

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS

Montecito Fire Protection District Headquarters
595 San Ysidro Road
Santa Barbara, California

December 14, 2015 at 2:00 p.m.

Agenda items may be taken out of the order shown.

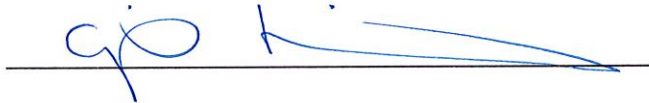
1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)
2. Election of Board Officers (President, Vice President, Secretary) for 2016-2017.
3. Appointment of Board Labor Negotiator for 2016-17.
4. Appointment of Board Real Property Negotiator for 2016-17.
5. Appointment of Committee members.
 - a. Finance Committee.
 - b. Strategic Planning Committee.
 - c. Personnel Committee.
6. Adopt Resolution 2015-13 determining time and place of regular board meetings.
7. Adopt Resolution 2015-14 regarding inventory of District lands and air space.
8. Adopt Resolution 2015-15 increasing Director's Compensation.
9. Approval of Resolution 2015-12 establishing budget and financial policies.
10. Report from the Finance Committee:
 - a. Consider recommendation to approve November 2015 financial statements.
11. Approval of Minutes of the November 16, 2015 Special Meeting.
12. Discussion item: Transfer of easement to Upper Hyde residents.
13. Discussion item: Update regarding the San Leandro property.
14. Discussion item: Appointment of board member to represent the District in the upcoming LAFCO board election.

15. Fire Chief's report.
16. Board of Director's report.
17. Suggestions from Directors for items other than regular agenda items to be included for the January 25, 2016 Regular Board meeting.
18. CLOSED SESSION. Performance evaluation of a public employee pursuant to California Government Code Section 54957(b):
 - a. Employee: Fire Chief Chip Hickman

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is December 11, 2015.

MONTECITO FIRE PROTECTION DISTRICT



Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

Agenda

Item #5

MONTECITO FIRE PROTECTION DISTRICT

RESOLUTION NO 2013-01

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTECITO FIRE PROTECTION DISTRICT
ESTABLISHING THE FINANCE COMMITTEE

WHEREAS, the Montecito Fire Protection District ("District") is formed and operates pursuant to the Fire Protection District Law of 1987, codified in Health & Safety Code section 13800 et seq.; and

WHEREAS, the District's Board of Directors desires to establish the Finance Committee ("Committee") and to specify the purpose of the Committee; and

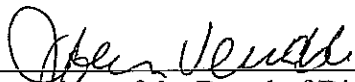
WHEREAS, the District's Board of Directors finds that the formation of the Committee is consistent with the Act and a public purpose.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Established. The Board hereby establishes the Finance Committee ("Committee").
2. Committee Composition. The Committee shall be comprised of two members of the District's Board of Directors.
3. Appointment of Committee Members. The District's Board of Directors shall appoint two members of the Board of Directors to serve on the Committee. This appointment shall occur at the District's first regular board meeting in December of each year or as soon thereafter as practical.
4. Term of Committee Members. The term of each Committee Member shall be for one year.
5. Purpose of Committee. The purpose of the Committee shall be to review the financial operations of the District, including all anticipated financial plans and to report the Committee's findings and recommendations to the District's Board of Directors.
6. Committee Staff. The District's Fire Chief and employees designated by the Fire Chief shall serve as staff to the Committee.
7. Committee Consultants. The Committee may request consultants and other experts to provide input to the Committee on particular topics. The District's payment of any expenses associated with such consultants or experts must be preapproved by the District's Board of Directors.
8. Brown Act. The Committee shall be a standing committee of the Board of Directors of the Montecito Fire Protection District and as such shall comply with the requirements of the Ralph M. Brown Act, which is codified in Government Code section 54950 et seq.

PASSED AND ADOPTED by the Board of Directors of the Montecito Fire Protection District this 28th day of January, 2013, by the following vote, to wit:

AYES: G.B. Sinsler, J.A. Powell, J. Venable, S. Keller, and R.J. Jensen
NAYS: None
ABSTAIN: None
ABSENT: None



President of the Board of Directors
Montecito Fire Protection District

ATTEST:



Secretary of the Board of Directors
Montecito Fire Protection District

MONTECITO FIRE PROTECTION DISTRICT

RESOLUTION NO 2013-02

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTECITO FIRE PROTECTION DISTRICT
ESTABLISHING THE STRATEGIC PLANNING COMMITTEE

WHEREAS, the Montecito Fire Protection District ("District") is formed and operated pursuant to the Fire Protection District Law of 1987, which is codified in Health & Safety Code section 13800 et seq.; and

WHEREAS, the District's Board of Directors desires to establish the Strategic Planning Committee ("Committee") and to specify the purpose of the Committee; and

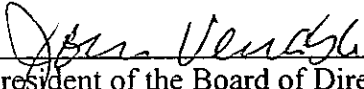
WHEREAS, the District's Board of Directors finds that the formation of the Committee is consistent with the Act and a public purpose.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Established. The Board hereby establishes the Strategic Planning Committee ("Committee").
2. Committee Composition. The Committee shall be comprised of two members of the District's Board of Directors.
3. Appointment of Committee Members. The District's Board of Directors shall appoint two members of the Board of Directors to serve on the Committee. This appointment shall occur at the District's first regular board meeting in December of each year or as soon thereafter as is practical.
4. Term of Committee Members. The term of each Committee Member shall be for one year.
5. Purpose of Committee. The purpose of the Committee shall be as follows:
 - A. To oversee the regular assessment of fire hazards and risk factors to the community,
 - B. To collect standardized response data and analyze that data in terms of the District's standards of response coverage.
 - C. To provide reports to the District's Board of Directors regarding the status of the District's emergency response system.
 - D. To develop recommendations for the District's Board of Directors regarding the strategic use of resources to improve the District's emergency response capability and performance.
6. Committee Staff. The District's Fire Chief and employees designated by the Fire Chief shall serve as staff to the Committee.
7. Committee Consultants. The Committee may request consultants and other experts to provide input to the Committee on particular topics. The District's payment of any expenses associated with such consultants or experts must be preapproved by the District's Board of Directors.
8. Brown Act. The Committee shall be a standing committee of the Board of Directors of the Montecito Fire Protection District and as such shall comply with the requirements of the Ralph M. Brown Act, which is codified in Government Code section 54950 et seq.

PASSED AND ADOPTED by the Board of Directors of the Montecito Fire Protection District this 28th day of January, 2013, by the following vote, to wit:

AYES: G.B. Sinser, J.A. Powell, J. Venable, S. Keller, and R.J. Jensen
NAYS: None
ABSTAIN: None
ABSENT: None



President of the Board of Directors
Montecito Fire Protection District

ATTEST:



Secretary of the Board of Directors
Montecito Fire Protection District

MONTECITO FIRE PROTECTION DISTRICT

RESOLUTION NO 2013-04

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTECITO FIRE PROTECTION DISTRICT
ESTABLISHING THE PERSONNEL COMMITTEE

WHEREAS, the Montecito Fire Protection District ("District") is formed and operates pursuant to the Fire Protection District Law of 1987 (the "Act"), codified in Health & Safety Code section 13800 et seq.; and

WHEREAS, the Fire Chief is responsible for the hiring and firing of all District personnel; and

WHEREAS, the Fire Chief is responsible for all promotions within the Fire District; and

WHEREAS, the Fire Chief is responsible for all disciplinary actions of all District personnel;
and

WHEREAS, the Fire Chief is responsible developing all job descriptions, subject to approval by the Governing Board; and

WHEREAS, the Fire Chief is responsible developing the rules and regulations, subject to approval by the Governing Board, by which District personnel must abide; and

WHEREAS, the District's Board of Directors desires to establish the Personnel Committee ("Committee") and to specify the purpose of the Committee; and

WHEREAS, the District's Board of Directors finds that the formation of the Committee is consistent with the Act and a public purpose.

