

FIVE CITIES FIRE AUTHORITY



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

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

AGENDA BOARD MEETING FRIDAY, OCTOBER 15, 2021–9:00 A.M.

In the interest of the Governor's Executive Order N-29-20, members of the Board or staff will participate in this meeting via teleconference. Members of the public may listen to the meeting and provide public comment via telephone by calling 1(833)611-0393. Members of the public may also participate in the meeting electronically by submitting public comments to the Clerk to the Board at tmeyers@fivecitiesfire.org no later than the meeting start time of 9:00 A.M. Emailed comments will be received directly by the Clerk and will be read out loud during the meeting. Public comment is subject to the customary 3-minute time limit.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

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.

BOARD MEETING AGENDA – OCTOBER 15, 2021
PAGE 2

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 September 17, 2021.
2. **Consideration of Cash Disbursement Activity**(LIEBERMAN)
Recommended Action: Receive and file the listing of cash disbursements for the period of September 1 to September 30, 2021.
3. **Consideration of a Resolution Approving a Revised Job Description for the Office Assistant II Position** (LIEBERMAN)
Recommended Action: Adopt a Resolution approving revised job description for the Office Assistant II position.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

None.

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:

None.

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, SEPTEMBER 17, 2021

Due to the County of San Luis Obispo's Executive Order to shelter at home and Pursuant to the Governor's Executive Order N-29-20, members of the Board and staff participated in this meeting via teleconference. Members of the public were invited to participate in the meeting by listening in and could comment electronically by submitting public comments to the Clerk to the Board at tmeyers@fivecitiesfire.org.

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.

AGENDA REVIEW:

Chair Storton asked Board members if they requested any changes to the agenda. Hearing none, the Board unanimously approved the agenda as presented.

APPROVAL OF MINUTES:

Consideration of Approval of Minutes

Action: Approved the minutes of the Board Meeting on July 16, 2021 with a roll call vote.

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

COMMUNITY COMMENTS AND SUGGESTIONS:

None.

CONSENT AGENDA:

1. Consideration of Cash Disbursement Activity.

Action: Received and filed the listing of cash disbursements for the period of July 1, 2021 through August 31, 2021. No public comment received.

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

PUBLIC HEARINGS:

None.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

- a. **Station Coverage Constraints Related to Memorandum of Agreement and Temporary Staffing Options.** Chief Lieberman presented the staff report and recommended a staffing solution that would reduce Station 3 closures. He explained the staffing challenges at Station 3 that have resulted in these closures. A permanent solution will not be reached until the results of Oceano Community Services District's revenue measure that will take place in June of 2022. The current Memorandum of Agreement has a fixed contribution amount for each community, which is operationally challenging. Chief Lieberman responded to questions from the Board regarding funding and staffing. Chair Storton invited public comment. Speaking from the public was Julie Tacker and Sean McMahon. No further public comment was received.

Action: Vice Chair Lee moved, and Board Member White seconded the motion to approve the hiring of one full time Fire Engineer and retain the Reserve Firefighter position for Station 3 in Oceano, including processing a budget adjustment for these changes. The motion passed on the following roll call vote:

AYES: Lee, White, Storton

NOES: None

ABSENT: None

ABSTAIN: None

BOARD MEMBER ITEMS:

None.

GENERAL COUNSEL ITEMS:

None.

FIRE CHIEF ITEMS:

- a. Chief Lieberman reported that he will be attending the upcoming Oceano Community Services District Board meeting.
- b. FCFA strike team staff will be heading home this weekend.
- c. Chief Lieberman will be out of the office September 23rd to 30th.

BOARD COMMUNICATIONS:

None.

CLOSED SESSION:

None.

ADJOURNMENT:

Chair Storton adjourned the meeting at 9:47 a.m. The next Board meeting is scheduled for October 15, 2021, at 9:00 a.m. via teleconference.

KEITH STORTON, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** October 15, 2021

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 September 1 through September 30, 2021.

