

FIVE CITIES FIRE AUTHORITY

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



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

AGENDA SPECIAL BOARD MEETING FRIDAY, OCTOBER 14, 2022–9:00 A.M. City of Grover Beach Council Chambers 154 South Eighth Street, Grover Beach, CA

CALL TO ORDER

FLAG SALUTE

ROLL CALL

AGENDA REVIEW:

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

COMMUNITY COMMENTS AND SUGGESTIONS:

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

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

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.

SPECIAL BOARD MEETING AGENDA – OCTOBER 14, 2022
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1. **Consideration of Approval of Minutes**(MEYERS)
Recommended Action: Approve the minutes of the Special Board Meeting of September 27, 2022.
2. **Consideration of Cash Disbursement Activity**(LIEBERMAN)
Recommended Action: Receive and file the listing of cash disbursements for the period of September 1 to September 30, 2022.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

- a. **Consideration of Budget Review for Fiscal Year 2022-23 and Approve 7 Budget Adjustment Requests**
(LIEBERMAN/VALENTINE)
Recommended Action: Review and approve the amended budget for Fiscal Year 2022-23 report and approve 7 budget adjustment requests.

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. **CONFERENCE WITH LABOR NEGOTIATORS** pursuant to Government Code Section 54957.6:

Agency Negotiators: Che Johnson - Law Firm of Liebert Cassidy Whitmore
Nicole Valentine – Director of Admin. Services – Arroyo Grande
Karla Mattocks - Human Resources Coordinator-Grover Beach
Tashina Ureno – Human Resources Manager-Arroyo Grande

Represented Employees: International Association of Fire Fighters (IAFF) Local 4403

ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 24 hours of a special meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Clerk to the Board's office, 140 Traffic Way, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Clerk to the Board's office at 805-473-5490 as soon as possible.

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

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

MINUTES

FIVE CITIES FIRE AUTHORITY SPECIAL BOARD MEETING TUESDAY, SEPTEMBER 27, 2022

CALL TO ORDER:

Chair Lee called the Five Cities Fire Authority (FCFA) Board meeting to order at 08:45 a.m.

FLAG SALUTE:

Chair Lee, led the Flag Salute.

ROLL CALL:

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

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

AGENDA REVIEW:

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

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

COMMUNITY COMMENTS AND SUGGESTIONS:

None.

CONSENT AGENDA:

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

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

1. Consideration of Approval of Minutes.

Action: Approved minutes of the Board Meeting of August 19, 2022.

2. Consideration of Cash Disbursement Activity.

Action: Received and filed the listing of cash disbursements for the period of August 1, 2022 through August 31, 2022.

3. Consideration of Approval of an Amendment to the Fire Chief's Employment Agreement.

Action: Approved Amendment No. 5 to the Fire Chief/Executive Officer's employment agreement.

4. Consideration of a Resolution Declaring Obsolete Equipment as Surplus.

Action: Approved a Resolution declaring obsolete equipment as surplus.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

- a. **Consideration of Acceptance of Grant Award from the California Fire Foundation and Appropriate the Revenue into FY 2022-23 FCFA budget.** Captains Mark Searby and Joe Silva submitted a grant to help outfit the new Type III Wildland Engine with fire hose, nozzles and other small equipment items. The grant award was in the amount of \$13,500.00. No public comment was received.

Action: Board Member Storton moved, and Vice Chair White seconded the motion to accept and appropriate grant funds in the amount of \$13,500.00 from the California Fire Foundation and approve a Resolution. The motion passed on the following roll call vote:

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

BOARD MEMBER ITEMS:

Board Member Storton asked if there is an item that needs to come to this Board in the next 3 months to assist in decisions that need to be made for the future of Five Cities Fire Authority. Chief Lieberman expressed appreciation for the Board and he will be bringing more information to the October meeting.

