AROMAS TRI-COUNTY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

MEETING NOTICE & AGENDA

Tuesday January 23, 2018 - 6:30 p.m. 492 Carpenteria Road, Aromas, California 95004

ROLL	. CALL: Miller	_Brown	Mesiroff	Mortan	_ Mahler
PLED	GE OF ALLEGIANO	E - Director M	lortan		
not ap	IC COMMENT 6:30 opearing on the agen 54954.2 (speakers a r listed on the agenda	da. No action re limited to 5	may be taken unl minutes). The pu	ess provided iblic may com	by Government ment on any
DIRE	CTORS COMMENT	<u>PERIOD</u>			
APPR	OVAL OF MINUTES	<u> </u>			
1.	Approve minutes o	f November 1	4, 2017 regular me	eting.	ACTION
GENE	RAL BUSINESS				
2.	Receive report of or	perations, trair	ning and fire preve	ntion.	
3.	Verbal update from	Staffing Optio	ns Committee.		
<u>FINAN</u>	NCIAL				
4.	Approve checks for	December 20	17 and January 20	018.	ACTION
5.	Receive budget star	tus report.			
MISC	<u>ELLANEOUS</u>				

ADJOURNMENT

Consider motion to adjourn to the special meeting on March 20, 2018, at 6:30 p.m. at the Aromas Tri-County fire station, 492 Carpenteria Road, Aromas, California.

communications placed in the Board's Information Reading File during the past month.

This section of the Board's briefing binder includes copies of miscellaneous

AROMAS TRI-COUNTY FIRE PROTECTION DISTRICT MINUTES OF THE REGULAR MEETING OF Tuesday, November 14, 2017

CALL TO ORDER

The regular meeting of the Board of Directors of the Aromas Tri-County Fire Protection District was held at the Aromas fire station on Tuesday, November 14, 2017. The meeting was called to order by President Mesiroff at 6:32 p.m.

PLEDGE OF ALLEGIANCE BY Director Brown

ATTENDANCE

Ron Mesiroff Vice President

Kenneth Mahler Director George Mortan Director Ernest Brown Director

ABSENT

Mike Miller President

OTHERS PRESENT

Phillip Matteson Assistant Chief Reno DiTullio Battalion Chief Hector Ramirez Fire Captain

Supervisor Botelho San Benito County Supervisor

Theresa Volland Board Secretary

PUBLIC COMMENTS

DIRECTORS COMMENT PERIOD

MINUTES

The Board received and considered the minutes of the September 26, 2017 regular meetings.

MOTION 11-2017-33

M/S/C (Mortan/Brown 4 ayes, I absent) approved the minutes of September 26, 2017 meeting.

PUBLIC HEARING

Vice President Mesiroff opened the public hearing at 6:38 p.m. and closed at 6:40 p.m.

The Board received and considered Ordinance 2017-12 implementation of the fire protection planning and inspection services fee schedule. Staff advised they were some changes recommended by legal counsel to the Ordinance presented and this is the corrected Ordinance.

MOTION 11-2017-34

M/S/C (Mortan/Mahler 4 ayes, 1 absent) to approve Ordinance 2017-12 implementation of the fire protection planning and inspection services fee schedule.

GENERAL BUSINESS

 The Board received report of operations, training, and fire prevention for September and October 2017.

The Board received and considered Resolution No. 2017-09 allocating \$1,548,678 in remaining district funds into established district reserve accounts for fiscal year 2017-18 as follows:

MOTION 09-2017-35

M/S/C (Mortan/Mahler 4 ayes, 1 absent) to approve Resolution No. 2017-09 allocating \$1,548,678 in remaining district funds into established district reserve accounts for fiscal year 2017-18 as follows:

General Operating Reserve: \$418,068
Building Reserve: \$540,000
Equipment Reserve: \$590,100
Total \$1,548,678

The Board received and considered Resolution No. 2017-10 designating the board President, Vice President, Secretary, and Secretary Pro Tem for calendar year 2018.

