



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING

January 6, 2016

6:00 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Sarge Littlehale Community Room

City of Orinda

22 Orinda Way

Orinda, CA 94563

1. OPENING CEREMONIES

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

2. PUBLIC COMMENT

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

3. CLOSED SESSION

- 3.1. **Public Employee Performance Evaluation**
(Government Code Section 54957)
Fire Chief
- 3.2. **Public Employee Performance Evaluation**
(Government Code Section 54957)
District Counsel

4. RECONVENE THE MEETING

- 4.1. Call the Meeting to Order
- 4.2. Pledge of Allegiance

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

- 7.1. **Meeting Minutes – December 2 and December 10, 2015**
Staff Recommendation: Receive and File
- 7.2. **Monthly Incident Report – November 2015**
Staff Recommendation: Receive and File
- 7.3. **Monthly Financial Reports – November 2015**
Staff Recommendation: Receive and File
- 7.4. **Monthly Check/Voucher Register – November 2015**
Staff Recommendation: Receive and File

8. REGULAR CALENDAR

8.1. **Resolution No. 16-01 Declaration of Official Intent**

Staff will present information to the Board regarding Resolution No. 16-01 Declaration of Official Intent.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 16-01 Declaration of Official Intent.

8.2. **Resolution No. 16-02 Authorizing Investment of Monies in Local Agency Investment Fund**

Staff will present information to the Board regarding Resolution 16-02 Authorizing Investment of Monies in Local Agency Investment Fund.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 16-02 authorizing District officials to order the deposit and withdrawal of monies in the Local Agency Investment Fund.

8.3. **Elect New Finance Committee Members**

The Board of Directors will elect new Finance Committee members to be effective January 7, 2016.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Elect new Finance Committee members to be effective January 7, 2016.

8.4. **Station 45 Emergency Repair – Update**

Staff will present an update to the Board regarding the emergency repairs completed at Station 45.

Staff Recommendation: 1) Receive report; 2) Declare emergency action complete.

8.5. **Strategic Planning Update**

Staff will present an update to the Board regarding the Strategic Planning process.

Staff Recommendation: 1) No action required; Informational purposes only.

9. COMMITTEE REPORTS

9.1. **Finance Committee (*Directors Anderson & Barber*)**

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 – November 2015**

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 December 31, 2015, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Grace Santos, District Clerk



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

December 2, 2015

1. Opening Ceremonies

The Board of Directors convened in Open Session at 7:00 P.M. on December 2, 2015 at the Moraga Library Community Room, 1500 Saint Mary's Road, Moraga, California. President Evans called the meeting to order.

Present were the following Directors and Staff:

Director Anderson (via teleconference)
Director Barber
President Evans
Director Famulener

Director Weil
Stephen Healy, Fire Chief
Gloriann Sasser, Admin Services Director
Grace Santos, District Clerk

2. Public Comment

There were no comments.

3. Consent Agenda

Motion by Director Weil and seconded by Director Barber to receive and file all items on the Consent Agenda – 3.1 Meeting Minutes, 3.2. Board Meeting Schedule. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

4. Regular Calendar

4.1 Election of Board Officers, Standing and Ad Hoc Committee Members and District Liaisons

Each year, the Board of Directors elects new officers, Standing and Ad Hoc Committee Members and District Liaisons.

The Board elected the following new officers:

- President – Stephen Anderson
- Vice President – Fred Weil
- Secretary – Kathy Famulener
- Treasurer – Brad Barber
- Director – Alex Evans

The Board decided to wait until the next regular meeting to elect the new Finance Committee members. They abolished the Facilities Ad-Hoc Committee and will elect members when the committee is needed.

The Board elected to keep the District Liaisons as they currently are:

- Finance Committee – Directors Anderson & Barber
- Facilities Ad Hoc Committee – Directors Evans & Weil
- Contra Costa Special Districts Association (CCSDA) Liaison – Director Barber
- Contra Costa County Fire Commissioners Association Liaison – Director Famulener
- Local Agency Formation Committee (LAFCO) Liaison – Director Anderson
- Orinda City Council Liaison – Director Barber
- Orinda City Council Alternate Liaison – Director Evans
- Moraga Town Council Liaison – Director Famulener
- Moraga Town Council Alternate Liaison – Director Weil

Motion by Director Weil and seconded by Director Barber to elect the new officers, abolish the Facilities Ad-Hoc Committee, wait until the next regular meeting to elect the new Finance Committee members and keep the District Liaisons as they currently are. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

4.2 Resolution 15-15, A Resolution of the Board of Directors of the Moraga-Orinda Fire District Approving an Investment Policy for District Funds

The District's Investment Policy requires the Board to review the District's Investment Policy annually. Staff reviewed the Policy and no changes are necessary this year.

Motion by Director Weil and seconded by Director Famulener to adopt Resolution 15-15 approving an Investment Policy. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

5. Committee Reports

5.1 Finance Committee (Directors Anderson & Barber)

There was nothing to report.

5.2 Ad Hoc Committee Reports

5.2.1 Facilities Ad Hoc Committee (President Evans & Director Weil)

There was nothing to report.

6. Announcements

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

(Government Code Section 53232.3(d))

There was nothing to report.


6.2 Questions and informational comments from Board members and Staff

Director Barber asked staff to consider holding some board meetings in Orinda. Directors Famulener and Weil asked staff to look into finding a more permanent meeting location, including the new Moraga Town Council Chamber.

Chief Healy stated that staff continues exploring cost-saving opportunities for the Station 43 reconstruction project, which includes the elevator, temporary fire station and solar options. He also met with the Orinda Planning Department.

7. Adjournment

At 7:20 P.M., President Evans called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

December 10, 2015

1. Opening Ceremonies

The Board of Directors convened in Open Session at 4:30 P.M. on December 10, 2015 at the Moraga-Orinda Fire District Station 45 Conference Room, 33 Orinda Way, Orinda, California. Director Anderson called the meeting to order.

Present were the following Directors and Staff:

Director Anderson
Director Barber
President Evans (via teleconference)
Director Famulener

Director Weil (via teleconference)
Stephen Healy, Fire Chief
Gloriann Sasser, Admin Services Director
Grace Santos, District Clerk

2. Public Comment

There were no comments.

3. Regular Calendar

3.1 Station 45 Emergency Repair

The wastewater pipes under Station-45 are failing. Raw sewage has begun (slowly) leaking and will contaminate the exercise room, turnout and CERT storage area, and/or archive file room. Wastewater is presently backing up into other portions of the drainage system.

Staff does not feel there is time to formally bid the project and/or wait until the next regular Board meeting on January 6, 2016 for approval. Therefore, staff has called a special meeting with the purpose of authorizing staff to execute a contract to repair the wastewater pipes without completing the formal bid process.

To date, staff has received only one estimate, with several other plumbing companies declining the work. Another estimate is pending and should be available by the Special Meeting. The projected cost is not to exceed \$40,000. Sufficient appropriations are available in the Capital Projects Fund.


Motion by Director Famulener and seconded by Director Barber, the Board declared that an emergency situation exists and delegated authority to Fire Chief Healy to mitigate the emergency. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

The Board asked staff to research the following:

- The Board acting with less than a quorum in the event of a health and safety emergency
- Giving the Fire Chief the authority to spend up to \$50K on emergency situations
- Having the Board Chair, Finance Chair and Fire Chief declare emergency situations and report to the Board subsequently
- Budget for emergency situations so that staff can act within the budget authorization

4. Adjournment

At 4:40 P.M., Director Anderson 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...

	November, 2015			Totals
	Structure Fires	All Other Types	EMS / Rescue	
Incident Totals	2	117	172	291
Median Turnout	1.85	1.72	1.45	1.56
Median Resp Time	5.67	6.67	6.07	6.20
Resp Time (90th%)	10.98	10.79	10.35	10.52

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

		November, 2015			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	61	1.37	4.48	7.87
	Structure Fires	1	2.57	4.72	4.72
	All Other Types	14	1.58	6.73	9.02
	Totals for City	76	1.40	4.95	8.88
Moraga	EMS / Rescue	59	1.27	4.28	6.66
	Structure Fires	1		1.42	1.42
	All Other Types	20	1.77	4.39	6.57
	Totals for City	80	1.43	4.29	6.64
Canyon / Lafayette	EMS / Rescue	15	1.98	7.87	10.68
	All Other Types	4	1.28	6.82	11.12
	Totals for City	19	1.83	7.52	10.81
Overall Total		175	1.45	4.78	8.60