FIRE CHIEF ITEMS:

- a. The new Type 3 Engine may arrive in December. Engine 6692 was repaired and is now back in service. Truck 6645 is awaiting parts to repair the generator.
- b. The alerting system at Station 1 is not working. It needs to be replaced, but there is a shortage of new units at this time. The current system will be repaired until a new unit can be purchased.
- c. As previously reported, Truck 5 needs to be replaced. The purchase of a new fire truck will be in the next fiscal year's budget proposal.
- d. The front apparatus bay doors will be replaced at Station 2 in Grover Beach. Sensors and timers will also be installed. The kitchen remodel is also moving forward.
- e. The emergency generator needs to be replaced at Station 1. Chief Lieberman worked with Cal OES to obtain a fifty percent match to purchase the equipment.
- f. Chief Lieberman has meetings every few weeks with the managers about the future needs of the department.
- g. Crews were successful in knocking down a fire on Grand Avenue in Arroyo Grande.
- h. A recruitment for Firefighter will begin in October. There are a lot of open positions throughout California.
- i. Chief Lieberman attended the Cal Chiefs conference. He also reported that Sonoma County successfully transitioned from a County Fire Department to a Fire District.
- j. The local ambulance contract is coming up for RFP.
- k. Captain Joe Silva is out as a single resource. No other employees are out on strike teams.

GENERAL COUNSEL ITEMS:

None.

BOARD COMMUNICATIONS:

None.

CLOSED SESSION:

None.

ADJOURNMENT:

Chair Lee adjourned the meeting at 9:10 a.m.

JEFF LEE, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** October 14, 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 September 1 through September 30, 2022.

BACKGROUND

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

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

FISCAL IMPACT

There is a \$278,977.76 fiscal impact that includes the following items:

- Accounts Payable Checks \$ 36,951.26
- Payroll and Benefit Checks 242,026.50

ALTERNATIVES

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

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

ATTACHMENTS

September 1 through September 30, 2022 Accounts Payable Register
September 1 through September 30, 2022 Payroll and Check Register

PREPARED BY

Stephen C. Lieberman, Fire Chief

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
SEPTEMBER 1 - 30, 2022

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	09/09/2022	8477	\$ 1,777.98	OXYGEN- FILLED 71 CYLINDERS	290.4211.5303	AIRGAS USA, LLC
2	09/09/2022	8478	266.14	SHOP SUPPLIES-RENTAL MOPS, MATS, TOWELS, CLOTHS	290.4211.5303	ARAMARK UNIFORM SERVICES
3	09/09/2022	8479	816.01	BAN#9391033185 PHONE LINES 07/25-08/24	290.4211.5403	AT&T
4	09/09/2022	8479	174.87	BAN#9391033179-STATION 3 CIRCUIT CHARGES	290.4211.5403	AT&T
5	09/09/2022	8479	174.87	BAN#9391033178 STATION 2 CIRCUIT CHARGES	290.4211.5403	AT&T
6	09/09/2022	8480	13.48	UPS SHIPPING	290.4211.5208	BANK OF AMERICA
7	09/09/2022	8480	23.25	SECURE CONFERENCE CALLS	290.4211.5403	BANK OF AMERICA
8	09/09/2022	8480	408.97	FUEL	290.4211.5608	BANK OF AMERICA
9	09/09/2022	8480	27.00	PARKING-BENNETT TRAINING	290.4211.5512	BANK OF AMERICA
10	09/09/2022	8480	(72.34)	REFUND-RADIO LABELING SUPPLIES	290.4211.5606	BANK OF AMERICA
11	09/09/2022	8480	115.14	RADIO LABELING SUPPLIES	290.4211.5201	BANK OF AMERICA
12	09/09/2022	8480	45.42	AMAZON-BROCHURE HOLDER, CAR CHARGER	290.4211.5255	BANK OF AMERICA
13	09/09/2022	8480	257.39	OFFICE SUPPLIES-OFFICE DEPOT	290.4211.5201	BANK OF AMERICA
14	09/09/2022	8480	474.11	BOOTS-REDBACK	290.4211.5272	BANK OF AMERICA
15	09/09/2022	8480	452.55	BOOTS-ZAMBERLAN	290.4211.5272	BANK OF AMERICA
16	09/09/2022	8480	1,874.27	B-6611 BRAKES, OIL CHANGE, TRANSMISSION FLUSH	290.4211.5601	BANK OF AMERICA
17	09/09/2022	8480	83.50	SMOG TEST- 2009 DODGE AVENGER	290.4211.5601	BANK OF AMERICA
18	09/09/2022	8480	19.99	ADOBE-LANGLIDE APP	290.4211.5607	BANK OF AMERICA
19	09/09/2022	8480	1,376.68	SMOG CHECKS, REPAIRS 3 VEHICLES	290.4211.5601	BANK OF AMERICA
20	09/09/2022	8480	32.50	MEAL-REIMBURSED BY CHIEF	290.4211.5512	BANK OF AMERICA
21	09/09/2022	8480	2,341.75	TRAINING MANIKINS	290.4211.5603	BANK OF AMERICA
22	09/09/2022	8480	49.99	CALL IN STUDIO, ZOOM SUBSCRIPTIONS	290.4211.5403	BANK OF AMERICA
23	09/09/2022	8480	450.00	CA FIRE CHIEFS -2022 CONFERENCE	290.4211.5512	BANK OF AMERICA
24	09/09/2022	8480	119.99	CANVA SOFTWARE	290.4211.5607	BANK OF AMERICA
25	09/09/2022	8480	0.99	APPLE.COM-CHIEF'S I-PHONE STORAGE	290.4211.5607	BANK OF AMERICA
26	09/09/2022	8480	4,795.47	T-5 REPAIR ELECTRICAL PROBLEM	290.4211.5601	BANK OF AMERICA
27	09/09/2022	8480	12.00	PARKING-MCMAHON TRAINING	290.4211.5508	BANK OF AMERICA
28	09/09/2022	8480	45.53	USPS-STAMPS, ENVELOPE	290.4211.5208	BANK OF AMERICA

