

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

December 22, 2014 at 2:00 p.m.

Agenda Items May Be Taken Out Of The Order Shown

1. Administration of Oath of Office to Director John Venable and Director Peter van Duinwyk.
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.)
3. Election of Board officers (President, Vice President, Secretary) for 2015-16.
4. Approve Resolution 2014-19, Commending Roland J. Jensen for his service to Montecito Fire Protection District.
5. Appointment of Board Labor Negotiator for 2015-16.
6. Appointment of Board Real Property Negotiator for 2015-16.
7. Discuss current Committee's structures.
  - a. Appointment of Finance Committee Members.
  - b. Appointment of Strategic Planning Committee Members.
  - c. Appointment of Community Outreach Committee Members.
  - d. Appointment of Personnel Committee Members.
8. Adopt Resolution 2014-20 determining time and place of regular board meetings.
9. Adopt Resolution 2014-21 regarding inventory of District lands and air space.
10. Consider increase in Director's Compensation, Resolution 2014-22.
11. Consider request from Director Sinser to attend the CSDA Special District Leadership Academy from January 25-28, 2014 in Napa, California.
12. Consider request from Director Sinser to change the date of the January regular meeting.

13. Report from the Finance Committee

- a. Consider Committee's recommendation to approve November 2014 financial statements.
- b. Consider Committee's recommendation to approve Resolution 2014-17 for the Exception to the 180-day wait period Govt. Code sections 7522.56 & 21224 for post retirement annuitant employment of Terry McElwee.
- c. Consider Committee's recommendation to approve Resolution 2014-18, identifying certain District owned properties as surplus and donating the surplus property to the Allan Hancock Community College Fire Technology Program.
- d. Consider Committee's recommendation to approve purchase of replacement vehicle for Division Chief of Operations. (Approved in FY 2014/15 Budget.)

14. Approval to close District Fund 3654 (Upper Hyde Road Mello-Roos).

15. Report from Community Outreach Committee.

- a. Consider notification / advertising methods for future Director Elections.

16. Approval of Minutes of November 17 Special Meeting.

17. Fire Chief's report.

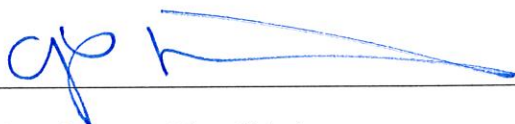
18. Board of Director's report.

19. Suggestions from Directors for items other than regular agenda items to be included for the January 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 December 16, 2014.

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.

# Agenda

## Item #4



**RESOLUTION NO. 2014-19****RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MONTECITO FIRE PROTECTION DISTRICT  
COMMENDING ROLAND J. JENSEN**

WHEREAS, Roland J. Jensen was first appointed to the Montecito Fire Protection District (District) Board of Directors in July of 1975; and,

WHEREAS, Roland J. Jensen faithfully served consecutive and uninterrupted terms on the District Board of Directors for 39 years; and,

WHEREAS, during his tenure, Roland J. Jensen worked with six Fire Chiefs, including Fire Chief Charles Graham, Fire Chief John Walters, Fire Chief Herb McElwee, Fire Chief Ron McClain, Fire Chief Kevin Wallace, and Fire Chief Chip Hickman; and,

WHEREAS, during his tenure, the Board kept the District financially healthy, even through local disasters including the floods of 1995, Sycamore Canyon Fire, Tea Fire and Jesusita Fire; and,

WHEREAS, during his tenure, Roland J. Jensen suggested and supported many improvements to the services provided to the citizens of Montecito; and,

WHEREAS, during his tenure, the District adopted its first vehicle replacement plan, allocating monies annually to prefund future replacement apparatus and equipment on a scheduled timeline; and,

WHEREAS, in 1977, during his tenure, the District entered into its first Mutual Aid Agreement with Santa Barbara County Fire and the U.S. Forest Service, allowing participating agencies to assist each other when local resources are depleted during local emergencies; and,

WHEREAS, in 1987, during his tenure, the District, in cooperation with the Montecito Water District and the Montecito Sanitary District formed the community volunteer organization officially named the Montecito Emergency Response and Recovery Action Group (MERRAG) to combine resources and provide training to personnel and community members to assist before, during and after disasters; and,

WHEREAS, in 1991, during his tenure, the District relocated its Headquarters station to 595 San Ysidro Road, providing much needed space for training, meetings and equipment; and

WHEREAS, in 1993, during his tenure, the District established its Paramedic program after prevailing in a lengthy lawsuit against the County of Santa Barbara to establish the District's right to provide these services to its constituents; and,

WHEREAS, in 1998, during his tenure, the District contacted FIREWISE 2000 to complete a Fire Protection Feasibility Study, to provide leadership and guidance in developing the District's wildland fire prevention and mitigation programs; and,

WHEREAS, in 2002, during his tenure, the District contracted Science Applications International Corporation (SAIC) to complete an Environmental Impact Report to identify the potential environmental consequences of the Montecito Community Fire Protection Plan; and,

WHEREAS, in 2003, during his tenure, the District rebuilt Station 2, providing an updated and modern facility with more space for District equipment as well as a mechanic’s workshop; and,

WHEREAS, in 2004, during his tenure, the District began setting aside the necessary funding to purchase the land and construct a third station in the East end of the District to increase services to those who are currently underserved; and,

WHEREAS, in 2009, during his tenure, the Board worked diligently to reduce its unfunded liabilities for its post retirement benefits by establishing an irrevocable trust with PARS to prefund future OPEB programs; and,

WHEREAS, through his entire tenure, the Board kept the District financially healthy, even through local disasters including the floods of 1995, Sycamore Canyon Fire, Tea Fire and Jesusita Fire; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Montecito Fire Protection District do, hereby, recognizes the efforts and public service provided by Roland J. Jensen, and thanks him for the many achievements he helped accomplish for the good of the Montecito community.

PASSED AND ADOPTED this 22<sup>nd</sup> day of December, 2014, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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President of the Board of Directors  
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

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# Agenda

## Item #7





## MONTECITO FIRE PROTECTION DISTRICT

## RESOLUTION NO 2013-01

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

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

WHEREAS, the District’s Board of Directors desires to establish the Finance Committee (“Committee”) and to specify the purpose of the Committee; and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

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

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

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President of the Board of Directors  
Montecito Fire Protection District

ATTEST:

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Secretary of the Board of Directors  
Montecito Fire Protection District

## MONTECITO FIRE PROTECTION DISTRICT

## RESOLUTION NO 2013-02

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Established. The Board hereby establishes the Strategic Planning Committee (“Committee”).
2. Committee Composition. The Committee shall be comprised of two members of the District’s Board of Directors.
3. Appointment of Committee Members. The District’s Board of Directors shall appoint two members of the Board of Directors to serve on the Committee. This appointment shall occur at the District’s first regular board meeting in December of each year or as soon thereafter as is practical.
4. Term of Committee Members. The term of each Committee Member shall be for one year.
5. Purpose of Committee. The purpose of the Committee shall be as follows:
  - A. To oversee the regular assessment of fire hazards and risk factors to the community,
  - B. To collect standardized response data and analyze that data in terms of the District’s standards of response coverage.
  - C. To provide reports to the District’s Board of Directors regarding the status of the District’s emergency response system.
  - D. To develop recommendations for the District’s Board of Directors regarding the strategic use of resources to improve the District’s emergency response capability and performance.

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

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

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

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President of the Board of Directors  
 Montecito Fire Protection District

ATTEST:

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Secretary of the Board of Directors  
 Montecito Fire Protection District

MONTECITO FIRE PROTECTION DISTRICT

RESOLUTION NO 2013- 03

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MONTECITO FIRE PROTECTION DISTRICT  
ESTABLISHING THE COMMUNITY OUTREACH COMMITTEE

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

WHEREAS, the District’s Board of Directors desires to establish the Public Relations Committee (“Committee”) and to specify the purpose of the Committee; and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Established. The Board hereby establishes the Public Relations Committee (“Committee”).
2. Committee Composition. The Committee shall be comprised of two members of the District’s Board of Directors.
3. Appointment of Committee Members. The District’s Board of Directors shall appoint two members of the Board of Directors to serve on the Committee. This appointment shall occur at the District’s first regular board meeting in December of each year or as soon thereafter as practical.
4. Term of Committee Members. The term of each Committee Member shall be for one year.
5. Purpose of Committee. The purpose of the Committee to develop recommendations for the District’s Board of Directors regarding the following matters:
  - A. Public information released by the District related to communications.
  - B. Content of the District’s website.
  - C. Nixle Community Notices.
  - D. All other matters related to community outreach and information of the District. The Committee shall report to the District’s Board of Directors its findings and recommendations.

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

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

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

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President of the Board of Directors  
 Montecito Fire Protection District

ATTEST:

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Secretary of the Board of Directors  
 Montecito Fire Protection District

MONTECITO FIRE PROTECTION DISTRICT

RESOLUTION NO 2013-04

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

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

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

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

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

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

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

WHEREAS, the District’s Board of Directors desires to establish the Personnel Committee (“Committee”) and to specify the purpose of the Committee; and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Established. The Board hereby establishes the Personnel Committee (“Committee”).
2. Committee Composition. The Committee shall be comprised of two members of the District’s Board of Directors.
3. Appointment of Committee Members. The District’s Board of Directors shall appoint two members of the Board of Directors to serve on the Committee. This appointment shall occur at the District’s first regular board meeting in December of each year or as soon thereafter as practical.
4. Term of Committee Members. The term of each Committee Member shall be for one year.
5. Purpose of Committee. The purpose of the Committee shall be as follows:

- a. Monitor and ensure organizational compliance with state and federal regulations for human resources.
  - b. Review and recommend updates to the District's Personnel policies and job descriptions as needed.
  - c. Report all Committee's findings and recommendations to the District's Board of Directors for final approval.
6. Grievance Committee. The Personnel Committee shall be designated as the members of the Fire Protection District Board to review any employee grievances pursuant to the Memorandum of Understanding with the Montecito Firemen's Association and the Memorandum of Understanding with Members of Staff. In accordance with the grievance procedures specified in the MOUs, the reply of the Personnel Committee shall be final and not subject to review or approval by the District's Board of Directors.
  7. Committee Staff. The District's Fire Chief and employees designated by the Fire Chief shall serve as staff to the Committee.
  8. Committee Consultants. The Committee may request consultants and other experts to provide input to the Committee on particular topics. The District's payment of any expenses associated with such consultants or experts must be preapproved by the District's Board of Directors.
  9. Brown Act. The Committee shall be a standing committee of the Board of Directors of the Montecito Fire Protection District and as such shall comply with the requirements of the Ralph M. Brown Act, which is codified in Government Code section 54950 et seq.

