## Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

July 18, 2018 (Approved August 15, 2018)

## 1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on July 18, 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 Randy Riddle, District Counsel

Director Famulener Dave Winnacker, Fire Chief

## 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 Jex Randy Riddle, District Counsel

Director Barber Director Jorgens Gloriann Sasser, Admin Services Director

Director Famulener Dave Winnacker, Fire Chief Grace Santos, District Clerk

## 5. Report of Closed Session Action

There was no reportable action taken during closed session.

#### 6. Public Comment

Jonathan Goodwin, Canyon resident, commented that he could not find a posted policy or procedure informing the public of how to request to add an item to the Board agenda. He sent an email to the Board President, and emailed and mailed a hard copy to Chief Winnacker, but did not get a reply. Mr. Goodwin felt that there should be a clear policy and hoped that the Board would direct the Fire Chief to develop one.

Mr. Goodwin also commented on the lack of an appeal process on decisions that the Fire Marshal makes regarding a property. He asked if there were a formal appeal process if the Board decided not to take action on Item 8.4 and asked for clarification.

President Barber stated that he would ask the Chief to make a recommendation to clarify the policy.

#### 7. Consent Agenda

Motion by Director Famulener and seconded by Director Jorgens to approve and file all items on the Consent Agenda – 7.1 Meeting Minutes, 7.2 Monthly Incident Report, 7.3 Monthly Check/Voucher Register, and 7.4 Preliminary Monthly Financial Report. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

#### 8. Regular Agenda

8.1 PARS OPEB Pre-Funding and Pension Rate Stabilization Trust Program Annual Client Review
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.

ASD Sasser introduced Andrew Brown, HighMark Senior Portfolio Manager, and Nik Weigand, PARS Client Services Coordinator.

Mr. Weigand and Mr. Brown gave a presentation on the OPEB Prefunding Trust Program & Pension Rate Stabilization Program.

Director Jorgens inquired on the definition of a pooled account. Mr. Brown explained that a co-mingled pooled account refers to an investment account where multiple agencies can, and do, participate adding contributions or taking out distributions. He explained that if there was a run on the account, he would have to sell assets to make liquidity available for distribution. They do not typically see large distributions.

Director Jorgens commented that the district could be at a disadvantage if all other agencies withdrew their money all at once and the district did not do so as quickly. He asked why MOFD had to be in a pooled account and not have its own account with its own investments.

Mr. Brown stated that US Bank, the trustee, strongly suggests that clients with less than \$5M in assets be placed in a pool for efficiency. If there were a strong mandate from the District to place the investments in its own account, they would probably make accommodations and would be more than happy to take the request to US Bank.

Director Jorgens asked why HighMark Capital has more than the minimum invested in bonds and asked why they would invest in something that has an expected value of zero.

Director Jex echoed Director Jorgens' concern and asked if it was possible for the district to indicate that it prefers not to be in bonds for the next 24 months.

Mr. Brown stated that this is a discretionary objective. The Board gives the investment manager discretion within a certain asset allocation range and it is their job to deploy it. However, it could not be changed within the co-mingled pool because there are three other agencies in the pool and there is no way they could effect a policy change for MOFD and not impact the other members. The biggest driver of what happens to the 65-85% of the portfolio, which is in equities. Whether they hit 6.25%, 6.5% or see a big negative number, it is the equities that drives it.

Director Jorgens stated that he does not agree with Mr. Brown.

President Barber thanked Mr. Brown and Mr. Weigand for their presentation.

## 8.2 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.

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.

Motion by Director Famulener and seconded by Director Jorgens to approve a two-month extension of the District's payment of the Enhanced Medical Insurance Contribution Rates ending on September 30, 2018. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

# 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

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

Motion by Director Jex and seconded by Director Famulener to 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. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

## 8.4 Proposed Indian Valley Subdivision

Indian Valley is located off Canyon Road within the Town of Moraga. The historical context of land use decisions for Indian Valley parcel by the Town of Moraga and Contra Costa County needs to be corrected to show that The Moraga Open Space Ordinance (MOSO) initiative was approved by the voters in 1986.

