



Moraga-Orinda Fire District

Board of Directors

REGULAR MEETING
March 2, 2016
7:00 p.m. OPEN SESSION

PLEASE NOTE NEW MEETING ADDRESS:

Moraga Town Council Chamber
335 Rheem Blvd
Moraga, CA 94556

NOTICE OF TELECONFERENCE MEETING

Pursuant to California Government Code section 54953, members of the Board of Directors may attend this meeting via teleconference. Members of the public may attend and participate either at the address given above, or at the teleconference location(s) listed below:

1229 Rossmoor Parkway, Walnut Creek. 94595

1. OPENING CEREMONIES

- 1.1. Call the meeting to Order
- 1.2. Roll Call
- 1.3. Core Values – Service, Honor, Integrity

2. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda including Closed Session, 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.

3. CONSENT AGENDA

- 3.1. **Meeting Minutes – February 3, 2016**
Staff Recommendation: Receive and File
- 3.2. **Monthly Incident Report – January 2016**
Staff Recommendation: Receive and File
- 3.3. **Monthly Financial Reports – January 2016**
Staff Recommendation: Receive and File
- 3.4. **Monthly Check/Voucher Register – January 2016**
Staff Recommendation: Receive and File

4. REGULAR CALENDAR

- 4.1. **Second Reading of Ordinance 16-01, An Ordinance of the Moraga-Orinda Fire Protection District Setting Forth Purchasing and Contracting Procedures and Authorities**
Staff will present information to the Board regarding Ordinance 16-01, an Ordinance of the Moraga-Orinda Fire District setting forth purchasing and contracting procedures and authorities.
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Waive the second reading and adopt Ordinance 16-01 - An Ordinance Setting Forth Purchasing and Contracting Procedures and Authorities.

- 4.2. **1035 Lorinda Lane**
Staff will present information to the Board on the potential sale of 1035 Lorinda Lane.
Staff Recommendation: 1) Declare Surplus Property; 2) Authorize Sale of 1035 Lorinda Lane, Lafayette, CA; 3) Authorize Listing Agreement with Coldwell Banker to Sell 1035 Lorinda Lane.
- 4.3. **Station 43 Project Update**
Staff will provide an update on the Station 43 Program.
Staff Recommendation: 1) Discuss, 2) Deliberate, 3) Authorize Activation of Phases-3 and 4 of the Project.
5. COMMITTEE REPORTS
 - 5.1. **Finance Committee (*Directors Barber & Weil*)**
6. ANNOUNCEMENTS
 - 6.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))
 - 6.2. **Questions and informational comments from Board members and Staff**
 - 6.3. **District Updates for January 2016**
7. 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 February 26, 2016, 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.



Grace Santos, District Clerk



Moraga-Orinda Fire Protection District

BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

February 3, 2016

1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on February 3, 2016 in the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California. President Anderson called the meeting to order.

Present were the following Directors and Staff:

President Anderson	Director Weil
Director Barber	Stephen Healy, Fire Chief
Director Evans	Grace Santos, District Clerk
Director Famulener	

2. Public Comment

There were no public comments.

3. Closed Session

At 6:01 P.M., the Board adjourned into Closed Session.

4. Reconvene the Meeting

President Anderson reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:00 P.M. Present were the following Directors and Staff:

President Anderson	Director Weil	Gloriann Sasser, Admin Services Director
Director Barber	Stephen Healy, Fire Chief	Grace Santos, District Clerk
Director Evans	Kathy Leonard, Fire Marshal	
Director Famulener	Felipe Barreto, Battalion Chief	

5. Report of Closed Session Action

President Anderson reported that the Board completed Item 3.1 – Public Employee Evaluation of the Fire Chief.

6. Public Comment

Jonathan Goodwin, resident of Canyon asked the Board to make corrections to the September 2, 2015 meeting minutes to reflect what he said. He also asked the Board to consider adding an item on a future agenda to discuss how to address updates to meeting minutes requested by the public. Mr. Goodwin brought a prepared letter outlining the updates he wanted staff to make. President Anderson asked Mr. Goodwin to read his letter so that those interested could listen to the details in the audio recording. Mr. Goodwin read a prepared statement.

7. Public Hearing

7.1 Public Hearing to consider the proposed revision to the Schedule of Fees for District Services

On August 7, 2013, Fire Prevention staff reported on the results of a third party independent fee study analysis and in-house comparable agency survey in order to evaluate MOFD's current fees.

The Board instructed staff to continue development of a new fee structure, with substantiating data that will restructure fees for services and reflect the true cost of providing those services for revenue cycle improvement to the District. In 2014, along with the adoption of the 2013 California Fire Code and Ordinance 13-01, the updated fee schedule was adopted.

The District may, if authorized by the Board of Directors, increase fees and charges based on annual adjustment of the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, California region, measured as of October of each year. In 2015, the updated fee schedule was adopted by the Board to reflect the annual adjustment of the CPI.

Staff proposed the adoption of a new fee schedule for 2016 based on the most recent CPI adjustment as of October 2015.

Fire Marshal Leonard pointed out two minor amendments to the published fee schedule:

- The fee amounts for AP11.1, R 3.1 Residential Day Care Occupant Load 7-14, were left blank. The 2015 fee should be \$194 and the new proposed 2016 fee amount should be \$199.
- The description for WA1 was left out and incorrect amounts were listed for 2015 and 2016. The description should be "Weld Inspection" and the 2015 fee should be \$221 (not \$634) and the new proposed 2016 fee should be \$227 (not \$350).

There were no comments from the public and President Anderson closed the public hearing.

Motion by Director Famulener and seconded by Director Barber to adopt Resolution 16-04, based upon the amended Fee Schedule, a Resolution of the Moraga-Orinda Fire District Revising a Schedule of Fees for District Services. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

8. Consent Agenda

President Anderson stated that the minutes still show that he is one of the members of the Finance Committee. He directed staff to update the information so that it reflects Directors Barber and Weil instead.

Motion by Director Evans and seconded by Director Barber to receive and file all items 8.1 – Board Meeting Minutes, 8.2 – Quarterly Treasurer's Report, 8.3 – Quarterly Ambulance Billing Report, and 8.4 – Annual Operating Budget Timeline, with an amendment to the minutes to reflect the directors on the Finance Committee accurately;. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

9. Regular Calendar

9.1 Introduction and First Reading of Ordinance 16-01, An Ordinance of the Moraga-Orinda Fire District Setting Forth Purchasing and Contracting Procedures and Authorities

In December 2015, the District needed to make an emergency repair to pipes at Station-45. In the case of an emergency, the current Purchasing Ordinance requires a Board meeting with all five members in attendance in order to authorize the repair of a public facility. During this process, the Board directed staff to research possible changes to the Purchasing Ordinance to give the fire chief authority to repair District facilities in an emergency without requiring the Board to meet. Staff worked with legal counsel to identify alternatives.

The proposed Ordinance 16-01 would implement the following changes:

- Section 4 – Clarifies the requirements for special and incidental services
- Section 5.1.1 – In the case of an emergency, the District Board delegates authority to the Fire Chief up to \$100,000 to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids. The proposed change also would require the Fire Chief to report information about the emergency action to the Board at its next meeting. Currently only the Board has authority in the case of an emergency.
- Section 6 – For Public Projects of \$100,000 or more, the District Board of Directors shall be the only Purchasing and Contracting Authority. This will increase the purchasing authority delegated to the Fire Chief. Currently public projects of \$10,000 or more must be approved by the Board.

The Board discussed the proposed changes.

Motion by Director Weil and seconded by Director Famulener to introduce and waive the first reading of Ordinance 16-01, An Ordinance of the Moraga-Orinda Fire Protection District Setting Forth Purchasing and Contracting Procedures and Authorities. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

9.2 Resolution 16-05, A Resolution of the Moraga-Orinda Fire Protection District to Access State and Federal Level Summary Criminal History Information

The District conducts employment background checks on candidates for most positions within the District (e.g.) Firefighter-Paramedic, Fire Chief. Presently, the District uses an outside contractor for this purpose. The District is adding "Live Scan" as an added level of screening.

Applicant Live Scan is a system for the electronic submission of applicant fingerprints and the subsequent automated background check and response, enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the Department of Justice (DOJ).

To receive live scan results, the District must designate an employee. The Fire Chief has completed the 26-page application process for this position and will obtain an Originating Agency Identifier (ORI) number. As part of the application process, a resolution is required by the District to officially declare its right to have access to this information (through its designee) under California Penal Code Sections 11105(b)(11) and 13300(b)(11).

Motion by Director Weil and seconded by Director Famulener to adopt Resolution 16-05, An Ordinance of the Moraga-Orinda Fire District to Access State and Federal Level Summary Criminal History Information. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

9.3 Mid-Year Budget Review and Approval of Budget Adjustment

Staff conducted a mid-year budget review of the District's Fiscal Year 2015/16 Budget, which was presented to the Finance Committee on January 22, 2016. The review allowed the District to take a broad look at its financial picture at the mid-point of the fiscal year. The review included a detailed examination of revenue and expenditures. The financial reports contain updated revenue and expenditure projections for the current fiscal year. In addition, the Long Range Financial Plan was updated which provides a financial forecast over the next 15-year period.

The primary goal in developing the 2015/16 Annual Operating Budget was to produce a balanced financial plan that retains current service levels and addresses capital equipment needs to fully maintain firefighter safety and operational effectiveness. Considerable effort was made to reduce costs wherever possible. The budget adopted in June 2015 projected a total District surplus of \$1,026,448. The Mid-Year Budget Review projects a total surplus of \$636,778 for FY 2015/16.

Administrative Services Director Sasser gave a PowerPoint presentation.

The Board discussed the amount of fund balance in the General Fund. The Board directed staff to bring the Fund Balance Policy to the Board for review during the budget process.

Motion by Director Weil and seconded by Director Famulener to:

- Approve an increase in the General Fund revenue budget in the amount of \$98,610.
- Approve an increase in General Fund expenditure appropriations in the amount of \$68,527.
- Approve a decrease in the Capital Projects Fund revenue budget in the amount of \$410,084.
- Approve a decrease in the Capital Projects Fund expenditure appropriations in the amount of \$239,495.

Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

9.4 Amendment No. 4 to Fire Chief Employment Agreement Adjusting Annual Base Salary

In 2013, the District faced significant financial challenges. In response to the financial condition of the District, the three employee labor groups, full-time management staff and the fire chief agreed to across-the-board salary reductions of 3.5%. Per the current Memorandums of Understanding, employees received a 1% salary adjustment on July 1, 2015.

The District's financial condition has improved significantly. In response to the District's improved financial condition, the Board authorized salary adjustments of 2.5% effective December 1, 2015. The

salary adjustments did not include the fire chief, who is employed under a separate employment agreement.

At the January 20, 2016 Board meeting, the Board directed staff to draft an amendment to the fire chief employment agreement. The proposed amendment would adjust the fire chief annual base salary 2.5% to \$220,000 effective February 4, 2016.

The proposed Amendment No. 4 would provide a salary adjustment to the Fire Chief equal to all other full-time employees.

Motion by Director Weil and seconded by Director Barber to approve Amendment No. 4 to the Fire Chief's Employment Agreement. Said motion carried a unanimous 5-0 roll-call vote (Ayes: Anderson, Barber, Evans, Famulener and Weil).

10. Committee Reports

10.1 Finance Committee (Directors Barber & Weil)

Director Barber stated that the Finance Committee met on January 22, 2016 to go over the mid-year budget review. The next meeting is scheduled for May 9, 2016 at 7pm and will take place in the Sarge Littlehale Room at 22 Orinda Way in Orinda.

11. Announcements

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


(Government Code Section 53232.3(d))
There were no comments.

11.2 Questions and informational comments from Board members and Staff

Fire Chief Healy reported that there were a couple fires during the weekend – one at Table 24 Restaurant and a residential fire.

12. Adjournment

At 8:15 P.M., President Anderson called for adjournment of the regular meeting.


Grace Santos
Secretary to the Board

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...

