

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

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

November 16, 2015 at 2:00 p.m.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time is allotted for this discussion.)
2. Approval of Resolution No. 2015-11 commending Geri Ventura for 22 years of service.
3. Approval of Resolution No. 2015-10 fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act.
4. Review and approve changes to Staff Vehicle Policy.
5. Review and approve Surplus Property Policy.
6. Progress report from the ad hoc committee appointed to meet with representatives of the parties who submitted written comments on the Draft Environmental Impact Report for the Station 3 Site Acquisition and Construction Project.
7. Report from the Finance Committee:
 - a. Consider recommendation to approve October 2015 financial statements.
8. Approval of Minutes of October 26, 2015 Regular Meeting.
9. Fire Chief's report.
10. Board of Director's report.
11. Suggestions from Directors for items other than regular agenda items to be included for the December 14, 2015 Regular Board meeting.
12. CLOSED SESSION: Conference with Real Property Negotiators (Government Code Sec. 54956.8)
 - a. Property: portions of APN 009-203-011, 1510 San Leandro Road, Montecito.
 - b. Agency Negotiators: Director Venable and Director Sinser.
 - c. Negotiating Party: John Bochino

- d. Under Negotiation: Price and terms of payment.
13. CLOSED SESSION. Performance evaluation of a public employee pursuant to California Government Code Section 54957(b):
- a. Employee: Fire Chief Chip Hickman
14. Approve and authorize the Fire Chief to execute a Vacant Land Purchase Agreement and Joint Escrow Instructions for the acquisition of vacant property by the Montecito Fire Protection District from Design & Build Concepts, LLC located at 1510 San Leandro Lane, Montecito, California.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is November 13, 2015.

MONTECITO FIRE PROTECTION DISTRICT



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

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

Agenda Item #2

RESOLUTION NO. 2015-11**RESOLUTION OF THE BOARD OF
DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT
COMMENDING GERI VENTURA**

WHEREAS, Geri Ventura was hired as a Dispatcher on August 16, 1993 and served in the Communications Center for five years; and,

WHEREAS, Geri Ventura promoted to the position of Administrative Assistant on January 16, 1998 and worked under the leadership of the following Fire Chiefs; Herb McElwee, Ron McClain, Kevin Wallace, and Chip Hickman; and,

WHEREAS, Geri Ventura has faithfully served the District for 22 years; and,

WHEREAS, Geri Ventura completed the Professional Development Series with the Emergency Management Institute, which provides a well-rounded set of fundamentals for those in the emergency management profession; and,

WHEREAS, during her tenure, Geri Ventura served as the liaison for the Montecito Emergency Response and Recovery Action Group (MERRAG) providing emergency preparedness training to personnel and community members to assist before, during and after disasters. Geri Ventura was instrumental in increasing the MERRAG membership to over 350 members and served as the treasurer of MERRAG, overseeing all financial accounting and reporting of MERRAG's annual operating budget; and,

WHEREAS, during her tenure, Geri Ventura served as the District Public Information Officer, regularly responding to community and media inquiries relating to District activities while on and off duty. Geri Venutra provided critical information during the following events and incidents; Arizona Wildfire Academy, Chalk, Zaca, Tea, Jesusita, Cold, Gasquet, Gibraltar, as well as working at expanded dispatch for over 30 incidents; and,

WHEREAS, Geri Ventura was instrumental in improving the District's emergency notification systems including the first implementation of Nixel in Santa Barbara County, the HEARO radio system, and the District's Radio Station, AM 1610; and,

WHEREAS, during her tenure, Geri Ventura was responsible for providing computer assistance to District personnel, overseeing the District's computer network, and managed three system-wide upgrades.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Montecito Fire Protection District, hereby recognizes Geri Ventura as an exemplary employee and thanks her for her loyalty, dedication and responsiveness on and off duty.

PASSED AND ADOPTED: this 16th day of November, 2015, by the following vote:

AYES: J. A. Powell, J. K. Venable, G. Sinser, P. Van Duinwyk, S. Easton

NAYS: None

ABSTAIN: None

ABSENT: None

President of the Board of Directors

Secretary of the Board of Directors

Agenda

Item #3

RESOLUTION NO. 2015-10

RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) The Montecito Fire Protection District is a local agency contracting under the Act; now, therefore be it

IT IS HEREBY RESOLVED by the Governing Board of the Montecito Fire Protection District as follows:

(a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

<u>Code</u>	<u>Bargaining Unit</u>	<u>Contribution per Month</u>
00	Monthly Employees/Annuitants	\$ 1,608
01	Board of Directors	\$ 1,608
02	Regular Hourly Employees	\$ 1,206
03	Part-time Hourly Employees	\$ 804

Plus administrative fees and Contingency Fund assessments; and be it further

(b) That Montecito Fire Protection District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

PASSED AND ADOPTED at a regular meeting by the Governing Board of the Montecito Fire Protection District at 595 San Ysidro Road, Santa Barbara, California this 16th day of November 2015, by the following vote, to wit:

AYES:
 NAYS:
 ABSTAIN:
 ABSENT:

President of the Board of Directors
 MONTECITO FIRE PROTECTION DISTRICT

ATTEST:

Agenda Item #4

STAFF VEHICLE POLICY

The purpose of this policy is to establish requirements and procedures for Montecito Fire District (District) employees who are assigned a District owned vehicle. This policy is intended to ensure the safety and well-being of District employees; to facilitate the efficient and effective use of District resources; to minimize the District's exposure to liability and to monitor the use of District owned vehicles.

District vehicles may be assigned to the Fire Chief, Division Chief of Operations and the Fire Marshall/Battalion Chief. These vehicles are for use in fulfilling District duties and for use off duty to assure availability for emergency response. These vehicles are classified as **unrestricted use**.