MOTION 11-2017-36

M/S/C (Mortan/Mahler 4 ayes, 1 absent) to approve Resolution No. 2017-10 designating Director Miller as President of the Board Director Brown as Vice President for calendar year 2018.

The Board received and considered board meeting dates for calendar year 2018 as follows. The Board has changed the board meeting date to the Third Tuesday.

January 23 March 20 May 22 July 24 September 18 November 13

MOTION 11-2017-37

M/S/C (Mortan/Brown 4 ayes, 1 absent) to approve the following meeting dates for Calendar year 2018 to be held on the third Tuesday of the month at 6:30 p.m. at the Aromas Fire Station.

January 23 March 20 May 22 July 24 September 18 November 13

The board received and considered Policy and Procedure No. 2017-02 establishing District Credit Card Use, with the noted change of paperwork needs to be submitted with 30 days of purchase.

MOTION 11-2017-38

M/S/C (Mortan/Mahler 4 ayes, 1 absent) approving Policy No. 2017-02 setting policies and procedures for the use of District Credit Cards with noted change.

 The Board discussed staffing options and revenue sources. An adhoc committee was established and will meet in January and bring information to the board meeting.

FINANCIAL

The Board received and reviewed checks numbered 4423-4464 for a total of \$3,833.26 for October 2017.

MOTION 11-2017-39

M/S/C (Mahler/Mortan 4 ayes, 1 absent) to approve checks numbered 4423-4464 for a total of \$3,833.26 for October 2017.

The Board received and reviewed checks numbered 4465-4473 for a total of \$2,033.62 for November 2017.

MOTION 11-2017-40

M/S/C (Mortan/Mahler 4 ayes, 1 absent) to approve checks numbered 4465-4473 for a total of \$2,033.62 for November 2017.

The Board received and reviewed the Budget Status Reports

<u>ADJOURNMENT</u>

MOTION 11-2017-41

M/S/C (Mortan/Mahler 4 ayes. 1 absent) to adjourn the meeting of the Aromas Tri-County Fire Protection District at 7:58 p.m. to a regular meeting on Tuesday, January 23, 2018 at 6:30 p.m.

Secretary of the Board	

AROMAS TRI-COUNTY FIRE PROTECTION DISTRICT

2221 Garden Rd, Monterey, CA 93940

STAFF REPORT January 23, 2018

To: Board of Directors

From: Brennan Blue, Fire Chief

By: Reno DiTullio Jr., Battalion Chief

Subject: Monthly Activity Report November – December 2017

EMERGENCY INCIDENT RESPONSE

On December 31, 2017 Battalion Chief 4615, Engine 35, Engine 4677 responded to a residential structure fire at 3940 Ballantree Lane. Engine 35 arrived to find a 2000 sq ft 2 story residential structure with heavy fire and smoke showing from the second-floor roof. The residents were all out of the structure upon arrival of the engine. Crews initiated fire attack and confirmed the residents were all out of the structure. Engines from North Monterey County FPD, CAL FIRE, Hollister FD and Pajaro Valley FPD assisted. The fire was quickly knocked down and contained. Overhaul took several hours. The fire was controlled at approximately 0230hrs.

APPARATUS

All District apparatus are in service.

TRAINING

Staff focused on Fire Suppression, Fire Prevention, EMS and Physical Fitness Training during this period.

FACILITIES

No report.

PERSONNEL

No report

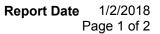
Staff Report January 23, 2018 Page 1 of 2

FIRE PREVENTION

Fifteen (15) fire prevention contact hours were documented this period. Included in these hours were building inspections and contacts regarding fire permit issuance.