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 \$1,712,365.75 fiscal impact that includes the following items:

- Accounts Payable Checks \$ 1,216,147.13
- Payroll and Benefit Checks \$ 496,218.62

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

September 1 through September 30, 2021 Accounts Payable Register
September 1 through September 30, 2021 Payroll and Check Register

PREPARED BY

Stephen C. Lieberman, Fire Chief

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
SEPTEMBER 1 - 30, 2021

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	09/03/2021	7889	363.01	WILDLAND BOOTS-LEATHERS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
2	09/03/2021	7890	173.92	BAN#9391033179 STN 3 CIRCUIT CHRGS	290.4211.5403	AT&T
3	09/03/2021	7890	748.50	BAN#9391033185=PHONE LINES	290.4211.5403	AT&T
4	09/03/2021	7890	173.92	BAN#9391033178, STN 2 CIRCUIT	290.4211.5403	AT&T
5	09/03/2021	7891	602.40	MEDICAL SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
6	09/03/2021	7892	118.58	ACCT#8245101000202519 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
7	09/03/2021	7892	93.72	ACCT#8245101010116287 STN 3 TV	290.4211.5401	CHARTER COMMUNICATIONS
8	09/03/2021	7893	156.00	08/21 PROF LEGAL SVCS	290.4211.5303	DANER LAW FIRM APLC
9	09/03/2021	7894	16.16	HEX NUT	290.4211.5273	LAWSON PRODUCTS, INC
10	09/03/2021	7895	10.86	GRILLE BATH FAN	290.4211.5255	MINER'S ACE HARDWARE, INC
11	09/03/2021	7895	-3.26	RETURN FAN, BATTERIES	290.4211.5255	MINER'S ACE HARDWARE, INC
12	09/03/2021	7895	35.55	HEDGE SHEARS	290.4211.5603	MINER'S ACE HARDWARE, INC
13	09/03/2021	7896	173.82	GAS SERVICES STN 1 7/26-8/24	290.4211.5401	SOCALGAS
14	09/03/2021	7897	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
15	09/03/2021	7898	577.10	ACCT#670954297-00001 PHONE LINES	290.4211.5403	VERIZON WIRELESS
16	09/15/2021	7899	246.40	SHOP SUPPLIES-RENTAL-MOPS, MATS, TOWELS	290.4211.5303	ARAMARK UNIFORM SERVICES
17	09/15/2021	7900	349.04	AMAZON-TONERS	290.4211.5201	BANK OF AMERICA
18	09/15/2021	7900	26.28	OFFICE DEPOT-OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
19	09/15/2021	7900	17.24	UPS SHIPPING	290.4211.5208	BANK OF AMERICA
20	09/15/2021	7900	412.20	WEATHER METER-SALCE FORESTRY	290.4211.5255	BANK OF AMERICA
21	09/15/2021	7900	17.26	Freight	290.4211.5255	BANK OF AMERICA
22	09/15/2021	7900	28.09	GARDNER WEST-PRESSURE WASHER HOSE	290.4211.5255	BANK OF AMERICA
23	09/15/2021	7900	1,103.32	SAFELIFE DEFENSE SAFETY VEST	290.4211.5272	BANK OF AMERICA
24	09/15/2021	7900	18.28	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
25	09/15/2021	7900	14.99	ZOOM -MEETINGS	290.4211.5403	BANK OF AMERICA
26	09/15/2021	7900	2,600.00	TRAINING-OPEN WATER RESCUER,	290.4211.5501	BANK OF AMERICA
27	09/15/2021	7900	1,695.99	ALERT ALL- PUBLIC EDUCATION SUBSCRIP.	290.4211.5504	BANK OF AMERICA
28	09/15/2021	7900	879.00	CUSTOM EARTH PROMOS-REUSABLE BAGS	290.4211.5504	BANK OF AMERICA

