



Moraga-Orinda Fire District

Board of Directors

CALL AND NOTICE OF A SPECIAL MEETING

July 18, 2017

5:30 p.m. CLOSED SESSION

6:15 p.m. OPEN SESSION

Hacienda Mosaic Room

2100 Donald Drive

Moraga, CA 94556

1. OPENING CEREMONIES

- 1.1. Call the Meeting to Order
- 1.2. Roll Call
- 1.3. Core Values – Service, Honor, Integrity

2. PUBLIC COMMENT

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

3. CLOSED SESSION

- 3.1. **Public Employee Appointment**
(Government Code Section 54957)
Title: Interim Fire Chief

4. RECONVENE THE MEETING

- 4.1. Call the Meeting to Order

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 7, 2017, June 20, 2017, June 21, 2017 and July 12, 2017**
Staff Recommendation: Approve and File
- 7.2. **Monthly Incident Report for June 2017**
Staff Recommendation: Approve and File
- 7.3. **Monthly Check/Voucher Register for June 2017**
Staff Recommendation: Approve and File
- 7.4. **Monthly Financial Report for June 2017**
Staff Recommendation: Approve and File
- 7.5. **Claim Against the Moraga-Orinda Fire Protection District**
The District received a claim asserting that a District vehicle caused property damage.
Staff Recommendation: Reject the Claim in Accordance with FAIRA Policies

8. SPECIAL PRESENTATION

- 8.1. **Proclamation Honoring the Rescue One Foundation for 40 Years of Support**
The Board will present a proclamation to the Rescue One Foundation in honor of their 40 years of support to the Moraga-Orinda Fire Protection District.

9. REGULAR CALENDAR

- 9.1. **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

- 9.2. **Adoption of Annual Operating Budget Fiscal Year 2017/18**
Staff will provide information to the Board regarding the Proposed Annual Operating Budget Fiscal Year 2017/18.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to Staff
 - 9.3. **Approval to Submit a Letter of Support to FEMA SAFER Guidelines**
Staff will provide information to the Board regarding the letter of support to FEMA SAFER guidelines.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Direct staff to submit the letter of support to FEMA SAFER guidelines
 - 9.4. **Approve District Policy 11 – Board of Directors and Fire Chief Roles and Responsibilities Update**
The Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee will present information to the Board about proposed updates to District Policy 11.
Ad Hoc Committee's Recommendation: 1) Discuss; 2) Deliberate; 3) Approve an update to District Policy 11 – Board of Directors and Fire Chief Roles and Responsibilities
 - 9.5. **Recruitment Services for Fire Chief Position**
Staff will provide information to the Board regarding whether or not to use an executive search firm.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to Staff
 - 9.6. **Establishment of a Fire Chief Recruitment Ad Hoc Committee**
Discuss formation of a Fire Chief Recruitment Ad Hoc Committee.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to Staff
10. COMMITTEE REPORTS
- 10.1. **Finance Committee (Directors Anderson and Barber)**
 - 10.2. **Pension Review Ad Hoc Committee (Directors Barber and Jorgens)**
 - 10.3. **Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee (Directors Famulener and Jorgens)**
 - 10.4. **Audit Ad Hoc Committee (Director Jex)**
 - 10.5. **Long Range Financial Plan (LRFP) Ad Hoc Committee (Directors Barber and Jex)**
11. ANNOUNCEMENTS
- 11.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))
 - 11.2. **Questions and informational comments from Board members and Staff**
 - 11.3. **District Updates for May 2017**

12. ADJOURNMENT

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54956

The date of posting is July 17, 2017.

MORAGA-ORINDA FIRE DISTRICT



Grace Santos
Clerk to the Board

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



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

June 7, 2017

1. Opening Ceremonies

The Board of Directors convened in Open Session at 5:00 P.M. on June 7, 2017 at the Hacienda Mosaic Room, located at 2100 Donald Drive, Moraga, California. Director Jex was absent. President Famulener called the meeting to order.

Present were the following Directors and Staff:

President Famulener	Stephen Healy, Fire Chief
Director Anderson	Gloriann Sasser, Admin Services Director
Director Barber	Jerry Lee, Battalion Chief
Director Jorgens	Grace Santos, District Secretary

2. Public Comment

There was no comment from the public.

3. Regular Calendar

3.1 Approval to Accept 2016 FEMA Assistance to Firefighters Grant

In the summer of 2016, MOFD staff submitted a grant application to the FEMA Assistance to Firefighters Grant (AFG) for the purchase of four (4) self-loading gurney systems in the amount of \$175,896. These systems incorporate a battery-powered hydraulic lifting system. Once positioned behind the ambulance, the system hydraulically lifts the patient to improve operator and patient safety by supporting the cot throughout the loading and unloading process. These systems are highly sought after by ambulance providers throughout the country. The cost has prohibited MOFD from acquiring these systems.

On May 19, 2017, MOFD received a notice of award. According to FEMA guidelines, MOFD has 30 calendar days to accept or decline the award (June 18, 2017). Acceptance of this award will require MOFD to provide a 10% matching fund of the original proposed grant budget. This amount is \$15,990. Since the time of grant application, the estimated cost per system increased approximately \$4k from \$35,821 to \$39,718, with a potential cost of an additional \$16k to MOFD. If this grant is accepted, a competitive bidding process and an amendment request to FEMA for additional funding or change in scope may reduce or eliminate this unanticipated cost.

In the proposed FY17/18 Capital Budget, \$35k was budgeted to purchase two (2) standard gurneys for the new arriving ambulances. The self-loading gurney systems from this award will supplant the cost of this purchase. By accepting this award, MOFD will acquire four (4) state-of-the-art gurney systems and eliminate the planned purchase of two standard gurneys in FY17/18. Staff estimates the maximum matching funds needed will be \$30k.

The proposed FY17/18 Capital Budget may be reduced by \$5k. The realized savings may be more depending on the outcome of the competitive bidding process and/or amendment request. MOFD may also return the grant award to FEMA at any time so long as funds are not drawn.

There was a brief discussion between Board members and staff.

On a motion by Director Famulener and seconded by Director Anderson, the Board accepted the 2016 FEMA AFG award and directed staff to make adjustments to the proposed FY17/18 Capital Budget accordingly. Said motion carried with a 4-0 roll call vote: (Ayes: Anderson, Barber, Famulener, and Jorgens; Absent: Jex).

3.2 2016 FEMA SAFER Grant Application

In the winter of 2016, staff submitted a grant application to the FEMA Staffing for Adequate Fire & Emergency Response Grant (SAFER). The intent of this grant is to help organizations increase or maintain the number of trained firefighters in their communities. Under this grant, a newly hired

firefighter's salary and benefits are eligible for reimbursement. Other costs such as overtime, uniforms, protective equipment, and training are not eligible.

The period of performance for the SAFER is three years. FEMA will pay 75% of the cost for years one and two, and 35% for year three. If awarded, the fire department is required to provide matching funds of 25%, 25%, and 65% over the three-year period of performance.

In addition, SAFER guidelines require the fire department to retain their "maintenance number" throughout the three-year period of performance. The maintenance number is defined as the number of rostered full-time firefighters at the time of award plus the number of new SAFER firefighters (54 v. 58). If at any time during the period of performance, a firefighter separates from the department for any reason, the fire department must rehire to fill the vacant position. By accepting the grant, the fire department is committed to maintaining this new minimum roster number of firefighters for three years.

MOFD requested funding from FEMA for four (4) positions in the amount of \$1,391,200 over a three (3) year period. Notification of awards will begin in the fall of 2017. Submission of an application does not commit the District to the grant if awarded. In addition, MOFD may decline the grant.

Director Anderson asked if the District will increase the staffing on a daily basis from 17 to 19 personnel, if the District will recover some of that in overtime, if SAFER grant funds pay for putting the new firefighters through the academy, and if only SAFER grant employees must be replaced if they leave.

BC Lee stated that the SAFER grant funds will pay for the salaries while they are in training, just not the cost of the academy itself. He explained that if any rank-and-file positions (firefighters, engineers and captains) leave, the District is required to hire to fill that position.

Chief Healy stated that daily staffing could remain at 17 personnel, which would reduce overtime because there would be more people on the roster.

Director Jorgens asked if the District hires a new firefighter, are they only capable of filling in for overtime for people who are of their same position.

Chief Healy stated that they would fill a firefighter spot only until they are off probation at which time they could become an acting engineer. If the opening is for a captain that day, we can still fill the firefighter spot and then bump people up on that crew that are qualified. Overtime is offered at the rank where the vacancy is. If no one in that rank wants it, then it goes to the next rank lower.

BC Lee stated that bumping up a firefighter to an engineer position happens frequently, especially during the summertime. There are times when the District back-fills for one or two hours when needed. Once they graduate from the academy, new firefighters will have a full-time assignment at a station.

Chief Healy stated that currently, on-duty minimum staffing for the District is 17 personnel plus the Battalion Chief. Asking for the SAFER grant will take the District to 18 personnel on each platoon (A, B, C) to 19. Currently there are 18 people authorized by the Board for each of the three platoons, with a minimum of 17 required. In theory, if everyone was on duty each day, we would have an extra person every day, which happens 0.1% of the time. Receiving the grant will take us to 19 on two of the platoons, and 20 on one.

BC Lee stated that there are always going to be openings on a daily basis. The extra positions will fill that gap to reduce overtime. The District's minimum staffing is currently 17 personnel, per day. If we receive the grant, that would bump it up to 19 personnel that are on the roster per day. However, due to sick leave, disability leave, and vacations, those two extra positions will fill that gap. Anything beyond the two positions will be overtime.

Director Jorgens stated that the most economical thing to do is have the new firefighters be complete floaters, that all they do is fill in for overtime.

BC Lee stated that part of their MOU requires that they are assigned to a certain platoon and schedule.

Director Jorgens asked if it was in the budget for this year, and what would happen to the new firefighters at the end of three years.

Chief Healy stated that staff anticipates some openings within the next three to four years for sure. The overtime is distributed throughout the 54 positions based on the people's availability and their desire to work. If no one wants to work, staff "mandatories" them back, which happens quite often. With respect to the timing, staff does not anticipate these people actually being hired until either the end of FY 2017/18 or FY 2018/19. We will not know about receiving the grant until the end of the year. Then we have go through the hiring process, find an academy for them, so they really will not start until next spring. If we receive the grant, staff would bring a mid-year budget adjustment in January for that.

Director Jorgens stated that the District is already out of money and would have to debt spend if we do that. It would be 10% of the District's discretionary budget. For this year's budget, the District cannot offset on overtime. The budget would be off by \$200K.

Chief Healy stated that if the District receives the award, it would be a Board policy decision whether or not to accept it. If staff is to prepare a mid-year budget and bring that as an option, and based on what the numbers look like at that time, the Board can decide if that is something that they want to do or not. The information was presented to inform the Board that staff applied for the grant so that they are not surprised when the time comes.

Director Barber asked if the District receives the award and accepts it, do we have discretion as to when we begin to implement it. Can we hire someone for the fiscal year that next immediately follows the award date rather than doing something in mid-fiscal year.

BC Lee stated that the SAFER guidelines state that the new firefighters start within four months. The District has 30 calendar days to accept the award and approximately three months to find candidates to hire. The District will likely find out in 180 days (6 months), which is close to the FY 2018/19.

Director Jorgens stated that he would like to see some analysis about a specific plan to show how staffing works and how it can save the District in overtime. He would like to understand what to expect at the end of the three years, and the "aging" of personnel.

Director Jorgens asked if the District could hire personnel with a three-year contract, and at the end of the three years, let them go. He asked if it was in the union contract and if staff could do that.

Chief Healy stated that it is not currently in the contract, but would have to ask legal counsel if the Board could do so going forward, if they chose to.

President Famulener stated that in that time period, there would be older people leaving, we would be paying lower salaries, and we would have put three years of training into them. She thanked BC Lee for applying for the grant.

Director Anderson asked the Board to consider going back to holding the regular meetings on the first and third Wednesday of each month. This would eliminate some scheduling issues. He asked President Famulener to place it on a future agenda so the Board can revisit the issue.

4. **Adjournment**

At 5:42 P.M., President Famulener called for adjournment of the special meeting.



Grace Santos
Secretary to the Board



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

June 20, 2017

1. **Opening Ceremonies**

The Board of Directors convened in Open Session at 5:30 P.M. on June 20, 2017 at the Orinda Gallery Room, located at 26 Orinda Way, Orinda, California.

Present were the following Directors and Staff:

President Famulener	Stephen Healy, Fire Chief
Director Anderson	Gloriann Sasser, Admin Services Director
Director Barber	District Counsel, Doug McManamon
Director Jex	District Counsel, Eddie Kreisberg
Director Jorgens	

2. **Public Comment**

There was no comment from the public.

3. **Closed Session**

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

4. **Reconvene the Meeting**

President Famulener reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 10:03 P.M. Present were the following Directors and Staff:

President Famulener	Stephen Healy, Fire Chief
Director Anderson	Gloriann Sasser, Admin Services Director
Director Barber	District Counsel, Doug McManamon
Director Jex	District Counsel, Eddie Kreisberg
Director Jorgens	

5. **Report of Closed Session Action**

There was no reportable action taken during Closed Session on item 3.1 Conference with Legal Counsel – Potential Litigation, 3.2 Conference with Labor Negotiator, 3.3 Conference with Labor Negotiator, 3.4 Conference with Labor Negotiator, 3.5 Conference with Labor Negotiator, 3.6 Conference with Real Property Negotiator.

6. **Public Comment**

There was no comment from the public.

7. **Adjournment**

At 10:03 P.M., President Famulener called for adjournment of the regular meeting.

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

Grace Santos
Secretary to the Board



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

June 21, 2017

1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on June 21, 2017 at the Hacienda Mosaic Room, 2100 Donald Drive, Moraga, California. President Famulener called the meeting to order.

Present were the following Directors and Staff:

President Famulener	Director Jorgens
Director Anderson	Stephen Healy, Fire Chief
Director Barber	Gloriann Sasser, Admin Services Director
Director Jex	

2. Public Comment

There were no comments from the public.

President Famulener thanked the MOFD firefighters for their hard work on the fires that occurred within the district.

3. Consent Agenda

Motion by Director Jex and seconded by Director Barber to approve and file items 3.1 Meeting Minutes, 3.2 Monthly Incident Report, 3.3 Monthly Check/Voucher Register, and 3.4 Monthly Financial Report. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

4. Regular Calendar

4.1 Authorize Agreement for Actuarial Consulting and Technology Services with GovInvest for Four Years from Software Delivery for an Amount Not to Exceed \$52,800

GovInvest provides cloud-based software to improve management of pension and postretirement healthcare benefits. The services include actuarial software, actuarial valuations, accounting valuations and actuarial consulting. The software provides real-time information, instant actuarial and financial analysis and insights into how to pay down unfunded liabilities. The services include actuarial valuations that meet the Governmental Accounting Standards Board reporting requirements.

Proper management of the District's unfunded pension and retiree medical liabilities is an important issue for the District. GovInvest will provide current information and updated actuarial valuations on an annual basis.

Ted Price, from GovInvest, gave a brief demo on the actuarial technology software.

President Famulener asked why some members of the Board would want to spend money on this now if an actuarial presentation isn't due for another year and a half.

ASD Sasser stated that it is not required by GASB, and, under accounting rules, the District is still good with its last valuation. However, the Board expressed that they want the current information and they want it updated every year.

Director Barber stated that the software would enable the District to have more current data to do multiple scenarios of the variables that affect pension and OPEB liability, enable the District to make specific financial goals, and to assess annually whether we are making progress or need to do something differently.

On a motion from Director Barber, and seconded by Director Jorgens, the Board authorized agreement for actuarial consulting and technology services with GovInvest for four years from software delivery for an amount not to exceed \$52,800. Said motion carried a 3-2 roll-call vote (Ayes: Barber, Jex, and Jorgens; Noes: Anderson and Famulener).

4.2 Annual Operating Budget Fiscal Year 2017/18

The District has a Budget Development Policy (Policy.) In accordance with the Policy, the budget process began in February 2017. The proposed Annual Operating Budget was presented in detail to the Finance Committee on May 9, 2017 and to the Board on May 17, 2017. The Board directed staff to bring the Budget back to the Board for adoption. No changes were recommended.

Subsequently the Board approved acceptance of a federal grant for the purchase of new gurney systems. The Budget includes revenue and expenditure amounts for the grant in the Capital Projects Fund.

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

- General Fund surplus \$72,340
- Capital Projects Fund deficit \$130,432
- Debt Service Fund surplus \$218,404

Director Jex expressed concern and stated that in his view, the budget does not reflect the long term needs of the organization. An operating budget has to reflect the future needs for capital, the financing, and for dealing with the current OPEB liabilities and pension obligations. Other similar organizations are doing a lot more to focus on the future in their budgeting process. Director Jex stated that he has a difficult time approving something which he feels is grossly inadequate.

President Famulener thanked Director Jex for his work on the survey and expressed her previous request that Director Jex include salaries in the survey. The organizations Director Jex mentioned have salaries 15-20% higher than MOFD's and they generate a lot more money than MOFD.

Director Jex stated his point is that they have strategically made decisions to increase their reserves in order to meet their obligations. The proposed budget gives no assurances that the District will meet its obligations because we do not currently have the resources to do it, and we are not budgeting or planning for it.

President Famulener agrees that the District should start planning. In 2022, MOFD will have a huge surge in income and must figure out how to plan and handle it. However, these are the District's rebuilding years. In 2013, the District was turning the lights out and took huge hits in every area of the budget.

Chief Healy agrees that the District is in a rebuilding phase, but should also be mindful of future obligations. It should be a balanced approach.

Director Anderson stated that the District should be fiscally prudent, which is why it has the pension stabilization fund and why it implemented the 10% reserve, which tonight may be taken up to 17%. He feels that the District is addressing the issues.

Director Jorgens commented on this year's operating, overtime expenses and salaries and benefits. He proposed to freeze operating expenses and overtime expenses to last year's level, and take the money and put it into the OPEB and pension trust.

President Famulener stated that staff has done a fabulous job of cutting down the budget to the core as best they could. After public hearings, the Finance Committee came up with the budget that was acceptable to the public.

Director Anderson stated that the District is not in the business of selling widgets. We are in the business of saving properties and lives. He is bitterly opposed to taking any dollar out of the operating budget that in any way inhibits the men and women of MOFD from protecting and saving lives of the residents of the district. President Famulener agreed.

Director Barber commented on the SAFER staffing grant that the District may receive. If the District receives the grant and decides to accept it, it will come with a financial commitment. He asked how the District would pay that amount, where would it come from, and if the Board would need to amend the budget. He stated that the budget is already very tight, and there is not much of a margin if expenditures arise that are unanticipated.

ASD Sasser stated that there would be a cost to the District and the budget would have to be amended. The general fund budget has a surplus of \$72K.

Director Barber stated that a \$72K surplus out of an aggregate budget of \$21M strikes him as tight. If the District had to find money at the end of the year, it would be even more difficult to do rather than trying to find the money now.

ASD Sasser stated that she budgeted conservatively. Often property tax revenue exceeds budget, which has been the historical experience. It is possible that the District will have more revenue during the fiscal year, and there are also reserves as well. Staff will analyze the information and the Board can make the decision at the time the District is awarded the grant.

President Famulener stated that staff and Chief Healy worked very hard to work on the tightest budget they could. The Finance Committee held several meetings about the budget and there were some tweaks to the budget based on public input. Directors Anderson and Barber brought the final budget to the Board for approval. This may be the biggest fire season in a long time so the District will be paying tons of overtime, sending its firefighters out to support other agencies and to other areas of California. It will cost money and the District has to cover it. That is MOFD's mission. That is why we are here.

(58:04) Director Jorgens stated that Chief Healy previously said that it is not supposed to be the worst fire season because we had more water than normal and we were not going to have extra staffing during the hot days. He stated that Chief Healy and ASD Sasser said that they made no changes in the budget because the Finance Committee did not give them direction to do so. This budget is the same as when it went to the Finance Committee meeting. All the comment, and the work that has been done by the Board to make comments has not shown up in the budget and he is happy to give staff guidance.

Director Barber stated that the budget has little flexibility due to salary and benefits that it is contractually responsible for. It is a budget that does not have much reserves for any contingencies that may come up during the year and the Board should ask management to reduce the expenditures where they can. If the situation changes in six months, we could revisit the budget and see what could be done then. Director Barber is inclined to support Director Jorgens and begin the process of building reserves.

Director Jorgens moved to give Chief Healy guidance, that he maintain the operating and overtime budget at last year's level, and bring it back to the next meeting to present to the Board. Director Jex seconded the motion. No roll call was taken.

Vincent Wells, President of Local 1230, voiced his concern about the motion that was presented. It does not say anything about what level of response the Board wants the District to maintain. Mr. Wells asked what Director Jorgens means by keeping the budget the same as last year.

Director Jorgens explained that what it means to him is that the Chief will prepare a budget that meets those guidelines. Not changing the employee salaries but keeping the operating expenses and overtime level the same as last year.

Mr. Wells stated that his concern is operational – if it means that the District does not run an ambulance one day or close an engine company to stay within the guidelines. He asked the Board to be on the record and confirm what they are deciding to do so Local 1230 can have discussions with Chief Healy.

Director Jorgens stated that he hopes the Chief would not have to do that. He is confident that Chief Healy can find \$430K that has nothing to do with the operational performance that he can eliminate from the budget, that will not change a single ambulance or fire engine rule.

District Counsel Bakker stated that the item was placed on the agenda to approve the budget that staff recommended. There was a motion not to take up the staff recommendation but to do something that is germane to the agenda item. The motion is in order but the Board has to pass it.

On a motion from Director Jorgens, and seconded by Director Jex, the Board directed the Chief to bring the budget back to the Board with changes to the operating expenses equal to the projected actuals for FY 2016/17, and overtime expenses equal to that of last year – \$1,890,000.

Lucas Lambert, Local 1230 Representative and MOFD firefighter, stated that he would like the Board to take the next item on the agenda, Approval of Salary Schedules, into account. If staff follows the direction of Director Jorgens, it would account for a decrease in overtime, not taking into account the 6.1% that the firefighters are expecting to get.

ASD Sasser informed the Board that adopting a budget legally appropriates the money – it legally gives authority to the staff to spend the money. If the Board does not adopt a preliminary budget, the amount deemed appropriated shall be based on the budget of the preceding year, excluding fixed assets and new permanent employee positions. The District cannot spend any capital money effectively until the Board adopts a budget. We will continue appropriations based on the prior budget until this is resolved.

Director Anderson stated that the Board should approve this budget now so the District can spend the money, and then direct the Chief to come back with another budget with the proposed cuts.

Said motion carried a 3-2 roll-call vote (Ayes: Barber, Jex, and Jorgens; Noes: Anderson, Famulener).

4.3 Approval of Salary Schedules Effective July 1, 2017

Effective July 1, 2017, all employee classifications covered by Memorandums of Understanding (MOUs) shall receive a 4% salary increase plus an additional increase, not to exceed an additional 3%, equal to the percentage amount by which the District's actual property tax revenues in FY 2016/17 increased by more than 4%.

As a result of the property tax revenue increase, the total salary increase is 6.91% effective July 1, 2017.

The District also has employee classifications that are unrepresented and not covered by an MOU. Staff recommends unrepresented employees (except the Fire Chief) receive the same salary increase as represented employees. This is consistent with previous fiscal years.

Salary schedules have been updated to reflect the 6.91% salary increase.

Director Jorgens asked how many of these actually require increases.

Chief Healy stated that the contractual obligations are the firefighters of different ranks, Battalion Chiefs, and members of Local 2700, which includes the District Clerk, Accountant and Payroll Technician. Unrepresented employees would be the HR Manager, Fire Marshal, Administrative Services Director, and the Fire Inspector/Plans Examiner. The way it was done in the past is that an updated salary schedule is brought to the Board for approval. There is no contractual obligation to provide that percentage.

President Famulener commented that when the MOU-covered employees all took pay cuts, unrepresented employees also took pay cuts and deserve to have the same pay raise that everyone else gets.

On a motion from President Famulener, and seconded by Director Anderson, the Board approved the Salary Schedules Effective July 1, 2017. Said motion carried with a unanimous 5-0 roll call vote: (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

4.4 Resolution 17-11 Establishing the Appropriations Limit for Fiscal Year 2017/18 Pursuant to Article XIII B of the California Constitution

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 2017/18 is \$28,010,956.

On a motion from Director Barber, and seconded by Director Jex, the Board adopted Resolution No. 17-11 establishing the appropriations limit for Fiscal Year 2017/18 at \$28,010,956. Said motion carried with a unanimous 5-0 roll call vote: (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

4.5 Resolution 17-12 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 was approved by the Board in 2013. At the May 17, 2017 Board meeting the Board directed staff to review the Policy and bring it to a future meeting.

Director Jorgens stated that he does not understand where the District will get the money from and asked what will it do differently to make the change.

ASD Sasser stated that in the long range plan, that is where we measure the fund balance at the end of the year. Increasing it to 17% is obviously a higher benchmark. The District already has that much – it is currently at 20% right now.

Director Jex asked if there are specific amounts that go into each of the five categories.

ASD Sasser stated that it is to be determined based on what the accounting requirements are.

On a motion from Director Jex, and seconded by Director Jorgens, the Board adopted Resolution 17-12 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 with a unanimous 5-0 roll call vote: (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

4.6 DRAFT Long Range Facilities Plan

Initiative 16-9 in the 2017-21 Strategic Plan requires a Long-Range Facilities Plan (LRFACP). Attachment-A is the second draft of the report, based on recommendations from the Finance Committee on May 9, 2017. The report still requires further validation of the costs, advanced planning for the Station-41/Training/Admin project, and Board and public input. Cost estimates are based on direction from the Finance Committee as well as estimates from others and are still be developed.

Director Barber stated that the last sentence of the attachment pertaining to Station 41 regarding relocating the station slightly. "Slightly" is a relative term.

Chief Healy stated that there are two or three other sites that are very close to the station that would improve the response times into the Sanders Ranch area, which is an area that has longer response times. Land issues in Moraga tend to be contentious and there are pros and cons about moving the station. The advice given to him was to look at those things as a matter of due diligence, however the intuition to keep things at their current site is more prudent because of the complex land use issues in Moraga.

The fire trail EVA is going in, which was something that the District required. Beyond that, the District has not formally engaged in any discussions of putting in a road with the understanding that the residents that live at the end of Sanders Ranch would likely be opposed to it.

Chief Healy asked the Board to let him know if they have suggestions on how to improve the plan. He welcomed any input.

4.7 Establishment of an Ad Hoc Audit Committee

The District has contracted with an independent certified public accounting firm to conduct the annual external audit of financial statements. The Board desires to establish an ad hoc audit committee to work with the auditors during the fiscal year 2017/18 audit.

President Famulener asked how an ad hoc audit committee would work with the auditor on a regular basis without costing the District a lot of money.

Director Jex stated that he had the discussion with the auditor during the presentation and they told him that meetings with the audit committee would not be an additional fee. Their fee estimate included the assumption that we would work with them regularly.

Director Jex stated that he doesn't mind being a one-person committee, and welcomes anyone else. The audit committee typically fulfills the responsibility of the Board as a representative, particularly when it comes down to the adoption of the report, to ensure that the quality aspects meet our expectations, and deal with issues as they arise.

On a motion from President Famulener, and seconded by Director Jorgens, the Board approved the establishment of an Ad Hoc Audit Committee that consists of Director Jex. Said motion carried with a unanimous 5-0 roll call vote: (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

4.8 Establishment of an Ad Hoc Long Range Financial Plan Committee

The Board desires to establish an ad hoc long range financial plan committee to recommend changes to the long range financial plan.

Director Barber stated this could be done with a committee but would do best to begin with a Long Range Plan that has specific objectives and goals.

ASD Sasser stated that it does not matter to her whether she meets with a committee or with a couple of directors to discuss development and changes to the Long Range Financial Plan.

Director Jex stated that if the District institutionalized it with a focus in the charter, some of the issues that were addressed earlier will hopefully be addressed in a structured way with targets set and actions taken to implement those things. It would go a long way to help resolve some issues.

On a motion from President Famulener, and seconded by Director Jorgens, the Board approved the establishment of an Ad Hoc Long Range Financial Plan Committee that consists of Directors Barber and Jex. Said motion carried with a 4-0 roll call vote: (Ayes: Barber, Famulener, Jex, and Jorgens; Noes: Anderson).

4.9 2017 Board Meeting Schedule

Currently, the Board of Directors have scheduled regular Board Meetings on the third Wednesday of each month. Special meetings are scheduled throughout the year to address time sensitive District issues.