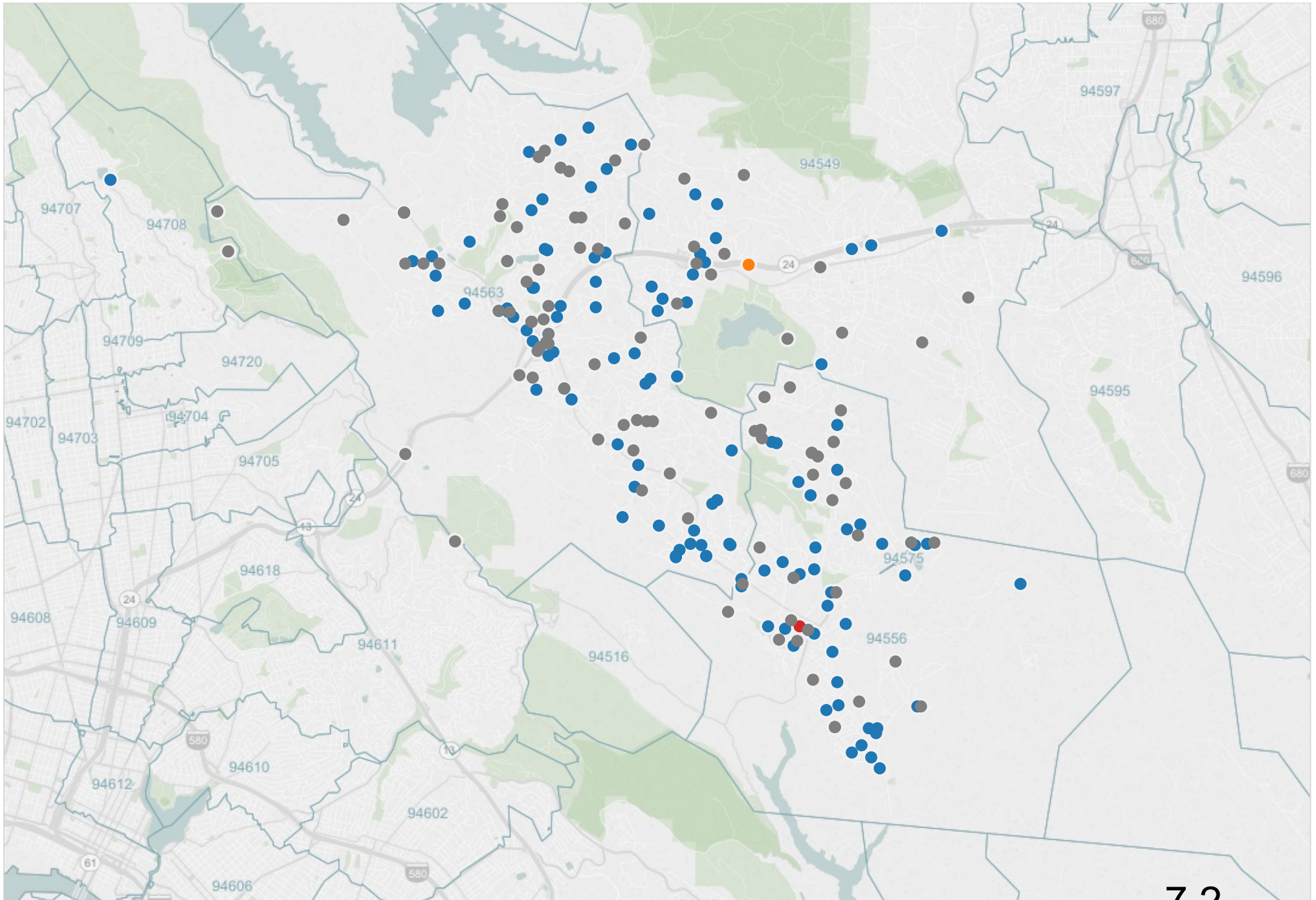
Response Totals By Incident Type

	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Total
EMS / Rescue	174	142	180	148	133	138	149	146	158	148	187	152	152	2,007
All Other Call Types (Alarms / Pub Service / Etc...)	88	87	104	86	99	95	107	108	112	89	128	110	121	1,334
Vehicle Accidents	11	14	14	11	11	16	10	14	25	18	10	12	15	181
Structure Fires		1	1	3	1	2	2	1	2	1	4	1	2	21
Technical Rescues								1	2	1				4
Vegetation Fires					1			4	9	6	1	1	1	23
Total	273	244	299	248	245	251	268	274	308	263	330	276	291	3,570

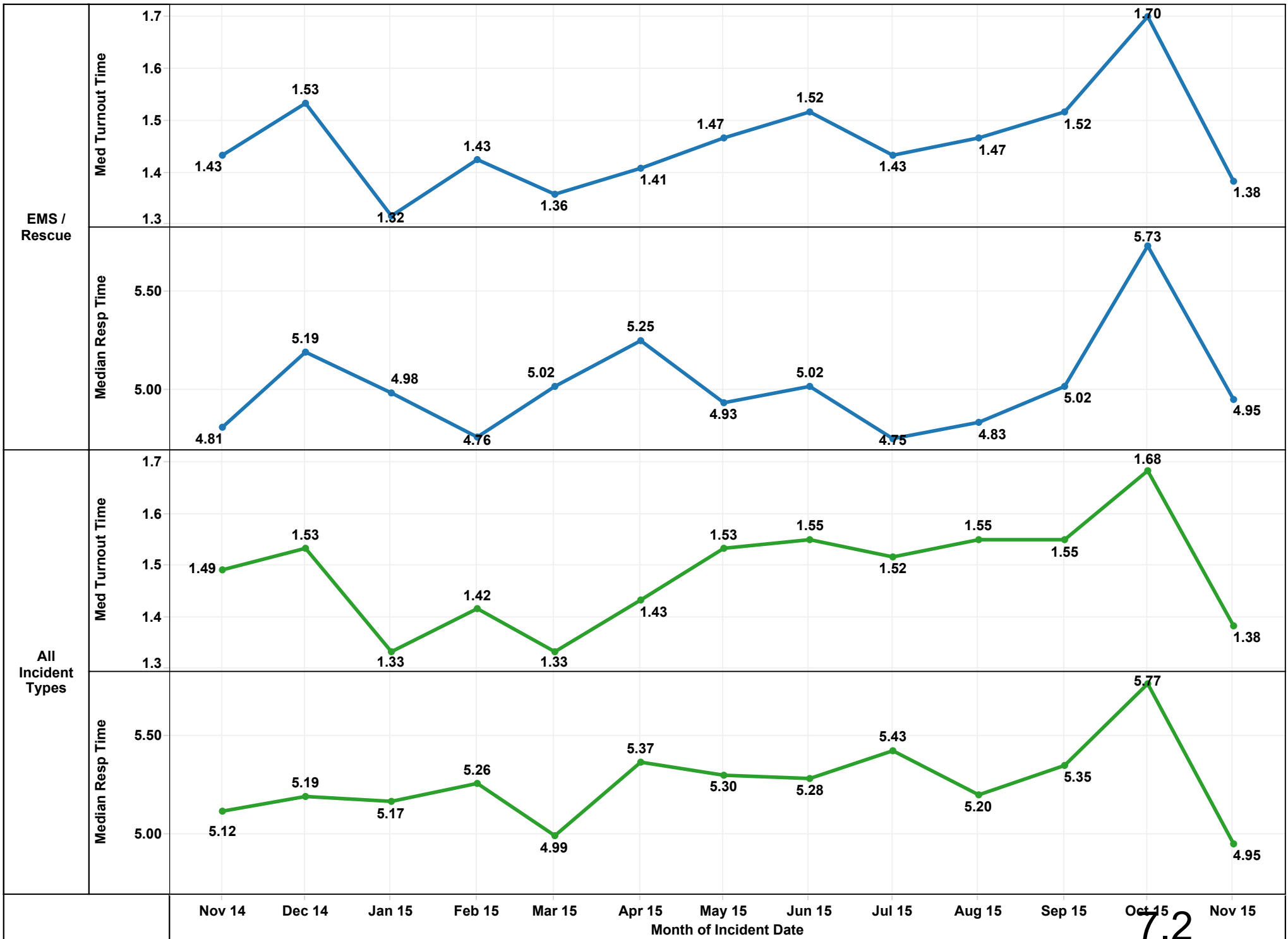
Incident Types

- Vegetation Fires
- All Other Call Typ..
- EMS / Rescue
- Structure Fires
- Vehicle Accidents

Incident Location Map for MOFD November 2015



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



7.2

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-15/16
From 7/1/2015 Through 11/30/2015

