

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

August 22, 2016 at 2:00 p.m.

Agenda items may be taken out of the order shown.

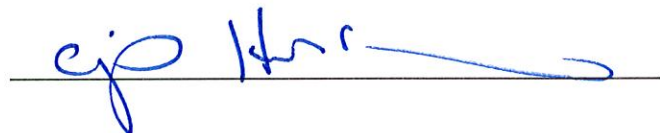
1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Motion to authorize Fire Chief to enter into a contract with Robert TenEyck to enhance Public Information and Education.
 - a. Staff report presented by Chief Hickman.
 - b. Presentation by Core Idea Consultant Robert TenEyck regarding Public Information and Education through branding and messaging.
3. Report from the Finance Committee:
 - a. Consider recommendation to approve financial statements ending July 31, 2016.
 - b. Review Draft Final Budget for FY 2016-17.
4. Approval of Minutes of the July 25, 2016 Regular Meeting.
5. Fire Chief's report.
6. Board of Director's report.
7. Suggestions from Directors for items other than regular agenda items to be included for the August Regular Board Meeting.
8. CLOSED SESSION –
 - A. Conference with Legal Counsel – Existing Litigation [Government Code section 54956.9 (d)]
Montecito Agricultural Foundation v. Montecito Fire Protection District, Santa Barbara Superior Court Case No. 1401924
 - B. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9: One case.

Montecito Fire Protection District
Agenda for Regular Meeting, August 22, 2016
Page 2

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is August 17, 2016.

MONTECITO FIRE PROTECTION DISTRICT

A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to read "CJP".

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.

August 22, 2016

Agenda Item #2



STAFF REPORT

Prepared for: Montecito Fire Protection Board of Directors

Prepared by: Chip Hickman, Fire Chief

Date: August 22, 2016

Topic: Presentation by Robert TenEyck

Summary

To commission a project that will enhance the way that the Montecito Fire Department communicates its Public Information/Education through branding, messaging, aesthetics, and activities.

Background or History

Santa Barbara-based Consultant, Robert TenEyck has managed political campaigns and navigated the public affairs world on behalf of controversial companies and projects. He has over 20 years of experience in crafting messaging, brand positioning and media for things like launching emerging companies, re-launching existing brands with new focus and energy, and improving communication for public sector organizations. Robert uses his strategic skills to help businesses, government agencies and nonprofit organizations across the US develop messaging, branding and strategies to motivate, educate and inform audiences.

Discussion

Please see the July 15, 2016 “Core Idea Brief” by Robert TenEyck (Attachment A). Based on findings, staff feels that this is a good direction, and that the project falls in line with Board discussion regarding the Fire District’s presence within the community.

Conclusion

Staff recommends that the Board move to approve the services of Robert TenEyck.

ATTACHMENT

#A

July 15, 2016

STUDY OVERVIEW

Because the media landscape continues to evolve with new platforms and technologies, and since people are receiving more and more media messages (some experts say 3,000-5,000 messages everyday), it is increasingly difficult for organizations to break through and connect meaningfully with their audiences. In this complex communication environment, it is valuable for an organization to take time to reconsider assumptions and clarify the messages and actions that truly support the achievement of core objectives.

In keeping with their commitment to ensure that every budgeted dollar is employed as effectively as possible, the Montecito Fire Protection District (MFPD) commissioned a project to explore how the organization can improve the way it utilizes communication to best serve the community, including marketing messages and activities. The purpose of this “Core Idea Brief” is to articulate key aspects of the Montecito Fire Department “brand” promise, the audience perspective and the competitive landscape, so that the Montecito Fire Department team can be aligned and make smart decisions about messages, aesthetics, and marketing activities.

Here’s an overview the basic activities completed in the preparation of this brief:

- MFPD/MFD existing materials review, brand story evaluation
- Leadership and staff interviews
- Audience interviews: community, business leaders, other depts.
- Opinion leader exploration and evaluation
- Competitive landscape analysis (nationwide existing messages & visuals etc)
- Visual & text message boards creation (what’s out there today)
- Preliminary Findings Report, Discussion
- Revisions, Round ii Research
- Final Report

This brief contains the following sections:

- I. SITUATIONAL SNAPSHOT
- II. GENERAL FINDINGS
- III. CORE DESCRIPTION / DEFINING THE BRAND
- IV. AUDIENCE MINDSET
- V. TOUCH POINT GRAPHIC
- VI. CORE IDEA
- VII. PRIMARY RECOMMENDATIONS
- VIII. APPENDIX: Competitive Landscape Boards; Logo Boards

I. SITUATIONAL SNAPSHOT

The Montecito Fire Department (MFD) is in a unique situation compared to the vast majority of other publicly funded fire departments. While all fire departments face similar challenges of preparation, training and keeping up with technological and equipment advances, MFD is a relatively “well off” department serving an upscale community. MFD budgets are relatively larger than most other departments, it’s personnel are relatively well-paid and it enjoys overall less strain on available resources. And MFD is an independent district without the constraints associated with being affiliated with another government entity. The department leadership indicates a general desire to make the most of the advantages to make MFD an example of an excellent department...one that is on the leading edge of fire prevention and suppression capability, that uses funds wisely, and that genuinely cares about the people of the community.

Today, while the MFD has a great story to tell and general support throughout the community, there is a lack of clarity about the department’s actual scope of services, about the advantages of being an independent department and about the needs of the department to remain viable in the future. That is, while generally supportive, the vast majority of people in the community can’t specifically articulate all that their fire department does, why it is unique and why they should be proud of it. This presents an opportunity to shape (and re-shape) the audiences’ perception of MFD by refining the message and aesthetic and then proactively conduct activities that invite/lead the audience to reconsider and better understand the nature of the MFD brand and its role in their lives.

II. GENERAL FINDINGS

Here are some relevant insights based the research activities described above and that will help guide development of the Department's future communication activities.

1) Internally: No Glaring Controversy, Sense of Team

- General Good Morale Internally, Sense of Pride
- A General Sense of “Shared Mission” Between management, frontline and Board.

2) The Community Has A Positive Impression of MFD

Generally, the Department is liked and respected by those whose impression of the Montecito Fire Department live and work in the community. One factor is the general high regard fire fighters enjoy across the US. Another factor is that MFD is perceived to be performing its jobs well.

3) The Community Has Low-Moderate Awareness of MFD Issues

People are not paying much attention. They like knowing the MFD is there, they like hearing news about interesting calls, and they see fire fighters and equipment out in the community. However most people cannot comprehensively describe the services or articulate department-related issues.

4) Looming Issue Of Public Sector Budget Gaps (Real or Perceived)

While people are NOT generally well-versed on specific MFD issues, many feel that their taxes are too high while government overspends and that something will need to be done...someday.

5) Montecito Is Unique: Well-Funded, Small, Independent, Community of Rich & Famous

MFD enjoys many advantages, while avoiding many of the disadvantages faced by fire departments in larger and more cash-strapped cities and counties.

7) Independence Is Major Advantage

While most fire departments are “sub-brands” of a City or County Government, MFD is an fully independent entity. This autonomy gives MFD the advantage of more options and fewer constraints.

8) The Community Expects “The Best”

- People Live In Montecito Because It’s Exclusive
- The Quality/Cache of Montecito Reflects Back Onto The Identities of Local Residents
- “I would be surprised if Montecito didn’t have an amazing fire department...”

9) There Are Important Things The Community Doesn’t Fully Know/Appreciate

- Generally, residents cannot articulate why being “independent” has advantages for MFD and the community.
- Generally, residents cannot articulate MFD’s diverse set of duties beyond fire suppression.

10) Existing Materials Get A “C” Grade

- MFD’s existing comm./marketing materials are on par with the average department in the US.
- There is an opportunity to upgrade and focus the overall materials design quality and execution to more accurately reflect the qualities of the MFD.

