

## MONTECITO FIRE PROTECTION DISTRICT

### Agenda for the Special Meeting of the Board of Directors

May 26, 2020 at 2:00 p.m.

The Special meeting will be held via teleconference connection as permitted under the Governor's Executive Order N-29-20, dated March 17, 2020 due to concerns of COVID-19 ("Executive Order").

Members of the public will be able to observe the Special meeting and provide public comments via Zoom: <https://zoom.us/j/92030265173> or by calling 1-669-900-6833, meeting ID: 920 3026 5173. Any member of the public who would like to provide public input on an item listed on the agenda may utilize the "Raise Hand" feature through the Zoom App or enter "\*9" if participating by telephone only. The host will be notified and you will be recognized to speak on the agenda item in the order such requests are received by the District.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)
2. Report from the Fire Station Location Standing Committee. (Strategic Plan Goal 4)
  - a. Consider recommendation to authorize the Fire Chief to enter into a contract with AP Triton, LLC, the lowest, responsive bidder, at an amount not to exceed \$40,291 (Montecito Fire Protection District share \$20,146) to provide a Fire Station Location Study in partnership with the Carpinteria-Summerland Fire Protection District.
3. That the Board of Directors approve Resolution 2020-05, acknowledging receipt of a report made by the Fire Chief of the Montecito Fire Protection District regarding the inspection of certain occupancies required to receive annual inspections pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code. (Strategic Plan Goal 2)
  - a. Staff report presented by Fire Marshal Aaron Briner.
4. Report from the Facilities Committee. (Strategic Plan Goal 9.1)
5. Report from the Finance Committee. (Strategic Plan Goal 9.1)
  - a. Receive budget development presentations and review the recommended

Preliminary Budget for FY 2020-21.

- b. Review PARS Post-Employment Benefits Trust statements for March and April 2020.
6. Approval of Minutes of the April 27, 2020 Regular Meeting.
7. Fire Chief's report.
8. Board of Director's report.
9. Suggestions from Directors for items other than regular agenda items to be included for the June 22, 2020 Regular Board meeting.

Adjournment

This agenda posted pursuant to the provisions of the Government Code commencing at Section 54950 and the Executive Order. The date of the posting is May 21, 2020.



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Kevin Taylor, 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 (805) 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements. Board packets are available for public inspection during normal business hours at Montecito Fire Protection District Headquarters. Further, as required under the Executive Order the District will swiftly resolve any requests for a reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolve any doubt whatsoever in favor of accessibility.

# Agenda

## Item #2







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## STAFF REPORT

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**To:** Board of Directors  
**From:** Kevin Taylor, Fire Chief   
**Date:** May 26, 2020  
**Topic:** Fire Station Location Study Bid Award

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### Summary

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The Carpinteria Summerland Fire Protection District Board of Directors and the Montecito Fire Protection District Board of Directors directed staff to seek Requests for Proposals for a Fire Station Location Study.

### Discussion

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Requests for Proposals (RFP) to provide a Fire Station Location Study went out to interested vendors, was posted on both organizations' websites, and advertised in the Santa Barbara News Press on February 24, 2020. We received several inquiries, a total of five professional consulting firms submitted responses ahead of the April 24, 2020 deadline.

A joint committee consisting of management and labor representatives from both organizations reviewed each proposal in detail and determined that all five vendors met the requirements set forth in the RFP. The vendors and their quoted price from lowest to highest were:

AP Triton, LLC	\$40,291
Matrix Consulting Group	\$46,000
Emergency Services Consulting International	\$58,776
Fitch and Associates	\$59,995
Citygate Associates, LLC	\$87,963

After careful consideration and complete review of all five proposals, the joint management/labor committee recommended to the Fire Station Location Sub-Committee that they recommend to both full Boards of Directors that AP Triton, LLC, the lowest, most responsive bidder be awarded the FS Location Study contract at an amount not to exceed \$40,291. The Fire Station Location Sub-Committee unanimously endorsed the recommendation on May 15, 2020 and directed staff to present the proposal to both full Board of Directors.

### Conclusion

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Staff recommends that the Board authorize the Fire Chief to enter into a contract with AP Triton, LLC, the lowest, responsive bidder, at an amount not to exceed \$40,291 (Montecito Fire Protection District share \$20,146) to provide a Fire Station Location Study in partnership with the Carpinteria Summerland Fire Protection District.

### Attachments

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1. AP Triton, LLC Proposal to Conduct a Fire Station Location Study.

### Strategic Plan Reference

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Strategic Plan Goal #4, Deliver Exceptional Emergency Service to our Community





# Montecito & Carpinteria-Summerland Fire Protection Districts California

Proposal to conduct a  
**Fire Station Location Study**  
Community Risk Assessment &  
Standards of Cover

April 2020

RFP #2020-002



**AP TRITON**  
VISION • INNOVATION • SOLUTIONS

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## Project Understanding & Approach

### Understanding of the Project

AP Triton Consulting (Triton) recognizes and understands that the Montecito Fire Protection District (MFPD) and Carpinteria- Summerland Fire Protection District (CSFPD) desire to retain a qualified consulting firm to conduct a comprehensive fire station location study. In addition, the study would include a variety of elements that entail community risk assessments and standards of cover analysis.

### AP Triton's Approach

Triton's approach to projects represents our complete understanding of your expectations and our experience in working with fire departments, emergency medical services (EMS) organizations, and other emergency services agencies in a wide variety of communities throughout the United States. Key elements of Triton's methodology include:

- A comprehensive understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, other relevant individuals.
- Use of state-of-the-art geographic information systems (GIS), computer modeling and data analysis tools, web-based communications technology, and many other sophisticated tools and technologies.
- Utilization of experienced subject-matter experts in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in GIS and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested, and in a manner that would meet or exceed expectations.
- High-quality electronic and printed and bound reports with contents and recommendations that will easily enable the client, key stakeholders, and community members to understand.

### Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services.

## Project Scope of Work

The following represents the Scope of Work (SOW) prepared by Triton based on the requirements of your organization's request for proposal. The various sections and tasks have been developed specifically for this project.

### Section One—Project Implementation & Information Acquisition

#### Task 1-A: Project Initiation & Development of a Work Plan

Triton will converse with the management teams of Montecito and Carpinteria-Summerland involved in the study, or their project liaisons, to develop a complete understanding of each jurisdiction's backgrounds, goals, and expectations for the project. Consistent with the RFP, this study will focus on information and analysis for increased efficiency, improved effectiveness, enhanced or expanded service, cost avoidance, coordination of regional planning, enhanced supervision, fire station location analysis, and potential community areas for standardization of services and programs.

Triton's Senior Project Manager will develop and refine a proposed work plan that will guide the project team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton Project Team and client representative, determine communications processes, and identify logistical needs for the project.

#### Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from both MFPD and CSFPD and other agencies as necessary. This information is critical and will be used extensively in the analysis and development of the report. Thoroughly researched and relevant studies will be included during Triton's review. The documents and information relevant to this project will include, but not be limited to, the following:

- Any past or current emergency service studies, research, and/or Standards of Cover assessments from MFPD and CSFPD
- LAFCO Spheres of Influence and Municipal Service Reviews
- Hazard mitigation plans
- Community Comprehensive Plan documents, including current and future land-use information
- Local census, economic and demographic data from each of the fire districts
- Local Geographic Information Systems (GIS) data for each of the fire districts
- Zoning maps and zoning codes in each of the fire districts
- Financial data, including debt information, long-range financial plans, revenue sources, and projections
- Administrative policies and procedures from each fire district
- Standard Operating Guidelines (SOGs) and service-delivery practices
- Current service-delivery and response-time performance standards, objectives, and targets for each district
- Information on training programs, life-safety and prevention programs, and special operations
- Fire station facilities (as well as any training center and separate administrative facilities) and apparatus inventories
- Local collective bargaining agreements
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Any other documents and records necessary for the successful completion of the project

## Section Two—Community Risk Assessment

Triton will conduct an all-hazards analysis of the two communities (fire districts) based on the elements included in the following tasks. The purpose of this evaluation is to assess the community's hazards, threats, vulnerabilities, and risks in comparison to recognized standards and best practices, as well as to create benchmarks against which to compare future improvement.

## Task 2-A: Description of the Communities Served

An overview of the organization will be developed to include:

- Community characteristics, including general location, history, geography, topography, climate, local government type, jurisdictional area, and surrounding jurisdictions
- Demographic characteristics
- Transportation networks
- Physical assets protected
- Planning zones, or fire management (response) zones

An interpretation of available census and community development data will be provided indicating:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community land-use regulations
- Occupancy types by land use designation
- Hazardous substances and processes
- Non-structural risk categorization

## Task 2-B: Stakeholder & Community Input

Triton will examine and document the levels of service historically provided to the community. Within this analysis, the fire district's service-areas will be evaluated based on population density and fire management zones, which will be used in the development of future performance objectives.

The Triton Project Team will conduct on-site interviews and gather information from key personnel and stakeholders from each of the fire districts. Some information may be acquired through the use of electronic forms, online surveys, and/or telephone interviews. Individuals will include, but not be limited to:

- Intra-agency Committee members, elected Board members of the Carpinteria-Summerland Fire Protection District and the Montecito Fire Protection District
- The MFPD and CSFPD Fire Chiefs, command staffs, and other key personnel
- Administrative and support staff from each fire district
- Fire Marshals and prevention staff from each of the fire districts
- Individuals responsible for finance and human resources at each fire district
- Representative(s) of each fire district's labor leadership (Carpinteria-Summerland Firefighter's Association, IAFF Local 2046 and the Montecito Firefighter's Association)
- Select group of firefighters and company officers from CSFPD and MFPD
- Assorted community groups in the Montecito, Summerland, Carpinteria, and other relevant communities
- Mutual aid and other local fire departments, law enforcement, and EMS agencies (e.g., American Medical Response) as necessary
- Employee and volunteer groups (such as CERT)
- Others as they may contribute to this project

From these interviews, Triton will obtain additional perspective on operational, economic, and policy issues facing the two fire districts.

### **Task 2-C: Community & Committee Meetings**

Triton will facilitate two community meetings, which will enable residents of both fire districts to share their expectations of their respective fire districts. Times and dates to be determined, but preferably within two to three days of each other.

The group meetings will include at least one representative from MFPD and CSFPD (typically a Fire Chief or chief officer to act only as a technical resource and to answer questions that may arise). Along with facilitation of the meetings, electronic surveys and/or questionnaires may be used by Triton to obtain more detailed information. This is a very important part of the process, as it ensures that customer needs and concerns are integrated into the study.

