

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

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

March 23, 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. TIME CERTAIN: 2:00 p.m.: Update from Dan Gira of AMEC on progress and timeline of Station 3 Environmental Impact Report.
3. Staff Report on Annual Emergency Notification System Testing Program.
4. Report from the Finance Committee (copy of Agenda for Finance Committee Meeting attached).
 - a. Consider recommendation to approve District's February 2015 financial statements.
 - b. Consider all recommendations from Capitol PFG's "Financial Analysis Related to Budgeting and Long-Term Liabilities" report.
5. Consider award of contract for Montecito Community Wildfire Protection Plan (CWPP).
6. Consider sending letter to property owners of sites identified in Station 3 Site Identification Study to inquire about property availability.
7. Approval of Resolution 2015-02 Authorizing Overtime Pay and Portal to Portal Pay for Employees.
8. Consider request from Director Powell to attend FDAC conference April 8-April 10, 2015 in Napa, CA.
9. Approval of Minutes of February 23, 2015 Special Meeting.
10. Fire Chief's report.
11. Board of Director's report.
12. Suggestions from Directors for items other than regular agenda items to be included for the April 27, 2015 Regular Board meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is March 18, 2015.

MONTECITO FIRE PROTECTION DISTRICT



Chip Hickman, Fire Chief

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

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

Agenda Item #3



STAFF REPORT

Prepared for: Montecito Fire Protection Board of Directors
Prepared by: Jackie Jenkins, Communications Coordinator
Date: March 23, 2015
Topic: Annual Emergency Notification Testing Program

Summary

The Montecito Fire Protection District (MTO) utilizes several different emergency alert programs. Citygate Standards of Cover Recommendation 2.5 indicated that these systems should be tested every 12-24 months. In response to this recommendation, the Board of Directors requested an emergency alert program testing schedule be developed to ensure that each notification method is working and effectively reaching the community.

Background

MTO has a robust emergency notification system consisting of: Reverse 911 System, AM 1610, Nixle, Hearo Radio System, MTO website and several social media sites including Facebook and Twitter. Immediate notifications are provided using the Reverse 911 and the Hearo Radio System. Situation status information and general emergency information is shared with the community via AM 1610, Nixle, MTO website, Facebook and Twitter.

Discussion

Annual testing of emergency notification systems is considered an industry best practice and confirms they are operating effectively. Additionally, annual tests provide community members an opportunity to exercise their home or business emergency plan in conjunction with the test. Finally, annual testing provides MTO an opportunity to conduct an after-action review to identify opportunities for improvement. A complete testing schedule is included in Attachment A.

Conclusion

Staff recommends that Board receive and file this report.

Emergency Notification System Annual Testing Plan

Pre-Test Community Notification:

Community members will be notified of the annual test two weeks prior to test date via notification in Montecito Journal, Nixle, Facebook, Twitter, repeating message on AM1610 and via email to all Hearo Radio System subscribers.

Annual Test Date:

First system test will occur on June 1, 2015; subsequent annual tests will occur on the Monday following time change every spring.

Notification Systems Tested:

1. Reverse 911
2. Hearo Radio System
3. Nixle
4. Website
5. Facebook
6. Twitter

System Test Process:

An emergency alert message will be generated and sent to the entire district. This message will include the verbiage that "this is a test, this is only a test".

After Action Review:

Immediately following the emergency notification test community members shall be surveyed by online internet tool to determine if they received the alert, if the message was clear and if they understood what to do as a result of the emergency. Information collected shall be presented to the Fire Chief in written report form no later than April 30 of each year.

Agenda Item #4

MONTECITO FIRE PROTECTION DISTRICT

Finance Committee Meeting Agenda

March 13, 2015 at 11:00 a.m.

Montecito Fire Protection District Headquarters
595 San Ysidro Road
Santa Barbara, CA 93108

Agenda Items May Be Taken Out of the Order Shown

1. Public comment: Any person may address the Finance Committee at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Review and make recommendation for approval of February 2015 financial statements.
3. Review PARS OPEB Trust Program fee schedule and statement for January 2015.
4. Review all recommendations from Capitol PFG's "Financial Analysis Related to Budgeting and Long-Term Liabilities" report.
5. Fire Chief's Report.
6. Requests for items to be included for the next Finance Committee Meeting.
7. Adjournment.

The next meeting is scheduled for Thursday, April 16, 2015 at 12:00 p.m.

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is March 10, 2015.

MONTECITO FIRE PROTECTION DISTRICT

Chip Hickman, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements. Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

ATTACHMENT

#A

MONTECITO FIRE PROTECTION DISTRICT
CASH RECONCILIATION - ALL FUNDS
February 28, 2015

	Fund 3650 General	Fund 3651 Pension Obl.	Fund 3652 Capital Outlay	Fund 3653 Land & Bldg	All Funds
Cash Balance at 2/1/15	4,980,769.66	164.32	2,121,633.54	6,376,925.51	13,479,493.03
Income:					
Tax Revenue	-	-	-	-	-
Westmont Annex Property Tax	4,260.63	-	-	-	4,260.63
CalOES - Bald Fire, 08/02-08/06/14	33,595.73	-	-	-	33,595.73
CalOES - Tecolote Fire, 08/18/14	9,548.73	-	-	-	9,548.73
CalOES - Silverado Fire, 09/13-9/15/14	18,443.29	-	-	-	18,443.29
CalOES - Boles Fire, 09/16-09/21/14	35,018.46	-	-	-	35,018.46
	<u>100,866.84</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,866.84</u>
Expenses:					
Claims Processed	(101,673.40)	-	(2,500.00)	-	(104,173.40)
Payroll	(804,065.58)	-	-	-	(804,065.58)
Other:					
Reimbursed expenses*	95.28	-	-	-	95.28
	<u>(905,643.70)</u>	<u>-</u>	<u>(2,500.00)</u>	<u>-</u>	<u>(908,143.70)</u>
Cash Balance at 2/28/15	<u>4,175,992.80</u>	<u>164.32</u>	<u>2,119,133.54</u>	<u>6,376,925.51</u>	<u>12,672,216.17</u>
Cash in Treasury per Balance Sheet	<u>4,560,034.84</u>	<u>164.32</u>	<u>2,119,133.54</u>	<u>6,376,925.51</u>	<u>13,056,258.21</u>
Difference	384,042.04	-	-	-	384,042.04
Reconciliation:					
Outstanding payroll claims					
Delta Dental	13,847.87	-	-	-	13,847.87
Vision Service Plan	2,805.40	-	-	-	2,805.40
CalPERS retirement contributions	83,816.43	-	-	-	83,816.43
Mass Mutual contributions	19,292.55	-	-	-	19,292.55
Payroll Taxes & Direct Deposit	252,746.42	-	-	-	252,746.42
Electronic Fund Transfer (EFT) Payable					
Montecito Firefighter's Assoc.	6,748.00	-	-	-	6,748.00
Southern CA Edison	1,824.28	-	-	-	1,824.28
Boundtree Medical	1,282.84	-	-	-	1,282.84
A. Gil Reimbursement	582.77	-	-	-	582.77
Montecito Water District	361.48	-	-	-	361.48
Burton's Fire	276.64	-	-	-	276.64
Hydrex Pest Control	178.00	-	-	-	178.00
Satcom Global	149.80	-	-	-	149.80
Nestle Pure Life Direct	129.56	-	-	-	129.56
	<u>384,042.04</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>384,042.04</u>

* Summary of reimbursed expenses:

