



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING

October 18, 2017

5:00 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

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. Pledge of Allegiance
 - 1.4. 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. **Conference with Legal Counsel – Potential Litigation**

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9: one (1) potential matter
 - 3.2. **Public Employee Appointment**

(Government Code Section 54957)
Title: Fire Chief
 - 3.3. **Conference with Labor Negotiator**

(Government Code Section 54957.6)
Agency Designated Representative: Eddie Kreisberg
Employee Organization: International Association of Firefighters IAFF, Local 1230
 - 3.4. **Conference with Labor Negotiator**

(Government Code Section 54957.6)
Agency Designated Representative: Eddie Kreisberg
Employee Organization: Local 2700 United Clerical, Technical & Specialized Employees
 - 3.5. **Conference with Labor Negotiator**

(Government Code Section 54957.6)
Agency Designated Representative: Eddie Kreisberg
Employee Organization: Moraga-Orinda Fire Chief Officers Association (MOFCOA)
 - 3.6. **Public Employee Performance Evaluation**

(Government Code Section 54957)
District Counsel
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 – September 27 and 29, 2017**

Staff Recommendation: Approve and File
 - 7.2. **Monthly Incident Report for September 2017**

Staff Recommendation: Approve and File

- 7.3. **Monthly Check/Voucher Register**
Staff Recommendation: Approve and File
- 7.4. **Monthly Financial Report**
Staff Recommendation: Approve and File
- 7.5. **Surplus Vehicle**
Staff Recommendation: Approve and File
8. REGULAR AGENDA
 - 8.1. **Approval of GASB 75 OPEB Valuation Report as of June 30, 2017 and OPEB Funding Policy**
Staff will present information to the Board regarding the OPEB Valuation Report as of June 30, 2017 and the OPEB Funding Policy.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve the GASB 75 OPEB Valuation Report as of June 30, 2017 and OPEB Funding Policy
 - 8.2. **Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Station 43 Project**
Staff will present information to the Board regarding Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Station 43 Project.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Fire Station 43 Construction Project
 - 8.3. **Fiscal Year 2017/18 Strike Team Overtime Budget Adjustment**
Staff will present information to the Board regarding an adjustment to the Fiscal Year 2017/18 Strike Team overtime budget.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve an increase to the Strike Team Overtime budget from \$355k to \$650K
 - 8.4. **Station 43 Construction Project Update**
Staff will present an update to the Board regarding the Station 43 Construction Project.
Staff Recommendation: 1) No action required; Informational purposes only
9. COMMITTEE REPORTS
 - 9.1. **Finance Committee (Directors Anderson and Barber)**
 - 9.2. **Pension Review Ad Hoc Committee (Directors Barber and Jorgens)**
 - 9.3. **Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee (Directors Famulener and Jorgens)**
 - 9.4. **Fire Chief Recruitment Ad Hoc Committee (Directors Barber and Jorgens)**
 - 9.5. **Long Range Financial Plan Ad Hoc Committee (Directors Barber and Jex)**
10. ANNOUNCEMENTS
 - 10.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))
 - 10.2. **Questions and informational comments from Board members and Staff**
 - 10.3. **District Updates – June, July, August and September**

11. ADJOURNMENT

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

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

I hereby certify that this agenda in its entirety was posted on October 13, 2017, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Grace Santos, District Clerk

Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

September 27, 2017



1. Opening Ceremonies

The Board of Directors convened in Open Session at 5:30 P.M. on September 27, 2017 at the Moraga Library Community Room, 1500 Saint Mary's Road, Moraga. President Famulener called the meeting to order. Present were the following Directors and Staff:

President Famulener	Director Jex	Gloriann Sasser, Admin Service Director
Director Anderson	Director Jorgens	Grace Santos, District Clerk
Director Barber	Jerry Lee, Interim Fire Chief	

2. Public Comment

There was no comment from the public.

3. Consent Agenda

Director Barber asked to pull Item 3.2 Monthly Financial Report from the Consent Agenda to discuss separately.

Motion by Director Anderson and seconded by Director Jorgens to approve and file item 3.1 Meeting Minutes. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

Director Barber stated he was not sure if the District was above or below its run rate and asked if we are where we expect to be at this time. ASD Sasser stated that she has no concerns at this point in the fiscal year.

Director Jorgens asked if it would be possible to change the format of the report because it is hard to read. He is used to seeing this period's actuals versus this period's part of the budget. ASD Sasser stated that she could make the change.

Director Jex asked if it was unusual that the strike team overtime budget was almost depleted. ASD Sasser explained that strike team overtime is seasonal and occurs mostly in July, August, and September. It is normal to see most of it expended.

Motion by Director Jorgens and seconded by Director Jex to approve and file item 3.2 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 Draft GASB 75 OPEB Valuation Report as of June 20, 2017 and Approval of OPEB Funding Policy

The District provides retiree health insurance benefits to employees. Government Accounting Standards Board Statement No. 75 requires the District to complete an actuarial valuation of the other post-employment benefits (OPEB) plan. As a result, the District contracted with GovInvest to complete an actuarial report calculating the long-term cost associated with the District's OPEB plan. The draft GASB 75 OPEB Valuation Report as of June 30, 2017 has been completed.

In September 2016 the Government Finance Officers Association recommended that every state and local government that offers OPEB formally adopt a funding policy that provides reasonable assurance that the cost of those benefits will be funded in an equitable and sustainable manner. Staff recommends the Board adopt the OPEB Funding Policy (Attachment B.) If the Board decides to accelerate reduction of the net OPEB liability, the Policy will need to be modified.

Director Jex stated that the implementation of GASB No. 75 was not reflected in the Draft CAFR. ASD Sasser stated that GASB No. 75 will be implemented. The information was not available in the Draft CAFR but will be in the final version.

Roger Burton, from GovInvest, reviewed the report. There was concern about one of the paragraphs in some of the caveats about disclosure. He does not see a problem about removing that caveat, especially if it is agreed to in the contract. If the report will be disclosed publicly or available for public disclosure, it negates the disclosure caveats.

Director Jorgens commented about a meeting with the GovInvest President. Director Jorgens pointed out that it could be a strain on the use of a model and it was agreed that the content would be removed from the confidentiality agreement. Mr. Burton agreed to remove it in the final copy.

Director Jex asked if the expense is what goes into the financials. Mr. Burton said the expense goes in the income statement and the OPEB liability will go with the balance sheet.

Director Jorgens asked if the amount of \$1.4 included the amount to fund the trust and goes under last year's approved amount. Mr. Burton stated that it is under the actuarial determined contribution calculated the same as the actuarial required contribution under GASB 45 was calculated. It is not under the accelerated payment. It is a 20-year amortization period, with a 7.25% discount rate.

Director Barber asked about the difference between explicit and implicit subsidy in the calculation of total contributions. Mr. Burton explained that the healthcare cost of a retiree is x dollars per year, but the dollar amount tends to be higher for employees until they go into Medicare. The rate that is charged those pre-Medicare retirees is the same rate that is charged the active employees. The active employee is paying a little bit more and the retiree is paying a little bit less on average. The active employees are subsidizing those pre-Medicare retirees, which is the implicit subsidy. The explicit subsidy is the actual cost for the retiree and the implicit subsidy is the portion of that cost that the active employees are supplying to their premiums.

Director Jex inquired on the refunds of employee contributions. Mr. Burton stated that if MOFD has refunds of employee contributions, they would be included. ASD Sasser explained that MOFD employees pay a share of the medical insurance but do not refund any costs. Mr. Burton stated that they could strike the language since MOFD does not have any.

Director Anderson commented on the unrealistic District's investment strategy goal of 7.25% ASD Sasser explained that GASB 75 requires using 7.25% in the valuation. GASB 75 is written that way – the amount that you are trying to achieve based on your investments is the discount rate that has to be used. The Board expressed their concern about being too aggressive and ASD Sasser suggested offset it by funding the actuarially determined contribution at a lower discount rate or shortening the term.

Director Jorgens stated that he did not realize that they were accepting an assumed rate of return when the Board agreed to invest and did not think it was possible.

Director Anderson stated that he did not know that GASB 75 required that number to be used in the actuary report and the only way to change the 7.25% is to redo the investment strategy with the trust manager.

Director Jorgens asked how often the number was updated and if the Board has any input on what the number is. ASD Sasser stated that it has been less than a year, but she feels that it should be looked at annually.

Director Jorgens asked if the fund manager has changed the expected returns on the District's portfolio, if that number should be what is reflected for GASB, and if the return expectation has changed since the District made the investment. ASD Sasser stated that she has not received any correspondence from HighMark Capital or PARS that the expected return has changed.

Mr. Burton explained that if the projected assets are insufficient and you contribute to the trust at the actuarial determined contribution level of 7.25%, it will build up the trust fund to so that it is sufficient to cover the liability. You are allowed to use a full long-term expected rate of return discount rate. If the assets fell short and you were contributing at an amount less than the ADC, they would have to blend the higher and lower rate. If you chose a pay-as-you-go method, they would use solely the lower 20-year bond rate.

Director Jorgens asked ASD Sasser to get in touch with the money manager and inquire if they changed the expected rate of return for the District's portfolio for the long term and make sure to put it where the current number is. He asked if it is an accurate way to correct the difference in expected return, or if the timing difference makes it a problem.

Mr. Burton explained that the timing differences would change it. If the District does not believe the fund manager and expects a lower long-term rate of return, it may be possible to use the lower rate. That would increase the District's liability, but the actuarial determined contribution would also be higher. Mr. Burton explained that the 7.25% discount rate has a lower liability. The District could use 6.25% but the liability and the ADC will be higher.

ASD Sasser stated that according to the auditor, the District must follow GASB 75 and use the assumed rate of return at 7.25%. The auditor stated that the report would not comply with GASB 75 if the District did not use 7.25% for the discount rate to calculate the liability. The expected rate of return is what the investment manager is trying to achieve, which is the rate the District has to use.

Mr. Burton agreed with ASD Sasser and stated that the auditor will not approve the Board not going with the fund manager's discount rate.

Director Jex stated that the District would be understating its liabilities and contributions required to meet the obligations. He would rather see something more realistic that is achievable.

Director Anderson suggested that Director Jex discuss the issue with the auditor since he is the Ad Hoc Audit Committee.

Director Jorgens suggested using a different discount rate or change the amortization period.

Director Barber asked why the particular amortization periods were used and if there was a connection between the years and a specific life cycle. Mr. Burton stated that there was not but believes that the auditors frown upon a longer amortization period. He has not seen anything in the actual language saying it cannot be done. Twenty years is becoming the standard for GASB 75.

Director Jex recommended using 6.25% in 15 years, which is conservative and ensures the numbers are adequately met and funded to meet obligations.

Mr. Burton stated that 6.25% for calculating the contribution is equivalent to a 17.5-year amortization period and would increase the contribution by just under \$84K a year. A 15-year amortization period, would be between 4.25-5.25% and would increase the contribution by \$226K per year. Shortening the amortization period is simpler, but it can be done either way. They both end up with an increase in contribution so it can be calculated as one or the other and get the same result as a combination. It is fine to do the combination so that the discount rate and length of amortization matches what is expected. A 6% amortization at a 15-year period would be more than \$226K, but less than \$325K per year.

Director Jorgens stated that the three things they are looking for are the amortization period, discount rate and approval of the number that it implies, which is unknown. He suggested using inflation plus 4% from the Philadelphia Fed.

Mr. Burton stated that they need a funding policy from the Board. If the Board picks 6% or 6.25%, he asked what it was based on, what it will be based on in the future, and how it would be worded so that it is consistent each year.

ASD Sasser stated that Attachment B is a draft of the proposed OPEB Funding Policy. The second paragraph, third sentence states that the actuarially determined contribution will be calculated using a discount rate of 7.25%. If the Board wants it to be 6%, we would change it. She recommended the Board adopt the funding policy and decide what they want the discount rate number to be as well as the unfunded liability amortization period.

Director Jorgens stated that 6.25% is a more realistic rate of return for the portfolio. In addition to having the right discount rate, we should be paying our obligations back over a 15-year period.

President Famulener stated that the Board has an option to do 17.5-year period instead of 15 years for only \$80K a year. If we go to 15 years, it will cost at most \$300K a year, which is a huge difference.

Director Jorgens stated he would like to bring this item back at a later meeting. He would like to see what the numbers really are and include a table that explains it.

Mark McCullah, MOFD Captain and Local 1230 representative, addressed the obligation bonds. In one year, there has been a decrease of \$1.5M and 9.8%. The District is addressing the problem and it is working well. If the money is not available, services might need to get cut in order to fund it. The \$80K or \$300K would be in addition to the \$1.7M that is already being spent. He does not want a formal policy that requires the District to pay it on a yearly basis, which may affect service levels.

Mr. Burton commented that the District could shorten the amortization period to 15-years, but if on top of that you decrease the discount rate used to calculate the contribution, the District will be contributing at a higher rate than what is required according to the long-term expected rate of 7.25%. What that will do is shorten the actual amortization period below 15-years. He estimates it would cost between \$225K and \$300K more per year.

President Famulener stated that in 2022 the District will have an extra \$2M in the general fund every year. She suggested that the Ad Hoc Long-Range Planning Committee come up with a long range policy to include being able to use the money to pay off the unfunded liabilities, or a portion of it. She suggested accepting the policy as written for the next fiscal year.

ASD Sasser stated that the CAFR is scheduled to be finalized at the October meeting and staff needs direction and a final policy decision. Last year, the Board directed staff to have the CAFR completed earlier this year and the goal was to have it done by October.

Director Barber asked what the affect would be of adopting either the reduction in discount rate, the reduction in amortization period, or both, on the operating budget next year and in subsequent years.

Director Jorgens stated that part of the rationale during budget discussions was to take the money the District would be saving from budget cuts this year and put it into the OPEB and pension trusts. The number left over in budget cuts was roughly \$400K. There is more money left than this would require.

President Famulener stated that there was never a vote on agreeing to that.

Director Jex agreed with Director Jorgens and stated that it was their justification for doing what they did. GASB 75 will be implemented this year and it should be done so it is reliable and believable, and 6.25% will be thought of as more realistic.

Director Barber asked if the operating budget can absorb the additional costs next year and in five years going forward. He asked if staff could make an assumption and do a projection about whether an additional \$80K, \$225K or \$250K would be possible or too great a burden on the operating budget.

ASD Sasser stated that it can be done. There are surpluses. The Long Range Financial Plan is regularly updated, and there are general fund surpluses that are significant over the next five years. The policy of this plan is that it should be reviewed annually so if something changes significantly, it could be changed. This is a policy decision by the Board, and if the priority is to pay down the unfunded liabilities because they are a significant threat to the District, then that is a Board decision. A policy needs to be adopted so that the District can get it done for this year, and a year from now, the Board could again consider the policy.

Director Jorgens stated that he would like the Actuary to prepare the numbers using a matrix to show different discount rates and different amortization periods. He would like to talk to both the District's auditor and money manager to see if the rate has to be used, and if it is still the current rate.

Director Barber suggested looking at different amortization schedules. He wants to see what the implications of adopting one of the two models, or both, would be on the District's operating statement going forward to beyond the point of paying off the pension obligation bond.

ASD Sasser stated that this would delay the CAFR to November, and asked the Board if they want Mr. Burton to come again next month.

The Board stated that they did not need the actuary to return as long as they are provided with all the numbers.

Mr. Burton stated that GASB 75 says that the contribution can be calculated however the Board wants by using a different discount rate, amortization period, or a combination of the two. Other options include adding a fixed dollar amount or a lump sum amount in total each year.

4.2 Approval of Contract for Station 43 Construction Management Services with Consolidated Construction Management, Inc. in the Amount Not to Exceed \$229,638 and Approval of Capital Projects Fund Expenditure Budget Adjustment Increase in the Amount of \$243,050

Station 43 construction management services with Stewart Enterprises will expire October 9, 2017. Staff was directed to seek other construction management services to complete the project. Staff reached out to two construction management companies that had previously bid the station 43 project and two other companies based on referrals.

Consolidated Construction Management (CM), Inc., had previously bid on the station 43 project and understands the scope of work that is necessary to complete this project. Consolidated CM specializes in fire station construction management and is proposing a seasoned team of professionals who bring recent, specific, in-depth knowledge of fire station construction management and inspection, and are available to mobilize immediately. Recent fire station construction projects include Menlo Park Fire Protection District station #2, and station #6 (in progress). Reference checks from recent clients have been very strong.

Additional items added to the scope of work are for continuous field inspections and labor compliance services to comply with state law. The proposal from Consolidated CM is in the amount of \$229,638. Total capital projects fund expenditure budget adjustment that will be required is \$243,050 to include \$13,412 of invoices from Stewart Enterprises.

Construction management is considered a professional service and is exempt from the bidding requirements in MOFD Ordinance No. 16-01 for purchase of goods and services.

Chief Lee clarified that continuous field inspections means continuous oversight and knowledge of the project, not that an inspector will be at the project site every single day. He introduced Scott Ritter from Consolidated CM, who was available to answer questions.

Director Anderson asked why there was an 11-month cap on the project. Chief Lee stated that according to the contract with FSG, once we give them the notice to proceed, they have 335 days to complete the project.

Mr. Ritter stated that they felt a half-time budget for the duration of the contract should be adequate. There will be rain and if nothing is happening on the site, they will not be expending funds. They will supply a time and material invoice not to exceed half time. If there is a delay due to rain and the project takes twelve months, they would slow down their invoices. It is a time-and-material contract.

Director Anderson stated he interpreted the contract differently – that if the time exceeds 11 months and is not under Consolidated CM's control, the District owes them more money. It is a time-and-material contract with no cap, and if it runs out of time, Consolidated CM will keep billing the District. He stated that 11 months is an unrealistic timeframe.

Mr. Ritter stated that it is a "not-to-exceed" for \$229,638 in that duration. They will not charge a straight half-time. If construction is stalled for weather conditions, they will not be charging time to the project, which is where potential savings would come and that could be used at the end of the job. They could describe it better in the contract.