At the May 17, 2017 Board meeting, staff was directed to bring the option of switching back to two meetings per month (First and Third Wednesdays). Returning to this schedule would allow the Board to cancel the first scheduled meeting of the month if not needed and reduce the need for calling special meetings.

Director Jorgens suggested keeping the regular meetings on the third Wednesday and use the first Wednesday for special meetings, if needed.

President Famulener stated that the Board should go back to meeting on the first and third Wednesday to accommodate having closed sessions twice a month and the Master Calendar items.

Director Jex commented that he planned his entire calendar around having one regular Board meeting a month. Meeting twice a month is very time consuming, and puts a burden on staff.

President Famulener made a motion to move back to regular meetings on the first and third Wednesday of every month. Director Anderson second. Said motion carried a 2-2 roll call vote: (Ayes: Anderson and Famulener; Noes: Jex and Jorgens; Abstain: Barber). The motion did not pass.

Chief Healy stated that there are typos on the calendar for June, July and August and asked that the calendar be amended to include the correct date of June 21, 2017, and to strike item 2 in both the Closed and Regular Sessions.

ASD Sasser stated that she and Chief Healy will need time to meet with the Management Team to come up with recommendations to reduce expenditures by about \$400K.

5. Committee Reports

5.1 Finance Committee (Directors Anderson and Barber)

The Committee did not meet.

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

The Committee did not meet.

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

The Committee has not officially met but there may be a couple items on the July agenda.

6. Announcements

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

President Famulener reported that she and Chief Healy attended the County Fire Boards and Commissioners Association meeting on June 15, 2017. She announced that she is now the President of the Association and hopes that more Directors attended future meetings.

6.2 Questions and informational comments from Board members and Staff.

Chief Healy reported that the Station 43 project is delayed due to contract issues. Staff and the Board are working to resolve those issues with a goal of getting the station built as soon as possible.

6.3 District Updates for April 2017

MOFD Captain Steve Gehling gave a brief presentation on several significant incidents within the district in the last month. This includes four structure fires (one going to second alarm), three second-alarm or greater vegetation fires (one going to four-alarm), several stressful medical emergencies, and several fundraisers for charity.

7. Adjournment

At 9:48 P.M., President Famulener called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

July 12, 2017

1. **Opening Ceremonies**

The Board of Directors convened in Open Session at 6:30 P.M. on July 12, 2017 at the Gallery Room, located at 26 Orinda Way, Orinda, California. Director Jex was absent. President Famulener called the meeting to order.

Present were the following Directors and Staff:

President Famulener	Stephen Healy, Fire Chief
Director Anderson	Gloriann Sasser, Admin Services Director
Director Barber	District Counsel John Bakker
Director Jorgens	District Counsel Doug McManaman

2. **Public Comment**

Retired MOFD Director and Moraga resident Fred Weil commented on Chief Healy's resignation. Mr. Weil expressed his appreciation for Chief Healy's leadership in helping the District through some difficult financial times while he was a Board member. Chief Healy's personal dedication to the safety and welfare of the citizens is extraordinary. He helped guide the Board through a difficult time, balancing safety against the issues of fiscal responsibility and reminded the board that the delivery of MOFD's services also involves meeting its responsibilities to staff. The District is losing an outstanding individual. Mr. Weil thanked Chief Healy for the great job he has done as Chief of the District and wished him good luck.

3. **Closed Session**

At 6:33 P.M., the Board adjourned into Closed Session.

4. **Reconvene the Meeting**

President Famulener reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 9:20 P.M. Present were the following Directors and Staff:

President Famulener	Stephen Healy, Fire Chief
Director Anderson	Gloriann Sasser, Admin Services Director
Director Barber	District Counsel John Bakker
Director Jorgens	

5. **Report of Closed Session Action**

There was no reportable action taken during Closed Session on items 3.1 Conference with Legal Counsel – Potential Litigation, 3.2 Conference with Labor Negotiator, 3.3 Conference with Labor Negotiator, 3.4 Public Employee Appointment, and 3.5 Public Employee Appointment.

6. **Public Comment**

There was no comment from the public.

7. **Adjournment**

At 9:20 P.M., President Famulener called for adjournment of the special meeting.

Grace Santos
Secretary to the Board

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, 2017					<i>Totals</i>
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Structure Fires	Veg Fires	Vehicle Accidents	
Incident Totals	133	147	1	3	21	305
Median Turnout	1.58	1.62	3.98	0.62	1.78	1.63
Median Resp Time	6.45	6.08		15.53	7.03	6.40
Resp Time (90th%)	11.50	11.33		115.50	12.93	14.45

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, 2017			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	64	1.53	5.43	9.94
	All Other Types	15	1.77	5.52	9.69
	Totals for City	79	1.56	5.52	10.07
Moraga	EMS / Rescue	65	1.67	4.80	6.42
	All Other Types	9	1.33	5.32	6.23
	Totals for City	74	1.50	4.80	6.42
Lafayette	EMS / Rescue	14	1.80	7.68	11.47
	All Other Types	4	1.55	6.79	15.68
	Totals for City	18	1.80	7.42	11.67
Overall Total		171	1.60	5.27	8.85

Response Totals By Incident Type

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
All Others (Alarms / Pub Service / Etc.)	108	72	116	112	99	118	114	111	144	108	122	133	1,357
EMS / Rescue	157	120	133	144	162	166	192	124	153	145	162	147	1,805
Structure Fires	2	2	1	1	2	2	2	1	2		3	1	19
Veg Fires	5		3	1								3	12
Vehicle Accidents	12	13	17	22	12	25	22	18	12	12	7	21	193
Grand Total	284	207	270	280	275	311	330	254	311	265	294	305	3,386

Incident Types

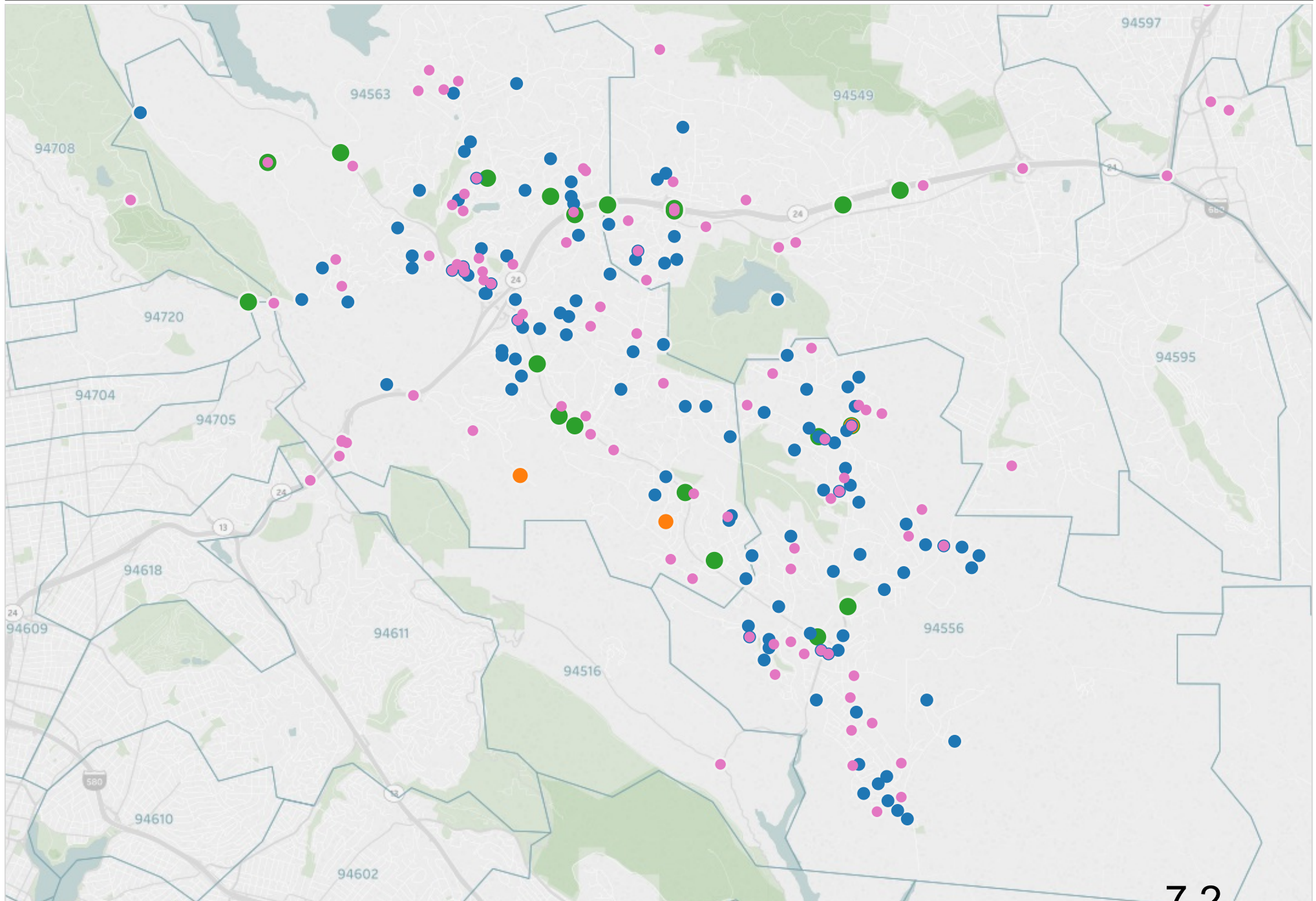
■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

■ Veg Fires

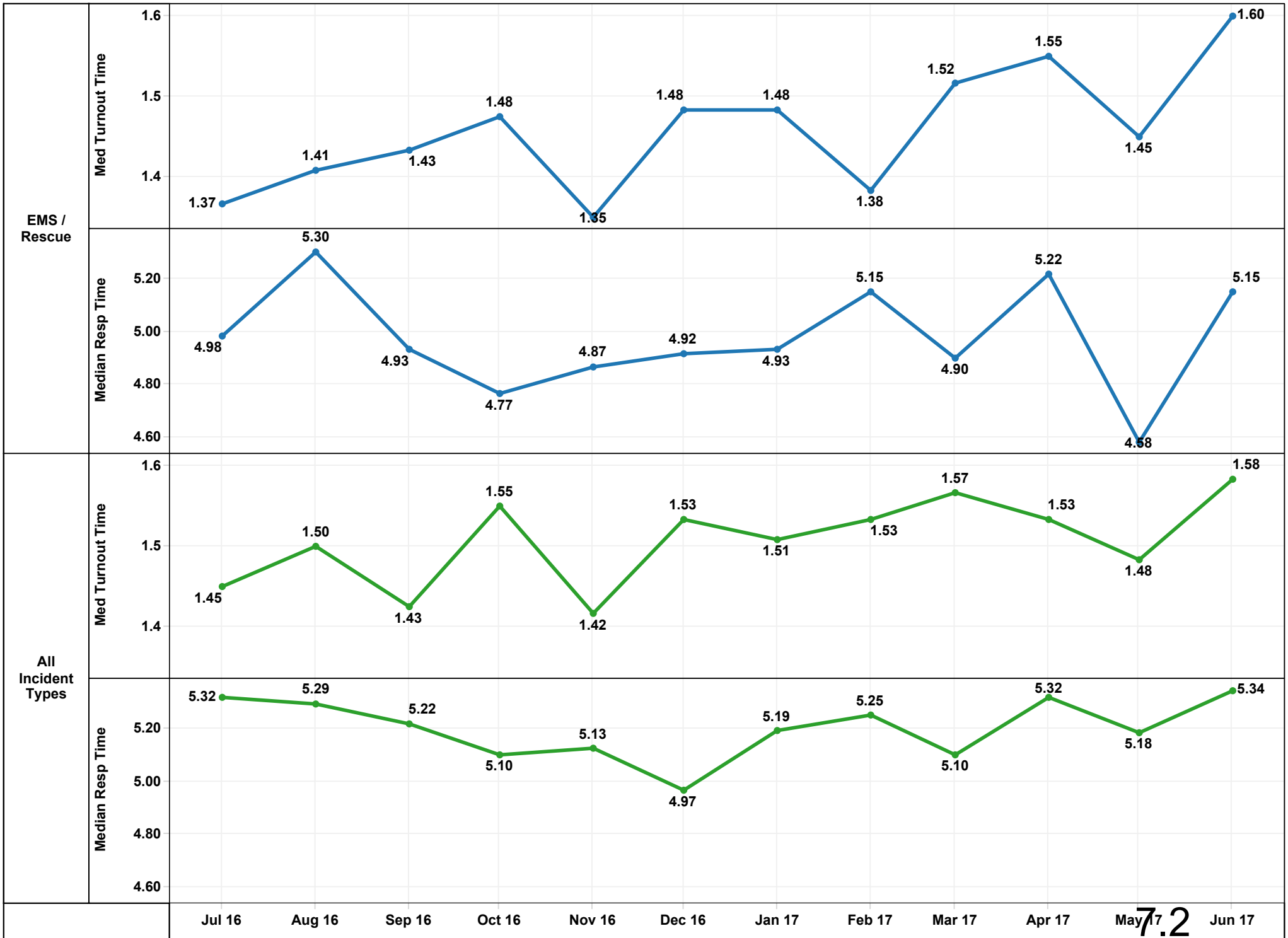
■ Vehicle Accidents

■ Structure Fires

Incident Location Map for MOFD June 2017



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 6/1/2017 Through 6/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
24880	6/5/2017	ADP, Inc.	326.92	ADP Payroll Fees ending 05/15/17
24881	6/5/2017	ADT Security Services	65.73	Services 06/9/17-07/08/17- Station 45
24882	6/5/2017	Alameda County Fire Department	16,772.83	Annual service-Unit 414
	6/5/2017	Alameda County Fire Department	3,894.06	Annual service-Unit 433
	6/5/2017	Alameda County Fire Department	1,240.89	Engine code light-Unit 455
	6/5/2017	Alameda County Fire Department	376.45	Left mirror broken at ball joint-Unit 407
	6/5/2017	Alameda County Fire Department	3,143.16	Misc. repairs-Unit 409
	6/5/2017	Alameda County Fire Department	4,759.11	Misc. repairs-Unit 444
	6/5/2017	Alameda County Fire Department	1,722.79	Safety inspection- Unit 441
24883	6/5/2017	Wesley Ayers	100.00	Reimb.-Uniform for CERT-W. Ayers
24884	6/5/2017	Bandwidth.com, Inc.	416.24	Service 06/1/17-06/30/17
24885	6/5/2017	Bound Tree Medical, LLC	3,752.11	Misc supplies
24886	6/5/2017	Comcast	86.28	8155 40 005 0208428 Station 41-05/29/17-06/28/17
24887	6/5/2017	Emergency Management Cons...	2,250.00	Wildland Fire Entrapments course-3 enrolled
24888	6/5/2017	Uriel Garcia	2,160.00	GIS services 5/22/17-6/01/17
24889	6/5/2017	John Heckle	100.00	Reimb.-Uniform for CERT-J. Heckle
24890	6/5/2017	HomeTeam Pest Defense, LLC	42.90	Pest Control A/C #1133175 Inv. 51107642
24891	6/5/2017	International Institute of Municip...	160.00	Annual membership 7/1/17-6/30/18-G. Santos
24892	6/5/2017	LeapFrog Plumbing	1,875.00	Apparatus room sink repair
24893	6/5/2017	L.N. Curtis & Sons	912.30	6 structure gloves-10 extrication gloves
24894	6/5/2017	Bruce Macler	80.37	Reimb.-Uniform for CERT-B. Macler
24895	6/5/2017	Meyers,Nave,Riback,Silver,Wil...	0.00	April 2017-Client Matter 1025.001
	6/5/2017	Meyers,Nave,Riback,Silver,Wil...	0.00	April 2017-Client Matter 1025.005
	6/5/2017	Meyers,Nave,Riback,Silver,Wil...	0.00	April 2017-Client Matter 1025.030
	6/5/2017	Meyers,Nave,Riback,Silver,Wil...	0.00	April 2017-Client Matter 1025.031
	6/5/2017	Meyers,Nave,Riback,Silver,Wil...	0.00	April 2017-Client Matter 1025.032
24896	6/5/2017	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental- 05/16/17-06/1...
24897	6/5/2017	Office Depot	75.86	Copy paper, tissue and restroom supplies
24898	6/5/2017	PODS Enterprises, LLC	227.49	Container rental 06/12/17-07/11/17
24899	6/5/2017	Reinholdt Engineering Constru...	262.40	Fuel tank hose replacement
24900	6/5/2017	Keith Riley	100.00	Reimb.-Uniform for CERT-K. Riley
24901	6/5/2017	U.S. Bank	9,415.22	A/C #4246-0445-5564-6748 04/24/17
24902	6/5/2017	Michael Whitfield	100.00	Reimb.-Uniform for CERT-m. Whitfield
24903	6/8/2017	AFSCME Council 57	169.83	Period Ending 05/31/2017
24904	6/8/2017	Airgas USA, LLC	665.98	Oxygen-Station 41- #2118770
24905	6/8/2017	Alameda County Fire Department	135.00	A/C inop-Unit 417
	6/8/2017	Alameda County Fire Department	5,488.18	Annual service-Unit 434
	6/8/2017	Alameda County Fire Department	540.00	Back up alarm and light inspected-Unit 441
	6/8/2017	Alameda County Fire Department	657.82	Installed new pump shift switch-Unit 414
	6/8/2017	Alameda County Fire Department	2,480.59	Misc. repairs-Unit 407
	6/8/2017	Alameda County Fire Department	2,749.49	Misc. repairs-Unit 423
	6/8/2017	Alameda County Fire Department	344.06	New fasteners in left side grill-Unit 410
	6/8/2017	Alameda County Fire Department	18,216.64	Outfit for service-Chief's Tahoe-Unit 431
	6/8/2017	Alameda County Fire Department	452.04	Replaced outer O rings-Unit 409
	6/8/2017	Alameda County Fire Department	1,785.15	Will not regen-Bad thermostats-Unit 441
24906	6/8/2017	ALSCO - American Linen Divison	1,182.45	May 2017 linen
24907	6/8/2017	American Fidelity	2,369.47	Period Ending 05/31/2017
	6/8/2017	American Fidelity	1,078.68	Supplemental deductions-Period Ending 05/31/2017
24908	6/8/2017	American Messaging	155.52	Paging Service June 2017
24909	6/8/2017	Bay Area News Group	134.16	Weed abatement notice-5/18/17
24910	6/8/2017	CCC Fire Commissioners Assoc.	105.00	Mtg. 06/08/17-Leonard, Famulener and Healy
24911	6/8/2017	Contra Costa Tree & Stump Re...	80.00	Tree branch removal
24912	6/8/2017	Global Risk Innovations	74.95	SimsUShare annual subscription
24913	6/8/2017	Graphics on the Edge	990.79	Reflective markings on Fire Prevention vehicle
24914	6/8/2017	Sandi Gritzer	100.00	Reimb.-Uniform for CERT-S. Gritzer
24915	6/8/2017	Todd Gritzer	100.00	Reimb.-Uniform for CERT-T. Gritzer
24916	6/8/2017	HomeTeam Pest Defense, LLC	42.90	Pest Control A/C #1133175 Inv. 51544924

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 6/1/2017 Through 6/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
	6/8/2017	HomeTeam Pest Defense, LLC	45.00	Pest Control A/C #914925- Inv. 51544888
24917	6/8/2017	Hunt & Sons, Inc.	751.37	Fuel A/C #72371
	6/8/2017	Hunt & Sons, Inc.	900.13	Fuel A/C #72372
	6/8/2017	Hunt & Sons, Inc.	417.60	Fuel A/C #72373
	6/8/2017	Hunt & Sons, Inc.	734.82	Fuel A/C #72375
24918	6/8/2017	IAFF Local 1230 Dues	8,687.90	Period Ending 05/31/2017
24919	6/8/2017	IAFF Local 1230 Insurance	1,864.19	Period Ending 05/31/2017
24920	6/8/2017	Monte Deignan & Associates	645.00	Lead paint survey
24921	6/8/2017	Moraga Hardware & Lumber	404.44	18 Fire trail locks
24922	6/8/2017	Lawrence Olson	100.00	Reimb.-Uniform for CERT-L. Olson
24923	6/8/2017	Sacramento Metropolitan Fire D...	114.15	GEMT Administration Fee
24924	6/8/2017	Staples Advantage	218.04	Misc. supplies-Station 42
24925	6/8/2017	United Site Services	173.56	Port-A-Potty for Open House
24926	6/8/2017	Verizon Wireless	662.93	Account 623714059-00001 Service 04/24/17-05/23/17
	6/8/2017	Verizon Wireless	14.96	Account 623714059-00003 Service 04/24/17-05/23/17
	6/8/2017	Verizon Wireless	69.06	Account 623714059-00004 Service 04/24/17-05/23/17
24927	6/16/2017	ADP, Inc.	727.37	HR/Benefits Workforce processing fees ending 5/31/17
24928	6/16/2017	Airgas USA, LLC	233.83	Tank Rental-Station 41- #2118770 -May 2017
	6/16/2017	Airgas USA, LLC	35.66	Tank Rental-Station 44- #2902766 -May 2017
	6/16/2017	Airgas USA, LLC	247.41	Tank Rental-Station 45- #2867225 -May 2017
24929	6/16/2017	Big O Tires	881.07	Ford Ranger tires
24930	6/16/2017	Biomedical Waste Disposal	79.00	June 2017 Medical Waste A/C #0349
	6/16/2017	Biomedical Waste Disposal	79.00	June 2017 Medical Waste A/C #0350
24931	6/16/2017	The Blackrock Group	688.75	Background investigation-District Aide
24932	6/16/2017	Bound Tree Medical, LLC	1,079.80	Adenosine
	6/16/2017	Bound Tree Medical, LLC	1,748.29	Misc supplies
24933	6/16/2017	Cascade Fire Equipment Co.	355.01	Hose, PVC suction 3" and 3 x 2.5 couplings NH
24934	6/16/2017	Comcast	86.21	8155 40 006 0191002 Station 44-06/14/17-07/13/17
	6/16/2017	Comcast	86.21	8155 40 006 0191028 Station 43-06/14/17-07/13/17
24935	6/16/2017	Concord Garden Equipment	21.74	Chainsaw files
	6/16/2017	Concord Garden Equipment	707.27	Chainsaw replacement parts
	6/16/2017	Concord Garden Equipment	148.21	Honda pump repair for Canyon water tank
24936	6/16/2017	Definitive Networks, Inc.	19,366.00	Service coverage for May 2017
24937	6/16/2017	EBMUD	163.30	Water 04/05/17-06/07/17 3/4" meter
	6/16/2017	EBMUD	419.74	Water 04/05/17-06/07/17 6" meter
24938	6/16/2017	Federal Express	51.93	Envelope to US Bancorp
24939	6/16/2017	L.N. Curtis & Sons	125.64	6 foot New York roof hook
	6/16/2017	L.N. Curtis & Sons	179.44	SJ quik draw hose
	6/16/2017	L.N. Curtis & Sons	455.66	Structure boots-McCullah
	6/16/2017	L.N. Curtis & Sons	248.52	Valve replacements
24940	6/16/2017	Meyers,Nave,Riback,Silver,Wil...	417.30	April 2017-Client Matter 1025.001
	6/16/2017	Meyers,Nave,Riback,Silver,Wil...	210.90	April 2017-Client Matter 1025.005
	6/16/2017	Meyers,Nave,Riback,Silver,Wil...	2,889.00	April 2017-Client Matter 1025.030
	6/16/2017	Meyers,Nave,Riback,Silver,Wil...	32.10	April 2017-Client Matter 1025.031
	6/16/2017	Meyers,Nave,Riback,Silver,Wil...	4,859.40	April 2017-Client Matter 1025.032
24941	6/16/2017	Moraga Hardware & Lumber	182.32	Supplies for Tunnel Life Safety Inspection
24942	6/16/2017	National Construction Rentals	34.26	Overhead meter pole-0001 monthly rental- 05/31/17-06/2...
24943	6/16/2017	Paymentus Group, Inc.	88.77	Credit card fees-May 2017
24944	6/16/2017	Pacific Gas & Electric	659.45	05/04/17-06/04/17 Station 44
	6/16/2017	Pacific Gas & Electric	1,438.32	05/04/17-06/04/17 Station 45 Electric
	6/16/2017	Pacific Gas & Electric	930.84	05/05/17-06/05/17 Station 41
	6/16/2017	Pacific Gas & Electric	949.37	05/05/17-06/05/17 Station 42 Electric
	6/16/2017	Pacific Gas & Electric	354.52	05/05/17-06/05/17 Admin
	6/16/2017	Pacific Gas & Electric	92.73	05/06/17-06/06/17 Station 42 Gas
24945	6/16/2017	Physio-Control, Inc	310.00	EKG monitor service and repair-Ref S/R W3475794
	6/16/2017	Physio-Control, Inc	310.00	EKG monitor service and repair-Ref S/R W3475853
	6/16/2017	Physio-Control, Inc	364.26	EKG monitor supplies-Ref S/R W3476013

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 6/1/2017 Through 6/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
24946	6/16/2017	Republic Services	442.57	June 2017 Trash A/C#302100093245
	6/16/2017	Republic Services	84.82	June 2017 Trash A/C#302100094052
	6/16/2017	Republic Services	444.86	June 2017 Trash A/C#302100095331
	6/16/2017	Republic Services	84.82	June 2017 Trash A/C#302100108522
24947	6/16/2017	Smart Clean Building Maintena...	245.00	June 2017 cleaning service
24948	6/16/2017	Staples Advantage	109.61	Misc. supplies-Station 43
24949	6/16/2017	Sun Valley Heating & Air Condit...	1,540.16	Air conditioning repair
24950	6/16/2017	Tempest Technology	128.99	Chainsaw chain repair
24951	6/22/2017	ADP, Inc.	565.02	HR/Benefits Workforce processing fees ending 6/12/17
24952	6/22/2017	Allied Propane Services, Inc	80.38	Commercial propane 6/8/17
24953	6/22/2017	Bound Tree Medical, LLC	517.50	Atropine
	6/22/2017	Bound Tree Medical, LLC	252.80	Atropoine
	6/22/2017	Bound Tree Medical, LLC	117.00	Calcium chloride
	6/22/2017	Bound Tree Medical, LLC	119.80	Epinephrine
	6/22/2017	Bound Tree Medical, LLC	57.84	Trauma shears
24954	6/22/2017	Contra Costa Door	660.00	Bay door opener repair
24955	6/22/2017	D R Thompson Construction	1,150.00	Admin rest rooms door replacement
24956	6/22/2017	Far West Sanitation and Storage	2,356.75	Service 6/01/17-6/30/17
24957	6/22/2017	Government Finance Officer's ...	150.00	Annual membership 6/1/17-5/31/18-C. Samson
24958	6/22/2017	Hugo Kapelke	350.00	Inv.-Damaged fence repair from Campolindo fire
24959	6/22/2017	Napa Auto Parts	428.71	Canyon-Batteries for Type 3
	6/22/2017	Napa Auto Parts	(81.00)	Canyon-Batteries for Type 3 -Core deposit refund
24960	6/22/2017	Moraga Hardware & Lumber	14.72	Chain for Fire Prevention signs
	6/22/2017	Moraga Hardware & Lumber	38.08	Stakes for weed abatement
24961	6/22/2017	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental- 06/13/17-07/1...
24962	6/22/2017	The Orinda Association	696.00	Ad in Mar 2017 issue re ISO rating
24963	6/22/2017	Servpro	800.00	HVAC duct cleaning
24964	6/22/2017	Staples Advantage	244.57	Misc. supplies-Station 41
	6/22/2017	Staples Advantage	225.98	Misc. supplies-Station 44
	6/22/2017	Staples Advantage	87.72	Misc. supplies-Station 45
24965	6/22/2017	Pete Stathakos	320.00	CPR class- Town of Moraga 6/14-6/15/17
24966	6/22/2017	Stewart Enterprises II	8,794.78	Services 5/8/17-6/12/17
24967	6/22/2017	St. Stephen's Episcopal Church	2,571.23	Temp Station rent-May and June 2017
24968	6/22/2017	Suburban Propane	536.63	Propane for Burn trailer 5/11/17 -Acct. 1645-032136
24969	6/22/2017	U.S. Bank	10,587.86	A/C #4246-0445-5564-6748 05/22/17
24970	6/22/2017	Verizon Wireless	56.18	12-lead modem wireless 05/11/17-06/10/17
24971	6/29/2017	ADP, Inc.	324.27	ADP Payroll Fees ending 06/15/17
24972	6/29/2017	Air Exchange Inc.	26,421.65	Plymovent diesel exhaust removal system modification-S...
	6/29/2017	Air Exchange Inc.	451.02	Plymovent repair
24973	6/29/2017	Alameda County Fire Department	202.50	A/C repair-Unit 457
	6/29/2017	Alameda County Fire Department	270.00	Check engine light on-Unit 457
	6/29/2017	Alameda County Fire Department	356.14	Installed battery switch-Unit 424
	6/29/2017	Alameda County Fire Department	917.49	OES repairs-Unit 290OES
24974	6/29/2017	Arrow International, Inc.	600.88	EZ-IO needles
24975	6/29/2017	A T and T	370.34	Acct# 9391035207 05/12/17-06/11/17
	6/29/2017	A T and T	147.00	Acct# 9391053307 05/01/17-05/31/17
	6/29/2017	A T and T	4.58	Acct#9391060223 05/13/17-06/12/17 Conference calling
24976	6/29/2017	A T and T Mobility	1,278.49	Phone Acct #287016079073 05/16/17-06/15/17
24977	6/29/2017	Brittany Bare	245.00	PHTLS recert class-B. Bare
24978	6/29/2017	Bertolami Engineering	4.00	Refund overpayment-314 Draeger Drive plan review fees
24979	6/29/2017	Blue Shield of California	468.85	Refund overpayment-Incident 8/15/15
24980	6/29/2017	Bound Tree Medical, LLC	113.47	Defibrillation pads
	6/29/2017	Bound Tree Medical, LLC	251.76	Fentanyl
	6/29/2017	Bound Tree Medical, LLC	65.55	Safety glasses
24981	6/29/2017	Contra Costa Door	1,454.50	Garage door spring repair
24982	6/29/2017	Cheyenne Electric Inc	228.00	Electrical repair
24983	6/29/2017	Comcast	86.28	8155 40 005 0208428 Station 41-06/29/17-07/28/17

