

**AROMAS TRI-COUNTY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE & AGENDA**

**492 Carpenteria Road, Aromas, California 95004
Tuesday – July 24, 2018 - 6:30 p.m.**

ROLL CALL: Miller _____ Mesiroff ____ Mortan ____ Mahler ____ Brown _____

PLEDGE OF ALLEGIANCE – Director Miller

PUBLIC COMMENT 6:30 P.M. - Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Government Code 54954.2 (speakers are limited to 5 minutes). The public may comment on any matter listed on the agenda at the time the matter is being considered by the Board.

DIRECTORS COMMENT PERIOD

APPROVAL OF MINUTES

1. Approve minutes of the June 12, 2018 regular meeting. **ACTION**

GENERAL BUSINESS

2. Receive report of operations, training and fire prevention.
3. Receive verbal update from Staffing Options Committee.
4. Receive and discuss the Aromas Day Parking plan.

FINANCIAL

5. Approve checks for June and July 2018. **ACTION**
6. Receive budget status report.

MISCELLANEOUS

This section of the Board’s briefing binder includes copies of miscellaneous communications placed in the Board’s Information Reading File during the past month.

ADJOURNMENT

Consider motion to adjourn to the next meeting on September 18, 2018, at 6:30 p.m. at the Aromas Tri-County fire station, 492 Carpenteria Road, Aromas, California.

Any documents produced by Aromas Tri-County Fire Protection District and distributed to a majority of the board regarding any item on the agenda will be made available at the Aromas fire station located at 492 Carpenteria, Aromas, CA during normal business hours.

**AROMAS TRI-COUNTY FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING OF
Tuesday, June 12, 2018**

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, June 12, 2018. The meeting was called to order by President Miller at 6:31 p.m.

PLEDGE OF ALLEGIANCE BY Director Mesiroff

ATTENDANCE

Mike Miller	President of the Board
Ernest Brown	Vice President
George Mortan	Director
Kenneth Mahler	Director
Ron Mesiroff	Director

ABSENT

OTHERS PRESENT

Hector Ramirez	Fire Captain
Theresa Volland	Secretary to the Board

PUBLIC COMMENTS

DIRECTORS COMMENT PERIOD

MINUTES

The Board received and considered the minutes of the March 20, 2018 regular meeting.

MOTION 06-2018-14

M/S/C (Mahler/Mesiroff 5 ayes) to approve the minutes of the March 20, 2018 as typed.

PUBLIC HEARING

The public hearing opened at 6:33 pm and closed at 6:34 pm. The board received and considered Resolution No. 2018-04 adopting a Preliminary budget of \$1,545,500 for fiscal year 2018-19.

MOTION 06-2018-15

M/S/C (Mortan/Brown 5 ayes) approving Resolution No. 2018-04 adopting a Preliminary budget of \$1,545,500 for fiscal year 2018-19.

GENERAL BUSINESS

- The Board received the monthly activity report for March and April 2018.
- The Staffing Options committee advised the board of what has been discussed. Staff has been directed to bring information to the board at the July meeting.

The board received and considered Resolution No. 2018-05 calling for an election to be held November 6, 2018 to elect Directors Mortan, Mahler, and Mesiroff to the board.

MOTION 06-2018-16

M/S/C (Mahler/Mortan 5 ayes) approving Resolution No. 2018-05 calling for an election to be held November 6, 2018 to elect 3 board members.

FINANCIAL

The board received and considered checks numbered 4512-4527 for \$339,678.48 for April 2018.

MOTION 06-2018-17

M/S/C (Mahler/Mortan 5 ayes) to approve checks numbered 4512-4527 for \$339,678.48 for April 2018.

The board received and considered checks numbered 4528-4540 for \$18,257.05 for May 2018.

MOTION 06-2018-18

M/S/C (Mesiroff/ Mortan 5 ayes) to approve checks numbered 4528-4540 for \$18,257.05 for May 2018.

The board received and considered checks numbered 4541-4553 for \$308,802.11 for June 2018.

MOTION 06-2018-19

M/S/C (Brown/Mesiroff 5 ayes) to approve checks numbered 4541-4553 for \$308,802.11 for June 2018.

