

Moraga-Orinda Fire Protection District



BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

April 15, 2015

(Approved May 6, 2015)

1. Opening Ceremonies

The Board of Directors convened in Open Session at 7:00 P.M. on April 15, 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:

President Evans	Stephen Healy, Fire Chief
Director Barber	Gloriann Sasser, Administrative Services Director
Director Anderson	Grace Santos, District Secretary/Clerk
Director Famulener	Director Weil

2. Public Comment

John Robertson, Orinda resident, stated that he was concerned the Board was violating the Ralph M. Brown Act by discussing item 7.1 – Conference with Real Property Negotiators in Closed Session.

President Evans stated that the Board is acting on the advice of District Counsel.

3. Consent Agenda

Director Weil asked to remove items 3.1 and 3.2 from the Consent Agenda to discuss separately.

Motion by Director Weil and seconded by Director Anderson to receive and file 3.3 Monthly Check/Voucher Register. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener, and Weil).

Item 3.1 – Monthly Incident Report for March 2015. Director Weil asked about the difference in response and turn out times between Moraga and Orinda. Chief Healy stated that since he has been with the District, the response times in Orinda have been a little longer than in Moraga and are consistent. The turn out times are a reflection of a number of different things – the most typical variances have to do with whether or not the computer that the firefighters push is connected and able to transmit that they're responding. It is not uncommon to see anomalies from time to time.

Director Weil asked if there was any difference in response times among the three stations in Orinda. Chief Healy stated that Station 45 has the largest area and if there were differences among the stations, Station 45 could be higher. Station 43 and 44's areas are smaller and Station 44 has engines on different sides of it. Station 45 would have more responses than the other two stations and can be longer because it has some areas that are a little further from the station.

Director Weil asked why there was a full minute difference between response times in Moraga and Orinda, if it was because of Station 45's large coverage area, or if there was something else going on. He stated that it should be consistent throughout the District.

Item 3.2 – Monthly Financials Report for March 2015. Director Weil commented that the revenue was a little behind what was originally projected and the secured property tax is \$.05 off. He also asked about the federal government SAFER Grant. Administrative Services Director Sasser stated that total property tax revenue will exceed budget and that the District will receive another \$75,000 more in the SAFER Grant money. Director Weil asked if the reason for the decrease in plan review revenue was due to a slow down in construction. ASD Sasser stated that it was not due to a slow down in construction – there is currently a lot of construction going on and a lot of plan reviews being submitted.

Motion by Director Weil and seconded by Director Famulener to receive and file Items 3.1 and 3.2 of the Consent Calendar. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener, and Weil).

3.1 Monthly Incident Report – March 2015

Action: Receive and File.

3.2 Monthly Financials Report – March 2015

Action: Receive and File.

3.3 Monthly Check/Voucher Register – March 2015

Action: Receive and File.

4. Regular Calendar

4.1 Adoption of Resolution 15-07 Identifying the Terms and Conditions for Fire Department Emergency Response Away From Their Official Duty Station and Assignment to an Emergency Incident

Each year, personnel from the District are deployed on mutual aid assignments as participating members of the California Fire Service and Rescue Emergency Mutual Aid System. The California Fire Assistance Agreement (CFAA) is the negotiated reimbursement mechanism for local government fire agency responses under the Mutual Aid System. Reimbursement from the State of California is based on established pay scales and MOU language called "Pass-through Pay".

In an effort to ensure agencies are fully reimbursed in a timely manner, the State has asked each agency to provide a resolution that covers any and all response employees whom are eligible for pass-through pay with or without MOU language.

Authorizing portal to portal pay for employees ensures that the District will continue to be eligible for full reimbursement through the CFAA.

Motion by Director Weil and seconded by Director Famulener to adopt Resolution 15-07 Identifying the Terms and Conditions for Fire Department Emergency Response Away From Their Official Duty Station and Assigned to an Emergency Incident. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener, and Weil).