S. Bumanglag reimbursement for health premium, employee portion, \$25.52

B. Bennewate reimbursement for shift calendar purchase, \$13.30

B. Bennewate reimbursement for personal gear pack, \$56.46

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

Payee	Description	Amount
<u>Fund 3650 - General</u>		
Across The Street Productions	Blue Card Command: J. Zeitsoff	346.50
ADP Inc	ADP fees, 2 periods and W-2's	935.12
Advanced Electronics	Command 13 base station radio (budgeted)	3,771.35
Aflac	Employee paid insurance, January	1,549.22
Airgas West	Oxygen refills	13.56
Allstar Fire Equipment Inc	PPE: Escape belts for new hires	281.50
Allstar Fire Equipment Inc	PPE: Hot shields and gloves for new hires	306.10
Allstar Fire Equipment Inc	Helmets for new hires and promoted employees	2,310.16
Anchor Air Systems	Exhaust fan replacement, Sta. 2	1,908.00
Andreas, Dave	D. Andreas Reimb: HazMat Outreach Instructor	258.16
Angel L Iscovich	Medical director services, January-June 2015	3,000.00
A-Ok Mower Shop Inc	Sharpened chains	239.02
Arrow International	Medical supplies, needles order	1,197.02
B&T Service Station Contractors	Service call to repair diesel pump	226.50
Bound Tree Medical	Medical supplies, 2 months	1,987.66
Burtens Fire Inc	Hydrant tool holders for E91	116.48
Burtens Fire Inc	Door closers for E93	160.16
California Special Districts Assoc	CA Special Districts Assoc: Montecito Fire, 2015	5,691.00
Callback Staffing Solutions LLC	Online scheduling program, monthly fee	94.50
Carquest Auto Parts	Wiper blades and other parts	111.67
Chapman, Scott	Emergency supplies: water and Gatorade	84.82
Chapman, Scott	S. Chapman Reimb: S-336 Tactical Decision	148.12
Chaz Sportswear	Rain jacket embroidery for Gray/Rubio	35.10
Classic Party Rentals	Chair rentals for R. Jensen event	248.80
Compuvision	Service call to install IP phones	187.50
Conexis Benefits Administrator	FSA plan reimbursements (employee paid)	5,581.22
Conexis Benefits Administrator	FSA administrative fee, January	94.50
Cummins Cal Pacific	Generator repair: radiator replaced	4,317.07
Cummins Cal Pacific	OES repair part (reimbursable)	827.21
Davis, Shaun	S. Davis Reimb: Firehouse World	1,669.58
Dewitt Pinto Petroleum	Diesel Fuel, 2 trips	1,433.89
Entenmann Rovin Co	Wallets for retirees and new badges	643.25
Gil, Araceli	A. Gil Reimb: SBCC accounting classes	582.77
Hauser, Ben	B. Hauser Reimb: Firehouse World	277.50
Hauser, Ben	B. Hauser Reimb: S-336 Tactical Decision	1,198.28
Hickman, Stephen	C. Hickman Reimb: FH World meals	100.25
Hydrex Pest Control	Quarterly pest control maintenance	178.00
Informa Corp	Computer support, December	870.00
Informa Corp	Computer support, January	1,200.00
Information Station Specialists	AM radio replacement (budgeted)	3,424.80
Interstate Batteries of Sierra Madre	Tires (2) for Utility 91	449.17
JDL Mapping	Mapping services, December	1,125.00

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

Payee	Description	Amount
L N Curtis & Sons	Turnout boots	394.62
Liebert Cassidy Whitmore	Labor attorney fees, December	367.00
Marborg Industries	Refuse disposal	495.19
Mission Uniform Service Inc	Shop towels	366.22
Montecito Association	Montecito Association membership dues	500.00
Montecito Water District	Water service	361.48
Motorola Solutions, Inc	Multi-unit chargers/batteries for portable radios	600.05
Nestle Pure Life Direct	Bottled water	129.56
Norm Katz Psy D	Pre-employment screenings (5)	2,000.00
Pauletto Electric	Service call for circuit power outage	156.00
Pauletto Electric	Replace timer switch in dorm bathrooms, Sta. 1	183.26
PERS Public Agency Coalition	PERS PAC Membership: 06/13-05/15 (2 years)	500.00
Powell, Keith	K. Powell Reimb: Firehouse World	864.53
Price Postel & Parma	Legal services, December	5,479.64
Price Postel & Parma	Legal services, January	8,968.00
Public Retirement Journal	Public Retirement Journal subscription 10/14-09/15	195.00
Safety Kleen Corp	Quarterly solvent tank maintenance	274.86
Sansum Clinic	Employee medical exams	16,196.00
Santa Barbara Trophy	Key chains for spare keys and name tags	207.09
Satcom Global Inc	Satellite phone charges, 2 months	299.60
SB County Auditor-Controller	Additional User Tax	32.29
SB County Auditor-Controller	FIN quarterly billing	3,648.00
SB County Treasurer/Tax Collector	Secured taxes for 3 MFPD properties	4,382.05
Sinser, Gene	G. Sinser Reimb: CSDA Leadership Conference	478.59
Smardan Hatcher Company	Plumbing repair for Patrol 91	130.18
Smittys Towing	Old Squad 91 loading	125.00
South Coast Emer. Vehicle Service	Vehicle parts	100.69
Southern California Edison	Electricity service, Sta. 1 & 2	1,824.28
Sprint	E92 Sim card for MDC, January	37.99
Staples Credit Plan	Office supplies	285.95
Taylor, Kevin	K. Taylor Reimb: Background investigation fees	81.50
The Gas Company	Gas service	171.45
The UPS Store	Shipping charges	65.30
Turnout Maintenance Co Llc	Turnouts repairs	186.00
Verizon California	Telephone service	1,284.76
Verizon Wireless	Wireless service, December	1,120.76
	Fund 3650 Total	<u>101,673.40</u>
 Fund 3652 - Capital Outlay		
Brindlee Mountain Fire Apparatus	Broker fee for sale of old Squad 91	2,500.00
	Fund 3652 Total	<u>2,500.00</u>

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

Regular Salaries	\$	455,584.50
Part-Time Salaries		4,390.28
Directors Fees		825.00
Auxiliary		569.50
FLSA Safety		5,391.40
FLSA Dispatch		2,832.12
Overtime		45,260.16
Fire Assignment Overtime		-
Chief Officers - Extra Duty		5,652.00
Dispatch Cadre Earnings		1,984.20
Mass Mutual 457 Contribution		7,800.00
4850 Labor Code Payroll		<u>17,233.55</u>
Gross Wages	\$	547,522.71
District Contributions to Insurance		112,214.33
District Contributions to Medicare/FICA		7,283.16
District Contributions to SUI		358.68
CalPERS Employee Contribution, District paid		45,782.92
CalPERS Employer Contribution, Employee paid		(23,033.20)
CalPERS, District Contribution		118,507.56
Health and Dependent Care FSA Contributions		(3,021.32)
Due to AFLAC		<u>(1,549.26)</u>
Total Benefits		<u>256,542.87</u>
Grand Total	\$	<u>804,065.58</u>

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME COMPENSATION
February 2015**