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SEPTEMBER 1 - 30, 2021

29	09/15/2021	7900	329.35	SUPPLIES FOR RECRUITMENT,	290.4211.5508	BANK OF AMERICA
30	09/15/2021	7900	190.76	WESTSIDE AUTO PARTS-BATTERY,	290.4211.5601	BANK OF AMERICA
31	09/15/2021	7900	119.59	AMAZON-HEADLIGHTS	290.4211.5601	BANK OF AMERICA
32	09/15/2021	7900	224.40	MASTERTECH AUTO-FORD F250 MAINT	290.4211.5601	BANK OF AMERICA
33	09/15/2021	7900	1,528.63	MASTERTECH AUTO- 2006 EXPEDITION	290.4211.5601	BANK OF AMERICA
34	09/15/2021	7900	1,039.99	JEFF'S TRUCK SVC-BRUSH A/C REPAIR	290.4211.5601	BANK OF AMERICA
35	09/15/2021	7900	249.95	MACS CUSTOM TIEDOWNS-UTV TIRE	290.4211.5601	BANK OF AMERICA
36	09/15/2021	7900	109.88	AMAZON-ANGELLO	290.4211.5601	BANK OF AMERICA
Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
37	09/15/2021	7900	71.44	RANEYS TRUCK PARTS-AIR FILTER	290.4211.5601	BANK OF AMERICA
38	09/15/2021	7900	70.16	LASSEN AUTO PARTS-AIR FILTER	290.4211.5601	BANK OF AMERICA
39	09/15/2021	7900	95.95	SILVER STATE INTL-PRESSURE SWITCH	290.4211.5601	BANK OF AMERICA
40	09/15/2021	7900	41.80	CAB FRESH FILTER-IHS 198 REPLACEMENT	290.4211.5601	BANK OF AMERICA
41	09/15/2021	7900	15.50	Freight	290.4211.5601	BANK OF AMERICA
42	09/15/2021	7900	39.99	APPLE.COM-GPS APP	290.4211.5607	BANK OF AMERICA
43	09/15/2021	7900	0.99	APPLE -CHIEF'S I-PHONE STORAGE	290.4211.5607	BANK OF AMERICA
44	09/15/2021	7900	357.00	SMARTDRAW SOFTWARE	290.4211.5607	BANK OF AMERICA
45	09/15/2021	7900	198.25	AMAZON-CONFERENCE ROOM CAM	290.4211.5702	BANK OF AMERICA
46	09/15/2021	7900	94.83	AMAZON-CABLE KIT ADAPTER	290.4211.5702	BANK OF AMERICA
47	09/15/2021	7900	80.78	AMAZON-BATTERY BACKUP SURGE PROTECT	290.4211.5702	BANK OF AMERICA
48	09/15/2021	7900	214.42	AMAZON-CHEVY TAHOE LIGHTS	290.4211.6301	BANK OF AMERICA
49	09/15/2021	7900	18.25	Freight	290.4211.6301	BANK OF AMERICA
50	09/15/2021	7900	187.65	AMERADIO-CHEVY TAHOE RADIOS	290.4211.6301	BANK OF AMERICA
51	09/15/2021	7901	12,725.29	(4) GAS DETECTORS, CHGING SYSTEM	290.4211.5603	BAUER COMPRESSORS, INC
52	09/15/2021	7902	204.98	ACCT#8245100960252290-STN 1	290.4211.5401	CHARTER COMMUNICATIONS
53	09/15/2021	7903	2,653.69	PORTABLE RADIOS & EQUIPMENT	290.4211.5603	CROSS CONNECTIONS
54	09/15/2021	7903	2,653.69	PORTABLE RADIOS & EQUIPMENT	290.4211.6301	CROSS CONNECTIONS
55	09/15/2021	7904	1,651.53	STN 2 PG&E COSTS 6/21-7/20	290.4211.5401	CITY OF GROVER BEACH