This portion of the process helps to ensure that public concerns are understood by the fire district's leadership. This provides influential members of the community with accurate information about the components and services regarding public safety. This process will seek to identify:

- Customer expectations
- Areas of customer concern about the organization
- How customers prioritize the services provided by the organization
- Customers positive attributes of the organization
- How “good service” is measured by the customer

Triton will also facilitate one meeting with the Fire Station Location Committee.

### **Task 2-D: Survey of the Fire Districts**

Triton’s Project Manager will work with project representatives from both fire districts to identify and develop the most feasible option(s) for conducting an external survey. This will allow community members of both fire districts with an opportunity to participate in acquiring the necessary information and data. Triton’s Project Manager will obtain the responses and develop and produce a summary of the results. The survey will be designed to gather detailed feedback related to several aspects of the community members’ priorities, opinions, and expectations related to the fire district’s service-delivery, core services and programs, positive and corrective issues, and recommendations.

Triton will obtain survey responses confidentially, so as to ensure anonymity of the respondents. This will be accomplished using an online electronic application (Survey Monkey®) only accessible by the intended participants and the Triton Project Team. Triton’s Project Manager will develop and produce a report entailing the survey results.

### **Task 2-E: Assessment of Community Risks**

Triton will conduct an analysis of local community risks and interpret their potential impact on emergency services planning and delivery. Parcel data, ISO fire-flow data, land use, zoning classifications, building footprint densities, economic value, occupancy data, and demographic information may be used, along with specific target-hazard information, to analyze and classify community risks by:

- Probability
- Type
- Location
- Effect on response capabilities
- Impact or consequences (economic, social, historic, cultural, and environmental)
- Speed of onset and duration

## Task 2-F: Spatial Visualization of Data & Information

Triton will use local zoning and planning information, along with available GIS data to evaluate the physical risks of the community to include:

- Topography, including response barriers, elevation extremes, and open space/interface areas
- Overall geospatial characteristics that will include political and growth boundaries, construction, and infrastructure limitations
- Evaluation of physical assets protected
- Transportation networks including roads, rail lines, airports, and waterways

### Risk Assessment Methodology

- Risk Assessment Matrix
- Community loss and save information
- Community-wide hazards, threats, vulnerabilities, and risks
- Risk by planning/demand zones
- Community safety and remediation Programs
- Community fire protection and detection systems
- Risk by response category: fire, EMS, and other emergency incidents
- Utilize three-axis or bar data visualization to include probability, consequence, and organization impact (resiliency)

## Section Three—Organizational Analysis

Triton will conduct an organizational analysis of the two fire districts based on the elements included in the following objectives. The purpose of this evaluation is to assess each fire district's operations in comparison to industry standards and best practices, as well as to create benchmarks against which to compare future improvement.

### Task 3-A: Description of the Fire Districts

An overview of the organizations will be developed evaluating:

- Service area general population and demographics
- Contributing factors
- History, formation, and general description of the agency community
- Governance and lines of authority
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

### Task 3-B: Review of Services Provided

Triton will evaluate the various services currently provided by the fire districts. Areas to be considered include:

- Review of emergency response services by type
- Review and evaluate operational staffing levels, distribution, and assignments
- Description of the current service-delivery infrastructure
- Review staff scheduling methodologies
- Review staff allocation to various emergency functions

### Task 3-C: Capital Facilities & Equipment

This task will entail a review of current major capital assets (facilities and apparatus). This evaluation will include:

**Facilities**—Tour and make observations in areas critical of current station location and future station considerations. This will entail a cursory review of each facility and not a detailed, comprehensive engineering analysis. Items to be contained in the report include:

- Design
- Construction
- Safety
- Future viability
- Code compliance
- Staff facilities
- Efficiency

**Apparatus/Vehicles**—Review and make recommendations regarding inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment



### **Task 3-D: Provision of Services Across the Fire Districts**

An overview of the provision of services across the two fire districts will be developed evaluating:

- Deployment Considerations
  - Computer Aided Dispatch (CAD) system
  - Unit types and minimum staffing
  - Service-provision methodology
  - Resiliency
  - Response levels
- Critical Task Analysis: fire suppression, EMS, other emergency incidents
- Baseline Performance
  - Performance monitoring methodology
  - Response Metrics: population categories, hazard types, risk levels
  - By planning of response zone
  - Systemwide performance

### **Task 3-E: Review of Historical System Performance**

To the extent data is available, Triton will review and observe areas affecting service levels and operational performance. These will include, but not necessarily be limited to:

- Resource Distribution Study
  - Overview of the current facility and apparatus deployment strategy, analyzed through GIS software, with identification of service gaps and redundancies in initial unit arrival
- Resource Concentration Study
  - Analysis of company and staff distribution as related to effective response force (ERF) assembly
  - Analysis of response-time performance capability to achieve full EFR
- Response-Reliability Study
  - Current workload, including unit hour utilization (UHU) of individual companies
  - Analysis of call-concurrency and impact on ERF assembly (resource drawdown)
  - Analysis of call-concurrency and impact on resource exhaustion
- Other analyses necessary to determine operational performance

- Historical Performance Summary
  - Analysis of actual system reflex time performance, analyzed by individual components
  - Impact of mutual and automatic aid systems

Triton will evaluate the current workload of MFPD and CSFPD and relate that analysis to the previously described community risk. An analysis will be completed and a matrix will be developed for the community's common and predictable risk types identifying staffing and resource needs. The matrix shall be developed with consideration to:

- Risk-specific staffing levels to meet the critical tasking analysis for the identified risks
- Time standards that will provide for effective initiation of critical tasks and functions
- Service-demand study that will analyze and geographically display current service demand by incident type and temporal variation
- Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks
- Summary of current available resources in matrix format

### **Task 3-F: Establishment of Performance Objectives**

The establishment of fire and EMS response-time standards and targets is a primary responsibility of policymakers, based on community risk, citizen expectations and the capabilities of the fire districts. Triton will identify the current level of emergency services provided by each district and compare their performance against industry standards and best practices, such as the benchmarks described by the *Insurance Services Office (ISO)*, consensus standards from the *National Fire Protection Association (NFPA)*, recommended practices from the *Center for Public Safety Excellence (CPSE)*, and other pertinent resources.

- Fire Suppression Services
- Emergency Medical Services
- Hazardous Materials Services
- Technical Rescue Services
- All Programs

If the districts have adopted response-performance goals, these will be reviewed and discussed. If either or both districts have not adopted performance goals, information will be provided and discussed matching the nature and type of risks identified in the previous report sections.

- Evaluation of Performance
  - Evaluation methodology
  - Benchmark objectives
  - Factors to consider
- Evaluation Findings
  - Response-Time Performance—Each timed element of the response system, from receipt of call to arrival of first apparatus or unit
  - Resource Distribution—Initial attack (first due) resources for risk-specific intervention
  - Resource Concentration—Effective response force assembly (apparatus and personnel), of the initial resources necessary to stop the escalation of the emergency for each risk type

Triton will also review and consider any current or draft performance goals, objectives, and measures in place by the agency to determine recommended levels of service.

## Section Four—Operational Strategies & Recommendations

Triton will develop recommended strategies intended to place the fire districts in a position to successfully address risk and provide service to their communities. Triton will develop and analyze various models for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service at the most efficient cost.

In addition, Triton will identify potential locations for future fire stations based on population growth and service-demand projections, as well as other relevant factors. Recommendations will be provided identifying the best strategies, as well as the impact of initiating them.

### Task 4-A: Recommended Operational Strategies

Triton will develop recommended short-term, mid-term, and long-term strategies for operations to improve the level of service towards the identified staffing performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Staffing needs and requirements
- Operations and deployment options of apparatus by type
- Deployment of special units or resources
- Development of operational performance standards and targets

**Task 4-B: Recommendations on Future Fire Station Locations**

- Need for future fire stations and potential locations
- Any relocations of existing fire stations
- Options for possible co-locations
- GIS images of future fire stations locations

**Section Five—Development & Delivery of the Report****Task 5-A: Development & Review of the Draft Report**

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of MFPD and CSFPD. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report prior to finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element clearly written and presented in sections with explanatory support to ensure an understanding by all readers
- Supportive charts, graphs, GIS maps and analyses, and diagrams, where appropriate

**Task 5-B: Publication of the Final Report**

Following review and approval by MFPD and CSFPD representatives, Triton will provide a total of ten (10) printed and bound copies and electronic version (PDF format) of the report.

**Task 5-C: Presentation of the Final Report**

Triton will present the initial findings and recommendations to both District Boards prior to finalizing the report.

## Estimated Project Timeline & Fee Proposal

### Project Completion Timelines

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of the Montecito Fire Protection District, Carpinteria-Summerland Fire Protection District, and AP Triton. The timeline will not begin until Triton has been provided with *all* information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in less time than anticipated.

**Estimated Time to Complete the Project: 4–5 months (120–150 days)**

### Project Fee Proposal

AP Triton Consulting presents the following formal cost proposal for the project outlined in the Scope of Work. The fee Triton is proposing to perform this study is inclusive of expenses:

Project Section	Fees & Expenses
<b>Section 1:</b> Project Implementation & Information Acquisition	\$1,800
<b>Section 2:</b> Community Risk Assessment	\$18,741
<b>Section 3:</b> Organizational Analysis	\$6,900
<b>Section 4:</b> Operational Strategies & Recommendations	\$2,833
<b>Section 5:</b> Development & Delivery of the Report	\$10,017
<b>Proposed Project Fee (will not exceed):</b>	<b>\$40,291</b>

### Payment Schedule & Invoicing

- First-third payment due upon signing of the contract.
- Second-third due at submission of draft report for technical review.
- Final payment due at completion of the project.
- Additional hours will be billed at a rate of \$135/hour for the Project Manager and \$100/hour for consultants plus any additional travel expenses.

### Cost Quotation Information

- Bid quotation is valid for 30 days.
- Triton Federal Employer Identification Number: 47-2170685.
- Triton shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

## AP Triton Consulting, LLC

### Contact Information

Triton's corporate headquarters is based in Sacramento, California—although we have consultants and subject matter experts located throughout the United States.

- **Address:** 1851 Heritage Lane, Suite 138, Sacramento, CA 95815
- **Phone:** 707-266-4309
- **E-Mail:** info@aptriton.com
- **Website:** www.aptriton.com

### About AP Triton

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, Special Events and Filming, fire prevention, and Life-Safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, fire department consolidation studies, EMS systems analyses, staffing studies, agency evaluations, fire station location and engineering studies, and much more.

We have extensive experience in valuing fire protection and EMS delivery systems and providing clients with guidance on how to best improve the quality of service, as well as accessing both revenue and federal cost-recovery programs, such as GEMT and IGT. Additionally, AP Triton has successfully negotiated public/private partnerships that have resulted in tens of millions of dollars in new revenue for our clients.

## Conflict of Interest & Disclosures

### Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation. Triton is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

### Insurance

Triton is insured, and specific information and insurance certificate is available upon request.

