



# Moraga-Orinda Fire District

## Board of Directors

SPECIAL MEETING  
May 15, 2019

**6:00 p.m. OPEN SESSION**

**PLEASE NOTE NEW MEETING ADDRESS:**

Sarge Littlehale Room  
22 Orinda Way  
Orinda, CA 94563

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### 1. OPENING CEREMONIES

- 1.1. Call the Meeting to Order
- 1.2. Roll Call

### 2. 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.

### 3. SPECIAL CALENDAR

- 3.1 Authorize the Fire Chief to Enter into a Contract with the State of California, Natural Resources Agency, Department of Forestry and Fire Protection to Provide Professional Services to Support CAL FIRE project – North Orinda Emergency Fuel Break in the Amount Not to Exceed \$4,000,000; Authorize Establishment of a North Orinda Emergency Fuel Break Special Revenue Fund; Authorize FY2019 North Orinda Emergency Fuel Break Special Revenue Fund Revenue and Expenditure Budget Adjustment Increases in the Amount of \$4,000,000; Authorize Establishment of Project Manager Position with a Pay Rate of \$59.52 per Hour.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize the Fire Chief to enter into a contract with the State of California, Natural Resources Agency, Department of Forestry and Fire Protection to provide professional services to support CAL FIRE project – North Orinda Emergency Fuel Break in the amount not to exceed \$4,000,000; Authorize Establishment of a North Orinda Emergency Fuel Break Special Revenue Fund; Authorize FY2019 North Orinda Emergency Fuel Break Special Revenue Fund Revenue and Expenditure Budget Adjustment Increases in the Amount of \$4,000,000; Authorize Establishment of Project Manager position with a Pay Rate of \$59.52 per Hour.

- 3.2 Authorization to Create Part-Time, Non-Benefitted Fuels Mitigation Crew Supervisor Position with a Salary Range of \$21 to \$23 per hour; Authorize FY2019 Position Increase Fuels Mitigation Crew Supervisor +0.5 and Decrease in District Aide -0.5

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize the creation of a new part-time, non-benefitted Fuels Mitigation Crew Supervisor position with a salary range of \$21 to \$23 per hour; authorize FY2019 position increase Fuels Mitigation Crew Supervisor +0.5, decrease District Aide -0.5.

#### 4. 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 May 14, 2019, 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.**



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Interim District Secretary/Clerk



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** May 15, 2019

**SUBJECT:** Item 3.1 – Authorize the Fire Chief to Enter into a Contract with the State of California, Natural Resources Agency, Department of Forestry and Fire Protection to Provide Professional Services to Support CAL FIRE project – North Orinda Emergency Fuel Break in the Amount Not to Exceed \$4,000,000; Authorize Establishment of a North Orinda Emergency Fuel Break Special Revenue Fund; Authorize FY2019 North Orinda Emergency Fuel Break Special Revenue Fund Revenue and Expenditure Budget Adjustment Increases in the Amount of \$4,000,000; Authorize Establishment of Project Manager Position with a Pay Rate of \$59.52 per Hour.

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## **BACKGROUND**

In response to Executive Order N-05-19, CAL FIRE issued a 45-Day Report to Governor Gavin Newsom that systematically identified high priority fuels reduction projects and other measures to protect over 200 of California's most wildfire-vulnerable communities and put the state on a path toward long-term wildfire prevention and forest health.

The CAL FIRE report identified more than 30 strategically-defined local projects that can be addressed urgently in partnership with communities to make a difference this wildfire season. The Moraga-Orinda Fire District partnered with CAL FIRE, the East Bay Municipal Utility District, the East Bay Regional Park District, and the Contra Costa County Fire Protection District to submit the North Orinda Fuel Break proposal which was included on this list. The State of California has requested to enter into a professional services contract with the District to complete the North Orinda Emergency Fuel Break project in the amount not to exceed \$4,000,000.

The project would allow work to begin on approximately 14 miles of shaded fuel break from EBMUD's north watershed lands near the top of Eagle's Nest Trail, down Wildcat Canyon Rd to Bear Creek Rd and along Lafayette Ridge to Pleasant Hill Road. Shaded fuel breaks are designed to reduce the risk of wildfires entering communities by removing understory and ground fuels. The tree canopies would be left intact to discourage regrowth. The contract term is May 2019 through December 31, 2020.

