

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, JANUARY 21, 2022–9:00 A.M.

In compliance with AB361 and the Declaration of Emergency dated March 4, 2020, issued by the Governor of the State of California declaring the existence of an emergency relating to the COVID-19 Pandemic, acknowledged by the Board of Directors of the Five Cities Fire Authority, public meetings are currently Teleconference Meetings Only to align with local and federal guidelines and social distancing recommendations for the containment of the coronavirus. 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 of the Board at tmeyers@fivecitiesfire.org at any time during the agenda item, but prior to the close of public comments. Timely submitted 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

ROTATION OF OFFICERS

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:

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- 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 October 15, 2021.
2. **Consideration of Cash Disbursement Activity**(LIEBERMAN)
Recommended Action: Receive and file the listing of cash disbursements for the period of October 1 to December 31, 2021.
3. **Consideration of Adoption of Findings Related to AB 361 (Virtual Meetings)**
(LIEBERMAN)
Recommended Action: It is recommended the Board adopt the newly promulgated required findings with respect to the Five Cities Fire Authority continued utilization of teleconferencing.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

- a. **Consideration of Adopting a Resolution Authorizing the Reclassification of the Administrative Assistant/Clerk to the Board Position**(LIEBERMAN)
Recommended Action: Adopt a Resolution authorizing the reclassification of the current Administrative Assistant/Clerk to the Board position to the title of Administrative Operations Manager/Clerk to the Board and approve a budget appropriation.
- b. **Consideration of Approval of Resolution Affirming Eligibility to Receive COVID-19 Expenditure Reimbursement from the California Office of Emergency Services**(LIEBERMAN)
Recommended Action: Adopt a Resolution to direct the Fire Chief to submit needed documents for reimbursement.

c. Consideration of Acceptance of Donation for an Emergency Medical Services Training Manikin(LIEBERMAN)

Recommended Action: Adopt a Resolution accepting a grant award in the amount of \$5,541.98 for the purchase of a needed Emergency Medical Services training manikin.

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, Gov. Code Section 54957**
Position: Fire Chief/Executive Officer

- b. **Public Employee Performance Evaluation, Gov. Code Section 54957**
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

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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.



This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agendas are posted at the Arroyo Grande City Hall, 300 E. Branch Street, Arroyo Grande, Headquarters ~ Station 1, 140 Traffic Way, Arroyo Grande, the Grover Beach City Hall, 154 S. 8th Street, Grover Beach, Station 2, 701 Rockaway Avenue, Grover Beach, and Oceano Community Services District, 1655 Front Street, Oceano.

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, OCTOBER 15, 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:

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

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

COMMUNITY COMMENTS AND SUGGESTIONS:

None.

CONSENT AGENDA:

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

1. Consideration of Approval of Minutes.

Action: Approved the minutes of the Board Meeting on September 17, 2021

2. 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.

3. Consideration of a Resolution Approving a Revised Job Description for the Office Assistant II Position.

Action: Adopted a Resolution approving revised job description for the Office Assistant II position.

PUBLIC HEARINGS:

None.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

None.

BOARD MEMBER ITEMS:

None.

GENERAL COUNSEL ITEMS:

None.

FIRE CHIEF ITEMS:

- a. Chief Lieberman reported that Five Cities Fire Authority(FCFA) sent an Engine Company and a Strike Team Leader for an immediate need request to the Alisal Fire.
- b. Chief Lieberman presented the Cost and Data Analysis report to the Grover Beach City Council.
- c. FCFA secured a 2008 Ford Escape Hybrid through the Federal Excess Property Program at no cost. Chief Lieberman thanked Engineer Joe Silva and Engineer Joe Rawson for their diligence in securing this vehicle.
- d. Delivery time for the new utility truck has been delayed.
- e. The FCFA Firefighter candidate is going through the background process, with a start date after the holidays.
- f. Annual evaluations are coming up for Chief Lieberman and General Counsel.

BOARD COMMUNICATIONS:

Board Member White asked if staff is challenged with multiple calls to the same locations. Chief Lieberman discussed the steps that staff takes if requests for service are increasing at a particular location.

CLOSED SESSION:

None.

ADJOURNMENT:

Chair Storton adjourned the meeting at 10:12 a.m.

JEFF LEE, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 21, 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 October 1 through December 31, 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 \$1,490,957.15 fiscal impact that includes the following items:

- Accounts Payable Checks:

October	\$ 95,373.12
November	44,005.59
December	70,317.29

- Payroll and Benefit Checks:

October	\$ 396,231.23
November	382,331.13
December	502,698.79

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

1. October 1 through October 31, 2021 Accounts Payable Register
2. November 1 through November 30, 2021 Accounts Payable Register
3. December 1 through December 31, 2021 Accounts Payable Register
4. October 1 through October 31, 2021 Payroll and Check Register
5. November 1 through November 30, 2021 Payroll and Check Register
6. December 1 through December 31, 2021 Payroll and Check Register

PREPARED BY

Stephen C. Lieberman, Fire Chief

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
OCTOBER 1 - 31, 2021

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Last Name
1	10/15/2021	7940	\$ 156.70	ARGON/OXYGEN CYLINDER RENTAL	290.4211.5303	SEAN AIRGAS USA, LLC
2	10/15/2021	7941	148.24	(2) PELICAN FLASHLIGHTS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
3	10/15/2021	7942	246.40	SHOP SUPPLIES-RENTAL MOPS,MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
4	10/15/2021	7943	749.97	BAN#9391033185 PHONE LINES 8/25-9/24	290.4211.5403	AT&T
5	10/15/2021	7943	173.92	BAN#9391033179 STN 3 CIRCUIT CHARGES	290.4211.5403	AT&T
6	10/15/2021	7943	173.92	BAN#9391033178 STN 2 CIRCUIT CHARGES	290.4211.5403	AT&T
7	10/15/2021	7944	278.68	AMAZON-LEAF BLOWER	290.4211.5273	BANK OF AMERICA
8	10/15/2021	7944	76.10	AUTOZONE-VEHICLE MAINTENANCE	290.4211.5601	BANK OF AMERICA
9	10/15/2021	7944	(82.64)	CREDIT RETURN-AIR FILTER SLO AUTO	290.4211.5601	BANK OF AMERICA
10	10/15/2021	7944	82.83	AIR FILTER-STOCKTON AUTO PARTS	290.4211.5601	BANK OF AMERICA
11	10/15/2021	7944	34.28	NAPA-FILTER	290.4211.5601	BANK OF AMERICA
12	10/15/2021	7944	51.66	OIL CHG AVENGER-TAHOE QUIK LUB	290.4211.5601	BANK OF AMERICA
13	10/15/2021	7944	90.54	MASTERTECH AUTO-REPAIR DOOR HA	290.4211.5601	BANK OF AMERICA
14	10/15/2021	7944	290.68	VEHICLE REPAIR-STRIKE TEAM SIL	290.4211.5601	BANK OF AMERICA
15	10/15/2021	7944	26.94	NAPA- VEHICLE MAINT	290.4211.5601	BANK OF AMERICA
16	10/15/2021	7944	128.50	(3) SMOG TESTS	290.4211.5601	BANK OF AMERICA
17	10/15/2021	7944	38.61	HARBOR FRT-VEHICLE MAINT	290.4211.5601	BANK OF AMERICA
18	10/15/2021	7944	50.36	AMERIZON MOTOROLA BATTERY	290.4211.5603	BANK OF AMERICA
19	10/15/2021	7944	137.50	COMFORT INN-LODGING	290.4211.5512	BANK OF AMERICA
20	10/15/2021	7944	107.04	AMAZON (3) OTTERBOX TABLET CASE	290.4211.5702	BANK OF AMERICA
21	10/15/2021	7944	19.00	USPS-POSTAGE	290.4211.5208	BANK OF AMERICA
22	10/15/2021	7944	107.02	CVS-COVID TESTS	290.4211.5508	BANK OF AMERICA
23	10/15/2021	7944	160.14	STRIKE TEAM FUEL	290.4211.5608	BANK OF AMERICA
24	10/15/2021	7944	123.24	FUEL-EXXON	290.4211.5608	BANK OF AMERICA
25	10/15/2021	7944	99.04	FUEL-STRIKE TEAM 3RD BASE MKT	290.4211.5608	BANK OF AMERICA
26	10/15/2021	7944	215.81	STRIKE TEAM FUEL-SHELL, CHEVRON	290.4211.5608	BANK OF AMERICA
27	10/15/2021	7944	300.20	FUEL-STRIKE TEAM, LOVES, VALERO	290.4211.5608	BANK OF AMERICA
28	10/15/2021	7944	93.28	FUEL-CHEVRON	290.4211.5608	BANK OF AMERICA
29	10/15/2021	7944	99.00	FENIEX IND-CHEVY TAHOE CONVERTER	290.4211.6301	BANK OF AMERICA
30	10/15/2021	7944	21.83	FREIGHT	290.4211.6301	BANK OF AMERICA
31	10/15/2021	7944	158.79	OFFICE SUPPLIES-OFFICE DEPOT.	290.4211.5201	BANK OF AMERICA
32	10/15/2021	7944	26.88	AMAZON-CARDS	290.4211.5201	BANK OF AMERICA
33	10/15/2021	7944	14.99	ZOOM	290.4211.5403	BANK OF AMERICA
34	10/15/2021	7944	19.90	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
35	10/15/2021	7944	35.00	CALL IN STUDIO	290.4211.5403	BANK OF AMERICA
36	10/15/2021	7944	0.99	CHIEF'S IPHONE STORAGE	290.4211.5607	BANK OF AMERICA
37	10/15/2021	7944	20.00	SQUARESPACE DOMAIN RENEWAL	290.4211.5607	BANK OF AMERICA
38	10/15/2021	7944	24.83	STRIKE TEAM MEALS	290.4211.5255	BANK OF AMERICA
39	10/15/2021	7944	128.47	STRIKE TEAM SUPPLIES-WALMART	290.4211.5255	BANK OF AMERICA