11) For Most People, You Are “The Montecito Fire Department” Only “Insiders” Use The Term “Montecito Fire Protection District”

- A “Department” refers to people...evokes thoughts of the fire fighters themselves
- A “District” refers to a geographic area...evokes thoughts of governance, finance and fees.

III. CORE DESCRIPTION / DEFINING THE BRAND

It's important for all those making communication decisions on behalf of MFPD/MFD to agree on the core descriptions of the organization. When condensed to the essence, this is the MFPD/MFD brand...

THE BRAND NAME(S)

“Montecito Fire Protection District”

...refers primarily to the entity that officially operates the Montecito Fire Department (& Services)

- Few non-insiders have a strong connection to “the District”
- Few non-insiders use the term in conversation.

“Montecito Fire Department”

...refers primarily to the people & equipment that perform the actual services.

- The name of the people naturally use and refer to.
- The natural mystique/cache of fire fighters

WHAT IT IS (The MFPD/MFD is...)

An independent “fire department” (emergency services org.) serving the community of Montecito, California (and all of CA.)

WHAT IT DOES: (The MFPD/MFD does...)

Provides emergency services to protect people, property, the environment and the community as whole 24 hours a day, 365 days a year.

Fire prevention and suppression:

We lead the community to take smart steps to avoid danger, then always be present and ready when incidents happen.

Emergency rescue & ambulance:

Whether it's the roadway, foothills or in a family residence, we're prepared when someone needs medical assistance.

Construction & Code:

We assist builders to design plans that meet state and local ordinances.

Community Education:

We conduct a variety community education campaigns to promote a safer community.

Readiness & Innovation:

We train physically and maintain all equipment and tools for optimal performance.

We also research and test to make smart use of technology advances.

WHY IT MATTERS:

Because a prepared fire department...

- Defends lives and property during times of emergency.
- Provides the community a sense of security by conducting emergency preparation and prevention activities while standing on guard 24/7/365.
- Serves as a symbol of Montecito's standing as an independent, unique and well-run community (a high quality FD for a high quality community).

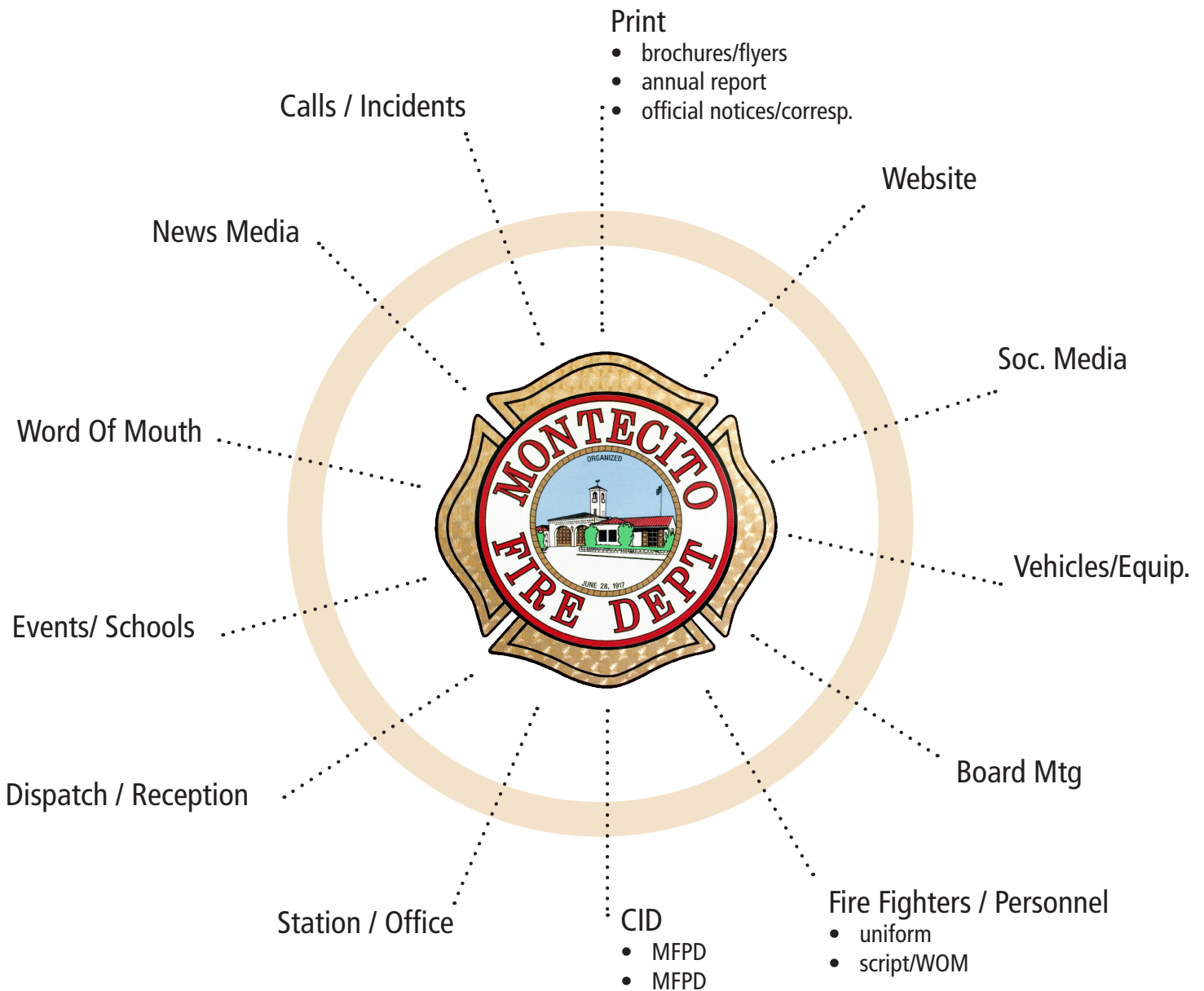
IV. AUDIENCE MINDSET & MESSAGE MATRIX

Here is a distillation of each audience group's general mindset (their core concern) along with the corresponding core promise the Department brand makes to each audience (the conclusion we want them to reach). These articulations are for internal eyes only... public-facing messages will be articulated under separate documents.

AUDIENCE	CONCERN/HOPE RE: MFPD	CORE PROMISE TO THIS AUDIENCE
Frontline Staff	Fairly paid and appreciated <ul style="list-style-type: none"> • That the future is secure 	MFPD FF are the best in the field <ul style="list-style-type: none"> • If you are here you are valuable
Management	The department is ready to perform effectively <ul style="list-style-type: none"> • Public safety realm • Political realm 	Professional and political readiness are the key to excellence/success
Board	Operates with fiscal wisdom and transparency	Excellence in business operations to compliment excellence in public safety
Community <ul style="list-style-type: none"> • Residents • Businesses • Schools • 	FF will be there when they call <ul style="list-style-type: none"> • FD is on guard, paying attention to the future • Tax dollars not wasted or squandered 	We do the hard work of being prepared so you can get on with your life – don't worry: <ul style="list-style-type: none"> • Talented pros are on guard • They are honest and fiscally prudent
Other Departments/ Gov't Agencies	MFPD is cooperative and prepared	Like a good neighbor <ul style="list-style-type: none"> • MFPD stands ready to assist, co-op

V. TOUCH POINT GRAPHIC

An audience's impression of a brand is formed by each interaction with the brand. Each "touch point" influences their perception, either leading the audience the appropriate conclusion... or not. The goal is to align each touchpoint to tell a consistent story. Each spoke on the chart below represents a MFD touchpoint.



VI. CORE IDEA

(not a tagline, rather an internal concept capturing the spirit of the brand to focus, align and inspire our actions)

The Un-Bureaucracy: A “User”-Focused Government Experience

While the cliché of “government work” is characterized as being second rate and done by uninspired workers, the MFD goes beyond merely believing that their independent special district can be an example of government excellence on behalf of the community. MFD is determined to be one the very best “brand” experiences that their audiences encounter anywhere in their daily lives.