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

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

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President of the Board of Directors  
 Montecito Fire Protection District

ATTEST:

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Secretary of the Board of Directors  
 Montecito Fire Protection District



# Agenda

## Item #8



**RESOLUTION NO. 2014-20**  
**OF THE BOARD OF DIRECTORS OF THE**  
**MONTECITO FIRE PROTECTION DISTRICT**  
**IN THE MATTER OF SETTING THE TIME AND PLACE FOR**  
**HOLDING REGULAR BOARD MEETINGS**

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

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

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

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

PASSED AND ADOPTED, this 22<sup>nd</sup> day of December, 2014, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Board of Directors  
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

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# Agenda Item #9



**RESOLUTION 2014-21**

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

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

NOW THEREFORE BE IT RESOLVED:

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

PASSED AND ADOPTED, this 22<sup>nd</sup> day of December, 2014, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Board of Directors  
MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

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# Agenda

## Item #10



**RESOLUTION 2014-22**

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

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

WHEREAS pursuant to Montecito Fire Protection District Resolution 2013-21 effective January 1, 2014, members of the Board of Directors are compensated at the rate of \$160.00 per Board meeting; and

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

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Montecito Fire Protection District does hereby set its Directors' compensation at \$165.00 per meeting, not to exceed four meetings in any calendar month, effective January 1, 2015.

PASSED, APPROVED, AND ADOPTED this 22<sup>nd</sup> day of December, 2014, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Board of Directors  
MONTECITO FIRE PROTECTION DISTRICT

ATTEST

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# Agenda

## Item #11



# MONTECITO FIRE PROTECTION DISTRICT

## Department Approval

**Approval for advance payment and/or reimbursement of expenses and pay for overtime must be granted prior to attending class, meeting, etc. There will be no reimbursement without prior approval. Proof of completion with a passing grade may be required.**

Name GENE SINGER Date 12/2/14

Activity (class, meeting, etc.) SPECIAL DISTRICT LEADERSHIP SEMINAR

Sponsored by CAL SPEC DIST ASSO

Location NAPA, CA

Dates: From: 11/25/14 To: 11/28/14

On-duty time requested to attend D N A

**PAYMENT AMOUNT OR REIMBURSEMENT AMOUNT REQUESTED:**

Books DNA Tuition 600.-


Room & Board \$ 800.- Transportation PAID BY VECTOR DISTRICT

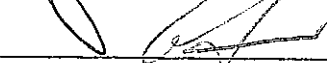
Other Expenses \$ 150.-

Total amount (if known) APPROX. \$ 1500.-

Overtime requested (actual hours) DNA

**STIPULATIONS**

Approved by  Date 12/2/14

Employee Signature  Date 12/2/14

Date Paid \_\_\_\_\_ Description/amount \_\_\_\_\_

Date Paid \_\_\_\_\_ Description/amount \_\_\_\_\_







JANUARY 25-28, 2015 - EMBASSY SUITES NAPA VALLEY

# SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Conference  
for Elected and Appointed Directors/Trustees.*



*presented by  
CSDA and  
co-sponsored  
by SDRMA*

# SDLA

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities.

CSDA has created this conference to provide new board members with immediate training, to offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.

*Whether you are new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!*

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#### **SDRMA Credit Incentive Points**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

“Regardless of tenure, a board member needs to serve their district based upon the best knowledge and understanding available. I have found the Leadership Academy to be an essential tool in accomplishing that duty.”

– Albert Morrissette, Director, Phelan Pinon Hills CSD

**Why Attend CSDA's Special District Leadership Academy Conference?**

Local boards are the reason, and really the only reason, why local control is local. Special district boards are the voices of the community. The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table. Governance is taking the wishes, needs and desires of the community and transforming them into policies that govern the district. Survival of special districts depends in large part on how well we do our jobs as boards.

**Attendees will learn:**

- Working as a team: The roles of the board and staff.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values and operating style influence the district.
- Specific jobs the board must perform.
- How individual values, skills and knowledge help shape how effective boards operate.
- The importance of moving from "I" to "we" as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- Much more!

**Where to stay**

**Room Reservations**

Room reservations are available by calling 1-800-EMBASSY and requesting the California Special Districts Association rate of \$139 single/double plus tax.

*Please refer to our group code SDL. All reservations must be accompanied by a first night room deposit and guaranteed with a major credit card. Reservations must be received by January 6, 2015. However, room quantities are limited and may sell out before that date. The first night room and tax becomes non-refundable if a reservation is cancelled after the above cut-off date.*

**Embassy Suites Napa Valley**

1075 California Blvd.  
Napa, CA 94559



SDLF

## SPECIAL DISTRICT LEADERSHIP FOUNDATION

SHOWCASE YOUR COMMITMENT TO EXCELLENCE

**Districts of Distinction Accreditation**

FOR DIRECTORS AND TRUSTEES

**Recognition in Special District Governance**

Completion of any of the four modules of the Special District Leadership Academy qualifies attendees for the six hours of governance training required for the Special District Leadership Foundation's District of Distinction Designation.

Completion of all four modules of the Special District Leadership Academy form the basis for the Recognition in Special District Governance, after an additional 10 hours of continuing education are completed.

**If you have not completed all four modules of the Special District Leadership Academy, this is the place to start!** During the course of this conference, you will complete the entire Academy.

## SUNDAY, JANUARY 25

5:30 – 7:00 p.m.

### REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

## MONDAY, JANUARY 26



8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

*David Aranda*

In this informational session, the instructor will lay the groundwork for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of an effective director.
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and the essential conditions for team building.

*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*



**“Helped clarify my role as a new director.”**

– D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

### LUNCH PROVIDED *(all attendees)*



1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

### FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

*Brent Ives, BHI Management Consulting*

This conference session will highlight the importance of setting the direction for your district. Learn the basics of direction-setting along with how to avoid planning pitfalls. Attendees will walk through the following steps:

- Establishing your district’s mission, vision, values.
- Identifying strategic goals and objectives.
- How to communicate those objectives to your constituents.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

5:30 – 7:00 p.m

### SIP AND SAVOR THE NAPA VALLEY EVENING RECEPTION

*Join us for a reception inspired by the culinary influences of the Napa Valley.*

Sponsored by



You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

## TUESDAY, JANUARY 27

8:00 – 10:00 a.m.

### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

*Brent Ives, BHI Management Consulting*

This session looks at common communication breakdowns and areas for improvement in public agency communications. We will discuss:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

10:00 – 10:30 a.m.

**BREAK** (all attendees)

10:30 a.m. – 12:00 p.m.

### DEFINING BOARD & STAFF ROLES AND RELATIONSHIPS PART 1

*Pete Kampa, Kampa Community Solutions*

This conference session will teach participants how to determine the human resources health of their district through:

- Identifying the board's role in human resources.
- Recognizing human resources red flags and positive indicators.
- Determining essential human resources policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

“quote”

“Another enjoyable CSDA experience.”

– P. Dorey, Director, Vista Irrigation District

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

### DEFINING BOARD & STAFF ROLES AND RELATIONSHIPS PART 2

*Pete Kampa, Kampa Community Solutions*

**OPEN EVENING**

## WEDNESDAY, JANUARY 28

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)  
**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**

*David Becker, James Marta & Company, Certified Public Accountants*

This session will provide an overview of financial concepts, reports and policies. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission.
- What's a budget: budget process, budget assessment, communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

12:00 – 12:30 p.m.

### GRADUATION - CERTIFICATE DISTRIBUTION

“quote”

“Great workshop, phenomenal instructor!”

– J. Cousino, General Manager, Newberry Community Services District

Enjoy Napa Valley.





# Registration Form

January 25-28, 2015 • Embassy Suites Napa Valley

### Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at [sdla.csdanet.net](http://sdla.csdanet.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at [cathrine1@csda.net](mailto:cathrine1@csda.net), or call toll-free at 877-924-2732.

### Registration fees include:

- 2.5 days of education and materials
- 2 luncheons
- 2 receptions

### Certificate of Completion

At the completion of the conference, first-time attendees will be awarded a certificate of completion for the Special District Leadership Academy. Attendees must attend all education sessions to receive credit.

Name/Title:	
District:	
Address:	
City:	State: ZIP:
Phone:	Fax:
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:
Emergency Contact - Name & Phone:	
<b>Registration Fees</b>	
<b>EARLY BIRD (ON OR BEFORE DECEMBER 23, 2014)</b> <input checked="" type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$725	<b>REGULAR (AFTER DECEMBER 23, 2014)</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$775
<b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>	
<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT (ON OR BEFORE DECEMBER 23, 2014)</b> <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$525	<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT (AFTER DECEMBER 23, 2014)</b> <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$575
<b>Payment</b>	
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express <b>Please send invoice to Montecito Fire Protection District</b>	
Acct. name:	Acct. Number:
Expiration date:	Authorized Signature:
<b>Special needs</b>	
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:	
<b>CANCELLATIONS/SUBSTITUTION POLICY: Cancellations must be in writing and received by CSDA no later than January 12 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 12. Substitutions are acceptable and must be done in writing no later than January 20 at 5:00 p.m. Please submit any cancellation notice or substitution requests to <a href="mailto:meganh@csda.net">meganh@csda.net</a> or fax to 916-520-2465.</b>	





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*A Comprehensive Governance Conference  
for Elected and Appointed Directors/Trustees.*

**2015 SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE  
NOW HELD AT THE BEGINNING OF THE YEAR!**



# Agenda

## Item #13



MONTECITO FIRE PROTECTION DISTRICT  
**AGENDA FOR THE FINANCE COMMITTEE MEETING**

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

**December 11, 2014 at 2:00 p.m.**

Agenda Items May Be Taken Out Of The Order Shown

1. Public comment: Any person may address the Finance Committee 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. Review and make recommendation for approval of November 2014 financial statements.
3. Review and make recommendation for approval of Resolution 2014-17 for the Exception to the 180 Day wait period CG sections 7522.56 & 21224 for post retirement annuitant employment of Terry McElwee.
4. Review and make recommendation for approval of Resolution 2014-18 identifying certain District owned properties as surplus and donating the surplus property to the Allan Hancock Community College Fire Technology Program.
5. Review and make recommendation for approval per Resolution 2013-18, for purchase of replacement vehicle for Division Chief of Operations. (Approved in FY 2014/15 Budget.)
6. Review PARS statement.
7. Fire Chief's Report.
8. Requests for items to be included for the next Finance Committee Meeting.
9. Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is December 8, 2014.