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
OCTOBER 1 - 31, 2021

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Last Name
40	10/15/2021	7944	\$ 45.24	AMAZON-(2) PERSONAL DISTRESS LIGHT	290.4211.5255	BANK OF AMERICA
41	10/15/2021	7944	1,763.85	MATRESSES-STN 1	290.4211.5255	BANK OF AMERICA
42	10/15/2021	7944	1,846.43	NW RESCUE SUPPLY-WETSUIT, DRY-SUIT, GLOVES	290.4211.5255	BANK OF AMERICA
43	10/15/2021	7944	1,329.94	BURTON'S FIRE-FOAM	290.4211.5255	BANK OF AMERICA
44	10/15/2021	7945	204.98	ACCT#8245100960252290 -STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
45	10/15/2021	7945	118.58	ACCT#8245101000202519 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
46	10/15/2021	7945	93.72	ACCT#82451010116287 STN 3 TV	290.4211.5401	CHARTER COMMUNICATIONS
47	10/15/2021	7946	870.84	AZTEK PULLEY RIGGING SYSTEM-ROPE RESCUE	290.4211.5255	L N CURTIS & SONS
48	10/15/2021	7947	2,467.50	INSTALL EMERGENCY EQUIPMENT-TAHOE	290.4211.6301	DRIVE CUSTOMS
49	10/15/2021	7948	1,432.63	STRIKE TEAM TRAVEL-P FERGUSON	290.4211.5512	EAN SERVICES LLC
50	10/15/2021	7949	33.68	SHIPPING CHRGS	290.4211.5208	FEDEX
51	10/15/2021	7950	1,778.38	PG&E COSTS-STN 2 8/20-9/20	290.4211.5401	CITY OF GROVER BEACH
52	10/15/2021	7951	888.00	09/21 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
53	10/15/2021	7952	1,499.24	FUEL	290.4211.5608	JB DEWAR, INC
54	10/15/2021	7953	323.26	CALDOR FIRE-REIMB TRAVEL COSTS	290.4211.5512	MIKE LOPRESTI
55	10/15/2021	7954	866.00	HAZ MAT TEAM PHYSICAL-QUINLAN	290.4211.5315	MEDSTOP URGENT CARE CENTERS
56	10/15/2021	7955	1.61	SPLINE SCREW	290.4211.5273	MINER'S ACE HARDWARE, INC
57	10/15/2021	7955	75.35	RIT BAG-BATTALION VEHICLE	290.4211.5255	MINER'S ACE HARDWARE, INC
58	10/15/2021	7955	8.90	NOZZLE THREAD TIP, HOSE MEND	290.4211.5604	MINER'S ACE HARDWARE, INC
59	10/15/2021	7956	3,750.00	10/21-12/21 FIRE STN #3 RENT	290.4211.5553	OCEANO COMMUNITY SERVICES
60	10/15/2021	7957	732.84	BATTERIES	290.4211.5255	RETAIL ACQUISITION & DEV., INC
61	10/15/2021	7958	42.13	STRIKE TEAM REIMBURSEMENT-SAW	290.4211.5273	MARK SEARBY
62	10/15/2021	7958	8.01	STRIKE TEAM REIMBURSEMENT-MEAL	290.4211.5512	MARK SEARBY
63	10/15/2021	7958	101.09	STRIKE TEAM REIMBURSEMENT-FUEL	290.4211.5608	MARK SEARBY
64	10/15/2021	7958	18.44	STRIKE TEAM REIMBURSEMENT-SHARPIES, CHALK	290.4211.5201	MARK SEARBY
65	10/15/2021	7959	199.84	GAS SERVICES-STN 1 8/24-9/24	290.4211.5401	SOCAL GAS
66	10/15/2021	7960	3,889.70	REPAIRS TO 6661	290.4211.5601	SOUTH COAST EMERGENCY
67	10/15/2021	7960	3,711.68	REPAIRS TO 6692	290.4211.5601	SOUTH COAST EMERGENCY
68	10/15/2021	7961	50.09	STERI-SAFE COMPLIANCE-HAZARDOUS DRUG DISP	290.4211.5303	STERICYCLE INC.
69	10/15/2021	7962	108.92	08/21 SHIFT SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
70	10/15/2021	7962	108.92	SHIFT SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
71	10/29/2021	7963	78.00	STN 2-SVC CALL FOR OVEN REPAIR	290.4211.5303	805 APPLIANCE REPAIR
72	10/29/2021	7964	559.22	OXYGEN-20 CYLINDERS	290.4211.5303	AIRGAS USA, LLC
73	10/29/2021	7964	161.16	OXYGEN CYLINDER	290.4211.5303	AIRGAS USA, LLC
74	10/29/2021	7965	388.24	HENSLEY-THOROGOOD BUNKER BOOTS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
75	10/29/2021	7966	266.11	SHOP SUPPLIES-RENTAL MATS,MOPS	290.4211.5303	ARAMARK UNIFORM SERVICES
76	10/29/2021	7967	51,652.80	03/21 WC ALLOCATION CORRECTION	290.0000.2002	CITY OF ARROYO GRANDE
77	10/29/2021	7968	33.34	CIRCUIT LINE TO PD	290.4211.5403	AT & T
78	10/29/2021	7969	326.10	IPAD WIRELESS CHRGS 9/12-10/11	290.4211.5403	AT&T MOBILITY

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
OCTOBER 1 - 31, 2021

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Last Name
79	10/29/2021	7970	\$ 108.09	U6631 OIL CHANGE	290.4211.5601	CAR SERVICE CENTER, INC
80	10/29/2021	7971	30.00	CCFPA ANNUAL MEMBERSHIP DUES	290.4211.5503	CENTRAL COAST FIRE PREVASSOC
81	10/29/2021	7972	204.98	ACCT#82451010138133 STN 3 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
82	10/29/2021	7972	93.72	ACCT#82451010116287 STN 3 TV	290.4211.5401	CHARTER COMMUNICATIONS
83	10/29/2021	7972	204.98	ACCT#8245101000239800 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
84	10/29/2021	7972	211.41	ACCT#8245100960102339 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
85	10/29/2021	7972	118.58	ACCT#8245101000202519 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
86	10/29/2021	7973	276.40	BIV VALVE REBUILD KIT	290.4211.5601	L N CURTIS & SONS
87	10/29/2021	7973	155.59	REFLECTIVE RIT LINE FT/CARABINER	290.4211.5255	L N CURTIS & SONS
88	10/29/2021	7974	1,900.00	ELITE EMS MAPPING, CAD SUPPORT	290.4211.5607	IMAGETREND, INC
89	10/29/2021	7975	2,035.22	FUEL	290.4211.5608	JB DEWAR, INC
90	10/29/2021	7976	91.35	REIMBURSE-SAFETY/RESCUE GEAR	290.4211.5255	MCMAHON
91	10/29/2021	7977	14.31	PADLOCK	290.4211.5605	MINER'S ACE HARDWARE, INC
92	10/29/2021	7977	19.37	LASHING STRAP FOR CHEVY TAHOE	290.4211.6301	MINER'S ACE HARDWARE, INC
93	10/29/2021	7977	60.32	PUSH BROOMS FOR FIRE APPARATUS	290.4211.5255	MINER'S ACE HARDWARE, INC
94	10/29/2021	7977	32.31	TIEDOWN FOR 6600	290.4211.5255	MINER'S ACE HARDWARE, INC
95	10/29/2021	7978	1,508.35	ELECTRIC-STN 1 9/15-10/13	290.4211.5401	PACIFIC GAS & ELECTRIC CO
96	10/29/2021	7979	125.00	REIMBURSE CPR/BLS RENEWAL COURSE	290.4211.5501	JOHN PENNER
97	10/29/2021	7980	296.63	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
98	10/29/2021	7980	75.53	CLEANING SUPPLIES-STN 2	290.4211.5604	PROCARE JANITORIAL SUPPLY
99	10/29/2021	7981	78.08	(2) SHIRTS & EMBROIDERY-ADMIN	290.4211.5276	R & T EMBROIDERY, INC
100	10/29/2021	7982	200.00	FY21/22 TRAINING OFFICER DUES	290.4211.5503	SLO CTY TRAINING OFFICERS ASSO
101	10/29/2021	7983	104.17	GAS SERVICES-STN 2 9/13-10/14	290.4211.5401	SOCALGAS
102	10/29/2021	7984	210.56	REPAIRS TO 6661	290.4211.5601	SOUTH COAST EMERGENCY
103	10/29/2021	7985	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
104	10/29/2021	7986	576.98	(14) PHONE LINES 9/19-10/18	290.4211.5403	VERIZON WIRELESS
			\$ 95,373.12			