### Litigation

Triton has no past and/or pending litigation or unresolved lawsuits.

## Appendix 1: Qualifications of the Project Team

### Kurt Latipow

#### Senior Project Manager



#### Summary of Qualifications

Mr. Latipow has enjoyed 40 years in Public Safety with over 27 years of Public Administration in Fire Chief and Chief Officer positions. He has developed and implemented numerous comprehensive fire and emergency services related plans.

Mr. Latipow has facilitated the adoption of those plans via a variety of governing bodies. Mr. Latipow offers extensive experience in developing and implementing

emergency, strategic, master plans and succession plans/management processes as

well as developing and implementing Standards of Cover Analysis, Fees for Service Cost Recovery Programs and ALS Program Development and Implementation for both transport and engine company-based organizations.

#### Work Experience

- City of Lompoc, CA - Fire Chief
- Washoe County, NV - County Fire Services Coordinator
- City of Ukiah, CA - Fire Chief
- State of California, Governor's Office of Emergency Services – Deputy Chief, Fire and Rescue Branch
- Stanislaus Consolidated Fire Protection District, CA - Fire Chief/Chief Executive Officer
- Hesperia Fire Protection District, CA - Fire Chief
- City of Arroyo Grande, CA - Fire Chief/Director of Building and Fire
- City of Monterey Park Fire Department, CA - Battalion Chief/Fire Marshal

#### Education

- National Fire Academy–Accredited Executive Fire Officer
- California Fire Marshal Training and Education System

#### Publications and Instructor Experience

- IAFC/Volunteer Combination Officers 2017 Symposium in the West—Building Leaders from Within
- IAFC and League of California Cities 2016 - "The Achilles Heel of Local Government"
- California Fire Chiefs 2016 - "The Why and How of Succession Planning and Implementation"
- League of California Cities 2015 - "Contracting for Fire Services; the Trials, Tribulations, Landmines and Political Challenges"
- League of California Cities 2014 - "Leading Change in the New Reality"
- California Fire Chiefs Association 2012 - "Re-engineering Fire Service-Based Service Delivery"
- IAFC/ICMA 2012 - Success & Sustainability

#### Professional Affiliations

- California Fire Chiefs Association
- League of California Cities Fire Department – Past President
- League of California Cities Public Safety Policy – Past Committee Chair
- Life member International Association of Fire Chiefs

Note: This is a brief summary of Mr. Latipow's CV. A complete version can be made available on request



## John A. Stouffer

### Senior Project Manager



#### Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, Mr. Stouffer has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

#### Professional Experience

- Western Region Manager, Emergency Services Consulting International (ESCI) (2018–2020)
- Project Manager/Associate Consultant, ESCI
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

#### Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

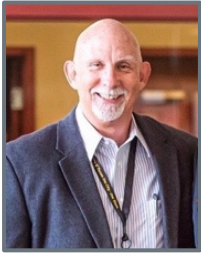
#### Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request.

## Jeff Piechura

### Associate Consultant



#### Summary of Qualifications

Experience in strong administrative, management, and leadership analysis skills to AP Triton, with strength in organizational development, operations, IT, finance, human resource management, emergent and non-emergent medical services, emergency management, and strategic planning. Specific experience and expertise related to the governance and operation of fire districts. Working in a team environment requiring strong collaboration and communication skills. Critical thinking and problem solving are strengths.

#### Professional Development & Education

- Fire District and municipal fire department administration, management, strategic planning. IT planning and development, personnel development, data collection and performance management, assessment, and accreditation.
- Municipal fire administration, assessment, personnel development, strategic planning, transforming systems and services, data collection and performance management
- Master's Degree, Arizona State University
- Bachelor's Degree, Arizona State University

#### Experience

- Consultant, Emergency Services Consulting International
- Executive Management Advisor to the City Manager, City of Tucson
- Assistant Chief, Sedona Fire District, Arizona
- Fire Chief, City of Stockton, California
- Fire Chief, Northwest Fire District, Arizona

#### Associated Professional Accomplishments

- Past President of the Arizona Fire Chiefs Association
- Past Chairman of the Arizona Fire Services Institute
- Past Board Member Center for Public Safety Excellence
- Arizona Fire Service Inductee to the Hall of Flame

Note: This is a brief summary of Mr. Piechura's CV. A complete version can be made available on request.

## Frank Blackley

### Associate Consultant



#### Summary of Qualifications

Frank Blackley has more than 30 years of experience in the fire service and has served with several departments in southeastern North Carolina. His service began at the Wilmington Fire Department, after which spending nearly 10 years at the Wrightsville Beach Fire Department. In 1996, he began working with New Hanover County Fire Rescue as a fire inspector/investigator. In 1999, he returned to the Wilmington Fire Department as an inspector and was promoted to Assistant Chief and Fire Marshal in 2001. He served in this role until 2009, then transferred to Assistant Chief of Operations. In 2012, he assumed his current role as Assistant Chief of Support Services.

Chief Blackley brings a long history of education, experience, and technical expertise to ESCI. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief Blackley has contributed to Vision 20/20 as a technical advisor for several states and development of a new Outcome Measures Guide. He has spoken nationally on Community Risk Reduction and how to use data in the decision-making process. He is familiar with the Center for Public Safety Excellence accreditation process has written several of the categories for his department.

#### Educational Background

- University of North Carolina Wilmington, Master's Public Administration, Urban and Regional Policy and Planning, 2011
- Executive Fire Officer Program, Emmitsburg, MD 2009
- University of Maryland University College, Bachelor of Science in Fire Science, 1996
- Guilford Technical Community College, Associate of Science in Fire Science
- Commission on Professional Credentialing, Chief Fire Officer

#### Professional Experience

- Consultant, Emergency Services Consulting International
- Technical Advisor, Vision 20/20
- Assistant Fire Chief, City of Wilmington, NC
- Deputy Fire Marshal, New Hanover County, NC

#### Relevant Experience

- President, North Carolina Fire Marshal's Association
- Chair, New Hanover County Public Safety Communication Center Policy Board
- Member, North Carolina Fire Code Revision Committee

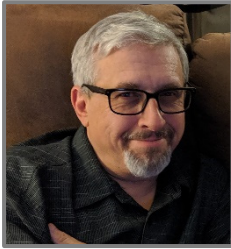
#### Associated Professional Accomplishments

- Assisted in development of Community Risk Reduction course for National Fire Academy
- Developed Outcome Measures Guide for Vision 20/20
- Published author, Crisis Response Journal, Hurricane Florence: Response and Recovery

Note: This is a brief summary of Mr. Blackley's CV. A complete version can be made available on request.

## James Long

### Technical Consultant



#### Summary of Qualifications

Mr. Long has almost 40 years of experience in public safety. His career has included firefighting, paramedicine, EMS personnel management, Computer Aided Dispatch System project deployment, Data Analysis, Public Safety Software Sales, Communications Coordination, Project Management and, Geographic Information Systems Analysis.

His career has been varied and rich exposing him to many aspects of public safety operations including communications/dispatch, data processing and analysis, logistics including fleet services, facilities, and warehouse operations. Managing data through different systems and projects.

#### Educational Background

- Bachelor's in Liberal Arts, Pre-Medicine Boston University, Boston MA 1983
- Paramedic Training Program, University of Arizona, Tucson, AZ 1985.
- Numerous National Incident Management training courses
- Numerous Environmental Systems Research Institute (ESRI) training courses
- Fitch and Associates Communications Center Manager Course (CCM)
- Programming and Project Management Training (EdX)

#### Professional Experience

- EMT Paramedic Firefighter
- EMS District Manager
- Computer Aided Dispatch Manager
- Emergency Vehicle Repair Service Corporation Partner
- Sales Executive, Public Safety Software
- President/Partner J and L Long Consulting LLC
- Communications Coordinator
- Firehouse RMS Database Administrator
- GIS Analyst – Senior GIS Analyst
- Fire Department Facilities Project Manager

#### Relevant Experience

- Past President, Arizona Association of Public Safety Communications Officials (APCO)
- CFAI accreditation Data Analyst for 2011 & 2016 Re-accreditation Team
- BLS CPR and Advanced Cardiac Life Support instructor (Former)
- Volunteer Board member, Friends of Redington Pass

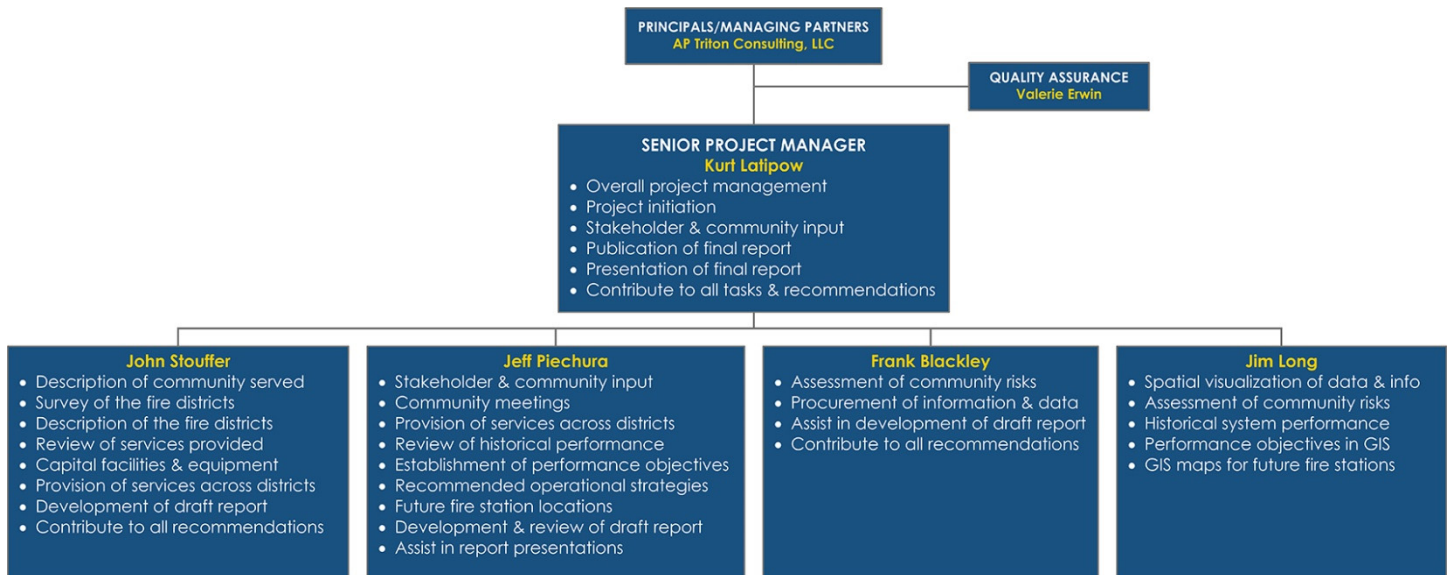
#### Associated Professional Accomplishments

- 2018 Presenter at ESRI Chief Information Officer Symposium
- 2017 ESRI Achievement in GIS Award
- 2013 Assistance to Firefighters Grant Award – First Watch System

Note: This is a brief summary of Mr. Long's CV. A complete version can be made available on request.

