



# Moraga-Orinda Fire District

## Board of Directors

REGULAR MEETING

March 21, 2018

**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

1. OPENING CEREMONIES
  - 1.1. Call the Meeting to Order
  - 1.2. Roll Call
2. PUBLIC COMMENT

The public is invited to speak on any Closed Session item below. 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: Jeff Sloan  
Employee Organization: Local 1230, International Association of Firefighters IAFF
  - 3.2. **Conference with Labor Negotiator**  
(Government Code Section 54957.6)  
Agency Designated Representative: Jeff Sloan  
Employee Organization: Local 2700 United Clerical, Technical & Specialized Employees
  - 3.3. **Conference with Labor Negotiator**  
(Government Code Section 54957.6)  
Agency Designated Representative: Jeff Sloan  
Employee Organization: Moraga-Orinda Fire Chief Officers Association (MOFCOA)
  - 3.4. **Public Employee Performance Evaluation**  
(Government Code Section 54957)  
Public Employee Appointment Title: Fire Chief
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. CONSENT AGENDA
  - 7.1. **Meeting Minutes for February 21 and March 7, 2018**  
Staff Recommendation: Approve and File
  - 7.2. **Monthly Incident Report for February 2018**  
Staff Recommendation: Approve and File
  - 7.3. **Monthly Check Voucher/Register**  
Staff Recommendation: Approve and File
  - 7.4. **Monthly Financial Report**  
Staff Recommendation: Approve and File
  - 7.5. **Approval of Contract with Delta Dental of California for the Period April 1, 2018 through March 31, 2019**  
Staff Recommendation: 1) Authorize a contract with Delta Dental of California for the period April 1, 2018 through March 31, 2019.

- 7.6 **Approval of Letter of Engagement of Legal Services, Labor Negotiations with Sloan Sakai Yeung & Wong LLP**  
Staff Recommendation: 1) Approve Letter of Engagement of Legal Services, Labor Negotiations with Sloan Sakai Yeung & Wong LLP.
8. REGULAR AGENDA
- 8.1 **Mid-Year Budget Review 2017/18 and Approval of Budget Adjustments**  
Staff will present the Mid-Year Budget Review 2017/18 and Approval of Budget Adjustments to the Board.  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve an increase in the General Fund revenue budget in the amount of \$741,754; 4) Approve an increase in General Fund expenditure appropriations in the amount of \$880,869; 5) Approve a decrease in the Capital Projects Fund revenue budget in the amount of \$93,276.
- 8.2 **Authorization to contract with Definitive Networks, Inc. for Information Technology Services for the period July 1, 2018 through June 30, 2020**  
Staff will present an authorization to contract with Definitive Networks, Inc. for Information Technology Services for the period July 1, 2018 through June 30, 2020.  
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Approve contract with Definitive Networks, Inc. for Information Technology Services for the period July 1, 2018 through June 30, 2020
- 8.3 **Review of Apparatus and Equipment**  
Staff Recommendation: Review and provide direction to staff.
9. COMMITTEE REPORTS
- 9.1. **Finance Committee (Directors Anderson and Jorgens)**
- 9.2. **Pension Review Ad Hoc Committee (Directors Barber and Jorgens)**
- 9.3. **Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee (Directors Famulener and Jorgens)**
- 9.4. **Audit Ad Hoc Committee (Director Jex)**
- 9.5. **Long Range Financial Plan Ad Hoc Committee (Directors Barber and Jex)**
- 9.6. **Labor Negotiations Ad Hoc Committee (Directors Anderson and Jorgens)**
10. ANNOUNCEMENTS
- 10.1. **Brief information only reports related to meetings attended by a Director at District expense**  
(Government Code Section 53232.3(d))
- 10.2. **Questions and informational comments from Board members and Staff**
- 10.3. **Fire Chief Updates – February 2018**
- 10.3.1. **Monthly Update by Captain Brian Oliver**
- 10.4. **Communications Received**
- 10.5. **Future Agenda Items**
11. 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 March 16, 2018, 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.



Interim, District Secretary/Clerk

# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

February 21, 2018



### 1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on February 21, 2018 at the Hacienda Mosaic Room, Moraga, California. President Barber called the meeting to order. Present were the following Directors and Staff:

President Barber	Director Jorgens	Jeff Sloan, Labor Negotiator
Director Anderson	Dave Winnacker, Fire Chief	Jonathan Holtzman, District Counsel
Director Famulener	Gloriann Sasser, Admin Services Director	Grace Santos, District Clerk
Director Jex	Christine Russell, HR Manager	

### 2. Public Comment

There was no comment from the public.

### 3. Closed Session

At 6:00 P.M., the Board adjourned into Closed Session.

### 4. Reconvene the Meeting

President Barber reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:14 P.M. Present were the following Directors and Staff:

President Barber	Director Jorgens	Jonathan Holtzman, District Counsel
Director Anderson	Dave Winnacker, Fire Chief	Grace Santos, District Clerk
Director Famulener	Gloriann Sasser, Admin Services Director	
Director Jex	Christine Russell, HR Manager	

### 5. Report of Closed Session Action

President Barber reported that there was no reportable action taken on items 3.1 Conference with Labor Negotiator (Local 1230), 3.2 Conference with Labor Negotiator (Local 2700), and 3.3 Conference with Labor Negotiator (MOFCOA).

President Barber took items out of order and started with item 10.3.1 December Strike Team Deployment Presentation by Captain Jon Bensley.

#### 10.3.1 December Strike Team Deployment Presentation by Captain Jon Bensley

Captain Jon Bensley gave a report about the strike team deployment to the Creek and Thomas fires in Southern California. Director Famulener asked if there were signs of impending mudslides. Captain Bensley stated that when wildland fires destroy vegetation and erodes hillsides, there is always a threat of mudslides. Director Jex inquired if the cause of the fires was determined. Captain Bensley believes the fires were caused by the utilities due to the high winds.

The Board thanked Captain Bensley for his presentation.

### 6. Public Comment

Jud Hammon, member of the Orinda Citizens Infrastructure Oversight Commission, commented on their interest on the fire flow topic, and invited Chief Winnacker to give a talk at their next meeting on March 14, 2018. They look forward to hearing from The Chief on this topic.

### 7. Consent Agenda

President Barber asked to pull item 7.2 Monthly Incident Report and discuss separately.

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

On item 7.2, President Barber inquired on the median turn-out time of 0.10 for a structure fire in Moraga. Chief Winnacker explained that it was more than likely that the crew received the call, was already available on the radio, and went on route almost simultaneously.

Motion by Director Anderson and seconded by Director Famulener to approve and file items 7.2 Monthly Incident Report. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Famulener, Jex and Jorgens).

## **8. Regular Agenda**

### **8.1 North Orinda Fire Flow Report**

In January 2018, the Board directed staff to review the status of North Orinda Fire Flow issues and deliver a report at the regular meeting on February 21. In accordance with this direction, staff conducted research regarding the history of the fire flow issue, met with EBMUD representatives, and developed a proposed action plan to field actionable and cost effective measures to mitigate the known problem of fire flows in North Orinda.

Chief Winnacker gave a PowerPoint presentation on the North Orinda Fire Flow Report.

President Barber congratulated Chief Winnacker on his report and looks forward to getting the results of the water flow testing once they are complete.

Director Jorgens asked if PG&E would supplement their tree trimming work near the high tension lines by also getting rid of fire fuels on the bottoms of the trees. Chief Winnacker stated that PG&E and EBMUD are very responsive partners, and he anticipates their partnership to continue based on their additional interest. One of the discussion items is to make sure that everyone's goals align.

President Barber asked staff to make the presentation available on the website. Chief Winnacker explained that they are working on getting the elements of the report, as well as revamping the Fire Prevention and FireWise webpages so that best practice information is available. They are working to expand the outreach.

Richard Olsen, resident, congratulated Chief Winnacker on his report.

### **8.2 Review of Apparatus and Equipment**

MOFD currently fields (4) Type III wildland fire apparatus for responses to areas that require high clearance and all-wheel drive. Historically, the district operated several Type VI apparatus (commonly referred to as power wagons at the time), however between 2002 and 2010 these were replaced by the larger Type IIIs in accordance with broader fire service trends. A brief summary of the two apparatus is included in the attachment. Type VI apparatus are generally built on a F-450 or equivalent chassis with 150-300 gallons of water and small firefighting pump. They cost between \$90,000 and \$150,000 to purchase depending on specifications. Type III apparatus are generally built on a medium duty commercial chassis and carry 500 gallons of water with a larger firefighting pump and additional compartment space. They cost in excess of \$300,000.

MOFD currently fields a Type I rescue boat and a technical rescue trailer equipped for trench rescue. The rescue boat was put in service in 2011 as replacement for a smaller IRB that was fielded in the early 2000s in response to a mass PIW event on the Briones reservoir. A review of response records indicates the rescue boat has not been utilized for a response in the district since the current record keeping system was installed and has been requested for out-of-district responses (2) times. The technical rescue trailer was put in service 2011 to better transport trench and mine rescue equipment that was fielded in response to (2) trench collapse responses in the mid to late 1990s. This program was expanded to include mine rescue during the Caldecott Tunnel project. A review of records indicates (2) trench rescue calls for service outside the district and (2) mine rescue responses during the Caldecott construction.

Both the boat and the trailer are pulled by converted medium duty chassis 1999 ambulance which carries additional technical rescue equipment.

Director Anderson asked Chief Winnacker if the information presented was for the Board's review, consideration and input on policy decision. Chief Winnacker confirmed.

President Barber thinks that it is good practice to discuss this in open session and feels that Chief Winnacker made a strong case that a Type VI is needed for the type of topography in the district. He feels that this sort of decision should be within the competency of the Fire Chief to make. Chief Winnacker stated that he does not have the authority to surplus equipment. It requires Board approval.

Director Anderson asked what type of equipment would be used on the bridges at Bollinger Canyon, if a Type III could go down El Toyonal, and if either a Type III or Type VI could be driven over the "Bailey" bridge at the far end of El Toyonal. Chief Winnacker stated that he would use a Type VI on the bridges at Bollinger Canyon and he would have to find out about which engine could be used over the "Bailey" bridge. Captain Mark McCullah explained that a Type III could make it down El Toyonal, however, in the event of a fire, for egress access issues, absolutely not because there would be no room. There are limited access points.

Director Jex asked about the capital costs. Chief Winnacker stated that specs are still being developed, but he thinks that after the surplus of the Type III and other equipment, and the ambulance and gurneys that were recently sold, it will come out close to being a wash.

### **8.3 Fee Waiver**

On January 17, 2018, Fire Prevention staff was directed by the Board of Directors to create a policy that would allow a fee waiver for non-profit organizations who apply for a special event permit from MOFD.

Director Jorgens stated that schools are not necessarily 501c(3) organizations but the District should waive the fees for inspections of special events. Chief Winnacker stated that there is an informal policy of waiving their fees in the past. One of the intents of the policy is to capture and codify that so the District is consistent across the board. If the event triggers a fee per the adopted fee schedule, the policy would recommend waiving it. Director Jorgens also suggested not limiting the number of fee waivers per calendar year.

President Barber stated that there are many community organizations that are too small to obtain tax exempt status that the District should include. Non-profit and volunteer community organizations including, but not limited to, 501c(3) organizations should be included in the waiver.

Director Famulener suggested removing number three (3) in the policy.

President Barber directed staff to remove the language that limits organizations to one fee waiver per year and drop the requirement of the determination letter from the IRS.

## **9. Committee Reports**

### **9.1 Finance Committee (Directors Anderson and Jorgens)**

The Committee has not met.

### **9.2 Pension Review Ad Hoc Committee (Directors Barber and Jorgens)**

The Committee has not met.

### **9.3 Board of Directors and Fire Chief Roles & Responsibilities and Rules of Procedures Update Ad Hoc Committee (Directors Famulener and Jorgens)**

The Committee has not met.

### **9.4 Audit Ad Hoc Committee (Director Jex)**

The Committee has not met.

### **9.5 Long Range Financial Plan Ad Hoc Committee (Directors Barber and Jex)**

The Committee met and discussed changes in tax law and the likelihood of increased interest rates and inflation. The revenue projections by the District's consultants should be reviewed. They would also like to discuss the assumptions on the Long Range Financial Plan.

### **9.6 Labor Negotiations Ad Hoc Committee (Directors Anderson and Jorgens)**

The Committee met but has nothing to report.

## **10. Announcements**

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

Director Famulener announced that the County Fire Boards and Commissioners Association will be meeting on March 8, 2018. MOFD Retired Fire Chief Healy will be giving a presentation on how he brought the District's ISO rating to 2. She encouraged the other members to attend.

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

Director Anderson announced that Station 44 hit their standards of coverage in under four minutes.

Chief Winnacker announced that the Battalion Chief application deadline is May 4, 2018 and the exam date is May 23, 2018. There should be a number of internal applicants.

**10.3 Communications Received**

There was nothing to report.

**10.4 Future Agenda Items**

Director Famulener asked for clarification on when the Board would be meeting to discuss the Station 43 bids.

Chief Winnacker stated that the bids will be opened on March 5, 2018, after which there is a 10-day period before the Board can take action. The selected bidder has to produce their documents, and once the documents are produced they will be presented to the Board for final action. Staff is working on determining how much time the District needs after the bids have been unsealed to make the staff recommendation.

**11. Adjournment**

At 8:43 P.M., President Barber called for adjournment of the regular meeting.



Grace Santos  
Secretary to the Board

DRAFT

# Moraga-Orinda Fire Protection District

## BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

March 7, 2018



### 1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on March 7, 2018 at the Hacienda Mosaic Room, Moraga, California. President Barber called the meeting to order. Present were the following Directors and Staff:

President Barber	Director Jorgens (via teleconference)	Jeff Sloan, Labor Negotiator
Director Anderson	Dave Winnacker, Fire Chief	Jonathan Holtzman, District Counsel
Director Famulener	Gloriann Sasser, Admin Services Director	
Director Jex	Christine Russell, HR Manager	

### 2. Public Comment

There was no comment from the public.

### 3. Closed Session

At 6:00 P.M., the Board adjourned into Closed Session.

### 4. Reconvene the Meeting

President Barber reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 8:47 P.M. Present were the following Directors and Staff:

President Barber	Director Jorgens (via teleconference)	Jeff Sloan, Labor Negotiator
Director Anderson	Dave Winnacker, Fire Chief	Jonathan Holtzman, District Counsel
Director Famulener	Gloriann Sasser, Admin Services Director	
Director Jex	Christine Russell, HR Manager	

### 5. Report of Closed Session Action

President Barber reported that there was no reportable action taken on items 3.1 Conference with Labor Negotiator (Local 1230), 3.2 Conference with Labor Negotiator (Local 2700), and 3.3 Conference with Labor Negotiator (MOFCOA).

### 6. Public Comment

There was no comment from the public.

### 7. Adjournment

At 8:47 P.M., President Barber called for adjournment of the regular meeting.

A handwritten signature in blue ink that reads "Grace Santos".

Grace Santos  
Secretary to the Board

For an audio recording of this and other Board meetings, please visit the MOFD District Board Meeting webpage <http://www.mofd.org/board/meetings>

### 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...

	February, 2018					Totals
	All Others (Alarms / Pub Service / Etc.)	EMS / Rescue	Structure Fires	Veg Fires	Vehicle Accidents	
Incident Totals	88	163	1	1	15	268
Median Turnout	1.75	1.55	2.88	1.83	1.77	1.65
Median Resp Time	5.58	5.53	12.95	4.17	8.48	5.72
Resp Time (90th%)	9.87	9.48	12.95	4.17	11.53	10.06

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

		February, 2018			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	70	1.65	5.17	7.90
	All Other Types	13	1.40	5.53	8.90
	Totals for City	83	1.57	5.30	8.47
Moraga	EMS / Rescue	60	1.42	3.68	5.98
	All Other Types	17	1.73	5.08	8.13
	Totals for City	77	1.50	3.85	6.53
Lafayette	EMS / Rescue	7	1.60	5.35	8.05
	All Other Types	1	1.18	4.78	4.78
	Totals for City	8	1.41	5.31	7.73
Overall Total		168	1.55	4.78	7.81

#### Response Totals By Incident Type

	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Total
All Others (Alarms / Pub Service / Etc.)	124	86	105	110	128	135	129	147	118	101	111	88	1,382
EMS / Rescue	172	165	176	164	170	170	168	175	161	187	194	163	2,065
Structure Fires	2		4	4	5	3	2	4		1	2	1	28
Veg Fires				4	6	3		2		2		1	18
Vehicle Accidents	13	14	9	23	9	11	14	20	14	13	18	15	173
Grand Total	311	265	294	305	318	322	313	348	293	304	325	268	3,666

**Incident Types**

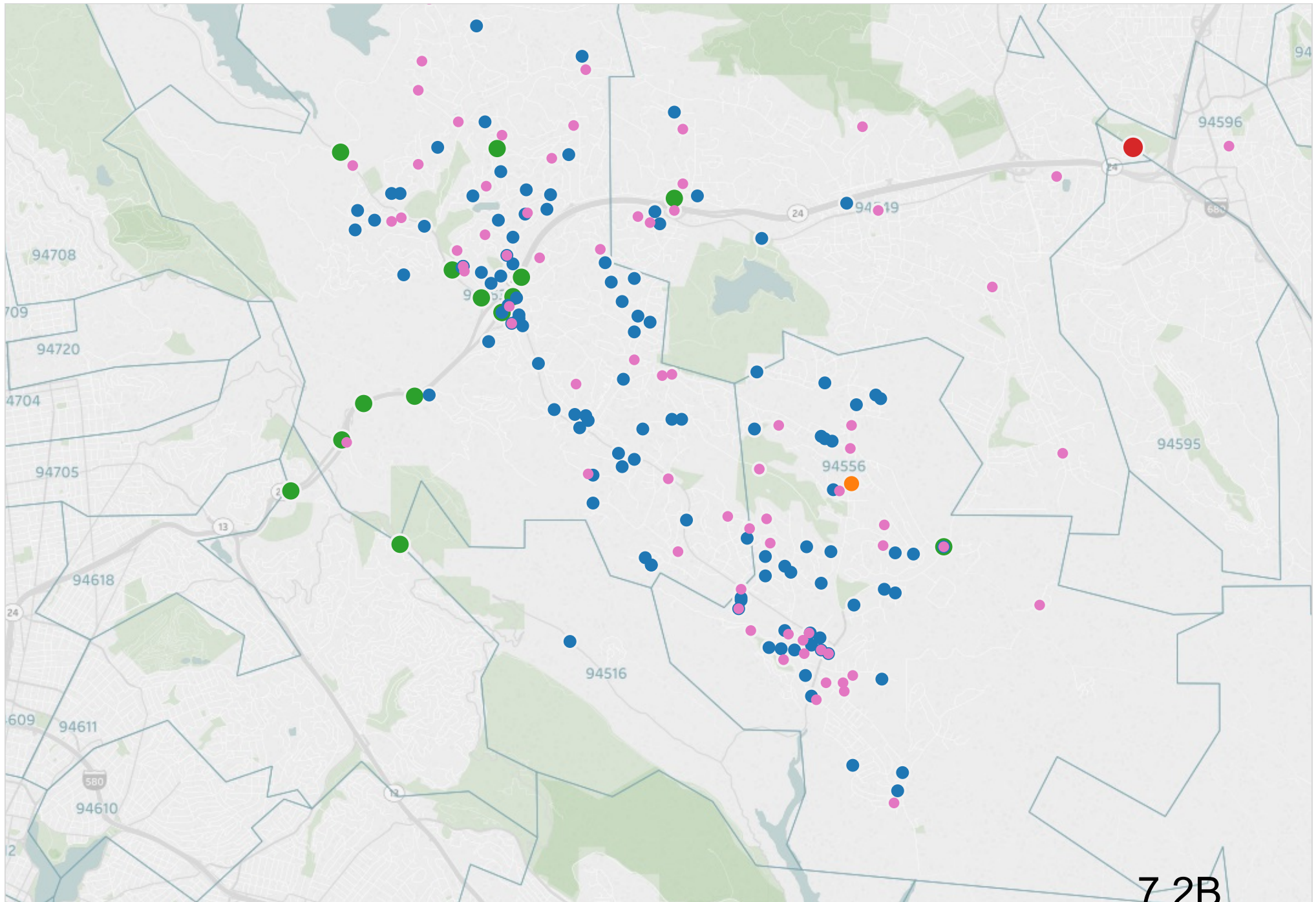
■ All Others (Alarms / Pub Service / Etc.) ■ EMS / Rescue