MONTECITO FIRE PROTECTION DISTRICT



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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.



# ATTACHMENT

#A



**MONTECITO FIRE PROTECTION DISTRICT**  
**CASH RECONCILIATION - ALL FUNDS**  
**November 30, 2014**

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	Fund 3654 Mello-Roos	All Funds
Cash Balance at 11/1/14	1,427,359.30	166.13	2,094,841.70	6,371,475.71	9,538.73	9,903,381.57
Income:						
Tax Revenue	1,806,587.63	-	-	-	-	1,806,587.63
Interest	-	-	-	-	-	-
	<u>1,806,587.63</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,806,587.63</u>
Expenses:						
Claims Processed	(47,571.20)	-	-	-	-	(47,571.20)
Payroll	(837,992.08)	-	-	-	-	(837,992.08)
	<u>(885,563.28)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(885,563.28)</u>
Cash Balance at 11/30/14	<u>2,348,383.65</u>	<u>166.13</u>	<u>2,094,841.70</u>	<u>6,371,475.71</u>	<u>9,538.73</u>	<u>10,824,405.92</u>
Cash in Treasury per Balance Sheet	<u>2,730,239.60</u>	<u>166.13</u>	<u>2,094,841.70</u>	<u>6,371,475.71</u>	<u>9,538.73</u>	<u>11,206,261.87</u>
<b>Difference</b>	381,855.95	-	-	-	-	381,855.95
<b>Reconciliation:</b>						
Outstanding payroll claims						
Delta Dental	13,308.88	-	-	-	-	13,308.88
Vision Service Plan	2,737.80	-	-	-	-	2,737.80
CalPERS retirement contributions	84,320.49	-	-	-	-	84,320.49
Mass Mutual contributions	20,459.55	-	-	-	-	20,459.55
Payroll Taxes & Direct Deposit	261,029.23	-	-	-	-	261,029.23
	<u>381,855.95</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>381,855.95</u>

**MONTECITO FIRE PROTECTION DISTRICT  
WARRANTS AND CLAIMS DETAIL  
November 2014**

Payee	Description	Amount
<b><u>Fund 3650 - General</u></b>		
ADP Inc	ADP fees, 2 periods	482.91
Aflac	Employee paid insurance	1,501.22
Airgas West	Oxygen refills	93.38
Animated Data Inc	Stats FD annual support: 11/15/14-11/14/15	225.00
Bound Tree Medical	Medical supplies	694.23
Burtens Fire Inc	Vehicle parts for E91 and E92	422.02
Carlos H Amaro	Pre-plans: Biltmore Hotel	1,785.00
Carquest Auto Parts	Headlights for E91 and stock supplies	409.10
Chevron And Texaco Business Card	Gasoline charges	77.37
Compressed Air Specialties Inc	USAR 91 compressor parts	27.57
Cox Communications	CAD connectivity & Internet	2,675.44
CPS	Promotional tests: Engineers	3,293.50
Creative Product Source Inc	Public Education supplies: bracelets	1,199.19
Cummins Cal Pacific	Annual generator service	1,388.98
Dewitt Pinto Petroleum	Diesel Fuel, 3 trips	2,003.34
Economy Tree	Chipping work: Ladera Ln.	1,400.00
Freedom Signs	Signs for hazard mitigation projects	2,307.38
Gil, Araceli	A. Gil Reimb: CalPERS Educational Forum	439.78
Hydrex Pest Control	Quarterly pest control maintenance	178.00
Impulse Internet Services	Phone services	477.61
Marborg Industries	Refuse disposal	495.19
Mission Uniform Service Inc	Shop towels	331.62
Mitchell1	Vehicle diagnostic software renewal	1,728.00
Montecito Fire Protection District	Petty cash - Generator key duplication	2.80
Montecito Fire Protection District	Petty cash - Certified mail	4.28
Montecito Fire Protection District	Petty cash - Box for Medic 91 narcotics	19.43
Montecito Fire Protection District	Petty cash - Live scan for auxiliary	25.20
Montecito Fire Protection District	Petty cash - Household expense	32.40
Montecito Fire Protection District	Petty cash - Business meetings	39.50
Montecito Fire Protection District	Petty cash - Christmas tree (Dec. 2013)	99.00
Montecito Fire Protection District	Petty cash - Fire assignments travel expenses	175.74
Montecito Village Hardware	Hose repair part	10.79
Montecito Water District	Water service	408.10
Nestle Pure Life Direct	Bottled water	167.96
Paradise Chevrolet	Lock part for 903 vehicle	140.57
Paradise Chevrolet	Wheel jack for U93 vehicle	168.46
Pauletto Electric	Dispatch UPS Installation (budgeted)	3,507.58
Peyton Scapes	Landscape maintenance	500.00
Precision Imaging	Copier usage fee and mapping paper	216.41
Safety Kleen Corp	Quarterly solvent tank maintenance	263.14
Satcom Global Inc	Satellite phone charges	148.90
SB County Auditor-Controller	Additional user tax	134.57
SB County Auditor-Controller	FIN quarterly billing Q2, FY 14-15	3,648.00
SB County Treasurer/Tax Collector	Secured taxes for 3 MFPD properties	4,382.06
SM Tire	Stock tires (10)	1,562.18
Southern California Edison	Electricity service, Sta. 1 & 2	1,972.67
Sprinkle Tire Inc	Replacement of E92 front tires	396.90
Sprint	E92 Sim card for MDC, October	37.99
The Gas Company	Gas service	107.30
The UPS Store	Relm radios packaging and certified mail	136.40



<b>Payee</b>	<b>Description</b>	<b>Amount</b>
The Village Service Station	Gasoline charges, October	1,615.30
Tilford Welding	Fabricated storage for PT91 and Sq91	90.00
Trace Analytics Loc	Mako compressed air testing	75.00
Unisource	Household supplies	456.03
Verizon California	Telephone service	1,206.78
Verizon Wireless	Wireless service, 2 months	2,087.53
Village Automotive Repair Inc	Tire installation for U93	96.40
	Fund 3650 Total	<u>47,571.20</u>



**MONTECITO FIRE PROTECTION DISTRICT  
PAYROLL EXPENDITURES  
November 2014**

Regular Salaries	\$	495,057.70
Directors Fees		1,600.00
Auxiliary		1,462.00
FLSA Safety		6,063.60
FLSA Dispatch		2,926.41
Regular Overtime		54,202.58
Chief Officers - Extra Duty		11,304.00
Dispatch Cadre Earnings		1,984.20
Mass Mutual 457 Contribution		<u>8,400.00</u>
 Gross Wages	 \$	 583,000.49
 District Contributions to Insurance		 102,024.73
District Contributions to Medicare/FICA		7,923.52
District Contributions to SUI		76.55
CalPERS Employee Contribution, District paid		47,610.65
CalPERS Employer Contribution, Employee paid		(23,984.20)
CalPERS, District Contribution		122,841.56
Due to AFLAC		<u>(1,501.22)</u>
 Total Benefits		 <u>254,991.59</u>
<b>Grand Total</b>	<b>\$</b>	<b><u>837,992.08</u></b>



**MONTECITO FIRE PROTECTION DISTRICT  
SUMMARY OF OVERTIME EXPENSE BY CATEGORY**

**Fiscal Year 2013-14**

Month Paid	Sick	Emergency Callback	Class Cover	Paramedic	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Subtotal	Fire Assignments	Total OT	Monthly % of Budget	Cum. % of Budget
JULY	17,047.80	1,005.12	1,475.64	516.83	6,730.92	13,279.82	15,550.45	9,420.00	3,630.96	3,726.19	72,383.73	21,550.17	93,933.90	11.1%	11.1%
AUGUST	15,315.23	-	1,322.28	110.79	10,935.72	-	20,107.22	-	861.96	824.53	49,477.73	60,900.04	110,377.77	13.0%	24.0%
SEPTEMBER	12,665.18	2,211.15	2,691.72	429.27	2,722.32	1,726.31	12,127.25	1,884.00	1,763.10	4,918.40	43,138.70	94,071.40	137,210.10	16.1%	40.2%
OCTOBER	21,165.09	1,961.08	1,306.28	470.86	4,835.64	-	18,184.57	9,420.00	1,993.32	7,271.41	66,608.25	-	66,608.25	7.8%	48.0%
NOVEMBER	3,594.15	6,945.40	1,586.97	350.09	1,425.60	-	5,882.79	4,710.00	2,540.88	5,462.78	32,498.66	-	32,498.66	3.8%	51.8%
DECEMBER	6,826.38	1,316.32	-	-	1,687.95	-	24,260.50	12,879.42	7,330.14	399.42	54,700.13	9,239.53	63,939.66	7.5%	59.4%
JANUARY	9,070.66	-	531.59	-	2,919.60	16,384.59	21,701.93	7,536.00	7,897.86	1,171.76	67,213.98	-	67,213.98	7.9%	67.3%
FEBRUARY	4,363.35	1,675.73	254.28	235.40	-	9,011.52	10,115.66	4,710.00	4,724.91	933.33	36,024.18	-	36,024.18	4.2%	71.5%
MARCH	4,059.13	1,259.06	4,929.53	3,421.31	-	1,459.80	24,381.64	17,898.00	2,347.38	6,257.51	66,013.35	-	66,013.35	7.8%	79.3%
APRIL	2,865.60	981.36	1,822.71	156.93	-	1,142.40	43,392.95	21,666.00	1,443.83	9,113.12	82,584.90	-	82,584.90	9.7%	89.0%
MAY	4,949.34	6,884.82	4,117.70	718.31	3,968.04	22,596.42	31,472.36	20,724.00	3,356.64	8,835.36	107,622.98	49,748.43	157,371.41	18.5%	107.5%
JUNE	4,112.40	4,416.03	2,197.94	-	2,148.12	-	35,979.06	11,304.00	12,055.32	2,442.25	74,655.12	5,900.27	80,555.39	9.5%	117.0%
<b>TOTAL</b>	<b>106,034.30</b>	<b>28,656.06</b>	<b>22,236.64</b>	<b>6,409.79</b>	<b>37,373.91</b>	<b>65,600.86</b>	<b>263,156.37</b>	<b>122,151.42</b>	<b>49,946.30</b>	<b>51,356.05</b>	<b>752,921.70</b>	<b>241,409.84</b>	<b>994,331.54</b>	<b>117.0%</b>	
	<b>10.7%</b>	<b>2.9%</b>	<b>2.2%</b>	<b>0.6%</b>	<b>3.8%</b>	<b>6.6%</b>	<b>26.5%</b>	<b>12.3%</b>	<b>5.0%</b>	<b>5.2%</b>	<b>75.7%</b>	<b>24.3%</b>	<b>100.0%</b>		