ADJOURNMENT

MOTION 06-2018-19

M/S/C (Mortan/Mesiroff 5 ayes) to adjourn the meeting of the Aromas Tri-County Fire Protection District at 7:05 p.m. to a regular meeting on Tuesday, July 24, 2018 at 6:30 p.m.

Meeting was adjourned at 7:05 pm

Secretary of the Board

AROMAS TRI-COUNTY FIRE PROTECTION DISTRICT
2221 Garden Rd, Monterey, CA 93940

STAFF REPORT
July 24, 2018

To: Board of Directors

From: Mark Edria, Fire Chief (Interim)
By: Arron Young, Battalion Chief

Subject: Monthly Activity Report May - June 2018

EMERGENCY INCIDENT RESPONSE

Emergency responses for the period were normal within District.

APPARATUS

All District apparatus are in service at this time. Engine 35 was out of service for a short duration with mechanical problems. Brush 35 was staffed with State personnel during our June/July fire siege.

TRAINING

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

FACILITIES

The carpet in the day room was replaced. Most of the projects for the interior of the station are close to being completed. The exterior fencing project is next on the agenda.

PERSONNEL

Fire Captain Andrew Corpuz successfully retired on July 15th, and he will be missed. Fire Captain Barrett Anzar has been assigned to fill that position. Fire Captain Anzar is a familiar face in the District having spent time here as an Engineer, prior to his promotion to Captain in the ECC 2 years ago.

FIRE PREVENTION

Twenty Six (26) fire prevention contact hours were documented this period. Included in these hours were building inspections and burn permit issuance contacts. Additionally, Engine 35 was a part of a Fire Prevention Program for an end of school event at Aromas Elementary School.

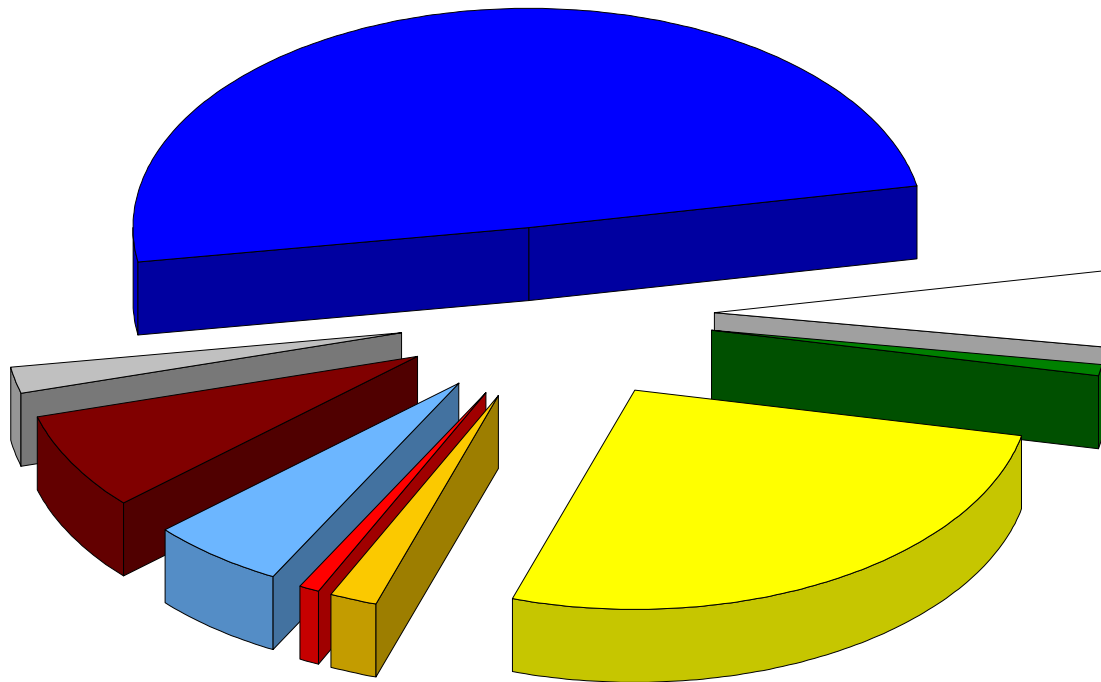
MITIGATION FEES

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: 5/1/2018 To: 7/1/2018



Auto Aid or Mutual Aid	5.5%
False Alarm for Fire Alarms	7.3%
Hazardous Conditions (No Fire)	1.8%
Medical Aids	49.5%
Not Identified	5.5%
Public Assist	0.9%
Vehicle Accidents	26.6%
Vehicle Fire	1.8%
Wildland Fire	0.9%
Total:	100.0%



