

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

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

October 26, 2015 at 2:00 p.m.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)
2. Appointment of Vice President.
3. Appointment of Strategic Planning Committee Member.
4. Appointment of Real Property Negotiator.
5. Present Dispatcher, Scott Edwards with 5 year service pin.
6. Motion to authorize Fire Chief to enter into an annual contract for computer network services.
 - a. Staff report presented by Division Chief Taylor.
7. Progress report from the ad hoc committee appointed to meet and confer with representatives of those who submitted written responses to the DEIR.
8. Report from the Finance Committee:
 - a. Consider recommendation to approve September 2015 financial statements.
9. Approval of Minutes of September 17, 2015 Special Meeting.
10. Approval of Minutes of September 28, 2015 Regular Meeting.
11. Fire Chief's report.
12. Board of Director's report.
13. CLOSED SESSION: Conference with Real Property Negotiators (Government Code Sec. 54956.8)
 - a. Property: portions of APN 009-203-011, 1510 San Leandro Road, Montecito.
 - b. Agency Negotiators: John Venable and Director to be designated by Board (see Item 4 above)

- c. Negotiating Party: John Bochino
- d. Under Negotiation: Price and terms of payment.

14. CLOSED SESSION. Performance evaluation of a public employee pursuant to California Government Code Section 54957(b):

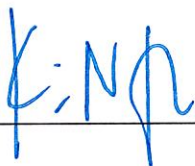
- a. Employee: Fire Chief Chip Hickman

15. Suggestions from Directors for items other than regular agenda items to be included for the November 16, 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 October 20, 2015.

MONTECITO FIRE PROTECTION DISTRICT



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

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

Agenda Item #6



STAFF REPORT

Prepared for: Board of Directors

Prepared by: Kevin Taylor

Date: 10/20/2015

Topic: Annual Service Contract for IT (Information Technology) and Computer Network Services

Discussion

Informa has provided IT and Computer Network Services to the District for the past 19 years, and the District has been very pleased with their responsiveness and professionalism.

As Administrative Assistant, Geri Ventura has been essential in providing general oversight and troubleshooting for the District's computer network. With her retirement nearing, the District's need for additional computer management and oversight will be necessary, and we expect this average monthly expense to increase substantially if billed at an hourly rate. Over the past three years, the District has averaged a monthly expense of \$3,833 for consulting and network administration services from Informa. Their proposed monthly flat rate would be \$4,600 to account for the increased computer related service calls. In addition to being on call 24/7, Informa will schedule a weekly on-site service call to provide user assistance on non-critical computer issues.

While we expect the new Administrative Assistant to learn about our systems, she will be focusing on other aspects of the position and will not be able to perform in this specific capacity for some time. We have worked closely with Terry Schladetzky of Informa to develop what we believe, is a fair flat rate annual service contract to assist with the increased need for network administration.

Generally speaking, this agreement will cover all maintenance of existing servers, networked workstations, mobile data computers, and CAD. New installations and the Image-trend tablets utilized for E.M.S. Patient Care Reports would not be covered by this agreement.

Recommendation

We recommend entering into this agreement with Informa for the following reasons:

- Informa has a thorough understanding of FireHouse software, the Montecito Fire Departments fire information management system.
- Informa has over 5 years experience with TriTech CAD, the District's computer aided dispatch system.
- Informa has over 4 years experience working with IQS, the incident qualification system for supporting other agencies.
- Informa has over 16 years experience in the mobile computing platforms such as MDCs
- Informa has over 16 years experience in Information Technology Security for first responders and critical infrastructure.
- The Informa team has existing relationships with Montecito Fire's allied agencies including: the Santa Barbara County Sheriff's Department, Carpinteria-Summerland Fire Department, Santa Barbara County Fire Department, Santa Barbara County Dispatch Center, Sheriff's IT, and Santa Barbara County IT. These existing relationships allow us to quickly identify technical problems and work with MFD's allied agencies to deploy solutions quickly and cost effectively.

Agenda

Item #8

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

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	All Funds
Cash Balance at 9/1/15	966,004.75	181.08	2,210,248.54	7,089,602.47	10,266,036.84
Income:					
Tax Revenue	-	-	-	-	-
CSFD Dispatch Services	24,045.39	-	-	-	24,045.39
EMS Mgmt First Response	21,714.00	-	-	-	21,714.00
	<u>45,759.39</u>	-	-	-	45,759.39
Expenses:					
Claims Processed	(883,308.74)	-	-	(2,891.00)	(886,199.74)
Payroll	(1,081,126.16)	-	-	-	(1,081,126.16)
Other:					
Interfund Transfers	-	-	-	-	-
Reimbursed expenses*	-	-	-	-	-
	<u>(1,964,434.90)</u>	-	-	(2,891.00)	(1,967,325.90)
Cash Balance at 9/30/15	<u>(952,670.76)</u>	<u>181.08</u>	<u>2,210,248.54</u>	<u>7,086,711.47</u>	<u>8,344,470.33</u>
Cash in Treasury per Balance Sheet	<u>(458,790.35)</u>	<u>181.08</u>	<u>2,210,248.54</u>	<u>7,086,711.47</u>	<u>8,838,350.74</u>
Difference	493,880.41	-	-	-	493,880.41
Reconciliation:					
Outstanding payroll claims					
Delta Dental	14,227.03	-	-	-	14,227.03
Vision Service Plan	2,906.80	-	-	-	2,906.80
CalPERS retirement contributions	73,618.51	-	-	-	73,618.51
Mass Mutual contributions	22,057.55	-	-	-	22,057.55
Payroll direct deposit	381,070.52	-	-	-	381,070.52
	<u>493,880.41</u>	-	-	-	493,880.41

