



# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

February 19, 2020  
(Approved March 25, 2020)

1. The Board of Directors convened in Closed Session at 6:03 p.m. on February 19, 2020 at the Sarge Littlehale Room, 22 Orinda Way, Orinda, California. President Danziger called the meeting to order and requested an attendance roll call. Present were the following Directors and Staff:

President Danziger	Director Jex	Jonathan Holtzman, District Counsel
Director Baitx	Director Jorgens	Marcia Holbrook, District Clerk
Director Donner	Dave Winnacker, Fire Chief	

2. **PUBLIC COMMENT (audio 3:45)**

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment.

At 6:05 P.M., the Board adjourned into Closed Session.

3. **CLOSED SESSION**

- 3.1 **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee: David Winnacker, Fire Chief

- 3.2 **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Jonathan Holtzman

Employee Organization: Unrepresented Employees

4. **RECONVENE THE MEETING (audio 4:24)**

- 4.1 **Call the Meeting to Order**

- 4.2 **Pledge of Allegiance**

President Danziger reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:05 p.m. Present were the following Directors and Staff:

President Danziger	Director Jorgens	Jonathan Holtzman, District Counsel
Director Baitx	Dave Winnacker, Fire Chief	Marcia Holbrook, District Clerk
Director Donner	Jeff Isaacs, Fire Marshal	
Director Jex	Gloriann Sasser, Admin Services Director	

President Danziger requested for members of the board and community to remain standing for a moment of silence in memory of Captain Ray Figueroa and Firefighter Patrick Jones from Porterville City, in Tulare County.

5. **REPORT OF CLOSED SESSION ACTION (audio 6:36)**

There was no reportable action taken in Closed Session.

6. **PUBLIC COMMENT (audio 6:48)**

President Danziger opened the Public Comment.

Melanie Light, Orinda resident, spoke on behalf of the Via Farallon/La Cuesta Firewise group. Ms. Light expressed her appreciation for the Fire Prevention Chipper Program and the extra support received from

Fire Marshal Isaacs. She also shared a Fire Safety publication from another city and expressed interest in fundraising to create a local publication. President Danziger recommended that Ms. Light work with Fire Marshal Isaacs on the idea of a local fire safety publication.

Steve Woehleke, Councilmember, Town of Moraga, introduced himself as the liaison from the Town of Moraga, and pledged to work with MOFD on common matters, important to both Orinda and Moraga.

President Danziger closed the Public Comment.

**7. CONSENT AGENDA (audio 14:34)**

- 7.1. Meeting Minutes – December 18, 2019, January 8, 2020, and January 8, 2020, Special Board**  
Staff Recommendation: Approve and File
- 7.2. Monthly Incident Report – December 2019 and January 2020**  
Staff Recommendation: Approve and File
- 7.3. Monthly Check/Voucher Register –January 2020**  
Staff Recommendation: Approve and File
- 7.4. Monthly Financial Reports – December 2019**  
Staff Recommendation: Approve and File
- 7.5. Quarterly Treasurer’s Investment Report – October 2019-December 2019**  
Staff Recommendation: Approve and File
- 7.6. Quarterly Ambulance Report – October 2019-December 2019**  
Staff Recommendation: Approve and File

Director Jorgens asked for clarification on the Bad Debt Write-Offs from item 7.6. ASD Sasser explained that the Bad Debt Write-Offs include ambulance services not covered by insurance as well as other billables not collectible by our collection agency. Chief Winnacker added that the increase in Bad Debt Write-Offs is due to the rise in rates and not in the number of unpaid collections. In comparison to prior years, the percentage of Bad Debt Write-Offs is consistent.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment. No further discussion by the board.

**Motion by Director Jorgens and seconded by Director Jex to approve Consent Agenda items 7.1 through 7.6. Said motion carried 5-0 vote (Ayes: Baitx, Danziger, Donner, Jex, and Jorgens; Noes: None; Absent: None).**

**8. REGULAR AGENDA (audio 19:54)**

**8.1 Mid-Year Budget Review FY2020 and Approval of General Fund, Capital Projects Fund and North Orinda Emergency Fuel Break Fund Budget Adjustments**

Administrative Services Director Sasser provided the report and reviewed the budget process. The original budget adopted in June 2019 was a balanced budget that projected revenue equaling expenditures in the General Fund and North Orinda Emergency Fuel Break, a Debt Service Fund surplus of \$244K, and a Capital Projects Fund deficit of \$24K. Current financial statements contain updated revenue and expenditure projections for the current FY. Based on updated revenue and expenditure projections, the General Fund is projected to end the year with a surplus of \$872K.