## Project Organizational Chart

The following figure is an organizational chart illustrating the assignments of the Triton project team members.



Project Team Member	Task Assignments <sup>1</sup>
Kurt Latipow, Senior PM	Tasks 1-A & B; Tasks 2-B, C, & D; Tasks 3-A, B, C, E, & F; Tasks 4-A & B; Tasks 5-A, B, C
John Stouffer	Task 1-B; Tasks 2-A, C, & D; Tasks 3-A, B, C, & D; Task 4-A; Tasks 5-A & C
Jeff Piechura	Tasks 1-A & B; Tasks 2-A, B, & C; Tasks 3-D, E, & F; Tasks 4-A & B; Tasks 5-A & C
Frank Blackley	Task 1-B; Task 2-E; Task 5-A
Jim Long	Task 1-B; Tasks 2-E & F; Tasks 3- E, & F; Tasks 4-A & B; Task 5-A
Valerie Erwin	Report quality assurance and proofing; administrative support

<sup>1</sup>Some tasks will be shared among the project team members.

## Appendix 2: AP Triton Clients & Experience

The following is a **partial** list of Triton's current and former clients. An expanded list can be provided if requested.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department
- Alameda County Fire Protection District
- Alaska Fire Chiefs Association
- Albany Fire Department
- Anaheim Fire and Rescue
- Berkeley Fire Department
- Bethel Fire Department (AK)
- Big Indie Bliss, Inc. (NY)
- Bodega Bay Fire Department
- Brea Fire Department
- California Fire Chiefs Association
- California Metro Chiefs Association
- Carlsbad Fire Department
- Carroll County Ambulance District (MO)
- Central Jackson County FPD(MO)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department
- Chula Vista Fire Department
- Central Kitsap Fire and Rescue (WA)
- City of Colton/Loma Linda FD
- Contra Costa County FPD
- City of Costa Mesa Fire Department
- Cosumnes Fire Department
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department
- Dixon Fire Department
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department
- Exeter District Ambulance
- Eugene/Springfield Fire Department (OR)
- Fairfield Fire Department
- Fort Myers Fire Department (Florida)
- Fountain Valley Fire Department
- City of Fresno Fire Department
- Fullerton Fire Department
- Eureka Fire Protection District (MO)
- Fairfield Fire Department
- Fort Myers Fire Department (FL)
- Fountain Valley Fire Department
- City of Fresno Fire Department
- Fullerton Fire Department
- Gig Harbor/Pierce FD #5 (WA)
- Grand River Regional Ambulance (MO)
- Gray's Harbor #4/L. Quinault VFD (WA)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association
- Hermosa Beach Fire Department
- Huntington Beach Fire Department
- Idaho Fire Chiefs Association
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- Milwaukee Fire Department (WI)
- Sonoma County Fire Chiefs Association
- Sonoma County Fire District
- Sonoma Valley Fire Department
- Stockton Fire Department
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority
- Umatilla Fire Department
- Utah Fire Chiefs Association
- Vacaville Fire Department
- Valley Center Fire Protection District
- Ventura County Fire Department
- Washington Fire Chiefs Association
- Watsonville Fire Department

The following is a **partial** list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the U.S. and Canada.

<b>Project Description</b>	<b>Organization</b>
• Community Risk Assessment-Standards of Cover:	Idaho Falls Fire Department (ID)
• Consolidation Feasibility Study & Service Review:	Central and Aptos FPDs (CA)
• Fire Departments Consolidation Study:	Multiple Departments (MO)
• Community Risk Assessment-Standards of Cover:	Santa Maria (CA)
• Fire District Consolidation Study:	South Beach FD (WA)
• Fire Department Staffing Needs Assessment:	Santa Rosa (CA)
• Operational Analysis:	Strathcona Fire (Canada)
• Community Risk Assessment-Standards of Cover:	Salinas (CA)
• EMS System Analysis:	Summit County Fire Agencies (CO)
• Regional Fire Service Study:	Pinole (CA)
• Fire Department Master Plan	Wasatch County Fire (UT)
• Standards of Coverage & Deployment Plan:	Tahoe Douglas FPD (NV)
• Organizational Assessment:	Yreka Fire Department (CA)
• Alternative Governance Model Feasibility North:	North Tahoe & Meeks Bay FPDs (CA)
• EMS Integration Study:	Henry & Jefferson Counties (IA)
• Succession Management Report:	Cosumnes Fire Department (CA)
• Fire Protection & Life-Safety Feasibility Study:	San Benito County (CA)
• Community Risk Assessment-Standards of Cover:	Menlo Park FPD (CA)
• Fire Department Master Plan:	North Whatcom Fire & Rescue (WA)
• Fire Departments Consolidation Study:	Walla Walla Fire Agencies (WA)

## Appendix 3: References & Projects

The following are several examples of references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

<b>Contra Costa County Fire Protection District (California)</b>			
<b>Project Name:</b>	Ambulance Service Feasibility Study		
<b>Description:</b>	<p>AP Triton conducted a fire-based Ambulance Feasibility Study for the Contra Costa County Fire Protection District (population over 1 million). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed AP Triton to determine the maximum value of the system. The study then analyzed the Federal Reimbursement programs available and provided estimates for both GEMT (Ground Emergency Medical Transport) and IGT (Intergovernmental Transfer) programs. Several options were proposed for consideration by the Fire District, and the Public-Private Partnership (contractor/subcontractor) option was chosen. AP Triton then provided services to select the private (subcontractor) partner and managed the response to the county-wide RFP for ambulance service. Contra Costa County Fire was awarded the contract for ambulance service through a competitive bid process. They have increased their response time compliance from a level of 89-90% under the former provider to an average of 96% across all response zones. Further, their ambulance transport system, which was historically under questionable sustainability, now turns a \$10 million profit annually and has amassed a reserve of \$28.6 million. AP Triton Consulting is currently on a maintenance and system retainer agreement through March 2021 to assist the Contra Costa County Fire Department in operating its ambulance transport system.</p>		
<b>Project Start Date:</b>	2016	<b>Completion Date:</b>	2018
<b>Project Budget:</b>	\$62,070		
<b>Contact Name/Title:</b>	Lewis Broschard, Fire Chief		
<b>Client Phone:</b>	925.941.3300		
<b>Client E-Mail:</b>	Lewis.broschard@cccfpd.org		



City of Costa Mesa Fire Department (California)			
<b>Project Name:</b>	Ambulance Service Feasibility/Optimization Study		
<b>Description:</b>	<p>AP Triton conducted a fire-based Ambulance Feasibility Study for the City of Costa Mesa Fire Department (population 112,000). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed us to determine the maximum value of the system. The study then analyzed the Federal Reimbursement programs available and provided estimates for both GEMT and IGT programs. This study provided several options for the Department to consider; the Public-Private Partnership (contractor/subcontractor) model was chosen. AP Triton then assisted in the successful negotiations with the chosen private (subcontractor) partner.</p>		
<b>Project Start Date:</b>	2017	<b>Completion Date:</b>	2019
<b>Project Budget:</b>	\$90,000		
<b>Contact Name/Title:</b>	Dan Stefano, Fire Chief		
<b>Client Phone:</b>	714.754.5106		
<b>Client E-Mail:</b>	Dan.Stefano@costamesaca.gov		

Sonoma County Fire District (California)			
<b>Project Name:</b>	EMS Ordinance Development		
<b>Description:</b>	<p>AP Triton represented the fire departments in Sonoma County that provide ambulance transport in the County of Sonoma's EMS ordinance process. Triton was successful in protecting the public providers' .201 rights and having their geographical areas defined. The ordinance addresses exclusivity as well as guaranteeing the public providers will not only be able to bid the only exclusive operating area in the County but will also allow the public providers to avoid competitive bidding should the County determine that the ambulance service can be assigned to the fire service through Lomita. As such, the County is in the process of validating Lomita at this time and we believe that this service will be assigned or contracted to the fire service through the Sonoma County Fire District.</p>		
<b>Project Start Date:</b>	2018	<b>Completion Date:</b>	2019
<b>Project Budget:</b>	\$46,000.00		
<b>Contact Name/Title:</b>	Mark Heine, Fire Chief		
<b>Client Phone:</b>	707.838.1170		
<b>Client E-Mail:</b>	mheine@sonomacountyfd.org		



# Agenda

## Item #3







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## STAFF REPORT

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**To:** Montecito Fire Protection District Board of Directors  
**From:** Kevin Taylor, Fire Chief   
**Prepared By:** Aaron Briner, Battalion Chief/Fire Marshal  
**Date:** May 26, 2020  
**Topic:** **Consideration of Resolution 2020-05 Accepting State Mandated Annual Fire Inspections Report in Compliance with SB 1205**

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### Summary

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On September 27, 2018, the Governor of the State of California signed Senate Bill No. 1205. The bill mandates that every city or county fire department, or fire district shall report annually to its administering authority on its compliance with the Health and Safety Code, Sections 13146.2 and 13146.3. The Bill states that the report shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

This item is before the Board of Directors to request approval of Resolution 2020-05 (Attachment 1) accepting the state mandated annual fire inspection report, in compliance with SB 1205.

### Discussion

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The California State Fire Marshal, through the California Health and Safety Code, mandates that certain occupancy types shall be inspected annually. These mandated occupancy types include private and public schools, hotels, motels, lodging houses and apartment/condominium buildings in accordance with California Health and Safety Code Sections 13146.2 and 13146.3. The purpose of annual fire inspections is to mitigate known hazards, reduce risk to the community and ensure reasonable compliance with the California Fire Code. The Montecito Fire Protection District performs the mandated inspections, as well as inspections of local businesses as part of the District's annual fire inspection program completed by engine companies and Fire Prevention Bureau personnel. The Fire District inspected 74% of the state mandated annual inspections within the calendar year 2019.

California Health and Safety Code Section 13146.2 mandates that the local fire department or district inspect all hotels, motels, and lodging houses once annually. The Montecito Fire Protection District inspected 2 of 3 hotels, motels, and lodging houses during the 2019 calendar year.

California Health and Safety Code Section 13146.3 mandates that the local fire department or district inspect all public and private schools once annually. The Montecito Fire Protection District inspected 8 of 8 school facilities during the 2019 calendar year.

