

FIVE CITIES FIRE AUTHORITY

Jeff Lee, Chair
Karen White, Vice Chair
Keith Storton, Board Member



Stephen C. Lieberman, Executive Officer
Tricia Meyers, Clerk to the Board
David P. Hale, General Counsel

AGENDA BOARD MEETING FRIDAY, FEBRUARY 18, 2022-9:00 A.M.

The Five Cities Fire Authority encourages all residents and interested parties to participate in the Authority's meetings. Your participation and presence are essential to good government.

Given the public health conditions and consistent with Assembly Bill 361, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, members of the Board or staff will participate in this meeting via teleconference until further notice.

Members of the public may provide public comment during the meeting by calling 1(833)611-0393 to provide public comment via phone (the phone line will open just prior to the start of the meeting at 9:00 AM) or written public comments can be submitted via email to the Clerk to the Board at tmeyers@fivecitiesfire.org prior to the Board meeting. If submitting written comments in advance of the meeting, please note the agenda item. Written comments will be read out loud during the Board meeting on the appropriate agenda item subject to the customary 3-minute time limit.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

MOMENT OF SILENCE FOR FORMER OCEANO VOLUNTEER FIREFIGHTER ALBERT DEPEW, JR

AGENDA REVIEW:

At this time the Board will review the order of business to be conducted and receive requests for, or make announcements regarding any change(s) in the order of the day. The Board should, by motion, approve the agenda as presented or as revised.

COMMUNITY COMMENTS AND SUGGESTIONS:

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Board. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chair or Vice Chair may:

- Direct Authority staff to assist or coordinate with you.
- A Board Member may state a desire to meet with you.
- It may be the desire of the Board to place your issue or matter on a future Board agenda.

CONSENT AGENDA:

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member, the Fire Chief or General Counsel may request that any item be pulled from the Consent Agenda to permit discussion or change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

1. **Consideration of Approval of Minutes(MEYERS)**
Recommended Action: Approve the minutes of the Board Meeting of January 21, 2022.
2. **Consideration of Cash Disbursement Activity(LIEBERMAN)**
Recommended Action: Receive and file the listing of cash disbursements for the period of January 1 to January 31, 2022.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

- a. **Consideration of a Mid-Year Budget Review for Fiscal Year 2021-2022**
(VALENTINE/LIEBERMAN)
Recommended Action: Review and approve the amended Mid-Year Budget for Fiscal Year 2021-2022.
- b. **Consideration of Memorandum of Understanding with California Highway Patrol for use of Five Cities Fire Authority Personnel with Helicopter Rescue Technician Qualifications(LIEBERMAN)**
Recommended Action: Direct the Fire Chief to execute the Memorandum of Understanding(MOU) with the California Highway Patrol.
- c. **Consideration of Adoption of the Resolution for Acceptance of Grant Award from the State of California Off Highway Vehicle Fund(LIEBERMAN)**
Recommended Action: Adopt a resolution accepting a grant award in the amount of \$700.00 for needed UTV equipment.

BOARD MEMBER ITEMS:

The following item(s) are placed on the agenda by a Board Member who would like to receive feedback, obtain consensus to direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken.

None.

FIRE CHIEF ITEMS:

The following item(s) are placed on the agenda by the Fire Chief in order to receive comments, feedback and/or request direction from the Board. No formal action can be taken.

- a. Fire Chief Updates

GENERAL COUNSEL ITEMS:

The following item(s) are placed on the agenda by the General Counsel in order to receive comments, feedback and/or request direction from the Board. No formal action can be taken.

None.

BOARD COMMUNICATIONS:

Correspondence/Comments as presented by the Board.

CLOSED SESSION:

- a. **Public Employee Performance Evaluation,
Pursuant to Gov. Code Section 54957, subsection (b)
Position: Fire Chief/Executive Officer**
- b. **Public Employee Performance Evaluation,
Pursuant to Gov. Code Section 54957, subsection (b)
Position: General Counsel**

ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Clerk to the Board's office, 140 Traffic Way, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Clerk to the Board's office at 805-473-5490 as soon as possible and at least 48 hours prior to the meeting date.

Any documentation or materials to be submitted by the General Public for consideration by the Board shall be submitted to the Clerk to the Board by email at tmeyers@fivecitiesfire.org, no later than 24 hours prior to the above scheduled time for the Five Cities Fire Authority Board meeting. Failure to submit documents or any materials at least 24 hours prior to the scheduled time for the Board meeting shall be grounds for the Board to reject consideration or review of those items unless otherwise required by state or local laws.



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Agenda reports can be accessed and downloaded from the Five Cities Fire Authority Website at www.fivecitiesfireauthority.org.

MINUTES

**FIVE CITIES FIRE AUTHORITY
BOARD MEETING
FRIDAY, JANUARY 21, 2022**

Given the public health conditions and consistent with Assembly Bill No. 361, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, Board meetings will be held by teleconference only until further notice.

CALL TO ORDER:

Chair Storton called the Five Cities Fire Authority (FCFA) Board meeting to order at 09:00 a.m.

FLAG SALUTE:

Chair Storton led the Flag Salute.

ROLL CALL:

FCFA Board: Chair Keith Storton, Vice Chair Jeff Lee and Board Member Karen White.

FCFA Staff Present: Fire Chief Stephen Lieberman, General Counsel Dave Hale and Clerk to the Board Tricia Meyers.

ROTATION OF OFFICERS

The yearly rotation of officers took place. Jeff Lee is the Board Chair, Board Member White moved to Vice Chair and Keith Storton is in the position of Board Member.

AGENDA REVIEW:

General Counsel Hale recommended to continue the Closed Session item to next month.

Action: Vice Chair White moved, Board Member Storton seconded, and the motion passed unanimously to approve the Five Cities Fire Authority's amended Agenda by a voice vote.

AYES: White, Storton, Lee

NOES: None

ABSENT: None

ABSTAIN: None

COMMUNITY COMMENTS AND SUGGESTIONS:

None.

CONSENT AGENDA:

Treasurer Valentine reported two variances that occurred in the cash disbursements report. In October, a \$51,000 payment for workers' compensation was included in the accounts payable report and December payroll increased due to the rare occurrence of three payrolls in one month.

Action: Board Member White moved, and Vice Chair Lee seconded the motion to approve the Consent Agenda. No public comment was received. The motion passed on the following roll call vote:

AYES: Storton, White, Lee

NOES: None

ABSENT: None

ABSTAIN: None

1. **Consideration of Approval of Minutes.**

Action: Approved the minutes of the Board Meeting on October 15, 2021

2. **Consideration of Cash Disbursement Activity.**

Action: Received and filed the listing of cash disbursements for the period of October 1, 2021 through December 31, 2021.

3. **Consideration of Adoption of Findings Related to AB 361.**

Action: Adopted newly promulgated required findings with respect to the Five Cities Fire Authority continued utilization of teleconferencing.

