

# FIVE CITIES FIRE AUTHORITY



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Daniel Rushing, Chair  
Lan George, Vice Chair  
Caren Ray Russom, Board Member  
Clint Weirick, Board Member

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Matthew Bronson, Management Committee  
Matthew Downing, Management Committee  
Keith Aggson, Interim Fire Chief  
Tricia Meyers, Clerk to the Board  
Martin Koczanowicz, General Counsel

## AGENDA BOARD MEETING

**MONDAY, APRIL 15, 2024–5:00 P.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.

## BOARD MEETING AGENDA – APRIL 15, 2024

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1. **Consideration of Approval of Minutes**(MEYERS)

**Recommended Action:** Approve the minutes of the Special Board Meeting of January 29, 2024, Board Meeting of January 29, 2024 and Special Board Meeting of March 7, 2024.

2. **Consideration of Cash Disbursement Activity**(AGGSON)

**Recommended Action:** Receive and file the listing of cash disbursements for the period of January 1, 2024 through March 31, 2024.

### **CONTINUED BUSINESS:**

None.

### **NEW BUSINESS:**

a. **Consideration of Fiscal Year 2024-25 Budget** (BRONSON/DOWNING)

**Recommended Action:** Adopt a Resolution approving the Fiscal Year (FY) 2024-25 Budget.

b. **Approval of an Employment Agreement between the Five Cities Fire Authority and Scott Hallett to Serve as Fire Chief** (BRONSON/DOWNING)

**Recommended Action:** Adopt a Resolution to approve the employment agreement between the Five Cities Fire Authority and Scott Hallett to serve as Fire Chief and authorize the Chief Executive Officer to execute the agreement on behalf of the Five Cities Fire Authority.

### **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.

### **MANAGEMENT COMMITTEE/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. Management Committee Updates
- b. Fire Chief Updates

**BOARD MEETING AGENDA – APRIL 15, 2024**

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**GENERAL COUNSEL ITEMS:**

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

None.

**BOARD COMMUNICATIONS:**

Correspondence/Comments as presented by the Board.

**CLOSED SESSION:**

None.

**ADJOURNMENT**

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

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](mailto: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](http://www.fivecitiesfireauthority.org).

**MINUTES**

**FIVE CITIES FIRE AUTHORITY  
SPECIAL BOARD MEETING  
MONDAY, JANUARY 29, 2024**

**CALL TO ORDER:**

Chair Rushing called the Five Cities Fire Authority (FCFA) Special Board meeting to order at 5:30 p.m.

**FLAG SALUTE:**

Chair Rushing led the Flag Salute.

**ROLL CALL:**

FCFA Board: Chair Rushing, Vice Chair George, and Board Member Weirick.

FCFA Staff Present: Management Committee Representatives Matthew Bronson and Matthew Downing, Fire Chief Steve Lieberman, General Counsel Molly Thurmond and Clerk to the Board, Tricia Meyers.

**COMMUNITY COMMENTS AND SUGGESTIONS:**

None.

**NEW BUSINESS:**

- 1. Update of Regular Board Meeting Schedule.** Management Committee representative Bronson presented the staff report regarding the Five Cities Fire Authority Board meeting schedule.  
**Action:** Board Member Weirick moved, and Vice Chair George seconded the motion to adopt a Resolution updating the schedule for regular Board meetings including frequency, day, time, and location and establishing a regular meeting for January 29, 2024. The motion passed on the following roll call vote:

**AYES:** Weirick, George, Rushing

**NOES:** None

**ABSENT:** Ray Russom

**ABSTAIN:** None

**ADJOURNMENT:**

Chair Rushing adjourned the meeting at 5:35 p.m.

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**DANIEL RUSHING, BOARD CHAIR**

**ATTEST:**

**\_\_\_\_\_**  
**TRICIA MEYERS, CLERK TO THE BOARD**

**MINUTES**

**FIVE CITIES FIRE AUTHORITY  
BOARD MEETING  
MONDAY, JANUARY 29, 2024**

**CALL TO ORDER:**

Chair Rushing called the Five Cities Fire Authority (FCFA) Board meeting to order at 5:45 p.m.

**FLAG SALUTE:**

Chair Rushing led the Flag Salute.

**ROLL CALL:**

FCFA Board: Chair Rushing, Vice Chair George, and Board Member Weirick.

FCFA Staff Present: Management Committee Representatives Matthew Bronson and Matthew Downing, Fire Chief Steve Lieberman, General Counsel Molly Thurmond and Clerk to the Board, Tricia Meyers.

**CEREMONIAL PRESENTATION:** Proclamation for Fire Chief Steve Lieberman

**SPECIAL PRESENTATION:** Summary of Extended Vehicle Extrication Incident on December 20, 2023

**AGENDA REVIEW:**

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

**AYES:** George, Weirick, Rushing

**NOES:** None

**ABSENT:** Ray Russom

**ABSTAIN:** None

**COMMUNITY COMMENTS AND SUGGESTIONS:**

Chair Rushing invited public comment. Speaking from the public was Local 4403 President, Jeff Lane. No further public comments were received.

**CONSENT AGENDA:**

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

**AYES:** Weirick, George, Rushing

**NOES:** None

**ABSENT:** Ray Russom

**ABSTAIN:** None

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

**Action:** Approved minutes of the Board Meeting of October 16, 2023.

- 2. Consideration of Cash Disbursement Activity.**  
**Action:** Received and filed the listing of cash disbursements for the period of October 1, 2023 through December 31, 2023.
- 3. Consideration of Amending Management Resolution 2023-06 to Reflect Change in Transition to Shift-Based Battalion Chief Position.**  
**Action:** 1) Approved an amendment to the existing Management Resolution regarding vehicle assignment.
- 4. Consideration of Acceptance of Grant Award from the State of California Office of Traffic Safety and Appropriation of those Revenues into the 2023-24 Five Cities Fire Authority Budget.**  
**Action:** 1) Accepted grant funds in the amount of \$50,000 from the State of California Office of Traffic Safety and approved a Resolution, along with approving an appropriation of these revenues into the FCFA budget to offset the funds for extrication equipment.
- 5. Consideration of Side Letter to Existing Memorandum of Understanding – Five Cities Fire Authority and International Association of Fire Fighters Local 4403 Related to Specialty Assignment Pay.**  
**Action:** The Board directed the Fire Chief to execute a side letter agreement with Local 4403 affirming the addition of Fleet Coordinator to the Article 6 of the current Memorandum of Understanding.
- 6. Consideration of Authorization to Purchase a Used Tiller Truck and Associated Training.**  
**Action:** 1) Authorized the Fire Chief to execute a purchase order, and related purchasing agreements, not to exceed \$25,000.00 issued to the Ventura County Fire Department/County of Ventura for the purchase of a 1999 American LaFrance Tractor Drawn Aerial Tiller 2) Authorized the Fire Chief to execute a purchase order, and related purchasing agreements not to exceed \$25,230.00 issued to Response Training Group to provide specialized training for the use of the vehicle 3) Approved a Resolution for the purchase of the vehicle, entering into a contract for training, and appropriating needed funding from fund balance.
- 7. Consideration of Audited Financial Reports for the Fiscal Year Ended June 30, 2023.**  
**Action:** Received and filed the annual audit reports for fiscal year ended June 30, 2023.
- 8. Consideration of Mid-Year Budget Review for Fiscal Year 2023-24.**  
**Action:** Approved the amended Mid-Year Budget for Fiscal Year 2023-24 Report and approve 13 budget adjustment requests.
- 9. Consideration of Approval for Interim Fire Chief.**  
**Action:** Adopted a Resolution appointing Keith A. Aggson as Interim Fire Chief until completion of the recruitment process for a new Fire Chief.

**CONTINUED BUSINESS:**

None.

**NEW BUSINESS:**

1. **Approval of Professional Services Agreement with Aleshire & Wynder, LLP for General Counsel Services.** Management Committee representative Bronson presented the staff report regarding consideration of a Professional Service Agreement for General Counsel Services. No public comment was received.  
**Action:** Vice Chair George moved, and Board Member Weirick seconded the motion to approve the Professional Services Agreement with the law firm Aleshire & Wynder, LLP for General Counsel Services. The motion passed on the following roll call vote:

**AYES:** George, Weirick, Rushing  
**NOES:** None  
**ABSENT:** Ray Russom  
**ABSTAIN:** None

**BOARD MEMBER ITEMS:**

None.

**MANAGEMENT COMMITTEE / FIRE CHIEF ITEMS:**

- a. Management Committee representative Bronson thanked General Counsel Dave Hale for his service to Five Cities Fire Authority and wished him the best in his retirement.
- b. Discussions continue with the County of San Luis Obispo regarding fire service in Oceano.
- c. Keith Aggson named Interim Fire Chief through April, as the Fire Chief recruitment is underway.
- d. Chief Lieberman reported that five candidates will be participating in the Battalion Chief assessment.

**GENERAL COUNSEL ITEMS:**

None.

**BOARD COMMUNICATIONS:**

Board Member Weirick reported that he participated in a ride-a-long with Five Cities Fire Authority.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

Chair Rushing adjourned the meeting at 6:22 p.m.



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**DANIEL RUSHING, BOARD CHAIR**

**ATTEST:**

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**TRICIA MEYERS, CLERK TO THE BOARD**

**MINUTES**

**FIVE CITIES FIRE AUTHORITY  
SPECIAL BOARD MEETING  
THURSDAY, MARCH 7, 2024**

**CALL TO ORDER:**

Chair Rushing called the Five Cities Fire Authority (FCFA) Special Board meeting to order at 5:00 p.m.

**FLAG SALUTE:**

Chair Rushing led the Flag Salute.

**ROLL CALL:**

FCFA Board: Chair Rushing, Vice Chair George, Board Member Ray Russom and Board Member Weirick.

FCFA Staff Present: Management Committee Representatives Matthew Bronson and Matthew Downing, Interim Fire Chief Keith Aggson, General Counsel Martin Koczanowicz and Clerk to the Board, Tricia Meyers.

**AGENDA REVIEW:**

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

**AYES:** Ray Russom, George, Weirick, Rushing

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**COMMUNITY COMMENTS AND SUGGESTIONS:**

None.

**NEW BUSINESS:**

- 1. Update and Policy Direction on Oceano Fire Service Delivery.** Management Committee representative Bronson presented a staff report to update the Board on the continued negotiations with the County for fire service in Oceano. Staffing levels, improvements to Station 3 in Oceano, and multi-year contract for service are included in the top priorities for discussion. The LAFCO divestiture hearing process for Oceano is projected to take place in June of this year. No public comment was received.

**ADJOURNMENT:**

Chair Rushing adjourned the meeting at 6:24 p.m.

