



Moraga-Orinda Fire District

Board of Directors

CALL AND NOTICE OF A SPECIAL MEETING

April 29, 2020

7:00 p.m. OPEN SESSION
(No Closed Session)

Pursuant to Executive Order N-29-20, Teleconferencing Restrictions of the Brown Act have been suspended.

PLEASE NOTE TELECONFERENCE MEETING INFORMATION:

To join the Meeting:

By Phone: 1 669 900 6833
Webinar ID: 984 0517 4866

Please click the link below to join the webinar by Zoom:

<https://zoom.us/j/98405174866>

Webinar ID: 984 0517 4866

Public Participation is encouraged by joining via the ZOOM link or the dial-in information above. You can access either via a smartphone or computer App (Zoom) or via phone. Public comment will remain open for a minimum of 1 minute to allow for potential digital processing delays to ensure that the public has sufficient time and opportunity to send in questions or comments.

Written Public Comment can be provided via email at info@mofd.org. Emails will be read into the record by staff during public comment. Email must contain in the subject line "Public Comment – Not on the Agenda" or "Public Comment – Agenda Item #" with the relevant agenda item indicated.

Live Public Comment can be provided via the Zoom app (during public comment) by the raise hand or chat function. Staff will unmute participant to allow comment. Participants will be unmuted in the order of hands raised or chat request to comment. If participating by phone, you will need to send a text message to 925-388-9166 to identify the phone number used on Zoom. Staff will announce the last four digits of your number and unmute your phone number to allow talking.

The meeting will be live streamed via the MOFD YouTube Channel. A link will also be accessible via the District's website.

1. OPENING CEREMONIES

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

2. PUBLIC COMMENT

At the beginning of each regular District Board meeting, any member of the public may address the District Board concerning any item not on the Board's agenda but within the subject matter jurisdiction of the Board. Speakers will be limited to three (3) minutes unless otherwise specified by the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The Board may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Board or as otherwise limited by order of the Presiding Officer or the Board.

3. CONSENT AGENDA

- 3.1. **Meeting Minutes – March 20, 2020 (Special meeting), and March 25, 2020**
- 3.2. **Monthly Incident Report for March 2020**
Staff Recommendation: Approve and File
- 3.3. **Monthly Check/Voucher Register – February 2020, and March 2020**
Staff Recommendation: Approve and File

4. REGULAR AGENDA

4.1. **Increased Suppression Staffing**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide direction to Staff to either: 1) Maintain status quo of 17 suppressing members per day with 2 vacation relief positions per shift; 2) Increase staffing to 19 suppression members per day with existing authorized positions; 3) Increase staffing to 19 suppression members per day with 2 additional vacation relief positions per shift.

4.2. **Fire Code Update**

Staff will provide an update to the Board.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to staff.

4.3. **Authorization to Reclassify Accountant Position to Finance Manager Position; Approval of Unrepresented Employee Handbook Authorizing Salary and Benefits for Unrepresented Employees Effective April 30, 2020; Approval of Salary Schedule for Unrepresented Employees Effective April 30, 2020.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize Staff to reclassify Accountant Position to Finance Manager Position; Approve Unrepresented Employee Handbook Authorizing Salary and Benefits for Unrepresented Employees Effective April 30, 2020; Approve Salary Schedule for Unrepresented Employees Effective April 30, 2020.

4.4. **Authorize Purchase of Air/Light Unit in the Amount of \$247,060 and Authorize a Capital Projects Fund Expenditure Budget Adjustment Increase in the Amount of \$187,060.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize Purchase of Air/Light Unit in the Amount of \$247,060 and Authorize a Capital Projects Fund Expenditure Budget Adjustment Increase in the Amount of \$187,060.

4.5. **Authorize Emergency Paid Sick Leave for all Existing and New Benefitted Employees Due to COVID-19 and Authorize Restoration of Sick Leave Used during the Period March 10, 2020 through April 7, 2020.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve additional paid sick leave to benefitted employees consistent with Contra Costa County as follows: 1) Authorize all existing and new benefitted employees hired before January 1, 2021 to automatically receive 80 hours of Emergency Paid Sick Leave (prorated for part-time employees). This leave can be used for any reason consistent with the District's Sick Leave Policy or for COVID-19 related reasons (sick, caring for child, unable to work, etc.). In addition to the 80 hours of Emergency Paid Sick Leave, the District will allot an additional 64 hours of sick leave to all benefitted employees (prorated for part-time employees) for a total of 144 hours per benefitted employee. This leave will not expire. 2) Authorize restoration of sick leave used by employees during the period March 10, 2020 through April 7, 2020 to the employee's sick leave accrual bank.

4.6. **Authorization to Increase Emergency Preparedness Coordinator position from 0.5 to 1.0 for the period April 1, 2020 through December 31, 2020.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Increase Emergency Preparedness Coordinator position from 0.5 to 1.0 for the period April 1, 2020 through December 31, 2020.

4.7. **Public Hearing on the Wildland Urban Interface Fire Area adoption. Introduction and First Reading of Ordinance 20-02.**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Open the public hearing and accept comments from the public. Adopt findings, introduce and pass for first reading the proposed.

5. COMMITTEE REPORTS

5.1. **Finance Committee (Directors Danziger and Jorgens)**

5.2. **Audit Ad Hoc Committee (Director Jex)**

5.3. **Long Range Financial Plan Ad Hoc Committee (Directors Donner and Jorgens)**

5.4. **Facilities Ad Hoc Committee (Directors Baitx and Donner)**

5.5. **Fire Chief Performance Evaluation Ad Hoc Committee (Directors Baitx and Donner)**

6. ANNOUNCEMENTS

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

6.2. **Questions and informational comments from Board members and Staff**

6.3. Fire Chief Updates

6.3.1. COVID-19

6.3.2. Open House, May 9 2020, Station 45

6.3.3. Human Resource Update

6.4. Communications Received

6.4.1. Anonymous Complaint Letter

6.5. Future Agenda Items

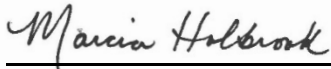
6.5.1. Rescheduling of the May 13, 2020 Regular Board Meeting to May 20, 2020

7. 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) 258-4501, 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 April 24, 2020, 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.



Marcia Holbrook
District Secretary/Clerk