In 2008, measure "J" which would increase the MOSO area by a total of 515 acres by amending the Town's General Plan by re-designating Bollinger Valley from a "study area" to "Residential 2 DUA" (dwelling units per acre) and the measure also included a developer agreement for residential development in Indian Valley. The measure failed by 86% by the voters.

Indian Valley appears to have been approved for residential development for quite some time. The Town of Moraga Planning Map from 1979 shows Indian Valley as approved for Residential 2DUA.

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.

Chief Winnacker gave a brief PowerPoint presentation (Attachment A) and explained that the 2016 California Fire Code adopted the 2015 International Fire Code (IFC). MOFD Ordinance 16-02, adopted in January 2017, adopted the 2016 CFC, including appendix A-C-D and by reference the 2015 IFC. MOFD Ordinance 16-02 adopted changes, deletions and modifications to the CFC.

Chief Winnacker reviewed the following codes:

## 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.

## CFC Section 104 General Authority and Responsibilities [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.

## MOFD Ordinance #16-02, Section 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

#### 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:

 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, 903.3.1.2or 903.3.3.1.3 of the California Fire Code, access from two directions shall not be required.

#### CFC D107.2. Remoteness

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the property or area to be served, measured in a straight line between accesses.

## Definition of Emergency Vehicle Access Road. MOFD Ordinance #16-02, Chapter 2 Definitions Section 202

Shall mean an approved access meeting the requirements for fire apparatus use and shall be restricted for the use of emergency vehicles.

Chief Winnacker noted that the California Fire Code does not include an EVA definition or reference. He stated that the Fire Marshal is the code interpreting official and is empowered to make decisions and interpretations on the code as long as it is done without compromising safety and meets the intent of the code.

Chief Winnacker noted that MOFD Ordinance #16-02, Section 503.1.2.1, and CFC D107.1. conflict with regard to the number of access roads required for residential developments. The CFC provides for resolution in the event of conflict between sections of the code as being at the fire code official's discretion.

Chief Winnacker noted that if the development is approved by the Town of Moraga, the plans will come back to the Fire District for additional review and mitigating measures to prevent the spread of wildfire and reduce the impact of MOFD resources may be required as a condition of approval.

Director Anderson commented on the steep and treacherous conditions of the road.

Director Jorgens asked who sets and enforces the rules. Chief Winnacker stated that the State offers a model that the can be adopted and the District sets and enforces the rules.

Jonathan Goodwin, Canyon resident, stated that the Board of Directors adopted the District fire code and they are responsible for the fact that they conflict. He stated that if there were two options, the District should choose greater protection of the public, not less. He feels that the EVA roads should be .6 miles apart. The code is very clear guidance for the Board and hopes that they take it seriously. Mr. Goodwin stated that the District should not waive the requirement, making it less safe.

Erik Olafsson, Canyon resident, stated that firefighter safety should also be considered. The developers could provide a second EVA road on the far side. Mr. Olafsson stated that the modifications should not change the safety and suggested reducing the size to 26 structures.

Chris Lavin, Canyon resident, commented on the difficult access into and out of Canyon. The backup can take up to 20 minutes at times, and is already a hazardous situation. Ms. Lavin asked for a clear explanation as to why there is an exemption for the EVA road.

Kaya Westling, Canyon resident, commented on the already unsafe conditions of Canyon Road. Mr. Westling stated that he is worried that the blind access for the proposed EVA road would make it even more dangerous, even with a turnout lane. Not having an EVA road towards the east or north would put fire apparatus or anyone trying to escape in harm's way.