29	09/09/2022	8480	316.15	TRAINING SUPPLIES- VONS, EFRENS	290.4211.5508	BANK OF AMERICA
30	09/09/2022	8480	431.97	NFPA -ARSON BOOKS	290.4211.5501	BANK OF AMERICA
31	09/09/2022	8480	357.00	SMART DRAW LICENSE-SEARBY	290.4211.5607	BANK OF AMERICA
32	09/09/2022	8480	40.50	PLUG & PLAY ADAPTOR	290.4211.5601	BANK OF AMERICA
33	09/09/2022	8480	476.50	SW BAR FOR FLATBED	290.4211.5601	BANK OF AMERICA
34	09/09/2022	8480	525.00	FREIGHT	290.4211.5603	BANK OF AMERICA
35	09/09/2022	8480	17.32	FREIGHT	290.4211.5601	BANK OF AMERICA
36	09/09/2022	8481	106.67	BUSINESS CARDS	290.4211.5306	BOONE PRINTING & GRAPHICS INC
37	09/09/2022	8482	93.80	ACCT#82451010116287 STATION 3 TV	290.4211.5401	CHARTER COMMUNICATIONS
38	09/09/2022	8482	118.75	ACCT#8245101000202519 STATION 2 TV	290.4211.5401	CHARTER COMMUNICATIONS

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
SEPTEMBER 1 - 30, 2022

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
39	09/09/2022	8483	\$ 306.00	HARDWARE SUPPORT-SRX300	290.4211.5607	CIO SOLUTIONS LP
40	09/09/2022	8484	494.81	WILDLAND COATS (2)	290.4211.5272	L N CURTIS & SONS
41	09/09/2022	8485	78.00	08/22 PROF LEGAL SERVICES	290.4211.5303	DANER LAW FIRM APLC
42	09/09/2022	8486	1,139.28	CAR RENTAL	290.4211.5512	EAN SERVICES LLC-ENTERPRISE
43	09/09/2022	8487	11.95	TOLL SVC CHRGMCKINNEY FIRE INCIDENT	290.4211.5512	ENTERPRISE
44	09/09/2022	8488	900.00	06/22-06/23 GIS USER & NETWORK	290.4211.5607	ESRI
45	09/09/2022	8489	75.26	SHIPPING CHARGES	290.4211.5208	FEDEX
46	09/09/2022	8490	2,793.50	08/22 PROFESSIONAL LEGAL SERVICES	290.4211.5303	HALE
47	09/09/2022	8491	2,288.89	FUEL	290.4211.5608	JB DEWAR, INC
48	09/09/2022	8492	39.84	STATION 2 COFFEE MAKER REPAIRS	290.4211.5255	MINER'S ACE HARDWARE, INC
49	09/09/2022	8492	52.70	STATION 2- GROUNDS MAINTENANCE	290.4211.5255	MINER'S ACE HARDWARE, INC
50	09/09/2022	8492	10.76	SOCKET	290.4211.5273	MINER'S ACE HARDWARE, INC
51	09/09/2022	8492	48.48	EXTENSION CORD	290.4211.5601	MINER'S ACE HARDWARE, INC
52	09/09/2022	8492	7.60	HOSE ADAPTOR	290.4211.5604	MINER'S ACE HARDWARE, INC
53	09/09/2022	8493	2,426.41	E-6691 TIRES	290.4211.5601	SANTA MARIA TIRE, INC
54	09/09/2022	8494	200.00	FY22/23 MEMBERSHIP DUES	290.4211.5503	SLO CTY TRAINING OFFICERS ASSO
55	09/09/2022	8495	50.00	2022 MEMBERSHIP X2	290.4211.5503	SLOFIST
56	09/09/2022	8496	233.13	GAS SERVICES-STATION 1 7/27-8/25	290.4211.5401	SOCALGAS