		Current Period Actual	YTD Budget - Original	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,070,213.78	1,068,288.00	1,925.78	0.18%
Total Taxes		1,070,213.78	1,068,288.00	1,925.78	0.18%
Use of Money & Property					
Investment Earnings	4181	(451.37)	0.00	(451.37)	0.00%
Total Use of Money & Property		(451.37)	0.00	(451.37)	0.00%
Charges for Service					
Impact Mitigation Fees	4743	12,000.00	0.00	12,000.00	0.00%
Total Charges for Service		12,000.00	0.00	12,000.00	0.00%
Other Revenue					
Other Financing Sources-Lease...	4970	0.00	424,554.00	(424,554.00)	(100.00)%
Misc Rebates & Refunds	4975	544.12	0.00	544.12	0.00%
Total Other Revenue		544.12	424,554.00	(424,009.88)	(99.87)%
Total Revenue		1,082,306.53	1,492,842.00	(410,535.47)	(27.50)%
Expenditures					
Operating Expense					
Professional Services	6327	570.00	7,390.00	6,820.00	92.29%
Total Operating Expense		570.00	7,390.00	6,820.00	92.29%
Other Expense					
Bank Fees	7510	65.00	100.00	35.00	35.00%
Fire Flow Tax Collection Fees	7531	1,350.00	11,500.00	10,150.00	88.26%
Buildings-Station #45-Fixed Ass...	7700	(228.80)	75,950.00	76,178.80	100.30%
Fire Fighting Equip-Fixed Asset ...	7701	10,954.50	20,000.00	9,045.50	45.23%
Lease Apparatus/Vehicles-Fixed...	7702	0.00	100,000.00	100,000.00	100.00%
Apparatus/Vehicles-Fixed Asset...	7703	17,758.17	479,554.00	461,795.83	96.30%
Computer Equip & Software-Fix...	7704	0.00	21,823.75	21,823.75	100.00%
Buildings-Station #41-Fixed Ass...	7705	2,223.44	50,000.00	47,776.56	95.55%
Buildings-Station #43-Fixed Ass...	7706	11,145.97	329,000.00	317,854.03	96.61%
Misc. Equipment Expense	7709	0.00	60,675.00	60,675.00	100.00%
Station 46- Construction in Prog...	7711	11,923.59	45,000.00	33,076.41	73.50%
Total Other Expense		55,191.87	1,193,602.75	1,138,410.88	95.38%
Total Expenditures		55,761.87	1,200,992.75	1,145,230.88	95.36%
Excess of Revenues Over/ (Under) Expenditures		1,026,544.66	291,849.25	734,695.41	251.74%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 11/30/2015

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	15,005,273.40	16,247,015.00	(1,241,741.60)	(7.64)%
Property Tax-Supplemental	4011	101,735.95	228,000.00	(126,264.05)	(55.38)%
Property Tax-Unitary	4013	203,699.11	178,000.00	25,699.11	14.44%
Property Tax-Curr Unsecured	4020	561,494.41	657,000.00	(95,505.59)	(14.54)%
Prop Tax- Prior Secured	4030	(60,289.93)	(51,413.00)	(8,876.93)	17.27%
Prop Tax-Prior Supplement	4031	0.00	(27,525.00)	27,525.00	(100.00)%
Prop Tax Prior Unsecured	4035	11,549.84	(16,362.00)	27,911.84	(170.59)%
Total Taxes		15,823,462.78	17,214,715.00	(1,391,252.22)	(8.08)%
Use of Money & Property					
Investment Earnings	4181	(291.95)	0.00	(291.95)	0.00%
Total Use of Money & Property		(291.95)	0.00	(291.95)	0.00%
Intergovernmental Revenue					
Homeowners Relief Tax	4385	0.00	158,000.00	(158,000.00)	(100.00)%
Intergovernmental	4437	193,339.00	135,000.00	58,339.00	43.21%
Revenue-Federal Grants					
CA FF JAC Training Funds	4440	25,091.41	33,615.00	(8,523.59)	(25.36)%
Other/In Lieu of Taxes	4580	0.00	1,000.00	(1,000.00)	(100.00)%
Measure H-Emerg Med Ser Subsid	4896	0.00	85,748.00	(85,748.00)	(100.00)%
Total Intergovernmental Revenue		218,430.41	413,363.00	(194,932.59)	(47.16)%
Charges for Service					
Permits	4740	1,305.00	1,900.00	(595.00)	(31.32)%
Plan Review	4741	67,101.00	171,360.00	(104,259.00)	(60.84)%
Inspection Fees	4742	12,245.00	21,000.00	(8,755.00)	(41.69)%
Weed Abatement Charges	4744	3,465.02	9,000.00	(5,534.98)	(61.50)%
CPR/First Aid Classes	4745	558.00	3,000.00	(2,442.00)	(81.40)%
Reports/ Photocopies	4746	120.50	339.00	(218.50)	(64.45)%
Other Charges for Service	4747	1,557.00	2,500.00	(943.00)	(37.72)%
Total Charges for Service		86,351.52	209,099.00	(122,747.48)	(58.70)%
Charges for Service - Ambulance					
Ambulance Service Fees	4898	366,951.77	1,067,000.00	(700,048.23)	(65.61)%
Ambulance Service Fee Reimbursements	4899	(24,242.70)	(157,000.00)	132,757.30	(84.56)%
Ambulance Collection Recovery Payments	4900	92.40	4,000.00	(3,907.60)	(97.69)%
Total Charges for Service - Ambulance		342,801.47	914,000.00	(571,198.53)	(62.49)%
Other Revenue					
Other Revenue-Strike Team Recovery	4971	78.14	548,000.00	(547,921.86)	(99.99)%
Other Revenue & Financing Sources	4972	7,380.00	62,000.00	(54,620.00)	(88.10)%
Other Revenue-Misc.	4974	279.80	500.00	(220.20)	(44.04)%
Misc Rebates & Refunds	4975	737.97	1,000.00	(262.03)	(26.20)%
Sale of Surplus Property	4980	125.00	1,000.00	(875.00)	(87.50)%
Total Other Revenue		8,600.91	612,500.00	(603,899.09)	(98.60)%
Total Revenue		16,479,355.14	19,363,677.00	(2,884,321.86)	(14.90)%

Expenditures

Salaries & Benefits

Permanent Salaries	5011	3,090,477.46	7,343,278.00	4,252,800.54	57.91%
Temporary Salaries	5013	78,278.31	166,800.00	88,521.69	53.07%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 11/30/2015

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Overtime	5014	918,957.00	1,984,000.00	1,065,043.00	53.68%
Deferred Compensation	5015	42,105.60	106,578.00	64,472.40	60.49%
Overtime - Strike Team	5016	137,003.83	274,000.00	136,996.17	50.00%
Contract Services	5018	30,546.87	180,000.00	149,453.13	83.03%
Worker's Compensation Recovery	5019	(31,760.36)	(65,000.00)	(33,239.64)	51.14%
Payroll Taxes -FICA,SUI	5042	67,626.07	158,044.00	90,417.93	57.21%
Payroll Processing Fees	5043	4,163.93	20,000.00	15,836.07	79.18%
Retirement Contributions	5044	1,697,765.06	4,136,778.00	2,439,012.94	58.96%
Life/Health Insurance-Permanent Employees	5060	392,877.02	1,003,944.00	611,066.98	60.87%
Employee's-Health Insurance Contribution	5061	(80,538.00)	(195,038.00)	(114,500.00)	58.71%
Retiree Health Insurance	5062	490,146.84	1,311,000.00	820,853.16	62.61%
Retiree-Health Insurance Contribution	5063	(129,280.28)	(413,000.00)	(283,719.72)	68.70%
Unemployment Insurance	5064	3,250.14	10,000.00	6,749.86	67.50%
Retiree-Health OPEB Contribution	5065	94,000.00	94,000.00	0.00	0.00%
Workers' Compensation Insurance	5070	393,768.00	785,612.00	391,844.00	49.88%
Flexible Benefits/ Section 125 Outside Contractor	5080	240.00	750.00	510.00	68.00%
Total Salaries & Benefits		7,199,627.49	16,901,746.00	9,702,118.51	57.40%
Operating Expense					
Office Supplies	6100	4,646.50	19,850.00	15,203.50	76.59%
Postage	6101	1,412.17	5,950.00	4,537.83	76.27%
Books & Periodicals	6102	625.00	4,950.00	4,325.00	87.37%
Printer Ink Cartridges	6103	2,766.59	5,000.00	2,233.41	44.67%
Telephone/Communication	6110	13,694.25	45,000.00	31,305.75	69.57%
Dispatch/Comm Center Services w/ AVL MDT	6111	138.00	170,000.00	169,862.00	99.92%
Utilities- Sewer	6120	3,432.64	2,640.00	(792.64)	(30.02)%
Utilities-Garbage	6121	6,032.20	14,720.00	8,687.80	59.02%
Utilities-PG&E	6122	21,486.94	66,890.00	45,403.06	67.88%
Utilities-Water	6123	4,268.68	15,020.00	10,751.32	71.58%
Utilities-Medical Waste	6124	869.00	2,070.00	1,201.00	58.02%
Small Tools & Instruments	6130	0.00	750.00	750.00	100.00%
Minor Equipment/Furniture	6131	86.39	2,250.00	2,163.61	96.16%
Computer Equipment & Supplies	6132	261.60	10,000.00	9,738.40	97.38%
Gas Power Chain Saw/Other Equipmen	6133	7,642.05	13,000.00	5,357.95	41.22%
Fire Trail Grading	6135	856.72	10,500.00	9,643.28	91.84%
Fire Fighting Equipment & Supplies	6137	35.22	20,000.00	19,964.78	99.82%
Fire Fighting Equipment-Hoses & Nozzles	6138	1,610.87	7,500.00	5,889.13	78.52%
Fire Fighting Equipment-Class A Foam	6139	0.00	500.00	500.00	100.00%
Medical & Lab Supplies	6140	40,902.89	60,000.00	19,097.11	31.83%
Food Supplies	6150	479.60	7,500.00	7,020.40	93.61%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 11/30/2015