## **PROJECT DETAILS**

The District is required to provide all materials, labor, equipment, tools, permits, taxes and fees, in order to meet Executive Order N-05-19 by implementing emergency fuel reduction projects to reduce fuel loading and wildfire potential to protect lives, homes, and other critical infrastructure. Activities include fuel break construction, understory thinning, mastication, piling and burning of piles.

The North Orinda Emergency Fuel Break project is a 1,515 acre fuel break along the northern boundary of Moraga, Orinda, and Lafayette collectively known as Lamorinda. CAL FIRE reserves the right to modify the specific parcels or treatment areas, based upon property owner agreements, protection of natural resources, or other reason determined necessary for project completion.



# Moraga-Orinda Fire District

## **FINANCIAL DETAILS**

The District may charge a maximum 12% administration rate on expenses charged to the contract. The District may receive advances, in increments of 25%, to support the implementation of the contract.

## **PROJECT MANAGER**

Due to the scope of work, this project will require a non-benefitted project manager.

Staff recommends the following:

- Authorize the Fire Chief to enter into a contract with the State of California, Natural Resources Agency, Department of Forestry and Fire Protection to provide professional services to support CAL FIRE project – North Orinda Emergency Fuel Break in the amount not to exceed \$4,000,000
- Authorize establishment of a North Orinda Emergency Fuel Break Special Revenue Fund to account for the contract activity.
- Authorize the following FY2019 Budget Adjustments in the North Orinda Emergency Fuel Break Special Revenue Fund:
  - Increase Intergovernmental Revenue \$4,000,000
  - Increase Expenditures \$4,000,000
- Authorize establishment of Project Manager position with a pay rate of \$59.52

## **RECOMMENDATION**

1) Discuss; 2) Deliberate; 3) Authorize the Fire Chief to enter into a contract with the State of California, Natural Resources Agency, Department of Forestry and Fire Protection to provide professional services to support CAL FIRE project – North Orinda Emergency Fuel Break in the amount not to exceed \$4,000,000; Authorize Establishment of a North Orinda Emergency Fuel Break Special Revenue Fund; Authorize FY2019 North Orinda Emergency Fuel Break Special Revenue Fund Revenue and Expenditure Budget Adjustment Increases in the Amount of \$4,000,000; Authorize Establishment of Project Manager position with a Pay Rate of \$59.52 per Hour.



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Dave Winnacker, Fire Chief

**DATE:** May 15, 2019

**SUBJECT:** Item 3.2 – Authorization to Create Part-Time, Non-Benefitted Fuels Mitigation Crew Supervisor Position with a Salary Range of \$21 to \$23 per hour; Authorize FY2019 Position Increase Fuels Mitigation Crew Supervisor +0.5 and Decrease in District Aide -0.5

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## **BACKGROUND**

During the FY2019 budget process, the Board authorized the creation of a six-month fuels mitigation pilot program. This included the establishment of the following part-time, non-benefitted positions as part of the program in Fire Prevention:

- One Fuels Mitigation Program Manager (0.5 full-time equivalent)
- Four District Aides (2.0 full-time equivalent)

As part of the fuels mitigation program, one of the primary duties of the District Aides is to operate a wood chipper. In order to operate a wood chipper in accordance with Cal/OSHA requirements, a supervisor is required to oversee wood chipper operations.

Staff recommends the following:

- Authorize the creation of a new part-time, non-benefitted Fuels Mitigation Crew Supervisor position with a pay range of \$21 to \$23 per hour. This is 10% higher than the District Aide pay range of \$19 - \$21 per hour.
- Effective with the FY2019 Budget, authorize:
  - Fuels Mitigation Crew Supervisor +0.5 full-time equivalent
  - District Aide -0.5 full-time equivalent

The six-month additional cost is approximately \$1,200. There are sufficient appropriations in the FY2019 budget for the additional costs.

## **RECOMMENDATION**

1) Discuss; 2) Deliberate; 3) Authorize the creation of a new part-time, non-benefitted Fuels Mitigation Crew Supervisor position with a salary range of \$21 to \$23 per hour; authorize FY2019 position increase Fuels Mitigation Crew Supervisor +0.5, decrease District Aide -0.5.