- A first rate “product.”
- A truly positive “user” experience; memorable, friendly.
- Funds wisely spent, with transparency
- Distinct Presence...a symbol of community pride (via conduct, materials and appearance in the community)

VII. PRIMARY RECOMMENDATIONS

1) Upgrade & Clarify The MFPD/MFPD Brand Aesthetic

a) Update & Unify The Identity (Name & Logo)

Currently, there is inconsistent use of logo imagery and terminology on materials: “Montecito Fire Department” and “Montecito Fire Protection District.” It is recommended that the term “Montecito Fire Department” be adopted as the primary term/imagery used for outward facing communication materials and general conversation. The term/imagery “Montecito Fire Protection District” will be used as the primarily term/imagery only for official business of the board and as a secondary “co-brand” to be used in conjunction with the term/imagery “Montecito Fire Department.” We recommend that both logo images be updated and harmonized to function well together. Then the basic protocols for using each image shall be articulated in a “design standards” document to ensure consistency in the future.

b) Upgrade & Unify The Aesthetic Of Key Communication Materials (uniform/consistent look; refined aesthetic)

Design is much more than decoration. Rather it is a powerful tool that helps shape an audience’s conclusions about an organizations value, sophistication and credibility. Today, MFPD’s key communications materials are average...functional and on par with other departments in US, but lacking a distinct and consistent style/aesthetic that helps the audience’s perceive the Department as a smart and leading edge organization of which they can be proud. We recommend establishing a unified aesthetic for the Department’s primary communication vehicles, including the website homepage, brochures and flyers. Our objective is to produce materials that have a look and feel that is easily distinguishable from the traditional/cliche aesthetic associated with fire departments to evoke a sense of MFPD as a uniquely smart and media-savvy department (consistent, clean pro design, less cliche imagery, less “home made”)

c) Create & Employ Basic “Design Standards” (manual, style guide)

A “Design Standards Manual” clarifies and articulates the elements of a organization’s brand aesthetic so that everyone making decisions about communication can be aware of what’s important and aligned in their effort to present the organization in way that is consistent and compelling. This shall include an articulation of the respective “Montecito Fire Department” and “Montecito Fire Protection District” identities, their relationship to one another, and usage rules. It shall also include an articulation of the elements of the newly established design aesthetic for key communication vehicles so that future materials can remain consistent.

2) Develop An Icon Piece (book, symbol, etc.) To Shape Audience Perception & Be Memorable

It is not enough to merely have a great story to tell (and MFPD has an impressive story!). The MFPD must proactively communicate the story in manner that breaks through the clutter to be noticed by the audience and also meaningful and compelling. That's why, in addition to the Department's standard communication vehicles, it will be useful to develop a device that communicates MFPD's unique brand story in a compelling manner — something that is unique, of higher quality and more memorable than typically expected. This could take many possible forms such as: a) a beautifully produced coffee table book with photos and stories denoting the rich history of the MFPD, b) A series of professionally produced "Day In The Life of MFPD" to highlight the broad set of duties and services performed by the Department as well as interesting personnel, c) another similarly iconic tactic to determined later. (RDT show examples)

3) Conduct A "Friends" Campaign (To Re-Launch The Brand & Build A "Booster Club")

"When You Need A Friend, It's Too Late To Make One" - Mark Twain

The Montecito Fire Department enjoys significant goodwill from within the community. However, people are typically not paying a great deal of attention to Department-related issues and do not fully understand the traits that make the department special and an uniquely valuable asset for the community (100-year history, independence, customer service/delight, excellence). That's why it's important for the Department to proactively (re-)educate the community — to reach out and give them a reason to consider the MFPD and shape their perception of the brand. This helps the community as a whole to have a deeper understanding and connection to the Department. Also, it also presents an opportunity identify and motivate a core group of Department supporters who are inclined to interested in Department issues and be ambassadors in the community. In the course of such an outreach campaign, the community respondents would be sorted into three categories relating to MFPD: 1) Those who are supporters, who care and are inclined to pay attention and learn more, 2) Those who are generally supportive but do not have the time or inclination to participate proactively, and 3) Those not inclined to pay attention or care. By identifying the people in category 1, creating a database, and implementing consistent outreach, the MFPD will have formed a "citizens group" to facilitate dialogue and understanding between the community and the department.

- ID supporters via mail, email, door-to-door
- educate them re: ff issues
- regular contact via newsletter
- activate when necessary (letters to editor, talk with neighbors, attend meetings, speak)

4) The 100-Year Anniversary Presents A Natural Opportunity To Redefine/Reintroduce The MFPD

Rather than merely announce or promote the anniversary, instead use the opportunity to “teach” each audience something SPECIFIC about their MFPD. Perhaps this would be in conjunction with the “Friends Campaign” described above, or other. (i.e. What MFPD Is, What It Does, & Why It Matters; The benefit of an independent district; the broad range of work done by the department ; other).

- Actively emphasize “Customer Service” Aspect for local residents
- Actively emphasize “Fiscal Awareness & Responsibility” to Board ; Opinion Leaders
- Actively emphasize “Awareness, Respect, Willingness to Assist” to Other Departments/FF

5) Benchmark Survey

The Department will find it valuable to conduct a benchmark survey to gauge general community awareness and concern as well as to identify key issues relating to public safety and the Department. This survey will provide quantifiable insight to help the Department better understand how to effectively serve and communicate in the near term. It will also set context to gauge the overall effectiveness of MFPD communication efforts as well as how community perception evolves over time.

6) Sharpen The Mission Statement for Public Consumption

The current mission statement, though accurate, is somewhat bland and does not reflect the core spirit of the department. Give it action so that it is memorable and evokes emotion. (i.e. “Our Promise To the Community...” “We never compromise on...” “What keeps us up at night...”)

7) Use Social Media To Show “MFPD in Action”

Currently, the MFPD social media posts are re: official announcements. In the future, additionally feature posts that highlight the broad scope of department-related services/duties and the positive impact fire fighters have on the lives of real people (real & “feel good” anecdotes of fire fighters in action)