57	09/09/2022	8497	351.64	E-6692 COOLANT LEAK REPAIR; REPLACE RADIATOR CAP	290.4211.5601	SOUTH COAST EMERGENCY
58	09/09/2022	8497	170.00	B1-6661 REPLACED AXLE SEAL	290.4211.5601	SOUTH COAST EMERGENCY
59	09/09/2022	8498	140.00	CHAMBER MEMBERSHIP	290.4211.5503	SOUTH COUNTY CHAMBERS
60	09/09/2022	8499	108.92	10/22 SCHEDULING SOFTWARE	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
61	09/09/2022	8500	177.79	ICE MACHINE RENTAL STATION 1	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
62	09/09/2022	8501	577.07	ACCT#670954297-00001 (14) PHONES	290.4211.5403	VERIZON WIRELESS
63	09/23/2022	8502	471.52	OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
64	09/23/2022	8503	1,155.28	(4) LEATHER SHIELDS(3) FIRE HELMET	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
65	09/23/2022	8504	206.78	WATER-/IRRIGATION STN 1 6/18-8/16	290.4211.5401	CITY OF ARROYO GRANDE
66	09/23/2022	8504	343.32	WATER/SEWER FEES-STN 1 6/18-8/16	290.4211.5401	CITY OF ARROYO GRANDE
67	09/23/2022	8504	39.60	WATER-FIRE HYDRANT 6/18-8/16	290.4211.5401	CITY OF ARROYO GRANDE
68	09/23/2022	8505	33.97	CIRCUIT LINE TO AGPD	290.4211.5403	AT & T
69	09/23/2022	8506	209.98	ACCT#8245100960252290 STATION 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
70	09/23/2022	8506	209.98	ACCT#82451010138133 STATION 3 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
71	09/23/2022	8506	209.98	ACCT#8245101000239800 STATION 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
72	09/23/2022	8507	217.00	RADIO SOFTWARE	290.4211.5607	COAST ELECTRONICS
73	09/23/2022	8508	2,308.16	VEHICLE MAINT RESTOCK	290.4211.5601	LAWSON PRODUCTS, INC
74	09/23/2022	8509	170.00	UTV2 BRAKE INSPECTION	290.4211.5601	SOUTH COAST EMERGENCY
75	09/23/2022	8510	52.50	10/22 HAZARDOUS DRUG DISPOSAL	290.4211.5303	STERICYCLE INC.
			\$	36,951.26		

<p style="text-align: center;">FIVE CITIES FIRE AUTHORITY</p> <p style="text-align: center;">DEPARTMENTAL LABOR DISTRIBUTION</p> <p style="text-align: center;">PAY PERIOD</p> <p style="text-align: center;">09/02/2022 - 09/15/2022</p> <p style="text-align: center;">9/23/2022</p>

BY ACCOUNT

5101	Salaries Full time	66,847.75
5102	Salaries Part-Time - PPT	787.36
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	38,127.16
5106	Salaries Strike Team OT	61,845.93
5108	Holiday Pay	6,073.03
5109	Sick Pay	3,224.40
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	4,563.16
5114	Comp Pay	5,299.20
5115	Annual Leave Pay	135.99
5121	PERS Retirement	20,706.65
5122	Social Security	13,634.98
5123	PARS Retirement	11.81
5126	State Disability Ins.	1,736.45
5127	Deferred Compensation	125.00
5131	Health Insurance	16,970.47
5132	Dental Insurance	973.25
5133	Vision Insurance	256.05
5134	Life Insurance	121.52
5135	Long Term Disability	154.34
5137	Leave Payouts	-
5151	Cell Phone Allowance	-
		242,026.50



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** October 14, 2022

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

SUBJECT: Consideration of Budget Review for Fiscal Year 2022-23 and Approve 7 Budget Adjustment Requests

RECOMMENDATION

It is recommended that the Board of Directors review and approve the amended Budget for Fiscal Year 2022-23 Report and approve 7 Budget Adjustment Requests.