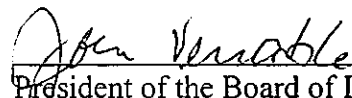
NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Established. The Board hereby establishes the Personnel Committee ("Committee").
2. Committee Composition. The Committee shall be comprised of two members of the District's Board of Directors.
3. Appointment of Committee Members. The District's Board of Directors shall appoint two members of the Board of Directors to serve on the Committee. This appointment shall occur at the District's first regular board meeting in December of each year or as soon thereafter as practical.
4. Term of Committee Members. The term of each Committee Member shall be for one year.
5. Purpose of Committee. The purpose of the Committee shall be as follows:
 - a. Monitor and ensure organizational compliance with state and federal regulations for human resources.
 - b. Review and recommend updates to the District's Personnel policies and job descriptions as needed.
 - c. Report all Committee's findings and recommendations to the District's Board of Directors for final approval.
6. Grievance Committee. The Personnel Committee shall be designated as the members of the Fire Protection District Board to review any employee grievances pursuant to the Memorandum of Understanding with the Montecito Firemen's Association and the Memorandum of Understanding with Members of Staff. In accordance with the grievance procedures specified in the MOUs, the reply of the Personnel Committee shall be final and not subject to review or approval by the District's Board of Directors.

7. Committee Staff. The District's Fire Chief and employees designated by the Fire Chief shall serve as staff to the Committee.
8. Committee Consultants. The Committee may request consultants and other experts to provide input to the Committee on particular topics. The District's payment of any expenses associated with such consultants or experts must be preapproved by the District's Board of Directors.
9. Brown Act. The Committee shall be a standing committee of the Board of Directors of the Montecito Fire Protection District and as such shall comply with the requirements of the Ralph M. Brown Act, which is codified in Government Code section 54950 et seq.

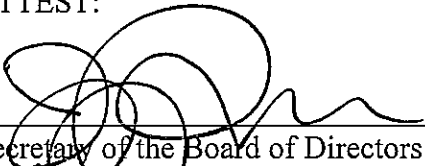
PASSED AND ADOPTED by the Board of Directors of the Montecito Fire Protection District this 18th day of March, 2013, by the following vote, to wit:

AYES: G.B. Sinser, J.A. Powell, J. Venable, and R.J. Jensen
NAYS: None
ABSTAIN: None
ABSENT: S. Keller



President of the Board of Directors
Montecito Fire Protection District

ATTEST:



Secretary of the Board of Directors
Montecito Fire Protection District

Agenda

Item #6

RESOLUTION NO. 2015-13

**OF THE BOARD OF DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT
IN THE MATTER OF SETTING THE TIME AND PLACE FOR
HOLDING REGULAR BOARD MEETINGS**

WHEREAS, according to Section 54954 of the Government Code, the Board of Directors of the Montecito Fire Protection District must set the time and place for holding regular meetings to conduct business by the body.

WHEREAS, if at any time any regular meeting falls on a holiday, such regular meeting shall then be held on the next business day.

WHEREAS, if by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the presiding officer.

NOW THEREFORE BE IT, AND IT IS HEREBY RESOLVED, that the Board of Directors of the Montecito Fire Protection District hereby designates 2:00 p.m. on the fourth Monday of each month at the Montecito Fire Protection District Headquarters Station, 595 San Ysidro Road, Santa Barbara, California, as the time and place of its regular meeting. This resolution shall be effective upon adoption.

PASSED AND ADOPTED, this 14th day of December, 2015, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

President of the Board of Directors
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

Agenda

Item #7

RESOLUTION 2015-14

**OF THE BOARD OF DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT CONCERNING
INVENTORY OF DISTRICT LANDS AND AIR SPACE**

Pursuant to the terms and provisions of Article 10 of Chapter 2 of Part 1 of Division 1 of Title 5 of the Government Code (commencing at Section 50568), this District has taken or caused to be taken an inventory of all its lands, including air space, owned or controlled by this District, to determine what land, including air rights, if any, is in excess of its foreseeable needs.

NOW THEREFORE BE IT RESOLVED:

1. That this District owns the following real property:
 - a. 595 San Ysidro Road, Santa Barbara, CA 93108
 - b. 2300 Sycamore Canyon Road, Santa Barbara, CA 93108
 - c. 1255 East Valley Road, Santa Barbara, CA 93108
 - d. 1257 East Valley Road, Santa Barbara, CA 93108
 - e. 1259 East Valley Road, Santa Barbara, CA 93108
2. That this District does, by this Resolution, find and determine that it has no lands or air space owned or controlled by it in excess of its foreseeable needs.
3. That this Resolution is a matter of public record, and a copy shall be made available, without charge, to any citizen, limited dividend corporation, housing corporation or nonprofit corporation, who shall request such copy.

PASSED AND ADOPTED, this 14th day of December, 2015, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

President of the Board of Directors
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

Agenda

Item #8

RESOLUTION 2015-15

**RESOLUTION OF THE GOVERNING BOARD OF THE
MONTECITO FIRE PROTECTION DISTRICT REVISING
COMPENSATION FOR ITS BOARD OF DIRECTORS**

WHEREAS Montecito Fire Protection District Ordinance 2001-1, effective January 1, 2002, was adopted pursuant to and in compliance with the California Health and Safety Code Section 13857(a); and

WHEREAS pursuant to Montecito Fire Protection District Resolution 2014-22 effective January 1, 2015, members of the Board of Directors are compensated at the rate of \$165.00 per Board meeting; and

WHEREAS in accordance with Montecito Fire Protection District Ordinance 2001-01, upon the adoption of a resolution, the Board may annually increase such compensation in an amount not to exceed \$5.00 for attending each special or regular meeting of the Board; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Montecito Fire Protection District does hereby set its Directors' compensation at \$170.00 per meeting, not to exceed four meetings in any calendar month, effective January 1, 2016.

PASSED, APPROVED, AND ADOPTED this 14th day of December, 2015, by the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

President of the Board of Directors
MONTECITO FIRE PROTECTION DISTRICT

ATTEST

Agenda

Item #9

RESOLUTION NO. 2015-12

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT
ESTABLISHING BUDGET AND FINANCIAL POLICIES**

RESOLVED, by the Board of Directors (the “Board”) of the Montecito Fire Protection District (the “District”) as follows:

WHEREAS, to promote the financial stability and long-term planning of the District, the Board has determined to establish budget and financial policies for the District;

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

1. Budget and Financial Policies. The Board hereby establishes the Budget and Financial Policies attached as Exhibit A to this Resolution.

2. Official Actions. The President of the Board, the Fire Chief, and any and all other officers of the District, are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all additional things and take any and all additional actions, which they, or any of them, may deem necessary or advisable in furtherance of the intent of this Resolution.

3. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Montecito Fire Protection District at a regular meeting held on the 14th day of December, 2015, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President of the Board of Directors
MONTECITO FIRE PROTECTION DISTRICT

Secretary of the Board of Directors
MONTECITO FIRE PROTECTION DISTRICT

EXHIBIT A

BUDGET AND FINANCIAL POLICIES

The purpose of these Budget and Financial Policies is to promote the financial stability and long-term planning of the District by directing the Fire Chief to develop and manage the Budget process and provide guidance for Board decisions throughout the fiscal year. The Board will ensure financial stability by adopting the following policies:

a. Establishment, Review and Update of the Budget

- i. The financial operations of the District will be conducted in accordance with an annual budget that has been reviewed and adopted by the Board of Directors in compliance with applicable laws and regulations.
- ii. Each year a preliminary budget will be prepared and presented for approval by the Board in open session normally in June. A final budget will be presented for approval, normally in September for public hearing and adoption by the Board.
- iii. The District's financial performance against the adopted budget will be reviewed by the Finance Committee regularly.

b. Gann Limit Compliance

- i. Each year, the District will perform the necessary calculations to determine if year-end proceeds of taxes subject to the Gann Limit have exceeded the Gann Limit. The compliance calculation will be completed within 90 days after the end of the fiscal year.

c. Reserve Policies

- i. The Board will maintain Economic Uncertainties Reserve in the General Fund equal to at least 3 months of operating expenditures.
 - a) The Fire Chief will submit plans for increasing or decreasing the level of unrestricted reserves in order to maintain reserve levels that are consistent with this Policy.
 - b) The Economic Uncertainties Reserve may also be utilized for the temporary transfer of funds for annual operating cash flow purposes. Any funds transferred shall be returned to the Economic Uncertainties Reserve.

- ii. The Board will maintain a Catastrophic Event Reserve to ensure against significant one-time outlays due to significant loss in the tax base or large scale incidents.
 - a) The Catastrophic Reserve will be in the amount of 10% of the District's property tax revenues, plus 5% of total General Fund expenditures.
- iii. The Board will maintain a Capital Reserve that is adequate for implementing its capital and equipment expenditures on an on-going basis.
 - a) The Capital Reserve may be increased or decreased as needed to fund planned construction, acquisition, refurbishment and replacement needs.
 - b) The Capital Reserve may also be utilized for the temporary transfer of funds for annual operating cash flow purposes. Any funds transferred shall be returned to the Capital Reserve.
- d. The Board will maintain a Capital Improvement Plan and implement it through a capital budget and Capital Reserve. The Capital Improvement Plan will address new station construction; acquisition of apparatus, vehicles and equipment; refurbishment and modernization of existing stations; replacement for apparatus, vehicles and equipment; and communication infrastructure. The Capital Improvement Plan shall be evaluated annually.
- e. The Fire Chief will maintain a multi-year financial forecast that will help provide an understanding of available funding; evaluate financial risk; assess the likelihood that services can be sustained; assess the level at which capital investment can be made; identify future commitments and resource demands and identify key variables that cause change in the level of revenue. The multi-year financial forecast will be used as a tool for the development of the District's annual budget and can support budget recommendations made to the Board.
- f. The Fire Chief will maintain Procedures and Best Practices to implement the Budget and Financial Policies. Such Procedures are on file in the Business Office.

Montecito Fire Protection District
Financial Procedures and Best Practices

In order to ensure the District's compliance with the Board's Budget and Financial Policies, the Fire Chief, with the assistance of the District Accountant, will maintain the Procedures & Best Practices for the areas described below:

1. Establish and Maintain Budget Process
 - a. Process for preparation of budget calendar
 - i. This should include an acceptable process for budget hearings, timing of proposed and final budget, and consultation with committees and stakeholders as needed.
 - b. Staff process for developing the annual budget
 - i. Departmental input
 - ii. Adjustments to prior year budget
 - iii. New budget items
 - c. Review and update of revenue and expenditure assumptions
 - i. Identify major changes
 - ii. Address significant variances
 - iii. Maintain monthly fiscal year cash flow
 - iv. Explain surplus/deficit and make recommendations to address shortfalls or increases
 - d. Evaluation and recommendations of budget priorities requested by the Board and Finance Committee
 - e. Mid-year adjustments to the budget
 - f. Mid-year comparison of budget to actual expenditures and consider need for Board policy direction on large changes

2. Cash Flow Analysis
 - a. Maintain a timeline for preparation of General Fund prior year actual cash flow schedule and projected cash flow for current year
 - i. Compare prior year projection with actual to analyze variances
 - ii. Use as the basis of projecting and recommending internal borrowings or dry period financing through the County.

3. Multi-Year General Fund Forecast
 - a. Create a Forecast
 - i. Revenues, expenditures and fund balance trends
 - ii. Summary of key assumptions, include outlook for property taxes, services, future commitments, etc.
 - b. Describe purpose of Forecast (i.e., used as a tool for budget development, contract negotiations and possible contributions to other funds)
 - c. Timeline for completion of Multi-Year Forecast

4. Annual Update of Capital Improvement Plan
 - a. Identifying projects to be included in the Capital Improvement Plan
 - i. Staff level input
 - ii. Board level input
 - iii. Project prioritization
 - iv. Cost estimates
 - v. Identification of funding sources, including borrowing strategies
 - b. Timeline for completion of annual update of Capital Improvement Plan

5. Review of Reserve Levels
 - a. Review sufficiency of reserves
 - b. Evaluate appropriate use of reserves
 - c. Determine the need and method of replenishing reserves (i.e., use a portion of annual budget savings to build/replenish, include reserve set-aside in budget, etc.)
 - d. Evaluate need for temporary cash flow borrowings and repayment
 - i. Chief approval

6. Pension and other postemployment benefits
 - a. Evaluate pension and OPEB contribution levels
 - b. Report adjustments as needed

Agenda

Item #10

MONTECITO FIRE PROTECTION DISTRICT
CASH RECONCILIATION - ALL FUNDS
November 30, 2015

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	All Funds
Cash Balance at 11/1/15	1,275,798.66	190.91	2,212,831.04	4,635,109.89	8,123,930.50
Income:					
Tax Revenue	2,194,537.41	-	-	-	2,194,537.41
USFS - Lake Fire, 06/25-07/06/15	19,227.21	-	-	-	19,227.21
	<u>2,213,764.62</u>	-	-	-	2,213,764.62
Expenses:					
Claims Processed	(139,182.71)	-	-	(50,000.00)	(189,182.71)
Payroll	(926,148.10)	-	-	-	(926,148.10)
Other:					
Interfund Transfers	-	-	-	-	-
Reimbursed expenses*	-	-	-	-	-
	<u>(1,065,330.81)</u>	-	-	(50,000.00)	(1,115,330.81)
Cash Balance at 11/30/15	<u>2,424,232.47</u>	<u>190.91</u>	<u>2,212,831.04</u>	<u>4,585,109.89</u>	<u>9,222,364.31</u>
Cash in Treasury per Balance Sheet	<u>3,038,592.64</u>	<u>190.91</u>	<u>2,212,831.04</u>	<u>4,585,109.89</u>	<u>9,836,724.48</u>
Difference	614,360.17	-	-	-	614,360.17
Reconciliation:					
Outstanding payroll payments					
Delta Dental	14,367.06	-	-	-	14,367.06
Vision Service Plan	2,940.60	-	-	-	2,940.60
CalPERS retirement contributions	77,989.44	-	-	-	77,989.44
Mass Mutual contributions	22,059.00	-	-	-	22,059.00
Payroll direct deposit	287,958.86	-	-	-	287,958.86
Payroll checks	1,519.90	-	-	-	1,519.90
Accounts payable (Acct 1210)	<u>207,525.31</u>	-	-	-	<u>207,525.31</u>
	614,360.17	-	-	-	614,360.17