	January, 2016			Totals
	Structure Fires	All Other Types	EMS / Rescue	
Incident Totals	1	97	164	262
Median Turnout	0.95	1.67	1.67	1.65
Median Resp Time	3.36	6.37	6.13	6.10
Resp Time (90th%)	10.28	9.05	10.68	10.23

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

		January, 2016			
		Incident Totals	Median Turnout	Median Resp Time	Resp Time (90th%)
Orinda	EMS / Rescue	55	1.73	5.42	9.73
	Structure Fires	1	1.45	3.47	3.47
	All Other Types	10	1.46	5.50	6.44
	Totals for City	66	1.55	5.42	8.94
Moraga	EMS / Rescue	59	1.62	4.22	7.21
	All Other Types	14	1.73	4.82	7.17
	Totals for City	73	1.68	4.38	7.20
Lafayette	EMS / Rescue	6	1.28	7.58	8.94
	All Other Types	3	1.62	6.37	8.63
	Totals for City	9	1.62	7.47	8.76
Overall Total		148	1.62	5.02	8.33

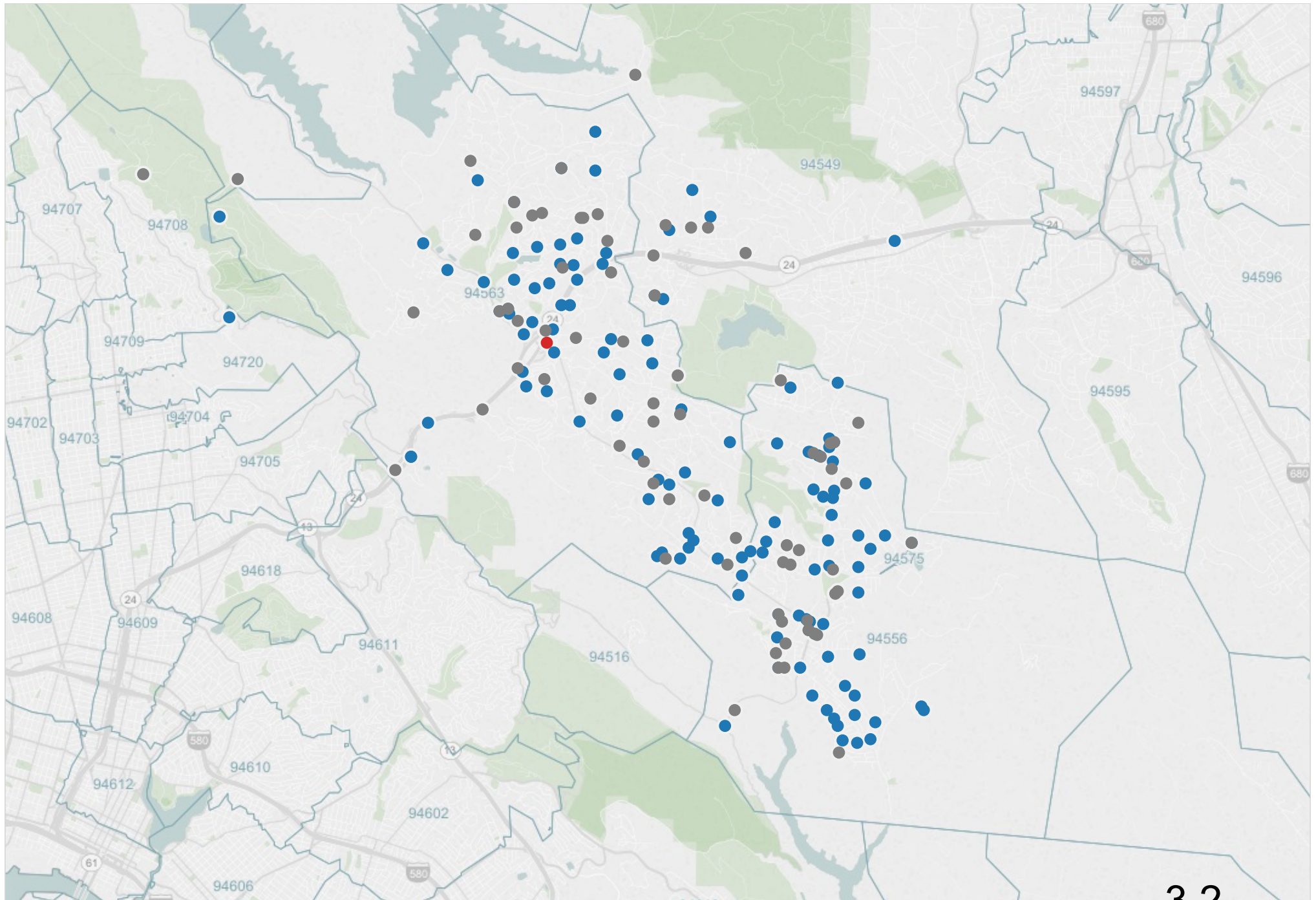
Response Totals By Incident Type

	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Total
All Others (Alarms / Pub Service / Etc.)	86	99	95	107	108	112	89	128	105	108	96	98	1,231
EMS / Rescue	148	133	138	149	146	158	148	187	155	163	162	153	1,840
Structure Fires	3	1	2	2	1	2	1	4	1	2	3	1	23
Technical Rescues					1	2	1				1		5
Vegetation Fires		1			4	9	6	1	1	1			23
Vehicle Accidents	11	11	16	10	14	25	18	10	14	17	26	10	182
Total	248	245	251	268	274	308	263	330	276	291	288	262	3,304

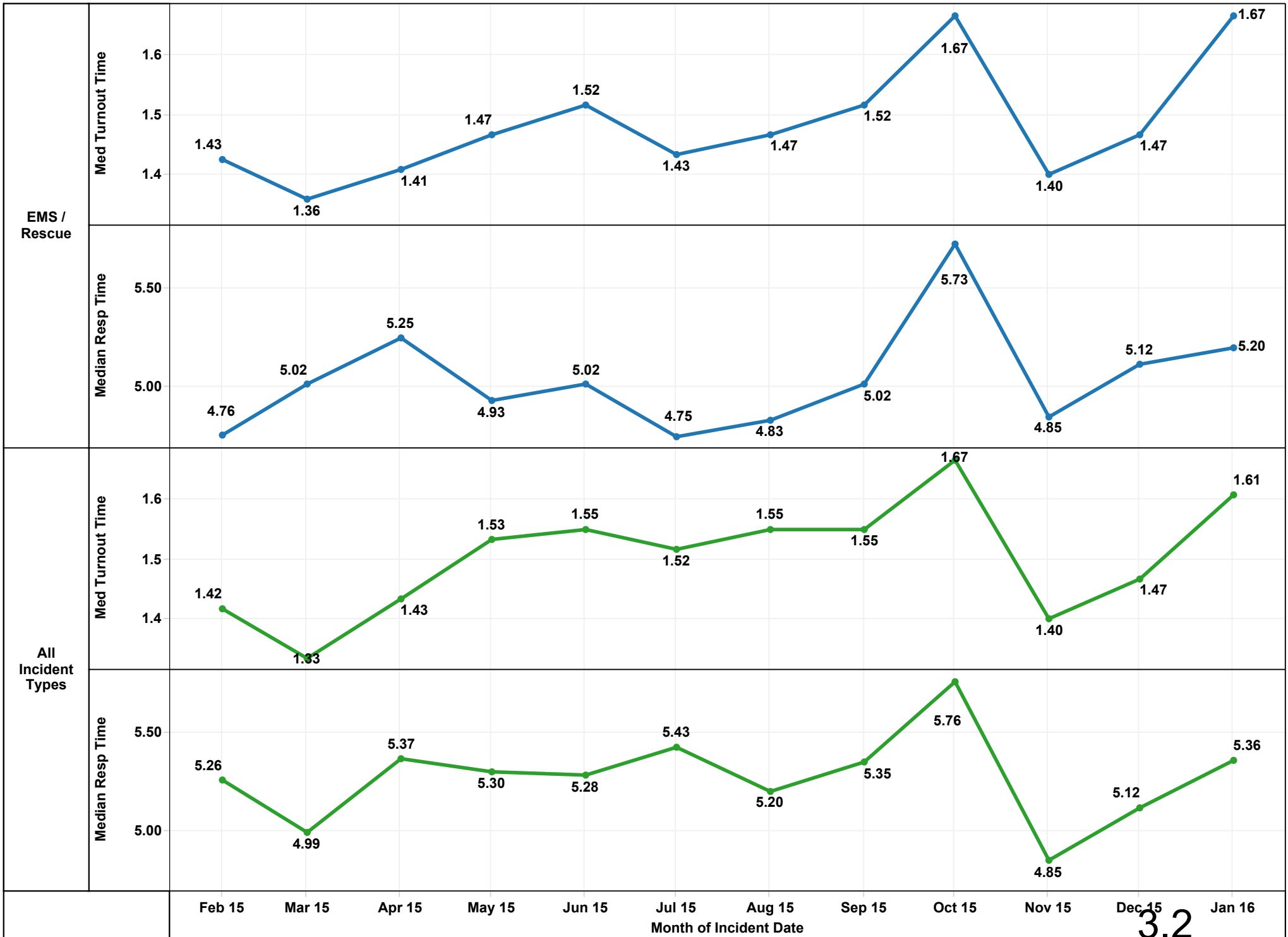
Incident Types

- All Others (Alarm..
- EMS / Rescue
- Structure Fires
- Vehicle Accidents

Incident Location Map for MOFD January 2016



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



3.2

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Capital Projects Fund Actual to Budget-15/16
From 7/1/2015 Through 1/31/2016

