the above will necessarily have to suffice.**

**Thank you very much for your attention to my above recollections and current thoughts**

**Respectfully,**

**/s/ Dick Olsen**

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

Will only show Incident Types that are applicable. EMS/Rescue - Structure Fires (actual type is in structure) - Vegetation Fires - Other Types Grouped (Alarms/Hazards/Pub Svc/Etc) Data Based On Completed RMS Incident Report Data entered by Company Officer - Not based on Raw CAD Data...

	June, 2018					Totals
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Structure Fires	Veg Fires	Vehicle Accidents	
Incident Totals	120	155	5	8	13	301
Median Turnout	1.27	1.23	1.55	2.67	1.58	1.30
Median Resp Time	5.22	5.45	8.60	8.93	7.05	5.98
Resp Time (90th%)	8.98	9.85	17.81	388.11	9.47	10.37

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

		June, 2018			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	77	1.20	5.27	9.04
	Structure Fires	1	1.55	7.27	7.27
	All Other Types	20	1.52	5.57	8.87
	Totals for City	98	1.23	5.27	9.05
Moraga	EMS / Rescue	47	1.27	3.98	6.27
	All Other Types	14	1.27	4.82	7.09
	Totals for City	61	1.27	4.13	6.48
Lafayette	EMS / Rescue	5	1.75	6.28	11.40
	Structure Fires	2	2.18	9.88	12.45
	All Other Types	5	0.70	7.60	10.15
	Totals for City	12	1.74	7.45	11.40
<b>Overall Total</b>		<b>171</b>	<b>1.27</b>	<b>4.75</b>	<b>8.42</b>

#### Response Totals By Incident Type

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Total
All Others (Alarms / Pub Service / Etc.)	128	135	129	147	118	101	107	88	103	80	95	120	1,351
EMS / Rescue	170	170	168	175	161	187	198	163	191	172	185	155	2,095
Structure Fires	5	3	2	4		1	2	1		1	1	5	25
Veg Fires	6	3		2		2		1		1	4	8	27
Vehicle Accidents	9	11	14	20	14	13	18	15	27	24	19	13	197
<b>Grand Total</b>	<b>318</b>	<b>322</b>	<b>313</b>	<b>348</b>	<b>293</b>	<b>304</b>	<b>325</b>	<b>268</b>	<b>321</b>	<b>278</b>	<b>304</b>	<b>301</b>	<b>3,695</b>

**Incident Types**

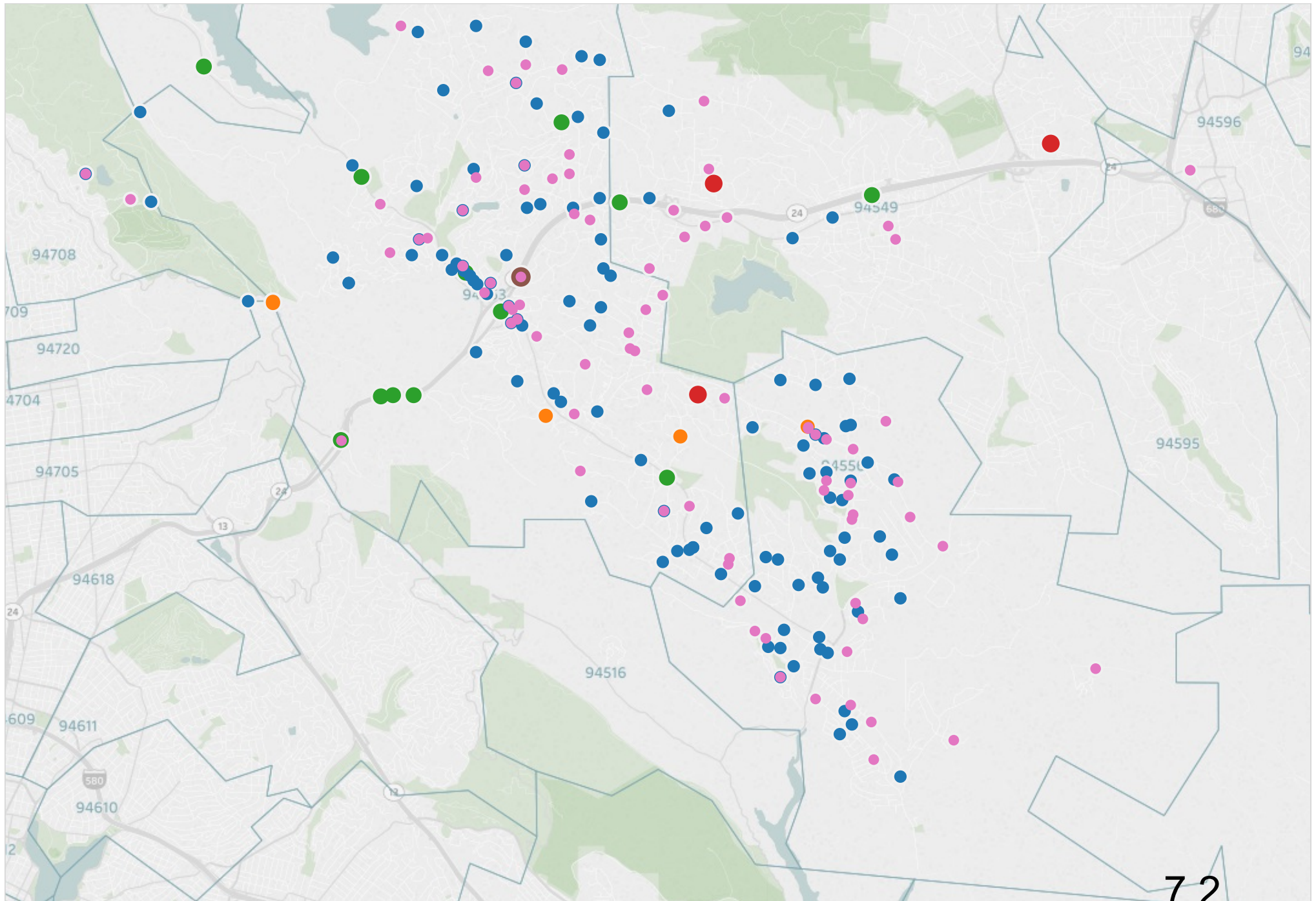
■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

■ Veg Fires

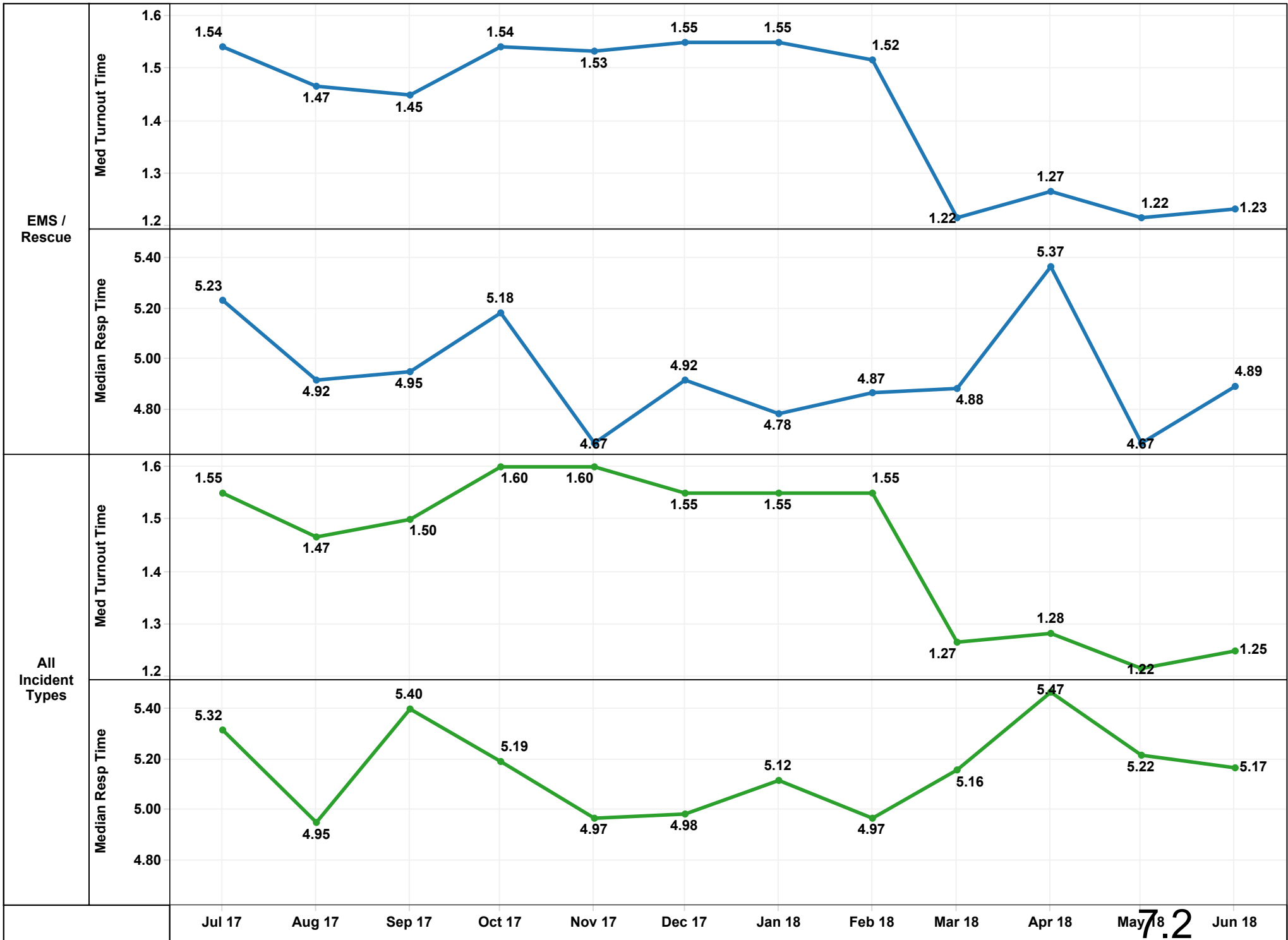
■ Vehicle Accidents

■ Structure Fires

**Incident Location Map for MOFD June 2018**



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



**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 6/1/2018 Through 6/30/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
26043	6/27/2018	Taylor Morrison	36,000.00	Refund overpayment Mitigation fees
26099	6/14/2018	4imprint, Inc.	981.22	Tumblers-Volunteer Appreciation
26100	6/14/2018	ADP, Inc.	344.48	ADP Payroll Fees ending 05/15/18
	6/14/2018	ADP, Inc.	385.65	ADP Payroll Fees ending 05/31/18
26101	6/14/2018	AFSCME Council 57	183.47	Period Ending 05/31/18
26102	6/14/2018	Jacob Airola	14.00	Reimb. for CPR card fees-Bensley and Schwedhel
26103	6/14/2018	ALCO Fire Chiefs Association	125.00	Associate membership-K. Leonard
26104	6/14/2018	American Fidelity	2,243.51	Period Ending 05/31/2018
	6/14/2018	American Fidelity	1,301.86	Supplemental deductions-Period Ending 05/31/18
26105	6/14/2018	American Messaging	26.74	Paging Service June 2018
26106	6/14/2018	A T and T	298.18	Acct# 9391053307 04/01/18-04/30/18
	6/14/2018	A T and T	148.90	Acct# 9391053307 05/01/18-05/31/18
26107	6/14/2018	Bandwidth.com, Inc.	417.89	Service 06/1/18-06/30/18
26108	6/14/2018	Bound Tree Medical, LLC	2,103.40	Misc supplies
26109	6/14/2018	Contra Costa Appliance Service	277.06	Refrigerator repair
26110	6/14/2018	Comcast	86.28	8155 40 005 0208428 Station 41-05/29/18-06/28/18
26111	6/14/2018	Concord Garden Equipment	320.77	Chainsaw bars
	6/14/2018	Concord Garden Equipment	496.32	Chainsaw chain-25"
26112	6/14/2018	Definitive Networks, Inc.	17,616.00	Service coverage for May 2018
26113	6/14/2018	Dell Financial Services	570.70	Rental & Admin Fee 05/13/18-06/12/18 A/C #001-8402535-008
26114	6/14/2018	FDAC EBA	1,358.68	June 2018 vision
26115	6/14/2018	Everbank Commercial Financ...	223.34	Copier Rental June 2018 A/C #20317889-1
26116	6/14/2018	GovInvest Inc.	4,000.00	OPEB Licensing fee 2018
26117	6/14/2018	Benjamin Guthmiller	80.00	CCC Paramedic Accrediation fee
26118	6/14/2018	Andrew Hess	200.00	Paramedic Licence renewal-A. Hess
26119	6/14/2018	IAFF Local 1230 Dues	8,148.95	Period Ending 05/31/18
26120	6/14/2018	IAFF Local 1230 Insurance	1,772.20	Period Ending 05/31/18
26121	6/14/2018	Kaiser	0.00	Refund overpayment Re: 1684967 4/10/17 Incident
26122	6/14/2018	Andy Kalenian	80.00	CCC Paramedic Accrediation fee
26123	6/14/2018	LaBrie Construction Company...	130.00	Damaged floor assessment
26124	6/14/2018	Jerry Lee	411.96	Reimb. food-LaSalle fire 6/8/18
26125	6/14/2018	L.N. Curtis & Sons	239.26	36' bolt cutters
	6/14/2018	L.N. Curtis & Sons	311.36	Dual barstock steel hub assembly-J. Keena
	6/14/2018	L.N. Curtis & Sons	216.81	Structure boots-D. Dick
	6/14/2018	L.N. Curtis & Sons	455.66	Structure boots-lman
26126	6/14/2018	Matt Lopez	90.48	Reimb. mileage-Tiller training 4/11,4/12,4/17,4/18
26127	6/14/2018	Chris Mathews	5.00	Reimb. bridge toll-M45 to UCSF
26128	6/14/2018	Monte Deignan & Associates	658.00	Mold testing-Temporary station 43
26129	6/14/2018	Moraga Hardware & Lumber	38.22	Hose-Admin parking lot
	6/14/2018	Moraga Hardware & Lumber	84.65	PP41 chain
	6/14/2018	Moraga Hardware & Lumber	0.39	PP41 repair supplies-bolts
	6/14/2018	Moraga Hardware & Lumber	8.67	Train sign chain
	6/14/2018	Moraga Hardware & Lumber	163.22	Weed abatement stakes
26130	6/14/2018	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental-05/15/18-06/11/18
26131	6/14/2018	Office Depot	89.00	Kitchen supplies and index cards
26132	6/14/2018	Paymentus Group, Inc.	64.88	Credit card fees-May 2018
26133	6/14/2018	Physio-Control, Inc	707.40	Lucas machine repair
26134	6/14/2018	Santiago Martinez	22,080.60	Water damage repair-Temp. Station 43
26135	6/14/2018	Revel Environmental Manufac...	975.00	Storm drain filter service
26136	6/14/2018	Sacramento Metropolitan Fire...	486.59	SFY 2016/17
26137	6/14/2018	Servpro	800.00	HVAC duct cleaning
26138	6/14/2018	Smart Clean Building Mainten...	245.00	June 2018 cleaning service
26139	6/14/2018	Sun Valley Heating & Air Con...	1,165.00	HVAC repair/assessment
26140	6/14/2018	Verizon Wireless	538.69	Account 623714059-00001 Service 04/24/18-05/23
	6/14/2018	Verizon Wireless	14.51	Account 623714059-00003 Service 04/24/18-05/23
	6/14/2018	Verizon Wireless	69.06	Account 623714059-00004 Service 04/24/18-05/23
26141	6/26/2018	ADP, Inc.	611.46	HR/Benefits Workforce processing fees ending 6/1