Suzanne Jones, Moraga resident, commented on a report that she read from a study released by the National Academy of Sciences that looked at the increasing incidents of wildfires nationwide. It found that a vast majority of wildfires are started by human activity. The presence of people in a wildfire prone area increases the chances of fire starting in that area. Building a new community of homes in

an isolated location surrounded by wildlands of very high fire risk will increase the likelihood of a fire occurring in the valley. She asked that the District's assessment of the development look at potential increases in fire danger that would be associated with bringing development to this area.

Wendy Avelino-Merchant, Canyon resident, stated that an access road that goes to the top of the hill should be put in so that trucks can get to the top of Canyon. She commented on the dead brush and oak trees that are already dry and brittle, and stated that bringing in more houses and more fire risk would put the current residents at a greater risk and fire hydrants will not help.

Amelia Wilson, Moraga resident, commented that the Lost Valley neighborhood has a separate EVA road on the north end that goes to the new Wilder development. She urged the District not to have both egress entrances so close together. She hopes that the Board and the District understands how important it is to have EVA roads going far apart and in two directions.

Chief Winnacker discouraged citizens from using EVA roads. By definition, there are no EVAs within the district that are designed for the public's use. EVAs are designed for firefighter access, using large, high-clearance 4-wheel drive vehicles with specially trained operators.

## 8.5 California Fire Foundation Grant Acceptance

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. MOFD was notified on July 10, 2018 that the project was funded for the full requested amount. Per MOFD policy A2.05.01 acceptance of a grant requires board approval.

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.

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

Motion by Director Famulener and seconded by Director Jorgens to accept grant and authorize General Fund budget adjustment revenue and expenditure increase of \$15,000. Said motion carried a 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens; Noes: None).

#### 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 the Committee met with ASD Sasser, Chief Winnacker and the Auditor on July 17, 2018, and they signed an engagement letter to approve a 3-year contract. They discussed items such as the scope and plan of the audit, timing of the audit, and issues they wanted to focus on. They also discussed Fire Station 43 costs incurred in Fiscal 2017, and OPEB liability and funding in the actuarial report.

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 Director Famulener and Anderson attended the Contra Costa County Fire Commissioners meeting on June 21, 2018.

## **10.2 Questions and informational comments from Board members and Staff**There was nothing to report.

## 10.3 Fire Chief Updates

Chief Winnacker gave a brief report on the Station 43 construction project and stated that there was only one change order to date for \$1166.87 on April 27, 2018.

Chief Winnacker reported that the District's turnout time has maintained and sustained a 4-month drop.

Chief Winnacker gave a PowerPoint presentation on the Buckingham Fire. He noted that the fire was stopped without the loss of adjacent homes due to aggressive fire attack over challenging terrain carried out by MOFD and automatic aid firefighting resources from ConFire, East Bay Regional Parks, CALFIRE, and San Ramon Valley Fire District. Additional regional resources were used to provide station coverage while MOFD resources were committed to the incident. He commented on the evacuation process and stated that a number of Buckingham residents were not signed up for Nixle and did not get evacuation updates. He encouraged everyone to sign up for Nixle and suggested that each neighborhood develop an internal notification plan to help increase awareness of evacuation requirements and notifications. Excellent support was received from MOFD's law enforcement partners at Moraga PD and MOFD Communications Support Team members.

#### 10.4 Communications Received

Chief Winnacker reported on correspondence received from Mr. Steve Bond thanking the Fire District Aides for making sure residents complete their abatement in a timely manner. He also received correspondence from Hailey and Jake Kirby, residents of the Buckingham neighborhood, thanking the District for putting out the Buckingham fire.

Chief Winnacker reported that he received numerous correspondence relevant to the Indian Valley project and asked the Board if they would like copies of all correspondence received going forward. President Barber instructed Chief Winnacker to use his best judgement regarding when to share relevant correspondence with the Board.

### 10.5 Future Agenda Items

President Barber reported that he received an inquiry from Mr. Goodwin regarding how a member of the public can get an item placed on the Board agenda.