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

Payee	Description	Amount
Fund 3650 - General		
ADP Inc	ADP fees, 2 periods	475.76
Aflac	Employee paid insurance, August	1,549.22
Burtens Fire Inc	Power supply plug in for 903	298.56
CMC Rescue Inc	Rope rescue equipment	357.09
Conexis Benefits Administrator LP	FSA plan reimbursements, employee paid	2,215.17
Conexis Benefits Administrator LP	FSA administrative fee, August	97.75
Cox Communications	CAD connectivity & Internet	2,731.77
Department of Justice	LiveScan fingerprint screening (2)	98.00
Galbraith, Robert	R. Galbraith Reimb: Rescue Systems 2	281.15
Geo Elements LLC	CWPP study, August (Project to date \$36,413)	6,473.42
Impulse Internet Services	Phone services, October	498.72
Informa Corp	Network IT support, August	4,320.00
Informa Corp	CAD IT support, August	60.00
JDL Mapping	Mapping services, August	187.50
Johnson Equipment Co	Amber light bulb module for U93	190.79
Joy Equipment Protection	Fire extinguisher recharge	75.00
Kellogg, Kerry	K. Kellogg Reimb: Gasquet fire asgmt meals	46.00
Klemowicz, Eric	E. Klemowicz Reimb: Mad River fire asgmt car/travel	1,773.68
Los Angeles Truck Centers	E92 repair: Radiator replacement	8,270.03
Los Angeles Truck Centers	E91 repair: fan clutch repair	1,369.84
Marborg Industries	Refuse disposal	499.06
Montecito Water District	Water service	494.66
Nationwide Power Solutions Inc	UPS service agreement: FY 15-16	1,900.53
PARS Public Agency Retirement	PARS OPEB Contribution for FY 15-16 (1 of 4)	823,478.00
Peyton Scapes	Landscape maintenance	500.00
Peyton Scapes	Palm tree trimming and dump	125.00
Physio Control	Annual Lifepak maintenance (budgeted)	5,229.96
Precision Imaging	Office copier usage fee, August	213.08
Price Postel & Parma	Legal services, August	2,861.50
Rayne Water Conditioning	Soft water service	816.36
Ready Refresh By Nestle	Bottled water	218.48
Santa Barbara Screen & Shade Co	Blinds for staff offices	369.60
Satcom Global Inc	Satellite phone charges, 2 months	301.18
SB County Auditor-Controller	Additional user tax	18.67
Sintra Group	Pre-employment background check - 1 employee	746.25
South Coast Emerg. Vehicle	Air filters (2) for E92	373.20
Southern California Edison	Electricity service, Sta. 1 & 2	2,030.21
Southern Counties Fuels	Diesel fuel, August/September	4,134.81
Southern Counties Fuels	Generator fuel, Sta. 1 and Sta. 2	391.10
The Gas Company	Gas service	96.26
US Bank Corporate Card	Shipping/mailing charges	14.54
US Bank Corporate Card	OSHA compliance labels	36.81
US Bank Corporate Card	L. Grant EMT recertification fee	59.00
US Bank Corporate Card	Replace worn console retractor clips (4)	95.00
US Bank Corporate Card	Subscriptions: Active911, online fax, offsite server	195.19
US Bank Corporate Card	Yeti ice cooler for 903 vehicle	287.95
US Bank Corporate Card	K. Taylor: CSDA General Manager Conference	383.86

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

Payee	Description	Amount
US Bank Corporate Card	Gasoline charges (CC 7/22/15)	442.80
US Bank Corporate Card	iPhone/iPad cases, chargers, keyboard (932/903)	496.55
US Bank Corporate Card	Haz Mat equipment calibration, batteries, gas can	545.61
US Bank Corporate Card	Storage box for Utility 91	693.31
US Bank Corporate Card	Washing machine, Sta. 1	1,225.29
US Bank Corporate Card	Rope rescue equipment (budgeted)	1,357.21
Verizon California	Phone services	1,308.26
	Fund 3650 Total	<u>883,308.74</u>
 <u>Fund 3653 - Land & Building</u>		
Price Postel & Parma	Legal services, August	2,891.00
	Fund 3652 Total	<u>2,891.00</u>

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

Regular Salaries	\$	469,609.00
Part-Time Salaries		4,487.86
Directors Fees		2,145.00
Auxiliary		1,445.00
FLSA Safety		5,596.20
FLSA Dispatch		3,685.54
Overtime		295,602.94
Dispatch Cadre Earnings		2,028.00
Mass Mutual 457 Contribution		8,200.00
4850 Labor Code Payroll		<u>46,433.90</u>
Gross Wages	\$	839,233.44
District Contributions to Insurance		113,786.57
District Contributions to Medicare/FICA		11,013.19
District Contributions to SUI		91.77
CalPERS Employee Contribution, District paid		48,880.61
CalPERS Employer Contribution, Employee paid		(25,441.13)
CalPERS, District Contribution		98,432.29
Health and Dependent Care FSA Contributions		(3,321.32)
Due to AFLAC		<u>(1,549.26)</u>
Total Benefits		<u>241,892.72</u>
Grand Total	\$	<u><u>1,081,126.16</u></u>