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**DANIEL RUSHING, BOARD CHAIR**

**ATTEST:**

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**TRICIA MEYERS, CLERK TO THE BOARD**



## STAFF REPORT

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**TO:** Chair and Board Members      **MEETING DATE:** April 15, 2024

**FROM:** Keith Aggson, Interim Fire Chief  
Nicole Valentine, Treasurer

**SUBJECT:** Consideration of Cash Disbursement Ratification

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### RECOMMENDATION

It is recommended that the Five Cities Fire Authority (FCFA) Board of Directors review, receive and accept the attached listing of cash disbursements for the period January 1 through March 31, 2024.

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### 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.

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. The disbursements are accounted for in the FY 2023-24 budget.

### FISCAL IMPACT

There is a \$4,510,324.70 fiscal impact that includes the following items:

- Accounts Payable Checks

January	\$ 1,648,933.56
February	638,957.15
March	771,310.11
  
- Payroll and Benefit Checks

January	\$ 517,407.07
February	456,227.65
March	477,489.16

### 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. January 1 through January 31, 2024 Accounts Payable Register
2. February 1 through February 29, 2024 Accounts Payable Register
3. March 1 through March 31, 2024 Accounts Payable Register
4. January 1 through January 31, 2024 Payroll and Check Register
5. February 1 through February 29, 2024 Payroll and Check Register
6. March 1 through March 31, 2024 Payroll and Check Register

### PREPARED BY

Lynda Horejsi, Accounting  
Manager

FIVE CITIES FIRE AUTHORITY  
CHECK LISTING  
JANUARY 1 - JANUARY 31, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	01/09/2024	9356	\$ 294.65	(4) LEATHER HELMET SHIELDS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
2	01/09/2024	9357	41.50	STN 2-RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
3	01/09/2024	9358	67.44	WATER- FIRE HYDRANT 10/19-12/18	290.4211.5401	CITY OF ARROYO GRANDE
4	01/09/2024	9358	384.98	WATER/SEWER FEES-STN 1 10/19-12/18	290.4211.5401	CITY OF ARROYO GRANDE
5	01/09/2024	9358	119.55	WATER-IRRIGATION 10/19-12/18	290.4211.5401	CITY OF ARROYO GRANDE
6	01/09/2024	9359	695.55	BAN#9391033185 PHONE LINES 11/25-12/24	290.4211.5403	AT&T
7	01/09/2024	9359	162.11	BAN#9391033178 STN 2 CIRCUIT CHARGES	290.4211.5403	AT&T
8	01/09/2024	9359	162.11	BAN#9391033179 STN 3 CIRCUIT CHARGES	290.4211.5403	AT&T
9	01/09/2024	9360	1,314.00	SIRENNET LIGHTS-CHEVY SILVERADO	290.4211.6201	BANK OF AMERICA
10	01/09/2024	9360	34.90	AMAZON-YELLOW LED LIGHT-6691	290.4211.5601	BANK OF AMERICA
11	01/09/2024	9360	67.09	AMAZON-RETIREMENT PARTY SUPPLIES	290.4211.5504	BANK OF AMERICA
12	01/09/2024	9360	35.98	SCBA FACEMASK	290.4211.5272	BANK OF AMERICA
13	01/09/2024	9360	201.05	FUEL	290.4211.5608	BANK OF AMERICA
14	01/09/2024	9360	205.11	ZAZZLE-HOLIDAY CARDS	290.4211.5306	BANK OF AMERICA
15	01/09/2024	9360	215.99	TRIBUNE SUBSCRIPTION	290.4211.5503	BANK OF AMERICA
16	01/09/2024	9360	152.16	ALL HANDS MEETING SUPPLIES	290.4211.5508	BANK OF AMERICA
17	01/09/2024	9360	66.00	USPS-STAMPS	290.4211.5208	BANK OF AMERICA
18	01/09/2024	9360	32.70	GLOW STORE RETIREMENT EVENT SUPPLIES	290.4211.5504	BANK OF AMERICA
19	01/09/2024	9360	0.46	INTERNATIONAL MAILING FEE	290.4211.5208	BANK OF AMERICA
20	01/09/2024	9360	262.10	STN 1 CREW MEAL- STN 1 FLOODED	290.4211.5508	BANK OF AMERICA
21	01/09/2024	9360	0.99	APPLE CLOUD STORAGE	290.4211.5607	BANK OF AMERICA
22	01/09/2024	9360	45.83	AMAZON-STN 1 TOILET SEAT	290.4211.5604	BANK OF AMERICA
23	01/09/2024	9360	299.17	AMAZON-BATTERIES	290.4211.5255	BANK OF AMERICA
24	01/09/2024	9360	231.67	REDBACK BOOTS-MCMAHON	290.4211.5272	BANK OF AMERICA
25	01/09/2024	9360	7.00	FREIGHT	290.4211.5272	BANK OF AMERICA
26	01/09/2024	9360	13.79	FREIGHT	290.4211.5504	BANK OF AMERICA
27	01/09/2024	9360	279.95	B6612-SEALED AUTO POWERLINE DISCONNECT	290.4211.5601	BANK OF AMERICA
28	01/09/2024	9360	14.40	SECURE CONF	290.4211.5403	BANK OF AMERICA
29	01/09/2024	9360	15.99	ZOOM	290.4211.5403	BANK OF AMERICA
30	01/09/2024	9360	597.20	TRAINING LODGING-SILVA	290.4211.5512	BANK OF AMERICA
31	01/09/2024	9361	1,850.66	6693- REPAIR LEAK ON FUEL RAIL	290.4211.5601	CENTRAL COAST TRUCK CENTER
32	01/09/2024	9362	123.59	ACCT#8413120660056482 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
33	01/09/2024	9363	299.62	BIT INSPECTION-6652	290.4211.5601	DONAHUE TRUCK CENTER LLC
34	01/09/2024	9363	299.62	BIT INSPECTION-6691	290.4211.5601	DONAHUE TRUCK CENTER LLC
35	01/09/2024	9363	299.62	BIT INSPECTION-6662	290.4211.5601	DONAHUE TRUCK CENTER LLC
36	01/09/2024	9363	299.62	BIT INSPECTION-6661	290.4211.5601	DONAHUE TRUCK CENTER LLC
37	01/09/2024	9363	299.62	BIT INSPECTION-6692	290.4211.5601	DONAHUE TRUCK CENTER LLC

FIVE CITIES FIRE AUTHORITY  
CHECK LISTING  
JANUARY 1 - JANUARY 31, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
38	01/09/2024	9363	\$ 299.62	BIT INSPECTION-6645	290.4211.5601	DONAHUE TRUCK CENTER LLC
39	01/09/2024	9364	758.50	12/23 PROF LEGAL SERVICES	290.4211.5303	DAVID P. HALE
40	01/09/2024	9365	2,032.11	FUEL	290.4211.5608	JB DEWAR, INC
41	01/09/2024	9366	15.21	6600-CAR CLEANING SUPPLIES	290.4211.5601	MINER'S ACE HARDWARE, INC
42	01/09/2024	9366	255.34	STN 1 LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
43	01/09/2024	9366	15.06	SMALL TOOLS	290.4211.5273	MINER'S ACE HARDWARE, INC
44	01/09/2024	9366	16.15	ABSORBENT	290.4211.5255	MINER'S ACE HARDWARE, INC
45	01/09/2024	9367	45.00	SAW REPAIR	290.4211.5273	NOBLE SAW, INC
46	01/09/2024	9368	143.00	ANNUAL FIRE EXTINGUISHER MAINTENANCE	290.4211.5303	SCOTT O'BRIEN FIRE & SAFETY CO
47	01/09/2024	9369	132.00	EMT RECERT-RAWSON, SALCE	290.4211.5501	SLO COUNTY EMS AGENCY
48	01/09/2024	9370	761.78	GAS SERVICES-STN 1 11/25-12/26	290.4211.5401	SOCALGAS
49	01/09/2024	9371	460.66	ACCT#670954297-00001-PHONE LINES	290.4211.5403	VERIZON WIRELESS
50	01/19/2024	9372	79.10	12/23 OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
51	01/19/2024	9373	267.91	SUPPLES-RENTAL-SHEETS, MOPS, MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
52	01/19/2024	9374	45.00	STN 1 PEST CONTROL SERVICES	290.4211.5605	AUTHORIZED PEST CONTROL
53	01/19/2024	9375	128.64	FORD ESCAPE OIL CHANGE	290.4211.5601	CALIFORNIA DIESEL & RV LLC
54	01/19/2024	9376	209.98	ACCT#170564701 STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
55	01/19/2024	9376	209.98	ACCT#170584001 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
56	01/19/2024	9376	216.48	ACCT#170565301 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
57	01/19/2024	9377	1,314.57	T6645 -OIL CHG, TRANSMISSION FILTER	290.4211.5601	DONAHUE TRUCK CENTER LLC
58	01/19/2024	9378	160.00	STN 1 SVC CALL	290.4211.5604	FRANK'S LOCK & KEY
59	01/19/2024	9379	1,662.00	EXEC SEARCH SVCS-FIRE CHIEF 2ND ROUND	290.4211.5303	MOSAIC PUBLIC PARTNERS LLC
60	01/19/2024	9380	315.00	12/23 LANDSCAPE MAINT STN 1	290.4211.5605	PROGRESSIVE GREENERY
61	01/19/2024	9381	254.00	6692 FLAT REPAIR	290.4211.5601	SANTA MARIA TIRE, INC
62	01/19/2024	9381	107.44	6612 TIRE REPAIR	290.4211.5601	SANTA MARIA TIRE, INC
63	01/19/2024	9382	930.00	2019 ALF TILLER INSPECTION-TECH TRAVEL	290.4211.5601	SOUTH COAST EMERGENCY
64	01/24/2024	9383	371.98	HAIX BOOTS-PEARSON	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
65	01/24/2024	9384	267.91	SUPPLIES-RENTAL SHEETS, MOPS, MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
66	01/24/2024	9385	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
67	01/24/2024	9386	663,257.54	12/23 REIMBURSE EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
68	01/24/2024	9386	486,982.89	11/23 REIMBURSE EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
69	01/24/2024	9386	453,022.22	10/23 REIMBURSE EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
70	01/24/2024	9387	568.57	ACCT#287284288210 IPAD WIRELESS CHARGES	290.4211.5403	AT&T MOBILITY
71	01/24/2024	9388	176.44	STEEL FOR TRAINING	290.4211.5501	B & B STEEL & SUPPLY, INC
72	01/24/2024	9389	844.33	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
73	01/24/2024	9389	55.61	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
74	01/24/2024	9390	6,676.02	T6645 REPAIR LEAKS AND BROKEN MOUNT	290.4211.5601	CENTRAL COAST TRUCK CENTER