Director Anderson stated that the process is in place and if a member of the public wants to get an item placed on the agenda, they are to contact their local MOFD Board representative.

Director Jorgens stated that the public does not have the ability to place an item on the agenda, but can speak to their local representative. Their representative can then discuss it during the Future Agenda Items section of the agenda with the entire Board.

## 11. Adjournment

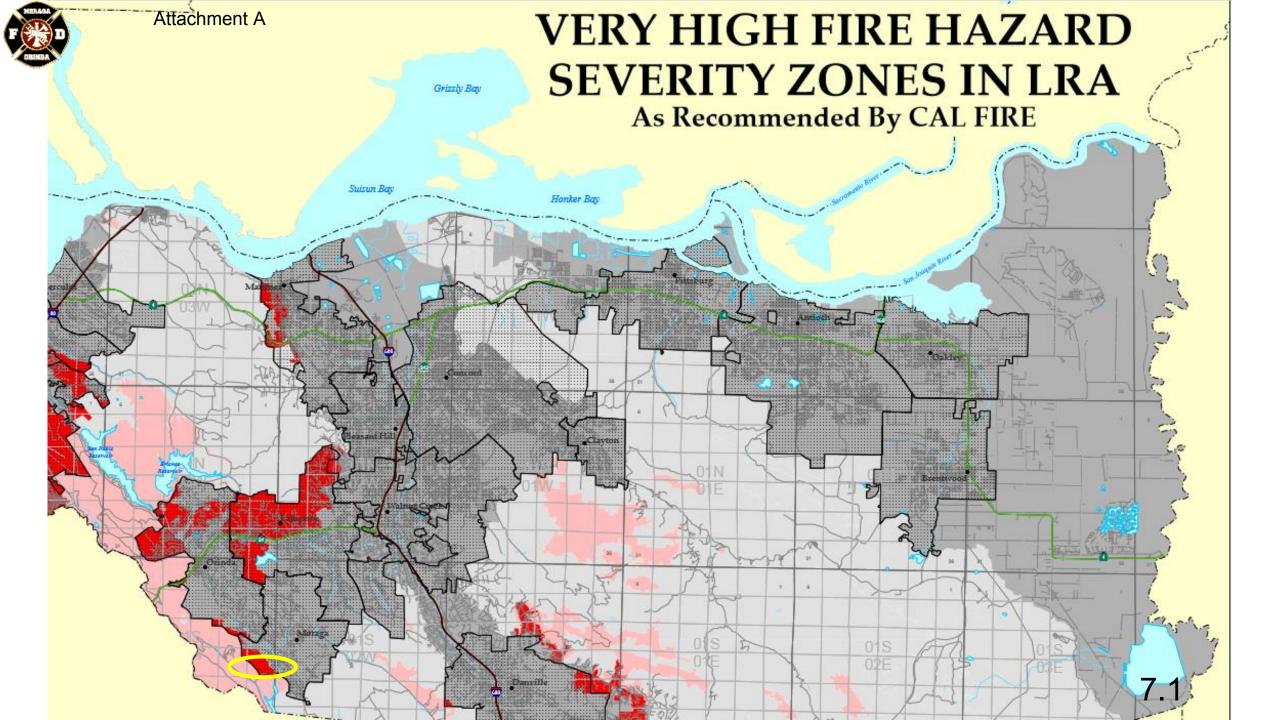
At 9:20 P.M., President Barber called for adjournment of the regular meeting.