BACKGROUND

The Board of Directors (Board) approved the Fiscal Year (FY) 2022-23 budget on April 15, 2022. At year-end, FY 2021-22 revenues totaled \$6,589,704 and actual expenditures were \$6,636,328. The attached Budget updates the beginning fund balance with the results of the prior year; although the audit is not finalized, the amounts are not expected to change and reflects all approved Board actions. The actual Fund Balance ended the year at \$1,341,120. Fund Balance decreased this year from \$1,387,744 million at Fiscal Year End 2020-21 because actual expenditures exceeded revenues by approximately \$46,624. The FY 2022-23 original budget anticipated a lower fund balance at the end of FY 2021-22 and these updated actuals increase the ending fund balance of the adopted FY 2022-23 budget to \$325,066 or 4.73%. Some of this increase is related to projects that did not get completed by the end of the fiscal year. Staff recommends the following budget adjustments for Board approval to complete these projects and account for any additional work items not included in the Adopted budget:

- Appropriate Revenues and Expenditures by \$13,500 to account for the California Fire Foundation Grant Award approved by the Board on September 27, 2022 for hoses and nozzles.
- Carryover \$23,700 of unspent Protective Safety Clothing that was ordered in FY 2021-22 but has not received to date.
- Appropriate \$13,500 of fund balance to Contractual Services to complete a Salary Survey.
- Appropriate \$18,000 of fund balance to Contractual Services to assist with splitting FCFA CalPERS liability between JPA members.

- Appropriate \$6,000 of fund balance to Computer Software to upgrade the ImageTrend reporting platform to include “Continuum”, which will allow for real-time data monitoring and performance analytics.
- Appropriate \$10,000 of fund balance to Gas and Oil as this continues to raise the expenditure line item continues to increase annually.
- Appropriate \$127,187 of fund balance to Vehicles. This would include a carryover of approximately \$37,187 for the utility truck and an additional \$15,000 for the total estimated cost of the utility truck to be \$52,187. Additionally, the remaining \$75,000 would be allocated to purchase and outfit the Battalion Chief vehicle.

These 7 budget adjustments increase the revenues by \$13,500 and increase the expenditures by \$211,887. If approved the Amended Budget would have an ending Fund balance of \$126,678 or 1.79%.

FISCAL IMPACT

The fund balance at the end of FY 2022-23 is projected to be \$126,678.

ALTERNATIVES

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

1. Approve the staff recommended adjustments to the FY 2022-23 budget.
2. Approve a portion of the staff recommended adjustments to the FY 2022-23 budget.
3. Do not approve the staff recommendation and provide other direction.

ATTACHMENTS

1. FY 2022-23 Budget Report

PREPARED BY

Stephen C. Lieberman, Fire Chief
Nicole Valentine, Treasurer

FIVE CITIES FIRE AUTHORITY
BUDGET SUMMARY

For the Fiscal Year Ending June 30, 2023

	ACTUALS		Approved Budget 2022-23	Updated based on FY 2021-22 Actuals Fund Balance 2022-23	Budget Adjustments for Consideration 2022-23	Amended Budget 2022-23
	2020-21	2021-22				
Beginning Fund Balance	\$ 1,005,267	\$ 1,387,744	\$ 1,157,393	\$ 1,341,120	\$ -	\$ 1,341,120
Revenues	6,789,777	6,589,704	5,849,718	5,849,718	13,500	5,863,218
Expenditures						
Salaries & Benefits	5,254,729	5,546,681	5,522,800	5,522,800	-	5,522,800
Services & Supplies	905,228	975,437	1,089,075	1,089,075	84,700	1,173,775
Equipment Replacemen	146,147	13,013	100,000	100,000	127,187	227,187
Debt Service	101,197	101,197	153,897	153,897	-	153,897
Total Expenditure:	6,407,300	6,636,328	6,865,772	6,865,772	211,887	7,077,659
Change in Fund Balance	382,477	(46,624)	(1,016,054)	(1,016,054)	(198,387)	(1,214,441)
Ending Fund Balance	\$ 1,387,744	\$ 1,341,120	\$ 141,339	\$ 325,066	\$ -	\$ 126,678
			2.06%	4.73%		1.79%
Designated Reserve	\$ -	\$ 196,000	\$ 99,800	\$ 99,800	\$ -	\$ 99,800
Undesignated Fund Balance	1,387,744	1,145,120	41,539	225,266		26,878
Total Fund Balance	\$ 1,387,744	\$ 1,341,120	\$ 141,339	\$ 325,066	\$ -	\$ 126,678