MITIGATION FEES

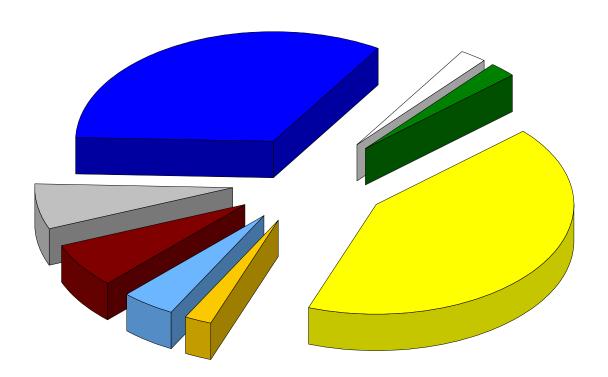
Monterey County	SUB-TOTAL	\$0.00
San Benito County	SUB-TOTAL	\$0.00
Santa Cruz County	SUB-TOTAL	\$0.00
	TOTAL	\$0.00





Response Activity Summary - Chart 27005 AROMAS TRI COUNTY FPD

Alarm Date From: 11/1/2017 To: 11/30/2017



Auto Aid or Mutual Aid	4.4%
False Alarm for Fire Alarms	6.7%
Hazardous Conditions (No Fire)	6.7%
Medical Aids	33.3%
☐ Not Identified	2.2%
Public Assist	2.2%
Vehicle Accidents	42.2%
Vehicle Fire	2.2%
Total:	100.0%



Response Activity Summary - Chart

Report Date 1/2/2018 Page 2 of 2

27005 AROMAS TRI COUNTY FPD Alarm Date From: 11/1/2017 To: 11/30/2017

Chart Descriptions	Incident Count
Auto Aid or Mutual Aid	2
False Alarm for Fire Alarms	3
Hazardous Conditions (No Fire)	3
Medical Aids	15
Not Identified	1
Public Assist	1
Vehicle Accidents	19
Vehicle Fire	1
TOTAL	45

NFIRS Incident Types for Chart Descriptions:

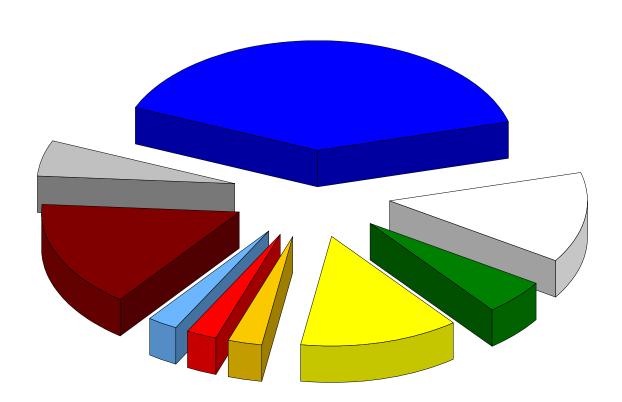
Auto Aid or Mutual Aid = 551
Coastal Incidents = 342, 364
False Alarm for Fire Alarms = 700
Hazardous Conditions (No Fire) = 400
Hazardous Materials = 422
Medical Aids = 321
Non Ocean Water Rescue = 363
Not Identified = All Incident Types Not Listed Public Assist = 550
Rubbish, Dumpster, Trash Fire = 100
Smoke Check = 651
Structure Fire = 111
Vehicle Accidents = 322, 324, 352
Vehicle Fire = 131





Response Activity Summary - Chart 27005 AROMAS TRI COUNTY FPD

Alarm Date From: 12/1/2017 To: 12/31/2017



	Auto Aid or Mutual Aid False Alarm for Fire Alarms Hazardous Conditions (No Fire) Medical Aids Not Identified Public Assist Vehicle Accidents	2.6% 15.8% 5.3% 39.5% 13.2% 5.3% 13.2%
Wildiand Fire 26%	Vehicle Fire Wildland Fire	2.6%



Response Activity Summary - Chart

Report Date 1/2/2018 Page 2 of 2

27005 AROMAS TRI COUNTY FPD Alarm Date From: 12/1/2017 To: 12/31/2017

Chart Descriptions	Incident Count
Auto Aid or Mutual Aid	1
False Alarm for Fire Alarms	6
Hazardous Conditions (No Fire)	2
Medical Aids	15
Not Identified	5
Public Assist	2
Vehicle Accidents	5
Vehicle Fire	1
Wildland Fire	1
TOTAL	38