District vehicles may be assigned to the Assistant Fire Marshal, Wildland Specialist, District Mechanic or any other employee of the District on a permanent or part time basis as deemed necessary by the Fire Chief. These vehicles are for use driving to and from their place of residence and the District and for official District business only. These vehicles are classified as **restricted use**.

Personnel assigned restricted use District vehicles are responsible to keep their vehicles clean and presentable at all times. They understand that they may be subject to call after their regular duty hours to respond to multiple alarms and other emergency and non-emergency situations. These members must live within 30 minutes of the headquarters fire station.

District command vehicles may be assigned to the Shift Battalion Chiefs on a permanent basis as deemed necessary by the Fire Chief. These vehicles are for use in fulfilling District duties in providing for emergency response, immediate callback for District coverage, Command and Control for response to Mutual Aid requests (both in and out of the operational area), and for use driving to and from their place of residence to the District for official business. These vehicles are classified as **restricted use**, however these members must live within the XSB Operational Area, or within 30 minutes of the headquarters fire station

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Take home vehicles will be parked off the street, locked at all times and all portable radios and other valuable item shall be removed from plain view while parked unattended. All unattached District equipment will be removed or secured in the vehicle during off-duty hours.

Except for employees who have unrestricted use of an assigned vehicle, the use of District vehicles for personal use is prohibited.

Only District employees are authorized to operate District vehicles.

All drivers and passengers must wear seat belts. Drivers must obey traffic laws. Employees are strictly prohibited from operating a District vehicle while under the influence of alcohol or drugs, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.

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Taking a District vehicle home is not a right and is subject to revocation upon failure to comply with this regulation, excessive vehicle accidents, vehicle abuse or for any reason the District deems necessary. Personnel found to be in violation of this policy shall be subject to suspension of staff vehicle use privileges, disciplinary action or both.

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Agenda Item #5

SURPLUS PROPERTY

Purpose: To properly record and account for the sale, donation or disposal of surplus District property.

When District property wears out, becomes obsolete or is no longer needed in operations it becomes surplus property.

All property, equipment or apparatus valued at greater than \$500 must be declared surplus by the Board of Directors prior to disposal. Value shall be established by the Fire Chief or designee utilizing a fair market value comparison.

After being declared surplus by the Board of Directors at a public meeting, the Fire Chief or designee shall:

1. Advise the Accountant that the item is surplus and ensure it is removed from any inventory list.
2. Determine an appropriate sale, disposal or donation process for the surplus item.
3. If surplus property is to be sold, reasonable effort should be taken to recover the property's fair market value.

Agenda

Item #7

MONTECITO FIRE PROTECTION DISTRICT
CASH RECONCILIATION - ALL FUNDS
October 31, 2015

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	All Funds
Cash Balance at 10/1/15	(952,670.76)	181.08	2,210,248.54	7,086,711.47	8,344,470.33
Income:					
Tax Revenue	658,911.65	-	-	-	658,911.65
Interest income	2,146.51	9.83	2,582.50	7,871.42	12,610.26
EMS Mgmt First Response	24,045.39	-	-	-	24,045.39
Cal Card rebate	256.71	-	-	-	256.71
State mandate costs int., 1994-2004	1,375.00	-	-	-	1,375.00
Sale of assets - radios (38)	32,214.00	-	-	-	32,214.00
	<u>718,949.26</u>	<u>9.83</u>	<u>2,582.50</u>	<u>7,871.42</u>	<u>729,413.01</u>
Expenses:					
Claims Processed	(97,376.73)	-	-	(8,806.32)	(106,183.05)
Payroll	(866,119.72)	-	-	-	(866,119.72)
Other:					
Interfund Transfers	2,459,473.00	-	-	(2,459,473.00)	-
Reimbursed expenses*	13,543.61	-	-	-	13,543.61
	<u>1,509,520.16</u>	<u>-</u>	<u>-</u>	<u>(2,468,279.32)</u>	<u>(958,759.16)</u>
Cash Balance at 10/31/15	<u>1,275,798.66</u>	<u>190.91</u>	<u>2,212,831.04</u>	<u>4,626,303.57</u>	<u>8,115,124.18</u>
Cash in Treasury per Balance Sheet	<u>1,670,470.59</u>	<u>190.91</u>	<u>2,212,831.04</u>	<u>4,635,109.89</u>	<u>8,518,602.43</u>
Difference	394,671.93	-	-	8,806.32	403,478.25
Reconciliation:					
Outstanding payroll payments					
Delta Dental	14,367.06	-	-	-	14,367.06
Vision Service Plan	2,940.60	-	-	-	2,940.60
CalPERS retirement contributions	75,650.56	-	-	-	75,650.56
Mass Mutual contributions	22,059.00	-	-	-	22,059.00
Payroll direct deposit	277,941.74	-	-	-	277,941.74
Payroll checks	616.95	-	-	-	616.95
EFT Payable (Acct 1015)					
Village Automotive Repair	519.90	-	-	-	519.90
Accounts payable (Acct 1210)					
Carquest Auto Parts	576.12	-	-	-	576.12
	<u>394,671.93</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>394,671.93</u>

* Summary of reimbursed expenses:

