



# Moraga-Orinda Fire District

## Board of Directors

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**REGULAR MEETING**  
**October 16, 2024 – 6:00 PM**  
6:00 p.m. CLOSED SESSION  
7:00 p.m. OPEN SESSION

LOCATION:  
Orinda Library Auditorium  
26 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/83751228162>  
or By Phone: 1-669-900-6833  
Webinar ID: 837 5122 8162

**NOTICE OF TELECONFERENCED MEETING:**

Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference participation by Board Member Greg Hasler from:  
One Deloitte Way  
West Lake, TX 76262

Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference participation by Board Member John Jex from:  
5420 Moose  
Island Park, ID 83429

The agenda for both teleconference meetings has been posted at the teleconference locations. The teleconference locations are accessible to the public, and members of the public are allowed to address the Board from the teleconference locations.

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**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 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](mailto: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](http://mofd.org/agendas).

The meeting will be live streamed via the [MOFD YouTube Channel](#). A link is accessible via the District's website.

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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
  - 3.4 **Conference with Labor Negotiator - Interim Fire Chief**  
(Government Code Section 54957.6)  
Unrepresented Employee: Interim Fire Chief Jeff Isaacs  
Agency Designated Representative: Jonathan Holtzman
  - 3.5 **Conference with Legal Counsel - Existing Litigation (Pearson)**  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of Case: Sandia Pearson and Anita K. Pearson v. Moraga-Orinda Fire District  
Case No. Case No. N23-2201
4. **RECONVENE THE MEETING**
  - Call the Meeting to Order
  - Roll Call
5. **REPORT OF CLOSED SESSION ACTION**
6. **ANNOUNCEMENTS**
  - 6.1 **Brief information only reports related to meetings attended by a Director at District expense**  
(Government Code Section 53232.3(d))
  - 6.2 **Questions and informational comments from Board members and Staff**
  - 6.3 **Communications Received**
  - 6.4 **Fire Chief Updates**
    - a. Finance Report
    - b. Human Resources

- c. Fire Marshal Report (attached)
- d. Tunnel East Bay Hills Fuel Break Project
- e. Home Hardening Grant Program
- f. California Coastal Conservancy Grant- Painted Rock Cattle Grazing Grant
- g. Station 45 Remodel
- h. Operations
- i. Upcoming Calendar and Events - (next 30 days)

**MOFD Events:**

- October 21: Tri-Agency Meeting
- October 23: Volunteer Appreciation Dinner
- November 1: City of Orinda and MOFD Blood Drive
- November 8: CERT Water Drum Distribution
- November 20: Board of Director Meeting, Orinda Library Auditorium

**External Events:**

- October 17: Girl Scout Troop 31802
- October 17: The Great ShakeOut
- October 24: Orinda Parks & Rec Trunk & Treat
- November 13: Fire Station Tour Del Rey Elementary

[Attachment: Monthly Fire Marshal Report - September](#)

**7. 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.

**8. CONSENT AGENDA**

8.1 [Meeting Minutes - September 18, 2024 \(regular\)](#)

Staff Recommendation: Approve and File

[Attachment: 09-18-24 Regular Minutes DRAFT](#)

8.2 [Monthly Incident Report - September 2024](#)

Staff Recommendation: Approve and File

[Attachment: Monthly Incident Report - September 2024](#)

8.3 [Monthly Check/Voucher Register - September 2024](#)

Staff Recommendation: Approve and File

[Attachment: Monthly Check/Voucher Register - September 2024](#)

8.4 [Monthly Financial Report - September 2024](#)

Staff Recommendation: Approve and File

[Attachment: Balance Sheet 9.30.2024.pdf](#)

[Attachment: September 2024 Financials.pdf](#)

8.5 [Approval of GASB 75 OPEB Valuation Report as of June 30, 2024](#)

Staff Recommendation: Approve GASB 75 OPEB Valuation Report as of June 30, 2024

[Attachment A: Moraga-Orinda Fire GASB 75 RF Report 2024.pdf](#)

8.6 [Organizational Chart and Prescribed Fire Program Manager Job Description](#)

Staff Recommendation: Information only

[Attachment A: Organizational Chart July 2024 Revised.pdf](#)

[Attachment B: Prescribed Fire Program Manager FINAL.pdf](#)

8.7 [Declare One 2008 Chevrolet Suburban Surplus](#)

Staff Recommendation: Declare One 2008 Chevrolet Suburban Surplus

**9. REGULAR AGENDA**

9.1 [Provide Direction Regarding the Draft Annual Comprehensive Financial Report as of the](#)

