



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING
January 18, 2016
6:00 p.m. CLOSED SESSION
7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Hacienda Mosaic Room
2100 Donald Drive
Moraga, CA 94556

NOTICE OF TELECONFERENCE MEETING

Pursuant to California Government Code section 54953, members of the Board of Directors may attend this meeting via teleconference. Members of the public may attend and participate either at the address given above, or at the teleconference location(s) listed below:

68 Na Ala Hele Road, Kamuela HA 96743

1. OPENING CEREMONIES
 - 1.1. Call the meeting to Order
 - 1.2. Roll Call
 - 1.3. Core Values – Service, Honor, Integrity
2. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda including Closed Session, 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. CLOSED SESSION
 - 3.1. **Conference with Labor Negotiator**
(Government Code Section 54957.6)
Agency Designated Representative: Kathleen Famulener
Employee Organization: International Association of Firefighters IAFF, Local 1230
 - 3.2. **Conference with Labor Negotiator**
(Government Code Section 54957.6)
Agency Designated Representative: Kathleen Famulener
Employee Organization: Local 2700 United Clerical, Technical & Specialized Employees
 - 3.3. **Conference with Labor Negotiator**
(Government Code Section 54957.6)
Agency Designated Representative: Kathleen Famulener
Employee Organization: Moraga-Orinda Fire Chief Officer's Association (MOFCOA)
 - 3.4. **Conference with Labor Negotiator**
(Government Code Section 54957.6)
Agency Designated Representative: Kathleen Famulener
Employee Organization: Unrepresented Employees
4. RECONVENE THE MEETING
 - 4.1. Call the Meeting to Order
 - 4.2. Pledge of Allegiance
5. REPORT OF CLOSED SESSION ACTION
6. 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.

7. PUBLIC HEARING

7.1. **Opportunity for public comments contesting weed abatement notification given by the Fire District.**

The Board of Directors will consider approval of Resolution 17-01, Confirming and Adopting the Reported Costs Incurred by the Moraga-Orinda Fire District in Abating Public Nuisances on Certain Property within the District Pursuant to Health and Safety Code section 14912.

Staff Recommendation: 1) Open the Public Hearing and Hear Public Comment; 2) Confirm the Report for Costs of Abatement incurred by the Fire District in abating public nuisances on separate parcels of land within the Moraga-Orinda Fire District boundaries; 3) Adopt Resolution 17-01

7.2. **Public Hearing to consider the proposed revision to the Schedule of Fees for District Services.**

The Board of Directors will consider approval of Resolution 17-03, A Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services.

Staff Recommendation: 1) Open Public Hearing for the purpose of receiving public comment regarding proposed revision to the Schedule of Fees for District Services; 2) Adopt Resolution 17-03

8. CONSENT AGENDA

8.1. **Meeting Minutes – January 4, 2017**

Staff Recommendation: Receive and File

8.2. **Budget Timeline**

Staff Recommendation: Receive and File

8.3. **Monthly Incident Report for December, 2016**

Staff Recommendation: Receive and File

8.4. **Monthly Check/Voucher Register for December, 2016**

Staff Recommendation: Receive and File

8.5. **Monthly Financial Report for December, 2016**

Staff Recommendation: Receive and File

9. REGULAR AGENDA

9.1. **Resolution 17-04 Authorizing Investment of Monies in Local Agency Investment Fund**

Staff will present information to the Board regarding Resolution 17-04, Authorizing Investment of Monies in Local Agency Investment Fund.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 17-04

9.2. **Resolution 17-05 Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered By Public Agency Retirement Services and Approval of the Agreement for Administrative Services**

Staff will present information to the Board regarding Resolution 17-05 Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered By Public Agency Retirement Services and Approval of the Agreement for Administrative Services.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 17-05

9.3. **Transfer Review of Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 from the Finance Committee to the Ad Hoc Financial Reporting Committee with Review Due to the Board at the February 15, 2017 Board Meeting**

Staff Recommendation: 1) Provide Direction to Staff

9.4. **Authorization to Purchase One Pierce Arrow Tractor Drawn Aerial and Two Pierce Arrow Pumpers from Pierce Manufacturing, Inc. in the Amount Not to Exceed \$2,498,297; Authorization of Capital Projects Fund Budget Adjustment Expenditure Increase in the Amount of \$2,498,297 and Adoption of Resolution 17-06 Declaration of Official Intent**

Staff will request authorization from the Board to purchase one Pierce Arrow Tractor Drawn Aerial and two Pierce Arrow Pumpers from Pierce Manufacturing, Inc. in the amount not to exceed \$2,498,297; authorization of Capital Projects Fund budget adjustment expenditure increase in the amount of \$2,498,297 and adoption of Resolution 17-06 Declaration of Official Intent.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize the purchase of one Pierce Arrow tractor drawn aerial and two Pierce Arrow pumpers from Pierce Manufacturing, Inc. in the amount not to exceed \$2,498,297; authorize a Capital Projects Fund budget adjustment expenditure increase in the amount of \$2,498,297 and Adopt Resolution 17-06 Declaration of Official Intent.

9.5. **Authorization to Purchase Two 2017 Leader Ambulances from National Auto Fleet Group in the Amount Not to Exceed \$365,952, Authorization of Capital Projects Fund Budget Adjustment Expenditure Increase in the Amount of \$365,952 and Adoption of Resolution 17-07 Declaration of Official Intent**

Staff will request authorization from the Board to purchase two 2017 Leader Ambulances from National Auto Fleet Group in the amount not to exceed \$365,952, authorization of Capital Projects Fund budget adjustment expenditure Increase in the amount of \$365,952 and adoption of Resolution 17-07 Declaration of Official Intent.

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Authorize the purchase of two new 2017 Leader ambulances from National Auto Fleet Group in the amount not to exceed \$365,952, authorize a Capital Projects Fund Budget adjustment expenditure increase in the amount of \$365,952 and Adopt Resolution 17-07 Declaration of Official Intent

10. COMMITTEE REPORTS

- 10.1. **Finance Committee (Directors Anderson and Barber)**
- 10.2. **Ad Hoc Pension Review Committee (Directors Barber and Jorgens)**
- 10.3. **Ad Hoc Financial Reporting Committee (Directors Jex and Jorgens)**

11. ANNOUNCEMENTS


- 11.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))
- 11.2. **Questions and informational comments from Board members and Staff**
- 11.3. **District Updates for November/December 2016**

12. 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 January 13, 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.



Grace Santos, District Clerk



Moraga-Orinda Fire District

MEMORANDUM

TO: The Board of Directors

FROM: Kathy Leonard, Fire Marshal

DATE: January 18, 2017

SUBJECT: Item 7.1 – Proposed Confirmation of Report for Cost of Abatement, 2016 Season

BACKGROUND

In accordance with the California Health and Safety Code, the Board of Directors must hold a public hearing to confirm the costs of abatement incurred by the Fire District in abating separate parcels of land. The purpose of the hearing is to review any objections from property owners legally responsible to be assessed. The confirmation of the costs includes the passing, approval, and adoption of Resolution 17-01, which includes the necessary documents to be submitted to the Contra Costa County Auditor-Controller Tax Division for enrollment on the property tax roll.

On April 15, 2016, notices to abate vegetation were sent to all properties within the boundaries of the Fire District with a compliance date of after June 15, 2016. Property owners who were non-compliant and received notices to abate vegetation hazards were given a minimum of 15 days (as required by ordinance) to remove the vegetation. If such removal was not completed by the requested removal date, the Fire District, after inspection and proper second and final notice, conducted the required abatement of the property. A contracted company, in accordance with the instructions from the Office of the Fire Marshal and the vegetation clearance standards, conducted the removal. After the work order was executed, the property owners were billed for the work and had an opportunity to pay prior to the District processing a lien on the property.

CONCLUSION

After hearing public comment, and approving the attached documents, the Fire District will be permitted to enroll (on the property tax roll) the costs incurred for abatement during the 2016 Exterior Hazard Control Season.

Weed Abatement Parcel List

Parcel Number	Amount of Lien
271-160-008-6	\$236.25
256-082-015-7	\$1215.00
261-180-021-6	\$2906.25

RECOMMENDATION

It is recommended that the Board of Directors:

- 1) Open the Public Hearing and Hear Public Comment.
- 2) Confirm the Report for Costs of Abatement incurred by the Fire District in abating public nuisances on separate parcels of land within the Moraga-Orinda Fire District boundaries.
- 3) Adopt Resolution 17-01, Confirming and Adopting the Reported Costs Incurred by the Moraga-Orinda Fire District in Abating Public Nuisances on Certain Property within the District Pursuant to Health and Safety Code section 14912.

ATTACHMENTS

- 1) Attachment A – Resolution 17-01, Confirming and Adopting the Reported Costs Incurred by the Moraga-Orinda Fire District (“District”) in Abating Public Nuisances on Certain Property within the District Pursuant to Health and Safety Code section 14912.

RESOLUTION NO. 17-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF MORAGA-ORINDA FIRE DISTRICT CONFIRMING AND ADOPTING THE REPORTED COSTS INCURRED BY THE MORAGA-ORINDA FIRE DISTRICT (“DISTRICT”) IN ABATING PUBLIC NUISANCES ON CERTAIN PROPERTY WITHIN THE DISTRICT PURSUANT TO HEALTH AND SAFETY CODE SECTION 14912.

WHEREAS, the Moraga-Orinda Fire District (“District”) previously identified public nuisances, which exist on certain parcels of land described in the District’s “Abatement Report on Abatement Costs incurred by the Moraga-Orinda Fire District on or after June 15, 2016,” (“the Abatement Report”) attached is Exhibit “A” and incorporated herein by reference; and,

WHEREAS, after giving all forms of notice required by law and conducting a hearing regarding the removal of the nuisances, the Board of Directors of the District (“Board”), acquired jurisdiction to proceed with the removal of such nuisances from the property identified in Exhibit “A”; and,

WHEREAS, the **DISTRICT** subsequently abated the nuisances in the manner authorized by law on or after June 15, 2016; and,

WHEREAS, the District has duly noticed and agendized a hearing to be held on January 18, 2017, at 7:00 pm., or as soon thereafter as may be heard, at which the Board shall receive and consider the report of costs incurred by the District for abating the nuisances as set forth in the Abatement Report and shall hear any objections or protests of the property owners to be assessed for the costs of the abatement performed by the District; and,

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Moraga-Orinda Fire District that:

1. The Board hereby orders the Abatement Report to be confirmed and further orders that the abatement costs identified therein shall constitute special assessments against the respective parcels of land identified in the Abatement Report and shall be a lien on such parcels for the amounts of the respective assessments.
2. The District Chief is hereby directed to record a certified copy of this Resolution with the County Recorder pursuant to Health and Safety Code section 14912, less any payment made prior to this date required for submission to the county Recorder.

PASSED, APPROVED and ADOPTED by the Board of Directors of the Moraga-Orinda Fire District at the regular meeting of the District Board held on the 18th day of January 2017, at 2100 Donald Drive, Moraga, California 94556, on a motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated January 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos
District Secretary/District Clerk

Exhibit A

Abatement Report

Parcel Number	Amount of Lien
271-160-008-6	\$236.25
256-082-015-7	\$1215.00
261-180-021-6	\$2906.25



Moraga-Orinda Fire District

TO: The Board of Directors

FROM: Kathy Leonard, Fire Marshal

DATE: January 18, 2017

SUBJECT: Item 7.2 – Resolution 17-03, A Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services

BACKGROUND

On August 7, 2013, Fire Prevention staff reported on the results of a third party independent fee study analysis and in-house comparable agency survey in order to evaluate MOFD's current fees, which have not been updated since 2005.

The Board instructed staff to continue development of a new fee structure, with substantiating data that will restructure fees for services and reflect the true cost of providing those services for revenue cycle improvement to the District. In 2014, along with the adoption of the 2013 California Fire Code and Ordinance 13-01, the updated fee schedule was adopted.

In October of 2016, the Board adopted Ordinance 16-02 and the 2016 California Fire Code.

The District may, if authorized by the Board of Directors, increase fees and charges based on annual adjustment of the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, California region, measured as of October of each year. In 2015, the updated fee schedule was approved by the Board to reflect the annual adjustment of the CPI.

Staff proposes adoption of the new fee schedule for 2017 based on the most recent CPI adjustment as of October, 2016.

RECOMMENDATION

It is recommended that the Board of Directors:

- 1) Open Public Hearing for the purpose of receiving public comment regarding proposed revision to the Schedule of Fees for District Services
- 2) Adopt Resolution 17-03, a Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services

ATTACHMENTS

- 1) Attachment A – Resolution 17-03, A Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services

RESOLUTION NO. 17-03

A RESOLUTION OF THE MORAGA-ORINDA FIRE DISTRICT REVISING A SCHEDULE OF FEES FOR DISTRICT SERVICES

WHEREAS, on November 20, 2013, the Moraga-Orinda Fire District of Contra Costa County (“District”) enacted District Ordinance No. 13-02 (the “Ordinance”), which authorized the schedule of fees as provided in Fire Protection Law of 1987 (Health and Safety Code sections 13800 et seq., the “Act; and,

WHEREAS, Ordinance No. 13-02 set forth District fees and costs which are subject to reimbursement; and,

WHEREAS, it is necessary from time to time to revise the fees and charges that assist in defraying the costs of specific services provided by the Moraga-Orinda Fire Protection District (“District”); and,

WHEREAS, the District has given notice of its intent to increase such fees and charges contained in Ordinance No. 13-02 as may be adopted by Resolution and noticed in accordance with Health and Safety Code Section §13916 *et seq.*, and Government Code Section §6066; and,

WHEREAS, Health and Safety Code Section §13916 (d) provides that the schedule of fees established by Ordinance No. 13-02 must indicate an amount to be charged which is based on the estimated cost to provide the service and that schedule was made available to the public at least ten days before the adoption of this Resolution; and,

WHEREAS, the District has determined, based on the services provided, that it should increase fees and charges based on an annual adjustment each Jan. 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of October of each year; and,

WHEREAS, the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of October, 2016 was determined to be 3.6 percent; and,

WHEREAS, the fees and charges set forth in Exhibit A, attached hereto and made a part hereof, have been increased by a maximum of 3 percent rounded to the nearest whole number and found to be based upon the actual costs of performing such District services and are reasonable,

NOW THEREFORE BE IT RESOLVED by the District Board of Directors that:

1. Each of the recitals of this Resolution is found to be determinations of fact which are true and correct;
2. The fees and charges set forth in Exhibit A attached and incorporated by this reference shall be effective January 19, 2017;
3. The Board of Directors delegates its authority to the Fire Chief or his/her designee to administer the fees and charges as set forth in Exhibit A;

Attachment A

4. The fees and charges authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act ("CEQA") as confirmed in CEQA Guidelines Section 15273.

PASSED, APPROVED and ADOPTED by the Board of Directors of the Moraga-Orinda Fire District at the regular meeting of the District Board held on the 18th day of January 2017, at 2100 Donald Drive, Moraga, California 94556, on a motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: January 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos
District Secretary/District Clerk

MORAGA-ORINDA FIRE DISTRICT PERMIT AND PLAN REVIEW FEE SCHEDULE

Effective January 19, 2017

Fee No.	Fee Description	Unit	Fee/Deposit	
			2016	Proposed 2017
INSPECTION - SINGULAR PERMITTED ACTIVITIES				
T1	Special Events, Tents and Booths			
T1.1	Tents between 200 and 5000 ft ² in Size, and canopies in excess of 400 s.f.	per permit	\$ 166	\$ 172
T1.2	Tents greater than 5000 ft ² in Size	per permit	\$ 174	\$ 180
T1.3	Extended Period of Use, up to 180 Days per Tent or Air Supported Structure	per permit	\$ 227	\$ 235
SE1	Street Fairs, Carnivals, and Special Events	per permit (1)	\$ 307	\$ 318
E1	Explosives - any kind	per permit (3)	\$ 355	\$ 368
FW	Fireworks			
FW1.1	Fireworks Aerial	per permit (3)	\$ 710	\$ 736
FW1.2	Set Piece / Theatrical	per permit (3)	\$ 473	\$ 490
HM1	Hazardous Materials	per permit (3)	\$ 473	\$ 490
BP1	Burn Permit - Recreational / Open Flame	per permit	\$ 145	\$ 150
SP	Singular Permits - Other			
SP1.1	Change of Occupancy	per permit	\$ 289	\$ 299
SP1.2	Install/Maintain Acid Battery Systems > 50 gallons	per permit	\$ 295	\$ 306
SP1.3	Miscellaneous Permit (otherwise not listed above)	per permit	\$ 227	\$ 235
INSPECTION - ANNUAL OPERATIONAL PERMITS				
API	LPG Dispense	per permit	\$ 342	\$ 354
AP2	Welding or Hot Works	per permit	\$ 342	\$ 354
AP3	Spraying Flammable Finishes	per permit	\$ 342	\$ 354
AP4	Compressed Gas / Cryogenics	per permit		
AP4.1	Inert		\$ 342	\$ 354
AP4.2	Flammable		\$ 342	\$ 354
AP4.3	Cryogenics Portable Tanks		\$ 342	\$ 354
AP4.4	Cryogenics Portable Tanks Fixed System		\$ 342	\$ 354
AP5	Flammable / Combustible Liquids	per permit		
AP5.1	Flammable Liquid Storage Cabinet		\$ 342	\$ 354
AP5.2	Flammable Liquid Storeroom		\$ 342	\$ 354
AP5.3	Aboveground Storage Outside		\$ 355	\$ 368
AP5.4	Underground Storage Tank		\$ 355	\$ 368
AP6	Engine Repair Facilities	per permit		
AP6.1	1 - 4 Bays		\$ 342	\$ 354
AP6.2	5 - 8 Bays		\$ 342	\$ 354