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

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Overtime	Description
						Reimbursable	Staffing		
McCracken, R.	08/18/15	8.0	16.0	1,056.96	1,056.96				
Poulos, T.	08/19/15		24.0	1,544.04		1,544.04			
McCracken, R.	08/20/15		24.0	1,585.44	1,585.44				
Gregson, A.	08/22/15		24.0	1,925.00	1,925.00				
Holthe, D.	08/22/15		24.0	1,991.88		1,991.88			
Gregson, A.	08/25/15		15.0	963.00	963.00				
Gil, A.	08/26/15		1.0	84.73				84.73	County Fire Chief's meeting
Hauser, B.	08/26/15		24.0	1,398.60		1,398.60			
Edwards, T.	08/27/15		24.0	1,925.00		1,925.00			
Gil, A.	08/27/15		1.0	84.74				84.74	Payroll/Fire asgmt paperwork
Fuentes, E.	08/28/15		20.0	1,442.10	1,442.10				
Hauser, B.	08/28/15		4.0	233.10	233.10				
Holthe, D.	08/28/15		24.0	1,991.88		1,991.88			
Muller, L.	08/28/15		24.0	1,114.20		1,114.20			
Wrenn, B.	08/28/15		24.0	968.76		968.76			
Gregson, A.	08/29/15		24.0	1,925.00		1,925.00			
Muller, L.	08/29/15		12.0	557.10		557.10			
Briner, A.	08/30/15		24.0	1,714.32	1,714.32				
Galbraith, R.	08/30/15		24.0	1,444.68	1,444.68				
Lauritson, R.	08/30/15		23.0	2,803.82		2,803.82			
Poulos, T.	08/30/15		24.0	1,544.04	1,544.04				
Zeitsoff, J.	08/30/15		24.0	1,496.52		1,496.52			
Ederer, T.	08/31/15		24.0	1,925.00		1,925.00			
Villarreal, J.	08/31/15		24.0	1,902.24	1,902.24				
Holthe, D.	09/01/15		24.0	1,991.88		1,991.88			
Whilt, S.	09/01/15	8.0	16.0	788.16	788.16				
Zeitsoff, J.	09/01/15		24.0	1,496.52		1,496.52			
Powell, K.	09/02/15		24.0	1,405.08		1,405.08			
Ederer, T.	09/03/15		24.0	1,925.00		1,925.00			
Klemowicz, E.	09/03/15	4.0	20.0	1,170.90	1,170.90				

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Description
						Reimbursable	Overtime	
Lauritson, R.	09/03/15		2.5	304.76	304.76			
Zeitsoff, J.	09/03/15		24.0	1,496.52		1,496.52		
Hoithe, D.	09/04/15		24.0	1,991.88	1,991.88			
Klemowicz, E.	09/04/15	4.0	20.0	1,170.90	1,170.90			
Wrenn, B.	09/04/15		24.0	1,063.44	1,063.44			
Davis, S.	09/05/15		24.0	1,444.68	1,444.68			
Hoithe, D.	09/05/15		24.0	1,991.88	1,991.88			
Klemowicz, E.	09/05/15	4.0	20.0	1,170.90	1,170.90			
Skei, E.	09/05/15		24.0	1,812.60		1,812.60		
Galbraith, R.	09/06/15		24.0	1,444.68	1,444.68			
Hoithe, D.	09/06/15		7.5	622.46		622.46		
Klemowicz, E.	09/06/15	4.0	20.0	1,170.90	1,170.90			
Walkup, R.	09/07/15		24.0	1,439.64	1,439.64			
Whilt, S.	09/07/15	8.0	16.0	788.16	788.16			
Muller, L.	09/09/15		8.0	371.40			371.40	Dispatcher practical exam
Galbraith, R.	09/10/15		24.0	1,444.68	857.78	586.90		
Purguy, P.	09/10/15		4.5	248.06	248.06			
Whilt, S.	09/10/15		11.0	541.86	541.86			
Widling, A.	09/10/15		24.0	1,925.00	1,925.00			
Kellogg, K.	08/15-09/02/15	16.0	42.0	3,817.17		3,817.17		
Broumand, A.	08/22-09/05/15		216.0	13,352.04		13,352.04		
Grant, L.	08/27-08/31/15		96.0	3,875.04		3,875.04		
Widling, A.	08/27-09/01/15		48.0	3,935.04		3,935.04		
Bass, L.	08/27-09/06/15		152.0	9,972.72		9,972.72		
Chapman, S.	08/27-09/06/15	50.0	102.0	7,512.30		7,512.30		
Ventura, G.	08/30-09/05/15		69.0	7,983.99		7,983.99		
Hickman, C.	08/30-09/10/15		168.0	23,066.40		23,066.40		
Grant, L.	09/01-09/06/15		72.0	3,190.32		3,190.32		
Gregson, A.	8/31-09/16/15		96.0	7,870.08		7,870.08		
Payroll 9/16/15				149,419.19	36,363.66	112,514.66	540.87	
Briner, A.	09/09/15		9.0	642.87			642.87	Dispatcher hiring panel
Poulos, T.	09/09/15		20.5	1,318.87	1,318.87			
Briner, A.	09/10/15		14.0	1,000.02	357.15		642.87	Dispatcher hiring panel
Fuggles, K.	09/10/15		10.0	714.75	714.75			