PUBLIC HEARINGS:

None.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

- a. **Consideration of Adopting a Resolution Authorizing the Reclassification of the Administrative Assistant/Clerk to the Board Position.** Chief Lieberman presented the staff report detailing the Administrative Assistant/Clerk to the Board position is currently working out of classification due to the assigned job duties. This position was titled Administrative Manager in 2011, but reclassified in 2014 to its current title. It is recommended that this position go back to a title of Administrative Manager, while increasing job duties and educational requirements. No public comment was received.

Action: Board Member Storton moved, and Vice Chair White seconded the motion to adopt a resolution authorizing the reclassification of the Administrative Assistant/Clerk to the Board position to the title of Administrative Operations Manager/Clerk to the Board and approve the budget appropriation.

AYES: Storton, White, Lee
NOES: None
ABSENT: None
ABSTAIN: None

- b. **Consideration of Approval of a Resolution Affirming Eligibility to Receive COVID-19 Expenditure Reimbursement from the California Office of Emergency Services (Cal OES).** Chief Lieberman presented a staff report requesting an approval of a resolution to confirm eligibility to receive reimbursement funds from Cal OES for the additional supplies purchased by the Authority during the COVID-19 pandemic. Necessary items included, personal protective equipment and disinfecting agents. No public comment was received.

Action: Vice Chair White moved, and Board Member Storton seconded the motion to adopt a resolution to direct the Fire Chief to submit needed documents for COVID-19 reimbursement.

AYES: White, Storton, Lee
NOES: None
ABSENT: None
ABSTAIN: None

- c. **Consideration of Acceptance of a Donation for an Emergency Medical Services Training Manikin.** A grant application was submitted and approved to fund a training manikin. No public comment was received.

Action: Vice Chair White moved, and Board Member Storton seconded the motion to adopt a resolution accepting a grant award in the amount of \$5,541.98 to offset the purchase of an Emergency Medical Services training manikin.

AYES: White, Storton, Lee
NOES: None
ABSENT: None
ABSTAIN: None

BOARD MEMBER ITEMS:

None.

GENERAL COUNSEL ITEMS:

None.

FIRE CHIEF ITEMS:

- a. The City Manager of Arroyo Grande reached out to Chief Lieberman requesting he contribute to a presentation on the city's fireworks program.
- b. Chief Lieberman shared with the Board that a 13-year-old female lost her life due to a suspected opioid overdose. Crews were checked on by the Chiefs due to this tragic loss.
- c. Response data for 2021 is being finalized. There were over 4,000 calls for service.
- d. Engineer Joe Silva received the Fire Chiefs Dedication Award for 2021.

BOARD COMMUNICATIONS:

Board Member Storton reported that the City of Arroyo Grande will be discussing fireworks at a February Council meeting.

CLOSED SESSION:

None.

ADJOURNMENT:

Chair Lee adjourned the meeting at 9:40 a.m.

JEFF LEE, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** February 18, 2022

FROM: Stephen C. Lieberman, Fire Chief
Nicole Valentine, Treasurer

SUBJECT: Consideration of Cash Disbursement Ratification

RECOMMENDATION

It is recommended that the Five Cities Fire Authority (FCFA) Board of Directors review, receive and accept the attached listing of cash disbursements for the period January 1 through January 31, 2022.

BACKGROUND

The FCFA JPA agreement identifies the City of Arroyo Grande as the agency providing financial services to the fire department. The City processes payroll and accounts payable on behalf of the FCFA. Historically, the City has processed FCFA payroll on City checks (using a City bank account). The City recovers 100% of these payroll costs along with related staff time. FCFA staff is working with the City to determine if payroll can be processed utilizing FCFA checks/bank account.

Cash disbursements are made weekly based on the submission of all required documentation and supporting invoices for costs incurred/services rendered. The Fire Chief reviews all disbursement documents before they are submitted to the City for processing.

FISCAL IMPACT

There is a \$ 2,863,160.41 fiscal impact that includes the following items:

- | | |
|---|-----------------|
| <input type="checkbox"/> Accounts Payable Checks | \$ 2,471,689.39 |
| <input type="checkbox"/> Payroll and Benefit Checks | \$ 391,471.02 |

ALTERNATIVES

The following alternatives are provided for the Board's consideration:

1. Approve the staff recommendation
2. Do not approve the staff recommendation
3. Provide other direction.

ATTACHMENTS

January 1 through January 31, 2022 Accounts Payable Register
January 1 through January 31, 2022 Payroll and Check Register

PREPARED BY

Stephen C. Lieberman, Fire Chief

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
JANUARY 1 - 31, 2022

ATTACHMENT II

Line	Check Date	Check #	GL Amount	Description	Acct #	Vendor Name
1	01/04/2022	8091	\$ 550.00	SHIPPING 2 CONTAINERS-TRACY CA	290.4211.5208	M & D HONEY INC
2	01/07/2022	8092	114.37	WOLFPACK CAMELBACK RESERVOIR	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
3	01/07/2022	8093	266.11	SHOP SUPPLIES-RENTAL MOPS, MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
4	01/07/2022	8094	742.35	BAN#9391033185 PHONE LINES 11/25-12/24	290.4211.5403	AT&T
5	01/07/2022	8094	173.92	BAN#9391033179 STN 3 CIRCUIT CHARGES	290.4211.5403	AT&T
6	01/07/2022	8094	173.92	BAN#9391033178 STN 2 CIRCUIT CHARGES	290.4211.5403	AT&T
7	01/07/2022	8095	2,326.99	RIZZOLIS AUTOMOTIVE-2014 RAM MAINTENANCE	290.4211.5601	BANK OF AMERICA
8	01/07/2022	8095	25.00	SANDY'S DMV REGISTRATION-PLATE FOR TRAILER	290.4211.5601	BANK OF AMERICA
9	01/07/2022	8095	162.25	MACS CUSTOM TIE DOWNS-TAHOE	290.4211.5601	BANK OF AMERICA
10	01/07/2022	8095	17.48	FREIGHT	290.4211.5601	BANK OF AMERICA
11	01/07/2022	8095	34.95	PAYPAL-REGISTRATION STICKER MOUNT	290.4211.5601	BANK OF AMERICA
12	01/07/2022	8095	210.89	AG CHEVROLET-PANELS FOR 6600	290.4211.5601	BANK OF AMERICA
13	01/07/2022	8095	130.43	HOME DEPOT-TAHOE, MOUNTING PLA	290.4211.5255	BANK OF AMERICA
14	01/07/2022	8095	180.95	AMAZON-RATCHET STRAPS, CASE-SP	290.4211.5255	BANK OF AMERICA
15	01/07/2022	8095	(118.53)	HOME DEPOT-CREDIT TOOL BOX	290.4211.5255	BANK OF AMERICA
16	01/07/2022	8095	88.52	1000 BULBS-1000 WAT BULB	290.4211.5604	BANK OF AMERICA
17	01/07/2022	8095	(80.88)	AMAZON-CREDIT FOR LED BULBS	290.4211.5604	BANK OF AMERICA
18	01/07/2022	8095	175.00	PRISM LIGHTING-STABILIZING POLE, GUY ROPES	290.4211.5604	BANK OF AMERICA
19	01/07/2022	8095	38.20	FREIGHT	290.4211.5604	BANK OF AMERICA