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Fire Asgmt	Emer. Callback	Training/ Class Cover	Paramedic Cont. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Description
Lauritson, R.	01/25/15		23.0	2,743.44								2,743.44				
Gil, A.	01/27/15	4.5	-	-											-	Payroll preparation
Blake, G.	01/29/15	18.0	6.0	368.91								368.91				
Villarreal, J.	01/29/15		24.0	1,861.20	1,861.20											
Holthe, D.	01/30/15		24.0	1,820.52								1,820.52				
Bass, L.	01/31/15		9.0	577.80				577.80								
Gil, A.	02/01/15	4.0	-	-											-	New hire packets
Bass, L.	02/02/15		2.5	160.50											160.50	Late call
Blake, G.	02/02/15		2.5	153.71											153.71	Late call
Fuentes, E.	02/02/15		10.5	740.88				740.88								USAR MOBEX Backfill
Galbraith, R.	02/02/15		10.5	618.50				618.50								USAR MOBEX Backfill
Holthe, D.	02/02/15		10.5	796.48				796.48								USAR MOBEX Backfill
McCracken, R.	02/02/15		11.0	693.66				693.66								USAR MOBEX Backfill
Villarreal, J.	02/02/15		2.5	193.88											193.88	Late call
Mann, K.	02/03/15		24.0	1,693.44	1,693.44											
Bass, L.	02/04/15		2.5	160.50				160.50								HazMat and FRO meeting
Fuggles, K.	02/04/15		9.5	649.37											649.37	Jury duty
Hickman, K.	02/05/15		3.0	190.89				190.89								
Holthe, D.	02/06/15		9.5	720.62				720.62								
Hauser, B.	02/07/15		24.0	1,368.36								1,368.36				
Hickman, K.	02/07/15		24.0	1,527.12								1,527.12				
Puguy, P.	02/10/15		1.0	53.93										53.93		
Payroll 2/17/15				17,093.71												
Andreas, D.	01/24/15		10.0	793.80				793.80								
Andreas, D.	01/28/15	8.0	0.5	39.69				39.69								
Andreas, D.	01/29/15	8.0	0.5	39.69				39.69								
Widling, A.	02/01/15		8.0	942.00									942.00			Orientation training
Chapman, S.	02/02/15		10.5	687.96				687.96								USAR MOBEX Backfill
St. Oegger, D.	02/02/15		10.5	690.80				690.80								USAR MOBEX Backfill
Widling, A.	02/02/15		8.0	942.00									942.00			Orientation training
Andreas, D.	02/04/15		3.0	238.14				238.14								
Davis, S.	02/05/15		4.0	235.62				235.62								
Gil, A.	02/07/15	7.0	-	-											-	FIN reports prep
Gil, A.	02/09/15		2.5	197.36											197.36	FIN reports prep
Bennetwate, B.	02/10/15		2.0	96.39											96.39	
Holthe, D.	02/10/15		18.5	1,403.32	1,403.32											
Klemowicz, E.	02/11/15	4.0	20.0	1,145.40												
Villarreal, J.	02/11/15		24.0	1,861.20	1,861.20											

**MONTECITO FIRE PROTECTION DISTRICT
OVERTIME COMPENSATION
February 2015**

Name	Date Worked	Comp Hrs	OT Hrs	Total Amount	Sick Relief	Fire Asgmt	Emer. Callback	Training/ Class Cover	Paramedic Cont. Ed	Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Description	
Bennewate, B.	02/12/15		24.0	1,156.68								1,156.68					
Widling, A.	02/13/15		24.0	1,884.00									1,884.00				
Zeitsoff, J.	02/14/15		24.0	1,366.92								1,366.92					
Poulos, T.	02/16/15		22.5	1,416.49								1,416.49					
Zeitsoff, J.	02/16/15		1.5	85.43								85.43					
Jenkins, J.	02/17/15		2.0	205.29										205.29			
Klenowicz, E.	02/17/15	4.0	20.0	1,145.40								1,145.40					
Powell, K.	02/17/15		24.0	1,374.48								1,374.48					
Purguy, P.	02/17/15		14.0	754.95										754.95			
Villarreal, J.	02/17/15		24.0	1,861.20								1,861.20					
Poulos, T.	02/19/15		24.0	1,510.92								1,510.92					
Briner, A.	02/20/15		24.0	1,675.08								1,675.08					
Holthe, D.	02/21/15		24.0	1,949.04						1,949.04							
Lauritson, R.	02/21/15		24.0	2,862.72								2,862.72					
Edwards, T.	02/22/15		24.0	1,884.00									1,884.00				
Hauser, B.	02/22/15		24.0	1,368.36								1,368.36					
Chapman, S.	02/23/15	8.0	16.0	1,048.32								1,048.32					
Jenkins, J.	02/24/15		4.0	410.58										410.58			
Muller, L.	02/24/15		12.0	545.22										545.22			
Payroll 3/2/15				33,818.45													
Grand Total				50,912.16	10,191.28	0.0%	-	7,225.03	0.0%	1,949.04	3.8%	22,570.02	5,652.00	1,969.97	1,354.82	2.7%	
% of Total				100.00%	20.0%	0.0%	0.0%	14.2%	0.0%	3.8%	0.0%	44.3%	11.1%	3.9%	2.7%		

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

Fiscal Year 2013-14

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

YTD Feb. 2014	Sick Relief	Emer CB	Class Cover	Paramedic	Flex Day	Ext Staff	Sh Vacancy	BC Coverage	Disp Cover	Other	Subtotal	Fire Asgmt	Total OT
	90,047.84	15,114.79	9,168.76	2,113.24	31,257.75	40,402.24	127,930.37	50,559.42	30,743.13	24,707.82	422,045.35	185,761.14	607,806.49

Fiscal Year 2014-15

Month Paid	Emergency		Training/		Paramedic		Flex Day	Extra Staffing	Shift Vacancy	BC Coverage	Dispatch Coverage	Other	Subtotal	Fire Assignments	Total OT	Monthly % of Budget	Cum. % of Budget
	Callback	Class	Class	Cont. Ed	Cont. Ed	Day											
JULY	340.88	2,887.45	-	709.26	2,529.00	26,949.83	18,840.00	3,199.50	2,773.13	58,229.05	-	58,229.05	6.9%	6.9%			
AUGUST	3,195.00	29,957.92	420.10	-	-	42,588.18	4,710.00	6,543.30	2,378.76	89,793.26	187,986.81	277,780.07	32.7%	39.5%			
SEPTEMBER	9,167.77	265.49	4,534.23	-	1,578.96	24,140.76	7,536.00	2,254.08	956.81	77,674.94	106,053.76	183,728.69	21.6%	61.1%			
OCTOBER	9,536.22	292.20	1,316.28	184.46	1,923.25	8,348.79	3,768.00	8,561.00	4,546.38	66,541.45	43,661.73	110,203.18	13.0%	74.1%			
NOVEMBER	6,873.48	481.50	2,874.38	381.79	2,385.90	26,656.32	7,536.00	2,777.40	11,513.21	65,506.57	-	65,506.57	7.7%	81.8%			
DECEMBER	4,333.41	-	13,067.39	286.34	2,252.12	5,643.78	12,246.00	13,956.94	14,196.77	118,791.63	-	118,791.63	14.0%	95.8%			
JANUARY	20,304.55	-	2,491.96	-	-	29.45	16,956.00	5,729.48	4,832.80	97,992.02	-	97,992.02	11.5%	107.3%			
FEBRUARY	10,191.28	-	7,225.03	-	1,949.04	22,570.02	5,652.00	1,969.97	1,354.82	50,912.16	-	50,912.16	6.0%	113.3%			
TOTAL	63,942.59	33,884.56	31,929.36	1,561.85	12,618.27	42,189.38	77,244.00	44,991.67	42,552.67	625,441.06	337,702.30	963,143.36	113.3%				