**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 6/1/2018 Through 6/30/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
26142	6/26/2018	ADT Security Services	65.73	Services 06/9/18-07/08/18- Station 45
26143	6/26/2018	Airgas USA, LLC	330.30	Oxygen-Station 41- #2118770
	6/26/2018	Airgas USA, LLC	340.64	Tank Rental-Station 41- #2118770 -May 2018
	6/26/2018	Airgas USA, LLC	39.09	Tank Rental-Station 44- #2902766 -May 2018
	6/26/2018	Airgas USA, LLC	280.27	Tank Rental-Station 45- #2867225 -May 2018
26144	6/26/2018	Alameda County Fire Depart...	20,047.24	Misc. repairs
26145	6/26/2018	ALSCO - American Linen Divi...	443.42	May 2018 linen
26146	6/26/2018	American Messaging	55.00	Pager returned after refund period-prior balance du
26147	6/26/2018	A T and T	383.44	Acct# 9391035207 05/12/18-06/11/18
	6/26/2018	A T and T	30.72	Acct#9391060223 05/13/18-06/12/18 Conference calling
26148	6/26/2018	Bay Area News Group	122.12	Weed abatement notice-5/16/18
26149	6/26/2018	Bound Tree Medical, LLC	382.26	Post valves for oxygen cylinders
26150	6/26/2018	California Bank of Commerce	27,901.33	Sausal Corporation Account #1079128 MOFD-Stat 43
26151	6/26/2018	CCC Fire Commissioners Ass...	105.00	Mtg 06/20/18-Famulener, Anderson and Leonard
26152	6/26/2018	Diablo Rapid Print	75.78	Business cards-K. Leonard
26153	6/26/2018	EBMUD	172.85	Water 04/05/17-06/07/17 3/4" meter
	6/26/2018	EBMUD	458.56	Water 04/05/18-06/04/18 6" meter
	6/26/2018	EBMUD	367.96	Water 04/16/18-06/13/18
26154	6/26/2018	FedEx Kinko's	70.95	Inspection forms
26155	6/26/2018	Hunt & Sons, Inc.	1,683.79	Fuel A/C #72371
	6/26/2018	Hunt & Sons, Inc.	1,621.52	Fuel A/C #72372
	6/26/2018	Hunt & Sons, Inc.	1,152.37	Fuel A/C #72373
	6/26/2018	Hunt & Sons, Inc.	942.12	Fuel A/C #72375
26156	6/26/2018	Jerry Lee	425.00	Reimb.-Air duct cleaning-St. 43-Pristine Air Duct Cleaning
26157	6/26/2018	Kathy Leonard	89.00	Reimb-food for Open House fundraiser
26158	6/26/2018	L.N. Curtis & Sons	122.58	FD adapter for Bollinger Valley water source
26159	6/26/2018	Office Depot	175.88	Copy paper and laminating pouches and cleaning supplies
	6/26/2018	Office Depot	176.35	Laminating pouches, glue and cleaning supplies
	6/26/2018	Office Depot	19.87	Rubberbands and cleaning supplies
26160	6/26/2018	PODS Enterprises, LLC	216.61	Container rental 06/12/18-07/11/18
26161	6/26/2018	Republic Services	485.72	June 2018 Trash A/C#302100093245
	6/26/2018	Republic Services	93.09	June 2018 Trash A/C#302100094052
	6/26/2018	Republic Services	465.77	June 2018 Trash A/C#302100095331
	6/26/2018	Republic Services	93.09	June 2018 Trash A/C#302100108522
26162	6/26/2018	Sausal Corporation	251,111.92	Station 43 construction thru 4/30/18
26163	6/26/2018	Pete Stathakos	272.00	CPR class-Town of Moraga Parks and Rec-6/12, 6
26164	6/26/2018	Ken Tamplen	325.00	Parcel #255-502-014, 90 Greenfield Drive
26165	6/26/2018	Taylor Morrison	0.00	Refund overpayment Mitigation fees
26166	6/26/2018	The UPS Store	14.42	Pager returned
26167	6/26/2018	U.S. Department of Treasury	48.00	Case ID: 4879323 Debt ID: 622680006I
26168	6/26/2018	Verizon Wireless	56.21	12-lead modem wireless 05/11/18-06/10/18
26169	6/26/2018	Wittman Enterprises, LLC	5,188.95	May 2018
CC-0618	6/13/2018	CCCERA Retirement	157,920.27	CCCERA retirement payment-May 2018 contribut
CF062448	6/26/2018	J. P. Morgan Equipment Finan...	44,609.16	Ambulance lease ACH payment- Inv. 1000140303S20171224
CP049	6/5/2018	Calif. Public Employees'	177,032.32	CalPers Health Ins
CU-0618	6/13/2018	1st NorCal Federal Credit Union	1,943.20	Period Ending 05/31/18
DD049	6/5/2018	Delta Dental Plan of Calif.	16,835.04	Delta Dental ACH payment
PFA 0618	6/13/2018	Moraga-Orinda Professional F...	1,704.00	Period ending 05/31/18
Stmt 04/23/18	6/1/2018	U.S. Bank	<u>7,687.77</u>	A/C #4246-0445-5564-6748 04/23/18
Report Total			<u>834,683.41</u>	

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Preliminary Capital Projects Fund Actual to Budget  
From 7/1/2017 Through 6/30/2018

		Current Period Actual	YTD Budget - Original	YTD 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	17,453.62	10,000.00	7,453.62	74.54%
Total Use of Money & Property		17,453.62	10,000.00	7,453.62	74.54%
<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	38,000.00	40,000.00	(2,000.00)	(5.00)%
Total Charges for Service		38,000.00	40,000.00	(2,000.00)	(5.00)%
<b>Other Revenue</b>					
Sale of Surplus Property	4980	66,645.99	43,655.00	22,990.99	52.67%
Total Other Revenue		66,645.99	43,655.00	22,990.99	52.67%
Total Revenue		1,381,813.01	1,353,368.00	28,445.01	2.10%
<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	48,054.02	150,000.00	101,945.98	67.96%
Apparatus/Vehicles-Fixed Asset...	7703	366,164.86	365,951.00	(213.86)	(0.06)%
Buildings-Station #43-Fixed Ass...	7706	626,963.95	4,871,004.00	4,244,040.05	87.13%
Misc. Equipment Expense	7709	249,644.90	395,096.00	145,451.10	36.81%
Transfers to Debt Service Fund	7999	1,011,969.54	1,011,980.00	10.46	0.00%
Total Other Expense		2,314,319.12	6,808,131.00	4,493,811.88	66.01%
Total Expenditures		2,314,319.12	6,808,131.00	4,493,811.88	66.01%
Excess of Revenues Over/ (Under) Ex...		(932,506.11)	(5,454,763.00)	4,522,256.89	(82.90)%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget  
From 7/1/2017 Through 6/30/2018

		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	18,574,160.52	18,571,162.00	2,998.52	0.02%
Property Tax-Supplemental	4011	496,077.19	350,000.00	146,077.19	41.74%
Property Tax-Unitary	4013	229,987.79	229,988.00	(0.21)	(0.00)%
Property Tax-Curr Unsecured	4020	614,322.88	612,696.00	1,626.88	0.27%
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	(1,171.29)	(10,000.00)	8,828.71	(88.29)%
<b>Total Taxes</b>		<u>19,843,841.58</u>	<u>19,673,846.00</u>	<u>169,995.58</u>	<u>0.86%</u>
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	21,454.70	10,000.00	11,454.70	114.55%
<b>Total Use of Money &amp; Property</b>		<u>21,454.70</u>	<u>10,000.00</u>	<u>11,454.70</u>	<u>114.55%</u>
<b>Intergovernmental Revenue</b>					
Homeowners Relief Tax	4385	154,527.63	154,000.00	527.63	0.34%
Misc State Aid/ Grants	4435	6.81	0.00	6.81	0.00%
Intergovernmental Revenue-Federal Grants	4437	182,228.25	201,952.00	(19,723.75)	(9.77)%
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%
<b>Total Intergovernmental Revenue</b>		<u>434,695.66</u>	<u>454,786.00</u>	<u>(20,090.34)</u>	<u>(4.42)%</u>
<b>Charges for Service</b>					
Permits	4740	3,833.00	2,500.00	1,333.00	53.32%
Plan Review	4741	272,114.00	250,000.00	22,114.00	8.85%
Inspection Fees	4742	37,146.00	35,000.00	2,146.00	6.13%
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	453.00	350.00	103.00	29.43%
Other Charges for Service	4747	11,184.00	6,000.00	5,184.00	86.40%
<b>Total Charges for Service</b>		<u>348,690.50</u>	<u>318,500.00</u>	<u>30,190.50</u>	<u>9.48%</u>
<b>Charges for Service - Ambulance</b>					
Ambulance Service Fees	4898	1,095,950.71	1,089,340.00	6,610.71	0.61%
Ambulance Service Fee Reimbursements	4899	(139,517.11)	(90,000.00)	(49,517.11)	55.02%
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%
<b>Total Charges for Service - Ambulance</b>		<u>1,012,363.70</u>	<u>1,043,570.00</u>	<u>(31,206.30)</u>	<u>(2.99)%</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	53,551.83	3,000.00	50,551.83	1,685.06%
Transfers In	4999	4,476.30	4,476.00	0.30	0.01%
<b>Total Other Revenue</b>		<u>1,173,730.88</u>	<u>1,039,460.00</u>	<u>134,270.88</u>	<u>12.92%</u>
<b>Total Revenue</b>		<u>22,834,777.02</u>	<u>22,540,162.00</u>	<u>294,615.02</u>	<u>1.31%</u>