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

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Last Name
1	11/16/2021	7987	\$ 13.50	PASSPORT NAMETAGS-RAWSON	290.4211.5255	ADVANCE MARKING SYSTEMS
2	11/16/2021	7987	4.99	FREIGHT	290.4211.5255	ADVANCE MARKING SYSTEMS
3	11/16/2021	7988	161.09	ARGON/OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
4	11/16/2021	7989	231.02	STRUCTURE GLOVES-HENSLEY	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
5	11/16/2021	7989	88.50	BULLARD FULL BRIM BRUSH HELMET	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
6	11/16/2021	7990	266.11	SHOP SUPPLIES-RENTAL MOPPS, MAT	290.4211.5303	ARAMARK UNIFORM SERVICES
7	11/16/2021	7991	340.78	WATER-140 TRAFFIC WAY 8/19-10/17	290.4211.5401	CITY OF ARROYO GRANDE
8	11/16/2021	7991	18.39	WATER-HYDRANT	290.4211.5401	CITY OF ARROYO GRANDE
9	11/16/2021	7991	126.76	WATER-IRRIGATION 8/19-10/17	290.4211.5401	CITY OF ARROYO GRANDE
10	11/16/2021	7992	747.38	BAN#9391033185-PHONE LINES 9/2	290.4211.5403	AT&T
11	11/16/2021	7992	173.92	BAN#9391033178-CIRCUIT CHRGS	290.4211.5403	AT&T
12	11/16/2021	7992	173.92	BAN#9391033179 CIRCUIT CHRGS	290.4211.5403	AT&T
13	11/16/2021	7993	748.29	YRC FRT-SHIPING FOR PPE SUPPLIES	290.4211.5208	BANK OF AMERICA
14	11/16/2021	7993	66.10	FREIGHT	290.4211.5272	BANK OF AMERICA
15	11/16/2021	7993	15.50	USPS-SHIPING	290.4211.5208	BANK OF AMERICA
16	11/16/2021	7993	12.22	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
17	11/16/2021	7993	626.28	STRIKE TEAM MEALS	290.4211.5512	BANK OF AMERICA
18	11/16/2021	7993	174.42	FUEL	290.4211.5608	BANK OF AMERICA
19	11/16/2021	7993	7.40	VONS-WATER	290.4211.5512	BANK OF AMERICA
20	11/16/2021	7993	225.97	WARNING LIGHT FOR USAR 2-AMAZON	290.4211.5601	BANK OF AMERICA
21	11/16/2021	7993	4.86	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
22	11/16/2021	7993	107.74	AMAZON-EXTERNAL HARDDRIVE	290.4211.5702	BANK OF AMERICA
23	11/16/2021	7993	90.08	AMAZON-PUBLIC EDUC SUPPLIES	290.4211.5504	BANK OF AMERICA
24	11/16/2021	7993	9.91	AMAZON-OFFICE SUPPLIES-MARKERS	290.4211.5201	BANK OF AMERICA
25	11/16/2021	7993	18.85	AMAZON-CARGO NET FOR TAHOE	290.4211.5601	BANK OF AMERICA
26	11/16/2021	7993	74.74	HELMET SHIELD	290.4211.5272	BANK OF AMERICA
27	11/16/2021	7993	44.25	WEDGE-IT 6612 RIT BAG	290.4211.5272	BANK OF AMERICA
28	11/16/2021	7993	105.56	LA RESCUE RIT BAG	290.4211.5272	BANK OF AMERICA
29	11/16/2021	7993	250.00	CA PARAMEDIC LICENSE-HUGHEY	290.4211.5501	BANK OF AMERICA
30	11/16/2021	7993	35.00	CALL IN STUDIO	290.4211.5403	BANK OF AMERICA
31	11/16/2021	7993	14.99	ZOOM	290.4211.5403	BANK OF AMERICA
32	11/16/2021	7993	220.00	CENTRAL COAST SPRING-ALIGNMENT	290.4211.5601	BANK OF AMERICA
33	11/16/2021	7993	130.43	2008 ESCAPE-OIL CHG ROTATE TIRES	290.4211.5601	BANK OF AMERICA
34	11/16/2021	7993	158.02	WEATHERTECH TRUNK LINER-TAHOE	290.4211.5601	BANK OF AMERICA
35	11/16/2021	7993	372.98	HOME DEPOT-SPECIAL DEPT SUPPLIES	290.4211.5255	BANK OF AMERICA
36	11/16/2021	7993	17.23	AMAZON-LOCK	290.4211.5273	BANK OF AMERICA
37	11/16/2021	7993	0.99	APPLE COM-CHIEF'S IPHONE STORAGE	290.4211.5607	BANK OF AMERICA
38	11/16/2021	7993	165.02	OFFICE DEPOT-OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
39	11/16/2021	7993	368.61	MASERTECH AUTO 2006 EXPEDITION	290.4211.5601	BANK OF AMERICA

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40	11/16/2021	7993	\$ 103.67	AMAZON-MISC TRAINING SUPPLIES	290.4211.5501	BANK OF AMERICA
41	11/16/2021	7993	465.43	SCUBA CTR, SCUBA.COM EQUIPMENT	290.4211.5255	BANK OF AMERICA
42	11/16/2021	7993	139.98	TACTICAL FITNESS-SWIMMERS MASK	290.4211.5255	BANK OF AMERICA
43	11/16/2021	7993	7.28	ALBERTSONS TRAVEL MEAL	290.4211.5512	BANK OF AMERICA
44	11/16/2021	7993	679.74	TRAVEL LODGING	290.4211.5512	BANK OF AMERICA
45	11/16/2021	7993	131.02	FUEL	290.4211.5608	BANK OF AMERICA
46	11/16/2021	7993	212.82	TRAVEL MEALS	290.4211.5512	BANK OF AMERICA
47	11/16/2021	7993	571.20	TRAINING-LODGING	290.4211.5512	BANK OF AMERICA
48	11/16/2021	7993	105.73	VISALIA BUICK-JTV BELT	290.4211.5601	BANK OF AMERICA
49	11/16/2021	7993	103.58	TIRE REPAIR	290.4211.5601	BANK OF AMERICA
50	11/16/2021	7993	81.77	ACCESS. PARTNERS-SHOCK EXTENDERS	290.4211.5601	BANK OF AMERICA
51	11/16/2021	7993	43.96	RUGGED RADIOS-HEADSET	290.4211.5606	BANK OF AMERICA
52	11/16/2021	7994	9.90	LICENSE FRAME-6600	290.4211.5601	CARQUEST AUTO PARTS
53	11/16/2021	7994	34.62	WINDSHIELD WIPERS	290.4211.5601	CARQUEST AUTO PARTS
54	11/16/2021	7995	204.98	ACCT#8245100960252290 -STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
55	11/16/2021	7996	111.10	10/21 PROF LEGAL SVCS	290.4211.5303	DANER LAW FIRM APLC
56	11/16/2021	7997	573.60	BILL REF#60004770531-STRIKE TEAM	290.4211.5512	EAN SERVICES LLC
57	11/16/2021	7998	2,881.50	10/21 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
58	11/16/2021	7999	1,930.11	FUEL	290.4211.5608	JB DEWAR, INC
59	11/16/2021	7999	886.86	FUEL	290.4211.5608	JB DEWAR, INC
60	11/16/2021	7999	18.52	FILTERS	290.4211.5601	JB DEWAR, INC
61	11/16/2021	8000	12.91	CASTER STEM (2)	290.4211.5255	MINER'S ACE HARDWARE, INC
62	11/16/2021	8000	45.23	RADIO INSTALLATION SUPPLIES	290.4211.5606	MINER'S ACE HARDWARE, INC
63	11/16/2021	8001	510.40	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
64	11/16/2021	8001	268.97	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
65	11/16/2021	8002	35.00	REIMBURSE-BLS INSTRUCTOR ESSENTIALS	290.4211.5501	PAUL QUINLAN
66	11/16/2021	8002	125.00	REIMBURSE-BLS INSTRUCTOR	290.4211.5501	PAUL QUINLAN
67	11/16/2021	8003	1,973.84	TIRES FOR 2010 CHEVY SILVERADO	290.4211.5601	SANTA MARIA TIRE, INC
68	11/16/2021	8004	63.00	EMT RECERTIFICATION-SEARBY	290.4211.5501	SLO COUNTY EMS AGENCY
69	11/16/2021	8005	254.43	GAS SERVICES STN 1 9/24-10/26	290.4211.5401	SOCALGAS
70	11/16/2021	8006	6,757.43	REPAIRS TO 6693	290.4211.5601	SOUTH COAST EMERGENCY
71	11/16/2021	8007	193.31	STERISAFE COMPLIANCE-OSHA QTRLY	290.4211.5303	STERICYCLE INC.
72	11/16/2021	8008	108.92	MONTHLY SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
73	11/16/2021	8009	520.00	DESIGN & FABRICATE TRUCK STEPS	290.4211.5601	TAYLOR'D METAL CO.
74	11/16/2021	8009	413.00	WELD ALUMINUM DIAMOND PLATE	290.4211.5601	TAYLOR'D METAL CO.
75	11/24/2021	8010	266.11	SHOP SUPPLIES-RENTAL-MOPS, MAT	290.4211.5303	ARAMARK UNIFORM SERVICES
76	11/24/2021	8011	33.34	CIRCUIT LINE TO AGPD	290.4211.5403	AT & T
77	11/24/2021	8012	40.00	PEST CONTROL-STN 2	290.4211.5605	AUTHORIZED PEST CONTROL
78	11/24/2021	8012	40.00	PEST CONTROL-STN 3	290.4211.5605	AUTHORIZED PEST CONTROL

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Line	Check Date	Check #	Amount	Description	Acct #	Vendor Last Name
79	11/24/2021	8013	8,252.00	ACTUARIAL CONSULTING SVCS-CALPERS	290.4211.5303	BARTEL ASSOCIATES, LLC
80	11/24/2021	8014	53.34	BUSINESS CARDS-RAWSON	290.4211.5306	BOONE PRINTING & GRAPHICS INC
81	11/24/2021	8015	204.98	ACCT#82451010138133-STN 3 IN	290.4211.5401	CHARTER COMMUNICATIONS
82	11/24/2021	8015	204.98	ACCT#8245101000239800, STN 2 I	290.4211.5401	CHARTER COMMUNICATIONS
83	11/24/2021	8016	2,955.19	MOBILE RED RACK SYSTEMS-TURNOUTS	290.4211.5603	L N CURTIS & SONS
84	11/24/2021	8016	3,636.56	AIR LIFTING BAGS	290.4211.5603	L N CURTIS & SONS
85	11/24/2021	8016	30.06	SUPERFLEX KNEE PADS	290.4211.5255	L N CURTIS & SONS
86	11/24/2021	8017	374.29	USB PORTAL-DASHBOARD MOUNT	290.4211.5601	LEHR AUTO ELECTRIC
87	11/24/2021	8018	79.68	BAR FLATS/SQ TUBE-6637	290.4211.5601	MINER'S ACE HARDWARE, INC
88	11/24/2021	8018	4.27	FASTENERS-6637	290.4211.5601	MINER'S ACE HARDWARE, INC
89	11/24/2021	8018	3.84	FASTENERS-6637	290.4211.5601	MINER'S ACE HARDWARE, INC
90	11/24/2021	8018	86.99	HOSE CABINET	290.4211.5605	MINER'S ACE HARDWARE, INC
91	11/24/2021	8018	6.94	STENCIL KIT	290.4211.5255	MINER'S ACE HARDWARE, INC
92	11/24/2021	8019	198.03	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
93	11/24/2021	8020	544.38	RATCHET TOOL, RIGHT ANGLE DRILL	290.4211.5273	SNAP-ON INDUSTRIAL
			\$	44,005.59		