Budget \$850,000

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

Fire Name, #	Invoice #	Period Covered	Invoice Date	Agency	Total Due	Date Received	Amount Received
EI Portal, CA-YNP-0083	2014-09	07/27-08/14/14	10/23/14	USFS	\$ 14,789.54		
Little Deer (July), CA-KNF-005564		08/01-08/24/14	10/30/14	Cal-OES	88,267.48	01/20/15	88,267.76
Bald Fire, CA-LNF-003479		08/02-08/06/14	10/24/14	Cal-OES	33,595.72	02/09/15	33,595.73
Eiler Fire, CA-SHU-006933		08/06-08/16/14	10/24/14	Cal-OES	96,835.29	01/02/15	96,835.29
Cover BTU-August, CA-BTU-010882		08/09-08/15/14	03/09/15	Cal-OES	75,855.10		
Junction, CA-MMU-014633		08/18-08/21/14	10/30/14	Cal-OES	23,118.98	01/12/15	23,118.98
Tecolote, CA-ANF-004034		08/18/14	11/21/14	Cal-OES	9,548.73	02/09/15	9,548.73
Tecolote, CA-ANF-004034	2014-10	08/18/14	10/23/14	USFS	1,622.00		
Way, CA-CND-003148	2014-11	08/19-08/25/14	10/23/14	USFS	11,203.88	01/21/15	11,203.88
Silverado Fire, CA-CNF-002873		09/13-09/15/14	11/21/14	Cal-OES	18,443.29	02/09/15	18,443.29
King Fire, CA-ENF-023461	2014-12	09/18-10/02/14	10/23/14	USFS	29,750.38		
Boles Fire, CA-SKU-007064 (Revised)		09/16-09/21/14	11/12/14	Cal-OES	35,018.46	02/05/15	35,018.46
King Fire, CA-ENF-023461 (OES & 391)		09/20-09/26/14	12/04/14	Cal-OES	184,372.37		
					\$ 622,421.24		\$ 316,032.12

PRICE, POSTEL & PARMA LLP

COUNSELLORS AT LAW
POST OFFICE BOX 99
SANTA BARBARA, CA 93102-0099

(805) 962-0011

TAX ID # 95-1782877

MONTECITO FIRE PROTECTION DISTRICT
595 SAN YSIDRO ROAD
SANTA BARBARA, CA 93108

January 14, 2015
File #: 12611
Invoice #: 118802
Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: GENERAL MATTERS Our File Number: 12611-00000	1,947.00
RE: ATTORNEY OPINIONS Our File Number: 12611-00024	531.00
RE: BOARD MTGS Our File Number: 12611-00061	2,419.00
RE: MELLO ROOS - UPPER HYDE ROAD Our File Number: 12611-00077	582.64
Current Total Charges	5,479.64

* * * * *

SUMMARY OF CURRENT CHARGES

Current Fees	5,424.00	
Current Disbursements	55.64	
Total Current Fees & Costs	5,479.64	
Total Current Due		\$5,479.64

SUMMARY OF PAST DUE BALANCES

Total Past Due		\$0.00
-----------------------	--	---------------

PRICE, POSTEL & PARMA LLP

COUNSELLORS AT LAW
POST OFFICE BOX 99
SANTA BARBARA, CA 93102-0099

(805) 962-0011

TAX ID # 95-1782877

MONTECITO FIRE PROTECTION DISTRICT
595 SAN YSIDRO ROAD
SANTA BARBARA, CA 93108

February 10, 2015
File #: 12611
Invoice #: 119362
Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: GENERAL MATTERS Our File Number: 12611-00000	4,484.00
RE: CONTRACTS Our File Number: 12611-00014	383.50
RE: BOARD MTGS Our File Number: 12611-00061	2,301.00
RE: COYOTE ROAD Our File Number: 12611-00081	1,357.00
RE: RELM RADIOS Our File Number: 12611-00084	442.50
<hr/> Current Total Charges	<hr/> 8,968.00

* * * * *

SUMMARY OF CURRENT CHARGES

Current Fees	8,968.00	
Total Current Fees & Costs	8,968.00	
Total Current Due		\$8,968.00

SUMMARY OF PAST DUE BALANCES

Total Past Due		\$0.00
-----------------------	--	---------------

Cochrane Property Management, Inc.

Period: 01 Feb 2015-28 Feb 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 02/01/2015			11,820.29
02/02/2015	Larry Todd Edwards	ACH receipt	PKC4-HI8L	1255 - Rent Income - January 2015	76.54		11,896.83
02/02/2015	Larry Todd Edwards	ACH receipt	PKC4-HI8L	1255 - Rent Income - February 2015	1,641.46		13,538.29
02/02/2015	Thomas V. Homer	Receipt	1444	1257 - Rent Income - February 2015	1,244.00		14,782.29
02/02/2015	Thomas V. Homer	Receipt	1444	1257 - Prepaid Rent - Prepaid Rent Income	66.00		14,848.29
02/03/2015	Brandon Bennewate	CC receipt	8NJ0-YQFK	1259 - Rent Income - February 2015	1,287.00		16,135.29
02/03/2015	Brandon Bennewate	CC receipt	8NJ0-YQFK	1259 - Charge Back - February 2015 - Property Taxes owed until June 2015	52.00		16,187.29
02/11/2015	Hydrex, Inc. (Santa Barbara)	Check	18736	Pest Control - 1/12/15 - mo rodent service - 30 bait stations - February 2015 - mo rodent service - 30 bait stations		92.00	16,095.29
02/11/2015	Kal Rad	Check	18737	1259 - Smoke Alarms - 12/2/14 - install one smoke alarm in dining rm, the contractor before had installed the CO2 & smoke alarm in bedrm already - Please install CO2 alarm & smoke alarms in each unit this week.		55.00	16,040.29
02/11/2015	MarBorg Industries	Check	18738	Trash/Recycling - 1-65210 4: 12/31/14 invoice - February 2015		178.42	15,861.87
02/11/2015	Peyton/Scapes	Check	18739	Gardening/Landscaping - 1/31/15 mo gardening - February 2015		55.00	15,806.87
02/11/2015	Peyton/Scapes	Check	18739	Gardening/Landscaping - 1/31/15 mo gardening - February 2015		55.00	15,751.87
02/11/2015	Peyton/Scapes	Check	18739	Gardening/Landscaping - 1/31/15 mo gardening - February 2015		55.00	15,696.87
02/11/2015	Rayne Water Conditioning	Check	18740	1257 - Water/Sewer - Monthly water softening 1/14/15 - February 2015		48.32	15,648.55
02/11/2015	Rayne Water Conditioning	Check	18740	1255 - Water/Sewer - Monthly water softening 1/14/15 - February 2015		77.10	15,571.45
02/11/2015	Rayne Water Conditioning	Check	18740	1259 - Water/Sewer - Monthly water softening 1/14/15 - February 2015		48.32	15,523.13

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
02/26/2015	Montecito Water District	Payment	ACH	Water/Sewer - monthly water 01-1256-03: 12/30/14 - 1/26/15 (8 HCF) - February 2015 - Montecito Water monthly bill		64.45	15,458.68
02/28/2015	Cochrane Property Management, Inc.	Check	18741	Administrative Fee - Monthly service fee - min \$5 - February 2015 - Monthly service fee - min \$5		5.00	15,453.68
02/28/2015	Cochrane Property Management, Inc.	Check	18741	Property Mgmt Fees - Property Mgmt Fees for 02/2015		258.30	15,195.38
02/28/2015	Montecito Fire Protection District (MFPD)	Check	18742	Owner Distribution - Owner payment for 02/2015		10,000.00	5,195.38
				Ending Cash Balance			5,195.38
Total					4,367.00	10,991.91	

