

MONTECITO FIRE PROTECTION DISTRICT  
AGENDA FOR THE ADJOURNED REGULAR MEETING  
OF THE BOARD OF DIRECTORS

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

May 28, 2015 at 1:00 p.m.

Agenda items may be taken out of the order shown.

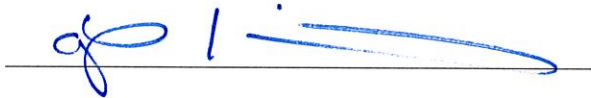
1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)
2. Presentation of 5 year service pin to Garet Blake.
3. TIME CERTAIN: 2:00 p.m. – presentation by Tom Mosby, General Manager, Montecito Water District regarding water supply for emergency services.
4. Report from the Finance Committee (copy of Agenda for Finance Committee Meeting attached).
  - a. Consider recommendation to approve District's April 2015 financial statements.
  - b. Consider recommendation to approve Resolution 2015-04, amending Final Budget 2014-15.
  - c. Review draft Preliminary Budget for FY 2015-16.
5. Approval of proposed changes to Administrative Assistant job description.
6. Update on status of properties identified in Station 3 Site Identification Study regarding property availability.
7. Approval of Minutes of April 27, 2015 Regular Meeting.
8. Approval of Resolution 2015-05 for the election of Directors to the Special District Risk Management Authority Board of Directors.
9. Update on Loureyro Structure fire response.
10. Fire Chief's report.
11. Board of Director's report.

12. Suggestions from Directors for items other than regular agenda items to be included for the June 22, 2015 Regular Board meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is May 21, 2015.

MONTECITO FIRE PROTECTION DISTRICT



Chip Hickman, Fire Chief

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.

**NOTICE OF ADJOURNED REGULAR MEETING  
MONTECITO FIRE PROTECTION DISTRICT**

NOTICE IS HEREBY GIVEN that the Clerk of the Governing Board of the Montecito Fire Protection District adjourned the Regular Meeting scheduled for May 26, 2015 at 2:00 p.m., at Montecito Fire Protection District Headquarters Station, 595 San Ysidro Rd.

In accordance with Government Code Section 54955, the undersigned declared the meeting adjourned to:

May 28, 2015 at 1:00 p.m. at Montecito Fire Protection District Headquarters Station,  
595 San Ysidro Rd., Santa Barbara, CA 93108.

  
\_\_\_\_\_  
Chip Hickman, Fire Chief

Date: May 21, 2015

**AFFIDAVIT OF POSTING  
ADJOURNED REGULAR MEETING  
MONTECITO FIRE PROTECTION DISTRICT**

The undersigned hereby certifies that the attached true copy of *Notice of Adjourned Regular Meeting* was posted as required by Section 54955 of the Government Code.

Dated: May 21, 2015

  
\_\_\_\_\_  
Chip Hickman, Fire Chief

**AFFIDAVIT OF GIVING NOTICE OF  
ADJOURNED REGULAR MEETING  
MONTECITO FIRE PROTECTION DISTRICT**

The undersigned as Board Clerk of the Montecito Fire Protection District hereby certifies that the attached *Notice of Adjourned Regular Meeting* is a true copy of the Notice which was given to each member of the Governing Board of the Montecito Fire Protection District as required by Section 54955 and Section 54956 of the Government Code.

Dated: May 21, 2015

  
\_\_\_\_\_  
Chip Hickman, Fire Chief



# Agenda Item #4





# ATTACHMENT

#A



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

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	All Funds
Cash Balance at 4/1/15	3,375,975.27	164.32	2,083,444.25	6,376,925.51	11,836,509.35
Income:					
Tax Revenue	5,796,541.09	-	-	-	5,796,541.09
Interest	4,480.30	15.98	1,928.90	5,826.24	12,251.42
EMS Mgmt LLC - First response pmt	23,898.26	-	-	-	23,898.26
	<u>5,824,919.65</u>	<u>15.98</u>	<u>1,928.90</u>	<u>5,826.24</u>	<u>5,832,690.77</u>
Expenses:					
Claims Processed	(772,823.96)	-	(125.00)	-	(772,948.96)
Payroll	(922,830.81)	-	-	-	(922,830.81)
Other:					
Reimbursed expenses*	2,149.28	-	-	-	2,149.28
	<u>(1,693,505.49)</u>	<u>-</u>	<u>(125.00)</u>	<u>-</u>	<u>(1,693,630.49)</u>
Cash Balance at 4/30/15	<u>7,507,389.43</u>	<u>180.30</u>	<u>2,085,248.15</u>	<u>6,382,751.75</u>	<u>15,975,569.63</u>
Cash in Treasury per Balance Sheet	<u>7,911,034.40</u>	<u>180.30</u>	<u>2,085,373.15</u>	<u>6,382,751.75</u>	<u>16,379,339.60</u>
<b>Difference</b>	403,644.97	-	125.00	-	403,769.97
<b>Reconciliation:</b>					
Outstanding payroll claims					
Delta Dental	14,227.03	-	-	-	14,227.03
Vision Service Plan	2,906.80	-	-	-	2,906.80
CalPERS retirement contributions	87,419.40	-	-	-	87,419.40
Mass Mutual contributions	21,732.55	-	-	-	21,732.55
Payroll checks	5,037.30	-	-	-	5,037.30
Payroll Taxes & Direct Deposit	272,321.89	-	-	-	272,321.89
	<u>403,644.97</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>403,644.97</u>

\* Summary of reimbursed expenses:

State Compensation Ins Fund - Temporary disability payments, 3/28-4/10/15, \$2,149.28

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

Payee	Description	Amount
<b>Fund 3650 - General</b>		
ADP Inc	ADP fees, 2 periods	483.74
Aflac	Employee paid insurance, March	1,549.22
Allstar Fire Equipment Inc	Detachable names for turnouts (3)	81.25
American Hotel Register Co	Household supplies: kitchen towels	58.09
Andrew Seybold Inc	Communication service calls	1,021.48
Boone Printing & Graphics	Telecommunication week banner	94.50
Bound Tree Medical	Medical supplies, 2 months	1,745.62
Branch Out Tree Care LLC	Chipping Project: Lower Romero Cyn	4,800.00
Branch Out Tree Care LLC	Chipping Project: Upper Romero Cyn	8,000.00
Briner, Aaron	A. Briner Reimb: Confined Space Tech	1,052.29
Broumand, Alex	A. Broumand Reimb: ACLS Course	277.50
Broumand, Alex	A. Broumand Reimb: PALS Course	197.50
Callback Staffing Solutions LLC	Online scheduling program, monthly fee	94.50
Carquest Auto Parts	Vehicle repair part	17.26
Chapman, Scott	S. Chapman Reimb: Gatorade, water emer. supplies	143.00
Chapman, Scott	S. Chapman Reimb: L-380 Fireline Leadership	1,542.00
Comlabs Inc	HEARO Alert Radios (104) - Budgeted	9,999.20
Community Radio Inc	Gibraltar space rental quarterly, April-June	911.55
Compuvision	Service call for IP phones	275.00
Conexis Benefits Administrator LP	FSA administrative fee, February & March	187.00
Conexis Benefits Administrator LP	FSA plan reimbursements, employee paid	1,281.32
Cox Communications	CAD connectivity & Internet	2,642.18
Crown Dodge	PT 92 computer repair - parts and labor	1,258.03
Davis, Shaun	S. Davis Reimb: Academy flag pole	509.00
Entenmann Rovin Co	Badge	124.70
Fechter & Company	Financial Audit FY 13-14 - final balance	758.00
Gem Equipment Company	Vehicle filters (2)	132.55
GovConnection Inc	Racks for servers (3)	416.33
Hayward Lumber Company	Roof prop lumber for recruit academy	723.70
Hickman, Kurt	K. Hickman Reimb: EMS Update	73.02
Hose Man Inc	Mechanic shop supplies	50.87
Impulse Internet Services	Phone services, May	477.61
Impulse Internet Services	Phone service for AM radio line, April/May	106.11
Interstate Batteries of Sierra Madre	Vehicle batteries for P920 (2)	449.17
JDL Mapping	Mapping services, March	375.00
Johnson Equipment Co	Vehicle repair parts: S91	42.53
L N Curtis & Sons	PPE: Turnout boots (1)	418.83
L N Curtis & Sons	Hydraulic fluid	278.31
Liebert Cassidy Whitmore	Labor attorney fees, March	677.00
Los Angeles Truck Centers	Vehicle repair part: E92	5.29
Marborg Industries	Refuse disposal, Sta. 1	359.67
McCracken, Ryland	R. McCracken Reimb: EMS Update	57.50
Med Tech Resource	Medical supplies: Defibrillator pads/CPR masks	1,234.64
Mission Uniform Service Inc	Shop towels	366.22
Montecito Water District	Water service	387.38
Municipal Emergency Svcs Inc	SCBA case and parts	849.41
Nestle Pure Life Direct	Bottled water	211.64
PARS	PARS OPEB Contribution for FY 14-15	536,712.00
Pauletto Electric	Electrical work to set up server UPS in basement	1,089.70
Powell, John Abraham	J.A. Powell Reimb: FDAC Conference	1,637.04
Powell, Keith	K. Powell Reimb: CA Fire Mechanics Academy	630.67
Precision Imaging	Office copier usage fee, March	392.40
Price Postel & Parma	Legal services, March	5,108.50
Rayne Water Conditioning	Soft water service, semi-annual	816.36
Safety Kleen Corp	Quarterly solvent tank maintenance	602.16

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

Payee	Description	Amount
Saley, Jeff	J. Saley Reimb: Safety Officer's Conference	770.77
Sansum Clinic	Employee medical exams	5,232.00
Santa Barbara Trophy	Recruit academy recognition for S. Davis	86.40
Satcom Global Inc	Satellite phone charges	151.39
SB County Auditor-Controller	Additional User Tax	40.91
SB County Auditor-Controller	FIN quarterly billing	3,648.00
SB County Treasurer-Tax Collector	Property tax administration fee	140,370.00
Skei, Evan	E. Skei Reimb: Strike Team Leader Workshop	42.55
Skei, Evan	E. Skei Reimb: RTF 12 Oversight Committee	35.65
Smittys Towing	Towing service for P920	125.00
South Coast Emer. Vehicle Service	Vehicle repair parts: E91 and E92	44.50
Southern California Edison	Electricity service, 2 months	3,586.46
Sprinkle Tire Inc	Tires, installation and alignment for R91	1,493.09
Staples Credit Plan	Office supplies: paper, printer cartridges, other	2,376.09
Suds-Duds Launderette	Turnouts cleaned	334.00
The Gas Company	Gas service	111.98
The UPS Store	Shipping charges and notary service	85.79
The Village Service Station	Gasoline charges, 2 months	3,704.39
Tilford Welding	Imagetrend boxes for vehicles (4)	376.92
Trace Analytics LLC	Mako compressed air testing	80.00
Tri-County Appliance Repair	Service repair to Sta. 1 dryer	170.96
Unisource	Household supplies	1,197.88
US Bank Corporate Card	G. Ventura: Cyber Security - Hotel parking	15.00
US Bank Corporate Card	Public Education supplies: science fair booth	25.66
US Bank Corporate Card	PPE: Hearing protection supplies	41.08
US Bank Corporate Card	Smoky Bear pocket planners	70.35
US Bank Corporate Card	External drive for MDCs	88.62
US Bank Corporate Card	Tablecloths for board room	91.77
US Bank Corporate Card	TransferBigFiles.com renewal fee	96.00
US Bank Corporate Card	Rope rescue: drop bags	110.53
US Bank Corporate Card	Maintenance supplies and hardware	127.79
US Bank Corporate Card	Fire hydrant adapters for vegetation projects	137.91
US Bank Corporate Card	Exhaust removal system repair at Sta. 2	191.40
US Bank Corporate Card	Business lunch meetings (4)	208.70
US Bank Corporate Card	Office supplies	231.44
US Bank Corporate Card	Carriers and prgm plugs for radios, iPhone holder	325.42
US Bank Corporate Card	Gasoline charges	389.04
US Bank Corporate Card	Hickman/Gil: Public Retirement Seminar	400.00
US Bank Corporate Card	Postage stamps	447.00
US Bank Corporate Card	Stock battery parts and R91 towing	580.44
US Bank Corporate Card	Retirement helmets: McElwee/McLeod	800.68
US Bank Corporate Card	Gregson/Lauritson: SWAIC Conference	829.73
US Bank Corporate Card	A. Widling: AZ Wildfire Academy	1,058.85
US Bank Corporate Card	Hickman/Badaracco: FH World	1,478.83
US Bank Corporate Card	Emergency meal kits for all vehicles	1,636.07
Ventura, Geri	G. Ventura Reimb: JRIC Cyber Security	236.83
Verizon California	Phone service	1,172.72
Verizon Wireless	Wireless service, 2 months	2,069.89
Wilson Printing	Business cards order (6 sets)	327.64
Zeitsoff, Jordan	J. Zeitsoff Reimb: CA Fire Mechanics Academy	1,784.30
Fund 3650 Total		<u>772,823.96</u>

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

Regular Salaries	\$	472,621.00
Part-Time Salaries		4,711.52
Directors Fees		1,650.00
Auxiliary		586.50
FLSA Safety		10,908.52
FLSA Dispatch		3,494.47
Overtime		109,263.28
Fire Assignment Overtime		-
Chief Officers - Extra Duty		9,420.00
Dispatch Cadre Earnings		1,984.20
Mass Mutual 457 Contribution		8,200.00
4850 Labor Code Payroll		<u>24,283.10</u>
Gross Wages	\$	647,122.59
District Contributions to Insurance		120,451.77
District Contributions to Medicare/FICA		8,668.63
District Contributions to SUI		69.56
CalPERS Employee Contribution, District paid		47,682.38
CalPERS Employer Contribution, Employee paid		(24,860.85)
CalPERS, District Contribution		128,567.31
Health and Dependent Care FSA Contributions		(3,321.32)
Due to AFLAC		<u>(1,549.26)</u>
Total Benefits		<u>275,708.22</u>
<b>Grand Total</b>	<b>\$</b>	<b><u>922,830.81</u></b>

MONTECITO FIRE PROTECTION DISTRICT  
OVERTIME COMPENSATION  
April 2015

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Emer. Callback	Training/ Class Cover	Paramedic Cont. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Fire Asgmt	Other	Description
Muller, L.	03/09/15		1.0	45.44									45.44			
Bennewate, B.	03/10/15		9.0	433.76											433.76	Academy instruction
Zeitsoff, J.	03/12/15		10.0	569.55											569.55	Academy instruction
Skei, E.	03/16/15	6.0	-	-											657.90	Academy cover
St. Oegger	03/16/15		10.0	657.90												
Galbraith, R.	03/17/15		11.5	677.41			677.41									
Blake, G.	03/18/15		9.0	553.37				553.37								
Badaracco, J.	03/22/15		7.5	608.29			608.29									
Bennewate, B.	03/25/15		24.0	1,156.68							1,156.68					
Ederer, T.	03/26/15		24.0	1,884.00								1,884.00				
Badaracco, J.	03/27/15		10.0	811.05			811.05									
Blake, G.	03/27/15		24.0	1,475.64							1,475.64					
Briner, A.	03/27/15		24.0	1,675.08							1,675.08					
Hickman, K.	03/27/15	8.0	16.0	1,018.08							1,018.08					
Poulos, T.	03/27/15		24.0	1,510.92							1,510.92					
Galbraith, R.	03/28/15	14.5	-	-												
Gil, A.	03/28/15	5.5	-	-												Budget preparation
Lauritson, R.	03/28/15		24.0	2,862.72							2,862.72					
Widling, A.	03/28/15		24.0	1,884.00								1,884.00				
Gil, A.	03/29/15		3.5	276.31											276.31	Budget preparation
Lauritson, R.	03/29/15		24.0	2,862.72							2,862.72					
Zeitsoff, J.	03/29/15		12.0	683.46							683.46					
Briner, A.	03/30/15		24.0	1,675.08							1,675.08				88.36	Late call
Galbraith, R.	03/30/15		1.5	88.36											812.10	Academy cover
Holthe, D.	03/30/15		10.0	812.10												
Zeitsoff, J.	03/30/15		9.5	541.07							541.07					
Blake, G.	03/31/15		24.0	1,475.64							1,475.64					
Chapman, S.	03/31/15		9.0	589.68											589.68	Academy instruction
Galbraith, R.	03/31/15		7.5	441.78											441.78	Ambulance committee
Hausner, B.	03/31/15		9.0	513.13			513.13									
Hickman, K.	03/31/15	8.0	16.0	1,018.08							1,018.08					
Holthe, D.	03/31/15		24.0	1,949.04											1,949.04	Academy cover
McCracken, R.	03/31/15		7.5	472.95											472.95	Ambulance committee
Bennewate, B.	04/01/15		10.0	525.45							525.45					
Davis, S.	04/01/15		14.0	824.67						824.67						
Mann, K.	04/01/15	8.0	16.0	1,128.96							1,128.96					
Skei, E.	04/01/15	8.0	16.0	1,182.24						738.90					443.34	Academy cover
Widling, A.	04/01/15		24.0	1,884.00								1,884.00				
Chapman, S.	04/02/15		9.0	589.68												
Hausner, B.	04/02/15		9.0	513.14			513.14									
Hickman, K.	04/02/15		24.0	1,527.12												
McCracken, R.	04/02/15	6.0	18.0	1,135.08									1,135.08			
Walkup, R.	04/02/15		24.0	1,408.68							1,408.68					
Bennewate, B.	04/03/15		8.0	420.36							420.36					
Zeitsoff, J.	04/03/15		24.0	1,366.92							1,366.92					

