

Moraga-Orinda Fire Protection District



BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

November 15, 2017

(Approved December 20, 2017)

1. **Opening Ceremonies**

The Board of Directors convened in Open Session at 5:30 P.M. on November 15, 2017 at the Hacienda Mosaic Room, 2100 Donald Drive, Moraga, California. President Famulener called the meeting to order. Present were the following Directors and Staff:

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

2. **Public Comment**

There was no comment from the public.

3. **Closed Session**

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

4. **Reconvene the Meeting**

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

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

5. **Report of Closed Session Action**

There was no reportable action taken in Closed Session on item 3.1 Conference with legal Counsel (Potential Litigation), 3.2 Public Employee Appointment (Fire Chief), 3.3 Conference with Labor Negotiator (Local 1230), 3.4 Conference with Labor Negotiator (Local 2700), 3.5 Conference with Labor Negotiator (MOFCOA), 3.6 Public Employee Performance Evaluation (District Counsel).

6. **Public Comment**

Brian Oliver, MOFD Captain, gave a report on incidents that occurred in the last month. His report highlighted the strike teams that assisted with the Sonoma County fires. A total of 8 MOFD personnel (Captain Brian Oliver, Engineer Paramedic Jon Ford, Captain Mike Lacy, Captain Daryle Balao, Captain Mike Marquardt, Firefighter Paramedic Lucas Lambert, and Emergency Preparedness Coordinator Dennis Rein) were part of the various strike teams. He also gave a brief report on the 9 Archer Court fire. Captain Oliver announced that the MOFD Firefighter Ball is scheduled for November 18th at the Moraga Country Club.

7. **Consent Agenda**

Motion by Director Barber and seconded by Director Jorgens to approve and file item 7.1 Meeting Minutes, 7.2 Monthly Incident Report, 7.3 Monthly Check/Voucher Register, 7.4 Monthly Financial Report, 7.5 Quarterly Treasurer's Report, 7.6 Quarterly Ambulance Report, 7.7 Quarterly Balance Sheet, and 7.8 Station 43 Construction Project Report. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

8. **Regular Calendar**

8.1 **Annual Audit and 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 (VTD.) In addition to the financial statement audit, VTD was engaged to prepare a required report on the District's Gann appropriations spending limit calculation and a letter to the Board

required by professional accounting standards discussing their audit engagement and the procedures they performed. This report includes no audit findings.

Based upon the audit procedures performed, VTD has rendered their opinion that the District's financial statements present fairly the District's financial position at June 30, 2017, and the results of the governmental activities and the budgetary comparison information for the year then ended, in accordance with generally accepted accounting principles. This is generally referred to as a "clean" or "unqualified" audit opinion.

In addition to the audited financial statements, the District prepared a Comprehensive Annual Financial Report (CAFR) that is designed to meet the requirements of the Government Finance Officers Association (GFOA). The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure. The GFOA then recognizes individual governments that succeed in achieving this goal. This is the third year the District has participated in the CAFR Program.

The District's CAFR for the fiscal year ended June 30, 2017 will be submitted to the GFOA for consideration of a Certificate of Achievement for Excellence in Financial Reporting. The CAFR will also be posted on the District's website.

ASD Sasser gave a brief PowerPoint presentation. Ahmad Gharaibeh from Vavrinek, Trine, Day & Co., LLP reported that their opinion is clean and that there are no adjustments or changes to the statements. He answered a few questions from the Board.

Director Anderson stated that it would be helpful to include a note in the report of what the total balance is in the PARS account. ASD Sasser stated that she would make a note of it.

Director Barber asked about the healthcare cost trend and the significance of the 57-year period. Mr. Gharaibeh explained that liabilities are calculated over the expectancy of the youngest individuals, which include the current retirees and active employees.

Motion by Director Jex and seconded by Director Jorgens to approve the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2017, the Independent Accountant's Report on Applying Agreed-Upon Procedures for Appropriations Limit Calculation for the Year Ended June 30, 2017 and the Communication with Those Charged with Governance June 30, 2017. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex, and Jorgens).

Director Barber commented on the supplemental material very helpful. He offered some suggestions for the next year. On the demographic and economic statistics for the communities that we serve (page 88), it would be helpful to break out the age of the people in the district, at least the people who are over age 65. He had other suggestions that he would give to ASD Sasser.

8.2 Approval of Station 43 Capital Projects Fund Expenditure Budget Increase of \$381,357

In September 2017, MOFD retained a new contractor to complete the fire station 43 construction project. A proposed budget adjustment based on estimates from the previous construction manager was presented to the board and approved with some exceptions. A budget for 1) contingency, 2) construction management, and 3) architectural services were tabled for further discussions. Since September 2017, a construction management consultant was retained with an approved budget adjustment.

Based on current price estimates for services and materials to complete the project and to meet the maintenance needs of the temporary fire station, a recommended budget adjustment of \$381,357 is needed. A contingency budget is also now necessary to avoid unnecessary interruptions in construction.

Chief Lee announced that this item would be removed from the agenda and tabled to a future meeting.

9. Committee Reports

9.1 Finance Committee (Directors Anderson and Barber)

The Committee has not met.

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

The Committee has not met.

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

The Committee has not met.

9.4 Audit Ad Hoc Committee (Director Jex)

The Committee continues to meet, but no report is available.

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

The Committee has not met.

9.6 Fire Chief Recruitment Ad Hoc Committee (Directors Barber and Jorgens)

The Committee continues to meet, but no report is available.

9.7 Labor Negotiator Ad Hoc Committee (Directors Anderson and Barber)

Director Anderson reported that they interviewed several firms and will have a recommendation at the Special Meeting on November 20, 2017.

10. Announcements

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

There was nothing to report.

10.2 Questions and informational comments from Board members and Staff

President Famulener announced that the County Fire Boards and Commissioners Association will be meeting on December 14, 2017, and the speaker will be Staff Chief David Shew, from CAL FIRE, and urged the other directors to attend.

Engineer Ford suggested that staff purchase an HDMI adapter that can connect iPhones and Mac laptops to the overhead projector so that they could use it for their presentations. The Board thought it was a good idea and directed staff to look into purchasing one.

Director Jex commented on how amazing it is that the fire at 9 Archer Court did not spread to the two homes and the hillside.

11. Adjournment

At 7:45 P.M., President Famulener called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board