Property Cash Summary

Required Reserves	5,000.00
Prepaid Rent for Future Rent	66.00

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: 02/01/2015 to 02/28/2015

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Income				
Rent Income	4,305.00	98.81	8,610.00	98.81
Charge Back	52.00	1.19	104.00	1.19
Total Income	4,357.00	100.00	8,714.00	100.00
Total Operating Income	4,357.00	100.00	8,714.00	100.00
Expense				
Office Expenses				
Administrative Fee	5.00	0.11	10.00	0.11
Total Office Expenses	5.00	0.11	10.00	0.11
Repair & Maintenance				
Gardening/ Landscaping	165.00	3.79	330.00	3.79
General Cleaning/ Janitorial	0.00	0.00	160.00	1.84
Pest Control	92.00	2.11	184.00	2.11
Smoke Alarms	55.00	1.26	55.00	0.63
Total Repair & Maintenance	312.00	7.16	729.00	8.37
Property Mgmt Fees	258.30	5.93	516.60	5.93
Utilities				
Water/Sewer	238.19	5.47	476.39	5.47
Trash/Recycling	178.42	4.10	178.42	2.05
Total Utilities	416.61	9.56	654.81	7.51
Total Operating Expense	991.91	22.77	1,910.41	21.92
NOI - Net Operating Income	3,365.09	77.23	6,803.59	78.08
Total Income	4,357.00	100.00	8,714.00	100.00
Total Expense	991.91	22.77	1,910.41	21.92
Net Income	3,365.09	77.23	6,803.59	78.08
Other Items				
Prepaid Rent	10.00		20.00	
Owner Distribution	-10,000.00		-10,000.00	
Net Other Items	-9,990.00		-9,980.00	
Cash Flow	-6,624.91		-3,176.41	

ATTACHMENT

#B

Capitol PFG Recommendations

Based on the analysis and findings summarized in this report, Capitol PFG has established the following recommendations for the District:

Revenues, Expenditures and Cash Flow

Impact Fees: Review the District's current policy related to the collection of development impact fees and determine whether it is in-line with the current desires of the community to not impose such fees. These specifically are fees charged on new construction projects to mitigate their capital impacts on a fire district. Such fees are justified and charged through a "nexus study" under Government Code 66000 et. seq. and are imposed on all new construction projects or expansion projects in excess of 500 square feet.

Finance Committee discussion on 3/13/15: Director Sinsler stated that charging fees are not a high priority to him because the Fire District is well funded. The Finance Committee took no further action.

Community Facilities District: If impact fees are not desirable but the District wishes to create a mechanism for new development to mitigate its impacts, the formation of a CFD could be considered.

Interfund Borrowing: Continue to use available reserves to fund General Fund cash shortfalls instead of borrowing from other entities.

Action: The District borrows from Fund 3653. Staff monitors cash levels.

Budgeting

Budget Calendar: Clearly communicate the Budget development process through the formal creation of a budget calendar that informs all stakeholders of the plan and expectations regarding Budget development.

Action: The Board approved a budget calendar on August 25, 2014 and it was reviewed again at the Finance Committee meeting on January 13, 2015.

Budget Policy: Develop clear policy guidelines that reflect the desires of the community to be incorporated into the Budget. District staff can then provide budgetary detail to respond to the policy level direction that is further reviewed and refined by the District's Finance Committee and Board. Once the Budget is adopted, it is staff's responsibility to implement the Budget directives. Accountability is achieved through interim and annual financial reports and statements. If policy changes mid-year, amendments to the Budget may be necessary. Budget variances should be analyzed and explained to ensure that the actual expenditures are in line with the Budget and ultimately policy direction.

Action: The Board established budget policies regarding OPEB funding, establishing reserves, and assuming a revenue tax growth on the preliminary budget. The Board approved the policies for the upcoming budget on February 23, 2015.

Long-Term Budget: Consider the creation of a Long-Term Budget to enhance financial management practices. This Long-Term Budget should be high level in nature and utilize known revenues and expenditures as well as trend analysis, with augmentations for known changes in revenues and expenditures.

Action: The Finance Committee started the initial discussions on February 13, 2015.

Capitol PFG Recommendations

Capital Budget: Memorialize the District's identified capital needs in a formal Capital Budget in conjunction with the creation of a formal Capital Plan. The Capital Plan should include identification of needs, estimated costs and financing options for: new station construction; acquisition of apparatus, vehicles and equipment; refurbishment and modernization of existing stations; and replacement for apparatus, vehicles and equipment. The financial portion of the Capital Plan can then be incorporated into a Capital Budget. This overall plan can guide the District on the Capital Reserves that are necessary and the appropriate way to allocate large-scale capital costs over several budget years.

Action: The District staff maintains a vehicle/apparatus replacement plan. All reserve funds are maintained in Fund 3652. A full capital budget plan needs to be established.

Finance Committee discussion on 3/13/15: The Committee would like to move forward with starting a capital plan in order to establish a capital budget and reserves. As requested, Staff will present the vehicle/apparatus replacement plan at the April Finance Committee meeting. Additionally, Staff will provide the estimated building construction cost for Station 3 (from 2011) and the current estimated cost for land purchase.

Reserves

Develop a formal District policy on Reserves which identifies the type of reserve funds and the appropriate levels of such reserves as well as detail regarding when reserves can be utilized and when they should be re-evaluated.

We recommend four specific types of reserve funds for the District:

- Economic Uncertainties – equal to 2-3 months of operating expenditures
 - \$2,200,000 - \$3,300,000
- Catastrophic Events: Loss of Tax Base & Large Scale Fire Suppression Expenditures – equal to 10% of property tax revenues + 5% of total General Fund expenditures
 - \$2,100,000
- Capital – Based on funding needed to implement Capital Plan plus one debt service payment if any debt outstanding

Action: The Board approved a reserve policy in September of 2014 to fund the Economic Uncertainties reserve of \$2,200,000 and Catastrophic Events reserve of \$2,100,000 for a total of \$4,300,000. As of June 30, 2014, the District's fund balance available for reserves was \$3,745,000.

Finance Committee discussion on 3/13/15: As mentioned in the "Capital Budget" section, the Finance Committee will get started on establishing a capital budget that will be used to determine capital reserve amounts.

OPEB and Pension

Build up the OPEB Trust

- Since the District's CalPERS funding ratio is near the recommended level, the primary focus should be on prefunding the PARS Trust.
- By making annual payments of \$1.6 million per year over the next three years. Approximately \$800,000 to be derived from Station 3 funds.
- We recommend that the contributions be made over time, through dollar cost averaging, rather than a single lump sum deposit. The District will have the opportunity to make adjustments to the levels of contributions when the next Actuarial Valuation is prepared in 2016.

Capitol PFG Recommendations

- As appropriate, the District should maximize its investment income by holding funds not currently needed in the PARS Trust. This includes increasing contributions and advance funding pay-as-you-go payments. The PARS Trust offers the District some flexibility in terms of withdrawing funds on deposit as long as those funds are used for retiree benefits.

Action: The Board approved an expedited PARS funding schedule on February 23, 2015. In FY 2015-16, the District will contribute almost \$3.3 million to the PARS account, which includes the \$1.66 million originally scheduled for distribution in FY 2016-17.

CalPERS Pension: Achieve a CalPERS funding ratio of over 80% based on a market value of assets and a 7.5% discount rate.

Action: As of the last CalPERS Actuarial Valuation report, the District's Safety plan is funded at 80.6% and the Miscellaneous plan is funded at 79.3%. There has been no further action.