California Health and Safety Code Section 13146.2 mandates that the local fire department or district inspect all apartments once annually. The California Building Code also specifies that condominiums should be considered apartments for building code application. An apartment shall consist of three or

more attached units, and excludes all duplex and townhome buildings as defined by code. The Montecito Fire Protection District inspected 3 of 5 apartment/condominium complexes during the 2019 calendar year.

Additionally, the Montecito Fire Protection District inspected residential care facilities that may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, and similar. The residents may also be non-ambulatory or bedridden. The Montecito Fire Protection District inspected 1 of 3 residential care occupancies of this nature.

In total, the Montecito Fire Protection District conducted 14 of the 19 state mandated inspections during the 2019 calendar year, per the California Health and Safety Code. Due to limited staff, the 2019 Fire Code adoption process, and implementation of a new fire inspection software program (Fulcrum), the Montecito Fire Protection District was not able to complete 100% of inspections during the 2019 calendar year. In addition, as a result of the COVID-19 pandemic and the necessity to provide for social distancing, the District has temporarily suspended annual fire and life safety inspections for calendar year 2020. We will resume our inspection duties when the health and wellness of our members and the citizens can be ensured.

The acceptance of this compliance report and the recommended Resolution fulfill the statutory requirements contained in California Health and Safety Code Sections 13146.2, 13146.3, and 13146.4, as amended by SB 1205.

## **Conclusion**

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Staff recommends that the Board approve Resolution 2020-5, accepting a report on the status of all state mandated annual fire inspections in the Montecito Fire Protection District in conjunction with SB 1205 and California Health and Safety Code Section 13146.4 requirements.

## **Attachments**

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1. Resolution 2020-5.

## **Strategic Plan Reference**

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Strategic Plan Goal #2, Contain our Risks.

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF THE MONTECITO FIRE PROTECTION DISTRICT,  
ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE  
MONTECITO FIRE PROTECTION DISTRICT REGARDING THE INSPECTION OF CERTAIN  
OCCUPANCIES REQUIRED TO RECEIVE ANNUAL INSPECTIONS PURSUANT TO SECTIONS  
13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.**

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Montecito Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the Montecito Fire Protection District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

WHEREAS, the Board of the Montecito Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Montecito Fire Protection District's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Montecito Fire Protection District that said Board expressly acknowledges the measure of compliance of the Montecito Fire Protection District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Montecito Fire Protection District, as follows:

**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Montecito Fire Protection District, there lie **8** Group E occupancies, buildings, structures and/or facilities.

During the calendar year ending 12/31/19, the Montecito Fire Protection District completed the annual inspection of **8** Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of **100 %** for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc., as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Montecito Fire Protection District, there lie **11** Group R (and their associated sub-categories) occupancies of this nature.

During the calendar year ending 12/31/19, the Montecito Fire Protection District completed the annual inspection of **6** Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of **55%** for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**PASSED AND ADOPTED**, by the Board of Directors the Montecito Fire Protection District this 26th day of May, 2020, by the following vote, to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Sylvia Easton, President

ATTEST:

\_\_\_\_\_  
Judith Ishkanian, Secretary



# Agenda

## Item #5



# Attachment

# A






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**STAFF REPORT**


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**To:** Montecito Fire Protection District Finance Committee  
**From:** Kevin Taylor, Fire Chief *KT*  
**Prepared by:** Araceli Nahas, Accountant *AN*  
**Date:** May 18, 2020  
**Topic:** Recommended Preliminary Budget for Fiscal Year 2020-21

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**Summary**


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This report will focus on the recommended Preliminary Budgets for the District's three funds: General Fund, Capital Reserves, and Land & Building.

This budget is presented to you during the COVID-19 public health emergency that has caused significant uncertainties globally and in our local market. We have considered the possible effects that this may have on District property tax revenues and investment returns in the next several years. We will continue to focus on our current priorities – community safety, firefighter health and safety, contractual labor obligations and capital improvements – while monitoring our budget progress frequently and presenting modifications as necessary.

**Budget Summary**


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The following table provides an overview of the revenues and expenses for all three funds. The General Fund and Land & Building fund will use existing funds to support the negative financial impacts for the fiscal year.

	<b>GENERAL FUND</b>	<b>CAPITAL RESERVES</b>	<b>LAND &amp; BUILDING</b>	<b>TOTAL</b>
PROPERTY TAXES	18,352,000	-0-	-0-	<b>18,352,000</b>
OTHER REVENUE	<u>1,186,500</u>	<u>507,500</u>	<u>80,000</u>	<u><b>1,774,000</b></u>
<b>TOTAL REVENUE</b>	<b>19,538,500</b>	<b>507,500</b>	<b>80,000</b>	<b>20,126,000</b>
SALARIES AND BENEFITS	16,154,100	-0-	-0-	<b>16,154,100</b>
SERVICES AND SUPPLIES	2,346,050	-0-	-0-	<b>2,346,050</b>
CAPITAL ASSETS	837,000	145,000	1,200,000	<b>2,182,000</b>
TRANSFERS	<u>475,000</u>	<u>-0-</u>	<u>-0-</u>	<u><b>475,000</b></u>
<b>TOTAL EXPENSES</b>	<u><b>19,812,150</b></u>	<u><b>145,000</b></u>	<u><b>1,200,000</b></u>	<u><b>21,157,150</b></u>
<b>NET FINANCIAL IMPACT</b>	<b>(273,650)</b>	<b>362,500</b>	<b>(1,120,000)</b>	<b>(1,031,150)</b>

## Discussion

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The Recommended Preliminary Budget provides anticipated revenues and expenses for the fiscal year 2020-21, and it is presented along side the adopted budget for the current fiscal year 2019-2020 for comparison purposes. The following descriptions will detail significant variances at the line item level.

### General Fund Revenues

- Property Taxes Revenue – Secured property tax (3010) is expected to increase by 3.4% based on preliminary assessments. Supplemental Property Tax (3054) is expected to decrease due to an anticipated drop in home sales as a result of the market uncertainty. The total property tax increase from the prior year is \$456,000, 2.5%. An updated assessed value will be provided in August and property tax revenues will be updated accordingly in the Final Budget.
- State and Federal Emergency Assistance (3750 and 4476)– These two line items capture expected revenue from state and federal fire assignments. The revenue was decreased by 50% to match expected revenues for FY 2020. Total fire assignment revenue is budgeted at \$750,000: \$500,000 from state and \$250,000 from federal agencies.
- State and Federal Aid for Disaster (4160 and 4610) – These two line items capture expected outstanding reimbursements from CalOES and FEMA for disaster cost recovery program. We expect to recover some expenses incurred as a result of COVID-19, but it's difficult to estimate that number since the health emergency is still ongoing.

### General Fund Expenditures – Salaries & Employee Benefits

- Regular Salaries (6100) - The budgeted salaries are calculated with a 5% base pay increase for all employees effective July 1, 2020, as agreed upon in the MOUs. However, overall there is a \$497,000 or 5.5% decrease from the following year. In the previous budget year, salaries included a one-time bonus for all employees (\$230,000), higher than normal vacation payouts to retirees (\$400,000), and we have salary savings equivalent to two FTE due to four vacancies that are scheduled for a January 2021 start date.
- 6300, 6301 & 6310 Overtime – The overtime categories have been increased to account for the change in pay rates, with the exception of Overtime – Fire Reimbursable (6301) has been decreased to reflect the adjustment in revenue from fire assignments (3750 and 4476).
- 6400 Retirement Contributions – Employer contribution rates for the CalPERS pension programs are increasing year to year. The overall expected increase is expected to jump 440,000, or 15.6%, from the prior fiscal year. Classic employees are cost-sharing 12% towards pension in an effort to mitigate the rising costs.
- 6900 Worker's Compensation Insurance – The worker's comp insurance premium will increase due to a jump in the District's experience modification factor, and higher rates for the Safety plan.

### General Fund Expenditures – Services and Supplies

Every expense line item has an "Operational" budget, which is the minimum amount required to continue operating at the current level of service. Other descriptions are included to show one-time expenses being presented for approval in the budget, and to provide more detail on the line item funding fluctuations.

- Clothing and PPE (7030) – Proposed one-time expenses include turnout sets to replace those which exceed the NFPA recommended 10-year service life, and Class A uniforms for all employees.
- Structure and Ground Maintenance (7200) – Proposed one-time expenses include \$35,000 towards the recently vacated rental property to replace a leaking roof and windows.
- Office Expenses (7450) – Proposed one-time expenses include new computers (replaced every five years) and office furniture for the Prevention office to accommodate an additional person.

- Professional and Special Services (7460) – This account line item captures all professional services: legal, IT, medical exams, mapping, communications consulting, and special studies.

#### **General Fund Expenditures – Capital Assets**

- Structures and Improvements (8200) – Proposed one time expenses include upgrades to the HVAC system in Station 1 and new flooring in both stations.
- Equipment (8300) – This line item is used to account for fixed assets over \$5,000, which are recorded and depreciated over an estimated useful life. Proposed one time expenses includes a full replacement of the Single Contained Breathing Apparatus (SCBA) equipment system, estimated to cost over \$600,000.

**Capital Reserves (Fund 3652)** – This fund maintains reserves for vehicle and apparatus replacements based on a schedule. The funds are transferred from the General Fund, totaling \$475,000. Two staff vehicles are scheduled for replacement: Battalion 96 (A-shift) and Prevention 94 (Assitant Fire Marshal). All vehicles are purchased under government pricing contracts.

**Land & Building (Fund 3653)** – This fund maintains reserves for additional station acquisitions, and the rebuilding project on the rental unit.

#### **Conclusion**

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The Finance Committee has the option to make recommendations to the Board, prior to approval in June.