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 6/1/2017 Through 6/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
	6/29/2017	Comcast	86.28	8155 40 005 0208436 Station 42-06/24/17-07/23/17
	6/29/2017	Comcast	86.21	8155 40 006 0190996 Station 45-06/23/17-07/22/17
24984	6/29/2017	Travis Dulli	50.00	Shoes
24985	6/29/2017	EBMUD	235.20	Water 04/14/17-06/13/17
24986	6/29/2017	Jian Eddinger	50.00	Reimb. work boots
24987	6/29/2017	Matthew Epperson	50.00	Shoes
24988	6/29/2017	Farmers Insurance	1,270.00	Refund overpayment-Incident 12/25/15 Claim 30051458...
24989	6/29/2017	Uriel Garcia	1,710.00	GIS services 6/19/17-6/26/17
	6/29/2017	Uriel Garcia	2,025.00	GIS services 6/6/17-6/16/17
24990	6/29/2017	Todd Gritzer	88.43	Reimb. food and water -Campolindo fire
24991	6/29/2017	HomeTeam Pest Defense, LLC	45.00	Pest Control A/C #1035425 Inv. 51544889
	6/29/2017	HomeTeam Pest Defense, LLC	46.80	Pest Control A/C #916501 Inv. 51544349
24992	6/29/2017	Hunt & Sons, Inc.	1,850.59	Fuel A/C #72371
	6/29/2017	Hunt & Sons, Inc.	1,694.39	Fuel A/C #72372
	6/29/2017	Hunt & Sons, Inc.	501.88	Fuel A/C #72373
	6/29/2017	Hunt & Sons, Inc.	828.70	Fuel A/C #72375
24993	6/29/2017	David Iman	97.50	Reimb. per diem-Subpeona request 3/16,3/17,3/20 and p...
24994	6/29/2017	Industrial Safety Supply	182.70	10 Face mask straps
	6/29/2017	Industrial Safety Supply	2,358.15	8 HT AV 3000 face masks
24995	6/29/2017	Napa Auto Parts	9.11	Halogen light-Unit 437
24996	6/29/2017	L.N. Curtis & Sons	3,888.90	Double jacket hose
	6/29/2017	L.N. Curtis & Sons	486.86	FF shut off clamp and debris carrier
	6/29/2017	L.N. Curtis & Sons	76.48	PPE repair
	6/29/2017	L.N. Curtis & Sons	160.60	Stockes Litter Pre-Rig
	6/29/2017	L.N. Curtis & Sons	5,165.63	Structure coats and pants-Rattery
	6/29/2017	L.N. Curtis & Sons	38.50	Vinyl hall runner
24997	6/29/2017	Mike Marquardt	299.99	Shoes and DJI drone transmitter reimb.
24998	6/29/2017	MCAT Consulting	150.00	Station 43 radio repair
24999	6/29/2017	McKim Co.	6,440.00	Grading trails 45-4, 42-14, 42-10, 42-11
25000	6/29/2017	Moraga Hardware & Lumber	16.33	Stakes for weed abatement
25001	6/29/2017	Motorola	14,394.85	Motorola APX radios & equipment for new Medic Units
25002	6/29/2017	Office Depot	49.86	Black ink cartridge
	6/29/2017	Office Depot	80.60	Copy paper and rest room supplies
	6/29/2017	Office Depot	113.85	Copy paper, scotch tape and Purell
	6/29/2017	Office Depot	349.03	Ink cartridges
	6/29/2017	Office Depot	32.76	Jiffy self seal envelopes
25003	6/29/2017	Orinda Motors, Inc.	932.13	Wiring repair-Unit 433
25004	6/29/2017	Pacific Office Automation	937.73	Printer cartridges for plotter
25005	6/29/2017	Pacific Gas & Electric	69.67	05/17/17-06/15/17 Station 45 Gas
	6/29/2017	Pacific Gas & Electric	261.37	05/18/17-06/16/17 Station 43
25006	6/29/2017	Reinholdt Engineering Constru...	262.40	Station 42-Fuel pump repair
25007	6/29/2017	Revel Environmental Manufactu...	370.00	Storm drain filter service
25008	6/29/2017	Grace Santos	161.39	Reimb. mileage 1/18/17-6/23/17
25009	6/29/2017	Duncan Seibert	2,345.25	Consulting services 4/1/17-6/28/17
25010	6/29/2017	Shred-it	66.00	May 11, 2017 pick-up
25011	6/29/2017	Staples Advantage	75.84	Misc. supplies-Station 44
	6/29/2017	Staples Advantage	45.56	Misc. supplies-Station 45
	6/29/2017	Staples Advantage	(43.68)	Misc. supplies-Station 45 returned
25012	6/29/2017	Stryker Sales Corporation	727.37	Gurney repair
25013	6/29/2017	Ken Tamplen	325.00	Parcel #255-502-014, 90 Greenfield Drive
25014	6/29/2017	Tel-Net Choices Inc.	1,322.75	Telephone audit services through 6/14/17
25015	6/29/2017	U.S. Healthworks Medical Grou...	595.00	1 Annual Exam
25016	6/29/2017	Diana Wilde	100.00	Reimb.-Uniform for CERT-D. Wilde
25017	6/29/2017	Wittman Enterprises, LLC	4,352.16	May 2017
AP-6	6/14/2017	Pacific-Mountain Contractors of...	11,147.80	Contractor services through 04/28/17
AP-7	6/20/2017	Pacific-Mountain Contractors of...	11,147.80	Contractor services through 05/31/17
CC-0...	6/13/2017	CCCERA Retirement	152,911.89	CCCERA retirement payment-May 2017 contributions

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 6/1/2017 Through 6/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
CF06...	6/20/2017	J. P. Morgan Equipment Finance	44,609.16	Ambulance lease ACH payment- Inv. 1000140303S2017...
CP037	6/9/2017	Calif. Public Employees'	157,786.60	CalPers Health Ins
CU-0...	6/13/2017	1st NorCal Federal Credit Union	1,961.20	Contra Costa Federal Credit Union
DD037	6/9/2017	Delta Dental Plan of Calif.	16,249.22	Delta Dental ACH payment
PFA 0610	6/13/2017	Moraga-Orinda Professional Fir...	1,704.00	Period ending 5/31/17
Report Total			677,202.02	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Preliminary Capital Projects Fund Actual to Budget
From 7/1/2016 Through 6/30/2017

		Current Period Actual	YTD Budget - Original	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,076,738.44	1,076,738.00	0.44	0.00%
Total Taxes		1,076,738.44	1,076,738.00	0.44	0.00%
Use of Money & Property					
Investment Earnings	4181	12,302.05	12,500.00	(197.95)	(1.58)%
Total Use of Money & Property		12,302.05	12,500.00	(197.95)	(1.58)%
Charges for Service					
Impact Mitigation Fees	4743	96,000.00	92,000.00	4,000.00	4.35%
Total Charges for Service		96,000.00	92,000.00	4,000.00	4.35%
Other Revenue					
Other Financing Sources-Lease P...	4970	2,855,000.00	2,860,000.00	(5,000.00)	(0.17)%
Total Other Revenue		2,855,000.00	2,860,000.00	(5,000.00)	(0.17)%
Total Revenue		4,040,040.49	4,041,238.00	(1,197.51)	(0.03)%
Expenditures					
Other Expense					
Bank Fees	7510	95.00	100.00	5.00	5.00%
Fire Flow Tax Collection Fees	7531	12,105.68	12,106.00	0.32	0.00%
Capital Contingency-Facilities, Eq...	7700	42,811.14	150,000.00	107,188.86	71.46%
Apparatus/Vehicles-Fixed Asset ...	7703	2,660,601.48	3,022,949.00	362,347.52	11.99%
Buildings-Station #41-Fixed Asset...	7705	25,082.38	50,000.00	24,917.62	49.84%
Buildings-Station #43-Fixed Asset...	7706	994,172.23	4,477,000.00	3,482,827.77	77.79%
Misc. Equipment Expense	7709	68,627.53	171,770.00	103,142.47	60.05%
Transfers to Debt Service Fund	7999	362,074.26	362,165.00	90.74	0.03%
Total Other Expense		4,165,569.70	8,246,090.00	4,080,520.30	49.48%
Total Expenditures		4,165,569.70	8,246,090.00	4,080,520.30	49.48%
Excess of Revenues Over/ (Under) Exp...		(125,529.21)	(4,204,852.00)	4,079,322.79	(97.01)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget
From 7/1/2016 Through 6/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	17,563,004.10	17,545,588.00	17,416.10	0.10%
Property Tax-Supplemental	4011	579,249.32	300,000.00	279,249.32	93.08%
Property Tax-Unitary	4013	212,125.50	212,126.00	(0.50)	(0.00)%
Property Tax-Curr Unsecured	4020	604,138.54	612,696.00	(8,557.46)	(1.40)%
Prop Tax- Prior Secured	4030	(46,762.34)	(50,000.00)	3,237.66	(6.48)%
Prop Tax-Prior Supplement	4031	(29,560.43)	(35,000.00)	5,439.57	(15.54)%
Prop Tax Prior Unsecured	4035	19,631.39	(10,000.00)	29,631.39	(296.31)%
Total Taxes		18,901,826.08	18,575,410.00	326,416.08	1.76%
Use of Money & Property					
Investment Earnings	4181	634.32	3,000.00	(2,365.68)	(78.86)%
Total Use of Money & Property		634.32	3,000.00	(2,365.68)	(78.86)%
Intergovernmental Revenue					
Homeowners Relief Tax	4385	156,429.27	154,408.00	2,021.27	1.31%
CA FF JAC Training Funds	4440	20,680.79	20,680.00	0.79	0.00%
Other/In Lieu of Taxes	4580	935.92	902.00	33.92	3.76%
Measure H-Emerg Med Ser Subsid	4896	85,312.23	85,312.00	0.23	0.00%
Total Intergovernmental Revenue		263,358.21	261,302.00	2,056.21	0.79%
Charges for Service					
Permits	4740	1,740.00	614.00	1,126.00	183.39%
Plan Review	4741	264,624.80	300,000.00	(35,375.20)	(11.79)%
Inspection Fees	4742	35,813.00	30,000.00	5,813.00	19.38%
Weed Abatement Charges	4744	5,145.01	4,909.00	236.01	4.81%
CPR/First Aid Classes	4745	2,295.50	2,000.00	295.50	14.78%
Reports/ Photocopies	4746	211.00	350.00	(139.00)	(39.71)%
Other Charges for Service	4747	9,606.00	8,650.00	956.00	11.05%
Total Charges for Service		319,435.31	346,523.00	(27,087.69)	(7.82)%
Charges for Service - Ambulance					
Ambulance Service Fees	4898	1,039,284.06	1,048,120.00	(8,835.94)	(0.84)%
Ambulance Service Fee Reimbursements	4899	(89,945.59)	(75,000.00)	(14,945.59)	19.93%
Ambulance Collection Recovery Payments	4900	1,291.08	1,000.00	291.08	29.11%
Ground Emergency Medical Transportation	4901	24,784.00	20,000.00	4,784.00	23.92%
Total Charges for Service - Ambulance		975,413.55	994,120.00	(18,706.45)	(1.88)%
Other Revenue					
Other Revenue-Strike Team Recovery	4971	521,424.04	529,000.00	(7,575.96)	(1.43)%
Other Revenue & Financing Sources	4972	0.00	22,176.00	(22,176.00)	(100.00)%
Other Revenue-Misc.	4974	4,767.82	1,552.00	3,215.82	207.20%
Misc Rebates & Refunds	4975	37,851.11	3,000.00	34,851.11	1,161.70%
Sale of Surplus Property	4980	6,918.18	6,918.00	0.18	0.00%
Total Other Revenue		570,961.15	562,646.00	8,315.15	1.48%
Total Revenue		21,031,628.62	20,743,001.00	288,627.62	1.39%
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	7,872,287.34	8,015,911.00	143,623.66	1.79%
Temporary Salaries	5013	129,602.89	174,950.00	45,347.11	25.92%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget
From 7/1/2016 Through 6/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Overtime	5014	1,863,487.43	1,985,000.00	121,512.57	6.12%
Deferred Compensation	5015	149,862.48	126,000.00	(23,862.48)	(18.94)%
Overtime - Strike Team	5016	333,095.48	350,000.00	16,904.52	4.83%
Contract Services	5018	63,669.05	76,140.00	12,470.95	16.38%
Worker's Compensation Recovery	5019	(192,337.72)	(116,000.00)	76,337.72	(65.81)%
Payroll Taxes -FICA,SUI	5042	155,249.41	180,169.00	24,919.59	13.83%
Payroll Processing Fees	5043	16,205.30	20,000.00	3,794.70	18.97%
Retirement Contributions	5044	4,363,989.81	4,400,000.00	36,010.19	0.82%
Life/Health Insurance-Permanent Employees	5060	1,011,478.79	1,045,000.00	33,521.21	3.21%
Employee's-Health Insurance Contribution	5061	(154,061.16)	(150,000.00)	4,061.16	(2.71)%
Retiree Health Insurance	5062	1,147,756.75	1,177,000.00	29,243.25	2.48%
Retiree-Health Insurance Contribution	5063	(320,152.46)	(319,648.00)	504.46	(0.16)%
Unemployment Insurance	5064	10,344.15	10,000.00	(344.15)	(3.44)%
Retiree-Health OPEB Contribution	5065	256,000.00	256,000.00	0.00	0.00%
Vision Insurance	5066	14,701.79	15,000.00	298.21	1.99%
Pension Rate Stabilization	5067	300,000.00	300,000.00	0.00	0.00%
Workers' Compensation Insurance	5070	706,256.00	706,256.00	0.00	0.00%
Total Salaries & Benefits		17,727,435.33	18,251,778.00	524,342.67	2.87%
Operating Expense					
Office Supplies	6100	15,814.12	19,000.00	3,185.88	16.77%
Postage	6101	3,065.53	8,500.00	5,434.47	63.93%
Books & Periodicals	6102	3,087.09	6,850.00	3,762.91	54.93%
Printer Ink Cartridges	6103	3,844.72	7,500.00	3,655.28	48.74%
Telephone/Communication	6110	40,810.55	45,000.00	4,189.45	9.31%
Dispatch/Comm Center Services w/ AVL MDT	6111	174,330.00	170,000.00	(4,330.00)	(2.55)%
Utilities- Sewer	6120	3,061.80	3,800.00	738.20	19.43%
Utilities-Garbage	6121	14,352.66	14,870.00	517.34	3.48%
Utilities-PG&E	6122	55,870.90	67,040.00	11,169.10	16.66%
Utilities-Water	6123	10,033.02	15,120.00	5,086.98	33.64%
Utilities-Medical Waste	6124	2,133.00	2,150.00	17.00	0.79%
Small Tools & Instruments	6130	3,257.15	21,250.00	17,992.85	84.67%
Minor Equipment/Furniture	6131	1,722.15	2,000.00	277.85	13.89%
Computer Equipment & Supplies	6132	2,120.03	5,000.00	2,879.97	57.60%
Gas Power Chain Saw/Other Equipmen	6133	11,179.78	12,000.00	820.22	6.84%
Fire Trail Grading	6135	20,164.44	20,500.00	335.56	1.64%
Fire Fighting Equipment & Supplies	6137	9,206.38	12,300.00	3,093.62	25.15%
Fire Fighting Equipment-Hoses & Nozzles	6138	15,272.61	16,500.00	1,227.39	7.44%
Fire Fighting Equipment-Class A Foam	6139	1,442.03	1,500.00	57.97	3.86%
Medical & Lab Supplies	6140	91,121.14	110,000.00	18,878.86	17.16%
Food Supplies	6150	4,105.80	8,500.00	4,394.20	51.70%
Safety Clothing & Personal Supplies	6160	40,801.01	53,000.00	12,198.99	23.02%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget
From 7/1/2016 Through 6/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Non-Safety Clothing & Personal Supplies	6161	1,299.98	2,000.00	700.02	35.00%
Household Expense	6170	14,969.64	22,825.00	7,855.36	34.42%
Household Expense-Linen	6171	13,814.75	15,330.00	1,515.25	9.88%
Public & Legal Notices	6190	2,895.68	4,750.00	1,854.32	39.04%
Dues, Memberships & Professional Fees	6200	15,991.50	19,790.00	3,798.50	19.19%
EMT/Paramedic Licensure Fees	6201	3,165.00	5,500.00	2,335.00	42.45%
Rent & Leases (Equipment)	6250	45,494.36	42,950.00	(2,544.36)	(5.92)%
Computer Software & Maintenance	6251	63,019.73	78,875.00	15,855.27	20.10%
Website Development & Maintenance	6252	1,620.00	1,700.00	80.00	4.71%
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	822.00	750.00	(72.00)	(9.60)%
Air Monitor Maintenance & Replacement	6269	1,165.25	2,000.00	834.75	41.74%
Maintenance -- Equipment	6270	50,693.04	68,975.00	18,281.96	26.51%
Central Garage Repairs	6271	228,774.24	240,000.00	11,225.76	4.68%
Central Garage Gasoline & Oil	6272	53,502.52	60,000.00	6,497.48	10.83%
Central Garage Tires	6273	4,513.50	5,000.00	486.50	9.73%
Service/Repair Fuel System Dispensers	6274	2,711.10	4,500.00	1,788.90	39.75%
Aerial Ladder & Pump Testing	6275	0.00	800.00	800.00	100.00%
Smog Inspections	6276	368.00	500.00	132.00	26.40%
Air Compressor Quarterly Service	6278	182.70	1,500.00	1,317.30	87.82%
Hydro Test SCBA & Oxy Cylinder Tank Testing	6279	1,134.62	2,000.00	865.38	43.27%
	6280	710.00	3,000.00	2,290.00	76.33%
Maintenance -- Building	6281	63,313.19	64,660.00	1,346.81	2.08%
Maintenance -- Grounds	6282	6,499.23	12,650.00	6,150.77	48.62%
Meetings & Travel Expenses	6303	27,124.32	34,200.00	7,075.68	20.69%
Employee Assistance Program	6309	2,205.93	2,206.00	0.07	0.00%
Medical - Pre-Emp Processing and Annual Exams	6311	33,961.24	43,000.00	9,038.76	21.02%
Ambulance Billing Administration Fees	6312	46,885.72	60,000.00	13,114.28	21.86%
Outside Attorney Fees	6313	58,174.65	76,000.00	17,825.35	23.45%
Outside CPR Instructors	6314	2,540.00	3,500.00	960.00	27.43%
CCC County Tax Administration Fee	6316	171,211.00	171,211.00	0.00	0.00%
Professional Services	6317	18,202.32	41,773.00	23,570.68	56.43%
Professional Services - Labor Negotiator	6318	194.21	6,000.00	5,805.79	96.76%
Professional Services - Technology	6319	162,880.00	220,000.00	57,120.00	25.96%
Professional Services - Pre-Employment Investigations	6320	53,494.06	56,789.00	3,294.94	5.80%
Professional Services - Promotional Exams & Recruitment	6321	22,033.19	29,000.00	6,966.81	24.02%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Preliminary General Fund Actual to Budget
From 7/1/2016 Through 6/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services-OPEB Actuarial Valuation	6322	13,114.00	13,000.00	(114.00)	(0.88)%
Exterior Hazard Removal	6323	10,952.72	12,000.00	1,047.28	8.73%
Professional Services-Prop Tax Audit & Forecasting	6326	12,600.00	12,600.00	0.00	0.00%
Professional Services	6327	13,056.44	10,000.00	(3,056.44)	(30.56)%
Burn Trailer Grant Maintenance	6352	3,265.31	3,000.00	(265.31)	(8.84)%
Testing Materials & Training Props	6354	12,044.57	10,000.00	(2,044.57)	(20.45)%
Career Development Classes	6357	14,064.00	26,000.00	11,936.00	45.91%
Target Safety Online Training	6359	6,000.00	6,195.00	195.00	3.15%
Training & Education Classes-Paramedic & EMT CE	6360	4,395.00	10,000.00	5,605.00	56.05%
District Sponsored Training-Mandated	6361	18,145.16	60,000.00	41,854.84	69.76%
Educational Courses/Conferences Board	6377	580.00	2,200.00	1,620.00	73.64%
Election Expense	6465	4,689.40	18,000.00	13,310.60	73.95%
Recruiting Costs	6470	20,252.48	30,000.00	9,747.52	32.49%
Strike Team Supplies	6474	13,965.53	12,808.00	(1,157.53)	(9.04)%
Community Emergency Response Team	6475	8,498.94	11,000.00	2,501.06	22.74%
Exercise Supplies/Maint.	6476	7,292.70	8,842.00	1,549.30	17.52%
Recognition Supplies	6478	10,073.78	16,300.00	6,226.22	38.20%
Other Special Departmental Exp	6479	46,756.86	68,000.00	21,243.14	31.24%
Public Education Supplies	6480	8,523.82	9,500.00	976.18	10.28%
CPR Supplies	6481	3,493.38	3,000.00	(493.38)	(16.45)%
LAFCO	6482	9,743.86	9,744.00	0.14	0.00%
Emergency Preparedness Expense	6484	9,380.55	13,500.00	4,119.45	30.51%
Misc. Services & Supplies	6490	31,805.40	38,700.00	6,894.60	17.82%
Property & Liability Insurance	6540	46,482.92	48,000.00	1,517.08	3.16%
Total Operating Expense		<u>2,034,208.40</u>	<u>2,481,703.00</u>	<u>447,494.60</u>	<u>18.03%</u>
Other Expense					
Bank Fees	7510	3,119.21	5,000.00	1,880.79	37.62%
Interest on County Teeter Account	7520	13.93	100.00	86.07	86.07%
County Tax Collection Fees	7530	251.79	300.00	48.21	16.07%
Total Other Expense		<u>3,384.93</u>	<u>5,400.00</u>	<u>2,015.07</u>	<u>37.32%</u>
Total Expenditures		<u>19,765,028.66</u>	<u>20,738,881.00</u>	<u>973,852.34</u>	<u>4.70%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>1,266,599.96</u>	<u>4,120.00</u>	<u>1,262,479.96</u>	<u>30,642.72%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Preliminary Debt Service Fund Actual to Budget
From 7/1/2016 Through 6/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,219,473.00	3,219,473.00	0.00	0.00%
Total Taxes		3,219,473.00	3,219,473.00	0.00	0.00%
Use of Money & Property					
Investment Earnings	4181	494.44	3,000.00	(2,505.56)	(83.52)%
Total Use of Money & Property		494.44	3,000.00	(2,505.56)	(83.52)%
Other Revenue					
Transfers In	4999	362,074.26	362,165.00	(90.74)	(0.03)%
Total Other Revenue		362,074.26	362,165.00	(90.74)	(0.03)%
Total Revenue		3,582,041.70	3,584,638.00	(2,596.30)	(0.07)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,100,000.00	2,100,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	914,283.00	914,283.00	0.00	0.00%
Apparatus Lease Principal Payment	7902	83,359.00	83,359.00	0.00	0.00%
Apparatus Lease Interest Payment	7903	5,859.32	5,860.00	0.68	0.01%
Lease Agreement Station 43 Principal	7906	200,000.00	200,000.00	0.00	0.00%
Lease Agreement Station 43 Interest	7907	72,855.94	72,946.00	90.06	0.12%
Total Other Expense		3,376,357.26	3,376,448.00	90.74	0.00%
Total Expenditures		3,376,357.26	3,376,448.00	90.74	0.00%
Excess of Revenues Over/ (Under) Expenditures		205,684.44	208,190.00	(2,505.56)	(1.20)%



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: July 18, 2017
SUBJECT: Item 7.5 – Claim Against the Moraga-Orinda Fire Protection District

BACKGROUND

On June 29, 2017, the District received a claim asserting that a District vehicle caused property damage. The claim must go to the Board for review. Per Fire Agencies Insurance Risk Authority (FAIRA) guidelines, the claim should be rejected.

After the claim is rejected, a notice will be sent to the insurance adjustor, which initiates the processing of the claim by FAIRA.

RECOMMENDATION

Reject the claim in accordance with FAIRA policies.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: July 18, 2017
SUBJECT: Item 9.1 – PARS OPEB Pre-Funding and Pension Rate Stabilization Trust Program Annual Client Review

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

OPEB Pre-Funding Trust Program &
Pension Rate Stabilization Program (PRSP) Client Review



Moraga-Orinda Fire Protection District

July 18, 2017

PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

TRUSTED SOLUTIONS. LASTING RESULTS.



Contacts

PARS

Mitch Barker, Executive Vice President

mbarker@pars.org; 800.540.6369 ext. 116

Jennifer Meza, Supervisor, Client Services


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HighMark Capital Management

Andrew Brown, CFA, Vice President, Senior Portfolio Manager

andrew.brown@highmarkcapital.com; 415.705.7605

OPEB/Pension Trust Team

	 PARS		
Role	Trust Administrator and Consultant <ul style="list-style-type: none"> • Recordkeeping/Sub-trust Accounting • Actuarial Coordination • Monitor Contributions/ Process Disbursements • Monitor Plan Compliance • Ongoing Client Liaison • Pre-fund Pension Option 	Trustee <ul style="list-style-type: none"> • Safeguard Plan Assets • Oversight Protection <ul style="list-style-type: none"> • Plan Fiduciary • Custodian of Assets 	Investment Manager <ul style="list-style-type: none"> • Investment Sub-advisor to U.S. Bank <ul style="list-style-type: none"> • Open Architecture • Investment Policy Assistance
Corporate Experience	33 years <i>(1984 – 2017)</i>	154 years <i>(1863 – 2017)</i>	98 years <i>(1919 – 2017)</i>
OPEB Experience	21 years	12 years	21 years
Number of Plans under Administration	1,400+ plans for 700+ public agencies		
Dollars under Administration	More than \$2.2 billion	More than \$4 trillion	More than \$15.4 billion under management

Plan Overview - OPEB

Type of Plan: IRC Section 115 Irrevocable Exclusive Benefit Trust

Trustee Approach: Discretionary

Plan Effective Date: April 1, 2015

Plan Administrator: Gloriann Sasser – Administrative Services Director

Current Investment Strategy: Capital Appreciation (Index) Strategy; Pooled Account

As of 5/31/2017:

Initial Contribution: May 2015 – \$84,000

Additional Contributions: \$350,000

Total Contributions: \$434,000

Disbursements: \$0

Total Investment Earnings: \$37,765

Account Balance: \$469,805

Actuarial Results

We have received the actuarial reports by Bartel Associates, LLC dated December 15, 2016 with a valuation date as of June 30, 2016. In the tables below, we have summarized the results.

Demographic Study

Valuation Date: June 30, 2016	
Active Employees	60
Retirees	93
Total	153

Actuarial Results (continued)

	Pay-As-You-Go June 30, 2013 Discount Rate: 4.00%	Pre-Funding June 30, 2016 Discount Rate: 6.50%
Total Present Value of Projected Benefits	\$21,292,000	\$18,097,000
Actuarial Accrued Liability (AAL)	\$16,923,000	\$15,518,000
Actuarial Value of Assets	\$0	\$187,000
Unfunded Actuarial Accrued Liability (UAAL)	\$16,923,000	\$15,331,000
Normal Cost	\$420,000	\$320,000
Amortization of UAAL	\$767,000	\$977,000
Annual Required Contribution (ARC)	\$1,187,000*	\$1,297,000**
Annual Benefit Payments	\$943,000*	\$869,000**

Note: Rule of thumb -- For every one percent change in the discount rate, the unfunded liability is affected by 10-12%.