YTD Nov. 2013	Sick	Emer CB	Class Cover	Paramedic	Flex Day	Ext Staff	Sh Vacancy	BC Coverage	Disp Cover	Other	Subtotal	Fire Asgmt	Total OT
	69,787.45	12,122.75	8,382.89	1,877.84	26,650.20	15,006.13	71,852.28	25,434.00	10,790.22	22,203.31	264,107.07	176,521.61	440,628.68

**Fiscal Year 2014-15**

Month Paid	Sick	Emergency Callback	Class Cover	Paramedic	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Subtotal	Fire Assignments	Total OT	Monthly % of Budget	Cum. % of Budget
JULY	340.88	2,887.45	-	709.26	2,529.00	-	26,949.83	18,840.00	3,199.50	2,773.13	58,229.05	-	58,229.05	6.9%	6.9%
AUGUST	3,195.00	29,957.92	420.10	-	-	-	42,588.18	4,710.00	6,543.30	2,378.76	89,793.26	187,986.81	277,780.07	32.7%	39.5%
SEPTEMBER	9,167.77	265.49	4,534.23	-	1,578.96	24,140.76	27,240.84	7,536.00	2,254.08	956.81	77,674.94	106,053.76	183,728.69	21.6%	61.1%
OCTOBER	9,536.22	292.20	1,316.28	184.46	1,923.25	8,348.79	28,064.87	3,768.00	8,561.00	4,546.38	66,541.45	43,661.73	110,203.18	13.0%	74.1%
NOVEMBER	6,873.48	481.50	2,874.38	381.79	2,385.90	4,026.60	26,656.32	7,536.00	2,777.40	11,513.21	65,506.57	-	65,506.57	7.7%	81.8%
DECEMBER											-		-	0.0%	81.8%
<b>TOTAL</b>	<b>29,113.35</b>	<b>33,884.56</b>	<b>9,144.99</b>	<b>1,275.51</b>	<b>8,417.11</b>	<b>36,516.15</b>	<b>151,500.04</b>	<b>42,390.00</b>	<b>23,335.28</b>	<b>22,168.29</b>	<b>357,745.26</b>	<b>337,702.30</b>	<b>695,447.55</b>	<b>81.8%</b>	
	<b>4.2%</b>	<b>4.9%</b>	<b>1.3%</b>	<b>0.2%</b>	<b>1.2%</b>	<b>5.3%</b>	<b>21.8%</b>	<b>6.1%</b>	<b>3.4%</b>	<b>3.2%</b>	<b>51.4%</b>	<b>48.6%</b>	<b>100.0%</b>		

**MONTECITO FIRE PROTECTION DISTRICT  
OVERTIME COMPENSATION  
November 2014**

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Fire Asgmt	Emer. Callback	Class Cover	Paramedic Con. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Description
Bennetwate, B.	11/02/14	8.0	16.0	771.12	771.12											
Bennetwate, B.	11/08/14	8.0	16.0	771.12								771.12				
Bennetwate, B.	11/10/14		5.0	240.98								240.98				
Briner, A.	11/04/14		24.0	1,402.56								1,402.56				
Briner, A.	11/06/14		24.0	1,402.56								1,402.56				
Chapman, S.	11/01/14		5.0	272.18								272.18				
Chapman, S.	11/02/14		24.0	1,306.44								1,306.44				
Chapman, S.	11/06/14		24.0	1,306.44								1,306.44				
Elliott, M.	11/06/14		7.5	493.43								493.43				
Fuentes, E.	11/06/14		6.0	455.13											455.13	FBOR training
Fuggles, K.	11/04/14		2.5	170.88				170.88								
Fuggles, K.	11/11/14		3.0	205.07					205.07							
Galbraith, R.	11/11/14		3.0	176.72					176.72							
Hausner, B.	11/06/14		24.0	1,368.36	1,368.36											
Holthe, D.	11/05/14		6.0	455.13											455.13	FBOR training
Holthe, D.	11/06/14		5.0	379.28											379.28	FBOR training
Klenowicz, E.	11/08/14		24.0	1,374.48								1,374.48				
Koepke, B.	11/05/14		6.0	487.26											487.26	FBOR training
Koepke, B.	11/06/14		6.5	527.87											527.87	FBOR training
Skei, E.	11/04/14	24.0	-	-												
Skei, E.	11/06/14		6.0	443.34											443.34	FBOR training
Villarreal, J.	11/05/14		6.0	465.30											465.30	FBOR training
Villarreal, J.	11/10/14		24.0	1,861.20								1,861.20				
Zeitsoff, J.	11/10/14		24.0	1,306.44				1,306.44								
Jenkins, J.	11/10/14		16.0	1,642.32										1,642.32		
Lauritson, R.	11/08/14		24.0	2,862.72								2,862.72				
Ventura, G.	10/31/14	9.5	-	-												New hire apps, CWPP, IT
Ventura, G.	11/04/14		1.0	102.84											102.84	Batt. Chief job opening
Ventura, G.	11/05/14		2.5	257.10											257.10	Citygate report review
Ventura, G.	11/06/14	4.0	-	-												Citygate report review
Ventura, G.	11/07/14		1.5	154.26											154.26	Citygate report review
Ventura, G.	11/08/14		2.5	257.10											257.10	Citygate report review
Ventura, G.	11/10/14		1.5	154.26											154.26	Distribute BC hire schedule
Ederer, T.	11/05/14		12.0	942.00											942.00	FBOR training
Ederer, T.	11/06/14		12.0	942.00											942.00	FBOR training
Edwards, T.	10/25/14		24.0	1,884.00									1,884.00			
Edwards, T.	11/05/14		12.0	942.00											942.00	FBOR training
McCleod, G.	11/04/14		24.0	1,884.00									1,884.00			
McCleod, G.	11/06/14		12.0	942.00											942.00	FBOR training
<b>Payroll 11/17/14</b>																
																<b>30,609.89</b>

**MONTECITO FIRE PROTECTION DISTRICT  
OVERTIME COMPENSATION  
November 2014**

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Fire Asgmt	Emer. Callback	Class Cover	Paramedic Con. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Description
Andreas, D.	11/05/14		6.0	476.28											476.28	FBOR training
Andreas, D.	11/22/14	8.0	16.0	1,270.08							1,270.08					
Bass, L.	10/29/14		7.5	481.50											481.50	HazMat training
Bass, L.	10/30/14		7.5	481.50											481.50	HazMat training
Bass, L.	11/18/14		7.5	481.50			481.50									STB HazMat incident
Bennewate, B.	11/19/14		3.0	144.59								144.59				
Blake, G.	11/16/14		24.0	1,475.64					1,475.64							
Briner, A.	11/17/14		24.0	1,402.56	1,402.56											
Briner, A.	11/21/14		24.0	1,402.56								1,402.56				
Davis, S.	11/19/14		8.0	471.24											471.24	Cover for BC Assessment
Fuentes, E.	11/15/14		24.0	1,820.52	1,820.52											
Fuggles, K.	11/22/14		12.0	820.26							820.26					
Galbraith, R.	11/17/14	16.0	8.0	471.24								471.24				
Galbraith, R.	11/21/14		24.0	1,413.72								1,413.72				
Galbraith, R.	11/22/14		12.0	706.86							706.86					
Hauser, B.	11/17/14		24.0	1,368.36								1,368.36				
Hauser, B.	11/22/14		12.0	684.18							684.18					
Hauser, B.	11/24/14		24.0	1,368.36								1,368.36				
Holthe, D.	11/12/14		1.5	113.78								113.78				
Holthe, D.	11/16/14		24.0	1,820.52			910.26			910.26						
Koepke, B.	11/12/14		3.5	284.24								284.24				
Koepke, B.	11/15/14		24.0	1,949.04								1,949.04				
McCracken, R.	11/12/14	6.0	18.0	1,135.08									1,135.08			
Poulos, T.	11/12/14		24.0	1,510.92								1,510.92				
Poulos, T.	11/19/14		24.0	1,510.92	1,510.92											
Poulos, T.	11/23/14		24.0	1,510.92								1,510.92				
Powell, K.	11/21/14		7.5	450.00								450.00				
Walkup, R.	11/12/14		8.5	486.80				486.80								
Walkup, R.	11/16/14		24.0	1,374.48								1,374.48				
Villarreal, J.	11/18/14		4.0	310.20											310.20	BC Assessment prep
Villarreal, J.	11/20/14		9.0	697.95											697.95	BC Assessment
Gli, A.	11/08/14	4.0	-	-											-	FIN and WC reports prep
Gli, A.	11/17/14		3.5	276.31											276.31	Financial audit
Muller, L.	11/22/14		12.0	545.22							545.22					
Ventura, G.	11/13/14	5.0	-	-											-	CWPP/Board minutes
Ventura, G.	11/14/14		2.0	205.68											205.68	CWPP revisions
Ventura, G.	11/17/14		2.0	205.68											205.68	Board meeting
Ederer, T.	11/15/14		24.0	1,884.00									1,884.00			
Ederer, T.	11/23/14		24.0	1,884.00									1,884.00			
<b>Payroll 12/1/14</b>				<b>34,896.68</b>												
<b>Grand Total</b>				<b>65,506.57</b>	<b>6,873.48</b>	<b>-</b>	<b>481.50</b>	<b>2,874.38</b>	<b>381.79</b>	<b>2,385.90</b>	<b>4,026.60</b>	<b>26,656.32</b>	<b>7,536.00</b>	<b>2,777.40</b>	<b>11,513.21</b>	
<b>% of Total</b>				<b>100.00%</b>	<b>10.5%</b>	<b>0.0%</b>	<b>0.7%</b>	<b>4.4%</b>	<b>0.6%</b>	<b>3.6%</b>	<b>6.1%</b>	<b>40.7%</b>	<b>11.5%</b>	<b>4.2%</b>	<b>17.6%</b>	