NFIRS Incident Types for Chart Descriptions:

Auto Aid or Mutual Aid = 551
Coastal Incidents = 342, 364
False Alarm for Fire Alarms = 700
Hazardous Conditions (No Fire) = 400
Hazardous Materials = 422
Medical Aids = 321
Non Ocean Water Rescue = 363
Not Identified = All Incident Types Not Listed Public Assist = 550
Rubbish, Dumpster, Trash Fire = 100
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2221 Garden Road Monterey, CA. 93940

Staff Report January 23, 2018

To: Board of Directors

From: Brennan D. Blue, Fire Chief

By Phil Matteson, Assistant Chief

Subject: Staffing Options and Revenue Sources

This will be a discussion lead by Assistant Chief Matteson

Aromas Tri-County Fire Protection District Checks #4474-4482

December 2017

Num	Name	Memo	Account	Debit
4474	Alsco San Jose		Wells Fargo	
	Alsco San Jose	Oct and Nov Billing	5090 Household Expense	1,107.07
				1,107.07
4475	Analgesic Services Analgesic Services	Nov Billing	Wells Fargo 5140 Medical Supplies	42.50
				42.50
4476	AT&T AT&T	8317263130870, 8317263131130 Nov Billing	Wells Fargo 5060 Communications	193.69
			-	193.69
4477	Cypress Fire Protection District Cypress Fire Protection District Cypress Fire Protection District Cypress Fire Protection District	Cost Share for HQ File Cabinet Cost Share for HQ Board Cost Share for Training.	Wells Fargo 5170 Office Expense 5130 Maint Bldg/Grounds 5232 Training	128.40 61.47 69.00
				258.87
4478	De Lay & Laredo De Lay & Laredo	Oct Billing Ordinance and Intiative res	Wells Fargo 5180 Professional Service	765.00
	•	-	-	765.00
4479	Department of Forestry & Fire Prote Department of Forestry & Fire Prote	1st Quarter 2017-18 Billing	Wells Fargo 5181 CAL FIRE-Sch "A" C	300,900.68
				300,900.68
4480	New SV Media Inc. New SV Media Inc.	Fee Schedule Notice	Wells Fargo 5190 Publications/Legal N	47.50
			-	47.50
4481	Register-Pajaronian		Wells Fargo	
	Register-Pajaronian	Fee Schedule Notice	5190 Publications/Legal N	51.97
				51.97

Num	Name	Memo	Account	Debit
4482	US Bank		Wells Fargo	
	US Bank	TV	5260 Utilities	152.46
	US Bank	Lodging for Training	5250 Travel	468.44
	US Bank	AED Pads	5140 Medical Supplies	213.35
	US Bank	PPE Cleaning	5180 Professional Service	150.00
	US Bank	Lightbulbs and supplies	5090 Household Expense	72.54
				1,056.79
4483	Verizon Wireless	Account # 469987820-00001	Wells Fargo	
	Verizon Wireless	Nov Billing	5060 Communications	231.70
				231.70
TOTAL				304,655.77

Aromas Tri-County Fire Protection District Checks #4484-4491

January 2018

Num	Name	Memo	Account	Debit
4484	Alsco San Jose		Wells Fargo	
	Alsco San Jose	Dec Billing	5090 Household Expense	559.68
				559.68
4485	AT&T	8317263130870, 8317263131130	Wells Fargo	
	AT&T	Dec Billing	5060 Communications	359.99
				359.99
4486	CSG Consultants		Wells Fargo	
	CSG Consultants	Nov Billing	5180 Professional Service	190.00
				190.00
4487	Monterey Bay Air Resources District		Wells Fargo	
	Monterey Bay Air Resources District	Annual Fee	5340 Taxes	790.00
				790.00
4488	Office Depot Inc	Account # 29460726	Wells Fargo	
	Office Depot Inc	PO #210-17 Supplies	5170 Office Expense	68.68
				68.68
4489	Recology San Benito County	Account # 409979	Wells Fargo	
	Recology San Benito County	Dec Billing	5260 Utilities	137.66
				137.66
4490	US Bank		Wells Fargo	
	US Bank	TV	5260 Utilities	147.11
	US Bank	Maintenance	5090 Household Expense	139.28
	US Bank	Supplies	5170 Office Expense	11.79
				298.18