■ Veg Fires

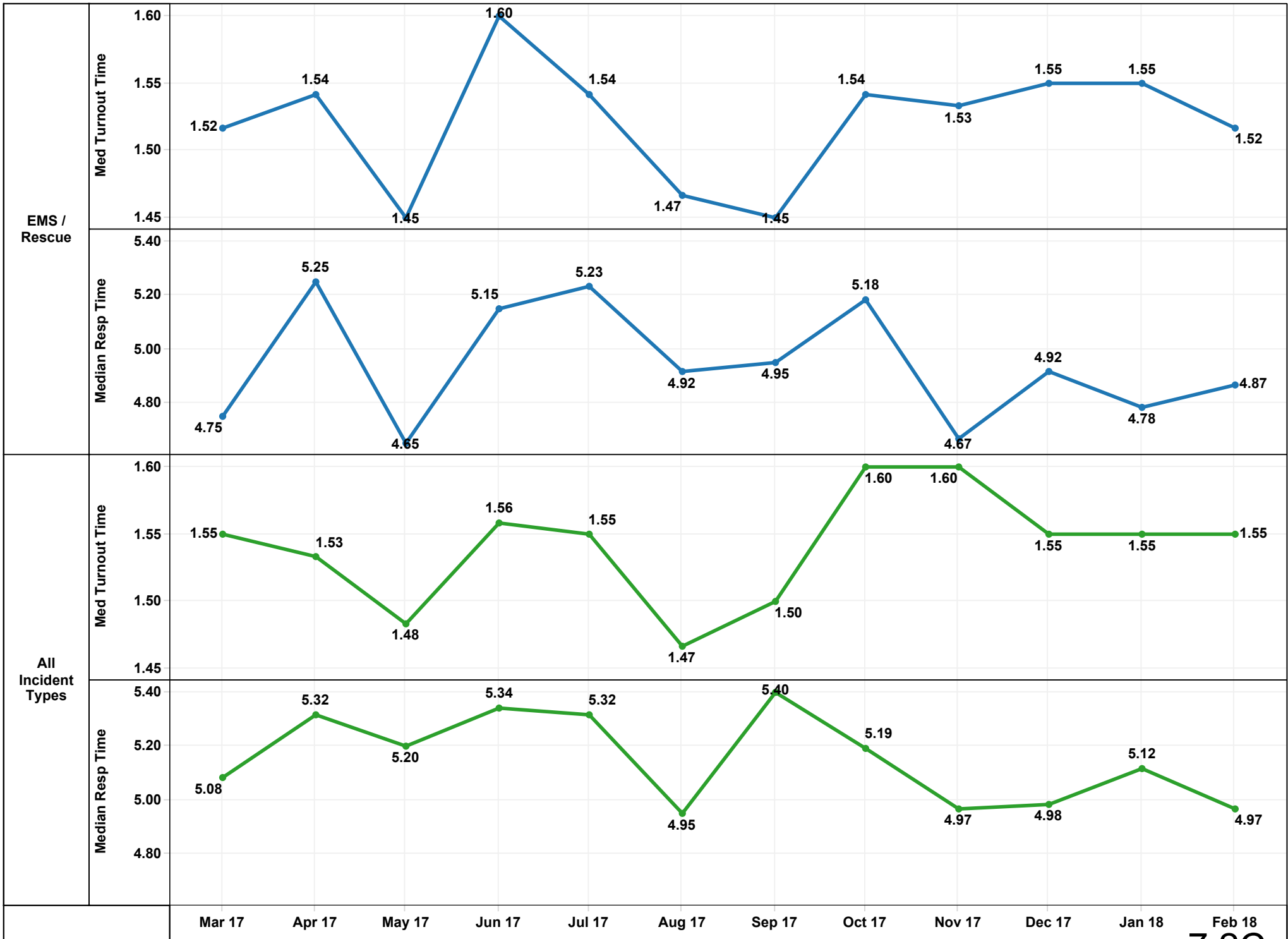
■ Vehicle Accidents

■ Structure Fires

**Incident Location Map for MOFD February 2018**



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 1/1/2018 Through 1/31/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25596	1/5/2018	ADP, Inc.	341.73	ADP Payroll Fees ending 12/15/17
25597	1/5/2018	ADT Security Services	42.99	Services 01/4/18-02/03/18- Admin bldg. burglar system
	1/5/2018	ADT Security Services	40.33	Services 01/4/18-02/03/18- Admin bldg. camera
	1/5/2018	ADT Security Services	65.73	Services 01/9/18-02/08/18- Station 45
25598	1/5/2018	Alameda County Fire Depart...	9,013.85	Annual inspection-Unit 409
	1/5/2018	Alameda County Fire Depart...	2,298.98	Misc. repairs
25599	1/5/2018	A T and T Mobility	1,668.95	Phone Acct #287016079073 11/16/17-12/15/17
25600	1/5/2018	Bandwidth.com, Inc.	420.58	Service 01/1/18-01/31/18
25601	1/5/2018	Bay Alarm Company	159.78	St.#42 Qtrly monitoring-A/C #3654324 01/01/18-04/0...
	1/5/2018	Bay Alarm Company	159.78	St.#44 Qtrly monitoring-A/C #3645624 01/01/18-04/...
25602	1/5/2018	Biomedical Waste Disposal	79.00	December 2017 Medical Waste A/C #0349
	1/5/2018	Biomedical Waste Disposal	79.00	December 2017 Medical Waste A/C #0350
25603	1/5/2018	Bound Tree Medical, LLC	329.40	Midazolam
	1/5/2018	Bound Tree Medical, LLC	2,504.07	Misc supplies
	1/5/2018	Bound Tree Medical, LLC	(120.00)	Naloxone rebate
25604	1/5/2018	Comcast	86.28	8155 40 005 0208428 Station 41-12/29/17-01/28/18
	1/5/2018	Comcast	86.28	8155 40 005 0208436 Station 42-12/24/17-01/23/18
	1/5/2018	Comcast	86.21	8155 40 006 0190996 Station 45-12/23/17-01/22/18
25605	1/5/2018	Dell Financial Services	570.70	Rental & Admin Fee 01/13/18-02/12/18 A/C #001-840...
25606	1/5/2018	EBMUD	284.71	Water 10/11/17-12/12/17
25607	1/5/2018	Far Western Trophy & Award	106.52	Plaque-Priebe and new name plate-Holtzman
25608	1/5/2018	Hunt & Sons, Inc.	1,952.75	Fuel A/C #72371
	1/5/2018	Hunt & Sons, Inc.	1,933.35	Fuel A/C #72372
	1/5/2018	Hunt & Sons, Inc.	877.62	Fuel A/C #72375
25609	1/5/2018	Meyers,Nave,Riback,Silver,Wi...	1,213.38	November 2017-Client Matter 1025.001
	1/5/2018	Meyers,Nave,Riback,Silver,Wi...	1,145.97	November 2017-Client Matter 1025.005
	1/5/2018	Meyers,Nave,Riback,Silver,Wi...	3,741.26	November 2017-Client Matter 1025.030
	1/5/2018	Meyers,Nave,Riback,Silver,Wi...	3,235.68	November 2017-Client Matter 1025.031
	1/5/2018	Meyers,Nave,Riback,Silver,Wi...	7,485.43	November 2017-Client Matter 1025.033
25610	1/5/2018	Office Depot	87.94	Letter tray, batteries and desktop file
	1/5/2018	Office Depot	42.68	Monitor stand, scissors and binder clips
	1/5/2018	Office Depot	64.23	Room heater, glue, and first aid kit
25611	1/5/2018	Pacific Gas & Electric	230.05	11/16/17-12/15/17 Station 43
25612	1/5/2018	PLIC- SBD Grand Island	83.25	January 2018
25613	1/5/2018	Safeway, Inc	35.34	Drinks for Board meeting
	1/5/2018	Safeway, Inc	6.54	Ice for Board meeting
	1/5/2018	Safeway, Inc	17.84	Water and ice for interviews
	1/5/2018	Safeway, Inc	4.59	Water for Board meeting-11/28/17
25614	1/5/2018	Verizon Wireless	387.19	Account 623714059-00001 Service 11/24/17-12/23/17
	1/5/2018	Verizon Wireless	14.69	Account 623714059-00003 Service 11/24/17-12/23/17
	1/5/2018	Verizon Wireless	69.06	Account 623714059-00004 Service 11/24/17-12/23/17
25615	1/5/2018	David Winnacker	263.86	Uniform
25616	1/16/2018	ADP, Inc.	380.16	ADP Payroll Fees ending 12/31/17
25617	1/16/2018	AFSCME Council 57	181.59	Period Ending 12/31/17
25618	1/16/2018	Airgas USA, LLC	314.12	Tank Rental-Station 41- #2118770 -December 2017
	1/16/2018	Airgas USA, LLC	39.09	Tank Rental-Station 44- #2902766 -December 2017
	1/16/2018	Airgas USA, LLC	264.15	Tank Rental-Station 45- #2867225 -December 2017
25619	1/16/2018	Alameda County Fire Depart...	382.24	Fan belts replaced-Unit444
25620	1/16/2018	California Diesel & Power	400.00	Generator service
25621	1/16/2018	EBMUD	225.86	Water 10/25/17-12/28/17
25622	1/16/2018	Jonathan Ford	200.00	Paramedic licence renewal-J. Ford
	1/16/2018	Jonathan Ford	448.00	Thomas Fire per diem reimb.-J. Ford
25623	1/16/2018	Hunt & Sons, Inc.	137.97	Fuel A/C #72373
25624	1/16/2018	IAFF Local 1230 Dues	8,516.09	Period Ending 12/31/17
25625	1/16/2018	IAFF Local 1230 Insurance	1,805.19	Period Ending 12/31/17
25626	1/16/2018	David Mazaika	117.00	EMT re-certification-D. Mazaika

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 1/1/2018 Through 1/31/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25627	1/16/2018	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental- 12/26/17-...
25628	1/16/2018	Paymentus Group, Inc.	48.76	Credit card fees-December 2017
25629	1/16/2018	Pacific Gas & Electric	976.52	12/04/17-01/02/18 Station 44
	1/16/2018	Pacific Gas & Electric	1,105.40	12/04/17-01/02/18 Station 45 Electric
	1/16/2018	Pacific Gas & Electric	405.44	12/05/17-01/03/18 Admin
	1/16/2018	Pacific Gas & Electric	1,231.59	12/05/17-01/03/18 Station 41
	1/16/2018	Pacific Gas & Electric	838.16	12/05/17-01/03/18 Station 42 Electric
	1/16/2018	Pacific Gas & Electric	732.79	12/06/17-01/04/18 Station 42 Gas
25630	1/16/2018	Pitney Bowes	168.76	St 41 Postage Machine Rental A/C #17220373 10/30...
25631	1/16/2018	Renne Sloan Holtzman Sakai	2,518.00	Services through 11/30/17
25632	1/16/2018	Republic Services	442.57	January 2018 Trash A/C#302100093245
	1/16/2018	Republic Services	84.82	January 2018 Trash A/C#302100094052
	1/16/2018	Republic Services	444.86	January 2018 Trash A/C#302100095331
	1/16/2018	Republic Services	84.82	January 2018 Trash A/C#302100108522
25633	1/16/2018	Smart Clean Building Mainten...	245.00	January 2018 cleaning service
25634	1/16/2018	U.S. Bank	5,538.99	A/C #4246-0445-5564-6748 11/22/17
25635	1/18/2018	Air Exchange Inc.	531.25	Plymovent repair
25636	1/18/2018	AllStar Fire Equipment	35.00	Mask fit test-Stiehr
25637	1/18/2018	ALSCO - American Linen Divi...	1,535.00	Aug. to Dec. 2017 linen
25638	1/18/2018	American Fidelity	2,147.30	Period Ending 12/31/2017
	1/18/2018	American Fidelity	1,070.22	Supplemental deductions-Period Ending 01/31/18
25639	1/18/2018	Arrowhead Towing & Recovery	100.00	Extrication vehicle delivery and pick-up
25640	1/18/2018	Ask Jim To Fix It	483.57	Misc. repairs-Temporary station
25641	1/18/2018	Bound Tree Medical, LLC	5,875.79	Misc supplies
	1/18/2018	Bound Tree Medical, LLC	62.83	NIBP tubing
25642	1/18/2018	Comcast	86.21	8155 40 006 0191002 Station 44-01/14/18-02/13/18
	1/18/2018	Comcast	86.21	8155 40 006 0191028 Station 43-01/14/18-02/13/18
25643	1/18/2018	Dell Financial Services	302.46	Rental & Admin Fee 02/01/18-02/28/18 A/C #001-840...
25644	1/18/2018	EBMUD	300.61	Water 10/31/17-01/03/18 2"
	1/18/2018	EBMUD	464.11	Water 10/31/17-01/03/18 6"
25645	1/18/2018	LeapFrog Plumbing	189.00	Drain cleaned
25646	1/18/2018	L.N. Curtis & Sons	6,862.30	Misc. supplies-Academy
	1/18/2018	L.N. Curtis & Sons	324.08	Structure helmet-Hoover
25647	1/18/2018	NBS	1,542.50	Professional services through 12/31/17
25648	1/18/2018	Office Depot	19.65	Mesh basket-District Aides
	1/18/2018	Office Depot	57.50	Red stamp ink and ink cartridge
25649	1/18/2018	PODS Enterprises, LLC	216.61	Container rental 01/12/18-02/11/18
25650	1/18/2018	Shred-it	66.00	December 2017 pick-up
25651	1/18/2018	Verizon Wireless	56.54	12-lead modem wireless 12/11/17-01/10/18
25652	1/18/2018	Diana Wilde	24.63	Reimb. antenna supplies for repair
25653	1/18/2018	Zoll Data Systems	4,750.00	RescueNet maintenance-2018
25654	1/26/2018	ADP, Inc.	328.01	ADP Payroll Fees ending 01/15/18
	1/26/2018	ADP, Inc.	580.50	HR/Benefits Workforce processing fees ending 1/08/18
25655	1/26/2018	Alameda County Fire Depart...	840.00	Misc. repairs
	1/26/2018	Alameda County Fire Depart...	5,294.43	Misc. repairs-Unit 409
25656	1/26/2018	American Messaging	46.12	Paging Service January 2018
25657	1/26/2018	Avenza Systems Inc.	799.00	Avenzo Maps Pro annual subscription-2018
25658	1/26/2018	Bound Tree Medical, LLC	1,747.68	Finger sensors
	1/26/2018	Bound Tree Medical, LLC	565.38	NIBP tubing for LifePak 15
25659	1/26/2018	COIT Services, Inc.	330.00	Station carpet cleaning
25660	1/26/2018	Comcast	86.28	8155 40 005 0208436 Station 42-01/24/18-02/23/18
	1/26/2018	Comcast	86.21	8155 40 006 0190996 Station 45-01/23/18-02/22/18
25661	1/26/2018	ECMS, Inc.	146.95	PPE repair
25662	1/26/2018	Gill's Electric Company, Inc	239.25	Admin. building electrical troubleshoot
25663	1/26/2018	Haight Brown & Bonesteel LLP	7,826.03	Client matter MO46-0000001
25664	1/26/2018	Lucas Lambert	50.00	Shoes

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 1/1/2018 Through 1/31/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25665	1/26/2018	LeapFrog Plumbing	226.00	Installed faucet
25666	1/26/2018	L.N. Curtis & Sons	134.85	2 Wildland helmets
	1/26/2018	L.N. Curtis & Sons	429.56	Fire shelter-Winnacker
	1/26/2018	L.N. Curtis & Sons	1,579.59	Misc. for Academy
	1/26/2018	L.N. Curtis & Sons	76.13	PPE repair
	1/26/2018	L.N. Curtis & Sons	729.28	Structure and Wildland gloves
	1/26/2018	L.N. Curtis & Sons	1,925.96	Structure boots and 2 fire shelters
	1/26/2018	L.N. Curtis & Sons	277.31	Wildland boots-Schwedhelm
	1/26/2018	L.N. Curtis & Sons	264.26	Wildland pants-Brashem
	1/26/2018	L.N. Curtis & Sons	608.22	Wildland pants-Larson and Schwedhelm
25667	1/26/2018	Motorola	21,498.37	3 Mobile radios-New apparatus
25668	1/26/2018	National Construction Rentals	34.26	Overhead meter pole-0001 monthly rental- 01/10/18-...
	1/26/2018	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental- 10/31/17-...
25669	1/26/2018	Oakland Hills Brush Clearing	2,500.00	Weed and brush clearing
25670	1/26/2018	Peterson Trucks, Inc.	368.17	Medic 41-replaced wheel bearing
25671	1/26/2018	Pacific Gas & Electric	852.32	12/15/17-01/11/18 Station 45 Gas
	1/26/2018	Pacific Gas & Electric	296.03	12/15/17-01/15/18 Station 43
25672	1/26/2018	PLIC- SBD Grand Island	99.90	February 2018
25673	1/26/2018	Ken Tamplen	1,980.00	Parcel #255-072-003, 231 Rheem Boulevard
25674	1/26/2018	TargetSolutions Learning	6,000.00	Target Safety Subscription 1/1/18-12/31/18
25675	1/26/2018	United Site Services	2,324.75	Service 01/01/18-01/31/18
	1/26/2018	United Site Services	2,548.13	Service 12/01/17-12/31/17
25676	1/26/2018	Wildland Resource Managem...	5,500.00	Annual dues-2018-HEF Membership
25677	1/26/2018	Wittman Enterprises, LLC	5,335.58	December 2017
CC-0118	1/11/2018	CCCERA Retirement	156,946.02	CCCERA retirement payment-Dec. 2017 contributions
CP044	1/9/2018	Calif. Public Employees'	167,737.85	CalPers Health Ins
CU-0118	1/11/2018	1st NorCal Federal Credit Union	1,943.20	Contra Costa Federal Credit Union
DD044	1/9/2018	Delta Dental Plan of Calif.	16,270.90	Delta Dental ACH payment
OPEB1...	1/12/2018	U.S. Bank PARS Account 674...	280,000.00	OPEB Trust 2017-2018 Contribution
PFA 0118	1/11/2018	Moraga-Orinda Professional F...	1,671.00	Period ending 12/31/17
PRSP 0118	1/12/2018	U.S. Bank PARS Account 674...	280,000.00	Pension Rate Stabilization 2017-2018 Contribution
Report Total			1,075,856.88	