Agenda Item #3

**MONTECITO FIRE PROTECTION DISTRICT
WARRANTS AND CLAIMS DETAIL
July 2016**

Payee	Description	Amount
<u>Fund 3650 - General</u>		
ADP Inc	ADP fees, 2 periods	504.69
Ameravant	Website hosting fee, 7/1-12/31/16	534.00
B&R Coatings	Power coating on Sta. 2 signs	269.00
Branch Out Tree Care LLC	Chipping Projects: Hot Springs	1,300.00
Branch Out Tree Care LLC	Special Project: Oak Creek Cyn dead tree removal	4,550.00
Conexis Benefits Administrator LP	FSA plan reimbursements, employee paid	2,356.37
Department of Justice	LiveScan fingerprint screening (1)	49.00
Fire Agencies Insurance Risk Auth.	Property & liability insurance coverage, FY 16-17	25,661.93
Fire District Associations of CA	J.A. Powell: FDAC Conference - April 2015	295.00
Frontier	Phone services	1,266.00
Garet Blake	G. Blake Reimb: Flat tire repair, U91	210.84
Impulse Internet Services	Phone services, August	498.72
Informaco Emend Billing Service	IT support (billable), June	480.00
Informaco Emend Billing Service	IT support, July	4,600.00
Iron Mountain	Shredding service, monthly fee	72.60
Jordan Zeitsoff	J. Zeitsoff Reimb: Deer fire asgmt fuel	77.67
LAFCO	MFPD share of LAFCO's 16-17 Budget	11,561.00
Marborg Industries	Refuse disposal, Sta. 2	505.80
McCormix Corporation	Diesel fuel, 6/30/16	753.26
Montecito Water District	Water service	609.94
PERS Public Agency Coalition	PERS PAC: MFPD, 6/16-5/17	250.00
Price Postel & Parma	Legal services, June	5,607.00
Ready Refresh By Nestle	Bottled water	263.15
Ron Turley Associates Inc	Fleet software maintenance: FY 16-17	654.00
Sarah Bumanglag	S. Bumanglag ADP Payment: 7/1-7/31/16	4,982.50
SB County Auditor-Controller	FIN quarterly billing Q1, FY 16-17	3,400.75
SB County Sheriff Dept	Tri-Tech CAD maintenance: 4/1/16-3/31/17	23,278.00
Sintra Group	Pre-employment background check - 1 employee	911.25
Southern California Edison	Electricity service, Sta. 1 & 2	2,147.26
Special District Risk Mgmt Authority	Worker's comp insurance premium, FY 16-17	523,824.99
The Gas Company	Gas service	109.32
The Village Service Station	Gasoline charges, June	1,711.51
	Fund 3650 Total	<u>623,295.55</u>
<u>Fund 3651 - Pension Obligation</u>		
Union Bank	Principal payment (less credit), 7/15	389,999.64
Union Bank	Debt service interest expense, 7/15	13,108.00
	Fund 3651 Total	<u>403,107.64</u>
<u>Fund 3652 - Capital Outlay</u>		
SB County Auditor-Controller	Additional user tax	51.83
	Fund 3652 Total	<u>51.83</u>
<u>Fund 3653 - Land & Building</u>		
AMEC Foster Wheeler	Station 3 site identification, June	10,883.80
Price Postel & Parma	Legal services - Station 3, June	21,312.00
	Fund 3653 Total	<u>32,195.80</u>



PRICE, POSTEL & PARMA LLP

Counsellors at Law

P.O. 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

July 7, 2016
 File: 12611
 Invoice #: 131643
 Billing Attorney: MSM

ACCOUNT SUMMARY BALANCE

RE: Election Of Dir/Stmnt Of Facts	\$1,008.00
Our File Number: 12611-00006	
RE: Ordinances	\$2,551.50
Our File Number: 12611-00022	
RE: Station Three	\$21,312.00 Fund 3653
Our File Number: 12611-00059	
RE: Board Mtgs	\$2,047.50
Our File Number: 12611-00061	

Total Current Fees & Costs	\$26,919.00
* * * * *	-21,312.00 Fund 3653
	5,607.00 Fund 3650

SUMMARY OF CURRENT BILLING

Current Fees	\$26,919.00
Current Disbursements	\$0.00
 Total Current Fees & Costs	 \$26,919.00

SUMMARY OF PAST DUE BALANCES

Previous Balance	\$2,992.50
Payments - Thank You	\$2,992.50
TOTAL PAST DUE	\$0.00
TOTAL BALANCE DUE	\$26,919.00

**MONTECITO FIRE PROTECTION DISTRICT
FIRE ASSIGNMENTS BILLING DETAIL
FY 2015-16**

Fire Name, #	Invoice #	Period Covered	Invoice Date	Agency	Total Due	Date Received	Amount Received
						Date Received	Amount Received
Parkhill Fire, CA-SLU-006113		06/20-06/23/15	09/29/15	Cal-OES	\$ 1,037.07	12/14/15	\$ 1,037.07
Mesa Fire, CA-SBC-007898	2015108	06/29-06/30/15	09/29/15	Cal-OES	3,017.51	12/28/15	3,017.51
Lake Fire (E391 & 921), CA-BDF-007894	2015194	07/01-07/03/15	11/30/15	Cal-OES	2,315.59	03/16/16	2,315.59
Lake Fire (932), CA-BDF-007894	2015-17	06/25-07/06/15	10/15/15	USFS	19,227.21	11/18/15	19,227.21
Chorro Fire, CA-LPF-002288	2015-18	08/03-08/06/15	10/15/15	USFS	19,806.16	02/17/16	19,806.16
Mad River Complex, CA-SRF-001433	2015-19	08/02-08/19/15	10/15/15	USFS	28,930.21	02/17/16	28,930.21
Lowell Fire, CA-NEU-017851	20153313	07/26-07/30/15	10/12/15	Cal-OES	46,996.05	12/14/15	46,996.05
CNR Support, CA-CNR-000022	20153454	08/07-08/10/15	10/23/15	Cal-OES	19,391.22	12/28/15	19,391.22
White Fire, CA-SBC-009320	20153603	08/01-08/02/15	10/28/15	Cal-OES	4,058.52	12/28/15	4,058.52
Mad River Complex, CA-SRF-001433	20154095	08/05-08/21/15	11/18/15	USFS	32,622.31	02/05/16	32,622.31
River Complex, CA-SHF-002066	20154054	08/06-08/24/15	11/18/15	USFS	200,562.30	03/04/16	200,562.30
Rocky Fire, CA-LNU-006984	20153812	07/30-08/11/15	11/09/15	Cal-OES	116,362.67	03/01/16	116,362.67
36 Fire, CA-TGU-006675	20154005	08/08-08/10/15	11/16/15	Cal-OES	25,656.88	03/01/16	25,656.88
Jerusalem Fire, CA-LNU-007410	20154367	08/11-08/16/15	11/21/15	Cal-OES	10,927.14	03/01/16	10,927.14
Rough Fire, CA-SNF-001746	20154208	08/22-09/06/15	11/19/15	USFS	221,591.66	02/19/16	221,591.66
ONC Staging, CA-ONC-000005	2015-22	08/06-08/11/15	12/02/15	USFS	28,535.49	02/17/16	28,535.49
Gasquet Complex (921), CA-SRF-001488	2015-23	08/15-09/02/15	12/02/15	USFS	30,772.33	02/17/16	30,772.33
LPNF - Fire Support, CA-LPF-000004	2015-24	8/29/2015	12/02/15	USFS	799.94	02/17/16	799.94
Cuesta Fire, CA-SLU-008555	20154658	08/18-08/27/15	12/02/15	Cal-OES	29,628.07	03/01/16	29,628.07
Fork Complex, CA-SHF-002067	20154773	08/10-08/20/15	12/04/15	USFS	144,153.71	03/16/16	144,153.71
Gasquet Complex, CA-SRF-001488 (PIO)	20154597	08/30-09/14/15	12/02/15	USFS	39,221.56	03/10/16	39,221.56
Gasquet Complex, CA-SRF-001488 (900)	20154568	08/30-09/14/15	12/08/15	USFS	67,689.24	03/15/16	67,689.24
Butte Fire, CA-AEU-024918	20155830	09/10-09/21/15	01/17/16	Cal-OES	157,871.59	03/18/16	157,871.59
Valley Fire, CA-LNU-008670	20155430	09/16-09/17/15	01/29/16	Cal-OES	8,822.90	03/18/16	8,822.90
Gibraltar Fire, CA-LPF-003471	2016-02	10/29-10/30/15	02/22/16	USFS	42,569.09	03/24/16	42,569.09
Solimar Fire, CA-VNC-089187	20156173	12/26-12/27/15	02/09/16	Cal-OES	14,521.02	04/05/16	14,521.02
Coleman Fire, CA-LPF-001504		06/05-06/10/16		USFS	20,911.31		
Sherpa Fire, CA-LPF-001643		06/15-06/27/16		USFS	195,509.23		
Erskine Fire, CA-CND-001415		06/24-06/30/16		Cal-OES	24,676.13		
					\$ 1,558,184.11		\$ 1,317,087.43



STAFF REPORT

Prepared for: Montecito Fire Protection Finance Committee
Prepared by: Chief Hickman and Araceli Gil, District Accountant
Date: August 16, 2016
Topic: Draft Final Budget for Fiscal Year 2016-17

Summary

The following report reviews the changes made to the draft Final Budget in comparison to the Board-approved Preliminary Budget for fiscal year 2016-17.