SDRMA - Worker's Comp insurance premium adjustment from 1/1-6/30/15, \$4,104.58
State Compensation Ins Fund - Temporary disability payments, 8/15-8/28/15, \$2,149.28
State Compensation Ins Fund - Temporary disability payments, 8/29-9/11/15, \$2,149.28
State Compensation Ins Fund - Temporary disability payments, 9/12-9/25/15, \$2,149.28
State Compensation Ins Fund - Temporary disability payments, 9/26-10/9/15, \$2,149.28
Conexis Benefits Administration - Flexible spending account refunds, \$406.09
GovConnection - Account refund, \$261.89
S. Bumanglag reimbursement for health premium, employee portion, \$51.04
D. St. Oegger - Reimb. for badge purchased, \$102.60
G. Ventura - Reimb. for personal credit card purchase, \$20.29

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

Payee	Description	Amount
Fund 3650 - General		
Across The Street Productions	Blue Card Command renewal fees (17)	448.00
ADP Inc	ADP fees, 2 periods	494.78
Aflac	Employee paid insurance, September	1,549.22
Aqua Lab Industries	Hydrostatic testing (9 bottles)	192.00
Bound Tree Medical	Patient medical supplies	1,662.18
Bound Tree Medical	Fireline PM medical supplies	52.14
Callback Staffing Solutions LLC	Online scheduling program, 3 months	283.50
Capitol Public Finance Group LLC	Financial policies consulting	2,100.00
Carquest Auto Parts	Belts for E91	224.07
Carquest Auto Parts	Station use tools	77.68
Carquest Auto Parts	Vehicles supplies: air/coolant filters	128.80
Carquest Auto Parts	Brake pads/rotors for R91	447.32
Chapman, Scott	S. Chapman Reimb: Command 2B	1,511.52
Chapman, Scott	S. Chapman Reimb: Management 2A	1,366.60
Chevron Business Card	Gasoline charges: fire assignments	295.62
Community Radio Inc	Gibraltar space rental quarterly, 10-12/15	911.55
Compressed Air of Ca	MAKO air compressor repair kit	187.54
Conexis Benefits Administrator LP	Montecito Fire FSA plan pmts, 9/29-10/28/15	1,535.02
Consolidated Overhead Door	Repair broken garage door, Sta. 2	124.00
Cox Communications	CAD connectivity & Internet	2,761.04
Creative Product Source Inc	Public Education supplies: placemats	1,117.44
Creative Product Source Inc	Public Education supplies: activity cards	533.09
Creative Product Source Inc	Public Education supplies: totes	416.02
Creative Product Source Inc	Public Education supplies: pencils	412.50
Creative Product Source Inc	Public Education supplies: badge stickers	518.04
Department of Justice	LiveScan fingerprint screening (3)	149.00
Dispensing Technology Corp	Hydrant maintenance supplies	189.97
Economy Tree	Post-project chipping: Oak Creek Cyn	860.00
Economy Tree	Post-project chipping: Romero Cyn	2,920.00
Entenmann Rovin Co	Badge repair	55.74
Galbraith, Robert	R. Galbraith Reimb: Dishwasher parts	86.13
Geo Elements Loc	CWPP study, September (Project to date \$43,191)	6,777.50
Gil, Araceli	A. Gil Reimb: CSDA Conference	1,165.44
Hauser, Ben	B. Hauser Reimb: Fire Technology 102/103	293.00
Hayward Lumber Company	Roof prop training materials	547.90
Hickman, Stephen	C. Hickman Reimb: Gasquet fire asgmt meals	71.00
Hugo's Auto Detailing	Car wash service, August	140.00
Hugo's Auto Detailing	Full service detail: 912	200.00
Hugo's Auto Detailing	Car wash service, September	300.00
Hugo's Auto Detailing	Full service details: U93, 912, 900	600.00
Impulse Internet Services	Phone services, November	497.47
Informaco Emend Billing Service	Network IT support, September	1,080.00
Informaco Emend Billing Service	CAD IT support, September	120.00
Kimball Midwest Corp	Mechanic shop tools	303.57
Knox Company	Narcotics medical vaults - 6 (budgeted)	8,806.32
L N Curtis & Sons	E91 section ladder	1,322.94
Marborg Industries	Refuse disposal, Sta. 1	363.04
Med Tech Resource	Patient medical supplies: splints	106.68
Mission Uniform Service Inc	Shop towels, 2 months	703.01
Montecito Village Hardware	Hardware supplies	123.21
Montecito Village Hardware	Station hardware supplies	30.20