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 2/1/2018 Through 2/28/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
25678	2/1/2018	ADT Security Services	42.99	Services 02/4/18-03/03/18- Admin bldg. burglar system
	2/1/2018	ADT Security Services	40.33	Services 02/4/18-03/03/18- Admin bldg. camera
	2/1/2018	ADT Security Services	65.73	Services 02/9/18-03/08/18- Station 45
25679	2/1/2018	A T and T	327.80	Acct# 9391035207 12/12/17-01/11/18
	2/1/2018	A T and T	6.29	Acct#9391060223 12/13/17-01/12/18 Conference call...
25680	2/1/2018	A T and T Mobility	1,777.26	Phone Acct #287016079073 12/16/17-01/15/18
25681	2/1/2018	Biomedical Waste Disposal	79.00	January 2018 Medical Waste A/C #0349
	2/1/2018	Biomedical Waste Disposal	79.00	January 2018 Medical Waste A/C #0350
25682	2/1/2018	Bound Tree Medical, LLC	1,826.17	Misc supplies
25683	2/1/2018	Comcast	86.28	8155 40 005 0208428 Station 41-01/29/18-02/28/18
25684	2/1/2018	Fireblast Global Inc.	3,000.00	Annual Maint. Service Agreement-2018
25685	2/1/2018	Horizon Construction Company	9,900.00	3 6" Energy Disapators
	2/1/2018	Horizon Construction Company	4,180.00	6" PVC SDR35 pipe
25686	2/1/2018	Hunt & Sons, Inc.	2,223.82	Fuel A/C #72371
	2/1/2018	Hunt & Sons, Inc.	2,090.30	Fuel A/C #72372
	2/1/2018	Hunt & Sons, Inc.	832.83	Fuel A/C #72373
	2/1/2018	Hunt & Sons, Inc.	1,529.94	Fuel A/C #72375
25687	2/1/2018	L.N. Curtis & Sons	134.93	8 ft. rubbish hook for E-41
	2/1/2018	L.N. Curtis & Sons	418.69	Structure boots-Elbanna
	2/1/2018	L.N. Curtis & Sons	455.66	Structure boots-J. Lee
	2/1/2018	L.N. Curtis & Sons	5,193.90	Structure coats and pants-E. Ford and McCullah
	2/1/2018	L.N. Curtis & Sons	153.34	Structure gloves
	2/1/2018	L.N. Curtis & Sons	194.66	Turnout boots-Academy
	2/1/2018	L.N. Curtis & Sons	277.31	Wildland boots- Schwedhelm
	2/1/2018	L.N. Curtis & Sons	277.31	Wildland boots-Academy
25688	2/1/2018	National Construction Rentals	34.26	Overhead meter pole-0002 monthly rental- 01/23/18-...
25689	2/1/2018	Office Depot	99.50	Copy paper and dry markers
	2/1/2018	Office Depot	88.44	Steno pads, pens and cleaning supplies
25690	2/1/2018	Pacific Seas Concrete	1,000.00	Pour concrete pad for Canyon water tank equipment
25691	2/1/2018	Renne Sloan Holtzman Sakai	2,914.00	Services through 12/31/17
25692	2/1/2018	Safeway, Inc	7.24	Water for Board meetings
25693	2/1/2018	Staples Advantage	242.37	Misc. supplies-Station 41
	2/1/2018	Staples Advantage	217.01	Misc. supplies-Station 42
	2/1/2018	Staples Advantage	124.04	Misc. supplies-Station 43
25694	2/1/2018	David Winnacker	50.00	Shoes
25695	2/9/2018	AFSCME Council 57	183.47	Period Ending 01/31/18
25696	2/9/2018	Alameda County Fire Depart...	13,414.16	Misc. repairs
25697	2/9/2018	Allied Propane Services, Inc	225.16	Commercial propane 01/11/18
25698	2/9/2018	ALSCO - American Linen Divi...	252.00	January 2018 linen
25699	2/9/2018	Bandwidth.com, Inc.	422.24	Service 02/1/18-02/28/18
25700	2/9/2018	Bay Area News Group	321.64	Legal notice for tax liens and revised Schedule of Fees
25701	2/9/2018	Best Best & Krieger	1,100.00	Services through 01/31/18
25702	2/9/2018	FASIS - Calif Bank and Trust	180,187.00	3rd Qtr FY17/18 Workers Comp
25703	2/9/2018	C.R. Fireline, Inc.	380.00	14 bottles hydro tested
25704	2/9/2018	Definitive Networks, Inc.	19,166.00	Service coverage for February 2018
25705	2/9/2018	Travis Dulli	628.55	Reimb. mileage, per diem-Driver/Operator 1B-Dulli
25706	2/9/2018	FDAC EBA	1,378.20	February 2018 vision
25707	2/9/2018	Far Western Trophy & Award	23.49	Name plate-C. Russell
25708	2/9/2018	General Plumbing Supply	248.74	Kitchen faucet replacement
25709	2/9/2018	HdL Coren & Cone	3,150.00	Contract services-Property taxes 01/01/18-03/31/18
25710	2/9/2018	Clayton Hoover	117.00	EMT re-certification-Hoover
25711	2/9/2018	IAFF Local 1230 Dues	7,996.09	Period Ending 01/31/18
25712	2/9/2018	IAFF Local 1230 Insurance	1,805.79	Period Ending 01/31/18
25713	2/9/2018	ICC Birmingham District Office	135.00	2018 ICC membership-K. Leonard
25714	2/9/2018	Jerry Lee	50.00	Shoes
25715	2/9/2018	L.N. Curtis & Sons	194.66	Structure boot-Larson

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 2/1/2018 Through 2/28/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
	2/9/2018	L.N. Curtis & Sons	418.69	Structure boots-Mazaika
	2/9/2018	L.N. Curtis & Sons	264.26	Wildland pants-Johansen
25716	2/9/2018	Meyers,Nave,Riback,Silver,Wi...	404.46	December 2017-Client Matter 1025.001
	2/9/2018	Meyers,Nave,Riback,Silver,Wi...	33.71	December 2017-Client Matter 1025.005
	2/9/2018	Meyers,Nave,Riback,Silver,Wi...	606.69	December 2017-Client Matter 1025.031
	2/9/2018	Meyers,Nave,Riback,Silver,Wi...	6,321.26	December 2017-Client Matter 1025.033
25717	2/9/2018	Moraga Hardware & Lumber	628.78	Fire locks
	2/9/2018	Moraga Hardware & Lumber	16.37	Paint for Canyon concrete pad
	2/9/2018	Moraga Hardware & Lumber	7.64	Soap for washing District vehicles
25718	2/9/2018	Paymentus Group, Inc.	81.74	Credit card fees-January 2018
25719	2/9/2018	Shah Kawasaki Architects	36,487.47	Balance due-Inv 4397,4407,4437,4457,4472,4498,45...
25720	2/9/2018	Smart Clean Building Mainten...	245.00	February 2018 cleaning service
25721	2/9/2018	Verizon Wireless	387.19	Account 623714059-00001 Service 12/24/17-01/23/18
	2/9/2018	Verizon Wireless	16.35	Account 623714059-00003 Service 12/24/17-01/23/18
	2/9/2018	Verizon Wireless	69.06	Account 623714059-00004 Service 12/24/17-01/23/18
25722	2/9/2018	Walnut Creek Ford	74.41	Oil change-Unit 430
25723	2/20/2018	ADP, Inc.	989.87	HR/Benefit Workforce processing& Payroll fees endi...
25724	2/20/2018	Airgas USA, LLC	314.12	Tank Rental-Station 41- #2118770 -January 2018
	2/20/2018	Airgas USA, LLC	39.09	Tank Rental-Station 44- #2902766 -January 2018
	2/20/2018	Airgas USA, LLC	264.15	Tank Rental-Station 45- #2867225 -January 2018
25725	2/20/2018	Bound Tree Medical, LLC	2,584.39	Misc supplies
	2/20/2018	Bound Tree Medical, LLC	849.25	NitroMist spray
25726	2/20/2018	Janet Brandi-Routt	117.00	EMT re-certification Brandi-Routt
25727	2/20/2018	CPR Training Center	160.00	ACLS renewal-J. Costanza
25728	2/20/2018	EBMUD	156.20	Water 12/04/17-02/01/18 3/4" meter
	2/20/2018	EBMUD	458.56	Water 12/04/17-02/01/18 6" meter
25729	2/20/2018	Clayton Hoover	50.00	Shoes
25731	2/20/2018	Michael Ross Investigations	355.35	Background Investigation and investigation tabs
	2/20/2018	Michael Ross Investigations	1,481.25	Background Investigation, mileage and investigation t...
25732	2/20/2018	Pacific Gas & Electric	973.25	01/03/18-01/31/18
	2/20/2018	Pacific Gas & Electric	1,014.64	01/03/18-01/31/18 Electric
	2/20/2018	Pacific Gas & Electric	1,124.81	01/04/18-02/01/18
	2/20/2018	Pacific Gas & Electric	360.76	01/04/18-02/01/18 Admin
	2/20/2018	Pacific Gas & Electric	661.79	01/04/18-02/01/18 Electric
	2/20/2018	Pacific Gas & Electric	749.72	01/05/18-02/02/18 Gas
25733	2/20/2018	Renne Sloan Holtzman Sakai	24,377.92	Services through 12/31/17
25734	2/20/2018	Grace Santos	180.48	Reimb. mileage 07/12/17-01/26/18
25735	2/20/2018	SoftwareOne	11,801.63	Microsoft EA 11/1/2017-10/31/2018
25736	2/20/2018	Staples Advantage	150.02	Misc. supplies-Station 45
25737	2/20/2018	Ken Tamplen	4,280.00	Parcel #264-110-008, 54 La Encinal
25738	2/20/2018	Wittman Enterprises, LLC	5,002.13	January 2018
25739	2/20/2018	Horizon Construction Company	4,005.88	6" 3 way valve
25740	2/20/2018	Horizon Construction Company	6,949.97	Simplex Grinder pump system
25741	2/23/2018	Alameda County Fire Depart...	1,293.88	Misc. repairs
25742	2/23/2018	AllStar Fire Equipment	50.00	SCBA Mask fit test
25743	2/23/2018	American Fidelity	2,247.30	Period Ending 01/31/2018
	2/23/2018	American Fidelity	1,070.22	Supplemental deductions-Period Ending 02/28/18
25744	2/23/2018	Arrowhead Towing & Recovery	50.00	Tow wrecked car for training
25745	2/23/2018	Astral Communications, Inc.	20.00	3 modem repaired-shipping fee
25746	2/23/2018	A T and T	383.79	Acct# 9391035207 01/12/18-02/11/18
	2/23/2018	A T and T	93.95	Acct# 9391053307 01/01/18-01/31/18
	2/23/2018	A T and T	2.00	Acct#9391060223 01/13/18-02/12/18 Conference call...
25747	2/23/2018	Biomedical Waste Disposal	79.00	February 2018 Medical Waste A/C #0349
	2/23/2018	Biomedical Waste Disposal	79.00	February 2018 Medical Waste A/C #0350
25748	2/23/2018	Bound Tree Medical, LLC	579.00	Adenosine
	2/23/2018	Bound Tree Medical, LLC	62.83	Antimicrobial hand wipes

**Moraga-Orinda Fire District**  
 Check/Voucher Register - Check Register  
 From 2/1/2018 Through 2/28/2018

Check Number	Check Date	Name	Check Amount	Transaction Description
	2/23/2018	Bound Tree Medical, LLC	1,274.97	Misc supplies
	2/23/2018	Bound Tree Medical, LLC	52.06	Tactical shears
25749	2/23/2018	COIT Services, Inc.	550.00	Carpet and tile cleaning
25750	2/23/2018	Comcast	86.21	8155 40 006 0191002 Station 44-02/14/18-03/13/18
	2/23/2018	Comcast	86.21	8155 40 006 0191028 Station 43-02/14/18-03/13/18
25751	2/23/2018	Concord Garden Equipment	332.71	Chainsaw bars and chain
	2/23/2018	Concord Garden Equipment	291.45	Fuel for 4 cycle
25752	2/23/2018	Consolidated CM	22,238.88	Management services 11/25/17-12/31/17
25753	2/23/2018	Dell Financial Services	302.46	Rental & Admin Fee 03/01/18-03/31/18 A/C #001-840...
25754	2/23/2018	Hunt & Sons, Inc.	1,474.33	Fuel A/C #72371
	2/23/2018	Hunt & Sons, Inc.	1,504.38	Fuel A/C #72372
	2/23/2018	Hunt & Sons, Inc.	747.12	Fuel A/C #72375
25755	2/23/2018	Kaiser	1,806.59	Refund overpayment Re: 17406592 10/26/17 Incident
25756	2/23/2018	L.N. Curtis & Sons	5,193.90	2 structure coats and pants-Hoover
	2/23/2018	L.N. Curtis & Sons	390.96	Fire shelter-Kalenian
	2/23/2018	L.N. Curtis & Sons	(1,123.93)	Return boots and fire shelter-Dagg
	2/23/2018	L.N. Curtis & Sons	216.81	Structure boots
	2/23/2018	L.N. Curtis & Sons	455.66	Structure boots-Chief Winnacker
	2/23/2018	L.N. Curtis & Sons	2,784.00	Structure coat and pants-Winnacker
	2/23/2018	L.N. Curtis & Sons	1,694.73	Wildland and structure books and fire shelter-Guthmil...
25757	2/23/2018	Moraga Hardware & Lumber	72.06	Gloves for hydrant testing
	2/23/2018	Moraga Hardware & Lumber	4.91	Tool for hydrant testing
	2/23/2018	Moraga Hardware & Lumber	30.56	Tools for hydrant testing
25758	2/23/2018	National Construction Rentals	34.26	Overhead meter pole-0001 monthly rental- 02/07/18-...
25759	2/23/2018	Office Depot	129.42	Folders, Mesh organizer and storage boxes
	2/23/2018	Office Depot	258.57	Misc supplies-C. Russell
	2/23/2018	Office Depot	(54.40)	Returned mesh organizer
25760	2/23/2018	Pacific Gas & Electric	665.03	01/12/18-0212/18 Station 45 Gas
	2/23/2018	Pacific Gas & Electric	205.00	01/17/18-02/14/18 Station 43
25761	2/23/2018	PODS Enterprises, LLC	216.61	Container rental 02/12/18-03/11/18
25762	2/23/2018	Republic Services	442.57	February 2018 Trash A/C#302100093245
	2/23/2018	Republic Services	84.82	February 2018 Trash A/C#302100094052
	2/23/2018	Republic Services	444.86	February 2018 Trash A/C#302100095331
	2/23/2018	Republic Services	84.82	February 2018 Trash A/C#302100108522
25763	2/23/2018	Shred-it	66.00	February 2018 pick-up
25764	2/23/2018	Staples Advantage	285.24	Misc. supplies-Station 41
25765	2/23/2018	Pete Stathakos	136.00	CPR class for City of Orinda Employees
25766	2/23/2018	St. Stephen's Episcopal Church	5,127.76	Temp Station rent- January and February 2018
25767	2/23/2018	United Site Services	2,004.75	Service 02/01/18-02/28/18
25768	2/23/2018	U.S. Department of Treasury	24.00	Case ID: 4879323 Debt ID: 622680006I
CC-0218	2/14/2018	CCCERA Retirement	169,507.08	CCCERA retirement payment-January 2018 contribut...
CP045	2/5/2018	Calif. Public Employees'	164,208.74	CalPers Health Ins
CU-0218	2/14/2018	1st NorCal Federal Credit Union	1,943.20	Period Ending 01/31/18
DD045	2/9/2018	Delta Dental Plan of Calif.	16,572.38	Delta Dental ACH payment
L04649...	2/5/2018	Employment Development De...	5,363.98	UI- 10/01/17-12/31/17
PFA 0218	2/14/2018	Moraga-Orinda Professional F...	1,671.00	Period ending 01/31/18
Stmt 12/22/17	2/9/2018	U.S. Bank	10,625.12	A/C #4246-0445-5564-6748 12/22/17
Report Total			813,389.71	