**Mid-Year General Fund Revenue Projections:** Total General Fund Revenue is projected less than the budget by \$1.4M. Four significant revenue items were detailed. In December 2019, the Fire Flow Tax was moved and recorded in the Capital Projects Fund, resulting in a \$1.1M decrease in the General Fund. Property taxes are expected to exceed budget by \$333K (a \$946K or 4.5% increase from the prior year). Ambulance services are projected less than budget \$258K. Original budget projections showed a 3.5% increase in ambulance service revenue and based on a fee increase of 4% with the same number of billable incidents. Actuals show the mid-year billable incidents decreased by 3.4%, plus an increase in ambulance write-offs. Strike team cost recovery is projected to be less than budget by \$407K due to decreased strike team activity because of reduced 2019 wildfire activity.

Director Jex inquired if there was a reason for the decrease in ambulance services.

Chief Winnacker explained in the month of October, MOFD had 30 fewer calls than the regular monthly average, and the decrease is the result of an anomaly of one month. Currently, the trend projects \$98K less than the budget.

President Danziger suggested that when the 2020-21 budget is developed, the Strike Team Recovery Fund should be evaluated to prevent large mid-year adjustments.

**Mid-Year General Fund Expenditure Projections:** Total General Fund expenditures projected less than budget by \$2.3M. Half of the decrease is due to the \$1.1M accounting change of the Fire Flow Tax revenue. Salaries and benefits projected less than budget by \$1.4M. Six categories were detailed—permanent salaries less than budget by \$608K due to vacancies in administration. The vacancies during this FY were: Fire Marshal, Fire Inspector, Plans Examiner, District Secretary/Clerk, and Office Specialist. Overtime salaries projected less than budget by \$356K. Strike team overtime projected less than budget by \$265K. Retirement contributions projected less than budget by \$73K, due to the position vacancies. The OPEB and the Pension Rate Stabilization Trust contributions are included in the projections based on the original budget. The OPEB funding amount is \$559K (pending Board direction). The Pension Rate Stabilization Trust contribution is \$1.024M (pending Board direction). Operating expenditures (salaries/benefits not included) projected to exceed budget by \$119K, due to the increased building and equipment maintenance costs.

**Recommended Budget Adjustments/Projected General Fund Surplus:** The recommended General Fund budget adjustments are to decrease revenue by \$1,385,088 and to decrease expenditures by \$2,257,032. If the recommended budget adjustments are approved, the General Fund budget will reflect revenue of \$25,121,730 and expenditures of \$24,249,786, which projects the surplus in the general fund of \$871,994 on June 30, 2020.

**General Fund Unrestricted Fund Balance:** MOFD started the FY at \$7,828,854 in the Unrestricted General Fund balance. The projected surplus of \$871,994 added to the fund balance resulted in \$8,770,798 as of June 30, 2020. MOFD's Fund Balance policy is to maintain a minimum of 17% of budgeted General Fund revenue with a goal of 50%. MOFD is projected to be at 34.9% of General Fund revenue.

**OPEB Funding - Retiree Health Insurance:** MOFD has two tiers of retiree health benefits. Tier 1, the amount the District pays for medical and dental benefits for retired employees, is capped at a flat amount per month with no increases. Tier 2, employees hired after April 2014, receive the PEHMCA minimum, which is the required minimum contribution for retiree health insurance, currently \$139/month. MOFD's unfunded liability for retiree medical is \$14.9M on June 30, 2019. This liability is calculated annually and will be updated again in the fall of 2020. As directed by the Board, MOFD has made the full annual OPEB contributions every year since 2015. The balance in the OPEB trust account is \$1,451,862 on December 31, 2019.

**OPEB Funding - Retirement Health Insurance Balance \$1,451,862:** The OPEB account reflects the principal amount the district has contributed, \$1.2M (\$248,512 in earnings through December 31, 2019, and \$12,383 in expenses). The most recent one-year investment return was 22.8% on the OPEB Investments.