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing		Fire Reimbursable		Overtime	Description
					Staffing	Amount	Staffing	Amount		
Poulos, T.	09/10/15		7.0	450.35	450.35					
Chapman, S.	09/11/15		19.0	1,399.35	1,399.35					
Ederer, T.	09/11/15		24.0	1,925.00	1,925.00					
McCracken, R.	09/11/15	4.0	20.0	1,321.20	1,321.20					
Poulos, T.	09/11/15		19.5	1,254.53		1,254.53				
Walkup, R.	09/11/15		24.0	1,439.64	719.82		719.82			
Whilt, S.	09/11/15		19.0	935.94	935.94					
Wrenn, B.	09/11/15		19.0	841.89	841.89					
Ederer, T.	09/12/15		24.0	1,925.00	1,925.00					
Fuggles, K.	09/12/15	16.0	8.0	571.80		571.80				
Klemowicz, E.	09/12/15	4.0	20.0	1,170.90		1,170.90				
Whilt, S.	09/12/15		24.0	1,182.24	1,182.24					
Bass, L.	09/13/15		24.0	1,574.64		1,574.64				
Chapman, S.	09/13/15	8.0	16.0	1,178.40		1,178.40				
Gil, A.	09/13/15	4.5	-	-				-		Finance Committee reports
Grant, L.	09/13/15		24.0	1,063.44		1,063.44				
Lauritson, R.	09/13/15		23.0	2,803.82	2,803.82					
Poulos, T.	09/13/15	16.0	8.0	514.68		514.68				
Wrenn, B.	09/13/15		24.0	1,063.44	1,063.44					
Ederer, T.	09/14/15		24.0	1,925.00	1,925.00					
Fuggles, K.	09/14/15	16.0	8.0	571.80		571.80				
Grant, L.	09/14/15		24.0	1,063.44		1,063.44				
Bass, L.	09/15/15		24.0	1,574.64		1,574.64				
Villarreal, J.	09/15/15		24.0	1,902.24	1,902.24					
Walkup, R.	09/15/15		24.0	1,439.64		1,439.64				
Wrenn, B.	09/15/15		24.0	1,063.44		1,063.44				
Whilt, S.	09/16/15		24.0	1,182.24		1,182.24				
Widling, A.	09/16/15		24.0	1,925.00	1,925.00					
Walkup, R.	09/17/15		10.0	599.85		599.85				
Wrenn, B.	09/17/15		9.5	420.95		420.95				
Bass, L.	09/18/15		24.0	1,574.64		1,574.64				
Edwards, S.	09/18/15		8.0	371.40		371.40		371.40		Dispatcher hiring panel
McCracken, R.	09/18/15		24.0	1,585.44	1,585.44					
Walkup, R.	09/18/15	8.0	16.0	959.76		959.76				

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Description
						Reimbursable	Overtime	
Whilt, S.	09/18/15		24.0	1,182.24	1,182.24			
Zeitsoff, J.	09/18/15		24.0	1,496.52	1,496.52			
Hoithe, D.	09/19/15		24.0	1,991.88		1,991.88		
McCracken, R.	09/19/15	8.0	16.0	1,056.96	1,056.96			
Villarreal, J.	09/20/15		24.0	1,902.24	1,902.24			
Walkup, R.	09/20/15	8.0	16.0	959.76	959.76			
Zeitsoff, J.	09/20/15		24.0	1,496.52	1,496.52			
Hauser, B.	09/21/15		13.5	786.71		786.71		
Lauritson, R.	09/21/15		2.5	304.76			304.76	Haz-mat incident
Walkup, R.	09/21/15		13.5	809.80		809.80		
Briner, A.	09/22/15		24.0	1,714.32	1,714.32			
Villarreal, J.	09/22/15		24.0	1,902.24	1,902.24			
Wrenn, B.	09/24/15		24.0	1,063.44	1,063.44			
Briner, A.	09/25/15		4.5	321.44	321.44			
Galbraith, R.	09/25/15		4.0	240.78	240.78			
Hoithe, D.	09/25/15		4.0	331.98	331.98			
Powell, K.	09/25/15		24.0	1,405.08	1,405.08			
Purguy, P.	09/25/15		24.0	1,323.00	1,323.00			
Whilt, S.	09/25/15		8.5	418.71	418.71			
Mann	09/27/15	16.0	8.0	576.84	576.84			
Whilt, S.	09/27/15		24.0	1,182.24	1,182.24			
Ventura, G.	09/06-09/14/15		77.0	8,909.67		8,909.67		
Briner, A.	09/10-09/21/15		178.0	12,714.54		12,714.54		
Davis, S.	09/10-09/21/15		168.0	10,112.76		10,112.76		
Galbraith, R.	09/10-09/21/15	38.5	119.0	7,163.21		7,163.21		
St. Oegger, D.	09/10-09/21/15		181.0	12,461.85		12,461.85		
Hickman, C.	09/11-09/14/15		60.0	8,238.00		8,238.00		
Andreas, D.	09/11-09/17/15	34.0	72.0	5,975.64		5,975.64		
Powell, K.	09/11-09/17/15		106.0	6,205.77		6,205.77		
Zeitsoff, J.	09/11-09/17/15		120.0	7,482.60		7,482.60		
Payroll 10/1/15				146,183.75	45,508.89	98,712.96	1,961.90	

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME SUMMARY**

Fiscal Year 2014-15

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

	Cons.Staff.	Fire Asgmts	Overtime	Total OT
YTD Sept 2014	189,784.19	294,040.57	11,772.29	495,597.05

Fiscal Year 2015-16

Month Paid	Constant Staffing	Fire Assignments	Overtime	Total OT
JULY	26,341.64	46,353.98	2,422.62	75,118.24
AUGUST	39,374.01	392,353.36	1,923.13	433,650.50
SEPTEMBER	81,872.55	211,227.62	2,502.77	295,602.94
OCTOBER				-
NOVEMBER				-
DECEMBER				-
JANUARY				-
FEBRUARY				-
MARCH				-
APRIL				-
MAY				-
JUNE				-
TOTAL	147,588.20	649,934.96	6,848.52	804,371.68

Budget	750,000.00	325,000.00	125,000.00
% of Budget	19.7%	200.0%	5.5%

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

September 4, 2015
 File: 12611
 Invoice #: 123816
 Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: General Matters	\$1,445.50
Our File Number: 12611-00000	
RE: Station Three	\$2,891.00 Fund 3653
Our File Number: 12611-00059	
RE: Board Mtgs	\$1,416.00
Our File Number: 12611-00061	

Total Current Fees & Costs **\$5,752.50**

SUMMARY OF CURRENT BILLING

Current Fees	\$5,752.50
Current Disbursements	\$0.00

Total Current Fees & Costs **\$5,752.50**

SUMMARY OF PAST DUE BALANCES

Previous Balance	\$1,829.00
Payments - Thank You	\$1,829.00
TOTAL PAST DUE	\$0.00
TOTAL BALANCE DUE	\$5,752.50

Cochrane Property Management, Inc.