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
SEPTEMBER 1 - 30, 2021

ATTACHMENT 1

56	09/15/2021	7905	333.00	08/21 PROF LEGAL SVCS	290.4211.5303	DAVID P HALE
57	09/15/2021	7906	24.77	TIE DOWNS	290.4211.5255	MINER'S ACE HARDWARE, INC
58	09/15/2021	7906	21.53	CAULK GUN, FLAMESTOPPER	290.4211.5255	MINER'S ACE HARDWARE, INC
59	09/15/2021	7906	57.05	FILE MILL, HANDLE FILE-STIKE TEAM	290.4211.5273	MINER'S ACE HARDWARE, INC
60	09/15/2021	7906	25.82	GLASS CLEANER	290.4211.5601	MINER'S ACE HARDWARE, INC
61	09/15/2021	7906	3.87	REFILL STRIP	290.4211.5604	MINER'S ACE HARDWARE, INC
62	09/15/2021	7907	50.00	STERI-SAFE COMPLIANCE	290.4211.5303	STERICYCLE INC.
63	09/15/2021	7908	108.92	09/21 SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
64	09/15/2021	7908	108.92	10/21 SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
65	09/15/2021	7909	150.00	REIMBURSE FOR LOST SUNGLASSES-	290.4211.5608	BURL VREELAND
66	09/24/2021	7910	145.95	ARGON/OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
67	09/24/2021	7911	1,451.54	EMS SUPPLIES	290.4211.5206	ALLIED 100
68	09/24/2021	7912	476.28	HELMET SHIELDS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
69	09/24/2021	7912	357.02	WILDLAND BOOTS-LEATHERS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
70	09/24/2021	7912	-339.41	CREDIT-WILDLAND BOOTS-LEATHERS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
71	09/24/2021	7913	246.40	SHOP SUPPLIES-RENTAL MATS, MOPS	290.4211.5303	ARAMARK UNIFORM SERVICES
72	09/24/2021	7914	356,581.55	FCFA APR 2021	290.0000.2002	CITY OF ARROYO GRANDE
Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
73	09/24/2021	7914	366,461.73	FCFA MAY 2021	290.0000.2002	CITY OF ARROYO GRANDE
74	09/24/2021	7914	420,494.91	FCFA JUN 2021	290.0000.2002	CITY OF ARROYO GRANDE
75	09/24/2021	7915	319.70	WATER/SEWER FEES-140 TRAFFIC WAY	290.4211.5401	CITY OF ARROYO GRANDE
76	09/24/2021	7915	126.76	WATER/SEWER FEES-IRRIGATION	290.4211.5401	CITY OF ARROYO GRANDE
77	09/24/2021	7916	33.34	CIRCUIT LINE TO AGPD	290.4211.5403	AT & T
78	09/24/2021	7917	1,917.95	MSA CALIBRATION-GAS & CYLINDER	290.4211.5603	BAUER COMPRESSORS, INC
79	09/24/2021	7917	907.26	MSA GAS DETECTOR PROJECT-CALIBRATION	290.4211.5603	BAUER COMPRESSORS, INC
80	09/24/2021	7918	300.41	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
81	09/24/2021	7918	116.91	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
82	09/24/2021	7919	204.98	ACCT#82451010138133 STN 3 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS

FIVE CITIES FIRE AUTHORITY
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SEPTEMBER 1 - 30, 2021