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JANUARY 1 - 31, 2022

ATTACHMENT 11

20	01/07/2022	8095	64.61	AG HOME & GARDEN- STN 2 TOILET	290.4211.5604	BANK OF AMERICA
21	01/07/2022	8095	12.92	AMAZON-IPHONE CHARGER	290.4211.5702	BANK OF AMERICA
22	01/07/2022	8095	549.13	NEWEGG-MONITOR FOR 6693	290.4211.5702	BANK OF AMERICA
23	01/07/2022	8095	144.90	GRAND AWARDS-CHIEFS AWARD 2021	290.4211.5201	BANK OF AMERICA
24	01/07/2022	8095	237.02	AMAZON-TONER FOR PRINTERS	290.4211.5201	BANK OF AMERICA
25	01/07/2022	8095	108.47	OFFICE DEPOT-OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
26	01/07/2022	8095	36.62	AMAZON-BINDERS	290.4211.5201	BANK OF AMERICA
27	01/07/2022	8095	25.85	AMAZON-LAPTOP BAG	290.4211.5201	BANK OF AMERICA
28	01/07/2022	8095	35.00	CALL IN STUDIO	290.4211.5403	BANK OF AMERICA
29	01/07/2022	8095	14.99	ZOOM	290.4211.5403	BANK OF AMERICA
30	01/07/2022	8095	68.32	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
31	01/07/2022	8095	177.78	BRAND CREATIVE-PUBLIC EDUCATION SIGN	290.4211.5504	BANK OF AMERICA
32	01/07/2022	8095	200.34	SHUTTERFLY-CHRISTMAS CARDS	290.4211.5504	BANK OF AMERICA
33	01/07/2022	8095	0.99	APPLE-CHIEF'S IPHONE STORAGE	290.4211.5607	BANK OF AMERICA
34	01/07/2022	8095	69.60	USPS-STAMPS	290.4211.5208	BANK OF AMERICA
35	01/07/2022	8095	21.39	UPS SHIPPING	290.4211.5208	BANK OF AMERICA
36	01/07/2022	8095	647.20	YRC FREIGHT-MEDICAL SUPPLIES	290.4211.5208	BANK OF AMERICA
37	01/07/2022	8095	52.55	UPS SHIPPING	290.4211.5208	BANK OF AMERICA
38	01/07/2022	8095	48.16	USPS-STAMPS	290.4211.5208	BANK OF AMERICA
39	01/07/2022	8095	128.87	MEETING SUPPLIES-SMART & FINAL	290.4211.5508	BANK OF AMERICA
40	01/07/2022	8095	42.62	CHEVRON-GAS	290.4211.5608	BANK OF AMERICA

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ATTACHMENT 11

Line	Check Date	Check #	GL Amount	Description	Acct #	Vendor Name
41	01/07/2022	8095	8.95	FREIGHT	290.4211.6301	BANK OF AMERICA
42	01/07/2022	8095	\$ 195.99	PAYPAL-LIGHTS FOR NEW UTILITY	290.4211.6301	BANK OF AMERICA
43	01/07/2022	8095	1,000.00	911 CIRCUITS-BLOCK HARNESS FOR NEW UTILITY	290.4211.6301	BANK OF AMERICA
44	01/07/2022	8096	480.47	SERVICE REPAIR-HOSE	290.4211.5603	BAUER COMPRESSORS, INC
45	01/07/2022	8096	3,135.00	(4) MSA GX2 CYLINDER HOLDER	290.4211.5603	BAUER COMPRESSORS, INC
46	01/07/2022	8096	(1,077.50)	CREDIT FOR RETURNED HOLDERS	290.4211.5603	BAUER COMPRESSORS, INC
47	01/07/2022	8097	200.61	VENTILATION PROP MATERIALS	290.4211.5501	BURKE AND PACE OF AG, INC
48	01/07/2022	8097	14.70	VENTILATION PROP MATERIALS	290.4211.5501	BURKE AND PACE OF AG, INC
49	01/07/2022	8098	211.41	ACCT#8245100960102339 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
50	01/07/2022	8098	93.72	ACCT#82451010116287 STN 3 TV	290.4211.5401	CHARTER COMMUNICATIONS
51	01/07/2022	8098	118.58	ACCT#8245101000202519 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
52	01/07/2022	8099	2,015.64	ANNUAL CONTRACT RENEWAL 12/21-12/22	290.4211.6201	COMMUNICATIONS PROFESSIONALS
53	01/07/2022	8100	2,050.00	PROF SVCS-BACKGROUND, PSYCH EVALUATION	290.4211.5324	CUESTA POLYGRAPH
54	01/07/2022	8101	177.57	ORANGE AZTEC CORD	290.4211.5255	L N CURTIS & SONS
55	01/07/2022	8101	36.85	CARABINER	290.4211.5255	L N CURTIS & SONS
56	01/07/2022	8102	897.00	12/21 PROF LEGAL SVCS	290.4211.5303	DANER LAW FIRM APLC
57	01/07/2022	8103	2,224.50	12/21 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
58	01/07/2022	8104	181.17	NUTDRIVER SET	290.4211.5601	LAWSON PRODUCTS, INC
59	01/07/2022	8105	15.32	VEHICLE MAINT SUPPLIES	290.4211.5601	MINER'S ACE HARDWARE, INC

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60	01/07/2022	8105	426.45	SUPPLIES-EMS TOTE	290.4211.5206	MINER'S ACE HARDWARE, INC
61	01/07/2022	8106	97.50	ANNUAL FIRE EXTINGUISHER MAINTENANCE	290.4211.5303	SCOTT O'BRIEN FIRE & SAFETY CO
62	01/07/2022	8106	97.13	ANNUAL FIRE EXTINGUISHER MAINTENANCE	290.4211.5303	SCOTT O'BRIEN FIRE & SAFETY CO
63	01/07/2022	8106	42.50	ANNUAL FIRE EXTINGUISHER MAINTENANCE	290.4211.5303	SCOTT O'BRIEN FIRE & SAFETY CO
64	01/07/2022	8107	3,750.00	01/22-03/22 FIRE STN 3 RENT	290.4211.5553	OCEANO COMMUNITY SERVICES
65	01/07/2022	8108	1,122.73	GAS SERVICES-STN 1 1/27-12/28	290.4211.5401	SOCALGAS
66	01/07/2022	8109	859.21	REPAIRS TO 6692	290.4211.5601	SOUTH COAST EMERGENCY
67	01/07/2022	8109	627.53	REPAIRS TO 6652	290.4211.5601	SOUTH COAST EMERGENCY
68	01/07/2022	8110	576.98	ACCT#9895361130-CELL PHONES (14)	290.4211.5403	VERIZON WIRELESS
69	01/14/2022	8111	161.09	ARGON/OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
70	01/14/2022	8112	266.11	SHOP SUPPLIES-RENTAL MOPS, MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
71	01/14/2022	8113	1,019,278.87	07/21 FCFA EXP REIMBURSEMENT	290.0000.2002	CITY OF ARROYO GRANDE
72	01/14/2022	8113	499,353.71	08/21 EXPENSE REIMBURSEMENT	290.0000.2002	CITY OF ARROYO GRANDE
73	01/14/2022	8113	494,607.92	09/21 FCFA EXP REIMBURSEMENT	290.0000.2002	CITY OF ARROYO GRANDE
74	01/14/2022	8113	391,135.97	10/21 FCFA EXP REIMBURSEMENT	290.0000.2002	CITY OF ARROYO GRANDE
75	01/14/2022	8114	140.99	WATER-FIRE HYDRANT	290.4211.5401	CITY OF ARROYO GRANDE
76	01/14/2022	8114	114.13	WATER-IRRIGATION	290.4211.5401	CITY OF ARROYO GRANDE
77	01/14/2022	8114	314.43	WATER/SEWER FEES-140 TRAFFIC WAY	290.4211.5401	CITY OF ARROYO GRANDE
78	01/14/2022	8115	3,982.31	2 YR SVC AGREEMENT TIER 1 CYLINDERS	290.4211.5303	BAUER COMPRESSORS, INC
79	01/14/2022	8115	16.37	SERVICE PARTS	290.4211.5603	BAUER COMPRESSORS, INC
80	01/14/2022	8116	88.60	VENTILATION PROP MTRLS	290.4211.5501	BURKE AND PACE OF AG, INC