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1	12/03/2021	8021	\$ 1,198.07	BOOTS, HELMETS, GOGGLES-FOX	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
2	12/03/2021	8022	266.11	SHOP SUPPLIES-RENTAL MOPS, MAT	290.4211.5303	ARAMARK UNIFORM SERVICES
3	12/03/2021	8023	326.10	IPAD WIRELESS CHRGS 10/12-11/11	290.4211.5403	AT&T MOBILITY
4	12/03/2021	8024	22.59	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
5	12/03/2021	8024	226.28	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
6	12/03/2021	8025	211.41	ACCT#8245100960102339 STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
7	12/03/2021	8026	249.40	UTILITIES-WATER STN 2	290.4211.5401	CITY OF GROVER BEACH
8	12/03/2021	8027	165.00	BLS PROVIDER CARDS-15	290.4211.5501	HELPING HAND HEALTH EDUCATION
9	12/03/2021	8027	88.00	BLS PROVIDER CARDS- 8	290.4211.5501	HELPING HAND HEALTH EDUCATION
10	12/03/2021	8027	11.00	BLS PROVIDER CARD-1	290.4211.5501	HELPING HAND HEALTH EDUCATION
11	12/03/2021	8028	250.00	REIMBURSE REGISTRATION FEE-RESCUE	290.4211.5501	STEVEN HENSLEY
12	12/03/2021	8029	840.00	NFPA PHYSICAL-HUNT	290.4211.5315	INDUSTRIAL MEDICAL GROUP
13	12/03/2021	8030	1,721.07	FUEL	290.4211.5608	JB DEWAR, INC
14	12/03/2021	8031	138.67	VEHICLE RESTOCK	290.4211.5601	LAWSON PRODUCTS, INC
15	12/03/2021	8031	1,601.19	VEHICLE RESTOCK	290.4211.5601	LAWSON PRODUCTS, INC
16	12/03/2021	8031	49.91	CREDIT RETURN-VEHICLE RESTOCK	290.4211.5601	LAWSON PRODUCTS, INC
17	12/03/2021	8032	40.91	BULB, SOCKET	290.4211.5604	MIMER'S ACE HARDWARE, INC
18	12/03/2021	8033	5,006.40	2021 HOSE TESTING SVC (17880 FT)	290.4211.5303	NATIONAL HOSE TESTING SPEC INC
19	12/03/2021	8034	1,441.97	ELECTRIC-STN 1 10/14-11/12	290.4211.5401	PACIFIC GAS & ELECTRIC CO
20	12/03/2021	8035	1,509.23	TIRES FOR E2	290.4211.5601	SANTA MARIA TIRE, INC
21	12/03/2021	8036	250.00	REIMBURSE REGISTRATION FEE-RESCUE	290.4211.5501	JOE A SILVA, JR
22	12/03/2021	8037	134.94	GAS SERVICES-STN 2 10/14-11/15	290.4211.5401	SOCAL GAS
23	12/03/2021	8038	4,217.36	REPAIRS TO 6691	290.4211.5601	SOUTH COAST EMERGENCY
24	12/03/2021	8039	579.80	TURNOUT CLEANING & REPAIRS	290.4211.5272	TURNOUT MAINTENANCE CO LLC
25	12/03/2021	8040	576.73	ACCT#670854297-00001	290.4211.5403	VERIZON WIRELESS
26	12/03/2021	8041	107.68	COBRA SINGLE LAYER BELT	290.4211.5272	WOLFPACK GEAR INC
27	12/16/2021	8042	615.09	SVC TO PLYMOVENT -STN 1	290.4211.5303	AIR EXCHANGE INC
28	12/16/2021	8043	156.70	ARON/OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
29	12/16/2021	8044	120.88	PHENIX TC1 HELMET SUSPENSION	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
30	12/16/2021	8044	60.56	PHENIX TECH BROW PAD	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
31	12/16/2021	8045	956.56	MISC SUPPLIES-LAUNDRY PRODUCTS	290.4211.5604	AQUA SYSTEMS, INC
32	12/16/2021	8046	173.92	BAN#9391033178 STN 2 CIRCUIT CHARGES	290.4211.5403	AT&T
33	12/16/2021	8046	173.92	BAN#9391033179 STN 3 CIRCUIT CHARGES	290.4211.5403	AT&T
34	12/16/2021	8046	737.20	BAN#9391033185 PHONE LINES 10/25-11/24	290.4211.5403	AT&T
35	12/16/2021	8047	54.50	OFFICE SUPPLIES-OFFICE DEPOT	290.4211.5201	BANK OF AMERICA
36	12/16/2021	8047	122.05	FUEL-CHEVRON	290.4211.5608	BANK OF AMERICA
37	12/16/2021	8047	1,377.04	2010 CHEVY SILVERADO-SERVICE	290.4211.5601	BANK OF AMERICA
38	12/16/2021	8047	34.44	FIRESCOPE OPERATIONS GUIDE	290.4211.5501	BANK OF AMERICA
39	12/16/2021	8047	43.09	FLASH DRIVES, THERMOS	290.4211.5201	BANK OF AMERICA

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40	12/16/2021	8047	\$ 107.60	FLASH DRIVES, THERMOS	290.4211.5255	BANK OF AMERICA
41	12/16/2021	8047	34.47	COFFEE CARAFE-SMART & FINAL	290.4211.5255	BANK OF AMERICA
42	12/16/2021	8047	1,449.51	BATTERY CHRGR, SURE EJECT	290.4211.6301	BANK OF AMERICA
43	12/16/2021	8047	375.66	SPEAKER REPAIR-BK TECH	290.4211.5606	BANK OF AMERICA
44	12/16/2021	8047	29.38	SCBA SUPPLIES-IDENTIFIRE	290.4211.5255	BANK OF AMERICA
45	12/16/2021	8047	9.95	FREIGHT	290.4211.5606	BANK OF AMERICA
46	12/16/2021	8047	13.95	FREIGHT	290.4211.6301	BANK OF AMERICA
47	12/16/2021	8047	5.00	FREIGHT	290.4211.5255	BANK OF AMERICA
48	12/16/2021	8047	26.39	FUEL-EXXON	290.4211.5608	BANK OF AMERICA
49	12/16/2021	8047	22.10	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
50	12/16/2021	8047	124.85	REPLACEMENT ANTENNAS-ANTENNA FARM	290.4211.5606	BANK OF AMERICA
51	12/16/2021	8047	26.93	REAR SEAT RELEASE-AMAZON	290.4211.5601	BANK OF AMERICA
52	12/16/2021	8047	291.05	WARNING LIGHTS FOR NEW UTILITY/JU-FENIEX	290.4211.6301	BANK OF AMERICA
53	12/16/2021	8047	55.48	CARPET & SPRAY ADHESIVE FOR TAHOE	290.4211.5601	BANK OF AMERICA
54	12/16/2021	8047	955.84	PERIMETER LIGHT FOR NEW UTILITY	290.4211.6301	BANK OF AMERICA
55	12/16/2021	8047	46.76	COMPUTER ADAPTER CABLES-AMAZON	290.4211.5702	BANK OF AMERICA
56	12/16/2021	8047	80.76	BLDG MAINT SUPPLIES-AMAZON	290.4211.5604	BANK OF AMERICA
57	12/16/2021	8047	301.27	TONER FOR PRINTERS-AMAZON	290.4211.5201	BANK OF AMERICA
58	12/16/2021	8047	38.78	COMPUTER CHECKS-AMAZON	290.4211.5201	BANK OF AMERICA
59	12/16/2021	8047	198.25	STANDING DESK FOR CHIEF-AMAZON	290.4211.5201	BANK OF AMERICA
60	12/16/2021	8047	403.99	BLDG MAINT-BULBS-AMAZON	290.4211.5604	BANK OF AMERICA
61	12/16/2021	8047	72.98	FUEL-CHEVRON, EXXON	290.4211.5608	BANK OF AMERICA
62	12/16/2021	8047	14.99	ZOOM	290.4211.5403	BANK OF AMERICA
63	12/16/2021	8047	151.13	VEHICLE STORAGE BOX-HOME DEPOT	290.4211.5601	BANK OF AMERICA
64	12/16/2021	8047	0.99	CHIEF'S IPHONE STORAGE-APPLE	290.4211.5607	BANK OF AMERICA
65	12/16/2021	8047	132.00	DUTY TRAINING SHIELDS-BA SHIELD	290.4211.5501	BANK OF AMERICA
66	12/16/2021	8047	33.31	SHIPPING-UPS, USPS	290.4211.5208	BANK OF AMERICA
67	12/16/2021	8048	368.49	EMS SUPPLIES		BOUND TREE MEDICAL, LLC
68	12/16/2021	8048	240.04	EMS SUPPLIES		BOUND TREE MEDICAL, LLC
69	12/16/2021	8049	648.97	DECALS FOR HAND TOOLS		BRAND CREATIVE
70	12/16/2021	8050	40.66	YELLOW & RED MARKING SPRAY		BRISCO MILL & LUMBER YARD
71	12/16/2021	8051	13.15	MARKING PAINT		BURKE AND PACE OF AG, INC
72	12/16/2021	8052	93.72	ACCT#82451010116287 TV STN		CHARTER COMMUNICATIONS
73	12/16/2021	8052	118.56	ACCT#8245101000202519 TV STN 2		CHARTER COMMUNICATIONS
74	12/16/2021	8052	204.98	ACCT#8245100960252290 INTERNET		CHARTER COMMUNICATIONS
75	12/16/2021	8052	204.98	ACCT#8245101000239800 INTERNET		CHARTER COMMUNICATIONS
76	12/16/2021	8052	204.98	ACCT#82451010138133 INTERNET		CHARTER COMMUNICATIONS
77	12/16/2021	8053	75.04	KENWOOD CONTROL CABLE		COAST ELECTRONICS
78	12/16/2021	8054	5,178.38	SLO COUNTY VEHICLE REPAIR		COUNTY OF SAN LUIS OBISPO