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
27 - Capital Projects Fund  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
<b>Revenue</b>					
<b>Taxes</b>					
Fire Flow Tax	4066	1,080,597.40	717,825.36	362,772.04	(50.53)%
Total Taxes		1,080,597.40	717,825.36	362,772.04	(50.54)%
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	11,813.42	6,666.64	5,146.78	(77.20)%
Total Use of Money & Property		11,813.42	6,666.64	5,146.78	(77.20)%
<b>Intergovernmental Revenue</b>					
Intergovernmental Revenue-Federal Grants	4437	179,116.00	106,604.00	72,512.00	(68.01)%
Total Intergovernmental Revenue		179,116.00	106,604.00	72,512.00	(68.02)%
<b>Charges for Service</b>					
Impact Mitigation Fees	4743	40,000.00	133,333.36	(93,333.36)	70.00%
Total Charges for Service		40,000.00	133,333.36	(93,333.36)	70.00%
<b>Other Revenue</b>					
Sale of Surplus Property	4980	43,655.00	0.00	43,655.00	0.00%
Total Other Revenue		43,655.00	0.00	43,655.00	0.00%
Total Revenue		1,355,181.82	964,429.36	390,752.46	(40.52)%
<b>Expenditures</b>					
<b>Other Expense</b>					
Bank Fees	7510	125.00	66.64	(58.36)	(87.57)%
Fire Flow Tax Collection Fees	7531	11,381.85	9,333.36	(2,048.49)	(21.94)%
Capital Contingency-Facilities, Equipment	7700	7,094.45	100,000.00	92,905.55	92.90%
Apparatus/Vehicles-Fixed Asset Expenditures	7703	366,164.86	243,967.36	(122,197.50)	(50.08)%
Buildings-Station #43-Fixed Asset Expenditures	7706	239,929.85	2,626,942.64	2,387,012.79	90.86%
Misc. Equipment Expense	7709	229,502.95	263,397.36	33,894.41	12.86%
Transfers to Debt Service Fund	7999	506,649.95	674,653.36	168,003.41	24.90%
Total Other Expense		1,360,848.91	3,918,360.72	2,557,511.81	65.27%
Total Expenditures		1,360,848.91	3,918,360.72	2,557,511.81	65.27%
Excess of Revenues Over/ (Under) Expenditures		(5,667.09)	(2,953,931.36)	2,948,264.27	99.80%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Revenue					
Taxes					
Property Tax-Current Secured	4010	18,571,162.11	12,427,824.64	6,143,337.47	(49.43)%
Property Tax-Supplemental	4011	127,806.22	200,000.00	(72,193.78)	36.09%
Property Tax-Unitary	4013	229,987.79	141,417.36	88,570.43	(62.63)%
Property Tax-Curr Unsecured	4020	575,625.13	408,464.00	167,161.13	(40.92)%
Prop Tax- Prior Secured	4030	(43,974.89)	(33,333.36)	(10,641.53)	(31.92)%
Prop Tax-Prior Supplement	4031	(25,560.62)	(23,333.36)	(2,227.26)	(9.54)%
Prop Tax Prior Unsecured	4035	5,829.79	(6,666.64)	12,496.43	187.44%
Total Taxes		19,440,875.53	13,114,372.64	6,326,502.89	(48.24)%
Use of Money & Property					
Investment Earnings	4181	4,699.20	2,000.00	2,699.20	(134.96)%
Total Use of Money & Property		4,699.20	2,000.00	2,699.20	(134.96)%
Intergovernmental Revenue					
Homeowners Relief Tax	4385	76,112.33	102,666.64	(26,554.31)	25.86%
CA FF JAC Training Funds	4440	12,419.26	6,666.64	5,752.62	(86.28)%
Other/In Lieu of Taxes	4580	0.00	601.36	(601.36)	100.00%
Measure H-Emerg Med Ser Subsid	4896	0.00	56,874.64	(56,874.64)	100.00%
Total Intergovernmental Revenue		88,531.59	166,809.28	(78,277.69)	46.93%
Charges for Service					
Permits	4740	1,679.00	409.36	1,269.64	(310.15)%
Plan Review	4741	169,444.00	166,666.64	2,777.36	(1.66)%
Inspection Fees	4742	32,464.00	23,333.36	9,130.64	(39.13)%
Weed Abatement Charges	4744	22,650.50	2,904.64	19,745.86	(679.80)%
CPR/First Aid Classes	4745	715.00	1,333.36	(618.36)	46.37%
Reports/ Photocopies	4746	273.00	233.36	39.64	(16.98)%
Other Charges for Service	4747	4,792.00	4,000.00	792.00	(19.80)%
Total Charges for Service		232,017.50	198,880.72	33,136.78	(16.66)%
Charges for Service - Ambulance					
Ambulance Service Fees	4898	772,429.09	719,709.36	52,719.73	(7.32)%
Ambulance Service Fee Reimbursements	4899	(97,398.64)	(51,500.00)	(45,898.64)	(89.12)%
Ambulance Collection Recovery Payments	4900	1,549.67	1,333.36	216.31	(16.22)%
Ground Emergency Medical Transportation	4901	42,230.39	13,333.36	28,897.03	(216.72)%
Total Charges for Service - Ambulance		718,810.51	682,876.08	35,934.43	(5.26)%
Other Revenue					
Other Revenue-Strike Team Recovery	4971	960,381.21	353,333.36	607,047.85	(171.80)%
Other Revenue & Financing Sources	4972	0.00	12,000.00	(12,000.00)	100.00%
Other Revenue-Misc.	4974	13,707.90	666.64	13,041.26	(1,956.26)%
Misc Rebates & Refunds	4975	51,613.37	666.64	50,946.73	(7,642.31)%
Sale of Surplus Property	4980	0.00	666.64	(666.64)	100.00%
Transfers In	4999	4,476.30	0.00	4,476.30	0.00%
Total Other Revenue		1,030,178.78	367,333.28	662,845.50	(180.45)%
Total Revenue		21,515,113.11	14,532,272.00	6,982,841.11	(48.05)%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
Permanent Salaries	5011	5,733,591.44	5,763,352.56	29,761.12	0.51%
Temporary Salaries	5013	96,666.39	127,170.64	30,504.25	23.98%
Overtime	5014	1,401,734.24	1,260,000.00	(141,734.24)	(11.24)%
Deferred Compensation	5015	74,752.04	2,400.00	(72,352.04)	(3,014.66)%
Overtime - Strike Team	5016	658,367.25	236,666.64	(421,700.61)	(178.18)%
Worker's Compensation Recovery	5019	(115,306.59)	(66,666.64)	48,639.95	(72.95)%
Payroll Taxes -FICA,SUI	5042	121,186.35	116,792.00	(4,394.35)	(3.76)%
Payroll Processing Fees	5043	9,733.15	13,333.36	3,600.21	27.00%
Retirement Contributions	5044	3,204,496.44	3,209,633.36	5,136.92	0.16%
Life/Health Insurance-Permanent Employees	5060	687,574.24	747,440.00	59,865.76	8.00%
Employee's-Health Insurance Contribution	5061	(81,844.25)	(82,840.00)	(995.75)	1.20%
Retiree Health Insurance	5062	756,085.57	786,666.64	30,581.07	3.88%
Retiree-Health Insurance Contribution	5063	(210,843.01)	(220,666.64)	(9,823.63)	4.45%
Unemployment Insurance	5064	11,088.00	10,000.00	(1,088.00)	(10.88)%
Retiree-Health OPEB Contribution	5065	280,000.00	186,666.64	(93,333.36)	(50.00)%
Vision Insurance	5066	8,977.24	10,226.72	1,249.48	12.21%
Pension Rate Stabilization	5067	280,000.00	186,666.64	(93,333.36)	(50.00)%
Workers' Compensation Insurance	5070	540,561.00	480,496.64	(60,064.36)	(12.50)%
<b>Total Salaries &amp; Benefits</b>		<b>13,456,819.50</b>	<b>12,767,338.56</b>	<b>(689,480.94)</b>	<b>(5.40)%</b>
<b>Operating Expense</b>					
Office Supplies	6100	3,503.06	7,333.36	3,830.30	52.23%
Postage	6101	3,291.80	2,000.00	(1,291.80)	(64.59)%
Books & Periodicals	6102	525.47	4,500.00	3,974.53	88.32%
Printer Ink Cartridges	6103	505.63	2,000.00	1,494.37	74.71%
Telephone/Communication	6110	20,119.20	28,000.00	7,880.80	28.14%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	120,000.00	120,000.00	100.00%
Utilities- Sewer	6120	3,542.75	2,106.80	(1,435.95)	(68.15)%
Utilities-Garbage	6121	8,544.09	8,563.36	19.27	0.22%
Utilities-PG&E	6122	39,507.10	43,793.28	4,286.18	9.78%
Utilities-Water	6123	6,445.32	9,240.00	2,794.68	30.24%
Utilities-Medical Waste	6124	1,422.00	1,466.72	44.72	3.04%
Small Tools & Instruments	6130	1,032.09	7,166.64	6,134.55	85.59%
Minor Equipment/Furniture	6131	0.00	666.64	666.64	100.00%
Computer Equipment & Supplies	6132	185.70	1,333.36	1,147.66	86.07%
Gas Power Chain Saw/Other Equipmen	6133	941.34	3,000.00	2,058.66	68.62%
Fire Trail Grading	6135	689.61	13,333.36	12,643.75	94.82%
Fire Fighting Equipment & Supplies	6137	429.27	2,666.64	2,237.37	83.90%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Fire Fighting Equipment-Hoses & Nozzles	6138	1,624.97	6,666.64	5,041.67	75.62%
Fire Fighting Equipment-Class A Foam	6139	1,442.03	1,000.00	(442.03)	(44.20)%
Medical & Lab Supplies	6140	60,039.31	70,000.00	9,960.69	14.22%
Food Supplies	6150	720.08	2,533.36	1,813.28	71.57%
Safety Clothing & Personal Supplies	6160	62,749.72	53,333.36	(9,416.36)	(17.65)%
Non-Safety Clothing & Personal Supplies	6161	650.00	1,000.00	350.00	35.00%
Household Expense	6170	6,221.25	6,666.56	445.31	6.67%
Household Expense-Linen	6171	2,955.95	1,333.44	(1,622.51)	(121.67)%
Public & Legal Notices	6190	968.36	2,666.64	1,698.28	63.68%
Dues, Memberships & Professional Fees	6200	6,282.14	5,196.64	(1,085.50)	(20.88)%
EMT/Paramedic Licensure Fees	6201	1,419.00	5,000.00	3,581.00	71.62%
Rent & Leases (Equipment)	6250	17,169.51	27,933.36	10,763.85	38.53%
Computer Software & Maintenance	6251	55,141.49	51,466.64	(3,674.85)	(7.14)%
Website Development & Maintenance	6252	1,660.00	1,133.36	(526.64)	(46.46)%
EPA ID# Verification Fee	6264	150.00	133.36	(16.64)	(12.47)%
CCC HazMat Plan (CUPA)	6265	2,519.00	2,000.00	(519.00)	(25.95)%
BAAQMD & Environmental Health Fees	6266	0.00	600.00	600.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	866.64	866.64	100.00%
Maintenance -- Equipment	6270	19,066.12	37,962.00	18,895.88	49.77%
Central Garage Repairs	6271	113,266.99	93,333.36	(19,933.63)	(21.35)%
Central Garage Gasoline & Oil	6272	41,300.96	40,000.00	(1,300.96)	(3.25)%
Central Garage Tires	6273	6,251.93	3,333.36	(2,918.57)	(87.55)%
Service/Repair Fuel System Dispensers	6274	1,433.46	2,333.36	899.90	38.56%
Aerial Ladder & Pump Testing	6275	0.00	666.64	666.64	100.00%
Smog Inspections	6276	251.95	333.36	81.41	24.42%
Air Compressor Quarterly Service	6278	10.69	1,000.00	989.31	98.93%
Hydro Test SCBA & Oxy Cylinder	6279	886.76	1,666.64	779.88	46.79%
Tank Testing	6280	0.00	666.64	666.64	100.00%
Maintenance -- Building	6281	19,149.41	31,333.36	12,183.95	38.88%
Maintenance -- Grounds	6282	739.47	4,066.64	3,327.17	81.81%
Meetings & Travel Expenses	6303	534.11	916.64	382.53	41.73%
Medical - Pre-Emp Processing and Annual Exams	6311	13,467.14	12,000.00	(1,467.14)	(12.22)%
Ambulance Billing Administration Fees	6312	32,633.06	40,000.00	7,366.94	18.41%
Outside Attorney Fees	6313	87,258.77	64,000.00	(23,258.77)	(36.34)%
Outside CPR Instructors	6314	190.00	2,000.00	1,810.00	90.50%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
CCC County Tax Administration Fee	6316	0.00	116,666.64	116,666.64	100.00%
Professional Services	6317	20,825.00	26,666.64	5,841.64	21.90%
Professional Services - Labor Negotiator	6318	21,401.52	33,333.36	11,931.84	35.79%
Professional Services - Technology	6319	114,996.00	163,093.36	48,097.36	29.49%
Professional Services - Pre-Employment Investigations	6320	10,449.10	3,333.36	(7,115.74)	(213.47)%
Professional Services - Promotional Exams & Recruitment	6321	20,635.77	19,166.64	(1,469.13)	(7.66)%
Professional Services-OPEB Actuarial Valuation	6322	1,481.67	800.00	(681.67)	(85.20)%
Exterior Hazard Removal	6323	17,313.88	8,000.00	(9,313.88)	(116.42)%
Professional Services-Prop Tax Audit & Forecasting	6326	9,450.00	8,400.00	(1,050.00)	(12.50)%
Professional Services	6327	12,940.00	6,666.64	(6,273.36)	(94.10)%
Burn Trailer Grant Maintenance	6352	3,000.00	2,333.36	(666.64)	(28.56)%
Testing Materials & Training Props	6354	936.18	6,666.64	5,730.46	85.95%
Career Development Classes	6357	3,172.03	10,000.00	6,827.97	68.27%
Target Safety Online Training	6359	6,000.00	4,133.36	(1,866.64)	(45.16)%
Training & Education Classes-Paramedic & EMT CE	6360	755.29	3,333.36	2,578.07	77.34%
District Sponsored Training-Mandated	6361	9,623.92	23,333.36	13,709.44	58.75%
Recruiting Costs	6470	1,326.63	10,000.00	8,673.37	86.73%
Strike Team Supplies	6474	11,108.15	9,000.00	(2,108.15)	(23.42)%
Community Emergency Response Team	6475	1,935.67	1,333.36	(602.31)	(45.17)%
Exercise Supplies/Maint.	6476	39.31	1,333.36	1,294.05	97.05%
Recognition Supplies	6478	417.00	890.00	473.00	53.14%
Other Special Departmental Exp	6479	4,855.08	20,786.72	15,931.64	76.64%
Public Education Supplies	6480	(233.61)	0.00	233.61	0.00%
CPR Supplies	6481	0.00	2,000.00	2,000.00	100.00%
LAFCO	6482	10,976.88	7,318.00	(3,658.88)	(49.99)%
Emergency Preparedness Expense	6484	1,158.49	5,666.64	4,508.15	79.55%
Misc. Services & Supplies	6490	7,434.70	5,466.64	(1,968.06)	(36.00)%
Fire Chief Contingency	6491	7,692.89	66,666.64	58,973.75	88.46%
Property & Liability Insurance	6540	40,343.00	30,228.64	(10,114.36)	(33.45)%
<b>Total Operating Expense</b>		<b>988,872.61</b>	<b>1,428,928.88</b>	<b>440,056.27</b>	<b>30.80%</b>
<b>Other Expense</b>					
Bank Fees	7510	2,634.10	2,133.36	(500.74)	(23.47)%
Interest on County Teeter Account	7520	0.00	33.36	33.36	100.00%
County Tax Collection Fees	7530	251.70	200.00	(51.70)	(25.85)%
<b>Total Other Expense</b>		<b>2,885.80</b>	<b>2,366.72</b>	<b>(519.08)</b>	<b>(21.93)%</b>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
50 - General Fund  
From 7/1/2017 Through 2/28/2018

	Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
Total Expenditures	<u>14,448,577.91</u>	<u>14,198,634.16</u>	<u>(249,943.75)</u>	<u>(1.76)%</u>
Excess of Revenues Over/ (Under) Expenditures	<u>7,066,535.20</u>	<u>333,637.84</u>	<u>6,732,897.36</u>	<u>(2,018.02)%</u>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures  
90 - Debt Service Fund  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Prorated Monthly Budget	Prorated Monthly Variance	Percent Prorated Budget Remaining
<b>Revenue</b>					
<b>Taxes</b>					
Property Tax-Current Secured	4010	3,376,281.00	2,250,854.00	1,125,427.00	(50.00)%
<b>Total Taxes</b>		<b>3,376,281.00</b>	<b>2,250,854.00</b>	<b>1,125,427.00</b>	<b>(50.00)%</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	21,391.48	0.00	21,391.48	0.00%
<b>Total Use of Money &amp; Property</b>		<b>21,391.48</b>	<b>0.00</b>	<b>21,391.48</b>	<b>0.00%</b>
<b>Other Revenue</b>					
Transfers In	4999	506,649.95	674,653.36	(168,003.41)	24.90%
<b>Total Other Revenue</b>		<b>506,649.95</b>	<b>674,653.36</b>	<b>(168,003.41)</b>	<b>24.90%</b>
<b>Total Revenue</b>		<b>3,904,322.43</b>	<b>2,925,507.36</b>	<b>978,815.07</b>	<b>(33.46)%</b>
<b>Expenditures</b>					
<b>Other Expense</b>					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	1,573,333.36	(786,666.64)	(49.99)%
Pension Obligation Bond Interest Payment	7901	797,877.00	531,918.00	(265,959.00)	(50.00)%
Apparatus Lease Principal Payment	7902	315,758.91	423,000.00	107,241.09	25.35%
Apparatus Lease Interest Payment	7903	29,474.91	37,311.36	7,836.45	21.00%
Lease Agreement Station 43 Principal	7906	120,000.00	160,000.00	40,000.00	25.00%
Lease Agreement Station 43 Interest	7907	41,416.13	54,342.00	12,925.87	23.78%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
<b>Total Other Expense</b>		<b>3,669,003.25</b>	<b>2,779,904.72</b>	<b>(889,098.53)</b>	<b>(31.98)%</b>
<b>Total Expenditures</b>		<b>3,669,003.25</b>	<b>2,779,904.72</b>	<b>(889,098.53)</b>	<b>(31.98)%</b>
<b>Excess of Revenues Over/ (Under) Expenditures</b>		<b>235,319.18</b>	<b>145,602.64</b>	<b>89,716.54</b>	<b>(61.61)%</b>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-17/18  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Total Budget - Original	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
<b>Taxes</b>					
Fire Flow Tax	4066	1,080,597.40	1,076,738.00	3,859.40	0.36%
Total Taxes		1,080,597.40	1,076,738.00	3,859.40	0.36%
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	11,813.42	10,000.00	1,813.42	18.13%
Total Use of Money & Property		11,813.42	10,000.00	1,813.42	18.13%
<b>Intergovernmental Revenue</b>					
Intergovernmental Revenue-Fed...	4437	179,116.00	159,906.00	19,210.00	12.01%
Total Intergovernmental Revenue		179,116.00	159,906.00	19,210.00	12.01%
<b>Charges for Service</b>					
Impact Mitigation Fees	4743	40,000.00	200,000.00	(160,000.00)	(80.00)%
Total Charges for Service		40,000.00	200,000.00	(160,000.00)	(80.00)%
<b>Other Revenue</b>					
Sale of Surplus Property	4980	43,655.00	0.00	43,655.00	0.00%
Total Other Revenue		43,655.00	0.00	43,655.00	0.00%
Total Revenue		1,355,181.82	1,446,644.00	(91,462.18)	(6.32)%
<b>Expenditures</b>					
<b>Other Expense</b>					
Bank Fees	7510	125.00	100.00	(25.00)	(25.00)%
Fire Flow Tax Collection Fees	7531	11,381.85	14,000.00	2,618.15	18.70%
Capital Contingency-Facilities, ...	7700	7,094.45	150,000.00	142,905.55	95.27%
Apparatus/Vehicles-Fixed Asset...	7703	366,164.86	365,951.00	(213.86)	(0.06)%
Buildings-Station #43-Fixed Ass...	7706	239,929.85	3,940,414.00	3,700,484.15	93.91%
Misc. Equipment Expense	7709	229,502.95	395,096.00	165,593.05	41.91%
Transfers to Debt Service Fund	7999	506,649.95	1,011,980.00	505,330.05	49.93%
Total Other Expense		1,360,848.91	5,877,541.00	4,516,692.09	76.85%
Total Expenditures		1,360,848.91	5,877,541.00	4,516,692.09	76.85%
Excess of Revenues Over/ (Under)		(5,667.09)	(4,430,897.00)	4,425,229.91	(99.87)%
Expenditures					