*For the fiscal year ending 2015

** For the fiscal year ending 2017

Plan Overview - Pension

Type of Plan: IRC Section 115 Irrevocable Exclusive Benefit Trust

Trustee Approach: Discretionary

Plan Effective Date: January 19, 2017

Plan Administrator: Gloriann Sasser – Administrative Services Director

Current Investment Strategy: Capital Appreciation (Index) Strategy; Pooled Account

As of 5/31/2017:

Initial Contribution: March 2017 – \$300,000

Additional Contributions: \$0

Total Contributions: \$300,000

Disbursements: \$0

Total Investment Earnings: \$3,145

Account Balance: \$303,020

HighMark Capital Management Investment Review

**Moraga Orinda
Fire Protection District**

May 31, 2017

**Presented By
Andrew Brown, CFA**

Selected Period Performance
Moraga Orinda FPD OPEB Plan
Account AGG000449*
Period Ending: 05/31/2017

Sector	3 Months	Year to Date (5 Months)	1 Year	Since Inception (24 Months)
Cash Equivalents	.10	.17	.33	.24
<i>iMoneyNet, Inc. Taxable</i>	<i>.10</i>	<i>.15</i>	<i>.23</i>	<i>.14</i>
Total Fixed Income	1.35	2.63	2.54	2.29
<i>BC US Aggregate Bd Index</i>	<i>1.49</i>	<i>2.38</i>	<i>1.58</i>	<i>2.28</i>
Total Equities	3.20	9.09	17.91	6.10
Large Cap Funds	1.91	8.01	17.30	7.63
<i>S&P 500 Composite Index</i>	<i>2.57</i>	<i>8.66</i>	<i>17.47</i>	<i>9.31</i>
Mid Cap Funds	1.65	6.62	16.22	5.03
<i>Russell Midcap Index</i>	<i>1.53</i>	<i>6.92</i>	<i>15.86</i>	<i>6.57</i>
Small Cap Funds	-.32	4.62	18.36	7.08
<i>Russell 2000 Index</i>	<i>-.83</i>	<i>1.48</i>	<i>20.36</i>	<i>6.38</i>
International Equities	8.65	15.28	19.43	2.89
<i>MSCI EAFE Index</i>	<i>9.23</i>	<i>14.01</i>	<i>16.44</i>	<i>2.55</i>
<i>MSCI EM Free Index</i>	<i>7.87</i>	<i>17.25</i>	<i>27.41</i>	<i>2.44</i>
REIT Funds	-2.00	.66	3.07	
<i>Wilshire REIT Index</i>	<i>-3.37</i>	<i>-.61</i>	<i>2.17</i>	<i>6.21</i>
Total Managed Portfolio	2.01	6.46	12.69	4.65

Performance Inception: 6/01/2015

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

Asset Allocation – OPEB Plan

As of May 31, 2017

Current Asset Allocation		Investment Vehicle	
Equity		Range: 65%-85%	72.33%
Large Cap Core	IVV	iShares S&P 500 Index Fund	23.99%
Large Cap Value	IVE	iShares S&P 500 Value Fund	5.92%
Large Cap Growth	IVW	iShares S&P 500 Growth Fund	6.00%
Mid Cap Core	IWR	iShares Russell MidCap Index Fund	5.30%
Small Cap Value	IWN	iShares Russell 2000 Value Fund	4.99%
Small Cap Growth	IWO	iShares Russell 2000 Growth Fund	5.04%
International Core	EFA	iShares MSCI EAFE Index Fund	14.33%
Emerging Markets	VWO	Vanguard FTSE Emerging Markets ETF	5.07%
Real Estate	VNQ	Vanguard REIT ETF	1.67%
Fixed Income		Range: 10%-30%	22.05%
Short-Term	VFSUX	Vanguard Short-Term Corp Adm Fund	3.86%
Intermediate-Term	AGG	iShares Barclays Aggregate Bond Fund	16.75%
Bank Loan	BKLN	PowerShares Senior Loan ETF	1.45%
Cash		Range: 0%-20%	5.61%
	FGZXX	First American Government Oblig Z	5.61%
TOTAL			100.00%

Selected Period Performance
PARS/PRSP CAP APPRECIATION INDEX
Account 6746050111
Period Ending: 05/31/2017

Sector	Since Inception (2 Months)
Cash Equivalents	.08
iMoneyNet, Inc. Taxable	.07
Total Fixed Income	1.37
BC US Aggregate Bd Index	1.55
Total Equities	2.54
Large Cap Funds	2.33
S&P 500 Composite Index	2.45
Mid Cap Funds	1.69
Russell Midcap Index	1.69
Small Cap Funds	-.83
Russell 2000 Index	-.96
International Equities	5.16
MSCI EAFE Index	6.31
MSCI EM Free Index	5.21
REIT Funds	-.44
Wilshire REIT Index	-.64
Total Managed Portfolio	1.74

Performance Inception: 4/01/2017

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 May 31, 2017

Current Asset Allocation		Investment Vehicle	
Equity		Range: 65%-85%	72.33%
Large Cap Core	IVV	iShares S&P 500 Index Fund	23.99%
Large Cap Value	IVE	iShares S&P 500 Value Fund	5.92%
Large Cap Growth	IVW	iShares S&P 500 Growth Fund	6.00%
Mid Cap Core	IWR	iShares Russell MidCap Index Fund	5.30%
Small Cap Value	IWN	iShares Russell 2000 Value Fund	4.99%
Small Cap Growth	IWO	iShares Russell 2000 Growth Fund	5.04%
International Core	EFA	iShares MSCI EAFE Index Fund	14.33%
Emerging Markets	VWO	Vanguard FTSE Emerging Markets ETF	5.07%
Real Estate	VNQ	Vanguard REIT ETF	1.67%
Fixed Income		Range: 10%-30%	22.05%
Short-Term	VFSUX	Vanguard Short-Term Corp Adm Fund	3.86%
Intermediate-Term	AGG	iShares Barclays Aggregate Bond Fund	16.75%
Bank Loan	BKLN	PowerShares Senior Loan ETF	1.45%
Cash		Range: 0%-20%	5.61%
	FGZXX	First American Government Oblig Z	5.61%
TOTAL			100.00%

MORAGA-ORINDA FPD

For Period Ending May 31, 2017

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 Index	2.81	6.09	13.68	19.13	11.75	15.94	8.69
iShares S&P 500 Index Fnd	1.40	2.56	8.65	17.42	10.08	15.35	6.89
iShares S&P 500 Value Index	-0.33	-1.61	2.84	14.53	7.68	14.24	4.69
MID CAP EQUITY FUNDS							
iShares Russell Midcap Index	0.90	1.48	6.85	15.65	8.33	14.94	7.17
SMALL CAP EQUITY FUNDS							
iShares Russell 2000 Value	-3.12	-3.55	-2.87	20.92	7.26	13.56	5.23
iShares Russell 2000 Growth	-0.89	2.15	6.36	19.83	8.77	14.52	7.48
INTERNATIONAL EQUITY FUNDS							
iShares MSCI EAFE Index	3.72	9.35	14.08	16.36	1.47	10.12	0.98
Vanguard FTSE Emerging Markets ETF	1.24	5.00	13.83	24.01	1.40	4.19	1.95
REAL ESTATE FUNDS							
Vanguard REIT ETF	-0.65	-2.86	0.46	2.67	7.72	10.02	4.94
BOND FUNDS							
iShares Barclays Aggregate Bond	0.80	1.51	2.40	1.53	2.50	2.18	4.34
Vanguard Short-Term Investment-Grade Adm	0.27	0.78	1.48	2.07	1.89	2.19	3.30
PowerShares Senior Loan Portfolio	0.40	0.57	1.26	5.23	1.94	3.64	0.00

Source: SEI Investments, Morningstar Investments

Returns less than one year are not annualized. Past performance is no indication of future results. The information presented has been obtained from sources believed to be accurate and reliable. Securities are not FDIC insured, have no bank guarantee and may lose value.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: July 18, 2017
SUBJECT: Item 9.2 – Adoption of Annual Operating Budget Fiscal Year 2017/2018

BACKGROUND

At the June 21, 2017 Board of Directors meeting, staff was directed to reduce the proposed Annual Operating Budget for FY 2017/2018 (Budget) to the projected actuals amount from FY 2016/17 for overtime and operating expenses. This would result in a reduction in budgeted overtime of \$100,025 and a reduction in budgeted operating expenses of \$426,742.

OVERTIME

The Board directed staff to maintain overtime costs at the same amount as FY2016/17. Employees received a 6.91% pay increase as of July 1, 2017 based on current labor contracts. This increases overtime rates. As a result, it will be necessary to reduce the number of hours of overtime in FY2017/18.

Staff analyzed the number of hours of overtime by category in FY2016/17 (Attachment A.) Most overtime costs for FY2017/18 can only be reduced through labor contract negotiations due to the daily minimum staffing of 17 safety personnel and due to lost time from worker's compensation injuries and federally required medical leaves.

In order to reduce the number of hours of overtime to meet the Board directive, there are five overtime categories that can be reduced:

1. Overtime – can be reduced \$25K by eliminating discretionary activities
2. Apparatus program – can be reduced by 75% by directing the on-duty battalion chief to shuttle apparatus to the shop while the fire chief covers the battalion (\$18K.)
3. Miscellaneous – can be reduced by 75% by shifting off-duty project and program work to on-duty whenever practical (\$5K.) Overtime within this category will require battalion chief or fire chief approval in advance under normal operating circumstances.
4. Training program – can be reduced by 20% by eliminating attendance at discretionary conferences and discretionary training (\$10K.)
5. Battalion chief coverage (overtime) – can be reduced by eliminating attendance at discretionary conferences and training classes (\$15K.) In addition, overtime can be reduced by having the fire chief cover the battalion in the absence of the regular battalion chief (vacation, sick, school, meetings, etc.), Monday through Friday from 0700 to 1700 when the fire chief is available within the District. These changes will result in an approximately 12% reduction in battalion chief coverage overtime (\$27K.) This will result in one less chief officer available in the District some of the time.

Staff can monitor overtime costs throughout the year and report to the board on a quarterly basis.

OPERATING EXPENSES

The analysis to maintain operating expenses at the same amount as FY2016/17 was a complex process. Some operating expenses will increase in 2017/18 (dispatch center, fuel, legal notices, ambulance billing, information technology services, audit services.) In addition, there are some new operating expenses that are required in 2017/18 that were not required in 2016/17 (labor negotiator, bi-annual paramedic licenses, battalion chief and engineer promotional examinations, District-wide fiber connections.) Consequently, in order to meet the Board direction and maintain operating expenses at the same amount as the prior year, it is necessary to significantly reduce or eliminate the remaining expenses. Several programs and services previously provided by the District will have to be reduced or eliminated.

To accomplish this, staff rank ordered the 86 different general ledger categories within the operating expense section of the Budget (Attachment B.) The rank order was as follows:

1. Mission Critical
2. Necessary
3. Value added

Of these categories, 47 cannot be reduced because the costs are either, 1) fixed; 2) non-negotiable; 3) contractually, regulatory or legally obligated; or 4) elimination would present a direct and negative effect on fire/EMS operations and/or employee safety. The remaining 39 categories were evaluated for reductions.

REDUCTIONS/ELIMINATIONS

The directive to reduce operating expenses will result in the following:

- Eliminate appropriations if outside investigation is necessary (\$45,000)
- Eliminate consultant to provide examinations for battalion chief and engineer (\$40,250)
- Reduced fire station and contingency budgets (\$29,400)
- Eliminate food at board meetings, fire commissioners meeting participation and non-mandatory meetings and travel (\$27,825.)
- Reduced equipment maintenance (\$22,957)
- Change District medical provider for employee medical examinations (\$22,000)
- Reduce building maintenance (\$19,500)
- Eliminate GIS mapping program (\$18,300)
- Reduce employee recognition and eliminate replacement hat badges (\$14,265)
- Eliminate memberships except as required (\$12,965)
- Eliminate printing of the budget, CAFR, annual report and fire prevention brochures (\$11,900.)
- Eliminate linen service to fire stations except as required by OSHA (\$11,830)
- Eliminate information technology contingency for unexpected needs (\$10,000)
- Reduce purchases of new public education supplies (\$10,000)
- Eliminate proposed online plan review (\$9,050)
- Eliminate all fire station grounds maintenance except required creek and grounds maintenance at Station 42 and 44 (\$8,800.)
- Reduce new Community Emergency Response Team purchases (\$8,500)
- Reduce computer purchases (\$8,000)

- Eliminate purchase of new exercise equipment for fire stations (\$7,200)
- Reduce purchases of new emergency preparedness supplies (\$7,000)
- Reduce fire station household expenses except essential cleaning supplies (\$6,875)
- Reduced emergency medical supplies for new ambulances (\$5,000)
- Reduce out-of-District career development classes (\$5,000)
- Eliminate food purchases except for emergency incidents and mandatory training (\$4,700)
- Reduce amount of internal printing and number of printers (\$4,500)
- Reduce non-critical small tools purchases (\$3,000)
- Eliminate proposed satellite phone service (\$2,640)
- Eliminate outside educational courses for board members (\$2,200)
- Eliminate pagers for communications support unit volunteers (\$1,500)
- Eliminate purchases of minor equipment or furniture except as required by worker's compensation ergonomic evaluator (\$1,500.)
- Eliminate non-required books and periodicals (\$1,100)
- Eliminate Ready, Set, Go safety mailing to residents (\$800)

PROJECTED SURPLUS AND DEFICIT

Based on the Board direction, the Budget projects a total surplus of \$694,329 as follows:

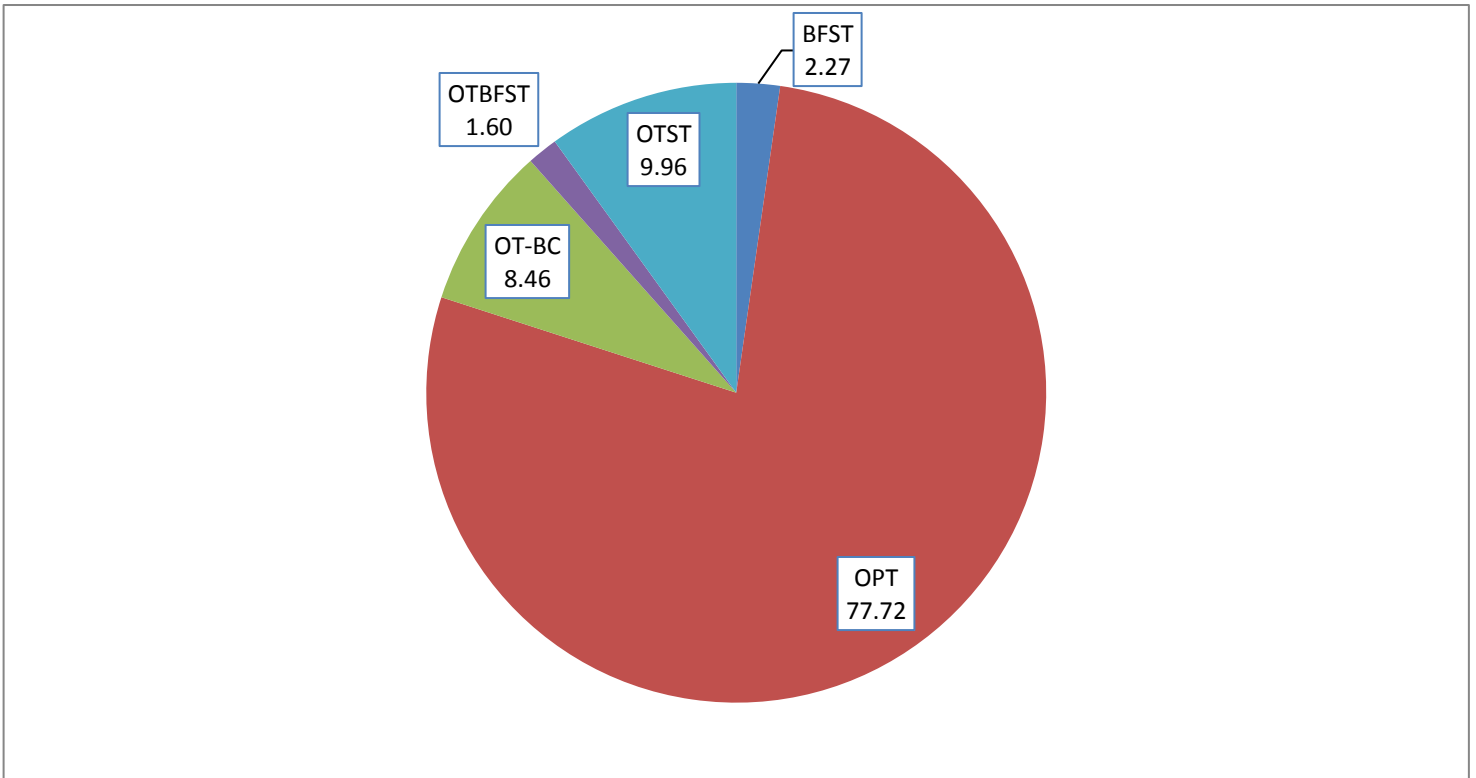
- General Fund surplus \$600,457
- Capital Projects Fund deficit \$124,532
- Debt Service Fund surplus \$218,404

RECOMMENDATION

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

ATTACHMENT

- 1) Attachment A - Overtime Hours by Category
- 2) Attachment B – Priority Analysis of Operating Expenses
- 3) Attachment C – Annual Operating Budget Fiscal Year 2017/2018 with reduced expenses



Code	Description	Percent (%)	Count	Hours
BFST	Bkfill-Mando 2nd Day- Day of Shift (BFMSTD2)	0.09	2	36.00
BFST	Bkfill-Mando 2nd Day- Pre Sched (BFMSTPS2)	0.19	3	72.00
BFST	Bkfill-OT for ST Crew Out (BFOTST)	1.98	34	752.00
OPT	Overtime (OT)	55.69	1030	21,109.68
OPT	Overtime-Air Program (OTAIR)	0.00	1	0.50
OPT	Overtime-Apparatus Program (OTAP)	1.01	83	384.20
OPT	Overtime-Emergency Recall (EMER)	0.42	21	160.25
OPT	Overtime-EMS Program (OTEMS)	0.11	11	43.50
OPT	Overtime-EMT Cont. Education (EMTCE)	0.03	3	12.00
OPT	Overtime-Facilities (OTFAC)	0.01	2	5.00
OPT	Overtime-Incident (OTIN)	0.16	29	59.05
OPT	Overtime-Information Systems (OTIS)	0.01	1	2.50
OPT	Overtime-Late Relief (OTLR)	0.10	52	36.58
OPT	Overtime-License/Physicals (OTLP)	0.02	3	7.75
OPT	Overtime-Mandatory 1st Day (OTM)	8.10	179	3,070.85
OPT	Overtime-Mandatory 2nd Day Prescheduled (D2MPS)	7.85	155	2,974.50
OPT	Overtime-Mandatory 2nd Day-Day Of Shift (D2MDO)	0.45	10	171.25
OPT	Overtime-Misc. (OTMSC)	0.27	19	102.25
OPT	Overtime-Operations (OTOP)	0.11	8	42.10
OPT	Overtime-Public Education (OTPUB)	0.20	16	75.20
OPT	Overtime-Training Academy (OTAC)	0.02	2	7.50

Attachment A

Workforce TeleStaff

Summary Report [07/01/2016 - 06/30/2017]

Limits: Payroll Information Only

Work Code:BC Backfill For ST Coverage, BC Coverage, Bkfill-Emer Recall for ST Cre...

Code	Description	Percent (%)	Count	Hours
OPT	Overtime-Training Program (OTR)	3.15	169	1,193.50
OT-BC	BC Backfill For ST Coverage (BCBFST)	0.27	6	103.00
OT-BC	BC Coverage (BCcov)	8.19	374	3,104.45
OTBFST	Bkfill-Emer Recall for ST Crew Dep (BFERST)	0.24	7	91.60
OTBFST	Bkfill-Mando 1st & 2nd Day for Strike Te (BFMST)	1.36	25	514.00
OTST	Overtime-Single Resource (OTSR)	6.19	109	2,344.90
OTST	Overtime-Strike Team (OTST)	3.01	52	1,141.00
OTST	Overtime-Strike Team Mandatory (OTSTM)	0.76	12	288.00
			2,418	37,905.12

PRIORITY ANALYSIS OF OPERATING EXPENSES

DESCRIPTION	GL CODE	PRIORITY	MISSION CRITICAL	MEET AND CONFER	LEGAL CONTRACTURAL or REGULATORY REQUIREMENT	PROJECTED ACTUALS 2016/17	FIRE CHIEF PROPOSED BUDGET 2017/18	REVISED BUDGET 2017/18	PROPOSED CHANGE	POTENTIAL IMPACTS
Other Special Dept Expenses	6479	1	X		X	68,286	60,580	31,180	(29,400)	Reduce fire station & contingency budgets, maintain EBRCSA subscriber fees
Maintenance - Equipment	6270	1	X		X	67,689	79,900	56,943	(22,957)	Reduce equipment maintenance
Utilities - PG/E	6122	1	X		X	65,850	74,690	65,690	(9,000)	Reduction based on actuals for 2016/17
Telephone/Communications	6110	1	X		X	38,000	47,640	42,000	(5,640)	Eliminate proposed satellite phone service
Utilities - Water	6123	1	X		X	13,620	18,860	13,860	(5,000)	Reduction based on actuals for 2016/17
Medical & Lab Supplies	6140	1	X		X	80,000	110,000	105,000	(5,000)	Reduce EMS supplies for new ambulances
Central Garage - Tires	6273	1	X		X	8,856	10,000	5,000	(5,000)	Reduction based on actuals for 2016/17
Utilities - Medical Waste	6124	1	X		X	2,200	3,755	2,200	(1,555)	Reduction based on actuals for 2016/17
Fuel System Service	6274	1	X		X	4,500	4,500	3,500	(1,000)	Reduction based on actuals for 2016/17
Strike Team Supplies	6474	1	X		X	13,966	14,500	13,500	(1,000)	Identified \$1K of cost savings; otherwise essential replacements only
Air Monitor Maintenance	6269	1	X		X	2,000	2,000	1,300	(700)	Reduction based on actuals for 2016/17
Fire Fighting Equip/Foam	6139	1	X		X	1,500	2,000	1,500	(500)	Reduction based on actuals for 2016/17
Dispatch Center	6111	1	X		X	174,330	180,000	180,000	-	N/A
Utilities - Sewer	6120	1	X		X	3,062	3,160	3,160	-	N/A
Utilities - Garbage	6121	1	X		X	14,730	12,845	12,845	-	N/A
Safety Clothing	6160	1	X		X	60,000	80,000	80,000	-	N/A
Central Garage Repairs	6271	1	X		X	96,787	140,000	140,000	-	N/A
Central Garage - Gas/Oil	6272	1	X		X	42,324	60,000	60,000	-	N/A
Aerial Ladder Pump Testing	6275	1	X		X	800	1,000	1,000	-	N/A
County Tax Admin Fee	6316	1	X		X	171,211	175,000	175,000	-	N/A
Exterior Hazard Removal	6323	1	X		X	2,759	12,000	12,000	-	N/A
Testing Materials & Prop	6354	1	X		X	10,000	10,000	10,000	-	N/A
Training - Paramedic/EMT	6360	1	X		X	5,000	5,000	5,000	-	N/A
Mandated Training	6361	1	X		X	20,000	35,000	35,000	-	N/A
Power Saw/Other Equip	6133	1	X		X	12,000	4,500	4,500	-	N/A
Fire Trail Grading	6135	1	X			13,320	20,000	20,000	-	N/A
Fire Fighting Equip/Supplies	6137	1	X		X	10,000	4,000	4,000	-	N/A
Fire Fighting Equip/Hoses	6138	1	X		X	16,500	10,000	10,000	-	N/A
									-	
Professional Services/Investigations	6320	2				60,516	50,000	5,000	(45,000)	Eliminate appropriations if investigation is necessary (new hire backgrounds only)
Medical Exams/Physicals	6311	2	X		X	35,000	40,000	18,000	(22,000)	Change to OccuMed (physicals within the District subsidized by workers comp insurance)
Professional Services/Technology	6319	2	X			197,712	254,640	244,640	(10,000)	Eliminate IT contingency for unexpected needs
Property & Liability Insurance	6540	2			X	46,483	53,000	45,343	(7,657)	Reduced amount available for deductible costs for insurance claims
Career Development - Classes	6357	2	X	X	X	15,000	20,000	15,000	(5,000)	Reduce costs by goal of hosting classes in District which will reduce tuition costs
Professional Services/OPEB Valuation	6322	2			X	13,114	6,000	1,200	(4,800)	Annual OPEB actuarial valuation report - GovInvest
Small Tools & Instruments	6130	2	X			21,250	13,750	10,750	(3,000)	Reduce small tools purchases
Educ Courses Board	6377	2			X	580	2,200	0	(2,200)	Eliminate outside educational courses for board members (Target Solutions only)
Rents & Leases Equip	6250	2	X		X	43,109	43,400	41,900	(1,500)	Eliminate pagers except for chief officers & fire investigators
Bank Fees	7510	2				3,200	4,000	3,200	(800)	Reduction based on actuals for 2016/17
Interest County Teeter	7520	2			X	50	100	50	(50)	Reduction based on actuals for 2016/17
Public & Legal Notices	6190	2	X		X	2,592	4,000	4,000	-	
Burn Trailer Grant Maintenance	6352	2	X		X	3,265	3,500	3,500	-	N/A
Training - Target Solutions	6359	2	X		X	6,000	6,200	6,200	-	N/A
Recruit Academy	6470	2	X			20,252	15,000	15,000	-	Recruit Academy
Ambulance Billing Admin	6312	2	X			50,000	60,000	60,000	-	N/A
Professional Services/Prop Tax Consultin	6326	2				12,600	12,600	12,600	-	HdL Property Tax Consulting Services
Website Development	6252	2				1,620	1,700	1,700	-	N/A
Professional Services/User Fee	6327	2				9,000	10,000	10,000	-	N/A
Hydro Test SCBA Oxygen	6279	2	X		X	1,750	2,500	2,500	-	N/A
EMT/Paramedic License	6201	2		X	X	4,000	7,500	7,500	-	N/A