Num	Name	Memo	Account	Debit
4491	Verizon Wireless Verizon Wireless	Account # 469987820-00001 Dec Billing	Wells Fargo 5060 Communications	231.72
				231.72
TOTAL				2,635.91

Aromas Tri-County Fire Protection District Monthly Budget Status Report

December 2017	
TOTAL	

TOTAL
0.00
425.39
1,179.61
61.47
255.85
128.40
915.00
300,900.68
99.47
69.00
468.44
152.46
304,655.77

Aromas Tri-County Fire Protection District Monthly Budget Status Report January 2018 TOTAL

	IOIAL
Expense	
5060 Communications	591.71
5090 Household Expense	698.96
5170 Office Expense	80.47
5180 Professional Service	190.00
5260 Utilities	284.77
5340 Taxes	790.00
Total Expense	2,635.91

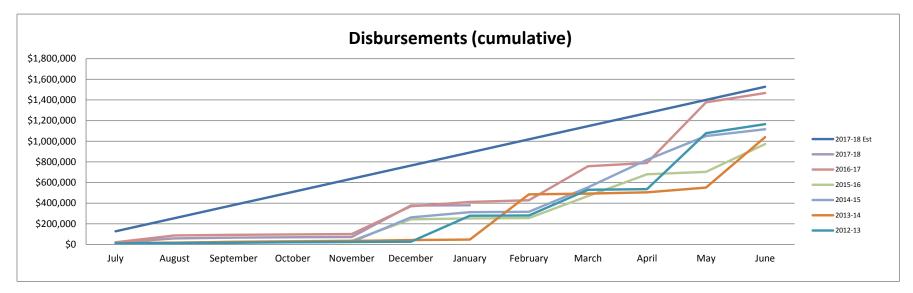
Budget Status Report YTD

July 2017 through January 2018

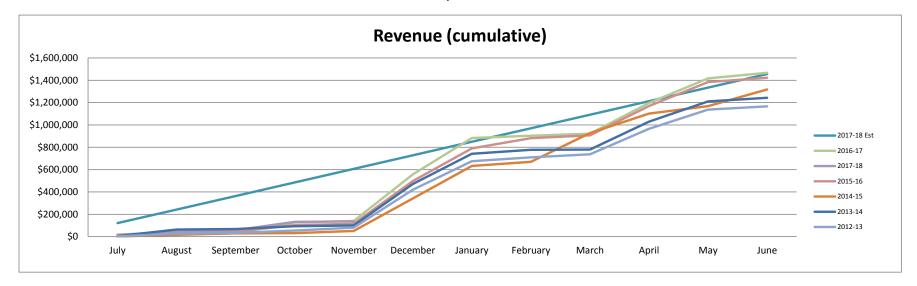
	Jul '17 - Jan 18	Budget	% of Budget
Income			
4011 Property Tax	12,660.35	1,206,790.00	1.05%
4013 Current Unsecured	25,072.96	53,000.00	47.31%
4015 Current Supplemental	12,964.97	17,000.00	76.27%
4021 Prior Secured	3,145.16	5,250.00	59.91%
4023 Prior Secured Delinquent	2.09	10.00	20.9%
4033 Prior Unsecured Delinquent	32.38	1,000.00	3.24%
4041 Prior Supplemental	748.70	650.00	115.19%
4120 Mitigation Fees/San Benito	0.00	1,000.00	0.0%
4121 Mitigation Fees/Monterey	429.30	0.00	100.0%
4122 Proposition 172 Funds	17,886.39	77,000.00	23.23%
4123 CSA 74 Measure "A" Funds	0.00	4,000.00	0.0%
4124 Grant Funds	11,094.00		
4311 Interest	5,074.05	15,000.00	33.83%
4421 HOPT	618.38	10,000.00	6.18%
4960 Other Income	0.00	15,000.00	0.0%
4961 Reimbursements	0.00	0.00	0.0%
4962 Fire Recovery	4,412.00	15,000.00	29.41%