**MONTECITO FIRE PROTECTION DISTRICT  
FIRE ASSIGNMENTS - BILLING  
FY 2013-2014**

Fire Name, #	Invoice #	Period Covered	Date Billed/ Inv. Received	Agency	Total Due	Date Rec'd	Amt. Rec'd.
West Fork Complex, CO-SJF-0285	2013-04	07/02-07/11/13	08/07/13	USFS	\$ 18,460.49	11/14/13	\$ 18,460.49
Chariot Fire, CA-MVU-014084		07/08-07/11/13	09/03/13	Cal-EMA	29,226.50	12/04/13	29,226.50
Falls Fire, CA-CNF-002512		08/06-08/08/13	09/09/13	Cal-EMA	23,401.17	12/03/13	23,401.17
Silver Fire, CA-RRU-079781		08/08-08/10/13	09/03/13	Cal-EMA	29,398.41	12/04/13	29,398.41
American Fire, CA-TNF-1562	2013-06	08/12-08/19/13	09/12/13	USFS	12,499.70	05/09/14	12,499.70
American Fire, CA-TNF-1562		08/15-08/18/13	03/10/14	Cal-EMA	7,935.70	05/30/14	7,935.70
Shirley Fire, CA-SQF-3228		08/19-08/20/13	10/03/13	Cal-EMA	14,621.25	12/06/13	14,621.25
Shirley Complex, CA-SQF-3229		08/20-08/23/13	09/09/13	Cal-EMA	35,955.95	12/09/13	35,955.95
Hough Complex, CA-PNF-1324	2013-07	08/19-08/28/13	10/03/13	USFS	37,607.18	04/16/14	37,607.18
Rim Fire, CA-STF-2857		08/23-09/03/13	10/28/13	Cal-EMA	156,698.60	01/07/14	156,698.60
Pfeiffer Fire, CA-LPF-3810	2013-08	12/16-12/22/13	01/28/13	USFS	23,511.23	04/10/14	23,511.23
Miguelito Fire, CA-SBC-005573		05/13-05/16/14		Cal-EMA	26,883.39		
Coco's Fire, CA-MVU-010212		05/14-05/19/14	07/18/14	Cal-EMA	86,886.41	09/22/14	86,886.41
					<b>\$ 503,085.98</b>		<b>\$ 476,202.59</b>



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

Fire Name, #	Invoice #	Period Covered	Date Billed/		Agency	Total Due	Date Rec'd	Amt. Rec'd.
			Inv. Received					
EI Portal, CA-YNP-0083	2014-09	07/27-08/14/14	10/23/14		USFS	\$ 14,789.54		
Little Deer (July), CA-KNF-005564		08/01-08/24/14	10/30/14		Cal-OES	88,281.48		
Bald Fire, CA-LNF-003479		08/02-08/06/14	10/24/14		Cal-OES	33,595.72		
Eiler Fire, CA-SHU-006933		08/06-08/16/14	10/24/14		Cal-OES	96,835.29		
Cover BTU-August, CA-BTU-010882		08/09-08/15/14			Cal-OES	76,030.11		
Junction, CA-MMU-014633		08/18-08/21/14	10/30/14		Cal-OES	23,118.98		
Tecolote, CA-ANF-004034		08/18/14	11/21/14		Cal-OES	9,548.73		
Tecolote, CA-ANF-004034	2014-10	08/18/14	10/23/14		USFS	1,622.00		
Way, CA-CND-003148	2014-11	08/19-08/25/14	10/23/14		USFS	11,203.88		
Silverado Fire, CA-CNF-002873		09/13-09/15/14	11/21/14		Cal-OES	18,443.29		
King Fire, CA-ENF-023461	2014-12	09/18-10/02/14	10/23/14		USFS	29,750.38		
Boles Fire, CA-SKU-007064 (Revised)		09/16-09/21/14	11/12/14		Cal-OES	35,018.46		
King Fire, CA-ENF-023461 (OES & 391)		09/20-09/26/14	12/04/14		Cal-OES	184,372.37		
<b>\$ 622,610.25</b>								<b>\$ -</b>

Cochrane Property Management, Inc.

Period: 01 Nov 2014-30 Nov 2014

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 11/01/2014			6,860.16
11/02/2014	Larry Todd Edwards	ACH receipt	60KG-JBLQ	1255 - Rent Income - October 2014	76.54		6,936.70
11/02/2014	Larry Todd Edwards	ACH receipt	60KG-JBLQ	1255 - Rent Income - November 2014	1,641.46		8,578.16
11/03/2014	Thomas V. Homer	Receipt	1394	1257 - Rent Income - November 2014	1,274.00		9,852.16
11/03/2014	Thomas V. Homer	Receipt	1394	1257 - Prepaid Rent - Prepaid Rent Income	36.00		9,888.16
11/04/2014	David Ward	Receipt	0040281638	1259 - Property Tax - Property Tax Owed for 2014	320.37		10,208.53
11/04/2014	David Ward	Receipt	0040281638	1259 - Property Tax - half month Property Tax owed \$26	26.00		10,234.53
11/04/2014	David Ward	Receipt	0040281638	1259 - Rent Income - Nov 2014 Rent - prorated through 11/15/14	643.50		10,878.03
11/04/2014	David Ward	Receipt	0040281638	1259 - Prepaid Rent - Prepaid Rent Income	297.13		11,175.16
11/10/2014	Montecito Water District	Payment	ACH	Water/Sewer - monthly water 01-1256-03: 9/27/14 - 10/28/14 (25 HCF) - November 2014 - Montecito Water monthly bill		181.45	10,993.71
11/10/2014	Peyton/Scapes	Check	18715	Gardening/Landscaping - 10/31/14 gardening - November 2014		55.00	10,938.71
11/10/2014	Peyton/Scapes	Check	18715	Gardening/Landscaping - 10/31/14 gardening - November 2014		55.00	10,883.71
11/10/2014	Peyton/Scapes	Check	18715	Gardening/Landscaping - 10/31/14 gardening - November 2014		55.00	10,828.71
11/10/2014	Rayne Water Conditioning	Check	18716	1257 - Water/Sewer - Monthly water softening 10/22/14 - November 2014		77.12	10,751.59
11/10/2014	Rayne Water Conditioning	Check	18716	1255 - Water/Sewer - Monthly water softening 10/22/14 - November 2014		48.33	10,703.26
11/10/2014	Rayne Water Conditioning	Check	18716	1259 - Water/Sewer - Monthly water softening 10/22/14 - November 2014		48.33	10,654.93
11/10/2014	dba United Drain & Sewer	Check	18717	1255 - Plumbing - 10/14/14 - labor to install 3 water heaters, copper pipe, etc.		168.85	10,486.08
11/10/2014	dba United Drain & Sewer	Check	18717	1257 - Plumbing - 10/14/14 - labor to install 3 water heaters, copper pipe, etc.		168.85	10,317.23

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
11/10/2014	dba United Drain & Sewer	Check	18717	1259 - Plumbing - 10/14/14 - labor to install 3 water heaters, copper pipe, etc.		168.84	10,148.39
11/10/2014	dba United Drain & Sewer	Check	18717	1255 - Plumbing - 10/14/14 - cleared main line		125.00	10,023.39
11/10/2014	dba United Drain & Sewer	Check	18717	1257 - Plumbing - 10/14/14 - cleared main line		95.00	9,928.39
11/10/2014	dba United Drain & Sewer	Check	18717	1259 - Plumbing - 10/14/14 - cleared main line		50.00	9,878.39
11/19/2014	Cochrane Property Management, Inc.	Check	18718	Administrative Fee - Monthly service fee - min \$5 - November 2014 - Monthly service fee - min \$5		5.00	9,873.39
11/19/2014	Cochrane Property Management, Inc.	Check	18718	Property Mgmt Fees - Property Mgmt Fees for 11/2014		219.69	9,653.70
11/26/2014	Cochrane Property Management, Inc.	Check	18719	Postage Expense - July '14 postage expense - once a year		48.00	9,605.70
11/26/2014	Express Rooter	Check	18720	Plumbing - 11/1/14 - ran cable thru 4" clean out in front house (maint line w/1259 E. Valley), ran 75ft & clear'd, test'd good, roots & toilet paper pulled back		104.50	9,501.20
11/26/2014	Hydrex, Inc. (Santa Barbara)	Check	18721	Pest Control - 10/13/14 mo pest control, 30 bait stations		92.00	9,409.20
11/26/2014	MarBorg Industries	Check	18722	Trash/Recycling - 1-65210 4: 10/31/14 statement Nov & Dec 2014 - Nov 2014		178.42	9,230.78
				Ending Cash Balance			9,230.78
<b>Total</b>					<b>4,315.00</b>	<b>1,944.38</b>	