		Current Period Actual	YTD Budget - Original	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Fire Flow Tax	4066	1,070,213.78	1,068,288.00	1,925.78	(0.00)%
Total Taxes		1,070,213.78	1,068,288.00	1,925.78	(0.00)%
Use of Money & Property					
Investment Earnings	4181	(439.47)	0.00	(439.47)	0.00%
Total Use of Money & Property		(439.47)	0.00	(439.47)	0.00%
Charges for Service					
Impact Mitigation Fees	4743	12,000.00	0.00	12,000.00	0.00%
Total Charges for Service		12,000.00	0.00	12,000.00	0.00%
Other Revenue					
Other Financing Sources-Lease...	4970	0.00	424,554.00	(424,554.00)	0.00%
Misc Rebates & Refunds	4975	544.12	0.00	544.12	0.02%
Total Other Revenue		544.12	424,554.00	(424,009.88)	0.02%
Total Revenue		1,082,318.43	1,492,842.00	(410,523.57)	(0.04)%
Expenditures					
Operating Expense					
Professional Services	6327	570.00	7,390.00	6,820.00	92.29%
Total Operating Expense		570.00	7,390.00	6,820.00	92.29%
Other Expense					
Bank Fees	7510	85.00	100.00	15.00	15.00%
Fire Flow Tax Collection Fees	7531	12,610.46	11,500.00	(1,110.46)	(0.00)%
Buildings-Station #45-Fixed Ass...	7700	24,571.20	75,950.00	51,378.80	67.65%
Fire Fighting Equip-Fixed Asset ...	7701	10,954.50	20,000.00	9,045.50	45.23%
Lease Apparatus/Vehicles-Fixed...	7702	44,609.16	100,000.00	55,390.84	50.00%
Apparatus/Vehicles-Fixed Asset...	7703	17,758.17	479,554.00	461,795.83	96.30%
Computer Equip & Software-Fix...	7704	0.00	21,823.75	21,823.75	100.00%
Buildings-Station #41-Fixed Ass...	7705	10,890.26	50,000.00	39,109.74	84.87%
Buildings-Station #43-Fixed Ass...	7706	18,972.41	329,000.00	310,027.59	82.78%
Misc. Equipment Expense	7709	70,042.79	60,675.00	(9,367.79)	(15.44)%
Station 46- Construction in Prog...	7711	12,082.59	45,000.00	32,917.41	(0.44)%
Total Other Expense		222,576.54	1,193,602.75	971,026.21	76.67%
Total Expenditures		223,146.54	1,200,992.75	977,846.21	76.79%
Excess of Revenues Over/ (Under) Expenditures		859,171.89	291,849.25	567,322.64	608.54%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 1/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	16,430,896.18	16,247,015.00	183,881.18	1.13%
Property Tax-Supplemental	4011	101,735.95	228,000.00	(126,264.05)	(55.38)%
Property Tax-Unitary	4013	203,699.11	178,000.00	25,699.11	14.44%
Property Tax-Curr Unsecured	4020	561,494.41	657,000.00	(95,505.59)	(14.54)%
Prop Tax- Prior Secured	4030	(61,010.11)	(51,413.00)	(9,597.11)	18.67%
Prop Tax-Prior Supplement	4031	(25,262.41)	(27,525.00)	2,262.59	(8.22)%
Prop Tax Prior Unsecured	4035	<u>11,549.84</u>	<u>(16,362.00)</u>	<u>27,911.84</u>	<u>(170.59)%</u>
Total Taxes		<u>17,223,102.97</u>	<u>17,214,715.00</u>	<u>8,387.97</u>	<u>0.05%</u>
Use of Money & Property					
Investment Earnings	4181	(291.95)	0.00	(291.95)	0.00%
Total Use of Money & Property		<u>(291.95)</u>	<u>0.00</u>	<u>(291.95)</u>	<u>0.00%</u>
Intergovernmental Revenue					
Homeowners Relief Tax	4385	78,301.69	158,000.00	(79,698.31)	(50.44)%
Intergovernmental	4437	193,339.00	135,000.00	58,339.00	43.21%
Revenue-Federal Grants					
CA FF JAC Training Funds	4440	25,091.41	33,615.00	(8,523.59)	(25.36)%
Other/In Lieu of Taxes	4580	0.00	1,000.00	(1,000.00)	(100.00)%
Measure H-Emerg Med Ser Subsid	4896	0.00	85,748.00	(85,748.00)	(100.00)%
Total Intergovernmental Revenue		<u>296,732.10</u>	<u>413,363.00</u>	<u>(116,630.90)</u>	<u>(28.22)%</u>
Charges for Service					
Permits	4740	1,604.00	1,900.00	(296.00)	(15.58)%
Plan Review	4741	93,161.00	171,360.00	(78,199.00)	(45.63)%
Inspection Fees	4742	20,460.00	21,000.00	(540.00)	(2.57)%
Weed Abatement Charges	4744	3,465.02	9,000.00	(5,534.98)	(61.50)%
CPR/First Aid Classes	4745	633.00	3,000.00	(2,367.00)	(78.90)%
Reports/ Photocopies	4746	171.50	339.00	(167.50)	(49.41)%
Other Charges for Service	4747	<u>5,730.00</u>	<u>2,500.00</u>	<u>3,230.00</u>	<u>129.20%</u>
Total Charges for Service		<u>125,224.52</u>	<u>209,099.00</u>	<u>(83,874.48)</u>	<u>(40.11)%</u>
Charges for Service - Ambulance					
Ambulance Service Fees	4898	507,904.27	1,067,000.00	(559,095.73)	(52.40)%
Ambulance Service Fee Reimbursements	4899	(24,607.47)	(157,000.00)	132,392.53	(84.33)%
Ambulance Collection Recovery Payments	4900	1,588.33	4,000.00	(2,411.67)	(60.29)%
Total Charges for Service - Ambulance		<u>484,885.13</u>	<u>914,000.00</u>	<u>(429,114.87)</u>	<u>(46.95)%</u>
Other Revenue					
Other Revenue-Strike Team Recovery	4971	99,199.90	548,000.00	(448,800.10)	(81.90)%
Other Revenue & Financing Sources	4972	10,320.00	62,000.00	(51,680.00)	(83.35)%
Other Revenue-Misc.	4974	461.17	500.00	(38.83)	(7.77)%
Misc Rebates & Refunds	4975	737.97	1,000.00	(262.03)	(26.20)%
Sale of Surplus Property	4980	<u>355.00</u>	<u>1,000.00</u>	<u>(645.00)</u>	<u>(64.50)%</u>
Total Other Revenue		<u>111,074.04</u>	<u>612,500.00</u>	<u>(501,425.96)</u>	<u>(81.87)%</u>
Total Revenue		<u>18,240,726.81</u>	<u>19,363,677.00</u>	<u>(1,122,950.19)</u>	<u>(5.80)%</u>
Expenditures					
Salaries & Benefits					
Permanent Salaries	5011	4,351,475.50	7,343,278.00	2,991,802.50	40.74%
Temporary Salaries	5013	94,377.66	166,800.00	72,422.34	43.42%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 1/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Overtime	5014	1,128,692.95	1,984,000.00	855,307.05	43.11%
Deferred Compensation	5015	61,249.56	106,578.00	45,328.44	42.53%
Overtime - Strike Team	5016	137,003.83	274,000.00	136,996.17	50.00%
Contract Services	5018	38,416.52	180,000.00	141,583.48	78.66%
Worker's Compensation Recovery	5019	(36,961.57)	(65,000.00)	(28,038.43)	43.14%
Payroll Taxes -FICA,SUI	5042	90,208.56	158,044.00	67,835.44	42.92%
Payroll Processing Fees	5043	7,948.37	20,000.00	12,051.63	60.26%
Retirement Contributions	5044	2,405,469.31	4,136,778.00	1,731,308.69	41.85%
Life/Health Insurance-Permanent Employees	5060	552,897.96	1,003,944.00	451,046.04	44.93%
Employee's-Health Insurance Contribution	5061	(117,698.98)	(195,038.00)	(77,339.02)	39.65%
Retiree Health Insurance	5062	688,518.75	1,311,000.00	622,481.25	47.48%
Retiree-Health Insurance Contribution	5063	(185,280.92)	(413,000.00)	(227,719.08)	55.14%
Unemployment Insurance	5064	3,250.14	10,000.00	6,749.86	67.50%
Retiree-Health OPEB Contribution	5065	94,000.00	94,000.00	0.00	0.00%
Workers' Compensation Insurance	5070	393,768.00	785,612.00	391,844.00	49.88%
Flexible Benefits/ Section 125 Outside Contractor	5080	360.00	750.00	390.00	52.00%
Total Salaries & Benefits		9,707,695.64	16,901,746.00	7,194,050.36	42.56%
Operating Expense					
Office Supplies	6100	5,887.73	19,850.00	13,962.27	70.34%
Postage	6101	2,808.80	5,950.00	3,141.20	52.79%
Books & Periodicals	6102	931.73	4,950.00	4,018.27	81.18%
Printer Ink Cartridges	6103	2,962.58	5,000.00	2,037.42	40.75%
Telephone/Communication	6110	20,434.55	45,000.00	24,565.45	54.59%
Dispatch/Comm Center Services w/ AVL MDT	6111	138.00	170,000.00	169,862.00	99.92%
Utilities- Sewer	6120	3,432.64	2,640.00	(792.64)	(30.02)%
Utilities-Garbage	6121	8,445.08	14,720.00	6,274.92	42.63%
Utilities-PG&E	6122	31,749.98	66,890.00	35,140.02	52.53%
Utilities-Water	6123	6,139.17	15,020.00	8,880.83	59.13%
Utilities-Medical Waste	6124	1,343.00	2,070.00	727.00	35.12%
Small Tools & Instruments	6130	0.00	750.00	750.00	100.00%
Minor Equipment/Furniture	6131	917.13	2,250.00	1,332.87	59.24%
Computer Equipment & Supplies	6132	371.09	10,000.00	9,628.91	96.29%
Gas Power Chain Saw/Other Equipmen	6133	7,642.05	13,000.00	5,357.95	41.22%
Fire Trail Grading	6135	4,816.72	10,500.00	5,683.28	54.13%
Fire Fighting Equipment & Supplies	6137	4,750.96	20,000.00	15,249.04	76.25%
Fire Fighting Equipment-Hoses & Nozzles	6138	1,610.87	7,500.00	5,889.13	78.52%
Fire Fighting Equipment-Class A Foam	6139	0.00	500.00	500.00	100.00%
Medical & Lab Supplies	6140	51,494.03	60,000.00	8,505.97	14.18%
Food Supplies	6150	494.55	7,500.00	7,005.45	93.41%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 1/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Safety Clothing & Personal Supplies	6160	24,241.92	80,000.00	55,758.08	69.70%
Non-Safety Clothing & Personal Supplies	6161	550.00	2,000.00	1,450.00	72.50%
Household Expense	6170	10,065.40	18,820.00	8,754.60	46.52%
Household Expense-Linen	6171	7,611.85	14,730.00	7,118.15	48.32%
Public & Legal Notices	6190	779.16	4,750.00	3,970.84	83.60%
Dues, Memberships & Professional Fees	6200	14,110.50	19,390.00	5,279.50	27.23%
EMT/Paramedic Licensure Fees	6201	1,450.29	5,500.00	4,049.71	73.63%
Rent & Leases (Equipment)	6250	26,960.77	39,140.00	12,179.23	31.12%
Computer Software & Maintenance	6251	36,894.60	59,875.00	22,980.40	38.38%
Website Development & Maintenance	6252	0.00	1,700.00	1,700.00	100.00%
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	750.00	750.00	100.00%
Air Monitor Maintenance & Replacement	6269	0.00	2,000.00	2,000.00	100.00%
Maintenance -- Equipment	6270	21,726.88	60,675.00	38,948.12	64.19%
Central Garage Repairs	6271	70,155.09	160,000.00	89,844.91	56.15%
Central Garage Gasoline & Oil	6272	28,473.88	80,000.00	51,526.12	64.41%
Central Garage Tires	6273	2,837.16	15,000.00	12,162.84	81.09%
Service/Repair Fuel System Dispensers	6274	2,118.27	4,500.00	2,381.73	52.93%
Aerial Ladder & Pump Testing	6275	0.00	800.00	800.00	100.00%
Smog Inspections	6276	400.00	500.00	100.00	20.00%
Air Compressor Quarterly Service	6278	0.00	1,500.00	1,500.00	100.00%
Hydro Test SCBA & Oxy Cylinder	6279	0.00	2,000.00	2,000.00	100.00%
Tank Testing	6280	0.00	3,000.00	3,000.00	100.00%
Maintenance -- Building	6281	33,606.41	57,165.00	23,558.59	41.21%
Maintenance -- Grounds	6282	1,800.50	10,650.00	8,849.50	83.09%
Meetings & Travel Expenses	6303	14,008.96	26,200.00	12,191.04	46.53%
Employee Assistance Program	6309	2,750.80	4,300.00	1,549.20	36.03%
Medical - Pre-Emp Processing and Annual Exams	6311	35,188.28	43,000.00	7,811.72	18.17%
Ambulance Billing Administration Fees	6312	25,390.33	65,000.00	39,609.67	60.94%
Outside Attorney Fees	6313	23,693.93	60,000.00	36,306.07	60.51%
Outside CPR Instructors	6314	1,020.00	2,500.00	1,480.00	59.20%
CCC County Tax Administration Fee	6316	0.00	172,000.00	172,000.00	100.00%
Professional Services	6317	8,606.82	45,750.00	37,143.18	81.19%
Professional Services - Labor Negotiator	6318	202.00	10,000.00	9,798.00	97.98%
Professional Services - Technology	6319	83,946.00	180,000.00	96,054.00	53.36%
Professional Services - Pre-Employment Investigations	6320	0.00	15,000.00	15,000.00	100.00%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - General Fund Actual to Budget 15/16
From 7/1/2015 Through 1/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Professional Services - Promotional Exams & Recruitment	6321	23,726.50	49,000.00	25,273.50	51.58%
Professional Services-OPEB Actuarial Valuation	6322	0.00	2,000.00	2,000.00	100.00%
Exterior Hazard Removal	6323	3,121.50	12,000.00	8,878.50	73.99%
Professional Services-Prop Tax Audit & Forecasting	6326	6,300.00	12,600.00	6,300.00	50.00%
Professional Services	6327	0.00	10,000.00	10,000.00	100.00%
Burn Trailer Grant Maintenance	6352	0.00	3,000.00	3,000.00	100.00%
Testing Materials & Training Props	6354	313.53	4,000.00	3,686.47	92.16%
Career Development Classes	6357	7,833.44	26,200.00	18,366.56	70.10%
Target Safety Online Training	6359	6,195.00	6,195.00	0.00	0.00%
Training & Education Classes-Paramedic & EMT CE	6360	3,860.75	5,500.00	1,639.25	29.80%
District Sponsored Training-Mandated	6361	13,536.73	20,000.00	6,463.27	32.32%
Educational Courses/Conferences Board	6377	0.00	2,200.00	2,200.00	100.00%
Recruiting Costs	6470	0.00	55,000.00	55,000.00	100.00%
Strike Team Supplies	6474	11,705.27	9,500.00	(2,205.27)	(23.21)%
Recognition Supplies	6478	7,181.85	8,200.00	1,018.15	12.42%
Other Special Departmental Exp	6479	35,007.13	62,000.00	26,992.87	43.54%
Public Education Supplies	6480	1,636.67	10,500.00	8,863.33	84.41%
CPR Supplies	6481	1,216.10	3,000.00	1,783.90	59.46%
LAFCO	6482	9,942.78	10,500.00	557.22	5.31%
Emergency Preparedness Expense	6484	3,804.16	8,800.00	4,995.84	56.77%
Misc. Services & Supplies	6490	10,499.96	39,000.00	28,500.04	73.08%
Property & Liability Insurance	6540	44,684.00	53,000.00	8,316.00	15.69%
Total Operating Expense		828,194.83	2,167,680.00	1,339,485.17	61.79%
Other Expense					
Bank Fees	7510	2,988.96	5,000.00	2,011.04	40.22%
Interest on County Teeter Account	7520	0.00	100.00	100.00	100.00%
County Tax Collection Fees	7530	252.91	300.00	47.09	15.70%
Total Other Expense		3,241.87	5,400.00	2,158.13	39.97%
Total Expenditures		10,539,132.34	19,074,826.00	8,535,693.66	44.75%
Excess of Revenues Over/ (Under) Expenditures		7,701,594.47	288,851.00	7,412,743.47	2,566.29%