**Pension Rate Stabilization Trust Balance \$2,009,223:** In 2017, MOFD established the Pension Rate Stabilization Trust account. MOFD has contributed \$1,774,000 (\$245,831 in earnings, and \$10,608 in expenses). The most recent one-year investment return on this account is 21.97%, and \$2,009,223 is the Restricted General Fund balance.

**Capital Projects Fund:** The fund has a projected deficit of \$511K. The deficit was planned due to the purchase of apparatus and the completion of construction at Station 43. A revenue budget adjustment increase of \$1,088,136 is recommended for the Fire Flow Tax revenue, and an expenditure budget adjustment increase of \$1,055,987 is recommended to complete the transfer out of Fire Flow Tax revenue to the Debt Service Fund.

**Debt Service Fund:** Actual results are projected to meet the budget, which results in a surplus of \$243K, and no budget adjustments are necessary for the Debt Service Fund.

**North Orinda Emergency Fuel Break Fund:** The North Orinda Emergency Fuel Break Fund was created last year to account for the fuel break project. Now that the fuel break is complete, a surplus of \$433,331 is projected. The surplus is a result of MOFD's 12% administrative fee. The recommended budget adjustments are to decrease revenue by \$83K and decrease expenditures by \$517,250. The fund balance on June 30, 2020, is projected to be \$450,195. These one-time funds are available to be used based on the Board's direction. Director Jorgen inquired about the \$83K revenue. ASD Sasser answered that the \$83K additional revenue was earned in the last FY. Chief Winnacker added that vouchers had been paid out by MOFD but pending State reimbursement. It was previously decided that the MOFD would not require payment in advance to prevent significant delays in completing the project.

Director Jex commented that last year we funded the project using our General Reserve Funds, which were not adequate to cover normal operating expenses. MOFD ended up using the Teeter plan. If we are proceeding to do similar projects, it would be helpful to analyze how much and when we had to borrow to cover the project and our operating budget. Chief Winnacker commented that MOFD is not projecting the need to use Teeter Funds so long as MOFD is not self-funding large project with delayed State reimbursement.

**District Projected Surplus 2020:** The District will have a surplus of \$1,037,049 for this FY. Director Jorgens asked if the \$433K is one-time money. ASD Sasser confirmed.

**Budget Preparations 2021:** The Mid-Year Budget review begins the budget preparation process for the next FY budget. The MOUs include salary increases effective July 1, 2020, 3% percent for local 1230 employees, and 2% for other employees. CCCERA rates are set with a rise in Safety rates of 2.3% and an increase for Non-Safety of 0.31% for the next FY.

**Recommended Budget Adjustments:** General Fund: Revenue decrease \$1,385,088 and Expenditure decrease \$2,257,032. Capital Projects Fund: Revenue increase \$1,088,136 and Expenditure increase \$1,055,987. North Orinda Emergency Fuel Break Fund: Revenue decreased \$83,919 and Expenditure decreased \$517,250.

Director Baitx asked how the budget adjustments would affect the budget planning for determining staffing levels for the upcoming fiscal year and if the proposed adjustments prohibit bringing forth a balanced budget. Chief Winnacker responded that the recommended budget adjustments reflect the actuals of revenue and expenses for the current budget. Chief Winnacker continued that in the absence of board Direction, the default is unrestricted reserves.

President Danziger asked for more explanation on the Capital Funds. ASD Sasser explained the Capital Projects fund is revenue built up in prior years to pay for capital expenditures. The Fund balance is \$5M, with a deficit of \$500K, ending Fund balance of \$4.5M 2020FY. Chief Winnacker added that we currently have an annual deficit, but the Capital Fund balance remains healthy.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment. No further discussion by the Board.