## Property Cash Summary

Required Reserves	5,000.00
Prepaid Rent for Future Rent	333.13

**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:** 11/01/2014 to 11/30/2014

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	3,661.50	100.00	44,755.43	100.00
<b>Total Income</b>	<b>3,661.50</b>	<b>100.00</b>	<b>44,755.43</b>	<b>100.00</b>
<b>Total Operating Income</b>	<b>3,661.50</b>	<b>100.00</b>	<b>44,755.43</b>	<b>100.00</b>
<b>Expense</b>				
<b>Office Expenses</b>				
Postage Expense	48.00	1.31	48.00	0.11
Administrative Fee	5.00	0.14	55.00	0.12
<b>Total Office Expenses</b>	<b>53.00</b>	<b>1.45</b>	<b>103.00</b>	<b>0.23</b>
<b>Repair &amp; Maintenance</b>				
Gardening/ Landscaping	165.00	4.51	2,415.00	5.40
Plumbing	881.04	24.06	3,306.42	7.39
Carpentry	0.00	0.00	987.46	2.21
Pest Control	92.00	2.51	1,262.00	2.82
<b>Total Repair &amp; Maintenance</b>	<b>1,138.04</b>	<b>31.08</b>	<b>7,970.88</b>	<b>17.81</b>
Property Mgmt Fees	219.69	6.00	2,685.33	6.00
Property Tax	-346.37	-9.46	389.75	0.87
<b>Utilities</b>				
Water/Sewer	355.23	9.70	3,645.89	8.15
Trash/Recycling	178.42	4.87	889.88	1.99
<b>Total Utilities</b>	<b>533.65</b>	<b>14.57</b>	<b>4,535.77</b>	<b>10.13</b>
<b>Total Operating Expense</b>	<b>1,598.01</b>	<b>43.64</b>	<b>15,684.73</b>	<b>35.05</b>
<b>NOI - Net Operating Income</b>	<b>2,063.49</b>	<b>56.36</b>	<b>29,070.70</b>	<b>64.95</b>
Total Income	3,661.50	100.00	44,755.43	100.00
Total Expense	1,598.01	43.64	15,684.73	35.05
<b>Net Income</b>	<b>2,063.49</b>	<b>56.36</b>	<b>29,070.70</b>	<b>64.95</b>
<b>Other Items</b>				
Prepaid Rent	307.13		333.13	
Owner Distribution	0.00		-30,512.66	
<b>Net Other Items</b>	<b>307.13</b>		<b>-30,179.53</b>	
<b>Cash Flow</b>	<b>2,370.62</b>		<b>-1,108.83</b>	

**Cash Flow**

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Beginning Cash	6,860.16		10,339.61	
Beginning Cash + Cash Flow	9,230.78		9,230.78	
Actual Ending Cash	9,230.78		9,230.78	



# ATTACHMENT

#B







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## STAFF REPORT

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**Prepared for:** Montecito Fire Protection Board of Directors

**Prepared by:** Chip Hickman, Fire Chief

**Date:** December 8, 2014

**Topic:** Post Retirement Employment of Division Chief Terry McElwee

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### Background

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Division Chief Terry McElwee has been with the Fire District since 1988, and has over 8 years serving the Fire District as a Chief Officer. He has submitted his retirement papers indicating his last day will be December 30, 2014.

The purpose for the request to keep Chief McElwee on staff temporarily and approve the exception to the 180 Day wait period per CG sections 7522.56 & 21224 for post retirement annuitant employment after he retires is threefold:

1. The new Division Chief hired to replace Chief McElwee will not start until February 2015, and will be coming from an agency outside the District. Chief McElwee's temporary employment will prevent stoppage of ongoing District business during January, and will allow the new Division Chief to confer with Chief McElwee while he/she learns District policies and acquire the knowledge and history of ongoing issues necessary for the position.
2. Chief McElwee has been instrumental in preparing the Community Wildfire Protection Plan (CWPP) Request For Proposals (RFP). The District would benefit greatly by having him continue to provide guidance in this project because of his specific knowledge in the development of the plan.
3. Chief McElwee will facilitate the implementation and update of policies and engage on the findings and recommendations recently made in the Citygate Standards of Cover and Risk Assessment Study.

## **Discussion**

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This proposal is in alignment with all CalPERS laws and the Public Employees Pension Reform Act (PEPRA) of 2013.

The proposed hourly wage is \$62.04, which is the equivalent of the Assistant Fire Marshal/Captain starting rate. It is estimated that Chief McElwee will work an average of 3 days per week. As a temporary annuitant, he is limited to working 960 hours per fiscal year per California Government Code Section 7522.56.

While in this temporary annuitant position, Chief McElwee will be an hourly employee and receive no benefits or time off. He will have no labor representation, and will be an “at will” employee. His employment can be terminated by either party at any time.

## **Conclusion**

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Staff’s recommendation is to retain Terry McElwee as a temporary Annuitant Employee for a temporary period beginning January 1, 2015 and not to exceed six months at an hourly rate of \$62.04. The need to extend his services beyond that time will be re-evaluated in June 2015.

**RESOLUTION 2014-17****RESOLUTION OF THE GOVERNING BOARD  
OF THE MONTECITO FIRE PROTECTION DISTRICT FOR EXCEPTION TO THE  
180-DAY WAIT PERIOD GC sections 7522.56 & 21224**

WHEREAS, in compliance with Government Code section 7522.56 the Montecito Fire Protection Board of Directors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Terry McElwee will retire from Montecito Fire Protection District in the position of Division Chief - Operations, effective December 30, 2014; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 28, 2015 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Montecito Fire Protection District Board of Directors, the Montecito Fire Protection District and Terry McElwee certify that Terry McElwee has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Montecito Fire Protection District Board of Directors hereby appoints Terry McElwee as an extra help retired annuitant to perform the duties equivalent to that of the Captain/Assistant Fire Marshal for the Montecito Fire Protection District under Government Code section 21224, effective January 1, 2015; and

WHEREAS, the entire employment agreement between Terry McElwee and the Montecito Fire Protection District has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$11,265 per month and the hourly equivalent is \$64.99 and the minimum base salary for this position is \$10,754 per month and the hourly equivalent is \$62.04; and WHEREAS, the hourly rate paid to Terry McElwee will be \$62.04; and

WHEREAS, Terry McElwee has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Montecito Fire Protection District Board of Directors hereby certifies the nature of the appointment of Terry McElwee as described herein and detailed in the attached employment agreement document and that this appointment is necessary to fill the critically needed position equivalent to that of the Captain/Assistant Fire Marshal for the Montecito Fire Protection District by January 1, 2014 because the District needs his experience and expertise to assist in completing current projects, including but not limited to the hiring process for the vacant Shift Battalion Chief and his own replacement for Division Chief of Operations, and transitioning the new employees into those positions.

PASSED AND ADOPTED by the Governing Board of Montecito Fire Protection District this 22<sup>nd</sup> day of December 2014, by the following vote, to wit:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
President of the Board of Directors

MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

\_\_\_\_\_

# ATTACHMENT

#C



**RESOLUTION NO. 2014-18**

**A RESOLUTION OF THE GOVERNING BOARD OF THE  
MONTECITO FIRE PROTECTION DISTRICT IDENTIFYING  
CERTAIN DISTRICT OWNED PROPERTIES AS SURPLUS  
AND DONATING THE SURPLUS PROPERTY TO THE  
ALLAN HANCOCK COMMUNITY COLLEGE  
FIRE TECHNOLOGY PROGRAM**

WHEREAS, the District owns certain assets that were purchased with District general funds, and

WHEREAS, those assets exceed the capital aggregate limit of \$5,000, and

WHEREAS, these assets have been deemed to have exceeded their time of usage and in need of surplus for auction, donations or destruction.

NOW, THEREFORE, BE IT RESOLVED that the following assets be determined as surplus by the District:

38 Kenwood TK 290 portable radios and accompanying accessories (valued at approximately \$7,500)

NOW, THEREFORE, BE IT FURTHER RESOLVED AS FOLLOWS:

The Board of Directors finds that the donation of Kenwood TK 290 portable radios and accessories to the Allan Hancock Community College Fire Technology Program provides a distinct benefit to the District and its constituents as follows: (i) the District’s firefighter recruits are commonly graduates of the Fire Technology Program, and (ii) the District’s personnel will be allowed to utilize the training facilities located at Allan Hancock Community College’s Public Safety Training Complex (“the Safety Training Complex”).

Based upon the benefits to the District, the District agrees to donate the Kenwood TK 290 portable radios and accessories pursuant to a Memorandum of Understanding between Allan Hancock Community College and the District outlining the cooperative relationship that allows the District to utilize the Safety Training Complex, subject to approval by the District’s general counsel.

PASSED AND ADOPTED this 22<sup>nd</sup> day of December, 2014, by the following called vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
President of the Board of Directors  
MONTECITO FIRE PROTECTION DISTRICT

\_\_\_\_\_  
Secretary





# ATTACHMENT

#D





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## STAFF REPORT

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**Prepared for:** Montecito Fire Protection Finance Committee  
**Prepared by:** John Badaracco  
**Date:** December 04, 2014  
**Topic:** Purchase of 2015 Tahoe to replace 2008 Tahoe

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### Summary

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It has been the past practice for the District to replace vehicles at certain predetermined intervals. This is due to the life expectancy, mileage and use of the different vehicles. The vehicle that is used by the Division Chief is now due for replacement.

### Background or History

Prices were requested for the vehicle from three different dealers with all options being identical. All dealers were given the same specification sheet to work from. After the vehicle is purchased it will go to a specialty shop to transfer emergency equipment from the old vehicle to the new vehicle and also install radios, lights and sirens. This shop is located in Perris, CA. which is the closest facility for installing the necessary specialized equipment. Below are the bids we received from two dealers; we received no response from Bunnin Chevrolet after three attempts.

Paradise Chevrolet - \$35,689.29  
Lake Chevrolet - \$36,863.21  
Bunnin Chevrolet – NO RESPONSE

It is my recommendation to purchase from Paradise Chevrolet, as they are both a local vendor and the lowest bidder.



# Agenda

## Item #15



MONTECITO FIRE PROTECTION DISTRICT  
AGENDA FOR THE COMMUNITY OUTREACH COMMITTEE MEETING

Montecito Fire District Headquarters

595 San Ysidro Road.

Santa Barbara, California

**December 2, 2014, at 3:00 p.m.**


Agenda Items May Be Taken Out Of The Order Shown

1. Public comment: Any person may address the Committee 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. Review progress of website development.
3. Discuss notification / advertising methods for Director Elections.
4. Fire Chief's Report.
5. Requests for items to be included for the next Community Outreach Committee Meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is November 26, 2014.