MONTECITO FIRE PROTECTION DISTRICT  
OVERTIME COMPENSATION  
April 2015

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Emer. Callback	Training/Class Cover	Paramedic Cont. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Fire Asgmt	Other	Description
Klemowicz, E.	04/04/15	4.0	20.0	1,145.40							1,145.40					
Mamm, K.	04/05/15	8.0	16.0	1,128.96							1,128.96					
Poulos, T.	04/05/15	16.0	8.0	503.64							503.64					
Holthe, D.	04/06/15		24.0	1,949.04							1,949.04					
Powell, K.	04/06/15		10.5	601.33							601.33					
Villarreal, J.	04/06/15		24.0	1,861.20							1,861.20					
Broumand, A.	04/07/15		24.0	1,451.52							1,451.52					
Zeitsoff, J.	04/07/15		9.0	512.60												Academy instruction
Briner, A.	04/08/15		24.0	1,675.08									1,675.08			
Skei, E.	04/08/15		5.5	406.40			406.40									
Bass, L.	04/09/15		24.0	1,540.80							1,540.80					
Briner, A.	04/09/15		11.0	767.75							767.75					
Broumand, A.	04/09/15		3.5	211.68											211.68	CERT instruction
McCracken, R.	04/09/15		11.5	725.19			725.19									
Villarreal, J.	04/09/15		9.5	736.73											736.73	Academy instruction
Andreas, D.	04/10/15		16.0	1,270.08												
Badaracco, J.	04/10/15		24.0	1,946.52		1,270.08							1,946.52			
Klemowicz, E.	04/10/15		24.0	1,374.48							1,374.48					
Skei, E.	04/10/15		2.0	147.78			147.78									
Andreas, D.	04/11/15		8.0	1,270.08					1,270.08							
Bass, L.	04/11/15		3.0	192.60												
Blake, G.	04/11/15		24.0	1,475.64												
McCracken, R.	04/11/15		2.5	157.65												
Powell, K.	04/11/15		2.5	143.18												
Jenkins, J.	04/12/15		24.0	2,463.48									2,463.48			
Jenkins, J.	04/13/15		2.0	205.29									205.29			
				<b>Payroll 4/16/15</b>	<b>69,593.69</b>											
Lauritson, R.	03/16/15		1.0	119.28												
Fuentes, E.	04/08/15		8.0	1,128.96							119.28					
Poulos, T.	04/09/15		24.0	1,510.92							1,128.96					
Galbraith, R.	04/11/15		24.0	1,413.72							1,510.92					
Gil, A.	04/12/15		6.5	-							1,413.72					FIN Committee reports
Gil, A.	04/13/15		2.5	207.26											207.26	Payroll processing
Hickman, K.	04/13/15		24.0	1,527.12							1,527.12					
Holthe, D.	04/13/15		24.0	1,949.04				1,949.04								
Villarreal, J.	04/13/15		24.0	1,861.20												
Briner, A.	04/14/15		10.0	697.95												Academy instruction
Edwards, S.	04/14/15		10.0	454.20												Academy instruction
Lauritson, R.	04/14/15		3.0	357.84												
Skei, E.	04/14/15		7.0	517.23												
Zeitsoff, J.	04/14/15		14.0	797.37												
Fuentes, E.	04/15/15		24.0	1,693.44												
Gregson, A.	04/15/15		15.0	942.00												
Hausser, B.	04/15/15		24.0	-												
Hickman, K.	04/15/15		10.0	636.30												



MONTECITO FIRE PROTECTION DISTRICT  
OVERTIME COMPENSATION  
April 2015

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Emer. Callback	Training/Class Cover	Paramedic Cont. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Fire Asgmt	Other	Description
Jenkins, J.	04/15/15		1.0	102.65									102.65			
Powell, K.	04/15/15		24.0	1,374.48							1,374.48					
Walkup, R.	04/15/15		9.5	557.62											557.62	Academy cover
Briner, A.	04/16/15		10.0	697.95											697.95	Academy instruction
Broumand, A.	04/16/15		10.0	604.80											604.80	Academy instruction
Edwards, S.	04/16/15		10.0	454.20											454.20	Academy instruction
Hauser, B.	04/16/15		24.0	1,368.36									798.21		570.15	Academy instruction
Jenkins, J.	04/16/15		1.0	102.65									102.65			
Lauritson, R.	04/16/15		14.0	1,669.92							1,669.92					
Mann, K.	04/16/15	8.0	16.0	1,128.96							1,128.96					
Skeel, E.	04/16/15	5.0	5.0	369.45							369.45					
Elliott, M.	04/17/15		24.0	1,578.96							1,578.96					
Holthe, D.	04/17/15		24.0	1,949.04							1,949.04					
Blake, G.	04/18/15		24.0	1,475.64							1,475.64					
Jenkins, J.	04/18/15		24.0	2,463.47									2,463.47			
Lauritson, R.	04/18/15		24.0	2,862.72							2,862.72					
Jenkins, J.	04/20/15		16.0	1,642.32									1,642.32			
Muller, L.	04/20/15		1.0	45.44									45.44			
Walkup, R.	04/20/15		24.0	1,408.66	1,408.66											
Hauser, B.	04/22/15		23.0	1,311.35			513.14						798.21			
Jenkins, J.	04/22/15		1.0	102.65									102.65			
Muller, L.	04/22/15		1.0	45.43									45.43			
Poulos, T.	04/22/15		24.0	1,510.92							1,510.92					
Bennewate, B.	04/23/15		10.0	525.45							525.45					
Hauser, B.	04/24/15		7.5	427.61			427.61									
Broumand, A.	04/25/15		2.5	151.20		151.20										
Whitt, S.	04/25/15		2.5	109.50		109.50										
Widling, A.	04/25/15		24.0	1,884.00								1,884.00				
Bennewate, B.	04/26/15		5.5	289.00		289.00										
Fuentes, E.	04/26/15		4.5	317.52		317.52										
Fuggles, K.	04/26/15		10.0	699.30		699.30										
Galbraith, R.	04/26/15		5.0	294.53		294.53										
Ventura, G.	04/26/15		3.0	339.66		339.66										Structure fire press release
Wrenn, B.	04/26/15		4.5	177.53		177.53										
Davis, S.	04/27/15		3.0	176.72						176.72						Fire hold over
Ederer, T.	04/27/15		7.5	942.00								942.00				
Hickman, K.	04/27/15		2.0	127.26		127.26										
McCracken, R.	04/27/15		24.0	1,513.44									1,513.44			
Wrenn, B.	04/27/15		12.0	473.40						473.40						Fire watch
<b>Payroll 5/1/15</b>				<b>49,089.59</b>												
<b>Grand Total</b>				<b>118,683.28</b>	<b>4,205.86</b>	<b>2,998.93</b>	<b>7,292.18</b>	<b>553.37</b>	<b>1,270.08</b>	<b>3,528.29</b>	<b>61,299.62</b>	<b>9,420.00</b>	<b>15,085.36</b>	<b>-</b>	<b>13,029.59</b>	
<b>% of Total</b>				<b>100.00%</b>	<b>3.5%</b>	<b>2.5%</b>	<b>6.1%</b>	<b>0.5%</b>	<b>1.1%</b>	<b>3.0%</b>	<b>51.6%</b>	<b>7.9%</b>	<b>12.7%</b>	<b>0.0%</b>	<b>11.0%</b>	



**MONTECITO FIRE PROTECTION DISTRICT  
FIRE ASSIGNMENTS - BILLING  
FY 2014-2015**

Fire Name, #	Invoice #	Period Covered	Invoice Date	Agency	Total Due	Date Received	Amount Received
EI Portal, CA-YNP-0083	2014-09	07/27-08/14/14	10/23/14	USFS	\$ 14,789.54	03/17/15	\$ 14,789.54
Little Deer (July), CA-KNF-005564		08/01-08/24/14	10/30/14	Cal-OES	88,267.76	01/20/15	88,267.76
Bald Fire, CA-LNF-003479		08/02-08/06/14	10/24/14	Cal-OES	33,595.73	02/09/15	33,595.73
Eiler Fire, CA-SHU-006933		08/06-08/16/14	10/24/14	Cal-OES	96,835.29	01/02/15	96,835.29
Cover BTU-August, CA-BTU-010882		08/09-08/15/14	03/09/15	Cal-OES	75,855.10		
Junction, CA-MMU-014633		08/18-08/21/14	10/30/14	Cal-OES	23,118.98	01/12/15	23,118.98
Tecolote, CA-ANF-004034		08/18/14	11/21/14	Cal-OES	9,548.73	02/09/15	9,548.73
Tecolote, CA-ANF-004034	2014-10	08/18/14	10/23/14	USFS	1,622.00	03/17/15	1,622.00
Way, CA-CND-003148	2014-11	08/19-08/25/14	10/23/14	USFS	11,203.88	01/21/15	11,203.88
Silverado Fire, CA-CNF-002873		09/13-09/15/14	11/21/14	Cal-OES	18,443.29	02/09/15	18,443.29
King Fire, CA-ENF-023461	2014-12	09/18-10/02/14	10/23/14	USFS	29,750.38	03/20/15	29,750.38
Boles Fire, CA-SKU-007064 (Revised)		09/16-09/21/14	11/12/14	Cal-OES	35,018.46	02/05/15	35,018.46
King Fire, CA-ENF-023461 (OES & 391)		09/20-09/26/14	12/04/14	Cal-OES	167,604.28	03/20/15	167,604.28
					<b>\$ 605,653.43</b>		<b>\$ 529,798.32</b>

**Reconciliation**

Acct 3750 - Cal-OES Revenue	548,287.63
Acct 4476 - USFS Revenue	<u>57,365.80</u>
<b>Total Revenue</b>	<b>605,653.43</b>

**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

April 7, 2015  
 File #: 12611  
 Invoice #: 120070  
 Billing Attorney: MSM

**ACCOUNT SUMMARY BALANCE**

RE: GENERAL MATTERS Our File Number: 12611-00000	2,006.00
RE: BOARD MTGS Our File Number: 12611-00061	1,770.00
RE: COYOTE ROAD Our File Number: 12611-00081	1,032.50
RE: DISTRICT WEBSITE Our File Number: 12611-00085	300.00
<hr/> <b>Current Total Charges</b>	<hr/> 5,108.50

\* \* \* \* \*

**SUMMARY OF CURRENT CHARGES**

Current Fees	5,108.50	
Total Current Fees & Costs	<u>5,108.50</u>	
<b>Total Current Due</b>		<b>\$5,108.50</b>

**SUMMARY OF PAST DUE BALANCES**

<b>Total Past Due</b>		<b>\$0.00</b>
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Cochrane Property Management, Inc.

Period: 01 Apr 2015-30 Apr 2015

P.O. Box 4370  
Santa Barbara, CA 93140

## Owner Statement



## Montecito Fire Protection District (MFPD)

c/o Cochrane Property Management, Inc.  
PO Box 4370  
Santa Barbara, CA 93140

## Properties

**186 - Cochrane Prop.**  
**Mgmt. FBO MFPD -**  
1255-1259 E. Valley Road  
Santa Barbara, CA 93108

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 04/01/2015			8,625.43
04/02/2015	Larry Todd Edwards	ACH receipt	8VY0-UBSZ	1255 - Rent Income - March 2015	76.54		8,701.97
04/02/2015	Larry Todd Edwards	ACH receipt	8VY0-UBSZ	1255 - Rent Income - April 2015	1,641.46		10,343.43
04/02/2015	Thomas V. Homer	Receipt	1459	1257 - Rent Income - April 2015	1,224.00		11,567.43
04/04/2015	Brandon Bennewate	ACH receipt	REOR-8IBA	1259 - Rent Income - April 2015	1,287.00		12,854.43
04/04/2015	Brandon Bennewate	ACH receipt	REOR-8IBA	1259 - Charge Back - April 2015 - Property Taxes owed until June 2015	52.00		12,906.43
04/28/2015	Montecito Water District	Payment	ACH	Water/Sewer - monthly water 01-1256-03: 2/26/15 - 3/26/15 (9 HCF) - April 2015 - Montecito Water monthly bill		64.45	12,841.98
04/30/2015	Cochrane Property Management, Inc.	Check	18748	Administrative Fee - Monthly service fee - min \$5 - April 2015 - Monthly service fee - min \$5		5.00	12,836.98
04/30/2015	Cochrane Property Management, Inc.	Check	18748	Property Mgmt Fees - Property Mgmt Fees for 04/2015		258.30	12,578.68
04/30/2015	Hydrex, Inc. (Santa Barbara)	Check	18749	Pest Control - 4/13/15 mo rodent service - 30 bait stations - April 2015 - mo rodent service - 30 bait stations		92.00	12,486.68
04/30/2015	Peyton/Scapes	Check	18750	Gardening/Landscaping - 3/31/15 - mo gardening - March		55.00	12,431.68
04/30/2015	Peyton/Scapes	Check	18750	Gardening/Landscaping - 3/31/15 - mo gardening - March		55.00	12,376.68
04/30/2015	Peyton/Scapes	Check	18750	Gardening/Landscaping - 3/31/15 - mo gardening - March		55.00	12,321.68
04/30/2015	Rayne Water Conditioning	Check	18751	1257 - Water/Sewer - 3/11/15 - Monthly water softening - April 2015		78.17	12,243.51
04/30/2015	Rayne Water Conditioning	Check	18751	1255 - Water/Sewer - 3/11/15 - Monthly water softening - April 2015		48.99	12,194.52
04/30/2015	Rayne Water Conditioning	Check	18751	1259 - Water/Sewer - 3/11/15 - Monthly water softening - April 2015		48.99	12,145.53

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
Ending Cash Balance							12,145.53
<b>Total</b>					4,281.00	760.90	

Property Cash Summary

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Required Reserves	5,000.00
Prepaid Rent for Future Rent	0.00

**Cash Flow**

Cochrane Property Management, Inc.