83	09/24/2021	7919	204.98	ACCT#8245101000239800 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
84	09/24/2021	7919	211.41	ACCT#8245100960102339-STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
85	09/24/2021	7920	2,239.11	PORTABLE RADIO & EQUIPMENT	290.4211.5606	CROSS CONNECTIONS
86	09/24/2021	7921	30.60	ELBOW PADS & PARA NIPPLE NPTM	290.4211.5255	L N CURTIS & SONS
87	09/24/2021	7922	1,497.40	GROUND LADDER TESTING	290.4211.5303	FAILSAFE TESTING, LLC
88	09/24/2021	7923	1,655.28	PG&E COSTS-STN 2 7/21-8/19	290.4211.5401	CITY OF GROVER BEACH
89	09/24/2021	7924	1,509.15	FUEL	290.4211.5608	JB DEWAR, INC
90	09/24/2021	7925	92.00	DMV/DOT-RAWSON	290.4211.5315	MEDSTOP URGENT CARE CENTERS
91	09/24/2021	7926	53.34	SMALL TOOLS	290.4211.5273	MINER'S ACE HARDWARE, INC
92	09/24/2021	7927	1,743.36	ELECTRIC-STN 1 8/16-9/14	290.4211.5401	PACIFIC GAS & ELECTRIC CO
93	09/24/2021	7928	113.09	GAS SERVICES-STN 2	290.4211.5401	SOCALGAS
94	09/24/2021	7929	1,430.00	KONICA SERVICE CONTRACT 7/21-6/22	290.4211.5602	SUPERIOR QUALITY COPIERS, INC
95	09/30/2021	7930	190.87	(3) LEATHER SHIELDS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
96	09/30/2021	7931	326.16	IPAD WIRELESS CHRGS 8/12-9/11	290.4211.5403	AT&T MOBILITY
97	09/30/2021	7932	243.24	UTILITIES-WATER-STN 2	290.4211.5401	CITY OF GROVER BEACH
98	09/30/2021	7933	1,785.25	FUEL	290.4211.5608	JB DEWAR, INC
99	09/30/2021	7934	167.96	COPY PAPER	290.4211.5201	PAPER CONNECTION
100	09/30/2021	7935	17.75	EMBROIDERY-SEARBY	290.4211.5276	R & T EMBROIDERY, INC
101	09/30/2021	7936	14,924.27	T-6645 REPAIRS	290.4211.5601	SOUTH COAST EMERGENCY
102	09/30/2021	7937	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
103	09/30/2021	7938	577.06	ACCT#670954297-00001 (14) PHONES	290.4211.5403	VERIZON WIRELESS
104	09/30/2021	7939	275.00	NFPA FIRE SPRINKLER REVIEW	290.4211.5303	COLLINGS & ASSOCIATES LLC
			1,216,147.13			

<p>FIVE CITIES FIRE AUTHORITY</p> <p>DEPARTMENTAL LABOR DISTRIBUTION</p> <p>PAY PERIOD</p> <p>08/20/2021 - 09/02/2021</p> <p>9/10/2021</p>

BY ACCOUNT

5101	Salaries Full time	72,123.78
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	1,972.00
5105	Salaries OverTime	25,517.07
5106	Salaries Strike Team OT	56,680.77
5108	Holiday Pay	5,159.57
5109	Sick Pay	2,849.28
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	2,297.76
5114	Comp Pay	3,382.80
5115	Annual Leave Pay	9,129.39
5121	PERS Retirement	21,353.39
5122	Social Security	12,155.33
5123	PARS Retirement	-
5126	State Disability Ins.	1,001.58
5127	Deferred Compensation	125.00
5131	Health Insurance	17,455.06
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>233,283.32</u>

DEPARTMENTAL LABOR DISTRIBUTION**PAY PERIOD****09/03/2021 - 09/16/2021****9/24/2021****BY ACCOUNT**

5101	Salaries Full time	64,615.05	*
5102	Salaries Part-Time - PPT	-	
5103	Salaries Part-Time - TPT	1,972.00	
5105	Salaries OverTime	19,435.89	*
5106	Salaries Strike Team OT	111,008.29	*
5108	Holiday Pay	6,371.10	
5109	Sick Pay	-	
5110	Annual Leave Buyback	-	
5111	Vacation Buyback	-	
5112	Sick Leave Buyback	-	
5113	Vacation Pay	1,117.44	
5114	Comp Pay	3,240.48	
5115	Annual Leave Pay	635.12	
5121	PERS Retirement	21,349.95	
5122	Social Security	12,518.47	*
5123	PARS Retirement	-	
5126	State Disability Ins.	1,010.91	
5127	Deferred Compensation	125.00	
5131	Health Insurance	17,455.06	
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>262,935.30</u>	