MONTECITO FIRE PROTECTION DISTRICT

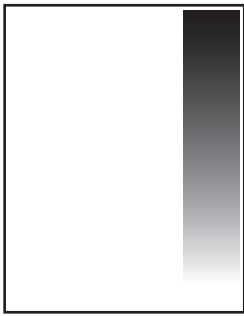


Chip Hickman, Fire Chief

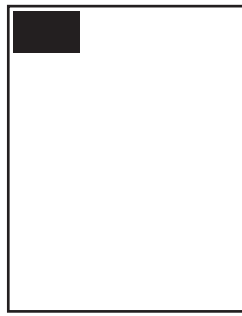
Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

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.

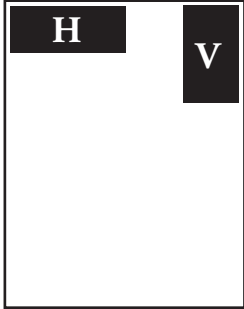
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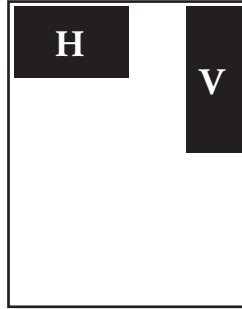
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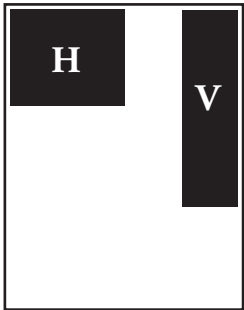
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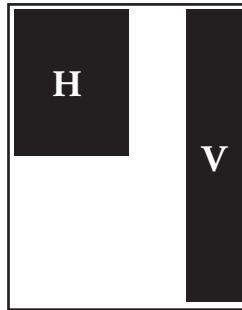
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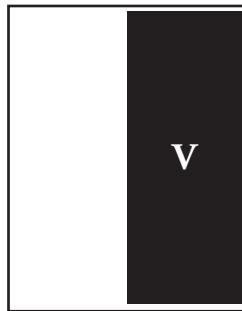
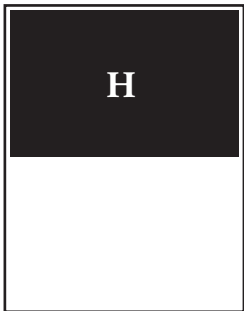
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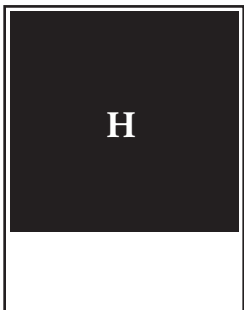
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# Montecito JOURNAL

**Susan Brooks**

*Advertising Manager/Sales Representative*

805.565.1860 ext.4 • 805.455.9116 cell

sue@montecitojournal.net

Published Every Wednesday

## 2014 ADVERTISING RATES

FREQUENCY	1X	4X	13X	26X	50X
<b>Business Card</b>	N/A	\$35.00	\$30.00	\$25.00	\$20.00
<b>Per Col. Inch</b>	\$25.50	\$23.05	\$21.50	\$19.50	\$18.50
<b>3" Ad</b>	N/A	\$65.50	\$61.00	\$53.50	\$49.00
<b>1/12 Page</b>	\$100.00	\$90.50	\$84.00	\$75.00	\$70.00
H: 4.858 x 1.965 V: 2.353 x 4.08					
<b>1/8 Page</b>	\$145.00	\$130.00	\$120.50	\$110.00	\$100.00
H: 4.858 x 3.02 V: 2.353 x 6.19					
<b>1/6 Page</b>	\$186.00	\$171.00	\$161.00	\$141.00	\$131.00
H: 4.858 x 4.08 V: 2.353 x 8.31					
<b>1/4 Page</b>	\$270.00	\$245.00	\$233.00	\$208.00	\$190.00
H: 4.858 x 6.19 V: 2.353 x 12.55					
<b>1/2 Page</b>	\$525.00	\$475.00	\$440.00	\$385.00	\$355.00
H: 9.866 x 6.19 V: 4.858 x 12.55					
<b>3/4 Page</b>	\$750.00	\$660.00	\$625.00	\$550.00	\$500.00
H: 9.866 x 9.29 V: 7.362 x 12.55					
<b>Full Page</b>	\$950.00	\$880.00	\$810.00	\$745.00	\$680.00
9.864 x 12.55					

### SPECIALTY PRICING

**GUARANTEES**

Inside Cover	+20%
Contents page	+10%
Full center	+10%
Outside Back Cover	+20%
Preferred Positioning	+10%

**INSERTS**

Pre-printed flyer insertion .10 each  
(11,000 minimum)

**COLOR**

One color plus black	+10%
Two colors plus black	+20%
Full color	+30%

*We do of course hope you'll include us in your advertising plans.  
Sorry, but we do not offer Ad Agency discounts.*



# Montecito

# JOURNAL 2014

## DEADLINE CALENDAR

1206 COAST VILLAGE CIRCLE • STE. D • MONTECITO, CA 93108 • (805) 689-0304

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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FEBRUARY						
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MARCH						
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DECEMBER						
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28	29	30	31			

 : SPACE DEADLINE

 : PRINT DAY

 : CAMERA READY

# Montecito JOURNAL

## ADVERTISING CONTRACT

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone / FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

This will serve as a contract between *Montecito Journal* and the above-named advertiser.

With this agreement I am committing to run a display advertisement in *Montecito Journal* beginning from \_\_\_\_\_.

I understand I will be able to change the size of my ad, but the rate will be at the rate in place at the time of such change in size for the same frequency (i.e. if I have committed to advertise at the 13x rate, I would still qualify for the 13x rate, but at the rate then current, and not, if different, at the rate prevailing at the signing of this contract.) I understand also that if I decide to discontinue advertising before the term of this contract is up, my rate will revert, and be billed retroactively, to whatever length of time I actually advertised (i.e. if I have committed to 13x and pull my advertising after 3 issues, my rate will revert to the one-time rate for the three previous ads. I agree to those terms, and agree to pay the difference, when billed accordingly.)

I intend such advertising to be \_\_\_\_\_ (size)

My guaranteed rate will be at the \_\_\_\_\_ x rate, or \_\_\_\_\_ per issue.

<b>Initial fee due upon signing:</b>	
Rate	\$ _____
Position	\$ _____
Production	\$ _____
Other	\$ _____
<b>Total</b>	<b>\$ _____</b>

Method of payment:  Visa     Mastercard     Check

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ (m /y)

Name on Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Advertiser Signature: \_\_\_\_\_

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

# Agenda

## Item #16



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

Held at Fire District Headquarters, 595 San Ysidro Road, November 17, 2014 at 12:00 p.m.

The meeting was called to order by Director Venable at 12:00 p.m.

**Present:** Director Sinser, Director Powell, Director Keller and Director Jensen. 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. Receive report from Citygate regarding Standard of Cover and Risk Assessment and provide direction to District Staff.**

Chief Hickman introduced Stu Gary and Sam Mazza of Citygate, who presented a PowerPoint outlining the highlights of their findings and recommendations listed in the Standard of Cover and Risk Assessment report. (Report and PowerPoint presentation available upon request.)

The Board took a recess 1:21 p.m. and returned at 1:35 p.m.

Chief Hickman stated that the District worked closely with Citygate, and that he concurs with the findings in the report. He stated that Staff recommends that the Board accept the report.

The Board discussed the findings and recommendations of the report with Mr. Gary and Mr. Mazza.

Public Comment:

Warner Owens stated that the study is impressive but not perfect and that he hopes that the Board takes action and does not fall into “paralysis by analysis”.

Sally Jordan stated that the report is very comprehensive with clarity and supportive detail; the finding indicates that the District has very professional Staff and leadership, which is reassuring to the citizens. She was thankful for the recommendations in the report; particularly for the third fire station.

Sylvia Easton thanked the Board, the Fire Chief and Staff for the thorough analysis in the study. She was pleased to see that District has been managed so well over the years, and that the need for Station 3 is identified. She hopes that services will be made equitable and lives and property are not lost due to the current lack of coverage. She also thanked MERRAG for the support that they provide to the community.

Bob Hazard commended the Board for contracting the study. He suggested that the Board further study fire incidents within the District; that the District focus on more brush clearing; and that the Board analyze the best methods to address medical emergencies within the community. He does not feel the study proves the need for a third fire station, or the “triangle approach”, and feels more research needs to happen before they decide what to do.

Mr. Gary expressed that it was a “wonderful experience” working with Montecito Fire, and stated that the Board should consider “the preponderance of evidence” presented when deciding what to do with District assets and revenues to best serve the community.

Director Venable made a motion to accept the report, which was seconded by Director Sinser.

After additional discussion, Director Keller amended the motion to accept the report, and direct Staff to prioritize all the recommendations and identify which can be addressed without policy and which would need policy direction from the Board at the January regular meeting. Director Venable seconded the amended motion.

Public Comment:

Bob Hazard asked what the Board’s response will be to the question: “What is the Board’s reaction to these recommendations?”

Sylvia Easton suggested that the Board accept the report and allow time for the District Staff to review the report before deciding on what actions will be taken.

The amended motion passed four to one: Directors Powell, Venable, Keller, and Jensen in favor, Director Sinser opposed.

The Board took a recess at 3:08 p.m., and returned at 3:20 p.m.

- 3. Report from the Strategic Planning Committee (copy of Agenda for Strategic Planning Committee Meeting attached).**
  - a. Consider recommendation to approve and authorize Staff to publish the Request for Proposals (RFP) for the District’s Community Wildland Protection Plan (CWPP).**

Director Powell reviewed the proposed RFP for the District’s CWPP. He stated that the Strategic Planning Committee has reviewed the document and recommends approval and authorization to have Staff issue the RFP. The following dates will be added where necessary: issue date of November 21, 2014; last day for questions: January 16, 2015; closing date of January 23, 2015; interviews tentatively scheduled for the second week of February, 2015.

The Board unanimously approved and authorized Staff to publish the RFP for the District’s CWPP as amended with specific dates, on a motion by Director Keller,

seconded by Director Powell. Additionally, the Board appointed Director Powell as the Board liaison to work with Staff on review of applications.