Properties: 186 - Cochrane Prop. Mgmt. FBO MFPD - 1255-1259 E. Valley Road Santa Barbara, CA 93108

Owned By: Montecito Fire Protection District (MFPD)

Date Range: 04/01/2015 to 04/30/2015

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
<b>Operating Income &amp; Expense</b>				
<b>Income</b>				
<b>Income</b>				
Rent Income	4,305.00	98.81	17,220.00	98.81
Charge Back	52.00	1.19	208.00	1.19
<b>Total Income</b>	<b>4,357.00</b>	<b>100.00</b>	<b>17,428.00</b>	<b>100.00</b>
<b>Total Operating Income</b>	<b>4,357.00</b>	<b>100.00</b>	<b>17,428.00</b>	<b>100.00</b>
<b>Expense</b>				
<b>Office Expenses</b>				
Administrative Fee	5.00	0.11	20.00	0.11
<b>Total Office Expenses</b>	<b>5.00</b>	<b>0.11</b>	<b>20.00</b>	<b>0.11</b>
<b>Repair &amp; Maintenance</b>				
Gardening/ Landscaping	165.00	3.79	660.00	3.79
General Cleaning/ Janitorial	0.00	0.00	160.00	0.92
Pest Control	92.00	2.11	368.00	2.11
Smoke Alarms	0.00	0.00	55.00	0.32
<b>Total Repair &amp; Maintenance</b>	<b>257.00</b>	<b>5.90</b>	<b>1,243.00</b>	<b>7.13</b>
Property Mgmt Fees	258.30	5.93	1,033.20	5.93
<b>Utilities</b>				
Water/Sewer	240.60	5.52	955.22	5.48
Trash/Recycling	0.00	0.00	356.84	2.05
<b>Total Utilities</b>	<b>240.60</b>	<b>5.52</b>	<b>1,312.06</b>	<b>7.53</b>
<b>Total Operating Expense</b>	<b>760.90</b>	<b>17.46</b>	<b>3,608.26</b>	<b>20.70</b>
<b>NOI - Net Operating Income</b>	<b>3,596.10</b>	<b>82.54</b>	<b>13,819.74</b>	<b>79.30</b>
Total Income	4,357.00	100.00	17,428.00	100.00
Total Expense	760.90	17.46	3,608.26	20.70
<b>Net Income</b>	<b>3,596.10</b>	<b>82.54</b>	<b>13,819.74</b>	<b>79.30</b>
<b>Other Items</b>				
Prepaid Rent	-76.00		-46.00	
Owner Distribution	0.00		-10,000.00	
<b>Net Other Items</b>	<b>-76.00</b>		<b>-10,046.00</b>	
<b>Cash Flow</b>	<b>3,520.10</b>		<b>3,773.74</b>	





# ATTACHMENT

#B






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## STAFF REPORT

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**Prepared for:** Montecito Fire Protection Board of Directors  
**Prepared by:** Chief Hickman and Araceli Gil, District Accountant  
**Date:** May 21, 2015  
**Topic:** Budget Amendment for Fiscal Year 2014-15

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### Summary

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Staff is requesting approval to amend the budget for fiscal year 2014-15, per Resolution 2015-04.

### Discussion

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The proposed amendment will establish appropriations of \$676,532: \$605,654 received from fire assignment revenues and \$70,878 received from a deposit returned from State Compensation Insurance Fund after finalizing the policy cancellation.

The appropriations from the fire assignment revenue of \$605,654 will be used to fund overtime for \$598,004 and capital assets for \$7,650.

**Overtime:** As of April 30, 2015, the overtime expense is over budget by \$270,000, in large part due to the overtime incurred by staff assisting in fire assignments. Because it is difficult to project overtime expense through June 30<sup>th</sup> given the volatility and unpredictability of “fire season” months, Staff recommends that the majority of the fire assignment revenue is allocated to the overtime line account in order to ensure that there are sufficient funds to cover the overtime expense through this fiscal year-end. Any unspent funds at the end of the year, will remain in the residual fund balance and allocated towards reaching the Board-established reserve levels.

**Capital Assets:** The capital assets line item expense account is over budget by approximately \$7,650, mainly because of the purchase of the storage roll off container which was budgeted for under “Services and Supplies” for \$4,000. The actual cost was \$7,000 which caused the expense to be categorized as a capital asset as it was over \$5,000 threshold. The appropriation of \$7,650 will allow the Capital Assets object level to remain under budget.

The appropriations received from the deposit will be used to fund the worker’s compensation insurance cancellation payment for \$70,878.

Please see the attached draft resolution and proposed amended budgets for more details.

## **Conclusion**

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Overall, the total increases in revenue and expenditures total the same amount, \$676,532, therefore, the net effect on the District's fund balance for this amendment will be zero. Any unspent funds at the end of the year, will remain in the residual fund balance and allocated towards reaching the Board-established reserve levels.

The Finance Committee recommends that the Board approve Resolution 2015-04, Amending Final Budget for FY 2014-15.

**RESOLUTION NO. 2015-04**

**RESOLUTION OF THE GOVERNING BOARD  
OF THE MONTECITO FIRE PROTECTION DISTRICT  
AMENDING THE FINAL BUDGET FOR FISCAL YEAR 2014-15**

WHEREAS, a final budget for the District for Fiscal Year 2014-15 was adopted by the Board on September 22, 2014; and

WHEREAS, the District has now received unanticipated, non-budgeted reimbursements for fire assignments and a returned deposit from worker's compensation insurance, which are considered additional revenues rather than a reduction of expenditures; and

WHEREAS, the following account needs to be adjusted by the following amount to accommodate overtime, worker's compensation insurance, and capital assets:

<u>Fund 3650 – General Fund</u>	
Overtime	\$ 598,004
Worker's Compensation Insurance	70,878
Capital Assets	<u>7,650</u>
	\$ 676,532

NOW, THEREFORE, the Board of Directors of the Montecito Fire Protection District hereby resolves as follows:

That the following revised budget be adopted for the Fiscal Year 2014-15:

<u>Fund 3650 – General</u>	
Salaries & Employee Benefits	\$ 13,693,213
Services & Supplies	1,509,799
Capital Assets	66,150
Transfer to Pension Obligation Fund	769,123
Transfer to Capital Outlay Fund	<u>332,406</u>
	\$ 15,694,159
<u>Fund 3651 – Pension Obligation</u>	
Services & Supplies	\$ 769,313
<u>Fund 3652 – Capital Outlay</u>	
Capital Assets	\$ 117,200
<u>Fund 3653 – Land &amp; Building</u>	
Capital Assets	\$ 100,000
Transfer to General Fund	<u>800,000</u>
	\$ 900,000
<u>Fund 3654 – UHR Mello-Roos</u>	
Services & Supplies	\$ 9,525

PASSED AND ADOPTED by the governing board of the Montecito Fire Protection District this 28th day of May, 2015, by the following vote:

AYES:

NAYS:

ABSTAIN:

ATTEST:

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Secretary of the Board of Directors  
Montecito Fire Protection District

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President of the Board of Directors  
Montecito Fire Protection District

DRAFT

**MONTECITO FIRE PROTECTION DISTRICT  
FIRE ASSIGNMENTS - BILLING  
FY 2014-2015**

Fire Name, #	Invoice #	Period Covered	Invoice Date	Agency	Total Due	Date Received	Amount Received
EI Portal, CA-YNP-0083	2014-09	07/27-08/14/14	10/23/14	USFS	\$ 14,789.54	03/17/15	\$ 14,789.54
Little Deer (July), CA-KNF-005564		08/01-08/24/14	10/30/14	Cal-OES	88,267.76	01/20/15	88,267.76
Bald Fire, CA-LNF-003479		08/02-08/06/14	10/24/14	Cal-OES	33,595.73	02/09/15	33,595.73
Eiler Fire, CA-SHU-006933		08/06-08/16/14	10/24/14	Cal-OES	96,835.29	01/02/15	96,835.29
Cover BTU-August, CA-BTU-010882		08/09-08/15/14	03/09/15	Cal-OES	75,855.10		
Junction, CA-MMU-014633		08/18-08/21/14	10/30/14	Cal-OES	23,118.98	01/12/15	23,118.98
Tecolote, CA-ANF-004034		08/18/14	11/21/14	Cal-OES	9,548.73	02/09/15	9,548.73
Tecolote, CA-ANF-004034	2014-10	08/18/14	10/23/14	USFS	1,622.00	03/17/15	1,622.00
Way, CA-CND-003148	2014-11	08/19-08/25/14	10/23/14	USFS	11,203.88	01/21/15	11,203.88
Silverado Fire, CA-CNF-002873		09/13-09/15/14	11/21/14	Cal-OES	18,443.29	02/09/15	18,443.29
King Fire, CA-ENF-023461	2014-12	09/18-10/02/14	10/23/14	USFS	29,750.38	03/20/15	29,750.38
Boles Fire, CA-SKU-007064 (Revised)		09/16-09/21/14	11/12/14	Cal-OES	35,018.46	02/05/15	35,018.46
King Fire, CA-ENF-023461 (OES & 391)		09/20-09/26/14	12/04/14	Cal-OES	167,604.28	03/20/15	167,604.28
					<b>\$ 605,653.43</b>		<b>\$ 529,798.32</b>

**Reconciliation**

Acct 3750 - Cal-OES Revenue	548,287.63
Acct 4476 - USFS Revenue	<u>57,365.80</u>
<b>Total Revenue</b>	<b>605,653.43</b>





**MONTECITO FIRE PROTECTION DISTRICT  
PROPOSED AMENDED BUDGET  
FISCAL YEAR 2014-15  
MAY 28, 2015**

<b>FUND 3650 - GENERAL FUND</b>
---------------------------------

Account	Line Item Description	Adopted Final Budget	Proposed Budget Amendment	Final Amended Budget
<b>REVENUES</b>				
3010	Property Tax - Secured	13,782,468	-	13,782,468
3011	Property Tax - Unitary	107,223	-	107,223
3020	Property Tax - Unsecured	582,421	-	582,421
3040	Property Tax - Prior Secured	(60,614)	-	(60,614)
3050	Property Tax - Prior Unsecured	7,918	-	7,918
3054	Supplemental Property Tax	219,299	-	219,299
3056	Supplemental Property Tax - Prior	14,809	-	14,809
3380	Interest Income	17,659	-	17,659
3409	Rental Property Income	50,961	-	50,961
3750	State Emergency Assistance	-	548,288	548,288
4220	Homeowners Property Tax Relief	86,330	-	86,330
4476	Federal Emergency Assistance	-	57,366	57,366
5105	Reimbursement for District Services	180,140	-	180,140
5909	Other Miscellaneous Revenue	5,825	-	5,825
5910	Transfer from Land & Building Fund (3653)	800,000	-	800,000
9605	Prepays/Deposits	-	70,878	70,878
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>15,794,439</b>	<b>676,532</b>	<b>16,470,971</b>
<b>EXPENDITURES</b>				
<b>Salaries &amp; Employee Benefits</b>				
6100	Regular Salaries	6,623,640	-	6,623,640
6300	Overtime	850,000	598,004	1,448,004
6400	Retirement Contributions	1,885,332	-	1,885,332
6475	Retiree Medical OPEB	1,610,136	-	1,610,136
6550	FICA/Medicare	99,663	-	99,663
6600	Insurance Contributions	1,262,839	-	1,262,839
6700	Unemployment Insurance	8,925	-	8,925
6900	Workers Compensation Insurance	683,796	70,878	754,674
	<b>Total Salaries &amp; Employee Benefits</b>	<b>13,024,331</b>	<b>668,882</b>	<b>13,693,213</b>
<b>Services &amp; Supplies</b>				
7030	Clothing and PPE	12,000	-	12,000
7050	Communications	96,300	-	96,300
7060	Food	2,500	-	2,500
7070	Household Expense	24,970	-	24,970
7090	Insurance: Liability/Auto/Prop.	29,302	-	29,302

**MONTECITO FIRE PROTECTION DISTRICT  
PROPOSED AMENDED BUDGET  
FISCAL YEAR 2014-15  
MAY 28, 2015**

**FUND 3650 - GENERAL FUND**

Account	Line Item Description	Adopted Final Budget	Proposed Budget Amendment	Final Amended Budget
7120	Maintenance - Equipment	25,000	-	25,000
7200	Structure and Grounds Maintenance	38,224	-	38,224
7205	Fire Defense Zone (Hazard Mitigation)	90,000	-	90,000
7322	Consulting and Management Fees	3,100	-	3,100
7324	Audit and Accounting Fees	22,685	-	22,685
7348	Instruments & Equip. < \$5,000	39,665	-	39,665
7363	Equipment Maintenance (Vehicles)	50,000	-	50,000
7400	Medical & First Aid Supplies	18,136	-	18,136
7430	Memberships	2,750	-	2,750
7450	Office Expense	27,317	-	27,317
7460	Professional and Specialized Services	516,000	-	516,000
7506	Administrative Tax Expense	165,000	-	165,000
7507	ADP Payroll Fees	7,500	-	7,500
7510	Contractual Services	41,400	-	41,400
7530	Publications & Legal Notices	2,000	-	2,000
7580	Rents & Leases - Structure	5,500	-	5,500
7630	Small Tools & Instruments	11,200	-	11,200
7650	District Special Expense	94,850	-	94,850
7671	Special Projects	9,400	-	9,400
7730	Transportation & Travel	12,000	-	12,000
7731	Gasoline/Oil/Fuel	55,000	-	55,000
7732	Training	61,000	-	61,000
7760	Utilities	47,000	-	47,000
	<b>Total Services &amp; Supplies</b>	<b>1,509,799</b>	<b>-</b>	<b>1,509,799</b>
<b>Capital Assets</b>				
8300	Capital Assets	58,500	7,650	66,150
	<b>Total Capital Assets</b>	<b>58,500</b>	<b>7,650</b>	<b>66,150</b>
<b>OTHER FINANCING USES</b>				
7901	Transfer To Pension Obligation Fund (3651)	769,123	-	769,123
7901	Transfer To Capital Outlay Fund (3652)	332,406	-	332,406
	<b>Total Other Financing Uses</b>	<b>1,101,529</b>	<b>-</b>	<b>1,101,529</b>
	<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>15,694,159</b>	<b>676,532</b>	<b>16,370,691</b>
	<b>Net Financial Impact</b>	<b>100,280</b>	<b>-</b>	<b>100,280</b>

**MONTECITO FIRE PROTECTION DISTRICT  
PROPOSED AMENDED BUDGET  
FISCAL YEAR 2014-15  
MAY 28, 2015**

<b>FUND 3651 - PENSION OBLIGATION FUND</b>				
<u>Account</u>	<u>Line Item Description</u>	<u>Adopted Final Budget</u>	<u>Proposed Budget Amendment</u>	<u>Final Amended Budget</u>
<b>REVENUES</b>				
<b>Financing Sources</b>				
5910	Transfer from General Fund (3650)	769,123	-	769,123
	<b>ESTIMATED FUND REVENUES</b>	<u>769,123</u>	<u>-</u>	<u>769,123</u>
<b>EXPENDITURES</b>				
7460	Administration Fee	2,190	-	2,190
7830	Interest Expense	83,123	-	83,123
	<b>Total Expenditures</b>	<u>85,313</u>	<u>-</u>	<u>85,313</u>
<b>OTHER FINANCING USES</b>				
7910	Long Term Debt Principal Repayment	684,000	-	684,000
	<b>Other Financing Uses</b>	<u>684,000</u>	<u>-</u>	<u>684,000</u>
	<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<u>769,313</u>	<u>-</u>	<u>769,313</u>
	<b>Net Financial Impact</b>	<u>(190)</u>	<u>-</u>	<u>(190)</u>

**MONTECITO FIRE PROTECTION DISTRICT  
PROPOSED AMENDED BUDGET  
FISCAL YEAR 2014-15  
MAY 28, 2015**

<b>FUND 3652 - CAPITAL OUTLAY FUND</b>
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Account	Line Item Description	Adopted Final Budget	Proposed Budget Amendment	Final Amended Budget
<b>REVENUES</b>				
<b>Financing Sources</b>				
5910	Transfer from General Fund (3650)	332,406	-	332,406
	<b>Total Financing Sources</b>	<b>332,406</b>	-	<b>332,406</b>
<b>Other Financing Sources</b>				
5919	Sale of Capital Assets	67,850	-	67,850
	<b>Total Other Financing Sources</b>	<b>67,850</b>	-	<b>67,850</b>
	<b>ESTIMATED FUND REVENUES</b>	<b>400,256</b>	-	<b>400,256</b>
<b>EXPENDITURES</b>				
<b>Capital Assets</b>				
8300	Capital Assets (Vehicles)	117,200	-	117,200
	<b>TOTAL EXPENDITURES</b>	<b>117,200</b>	-	<b>117,200</b>
	<b>Net Financial Impact</b>	<b>283,056</b>	-	<b>283,056</b>

**MONTECITO FIRE PROTECTION DISTRICT  
PROPOSED AMENDED BUDGET  
FISCAL YEAR 2014-15  
MAY 28, 2015**

<b>FUND 3653 - LAND AND BUILDING FUND</b>
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Account	Line Item Description	Adopted Final Budget	Proposed Budget Amendment	Final Amended Budget
<b>REVENUES</b>				
<b>Financing Sources</b>				
5910	Transfer from General Fund (3650)	-	-	-
	<b>ESTIMATED FUND REVENUES</b>	-	-	-
 <b>EXPENDITURES</b>				
<b>Capital Assets</b>				
8100	Land	100,000	-	100,000
8700	Construction in Progress	-	-	-
	<b>Total Capital Assets</b>	100,000	-	100,000
 <b>OTHER FINANCING USES</b>				
7901	Transfer To General Fund (3650)	800,000	-	800,000
	<b>Total Financing Uses</b>	800,000	-	800,000
	<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	900,000	-	900,000
	<b>Net Financial Impact</b>	(900,000)	-	(900,000)

**MONTECITO FIRE PROTECTION DISTRICT  
PROPOSED AMENDED BUDGET  
FISCAL YEAR 2014-15  
MAY 28, 2015**

<b>FUND 3654 - UHR MELLO-ROOS FUND</b>
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Account	Line Item Description	Adopted Final Budget	Proposed Budget Amendment	Final Amended Budget
<b>REVENUES</b>				
Financing Sources				
5910	Transfer from General Fund (3650)	-	-	-
	<b>ESTIMATED FUND REVENUES</b>	-	-	-
 <b>EXPENDITURES</b>				
7460	Professional and Specialized Services	9,525	-	9,525
	<b>TOTAL EXPENDITURES</b>	9,525	-	9,525
	<b>Net Financial Impact</b>	(9,525)	-	(9,525)

Fund 3654 was closed on December 31, 2014.