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81	01/14/2022	8117	122.68	LED LAMPS-6661, 6652		290.4211.5601	CARQUEST AUTO PARTS
82	01/14/2022	8118	204.98	ACCT#8245100960252290-STN 1 INTERNET		290.4211.5401	CHARTER COMMUNICATIONS
Line	Check Date	Check #	GL Amount	Description	Acct #	Vendor Name	
83	01/14/2022	8118	\$ 204.98	ACCT#8245101000239800 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS	
84	01/14/2022	8119	1,337.96	FUEL	290.4211.5608	JB DEWAR, INC	
85	01/14/2022	8120	155.07	EMS UTILITY TOTE	290.4211.5206	MINER'S ACE HARDWARE, INC	
86	01/14/2022	8121	174.61	PARTS WASHER MAINT.AGREEMENT	290.4211.5325	SAFETY-KLEEN SYSTEMS, INC	
87	01/14/2022	8121	174.61	PARTS WASHER MAINT.AGREEMENT	290.4211.5325	SAFETY-KLEEN SYSTEMS, INC	
88	01/14/2022	8122	50.00	STERI-SAFE COMPLIANCE-HAZARDOUS MATERIAL	290.4211.5303	STERICYCLE INC.	
89	01/14/2022	8123	108.92	MONTHLY SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC	
90	01/31/2022	8124	463.32	STRUCTURE GLOVES & HOODS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC	
91	01/31/2022	8125	266.11	SHOP SUPPLIES-RENTAL MATS, MOPHEADS	290.4211.5303	ARAMARK UNIFORM SERVICES	
92	01/31/2022	8126	33.78	CIRCUIT LINE TO AGPD	290.4211.5403	AT & T	
93	01/31/2022	8127	326.03	IPAD WIRELESS CHRGS 12/12-01/11	290.4211.5403	AT&T MOBILITY	
94	01/31/2022	8128	211.41	ACCT#8245100960102339- STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS	
95	01/31/2022	8128	204.98	ACCT#82451010138133-STN 3 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS	
96	01/31/2022	8129	450.23	YELLOW CREWBOSS COATS	290.4211.5272	L N CURTIS & SONS	
97	01/31/2022	8130	1,212.71	2021 FORD HEADACHE RACK, TRAIL	290.4211.6301	HEACOCK TRAILERS & TRUCK	
98	01/31/2022	8131	15,717.23	FY21/22 ANNUAL SUPPORT FEE	290.4211.5607	IMAGETREND, INC	
99	01/31/2022	8132	855.00	NFPA PHYSICAL-FARNSWORTH	290.4211.5315	INDUSTRIAL MEDICAL GROUP	

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
JANUARY 1 - 31, 2022

ATTACHMENT 11

100	01/31/2022	8133	1,325.00	FUEL		290.4211.5608	JB DEWAR, INC
101	01/31/2022	8134	10.76	TARP-EQUIPMENT FOR APPARATUS		290.4211.5601	MINER'S ACE HARDWARE, INC
102	01/31/2022	8134	11.98	VEHICLE MAINT- B6661, LIGHTER, BUG WASH		290.4211.5601	MINER'S ACE HARDWARE, INC
103	01/31/2022	8134	9.69	PAINTERS TAPE-BLDG WIFI PROJECTOR		290.4211.5604	MINER'S ACE HARDWARE, INC
104	01/31/2022	8134	8.69	DOOR STOP STN 2		290.4211.5604	MINER'S ACE HARDWARE, INC
105	01/31/2022	8134	20.01	DOOR STOP, WALL PROTECTORS-STN		290.4211.5604	MINER'S ACE HARDWARE, INC
106	01/31/2022	8134	34.46 (2)	LED LIGHT BULBS		290.4211.5604	MINER'S ACE HARDWARE, INC
107	01/31/2022	8135	1,226.94	ELECTRIC-STN 1 12/14-01/11		290.4211.5401	PACIFIC GAS & ELECTRIC CO
108	01/31/2022	8136	1,098.24	CLEANING SUPPLIES		290.4211.5604	PROCARE JANITORIAL SUPPLY
109	01/31/2022	8137	13.75	EMBROIDERY, PATCHES		290.4211.5276	R & T EMBROIDERY, INC
110	01/31/2022	8137	8.75	EMBROIDERY REMOVAL		290.4211.5276	R & T EMBROIDERY, INC
111	01/31/2022	8138	71.76	QTR ZIP JOB SHIRT		290.4211.5276	RANGE MASTER
112	01/31/2022	8139	406.70	PERMIT#908-3 RENEWAL		290.4211.5603	SLO COUNTY AIR POLLUTION
113	01/31/2022	8140	65.39	3 PC TRIM PAD TOOL SET		290.4211.5273	SNAP-ON INDUSTRIAL
114	01/31/2022	8141	272.66	GAS SERVICES-STN 2 12/15-01/14		290.4211.5401	SOCALGAS
115	01/31/2022	8142	303.48	PARTS FOR CHIEFS VEHICLE		290.4211.5601	SOUTH COAST EMERGENCY
116	01/31/2022	8142	1,399.13	REPAIRS TO 6692-AIR DRYER REPAIR		290.4211.5601	SOUTH COAST EMERGENCY
117	01/31/2022	8142	3,859.33	REPAIRS TO 6691-ALTERNATOR		290.4211.5601	SOUTH COAST EMERGENCY
118	01/31/2022	8143	180.80	TURNOUT CLEANING & REPAIRS		290.4211.5272	TURNOUT MAINTENANCE CO LLC
119	01/31/2022	8144	2,147.50	SVC TO HYDRAULIC RESCUE SYSTEM		290.4211.5303	WESTERN EXTRICATION SPECIALIST
			\$ 2,471,689.39				