FIVE CITIES FIRE AUTHORITY  
CHECK LISTING  
JANUARY 1 - JANUARY 31, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
75	01/24/2024	9390	\$ 8,935.15	6661 REPAIRS, INSTALL ADDITIONAL COMPARTMENTS	290.4211.5601	CENTRAL COAST TRUCK CENTER
76	01/24/2024	9391	553.00	(4) VALVE CERT FOR CAL OSHA	290.4211.5603	COMPRESSED AIR SPECIALTIES INC
77	01/24/2024	9392	1,952.40	FUEL	290.4211.5608	JB DEWAR, INC
78	01/24/2024	9393	11.83	EQUIPMENT REPAIRS-RADIO	290.4211.5606	MINER'S ACE HARDWARE, INC
79	01/24/2024	9393	13.55	6635-HITCH CLIPS	290.4211.5601	MINER'S ACE HARDWARE, INC
80	01/24/2024	9393	67.79	MISC SUPPLIES-RETIREMENT LUNCHEON	290.4211.5504	MINER'S ACE HARDWARE, INC
81	01/24/2024	9393	3.22	EXTENSION CORD	290.4211.5255	MINER'S ACE HARDWARE, INC
82	01/24/2024	9394	1,855.41	ELECTRIC-STN 1 12/13-1/11	290.4211.5401	PACIFIC GAS & ELECTRIC CO
83	01/24/2024	9395	1,195.01	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
84	01/24/2024	9395	429.65	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
85	01/24/2024	9395	234.97	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
86	01/24/2024	9396	202.94	GAS SERVICES-STN 2 12/12-01/12	290.4211.5401	SOCALGAS
87	01/24/2024	9397	431.25	PARTS-REGULATOR	290.4211.5601	SOUTH COAST EMERGENCY
88	01/24/2024	9398	55.13	STERI-SAFE COMPLIANCE- HAZARDOUS WASTE	290.4211.5303	STERICYCLE INC.
89	01/24/2024	9399	398.95	UNIFORMS-INTERIM CHIEF AGGSON	290.4211.5276	TEMPLETON UNIFORMS
			<u>\$ 1,648,933.56</u>			

FIVE CITIES FIRE AUTHORITY  
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Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	02/06/2024	9400	\$ 87.15	HELMET SHIELD-AGGSON	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
2	02/06/2024	9401	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
3	02/06/2024	9402	60.79	BUSINESS CARDS-AGGSON	290.4211.5306	BOONE PRINTING & GRAPHICS INC
4	02/06/2024	9403	18.45	WIPER BLADES	290.4211.5601	CARQUEST AUTO PARTS
5	02/06/2024	9404	202.25	6691-REPAIR HEATER CORE HOSE	290.4211.5601	CENTRAL COAST TRUCK CENTER
6	02/06/2024	9405	123.59	ACCT#8413120660056482 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
7	02/06/2024	9406	1,580.26	RADIO EQUIPMENT & BATTERIES	290.4211.5606	COAST ELECTRONICS
8	02/06/2024	9407	547.59	T6645 REPLACED OIL FILTERS	290.4211.5601	DONAHUE TRUCK CENTER LLC
9	02/06/2024	9408	264.47	ACCT#1875-6704-1 SHIPPING CHRGS	290.4211.5208	FEDEX
10	02/06/2024	9409	407.00	DISHWASHER REPAIR-STN 1	290.4211.5603	RUFFONI'S SERVICES INC
11	02/06/2024	9410	2,073.43	T5 TIRES	290.4211.5601	SANTA MARIA TIRE, INC
12	02/06/2024	9411	940.03	GAS SERVICES-STN 1 12/26-01/24	290.4211.5401	SOCALGAS
13	02/06/2024	9412	260.48	E6692 PARTS	290.4211.5601	SOUTH COAST EMERGENCY
14	02/06/2024	9413	33.42	KONICA COPIER METER READ 12/18	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
15	02/06/2024	9414	25,000.00	1999 AERIAL LADDER TRUCK	290.4211.6301	COUNTY OF VENTURA
16	02/13/2024	9415	267.91	SUPPLIES-SHEETS, MOPS, MATS, TOWELS	290.4211.5303	ARAMARK UNIFORM SERVICES
17	02/13/2024	9416	698.32	BAN#9391033185 473-5128 12/25-01/24	290.4211.5403	AT&T
18	02/13/2024	9416	162.81	BAN#9391033178 STN 2 CIRCUIT CHRGS	290.4211.5403	AT&T
19	02/13/2024	9416	162.81	BAN#9391033179 STN 3 CIRCUIT CHRGS	290.4211.5403	AT&T
20	02/13/2024	9417	129.30	CHIEF RETIREMENT PLAQUE	290.4211.5508	BANK OF AMERICA
21	02/13/2024	9417	29.58	NAME PLATES-BOARD	290.4211.5508	BANK OF AMERICA
22	02/13/2024	9417	275.00	CCAI MEMBERSHIP -SALCE	290.4211.5503	BANK OF AMERICA
23	02/13/2024	9417	0.99	APPLE ICLOUD STORAGE	290.4211.5607	BANK OF AMERICA
24	02/13/2024	9417	118.46	LOCKING CABINET & KEY TAGS	290.4211.5255	BANK OF AMERICA
25	02/13/2024	9417	219.21	WEATHERTECH FLOOR MATS	290.4211.5601	BANK OF AMERICA
26	02/13/2024	9417	102.94	SHIPPING-UPS	290.4211.5208	BANK OF AMERICA
27	02/13/2024	9417	329.87	FUEL	290.4211.5608	BANK OF AMERICA
28	02/13/2024	9417	6.62	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
29	02/13/2024	9417	15.99	ZOOM	290.4211.5403	BANK OF AMERICA
30	02/13/2024	9417	383.48	OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
31	02/13/2024	9417	127.42	RECRUITMENT SUPPLIES	290.4211.5508	BANK OF AMERICA
32	02/13/2024	9417	141.71	POWERWERX-RADIO EQUIPMENT	290.4211.5606	BANK OF AMERICA
33	02/13/2024	9417	173.96	HARBOR FRT-RETRACT CORD REELS	290.4211.5255	BANK OF AMERICA
34	02/13/2024	9417	28.90	6692 BULB-AMAZON	290.4211.5601	BANK OF AMERICA
35	02/13/2024	9417	88.85	PUBLIC RELATIONS SUPPLIES-AMAZON	290.4211.5504	BANK OF AMERICA
36	02/13/2024	9417	75.91	BLDG MAINT SUPPLIES-AMAZON	290.4211.5604	BANK OF AMERICA
37	02/13/2024	9417	203.18	BATTERIES	290.4211.5255	BANK OF AMERICA
38	02/13/2024	9417	250.27	STN 1 OVEN THERMOSTAT	290.4211.5603	BANK OF AMERICA



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39	02/13/2024	9417	\$ 28.02	LED/LAMP	290.4211.5601	BANK OF AMERICA
40	02/13/2024	9417	54.08	CHIEF MEETING	290.4211.5508	BANK OF AMERICA
41	02/13/2024	9417	155.54	TRAVEL MEALS-TILLER TRUCK INSPECTION	290.4211.5512	BANK OF AMERICA
42	02/13/2024	9417	362.00	INTERVIEW PANEL MEAL	290.4211.5508	BANK OF AMERICA
43	02/13/2024	9417	1,571.92	CHIEFS RETIREMENT LUNCH SUPPLIES	290.4211.5504	BANK OF AMERICA
44	02/13/2024	9417	13.26	POSTAGE	290.4211.5208	BANK OF AMERICA
45	02/13/2024	9417	23.60	ADOBE USER FEE	290.4211.5607	BANK OF AMERICA
46	02/13/2024	9418	180.00	BAUER COMPRESSOR SVC	290.4211.5303	BAUER COMPRESSORS, INC
47	02/13/2024	9419	75.35	6661-VEHICLE MAINT	290.4211.5601	CARQUEST AUTO PARTS
48	02/13/2024	9420	148.33	RADIO PROGRAMMING CABLE & SOFTWARE	290.4211.5606	COAST ELECTRONICS
49	02/13/2024	9421	553.00	(4) KUNKLE VALVE CERT-CAL-OSHA	290.4211.5603	COMPRESSED AIR SPECIALTIES INC
50	02/13/2024	9422	223.68	UTILITIES-STN 2 WATER 11/2-1/1	290.4211.5401	CITY OF GROVER BEACH
51	02/13/2024	9423	1,813.00	01/24 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
52	02/13/2024	9424	66,366.40	CUST#334363 EQUIPMENT LOAN PYMT	290.4211.5803	J.P. MORGAN EQUIPMENT FINANCE
53	02/13/2024	9425	1,930.74	FUEL	290.4211.5608	JB DEWAR, INC
54	02/13/2024	9426	86.15	(5) GROUNDING PLUG WIRE	290.4211.5604	MINER'S ACE HARDWARE, INC
55	02/13/2024	9426	17.22	SMALL TOOLS-SCREWDRIVER, FILES	290.4211.5273	MINER'S ACE HARDWARE, INC
56	02/13/2024	9426	19.37	DECON BRUSHES	290.4211.5255	MINER'S ACE HARDWARE, INC
57	02/13/2024	9426	9.69	MATTRESS BAG	290.4211.5255	MINER'S ACE HARDWARE, INC
58	02/13/2024	9427	292.50	01/24 PROF LEGAL SVCS	290.4211.5303	MOLLY THURMOND P.C.
59	02/13/2024	9428	315.00	01/24 LANDSCAPE MAINT STN 1	290.4211.5605	PROGRESSIVE GREENERY
60	02/13/2024	9429	86.00	TIRE DISPOSAL	290.4211.5601	SANTA MARIA TIRE, INC
61	02/13/2024	9430	132.00	EMT RECERT-ANGELLO, BENNETT	290.4211.5501	SLO COUNTY EMS AGENCY
62	02/13/2024	9431	460.72	ACCT#670954297-00001 PHONE LINES	290.4211.5403	VERIZON WIRELESS
63	02/16/2024	9432	79.10	01/24 OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
64	02/16/2024	9433	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
65	02/16/2024	9434	524,507.11	01/24 REIMBURSE FCFA EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
66	02/16/2024	9435	45.00	STN 1 PEST CONTROL	290.4211.5605	AUTHORIZED PEST CONTROL
67	02/16/2024	9435	40.00	STN 2 PEST CONTROL	290.4211.5605	AUTHORIZED PEST CONTROL
68	02/16/2024	9436	1,555.14	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
69	02/16/2024	9437	53.40	6612-LIFT SUPPORT	290.4211.5601	CARQUEST AUTO PARTS
70	02/16/2024	9437	53.40	6612-LIFT SUPPORT	290.4211.5601	CARQUEST AUTO PARTS
71	02/16/2024	9437	(4.68)	CREDIT-EXCHANGE LIFT SUPPORT	290.4211.5601	CARQUEST AUTO PARTS
72	02/16/2024	9437	48.72	LIFT SUPPORT	290.4211.5601	CARQUEST AUTO PARTS
73	02/16/2024	9438	209.98	ACCT#170564701 STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
74	02/16/2024	9438	216.48	ACCT#170565301 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
75	02/16/2024	9438	209.98	ACCT#170584001 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
76	02/16/2024	9439	289.00	FIRE SPRINKLER PLAN REVIEW	290.4211.5303	COLLINGS & ASSOCIATES LLC