# ATTACHMENT

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## STAFF REPORT

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**Prepared for:** Montecito Fire Protection Board of Directors  
**Prepared by:** Chief Hickman and Araceli Gil, District Accountant  
**Date:** May 21, 2015  
**Topic:** Draft Preliminary Budget for Fiscal Year 2015-16

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### Summary

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The following report will review the draft Preliminary Budget in comparison to the Board-approved Final Budget for fiscal year 2014-15.

### Background

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In prior years, the District assumed a conservative 0% growth from the prior year's assessed property tax value when preparing the Preliminary Budget. However, in this draft of the Preliminary Budget, a 2.2% growth was applied to Secured and Prior Secured Property Tax line items (3010 and 3040), per Board approval.

### Discussion

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#### Revenue (Fund 3650 Pg. 1)

Revenue and funding sources are estimated to be over \$2.56 million more than last fiscal year.

3010-3056 Taxes Revenue – Expected growth totals approximately \$278,000.

3750 & 4476 State and Federal Emergency Assistance – These two line items capture all revenue received from state and federal fire assignments. In past years, this revenue has not been budgeted until it is earned and a budget amendment is approved. This year, we included estimated revenue figures in the budget in order to also recognize the overtime expense caused by the fire assignments (account 6301). The revenue figures were determined by reviewing the trend over the last few years. Total fire assignment revenue is \$325,000: \$260,000 from state and \$65,000 from federal.

5910 Transfer from Land & Building Fund (3653) – Funds transferred to the General Fund to make additional contributions to the OPEB fund as approved by the Board totaling \$2,459,473. The total OPEB contribution is \$3,293,913 included in line item 6475.

## **Expenditures – Salaries & Employee Benefits (Fund 3650 Pg. 2)**

6100 Salaries – The calculated increase takes into account a 2.2% salary increase for all employees effective July 1, 2015, and allows for potential changes resulting from retirements, new hires, or promotions.

6300, 6301 & 6310 Overtime – Overtime is broken down into three categories: overtime, overtime – reimbursable, and overtime – constant staffing.

6300 Overtime – This account will capture all overtime resulting from attending training/meetings, administrative tasks, special projects/events (i.e. Academy training, new hire/promotional interviews).

6301 Overtime – Reimbursable – This account will capture all overtime resulting from staff on fire assignments, and any emergency callbacks or backfills caused by a fire assignment.

6310 Overtime – Contant Staffing – This account will capture all overtime resulting from shift vacancies that don't allow the District to maintain minimum staffing levels. Any overtime caused by increased staffing will also fall into this category.

6400 Retirement Contributions –The employer contribution rates for the CalPERS pension programs increased from the prior fiscal year resulting in the approximate \$235,000 increase in pension contributions.

6475 Retiree Medical OPEB – Per Board direction, contributions to prefund the District's OPEB trust fund with PARS (Public Agency Retirement Services) will total \$3,293,913.

6600 Insurance Contributions – Actual insurance rates are not available for health, dental and vision insurance companies, therefore the increases used are only estimates at this point.

6900 Worker's Compensation Insurance – The District's new insurance company, SDRMA, provided a preliminary quote for the upcoming fiscal year, which resulted in a significant decrease from last year's premium provided by State Compensation Insurance Company. The final premium will be available for the Final Budget.

## **Expenditures – Services & Supplies (starting on Fund 3650 Pg. 2)**

7030 Clothing and Personal Protective Equipment (PPE) – The increase is a result of \$35,000 budgeted to replace turnout sets for firefighter personnel. Turnouts have a 10-year expiration period and most sets will be expiring in the next 2-3 years. About 50% of the turnouts will be replaced this year, with a plan to replace the remainder of them in fiscal year 2016-17.

7050 Communications – Last year's budget included budgeted one-time improvements to the communications system for \$19,000, therefore resulting in the line item decrease.

7205 Fire Defense Zone (Hazard Mitigation) – The increase in funding is due to additional projects identified by the District’s Wildland Specialists.

7460 Professional and Specialized Services – This account line item captures all professional services used on a monthly or annual basis: legal, IT, medical exams, mapping, communications consulting, and special studies. Last year’s budget included \$100,000 in funding for helicopter repositioning services, \$60,000 for the CWPP related environmental review, and funding for the Citygate SOC study, these are all services excluded from the current budget.

7650 District Special Expense – This line item is used to account for planned occurrences/events for each fiscal year. Last year’s budget included funding for the Proposition 4 election of \$23,000 and \$40,000 in HEARO alert radios. Of those expenses, only \$10,000 will be included in the current budget.

7732 Training – The increase in training funds is due to growing participation and training with the District’s Blue Card Command program.

8300 Capital Assets – This line item is used to account for fixed assets over \$5,000, which are recorded and depreciated over an estimate useful life. The funding varies from year to year depending on the capital asset needs for a particular year.

## **Conclusion**

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Upon review from the Board of Directors at the May 28<sup>th</sup> meeting, any changes and recommendations will be presented at the Finance Committee and Board of Directors meetings in June for final approval of the Preliminary Budget.



**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

<b>FUND 3650 - GENERAL FUND</b>					
<u>Account</u>	<u>Line Item Description</u>	<u>Prelim. Budget FY 2015-16</u>	<u>Final Budget FY 2014-15</u>	<u>Increase/ (Decrease)</u>	
<b>REVENUES</b>					
<b>Taxes</b>					
3010	Property Tax - Secured (+2.2%)	14,085,682	13,782,468	303,214	
3011	Property Tax - Unitary	107,223	107,223	-	
3020	Property Tax - Unsecured	582,421	582,421	-	
3040	Property Tax - Prior Secured (+2.2%)	(61,948)	(60,614)	(1,334)	
3050	Property Tax - Prior Unsecured	7,918	7,918	-	
3054	Supplemental Property Tax	197,369	219,299	(21,930)	
3056	Supplemental Property Tax - Prior	13,328	14,809	(1,481)	
	<b>Total Taxes Revenue</b>	<b>14,931,993</b>	<b>14,653,524</b>	<b>278,469</b>	
<b>Use of Money and Property</b>					
3380	Interest Income	7,665	17,659	(9,994)	
3409	Rental Property Income	51,660	50,961	699	
	<b>Total Use of Money and Property</b>	<b>59,325</b>	<b>68,620</b>	<b>(9,295)</b>	
<b>Intergovernmental Revenue - State</b>					
3750	State-Emergency Assistance (Fire Asgmt)	260,000	-	260,000	
4220	Homeowners Property Tax Relief	86,330	86,330	-	
	<b>Total Intergovernmental Revenue - State</b>	<b>346,330</b>	<b>86,330</b>	<b>260,000</b>	
<b>Intergovernmental Revenue - Federal</b>					
4476	Federal Emergency Assistance (Fire Asgmt)	65,000	-	65,000	
	<b>Total Intergovernmental Revenue - Federal</b>	<b>65,000</b>	<b>-</b>	<b>65,000</b>	
<b>Charges for Services</b>					
5105	Reimbursement for District Services	183,020	180,140	2,880	
	AMR First Response Payment	96,165	94,400	1,765	
	CSFD Dispatch Services	86,855	85,740	1,115	
	<b>Total Charges for Services</b>	<b>183,020</b>	<b>180,140</b>	<b>2,880</b>	
<b>Miscellaneous Revenue</b>					
5909	Other Miscellaneous Revenue	5,860	5,825	35	
	Westmont Payment	4,260	4,225	35	
	Other	1,600	1,600	-	
	<b>Total Miscellaneous Revenue</b>	<b>5,860</b>	<b>5,825</b>	<b>35</b>	
<b>Financing Sources</b>					
5910	Transfer from Land & Building Fund (3653)	2,459,473	800,000	1,659,473	
	<b>Total Financing Sources</b>	<b>2,459,473</b>	<b>800,000</b>	<b>1,659,473</b>	
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>18,051,001</b>	<b>15,794,439</b>	<b>2,256,562</b>	

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND				
Account	Line Item Description	Prelim. Budget FY 2015-16	Final Budget FY 2014-15	Increase/ (Decrease)
<b>EXPENDITURES</b>				
<b>Salaries &amp; Employee Benefits</b>				
6100	Regular Salaries	6,998,158	6,623,640	374,518
	Salaries	6,901,508	6,528,890	
	Uniform Allowance	46,500	45,500	
	Auxiliary	20,000	20,000	
	Directors fees	30,150	29,250	
6300	Overtime	125,000	850,000	(725,000)
6301	Overtime - Reimbursable	325,000	-	325,000
6310	Overtime - Constant Staffing	750,000	-	750,000
6400	Retirement Contributions	2,120,625	1,885,332	235,293
6475	Retiree Medical OPEB	3,293,913	1,610,136	1,683,777
6550	FICA/Medicare	108,663	99,663	9,000
6600	Insurance Contributions	1,386,794	1,262,839	123,955
	Health Insurance (10% Increase)	1,166,340	1,060,309	
	Dental Insurance (10% Increase)	174,513	158,648	
	Vision Insurance (5% Increase)	34,070	32,448	
	Life Insurance (5% Increase)	8,371	7,972	
	Employee Assistance Program	1,500	1,462	
	Flexible Spending Account Admin.	2,000	2,000	
6700	Unemployment Insurance	9,100	8,925	175
6900	Workers Compensation Insurance	402,977	683,796	(280,819)
	<b>Total Salaries &amp; Employee Benefits</b>	<b>15,520,230</b>	<b>13,024,331</b>	<b>2,495,899</b>
<b>Services &amp; Supplies</b>				
7030	Clothing and PPE	47,000	12,000	35,000
	Operational	12,000		
	Turnout sets	35,000		
7050	Communications	77,300	96,300	(19,000)
	Operational	73,500	-	
	SB County IT Services	3,800	-	
7060	Food	2,500	2,500	-
7070	Household Expense	33,760	24,970	8,790
	Operational	26,000		
	Boardroom chairs	6,700		
	Vacuums (2)	1,060		
7090	Insurance: Liability/Auto/Prop.	31,000	29,302	1,698
7120	Maintenance - Equipment	31,500	25,000	6,500
7200	Structure and Grounds Maintenance	38,550	38,224	326
	Operational	26,550		
	Rental housing	12,000		
7205	Fire Defense Zone (Hazard Mitigation)	140,750	90,000	50,750
7322	Consulting and Management Fees	3,100	3,100	-
7324	Audit and Accounting Fees	23,250	22,685	565

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND					
Account	Line Item Description	Prelim. Budget FY 2015-16	Final Budget FY 2014-15	Increase/ (Decrease)	
7348	Instruments & Equip. < \$5,000	26,440	39,665	(13,225)	
	Hose equipment and maintenance	10,000			
	UHF mobile radios (2)	6,250			
	SCBA bottles (6)	6,950			
	Flip-tip nozzles (3)	3,240			
7363	Equipment Maintenance (Vehicles)	50,000	50,000	-	
7400	Medical & First Aid Supplies	35,860	18,136	17,724	
	Operational	16,550			
	Fireline Paramedic equipment	6,000			
	Lifepak maintenance service	5,230			
	Lifepak AEDs for Fireline PM (2)	4,800			
	Air-Sim airway manikin	1,730			
	Rainbow oximetry cable	1,550			
7430	Memberships	9,500	2,750	6,750	
7450	Office Expense	29,030	27,317	1,713	
	Operational	18,500			
	Document imaging software	9,200			
	iPad 2 Air	830			
	Keyboard for Imagetrend tablet	500			
7460	Professional and Specialized Services	308,000	516,000	(208,000)	
	Operational	248,000			
	CWPP Study	60,000			
7506	Administrative Tax Expense	165,000	165,000	-	
7507	ADP Payroll Fees	7,500	7,500	-	
7510	Contractual Services	43,300	41,400	1,900	
7530	Publications & Legal Notices	3,000	2,000	1,000	
7580	Rents & Leases - Structure	4,400	5,500	(1,100)	
7630	Small Tools & Instruments	9,390	11,200	(1,810)	
	Operational	4,600			
	HazMat team equipment	3,000			
	Diagnostic scan tool	1,115			
	Pick headed axe	400			
	Yeti ice chest	275			
7650	District Special Expense	49,000	94,850	(45,850)	
	Operational (permits, fees, other)	15,000			
	LAFCO	13,000			
	HEARO Radio program	10,000			
	Promotional exam supplies	11,000			
7671	Special Projects	12,500	9,400	3,100	
	Public Education materials	7,500			
	Pre-hazard abatement brochure	5,000			
7730	Transportation & Travel	25,000	12,000	13,000	
7731	Gasoline/Oil/Fuel	55,000	55,000	-	

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND					
Account	Line Item Description	Prelim. Budget FY 2015-16	Final Budget FY 2014-15		Increase/ (Decrease)
7732	Training	89,750	61,000		28,750
	Operational	75,000			
	Paramedic training	2,750			
	Blue Card Command	12,000			
7760	Utilities	48,000	47,000		1,000
	Operational	43,000	42,000	-	-
	Rental housing utilities	5,000	5,000	-	-
	Total Services & Supplies	<u>1,399,380</u>	<u>1,509,799</u>		<u>(110,419)</u>
<b>Capital Assets</b>					
8300	Capital Assets	20,750	58,500		(37,750)
	VHF/UHF portable radios (2)	10,750	-		-
	Basement radio back-up battery	10,000	-		-
	Total Capital Assets	<u>20,750</u>	<u>58,500</u>		<u>(37,750)</u>
<b>OTHER FINANCING USES</b>					
7901	Transfer To Pension Obligation Fund (3651)	794,823	769,123		25,700
7901	Transfer To Capital Outlay Fund (3652)	<u>276,000</u>	<u>332,406</u>		<u>(56,406)</u>
	Total Other Financing Uses	<u>1,070,823</u>	<u>1,101,529</u>		<u>(30,706)</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>		<u>18,011,183</u>	<u>15,694,159</u>		<u>2,317,024</u>
<b>Net Financial Impact</b>		<u>39,818</u>	<u>100,280</u>		
<b>Fund 3650 Equity</b>					
	Beginning Fund Balance at 7/1/2015	3,913,633	7/1/2013	3,813,353	
	Net Financial Impact	<u>39,818</u>	<u>100,280</u>		
	Projected Ending Fund Balance at 6/30/2016	3,953,451	6/30/2014	3,913,633	