Moraga-Orinda Fire District
Statement of Revenues and Expenditures - Debt Service Fund Actual to Budget-15/16
From 7/1/2015 Through 1/31/2016

		Current Period Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
Revenue					
Taxes					
Property Tax-Current Secured	4010	3,069,093.00	3,069,093.00	0.00	0.00%
Total Taxes		<u>3,069,093.00</u>	<u>3,069,093.00</u>	<u>0.00</u>	<u>0.00%</u>
Use of Money & Property					
Investment Earnings	4181	142.83	0.00	142.83	0.00%
Total Use of Money & Property		<u>142.83</u>	<u>0.00</u>	<u>142.83</u>	<u>0.00%</u>
Total Revenue		<u>3,069,235.83</u>	<u>3,069,093.00</u>	<u>142.83</u>	<u>0.00%</u>
Expenditures					
Other Expense					
Pension Obligation Bond Principal Payment	7900	1,855,000.00	1,855,000.00	0.00	0.00%
Pension Obligation Bond Interest Payment	7901	1,017,508.50	1,017,509.00	0.50	0.00%
Total Other Expense		<u>2,872,508.50</u>	<u>2,872,509.00</u>	<u>0.50</u>	<u>0.00%</u>
Total Expenditures		<u>2,872,508.50</u>	<u>2,872,509.00</u>	<u>0.50</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures		<u>196,727.33</u>	<u>196,584.00</u>	<u>143.33</u>	<u>0.07%</u>

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 1/1/2016 Through 1/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
22845	1/5/2016		0.00	
	1/5/2016	Stephen Healy	28.21	Reimb. toll and District sponsored training meal
22846	1/5/2016	American Messaging	145.80	Paging Service January 2016
22847	1/5/2016	Orinda Motors, Inc.	438.23	Replace ignition coil-Unit 432
22848	1/5/2016	Definitive Networks, Inc.	14,016.00	Service coverage for December 2015
22849	1/7/2016	AFSCME Council 57	221.16	Period Ending 12/31/15 and Special Assessment
22850	1/7/2016	CCCERA Retirement	143,064.01	December 2015 Employee Contributions
22851	1/7/2016	Contra Costa Federal C...	1,485.25	Period Ending 12/31/15
22852	1/7/2016	IAFF Local 1230 Dues	9,852.04	Period Ending 12/31/15
22853	1/7/2016	IAFF Local 1230 Insura...	1,640.94	Period Ending 12/31/15
22854	1/7/2016	Moraga-Orinda Fire Dist...	2,163.49	Wells Fargo #2042172789 HCSA Period Ending 12/31...
22855	1/7/2016	ADP, Inc.	964.01	HR/Benefits Workforce process & Payroll Fees ending...
22856	1/7/2016	Air Systems, Inc.	397.00	Dec. 2015 HVAC Maint-St. #44
22857	1/7/2016	AllStar Fire Equipment	25.00	Fit test-Brashem
22858	1/7/2016	AT&T	395.31	Emergency landlines
22859	1/7/2016	AT&T Mobility	890.09	Phone Acct #287016079073 11/16/15-12/15/15
22860	1/7/2016	Daryle Balao	200.00	Paramedic licence renewal-D. Balao
22861	1/7/2016	Bandwidth.com, Inc.	416.69	Service 01/1/16-01/31/16
22862	1/7/2016	Biomedical Waste Disp...	79.00	Dec. 2015 Medical Waste A/C #0349
	1/7/2016	Biomedical Waste Disp...	79.00	Dec. 2015 Medical Waste A/C #0350
22863	1/7/2016	Bound Tree Medical, LLC	51.22	Elastic bandages
22864	1/7/2016	Janet Brandi-Routt	17.51	Repair parts for E42
22865	1/7/2016	Comcast	86.32	8155 40 005 0208428 Station 41-12/29/15-01/28/16
	1/7/2016	Comcast	84.13	8155 40 005 0208436 Station 42-12/24/15-01/23/16
	1/7/2016	Comcast	84.07	8155 40 006 0190996 Station 45-12/23/15-01/22/16
22866	1/7/2016	CPR Training Center	205.00	PALS- F. Barreto and BLS-J. Bensley
22867	1/7/2016	Dell Financial Services	571.84	Rental & Admin Fee 01/13/16-02/12/16 A/C #001-840...
22868	1/7/2016	ERLA, Inc.	600.00	Ambulance gurney service
22869	1/7/2016	Federal Express	20.45	Envelope to Citi Commercial bank
22870	1/7/2016	Global Risk Innovations	74.95	Simushare 1 year training app
22871	1/7/2016	Guaranteed Plumbing	24,800.00	Sewage line repair-Station 45
22872	1/7/2016	Labor Law Compliance ...	161.73	6 CA/Fed labor law posters
22873	1/7/2016	Managed Health Network	343.85	January 2016- EAP - 65 @ \$5.29
22874	1/7/2016	Meyers,Nave,Riback,Sil...	2,100.00	Nov. 2015-Client Matter 1025.001
	1/7/2016	Meyers,Nave,Riback,Sil...	1,516.73	Nov. 2015-Client Matter 1025.005
22875	1/7/2016	Brad Nygard	50.00	Shoes
22876	1/7/2016	Office Depot	210.65	Copy paper, pens, laminator and pouches
	1/7/2016	Office Depot	195.99	Toner
	1/7/2016	Office Depot	32.84	Vertical organizer
22877	1/7/2016	PLIC- SBD Grand Island	104.40	January 2016
22878	1/7/2016	Safeway, Inc	6.00	Admin meeting
	1/7/2016	Safeway, Inc	15.00	Admin. meeting-coffee
	1/7/2016	Safeway, Inc	32.19	Food for firefighter interviews
	1/7/2016	Safeway, Inc	6.74	Water for Board meeting
22879	1/7/2016	Staples Advantage	120.31	Misc. supplies-Station 41
	1/7/2016	Staples Advantage	132.18	Misc. supplies-Station 42
	1/7/2016	Staples Advantage	91.92	Misc. supplies-Station 44
	1/7/2016	Staples Advantage	127.28	Misc. supplies-Station 45
22880	1/7/2016	U.S. Bank	105.05	A/C #4246-0445-5564-6748 11/23/15
22881	1/7/2016	Verizon Wireless	1,157.15	Account 623714059-00001 Service 11/24/15-12/23/15
22882	1/7/2016	Wittman Enterprises, LLC	3,721.83	November 2015
22883	1/15/2016	3 Day Blinds	908.57	Shades for new windows-Admin. building
22884	1/15/2016	ADP, Inc.	192.75	ADP Payroll Fees ending 12/26/15
22885	1/15/2016	Air Systems, Inc.	1,864.15	HVAC and thermostat repairs
	1/15/2016	Air Systems, Inc.	426.25	Repair duct in crawl space
22886	1/15/2016	Alameda County Sheriff'...	2,060.00	EVOC training- 1/19/16 class

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 1/1/2016 Through 1/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
22887	1/15/2016	Benefit Administration C...	60.00	January 2016
22888	1/15/2016	Bound Tree Medical, LLC	6.19	Sterile eye pads
22889	1/15/2016	California Diesel & Power	556.66	Generator repair-Station 42
	1/15/2016	California Diesel & Power	323.39	Generator repair-Station 43
	1/15/2016	California Diesel & Power	385.60	Generator repair-Station 45
22890	1/15/2016	California Fire Chiefs As...	250.00	2015-2016 Membership-S. Healy
22891	1/15/2016	Concord Garden Equip...	160.72	VP fuel
22892	1/15/2016	EBMUD	231.10	Water 10/13/15-12/14/15
	1/15/2016	EBMUD	222.89	Water 10/28/15-12/30/15
	1/15/2016	EBMUD	351.17	Water 11/02/15-01/05/16 2"
	1/15/2016	EBMUD	398.04	Water 11/02/15-01/05/16 6"
22893	1/15/2016	Dan Elbanna	345.00	Fire Prevention 1A- D. Elbanna
22894	1/15/2016	Government Finance Of...	160.00	Annual membership-G. Sasser 3/1/16-2/28/17
22895	1/15/2016	Adam Goodyear	117.00	EMT recertification-A. Goodyear
22896	1/15/2016	HomeTeam Pest Defen...	42.90	Pest Control A/C #1029632
	1/15/2016	HomeTeam Pest Defen...	42.90	Pest Control A/C #1035425
	1/15/2016	HomeTeam Pest Defen...	40.90	Pest Control A/C #1133175
	1/15/2016	HomeTeam Pest Defen...	53.00	Pest Control A/C #914581-Lorinda
	1/15/2016	HomeTeam Pest Defen...	42.90	Pest Control A/C #914925
	1/15/2016	HomeTeam Pest Defen...	44.60	Pest Control A/C #916501
	1/15/2016	HomeTeam Pest Defen...	45.00	Pest Control A/C #916501-Misc. Ongoing
22897	1/15/2016	Hunt & Sons, Inc.	1,183.33	Fuel A/C #72371
	1/15/2016	Hunt & Sons, Inc.	958.19	Fuel A/C #72372
	1/15/2016	Hunt & Sons, Inc.	283.48	Fuel A/C #72373
	1/15/2016	Hunt & Sons, Inc.	663.05	Fuel A/C #72375
22898	1/15/2016	The KSD Group, Inc.	725.56	Management Services 11/26/15-12/25/15
22899	1/15/2016	L.N. Curtis & Sons	1,538.48	4.5 Ball intake valve
	1/15/2016	L.N. Curtis & Sons	527.56	Flashlight and E-flood litebox
	1/15/2016	L.N. Curtis & Sons	218.76	Hurst tool repair
	1/15/2016	L.N. Curtis & Sons	(1,538.48)	Returned 1 Side intake valve- Inv. 1370630-00
22900	1/15/2016	Office Depot	58.81	Markers, pens and address labels
22901	1/15/2016	Orinda Motors, Inc.	109.97	Oil change and inspection-Unit 456
22902	1/15/2016	Paymentus Group, Inc.	33.52	Credit card fees-December 2015
22903	1/15/2016	Premier COMP Medical ...	375.00	3 WF1 labs
	1/15/2016	Premier COMP Medical ...	350.00	Annual Exam
22904	1/15/2016	Republic Services	623.97	Jan. 2016 Trash A/C#302100093245
	1/15/2016	Republic Services	79.73	Jan. 2016 Trash A/C#302100094052
	1/15/2016	Republic Services	423.01	Jan. 2016 Trash A/C#302100095331
	1/15/2016	Republic Services	79.73	Jan. 2016 Trash A/C#302100108522
22905	1/15/2016	Stanislaus Consolidated...	14.95	Reimb. mailing costs for mailed documents
22906	1/15/2016	Staples Advantage	90.55	Misc. supplies-Station 41
	1/15/2016	Staples Advantage	144.69	Misc. supplies-Station 43
22907	1/15/2016	Stryker Sales Corporation	35,993.98	2 Ambulance gurneys
22908	1/15/2016	William Svozil	3,199.80	Services 12/18/15-1/08/16
22909	1/15/2016	TargetSolutions Learning	6,195.00	Target Safety Subscription 1/1/16-12/31/16
22910	1/15/2016	The UPS Store	88.85	Radios sent to LA for new medic units
22911	1/22/2016	ADP, Inc.	356.91	ADP Payroll Fees ending 12/31/15
	1/22/2016	ADP, Inc.	645.25	HR/Benefits Workforce process fees ending 12/31/15
22912	1/22/2016	Airgas USA, LLC	167.65	Tank Rental-Station 41- #2118770 -December 2015
	1/22/2016	Airgas USA, LLC	27.84	Tank Rental-Station 44- #2902766 -December 2015
	1/22/2016	Airgas USA, LLC	207.64	Tank Rental-Station 45- #2867225 -December 2015
22913	1/22/2016	Air Systems, Inc.	138.00	Annual Coil Cleaning - Contract #S05592
	1/22/2016	Air Systems, Inc.	138.00	Annual Coil Cleaning Maint.- Contract #S05591
	1/22/2016	Air Systems, Inc.	252.00	Annual Unit Heater Maint.- Contract #S05591
	1/22/2016	Air Systems, Inc.	211.00	Dec. 2015 HVAC Maint-St. #41
	1/22/2016	Air Systems, Inc.	410.00	Dec. 2015 HVAC Maint-St. #42

