



Moraga-Orinda Fire District

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES

May 20, 2014

Approved June 4, 2014

1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on May 20, 2014, at the Moraga Library, 1500 Moraga Way, Moraga, California. President Wyro called the meeting to order. Present were the following Directors and Staff:

Director Anderson	Director Wyro
Director Evans	Stephen Healy, Fire Chief
Director Famulener	Gloriann Sasser, Admin. Services Director
Director Weil	Grace Santos, Admin Secretary

2. Public Comment

There was no comment.

3. Closed Session

At 6:01 P.M., the Board adjourned into Closed Session.

4. Reconvene The Meeting

President Wyro reconvened the business meeting of the Moraga-Orinda Fire District Board of Directors at 7:05 P.M. Present were the following Directors and Staff:

Director Anderson	Director Wyro	Darrell Lee, Division Chief
Director Evans	Stephen Healy, Fire Chief	Sean Perkins, Battalion Chief
Director Famulener	Gloriann Sasser, Admin. Services Director	Jerry Lee, Battalion Chief
Director Weil	Kathy Leonard, Fire Marshal	Grace Santos, Admin Secretary

5. Report of Closed Session Action

President Wyro reported that there was no reportable action taken during Closed Session.

6. Public Comment

There was no comment.

7. Consent Agenda

Director Weil asked to pull Item 7.5 – 2014 FEMA Assistance to Firefighters Grant (AFG) and discuss separately.

Motion by Director Famulener and seconded by Director Anderson to approve Consent Agenda Items 7.1 through 7.4, and Item 7.6. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Evans, Famulener, Weil, Wyro).

Director Weil asked Battalion Chief J. Lee to explain how the reimbursement of \$18,000 in excess to the District's matching funds would work. Chief Lee explained that it was a wording error on his part. The \$18,000 is for personnel costs to cover the firefighters' straight and overtime pay to attend the class. It is not in excess of the District's 10% match fund.

Motion by Director Famulener and seconded by Director Weil to approve Consent Agenda Item 7.5. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Evans, Famulener, Weil, Wyro).

7.1 Board Minutes of May 7, 2014

Action: Receive and File.

7.2 Monthly Incident Report

Action: Receive and File.

7.3 Monthly Financials Report

Action: Receive and File.

7.4 Monthly Check/Voucher Register

Action: Receive and File.

7.5 2014 FEMA Assistance to Firefighters Grant (AFG)

Action: Approved the acceptance of the grant and direct the Fire Chief to include the cost in the FY 2014/15 budget.

7.6 Amending Apparatus Program Budget

Action: Approved the amendment to the current Apparatus Program budget to \$151,000.

8. Regular Calendar

8.1 Memorandum of Understanding between the District and United Professional Fire Fighters of Contra Costa County, I.A.F.F. Local 1230

On April 16, 2014, the Board of Directors approved the Package Tentative Agreement and substantive terms for a successor MOU between the District and IAFF Local 1230 for the period July 1, 2011 – June 30, 2018. The agreement had been previously ratified by Local 1230 and the terms of the agreement were made effective upon Board approval on April 16. At that Board meeting, the Board also directed staff to work with Local 1230 to finalize a successor MOU document consistent with the substantive terms for the successor MOU approved and effectuated by the Board's actions on April 16, 2014.

Staff and Local 1230 reached agreement on all MOU language pertaining to the successor MOU document, and is consistent with the terms approved by the Board.

Fire Chief Healy stated that there were two minor revisions to Section 31 – Single Role Paramedic Job Classification (page 33), which were previously discussed with the Union and agreed to by both sides.

The first revision, which was already made, was to the Single Role Paramedic salary range. It was originally \$18.00 and both the District and the Union agreed to change it to \$18.25. This was based on further analysis and data with respect to the local job market and what would be a competitive starting salary.

The second revision, which the current MOU does not currently reflect, is to change the fourth word in Section 31 from 'implement' to 'establish'.

Vince Wells, President of Local 1230, read a prepared statement from the MOFD firefighters.

On a motion by Director Weil and seconded by Director Famulener, the Board approved the MOU between the District and Local 1230 for the period July 1, 2011 – June 30, 2018 as recommended by staff. Said motion carried a 4-1 roll-call vote (Ayes: Evans, Famulener, Weil, Wyro; No: Anderson).

Director Evans left the meeting at 7:30 P.M.

8.2 Proposed Annual Operating Budget Fiscal Year 2014/15

Over the past several months the proposed Annual Operating Budget for Fiscal Year 2014/15 (Budget) has been developed. Staff has developed proposed goals, projections and budget proposals. The proposed Budget was presented to the Finance Committee on May 14, 2014.

The proposed Budget projects a surplus of \$446,774. Based on the proposed Budget, General Fund revenues meet expenditures, the Capital Projects Fund projects a surplus of \$263,980 and the Debt Service Fund projects a surplus of \$182,457.

Total District revenue is projected to be \$22,203,979. The Budget proposes use of fire flow tax revenue in the General Fund in the amount of \$719,800 to fund operating expenditures. Remaining fire flow tax revenue of \$352,200 is proposed to be received in the Capital Projects Fund.

Total District expenditures are projected to be \$21,757,205. This includes salaries and benefits of \$16,850,919 based on the tentative agreement with Local 1230. The Budget reflects the terms of the tentative agreement effective July 1, 2014 which include the following:

- Base salary decrease of 3.5%
- Health benefits capped at 2010 levels for both active employees and retirees

The proposed Budget also includes required debt service payments of \$2,738,467 for the District's pension obligation bonds and minimum necessary capital expenditures of \$112,220.