**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

<b>FUND 3651 - PENSION OBLIGATION FUND</b>				
<u>Account</u>	<u>Line Item Description</u>	<u>Prelim Budget FY 2015-16</u>	<u>Final Budget FY 2014-15</u>	<u>Increase/ (Decrease)</u>
<b>REVENUES</b>				
<b>Financing Sources</b>				
5910	Transfer from General Fund (3650)	794,823	769,123	25,700
	<b>ESTIMATED FUND REVENUES</b>	<b>794,823</b>	<b>769,123</b>	<b>25,700</b>
<b>EXPENDITURES</b>				
7460	Administration Fee	2,250	2,190	60
7830	Interest Expense	51,573	83,123	(31,550)
	<b>Total Expenditures</b>	<b>53,823</b>	<b>85,313</b>	<b>(31,490)</b>
<b>OTHER FINANCING USES</b>				
7910	Long Term Debt Principal Repayment	741,000	684,000	57,000
	<b>Other Financing Uses</b>	<b>741,000</b>	<b>684,000</b>	<b>57,000</b>
	<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>794,823</b>	<b>769,313</b>	<b>25,510</b>
	<b>Net Financial Impact</b>	<b>-</b>	<b>(190)</b>	
<b>Fund 3651 Equity</b>				
	Est. Beginning Fund Balance at 7/1/2015	142	332	
	Net Financial Impact	-	(190)	
	Projected Ending Fund Balance at 6/30/2016	142	142	

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

<b>FUND 3652 - CAPITAL OUTLAY FUND</b>				
<u>Account</u>	<u>Line Item Description</u>	<u>Prelim Budget FY 2015-16</u>	<u>Final Budget FY 2014-15</u>	<u>Increase/ (Decrease)</u>
<b>REVENUES</b>				
<b>Financing Sources</b>				
5910	Transfer from General Fund (3650)	276,000	332,406	(56,406)
	<b>Total Financing Sources</b>	<b>276,000</b>	<b>332,406</b>	<b>(56,406)</b>
<b>Other Financing Sources</b>				
5919	Sale of Capital Assets	30,000	67,850	(37,850)
	<b>Total Other Financing Sources</b>	<b>30,000</b>	<b>67,850</b>	<b>(37,850)</b>
	<b>ESTIMATED FUND REVENUES</b>	<b>306,000</b>	<b>400,256</b>	<b>(94,256)</b>
<b>Capital Assets</b>				
8300	Vehicle (Patrol 92 - Type 6)	165,000		
8300	Vehicle (Battalion Chief)	83,200		
8300	Vehicle (Fire Marshal)	54,200		
	<b>TOTAL EXPENDITURES</b>	<b>302,400</b>	<b>117,200</b>	<b>185,200</b>
	<b>Net Financial Impact</b>	<b>3,600</b>	<b>283,056</b>	
<b>Fund 3652 Equity</b>				
	Est. Beginning Fund Balance at 7/1/2015	2,354,978	2,071,922	
	Net Financial Impact	3,600	283,056	
	Projected Ending Fund Balance at 6/30/2016	2,358,578	2,354,978	

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3653 - LAND AND BUILDING FUND				
Account	Line Item Description	Prelim Budget FY 2015-16	Final Budget FY 2014-15	Increase/ (Decrease)
<b>REVENUES</b>				
Financing Sources				
5910	Transfer from General Fund (3650)	-	-	-
	<b>ESTIMATED FUND REVENUES</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURES</b>				
Capital Assets				
8100	Land	100,000	100,000	-
8700	Construction in Progress	-	-	-
	<b>Total Capital Assets</b>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<b>OTHER FINANCING USES</b>				
7901	Transfer To General Fund (3650)	2,459,473	800,000.00	1,659,473
	<b>Total Financing Uses</b>	<u>2,459,473</u>	<u>800,000.00</u>	<u>1,659,473</u>
	<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<u>2,559,473</u>	<u>900,000</u>	<u>1,659,473</u>
	<b>Net Financial Impact</b>	<u>(2,559,473)</u>	<u>(900,000)</u>	
<b>Fund 3653 Equity</b>				
	Est. Beginning Fund Balance at 7/1/2015	6,960,427	7,860,427	
	Net Financial Impact	<u>(2,559,473)</u>	<u>(900,000)</u>	
	Projected Ending Fund Balance at 6/30/2016	4,400,954	6,960,427	



**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND				
Account	Line Item Description	Prelim. Budget FY 2015-16	YTD Actuals April 30, 2015	Increase/ (Decrease)
<b>REVENUES</b>				
<b>Taxes</b>				
3010	Property Tax - Secured (+2.2%)	14,085,682	13,489,083	596,599
3011	Property Tax - Unitary	107,223	(306)	107,529
3020	Property Tax - Unsecured	582,421	631,309	(48,888)
3040	Property Tax - Prior Secured (+2.2%)	(61,948)	(102)	(61,846)
3050	Property Tax - Prior Unsecured	7,918	-	7,918
3054	Supplemental Property Tax	197,369	16,262	181,107
3056	Supplemental Property Tax - Prior	13,328	(2,580)	15,908
	<b>Total Taxes Revenue</b>	<u>14,931,993</u>	<u>14,133,666</u>	<u>798,327</u>
<b>Use of Money and Property</b>				
3380	Interest Income	7,665	8,514	(850)
3381	Unrealized Gain/Loss Investments	-	5,045	(5,045)
3409	Rental Property Income	51,660	37,897	13,763
	<b>Total Use of Money and Property</b>	<u>59,325</u>	<u>51,457</u>	<u>7,868</u>
<b>Intergovernmental Revenue - State</b>				
3750	State-Emergency Assistance (Fire Asgmt)	260,000	473,885	(213,885)
4220	Homeowners Property Tax Relief	86,330	71,711	14,619
	<b>Total Intergovernmental Revenue - State</b>	<u>346,330</u>	<u>545,597</u>	<u>(199,267)</u>
<b>Intergovernmental Revenue - Federal</b>				
4476	Federal Emergency Assistance (Fire Asgmt)	65,000	57,366	7,634
	<b>Total Intergovernmental Revenue - Federal</b>	<u>65,000</u>	<u>57,366</u>	<u>7,634</u>
<b>Charges for Services</b>				
5105	Reimbursement for District Services	183,020	135,411	47,609
	AMR First Response Payment	96,165	-	-
	CSFD Dispatch Services	86,855	-	-
	<b>Total Charges for Services</b>	<u>183,020</u>	<u>135,411</u>	<u>47,609</u>
<b>Miscellaneous Revenue</b>				
5909	Other Miscellaneous Revenue	5,860	29,464	(23,604)
	Westmont Payment	4,260	-	-
	Other	1,600	-	-
	<b>Total Miscellaneous Revenue</b>	<u>5,860</u>	<u>29,464</u>	<u>(23,604)</u>
<b>Financing Sources</b>				
5910	Transfer from Land & Building Fund (3653)	2,459,473	-	2,459,473
	<b>Total Financing Sources</b>	<u>2,459,473</u>	<u>-</u>	<u>2,459,473</u>
	<b>TOTAL GENERAL FUND REVENUES</b>	<u>18,051,001</u>	<u>14,952,961</u>	<u>3,098,040</u>

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND				
Account	Line Item Description	Prelim. Budget FY 2015-16	YTD Actuals April 30, 2015	Increase/ (Decrease)
<b>EXPENDITURES</b>				
<b>Salaries &amp; Employee Benefits</b>				
6100	Regular Salaries	6,998,158	5,058,834	1,939,324
	Salaries	6,901,508		
	Uniform Allowance	46,500		
	Auxiliary	20,000		
	Directors fees	30,150		
6300	Overtime	125,000	1,119,025	(994,025)
6301	Overtime - Reimbursable	325,000	-	325,000
6310	Overtime - Constant Staffing	750,000	-	750,000
6400	Retirement Contributions	2,120,625	1,420,907	699,718
6475	Retiree Medical OPEB	3,293,913	1,073,424	2,220,489
6550	FICA/Medicare	108,663	83,025	25,638
6600	Insurance Contributions	1,386,794	1,165,634	221,160
	Health Insurance (10% Increase)	1,166,340		
	Dental Insurance (10% Increase)	174,513		
	Vision Insurance (5% Increase)	34,070		
	Life Insurance (5% Increase)	8,371		
	Employee Assistance Program	1,500		
	Flexible Spending Account Admin.	2,000		
6700	Unemployment Insurance	9,100	8,311	789
6900	Workers Compensation Insurance	402,977	549,640	(146,663)
	<b>Total Salaries &amp; Employee Benefits</b>	<b>15,520,230</b>	<b>10,478,799</b>	<b>5,041,431</b>
<b>Services &amp; Supplies</b>				
7030	Clothing and PPE	47,000	11,976	35,024
	Operational	12,000		
	Turnout sets	35,000		
7050	Communications	77,300	75,473	1,827
	Operational	73,500	-	
	SB County IT Services	3,800	-	
7060	Food	2,500	2,083	417
7070	Household Expense	33,760	17,894	15,866
	Operational	26,000		
	Boardroom chairs	6,700		
	Vacuums (2)	1,060		
7090	Insurance: Liability/Auto/Prop.	31,000	30,051	949
7120	Maintenance - Equipment	31,500	29,097	2,403
7200	Structure and Grounds Maintenance	38,550	34,953	3,597
	Operational	26,550		
	Rental housing	12,000		
7205	Fire Defense Zone (Hazard Mitigation)	140,750	26,095	114,655
7322	Consulting and Management Fees	3,100	2,346	-
7324	Audit and Accounting Fees	23,250	22,657	593

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND					
Account	Line Item Description	Prelim. Budget FY 2015-16	YTD Actuals April 30, 2015	Increase/ (Decrease)	
7348	Instruments & Equip. < \$5,000	26,440	6,100	20,340	
	Hose equipment and maintenance	10,000			
	UHF mobile radios (2)	6,250			
	SCBA bottles (6)	6,950			
	Flip-tip nozzles (3)	3,240			
7363	Equipment Maintenance (Vehicles)	50,000	31,761	18,239	
7400	Medical & First Aid Supplies	35,860	16,179	19,681	
	Operational	16,550			
	Fireline Paramedic equipment	6,000			
	Lifepak maintenance service	5,230			
	Lifepak AEDs for Fireline PM (2)	4,800			
	Air-Sim airway manikin	1,730			
	Rainbow oximetry cable	1,550			
7430	Memberships	9,500	8,728	772	
7450	Office Expense	29,030	25,785	3,245	
	Operational	18,500			
	Document imaging software	9,200			
	iPad 2 Air	830			
	Keyboard for Imagetrend tablet	500			
7460	Professional and Specialized Services	308,000	226,316	81,684	
	Operational	248,000			
	CWPP Study	60,000			
7506	Administrative Tax Expense	165,000	140,370	24,630	
7507	ADP Payroll Fees	7,500	5,222	2,278	
7510	Contractual Services	43,300	30,769	12,531	
7530	Publications & Legal Notices	3,000	1,273	1,727	
7580	Rents & Leases - Structure	4,400	3,706	694	
7630	Small Tools & Instruments	9,390	4,894	4,496	
	Operational	4,600			
	HazMat team equipment	3,000			
	Diagnostic scan tool	1,115			
	Pick headed axe	400			
	Yeti ice chest	275			
7650	District Special Expense	49,000	69,454	(20,454)	
	Operational (permits, fees, other)	15,000			
	LAFCO	13,000			
	HEARO Radio program	10,000			
	Promotional exam supplies	11,000			
7671	Special Projects	12,500	7,953	4,547	
	Public Education materials	7,500			
	Pre-hazard abatement brochure	5,000			
7730	Transportation & Travel	25,000	10,282	14,718	
7731	Gasoline/Oil/Fuel	55,000	35,557	19,443	

**MONTECITO FIRE PROTECTION DISTRICT  
PRELIMINARY BUDGET DETAIL  
FISCAL YEAR 2015-16**

FUND 3650 - GENERAL FUND					
Account	Line Item Description	Prelim. Budget FY 2015-16	YTD Actuals April 30, 2015	Increase/ (Decrease)	
7732	Training	89,750	46,451	43,299	
	Operational	75,000			
	Paramedic training	2,750			
	Blue Card Command	12,000			
7760	Utilities	48,000	37,580	10,420	
	Operational	43,000	42,000	-	
	Rental housing utilities	5,000	5,000	-	
	Total Services & Supplies	<u>1,399,380</u>	<u>961,004</u>	<u>438,376</u>	
<b>Capital Assets</b>					
8300	Capital Assets	20,750	66,126	(45,376)	
	VHF/UHF portable radios (2)	10,750	-	-	
	Basement radio back-up battery	10,000	-	-	
	Total Capital Assets	<u>20,750</u>	<u>66,126</u>	<u>(45,376)</u>	
<b>OTHER FINANCING USES</b>					
7901	Transfer To Pension Obligation Fund (3651)	794,823	769,113	25,710	
7901	Transfer To Capital Outlay Fund (3652)	<u>276,000</u>	<u>-</u>	<u>276,000</u>	
	Total Other Financing Uses	<u>1,070,823</u>	<u>769,113</u>	<u>301,710</u>	
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>		<b>18,011,183</b>	<b>12,275,042</b>	<b>5,736,141</b>	
<b>CHANGES TO FUND BALANCES</b>					
9605	Prepays/Deposits	-	3,258	(3,258)	
9797	Unrealized Gain	-	<u>2,978</u>	<u>(2,978)</u>	
	Total Changes to Fund Balances	<u>-</u>	<u>6,236</u>	<u>(6,236)</u>	
	Net Financial Impact	<u>39,818</u>	<u>2,671,683</u>		



# Agenda Item #5



**MONTECITO FIRE PROTECTION  
DISTRICT  
ADMINISTRATIVE ASSISTANT**

**DEFINITION:**

Under supervision of the Fire Chief, performs support functions of the District which include human resources, records management, public information, public education, public speaking, computer and network administration, and special district board administration; performs a variety of secretarial duties and administrative tasks for all District management positions; performs other duties as assigned; may handle material of a confidential nature.

**COMPENSATION & BENEFITS:**

A salaried, non-exempt position covered by the Memorandum of Understanding between the District and ~~s~~Staff. Work schedule: a 40 hour workweek; 8 a.m. to 5 p.m., Monday through Friday ~~or a 9/80 work schedule with alternating Fridays off~~. Overtime earned at one and one-half the regular rate for all hours actually worked in any workweek in excess of 40 hours.

Responds as required when called in from off duty for emergencies.

~~Leave policy: minor leaves of minutes or hours may be approved by the supervisor.~~

**DUTIES & RESPONSIBILITIES:**

Duties regularly include, but are not limited to the following:

Performs as ~~secretary assistant~~ to Fire Chief; performs as clerk to the Board of Directors; provides ~~secretarial-administrative~~ support as directed by other Chief Officers.

Performs computer network support to the District, including researching, recommending and purchase of office equipment, computer hardware, ~~and~~ software, workstation maintenance and end user support.

Coordinates public information by promoting the District, writing or selecting favorable publicity material and releasing it through various communication methods and socials media. Oversees ~~and creates~~ website content and AM radio programmings.

Coordinates public education services including ~~creating~~designing, producing and distributing written educational material on fire safety and disaster preparedness;  
~~e~~Coordinates the MERRAG/CERT program including for the community, overseeing membership, financial accounting and reporting, training and activation procedures.

~~Approved 7/11/2012~~DRAFT May 2015

**JOB DESCRIPTIONS – ADMINISTRATIVE ASSISTANT  
MONTECITO FIRE PROTECTION DISTRICT**

Attends Board meetings and prepares the Board agenda, minutes, resolutions, ordinances and other related matters, taking non-verbatim notes of business transacted. ~~Maintains Board records.~~

Comment [A1]: Redundant – later mentions "Maintains files, records etc..."