Fee No.	Fee Description	Unit	Fee/Deposit	
			2016	Proposed 2017
AP6.3	9 + Bays		\$ 342	\$ 354
AP7	Group A Places Of Public Assembly	per permit		
AP7.1	Occupancy Load 50-100		\$ 284	\$ 294
AP7.2	Occupancy Load 101-200		\$ 342	\$ 354
AP7.3	Occupancy Load 201-299		\$ 455	\$ 471
AP7.4	Occupancy Load 300 +		\$ 455	\$ 471
AP8	Group E Occupancies- Schools	per permit		
AP8.1	Private Schools			
AP8.1.1	E-2 Occupant Load ≤ 150		\$ 379	\$ 393
AP8.1.2	E-1 Occupant Load > 150		\$ 473	\$ 490
AP8.3	Public Schools			
AP8.3.1	E-2 Occupant Load ≤ 150		\$ -	\$ -
AP8.3.2	E-1 Occupant Load > 150		\$ -	\$ -
AP9	Group I Institutional (I-2.1, I-4)	per permit		
AP9.1	Occupant Load 7-20		\$ 455	\$ 471
AP9.2	Occupant Load 21-99		\$ 512	\$ 530
AP9.3	Occupant Load 100 -249		\$ 512	\$ 530
AP9.4	Occupant Load 300 +		\$ 512	\$ 530
AP10	Group R-2 Occupancies Apartments	per permit		
AP10.1	Base Fee		\$ 136	\$ 141
AP10.1.1	3-12 units, per unit		\$ 136	\$ 141
AP10.1.2	13-30 units, per unit		\$ 3	\$ 3
AP10.1.3	31+ units, per unit		\$ 4	\$ 4
AP10A	Group R-2 Assisted Living Facilities			
AP10A.1	Base Fee		\$ 342	\$ 354
AP10A.1.2	per unit		\$ 4	\$ 4
AP11	Group R-3.1 Daycare-Residential	per permit		
AP11.1	R 3.1 Residential Day Care Occupant, Load 7-14			
AP12	Group R-4 Adult & Residential Care Facilities	per permit		
AP12.1	R 4 Adult Residential Day Care (Non-Medical), Client Load 7+, max of 6 non-ambulatory		\$ 397	\$ 411
AP12.2	Licensed Facilities (includes R-2.1,R-4)			
AP12.3	Occupant Load < 6		\$ 397	\$ 411
AP12.4	Occupant Load > 6		\$ 397	\$ 411
AP12.5	850 Form Fire Clearance Inspection		\$ 199	\$ 206
AP13	Group R-4 Day Care Facilities-Commercial	Per permit		
AP13.1	Occupant Load ≤ 50		\$ 378	\$ 392
AP13.2	Occupant Load > 50		\$ 425	\$ 440
AP14	Annual Operational Permits - Other			
AP14.1	Combustible Materials Storage	per permit	\$ 397	\$ 411
AP14.2	Change of Occupancy	per permit	\$ 455	\$ 471

Fee No.	Fee Description	Unit	Fee/Deposit	
			2016	Proposed 2017
AP14.3	Install/Maintain Acid Battery Systems > 50 gallons	per permit	\$ 455	\$ 471
AP14.4	High Pile Stock/Rack Systems	per permit	\$ 455	\$ 471
PLAN REVIEW				
PR1	Site Access Review: Preliminary Plan Review, Consulting, and Meetings			
PR1.1	Pre-project application review	per appl (3)	\$ 473	\$ 490
PR1.2	Design Review			
PR1.2.1	Residential	per project	\$ 283	\$ 293
PR2.1.2	Commercial	per project	\$ 473	\$ 490
PR3	Site / Water/ Access Review	per project	\$ 379	\$ 393
PR4	Cell Tower / Antenna/ Land Use Review/ Solar	per project	\$ 342	\$ 354
PR5	Street Numbering / Address Review	per project	\$ 177	\$ 183
PR6	Building Construction - New Building			
PR6.1	Plan Review			
PR6.1.1	0 - 5,000 s.f.	per project	\$ 455	\$ 471
PR6.1.2	Greater than 5,000 s.f.	hourly	\$ 114	\$ 118
PR6.2	Inspection			
PR6.2.1	0 - 5,000 s.f.	per inspection	\$ 342	\$ 354
PR6.2.2	Greater than 5,000 s.f.	hourly	\$ 114	\$ 118
PR7	Building Construction - Tenant Improvement			
PR7.1	Plan Review			
PR7.1.1	0 - 5,000 s.f.	per project	\$ 568	\$ 588
PR7.2.2	Greater than 5,000 s.f. (per hour with \$100 deposit)	hourly	\$ 114	\$ 118
PR7.3	Inspection			
PR7.3.1	0 - 5,000 s.f.	per inspection	\$ 455	\$ 471
PR7.3.2	Greater than 5,000 s.f.	hourly	\$ 114	\$ 118
PR8	Fire Alarm System			
PR8.1	Plan Review	per project		
PR8.1.1	First 25 Devices		\$ 455	\$ 471
PR8.1.2	each additional 25 devices, or portion thereof		\$ 170	\$ 176
PR8.2	Inspection	per inspection		
PR8.2.1	First 25 Devices		\$ 342	\$ 354
PR8.2.2	each additional 25 devices, or portion thereof		\$ 170	\$ 176
PR9	Fire Protection Systems - Residential - New / Modify			
PR9.1	Plan Review	per project		
PR9.1.1	First 25 Heads		\$ 342	\$ 354
PR9.1.2	each additional 25 heads, or portion thereof		\$ 170	\$ 176
PR9.2	Inspection	per inspection		
PR9.2.1	First 25 Heads		\$ 342	\$ 354
PR9.2.2	each additional 25 heads, or portion thereof		\$ 170	\$ 176
PR10	Fire Protection Systems - Commercial - New			
PR10.1	Plan Review	per project		
PR10.1.1	First 25 Heads		\$ 455	\$ 471
PR10.1.2	each additional 25 heads, or portion thereof		\$ 170	\$ 176
PR10.2.2	Inspection	per inspection		

Fee No.	Fee Description	Unit	Fee/Deposit	
			2016	Proposed 2017
IR1	Incident Report Request	per request	\$ 6	\$ 6
CP1	Instructional Services (CPR)	per student	\$ 79	\$ 82
MR1	Medical Records Request	per request	\$ 15	\$ 15
FA1	Repeated False Alarm Responses (per response after the 3rd response in 30 consecutive days)	per response	\$ 156	\$ 162
WA1		per instance	\$ 650	\$ 673
DP1	Deposit processing fee	per project	\$ 57	\$ 59
	Subpoena Fee	per employee per day [5]	\$ 150	\$ 150
	Returned Check Charge	per check	\$ 25	\$ 25

[Notes]

- [1] Does not include standby time. Separate fee would apply.
 [2] Actual Cost of photos not included. Separate fee would apply.
 [3] Minimum fee includes time shown. For service required in excess of standard, hourly rate would apply.
 [4] Fee for retrieval & formatting of records information above and beyond basic retrieval and copy of a public record

A deposit of \$150 for each day that a specified employee is required to remain in attendance pursuant to the subpoena. The District shall then be reimbursed for traveling expenses and the full cost to the District of paying the employee. If the actual expenses should later prove to be less than \$150 per day tendered, the excess of the amount shall be refunded. If the actual expenses should later prove to be more than the amount deposited, the District may collect the balance from the party at whose request the subpoena is issued.

[5]



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

January 4, 2017

1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on January 4, 2017 at the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California. President Anderson called the meeting to order.

Present were the following Directors and Staff:

President Anderson	Director Jorgens
Director Barber	
Director Famulener	
Director Jex	

2. Public Comment

There were no comments from the public.

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 7:30 P.M. Present were the following Directors and Staff:

President Anderson	Director Jorgens
Director Barber	Stephen Healy, Fire Chief
Director Famulener	Gloriann Sasser, Admin Services Director
Director Jex	John Bakker, District Counsel

5. Report of Closed Session Action

There was no reportable action taken during Closed Session on items 3.1 Conference with Labor Negotiator, 3.2 Conference with Labor Negotiator, 3.3 Conference with Labor Negotiator, and 3.4 Conference with Labor Negotiator.

6. Public Comment

Richard Nelson, Orinda resident, commended past and current Directors and staff for returning MOFD to a healthy operating condition. He urged the Board not to lose track of the fact that the District has to go on, to make sure they understand where it is heading, and to preserve its ability to do that successfully.

7. Consent Agenda

Motion by Director Famulener and seconded by Director Barber to receive and file Item 7.1 Meeting Minutes. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

8. Regular Calendar

8.1 Election of Board Officers, Finance Committee Members and District Liaisons

Each year, the Board of Directors elects new officers, Standing and Ad Hoc Committee Members and District Liaisons effective January 5, 2017.

President Anderson nominated Director Famulener as the new President of the Board. Director Barber seconded the nomination. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

Director Famulener nominated Director Barber as the Board's new Vice President. Director Anderson seconded the nomination. Said motion carried a unanimous 4-0 voice vote (Ayes: Anderson, Famulener, Jex and Jorgens; Abstain: Barber).

Director Famulener nominated Director Jex as the Board's new Secretary. Director Anderson seconded the nomination. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

Director Famulener nominated Director Jorgens as the Board's new Treasurer. Director Anderson seconded the nomination. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

Director Famulener nominated Directors Anderson and Barber as members of the Finance Committee. Director Barber seconded. Director Barber felt that Directors Jex and Jorgens are more qualified because they have greater background. Director Famulener stated that Directors Jex and Jorgens will be placed on ad hoc committees to work on this year's finances and feels that spending a year on the Board would help them out a lot. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

President Anderson stated that he feels the need for an ad hoc committee to address financial reporting, which is composed of two board members and not subject to the Brown Act. District Counsel Bakker confirmed that ad hoc committees are not subject to any of the Brown Act's restrictions. President Anderson proposed creating an ad hoc committee to do a pension review, and one to look directly at the District's financial reporting and organize it to a manner germane to GASB.

Motion by Director Jex and seconded by Director Barber to create a Pension Review Ad Hoc Committee with Directors Jorgens and Barber as its members. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

Motion by Director Jorgens and seconded by Director Famulener to create a Financial Reporting Ad Hoc Committee with Directors Jex and Jorgens as its members. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

Motion by Director Anderson and seconded by Director Famulener to nominate the following District Liaisons:

- Contra Costa Special Districts Association (CCSDA) Liaison – Director Jex
- Contra Costa County Fire Boards and Commissioners Association Liaison – Director Famulener
- Local Agency Formation Committee (LAFCO) Liaison – Director Anderson
- Local Agency Formation Committee (LAFCO) Alternate Liaison – Director Jorgens
- Orinda City Council Liaison – Director Barber
- Orinda City Council Alternate Liaison – Director Anderson
- Moraga Town Council Liaison – Director Jex
- Moraga Town Council Alternate Liaison – Director Famulener

Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

8.2 2017 Board Meeting Schedule

Currently, the Board of Directors have scheduled regular Board Meetings on the first and third Wednesdays of each month. Various other special meetings are scheduled throughout the year to address time sensitive District issues.

Staff recommended changing the regular meeting dates to the fourth Wednesday of each month beginning February 22, 2017. The reason for the recommended change is to accommodate the availability of District Counsel Bakker, who also serves as District Counsel to the City Council of Dublin and Napa on the first and third Wednesdays of each month, and to give staff enough time to prepare the financial documents and district reports from the previous month.

District Counsel Bakker stated the second and fourth Wednesdays would work without any conflicts, but on the first and third Wednesdays he has standing conflicts. He attends the Napa City Council meeting that starts at 4:00pm, which is usually done by 6:00pm and he should get to the MOFD meetings by 7:00pm.

After a brief discussion by members of the Board and staff, they decided that holding one meeting a month on the third Wednesday worked out best.

Motion by Director Jorgens and seconded by Director Famulener to have one meeting a month, on the third Wednesday of the month. Said motion carried a unanimous 5-0 voice vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

The Board meeting scheduled for January 18, 2017 still stands.

8.3 Updated Actuarial Valuation Report June 30, 2016

The District provides retiree health insurance benefits to employees. Government Accounting Standards Board Statement No. 45 requires the District to complete an actuarial valuation of the other post-employment benefits (OPEB) plan. As a result, the District contracted with Bartel Associates, LLC for an actuarial report calculating the long-term cost associated with the District's OPEB.

The actuarial valuation was presented at the December 7, 2016 Board meeting. The Board asked staff to review two amounts in the report – the actuarial value of assets and 2016/17 projected payroll. The amounts have been updated – see Sides 12 and 17. In addition, Slide E-27 has been added to present additional information regarding the actuarial value of assets. The changes resulted in an increase to the Unfunded Actuarial Accrued Liability from \$15,330,000 to \$15,331,000. There was no change to the amount the District will need to pre-fund into the OPEB trust account over the next 10 years. The District's actuary certified the results of the report on Slide 30.

President Anderson asked District Counsel Bakker to educate the Board on the actual meaning of receiving a report. District Counsel Bakker stated that his understanding is that receipt means that the Board received the information, not that they agree with what's in it, it simply means they received it. When staff asks that items be received and filed, the Board should just take the report and file it. Some recommend, under Robert's Rules of Order, that you don't take a formal board action on informational items – just hear the item. It's considered to be received at that point and can be filed. There is a key distinction between receiving something and being asked to approve it.

Director Jorgens stated that the way it was phrased in the resolutions that the Board was given stated, "Discuss, deliberate, receive." Receiving being the last act seems to imply that it is not a passive thing but an active thing.

District Counsel Bakker recommends that going forward, when staff includes items on the agenda that requires a receipt, do not include "discuss and deliberate" in the recommendation because the Board is simply being asked to receive it.

Director Barber stated that he was confused not with the terminology of "receive" but with the fact that they are asked to take a vote on the matter. Whether it means something different than "approved or accept", this may be a different issue. If items are submitted for the information of the board only, the Board should not be asked to vote. For example, the Board of Regents of the University of California have either items for action, in which a vote is required, or for information only, in which case there is generally a presentation by staff with discussion, questions, and sometimes the board will give suggestions or direction to staff. It would be clearer if staff titles items as items for action or items for information. Director Barber stated that he would rather not be asked to vote on something if all he is doing is passively receiving the information.

Director Jorgens asked that staff place on a near term future board meeting discussion and possible modification of District Policy 11 as well as the policies of the roles and responsibilities of the Chief and the Board. President Anderson asked Director Jorgens if he wanted to review the entire document or specific sections. Director Jorgens stated that he wanted to review specific sections, but at that time he was not sure what those sections were. President Anderson asked Director Jorgens to figure out what he feels should be discussed, reviewed and changed, and then provide that information ahead of time to the President of the Board.

Director Jorgens stated that the President can set the agenda but that is not what the current rules or Brown Act states. The Brown Act states that any board member can place anything on the agenda. District Counsel Bakker stated that the Brown Act does not state that. The Brown Act does allow board members to request during a meeting that items be placed on the agenda by the board at a future meeting. That direction can be given at the meeting. Chief Healy stated that there is a paragraph regarding the matter in Section 2.8 of Resolution 11-03. President Anderson directed staff to place the items on the February 2017 meeting agenda.

President Anderson asked if the Board followed Robert's Rules of Order. District Counsel Bakker stated that Resolution 11-03 states that unless the resolution states otherwise, you are subject to Robert's Rules of Order.

Director Barber stated that the Board has been asked to receive the report, advised by District Counsel that "receive" does not require a vote, so he feels it appropriate not to vote. Director Famulener agreed.

President Anderson announced that the Board received the report.

8.4 Resolution No. 17-02 Approving an Investment Policy for District Funds

The District's Investment Policy requires the Board to annually review the District's Investment Policy. The Policy has been reviewed by staff and two changes were recommended as follows:

- Section 1.2 – Add the District's other post-employment benefit (OPEB) trust funds as funds and investment activities not covered by the policy. The OPEB trust funds are invested separately.
- Section 4.2g – Add additional restrictions to money market funds as required by the California Government Code.

Director Jorgens commented that in Section 3.1 of the Investment Policy, it states, "The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the District's cash requirements." He is not sure that finance experts would agree with that. He is not sure it is a universal truth and feels that it should not be included in the investment policy.

President Anderson stated that there is no reason that staff cannot take the paragraph out. District Counsel Bakker suggested striking the first sentence and "To that end" in section 3.1, and it would just say "improved cash forecasting and management is the preferred investment strategy for the District."

Director Jorgens stated that he was not sure that improving cash management is an investment strategy. It is a good thing that all the cash stuff is management predicting things well is a good idea but he is not sure it has anything to do with the investment strategy, other than it could say that "informing our investment strategy with good financial forecasting would be good."

Director Barber asked if it would be appropriate if staff strikes the first paragraph and move Section 3.1a up to 3.1.

President Anderson suggested changing Section 3.1a to say, "Investment management activities include..." He proposed deleting the first paragraph of Section 3.1, deleting the word "cash" from Section 3.1a, and replacing with the words "investment strategy" which then becomes the new Section 3.1.

Motion by Director Famulener and seconded by Director Barber to adopt Resolution 17-02 as amended. Said motion carried a unanimous 5-0 voice; vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

8.5 Information Regarding Apparatus Acquisitions

The District's June 2016 Long-Range Capital Plan includes the lease/purchase of two new Type-1 fire engines and one new aerial ladder truck in FY 2017/18. Since that time, mechanical issues with

the two 2008 ambulances have persisted and worsened and there is also a need to purchase two additional ambulances.

Current cost estimates for the vehicles are included in the staff report.

Staff will bring an updated Long-Range Capital plan to the January 18, 2017 meeting, along with recommendations. Staff will also introduce a new Long-Range Apparatus Plan at that time.

Chief Healy stated that the rationale for early purchase of the equipment are the need, interest rates are going up, and the District can save additional monies as described in the staff report by purchasing prior to the beginning of the fiscal year. The cost estimates are contained within the staff report as are the build times. Staff will introduce the new Draft Long Range Apparatus Plan, which is one of the initiatives from the Strategic Business Plan. ASD Sasser and Chief Healy had a conference call with the third party vendor for the apparatus and they described the acquisition process of the vehicles. Chief Healy requested that the Board ask their questions now so that staff can research it and take up the issue formally with staff recommendation at the January 18 meeting.

Director Jorgens stated that in August, the Board approved a budget for 2016/17, and the last page is the Capital part. The District does not have any capital included for any of these items. He asked if the District just purchased a couple ambulances, if they are still in good condition, and how old the ambulances are that need to be replaced. Chief Healy stated that a couple ambulances were purchased in 2015 and they are still good. The District would be replacing a 2002 model with over 150,000 miles on it, and a 2008 model with over 100,000 miles on it.

Director Jorgens asked if staff explored purchasing a remount, which costs a lot less. Chief Healy stated that the Apparatus Committee explored it as one of the alternative options and they concluded that it has too many problems associated with it. Director Jorgens asked if staff looked into purchasing used vehicles or ones that other agencies backed out of purchasing. Chief Healy stated that the Apparatus Committee does look for those type of vehicles, which is how the District acquired one of its wildland engines. A Navy base was shutting down and staff got it for a substantial cost savings.