4964 · Fire Assignment Reimbursement	42,418.50	35,000.00	121.2%
Total Income	136,559.23	1,455,700.00	9.38%
Expense			
5050 Clothing	84.00	4,500.00	1.87%
5060 Communications	3,892.10	7,300.00	53.32%
5080 Food	69.00	300.00	23.0%
5090 Household Expense	5,610.33	5,000.00	112.21%
5100 Insurance- General	5,409.00	7,000.00	77.27%
5110 Insurance-Workers Comp	4,817.00	4,850.00	99.32%
5120 Maint Equipment	1,997.08	7,000.00	28.53%
5130 Maint Bldg/Grounds	1,703.83	4,500.00	37.86%
5140 Medical Supplies	1,138.70	3,500.00	32.53%
5150 Memberships	0.00	1,200.00	0.0%
5160 Miscellaneous Expense	23.15	300.00	7.72%
5160a Open House	914.53	1,500.00	60.97%
5170 Office Expense	586.66	5,400.00	10.86%
5180 Professional Service	7,871.85	28,750.00	27.38%
5181 CAL FIRE-Sch "A" Contract	300,900.68	1,318,000.00	22.83%
5190 Publications/Legal Notices	564.95	2,300.00	24.56%
5220 Small Tools	99.18	3,400.00	2.92%
5230 Election Expense	0.00	10,000.00	0.0%
5231 Hoses/Nozzles	154.15	4,150.00	3.71%
5232 Training	572.00	7,000.00	8.17%

Aromas Tri-County Fire Protection District Budget Status Report YTD July 2017 through January 2018

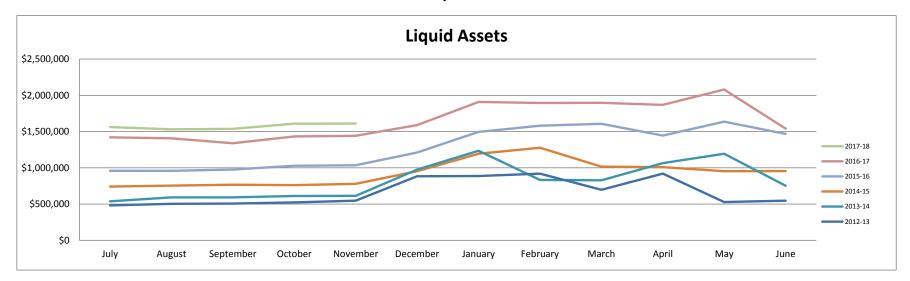
	Jul '17 - Jan 18	Budget	% of Budget
5233 Fire Prevention	185.70	500.00	37.14%
5234 Contingency	0.00	5,000.00	0.0%
5235 MOU -Division Chief	796.01	1,000.00	79.6%
5236 Website	86.60	1,300.00	6.66%
5250 Travel	468.44	1,000.00	46.84%
5260 Utilities	1,857.88	3,800.00	48.89%
5340 Taxes	9,609.30	26,200.00	36.68%
5345 Prior Year Expenses	29,978.15	30,000.00	99.93%
5361 Capitalized Equipment	0.00	26,600.00	0.0%
5362 Capital Improvements	0.00	6,500.00	0.0%
Total Expense	379,390.27	1,527,850.00	24.83%