PRIORITY ANALYSIS OF OPERATING EXPENSES

DESCRIPTION	GL CODE	PRIORITY	MISSION CRITICAL	MEET AND CONFER	LEGAL CONTRACTUAL or REGULATORY REQUIREMENT	PROJECTED ACTUALS 2016/17	FIRE CHIEF PROPOSED BUDGET 2017/18	REVISED BUDGET 2017/18	PROPOSED CHANGE	POTENTIAL IMPACTS
EPA Verification Fees	6264	2			X	150	200	200	-	N/A
County Haz Materials Plan	6265	2			X	2,519	3,000	3,000	-	N/A
Smog Inspections	6276	2			X	500	500	500	-	N/A
Air Compressor Service	6278	2			X	1,000	1,500	1,500	-	N/A
Tank Testing	6280	2			X	710	1,000	1,000	-	N/A
Election Expense	6465	2			X	5,000	0	0	-	No District elections scheduled during FY 2017/18
County Tax Collection	7530	2			X	252	300	300	-	N/A
Outside Attorney Fees	6313	2				60,000	96,000	96,000	-	N/A
Professional Services/Labor Negot.	6318	2				5,000	50,000	50,000	-	N/A
Air Quality Enviro Fees	6266	2			X	617	750	900	150	Increase based on actuals for 2016/17
LAFCO	6482	2			X	9,744	10,500	10,977	477	Invoice received and paid for 2017/18
Meetings & Travel Exp	6303	2/3				24,324	29,200	1,375	(27,825)	Eliminate food at board meetings, fire commissioners meetings, non-mandatory meetings & travel
Maintenance - Building	6281	2/3				62,500	66,500	47,000	(19,500)	Reduce building maintenance
Dues & Memberships	6200	2/3	X			17,270	20,760	7,795	(12,965)	No memberships except as required for fire marshal, HR manager & vision insurance
Office Supplies	6100	2/3				18,327	22,900	11,000	(11,900)	No printing of budget, CAFR, annual report or fire prevention brochures
Computer Software/Maint	6251	2/3	X			71,000	86,250	77,200	(9,050)	Eliminate online plan review, add GovInvest actuarial software
Maintenance - Grounds	6282	2/3				11,150	14,900	6,100	(8,800)	Eliminate all grounds maintenance except required creek maintenance
Household Expenses	6170	2/3				16,875	16,875	10,000	(6,875)	Reduce household expense purchases
Food Supplies	6150	2/3	X			4,086	8,500	3,800	(4,700)	No food except for emergency incidents and mandatory training, no food at Open House
Printer Ink Cartridges	6103	2/3				5,000	7,500	3,000	(4,500)	Reduce printing & number of printers
Postage	6101	2/3	X			5,000	5,800	3,000	(2,800)	Eliminate Ready, Set, Go mailing to residents
Books & Periodicals	6102	2/3				4,432	7,850	6,750	(1,100)	Fire Marshal must maintain current code books and books
Professional Services Audit/EMS Training	6317	2/3				21,000	40,750	40,000	(750)	New audit firm and required EMS training
Professional Services/Promo Exams	6321	3				20,000	69,000	28,750	(40,250)	Eliminate outside consultant for battalion chief and engineer exams, eliminate insurance broker
Misc. Services & Supplies	6490	3				34,598	26,500	8,200	(18,300)	Complete map books & Canyon map project then eliminate GIS mapping program
Recognition Supplies	6478	3				12,037	23,100	8,835	(14,265)	Reduce employee recognition and eliminate replacement hat badges
House Hold Expenses/Linen	6171	3				15,330	13,830	2,000	(11,830)	Eliminate linen service for everything except kitchen & shop towels as required by OSHA
Public Education Supplies	6480	3				5,533	10,000	0	(10,000)	Eliminate new public education supplies
CERT Emer. Response	6475	3				11,000	10,500	2,000	(8,500)	Reduce CERT purchases
Computer Equipment/Supplies	6132	3				8,000	10,000	2,000	(8,000)	Reduce computer purchases
Exercise Equipment	6476	3				7,000	9,200	2,000	(7,200)	Eliminate new purchases (maintenance only)
Emergency Preparedness	6484	3				8,400	8,000	1,000	(7,000)	Reduce new emergency preparedness supplies
Minor Equipment/Furniture	6131	3				2,500	2,500	1,000	(1,500)	Reduce equipment/furniture purchases except as required by worker's compensation ergonomic evaluator
Outside CPR Instructors	6314	3				3,000	3,500	3,000	(500)	Maintain CPR program
Non-Safety Clothing	6161	3		X	X	1,000	2,000	1,500	(500)	Shoe fund
CPR Supplies	6481	3				3,500	3,000	3,000	-	Maintain CPR program
Employee Assistance Program	6309	3				2,206	0	0	-	Obtained at no cost
						2,046,943	2,473,685	2,046,943	(426,742)	

MORAGA-ORINDA FIRE DISTRICT



ANNUAL OPERATING BUDGET
FISCAL YEAR 2017/2018

Mission Statement

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

Board of Directors

Kathleen Famulener, President

Brad Barber, Vice-President

John Jex, Secretary

Craig Jorgens, Treasurer

Stephen Anderson, Director

Fire Chief

Stephen Healy

TABLE OF CONTENTS

ANNUAL OPERATING BUDGET FISCAL YEAR 2017/2018

EXECUTIVE SUMMARY

Budget Letter	1
Organizational Chart	4
Explanation of Funds	5
Statement of Revenues, Expenditures and Changes in Fund Balance FY 2017-2018	6
Funding Sources and Uses All Funds	7
Fund Balance	8

GENERAL FUND

Revenues	9
Expenditures	11
Staffing Summary	14
Division	
Board of Directors	16
Finance and Administration	19
Human Resources	26
Information Technology	30
Fire Prevention	34
Emergency Preparedness	39
Emergency Medical Services	43
Support Services	46
Administration Building	49
Station 41	51
Station 42	53
Station 43	55
Station 44	57
Station 45	59
Emergency Operations	61
Communications	66
Apparatus	69
Training	72
Air Oxygen	76

DEBT SERVICE FUND

Statement of Revenues and Expenditures	79
Debt Service Summary Taxable Pension Obligation Bonds	80
Debt Service Summary 2015 Lease Agreement	81
Debt Service Summary 2016 Lease Agreement	82
Debt Service Summary 2017 Lease Agreement	83

CAPITAL PROJECTS FUND

Statement of Revenues and Expenditures	84
Detail of Expenditures	85

GENERAL INFORMATION

Teeter Plan	86
Property and Intergovernmental Tax Definitions	87



Moraga-Orinda Fire District

Office of the Fire Chief

July 18, 2017

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

Members of the Board:

We are pleased once again to present you with a balanced budget for fiscal year 2017/18. We appreciate the commitment from the Board to maintain long-term fiscal sustainability and also to our employees for their willingness to work together for the long-term good of the District and the communities we serve. Through their cooperation, we have been able to stabilize our finances, avoid major disruptions in service delivery and keep the District on a fiscally sustainable path going forward.

The District is committed to our mission statement, *"With pride and professionalism, the Moraga-Orinda Fire District will provide the highest level of emergency and public service in response to the needs of our community."* In addition, we remain committed to our core values of service, honor and integrity. These guiding principles remain a cornerstone of our relationship with the communities we serve.

The Board, Fire Chief and management team are tasked with being the financial stewards of the organization, working in partnership with employees and other stakeholders. The proposed budget provides for continued high level services, while at the same time responsibly paying down long-term liabilities. All this is accomplished while ensuring that ongoing spending is paid for with ongoing revenues. In addition, the District continues to maintain prudent levels of reserve funds as directed by the Board. The 2017/18 budget is driven by fiscal sustainability, prudent savings and our commitment to providing high levels of emergency and public services.

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

District staff remains focused on the successful completion of several high profile projects during the upcoming year, notably the completion of the reconstruction of Station 43. The station was originally built in 1952 and the new station will help ensure the District is positioned to continue to provide the highest level of services in Orinda and throughout the District. In addition, two new fire engines, one new aerial ladder truck and two new ambulances will be deployed in 2017/18 to provide improved emergency services throughout the community.

At the same time we are investing resources in core services and capital infrastructure improvements, we are acting responsibly in managing our long term fiscal obligations. The budget reflects the Board's ongoing commitment to fiscal sustainability with additional increases to General Fund reserves of \$600K. General Fund reserves are projected to reach \$4.9M at June 30, 2018, the highest level in the history of the District and significantly above the Board required minimum level of 17% of budgeted General Fund revenue.

General Fund Financial Summary

The proposed budget projects General Fund revenue of \$21.8M, an increase of \$1.0M or 5.0%. This revenue increase is primarily due to the projected increase in property tax revenue of \$1.1M or 5.9%. Ambulance service revenue is projected to increase 2.6%. No use of fire flow tax revenue in the General Fund is projected to be necessary in 2017/18.

The proposed budget projects General Fund expenditures of \$21.2M, an increase of \$1.1M or 5.0%. The increase in expenditures is primarily due to an increase in salaries and benefits costs. There are several changes to salaries and benefits. Permanent salaries are projected to increase 8% due to negotiated salary increases. Overtime is projected to be \$2.2M. This includes planned weather-based staffing during red flag and wind event days. This will staff additional personnel during high-risk fire conditions and provide a high level of emergency services. Retirement contribution costs for employees are projected to increase 7% due to the increase in permanent salaries. The District's projected increased property tax revenue will fund the overall increase to salaries and benefits costs.

Capital Projects Fund Financial Summary

The proposed budget projects Capital Projects Fund revenue of \$1.4M. This includes fire flow tax revenue, impact mitigation fees and a federal grant. All of the District's Fire Flow Tax revenue (\$1.1M) is proposed to remain in the Capital Projects Fund in 2017/18. The Fire Flow Tax Rate is \$.06 in both the Moraga & Orinda service zones.

The proposed budget projects Capital Projects Fund expenditures of \$1.6M. Most of the expenditures (\$1.0M) are used to fund debt payments to pay for long-term capital purchases. The budget also includes \$150K for capital contingency.

Staffing Summary and Benefits Changes

The proposed budget recommends no changes to staffing levels or benefits, which is the continuance of Safety roster strength of 54 positions. The Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. Increasing the Safety roster strength to 57 or 60 will likely be necessary in fiscal year 2018/19.

OPEB Funding and Pension Rate Stabilization Funding

The proposed budget includes appropriations for the District's 2017/18 contribution to the OPEB trust account and the pension rate stabilization trust in the amount of \$280K in each. While unfunded liabilities for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities.

Fund Balance Reserves and Fund Balance Policy

The proposed budget projects a total fund balance increase of \$694K. Projected fund balance in the General Fund as of June 30, 2018 is \$4.9M, in the Debt Service Fund \$3.0M and in the Capital Projects Fund \$6.0M.

The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue

at fiscal year-end. It is projected the General Fund balance at June 30, 2018 will be 23% of budgeted General Fund revenue.

Budget Summation

During FY 2013/14, the District was faced with unprecedented fiscal challenges, requiring significant changes in operations, program management and planning. Staff expended substantial effort towards cost-cutting measures, evaluating emergency deployment, and reducing all but the most necessary programs. Due to the combined efforts of the Board, our employees and the community, the outlook for the District's long-term financial stability is positive.

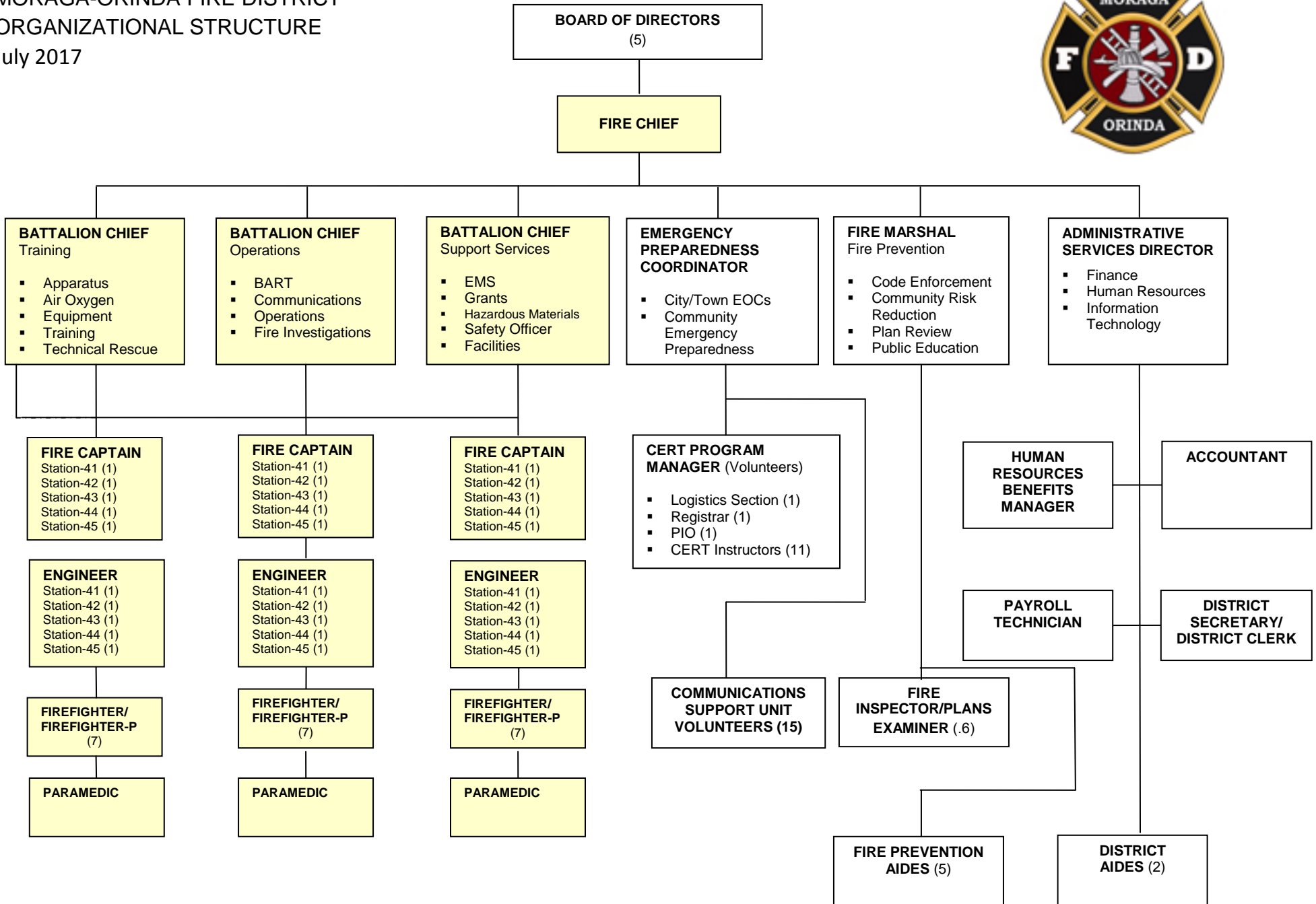
In summary, we would like to express our appreciation to the Board for their continued support and guidance, all personnel for their ongoing efforts to provide high-quality all-risk services, and our Firefighters for their cooperation to help the District and the public they proudly serve. We know that this will continue this year thoughtfully, effectively, and with a vision for the future.

Respectfully,



Stephen Healy
Fire Chief

MORAGA-ORINDA FIRE DISTRICT
 ORGANIZATIONAL STRUCTURE
 July 2017



EXPLANATION OF FUNDS

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources for this fund are property taxes and ambulance service fees. Expenditures are made for public safety and other operating expenditures. The District has a fund balance policy that requires a minimum fund balance in the General Fund of at least 10% of budgeted General Fund revenue at fiscal year-end.

Debt Service Fund

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

Capital Projects Fund

The Capital Projects Fund is used to account for the replacement of equipment, software, apparatus, building upgrades, acquisition and construction of major capital projects. Resources are provided by the fire flow tax.

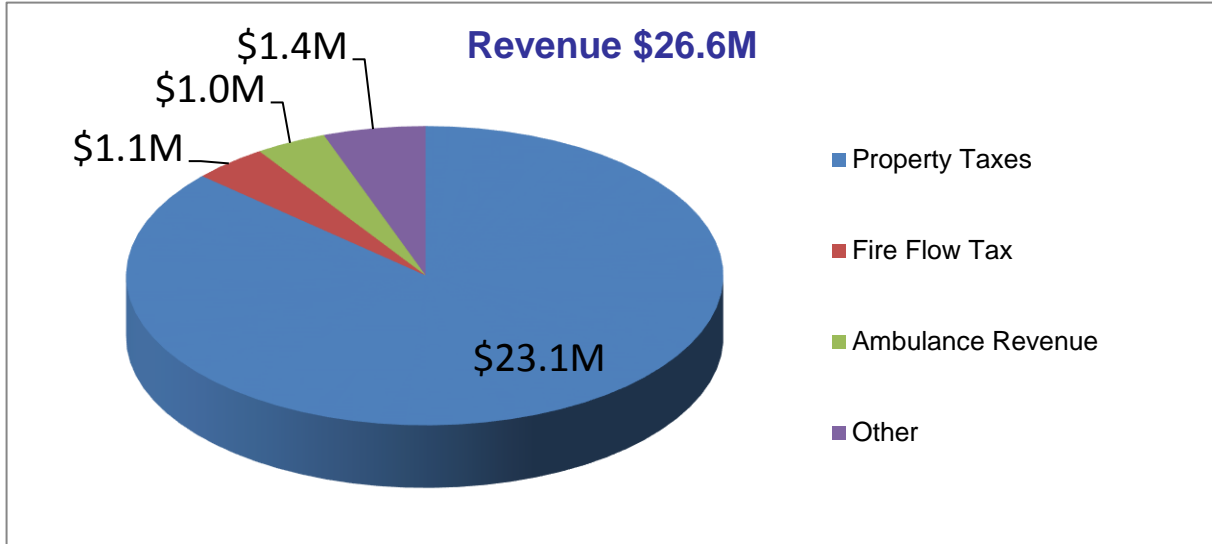
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2017-2018

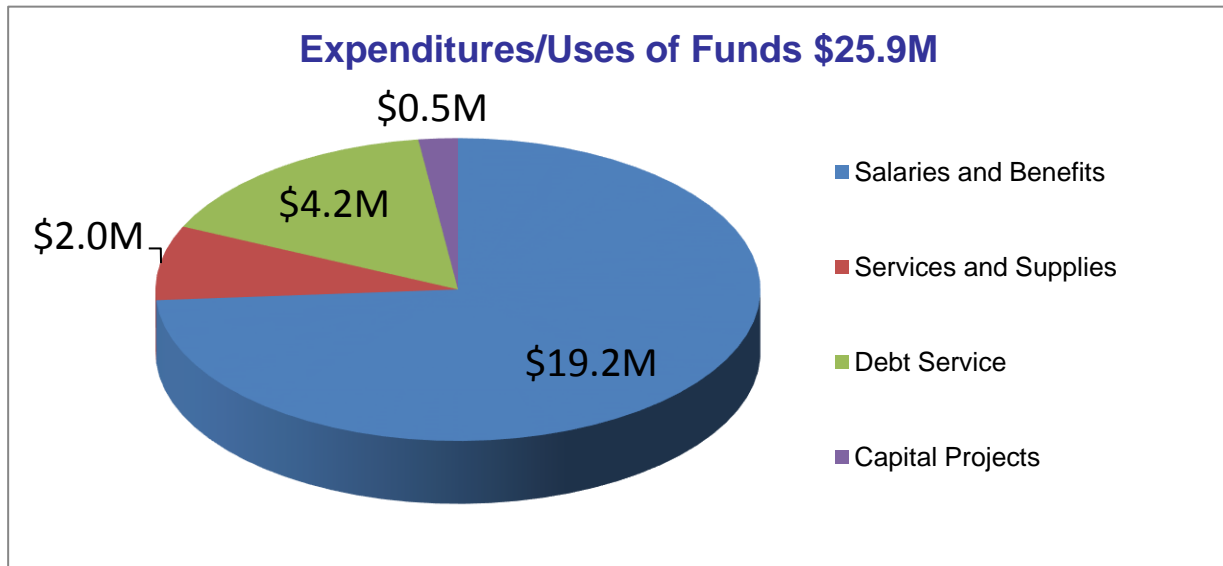
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
PROJECTED FUND BALANCE JULY 1, 2017	\$4,337,000	\$2,796,013	\$6,160,000	\$13,293,013
PROJECTED REVENUES				
Taxes	19,671,559	\$3,376,281		23,047,840
Use of money & prop	3,000			3,000
Fire flow taxes			\$1,076,738	1,076,738
Use of money & prop			10,000	10,000
Intergovernmental	250,214		159,906	410,120
Charges for services	298,321			298,321
Charges ambulance	1,024,314			1,024,314
Other	551,000		200,000	751,000
TOTAL	21,798,408	3,376,281	1,446,644	26,621,333
PROJECTED EXPENDITURES				
Salaries & benefits	19,151,008			19,151,008
Services & supplies	2,046,943		14,100	2,061,043
Debt service pension obligation bonds		3,157,877		3,157,877
Debt service leases		1,011,980		1,011,980
Capital projects			545,096	545,096
TOTAL	21,197,951	4,169,857	559,196	25,927,004
ANNUAL SURPLUS (DEFICIT)	600,457	(793,576)	887,448	694,329
Transfers in (out)		1,011,980	(1,011,980)	0
Net change	600,457	218,404	(124,532)	694,329
PROJECTED FUND BALANCE JUNE 30, 2018	\$4,937,457	\$3,014,417	\$6,035,468	\$13,987,342

**FUNDING SOURCES AND USES ALL FUNDS
FY 2017-2018**

FUNDING SOURCES



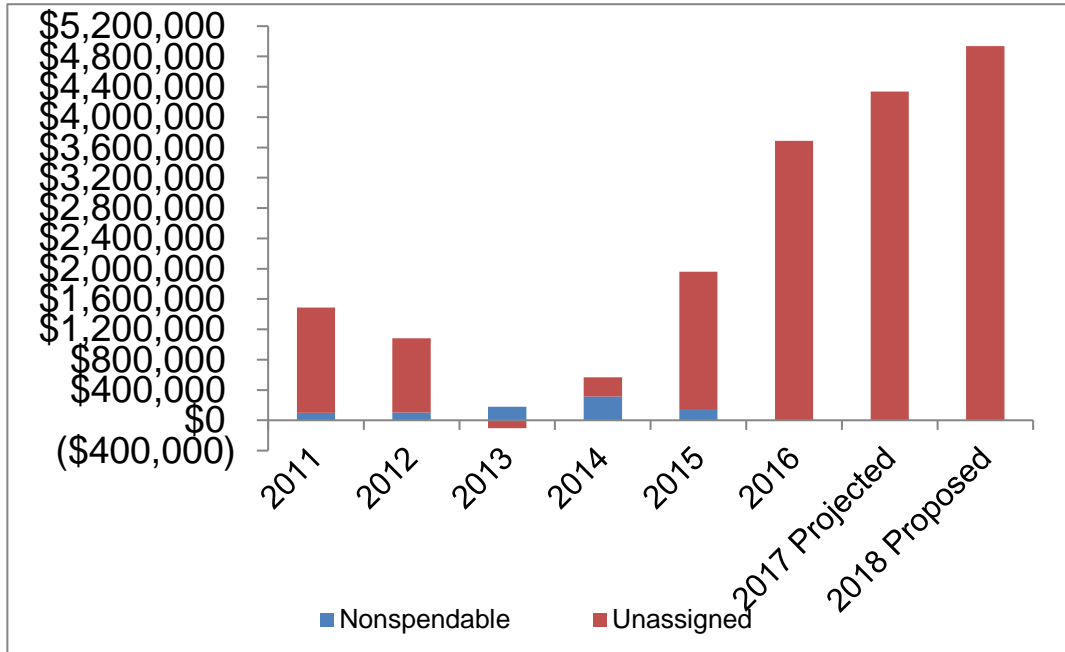
FUNDING USES



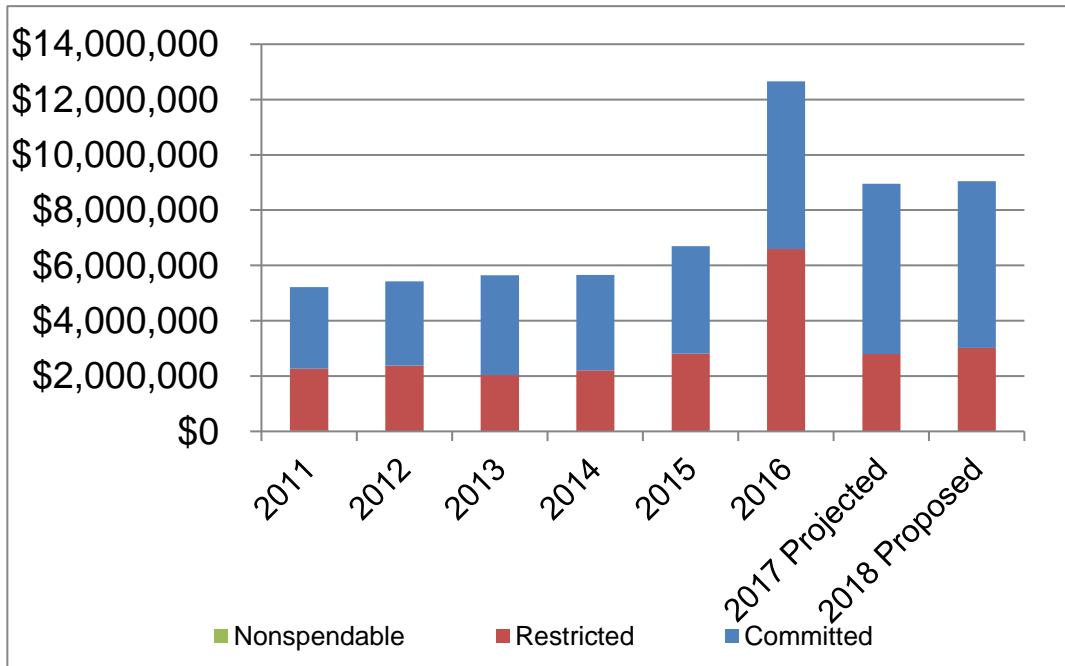
FUND BALANCE

FISCAL YEAR END JUNE 30

GENERAL FUND



CAPITAL PROJECTS AND DEBT SERVICE FUNDS



REVENUES GENERAL FUND

FY 2017-2018

DESCRIPTION	GL CODE	ACTUALS FY 15-16	PROJECTED ACTUALS FY 16-17	PROPOSED BUDGET FY 17-18
Prop Taxes Current Secured	4010	16,450,044	17,554,923	18,641,737
Prop Taxes Supplemental	4011	473,059	571,315	300,000
Prop Taxes Unitary	4013	203,699	212,126	212,126
Prop Taxes Current Unsecured	4020	607,164	612,696	612,696
Prop Taxes Prior Secured	4030	(61,612)	(46,762)	(50,000)
Prop Taxes Prior Supp	4031	(25,625)	(29,561)	(35,000)
Prop Taxes Prior Unsecured	4035	(22,508)	(853)	(10,000)
TOTAL PROPERTY TAXES		\$17,624,221	\$18,873,884	\$19,671,559
Investment Earnings	4181	2,938	3,000	3,000
TOTAL USE OF MONEY & PROP		\$2,938	\$3,000	\$3,000
Homeowners Relief Tax	4385	158,460	154,408	154,000
State Mandated Cost Reimb	4436	6,365	0	0
Federal Grants	4437	323,896	0	0
JAC Training Funds	4440	25,091	20,680	10,000
Other/In Lieu Taxes	4580	920	902	902
Measure H	4896	86,592	85,312	85,312
TOTAL INTERGOVERNMENTAL		\$601,324	\$261,302	\$250,214

REVENUES GENERAL FUND

FY 2017-2018

DESCRIPTION	GL CODE	ACTUALS FY 15-16	PROJECTED ACTUALS FY 16-17	PROPOSED BUDGET FY 17-18
Permits	4740	2,243	932	614
Plan Review Fees	4741	184,871	300,000	250,000
Inspection Fees	4742	31,613	35,000	35,000
Weed Abatement Charges	4744	3,465	4,909	4,357
CPR/First Aid Classes	4745	2,289	2,000	2,000
Reports/Photocopies	4746	391	350	350
Other Charges For Service	4747	3,500	8,650	6,000
TOTAL CHARGES FOR SERVICES		\$228,372	\$351,841	\$298,321
Ambulance Service Fees	4898	1,037,547	1,048,120	1,079,564
Ambulance Fees Reimburse	4899	(44,474)	(75,000)	(77,250)
Ambulance Recovery Payments	4900	4,315	1,000	2,000
GEMT/IGT Revenue	4901		24,784	20,000
TOTAL CHARGES AMBULANCE		\$997,388	\$998,904	\$1,024,314
Strike Team Recovery	4971	232,718	529,000	530,000
Other Revenue	4972	31,200	22,176	18,000
Other Revenue-Misc.	4974	27,555	1,687	1,000
Misc Rebates & Refunds	4975	97,897	3,000	1,000
Sale of Surplus Property	4980	370	6,918	1,000
TOTAL OTHER REVENUE		\$389,740	\$562,781	\$551,000
TOTAL REVENUES		\$19,843,983	\$21,051,712	\$21,798,408

GENERAL FUND EXPENDITURES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	8,015,911	8,001,108	8,645,029	8%
Hourly Salaries	5013	174,950	139,150	190,756	37%
Overtime	5014	1,985,000	1,890,000	1,890,000	0%
Overtime - Strike Team	5016	350,000	333,133	355,000	7%
Deferred Compensation	5015	126,000	145,447	3,600	-98%
Contract Services	5018	76,140	60,140	0	-100%
Payroll Taxes	5042	180,169	159,638	175,188	10%
Payroll Processing Fees	5043	20,000	18,000	20,000	11%
Retirement Contributions	5044	4,400,000	4,494,057	4,814,450	7%
Health & Life Insurance	5060	1,045,000	1,016,865	1,121,160	10%
Employee Share Health Ins	5061	(150,000)	(156,230)	(124,260)	-20%
Vision Insurance	5066	15,000	14,794	15,340	4%
Retiree Health Insurance	5062	1,177,000	1,151,441	1,180,000	2%
Retiree Share Health	5063	(319,648)	(320,000)	(331,000)	3%
Unemployment Insurance	5064	10,000	12,500	15,000	20%
OPEB Funding Contrib	5065	256,000	256,000	280,000	9%
Pension Funding	5067	300,000	300,000	280,000	-7%
Workers' Compensation	5070	706,256	706,256	720,745	2%
Workers' Comp Recovery	5019	(116,000)	(155,000)	(100,000)	-35%
TOTAL SALARIES & BENEFITS		\$ 18,251,778	\$ 18,067,299	\$ 19,151,008	6%
Office Supplies	6100	19,000	18,327	11,000	-40%
Postage	6101	8,500	5,000	3,000	-40%
Books & Periodicals	6102	6,850	4,432	6,750	52%
Printer Ink Cartridges	6103	7,500	5,000	3,000	-40%
Telephone/Communication	6110	45,000	38,000	42,000	11%
Dispatch Center	6111	170,000	174,330	180,000	3%
Utlities - Sewer	6120	3,800	3,062	3,160	3%
Utlities - Garbage	6121	14,870	14,730	12,845	-13%
Utlities - PG&E	6122	67,040	65,850	65,690	0%
Utlities - Water	6123	15,120	13,620	13,860	2%
Utlities - Medical Waste	6124	2,150	2,200	2,200	0%
Small Tools & Instruments	6130	21,250	21,250	10,750	-49%
Minor Equipment/Furniture	6131	2,000	2,500	1,000	-60%