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Safety Clothing & Personal Supplies	6160	23,484.81	80,000.00	56,515.19	70.64%
Non-Safety Clothing & Personal Supplies	6161	350.00	2,000.00	1,650.00	82.50%
Household Expense	6170	7,865.75	18,820.00	10,954.25	58.21%
Household Expense-Linen	6171	4,970.88	14,730.00	9,759.12	66.25%
Public & Legal Notices	6190	779.16	4,750.00	3,970.84	83.60%
Dues, Memberships & Professional Fees	6200	7,795.50	19,390.00	11,594.50	59.80%
EMT/Paramedic Licensure Fees	6201	400.00	5,500.00	5,100.00	92.73%
Rent & Leases (Equipment)	6250	17,841.90	39,140.00	21,298.10	54.42%
Computer Software & Maintenance	6251	20,342.97	59,875.00	39,532.03	66.02%
Website Development & Maintenance	6252	0.00	1,700.00	1,700.00	100.00%
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	750.00	750.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	2,000.00	2,000.00	100.00%
Maintenance -- Equipment	6270	16,759.69	60,675.00	43,915.31	72.38%
Central Garage Repairs	6271	48,015.35	160,000.00	111,984.65	69.99%
Central Garage Gasoline & Oil	6272	22,793.20	80,000.00	57,206.80	71.51%
Central Garage Tires	6273	2,737.16	15,000.00	12,262.84	81.75%
Service/Repair Fuel System Dispensers	6274	2,118.27	4,500.00	2,381.73	52.93%
Aerial Ladder & Pump Testing	6275	0.00	800.00	800.00	100.00%
Smog Inspections	6276	400.00	500.00	100.00	20.00%
Air Compressor Quarterly Service	6278	0.00	1,500.00	1,500.00	100.00%
Hydro Test SCBA & Oxy Cylinder	6279	0.00	2,000.00	2,000.00	100.00%
Tank Testing	6280	0.00	3,000.00	3,000.00	100.00%
Maintenance -- Building	6281	21,852.93	57,165.00	35,312.07	61.77%
Maintenance -- Grounds	6282	1,557.46	10,650.00	9,092.54	85.38%
Meetings & Travel Expenses	6303	10,519.31	26,200.00	15,680.69	59.85%
Employee Assistance Program	6309	1,719.25	4,300.00	2,580.75	60.02%
Medical - Pre-Emp Processing and Annual Exams	6311	31,993.28	43,000.00	11,006.72	25.60%
Ambulance Billing Administration Fees	6312	16,953.41	65,000.00	48,046.59	73.92%
Outside Attorney Fees	6313	18,964.93	60,000.00	41,035.07	68.39%
Outside CPR Instructors	6314	1,320.00	2,500.00	1,180.00	47.20%
CCC County Tax Administration Fee	6316	0.00	172,000.00	172,000.00	100.00%
Professional Services	6317	5,126.82	45,750.00	40,623.18	88.79%
Professional Services - Labor Negotiator	6318	202.00	10,000.00	9,798.00	97.98%
Professional Services - Technology	6319	55,964.00	180,000.00	124,036.00	68.91%
Professional Services - Pre-Employment Investigations	6320	0.00	15,000.00	15,000.00	100.00%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 11/30/2015

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Promotional Exams & Recruitment	6321	18,611.65	49,000.00	30,388.35	62.02%
Professional Services-OPEB Actuarial Valuation	6322	0.00	2,000.00	2,000.00	100.00%
Exterior Hazard Removal	6323	3,092.50	12,000.00	8,907.50	74.23%
Professional Services-Prop Tax Audit & Forecasting	6326	6,300.00	12,600.00	6,300.00	50.00%
Professional Services	6327	0.00	10,000.00	10,000.00	100.00%
Burn Trailer Grant Maintenance	6352	0.00	3,000.00	3,000.00	100.00%
Testing Materials & Training Props	6354	238.58	4,000.00	3,761.42	94.04%
Career Development Classes	6357	5,798.44	26,200.00	20,401.56	77.87%
Target Safety Online Training	6359	0.00	6,195.00	6,195.00	100.00%
Training & Education Classes-Paramedic & EMT CE	6360	1,450.00	5,500.00	4,050.00	73.64%
District Sponsored Training-Mandated	6361	10,864.73	20,000.00	9,135.27	45.68%
Educational Courses/Conferences Board	6377	0.00	2,200.00	2,200.00	100.00%
Recruiting Costs	6470	0.00	55,000.00	55,000.00	100.00%
Strike Team Supplies	6474	11,705.27	9,500.00	(2,205.27)	(23.21)%
Recognition Supplies	6478	4,795.16	8,200.00	3,404.84	41.52%
Other Special Departmental Exp	6479	34,182.30	62,000.00	27,817.70	44.87%
Public Education Supplies	6480	1,636.67	10,500.00	8,863.33	84.41%
CPR Supplies	6481	1,216.10	3,000.00	1,783.90	59.46%
LAFCO	6482	9,942.78	10,500.00	557.22	5.31%
Emergency Preparedness Expense	6484	327.60	8,800.00	8,472.40	96.28%
Misc. Services & Supplies	6490	6,939.96	39,000.00	32,060.04	82.21%
Property & Liability Insurance	6540	44,684.00	53,000.00	8,316.00	15.69%
Total Operating Expense		618,530.08	2,167,680.00	1,549,149.92	71.47%
Other Expense					
Bank Fees	7510	2,750.48	5,000.00	2,249.52	44.99%
Interest on County Teeter Account	7520	0.00	100.00	100.00	100.00%
County Tax Collection Fees	7530	0.00	300.00	300.00	100.00%
Total Other Expense		2,750.48	5,400.00	2,649.52	49.07%
Total Expenditures		7,820,908.05	19,074,826.00	11,253,917.95	59.00%
Excess of Revenues Over/ (Under) Expenditures		8,658,447.09	288,851.00	8,369,596.09	2,897.55%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-15/16
From 7/1/2015 Through 11/30/2015

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,069,093.00	3,069,093.00	0.00	0.00%
Total Taxes		3,069,093.00	3,069,093.00	0.00	0.00%
Total Revenue		3,069,093.00	3,069,093.00	0.00	0.00%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	1,855,000.00	1,855,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	532,962.00	1,017,509.00	484,547.00	47.62%
Total Other Expense		2,387,962.00	2,872,509.00	484,547.00	16.87%
Total Expenditures		2,387,962.00	2,872,509.00	484,547.00	16.87%
Excess of Revenues Over/ (Under) Expenditures		681,131.00	196,584.00	484,547.00	246.48%

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 11/1/2015 Through 11/30/2015