Mr. Ritter said they could do a fixed amount for each month that the contract is extended. They could add several more months for a rain/unexpected buffer, and they could add a line for a certain dollar amount per month if it goes beyond the 11 months.

Director Anderson suggested changing it to 15 months and to keep the same price. Mr. Ritter agreed.

Director Jorgens asked if the additional \$13K is the entire bill. ASD Sasser explained that it is how much was paid to Steve Stewart in the current fiscal year, plus the outstanding invoice that has not been paid. The unpaid invoice is part of the budget adjustment that is proposed.

The Board agreed that the unpaid invoice is a different issue and needs to be voted on separately. They are not prepared to approve any more money to Steve Stewart.

Motion by President Famulener and seconded by Director Jex to approve the contract with Consolidated Construction Management, Inc., with the amendment of 15 months, not to exceed \$229,638. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

President Famulener announced that the second part of this item would be discussed after the public workshop.

5. **Public Workshop**

The Moraga-Orinda Fire District Board is in the process of preparing a position description for the Fire Chief and seeks the public's advice and input.

John Wyro, Orinda resident, submitted comments that he and Fred Weil, Moraga resident, drafted. The comments included a list of important traits the new fire chief should have (Attachment A).

Kathy Finch, Orinda resident, voiced her concern about the pension fund and stated that the community needs a new fire chief with some financial background. Ms. Finch submitted her comments in writing (Attachment B).

Janet Maiorana, Orinda resident, commented on issues that faced MOFD over the past 20 years. Ms. Maiorana stated that the new chief should be informed about the past 20 years, have solutions to the District's problems, have communities pay their fair share, have solutions to reform the broken pension system, be a good steward of the tax payers' dollars, and take advice from tax payers.

Richard Nelson, Orinda resident, stated that leadership is a crucial issue. The District needs a chief who can manage our firefighter/paramedics in executing their roles, and a leader who looks for new and better ways to serve Moraga and Orinda's needs. The chief should be a dynamic person who is open to new ways of organizing fire departments, who can lead us in facing serious problems, and someone who will look at new technology in doing things.

Steve Cohn, Orinda resident commented that MOFD is doing a very good job on its primary responsibility of providing emergency services to the community. The availability of funds to provide those services is threatened because of the retirement benefit obligation. Historically, fire departments are run by experienced firefighters skilled in operations. MOFD is in need of a leader with a strong resume in finance, fiscal management and long-range financial planning. MOFD needs to be led by a business person. Mr. Cohn submitted written comments (Attachment C).

Jonathan Goodwin, Canyon resident, stated that the primary quality of a successful fire chief is the practice of good political skills, have a good track record of working well with stakeholder groups to successfully implement existing policy and instituting prudence, working well with the rank-and-file, chief officers, other staff, community members, local politicians, municipal staff and its Board of Directors. Mr. Goodwin submitted written comments (Attachment D).

Eugene Gottfried, Orinda resident, agreed with the previous comments on the qualifications an ideal fire chief should have. The new fire chief should be a leader who is respected by the firefighters and the Board, someone who will communicate and have a good business sense, be familiar with emergency medical services (EMS) and new technologies. Problems with prior chiefs was their lack of communication with the community in which they work. The new chief should be someone who knows the communities of Moraga and Orinda spends time in community activities.

Gordon Nathan, Orinda resident, stated that the community needs a fire chief for all seasons. The ultimate decision belongs to the MOFD Board but they need to select a recruiting firm and trust them to bring in qualified candidates. The new chief should be someone who works collaboratively with the firefighters, has EMS experience to better relate to the staff, and good public relations skills.

Tom Norris, Orinda resident, echoed concerns about pensions and added his own concerns of wildfire fuel reductions.

Mr. Nelson asked the Board to consider the length of employment for this new fire chief and consider someone who lives in the community.

Karen Norris, Orinda resident, echoed the concerns about the pension issue, and stated that they are very proud of the Fire District and grateful to the Fire Chief. She said that the financial situation is a turning point on the back of the Board.

Director Barber asked if staff would include the names of the people who have written in and submitted their comments and incorporate their statement into the minutes.

President Famulener directed staff to include the written correspondence as attachments. In addition to the speakers who read their comments at the meeting, also attached are written correspondence from Moraga Town Manager Robert Priebe (Attachment E), Richard Olsen (Attachment F & G), and Linda See (Attachment H).

Director Anderson asked for Local 1230 Union President Vince Well's thoughts. Mr. Wells stated that they would like to see a new chief who knows the business, someone they can rely on for their expertise on policies, procedures, and operational plans. The chief should be able to work collaboratively with the Board, have the trust and support of the Board, communicate with the community, and have the confidence and trust of the community. The new fire chief should understand the community, listen to various political agendas of the community, but still make the best decisions on protecting the firefighters and the community.

At 8:05 P.M., President Famulener announced that they would take a break.

President Famulener reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 8:14 P.M.

Anthony Stephens, Vice President of Local 1230 and MOPFA President, gave a brief PowerPoint presentation.

After the Public Workshop, the Board returned to discussing Item 4.2. President Famulener asked staff to explain what the additional \$13K was for.

ASD Sasser stated that the \$13K is for services authorized in fiscal year 2017-18. Mr. Stewart was already paid for all of it except for approximately \$4K, which is the final unpaid invoice. Staff is asking for a budget adjustment to reflect the payments for the work that he did, which totals \$13,412, of which \$4K has not been paid out. This was authorized by the previous Fire Chief for work requested by the Board, which has been going on since July, for various assignments.

Motion by Director Barber and seconded by Director Famulener to adjust the budget to add \$13,412 to pay for services already requested and rendered. Said motion carried a 4-1 roll-call vote (Ayes: Barber, Famulener, Jex, and Jorgens; Noes: Anderson).

4.3 2016 FEMA SAFER Grant

In the winter of 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, to restore a dedicated full-time ambulance in Orinda (Medic 145). Notification of award was received on August 18, 2017.

Under normal circumstances, recipients have 30 calendar days to accept or decline the award. A 30-day extension was granted to the District to allow additional time to discuss and deliberate the impact(s) to the District.

The District's maintenance number for the three-year period of performance is 56. This number represents the number of rostered firefighter at the time of work, plus SAFER firefighters.

Chief Lee gave a PowerPoint presentation and answered questions from the Board.

Chief Lee stated that the Board has a few options. The Board can say no to the SAFER grant; say yes to the SAFER grant and the Board can provide direction on a staffing option; say yes to the SAFER grant and defer a staffing option.

Director Anderson asked why a decision had to be made so soon on the staffing option and stated that it is the Chief's responsibility to tell the Board what the best staffing option is. It is an operational decision.

Director Jorgens stated that the Board should accept it now using floaters, and leave the rest of it open to future input from the Chief and recommendations.

Captain McCullah stated that the intent of the grant is to restore a dedicated full-time ambulance in Orinda. It is up to the Board to honor it but it is the reason MOFD received the funding, which is included in the Strategic Plan and supported by the Union. The shutting down of Medic 45 had nothing to do with pension costs. It was due to a recession that affected the entire country. The grant was written and accepted for a reason.

Chief Lee stated that the grant proposal was written to restore Medic 45 or 19 staffing. However, the District is not bound to any specific deployment model once awarded the grant.

Local 1230 Representative and MOFD Firefighter Paramedic Lucas Lambert stated that the District would not have been awarded the grant if it was written for anything other than restoring staffing to what it was pre-recession. The recession numbers were due to a world recession, not due to the pensions of our firefighters. Local 1230 will lean on the Fire Chief for options for what the District will look like in the upcoming year. There are a number of different things that will impact the District, the community and the citizens greatly – what the staffing model will look like, if we will return to a full-time ambulance that primarily services North Orinda, the appropriate staffing for the new Tiller truck, and the upcoming station bids.

Captain McCullah added that a lot of the overtime incurred by the firefighters occurs over the summer with strike-team and single-resource deployments. That is reimbursed by the state not only for the person who is out on the strike-team but also for the person who is filling in for them at the station.

Director Jex asked if the number in the financial statements was net of reimbursement from the state or if it was gross. ASD Sasser stated that the overtime is gross and the reimbursement from the state is recorded as revenue. The District has not received any revenue yet for this fiscal year. It would come later in the year.

Director Famulener asked what month the firefighters put in their station bids. Captain McCullah stated that bids typically occur this month, which is why the deployment model is time-sensitive to the membership. The current bids expire at the end of this year.

Director Anderson asked the membership if the staffing decision is one that should come from the new fire chief. Mr. Wells stated that ethically, MOFD asked for the grant that was approved for 19 staffing. When you are awarded a grant, you use it for what they gave it to you for. That is the principal. The District should make this decision on the number of personnel it wants to hire. The new fire chief will not have a problem with having two more firefighters on duty.

Director Jorgens stated that there is a lot of work that other departments around the state and the country does to help guide their intuition about how to staff things properly. He feels that there is a lot more research and analysis that needs to be done before he can make a fully informed decision about how to staff the system, and the ideal way to provide the best emergency services for the community.

Motion by Director Jorgens and seconded by Director Jex to accept the SAFER grant and maintain current staffing (17 minimum / 59 positions), subject to the Fire Chief presenting a staffing model on how to use the extra SAFER firefighters (other than as floaters) to the Board for approval. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

4.4 Draft Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2017

Each year the District engages a certified public accountant to audit the financial statements of the District. The District's Administrative Services Division prepared the financial statements for the fiscal year ending June 30, 2017. The financial statements have been audited by Vavrinek, Trine, Day & Co., LLP. A draft Comprehensive Annual Financial Report (CAFR) has been Completed.

The draft CAFR is complete except for items relating to the net OPEB liability. The net OPEB liability is pending completion of the actuarial valuation.

The final CAFR is scheduled to be completed and presented to the Board at the October 18, 2017 board meeting.

Director Jex stated that the draft is done but there are two things that will be required before finishing it. A decision with regards to what the Board will do to the adoption of GASB 75 in terms of the discount rate. That is open until a decision is made and it is not reflected in the draft CAFR. After doing that, the changes will need to be made. If the Board has any recommendations regarding changes or modifications they would like to see in the draft CAFR regarding disclosure or comments, provide them to ASD Sasser. Once it is a final document, they will review with the auditor and bring it to the Board for approval.

The Board received the draft CAFR.

6. Closed Session

At 9:45 P.M., the Board adjourned into Closed Session.

7. Reconvene the Meeting

President Famulener reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 10:15 P.M. Present were the following Directors and Staff:

President Famulener	Director Jex	Gloriann Sasser, Admin Service Director
Director Anderson	Director Jorgens	
Director Barber	Jerry Lee, Interim Fire Chief	

8. Report of Closed Session Action

There was no reportable action taken in Closed Session on item 6.1 Conference with Legal Counsel – Potential Litigation., 6.2 Public Employee Appointment, 6.3 Conference with Labor Negotiator (Local 1230), 6.4 Conference with Labor Negotiator (Local 2700), and 6.5 Conference with Labor Negotiator (MOFCOA)

9. Public Comment

There was no comment from the public.

10. Adjournment

At 10:15 P.M., President Famulener called for adjournment of the regular meeting.



Glace Santos
Secretary to the Board

Attachment A

Thoughts on the selection of the next MOFD Chief

Fred Weil and John Wyro

The Fire Chief is the chief executive officer of the District

The Chief must interact with the staff, the public, other governmental agencies and must gain their trust if the District is to operate at its most effective levels.

It is important for the Board to appoint as Chief someone with the technical skills to earn the respect of the firefighters, EMTs and paramedics and the personal skills to inspire the confidence of the public and Board.

The Chief should be at the table with the Board's labor representative in contract negotiations with the unions because the Chief interacts daily with the staff, and no one else is likely to understand the issues of importance to the staff. This was abundantly clear in the negotiations a few years ago when the staff accepted a 9 percent decrease in compensation in order to preserve services for the residents—this did not happen because the Board was smart or charming. It was entirely the result of a Chief having built a trusting relationship with our staff.

What of the Board? The Board is responsible to hire the Chief and evaluate the Chief's performance against agreed upon goals.

The Board is responsible for budgets in collaboration with the Chief, including long term planning, but Board members must remember the limitations of their roles and the reason why a strong Chief is imperative. Board members have the authority of the District only while they meet in accordance with the law—individually, they are private citizens like everyone else.

Individual Board members do not run the District and should not get involved in setting line items in budgets or in operational matters.

It is important for each member to work collaboratively with each other and the Chief

It is important to understand how easy it is for board members to create problems when they step out of their roles. These principles are not new, and this Board must not lose sight of them. Hopefully, with the hiring of a strong Chief worthy of respect of the Board and community, all parties will work within their roles to create a positive work environment for the benefit of the community.

It is important to hire a Chief who is not just building a resume. The staff will quickly see through that kind of person and that Chief will never be credible.

It is important that the Chief you hire have the prospect of remaining for at least 5 years because the District's financial situation will begin to change radically, starting in 2021, when the last of the outstanding bonds are paid off. There will be an opportunity to radically

Attachment A

decrease the District's retirement and OPEB liabilities, and to set in motion a plan to essentially eliminate them over the following 10 years or so

There will be other demands, including a desire of the staff for compensation that more clearly reflects parity with that of nearby districts. Those are needs you must be cognizant of – they cannot be ignored without risking the loss of highly trained staff and facing difficulties in replacing departing staff.

There will also be legitimate demands for improvements in District services, including how to better serve north Orinda. It is important that the new Chief have an understanding of the District as it stands today and the vision to lead the District to what it can be as the financial situation improves.

The Board should do everything possible to select a new Chief who will have the skill, strength and integrity to gain the trust of the staff and community, trust needed to be able to fulfill this most critical role and once selected, the Board must do everything in its power to support its Chief.

Between Fred and I, we have played a role in the selection of every Chief the district has had. **It is the most critical decision you will make as a Board** – we know you will undertake this seriously and not just settle – get the right person or keep looking. Once selected let the Chief do his/her job and be supportive of those efforts.

There are good people out there and you must gain their trust as well – it is most assuredly a two-way street – respect the process and the candidate and good things can happen.

Fred and I would like to volunteer to be further involved in the process, such as on an interview panel.

Attachment B

From: [kathymfinch](#)
To: [Santos, Grace](#)
Subject: Community meeting tonight
Date: Wednesday, September 27, 2017 3:36:37 PM

Dear Ms. Santos,

My husband and I, both Orinda residents, look forward to tonight's meeting regarding the MOFD and we have a few questions we would like to address.

For example, in light of the amount of money funding the Fire Dep't through property taxes (24 million) and the underfunding of the employee retirement program (70 million), we believe that there should be someone in the Fire Dep't who has experience in finance, preferably someone who is a neutral party. I think we need someone who can figure out how to grow the Dept's assets so as to be able to meet the pension requirements of our hard-working firemen.

We are also concerned that Orinda provides significantly more property tax revenue to fund the MOFD than does Moraga and that the dep't emergency response time to Orinda is slower than the response time to Moraga. Additionally, both response times don't meet the district and national response guides 40% of the time.

I hope that we can discuss these issues tonight! Thank you for providing this opportunity to the community.

Sincerely,

Kathleen and Robert Finch

Attachment C

To: The Moraga-Orinda Fire District Community
Subject: Items to consider in selecting a new fire chief
From: Steve Cohn
Date: September 17, 2017

The following comments are for the community workshop which MOFD has scheduled for Wednesday September 27 regarding issues likely to confront the District during the tenure of a new Chief.

The main task of MOFD is to provide emergency service to Orinda and Moraga. The emergencies covered are broad but mainly they include emergency medical response (the preponderance of incidents) and response to fires including structure, vegetation, vehicle and others. There are a multitude of other situations MOFD responds to.

With regards this primary function of the District, I have never heard of any complaint regarding the proficiency of the District's employees or management in dealing with emergency incidents. With one exception and that is response times. When I studied the response times for all incidents in 2009, 40 percent of Code 3 emergencies in Orinda were responded to in excess of the District's six minute bench mark and 25 percent in Moraga. Response time is dictated by proximity of stationed responders to an incident. In the twenty years since MOFD was formed, the location of incidents has probably remained relatively stable as Orinda and Moraga for the most part are "built out" and the same five stations exist today as existed in 1997. Therefore, the response times today are probably about the same as they were 20 years ago. Nothing has changed. Why not? Is it impossible to improve on a 60 percent success rate? We have an average of 3.4 responders per station. 90% of Code 3 emergencies requiring rapid response are medical in nature. Does it take 3.4 responders to be an effective first responder to a medical emergency with backup following in a few minutes? Hopefully a new Chief might have some ideas on how to improve response times.

While MOFD is primarily an emergency response entity, it is actually two businesses. One is emergency response, the second is finance due to its capital needs but more importantly its employee retirement programs.

This year's budget is \$26 million. \$10.7 million is for salary and personnel insurance benefits and \$2.1 million in operating expenses for a total of \$12.8 million; about half the budget. The other half is for funding retirement benefits (\$11.5 million) and capital expenses (\$1.5 million). The balance sheet is even more skewed to the finance business. The operations side of the business has \$4.7 million in assets and \$1.9 million in liabilities for a net asset of \$2.8 million. On the "finance side", The District has \$18.4 million in capital assets, including \$6 million in cash, and only \$4.1 million in liabilities. But the tail that is wagging the dog is attached to the District's employee retirement liabilities. The District has approximately two thirds of a billion dollars in retirement benefit liabilities spread out over the next sixty years. Discounting those future liabilities to today at a seven percent discount rate results in a current liability of \$190 million. Plus the district has a Pension Obligation Bond with a current balance of \$17 million resulting in total current liabilities of \$207 million (eight times the annual budget). The District also has \$135 million in pension assets which means that its retirement plans are underfunded by about \$70 million. That is assuming that the pension assets will earn at a seven percent rate of return which they have been unable to do in the past (thus the underfunding). If they can only earn at six percent as many suggest, the liabilities increase by another \$30 million.