Director Jorgens stated that the staff report states that the budget and financial forecast will be updated to show what the impact of doing this is. But as discussed in the last board meeting, there are some questions about what the funding of the District looks like. He asked if that was coming on the January 18 meeting. Chief Healy stated that a draft will be coming out to help the Board understand the big picture perspective of what the fleet will look like and what the total each year would be for the lease purchases. He also asked ASD Sasser to add a line below it that shows if approved, what the total capital fund balance will be for the next 15 years.

Director Jex asked what the reason to move it up from the normal capital process, which we address typically in the plan later in March, when the capital budget would normally be reviewed. Chief Healy stated it is for two reasons. One is to get the equipment sooner because once we commit to purchasing with a purchase order, we get our place in line for assembly. The new ladder truck will take 14 months to build, the engines take about nine months and the ambulances take about six months. Another reason is that every year in February, the manufacturers raise their prices between 2-3%. This coming year there will be a cost increase of 3%. From time to time, when the emissions standards for diesel engines change, there are expensive add-ons that come as well when a new model year comes out. In days gone, the District purchased pumpers sooner than we wanted to get under the wire with some of those restrictions. As indicated in the staff report, the District would save about \$100,000 total if we purchased early.

Chief Healy stated that the reason he presented this to the Board tonight is because he did not want anyone to be surprised on January 18 when staff asks the Board to make a \$2.8M decision. He wanted to bring it to the Board's attention early to allow any members who want to ask further questions enough time to ask them.

Director Jorgens stated that his general impression would be given the questions they had at the last meeting about the state of the District's finances, it is not intuitively obvious that we have an extra \$2.8M to spend right now. He does not feel like we have a sufficient handle on what our financial situation is, which makes it more challenging to approve the need for equipment.

Director Barber asked if the impact of this would be approximately \$606,000 in each of the five years beginning 2017/18 and that it would be level. Chief Healy answered yes, and stated that those are cost projections based on a lease purchase for all the vehicles, five-year with current rates. If approved on January 18, staff would put out an RFP for financing to get the most competitive rates. In the Draft Long Range Apparatus Replacement Plan that we blocked everything out in six-year blocks so that if the Board chooses as we get to the end of one of those five-year blocks, they can either look at their capital fund cash balance and decide to pay cash.

Director Barber stated that the Long Range Financial Plan anticipated capital purchases. He asked if this was different than what was anticipated in the long run. Chief Healy stated that what was different is the two ambulances coming sooner than projected.

Director Barber asked if we think about encouraging large capital gifts to the District. Chief Healy stated that what current senior staff of the District uses is a methodology and procedure of what needs to be met to trigger impact mitigation fees. Some fire chiefs have very liberal interpretations of impact mitigation fees, and some have very conservative. Chief Healy's lies in the middle based on his knowledge, experience and coaching received from other fire chiefs about what is ethical and what is unreasonable to ask of developers.

Director Barber stated that the Spirit of St. Mary's was a conditional gift, not expressed legally, with expectation that it would always be stationed in close proximity to St. Mary's College. He asked if that would be true of its replacement. Chief Healy stated that the replacement vehicle would be at a different station and would be third due versus first due into St. Mary's College. The District would not have the same implied commitment. He personally thinks that the District should not get into a position where it makes agreements with entities saying that it will place something here. The Spirit of St. Mary's, presently at Station 41, is at the end of its useful life and it will play out as the new vehicle comes online. This is one of the reasons why Chief Healy is pushing forward a little on this issue is it will take so long to receive and put into service the new truck that the current truck will be 18 years old at that point.

Director Jorgens stated that there was a committee of firemen that came together and picked the kind of truck they wanted and they came up with the truck that we had. He asked if something has changed in our District that makes the new one a different flavor. Chief Healy stated that he does not know if it was purposeful that we would have that configuration with a mid-mount aerial with a basket to rescue people from dorms at St. Mary's. Since that time, the District has evolved and progressed. What drove us away from the more traditional platform and towards either shorter axle trucks or the tractor-trailer tiller design is because they are able to get into these new housing developments, which are popping up all over the District. He is trying to make the right decision for the District for the next 15-20 years to put the right vehicle in service to fulfill all the different needs that a truck company from time to time has to provide that service.

President Anderson added that the Spirit of St. Mary's has a great deal of difficulty coming up the curve of Crestview. He asked how the District reimbursed the San Ramon Valley Fire District for using their ambulance. Chief Healy stated that the District has a great relationship with all the neighboring agencies and is lucky to be able to share equipment with them. They could charge us to rent their vehicles but choose not to due to the nature of our relationship.

President Anderson stated that the whole issue of remounts was covered in depth and it appeared that remounts ultimately did not make sense. Chief Healy added that given the age of the District's older ambulances, the remount is impractical.

9. Committee Reports

9.1 Finance Committee

There was nothing to report.

10. Announcements

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

Director Famulener recommended to the two new directors that they consider going to the California Special District Association's leadership conference. The new CSDA catalog just came out and there are many more courses available.

Director Famulener asked who is invited to the meeting with the East Bay Municipal Utility District (EBMUD) on January 17, and if the District is only limited to having two members attend. Chief Healy stated that the meeting is intended to address questions relating to water system delivery and how it affects ISO ratings. The entire Board is invited and it is open to all the fire agencies within EBMUD's District.

10.2 **Questions and informational comments from Board members and Staff**

On behalf of the men and women of the Moraga-Orinda Fire District, Chief Healy thanked President Anderson for his leadership over the past year. Thanks in large part to his leadership, staff has tackled some difficult issues and continue to move the organization forward. Chief Healy thanked President Anderson for a job well done, his leadership, his calm approach to issues, for his mentorship, and help in keeping the District focused on its mission.

Chief Healy announced that the District's ISO rating will go from a 3 to a 2 on April 1, 2017 within the municipal boundaries of Moraga and Orinda. It will go from a 9 to a 2X in the unincorporated areas that are more than a 1,000 feet from the nearest hydrant. He asked if the District should spend the money to send out postcards to all the parcels in our district to inform the homeowners of the change and for them to contact their home insurance. There could be significant savings for business owners and some homeowners.

Director Famulener suggested putting the information on the MOFD website and give all the facts and figures to Mr. Marnell. Chief Healy stated that District Clerk Santos has already posted the information in various locations on the website and he will reach out to Mr. Marnell.

Director Jorgens stated that it seemed to be more applicable to businesses than to residences. He suggested just sending it to businesses; or tell the Chamber of Commerce. Chief Healy stated that he would look into it.

Director Barber asked what the cost of sending a postcard to everyone in the District would be. Chief Healy stated that the type of postcard we send is about \$.60-\$.70 per postcard.

Richard Nelson, Orinda resident, suggested posting it on NextDoor, which costs nothing and reaches many people.

11. **Adjournment**

At 8:53 P.M., President Anderson called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board



Moraga-Orinda Fire District

Annual Operating Budget Timeline Fiscal Year 2017-2018

February

- 2/7/17 Fire Chief assigns Goals and Objectives to managers
- 2/15/17 Board adopts mid-year budget adjustments
- 2/21/17 Goals and Objectives due to Fire Chief
- 2/21/17 Management Budget Meeting – Operating, Capital and Personnel budget worksheets distributed
- All Month Budget parameters determined

March

- 3/24/17 Operating, Capital and Personnel budget worksheets due to Finance

April

- 4/10/17 Draft Budget to Fire Chief
- 4/17-21/17 Fire Chief meets with managers regarding budget requests

May

- 5/9/17 Proposed Budget presented to Finance Committee
- 5/17/17 Proposed Budget presented to Board

June

- 6/21/17 Board adopts Annual Operating Budget

MOFD Response Time Summary by Incident Type (grouped) for All Code 2 and Code 3 Responses.

Will only show Incident Types that are applicable. EMS/Rescue - Structure Fires (actual type is in structure) - Vegetation Fires - Other Types Grouped (Alarms/Hazards/Pub Svc/Etc) Data Based On Completed RMS Incident Report Data entered by Company Officer - Not based on Raw CAD Data...

	<i>December, 2016</i>			<i>Totals</i>
	Structure Fires	All Other Types	EMS / Rescue	
Incident Totals	2	122	187	311
Median Turnout	2.49	1.70	1.53	1.58
Median Resp Time	14.85	5.77	6.25	6.23
Resp Time (90th%)	53.50	11.03	11.80	11.82

Code 3 Response Time Summary by City and Incident Type. Times shown are based on the First Responding Units Arrival at Scene of Emergency.

		<i>December, 2016</i>			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	71	1.58	5.17	8.68
	All Other Types	19	2.12	5.57	8.77
	Totals for City	90	1.67	5.20	8.78
Moraga	EMS / Rescue	63	1.28	4.72	7.52
	All Other Types	16	1.35	4.72	7.38
	Totals for City	79	1.28	4.72	7.45
Lafayette	EMS / Rescue	13	1.70	6.80	8.40
	Structure Fires	2	1.63	8.48	8.55
	All Other Types	3	1.68	7.70	11.13
	Totals for City	18	1.70	7.48	8.53
Overall Total		187	1.52	5.08	8.49

Response Totals By Incident Type

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Total
All Others (Alarms / Pub Service / Etc.)	97	89	104	83	102	112	110	78	125	121	126	127	1,274
EMS / Rescue	154	121	162	157	158	163	155	114	126	135	138	158	1,741
Structure Fires	1	4	2	2	2	5	2	2	1	1	2	2	26
Veg Fires		1			3	4	5		2	1			16
Vehicle Accidents	10	8	29	15	21	10	12	13	16	22	9	24	189
Grand Total	262	223	297	257	286	294	284	207	270	280	275	311	3,246

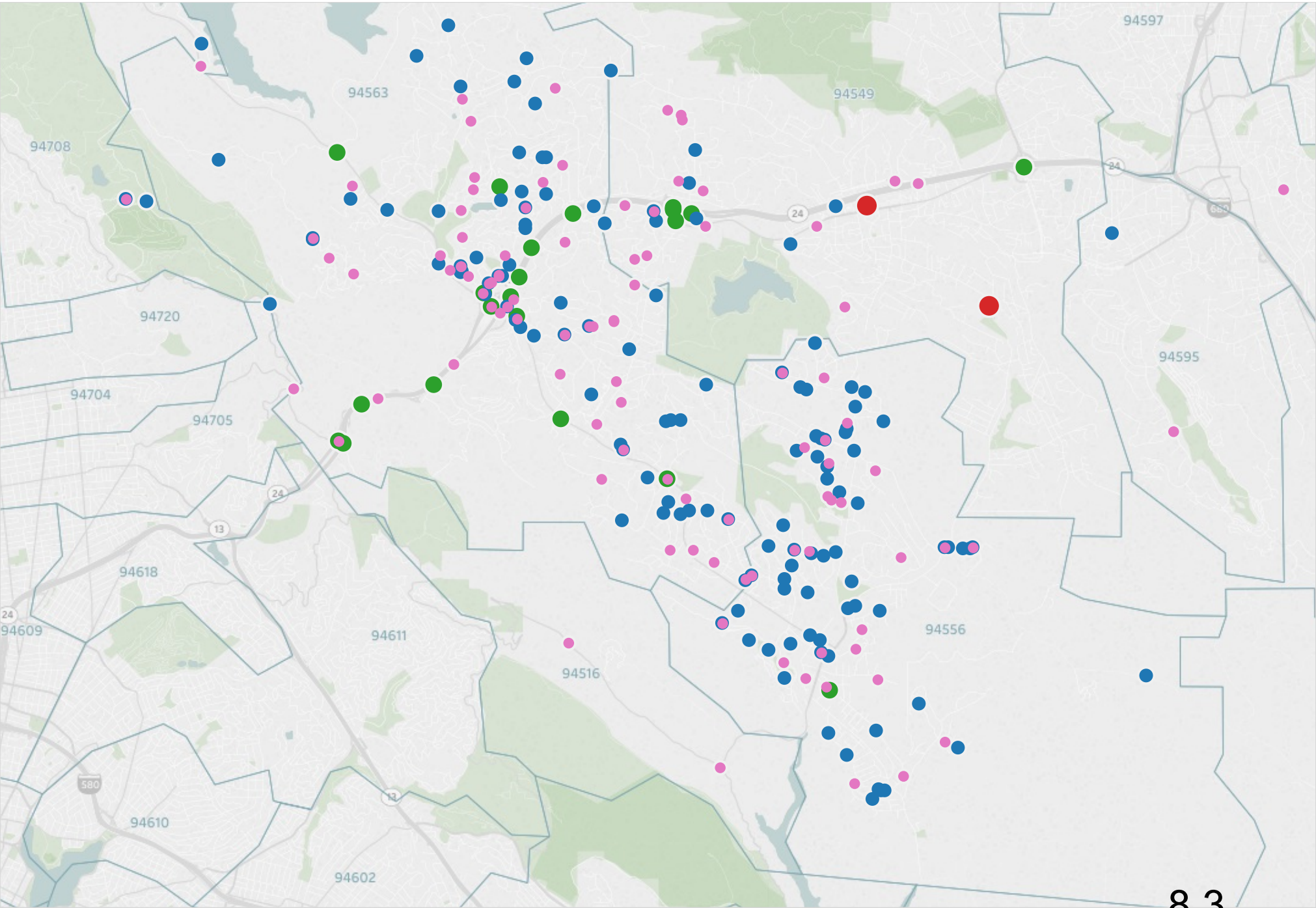
Incident Types

■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

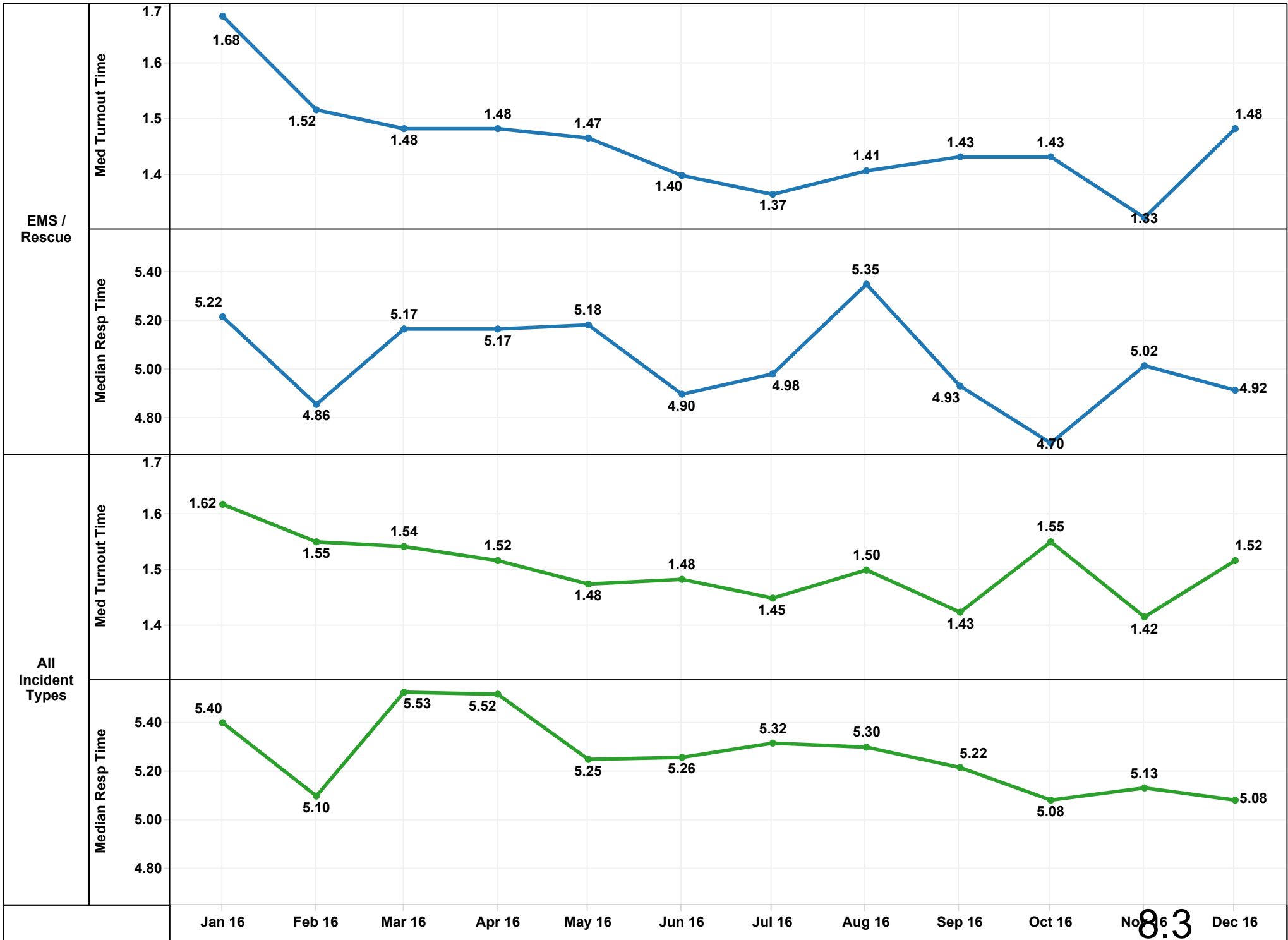
■ Vehicle Accidents

■ Structure Fires

Incident Location Map for MOFD December 2016



Run Chart for MOFD EMS / Rescue and All Incident Types for the last full 12 months. Median Turnout and Response Times By Month for First At Scene Units



Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 12/1/2016 Through 12/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
24171	12/2/2016	ADP, Inc.	894.60	Payroll & HR/Benefits Workforce processing fees endi...
24172	12/2/2016	ADT Security Services	42.99	Services 12/4/16-01/03/17- Admin bldg.
	12/2/2016	ADT Security Services	65.73	Services 12/9/16-01/08/17- Station 45
24173	12/2/2016	Alameda County Fire Depart...	910.35	Plumbing leaks-Unit 409
24174	12/2/2016	Allied Propane Services, Inc	370.62	Commercial propane 11/3/16
24175	12/2/2016	A T and T	352.16	Acct# 9391035207 10/12/16-11/11/16
24176	12/2/2016	A T and T Mobility	1,259.35	Phone Acct #287016079073 10/16/16-11/15/16
24177	12/2/2016	Bandwidth.com, Inc.	414.47	Service 12/1/16-12/31/16
24178	12/2/2016	Bartel Associates, LLC	5,636.00	Consulting Services OPEB Valuation-October 2016
24179	12/2/2016	Biomedical Waste Disposal	79.00	Nov. 2016 Medical Waste A/C #0349
	12/2/2016	Biomedical Waste Disposal	79.00	Nov. 2016 Medical Waste A/C #0350
24180	12/2/2016	BKF Engineers	325.70	Services Aug 15, 2016 to Sept. 11, 2016-Station 41 w...
24181	12/2/2016	Kevin Brashem	175.00	PALS- Brashem
24182	12/2/2016	Comcast	86.32	8155 40 005 0208428 Station 41-11/29/16-12/28/16
	12/2/2016	Comcast	86.32	8155 40 005 0208436 Station 42-11/24/16-12/23/16
	12/2/2016	Comcast	86.25	8155 40 006 0190996 Station 45-11/23/16-12/22/16
24183	12/2/2016	Concord Uniforms	143.72	District Aide uniforms
	12/2/2016	Concord Uniforms	307.05	Uniforms-Fire Inspector
24184	12/2/2016	CPR Training Center	160.00	ACLS renewal training
24185	12/2/2016	C.R. Fireline, Inc.	291.61	11 bottles hydro tested
24186	12/2/2016	Dell Financial Services	571.83	Rental & Admin Fee 12/13/16-01/12/16 A/C #001-840...
24187	12/2/2016	Mark DeWeese	26.36	Reimb. for 2 lunches-training class-M. DeWeese
24188	12/2/2016	DMV	3,135.00	Registration, taxes and fees for Tiller truck
24189	12/2/2016	Employee Benefits Specialist...	1,246.66	December 2016 vision
24190	12/2/2016	Far West Sanitation and Stora...	2,325.00	Service 11/01/16-11/30/16
24191	12/2/2016	Uriel Garcia	3,442.50	GIS services 10/13/16-11/26/16
24192	12/2/2016	Government Finance Officer's...	0.00	CAFR submission for 2015-2016
24193	12/2/2016	Katy Himsl	261.16	ITLS class and mileage reimb.
24194	12/2/2016	HomeTeam Pest Defense, LLC	45.00	Pest Control A/C #1035425 Inv. 48476067
	12/2/2016	HomeTeam Pest Defense, LLC	42.90	Pest Control A/C #1133175 Inv. 48476106
	12/2/2016	HomeTeam Pest Defense, LLC	45.00	Pest Control A/C #914925 Inv. 48476066
	12/2/2016	HomeTeam Pest Defense, LLC	46.80	Pest Control A/C #916501 Inv. 48475522
	12/2/2016	HomeTeam Pest Defense, LLC	47.30	Pest Control A/C #916501 Inv. 48476786 Misc Ongoing
24195	12/2/2016	Hunt & Sons, Inc.	798.59	Fuel A/C #72371
	12/2/2016	Hunt & Sons, Inc.	1,026.25	Fuel A/C #72372
	12/2/2016	Hunt & Sons, Inc.	339.22	Fuel A/C #72373
	12/2/2016	Hunt & Sons, Inc.	584.10	Fuel A/C #72375
24196	12/2/2016	Image Sales, Inc.	1,166.53	I.D. maker ink ribbons and lamination
24197	12/2/2016	Industrial Safety Supply	690.00	23 Scott flow tests
	12/2/2016	Industrial Safety Supply	75.00	5 Fit tests
	12/2/2016	Industrial Safety Supply	250.76	Kevlar temple and neck straps
	12/2/2016	Industrial Safety Supply	8,308.29	Maint. and repairs -4 SCBA's
24198	12/2/2016	Jeff's Mobile Glass Inc.	278.30	Replace cracked windshield-Unit 428
24199	12/2/2016	Greg Kennedy	1,740.00	EMS training-October 2016
24200	12/2/2016	Lafayette Automotive Supply	122.60	4 Bulb assemblies
24201	12/2/2016	Andrew Leach	312.00	Reimb. per diem-Sobaranes fire-7/25/16-8/5/16-A. Le...
24202	12/2/2016	L.N. Curtis & Sons	944.16	Ladder bracket casting and 8" handle retainer
	12/2/2016	L.N. Curtis & Sons	99.75	Rosco smoke fluid
	12/2/2016	L.N. Curtis & Sons	2,483.02	Turnouts-Huebner
24203	12/2/2016	Lynn Card Company	119.95	100 District holiday cards
24204	12/2/2016	Managed Health Network	380.88	December 2016- EAP - 72 @ \$5.29
24205	12/2/2016	Motorola	349.48	Impress ear mic system
24206	12/2/2016	Matthew Nichols	275.00	S-330AR Strike Team Leader All Risk-M. Nichols
24207	12/2/2016	Office Depot	135.04	Copy paper, binders, scissors and cleaning supplies
	12/2/2016	Office Depot	143.82	Copy paper, files and tote and cleaning supplies
	12/2/2016	Office Depot	(19.70)	Returned storage crate

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 12/1/2016 Through 12/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
	12/2/2016	Office Depot	62.00	Trash bags, binders dry marks and dividers
	12/2/2016	Office Depot	88.90	Workstation foot rest
24208	12/2/2016	Reserve Account	900.00	Reserve postage -Acct. 33928102
24209	12/2/2016	PODS Enterprises, LLC	227.99	Container rental 12/12/16-1/11/17
24210	12/2/2016	Patrick Pourol	59.00	Refund overpayment design review fee
24211	12/2/2016	PLIC- SBD Grand Island	116.55	December 2016
24212	12/2/2016	Staples Advantage	(19.69)	Credit invoice-returned items
	12/2/2016	Staples Advantage	197.70	Misc. supplies-Station 41
	12/2/2016	Staples Advantage	45.88	Misc. supplies-Station 42
	12/2/2016	Staples Advantage	50.35	Misc. supplies-Station 45
24213	12/2/2016	Stewart Enterprises II	369.00	Reimb. expenses 11/08/16
	12/2/2016	Stewart Enterprises II	12,737.21	Services 10/18/16-11/29/16
24214	12/2/2016	Terracon Consultants, Inc	500.00	Geotechnical plan review-Final payment
24215	12/2/2016	U.S. Bank	161.26	A/C #4246-0445-5564-6748 08/22/16
24216	12/2/2016	Christina Vargas	150.00	Reimb. BC raters gift cards
24217	12/2/2016	Verizon Wireless	56.40	12-lead modem wireless 10/11/16-11/10/16
24218	12/2/2016	WATTCO	75.65	Halo bulbs
24219	12/2/2016	Wittman Enterprises, LLC	3,532.47	October 2016
24220	12/8/2016	Airgas USA, LLC	496.49	Oxygen-Station 41- #2118770
24221	12/8/2016	Alameda County Fire Depart...	5,903.37	Annual service-Unit 415
	12/8/2016	Alameda County Fire Depart...	2,197.10	Annual service-Unit 451
	12/8/2016	Alameda County Fire Depart...	1,697.30	Annual service-Unit 456
	12/8/2016	Alameda County Fire Depart...	371.71	Check valve leak-Unit 455
	12/8/2016	Alameda County Fire Depart...	3,577.54	Misc. repairs-Unit 408
	12/8/2016	Alameda County Fire Depart...	1,184.06	Misc. repairs-Unit 457
	12/8/2016	Alameda County Fire Depart...	1,902.30	Rebuilt front crosslay valve-Unit 410
	12/8/2016	Alameda County Fire Depart...	4,435.20	Replace inlet valves-Unit 407
24222	12/8/2016	ALSCO - American Linen Divi...	1,179.60	November 2016 linen
24223	12/8/2016	American Messaging	150.22	Paging Service December 2016
24224	12/8/2016	Kristian Balfour	200.00	CPR class-Orinda Country Club- 11/29/16
24225	12/8/2016	Borg Fence	1,750.00	Admin fence
24226	12/8/2016	Bound Tree Medical, LLC	4,136.94	Misc supplies
24227	12/8/2016	California Department of Fish ...	1,683.00	Permit-Station 43 construction
24228	12/8/2016	Definitive Networks, Inc.	30,680.00	Service coverage for Nov 2016 and Temp. Comcast S...
24229	12/8/2016	Deluxe For Business	759.84	2500 checks -General account
24230	12/8/2016	Far Western Trophy & Award	70.63	2 new director's name plates and B. Svozil name plate
24231	12/8/2016	FirstOnScene, LLC	5,000.00	Legacy Prevention Data Migration
24232	12/8/2016	L.N. Curtis & Sons	419.65	1.5 NH VIT nozzle and grip
	12/8/2016	L.N. Curtis & Sons	59.95	1.5 x 25' NH SJ hose
	12/8/2016	L.N. Curtis & Sons	850.20	1.75 x 25' HI combat hose
	12/8/2016	L.N. Curtis & Sons	2,887.08	1.75 x 50' Hi combat hose and valve
	12/8/2016	L.N. Curtis & Sons	329.95	20" Rapter carbide chain
	12/8/2016	L.N. Curtis & Sons	29.98	Catch-all spanner wrench
	12/8/2016	L.N. Curtis & Sons	(1,090.38)	Return partial 1.75 x 50' HI combat hose
24233	12/8/2016	L Serpa Trucking, Inc.	1,658.86	Station 41 gravel-parking lot project
24234	12/8/2016	MOFD House Fund	99.98	Reimb. for station 43 temporary cable installation
24235	12/8/2016	Moraga Hardware & Lumber	12.01	Hydrant supplies
24236	12/8/2016	Municipal Emergency Services	1,125.29	3/4" x 200' 800 psi hose
24237	12/8/2016	National Construction Rentals	34.34	Overhead meter pole monthly rental- 11/29/16-12/26/16
24238	12/8/2016	Office Depot	573.97	2 Office chairs and ink cartridge pack
24239	12/8/2016	Premier COMP Medical Grou...	220.00	2 Pre-employment testing
	12/8/2016	Premier COMP Medical Grou...	26,836.24	Annual Exams
24240	12/8/2016	Reinholdt Engineering Constr...	250.00	Fuel Tank Annual Test St. 42
	12/8/2016	Reinholdt Engineering Constr...	250.00	Fuel Tank Annual Test St. 44
	12/8/2016	Reinholdt Engineering Constr...	210.00	Removed water form interstitial space of storage tank
24241	12/8/2016	Smart Clean Building Mainten...	245.00	December cleaning service

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 12/1/2016 Through 12/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
24242	12/8/2016	Pete Stathakos	200.00	CPR class-Orinda Country Club- 11/29/16
24243	12/8/2016	William Svozil	75.48	Reimb. desk supplies-Plan holders
24244	12/8/2016	U.S. Bank	12,118.62	A/C #4246-0445-5564-6748 10/24/16
24245	12/8/2016	Verizon Wireless	1,153.63	Account 623714059-00001 Service 10/24/16-11/23/16
24246	12/15/2016	ADP, Inc.	377.37	ADP Payroll Fees ending 11/30/16
24247	12/15/2016	AFSCME Council 57	168.15	Period Ending 11/30/16
24248	12/15/2016	Airgas USA, LLC	185.26	Tank Rental-Station 41- #2118770 -November 2016
	12/15/2016	Airgas USA, LLC	30.75	Tank Rental-Station 44- #2902766 -November 2016
	12/15/2016	Airgas USA, LLC	220.55	Tank Rental-Station 45- #2867225 -November 2016
24249	12/15/2016	Alameda County Fire Depart...	2,156.17	Annual service-Unit 432
	12/15/2016	Alameda County Fire Depart...	337.50	Check speedometer-Unit 423
	12/15/2016	Alameda County Fire Depart...	1,495.13	Misc repairs-Unit 548
	12/15/2016	Alameda County Fire Depart...	569.96	Replaced bad door switch-Unit 410
	12/15/2016	Alameda County Fire Depart...	15,636.48	Service and repairs to Tiller truck
	12/15/2016	Alameda County Fire Depart...	1,820.99	Strip radios and remove all decals-Unit 420
24250	12/15/2016	American Fidelity	2,213.49	Period Ending 11/30/16
	12/15/2016	American Fidelity	1,096.10	Supplemental deductions-Period Ending 11/30/16
24251	12/15/2016	Bound Tree Medical, LLC	827.82	Misc supplies
24252	12/15/2016	Contra Costa Health Services	80.00	Paramedic-Initial accreditation-L. Trumpf
24253	12/15/2016	Contra Costa Health Services	80.00	Paramedic-Initial accreditation-A. Leach
24254	12/15/2016	Contra Costa Federal Credit ...	800.00	Period Ending 11/30/16
24255	12/15/2016	Concord Uniforms	415.89	District Aide uniforms
24256	12/15/2016	Department of Toxic Substanc...	150.00	EPA fee- VQ#201631397
24257	12/15/2016	Far West Sanitation and Stora...	1,229.00	Service 09/01/16-09/30/16
	12/15/2016	Far West Sanitation and Stora...	2,357.00	Service 12/01/16-12/31/16
	12/15/2016	Far West Sanitation and Stora...	512.00	Service 8/27/16
24258	12/15/2016	FireCom	8,782.61	Headset for Tiller truck
24259	12/15/2016	IAFF Local 1230 Dues	7,678.78	Period Ending 08/31/16
24260	12/15/2016	IAFF Local 1230 Insurance	1,828.94	Period Ending 11/30/16
24261	12/15/2016	JJACPA, Inc.	637.50	Pension plan financial statementprep and presentation
24262	12/15/2016	L.N. Curtis & Sons	76.65	PPE repair
	12/15/2016	L.N. Curtis & Sons	195.11	Structure boots-J. Wilson
	12/15/2016	L.N. Curtis & Sons	255.13	Wildland pants
24263	12/15/2016	Minuteman Press	1,024.51	Printing CAFRs
24264	12/15/2016	Moraga-Orinda Professional F...	510.00	Period Ending 11/30/16
24265	12/15/2016	Pacific-Mountain Contractors ...	206,736.61	Contractor services through 12/02/16
24266	12/15/2016	ParcelQuest	1,200.00	Group Navigator Online access
24267	12/15/2016	Paymentus Group, Inc.	79.49	Credit card fees-November 2016
24268	12/15/2016	Pacific Gas & Electric	148.49	10/16/16-11/15/16 Station 45 Gas
	12/15/2016	Pacific Gas & Electric	179.10	10/18/16-11/16/16 Station 43
	12/15/2016	Pacific Gas & Electric	767.42	11/02/16-12/02/16 Station 44
	12/15/2016	Pacific Gas & Electric	973.63	11/02/16-12/02/16 Station 45 Electric
	12/15/2016	Pacific Gas & Electric	330.61	11/03/16-12/04/16 Admin
	12/15/2016	Pacific Gas & Electric	803.87	11/03/16-12/04/16 Station 41
	12/15/2016	Pacific Gas & Electric	779.11	11/03/16-12/04/16 Station 42 Electric
	12/15/2016	Pacific Gas & Electric	394.73	11/04/16-12/05/16 Station 42 Gas
24269	12/15/2016	Pricipia Engineering, Inc.	12,443.87	Consulting services 11/4/16-12/1/16
24270	12/15/2016	Republic Services	638.32	December 2016 Trash A/C#302100093245
	12/15/2016	Republic Services	81.56	December 2016 Trash A/C#302100094052
	12/15/2016	Republic Services	432.82	December 2016 Trash A/C#302100095331
	12/15/2016	Republic Services	81.56	December 2016 Trash A/C#302100108522
24271	12/15/2016	Seever & Sons Tire Pros	641.44	Tires for M-45
24272	12/15/2016	Shah Kawasaki Architects	8,265.00	Services 11/01/16 thru 11/30/16
24273	12/15/2016	William Svozil	11,564.55	Services 11/01/16-11/30/16
24274	12/15/2016	Terracon Consultants, Inc	4,180.00	Service through 11/26/16
24275	12/15/2016	Christina Vargas	94.77	Reimb. exp. for BC promotional exam