Expenditures

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget  
From 7/1/2017 Through 6/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
<b>Salaries &amp; Benefits</b>					
Permanent Salaries	5011	8,395,828.84	8,585,000.00	189,171.16	2.20%
Temporary Salaries	5013	156,147.41	154,000.00	(2,147.41)	(1.39)%
Overtime	5014	2,040,454.79	2,000,000.00	(40,454.79)	(2.02)%
Deferred Compensation	5015	82,980.04	82,680.00	(300.04)	(0.36)%
Overtime - Strike Team	5016	701,322.34	658,367.00	(42,955.34)	(6.52)%
Worker's Compensation Recovery	5019	(157,419.03)	(128,000.00)	29,419.03	(22.98)%
Payroll Taxes -FICA,SUI	5042	172,647.21	180,000.00	7,352.79	4.08%
Payroll Processing Fees	5043	15,650.71	20,000.00	4,349.29	21.75%
Retirement Contributions	5044	4,693,755.01	4,875,000.00	181,244.99	3.72%
Life/Health Insurance-Permanent Employees	5060	1,076,520.67	1,170,000.00	93,479.33	7.99%
Employee's-Health Insurance Contribution	5061	(128,089.59)	(130,000.00)	(1,910.41)	1.47%
Retiree Health Insurance	5062	1,142,656.55	1,150,000.00	7,343.45	0.64%
Retiree-Health Insurance Contribution	5063	(321,358.29)	(290,000.00)	31,358.29	(10.81)%
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	16,016.96	15,000.00	(1,016.96)	(6.78)%
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>19,368,783.62</b>	<b>19,827,795.00</b>	<b>459,011.38</b>	<b>2.31%</b>
<b>Operating Expense</b>					
Office Supplies	6100	5,446.20	11,000.00	5,553.80	50.49%
Postage	6101	4,468.50	3,000.00	(1,468.50)	(48.95)%
Books & Periodicals	6102	1,287.84	6,750.00	5,462.16	80.92%
Printer Ink Cartridges	6103	1,305.06	3,000.00	1,694.94	56.50%
Telephone/Communication	6110	31,101.57	42,000.00	10,898.43	25.95%
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	13,094.77	12,845.00	(249.77)	(1.94)%
Utilities-PG&E	6122	54,896.31	65,690.00	10,793.69	16.43%
Utilities-Water	6123	10,587.83	13,860.00	3,272.17	23.61%
Utilities-Medical Waste	6124	1,896.00	2,200.00	304.00	13.82%
Small Tools & Instruments	6130	1,532.36	10,750.00	9,217.64	85.75%
Minor Equipment/Furniture	6131	0.00	1,000.00	1,000.00	100.00%
Computer Equipment & Supplies	6132	1,846.54	2,000.00	153.46	7.67%
Gas Power Chain Saw/Other Equipmen	6133	2,792.02	4,500.00	1,707.98	37.96%
Fire Trail Grading	6135	745.57	20,000.00	19,254.43	96.27%
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%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget  
From 7/1/2017 Through 6/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Medical & Lab Supplies	6140	89,738.88	105,000.00	15,261.12	14.53%
Food Supplies	6150	1,901.42	3,800.00	1,898.58	49.96%
Safety Clothing & Personal Supplies	6160	109,777.33	98,000.00	(11,777.33)	(12.02)%
Non-Safety Clothing & Personal Supplies	6161	993.68	1,500.00	506.32	33.75%
Household Expense	6170	7,758.66	10,000.00	2,241.34	22.41%
Household Expense-Linen	6171	6,840.48	2,000.00	(4,840.48)	(242.02)%
Public & Legal Notices	6190	4,386.73	4,000.00	(386.73)	(9.67)%
Dues, Memberships & Professional Fees	6200	6,717.99	7,795.00	1,077.01	13.82%
EMT/Paramedic Licensure Fees	6201	3,496.00	7,500.00	4,004.00	53.39%
Rent & Leases (Equipment)	6250	28,595.45	30,000.00	1,404.55	4.68%
Computer Software & Maintenance	6251	63,595.43	77,200.00	13,604.57	17.62%
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	32,108.29	67,943.00	35,834.71	52.74%
Central Garage Repairs	6271	159,624.92	190,000.00	30,375.08	15.99%
Central Garage Gasoline & Oil	6272	64,930.81	60,000.00	(4,930.81)	(8.22)%
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	30,852.21	47,000.00	16,147.79	34.36%
Maintenance -- Grounds	6282	3,407.90	6,100.00	2,692.10	44.13%
Meetings & Travel Expenses	6303	1,293.98	1,375.00	81.02	5.89%
Medical - Pre-Emp Processing and Annual Exams	6311	16,589.60	18,000.00	1,410.40	7.84%
Ambulance Billing Administration Fees	6312	56,438.34	60,000.00	3,561.66	5.94%
Outside Attorney Fees	6313	131,126.31	140,000.00	8,873.69	6.34%
Outside CPR Instructors	6314	630.00	3,000.00	2,370.00	79.00%
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	209,876.00	240,000.00	30,124.00	12.55%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget  
From 7/1/2017 Through 6/30/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Pre-Employment Investigations	6320	10,449.10	10,500.00	50.90	0.48%
Professional Services - Promotional Exams & Recruitment	6321	21,656.17	28,750.00	7,093.83	24.67%
Professional Services-OPEB Actuarial Valuation	6322	2,681.67	1,482.00	(1,199.67)	(80.95)%
Exterior Hazard Removal	6323	17,651.16	18,000.00	348.84	1.94%
Professional Services-Prop Tax Audit & Forecasting	6326	12,600.00	12,600.00	0.00	0.00%
Professional Services	6327	13,616.26	12,940.00	(676.26)	(5.23)%
Burn Trailer Grant Maintenance	6352	3,000.00	3,000.00	0.00	0.00%
Testing Materials & Training Props	6354	1,584.69	10,000.00	8,415.31	84.15%
Career Development Classes	6357	4,949.17	15,000.00	10,050.83	67.01%
Target Safety Online Training	6359	6,000.00	6,200.00	200.00	3.23%
Training & Education Classes-Paramedic & EMT CE	6360	1,206.79	5,000.00	3,793.21	75.86%
District Sponsored Training-Mandated	6361	9,820.99	35,000.00	25,179.01	71.94%
Recruiting Costs	6470	61,627.91	75,000.00	13,372.09	17.83%
Strike Team Supplies	6474	12,965.40	13,500.00	534.60	3.96%
Community Emergency Response Team	6475	5,269.44	10,200.00	4,930.56	48.34%
Exercise Supplies/Maint.	6476	1,064.13	2,000.00	935.87	46.79%
Recognition Supplies	6478	3,115.41	3,835.00	719.59	18.76%
Other Special Departmental Exp	6479	32,832.52	31,180.00	(1,652.52)	(5.30)%
Public Education Supplies	6480	(0.10)	0.00	0.10	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	1,396.48	6,000.00	4,603.52	76.73%
Misc. Services & Supplies	6490	7,988.84	8,200.00	211.16	2.58%
Fire Chief Contingency	6491	14,325.56	100,000.00	85,674.44	85.67%
Property & Liability Insurance	6540	40,343.00	45,343.00	5,000.00	11.03%
<b>Total Operating Expense</b>		<u>1,920,985.41</u>	<u>2,347,475.00</u>	<u>426,489.59</u>	<u>18.17%</u>
<b>Other Expense</b>					
Bank Fees	7510	3,374.72	3,200.00	(174.72)	(5.46)%
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>3,626.42</u>	<u>3,550.00</u>	<u>(76.42)</u>	<u>(2.15)%</u>
<b>Total Expenditures</b>		<u>21,293,395.45</u>	<u>22,178,820.00</u>	<u>885,424.55</u>	<u>3.99%</u>
<b>Excess of Revenues Over/ (Under) Expenditures</b>		<u>1,541,381.57</u>	<u>361,342.00</u>	<u>1,180,039.57</u>	<u>326.57%</u>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Preliminary Debt Service Fund Actual to Budget  
From 7/1/2017 Through 6/30/2018

		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	21,480.54	0.00	21,480.54	0.00%
<b>Total Use of Money &amp; Property</b>		<b>21,480.54</b>	<b>0.00</b>	<b>21,480.54</b>	<b>0.00%</b>
<b>Other Revenue</b>					
Transfers In	4999	1,011,969.54	1,011,980.00	(10.46)	(0.00)%
<b>Total Other Revenue</b>		<b>1,011,969.54</b>	<b>1,011,980.00</b>	<b>(10.46)</b>	<b>(0.00)%</b>
<b>Total Revenue</b>		<b>4,409,731.08</b>	<b>4,388,261.00</b>	<b>21,470.08</b>	<b>0.49%</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	634,499.91	634,500.00	0.09	0.00%
Apparatus Lease Interest Payment	7903	55,967.73	55,967.00	(0.73)	(0.00)%
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>4,174,322.84</b>	<b>4,169,857.00</b>	<b>(4,465.84)</b>	<b>(0.11)%</b>
<b>Total Expenditures</b>		<b>4,174,322.84</b>	<b>4,169,857.00</b>	<b>(4,465.84)</b>	<b>(0.11)%</b>
<b>Excess of Revenues Over/ (Under) Expenditures</b>		<b>235,408.24</b>	<b>218,404.00</b>	<b>17,004.24</b>	<b>7.79%</b>



# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** Gloriann Sasser, Administrative Services Director  
**DATE:** July 18, 2018  
**SUBJECT:** Item 8.1 – PARS OPEB Pre-Funding and Pension Rate Stabilization Trust Program Annual Client Review

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## **BACKGROUND**

The District pre-funds retiree healthcare benefits using an irrevocable trust. The District also sets aside money in a pension rate stabilization trust. The District participates in the Public Agency Retirement Services (PARS) Public Agencies Post-Employment Benefits Trust. PARS provides an annual client review of the trust program. Representatives from PARS and HighMark Capital Management will attend the Board meeting and present the annual review.

## **RECOMMENDATION**

None – Information only

## **ATTACHMENTS**

- 1) Attachment A – OPEB Pre-Funding Trust Program & Pension Rate Stabilization Program Client Review





# MORAGA-ORINDA FIRE PROTECTION DISTRICT

OPEB Prefunding Trust Program &  
Pension Rate Stabilization Program (PRSP) Client Review  
July 18, 2018

Attachment A  
**CONTACTS**

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## NIK WEIGAND

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Attachment A  
**PARS TRUST TEAM**



Trust Administrator & Consultant	Trustee	Investment Manager
<ul style="list-style-type: none"> <li>Recordkeeping/account valuations</li> <li>Monitors contributions</li> <li>Processes distributions</li> <li>Handles all agency/participant inquiries</li> <li>Monitor plan compliance</li> </ul>	<ul style="list-style-type: none"> <li>Safeguards plan assets</li> <li>Oversight protection</li> <li>Plan fiduciary</li> <li>Custodian of assets</li> </ul>	<ul style="list-style-type: none"> <li>An investment sub-advisor to U.S. Bank</li> <li>Manages plan investments according to established policy</li> <li>Uses open architecture</li> <li>Active and passive options</li> </ul>
Corporate Experience		
<b>34 years</b> (1984 – 2018)	<b>155 years</b> (1863 – 2018)	<b>99 years</b> (1919 – 2018)
Plans Under Administration		
1,600+ plans, 850+ public agencies, 420,000+ participants		
Dollars under Administration		
Over \$2.9 billion	Over \$4 trillion	Over \$14.0 billion under management



# SUMMARY OF AGENCY'S OPEB PLAN

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<b>Plan Type:</b>	IRC Section 115 Irrevocable Exclusive Benefit Trust
<b>Trustee Approach:</b>	Discretionary
<b>Plan Effective Date:</b>	April 1, 2015
<b>Plan Administrator:</b>	Gloriann Sasser – Administrative Services Director
<b>Current Investment Strategy:</b>	Capital Appreciation (Index) Strategy; Pooled Account

## AS OF MAY 31, 2018:

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<b>Initial Contribution:</b>	May 2015: \$84,000
<b>Additional Contributions:</b>	\$724,000
<b>Total Contributions:</b>	\$808,000
<b>Disbursements:</b>	\$0
<b>Total Investment Earnings:</b>	\$78,939
<b>Account Balance:</b>	\$883,402

# OPEB ACTUARIAL RESULTS

- We have received the actuarial report by Precision Actuarial Inc., LLC dated October 13, 2017 with a valuation date as of June 30, 2017. In the table below, we have summarized the results.

Demographic Study	
Actives	61
Retirees & Beneficiaries	152
Total	213

# OPEB ACTUARIAL RESULTS

Valuation Date: June 30, 2017	Discount Rate: 6.25% (Pre-Funding)
Total OPEB Liability	\$15,696,050
Fiduciary Net Position	\$472,933
Net OPEB Liability	\$15,223,117
Service Cost	\$459,818
Amortization of UAAL	\$1,069,124
Actuarially Determined Contribution (ADC) for FYE 2018	\$1,530,343
Annual Benefit Payments (Pay-as-you-Go) for FYE 2018	\$789,687

**Rule of thumb:** For every one percent increase in the discount rate, the unfunded liability is lowered by 10-12%.

# SUMMARY OF AGENCY'S PENSION PLAN

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<b>Plan Type:</b>	IRC Section 115 Irrevocable Exclusive Benefit Trust
<b>Trustee Approach:</b>	Discretionary
<b>Plan Effective Date:</b>	January 19, 2017
<b>Plan Administrator:</b>	Gloriann Sasser – Administrative Services Director
<b>Current Investment Strategy:</b>	Capital Appreciation (Index) Strategy; Pooled Account

## AS OF MAY 31, 2018:

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<b>Initial Contribution:</b>	March, 2017: \$300,000
<b>Additional Contributions:</b>	\$374,000
<b>Total Contributions:</b>	\$674,000
<b>Disbursements:</b>	\$0
<b>Total Investment Earnings:</b>	\$28,634
<b>Account Balance:</b>	\$701,460

# Moraga/Orinda Fire Protection District

June 30, 2018

Presented By  
Andrew Brown, CFA



# DISCUSSION HIGHLIGHTS – Moraga Orinda Fire Protection District

## Investment objective – Capital Appreciation Index

### Asset Allocation:

- Allocation: 76% stocks (65-85% range), 22% bonds (10-30% range), 2% cash (0-20% range)
- Breakdown: Large cap 37.5%, Mid-cap 5.5%, Small cap 12.5%, International 18.5%, REITs 2.0%

### Performance *(as of 6-30-2018) Net of fund fees, gross of investment management fees):*

- 3 month: 1.29%
- 1-year: 8.20%
- 3-year: 6.51%
- Inception (6/1/15): 5.91% Pension Inception ( 4/1/2017) 8.64%
- Bonds: **Year to date -1.39%, 1-Year -0.43%**
  - Fed rate hikes, higher inflation, and rising growth expectations impacted fixed income returns
- Stocks: **Year to date 1.22% 1-Year 11.99%**
  - Domestic markets: Growth and Small Cap stocks outperform Value and Large Cap's respectively
  - International: International underperformed with Emerging declining the most year to date.

### 12-Month Changes

- Moved to an overweight in value in 4Q 2017 within small cap and large cap
- Sold: Powershares Senior Loan (BKLN) and increased Vanguard Short-Term Bond Fund (VFSUX);

### Outlook

- Earnings S&P500 \$153-\$157 – on the back of Tax Reform and Jobs Act
- Inflation 2.2% - Wage pressures, commodity prices, and tight labor markets.
- GDP 2.6% - 3.3%
- 3 Rate hikes in 2018
- China – Trade War/Skirmish Russia, Iran, North Korea, Trump, Canada.....