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
<b>Taxes</b>					
Property Tax-Current Secured	4010	18,571,162.11	18,641,737.00	(70,574.89)	(0.38)%
Property Tax-Supplemental	4011	127,806.22	300,000.00	(172,193.78)	(57.40)%
Property Tax-Unitary	4013	229,987.79	212,126.00	17,861.79	8.42%
Property Tax-Curr Unsecured	4020	575,625.13	612,696.00	(37,070.87)	(6.05)%
Prop Tax- Prior Secured	4030	(43,974.89)	(50,000.00)	6,025.11	(12.05)%
Prop Tax-Prior Supplement	4031	(25,560.62)	(35,000.00)	9,439.38	(26.97)%
Prop Tax Prior Unsecured	4035	5,829.79	(10,000.00)	15,829.79	(158.30)%
<b>Total Taxes</b>		<b>19,440,875.53</b>	<b>19,671,559.00</b>	<b>(230,683.47)</b>	<b>(1.17)%</b>
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	4,699.20	3,000.00	1,699.20	56.64%
<b>Total Use of Money &amp; Property</b>		<b>4,699.20</b>	<b>3,000.00</b>	<b>1,699.20</b>	<b>56.64%</b>
<b>Intergovernmental Revenue</b>					
Homeowners Relief Tax	4385	76,112.33	154,000.00	(77,887.67)	(50.58)%
CA FF JAC Training Funds	4440	12,419.26	10,000.00	2,419.26	24.19%
Other/In Lieu of Taxes	4580	0.00	902.00	(902.00)	(100.00)%
Measure H-Emerg Med Ser Subsid	4896	0.00	85,312.00	(85,312.00)	(100.00)%
<b>Total Intergovernmental Revenue</b>		<b>88,531.59</b>	<b>250,214.00</b>	<b>(161,682.41)</b>	<b>(64.62)%</b>
<b>Charges for Service</b>					
Permits	4740	1,679.00	614.00	1,065.00	173.45%
Plan Review	4741	169,444.00	250,000.00	(80,556.00)	(32.22)%
Inspection Fees	4742	32,464.00	35,000.00	(2,536.00)	(7.25)%
Weed Abatement Charges	4744	22,650.50	4,357.00	18,293.50	419.86%
CPR/First Aid Classes	4745	715.00	2,000.00	(1,285.00)	(64.25)%
Reports/ Photocopies	4746	273.00	350.00	(77.00)	(22.00)%
Other Charges for Service	4747	4,792.00	6,000.00	(1,208.00)	(20.13)%
<b>Total Charges for Service</b>		<b>232,017.50</b>	<b>298,321.00</b>	<b>(66,303.50)</b>	<b>(22.23)%</b>
<b>Charges for Service - Ambulance</b>					
Ambulance Service Fees	4898	772,429.09	1,079,564.00	(307,134.91)	(28.45)%
Ambulance Service Fee Reimbursements	4899	(97,398.64)	(77,250.00)	(20,148.64)	26.08%
Ambulance Collection Recovery Payments	4900	1,549.67	2,000.00	(450.33)	(22.52)%
Ground Emergency Medical Transportation	4901	42,230.39	20,000.00	22,230.39	111.15%
<b>Total Charges for Service - Ambulance</b>		<b>718,810.51</b>	<b>1,024,314.00</b>	<b>(305,503.49)</b>	<b>(29.83)%</b>
<b>Other Revenue</b>					
Other Revenue-Strike Team Recovery	4971	960,381.21	530,000.00	430,381.21	81.20%
Other Revenue & Financing Sources	4972	0.00	18,000.00	(18,000.00)	(100.00)%
Other Revenue-Misc.	4974	13,707.90	1,000.00	12,707.90	1,270.79%
Misc Rebates & Refunds	4975	51,613.37	1,000.00	50,613.37	5,061.34%
Sale of Surplus Property	4980	0.00	1,000.00	(1,000.00)	(100.00)%
Transfers In	4999	4,476.30	0.00	4,476.30	0.00%
<b>Total Other Revenue</b>		<b>1,030,178.78</b>	<b>551,000.00</b>	<b>479,178.78</b>	<b>86.97%</b>
<b>Total Revenue</b>		<b>21,515,113.11</b>	<b>21,798,408.00</b>	<b>(283,294.89)</b>	<b>(1.30)%</b>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
Permanent Salaries	5011	5,733,591.44	8,645,029.00	2,911,437.56	33.68%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Temporary Salaries	5013	96,666.39	190,756.00	94,089.61	49.32%
Overtime	5014	1,401,734.24	1,890,000.00	488,265.76	25.83%
Deferred Compensation	5015	74,752.04	3,600.00	(71,152.04)	(1,976.45)%
Overtime - Strike Team	5016	658,367.25	355,000.00	(303,367.25)	(85.46)%
Worker's Compensation Recovery	5019	(115,306.59)	(100,000.00)	15,306.59	(15.31)%
Payroll Taxes -FICA,SUI	5042	121,186.35	175,188.00	54,001.65	30.82%
Payroll Processing Fees	5043	9,733.15	20,000.00	10,266.85	51.33%
Retirement Contributions	5044	3,204,496.44	4,814,450.00	1,609,953.56	33.44%
Life/Health Insurance-Permanent Employees	5060	687,574.24	1,121,160.00	433,585.76	38.67%
Employee's-Health Insurance Contribution	5061	(81,844.25)	(124,260.00)	(42,415.75)	34.13%
Retiree Health Insurance	5062	756,085.57	1,180,000.00	423,914.43	35.92%
Retiree-Health Insurance Contribution	5063	(210,843.01)	(331,000.00)	(120,156.99)	36.30%
Unemployment Insurance	5064	11,088.00	15,000.00	3,912.00	26.08%
Retiree-Health OPEB Contribution	5065	280,000.00	280,000.00	0.00	0.00%
Vision Insurance	5066	8,977.24	15,340.00	6,362.76	41.48%
Pension Rate Stabilization	5067	280,000.00	280,000.00	0.00	0.00%
Workers' Compensation Insurance	5070	540,561.00	720,745.00	180,184.00	25.00%
<b>Total Salaries &amp; Benefits</b>		<b>13,456,819.50</b>	<b>19,151,008.00</b>	<b>5,694,188.50</b>	<b>29.73%</b>
<b>Operating Expense</b>					
Office Supplies	6100	3,503.06	11,000.00	7,496.94	68.15%
Postage	6101	3,291.80	3,000.00	(291.80)	(9.73)%
Books & Periodicals	6102	525.47	6,750.00	6,224.53	92.22%
Printer Ink Cartridges	6103	505.63	3,000.00	2,494.37	83.15%
Telephone/Communication	6110	20,119.20	42,000.00	21,880.80	52.10%
Dispatch/Comm Center Services w/ AVL MDT	6111	0.00	180,000.00	180,000.00	100.00%
Utilities- Sewer	6120	3,542.75	3,160.00	(382.75)	(12.11)%
Utilities-Garbage	6121	8,544.09	12,845.00	4,300.91	33.48%
Utilities-PG&E	6122	39,507.10	65,690.00	26,182.90	39.86%
Utilities-Water	6123	6,445.32	13,860.00	7,414.68	53.50%
Utilities-Medical Waste	6124	1,422.00	2,200.00	778.00	35.36%
Small Tools & Instruments	6130	1,032.09	10,750.00	9,717.91	90.40%
Minor Equipment/Furniture	6131	0.00	1,000.00	1,000.00	100.00%
Computer Equipment & Supplies	6132	185.70	2,000.00	1,814.30	90.72%
Gas Power Chain Saw/Other Equipmen	6133	941.34	4,500.00	3,558.66	79.08%
Fire Trail Grading	6135	689.61	20,000.00	19,310.39	96.55%
Fire Fighting Equipment & Supplies	6137	429.27	4,000.00	3,570.73	89.27%
Fire Fighting Equipment-Hoses & Nozzles	6138	1,624.97	10,000.00	8,375.03	83.75%
Fire Fighting Equipment-Class A Foam	6139	1,442.03	1,500.00	57.97	3.86%
Medical & Lab Supplies	6140	60,039.31	105,000.00	44,960.69	42.82%
Food Supplies	6150	720.08	3,800.00	3,079.92	81.05%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Safety Clothing & Personal Supplies	6160	62,749.72	80,000.00	17,250.28	21.56%
Non-Safety Clothing & Personal Supplies	6161	650.00	1,500.00	850.00	56.67%
Household Expense	6170	6,221.25	10,000.00	3,778.75	37.79%
Household Expense-Linen	6171	2,955.95	2,000.00	(955.95)	(47.80)%
Public & Legal Notices	6190	968.36	4,000.00	3,031.64	75.79%
Dues, Memberships & Professional Fees	6200	6,282.14	7,795.00	1,512.86	19.41%
EMT/Paramedic Licensure Fees	6201	1,419.00	7,500.00	6,081.00	81.08%
Rent & Leases (Equipment)	6250	17,169.51	41,900.00	24,730.49	59.02%
Computer Software & Maintenance	6251	55,141.49	77,200.00	22,058.51	28.57%
Website Development & Maintenance	6252	1,660.00	1,700.00	40.00	2.35%
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	0.00	900.00	900.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	1,300.00	1,300.00	100.00%
Maintenance -- Equipment	6270	19,066.12	56,943.00	37,876.88	66.52%
Central Garage Repairs	6271	113,266.99	140,000.00	26,733.01	19.10%
Central Garage Gasoline & Oil	6272	41,300.96	60,000.00	18,699.04	31.17%
Central Garage Tires	6273	6,251.93	5,000.00	(1,251.93)	(25.04)%
Service/Repair Fuel System Dispensers	6274	1,433.46	3,500.00	2,066.54	59.04%
Aerial Ladder & Pump Testing	6275	0.00	1,000.00	1,000.00	100.00%
Smog Inspections	6276	251.95	500.00	248.05	49.61%
Air Compressor Quarterly Service	6278	10.69	1,500.00	1,489.31	99.29%
Hydro Test SCBA & Oxy Cylinder	6279	886.76	2,500.00	1,613.24	64.53%
Tank Testing	6280	0.00	1,000.00	1,000.00	100.00%
Maintenance -- Building	6281	19,149.41	47,000.00	27,850.59	59.26%
Maintenance -- Grounds	6282	739.47	6,100.00	5,360.53	87.88%
Meetings & Travel Expenses	6303	534.11	1,375.00	840.89	61.16%
Medical - Pre-Emp Processing and Annual Exams	6311	13,467.14	18,000.00	4,532.86	25.18%
Ambulance Billing Administration Fees	6312	32,633.06	60,000.00	27,366.94	45.61%
Outside Attorney Fees	6313	87,258.77	96,000.00	8,741.23	9.11%
Outside CPR Instructors	6314	190.00	3,000.00	2,810.00	93.67%
CCC County Tax Administration Fee	6316	0.00	175,000.00	175,000.00	100.00%
Professional Services	6317	20,825.00	40,000.00	19,175.00	47.94%
Professional Services - Labor Negotiator	6318	21,401.52	50,000.00	28,598.48	57.20%
Professional Services - Technology	6319	114,996.00	244,640.00	129,644.00	52.99%
Professional Services - Pre-Employment Investigations	6320	10,449.10	5,000.00	(5,449.10)	(108.98)%

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - General Fund Actual to Budget 17/18  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Promotional Exams & Recruitment	6321	20,635.77	28,750.00	8,114.23	28.22%
Professional Services-OPEB Actuarial Valuation	6322	1,481.67	1,200.00	(281.67)	(23.47)%
Exterior Hazard Removal	6323	17,313.88	12,000.00	(5,313.88)	(44.28)%
Professional Services-Prop Tax Audit & Forecasting	6326	9,450.00	12,600.00	3,150.00	25.00%
Professional Services	6327	12,940.00	10,000.00	(2,940.00)	(29.40)%
Burn Trailer Grant Maintenance	6352	3,000.00	3,500.00	500.00	14.29%
Testing Materials & Training Props	6354	936.18	10,000.00	9,063.82	90.64%
Career Development Classes	6357	3,172.03	15,000.00	11,827.97	78.85%
Target Safety Online Training	6359	6,000.00	6,200.00	200.00	3.23%
Training & Education Classes-Paramedic & EMT CE	6360	755.29	5,000.00	4,244.71	84.89%
District Sponsored Training-Mandated	6361	9,623.92	35,000.00	25,376.08	72.50%
Recruiting Costs	6470	1,326.63	15,000.00	13,673.37	91.16%
Strike Team Supplies	6474	11,108.15	13,500.00	2,391.85	17.72%
Community Emergency Response Team	6475	1,935.67	2,000.00	64.33	3.22%
Exercise Supplies/Maint.	6476	39.31	2,000.00	1,960.69	98.03%
Recognition Supplies	6478	417.00	3,835.00	3,418.00	89.13%
Other Special Departmental Exp	6479	4,855.08	31,180.00	26,324.92	84.43%
Public Education Supplies	6480	(233.61)	0.00	233.61	0.00%
CPR Supplies	6481	0.00	3,000.00	3,000.00	100.00%
LAFCO	6482	10,976.88	10,977.00	0.12	0.00%
Emergency Preparedness Expense	6484	1,158.49	6,000.00	4,841.51	80.69%
Misc. Services & Supplies	6490	7,434.70	8,200.00	765.30	9.33%
Fire Chief Contingency	6491	7,692.89	100,000.00	92,307.11	92.31%
Property & Liability Insurance	6540	40,343.00	45,343.00	5,000.00	11.03%
<b>Total Operating Expense</b>		<u>988,872.61</u>	<u>2,143,393.00</u>	<u>1,154,520.39</u>	<u>53.86%</u>
<b>Other Expense</b>					
Bank Fees	7510	2,634.10	3,200.00	565.90	17.68%
Interest on County Teeter Account	7520	0.00	50.00	50.00	100.00%
County Tax Collection Fees	7530	251.70	300.00	48.30	16.10%
<b>Total Other Expense</b>		<u>2,885.80</u>	<u>3,550.00</u>	<u>664.20</u>	<u>18.71%</u>
<b>Total Expenditures</b>		<u>14,448,577.91</u>	<u>21,297,951.00</u>	<u>6,849,373.09</u>	<u>32.16%</u>
<b>Excess of Revenues Over/ (Under) Expenditures</b>		<u>7,066,535.20</u>	<u>500,457.00</u>	<u>6,566,078.20</u>	<u>1,312.02%</u>

**Moraga-Orinda Fire District**  
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-17/18  
From 7/1/2017 Through 2/28/2018

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
<b>Revenue</b>					
<b>Taxes</b>					
Property Tax-Current Secured	4010	3,376,281.00	3,376,281.00	0.00	0.00%
Total Taxes		3,376,281.00	3,376,281.00	0.00	0.00%
<b>Use of Money &amp; Property</b>					
Investment Earnings	4181	21,391.48	0.00	21,391.48	0.00%
Total Use of Money & Property		21,391.48	0.00	21,391.48	0.00%
<b>Other Revenue</b>					
Transfers In	4999	506,649.95	1,011,980.00	(505,330.05)	(49.93)%
Total Other Revenue		506,649.95	1,011,980.00	(505,330.05)	(49.93)%
Total Revenue		3,904,322.43	4,388,261.00	(483,938.57)	(11.03)%
<b>Expenditures</b>					
<b>Other Expense</b>					
Pension Obligation Bond Principal Payment	7900	2,360,000.00	2,360,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	797,877.00	797,877.00	0.00	0.00%
Apparatus Lease Principal Payment	7902	315,758.91	634,500.00	318,741.09	50.24%
Apparatus Lease Interest Payment	7903	29,474.91	55,967.00	26,492.09	47.34%
Lease Agreement Station 43 Principal	7906	120,000.00	240,000.00	120,000.00	50.00%
Lease Agreement Station 43 Interest	7907	41,416.13	81,513.00	40,096.87	49.19%
Transfers to Other Funds	7997	4,476.30	0.00	(4,476.30)	0.00%
Total Other Expense		3,669,003.25	4,169,857.00	500,853.75	12.01%
Total Expenditures		3,669,003.25	4,169,857.00	500,853.75	12.01%
Excess of Revenues Over/ (Under) Expenditures		235,319.18	218,404.00	16,915.18	7.74%



# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** Gloriann Sasser, Administrative Services Director  
**DATE:** March 7, 2018  
**SUBJECT:** Item XX – Authorize Contract with Delta Dental of California for the Period April 1, 2018 through March 31, 2019

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## **Background**

The District provides dental insurance to employees and retirees. The District has contracted with Delta Dental of California since 1998. The current contract expires March 31, 2018.

Delta Dental provided renewal information that reflects no rate change as follows:

Total Monthly Cost	Current Rates 2017-2018	New Rates 2018-2019
One party	\$55.96	\$55.96
Two party	\$98.76	\$98.76
Three +	\$150.74	\$150.74

The District pays a fixed amount per employee and retiree for dental insurance. Employer and employee monthly costs are as follows:

	Employer Cost	Employee Cost
One party	\$51.20	\$4.76
Two party	\$90.12	\$8.64
3+	\$136.35	\$14.39

Total annual cost is projected to be \$200,000. Staff recommends the Board authorize a contract with Delta Dental of California.

## **Staff Recommendation**

- 1) Receive report; 2) Deliberate; 3) Authorize a contract with Delta Dental of California for the period April 1, 2018 through March 31, 2019.



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Gloriann Sasser, Administrative Services Director

**DATE:** March 21, 2018

**SUBJECT:** Item 7.6 – Approval of Letter of Engagement of Legal Services, Labor Negotiations with Sloan Sakai Yeung & Wong LLP

## **Background**

On December 6, 2017, the Board approved a Letter of Engagement with Renne Sloan Holtzman Sakai LLP (RSHS.) On March 1, 2018, RSHS became Sloan Sakai Yeung & Wong LLP (Sloan Sakai.) It is necessary to approve a new engagement letter with Sloan Sakai. The terms are the same as previous except for the following:

- New firm name
- Designating Jeff Sloan as the contact person instead of Jonathan Holtzman
- Reduction of some of the rates in Attachment 1

## **Staff Recommendation**

- 1) Approve Letter of Engagement of Legal Services, Labor Negotiations with Sloan Sakai Yeung & Wong LLP.

## **Attachments**

Attachment A - Letter of Engagement of Legal Services, Labor Negotiations with Sloan Sakai Yeung & Wong LLP.

March 9, 2018

Brad Barber  
Board of Directors Moraga-Orinda Fire District  
1280 Moraga Way  
Moraga, CA 9455

**Re: Engagement of Legal Services, Labor Negotiations**

Dear Mr. Barber:

Thank you for retaining Sloan Sakai Yeung & Wong LLP (“Sloan Sakai”), to provide legal services in connection with Moraga-Orinda Fire District (“MOFD”)’s labor negotiations. We appreciate the opportunity to serve as your lawyers and look forward to working with you on this matter.

This letter sets forth our agreement concerning the legal services we will provide and our fee and expense reimbursement arrangements for those services. Please read this entire agreement before signing and returning it to us.

1. **Scope of Engagement.** Sloan Sakai will provide legal services to MOFD related to the negotiations of successor Memoranda of Understanding with MOFD’s various bargaining units, including but not limited to the following services:
  - a. Acting as the Chief Negotiator during the negotiations of successor Memoranda of Understanding with MOFD’s bargaining units;
  - b. Providing or assisting in providing reports and/or presentations to the Board of Directors regarding the status of negotiations, as requested;
  - c. Assisting with necessary fact research for negotiations, guiding the District's formulation and preparation of cost analysis of management and union proposals;
  - d. Assisting in the development of overall labor relations strategy for negotiations and settlement patterns among MOFD’s various bargaining units;
  - e. Developing proposals and drafting settlement agreements; and

Brad Barber  
March 9, 2018  
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- f. Representing the District in any potential impasse proceedings.
2. **Fees and Personnel.** As compensation for our services, Sloan Sakai will bill MOFD at the following discounted hourly billing rates:

Jeffrey Sloan	\$350
Justin Sceva	\$285

If other attorney services are utilized, their time will be billed at the rates specified in ATTACHMENT 1.

In addition, from time to time we utilize non-attorney professional consultants who have subject matter expertise on a variety of labor, personnel and economic issues. The rate span for consulting services under this Agreement is \$225 - \$250 per hour.

I will be in charge of your matter. However, this agreement retains the legal services of our law firm and not of a particular attorney. If other attorneys and/or paralegals are assigned to work on your matter, then current hourly rates of those individuals will be utilized. Our standard public sector billing rates for attorneys, paralegals and legal assistants are attached as Attachment 1.

The Firm also bills for time spent traveling on a client's behalf at our normal hourly rates. For services related to this matter, travel time billing will be capped at 45 minutes per one-way trip.

Hourly rates are subject to reasonable change, usually in January of each year.

3. **Billing and Payment Responsibilities.** We will send monthly statements which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Billing is done in 1/10ths of an hour increments.

In addition, the Firm charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on a client's behalf. For major disbursements to third parties, invoices may be sent directly to you for payment. Such costs and disbursements include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery and messenger services.

4. **Termination of Services.** You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

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March 9, 2018  
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We may terminate our services for any reason with 60 days written notice. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

5. **Insurance.** During the term of this agreement, this law firm shall take out and maintain general liability and property damage insurance in the amount of \$1,000,000; professional errors and omissions insurance in an amount of \$2,000,000 per occurrence; and \$4,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice be given to you.
6. **No Guarantee of Outcome.** Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.
7. **Government Law; Venue.** This agreement shall be governed by and construed in accordance with the laws of the State of California.
8. **Entire Agreement; Full Understanding; Modifications in Writing.** This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.
9. **Joint Representation.** Our firm maintains Of Counsel agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the firm, it is necessary that you consent to dual representation by the firm and the specialist in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

Sincerely,



Jeff Sloan

Encl(s): SLOAN SAKAI 2017 Public Sector  
Fee Schedule SLOAN SAKAI

**ATTACHMENT 1  
SLOAN SAKAI  
PUBLIC SECTOR FEE SCHEDULE  
EFFECTIVE JANUARY 1, 2018 TO DECEMBER 31, 2018**

Partners:	\$350
Senior Counsel:	\$265 - \$325
Associates:	\$215 - \$265
Law Clerks:	\$145
Paralegals:	\$105 - \$175
Analysts:	\$95 - \$135
Consultants:	\$160 - \$275

These rates are reviewed and may be adjusted annually, generally in January of each year.