So the question is, what will it take, and who will it take, for MOFD to come up with the \$100 million in underfunding and after it does, what will it take to maintain a retirement fund with \$250 million in

Attachment C

assets hopefully earning \$15 million a year in order to pay down the two thirds of a billion dollars in retirement benefit liabilities? This is high finance. This requires a serious money manager with business acumen. It is a skill set that an emergency responder, even with decades of experience, may not have.

In the corporate world a company with two hundred million dollar balance sheet and twenty five million in revenues might have a CFO to deal with finances, a COO to deal with operations, and a CEO to coordinate the two. The person we normally think of as Fire Chief mostly fits the COO position. The fact that MOFD is \$100 million in debt indicates that in the past the CFO and CEO positions have been neglected. Maybe now MOFD has an opportunity to change that. I understand that traditionally “fire departments” (I don’t understand why the term “fire department” is still used when only five percent of all emergencies are fires, but that is for another day) are run by a professional fire fighter. With the district \$100 million in debt, maybe that tradition should be questioned.

There is also an issue within MOFD which management has been sweeping under the rug for years and that is issue of service equity between Orinda and Moraga. This is the elephant in the room. MOFD was formed when Orinda chose to discontinue ConFire’s service and formed MOFD with Moraga because ConFire was using Orinda tax dollars to service other communities. Orinda needed those tax dollars to improve service in Orinda. A mechanism should have put in place when MOFD was formed to measure what Orinda and Moraga were contributing to the District and what it was costing to service each community. But there wasn’t and the result is we are right back where we started with Orinda tax dollars being used to pay for services not in Orinda.

Currently there are nine firefighters stationed in Orinda’s three stations and eight in Moraga’s two stations. 85 percent of MOFD’s expenses are employee compensation costs so it is not unreasonable to allocate all expenses to these 17 positions. This year Orinda taxpayers will provide about \$15.3 million of property tax revenue to MOFD while Moraga taxpayers will provide about \$8.3 million. This means that MOFD is charging Orinda \$1.7 million per firefighter while it is only charging Moraga \$1.0 million. Why is MOFD charging Orinda 70% more than Moraga when Orinda is actually getting worse service (60 percent on time responses in Orinda vs. 75 percent in Moraga)? Because no one has been willing to admit that Orinda is being overcharged while Moraga is being undercharged. What will eventually happen if this continues to be ignored and the disparity grows, as it has (three years ago Orinda was “only” charged an additional 60%)? Why does Orinda have the same substandard fire hydrants it had twenty years ago? Why is there no fuel reduction program in North Orinda, much of which is classified a Very High Fire Hazard Severity Zone?

Because Orinda’s tax dollars are being used to provide basic service in Moraga. This should concern the head of MOFD. If this service inequity, or call it a funding inequity, is not cured, it will destroy MOFD. Orinda has no long term obligation to remain in MOFD. It partnered with Moraga to get better service than it was getting from ConFire and AMR. It can switch partners again. It will if conditions do not improve. A leader of MOFD should make sure that the Orinda / Moraga partnership stays intact and that will not happen by simply telling Orinda that there is no problem to cure.

These are the main issues a new Chief or management team will need to address:

- * **Huge retirement benefit liabilities and the funds required to pay them.**
- * **Response time deficits.**
- * **Service and funding equity between Orinda and Moraga.**

Attachment D

From: [CanyonFire](#)
To: [Kathleen Famulener](#); [brad.barber@sbcglobal.net](#); [Jorgens, Craig](#); [mjjex@yahoo.com](#); [sfecanard@aol.com](#); [Lee, Jerry](#); [Santos, Grace](#)
Cc: [nick@lamorindaweekly.com](#); [jill.ray@bos.cccounty.us](#)
Subject: Comments on Hiring a New Fire Chief
Date: Wednesday, September 27, 2017 8:55:34 AM

To: The MOFD Board of Directors
From: Jonathan Goodwin, Canyon, Calif.
Re: Comments on hiring a new Fire Chief

From what I've seen in fire agencies in Morgan Hill, Sacramento and in local areas, the primary quality of a markedly successful Fire Chief is the masterful practice of good political skills. Any one of us can have good ideas as to how an organization should be run, but few are they who have a track record of working well with a broad range of stakeholder groups to successfully implement existing policy, not to mention instituting improvements. The next Chief you hire should have a record of working well with the rank-in-file, Chief officers, other staff, community members, local politicians and municipal staff and, above all, with the Board of Directors. The new Chief should be able to show actual collaborative projects done with these groups and come well recommended by them. One local example I would point to in this regard, just to give you a bearing, is El Cerrito Fire Chief Lance Maples.

The Board should choose a Chief who has a track record of informing his/her Board about how his/her fire agency actually functions. One of the Board's most important responsibilities is approving the budget. What is a budget, but a way of trading off one value for another? You can't spend money on everything all at once, so some items must be traded off for others. Thus, the Board cannot, some would argue, do a proper job of governance with without actually understanding what is going on within the organization in areas such as GPS & mapping, SCBA readiness, what the Prevention Bureau is supposed to be doing, what proper training is supposed to look like, how well medical calls are going, what the water supply issues are, how well existing facilities serve staff and the district in general, etc.

Moreover, the Fire Service is currently going through major changes, and MOFD is no exception. For example, should the District re-organize its services to reflect the fact that more than 80% of its calls are for EMS and that fires have become far less frequent in recent decades? Should the District cut costs now in order to put money in reserve for known enormous "balloon payments" that will come in the future to cover pensions and OPEB costs?

I would say to you that only a Chief with superlative political skills can help guide the Board through these extremely important--and very difficult--discussions. Otherwise, history clearly shows us, important votes will be cast by Board members falling back upon personal biases or upon blind loyalty to a Chief who dodges the critical matters, rather than Board members making well founded, farsighted decisions.

One thing I would add to the above is that the Board should choose a Fire Chief who will clearly inform the Board, not only of what is happening within this particular fire agency, but also how this compares to national trends as well as to other local and State agencies. Absent this sort of a broad knowledge base brought to the Board by a politically sensitive Chief, it is unclear to me how this Board can fulfill its mandate to properly govern our small fire district.

Attachment E

From: [Bob Priebe](#)
To: [Santos, Grace](#)
Subject: RE: MOFD Public Workshop
Date: Tuesday, September 26, 2017 8:54:03 AM
Attachments: [image001.png](#)

Hi Grace,

Only comments are that MOFD needs a leader with similar demeanor as Stephen with great sense of humor, calm demeanor, and recognition of need to keep both Moraga and Orinda Managers informed. Really need continuation of working together to share resources in emergency response training and in actual events. Successor should be politically savvy and comfortable in saying “no” when it needs to be said.

Hope this helps.

Bob

Robert Priebe
Town Manager

Town of Moraga
329 Rheem Blvd.
Moraga, CA 94556
(925) 888-7020
priebe@moraga.ca.us

From: Santos, Grace [mailto:gsantos@mofd.org]
Sent: Tuesday, September 26, 2017 7:53 AM
To: Bob Priebe
Subject: RE: MOFD Public Workshop

Good morning, Bob,

I wanted to follow up to see if you are still interested in submitting some comments for our workshop tomorrow night?

Thank you.

Best,

Grace Santos

District Secretary / Clerk
Moraga-Orinda Fire District

Attachment F

MORAGA-ORINDA FIRE DISTRICT PUBLIC WORKSHOP SEPTEMBER 27, 2017

NEXT FIRE CHIEF – ESSENTIAL QUALIFICATIONS

BACKGROUND & EXPERIENCE

- For Last 5 Years has been a Chief Officer at a Senior Level (Fire Chief, Deputy Chief or Assistant Chief);
- Has at least 15 years of total, continuous service as a full-time firefighter and paramedic;
- Is Certified as a Chief Officer by the State of California. (Completion of the Executive Fire Officer (EFO) Program at the National Fire Academy would be a strong plus);
- Is Currently a Certified Paramedic. (This is essential so that the Chief is able to evaluate the performance of the paramedics under his/her command);
- Currently works at a California Independent Fire District. (The next Chief needs to be familiar with the intricacies of working in an Independent Fire District environment -- as differentiated from working in either a Municipal or Dependent Fire District situation where significant administrative support is provided from outside the fire agency);
- Currently works at a Fire District that provides Fire District-operated ambulance service;
- Has Significant Urban Wildland Interface (UWI) Fire Prevention, Pre-Fire Planning and Fire Suppression Command experience;
- Has significant experience in teaching firefighters and paramedics in formal settings as well as on-the-job;
- Is serving in – or has served in – a Fire Service Leadership position to which she/he was elected by her/his fellow Chief Officers from other fire agencies;
- Is serving on – or has served on – a County, State or a National Fire Service Committee;
- Given the MOFD's proximity to the Hayward Fault and the inevitability of a Major Seismic Event locally, current or previous service on a FEMA Urban Search & Rescue Task Force would be highly desirable;
- The MOFD is a paramilitary organization with formal roles, responsibilities and hard-and-fast rules – particularly in emergency situations. Prior military service would be a definite plus.

EDUCATION

- A Bachelor's Degree from an accredited College or University with a major that has relevance to the fire service (e.g. fire science; fire protection administration and technology; engineering; business management; emergency planning).
- A Master's Degree from an accredited College or University in a professionally relevant area (e.g. fire science; emergency planning; business or public administration). Examples: An MPA from USC; an MBA from Saint Mary's College; an MS in Emergency Services Administration from CalState Long Beach; an Executive Masters in Emergency Management from Arizona State University.

PERSONAL & PROFESSIONAL QUALITIES

- A high level of personal integrity and honesty, as vouched for by current and former superiors, peers and subordinates;
- Demonstrated strong leadership skills as attested to by current and previous superior officers and also by Commissioners and Directors under whom she/he has served;
- An outgoing personality combined with a willingness to proactively perform aggressive community outreach, in order to inform and educate the public about the services the MOFD's provides to serve the public's needs;
- A good listener with a high follow-through commitment and record;
- A self-deprecating person who takes full responsibility for any problems while fully crediting the achievements of her/his subordinates;
- An open-mindedness about new EMS and fire service technologies and service delivery options and a willingness to explore and even experiment with them;
- Strong oral and written communication and formal presentation skills;

Attachment F

- A commitment to a STRONG Fire Prevention Program that includes fully utilizing line firefighters in business and institutional fire inspections, pre-fire planning, wildland vegetation surveying and compliance and with public education programs;
- A willingness to work collegially with the Firefighters Union and its representatives;
- A record of continuously upgrading his/her personal skill set combined with a commitment to leading – by example -- the MOFD’s employees to constantly elevate their skills and abilities;
- A commitment to physical fitness in which she/he leads by example and also strongly encourages fitness and dietary regimes that will maximize each firefighter’s capacity to perform optimally in emergency situations;
- Knowledge about and experience with the accounting for and funding of unfunded Pension and OPEB liabilities would be a big plus;
- A willingness to – if necessary – move within a relatively short (10 miles?) distance from the center of the district, in order to provide a timely response (10 to 15 minutes?) to major emergency events;
- A strong commitment to educating the MOFD’s Board members about all aspects of the district’s operations, so they can more fully evaluate and then help to guide the district’s performance of its responsibilities.

###

Submitted by:

Richard J. (“Dick”) Olsen
1861 Saint Andrews Drive
Moraga, CA 94556-1057
Home Phone: 925/376-4386
Fax: 925/376-4319
Mobile: 925/286-8114
E-mail: rjolsen@pacbell.net

Attachment F

MORAGA-ORINDA FIRE DISTRICT
PUBLIC WORKSHOP
SEPTEMBER 27, 2017

ISSUES LIKELY TO CONFRONT THE MOFD'S NEXT FIRE CHIEF DURING HIS/HER TENURE

FINANCIAL SUSTAINABILITY:

The MOFD's Balance Sheet is in dire need of a drastic overhaul.

Current trends of ever-increasing unfunded liabilities for both Pensions and Other Post-Employment Benefits (OPEBs) are unsustainable over the long-term. As a direct result, the MOFD may have no choice but to significantly increase its current payments into the reserves that have been established to offset the unfunded liabilities. That would then necessitate significant adjustments to the Operating Budget.

If that were to occur, it would then be necessary for the MOFD's Board of Directors, in concert with its Fire Chief, the Firefighters Union and the Fire District's Taxpaying Public/Customers to make significant budgetary and operational changes in order to achieve a sustainable status.

The essential question is: How can the necessary sacrifices that would be required be made in an equitable manner while maintaining essential services and continuing to provide fair and reasonable firefighter and administrative staff compensation?

POSSIBLY CHANGING MAJOR ELEMENTS OF THE CURRENT SERVICE MODEL

There are at least two constraining constants that probably cannot be changed for both service and political reasons. The first is where the three recently built or rebuilt stations -- 42, 43 and 44 -- are located. The second is the current fire department-provided ambulance service -- which latter service has historically been a major source of public financial and political support.

I would like to suggest that the incoming Fire Chief could/should be authorized by the Board to Zero Base all the other services the MOFD provides -- including staffing and the facilities, apparatus and equipment that the MOFD currently utilizes. The goal of such an exercise would be to potentially achieve a more financially responsible and also, potentially, a more efficient and effective operational scheme.

ACHIEVING A HIGH MORALE ORGANIZATION

Given that the MOFD's current and likely future financial position is unsustainable-- which may ultimately necessitate adjustments that could cause unhappiness among the firefighters and administrative staff -- what strategies and tactics could potentially be deployed to help maintain morale?

RESPONDING TO EVER-INCREASING EMERGENCY MEDICAL SERVICE DEMANDS

An aging population has led to a continuous increase in Emergency Medical Service calls. Reference to "Pulse Point" clearly shows that three or more simultaneous or overlapping EMS calls are an increasingly common condition. Excessive EMS services demand leads to empty fire stations and also the need to respond into the district AMR ambulances from outside the district with delayed ambulance arrival times. That situation may force the MOFD's current staffing and equipment model to be modified to accommodate this EMS demand increase.

###

Submitted by:

Richard J. ("Dick") Olsen
1861 Saint Andrews Drive
Moraga, CA 94556-1057
Home Phone: 925/376-4386
Fax: 925/376-4319
Mobile: 925/286-8114
E-mail: rjolsen@pacbell.net

Attachment G

From: [Linda](#)
To: [Santos, Grace](#)
Subject: New Fire Chief
Date: Wednesday, September 27, 2017 2:42:06 PM

I would like to take this opportunity to encourage the board to select a Chief who has the ability to balance a budget and will not continue to fiscally endanger our community long term with spending. Let's not continue to be the Wall Street Journal's poster child for pension spiking, or ill conceived plans for facilities.
Linda See

Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

September 29, 2017



1. Opening Ceremonies

The Board of Directors convened in Open Session at 4:00 P.M. on September 29, 2017 at the Sarge Littlehale Community Room, 33 Orinda Way, Orinda California. Vice President Barber called the meeting to order. President Famulener was stuck in traffic and Director Jex was absent.

Present were the following Directors and Staff:

Director Anderson	Jerry Lee, Interim Fire Chief
Director Barber	Gloriann Sasser, Admin Service Director
Director Jorgens	

2. Public Comment

There was no comment from the public.

President Famulener arrived at 4:05 P.M.

3. Regular Calendar

3.1 Amendment to Station 43 Construction Contract with Federal Solutions Group, Inc.

The Moraga-Orinda Fire District executed a separate written agreement with Pacific Mountain Construction (PMC) to terminate PMC's right to proceed and to assign subcontractor claims to the awarded contractor. Some claim materials and/or value toward the construction project were determined to be inaccurate.

The District shall pay four claims directly, and Federal Solutions Group shall reduce their contract amount according to First Amendment to the Contract for Construction of Fire Station 43.

Director Anderson asked if the net amount came out to the same as what was discussed. Chief Lee stated that it will cost about \$3K more.

Chief Lee stated that we are not raising their contract. They are reducing their contract price by the amount of the generator and the utility basins, which is about \$65K.

Director Jorgens stated that they are not really reducing it. The District is still paying the \$3,341,000, which increases the price by \$25K.

Chief Lee stated that FSG does not have a contract yet, this is just an amendment to it. They are reducing their budget by \$42K for the generator and switch gear, \$2600 for the catch basins, and we are effectively paying \$71-72K for this.

Director Anderson stated that it is a \$25K increase to the District's cost.

Motion by Director Barber and seconded by President Famulener to approve First Amendment to the Contract for Construction of Fire Station 43. Said motion carried a unanimous 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener, and Jorgens).

3.2 Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Station 43 Project

The Fire Chief has authorization to approve any single change or modification to the contract for the construction of the Fire Station 43 in an amount not to exceed \$10,000 without prior consent of the Board. Staff was directed to raise this limit to \$20,000.

Director Jorgens stated that he believed the Fire Chief does not have the authority to sign change orders and would like advice from the District's legal counsel.

Director Anderson asked staff to provide updates each month, which includes a check register of what was paid, the amount, and the remaining balance.

ASD Sasser stated that she would include it in the monthly report. She stated that the Board has not approved any contingency amount for this project so the budget equals exactly the amount of the existing contract.

The Board directed staff to place the item on the next meeting agenda and have District Counsel Bakker explain what needs to be done to give the Fire Chief authority to sign change orders. They also directed staff and/or the new project manager to provide the Board with monthly detailed presentations on the status of the project.

4. Closed Session

At 4:30 P.M., the Board adjourned into Closed Session.

5. Reconvene the Meeting

President Famulener reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 4:30 P.M. Present were the following Directors and Staff:

President Famulener	Director Barber
Director Anderson	Director Jorgens

6. Report of Closed Session Action

There was no reportable action taken in Closed Session on item 4.1 Conference with Legal Counsel – Potential Litigation., 4.2 Public Employee Appointment, 4.3 Conference with Labor Negotiator (Local 1230), 4.4 Conference with Labor Negotiator (Local 2700), and 4.5 Conference with Labor Negotiator (MOFCOA)

7. Public Comment

There was no comment from the public.

