



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING
December 18, 2024 – 6:30 PM
6:30 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/82387751464>

or By Phone: 1-669-900-6833
Webinar ID: 823 8775 1464

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 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.

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

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. **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**

Attachment: Nick Waranoff

6.4 **Fire Chief Updates**

- Finance Report
- Human Resources
- Fire Marshal Report (attached)
- Tunnel East Bay Hills Fuel Break Project
- Prescribed Fire Report
- Home Hardening Grant Program
- Operations
- MOFD Community Engagement Zone Zero Comments
- Upcoming Calendar and Events - (next 30 days)

MOFD Events:

January 15: Board of Director Meeting, Orinda Library Auditorium

External Events:

January 14, 15, 17: North Creek Academy School

[Attachment: Fire Marshal Report - November](#)

[Attachment: MOFD Community Engagement Zone Zero Public Comments as of 12.12.2024](#)

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.

- 7.1 [Written Public Comment - Items Not on the Agenda](#)
[Attachment: Elaine Chow-Davis](#)

8. **CONSENT AGENDA**

- 8.1 [Meeting Minutes - November 20, 2024 \(regular\)](#)
Staff Recommendation: Approve and File
[Attachment: 11-20-24 Regular Minutes DRAFT](#)
- 8.2 [Monthly Incident Report - November 2024](#)
Staff Recommendation: Approve and File
[Attachment: Monthly Incident Report - November 2024](#)
- 8.3 [Monthly Check/Voucher Register - November 2024](#)
Staff Recommendation: Approve and File
[Attachment: Check Register November 2024.pdf](#)
- 8.4 [Monthly Financial Report - November 2024](#)
Staff Recommendation: Approve and File
[Attachment: November Financials.pdf](#)
- 8.5 [2025 Regular Board Meeting Schedule](#)
Staff Recommendation: Receive and File.
- 8.6 [Approval of the Annual Operating Budget Timeline Fiscal Year 2026](#)
Staff Recommendation: Approve and File
[Attachment: Budget Timeline.docx](#)
- 8.7 [Approval of revised Budget Development Policy](#)
Staff Recommendation: 1) Approve the revised Budget Development Policy
[Attachment A: 14 Budget Development Policy Update December 2024 Legislative Version](#)
[Attachment B: 14 Budget Development Policy Final December 2024.pdf](#)
- 8.8 [Receive and File the Annual Comprehensive Financial Report as of the Fiscal Year Ended June 30, 2024, Required Communications for the Year Ended June 30, 2024, Memorandum on Internal Control for the Year Ended June 30, 2024 and Independent Accountant's Report on Applying Agreed-Upon Procedures for Appropriations Limit Calculation For the Year Ended June 30, 2024](#)
Staff Recommendation: 1) Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024, Required Communication for the Year Ended June 30, 2024, Memorandum on Internal Control for the Year Ended June 30, 2024 and 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.pdf](#)
[Attachment B: MOFPD RC 2024 Final.pdf](#)
[Attachment C: MOFPD MOIC 2024 Final.pdf](#)
[Attachment D: MOFPD GANN 2024 Final.pdf](#)
- 8.9 [Authorize Approval of Service Agreement with Imagetrend LLC for Electronic Patient Care Report and Incident Reporting in the Amount Not To Exceed \\$24,994.50 \(Year 1\)](#)
Staff Recommendation: 1) Authorize approval of service agreement with Imagetrend LLC for electronic patient care report and incident reporting in the amount not to exceed \$24,994.50 (Year 1)
[Attachment A: Moraga-Orinda Fire Protection District \(CA\) - Elite Rescue Final Piggyback](#)
- 8.10 [Approve Resolution 24-15 Authorizing an Architectural Services Agreement with Shah Kawasaki, Inc. and Approve Personal Services Agreement with Shah Kawasaki Architects for Architectural Design Services for the Fire Station 45 Remodel Project in an Amount Not to Exceed \\$340,900](#)
Staff Recommendation: 1) Approve Resolution 24-15, A Resolution of the Moraga-Orinda Fire District Authorizing an Architectural Services Agreement with Shah Kawasaki, Inc.; 2) Approve Personal Services Agreement between the Moraga-Orinda Fire Protection District and Shah Kawasaki Architects for architectural design services for the Fire Station 45 remodel project in

an amount not to exceed \$340,900.