## ATTACHMENT 2

### SLOAN SAKAI YEUNG & WONG LLP FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

**Professional Fees.** Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

**Billing and Payment Procedures.** Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include duplicating, facsimile charges, telephone charges, e-mail, postage, mileage and other administrative expenses.

In addition, the Firm charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements

## ATTACHMENT A

include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery and messenger services. For major disbursements to third parties, invoices may be sent directly to you for payment.

The Firm also bills for time spent traveling on a client's behalf at our normal hourly rates. For services related to this matter, travel time billing will be capped at 45 minutes per one-way trip.

If you have any questions regarding an invoice, the Billing Coordinator or Accounting Manager is available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** David Winnacker, Fire Chief  
Gloriann Sasser, Administrative Services Director

**DATE:** March 21, 2018

**SUBJECT:** Mid-Year Budget Review 2017/18 and Approval of Budget Adjustments

## **Background**

Staff has conducted a mid-year budget review of the District's Fiscal Year 2017/18 Budget. The review allows us to take a broad look at the District's financial picture at the mid-point of the fiscal year. The review included a detailed examination of revenue and expenditures. Current financial reports are attached for your information. The financial reports contain updated revenue and expenditure projections for the current fiscal year.

The development of the 2017/18 Annual Operating Budget was based on fiscal sustainability, prudent savings levels and continued commitment to providing high levels of emergency and public services. The Budget funds ongoing operational costs with ongoing, sustainable reviews. It also fulfills the District's commitment to its' employees to prefund retiree health benefits. The budget also includes additional money set-aside in the District's pension rate stabilization trust.

The adopted budget projected a General Fund surplus of \$500K, a Debt Service Fund surplus of \$218K and a Capital Projects Fund deficit of \$4.4M due to the construction of Station 43. The Mid-Year Budget Review now projects a General Fund surplus of \$361K, a Debt Service Fund surplus of \$215K and a Capital Projects Fund deficit of \$1.6M for FY 2017/18.

## **Overview of the Mid-Year Budget Review**

The updated revenue projections are generally consistent with the original amounts projected in the Budget. Property tax revenue, the District's most important revenue source, is projected to meet budget. The notable revenue exceptions are strike team recovery revenue and federal grants revenue, which are discussed in detail below.

The updated salaries and benefits expenditure projections are forecast to exceed the original amounts projected in the Budget. Operating expenses are forecast to exceed the original amounts projected in the Budget. These items are discussed in detail below.

Staff has proposed only mid-year budget requests that are necessary to maintain current service levels or to meet costs that were not anticipated when preparing the 2017/18 Budget. These requests, which are discussed in detail below, need to be approved now in order to adequately fund current service levels through the end of the fiscal year.

## **Present Situation - General Fund Revenue**

Total General Fund revenue is projected to exceed budget \$742K or 3.4%. The District budgeted property tax revenue of \$19.67M and the current year projection meets the budget. Total property tax revenue is projected to increase 4.2% over FY2017/18. The increase is primarily the result of increased sale prices of single family homes in the District. The median sale price of a single family home in the District in 2017 increased 7.7% to \$1,350,000. The new median price is an all-time high for the area. The property tax revenue increase is also due to recaptures of property values reduced under Proposition 8 or recent sales. Proposition 8 recaptures are at the discretion of the County Assessor and are difficult to predict. At the beginning of the fiscal year, 77% of properties in the District awaiting restoration of value under Proposition 8 have been fully restored. The current year projection for property tax revenue in the General Fund is \$772K or 4.1% more than the amount received in the prior year (\$18.9M).

Ambulance service revenue, the next most important source of revenue, is expected to exceed budget by \$19K. The number of billable medical incidents increased 24% July - December 2017 compared to the same period in 2016 (810 v. 651.) The significant increase in the number of billable medical incidents is due to improved reporting of assessments without transport and establishment of a first responder fee effective July 1, 2017 (\$475 per response.) In addition, the District increased ambulance service fees 3.44% effective July 1, 2017.

Strike team cost recovery is projected to exceed budget by \$470K because the District participated in more strike teams than planned due to the significant 2017 wildfire activity. Federal grant revenue is projected to increase budget by \$202K due to the District's acceptance of the SAFER grant. The SAFER grant will pay for 75% of the cost of the salaries and benefits for the hiring of four firefighters during 2017/18.

## **Present Situation – General Fund Expenditures**

Total District General Fund expenditures for fiscal year 2017/18 are projected to exceed budget by \$881K or 4.1%. Notable General Fund expenditures are discussed as follows:

- Permanent salaries are projected to remain within budget
- Overtime is projected to exceed budget by \$110K due to an increase in workers' compensation leave.
- Strike team overtime is projected to exceed budget by \$303K due to increased strike team participation. This cost is offset by additional strike team revenue.
- Retirement contributions are projected to exceed budget by \$61K due to the hiring of two additional firefighter paramedics due to the SAFER grant.
- The 2017/18 annual OPEB pre-funding contribution of \$280K for retiree health benefits was made as originally budgeted. At the October 18, 2017 board meeting, the board authorized an OPEB contribution to be made based on the discount rate of 6.25%, which results in an additional contribution of \$94K (total contribution \$374K.)
- A contribution in the amount of \$280K was made to the pension rate stabilization trust as originally budgeted. At the October 18, 2017 board meeting, the board authorized a pension rate stabilization trust contribution of \$374K.
- Operating expenses are projected to exceed budget by \$204K. This is primarily due to:
  - Four additional recruits in the fire academy - \$60K
  - Additional repair costs due to aging fleet - \$50K
  - Additional legal costs - \$44K

- Additional safety clothing for the four additional recruits in the fire academy - \$18K
- Reestablished funding of the CERT program - \$8K

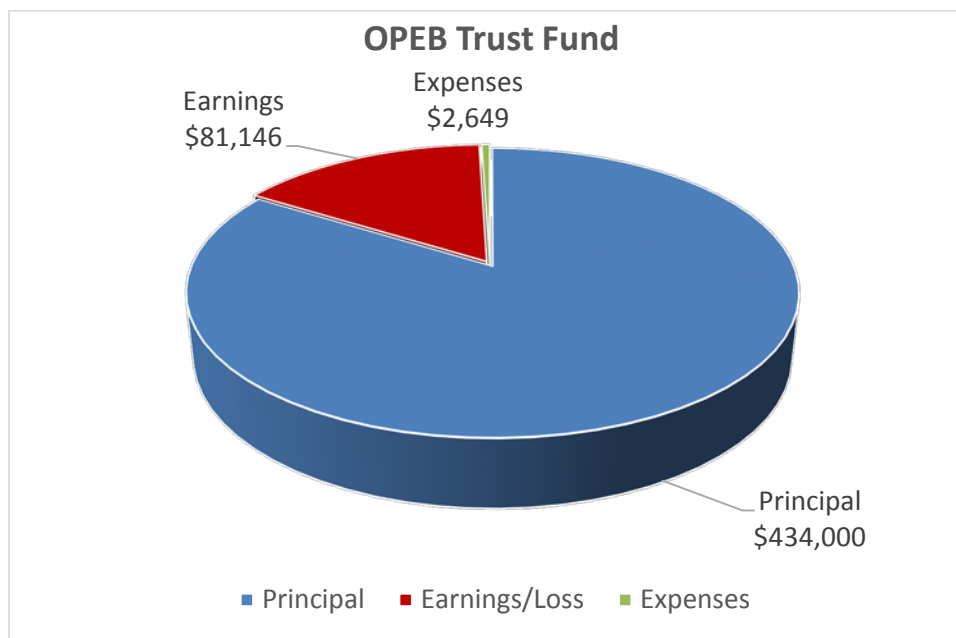
The General Fund is projected to end the year with a surplus of \$361K.

**Present Situation – Other Post Employment Benefits – Retiree Healthcare Plan**

In 2015 the District established an OPEB trust account and began funding retiree health benefits. There are several advantages to funding OPEB including:

- Earnings on assets reduce employer costs
- Continued reduction of the District’s net OPEB obligation
- Pre-funding OPEB is considered a best practice by the Government Finance Officers’ Association.

As of December 31, 2017, the balance in the District’s OPEB trust account was \$511K and the 1-year investment return was 15.26%. The current year contribution as originally budgeted of \$280K was made in January 2018. An additional contribution of \$94K will be made in March 2018 after the budget adjustment is approved by the board.

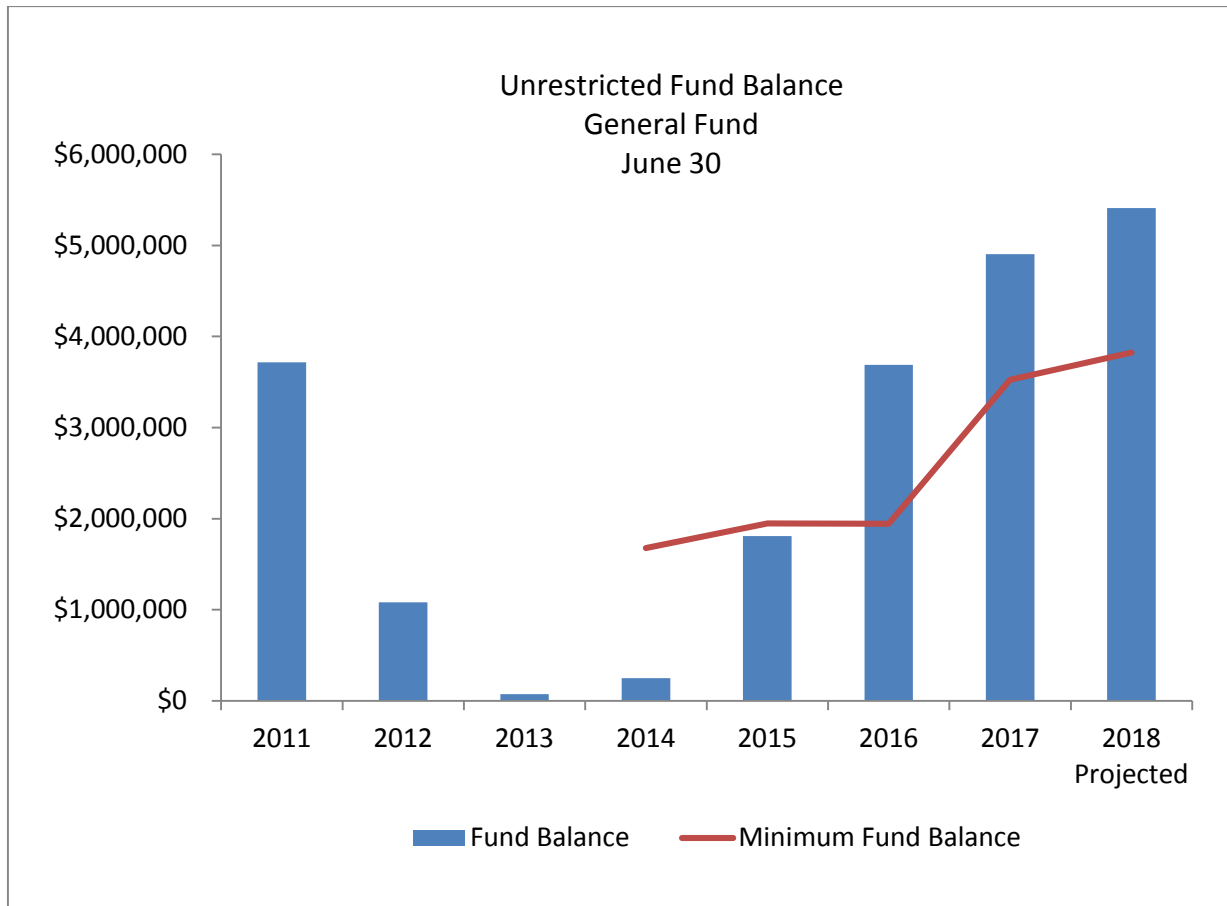


**Present Situation – Pension Rate Stabilization Program**

In 2017 the District established a pension rate stabilization program trust account. The purpose of the account is to set aside money to prefund pension costs. As of December 31, 2017, the balance in the District’s pension trust account was \$330K and the 3-month investment return was 4.39%. The current year contribution as originally budgeted of \$280K was made in January 2018. An additional contribution of \$94K will be made in March 2018 after the budget adjustment is approved by the board.

## **Fund Balance Policy**

The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. It is projected the General Fund balance at June 30, 2018 will be 23% of budgeted General Fund revenue, which exceeds the minimum.



## **Present Situation - Capital Projects Fund Revenue and Expenditures**

The Capital Projects Fund began the fiscal year with a projected deficit of \$4.4M. The deficit was planned due to the construction of Station 43. Due to unforeseen delays, construction was delayed. The revised projected deficit is \$1.6M.

Fire flow tax revenue met the budget (\$1.1M.) The notable revenue variance is for impact mitigation fees which are projected to be less than budget by \$160K. Actual lot development this fiscal year in the Wilder development in Orinda is less than originally projected. This revenue will be collected in a future fiscal year.

The Capital Projects Fund expenditures are projected to be within budget. It is unknown at this time how much money the District will need to spend for the Station 43 project. No Capital Projects Fund expenditure budget adjustments are recommended at this time. When the Station 43 construction contract is presented, staff will bring proposed budget adjustments to the board for consideration at that time.

**Present Situation - Debt Service Fund Revenue and Expenditures**

The Debt Service Fund Budget projected a surplus of \$218K. Actual results are trending appropriately. No budget adjustments are recommended.

**Budget Preparation Fiscal Year 2018/2019 Budget**

Looking ahead to the upcoming 2018/19 budget preparation process, employees will receive a 1% salary increase on June 1, 2018. CCCERA rates for 2018/19 were set by the retirement board in August 2017. The actual rates set by CCCERA are 0.42% higher than last years' rates (71.36% v. 70.94%.) A balanced General Fund budget is expected for FY2018/19.

**Mid-Year Budget Adjustments**

As discussed previously, staff has proposed only budget adjustments that are necessary to reflect current revenue trends, maintain current service levels or to meet costs that were not anticipated when preparing the 2017/18 Budget.

Mid-Year General Fund Revenue Budget increase request totals \$741,754 as follows:

Taxes revenue	\$2,287
Investment earnings	7,000
Intergovernmental revenue	204,572
Charges for service	20,179
Ambulance revenue	19,256
Other revenue	488,460
Total	<u>\$741,754</u>

Mid-Year General Fund expenditure Budget increase of \$880,869.

Mid-Year Capital Projects Fund Revenue Budget decrease of \$93,276 as follows:

Fire flow tax	\$3,859
Federal grants	19,210
Impact mitigation fees	(160,000)
Sale of surplus property	43,655
Total	<u>(\$93,276)</u>

**Recommended Action**

Staff recommends the following Board actions:

- Approve an increase in the General Fund revenue budget in the amount of \$741,754.
- Approve an increase in General Fund expenditure appropriations in the amount of \$880,869.
- Approve a decrease in the Capital Projects Fund revenue budget in the amount of \$93,276.

**Attachments**

Attachment A – Statement of Revenues and Expenditures

# ATTACHMENT A

**Moraga-Orinda Fire District  
General Fund  
Statement of Revenues and Expenditures  
July 1, 2017 through December 31, 2017**

	<u>Current Period Actual</u>	<u>Budget</u>	<u>Projected Actual FY 2017/18</u>	<u>Projected Variance</u>
Revenue				
Taxes				
Property Tax-Current Secured	\$17,388,780	\$18,641,737	\$18,571,162	(\$70,575)
Property Tax-Supplemental	127,806	300,000	350,000	50,000
Property Tax-Unitary	229,988	212,126	229,988	17,862
Property Tax-Curr Unsecured	575,625	612,696	612,696	0
Prop Tax- Prior Secured	(43,975)	(50,000)	(50,000)	0
Prop Tax-Prior Supplement	(25,561)	(35,000)	(30,000)	5,000
Prop Tax-Prior Unsecured	<u>5,830</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>0</u>
Total Taxes	<u>18,258,493</u>	<u>19,671,559</u>	<u>19,673,846</u>	<u>2,287</u>
Investment Earnings	<u>2,921</u>	<u>3,000</u>	<u>10,000</u>	<u>7,000</u>
Intergovernmental Revenue				
Homeowners Relief Tax	0	154,000	154,000	0
Federal Grants - SAFER			201,952	201,952
CA FF JAC Training Funds	12,419	10,000	12,419	2,419
Other/In Lieu of Taxes	0	902	902	0
Measure H	<u>0</u>	<u>85,312</u>	<u>85,513</u>	<u>201</u>
Total Intergovernmental	<u>12,419</u>	<u>250,214</u>	<u>454,786</u>	<u>204,572</u>
Charges for Service				
Permits	1,679	614	2,500	1,886
Plan Review	112,053	250,000	250,000	0
Inspection Fees	31,810	35,000	35,000	0
Weed Abatement Charges	4,358	4,357	22,650	18,293
CPR/First Aid Classes	715	2,000	2,000	0
Reports/ Photocopies	207	350	350	0
Other Charges for Service	<u>3,288</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>
Total Charges for Service	<u>154,110</u>	<u>298,321</u>	<u>318,500</u>	<u>20,179</u>
Charges for Service - Ambulance				0
Ambulance Service Fees	438,428	1,079,564	1,089,340	9,776
Ambulance Bad Debt	(62,075)	(77,250)	(90,000)	(12,750)
Ambulance Collection	1,550	2,000	2,000	0
Ground Emergency Medical	<u>42,230</u>	<u>20,000</u>	<u>42,230</u>	<u>22,230</u>
Total Charges for Service -	<u>420,133</u>	<u>1,024,314</u>	<u>1,043,570</u>	<u>19,256</u>
Other Revenue				
Other Revenue-Strike Team	720,588	530,000	1,000,000	470,000
Other Revenue & Financing	0	18,000	18,000	0
Other Revenue-Misc.	723	1,000	13,984	12,984
Misc Rebates & Refunds	2,253	1,000	3,000	2,000
Sale of Surplus Property	0	1,000	0	(1,000)
Transfers In	<u>4,476</u>	<u>0</u>	<u>4,476</u>	<u>4,476</u>
Total Other Revenue	<u>728,040</u>	<u>551,000</u>	<u>1,039,460</u>	<u>488,460</u>
Total Revenue	<u>19,576,116</u>	<u>21,798,408</u>	<u>22,540,162</u>	<u>741,754</u>

# ATTACHMENT A

**Moraga-Orinda Fire District  
General Fund  
Statement of Revenues and Expenditures  
July 1, 2017 through December 31, 2017**