Creates, prepares and ~~types-distributes~~ correspondence, ~~types~~ forms, reports, ~~and~~ District policies ~~and practices on an electric typewriter or computer~~; proof reads materials; ~~and corrects grammar, spelling, or word usage~~; makes appointments; coordinates meetings, conferences, and teleconferences; arranges ~~airline and hotel reservations~~ travel for Chief Officers; ~~composes correspondence from notes, general instructions, or independently; edits documents~~; prepares visually appealing reports, newsletters, training materials, manuals, forms, etc.; ~~handles reprographics, gathers and organizes information and materials~~; maintains files, records, and computer data; attends meetings and takes notes or minutes as required; ~~distributes information; compiles cost estimates and other materials for budgeting purposes; purchases office supplies; researches and recommends office equipment for lease or purchase; r~~

Comment [A2]: Already stated in P3

Recommends and establishes policies for records management and ~~computer use, special district board administration, including the use of computers for record keeping and District policies regarding management and maintenance of records.~~ ~~Maintains relationship between the District office and county departments.~~

Comment [A3]: Board and counsel will define "board administration policy – and redundant commentary again about maintaining records.

Become trained and qualified to act as ~~relief Dispatcher~~ emergency call taker. Become trained and knowledgeable in District payroll and ~~bookkeeping-accounting~~ methods and procedures.

**QUALIFICATIONS:**

Type at 50 words per minute and, three years of varied increasingly responsible ~~clerical office administration, computer information technology and public relations/public information~~ experience; or, any combination of training, education, and experience that would provide the required knowledge and abilities. ~~College education in communications, information technology, or public administration, may be substituted for general experience on a year-for-year basis.~~

Knowledge of: ~~the Ralph M. Brown Act, conflicts of interest and ethics issues; o~~Office procedures, clerical and record keeping operations; ~~computer networking, word processing and computer equipment,~~ Microsoft operating systems, ~~MS-Microsoft Office Suite, Microsoft Publisher, Adobe InDesign, Adobe Distiller; office machines;~~ proper English usage, including spelling and punctuation; basic math skills; business etiquette; ~~special district board management and maintenance of District records.~~

Ability to: Perform assigned duties ~~independently~~ with ~~a~~ minimum ~~of~~ supervision; ~~compose letters, reports and other material independently or as instructed;~~ identify problems and implement or recommend solutions; interpret and apply policies and procedures; use tact and discretion; deal effectively with officials, co-workers and the general public, ~~arrange materials into proper typed format~~; ability to communicate effectively both orally and in writing and deal effectively with the public.

Comment [A4]: Already stated above

Comment [A5]: Already stated above

Approved 7/11/2012 Draft May 2015

**JOB DESCRIPTIONS – ADMINISTRATIVE ASSISTANT**  
**MONTECITO FIRE PROTECTION DISTRICT**

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Job performance will be reviewed annually.

Possession of an appropriate California Driver's License, and a satisfactory driving record; AED and CPR certifications to be completed within six (6) months of appointment.

Must meet insurability requirements of District's insurer(s).

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

DESIRED TRAINING / EXPERIENCE

Undergraduate Degree in Communications, Information Technology, or Public Administration

Public Relations or Public Officer Experience

Computer Network Administration

Website Management

Disaster Preparedness / Response Training

CSDA Board Secretary / Clerk Certification

Ralph M. Brown Act Training

AB1234 Ethics Training

REQUIRED TRAINING (Must be completed within two (2) years of appointment.)

California Special District Association (CSDA) Governance Academy or equivalent

Basic ICS (I-200)

National Incident Management System (IS-700a)

Introduction to Information Officer (S-203)

Information Officer (S-403)

CERT (IS -317)

CERT Train the Trainer

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**JOB DESCRIPTIONS – ADMINISTRATIVE ASSISTANT**  
**MONTECITO FIRE PROTECTION DISTRICT**

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Subject to a one year probationary period. This means that during this one year evaluation period, the employee is subject to separation from the District without right to any administrative or civil appeal or challenge.

Accordingly, no showing of good cause is required as a condition precedent to separation of a probationary employee.

| Approved 7/11/2012 Draft May 2015

<p><b>MONTECITO FIRE PROTECTION DISTRICT ADMINISTRATIVE ASSISTANT</b></p>
---

**DEFINITION:**

Under supervision of the Fire Chief, performs support functions of the District which include human resources, records management, public information, public education, public speaking, computer and network administration, and special district board administration; performs a variety of secretarial duties and administrative tasks for all District management positions; performs other duties as assigned; may handle material of a confidential nature.

**COMPENSATION & BENEFITS:**

A salaried, non-exempt position covered by the Memorandum of Understanding between the District and Staff. Work schedule: a 40 hour workweek; 8 a.m. to 5 p.m., Monday through Friday. Overtime earned at one and one-half the regular rate for all hours actually worked in any workweek in excess of 40 hours.

Responds as required when called in from off duty for emergencies.

**DUTIES & RESPONSIBILITIES:**

Duties regularly include, but are not limited to the following:

Performs as assistant to Fire Chief; performs as clerk to the Board of Directors; provides administrative support as directed by other Chief Officers.

Performs computer network support to the District, including: researching, recommending and purchase of office equipment, computer hardware, software, workstation maintenance and end user support.

Coordinates public information by promoting the District, writing or selecting favorable publicity material and releasing it through various communication methods and social media. Oversees and creates website content and AM radio programming.

Coordinates public education services including: design, production and distribution of written educational material on fire safety and disaster preparedness. Coordinates the MERRAG/CERT program including training and activation procedures.

Attends Board meetings and prepares the Board agenda, minutes, resolutions, ordinances and other related matters, taking non-verbatim notes of business transacted.

Creates, prepares and distributes correspondence, forms, reports, and District policies; proof reads materials; makes appointments; coordinates meetings, conferences, and

## **JOB DESCRIPTIONS – ADMINISTRATIVE ASSISTANT**

### **MONTECITO FIRE PROTECTION DISTRICT**

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teleconferences; arranges travel for Chief Officers; prepares visually appealing reports, newsletters, training materials, manuals, forms, etc.; maintains files, records, and computer data; attends meetings and takes notes or minutes as required; purchases office supplies; recommends and establishes policies for records management and computer use.

Become trained and qualified to act as emergency call taker. Become trained and knowledgeable in District payroll and accounting methods and procedures.

#### **QUALIFICATIONS:**

Type at 50 words per minute and, three years of varied increasingly responsible office administration, computer information technology and public relations/public information experience; or, any combination of training, education, and experience that would provide the required knowledge and abilities. College education in communications, information technology, or public administration, may be substituted for general experience on a year-for-year basis.

Knowledge of: the Ralph M. Brown Act, conflicts of interest and ethics issues; office procedures, clerical and record keeping operations; computer networking, Microsoft operating systems, Microsoft Office, Microsoft Publisher, Adobe InDesign, Adobe Distiller; proper English usage, including spelling and punctuation; basic math skills; business etiquette.

Ability to: Perform assigned duties independently with minimum supervision; identify problems and implement or recommend solutions; interpret and apply policies and procedures; use tact and discretion; deal effectively with officials, co-workers and the general public; ability to communicate effectively both orally and in writing and deal effectively with the public.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License, and a satisfactory driving record; AED and CPR certifications to be completed within six (6) months of appointment.

Must meet insurability requirements of District's insurer(s).

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

#### **DESIRED TRAINING / EXPERIENCE**

Undergraduate Degree in Communications, Information Technology, or Public Administration

Public Relations or Public Officer Experience



**JOB DESCRIPTIONS – ADMINISTRATIVE ASSISTANT  
MONTECITO FIRE PROTECTION DISTRICT**

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Computer Network Administration  
Website Management  
Disaster Preparedness / Response Training  
CSDA Board Secretary / Clerk Certification  
Ralph M. Brown Act Training  
AB1234 Ethics Training

REQUIRED TRAINING (Must be completed within two (2) years of appointment.)

California Special District Association (CSDA) Governance Academy or equivalent

Basic ICS (I-200)  
National Incident Management System (IS-700a)  
Introduction to Information Officer (S-203)  
Information Officer (S-403)  
CERT (IS -317)  
CERT Train the Trainer

**Subject to a one year probationary period. This means that during this one year evaluation period, the employee is subject to separation from the District without right to any administrative or civil appeal or challenge.**

**Accordingly, no showing of good cause is required as a condition precedent to separation of a probationary employee.**



# Agenda Item #6



## Potential Sites Analysis

### SITE B – ARCHDIOCESE OF LOS ANGELES

#### Overview

- Owner: Archdiocese of Los Angeles
- Parcel Number: 155-070-009
- Land Use Designation: Single-Family, Semi-Rural Residential (SRR-0.2)
- Location: 2400 block of East Valley Road
- Parcel Size: 1.4 acres
- Zoning: Residential, minimum parcel size 5 acres (5-E-1)

#### Background

This site is located on the mountain (north) side of East Valley Road east of Sheffield Drive and Romero Canyon Road and west of Ortega Ridge Road (Figure 5). Site B can be accessed from an existing driveway on an adjacent parcel off East Valley Road (Figure 11). The site is generally level, slopes gently to the south, and is bordered by lemon orchards. The site is currently vacant, but contains a recorded historic Catholic cemetery. On-site soils are considered prime farmland and support many coast live oak trees.

At initial public workshops, the MFPD identified important Station 3 siting criteria. The site's consistency with the MFPD's 'Essential' criteria, 'Desirable' criteria, and 'Other Important Factors' is evaluated below.

#### Consistency with Essential Criteria

**Response Time.** This site's location on East Valley Road, the major east-west arterial serving the study area, would facilitate emergency personnel response to greater Montecito. The site's close proximity to Sheffield Drive and Romero Canyon Road, approximately 0.33 miles to the east, would enable rapid service to areas north and south of East Valley Road. In comparison to the ideal response time location at the intersection of East Valley Road with Sheffield Drive or Romero Canyon Road where response time to outlying areas would be 5 minutes, this site's location would require an additional 35 seconds to respond to service calls on upper Bella Vista Drive (see Appendix B). However, Site B's location would meet adopted standards to provide service to the majority of the area currently lacking 5-minute response time service (Figure 4).

**Size and Configuration.** Site B's 1.4-acre size is 0.10 acres less than the recommended minimum of 1.5 acres needed for Station 3. This relatively small size would reduce flexibility of station placement on the property with regard to building location, driveway alignment, tree protection, equipment storage, etc.

**Vehicle Access.** Site B has excellent line of sight along East Valley Road of more than 500 feet to the east and approximately 480 feet to the west. East Valley Road carries relatively low traffic volumes with an average daily traffic count of approximately 2,600, well below the acceptable capacity for this segment (CALTRANS 2006) (see Table 4). However, traffic speeds on East Valley Road frequently exceed 50 miles per hour, possibly necessitating mitigation such as a warning signal.

**Access to Major Arterials.** Direct access onto East Valley Road, the major arterial serving greater Montecito, would facilitate rapid emergency response to areas currently underserved by MFPD.

#### Consistency with Desirable Criteria

**Cultural Resources.** This site is a recorded historic Catholic cemetery, and is therefore a culturally significant resource. The number and exact location of burials on site is unknown and would require

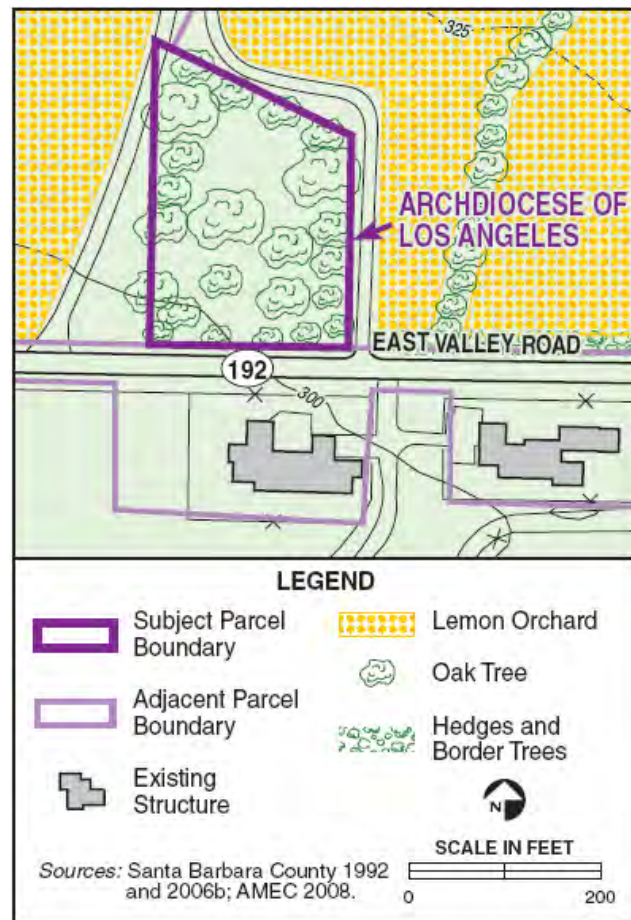


Figure 11: Site B – Archdiocese of LA

## Potential Sites Analysis

extensive investigation. It is unclear if sufficient space is available to accommodate Station 3 and supporting facilities without reinterment or relocation of existing burials. The use of an abandoned historic cemetery to accommodate Station 3 would require careful review of ethical considerations involved in possible reinterment and relocation of burials. In addition, substantial costs and time would be required to fully investigate this matter. Construction of Station 3 on a historic cemetery may require preparation of an Environmental Impact Report (EIR) to assess cultural resource impacts and may raise possible concerns with adopted County policies (see Tables 8 and 10 and Appendix D). Although the cost and time required to address this issue are unknown, the presence of significant cultural resources on this site could considerably increase project development costs and delay project implementation.

**Biological Resources.** The site supports existing oak woodland with more than 20 oak trees spread throughout, although understory vegetation is limited due to previous clearing. The site is not designated as ESH. Site development would require removal or relocation of several mature coast live oak trees.

**Agricultural Resources.** On-site soils are considered prime farmland (County of Santa Barbara 2006b); however, the site is not currently used for agricultural purposes, most likely due its small size, historic significance, and oak woodland.

**Water Resources.** A small oak-lined drainage is located approximately 75 feet east of the site.

**Land Use.** The presence of significant cultural resources and coast live oak trees on site creates the potential for substantial conflicts with several Montecito Community Plan and Santa Barbara County Comprehensive Plan policies (see Tables 8 and 10 and Appendix D). The County strongly discourages development on significant cultural sites and requires that project design avoid impacts to such sites. Potential oak removal could also raise less severe potential Montecito Community Plan and the Santa Barbara County Comprehensive Plan policy issues with regard to biological resource protection.

**Impact on Neighbors.** Site B is located within 100 feet of an existing single-family residence located directly across the site on East Valley Road.

### Consistency with Other Important Factors

The site is currently undeveloped but was historically used as a cemetery. It is unclear how living descendants (if any) of those interred at the site would react to any relocation proposals.



Site B facing south towards East Valley Road.

### Conclusion

Site B meets all 'Essential' criteria required for the proposed location of Station 3. However, the site is 0.10 acres smaller than the 1.5 acres needed for Station 3. The small size of Site B does not allow for flexibility for the placement of Station 3 on the property.

Site B meets three out of five of the 'Desirable' Criteria and lacks any significant natural hazards. However, the existence of a recorded historic cemetery on at least part of the site could pose a major barrier to construction of Station 3. Development of this site would likely require extensive investigation of cultural resource issues which is anticipated to require several years and would potentially add several hundred thousand dollars to site development costs. In addition, development of significant cultural resource sites can become controversial, which adds substantial uncertainty to the potential to develop this site. Without detailed knowledge of the extent and significance of on-site cultural resources, it is difficult to ascertain if Site B could be feasibly developed. Development of Site B may also require removal of substantial numbers of native coast live oak trees.

Overall, Site B does not appear desirable as the location for the establishment of Station 3.



## Potential Sites Analysis

### SITE D – KIMBALL-GRIFFITH #1

#### Overview

- Owner: Kimball-Griffith LP
- Parcel Number: 005-030-007
- Land Use: Single-Family, Semi-Rural Residential (SRR-0.1)
- Location: East Valley Road, approximately 200 feet east of Ortega Ridge Road
- Parcel Size: 29.17 acres
- Zoning: Residential, Minimum Parcel Size 10 acres (10-E-1)

#### Background

This site is located on the ocean (south) side of East Valley Road, east of Ortega Ridge Road (Figure 5). Site D slopes steadily upwards from East Valley Road (Figure 13). This parcel is currently not developed and is characterized by oak woodland intermixed with areas of chaparral containing mature coast live oak trees and coastal sage scrub. Surrounding areas are generally undeveloped.