The following staffing changes are recommended and included in the proposed Budget:

- Elimination of one Division Chief position in Emergency Operations (1 to 0)
- Addition of one Battalion Chief position in Emergency Operations (2 to 3)
- Reduction of Safety roster strength from 59 to 53 positions through attrition
- Addition of six single role Paramedic positions through attrition (Position established but necessary attrition may not occur in 2014/15. Therefore no savings recognized in the proposed Budget.)
- Reclassification of Administrative Secretary to District Secretary/District Clerk
- Elimination of one half-time, non-benefitted District Aide in Administrative Services
- Addition of one part-time, non-benefitted Summer Intern in Emergency Preparedness

The next step in the process is to obtain direction from the Board. The Budget is scheduled for adoption on June 18, 2014.

The proposed Budget projects a total fund balance increase of \$446,774. Projected fund balance as of June 30, 2015 is \$107,960 in the General Fund, \$2,387,974 in the Debt Service Fund and \$3,559,572 in the Capital Projects Fund.

Director Anderson voiced his concern about the \$11,000 contingency fund. He felt that it was too low and encouraged staff to increase the amount and present to the Board at the June 18 meeting for final adoption.

8.3 Draft Long Range Financial Plan Update

The draft Long Range Financial Plan (LRFP) has been updated as part of the budget development process. The LRFP was presented to the Finance Committee on May 14, 2014. The LRFP covers a fifteen year period from fiscal year 2013/14 through fiscal year 2027/28. The LRFP uses several significant assumptions.

The LRFP results show a balanced General Fund with revenue meeting expenditures in each year of the LRFP. Use of some fire flow tax revenue in the General Fund is necessary to meet expenditures through fiscal year 2016/17. However, beginning with fiscal year 2017/18, it is projected fire flow tax use will not be necessary in the General Fund to meet operating expenditures. Fund balance in the General Fund is projected to exceed 10% of budgeted General Fund revenue as of June 30, 2019.

The LRFP results show a Capital Projects Fund surplus every year except two years. Fund balance in the Capital Projects Fund is projected to increase throughout the years.

President Wyro stated that he would like to discuss reasonable time frames for the Long Range Financial Plan at a future meeting. Director Weil stated that it was important to focus on fundamental issues within the District. President Wyro suggested the next time the Finance Committee meets to discuss the Long Range Financial Plan, that there be some discussion on those topics.

8.4 Resolution 14-07, Ordering Even - Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

The terms of office for three members of the Board of Directors in Divisions 1, 3 and 4 will conclude in December of 2014. The Moraga-Orinda Fire District will participate in the November 2014 General District Election, as a part of the Statewide General Election.

California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December. Other elections may be held in the district and is an advantage of the district to consolidate.

California Elections Code also authorizes the governing body of any local agency to adopt regulations pertaining to materials prepared by a candidate for a Special District election, including whether a charge shall be levied against each candidate submitting a candidate statement to be sent to the voters. In past elections, the candidates have paid for the cost of their candidate statement.

Resolution 14-07 gives notice of holding a General Election, as well as specific instructions as to how such an election shall be held and conducted. The resolution also defines the filing instructions, and fee information.

Director Weil pointed out an error to the date on Director Famulener's term expiration. It should be July 2013 – December 2014, not 2016. District Clerk Santos stated that she could amend the resolution to correct the error.

The Board directed staff to gather more information regarding the word limit on Candidate Statements and the cost of the fees associated. President Wyro directed staff to table this item and place on the next meeting agenda.

9. Committee Reports

9.1 Finance Committee (Directors Anderson & Evans)

Director Anderson stated that the Committee met on May 14 and reviewed the budget with staff. He felt that staff had done an excellent job on the formatting and detail.

9.2 Ad Hoc Committee Reports

9.2.1 Facilities Ad Hoc Committee (President Wyro & Director Weil)

President Wyro stated that negotiations continue with the Contra Costa Fire Protection District regarding the concept of Station 46. The process of dividing the property through the City of Lafayette continues at its normal pace. There continues to be progress.

10. Announcements

10.1 Brief information only reports related to meetings attended by a Director at District expense (Government Code Section 53232.3(d))

Director Famulener announced that she finished her 6-week CERT training.

President Wyro announced that he completed the AHA CPR/AED training with the MOFD Training Center and is now certified.

10.2 Questions and informational comments from Board members and Staff

Director Weil commented that he attended the MOFD Open House on May 17 at Station 45 and thanked everyone who participated and volunteered.

Chief Healy announced that Dwight Meadows, LAFCO Board Member, recently passed away. He thanked District Clerk Santos for her work on the Biennial Report. He thanked Fire Marshal Leonard and District Clerk Santos for their hard work in planning, organizing and working the open house. He also thanked the MOFD Local 1230 Firefighters for their participation in the open house and in raising funds to help support the Muscular Dystrophy Association.

10.3 District Update for April 2014

Chief Healy provided a District update and activity report for April 2014.

11. Public Comment

There was no comment.

12. Closed Session

President Wyro stated that there was no need to return to Closed Session and canceled it.

13. Adjournment

At 8:30 P.M., President Wyro called for adjournment of the regular meeting.


Grace Santos
Secretary to the Board