#### **Attachments**

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1. Recommended Preliminary Budgets for Fiscal Year 2020-21

#### **Strategic Plan Reference**

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Strategic Plan Goal #9, Ensure Financial Accountability & Transparency





**Montecito Fire Protection District**  
**Recommended Preliminary Budget for Fiscal Year 2020-21**

**FUND 3650 - GENERAL FUND**

	Preliminary Budget FY 2020-21	Adopted Budget FY 2019-20	Increase/ (Decrease)	%
				Change
<b>REVENUES</b>				
<b>Property Taxes</b>				
3010 Property Tax - Secured (3.4%)	\$ 17,384,500	\$ 16,813,000	\$ 571,500	
3011 Property Tax - Unitary	144,500	144,500	-	
3020 Property Tax - Unsecured	643,500	601,500	42,000	
3050 Property Tax - Prior Unsecured	21,500	21,500	-	
3054 Supplemental Property Tax - Current	158,000	315,500	(157,500)	
<b>Total Taxes Revenue</b>	<b>18,352,000</b>	<b>17,896,000</b>	<b>456,000</b>	<b>2.5%</b>
<b>Use of Money and Property</b>				
3380 Interest Income	120,000	180,000	(60,000)	
3409 Rental Property Income	20,000	20,000	-	
<b>Total Use of Money and Property</b>	<b>140,000</b>	<b>200,000</b>	<b>(60,000)</b>	<b>-30.0%</b>
<b>Intergovernmental Revenue - State</b>				
3750 State-Emergency Assistance (Fire Asgmt)	500,000	1,000,000	(500,000)	
4160 State Aid for Disaster	-	660,000	(660,000)	
4220 Homeowners Property Tax Relief	79,500	79,500	-	
<b>Total Intergovernmental Revenue - State</b>	<b>579,500</b>	<b>1,739,500</b>	<b>(1,160,000)</b>	<b>-66.7%</b>
<b>Intergovernmental Revenue - Federal</b>				
4476 Federal Emergency Assistance (Fire Asgmt)	250,000	500,000	(250,000)	
4610 Federal Aid for Disaster	-	233,500	(233,500)	
<b>Total Intergovernmental Revenue - Federal</b>	<b>250,000</b>	<b>733,500</b>	<b>(483,500)</b>	<b>-65.9%</b>
<b>Charges for Services</b>				
5105 Reimbursement for District Services	208,500	202,500	6,000	
<b>Total Charges for Services</b>	<b>208,500</b>	<b>202,500</b>	<b>6,000</b>	<b>3.0%</b>
<b>Miscellaneous Revenue</b>				
5769 State Reimbursements (911 system)	-	135,000	(135,000)	
5909 Other Miscellaneous Revenue	8,500	7,500	1,000	
<b>Total Miscellaneous Revenue</b>	<b>8,500</b>	<b>142,500</b>	<b>(134,000)</b>	<b>-94.0%</b>
<b>TOTAL REVENUES</b>	<b>\$ 19,538,500</b>	<b>\$ 20,914,000</b>	<b>\$ (1,375,500)</b>	<b>-6.6%</b>



**Montecito Fire Protection District**  
**Recommended Preliminary Budget for Fiscal Year 2020-21**

**FUND 3650 - GENERAL FUND**

		Preliminary Budget FY 2020-21	Adopted Budget FY 2019-20	Increase/ (Decrease)	%
					Change
<b>EXPENDITURES</b>					
<b>Salaries &amp; Employee Benefits</b>					
6100	Regular Salaries	\$ 8,464,000	\$ 8,961,100	\$ (497,100)	
6300	Overtime	184,000	175,000	9,000	
6301	Overtime - Fire Reimbursable	500,000	1,000,000	(500,000)	
6310	Overtime - Constant Staffing	892,500	850,000	42,500	
6400	Retirement Contributions	3,280,000	2,838,500	441,500	
6450	Supp Retirement Contribution	1,000,000	1,000,000	-	
6550	FICA/Medicare	151,800	165,700	(13,900)	
6600	Insurance Contributions	2,126,000	2,199,100	(73,100)	
6700	Unemployment Insurance	5,800	7,000	(1,200)	
6900	Workers Compensation Insurance	550,000	465,000	85,000	
	<b>Total Salaries &amp; Employee Benefits</b>	<b>17,154,100</b>	<b>17,661,400</b>	<b>(507,300)</b>	-2.9%
<b>Services &amp; Supplies</b>					
7030	Clothing and PPE	153,000	76,000	77,000	
	Operational	51,000	45,000		
	Turnout sets	72,000	13,500		
	Class A Uniforms	30,000	-		
	SCBA masks and hoods	-	17,500		
7050	Communications	125,000	125,000	-	
	Operational	115,000	115,000		
	iPads/accessories for field operations	10,000	10,000		
7060	Food	2,500	2,500	-	
7070	Household Supplies	33,000	59,000	(26,000)	
	Operational	33,000	33,000		
	Mattresses for dorms (13)	-	26,000		
7090	Insurance: Liability/Auto/Prop.	33,000	33,000	-	
7120	Equipment Maintenance	38,500	38,500	-	
7200	Structure and Ground Maintenance	73,550	34,550	39,000	
	Operational	38,550	34,550		
	Rental unit repairs (1259 EVR)	35,000			
7205	Fire Defense Zone (Hazard Mitigation)	250,000	250,000	-	
7322	Consulting and Management Fees	2,000	2,000	-	
7324	Audit and Accounting Fees	27,000	27,000	-	
7348	Instruments & Equipment	90,000	89,000	1,000	
	Hose equipment and maintenance	6,000	6,000		
	Rope rescue equipment and maint	69,000	5,000		
	Dosimeters	6,500	-		
	Blower	5,000	-		
	RAWS unit upgrade	3,500	-		
	New E91 Equipment and SCBA bottles	-	78,000		
7363	Equipment Maintenance (Vehicles)	140,000	121,500	18,500	
	Operational	80,000	80,000		
	Mechanic shop tools/equipment	40,500	31,000		
	Engine nozzles	10,000			
	Truck lift gate	7,000			
	Extrication tool mounts	2,500			
	Emergency lighting and keystones	-	10,500		



**Montecito Fire Protection District**  
**Recommended Preliminary Budget for Fiscal Year 2020-21**

<b>FUND 3650 - GENERAL FUND</b>		<b>Preliminary Budget</b>	<b>Adopted Budget</b>	<b>Increase/</b>	<b>%</b>
		<b>FY 2020-21</b>	<b>FY 2019-20</b>	<b>(Decrease)</b>	<b>Change</b>
<b>Services &amp; Supplies (cont'd)</b>					
7400	Medical & First Aid Supplies	83,000	67,900	15,100	
	Operational	43,000	33,000		
	AEDs (10)	20,000	30,000		
	Advanced life support equipment	20,000	-		
	Stair chair and suction kit	-	4,900		
7430	Memberships	14,000	14,000	-	
7450	Office Expense	84,500	27,500	57,000	
	Operational	27,500	27,500		
	Office furniture - Prevention	17,000	-		
	Computers	40,000	-		
7460	Professional and Special Services	460,500	430,500	30,000	
	Operational	310,500	316,500		
	Debris Flow Risk Map update	60,000	64,000		
	Facilities Project Manager	20,000	50,000		
	Evacuation Analysis	50,000	-		
	Fire Station Location Study	20,000	-		
7507	ADP Payroll Fees	8,500	7,500	1,000	
7510	Contractual Services	140,000	126,500	13,500	
	Operational	140,000	67,100		
	Tablet Command MDC software	-	45,000		
	Avtech Radio System maintenance	-	14,400		
7530	Publications & Legal Notices	6,000	6,000	-	
7540	Rents & Leases - Equipment (Generator)	-	14,000	(14,000)	
7546	Administrative Tax Expense	245,000	245,000	-	
7580	Rents & Leases - Structure (Gibraltar)	9,500	9,500	-	
7630	Small Tools & Instruments	14,000	14,000	-	
7650	Special District Expense	65,500	175,500	(110,000)	
	Operational (permits, fees, other)	25,500	25,500		
	Board Elections	15,000	-		
	Home Hardening Grant Program	25,000	-		
	SB County Debris Flow Cost Share	-	150,000		
7671	Special Projects	17,500	38,000	(20,500)	
	Prevention mailers	10,000	10,500		
	Public Education materials	7,500	7,500		
	Prevention Education pamphlet	-	15,000		
	Evacuation drill expenses	-	5,000		
7730	Transportation and Travel	35,000	35,000	-	
7731	Gasoline/Oil/Fuel	60,000	60,000	-	
7732	Training	90,000	98,050	(8,050)	
	Operational	80,000	87,750		
	New hire academy	10,000	-		
	Blue Card Training Program with iPads	-	10,300		
7760	Utilities	45,500	45,500	-	
	<b>Total Services &amp; Supplies</b>	<b>2,346,050</b>	<b>2,272,500</b>	<b>73,550</b>	3.2%



**Montecito Fire Protection District**  
**Recommended Preliminary Budget for Fiscal Year 2020-21**

<b>FUND 3650 - GENERAL FUND</b>		<b>Preliminary Budget FY 2020-21</b>	<b>Adopted Budget FY 2019-20</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
<b>Capital Assets</b>					
8200	Structures & Improvements	135,000	590,000	(455,000)	
	Facility repairs: HVAC system, flooring	135,000	-		
8300	Equipment	702,000	177,500	524,500	
	SCBA system replacement	617,000	-		
	Extractor	45,000	-		
	ALS equipment - cardiac monitor	20,000	-		
	Thermal imager cameras	20,000	-		
	911 Emergency phone system	-	135,000		
	IT server/equipment	-	25,000		
	SCBA testing machine	-	17,500		
	<b>Total Capital Assets</b>	<b>837,000</b>	<b>767,500</b>	<b>69,500</b>	9.1%
	<b>TOTAL EXPENDITURES</b>	<b>20,337,150</b>	<b>20,701,400</b>	<b>(364,250)</b>	-1.8%
<b>Other Financing Uses</b>					
7901	Tfr To Capital Reserves Fund (3652)	475,000	440,000	35,000	
	<b>Total Other Financing Uses</b>	<b>475,000</b>	<b>440,000</b>	<b>35,000</b>	8.0%
<b>Decrease to Residual Fund Balance</b>					
9601	Residual Fund Balance - Inc/Dec	1,000,000	-	1,000,000	
	<b>Total Decrease to Residual Fund Balance</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	
	<b>Net Financial Impact</b>	<b>\$ (273,650)</b>	<b>\$ (227,400)</b>	<b>\$ (46,250)</b>	20.3%
<b>Fund 3650 Fund Balance Detail</b>					
	*Reserves: Catastrophic	\$ 2,768,000	\$ 2,768,000		
	*Reserves: Economic Uncertainties	4,110,000	4,110,000		
	Fund Balance - Restricted (by County)	172,653	172,653		
	Fund Balance - Unrestricted Residual	2,975,748	3,249,398		
	Projected Fund Balance at Year End	\$ 10,026,401	\$ 10,300,051		

\*Reserves Policy adopted as part of Capitol PFG Financial Analysis recommendations.