**MONTECITO FIRE PROTECTION DISTRICT
WARRANTS AND CLAIMS DETAIL
November 2015**

Payee	Description	Amount
Fund 3650 - General		
Across The Street Productions	Blue Card teacher training fees: Davis, Briner	9,000.00
ADP Inc	ADP fees, 2 periods	544.78
Advanced Cable Systems	Tested and ID'd mapping of all network connections	1,200.53
Aflac	Employee paid insurance, October	1,549.22
AFSS Southern Division	Admin. Fire Services: J. Reed, FY15-16	50.00
Airgas West	Oxygen refills	75.74
Andreina Ruiz	Annual report photography fee (Pmt 1 of 2)	600.00
Bound Tree Medical	Fireline PM medical supplies	75.10
Bound Tree Medical	Patient medical supplies	1,699.56
Branch Out Tree Care LLC	Post-project chipping: Cowles Road	1,275.00
Callback Staffing Solutions LLC	Online scheduling program, monthly fee	94.50
CDCE Inc	Imagetrend tablet docking station connector	31.60
Chapman, Scott	S. Chapman Reimb: Command 2D	428.00
Chapman, Scott	S. Chapman Reimb: Columbia Southern PHL 2350	602.00
City of Santa Barbara - Fire Dept	Live fire drill prop contribution STB (budgeted)	25,000.00
Comlabs Inc	HEARO Alert Radios (104) - Budgeted	9,999.20
Conexis Benefits Administrator LP	FSA plan reimbursements, employee paid	4,753.68
Conexis Benefits Administrator LP	FSA administrative fee, September	97.75
Cox Communications	CAD connectivity & Internet	2,761.04
Creative Product Source Inc	Public Education supplies: chief smile pens	932.71
Davis, Shaun	S. Davis Reimb: ACLS/PALS	280.00
Davis, Shaun	S. Davis Reimb: Blue Card Train the Trainer	1,338.00
Department of Justice	LiveScan fingerprint screening (2)	98.00
Economy Tree	Post-project chipping week of 10/26/15	3,630.00
Fechter & Company	Financial Audit FY 14-15	7,498.00
Firesafe Solutions	Roadside Phos-Chek treatment	6,375.00
Freedom Signs	Fire prevention signs	292.84
Geo Elements LLC	CWPP study, October	6,618.75
Goldman Magdalin Krikes Llp	Worker's comp legal services	35.00
Governmentjobs.Com	New hire/promotional software program	6,300.00
Hugo's Auto Detailing	Car wash service, October	200.00
Informaco	Computer support, October	2,310.00
Liebert Cassidy Whitmore	Labor attorney fees, September	318.50
Mission Uniform Service Inc	Shop towels	346.88
Montecito Village Hardware	Hardware supplies	4.74
Montecito Village Hardware	Plumbing repair parts	51.82
Montecito Water District	Water service	564.84
Motorola Solutions, Inc	VHF/UHF portable radios - 2 (budgeted)	10,400.21
National Fire Fighter Wildland	PPE: Wildland pants	191.67
National Fire Fighter Wildland	PPE: Auxiliary brush shirts (5)	386.90
NeoGov	National firefighter recruiting service fee	500.00
NFPA	NFPA Membership: C. Hickman, FY15-16	165.00
Peyton Scapes	Landscape maintenance	500.00
Philips Medical Systems	AED pads and batteries	1,183.57
Precision Imaging	Office copier usage fee, October	280.67
Price Postel & Parma	Legal services, September	3,599.00
Price Postel & Parma	Legal services, October	5,564.00
Price Postel & Parma	Legal services - San Leandro, October	3,204.00
Safety Kleen Corp	Quarterly solvent tank maintenance	328.37
Santa Barbara Trophy	Name badge: J. Zeitsoff	12.47
SB County Auditor-Controller	Additional user tax	202.27

**MONTECITO FIRE PROTECTION DISTRICT
WARRANTS AND CLAIMS DETAIL
November 2015**

Payee	Description	Amount
SB County Auditor-Controller	FIN quarterly billing Q2, FY 15-16	3,661.75
Snap-On Industrial	Diagnostic scan tool (budgeted)	1,047.44
South Coast Emerg Vehicle Svc	Vehicle repair parts for E391	444.88
South Coast Emerg Vehicle Svc	Vehicle repair parts/lights for E92	940.17
Southern Counties Fuels	Diesel Fuel, 2 orders	2,218.48
Sprinkle Tire Inc	Tires (4) for 900 vehicle	758.16
Sprint	E92 Sim card for MDC, October	37.99
Staples Credit Plan	Office supplies: coffee, paper, printer cartridges	851.24
Suds-Duds Launderette	Turnouts cleaned	64.50
The Gas Company	Gas service	93.58
The UPS Store	Shipping charges, October	69.83
The Village Service Station	Smog checks (6)	302.25
The Village Service Station	Gasoline charges, September	1,711.00
Tilford Welding	Portable radio holder for E391	82.00
Unisource	Household supplies	786.35
Verizon California	Phone services	1,269.55
Verizon Wireless	Wireless service, October	1,127.43
Village Automotive Repair Inc	Vehicle repair for P921	40.50
Village Automotive Repair Inc	Tire installation for 900 vehicle	124.70
	Fund 3650 Total	<u>139,182.71</u>
 <u>Fund 3653 - Land & Building</u>		
Schott & Company	San Leandro Property: Real estate appraisal	5,000.00
Chicago Title Company	San Leandro Property: Escrow deposit	45,000.00
	Fund 3653 Total	<u>50,000.00</u>

**MONTECITO FIRE PROTECTION DISTRICT
PAYROLL EXPENDITURES
November 2015**

Regular Salaries	\$ 488,688.50
Part-Time Salaries	4,816.24
Directors Fees	1,485.00
Auxiliary	2,422.50
FLSA Safety	11,648.40
FLSA Dispatch	2,847.66
Overtime	110,921.57
Dispatch Cadre Earnings	2,433.60
Mass Mutual 457 Contribution	8,200.00
4850 Labor Code Payroll	<u>47,371.30</u>
Gross Wages	\$ 680,834.77
District Contributions to Insurance	113,317.42
District Contributions to Medicare/FICA	8,950.41
District Contributions to SUI	100.01
CalPERS Employee Contribution, District paid	51,318.17
CalPERS Employer Contribution, Employee paid	(26,651.64)
CalPERS, District Contribution	103,149.54
Health and Dependent Care FSA Contributions	(3,321.32)
Due to AFLAC	<u>(1,549.26)</u>
Total Benefits	<u>245,313.33</u>
Grand Total	<u>\$ 926,148.10</u>