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

Payee	Description	Amount
Montecito Water District	Water service, Sta. 1	573.86
National Fire Fighter Wildland	Wildland pants for J. Reed and new auxiliaries	575.01
Norm Katz Psy D	Pre-employment psychological screening	400.00
Peyton Scapes	Landscape maintenance	500.00
Physio Control	Medical rainbow oximetry cable (budgeted)	1,491.74
Precision Imaging	Office copier usage fee, September	182.74
Precision Imaging	Toner for mapping printer	704.28
Ready Refresh By Nestle	Bottled water, Sta. 1	171.34
Ready Refresh By Nestle	Bottled water, Sta. 2	81.34
Safety Kleen Corp	Fuel delivery, Sta. 2	150.00
Safety Kleen Corp	Quarterly solvent tank maintenance, Sta. 2	321.30
Sansum Clinic	Pre-employment medical exam	787.50
Santa Barbara News Press	Board vacancy notice	477.76
Satcom Global Inc	Satellite phone charges	149.67
SB County Auditor-Controller	FIN quarterly billing Q1, FY 15-16	3,661.75
SB County Auditor-Controller	Additional user tax	247.20
Shift Calendars	Shift calendars for 2016	715.64
SM Tire	Tires (6) and installation for E391	3,156.33
Smardan Hatcher Company	Faucet repair kit	28.82
Southern California Edison	Electricity service, Sta. 1	2,014.55
Southern Counties Fuels	Diesel fuel, 10/1/15	698.77
Sprinkle Tire Inc	Tires (4) for U93	507.86
Sprinkle Tire Inc	Stock tires (12) and USAR 91 installation (6)	9,600.07
Sprint	E92 Sim card for MDC, 2 months	75.98
Staples Credit Plan	Office supplies and coffee	125.22
Suds-Duds Launderette	Turnouts cleaned	228.80
SullivanCurtisMonroe Insurance Svcs	Worker's Comp Insurance Broker, 10/15-12/15	6,000.00
The Gas Company	Gas service	102.14
The UPS Store	Shipping charges	15.22
The Village Service Station	Gasoline charges, August	1,603.83
Trace Analytics LLC	MAKO compressed air testing	80.00
Unisource	Household supplies	779.79
United Drain	Sink drain repairs, Sta. 1	175.00
Us Bank Corporate Payment System	Business lunch meeting and County parking fee	30.65
	Rental car to pick up new 903 vehicle	53.37
	Flowers/card for R. Jensen, retirement gift	72.36
	Subscriptions: Active911, online fax, offsite svr	130.04
	T. Ederer: Fire asgmt meals	173.58
	Incident, MERRAG activation and BlueCard food	174.20
	Phone holder (903), phone case/protector (912/921)	210.96
	Wildland packs and T. Ederer Class A shirts	233.86
	Hydrant maintenance supplies	237.24
	Postage stamps and PC monitor cable	447.83
	California state flags (3) and coffee maker	467.93
	Haz mat equipment calibration	472.80
	Fire assignment hotels	511.01
	Fire asgmt gas charges (CC 8/24/15)	643.48
	Gasoline charges (CC 8/24/15)	737.52
	CSDA Conference: Hickman, Taylor, Gil	1,650.00
	Oil, cleaning supplies, new tires (903), battery	2,946.08
Ventura County Fire Protection	Rescue Systems 2 Class: Briner/Galbraith	900.00
Verizon California	Phone services	1,249.85

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

Payee	Description	Amount
Verizon Wireless	Wireless service, September	1,076.74
Verizon Wireless	Cell phone replacement (903)	251.98
Village Automotive Repair Inc	Tire mounting and alignment service, U93	380.35
Village Automotive Repair Inc	Tire mounting and alignment service, 912	259.70
Village Automotive Repair Inc	Vehicle repair for BC and P921	519.90
	Fund 3650 Total	<u>97,376.73</u>

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

Regular Salaries	\$	483,687.27
Part-Time Salaries		2,681.77
Directors Fees		1,320.00
Auxiliary		1,394.00
FLSA Safety		5,602.40
FLSA Dispatch		2,990.60
Overtime		70,367.31
Dispatch Cadre Earnings		2,230.80
Mass Mutual 457 Contribution		8,200.00
4850 Labor Code Payroll		46,433.90
Uniform Allowance		<u>500.00</u>
 Gross Wages	 \$	 625,408.05
 District Contributions to Insurance		 112,788.19
District Contributions to Medicare/FICA		8,056.68
District Contributions to SUI		316.80
CalPERS Employee Contribution, District paid		49,945.13
CalPERS Employer Contribution, Employee paid		(25,984.66)
CalPERS, District Contribution		100,460.11
Health and Dependent Care FSA Contributions		(3,321.32)
Due to AFLAC		<u>(1,549.26)</u>
 Total Benefits		 <u>240,711.67</u>
Grand Total	\$	<u>866,119.72</u>

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

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire Reimbursable	Overtime	Description
Chapman, S.	09/17/15		24.0	1,767.60		1,767.60		
Poulos, T.	09/24/15		24.0	1,544.04	1,544.04			
Grant, L.	09/25/15		1.5	66.47	66.47			
Poulos, T.	09/25/15		5.0	321.68	321.68			
Bennewate, B.	09/26/15		24.0	1,288.80	1,288.80			
Gil, A.	09/27/15	4.0	-	-			-	Payroll and invoice processing
Gil, A.	09/28/15		1.5	127.10			127.10	Payroll and invoice processing
Wrenn, B.	09/30/15		8.5	376.64	376.64			
Grant, L.	10/01/15		24.0	1,063.44	1,063.44			
Zeitsoff, J.	10/01/15		24.0	1,496.52	1,496.52			
Bennewate, B.	10/02/15		24.0	1,288.80	1,288.80			
Lauritson, R.	10/03/15		24.0	2,925.72	2,925.72			
Whilt, S.	10/03/15		24.0	1,182.24	1,182.24			
Bennewate, B.	10/04/15		24.0	1,288.80	1,288.80			
Jenkins, J.	10/05/15		16.0	1,678.32	1,678.32			
Muller, L.	10/05/15		1.0	46.43	46.43			
Villarreal, J.	10/05/15		24.0	1,902.24	1,902.24			
Zeitsoff, J.	10/05/15		24.0	1,496.52	1,496.52			
Bennewate, B.	10/06/15		24.0	1,288.80	1,288.80			
Zeitsoff, J.	10/06/15		24.0	1,496.52	1,496.52			
Hauser, B.	10/07/15		9.0	524.48	524.48			
Muller, L.	10/07/15		14.0	649.95	649.95			
Wrenn, B.	10/07/15		24.0	1,063.44	1,063.44			
Zeitsoff, J.	10/07/15		24.0	1,496.52	1,496.52			
Lauritson, R.	10/08/15		4.0	487.62	487.62			
Reed, J.	10/10/15		2.5	181.20			181.20	MERRAG fire extinguisher training
Ventura, G.	10/10/15		2.5	289.28			289.28	MERRAG fire extinguisher training
Zeitsoff, J.	10/10/15		24.0	1,496.52	1,496.52			