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79	12/16/2021	8055	\$ 1,936.81	COLORADO BELTS/HARNESSES/ROPES	290.4211.5255	L N CURTIS & SONS
80	12/16/2021	8055	215.50	CREDIT -NOMEX PANTS	290.4211.5272	L N CURTIS & SONS
81	12/16/2021	8055	218.54	CREDIT -BARRICADE TAPE	290.4211.5255	L N CURTIS & SONS
82	12/16/2021	8055	1,643.35	PARATECH STRUTS	290.4211.5603	L N CURTIS & SONS
83	12/16/2021	8056	1,345.50	11/21 PROF LEGAL SVCS	290.4211.5303	DANER LAW FIRM APLC
84	12/16/2021	8057	47.01	SHIPPING CHRGS	290.4211.5208	FEDEX
85	12/16/2021	8058	1,423.01	PG&E COSTS-STN 2 9/21-10/19	290.4211.5401	CITY OF GROVER BEACH
86	12/16/2021	8058	1,379.66	PG&E COSTS STN 2 10/20-11/17	290.4211.5401	CITY OF GROVER BEACH
87	12/16/2021	8059	2,535.00	11/21 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
88	12/16/2021	8060	11.00	BLS PROVIDER CARD	290.4211.5501	HELPING HAND HEALTH EDUCATION
89	12/16/2021	8061	260.00	LIEBERMAN IAFC DUES, WESTERN DIVISION	290.4211.5503	IAFC MEMBERSHIP
90	12/16/2021	8062	4,995.00	HP PRODESK 400 G6 DESKTOP COMPUTER	290.4211.5702	ITSAVVY LLC
91	12/16/2021	8062	387.11	SALES TAX	290.4211.5702	ITSAVVY LLC
92	12/16/2021	8063	1,549.58	FUEL	290.4211.5608	JB DEWAR, INC
93	12/16/2021	8064	16.18	BARRICADE TAPE	290.4211.5255	LAWSON PRODUCTS, INC
94	12/16/2021	8064	75.96	BONDED PARALLEL WIRE	290.4211.5601	LAWSON PRODUCTS, INC
95	12/16/2021	8065	8.25	LUMBER	290.4211.5501	MINER'S ACE HARDWARE, INC
96	12/16/2021	8065	11.26	LUMBER	290.4211.5501	MINER'S ACE HARDWARE, INC
97	12/16/2021	8065	84.00	OFFICE SUPPLIES-ET CORDS, CABLE	290.4211.5201	MINER'S ACE HARDWARE, INC
98	12/16/2021	8065	13.01	LUMBER	290.4211.5501	MINER'S ACE HARDWARE, INC
99	12/16/2021	8065	96.92	SMALL TOOLS-RATCHET, SOCKET, EXTENSION	290.4211.5273	MINER'S ACE HARDWARE, INC
100	12/16/2021	8065	72.16	SMALL TOOLS-RATCHET, EXTENSION	290.4211.5273	MINER'S ACE HARDWARE, INC
101	12/16/2021	8065	7.54	FASTENERS	290.4211.5255	MINER'S ACE HARDWARE, INC
102	12/16/2021	8066	3,000.00	AUDIT TO DATE	290.4211.5303	MOSS, LEVY & HARTZHEIM LLP
103	12/16/2021	8067	250.00	REIMBURSE REGISTRATION FEE-RESCUE	290.4211.5501	JOHN PENNER
104	12/16/2021	8068	118.31	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
105	12/16/2021	8068	82.57	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
106	12/16/2021	8069	1,288.25	MOUNT TOOL BOX, MOVE GAS FILL	290.4211.5601	R & R CUSTOM TRUCK BODIES
107	12/16/2021	8070	250.00	REIMBURSE-RESCUE SYSTEMS 2 REGISTRATION	290.4211.5501	JOE RAWSON
108	12/16/2021	8071	63.00	EMT RECERT-FARNSWORTH	290.4211.5501	SLO COUNTY EMS AGENCY
109	12/16/2021	8072	370.73	GAS SERVICES-STN 1 10/26-11/27	290.4211.5401	SOCALGAS
110	12/16/2021	8073	326.02	REPAIRS TO 6692	290.4211.5601	SOUTH COAST EMERGENCY
111	12/16/2021	8074	50.00	STERISAFE COMPLIANCE-HAZ DRUG	290.4211.5303	STERICYCLE INC.
112	12/16/2021	8075	2,052.00	ANNUAL RENEWAL-VECTOR CHECKIT	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
113	12/16/2021	8075	108.92	01/22 VECTOR SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
114	12/16/2021	8076	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
115	12/24/2021	8077	8.10	PASSPORT NAME TAGS-FOX	290.4211.5255	ADVANCE MARKING SYSTEMS
116	12/24/2021	8077	4.99	FREIGHT	290.4211.5255	ADVANCE MARKING SYSTEMS
117	12/24/2021	8078	346.71	SMOKE GENERATOR FLUID	290.4211.5501	ALLSTAR FIRE EQUIPMENT, INC

FIVE CITIES FIRE AUTHORITY
CHECK LISTING

DECEMBER 1 - 31, 2021

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Last Name
118	12/24/2021	8078	\$ 389.77	THOROGOOD BUNKER BOOTS-HINDEN	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
119	12/24/2021	8079	266.11	SHOP SUPPLIES RENTAL-MOPS, MAT	290.4211.5303	ARAMARK UNIFORM SERVICES
120	12/24/2021	8080	33.34	CIRCUIT LINE TO AGPD	290.4211.5403	AT & T
121	12/24/2021	8081	326.10	IPAD WIRELESS CHRGS 11/12-12/11	290.4211.5403	AT&T MOBILITY
122	12/24/2021	8082	194.81	REFLECTIVE RIT LINE	290.4211.5255	L N CURTIS & SONS
123	12/24/2021	8083	1,372.35	FUEL	290.4211.5608	JB DEWAR, INC
124	12/24/2021	8084	495.54	CONSOLE, FACE PLATES, MIC CLIP	290.4211.6301	LEHR AUTO ELECTRIC
125	12/24/2021	8085	1,311.80	ELECTRIC-STN 1 11/13-12/13	290.4211.5401	PACIFIC GAS & ELECTRIC CO
126	12/24/2021	8086	401.42	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
127	12/24/2021	8087	19.75	EMBROIDERY -C.FOX	290.4211.5276	R & T EMBROIDERY, INC
128	12/24/2021	8088	50.00	SALCE, ANGELLO MEMBERSHIP 2021	290.4211.5503	SLOFIST
129	12/24/2021	8089	197.66	GAS SERVICES=STN 2 11/15-12/15	290.4211.5401	SOCAL GAS
130	12/24/2021	8090	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
			\$ 70,317.29			

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

09/17/2021 - 09/30/2021

10/8/2021

BY ACCOUNT

5101	Salaries Full time	69,800.38
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	2,006.00
5105	Salaries OverTime	25,143.90
5106	Salaries Strike Team OT	38,059.27
5108	Holiday Pay	4,021.81
5109	Sick Pay	1,488.96
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	1,617.60
5114	Comp Pay	6,741.20
5115	Annual Leave Pay	3,990.88
5121	PERS Retirement	21,356.45
5122	Social Security	8,502.36
5123	PARS Retirement	-
5126	State Disability Ins.	612.12
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
		203,001.53

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

10/01/2021 - 10/14/2021

10/22/2021

BY ACCOUNT

5101	Salaries Full time	72,232.71
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	1,972.00
5105	Salaries OverTime	28,138.61
5106	Salaries Strike Team OT	27,824.21
5108	Holiday Pay	4,021.81
5109	Sick Pay	4,784.82
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	2,365.74
5114	Comp Pay	2,737.44
5115	Annual Leave Pay	90.07
5121	PERS Retirement	21,348.27
5122	Social Security	7,528.34
5123	PARS Retirement	-
5126	State Disability Ins.	525.08
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>193,229.70</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

10/15/2021 - 10/28/2021

11/5/2021

BY ACCOUNT

5101	Salaries Full time	75,576.19
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	2,346.00
5105	Salaries OverTime	42,986.40
5106	Salaries Strike Team OT	22,420.65
5108	Holiday Pay	4,029.52
5109	Sick Pay	3,174.32
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	4,969.44
5114	Comp Pay	5,204.56
5115	Annual Leave Pay	342.27
5121	PERS Retirement	21,453.82
5122	Social Security	7,013.65
5123	PARS Retirement	-
5126	State Disability Ins.	478.42
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>209,655.84</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

10/29/2021 - 11/11/2021

11/19/2021

BY ACCOUNT

5101	Salaries Full time	73,768.53
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	1,598.00
5105	Salaries OverTime	27,899.16
5106	Salaries Strike Team OT	1,229.76
5108	Holiday Pay	6,090.60
5109	Sick Pay	1,466.88
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	1,617.60
5114	Comp Pay	6,015.60
5115	Annual Leave Pay	5,860.23
5121	PERS Retirement	21,270.04
5122	Social Security	5,640.07
5123	PARS Retirement	-
5126	State Disability Ins.	457.88
5127	Deferred Compensation	125.00
5131	Health Insurance	17,455.06
5132	Dental Insurance	1,089.17
5133	Vision Insurance	282.45
5134	Life Insurance	135.62
5135	Long Term Disability	154.34
5143	Uniform Allowance	519.30
		<u>172,675.29</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

11/12/2021 - 11/25/2021

12/3/2021

BY ACCOUNT

5101	Salaries Full time	65,252.73
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	1,972.00
5105	Salaries OverTime	37,491.82
5106	Salaries Strike Team OT	-
5108	Holiday Pay	6,090.57
5109	Sick Pay	3,479.28
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	8,882.16
5114	Comp Pay	5,426.66
5115	Annual Leave Pay	4,798.82
5121	PERS Retirement	21,363.83
5122	Social Security	5,235.25
5123	PARS Retirement	-
5126	State Disability Ins.	378.01
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>180,260.12</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