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME DETAIL
November 2015**

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Overtime	Description
						Reimbursable	Overtime		
Gil, A.	10/19/15	5.0	-	-				-	Audit/State Controller's report
Davis, S.	10/25/15		24.0	1,444.68	1,444.68				
Bennewate, B.	10/26/15		24.0	1,288.80	1,288.80				
Bennewate, B.	10/28/15		4.0	214.80		214.80			
Briner, A.	10/28/15		4.0	285.72		285.72			
Broumand, A.	10/28/15		4.5	278.17		278.17			
Jenkins, J.	10/28/15		6.0	629.37	629.37				
Klemowicz, E.	10/28/15	4.0	20.0	1,170.90	1,170.90				
Lauritson, R.	10/28/15		14.0	1,706.67	1,706.67				
Poulos, T.	10/28/15		4.5	289.51		289.51			
Reed, J.	10/28/15		0.5	36.24				36.24	MERRAG activation
Skei, E.	10/28/15		15.5	1,170.64		1,170.64			
Ventura, G.	10/28/15		1.0	115.71				115.71	MERRAG activation
Zeitsoff, J.	10/28/15		3.5	218.24			218.24		
Badaracco, J.	10/29/15		15.5	1,284.80				1,284.80	Gibraltar Fire
Blake, G.	10/29/15		20.0	1,256.70		1,256.70			
Briner, A.	10/29/15		24.0	1,714.32		1,714.32			
Broumand, A.	10/29/15		24.0	1,483.56		1,483.56			
Chapman, S.	10/29/15	8.0	16.0	1,178.40		1,178.40			
Davis, S.	10/29/15		25.5	1,534.97		1,534.97			
Ederer, T.	10/29/15		24.0	1,967.52		1,967.52			
Edwards, S.	10/29/15		9.0	417.83				417.83	Gibraltar Fire
Edwards, T.	10/29/15		24.0	1,967.52		1,967.52			
Gil, A.	10/29/15	4.5	-	-				-	Gibraltar Fire
Grant, L.	10/29/15		23.5	1,041.29		1,041.29			
Hauser, B.	10/29/15		24.0	1,398.60		1,398.60			
Jenkins, J.	10/29/15		16.0	1,678.32				1,678.32	Gibraltar Fire
Kellogg, K.	10/29/15	9.5	-	-				-	Gibraltar Fire
Lauritson, R.	10/29/15		14.0	1,706.67		1,706.67			

Name	Date		Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Overtime	Description
	Worked						Reimbursable			
Mann, K.	10/29/15			24.5	1,766.57		1,766.57			
McCracken, R.	10/29/15	4.0		15.5	1,023.93		1,023.93			
Muller, L.	10/29/15			10.0	464.25			464.25		Gibraltar Fire
Poulos, T.	10/29/15			24.0	1,544.04		1,544.04			
Reed, J.	10/29/15			17.5	1,268.40			1,268.40		Gibraltar Fire
Ventura, G.	10/29/15			17.0	1,967.07			1,967.07		Gibraltar Fire
Villarreal, J.	10/29/15	8.0		16.0	1,268.16		1,268.16			
Walkup, R.	10/29/15			24.0	1,508.04	1,508.04				
Whilt, S.	10/29/15			24.5	1,206.87		1,206.87			
Wrenn, B.	10/29/15			24.0	1,063.44		1,063.44			
Zeitsoff, J.	10/29/15			24.0	1,496.52		1,496.52			
Bennewate, B.	10/30/15			17.5	939.75	510.15	429.60			
Fuggles, K.	10/30/15	16.0		8.0	571.80		571.80			
Grant, L.	10/30/15			1.0	44.31		44.31			
Jenkins, J.	10/30/15			1.0	104.90			104.90		Gibraltar Fire
Klemowicz, E.	10/30/15	4.0		20.0	1,170.90	1,170.90				
Mann, K.	10/30/15			1.0	72.11		72.11			
Poulos, T.	10/30/15			18.5	1,190.20	1,190.20				
Ventura, G.	10/30/15			4.0	462.84			462.84		Gibraltar Fire
Whilt, S.	10/30/15			1.0	49.26		49.26			
Zeitsoff, J.	10/30/15			24.0	1,496.52	1,496.52				
Lauritson, R.	10/31/15			24.0	2,925.72	2,925.72				
McCracken, R.	10/31/15			9.0	594.54	594.54				
Whilt, S.	10/31/15			9.0	443.34	443.34				
Wrenn, B.	10/31/15			24.0	1,063.44	1,063.44				
Badaracco, J.	11/01/15			2.5	207.22			207.22		Mechanic service call
Chapman, S.	11/02/15	8.0		16.0	1,178.40	1,178.40				
Hauser, B.	11/02/15			10.5	611.89			611.89		Training coverage
Muller, L.	11/02/15			14.5	673.16	673.16				
Walkup, R.	11/02/15			24.0	1,508.04	1,508.04				
Broumand, A.	11/03/15			10.0	618.15			618.15		Training coverage
Mann, K.	11/03/15			24.0	1,730.52	1,730.52				
Zeitsoff, J.	11/03/15			24.0	1,496.52	1,496.52				

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Overtime	Description
						Reimbursable	Staffing		
McCracken, R.	11/04/15		10.5	693.63				693.63	Training coverage
Villarreal, J.	11/04/15		11.5	911.49				911.49	Training coverage
Chapman, S.	11/05/15		4.5	331.43	331.43				
Mann, K.	11/05/15		24.0	1,730.52	1,730.52				
Klemowicz, E.	11/06/15	4.0	20.0	1,170.90	1,170.90				
Grant, L.	11/07/15		24.0	1,063.44	1,063.44				
Mann, K.	11/07/15	16.0	8.0	576.84	576.84				
Ventura, G.	11/07/15		11.0	1,272.81				1,272.81	Computer formatting/installation
Ventura, G.	11/08/15		10.5	1,214.96				1,214.96	Computer formatting/installation
Payroll 11/16/15				70,176.79	28,603.04	28,243.24	13,330.51		
Bass, L.	10/29/15		3.5	229.64		229.64			
Fuentes, E.	10/29/15		3.5	271.32		271.32			
Galbraith, R.	10/29/15		2.5	150.49		150.49			
Gonzales, B.	10/29/15		2.5	63.75				63.75	Gibraltar fire - auxiliary
Gray, G.	10/29/15		3.5	89.25				89.25	Gibraltar fire - auxiliary
Rubio, D.	10/29/15		3.5	89.25				89.25	Gibraltar fire - auxiliary
Fuentes, E.	10/30/15		8.0	620.16	620.16				
Galbraith, R.	10/30/15		24.0	1,444.68	1,444.68				
Fuentes, E.	11/04/15	8.0	16.0	1,240.32	1,240.32				
Lauritson, R.	11/05/15		15.0	1,828.58	1,828.58				
Skei, E.	11/09/15		24.0	1,812.60	1,812.60				
Skei, E.	11/10/15		24.0	1,812.60	1,812.60				
Wrenn, B.	11/11/15		10.5	465.26	465.26				
Zeitsoff, J.	11/11/15		6.5	405.31	405.31				
Fuentes, E.	11/12/15	8.0	16.0	1,240.32	1,240.32			405.31	Cover testing proctor vacancy
Ventura, G.	11/13/15		8.0	925.69				925.69	Advertisement for Mont. Journal
Villarreal, J.	11/13/15		24.0	1,902.24	1,902.24				
Grant, L.	11/14/15		15.0	664.65	664.65				
Lauritson, R.	11/14/15	6.0	18.0	2,194.29	2,194.29				
Zeitsoff, J.	11/14/15		17.5	1,091.21	1,091.21				
Lauritson, R.	11/15/15		23.0	2,803.82	2,803.82				
Davis, S.	11/16/15		24.0	1,444.68	1,444.68				
Fuentes, E.	11/16/15		24.0	1,860.48	1,860.48				