## Selected Period Performance

### Moraga Orinda FPD

Account AGG000449\*

Period Ending: 06/30/2018

Sector	3 Months	Year to Date (6 Months)	1 Year	3 Years	Inception to Date (37 Months)
Cash Equivalents	.39	.65	1.06	.53	.52
<i>Lipper Money Market Funds Index</i>	<i>.39</i>	<i>.66</i>	<i>1.09</i>	<i>.49</i>	<i>.47</i>
Total Fixed Income	-1.12	-1.39	-.43	1.67	1.33
<i>BC US Aggregate Bd Index</i>	<i>-.16</i>	<i>-1.62</i>	<i>-.40</i>	<i>1.72</i>	<i>1.31</i>
Total Equities	2.15	1.22	11.99	8.88	8.16
Large Cap Funds	3.12	1.77	13.57	10.23	9.55
<i>S&amp;P 500 Composite Index</i>	<i>3.43</i>	<i>2.65</i>	<i>14.37</i>	<i>11.93</i>	<i>10.88</i>
Mid Cap Funds	2.79	2.41	12.40	8.47	7.53
<i>Russell Midcap Index</i>	<i>2.82</i>	<i>2.35</i>	<i>12.33</i>	<i>9.58</i>	<i>8.57</i>
Small Cap Funds	7.73	7.17	17.16	11.46	11.22
<i>Russell 2000 Index</i>	<i>7.75</i>	<i>7.66</i>	<i>17.57</i>	<i>10.96</i>	<i>10.92</i>
International Equities	-4.14	-4.15	5.80	4.80	3.89
<i>MSCI EAFE Index</i>	<i>-1.24</i>	<i>-2.75</i>	<i>6.84</i>	<i>4.90</i>	<i>3.79</i>
<i>MSCI EM Free Index</i>	<i>-7.96</i>	<i>-6.66</i>	<i>8.20</i>	<i>5.60</i>	<i>4.55</i>
REIT Funds	8.82	.08	2.41		
<i>Wilshire REIT Index</i>	<i>9.73</i>	<i>1.52</i>	<i>3.88</i>	<i>7.84</i>	<i>6.10</i>
Total Managed Portfolio	1.29	.08	8.20	6.51	5.91

Performance Inception: 6/01/2015

Preliminary

Returns are gross of fees unless otherwise noted. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable.

Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

\*Aggregate AGG000449 consists of account 6746019210 from June 1, 2015 to February 28, 2017 and then account 6746050111 from March 1, 2017 to present



Moraga Orinda Fire Protection District

## Asset Allocation – OPEB Plan As of June 30, 2018

Current Asset Allocation		Investment Vehicle	
<b>Equity</b>		<b>Range: 65%-85%</b>	<b>70.90%</b>
Large Cap Core	IVV	iShares S&P 500 Index Fund	19.82%
Large Cap Value	IVE	iShares S&P 500 Value Fund	8.73%
Large Cap Growth	IVW	iShares S&P 500 Growth Fund	6.31%
Mid Cap Core	IWR	iShares Russell MidCap Index Fund	5.12%
Small Cap Value	IWN	iShares Russell 2000 Value Fund	6.51%
Small Cap Growth	IWO	iShares Russell 2000 Growth Fund	5.06%
International Core	EFA	iShares MSCI EAFE Index Fund	12.41%
Emerging Markets	VWO	Vanguard FTSE Emerging Markets ETF	5.10%
Real Estate	VNQ	Vanguard REIT ETF	1.85%
<b>Fixed Income</b>		<b>Range: 10%-30%</b>	<b>20.81%</b>
Short-Term	VFSUX	Vanguard Short-Term Corp Adm Fund	4.68%
Intermediate-Term	AGG	iShares Barclays Aggregate Bond Fund	16.12%
<b>Cash</b>		<b>Range: 0%-20%</b>	<b>8.29%</b>
	FGZXX	First American Government Oblig Z	8.29%
<b>TOTAL</b>			<b>100.00%</b>

**Selected Period Performance**  
**PARS/PRSP CAP APPRECIATION INDEX**  
**Account 6746050111**  
**Period Ending: 06/30/2018**

Sector	3 Months	Year to Date (6 Months)	1 Year	Since Inception (15 Months)
Cash Equivalents	.39	.65	1.06	.96
<i>Lipper Money Market Funds Index</i>	<i>.39</i>	<i>.66</i>	<i>1.09</i>	<i>.98</i>
Total Fixed Income	-.12	-1.39	-.43	.73
<i>BC US Aggregate Bd Index</i>	<i>-.16</i>	<i>-1.62</i>	<i>-.40</i>	<i>.83</i>
Total Equities	2.15	1.22	11.99	12.61
Large Cap Funds	3.12	1.77	13.57	13.40
<i>S&amp;P 500 Composite Index</i>	<i>3.43</i>	<i>2.65</i>	<i>14.37</i>	<i>14.09</i>
Mid Cap Funds	2.79	2.41	12.40	12.08
<i>Russell Midcap Index</i>	<i>2.82</i>	<i>2.35</i>	<i>12.33</i>	<i>12.11</i>
Small Cap Funds	7.73	7.17	17.16	15.74
<i>Russell 2000 Index</i>	<i>7.75</i>	<i>7.66</i>	<i>17.57</i>	<i>16.06</i>
International Equities	-4.14	-4.15	5.80	9.28
<i>MSCI EAFE Index</i>	<i>-1.24</i>	<i>-2.75</i>	<i>6.84</i>	<i>10.57</i>
<i>MSCI EM Free Index</i>	<i>-7.96</i>	<i>-6.66</i>	<i>8.20</i>	<i>11.82</i>
REIT Funds	8.82	.08	2.41	3.35
<i>Wilshire REIT Index</i>	<i>9.73</i>	<i>1.52</i>	<i>3.88</i>	<i>4.56</i>
Total Managed Portfolio	1.29	.08	8.20	8.64

**Performance Inception: 4/01/2017**  
**Preliminary**

Returns are gross of fees unless otherwise noted. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

## Asset Allocation – Pension Plan As of June 30, 2018

Current Asset Allocation		Investment Vehicle	
<b>Equity</b>		<b>Range: 65%-85%</b>	<b>70.90%</b>
Large Cap Core	IVV	iShares S&P 500 Index Fund	19.82%
Large Cap Value	IVE	iShares S&P 500 Value Fund	8.73%
Large Cap Growth	IVW	iShares S&P 500 Growth Fund	6.31%
Mid Cap Core	IWR	iShares Russell MidCap Index Fund	5.12%
Small Cap Value	IWN	iShares Russell 2000 Value Fund	6.51%
Small Cap Growth	IWO	iShares Russell 2000 Growth Fund	5.06%
International Core	EFA	iShares MSCI EAFE Index Fund	12.41%
Emerging Markets	VWO	Vanguard FTSE Emerging Markets ETF	5.10%
Real Estate	VNQ	Vanguard REIT ETF	1.85%
<b>Fixed Income</b>		<b>Range: 10%-30%</b>	<b>20.81%</b>
Short-Term	VFSUX	Vanguard Short-Term Corp Adm Fund	4.68%
Intermediate-Term	AGG	iShares Barclays Aggregate Bond Fund	16.12%
<b>Cash</b>		<b>Range: 0%-20%</b>	<b>8.29%</b>
	FGZXX	First American Government Oblig Z	8.29%
<b>TOTAL</b>			<b>100.00%</b>

# MORAGA ORINDA FPD

## For Period Ending June 30, 2018

LARGE CAP EQUITY FUNDS							
Fund Name	1-Month Return	3-Month Return	Year-to- Date	1-Year Return	3-Year Return	5-Year Return	10-Year Return
iShares S&P 500 Growth ETF	0.59	5.20	7.17	20.40	14.28	15.78	11.51
iShares Core S&P 500 ETF	0.61	3.42	2.63	14.33	11.88	13.37	10.12
iShares S&P 500 Value ETF	0.62	1.37	-2.29	7.43	8.66	10.27	8.29
MID CAP EQUITY FUNDS							
iShares Russell Mid-Cap ETF	0.68	2.78	2.26	12.15	9.39	12.03	10.07
SMALL CAP EQUITY FUNDS							
iShares Russell 2000 Value ETF	0.59	8.24	5.40	12.96	11.13	11.08	9.79
iShares Russell 2000 Growth ETF	0.76	7.21	9.67	21.86	10.71	13.77	11.34
INTERNATIONAL EQUITY FUNDS							
iShares MSCI EAFE ETF	-1.25	-1.01	-2.71	6.77	4.85	6.34	2.77
Vanguard FTSE Emerging Markets ETF	-4.49	-9.09	-7.21	6.27	3.56	4.32	1.79
REAL ESTATE FUNDS							
Vanguard Real Estate ETF	4.14	8.83	-0.01	2.29	7.53	7.91	8.01
BOND FUNDS							
iShares Core US Aggregate Bond ETF	-0.13	-0.16	-1.66	-0.47	1.65	2.23	3.60
Vanguard Short-Term Investment-Grade Adm	0.04	0.20	-0.32	0.22	1.59	1.83	2.81
<b>BBgBarc US Agg Bond TR USD</b>	<b>-0.12</b>	<b>-0.16</b>	<b>-1.62</b>	<b>-0.40</b>	<b>1.72</b>	<b>2.27</b>	<b>3.72</b>

Source: SEI Investments, Morningstar Investments

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# GASB 74/75 REPORTING

---

- **To assist our public agency clients with GASB 74/75, PARS will be providing the following:**
  - An individual trust statement of each agency’s plan assets that shows a reconciliation of assets held at the beginning of the fiscal year through the end of the fiscal year, breaking out the appropriate plan contributions, benefit payments, expenses, and investment earnings
  - Year-end audited financial statements of the Trust as a whole including Schedule of Changes in Fiduciary Net Position by Employer completed by White Nelson Diehl Evans that is intended to be compliant with GASB 74/75 requirements.
  - Supporting SOC 1-Type 2 report on the controls over the calculation and allocation of additions and deductions to employer accounts within the Trust
  - Investment allocation data and information on investment policies including target asset allocations and allowable asset class allocation ranges
- PARS Auditors have determined that participating plans should be considered an agent multiple-employer defined benefit OPEB plan (agent OPEB plan) as defined under GASB

## PARS DIVERSIFIED PORTFOLIOS CONSERVATIVE

Q1 2018

### WHY THE PARS DIVERSIFIED CONSERVATIVE PORTFOLIO?

#### Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

#### Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

#### Flexible Investment Options

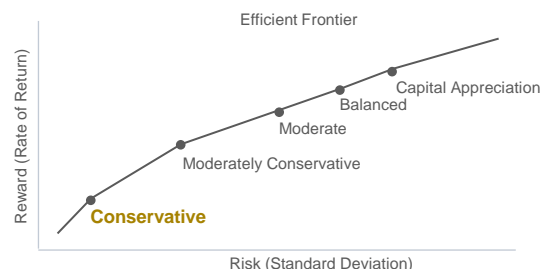
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

#### Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

### INVESTMENT OBJECTIVE

To provide a consistent level of inflation-protected income over the long-term. The major portion of the assets will be fixed income related. Equity securities are utilized to provide inflation protection.



### ASSET ALLOCATION — CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	5 – 20%	15%	16%
Fixed Income	60 – 95%	80%	78%
Cash	0 – 20%	5%	6%

### ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

#### HighMark Plus (Active)

Current Quarter*	-1.02%
Blended Benchmark**	-0.89%
Year To Date	-1.02%
Blended Benchmark	-0.89%
1 Year	3.69%
Blended Benchmark	2.83%
3 Year	2.72%
Blended Benchmark	2.33%
5 Year	3.17%
Blended Benchmark	2.99%
10 Year	4.23%
Blended Benchmark	3.59%

#### Index Plus (Passive)

Current Quarter*	-1.17%
Blended Benchmark**	-0.89%
Year To Date	-1.17%
Blended Benchmark	-0.89%
1 Year	2.81%
Blended Benchmark	2.83%
3 Year	2.19%
Blended Benchmark	2.33%
5 Year	2.84%
Blended Benchmark	2.99%
10 Year	3.66%
Blended Benchmark	3.59%

\* Returns less than 1-year are not annualized. \*\*Breakdown for Blended Benchmark: 7.5% S&P500, 1.5% Russell Mid Cap, 2.5% Russell 2000, 1% MSCI EM FREE, 2% MSCI EAFE, 52.25% BC US Agg, 25.75% ML 1-3 Yr US Corp/Gov't, 2% US High Yield Master II, 0.5% Wilshire REIT, and 5% Citi 1 Mth T-Bill. Prior to October 2012, the blended benchmarks were 12% S&P 500; 1% Russell 2000, 2% MSCI EAFE, 40% ML 1-3 Year Corp./Gov't, 40% BC Agg, 5% Citi 1 Mth T-Bill. Prior to April 2007, the blended benchmarks were 15% S&P 500, 40% ML 1-3Yr Corp/Gov, 40% BC Agg, and 5% Citi 1 Mth T-Bill.