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77	02/16/2024	9440	\$ 459.96	6" STRUT EXTENSION	290.4211.5255	L N CURTIS & SONS
78	02/16/2024	9441	22.61	STN MAINT SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
79	02/16/2024	9441	28.86	BLDG MAINT SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
80	02/16/2024	9441	112.07	TRAINING SUPPLIES	290.4211.5501	MINER'S ACE HARDWARE, INC
81	02/16/2024	9441	13.69	BLDG MAINT SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
82	02/16/2024	9442	10.85	BOLTS	290.4211.5273	NOBLE SAW, INC
83	02/16/2024	9443	223.69	RECYCLE/DISPOSAL-USED OIL	290.4211.5325	SAFETY-KLEEN SYSTEMS, INC
84	02/16/2024	9444	189.82	NOMEX PANTS- JONES	290.4211.5276	TEMPLETON UNIFORMS
			<u>\$ 638,957.15</u>			

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ATTACHMENT 3

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	03/06/2024	9445	\$ 2,032.54	PPE CARE AND MAINTENANCE SERVICES	290.4211.5272	ADVANCED PPE COMPANY
2	03/06/2024	9446	389.27	HAIX BOOTS-HENSLEY	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
3	03/06/2024	9446	364.13	WILDLAND BOOTS-HUGHEY	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
4	03/06/2024	9447	267.91	SUPPLIES - RENTAL SHEETS, TOWELS, MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
5	03/06/2024	9448	50.55	STATION MATS-RENTAL STATION 2	290.4211.5303	ARAMARK UNIFORM SERVICES
6	03/06/2024	9449	699.63	BAN#9391033185 PHONE LINES 1/2	290.4211.5403	AT&T
7	03/06/2024	9450	568.57	IPAD WIRELESS CHARGES 1/12-2/11	290.4211.5403	AT&T MOBILITY
8	03/06/2024	9451	60.79	BUSINESS CARDS - C ANGELLO	290.4211.5306	BOONE PRINTING & GRAPHICS INC
9	03/06/2024	9452	82.99	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
10	03/06/2024	9452	140.29	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
11	03/06/2024	9453	746.72	MAGNETIC SIGNS AN STEEL PLATE	290.4211.5255	BRAND CREATIVE
12	03/06/2024	9453	33.38	REFLECTIVE HELMET DECALS/EMBROIDERY	290.4211.5272	BRAND CREATIVE
13	03/06/2024	9454	449.58	2010 FORD REPAIRS	290.4211.5601	CALIFORNIA DIESEL & RV LLC
14	03/06/2024	9455	131.58	O-RINGS; SEALS; COUPLINGS	290.4211.5255	L N CURTIS & SONS
15	03/06/2024	9456	316.74	6693 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
16	03/06/2024	9456	316.74	6692 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
17	03/06/2024	9456	316.74	6645 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
18	03/06/2024	9456	316.74	6652 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
19	03/06/2024	9456	316.74	6661 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
20	03/06/2024	9456	316.74	6691 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
21	03/06/2024	9456	3,504.66	6693 REPAIR COLLANT HOSE	290.4211.5601	DONAHUE TRUCK CENTER LLC
22	03/06/2024	9456	316.74	6662 BIT INSPECTION	290.4211.5601	DONAHUE TRUCK CENTER LLC
23	03/06/2024	9457	300.00	C6600-REPAIR RUNNING BOARD LIGHTS	290.4211.5601	DRIVE CUSTOMS
24	03/06/2024	9458	5,000.00	STATION ALERTING PROJECT - 1ST PAYMENT	290.4211.5603	GIBSON ELECTRICAL SOLUTIONS
25	03/06/2024	9459	1,641.06	FUEL	290.4211.5608	JB DEWAR, INC
26	03/06/2024	9459	80.71	CHEVRON DELO PRMX 50/50 1 GAL	290.4211.5608	JB DEWAR, INC
27	03/06/2024	9460	887.00	PHYSICALS - SILVA DMV PHYSICAL	290.4211.5315	MEDSTOP URGENT CARE CENTERS
28	03/06/2024	9461	700.00	REGISTRATION REIMB CONFINED SPACE RESCUE	290.0000.4807	CITY OF MORRO BAY
29	03/06/2024	9462	2,254.34	UTILITIES - STATION 1 1/12-2/12	290.4211.5401	PACIFIC GAS & ELECTRIC CO
30	03/06/2024	9463	491.97	PERMIT RENEWAL-EQUIP#908-3	290.4211.5603	SLO COUNTY AIR POLLUTION
31	03/06/2024	9464	196.34	UTILITIES: 1/12-2/1 GAS	290.4211.5401	SOCALGAS
32	03/06/2024	9465	213.13	STERI-SAFE COMPLIANCE-HAZARDOUS	290.4211.5303	STERICYCLE INC.
33	03/06/2024	9466	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
34	03/06/2024	9467	506.20	ACCT#670954297-00001 PHONE LINES	290.4211.5403	VERIZON WIRELESS
35	03/15/2024	9468	75.30	02/24 OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
36	03/15/2024	9469	812.59	PHENIX HELMETS (2)	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
37	03/15/2024	9469	404.06	THOROGOOD BUNKER BOOTS - ANGELLO	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
38	03/15/2024	9469	86.85	SAM BROWN LEATHER SHIELD-ANGELLO	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC

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39	03/15/2024	9470	\$ 267.91	SUPPLIES - RENTAL SHEETS, TOWELS, MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
40	03/15/2024	9471	50.55	SUPPLIES-STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
41	03/15/2024	9472	44.30	WATER-FIRE HYDRANT 12/19-2/17	290.4211.5401	CITY OF ARROYO GRANDE
42	03/15/2024	9472	418.78	WATER/SEWER FEES-STN 1 12/19-2	290.4211.5401	CITY OF ARROYO GRANDE
43	03/15/2024	9472	131.22	WATER-IRRIGATION 12/19-2/17	290.4211.5401	CITY OF ARROYO GRANDE
44	03/15/2024	9473	162.81	BAN#9391033179-STN 3 CIRCUIT CHRGS	290.4211.5403	AT&T
45	03/15/2024	9473	162.81	BAN #9391033178-STN 2 CIRCUIT CHRGS	290.4211.5403	AT&T
46	03/15/2024	9474	45.00	PEST CONTROL SERV- ST #1	290.4211.5605	AUTHORIZED PEST CONTROL
47	03/15/2024	9475	14.52	SHIPPING-UPS STORE	290.4211.5208	BANK OF AMERICA
48	03/15/2024	9475	15.99	ZOOM	290.4211.5403	BANK OF AMERICA
49	03/15/2024	9475	1.81	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
50	03/15/2024	9475	1,849.00	OFFICE FURN-DESK FOR BC OFFICE	290.4211.5702	BANK OF AMERICA
51	03/15/2024	9475	20.86	FUEL	290.4211.5608	BANK OF AMERICA
52	03/15/2024	9475	39.89	FUEL	290.4211.5608	BANK OF AMERICA
53	03/15/2024	9475	983.97	COAST ELECTRONIC-RADIO BATTERIES	290.4211.5606	BANK OF AMERICA
54	03/15/2024	9475	83.75	AMAZON-P TOUCH TAPE	290.4211.5201	BANK OF AMERICA
55	03/15/2024	9475	33.96	AMAZON-P TOUCH TAPE	290.4211.5201	BANK OF AMERICA
56	03/15/2024	9475	66.05	FUEL-CHEV	290.4211.5608	BANK OF AMERICA
57	03/15/2024	9475	(15.53)	RETURN SHOWER CURTAIN - AMAZON	290.4211.5604	BANK OF AMERICA
58	03/15/2024	9475	139.66	AMAZON-SHOWER CURTAIN	290.4211.5604	BANK OF AMERICA
59	03/15/2024	9475	1,298.00	6600 LIGHT-FENIEX INDUSTRIES	290.4211.5601	BANK OF AMERICA
60	03/15/2024	9475	(15.53)	RETURN SHOWER CURTAIN-AMAZON	290.4211.5604	BANK OF AMERICA
61	03/15/2024	9475	(15.53)	RETURN SHOWER CURTAIN-AMAZON	290.4211.5604	BANK OF AMERICA
62	03/15/2024	9475	14.00	AMAZON-E6691 MKR LAMP	290.4211.5601	BANK OF AMERICA
63	03/15/2024	9475	38.72	AMAZON-TILLER TRAINING SUPPLIES	290.4211.5501	BANK OF AMERICA
64	03/15/2024	9475	40.36	AMAZON-OTERBOX SHOULDER STRAP	290.4211.5702	BANK OF AMERICA
65	03/15/2024	9475	456.38	AMAZON-BROTHER TONER	290.4211.5201	BANK OF AMERICA
66	03/15/2024	9475	850.00	OHD-ANNUAL QUANTIFIT CALIBRATION	290.4211.5303	BANK OF AMERICA
67	03/15/2024	9475	210.12	REDBACK USA-STATION BOOTS DENSMORE	290.4211.5272	BANK OF AMERICA
68	03/15/2024	9475	25.54	MEETING SUPPLIES-GROCERY OUTLET	290.4211.5504	BANK OF AMERICA
69	03/15/2024	9475	19.38	OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
70	03/15/2024	9475	58.00	MTG FOR FIRE CHIEF TRANSITION	290.4211.5508	BANK OF AMERICA
71	03/15/2024	9475	44.54	FUEL	290.4211.5608	BANK OF AMERICA
72	03/15/2024	9475	43.90	FUEL	290.4211.5608	BANK OF AMERICA
73	03/15/2024	9475	121.44	AG CHEVROLET OIL CHANGE 6600	290.4211.5601	BANK OF AMERICA
74	03/15/2024	9475	32.31	OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
75	03/15/2024	9475	43.60	FUEL	290.4211.5608	BANK OF AMERICA
76	03/15/2024	9475	350.00	MOBILE DETAILING-FIRE CHIEFS VEHICLE	290.4211.5601	BANK OF AMERICA