At initial public workshops, the MFPD identified important Station 3 siting criteria. The site's consistency with the MFPD's 'Essential' criteria, 'Desirable' criteria, and 'Other Important Factors' are evaluated below.

#### Consistency with Essential Criteria

**Response Time.** This site's location on East Valley Road, the major east-west arterial serving the study area, would facilitate emergency personnel response to greater Montecito. However, as the eastern-most site under consideration, the site's location approximately 0.70 miles east of the Sheffield Drive and Romero Canyon Road would greatly increase response times to areas north and south of East Valley Road. In comparison to the ideal location at the intersection of East Valley Road with Sheffield Drive or Romero Canyon Road where response time to outlying areas would be 5 minutes, this site's location would require an additional 75 seconds to respond to service calls on upper Bella Vista Drive (see Appendix B). Still, Site D's location would meet adopted standards to provide service to the majority of the area currently lacking 5-minute response time service (Figure 4).

**Size and Configuration.** The site's overall large size would provide adequate space for parking and necessary fire fighting facilities associated with Station 3.

**Vehicle Access.** East Valley Road is a major east-west arterial that carries relatively low average daily traffic volumes of 2,600 and has minimal congestion (CALTRANS 2006) (see Table 4). No current driveway exists on site but line of sight from Site D's frontage along East Valley Road extends for more than 500 feet in each direction. Traffic speeds on East Valley Road frequently exceed 50 miles per hour which may require installation of a warning signal or other methods to permit safe emergency vehicle access.

**Access to Major Arterials.** This site would provide direct rapid access to an arterial; however, the site's location at the eastern end of the community would result in longer response times.

#### Consistency with Desirable Criteria

**Natural Hazards.** The dense mix of chaparral, oak trees, and coastal sage scrub on site constitutes high fire hazard vegetation and would require substantial vegetation clearing and fuels management to reduce

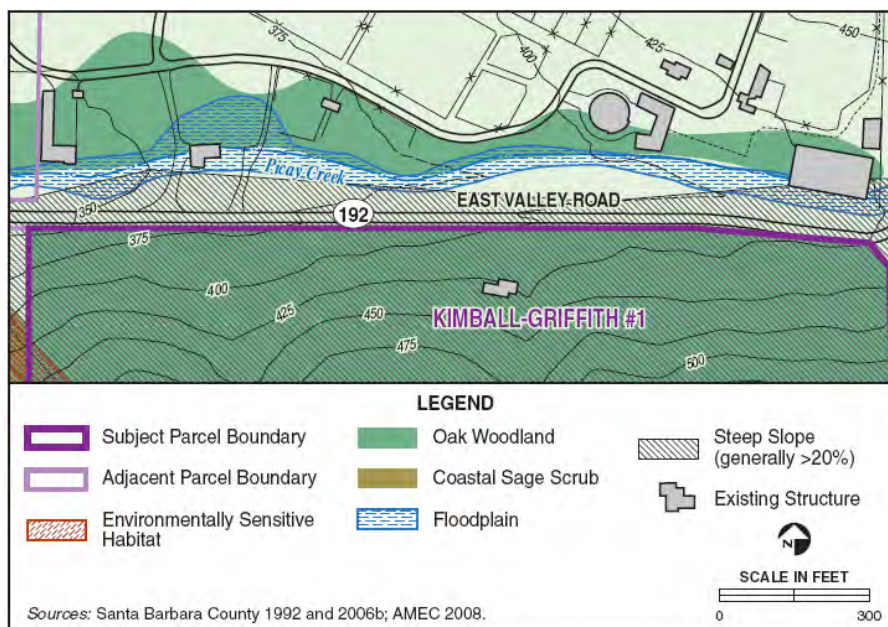


Figure 13: Site D – Kimball-Griffith #1

## Potential Sites Analysis

such hazards. Extensive clearing of vegetation may create potential conflicts with County Hillside and Watershed Protection policies and Montecito Community Plan habitat protection policies (see Tables 8 and 10 and Appendix D).

**Geologic Hazards.** Site D is characterized by steep slopes generally in excess of 20 percent and erosion-prone soils. On-site soils consist of Ballard Variant (BbC) with 2 to 9 percent slopes immediately fronting East Valley Road, and Todos-Lodo Complex (TdF2) with 30 to 50 percent slopes over the majority of the site (County of Santa Barbara 2006b). Todos-Lodo Complex is identified as having severe constraints for construction, including low strength, severe shrink-swell potential, and a variety of erosion hazards (USDA 1981).

**Biological Resources.** Oak woodland interspersed with chaparral and coastal sage scrub characterizes the site's vegetation. Mapped ESH exists in the southwest portion of Site D, approximately 100 feet from the potential Station 3 location (Figure 13); however, AMEC's review of the site indicates that oak trees are prevalent throughout the site. Therefore, significant grading and vegetation clearing for Station 3 development may raise Montecito Community Plan habitat and oak protection policy consistency issues.

**Land Use.** Development of Station 3 on Site D would require extensive grading to create level building areas, as well as clearing of native vegetation. Extensive grading on areas in excess of 20 percent slopes and the clearing of large areas of native vegetation would raise substantial conflicts with County Hillside and Watershed Protection, Visual Resource, Environmental Resource Management Element, and Montecito Community Plan biological resource protection policies (see Tables 8 and 10 and Appendix D).

### Consistency with Other Important Factors

Development of Site D for Station 3 would require substantial site preparation activities including grading and excavation to stabilize the hillside which would substantially increase site development costs.



**Site D facing west along East Valley Road. Note steep slopes and coast live oak trees.**



**Site D facing east along East Valley Road. The site adjacent to East Valley Road includes steep slopes (>20% grade) vegetated with mature oak trees.**

### Conclusion

Site D meets the 'Essential' Criteria required for the proposed location of Station 3. However, as the easternmost site under review, Site D's distance from Sheffield Drive and Romero Canyon Road would incrementally add time to responses north and south of East Valley Road. High westbound traffic speeds on East Valley Road could pose safety issues for vehicles exiting the site and require careful driveway siting and design.

This site is consistent with two out of five 'Desirable' Criteria. Development of Site D would require substantial site preparation including grading and clearing of vegetation. Soils on site exhibit low strength, potential for high shrink-swell, and are susceptible to slope failure due to stability and the angle of the slope, and therefore may be prone to erosion.

Overall, the site is somewhat suitable as the proposed location of Station 3, but site development costs, environmental impacts, and potential conflicts with adopted County policies would be high.



## Potential Sites Analysis

### SITE E – KIMBALL-GRIFFITH #2

#### Overview

- Owner: Kimball-Griffith LP
- Parcel Number: 005-030-003
- Land Use: Single-Family, Semi-Rural Residential (SRR-0.2)
- Location: Ortega Ridge Road, near East Valley Road
- Parcel Size: 16.33 acres
- Zoning: Residential, minimum parcel size 5 acres (5-E-1)

#### Background

This site is located on relatively steep slopes on the east side of Ortega Ridge Road (Figure 5). This site is currently undeveloped and is characterized by dense oak woodland containing mature coast live oak trees interspersed with coastal sage scrub and areas of chaparral (Figure 14). Slopes on site generally exceed 20 percent, and two small tributary canyons drain this hillside northwest into Picay Creek.

At initial public workshops, the MFPD identified important Station 3 siting criteria. The site's consistency with the MFPD's 'Essential' criteria, 'Desirable' criteria, and 'Other Important Factors' is evaluated below.

#### Consistency with Essential Criteria

**Response Time.** This site's location on Ortega Ridge Road (south of East Valley Road), approximately 0.70 miles east of Sheffield Drive and Romero Canyon Road, would greatly increase response times to most of the currently underserved area. In comparison to the ideal location at the intersection of East Valley Road with Sheffield Drive or Romero Canyon Road where response times to surrounding areas would be 5 minutes, this site's location would require an additional 80 seconds to response to service calls on upper Buena Vista Drive (see Appendix B). However, response times to lower Sheffield Drive would decrease if access to lower Sheffield Drive was via Ortega Ridge Road (McClain 2008; see also Appendix B). Still, Site E's location would meet adopted standards to provide service to the majority of the area currently lacking 5-minute response time service, but its location away from the center of the study area is not ideal (Figure 4).

**Size and Configuration.** The site's overall size satisfies the amount required for the proposed fire fighting facilities associated with Station 3.

**Vehicle Access.** Ortega Ridge Road is a narrow roadway which connects eastern Montecito with Summerland and carries approximately 1,100 daily trips near Site E (County of Santa Barbara 2008). Site E would have an acceptable line of sight of more than 500 feet along Ortega Ridge Road in both directions; however, the relatively narrow width of Ortega Ridge Road (21 feet) may require added on-site improvements (e.g., a wider driveway than would otherwise be required for turnout) to facilitate engine access and turning movements. Fire engines would be required to stop at the intersection of Ortega Ridge Road and East Valley Road before proceeding east or west. This two-lane arterial has relatively low traffic volumes and minimal congestion (CALTRANS 2006) (see Table 4). Line of sight at this intersection is approximately 350 feet to the west due to a slight curve, and approximately 500 feet to the east. However, traffic speeds on East Valley Road can exceed 50 miles per hour which may require installation of a warning signal or other methods to permit safe emergency vehicle access.

**Access to Major Arterials.** Because of the site's location on Ortega Ridge Road off East Valley Road, a Montecito main arterial, fire engines would be required to stop at the intersection of Ortega Ridge Road and

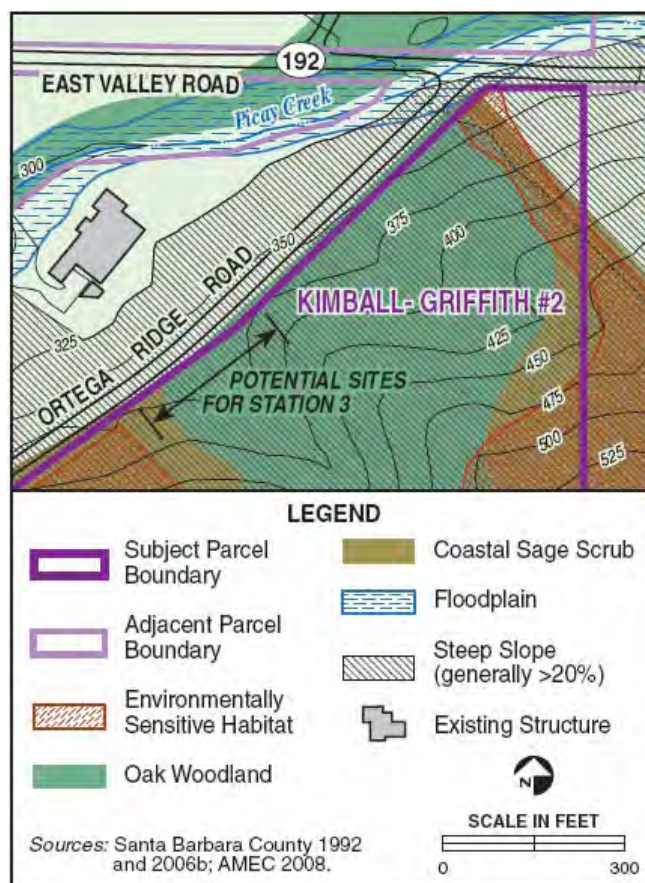


Figure 14: Site E – Kimball-Griffith #2

## Potential Sites Analysis

East Valley Road before continuing east or west. No current driveway exists.

### Consistency with Desirable Criteria

**Natural Hazards.** The dense mix of chaparral, oak trees, and coastal sage scrub on site constitutes high fire hazard vegetation and would require substantial vegetation clearing and fuels management to reduce such hazards. Extensive clearing of vegetation may create potential conflicts with County Hillside and Watershed Protection policies and Montecito Community Plan habitat protection policies (see Tables 8 and 10 and Appendix D).

**Geologic Hazards.** Site E is characterized by steep slopes generally in excess of 20 percent and erosion-prone soils. On-site soils consist of Todos-Lodo Complex (TdF2) with 30 to 50 percent slopes (County of Santa Barbara 2006b). Todos-Lodo Complex is identified as having severe constraints for construction, including low strength, severe shrink-swell potential, and a variety of erosion hazards (USDA 1981).

**Biological Resources.** Coast live oak woodland interspersed with chaparral and coastal sage scrub characterize the vegetation of Site E. Mapped ESH exists in the southern areas of Site E surrounding the potential Station 3 location (Figure 14); however, AMEC's review of the site indicates that oak trees are prevalent throughout the site. Therefore, significant grading and vegetation clearing for Station 3 development may raise significant Santa Barbara County Comprehensive Plan and Montecito Community Plan habitat and oak protection policy issues (see Tables 8 and 10 and Appendix D).

**Land Use.** Development of Station 3 on Site E would require extensive grading to create level building areas, potential filling of one or two drainages, and clearing of native vegetation. Extensive grading on areas in excess of 20 percent slopes and clearing of large areas of native vegetation could raise substantial conflicts with County Hillside and Watershed Protection, Visual Resource, Environmental Resource Management Element, and Montecito Community Plan biological resource protection policies (see Tables 8 and 10 and Appendix D).

**Impact on Neighbors.** Site E is located on a low traffic volume residential street. The nearest home is located within 180 feet of potential station locations. Two homes exist upslope on top of Ortega Ridge Road, and one downhill across the road and west of the site. Neighboring homes are generally adequately distanced from potential station locations by both elevation and dense vegetation.

### Consistency with Other Important Factors

Development of Site E for Station 3 would require substantial site preparation activities, including grading and excavation, to stabilize the hillside. Because of the extensive site preparation needed, site development costs would be relatively high compared to other level or less constrained sites considered in this study.

### **Conclusion**

Site E generally meets all five 'Essential' criteria required for the proposed location of Station 3. However, because the site is located along Ortega Ridge Road, fire engines would be required to stop at the intersection of Ortega Ridge Road and East Valley Road, causing a slight delay in response times. Line of sight to the east on East Valley Road is limited due to the hill just before Toro Canyon. In addition, high traffic speeds of westbound traffic along East Valley Road pose a safety concern for fire engines exiting Ortega Ridge Road.

This site is consistent with two out of five 'Desirable' criteria. Development of Site E would require substantial site preparation including grading and clearing of vegetation. Soils on site exhibit low strength, potential for high shrink-swell, and are susceptible to slope failure due to stability and the angle of the slope, and therefore may be prone to erosion.

Overall, the site is somewhat suitable as the proposed location of Station 3, but site development costs, environmental impacts, and potential conflicts with County policies would be high.



**Site E from Ortega Ridge Road. Note the slope and dense vegetation.**



**View of Ortega Ridge Road north towards East Valley Road (in background).**

# Agenda Item #7



MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road, April 27, 2015 at 2:00 p.m.

The meeting was called to order by Director Powell at 2:03 p.m.

**Present:** Director Powell, Director Keller, Director Sinsler, and Director van Duinwyk. Director Venable was absent. Fire Chief Hickman, and District Counsel M. Manion were also present.

**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.)**

Director Powell expressed condolences regarding the loss of a community member at the recent structure fire, and asked for a moment of silence.

Dan Eidelson introduced himself and stated that he has lived in the District for 27 years. He stated that will not move because he doesn't want to leave the outstanding services provided by Montecito Fire Protection District. He thanked and encouraged the Board to continue supporting staff with excellent equipment and training.

The Board took no action.

**2. Recognition of Dispatcher Scott Edwards as Employee of the Year, and recipient of the Montecito Rotary Club's 2015 Vocational Public Safety Service Award.**

Chief Hickman asked to table this item until the next regular Board meeting, as Scott Edwards is assisting on the fire investigation of the Loureyro incident.

**3. Report from the Finance Committee (copy of Agenda for Finance Committee Meeting attached).**

Director Sinsler reported on the Finance Committee meeting, adding that the audit report suggested an additional level of review for payroll processing.

**a. TIME CERTAIN: 2:05 p.m.: Conference call with Craig Fechter of Fechter & Company regarding Annual Financial Report for the Fiscal Year Ended June 30, 2014.**

The Board discussed the recommendations and net results.

Mr. Fechter reviewed the audit report, including revenue sources and issues related to determining property tax revenues.

The Board took no action.