Check Number	Check Date	Name	Check Amount	Transaction Description
22640	11/2/2015	CCC Fire Protection Dis...	300.00	S404 AR class- Mike Lacy
22641	11/5/2015	Air Exchange Inc.	813.53	Repair Plymovent hose
22642	11/5/2015	Airola Jacob	86.00	Reimb. for Live Scan service-J. Airola
	11/5/2015	Airola Jacob	253.00	Strike Team per diem 9/11/15-9/21/15-Valley Fire-J. Ai...
22643	11/5/2015	Alameda County Fire D...	13,220.23	Service September 28, 2015
	11/5/2015	Alameda County Fire D...	7,082.45	Services August 03, 2015 to September 24, 2015
	11/5/2015	Alameda County Fire D...	3,367.06	Services September 29, 2015 to October 2, 2015
	11/5/2015	Alameda County Fire D...	6,329.41	Services September 9, 2015 to September 25, 2015
22644	11/5/2015	American Messaging	159.47	Paging Service November 2015
22645	11/5/2015	Bandwidth.com, Inc.	416.69	Service 11/1/15-11/30/15
22646	11/5/2015	Benefit Administration C...	60.00	October 2015
22647	11/5/2015	Biomedical Waste Disp...	79.00	Oct. 2015 Medical Waste A/C #0349
	11/5/2015	Biomedical Waste Disp...	79.00	Oct. 2015 Medical Waste A/C #0350
22648	11/5/2015	Kevin Brashem	122.92	Reimb. mileage and meals-Driver 1A training-K. Brash...
	11/5/2015	Kevin Brashem	156.58	Reimb. mileage and meals-Trench Rescue training-K. ...
22649	11/5/2015	FASIS - Calif Bank and ...	196,369.00	2nd Qtr FY15/16 Workers Comp
22650	11/5/2015	Central Contra Costa S...	3,432.64	2015-2016 Annual Sewer Service Charges
22651	11/5/2015	Contra Costa Appliance...	100.00	Dishwasher repair
22652	11/5/2015	Comcast	84.13	8155 40 005 0208428 Station 41-10/29/15-11/28/15
22653	11/5/2015	Definitive Networks, Inc.	14,116.00	Service coverage for October 2015
22654	11/5/2015	Fail Safe Testing	1,276.60	Ground ladders tested
22655	11/5/2015	Federal Express	19.99	Repair to Astral Communications-S. Perkins
22656	11/5/2015	HdL Coren & Cone	3,150.00	Contract services-Property taxes 10/01/15-12/31/15
22657	11/5/2015	Herff Jones	516.46	10 and 15 year service pins
22658	11/5/2015	HomeTeam Pest Defen...	42.90	Pest Control A/C #1035425
	11/5/2015	HomeTeam Pest Defen...	40.90	Pest Control A/C #1133175
	11/5/2015	HomeTeam Pest Defen...	53.00	Pest Control A/C #914581-Lorinda
	11/5/2015	HomeTeam Pest Defen...	44.60	Pest Control A/C #916501
22659	11/5/2015	Hunt & Sons, Inc.	1,003.27	Fuel A/C #72371
	11/5/2015	Hunt & Sons, Inc.	1,022.88	Fuel A/C #72372
	11/5/2015	Hunt & Sons, Inc.	577.68	Fuel A/C #72373
	11/5/2015	Hunt & Sons, Inc.	621.48	Fuel A/C #72375
22660	11/5/2015	Industrial Safety Supply	1,338.43	40 NIOSH approved enforcement cartridges
22661	11/5/2015	Lucas Lambert	253.00	Strike Team per diem 9/11/15-9/21/15-Valley Fire-L. L...
22662	11/5/2015	L.N. Curtis & Sons	(1,209.90)	Returned CSR pulley kit from inv. 1351778-00
	11/5/2015	L.N. Curtis & Sons	3,076.95	Side intake valves for Units 414 and 410
	11/5/2015	L.N. Curtis & Sons	415.29	Structure boots-D. Mazaika
22663	11/5/2015	Sean McGee	200.00	Paramedic Licence renewal-S. McGee
22664	11/5/2015	Motorola	12,744.07	2 APX7500 Dual band radios for new medic units
22665	11/5/2015	Office Depot	124.37	Copy paper, pens and Cleaning supplies
22666	11/5/2015	Safeway, Inc	6.74	Water for Board meeting
22667	11/5/2015	Gloriann Sasser	153.59	Reimb. mileage and per diem-CalPELRA Conference-...
22668	11/5/2015	Staples Advantage	39.96	California flag
22669	11/5/2015	William Svozil	5,147.15	Services 9/28/15-10/31/15
22670	11/5/2015	U.S. Bank	839.27	A/C #4246-0445-5564-6748 09/22/15
22671	11/5/2015	Christina Vargas	738.73	Reimb travel expenses-CalPELRA-C. Vargas
22672	11/6/2015	Contra Costa Federal C...	757.63	Contra Costa Federal Credit Union
22673	11/5/2015	CCCERA Retirement	139,269.96	October 2015 Employee Contributions
22674	11/6/2015	Moraga-Orinda Fire Dist...	1,361.66	M/O Fire District-Section 125
22675	11/6/2015	IAFF Local 1230 Insura...	1,577.94	IAFF Local 1230 Insurance
22676	11/6/2015	IAFF Local 1230 Dues	9,475.50	IAff Local 1230 Dues
22677	11/6/2015	AFSCME Council 57	157.13	AFSCME Local 2700 Dues
22678	11/12/2015	ALSCO - American Line...	1,166.40	October 2015 linen
22679	11/12/2015	Daryle Balao	253.00	Strike Team per diem 9/11/15-9/21/15-Valley Fire-D. B...
22680	11/12/2015	Kevin Brashem	253.00	Strike Team per diem 9/11/15-9/21/15-Valley Fire-K. Br...
22681	11/12/2015	CSMFO-Ca Society of ...	110.00	2016 Membership Dues- Claudia Samson

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 11/1/2015 Through 11/30/2015

Check Number	Check Date	Name	Check Amount	Transaction Description
22682	11/12/2015	EBMUD	460.54	Water 09/01/15-11/02/15 2"
	11/12/2015	EBMUD	392.28	Water 09/01/15-11/02/15 6"
	11/12/2015	EBMUD	320.75	Water 8/27/15-10/28/15
22683	11/12/2015	Government Finance Of...	435.00	CAFR submission for 2014-2015
22684	11/12/2015	Lucas Lambert	72.24	Strike Team -Crew dinner-Valley Fire-L. Lambert
22685	11/12/2015	Moraga Hardware & Lu...	54.74	Ultrablade lopper
22686	11/12/2015	Orinda Motors, Inc.	224.20	Brakes repair-Unit 451 4535
	11/12/2015	Orinda Motors, Inc.	543.84	Charging system test and repair-Unit 433 4512
	11/12/2015	Orinda Motors, Inc.	680.67	Cooling system repair and towing-Unit 437 4500
	11/12/2015	Orinda Motors, Inc.	531.03	Cooling system repair-Unit 434 4511
22687	11/12/2015	Paymentus Group, Inc.	53.32	Credit card fees-October 2015
22688	11/12/2015	Premier COMP Medical ...	21,757.36	36 Annual Exams
22689	11/12/2015	Republic Services	623.97	November 2015 Trash A/C#302100093245
	11/12/2015	Republic Services	79.73	November 2015 Trash A/C#302100094052
	11/12/2015	Republic Services	423.01	November 2015 Trash A/C#302100095331
	11/12/2015	Republic Services	79.73	November 2015 Trash A/C#302100108522
22690	11/12/2015	Pete Stathakos	33.68	Reimb. Concord Uniform -Aide hat
22691	11/12/2015	Verizon Wireless	1,154.81	Account 623714059-00001 Service 09/24/15-10/23/15
22692	11/20/2015	ADP, Inc.	10.00	ADP Payroll Wire Fee ending 10/31/15
22693	11/20/2015	Aetna	1,002.08	Refund overpayment-Claim ID EJY0L876P00 3/9/15 I...
22694	11/20/2015	Air Exchange Inc.	341.98	Repair plymovent lower hose
22695	11/20/2015	Air Systems, Inc.	553.73	Replace start thermister on A/C unit
22696	11/20/2015	AT&T	18.25	Acct#0011712900145 10/01/15-10/31/15 Conference ...
22697	11/20/2015	Bay Area News Group	646.72	Legal notice for special tax-10/5/15 and 10/12/15
22698	11/20/2015	Bound Tree Medical, LLC	8,577.41	Misc supplies
22699	11/20/2015	California Diesel & Power	400.00	Generator inspection-Station 41
	11/20/2015	California Diesel & Power	600.00	Generator inspection-Station 42
	11/20/2015	California Diesel & Power	400.00	Generator inspection-Station 43
	11/20/2015	California Diesel & Power	500.00	Generator inspection-Station 44
	11/20/2015	California Diesel & Power	400.00	Generator inspection-Station 45
	11/20/2015	California Diesel & Power	400.00	Generator inspection-Tech/Rescue trailer
22700	11/20/2015	Comcast	84.07	8155 40 006 0191002 Station 44-11/14/15-12/13/15
	11/20/2015	Comcast	84.07	8155 40 006 0191028 Station 43-11/14/15-12/13/15
22701	11/20/2015	East Bay Tree Service	2,800.00	2 pine trees removed overhanging propane tank-Station...
22702	11/20/2015	FedEx Kinko's	39.06	Copies of Station 41
22703	11/20/2015	Jeffrey Fettner	1,487.00	Refund-payment made by Blue Shield insur. -4/27/15 i...
22704	11/20/2015	Steve Huebner	245.00	PHTLS-S. Huebner
22705	11/20/2015	The KSD Group, Inc.	528.44	Management Services 09/26/15-10/25/15
22706	11/20/2015	Lafayette Automotive S...	36.82	Headlight bulbs for Engine 45
	11/20/2015	Lafayette Automotive S...	288.24	Motor oil and a tail light for Unit 436
22707	11/20/2015	Lafayette War Veterans,...	1,540.00	Employee Awards Night-Room rental
22708	11/20/2015	LeapFrog Plumbing	447.00	Three drains cleared
22709	11/20/2015	Mark McCullah	40.30	Misc. supplies
22710	11/20/2015	Brittany McMahon	229.17	Reimb. for 2 days CISM class-11/9/15 and 11/10/15
22711	11/20/2015	Minuteman Press	957.98	Printing CAFRs
22712	11/20/2015	Office Depot	62.94	Copy paper and trash bags
22713	11/20/2015	Berry Brothers Towing	270.00	Tow Unit 437 to Orinda Motors
22714	11/20/2015	Pacific Gas & Electric	401.52	10/02/15-11/01/15 Station 43
	11/20/2015	Pacific Gas & Electric	509.92	10/05/15-11/02/15 Station 44
	11/20/2015	Pacific Gas & Electric	1,655.38	10/05/15-11/02/15 Station 45
	11/20/2015	Pacific Gas & Electric	232.33	10/06/15-11/03/15 Admin
	11/20/2015	Pacific Gas & Electric	672.30	10/06/15-11/03/15 Station 41
	11/20/2015	Pacific Gas & Electric	914.20	10/06/15-11/03/15 Station 42 Electric
	11/20/2015	Pacific Gas & Electric	71.71	10/07/15-11/04/15 Station 42 Gas
22715	11/20/2015	Chazie Sausa	300.00	CPR class 11/12/15-City of Orinda employees
22716	11/20/2015	Servpro	689.76	Drying equipment for leak in Archive room

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 11/1/2015 Through 11/30/2015