- 4. Approve necessary documents to change worker's compensation providers from State Fund to Special District Risk Management Authority (SDRMA).**
  - a. Approval of Resolution 2014-14 Approving Form and Authorizing the Execution of a Sixth Amended and Restated Joint Powers Agreement (JPA) and Authorizing Participation in the Special District Risk Management Authority (SDRMA) Worker's Compensation Program.**

Ms. Gil explained that the following resolutions are necessary to change worker's compensation providers. On a motion made by Director Powell, seconded by Director Venable, Resolution 2014-14 Approving Form and Authorizing the Execution of a Sixth Amended and Restated Joint Powers Agreement (JPA) and Authorizing Participation in the Special District Risk Management Authority (SDRMA) Worker's Compensation Program was approved by the following roll call vote:

Ayes:	G. Sinser, J.A. Powell, J. Venable, S. Keller, R.J. Jensen
Noes:	None
Abstain:	None
Absent:	None

- b. Approval of Resolution 2014-15 authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self Insure Worker's Compensation Liabilities.**

On a motion made by Director Powell, seconded by Director Sinser, Resolution 2014-15 authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self Insure Worker's Compensation Liabilities, was approved by the following roll call vote:

Ayes:	G. Sinser, J.A. Powell, J. Venable, S. Keller, R.J. Jensen
Noes:	None
Abstain:	None
Absent:	None

**5. Approval of District's warrants and claims for October.**

After a review of materials included in the finance reports by Ms. Gil, the Board unanimously approved that October warrants and claims on a motion made by Director Keller, seconded by Director Powell.

**6. Approval of Minutes of October 27, 2014 Regular Meeting.**

Director Keller asked that additional language be attributed to her suggestion to postpone approval of Ordinance 2014-3 (page 3, second paragraph), and that "they" be changed to "the committee" (page 6, item 8, first paragraph). The minutes of the October 27, 2014

Regular Meeting were unanimously approved as amended on a motion by Director Keller, seconded by Director Sinser.

**7. Fire Chief's report.**

The Fire Chief reported that the District's Officers and Staff recently finished 16 hours of training on the Firefighter Bill of Rights (FBOR); participation at Beautification Day; the completion of the recent Engineer's promotional process; current progress of the Captain's promotional process; and the Battalion Chief and Division Chief testing process.

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

Director Powell and Director Venable reported that they attended Beautification Day.

**9. Suggestions from Directors for items other than regular agenda items to be included for the December Regular Board meeting.**

Director Powell asked that a discussion be added regarding the current committee structure and the appointment of Board officers to two year terms.

The meeting was adjourned 4:25 pm.



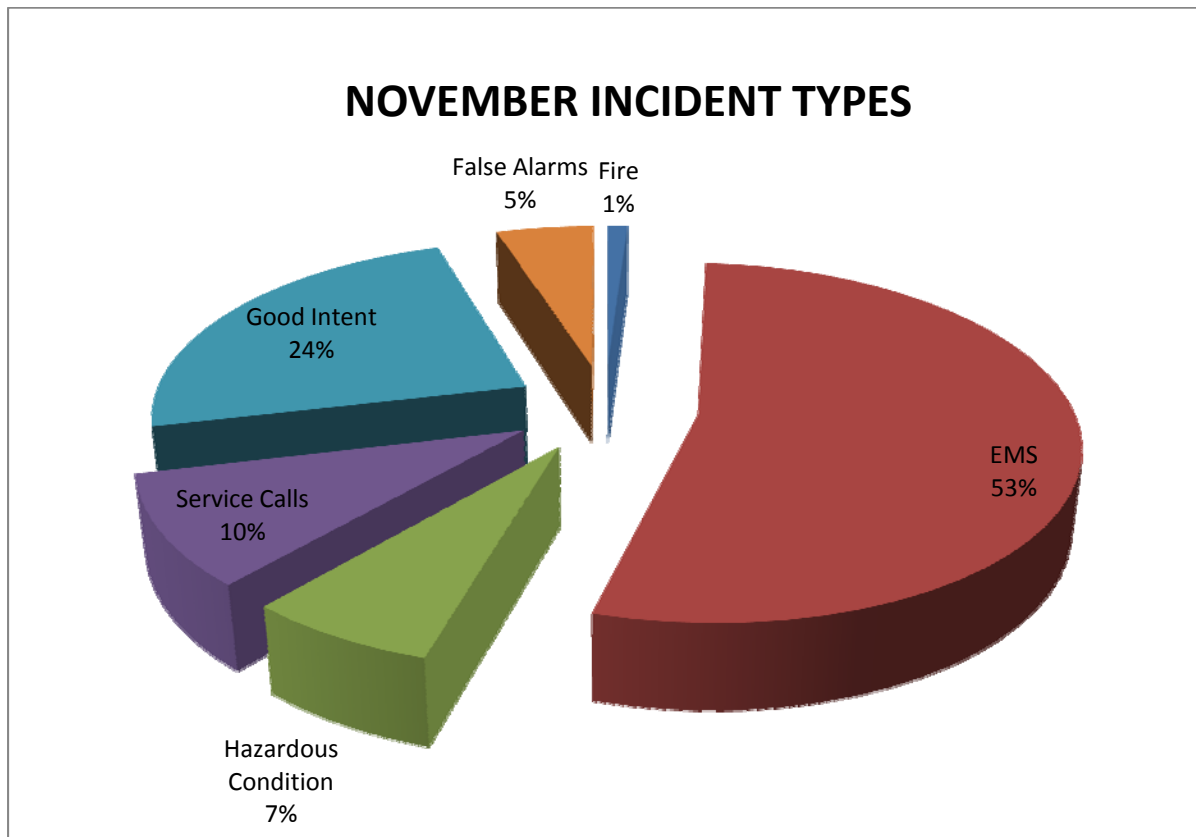
# Agenda

## Item #17



**NOVEMBER 2014  
CALLS BY INCIDENT TYPE  
TOTAL INCIDENTS: 101**

FIRE: 1	EMS: 54
HAZARDOUS CONDITION: 7	PUBLIC SERVICE**: 10
GOOD INTENT*: 24	FALSE ALARM: 5
SEVERE WEATHER: 0	SPECIAL INCIDENT TYPE: 0

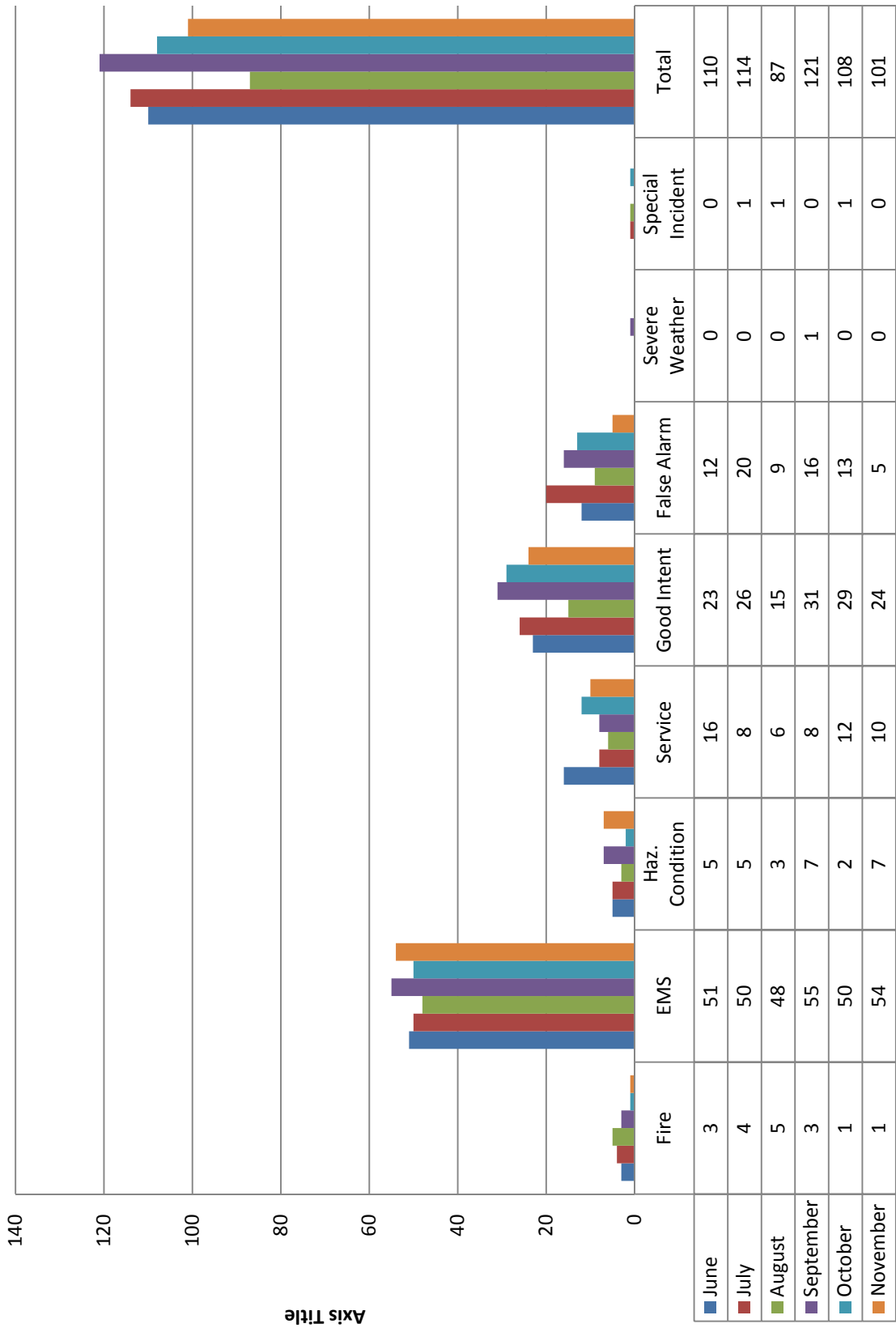


\*Good Intent: Firefighters respond to a reported emergency, but find a different type of incident or nothing at all upon arrival to the area. Example: A caller reports smoke on the hillside. Firefighters arrive to discover a grading operation at a construction site is creating dust mistaken for smoke. 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 June - November 2014



Axis Title