Period: 01 Sep 2015-30 Sep 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 09/01/2015			14,871.27
09/01/2015	Leslie Muller	ACH receipt	81BE-D4B0	1257 - Rent Income - September 2015	1,350.00		16,221.27
09/02/2015	Larry Todd Edwards	ACH receipt	E99B-6D0A	1255 - Rent Income - August 2015	76.54		16,297.81
09/02/2015	Larry Todd Edwards	ACH receipt	E99B-6D0A	1255 - Rent Income - September 2015	1,641.46		17,939.27
09/04/2015	Brandon Bennewater	ACH receipt	1FF9-A4DE	1259 - Rent Income - September 2015	1,287.00		19,226.27
09/25/2015	Steve Paul	Check	18774	1259 - Carpentry - 8/5/15 - Repair dry rot/damaged walls on south side & around entire house of 1259 E Valley Rd; remove loose paint, sand, prime & paint repaired areas, recaulk batten boards, east side of house repainted too		7,547.08	11,679.19
09/25/2015	Montecito Water District	Payment	ACH	Water/Sewer - monthly water 01-1256-03: 7/27/15 - 8/26/15 (11 HCF) - September 2015 - Montecito Water monthly bill		69.22	11,609.97
09/25/2015	Hydrex, Inc. (Santa Barbara)	Check	18775	Pest Control - 8/10/15 mo rodent service - 30 bait stations - September 2015 - mo rodent service - 30 bait stations		92.00	11,517.97
09/25/2015	Hydrex, Inc. (Santa Barbara)	Check	18775	1259 - Pest Control - 9/11/15 - quarterly service - treat interior and exterior for ants and spiders - spray unit for ants and spider interior and exterior on both units		325.00	11,192.97
09/25/2015	Hydrex, Inc. (Santa Barbara)	Check	18775	1255 - Pest Control - 9/2/15 - seal one hole on side of house, treat interior and exterior for fleas and ants, sealed a hole on side of the house		225.00	10,967.97
09/25/2015	Peyton/Scapes	Check	18776	Gardening/Landscaping - 8/31/15 mo gardening - September 2015		55.00	10,912.97
09/25/2015	Peyton/Scapes	Check	18776	Gardening/Landscaping - 8/31/15 mo gardening - September 2015		55.00	10,857.97
09/25/2015	Peyton/Scapes	Check	18776	Gardening/Landscaping - 8/31/15 mo gardening - September 2015		55.00	10,802.97
09/25/2015	Quality Windows Inc. S. B.	Check	18777	1257 - Windows/Doors/Blinds/Screen Repair - 9/3/15 - Install (4) 16x48 screens, (1) 20x28 screen, (1) 33x29 screen, (1) 37x28 screen, & rescreen (1) 33x29, rescreen (1) 37x76		401.22	10,401.75
09/25/2015	Rayne Water Conditioning	Check	18778	1257 - Water/Sewer - Monthly water softening 8/26/15 - September 2015		47.00	10,354.75

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance	
09/25/2015	Rayne Water Conditioning	Check	18778	1255 - Water/Sewer - Monthly water softening 8/26/15 - September 2015		75.00	10,279.75	
09/25/2015	Rayne Water Conditioning	Check	18778	1259 - Water/Sewer - Monthly water softening - September 2015		47.00	10,232.75	
09/25/2015	MarBorg Industries	Check	18779	Trash/Recycling - Sept/Oct '15 mo trash/recycling/green waste		179.58	10,053.17	
09/27/2015	Cochrane Property Management, Inc.	Check	18780	Administrative Fee - Monthly service fee - min \$5 - September 2015 - Monthly service fee - min \$5		5.00	10,048.17	
09/27/2015	Cochrane Property Management, Inc.	Check	18780	Property Mgmt Fees - Property Mgmt Fees for 09/2015		261.30	9,786.87	
Ending Cash Balance								9,786.87
Total					4,355.00	9,439.40		

Property Cash Summary

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: 09/01/2015 to 09/30/2015

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Income				
Rent Income	4,355.00	100.00	37,645.00	99.18
Charge Back	0.00	0.00	312.00	0.82
Total Income	4,355.00	100.00	37,957.00	100.00
Total Operating Income	4,355.00	100.00	37,957.00	100.00
Expense				
Office Expenses				
Postage Expense	0.00	0.00	49.00	0.13
Administrative Fee	5.00	0.11	45.00	0.12
Total Office Expenses	5.00	0.11	94.00	0.25
Repair & Maintenance				
Vacancy Repairs				
Painting	0.00	0.00	7,722.87	20.35
Total Vacancy Repairs	0.00	0.00	7,722.87	20.35
Gardening/ Landscaping	165.00	3.79	1,485.00	3.91
General Cleaning/ Janitorial	0.00	0.00	160.00	0.42
Plumbing	0.00	0.00	144.90	0.38
Carpentry	7,547.08	173.30	7,547.08	19.88
Pest Control	642.00	14.74	1,378.00	3.63
Windows/Doors/ Blinds/Screen Repair	401.22	9.21	401.22	1.06
Smoke Alarms	0.00	0.00	55.00	0.14
Roof Repairs	0.00	0.00	1,650.00	4.35
Total Repair & Maintenance	8,755.30	201.04	20,544.07	54.12
Property Mgmt Fees	261.30	6.00	2,258.70	5.95
Utilities				
Water/Sewer	238.22	5.47	2,486.31	6.55
Trash/Recycling	179.58	4.12	1,072.84	2.83
Total Utilities	417.80	9.59	3,559.15	9.38
Total Operating Expense	9,439.40	216.75	26,455.92	69.70
NOI - Net Operating Income	-5,084.40	-116.75	11,501.08	30.30
Total Income	4,355.00	100.00	37,957.00	100.00
Total Expense	9,439.40	216.75	26,455.92	69.70