**Motion by Director Jorgens and seconded by Director Jex to approve General Fund: Revenue decrease \$1,385,088 and Expenditure decrease \$2,257,032. Capital Projects Fund: Revenue increase \$1,088,136 and Expenditure increase \$1,055,987. North Orinda Emergency Fuel Break Fund: Revenue decreased \$83,919 and Expenditure decreased \$517,250. Said motion carried 4-0-0-1 roll call vote (Ayes: Donner, Jex, Jorgens, and Danziger; Abstain: Baitx).**

- 8.2 **Determine the Amount of the OPEB Trust Contribution and the Amount of the Pension Rate Stabilization Program Trust Contribution for Fiscal Year 2020 and Authorize the Transfer of District Funds to Complete the Trust Contributions (audio 45.06)**

Chief Winnacker provided the report. The District participates in the Public Agency Retirement Services (PARS) Post-Employment Benefits Trust. The District's PARS trust account includes money set-aside for other post-employment (OPEB) retiree medical benefits and money set aside for the Pension Rate Stabilization program to pre-fund pension costs. MOFD makes annual contributions to both accounts. The Board has the authority to decide the amount of any contributions. The FY 2020 Budget includes \$559,108 for the OPEB contribution. June 30, 2019, OPEB actuarial valuation report calculated a trust contribution of \$413,589. The FY 2020 Budget includes \$1,023,850 for the Pension Rate Stabilization Program Trust contribution.

Chief Winnacker noted that we are at the midpoint of achieving the full actuarial recommendation established by the long-range financial forecast. Both the timing and amounts are at the discretion of the Board.

President Danziger asked how the \$1,023,850 contribution amount was determined. Chief Winnacker answered it was established from the long-range financial forecast. Director Jex commented that if this were CCCERA calculating the contribution, we would be contributing at \$1,997,000, the actual real liability to liquidate that over long periods of time. The same thing is true for the \$559,108, an actuarial estimate that changes every year. Director Baitx suggested the Board consider reducing the OPEB amount. Director Jorgens commented that consideration would be closer to the actuaries; however, we would then need to consider raising the Pension Rate Stabilization Program Trust contribution. Director Jex commented that OPEB is the only funding that provides benefits. Director Donner stated that we want to make sure that the benefit is secure down the road.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment. No further discussion by the Board.

**Motion by Director Jex and seconded by Director Jorgens to fund the OPEB trust contribution amount of \$559,108 and the Pension Rate Stabilization trust contribution \$1,023,850 for the FY 2020 and Authorize the Transfer of District Funds to Complete the Trust Contributions. Said motion carried 5-0 roll call vote (Ayes: Baitx, Donner, Jex, Jorgens, and Danziger; Noes: None; Absent: None).**

**8.3 Accept California Fire Foundation Grant and Authorize General Fund Budget Adjustment Revenue and Expenditure Increase of \$15,000. (audio 54.83)**

Fire Marshal Isaacs provided the report. MOFD applied for a \$15K grant to develop a comprehensive community learning and information website. The website will be independent of the District's website for improved advertisement, marketing, and ease of access. The objective is to provide an additional educational vehicle for wildfire safety and community preparedness. MOFD will hire a multimedia-website consultant to design and create this new website. The plan is to carefully design an interactive website to capture the community's attention. Chief Winnacker added that with the grant money, the goal is to hire a professional to bring our ideas to life, engage with the Firewise communities, and other involved residents who care about promoting wildfire safety, community preparedness, and fire prevention.

Director Jex inquired about the ongoing expense of maintaining the site after development. Chief Winnacker answered that we would not be committing to any ongoing expenses.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment. No further discussion by the board.

**Motion by Director Jorgens and seconded by Director Donner to Accept the California Fire Foundation Grant and Authorize General Fund budget adjustment revenue and expenditure of \$15,000. Said motion carried 5-0 vote (Ayes: Baitx, Donner, Jex, Jorgens, and Danziger; Noes: None; Absent: None).**

**8.4 Resolution 20-03, a Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Candidate for the position of Contra Costa Local Agency Formation Commission Special District Regular Seat (audio 60:59)**

Chief Winnacker provided the report. If the Board would like to nominate a director to serve on the Contra Costa County Local Agency Formation Commission (LAFCO), it is recommended that the Board adopt a resolution to nominate a MOFD Board member to serve as a special district representative on LAFCO. The Board expressed no interest.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment.