Check Number	Check Date	Name	Check Amount	Transaction Description
22717	11/20/2015	Staples Advantage	108.72	Misc. supplies-Station 42
	11/20/2015	Staples Advantage	136.23	Misc. supplies-Station 43
	11/20/2015	Staples Advantage	114.48	Misc. supplies-Station 44
	11/20/2015	Staples Advantage	334.74	Misc. supplies-Station 45
22718	11/20/2015	WATTCO	238.74	6 Mic holders conversion kits
22719	11/20/2015	Peter Wells	617.50	Reimb. COBRA payments
22720	11/20/2015	Trenton Willis	300.00	CPR class 11/12/15-City of Orinda employees
22721	11/20/2015	Wittman Enterprises, LLC	5,096.95	October 2015
22722	11/21/2015	Girards Catering	1,716.75	Employee Awards dinner-Catering
22723	11/25/2015	Airgas USA, LLC	135.10	Tank Rental-Station 41- #2118770 -October 2015
	11/25/2015	Airgas USA, LLC	27.84	Tank Rental-Station 44- #2902766 -October 2015
	11/25/2015	Airgas USA, LLC	207.64	Tank Rental-Station 45- #2867225 -October 2015
22724	11/25/2015	ALSCO - American Line...	1,180.08	September 2015 linen
22725	11/25/2015	AT&T	1,025.13	Acct# 9391035207 10/12/15-11/11/15
22726	11/25/2015	Bound Tree Medical, LLC	218.79	Misc supplies
22727	11/25/2015	COIT Services, Inc.	690.00	Clean HVAC system ducts
22728	11/25/2015	Comcast	84.13	8155 40 005 0208436 Station 42-11/24/15-12/23/15
	11/25/2015	Comcast	84.07	8155 40 006 0190996 Station 45-11/23/15-12/22/15
22729	11/25/2015	Concord Garden Equip...	575.52	VP fuel
22730	11/25/2015	Diablo Rapid Print	95.48	Business cards-A. Goodyear
22731	11/25/2015	Gill's Electric Company,...	268.08	Electrical repairs in station
22732	11/25/2015	HomeTeam Pest Defen...	42.90	Pest Control A/C #1029632
	11/25/2015	HomeTeam Pest Defen...	42.90	Pest Control A/C #1035425
	11/25/2015	HomeTeam Pest Defen...	42.90	Pest Control A/C #914925
	11/25/2015	HomeTeam Pest Defen...	44.60	Pest Control A/C #916501
	11/25/2015	HomeTeam Pest Defen...	45.00	Pest Control A/C #916501-Misc. Pest
22733	11/25/2015	Hunt & Sons, Inc.	1,184.70	Fuel A/C #72371
	11/25/2015	Hunt & Sons, Inc.	887.76	Fuel A/C #72372
	11/25/2015	Hunt & Sons, Inc.	595.94	Fuel A/C #72375
22734	11/25/2015	Industrial Safety Supply	1,425.00	51 @ \$25.00 Scott flow tests and repair parts
	11/25/2015	Industrial Safety Supply	2,075.28	55 @ \$25.00 Scott flow tests and repair parts
22735	11/25/2015	JJACPA, Inc.	1,028.23	Billing thru 11/20/15 for audit ending 6/30/15
22736	11/25/2015	Lucas Lambert	64.09	Shoes and USB drive reimb.
22737	11/25/2015	Vince Matulich	160.00	PALS-Matulich
22738	11/25/2015	Meyers,Nave,Riback,Sil...	36.98	Oct 2015-Client Matter 1025.026
	11/25/2015	Meyers,Nave,Riback,Sil...	3,223.98	Oct. 2015-Client Matter 1025.001
	11/25/2015	Meyers,Nave,Riback,Sil...	1,853.78	Oct. 2015-Client Matter 1025.005 Training-Sexual Har...
22739	11/25/2015	Office Depot	16.41	Bubble mailers
	11/25/2015	Office Depot	140.43	Copy paper, envelopes, TZ tape
	11/25/2015	Office Depot	57.89	Ink cartridge, Cleaning supplies and shipping labels
22740	11/25/2015	PLIC- SBD Grand Island	104.40	December 2015
22741	11/25/2015	Shred-it	163.00	November 2015 pick-up and 10 additional boxes
22742	11/25/2015	Sprint	219.95	Phone 10/12/15-11/11/15 A/C #825945022
22743	11/25/2015	William Svozil	5,343.25	Services 11/01/15-11/23/15
22744	11/25/2015	U.S. Bank	7,223.00	A/C #4246-0445-5564-6748 10/22/15
22745	11/25/2015	Verizon Wireless	28.08	12-lead modem wireless 10/11/15-11/10/15
CP018	11/9/2015	Calif. Public Employees'	161,126.85	CalPers Health Ins
DD018	11/9/2015	Delta Dental Plan of Calif.	14,908.62	Delta Dental ACH payment
Report Total			704,946.91	



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: January 6, 2016
SUBJECT: Item 8.1 – Adoption of Resolution No. 16-01 Declaration of Official Intent

BACKGROUND

On November 18, 2015, the Board authorized the issuance of a direct placement lease agreement in the amount of \$4,000,000 for a 20-year term to finance the Station-43 rebuild. The debt issuance is planned to occur in May 2016. Currently the District is incurring costs related to the Station-43 rebuild for preliminary costs such as architectural, engineering, permits and similar expenditures.

In order to use debt proceeds to pay for project costs incurred prior to the debt issuance, it is necessary to adopt a resolution declaring the District's official intent to reimburse the District from the debt proceeds for the preliminary expenditures. The resolution states the principal amount of the obligations to be issued will not exceed \$5M. The projected project cost is \$4M. However, this amount is still being finalized. The District will also incur costs of issuance for the debt. The resolution is written to provide a cushion for the amount of debt issuance if the project costs exceed \$4M.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Adopt Resolution 16-01 Declaration of Official Intent.

ATTACHMENTS

- Attachment A – Resolution 16-01 Declaration of Official Intent

RESOLUTION NO. 16-01

**RESOLUTION OF MORAGA-ORINDA FIRE PROTECTION DISTRICT
DECLARATION OF OFFICIAL INTENT**

WHEREAS, the Moraga-Orinda Fire Protection District (the “District”) has determined that there exists a need for the construction, renovation and equipping of Station 43 in Orinda, California (the “Project”) to provide fire protection services to the population within its jurisdiction.

WHEREAS, the District expects to issue bonds, notes or other debt obligations (the “Obligations”) to provide funds to pay various types of expenditures incurred in connection with the Project.

WHEREAS, (a) more than sixty days preceding the date of this Resolution (the “Official Intent Date”) and before the issuance of the Obligations, the District has or may have initially used funds not derived from the proceeds of the Obligations to pay certain preliminary expenditures for architectural, engineering, surveying, soil testing, costs of issuing the Obligations or similar purposes, (b) within the sixty days preceding the Official Intent Date and before the issuance of the Obligations, the District has or may have initially used funds not derived from the proceeds of the Obligations to pay certain acquisition, planning, design, legal or other costs and expenses incurred by the District in connection with the Project, and (c) the District expects initially to use funds not derived from proceeds of the Obligations to pay on or after the Official Intent Date and before the issuance of the Obligations additional acquisition, planning, design, legal and other costs and expenses incurred by the District in connection with the Project (collectively, the “Advanced Funds”).

WHEREAS, the District reasonably anticipates that the Advanced Funds will be available to pay expenditures incurred in connection with the Project only for a temporary period and does not reasonably expect to have any funds (other than the proceeds of the Obligations) allocated on a long-term basis, reserved, or otherwise available pursuant to its budgetary or financial policies to pay the expenditures initially to be paid with the Advanced Funds.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital.

WHEREAS, the District may pay certain capital expenditures in connection with the Project prior to its receipt of proceeds of the Obligations for such expenditures and such expenditures are not expected to exceed the Maximum Principal Amount (as defined below).

WHEREAS, the District hereby declares its official intent to be reimbursed for any capital expenditures incurred in connection with the Project from the proceeds of the Obligations.

Attachment A

NOW, THEREFORE, Be It Resolved by the Board of Directors of the District:

SECTION 1. Expression of Intent. The District reasonably expects to use the proceeds of the Obligations to be issued by it to reimburse itself for some or all of the expenditures described below made with the Advanced Funds.

SECTION 2. Expenditures to be Reimbursed. All of the expenditures initially paid or to be paid with the Advanced Funds and then to be reimbursed from proceeds of the Obligations have been or will be for (i) costs of a type properly chargeable to the capital account of the Project under general income tax principles, (ii) non-recurring working capital expenditures (that are not customarily payable from current revenues), or (iii) costs of issuing the Obligations. No proceeds of the Obligations will be used to reimburse any expenditures originally paid more than sixty days prior to the Official Intent Date except those expenditures constituting “preliminary expenditures.” For purposes of this Resolution, “preliminary expenditures” means expenditures for architectural, engineering, surveying, soil testing, costs of issuing the Obligations, or similar purposes.

SECTION 3. Maximum Amount of Debt. The District intends that the principal amount of the Obligations to be issued by it to provide financing for the Project will not exceed \$5,000,000 (the “Maximum Principal Amount”).