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77	03/15/2024	9475	\$ 209.99	LONESTAR AXE-REPLACED LOST AXE	290.4211.5255	BANK OF AMERICA
78	03/15/2024	9475	297.26	CO. CHIEFS MTG SUPPLIES-LA COSTA GRILL	290.4211.5504	BANK OF AMERICA
79	03/15/2024	9475	17.62	CO. CHIEFS MTG SUPPLIES-SMART & FINAL	290.4211.5504	BANK OF AMERICA
80	03/15/2024	9475	17.24	SHIPPING UPS STORE	290.4211.5208	BANK OF AMERICA
81	03/15/2024	9475	20.00	CO CHIEFS MTG SUPPLIES STARBUCKS	290.4211.5504	BANK OF AMERICA
82	03/15/2024	9475	1,151.52	ADOBE ACROBAT-ANNUAL SUBSCRIPTION	290.4211.5607	BANK OF AMERICA
83	03/15/2024	9475	96.38	BRAND CREATIVE-UNIFORM ITEMS/BEANIES	290.4211.5276	BANK OF AMERICA
84	03/15/2024	9475	16.96	SHIPPING UPS STORE	290.4211.5208	BANK OF AMERICA
85	03/15/2024	9475	34.02	FUEL EXXON	290.4211.5608	BANK OF AMERICA
86	03/15/2024	9475	0.99	APPLE STORAGE - BC	290.4211.5607	BANK OF AMERICA
87	03/15/2024	9475	41.38	FUEL - KATCH GO	290.4211.5608	BANK OF AMERICA
88	03/15/2024	9475	112.05	BEST BUY-OTTERBOX FOR BC IPAD	290.4211.5702	BANK OF AMERICA
89	03/15/2024	9475	25.00	FUEL CHEVRON	290.4211.5608	BANK OF AMERICA
90	03/15/2024	9475	101.29	HEACOCK TRAILERS-TILLER TRAINING	290.4211.5501	BANK OF AMERICA
91	03/15/2024	9475	136.42	PORTABLE JOHNS-TILLER TRAINING	290.4211.5303	BANK OF AMERICA
92	03/15/2024	9475	1,771.99	RUGGED RADIOS HEADSETS & FHS-22	290.4211.5606	BANK OF AMERICA
93	03/15/2024	9475	72.50	FIREPENNY-KUSSMAUL CONNECTOR FOR TILLER	290.4211.5601	BANK OF AMERICA
94	03/15/2024	9475	71.58	ALLPAID-SILVA AIRPORT ID CARD	290.4211.5306	BANK OF AMERICA
95	03/15/2024	9475	204.34	VILLA CANTINA-MEAL DURING TILLER TRAINING	290.4211.5508	BANK OF AMERICA
96	03/15/2024	9475	72.32	FREIGHT	290.4211.5604	BANK OF AMERICA
97	03/15/2024	9475	19.36	FREIGHT	290.4211.5255	BANK OF AMERICA
98	03/15/2024	9475	9.43	FREIGHT	290.4211.5601	BANK OF AMERICA
99	03/15/2024	9476	743.48	MSA CALIB GAS	290.4211.5603	BAUER COMPRESSORS, INC
100	03/15/2024	9477	128.75	ACCT#8413120660056482 TV STN	290.4211.5401	CHARTER COMMUNICATIONS
101	03/15/2024	9478	209.98	ACCT#170584001 INTERNET STN 2	290.4211.5401	CHARTER COMMUNICATIONS
102	03/15/2024	9478	209.98	ACCT#170564701 INTERNET STN 1	290.4211.5401	CHARTER COMMUNICATIONS
103	03/15/2024	9479	1,112.86	KUNKLE VALVE CERT CAL-OSHA (4)	290.4211.5603	COMPRESSED AIR SPECIALTIES INC
104	03/15/2024	9480	75.00	FIRE CHIEFS ASSOC DINNER-AGGSON	290.4211.5508	FIRE CHIEFS ASSOC. OF SLO CNTY
105	03/15/2024	9481	1,797.13	FUEL	290.4211.5608	JB DEWAR, INC
106	03/15/2024	9482	15.06	TAPE FOR STATION ALERTING PROJECT	290.4211.5603	MINER'S ACE HARDWARE, INC
107	03/15/2024	9482	0.85	FASTENERS	290.4211.5273	MINER'S ACE HARDWARE, INC
108	03/15/2024	9482	9.69	WHITE SPRY PAINT	290.4211.5605	MINER'S ACE HARDWARE, INC
109	03/15/2024	9483	604.06	REIMB TRAVEL COST - 2ND INTERVIEW	290.4211.5303	MOSAIC PUBLIC PARTNERS LLC
110	03/15/2024	9483	2,650.00	FINAL PMT FOR FIRE CHIEF RECRUITMENT	290.4211.5303	MOSAIC PUBLIC PARTNERS LLC
111	03/15/2024	9484	81.49	CO. CHIEFS MTG-REIMB MILEAGE	290.4211.5512	PETTY CASH
112	03/15/2024	9484	19.65	MILEAGE REIMB-UNIFORMS IN SLO	290.4211.5512	PETTY CASH
113	03/15/2024	9484	42.62	UNIFORM EMBROIDERY	290.4211.5276	PETTY CASH
114	03/15/2024	9484	200.00	CHIEFS RETIREMENT LUNCH COSTS	290.4211.5504	PETTY CASH

FIVE CITIES FIRE AUTHORITY  
CHECK LISTING  
MARCH 1 - MARCH 31, 2024

ATTACHMENT 3

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
115	03/15/2024	9485	\$ 315.00	02/24 LANDSCAPE MAINT STN 1	290.4211.5605	PROGRESSIVE GREENERY
116	03/15/2024	9486	25,230.00	RTG DRIVER TILLER TRAINING	290.4211.5501	RESPONSE TRAINING GROUP
117	03/15/2024	9487	132.00	EMT RECERT- SILVA & PENNER	290.4211.5501	SLO COUNTY EMS AGENCY
118	03/15/2024	9488	923.15	UTIL-GAS STN #1 1/24-2/23	290.4211.5401	SOCALGAS
119	03/15/2024	9489	38.99	TUBE SEAL	290.4211.5601	SOUTH COAST EMERGENCY
120	03/15/2024	9490	2,120.28	UNIFORM ITEMS-BC ANGELLO	290.4211.5276	TEMPLETON UNIFORMS
121	03/15/2024	9491	261.61	MISC UNIFORM ITEMS	290.4211.5276	THE TOP SHOP
122	03/15/2024	9492	42.21	KONICA C360I COPIER MACH - METER READ	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
123	03/15/2024	9493	103,474.46	EXTRICATION EQUIPMENT	290.4211.6201	WESTERN EXTRICATION SPECIALIST
124	03/21/2024	9494	1,512.00	02/24 PROF LEGAL SVCS	290.4211.5303	ALESHIRE & WYNDER LLP
125	03/21/2024	9495	267.91	SUPPLIES-RENTAL SHEETS, TOWELS, MAT	290.4211.5303	ARAMARK UNIFORM SERVICES
126	03/21/2024	9496	468,994.90	02/24 REIMBURSE EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
127	03/21/2024	9497	658.00	2023 USE TAX	290.0000.2014	CA DEPT OF TAX & FEE ADMIN
128	03/21/2024	9498	225.86	ACCT#170565301 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
129	03/21/2024	9499	2,001.03	FUEL	290.4211.5608	JB DEWAR, INC
130	03/21/2024	9500	18.56	BLDG MAINT SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
131	03/21/2024	9500	35.83	STN 2 CLEANING SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
132	03/21/2024	9500	106.89	STN 1 CLEANING SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
133	03/21/2024	9500	2.01	FASTENERS	290.4211.5255	MINER'S ACE HARDWARE, INC
134	03/21/2024	9500	67.86	STN 1 CLEANING SUPPLIES	290.4211.5604	MINER'S ACE HARDWARE, INC
135	03/21/2024	9501	2,085.37	ELECTRIC-STN 1 2/13-3/13	290.4211.5401	PACIFIC GAS & ELECTRIC CO
136	03/21/2024	9502	160.12	GAS SERVICES-STN 2 2/12-3/13	290.4211.5401	SOCALGAS
137	03/21/2024	9503	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
138	03/21/2024	9503	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
139	03/21/2024	9504	267.00	ROUTINE SAMPLE ANALYSIS	290.4211.5303	TRACE ANALYTICS, LLC
140	03/21/2024	9505	39,123.40	EXTRICATION EQUIPMENT	290.4211.6201	WESTERN EXTRICATION SPECIALIST
141	03/28/2024	9506	50.55	STATION MATS-RENTAL STATION 2	290.4211.5303	ARAMARK UNIFORM SERVICES
142	03/28/2024	9507	437.94	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
143	03/28/2024	9508	13,837.42	E6692-MISC REPAIRS & SERVICE	290.4211.5601	CENTRAL COAST TRUCK CENTER
144	03/28/2024	9509	23,000.00	STATION ALERTING PROJECT	290.4211.5603	GIBSON ELECTRICAL SOLUTIONS
145	03/28/2024	9510	192.86	UTILITIES - WATER 1/14-3/1	290.4211.5401	CITY OF GROVER BEACH
146	03/28/2024	9511	34,830.10	CUST#334363 ENGINE 2	290.4211.5803	J.P. MORGAN EQUIPMENT FINANCE
147	03/28/2024	9512	618.75	2018 PIERCE - TOW FEE	290.4211.5601	JOHNBOY'S TOWING INC
148	03/28/2024	9513	3,275.00	ANNUAL TARGETSOLUTIONS MEMBERS	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
149	03/28/2024	9514	41.85	KONICA BIZHUB COPIER-METER REA	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
150	03/28/2024	9515	505.73	ACCT#670954297-00001 PHONE LINES	290.4211.5403	VERIZON WIRELESS
			<u>\$ 771,310.11</u>			

**FIVE CITIES FIRE AUTHORITY**  
**DEPARTMENTAL LABOR DISTRIBUTION**

**PAY PERIOD**

**12/22/23 - 01/04/24**

**1/12/2024**

**BY ACCOUNT**

5101	Salaries Full time	91,116.49
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	3,292.20
5105	Salaries OverTime	44,276.85
5106	Salaries Strike Team OT	-
5108	Holiday Pay	9,593.77
5109	Sick Pay	-
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	5,131.68
5114	Comp Pay	6,518.88
5115	Annual Leave Pay	-
5121	PERS Retirement	23,103.66
5122	Social Security	14,902.80
5123	PARS Retirement	-
5126	State Disability Ins.	1,369.54
5127	Deferred Compensation	125.00
5131	Health Insurance	20,844.40
5132	Dental Insurance	1,021.28
5133	Vision Insurance	288.03
5134	Life Insurance	132.35
5135	Long Term Disability	202.25
5137	Leave Payouts	34,987.87
5143	Uniform Allowance	-
		<u>256,907.05</u>