**Montecito Fire Protection District**  
**Recommended Preliminary Budget for for Fiscal Year 2020-21**

<b>FUND 3652 - CAPITAL RESERVES FUND</b>	<b>Preliminary FY 2020-21</b>	<b>Adopted FY 2019-20</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
<b>REVENUES</b>				
<b>Use of Money and Property</b>				
3380 Interest Income	\$ 32,500	\$ 32,500	\$ -	
<b>Total Use of Money and Property</b>	<b>32,500</b>	<b>32,500</b>	-	0.0%
<b>Financing Sources</b>				
5910 Transfer from General Fund (3650)	475,000	440,000	35,000	
<b>Total Financing Sources</b>	<b>475,000</b>	<b>440,000</b>	<b>35,000</b>	8.0%
<b>TOTAL REVENUES</b>	<b>\$ 507,500</b>	<b>\$ 472,500</b>	<b>\$ 35,000</b>	7.4%
<b>EXPENDITURES</b>				
<b>Capital Assets</b>				
8300 Equipment				
Vehicle (Battalion Chief 96)	\$ 80,000	\$ 1,595,000	\$ (1,515,000)	
Vehicle (Prevention 94)	65,000	-	65,000	
<b>Total Capital Assets</b>	145,000	1,595,000	(1,450,000)	-90.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 145,000</b>	<b>\$ 1,595,000</b>	<b>\$ (1,450,000)</b>	
<b>Net Financial Impact</b>	<b>\$ 362,500</b>	<b>\$ (1,122,500)</b>	<b>\$ 1,485,000</b>	

**Fund 3652 Fund Balance Detail**

Fund Balance - Beginning	2,200,000
Net Financial Impact	362,500
Projected Fund Balance at Year End	2,562,500



**Montecito Fire Protection District**  
**Recommended Preliminary Budget for for Fiscal Year 2020-21**

<b>FUND 3653 - LAND &amp; BUILDING FUND</b>	<b>Preliminary FY 2020-21</b>	<b>Adopted FY 2019-20</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
<b>REVENUES</b>				
<b>Use of Money and Property</b>				
3380 Interest Income	\$ 80,000	\$ 80,000	\$ -	
<b>Total Use of Money and Property</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>EXPENDITURES</b>				
<b>Capital Assets</b>				
8100 Land	\$ 200,000	\$ 200,000	\$ -	
8200 Structures and Improvements (rental prop)	1,000,000	1,000,000	-	
<b>Total Capital Assets</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Net Financial Impact</b>	<b>\$ (1,120,000)</b>	<b>\$ (1,120,000)</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Fund 3653 Fund Balance Detail</b>				
Fund Balance - Restricted (by County)	22,500			
Fund Balance - Assigned	6,360,200			
Net Financial Impact	<u>(1,120,000)</u>			
Projected Fund Balance at Year End	5,262,700			

\*Eastern Montecito property acquisition and fire station construction fund as recommended in the November 12, 2014 Standards of Coverage Study and Risk Assessment and adopted by the Board of Directors on January 21, 2015.



# Attachment B



**MONTECITO FIRE PROTECTION DISTRICT  
PARS Post-Employment Benefits Trust**

**OPEB Account**

Month	Beginning Balance	Contributions	Earnings	Expenses	Ending Balance	1-M % (net)	3-M % (net)
April 2019	11,391,303.11	-	273,206.79	4,809.59	11,659,700.31	2.36%	5.38%
May 2019	11,659,700.31	-	(402,352.59)	4,899.50	11,252,448.22	-3.49%	-0.19%
June 2019	11,252,448.22	-	506,696.03	4,770.22	11,754,374.03	4.46%	3.19%
July 2019	11,754,374.03	-	78,677.61	4,829.24	11,828,222.40	0.63%	1.45%
August 2019	11,828,222.40	-	(124,513.49)	4,784.47	11,698,924.44	-1.09%	3.97%
September 2019	11,698,924.44	-	105,468.29	4,740.43	11,799,652.30	0.86%	0.39%
October 2019	11,799,652.30	-	154,650.67	4,665.59	11,949,637.38	1.27%	1.03%
November 2019	11,949,637.38	-	238,394.84	4,709.18	12,183,323.04	1.96%	4.14%
December 2019	12,183,323.04	-	99,488.67	4,772.26	12,278,039.45	0.78%	4.05%
January 2020	12,278,039.45	-	116,312.24	4,801.69	12,389,550.00	0.91%	3.68%
February 2020	12,389,550.00	-	(185,791.44)	4,827.52	12,198,931.04	-1.54%	0.13%
March 2020	12,198,931.04	-	(886,580.40)	4,778.63	11,307,572.01	-7.31%	-7.90%
April 2020	11,307,572.01	-	586,080.88	4,547.58	11,889,105.31	5.14%	-4.04%
<b>Total</b>		<b>-</b>	<b>559,738.10</b>	<b>61,935.90</b>			

Total Contributions to the Plan = 8,376,000

Total OPEB Liability at 6/30/2018 = 13,538,041

PARS OPEB balance at 6/30/2018 = 11,123,664

Net OPEB Liability at 6/30/2018 = **2,414,377**

Funded status = 82.17%

**Pension Account**

Month	Beginning Balance	Contributions	Earnings	Expenses	Ending Balance	1-M % (net)	3-M % (net)
May 2019	1,914,078.46	-	(20,288.32)	800.89	1,892,989.25	-1.10%	1.39%
June 2019	1,892,989.25	2,800,000.00	53,836.24	798.96	4,746,026.53	2.80%	2.98%
July 2019	4,746,026.53	-	14,036.81	1,322.65	4,758,740.69	0.27%	2.33%
August 2019	4,758,740.69	-	17,513.57	1,616.56	4,774,637.70	0.33%	4.31%
September 2019	4,774,637.70	-	13,555.69	1,627.19	4,786,566.20	0.25%	0.85%
October 2019	4,786,566.20	-	38,585.36	1,898.66	4,823,252.90	0.77%	1.36%
November 2019	4,823,252.90	-	45,506.22	1,898.55	4,866,860.57	0.90%	1.93%
December 2019	4,866,860.57	-	50,602.00	1,902.94	4,915,559.63	1.00%	2.69%
January 2020	4,915,559.63	-	46,564.11	1,922.28	4,960,201.46	0.91%	2.84%
February 2020	4,960,201.46	-	(74,376.41)	1,932.62	4,883,892.43	-1.54%	0.35%
March 2020	4,883,892.43	-	(354,899.31)	1,913.05	4,527,080.07	-7.31%	-7.90%
April 2020	4,527,080.07	-	234,807.24	1,820.64	4,760,066.67	5.15%	-4.03%
<b>Total</b>		<b>2,800,000.00</b>	<b>65,443.20</b>	<b>19,454.99</b>			

Total Contributions to the Plan = 4,600,000

Total Accrued Pension Liability at 6/30/2018 = 98,297,203

CalPERS and PARS total assets at 6/30/2018 = 78,624,439

Net Pension Liability at 6/30/2018 = **19,672,764**

Funded status = 79.99%

**MONTECITO FIRE PROTECTION DISTRICT**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**3/1/2020 to 3/31/2020**

Kevin Taylor  
Fire Chief  
Montecito Fire Protection District  
595 San Ysidro Rd.  
Santa Barbara, CA 93108

## Account Summary

Source	Balance as of 3/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 3/31/2020
OPEB	\$12,198,931.04	\$0.00	-\$886,580.40	\$4,778.63	\$0.00	\$0.00	\$11,307,572.01
PENSION	\$4,883,892.43	\$0.00	-\$354,899.31	\$1,913.05	\$0.00	\$0.00	\$4,527,080.07
<b>Totals</b>	<b>\$17,082,823.47</b>	<b>\$0.00</b>	<b>-\$1,241,479.71</b>	<b>\$6,691.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,834,652.08</b>

## Investment Selection

**Source**

OPEB	<b>Montecito Fire Protection District - OPEB</b>
PENSION	<b>Montecito Fire Protection District - PENSION</b>

## Investment Objective

**Source**

OPEB	Individual account based on Moderately Conservative HighMark PLUS. The dual goals of the Moderately Conservative Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.
PENSION	Individual account based on Moderately Conservative HighMark PLUS. The dual goals of the Moderately Conservative Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-7.27%	-7.79%	-0.24%	4.51%	4.41%	6.45%	1/19/2010
PENSION	-7.27%	-7.79%	-1.57%	-	-	-	6/29/2017

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



**MONTECITO FIRE PROTECTION DISTRICT**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**4/1/2020 to 4/30/2020**

Kevin Taylor  
Fire Chief  
Montecito Fire Protection District  
595 San Ysidro Rd.  
Santa Barbara, CA 93108

## Account Summary

Source	Balance as of 4/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 4/30/2020
OPEB	\$11,307,572.01	\$0.00	\$586,080.88	\$4,547.58	\$0.00	\$0.00	\$11,889,105.31
PENSION	\$4,527,080.07	\$0.00	\$234,807.24	\$1,820.64	\$0.00	\$0.00	\$4,760,066.67
<b>Totals</b>	<b>\$15,834,652.08</b>	<b>\$0.00</b>	<b>\$820,888.12</b>	<b>\$6,368.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,649,171.98</b>

## Investment Selection

Source	
OPEB	Montecito Fire Protection District - OPEB
PENSION	Montecito Fire Protection District - PENSION

## Investment Objective

Source	
OPEB	Individual account based on Moderately Conservative HighMark PLUS. The dual goals of the Moderately Conservative Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.
PENSION	Individual account based on Moderately Conservative HighMark PLUS. The dual goals of the Moderately Conservative Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	5.18%	-3.93%	2.46%	5.82%	5.35%	6.98%	1/19/2010
PENSION	5.19%	-3.92%	2.18%	-	-	-	6/29/2017

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



# Agenda

## Item #6



## MONTECITO FIRE PROTECTION DISTRICT

### Minutes for the Regular Meeting of the Board of Directors

April 27, 2020 at 2:00 p.m.

Held via teleconference connection as permitted under the Governor's Executive Order N-29-20, dated March 17, 2020 due to concerns of COVID-19 ("Executive Order").

Director Easton called the meeting to order at 2:00 p.m.

**Present:** Director Easton, Director Ishkanian, Director van Duinwyk, Director Lee. Chief Taylor and District Counsel Mark Manion were also present.

**Absent:** Director Powell

- 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 allotted for this discussion.)**

There were no public comments at this meeting.

- 2. Receive presentation from Craig Fechter of Fechter & Company regarding the Annual Financial Report for Fiscal Year Ended June 30, 2019. (Strategic Plan Goal 9.1)**

Craig Fechter of Fechter & Company provided a presentation regarding the Annual Financial Report for Fiscal Year Ended June 30, 2019.

- a. Consider recommendation for approval of the report.**

Motion to approve the Annual Financial Report for Fiscal Year Ended June 30, 2019 made by Director Lee, seconded by Director Ishkanian. The Roll Call vote was as follows:

Ayes: P. van Duinwyk, M. Lee, J. Ishkanian, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

- 3. Report from the Finance Committee. (Strategic Plan Goal 9.1)**

- a. Consider recommendation to approve February and March 2020 financial statements.**

Directors Lee, van Duinwyk and District Accountant Nahas provided a report regarding the February and March 2020 financial statements. Motion to approve the February and March 2020 financial statements made by Director van Duinwyk, seconded by Director Lee. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**b. Review PARS Post-Employment Benefits Trust statement for January and February 2020.**

Directors Lee and van Duinwyk provided a report regarding the PARS Post-Employment Benefits Trust statements for January and February 2020.