### ANNUAL RETURNS

#### HighMark Plus (Active)

2008	-9.04%
2009	15.59%
2010	8.68%
2011	2.19%
2012	8.45%
2013	3.69%
2014	3.88%
2015	0.29%
2016	4.18%
2017	6.73%

#### Index Plus (Passive)

2008	-6.70%
2009	10.49%
2010	7.67%
2011	3.70%
2012	6.22%
2013	3.40%
2014	4.32%
2015	0.06%
2016	3.75%
2017	5.52%

### PORTFOLIO FACTS

#### HighMark Plus (Active)

Inception Date	07/2004
No of Funds in Portfolio	19

#### Index Plus (Passive)

Inception Date	07/2004
No of Funds in Portfolio	12



# Attachment A

## HighMark Plus (Active)

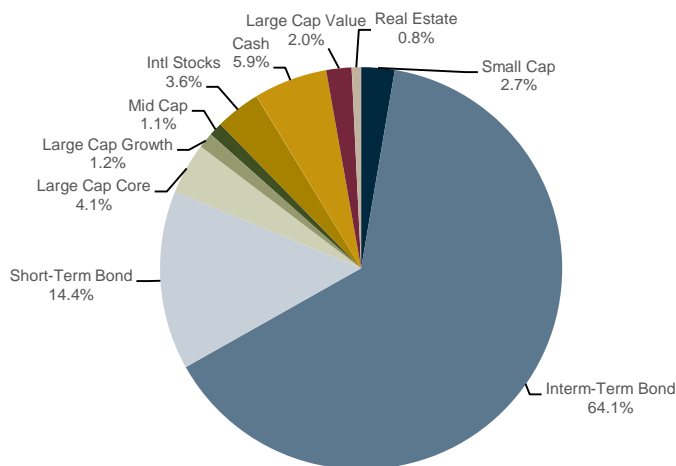
Columbia Contrarian Core Z  
 Vanguard Growth & Income Adm  
 Dodge & Cox Stock Fund  
 Harbor Capital Appreciation  
 T. Rowe Price Growth Stock  
 iShares Russell Mid-Cap ETF  
 Vanguard REIT ETF  
 Undiscovered Managers Behavioral Value  
 T. Rowe Price New Horizons  
 Nationwide Bailard International Equities  
 Dodge & Cox International Stock  
 MFS International Growth I  
 Hartford Schroders Emerging Markets Eq  
 Vanguard Short-Term Invest-Grade Adm  
 PIMCO Total Return  
 Prudential Total Return  
 Nationwide Loomis Bond  
 DoubleLine Core Fixed Income  
 First American Government Obligations Z

## Index Plus (Passive)

iShares Core S&P 500 ETF  
 iShares S&P 500/Value  
 iShares S&P 500/Growth  
 iShares Russell Mid-Cap ETF  
 Vanguard REIT ETF  
 iShares Russell 2000 Value  
 iShares Russell 2000 Growth  
 iShares MSCI EAFE  
 Vanguard FTSE Emerging Markets ETF  
 Vanguard Short-Term Invest-Grade Adm  
 iShares Core U.S. Aggregate  
 First American Government Obligations Z

*Holdings are subject to change at the discretion of the investment manager.*

## STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Composites are managed by HighMark's HighMark Capital Advisors (HCA) with full investment authority according to the PARS Conservative active and passive objectives and do not have equity concentration of 25% or more in one common stock security.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. As of March 31, 2018, the blended rate is 0.58%. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 36 basis points paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a 10 million initial value would grow to \$12.54 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. In Q1 2010, the PARS Composite definition was changed from \$750,000 minimum to no minimum. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Free Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays Capital (BC) U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The Merrill Lynch (ML) 1-3 Year U.S. Corporate & Government Index tracks the bond performance of The ML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged Citigroup 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, public and private retirement plans, and personal trusts of all sizes. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. **Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.**

## HIGHMARK CAPITAL MANAGEMENT

350 California Street  
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 San Francisco, CA 94104  
 800-582-4734

[www.highmarkcapital.com](http://www.highmarkcapital.com)

### ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with more than \$13.8 billion in assets under management. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

### ABOUT THE PORTFOLIO MANAGEMENT TEAM

#### Andrew Brown, CFA®

Senior Portfolio Manager  
 Investment Experience: since 1994  
 HighMark Tenure: since 1997  
 Education: MBA, University of Southern California; BA, University of Southern California

#### Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager  
 Investment Experience: since 2004  
 HighMark Tenure: since 2014  
 Education: BA, Colgate University

#### J. Keith Stribling, CFA®

Senior Portfolio Manager  
 Investment Experience: since 1985  
 HighMark Tenure: since 1995  
 Education: BA, Stetson University

#### Christiane Tsuda

Senior Portfolio Manager  
 Investment Experience: since 1987  
 HighMark Tenure: since 2010  
 Education: BA, International Christian University, Tokyo

#### Anne Wimmer, CFA®

Senior Portfolio Manager  
 Investment Experience: since 1987  
 HighMark Tenure: since 2007  
 Education: BA, University of California, Santa Barbara

#### Randy Yurchak, CFA®

Senior Portfolio Manager  
 Investment Experience: since 2002  
 HighMark Tenure: since 2017  
 Education: MBA, Arizona State University; BS, University of Washington

#### Asset Allocation Committee

Number of Members: 16  
 Average Years of Experience: 27  
 Average Tenure (Years): 14

#### Manager Review Group

Number of Members: 6  
 Average Years of Experience: 19  
 Average Tenure (Years): 7

## PARS DIVERSIFIED PORTFOLIOS MODERATELY CONSERVATIVE

Q1 2018

### WHY THE PARS DIVERSIFIED MODERATELY CONSERVATIVE PORTFOLIO?

#### Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

#### Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

#### Flexible Investment Options

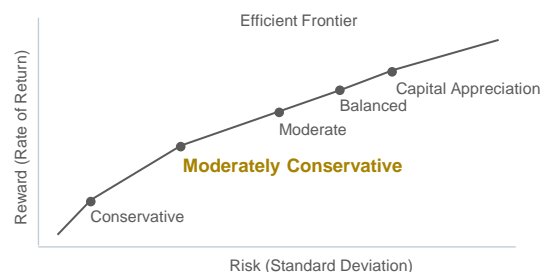
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

#### Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

### INVESTMENT OBJECTIVE

To provide current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.



### ASSET ALLOCATION — MODERATELY CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	20 - 40%	30%	31%
Fixed Income	50 - 80%	65%	66%
Cash	0 - 20%	5%	3%

### ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

#### HighMark Plus (Active)

Current Quarter*	-0.91%
Blended Benchmark**	-0.93%
Year To Date	-0.91%
Blended Benchmark	-0.93%
1 Year	5.73%
Blended Benchmark	4.78%
3 Year	3.83%
Blended Benchmark	3.59%
5 Year	4.47%
Blended Benchmark	4.53%
10 Year	5.06%
Blended Benchmark	4.67%

#### Index Plus (Passive)

Current Quarter*	-1.13%
Blended Benchmark**	-0.93%
Year To Date	-1.13%
Blended Benchmark	-0.93%
1 Year	4.61%
Blended Benchmark	4.78%
3 Year	3.39%
Blended Benchmark	3.59%
5 Year	4.26%
Blended Benchmark	4.53%
10 Year	4.50%
Blended Benchmark	4.67%

\* Returns less than 1-year are not annualized. \*\*Breakdown for Blended Benchmark: 15.5% S&P500, 3% Russell Mid Cap, 4.5% Russell 2000, 2% MSCI EM FREE, 4% MSCI EAFE, 49.25% BC US Agg, 14% ML 1-3 Yr US Corp/Gov't, 1.75% US High Yield Master II, 1% Wilshire REIT, and 5% Citi 1 Mth T-Bill. Prior to October 2012, the blended benchmarks were 25% S&P 500; 1.5% Russell 2000, 3.5% MSCI EAFE, 25% ML 1-3 Year Corp./Govt, 40% BC Agg, 5% Citi 1 Mth T-Bill. Prior to April 2007, the blended benchmarks were 30% S&P 500, 25% ML 1-3Yr Corp/Gov, 40% BC Agg, and 5% Citi 1 Mth T-Bill.

### ANNUAL RETURNS

#### HighMark Plus (Active)

2008	-15.37%
2009	18.71%
2010	10.46%
2011	1.75%
2012	10.88%
2013	7.30%
2014	4.41%
2015	0.32%
2016	4.93%
2017	9.56%

#### Index Plus (Passive)

2008	-12.40%
2009	11.92%
2010	9.72%
2011	3.24%
2012	8.24%
2013	6.78%
2014	5.40%
2015	-0.18%
2016	5.42%
2017	8.08%

### PORTFOLIO FACTS

#### HighMark Plus (Active)

Inception Date	08/2004
No of Funds in Portfolio	19

#### Index Plus (Passive)

Inception Date	05/2005
No of Funds in Portfolio	12

# Attachment A HOLDINGS

## HighMark Plus (Active)

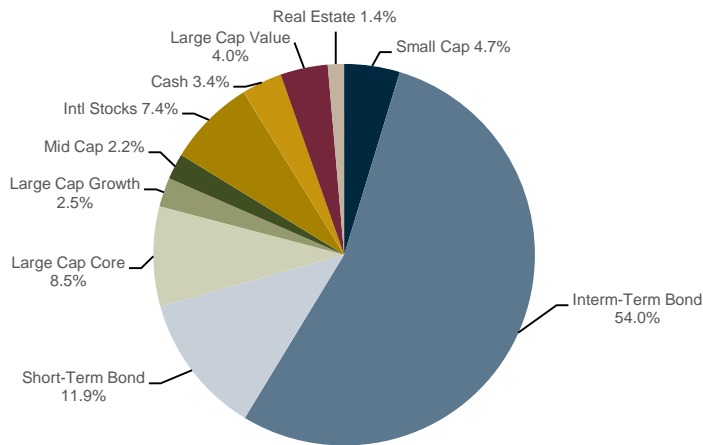
Columbia Contrarian Core Z  
Vanguard Growth & Income Adm  
Dodge & Cox Stock Fund  
Harbor Capital Appreciation  
T. Rowe Price Growth Stock  
iShares Russell Mid-Cap ETF  
Vanguard REIT ETF  
Undiscovered Managers Behavioral Value  
T. Rowe Price New Horizons  
Nationwide Bailard International Equities  
Dodge & Cox International Stock  
MFS International Growth I  
Hartford Schroders Emerging Markets Eq  
Vanguard Short-Term Invest-Grade Adm  
PIMCO Total Return  
Prudential Total Return  
Nationwide Loomis Bond  
DoubleLine Core Fixed Income  
First American Government Obligations Z

## Index Plus (Passive)

iShares Core S&P 500 ETF  
iShares S&P 500/Value  
iShares S&P 500/Growth  
iShares Russell Mid-Cap ETF  
Vanguard REIT ETF  
iShares Russell 2000 Value  
iShares Russell 2000 Growth  
iShares MSCI EAFE  
Vanguard FTSE Emerging Markets ETF  
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First American Government Obligations Z

*Holdings are subject to change at the discretion of the investment manager.*

## STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Composites are managed by HighMark's HighMark Capital Advisors (HCA) with full investment authority according to the PARS Moderately Conservative active and passive objectives and do not have equity concentration of 25% or more in one common stock security.

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## HIGHMARK CAPITAL MANAGEMENT

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### ABOUT THE ADVISER

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#### Andrew Brown, CFA®

Senior Portfolio Manager

Investment Experience: since 1994

HighMark Tenure: since 1997

Education: MBA, University of Southern California; BA, University of Southern California

#### Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager

Investment Experience: since 2004

HighMark Tenure: since 2014

Education: BA, Colgate University

#### J. Keith Stribling, CFA®

Senior Portfolio Manager

Investment Experience: since 1985

HighMark Tenure: since 1995

Education: BA, Stetson University

#### Christiane Tsuda

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2010

Education: BA, International Christian University, Tokyo

#### Anne Wimmer, CFA®

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2007

Education: BA, University of California, Santa Barbara

#### Randy Yurchak, CFA®

Senior Portfolio Manager

Investment Experience: since 2002

HighMark Tenure: since 2017

Education: MBA, Arizona State University;

BS, University of Washington

#### Asset Allocation Committee

Number of Members: 16

Average Years of Experience: 27

Average Tenure (Years): 14

#### Manager Review Group

Number of Members: 6

Average Years of Experience: 19

Average Tenure (Years): 7

**PARS DIVERSIFIED PORTFOLIOS**  
**MODERATE**

Q1 2018

**WHY THE PARS DIVERSIFIED MODERATE PORTFOLIO?**

**Comprehensive Investment Solution**

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**Rigorous Manager Due Diligence**

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

**Flexible Investment Options**

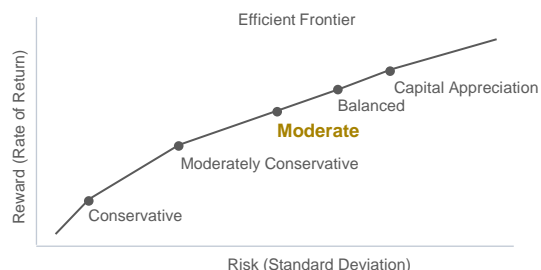
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

**Risk Management**

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

**INVESTMENT OBJECTIVE**

To provide growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important.



**ASSET ALLOCATION — MODERATE PORTFOLIO**

	Strategic Range	Policy	Tactical
Equity	40 - 60%	50%	51%
Fixed Income	40 - 60%	45%	46%
Cash	0 - 20%	5%	3%

**ANNUALIZED TOTAL RETURNS** (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus (Active)		Index Plus (Passive)	
Current Quarter*	-0.73%	Current Quarter*	-1.02%
Blended Benchmark**	-0.84%	Blended Benchmark**	-0.84%
Year To Date	-0.73%	Year To Date	-1.02%
Blended Benchmark	-0.84%	Blended Benchmark	-0.84%
1 Year	8.34%	1 Year	7.15%
Blended Benchmark	7.29%	Blended Benchmark	7.29%
3 Year	5.37%	3 Year	4.92%
Blended Benchmark	5.23%	Blended Benchmark	5.23%
5 Year	6.28%	5 Year	6.07%
Blended Benchmark	6.52%	Blended Benchmark	6.52%
10 Year	5.87%	10 Year	5.68%
Blended Benchmark	5.86%	Blended Benchmark	5.86%

\* Returns less than 1-year are not annualized. \*\*Breakdown for Blended Benchmark: 26.5% S&P500, 5% Russell Mid Cap, 7.5% Russell 2000, 3.25% MSCI EM FREE, 6% MSCI EAFE, 33.50% BC US Agg, 10% ML 1-3 Yr US Corp/Gov't, 1.50% US High Yield Master II, 1.75% Wilshire REIT, and 5% Citi 1 Mth T-Bill. Prior to October 2012, the blended benchmarks were 43% S&P 500; 2% Russell 2000, 5% MSCI EAFE, 15% ML 1-3 Year Corp./Govt, 30% BC Agg, 5% Citi 1 Mth T-Bill. Prior to April 2007, the blended benchmarks were 50% S&P 500, 15% ML 1-3Yr Corp/Gov, 30% BC Agg, and 5% Citi 1 Mth T-Bill.