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing		Fire		Description
					Staffing	Reimbursable	Overtime		
Holthe, D.	11/16/15		24.0	1,991.88	1,991.88				
Lauritson, R.	11/16/15		4.5	548.56	548.56				
Skei, E.	11/18/15		24.0	1,812.60	1,812.60				
Ventura, G.	11/18/15		4.5	520.69			520.69	Computers	
Briner, A.	11/20/15		24.0	1,714.32	1,714.32				
Ederer, T.	11/21/15		24.0	1,925.00	1,925.00				
Klemowicz, E.	11/21/15	4.0	20.0	1,170.90	1,170.90				
Ederer, T.	11/23/15		24.0	1,925.00	1,925.00				
Galbraith, R.	11/23/15		24.0	1,444.68	1,444.68				
Poulos, T.	11/23/15		24.0	1,544.04	1,544.04				
Zeitsoff, J.	11/23/15		24.0	1,496.52	1,496.52				
Payroll 12/1/15				40,744.78	37,999.39	651.45	2,093.94		

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME SUMMARY**

Fiscal Year 2014-15

Month Paid	Constant Staffing	Fire Assignments	Overtime	Total OT
JULY	54,746.66	-	3,482.39	58,229.05
AUGUST	86,994.40	187,986.81	2,798.86	277,780.07
SEPTEMBER	48,043.14	106,053.76	5,491.04	159,587.93
OCTOBER	52,145.54	43,661.73	6,047.12	101,854.39
NOVEMBER	46,710.60	-	14,769.37	61,479.97
DECEMBER	85,597.37	-	27,550.49	113,147.86
JANUARY	90,637.81	-	7,324.76	97,962.57
FEBRUARY	42,332.31	-	8,579.85	50,912.16
MARCH	62,100.66	-	31,683.75	93,784.41
APRIL	94,279.85	-	20,875.14	115,154.99
MAY	32,281.95	-	8,358.40	40,640.35
JUNE	37,471.74	31,262.47	3,958.29	72,692.50
TOTAL	733,342.01	368,964.77	140,919.46	1,243,226.23

	Cons.Staff.	Fire Asgmts	Overtime	Total OT
YTD Nov 2014	288,640.33	337,702.30	32,588.78	658,931.40

Fiscal Year 2015-16

Month Paid	Constant Staffing	Fire Assignments	Overtime	Total OT
JULY	26,341.64	46,353.98	2,422.62	75,118.24
AUGUST	39,374.01	392,353.36	1,923.13	433,650.50
SEPTEMBER	81,872.55	211,227.62	2,502.77	295,602.94
OCTOBER	67,164.38	1,767.60	1,435.33	70,367.31
NOVEMBER	66,602.43	28,894.69	15,424.45	110,921.57
DECEMBER				-
JANUARY				-
FEBRUARY				-
MARCH				-
APRIL				-
MAY				-
JUNE				-

TOTAL	281,355.00	680,597.25	23,708.30	985,660.55
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Budget	750,000.00	325,000.00	125,000.00	
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% of Budget	37.5%	209.4%	19.0%	
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PRICE, POSTEL & PARMA LLP

COUNSELLORS AT LAW
POST OFFICE BOX 99
SANTA BARBARA, CA 93102-0099

(805) 962-0011

TAX ID # 95-1782877

Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108

October 20, 2015
File: 12611
Invoice #: 124380
Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: Election Of Dir/Stmnt Of Facts	\$737.50
Our File Number: 12611-00006	
RE: Board Mtgs	\$2,861.50
Our File Number: 12611-00061	

Total Current Fees & Costs	\$3,599.00
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SUMMARY OF CURRENT BILLING

Current Fees	\$3,599.00
Current Disbursements	\$0.00
Total Current Fees & Costs	\$3,599.00

SUMMARY OF PAST DUE BALANCES

Previous Balance	\$1,416.00
Payments - Thank You	\$1,416.00
TOTAL PAST DUE	\$0.00
TOTAL BALANCE DUE	\$3,599.00

PRICE, POSTEL & PARMA LLP

COUNSELLORS AT LAW
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SANTA BARBARA, CA 93102-0099

(805) 962-0011

TAX ID # 95-1782877

Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108

November 9, 2015
File: 12611
Invoice #: 125237
Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: General Matters	\$3,363.00
Our File Number: 12611-00000	
RE: Station Three	\$590.00 Fund 3653
Our File Number: 12611-00059	
RE: Board Mtgs	\$1,711.00
Our File Number: 12611-00061	

Total Current Fees & Costs	\$5,664.00
	- 590.00
	5,074.00 Fund 3650
	- 4,974.00 Paid 11/12/15
	100.00 Outstanding

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SUMMARY OF CURRENT BILLING

Current Fees	\$5,664.00
Current Disbursements	\$0.00

Total Current Fees & Costs	\$5,664.00
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SUMMARY OF PAST DUE BALANCES

Previous Balance	\$2,861.50
Payments - Thank You	\$0.00
TOTAL PAST DUE	\$2,861.50
TOTAL BALANCE DUE	\$8,525.50

Agenda

Item #11

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road, November 16, 2015 at 2:00 p.m.

The meeting was called to order by Vice President Venable at 2:05 p.m.

Present: Director Venable, Director Sinser, Director van Duinwyk, Director Easton. Chief Hickman and Counsel, Mark Manion were also present.

Director Powell arrived at 3:15 p.m.

- 1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)**

There were no public comments at this meeting.

- 2. Approval of Resolution No. 2015-11 commending Geri Ventura for 22 years of service.**

Chief Hickman presented the resolution to Geri Ventura on behalf of the Board of Directors. The Board of Directors also presented Ms. Ventura with a gift certificate. The Resolution passed by the following roll call vote:

Ayes: J. Venable, G. Sinser, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

- 3. Approval of Resolution No. 2015-10 fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act.**

The Chief stated that the Resolution will be signed after the Board of Directors category is removed from the document.

The motion to approve Resolution 2015-10 was made by Director van Duinwyk, seconded by Director Easton and passed by the following roll call vote:

Ayes: J. Venable, G. Sinser, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

- 4. Review and approve changes to Staff Vehicle Policy.**

Chief Hickman provided background information regarding the policy. The motion to approve the Staff Vehicle Policy was made by Director Venable, seconded by Director van Duinwyk, and unanimously passed.

5. Review and approve Surplus Property Policy.

Chief Hickman provided background information regarding the Surplus Property Policy. The Board suggested several minor changes. The motion was made by Director Easton, seconded by Director van Duinwyk, and unanimously passed.

6. Progress report from the ad hoc committee appointed to meet with representatives of the parties who submitted written comments on the Draft Environmental Impact Report for the Station 3 Site Acquisition and Construction Project.

Director van Duinwyk provided a report regarding the discussions with a representative from the East Valley Preservation Association. Director van Duinwyk extended his appreciation to all who attended the meeting.

7. Report from the Finance Committee:

a. Consider recommendation to approve October 2015 financial statements.

Director Sinsler stated that the Finance Committee recommends that the Board approve the financial statements. Director Sinsler asked that a PARS representative provide a report at the next Board Meeting. The motion to approve financial statements ending October 31, 2015 was made by Director Easton, seconded by Director van Duinwyk and unanimously passed.

President Powell arrived.

8. Approval of Minutes of October 26, 2015 Regular Meeting.

Director Easton requested the spelling change from Caldwell to Coldwell Banker. The motion to approve the minutes was made by Director van Duinwyk, seconded by Director Sinsler and unanimously passed.