<p>FIVE CITIES FIRE AUTHORITY</p> <p>DEPARTMENTAL LABOR DISTRIBUTION</p> <p>PAY PERIOD</p> <p>12/24/2021 - 01/06/2022</p> <p>1/14/2022</p>

BY ACCOUNT

5101	Salaries Full time	66,704.13
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	1,190.00
5105	Salaries OverTime	39,440.51
5106	Salaries Strike Team OT	-
5108	Holiday Pay	12,273.83
5109	Sick Pay	4,332.00
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	7,508.64
5114	Comp Pay	9,085.20
5115	Annual Leave Pay	-
5121	PERS Retirement	21,162.23
5122	Social Security	10,866.07
5123	PARS Retirement	-
5126	State Disability Ins.	1,355.08
5127	Deferred Compensation	125.00
5131	Health Insurance	17,683.45
5132	Dental Insurance	1,008.50
5133	Vision Insurance	272.18
5134	Life Insurance	126.22
5135	Long Term Disability	154.34
5143	Uniform Allowance	519.30
		<u>193,806.68</u>

DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

01/07/2022 - 01/20/2022

1/28/2022

BY ACCOUNT

5101	Salaries Full time	78,567.11
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	2,346.00
5105	Salaries OverTime	45,918.18
5106	Salaries Strike Team OT	-
5108	Holiday Pay	6,152.73
5109	Sick Pay	5,922.72
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	1,173.17
5114	Comp Pay	1,948.08
5115	Annual Leave Pay	2,056.99
5121	PERS Retirement	21,536.16
5122	Social Security	10,716.07
5123	PARS Retirement	-
5126	State Disability Ins.	1,438.14
5127	Deferred Compensation	125.00
5131	Health Insurance	17,683.45
5132	Dental Insurance	1,008.50
5133	Vision Insurance	272.18
5134	Life Insurance	126.22
5135	Long Term Disability	154.34
5143	Uniform Allowance	519.30
		<u>197,664.34</u>



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** February 18, 2022

FROM: Stephen C. Lieberman
Nicole Valentine

SUBJECT: Consideration of Mid-Year Budget Review for Fiscal Year 2021-2022

RECOMMENDATION

It is recommended that the Board of Directors review and approve the amended Mid-Year Budget for Fiscal Year 2021-22.

BACKGROUND

The Board of Directors (Board) approved the Fiscal Year (FY) 2021-22 budget in May 2021. Since that time, COVID-19 and the worst Wildfire Season in California history impacted the Five Cities Fire Authority (FCFA) budget. The attached Mid-Year Budget updates the beginning fund balance with the results of the prior year; although the audit is not finalized, the amounts are not expected to change and reflects all approved Board actions through February 1, 2022. The Mid-Year report timeframe is from July 1 through December 31, 2021. In addition, staff recommends the following budget adjustments for Board approval, as reflected in the mid-year budget:

- Reflect \$688,200 in reimbursement revenues to offset incurred overtime, vehicle, and administrative expenditures for FCFA response in support of fire season 2021.
- Reflect \$9,900 in revenue for reimbursement of expenditures from the California Office of Emergency Services related to COVID-19.
- Reflect \$5,500 in revenue for the donation for Emergency Medical Services Training Manikin.
- Adjustments to Salaries and Benefits reflect a total increase of \$393,700:
 - Increase Strike Team Overtime by \$445,500 as discussed above.
 - Reduce CalPERS Unfunded Accrued Liability (UAL) by \$36,100 to reflect actual cost that was paid in full in July of this fiscal year.
 - Reduce Permanent Part-Time Salaries by \$15,700 to account for an open position through mid-year.
- Services & Supplies – Adjustments reflect a total increase of \$21,800. This adjustment is to the Liability Insurance account to reflect the increase in our Liability Insurance payment

this fiscal year, this is an annual payment and no additional expenditures should incur for the remainder of FY 2021-22.

- Formally assign an additional \$144,000 of Fund Balance for future Vehicle Replacement, increasing this designated reserve total to \$196,000.

The Authority is projected to have undesignated fund balance at the end of the fiscal year of approximately \$961,395. This fund balance reflects a reserve of approximately 14.17% of ongoing expenditures, or 17.06% including the proposed restricted vehicle replacement fund balance. The FCFA Board of Directors has discussed the consideration of a fund balance reserve policy in the past, but given the terms of the third amendment to the Joint Powers Authority (JPA) agreement, staff would recommend delaying action until the timeline associated with the JPA amendment passes.

Based on staff analysis, the greatest vulnerability for the FY 2020-21 budget is the cost of vehicle maintenance. As the Board is aware, the aging fleet continues to require significant repair and replacement of parts at considerable expense. As of the date of this report, staff anticipates fully expending the existing vehicle maintenance budget. Should additional repairs become necessary, staff would first look to savings in other line item budgets; however, if that is insufficient, a future Board appropriation would be necessary.

FISCAL IMPACT

The fund balance at the end of FY 2021-22 is projected to be \$1,157,395.

ALTERNATIVES

The following alternatives are provided for the Council's consideration:

1. Approve the staff recommended adjustments to the FY 2021-22 budget.
2. Do not approve the staff recommendation and provide other direction.

ATTACHMENTS

1. FY 2021-22 Mid-Year Budget

PREPARED BY

Stephen C. Lieberman, Fire Chief
Nicole Valentine, Treasurer

FIVE CITIES FIRE AUTHORITY
MID-YEAR BUDGET SUMMARY
For the Fiscal Year Ending June 30, 2022

	2019	Actual 2020	2021	Budget 2022	Amended Budget 2022
Beginning Fund Balance	\$ 677,438	\$ 604,981	\$ 1,005,267	\$ 1,387,745	\$ 1,387,745
Revenues	5,751,762	5,945,434	6,789,777	5,849,718	6,553,318
Expenditures:					
Salaries & Benefits	4,601,143	4,620,501	5,254,729	5,287,600	5,681,300
Services & Supplies	670,708	657,644	905,228	929,172	950,972
Equipment Replacement	451,172	165,807	146,147	50,200	50,200
Debt Service	101,197	101,196	101,196	101,196	101,196
Total Expenditures	<u>5,824,219</u>	<u>5,545,148</u>	<u>6,407,299</u>	<u>6,368,168</u>	<u>6,783,668</u>
Prior period adjustment	-	-	-	-	-
Other financing sources (uses)	-	-	-	-	-
Change in Fund Balance	<u>(72,457)</u>	<u>400,286</u>	<u>382,478</u>	<u>(518,450)</u>	<u>(230,350)</u>
Ending Fund Balance	<u>\$ 604,981</u>	<u>\$ 1,005,267</u>	<u>\$ 1,387,745</u>	<u>\$ 869,295</u>	<u>\$ 1,157,395</u>
				13.65%	17.06%
Designated Reserve	-	-	-	\$ 26,000	\$ 196,000
Undesignated Fund Balance	604,981	1,005,267	1,387,745	843,295	961,395
Total Fund Balance	<u>\$ 604,981</u>	<u>\$ 1,005,267</u>	<u>\$ 1,387,745</u>	<u>\$ 869,295</u>	<u>\$ 1,157,395</u>
				13.24%	14.17%