Response Activity Summary - Chart

27005 AROMAS TRI COUNTY FPD
Alarm Date From: 5/1/2018 To: 7/1/2018

Report Date 7/18/2018
Page 2 of 2

Chart Descriptions	Incident Count
Auto Aid or Mutual Aid	6
False Alarm for Fire Alarms	8
Hazardous Conditions (No Fire)	2
Medical Aids	54
Not Identified	6
Public Assist	1
Vehicle Accidents	29
Vehicle Fire	2
Wildland Fire	1
TOTAL	109

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

Aromas Tri County Fire Protection District

2221 Garden Road
Monterey, CA. 93940

Staff Report
June 24, 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

2221 Garden Road, Monterey, CA 93940

Staff Report

July 24, 2018

To: Board of Directors

From: Mark Edria, Fire Chief (Interim)
By Phil Matteson, Assistant Chief

Subject: **Aromas Day Parking**

Aromas Tri-County Fire Protection District
Checks #4541-4553
June 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>
4541	Air Exchange Inc. Air Exchange Inc.	PO #232-17 Annual Mainteance	Wells Fargo 5180 Professional Service	285.00
				285.00
4542	Allstar Fire Equipment Allstar Fire Equipment Allstar Fire Equipment	PO #231-17 gas monitor, hose inflatio... PO #231-17 foam	Wells Fargo 5220 Small Tools 5231a Foam Class A	604.70 448.24
				1,052.94
4543	AlSCO San Jose AlSCO San Jose	May Billing	Wells Fargo 5090 Household Expense	269.45
				269.45
4544	AT&T AT&T	8317263130870, 8317263131130 May Billing	Wells Fargo 5060 Communications	197.09
				197.09
4545	New SV Media Inc. New SV Media Inc.	Prelim Budget Notice	Wells Fargo 5190 Publications/Legal N...	117.50
				117.50
4546	Department of Forestry & Fire Prote... Department of Forestry & Fire Prote...	3rd Qtr Actual 2017-18	Wells Fargo 5181 CAL FIRE-Sch "A" C...	299,031.73
				299,031.73
4547	McGillowan, Ray, Brown & Kaufman McGillowan, Ray, Brown & Kaufman	progress billing June 2017	Wells Fargo 5180 Professional Service	2,307.00
				2,307.00
4548	Recology San Benito County Recology San Benito County	Account # 409979 May Billing	Wells Fargo 5260 Utilities	137.66
				137.66

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>
4549	Register-Pajaronian Register-Pajaronian	Prelim Budget Notice	Wells Fargo 5190 Publications/Legal N...	133.88
				<u>133.88</u>
4550	US Bank US Bank US Bank US Bank US Bank US Bank US Bank US Bank US Bank	TV Freight Fence Diamondback Fire Carpet Lighting Chief Plaque Interest	Wells Fargo 5260 Utilities 5170 Office Expense 5361 Capitalized Equipment 5120 Maint Equipment 5362 Capital Improvements 5362 Capital Improvements 5235 MOU -Division Chief 5340 Taxes	153.67 41.34 2,397.45 65.34 1,194.99 369.27 114.71 133.77
				<u>4,470.54</u>
4551	Cummins Business Systems Cummins Business Systems	PO #228-17 Quickservie Online trainin...	Wells Fargo 5180 Professional Service	450.00
				<u>450.00</u>
4552	New SV Media Inc. New SV Media Inc.	Prelim Budget notice	Wells Fargo 5190 Publications/Legal N...	117.50
				<u>117.50</u>
4553	Verizon Wireless Verizon Wireless	Account # 469987820-00001 May Billing	Wells Fargo 5060 Communications	231.82
				<u>231.82</u>
TOTAL				<u><u>308,802.11</u></u>