	<u>Current Period Actual</u>	<u>Budget</u>	<u>Projected Actual FY 2017/18</u>	<u>Projected Variance</u>
<b>Expenditures</b>				
<b>Salaries &amp; Benefits</b>				
Permanent Salaries	4,246,411	8,645,029	8,585,000	(60,029)
Temporary Salaries	75,907	190,756	154,000	(36,756)
Overtime	1,112,496	1,890,000	2,000,000	110,000
Deferred Compensation	70,788	3,600	82,680	79,080
Overtime - Strike Team	658,367	355,000	658,367	303,367
Worker's Compensation	(80,776)	(100,000)	(128,000)	(28,000)
Payroll Taxes -FICA,SUI	94,903	175,188	180,000	4,812
Payroll Processing Fees	7,113	20,000	20,000	0
Retirement Contributions	2,384,021	4,814,450	4,875,000	60,550
Life/Health Insurance-	516,748	1,121,160	1,170,000	48,840
Employee's-Health	(57,216)	(124,260)	(130,000)	(5,740)
Retiree Health Insurance	562,039	1,180,000	1,150,000	(30,000)
Retiree-Health Insurance	(155,205)	(331,000)	(290,000)	41,000
Unemployment Insurance	5,724	15,000	17,000	2,000
Retiree-Health OPEB	0	280,000	374,000	94,000
Vision Insurance	7,599	15,340	15,000	(340)
Pension Rate Stabilization	0	280,000	374,000	94,000
Workers' Compensation	360,374	720,745	720,748	3
<b>Total Salaries &amp; Benefits</b>	<b><u>9,809,293</u></b>	<b><u>19,151,008</u></b>	<b><u>19,827,795</u></b>	<b><u>676,787</u></b>
<b>Operating Expense</b>				
Office Supplies	2,488	11,000	11,000	0
Postage	3,116	3,000	3,000	0
Books & Periodicals	272	6,750	6,750	0
Printer Ink Cartridges	270	3,000	3,000	0
Telephone/Communication	14,329	42,000	42,000	0
Dispatch/Comm Center	0	180,000	180,000	0
Utilities- Sewer	3,543	3,160	3,543	383
Utilities-Garbage	6,430	12,845	12,845	0
Utilities-PG&E	27,084	65,690	65,690	0
Utilities-Water	4,555	13,860	13,860	0
Utilities-Medical Waste	948	2,200	2,200	0
Small Tools & Instruments	1,032	10,750	10,750	0
Minor Equipment/Furniture	0	1,000	1,000	0
Computer Equipment &	186	2,000	2,000	0
Gas Power Chain	326	4,500	4,500	0
Fire Trail Grading	61	20,000	20,000	0
Fire Fighting Equipment &	256	4,000	4,000	0
Fire Fighting Equipment-	1,625	10,000	10,000	0
Fire Fighting Equipment-	1,442	1,500	1,500	0
Medical & Lab Supplies	41,671	105,000	105,000	0

# ATTACHMENT A

**Moraga-Orinda Fire District  
General Fund  
Statement of Revenues and Expenditures  
July 1, 2017 through December 31, 2017**

	<u>Current</u> <u>Period Actual</u>	<u>Budget</u>	<u>Projected Actual</u> <u>FY 2017/18</u>	<u>Projected</u> <u>Variance</u>
Food Supplies	308	3,800	3,800	0
Safety Clothing & Personal	28,911	80,000	98,000	18,000
Non-Safety Clothing &	450	1,500	1,500	0
Household Expense	5,165	10,000	10,000	0
Household Expense-Linen	1,169	2,000	2,000	0
Public & Legal Notices	647	4,000	4,000	0
Dues, Memberships &	547	7,795	7,795	0
EMT/Paramedic Licensure	868	7,500	7,500	0
Rent & Leases (Equipment)	13,851	41,900	30,000	(11,900)
Computer Software &	38,590	77,200	77,200	0
Website Development &	1,660	1,700	1,700	0
EPA ID# Verification Fee	150	200	200	0
CCC HazMat Plan (CUPA)	2,519	3,000	3,000	0
BAAQMD & Environmental	0	900	900	0
Air Monitor Maintenance &	0	1,300	1,300	0
Maintenance -- Equipment	17,151	56,943	67,943	11,000
Central Garage Repairs	78,426	140,000	190,000	50,000
Central Garage Gasoline &	25,316	60,000	60,000	0
Central Garage Tires	6,252	5,000	10,000	5,000
Service/Repair Fuel System	1,433	3,500	3,500	0
Aerial Ladder & Pump	0	1,000	1,000	0
Smog Inspections	252	500	500	0
Air Compressor Quarterly	11	1,500	1,500	0
Hydro Test SCBA & Oxy	507	2,500	2,500	0
Tank Testing	0	1,000	1,000	0
Maintenance -- Building	14,561	47,000	47,000	0
Maintenance -- Grounds	673	6,100	6,100	0
Meetings & Travel Expenses	639	1,375	1,375	0
Medical - Pre-Emp	13,467	18,000	18,000	0
Ambulance Billing	22,295	60,000	60,000	0
Outside Attorney Fees	45,057	96,000	140,000	44,000
Outside CPR Instructors	30	3,000	3,000	0
CCC County Tax	0	175,000	184,817	9,817
Professional Services	20,665	40,000	40,000	0
Professional Services -	8,698	50,000	50,000	0
Professional Services -	95,830	244,640	240,000	(4,640)
Professional Services - Pre-	8,612	5,000	10,500	5,500
Professional Services -	20,315	28,750	28,750	0
Professional Services-OPEB	1,482	1,200	1,482	282
Exterior Hazard Removal	11,054	12,000	18,000	6,000
Professional Services-Prop	6,300	12,600	12,600	0
Professional Services	11,397	10,000	12,940	2,940

# ATTACHMENT A

**Moraga-Orinda Fire District  
General Fund  
Statement of Revenues and Expenditures  
July 1, 2017 through December 31, 2017**

	<b>Current</b>		<b>Projected Actual</b>	<b>Projected</b>
	<b>Period Actual</b>	<b>Budget</b>	<b>FY 2017/18</b>	<b>Variance</b>
Burn Trailer Grant	0	3,500	3,000	(500)
Testing Materials & Training	786	10,000	10,000	0
Career Development	2,802	15,000	15,000	0
Target Safety Online	0	6,200	6,200	0
Training & Education	755	5,000	5,000	0
District Sponsored Training-	8,995	35,000	35,000	0
Recruiting Costs - Fire	0	15,000	75,000	60,000
Strike Team Supplies	9,047	13,500	13,500	0
Community Emergency	1,936	2,000	10,200	8,200
Exercise Supplies/Maint.	39	2,000	2,000	0
Recognition Supplies	0	3,835	3,835	0
Other Special Departmental	4,069	31,180	31,180	0
Public Education Supplies	(84)	0	0	0
CPR Supplies	0	3,000	3,000	0
LAFCO	10,977	10,977	10,977	0
Emergency Preparedness	1,133	6,000	6,000	0
Misc. Services & Supplies	7,170	8,200	8,200	0
Fire Chief Contingency	6,676	100,000	100,000	0
Property & Liability	40,343	45,343	45,343	0
Bank Fees	2,398	3,200	3,200	0
Interest on County Teeter	0	50	50	0
County Tax Collection Fees	252	300	300	0
<b>Total Operating Expenses</b>	<b><u>712,186</u></b>	<b><u>2,146,943</u></b>	<b><u>2,351,025</u></b>	<b><u>204,082</u></b>
<b>Total Expenses</b>	<b><u>10,521,479</u></b>	<b><u>21,297,951</u></b>	<b><u>22,178,820</u></b>	<b><u>880,869</u></b>
<b>Excess of Revenues Over Exp</b>	<b><u>\$9,054,637</u></b>	<b><u>\$500,457</u></b>	<b>361,342</b>	<b><u>(\$139,115)</u></b>
<b>Fund Balance Unassigned July 1, 2017</b>			<b><u>4,905,518</u></b>	
<b>Fund Balance Unassigned Projected June 30, 2018</b>			<b><u>\$5,266,860</u></b>	

# ATTACHMENT A

**Moraga-Orinda Fire District  
Capital Projects Fund  
Statement of Revenues and Expenditures  
July 1, 2017 through December 31, 2017**

	<u>Current Period</u>		<u>Projected Actual</u>	<u>Projected</u>
	<u>Actual</u>	<u>Budget</u>	<u>FY 2017/18</u>	<u>Variance</u>
Revenue				
Fire Flow Tax	\$1,080,597	\$1,076,738	\$1,080,597	\$3,859
Investment Earnings	8,869	10,000	10,000	0
Federal Grants	0	159,906	179,116	19,210
Impact Mitigation Fees	28,000	200,000	40,000	(160,000)
Sale of surplus property			43,655	43,655
<b>Total Revenue</b>	<u>1,117,466</u>	<u>1,446,644</u>	<u>1,353,368</u>	<u>(93,276)</u>
Expenditures				
Bank Fees	57	100	100	0
Fire Flow Tax Collection Fees	11,382	14,000	11,382	2,618
Capital Contingency	5,772	150,000	150,000	0
Apparatus/Vehicles	366,020	365,951	366,020	(69)
Buildings-Station #43	133,380	3,940,414	1,000,000	2,940,414
Misc. Equipment	208,005	395,096	395,096	0
<b>Total Expenditures</b>	<u>724,616</u>	<u>4,865,561</u>	<u>1,922,598</u>	<u>2,942,963</u>
Transfers Out	<u>506,650</u>	<u>1,011,980</u>	<u>1,011,980</u>	<u>0</u>
<b>Expenditures Over Revenue</b>	<u>(\$113,800)</u>	<u>(\$4,430,897)</u>	<u>(1,581,210)</u>	<u>(\$3,036,239)</u>
Fund Balance July 1, 2017			<u>9,856,415</u>	
Fund Balance Projected June 30, 2018			<u>\$8,275,205</u>	

# ATTACHMENT A

**Moraga-Orinda Fire District  
Debt Service Fund  
Statement of Revenues and Expenditures  
July 1, 2017 through December 31, 2017**

	<u>Current Period</u> <u>Actual</u>	<u>Budget</u>	<u>Projected Actual</u> <u>FY 2017/18</u>	<u>Projected</u> <u>Variance</u>
<b>Revenue</b>				
Property Tax-Current Secured	\$3,376,281	\$3,376,281	\$3,376,281	\$0
Investment Earnings	671	0	671	671
<b>Total Revenue</b>	<u>3,376,952</u>	<u>3,376,281</u>	<u>3,376,952</u>	<u>671</u>
<b>Expenditures</b>				
Pension Oblig Bond Principal	2,360,000	2,360,000	2,360,000	0
Pension Oblig Bond Interest	429,737	797,877	797,877	0
Apparatus Lease Principal	315,759	634,500	634,500	0
Apparatus Lease Interest	29,475	55,967	55,967	0
Lease Station 43 Principal	120,000	240,000	240,000	0
Lease Station 43 Interest	41,416	81,513	81,513	0
<b>Total Expenditures</b>	<u>3,296,387</u>	<u>4,169,857</u>	<u>4,169,857</u>	<u>0</u>
Transfers In	506,650	1,011,980	1,011,980	0
Transfers Out	<u>(4,476)</u>	<u>                    </u>	<u>(4,476)</u>	<u>(4,476)</u>
<b>Total Operating Transfers</b>	<u>502,174</u>	<u>1,011,980</u>	<u>1,007,504</u>	<u>(4,476)</u>
<b>Excess of Revenues Over Exp</b>	<u>\$582,739</u>	<u>\$218,404</u>	214,599	<u>(\$3,805)</u>
Fund Balance July 1, 2017			<u>2,793,645</u>	
Fund Balance Projected June 30, 2018			<u>\$3,008,244</u>	



# Moraga-Orinda Fire District

**TO:** Board of Directors

**FROM:** Gloriann Sasser, Administrative Services Director

**DATE:** March 21, 2018

**SUBJECT:** Item 8.2 - Authorization to contract with Definitive Networks, Inc. for Information Technology Services for the period July 1, 2018 through June 30, 2020

## **Background**

The District has contracted with Definitive Networks, Inc. (DNI) for information technology services since 2005. The District's approach to information technology has changed over the years. Previously the District owned its own servers and District personnel performed some of the information technology functions. In 2011, the District made significant changes to the way information technology services are obtained. These changes included use of hosted services for core technologies and outsourcing of all information technology functions. The District now employs no staff to perform any information technology functions. DNI performs all information technology services and provides the hosted servers. The current contract with DNI is for the period July 1, 2015 through June 30, 2018. The contract was based on a competitively bid proposal from DNI that included the option to renew the contract for an additional two years.

The District's Purchasing Ordinance requires issuance of a request for proposals (RFP) for service contracts with an annual aggregate cost of \$100,000 or more. As a result, in 2015 staff engaged NexLevel Information Technology, Inc. (NexLevel) to assist in development of an RFP for information technology services. NexLevel provides technology consulting services to public agencies. NexLevel reviewed the way the District currently obtains information technology services and identified areas of vulnerability or weakness for the District. The RFP was developed to include important changes to improve the District's position. The RFP was sent to 37 information technology vendors and posted to the District website.

Improvements that were included in the RFP and that are incorporated into the contract with DNI include:

- Secure, off-site backup on a daily basis (Previously the District did not have off-site backup of any data. This was an audit finding from the June 30, 2014 audit.)
- Scheduled test restoration of the backups and written proof of successful test restoration
- Maximum response times based on severity of issue
- Minimum uptime requirements for servers and the voice over IP phone system
- Mandatory Service Level Agreements (SLA) with designated liquidated damages associated with inadequate performance.
- Installation of all Microsoft Critical patches within 5 days of release, all other patches offered to the District for review and approval to load.
- Monthly meeting with the District and monthly SLA report
- All known security breaches must be reported to the District within two hours

- 60-day transition period for transition to a new information technology provider at end of contract.
- District form contract required

The District held a bidder's meeting via telephone in 2015. There were several vendors in attendance and the District received several subsequent inquiries from interested vendors. However, in the end only one proposal was received, from DNI. After the RFP process was concluded, staff contacted some of the vendors who expressed interest in the District's business but did not submit a proposal. Some of the vendors did not bid on the work because of the necessity to provide services 24 hours per day, seven days per week. This requirement is necessary due to the District's responsibilities to provide emergency services to the community.

Annual cost of DNI is as follows:

	2015-16	2016-17	2017-18	2018-19 Optional	2019-20 Optional
Annual Cost	\$169,992	\$173,508	\$175,740	\$179,412	\$183,168

Staff recommends the Board authorize the two-year contract renewal for the period July 1, 2018 – June 30, 2020 in an amount not to exceed \$365,580.

**Recommended Action**

- 1) Receive 2) Discuss 3) Authorization to contract with Definitive Networks Inc. for the period July 1, 2018 through June 30, 2020 in an amount not to exceed \$365,580.

**Attachments**

Attachment A – Consulting Services Agreement Between the Moraga-Orinda Fire Protection District and Definitive Networks, Inc.

# ATTACHMENT A

## CONSULTING SERVICES AGREEMENT BETWEEN THE MORAGA-ORINDA FIRE PROTECTION DISTRICT AND DEFINITIVE NETWORKS, INC.

This agreement for consulting services ("Agreement") is entered into on JULY 1, 2018 (the "Effective Date") between the MORAGA-ORINDA FIRE PROTECTION DISTRICT, a Special District, with offices located at 1280 Moraga Way, Moraga, California ("District") and DEFINITIVE NETWORKS, INC., ("Consultant") (together sometimes referred to as the "Parties").

**Section 1. SERVICES.** In accordance with the terms and conditions set forth in this Agreement, Consultant agrees to perform all services described in the Scope of Services attached as Exhibit A. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

- 1.1 **Term of Services.** This Agreement shall begin on the Effective Date and shall end June 30, 2020, unless the term of the Agreement is otherwise terminated or modified, as provided for herein.
- 1.2 **Standard of Performance.** Consultant shall diligently perform all services required in connection with this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services in connection with this Agreement.
- 1.4 **Termination.** District may cancel this Agreement at any time and without cause upon written notification to Consultant. In the event of termination, Consultant shall be entitled to compensation for services satisfactorily completed as of the date of written notice of termination; District, however, may condition payment of such compensation upon Consultant delivering to District documents and records identified in Section 8.1 of this Agreement.

**Section 2. COMPENSATION.** District hereby agrees to pay Consultant an amount **NOT TO EXCEED \$365,580** for all work set forth in Exhibit A, in accordance with the Compensation Schedule and Firm Fixed Price Fees which is attached as Exhibit B, and made a part of this Agreement. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, this Agreement shall prevail.

Consultant agrees to the mandatory Service Level Agreements with designated liquidated damages associated with inadequate performance as listed in Exhibit C, and made a part of this Agreement.

- 2.1 **Invoices.** Consultant shall submit invoices once a month during the term of this Agreement, based on the cost for services performed prior to the invoice date to:

Moraga-Orinda Fire Protection District  
1280 Moraga Way

# ATTACHMENT A

Moraga, California, 94556  
Attn: Accounts Payable

- 2.2 **Payment.** District shall make monthly payments, based on invoices received, for services satisfactorily performed.
- 2.3 **Hourly Fees / Reimbursable Expenses.** If applicable, fees for work performed by Consultant outside of the Exhibit A Scope of Services will be on an hourly basis and shall not exceed the amounts shown on the hourly fee schedule attached to this Agreement as Exhibit D. Work performed by Consultant outside of the Scope of Services must be approved in writing by either the Fire Chief or Administrative Services Director prior to the work being performed. Reimbursable expenses are specified in Exhibit B.
- 2.4 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

**Section 3. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance listed below for the period covered by the Agreement.

- 3.1 Consultant shall, throughout the duration of this Agreement, maintain insurance to cover Consultant (including its agents, representatives, sub-Consultants, and employees) in connection with the performance of services under this Agreement. This Agreement identifies the minimum insurance levels with which Consultant shall comply; however, the minimum insurance levels shall not relieve Consultant of any other performance responsibilities under this Agreement (including the indemnity requirements), and Consultant may carry, at its own expense, any additional insurance it deems necessary or prudent. Concurrently with the execution of this Agreement by the Consultant, and prior to the commencement of any services, the Consultant shall furnish written proof of insurance (certificates and endorsements), in a form acceptable to the Fire District. Consultant shall provide substitute written proof of insurance no later than 30 days prior to the expiration date of any insurance policy required by this Agreement.
- 3.2 **Minimum Insurance Levels.** Consultant shall maintain insurance at the following minimum levels:
- (3.2)(A). **Commercial General Liability** Consultant shall maintain commercial general liability insurance for the term of this Agreement, including products liability, covering any loss or liability, including the cost of defense of any action for bodily injury, death, personal injury and property damage which may arise out of the operations of the Consultant (with coverage at least as broad as ISO form CG 00 01 01 96) and in an amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate.
- (3.2)(B). **Automobile Liability** Consultant shall maintain automobile liability insurance with coverage at least as broad as ISO form CA 00 01 07 97, for "hired and non-owned auto for the term of this Agreement covering any loss of liability, including the cost of defense of any action, arising from the operation, maintenance or use in an amount not less than \$1,000,000 per accident for bodily injury and property damage. This insurance shall

## ATTACHMENT A

provide contractual liability covering all motor vehicles and mobile equipment to the extent coverage may be excluded from general liability insurance.

(3.2)C. **Workers' Compensation** If Consultant employs any person, Consultant shall maintain Statutory Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant with limits of not less than (\$1,000,000.00) per accident.

(3.2)(D). **Professional Liability** Consultant shall maintain professional liability insurance for licensed professionals performing work in connection with this Agreement in an amount not less than \$1,000,000 per claim, \$1,000,000 aggregate for damages that may be the result of errors, omissions, or negligent acts of Consultant. Any deductible is the responsibility of the Consultant.

3.3 **Endorsements.** The insurance policies shall be endorsed as follows:

(3.3)(A). For the commercial general liability insurance, the Moraga-Orinda Fire Protection District (including its elected officials, employees, and agents) shall be named as additional insured, and the policy shall be endorsed with a form equivalent to ISO form CG 20 10 11 85.

(3.3)(B). Consultant's insurance is primary to any other insurance available to the Fire District with respect to any claim arising out of this Agreement. Any insurance maintained by the Fire District shall be excess of the Consultant's insurance and shall not contribute with it.

(3.3)(C). Certificate of Insurance will indicate Consultants insurance will not be canceled without 30 days written notice to the Fire District.

3.4 **Qualifications of Insurers.** All insurance companies providing coverage to Consultant shall be insurance organizations authorized by the Insurance Commissioner of the State of California to transact the business of insurance in the State of California, and shall have an A.M Best's rating of not less than "A:VII."

3.5 **General Liability/Umbrella Insurance.** The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.