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Net Income	-5,084.40	-116.75	11,501.08	30.30
Other Items				
Security Deposits On Hand	0.00		-40.00	
Prepaid Rent	0.00		-46.00	
Owner Distribution	0.00		-10,000.00	
Net Other Items	0.00		-10,086.00	
Cash Flow	-5,084.40		1,415.08	
Beginning Cash	14,871.27		8,371.79	
Beginning Cash + Cash Flow	9,786.87		9,786.87	
Actual Ending Cash	9,786.87		9,786.87	

Agenda Item #9

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

Held at Fire District Headquarters, 595 San Ysidro Road, September 17, 2015 at 1:00 p.m.

The meeting was called to order by President Powell at 1:00 p.m.

Present: President Powell, Secretary Sinser, Director van Duinwyk, and Director Venable. 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.)

There was no public comment.

2. Candidate Interviews for Appointment of New Director.

Director Powell announced that Marsha St. Clair had withdrawn her application. The candidate's names were drawn from a hat to determine the order that the questions were asked. Candidates Michael N. Lee, Sylvia Easton and Thomas T. Schleck were asked a series of questions relating to past experience and involvement in the Montecito community.

3. Appointment of New Director.

After a brief deliberation Sylvia Easton was unanimously appointed on a motion by Director Venable, seconded by Director van Duinwyk.

4. Fire Chief's report.

Chief Hickman reported that he and Geri Ventura recently returned from a two week assignment in northern California and reviewed new wildland firefighting technology he had learned about while on the assignment. He also reported that there were additional staff members and equipment responding mutual aid to other fires in the Sierras and that the Draft Environmental Impact Report (DEIR) comments period had closed.

5. Suggestions from Directors for items other than regular agenda items to be included for the September 28, 2015 Regular Board meeting.

Director Venable asked the Fire Chief to repeat his report about the new technology he had learned about while responding to the Gasquet Complex.

The meeting was adjourned at 1:46 p.m.

Agenda

Item #10

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

Held at Fire District Headquarters, 595 San Ysidro Road, September 28, 2015 at 2:00 p.m.

The meeting was called to order by Secretary Sinser at 2:00 p.m.

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

Absent: President Powell

1. Administer Oath of Office for Director Sylvia Easton.

Secretary Sinser administered the oath of office to newly appointed Director, Sylvia Easton. Director Easton took her seat at the dais.

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

There were no public comments at this meeting.

3. Provide direction to Fire Chief regarding preparation of Final Environmental Impact Report (FEIR) for the Station 3 Site Acquisition and Construction Project.

Secretary Sinser stepped down from the dais. Chief Hickman requested direction from the Board on how to move forward, specifically: consideration of the project scope identified in the DEIR. General Counsel, Mark Manion stated that generally speaking, reducing the scope of work should not impact the DEIR. Chief Hickman stated that any changes or re-scoping of the DEIR would require recirculation and would likely take another 6 months to process. He added that the additional costs associated with changes could be up to \$60,000.00.

Public Comment: Mr. Sinser asked “what would happen to those who have offered objections.” Dan Gira stated that there are two paths; the DEIR could be finalized and certified, but this may lead to litigation regarding the certification; or, the District could pause, consider negotiation with opponents, and then move forward.

The motion to form an Ad hoc Committee to meet and confer with those who submitted written responses to the DEIR was made by Director van Duinwyck, seconded by Director Venable and unanimously passed. Directors van Duinwyck and Powell were appointed to the Ad hoc committee. Director Easton volunteered to sit on the committee if Director Powell is unable to do so.

Secretary Sinser returned to the dais.

4. Report from the Finance Committee:
 - a. Consider recommendation to approve August 2015 financial statements.

The motion to approve financial statements ending August 31, 2015 was made by Director van Duinwyck, seconded by Secretary Sinser and unanimously passed.

- b. Consider recommendation to approve Resolution 2015-09, Adoption of the Final Budget for the Fiscal Year 2015-16.

The motion to approve Resolution 2015-09, Adoption of the Final Budget for the Fiscal Year 2015-16 was made by Director van Duinwyck, seconded by Director Venable passed by the following roll call vote:

Ayes: G. Sinser, J. Venable, P. van Duinwyck, S. Easton
 Nays: None
 Abstain None
 Absent: J. A. Powell

- c. Consider recommendation to approve Annual Employee Reimbursement Disclosure report.

The motion to approve the Annual Employee Reimbursement Disclosure report was made by Director van Duinwyck, seconded by Secretary Sinser and unanimously passed.

5. Report from Personnel Committee:

- a. Consider recommendation for process and timing of performance appraisal for Fire Chief.

After thorough discussion, it was determined that the Chief's Performance Review will be discussed in closed session at the Regular Board Meeting of October 26, 2015. The motion to approve the evaluation form submitted by the Personnel Committee was made by Director van Duinwyck, seconded by Director Easton and unanimously passed. Mark Manion recommended that each Director prepare an individual evaluation for the Fire Chief, which will be presented in closed session.

6. Approval of Minutes of August 24, 2015 Regular Meeting.

The motion to approve the minutes of the Regular Board Meeting of August 24, 2015 was made by Director van Duinwyck, seconded by Secretary Sinser and passed. Director Easton abstained.

7. Fire Chief's report.

Chief Hickman reported that he, Division Chief Taylor and Araceli Gil attended the California Special Districts Association Conference and the District will receive a \$12,000.00 premium reduction of the workers compensation insurance as a result of their attendance. He also provided an update on the Community Wildfire Protection Plan,

reported on recent mutual aid responses throughout the state, and reviewed new wildland firefighting technology.