FIVE CITIES FIRE AUTHORITY
MID-YEAR BUDGET

For the Fiscal Year Ending June 30, 2022

ACT ACCOUNT NAME	Actual				Budget		Mid-Year Amended		Original vs. Amended Budget
	2019	2020	2021	2022	2022	2022	2022		
REVENUES									
4301 INTEREST	\$ 11,645	\$ 10,159	\$ 2,812	700	700	\$	\$		
4422 ARROYO GRANDE FIRE REIMBURSEMENT	2,523,661	2,580,955	2,580,955	2,580,955	2,580,955				
4443 GROVER BEACH FIRE REIMBURSEMENT	1,798,108	2,015,115	2,015,115	2,015,115	2,015,115				
4444 OCEANO FIRE REIMBURSEMENT	987,362	1,138,148	1,138,148	1,138,148	1,138,148				
4458 STATE GRANT	-	-	28,520	3,800	3,800				
4491 SAFER GRANT	-	-	-	-	-				
4462 LOCAL GRANT	44,553	15,485	18,354	-	5,500			5,500	
4805 INSPECTIONS	-	80,746	111,429	87,000	87,000				
4726 FIRE FEES	9,351	3,784	3,892	-	-				
4729 FIRE-FIRST RESPONDER SUPPORT	23,520	24,331	24,993	24,000	24,000				
4730 FIRE-STRIKE TEAM REIMBURSEMENT	247,392	58,617	742,033	-	688,200			688,200	
4803 SALES-EQUIPMENT/MATERIALS	-	-	41,500	-	-				
4807 EXPENSE RECOVERY	106,169	2,447	82,026	-	9,900			9,900	
4809 DONATIONS	-	15,647	-	-	-				
4816 PROCEEDS FROM DEBT ISSUANCE	-	-	-	-	-				
GRAND TOTAL REVENUES	\$ 5,751,762	\$ 5,945,434	\$ 6,789,777	\$ 5,849,718	\$ 6,553,318	\$	\$	703,600	\$

FIVE CITIES FIRE AUTHORITY

MID-YEAR BUDGET

For the Fiscal Year Ending June 30, 2022

ACT	ACCOUNT NAME	Actual			Budget		Mid-Year Amended		Original vs. Amended Budget
		2019	2020	2021	2022	2022	2022		
	EXPENDITURES								
5101	SALARIES FULL-TIME	1,707,703	1,847,424	1,803,998	2,513,300	2,513,300	-		
5102	SALARIES PERMANENT PART-TIME	19,476	16,857	10,097	31,400	15,700	(15,700)		
5103	SALARIES TEMPORARY PART-TIME	313,654	150,367	120,294	161,000	161,000	-		
5105	SALARIES OVERTIME	591,517	771,370	790,173	708,600	708,600	-		
5106	SALARIES - STRIKE TEAM OVERTIME	213,078	63,237	488,621	-	445,500	445,500		
5108	HOLIDAY PAY	107,571	108,086	116,038	116,600	116,600	-		
5109	SICK LEAVE PAY	46,582	13,190	55,131	-	-	-		
5110	ANNUAL LEAVE BUY BACK	45,206	8,307	8,307	9,000	9,000	-		
5111	VACATION BUY BACK	29,073	30,451	43,926	40,000	40,000	-		
5112	SICK LEAVE BUY BACK	2,012	1,247	2,703	2,000	2,000	-		
5113	VACATION LEAVE PAY	43,265	50,806	58,905	-	-	-		
5114	COMPENSATION PAY	43,841	48,621	118,456	-	-	-		
5115	ANNUAL LEAVE	39,135	11,657	29,791	-	-	-		
5121	PERS RETIREMENT	549,934	608,829	526,763	501,500	501,500	-		
5122	SOCIAL SECURITY	223,377	222,111	260,144	208,500	208,500	-		
5123	PARS RETIREMENT	1,955	309	151	500	500	-		
5126	STATE DISABILITY INS. (SDI)	19,377	22,277	24,811	21,200	21,200	-		
5127	DEFERRED COMPENSATION	3,184	3,019	3,009	3,000	3,000	-		
5128	UAL (UNFUNDED ACCRUED LIABILITY)	-	-	123,920	188,900	152,800	(36,100)		
5131	HEALTH INSURANCE	386,385	394,297	408,057	452,800	452,800	-		
5132	DENTAL INSURANCE	22,502	23,285	23,304	25,200	25,200	-		
5133	VISION INSURANCE	6,148	6,424	6,428	6,800	6,800	-		
5134	LIFE INSURANCE	2,693	2,932	2,925	3,200	3,200	-		
5135	LONG TERM DISABILITY INSURANCE	9,092	8,913	8,876	9,200	9,200	-		
5136	RETIRES HEALTH INSURANCE	11,501	12,607	12,660	13,000	13,000	-		
5141	WORKERS COMPENSATION	154,522	193,152	206,611	235,600	235,600	-		
5142	UNEMPLOYMENT INSURANCE	7,633	-	-	5,000	5,000	-		
5143	UNIFORM ALLOWANCE	-	-	-	30,500	30,500	-		
5147	EMPLOYEE ASSISTANCE PROGRAM	727	727	630	800	800	-		
	Subtotal Salaries & Benefits	4,601,143	4,620,501	5,254,729	5,287,600	5,681,300	393,700		