**c. Consider recommendation to approve the GASB 75 Actuarial Valuation Report of the retiree health insurance program as of July 1, 2018 prepared by Demsey Filliger and Associates.**

District Accountant Nahas provided a report regarding the GASB 75 Actuarial Valuation Report of the retiree health insurance program as of July 1, 2018. Motion to approve the GASB 75 Actuarial Valuation Report made by Director van Duinwyk, seconded by Director Lee. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**4. That the Board of Directors approve and authorize the President to execute Side Letter Agreement amending Section 40 of the Memorandum of Understanding between the Montecito Firefighter's Association and the Montecito Fire Protection District to detail the Temporary Upgrade Pay. (Strategic Plan Goal 7)**

**a. Staff report presented by Accountant Araceli Nahas.**

District Accountant Nahas provided a staff report regarding the Side Letter Agreement amending Section 40 of the Memorandum of Understanding between the Montecito Firefighter's Association and the Montecito Fire Protection District to detail the Temporary Upgrade Pay. Motion to approve and authorize the President to execute the Side Letter Agreement made by Director Lee, seconded by Director Ishkanian. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duiinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**5. That the Board of Directors approve and authorize the President to execute Side Letter Agreement amending Section 40 of the Memorandum of Understanding between the Members of Staff and the Montecito Fire Protection District to detail the Temporary Upgrade Pay. (Strategic Plan Goal 7)**

District Accountant Nahas provided a staff report regarding the Side Letter Agreement amending Section 40 of the Memorandum of Understanding between the Members of Staff and the Montecito Fire Protection District to detail the Temporary Upgrade Pay. Motion to approve and authorize the President to execute the Side Letter Agreement made by Director van Duiinwyk, seconded by Director Easton. The Roll Call Vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duiinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**6. That the Board of Directors adopt Resolution No. 2020-04, approving and authorizing the Fire Chief or designee to take all actions necessary to apply for and receive a grant under the California Climate Investment Fire Prevention Grant Program. (Strategic Plan Goal 2)**

**a. Staff report presented by Fire Marshal Aaron Briner.**

Fire Marshal Briner provided a staff report regarding the California Climate Investment Fire Prevention Grant Program. Motion to approve and authorize the Fire Chief or designee to take all actions necessary to apply for and receive a grant made by Director Lee, seconded by Director Ishkanian. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duiinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**7. That the Board of Directors authorize the Fire Chief to enter into a contract with**

**Cuyama Lamb, LLC in an amount not to exceed \$45,000 for the Herbivory Project.  
 (Strategic Plan Goal 2)**

**a. Staff report presented by Prevention Aaron Briner.**

Fire Marshal Briner provided a staff report regarding the Herbivory Project. Motion to authorize the Fire Chief to enter into a contract with Cuyama Lamb, LLC in an amount not to exceed \$45,000 made by Director van Duinwyk, seconded by Director Easton. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**8. Consider declaring Utility 94 as surplus and authorize the Fire Chief to sell, donate, or dispose of the vehicle as specified in the Surplus Property policy. (Strategic Plan Goal 4)**

**a. Staff report presented by Battalion Chief Scott Chapman.**

Battalion Chief Chapman provided a staff report regarding Utility 94. Motion to authorize the Fire Chief to sell, donate or dispose of the vehicle as specified in the Surplus Property policy made by Director Lee, seconded by Director van Duinwyk. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**9. Review and approval of slate for LAFCO elections.**

Director Ishkanian recommended Craig Geyer as the Regular Special District Member and Cindy Allen as the Alternate. Motion to vote Craig Geyer as the Regular Special District Member and Cindy Allen as the Alternate Special District Member made by Director Ishkanian, seconded by Director van Duinwyk. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

**10. Approval of Minutes of the February 24, 2020 Regular Meeting.**



Motion to approve the minutes of the February 24, 2020 Regular meeting made by Director Lee, seconded by Director van Duinwyk. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

#### **11. Approval of Minutes of the March 23, 2020 Regular Meeting.**

Motion to approve the minutes of the March 23, 2020 Regular meeting made by Director van Duinwyk, seconded by Director Ishkanian. The Roll Call vote was as follows:

Ayes: J. Ishkanian, M. Lee, P. van Duinwyk, S. Easton

Nays: None

Abstain: None

Absent: J. A. Powell

#### **12. Fire Chief's report.**

Division Chief Widling highlighted significant calls for the month of March, as well as the April 23-24 Sundowner event. Battalion Chief Chapman provided an update on Capital Projects: Station 2 Extractor, Roof Project, Generator and Solar Project. He also provided an update regarding the design for the rental property. He noted that the engine bay exhaust removal project has been pushed back and should be completed by Fiscal year end. He mentioned that the Facilities sub-committee will meet via teleconference on May 8 at 11:00 a.m. Fire Marshal Briner provided an update on the neighborhood chipping and fuel reduction projects, the Ready set Go pamphlet, and the electronic plan submission program. Chief Taylor provided an update regarding the Santa Barbara County economic forecast. He stated that five Fire Station Location proposals were received, and will be reviewed internally with Carpinteria-Summerland FPD on May 1. He added that a joint Montecito/Carpinteria Fire Station Location Committee meeting is proposed for May 11 at 11:00 a.m. Chief Taylor provided an update regarding the internal COVID-19 operations. Battalion Chief Chapman provided an update regarding the Safety Committee. Chief Taylor stated that the Department is working closely with the local EMS agency on "Treat and Refer". The Chief stated that the Department participated in a parade with MUS last week, driving by the homes of students. He also mentioned that staff is communicating via teleconference with spouses of all employees every other Thursday, explaining what the organization is doing to protect their spouse while at work, and also providing a general update.

#### **13. Board of Director's report.**

There were no items to report at this meeting.

**14. Suggestions from Directors for items other than regular agenda items to be included for the May 25, 2020 Regular Board meeting.**

The Board determined that the next meeting will be held on Tuesday, May 26, 2020 at 2:00 p.m.

Meeting Adjourned at 3:43 p.m.

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President Sylvia Easton

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Secretary Judith Ishkanian

# Agenda

## Item #7



05/08/20

## André and Michele



I took ~~out~~ dog out @ 5:45 am on Wednesday and discovered that our neighbor's oak tree had fallen and blocked our common, Tway driveway to Park Lane.

A call to your dept. led to a crew being on scene within ten minutes!  
Thank you. We especially appreciate the assured access, as André has health issues.

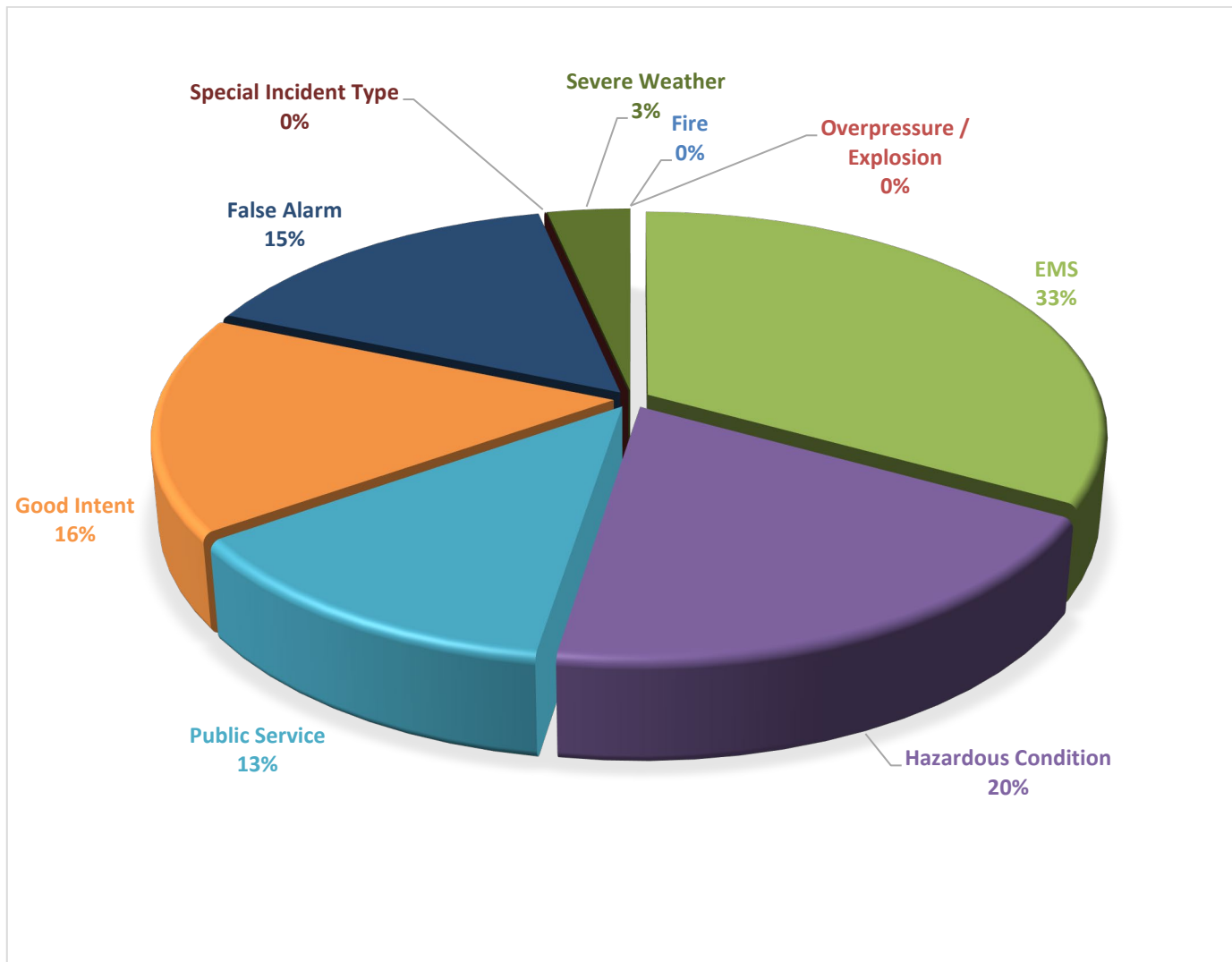
Stay well.

Best regards,  
Saltoun

## Calls by Incident Type April 2020

**Total Incidents: 118**

Fire: 0	EMS: 39	Explosion/Overheat: 0
Public Service: 15	Hazardous Condition: 23	Good Intent: 19
False Alarm: 18	Severe Weather: 4	Special Incident: 0



**Definitions:**

**-Good Intent:** Firefighters respond to a reported emergency, but find a different type of incident or nothing at all upon arrival to the area. (Dispatched and Cancelled In Route falls in this category.) 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.

**-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.

# November - April 2020 Incident Trend