8. Board of Director's report.

There was no Director's report at this meeting.

9. Consider changing dates for November and December regular meetings.

The Board determined that the upcoming Regular Board Meetings will be held November 16th and December 14th.

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

The Board requested that a progress report from the ad hoc committee be placed on the agenda. Secretary Sinsler requested that a discussion item of Station 3 alternatives be placed on the agenda. His request failed for lack of a second.

The meeting was adjourned at 3:28 p.m.

Agenda

Item #11



City of Santa Barbara

Fire Department

www.SantaBarbaraCA.gov

Administration

Tel: 805.965.5254

Fax: 805.564.5730

Fire Prevention/ Public Education

Tel: 805.564.5702

Fax: 805.564.5715

121 W. Carrillo St.
Santa Barbara, CA
93101

September 23, 2015

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

Dear Chief Hickman,

As Strike Team Leader for XSB 1521C at the Butte Fire in Calaveras County last week, I would like to take a moment to express my thanks for your department's crew members.

E 391 with Captain Aaron Briner, Engineer Dana St. Oegger, Firefighter Bob Galbraith and Firefighter Shaun Davis worked hard every day and had a positive attitude. These guys were willing and able to perform any task asked of them including an extremely difficult assignment to the bottom of a very steep canyon. Aaron did a really good job and Dana is a technical wizard. I also found the Bob and Shaun show quite entertaining. They have a really good perspective. The crews fit in well with the other resources on the strike team and I always felt confident that the job would be completed correctly and safely. They were prepared, on time, knowledgeable and were safe. Many times you go on incidents and there are issues that cause the Strike Team Leader to take time away from the big picture and deal with non fire related problems, but this was not the case on this assignment.

You should be proud that your Firefighters represented the Montecito Fire Protection District like true professionals. It was a pleasure to work with them.

Sincerely,

Jim McCoy
Battalion Chief

CHIEF, YOUR GUYS WERE REALLY GOOD, HARD WORKERS
ON THIS ASSIGNMENT. THANKS



CARPINTERIA~SUMMERLAND FIRE PROTECTION DISTRICT

10/26/15 Reg Mtg P.36

September 23, 2015

Chief Chip Hickman
Montecito Fire Protection District
595 San Ysidro Rd.
Montecito, CA 93108

Dear Chief Hickman,

I wanted to express my appreciation to you and your department for allowing Battalion Chief Todd Edwards to teach our department about the Blue Card ICS System. On September 1, 2015 Todd attended and taught our Officer group the Blue Card System during a two day Officer Development Training. This was an extremely beneficial training to this group as we depend upon each other on a daily basis to respond to calls together. Although I am very familiar with the Blue Card type system, it was very important to have Todd give a briefing and express the changes that you have gone through and the benefits that this system has brought to your agency. As of now we are moving forward with the Blue Card system with our officer group. Once that group has gone through the certification process it will be offered to the rest of the department in stages.

Thank you once again for allowing Todd to brief our group, it is obvious to me that he is very passionate and knowledgeable about the system and I look forward to more interaction with him and your agency as we move forward with this project. I appreciate the relationship we have between our two departments and look forward to an even better future between us.