**No action was taken on Resolution 20-03, a Resolution of the Board of Directors of the Moraga-Orinda Fire Protection District nominating a Director as a Candidate for the position of Contra Costa Local Agency Formation Commission Special District Regular Seat**

**8.5 Authorize the Purchase of one Ground Ignition System and one Skid Pump; Authorize General Fund and Capital Projects Fund Budget Adjustments in the Amount of \$43,000 (audio 62:05)**

Chief Winnacker provided the report. Staff seeks authorization to purchase one Ground Ignition System, commonly known as a flamethrower, and one Skid Pump, which is the same unit in the back of a type 6 apparatus, but smaller. Several factors limit prescribed fire operations, the primary ones being: 1) Favorable weather; 2) Bay Area Air Quality Management District approval; and 3) Fuel moisture. The factors are interrelated and often do not align. In the spring, there is a limited window where air quality is good, and the weather is favorable. Late rains and maritime weather patterns (fog) often result in damp fuels that are difficult to ignite, reducing the effectiveness of prescribed fire events. There were many occasions last year, specifically on painted rock, where we could not get portions of the fuel bed to ignite because they were too wet. A limiting factor in this area is the small amount of initial heat produced by the ignition devices currently available to MOFD.

A Ground Ignition System (a Terra Torch) is requested to expand the available days to conduct prescribed firing operations. The Terra Torch produces high amounts of initial heat capable of igniting damp fuels and carrying the fire through areas that are difficult to burn. In addition, a Skid Pump is requested to increase the efficiency of both wet line construction and mop-up activities following a prescribed fire. Currently, firefighters use hand tools to walk up and down to extinguish smoking spots, either with a small gallon backpack pump or with a hand tool. This method is very laborious and time-consuming. A Skid Pump, in the back of an ATV, can rapidly move around the area that has been burned and put a small amount of water immediately on the spot where there is a smoldering ember.

The requested items will reduce both the startup and shutdown time associated with each prescribed fire. The purchase of one Ground Ignition System and one Skid Pump will significantly increase efficiency, which will result in increased burned acres and an increase in the number of days in which we can burn. Both requested items will be limited in use to Prescribed Fire Operations. The projected cost for the Ground Ignition System (including sales tax and training) is \$30K and projected cost for the Skid Pump is \$13K. Appropriations are not included in the FY2020 Capital Projects Fund budget. Staff requests approval to move \$43K from the Fire Chief Contingency Fund to the Capital Projects Fund for the purpose of purchasing a Ground Ignition System and a Skid Pump.

President Danziger inquired if specialized training is required. Chief Winnacker answered that on-site training would be included with the purchase and provided by a Factory Representative. All defined Operators will be trained, and then a system will be developed for future Operators. President Danziger asked if there was an on-going maintenance cost with the equipment. Chief Winnacker confirmed that the on-going cost is minimal.

Director Baitx opposed purchasing the requested equipment at this time and suggested that the Board consider the expenditure in the future. Director Baitx suggested that other items be considered before approving the expenditure. Chief Winnacker reiterated that the funds are currently budgeted in the Fire Chief Contingency Fund, and the request includes approval to move \$43K from the Fire Chief Contingency Fund to the Capital Projects Fund.

Director Jorgens commented on the prospect of increased efficiency and inquired if smaller versions of the Skid Pump were considered. Chief Winnacker responded that there are some backpack-mounted versions; however, they were significantly more expensive and have safety issues.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment. No further discussion from the Board.

**Motion by Director Jex and seconded by Director Jorgens to Authorize the purchase of one Ground Ignition System and one Skid Pump in the amount not to exceed \$43,000 and Approve General Fund and Capital Projects Fund Budget Adjustments in the amount of \$43,000. Said motion carried 4-1 roll call vote (Ayes: Jex, Jorgens, Donner, and Danziger; Noes: Baitx; Absent: None).**

**9. COMMITTEE REPORTS (audio 76.07)**

**9.1 Finance Committee (Directors Danziger and Jorgens)**

No report.

**9.2 Audit Ad Hoc Committee (Directors Danziger and Jex)**

No report.

**9.3 Facilities Station 41 Ad Hoc Committee (Directors Baitx and Donner)**

Director Baitx reported the Committee discussed setting a meeting date after the regular March meeting.

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

The Committee met and, as a sub-committee, served as negotiators. The sub-committee cannot approve changes to the Chief's contract outside of Open Session. The proposed changes, including the chief salary increase, will be on the next Open Session agenda.

President Danziger opened the Public Comment. There were no requests to address the Board. President Danziger closed the Public Comment.