8. Adjournment

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

	<i>September, 2017</i>				<i>Totals</i>
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Structure Fires	Vehicle Accidents	
Incident Totals	138	162	2	11	313
Median Turnout	1.68	1.58	1.32	1.40	1.58
Median Resp Time	6.48	5.88	11.97	7.39	6.18
Resp Time (90th%)	12.62	11.74	15.97	10.32	12.03

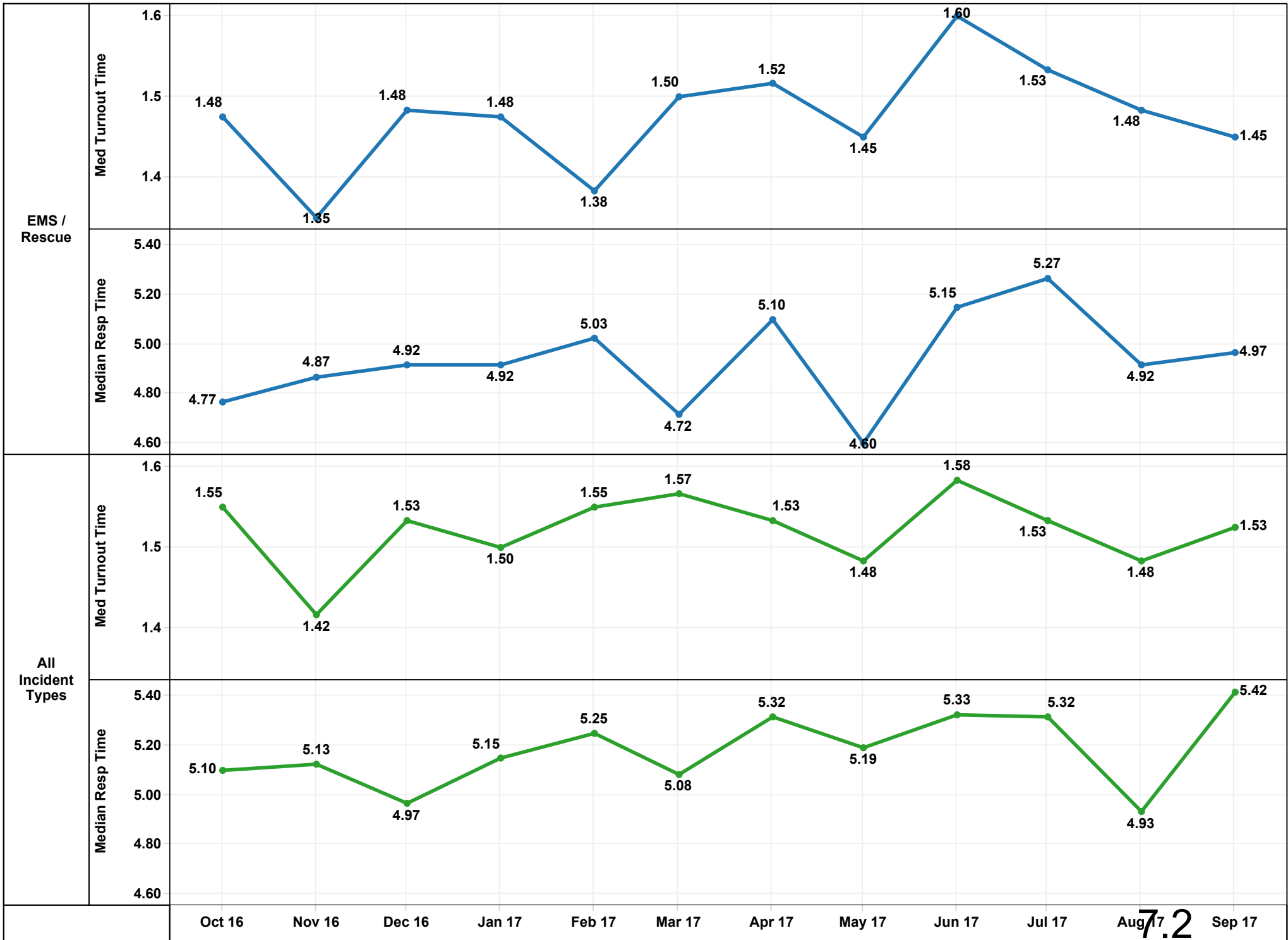
Code 3 Response Time Summary by City and Incident Type. Times shown are based on the First Responding Units Arrival at Scene of Emergency.

		<i>September, 2017</i>			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	85	1.45	5.27	8.18
	All Other Types	17	1.61	5.90	7.80
	Totals for City	102	1.47	5.37	7.97
Moraga	EMS / Rescue	58	1.59	4.50	6.50
	Structure Fires	1		0.18	0.18
	All Other Types	14	1.69	5.58	7.07
	Totals for City	73	1.59	4.53	6.55
Lafayette	EMS / Rescue	8	1.30	6.92	12.63
	All Other Types	4	2.17	7.22	8.22
	Totals for City	12	1.72	7.12	12.60
Overall Total		187	1.52	5.17	7.74

Response Totals By Incident Type

	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Total
All Others (Alarms / Pub Service / Etc.)	111	98	118	110	99	126	90	110	115	140	166	138	1,421
EMS / Rescue	145	163	166	196	136	170	163	172	161	161	162	162	1,957
Structure Fires	1	2	2	2	1	2		4	3	3	3	2	25
Veg Fires	1								3	5	3		12
Vehicle Accidents	22	12	25	22	18	13	12	8	23	9	10	11	185
Grand Total	280	275	311	330	254	311	265	294	305	318	324	313	3,580

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 9/1/2017 Through 9/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
000000...	9/26/2017	Chase	161,416.13	Loan payment-Station 43 funding-Acct. 451930689002
25216	9/7/2017	Contra Costa County	8,045.81	Building permit #BICO16-007912 20 Via Las Cruces ...
25217	9/8/2017	AFSCME Council 57	181.59	Period Ending 08/31/17
25218	9/8/2017	Airgas USA, LLC	739.13	Oxygen-Station 41- #2118770
25219	9/8/2017	Alameda County Fire Department	5,107.21	Annual service-Unit 442
	9/8/2017	Alameda County Fire Department	5,060.89	Misc. repairs
25220	9/8/2017	American Fidelity	2,369.47	Period Ending 08/31/2017
	9/8/2017	American Fidelity	1,078.68	Supplemental deductions-Period Ending 08/31/17
25221	9/8/2017	Felipe Barreto	50.00	Shoes
25222	9/8/2017	Biomedical Waste Disposal	79.00	August 2017 Medical Waste A/C #0349
	9/8/2017	Biomedical Waste Disposal	79.00	August 2017 Medical Waste A/C #0350
25223	9/8/2017	The Blackrock Group	1,852.50	Background investigations
25224	9/8/2017	Bound Tree Medical, LLC	227.23	1cc syringes
	9/8/2017	Bound Tree Medical, LLC	581.28	IV solution
25225	9/8/2017	CCC Fire Commissioners Assoc.	100.00	Association Dues 07/01/17-06/30/18
25226	9/8/2017	Comcast	86.28	8155 40 005 0208428 Station 41-08/29/17-09/28/17
25227	9/8/2017	Definitive Networks, Inc.	19,166.00	Service coverage for August 2017
25228	9/8/2017	EBMUD	385.49	Water 06/13/17-08/14/17
	9/8/2017	EBMUD	265.17	Water 06/28/17-08/28/17
25229	9/8/2017	ECMS, Inc.	48.12	PPE repair
25230	9/8/2017	Hunt & Sons, Inc.	1,067.09	Fuel A/C #72371
	9/8/2017	Hunt & Sons, Inc.	1,013.03	Fuel A/C #72372
	9/8/2017	Hunt & Sons, Inc.	455.72	Fuel A/C #72373
	9/8/2017	Hunt & Sons, Inc.	772.18	Fuel A/C #72375
25231	9/8/2017	IAFF Local 1230 Dues	8,694.74	Period Ending 08/31/17
25232	9/8/2017	IAFF Local 1230 Insurance	1,865.94	Period Ending 08/31/17
25233	9/8/2017	L.N. Curtis & Sons	277.31	Wildland boots-Johansen
25234	9/8/2017	Moraga Hardware & Lumber	58.11	Fire trail lock keys
	9/8/2017	Moraga Hardware & Lumber	57.13	Stakes for weed abatement
25235	9/8/2017	Office Depot	66.42	Copy paper, envelopes and restroom supplies
25236	9/8/2017	Reserve Account	900.00	Reserve postage -Acct. 33928102
25237	9/8/2017	Staples Advantage	502.23	Misc. supplies-Station 45
25238	9/8/2017	Stewart Enterprises II	5,914.28	Services 8/8/17-9/4/17
25239	9/8/2017	Verizon Wireless	387.19	Account 623714059-00001 Service 07/24/17-08/23/17
	9/8/2017	Verizon Wireless	24.56	Account 623714059-00003 Service 07/24/17-08/23/17
	9/8/2017	Verizon Wireless	69.06	Account 623714059-00004 Service 07/24/17-08/23/17
25240	9/8/2017	Vavrinek, Trine Day & Co., LLP	8,000.00	FY 2016-17 audit July services
25241	9/14/2017	Abila	308.25	2000 A/P envelopes
25242	9/14/2017	ADP, Inc.	380.16	ADP Payroll Fees ending 08/31/17
25243	9/14/2017	Airgas USA, LLC	257.33	Tank Rental-Station 41- #2118770 -August 2017
	9/14/2017	Airgas USA, LLC	35.66	Tank Rental-Station 44- #2902766 -August 2017
	9/14/2017	Airgas USA, LLC	247.41	Tank Rental-Station 45- #2867225 -August 2017
25244	9/14/2017	Alameda County Fire Department	2,498.93	Misc. repairs-Unit 406
25245	9/14/2017	Allied Propane Services, Inc	80.00	Tank rental to 8/31/18
25246	9/14/2017	A T and T	161.20	Acct# 9391053307 08/01/17-08/31/17
25247	9/14/2017	Bound Tree Medical, LLC	1,634.69	Misc supplies
25248	9/14/2017	Dell Financial Services	302.46	Rental & Admin Fee 10/01/17-10/31/17 A/C #001-8402...
25249	9/14/2017	EBMUD	302.51	Water 07/03/17-08/31/17 2"
	9/14/2017	EBMUD	453.29	Water 07/03/17-08/31/17 6"
25250	9/14/2017	Emergency Access Controls	241.66	New strobe light installation
	9/14/2017	Emergency Access Controls	155.00	Repair intermitent audio in head sets-Engine 43
	9/14/2017	Emergency Access Controls	155.00	Repair station alert audio and light activation
25251	9/14/2017	Federal Express	29.71	Envelope to Haight Brown & Bonesteel
25252	9/14/2017	FedEx Kinko's	50.24	IAP Grizzly Incident-F. Barreto
25253	9/14/2017	Graphics on the Edge	221.10	4544 & 4545 vehicle number changes
25254	9/14/2017	Have Air Will Travel, Inc.	369.00	Service call-Unit 441
25255	9/14/2017	L.N. Curtis & Sons	1,433.27	Hi-Combat DJ hose and gated wye valve

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
25256	9/14/2017	Brad Nygard	50.00	Shoes
25257	9/14/2017	Occu-Med, Ltd.	162.95	DMV physical and pre-employment testing
25258	9/14/2017	Orinda Hardware & Rental	14.12	Station repair
25259	9/14/2017	Paymentus Group, Inc.	196.62	Credit card fees-August 2017
25260	9/14/2017	Pacific Gas & Electric	862.84	08/03/17-09/04/17 Station 44
	9/14/2017	Pacific Gas & Electric	2,237.66	08/03/17-09/04/17 Station 45 Electric
	9/14/2017	Pacific Gas & Electric	1,290.48	08/04/17-09/05/17 Station 41
	9/14/2017	Pacific Gas & Electric	1,612.73	08/04/17-09/05/17 Station 42 Electric
	9/14/2017	Pacific Gas & Electric	405.02	08/04/17-09/05/17 Admin
	9/14/2017	Pacific Gas & Electric	69.34	08/05/17-09/06/17 Station 42 Gas
25261	9/14/2017	Republic Services	442.57	September 2017 Trash A/C#302100093245
	9/14/2017	Republic Services	84.82	September 2017 Trash A/C#302100094052
	9/14/2017	Republic Services	444.86	September 2017 Trash A/C#302100095331
	9/14/2017	Republic Services	172.35	September 2017 Trash A/C#302100108522 & Extra Pic...
25262	9/14/2017	Reliable Pharmaceutical Returns	150.00	Expired pharmaceutical disposal
25263	9/14/2017	Seever & Sons Tire Pros	1,504.31	Unit 441 (E43) front tires
	9/14/2017	Seever & Sons Tire Pros	2,541.60	Unit 441 (E43) rear tires
25264	9/14/2017	Smart Clean Building Maintena...	245.00	September 2017 cleaning service
25265	9/14/2017	Ken Tamplen	90.00	Parcel #273-081-021, Oak Road
	9/14/2017	Ken Tamplen	157.50	Parcel #273-081-043, 58 Oak Road
25266	9/14/2017	Tel-Net Choices Inc.	900.00	Telephone audit services through 08/16/17
25267	9/22/2017	Alameda County Fire Department	2,725.40	Install Knox box and antenna and wire radio
	9/22/2017	Alameda County Fire Department	1,672.18	Misc. repairs
25268	9/22/2017	A T and T	384.19	Acct# 9391035207 08/12/17-09/11/17
25269	9/22/2017	Bay Alarm Company	159.78	St.#42 Qtrly monitoring-A/C #3654324 10/01/17-01/01/...
	9/22/2017	Bay Alarm Company	159.78	St.#44 Qtrly monitoring-A/C #3645624 10/01/17-01/01/...
25270	9/22/2017	Bound Tree Medical, LLC	6.91	Intravenous armboards
	9/22/2017	Bound Tree Medical, LLC	829.37	Misc supplies
25271	9/22/2017	Comcast	86.21	8155 40 006 0191002 Station 44-09/14/17-10/13/17
	9/22/2017	Comcast	86.21	8155 40 006 0191028 Station 43-09/14/17-10/13/17
25272	9/22/2017	Department of Toxic Substance...	150.00	EPA fee- VQ#201731397
25273	9/22/2017	Diablo Rapid Print	95.26	Business cards-J. Lee
25274	9/22/2017	Far Western Trophy & Award	204.85	Chief's plaque and J. Lee nameplates
25275	9/22/2017	Far West Sanitation and Storage	2,324.75	Service 9/01/17-9/30/17
25276	9/22/2017	Lynn Fischer	228.74	Refund overpayment-1/31/17 incident
25277	9/22/2017	Andrew Hess	9.00	Parking reimb.-Subpeona Oakland
25278	9/22/2017	Hunt & Sons, Inc.	1,119.12	Fuel A/C #72371
	9/22/2017	Hunt & Sons, Inc.	1,109.06	Fuel A/C #72372
	9/22/2017	Hunt & Sons, Inc.	441.15	Fuel A/C #72375
25279	9/22/2017	Keenan & Associates	3,750.00	Benefits consulting fee-06/01/17-11/30/17
25280	9/22/2017	Napa Auto Parts	10.09	Halogen lamp
	9/22/2017	Napa Auto Parts	7.72	Headlight bulb
	9/22/2017	Napa Auto Parts	1.10	One bulb
	9/22/2017	Napa Auto Parts	1.42	Statement through 8/31/17
25281	9/22/2017	L.N. Curtis & Sons	48.94	Placard repair
	9/22/2017	L.N. Curtis & Sons	418.69	Structure boots-Himsl
	9/22/2017	L.N. Curtis & Sons	277.31	Wildland boots-Lacy
	9/22/2017	L.N. Curtis & Sons	277.31	Wildland boots-Lopez
25282	9/22/2017	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental- 09/05/17-10/...
25283	9/22/2017	Office Depot	127.35	Pens, folders and cleaning supplies
25284	9/22/2017	PODS Enterprises, LLC	227.49	Container rental 09/12/17-10/11/17
25285	9/22/2017	Dennis Rein	30.00	Strike Team per diem 8/30 and 9/15/17-Oakhurst fire
25286	9/22/2017	Shred-it	66.00	August 31, 2017 pick-up
25287	9/22/2017	Trio Systems LLC	322.29	Soniclear software support renewal 9/27/17-9/26/18
25288	9/22/2017	Sun Valley Heating & Air Condit...	5,030.39	Station 44 Air conditioning repair
25289	9/22/2017	U.S. Bank	39.26	A/C #4246-0445-5564-6748 07/24/17
25290	9/22/2017	Verizon Wireless	56.26	12-lead modem wireless 08/11/17-09/10/17