Grack Santos, District Secretary/Clerk

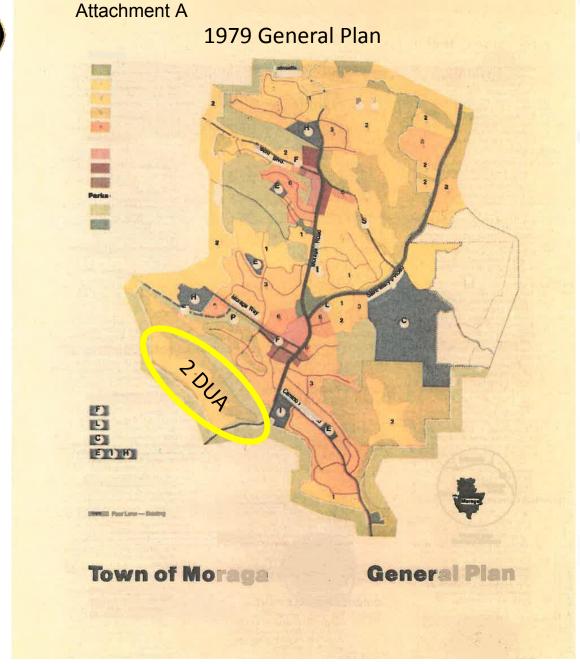


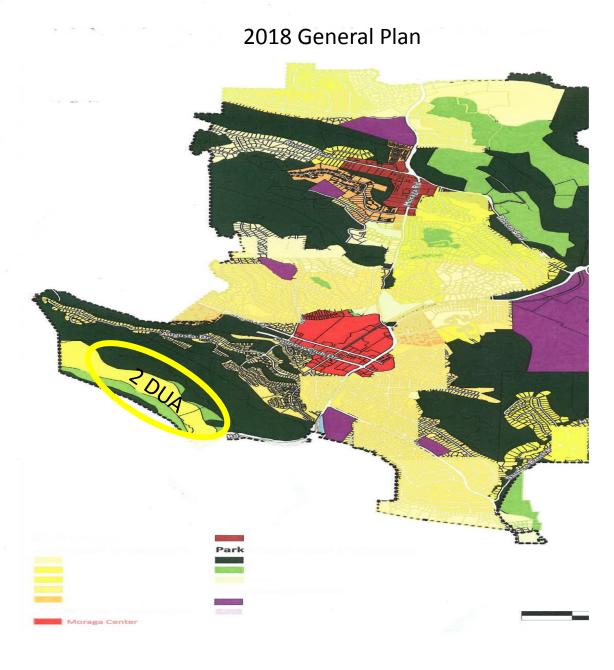
# Indian Valley EVA

July 18, 2018



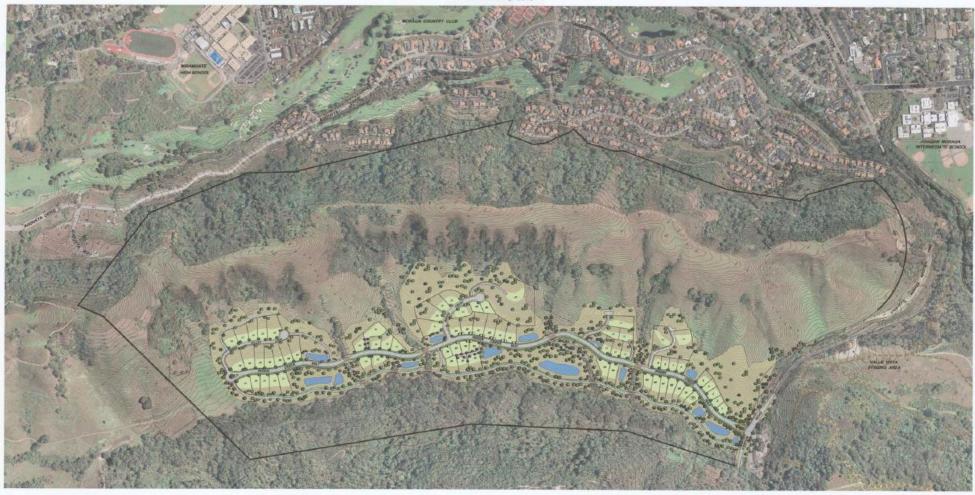








# Indian Valley Conceptual Development Plan TOWN OF MORAGA, CALIFORNIA







# Indian Valley Conceptual Development Plan

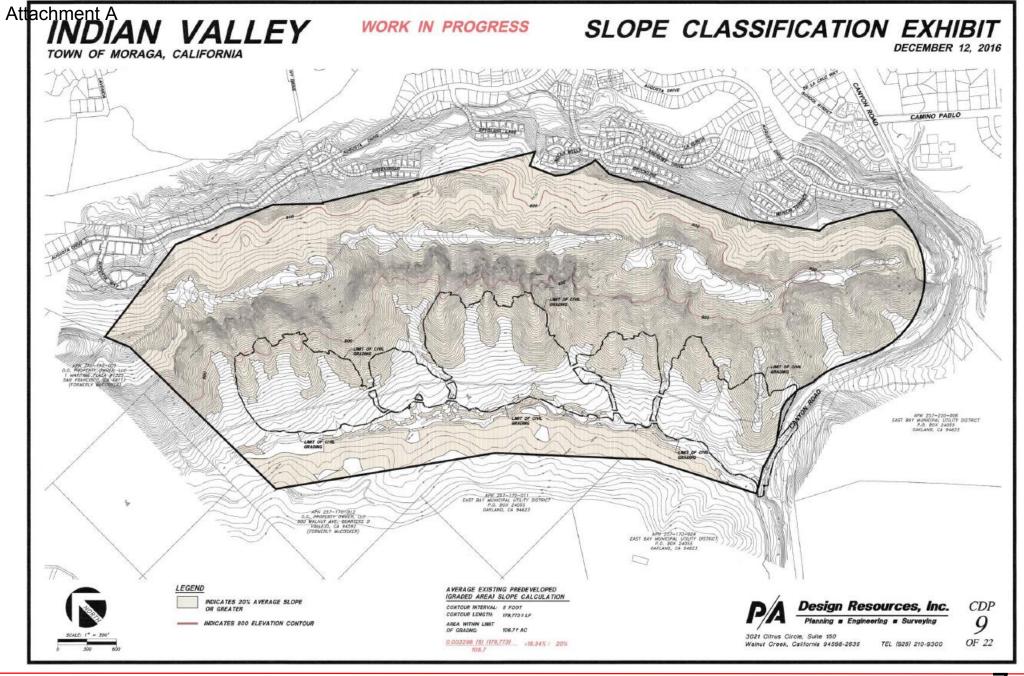
- The Indian Valley Project is a proposed 71-lot clustered housing development with associated open space, located on the north side of Canyon Road in Moraga. A Conceptual Development Plan (CDP) application has been submitted to the Town of Moraga Planning Department, illustrating seventy-one (71) traditional single-family homes clustered within a semi-rural setting, along with approximately 1.5 miles of trails and utility, water quality, storm drainage and landscape improvements.
- The Indian Valley project would involve the development of the residential lots, roads and utility systems within a 140.9-acre site, representing 31% of the total 452.6 contiguous acres owned by the Bruzzone Family within the Indian Valley area. All 71 clustered private lots, roadways, and utilities would be accommodated within 50.2 acres, or 36% of the overall project site. The Project also calls for limited improvements within an additional 2.3 acres of the Canyon Road public right-of-way adjoining the project site.