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 12/1/2016 Through 12/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
24276	12/15/2016	Mark Watson	1,020.00	CPR classes
24277	12/15/2016	Zoll Data Systems	4,750.00	RescueNet maintenance-2016
24278	12/22/2016	Bound Tree Medical, LLC	3,150.50	Misc supplies
24279	12/22/2016	CCCERA	565.41	Reimb. for November medical for Koch
24280	12/22/2016	Contra Costa County Fire Chi...	300.00	2016-2017 Dues for Chief, 3 BC's and Fire Marshal
24281	12/22/2016	CCCFTSOA	400.00	Annual dues, technology fee & Special training fee-J. ...
24282	12/22/2016	Comcast	86.25	8155 40 006 0191002 Station 44-12/14/16-01/13/17
	12/22/2016	Comcast	86.25	8155 40 006 0191028 Station 43-12/14/16-01/13/17
24283	12/22/2016	Concord Uniforms	512.08	Uniforms-B. Svozil
24284	12/22/2016	C.R. Fireline, Inc.	841.00	Fire Extinguisher Maintenance-Stations 44
24285	12/22/2016	Diablo Rapid Print	95.48	Business cards-D. Mazaika
	12/22/2016	Diablo Rapid Print	99.82	EMS envelopes-1500 printed
24286	12/22/2016	Enterprise Roofing Service, Inc	1,904.00	Leak testing-Admin building roof
24287	12/22/2016	Far Western Trophy & Award	54.75	Name badges for Board meetings
	12/22/2016	Far Western Trophy & Award	167.54	Town of Moraga retirement recognition
24288	12/22/2016	Hargis & Associates	11,250.00	Development, administration & scoring - Battalion Chi...
24289	12/22/2016	Have Air Will Travel, Inc.	125.00	Service call-Unit 406
	12/22/2016	Have Air Will Travel, Inc.	231.00	Service call-Unit 424
	12/22/2016	Have Air Will Travel, Inc.	130.00	Service call-Unit 444
24290	12/22/2016	Andrew Hess	75.00	CPR class
24291	12/22/2016	Hi-Tech Emergency Vehicle Svc	27.06	Repair piece-Unit 441
24292	12/22/2016	Hunt & Sons, Inc.	625.21	Fuel A/C #72371
	12/22/2016	Hunt & Sons, Inc.	1,050.79	Fuel A/C #72372
	12/22/2016	Hunt & Sons, Inc.	418.18	Fuel A/C #72373
	12/22/2016	Hunt & Sons, Inc.	378.22	Fuel A/C #72375
24293	12/22/2016	LeapFrog Plumbing	189.00	Leaking bathroom valve
	12/22/2016	LeapFrog Plumbing	775.00	Water main line broken
24294	12/22/2016	L.N. Curtis & Sons	2,483.02	Turnouts-D. Dick
24295	12/22/2016	Matt Lopez	600.00	ACLS, PALS and PHTLS classes-M. Lopez
24296	12/22/2016	Meyers,Nave,Riback,Silver,Wi...	101.12	November 2016-Client Matter 1025.001
	12/22/2016	Meyers,Nave,Riback,Silver,Wi...	1,348.20	November 2016-Client Matter 1025.005
24297	12/22/2016	Moore Biological Consultants	2,551.10	Services-November 2016
24298	12/22/2016	Matthew Nichols	275.00	Reimb. -S 336 class
24299	12/22/2016	Office Depot	86.01	Copy paper, highlighters, batteries, clorox wipes
24300	12/22/2016	Gloriann Sasser	39.16	Reimb mileage and tolls 12/7/16-12/13/16
24301	12/22/2016	Secretary of State	5.00	Copy fees-original Statement of Facts
24302	12/22/2016	Seever & Sons Tire Pros	606.19	Tires for T41-Unit 406
24303	12/22/2016	Shred-it	167.90	Dec. 2016 pick-up & 10 boxes record destruction
24304	12/22/2016	Staples Advantage	99.81	Misc. supplies-Station 43
	12/22/2016	Staples Advantage	214.52	Misc. supplies-Station 44
	12/22/2016	Staples Advantage	152.60	Misc. supplies-Station 45
24305	12/22/2016	Stewart Enterprises II	7,011.58	Services 11/30/16-12/20/16
24306	12/22/2016	Terracon Consultants, Inc	2,727.00	Services through 12/10/16
24307	12/22/2016	U.S. Bank	83.54	A/C #4246-0445-5564-6748 10/24/16
24308	12/22/2016	Verizon Wireless	56.24	12-lead modem wireless 11/11/16-12/10/16
24309	12/22/2016	Central Contra Costa Sanitary...	1,568.00	Inspection fee-new manhole
24310	12/30/2016	ADP, Inc.	557.28	HR/Benefits Workforce processing fees ending 11/25/16
24311	12/30/2016	ADT Security Services	42.99	Services 01/4/17-02/03/17- Admin bldg. burglar system
	12/30/2016	ADT Security Services	40.33	Services 01/4/17-02/03/17- Admin bldg. camera
	12/30/2016	ADT Security Services	65.73	Services 01/9/17-02/08/17- Station 45
24312	12/30/2016	Air Systems, Inc.	655.00	Apparatus bay heater inspection
24313	12/30/2016	Allied Propane Services, Inc	198.43	Commercial propane 12/15/16
24314	12/30/2016	Anthem Blue Cross-Overpay...	1,285.20	Refund overpayment-Claim #2016069125337
24315	12/30/2016	A T and T	376.43	Acct# 9391035207 11/12/16-12/11/16
	12/30/2016	A T and T	148.17	Acct# 9391053307 11/01/16-11/30/16 Emergency land...
24316	12/30/2016	A T and T Mobility	1,277.82	Phone Acct #287016079073 11/16/16-12/15/16

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 12/1/2016 Through 12/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
24317	12/30/2016	Bay Alarm Company	152.16	St.#42 Qtrly monitoring-A/C #3654324 01/01/17-04/0...
	12/30/2016	Bay Alarm Company	152.16	St.#44 Qtrly monitoring-A/C #3645624 01/01/17-04/...
24318	12/30/2016	Biomedical Waste Disposal	79.00	Dec. 2016 Medical Waste A/C #0349
	12/30/2016	Biomedical Waste Disposal	79.00	Dec. 2016 Medical Waste A/C #0350
24319	12/30/2016	Blue Shield of California	900.00	Refund overpayment-Acct #16104871-Claim 1628743...
24320	12/30/2016	California Special District Ass...	6,485.00	2017 Membership Dues
24321	12/30/2016	Comcast	86.32	8155 40 005 0208436 Station 42-12/24/16-01/23/17
	12/30/2016	Comcast	86.25	8155 40 006 0190996 Station 45-12/23/16-01/22/17
24322	12/30/2016	Jared Costanza	200.00	Paramedic licence renewal-J. Costanza
24323	12/30/2016	C.R. Fireline, Inc.	212.08	8 bottles hydro tested
24324	12/30/2016	Sarah Dailley	114.16	Refund overpayment-AARP Acct #16142902 Trip 4/7/16
	12/30/2016	Sarah Dailley	98.92	Refund overpayment-AARP Acct. #16334449 Trip 08/...
24325	12/30/2016	Dell Financial Services	571.83	Rental & Admin Fee 01/13/17-02/12/17 A/C #001-840...
24326	12/30/2016	EBMUD	148.06	Water 09/29/16-12/02/16 3/4" meter
	12/30/2016	EBMUD	419.74	Water 09/29/16-12/02/16 6" meter
	12/30/2016	EBMUD	291.08	Water 10/10/16-12/13/16
24327	12/30/2016	Employee Benefits Specialist...	1,217.54	January 2017 vision
24328	12/30/2016	Andrew Hess	50.00	Shoes
24329	12/30/2016	Alexander Hwang or Lei-Chin...	279.15	Refund overpayment-Trip 2/20/16-No liability to resident
24330	12/30/2016	Image Sales, Inc.	80.64	I.D maker slot punch and strap clips
24331	12/30/2016	Industrial Safety Supply	495.00	Maint., repairs, testing and parts for Airpacks
24332	12/30/2016	William Jackson	63.28	Refund overpayment-Trip 10/31/15
24333	12/30/2016	L.N. Curtis & Sons	3,324.53	10 Raptor carbide chains- 20"
	12/30/2016	L.N. Curtis & Sons	154.89	36" Milwaukee strap hose pack
24334	12/30/2016	Photos by Anita	150.00	Business headshots-New Board members
24335	12/30/2016	PLIC- SBD Grand Island	116.55	January 2017
24336	12/30/2016	Mike Rattary	50.00	Shoes
24337	12/30/2016	Staples Advantage	55.95	Misc. supplies-Station 42
24338	12/30/2016	St. Stephen's Episcopal Church	3,767.41	Temp Station rent-Oct., Nov. and December
24339	12/30/2016	Tempest Technology	773.25	4 Vent chain repaired
24340	12/30/2016	Wittman Enterprises, LLC	2,775.73	November 2016
CC-03	12/15/2016	CCCERA Retirement	168,784.75	CCCERA retirement payment-Nov. contributions
CC-04	12/15/2016	CCCERA Retirement	168,784.75	CCCERA retirement payment-Nov. ACH duplicate pay...
CF12...	12/22/2016	J. P. Morgan Equipment Finan...	44,609.16	Ambulance lease ACH payment
CP031	12/9/2016	Calif. Public Employees'	158,973.46	CalPers Health Ins
DD031	12/9/2016	Delta Dental Plan of Calif.	15,629.42	Delta Dental ACH payment
OPE... B	12/22/2016	U.S. Bank PARS Account 674...	138,000.00	OPEB Trust 2016-17 Additional Contribution
Report Total			1,255,748.53	

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-16/17
From 7/1/2016 Through 12/31/2016

		Current Period Actual	YTD Budget - Original	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,076,738.44	1,070,214.00	6,524.44	0.61%
Total Taxes		1,076,738.44	1,070,214.00	6,524.44	0.61%
Use of Money & Property					
Investment Earnings	4181	8,408.07	1,000.00	7,408.07	740.81%
Total Use of Money & Property		8,408.07	1,000.00	7,408.07	740.81%
Charges for Service					
Impact Mitigation Fees	4743	80,000.00	10,000.00	70,000.00	700.00%
Total Charges for Service		80,000.00	10,000.00	70,000.00	700.00%
Total Revenue		1,165,146.51	1,081,214.00	83,932.51	7.76%
Expenditures					
Other Expense					
Bank Fees	7510	73.00	100.00	27.00	27.00%
Fire Flow Tax Collection Fees	7531	12,105.68	11,500.00	(605.68)	(5.27)%
Capital Contingency-Facilities, ...	7700	13,822.54	150,000.00	136,177.46	90.78%
Fire Fighting Equip-Fixed Asset ...	7701	0.00	20,000.00	20,000.00	100.00%
Apparatus/Vehicles-Fixed Asset...	7703	122,130.20	144,700.00	22,569.80	15.60%
Buildings-Station #41-Fixed Ass...	7705	15,239.88	50,000.00	34,760.12	69.52%
Buildings-Station #43-Fixed Ass...	7706	617,659.23	4,477,000.00	3,859,340.77	86.20%
Misc. Equipment Expense	7709	19,172.42	179,770.00	160,597.58	89.34%
Transfers to Debt Service Fund	7999	175,085.96	362,165.00	187,079.04	51.66%
Total Other Expense		975,288.91	5,395,235.00	4,419,946.09	81.92%
Total Expenditures		975,288.91	5,395,235.00	4,419,946.09	81.92%
Excess of Revenues Over/ (Under) Expenditures		189,857.60	(4,314,021.00)	4,503,878.60	(104.40)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 16/17
From 7/1/2016 Through 12/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	17,545,587.92	17,556,871.00	(11,283.08)	(0.06)%
Property Tax-Supplemental	4011	150,841.32	300,000.00	(149,158.68)	(49.72)%
Property Tax-Unitary	4013	212,125.50	203,699.00	8,426.50	4.14%
Property Tax-Curr Unsecured	4020	567,696.30	605,000.00	(37,303.70)	(6.17)%
Prop Tax- Prior Secured	4030	(46,762.34)	(61,010.00)	14,247.66	(23.35)%
Prop Tax-Prior Supplement	4031	(29,560.43)	(25,262.00)	(4,298.43)	17.02%
Prop Tax Prior Unsecured	4035	<u>13,793.05</u>	<u>(10,000.00)</u>	<u>23,793.05</u>	<u>(237.93)%</u>
Total Taxes		<u>18,413,721.32</u>	<u>18,569,298.00</u>	<u>(155,576.68)</u>	<u>(0.84)%</u>
Use of Money & Property					
Investment Earnings	4181	<u>611.08</u>	<u>0.00</u>	<u>611.08</u>	<u>0.00%</u>
Total Use of Money & Property		<u>611.08</u>	<u>0.00</u>	<u>611.08</u>	<u>0.00%</u>
Intergovernmental Revenue					
Homeowners Relief Tax	4385	0.00	158,000.00	(158,000.00)	(100.00)%
CA FF JAC Training Funds	4440	0.00	25,091.00	(25,091.00)	(100.00)%
Other/In Lieu of Taxes	4580	0.00	902.00	(902.00)	(100.00)%
Measure H-Emerg Med Ser Subsid	4896	0.00	86,592.00	(86,592.00)	(100.00)%
Total Intergovernmental Revenue		<u>0.00</u>	<u>270,585.00</u>	<u>(270,585.00)</u>	<u>(100.00)%</u>
Charges for Service					
Permits	4740	614.00	2,364.00	(1,750.00)	(74.03)%
Plan Review	4741	196,629.00	170,000.00	26,629.00	15.66%
Inspection Fees	4742	21,952.00	24,000.00	(2,048.00)	(8.53)%
Weed Abatement Charges	4744	4,908.76	6,774.00	(1,865.24)	(27.54)%
CPR/First Aid Classes	4745	1,696.50	2,000.00	(303.50)	(15.18)%
Reports/ Photocopies	4746	97.00	350.00	(253.00)	(72.29)%
Other Charges for Service	4747	<u>7,611.00</u>	<u>8,650.00</u>	<u>(1,039.00)</u>	<u>(12.01)%</u>
Total Charges for Service		<u>233,508.26</u>	<u>214,138.00</u>	<u>19,370.26</u>	<u>9.05%</u>
Charges for Service - Ambulance					
Ambulance Service Fees	4898	419,104.76	1,048,120.00	(629,015.24)	(60.01)%
Ambulance Service Fee Reimbursements	4899	(52,268.88)	(67,980.00)	15,711.12	(23.11)%
Ambulance Collection Recovery Payments	4900	964.70	3,000.00	(2,035.30)	(67.84)%
Total Charges for Service - Ambulance		<u>367,800.58</u>	<u>983,140.00</u>	<u>(615,339.42)</u>	<u>(62.59)%</u>
Other Revenue					
Other Revenue-Strike Team Recovery	4971	32,811.84	332,718.00	(299,906.16)	(90.14)%
Other Revenue & Financing Sources	4972	0.00	46,174.00	(46,174.00)	(100.00)%
Other Revenue-Misc.	4974	1,551.82	1,000.00	551.82	55.18%
Misc Rebates & Refunds	4975	1,515.17	1,000.00	515.17	51.52%
Sale of Surplus Property	4980	<u>6,918.18</u>	<u>1,000.00</u>	<u>5,918.18</u>	<u>591.82%</u>
Total Other Revenue		<u>42,797.01</u>	<u>381,892.00</u>	<u>(339,094.99)</u>	<u>(88.79)%</u>
Total Revenue		<u>19,058,438.25</u>	<u>20,419,053.00</u>	<u>(1,360,614.75)</u>	<u>(6.66)%</u>
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	3,933,957.77	8,015,911.00	4,081,953.23	50.92%
Temporary Salaries	5013	79,009.94	174,950.00	95,940.06	54.84%
Overtime	5014	1,023,131.13	1,860,025.00	836,893.87	44.99%
Deferred Compensation	5015	59,927.32	105,887.00	45,959.68	43.40%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 16/17
From 7/1/2016 Through 12/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Overtime - Strike Team	5016	333,095.48	276,730.00	(56,365.48)	(20.37)%
Contract Services	5018	60,140.30	100,000.00	39,859.70	39.86%
Worker's Compensation Recovery	5019	(71,091.02)	(40,000.00)	31,091.02	(77.73)%
Payroll Taxes -FICA,SUI	5042	84,169.17	166,110.00	81,940.83	49.33%
Payroll Processing Fees	5043	6,914.07	20,000.00	13,085.93	65.43%
Retirement Contributions	5044	2,185,858.56	4,440,332.00	2,254,473.44	50.77%
Life/Health Insurance-Permanent Employees	5060	493,383.51	1,107,452.00	614,068.49	55.45%
Employee's-Health Insurance Contribution	5061	(95,883.59)	(262,140.00)	(166,256.41)	63.42%
Retiree Health Insurance	5062	588,987.05	1,300,000.00	711,012.95	54.69%
Retiree-Health Insurance Contribution	5063	(169,517.37)	(430,000.00)	(260,482.63)	60.58%
Unemployment Insurance	5064	6,960.37	10,000.00	3,039.63	30.40%
Retiree-Health OPEB Contribution	5065	256,000.00	256,000.00	0.00	0.00%
Vision Insurance	5066	8,471.86	13,000.00	4,528.14	34.83%
Workers' Compensation Insurance	5070	353,128.00	706,005.00	352,877.00	49.98%
Total Salaries & Benefits		9,136,642.55	17,820,262.00	8,683,619.45	48.73%
Operating Expense					
Office Supplies	6100	10,406.87	18,150.00	7,743.13	42.66%
Postage	6101	2,595.09	8,500.00	5,904.91	69.47%
Books & Periodicals	6102	1,226.42	6,850.00	5,623.58	82.10%
Printer Ink Cartridges	6103	2,107.63	7,500.00	5,392.37	71.90%
Telephone/Communication	6110	19,816.92	45,000.00	25,183.08	55.96%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	170,000.00	170,000.00	100.00%
Utilities- Sewer	6120	3,061.80	3,800.00	738.20	19.43%
Utilities-Garbage	6121	7,517.08	14,870.00	7,352.92	49.45%
Utilities-PG&E	6122	24,502.57	67,040.00	42,537.43	63.45%
Utilities-Water	6123	4,821.89	15,120.00	10,298.11	68.11%
Utilities-Medical Waste	6124	1,106.00	2,150.00	1,044.00	48.56%
Small Tools & Instruments	6130	1,395.73	21,250.00	19,854.27	93.43%
Minor Equipment/Furniture	6131	186.13	2,000.00	1,813.87	90.69%
Computer Equipment & Supplies	6132	1,013.74	10,000.00	8,986.26	89.86%
Gas Power Chain Saw/Other Equipmen	6133	6,259.15	12,000.00	5,740.85	47.84%
Fire Trail Grading	6135	13,320.00	20,500.00	7,180.00	35.02%
Fire Fighting Equipment & Supplies	6137	696.61	12,300.00	11,603.39	94.34%
Fire Fighting Equipment-Hoses & Nozzles	6138	8,531.90	16,500.00	7,968.10	48.29%
Fire Fighting Equipment-Class A Foam	6139	0.00	1,500.00	1,500.00	100.00%
Medical & Lab Supplies	6140	45,692.33	110,000.00	64,307.67	58.46%
Food Supplies	6150	1,911.07	8,500.00	6,588.93	77.52%
Safety Clothing & Personal Supplies	6160	14,547.21	65,000.00	50,452.79	77.62%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 16/17
From 7/1/2016 Through 12/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Non-Safety Clothing & Personal Supplies	6161	500.00	2,000.00	1,500.00	75.00%
Household Expense	6170	6,064.76	22,825.00	16,760.24	73.43%
Household Expense-Linen	6171	6,487.80	15,330.00	8,842.20	57.68%
Public & Legal Notices	6190	1,138.64	4,750.00	3,611.36	76.03%
Dues, Memberships & Professional Fees	6200	8,646.50	19,790.00	11,143.50	56.31%
EMT/Paramedic Licensure Fees	6201	1,560.00	5,500.00	3,940.00	71.64%
Rent & Leases (Equipment)	6250	22,897.18	42,950.00	20,052.82	46.69%
Computer Software & Maintenance	6251	37,831.22	78,875.00	41,043.78	52.04%
Website Development & Maintenance	6252	1,620.00	1,700.00	80.00	4.71%
EPA ID# Verification Fee	6264	150.00	200.00	50.00	25.00%
CCC HazMat Plan (CUPA)	6265	2,519.00	3,000.00	481.00	16.03%
BAAQMD & Environmental Health Fees	6266	617.00	750.00	133.00	17.73%
Air Monitor Maintenance & Replacement	6269	0.00	2,000.00	2,000.00	100.00%
Maintenance -- Equipment	6270	27,004.86	67,975.00	40,970.14	60.27%
Central Garage Repairs	6271	55,414.50	160,000.00	104,585.50	65.37%
Central Garage Gasoline & Oil	6272	22,225.51	80,000.00	57,774.49	72.22%
Central Garage Tires	6273	2,541.81	15,000.00	12,458.19	83.05%
Service/Repair Fuel System Dispensers	6274	0.00	4,500.00	4,500.00	100.00%
Aerial Ladder & Pump Testing	6275	0.00	800.00	800.00	100.00%
Smog Inspections	6276	300.00	500.00	200.00	40.00%
Air Compressor Quarterly Service	6278	1,922.29	1,500.00	(422.29)	(28.15)%
Hydro Test SCBA & Oxy Cylinder	6279	795.30	2,000.00	1,204.70	60.23%
Tank Testing	6280	710.00	3,000.00	2,290.00	76.33%
Maintenance -- Building	6281	32,956.36	64,660.00	31,703.64	49.03%
Maintenance -- Grounds	6282	3,040.33	12,650.00	9,609.67	75.97%
Meetings & Travel Expenses	6303	7,221.99	34,200.00	26,978.01	78.88%
Employee Assistance Program	6309	2,205.93	4,300.00	2,094.07	48.70%
Medical - Pre-Emp Processing and Annual Exams	6311	30,701.24	43,000.00	12,298.76	28.60%
Ambulance Billing Administration Fees	6312	19,930.00	60,000.00	40,070.00	66.78%
Outside Attorney Fees	6313	23,789.14	96,000.00	72,210.86	75.22%
Outside CPR Instructors	6314	2,220.00	3,500.00	1,280.00	36.57%
CCC County Tax Administration Fee	6316	0.00	175,000.00	175,000.00	100.00%
Professional Services	6317	7,092.32	41,773.00	34,680.68	83.02%
Professional Services - Labor Negotiator	6318	0.00	10,000.00	10,000.00	100.00%
Professional Services - Technology	6319	79,030.00	262,000.00	182,970.00	69.84%
Professional Services - Pre-Employment Investigations	6320	36,134.12	15,000.00	(21,134.12)	(140.89)%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 16/17
From 7/1/2016 Through 12/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Promotional Exams & Recruitment	6321	17,519.77	29,000.00	11,480.23	39.59%
Professional Services-OPEB Actuarial Valuation	6322	6,978.00	13,000.00	6,022.00	46.32%
Exterior Hazard Removal	6323	2,758.75	12,000.00	9,241.25	77.01%
Professional Services-Prop Tax Audit & Forecasting	6326	6,300.00	12,600.00	6,300.00	50.00%
Professional Services	6327	2.29	10,000.00	9,997.71	99.98%
Burn Trailer Grant Maintenance	6352	2,800.00	3,000.00	200.00	6.67%
Testing Materials & Training Props	6354	5,652.38	10,000.00	4,347.62	43.48%
Career Development Classes	6357	6,646.00	26,000.00	19,354.00	74.44%
Target Safety Online Training	6359	0.00	6,195.00	6,195.00	100.00%
Training & Education Classes-Paramedic & EMT CE	6360	1,265.00	10,000.00	8,735.00	87.35%
District Sponsored Training-Mandated	6361	14,685.20	60,000.00	45,314.80	75.52%
Educational Courses/Conferences Board	6377	0.00	2,200.00	2,200.00	100.00%
Election Expense	6465	47.09	18,000.00	17,952.91	99.74%
Recruiting Costs	6470	252.48	30,000.00	29,747.52	99.16%
Strike Team Supplies	6474	12,807.91	12,550.00	(257.91)	(2.06)%
Community Emergency Response Team	6475	4,974.49	11,000.00	6,025.51	54.78%
Exercise Supplies/Maint.	6476	4,306.11	9,100.00	4,793.89	52.68%
Recognition Supplies	6478	6,512.15	16,300.00	9,787.85	60.05%
Other Special Departmental Exp	6479	36,483.70	72,000.00	35,516.30	49.33%
Public Education Supplies	6480	3,509.98	9,500.00	5,990.02	63.05%
CPR Supplies	6481	758.75	3,000.00	2,241.25	74.71%
LAFCO	6482	9,743.86	10,500.00	756.14	7.20%
Emergency Preparedness Expense	6484	5,464.80	8,500.00	3,035.20	35.71%
Misc. Services & Supplies	6490	18,192.50	38,700.00	20,507.50	52.99%
Property & Liability Insurance	6540	46,620.92	53,000.00	6,379.08	12.04%
Total Operating Expense		<u>830,266.07</u>	<u>2,481,703.00</u>	<u>1,651,436.93</u>	<u>66.54%</u>
Other Expense					
Bank Fees	7510	2,335.17	5,000.00	2,664.83	53.30%
Interest on County Teeter Account	7520	13.93	100.00	86.07	86.07%
County Tax Collection Fees	7530	251.79	300.00	48.21	16.07%
Total Other Expense		<u>2,600.89</u>	<u>5,400.00</u>	<u>2,799.11</u>	<u>51.84%</u>
Total Expenditures		<u>9,969,509.51</u>	<u>20,307,365.00</u>	<u>10,337,855.49</u>	<u>50.91%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>9,088,928.74</u>	<u>111,688.00</u>	<u>8,977,240.74</u>	<u>8,037.78%</u>