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Description
						Reimbursable	Overtime	
Davis, S.	10/12/15		24.0	1,444.68	1,444.68			
Muller, L.	10/12/15		24.0	1,114.20	1,114.20			
Payroll 10/16/15				31,394.57	29,029.39	1,767.60	597.58	
Chapman, S.	10/09/15	8.0	16.0	1,178.40	1,178.40			
Bennewate, B.	10/11/15		24.0	1,288.80	1,288.80			
Blake, G.	10/11/15		24.0	1,508.04	1,508.04			
Skei, E.	10/12/15	24.0	-	-	-			
Villarreal, J.	10/12/15	24.0	-	-	-			
Whilt, S.	10/12/15	8.0	16.0	788.16	788.16			
Davis, S.	10/14/15		7.0	421.37			421.37	PALS class
Poulos, T.	10/14/15		24.0	1,544.04	1,544.04			
Ventura, G.	10/14/15		2.5	289.28			289.28	MERRAG shake out preparation
Walkup, R.	10/14/15		24.0	1,508.04	1,508.04			
Wrenn, B.	10/14/15		24.0	1,063.44	1,063.44			
Blake, G.	10/16/15		24.0	1,508.04	1,508.04			
Grant, L.	10/16/15		24.0	1,063.44	1,063.44			
Wrenn, B.	10/16/15		24.0	1,063.44	1,063.44			
Bennewate, B.	10/17/15		24.0	1,288.80	1,288.80			
Edwards, S.	10/17/15		24.0	1,114.20	1,114.20			
Holthe, D.	10/17/15		0.5	41.50	41.50			
Lauritson, R.	10/17/15		24.0	2,925.72	2,925.72			
Lauritson, R.	10/18/15		23.0	2,803.82	2,803.82			
Poulos, T.	10/18/15		23.0	1,479.71	1,479.71			
Fuggles, K.	10/19/15		9.0	643.28	643.28			
Holthe, D.	10/19/15		24.0	1,991.88	1,991.88			
Lauritson, R.	10/19/15		4.5	548.57	548.57			
Purguy, P.	10/19/15		24.0	1,323.00	1,323.00			
Gil, A.	10/20/15		1.5	127.10			127.10	State controller's report
Grant, L.	10/21/15		10.0	443.10	443.10			
Jenkins, J.	10/21/15		17.0	1,783.22	1,783.22			
Jenkins, J.	10/23/15		2.0	209.79	209.79			
Whilt, S.	10/23/15		24.0	1,182.24	1,182.24			

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME SUMMARY**

Fiscal Year 2014-15

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

	Cons.Staff.	Fire Asgmts	Overtime	Total OT
YTD Oct 2014	241,929.73	337,702.30	17,819.41	597,451.44

Fiscal Year 2015-16

Month Paid	Constant Staffing	Fire Assignments	Overtime	Total OT
JULY	26,341.64	46,353.98	2,422.62	75,118.24
AUGUST	39,374.01	392,353.36	1,923.13	433,650.50
SEPTEMBER	81,872.55	211,227.62	2,502.77	295,602.94
OCTOBER	67,164.38	1,767.60	1,435.33	70,367.31
NOVEMBER				-
DECEMBER				-
JANUARY				-
FEBRUARY				-
MARCH				-
APRIL				-
MAY				-
JUNE				-
TOTAL	214,752.57	651,702.56	8,283.85	874,738.98

Budget	750,000.00	325,000.00	125,000.00
% of Budget	28.6%	200.5%	6.6%

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Constant Staffing	Fire		Description
						Reimbursable	Overtime	
Zeitsoff, J.	10/23/15		24.0	1,496.52	1,496.52			
Widling, A.	10/24/15		24.0	1,925.00	1,925.00			
Mann, K.	10/25/15		24.0	1,730.52	1,730.52			
Whilt, S.	10/25/15		24.0	1,182.24	1,182.24			
Walkup, R.	10/27/15		24.0	1,508.04	1,508.04			
Payroll 11/2/15				38,972.74	38,134.99	-	837.75	
Grand Total				70,367.31	67,164.38	1,767.60	1,435.33	

% of Total 100.00% 95.4% 2.5% 2.0%

Cochrane Property Management, Inc.

Period: 01 Oct 2015-31 Oct 2015

P.O. Box 4370
 Santa Barbara, CA 93140

Owner Statement



Montecito Fire Protection District (MFPD)
 c/o Cochrane Property Management, Inc.
 PO Box 4370
 Santa Barbara, CA 93140



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

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 10/01/2015			9,786.87
10/01/2015	Leslie Muller	ACH receipt	7903-A9C8	1257 - Rent Income - October 2015	1,350.00		11,136.87
10/02/2015	Larry Todd Edwards	ACH receipt	A25A-0E2E	1255 - Rent Income - September 2015	76.54		11,213.41
10/02/2015	Larry Todd Edwards	ACH receipt	A25A-0E2E	1255 - Rent Income - October 2015	1,641.46		12,854.87
10/04/2015	Brandon Bennewater	ACH receipt	7397-DC4E	1259 - Rent Income - October 2015	1,287.00		14,141.87
10/20/2015	Montecito Water District	Payment	ACH	Water/Sewer - monthly water 01-1256-03: 8/26/15 - 9/26/15 (11 HCF) - October 2015 - Montecito Water monthly bill		69.22	14,072.65
10/21/2015	Hydrex, Inc. (Santa Barbara)	Check	18781	Pest Control - 9/14/15 mo rodent service - 30 bait stations - October 2015 - mo rodent service - 30 bait stations		92.00	13,980.65
10/21/2015	Peyton/Scapes	Check	18782	Gardening/Landscaping - 9/30/15 mo gardening - October 2015		55.00	13,925.65
10/21/2015	Peyton/Scapes	Check	18782	Gardening/Landscaping - 9/30/15 mo gardening - October 2015		55.00	13,870.65
10/21/2015	Peyton/Scapes	Check	18782	Gardening/Landscaping - 9/30/15 mo gardening - October 2015		55.00	13,815.65
10/21/2015	Rayne Water Conditioning	Check	18783	1257 - Water/Sewer - Monthly water softening 9/23/15 - October 2015		47.65	13,768.00
10/21/2015	Rayne Water Conditioning	Check	18783	1255 - Water/Sewer - Monthly water softening 9/23/15 - October 2015		76.04	13,691.96
10/21/2015	Rayne Water Conditioning	Check	18783	1259 - Water/Sewer - Monthly water softening 9/23/15 - October 2015		47.65	13,644.31
10/25/2015	Cochrane Property Management, Inc.	Check	18784	Property Mgmt Fees - Property Mgmt Fees for 10/2015		261.30	13,383.01
10/25/2015	Cochrane Property Management, Inc.	Check	18784	Administrative Fee - Monthly service fee - min \$5 - October 2015 - Monthly service fee - min \$5		5.00	13,378.01