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 1/1/2016 Through 1/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
22914	1/22/2016	ALSCO - American Line...	1,174.66	December 2015 linen
22915	1/22/2016	Barcik Construction	369.00	Refund overpayment of plan review fees
22916	1/22/2016	Central Contra Costa S...	1,197.00	Washpad review fee-Station 41
22917	1/22/2016	City of Concord	1,000.00	Leadership Academy-Jerry Lee
22918	1/22/2016	Comcast	86.25	8155 40 006 0191002 Station 44-01/14/16-02/13/16
	1/22/2016	Comcast	86.25	8155 40 006 0191028 Station 43-01/14/16-02/13/16
22919	1/22/2016	CPR Training Center	1,120.00	7 PALS renewal training at MOFD on 1/14/16
22920	1/22/2016	C.R. Fireline, Inc.	104.41	Fire Extinguisher Maintenance-Stations 45
22921	1/22/2016	Entenmann-Rovin Co.	453.19	New badges for promotions
22922	1/22/2016	Uriel Garcia	1,260.00	GIS services 12/16/15-01/05/16
22923	1/22/2016	Gill's Electric Company,...	144.50	Electrical repair for printer panel
22924	1/22/2016	HomeTeam Pest Defen...	42.90	Pest Control A/C #1035425
22925	1/22/2016	Greg Kennedy	1,740.00	EMS training- Dec. 2015 and January 2016
22926	1/22/2016	L.N. Curtis & Sons	37.50	1" Red tubular webbing
	1/22/2016	L.N. Curtis & Sons	2,234.50	1.5" wildland hose -100'
	1/22/2016	L.N. Curtis & Sons	248.52	2.5 gallon water extinguisher
22927	1/22/2016	Office Depot	143.03	Batteries, markers and under desk foot support
	1/22/2016	Office Depot	82.11	Date stamper
	1/22/2016	Office Depot	70.05	Folders, tape and post-it notes
	1/22/2016	Office Depot	(18.01)	Return under desk foot support
22928	1/22/2016	Orinda Hardware & Ren...	5.86	Station repairs
22929	1/22/2016	Pacific Gas & Electric	432.07	12/03/15-01/03/16 Station 43
	1/22/2016	Pacific Gas & Electric	916.74	12/04/15-01/04/16 Station 44
	1/22/2016	Pacific Gas & Electric	1,033.41	12/04/15-01/04/16 Station 45 Electric
	1/22/2016	Pacific Gas & Electric	703.10	12/07/15-01/05/16 Station 42 Electric
	1/22/2016	Pacific Gas & Electric	325.94	12/07/15-01/05/16 Admin
	1/22/2016	Pacific Gas & Electric	873.23	12/07/15-01/05/16 Station 41
	1/22/2016	Pacific Gas & Electric	644.04	12/08/15-01/06/16 Station 42 Gas
	1/22/2016	Pacific Gas & Electric	777.90	12/17/15-01/15/16 Station 45 Gas
22930	1/22/2016	Pitney Bowes	154.47	St. 41 Postage Machine Rental A/C #7207467 10/30/1...
22931	1/22/2016	Shell Fleet Plus	15.00	A/C #079-018-347 01/06/2016
22932	1/22/2016	Shred-it	66.00	January 2016 pick-up
22933	1/22/2016	SoftwareOne	11,801.63	Microsoft EA #4934056 11/1/2015-10/31/2016
22934	1/22/2016	Sprint	219.95	Phone 12/12/15-01/11/16 A/C #825945022
22935	1/22/2016	Staples Advantage	248.39	Misc. supplies-Station 42
	1/22/2016	Staples Advantage	24.50	Misc. supplies-Station 43
22936	1/22/2016	Triple R Electric	1,185.33	Repair wiring in apparatus room and office
22937	1/22/2016	Verizon Wireless	28.10	12-lead modem wireless 12/11/15-01/10/16
22938	1/22/2016	Walnut Creek Ford	515.44	Replace airbag sensor on Ford Ranger
22939	1/22/2016	Wildland Resource Man...	5,500.00	Annual dues-2016-HEF Membership
22940	1/22/2016	Wittman Enterprises, LLC	4,715.09	December 2015
22941	1/26/2016	AHS Security	0.00	Positive Pay Test Checks
22942	1/26/2016	Aquamatic Fire Protection	0.00	Positive Pay Test Checks
22943	1/26/2016	Brovelli Architecture	0.00	Positive Pay Test Checks
22944	1/26/2016	Concord Chevrolet	0.00	Positive Pay Test Checks
22945	1/26/2016	David B. Hop Engineering	0.00	Positive Pay Test Checks
22946	1/26/2016	ENGEO Incorporated	0.00	Positive Pay Test Checks
22947	1/26/2016	Fire Engineering	0.00	Positive Pay Test Checks
22948	1/26/2016	Geodesic Communicati...	0.00	Positive Pay Test Checks
22949	1/26/2016	Hobart Service	0.00	Positive Pay Test Checks
22950	1/26/2016	IHI Environmental	0.00	Positive Pay Test Checks
22951	1/26/2016	John Scott Administrativ...	0.00	Positive Pay Test Checks
22952	1/26/2016	The Knox Company	0.00	Positive Pay Test Checks
22953	1/26/2016	Lafayette Glass	0.00	Positive Pay Test Checks
22954	1/26/2016	Leland Saylor Associates	0.00	Positive Pay Test Checks
22955	1/26/2016	Manzanita Ventures	0.00	Positive Pay Test Checks

Moraga-Orinda Fire District
 Check/Voucher Register - Check Register
 From 1/1/2016 Through 1/31/2016

Check Number	Check Date	Name	Check Amount	Transaction Description
22956	1/26/2016	E. McGuire Investigations	0.00	Positive Pay Test Checks
22957	1/26/2016	NCCCA	0.00	Positive Pay Test Checks
22958	1/26/2016	North Tower Environme...	0.00	Positive Pay Test Checks
22959	1/26/2016	Old Republic Title Com...	0.00	Positive Pay Test Checks
22960	1/26/2016	Orinda Highlands Home...	0.00	Positive Pay Test Checks
22961	1/26/2016	Pacific Office Automation	0.00	Positive Pay Test Checks
22962	1/26/2016	Pierce Manufacturing, I...	0.00	Positive Pay Test Checks
22963	1/26/2016	Regis Fire Systems	0.00	Positive Pay Test Checks
22964	1/26/2016	Robotronics, Inc.	0.00	Positive Pay Test Checks
22965	1/26/2016	Shields, Harper & Co.	0.00	Positive Pay Test Checks
22966	1/26/2016	Thomas Maps	0.00	Positive Pay Test Checks
22967	1/26/2016	United Health Care	0.00	Positive Pay Test Checks
22968	1/26/2016	Visalia Fire Department	0.00	Positive Pay Test Checks
22969	1/26/2016	West Coast Premier Co...	0.00	Positive Pay Test Checks
22970	1/26/2016	ZFA Structural Engineers	0.00	Positive Pay Test Checks
22971	1/29/2016	Air Systems, Inc.	262.00	Replaced supply motor cap on A/C #2
22972	1/29/2016	Alameda County Fire D...	8,581.24	Annual service-Unit 407
	1/29/2016	Alameda County Fire D...	911.47	Service November 19, 2015
	1/29/2016	Alameda County Fire D...	2,328.31	Services October 29, 2015 to November 3, 2015
22973	1/29/2016	AT&T	166.63	Acct# 9391035207 12/12/15-01/11/16
22974	1/29/2016	AT&T Mobility	903.39	Phone Acct #287016079073 12/16/15-01/15/15
22975	1/29/2016	Jon Bensley	375.00	S 290- J. Bensley
22976	1/29/2016	Biomedical Waste Disp...	79.00	Jan. 2016 Medical Waste A/C #0349
	1/29/2016	Biomedical Waste Disp...	79.00	Jan. 2016 Medical Waste A/C #0350
22977	1/29/2016	BKF Engineers	2,390.70	Draft plans preparation-Station 41 wash pad
22978	1/29/2016	Bound Tree Medical, LLC	167.84	Fentanyl
	1/29/2016	Bound Tree Medical, LLC	4,052.57	Misc supplies
22979	1/29/2016	Contra Costa County Cl...	29.00	Filig fee-Weed abatement liens
22980	1/29/2016	Contra Costa Door	189.00	Repair starting switch on apparatus door
22981	1/29/2016	Classic Graphics	1,656.03	Reflective chevron installation-Unit 410
22982	1/29/2016	Comcast	86.32	8155 40 005 0208436 Station 42-01/24/16-02/23/16
	1/29/2016	Comcast	84.07	8155 40 006 0190996 Station 45-01/23/16-02/22/16
22983	1/29/2016	Cornell Roofing Company	185.00	Roof repair
22984	1/29/2016	Dell Financial Services	571.84	Rental & Admin Fee 02/13/16-03/12/16 A/C #001-840...
22985	1/29/2016	Federal Express	26.68	Envelope to CCCERA
22986	1/29/2016	Uriel Garcia	540.00	GIS services 1/06/16-1/21/16
22987	1/29/2016	Steven Gehling	200.00	Paramedic Licence renewal-S. Gehling
22988	1/29/2016	Have Air Will Travel, Inc.	100.00	Service call-Unit 441
22989	1/29/2016	ICC Birmingham District...	135.00	2016 ICC membership-K. Leonard
22990	1/29/2016	Managed Health Network	343.85	February 2016- EAP - 65 @ \$5.29
22991	1/29/2016	Vince Matulich	195.00	ITLS-Matulich
22992	1/29/2016	Meyers,Nave,Riback,Sil...	943.74	Dec. 2015-Client Matter 1025.001
	1/29/2016	Meyers,Nave,Riback,Sil...	168.53	Dec. 2015-Client Matter 1025.005
22993	1/29/2016	Town of Moraga	886.00	Refund 2 plan review overpayments-152 and 158 Will...
22994	1/29/2016	Office Depot	32.84	1099 tax forms
	1/29/2016	Office Depot	31.98	Envelopes and pens
	1/29/2016	Office Depot	80.47	Under desk footrest
22995	1/29/2016	Reserve Account	900.00	Reserve postage -Acct. 33928102
22996	1/29/2016	PLIC- SBD Grand Island	104.40	February 2016
22997	1/29/2016	Pitney Bowes Purchase...	119.99	St. 41 Postage Refill A/C #8000-9000-0704-2918
22998	1/29/2016	Ricoh USA, Inc.	4,336.20	Copier Rental 02/01/16-04/30/16 A/C #200-3002747-...
	1/29/2016	Ricoh USA, Inc.	405.71	Copies 10/14/15-01/13/16 Contract #3105240
22999	1/29/2016	Safeway, Inc	5.59	Water for Board meeting
23000	1/29/2016	SamClar	360.00	Workstation teardown & re-install - Admin window repl...
23001	1/29/2016	Santa Rosa Junior Coll...	60.00	AJ354 Class fee-Airola and Costanza
	1/29/2016	Santa Rosa Junior Coll...	177.00	AJ355 Class fee-Airola and Costanza

Moraga-Orinda Fire District
Check/Voucher Register - Check Register
From 1/1/2016 Through 1/31/2016

<u>Check Number</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
23002	1/29/2016	Shah Kawasaki Architects	7,782.50	Services 12/01/15 thru 12/31/15
23003	1/29/2016	Staples Advantage	169.99	Misc. supplies-Station 44
CP020	1/8/2016	Calif. Public Employees'	168,986.73	CalPers Health Ins
DD020	1/8/2016	Delta Dental Plan of Calif.	<u>14,908.62</u>	Delta Dental ACH payment
Report Total			<u>544,497.30</u>	



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: March 2, 2016

SUBJECT: Item 4.1 – Ordinance No. 16-01 Purchasing and Contracting Procedures and Authorities

BACKGROUND

At the February 3, 2016 Board meeting, the Board introduced and waived the first reading of Ordinance 16-01 – An Ordinance Setting Forth Purchasing and Contracting Procedures and Authorities. In addition, the Board scheduled a second reading of the Ordinance for the March 2, 2016 Board meeting.

In December 2015, the District needed to make an emergency repair to pipes at Station-45. In the case of an emergency, the current Purchasing Ordinance requires a Board meeting with all five members in attendance in order to authorize the repair of a public facility. During this process, the Board directed staff to research possible changes to the Purchasing Ordinance to give the fire chief authority to repair District facilities in an emergency without requiring the Board to meet. Staff worked with legal counsel to identify alternatives.

The proposed Ordinance 16-01 would implement the following changes:

- Section 4 – Clarifies the requirements for special and incidental services
- Section 5.1.1 – In the case of an emergency, the District Board delegates authority to the Fire Chief up to \$100,000 to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids. The proposed change also would require the Fire Chief to report information about the emergency action to the Board at its next meeting. Currently only the Board has authority in the case of an emergency. This will make the Fire Chief's purchasing authority in the case of an emergency consistent with the Fire Chief's purchasing authority level for all other types of purchases and contracts authorized in Section 6.
- Section 6 - For Public Projects of \$100,000 or more, the District Board of Directors shall be the only Purchasing and Contracting Authority. This will increase the purchasing authority delegated to the Fire Chief for public projects. This will also make the Fire Chief's purchasing authority for public projects consistent with the purchasing authority level for all other types of purchases and contracts authorized in Section 6. Currently public projects of \$10,000 or more must be approved by the Board.