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-16/17
From 7/1/2016 Through 12/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,219,473.00	3,219,473.00	0.00	0.00%
Total Taxes		3,219,473.00	3,219,473.00	0.00	0.00%
Use of Money & Property					
Investment Earnings	4181	1.96	0.00	1.96	0.00%
Total Use of Money & Property		1.96	0.00	1.96	0.00%
Other Revenue					
Transfers In	4999	175,085.96	362,165.00	(187,079.04)	(51.66)%
Total Other Revenue		175,085.96	362,165.00	(187,079.04)	(51.66)%
Total Revenue		3,394,560.92	3,581,638.00	(187,077.08)	(5.22)%
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	2,100,000.00	2,100,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	484,546.50	914,283.00	429,736.50	47.00%
Apparatus Lease Principal Payment	7902	41,490.67	83,359.00	41,868.33	50.23%
Apparatus Lease Interest Payment	7903	3,118.49	5,860.00	2,741.51	46.78%
Lease Agreement Station 43 Principal	7906	100,000.00	200,000.00	100,000.00	50.00%
Lease Agreement Station 43 Interest	7907	30,476.80	72,946.00	42,469.20	58.22%
Total Other Expense		2,759,632.46	3,376,448.00	616,815.54	18.27%
Total Expenditures		2,759,632.46	3,376,448.00	616,815.54	18.27%
Excess of Revenues Over/ (Under) Expenditures		634,928.46	205,190.00	429,738.46	209.43%

Moraga-Orinda Fire District
 Balance Sheet - By Fund
 27 - Capital Projects Fund
 As of 12/31/2016

		Current Year
Assets		
Citibank - Accounts Payable	1000	(80,920.76)
Contra Costa County Cash	1002	71,721.26
LAIF Investments	1010	10,563.66
Citibank - Money Market	1014	3,290,594.65
Advance on Taxes & Supplemental Taxes	1160	1,076,849.12
Due From Other Funds	1180	5,900,000.00
Total Assets		10,268,807.93
Liabilities		
Retention Station Construction	2100	10,880.87
Total Liabilities		10,880.87
Fund Balance		
Fund Balance Committed Capital Projects	3685	6,064,365.70
Fund Balance Restricted Debt	3695	4,003,703.76
Other		189,857.60
Total Fund Balance		10,257,927.06

Moraga-Orinda Fire District
 Balance Sheet - By Fund
 50 - General Fund
 As of 12/31/2016

		Current Year
Assets		
Citibank - Accounts Payable	1000	732,598.66
Citibank - Payroll	1001	164,477.79
Contra Costa County Cash	1002	(2,484,027.06)
Petty Cash	1007	200.00
Section 125 - Flexible Benefits	1009	336.16
LAIF Investments	1010	6,452.68
Accounts Receivable	1050	30,275.88
Receivables-Ambulance Billing	1051	390,163.07
Allowance Doubtful A/R-Ambulance billing	1052	(44,186.40)
Advance on Taxes & Supplemental Taxes	1160	18,098,009.90
Prepaid Retirement	1410	2,291,463.02
Misc Reimburseables	1501	20,364.15
Allowance Doubtful A/R	1503	(20,386.00)
Total Assets		19,185,741.85
Liabilities		
Accounts Payable	2000	(127.50)
Accrued Payables	2010	2,086.14
Accrued Payroll	2050	328,755.05
Accrued Payroll Taxes-Federal	2051	146,909.29
Accrued Retirement	2054	17,701.90
Section 125 Medical-Dental Plan	2080	4,763.14
Accrued Charities & Other Employee Ded	2082	7,649.76
Due to Other Funds	2860	5,900,000.00
Total Liabilities		6,407,737.78
Fund Balance		
Fund Balance Unassigned	3680	3,689,075.33
Other		9,088,928.74
Total Fund Balance		12,778,004.07

Moraga-Orinda Fire District
 Balance Sheet - By Fund
 90 - Debt Service Fund
 As of 12/31/2016

		Current Year
Assets		
Wells Fargo - POB Restricted Custodial Fund	1008	3,279.10
Advance on Taxes & Supplemental Taxes	1160	3,219,473.00
Total Assets		3,222,752.10
Fund Balance		
Fund Balance Restricted Debt	3695	2,587,823.64
Other		634,928.46
Total Fund Balance		3,222,752.10



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Gloriann Sasser, Administrative Services Director
DATE: January 18, 2017
SUBJECT: Item 9.1 – Adoption of Resolution No. 17-04 Authorizing Investment of Monies in Local Agency Investment Fund

BACKGROUND

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.

RECOMMENDATION

Staff recommends the Board adopt Resolution No. 17-04 authorizing District officials to order the deposit and withdrawal of monies in the Local Agency Investment Fund.

ATTACHMENTS

- 1) Attachment A – Resolution No. 17-04 Authorizing Investment of Monies in Local Agency Investment Fund

RESOLUTION NO. 17-04

**RESOLUTION AUTHORIZING INVESTMENT
OF MORAGA-ORINDA FIRE PROTECTION DISTRICT
MONIES IN
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer, and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the **Moraga-Orinda Fire Protection District**.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the deposit and withdrawal of **Moraga-Orinda Fire Protection District** monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED, that the following **Moraga-Orinda Fire Protection District** officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Stephen Healy
Fire Chief

Gloriann Sasser
Administrative Services Director

(Signature)

(Signature)

Kathleen Famulener
Board President

Craig Jorgens
Board Treasurer

(Signature)

(Signature)

Attachment A

PASSED, APPROVED and ADOPTED this 18th day of January 2017 at the regular meeting of the District Board of Directors held at 2100 Donald Drive, Moraga, California 94556, on motion made by Director _____ and seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: January 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos
District Secretary/District Clerk



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: January 18, 2017

SUBJECT: Item 9.2 – Resolution 17-05 Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered By Public Agency Retirement Services and Approval of the Agreement for Administrative Services

Background

The District currently participates in a public agencies post-retirement health care plan administered by Public Agency Retirement Services (PARS). PARS also offers a post-employment benefits trust, also called a pension rate stabilization program (PRSP). The PRSP is an irrevocable trust designed exclusively for California public agencies to prefund pension costs. In July 2016 the Board considered establishment of the PARS PRSP. The Board agreed the PRSP is worth exploring and directed staff to bring the item back at a future meeting.

The District's costs for pension benefits through Contra Costa County Employees' Retirement Association (CCCERA) are a significant portion of the District's budget, are volatile and difficult to project. By participating in the PRSP, the District would set aside money that would be available to use in the future when CCCERA rates increase. Advantages to the PRSP include:

- Funds are separate and apart from CCCERA
- Assets can be accessed anytime to offset pension costs
- The District maintains local control over the assets in the trust
- The District determines the appropriate goals and risk tolerance level for the investments.
- Assets can be invested in a more diversified array of investments to potentially achieve a greater rate of return than the General Fund.
- Assets may offset the net pension liabilities

It is unknown at this time whether assets placed in the PRSP will offset the District's net pension liability in the District's financial statements. Based on preliminary guidance from various auditors, actuaries and industry experts, there was an expectation that assets held in an irrevocable Section 115 trust to address pension liabilities could be used to offset the net pension liability in the financial statements. This expectation was affirmed by guidance provided by a California Committee on Municipal Accounting white paper released in October 2016. However, in November 2016 the Governmental Accounting Standards Board released an exposure draft that proposed that stabilization trust assets should not be used to reduce an agency's net pension liability. At this time there is no clear formal guidance or interpretations on this issue since the implementation guide may be modified before it is finalized.

The fees for service are detailed in the Agreement for Administrative Services Exhibit 1B (Attachment B.) The PARS annual asset fee is 0.25% for plan assets of \$10M or less and the HighMark Capital Management investment management fees are 0.35% for assets up to \$5M. The fees are the same as those currently charged for the District's participation in the post-retirement healthcare plan. Based on the District's current account balance of \$300K, the total the District currently pays is approximately \$1,800 per year.

Alternatives to PARS

Alternative 1: Instead of PARS, the District could prefund pension costs by contributing additional money to CCCERA. However, once the money is contributed to CCCERA the District would have no control over the investments.

Alternative 2: The District could establish its own Section 115 irrevocable trust. This would be complex and would likely take significant time and legal fees to establish the trust and obtain an IRS private letter ruling. In addition, the District would need to obtain an investment professional to invest the money.

Conclusion

PARS provides an established trust, investment professionals, a full-service approach and local control. Therefore staff recommends the District contract with PARS to participate in the post-employment benefits trust. Representatives from PARS and HighMark Capital Management will be present at the Board meeting.

The next step in the process would be for the Finance Committee to meet and determine a recommendation for the amount to contribute to the PRSP and for an investment strategy for the funds.

Recommended Action

- 1) Discuss 2) Deliberate 3) Adopt Resolution 17-05 Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered By Public Agency Retirement Services and Approval of the Agreement for Administrative Services

Attachments

- 1) Attachment A – Resolution 17-05 Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered By Public Agency Retirement Services
- 2) Attachment B – Agreement for Administrative Services

RESOLUTION NO. 17-05

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MORAGA-ORINDA FIRE PROTECTION DISTRICT
APPROVING THE ADOPTION OF THE
PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

WHEREAS the Moraga-Orinda Fire Protection District (the “District”) is currently participating in the Public Agencies Post-Retirement Health Care Plan Trust for the pre-funding of its retiree health benefits and other post-employment benefits other than pension benefits (“OPEB”); and

WHEREAS the District desires to set aside funds for the purpose of pre-funding its Contra Costa County Employees’ Retirement Association pension obligation that will be held in trust for the exclusive purpose of making future contributions of the District’s required pension contributions and any employer contributions in excess of such required contributions at the discretion of the District; and

WHEREAS PARS has made available the Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the District’s plans, policies and/or applicable collective bargaining agreements; and

WHEREAS the District is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS the District can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

WHEREAS the District’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS the District’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the District reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Moraga-Orinda Fire District that:

1. The Board of Directors of the District hereby adopts the Public Agencies Post-Employment Benefits Trust, effective January 19, 2017; and
2. The Board of Directors hereby appoints the Administrative Services Director, or his/her successor or his/her designee as the District’s Plan Administrator for the Program; and

Attachment A

3. The District's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's Program; and
4. The Board of Directors hereby authorizes the Plan Administrator, in accordance with Section 3.3 of the Public Agencies Post-Retirement Health Care Plan Trust adopted effective April 1, 2015, to withdraw from said trust and direct the transfer of assets held in said trust to the OPEB Account established in the name of the District under the Public Agencies Post-Employment Benefits Trust, adopted herewith.

PASSED, APPROVED and ADOPTED this 18th day of January 2017 at the regular meeting of the District Board of Directors held at 2100 Donald Drive, Moraga, California 94556, on motion made by Director _____ and seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: January 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos
District Secretary/District Clerk

AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement (“Agreement”) is made this ____ day of _____, 2017, between Phase II Systems, a corporation organized and existing under the laws of the State of California, doing business as Public Agency Retirement Services and PARS (hereinafter “PARS”) and the Moraga-Orinda Fire Protection District (“Agency”).

WHEREAS, the Agency has adopted the PARS Public Agencies Post-Employment Benefits Trust for the purpose of pre-funding pension obligations and/or OPEB obligations (“Plan”), and is desirous of retaining PARS as Trust Administrator to the Trust, to provide administrative services.

NOW THEREFORE, the parties agree:

1. **Services.** PARS will provide the services pertaining to the Plan as described in the exhibit attached hereto as “Exhibit 1A” (“Services”) in a timely manner, subject to the further provisions of this Agreement.
2. **Fees for Services.** PARS will be compensated for performance of the Services as described in the exhibit attached hereto as “Exhibit 1B”.
3. **Payment Terms.** Payment for the Services will be remitted directly from Plan assets unless the Agency chooses to make payment directly to PARS. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month. If payment is not received from the Agency within sixty (60) days of the invoice delivery date, payment plus accrued interest will be remitted directly from Plan assets, unless PARS has previously received written communication disputing the subject invoice that is signed by a duly authorized representative of the Agency.
4. **Fees for Services Beyond Scope.** Fees for services beyond those specified in this Agreement will be billed to the Agency at the rates indicated in the PARS’ standard fee schedule in effect at the time the services are provided and shall be payable as described in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with a detailed description of the services, terms, and applicable rates for such services. Such services, terms, and applicable rates shall be agreed upon in writing and executed by both parties.
5. **Information Furnished to PARS.** PARS will provide the Services contingent upon the Agency’s providing PARS the information specified in the exhibit attached hereto as “Exhibit 1C” (“Data”). It shall be the responsibility of the Agency to certify the accuracy, content and completeness of the Data so that PARS may rely on such information without further audit. It shall further be the responsibility of the Agency to deliver the Data to PARS in such a manner that allows for a reasonable amount of time for the Services to be performed. Unless specified in Exhibit 1A, PARS shall be under no duty to question Data received from the Agency, to compute contributions made to the

Plan, to determine or inquire whether contributions are adequate to meet and discharge liabilities under the Plan, or to determine or inquire whether contributions made to the Plan are in compliance with the Plan or applicable law. In addition, PARS shall not be liable for non performance of Services to the extent such non performance is caused by or results from erroneous and/or late delivery of Data from the Agency. In the event that the Agency fails to provide Data in a complete, accurate and timely manner and pursuant to the specifications in Exhibit 1C, PARS reserves the right, notwithstanding the further provisions of this Agreement, to terminate this Agreement upon no less than ninety (90) days written notice to the Agency.