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
Ending Cash Balance							13,378.01
Total					4,355.00	763.86	

Property Cash Summary

Required Reserves	5,000.00
Prepaid Rent for Future Rent	0.00

Cash Flow**Cochrane Property Management, Inc.**

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

Owned By: Montecito Fire Protection District (MFPD)

Date Range: 10/01/2015 to 10/31/2015

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Income				
Rent Income	4,355.00	100.00	42,000.00	99.26
Charge Back	0.00	0.00	312.00	0.74
Total Income	4,355.00	100.00	42,312.00	100.00
Total Operating Income	4,355.00	100.00	42,312.00	100.00
Expense				
Office Expenses				
Postage Expense	0.00	0.00	49.00	0.12
Administrative Fee	5.00	0.11	50.00	0.12
Total Office Expenses	5.00	0.11	99.00	0.23
Repair & Maintenance				
Vacancy Repairs				
Painting	0.00	0.00	7,722.87	18.25
Total Vacancy Repairs	0.00	0.00	7,722.87	18.25
Gardening/ Landscaping	165.00	3.79	1,650.00	3.90
General Cleaning/ Janitorial	0.00	0.00	160.00	0.38
Plumbing	0.00	0.00	144.90	0.34
Carpentry	0.00	0.00	7,547.08	17.84
Pest Control	92.00	2.11	1,470.00	3.47
Windows/Doors/ Blinds/Screen Repair	0.00	0.00	401.22	0.95
Smoke Alarms	0.00	0.00	55.00	0.13
Roof Repairs	0.00	0.00	1,650.00	3.90
Total Repair & Maintenance	257.00	5.90	20,801.07	49.16
Property Mgmt Fees	261.30	6.00	2,520.00	5.96
Utilities				
Water/Sewer	240.56	5.52	2,726.87	6.44
Trash/Recycling	0.00	0.00	1,072.84	2.54
Total Utilities	240.56	5.52	3,799.71	8.98
Total Operating Expense	763.86	17.54	27,219.78	64.33
NOI - Net Operating Income	3,591.14	82.46	15,092.22	35.67
Total Income	4,355.00	100.00	42,312.00	100.00
Total Expense	763.86	17.54	27,219.78	64.33

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Net Income	3,591.14	82.46	15,092.22	35.67
Other Items				
Security Deposits On Hand	0.00		-40.00	
Prepaid Rent	0.00		-46.00	
Owner Distribution	0.00		-10,000.00	
Net Other Items	0.00		-10,086.00	
Cash Flow	3,591.14		5,006.22	
Beginning Cash	9,786.87		8,371.79	
Beginning Cash + Cash Flow	13,378.01		13,378.01	
Actual Ending Cash	13,378.01		13,378.01	

Agenda Item #8

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

Held at Fire District Headquarters, 595 San Ysidro Road, October 26, 2015 at 2:00 p.m.

The meeting was called to order by President Powell at 2:02 p.m.

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

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

Chief Hickman introduced the new Administrative Assistant, Joyce Reed.

- 2. Appointment of Vice President.**

The motion to appoint Director Venable as Vice President was made by President Powell, seconded by Director van Duinwyk and unanimously passed.

- 3. Appointment of Strategic Planning Committee Member.**

The motion to appoint Director Easton to the Strategic Planning Committee was made by Director van Duinwyk, seconded by Secretary Sinser and unanimously passed.

- 4. Appointment of Real Property Negotiator.**

Secretary Sinser volunteered, and was unanimously appointed as a Real Property Negotiator.

- 5. Present Dispatcher, Scott Edwards with service pin for 5 years.**

Chief Hickman stated that Scott Edwards has been an employee for 15 years, and transitioned to non-safety for 5 years.

- 6. Motion to authorize Fire Chief to enter into an annual contract for computer network services.**

- a. Staff report presented by Division Chief Taylor.**

Division Chief Taylor provided a staff report regarding the annual contract for computer network services. The motion to authorize the Fire Chief to enter into an annual contract for computer network services was made by Secretary Sinser, seconded by Director van Duinwyk and unanimously passed.

- 7. Progress report from the ad hoc committee appointed to meet and confer with representatives of those who submitted written responses to the DEIR.**

President Powell stated that the ad hoc committee met and stated that the other parties were unable to meet at that time. He stated that they also discussed their interest in moving forward with the EIR. Chief Hickman provided additional insight regarding possible scheduling dates for the ad hoc committee.

8. Report from the Finance Committee:

a. Consider recommendation to approve September 2015 financial statements.