The above changes are recommended to conduct District business more efficiently and expeditiously.

RECOMMENDATION

1. Waive the second reading of Ordinance 16-01 - An Ordinance Setting Forth Purchasing and Contracting Procedures and Authorities.
2. Adopt Ordinance 16-01 - An Ordinance Setting Forth Purchasing and Contracting Procedures and Authorities.

ATTACHMENT

1. Attachment A – Ordinance 16-01 – Purchasing and Contracting Procedures and Authorities

ORDINANCE NO. 16-01

AN ORDINANCE OF THE MORAGA-ORINDA FIRE PROTECTION DISTRICT SETTING FORTH PURCHASING AND CONTRACTING PROCEDURES AND AUTHORITIES

The Board of Directors (the Board) of the Moraga-Orinda Fire Protection District (the "District") ordains as follows:

WHEREAS, the District wishes to establish the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, equipment, public projects and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

NOW THEREFORE BE IT RESOLVED, that the District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

1. DEFINITIONS

1.1 Purchasing and Contracting Authority

Purchasing and Contracting Authority is the representative or representatives of the District, whether members of its staff, or its Board of Directors acting together, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.

1.2 Lowest Responsible Bidder

The Lowest Responsible Bidder is a bidder that is deemed responsible by the District and has demanded the least compensation from the District. When determining whether a bidder is responsible, the District shall consider one or more of the following factors as appropriate:

- 1.2.1** The ability, capacity, and skill of the bidder;
- 1.2.2** Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
- 1.2.3** The character, integrity, reputation, judgment, experience and efficiency of the bidder;

Attachment A

- 1.2.4 The bidder's record of performance of previous contracts;
- 1.2.5 Previous and existing compliance by the bidder with laws and policies relating to the contract;
- 1.2.6 The sufficiency of the financial resources and ability of the bidder to perform the contract;
- 1.2.7 The available insurance held by the bidder;
- 1.2.8 The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
- 1.2.9 The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
- 1.2.10 The number and scope of conditions attached to the bid;
- 1.2.11 Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
- 1.2.12 For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

1.3 Open Market Purchase Procedure

The Open Market Purchase Procedure does not involve any formal or informal solicitation and evaluation of competitive bids. The Purchasing and Contracting Authority shall use his or her judgment and experience in making the decision, and shall also consider the same criteria used to determine the Lowest Responsible Bidder.

1.4 Informal Bidding Procedure

The Informal Bidding Procedure is a cost-effective competitive process for canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

The Informal Bidding Procedure requires the Purchasing and Contracting Authority to solicit written, faxed, e-mailed or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above.

1.5 Formal Bidding Procedure

- 1.5.1 Preparation of Plans and Specifications.** For Public Projects, the District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.
- 1.5.2 Notice.** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three public places in the District.
- 1.5.3 Posting Bonds.** The District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety bond insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.
- 1.5.4 Time Stamping Bids.** Bids received shall be time-stamped by the District Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.
- 1.5.5 Tendering Bids.** Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The amount of the lowest bidder's forfeited security shall be applied by the District to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.
- 1.5.6 Bid Opening.** In the case of construction contracts, and pursuant to the Public Contract Code, bidders shall submit sealed bids to the District and shall identify the bid as a sealed bid on the envelope. Sealed bids must be opened only at the time and place stated in the public notice. The Purchasing and Contracting Authority shall prepare a summation of all sealed bids received and shall make the summation available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening. The District shall not accept any bid unless it is in writing.
- 1.5.7 Award of Bid.** If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance.

Attachment A

1.5.8 Tie Bids. Pursuant to the Public Contract Code, if two or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the lowest responsible bidders.

1.5.9 Rejection of Bids. In its discretion, the District Board may reject the bids presented and readvertise.

1.6 Formal Request for Proposal Procedure

1.6.1 The Request for Proposal shall include a general description of the services to be procured, the criteria by which the District shall evaluate proposals, a proposed agreement, including insurance requirements, and the time and place for submission of proposals.

1.6.2 A notice inviting proposals shall be distributed to at least three (3) consultant or service firms at least ten (10) days prior to the deadline for submission of proposals.

1.6.3 Proposals must be signed acknowledging acceptance of the terms and conditions of the agreement and insurance requirements, and proposers shall submit sealed proposals.

1.6.4 All responsive proposals shall be reviewed and evaluated by the Purchasing and Contracting Authority to determine which proposer best meets the District's needs by demonstrating the competence and qualifications necessary for the satisfactory performance of the required services. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.

1.7 Public Projects

Contracts for the construction or completion of any building, structure, or improvement

2 PURCHASES OF SUPPLIES AND EQUIPMENT

This section governs purchases of goods, materials, supplies, vehicles, machinery, furnishings and other tangible property.

2.1 For purchases of supplies and equipment under \$5,000, the Purchasing and Contracting Authority shall use the Open Market Purchase Procedure.

2.2 For purchases of supplies and equipment of between \$5,000 and \$100,000, the Purchasing and Contracting Authority shall use the Informal Bidding Procedure.

2.3 For purchases of supplies and equipment over \$100,000, the Purchasing and Contracting Authority shall use the Formal Bidding Procedure.

2.4 For purchases of gasoline or other automotive fuel, the Purchasing and Contracting Authority shall use the Informal Bidding Procedure. Informal bidding shall occur at least triennially.

Attachment A

- 2.5 Notwithstanding the above, purchases of any equipment for fire protection purposes shall conform to the standardization provisions of Health & Safety Code section 13025 and following (dealing with couplings and threaded fittings).

3 PUBLIC PROJECTS

Contracts for the construction or completion of any building, structure, or improvement must follow the procedures of this section.

- 3.1 When the expenditure required for a Public Project described above exceeds ten thousand dollars (\$10,000), the Purchasing and Contracting Authority shall follow the Formal Bidding Procedure.

In addition, the following provisions apply to contracts let for Public Projects.

- 3.1.1 **Cost Records.** Cost records of the public project work shall be kept in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.
- 3.1.2 **Contractor Requirements.** Contracts authorized by the District shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.

4 SERVICES

- 4.1 **Professional Services** includes professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms.
- 4.1.1 Pursuant to Government Code section 4526, selection of providers of the above Professional Services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Formal competitive bidding is not required.
- 4.2.1 **Special and Incidental Services** includes accounting, administration, ambulance, auditing, custodial, economics, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the district.
- 4.2.2 When the annual aggregate cost of the **special and incidental services** contract is less than \$5,000, the Purchasing and Contracting Authority shall utilize the Open Market Purchase Procedures when selecting the service provider.
- 4.2.3 When the annual aggregate cost of the **special and incidental services** contract is \$5,000 or more, but not more than \$100,000, the Purchasing and Contracting Authority may hire independent contractors to perform the special and/or incidental services by using the Informal Bidding Procedures.

Attachment A

- 4.2.4 For the special and incidental services contracts with an annual aggregate cost of \$100,000 or more, the Purchasing and Contracting Authority shall use the Formal Request for Proposal Procedure.
- 4.2.5 If the District Board rejects all proposals received as part of the Formal Request for Proposal Procedure, it may either readvertise or adopt a resolution, by two-thirds vote, declaring that the service can be performed more economically by the District's employees or obtained at a lower price in the open market.
- 4.3 **Core Services** includes fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property.
- 4.3.1 When the district board determines that it is in the public interest, the District may contract with any other public agency for Core Services. No formal competitive process is required. The District may not contract with private entities for the Core Services.

5 EXCEPTIONS TO THE BIDDING PROCESS

Purchases of supplies, equipment or services may be, but need not be, allowed pursuant to competitive proposals in the following circumstances:

- 5.1.1 In the case of an emergency, as defined in Public Contract Code section 1102, the District Board ~~may, pursuant to a four-fifths vote, delegates authority to the Fire Chief up to \$100,000 to~~ repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. If the Fire Chief orders any such action, he or she shall report to the Board, at its next meeting as required under Public Contract Code section 22050, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency. ~~Before the Board takes any such action, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.~~ The District shall follow all other applicable procedures of Public Contract Code section 22050.
- 5.1.2 When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or
- 5.1.3 The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or

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5.1.4 When a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any federal, state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

6 PURCHASING AUTHORITY LEVELS

The funding included in the annual budget approved by the Board of Directors for the purchase of supplies and equipment, services, and Public Projects shall constitute spending authority to the listed persons for such contracts up to the amounts listed below. The Board of Directors, when sitting as a convened Board, may serve as the Purchase and Contract Authority for any District purchases in any amount. All such purchases by any individual or the Board of Directors shall meet the requirements, if any, of the informal or formal bidding requirements prior to purchase and the contracting limits as specified below.

For Public Projects of ~~\$10,000~~ **\$100,000** or more, the District Board of Directors shall be the only Purchasing and Contracting Authority.

For all other types of purchases and contracts, each of the following persons shall be authorized to be a Purchasing and Contracting Authority:

Any amount less than \$100,000:	District Fire Chief
Any amount less than \$25,000:	Administrative Services Director
Any amount less than \$10,000	Battalion Chief, Fire Marshal and Emergency Preparedness Coordinator
Any amount less than \$500	Captain
Any amount less than \$100	Any District employee

7 PROHIBITED ACTS

In no event shall any Purchasing and Contracting Authority allow any unlawful activity including, but not limited to, rebates, kickbacks or other unlawful consideration in fulfilling the requirements of this Ordinance nor shall any individual participate in the selection process when he or she has a financial interest as defined in Government Code section 87100, et seq. with a person or business entity seeking a contract.

8 SUFFICIENT FUNDS REQUIRED

Nothing in this Ordinance shall be interpreted to allow any purchase or contract for which insufficient District funds have been appropriated.

9 USE OF DISTRICT FORM CONTRACTS

The District shall utilize a form contract provided by the District and approved by District Counsel ("Form Contract") to memorialize agreements for provision of any Services whenever the District is agreeing to pay \$500.00 or more. The District may utilize a Form Contract for expenditures of \$499.99 or less.

10 PROTEST PROCEDURE

After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the Purchasing and Contracting Authority. The protest must set forth the reasons for the challenge and must be filed within ten (10) days of the award of the contract,

and must be accompanied by a bid protest deposit. The District bid protest deposit is \$1,500. The bid protester will be charged actual hourly costs of staff time and attorney fees and any remaining deposit will be returned.

The Board of Directors shall review the protest and provide a written reply in an expeditious manner. The decision of the Board of Directors with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the selection procedure or the award of a contract. Notice of this procedure shall be included in any formal or informal District solicitation for the purchase of supplies, materials, equipment or the performance of services.

11 SPLITTING ORDERS

The splitting of orders to separate purchases, orders or contracts for services into smaller quantities or amounts for the purpose of avoiding the competitive bidding provisions or the Purchasing and Contracting Authority provisions of this Ordinance will not be allowed.

12 INSPECTION AND TESTING

The Purchasing and Contracting Authority shall have the power to inspect all supplies, materials and equipment delivered pursuant to any District purchase or any service provided by District contract to determine their conformance with the specifications for the involved supplies, materials, equipment or service. The Purchasing and Contracting Authority shall also have the power to require chemical and physical tests of samples submitted with bids and samples of deliveries, as necessary to determine their quality and conformance with specifications and applicable law.

13 SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

SECTION 2. Effective Date and Publication of Ordinance Summary. This Ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The Administrative Secretary of the District shall cause a summary of the Ordinance to be posted in accordance with Section 25124 of the Government Code of the State of California.

SECTION 3. This Ordinance supercedes Ordinance 15-01.

Adoption on motion by the Board of Directors of the Moraga-Orinda Fire Protection District.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment A

Stephen Anderson
President, Board of Directors

I certify that this is a full, true and correct copy of the original document which is on file in my office that was passed and adopted by the Moraga-Orinda Fire Protection District on the date shown.

ATTEST:

Grace Santos
Secretary, Board of Directors



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Stephen Healy, Fire Chief

DATE: March 2, 2016

SUBJECT: Item 4.2 –1035 Lorinda Lane: Declare Surplus Property, Authorize Sale and Authorize Listing Agreement with Coldwell Banker to Sell Property

BACKGROUND

In July 2013 the District purchased land and a single family home located at 1035 Lorinda Lane in Lafayette, CA. The land was purchased as a potential site to build a joint fire station with Contra Costa County Fire Protection District (Station 46.) Subsequently, this program was discontinued. As a result, the District no longer has a use for the Lafayette property.

District Policy requires Board approval for the disposal of capital assets with an original purchase price of \$5,000 or more. The following capital asset has been determined to be surplus:

- Property and single family home located at 1035 Lorinda Lane, Lafayette, CA

Currently the District is renting the house to tenants. The tenants have been given appropriate notice to vacate by March 28, 2016. The District can then stage the property and place the property on the market in spring 2016.