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2023

			Approved Budget	Budget Adjustments for Consideration	Amended Budget
ACCOUNT NAME	FY 2020-21 Actual	FY 2021-22 Actual	2022-23	2022-23	2022-23
<u>REVENUES</u>					
INTEREST	\$ 2,812	\$ 992	\$ 700		\$ 700
ARROYO GRANDE FIRE REIMBURSEMENT	2,580,955	2,580,955	2,580,955		2,580,955
FEMA REVENUE	-	-	-		-
GROVER BEACH FIRE REIMBURSEMENT	2,015,115	2,015,115	2,015,115		2,015,115
OCEANO FIRE REIMBURSEMENT	1,138,148	1,138,148	1,138,148		1,138,148
STATE GRANT	28,520	700	3,800		3,800
SAFER GRANT	-	-	-		-
LOCAL GRANT	18,354	8,141	-	13,500	13,500
INSPECTIONS	111,429	89,814	87,000		87,000
FIRE IMPACT FEES	3,892	5,365	-		-
FIRE-FIRST RESPONDER SUPPORT	24,993	25,361	24,000		24,000
STRIKE TEAM REIMBURSEMENT	742,033	705,963	-		-
SALES-EQUIPMENT/MATERIALS	41,500	-	-		-
EXPENSE RECOVERY	82,026	19,150	-		-
DONATIONS	-	-	-		-
PROCEEDS FROM DEBT ISSUANCE	-	-	-		-
GRAND TOTAL REVENUES	\$ 6,789,777	\$ 6,589,704	\$ 5,849,718	\$ 13,500	\$ 5,863,218

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2023

			Approved Budget	Budget Adjustments for Consideration	Amended Budget
ACCOUNT NAME	FY 2020-21 Actual	FY 2021-22 Actual	2022-23	2022-23	2022-23
EXPENDITURES					
SALARIES FULL-TIME	1,803,998	1,896,061	2,789,900		2,789,900
SALARIES PERMANENT PART-TIME	10,097	501	32,100		32,100
SALARIES TEMPORARY PART-TIME	120,294	53,236	51,400		51,400
SALARIES OVERTIME	790,173	857,273	667,000		667,000
SALARIES - STRIKE TEAM OVERTIME	488,621	445,491	-		-
HOLIDAY PAY	116,038	125,830	117,900		117,900
SICK LEAVE PAY	55,131	60,839	-		-
ANNUAL LEAVE BUY BACK	8,307	9,540	9,000		9,000
VACATION BUY BACK	43,926	38,173	56,700		56,700
SICK LEAVE BUY BACK	2,703	764	2,000		2,000
VACATION LEAVE PAY	58,905	98,555	-		-
COMPENSATION PAY	118,456	137,266	-		-
ANNUAL LEAVE	29,791	62,404	-		-
PERS RETIREMENT	526,763	553,308	518,200		518,200
SOCIAL SECURITY	260,144	259,293	215,900		215,900
PARS RETIREMENT	151	13	1,300		1,300
STATE DISABILITY INS. (SDI)	24,811	31,253	23,600		23,600
DEFERRED COMPENSATION	3,009	3,009	3,000		3,000
UAL (UNFUNDED ACCRUED LIABILITY)	123,920	152,812	185,400		185,400
HEALTH INSURANCE	408,057	424,265	499,900		499,900
DENTAL INSURANCE	23,304	24,252	25,600		25,600
VISION INSURANCE	6,428	6,548	7,000		7,000
LIFE INSURANCE	2,925	3,035	3,300		3,300
LONG TERM DISABILITY INSURANCE	8,876	8,876	9,200		9,200
RETIREES HEALTH INSURANCE	12,660	13,137	13,000		13,000
WORKERS COMPENSATION	206,611	235,600	235,600		235,600
UNEMPLOYMENT INSURANCE	-	-	5,000		5,000
UNIFORM ALLOWANCE	-	45,347	50,000		50,000
EMPLOYEE ASSISTANCE PROGRAM	630	-	800		800
Subtotal Salaries & Benefits	5,254,729	5,546,681	5,522,800	-	5,522,800