9. Fire Chief's report.

Chief Hickman provided a synopsis regarding the Gibraltar fire. The Chief stated that the suppression efforts will come in at approximately \$2,000,000.00. He added that the District's portion will be approximately \$40,000.00. Chief Hickman stated that the District will place a full page ad/article in the Montecito Journal thanking the community for their continued awareness regarding fire danger. The Chief indicated that the District is entering into discussions with the Carpinteria-Summerland Fire District regarding a trial period for dropping District boundaries. Chief Hickman stated that sand has been ordered and should arrive next week. The Chief stated that Division Chief Taylor and Fire Marshall Gregson will be present at the Montecito Planning Commission meeting on Dec 3rd regarding the Casa Dorinda project. Chief Hickman mentioned the Christmas party to be held on December 6th, at 3:30 p.m. The Chief stated that the large eucalyptus tree at the end of the District property had a spontaneous limb drop. He noted the opinion of a professional arborist stating the tree should come down.

10. Board of Director's report.

Director Venable stated that the chairperson of the Beautification Day had praises for those who responded to the Gibraltar Fire.

11. Suggestions from Directors for items other than regular agenda items to be included for the December 14, 2015 Regular Board meeting.

Director Easton suggested that the District approach the owner of the former Cynthia Wood Stable for a possible location for the fire station.

Director Sinser requested that a discussion item of Station 3 alternatives be placed on the next agenda. Director Powell seconded the request. It was determined that this item will be placed on an upcoming agenda, possibly January, 2016.

The Board convened in closed session at 3:18 p.m. Reported out of closed session at 3:53 p.m.

12. CLOSED SESSION: Conference with Real Property Negotiators (Government Code Sec. 54956.8)

- a. Property: portions of APN 009-203-011, 1510 San Leandro Road, Montecito.**
- b. Agency Negotiators: Director Venable and Director Sinser.**
- c. Negotiating Party: John Bochino**
- d. Under Negotiation: Price and terms of payment.**

District Counsel reported that there were no reportable actions taken.

13. CLOSED SESSION. Performance evaluation of a public employee pursuant to California Government Code Section 54957(b): No reportable action

- a. Employee: Fire Chief Chip Hickman**

District Counsel reported that this matter was continued to the December meeting.

14. Approve and authorize the Fire Chief to execute a Vacant Land Purchase Agreement and Joint Escrow Instructions for the acquisition of vacant property by the Montecito Fire Protection District from Design & Build Concepts, LLC located at 1510 San Leandro Lane, Montecito, California.

The motion to approve and authorize the Fire Chief to execute a Vacant Land Purchase Agreement and Joint Escrows Instructions was made by Director Venable, seconded by Director Sinser and unanimously passed.

The meeting was adjourned at 3:55 p.m.

President Abe Powell

Secretary Gene Sinser

Agenda

Item #12

PRICE, POSTEL & PARMA LLP

j. terry schwartz
david w. van horne
douglas d. rossi
craig a. parton
clyde e. wullbrandt
christopher e. haskell
timothy e. metzinger
todd a. amspoker
mark s. manion
melissa j. fassett
ian m. fisher
shereef moharram
sam zodeh
kristen m. r. blabey
lauren b. wideman
drew maley

our file number:
12611-78

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December ____, 2015

VIA U.S. MAIL

Gary Mervin Reisenweber
212 East Mountain Drive
Montecito, CA 93108

Helen Connelley, Trustee
216 East Mountain Drive
Montecito, CA 93108

Bruce Staufenberg and Sharon Staufenberg,
Trustees
224 East Mountain Drive
Montecito, CA 93108

Jeremiah H. Chafkin and Jennifer P. Claypoole,
Trustees
226 East Mountain Drive
Montecito, CA 93108

Susan Lael Katnic, Trustee
238 East Mountain Drive
Montecito, CA 93108

Margaret J. Lane
Mervin L. Lane
258 East Mountain Drive
Santa Barbara, CA 93108

Helen Connelley, Trustee
14285 Morningside Road
Atascadero, CA 93422-5900

Bruce Staufenberg and Sharon Staufenberg,
Trustees
1241 Knollwood Drive, #PMB11
Cambria, CA 93428-3322

Margaret J. Lane
Mervin L. Lane
3775 Modoc Road
Santa Barbara, CA 93105

December ____, 2015
Page 2

Marion F. Toms and Barrie S. Aquilino,
Trustees
252 East Mountain Drive
Montecito, CA 93108

Marion F. Toms and Barrie S. Aquilino,
Trustees
930 Toro Canyon Road
Santa Barbara, CA 93108

Ivana Noell, Trustee
286 East Mountain Drive
Montecito, CA 93108

Ivana Noell, Trustee
P.O. Box 40108
Santa Barbara, CA 93140-0108

George T. Hayum and Gabrielle Hayum
300 East Mountain Drive
Montecito, CA 93108

George T. Hayum and Gabrielle Hayum
10100 Santa Monica Boulevard, Suite 1700
Los Angeles, CA 90067-4156

Roger G. Collis and Katherine M. Collis,
Trustees
244 East Mountain Drive
Santa Barbara, CA 93108

Roger G. Collis and Katherine M. Collis,
Trustees
2233 Camino Del Rosario
Santa Barbara, CA 93108-1510

Future Value Construction, Inc.
260 East Mountain Road
Santa Barbara, CA 93108

Future Value Construction, Inc.
701 East Santa Clara Street
Ventura, CA 93001

Future Value Construction, Inc.
262 East Mountain Road
Santa Barbara, CA 93108

David Allen Jones
280 East Mountain Road
Santa Barbara, CA 93108

David Allen Jones
P.O. Box 1111
Nome, AK 99762-1111

Re: Montecito Fire Protection District v. DeSitter
Santa Barbara County Superior Court No. 1371200

Dear Property Owners:

As you know, this firm represents the Montecito Fire Protection District in the above-entitled eminent domain proceedings, which were brought several years ago to condemn an easement for the District's fire protection services for Upper Hyde Road. The case resulted in a settlement by which Mrs. DeSitter agreed that the District could acquire such an easement for the roadway over her property. The easement was confirmed in a recorded Final Order of Condemnation. A copy of the Final Order of Condemnation is enclosed. Among other things, the

December ____, 2015
Page 3

Final Order provided that the District may convey an easement to all of you over the DeSitter property, on several conditions.

We have prepared the proper form for the conveyance of the easement to all of you, and the form has been approved by Mrs. DeSitter. The enclosed Easement Agreement is in final form, and is ready for your signatures and notarial acknowledgments.

As you are aware, the District, with the consent of all Upper Hyde Road property owners, dissolved the Mello Roos District that was originally formed for the purpose of owning, improving and maintaining Upper Hyde Road. Because the Mello Roos District was dissolved, the District intends to quit claim the District's interest in the easement over the DeSitter property. Prior to doing so, however, the District wants to provide all Upper Hyde Road property owners with ample time to execute and record the attached Easement Agreement. the District will record a quit claim deed on _____, 2016, at which time the District will have no interest in the easement over Mrs. Desitter's property.

Please let us know on or before _____, 2016, whether you will be willing to sign the enclosed Easement Agreement. If not all of you are willing to sign the Agreement by that time, the District has instructed us to revise the Agreement to only include signatures for those who intend to sign the Agreement. When the Agreement is signed by all parties, it will be recorded, and the District will thereafter record a separate quitclaim deed in favor of Mrs. DeSitter. Once the quitclaim is recorded, the District's interest in the property will be eliminated and those who did not sign the enclosed Agreement will thereafter be solely reliant on their access rights which may have existed prior to the eminent domain proceedings.