6. **Records.** Throughout the duration of this Agreement, and for a period of five (5) years after termination of this Agreement, PARS shall provide duly authorized representatives of Agency access to all records and material relating to calculation of PARS' fees under this Agreement. Such access shall include the right to inspect, audit and reproduce such records and material and to verify reports furnished in compliance with the provisions of this Agreement. All information so obtained shall be accorded confidential treatment as provided under applicable law.
7. **Confidentiality.** Without the Agency's consent, PARS shall not disclose any information relating to the Plan except to duly authorized officials of the Agency, subject to applicable law, and to parties retained by PARS to perform specific services within this Agreement. The Agency shall not disclose any information relating to the Plan to individuals not employed by the Agency without the prior written consent of PARS, except as such disclosures may be required by applicable law.
8. **Independent Contractor.** PARS is and at all times hereunder shall be an independent contractor. As such, neither the Agency nor any of its officers, employees or agents shall have the power to control the conduct of PARS, its officers, employees or agents, except as specifically set forth and provided for herein. PARS shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.
9. **Indemnification.** PARS and Agency hereby indemnify each other and hold the other harmless, including their respective officers, directors, employees, agents and attorneys, from any claim, loss, demand, liability, or expense, including reasonable attorneys' fees and costs, incurred by the other as a consequence of, to the extent, PARS' or Agency's, as the case may be, negligent acts, errors or omissions with respect to the performance of their respective duties hereunder.
10. **Compliance with Applicable Law.** The Agency shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding the administration of the Plan. PARS shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding Plan administrative services provided under this Agreement.

11. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event any party institutes legal proceedings to enforce or interpret this Agreement, venue and jurisdiction shall be in any state court of competent jurisdiction.
12. **Force Majeure.** When a party's nonperformance hereunder was beyond the control and not due to the fault of the party not performing, a party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by such cause, including but not limited to: any incidence of fire, flood, acts of God, acts of terrorism or war, commandeering of material, products, plants or facilities by the federal, state or local government, or a material act or omission by the other party.
13. **Ownership of Reports and Documents.** The originals of all letters, documents, reports, and data produced for the purposes of this Agreement shall be delivered to, and become the property of the Agency. Copies may be made for PARS but shall not be furnished to others without written authorization from Agency.
14. **Designees.** The Plan Administrator of the Agency, or their designee, shall have the authority to act for and exercise any of the rights of the Agency as set forth in this Agreement, subsequent to and in accordance with the written authority granted by the Governing Body of the Agency, a copy of which writing shall be delivered to PARS. Any officer of PARS, or his or her designees, shall have the authority to act for and exercise any of the rights of PARS as set forth in this Agreement.
15. **Notices.** All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of the notices in person or by depositing the notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:
 - (A) To PARS: PARS; 4350 Von Karman Avenue, Suite 100, Newport Beach, CA 92660; Attention: President
 - (B) To Agency: Moraga-Orinda Fire Protection District; 1280 Moraga Way, Moraga, CA 94556; Attention: Administrative Services Director
 - (C)Notices shall be deemed given on the date received by the addressee.
16. **Term of Agreement.** This Agreement shall remain in effect for the period beginning January 18, 2017 and ending January 17, 2020 ("Term"). This Agreement may be terminated at any time by giving thirty (30) days written notice to the other party of the intent to terminate. Absent a thirty (30) day written notice to the other party of the intent to terminate, this Agreement will continue unchanged for successive twelve month periods following the Term.
17. **Amendment.** This Agreement may not be amended orally, but only by a written instrument executed by the parties hereto.
18. **Entire Agreement.** This Agreement, including exhibits, contains the entire understanding of the parties with respect to the subject matter set forth in this Agreement.

Attachment B

In the event a conflict arises between the parties with respect to any term, condition or provision of this Agreement, the remaining terms, conditions and provisions shall remain in full force and legal effect. No waiver of any term or condition of this Agreement by any party shall be construed by the other as a continuing waiver of such term or condition.

19. **Attorneys Fees.** In the event any action is taken by a party hereto to enforce the terms of this Agreement the prevailing party herein shall be entitled to receive its reasonable attorney's fees.
20. **Counterparts.** This Agreement may be executed in any number of counterparts, and in that event, each counterpart shall be deemed a complete original and be enforceable without reference to any other counterpart.
21. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
22. **Effective Date.** This Agreement shall be effective on the date first above written, and also shall be the date the Agreement is executed.

AGENCY:

BY:

Gloriann Sasser

TITLE:

Administrative Services Director

DATE: _____

PARS:

BY:

Tod Hammeras

TITLE:

Chief Financial Officer

DATE: _____

EXHIBIT 1A
SERVICES

PARS will provide the following services for the Moraga-Orinda Fire Protection District Public Agencies Post-Employment Benefits Trust:

1. Plan Installation Services:

- (A) Meeting with appropriate Agency personnel to discuss plan provisions, implementation timelines, actuarial valuation process, funding strategies, benefit communication strategies, data reporting, and submission requirements for contributions/reimbursements/distributions;
- (B) Providing the necessary analysis and advisory services to finalize these elements of the Plan;
- (C) Providing the documentation needed to establish the Plan to be reviewed and approved by Agency legal counsel. Resulting final Plan documentation must be approved by the Agency prior to the commencement of PARS Plan Administration Services outlined in Exhibit 1A, paragraph 2 below.

2. Plan Administration Services:

- (A) Monitoring the receipt of Plan contributions made by the Agency to the trustee of the PARS Public Agencies Post-Employment Benefits Trust (“Trustee”), based upon information received from the Agency and the Trustee;
- (B) Performing periodic accounting of Plan assets, reimbursements/distributions, and investment activity, based upon information received from the Agency and/or Trustee;
- (C) Coordinating the processing of distribution payments pursuant to authorized direction by the Agency, and the provisions of the Plan, and, to the extent possible, based upon Agency-provided Data;
- (D) Coordinating actions with the Trustee as directed by the Plan Administrator within the scope this Agreement;
- (E) Preparing and submitting a monthly report of Plan activity to the Agency, unless directed by the Agency otherwise;
- (F) Preparing and submitting an annual report of Plan activity to the Agency;
- (G) Facilitating actuarial valuation updates and funding modifications for compliance with GASB 45/75, if prefunding OPEB obligations;
- (H) Coordinating periodic audits of the Trust;
- (I) Monitoring Plan and Trust compliance with federal and state laws.

3. PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice.

EXHIBIT 1B
FEEES FOR SERVICES

PARS will be compensated for performance of Services, as described in Exhibit 1A based upon the following schedule:

An annual asset fee shall be paid from Plan Assets based on the following schedule:

<u>For Plan Assets from:</u>			<u>Annual Rate:</u>
\$0	to	\$10,000,000	0.25%
\$10,000,001	to	\$15,000,000	0.20%
\$15,000,001	to	\$50,000,000	0.15%
\$50,000,001	and	above	0.10%

Annual rates are prorated and paid monthly. The annual asset fee shall be calculated by the following formula [Annual Rate divided by 12 (months of the year) multiplied by the Plan asset balance at the end of the month]. Trustee and Investment Management Fees are not included.

EXHIBIT 1C
DATA REQUIREMENTS

PARS will provide the Services under this Agreement contingent upon receiving the following information:

1. Executed Legal Documents:
 - (A) Certified Resolution
 - (B) Adoption Agreement to the Public Agencies Post-Employment Benefits Trust
 - (C) Trustee Investment Forms

2. Contribution – completed Contribution Transmittal Form signed by the Plan Administrator (or authorized Designee) which contains the following information:
 - (A) Agency name
 - (B) Contribution amount
 - (C) Contribution date
 - (D) Contribution method (Check, ACH, Wire)

3. Distribution – completed Payment Reimbursement/Distribution Form signed by the Plan Administrator (or authorized Designee) which contains the following information:
 - (A) Agency name
 - (B) Payment reimbursement/distribution amount
 - (C) Applicable statement date
 - (D) Copy of applicable premium, claim, statement, warrant, and/or administrative expense evidencing payment
 - (E) Signed certification of reimbursement/distribution from the Plan Administrator (or authorized Designee)

4. Other information pertinent to the Services as reasonably requested by PARS and Actuarial Provider.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Stephen Healy, Fire Chief

DATE: January 18, 2017

SUBJECT: Item 9.4 – Authorization to Purchase One Pierce Arrow Tractor Drawn Aerial and Two Pierce Arrow Pumpers from Pierce Manufacturing, Inc. in the Amount Not to Exceed \$2,498,297; Authorization of Capital Projects Fund Budget Adjustment Expenditure Increase in the Amount of \$2,498,297 and Adoption of Resolution 17-06 Declaration of Official Intent

BACKGROUND

The District's June 2016 Long-Range Capital Plan includes the lease/purchase of two new Type-1 fire engines (pumpers) and one new aerial ladder truck in FY 2017/18. These purchases may still be included in the FY 2017/18 budget or purchased sooner, as follows:

Current cost estimates for these vehicles are as follows:

- Ladder Truck \$1,289,869
- Pumper \$604,214
- Pumper \$604,214

TOTAL \$2,498,297

The costs include sales tax. The price for the ladder truck and pumpers includes a pre-payment discount and multi-unit discount. The total price for these three apparatus will increase by approximately \$102K in February. If the District sends a purchase order to the third party vendor or executes an agreement with the manufacturer committing to the lease/purchase of the new apparatus prior to February 1, 2017, approximately \$102K savings will be recognized.

The District plans to obtain tax-exempt lease financing for this purchase. A request for proposals for lease financing will be issued. At this time, it is necessary to adopt a resolution declaring the District's official intent to use lease purchase proceeds to reimburse itself for the apparatus property expenditures. Annual lease payments for five years at 2% interest would be approximately \$528,000.

Any purchase would be bonded by the manufacturer to protect the District if the manufacturer fails to deliver the apparatus.

The District has previously purchased apparatus through a purchasing consortium, the Houston-Galveston Area Council (HGAC). HGAC is also used by many local agencies as well, including

Contra Costa Fire, Oakland Fire, Livermore-Pleasanton Fire, and Fremont Fire. HGAC solicits competitive prices through public bidding. This allows the District to acquire the specific manufacturer of apparatus it wants. There is a \$2K fee associated with this method, which is factored into the pricing.

The time required to build the ladder truck is 14 months and approximately nine (9) months for the fire engines.

A draft Long-range Apparatus Replacement Plan was created in 2016 as part of the Strategic Planning process. The draft plan is attached (Attachment-B). With the proposed purchases, Capital Projects fund balance is projected to range from \$3.7M - \$5.7M over the next five years.

RECOMMENDATION

- 1) Discuss, 2) Deliberate, 3) Authorize the purchase of one Pierce Arrow tractor drawn aerial and two Pierce Arrow pumpers from Pierce Manufacturing, Inc. in the amount not to exceed \$2,498,297; authorize a Capital Projects Fund budget adjustment expenditure increase in the amount of \$2,498,297 and Adopt Resolution 17-06 Declaration of Official Intent

ATTACHMENTS

- 1) Attachment A – Resolution 17-06
- 2) Attachment B – DRAFT Long-range Apparatus Replacement Plan

RESOLUTION NO. 17-06

**RESOLUTION OF MORAGA-ORINDA FIRE PROTECTION DISTRICT
("DISTRICT") DECLARATION OF OFFICIAL INTENT**

Lessee: MORAGA-ORINDA FIRE PROTECTION DISTRICT

Principal Amount Expected To Be Financed: \$2,498,297

WHEREAS, the above Lessee is a political subdivision of the State in which Lessee is located (the "State") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements ("Equipment Leases") in the principal amount not exceeding the amount stated above ("Principal Amount") for the purpose of acquiring the property generally described below ("Property") and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description Of Property: Pierce Arrow Tractor Drawn Aerial – 1
Pierce Arrow Pumpers - 2

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Equipment Leases ("Lease Purchase Proceeds") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

SECTION 1. Either one of the Fire Chief or the Administrative Services Director (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.

SECTION 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

Attachment A

SECTION 3. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

SECTION 4. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

SECTION 5. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

SECTION 6. This Resolution shall take effect immediately upon its adoption and approval.

PASSED, APPROVED and ADOPTED this 18th day of January, 2017 at a regular meeting of the District Board of Directors held at 2100 Donald Drive, Moraga, California 94556, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: January 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos
District Secretary/District Clerk

MORAGA-ORINDA FIRE DISTRICT
 APPARATUS & VEHICLE REPLACEMENT PLAN: 2017 - 2031

DRAFT: 1-18-17

	DESCRIPTION	AGE	REPLACE DATE	2017 COST	PROJ 17/18	PROJ 18/19	PROJ 19/20	PROJ 20/21	PROJ 21/22	PROJ 22/23	PROJ 23/24	PROJ 24/25	PROJ 25/26	PROJ 26/27	PROJ 27/28	PROJ 28/29	PROJ 29/30	PROJ 30/31	PROJ 31/32
ENGINES - STRUCTURE PROTECTION																			
1996	ENGINE TYPE 1 SPARTAN 3D (REPLACE W/TRUCK)	21	2017	585,163															
1998	ENGINE TYPE 1 SPARTAN, HI TEC (REPLACE W/ 2017 PIERCE)	19	2017	585,163															
1998	ENGINE TYPE 1 SPARTAN, HI-TEC (REPLACE W/ 2017 PIERCE)	19	2017	585,163															
2008	ENGINE TYPE 1 PIERCE	9	2028	585,163												727,577			
2012	ENGINE TYPE 1 PIERCE	5	2032	585,163															
2017	ENGINE TYPE 1	0	2037	604,213	126,720	126,720	126,720	126,720	126,720										
2017	ENGINE TYPE 1	0	2037	604,213	126,720	126,720	126,720	126,720	126,720										
ENGINES - WILDLAND																			
2002	ENGINE TYPE 3 WESTATES	15	2022	386,428						426,648									
2002	ENGINE TYPE 3 WESTATES	15	2022	386,428						426,648									
2008	ENGINE TYPE 3 PIERCE	9	2028	386,428												480,475			
2010	ENGINE TYPE 3 PIERCE	7	2028	386,428												480,475			
AERIAL LADDER TRUCKS																			
1989	TRAINING TILLER TRUCK - SEAGRAVE 100'	28	TBD	30,000															
2001	AERIAL LADDER SPARTAN/LTI-93	16	N/A	1,110,000															
2017	TILLER TRUCK - 100'	0	2033	1,289,869	274,560	274,560	274,560	274,560	274,560										
SPECIALIZED APPARATUS																			
1999	TECHNICAL RESCUE UNIT	18	TBD	300,000															
2009	WATER TENDERPIERCE-KENWORTH	8	2034	300,000															
2011	RESCUE BOAT	6	2030	30,000															39,584
2011	TRAILER RESCUE - ALL RISK	6	2030	16,561															21,852
AMBULANCES																			
2002	AMBULANCE FORD/ROAD RESCUE	15	N/A	168,800															
2008	AMBULANCE BRAUN	9	2022	168,800						190,096									
2008	AMBULANCE BRAUN	9	2022	168,800						190,096									
2015	AMBULANCE NAVISTAR TERRASTAR LEADER	1	2028	212,277	44,609	44,610	44,609									263,940			
2015	AMBULANCE NAVISTAR TERRASTAR LEADER	1	2028	212,277	44,609	44,610	44,609									263,940			
2017	AMBULANCE	0	2028	180,645	38,638	38,638	38,638	38,638	38,638							209,882			
2017	AMBULANCE	0	2028	180,645	38,638	38,638	38,638	38,638	38,638							209,882			
COMMAND VEHICLES																			
2007	COMMAND FORD EXPEDITION	10	2016	60,000															
2008	COMMAND CHEVY SUBURBAN	9	2020	60,000						66,245									
2008	COMMAND CHEVY SUBURBAN	9	2020	60,000						66,245									
2008	COMMAND-CHEVY SUBURBAN	9	2020	60,000						66,245									
2017	COMMAND CHEVY TAHOE	0	2028	52,048												64,715			
SUPPORT VEHICLES																			
1994	SUPPORT - INT'L/ROAD RESCUE	23	TBD	200,000															
2011	CHEVY TAHOE (REPLACE W/ EXPLORER)	6	2022	34,700						38,312									
2012	FORD EXPLORER	5	2022	34,700						38,312									
2017	FORD EXPLORER	0	2028	33,546												41,710			
UTILITY VEHICLES																			
2000	UTILITY FORD F250	17	2020	60,000						66,245									
2005	FORD RANGER	12	2020	18,769						19,918									
2005	FORD RANGER	12	2020	18,769						19,918									
TOTAL APPARATUS EXPENDITURES/VEHICLE					694,494	694,496	694,494	605,276	605,276	1,614,928	0	0	0	0	0	2,742,596	0	0	61,436
CAPITAL FUND BALANCE (PROJ), END OF YEAR WITH PURCHASES					5,719,256	5,684,629	4,950,268	4,504,507	3,759,246										
FIREFIGHTING/RESCUE APPARATUS AMBULANCES COMMAND/SUPPORT/STAFF VEHICLES																			

Blue numbers denote lease financing
 (Demotes cost savings)

Notes: 1) 2% Inflation Factor per year; 2) District will maintain 2 Reserve engines and 1 reserve truck in accordance with ISO standards.



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Stephen Healy, Fire Chief

DATE: January 18, 2017

SUBJECT: Item 9.5 – Authorization to Purchase Two 2017 Leader Ambulances from National Auto Fleet Group in the Amount Not to Exceed \$365,952, Authorization of Capital Projects Fund Budget Adjustment Expenditure Increase in the Amount of \$365,952 and Adoption of Resolution 17-07 Declaration of Official Intent

BACKGROUND

In 2016, two front-line 2008 ambulances were replaced with new vehicles. At that time, the 2008 ambulances were placed in a back-up status, available to deploy for a 3rd incident within the District or if one of the front-line ambulances was in the shop. These ambulances were originally scheduled to be replaced in FY 2020/21. Since that time, on-going maintenance issues, significant repair costs, and reliability issues with the 2008 ambulances have persisted and worsened.

Staff now recommends the timely acquisition of two additional ambulances through the National Joint Powers Alliance competitively solicited national contract. This contract was awarded through an appropriate public bid process and meets the requirements of the District's Purchasing Ordinance. The total cost for each ambulance including sales tax, pre-construction inspection costs and delivery fees is \$182,976.

The District plans to obtain tax-exempt lease financing for this purchase. A request for proposals for lease financing will be issued. At this time, it is necessary to adopt a resolution declaring the District's official intent to use lease purchase proceeds to reimburse itself for the ambulance property expenditures. Annual lease payments for five years at 2% interest would be approximately \$77,000.