Director van Duinwyk presented the financial report. He mentioned that Chief Hickman is developing a policy to eliminate excess property. Chief Hickman stated that the policy will be ready next month. Secretary Sinser commended the accountant on the financial reporting. The motion to approve financial statements ending September 30, 2015 was made by Vice President Venable, seconded by Director van Duinwyk and unanimously passed.

9. Approval of Minutes of September 17, 2015 Special Meeting.

The motion to approve the minutes of the Special Board Meeting of September 17, 2015 was made by Director van Duinwyk, seconded by Secretary Sinser and passed. Director Easton abstained.

10. Approval of Minutes of September 28, 2015 Regular Meeting.

The motion to approve the minutes of the Regular Board Meeting of September 28, 2015 was made by Director Easton, seconded by Director van Duinwyk and unanimously passed.

11. Fire Chief's report.

Chief Hickman provided an update regarding the Mello Roos easement transfer to the Upper Hyde Road Homeowners. The Chief stated that the Montecito Planning Commission met last week, and the Fire District was mentioned throughout the meeting regarding the Casa Dorinda construction project. Chief Hickman indicated that a meeting has been scheduled on December 3rd and the District will have representation at this meeting to answer questions. The Chief stated that the District has selected a candidate for the Dispatcher position, and the individual is still in the background process. Division Chief Taylor indicated that the District is in the process of developing a hiring list for future firefighter and firefighter/paramedic positions. He added that the recruitment process opens Wednesday and closes Friday, accepting the first 500 applications. Division Chief Taylor noted that the District is utilizing a national testing network to cast a wider net. Chief Hickman provided an update regarding three significant calls during the month of September.

12. Board of Director's report.

Director Sinser stated that he attended the Montecito Association Meeting. Director

Easton stated that she reached out to her Broker of Record, Caldwell Banker, who wanted to make sure that the District had the correct title for the department that holds her license, “Caldwell Banker’s Residential Referral Network.” President Powell stated that he was approached by a community member regarding trash clean-up around water sheds near the beach that is often used for warming fires, and they asked how the Fire District might interface with this issue. He also received a comment from a member who lives in the middle of the community who stated that they had received the benefit of improved insurability from the change in classifications of the fire hazard severity zones.

The Board adjourned at 2:57 p.m., and entered into closed session at 3:07 p.m. The Board reported out of closed session at 4:22 p.m.

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

- a. Property: portions of APN 009-203-011, 1510 San Leandro Road, Montecito.**
- b. Agency Negotiators: John Venable and Director to be designated by Board (see Item 4 above)**
- c. Negotiating Party: John Bochino**
- d. Under Negotiation: Price and terms of payment.**

Mark Manion reported that the Board provided instructions to the Real Property negotiators.

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

- a. Employee: Fire Chief Chip Hickman**

Mark Manion reported that there were no actions taken.

15. Suggestions from Directors for items other than regular agenda items to be included for the November 16, 2015 Regular Board meeting.

Secretary Sinsler requested that a discussion item of Station 3 alternatives be placed on the next agenda.

The meeting adjourned at 4:31 p.m.

 Director Abe Powell

 Secretary Gene Sinsler

Agenda Item #9

Sally Jordan

Dear Chip,

Sometimes there just are no words. Today is one of those times.

Under your so capable, so professional, so efficient and effective leadership — our fabulous-by-any-measure fire fighters saved our homes, our lives, our community — once again.

With the flames so clearly visible on the mountain, nerves were raw in the neighborhoods. But as all eyes were riveted on

the hillsides, we knew our MFD heroes were up there saving us.

God has richly blessed us with your courageousness.

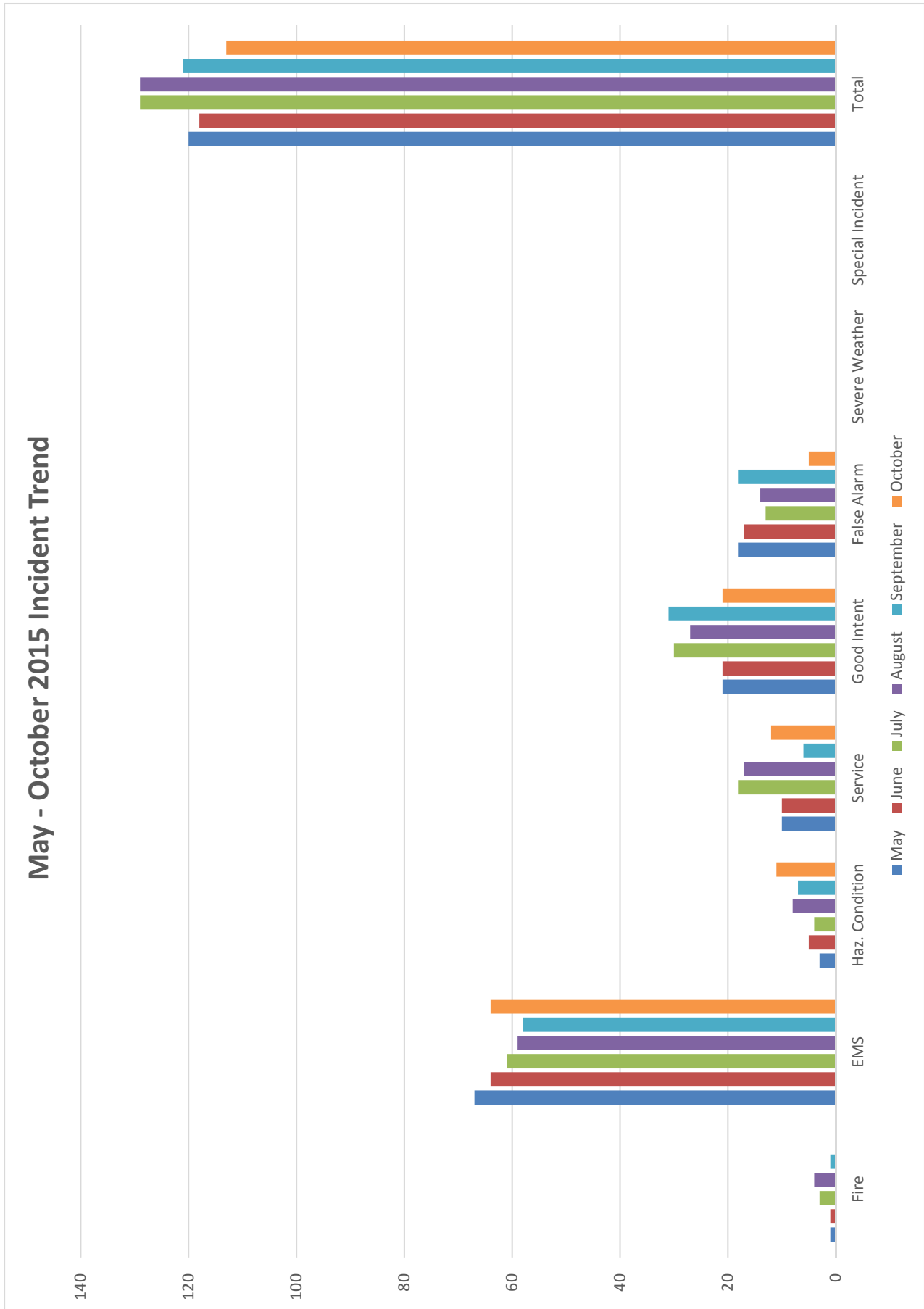
Thank you, Extraordinary Chip for "being there" for us, between us and disaster.