FIVE CITIES FIRE AUTHORITY

MID-YEAR BUDGET

For the Fiscal Year Ending June 30, 2022

ACT ACCOUNT NAME	Actual			Budget		Mid-Year Amended		Original vs. Amended Budget
	2019	2020	2021	2022	2022	2022		
5201 SUPPLIES - OFFICE	6,673	6,431	6,403	7,140	7,140		-	
5206 SUPPLIES - EMS	14,238	17,987	15,164	18,800	18,800		-	
5208 POSTAGE/MAILING	2,421	3,063	3,657	3,000	3,000		-	
5255 SPECIAL DEPARTMENT SUPPLIES	23,509	40,943	20,040	18,480	18,480		-	
5272 PROTECTIVE/SAFETY CLOTHING	39,107	50,529	55,135	38,100	38,100		-	
5273 SMALL TOOLS	3,076	4,112	2,792	3,060	3,060		-	
5276 UNIFORMS	24,059	25,026	28,535	-	-		-	
5301 ADVERTISING	-	-	415	-	-		-	
5303 CONTRACTUAL SERVICES	196,611	161,181	272,057	320,000	320,000		-	
5306 PRINTING SERVICES	1,323	1,810	2,553	3,000	3,000		-	
5315 PRE-EMPLOYMENT PHYSICALS	395	1,787	1,741	11,220	11,220		-	
5316 JOB RECRUITMENT EXPENSE	-	1,902	-	-	-		-	
5324 FORENSIC MANDATE SERVICES	224	46	-	1,000	1,000		-	
5325 HAZMAT/SAFETY PROGRAM	13,557	14,055	14,504	15,800	15,800		-	
5401 UTILITIES	50,655	55,467	55,381	50,000	50,000		-	
5403 TELECOMMUNICATIONS	26,861	25,894	26,416	25,000	25,000		-	
5501 CONFERENCE/TRAINING	8,137	4,173	15,850	14,240	14,240		-	
5512 TRAVEL	3,648	2,620	3,395	2,100	2,100		-	
5503 MEMBERSHIPS & SUBSCRIPTIONS	2,148	2,488	3,334	3,000	3,000		-	
5504 PUBLIC RELATIONS	4,606	2,316	2,021	5,100	5,100		-	
5508 MISC EXPENSE	2,467	1,193	15,994	2,000	2,000		-	
5553 RENT-BUILDING AND LAND	15,000	15,000	15,000	15,000	15,000		-	
5555 BANK CHARGES	-	4	1,473	1,006	1,006		-	
5576 LIABILITY INSURANCE-JPA SHARE	14,199	13,947	23,051	19,300	41,100		21,800	
5599 WEED ABATEMENT	29,085	5,103	24,747	12,240	12,240		-	
5601 MAINTENANCE - VEHICLES	126,284	118,917	133,554	125,000	125,000		-	
5602 MAINTENANCE - OFFICE EQUIPMENT	2,513	2,811	2,236	3,672	3,672		-	
5603 MAINTENANCE - MACH & EQUIP	5,774	17,639	15,571	61,100	61,100		-	
5604 MAINTENANCE - BUILDINGS	8,371	13,808	9,960	9,500	9,500		-	
5605 MAINTENANCE - GROUNDS	351	320	408	1,000	1,000		-	
5606 MAINTENANCE - RADIO COMMUNICATIONS	9,111	7,894	18,651	8,364	8,364		-	

FIVE CITIES FIRE AUTHORITY
MID-YEAR BUDGET

For the Fiscal Year Ending June 30, 2022

ACT	ACCOUNT NAME	Actual			Budget		Mid-Year Amended		Original vs. Amended Budget
		2019	2020	2021	2022	2022	2022		
5607	MAINTENANCE - COMPUTER SOFTWARE	-	-	44,330	55,150	55,150	-	-	
5608	GAS & OIL	36,304	39,179	44,029	40,800	40,800	-	-	
5702	DATA PROCESSING EQUIPMENT	-	-	26,831	36,000	36,000	-	-	
	Subtotal Services & Supplies	670,708	657,644	905,228	929,172	950,972	21,800		
5803	LEASE PURCHASE PAYMENTS	101,197	101,197	101,197	101,197	101,197	-	-	
	Subtotal Debt Service	101,197	101,197	101,197	101,197	101,197	-	-	
6101	DATA PROCESSING EQUIPMENT	29,364	5,432	-	-	-	-	-	
6103	COMPUTER LICENSING SOFTWARE	34,585	43,092	7	-	-	-	-	
6201	MACHINERY & EQUIPMENT	387,223	61,823	45,112	-	-	-	-	
6301	VEHICLES	-	55,461	101,028	50,200	50,200	-	-	
	Subtotal Equip Replacement	451,172	165,807	146,147	50,200	50,200	-	-	
	GRAND TOTAL EXPENDITURES	\$ 5,824,219	\$ 5,545,149	\$ 6,407,300	\$ 6,368,169	\$ 6,783,669	\$ 415,500		



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** February 18, 2022

FROM: Stephen Lieberman, Fire Chief / Executive Officer

SUBJECT: Consideration of Memorandum of Understanding with California Highway Patrol for use of Five Cities Fire Authority Personnel with Helicopter Rescue Technician Qualifications

RECOMMENDATION

It is recommended that the Board of Directors direct the Fire Chief to execute the Memorandum of Understanding (MOU) with the California Highway Patrol.

BACKGROUND

The fire departments of San Luis Obispo County support several regional specialty teams such as Hazardous Materials Response, and Technical Rescue. These regional teams exist as the fire agencies in the county are relatively limited in staffing size and rely upon one another to manage larger/more complex incidents. Two employees of the Five Cities Fire Authority (FCFA) are current members of the regional Technical Rescue team and have specialized training which includes Helicopter Rescue Technician (HRT). The California Highway Patrol (CHP) operates a rescue helicopter (CHP H70) which is based at the Paso Robles airport. While CHP typically has staff on-duty to handle the HRT role, there have been instances in which the CHP has requested local fire department personnel to assist in rescue missions. Should such a request be processed for FCFA personnel, CHP H-70 would meet FCFA staff at the Oceano Airport and return them as soon as the rescue effort was completed.

The MOU is currently in final draft form. When all participating agencies are authorized to approve the MOU document, it will be circulated for signature.

FISCAL IMPACT

No fiscal impact.

ALTERNATIVES

The following alternatives are provided for the Board's consideration:

1. Direct the Fire Chief to sign the MOU document with the CHP and to do any and all things necessary to finalize and execute the MOU including agreeing to minor non-substantive modifications to the agreement.
2. Provide other direction.

ATTACHMENTS

1. Draft Document – California Highway Patrol and San Luis Obispo County Fire Chiefs Association Memorandum of Understanding – Helicopter Rescue Technician Utilization

PREPARED BY

S. Lieberman, Fire Chief/Executive Officer



California Highway Patrol and San Luis Obispo County Fire Chiefs Association

Memorandum of Understanding

Helicopter Rescue Technician (HRT) Utilization

1. **PARTIES.** The parties to this Agreement are the California Highway Patrol ("CHP") Coastal Division Air Operations Unit, and each of the affiliated agencies of the San Luis Obispo County Fire Chiefs Association; City of El Paso de Robles, City of Atascadero, Five Cities Fire Authority, and City of San Luis Obispo (hereinafter, collectively referred to for purposes of this Agreement as "CHIEFS").
2. **PURPOSE.** This Agreement establishes a formal mutual aid relationship between the CHP and the affiliated agencies of CHIEFS regarding utilization of personnel from the respective agencies of the CHIEFS who may be utilized to assist the CHP with helicopter rescue operations. This agreement will expedite response to emergencies, ensure uniformity in equipment and training, and increase the safety and efficiency of helicopter rescue operations within the County of San Luis Obispo. During helicopter rescue incidents, certified HRT members will be prioritized for assisting the CHP when non-qualified crewmember staffing is required.
3. **RESPONSIBILITIES—CALIFORNIA HIGHWAY PATROL.**
 - a. **Crews & Equipment.** The CHP will provide qualified crew members, aircraft, and rescue equipment in compliance with Title 14 of the Code of Federal Regulations and CHP policies and procedures.
 - b. **HRT Training.** The CHP shall provide initial certification of HRT skills competency and annual recertification. All training will be in accordance with Highway Patrol Manual (HPM) 100.7, *Air Operations Manual*, and established training curriculum in compliance with National Fire Protection Association 1670, Chapter 15.
 - c. **Service Requests.** The CHP shall use the WhatsApp mobile application to request HRT assistance and then select the most appropriate respondent based on the crew's decision of who is best situated to assist with the rescue operation. The crew will send an additional message indicating which HRT member will be utilized. The CHP will make no further notifications.
 - d. **Service Area.** The CHP will not request assistance from HRT members for service calls outside of the County of San Luis Obispo, with the exception of calls for service along the Highway 1 corridor between the Ragged Point Inn and the Salmon Creek watershed.
4. **RESPONSIBILITIES—CHIEFS' AFFILIATED AGENCIES.**
 - a. **Availability.** Each affiliated agency of CHIEFS will allow agency employees who are HRT certified to respond on an emergency basis to assist with helicopter rescues when requested by the CHP. Only those HRT certified personnel on-duty will be available for response.



