



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING
January 17, 2024 – 6:00 PM
6:00 p.m. CLOSED SESSION
7:00 p.m. OPEN SESSION

MEETING LOCATION:
Sarge Littlehale Room
22 Orinda Way
Orinda, CA 94563

To access the meeting remotely:
please click the link below to join the webinar by Zoom:
<https://us02web.zoom.us/j/82677206560>
or By Phone: 1-669-900-6833
Webinar ID: 826 7720 6560

NOTICE OF TELECONFERENCED MEETING:

Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference participation by Board Member Greg Hasler from:
833 Pershing Street, Craig, CO 81625

Public Participation

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. If you are participating via the Zoom meeting link (i.e. web platform), and experience personal technological difficulties, please re-join the meeting by phone via phone number provided above.

For In-person Attendees: Face coverings are strongly encouraged and attendees are encouraged to be up-to-date on the COVID-19 vaccine. Social distance should be maintained when practical. If you are feeling sick, please do not attend the meeting in person.

SPEAKER CARDS: Members of the public may comment on any item on the agenda before or during the Board's consideration of the item. If you would like to speak during the public forum or on an item listed on the agenda, you are invited to submit a speaker card to the District Clerk. You will be permitted to speak even if you elect not to submit a speaker card or decline to provide information requested on the card. After the Board of Directors has heard from everyone who submitted speaker cards, anyone electing not to submit a speaker card may form a line at the lectern. Public comment is limited to 3 minutes per speaker per agenda item.

For Remote Attendees: join via the ZOOM link or the dial-in information above. You can access the meeting via a smartphone or computer App (Zoom) or phone. Live Public Comment can be provided via the Zoom app (during the public comment period) by the raise hand feature. The District Clerk will announce, "the next speaker has been unmuted." A notification will appear for the speaker who has raised their hand, asking them to unmute their microphone. Please unmute your microphone and state your first and last name for the record (not required). If participating by phone, dial *9 to raise your hand. Staff will announce the last four (4) digits of the phone number for dial-in attendees. Participants will be called in the order of hands raised.

Submit Public Comment Before the Meeting: Members of the public can provide public comment by sending an e-mail to info@mofd.org no later than 3:00 p.m. the day of the meeting. Those e-mails will be distributed to the Board of Directors and posted on the District's website as part of the public record by 5:00 p.m. on the day of the meeting. Note: any written public comments received after the deadline will not be distributed to the Board of Directors or posted on the District's website until the following day. Written comments will NOT be read into the record. All written public comments are available to view at mofd.org/agendas.

1. **OPENING CEREMONIES**

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance

2. **PUBLIC COMMENT - CLOSED SESSION ITEMS**

3. **CLOSED SESSION**

3.1 **Conference with Labor Negotiator - Local 1230, IAFF**

(Government Code Section 54957.6)

Employee Organization: Local 1230, International Association of Firefighters IAFF

Agency Designated Representative: Luke Jensen

3.2 **Conference with Labor Negotiator - MOFCOA**

(Government Code Section 54957.6)

Employee Organization: Moraga-Orinda Fire Chief Officers' Association

Agency Designated Representative: Luke Jensen

3.3 **Conference with Labor Negotiator - Unrepresented Employees**

(Government Code Section 54957.6)

Employee Organization: Unrepresented Employees

Agency Designated Representative: Luke Jensen

4. **RECONVENE THE MEETING**

- Call the Meeting to Order
- Roll Call

5. **REPORT OF CLOSED SESSION ACTION**

6. **PUBLIC COMMENT – ITEMS NOT ON THE AGENDA**

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

7. **ANNOUNCEMENTS**

7.1 **Brief information only reports related to meetings attended by a Director at District expense.**

(Government Code Section 53232.3(d))

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

7.3 **Communications Received**

[01-Saint Mary's College.pdf](#)

7.4 **Fire Chief Updates**

- a. **Finance Report**
- b. **Human Resources**
- c. **Fire Marshal**
- d. **Tunnel East Bay Hills Fuel Break Project**
- e. **Home Hardening Grant Program**
- f. **Operations**

[Attachment: Year End 2023 Fire Marshal Report.pdf](#)

8. **CONSENT AGENDA**

8.1 [Meeting Minutes -September 20, 2023 \(special\)](#)

Staff Recommendation: Approve and File

[Attachment A: 09-20-23 Special Minutes DRAFT.pdf](#)

[Attachment B: Responses to a citizen's queries from CCCERA's Acting CEO.pdf](#)

8.2 **Meeting Minutes – November 15, 2023 (regular)**

Staff Recommendation: Approve and File

[Attachment: 11-15-23 Regular Minutes](#)

8.3 **Monthly Incident Report – November and December 2023**

Staff Recommendation: Approve and File

[Attachment: Monthly Incident Report November 2023.pdf](#)

[Attachment: Monthly Incident Report December 2023.pdf](#)