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018	ACTUALS TO BUDGET % CHANGE
Computer Equip/Supplies	6132	10,000	8,000	2,000	-75%
Power Saw/Other Equip	6133	12,000	12,000	4,500	-63%
Fire Trail Grading	6135	20,500	13,320	20,000	50%
Fire Fighting Equip/Supplies	6137	12,300	10,000	4,000	-60%
Fire Fighting Equip/Hoses	6138	16,500	16,500	10,000	-39%
Fire Fighting Equip/Foam	6139	1,500	1,500	1,500	0%
Medical & Lab Supplies	6140	110,000	80,000	105,000	31%
Food Supplies	6150	8,500	4,086	3,800	-7%
Safety Clothing	6160	65,000	60,000	80,000	33%
Non-Safety Clothing	6161	2,000	1,000	1,500	50%
Household Expenses	6170	22,825	16,875	10,000	-41%
Household Expenses - Lin	6171	15,330	15,330	2,000	-87%
Public & Legal Notices	6190	4,750	2,592	4,000	54%
Dues & Memberships	6200	19,790	17,270	7,795	-55%
EMT/Paramedic License	6201	5,500	4,000	7,500	88%
Rents & Leases Equip	6250	42,950	43,109	41,900	-3%
Computer Software/Maint	6251	78,875	71,000	77,200	9%
Website Development	6252	1,700	1,620	1,700	5%
EPA Verification Fees	6264	200	150	200	33%
County Haz Materials Plan	6265	3,000	2,519	3,000	19%
Air Quality Enviro Fees	6266	750	617	900	46%
Air Monitor Maintenance	6269	2,000	2,000	1,300	-35%
Maintenance - Equipment	6270	68,975	67,689	56,943	-16%
Central Garage - Repairs	6271	160,000	96,787	140,000	45%
Central Garage - Gas/Oil	6272	80,000	42,324	60,000	42%
Central Garage - Tires	6273	15,000	8,856	5,000	-44%
Fuel System Service	6274	4,500	4,500	3,500	-22%
Aerial Ladder Pump Testin	6275	800	800	1,000	25%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	1,500	1,000	1,500	50%
Hydro Test SCBA/Oxygen	6279	2,000	1,750	2,500	43%
Tank Testing	6280	3,000	710	1,000	41%
Maintenance - Building	6281	64,660	62,500	47,000	-25%
Maintenance - Grounds	6282	12,650	11,150	6,100	-45%
Meetings & Travel Exp	6303	34,200	24,324	1,375	-94%
Employee Assistance Prog	6309	2,206	2,206	0	-100%
Medical Exams/Physicals	6311	43,000	35,000	18,000	-49%
Ambulance Billing Admin	6312	60,000	50,000	60,000	20%

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018	ACTUALS TO BUDGET % CHANGE
Outside Attorney Fees	6313	96,000	60,000	96,000	60%
Ouside CPR Instructors	6314	3,500	3,000	3,000	0%
County Tax Admin Fee	6316	171,211	171,211	175,000	2%
Prof Services	6317	41,773	21,000	40,000	90%
Prof Services/Labor Negot	6318	10,000	5,000	50,000	0
Prof Services/Technology	6319	220,000	197,712	244,640	24%
Prof Services/Investigation	6320	56,789	60,516	5,000	-92%
Prof Services/Promo Exam	6321	29,000	20,000	28,750	44%
Prof Services/OPEB Valu	6322	13,000	13,114	1,200	-91%
Exterior Hazard Removal	6323	12,000	2,759	12,000	335%
Prof Services/Prop Tax Au	6326	12,600	12,600	12,600	0%
Prof Services/User Fee	6327	10,000	9,000	10,000	11%
Burn Trailer Grant Mtc	6352	3,000	3,265	3,500	7%
Testing Materials & Prop	6354	10,000	10,000	10,000	0%
Career Develop - Classes	6357	26,000	15,000	15,000	0%
Target Safety Training	6359	6,195	6,000	6,200	3%
Training - Paramedic/EMT	6360	10,000	5,000	5,000	0%
District Sponsored	6361	60,000	20,000	35,000	75%
Educ Courses Board	6377	2,200	580	0	-100%
Election Expense	6465	18,000	5,000	0	-100%
Recruit Academy	6470	30,000	20,252	15,000	-26%
Strike Team Supplies	6474	12,808	13,966	13,500	-3%
CERT Emer. Response	6475	11,000	11,000	2,000	-82%
Exercise Equipment	6476	8,842	7,000	2,000	-71%
Recognition Supplies	6478	16,300	12,037	8,835	-27%
Other Special Dept Exp	6479	72,000	68,286	31,180	-54%
Public Education Supplies	6480	9,500	5,533	0	-100%
CPR Supplies	6481	3,000	3,500	3,000	-14%
LAFCO	6482	9,744	9,744	10,977	13%
Emergency Preparedness	6484	13,500	8,400	1,000	-88%
Misc. Services & Supplies	6490	38,700	34,598	8,200	-76%
Property & Liability Insur	6540	53,000	46,483	45,343	-2%
Bank Fees	7510	5,000	3,200	3,200	0%
Interest County Teeter	7520	100	50	50	0%
County Tax Collection	7530	300	252	300	19%
TOTAL OPERATING EXPENSE		2,487,103	2,046,943	2,046,943	0%
TOTAL EXPENDITURES		\$ 20,738,881	\$ 20,114,242	\$ 21,197,951	5%

STAFFING SUMMARY

DIVISION	2013-14	2014-15	2015-16	2016-17	Proposed 2017-18
Board of Directors					
Director	5	5	5	5	5
Total	5	5	5	5	5
Finance & Administration					
Administrative Services Director	0.5	0.5	0.5	0.5	0.5
Accountant	1	1	1	1	1
Payroll Technician Part-Time	0.5	0.6	0.6	0.6	0.6
District Secretary/District Clerk		1	1	1	1
Administrative Secretary	1				
District Aide Part-Time*	1.0	0.5	0.5	1.0	1.0
Total	4.0	3.6	3.6	4.1	4.1
Human Resources					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	0.50	0.50	0.50	1.00	1.00
Total	0.75	0.75	0.75	1.25	1.25
Information Technology					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25	0.25
Emergency Operations					
Fire Chief	1	1	1	1	1
Division Chief	1				
Battalion Chief	2	3	3	3	3
Captain/Paramedic I	5	5	4	4	4
Captain/Paramedic II	7	7	7	7	7
Captain	3	3	4	4	4
Engineer/Paramedic I	5	5	4	4	4
Engineer/Paramedic II	1	1	3	3	4
Engineer	9	9	8	8	7
Firefighter/Paramedic	24	24	19	19	19
Firefighter	5	5	5	5	5
Paramedic**					
Total	63	63	58	58	58

STAFFING SUMMARY

Emergency Medical					
EMS Quality Improvement Coord	0.5	0.5			
Total	0.5	0.5			
Fire Prevention					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner				0.6	0.6
District Aide Part-Time*	2.5	2.5	3.5	2.5	2.5
Total	3.5	3.5	4.5	4.1	4.1
Emergency Preparedness					
Emer Preparedness Coord***	0.5	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5	0.5
GRAND TOTAL	77.50	77.10	72.60	73.20	73.20

* Non-benefitted, part-time position

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

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

BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

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

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Meetings & Travel	6303	3,450	3,400	375
Education Courses/Conferences	6377	2,200	580	0
Election Fees	6465	18,000	5,000	0
Recognition Supplies	6478	600	600	0
TOTAL OPERATING EXPENSE		24,250	9,580	375
TOTAL EXPENDITURES		\$ 24,250	\$ 9,580	\$ 375

BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners Quarterly Mtg Meals District Board Meetings - 15 Calif Special Districts Assoc - 2	375		
Sub-total	375	6303	Meetings & Travel Exp
Calif Special Districts Assoc - 2 Miscellaneous Education			
Sub-total	0	6377	Educ Courses/Conf
Miscellaneous Recognition			
Sub-total	0	6478	Recognition Supplies
TOTAL	375		

FINANCE & ADMINISTRATION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. Complete tax-exempt financing and project accounting for the Station 43 reconstruction project.
3. Complete the purchasing process for a new ADA compliant portable sound system for use in public meetings.
4. Issue tax-exempt financing for the 2017 apparatus purchases
5. Complete the lease process for a new copy machine for Administration

STAFFING SUMMARY

Administrative Services Director (0.5)
Accountant (1)
Payroll Technician Part-Time (0.6)
District Secretary/District Clerk (1)
District Aide Part-Time (1)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

FINANCE & ADMINISTRATION

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	309,238	312,643	332,698
Hourly Salaries	5013	35,360	16,150	39,528
Overtime	5014	8,000	4,000	4,000
Deferred Compensation	5015	600	16,786	600
Payroll Taxes	5042	7,176	6,000	7,856
Payroll Processing Fees	5043	20,000	18,000	20,000
Retirement Contributions	5044	73,338	72,100	75,233
Health & Life Insurance	5060	73,857	32,623	28,800
Employee Share Health Insur	5061	(17,172)	(5,000)	(3,006)
Vision Insurance	5066	825	820	900
TOTAL SALARIES & BENEFITS		\$ 511,222	\$ 474,122	\$ 506,609
Office Supplies	6100	13,850	13,500	11,000
Postage	6101	7,500	5,000	3,000
Books & Periodicals	6102	850	400	750
Printer Ink Cartridges	6103	7,500	5,000	3,000
Minor Equipment/Furniture	6131	1,500	2,000	1,000
Public & Legal Notices	6190	4,000	2,100	3,000
Dues, Memberships & Prof Fees	6200	8,165	8,800	450
Rents & Leases Equipment	6250	20,000	20,000	20,000
Meetings & Travel Expenses	6303	7,000	5,000	1,000
Ambulance Billing Administration	6312	60,000	50,000	60,000
Outside Attorney Fees	6313	96,000	60,000	96,000
County Tax Administration Fee	6316	171,211	171,211	175,000
Professional Services - Audit	6317	6,773	4,000	30,000
Professional Services - Labor Neg	6318	10,000	5,000	50,000
Professional Services - OPEB Val	6322	13,000	13,114	1,200
Professional Services - Prop Tax	6326	12,600	12,600	12,600
Professional Services	6327	10,000	9,000	10,000
LAFCO	6482	9,744	9,744	10,977
Property & Liability Insurance	6540	53,000	46,483	45,343
Bank Fees	7510	5,000	3,200	3,200
Interest on County Teeter Account	7520	100	50	50
County Tax Collection Fees	7530	300	252	300

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
TOTAL OPERATING EXPENSE		518,093	446,454	537,870
TOTAL EXPENDITURES		\$ 1,029,315	\$ 920,576	\$ 1,044,479

FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Secure shred services - annual purge	1,000		
Printing Envelopes, Stationary	2,000		
Photography	500		
Printing CAFR, Budget			
Office Supplies	5,650		
Sub-total	11,000	6100	Office Supplies
Postage	3,000		
Sub-total	3,000	6101	Postage
GFOA CAFR Submission Fee	750		
Miscellaneous Books/Periodicals			
Sub-total	750	6102	Books & Periodicals
Printer Ink Cartridges	3,000		
Sub-total	3,000	6103	Printer Ink Cartridges
Equipment & Furniture	1,000		
Sub-total	1,000	6131	Minor Equipment/Furn
Legal Notices	3,000		
Sub-total	3,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Fire Chiefs Association Calif Special Districts Association Calif Society Municipal Finance Officers City Clerks Association of Calif Contra Costa Fire Commissioners Contra Costa Fire Chiefs Assoc Contra Costa Special District Assoc Fire Districts Assoc of California Government Finance Officers Assoc International Institutute Munic Clerks National Fire Protection Assoc Orinda Association	450		
Sub-total	450	6200	Dues & Memberships
Copy Machine - Administration	20,000		
Sub-total	20,000	6250	Rent & Leases Equip
Mileage & Parking Meetings Finance Officers Conference - 2 Other Travel	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	60,000		Ambulance Billing
Sub-total	60,000	6312	Administration Fees
Legal Fees - District Counsel	96,000		
Sub-total	96,000	6313	Outside Attorney Fees
County Tax Administration	175,000		
Sub-total	175,000	6316	County Tax Admin Fee
Audit Services - CAFR CAFR Statistical Package	30,000		Professional Services -
Sub-total	30,000	6317	District Audit
Labor Negotiations	50,000		Professional Services -
Sub-total	50,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	1,200		Professional Services - OPEB Actuarial
Sub-total	1,200	6322	
Property Tax Forecasting	12,600		Professional Services - Property Tax Audit
Sub-total	12,600	6326	
GEMT/IGT Claim Filing Services	10,000		Professional Services
Sub-total	10,000	6327	
LAFCO Membership	10,977		LAFCO
Sub-total	10,977	6482	
Property & Liability Insurance	45,343		Property & Liab Insurance
	45,343	6540	
Bank Fees	2,200		Bank Fees
Credit Card Processing	1,000		
	3,200	7510	
Interest Charges County	50		Interest County Teeter
	50	7520	
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	537,870		

HUMAN RESOURCES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. In conjunction with the Training Division, enhance the Career Development Guide
3. Conduct a management audit and make recommendations regarding organizational staffing needs.
4. In conjunction with the Training Division, conduct promotional examinations for the positions of Battalion Chief, Captain/Paramedic and Engineer.

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

Program Administrator - Administrative Services Director Gloriann Sasser
Program Manager – Human Resources Benefits Manager Christina Vargas

HUMAN RESOURCES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	140,456	134,450	150,433
Deferred Compensation	5015	0	8,215	600
Payroll Taxes	5042	2,040	2,040	2,178
Retirement Contributions	5044	29,980	26,466	31,303
Health & Life Insurance	5060	25,892	8,922	7,986
Employee Share Health Insur	5061	(5,946)	(940)	(537)
Vision Insurance	5066	175	246	260
Retiree Health Insurance	5062	1,177,000	1,151,441	1,180,000
Retiree Share Health Insurance	5063	(319,648)	(320,000)	(331,000)
Unemployment Insurance	5064	10,000	12,500	15,000
OPEB Funding Contribution	5065	256,000	256,000	280,000
Pension Rate Stabilization	5067	300,000	300,000	280,000
Workers' Compensation Insur	5070	706,256	706,256	720,745
Workers' Compensation Recover	5019	(116,000)	(155,000)	(100,000)
TOTAL SALARIES & BENEFITS		\$ 2,206,205	\$ 2,130,596	\$ 2,236,968
Books & Periodicals	6102	500	500	0
Dues & Memberships	6200	1,400	1,400	400
Employee Assistance Program	6309	2,206	2,206	
Medical Exams & Physicals	6311	43,000	35,000	18,000
Professional Svcs - Investigations	6320	56,789	60,516	5,000
Professional Svcs	6321	29,000	20,000	28,750
Recognition Supplies	6478	14,000	10,000	8,835
TOTAL OPERATING EXPENSE		146,895	129,622	60,985
TOTAL EXPENDITURES		\$ 2,353,100	\$ 2,260,218	\$ 2,297,953

HUMAN RESOURCES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Miscellaneous			
Sub-total	0	6102	Books & Periodicals
Society for Human Resources International Public Management Public Employees Labor Relations	400		
Sub-total	400	6200	Dues & Memberships
Pre-Employment Physicals Annual Physical Exams	3,000 15,000		
Sub-total	18,000	6311	Medical Exams/Physicals
Pre-Employment Investigations Investigation Services	5,000		
Sub-total	5,000	6320	Professional Services - Investigations
Insurance Broker Battalion Chief Promotional Captain Promotional Engineer Promotional Recruiting Advertisement	3,750 2,000 20,000 2,000 1,000		
Sub-total	28,750	6321	Professional Services
Employee Recognition and Awards Badges, Nametags & Service Pins Hat Badges	4,835 4,000		
Sub-total	8,835	6478	Recognition Supplies
TOTAL	60,985		

INFORMATION TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Complete software upgrade to Office 2016

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	42,855	39,015	46,006
Payroll Taxes	5042	624	598	667
Retirement Contributions	5044	10,431	10,431	10,584
Health & Life Insurance	5060	6,759	6,417	6,570
Employee Share Health Insur	5061	(1,770)	(864)	(429)
TOTAL SALARIES & BENEFITS		\$ 58,899	\$ 55,597	\$ 63,398
Computer Equipment & Supplies	6132	10,000	8,000	2,000
Dues, Memberships & Prof Fees	6200	225	160	0
Rents & Leases Equipment	6250	16,050	15,800	15,900
Computer Software & Mtc	6251	77,875	71,000	76,200
Website Development & Mtc	6252	1,700	1,620	1,700
Professional Services	6319	220,000	197,712	244,640
TOTAL OPERATING EXPENSE		325,850	294,292	340,440
TOTAL EXPENDITURES		\$ 384,749	\$ 349,889	\$ 403,838

INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Station UPS Batteries - 2 Computer Supplies and Parts	2,000		
Sub-total	2,000	6132	Computer Equipment
MISAC			
Sub-total	0	6200	Dues, Memberships, Prof
Internet Service Dell Lease Desktops & Laptops	5,400 10,500		
Sub-total	15,900	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	14,000		
Telestaff Software Maintenance	4,000		
RescueNet Software Maintenance	5,000		
FirstOnScene Prevention Maint	20,000		
SSL Certificate Annual Renewal			
Abila Accounting Software Mtc	3,500		
Citrix Software Maintenance	3,800		
Soniclear Software Renewal	350		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Other Software Maintenance			
Parcel Quest Renewal	1,200		
Applicant Tracking Software	4,000		
OpenGov Software	6,000		
GovInvest Actuarial Software	8,400		
DropBox Software	750		
Check Signing Software	200		
Mapping Software Renewal	1,500		
Sub-total	76,200	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website Maintenance	1,700		
Sub-total	1,700	6252	Website Development
Information Technology Services	175,740		
Fiber Connection - District Wide	68,900		
Other Services			
Sub-total	244,640	6319	Professional Services
TOTAL	\$340,440		

FIRE PREVENTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Implement an Administrative Citation Program for code compliance along with the new fire code adoption for 2017. The Program (allowed under the California Health and Safety Code) would be utilized only in instances where all other attempts to gain compliance with fire code violations have failed.
2. Adopt the 2016 California Fire Code with amendments to the new Fire District Ordinance

3. Utilize the grant funding for vegetation mitigation projects in partnership with Diablo Fire Safe Council that was awarded in the Western Contra Costa County Wildland Urban Interface Grant for vegetation reduction projects in Moraga, Canyon and Orinda.
4. Work in partnership with CALFIRE and other cooperating agencies on fire safety and wildfire risk reduction projects that would benefit the Fire District.
5. ~~Perform an analysis on the feasibility of acquiring the technology to accept electronic plans for fire code and building plan review.~~
6. Perform outreach to Orinda, Moraga and Canyon schools to form a panel to partnership for fire safety education for grades K-12.

STAFFING SUMMARY

Fire Marshal (1)
Fire Inspector/Plans Examiner (0.5)
District Aide Part-Time (2.5)

PROGRAM MANAGEMENT

Program Administrator - Fire Marshal Kathy Leonard
Program Manager – Fire Inspector Plans Examiner Bill Svozil

FIRE PREVENTION

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	216,002	210,000	254,737
Hourly Salaries	5013	88,400	70,000	98,800
Overtime	5014	4,000	2,000	2,000
Deferred Compensation	5015	600	8,446	600
Overtime - Incident Mgmt Team	5016	10,000		10,000
Contract Services	5018	76,140	60,140	
Payroll Taxes	5042	12,000	8,000	11,261
Retirement Contributions	5044	52,577	48,060	58,809
Health & Life Insurance	5060	37,694	10,903	12,288
Employee Share Health Insur	5061	(9,732)	(1,426)	(852)
Vision Insurance	5066	262	228	380
TOTAL SALARIES & BENEFITS		\$ 487,943	\$ 416,351	\$ 448,023
Office Supplies	6100	3,500	3,427	0
Books & Periodicals	6102	3,000	1,832	4,000
Food Supplies	6150	3,000	386	0
Public & Legal Notices	6190	750	492	1,000
Dues & Memberships	6200	8,500	5,810	6,945
Computer Software & Maintenance	6251	1,000	0	1,000
Maintenance - Equipment	6270	1,500	314	1,500
Meetings & Travel Expense	6303	1,500	674	0
Exterior Hazard Removal	6323	12,000	2,759	12,000
Recognition Supplies	6478	500	237	0
Other Special Departmental Exp	6479	2,000	3,837	2,000
Public Education Supplies	6480	7,500	3,533	0
Misc Service & Supplies	6490	2,000	598	1,000
TOTAL OPERATING EXPENSE		46,750	23,899	29,445
TOTAL EXPENDITURES		\$ 534,693	\$ 440,250	\$ 477,468

FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Annual Report Flyers & Brochures			
Sub-total	0	6100	Office Supplies
Fire Code Books, Subscriptions	4,000		
Sub-total	4,000	6102	Books & Periodicals
Food for Open House & Activities			
Sub-total	0	6150	Food Supplies
Exterior Hazard Abatement Notices	1,000		
Sub-total	1,000	6190	Public & Legal Notices
Wildland Resource Management	5,750		
National Fire Protection Association	300		
California Building Officials	395		
International Code Council	500		
Miscellaneous			
Sub-total	6,945	6200	Dues & Memberships
Computer Software & Maint.	1,000		
Sub-total	1,000	6251	Maintenance - Equipment
Hydrant Repair & Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Travel			
Sub-total	0	6303	Meetings & Travel
Exterior Hazard Removal Contract	12,000		
Sub-total	12,000	6323	Exterior Hazard Removal
Schools & Special Awards			
Sub-total	0	6478	Recognition Supplies
Exterior Hazard Removal Materials	2,000		
Sub-total	2,000	6479	Other Special Dept

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Public Education Brochures Public Education Materials Training Materials/DVDs			
Sub-total	0	6480	Public Education Supp
Printing - Inspection Forms Smoke Detector Program	1,000		
Sub-total	1,000	6490	Misc Service & Supplies
TOTAL	29,445		

EMERGENCY PREPAREDNESS PROGRAM

PURPOSE

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

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

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Support the Lamorinda Community Emergency Response Team (CERT) by representing the District at Citizen Corps Council meetings, C8 meetings and County "Op Area" meetings.
- ~~2. Work with Contra Costa County Health Services to implement the "HeartSafe Lamorinda" program.~~
3. Assist in planning, preparing, and promoting local "National Night Out" events and Lamorinda's 2017 Great ShakeOut exercise.

- ~~4. Maintain equipment and supplies in the District's CERT and Emergency Shelter Trailers and in the District's Disaster Cache at Station 41.~~
5. Manage current levels to manage volunteer personnel, and communications equipment assigned to the MOFD Communications-Support program.
6. Continue to support the Fire Operations Division and District management at emergency scenes as Command Staff in the Public Information and Liaison Officer roles.

STAFFING SUMMARY

Emergency Preparedness Coordinator (0.5)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Hourly Salaries	5013	51,190	53,000	52,428
Overtime	5014	8,025	12,000	12,000
Overtime - Incident Mgmt Team	5016	41,730	34,863	45,000
Payroll Taxes	5042	7,722	8,000	8,372
TOTAL SALARIES & BENEFITS		\$ 108,667	\$ 107,863	\$ 117,800
Office Supplies	6100	1,650	1,400	0
Postage	6101	1,000	0	0
Small Tools & Instruments	6130	2,500	2,500	0
Dues, Memberships & Prof Fees	6200	800	400	0
Maintenance - Equipment	6270	3,000	2,000	0
Meetings & Travel Expense	6303	2,250	2,250	0
CERT Emergency Response	6475	11,000	11,000	2,000
Recognition	6478	1,200	1,200	0
Outreach Materials	6480	2,000	2,000	0
Emergency Preparedness	6484	13,500	8,400	1,000
TOTAL OPERATING EXPENSE		38,900	31,150	3,000
TOTAL EXPENDITURES		\$ 147,567	\$ 139,013	\$ 120,800

EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies			
Sub-total	0	6100	Office Supplies
Ready, Set Go Mailing			
Sub-total	0	6101	Postage
CS-241 Equipment			
Sub-total	0	6130	Small Tools & Equipment
Intl. Association Emerg. Managers Calif Emergency Services Assoc			
Sub-total	0	6200	Dues & Memberships
Equipment			
Sub-total	0	6270	Maintenance - Equipment
Meetings & Travel			
Sub-total	0	6303	Meetings & Travel
Instructor Uniforms CERT Emergency Response Team	2,000		
Sub-total	2,000	6475	CERT
Volunteer Appreciation Meeting			
Sub-total	0	6478	Recognition
Outreach Materials			
Sub-total	0	6480	Outreach Materials
CS-241 Uniforms Emergency Preparedness Supplies	1,000		
Sub-total	1,000	6484	Emergency Preparedness
TOTAL	3,000		

EMERGENCY MEDICAL SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Maintain a force of highly trained professional Emergency Medical Technicians and Paramedic personnel equipped with state-of-the-art equipment.
- Support and maintain American Heart Association Community Training Center
- Support and maintain District's Infection Control Program
- Ensure compliance with the District's Emergency Medical Services Agency Ambulance Agreement.
- Ensure compliance with County EMS equipment lists
- Ensure compliance with local, State, and Federal regulations, standards and guidelines
- Evaluate basic and advanced life support skills lab and field performance
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide support for Disaster Planning and Services
- Provide and encourage employee participation to identify needs in Emergency Medical Services Operations.
- Provide District training programs in Emergency Medical Services for all providers, including continuing education.
- Plan for future Emergency Medical Services needs of the District

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Enhance personnel licensure and certification tracking procedures
2. Evaluate and recommend enhancements to ePCR programs and procedures
3. Provide administrative support to form the Contra Costa County Fire EMS Committee
4. Provide support to place two new additional ambulances in service
5. Continue to explore alternative funding sources for capital equipment
6. Enhance District EMS training with additional adjunct instructors

PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Jerry Lee
Supply Coordinator – Firefighter Katy Himsl

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Overtime	5014	10,000	2,000	2,000
TOTAL SALARIES & BENEFITS		\$ 10,000	\$ 2,000	\$ 2,000
Medical & Lab Supplies	6140	110,000	80,000	105,000
Dues & Memberships	6200	300	300	0
Paramedic/EMT License Fees	6201	5,500	4,000	7,500
Maintenance - Equipment	6270	9,000	5,000	5,000
Professional Services	6317	35,000	17,000	10,000
TOTAL OPERATING EXPENSE		159,800	106,300	127,500
TOTAL EXPENDITURES		\$ 169,800	\$ 108,300	\$ 129,500

EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	80,000		
Medical Supplies - New Ambulances	25,000		
Sub-total	105,000	6140	Medical & Lab Supplies
Calif Fire Chiefs Association EMS			
Sub-total	0	6200	Dues & Memberships
License Fees	7,500		
Sub-total	7,500	6201	Paramedic/EMT License
Gurney Maintenance	3,000		
Defibrillator Maintenance	2,000		
Sub-total	5,000	6270	Maintenance - Equipment
EMS Training Services	10,000		
Sub-total	10,000	6317	Professional Services
TOTAL	127,500		

SUPPORT SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Oversee facilities maintenance and all construction projects
- Provide for standardized inventory of household supplies
- Provide standardized ordering process for all stations utilizing centralized storage and supply management.
- Utilize electronic ordering agreements to expedite re-supply of inventory
- Maintain existing inventory of landscaping, shop tools and appliances
- Support incident rehabilitation and food necessities
- Provide annual maintenance and testing of above ground fuel tanks
- Provide required repairs to fuel systems as identified
- Manage fuel stability through periodic treatment
- Provide prompt disposal of hazardous wastes per regulatory process

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Support fire administration with Station 43 reconstruction
2. Ensure daily operations of the temporary Station 43
3. Evaluate and recommend short, medium and long-range facility projects
4. Complete Facilities Plan

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Jerry Lee
Program Manager – Captain Steve Gehling