11/26/2021 - 12/09/2021

12/17/2021

BY ACCOUNT

5101	Salaries Full time	80,379.37
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	1,564.00
5105	Salaries OverTime	21,857.98
5106	Salaries Strike Team OT	-
5108	Holiday Pay	6,090.60
5109	Sick Pay	2,425.19
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	764.21
5113	Vacation Pay	2,977.92
5114	Comp Pay	3,240.48
5115	Annual Leave Pay	432.35
5121	PERS Retirement	21,259.64
5122	Social Security	4,667.96
5123	PARS Retirement	-
5126	State Disability Ins.	5,016.76
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>170,565.45</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

12/10/2021 - 12/23/2021

12/30/2021

BY ACCOUNT

5101	Salaries Full time	81,344.39
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	2,397.00
5105	Salaries OverTime	31,069.89
5106	Salaries Strike Team OT	-
5108	Holiday Pay	-
5109	Sick Pay	(1,484.67)
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	5,970.24
5114	Comp Pay	7,017.54
5115	Annual Leave Pay	288.23
5121	PERS Retirement	20,571.70
5122	Social Security	3,926.40
5123	PARS Retirement	-
5126	State Disability Ins.	253.20
5127	Deferred Compensation	-
5131	Health Insurance	-
5132	Dental Insurance	-
5133	Vision Insurance	-
5134	Life Insurance	-
5135	Long Term Disability	-
5143	Uniform Allowance	519.30
		<u>151,873.22</u>



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 21, 2022

FROM: Stephen Lieberman, Fire Chief / Executive Officer

SUBJECT: Adoption of Findings Related to AB 361 (Virtual Meetings)

RECOMMENDATION

In accordance with the requirements of AB 361, Government Code Section 54953, it is recommended the Board adopts the newly promulgated required findings with respect to the Five Cities Fire Authority continued utilization of teleconferencing.

BACKGROUND

Assembly Bill 361, Government Code Section 54953, amends and codifies the relaxed Brown Act provisions that were originally implemented by Executive Orders of the Governor in response to the coronavirus pandemic. Among the provisions of the Brown Act that were relaxed by the Governor's Orders were provisions for participation in legislative meetings by teleconferencing (phone, or virtual platforms such as Microsoft Teams or Zoom). Prior Brown Act provisions required that, in the event any legislative body (Board) member(s) wished to participate in a meeting remotely, the exact address of the remote location(s) be published in advance of the meeting agenda, the remote location(s) be available for public participation and public comment at the remote location(s).

Governor's Orders N-29-20 and N-08-21 effectively suspended all of these provisions for health and safety reasons, making it possible for legislative body (Board) members to join a meeting virtually without the need for conducting advance noticing or providing direct public access to the location. AB 361, effective October 1, 2021, due to the Governor's Executive Order N-15-21, functionally codifies these provisions through January 2024, allowing agencies to avail themselves of the continued teleconferencing option if desired, provided that the legislative body (Board) makes certain findings as outline below (Government Code Section 54953 (e)(3):

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

Gov. Code, § 54953

The Board of Directors inaugurated its use of AB 361 provisions after the Bill's effective date of October 1, 2020, by holding a totally teleconference meeting via telephone conference call on October 15, 2021. Thus, the Board will be required to adopt findings before any virtual meeting it wishes to hold more than 30 days after October 15, 2021 and is required to make similar findings every 30 days thereafter as long as the Board desires to avail itself of the relaxed teleconferencing procedures found within AB 361. The Board has not conducted any meetings in November or December, 2021 and the January Board meeting will require adoption of the above findings.

AB 361 also requires that the public be given the opportunity to address the legislative body (Board) with their comments in real time, which the Board has provided continuously since the start of the pandemic and will continue to do so. In addition, the bill requires that meeting proceedings be stopped if the public's virtual access to a meeting is disrupted, for example due to an internet outage. The Board has also complied with these new regulations since the beginning of the pandemic. Should the Board choose to hold a hybrid meeting with some or all members participating in person, and some or all of the public participating virtually, staff will monitor the virtual meeting component to assure that public access is not interrupted and pause meeting proceedings in the event of a disruption.

To provide both legal compliance and practical flexibility during ongoing uncertain circumstances, staff recommends that, by minute order, the Board make the above enumerated findings with respect to the Five Cities Fire Authority utilization of the provisions of AB 361, relating to Brown Act teleconferences:

FISCAL IMPACT

There is no fiscal impact associated with adoption of the recommended findings.

ALTERNATIVES

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

1. Approve the Findings required in AB 361 for compliance with Government Code Section 54953 and assure the flexibility for conducting future virtual Board meetings.
2. Give alternate direction to Staff.

ATTACHMENTS

Government Code Section 54953.

PREPARED BY

S. Lieberman, Fire Chief/Executive Officer

D. Hale, General Counsel

KeyCite Yellow Flag - Negative Treatment
Proposed Legislation

West's Annotated California Codes

Government Code (Refs & Annos)

Title 5. Local Agencies (Refs & Annos)

Division 2. Cities, Counties, and Other Agencies (Refs & Annos)

Part 1. Powers and Duties Common to Cities, Counties, and Other Agencies (Refs & Annos)

Chapter 9. Meetings (Refs & Annos)

West's Ann.Cal.Gov.Code § 54953

§ 54953. Meetings to be open and public; attendance; teleconferencing

Effective: September 16, 2021

Currentness

<Section operative until Jan. 1, 2024. See, also, § 54953 operative Jan. 1, 2024.>

<For Executive Order N-15-21 (2021 CA EO 15-21), relating to the applicability of Assembly Bill 361 and provisions governing teleconference meetings, in light of the COVID-19 pandemic, see Historical and Statutory Notes under Education Code § 89305.6.>

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b)(1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at

each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c)(1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in [subdivision \(d\) of Section 3511.1](#), during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with [Section 6250](#)) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d)(1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to [Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605](#) of the [Welfare and Institutions Code](#), any joint powers authority created pursuant to Article 1 (commencing with [Section 6500](#)) of Chapter 5 of Division 7 for the purpose of contracting pursuant to [Section 14087.3](#) of the [Welfare and Institutions Code](#), and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with [Section 1340](#)) of Division 2 of the [Health and Safety Code](#) if the advisory committee has 12 or more members.

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b)

if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to [Section 54954.3](#). In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to [Section 54960.1](#).

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be

construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G)(i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

Credits

(Added by Stats.1953, c. 1588, p. 3270, § 1. Amended by Stats.1988, c. 399, § 1; Stats.1993, c. 1136 (A.B.1426), § 4, operative April 1, 1994; Stats.1993, c. 1137 (S.B.36), § 4, operative April 1, 1994; Stats.1994, c. 32 (S.B.752), § 4, eff. March 30, 1994, operative April 1, 1994; Stats.1997, c. 253 (S.B.138), § 2; Stats.1998, c. 260 (S.B.139), § 1; Stats.2005, c. 540 (A.B.1438), § 1; Stats.2012, c. 209 (S.B.475), § 1; Stats.2013, c. 257 (S.B.751), § 1; Stats.2016, c. 175 (S.B.1436), § 1, eff. Jan. 1, 2017; Stats.2017, c. 137 (A.B.428), § 1, eff. Jan. 1, 2018; Stats.2021, c. 615 (A.B.474), § 204, eff. Jan. 1, 2022, operative Jan. 1, 2023; Stats.2021, c. 165 (A.B.361), § 3, eff. Sept. 16, 2021.)

Editors' Notes

REPEAL

<For repeal of this section, see its terms.>

Relevant Additional Resources

Additional Resources listed below contain your search terms.

HISTORICAL AND STATUTORY NOTES

As amended by Stats.1988, c. 399, § 1, this section contained a paragraph which read:

“This section shall remain in effect until January 1, 1994, and on that date is repealed, unless a later enacted statute, which is chaptered before January 1, 1994, deletes or extends that date.”

The 1993 amendments of this section by c. 1136 and c. 1137 explicitly amended the section as amended by Stats.1988, c. 399, § 1.

The amendments by Stats.1993, c. 1136 (A.B.1426), and Stats.1993, c. 1137 (S.B.36), both deleted the paragraph providing for repeal of the section.

Deletion of repeal by a later enacted statute, see [Government Code § 9607](#).

Section affected by two or more acts at the same session of the Legislature, see [Government Code § 9605](#).

Operative effect of Stats.1993, c. 1137 (S.B.36), see Historical and Statutory Notes under [Government Code § 54952.7](#).

The Legislative Counsel's Digest relating to [Stats.1994, c. 32](#) (S.B.752) provides, in part:

"The Ralph M. Brown Act, which generally requires that the meetings of the legislative bodies of local agencies be conducted openly, was revised by several acts in 1993, to be operative April 1, 1994.

"This bill would make technical revisions to resolve inconsistencies between those acts and would make conforming changes, to be operative April 1, 1994."

Section 2 of [Stats.2005, c. 540](#) (A.B.1438), provides:

"SEC. 2. The Legislature finds and declares that Section 1 of this act, which amends Section **54953** of the Government Code, imposes a limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of [Section 3 of Article I of the California Constitution](#). Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

"Local health initiatives are an essential component of California's health care delivery system, and their ability to meet regularly to address the health care concerns of Medi-Cal beneficiaries is vital. The membership of local health initiative boards of directors is required by statute to represent a diverse group of health care professionals, and, as a result, these boards frequently are large and comprised of persons working and residing outside of the board's jurisdiction. Accordingly, these boards have a demonstrated difficulty in obtaining a quorum of members located within the board's jurisdiction as required by the teleconference provisions of the Ralph M. Brown Act."

2012 Legislation

Section 2 of [Stats.2012, c. 209](#) (S.B.475), provides:

"SEC. 2. The Legislature finds and declares that Section 1 of this act, which amends Section **54953** of the Government Code, imposes a limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of [Section 3 of Article I of the California Constitution](#). Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

"Local health initiatives are an essential component of California's health care delivery system, and their ability to meet regularly to address the health care concerns of Medi-Cal beneficiaries is vital. The membership of local health initiative boards of directors is required by statute to represent a diverse group of health care professionals, and, as a result, these boards frequently are large and comprised of persons working and residing outside of the board's jurisdiction. Accordingly, these boards have a demonstrated difficulty in obtaining a quorum of members located within the board's jurisdiction as required by the teleconference provisions of the Ralph M. Brown Act."