- b. **HRT Training.** Each affiliated agency of CHIEFS will be responsible for ensuring that its staff who are available for HRT callouts shall receive the initial training and annual recertification provided by CPH pursuant to paragraph 3.b. of this Agreement.
- c. **Service Requests.** CHIEFS shall ensure that the affiliated agencies of HRT members have an established procedure in place for rapid acceptance of missions. The affiliated agencies CHIEFS will establish protocols to ensure the appropriate agency personnel receive alerts via the WhatsApp mobile app as the CHP will not seek additional verification. The CHP will presume an HRT member's indication of availability for a mission was done with approval from their respective agency.
- d. **Compensation.** HRT members will be employed, insured, and compensated by their own employing agency at all times during deployment and during trainings and certifications. HRT members shall be considered employees of their own employing agency only and are not employees or agents of any other affiliated agency or CHP for any purpose. The California Highway Patrol will not compensate HRT members and this Agreement will be in accordance with mutual aid response protocols.

5. **MUTUAL INDEMNIFICATION.**

- a. To the extent permitted by law, the CHP shall defend, indemnify, and save harmless each affiliated agency of CHIEFS, and each of the affiliated agency's appointees, elected officials, officers, employees, and agents from and against any and all claims, suits, or actions for "injury" (as defined by Government Code section 810.8) arising out of the CHP's performance under this Agreement, but only in proportion to and to the extent that the injury is caused by, the negligent or intentional acts or omissions of the CHP or the CHP's appointees, officers, or employees, during the course and scope of this Agreement.
- b. To the extent permitted by law, each affiliated agency of CHIEFS shall defend, indemnify, and save harmless the CHP and all of the CHP's appointees, officers, and employees, and each of the other affiliated agencies, and each of the other affiliated agencies' appointees, elected officials, officers, employees and agents, from and against any and all claims, suits, or actions for "injury" (as defined by Government Code section 810.8) arising out of the affiliated agency's performance under this Agreement, but only in proportion to and to the extent that the injury is caused by, the negligent or intentional acts or omissions of the affiliated agency or the affiliated agency's appointees, elected officials, officers, employees, or agents, during the course and scope of this Agreement.
- c. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to defend, indemnify and save harmless as to any claims or cause of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred subsequent to the effective date of this Agreement and prior to the effective date of termination or completion of this Agreement.

- 6. **OTHER PROVISIONS.** Nothing in this Agreement is intended to conflict with current law or regulation or the directives of the CHP or any of the affiliated agencies of CHIEFS. If a term



SAN LUIS OBISPO CITY FIRE DEPARTMENT

KEITH AGGSON, Fire Chief Date
City of San Luis Obispo

Approved as to Form
Legal Counsel, City of
San Luis Obispo

FIVE CITIES FIRE AUTHORITY

STEPHEN LIEBERMAN, Fire Chief Date
Five Cities Fire Authority

Approved as to Form
Legal Counsel, Five
Cities Fire Authority

DRAFT



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** February 18, 2022
FROM: Stephen Lieberman, Fire Chief / Executive Officer
SUBJECT: Consideration of Adoption of the Resolution for Acceptance of Grant Award from the State of California Off Highway Vehicle Fund

RECOMMENDATION

It is recommended that the Board of Directors adopt the resolution and accept grant funds in the amount of \$700.00 from the County of San Luis Obispo.

BACKGROUND

The County of San Luis Obispo receives an allocation of State Off Highway Vehicle License Fee revenue. The Five Cities Fire Authority (FCFA) submitted a grant proposal for reimbursement of costs associated with the deployment and use of existing Utility Task Vehicles (UTV's). The requested reimbursement of costs was for funds utilized to purchase needed vehicle strapping, and storage boxes on a transport vehicle.

FISCAL IMPACT

The project cost will have a zero net effect on the FCFA FY 2021-22 budget. The grant will offset funds expended as part of the UTV program.

ALTERNATIVES

The following alternatives are provided for the Board's consideration:

1. Adopt a Resolution accepting a grant from the County of San Luis Obispo OHV fund in the amount of \$700.00.
2. Provide other direction.

ATTACHMENTS

1. Resolution accepting grant from County of San Luis Obispo OHV fund (\$700.00).

PREPARED BY

S. Lieberman, Fire Chief/Executive Officer

RESOLUTION NO. 2022-

A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY (“AUTHORITY”) APPROVING A GRANT AWARD FOR DEPLOYMENT COST OF UTILITY USE VEHICLES

WHEREAS, The County of San Luis Obispo receives an allocation of State Off Highway Vehicle License Fee revenue; and

WHEREAS, The Five Cities Fire Authority (FCFA) submitted a grant proposal for reimbursement of costs associated with the deployment and use of an existing Utility Task Vehicle (UTV’s); and

WHEREAS, the requested funds were utilized to purchase needed vehicle strapping, and storage boxes on a transport vehicle.

NOW, THEREFORE, BE IT RESOLVED that the Five Cities Fire Authority Board (“Board”) does hereby approve a resolution for the acceptance of a grant from the County of San Luis Obispo for State Off Highway Vehicle License Fee revenue for reimbursement of costs in the amount of \$700.00 associated with the deployment and use of existing Utility Task Vehicles (UTV’s)

BE IT ALSO RESOLVED that the Clerk to the Board shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

On motion by _____, seconded by _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing Resolution was passed and adopted at the regular meeting of the Board of the Five Cities Fire Authority, this 18th day, of February, 2022.

**RESOLUTION NO. 2022-
PAGE 2**

JEFF LEE, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD

APPROVED AS TO CONTENT:

STEPHEN C. LIEBERMAN, FIRE CHIEF

APPROVED AS TO FORM:

DAVID P. HALE, GENERAL COUNSEL

OFFICIAL CERTIFICATION

I, TRICIA MEYERS, Clerk to the Board of the Five Cities Fire Authority, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that Resolution No. 2022-__ is a true, full, and correct copy of said Resolution passed and adopted at the regular meeting of the Board of the Five Cities Fire Authority on the 18th day of February, 2022.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 18th day of February, 2022.

TRICIA MEYERS, CLERK TO THE BOARD