4.2 Contract with Definitive Networks, Inc.

The District has contracted with Definitive Networks, Inc. (DNI) for information technology services since 2005. The District's approach to information technology has changed over the years. Previously the District owned its own servers and District personnel performed some of the information technology functions. In 2011, the District made significant changes to the way information technology services are obtained. These changes included use of hosted services for core technologies and outsourcing of all information technology functions. The District now employs no staff to perform any information technology functions. DNI performs all information technology services and provides the hosted servers. The contract with DNI expired in 2012.

The District's Purchasing Ordinance requires issuance of a request for proposals (RFP) for service contracts with an annual aggregate cost of \$100,000 or more. As a result, Staff engaged NexLevel Information Technology, Inc. (NexLevel) to assist in development of an RFP for information technology services. NexLevel provides technology consulting services to public agencies. NexLevel reviewed the way the District currently obtains information technology services and identified areas of vulnerability or weakness for the District. The RFP was developed to include important changes to improve the District's position. The RFP was issued on February 10, 2015 and sent to 37 information technology vendors and posted to the District website.

Improvements that were included in the RFP and that will be incorporated into the new contract include:

- Secure, off-site backup on a daily basis (The District does not currently have an off-site backup of any data. This was an audit finding from the June 30, 2014 audit.)
- Scheduled test restoration of the backups and written proof of successful test restoration.
- Maximum response times based on severity of issue
- Minimum uptime requirements for servers and the voice over IP phone system
- Mandatory Service Level Agreements (SLA) with designated liquidated damages associated with inadequate performance.

- Installation of all Microsoft Critical patches within 5 days of release, all other patches offered to the District for review and approval to load.
- Monthly meeting with the District and monthly SLA report
- All known security breaches must be reported to the District within two hours
- Annual updates to the cybersecurity plan and disaster recovery plan
- 60-day transition period for transition to a new information technology provider at end of contract.
- District form contract required

The District held a bidder's meeting via telephone on February 17, 2015. There were several vendors in attendance and the District received several subsequent inquiries from interested vendors. However, in the end only one proposal was received, from DNI.

The term of the contract is for a three year period (July 1, 2015 – June 30, 2018), with options to renew for two more years.

Motion by Director Anderson and seconded by Director Weil to authorize a contract with Definitive Networks Inc. for the period July 1, 2015 through June 30, 2018 in an amount not to exceed \$519,240. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener, and Weil).

4.3 Approval of Salary Schedules Effective July 1, 2015

The current Memorandums of Understanding provide a 1% salary restoration for all employee classifications effective July 1, 2015. Salary schedules have been updated to reflect the increase.

Motion by Director Anderson and seconded by Director Barber to approve the Salary Schedules effective July 1, 2015. 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*)

Director Anderson reported that the next Finance Committee Meeting is on April 27, 2015 at 5:00 P.M. in the Sarge Littlehale Room at 22 Orinda Way, Orinda.

5.2 Ad Hoc Committee Reports

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

Director Weil stated that the Committee has not met.

6. Announcements

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

Directors Weil and Famulener reported that they attended the Contra Costa County Fire Commissioners Meeting. Vince Wells, President of Contra Costa County Local 1230 Firefighters Union was the speaker.

6.2 Questions and informational comments from Board members and Staff

President Evans announced that it was Director Famulener's birthday and she was presented with an MOFD Challenge Coin.

Chief Healy stated that there will be a presentation at the next meeting about the recent Caldecott Tunnel fire.

6.3 District Update and Activity Report – March 2015

There was nothing to report.

7. Closed Session

At 7:45 P.M., the Board adjourned into Closed Session.

8. Reconvene the Meeting

President Evans reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 10:38 P.M. Present were the following Directors and Staff:

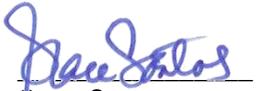
President Evans	Stephen Healy, Fire Chief
Director Barber	Gloriann Sasser, Administrative Services Director
Director Anderson	Director Weil
Director Famulener	John Bakker, District Council

9. Report of Closed Session Action

President Evans reported that there was no reportable action taken on Item 7.1 – Conference with Real Property Negotiators and 7.2 – Conference with Legal Counsel – Potential Litigation during closed session.

10. Adjournment

At 10:38 P.M., President Evans called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board