Background

In the Preliminary Budget, a 2.89% revenue growth was applied to Secured and Prior Secured Property Tax line items. In August, the Auditor-Controller's office provided a more accurate estimate of the assessed value increase in property tax revenue of 4.68% for fiscal year 2016-17. Therefore, this draft of the Final Budget has been updated to account for the increase in revenue and the allocation of that income to various expenditure accounts.

Discussion

Changes made to the draft Final Budget are shown red on the budget document.

Revenue (Fund 3650 Pg. 1)

Revenue and funding sources are an estimated \$377,000 more than the Preliminary Budget.

Expenditures – Salaries & Employee Benefits (Fund 3650 Pg. 2)

The Salaries and Employees Benefits section was updated with the new salary and health insurance contribution rates approved in the MOUs effective July 1, 2016.

Expenditures – Services & Supplies (Fund 3650 Pg. 2)

The total budget for Services & Supplies increased by \$153,000 to fund additional projects and equipment listed as detailed line items.

Expenditures – Capital Assets (Fund 3650 Pg. 4)

8300 Capital Assets – The total budget for Capital Assets increased by \$97,000 to fund additional projects and equipment (over \$5,000).

Net Financial Impact and Fund Balance Detail (Fund 3650 Pg. 5)

The presented budget has a negative net financial impact of \$64,485, which will be supported by existing carryover funds (Residual Fund Balance) of \$873,448, leaving a net balance of approximately \$809,000.

Conclusion

Upon review from the Board of Directors at the August 22nd meeting, any changes and recommendations will be presented at the Finance Committee and Board of Directors' meetings in September for approval of the Final Budget.

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3650 - GENERAL FUND				
Account	Line Item Description	Final Budget FY 2016-17	Prelim. Budget FY 2016-17	Actual FY 2015-16
REVENUES				
Taxes				
3010	Property Tax - Secured (4.68%)	15,056,760	14,857,275	14,383,606
3011	Property Tax - Unitary	131,405	116,925	131,406
3015	Property Tax - Escapes Secured	(28,480)	(38,260)	(27,206)
3020	Property Tax - Unsecured	649,510	637,805	669,596
3040	Property Tax - Prior Secured	29,655	-	28,328
3050	Property Tax - Prior Unsecured	18,065	-	18,063
3054	Supplemental Property Tax - Current	293,350	214,150	308,787
3056	Supplemental Property Tax - Prior	-	-	4,405
	Total Taxes Revenue	16,150,265	15,787,895	15,516,985
Use of Money and Property				
3380	Interest Income	22,835	7,685	26,862
3381	Unrealized Gain/Loss Invstmnts (County)	-	-	14,907
3409	Rental Property Income	52,260	51,660	52,260
	Total Use of Money and Property	75,095	59,345	94,029
Intergovernmental Revenue - State				
3750	State-Emergency Assistance (Fire Asgmt)	325,000	325,000	450,311
4220	Homeowners Property Tax Relief	82,975	84,365	82,974
	Total Intergovernmental Revenue - State	407,975	409,365	533,285
Intergovernmental Revenue - Federal				
4476	Federal Emergency Assistance (Fire Asgmt)	130,000	130,000	1,107,872
	Total Intergovernmental Revenue - Federal	130,000	130,000	1,107,872
Charges for Services				
5105	Reimbursement for District Services	185,995	185,600	183,407
	AMR First Response Payment	98,355	97,965	-
	CSFD Dispatch Services	87,640	87,635	-
	Total Charges for Services	185,995	185,600	183,407
Miscellaneous Revenue				
5909	Other Miscellaneous Revenue	6,000	5,860	7,741
	Westmont Payment	4,400	4,260	-
	Other	1,600	1,600	-
	Total Miscellaneous Revenue	6,000	5,860	7,741
	TOTAL GENERAL FUND REVENUES	16,955,330	16,578,065	17,443,319

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3650 - GENERAL FUND				
<u>Account</u>	<u>Line Item Description</u>	<u>Final Budget FY 2016-17</u>	<u>Prelim. Budget FY 2016-17</u>	<u>Actual FY 2015-16</u>
EXPENDITURES				
Salaries & Employee Benefits				
6100	Regular Salaries	7,369,515	6,718,100	6,664,257
	Salaries	7,018,465	6,667,050	
	Auxiliary	20,000	20,000	
	Directors fees	31,050	31,050	
	Vacation Redemption Program	150,000		
	Vacation Deferred Comp Program	150,000		
6300	Overtime	125,000	125,000	110,750
6301	Overtime - Reimbursable	455,000	455,000	802,680
6310	Overtime - Constant Staffing	750,000	750,000	706,864
6400	Retirement Contributions	2,203,417	2,247,715	2,055,135
6475	Retiree Medical OPEB	-	-	3,293,912
6550	FICA/Medicare	101,949	96,890	112,634
6600	Insurance Contributions	1,635,805	1,573,805	1,411,518
	Health Insurance	1,407,955	1,320,000	
	Dental Insurance	179,490	199,585	
	Vision Insurance	35,695	40,176	
	Life Insurance	8,665	10,044	
	Employee Assistance Program	1,500	1,500	
	Flexible Spending Account Admin.	2,500	2,500	
6700	Unemployment Insurance	11,555	8,130	8,795
6900	Workers Compensation Insurance	525,000	525,000	432,984
	Total Salaries & Employee Benefits	13,177,240	12,499,640	15,599,529
Services & Supplies				
7030	Clothing and PPE	102,950	64,950	16,241
	Operational	12,000	12,000	
	Turnout sets	70,000	35,000	
	Active shooter helmets/armor (14)	17,000	14,000	
	Wildland helmets (30)	2,500	2,500	
	SCBA tags	1,000	1,000	
	Investigator uniform shirts/patches	450	450	
7050	Communications	109,800	127,900	86,030
	Operational	96,000	87,500	
	SB County IT Services	4,800	4,800	
	Cell phone upgrades	3,500	3,500	
	Phone system replacement	5,500	5,500	
	MDC iPads for engines/vehicles	-	26,600	
7060	Food	2,500	2,500	1,034

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3650 - GENERAL FUND					
<u>Account</u>	<u>Line Item Description</u>	<u>Final Budget FY 2016-17</u>	<u>Prelim. Budget FY 2016-17</u>	<u>Actual FY 2015-16</u>	
7070	Household Supplies	32,500	32,500	32,072	
	Operational	26,000	26,000		
	Dining chairs repairs	2,600	2,600		
	Gas outdoor grills (2)	3,500	3,500		
	Dispatch dorm refrigerator	400	400		
7090	Insurance: Liability/Auto/Prop.	31,000	31,000	27,333	
7120	Equipment Maintenance	35,000	35,000	24,089	
7200	Structure and Ground Maintenance	32,050	32,050	34,203	
	Operational	26,550	26,550		
	Rental property	5,500	5,500		
7205	Fire Defense Zone (Hazard Mitigation)	268,000	268,000	128,963	
7322	Consulting and Management Fees	3,350	3,100	3,343	
7324	Audit and Accounting Fees	23,250	23,250	22,922	
7348	Instruments & Equip. < \$5,000	97,575	45,575	72,249	
	Hose equipment and maintenance	6,000	6,000		
	UHF & VHF mobile radios (2)	5,775	5,775		
	Rope rescue equipment	16,300	6,300		
	Wireless command headsets (4)	12,500	12,500		
	MDCs/modems for engines	34,000	15,000		
	TriTech CAD connectivity upgrades	22,000	-		
	Digital camera (fire investigations)	1,000	-		
7363	Equipment Maintenance (Vehicles)	60,200	60,200	64,370	
	Operational	58,000	58,000		
	Seats for E391 (2)	2,200	2,200		
7400	Medical & First Aid Supplies	44,800	44,800	44,433	
	Operational	18,750	18,750		
	Lifepak maintenance service	5,250	5,250		
	Airway manikin	7,350	7,350		
	AED Supplies	1,950	1,950		
	Cardia monitor modems	9,200	9,200		
	Lifepak batteries/chargers	2,300	2,300		
7430	Memberships	9,500	9,500	8,797	
7450	Office Expense	27,500	20,000	48,665	
	Operational	27,500	20,000		
7460	Professional and Special Services	311,750	284,750	262,164	
	Operational	231,750	256,750		
	Public Information/Education	80,000	28,000		
7507	ADP Payroll Fees	7,500	7,500	6,621	
7510	Contractual Services	57,000	51,000	42,885	
7530	Publications & Legal Notices	3,000	3,000	2,374	
7546	Administrative Tax Expense	200,000	200,000	201,070	
7580	Rents & Leases (Gibraltar)	4,400	4,400	3,663	