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Name	Check Amount	Transaction Description
25291	9/28/2017	Abila Checks & Forms	308.25	2000 Double window Accounts Payable envelopes
25292	9/28/2017	ADT Security Services	42.99	Services 10/4/17-11/03/17- Admin bldg. burglar system
	9/28/2017	ADT Security Services	40.33	Services 10/4/17-11/03/17- Admin bldg. camera
	9/28/2017	ADT Security Services	65.73	Services 10/9/17-11/08/17- Station 45
25293	9/28/2017	Alameda County Fire Department	3,835.17	Misc. repairs
25294	9/28/2017	A T and T Mobility	1,281.19	Phone Acct #287016079073 08/16/17-09/15/17
25295	9/28/2017	The Blackrock Group	1,200.00	Background investigation
25296	9/28/2017	Bound Tree Medical, LLC	1,945.01	Misc supplies
25297	9/28/2017	Comcast	86.28	8155 40 005 0208436 Station 42-09/24/17-10/23/17
	9/28/2017	Comcast	86.21	8155 40 006 0190996 Station 45-09/23/17-10/22/17
25298	9/28/2017	Dell Financial Services	570.70	Rental & Admin Fee 10/13/17-11/12/17 A/C #001-84025...
25299	9/28/2017	DMV Renewal	36.00	Zodiac-Biennial dues-CF 6909SD Hull#CFZ6909SB200
25300	9/28/2017	Travis Dulli	368.20	Driver/Operator 1A-Dulli
25301	9/28/2017	Industrial Service & Supply Co...	65.00	Backflow prevention device test-water pipe
25302	9/28/2017	Meyers,Nave,Riback,Silver,Wil...	1,361.77	August 2017-Client Matter 1025.001
	9/28/2017	Meyers,Nave,Riback,Silver,Wil...	3,303.09	August 2017-Client Matter 1025.005
	9/28/2017	Meyers,Nave,Riback,Silver,Wil...	16,953.62	August 2017-Client Matter 1025.030
	9/28/2017	Meyers,Nave,Riback,Silver,Wil...	1,651.55	August 2017-Client Matter 1025.031
	9/28/2017	Meyers,Nave,Riback,Silver,Wil...	9,875.57	August 2017-Client Matter 1025.033
25303	9/28/2017	Office Depot	80.04	Copy paper and black label cartridges
25304	9/28/2017	Pacific Gas & Electric	6.04	07/19/17-09/14/17 Station 45 Gas
	9/28/2017	Pacific Gas & Electric	367.64	08/18/17-09/18/17 Station 43
25305	9/28/2017	PLIC- SBD Grand Island	116.55	October 2017
25306	9/28/2017	Ken Tamplen	382.50	Weed abatement-Station 43 site
25307	9/28/2017	U.S. Healthworks Medical Grou...	651.79	1 Exam-Chief Healy
CC-0917	9/11/2017	CCCERA Retirement	157,397.78	CCCERA retirement payment-August 2017 contributions
CP040	9/9/2017	Calif. Public Employees'	165,699.13	CalPers Health Ins
CU-0917	9/11/2017	1st NorCal Federal Credit Union	1,943.20	Contra Costa Federal Credit Union
DD040	9/9/2017	Delta Dental Plan of Calif.	16,116.18	Delta Dental ACH payment
PFA 0917	9/11/2017	Moraga-Orinda Professional Fir...	1,704.00	Period ending 8/31/17
USB-09...	9/28/2017	Leader Emergency Vehicles	<u>362,631.27</u>	2 Type III 2017 Leader ambulances purchased
Report Total			<u>1,032,686.23</u>	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-17/18
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Total Budget - Original	Total Budget Variance - Revised	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	0.00	1,076,738.00	0.00	(100.00)%
Total Taxes		0.00	1,076,738.00	0.00	(100.00)%
Use of Money & Property					
Investment Earnings	4181	2,040.72	10,000.00	2,040.72	(79.59)%
Total Use of Money & Property		2,040.72	10,000.00	2,040.72	(79.59)%
Intergovernmental Revenue					
Intergovernmental Revenue-Feder...	4437	0.00	159,906.00	0.00	(100.00)%
Total Intergovernmental Revenue		0.00	159,906.00	0.00	(100.00)%
Charges for Service					
Impact Mitigation Fees	4743	24,000.00	200,000.00	24,000.00	(88.00)%
Total Charges for Service		24,000.00	200,000.00	24,000.00	(88.00)%
Total Revenue		26,040.72	1,446,644.00	26,040.72	(98.20)%
Expenditures					
Other Expense					
Bank Fees	7510	0.00	100.00	0.00	100.00%
Fire Flow Tax Collection Fees	7531	0.00	14,000.00	0.00	100.00%
Capital Contingency-Facilities, Eq...	7700	5,030.39	150,000.00	(5,030.39)	96.65%
Apparatus/Vehicles-Fixed Asset ...	7703	362,699.95	365,951.00	(362,699.95)	0.89%
Buildings-Station #43-Fixed Asset...	7706	50,319.76	3,940,414.00	(50,319.76)	98.72%
Misc. Equipment Expense	7709	2,725.40	395,096.00	(2,725.40)	99.31%
Transfers to Debt Service Fund	7999	161,416.13	1,011,980.00	(161,416.13)	84.05%
Total Other Expense		582,191.63	5,877,541.00	(582,191.63)	90.09%
Total Expenditures		582,191.63	5,877,541.00	(582,191.63)	90.09%
Excess of Revenues Over/ (Under) Expenditures		(556,150.91)	(4,430,897.00)	(556,150.91)	(87.45)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	17,388,779.92	18,641,737.00	(1,252,957.08)	(6.72)%
Property Tax-Supplemental	4011	122,655.42	300,000.00	(177,344.58)	(59.11)%
Property Tax-Unitary	4013	0.00	212,126.00	(212,126.00)	(100.00)%
Property Tax-Curr Unsecured	4020	0.00	612,696.00	(612,696.00)	(100.00)%
Prop Tax- Prior Secured	4030	0.00	(50,000.00)	50,000.00	(100.00)%
Prop Tax-Prior Supplement	4031	0.00	(35,000.00)	35,000.00	(100.00)%
Prop Tax Prior Unsecured	4035	0.00	(10,000.00)	10,000.00	(100.00)%
Total Taxes		<u>17,511,435.34</u>	<u>19,671,559.00</u>	<u>(2,160,123.66)</u>	<u>(10.98)%</u>
Use of Money & Property					
Investment Earnings	4181	0.00	3,000.00	(3,000.00)	(100.00)%
Total Use of Money & Property		<u>0.00</u>	<u>3,000.00</u>	<u>(3,000.00)</u>	<u>(100.00)%</u>
Intergovernmental Revenue					
Homeowners Relief Tax	4385	0.00	154,000.00	(154,000.00)	(100.00)%
CA FF JAC Training Funds	4440	0.00	10,000.00	(10,000.00)	(100.00)%
Other/In Lieu of Taxes	4580	0.00	902.00	(902.00)	(100.00)%
Measure H-Emerg Med Ser Subsid	4896	0.00	85,312.00	(85,312.00)	(100.00)%
Total Intergovernmental Revenue		<u>0.00</u>	<u>250,214.00</u>	<u>(250,214.00)</u>	<u>(100.00)%</u>
Charges for Service					
Permits	4740	1,444.00	614.00	830.00	135.18%
Plan Review	4741	68,529.00	250,000.00	(181,471.00)	(72.59)%
Inspection Fees	4742	13,959.00	35,000.00	(21,041.00)	(60.12)%
Weed Abatement Charges	4744	0.00	4,357.00	(4,357.00)	(100.00)%
CPR/First Aid Classes	4745	463.00	2,000.00	(1,537.00)	(76.85)%
Reports/ Photocopies	4746	138.00	350.00	(212.00)	(60.57)%
Other Charges for Service	4747	2,379.00	6,000.00	(3,621.00)	(60.35)%
Total Charges for Service		<u>86,912.00</u>	<u>298,321.00</u>	<u>(211,409.00)</u>	<u>(70.87)%</u>
Charges for Service - Ambulance					
Ambulance Service Fees	4898	184,824.45	1,079,564.00	(894,739.55)	(82.88)%
Ambulance Service Fee Reimbursements	4899	(48,725.48)	(77,250.00)	28,524.52	(36.92)%
Ambulance Collection Recovery Payments	4900	1,549.67	2,000.00	(450.33)	(22.52)%
Ground Emergency Medical Transportation	4901	0.00	20,000.00	(20,000.00)	(100.00)%
Total Charges for Service - Ambulance		<u>137,648.64</u>	<u>1,024,314.00</u>	<u>(886,665.36)</u>	<u>(86.56)%</u>
Other Revenue					
Other Revenue-Strike Team Recovery	4971	290,631.94	530,000.00	(239,368.06)	(45.16)%
Other Revenue & Financing Sources	4972	0.00	18,000.00	(18,000.00)	(100.00)%
Other Revenue-Misc.	4974	348.27	1,000.00	(651.73)	(65.17)%
Misc Rebates & Refunds	4975	1,927.40	1,000.00	927.40	92.74%
Sale of Surplus Property	4980	0.00	1,000.00	(1,000.00)	(100.00)%
Transfers In	4999	4,476.30	0.00	4,476.30	0.00%
Total Other Revenue		<u>297,383.91</u>	<u>551,000.00</u>	<u>(253,616.09)</u>	<u>(46.03)%</u>
Total Revenue		<u>18,033,379.89</u>	<u>21,798,408.00</u>	<u>(3,765,028.11)</u>	<u>(17.27)%</u>
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	2,152,944.97	8,645,029.00	6,492,084.03	75.10%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Temporary Salaries	5013	39,814.96	190,756.00	150,941.04	79.13%
Overtime	5014	562,555.10	1,890,000.00	1,327,444.90	70.24%
Deferred Compensation	5015	42,736.61	3,600.00	(39,136.61)	(1,087.13)%
Overtime - Strike Team	5016	404,254.64	355,000.00	(49,254.64)	(13.87)%
Worker's Compensation Recovery	5019	(50,971.85)	(100,000.00)	(49,028.15)	49.03%
Payroll Taxes -FICA,SUI	5042	49,240.03	175,188.00	125,947.97	71.89%
Payroll Processing Fees	5043	2,553.94	20,000.00	17,446.06	87.23%
Retirement Contributions	5044	1,169,088.71	4,814,450.00	3,645,361.29	75.72%
Life/Health Insurance-Permanent Employees	5060	259,323.50	1,121,160.00	861,836.50	76.87%
Employee's-Health Insurance Contribution	5061	(26,599.01)	(124,260.00)	(97,660.99)	78.59%
Retiree Health Insurance	5062	279,548.86	1,180,000.00	900,451.14	76.31%
Retiree-Health Insurance Contribution	5063	(76,541.20)	(331,000.00)	(254,458.80)	76.88%
Unemployment Insurance	5064	2,862.00	15,000.00	12,138.00	80.92%
Retiree-Health OPEB Contribution	5065	0.00	280,000.00	280,000.00	100.00%
Vision Insurance	5066	3,761.61	15,340.00	11,578.39	75.48%
Pension Rate Stabilization	5067	0.00	280,000.00	280,000.00	100.00%
Workers' Compensation Insurance	5070	180,187.00	720,745.00	540,558.00	75.00%
Total Salaries & Benefits		4,994,759.87	19,151,008.00	14,156,248.13	73.92%
Operating Expense					
Office Supplies	6100	1,501.99	11,000.00	9,498.01	86.35%
Postage	6101	1,998.47	3,000.00	1,001.53	33.38%
Books & Periodicals	6102	(141.60)	6,750.00	6,891.60	102.10%
Printer Ink Cartridges	6103	0.00	3,000.00	3,000.00	100.00%
Telephone/Communication	6110	7,985.86	42,000.00	34,014.14	80.99%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	180,000.00	180,000.00	100.00%
Utilities- Sewer	6120	0.00	3,160.00	3,160.00	100.00%
Utilities-Garbage	6121	3,258.74	12,845.00	9,586.26	74.63%
Utilities-PG&E	6122	13,813.96	65,690.00	51,876.04	78.97%
Utilities-Water	6123	2,027.51	13,860.00	11,832.49	85.37%
Utilities-Medical Waste	6124	474.00	2,200.00	1,726.00	78.45%
Small Tools & Instruments	6130	838.69	10,750.00	9,911.31	92.20%
Minor Equipment/Furniture	6131	0.00	1,000.00	1,000.00	100.00%
Computer Equipment & Supplies	6132	185.70	2,000.00	1,814.30	90.72%
Gas Power Chain Saw/Other Equipmen	6133	433.24	4,500.00	4,066.76	90.37%
Fire Trail Grading	6135	58.11	20,000.00	19,941.89	99.71%
Fire Fighting Equipment & Supplies	6137	64.43	4,000.00	3,935.57	98.39%
Fire Fighting Equipment-Hoses & Nozzles	6138	1,624.97	10,000.00	8,375.03	83.75%
Fire Fighting Equipment-Class A Foam	6139	0.00	1,500.00	1,500.00	100.00%
Medical & Lab Supplies	6140	20,521.34	105,000.00	84,478.66	80.46%
Food Supplies	6150	182.58	3,800.00	3,617.42	95.20%
Safety Clothing & Personal Supplies	6160	4,937.88	80,000.00	75,062.12	93.83%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Non-Safety Clothing & Personal Supplies	6161	350.00	1,500.00	1,150.00	76.67%
Household Expense	6170	2,167.77	10,000.00	7,832.23	78.32%
Household Expense-Linen	6171	1,168.95	2,000.00	831.05	41.55%
Public & Legal Notices	6190	0.00	4,000.00	4,000.00	100.00%
Dues, Memberships & Professional Fees	6200	412.50	7,795.00	7,382.50	94.71%
EMT/Paramedic Licensure Fees	6201	400.00	7,500.00	7,100.00	94.67%
Rent & Leases (Equipment)	6250	8,213.09	41,900.00	33,686.91	80.40%
Computer Software & Maintenance	6251	15,871.86	77,200.00	61,328.14	79.44%
Website Development & Maintenance	6252	1,660.00	1,700.00	40.00	2.35%
EPA ID# Verification Fee	6264	150.00	200.00	50.00	25.00%
CCC HazMat Plan (CUPA)	6265	2,519.00	3,000.00	481.00	16.03%
BAAQMD & Environmental Health Fees	6266	0.00	900.00	900.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	1,300.00	1,300.00	100.00%
Maintenance -- Equipment	6270	6,013.28	56,943.00	50,929.72	89.44%
Central Garage Repairs	6271	19,228.67	140,000.00	120,771.33	86.27%
Central Garage Gasoline & Oil	6272	13,496.99	60,000.00	46,503.01	77.51%
Central Garage Tires	6273	6,251.93	5,000.00	(1,251.93)	(25.04)%
Service/Repair Fuel System Dispensers	6274	0.00	3,500.00	3,500.00	100.00%
Aerial Ladder & Pump Testing	6275	0.00	1,000.00	1,000.00	100.00%
Smog Inspections	6276	0.00	500.00	500.00	100.00%
Air Compressor Quarterly Service	6278	0.00	1,500.00	1,500.00	100.00%
Hydro Test SCBA & Oxy Cylinder Tank Testing	6279	369.28	2,500.00	2,130.72	85.23%
	6280	0.00	1,000.00	1,000.00	100.00%
Maintenance -- Building	6281	9,260.91	47,000.00	37,739.09	80.30%
Maintenance -- Grounds	6282	21.84	6,100.00	6,078.16	99.64%
Meetings & Travel Expenses	6303	379.00	1,375.00	996.00	72.44%
Medical - Pre-Emp Processing and Annual Exams	6311	814.74	18,000.00	17,185.26	95.47%
Ambulance Billing Administration Fees	6312	4,254.21	60,000.00	55,745.79	92.91%
Outside Attorney Fees	6313	25,757.91	96,000.00	70,242.09	73.17%
Outside CPR Instructors	6314	0.00	3,000.00	3,000.00	100.00%
CCC County Tax Administration Fee	6316	0.00	175,000.00	175,000.00	100.00%
Professional Services	6317	8,745.00	40,000.00	31,255.00	78.14%
Professional Services - Labor Negotiator	6318	1,951.54	50,000.00	48,048.46	96.10%
Professional Services - Technology	6319	38,332.00	244,640.00	206,308.00	84.33%
Professional Services - Pre-Employment Investigations	6320	3,052.50	5,000.00	1,947.50	38.95%
Professional Services - Promotional Exams & Recruitment	6321	19,061.63	28,750.00	9,688.37	33.70%
Professional Services-OPEB Actuarial Valuation	6322	0.00	1,200.00	1,200.00	100.00%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Exterior Hazard Removal	6323	(164.12)	12,000.00	12,164.12	101.37%
Professional Services-Prop Tax Audit & Forecasting	6326	3,150.00	12,600.00	9,450.00	75.00%
Professional Services	6327	0.00	10,000.00	10,000.00	100.00%
Burn Trailer Grant Maintenance	6352	0.00	3,500.00	3,500.00	100.00%
Testing Materials & Training Props	6354	0.00	10,000.00	10,000.00	100.00%
Career Development Classes	6357	2,177.03	15,000.00	12,822.97	85.49%
Target Safety Online Training	6359	0.00	6,200.00	6,200.00	100.00%
Training & Education Classes-Paramedic & EMT CE	6360	221.00	5,000.00	4,779.00	95.58%
District Sponsored Training-Mandated	6361	0.00	35,000.00	35,000.00	100.00%
Recruiting Costs	6470	0.00	15,000.00	15,000.00	100.00%
Strike Team Supplies	6474	3,496.98	13,500.00	10,003.02	74.10%
Community Emergency Response Team	6475	2,021.58	2,000.00	(21.58)	(1.08)%
Exercise Supplies/Maint.	6476	39.31	2,000.00	1,960.69	98.03%
Recognition Supplies	6478	0.00	8,835.00	8,835.00	100.00%
Other Special Departmental Exp	6479	3,740.14	31,180.00	27,439.86	88.00%
Public Education Supplies	6480	(650.00)	0.00	650.00	0.00%
CPR Supplies	6481	0.00	3,000.00	3,000.00	100.00%
LAFCO	6482	10,976.88	10,977.00	0.12	0.00%
Emergency Preparedness Expense	6484	845.00	1,000.00	155.00	15.50%
Misc. Services & Supplies	6490	4,351.48	8,200.00	3,848.52	46.93%
Fire Chief Contingency	6491	4,425.26	100,000.00	95,574.74	95.57%
Property & Liability Insurance	6540	40,343.00	45,343.00	5,000.00	11.03%
Total Operating Expense		<u>324,644.01</u>	<u>2,143,393.00</u>	<u>1,818,748.99</u>	<u>84.85%</u>
Other Expense					
Bank Fees	7510	442.56	3,200.00	2,757.44	86.17%
Interest on County Teeter Account	7520	0.00	50.00	50.00	100.00%
County Tax Collection Fees	7530	0.00	300.00	300.00	100.00%
Total Other Expense		<u>442.56</u>	<u>3,550.00</u>	<u>3,107.44</u>	<u>87.53%</u>
Total Expenditures		<u>5,319,846.44</u>	<u>21,297,951.00</u>	<u>15,978,104.56</u>	<u>75.02%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>12,713,533.45</u>	<u>500,457.00</u>	<u>12,213,076.45</u>	<u>2,440.38%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-17/18
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,376,281.00	3,376,281.00	0.00	0.00%
Total Taxes		3,376,281.00	3,376,281.00	0.00	0.00%
Use of Money & Property					
Investment Earnings	4181	670.70	0.00	670.70	0.00%
Total Use of Money & Property		670.70	0.00	670.70	0.00%
Other Revenue					
Transfers In	4999	161,416.13	1,011,980.00	(850,563.87)	(84.05)%
Total Other Revenue		161,416.13	1,011,980.00	(850,563.87)	(84.05)%
Total Revenue		3,538,367.83	4,388,261.00	(849,893.17)	(19.37)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	2,360,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	429,736.50	797,877.00	368,140.50	46.14%
Apparatus Lease Principal Payment	7902	0.00	634,500.00	634,500.00	100.00%
Apparatus Lease Interest Payment	7903	0.00	55,967.00	55,967.00	100.00%
Lease Agreement Station 43 Principal	7906	120,000.00	240,000.00	120,000.00	50.00%
Lease Agreement Station 43 Interest	7907	41,416.13	81,513.00	40,096.87	49.19%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
Total Other Expense		2,955,628.93	4,169,857.00	1,214,228.07	29.12%
Total Expenditures		2,955,628.93	4,169,857.00	1,214,228.07	29.12%
Excess of Revenues Over/ (Under) Expenditures		582,738.90	218,404.00	364,334.90	166.82%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
27 - Capital Projects Fund
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Fire Flow Tax	4066	0.00	269,184.51	(269,184.51)	100.00%
Total Taxes		0.00	269,184.51	(269,184.51)	100.00%
Use of Money & Property					
Investment Earnings	4181	2,040.72	2,499.99	(459.27)	18.37%
Total Use of Money & Property		2,040.72	2,499.99	(459.27)	18.37%
Intergovernmental Revenue					
Intergovernmental Revenue-Federal Grants	4437	0.00	39,976.50	(39,976.50)	100.00%
Total Intergovernmental Revenue		0.00	39,976.50	(39,976.50)	100.00%
Charges for Service					
Impact Mitigation Fees	4743	24,000.00	50,000.01	(26,000.01)	52.00%
Total Charges for Service		24,000.00	50,000.01	(26,000.01)	52.00%
Total Revenue		26,040.72	361,661.01	(335,620.29)	92.80%
Expenditures					
Other Expense					
Bank Fees	7510	0.00	24.99	24.99	100.00%
Fire Flow Tax Collection Fees	7531	0.00	3,500.01	3,500.01	100.00%
Capital Contingency-Facilities, Equipment	7700	5,030.39	37,500.00	32,469.61	86.58%
Apparatus/Vehicles-Fixed Asset Expenditures	7703	362,699.95	91,487.76	(271,212.19)	(296.44)%
Buildings-Station #43-Fixed Asset Expenditures	7706	50,319.76	985,103.49	934,783.73	94.89%
Misc. Equipment Expense	7709	2,725.40	98,774.01	96,048.61	97.24%
Transfers to Debt Service Fund	7999	161,416.13	252,995.01	91,578.88	36.19%
Total Other Expense		582,191.63	1,469,385.27	887,193.64	60.38%
Total Expenditures		582,191.63	1,469,385.27	887,193.64	60.38%
Excess of Revenues Over/ (Under) Expenditures		(556,150.91)	(1,107,724.26)	551,573.35	49.79%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Property Tax-Current Secured	4010	17,388,779.92	4,660,434.24	12,728,345.68	(273.11)%
Property Tax-Supplemental	4011	122,655.42	75,000.00	47,655.42	(63.54)%
Property Tax-Unitary	4013	0.00	53,031.51	(53,031.51)	100.00%
Property Tax-Curr Unsecured	4020	0.00	153,174.00	(153,174.00)	100.00%
Prop Tax- Prior Secured	4030	0.00	(12,500.01)	12,500.01	100.00%
Prop Tax-Prior Supplement	4031	0.00	(8,750.01)	8,750.01	100.00%
Prop Tax Prior Unsecured	4035	0.00	(2,499.99)	2,499.99	100.00%
Total Taxes		17,511,435.34	4,917,889.74	12,593,545.60	(256.08)%
Use of Money & Property					
Investment Earnings	4181	0.00	750.00	(750.00)	100.00%
Total Use of Money & Property		0.00	750.00	(750.00)	100.00%
Intergovernmental Revenue					
Homeowners Relief Tax	4385	0.00	38,499.99	(38,499.99)	100.00%
CA FF JAC Training Funds	4440	0.00	2,499.99	(2,499.99)	100.00%
Other/In Lieu of Taxes	4580	0.00	225.51	(225.51)	100.00%
Measure H-Emerg Med Ser Subsid	4896	0.00	21,327.99	(21,327.99)	100.00%
Total Intergovernmental Revenue		0.00	62,553.48	(62,553.48)	100.00%
Charges for Service					
Permits	4740	1,444.00	153.51	1,290.49	(840.65)%
Plan Review	4741	68,529.00	62,499.99	6,029.01	(9.64)%
Inspection Fees	4742	13,959.00	8,750.01	5,208.99	(59.53)%
Weed Abatement Charges	4744	0.00	1,089.24	(1,089.24)	100.00%
CPR/First Aid Classes	4745	463.00	500.01	(37.01)	7.40%
Reports/ Photocopies	4746	138.00	87.51	50.49	(57.69)%
Other Charges for Service	4747	2,379.00	1,500.00	879.00	(58.60)%
Total Charges for Service		86,912.00	74,580.27	12,331.73	(16.53)%
Charges for Service - Ambulance					
Ambulance Service Fees	4898	184,824.45	269,891.01	(85,066.56)	31.51%
Ambulance Service Fee Reimbursements	4899	(48,725.48)	(19,312.50)	(29,412.98)	(152.30)%
Ambulance Collection Recovery Payments	4900	1,549.67	500.01	1,049.66	(209.92)%
Ground Emergency Medical Transportation	4901	0.00	5,000.01	(5,000.01)	100.00%
Total Charges for Service - Ambulance		137,648.64	256,078.53	(118,429.89)	46.25%
Other Revenue					
Other Revenue-Strike Team Recovery	4971	290,631.94	132,500.01	158,131.93	(119.34)%
Other Revenue & Financing Sources	4972	0.00	4,500.00	(4,500.00)	100.00%
Other Revenue-Misc.	4974	348.27	249.99	98.28	(39.31)%
Misc Rebates & Refunds	4975	1,927.40	249.99	1,677.41	(670.99)%
Sale of Surplus Property	4980	0.00	249.99	(249.99)	100.00%
Transfers In	4999	4,476.30	0.00	4,476.30	0.00%
Total Other Revenue		297,383.91	137,749.98	159,633.93	(115.89)%
Total Revenue		18,033,379.89	5,449,602.00	12,583,777.89	(230.91)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	2,152,944.97	2,161,257.21	8,312.24	0.38%
Temporary Salaries	5013	39,814.96	47,688.99	7,874.03	16.51%
Overtime	5014	562,555.10	472,500.00	(90,055.10)	(19.05)%
Deferred Compensation	5015	42,736.61	900.00	(41,836.61)	(4,648.51)%
Overtime - Strike Team	5016	404,254.64	88,749.99	(315,504.65)	(355.49)%
Worker's Compensation Recovery	5019	(50,971.85)	(24,999.99)	25,971.86	(103.88)%
Payroll Taxes -FICA,SUI	5042	49,240.03	43,797.00	(5,443.03)	(12.42)%
Payroll Processing Fees	5043	2,553.94	5,000.01	2,446.07	48.92%
Retirement Contributions	5044	1,169,088.71	1,203,612.51	34,523.80	2.86%
Life/Health Insurance-Permanent Employees	5060	259,323.50	280,290.00	20,966.50	7.48%
Employee's-Health Insurance Contribution	5061	(26,599.01)	(31,065.00)	(4,465.99)	14.37%
Retiree Health Insurance	5062	279,548.86	294,999.99	15,451.13	5.23%
Retiree-Health Insurance Contribution	5063	(76,541.20)	(82,749.99)	(6,208.79)	7.50%
Unemployment Insurance	5064	2,862.00	3,750.00	888.00	23.68%
Retiree-Health OPEB Contribution	5065	0.00	69,999.99	69,999.99	100.00%
Vision Insurance	5066	3,761.61	3,835.02	73.41	1.91%
Pension Rate Stabilization	5067	0.00	69,999.99	69,999.99	100.00%
Workers' Compensation Insurance	5070	180,187.00	180,186.24	(0.76)	0.00%
Total Salaries & Benefits		4,994,759.87	4,787,751.96	(207,007.91)	(4.32)%
Operating Expense					
Office Supplies	6100	1,501.99	2,750.01	1,248.02	45.38%
Postage	6101	1,998.47	750.00	(1,248.47)	(166.46)%
Books & Periodicals	6102	(141.60)	1,687.50	1,829.10	108.39%
Printer Ink Cartridges	6103	0.00	750.00	750.00	100.00%
Telephone/Communication	6110	7,985.86	10,500.00	2,514.14	23.94%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	45,000.00	45,000.00	100.00%
Utilities- Sewer	6120	0.00	790.05	790.05	100.00%
Utilities-Garbage	6121	3,258.74	3,211.26	(47.48)	(1.47)%
Utilities-PG&E	6122	13,813.96	16,422.48	2,608.52	15.88%
Utilities-Water	6123	2,027.51	3,465.00	1,437.49	41.48%
Utilities-Medical Waste	6124	474.00	550.02	76.02	13.82%
Small Tools & Instruments	6130	838.69	2,687.49	1,848.80	68.79%
Minor Equipment/Furniture	6131	0.00	249.99	249.99	100.00%
Computer Equipment & Supplies	6132	185.70	500.01	314.31	62.86%
Gas Power Chain Saw/Other Equipmen	6133	433.24	1,125.00	691.76	61.48%
Fire Trail Grading	6135	58.11	5,000.01	4,941.90	98.83%
Fire Fighting Equipment & Supplies	6137	64.43	999.99	935.56	93.55%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Fire Fighting Equipment-Hoses & Nozzles	6138	1,624.97	2,499.99	875.02	35.00%
Fire Fighting Equipment-Class A Foam	6139	0.00	375.00	375.00	100.00%
Medical & Lab Supplies	6140	20,521.34	26,250.00	5,728.66	21.82%
Food Supplies	6150	182.58	950.01	767.43	80.78%
Safety Clothing & Personal Supplies	6160	4,937.88	20,000.01	15,062.13	75.31%
Non-Safety Clothing & Personal Supplies	6161	350.00	375.00	25.00	6.66%
Household Expense	6170	2,167.77	2,499.96	332.19	13.28%
Household Expense-Linen	6171	1,168.95	500.04	(668.91)	(133.77)%
Public & Legal Notices	6190	0.00	999.99	999.99	100.00%
Dues, Memberships & Professional Fees	6200	412.50	1,948.74	1,536.24	78.83%
EMT/Paramedic Licensure Fees	6201	400.00	1,875.00	1,475.00	78.66%
Rent & Leases (Equipment)	6250	8,213.09	10,475.01	2,261.92	21.59%
Computer Software & Maintenance	6251	15,871.86	19,299.99	3,428.13	17.76%
Website Development & Maintenance	6252	1,660.00	425.01	(1,234.99)	(290.57)%
EPA ID# Verification Fee	6264	150.00	50.01	(99.99)	(199.94)%
CCC HazMat Plan (CUPA)	6265	2,519.00	750.00	(1,769.00)	(235.86)%
BAAQMD & Environmental Health Fees	6266	0.00	225.00	225.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	324.99	324.99	100.00%
Maintenance -- Equipment	6270	6,013.28	14,235.75	8,222.47	57.75%
Central Garage Repairs	6271	19,228.67	35,000.01	15,771.34	45.06%
Central Garage Gasoline & Oil	6272	13,496.99	15,000.00	1,503.01	10.02%
Central Garage Tires	6273	6,251.93	1,250.01	(5,001.92)	(400.15)%
Service/Repair Fuel System Dispensers	6274	0.00	875.01	875.01	100.00%
Aerial Ladder & Pump Testing	6275	0.00	249.99	249.99	100.00%
Smog Inspections	6276	0.00	125.01	125.01	100.00%
Air Compressor Quarterly Service	6278	0.00	375.00	375.00	100.00%
Hydro Test SCBA & Oxy Cylinder	6279	369.28	624.99	255.71	40.91%
Tank Testing	6280	0.00	249.99	249.99	100.00%
Maintenance -- Building	6281	9,260.91	11,750.01	2,489.10	21.18%
Maintenance -- Grounds	6282	21.84	1,524.99	1,503.15	98.56%
Meetings & Travel Expenses	6303	379.00	343.74	(35.26)	(10.25)%
Medical - Pre-Emp Processing and Annual Exams	6311	814.74	4,500.00	3,685.26	81.89%
Ambulance Billing Administration Fees	6312	4,254.21	15,000.00	10,745.79	71.63%
Outside Attorney Fees	6313	25,757.91	24,000.00	(1,757.91)	(7.32)%
Outside CPR Instructors	6314	0.00	750.00	750.00	100.00%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
CCC County Tax Administration Fee	6316	0.00	43,749.99	43,749.99	100.00%
Professional Services	6317	8,745.00	9,999.99	1,254.99	12.54%
Professional Services - Labor Negotiator	6318	1,951.54	12,500.01	10,548.47	84.38%
Professional Services - Technology	6319	38,332.00	61,160.01	22,828.01	37.32%
Professional Services - Pre-Employment Investigations	6320	3,052.50	1,250.01	(1,802.49)	(144.19)%
Professional Services - Promotional Exams & Recruitment	6321	19,061.63	7,187.49	(11,874.14)	(165.20)%
Professional Services-OPEB Actuarial Valuation	6322	0.00	300.00	300.00	100.00%
Exterior Hazard Removal	6323	(164.12)	3,000.00	3,164.12	105.47%
Professional Services-Prop Tax Audit & Forecasting	6326	3,150.00	3,150.00	0.00	0.00%
Professional Services	6327	0.00	2,499.99	2,499.99	100.00%
Burn Trailer Grant Maintenance	6352	0.00	875.01	875.01	100.00%
Testing Materials & Training Props	6354	0.00	2,499.99	2,499.99	100.00%
Career Development Classes	6357	2,177.03	3,750.00	1,572.97	41.94%
Target Safety Online Training	6359	0.00	1,550.01	1,550.01	100.00%
Training & Education Classes-Paramedic & EMT CE	6360	221.00	1,250.01	1,029.01	82.32%
District Sponsored Training-Mandated	6361	0.00	8,750.01	8,750.01	100.00%
Recruiting Costs	6470	0.00	3,750.00	3,750.00	100.00%
Strike Team Supplies	6474	3,496.98	3,375.00	(121.98)	(3.61)%
Community Emergency Response Team	6475	2,021.58	500.01	(1,521.57)	(304.30)%
Exercise Supplies/Maint.	6476	39.31	500.01	460.70	92.13%
Recognition Supplies	6478	0.00	2,208.75	2,208.75	100.00%
Other Special Departmental Exp	6479	3,740.14	7,795.02	4,054.88	52.01%
Public Education Supplies	6480	(650.00)	0.00	650.00	0.00%
CPR Supplies	6481	0.00	750.00	750.00	100.00%
LAFCO	6482	10,976.88	2,744.25	(8,232.63)	(299.99)%
Emergency Preparedness Expense	6484	845.00	249.99	(595.01)	(238.01)%
Misc. Services & Supplies	6490	4,351.48	2,049.99	(2,301.49)	(112.26)%
Fire Chief Contingency	6491	4,425.26	24,999.99	20,574.73	82.29%
Property & Liability Insurance	6540	40,343.00	11,335.74	(29,007.26)	(255.89)%
Total Operating Expense		324,644.01	535,848.33	211,204.32	39.41%
Other Expense					
Bank Fees	7510	442.56	800.01	357.45	44.68%
Interest on County Teeter Account	7520	0.00	12.51	12.51	100.00%
County Tax Collection Fees	7530	0.00	75.00	75.00	100.00%
Total Other Expense		442.56	887.52	444.96	50.14%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
50 - General Fund
From 7/1/2017 Through 9/30/2017

	Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Total Expenditures	<u>5,319,846.44</u>	<u>5,324,487.81</u>	<u>4,641.37</u>	<u>0.09%</u>
Excess of Revenues Over/ (Under) Expenditures	<u>12,713,533.45</u>	<u>125,114.19</u>	<u>12,588,419.26</u>	<u>(10,061.54)%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures
90 - Debt Service Fund
From 7/1/2017 Through 9/30/2017

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,376,281.00	844,070.25	2,532,210.75	(300.00)%
Total Taxes		3,376,281.00	844,070.25	2,532,210.75	(300.00)%
Use of Money & Property					
Investment Earnings	4181	670.70	0.00	670.70	0.00%
Total Use of Money & Property		670.70	0.00	670.70	0.00%
Other Revenue					
Transfers In	4999	161,416.13	252,995.01	(91,578.88)	36.19%
Total Other Revenue		161,416.13	252,995.01	(91,578.88)	36.20%
Total Revenue		3,538,367.83	1,097,065.26	2,441,302.57	(222.53)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	590,000.01	(1,769,999.99)	(299.99)%
Pension Obligation Bond Interest Payment	7901	429,736.50	199,469.25	(230,267.25)	(115.43)%
Apparatus Lease Principal Payment	7902	0.00	158,625.00	158,625.00	100.00%
Apparatus Lease Interest Payment	7903	0.00	13,991.76	13,991.76	100.00%
Lease Agreement Station 43 Principal	7906	120,000.00	60,000.00	(60,000.00)	(100.00)%
Lease Agreement Station 43 Interest	7907	41,416.13	20,378.25	(21,037.88)	(103.23)%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
Total Other Expense		2,955,628.93	1,042,464.27	(1,913,164.66)	(183.52)%
Total Expenditures		2,955,628.93	1,042,464.27	(1,913,164.66)	(183.52)%
Excess of Revenues Over/ (Under) Expenditures		582,738.90	54,600.99	528,137.91	(967.26)%



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Jerry Lee, Interim Fire Chief

DATE: October 18, 2017

SUBJECT: Item 7.5 – Approve and Declare List of Ambulances Surplus Property of the Moraga-Orinda Fire District

BACKGROUND

MOFD took delivery and has placed into service two additional ambulances for a total of four new ambulances in the last 18 months. Staff identified the attached list of three ambulances to be surplus and no longer needed by the Fire District. As per District Policy 08 - Disposing of District Surplus Property, it is necessary for the Board of Directors to declare these items surplus. Once authorized, these ambulances will be placed on public auction.