	July	August	September	October	November	December	January	February	March	April	May	June
2017-18 Est	\$127,321	\$254,642	\$381,963	\$509,283	\$636,604	\$763,925	\$891,246	\$1,018,567	\$1,145,888	\$1,273,208	\$1,400,529	\$1,527,850
2017-18	\$17,875	\$58,294	\$66,232	\$70,065	\$72,098	\$376,754	\$379,390					
2016-17	\$21,042	\$86,968	\$93,602	\$96,954	\$101,286	\$370,215	\$411,915	\$428,333	\$758,050	\$789,546	\$1,376,804	\$1,467,086
2015-16	\$12,327	\$14,593	\$26,476	\$31,190	\$36,323	\$242,956	\$251,619	\$256,006	\$469,028	\$680,145	\$703,465	\$972,874
2014-15	\$13,119	\$14,841	\$19,789	\$22,699	\$25,643	\$262,524	\$313,356	\$316,439	\$553,469	\$819,432	\$1,050,211	\$1,116,164
2013-14	\$13,141	\$17,532	\$23,273	\$28,417	\$34,040	\$42,279	\$47,310	\$485,745	\$492,521	\$505,268	\$551,104	\$1,039,583
2012-13	\$11,158	\$12,576	\$15,858	\$21,222	\$23,844	\$25,730	\$277,593	\$280,891	\$530,289	\$536,339	\$1,077,927	\$1,165,679



	July	August	September	October	November	December	January	February	March	April	May	June
2017-18 Est	\$121,308	\$242,617	\$363,925	\$485,233	\$606,542	\$727,850	\$849,158	\$970,467	\$1,091,775	\$1,213,083	\$1,334,392	\$1,455,700
2017-18	\$16,300	\$43,365	\$57,036	\$132,661	\$136,558							
2016-17	\$18,124	\$24,218	\$30,073	\$126,299	\$140,481	\$557,021	\$883,292	\$903,759	\$921,657	\$1,197,331	\$1,417,264	\$1,467,086
2015-16	\$14,597	\$17,149	\$45,389	\$102,062	\$114,987	\$497,375	\$790,281	\$881,249	\$906,969	\$1,169,115	\$1,383,597	\$1,422,481
2014-15	\$1,264	\$16,283	\$28,664	\$30,970	\$51,098	\$342,137	\$633,176	\$669,769	\$927,765	\$1,102,368	\$1,167,836	\$1,317,848
2013-14	\$4,707	\$63,499	\$68,323	\$93,291	\$100,020	\$470,968	\$741,698	\$777,745	\$780,073	\$1,029,722	\$1,210,753	\$1,243,415
2012-13	\$2,503	\$26,782	\$33,557	\$54,625	\$80,436	\$419,284	\$675,089	\$710,320	\$737,671	\$965,661	\$1,137,940	\$1,166,589



	July	August	September	October	November	December	January	February	March	April	May	June
2017-18	\$1,562,098	\$1,530,869	\$1,536,603	\$1,608,395	\$1,610,258							
2016-17	\$1,420,513	\$1,405,835	\$1,339,130	\$1,432,004	\$1,441,855	\$1,589,465	\$1,909,370	\$1,894,504	\$1,895,985	\$1,868,563	\$2,080,006	\$1,540,574
2015-16	\$958,959	\$959,274	\$975,630	\$1,027,589	\$1,035,381	\$1,211,136	\$1,495,379	\$1,580,620	\$1,607,680	\$1,445,687	\$1,636,848	\$1,467,086
2014-15	\$741,319	\$754,615	\$766,966	\$761,519	\$778,702	\$953,471	\$1,193,678	\$1,277,188	\$1,016,358	\$1,008,391	\$953,232	\$954,933
2013-14	\$537,885	\$593,041	\$592,125	\$611,948	\$613,055	\$975,763	\$1,235,153	\$832,608	\$828,307	\$1,065,209	\$1,194,105	\$753,173
2012-13	\$481,601	\$504,462	\$507,955	\$523,659	\$546,848	\$883,820	\$887,761	\$919,694	\$697,648	\$919,587	\$527,313	\$547,074