The District has been working with Coldwell Banker to manage the property. Coldwell Banker will sell the property for a commission of 5.5% of the purchase price.

RECOMMENDATION

1. Declare 1035 Lorinda Lane, Lafayette, CA surplus property
2. Authorize sale of 1035 Lorinda Lane, Lafayette, CA
3. Authorize Listing Agreement with Coldwell Banker to sell 1035 Lorinda Lane

ATTACHMENT

1. Attachment A – Listing Agreement



RESIDENTIAL BROKERAGE

EXCLUSIVE AUTHORIZATION AND RIGHT TO SELL
(Listing Agreement)

_____ Lafayette _____, California

In consideration of this Exclusive Authorization and Right to Sell, COLDWELL BANKER RESIDENTIAL REAL ESTATE SERVICES (hereinafter "Coldwell Banker") agrees to use due diligence to effect a sale of the real property located in:

Lafayette

California, and described as:

1035 Lorinda Lane, Lafayette, Ca 94549 (hereinafter "the Property").

The undersigned Seller employs and grants to Coldwell Banker the exclusive and irrevocable right to sell or exchange the Property commencing on February 16, 2016, and ending at midnight on August 16, 2016 at a price of (\$ _____) on the following terms and conditions: This listing applies for the sale of two properties: APN: 249-150-028 and APN: 249-150-027

NOTICE: The amount or rate of real estate commissions is not fixed by law. They are set by each Broker individually and may be negotiable between Seller and Broker.

COMMISSION: Seller agrees to pay Coldwell Banker, irrespective of agency relationship(s), a total commission of 5.500 % of the agreed upon purchase price of the Property or \$ _____ when:

- (1) A ready, willing, and able Buyer for the Property is procured by Coldwell Banker, or Seller, or anyone else, on the listed terms or on any other terms agreeable to the Seller during the term hereof; OR
- (2) The Property is sold, exchanged, or optioned by Coldwell Banker, or Seller, or anyone else during the term of this Agreement; OR
- (3) The Property is withdrawn from the market by the Seller without written approval by Coldwell Banker, or if Seller prevents performance by Coldwell Banker hereunder; OR
- (4) Within 90 days after any type of termination of this Agreement, Seller enters into an agreement to sell the Property to any Buyer to whom Coldwell Banker or a Cooperating Broker has introduced the Property prior to termination of this Agreement, and whose name is submitted, in writing, to Seller by date of the termination of this Agreement, or within 10 days thereafter, but before Seller relists the Property with another Broker.

COMMISSION PAYMENT TO COOPERATING BROKER: In the event a Cooperating Broker represents the Buyer, Seller and Coldwell Banker agree that the Cooperating Broker shall receive a commission of 2.500 % of the agreed upon purchase price of the Property or \$ _____ which shall be paid at the close of escrow out of the total commission to be paid to Coldwell Banker.

IRREVOCABLE ASSIGNMENT: The real estate commission for services rendered shall be irrevocably assigned in cash from escrow.

EQUAL HOUSING OPPORTUNITY: The Property shall be offered in compliance with all applicable federal, state, and local anti-discrimination laws.

DISCLOSURE STATEMENT: Seller agrees to fully and accurately complete a Real Estate Transfer Disclosure Statement (if required by law) and a Supplemental Disclosure form and/or to disclose in writing any and all material facts known to Seller. Seller agrees to indemnify Coldwell Banker from all claims, demands, expense, or judgments relating to or arising from any incorrect or incomplete information supplied by Seller to Coldwell Banker and/or any third party, or from any material fact known to Seller concerning the Property which Seller fails to disclose in writing.

HOME PROTECTION PLAN: Seller has been made aware of the availability of Home Protection Plans, which may provide limited coverage. Such plans may provide additional protection and benefit to a Seller and Buyer. Cost, coverage, and limits of liability, vary. Seller agrees to verify that information directly with the Home Protection Company.

Seller waives the purchase of a Home Protection Plan.

SIGN: Seller authorizes installation of a Coldwell Banker FOR SALE/SOLD sign on Property: Yes No

Attachment A

MULTIPLE LISTING SERVICE: Seller authorizes Coldwell Banker to submit the Property to the Multiple Listing Service(s) in which Coldwell Banker is a member. The MLS will disseminate property information to participants of the MLS who may cooperate with Coldwell Banker in procuring a Buyer. Coldwell Banker agrees to timely furnish changes in information, including sales, and to authorize the dissemination of this information, including purchase price, to the MLS.

Seller may elect to have the Property marketed in the MLS as "Coming Soon" where permitted. Seller acknowledges that during the "Coming Soon" period the Property (i) will be exclusively advertised and promoted in the MLS, (ii) may not be shown and (iii) will automatically become "Active" in the MLS upon the expiration of the agreed upon number of days, at which time the Property will be advertised and promoted in accordance with this Agreement and may be shown.

- Seller authorizes Coldwell Banker to submit the Property to the MLS as of April 15, 2016.
- Seller authorizes marketing the Property as "Coming Soon" for _____ days (not to exceed the period of time permitted by the MLS).
- Seller waives use of the Multiple Listing Service and agrees to sign any locally required MLS waiver form.

INTERNET ADVERTISING: Data regarding Property listed in the MLS is automatically included in various Internet advertising websites (referred to as Virtual Office Websites or VOWs) unless Seller signs a separate MLS "Seller Opt-Out" form. Seller may authorize use of Internet advertising but limit the information included in the VOW such as the property address, VOW editorial commentary and/or VOW automated valuation by signing a separate form.

Seller authorizes use of Internet advertising without any limitations. Yes No

Internet advertising often includes photographs, virtual tours and other media. Seller agrees that Coldwell Banker may photograph or otherwise capture electronic images of the exterior and interior of the Property for Coldwell Banker's website, the MLS and other marketing sites. Seller agrees that such images are the property of Coldwell Banker and that Coldwell Banker may use these images for future advertisement of Coldwell Banker's business. Seller understands, and agrees that once these images are placed on the Internet, neither Coldwell Banker nor Seller can control who can view these images and what use viewers may make of the images or how long those images may remain available.

ACCESS: Seller authorizes reasonable access to the Property to allow Coldwell Banker to market the Property. The lock box, open houses and general showings will permit access to the premises by participants of the Multiple Listing Service, potential buyers, inspectors and/or other parties, some of whom may take videos and photographs of the exterior and interior of the Property. There is some risk in using these procedures, and Seller should take reasonable steps to safeguard their valuables at the Property. Seller is advised to verify the existence of insurance, or obtain appropriate insurance through his or her own insurance agent to protect Seller's personal property, real property and personal financial interests while the Property is being marketed. Coldwell Banker does not maintain insurance to protect Seller's interests. Seller understands and agrees that Coldwell Banker is not responsible for any losses, damages or claims regarding personal or real property and/or to persons arising out of or related to providing access to the Property.

LOCK BOX: Seller agrees to the use of a lock box and waives and releases Coldwell Banker, the Multiple Listing Service, and the Board of Realtors from any loss or responsibility therefore. If the Property is not Seller occupied, Seller shall be responsible for obtaining written permission from any and all occupants for use of the lock box.

Seller authorizes installation of a lock box on Property: Yes No

AGENCY: Seller acknowledges that Seller has received the Agency Disclosure form prior to execution of this Agreement. Seller understands, acknowledges and agrees that depending upon the circumstances Coldwell Banker may act as an agent for both Seller and a prospective or actual Buyer. Seller authorizes and consents to Coldwell Banker serving as a dual agent unless Seller expressly rejects that dual agency status in writing.

ATTORNEY'S FEES: If any action is instituted to enforce the terms of this Agreement or in any action relating to or arising out of the sale of the Property, each party to this Agreement shall be responsible for their own legal fees and costs.

MANAGER APPROVAL: The terms and conditions of this Agreement are subject to approval in writing by a Coldwell Banker branch manager.

SELLER AUTHORITY: Seller warrants that Seller is the owner of the Property and/or has authority in the manner specified on Page 3 to execute this Agreement and sell the Property and that no other persons or entities except as designated below have title to the Property. Seller further warrants that this Agreement shall be binding upon Seller and Seller's successors and assigns to the extent permitted by law.

ENTIRE AGREEMENT: Seller and Coldwell Banker understand, acknowledge and agree that this Agreement shall constitute the complete and exclusive statement of its terms and that all prior discussions, negotiations and agreements between the Seller and Coldwell Banker, whether oral or in writing are superseded by this Agreement. No extrinsic

Attachment A

evidence whatsoever may be introduced in any judicial or arbitration proceeding, if any, involving this Agreement. This Agreement may be executed in counterparts. Electronic signatures and signatures transmitted by facsimile shall be deemed to be and have the same effect as an original signature.

DESIGNATION OF SELLER'S CAPACITY: If any of the individuals signing the Listing Agreement are acting on behalf of any Seller, that individual must deliver to Broker proof of their authority to act on behalf of the designated Seller within 3 (or if checked _____) business days of the Acceptance of this Agreement. It is expressly agreed that if any of the boxes are checked below that the signature or initials of that individual on any or all listing documents is made solely on behalf of the person or entity described below and the individual signing the transaction documents is not acting in their individual capacity unless expressly specified otherwise.

- Title to the Property is held in Trust identified as _____ and the individual(s) signing the transaction documents is the Trustee or the Substituted Trustee of that Trust.
- Seller has authorized _____ ("Attorney-In-Fact") to act on behalf of Seller pursuant to a valid Power of Attorney dated _____ which enables the Attorney-In-Fact to buy and/or sell real estate on behalf of _____ (name of individual who has signed the Power of Attorney).
- Seller is an estate, conservatorship or guardianship identified as _____ and the individual signing the transactions documents is legally authorized to act on behalf of that estate, conservatorship or guardianship.
- Seller is an existing company, corporation, LLC or partnership identified as Moraga-Orinda Fire District and the individual(s) signing the transaction documents are legally authorized to act on behalf of that existing company, corporation, LLC or partnership.

SELLER ACKNOWLEDGES THAT HE/SHE HAS READ AND APPROVES THE TERMS OF THIS AGREEMENT, AND HAS RECEIVED A COPY OF ALL 3 PAGES OF THIS AGREEMENT.

SELLER _____ DATE _____
Stephen Healy for Moraga-Orinda Fire District

Street 1280 Moraga Way
City/State/Zip Moraga, Ca 94556
Telephone(s) (925)258-4599 E-Mail Address shealy@mofd.org

SELLER _____ DATE _____

Street _____
City/State/Zip _____
Telephone(s) _____ E-Mail Address _____

COLDWELL BANKER
CaIBRE LICENSE NUMBER: 01908304

APPROVED BY:

By _____ Date _____
Elena Hood Manager
Sales Associate
CaIBRE License No. 1221247

A real estate Broker is a person qualified to advise on real estate. If you desire legal advice, consult your attorney. No representation or recommendation is made by COLDWELL BANKER or its SALES ASSOCIATES or EMPLOYEES as to the legal sufficiency, legal effect or tax consequences of this document, or the transaction relating thereto. These questions are for your attorney and/or your accountant.



AMENDMENT TO LISTING AGREEMENT

Moraga-Orinda Fire District as "owner" employed Coldwell Banker Residential Real Estate Services pursuant to a Listing Agreement (Listing Agreement) dated _____ in connection with the real property commonly known as: two properties APN: 249-150-028 and 249-150-027 do hereby add /modify the Listing Agreement to include the following terms.

1. Under the section, Commission, paragraph (4) should be amended to read: "Within 90 days after any type of termination of this Agreement, but not to extend beyond August 16, 2016, Seller enters into an agreement to sell the Property to any Buyer to whom Coldwell Banker or a Cooperating Broker has introduced the Property prior to termination of this Agreement, and whose name is submitted, in writing, to Seller by date of the termination of this Agreement, or within 10 days thereafter, but before Seller relists the Property with another Broker.
2. Coldwell Banker will provide to the Seller a weekly status update; (ii) provide to the seller market information, including comparable sales, on a weekly basis; (iii) distribute information to other brokers by e-mail; (iv) hold open houses or site visits; (vi) transmit all offers to the seller for consideration within two days; and (vii) and generally communicate regularly with the seller and keep the seller reasonably informed.
3. Owner can adjust the price of the property during the term of the Listing Agreement and Coldwell Banker is required to provide timely information regarding market prices and conditions to allow the seller to increase or decrease the asking price of the property in order to effectuate maximum profits.