RECOMMENDATION

- 1) Approve and declare list of ambulances surplus to the Moraga-Orinda Fire District

ATTACHMENTS

- 1) Attachment A – List of Ambulances Surplus

Attachment A

SURPLUS PROPERTY DESCRIPTION	YEAR PURCHASED	ORIGINAL PURCHASE PRICE(IF KNOWN)	AGE	CONDITION	APPROX. VALUE	MILEAGE
Braun North Star Ambulance Ford Chassis 421	2009	\$173,815.00	8	Mechanically Unreliable	\$5,000.00	125207
Braun North Star Ambulance Ford Chassis 424	2009	\$173,815.00	8	Mechanically Unreliable	\$5,000.00	135021
Road Rescue Ambulance Ford Chassis 423	2002	\$125,000.00	16	Mechanically Unreliable	\$1,000.00	113224



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: October 18, 2017

SUBJECT: Item 8.1 – Approval of GASB 75 OPEB Valuation Report as of June 30, 2017 and OPEB Funding Policy

BACKGROUND

The District provides retiree health insurance benefits to employees. Government Accounting Standards Board Statement No. 75 requires the District to complete an actuarial valuation of the other post-employment benefits (OPEB) plan. As a result, the District contracted with GovInvest to complete an actuarial report calculating the long-term cost associated with the District's OPEB plan.

A draft report was presented to the Board on September 27, 2017. The board directed staff to have the report updated to use a 6.25% discount rate. The completed report will be available at the Board meeting.

OPEB FUNDING POLICY

In September 2016 the Government Finance Officers Association recommended that every state and local government that offers OPEB formally adopt a funding policy that provides reasonable assurance that the cost of those benefits will be funded in an equitable and sustainable manner. Staff recommends the Board adopt the OPEB Funding Policy (Attachment A.) If the Board decides to accelerate reduction of the net OPEB liability, the Policy will need to be modified.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Approve the GASB 75 OPEB Valuation Report as of June 30, 2017 and OPEB Funding Policy

ATTACHMENTS

- 1) Attachment A – OPEB Funding Policy



Moraga-Orinda Fire District

OPEB Funding Policy

Purpose:

In order to assure that the District's Other Post-Employment Benefits (OPEB) program is financially sustainable, the District should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefitting employees. The OPEB Funding Policy documents the method the District will use to determine its actuarially determined contributions to fund the long-term cost of benefits to District employees and retirees.

Policy:

OPEB Actuarially Determined Contribution (ADC)

The District will engage an actuary to complete an actuarial valuation and determine the District's ADC on an annual basis. The actuary will calculate the ADC to include the normal cost for current service and amortization of the unfunded liability. The ADC will be calculated using a discount rate of 6.25%. The normal cost will be calculated using the entry age normal cost method. Asset gains or losses will be recognized over five years so as to reduce the effects of market volatility and stabilize contributions. The unfunded liability will be amortized over a 20-year closed period beginning with the first amortization in the fiscal year ending June 30, 2018.

The District will review the actuarial valuations to validate the completeness and accuracy of the employee census data and the reasonableness of the actuarial assumptions. Actuarial assumptions are subject to revision as actual results are compared to past expectations and new estimates are made about the future.

Funding the ADC

The District will appropriate the full ADC in the annual budget. This will include the full contribution to the District's OPEB trust account and the actual health benefit costs of OPEB for retirees.

Transparency and Reporting

Funding of the District's OPEB should be transparent to all parties including the public, District employees and retirees. In order to achieve this transparency, the following information shall be available:

- The actuarial valuation shall be made available
- The Comprehensive Annual Financial Report (CAFR) shall be made available and published on the District's website. The CAFR includes information on the District's OPEB plan, contributions to the OPEB trust, and the funded status of the plan.
- The annual operating budget shall include appropriations for contributions to the OPEB trust and actual health benefit costs of OPEB for retirees.
- The fiscal year annual OPEB trust account statement showing investment return and annual account activity shall be made available on the Consent Calendar in the Board meeting packet.

Review of OPEB Funding Policy

Funding OPEB requires a long-term plan. The District will review this policy on an annual basis when the actuarial valuation is prepared to determine if changes to this policy are necessary to ensure adequate resources are being accumulated to fund OPEB benefits.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Jerry Lee, Interim Fire Chief
DATE: October 18, 2017
SUBJECT: Item 8.2 – Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Fire Station 43 Construction Project

BACKGROUND

Resolution 17-10 authorizes the Fire Chief to approve any single change or modification to the contract for the construction of the Fire Station 43 in an amount not to exceed \$10,000 without prior consent of the Board. Staff was asked to raise this limit to \$20,000.

ATTACHMENT

- 1) Attachment A – Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Fire Station 43 Construction Project

RECOMMENDATION

- 1) Discuss 2) Deliberate 3) Adopt Resolution 17-16 Amending Resolution 17-10 Authorizing Spending Limits for the Fire Station 43 Construction Project

RESOLUTION NO. 17-16

**AMENDING RESOLUTION NO. 17-10
AUTHORIZING SPENDING LIMITS FOR
THE STATION 43 PROJECT**

WHEREAS, the Moraga-Orinda Fire District of Contra Costa County (“District”) has awarded a contract for construction of Fire Station 43; and;

WHEREAS, the contract for construction of Fire Station 43 requires the District to approve all changes and modifications to that agreement; and,

WHEREAS, the District Board in Resolution 17-10 gave the Fire Chief limited flexibility to approve certain changes and modifications to the contract for construction of Fire Station 43 to efficiently assist in managing the construction process in connection with the District’s construction manager; and

WHEREAS, the Board now desires to increase the Fire Chief’s single change order authority from \$10,000 to \$20,000.

NOW THEREFORE, BE IT RESOLVED that “ten thousand dollars (\$10,000)” in item 1 of the resolving paragraph of Resolution No. 17-10 shall be amended to read “twenty thousand dollars (\$20,000).”

PASSED, APPROVED and ADOPTED this 18th day of October, 2017 at the regular meeting of the District Board of Directors held on October 18, 2017 at 2100 Donald Drive, Moraga, California, 94556, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: October 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos, District Clerk



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Jerry Lee, Interim Fire Chief
DATE: October 18, 2017
SUBJECT: Item 8.3 – Fiscal Year 2017/18 Strike Team Overtime Budget Adjustment

BACKGROUND

The District is a participating member of the California Mutual Aid Agreement. The agreement provides that all resources and facilities of the state, its various departments and agencies, and all of its political subdivisions, be made available to provide assistance to each other in time of local disaster. Most cities, counties and special districts in the state are signatory to the agreement. This agreement facilitates legal means of exchanging assistance between the numerous jurisdictions without the need for separate agreements among them.

Each year the District attempts to estimate the cost of providing such assistance. This cost is solely driven by how many Mutual Aid requests the District provides in response to disasters and wildfires. The approved Strike Team Overtime budget for FY17/18 is \$355K. As of September 30, 2017, actual expenditures are \$405K. The expenditures will continue to increase because of current fire conditions throughout the state and the need for assistance. The District anticipates this trend to continue for the remaining months October and November, and into the early summer months of May and June 2018. To date, the District has responded to 21 Mutual Aid requests throughout the State of California and Nation.

Strike Team revenues will increase to offset these expenditures.

RECOMMENDATION

1) Discuss; 2) Deliberate; 3) Approve an increase to the Strike Team Overtime budget from \$355k to \$650K



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Jerry Lee, Interim Fire Chief
DATE: October 18, 2017
SUBJECT: Item 8.4 – Station 43 Construction Progress Report

BACKGROUND

In September of 2017, Federal Solutions Group (FSG) and Consolidated CM were contracted to complete the fire station 43 construction project. It is the expectation of the District to complete the project on time and within budget. Staff will maintain continuous oversight and provide regular progress updates to maintain open communications and understanding of the work being accomplished and the associated cost. If major challenges and necessary changes should arise, staff will be transparent and present options.

EXECUTIVE SUMMARY

The construction contract along with a first amendment to the contract with FSG was signed on September 29, 2017. Under the terms of the first amendment, the District agreed to pay four claims directly, and FSG agreed to reduce the contract price. Shaw Kawasaki Architects has also agreed to continue architectural services.

Consolidated CM has taken over as the new construction manager and is facilitating the start of construction. A pre-construction meeting was held on October 12th, and the official notice to proceed was set for October 16th. All necessary pre-construction work has been completed or is in progress. All notifications, to include Fish and Wildlife, have been made to begin construction.

FSG is tentatively scheduled to mobilize the week of October 23rd and plans to begin grading on Monday, October 30th.

There are currently no issues to report.

SCHEDULE REPORT

A construction schedule is currently being established. A tentative four week construction plan is detailed below.

Tentative Plan

	OCT					NOV									
	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10
Activity Description															
SWPP Set up	X	X	X	X	X										
Temp Office & Storage	X	X	X	X	X										
Surveying						X					X				
Grading						X	X	X	X	X	X	X	X	X	X
Underground Utilities											X	X	X	X	X
Concrete Layout											X	X	X	X	X

FINANCIAL REPORT

Total expenses from July 1st to September 30, 2017 were of \$50,320. See ATTACHMENT A for details.

PROJECT STATISTICS

Construction Start Date:	October 16, 2017	Projection Duration:	335* / 365 Calendar Days
Contractual Completion Date:	October 16, 2018	Estimated Completion Date:	TBA
Days of Construction:	0	Rain Delay Days:	0

*substantial completion (personnel moved in)

Items	No.	Status
RFIs	0	N/A
SUBMITTALS	0	N/A
BULLETINS	0	N/A
CHANGE ORDERS	0	N/A

Change Order #	Authorize (Y/N)	Cost	Notes
None	N/A	N/A	N/A

ATTACHMENT

- 1) ATTACHMENT A - Station 43 Budget & Expenses
- 2) ATTACHMENT B - Picture

RECOMMENDATION

- 1) No action required; informational purposes only

ATTACHMENT A

Station 43 Project July 1 - September 30, 2017			
	Budget	Actuals	Remaining
Temporary station costs @ \$5,000/month for 15 months	\$75,000	\$8,435	\$66,565
Temporary engine enclosure - move	6,000		6,000
Temporary station demobilization - sell trailer	0		0
Church parking lot repave	39,975		39,975
Permits - grading	2,500		2,500
Permits - building	8,046	8,046	0
Biologist	4,000		4,000
Construction manager - Consolidated CM, Inc.	229,638		229,638
Construction manager - Stewart Enterprises	13,412	9,436	3,976
Legal costs	45,000	24,402	20,598
PMC claim	110,768		110,768
PMC pay to District	(53,925)		(53,925)
Architect			0
Architect - invoices received not paid			0
Surveyor - certify grade	10,000		10,000
Special inspections and testing	28,000		28,000
Construction inspections	6,000		6,000
Furniture, fixtures & equipment	75,000		75,000
FSG contract	3,341,000		3,341,000
Contingency			0
Total	<u>\$3,940,414</u>	50,320	<u>\$3,890,094</u>
Cash available from debt issuance beginning of period		2,875,323	
Interest on cash available July - September 2017		<u>1,818</u>	
Cash available from debt issuance end of period		\$2,826,821	

ATTACHMENT A

27 - Capital Projects Fund Account 7706 Station 43
 July 1 - September 30, 2017

Name	Description	Effective	Debit	Credit
National Construction Rentals	Overhead meter pole-0001 monthly rental- 06/28/17-07/25/17	7/1/2017	34.26	
PODS Enterprises, LLC	Container rental 07/12/17-08/11/17	7/1/2017	227.49	
Far West Sanitation and Storage	Service 7/01/17-7/31/17	7/1/2017	2,356.75	
National Construction Rentals	Overhead meter pole-0002 monthly rental- 07/11/17-08/07/17	7/10/2017	34.26	
	Void Prior Year check 24234- Stale dated	7/18/2017		99.98
National Construction Rentals	Overhead meter pole-0001 monthly rental- 07/26/17-08/22/17	7/25/2017	34.26	
PODS Enterprises, LLC	Container rental 08/12/17-09/11/17	7/28/2017	227.49	
Far West Sanitation and Storage	Service 8/01/17-8/31/17	8/1/2017	2,356.75	
Stewart Enterprises II	Services 7/8/17-8/7/17	8/7/2017	3,522.16	
National Construction Rentals	Overhead meter pole-0002 monthly rental- 08/08/17-09/04/17	8/7/2017	34.26	
Meyers,Nave,Riback,Silver,Wilson	July 2017-Client Matter 1025.030	8/14/2017	7,448.81	
Allied Propane Services, Inc	Commercial propane 08/17/17	8/17/2017	146.28	
National Construction Rentals	Overhead meter pole-0001 monthly rental- 08/23/17-09/19/17	8/22/2017	34.26	
Allied Propane Services, Inc	Tank rental to 8/31/18	9/1/2017	80.00	
National Construction Rentals	Overhead meter pole-0002 monthly rental- 09/05/17-10/02/17	9/1/2017	34.26	
Far West Sanitation and Storage	Service 9/01/17-9/30/17	9/1/2017	2,324.75	
Stewart Enterprises II	Services 8/8/17-9/4/17	9/4/2017	5,914.28	
Contra Costa County	Building permit #BICO16-007912 20 Via Las Cruces Road	9/7/2017	8,045.81	
PODS Enterprises, LLC	Container rental 09/12/17-10/11/17	9/13/2017	227.49	
Meyers,Nave,Riback,Silver,Wilson	August 2017-Client Matter 1025.030	9/22/2017	16,953.62	
Ken Tamplen	Weed abatement-Station 43 site	9/26/2017	<u>382.50</u>	
			<u>50,419.74</u>	<u>99.98</u>
			<u>50,319.76</u>	

ATTACHMENT B





Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Jerry Lee, Fire Chief
DATE: October 18, 2017
SUBJECT: Item 10.3 – District Update and Activity Report: June 2017

OPERATIONS

1. June Incident Responses:

▪ EMS/Rescue	161
▪ Vehicle Accidents	23
▪ Structure fires	3
▪ Vegetation fires	3
▪ All Others	<u>115</u>

Total: 305

2. Communications:
 - a. Nothing to report
3. Continuing Fire Trail Grading
4. Attended Cal Trans Tunnel Testing Meeting
5. Participated in Cal Trans Tunnel Testing

FIRE PREVENTION

1. Orinda Mulholland Ridge Vegetation Grant:

The Fire Marshal met with Staff from Diablo Fire Safe Council and a certified biologist to evaluate any potential wildlife impacts on the proposed wildfire vegetation risk reduction project on the Orinda side of the Mulholland Ridge trail. The project was awarded grant money last month to widen the fire break and reduce ladder fuels on the ridgeline.

2. SMC Public Safety Breakfast Meeting:

Staff from MOFD Fire Prevention and Operations met with St Mary's College public safety personnel to discuss ways to improve public safety services for the campus. Topics included fire prevention education outreach concepts, radio and dispatch language, and expectations by MOFD. MOFD and public safety staff discussed topics for future training to improve safety and emergency services to students and staff at the SMC campus.

3. Middle School Grad Night Parties:

The Fire Marshal inspected sites in Moraga and Orinda for fire safety and issued an event permit for the annual grad night parties. The events occurred without incident.

4. Caldecott Tunnel Fire and Life Safety Inspections:

Fire prevention staff, MOFD Firefighters, Oakland Fire Department and Caltrans performed a thorough inspection of all life and fire safety devices and equipment over 4 nights for all of the bores of the Caldecott Tunnel as part of a Federal program to inspect critical and repair infrastructure.

The bores were closed one per night, from 2200 to 0500 hours. MOFD staff performed flow testing of all hydrants and Fire Department valves, checked all devices, portable extinguishers, communications systems, radios, signage, exiting, exit passageways, fire pumps and related equipment. MOFD staff prepared a report of findings, which was shared with CalTrans, CalFire, and Oakland Fire to correct any deficiencies.

5. Town of Moraga and New Laws for Accessory Dwelling Units (ADUs):

Staff attended a meeting with staff from the Town of Moraga to discuss concerns about the new state law for adding ADUs. This law would allow for the construction of separate living units and supersedes certain local ordinance and some requirements from planning, fire and building codes. MOFD and the Town are working together to abide by the new laws, but ensure that these new units will provide for a high level of public safety for the community.

6. New Fireworks Signs and 4th of July Planning:

11 new signs have been placed throughout the District to remind residents that all fireworks are illegal in Contra Costa County. Staff participated in the multi-agency planning meetings for the upcoming holiday event.