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3650 - GENERAL FUND				
<u>Account</u>	<u>Line Item Description</u>	<u>Final Budget FY 2016-17</u>	<u>Prelim. Budget FY 2016-17</u>	<u>Actual FY 2015-16</u>
7630	Small Tools & Instruments	9,600	9,600	12,053
	Operational	6,000	6,000	
	HazMat team equipment	3,000	3,000	
	Fire investigator helmet lights (4)	600	600	
7650	Special District Expense	82,000	42,000	44,852
	Operational (permits, fees, other)	17,500	17,500	
	LAFCO	13,000	13,000	
	Election expenses (Directors)	9,000	9,000	
	Promotion/new hire expenses	2,500	2,500	
	HEARO Radio program	10,000	-	
	Centennial Anniversary	30,000	-	
7671	Special Projects	18,500	18,500	9,871
	Public Education materials	7,500	7,500	
	Pre-hazard abatement brochure	6,000	6,000	
	Evacuation drill expenses	5,000	5,000	
7730	Transportation and Travel	25,000	25,000	27,596
7731	Gasoline/Oil/Fuel	63,000	63,000	52,052
7732	Training	87,750	87,750	92,483
	Operational	85,000	85,000	
	Paramedic training	2,750	2,750	
7760	Utilities	48,000	48,000	40,142
	Operational	43,000	43,000	-
	Rental housing utilities	5,000	5,000	-
	Total Services & Supplies	1,797,475	1,644,825	1,412,570
Other Charges				
7860	Contributions to Other Agencies (STB)	-	-	25,000
	Total Other Charges	-	-	25,000
Capital Assets				
8300	Equipment	403,100	306,600	85,193
	Dispatch radio system	190,000	190,000	-
	VHF/UHF portable radios	16,600	16,600	-
	Wet barrel hydrants replacement	30,000	50,000	-
	Dept. Ops. Center tech. upgrade	50,000	50,000	-
	LifePak cardiac monitor	33,000	-	-
	Auto extrication tools	83,500	-	-
	Total Capital Assets	403,100	306,600	85,193
	TOTAL EXPENDITURES	15,377,815	14,451,065	17,122,292

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3650 - GENERAL FUND				
<u>Account</u>	<u>Line Item Description</u>	<u>Final Budget FY 2016-17</u>	<u>Prelim. Budget FY 2016-17</u>	<u>Actual FY 2015-16</u>
OTHER FINANCING USES				
Other Financing Sources				
5910	Transfer from Land & Building Fund (3653)	-	-	2,459,473
5919	Sale of Capital Assets	-	-	32,214
	Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>2,491,687</u>
Other Financing Uses				
7901	Transfer To Pension Obligation Fund (3651)	456,000	456,000	795,530
7901	Transfer To Capital Outlay Fund (3652)	352,000	352,000	270,000
7901	Transfer To Land & Building Fund (3653)	834,000	834,000	-
	Total Other Financing Uses	<u>1,642,000</u>	<u>1,642,000</u>	<u>1,065,530</u>
	Other Financing Sources & Uses	<u>(1,642,000)</u>	<u>(1,642,000)</u>	<u>1,426,157</u>
	Restricted: Unrealized Gains (County)	<u>-</u>	<u>-</u>	<u>14,907</u>
	Net Financial Impact	<u>(64,485)</u>	<u>485,000</u>	<u>1,732,277</u>
Fund 3650 Fund Balance Detail				
	Reserves: Catastrophic	2,243,000		1,200,000
	Reserves: Economic Uncertainties	3,430,000		-
	Fund Balance - Restricted (County)	17,772		17,772
	Fund Balance - Unrestricted Residual	873,448		3,614,171
	Net Financial Impact (Unrestricted Residual)	<u>(64,485)</u>		<u>1,732,277</u>
	Projected Ending Fund Balance at 6/30/2017	6,499,735		6,564,220

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3651 - PENSION OBLIGATION FUND				
<u>Account</u>	<u>Line Item Description</u>	<u>Final Budget FY 2016-17</u>	<u>Prelim. Budget FY 2016-17</u>	<u>Actual FY 2015-16</u>
REVENUES				
Financing Sources				
5910	Transfer from General Fund (3650)	456,000	456,000	795,530
	TOTAL FUND REVENUES	456,000	456,000	795,530
EXPENDITURES				
Services & Supplies				
7460	Administration Fee	3,500	3,500	2,960
7830	Interest Expense	17,402	17,402	51,573
	Total Services & Supplies	20,902	20,902	54,533
OTHER FINANCING USES				
7910	Long Term Debt Principal Repayment	435,000	435,000	740,996
	Other Financing Uses	435,000	435,000	740,996
	TOTAL EXPENDITURES & TRANSFERS	455,902	455,902	795,529
	Net Financial Impact	98	98	1
Fund 3651 Equity				
	Beginning Fund Balance at 7/1/2016	181		180
	Net Financial Impact	98		1
	Projected Ending Fund Balance at 6/30/2017	279		181

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3652 - CAPITAL RESERVES FUND				
<u>Account</u>	<u>Line Item Description</u>	<u>Final Budget FY 2016-17</u>	<u>Prelim. Budget FY 2016-17</u>	<u>Actual FY 2015-16</u>
REVENUES				
Use of Money and Property				
3380	Interest Income	10,000	10,000	10,284
	Total Use of Money and Property	10,000	10,000	10,284
Financing Sources				
5910	Transfer from General Fund (3650)	352,000	352,000	270,000
	Total Financing Sources	352,000	352,000	270,000
Other Financing Sources				
5919	Sale of Capital Assets	-	-	-
	Total Other Financing Sources	-	-	-
	TOTAL FUND REVENUES	362,000	362,000	280,284
EXPENDITURES				
Services & Supplies				
7363	Equipment Maintenance (Vehicles)	-	-	19,116
	Total Services & Supplies	-	-	19,116
Capital Assets				
8300	Apparatus (Engine 91 - Type 1)	-	615,000	-
	Breathing Air Compressor (Pre-funded)	60,000	60,000	-
	Total Capital Assets	60,000	675,000	302,902
	TOTAL EXPENDITURES	60,000	675,000	322,018
	Net Financial Impact	302,000	(313,000)	(41,734)
Fund 3652 Equity				
	Beginning Fund Balance at 7/1/2016	2,344,649		2,386,383
	Net Financial Impact	302,000		(41,734)
	Projected Ending Fund Balance at 6/30/2016	2,646,649		2,344,649