3.6 **Waiver of Subrogation.** Consultant agrees to waive subrogation which any insurer of Consultant may acquire from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Consultant, its employees, agents and subcontractors.

### **Section 4. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.**

4.1 Consultant shall to the fullest extent allowed by law, with respect to all services performed in connection with this Agreement, indemnify, defend and hold harmless the District and its

# ATTACHMENT A

officials, commissioners, officers, employees, agents and volunteers from and against any and all claims that arise out of, pertain to or relate to the negligence, recklessness or willful misconduct of the Consultant. Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liabilities"). Such obligations to defend, hold harmless and indemnify the District shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of the District.

The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the District or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by District of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

## Section 5. STATUS OF CONSULTANT.

- 5.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of District. Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent.

## Section 6. LEGAL REQUIREMENTS.

- 6.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 6.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall use due professional care to comply with all laws applicable to the performance of the work in connection with this Agreement.
- 6.3 **Licenses and Permits.** Consultant represents and warrants to District that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
- 6.4 **Nondiscrimination and Equal Opportunity.** In compliance with federal, state and local laws, Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement.

# ATTACHMENT A

## Section 7. MODIFICATION.

- 7.1 **Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 7.2 **Assignment and Subcontracting.** Consultant may not assign this Agreement or any interest therein without the prior written approval of the District. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the District. Where written approval is granted by the District, Consultant shall supervise all work subcontracted by Consultant in performing the services; shall be responsible for all work performed by a subcontractor as if Consultant itself had performed such work; the subcontracting of any work to subcontractors shall not relieve Consultant from any of its obligations under this Agreement with respect to the services; and Consultant is obligated to ensure that any and all subcontractors performing any services shall be fully insured in all respects and to the same extent as set forth under Section 3, to District's satisfaction.
- 7.3 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between District and Consultant shall survive the termination of this Agreement.
- 7.4 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, District's remedies shall include, but not be limited to, the following:
- 7.4.1 Immediately terminate the Agreement;
  - 7.4.2 After final payment retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant in accordance with this Agreement;
  - 7.4.3 Retain a different Consultant to complete the work described in Exhibit A not finished by Consultant; or
  - 7.4.4 Charge Consultant the difference between the costs to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that District would have paid Consultant in accordance with Section 2 if Consultant had completed the work.

## Section 8. KEEPING AND STATUS OF RECORDS.

- 8.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains in accordance with this Agreement and that relate to the matters covered under the terms of this Agreement shall be the property of the District.
- 8.2 **Consultant's Books and Records.** Consultant shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and

# ATTACHMENT A

disbursements charged to the District under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

- 8.3 **Confidential Information and Disclosure.** During the term of this Agreement, either party (the "Disclosing Party") may disclose confidential, proprietary or trade secret information (the "Information"), to the other party (the "Receiving Party"). The Receiving Party shall hold the Disclosing Party's Information in confidence and shall take all reasonable steps to prevent any unauthorized possession, use, copying, transfer or disclosure of such Information. Consultant understands that the District is a public District and is subject to the laws that may compel it to disclose information about Consultant's business.

## Section 9 MISCELLANEOUS PROVISIONS.

- 9.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 9.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 9.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect.
- 9.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 9.5 **Contract Administration.** This Agreement shall be administered by the Administrative Services Director or designee, who shall act as the District's representative. All correspondence shall be directed to or through the representative.
- 9.6 **Notices.** Any written notice to Consultant shall be sent to:

David Parnell, Chief Operating Officer  
Definitive Networks, Inc.  
4309 Hacienda Drive Suite 170  
Pleasanton, CA 94588

Any written notice to District shall be sent to:

Gloriann Sasser, Administrative Services Director

# ATTACHMENT A

Moraga-Orinda Fire Protection District  
1280 Moraga Way  
Moraga, California, 94556

9.7 **Integration; Incorporation.** This Agreement, including all the Exhibits attached hereto, represents the entire and integrated agreement between District and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All Exhibits attached hereto are incorporated by reference herein.

9.8 **Alternative Dispute Resolution.** If any dispute arises between the Parties that cannot be settled after engaging in good faith negotiations, District and Consultant agree to resolve the dispute in accordance with the following:

Each party will designate a senior management or executive level representative to negotiate the dispute. Through good faith negotiations, the representatives will attempt to resolve the dispute by any means within their authority. If dispute remains unresolved after fifteen (15) days of good faith negotiations, the Parties shall attempt to resolve the disagreement by mediation through a disinterested third person as mediator selected by both Parties. Mediation will begin within thirty (30) days of the selection of this disinterested third party, and will end fifteen (15) days after commencement. The Parties shall equally bear the costs of any third party in any alternative dispute resolution process.

The alternative dispute resolution process is a material condition to this Agreement and must be exhausted as an administrative remedy prior to either Party initiating legal action. This alternative dispute resolution process is not intended to nor shall be construed to change the time periods for filing a claim or action specified by Government Code § 900, *et. Seq.*

9.9 **Counterparts:** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the date signed by the District.

MORAGA-ORINDA FIRE PROTECTION DISTRICT

CONSULTANT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Gloriann Sasser  
Administrative Services Director

\_\_\_\_\_  
David Parnell  
Chief Operating Officer

# ATTACHMENT A

## EXHIBIT A

### SCOPE OF SERVICES

#### SCOPE OF SERVICES

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The Scope of Services shall include information technology services including:

The Consultant shall perform all necessary information technology services including on-site and remote end-user support, hosting service for core technologies on a hardware-as-a-service basis from Tier 4 hosting facilities and management of the local networking infrastructure for each District location. The District provides the switches for each site location. The Consultant provides all other networking hardware required to support each District location.

The District provides, and the Consultant maintains, the following devices for its 70 end users:

- 29 desktop computers
- 18 printers
- 14 laptops
- 10 tablets
- 10 smartphones
- 1 plotter

The following list includes software applications used by the District. Administration, end-user support and training (as required) are to be provided by the Consultant:

- Abila Sage MIP Accounting Software
- Adobe Acrobat
- ADP Payroll and Human Resources Workforce Now Version 2.0-1
- ArcGIS Mapping
- Citrix
- Controlled Substance Tracking System
- Crystal Reports
- Fire RMS
- Incident Qualification Systems
- Keyscan
- KNOX Medvaults
- Microsoft Office
- Microsoft SharePoint
- OnScene Prevention (go live April 2015)
- Parcel Quest
- PAT TAG/ID Card Application
- Soniclear
- Target Solutions
- Tableau
- Telestaff

## ATTACHMENT A

- Zoll ePCR

Telecommunications – The Consultant is responsible to host, support and maintain the District's voice over IP phone system and provide all District IP phones. The District currently uses a ShoreTel system (owned by the Consultant) and deploys the following:

- ShoreTel 655 - quantity 5
- ShoreTel 230 – quantity 29
- ShoreTel 265 – quantity 11

The scope of services includes the following:

- A. Server Hosting – The Consultant shall provide and manage all server hardware in its two Tier 4 hosting facilities to host all District software and data and provide redundancy. The Consultant's primary hosting facility is located at 255 Caspian Drive; Sunnyvale, CA 94089 ("primary hosting facility"). The Consultant's redundant Tier 4 hosting facility is located at 445 North Douglas Street; El Segundo, CA 90245 ("redundant hosting facility"). The Consultant shall manage and maintain proper security of all District programs and data. The Consultant shall maintain functionality of all software applications. The Consultant shall provide IT network administration by conducting periodic on-site visits and via remote connection to ensure all servers and user computers and related devices are properly installed and functional. The datacenter minimum requirements are detailed in the diagram in Exhibit E.
- B. Provide Local Area Network Infrastructure – The Consultant shall provide local area network infrastructure for all District locations as specified in the diagram in Exhibit F.
- C. Provide Telecommunications/VOIP – The Consultant shall provide a hosted phone system including voice mail for all District employees and provide all IP phones.
- D. Computer, Printer and Software Maintenance – The Consultant shall support all computer, printer and software issues, including set up and disposal of hardware, security issues, printing issues, anti-virus, spyware, spam filters, user account changes (adding and removing), Microsoft Office, etc. The Consultant shall manage and maintain District connectivity to the Internet. The Consultant shall update all software applications and install all Microsoft Critical patches within 5 days of release, and offer other patches to the District for review and approval to load. The Consultant shall assist with Telestaff administration.
- E. Mobile Device Maintenance and Management – The Consultant shall support all mobile devices (tablets, laptops, smartphones, etc.).
- F. Data Storage Backup – The Consultant shall backup District data on a nightly basis (every night) from the primary hosting facility to the redundant hosting facility. The Consultant shall test the nightly backups from both the primary hosting facility and redundant hosting facility at the beginning of each month to ensure data integrity. Written proof of successful backup test restoration from both the primary hosting facility and redundant hosting facility will be provided to the District on a quarterly basis.

## ATTACHMENT A

### G. Cloud Services – The Consultant shall provide and maintain the following:

- a. Internet connectivity to the District's five fire stations and one Administration Office.
- b. Upstream bandwidth of 10Mb and downstream bandwidth of 50 Mb at Stations 41 and 45.
- c. Upstream bandwidth of 3 Mb and downstream bandwidth of 16 Mb at Stations 42, 43, 44 and Administration Office.
- d. Host the District web site
- e. Enterprise class routers at all fire stations and Administration Office.
- f. Enterprise class wireless access points for all stations and Administration Office.
- g. Enterprise VPN access for 10 simultaneous users
- h. SPAM and Virus Prevention Technologies for email traffic
- i. Spyware and Virus Prevention Technologies for desktops, laptops, tablets, mobile devices and servers.
- j. Redundant external DNS services
- k. Network infrastructure monitoring
- l. A secure network perimeter with the District accessing the internet through the Consultant's firewall, and the ability to detect intrusions.
- m. Redundant routers with automatic failover to a slower network (possibly cellular).
- n. Loaner hardware – In the event of a network equipment failure, the Consultant will loan the District spare hardware until a replacement can be purchased or repaired under manufacturer warranty. The maximum loan period is 90 days.
- o. Information technology monitoring – The Consultant will monitor all major infrastructure components 24x7, including desktops, laptops, printers, phones, servers, routers, switches, firewalls, and data telecommunications lines. In the event of abnormal activity, the Consultant will notify the Administrative Services Director of any issue that could adversely affect the District's network.

### H. Documentation – The Consultant shall maintain updated documentation for each of the following:

- a. Network maps (computers and printers)
  - b. Network topology documentation (router/switch/firewall and network traffic flow, including backups)
  - c. Server inventory (map the location and server purpose/data stored)
  - d. Computer and printer inventory (includes desktops, laptops and mobile devices)
  - e. Application inventory
- I. Analytics Support – The Consultant shall provide analytics support for District administration. Work products include data analysis, custom data forms, custom databases/views, custom reports, etc. The analytics support is restricted to the Fire RMS, Telestaff and Zoll ePCR (County's system, not run by the District).
- J. Application Administration – The Consultant shall provide primary application and end-user management and upgrades for the following core technologies:

## ATTACHMENT A

- Abila Sage MIP Accounting Software
  - Adobe Acrobat
  - ADP Payroll and Human Resources Workforce Now Version 2.0-1
  - ArcGIS Mapping
  - Citrix
  - Controlled Substance Tracking System
  - Fire RMS
  - KNOX Medvaults
  - Microsoft Office
  - Microsoft SharePoint
  - OnScene Prevention (go live April 2015)
  - Parcel Quest
  - Soniclear
  - Tableau
  - Telestaff
  - Zoll ePCR
- K. Server Administration – The Consultant shall provide server administration for the following core technologies, inclusive of application/OS upgrades:
- Citrix XenApp
  - Microsoft Exchange Server
  - Microsoft SharePoint
  - Microsoft Sql Server
  - Virtualization Hypervisor
  - VOIP Phone System
  - Windows Server Operating Systems
- L. Network Administration – The Consultant shall provide network administration for the following core technologies, inclusive of application/OS and hardware upgrades:
- Access Points
  - Application Interfaces
  - Firewalls
  - Routers
  - Switches
- M. Online Helpdesk – The Consultant shall provide an online helpdesk for all District users. The helpdesk shall be available 24 hours per day, seven days per week. The Consultant response shall be as follows:
- a. Priority 1 – Appropriate technical expert working on the problem within 30 minutes of the call being received. Priority 1 is service and functions not available to all users. Examples are server hardware failure, key application failure, network failure, telecommunications failure or critical security incident.
  - b. Priority 2 – Appropriate technical expert working on the problem within 1 hour of the call being received. Priority 2 is significant degradation of service to a large number of users

## ATTACHMENT A

and critical functions.

- c. Priority 3 – Appropriate technical expert working on the problem within 2 hours of the call being received. Priority 3 affects a limited number of users or functions and business processes can continue.
  - d. Priority 4 – Appropriate technical expert working on the problem within 48 hours of the call being received. Priority 4 affects one user and business processes can continue.
  - e. Priority 5 – Appropriate technical expert working on the problem within 5 business days. Priority 5 is reserved for action items that require coordination and scheduling of multiple parties.
- N. Database Administration Services – The Consultant is required to provide Database Administration services 24x7 in support of the District’s database environment through monitoring, system-level troubleshooting and documented processes. This includes automated checks of the database environment to identify system issues. Checks include:
- Database availability
  - Alert logs for key operational errors
  - Database space allocations
  - Database resources
  - Database file system space
  - Automated backups & maintenance

The Consultant is required to research and take corrective actions in response to key system-level notifications. Troubleshooting tasks include:

- Standard Operating Procedures
- 24x7 critical support & remediation
- Database return to normal operations
- Root cause analysis of critical events
- Native database recovery

O. Other – The Consultant shall perform the following:

- a. Prepare annual information technology goals and budget requests – once a year work with the Administrative Services Director to determine IT goals and IT budget for the upcoming year.
- b. Purchase information technology equipment – Purchase computers, printers and tablets based on the District’s replacement schedule. Purchases occur once or twice a year.
- c. Complete annual update to the cybersecurity plan – The District has a cybersecurity plan. Annually review the plan and recommend updates.
- d. Complete annual update to the disaster recovery plan – The District has a disaster recovery plan. Annually review the plan and recommend updates.
- e. Prepare information technology policies – The District has IT policies. Annually review the policies and recommend updates. The Consultant will train District staff during quarterly in-service seminars.
- f. Manage hardware leasing process – The District has one three-year lease with Dell for computers. At the end of the lease, manage negotiations and completion of a new lease for replacement equipment. Manage return of the old equipment and installation of the new equipment. This occurs once every three years (2019 next date).

## ATTACHMENT A

- g. Meet monthly with the Administrative Services Director to discuss information technology project status, improvements, review helpdesk tickets and responses.
  - h. Provide monthly response reports for the Board of Directors packet – one time per month.
  - i. Provide response data as needed for Operations – on average two times per month.
  - j. Manage SharePoint – add or delete sections of SharePoint, which is the District's intranet. Changes occur on average 6 times per year.
  - k. At the end of the contract, the Consultant will work with the District designee over a sixty (60) day period to transition the services to a new information technology services provider.
- P. The District will require end users to follow District Policy and support request protocols.

# ATTACHMENT A

## EXHIBIT B

### COMPENSATION SCHEDULE AND FIRM FIXED PRICE FEES

Compensation for all tasks shall not exceed **\$365,580** as follows:

FY 2018-19: \$15,256/month

FY 2019-20: \$15,576/month

The above fees include all anticipated costs including travel, per diem, and out-of-pocket expenses.

Reimbursable expenses – none.

EXHIBIT C

MANDATORY SERVICE LEVEL AGREEMENTS

The mandatory service level agreements (SLA) with designated liquidated damages associated with inadequate performance are as follows:

SLA	Measurement	Liquidated Damages/Penalty
Server Uptime	Every District server (virtual or physical) must be available to the District at least 99.8% of the month. This can be measured at the operating system level. Scheduled downtime, approved by the District, will not be considered downtime for this SLA. The SLA will be calculated by subtracting the total minutes of downtime (for each server) from the total available minutes within each month.	For each server, for each month a server does not meet the 99.8% uptime requirement, the Consultant will be assessed a liquidated damage of \$100.
Call Response	For each Priority 1 call placed to the Consultant help desk, the resolution of the problem must begin within 30 minutes of the call being placed. Resolution of the problem is defined by work being done to fix the problem, or the Consultant help desk gathering more definition from the user.	For each Priority 1 call to the Consultant help desk where the problem resolution does not start within 30 minutes of the initial call being placed, the Consultant will be assessed a liquidated damage of \$50.
Phone Availability (phone system and network uptime)	<p>The District phone system managed by the Consultant must be available to the District at least 99.9% of the month. This will be measured at the handset by the user. Scheduled downtime, approved by the District, will not be considered downtime for this SLA. The SLA will be calculated by subtracting the total minutes of downtime (for the user(s)) from the total available minutes within each month.</p> <p>Because this SLA is measured by the user at the handset, this SLA is effected by the uptime of the phone system and the uptime (and management) of the network. This SLA is not intended to capture the downtime of one handset if the handset is broken.</p>	For each month the phone system does not meet the 99.9% availability to the users, the Consultant will be assessed a liquidated damage of \$150.

# ATTACHMENT A

SLA	Measurement	Liquidated Damages/Penalty
Monthly SLA Report	<p>By the 10<sup>th</sup> of each month, an SLA report will be provided to the District including the following topics from the previous month:</p> <ul style="list-style-type: none"> <li>• A description of each SLA and proof of whether or not it was met that month</li> <li>• A report of each help desk ticket placed, closed and open</li> <li>• A report of each server's uptime</li> <li>• A report of the phone system uptime</li> <li>• A report of the network availability</li> <li>• A report of security breaches, intrusions and issues</li> </ul>	<p>For each month where the Monthly SLA Report is not delivered to the District by the close of business on the 10<sup>th</sup> day of the month, the Consultant will be assessed a liquidated damage of \$200.</p>
Security	<p>All known security breaches must be reported to the Administrative Services Director within 2 hours of an understanding that it occurred.</p>	<p>For each security breach not reported within 2 hours of identification, the Consultant will be assessed a liquidated damage of \$100.</p>

Any liquidated damages assessed will be withheld by the District from payment of the Consultant's monthly invoice.

# ATTACHMENT A

## EXHIBIT D

### HOURLY FEE SCHEDULE

Fees for work performed by Consultant and approved in advance by the District outside of the Exhibit A Scope of Services will be on an hourly basis and shall not exceed \$125 per hour.

# ATTACHMENT A

## EXHIBIT E

### DATACENTER MINIMUM REQUIREMENTS

Per Page 6 of the DNI Proposal dated March 2, 2015 and attached.

# ATTACHMENT A

## EXHIBIT F

### LOCAL AREA NETWORK INFRASTRUCTURE

Per Page 10 of the DNI Proposal dated March 2, 2015 and attached.



# Moraga-Orinda Fire District

**TO:** Board of Directors  
**FROM:** Dave Winnacker, Fire Chief  
**DATE:** March 21, 2018  
**SUBJECT:** Item 8.3 – Review of Apparatus and Equipment

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## **BACKGROUND**

In February 2018, staff prepared a report detailing recommended changes to the inventory of apparatus and equipment fielded by the MOFD. The Board was asked to seek constituent input and provide direction for the following changes:

1. Surplus Type I rescue boat
2. Surplus technical rescue trailer
3. Surplus former medium duty ambulance being used as a tow vehicle/ light rescue
4. Surplus one of four Type III wildland engines
5. Purchase two Type VI wildland engines

Board direction on these items is in concept only and will be followed by consent items regarding surplus of vehicles (items 1-4) and budget requests (item 5) at a later date.

## **RECOMMENDATION**

- 1) Review and provide direction to staff.