The investment returns in CalPERS and the PARS Trust should be monitored on an annual basis, and the investment rate periodically adjusted based on CalPERS adjustments and earnings rates available to the PARS Trust. The optimal time for adjusting the investment rate is when the District prepares the Valuation Report, which is prepared every 3 years.

Fire Station No. 3

Land Purchase: We recommend that the District keep \$2 million in its capital account for the acquisition of Fire Station 3 property. The District can then finance the construction of the Fire Station as this is a long-term capital asset.

Action: No action has been taken, but Chief Hickman requested that \$3.5 million be maintained in Fund 3653 for a potential land purchase.

Financing: Interest rates are at historic lows and the District will financially benefit from borrowing money at a low, tax-exempt interest rate and building the cash deposits in its PARS Trust. The District can also use tax-exempt financing to acquire the Fire Station 3 property or reimburse itself for the acquisition.

If a borrowing is not a comfortable option for the District, but Fire Station 3 is needed in order to meet the service demands of the community, pay cash for the station and reduce the additional OPEB contribution previously described.

Finance Committee discussion on 3/13/15: The Committee agrees that financing is the preferred approach for funding a third station and would like to initiate further Board discussion.

Agenda Item #5



STAFF REPORT

Prepared for: Montecito Fire Protection Board of Directors
Prepared by: Kevin Taylor, Division Chief - Operations
Date: March 23, 2015
Topic: **Community Wildfire Protection Plan**

Summary

This staff report will review the Community Wildfire Protection Plan proposals received by the District and recommend that the Board of Directors award a contract in the amount of \$59,284 to Geo Elements, LLC.

Background

Community Wildfire Protection Plans (CWPP) are designed to collaboratively address community fire protection planning efforts in the District to minimize wildfire risk to our assets, firefighters and the public while protecting the natural environment. It will serve as a guide to future actions of the District, private land owners and land management agencies.

The Board of Directors solicited requests for proposals for a CWPP from several vendors. Two proposals were received; both were evaluated by staff and found to meet specification.

Discussion

Proposals were received from Geo Elements, LLC and SWCA Environmental Consultants. Geo Elements quoted price for services was \$59,284 while SWCA Environmental Consultants quoted price was \$114,612.

In addition to being the lowest responsive bidder, Geo Elements, LLC has produced quality CWPPs for the Santa Barbara and Southern California areas as evidenced in their work in Goleta and the Santa Monica Mountains. Geo Elements staff is well known to the District and experienced in facilitating the stakeholder meetings required to make this project successful. Finally, each member of the Geo Elements team has worked in this area providing them with expertise in our unique wildland fire environment.

Conclusion

Staff recommends that the Board retain Geo Elements, LLC to develop a community based CWPP for an amount not to exceed \$59,284.

Agenda Item #7



STAFF REPORT

Prepared for: Montecito Fire Protection Board of Directors

Prepared by: Kevin Taylor, Division Chief - Operations

Date: March 23, 2015

Topic: California Fire Assistance Agreement

Summary

This staff report will briefly review changes to the California Fire Assistance Agreement (CFAA) and recommend that the Board of Directors adopt Resolution 2015-02 authorizing overtime and portal-to-portal pay for safety employees when operating on CFAA incidents in accordance with their current Memorandum of Understanding (MOU).

Background

Montecito Fire Protection District participates in the California Fire Assistance Agreement (CFAA). As part of this agreement the district receives reimbursement for employee wages, fire apparatus and administrative fees when we send resources to CFAA incidents. CFAA was updated this year to include a provision requiring the governing body to confirm that employees responding to these incidents are paid overtime and portal-to-portal. Current MOU's with our labor groups provide overtime pay and time calculated using a portal-to-portal formula for safety employees including dispatchers. Non-safety employees are paid based upon their hours worked when assigned to the incident.

Discussion

Resolution 2015-02 provides compliance with the 2015 CFAA and ensures reimbursement at the appropriate rates.

Conclusion

Staff recommends that the Board approve Resolution 2015-02.

RESOLUTION NO 2015-02

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTECITO FIRE PROTECTION DISTRICT
AUTHORIZING OVERTIME PAY AND PORTAL TO PORTAL PAY FOR EMPLOYEES**

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

WHEREAS, it is the District’s desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the District has in its employ, fire department response personnel including: Fire Chief, Division Chief, Battalion Chief, Fire Captain, Engineer, Firefighter/Paramedic, Firefighter and Dispatcher; and

WHEREAS, the District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for an emergency response; and

WHEREAS, the District will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW, THEREFORE, BE IT RESOLVED that the conditions set forth in this resolution, as stated above, take effect upon adoption by the District.

PASSED AND ADOPTED by the Board of Directors of the Montecito Fire Protection District this 23rd day of March, 2015, by the following vote, to wit:

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

President of the Board of Directors
Montecito Fire Protection District

ATTEST:

Secretary of the Board of Directors
Montecito Fire Protection District

Agenda Item #8

2015 FDAC Conference

Registration

Registration Fees Includes:

- All Breaks
- Wednesday & Thursday Lunch
- Reception

Rates:

- Member Registration (FDAC, FDAC EBA, FASIS or FAIRA) - \$295
- Non-Member Registration - \$350
- Guest Meal Pass - \$70

Deadline to pre-register is

March 30, 2015. After March 28 you may register onsite for an additional \$25. Cancellations must be made in writing and received by FDAC (via email, fax or mail) no later than close of business Monday, March 30. All cancellations received by March 30 will be refunded less a \$25 processing fee. There will be no refunds for cancellations made after March 30.

Substitution Policy:

If you are registered but cannot attend, substitutions are acceptable. Please email Yelena Martynovskaya at yelena@fdac.org to request a substitution.

Registration Type	Member	Non-Member	Other State Fire Associations	Total
Full Conference Registration Includes: Full Meal Functions	<input type="checkbox"/> \$295	<input type="checkbox"/> \$350	<input type="checkbox"/> \$295	\$
Per Day Conference Registration				
Wednesday	<input type="checkbox"/> \$125	<input type="checkbox"/> \$175		\$
Thursday	<input type="checkbox"/> \$125	<input type="checkbox"/> \$175		\$
Friday	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150		\$
Meals				
Guest Meal Pass Includes: Meal Functions	<input type="checkbox"/> \$70			
Guest Name:				
Guest Dietary Restrictions: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:				

Registration Information		
Name:	Title:	
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Dietary Restrictions: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Payment Information		
Total Due:	<input type="checkbox"/> Payment enclosed in the amount of \$	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Card Number:		
Expiration:	Security Code:	
Name on Card:		
Billing Address:		
City:	State:	Zip:
Authorized Signature:		



Pre-Registration Deadline:
March 30, 2015

Return To:
Fire Districts Association of California
1215 K Street, Suite 940
Sacramento, CA 95814
p: 800.829.4309 f: 916.231.2141
yelena@fdac.org

MONTECITO FIRE PROTECTION DISTRICT

Department Approval

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

Name _____ Date _____

Activity, Class, or Meeting _____

Sponsored by _____

Location _____

Dates: From _____ To _____

On-duty time requested to attend

PAYMENT OR REIMBURSEMENT AMOUNT REQUESTED:

Books _____ Tuition _____

Room & Board _____ Transportation _____

Other Expenses ... _____

Total amount (if known) _____

Overtime requested (actual hours) _____

STIPULATIONS

Approved by _____ Date _____

Employee Signature _____ Date _____

Date Paid _____ Description/amount _____

Date Paid _____ Description/amount _____

Agenda Item #9

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

Held at Fire District Headquarters, 595 San Ysidro Road, February 23, 2015 at 2:00 p.m.