Date: _____

By: _____

For: Moraga-Orinda Fire District
Fire Chief Stephen Healy

Date: 2/26/16

By: Elena Hood

For Coldwell Banker
Elena Hood



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Stephen Healy, Fire Chief
DATE: March 2, 2016
SUBJECT: Item 4.3 – Station-43 Program Update

Background

In October of 2015, staff projected a cost range of \$3.74 to \$4.14 Million for the reconstruction of Station-43. This range included all known “hard” and “soft” costs. Staff was authorized to activate Phases-1 and 2 of the project following a Capital Projects Fund Budget increase in the amount of \$219,000.

In November of 2015, the board authorized staff to contract with *Brandis Tallman, LLC* to issue a direct placement lease agreement in the amount of \$4 Million for a 20-year term to finance the Station-43 reconstruction. That contract has been executed and work continued with planned funding in May 2016.

In January of 2016, staff tentatively agreed to terms with the St. Stephen’s Church as the site for a temporary fire station (43). A proposed written agreement has been sent to the Church Vestry with approval anticipated. Staff will advise once a signed agreement has been executed. The total projected cost of the temporary fire station, including civil engineering, permits, rent, building purchase, disassembly, transport, set-up, communications, utilities, site construction costs, a canopy for apparatus, and storage units for turnouts is projected to be \$200,000. All of these costs are included in the \$4.495 Million project cost.

On February 26, 2016, staff received updated hard cost estimates for station construction of \$3,317,441 and soft cost estimates of \$1,178,500 for a total of \$4,495,941.

Staff recommends approval of Phases-3 and 4 of the project.

RECOMMENDATION

- 1) Discuss, 2) Deliberate, 3) Authorize activation of Phases-3 and 4 of the project

ATTACHMENT

1. Attachment A – Proposed Station-43 Project Phases 1-4

ATTACHMENT-A

- Phase-1: Activation – 45 days
Document Review and Submissions (DRS)

IN-PROGRESS

- Issue limited scope work order to start re-activation
 - Prepare planning and building code searches
 - Meet with Building and Planning Departments
 - Update drawings assuming minor alterations
 - Refresh Architect and contract
 - Locate and secure site for temporary fire station-43
 - Purchase and prepare temporary facility
- Phase-2: Entitlements – 45 days
Document Review and Submission (DRS)

PENDING

- Planning Administrative Process
 - Obtain (updated) Building Permit
- Phase-3: Bid Period – 3.5 months
Bidding Construction and Administrative Services (CA)
 - Advertise to Bid
 - Bid period
 - Award construction contract
 - Phase-4: Construction – 12 months
Bidding Construction and Administrative Services (CA)



Moraga-Orinda Fire District

Fire Chief Stephen Healy

TO: Board of Directors

FROM: Stephen Healy, Fire Chief

DATE: March 2, 2016

SUBJECT: Item 6.3 – District Update and Activity Report: January 2016

OPERATIONS DIVISION

1. INCIDENT RESPONSE: 262
 - a. 164 EMS/Rescue
 - b. 1 Structure Fire
 - c. 97 All Other Calls

2. OPERATIONS:
 - a. Attended County Meetings: Operations, CISM, Boat
 - b. Completed Policy Revisions
 - c. Participated in Chief Interview's for Recruit Firefighter-Paramedic's
 - d. Completed the Station-45 Wall Map Install

3. COMMUNICATONS
 - a. Attended County Communications Meeting – 2016 Fleet Radio Mapping discussions

FIRE PREVENTION

Fire Prevention Software Update

The new fire prevention software has been running parallel with the old system for the last several months and now we will be going live. The old system will be taken out of service. The new system is more efficient and has been working well with no major issues.

East Bay Municipal Utilities District Agency Update

The Fire Marshal attended the annual meeting of fire agency representatives and EBMUD for an update on the water supply. EBMUD has been proactive in securing contracts for water so the supply is in good shape for the East Bay. However, EBMUD warned that it would take 300% of normal rainfall to replenish what we have lost during the 5-year drought. Tree ring studies

indicate that this drought is the worst in 500 years. The snow and rainfall amount for this year is good news, but conservation measures are still enforced. The flowing of fire hydrants for testing is still not allowed. The Fire District will continue with the program to inspect all fire hydrants. Staff will perform maintenance, clear vegetation, check for leaks and replace missing “blue dots”, but will not flow test until the ban is lifted.

Fire Equipment access road clearance Project

Fire Prevention Staff is surveying the roads in North Orinda for vertical clearance. The project will eventually extend District-wide, but lack of maintenance for vertical clearance height has resulted in recent damage to fire equipment and could affect emergency response. The project scope entails mapping the areas that need clearance and working with homeowners to provide the required clearance over the roadway. The Fire Marshal is also working with Diablo Fire Safe Council to explore grant opportunities to fund some of the work for the project.

East Bay Incident Management Team

The Fire Marshal attended the year end meeting for the East Bay Incident Management Team. Topics discussed included the overview of 2015 for team involvement, upcoming opportunities for 2016, and additional training and education ideas in 2016.

Design Review Consultation

The Fire Marshal met with several homeowners, architects. and developers regarding future projects in the District. The projects included the proposal of some new small subdivisions, single-lot new home construction, and the potential plan to renovate and reopen the Moraga Swim and Tennis Club.

DISTRICT PROJECTS

1. Via Moraga

The 17 single family home project on the old bowling site in Moraga is in the process of constructing the first two model homes. The Fire Marshal is monitoring the site to ensure compliance for fire equipment access.

2. Rancho Laguna II

The 26-lot subdivision planned along Rheem Blvd. has graded the upper road and the building pads. The project will have the required fire access road and water supply for construction of the two model homes, located closest to Rheem Boulevard. The Fire Marshal is monitoring the site to ensure compliance for fire access.

3. Camino Ricardo

The 26-lot subdivision is constructing two model homes. The Fire Marshal is monitoring the site to ensure compliance for fire access.

4. Palos Colorados

The final map for the 124-lot subdivision has been approved and the project is slated to begin grading this spring. The project is located at the Lafayette-Moraga border next to Sky Hy Ranch.

5. Saint Mary's College

MOFD is working with the Town of Moraga and Saint Mary's College on the Master Plan for the college, which includes the installation of two roundabouts. One is proposed at the entrance to the college and the other is proposed at the intersection of Saint Mary's Road and Rheem Blvd. The Fire District must approval all designs to ensure adequate fire equipment access.

6. Orinda Water Treatment Plant upgrade

The Orinda water treatment plant on San Pablo Dam Road is updating their chemical storage tanks. The tanks and footing beneath them is being replaced. The Fire District has approved the plans for deconstruction, temporary use during reconstruction, and reconstruction of the new facilities. Officials from the treatment plant expect no change in water delivery services during the course of project.

TRAINING

1. Conducted probationary Firefighter phase-I and II testing
2. Updated probationary firefighter written tests
3. Updated apparatus inventory training sheet
4. Coordinated with Contra Costa County Training Officer's Association to host regional trainings and to identify training needs for the new State Fire Marshal (SFM) Firefighter 1 certification curriculum.
5. Revised Truck Trainer position taskbook
6. Researching and developing new District water rescue training program

EMS

1. Continue to perform CQI of patient care reports and patient follow-ups
2. Continue to support personnel with licensure renewals and certifications
3. Audited EMS narcotic logs and restocked all expiring medications
4. Coordinated with Fire Medical Director to identify training needs with cardiac arrest treatment plan.
5. Coordinated and scheduled spring EMS training to include EMPACT certification course for all personnel.
6. Provided PALS recertification course
7. CPR Community Outreach - Provided Hands-Only CPR training to Joaquin Moraga School.

EMERGENCY PREPAREDNESS

1. On January 11, Lamorinda CERT held its monthly update meeting. “What’s in your Go Bag?” was the discussion topic presented by Wesley Ayres, Duncan Seibert, and Wes Riggins (California Explorer Search and Rescue). The presentation covered what you need to have with you if a disaster strikes at home, your office, or while you are in your car. About 30 local CERT members attended the two-hour session.
2. On Tuesday evening, January 12, Lamorinda CERT held its first basic training class of 2016. There were over 50 residents pre-registered for the course, which caused it to be moved to a larger room at the Lafayette Community Center. Participants will complete six (6) nights of training and a final exercise.
3. On Wednesday evening, January 13, Staff attended the Lafayette Emergency Preparedness Commission meeting. The commission continues to work on disaster preparedness and the city’s Emergency Operations Plan.
4. On January 14, Staff attended the Contra Costa County’s Cities Citizen Corps Council Committee (C8) meeting in Concord. The group works to coordinate activities and share information about CERT and other emergency preparedness initiatives in the county. Staff will be making a presentation regarding community volunteers interfacing with incident management teams at the March meeting.
5. On Thursday evening, January 14, Staff hosted the Moraga Citizen Corps Council meeting at the Hacienda De Las Flores. The attendees began working on several 2016 Moraga preparedness events including: *National Night Out*, *The Moraga Triathlon and the Great ShakeOut*. Moraga resident, Diana Graham agreed to lead the efforts to organize *Moraga’s National Night Out* being held on Tuesday, August 2.
6. On Saturday morning, January 16, The MOFD Communications-Support Unit met at Station-45. The group discussed their goals for training and events in 2016. An exercise and training calendar was developed and instructors are being scheduled.
7. Tuesday evening, January 19, was the second meeting of the CERT basic training class in Lafayette. The participants learned about home fire safety, hazardous materials, and neighborhood radio communications. Captain Dick and Engineer Airola taught the fire extinguishers module using the District’s Bullex fire simulator.
8. On Wednesday evening, January 20, Staff attended the Lamorinda Radio Interest group’s (K6ORI) monthly meeting in Orinda. There were about 20 members present at the meeting. The group continues to work on disaster communications issues for Lamorinda. Members were invited to complete “Volunteer Disaster Service Worker” forms for each city. The forms will be kept on file at the cities and used to contact communicators in the event assistance is needed.

9. On January 20, the Lamorinda CERT Foundation received their emergency water drum order at Station-41. The foundation was able to purchase food-grade 15 and 55-gallon drums directly from a distributor. The drums were offered to residents at cost as a disaster preparedness service to the community. Over 200, 15 gallon and over 100, 55-gallon drums were distributed! Residents picked up their supplies on Friday, Saturday and Sunday at Station-41.

ADMINISTRATIVE SERVICES

1. Completed Mid-Year Budget Review and Long Range Financial Plan update
2. Began preparation of Biennial Report
3. Completed Declaration of Official Intent to issue debt for the financing of the Station-43 Reconstruction project.
4. Prepared update to the Purchasing Ordinance
5. Conducted oral interviews for Firefighter Paramedic
6. Implemented remote deposit for banking services
7. Completed District-wide annual information technology password updates
8. Completed and filed the new Affordable Care Act Forms 1094 and 1095 with the Internal Revenue Service.
9. Completed and filed Forms W-2 and 1099 with the Internal Revenue Service
10. Opened recruitment for Fire Engineer
11. Conducted interviews with supplemental insurance providers
12. Conducted oral interviews for the position of Firefighter-Paramedic
13. Processed one employee hiring
14. Hosted Finance Committee meeting

SUPPORT SERVICES DIVISION

1. Apparatus:
 - a. Completed annual service and repairs on Medic units, Engine-42 and Command vehicles.
 - b. Received ambulance manufacture update on two new medic units in production; delivery is expected on February 19, 2016.
2. Facilities:
 - a. Facilitated estimate from plumbing contractor on waste water line construction for Station-41 apparatus wash pad.
 - b. Completed roof repair on Stations-44 and 45
 - c. Facilitated Administration Office bathroom ceiling repair, roof repair, and mold remediation.
 - d. Completed Station-45 training room audio/video, improvements provided by *Rescue One Foundation* (Claire M. B. Barber Scholarship).

3. Air/Oxygen:
 - a. Hydro tested SCBA bottles

OFFICE OF FIRE CHIEF

1. Provided (on-going) framework and draft implementation plan for Strategic Plan
 - a. Dates for internal stakeholders meetings scheduled
2. Provided (on-going) staff support related to Station-43 re-activation and temporary fire station relocation site acquisition.
3. Provided (on-going) staff support related to Station-41 Wash Pad project and training grounds master planning.
4. Provided (on-going) staff support to HR (Firefighter-Paramedic process and Career Development Guide updates).
5. Provided staff support to EMS Division with updated ambulance contract with LEMSA in-progress.
6. Provided staff support to Admin Division with legal matters
7. Provided staff support for East Bay Incident Management Team
8. Attended PALS Paramedic course
9. Attended Senior Public Safety Officials meeting for Super Bowl 50
10. Attended daily Super Bowl 50 Briefings (conference call) twice per day from 1/29 through 2/8.
11. Attended Bay Area Fire Chief's meeting
12. Attended meeting with EBRP. Completed written Auto/Mutual Aid agreement
13. Hosted Management Team meetings
14. Completed applied research project on Earthquake Operations for USFA