**FIVE CITIES FIRE AUTHORITY**  
**DEPARTMENTAL LABOR DISTRIBUTION**  
**PAY PERIOD**

**01/05/24 - 01/18/24**

**1/26/2024**

**BY ACCOUNT**

5101	Salaries Full time	95,252.30
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	5,343.00
5105	Salaries OverTime	47,535.15
5106	Salaries Strike Team OT	-
5108	Holiday Pay	6,093.34
5109	Sick Pay	615.36
5110	Annual Leave Buyback	-
5111	Vacation Buyback	40,170.20
5112	Sick Leave Buyback	-
5113	Vacation Pay	1,868.16
5114	Comp Pay	3,494.40
5115	Annual Leave Pay	606.11
5121	PERS Retirement	21,985.24
5122	Social Security	15,206.05
5123	PARS Retirement	-
5126	State Disability Ins.	1,784.45
5127	Deferred Compensation	75.00
5131	Health Insurance	19,034.98
5132	Dental Insurance	944.64
5133	Vision Insurance	260.96
5134	Life Insurance	120.09
5135	Long Term Disability	110.59
5137	Leave Payouts	-
5143	Uniform Allowance	-
		260,500.02



**FIVE CITIES FIRE AUTHORITY**  
**DEPARTMENTAL LABOR DISTRIBUTION**

**PAY PERIOD**

**01/19/24 - 02/01/24**

**2/9/2024**

**BY ACCOUNT**

5101	Salaries Full time	90,069.06
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	9,061.26
5105	Salaries OverTime	50,831.18
5106	Salaries Strike Team OT	-
5108	Holiday Pay	5,694.91
5109	Sick Pay	11,412.80
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	747.84
5114	Comp Pay	977.52
5115	Annual Leave Pay	-
5121	PERS Retirement	22,189.68
5122	Social Security	12,548.58
5123	PARS Retirement	-
5126	State Disability Ins.	1,403.53
5127	Deferred Compensation	75.00
5131	Health Insurance	19,034.98
5132	Dental Insurance	944.64
5133	Vision Insurance	260.96
5134	Life Insurance	120.09
5135	Long Term Disability	(50.49)
5137	Leave Payouts	-
5143	Uniform Allowance	-
		<u>225,321.54</u>

**FIVE CITIES FIRE AUTHORITY**  
**DEPARTMENTAL LABOR DISTRIBUTION**

**PAY PERIOD**

**02/02/24 - 02/15/24**

**2/23/2024**

**BY ACCOUNT**

5101	Salaries Full time	84,021.16
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	9,775.32
5105	Salaries OverTime	49,653.78
5106	Salaries Strike Team OT	7,064.88
5108	Holiday Pay	5,703.46
5109	Sick Pay	9,553.04
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	1,720.32
5114	Comp Pay	5,223.96
5115	Annual Leave Pay	1,267.06
5121	PERS Retirement	22,059.43
5122	Social Security	12,892.28
5123	PARS Retirement	-
5126	State Disability Ins.	1,457.37
5127	Deferred Compensation	75.00
5131	Health Insurance	19,034.98
5132	Dental Insurance	944.64
5133	Vision Insurance	260.96
5134	Life Insurance	120.09
5135	Long Term Disability	78.38
5137	Leave Payouts	-
5143	Uniform Allowance	-
		230,906.11

**FIVE CITIES FIRE AUTHORITY**  
**DEPARTMENTAL LABOR DISTRIBUTION**

**PAY PERIOD**

**02/16/24 - 02/29/24**

**3/8/2024**

**BY ACCOUNT**

5101	Salaries Full time	83,059.11
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	10,681.05
5105	Salaries OverTime	63,176.60
5106	Salaries Strike Team OT	-
5108	Holiday Pay	6,125.81
5109	Sick Pay	6,092.86
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	7,373.38
5114	Comp Pay	5,843.52
5115	Annual Leave Pay	-
5121	PERS Retirement	22,053.76
5122	Social Security	13,476.38
5123	PARS Retirement	-
5126	State Disability Ins.	1,509.87
5127	Deferred Compensation	75.00
5131	Health Insurance	19,034.98
5132	Dental Insurance	944.64
5133	Vision Insurance	260.96
5134	Life Insurance	120.09
5135	Long Term Disability	(27.05)
5137	Leave Payouts	-
5143	Uniform Allowance	-
		239,800.96

**FIVE CITIES FIRE AUTHORITY**  
**DEPARTMENTAL LABOR DISTRIBUTION**

**PAY PERIOD**

**03/01/24 - 03/14/24**

**3/22/2024**

**BY ACCOUNT**

5101	Salaries Full time	86,928.40
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	8,059.20
5105	Salaries OverTime	62,101.32
5106	Salaries Strike Team OT	-
5108	Holiday Pay	5,753.55
5109	Sick Pay	2,257.66
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	5,786.50
5114	Comp Pay	5,330.88
5115	Annual Leave Pay	3,620.07
5121	PERS Retirement	22,250.59
5122	Social Security	13,451.43
5123	PARS Retirement	-
5126	State Disability Ins.	1,558.22
5127	Deferred Compensation	100.00
5131	Health Insurance	19,085.13
5132	Dental Insurance	944.64
5133	Vision Insurance	260.96
5134	Life Insurance	121.27
5135	Long Term Disability	78.38
5137	Leave Payouts	-
5143	Uniform Allowance	-
		<u>237,688.20</u>



## STAFF REPORT

**TO:** Chair and Board Members  
**FROM:** Keith Aggson, Interim Fire Chief  
 Nicole Valentine, Treasurer  
**SUBJECT:** Consideration of Fiscal Year 2024-25 Budget

**MEETING DATE:** April 15, 2024

### RECOMMENDATION

It is recommended that the Board of Directors adopt a Resolution approving the Fiscal Year (FY) 2024-25 Budget.

### BACKGROUND

The proposed FY 2024-25 Budget recommends approximately \$8.8 million in expenditures, including operating costs such as salaries, benefits, services, supplies, maintenance, debt service, and capital related items as shown in the consolidated fund summary table 1 shown below:

Table 1 – FY 2024-25 FCFA Budget Summary

FIVE CITIES FIRE AUTHORITY

BUDGET SUMMARY

For the Fiscal Year Ending June 30, 2025

	ACTUALS			Approved Budget	Baker Tilly Table 19 A-4 Estimate	Proposed Budget	Variance Baker Tilly vs Proposed Better/(Worse)
	2020-21	2021-22	2022-23	2023-24	2024-25	2024-25	
Beginning Fund Balance	\$ 1,005,267	\$ 1,387,744	\$ 1,341,120	\$ 1,514,696	\$ 864,000	\$ 883,875	19,875
Minus OCSD portion				\$ (298,395)			
Revenues	6,789,777	6,589,704	7,144,780	8,413,610	9,311,000	8,795,000	(516,000)
Expenditures:							
Salaries & Benefits	5,254,729	5,546,681	5,543,471	6,801,000	7,363,000	7,057,700	(305,300)
Services & Supplies	905,228	975,437	1,224,028	1,527,143	1,155,400	1,528,168	372,768
Equipment Replacement	146,147	13,013	49,812	264,000	279,000	77,100	(201,900)
Debt Service	101,197	101,197	153,893	153,893	464,000	153,893	(310,107)
Total Expenditures	6,407,300	6,636,328	6,971,204	8,746,036	9,261,400	8,816,861	(444,539)
Change in Fund Balance	382,477	(46,624)	173,576	(332,426)	49,600	(21,861)	
Ending Fund Balance	\$ 1,387,744	\$ 1,341,120	\$ 1,514,696	\$ 883,875	\$ 913,600	\$ 862,014	
				10.11%	9.86%	9.78%	

The proposed FY 2024-25 budget includes the Baker Tilly A-4 Estimate as a basis for the changes. The FY 2024-25 expenditures total \$8,816,861 and reflect changes to individual line-item budgets based on staff's review of the ongoing operational needs of the department and foreseeable one-time expenditures. Variances when compared to the Baker Tilly Table 19 A-4 scenario and key assumptions included in the budget are as follows:

#### Operations

- Continue with two 3-person companies, one 2-person company, with three operational battalion chief staffing 24/7.

#### Revenue

- Baker Tilly incorporated Strike Team reimbursement assumptions in the analysis each fiscal year. This is a variable revenue Staff did not incorporate the \$449,000, if or when Strike Team resources are needed a budget adjustment will be brought to the Board.
- Baker Tilly incorporated \$66,000 for Fire Prevention Program Revenues that is not incorporated in the proposed budget.
- San Luis Obispo County contribution totaling \$1,706,000 for Oceano service (*pending agreement with SLO County on providing ongoing service to Oceano*).

#### Expenditures

- Employee compensation increase pursuant to approved MOU.
- Baker Tilly incorporated Strike Team overtime assumptions in the analysis each fiscal year. This is a variable expenditure and Staff did not incorporate the \$321,000 in Salaries & Benefits.
- Contract for a Standards of Cover and Community Risk Assessment study increased to \$100,000 based on current market rate.
- Contractual service increase to cover CAL FIRE Dispatch contract 9.3% for 2023.
- Increase training budget to address current and new employee training needs.
- Increase of Maintenance - Vehicle budget to align with FY 2023-24 Budget Adjustment Request and actual costs.
- Reduction in Equipment Replacement
- Reduction in Debt Service budget in FY 2024-25, financing will be secured closer to the completion date of equipment, order will be placed in FY 2025-26
- Increase in Protective/Safety Clothing to reflect new employees (Fire Chief, 4 Firefighters)

### **FISCAL IMPACT**

The estimated fund balance at the end of FY 2023-24 is \$883,875 or 10.11%. The Baker Tilly study suggested that the new Board establish a fund balance policy of 10%. The proposed FY 2024-25 Budget recommends approximately \$8.8 million in expenditures, including operating costs such as salaries, benefits, services, supplies, maintenance, debt service, and capital related items. Revenues are anticipated to be \$8.8 million based on the member contributions from Arroyo Grande and Grover Beach, County contract contribution pending approval, and other anticipated revenues.

## **ALTERNATIVES**

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

1. Adopt a Resolution approving the FY 2024-25 Budget.
2. Do not approve the Budget and provide further direction to staff.