**ANNUAL RETURNS**

HighMark Plus (Active)		Index Plus (Passive)	
2008	-22.88%	2008	-18.14%
2009	21.47%	2009	16.05%
2010	12.42%	2010	11.77%
2011	0.55%	2011	2.29%
2012	12.25%	2012	10.91%
2013	13.06%	2013	12.79%
2014	4.84%	2014	5.72%
2015	0.14%	2015	-0.52%
2016	6.44%	2016	7.23%
2017	13.19%	2017	11.59%

**PORTFOLIO FACTS**

HighMark Plus (Active)		Index Plus (Passive)	
Inception Date	10/2004	Inception Date	05/2006
No of Funds in Portfolio	19	No of Funds in Portfolio	12



# Attachment A HOLDINGS

## HighMark Plus (Active)

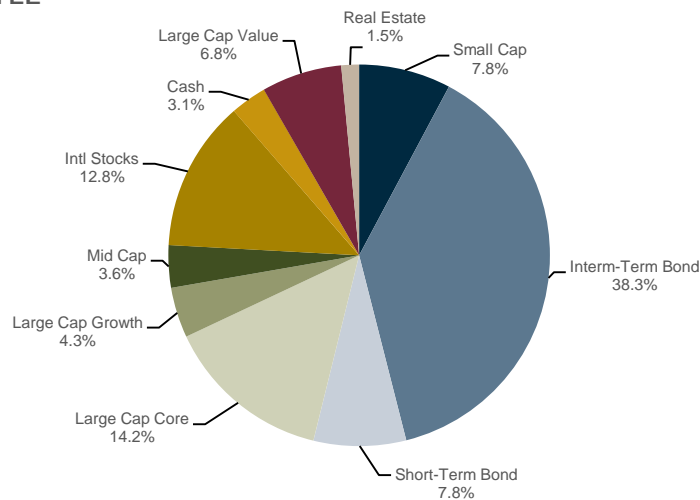
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Vanguard REIT ETF  
Undiscovered Managers Behavioral Value  
T. Rowe Price New Horizons  
Nationwide Bailard International Equities  
Dodge & Cox International Stock  
MFS International Growth I  
Hartford Schroders Emerging Markets Eq  
Vanguard Short-Term Invest-Grade Adm  
PIMCO Total Return  
Prudential Total Return  
Nationwide Loomis Bond  
DoubleLine Core Fixed Income  
First American Government Obligations Z

## Index Plus (Passive)

iShares Core S&P 500 ETF  
iShares S&P 500/Value  
iShares S&P 500/Growth  
iShares Russell Mid-Cap ETF  
Vanguard REIT ETF  
iShares Russell 2000 Value  
iShares Russell 2000 Growth  
iShares MSCI EAFE  
Vanguard FTSE Emerging Markets ETF  
Vanguard Short-Term Invest-Grade Adm  
iShares Core U.S. Aggregate  
First American Government Obligations Z

*Holdings are subject to change at the discretion of the investment manager.*

## STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Composites are managed by HighMark's HighMark Capital Advisors (HCA) with full investment authority according to the PARS Moderate active and passive objectives and do not have equity concentration of 25% or more in one common stock security.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. As of March 31, 2018, the blended rate is 0.58%. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 36 basis points paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a 10 million initial value would grow to \$12.54 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. In Q1 2010, the PARS Composite definition was changed from \$750,000 minimum to no minimum. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Free Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays Capital (BC) U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The Merrill Lynch (ML) 1-3 Year U.S. Corporate & Government Index tracks the bond performance of The ML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged Citigroup 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, public and private retirement plans, and personal trusts of all sizes. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. **Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.**

## HIGHMARK CAPITAL MANAGEMENT

350 California Street  
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### ABOUT THE ADVISER

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### ABOUT THE PORTFOLIO MANAGEMENT TEAM

#### Andrew Brown, CFA®

Senior Portfolio Manager

Investment Experience: since 1994

HighMark Tenure: since 1997

Education: MBA, University of Southern California; BA, University of Southern California

#### Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager

Investment Experience: since 2004

HighMark Tenure: since 2014

Education: BA, Colgate University

#### J. Keith Stribling, CFA®

Senior Portfolio Manager

Investment Experience: since 1985

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Education: BA, Stetson University

#### Christiane Tsuda

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2010

Education: BA, International Christian University, Tokyo

#### Anne Wimmer, CFA®

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Investment Experience: since 1987

HighMark Tenure: since 2007

Education: BA, University of California, Santa Barbara

#### Randy Yurchak, CFA®

Senior Portfolio Manager

Investment Experience: since 2002

HighMark Tenure: since 2017

Education: MBA, Arizona State University;

BS, University of Washington

#### Asset Allocation Committee

Number of Members: 16

Average Years of Experience: 27

Average Tenure (Years): 14

#### Manager Review Group

Number of Members: 6

Average Years of Experience: 19

Average Tenure (Years): 7

**PARS DIVERSIFIED PORTFOLIOS**  
**BALANCED**

Q1 2018

**WHY THE PARS DIVERSIFIED BALANCED PORTFOLIO?**

**Comprehensive Investment Solution**

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

**Rigorous Manager Due Diligence**

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

**Flexible Investment Options**

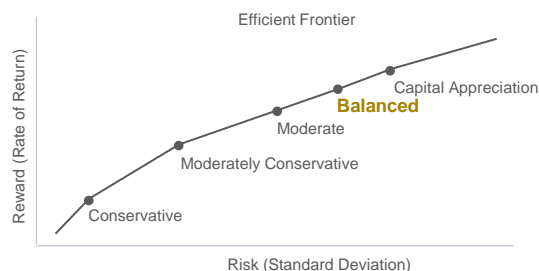
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

**Risk Management**

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

**INVESTMENT OBJECTIVE**

To provide growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return.



**ASSET ALLOCATION — BALANCED PORTFOLIO**

	Strategic Range	Policy	Tactical
Equity	50 – 70%	60%	61%
Fixed Income	30 – 50%	35%	36%
Cash	0 – 20%	5%	3%

**ANNUALIZED TOTAL RETURNS** (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus (Active)		Index Plus (Passive)	
Current Quarter*	-0.61%	Current Quarter*	-1.04%
Blended Benchmark**	-0.81%	Blended Benchmark**	-0.81%
Year To Date	-0.61%	Year To Date	-1.04%
Blended Benchmark	-0.81%	Blended Benchmark	-0.81%
1 Year	9.98%	1 Year	8.35%
Blended Benchmark	8.59%	Blended Benchmark	8.59%
3 Year	6.11%	3 Year	5.69%
Blended Benchmark	6.05%	Blended Benchmark	6.05%
5 Year	7.22%	5 Year	6.97%
Blended Benchmark	7.52%	Blended Benchmark	7.52%
10 Year	6.27%	10 Year	6.10%
Blended Benchmark	6.51%	Blended Benchmark	6.51%

\* Returns less than 1-year are not annualized. \*\*Breakdown for Blended Benchmark: 32% S&P500, 6% Russell Mid Cap, 9% Russell 2000, 4% MSCI EM FREE, 7% MSCI EAFE, 27% BC US Agg, 6.75% ML 1-3 Yr US Corp/Gov't, 1.25% US High Yield Master II, 2% Wilshire REIT, and 5% Citi 1 Mth T-Bill. Prior to October 2012, the blended benchmarks were 51% S&P 500; 3% Russell 2000, 6% MSCI EAFE, 5% ML 1-3 Year Corp./Govt, 30% BC Agg, 5% Citi 1 Mth T-Bill. Prior to April 2007, the blended benchmarks were 60% S&P 500, 5% ML 1-3Yr Corp/Gov, 30% BC Agg, and 5% Citi 1 Mth T-Bill.

**ANNUAL RETURNS**

HighMark Plus (Active)		Index Plus (Passive)	
2008	-25.72%	2008	-23.22%
2009	21.36%	2009	17.62%
2010	14.11%	2010	12.76%
2011	-0.46%	2011	1.60%
2012	13.25%	2012	11.93%
2013	16.61%	2013	15.63%
2014	4.70%	2014	6.08%
2015	0.04%	2015	-0.81%
2016	6.82%	2016	8.26%
2017	15.46%	2017	13.39%

**PORTFOLIO FACTS**

HighMark Plus (Active)		Index Plus (Passive)	
Inception Data	10/2006	Inception Data	10/2007
No of Funds in Portfolio	19	No of Funds in Portfolio	12

# Attachment A HOLDINGS

## HighMark Plus (Active)

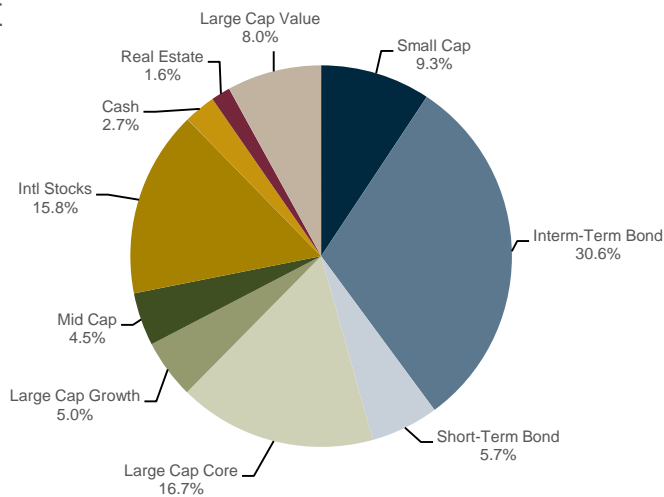
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## STYLE



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## PARS DIVERSIFIED PORTFOLIOS CAPITAL APPRECIATION

Q1 2018

### WHY THE PARS DIVERSIFIED CAPITAL APPRECIATION PORTFOLIO?

#### Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

#### Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

#### Flexible Investment Options

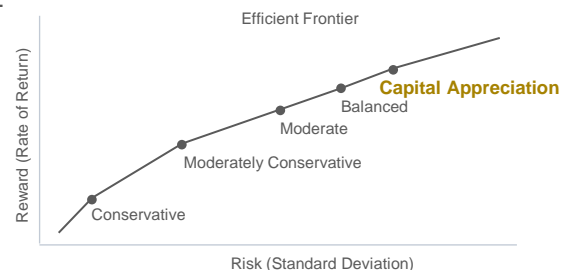
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#### Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

### INVESTMENT OBJECTIVE

The primary goal of the Capital Appreciation objective is growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.



### ASSET ALLOCATION — CAPITAL APPRECIATION PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	65 - 85%	75%	76%
Fixed Income	10 - 30%	20%	22%
Cash	0 - 20%	5%	2%

### ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

Current Quarter*	-0.38%
Blended Benchmark**	-0.75%
Year To Date	-0.38%
Blended Benchmark	-0.75%
1 Year	11.28%
Blended Benchmark	10.65%
3 Year	7.18%
Blended Benchmark	7.22%
5 Year	8.77%
Blended Benchmark	8.91%
Inception to Date (111-Mos.)	10.55%
Blended Benchmark	11.22%

\* Returns less than 1-year are not annualized. \*\*Breakdown for Blended Benchmark: 39.5% S&P500, 7.5% Russell Mid Cap, 10.5% Russell 2000, 5.25% MSCI EM FREE, 10.25% MSCI EAFE, 16% BC US Agg, 3% ML 1-3 Yr US Corp/Gov't, 1% US High Yield Master II, 2% Wilshire REIT, and 5% Citi 1 Mth T-Bill.

### ANNUAL RETURNS

2008	N/A%
2009	23.77%
2010	12.95%
2011	-1.35%
2012	13.87%
2013	20.33%
2014	6.05%
2015	-0.27%
2016	8.81%
2017	16.72%

### PORTFOLIO FACTS

HighMark Plus (Active)		Index Plus (Passive)	
Inception Data	01/2009	Inception Data	N/A
No of Funds in Portfolio	19	No of Funds in Portfolio	12

8.1



# Attachment A HOLDINGS

## HighMark Plus (Active)

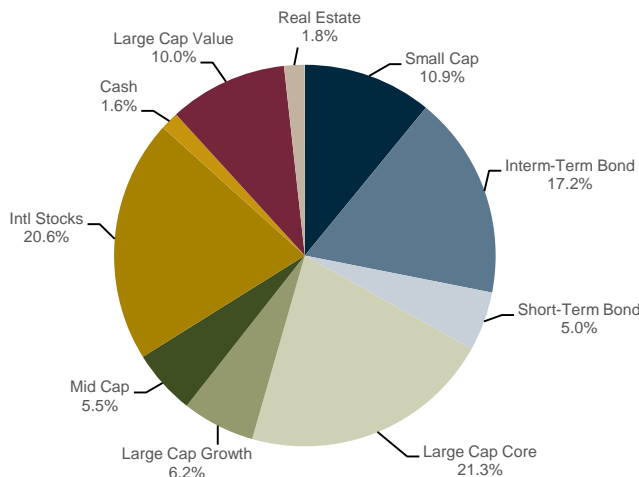
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## STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Composites are managed by HighMark's HighMark Capital Advisors (HCA) with full investment authority according to the PARS Capital Appreciation active and passive objectives and do not have equity concentration of 25% or more in one common stock security.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. As of March 31, 2018, the blended rate is 0.58%. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 36 basis points paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a 10 million initial value would grow to \$12.54 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. In Q1 2010, the PARS Composite definition was changed from \$750,000 minimum to no minimum. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Free Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays Capital (BC) U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The Merrill Lynch (ML) 1-3 Year U.S. Corporate & Government Index tracks the bond performance of The ML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged Citigroup 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, public and private retirement plans, and personal trusts of all sizes. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. **Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.**

## HIGHMARK CAPITAL MANAGEMENT

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### ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with more than \$13.8 billion in assets under management. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

### ABOUT THE PORTFOLIO MANAGEMENT TEAM

#### Andrew Brown, CFA®

Senior Portfolio Manager

Investment Experience: since 1994

HighMark Tenure: since 1997

Education: MBA, University of Southern California; BA, University of Southern California

#### Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager

Investment Experience: since 2004

HighMark Tenure: since 2014

Education: BA, Colgate University

#### J. Keith Stribling, CFA®

Senior Portfolio Manager

Investment Experience: since 1985

HighMark Tenure: since 1995

Education: BA, Stetson University

#### Christiane Tsuda

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2010

Education: BA, International Christian University, Tokyo

#### Anne Wimmer, CFA®

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2007

Education: BA, University of California, Santa Barbara

#### Randy Yurchak, CFA®

Senior Portfolio Manager

Investment Experience: since 2002

HighMark Tenure: since 2017

Education: MBA, Arizona State University;

BS, University of Washington

#### Asset Allocation Committee

Number of Members: 16

Average Years of Experience: 27

Average Tenure (Years): 14

#### Manager Review Group

Number of Members: 6

Average Years of Experience: 19

Average Tenure (Years): 7



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** July 18, 2018

**SUBJECT:** Item 8.2 – 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.

On June 20, 2018, the board approved a one month extension of the enhanced medical insurance contributions through July 31, 2018. In light of the status of negotiations with IAFF Local 1230, an extension of the enhanced medical insurance contributions for one additional month, through August 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:** Gloriann Sasser, Administrative Services Director

**DATE:** July 18, 2018

**SUBJECT:** Item 8.3 – Adopt Resolution 18-14 Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Adopting a Revised Fund Balance Policy.