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** October 15, 2021

FROM: Stephen C. Lieberman, Fire Chief

SUBJECT: Consideration of a Resolution Adopting Revised Job Description for Office Assistant II Position

RECOMMENDATION

It is recommended the Board adopt a Resolution approving a revised job description for the Permanent Part Time Office Assistant II position.

BACKGROUND

Staff has reviewed the current job duties and responsibilities of the currently open Office Assistant II position prior to starting the recruitment process. This position has remained open due to COVID-19 impacts. Staff has determined that additional social media and website technical skills are required to meet the current needs of the organization. The position is budgeted for 19 hours per week, and assists the Administrative Assistant/Clerk to the Board with administrative duties and functions of the Fire Authority.

FISCAL IMPACT

There will be no financial impact for FY 2021/22 budget as this position is currently in the budget.

ALTERNATIVES

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

1. Adopt a Resolution approving the revised job description of the Permanent Part Time Office Assistant II position;
2. Do not adopt Resolution approving the revised job description of the Permanent Part Time Office Assistant II position; or
3. Provide other direction to staff.

ATTACHMENT:

1. Resolution

RESOLUTION NO. 2021-11

**A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE
AUTHORITY REVISING THE JOB DESCRIPTION FOR THE OFFICE
ASSISTANT II POSITION**

WHEREAS, the Board is authorized to approve positions and establish compensation levels for those positions as it deems necessary to effectively operate the Five Cities Fire Authority; and

WHEREAS, based on the administrative demands of the Five Cities Fire Authority, the Board desires to approve the revised job description for the permanent part time position of Office Assistant II; and

WHEREAS, the Board deems it to be in the best interest of the Five Cities Fire Authority to approve a new job description.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Five Cities Fire Authority that the position of Permanent Part Time Office Assistant II be approved and a new job description adopted as reflected in the attached Exhibit A with a salary range of \$18.17 - \$21.03 per hour.

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 by the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing Resolution was passed and adopted at the special meeting of the Board of the Five Cities Fire Authority, this 15th day of October, 2021.

**RESOLUTION NO. 2021-11
PAGE 2**

KEITH STORTON, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD

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. 2021-11 is a true, full, and correct copy of said Resolution passed and adopted at the meeting of the Board of the Five Cities Fire Authority on the 15th day of October, 2021.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 15th day of October, 2021.

TRICIA MEYERS, CLERK TO THE BOARD

**FIVE CITIES FIRE AUTHORITY
OFFICE ASSISTANT II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide general office assistance in support of an assigned function; to perform a variety of clerical, secretarial and administrative tasks; to provide information to citizens and the general public; and to create and maintain a variety of records and files.

This position performs complex secretarial and administrative duties and provides support to the Administrative Assistant with a variety of administrative and office details. This position has in-depth knowledge of the structure and functions of the Five Cities Fire Authority ("Authority") and is able to exercise independent judgment under the supervision of the Administrative Assistant.

SUPERVISION RECEIVED

Receives general supervision from the Administrative Assistant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Answers multi-line telephones and routes calls to appropriate personnel; provide information on Authority policies and procedures as required.
2. Receives and screens a variety of visitors and, where appropriate, refers the visitors to other staff members or may personally provide information on policies and procedures.
3. Maintains accurate and up-to-date files and records for assigned areas; monitor various logs, accounts and files for current and accurate information.
4. Receives, sorts and distributes incoming and outgoing mail and correspondence; copy and distribute as requested.
5. Compiles data and prepares various reports.
6. Operates a variety of office equipment including a copier, computer, printer and scanner.
7. Maintains inventory of forms, office supplies and other general supplies for the Authority's three fire stations; order supplies as needed.
8. Assists Fire Chief/Public Information Officer with social media messaging and web site changes.
9. Performs administrative tasks in support of the Administrative Assistant, Chief Officers and the Department Operations Center (DOC).
10. Prepares timesheets and payroll documents and ensures correct and timely processing.
11. Prepares invoices for payment and ensures correct and timely processing.
12. Schedules public education requests and keeps calendars and staff informed.
13. Assists in planning various events, workshops, or meetings.
14. Works independently, using sound judgment in making decisions, and maintaining confidentiality at all times.