SECTION 4. Declaration of Official Intent. This Resolution constitutes a declaration of the official intent of the District, within the contemplation of Section 1.150-2 of the Treasury Regulations promulgated by the United States Department of the Treasury.

SECTION 5. Effectiveness of Resolution. This Resolution shall take effect immediately upon its adoption and approval.

PASSED, APPROVED and ADOPTED this 6th day of January, 2016 at a regular meeting of the District Board of Directors held at 22 Orinda Way, Orinda, California, 94563, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: January 6, 2016

Steve Anderson, President
Board of Directors

ATTEST:

Grace Santos, Clerk to the Board



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: January 6, 2016
SUBJECT: Item 8.2 – Adoption of Resolution No. 16-02 Authorizing Investment of Monies in Local Agency Investment Fund

BACKGROUND

The District uses the State of California Local Agency Investment Fund (LAIF) for the investment of District funds. One of the requirements of participation in LAIF is for the Board to confirm the authority of District officers to order the deposit or withdrawal of funds in LAIF. Due to the recent election of new Board officers, it is necessary to update the officers authorized to deposit or withdraw monies.

RECOMMENDATION

1) Discuss; 2) Deliberate; 3) Adopt Resolution No. 16-02 authorizing District officials to order the deposit and withdrawal of monies in the Local Agency Investment Fund.

ATTACHMENTS

- Attachment A - Resolution No. 16-02 Authorizing Investment of Monies in Local Agency Investment Fund

RESOLUTION NO. 16-02

**RESOLUTION AUTHORIZING INVESTMENT
OF MORAGA-ORINDA FIRE PROTECTION DISTRICT
MONIES IN
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer, and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the **Moraga-Orinda Fire Protection District**.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the deposit and withdrawal of **Moraga-Orinda Fire Protection District** monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED, that the following **Moraga-Orinda Fire Protection District** officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Stephen Healy
Fire Chief

Gloriann Sasser
Administrative Services Director

(Signature)

(Signature)

Stephen Anderson
Board President

Bradley Barber
Board Treasurer

(Signature)

(Signature)

Attachment A

PASSED, APPROVED and ADOPTED this 6th day of January 2016 at the regular meeting of the District Board of Directors held at 22 Orinda Way, Orinda, California 94563, on motion made by Director _____ and seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: January 6, 2016

Steve Anderson, President
Board of Directors

ATTEST:

Grace Santos, Secretary to the Board



Moraga-Orinda Fire District

MEMORANDUM

TO: The Board of Directors

FROM: Stephen Healy, Fire Chief

DATE: January 6, 2016

SUBJECT: Item 8.3 – Election of Finance Committee Members

BACKGROUND

Each year, the Board of Directors elects new officers, Standing and Ad Hoc Committee Members and District Liaisons.

At the December 2, 2015 meeting, the Board directed staff to wait until the next meeting in January to elect the new Finance Committee members.

The current Finance Committee members are Directors Anderson and Barber.

RECOMMENDATION

- 1) Discuss; 2) Deliberate; 3) Elect new Finance Committee members to be effective January 7, 2016.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: January 6, 2016
SUBJECT: Item 8.4 – Station-45 Emergency Repair - Update

Background

In December, the wastewater pipes under Station-45 failed, requiring emergency repair. Raw sewage was leaking into the exercise room, turnout and CERT storage area, and file storage room. Wastewater was backing up into other portions of the drainage system.

Staff called a special Board of Directors meeting on December 9, 2015 to bypass the normal competitive solicitation process because there was not time to wait until January 6, 2016 for approval and then bid the project.

Staff received three (3) estimates: \$25K, 35K, and 68K. *Guaranteed Plumbing* was selected and completed the work on December 18, 2015. Their customer service and the quality of their work was very high.

Final Cost (with one change order)

\$26,660

RECOMMENDATION

- 1) Receive report, 2) declare emergency action complete



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Anderson, President
DATE: January 6, 2016
SUBJECT: Item 8.5 – Strategic Planning Update

BACKGROUND

In 2015, staff began working on an updated strategic plan with the goal of completion in late 2015. This process was placed on hold during the Station-46 program. When this program was tabled, staff re-started the process. Phase-1 has now been completed; which consisted of document review, meeting with the proposed facilitator, developing the framework for the process, setting expectations, and planning an inclusive process that ensures participation by all levels of the organization.

Phase-2 will consist of facilitator-lead workshops with internal stakeholders beginning in April or May 2016. During this phase, data will be analyzed and core strategies will be developed. Staff will then create a draft plan for review by the Board of Directors. The public will be asked to review and comment on the draft document at that time.

Phase-3 will follow. It will consist of plan completion and the development of the Business Plan, which will assign responsibilities within the Strategic Plan.

RECOMMENDATION

None – Information only

ATTACHMENTS

- Attachment A – Phase-1 framework (PPT)

MORAGA-ORINDA FIRE DISTRICT STRATEGIC PLANNING PROCESS



Background

- ❑ **The District's strategic plan** was adopted in June 2009 for the period of two years; ending July 2011.

- ❑ **Focus areas in 2009** were:
 - ❑ Operational Readiness
 - ❑ Human Resources Development
 - ❑ Community Partnerships and Outreach
 - ❑ Fire Prevention and Education
 - ❑ Fiscal Responsibility

Background

- ❑ **Staff conducted** an analysis of the 2009 strategic plan. Some “Focus Areas” did not receive as much emphasis as others:
 - ❑ Operational Readiness
 - ❑ **Human Resources Development**
 - ❑ Community Partnerships and Outreach
 - ❑ **Fire Prevention and Education**
 - ❑ Fiscal Responsibility

Background

- ❑ **2011** - Principally due to the economic recession the process of updating the strategic plan was initiated, partially developed, but incomplete.
- ❑ **2014** - The Board directed staff to coordinate and deliver a strategic plan update in 2015.

Background

❑ **Board Goals:**

- ❑ Provide leadership and coordination
- ❑ Provide framework
- ❑ Collaborate with stakeholders
- ❑ Explore the feasibility of a professional facilitator.
- ❑ Comprehensive Strategic Plan by September 2015.
- ❑ Implement and monitor the plan

Background

- ❑ **2016** - In order to further delineate areas of responsibility and assign strategic initiatives the proposed Focus Areas are:
 - ❑ Administration
 - ❑ Operations
 - ❑ Prevention

Background

- **2016** – Examples of strategic initiatives include:

Administration

Strategy 2016.2 **BOARD ELECTION** “Distribute election requirements, develop resolution...”

Responsible: Board Clerk, District Counsel

Strategy 2016.3 **FIRE STATION-43** “Renew permits, complete architectural drawings, award construction bid...”

Responsible: Fire Chief, Support Services Battalion Chief

Background

- **2016** – Examples of strategic initiatives include:

Operations

Strategy 2016.4 **BUDGET AND STAFFING ANALYSIS**

“Responsibly consider expenditure requirements to include seasonal and regular staffing levels, Chief Officer positions, and re-classification of Paramedic II’s to Paramedic I’s”

Responsible: Fire Chief, Administrative Services Director

Strategy 2016.6 **PROMOTIONAL EXAMS** “Conduct examinations for Fire Engineer and Battalion Chief”

Responsible: Administrative Services Director

Background

- **2016** – Examples of strategic initiatives include:

Prevention

Strategy 2016.1 **FIRE CODE ADOPTION** “Adopt and amend California Fire Code and MOFD Ordinance”

Responsible: Fire Chief, Fire Marshal

Strategy 2016.5 **BUDGET AND STAFFING ANALYSIS**
“Responsibly consider expenditure requirements to restore Assistant Fire Marshal position”

Responsible: Fire Chief, Fire Marshal

Process

- **Staff reviewed** the 2009 plan
 - Staff concluded that some focus areas are still valid and important, but stakeholder input is also necessary.

- **Staff collected** several strategic plans from similar, professional agencies.
 - Differences do exist
 - Length
 - Focus
 - Goals



Process

- **Staff developed** a proposed “Scope of Work” including:

Document Review

MOU's

Policies

CWPP

Regulatory

Organizational Structure

Process

Propose and adopt a strategic planning process and methodology concurrent and consistent with the budget and Long-Range Financial Plans.

Proceed to Phase-2 of the plan development

Process

SWOT Analysis

Strengths

Weaknesses

Opportunities

Threats

Process

Speed Planning Process

Includes all MOFD personnel

Group exercises

Individual meetings

Forward looking and focused

Open-minded

Process

- **DRAFT DOCUMENT**
 - Workshop
 - Solicit Public Comment

Process

ADOPTION



Implementation

- ❑ **Implementation** will begin once the strategic plan is adopted.
 - ❑ There will be a separate document, known as the “Business Plan”.
 - ❑ The Business Plan assigns responsibility and describes how each separate initiative will be implemented.

Questions?





Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors

FROM: Stephen Healy, Fire Chief

DATE: January 6, 2016

SUBJECT: Item 10.3 – District Update and Activity Report: November 2015

OPERATIONS DIVISION

1. OPERATIONS:
 - a. There were 291 responses, including 172 EMS/Rescue, 2 structure fires, and 117 others.
 - b. Attended IMT Planning meetings: Super Bowl 50
 - c. Participated in East Bay IMT Drill – Camp Roberts, Monterey County
 - d. Conducted Fire Investigation – 14 St. Stephens, Orinda
 - e. Attended CISM Meeting
 - f. Updating Operational Policy (ongoing)
 - g. Attended Arson Taskforce Meeting
 - h. Attended County Operations Chief's Meeting

2. COMMUNICATIONS
 - a. No reportable action

FIRE PREVENTION

Fire Prevention Software Update

We are still scheduled to go live on December 31 this year. Staff has been working extensively with the vendor to finalize the custom program that will greatly improve efficiency and accountability for permitting, plan review, conditions of approval information, and invoicing.

Fee Impact Study

The final draft with the recommendations should be ready by the end of the month. Staff will evaluate the next steps to implement a new policy for developer impact fees.

Valley Fire Tour

The Fire Marshal, along with other fire officials, Cal Fire representatives, and members representing Fire Safe Councils from the Bay Area, traveled to Lake County for a tour of the area burned in the Valley Fire this last fall. The fire burned 76,067 acres, destroyed 1958 structures, with 4 fatalities and 4 serious firefighter injuries. Lessons learned included the need for a fire emergency plan, early evacuation, the importance of vegetation clearance, protection of ember intrusion into homes, and adequate clearance of vegetation over roadways for incoming fire equipment.

DISTRICT PROJECTS

1. Via Moraga (Old Bowling Alley site)

The 17 single family home project on the old bowling site in Moraga is grading for roads and will soon build a model home.

2. Camino Ricardo Subdivision

The 26-lot subdivision is working on finishing grading, installing retaining walls, and will soon be constructing 3 model homes towards the front of the project.

3. Rancho Laguna II Subdivision

The 26-lot subdivision is planned along Rheem Blvd is currently grading and will be constructing 2 model homes. All of the initial grading is completed for the roads going back to the 2 courts that are in the rear of the project.

4. Palos Colorados

The final map for the 124-lot subdivision in Moraga near Sky Hy Ranch has been approved. Grading is expected to commence in the spring.

TRAINING

1. Conducted terrorism training
2. Annual hydrant maintenance in progress
3. Personnel evaluations in progress
4. Completed the Lamorinda active shooter drill

EMS

1. Completed EMT skills verification sessions
2. Completed EMT recertification
3. 4th Quarter EMS training in-progress
4. Audited ambulance response time compliance
5. Audited QI patient care reports
6. Conducted a County MCI taskforce meeting to evaluate and rewrite policy

7. Created new hire paramedic testing/evaluation process

EMERGENCY PREPAREDNESS

1. On Sunday, November 1, Staff assisted volunteers from the Lamorinda Radio Interest Group (K6ORI) with maintenance and repairs at the Town of Moraga's Public Works Radio site. The group spent about three (3) hours at the site replacing worn antenna cables, grounding the equipment, and adjusting hardware.
2. On Saturday, November 7, staff hosted the MOFD Communications-Support Unit meeting at Station-45. Will Pigeon, the interim Contra Costa Regional Communications Center Manager was our guest. The group discussed ways to become more involved in regional communications-support functions. Other topics included: equipment updates, after action reviews for Operation Delta Guard, the Rough Fire, and the Great ShakeOut.
3. On Monday evening, November 9, Lamorinda CERT held its monthly meeting at the Orinda Community Center. 23 CERT members attended the perishable skills refresher session on basic triage and head-to-toe assessments.
4. On November 11, staff met with St. Mary's College's Director of Public Safety to finalize plans for their 2015 campus evacuation exercise. The drill will be held on December 17th and include activation the College's Emergency Operations Center, and coordinating with Moraga PD and MOFD during a simulated wildfire-caused evacuation.
5. On November 12, Staff attended the Contra Costa County Cities Citizen Corps Councils Committee (C8) meeting. The group brings together representatives from the cities and CERT teams to discuss common issues and coordination between CERT and county agencies.
6. On November 12, staff assisted the City of Orinda with programming and organizing their 20-unit community radio cache. The radios will allow the city to distribute radios for local events and emergencies. The Orinda cache is compatible with the equipment that is already in service in Lafayette, Moraga, Lamorinda elementary schools, and MOFD.
7. On Friday, November 13th, staff met a representative from the El Toyonal neighborhood to discuss organizing neighborhood emergency preparedness. The area is interested in becoming better organized for emergencies and deciding if they want to participate in the Ready Lamorinda Program.
8. On November 18, staff attended the Lamorinda Radio Interest Group (K6ORI) meeting in the Sarge Little-Hale room in Orinda. The group continues to develop amateur radio resources that could be used by the Lamorinda cities during a disaster. 12 new HAM radio operators recently completed training and received their Amateur Radio Technician licenses.

9. On Wednesday evening, November 18, staff made a presentation to about 15 members of the Orinda Highlands Home Owners Association. The 30-minute talk covered Fire Prevention and Emergency Preparedness. The group was very receptive and is continuing to work to organize their neighborhood to be better prepared for emergencies.
10. On November 19, staff met with Jill Ray (staff from Supervisor Candace Andersen's office), Canyon Steinzig (Canyon Homeowners Association), and two Geographic Information Systems specialists regarding an update to the emergency response maps for the Community of Canyon. Staff will continue to work with the community and the county to insure that MOFD has the best possible mapping for Canyon.
11. On November 20, staff assisted five K6ORI volunteers with setting up the Emergency Operations Center communications for the Town of Moraga's Emergency Operations Center. The crew erected several antennas and ran antenna cables into the building. The project should be completed early in 2016.
12. On November 24, staff attended a tour of the Valley Fire with members of the Diablo FireSafe Council, the Santa Clara County FireSafe Council, and Cal Fire.
13. On November 30, staff attended the Lamorinda CERT Steering Committee and Lamorinda CERT Foundation meetings. The steering committee discussed logistics for January's Basic CERT training class. Currently there are over 50 students signed-up to attend the training that will be held at the Lafayette Community Center. The successful recruiting has been attributed to two recent articles in local papers and CERT's new presence on Lamorinda's Nextdoor (social media) site.

ADMINISTRATIVE SERVICES

1. Completed the Comprehensive Annual Financial Report for FY2014-15
2. Contracted with Brandis Tallman, LLC for financing options for Station-43 construction
3. Contracted with insurance broker to review the District's insurance options
4. Completed evaluation of four (4) proposals received for Banking Services. Determined that it is most advantageous for the District to continue to bank with Citibank. (Citibank reduced the banking fees and increased the District's earnings credit ratio). The District will be able to implement improved banking technology and controls while reducing banking costs.
5. Continued training, compiled information, and continued set-up in the Human Resources system to complete and file the new IRS Forms 1094 and 1095 for the Affordable Care Act.
6. Completed open enrollment period for flexible spending benefits for 2016
7. Continued Firefighter-Paramedic recruitment
8. Began recruitment for District Aide
9. Completed 2015 Records Destruction season

10. Completed and filed federal System for Award Management annual update
11. Attended Administration Committee meeting

SUPPORT SERVICES DIVISION

1. Apparatus:
 - a. Completed annual service and repairs on OES-290, Reserve Engine, and command vehicles.
 - b. Received ambulance manufacture update on two medic units in production; January delivery.
 - c. Facilitated recall issue on Ford Ranger vehicles
 - d. Scheduled type-3 engine lighting modifications
2. Facilities:
 - a. Received and reviewed updated plans from civil engineer for Station-41 apparatus wash pad.
 - b. Completed repairs of station generators
 - c. Facilitated roof repair estimates for all stations
 - d. Completed asphalt repair at Station-42
 - e. Facilitated Station-45 training room estimate improvements
3. Air/Oxygen:
 - a. Hydro tested SCBA bottles

OFFICE OF FIRE CHIEF

1. Provided (on-going) framework and draft implementation plan for Strategic Plan
2. Provided (on-going) staff support related to Station-43 re-activation and temporary fire station relocation site acquisition.
3. Provided (on-going) staff support related to Station-41 Wash Pad project and training grounds master planning.
4. Provided (on-going) staff support related to Lorinda Lane Property
5. Provided (on-going) staff support to HR
6. Provided staff support to EMS Division with EMS CQI policy and LEMSA
7. Provided staff support to Admin Division with LAFCO MSR and legal
8. Provided staff support to Operations Division related to emergency board-up procedures
9. Provided staff support for East Bay Incident Management Team
10. Attended MOFD 2nd Annual Employee Recognition Dinner
11. Attended CCC Executive Chiefs meeting
12. Attended Orinda Mayor's Liaison meeting
13. Attended Winter Operations meeting hosted by EPC Dennis Rein
14. Attended Influenza Pandemic Lecture in Moraga
15. Attended Chief Officer's Operational Training Exercises
16. Attended OES Region II meeting as Operational Area Coordinator
17. Attended National Registry Paramedic Continuing Education Refresher course

18. Attended Chief Officer's Operational Training Exercises
19. Hosted Management Team meetings
20. Hosted Performance Evaluations meeting with Captains
21. Applied research project on Earthquake Operations for USFA (on-going)