**MONTECITO FIRE PROTECTION DISTRICT
FINAL BUDGET DRAFT
FISCAL YEAR 2016-17**

FUND 3653 - LAND AND BUILDING FUND				
Account	Line Item Description	Final Budget FY 2016-17	Prelim. Budget FY 2016-17	Actual FY 2015-16
REVENUES				
Use of Money and Property				
3380	Interest Income	15,000	15,000	24,053
	Total Use of Money and Property	15,000	15,000	24,053
Financing Sources				
5910	Transfer from General Fund (3650)	834,000	834,000	-
	Total Financing Sources	834,000	834,000	-
	TOTAL FUND REVENUES	849,000	849,000	24,053
EXPENDITURES				
Services & Supplies				
7700	Projects < \$100,000	-	-	100,613
	Total Services & Supplies	-	-	100,613
Capital Assets				
8100	Land	200,000	100,000	32,286
8700	Construction in Progress (Account deleted)	-	100,000	19,853
	Total Capital Assets	200,000	200,000	52,139
OTHER FINANCING USES				
7901	Transfer To General Fund (3650)	-	-	2,459,473
	Total Financing Uses	-	-	2,459,473
	TOTAL EXPENDITURES & TRANSFERS	200,000	200,000	2,612,225
	Net Financial Impact	649,000	649,000	(2,588,172)
Fund 3653 Equity				
	Est. Beginning Fund Balance at 7/1/2016	4,494,580		7,082,752
	Net Financial Impact	649,000		(2,588,172)
	Projected Ending Fund Balance at 6/30/2017	5,143,580		4,494,580

Agenda Item #4

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, July 25, 2016 at 2:00 p.m.

The meeting was called to order by Director Powell at 2:00p.m.

Present: Director Powell, Director van Duinwyk, Director Easton, Director Venable. Fire Chief Hickman and District Counsel Susan Basham 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 were no public comments at this meeting.

- 2. Recognition for 15 years of service: Captain, Evan Skei.**

Chief Hickman commended and thanked Evan Skei for 15 years of service.

- 3. Candidate Interviews for Appointment of New Director.**

- a. **Michael N. Lee**
- b. **Thomas T. Schleck**

The Board asked both candidates a series of interview questions.

- 4. Appointment of New Director.**

After careful consideration, the motion to appoint Michael Lee as the New Director was made by Director Venable, seconded by Director Easton. The Roll Call Vote was as follows:

Ayes: P. van Duinwyk, J. A. Powell, J. Venable, S. Easton
Nays: None
Abstain: None

- 5. Administer Oath of Office for New Director.**

Director Powell presented the Oath of Office to Michael Lee.

- 6. Appointment of vacant Board positions.**

- a. **Board Secretary.**

The motion to appoint Director Easton as the Board Secretary was made by Director Powell, seconded by Director Lee and unanimously passed.

b. Board Real Property Negotiator.

The motion to appoint Director Powell as the Board Real Property Negotiator was made by Director Venable, seconded by Director van Duinwyk and unanimously passed.

c. Finance Committee member, and establish frequency of Finance Committee Meetings.

The motion to appoint Director Venable as the Finance Committee member was made by Director van Duinwyk, seconded by Director Easton and unanimously passed. The motion to change the frequency of the Finance Committee meetings from monthly to bi-monthly was made by Director van Duinwyk, seconded by Director Venable and unanimously passed.

d. Personnel Committee member.

The motion to appoint Director Lee as the Personnel Committee member was made by Director van Duinwyk, seconded by Director Easton and unanimously passed.

7. Report on the status of transferring of access easement to Upper Hyde Road property owners and quitclaiming District's easement interest.

The Chief stated that all property owners have signed the agreement. He added that Director Powell's signature will be notarized after the meeting.

8. Report on Annual Notification System Test.

Communications Coordinator Jackie Jenkins provided a staff report regarding the Annual Notification System Test.

9. Approval of Resolution No. 2016-06, Fixing the Employer Contribution at an equal amount for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act.

The motion to approve resolution 2016-06 as read was made by Director Venable, seconded by Director van Duinwyk. The Roll Call Vote was as follows:

Ayes: M. Lee, P. van Duinwyk, J. A. Powell, J. Venable, S. Easton

Nays: None

Abstain: None

10. Review and approve financial statements ending June 30, 2016.

The District Accountant stated that the entire Board is seeing the financial statements, as no Finance Committee meeting was held. Ms. Gil highlighted the financial statements ending June 30, 2016. The motion to approve the financial statements was made by Director van Duinwyk, seconded by Director Venable and unanimously passed. The Board took a break at 3:16 p.m. The meeting reconvened at 3:22 p.m.

11. Review Financial Summary Staff Report for fiscal year 2015-16.

The District Accountant provided a staff report regarding the Financial Summary for fiscal year 2015-16.

12. Approval of Minutes of the June 27, 2016 Regular Meeting.

The motion to approve the minutes of the June 27, 2016 Regular Meeting was made by Director Easton, seconded by Director Lee and unanimously passed.

13. Fire Chief's report.

Chief Hickman provided an update regarding significant calls during the month of June. He also provided an update regarding current Mutual Aid assignments. The Chief mentioned Dispatcher Leslie Muller and her team's (The California Emergency Dispatch Association) response to Baton Rouge, LA. Chief Hickman provided an update regarding up-staffing for the recent red flag event. He also expressed his gratitude to MERRAG for their assistance.

14. Staff Report regarding time line and event chronology related to Station 3.

District Counsel Susan Basham notified the Board that on July 21, Price, Postel & Parma LLP filed the District's Second Return on the Writ of Mandate issued by the Superior Court in the *Montecito Agricultural Foundation* case challenging the 2012 EIR for the Station 3 project. The court retained jurisdiction following the District's initial return on the Writ in 2013, requiring the District to correct certain deficiencies in the final EIR before the court would discharge the writ. The Second Return is intended to inform the court of the steps taken in the 2016 EIR to address the identified deficiencies. Ms. Basham stated that the court likely would not issue an order discharging the writ or providing new instructions to the District before giving the original petitioners time to file an opposition, which could be 30 days or more. Ms. Basham also reported that while a discharge of the writ will establish that the 2016 FEIR has overcome particular deficiencies of the 2013 FEIR and therefore will resolve the *Montecito Agricultural Foundation* litigation, the 2016 EIR will still be subject to CEQA challenges based on other purported deficiencies that arose in the EIR revision process or were not litigated previously.

15. Board of Director's report.

There were no items to report at this meeting.

16. Suggestions from Directors for items other than regular agenda items to be included for the August Regular Board Meeting.

There were no additional suggestions from the Directors. The Board took a break at 4:07 p.m. The Board reconvened at 4:15 p.m. and moved into closed session.

17. CLOSED SESSION –

A. Conference with Legal Counsel – Existing Litigation [Government Code section 54956.9 (d)]

Montecito Agricultural Foundation v. Montecito Fire Protection District, Santa Barbara Superior Court Case No. 1401924

The Board reported out of closed session at 5:40 p.m. There was no reportable action.

The meeting was adjourned at 5:45 p.m.

President John Abraham Powell

Secretary Sylvia Easton

Agenda Item #5

**2016 FIRE SEASON
MUTUAL AID ASSIGNMENTS**

MONTH	FIRE	AREA
MAY	HOLSTED	SANTA BARBARA COUNTY
JUNE	OLD	LOS ANGELES COUNTY
JUNE	COLEMAN	LOS PADRES NTL FOREST
JUNE	SHERPA	LOS PADRES NTL FOREST
JUNE	ERSKINE	SEQUOIA NTL FOREST
JULY	DEER	KERN COUNTY
JULY	PINE	LOS PADRES NTL FOREST
JULY	SAGE	LOS ANGELES COUNTY
JULY	SAND	ANGELES NTL FOREST
JULY	GOOSE	FRESNO-KINGS UNIT
JULY	SOBERANES	LOS PADRES NTL FOREST
AUGUST	PILOT	SAN BERNARDINO NTL FOREST
AUGUST	CLARK	INYO NTL FOREST
AUGUST	MINERAL	FRESNO-KINGS UNIT
AUGUST	CHIMNEY	SAN LUIS OBISPO
AUGUST	BLUECUT	SAN BERNARDINO NTL FOREST
AUGUST	CEDAR	SEQUOIA NTL FOREST

Charlene Nagel
P.O. Box 5851
Santa Barbara, California 93150
(805) 969-4893

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

Re: 359 Mira Monte Avenue

Dear Fire Chief Hickman:

On Saturday, July 23rd 2016 at approximately 11:30 pm, I was awakened by a strong smell of smoke outside of my home. I live next to the heavily wooded area owned by the YMCA and my first concern was that there was a fire in that area adjacent next to the San Ysidro Creek.