7. District Projects:

a. 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.

b. Wilder:

Sheep grazing and manual brush removal are in progress. Staff met with Brookstreet representatives to discuss the timeline of the installation of the new electric gate that will replace the manual gate at the Brookside EVA. The new electric gate will improve response time into the Wilder area by emergency responders.

c. Wilder Country House Project:

Staff met with the representaives to discuss the fire code requiements for the 52 patient "Memory Care" facility that is propsed for the 1.3 acres site on the north side of the Orinda ball fields, next to highway 24. The Fire District is concerned about fire equipment access to the site and the potential for demand on EMS resources that the project may have on services for north Orinda. The project is still in the desgn aprpvool process with MOFD and the City of Orinda.

EMERGENCY PREPAREDNESS

1. On Friday, June 9 Staff attended a coordination meeting with the Town of Moraga for the July 4th fireworks celebration. Staff will develop an incident action plan for the event that includes Law Enforcement, fire standby and volunteer fire watch assignments.
2. On Monday, June 12, Lamorinda CERT held it's monthly update training meeting in the Garden Room at the Orinda Library. The topic was "Deployment- What to expect". Jim Breuner (Lamorinda CERT), Lisa Vajgrt-Smith (Contra Costa County Health Services) and Briana Taylor (American Red Cross) spoke about their experiences at various disasters. Approximately 30 CERT members attended in the training.
3. On Tuesday evening, June 13, Staff coordinated the annual MOFD Volunteer Appreciation BBQ at the Hacienda De Las Flores in Moraga. The event was designed to recognize the contributions of the volunteers that support the District. Rescue One Foundation, Lamorinda CERT, and the MOFD Communications-Support Unit personnel attended as well as several MOFD Board Members and Staff.
4. On Thursday, June 15, Staff assisted the City of Oakland as an Information Officer for the 2017 Golden State Warriors Championship Celebration and Parade. The event reportedly had an attendance in excess of 1 million people.
5. On Monday, June 19, MOFD Communications-Support Unit members responded to the Campolindo Fire in Moraga. Volunteers provided staging area management and rehab for the firefighters assigned to the incident.
6. On Tuesday, June 27, Staff attended the After Action Review for the Campolindo Fire at the Wilder Clubhouse. Staff solicited feedback on behalf of the Communications-Support Unit.
7. On Thursday, June 29, Staff coordinated the 2nd COMMEX (Communications Exercise) for Lamorinda. Volunteer radio operators from around Lamorinda staffed Emergency Operations Centers at Lafayette, Moraga, Orinda, Saint Mary's College and MOFD. The exercise scenario included a plane crash and wildland fire with multiple structures involved.

TRAINING

1. Participated in meeting with EBRP Fire for MRA (Mutual Response Area) drill
2. Scheduled live fire Wildland training MATCO (Military Ocean Terminal Concord), ConFire (Antioch live burns), and Rodeo (Bayo Vista)
3. Participated in AAR (After Action Review) Campolindo Fire

4. Scheduled monthly training for district personnel
5. Participated in County Training Officers Meeting

APPARATUS

1. Continued Service and Maintenance
2. Attended Pierce Pre-Construction Meeting

EMS

1. Certification audit of all personnel completed (on-going)
2. Ambulance compliance monitored (on-going)
3. CQI & PCR audited (on-going)
4. Coordinated and implemented First Responder Fees
5. ePCR training completed
6. First Responder Fee in-service training completed
7. Attended County EMS committee
8. Lifepak monitors annual service completed
9. Developed revised FY17/18 budget
10. Administer FEMA grant for purchase of self-loading gurney systems

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. Developed revised FY17/18 budget
 - d. Plymovent exhaust system upgraded at station 44

ADMINISTRATIVE SERVICES

1. Continued preparation of 2017/2018 Annual Operating Budget
2. Completed salary schedules effective July 1, 2017
3. Completed appropriations limit for 2017/18
4. Completed update to fund balance policy
5. Completed Telestaff upgrade
6. Submitted updated employee cost information to California Office of Emergency Services to maximize strike team reimbursements.
7. Continued captain, firefighter and battalion chief examination processes
8. Provided administrative support to the Station 43 Reconstruction project
9. Processed one new hire and one employee separation
10. Continued recruitment for district aide position
11. Attended Fire Agencies Self Insurance System board meeting



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Jerry Lee, Fire Chief
DATE: October 18, 2017
SUBJECT: Item 10.3 – District Update and Activity Report: July 2017

OPERATIONS

1. July Incident Responses:

▪ EMS/Rescue	163
▪ Vehicle Accidents	9
▪ Structure fires	4
▪ Vegetation fires	6
▪ All Others	<u>136</u>

Total: 318

2. Communications:
 - a. Continued MDT/modem maintenance
3. Conducted fireworks staffing
4. Participated in strike team to Southern California
5. Conducted firefighter interviews
6. Continued fire trail grading

FIRE PREVENTION

1. July 4th Parade, Community Events and Fireworks:

The 4th of July parade and community events in Orinda and Moraga in the morning were well attended with no major incidents. Rescue One had an information table at both events. One of The weather were favorable for a successful aerial fireworks display in the evening in Moraga. Volunteers from and CS-245 Communications team assisted with fire watch during the event. MOFD, MPD and other local agencies worked together to insure the highest level of safety for the public.

2. After Action Report (AAR) for Caldecott Tunnel Inspection:

The Fire Marshal, CalTrans, CalFire and Oakland Fire Department, met to discuss the findings from the Caldecott Tunnel inspection. An inspection report prepared by MOFD

was shared with the group and will be used for compliance follow up by CalTrans and CalFire.

3. Diablo Fire Safe Council:

Staff attended the monthly meeting for Diablo Fire Safe council (DFSC). Several grant funding applications were reviewed and approved.

4. Hills Emergency Forum:

The Fire Marshal attended the HEF meeting. Discussion included current and future plans for vegetation hazard reduction programs in Oakland, Berkeley, East Bay Parks, El Cerrito, Kensington and MOFD.

EMERGENCY PREPAREDNESS

1. On Tuesday, July 4, Communications-Support Unit and Lamorinda Radio Interest Group volunteers assisted with the Moraga 4th of July Fireworks display by providing fire watch on Donald Drive, Alta Mesa and Augusta Drive.
2. On Saturday, July 8, the Communications Support Unit held their monthly meeting at fire station 45. The group continues to work on enhancing logistical support and back up communications resources for the District.
3. On Monday, July 10, CERT held its monthly update training at the Orinda Library. The group reviewed the damage assessment system and the new Unaccompanied Minors During a Disaster Guidelines.

TRAINING

1. Participated in County Training Officers Meeting
2. Scheduled monthly training for District personnel
3. Scheduled Tractor Drawn Aerial (TDA) training

APPARATUS

1. Participated in Leader ambulance final inspection
2. Conducted annual apparatus servicing and pump testing

EMS

1. Certification audit of all personnel completed (on-going)
2. Ambulance compliance monitored (on-going)
3. CQI & PCR audited (on-going)
4. Attended County EMS committee
5. Administer FEMA grant for purchase of self-loading gurney systems
6. Implemented Ipad ePCR system on all apparatus
7. Coordinated data extraction workflow to ambulance billing
8. Provided EMT skills verification training
9. Completed 3rd Quarter EMS training

FACILITIES

1. Provided District support and oversight to the construction manager on the Station 43 construction project (on-going)
2. Provided facilities maintenance support (on-going)

ADMINISTRATIVE SERVICES

1. Completed preparation of 2017/2018 Annual Operating Budget
2. Completed interim phase of financial statement audit
3. Calculated fire flow tax and placed assessments on Contra Costa County tax roll
4. Completed PARS OPEB Pre-Funding and Pension Rate Stabilization Trust Program Annual Client Review.
5. Held Audit Committee meeting
6. Completed annual prepayment to Contra Costa County Employees' Retirement Association to take advantage of prepayment discount.
7. Completed interviews for firefighter paramedic
8. Completed assessment center for captain position
9. Processed one employee separation
10. Continued recruitment for district aide position



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Jerry Lee, Fire Chief
DATE: October 18, 2017
SUBJECT: Item 10.3 – District Update and Activity Report: August 2017

OPERATIONS

1. August Incident Responses:

▪ EMS/Rescue	164
▪ Vehicle Accidents	11
▪ Structure fires	3
▪ Vegetation fires	3
▪ All Others	<u>164</u>

Total: 324

2. Participated in Mutual Aid Single Resource Assignment (Parker 2 and Eclipse Complex)
3. Conducted Red Flag Staffing
4. Communications:
 - a. Nothing to report

FIRE PREVENTION

1. Vegetation Abatement and Enforcement:

Fire Prevention staff has been actively investigating and following up on all complaints for non-compliance of the vegetation management requirements per Ordinance 16-02. Staff is driving all streets to view all properties for compliance. The prevention software is then updated to show current status for all parcels in the Fire District.

2. Public and Private School Inspections:

Staff inspected all of the public and private schools defined under the California Fire Code (CFC) as "E" occupancies. These are education facilities preschool through 12th grade. The fire district currently has 26 "E" occupancies. Staff performed all of the first inspections during the month of August. Re-inspections are ongoing to insure compliance.

3. SMC R-2 Inspections:
The Fire Marshal inspected all 23 of the “dorm room” buildings that are defined under CFC as multi dwelling or R-2’s. First inspections were all completed and only minor issues were found. All issues are scheduled for follow up or have been corrected.
4. Contra Costa County Fire Chief’s Meeting:
The Fire Marshal attended the CCCFC meeting. Updates from local agencies included upcoming training opportunities and EBIMT updates.
5. Grizzly Peak Fire
The Fire Marshal self-dispatched to the Grizzly Fire and worked at the command post to provide assistance with Plans and Logistics.

District Projects

1. Rancho Laguna II – Bella Vista (Moraga):
The road to the two courts that are in the back of the project has been graded. The permanent water supply is now in place. Staff is continuing to work with the developers to insure fire safety during construction.
2. Wilder (Orinda):
The new Art and Garden Center has approved plans and they have graded and started construction. The new facility is next to the ball fields.

The Fire Marshal met with Brookstreet to discuss the new trail system for the public through the project. Fire prevention staff is working with Operations to insure that MOFD response maps will have the new trail numbering system.
3. Camino Ricardo
The 26 single family home development is near completion. Staff has been performing the required construction and life safety inspections for all of the homes.
4. Moraga Town Center Homes
The Fire Marshal approved the water supply for the new 36-unit project that will be next to station 41 and the Administration Office. Grading could begin as early as this fall.

EMERGENCY PREPAREDNESS

1. On Tuesday evening, August 1, Staff attended National Night Out events throughout Lamorinda. operations personnel, administrative staff and volunteers joined neighborhood gatherings and distributed fire safety and emergency preparedness information. There were about a dozen events in Lamorinda.
2. On Saturday, August 5, Staff helped to host the Lamorinda Safety Fair at Saint Mary’s College. First responder resources and volunteers from throughout Lamorinda were available for residents to interact with. Highlights included: three, public safety helicopters; sheriff’s specialty units and MOFD’s truck 41. There was also a police motorcycle competition at the fair.

3. On Saturday, August 5, the Communications Support Unit held their monthly meeting at the Lamorinda Safety Fair. The group continues to work on enhancing logistical support and back up communications resources for the District.
4. On Monday, August 7, Staff participated in a panel discussion on emergency management for the US Forest Service International Programs 2017 Disaster Management Seminar.
5. On Monday, August 14, Staff assisted with Lamorinda CERT's monthly update training at the Orinda Library. The evening training's topic was "Disaster Food and Water". Participants were able to sample emergency food from several vendors and learn how to properly store water.
6. On Monday, August 21, Staff hosted the final exercise for the USFS Disaster Management Seminar at Fire Station 45. The 30 participants were given a sand table exercise and asked to manage a simulated earthquake disaster in Lamorinda. This year's participants were emergency managers from: Lebanon, South Africa, Bhutan, India, Nepal, Philippines, Columbia, Bangladesh, Vanuatu, Tunisia, Ukraine, Morocco, Uzbekistan and Vietnam.
7. On Tuesday, August 29, Staff responded as the Liaison officer for the South Central Sierra Interagency Incident Management Team to the Railroad Fire in Mariposa and Madera Counties. The fire threatened the communities of Fish Camp, Sugar Pine and Cedar Valley. Staff coordinated evacuations, repopulation and reopening Hwy 41 with the county sheriffs, CHP and Cal Trans.

TRAINING

1. Participated in County Training Officers Meeting
2. Coordinated Trench Rescue course
3. Scheduled monthly training for district personnel
4. Coordinated Water Tender Operations
5. Provided material support for ventilation prop

APPARATUS

1. Conducted Leader Ambulance final inspection
2. Conducted annual apparatus servicing and pump testing

EMS

1. Certification audit of all personnel completed (on-going)
2. Ambulance compliance monitored (on-going)
3. CQI & PCR audited (on-going)
4. Attended County EMS committee
5. Administer FEMA grant for purchase of self-loading gurney systems
6. Implemented Ipad ePCR system on all apparatus
7. Coordinated data extraction workflow to ambulance billing
8. Provided EMT skills verification training
9. Completed 3rd Quarter EMS training

FACILITIES

1. Provided District support and oversight to the construction manager on the Station 43 construction project (on-going)
2. Provided facilities maintenance support (on-going)

ADMINISTRATIVE SERVICES

1. Completed fiscal year end close process
2. Completed final phase of financial statement audit
3. Began preparation of Comprehensive Annual Financial Report for FY2016/17
4. Implemented new retirement contribution rates for all employees
5. Updated census data for actuarial valuation
6. Updated authorized signers on the District's various accounts
7. Completed PARS OPEB Pre-Funding and Pension Rate Stabilization Trust Program Annual Client Review.
8. Continued Station 43 project
9. Processed one employee separation
10. Continued recruitment for district aide position
11. Attended Ground Emergency Medical Transportation program webinar



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Jerry Lee, Fire Chief
DATE: October 18, 2017
SUBJECT: Item 10.3 – District Update and Activity Report: August 2017

OPERATIONS

1. September Incident Responses:

▪ EMS/Rescue	163
▪ Vehicle Accidents	11
▪ Structure fires	2
▪ Vegetation fires	0
▪ All Others	<u>137</u>

Total: 313

2. Conducted evacuation training
3. Conducted fire trail maintenance
4. Participated in Mutual Aid Single Resource assignment (Helena-Fork Incident)
5. Communications:
 - a. Continued MDT and modem maintenance/servicing
 - b. Mobile radio purchase for new apparatus

FIRE PREVENTION

1. Vegetation Abatement and Enforcement:

Fire Prevention staff has been actively investigating and following up on all complaints for non-compliance of the vegetation management requirements per Ordinance 16-02. Staff is driving all streets to view all properties for compliance. The prevention software is then updated to show current status for all parcels in the Fire District.
2. Public and Private School Inspections:

Staff inspected all of the public and private schools defined under the California Fire Code (CFC) as “E” occupancies. These are education facilities preschool through 12th grade. The fire district has 26 “E” occupancies.

3. R-2 Inspections:
All R-2 multi-family building have been inspected in the District. All issues are scheduled for follow up or have been corrected.

District Projects

1. Wilder (Orinda):
The Emergency Vehicle Access (EVA) gates are being upgraded to electric gates for faster emergency response at the Brookside access. The electrical supply is in the process of being installed.

EMERGENCY PREPAREDNESS

1. On Monday evening, September 11, Lamorinda CERT held it's monthly update training meeting in the Garden Room at the Orinda Library. The topic was Triage for Disasters and approximately 30 residents participated in the training.
2. On Thursday, September 14, Lamorinda CERT started the Fall CERT Basic Training Class at the Orinda Library Auditorium. There are 35 Lamorinda residents attending the nine-week series. Volunteer and MOFD firefighters will be teaching Emergency Preparedness, Fire Extinguishers, Basic Disaster Medical Skills, Radio Communications, Disaster Psychology, ICS and more. The course will conclude with a drill at the Con Fire training facility on November 9.
3. On Wednesday, September 20, Staff assisted Contra Costa County fire and law enforcement agencies by presenting a portion of the course on Wildfire Evacuations at the Lafayette Veterans Building. The course ran from 9-noon. Staff was able to co-present with Sergeant Joseph Wilder form the Madera County Sheriff's Office. Sgt. Wilder was staff's primary contact at the 2017 railroad fire.
4. On Monday, September 25, the Lamorinda CERT Steering Committee met at the Moraga Commons. The steering committee continues to work on CERT training coordination and community events.

TRAINING

1. Participated in Acting Battalion Chief interview
2. Coordinated TDA training and Certification testing
3. Scheduled monthly training for district personnel
4. Coordinated Harassment Training
5. Scheduled Firefighter Probationary testing

SCBA

1. Coordinated and scheduled SCBA Flow testing

APPARATUS

1. Conducted annual apparatus servicing and pump testing

EMS

1. Certification audit of all personnel completed (on-going)
2. Ambulance compliance monitored (on-going)
3. CQI & PCR audited (on-going)
4. Attended County EMS committee
5. Administer FEMA grant for purchase of self-loading gurney systems. Installation scheduled for end of October.
6. Placed two ambulance in-service
7. Prepared excess ambulances for surplus

FACILITIES

1. Executed contracts for station 43 construction project
2. Provided notice to proceed to contractor for station 43 project
3. Provided facilities maintenance support (on-going)

ADMINISTRATIVE SERVICES

1. Continued preparation of Comprehensive Annual Financial Report for FY2016/17
2. Continued preparation of updated actuarial valuation for OPEB
3. Updated financial information for SAFER Grant acceptance
4. Updated financial transparency information
5. Continued Station 43 project
6. Issued RFP for copier for Administration
7. Held District-wide harassment prevention training
8. Began open enrollment for medical insurance
9. Began 2017 records destruction process
10. Processed one new hire and one employee separation
11. Continued recruitment for district aide position
12. Attended Contra Costa County Employees' Retirement Association board meeting