SUPPORT SERVICES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Small Tools & Instruments	6130	750	750	750
Food Supplies	6150	2,500	1,000	2,300
Household Expense	6170	20,000	14,000	5,000
EPA ID Verification Fee	6264	200	150	200
CCC HazMat Plan	6265	3,000	2,519	3,000
Environmental Fees	6266	750	617	900
Maintenance - Equipment	6270	500	1,500	1,500
Service & Repair	6274	4,500	4,500	3,500
Tank Testing	6280	3,000	710	1,000
Misc Service & Supplies	6490	2,000	2,000	0
TOTAL OPERATING EXPENSE		37,200	27,746	18,150
TOTAL EXPENDITURES		\$ 37,200	\$ 27,746	\$ 18,150

SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Small tools supply	750		
Sub-total	750	6130	Small Tools & Instruments
Food for emergency incidents	2,300		
Sub-total	2,300	6150	Food Supplies
Household supplies for fire stations	5,000		
Sub-total	5,000	6170	Household Expense
Annual fee fuel system	200		
Sub-total	200	6264	EPA ID Verification Fee
Annual hazardous materials permits	3,000		
Sub-total	3,000	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	900		
Sub-total	900	6266	Environmental Fees
Fuel system equipment	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Standing loss control compliance	3,500		
Sub-total	3,500	6274	Service & Repair
Fuel tank testing	1,000		
Sub-total	1,000	6280	Tank Testing
Miscellaneous			
Sub-total	0	6490	Misc Service & Supplies
TOTAL	18,150		

ADMINISTRATION BUILDING

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - PG & E	6122	5,300	5,300	4,500
Maintenance - Equipment	6270	1,000	1,000	0
Maintenance - Building	6281	5,500	10,000	5,000
Maintenance - Grounds	6282	750	750	0
Other Special Departmental Exp	6479	9,500	9,500	1,100
TOTAL OPERATING EXPENSE		22,050	26,550	10,600
TOTAL EXPENDITURES		\$ 22,050	\$ 26,550	\$ 10,600

ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	4,500		
Sub-total	4,500	6122	Utilities - PG & E
Equipment Maintenance			
Sub-total	0	6270	Maintenance - Equipment
Building Maintenance	5,000		
Sub-total	5,000	6281	Maintenance - Building
Grounds Maintenance			
Sub-total	0	6282	Maintenance - Grounds
Other Expenses Security System	1,100		
Sub-total	1,100	6479	Other Special Dept
TOTAL	10,600		

STATION 41

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	1,800	1,046	1,100
Utilities - Garbage	6121	4,000	4,000	4,200
Utilities - PG & E	6122	12,000	12,000	10,600
Utilities - Water	6123	2,700	2,100	1,200
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	500	500	1,000
Household Expense - Linen	6171	3,750	3,750	500
Maintenance - Equipment	6270	2,100	5,000	2,000
Maintenance - Building	6281	14,460	11,000	11,000
Maintenance - Grounds	6282	1,400	1,400	800
Other Special Departmental Exp	6479	4,000	4,000	0
TOTAL OPERATING EXPENSE		47,810	45,896	33,500
TOTAL EXPENDITURES		\$ 47,810	\$ 45,896	\$ 33,500

STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	1,100		
Sub-total	1,100	6120	Utilities - Sewer
Garbage	4,200		
Sub-total	4,200	6121	Utilities - Garbage
PG & E	10,600		
Sub-total	10,600	6122	Utilities - PG & E
Water	1,200		
Sub-total	1,200	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,000		
Overhead Doors	3,500		
Plymovent System & Misc.	2,000		
Sub-total	11,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance			
Sub-total	800	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	33,500		

STATION 42

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	1,300	1,300	1,365
Utilities - PG & E	6122	12,750	12,750	10,390
Utilities - Water	6123	4,650	4,300	3,500
Household Expense	6170	875	875	1,000
Household Expense - Linen	6171	2,710	2,710	500
Maintenance - Equipment	6270	1,000	2,000	2,000
Maintenance - Building	6281	13,000	13,000	8,000
Maintenance - Grounds	6282	3,000	3,000	2,800
Other Special Departmental Exp	6479	1,500	1,649	0
TOTAL OPERATING EXPENSE		41,285	42,088	30,070
TOTAL EXPENDITURES		\$ 41,285	\$ 42,088	\$ 30,070

STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	1,365		
Sub-total	1,365	6121	Utilities - Garbage
PG & E	10,390		
Sub-total	10,390	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	2,000		
Overhead Doors	3,000		
Plymovent System	1,500		
Misc.			
Sub-total	8,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance	2,000		
Sub-total	2,800	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	30,070		

STATION 43

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	1,340	1,200	1,300
Utilities - PG & E	6122	5,190	4,000	8,800
Utilities - Water	6123	620	620	4,200
Household Expense	6170	500	500	1,000
Household Expense - Linen	6171	2,270	2,270	500
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	2,500	2,500	2,500
Maintenance - Grounds	6282	1,000	1,000	0
Other Special Departmental Exp	6479	2,000	1,000	0
TOTAL OPERATING EXPENSE		17,420	15,094	20,315
TOTAL EXPENDITURES		\$ 17,420	\$ 15,094	\$ 20,315

STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	1,300		
Sub-total	1,300	6121	Utilities - Garbage
PG & E	8,800		
Sub-total	8,800	6122	Utilities - PG & E
Water	4,200		
Sub-total	4,200	6123	Utilities - Water
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Miscellaneous	2,500		
Sub-total	2,500	6281	Maintenance - Building
Grounds Maintenance			
Sub-total	0	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	20,315		

STATION 44

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	930	930	980
Utilities - PG & E	6122	9,800	9,800	9,300
Utilities - Water	6123	5,200	5,200	3,460
Utilities - Medical Waste	6124	0	1,100	1,100
Household Expense	6170	450	500	1,000
Household Expense - Linen	6171	2,600	2,600	500
Maintenance - Equipment	6270	700	700	1,000
Maintenance - Building	6281	15,000	11,000	9,000
Maintenance - Grounds	6282	5,500	2,500	2,500
Other Special Departmental Exp	6479	2,000	2,000	0
TOTAL OPERATING EXPENSE		42,680	36,834	29,355
TOTAL EXPENDITURES		\$ 42,680	\$ 36,834	\$ 29,355

STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	980		
Sub-total	980	6121	Utilities - Garbage
PG & E	9,300		
Sub-total	9,300	6122	Utilities - PG & E
Water	3,460		
Sub-total	3,460	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator	2,000		
HVAC Maintenance	3,000		
Overhead Doors	3,000		
Plymovent System	1,000		
Miscellaneous			
Sub-total	9,000	6281	Maintenance - Building
Grounds Maintenance - Creek	2,500		
Sub-total	2,500	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	29,355		

STATION 45

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	7,300	7,300	5,000
Utilities - PG & E	6122	22,000	22,000	22,100
Utilities - Water	6123	1,950	1,400	1,500
Utilities - Medical Waste	6124	1,050	0	0
Household Expense	6170	500	500	1,000
Household Expense - Linen	6171	4,000	4,000	0
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	14,200	15,000	11,500
Maintenance - Grounds	6282	1,000	2,500	0
Other Special Departmental Exp	6479	10,500	6,000	500
TOTAL OPERATING EXPENSE		64,500	60,704	43,615
TOTAL EXPENDITURES		\$ 64,500	\$ 60,704	\$ 43,615

STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	5,000		
Sub-total	5,000	6121	Utilities - Garbage
PG & E	22,100		
Sub-total	22,100	6122	Utilities - PG & E
Water	1,500		
Sub-total	1,500	6123	Utilities - Water
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services			
Sub-total	0	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,500		
Overhead Doors	4,000		
Plymovent System	1,500		
Miscellaneous			
Sub-total	11,500	6281	Maintenance - Building
Grounds Maintenance			
Sub-total	0	6282	Maintenance - Grounds
Security Service	500		
Other Expenses			
Sub-total	500	6479	Other Special Dept
TOTAL	43,615		

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

- ~~1. Implement new map books for all apparatus and staff vehicles~~
- ~~2. Continue to develop the District's Geographic Information System program by expanding our ability to share critical data with the Town of Moraga and the City of Orinda; expanding the wildfire computer models to other high fire danger areas of the District and supporting neighborhood evacuation plans with spatial data.~~
3. Update operational policies
4. Create and maintain data sets for Operations Division
5. Update District response matrix (as needed)
6. Replace thermal imaging camera for one engine

STAFFING SUMMARY

Fire Chief (1)
Battalion Chief (3)
Captain/Paramedic I (4)
Captain/Paramedic II (7)
Captain (4)
Engineer/Paramedic I (4)
Engineer/Paramedic II (3)
Engineer (8)
Firefighter/Paramedic (19)
Firefighter (5)
Paramedic (0)

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Sean Perkins

EMERGENCY OPERATIONS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	7,307,360	7,305,000	7,861,155
Overtime	5014	1,904,975	1,820,000	1,827,000
Deferred Compensation	5015	124,800	112,000	1,800
Overtime - Strike Team	5016	298,270	298,270	300,000
Payroll Taxes	5042	150,607	135,000	144,855
Retirement Contributions	5044	4,233,674	4,337,000	4,638,521
Health & Life Insurance	5060	900,798	958,000	1,065,516
Employee Share Health Insur	5061	(115,380)	(148,000)	(119,436)
Vision Insurance	5066	13,738	13,500	13,800
TOTAL SALARIES & BENEFITS		\$14,818,842	\$14,830,770	\$15,733,211
Books & Periodicals	6102	500	500	0
Small Tools & Instruments	6130	18,000	18,000	10,000
Minor Equipment/Furniture	6131	500	500	0
Power Saw/Other Equipment	6133	12,000	12,000	4,500
Fire Trail Grading	6135	20,500	13,320	20,000
Firefighting Supplies	6137	12,300	10,000	4,000
Firefighting Equipment - Hose	6138	16,500	16,500	10,000
Firefighting Equipment - Foam	6139	1,500	1,500	1,500
Safety Clothing	6160	65,000	60,000	80,000
Non-Safety Clothing	6161	2,000	1,000	1,500
Air Monitor Maintenance	6269	2,000	2,000	1,300
Maintenance - Equipment	6270	4,000	4,000	5,000
Strike Team Supplies	6474	12,808	13,966	13,500
Exercise Equipment	6476	8,842	7,000	2,000
Other Special Dept Exp	6479	5,000	4,800	2,080
Mapping - Services and Supplie	6490	34,700	32,000	7,200
TOTAL OPERATING EXPENSE		216,150	197,086	162,580
TOTAL EXPENDITURES		\$15,034,992	\$15,027,856	\$15,895,791

EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Books & Periodicals			
Sub-total	0	6102	Books & Periodicals
Tool Replacement/Maintenance	10,000		
Sub-total	10,000	6130	Small Tools & Instruments
Investigation supplies			
Sub-total	0	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	4,500		
Sub-total	4,500	6133	Power Saw/Other Equip
Trail Grading/Maintenance	20,000		
Sub-total	20,000	6135	Fire Trail Grading
Engine Binoculars			
Extrication Equipment/Maintenance	3,500		
Boat 245	500		
Sub-total	4,000	6137	Firefighting Supplies
Fittings/Nozzles	3,000		
Restock Hose Inventory	7,000		
Sub-total	10,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	1,500		
Sub-total	1,500	6139	Firefighting Equip - Foam
Personal Protective Equipment	60,000		
Annual Inspections PPE	20,000		
Sub-total	80,000	6160	Safety Clothing
Shoe Fund	1,500		
Sub-total	1,500	6161	Non-Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Air Monitor Sensors Replacement	1,300		
Sub-total	1,300	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
Strike Team Equipment/Supplies	3,500		
Strike Team Deployment Expense	10,000		
Sub-total	13,500	6474	Strike Team Supplies
Exercise Supplies			
Exercise Maintenance	2,000		
Sub-total	2,000	6476	Exercise Equipment
Tablet Command	2,080		
Contingency Expense			
Sub-total	2,080	6479	Other Special Dept Exp
GIS Supplies			
GIS Consulting Service	7,200		
Sub-total	7,200	6490	Services & Supplies Map
TOTAL	162,580		

COMMUNICATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Replace APX batteries inventory
2. Replace MDT batteries
3. ~~Purchase five satellite phones~~
4. ~~Replace all apparatus cell phones~~
5. Acquire and deploy new MDT platforms on all emergency vehicles (grant funded)

PROGRAM MANAGEMENT

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

COMMUNICATIONS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Telephone Communications	6110	45,000	38,000	42,000
Communication Center	6111	170,000	174,330	180,000
Rent & Leases - Equipment	6250	1,650	1,809	500
Maintenance - Equipment	6270	16,500	16,500	12,100
Other Special Departmental Exp	6479	35,500	35,500	25,500
TOTAL OPERATING EXPENSE		268,650	266,139	260,100
TOTAL EXPENDITURES		\$ 268,650	\$ 266,139	\$ 260,100

COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Satellite Phone Services Cellular Phone/Tablet Data Services	42,000		
Sub-total	42,000	6110	Telephone Comm
Contra Costa County Dispatch	180,000		
Sub-total	180,000	6111	Communication Center
Pager Rentals	500		
Sub-total	500	6250	Rent & Leases - Equip
Battery Data Reader Station Dispatch Monitors Portable Microphone Cables iPads Headsets APX Portable Batteries (25) Communications Parts & Radios	5,000		
Sub-total	12,100	6270	Maintenance - Equipment
EBRCSA Subscriber Fees Other Expenses	25,500		
Sub-total	25,500	6479	Other Special Dept Exp
TOTAL	260,100		

APPARATUS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. ~~Implement fleet service and maintenance software~~
2. Surplus apparatus as needed
3. Deploy new apparatus when received

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Sean Perkins

APPARATUS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Maintenance - Equipment	6270	9,000	9,000	3,343
Central Garage Repairs	6271	160,000	96,787	140,000
Central Garage Gasoline & Oil	6272	80,000	42,324	60,000
Central Garage Tires	6273	15,000	8,856	5,000
Aerial Ladder & Pump Testing	6275	800	800	1,000
Smog Inspections	6276	500	500	500
TOTAL OPERATING EXPENSE		265,300	158,267	209,843
TOTAL EXPENDITURES		\$ 265,300	\$ 158,267	\$ 209,843

APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fleet Management License			
Other Equipment Maintenance	943		
Boat Equipment Maintenance	400		
Batteries	2,000		
Sub-total	3,343	6270	Maintenance - Equipment
On-going maintenance/repairs	140,000		
Sub-total	140,000	6271	Central Garage Repairs
Fuel	60,000		
Sub-total	60,000	6272	Gasoline & Oil
Tire replacement	5,000		
Sub-total	5,000	6273	Central Garage Tires
Annual Ladder Testing	1,000		
Sub-total	1,000	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	209,843		

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. In conjunction with Human Resources, assist with recruitments for the positions of Battalion Chief, Captain/Paramedic and Engineer.
2. Implement State Firefighter 1 requirements
3. Coordinate and implement mandated training plan
4. In conjunction with Support Services, develop Station 41 training site plan with facilities program.
5. Provide logistical support for Tractor Drawn Aerial apparatus training
6. In conjunction with Human Resources, enhance the Career Development Guide
7. Expand in-District State Fire Training course offerings
8. ~~Provide course fees and materials for company officers seeking an Associate Degree in a related field.~~
9. Host chief officer state fire training classes within the District

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Felipe Barreto

TRAINING

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Overtime	5014	50,000	50,000	43,000
TOTAL SALARIES & BENEFITS		\$ 50,000	\$ 50,000	\$ 43,000
Books & Periodicals	6102	2,000	1,200	2,000
Food Supplies	6150	3,000	2,700	1,500
Dues, Memberships & Prof Fees	6200	400	400	0
Meetings & Travel Expenses	6303	20,000	13,000	0
CPR Instructors	6314	3,500	3,000	3,000
Burn Trailer Grant/ Maintenance	6352	3,000	3,265	3,500
Testing Materials & Training Props	6354	10,000	10,000	10,000
Career Development Classes	6357	26,000	15,000	15,000
Target Solutions Online Training	6359	6,195	6,000	6,200
Training Classes Paramedic/EMT	6360	10,000	5,000	5,000
Mandated Training	6361	60,000	20,000	35,000
Recruit Academy	6470	30,000	20,252	15,000
CPR Supplies	6481	3,000	3,500	3,000
TOTAL OPERATING EXPENSE		177,095	103,317	99,200
TOTAL EXPENDITURES		\$ 227,095	\$ 153,317	\$ 142,200

TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	2,000		
Sub-total	2,000	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Training Officers Association			
Sub-total	0	6200	Dues & Memberships
Professional Development			
Sub-total	0	6303	Meetings & Travel
CPR Instructors	3,000		
Sub-total	3,000	6314	CPR Instructors
Burn Trailer Maintenance	3,500		
Sub-total	3,500	6352	Burn Trailer Maintenance
Materials & Training	10,000		
Sub-total	10,000	6354	Testing Materials & Props
Career Development	15,000		
Sub-total	15,000	6357	Career Development
Annual Maintenance Fee	6,200		
Sub-total	6,200	6359	Target Solutions
Paramedic & EMT Courses	5,000		
Sub-total	5,000	6360	Training Classes

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Mandated Training	35,000		
Sub-total	35,000	6361	Mandated Training
Recruit Academy	15,000		
Sub-total	15,000	6470	Recruit Academy
Heart Association Manuals & Cards	3,000		
Sub-total	3,000	6481	CPR Supplies
TOTAL	99,200		

AIR OXYGEN PROGRAM

PURPOSE

The purpose of the Air Oxygen program is to oversee the compressed breathing air system and medical grade oxygen supply programs. This program addresses maintenance, purchases, and training according to NFPA standards and regulatory mandates promulgated by N.I.O.S.H. and Cal OSHA.

The Air Program ensures District personnel are equipped and trained in the use of respiratory protective equipment through quarterly testing and preventive maintenance. The program provides annual fit testing of all personnel, ensuring correct fit of SCBA masks. Annual bench testing of all self-contained breathing apparatus is conducted for regulatory compliance.

The Oxygen Program provides inventory of medical grade oxygen, maintenance of a filling station, and hydrostatic testing of cylinders. The program ensures compliance with State and Federal regulations addressing compressed gas filling and storage.

STANDARD LEVEL OF PERFORMANCE

- Conduct annual fit testing of all personnel
- Conduct annual bench testing of all SCBA air packs
- Conduct hydrostatic testing of compressed air and oxygen cylinders as needed
- Coordinate repair and service air packs as needed

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Evaluate current self-contained breathing apparatus inventory and provide recommendations to address long term program needs.
2. Evaluate vendors for air trailer maintenance and repair

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Felipe Barreto
Program Manager – Captain/Paramedic Jon Bensley

AIR OXYGEN

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Rent & Leases (Equipment)	6250	5,250	5,500	5,500
Maintenance - Equipment	6270	17,675	17,675	20,500
Air Compressor Quarterly Service	6278	1,500	1,000	1,500
Hydro Test SCBA & Oxy Cylinder	6279	2,000	1,750	2,500
TOTAL OPERATING EXPENSE		26,425	25,925	30,000
TOTAL EXPENDITURES		\$ 26,425	\$ 25,925	\$ 30,000

AIR & OXYGEN PROGRAM

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Oxygen	5,500		
Sub-total	5,500	6250	Rent & Leases Equip
Air Pak Flow Test	2,500		
Regulator Test	2,500		
SCBA Mask Fit Test	2,500		
Repair - Mask, Regulators, Amps	2,500		
Bottles	10,500		
Sub-total	20,500	6270	Maintenance Equipment
Air Compressor Service	1,500		
Sub-total	1,500	6278	Air Compressor Service
Test SCBA & Oxygen Cylinders	2,500		
Sub-total	2,500	6279	Hydro Test
TOTAL	30,000		

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

FISCAL YEAR 2017/2018

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Property Tax - Current Secured	4010	3,219,473	3,219,473	3,376,281
Investment Earnings	4181	3,000	3,000	
Transfers In	4999	362,165	362,165	1,011,980
TOTAL REVENUES		\$ 3,584,638	\$ 3,584,638	\$ 4,388,261

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Pension Obligation Bond Principal	7900	2,100,000	2,100,000	2,360,000
Pension Obligation Bond Interest	7901	914,283	914,283	797,877
Lease Agreement Principal	7906	200,000	200,000	240,000
Lease Agreement Interest	7907	72,946	72,946	81,513
Vehicle Lease Principal	7902	83,359	83,359	84,883
Vehicle Lease Interest	7903	5,860	5,860	4,335
Vehicle Lease Principal	7902	0	0	549,617
Vehicle Lease Interest	7903	0	0	51,632
TOTAL EXPENDITURES		\$ 3,376,448	\$ 3,376,448	\$ 4,169,857

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

FISCAL YEAR 2017-2018

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$16,465,000
Reduction in Principal Balance				2,360,000
Interest Due				797,877
Total Payment Due				3,157,877
Principal Outstanding as of June 30, 2017				\$14,105,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	5.22%	2,360,000	797,877	3,157,877
2018-2019	5.22%	2,640,000	667,377	3,307,377
2019-2020	5.22%	2,945,000	521,609	3,466,609
2020-2021	5.22%	3,265,000	359,527	3,624,527
2021-2022	5.22%	3,610,000	180,090	3,790,090
2022-2023	5.22%	1,645,000	42,935	1,687,935
TOTALS		\$16,465,000	\$2,569,415	\$19,034,415

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

FISCAL YEAR 2017-2018

PURPOSE: Purchase two ambulances

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$259,333
Reduction in Principal Balance				84,883
Interest Due				4,335
Total Payment Due				89,218
Principal Outstanding as of June 30, 2018				\$174,450
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	1.82%	84,883	4,335	89,218
2018-2019	1.82%	86,435	2,784	89,219
2019-2020	1.82%	88,015	1,203	89,218
TOTALS		\$259,333	\$8,322	\$267,655

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

FISCAL YEAR 2017-2018

PURPOSE: Design and construction of Station 43

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$3,869,000
Reduction in Principal Balance				240,000
Interest Due				81,513
Total Payment Due				321,513
Principal Outstanding as of June 30, 2018				\$3,629,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	2.14%	240,000	81,513	321,513
2018-2019	2.14%	245,000	76,345	321,345
2019-2020	2.14%	250,000	71,081	321,081
2020-2021	2.14%	256,000	65,699	321,699
2021-2022	2.14%	261,000	60,199	321,199
2022-2023	2.14%	267,000	54,570	321,570
2023-2024	2.14%	272,000	48,835	320,835
2024-2025	2.14%	278,000	42,982	320,982
2025-2026	2.14%	284,000	37,001	321,001
2026-2027	2.14%	290,000	30,890	320,890
2027-2028	2.14%	297,000	24,641	321,641
2028-2029	2.14%	303,000	18,264	321,264
2029-2030	2.14%	310,000	11,737	321,737
2030-2031	2.14%	316,000	5,071	321,071
TOTALS		\$3,869,000	\$628,828	\$4,497,828

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

FISCAL YEAR 2017-2018

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$2,855,000
Reduction in Principal Balance				549,617
Interest Due				51,632
Total Payment Due				601,249
Principal Outstanding as of June 30, 2018				\$2,305,383
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	1.90%	549,617	51,632	601,249
2018-2019	1.90%	560,107	41,143	601,250
2019-2020	1.90%	570,796	30,454	601,250
2020-2021	1.90%	581,689	19,560	601,249
2021-2022	1.90%	592,791	8,458	601,249
TOTALS		\$2,855,000	\$151,247	\$3,006,247

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

FISCAL YEAR 2017/2018

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Fire Flow Tax	4066	1,076,738	1,076,738	1,076,738
Investment Earnings	4181	12,500	12,500	10,000
Federal Grants	4437			159,906
Impact Mitigation Fees	4743	92,000	92,000	200,000
Other Financing Sources - Lease	4970	2,860,000	2,855,000	
TOTAL REVENUES		\$ 4,041,238	\$ 4,036,238	\$ 1,446,644

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTE D ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Bank Fees	7510	100	100	100
Fire Flow Tax Collection Fees	7531	12,106	12,106	14,000
Capital Contingency	7700	150,000	50,000	150,000
Capital Outlay - Apparatus	7703	3,022,949	3,022,949	
Buildings-Station 41 Improvement	7705	50,000	25,082	
Buildings-Station 43 Improvement	7706	4,477,000	4,300,000	
Equipment	7709	171,770	171,770	395,096
Transfers to Debt Service Fund	7999	362,165	362,165	1,011,980
TOTAL EXPENDITURES		\$ 8,246,090	\$ 7,944,172	\$ 1,571,176

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	100
7531	Fire Flow Tax Collection Fees	14,000
7700	Capital Contingency - Facilities, Equipment	150,000
7709	Portable Sound and Recording System	35,000
7709	Dispatch & Alerting Equipment - Station 41	7,000
7709	Ambulance Stair Chairs, Medical Vaults (2)	13,500
7709	Ambulance Gurney Systems (4)	191,896
7709	Mobile Radios - New Apparatus	30,000
7709	Ventilation Equipment	8,500
7709	Satellite Phones - 2	
7709	Rescue Stabilization Equipment	18,500
7709	Hydraulic Rescue Equipment - Truck 44	44,000
7709	Equipment - Truck 44	25,000
7709	Emergency Lighting Replacement - Type 3 Engines	11,200
7709	Fleet Management Software	
7709	Training Records Software	
7709	GovInvest Actuarial Software	10,500
7999	Transfers to Debt Service Fund	1,011,980
TOTAL CAPITAL PROJECTS FUND		\$ 1,571,176

TEETER PLAN

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

Tax Losses Reserve Fund

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

PROPERTY TAX & INTERGOVERNMENTAL TAX DEFINITIONS

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

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

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

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

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

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

Example:

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

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

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

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

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



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Jerry Lee, Battalion Chief
DATE: July 18, 2017
SUBJECT: Item 9.3 – Approval to Submit a Letter of Support to FEMA SAFER Guidelines

BACKGROUND

In late 2016, MOFD staff submitted a grant application to the FEMA Staffing for Adequate Firefighter & Emergency Response (SAFER) program. MOFD requested funding for four (4) positions in the amount of \$1,391,200 over three years. Notification of awards are expected to begin soon (fall of 2017).

Recently, MOFD was contacted by FEMA to provide a letter of support to the program guidelines that require a grantee to maintain their staffing levels and not incur lay-offs during the three (3) year period of performance. If awarded, and if the grant is accepted by MOFD, the District is committed to these requirements.

This request is not a notification of award, nor is it a guarantee that an award will be made to the District. Providing the letter of support will move the application forward in the selection process and is not committing the District to accepting the grant (if awarded). The District retains the option of exercising the grant if awarded or declining it without repercussion.

FISCAL IMPACT

Staffing options utilizing the four SAFER positions are provided (Attachment A). Based on an implementation date of January 1, 2018, the estimated cost to the District is \$166,720 in FY17/18.

ATTACHMENT

- 1) Attachment A - MOFD letter of support to FEMA SAFER guidelines

RECOMMENDATION

- 1) Discuss, 2) Deliberate, 3) Direct staff to submit the letter of support to FEMA SAFER guidelines.



Attachment A

Moraga-Orinda Fire District

July 19, 2017

Catherine Patterson
Branch Chief
Assistance to Firefighters Grants Branch
400 C Street, SW, 3N
Washington, DC 20472-3635

RE: FY16 SAFER Application

Ms. Patterson:

The Moraga-Orinda Fire District (MOFD) agrees to maintain operational staffing at the level that exists at the time of award and will retain all SAFER-funded positions throughout the grant's full period of performance.

MOFD understands that laying off any operational personnel during the three-year period of performance will be considered an action that is in default of the grant, and the award will be terminated. We also understand and accept that we may be required to return any federal funds disbursed under the grant award if this should happen.

Sincerely,

Kathleen Famulener
President, MOFD Board of Director



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee

DATE: July 18, 2017

SUBJECT: Item 9.4 – Approve District Policy 11 – Board of Directors and Fire Chief Roles and Responsibilities

BACKGROUND

On December 28, 2011, the Board approved District Policy 11 - Board of Directors and Fire Chief Roles and Responsibilities.

The Board established an Ad Hoc Committee to review District Policy 11. The Ad Hoc Committee members reviewed the policy. Modifications are recommended to Section III Paragraph E – District Employment Contracts.

Two versions are proposed (Attachment A and Attachment B.)

RECOMMENDATION

The Board of Directors and Fire Chief Roles and Responsibilities and Rules of Procedures Update Ad Hoc Committee's recommendation is for the Board to approve an update to District Policy 11 - Board of Directors and Fire Chief Roles and Responsibilities.