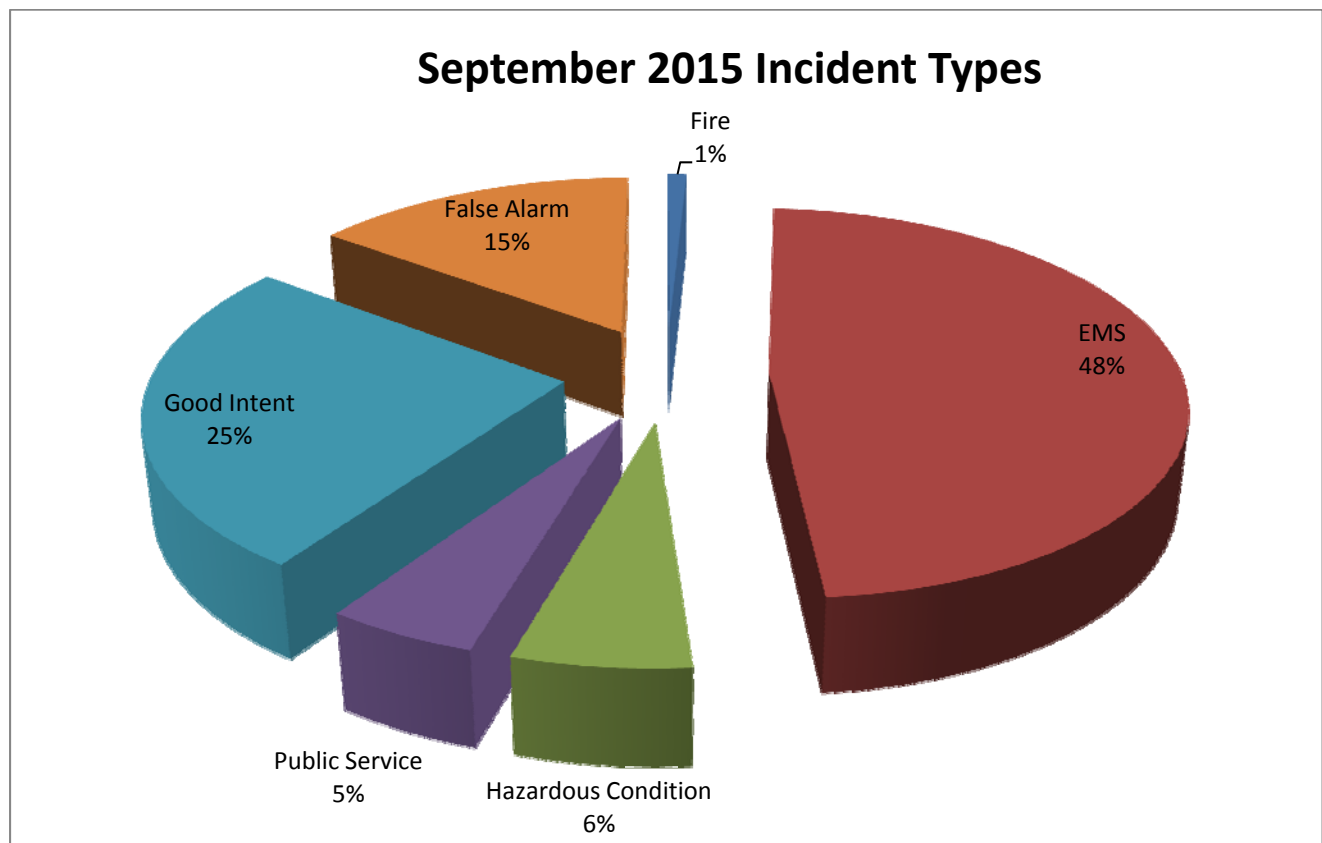
Respectfully,


Jim Rampton,
Interim Fire Chief

“Pride in Service”

**SEPTEMBER 2015
CALLS BY INCIDENT TYPE
TOTAL INCIDENTS: 121**

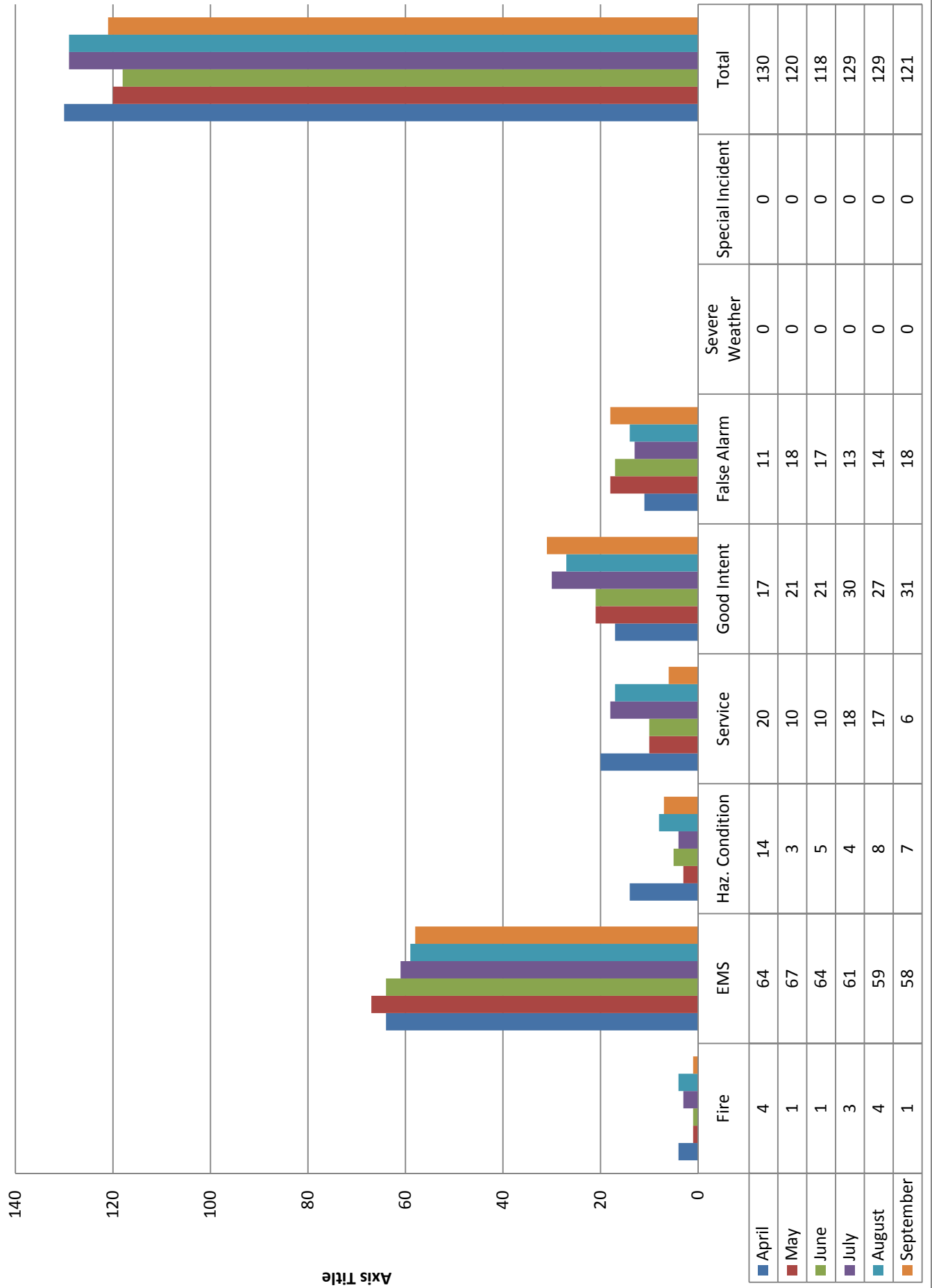
FIRE: 1	EMS: 58
HAZARDOUS CONDITION: 7	PUBLIC SERVICE**: 6
GOOD INTENT*: 31	FALSE ALARM: 18
SEVERE WEATHER: 0	SPECIAL INCIDENT TYPE: 0



*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.

April - September 2015 Incident Trend



Axis Title