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2023

			Approved Budget	Budget Adjustments for Consideration	Amended Budget
ACCOUNT NAME	FY 2020-21 Actual	FY 2021-22 Actual	2022-23	2022-23	2022-23
SUPPLIES - OFFICE	6,403	6,163	7,140		7,140
SUPPLIES - EMS	15,164	17,699	20,600		20,600
POSTAGE/MAILING	3,657	3,086	3,000		3,000
SPECIAL DEPARTMENT SUPPLIES	20,040	20,701	18,480		18,480
PROTECTIVE/SAFETY CLOTHING	55,135	9,943	35,983	37,200	73,183
SMALL TOOLS	2,792	2,945	3,060		3,060
UNIFORMS	28,535	3,313	5,000		5,000
ADVERTISING	415	-	-		-
CONTRACTUAL SERVICES	272,057	324,429	395,772	31,500	427,272
PRINTING SERVICES	2,553	762	3,000		3,000
PRE-EMPLOYMENT PHYSICALS	1,741	15,828	30,520		30,520
JOB RECRUITMENT EXPENSE	-	32	-		-
FORENSIC MANDATE SERVICES	-	2,050	1,000		1,000
HAZMAT/SAFETY PROGRAM	14,504	12,984	15,800		15,800
UTILITIES	55,381	61,412	50,000		50,000
TELECOMMUNICATIONS	26,416	25,061	25,000		25,000
CONFERENCE/TRAINING	15,850	11,120	14,240		14,240
MEMBERSHIPS & SUBSCRIPTIONS	3,395	1,505	3,000		3,000
PUBLIC RELATIONS	3,334	4,135	5,100		5,100
MISC EXPENSE	2,021	2,257	12,000		12,000
TRAVEL	15,994	9,970	2,100		2,100
RENT-BUILDING AND LAND	15,000	15,000	15,000		15,000
BANK CHARGES	1,473	497	1,006		1,006
LIABILITY INSURANCE-JPA SHARE	23,051	41,103	49,320		49,320
WEED ABATEMENT	24,747	22,067	12,240		12,240
MAINTENANCE - VEHICLES	133,554	162,506	125,000		125,000
MAINTENANCE - OFFICE EQUIPMENT	2,236	2,313	5,000		5,000
MAINTENANCE - MACH & EQUIP	15,571	58,459	90,400		90,400
MAINTENANCE - BUILDINGS	9,960	9,494	10,000		10,000
MAINTENANCE - GROUNDS	408	818	1,000		1,000
MAINTENANCE - RADIO COMMUNICATIONS	18,651	5,133	8,364		8,364
MAINTENANCE - COMPUTER SOFTWARE	44,330	43,507	55,150	6,000	61,150
GAS & OIL	44,029	57,525	50,800	10,000	60,800
DATA PROCESSING EQUIPMENT	26,831	21,620	15,000		15,000
Subtotal Services & Supplies	905,228	975,437	1,089,075	84,700	1,173,775

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2023

ACCOUNT NAME	FY 2020-21 Actual	FY 2021-22 Actual	Approved Budget	Budget Adjustments for Consideration	Amended Budget
			2022-23	2022-23	2022-23
LEASE PURCHASE PAYMENTS	101,197	101,197	153,897		153,897
Subtotal Debt Service	101,197	101,197	153,897	-	153,897
DATA PROCESSING EQUIPMENT	-	-	-		-
COMPUTER LICENSING SOFTWARE	7	-	-		-
MACHINERY & EQUIPMENT	45,112	-	-		-
VEHICLES	101,028	13,013	100,000	127,187	227,187
FUTURE VEHICLE REPLACEMENT					
Subtotal Equip Replacement	146,147	13,013	100,000	127,187	227,187
GRAND TOTAL EXPENDITURES	\$ 6,407,300	\$ 6,636,328	\$ 6,865,772	\$ 211,887	\$ 7,077,659