---

## **Background**

The District has a Fund Balance Policy (Policy) that requires annual review by the Board. Staff has reviewed the Policy and recommends no changes.

## **Fund Balance Components – GASB 54**

GASB 54 requires the following components of fund balance:

- **Nonspendable** – Fund balance that cannot be spent because it is either not in a spendable form or it is legally or contractually required to be maintained intact. For example, the District has prepaid items amounts of fund balance that are nonspendable. This is the most restrictive category of fund balance.
- **Restricted** – Fund balance that can be spent only for a specific purpose as stipulated by constitution, legislation or an external resource provider. The fund balance in the District's Debt Service Fund is classified as restricted because the District's taxable pension obligation bonds agreements legally require the District to maintain these resources for the payment of debt obligations. Fund balance from money placed in the District's OPEB and pension trust fund accounts is classified as restricted because the money is externally restricted by the requirements of the trust.
- **Committed** – Fund balance that can be spent only for a specific purpose as determined by formal action taken by the Board of Directors. The Policy establishes one category of Committed Fund Balance for capital projects.
- **Assigned** – Fund balance that is intended to be used for specific purposes but do not meet the criteria to be classified as restricted or committed. The Board is required to delegate authority to an official to assign amounts to be used for specific purposes. The Policy establishes two categories of Assigned Fund Balance: for a subsequent year's budget deficit or for other categories as determined by the fire chief or administrative services director.
- **Unassigned** – All spendable amounts not contained in the other classifications.

## **Minimum Fund Balance – Risk Analysis**

The 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 General Fund is the District's main operating fund. The financial health of the General Fund is critical to District financial sustainability and financial health. It is fiscally prudent to maintain a reasonable amount of unrestricted minimum fund balance in the General Fund in order to have reserves available for near-term operating contingencies. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks and to ensure stable tax rates.

The appropriate level of fund balance for a government agency depends on the amount of risk the government agency faces. The District's revenue stream is stable. Over the last ten years, property tax revenue has increased every year except two (2012 and 2013). In the two years of decline, the revenue decrease was a relatively nominal amount (largest decrease was \$357K.) The District's property tax revenue is stable.

The majority of the District's expenditures are salaries and benefits. Salaries expenditures are primarily controlled by the Board through labor agreements and the addition or reduction of positions. Health insurance expenditures for active employees and retirees are capped by the District and controlled.

Pension expenditures are not controlled by the Board and are volatile. Pension expenditures are highly susceptible to economic changes, to actuarial assumption changes and CCCERA Board actions. The District faces risk in the area of pension costs. In order to mitigate this risk, the District established a pension rate stabilization trust fund to set aside money to pre-fund pension costs. The Long Range Financial Forecast includes contributions to the pension rate stabilization trust fund every year for the next 11 years.

Another risk area to consider is unfunded liabilities. Unfunded liabilities are the extent to which the actuarial accrued liability of a plan exceeds the assets of the plan. The District has unfunded liabilities for pension and for retiree health insurance. For pension unfunded liabilities, CCCERA requires the District to pay down the unfunded liability using an 18 year closed amortization period and 7% discount rate. This is more conservative than Cal PERS which uses a 30 year closed amortization period and is moving toward a 20 year amortization period and 7% discount rate (will implement in FY2020/21). In addition, the District's pension rate stabilization trust funds can be used to pay for unexpected pension costs.

For retiree health insurance unfunded liabilities, the District has made significant progress to mitigate this risk area. In 2013, the District capped the amount the District pays for retiree health benefits and significantly reduced retiree health benefits to the minimum for new hires. In 2015, the District established a trust fund and began to pre-fund other post-employment benefits (OPEB.) Both of these steps reduced the District's unfunded liabilities for retiree health and reduced risk. In addition, District funding policy is to pre-fund the full annual required contribution. The Long Range Financial Forecast includes contributions equal to the full annual required contribution to the OPEB trust fund every year for the next 15 years.

The District's infrastructure is another area to consider. The primary risk areas of infrastructure for the District are buildings. Station 43 is currently under construction. Station 41 and Administration are scheduled for significant improvements beginning in FY2019/20. The District's long term capital plan identifies necessary improvements and replacements over the next 15

years. The District uses fire flow tax revenue to pay for capital needs. The Long Range Financial Forecast shows sufficient revenue and reserves to pay for the capital needs of the District over the next 15 years. The District has property insurance that covers many areas of infrastructure risk. In the event of an earthquake the District is exposed to some infrastructure risk.

The District's CCCERA pension costs and unfunded liabilities for pension obligations are the highest risk areas for the District. The District also has some infrastructure risk in the event of an earthquake or other catastrophic event not covered by property insurance.

### **Minimum Fund Balance – General Fund**

The Government Finance Officers Association (GFOA) recommends a minimum of no less than two months of general fund operating revenues or expenditures (17%.) District Policy is 17% of budgeted general fund revenue.

### **Recommendation**

The District has made significant progress toward mitigating its high risk areas of pension costs and unfunded liabilities. Nevertheless, these risks are significant. Staff recommends the District continue to 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. No changes to the Policy are recommended at this time.

### **Recommended Action**

- 1) Discuss 2) Deliberate 3) Adopt Resolution 18-14 classifying the various components of fund balance as defined in Governmental Accounting Standards Board Statement No. 54 and adopting a fund balance policy.

### **Attachments**

- 1) Attachment A – Resolution 18-14 and Fund Balance Policy

**RESOLUTION NO. 18-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORAGA-ORINDA FIRE PROTECTION DISTRICT CLASSIFYING THE VARIOUS COMPONENTS OF FUND BALANCE AS DEFINED IN GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54 AND ADOPTING A REVISED FUND BALANCE POLICY**

**WHEREAS**, the Moraga-Orinda Fire Protection District Board of Directors hereby finds and declares the following:

- The Governmental Accounting Standards Board has issued Statement No. 54 entitled “Fund Balance Reporting and Governmental Fund Type Definitions” which is applicable to the Moraga-Orinda Fire Protection District.
- This Board of Directors desires to classify the various components of fund balance reported by the Moraga-Orinda Fire Protection District as defined in Governmental Accounting Standards Board Statement No. 54.

**THEREFORE**, be it resolved by the Moraga-Orinda Fire Protection District Board of Directors the following:

- The Board of Directors hereby defines the various components of fund balance as reported by the District as presented in the attached Fund Balance Policy.
- The Board of Directors hereby adopts the attached Fund Balance Policy.
- The classification and reporting of fund balance components as required by Governmental Accounting Standards Board Statement No. 54 will continue to be effective during subsequent fiscal years.
- The Board of Directors designates the Fire Chief or Administrative Services Director as the official to determine and define the amounts of those components of fund balance that are classified as “Assigned Fund Balance”.
- Resolution 18-14 supersedes Resolution 17-12.

**PASSED, APPROVED and ADOPTED** this 18th day of July, 2018, at the regular meeting of the District Board of Directors held at 22 Orinda Way, Orinda, California 94563, on a motion made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

## Attachment A

Dated: July 18, 2018

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Brad Barber, President  
Board of Directors

ATTEST:

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Grace Santos, Secretary to the Board



## **Moraga-Orinda Fire District Policy 12**

### **Fund Balance Policy**

#### **Purpose:**

The Fund Balance Policy establishes a policy for reporting fund balance classifications, establishes prudent reserve requirements and establishes a hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines.

#### **Policy:**

The District will report fund balance in accordance with Governmental Accounting Standards Board Statement No. 54. The following five components will be used:

1. Nonspendable Fund Balance
2. Restricted Fund Balance
3. Committed Fund Balance
4. Assigned Fund Balance
5. Unassigned Fund Balance

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 will report the following amounts as Committed Fund Balance at fiscal year-end:

- Capital Projects – Fund balance derived from the Fire Flow Tax is committed to pay for District capital improvement projects as approved by the Board of Directors. The amount is equal to the fund balance in the Capital Projects Fund.

The Fire Chief or Administrative Services Director is designated to determine and define the amounts of those components of fund balance that are classified as “Assigned Fund Balance”. The District will report the following amounts as Assigned Fund Balance:

- Budgetary Deficit – Fund balance committed to pay for the subsequent year’s budget deficit. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.
- Other Assigned Fund Balance categories as determined by the Fire Chief or Administrative Services Director.

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.

The Board will review this policy on an annual basis.





# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** Kathy Leonard, Fire Marshal  
**DATE:** July 18, 2018  
**SUBJECT:** Item 8.4 – Proposed Indian Valley Subdivision, Moraga

---

## **BACKGROUND**

Indian Valley is located off of Canyon Road within the Town of Moraga. In 2008, a measure was passed by Moraga voters to allow residential development in Indian Valley while adding open space elsewhere.

The proposed project is 71 single family homes on 50 acres. The entire parcel totals 141 acres.

The MOFD fire marshal (fire code official) was asked to provide comments on the conceptual design to the Town of Moraga in February 2018. Attachment A was submitted to the Town of Moraga providing comments.

## **FIRE CODE INTERPRETATION**

The primary areas that the fire code official reviews when evaluating conceptual designs for a subdivision are:

1. Access for fire apparatus
2. Water supply
3. Building construction height, type, and size for firefighting needs
4. Vegetation hazards that may be need mitigation plans
5. Other unique characteristics that may require additional mitigation measures

Under the California Fire Code, Section 104.1, the fire code official is authorized to enforce provisions of the code and shall have the authority to render interpretations, adopt policies, procedures, and rules and regulations in order to clarify the application of the code. Such interpretations shall be in compliance with the intent and the purpose of the code.

Under Section 104.8 'Where there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the code official shall first find that special individual reason makes strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements'.

EVA code requirements are found in MOFD Ordinance #16-02, Section 503.1.2.1 and in CFC D107.1. *One- or Two –Family Residential Developments*. ‘Developments of one or two family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads.

Exceptions:

1. Where there are more than 30 dwelling units on a single public or private fire apparatus road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.3.1.3 of the California Fire Code, access from two directions shall not be required.

## **MITIGATION MEASURES**

The Indian Valley project will have an unrestricted EVA that can serve the public as well as emergency responders that will allow circular access to the main road (Canyon Rd) with an evacuation route out of the development and an incoming route for emergency response. Alternate possible locations for an EVA were deemed unsafe as they would potentially expose residents and responders to greater risk by traversing undeveloped lands through the community of Canyon to the West or over an undeveloped ridge to the East to Augusta Drive.

The project will have a dedicated water supply with fire hydrants located outside and within the project. Currently, there are no fire hydrants past the Canyon Bridge.

The homes will have ember resistive construction that complies with Residential Code R337 for building construction within High Fire Severity Zones. At this stage in the project, construction specifics are only conceptual, but other mitigation measures may be required by the District. All new residential buildings will have a fire sprinkler and alarm system.

The project will be required to have a Wildfire Assessment Hazard and Plan (WHAPP) similar to those that have been required for other subdivisions in the District. The WHAPP is site specific and identifies fuel types, predicts fire behavior, and recommends vegetation management for the site. This is an agreement between the developer and the Fire District. It must be approved and signed by the fire code official as a condition of approval.

Since the project is at the conceptual stage, the fire code official will have many opportunities to ensure the project conforms to code requirements and to identify additional mitigation measures as the project plan is further developed.

The project’s overall impact on the area will be an improvement to public safety with development of a dedicated and reliable water supply, paved code compliant streets, risk reducing vegetation management practices, and fire resistive construction to help create a “fire safe” island between Moraga and Canyon.

## **RECOMMENDATION**

- 1) None – Information Only

## **ATTACHMENTS**

- 1) Attachment A – Fire Marshal’s comment letter to the Moraga Planning Director for the Indian Valley Subdivision.
- 2) Attachment B – Code Summary



# Moraga-Orinda Fire District

Office of the Fire Marshal

02/01/2018

Mr. Derek Farmer  
Acting Planning Director  
Town of Moraga  
Moraga, Ca 94556

RE: Indian Valley Subdivision  
APN 271-120-020

Dear Mr. Farmer:

I wanted to provide summary of MOFD's comments for the proposed Indian Valley Subdivision. I met in the fall of 2017 with the developer to review the conceptual plans. The plans are for a 71 single family home project that will be located off of Canyon Road north of the Valle Vista Staging area near the community of Canyon.