with boundless admiration and profound gratitude,

Sally

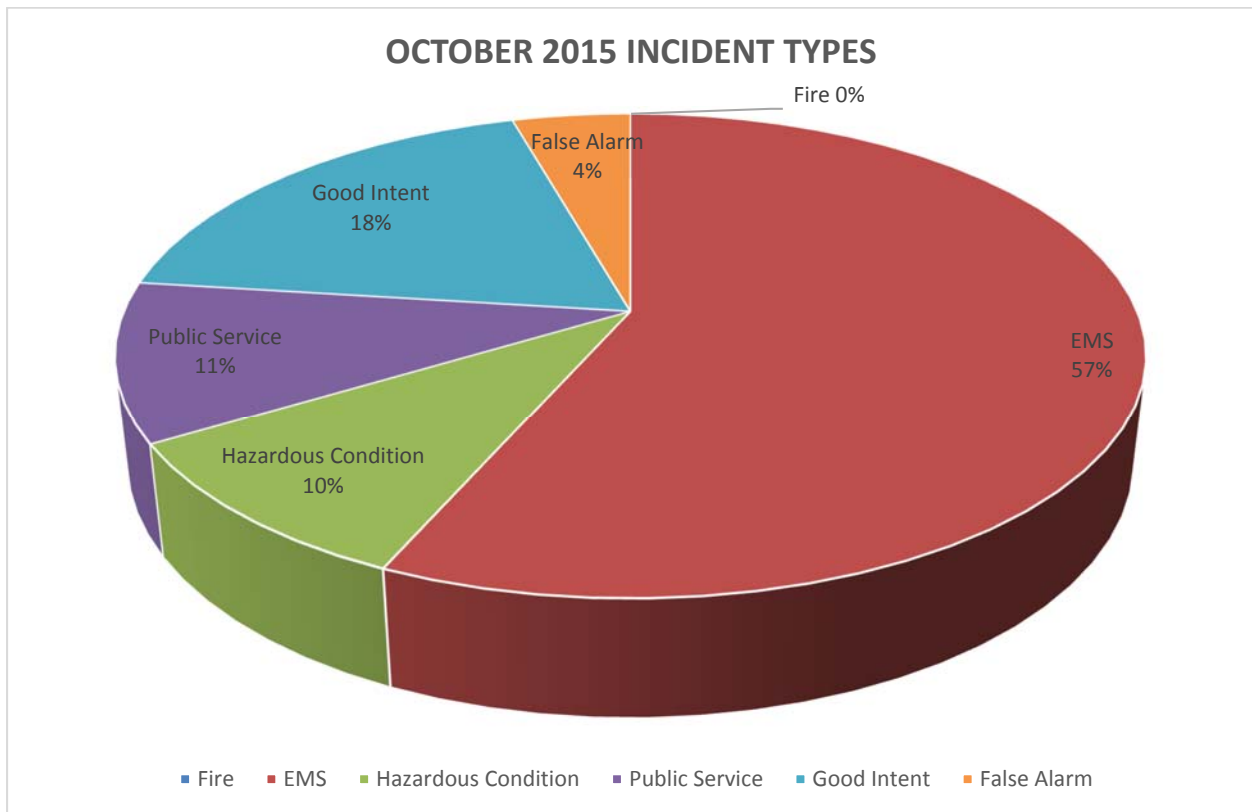
October 30, 2015

May - October 2015 Incident Trend



**OCTOBER 2015
CALLS BY INCIDENT TYPE
TOTAL INCIDENTS: 113**

FIRE: 0	EMS: 64
HAZARDOUS CONDITION: 11	PUBLIC SERVICE**: 12
GOOD INTENT*: 21	FALSE ALARM: 5
SEVERE WEATHER: 0	SPECIAL INCIDENT TYPE: 0



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

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