[Attachment A: MOFD SKA Station 45 Remodel Architect Agreement Contract w/Exhibit A](#)

[Attachment B: Resolution 24-15 Authorizing an Architectural Services Agreement with Shah Kawasaki Architects, Inc](#)

8.11 [Approval of Updated District Policy 09: Ethics Training](#)

[Staff Recommendations: Approve the Updated District Policy 09: Ethics Training](#)

[Attachment A: District Policy 09: Ethics Training \(clean\)](#)

[Attachment B: District Policy 09: Ethics Training \(redline\)](#)

9. REGULAR AGENDA

9.1 [Election of Board Officers](#)

[Staff Recommendation: 1\) Discuss; 2\) Elect new board officers to be effective January 1, 2025.](#)

9.2 [Annual Review, Approval, and Appointment of Standing and Ad Hoc Committees and District Liaisons for 2025](#)

[Staff Recommendation: 1\) Discuss; 2\) Deliberate; 3\) Review the necessity of existing Standing and Ad Hoc Committees; 4\) Approve and/or Dissolve any current committees as appropriate for the 2025 calendar year; 5\) Appoint new members to the 2025 Committees and District Liaison roles, effective January 1, 2025.](#)

9.3 [Approval of Memorandum of Understanding between the District and United Professional Fire Fighters of Contra Costa County I.A.F.F. Local 1230 - A, AFL-CIO for the period July 1, 2024 - June 30, 2027; Approval of Salary Schedule Effective January 1, 2025; Approval of Side Letter of Agreement Regarding One-Time Payments; Approval of Side Letter of Agreement Regarding Single Role Ambulance Staffing Plan; Approval of FY2025 General Fund Expenditure Budget Adjustment Increase](#)

[Staff Recommendation: 1\) Discuss; 2\) Deliberate; 3\) Approval of Memorandum of Understanding between the District and United Professional Fire Fighters of Contra Costa County I.A.F.F. Local 1230 -A, AFL-CIO for the period July 1, 2024 - June 30, 2027; 4\) Approval of Salary Schedule Effective January 1, 2025; 5\) Approval of Side Letter of Agreement Regarding One-Time Payments; 6\) Approval of Side Letter of Agreement Regarding Single Role Ambulance Staffing Plan; 7\) Approval of FY2025 General Fund Expenditure Budget Adjustment Increase](#)

[Attachment A: Local 1230A Redline Final MOU 2024-2027.pdf](#)

[Attachment B: Local 1230A Clean Final MOU 2024-2027.pdf](#)

[Attachment C: Salary Schedule-Local 1230A Effective 01.01.2025.pdf](#)

9.4 [Approval of Memorandum of Understanding between the District and United Professional Fire Fighters of Contra Costa County I.A.F.F. Local 1230 - B, AFL-CIO for the period July 1, 2024 - June 30, 2027; Approval of Salary Schedule Effective January 1, 2025](#)

[Staff Recommendation: 1\) Discuss; 2\) Deliberate; 3\) Approval of Memorandum of Understanding between the District and United Professional Fire Fighters of Contra Costa County I.A.F.F. Local 1230 - B, AFL-CIO for the period July 1, 2024 - June 30, 2027; 4\) Approval of Salary Schedule Effective January 1, 2025](#)

[Attachment A: Local 1230B Single Role Final MOU 2024-2027.pdf](#)

[Attachment B: Salary Schedule-Local 1230B Effective 01.01.2025.pdf](#)

9.5 [Approval of Memorandum of Understanding between the District and Moraga-Orinda Fire Chief Officers Association for the period July 1, 2024 - June 30, 2027; Approval of Salary Schedule Effective January 1, 2025; Approval of Side Letter of Agreement Regarding One-Time Payments; Approval of FY2025 General Fund Expenditure Budget Adjustment Increase](#)

[Staff Recommendation: 1\) Discuss; 2\) Deliberate; 3\) Approval of Memorandum of Understanding between the District and Moraga-Orinda Fire Chief Officers Association for the period July 1, 2024 - June 30, 2027; 4\) Approval of Salary Schedule Effective January 1, 2025; 5\) Approval of Side Letter of Agreement Regarding One-Time Payments; 6\) Approval of FY2025 General Fund Expenditure Budget Adjustment Increase in the Amount of \\$113,280](#)

[Attachment A: MOU Batt Chiefs Final Redline MOU 2024-2027.pdf](#)

[Attachment B: MOU Batt Chiefs Final Clean MOU 2024-2027.pdf](#)

- Attachment C: Salary Schedule-MOFCOA Effective 01.01.2025.pdf
- 9.6 Approval of Unrepresented Employee Handbook Effective January 1, 2025; Approval of Salary Schedule for Unrepresented Employees Retroactive to July 1, 2024; Approval of Salary Schedule for Unrepresented Employees Effective December 31, 2024
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve Unrepresented Employee Handbook Effective January 1, 2025; 4) Approve Salary Schedule for Unrepresented Employees Retroactive to July 1, 2024; Approve Salary Schedule for Unrepresented Employees Effective December 31, 2024
Attachment A: Unrepresented Handbook 01.01.2025A Legislative Version.pdf
Attachment B: Unrepresented Handbook 01.01.2025A Final Version.pdf
Attachment C: Salary Schedule-Unrepresented 07.01.2024 Revised December 2024.pdf
Attachment D: Salary Schedule-Unrepresented Effective 12.31.2024.pdf

10. **COMMITTEE REPORTS**

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

10.2 **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.

I hereby certify that this agenda in its entirety was posted on December 13, 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