Fiscal Year Ended June 30, 2024, Draft Memorandum on Internal Control for the Year Ended June 30, 2024, Draft Required Communications for the Year Ended June 30, 2024 and Draft Independent Accountant's Report on Applying Agreed-Upon Procedures for Appropriations Limit Calculation For the Year Ended June 30, 2024

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction Regarding the Draft Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024, Draft Memorandum on Internal Control for the Year Ended June 30, 2024, Draft Required Communication for the Year Ended June 30, 2024 and Draft Independent Accountant's Report on Applying Agreed-Upon Procedures for Appropriations Limit Calculation For the Year Ended June 30, 2024

[Attachment A: MOFPD ACFR 2024 Final Draft 10.8.24.pdf](#)

[Attachment B: MOFPD RC 2024 Final Draft 10.7.24.pdf](#)

[Attachment C: MOFPD MOIC 2024 Final Draft 10.7.24.pdf](#)

[Attachment D: MOFPD GANN 2024 Final Draft 10.7.24.pdf](#)

9.2 [Approval of Pension Funding Policy](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve the Pension Funding Policy

[Attachment A: Pension Funding Policy Draft 2024.pdf](#)

[Attachment B: Staff Report July 2023 Pension Funding Policy](#)

9.3 [Review of the Current Practice for Recording Meeting Minutes and Explore Potential Options to Enhance the Effectiveness of Minute-taking Processes while Meeting Regulatory Standards](#)

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

9.4 [Approval to Invest District Funds held in Section 115 Trust with Public Agency Retirement Services Using the Directed Trustee Approach](#)

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

[Attachment A: Summary of Data.pdf](#)

[Attachment B: Comparison of Investment Returns.pdf](#)

9.5 [Second Reading and Adopt Ordinance No. 24-03, an Ordinance of the Moraga-Orinda Fire Protection District, Amending the Purchasing and Contracting Procedures and Authorities; Approve Resolution 24-12 Establishing Contracting Procedures for Special Services Contracts.](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) As introduced on September 18, 2024, Adopt Ordinance No. 24-03, an ordinance of the Moraga-Orinda Fire Protection District amending the purchasing and contracting procedures and authorities, and 4) Approve Resolution 24-12, a resolution of the Board of Directors of the Moraga-Orinda Fire Protection District establishing contracting procedures for special services contracts.

[Attachment A: 24-03 Amending Purchasing Procedures Ordinance 23-05 \(redline version\)](#)

[Attachment B: 24-03 Amending Purchasing Procedures Ordinance 23-05 \(final version\)](#)

[Attachment C: 24-12 Resolution Establishing Contracting Procedures](#)

[Attachment D: 24-12A Exhibit A Special Services Contracting Procedures \(Redline\)](#)

9.6 [Approval of Unrepresented Employee Handbook Authorizing Benefits for Unrepresented Employees Effective January 1, 2025 to Implement Changes to Leave Entitlements for the Fire Marshal Position](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve the Unrepresented Employee Handbook effective January 1, 2025

[Attachment A: Unrepresented Handbook 01.01.2025 Legislative Version.pdf](#)

[Attachment B: Unrepresented Handbook 01.01.2025 Final Version.pdf](#)

9.7 [Adopt Resolution No. 24-14 Adopting Amendment-6 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker](#)

1) Discuss; 2) Deliberate; 3) Adopt Resolution No. 24-14 Adopting Amendment-6 to Employment Agreement Between Moraga-Orinda Fire District and David Winnacker

[Attachment A: Amendment 6 Winnacker.docx](#)

[Attachment B: 24-14 Resolution Fire Chief Employment Agreement Amendment No. 6.docx](#)

[Attachment C: Winnacker Employment Agreement and Amendments 1-5.pdf](#)

9.8 [Membership in the Hills Emergency Forum](#)

Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Provide Direction to Staff  
[Attachment A: Item 10.8 Update on the East Bay Hills Wildfire Prevention and Vegetation Management Joint Powers Agency](#)

**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)**

**10.3 Ad Hoc Committee Recruitment of Interim Fire Chief (Directors Hasler and Jorgens)**

**11. REQUESTS FOR ITEMS ON FUTURE AGENDAS**

**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](http://www.mofd.org/agendas).

I hereby certify that this agenda in its entirety was posted on October 11, 2024, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45 and electronically at [www.mofd.org/agendas](http://www.mofd.org/agendas). Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



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Marcia Holbrook  
District Secretary/Clerk