1. Road design. The conceptual design has one public road in and a EVA (emergency vehicle access) road as a second means into the project. The EVA is gated and locked at the end of the public road, then has a second locked gate at the exit onto Canyon Road. Locked gates slow the response of incoming fire agencies and forces residents to have only one way out if they had to evacuate.

This design threatens the safety for the public and can delay emergency responders. I recommend elimination of the EVA for a road that can be used by either the public or by responders with no gates or locks. Without the EVA, there is a circular route in and out of the project.

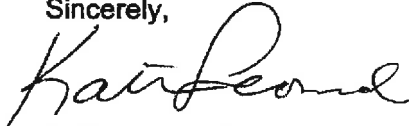
2. Traffic safety concerns. Even with the addition of a merge lane, the project location of Canyon Road is dangerous for fire department vehicles making a left turn back to Moraga. Vehicles, including motorcycles and cyclists often travel at high speeds on Canyon Road and sight distance in this area is limited.
3. Response time. This project is at the very edge of the Moraga Town border. Response time has not been calculated to reach the back of the project, but it may exceed the time and distance that the Town of Moraga requires from MOFD. Mitigation measures need to be discussed.

## Attachment A

4. Water supply. There currently is no fire hydrants on Canyon Road. Hydrants will be required in the project that meet CFC flow requirements. In addition to the required fire hydrants for project, additional hydrants or other water supply options may be required.

Please contact me if you have any questions or need more information.

Sincerely,

A handwritten signature in black ink that reads "Kathy Leonard". The signature is written in a cursive style with a large initial "K".

Kathy Leonard  
Fire Marshal

(925) 258-4520

[kleonard@mofd.org](mailto:kleonard@mofd.org)

## Code Reference Summary

MOFD Ordinance #16-02 and California Fire Code, 2016 edition

### **FIRE ACCESS ROADS**

#### **CFC APPENDIX D FIRE APPARATUS ACCESS ROADS**

#### **SECTION D107 ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS**

##### **D107.1 One- or two-family dwelling residential developments.**

Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads.

##### **Exceptions:**

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the *California Fire Code*, access from two directions shall not be required.

#### **MOFD ORDINANCE #16.02**

Section 503.1.2 is amended to add:

##### **503.1.2.1 Required additional access roads for residential developments.**

The minimum number of access roads serving residential development(s) shall be based upon the number of dwelling units served as follows:

- 1-25 units, one public or private access road
- 26-150 units, one public or private access road and one emergency access road
- 151+ units, a minimum of two public or private access roads

### **AUTHORITY**

#### **CFC SECTION 104**

#### **GENERAL AUTHORITY AND RESPONSIBILITIES**

##### **[A] 104.1 General.**

The fire code official is hereby authorized to enforce the provisions of this code and shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of this code and shall not have the effect of waiving requirements specifically provided for in this code.

##### **[A] 104.8 Modifications.**

Where there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire

safety requirements. The details of action granting modifications shall be recorded and entered in the files of the department of fire prevention.

**FIRE PROTECTION REQUIREMENTS**

**CFC CHAPTER 9 FIRE PROTECTION SYSTEMS**

**903.3.1.1 NFPA 13 sprinkler systems.** Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 *as amended in Chapter 80* except as provided in Sections 903.3.1.1.1 and 903.3.1.1.2.

**903.3.1.3 NFPA 13D sprinkler systems.** Automatic sprinkler systems installed in one- and two-family dwellings; Group R-3; and townhouses shall be permitted to be installed throughout in accordance with NFPA 13D, *as amended in Chapter 80*.



# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** David Winnacker, Fire Chief  
**DATE:** July 18, 2018  
**SUBJECT:** Item 8.5 – California Fire Foundation Grant Acceptance

---

## **BACKGROUND**

MOFD applied for a \$15,000 California Foundation grant to develop a network of remote sensors to provide early warning in the event of a wildfire. From the grant application:

To develop and field an innovative integrated wildfire early warning system to decrease community risk by decreasing the time required to recognize an approaching wildfire and notify citizens of the need for evacuation. Many areas within the MOFD's jurisdiction are designated Very High Fire Threat Severity zones and abut undeveloped State Response Areas, parklands of the East Bay Regional Park District and East Bay Municipal Utility District watershed. These areas also include numerous PG&E electric transmission lines and two substations. Due to their undeveloped nature and prominent, heavily vegetated terrain features that separate the areas from the adjoining populated areas, there is a high probability that a fire starting within these areas will not be detected before crossing into developed and populated areas. The intent of the project is to develop and field a ubiquitous network of sensors, communicating via a resilient and self-healing mesh network that will provide early warning of an approaching wildfire. This project will complement recent updates to the evacuation plan and tie in to ongoing fuels mitigation efforts and a community chipper program that is expanding existing fire trails to create an uninterrupted shaded fuel break surrounding the community, thus reducing the risk of catastrophic wildfire. Adding a sensor network to complement this fuels-reduced obstacle belt will support rapid notification and evacuation of residents while providing precise fire location information to the incident commander to aid in the deployment of fire suppression resources. This project is a priority for MOFD's fuels reduction campaign due to the proximity of populated areas to undeveloped lands, the high fuel densities in the populated areas, and the extremely limited evacuation routes. The other areas of MOFD's jurisdiction will directly benefit from this project through the ability to promptly recognize an approaching fire and the mobilization of regional response resources to hold the fire along shaded fuel breaks that will enable aggressive suppression efforts before a fire enters populated areas.

MOFD was notified on 10 July that our project was funded for the full requested amount. Per MOFD policy A2.05.01 acceptance of a grant requires board approval.

## **Implementation**

Through the highly skilled volunteers of the MOFD Communications Support Unit and the Lamorinda Area Radio Interest Group (LARIG) Technical Advisory Committee, the development and validation of a sensor network will be conducted in-house. This is a critical component as a commercial option is currently not available. Meetings with subject matter experts and district residents from the University of California are ongoing and a Beta version of the system could be fielded on a limited scale this year.

## **Budget**

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

## **RECOMMENDATION**

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

## **ATTACHMENTS**

- 1) Attachment A – Award and Acceptance Letters



## Attachment A



**July 10, 2018**  
**Dave Winnacker**  
**Moraga-Orinda Fire District**  
**1280 Moraga Way**  
**Moraga, CA 94556**

Dear Dave:

It is a pleasure to inform you that the California Fire Foundation, a non-profit 501(c)(3) organization, has approved a grant in the amount of \$15,00.00 to the Moraga-Orinda Fire District.

This grant is to support the disaster preparedness and community early warning system as described in your application, and project budget received June 1<sup>st</sup>, 2018.

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

The Foundation will not disburse payment on this grant until we receive the signed Grant Agreement, W-9 and complete Fund Disbursement forms.

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

Details regarding publicizing your grant award on social media and within your community will be sent at a later date. When making any public announcement about this grant, we would appreciate it if you let us know in advance of recognizing support from the California Fire Foundation and PG&E.

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

Sincerely,

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

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

**Grant Agreement for Moraga-Orinda Fire District**

**GRANT AGREEMENT**

This Grant Agreement contains the terms and conditions for your grant in the amount of \$15,000 from the California Fire Foundation (the "Foundation") to Moraga-Orinda Fire District (the "Grantee"), dated July 10, 2018. By signing this Grant Agreement and accepting grant funds, an officer or director of the Grantee makes the representations and agrees to the obligations and conditions set forth.

Our offer of this grant is subject to your agreement to:

**Conditions:**

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

**Please acknowledge your agreement with the terms of this contract by signing and returning a copy of this letter by email to [showard@cpf.org](mailto:showard@cpf.org) on or before July 24, 2018.**

Sincerely,



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

ACCEPTED BY: \_\_\_\_\_  
Name/Title Date



# Moraga-Orinda Fire District

Fire Chief Dave Winnacker

**TO:** Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** July 18, 2018

**SUBJECT:** Item 10.3 – District Update and Activity Report: June 2018

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## OPERATIONS

1. Fire Trails
2. County Operations Meeting
3. County Strike Team/Single Resource Meeting
4. Live Burn Preparation and Training
5. Wildland Committee Meeting
6. April Incident Totals:
  - EMS/Rescues 155
  - Structure Fires 5
  - Vegetation Fires 9
  - Vehicle Accidents 13
  - Alarms/Good Intent/Public Service/Etc. 119
  - Total: 301**

## COMMUNICATIONS

1. iPad and Modem Updates

## APPARATUS

1. New Engines (E42, E45) placed in service
2. Continued Maintenance of fleet

## EMERGENCY PREPAREDNESS

1. On Saturday morning, June 2, the MOFD Communications-Support Unit met at fire station 45. The group held a planning session for the upcoming live fire training in Orinda. Members are also working on the updates to the programming for the Lamorinda Community Radio Caches.
2. On Sunday, June 3, Staff met with representatives from the Community of Canyon and the Lamorinda Radio Interest Group (LARIG) to investigate locations and discuss technology for Canyon's emergency notification system. The project is being lead by the community with assistance from LARIG volunteers and the Fire District.

3. On Monday evening, June 11, Lamorinda CERT held a community update training class on Water safety. Aquatics Supervisor Pete DeQuincy from the East Bay Regional Park District Fire Department led the training. Participants learned about water survival, pool safety, safe rescue techniques and the importance of personal flotation devices (life jackets). Approximately 30 residents attended the training.
4. On the evening of Tuesday, June 19, hosted attended the annual Volunteer Recognition BBQ at the Hacienda De Las Flores in Moraga. Volunteers from Lamorinda CERT, the Rescue One Foundation and MOFD's Communications-Support Unit attended along with board members, administrative staff and representatives from the Firefighters Association. This was an opportunity for the District to recognize the talents and contributions that our volunteers bring to the District.
5. On the evening of Wednesday, June 20, Staff made a presentation to the Lamorinda Radio Interest Group on wildland fire safety and MOFD volunteer fire watch procedures. Twenty LARIG members attended. LARIG and MOFD's Communications-Support Unit personnel will be used to staff fire watch posts on July 4th. Attending this training is a prerequisite for volunteering for fire watch.

## **EMS**

1. Attended meeting with Contra Costa County EMS Authority for ambulance contract renewal. No pending issues
2. Attended meeting with County Medical Director
3. Processed four new recruit paramedics into all MOFD EMS records systems
4. Certification audit of all personnel completed (on-going)
5. Ambulance compliance monitored (on-going)
6. CQI & PCR audited (on-going)
7. Ensure medical medication and supplies stock (on-going)
8. Provide administrative support for annual fee schedule adjustment
9. Monitor budgetary expenditures (on-going)
10. Completed CQI patient care report audits (on-going)

## **SUPPORT SERVICES**

1. Facilitated temporary Fire Station 43 water damage repairs, inspections and insurance claim. All paperwork filed.
2. Crew relocated back to temporary fire station
3. Provide support for Fire Station 43 construction (on-going)
4. Provided facilities maintenance support (on-going)
5. Monitor budgetary expenditures (on-going)
6. Monitor KB Homes construction project next to Station 41 (on-going)
7. Annual fuel pump maintenance completed
8. County CUPA inspection completed. No pending issues
9. Facilitated repair of SCBA air trailer

## **FIRE PREVENTION**

1. **Vegetation Abatement and enforcement**

Vegetation abatement deadline to comply was June 15. Physical signs were posted at major intersections of the deadline to comply. Fire Prevention staff accepted public complaints, investigated and cited all properties that were not compliant after June 15th. Fire prevention staff inspected 338 properties the week of June 18th with door to door noticing of all properties that are along the major evacuation route of Moraga Road.

## **2. Vegetation risk reduction projects**

- a. Orinda View HOA vegetation clearance project: Diablo Fire Safe Council, MOFD, CalFire and Orinda View HOA completed 3 days of brush clearing and chipping at Orinda View and Happy Valley Road.
- b. Miner Road evacuation route vegetation clearance project: MOFD, the City of Orinda and PG&E are collaborating on a tree trimming, tree removal and brush clearing project to improve public safety for Miner Road. Currently the road has low hanging tree branches and overgrowth that could impact evacuation and emergency response. Project work is planned for August.
- c. Del Rey and Sleepy Hollow School Tree clearance and removal: Staff met with representatives at the schools to advise trimming, limbing and removal of trees for fire safety.

## **3. District Projects**

- a. Wilder , Orinda: The garden center building is nearly complete. The new building is equipped with fire sprinklers and an alarm system. The garden center will host classes for he Wilder community. Wilder is using sheep again this year for vegetation abatement in the larger open spaces.
- b. Bella Vista (Formally Rancho Laguna II) Moraga: The 28 single family home subdivision has all roads and fire hydrants in. The 2 model homes are open and most of the lots are in the framing stage.
- c. Camino Ricardo, Moraga: The 26 single family home is now sold out. The new small pocket park “West Commons” at the east end of the parcel has been completed. The park has a pedestrian access bridge from Moraga Road and pathways within the park. Fire prevention staff ensured that the park complied with all vegetation abatement with the developer.
- d. Moraga Town Center Homes, Moraga: Grading and sewer work is in process for the 36-unit condominium project next to the Administration building. The developer will grade level the pad behind Station 41 after the installation of the sewer pipe.

## **ADMINISTRATIVE SERVICES**

1. Completed development of the 2018/19 Annual Operating Budget
2. Continued negotiations with Local 1230, Local 2700 and MOFCOA
3. Sold two surplus vehicles
4. Implemented new ambulance fees effective July 1, 2018
5. Attended Fire Agencies Self Insurance Systems board meeting

6. Processed one employee separation
7. Continued grant administration for SAFER Grant
8. Continued CCCERA employer audit process