2013 Legislation

Section 2 of [Stats.2013, c. 257](#) (S.B.751), provides:

“SEC. 2. No reimbursement is required by this act under Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act are the costs of complying with Chapter 9 (commencing with Section 54950) of Part 1 of Division 3 of Title 5 of the Government Code. Subdivision (c) of Section 36 of Article XIII of the California Constitution provides that costs of this type are not reimbursable.”

2016 Legislation

Sections 2 and 3 of Stats.2016, c. 175 (S.B.1436), provide:

“SEC. 2. The Legislature finds and declares that Section 1 of this act, which amends Section 54953 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

“This act ensures that more Californians can meaningfully participate in the meetings of legislative bodies of local agencies.

“SEC. 3. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.”

2017 Legislation

Section 2 of Stats.2017, c. 137 (A.B.428), provides:

“SEC. 2. The Legislature finds and declares that Section 1 of this act, which amends Section 54953 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

“This act strikes an appropriate balance between the public’s right to access information about the conduct of their government agencies and the need to facilitate the work of health authorities through the use of teleconference meetings.”

2021 Legislation

Section 5 of Stats.2021, c. 165 (A.B.361), provides:

“SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339 [not enacted before this bill]. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each

bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339 [not enacted before this bill], in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339 [not enacted before this bill], at which time Sections 3.1 and 4.1 of this bill shall become operative.”

An amendment of this section by § 3.1 of Stats.2021, c. 165 (A.B.361), failed to become operative under the provisions of § 5 of that Act.

For legislative intent, findings and declarations, and urgency effective provisions relating to Stats.2021, c. 165 (A.B.361), see Historical and Statutory Notes under Education Code § 89305.6.

Section affected by two or more acts at the same session of the Legislature, see Government Code § 9605.

For Executive Order N-15-21 issued by Governor Newsom, relating to the applicability of Assembly Bill 361 and provisions governing teleconference meetings, in light of the COVID-19 pandemic, see Historical and Statutory Notes under Education Code § 89305.6.

Stats.2021, c. 615 (A.B.474), made changes to cross references consistent with the recodification of the California Public Records Act in the Government Code by Stats.2021, c. 614 (A.B.473); and made nonsubstantive changes.

For operative effect, legislative findings and declarations, and subordination provisions of Stats.2021, c. 615 (A.B.474), see Historical and Statutory Notes under Business and Professions Code § 30.

Former Notes

Another § 54953, added by Stats.1988, c. 399, § 2, relating to meetings of the legislative body of a local agency being open and public, was repealed by Stats.1999, c. 83 (S.B.966), § 84.

Subordination of legislation by Stats.1999, c. 83 (S.B.966), to other 1999 legislation, see Historical and Statutory Notes under Business and Professions Code § 2530.2.

Section affected by two or more acts at the same session of the Legislature, see Government Code § 9605.

Notes of Decisions containing your search terms (0)

[View all 68](#)

West's Ann. Cal. Gov. Code § 54953, CA GOVT § 54953

Current with all laws through Ch. 770 of 2021 Reg.Sess.

End of Document

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STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 21, 2022

FROM: Stephen C. Lieberman

SUBJECT: Consideration of Adopting a Resolution Authorizing the Reclassification of the Administrative Assistant / Clerk to the Board Position

RECOMMENDATION

It is recommended that the Board of Directors:

- 1) Adopt a resolution authorizing the reclassification of the current Administrative Assistant / Clerk to the Board position to the title of Administrative Operations Manager / Clerk to the Board.
 - 2) Approve a budget appropriation, allocating needed funding to account for the cost impacts of the reclassification.
 - 3) Adopt a resolution increasing compensation adjustments for Administrative Operations Manager / Clerk to the Board on the Management Salary Schedule.
-

BACKGROUND

In 2011, the Five Cities Fire Authority (FCFA) Board of Directors approved a reclassification creating the position of Administrative Manager / Secretary to the Board. In 2014, the Board approved a staff recommendation to downgrade the position to the current Administrative Assistant / Clerk to the Board position. The staff report from 2014 does not include detailed information supporting the reclassification. The job descriptions between the two positions remained virtually identical.

The Fire Chief has reviewed the current job description, has evaluated the current workload of the incumbent employee in the position, and has identified key tasks that need to be accomplished related to current operations and the work-plan related to the 3rd Amendment to the FCFA Joint Powers Agreement (JPA). In recognition of the increasing scope and level of administrative work projects as referenced above, the Fire Chief has recognized the duties being currently performed by the current Administrative Assistant / Clerk to the Board are out of scope with the current job description and more consistent with an Administrative Operations Manager. This position was identified in both the adopted five-year strategic plan (adopted 2018) and the more recent FCFA/CAL FIRE cost analysis project.

The Fire Chief compared tasks with similar positions in other organizations including Accounting Manager, Planning Manager, and Business and Accounting Manager. If approved by the Board,

the incumbent employee in this position will be reclassified to the position of Administrative Operations Manager.

Creation of this job reclassification has been accompanied by salary research to establish the pay range. The salary survey indicated that the job classification is nearly 40% below compensation levels for similar job descriptions within Arroyo Grande, Grover Beach, and Oceano.

<u>Organization</u>	<u>Job Title</u>	<u>Salary *</u>
Arroyo Grande	Accounting Manager	\$99,972.00
Arroyo Grande	Planning Manager	\$99,972.00
Grover Beach	Accounting Manager	\$99,600.00
Oceano	Business and Accounting Manager III**	\$119,933.00
Average		\$104,869.25
Five Cities Fire	Admin. Assistant / Clerk	\$74,939.00

PROPOSED

Five Cities Fire	Administrative Manager / Clerk (Mid Range)	\$91,092.00
------------------	---	--------------------

Variance - Annual (Salary)	\$16,153.00
Variance - Monthly (Salary)	\$1,346.08
Variance - Monthly (Benefits)	<u>\$191.97</u>
Monthly Total	\$1,538.06
Variance - 6 Months	\$9,228.33

* Salary is based at top of range

** Oceano has position classifications I, II, III

Based on the analysis shown above, the monthly variance is approximately \$1,538.06. Should the Board approve the resolution, the reclassification would be retroactively effective January 7, 2022 and be included in the mid-year budget adjustment, resulting in a \$8,076.50 increase for the remaining six months of the fiscal year. The increase would be offset by salary savings related to the currently vacant Part-Time Office Assistant position. Through the first six months of the fiscal year the savings are approximately \$10,700.

FISCAL IMPACT

There is no fiscal impact to the current fiscal year budget, although staff will adjust the full time and part time budget line items to reflect this change. Fiscal year 2022-23 will include an increase of \$18,500.

ALTERNATIVES

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

1. Adopt the resolution authorizing the reclassification of the Administrative Assistant / Clerk to the Board position to that of Administrative Operations Manager / Clerk to the Board.
2. Do not approve the staff recommendation and provide other direction.

ATTACHMENTS

1. Resolution
2. Proposed Job Description – Administrative Operations Manager / Clerk to the Board
3. FCFA Board Adopted Schedule of Salary Ranges – 7/9/2021
4. Five Cities Fire Authority Schedule of Salary Ranges – Management Effective 01/07/2022

PREPARED BY

Stephen C. Lieberman, Fire Chief
Nicole Valentine, Treasurer

RESOLUTION NO. 2022-__

A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY ADOPTING THE RECLASSIFICATION OF THE ADMINISTRATIVE ASSISTANT / CLERK TO THE BOARD POSITION TO ADMINISTRATIVE OPERATIONS MANAGER / CLERK TO THE BOARD

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

WHEREAS, based on the comprehensive review of the job duties, responsibilities and requirements of the position, the Board desires to reclassify the position of Administrative Assistant / Clerk to the Board to Administrative Operations Manager / Clerk to the Board; and

WHEREAS, the Board deems it to be in the best interest of the Five Cities Fire Authority to approve a new job description and establish a salary range for the position of Administrative Operations Manager / Clerk to the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Five Cities Fire Authority that the position of Administrative Assistant / Clerk to the Board be reclassified to Administrative Operations Manager / Clerk to the Board and approve a new job description as reflected in the attached Exhibit 1 with a salary range of \$6,851 - \$8,331 per month.

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 voice 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 21st day of January, 2022

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 21st day of January, 2022.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 21st day of January, 2022.

TRICIA MEYERS, CLERK TO THE BOARD

**FIVE CITIES FIRE AUTHORITY
ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD**

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

This position performs a variety of supervisory and managerial duties in support of the Five Cities Fire Authority; to supervise and manage all administrative functions including budget preparation and management, oversight of Board agendas and staff reports, performance of data analysis and reporting, supervision of administrative staff, and serves as the Clerk to the Board of Directors. This position has in-depth knowledge of the structure and functions of the Authority and is able to exercise independent judgment in the provision of assistance to the Fire Chief and other administrative staff, and serves as a confidential employee.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief; exercises direct supervision over clerical staff.

ESSENTIAL FUNCTION STATEMENTS

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

1. Working closely with the Fire Chief and Battalion Chiefs, plan, prioritize, assign, supervise, and participate in the work program related to the administrative function of the organization.
2. Establish schedules and related deadlines for Board meetings and budget preparation; identify administrative resource needs and coordinate operational resource needs with Battalion Chiefs and Captains.
3. Working with the Fire Chief and Battalion Chiefs, develop and standardize procedures, policies, operational/performance data collection and reporting, assess and recommend potential changes to reporting or workload distribution.
4. Prepares Board Agenda packets as required. Disseminates Board approved documents and information to staff and outside agencies.
5. Prepares, attests, and maintains Authority resolutions and minute books and logs; executes official documents; and performs other duties of a similar nature or level.
6. Maintains the Authority Seal; administers the Oath of Office to newly elected Board Members.
7. Working with the Fire Chief and Treasurer, facilitates preparation and oversight of the budget for the Authority.
8. Maintains confidential files concerned with personnel and/or policy matters.
9. Supervises and trains subordinate clerical staff and volunteers.
10. Receives and conducts official openings of Authority bids presented by outside vendors, contractors, and consultants.
11. Provides assistance in the handling of confidential personnel issues involving labor-management relations, litigation, disciplinary actions and acts as custodian of records; preparation and processing of workers compensation paperwork.
12. Maintains and updates Authority filing system to comply with record keeping and retention requirements. Responds to requests for information in a timely manner. Follows legal and HIPPA guidelines in releasing confidential or sensitive information.