## **ATTACHMENTS**

Proposed FY 2024-25 Budget Packet  
Resolution

## **PREPARED BY**

K. Aggson, Interim Fire Chief  
N. Valentine, Treasurer

# Five Cities Fire Authority

Budget

Fiscal Year 2024-25



Five Cities Fire Authority

140 Traffic Way

Arroyo Grande, California 93420





**Five Cities Fire Authority  
140 Traffic Way  
Arroyo Grande, California 93420  
805.473.5490  
fivecitiesfireauthority.org**

### **Our Vision**

The Five Cities Fire Authority is committed to serving our communities by providing emergency response, fire prevention and public education. We strive to accomplish this vision by ensuring that we will provide for all Fire Authority needs and professional development through a stable revenue source. We honor the respect we hold within our communities and are committed to maintaining that trust.

### **Our Mission**

The Mission of the Five Cities Fire Authority is to provide the highest level of service possible by mitigating threats to life, property and the environment while meeting the growing needs of our communities.

### **Our Core Values**

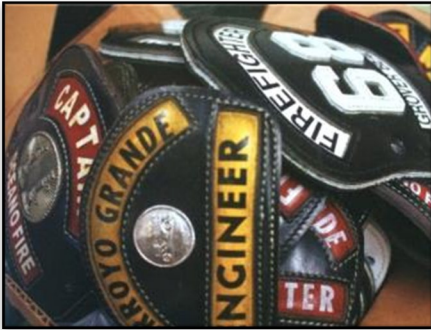
Serve with pride, professionalism, and integrity;  
Treat all people with respect and honor;  
Maximize community service through efficient resource management; and  
Strive for constant improvement.



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## Five Cities Fire Authority at a Glance



In 2004, the cities of Arroyo Grande and Grover Beach collaboratively entered into an agreement to share one fire chief and training officer. This agreement was expanded over the next several years to include equipment sharing, a consolidation of the reserve firefighter program and the introduction of "boundary drops," meaning that the closest fire resource would be dispatched to a 9-1-1 call without consideration of community boundary. In 2009, the Oceano

Community Services District joined the other communities and on July 9, 2010, a complete fire department consolidation took place, resulting in the creation of the Five Cities Fire Authority (FCFA).

As was anticipated in 2010, the communities have increased their demand for service, commercial and residential development projects have continued with multiple projects being three stories in height. As calls for services have increased, so has the cost of providing the service. After two failed revenue measure attempts, the OCSD filed an application with the Local Agency Formation Commission (LAFCO) for the Divestiture of Fire Protection Services, with a departure date from the FCFA of June 30, 2023. Acknowledging that the divestiture process will likely extend beyond June 30, 2023, the FCFA is providing a short-term contract for services with the OCSD (12 months), allowing adequate time for the LAFCO application process to reach a conclusion and determine fire service delivery to Oceano.



## Five Cities Fire Authority General Data

**Area Served:** 9.8 square miles, encompassing the communities of Arroyo Grande, Grover Beach and Oceano

**Population Served:** 38,768

**Number of Stations:** 2 (*FS#3 OCSD is uninhabitable*)

**Call Volume (2023):** 4,259 total incidents a 5.25 decrease over 2022

Fires:	90	2.1%
Emergency Medical Services:	2,423	53.9%
Hazardous Conditions:	94	2.2%
Public Assist:	506	11.3%
Service and Good Intent:	981	21.8%
False Alarm:	165	3.7%

**FCFA Provided Mutual Aid:** 286 incidents to another agency (SLU/SLO/SM)

**FCFA Received Mutual Aid:** 189 incidents to FCFA by another agency (SLU/SLO/SM)

**Total FCFA Unit Response:** 5,705 multiple units responded due to the type of incident

**Total Two Unit Response:** 1,446 times 2 units responded due to the type of incident

**Total Three Unit Response:** 503 times 3 units responded due to the type of incident

**Busiest Day of the Week:** Wednesday (643 incidents) & Friday (642 incidents)

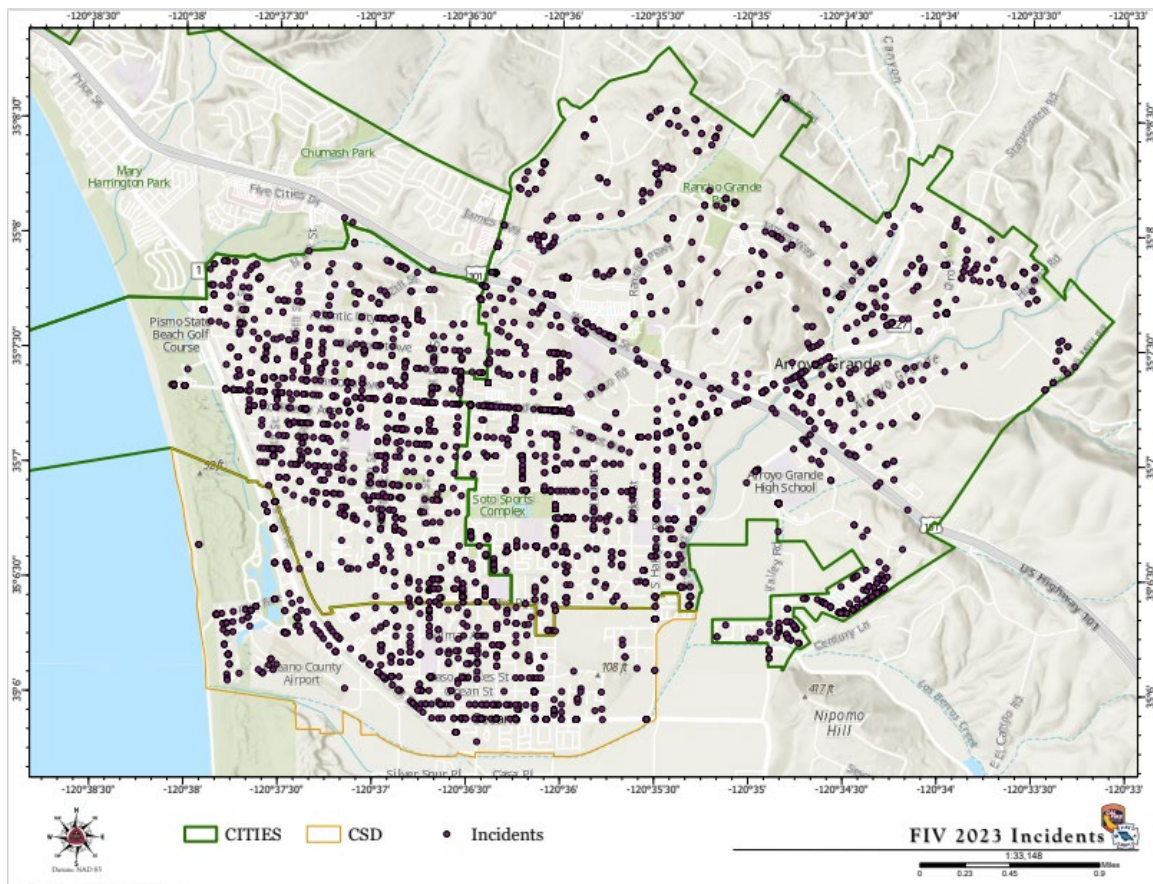
**Busiest Hour of the Day:** 11:00 AM (270 incidents) & 5:00 PM (267 incidents)

**Dispatch Processing:** Standard 106 seconds 95% of the time = @ 97.16

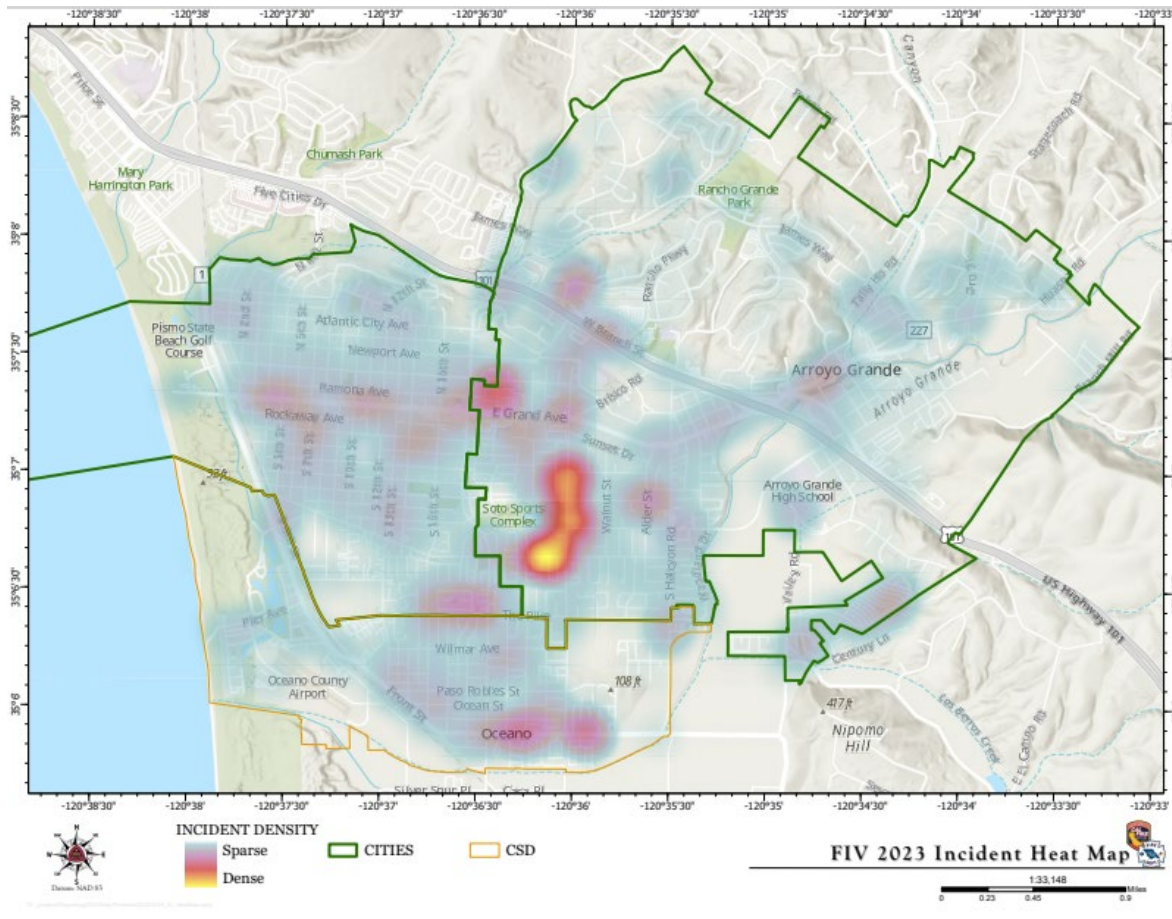
**Average Response Time:** 6 minutes 53 seconds a 1.67 second decrease over 2022