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

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

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

There was no public comment

2. **Introduction of recently promoted and newly hired personnel: Engineer Jordan Zeitsoff; Captain Scott Chapman, Captain Drue Holthe, Battalion Chief Alan Widling, and Division Chief Kevin Taylor.**

Chief Hickman made the introductions and administered the oath of office to Battalion Chief Wilding and Division Chief Taylor.

The Board took no action.

The Board took a recess at 2:18 p.m. and reconvened at 2:25 p.m.

3. **TIME CERTAIN: 2:15p.m.: Update from representatives of PARS on the District's OPEB investment strategies, and consider changes or modifications.**

Ann Wimmer and Salvatore Milazzo, from Highmark Capital, and Jennifer Meza from PARS provided a presentation about the District's post retirement health care plan and trust funding program. (Their presentation is available upon request.) Ms. Wimmer stated that she felt that the Balanced Objective is a good investment strategy for the District– but ultimately it is the Board who will determine the risk levels to take with investments.

Public Comment:

Warner Owens stated that only the Board can determine the amount of risk to accept when selecting an investment strategy and he was “distressed” that their management fees were not available.

Director Venable recommended that no changes be made to the investment strategy at this time. Director Van Duinwyk concurred.

Director Sinsler asked for more detail and other performance options next time that Highmark and PARS make a presentation to the Board.

The Board directed the Finance Committee to request and review PARS quarterly reports and report this information back to the Board, and to make sure that fees are clearly stated.

4. Consider hiring human resource specialist to review hiring policies and evaluate ways to enhance diversity in the workforce at Montecito Fire.

Chief Hickman reported that he spoke to the District's human resource counsel who indicated that California prohibits hiring based on sex race, creed, color, or ethnicity. He reviewed the District's recruiting process and counsel's recruiting recommendations. He reported on the Montecito Community demographics, Fire District employee demographics, and national demographics in the fire service. Ms. Ventura provided the demographics of local fire agencies.

The Board discussed diversity outreach that has been conducted by other agencies and suggested that the District find out more about these programs.

Public Comment:

John Ziliotto stated that the District should just get the best firefighter possible, regardless of sex or race.

On a motion by Director van Duinwyk, seconded by Director Powell, the Board directed the Fire Chief to seek out volunteers to work on an adhoc committee created to develop ways to enhance diversity in the workforce. Director's van Duinwyk, Powell and Venable voted in favor; Director Sinsler opposed.

The Board took a recess at 3:38 p.m. and reconvened at 3:42 p.m.

5. Discuss land acquisition options for a third station in the east end of the District.

Chief Hickman reviewed the actions at the last board meeting board relating to the adoption of Citygate recommendations to develop a Fire District presence on the east end of the District. He stated that if the Board is interested in other properties, the District would have to review the information previously studied and possibly develop new studies. Chief Hickman recommended that the District continue to focus on the "Palmer Jackson East" location for a third station. He stated that the District will need to certify the new EIR before we can enter into an agreement to purchase the property.

The Board asked that Mr. Gira of AMEC attend the next regular meeting to report on the progress of completing the EIR.

The Board discussed other options including smaller facilities, different site locations and whether or not to conduct a "straw poll" to identify which Directors would be willing to move forward with the "Palmer Jackson East" property and the possible timeline to certify the new EIR.

Director Powell asked counsel if Director Sinsler's conflict with the "Palmer Jackson East" parcel would affect his ability to participate on a straw poll specifically addressing that property. Mr. Manion stated that Director Sinsler can participate in a general discussions about a third station, but if the Board is specifically discussing the "Palmer Jackson East" parcel, Director Sinsler would have to recuse himself.

Public Comment:

Warner Owens asked if Director Sinsler's conflict only applies if he votes in the negative relating to the "Palmer Jackson East" property. Mr. Manion stated that his conflict relates to any participation that specifically involves the "Palmer Jackson East" property.

Sylvia Easton stated that she hopes that there are no more delays, and that AMEC get the EIR completed as soon as possible.

Director Powell pointed out that the delays in moving forward with the project are related specifically to the lawsuit and the lack of a completed EIR, not because of delays caused by the Board of Directors. He also stated that he is not inclined to ask Director Sinsler to step down to enable a straw poll on the specific "Palmer Jackson East" property.

The Board took no action.

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

Director Sinsler provided an overview of the February 12, 2015 Finance Committee Meeting, including recommendation of approval of financials, review of PARS statement, an accelerated pay schedule for PARS, updated salary benefit schedule, and a need for long range budgeting.

a. Review CalPERS Annual Valuation Report as of June 30, 2013 for Miscellaneous and Safety Plans.

The Board directed staff to include the lump sum payment in the FY 2015/16 preliminary budget as part of the budget policy recommendations.

b. Consider Committee's recommendation to approve January 2015 financial statements.

The January 2015 financial statements were unanimously approved on a motion made by Director van Duinwyk, seconded by Director Sinsler.

c. Consider Committee's recommendation to approve revised Salary and Benefit schedule for fiscal year 2014-15.

The revised Salary and Benefit schedule for fiscal year 2014-15 was unanimously approved on a motion made by Director van Duinwyk, seconded by Director Venable.

d. Consider Committee's budget policy recommendations for fiscal year 2015-16.

Chief Hickman stated that this recommendation would pre-fund the PARS account to 90% which is what Capital PFG had recommended, however he is cautious about how aggressively this is funded. He advised that he will contact Capitol PFG to see if they support funding this account to 90% with a lump sum.

The Finance Committee's budget policy recommendations to make contributions of \$4,367,000 in the 2015/16 preliminary budget year utilizing Fund 3653 (utilizing dollar cost averaging), with the requirement that 3653 be replenished, and the inclusion of 2.2% growth in preliminary budget were unanimously approved on a motion by Director Powell, seconded by Director Sinser.

7. Approval of Minutes of January 21, 2015 Special Meeting.

The Minutes of January 21, 2015 Special Meeting were approved on a motion by Director van Duinwyk, seconded by Director Sinser. Directors Powell, Sinser and van Duinwyk voted in favor; Director Venable abstained.

8. Fire Chief's report.

The Fire Chief reported that there were no significant calls; three new firefighters begin the District's Fire Academy; and there will be a press release sent out regarding the recent promotions and new hires.

Public Comment:

Sylvia Easton agrees with the need to continue to provide EMS services to all citizens in the community.

John Ziliotto stated that it shouldn't be hard to convince the Jacksons that a third station near their property will enhance their property.

9. Board of Director's report.

Director Sinser reported on the CSDA conference in Napa, and provided a brief summary to the Board. (Summary available upon request.)

Public comment:

Warner Owens stated that he has also attended the CSDA conference, and felt that it was very beneficial. He added that he senses that there is more listening and respecting of each other between the Directors on the Fire District Board.

Director Powell and Director Venable reported that they attended Chief McElwee's and Chief McLeod's retirement BBQ.

10. Suggestions from Directors for items other than regular agenda items to be included for the March 23, 2015 Regular Board meeting.