**FIVE CITIES FIRE AUTHORITY
ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD
Page 2**

13. Prepares payroll documents.
14. Assists with job applicant testing and assessments for all positions of the Authority.
15. Provides program oversight for the Weed Abatement, Fireworks, and Public Education Programs.
16. Performs Office Assistant duties in assigned employee's absence.
17. Renews contracts and software licenses on an annual basis.
18. Coordinates travel arrangements for staff; plans various events, workshops, or meetings.
19. Maintains Petty Cash account.
20. Ensures compliance with regulations and policies and procedures.
21. Works independently, using sound judgment in making decisions, and maintaining confidentiality at all times.
22. Participates in training exercises and classes as directed.
23. Maintains cooperative relationships with staff, members of private and other public agencies, and members of the public.
24. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Authority organization, policies and procedures, activities and programs.
- Emergency services and planning principles.
- Relevant Federal, State, and local laws, codes and regulations.
- Supervisory principles relating to administrative and/or clerical functions.
- Modern office methods and procedures, and office equipment.
- Records management and filing principles and practices.
- Customer service principles and practices.
- Basic budgeting and mathematical principles.
- Techniques of business letter writing and basic report writing practices.

Ability to:

- Independently prepare correspondence, agendas and legally required notices for a public agency governing board.
- Gather performance data for analysis, and reporting both internally and externally.
- Record, summarize and maintain custody of the official records of public agency governing board meetings.
- Understand, interpret and apply Authority policies and procedures and laws applicable to public agency governing boards.
- Maintain all correspondence and forms for the Board, including conflict of interest documents.
- Supervise subordinate staff and volunteers.
- Prepare and administer Authority budget.
- Remain calm under stressful situations.
- Understand Fire service Incident Command System (ICS) and National Incident Management System (NIMS) principles and practices.
- Assist with the set up and operation of the Department Operations Center (DOC) in the event of a major incident.
- Interpret and apply Federal, State and local policies, laws and regulations.

**FIVE CITIES FIRE AUTHORITY
ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD**

Page 3

- Perform advanced and confidential administrative tasks involving the use of judgement.
- Prepare correspondence for the department and provide assistance as requested.
- Work independently in the absence of the Fire Chief.
- Understand, interpret and apply appropriate rules, regulations and written directions to specific situations.
- Compose clear and concise memoranda and correspondence.
- Screen mail, telephone calls and visitors.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Respond tactfully, clearly, concisely and appropriately to inquiries on sensitive issues in area of responsibility.
- 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:

Five (5) years of increasingly responsible administrative management experience and work involving public service. Experience in the field of public safety is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major 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.

Possession of, or ability to obtain, a commission as a Notary Public.

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 and keyboard; near visual acuity to prepare and review correspondence and a variety of other documents.

**FIVE CITIES FIRE AUTHORITY
SCHEDULE OF SALARY RANGES
MANAGEMENT
EFFECTIVE July 9, 2021**

	LOW	MID	HIGH	POSITION
Biweekly	2,371	2,627	2,882	ADMIN ASST/CLERK TO THE BOARD
Monthly	5,138	5,691	6,245	
Annual	61,652	68,295	74,939	
Biweekly	4,679	5,184	5,688	BATTALION CHIEF
Monthly	10,138	11,232	12,325	
Annual	121,659	134,780	147,900	
Biweekly	5,428	6,014	6,600	FIRE CHIEF
Monthly	11,761	13,031	14,301	
Annual	141,126	156,366	171,606	

**FIVE CITIES FIRE AUTHORITY
 SCHEDULE OF SALARY RANGES
 MANAGEMENT
 EFFECTIVE January 7, 2022**

	LOW	MID	HIGH	POSITION
Biweekly	3,162	3,504	3,845	ADMINISTRATIVE MANAGER/CLERK
Monthly	6,851	7,591	8,331	
Annual	82,212	91,092	99,972	
Biweekly	4,679	5,184	5,688	BATTALION CHIEF
Monthly	10,138	11,232	12,325	
Annual	121,659	134,780	147,900	
Biweekly	5,428	6,014	6,600	FIRE CHIEF
Monthly	11,761	13,031	14,301	
Annual	141,126	156,366	171,606	



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 21, 2022

FROM: Stephen C. Lieberman, Fire Chief

SUBJECT: Consideration of Approval of Resolution Affirming Eligibility to Receive COVID-19 Expenditure Reimbursement from the California Office of Emergency Services

RECOMMENDATION

It is recommended the Board approve the attached resolution and direct the Fire Chief to submit needed documents for reimbursement.

BACKGROUND

When the COVID-19 virus was initially detected in Asia, plans were formulated internationally to address the inevitable spread of infection. Staff with the Five Cities Fire Authority (FCFA) collaborated with the County of San Luis Obispo Public Health Department and our member communities to develop strategies to maintain service delivery and continuity of governance.

During this period, the Fire Chief and FCFA staff began accumulating personal protective equipment (PPE), disinfecting agents, fabricating decontamination systems, and acquiring other needed equipment through a pre-existing agreement using surplus military equipment and supplies (Defense Logistics Agency/DLA). Utilizing DLA saved the organization thousands of dollars. The acquisition of three decontaminating robots that use Xenon Strobe technology typically deployed in hospital operating rooms alone had a retail value of approximately \$300,000). Resources awarded to the FCFA through the agreement with DLA had no cost other than shipping/transportation. While FCFA was not eligible for Federal Funds distributed to the County and Cities, the JPA has pursued available funding via disaster response reimbursement in the amount of \$9,918.21.

FISCAL IMPACT

The California Office of Emergency Services will issue funds in the amount of \$9,918.21 to reimburse the FCFA. These funds will be returned to Fund Balance.

ALTERNATIVES

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

1. Approve the resolution and direct the Fire Chief to submit needed documents for reimbursement.
2. Provide other direction to staff.

ATTACHMENT:

Resolution

RESOLUTION NO. 2022-

**A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY
FOR DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-
STATE AGENCIES**

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

WHEREAS, the **Board of the Five Cities Fire Authority** authorizes **Steve Lieberman, Fire Chief**(Authorized Agent) to execute for and on behalf of the ~~**Five Cities Fire Authority**~~, a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

WHEREAS, the **Five Cities Fire Authority**, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) DR-4482

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 21st day of January, 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 meeting of the Board of the Five Cities Fire Authority on the 21st day of January, 2022.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 21st day of January, 2022.

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 21, 2022

FROM: Stephen Lieberman, Fire Chief / Executive Officer

SUBJECT: Consideration of Acceptance of Donation for an Emergency Medical Services Training Manikin

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution accepting a grant award in the amount of \$5,541.98 for the purchase of a needed Emergency Medical Services (EMS) training manikin.

BACKGROUND

EMS calls for service represent the majority of call volume for the Five Cities Fire Authority (FCFA), along with fire departments across the country. With response volume increasing annually, FCFA staff has adopted several "Expanded Scope" practices available to Emergency Medical Technician (EMT) certified staff, in an effort to better serve the member communities.

Should a member of the public require emergency administration of the drug Epinephrine to combat the effects of a severe allergic reaction, FCFA staff is trained and qualified to help them. Initially, FCFA was required to purchase "pre-loaded" auto-injector pens to administer the medicine. These devices are extremely expensive, have expiration (replacement) dates, and at times have been extremely difficult to source.

FCFA, along with CAL FIRE requested that the EMS Agency Medical Director consider allowing EMT's to directly draw Epinephrine from a container and inject the patient if needed. Pilot studies were extremely successful, and FCFA received approval to adopt the practice.

The Stat 300 Training Manikin is an advanced training aid that will allow not only continued training on injection administration, but is also capable of supporting defibrillation and Advanced Life Support (ALS) training should the FCFA consider paramedic service levels in the future.



The Fire Chief submitted a request for grant funding to the County EMS Foundation (administered by the San Luis Obispo County Community Foundation) in December 2021. The Board awarded the grant request, and a check is being processed.

FISCAL IMPACT

The grant revenue will be added to the budget along with the project cost, creating a zero net impact to the operating budget.

ALTERNATIVES

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

1. Approve a resolution accepting a donation of \$5,541.98.
2. Provide other direction.

ATTACHMENTS

1. Resolution accepting donation of \$5,541.98.

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 FOR THE PURCHASE OF AN EMERGENCY MEDICAL SERVICES (EMS) TRAINING MANIKIN.

WHEREAS, the Five Cities Fire Authority (“Authority”) has been offered a grant from the County EMS Foundation (administered by the San Luis Obispo County Community Foundation) in the amount of \$5,541.98 for the purchase of a Stat 300 Training Manikin. This manikin will not only allow advanced training on injection administration related to the dispensing of Epinephrin and similar type drugs but also can support defibrillation and Advanced Life Support (ALS) training should the FCFA consider paramedic services in the future; and

WHEREAS, staff has determined that this grant is necessary for assisting in the purchase of the defined equipment for future advance training of FCFA personnel; and

WHEREAS, this grant for the purchase of the subject equipment and training material is an important component of the Authority’s advanced training.

NOW, THEREFORE, BE IT RESOLVED that the Five Cities Fire Authority Board (“Board”) does hereby approve and accept the grant from the County EMS Foundation (administered by the San Luis Obispo County Community Foundation) in the amount of \$5,541.98 for the purchase of a Stat 300 Training Manikin and the Board does delegate and authorized the Fire Chief to execute any agreement necessary to purchase said equipment and to do any and all other things necessary to finalize the purchase of the equipment.

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 regular meeting of the Board of the Five Cities Fire Authority, this 21st day, of January, 2022.

**RESOLUTION NO. 2022-
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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 21st day of January, 2022.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 21st day of January, 2022.

TRICIA MEYERS, CLERK TO THE BOARD