I immediately called your station and Jennifer immediately answered my call and responded in a courteous and positive manner saying that she would send an engine out immediately.

Evan called me once they arrived which was – maybe 3 minutes – if even that long! Initially they were trying to determine the source of the smoke smell as they noticed it as well and explained that they were searching the area including the YMCA's parking lot.

Evan then called me back and informed me that had discovered that a neighbor in the area had a fire pit burning

Mystery solved! I'm not sure why anyone would have a fire pit going on a hot summer night at midnight which seems careless, at best, however, I'm sure the MFD has experienced even greater and more curious situations than this one.

Bottom line, the purpose of my letter is to thank you and your entire staff for the immediate response and continuing support of our community. Special thanks to Jennifer, Evan and those who responded to quickly and professionally to my call last evening.

You are all truly amazing heroes! Thank you!

Most sincerely,



Charlene Nagel

July 24, 2016



**California Special
Districts Association**
Districts Stronger Together

MEMORANDUM

DATE: August 1, 2016

TO: CSDA Members (Regular, Associate, and Business Affiliate)

FROM: Bill Nelson, CSDA President
Neil McCormick, Chief Executive Officer

SUBJECT: 2017 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district board members and staff and Business Affiliate members in the work of the association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district or company (staff and/or board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district or company would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 14, 2016**. The selection and ratification of CSDA's 2017 committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January 2017.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner
Special District Risk Management Authority **CSDA Finance Corporation**
1112 I Street, Suite 300
Sacramento, CA 95814
Toll Free: 800-537-7790
Fax: 916-231-4111
1121 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Fax: 916-442-7889

August 22, 2016



**California Special
Districts Association**

Districts Stronger Together

**2017 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.

Please use actual contact information where you can be reached

Name: _____

Title/Position: _____

District/Company: _____

Telephone: _____ Fax: _____

E-mail: _____

COMMITTEES: We hope your District or Company will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

Legislative Committee (space is limited): Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. **Commitment:** Meets up to six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 16-17) and Annual Conference (September 25-28) is expected if you serve on this committee. All 2017 Legislative Committee applicants are invited to join the 2016 committee members and CSDA staff for a legislative planning session on November 3, 2016.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- Environment Working Group
 Formation & Reorganization Working Group
 Governance Working Group
 Human Resources & Personnel Working Group
 Public Works & Facilities Working Group
 Revenue Working Group

I prefer to serve on ____ (1 or 2) Legislative Committee working groups

Alternative Option: CSDA Blog and Legislative Distribution List - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

Environment: CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

Formation & Reorganization: LAFCO

Governance: Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

Human Resources & Personnel: Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

Legal: General legal matters affecting special districts

Public Works & Facilities: Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

Revenue: Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district board members and staff as well as Business Affiliates. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

***Either the District GM/Board President or Company President must authorize below**

*Signature: _____ Date: _____

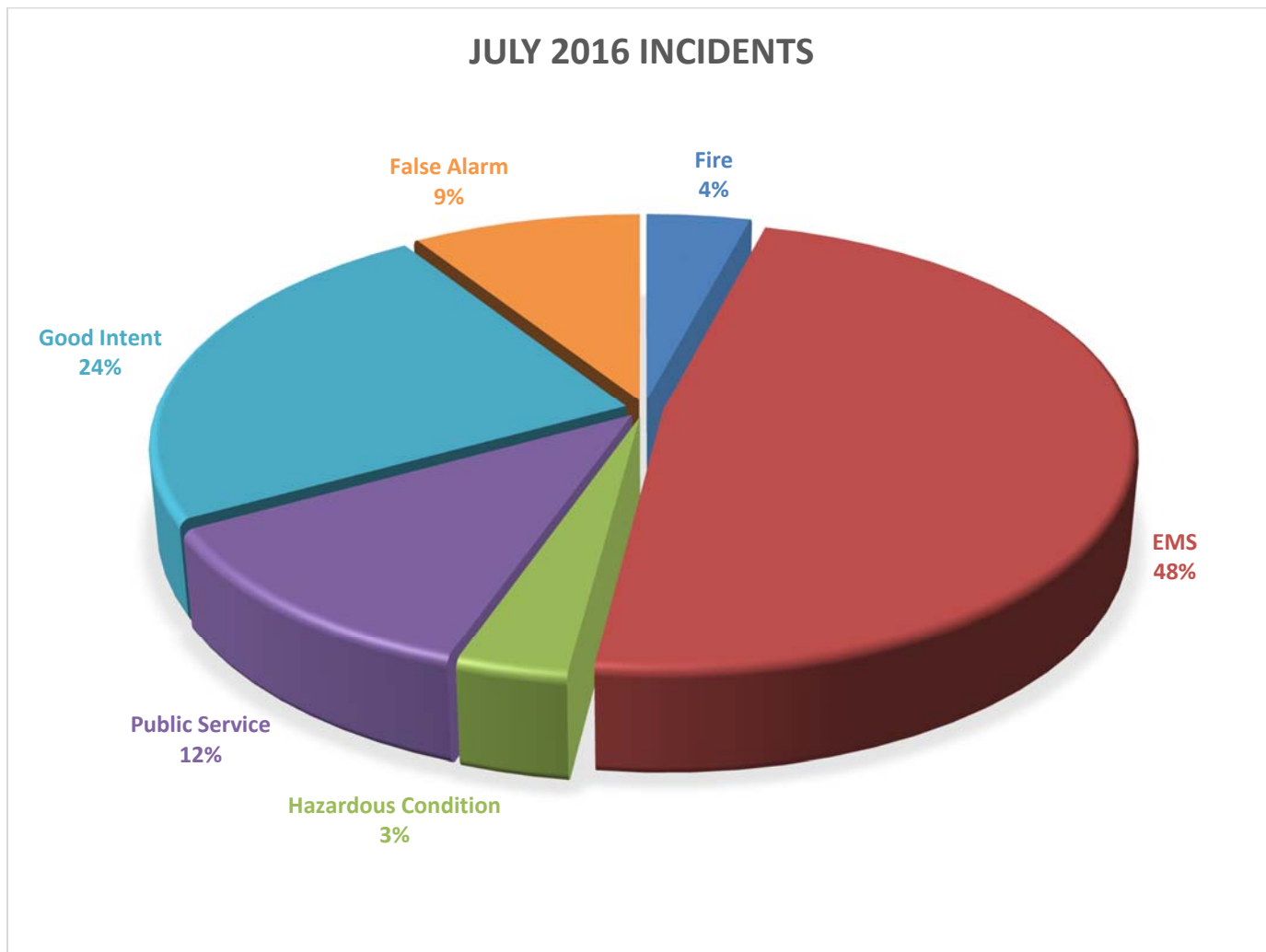
Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@cgsda.net no later than **5:00 PM on Friday, October 14, 2016.**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cgsda.net

August 22, 2016

**JULY 2016
CALLS BY INCIDENT TYPE
TOTAL INCIDENTS: 121**

FIRE: 5	EMS: 58
HAZARDOUS CONDITION: 4	PUBLIC SERVICE**: 14
GOOD INTENT*: 29	FALSE ALARM: 11
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.

February - July 2016 Incident Trend