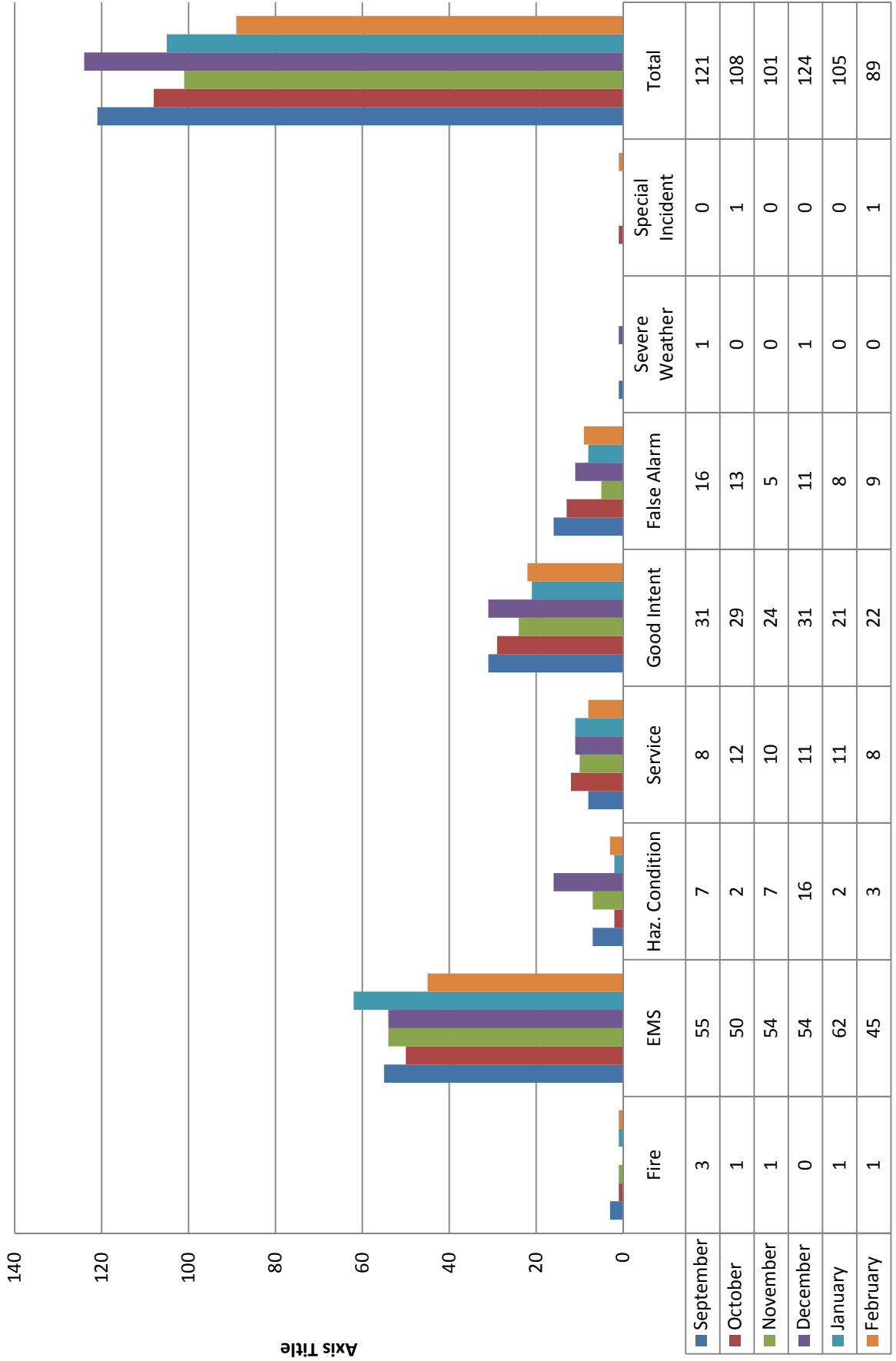
There were no requests for agenda items for the March 23, 2015 Regular Board meeting.

The meeting was adjourned at 5:20 p.m.

Agenda

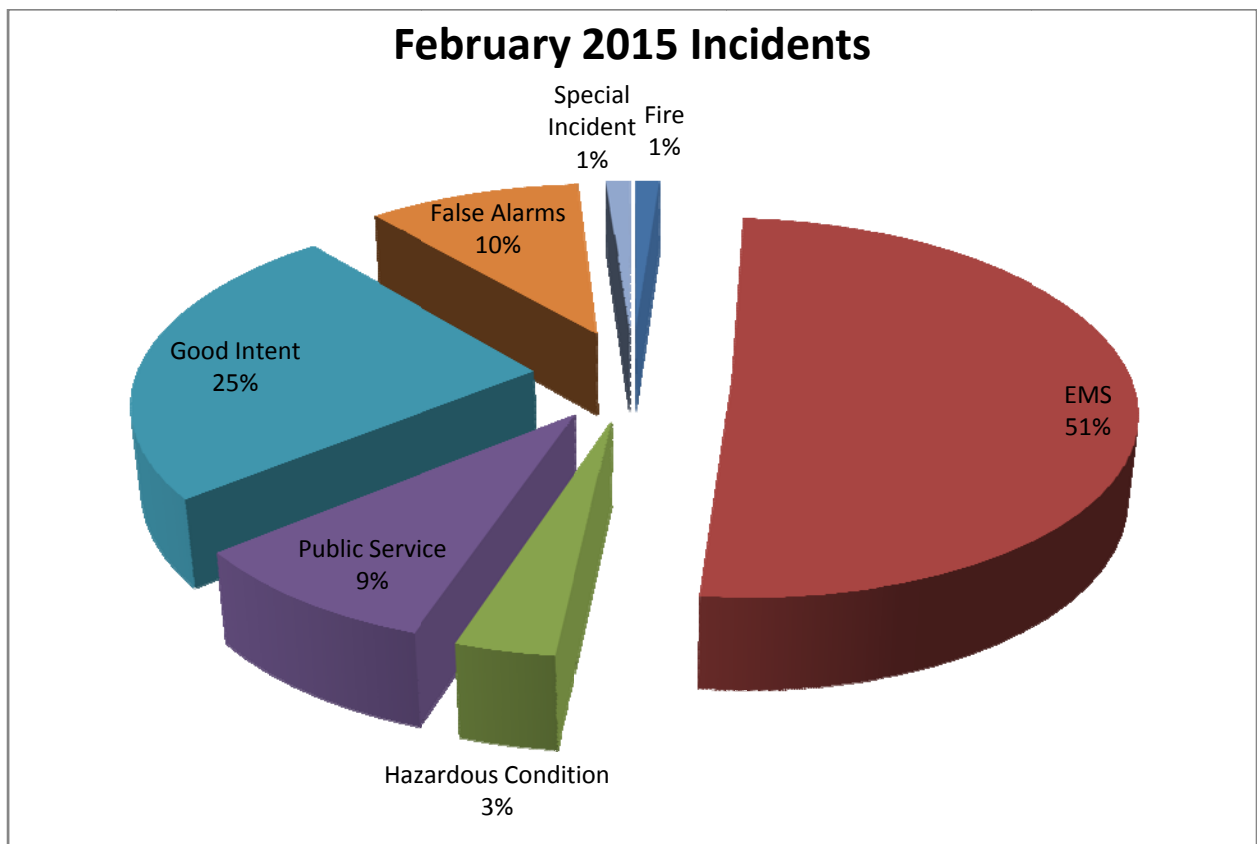
Item #10

Incident Trend September 2014 - February 2015



**FEBRUARY 2015
CALLS BY INCIDENT TYPE
TOTAL INCIDENTS: 89**

FIRE: 1	EMS: 45
HAZARDOUS CONDITION: 3	PUBLIC SERVICE**: 8
GOOD INTENT*: 22	FALSE ALARM: 9
SEVERE WEATHER: 0	SPECIAL INCIDENT TYPE: 1



*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.