**b. Consider recommendation for acceptance of Fechter & Company's Annual Financial Report for the Fiscal Year Ended June 30, 2014.**

On a motion made by Director Sinser, seconded by Director van Duinwyk, the Board unanimously approved the Finance Committee's recommendation to accept Fechter & Company's Annual Financial Report for the Fiscal Year Ended June 30, 2014.

**c. Consider recommendation to approve the District's March 2015 financial statements.**

After an explanation of payments made for computer service, phone charges, and preplans, the Board unanimously approved the District's March 2015 financial statements on a motion made by Director Sinser, seconded by Director van Duinwyk.

**d. Consider recommendation to approve the purchase of replacement vehicle for Medic 91 Ambulance, per Resolution 2013-18. (Approved in Fund 3652 FY 2014-15 Budget.)**

Chief Hickman reported that the proposed replacement vehicle for the Medic 91 Ambulance will serve as a backup unit to transport patients when AMR is delayed or when Squad 91 is out of service. On a motion made by Director Keller, seconded by Director van Duinwyk, the Board unanimously approved the purchase of a replacement vehicle for Medic 91 Ambulance and authorized the old Medic 91 to be used as a trade in.

**e. Consider recommendation to approve Resolution 2015-03, amending Resolution 2013-18 regarding the rules and regulations for the purchasing of supplies and equipment, special services, and contractors for public improvement projects.**

Chief Hickman explained that the proposed changes would empower the Fire Chief to make purchases that have already been approved in the budget, without having to get secondary approval of the Board. The Directors suggested minor adjustments to the language and punctuation.

On a motion made by Director Keller, seconded by Director van Duinwyk, the Board approved Resolution 2015-03 as amended by the following roll call vote:

Ayes:	P. van Duinwyk, G.B. Sinser, J.A. Powell, S. Keller
Nays:	None
Abstain:	None
Absent:	J. Venable

The Board took a recess at 3:16 p.m. and returned at 3:25 p.m.

**4. Consider renewal of contract with Sullivan Curtis Monroe for District's Broker of Record for Worker's Compensation Claims Administration.**

Chief Hickman reviewed staff's recommendation to renew the contract with Sullivan Curtis Monroe for District's Broker of Record for Worker's Compensation Claims Administration.

On a motion made by Director Sinsler, seconded by Director van Duinwyk, the Board unanimously approved renewal of the contract with Sullivan Curtis Monroe for District's Broker of Record for Worker's Compensation Claims Administration for one year.

**5. Consider award of contract for construction/repair work at District's rental property located at 1257 East Valley Road.**

Director Taylor explained staff's recommendation to award the contract for construction/repair work at District's rental property located at 1257 East Valley Road to Paragon Builders.

The Board discussed determination of rental rates, and utility payments. The Board was advised that tenants pay possessory taxes, gas and electric.

On a motion made by Director Keller, seconded by Director Powell, the Board unanimously approved awarding the contract for construction/repair work at District's rental property located at 1257 East Valley Road to Paragon Builders.

**6. Consider declaring 2005 CAE Medical Meti-Man Patient Simulator as excess property in order to allow for disposal.**

Chief Taylor explained that the CAE Medical Meti-Man Patient Simulator has been fully depreciated, and has been determined to have no negligible dollar value. Allan Hancock has stated that they will negotiate training hours in exchange for the District transferring ownership of the CAE Medical Meti-Man Patient Simulator to their program.

On a motion made by Director Keller, seconded by Director van Duinwyk, the Board unanimously approved declaring the 2005 CAE Medical Meti-Man Patient Simulator as excess property in order to allow for disposal and transfer of ownership to Allan Hancock.

**7. Report on responses from property owners of sites identified in Station 3 Site Identification Study regarding property availability.**

Chief Hickman reported that the District has received responses from seven of the fourteen properties identified in the Site Identification Study. Mr. Davity, a representative of the Archdiocese, indicated that they would investigate the inquiry and get back to the District. Chief Hickman stated that he has reached out after their reply and received no response back from them. None of the others who responded were willing to sell their property.



The Board directed the Fire Chief to follow up with Mr. Davity regarding availability and potential costs for the property owned by the Archdiocese of Los Angeles.

Public comment – Nancy Patterson advised that the bridge and access to East Valley Road may be considered a hazard. She also stated that there are old tombstones located on the property which have not been maintained.

**8. Discussion on imposing a fire protection mitigation fee upon new development within the jurisdiction of the Montecito Fire Protection District.**

Director Keller expressed concern with the impacts to fire protection service due to increased new construction projects being completed by non-profits in the community (YMCA, Montecito Union School, Casa Dorinda, Westmont) who do not pay property tax. Mr. Manion explained that some of these locations pay a possessory interest tax.

The Board discussed issues and potential impacts related to implementing a fire protection mitigation fee upon new development, and whether there is even a demonstrated need to pursue this.

The Board directed the Fire Chief to identify the top ten non-profits and schools in the District and determine what the estimated property tax would be if they actually paid property tax, versus the possessory taxes they pay.

**9. Discussion of recent court of appeal decision regarding the confidentiality of attorney billing invoices provided to public agencies.**

Mr. Manion reported that new court rulings determined that billing statements of public agencies are confidential under the evidence code and do not have to be disclosed under the Public Records Act, but it is the privilege of the Board to decide.

After a poll of the Board, Staff was directed to exclude detailed reports for legal billing.

**10. Approval of Minutes of March 23, 2015 Regular Meeting.**

On a motion by Director Keller, seconded by Director van Duinwyk, the Board unanimously approved the Minutes of March 23, 2015 Regular Meeting.

**11. Fire Chief's report.**

Chief Hickman reported on the delays relating to the completion of the draft EIR; mandatory AB 1234 training; Dispatcher Recognition Week from April 12-18; Administrative Professional's Day on April 22, 2015; pre-hazard abatement notices; High Fire Season beginning on April 13; Director Venable and Director Keller's absence at the May Regular meeting; helicopter presentation by Mr. Thompson at the Montecito Association meeting; and structure fire responses on Picacho and Loureyro.

The Board took no action.

**12. Board of Director's report.**



Director Sinsler reported that he attended the April Montecito Sanitary District Regular Board Meeting.

**a. Report from Director Powell on attendance at FDAC conference April 8-April 10, 2015 in Napa, CA.**

Director Powell reported that the conference covered current events in fire fighting and fire district management: financing options for equipment and facilities; importance of having a social media policy for staff; medical marijuana policy; and using modern sports medicine metrics to look for indicators of injury, increase functional mobility and use for testing of new hires.

He and Director Venable attended the interagency "Staff Ride". Participants included public safety and public officials. He recommends that other Board members attend if it is done again.

**13. Suggestions from Directors for items other than regular agenda items to be included for the May 26, 2015 Regular Board meeting.**

Director van Duinwyk asked to bring back information on the Archdiocese property.

The meeting was adjourned at 5:12 p.m.



# Agenda Item #8







SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

## 2015 BOARD OF DIRECTORS ELECTION

# OFFICIAL ELECTION RESOLUTION BALLOT ENCLOSED

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This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

## ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Resolution Ballot (Action Required)
- Candidate's Statements of Qualifications (4)
- Self-addressed, Stamped Envelope



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

**August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot**

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Montecito Fire Protection District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Montecito Fire Protection District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2015 ELECTION BALLOT**  
**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**  
**BOARD OF DIRECTORS**

**VOTE FOR ONLY THREE (3) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**  
Director/President, Groveland Community Services District
- ED GRAY (INCUMBENT)**  
Director/President, Chino Valley Independent Fire District
- R. MICHAEL WRIGHT**  
Director/President, Los Osos Community Services District
- SANDY SEIFERT-RAFFELSON (INCUMBENT)**  
District Clerk, Herlong Public Utility District

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2015 by the Montecito Fire Protection District by the following roll call votes listed by name:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:  
  
\_\_\_\_\_

APPROVED:  
  
\_\_\_\_\_



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Robert Swan  
District/Agency Groveland Community Services District  
Work Address P.O. Box 350, Groveland, CA 95321  
Work Phone 209-962-7161 Home Phone 209-962-6535

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

\_\_\_\_\_  
\_\_\_\_\_

**What is your overall vision for SDRMA? (Response Required)**

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

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I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4-9-15

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Ed Gray  
 District/Agency Chino Valley Independent Fire District  
 Work Address 14011 City Center Drive, Chino Hills, CA 91709  
 Work Phone 909 902-5260 Home Phone 909 9627-4821

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

**What is your overall vision for SDRMA? (Response Required)**

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature Ed Tracy Date 3-30-2015



Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate DR MICHAEL WRIGHT  
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT  
Work Address 2122 9th STREET, LOS OSOS CA 93402  
Work Phone 805-528-9370 Home Phone 805-234-4513

Why do you want to serve on the SDRMA Board of Directors? **(Response Required)**

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA.

I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) **(Response Required)**

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.



Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT  
SINCE 1977, OVER 730 HOURS OF INSURANCE  
CONTINUING EDUCATION  
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? (Response Required)

THE OVERALL VISION OF THE SDRMA IS TO  
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE  
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS  
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS  
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright

Date April 20, 2015

**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

**This Information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA**

Nominee/Candidate: Sandy Seifert-Raffelson  
District/Agency: Herlong Public Utility District  
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113  
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2<sup>nd</sup> loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.



**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature:  Date: 4/2/15



# Agenda

## Item #10



**SANTA BARBARA  
LOCAL AGENCY FORMATION COMMISSION**

**NOTICE OF PENDING ALTERNATE PUBLIC MEMBER VACANCY**

**NOTICE IS HEREBY GIVEN** that a meeting of the Santa Barbara Local Agency Formation Commission will be held on **Thursday, June 4, 2015 at 1:00 p.m.** in the Board of Supervisors Hearing Room, 105 East Anapamu Street, Fourth Floor, Santa Barbara, California, to consider an appointment to fill a pending Alternate Public Member vacancy. The appointment would be for the unexpired term that ends on March 1, 2017.

Letters of interest outlining qualifications and reasons for seeking the Alternate Public Member position on the Commission should be submitted to: SBLAFCO, Attn: Paul Hood, Executive Officer, 105 East Anapamu Street, Rm 407, Santa Barbara, CA 93101. The last time and day to submit letters of interest is 5:00 P.M., May 15, 2015.

The letters of interest will be screened by a committee consisting of one City member, one County member, and one Special District member. Finalists will be selected and interviewed by the committee, which shall recommend an appointment to the Commission. The Commission, in open session, will consider the recommendation and appoint an individual as the Alternate Public Member. No Public Member may be an officer or employee of the county, or any city or district with territory in the county.

Remote Testimony is Permitted - Persons may address the Commission in person or by using the remote video testimony system in the Board of Supervisors hearing room in the Betteravia Government Center at 511 Lakeside Parkway, Santa Maria.

Disclosure of Campaign Contributions – LAFCO Commissioners are disqualified and are not able to participate in proceedings involving an “entitlement for use” if, within the 12 months preceding the LAFCO decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant or an financially interested person who actively supports or opposes the LAFCO decision on this matter.

Those who have made such contributions are required to disclose that fact for the official record of the proceedings. Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Executive Officer of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

The foregoing requirements are set forth in the Political Reform Act of 1974, specifically in Government Code section 84308.

Disability Accommodations - Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the LAFCO office at least three (3) days prior to the meeting by telephone at 805/568-3391 or by email at [lafco@sblafco.org](mailto:lafco@sblafco.org).

Additional information – Additional information regarding this and other items to be considered at the meeting may be obtained by contacting the LAFCO office at 105 East Anapamu Street, Rm 407, Santa Barbara, CA 93101 or by calling 805/568-3391.

Dated this 9<sup>th</sup> day of April, 2015

PAUL HOOD  
Executive Officer



314 WEST COOK ST. #8 • SANTA MARIA, CALIFORNIA 93458-5557 • 805-925-0951, EXT. 255 • FAX 805-928-4746

May 1, 2015

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

Chief Hickman,

Thank you for allowing Battalion Chief Todd Edwards to participate in our recent Fire Captain promotional process. I realize this was a significant time commitment and I appreciate your department's support of our recruitment process. We value Todd's knowledge, professionalism, and ability to accurately assess the candidate pool and make the appropriate recommendations for the needs of our department.

Through Battalion Chief Edwards's participation, we were able to certify three solid candidates to the eligibility list for Fire Captain.

Again, thank you to Battalion Chief Edwards for his commitment and professionalism in assisting us with our recruitment process. You should be proud of his representation of your department.

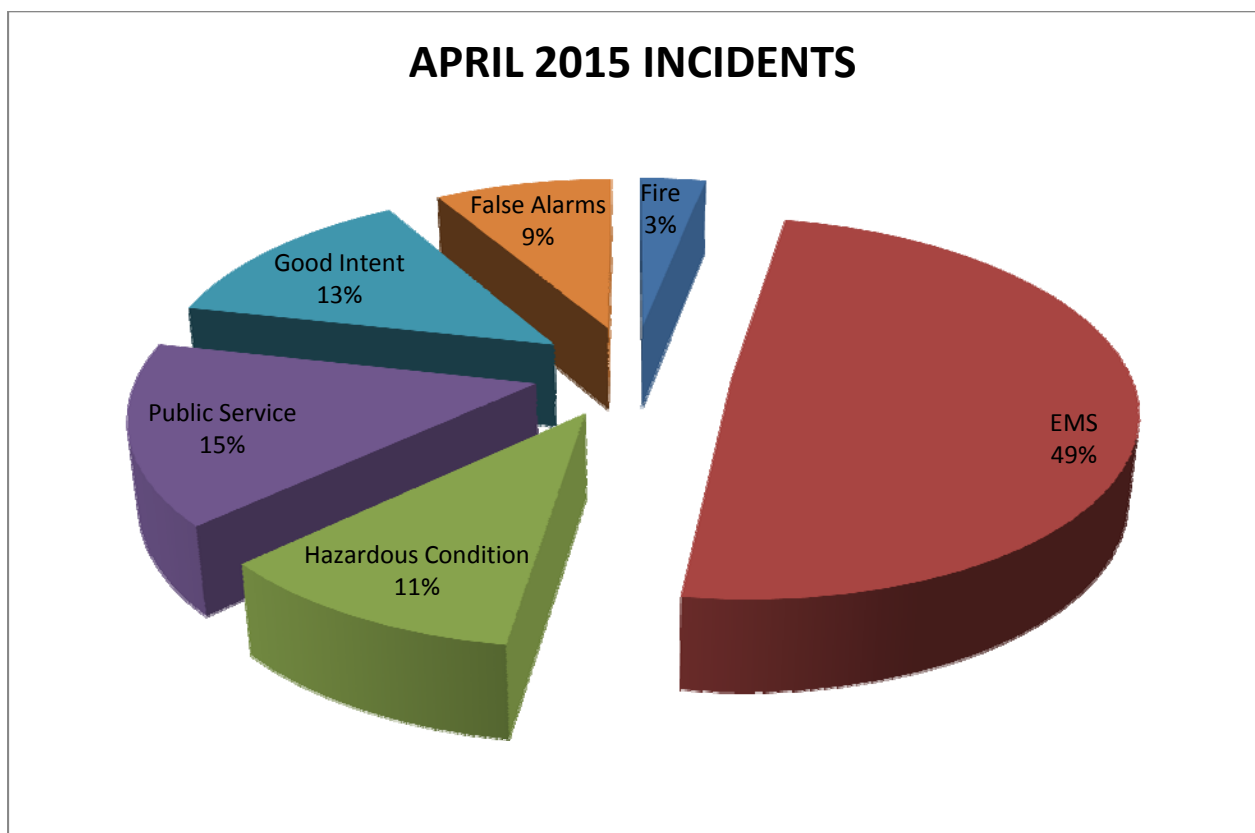
Sincerely,

DANIEL J. ORR  
Fire Chief

c: Battalion Chief Todd Edwards

**APRIL 2015  
CALLS BY INCIDENT TYPE  
TOTAL INCIDENTS: 130**

FIRE: 4	EMS: 64
HAZARDOUS CONDITION: 14	PUBLIC SERVICE**: 20
GOOD INTENT*: 17	FALSE ALARM: 11
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.

# Incident Trend November 2014 - April 2015