The District will also need to purchase two Stryker gurneys for the ambulances. The gurneys will cost approximately \$17,000 each and will be purchased through the District's Capital Budget.

With the proposed purchases, Capital Projects fund balance is projected to range from \$3.7M - \$5.7M over the next five years.

RECOMMENDATION

- 1) Discuss 2) Deliberate 3) Authorize the purchase of two new 2017 Leader ambulances from National Auto Fleet Group in the amount not to exceed \$365,952, authorize a Capital Projects Fund Budget adjustment expenditure increase in the amount of \$365,952 and Adopt Resolution 17-07 Declaration of Official Intent

ATTACHMENT

- 1) Attachment A – Resolution 17-07 – Declaration of Official Intent

RESOLUTION NO. 17-07

**RESOLUTION OF MORAGA-ORINDA FIRE PROTECTION DISTRICT
("DISTRICT") DECLARATION OF OFFICIAL INTENT**

Lessee: MORAGA-ORINDA FIRE PROTECTION DISTRICT

Principal Amount Expected To Be Financed: \$365,952

WHEREAS, the above Lessee is a political subdivision of the State in which Lessee is located (the "State") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements ("Equipment Leases") in the principal amount not exceeding the amount stated above ("Principal Amount") for the purpose of acquiring the property generally described below ("Property") and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description Of Property: 2017 Leader LI96 Ambulances - 2

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Equipment Leases ("Lease Purchase Proceeds") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

SECTION 1. Either one of the Fire Chief or the Administrative Services Director (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.

SECTION 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

Attachment A

SECTION 3. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

SECTION 4. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

SECTION 5. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

SECTION 6. This Resolution shall take effect immediately upon its adoption and approval.

PASSED, APPROVED and ADOPTED this 18th day of January, 2017 at a regular meeting of the District Board of Directors held at 2100 Donald Drive, Moraga, California 94556, on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Dated: January 18, 2017

Kathleen Famulener, President
Board of Directors

ATTEST:

Grace Santos
District Secretary/District Clerk



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: January 18, 2017
SUBJECT: Item 11.3 – District Update and Activity Report: November & December 2016

OPERATIONS

1. November Incident Responses:

- EMS/Rescue: 138
- Structure Fires: 2
- Vegetation Fires: 0
- Vehicle Accidents: 9
- All other calls: 126

Total: 275

2. December Incident Responses:

- EMS/Rescue: 158
- Structure Fires: 2
- Vegetation Fires: 0
- Vehicle Accidents: 24
- All other calls: 127

Total: 311

3. Conducted inspections of B-Occupancies
4. Purchased drone (through *Rescue One Foundation* grant)
 - a. Began development of Drone Policy
5. Continuing mapping updates (Wilder)
6. Created Fire Investigation Worksheet forms
7. Began OES-290 decommissioning process
8. Continued Fire Prevention Mapping project

9. Continued First-Due Mapping project

10. Communications:

- a. Coordinated MDT maintenance, Station-45 alerting system assessment and repairs.
- b. Completed portable radio maintenance
- c. Purchased APX portable batteries
- d. Began iPad implementation for apparatus

FIRE PREVENTION

1. Orinda Ratification of MOFD Ordinance #16-02

Staff attended the Orinda City Council meeting for the proposed ratification of the 2016 California Fire Code and MOFD Ordinance 16-02. Orinda City Council members voted unanimously to ratify the new code which took effect in the District on January 1, 2017.

2. Moraga Adoption of MOFD Ordinance #16-02

Staff attended the Moraga Town Council meeting for the proposed adoption of the 2016 California Fire Code and MOFD Ordinance 16-02. Moraga Town Council members voted unanimously to adopt the new code which took effect in the District on January 1, 2017.

3. Contra Costa County Ratification of MOFD Ordinance #16-02

Staff attended the Contra Costa Board of Supervisors meeting for the proposed ratification of the 2016 California Fire Code and MOFD Ordinance 16-02. The Board of Supervisors passed MOFD Ordinance #16-02 for all areas within the Fire District that are in the unincorporated areas of Contra Costa County.

4. Business inspection program training

Staff provided refresher training to all suppression personnel for the upcoming inspections of all businesses within the District. The program is designed to provide fire prevention and safety services to the business community. The inspection lists and forms were distributed to the each engine company on all shifts. Fire prevention staff follows up with letters of compliance or if assistance is need to gain compliance for fire code violations. The majority are completed and expected to be finished in February.

5. Contra Costa County Fire Chiefs Association meeting

Staff attended the CCCFCA meeting. Roundtable discussion of current issues, concerns, and upcoming training opportunities were discussed.

6. Orinda Planning Department traffic management plan

Staff met with staff from Orinda planning to discuss the proposed traffic management plan for public safety. Staff outlined the specific code requirements to ensure timely fire

equipment access. MOFD is required to review all plans for improvements or to existing roads for access and water supply.

7. Orinda Grove HOA and proposed address realignment meeting

The Fire Marshal, The Orinda City Manager, Orinda Planning Director and Orinda Police attended the Orinda Grove HOA meeting to discuss the proposed realignment of the streets and addresses. Currently, the addresses are aligned with the walkways, not the streets, which has made it more difficult to find for emergency responders. Pulte Developer and the City of Orinda have agreed to help facilitate the change. Further discussion will be on the agenda for the January Orinda City council meeting.

8. Contra Costa County Building and Local Fire Marshals meeting

The Fire Marshal met with senior staff from the Building Department and neighboring Fire Marshals to discuss the local concerns after recent incidents within the region. Attending the meeting was the Public relations director for Contra Costa County. One of the goals is to share public education resources that agencies can share in public education outreach.

9. Loma Fire Tour

The Fire Marshal attended the tour of the Loma Fire sponsored by CALFire and the Santa Cruz County Fire Safe Council. The tour was highly informative. The most important take-away message was that vegetation risk reduction and ember resistant building construction need to be implemented together for an effective structure survival strategy in wildfire conditions.

10. Fire Prevention Year-End Summary

a. Inspections

i. Annual Occupancy Inspections

Fire prevention staff inspected all of the public and private schools ("E's), all multi-family dwelling units (R-2', R-4's), all assemblies (A's), and all of the businesses within the District. The inspections are grouped by use in the Building Code and are inspected annually. The Fire Marshal inspected all of the buildings at Saint Mary's College.

ii. New construction

The Fire Marshal and the newly hired Fire Inspector inspect all new buildings for issuance of a building permit and for compliance to all fire code requirements. Tenant improvements, remodeling projects, and new building construction, primarily for new single family homes, has steadily increased for 2016.

iii. Weed Abatement/Vegetation Management

Fire Prevention Staff was proactive again this year to ensure compliance with the District's Exterior Hazard Control Program to reduce wildfire risk. In early spring, the District again offered the voluntary free Home Ignition Zone Assessments to educate homeowners on how to reduce their risk for wildfire. Prior to the June 15 compliance deadline, the fire prevention staff looked at all properties that were not in compliance last year first. These properties were immediately notified after the deadline to comply.

- iv. Overall, compliance was high, but work needs to be done about the vertical and horizontal clearance of trees and vegetation on Orinda's many private roads.

b. Grant Projects

The District partnered with the Town of Moraga, PG & E, CALFire, and the Diablo Fire Safe council for a grant funded project to reduce the combustible vegetation on the land above the historic Hacienda de las Flores.

The District received grant money from Diablo Fire Safe Council and partnered with CALFire, EBRP, and HAM Radio Group to thin the trees and perform brush removal at the communications tower on Grizzly Peak. The tower is essential for HAM radio and Orinda Public School emergency communications equipment.

c. Open House

The District hosted our two open house events. The fall fire prevention week Moraga Pancake breakfast and Ailsa Ann Ruch Fundraiser by the Moraga-Orinda Firefighters Association (MOFA) had over 600 people attend. The spring Orinda Open house was held to promote wildfire and emergency preparedness education. A hot dog fundraiser for MDA by Local 1230 was a huge success.

d. Overview of the Developments in the District

In the last year, the District has seen significant growth in terms of building construction. Many projects are moving forward or are in the process of being completed. The Fire Marshal oversees code compliance, plan review, and the issuance of permits for all projects in the District. Each building or project usually requires 3 types of plan review and a minimum of two inspections. Below is a summary of some of the major projects and their current status:

i. Via Moraga

The project was constructed in the old bowling alley site on Moraga Road across from the Rheem shopping Center. The 18-unit single family home project is sold out and nearly complete.

ii. Rancho Laguna II (now known as Bella Vista)

The 27-lot single family subdivision is located on Rheem Boulevard. As part of the project, the developer agreed to stabilize the road. The old road was in a slide area and was in very poor condition. The road had to be completely re-engineered and it has been closed to the public for about a year. It is scheduled to reopen at the end of January. Currently, there are two (2) model homes constructed. Once completed, the new subdivision will have improvements for new trail access and open space access.

iii. Camino Ricardo (Moraga)

The 26-lot single family home subdivision is located on Camino Ricardo in Moraga is near completion. The developer has built a pedestrian bridge to the Commons Park.

iv. Lavenida Lane

The 8-lot subdivision is located at the end of Lavenida Lane behind Miramonte High School. Staff has approved the preliminary plans for water supply and hydrant placement, fire equipment access and for building in the Very High Fire Severity Zone (VHFSZ). No construction date has been given.

v. Wilder

The 254-lot subdivision in Orinda is nearly built out. The Art and Garden Center building plans have been approved by staff. Grading should commence this spring.

vi. J and J Ranch (Moraga Adobe)

The 13-lot subdivision of single family homes in Orinda will include the restoration of the Moraga Adobe, considered to be one of the oldest structures in the area. Staff approved the fire department access roads for the project street width, including number and spacing and location of hydrants. Grading for the project is expect to commence this spring.

vii. Palos Colorados

The 123-lot single family subdivision in Moraga at the Moraga-Lafayette border has been approved for the final map, streets, water, and hydrant locations. The project will have large areas for trail access and open space. Grading is expected to start this spring.

viii. Indian Valley

The 71-lot single family home subdivision is located on Canyon Road before the intersection of Pinehearst in Moraga. Staff has completed the initial design review comments on the subdivision. No construction date has been given.

ix. Vista Encinos

The 10-lot single family home subdivision in Moraga was approved. The developer plans on building the lots separately. Plans for streets and water were approved by staff. No building plans have been submitted.

x. Moraga Town Center

Design for the 36-unit project located next to the Fire Administration Office on Moraga Way including streets, building height, EVA, water and hydrants were approved by staff.

EMERGENCY PREPAREDNESS

1. On November 2, staff met with the City Manager and Chief of Police from the City of Orinda and members of the Orinda Association to discuss presentations and format for the Orinda Public Safety Forum. The forum will be open to all Orinda Residents to discuss how residents can be better prepared for emergencies and maintain situational awareness. Speakers will include Orinda Chief of Police Mark Nagel, MOFD Chief, Healy, Emergency Preparedness Coordinator Dennis Rein, and Robert Pope from Lamorinda CERT. The Forum is planned for the evening of November 9 at the Orinda Community Center Auditorium.
2. On November 2, staff attended the Contra Costa County Operational Area meeting at the County Emergency Operations Center in Martinez. The group discussed best practices in managing spontaneous donations during an emergency and learned about the County's hazardous materials response capabilities.
3. On Saturday, November 5, staff worked with the MOFD Communications Support Unit Volunteers on the District's Department Operations Center (DOC) communications unit at Station-45. The group also held their monthly meeting and developed unit goals for 2017.
4. On November 9, staff participated in the Orinda Public Safety Forum. Approximately 75 residents attended the meeting. The Orinda Association worked with a local video producer to capture the forum so that the information can be available to a larger audience.

5. On November 14, Lamorinda CERT held its monthly update training on Local Disaster Communications at the Orinda Library's Garden Room. Over 30 residents attended the training and learned about the radio network that's been developed by volunteers in the community.
6. On November 16, staff met with the Orinda Union School District to review their emergency procedures, tour the administrative facility and collaborate on emergency preparedness.
7. On November 23, staff met with the Moraga Town Manager and Chief of Police to work on emergency preparedness issues. The discussion included: *HeartSafe Lamorinda*, emergency management training for Town staff, communications during a disaster, and planning for major evacuations.
8. November 28, staff attended the Lamorinda CERT Steering Committee meeting at the Lafayette city offices. The steering committee reviewed proposed changes to the Basic CERT training presentations, discussed the "handling unaccompanied minors in a disaster" guidelines, and developed a schedule for 2017 CERT monthly update trainings. CERT will also be working with a Social Media Consultant to improve communications via Facebook and Twitter.
9. On December 1, staff met with the City Manager and Chief of Police from the City of Orinda to discuss goals for the City's Emergency Operations in 2017. Staff will be presenting an Emergency Operations Center (EOC) orientation in January, working with community volunteers to enhance disaster communications and organizing EOC equipment and supplies.
10. On December 2, staff worked with CERT volunteers to configure the MOFD disaster cache container at Station-41. The cache container is an 8 x 20 metal shipping container that will be used to store emergency preparedness program materials as well as disaster food, water and supplies to support the District during a major incident.
11. On Saturday, December 3, the District's Communications-Support Unit held its monthly meeting in the Blue Room at Station-45. The group met for a holiday breakfast before the normal business meeting then worked on several communications projects in the Department's Operations Center. Twelve volunteers attended the meeting.
12. On December 8, staff met with the Chief of Police from the Town of Moraga and Gordon Nathan from the Rescue One foundation. The purpose of the meeting was to begin planning for "HeartSafe Lamorinda". HeartSafe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the "chain-of-survival" as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest from becoming irreversible death. Staff

is also working with the Cities of Orinda and Lafayette and will be coordinating efforts with the Contra Costa County Fire Protection District and County EMS.

13. On December 16, staff worked with six (6) volunteers from the Lamorinda Radio Interest Group (LARIG) at the Grizzly Peak communications site. A number of technical projects were completed including: installation of an upgraded Orinda GMRS repeater and amplifier, grounding antenna cables and making adjustments to the K6ORI HAM repeater. The equipment will be a valuable resource for the community in the event of a major disaster as it links neighborhoods directly to Emergency Operations Centers and First Responders.
14. On Wednesday evening, December 21, staff attended the Lamorinda Radio Interest Group meeting at the Sarge Little Hale Room in Orinda. 15 members of the group elected a new Board of Directors, discussed updates to the local amateur radio system and planned projects for 2017. The group was also asked to support three Emergency Operations Center Communications Exercises in 2017. The "COMM-EXs" are being planned for February, June and October.

TRAINING

1. Coordinated academy wildland firefighting class in Moraga
2. Conducted Probationary Firefighter written testing
3. Scheduled monthly training for district personnel
4. Hosted District Training Committee meetings (2)
5. TDA training continuing
6. Attended annual NorCal Training Officer's Symposium in Fresno
7. Participated in meeting for *FireBlast* trailer logistics with El Cerrito and EBRP Fire
8. Conducted meeting for active shooter drill Miramonte High School with OPD, LPD, and MPD.
9. Began development of Mandated Training Master Calendar

APPARATUS

1. Coordinated engine ladder bracket replacement for 24-foot ladder
2. TDA training continuing
3. Completed annual service and repairs on Medic-424 and 457, OES-290, Engine-45, Engine-43, and 4500.
4. Coordinated DMV registration for new apparatus
5. Scheduled and completed smog checks

EMS

1. Completed 4th Quarter EMS (Administrative Updates) training
2. Updated EMS Credentials of all personnel in *Target Solutions*

3. Completed certification audit of all personnel
4. Completed ALS Recertification training to all personnel
5. Completed BLS provider CPR renewal training to all personnel
6. Monitored ambulance compliance (on-going)
7. Audited CQI & PCR (on-going)
8. Ordered and inventoried EMS supplies (on-going)

SUPPORT SERVICES

1. Continued to support Station-43 construction project through weekly meetings
2. Continued to provide logistical support for all district facilities

ADMINISTRATIVE SERVICES

1. Continued preparation of Comprehensive Annual Financial Report
2. Completed implementation of financial transparency software
3. Completed June 30, 2016 Actuarial Valuation
4. Began required payroll system upgrade
5. Implemented new health insurance contribution rates for all employees
6. Provided administrative support to the Station 43 Reconstruction project
7. Continued recruitments for position of Battalion Chief
8. Completed 2016 records destruction process
9. Completed fiber installation at all fire stations
10. Completed sale of surplus ambulance
11. Implemented ACH payments to improve efficiency and internal control
12. Completed required annual update federal System for Award Management
13. Attended California Public Employers Labor Relations Association conference
14. Completed preparation of Comprehensive Annual Financial Report
15. Continued required payroll system upgrade
16. Provided administrative support to the Station 43 Reconstruction project
17. Completed recruitment for position of Battalion Chief
18. Attended Government Tax Seminar

OFFICE OF FIRE CHIEF

1. Provided (on-going) staff support related to Station-43 re-construction project
2. Provided staff support to Admin Division with legal matters, recruitment, and promotional exams.
3. Provided staff support to EMS Division with policy and process issues
4. Provided staff support to Operations Division with GIS mapping projects and initiatives
5. Hosted Management Team meetings
6. Hosted Groundbreaking Ceremony for Station-43 Reconstruction Project
7. Hosted Board of Directors indoctrination meetings for new members
8. Completed Applied research project for USFA/NFA

9. Met with EBMUD representatives regarding low-flow hydrants. Director Barber also attended.
10. Met with Orinda School Superintendent re disaster planning and safety education for children.
11. Attended presentation of charity donation to Alisa Ann Ruch Burn Foundation with proceeds from October Open House.
12. Attended Orinda Mayor's Liaison meeting
13. Attended Rotary Club of Moraga Employee of the Month Luncheon. Captain Dan Dick won the award.
14. Attended Public Safety Forum with MOFD Emergency Preparedness Coordinator (Dennis Rein) and LaMorinda Deputy CERT Manager (Robert Pope).
15. Attended EMS Awards luncheon to honor first responders and people saved from cardiac arrest. Several MOFD personnel were recognized.
16. Attended California Fire Region II meeting as Operational Area Coordinator
17. Attended MOFD Employee Recognition Dinner. Captain Dan Dick received the Chief's Commendation and Firefighter Steve Rogness received the Firefighter of the Year Award.
18. Attended Moraga Police Chief King's swearing-in ceremony
19. Attended Orinda City Council meeting: MOFD Board President Steve Anderson thanked Mayor Smith and presented her with a proclamation and award from the District.
20. Attended MOFD Board Retirement Recognition Event honoring Fred Weil and Alex Evans.