I look forward to hearing from you.

Very truly yours,

Todd A. Amspoker

TAA/cck
Enclosure

cc: Fire Chief Hickman
Mark S. Manion
David Magnusson

Agenda

Item #15



November 18, 2015

Chip Hickman, Chief
Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108

Re: FY 15/16 Fire Hydrant Replacement Program

Dear Chip,

The Montecito Water District (MWD) Board of Directors voted to approve the proposed 15/16 fiscal year fire hydrant replacement program at its meeting of November 17, 2015. As discussed with the Board, this program is being funded by the Montecito Fire Protection District (MFPD) in the budgeted amount of \$50,000. The scope of work includes the replacement of fire hydrants identified by MFPD in their submittal letter dated November 12, 2105.

The program will be managed by MWD and utilize in-house MWD distribution staff to replace the highest priority fire hydrants within the budget amount allocated by MFPD to the program. The project will be pay-as-you go, with MWD submitting invoices on a time and material basis for each hydrant replaced. MWD will provide, at no cost to MFPD, engineering and administrative labor/services to coordinate the program and to provide formal reports on the program status.

MWD did review the MFPD- submitted list of hydrants, and note that the hydrant on Gibraltar Road is not part of the MWD distribution system. MWD does not have the authority to replace the Gibraltar Road hydrant, which is believed to be in the City of Santa Barbara service area.

To begin the program, MWD is requesting the Word document showing the different hydrants. MWD staff will do a survey and inspection of each hydrant and provide other pertinent information necessary for scheduling the replacement. MWD will keep MFPD informed on the progress of the program and provide the proposed replacement schedule once the survey/inspection work is completed. Please contact me directly if you have any questions and we look forward to working with you on this joint agency fire hydrant replacement project.

583 San Ysidro Road
Santa Barbara, CA
93108-2124

Ph 805.969.2271
Fax 805.969.7261

This is recycled paper.
Each ton of recycled paper
saves 7,000 gallons of water.

Sincerely,


Tom Mosby
General Manager



MONTECITO FIRE PROTECTION DISTRICT

595 San Ysidro Road • Santa Barbara, California 93108 • (805) 969-7762 • FAX (805) 969-3598

Dave Bianchi (Battalion Chief Ret)
5470 Parejo Drive
Santa Barbara, CA 93111

Dear Dave,

The Montecito Fire Protection District would like to thank you for your recent presentation of the 51st Anniversary of the Coyote Fire. Your insight and first-hand knowledge of this major disaster was well received. We appreciate your willingness to share your personal experiences battling this historic fire with our personnel and giving us your historic perspective. The information you shared will undoubtedly make our firefighters safer. Thank you once again for your time and dedication to our District, Santa Barbara County and to the Fire Service in general.

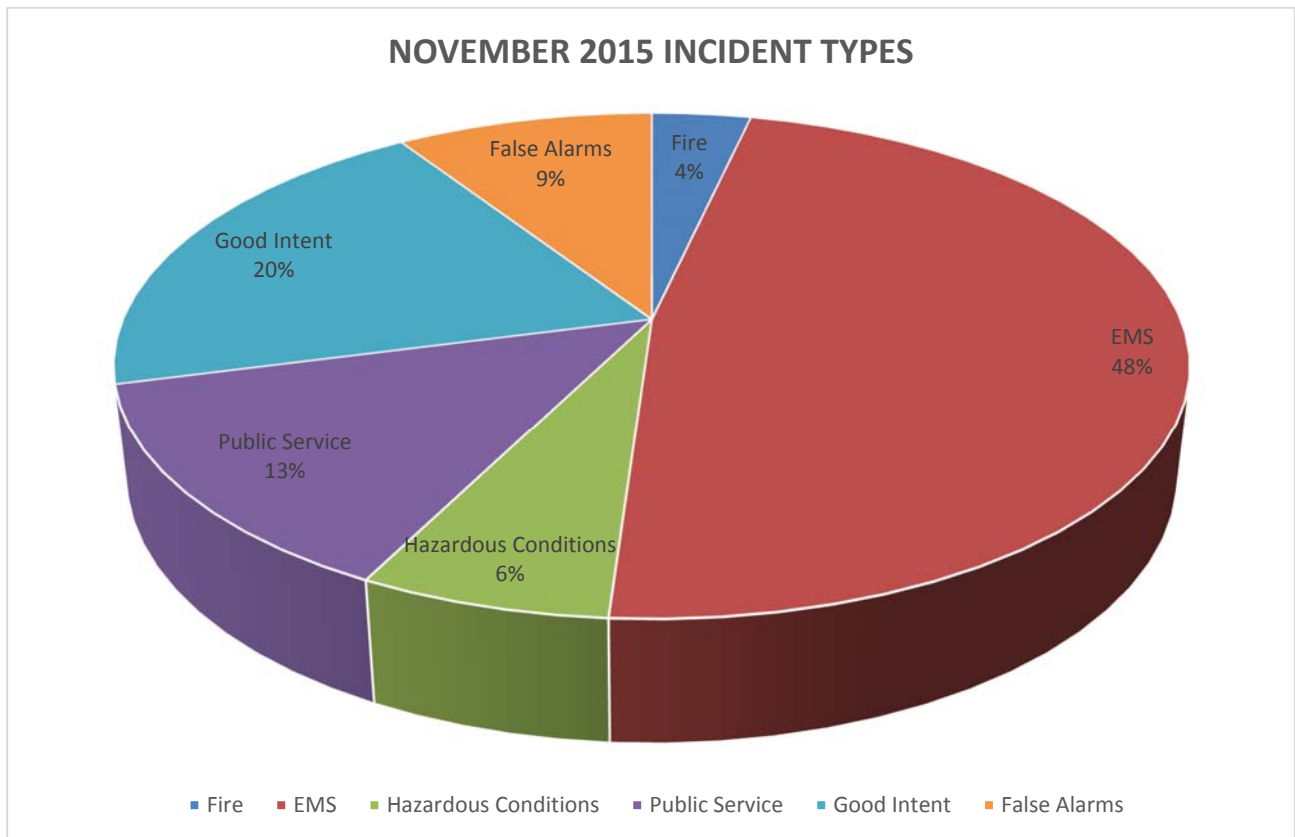
Sincerely,

A handwritten signature in blue ink, appearing to read "Chip Hickman", with a long horizontal flourish extending to the right.

Chip Hickman, Fire Chief

**NOVEMBER 2015
CALLS BY INCIDENT TYPE
TOTAL INCIDENTS: 141**

FIRE: 5	EMS: 67
HAZARDOUS CONDITION: 9	PUBLIC SERVICE**: 19
GOOD INTENT*: 28	FALSE ALARM: 13
SEVERE WEATHER: 0	SPECIAL INCIDENT TYPE: 0



*Good Intent: Firefighters respond to a reported emergency, but find a different type of incident or nothing at all upon arrival to the area. Example: A caller reports smoke on the hillside. Firefighters arrive to discover a grading operation at a construction site is creating dust mistaken for smoke. Dispatched and Cancelled Enroute falls in this category.

** Public Service: Non-emergency requests for assistance. Examples: lock out, animal rescue, ring removal, water problem; lift assists, seized gate, stalled elevator, providing the Sheriff's Department with a ladder to enter a building.

June - November 2015 Incident Trend