**10. ANNOUNCEMENTS (audio 78.05)**

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

(Government Code Section 53232.3(d))

No report.

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

President Danziger thanked Nick Marnell, Lamorinda Weekly, for his continued reporting on MOFD.

Director Jorgens commented on the positive feedback he continues to receive on the free chipper service MOFD provides. Director Donner asked if there was a way to track the metric tons of fuel that have been removed from homes in the district and how this information might help with Firewise communities and the insurance agencies. Chief Winnacker responded that it is challenging to track the volume coming out of the chipper without having it pass through scales. MOFD offers seven lines of effort, such as providing free chipping at a community-wide level and the proposed changes to the Fire Code. The individual participant in a Firewise neighborhood can send documentation to their insurance company showing their house is in the Firewise program.

Chief Winnacker continued to elaborate on the growing number of Firewise communities, with 18+ approved Firewise neighborhoods, and another three to potentially ten coming on board. Firewise communities are up from zero two years ago. The proposed Fire Code is one more element of how communities can get ahead of the ratings. The Models and Community profiles take years to develop, and the risk profiles are still being adjusted. It is imperative to show that we have reduced the threat or risk. When there are large-scale insurance cancellations, it is too late for communities to announce intentions to start doing something because everyone is already in the high-risk pool at that point.

**10.3 Fire Chief Updates**

**10.3.1 Human Resources Update**

Chief Winnacker provided the HR update. Five new firefighter-paramedics have started at the Alameda County Academy. One of them withdrew on request, with four continuing the process. One additional firefighter-paramedic is completing the Berkeley Academy in March. The Office Specialist starts on March 4, 2020, and the Fuels Mitigation Manager begins on March 16, 2020. We are conducting an Engineer exam in the middle of March to fill a vacancy and create a pool of applicants.

Chief Winnacker continued with the Fire Chief report. MOFD has addressed the Orinda City Council and is scheduled to address the Moraga Town Council on February 26, 2020, regarding the Proposed Fire Codes. The Moraga Chamber of Commerce has recognized CERT as the Non-Profit Organization of the Year. The District is moving forward with plans to construct a modular training facility to augment the tower behind Station 41.

An informational video has been provided to the developer of the homes constructed behind Station 41. The developer is contractually required to show prospective residents. The video documents that Station 41 is an active fire station that ran approximately 2,400 calls last year. The calls occur at any time of the day and night. The video illustrates the sounds of both emergency response and training activities that occur behind Station 41, along with an FAQ page.

Director Jorgens asked the status of the new Fire Code process. Chief Winnacker responded that MOFD had completed the Public Informational Sessions in both Orinda and Moraga. Once the various elected officials have reviewed the proposed Fire Code, if changes need to be made, the process starts again with presenting the changes to all four Entities for a first and second reading and then move forward with adoption. Any delay means that we will miss the positive impact of the work being done for this fire season if the implementation goes beyond May 31st. Director Jex asked if any pushback has been received on the mitigation portion of the proposed fire code changes. Chief Winnacker responded that he had received positive comments from the community. The Orinda City Council questions were mostly having to do with the cost of making changes and also the changes to the landscaping.

#### **10.4 Communications Received**

No notable correspondence has been received.

#### **10.5 Future Agenda Items**

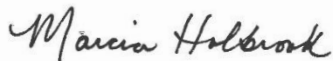
Director Baitx requested a preliminary 2021 budget to determine the possibility of increasing staffing levels from 17 to 19. President Danziger stated that the long-range financial plan is currently on the next agenda.

Director Jorgens asked if the Finance Committee would be meeting. Chief Winnacker answered that a 72-hour notice is required if the Finance Committee schedules a meeting.

President Danziger asked when the final report on North Orinda Fuel Break will be presented. Chief Winnacker answered once all the invoices have been submitted, and the financial report is finalized.

### **11 ADJOURNMENT (audio 99:01)**

At 8:40 p.m., Director Jorgens motion to adjourn the meeting. Said motion carried 5-0 vote (Ayes: Baitx, Jex, Jorgens, Donner, and Danziger; Noes: None; Absent: None).



Marcia Holbrook, District Secretary/Clerk

For an audio recording of this and other Board meetings, please visit the MOFD District Board Meeting webpage

<http://www.mofd.org/board/meetings>