ATTACHMENT

- 1) Attachment "A" – District Policy 11 - Board of Directors and Fire Chief Roles and Responsibilities.
- 2) Attachment "B" – District Policy 11 - Board of Directors and Fire Chief Roles and Responsibilities.

DISTRICT POLICY

11

Board of Directors and Fire Chief Roles and Responsibilities

I. MISSION STATEMENT, CORE VALUES and OPERATING PRINCIPLES

It shall be the duty and the responsibility of the members of the Board of Directors and the Fire Chief of the Moraga-Orinda Fire District to pursue the District's adopted mission and abide by the District's core values and operating principles.

A. Mission Statement

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

B. Core Values and Operating Principles

- We invest in our employees both personally and professionally.
- We operate on a basis of open, honest, and constructive communication.
- We practice 360-degree respect.
- We demonstrate integrity and a shared personal responsibility for carrying out the mission of the Fire Service.
- As stewards of public funds we act in a fiscally prudent and responsible manner.
- We maximize the effectiveness of our operational readiness through active participation, effective internal coordination, and external collaboration.
- We are performance driven and practice continuous quality improvement in our business processes.
- We promote a successful quality of life for our employees and the citizens we serve.

II. BOARD OF DIRECTORS

A. General Responsibilities

The District Board shall exercise those powers granted by California Law and carry out those statutory and delegated duties as may best meet the emergency services and life-safety requirements of the District.

B. Fire Chief Appointment

The Fire Chief shall be appointed by the District Board on the basis of administrative, operational and executive expertise and qualifications and shall serve at the pleasure of the District Board.

C. Policy Making

The District Board may request the Fire Chief to develop Ordinances, Resolutions and Policies and other measures for the District Board's consideration. Ordinances, Resolutions and Policies and other measures considered by the Board shall address legislative, budgetary, service level and/or contractual needs and requirements of the District. The Fire Chief will present Ordinances, Resolutions and Policies and other measures to the District Board for their consideration. The District Board shall consider and act on the Fire Chief's recommendations based on what they believe would be in the best interest of the District and the constituents they serve. Development and approval for administrative and operational functions of the District are delegated to the Fire Chief.

D. District Board-Fire Chief Relations

Except for the purpose of inquiry, no individual Board member shall give orders or instructions to the Fire Chief or District staff unless the Board of Directors are sitting in a duly convened meeting of the District Board. Board members have no authority at or during emergency events within the District.

E. Finance and Budget

The District Board shall set and approve all budgetary and financial District policy. The District Board shall assign two members to a Finance Committee to work with staff to review and provide guidance in budgetary and financial proposals for District Board consideration and approval. The District Board shall review and approve annual District budgets, receive and file District audits and receive and review monthly budget updates.

F. Strategic and Business Planning

The District Board shall work with the Fire Chief to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness.

G. Meeting Participation

District Board members shall attend regular, special, committee, or workshop meetings. The method of participation is discussion, deliberation, debate and voting. All members are expected to participate fully in deliberation and voting.

H. Board Members Decorum

Board members have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Board members should respect the dignity of their office and observe common standards of decorum to the extent possible.

I. Fire Chief Contract

The District Board shall appoint an Ad Hoc Committee to negotiate the Fire Chief's contract which will include salary, benefits and working conditions. The Fire Chief's negotiated contract is subject to the approval of the District Board. The Fire Chief's contract shall be reviewed annually in conjunction with his/her annual performance review.

J. Fire Chief Goals and Objectives

The District Board shall meet with the Fire Chief to establish and adopt organizational goals and objectives. This shall be completed prior to June 30 of each year or on a mutually agreed upon date.

K. Fire Chief Performance Review

The District Board shall provide the Fire Chief an annual performance review. The review should also evaluate the status of the previous year's goals and objectives and any performance issues identified and agreed upon by the District Board.

III. FIRE CHIEF

A. General Responsibilities

The Fire Chief shall be the administrative and operational Chief Executive Officer of the District under the direction and control of the District Board. The Fire Chief shall be responsible for the efficient effective administration of all the affairs of the District, which are under the Fire Chief's control. In addition to general powers as Chief Executive Officer, and not as a limitation thereon, the Fire Chief shall have the duties and powers set forth within this Policy.

B. Enforcement

It shall be the duty of the Fire Chief to enforce or cause to be enforced all ordinances, resolutions and other measures of the District and to see that all contracts, permits and privileges granted by the District Board are faithfully observed.

C. Authority Over Employees

The Fire Chief shall have the exclusive authority to manage, order and give directions to all employees of the District under the Fire Chief's jurisdiction.

D. Appointment and Removal of District Employees

Attachment A

Approved at the Board Meeting on ~~December 28, 2011~~ July 18, 2017

The Fire Chief shall approve the appointment, removal, promotion or demotion of all District employees subject to all applicable labor contracts, personnel laws, rules and regulations.

E. District Employment Contracts

The District Board has the authority and responsibility to oversee negotiations and to approve all employment contracts with full-time and part-time employees, whether represented or unrepresented. The District Board may, from time to time, delegate that authority to the Fire Chief or to a professional negotiator to assist with the negotiation of employment contracts. The Fire Chief or the professional negotiator shall consult with the District Board to determine in advance acceptable parameters of all employment contract negotiations and shall keep the District Board informed of the status of all negotiations. The Fire Chief or the professional negotiator shall bring all permanent, full-time or part-time employment contracts to the District Board for approval. After the District Board approves any full-time or part-time employment contract it shall be the duty of the Fire Chief to administer the contract and assure that its provisions are carried out.

~~It shall be the duty of the Fire Chief to be responsible for the negotiation of all District fulltime represented and unrepresented employment contracts. When directed by the District Board, the Fire Chief may contract with a professional negotiator to assist with employment contract negotiations. The Fire Chief shall consult and confer with the District Board to determine acceptable parameters of all employment contract negotiations. The Fire Chief shall bring all permanent fulltime employment contracts to the District Board for ratification. Part-time, at-will contracts do not require Board approval if the positions have been approved and budgeted. After the District Board ratifies the contract, it shall be the duty of the Fire Chief to administer the contract and determine that its provisions are carried out.~~

F. District Service Contracts

It shall be the responsibility of the District Board to appoint standing committees or ad hoc committees to recruit and negotiate contracts with District Counsel, District Financial Auditors and Fire Chief Search Consultants. These negotiated service contracts require the approval of the District Board.

Unless otherwise directed by the District Board, it shall be the duty of the Fire Chief to negotiate all other contracts for services. The Fire Chief shall approve those contracts that fall under the limits outlined in the District Purchasing Ordinance. Contracts which exceed the Fire Chief's authority limit as outlined in the District's Purchasing Ordinance require District Board approval. After contracts have been approved by the Fire Chief or District

Board, it shall be the duty of the Fire Chief to administer the contracts and determine that corresponding provisions are carried out. The Fire Chief shall report to the District Board on the performance of any service provider at the Board's request.

G. Administrative Reorganization

The Fire Chief shall ~~evaluate~~ and develop organizational structure recommendations for the District Board consideration to ensure the District's business is conducted in the most efficient, effective and economical manner.

H. Ordinances, Resolutions and Policies

It shall be the duty of the Fire Chief to recommend to the District Board for adoption such ordinances, resolutions and policies as deemed necessary. It shall be the duty of the Fire Chief to develop ordinances, resolutions or policies when directed by the District Board.

I. Finance and Budget

It shall be the duty of the Fire Chief to work with the District Board Finance Committee for review and guidance on budgetary and financial proposals. The Fire Chief shall submit the proposed annual budget and other financial proposals to the District Board for adoption. It shall be the duty of the Fire Chief to keep the District Board Finance Committee and ultimately the District Board fully advised as to the financial condition and financial needs of the District.

J. Strategic and Business Planning

The Fire Chief shall work with the District Board to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness. It shall be the duty of the Fire Chief to drive the execution of the adopted Strategic Business Plan.

K. Public Affairs and Relations

The Fire Chief is responsible for day-to-day District public relations and marketing of the District. The Board may appoint a public spokesperson to address public policy, legal or District Board specific items that require press releases, press inquiry responses and/or public notifications.

L. District Board Notifications

It shall be the duty of the Fire Chief to notify the District Board of any significant event within the District or any event that could significantly impact the District as soon as operationally possible. The Fire Chief shall provide copies of all District press releases to all Board Members prior to release.

M. Purchasing and Expenditure Control

It shall be the duty of the Fire Chief to see that no expenditures shall be submitted or recommended to the District Board except on approval of the Fire Chief. The Fire Chief, or authorized representative, shall be responsible for the purchase of all supplies for the District.

N. Supervision of Public Property

It shall be the duty of the Fire Chief to exercise general supervision over all District property which is under the control and jurisdiction of the District.

O. Additional Duties

It shall be the duty of the Fire Chief to perform such other duties and exercise such other powers as may be delegated from time to time by ordinance or other official action of the District Board as allowable under law.

P. District Cooperation

It shall be the duty of the Fire Chief to strive to achieve the cooperation of all management employees of the District in assisting the Fire Chief in administering the affairs of the District efficiently, economically and harmoniously.

Q. Meeting Participation

It shall be the duty of the Fire Chief to attend all meetings of the District Board, unless excused by the Board President or by a vote of the District Board. With the exception of closed session meetings placed on the agenda to address the Fire Chief's performance and/or contract, the Fire Chief may attend any and all meetings of committees created by the District Board. At such meetings, the Fire Chief shall be heard as to all matters the Fire Chief wishes to address to the members thereof, and inform the members as to the status of the matter being considered by the District Board. The Fire Chief shall cooperate to the fullest extent with the members of committees appointed by the District Board.

R. Fire Chief Decorum

The Fire Chief must conduct him/herself in a manner that does not bring discredit to the District (on or off duty). The Fire Chief must act in an appropriate and respectful manner when interacting with staff, Board of Directors, the public, other public agencies and other elected officials.

DISTRICT POLICY 11

Board of Directors and Fire Chief Roles and Responsibilities

I. MISSION STATEMENT, CORE VALUES and OPERATING PRINCIPLES

It shall be the duty and the responsibility of the members of the Board of Directors and the Fire Chief of the Moraga-Orinda Fire District to pursue the District's adopted mission and abide by the District's core values and operating principles.

A. Mission Statement

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

B. Core Values and Operating Principles

- We invest in our employees both personally and professionally.
- We operate on a basis of open, honest, and constructive communication.
- We practice 360-degree respect.
- We demonstrate integrity and a shared personal responsibility for carrying out the mission of the Fire Service.
- As stewards of public funds we act in a fiscally prudent and responsible manner.
- We maximize the effectiveness of our operational readiness through active participation, effective internal coordination, and external collaboration.
- We are performance driven and practice continuous quality improvement in our business processes.
- We promote a successful quality of life for our employees and the citizens we serve.

II. BOARD OF DIRECTORS

A. General Responsibilities

The District Board shall exercise those powers granted by California Law and carry out those statutory and delegated duties as may best meet the emergency services and life-safety requirements of the District.

B. Fire Chief Appointment

Attachment B

Approved at the Board Meeting on ~~December 28, 2011~~ [July 18, 2017](#)

The Fire Chief shall be appointed by the District Board on the basis of administrative, operational and executive expertise and qualifications and shall serve at the pleasure of the District Board.

C. Policy Making

The District Board may request the Fire Chief to develop Ordinances, Resolutions and Policies and other measures for the District Board's consideration. Ordinances, Resolutions and Policies and other measures considered by the Board shall address legislative, budgetary, service level and/or contractual needs and requirements of the District. The Fire Chief will present Ordinances, Resolutions and Policies and other measures to the District Board for their consideration. The District Board shall consider and act on the Fire Chief's recommendations based on what they believe would be in the best interest of the District and the constituents they serve. Development and approval for administrative and operational functions of the District are delegated to the Fire Chief.

D. District Board-Fire Chief Relations

Except for the purpose of inquiry, no individual Board member shall give orders or instructions to the Fire Chief or District staff unless the Board of Directors are sitting in a duly convened meeting of the District Board. Board members have no authority at or during emergency events within the District.

E. Finance and Budget

The District Board shall set and approve all budgetary and financial District policy. The District Board shall assign two members to a Finance Committee to work with staff to review and provide guidance in budgetary and financial proposals for District Board consideration and approval. The District Board shall review and approve annual District budgets, receive and file District audits and receive and review monthly budget updates.

F. Strategic and Business Planning

The District Board shall work with the Fire Chief to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness.

G. Meeting Participation

District Board members shall attend regular, special, committee, or workshop meetings. The method of participation is discussion, deliberation, debate and voting. All members are expected to participate fully in deliberation and voting.

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Board members have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Board members should respect the dignity of their office and observe common standards of decorum to the extent possible.

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The District Board shall appoint an Ad Hoc Committee to negotiate the Fire Chief's contract which will include salary, benefits and working conditions. The Fire Chief's negotiated contract is subject to the approval of the District Board. The Fire Chief's contract shall be reviewed annually in conjunction with his/her annual performance review.

J. Fire Chief Goals and Objectives

The District Board shall meet with the Fire Chief to establish and adopt organizational goals and objectives. This shall be completed prior to June 30 of each year or on a mutually agreed upon date.

K. Fire Chief Performance Review

The District Board shall provide the Fire Chief an annual performance review. The review should also evaluate the status of the previous year's goals and objectives and any performance issues identified and agreed upon by the District Board.

III. FIRE CHIEF

A. General Responsibilities

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B. Enforcement

It shall be the duty of the Fire Chief to enforce or cause to be enforced all ordinances, resolutions and other measures of the District and to see that all contracts, permits and privileges granted by the District Board are faithfully observed.

C. Authority Over Employees

The Fire Chief shall have the exclusive authority to manage, order and give directions to all employees of the District under the Fire Chief's jurisdiction.

D. Appointment and Removal of District Employees

Attachment B

Approved at the Board Meeting on ~~December 28, 2011~~ July 18, 2017

The Fire Chief shall approve the appointment, removal, promotion or demotion of all District employees subject to all applicable labor contracts, personnel laws, rules and regulations.

E. District Employment Contracts

It shall be the duty of the Fire Chief to be responsible for the negotiation of all District full-time represented and unrepresented employment contracts. When directed by the District Board, the Fire Chief ~~may~~ shall contract with a professional negotiator to assist with employment contract negotiations for any employee or bargaining unit. The Fire Chief shall consult and confer with the District Board to determine acceptable parameters of all employment contract negotiations and work rules. The Fire Chief shall bring all permanent full-time employment contracts to the District Board for ratification. Part-time, at-will contracts do not require Board approval if the positions have been approved and budgeted. After the District Board ratifies the contract, it shall be the duty of the Fire Chief to administer the contract and determine that its provisions are carried out.

F. District Service Contracts

It shall be the responsibility of the District Board to appoint standing committees or ad hoc committees to recruit and negotiate contracts with District Counsel, District Financial Auditors and Fire Chief Search Consultants. These negotiated service contracts require the approval of the District Board.

Unless otherwise directed by the District Board, it shall be the duty of the Fire Chief to negotiate all other contracts for services. The Fire Chief shall approve those contracts that fall under the limits outlined in the District Purchasing Ordinance. Contracts which exceed the Fire Chief's authority limit as outlined in the District's Purchasing Ordinance require District Board approval. After contracts have been approved by the Fire Chief or District Board, it shall be the duty of the Fire Chief to administer the contracts and determine that corresponding provisions are carried out. The Fire Chief shall report to the District Board on the performance of any service provider at the Board's request.

G. Administrative Reorganization

The Fire Chief shall ~~evaluate~~ and develop organizational structure recommendations for the District Board consideration to ensure the District's business is conducted in the most efficient, effective and economical manner.

H. Ordinances, Resolutions and Policies

It shall be the duty of the Fire Chief to recommend to the District Board for adoption such ordinances, resolutions and policies as deemed necessary. It

shall be the duty of the Fire Chief to develop ordinances, resolutions or policies when directed by the District Board.

I. Finance and Budget

It shall be the duty of the Fire Chief to work with the District Board Finance Committee for review and guidance on budgetary and financial proposals. The Fire Chief shall submit the proposed annual budget and other financial proposals to the District Board for adoption. It shall be the duty of the Fire Chief to keep the District Board Finance Committee and ultimately the District Board fully advised as to the financial condition and financial needs of the District.

J. Strategic and Business Planning

The Fire Chief shall work with the District Board to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness. It shall be the duty of the Fire Chief to drive the execution of the adopted Strategic Business Plan.

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The Fire Chief is responsible for day-to-day District public relations and marketing of the District. The Board may appoint a public spokesperson to address public policy, legal or District Board specific items that require press releases, press inquiry responses and/or public notifications.

L. District Board Notifications

It shall be the duty of the Fire Chief to notify the District Board of any significant event within the District or any event that could significantly impact the District as soon as operationally possible. The Fire Chief shall provide copies of all District press releases to all Board Members prior to release.

M. Purchasing and Expenditure Control

It shall be the duty of the Fire Chief to see that no expenditures shall be submitted or recommended to the District Board except on approval of the Fire Chief. The Fire Chief, or authorized representative, shall be responsible for the purchase of all supplies for the District.

N. Supervision of Public Property

It shall be the duty of the Fire Chief to exercise general supervision over all District property which is under the control and jurisdiction of the District.

O. Additional Duties

It shall be the duty of the Fire Chief to perform such other duties and exercise such other powers as may be delegated from time to time by ordinance or other official action of the District Board as allowable under law.

Attachment B

Approved at the Board Meeting on ~~December 28, 2011~~ [July 18, 2017](#)

P. District Cooperation

It shall be the duty of the Fire Chief to strive to achieve the cooperation of all management employees of the District in assisting the Fire Chief in administering the affairs of the District efficiently, economically and harmoniously.

Q. Meeting Participation

It shall be the duty of the Fire Chief to attend all meetings of the District Board, unless excused by the Board President or by a vote of the District Board. With the exception of closed session meetings placed on the agenda to address the Fire Chief's performance and/or contract, the Fire Chief may attend any and all meetings of committees created by the District Board. At such meetings, the Fire Chief shall be heard as to all matters the Fire Chief wishes to address to the members thereof, and inform the members as to the status of the matter being considered by the District Board. The Fire Chief shall cooperate to the fullest extent with the members of committees appointed by the District Board.

R. Fire Chief Decorum

The Fire Chief must conduct him/herself in a manner that does not bring discredit to the District (on or off duty). The Fire Chief must act in an appropriate and respectful manner when interacting with staff, Board of Directors, the public, other public agencies and other elected officials.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: July 18, 2017
SUBJECT: Item 9.5 – Recruitment Services for Fire Chief Position

Background

Public agencies regularly use executive search firms to conduct executive recruitments. Staff contacted three different firms that conduct fire chief recruitments in the Bay Area. An executive search firm would complete the entire fire chief recruitment as follows:

- Work with the Board and key stakeholders to facilitate the development of an appropriate desired candidate profile and list of priorities for the new fire chief.
- Draft the recruitment brochure
- Develop and administer a search for appropriate candidates – post on fire chief job websites, access the recruiting firm's database and contact potential candidates.
- Receive and review application materials, comparing to the desired candidate profile
- Conduct initial interviews of top candidates
- Complete candidate assessments and initial reference checks
- Present written candidate assessments to the Board
- Advise the Board on interview strategies and appropriate questions to ask candidates; attend the Board interview sessions of top candidates.
- Work with the Board to select the top candidate and negotiate the employment contract
- Work with District counsel to complete the employment contract

It is estimated the complete recruitment process will take from four to six months. The projected cost is \$25,400 (\$19,400 for recruitment services plus up to \$6,000 for recruitment expenses.)

According to a search firm, the current hiring environment for fire chief positions is very challenging. There have been many retirements which has resulted in lack of qualified candidates. In addition, relocating to the Bay Area can be difficult if necessary.

Options

The District could complete the fire chief recruitment process using the internal human resources division. Hiring of an executive search firm is not required.

Recommended Action

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



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: July 18, 2017
SUBJECT: Item 9.6 – Consider Establishment of a Fire Chief Recruitment Ad Hoc Committee

BACKGROUND

Per District Policy 11, the Board shall appoint an ad hoc committee to negotiate the fire chief's contract. The fire chief's negotiated contract is subject to the approval of the District Board.

Per District Policy 11, the fire chief shall be appointed by the District Board.

RECOMMENDED ACTION

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



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: July 18, 2017
SUBJECT: Item 11.3 – District Update and Activity Report: May 2017

OPERATIONS

1. May Incident Responses:

▪ EMS/Rescue	162
▪ Vehicle Accidents	6
▪ Structure fires	3
▪ Vegetation fires	0
▪ All Others	<u>123</u>

Total: 294

2. Communications:
 - a. Nothing to report
3. Continuing Fire Trail Grading
4. Conducted Greenwood Fire Investigation
5. Gave BOD Program Presentations
6. Attended Incident Management Spring Meeting
7. Attended the CAL Fire Preseason Meeting
8. Attended the County Chief's Operations Meeting

FIRE PREVENTION

1. Orinda Open House:

The spring open house in Orinda was a huge success again this year with over 500 people attended in the event. The theme of this year's event was "HeartSafe LaMorinda", 40 years of Rescue One Foundation and wildfire safety and preparedness. MOFD Firefighters provided hot dogs and tri-tip sandwiches as part of a fundraiser for MDA. Many thanks to our wonderful volunteers and cooperating agencies.

2. Moraga Mulhuland Ridge Grant funded vegetation reduction project:

Diablo Fire Safe Council, the Town of Moraga, CAL Fire, and MOFD partnered together for grant to fund a vegetation reduction project along the existing road along the

Mulholland Ridge. CAL Fire hand crews removed dead vegetation, ladder fuels, and brush to improve the existing fire break. The project was previously reviewed by a biologist to insure that wildlife and protected species would not be impacted.

3. Moraga Ridge HOA Fire safety presentation:

Staff, in conjunction with the Diablo FireSafe Council, provided an educational presentation to members of Moraga Ridge HOA on fire safety and reducing risk of wildfire. Moraga Ridge HOA applied for, and was approved for a grant to fund the removal of vegetation in the common areas that would increase the risk of wildfire spread and intensity for the structures in the community.

4. CAL Fire declaration of Wildfire Season press conference in Orinda:

MOFD Chief Healy, CAL Fire executive staff, press, and local officials held a media event at CalShakes in Orinda to announce the beginning of wildfire season for the state of California. MOFD fire prevention staff and MOFD firefighters also participated in the event.

5. Hills Emergency Forum:

Staff attended the monthly HEF meeting to discuss local issues with vegetation management and upcoming grant funded mitigation projects.

6. Diablo Fire Safe Council:

Staff attended the monthly meeting to review several applicants for fuels reduction grant projects in Contra Costa and Alameda Counties. A representative from PG/E attend to provide contact information on any concerns involving vegetation overgrowth on PG/E land.

7. East Bay Incident Management Team:

The Fire Marshal attended the spring EBIMT meeting in Dublin. Deployment procedures, upcoming training opportunities and the team roster were updated. MOFD is well-represented on the team.

8. New vegetation abatement deadline signs:

11 new signs have been placed throughout the District to remind residents of the June 15th deadline for vegetation abatement.

9. District Projects:

a. Indian Valley Subdivision:

Staff met with developers for the proposed 71-lot single-family home subdivision proposed for Indian Valley, off of Canyon Road near Pinehearst. The proposed subdivision is in the early design phase. Staff also met with members from the Town of Moraga to discuss issues with the project.

b. Rancho Laguna II – Bella Vista (Moraga):

Grading has been resumed for the project. Staff is working with the developers to insure fire safety during the summer months.

c. J and J Ranch:

Staff met with representatives from the project to discuss the required water flow needs for the project. Improvements are needed to the existing water supply to meet the minimum fire code requirements before the project can proceed.

d. Wilder (Orinda):

Staff is working with *Brookstreet* to ensure compliance with the upcoming deadline for vegetation abatement. Plans included sheep grazing and manual brush removal.

e. Bollinger Valley subdivision:

Staff met with the developers for the proposed 108-lot single-family home subdivision off of Valley Hill Drive in Bollinger Valley. Staff is evaluating fire department access, water supply, and response times for the project.

f. Palos Colorados (Moraga):

Grading is now expected to commence this fall for the 124-lot home subdivision located near Sky Hi in Moraga.

g. Station-43:

The Fire Marshal approved the water supply requirements for the fire sprinkler system for the new station.

EMERGENCY PREPAREDNESS

1. On Saturday, May 6, staff coordinated the MOFD Communications Support Unit, CERT and the Lamorinda Radio Interest Group's participation in the District's spring open house at Station-45.
2. On Monday evening, May 8, staff attended the Moraga Movers dinner meeting and made a presentation introducing *HeartSafe Lamorinda*. Several MOFD firefighters, volunteers from CERT, and the Contra Costa County Medical Reserve Corps also attended and assisted teaching "hands only CPR" to 120 movers at the event.
3. On May 9, staff assisted with logistics for the MOFD/CAL Fire media event to announce "Wildfire Awareness Week" at Cal Shakes in Orinda. Chief Healy; Unit Chief, Derek Whitmer and Cal Fire Director, Ken Pimlott met with members of the public and the media to kick off the week-long campaign.
4. On May 11, staff met with the Moraga Police Department and Moraga Recreation staff to review the operations for the 2017 Moraga Triathlon and CERT deployment exercise.

More than fifth CERT members staffed posts along the bicycle race route while the MOFD Communications–Support Unit provided communications coordination for the entire event.

5. On May 22, staff represented the District at the Lamorinda CERT steering committee meeting in Moraga. In addition to their normal business the Committee began planning for the Orinda July 4th parade, equipping the new CERT Training Supply Trailer, and the June 9th emergency water supply drum pick-up.
6. On May 24, staff attended the East Bay Incident Management Team (EBIMT) spring meeting in Dublin. Staff will be working with the group to coordinate the team Public Information Officers (PIO) during the 2017 wildland fire season. Staff set up a meeting with CAL Fire management and the EBIMT PIOs for July to insure both groups are coordinated in the event of a major incident.
7. On Wednesday evening, May 24, staff helped host the Basic CERT graduation exercise at Station-45. 22 CERT trainees completed the nine-week Basic CERT course and exercised their skills during the drill.

TRAINING

1. Participated in meeting with EBRP Fire for MRA (Mutual Response Area) drill
2. Coordinated live fire Wildland training MATCO (Military Ocean Terminal Concord), ConFire (Antioch live burns), and Rodeo (Bayo Vista).
3. Participated in AAR (After Action Review) for Greenwood Ct. Fire
4. Scheduled monthly training for district personnel
5. Participated in CAL Fire preseason update

APPARATUS

1. Continued Service and Maintenance
2. OES Engine-290 decommissioned

EMS

1. Completed certification audit of all personnel (on-going)
2. Monitored ambulance compliance data (on-going)
3. Audited CQI & PCRs(on-going)
4. Completed ePCR training for all crews
5. Assisting in the implementation of the fire responder fee (FRF)
6. Restocked District medication and narcotics inventory
7. Testing of tablet electronic signatures in progress
8. Developed FY2017/18 budget

SUPPORT SERVICES

1. Facilities
 - a. Provided District support and oversight to the construction manager on the Station-43 construction project (on-going)
 - b. Provided facilities maintenance support (on-going)
 - c. Station work log for all major projects created

- d. Station-41 apparatus bay roof/paint project under evaluation
- e. Developed FY2017/18 budget

ADMINISTRATIVE SERVICES

- 1. Continued preparation of FY 2017/18 Annual Operating Budget
- 2. Completed update to Long Range Financial Plan
- 3. Completed annual update to fees for emergency medical services
- 4. Completed work on apparatus financing
- 5. Completed audit services contract
- 6. Established fire flow tax rates for 2017/2018
- 7. Hosted Finance Committee meeting
- 8. Began Battalion Chief examination process
- 9. Provided administrative support to the Station-43 reconstruction project
- 10. Continued recruitment for Fire District Aide position(s)

OFFICE OF FIRE CHIEF

- 1. Hosted Management Team meetings
- 2. Hosted Battalion Chief's Academy
- 3. Visited Fire Control 3B course in Yolo County
- 4. Hosted Wildfire Awareness Week event at Cal Shakes
- 5. Attended BOD Finance Committee meeting
- 6. Attended Orinda Mayor's Liaison meeting
- 7. Attended Administrative Committee meeting
- 8. Provided administrative support to EMS Division relating to Treat & Release policy
- 9. Provided administrative support to Administration Division related to Captain's recruitment and assessment center process.
- 10. Provided (on-going) staff support related to Station-43 re-construction project
 - a. Met with Army Corps of Engineers (permitting)
 - b. Correspondence with CA Fish & Wildlife (permitting)
 - c. Budget, contractor, and architect oversight
- 11. Provided staff support to Admin Division with legal matters, recruitment, labor relations, and promotional exams.