**FIVE CITIES FIRE AUTHORITY
OFFICE ASSISTANT II
Page 2**

15. Competently uses a variety of office equipment, computers and software programs, the Internet and E-mail necessary to complete assigned duties.
16. Records and transcribes minutes from meetings as assigned.
17. Responds to requests for information from the public or legal entities in a timely and professional manner. Follows legal and HIPPA guidelines in releasing confidential or sensitive information, ensuring release only to authorized parties.
18. Maintains cooperative relationships with staff, members of private and other public agencies, and members of the public.
19. Consistently demonstrates exemplary courtesy, initiative, diligence, truthfulness, attention to duty and observance of proper personal discipline in accordance with the Authority's standards.
20. Participates in training exercises and classes as directed.
21. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic principles and procedures of filing
- Basic principles and procedures of record keeping
- English usage, spelling, grammar and punctuation
- Principles of business letter writing and basic report preparation
- Modern office methods and procedures, office equipment, computers and supporting word processing, spreadsheet, E-mail, incident reporting and financial software applications
- Records management principles and practices
- Customer service principles
- Basic budgeting and mathematical principles
- Relevant Federal, State, and local laws, codes and regulations
- Authority organization, policies and procedures, activities and programs
- Fire service Incident Command System (ICS) and National Incident Management System (NIMS) principles and practices
- Emergency services and planning principles
- Social media platforms and basic website design

Ability to:

- Screen mail, telephone calls and visitors
- Use Internet and E-mail
- Correctly interpret and apply Authority policies and procedures
- Perform general clerical work including maintaining files and compiling information for reports
- Enter data on a computer at a speed necessary for successful job performance
- Effectively respond to requests and inquiries from the general public
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Work independently in the absence of supervision
- Assist in developing and administering Fire Authority goals, objectives and procedures
- Remain calm under stressful situations
- Assist and track grant funding applications, related work programs, and reporting
- Assist with Authority Programs such as the Annual Weed Abatement Program, Fourth of July Fireworks, Fire Prevention and Public Education

**FIVE CITIES FIRE AUTHORITY
OFFICE ASSISTANT II
Page 3**

- Interpret and apply Federal, State and local policies, laws and regulations
- Perform advanced and confidential administrative tasks involving the use of judgment and requiring accuracy and speed
- Prepare invoices and track expenditures
- Multi-task and efficiently prioritize those tasks
- Develop and maintain various spreadsheets
- Compose clear and concise memoranda and correspondence
- Operate office equipment including computers and supporting word processing, spreadsheet, E-mail, incident reporting and financial software applications
- Establish and maintain harmonious and effective working relationships with a wide variety of people that include elected officials, Authority management, Authority employees, outside public agencies, media and the general public
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible administrative and/or secretarial work experience; Experience working in the fire service in an administrative capacity is highly desirable.

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business or a related field.

Licenses or Certificates:

Possession of, or ability to obtain, a valid California driver's license.

Possession of or ability to obtain within six (6) months, Incident Command System (ICS) and National Incident Management System (NIMS) certifications.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens; contact with the general public and other agencies; exposure to loud noises. Must be able to work after normal business hours, weekends and holidays when reasonably necessary.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; light lifting or carrying; extensive use of computer; near visual acuity to prepare and review correspondence and a variety of other documents.