8.4 **Monthly Check/Voucher Register – November - December 2023**

Staff Recommendation: Approve and File

[Attachment: Monthly Register Nov and Dec 2023.pdf](#)

8.5 **Monthly Financial Report – December 2023**

Staff Recommendation: Approve and File

[Balance Sheet 12.31.2023.pdf](#)

[Attachment: December 2023 Financials.pdf](#)

8.6 **2024 Listing of Board Assignments**

Staff Recommendation: Information Only

[Attachment: 2024 Board Meeting Dates/Standing & Ad Hoc Committees](#)

8.7 **Approve the Annual Comprehensive Financial Report as of the Fiscal Year Ended June 30, 2023, Memorandum on Internal Control for the Year Ended June 30, 2023, Required Communications for the Year Ended June 30, 2023 and Independent Accountant's Report on Applying Agreed-Upon Procedures for Appropriations Limit Calculation For the Year Ended June 30, 2023**

Staff Recommendation: Approve the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023, Memorandum on Internal Control for the Year Ended June 30, 2023, Required Communication for the Year Ended June 30, 2023 and Independent Accountant's Report on Applying Agreed-Upon Procedures for Appropriations Limit Calculation For the Year Ended June 30, 2023

[Attachment A: MOFPD ACFR FY23 Final.pdf](#)

[Attachment B: MOFPD RC FY23 Final.pdf](#)

[Attachment C: MOFPD MOIC FY23 Final.pdf](#)

[Attachment D: MOFPD GANN FY23 Final.pdf](#)

8.8 **Approval of Salary Schedule Unrepresented Employees Effective January 1, 2024**

Staff Recommendation: Approve and File Salary Schedule Unrepresented Employees Effective January 1, 2024

[Attachment: Salary Schedule-Unrepresented Effective 01012024.pdf](#)

8.9 **Authorize the Fire Chief to Enter into an Agreement with Contra Costa County Fire Protection District for Firefighter Training in the Amount Not to Exceed \$165,000**

Staff Recommendation: Authorize the Fire Chief to Enter into an Agreement with Contra Costa County Fire Protection District for Firefighter Training in the Amount Not to Exceed \$165,000

9. **REGULAR AGENDA**

9.1 **Investment Advisory Services**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide direction to Staff

[Attachment A: Optimized Investment Partners-Board Presentation.pdf](#)

[Attachment B: Optimized Investment Partners-Brochure.pdf](#)

9.2 **Overview of the District's Information Technology Infrastructure**

Staff Recommendation: 1) No Action. Information Only.

9.3 **First Reading and Introduction of Ordinance No. 24-01 Revising a Schedule of Fees for District Services**

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Introduce and Waive the Reading of Ordinance No. 24-01, An Ordinance of the Moraga-Orinda Fire District of Contra Costa County Revising a Schedule of Fees for District Services and the revised Fee Schedule

effective March 25, 2024

[Attachment A: Ordinance No. 24-01 Schedule of Fees](#)

[Attachment B: Exhibit A, 2024 District Fee Schedule.](#)

9.4 [Adopt Resolution 24-01 Approving an Investment Policy for District Funds](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Resolution 24-01 Approving an Investment Policy for District Funds.

[Attachment A: Resolution 24-01 Investment Policy.docx](#)

[Attachment B: Investment Policy 2024 Legislative Version.pdf](#)

[Attachment C: Investment Policy 2024.pdf](#)

9.5 [Receive a Proposed Resolution 24-02 revising Rules of Procedure for Board Meetings addressing voting requirements, rules for public comment, removal of the Board Officer positions of Secretary and Treasurer, and other issues; discuss and consider additional changes regarding conflicts of interest and disruptive conduct](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to Staff on Proposed Resolution 24-02 revising Rules of Procedure for Board Meetings addressing voting requirements, rules for public comment, disruptive conduct, conflicts of interest, removal of the Board Officer positions of Secretary and Treasurer, and other issues.

[Attachment A: Legislative Version Resolution No. 11-03 MOFD Rules of Procedure redline.pdf](#)

[Attachment B: 24-02 resolution revised rules of procedure.pdf](#)

10. **COMMITTEE REPORTS**

10.1 **Standing Audit Committee (Directors Hasler and Jex)**

10.2 **Ad Hoc Committee Joint Fire Prevention w/City of Orinda (Directors Jorgens and Roemer)**

11. **ANNOUNCEMENTS**

11.1 **Future Agenda Items**

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) 258-4501, at least one business day prior to the scheduled District Board meeting to ensure that we may assist you.

Any disclosable public records related to an open session item on a Regular meeting agenda and distributed by the Moraga-Orinda Fire District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspections at 1280 Moraga Way, Moraga, during normal business hours, and available on our website at www.mofd.org/agendas.

I hereby certify that this agenda in its entirety was posted on January 12, 2024, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45 and electronically at www.mofd.org/agendas. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Marcia Holbrook
District Secretary/Clerk