<sup>\*</sup>From http://www.moraga.ca.us/dept/planning/Major%20Projects/indian-valley

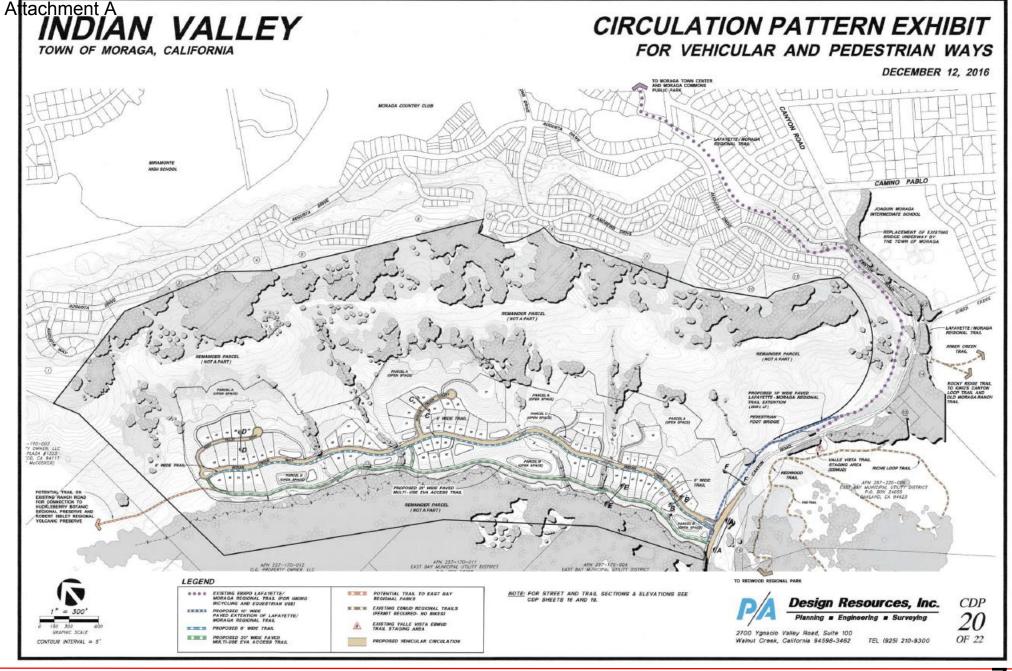
# Indian Valley Conceptual Development Plan

- The proposed residential lots range in gross area from just over 10,000 square feet to almost 4.7 acres, with an average size of 24,234 square feet. All 71 lots are organized along a central spine roadway ("Indian Creek Way") within the central lower valley portion of the project site, where the average predevelopment slope is less than 20 percent. The residential lots, site grading and related improvements are clustered within the 140.9-acre project site, which is situated east of the Indian Creek riparian corridor and below (to the west of) Indian Ridge.
- It is anticipated that the common areas within the project site would be owned and managed by a homeowners association. Responsibility for slope maintenance immediately beyond the private lots would be assigned to a geological hazard abatement district (GHAD). Impacts to habitat resources within the project site would be mitigated in accordance with state and federal resource agency standards. Compensatory habitat mitigation, including protection through recordation of an easement, may be provided on land owned by the Bruzzone Family directly adjoining the project site or an alternative offsite location.











- California Fire Code adopted the 2015 International Fire Code
- MOFD Ordinance #16-02 adopted the 2016 California Fire Code (CFC) including Appendix A-C-D and by reference 2015 International Fire Code (IFC)
- MOFD Ordinance #16-02 adopts changes, deletions and modifications to CFC



# CFC SECTION 104 GENERAL AUTHORITY AND RESPONSIBILITIES [A] 104.1 General.

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# CFC SECTION 104 GENERAL AUTHORITY AND RESPONSIBILITIES [A] 104.8 Modifications.

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

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- 151+ units, a minimum of two public or private access roads



• 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, 903.3.1.2or 903.3.3.1.3 of the California Fire Code, access from two directions shall not be required.



## CFC D107.2. Remoteness.

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the property or area to be served, measured in a straight line between accesses.

vehicles.



# Code Review

 Definition of Emergency Vehicle Access Road. MOFD Ordinance #16-02, Chapter 2 Definitions Section 202
 Shall mean an approved access meeting the requirements for fire apparatus use and shall be restricted for the use of emergency

\*Note\* The California Fire Code does not include an EVA definition or reference



