

Moraga-Orinda Fire Protection District



BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

January 6, 2016

(Approved January 20, 2016)

1. **Opening Ceremonies**

The Board of Directors convened in Open Session at 6:00 P.M. on January 6, 2016 in the Sarge Littlehale Conference Room at 22 Orinda Way, Orinda, California. Director Evans was absent. President Anderson called the meeting to order.

Present were the following Directors and Staff:

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| President Anderson | Stephen Healy, Fire Chief |
| Director Barber | John Bakker, District Counsel |
| Director Famulener | Gloriann Sasser, Admin Services Director |
| Director Weil | Grace Santos, District Clerk |

2. **Public Comment**

There were no comments.

3. **Closed Session**

At 6:00 P.M., the Board adjourned into Closed Session.

4. **Reconvene the Meeting**

President Anderson reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:04 P.M. Present were the following Directors and Staff:

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| President Anderson | Stephen Healy, Fire Chief | Grace Santos, District Clerk |
| Director Barber | John Bakker, District Counsel | |
| Director Famulener | Gloriann Sasser, Admin Services Director | |
| Director Weil | Jerry Lee, Battalion Chief | |

5. **Report of Closed Session Action**

There was no reportable action taken during Closed Session on items 3.1 Public Employee Performance Evaluation – Fire Chief and 3.2 Public Employee Performance Evaluation – District Counsel.

6. **Public Comment**

Jonathan Goodwin, Canyon resident, said that he resigned as the Canyon community representative. Mr. Goodwin revisited the September 2, 2015 meeting and commented on the meeting minutes.

7. **Consent Agenda**

Director Weil asked to remove Item 7.3 – Monthly Financial Reports to discuss separately.

Motion by Director Barber and seconded by Director Famulener to receive and file Items 7.1 – Board Meeting Minutes, 7.2 – Monthly Incident Report, 7.4 – Monthly Check/Voucher Register. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

Director Weil asked if staff believed that the District would meet or exceed the budgeted amount in property taxes, and total taxes in general. Administrative Services Director Sasser stated that at this time, she felt that the District would meet or exceed the property tax revenue projections. Staff will present the mid-year budget review to the Board in February, which will include the District's financial status through December 31, 2015, and projections through the end of the fiscal year. The Board could then analyze it to determine if there will be any significant variances to expect.

Motion by Director Weil and seconded by Director Barber to receive and file Item 7.3 – Monthly Financial Report. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

8. Regular Calendar

8.1 Resolution No. 16-01 Declaration of Official Intent

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.

Motion by Director Famulener and seconded by Director Weil to adopt Resolution 16-01 Declaration of Official Intent. Said motion carried a 3-1 roll-call vote (Ayes: Barber, Famulener and Weil; Noes: Anderson; Absent: Evans).

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

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.

Motion by Director Famulener and seconded by Director Weil to adopt Resolution No. 16-02 authorizing District officials to order the deposit and withdrawal of monies in the Local Agency Investment Fund. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

8.3 Elect New Finance Committee Members

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.

Motion by Director Famulener and seconded by President Anderson to elect Directors Barber and Weil as the new Finance Committee members to be effective January 7, 2016. Said motion carried a 3-0 roll-call vote (Ayes: Anderson, Barber and Famulener; Absent: Evans; Abstain: Weil).

8.4 Station 45 Emergency Repair – Update

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. The final cost (with one change order) was \$26,660.

Motion by Director Weil and seconded by Director Barber to receive report and declare the emergency action complete. Said motion carried a 4-0 roll-call vote (Ayes: Anderson, Barber, Famulener and Weil; Absent: Evans).

President Anderson asked staff about updates to the Purchasing Ordinance. Administrative Services Director Sasser stated that she and District Counsel would begin working on the updates in February.

8.5 Strategic Planning Update

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.

Chief Healy reported that staff would like to get the Strategic Plan completed as soon as possible but it will depend on the facilitator's schedule. Staff is hoping to have a rough draft completed by summer.

9. Committee Reports

9.1 Finance Committee (*Directors Anderson & Barber*)

There was nothing to report.

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 Weil reported that he attended the Contra Costa County Fire Commissioners Association Meeting at the Hilton in Concord. County EMS Director Dr. Goldstein was the speaker.

10.2 Questions and informational comments from Board members and Staff

Director Weil thanked Battalion Chief Lee and Firefighter Trumpf for their help installing a child safety seat in his car on New Year's Eve.

10.3 District Updates for November 2015

There were no comments.

11. Adjournment

At 8:05 P.M., President Anderson called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board