**Aromas Tri-County Fire Protection District
Monthly Budget Status Report**

June 2018
TOTAL

Expense	
5060 Communications	428.91
5090 Household Expense	269.45
5120 Maint Equipment	65.34
5170 Office Expense	41.34
5180 Professional Service	3,042.00
5181 CAL FIRE-Sch "A" Contract	299,031.73
5190 Publications/Legal Notices	368.88
5220 Small Tools	604.70
5231 Hoses/Nozzles	448.24
5235 MOU -Division Chief	114.71
5260 Utilities	291.33
5340 Taxes	133.77
5361 Capitalized Equipment	2,397.45
5362 Capital Improvements	1,564.26
Total Expense	308,802.11

06/18/18

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4011 Property Tax	1,036,957.50	1,206,790.00	85.9%
4013 Current Unsecured	51,329.10	53,000.00	96.8%
4015 Current Supplemental	24,765.00	17,000.00	145.7%
4021 Prior Secured	5,605.32	5,250.00	106.8%
4023 Prior Secured Delinquent	12.01	10.00	120.1%
4033 Prior Unsecured Delinquent	83.77	1,000.00	8.4%
4041 Prior Supplemental	809.76	650.00	124.6%
4120 Mitigation Fees/San Benito	0.00	1,000.00	0.0%
4121 Mitigation Fees/Monterey	1,261.19	0.00	100.0%
4122 Proposition 172 Funds	53,659.17	77,000.00	69.7%
4123 CSA 74 Measure "A" Funds	3,834.98	4,000.00	95.9%
4124 Grant Funds	11,094.00		
4311 Interest	16,755.66	15,000.00	111.7%
4421 HOPT	5,702.24	10,000.00	57.0%
4960 Other Income	8,543.46	15,000.00	57.0%
4961 Reimbursements	1,728.00	0.00	100.0%
4962 Fire Recovery	6,975.60	15,000.00	46.5%
4964 - Fire Assignment Reimbursement	132,849.39	35,000.00	379.6%
Total Income	1,361,966.15	1,455,700.00	93.6%
Expense			
5050 Clothing	276.27	4,500.00	6.1%
5060 Communications	6,305.93	7,300.00	86.4%
5080 Food	108.71	300.00	36.2%
5090 Household Expense	8,333.35	5,000.00	166.7%
5100 Insurance- General	5,409.00	7,000.00	77.3%
5110 Insurance-Workers Comp	4,817.00	4,850.00	99.3%
5120 Maint Equipment	2,212.16	7,000.00	31.6%
5130 Maint Bldg/Grounds	3,286.18	4,500.00	73.0%
5140 Medical Supplies	1,324.18	3,500.00	37.8%
5150 Memberships	135.00	1,200.00	11.3%
5160 Miscellaneous Expense	23.15	300.00	7.7%
5160a Open House	914.53	1,500.00	61.0%
5170 Office Expense	3,119.17	5,400.00	57.8%
5180 Professional Service	31,779.39	28,750.00	110.5%
5181 CAL FIRE-Sch "A" Contract	1,249,629.65	1,318,000.00	94.8%

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>% of Budget</u>
5190 Publications/Legal Notices	1,601.15	2,300.00	69.6%
5220 Small Tools	1,278.84	3,400.00	37.6%
5230 Election Expense	0.00	10,000.00	0.0%
5231 Hoses/Nozzles	1,555.32	4,150.00	37.5%
5232 Training	932.90	7,000.00	13.3%
5233 Fire Prevention	235.40	500.00	47.1%
5234 Contingency	0.00	5,000.00	0.0%
5235 MOU -Division Chief	910.72	1,000.00	91.1%
5236 Website	86.60	1,300.00	6.7%
5250 Travel	468.44	1,000.00	46.8%
5260 Utilities	3,582.65	3,800.00	94.3%
5340 Taxes	25,438.20	26,200.00	97.1%
5345 Prior Year Expenses	29,978.15	30,000.00	99.9%
5361 Capitalized Equipment	19,203.75	26,600.00	72.2%
5362 Capital Improvements	2,515.56	6,500.00	38.7%
Total Expense	<u>1,405,461.35</u>	<u>1,527,850.00</u>	<u>92.0%</u>
Net Income	<u>-43,495.20</u>	<u>-72,150.00</u>	<u>60.3%</u>