**Total Budgeted Headcount:** Full Time 29 + Part Time 2 = Total 31

**2023 Incidents Map:**



## 2023 Incident Density Map:



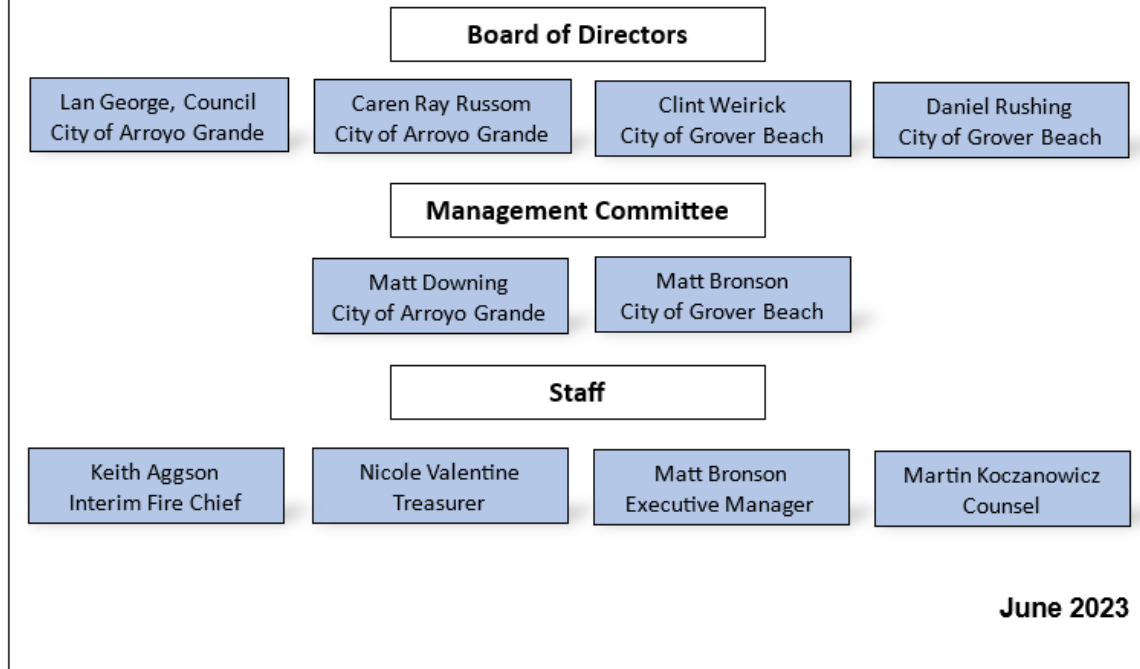
## Organizational Structure

On July 9, 2010, the Five Cities Fire Authority (FCFA) was created. On June 13, 2023, a successor agreement between the cities of Arroyo Grande and Grover Beach was approved. The Authority is governed by the Board of Directors, comprised of two Councilmember's from the City of Arroyo Grande, and two Councilmember's from the City of Grover Beach.

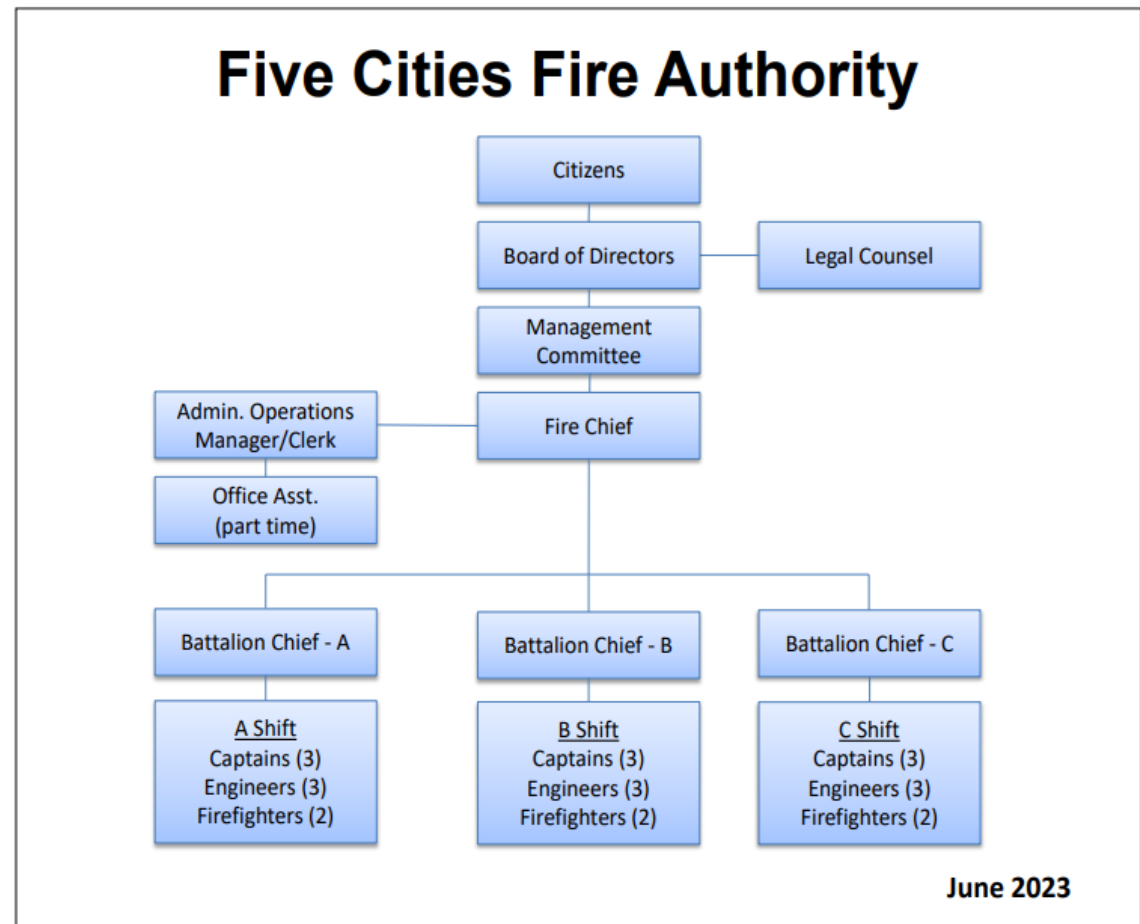


The City Managers of Arroyo Grande and Grover Beach serve as the Management Committee, responsible for overall executive management of the FCFA. Reporting to the Management Committee, the Fire Chief is responsible to the Board of Directors for the proper and efficient operation of the FCFA. The Administrative Services Director for the City of Arroyo Grande serves in the capacity of Treasurer to the Authority, and the FCFA Administrative Operations Manager serves as Secretary/Clerk to the Board.

# Five Cities Fire Authority



# Five Cities Fire Authority



## Fire Chief's Budget Message



Honorable members of the Board of Directors, the Management Committee, Fire Chief, and employees of the Five Cities Fire Authority (FCFA) are pleased to present the draft budget for Fiscal Year 2024-25. An operating budget is typically based upon a series of assumptions, driven by community expectation, policy direction, operational need, all balanced by available funding.

The proposed budget is a result of actions taken by the Arroyo Grande and Grover Beach City Councils related to the review and deliberation of the results of an independent organizational analysis performed by a professional firm. The results of the “Baker Tilly Study” identified operational challenges faced by the FCFA that were exacerbated over a 4-year period of fixed funding levels. The member communities have made a significant investment to increase response capacity, to provide adequate supervision and support of the duty crews, and to replace obsolete equipment.

FCFA conducted two separate recruitments for the position of Battalion Chief. Battalion Chief Ryan Bird (pictured) was selected in October 2023 to fill the new Battalion Chief position. With the retirement of former Battalion Chief Riki Heath, a second recruitment occurred in late 2023 and FCFA Fire Captain Craig Angello was selected to fill the open Battalion Chief position.



The drought-ending storms of 2023 created significant vegetation growth that is rapidly losing moisture. The new growth adds fuel to drought-deadened trees and plants. The FCFA has performed the annual initial weed abatement process and is working with the community to abate hazardous weeds to reduce fire threat.

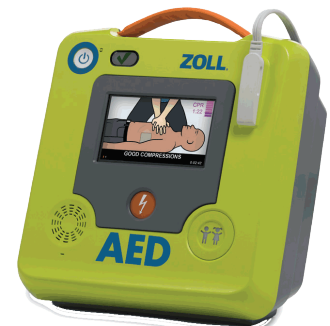


Working with “Friends of Five Cities Fire Authority,” a 501c3 non-profit, produced a “READY SET GO” educational campaign focused on neighborhoods impacted by the Wildland Urban Interface. Staff will be meeting in several areas of the community in May to roll out this new program. FCFA placed into service a new Type III Wildland Engine which responds to vegetation fires locally and statewide. The Five Cities Fire Authority is proud to serve our communities.

## Accomplishments

Listed below is a summary of accomplishments for the 2024-25 fiscal year:

- Fire Chief Steve Lieberman announced his retirement in December 2023, and a recruitment process was completed to fill the Fire Chief position. The new Fire Chief will begin work April 29<sup>th</sup>, 2024.
- Provide exceptional fire safety, emergency medical, and public assistance services.
- Implemented additional staffing related to Baker Tilly study:
  - Two Fire Engineer improved consistent daily staffing levels.
  - Battalion Chief transitioned to shift-based program.
- Placed type 3 wildland engine in service.
- Placed order for replacement Ladder Truck and Type I Fire Engine (3+ Build Time).
- Replacing obsolete Station Alerting systems in Arroyo Grande and Grover Beach.
- Replaced some obsolete Extrication Equipment through \$50k Office of Traffic Safety (OTS) grant.
- Contract for Community Risk Assessment/Standards of Cover Study.
- Replaced EMS Automatic External Defibrillators.
- On-going replacement of Personal Protective Equipment.
- Cost Increase for Dispatch Services (based on increased calls for service and increased contract labor/benefit costs).
- Increased fiscal impact of labor negotiations.



## Goals & Objectives

Listed below is a summary of goals and objectives for fiscal year 2024-25:

- Provide exceptional customer service to all communities served.
- Keep our communities safe and prepared.
- Maintain adequate staffing levels, recruit to fill open vacancies.
- Increase recruit, probationary and in-service training opportunities.
- Complete Standards of Cover, Self-Assessment, and 5-year Strategic Plan.
- Evaluate Fire Prevention Bureau requirements and development.
- Retain third party to assist with update of Master Fee Schedule and utilize third party for enhanced cost recovery.
- Pursue grant opportunities for needed equipment.



# Budget Summary

**FIVE CITIES FIRE AUTHORITY**  
**BUDGET SUMMARY**  
 For the Fiscal Year Ending June 30, 2025

	ACTUALS			Approved Budget	Baker Tilly Table 19 A-4 Estimate	Proposed Budget	Variance Baker Tilly vs Proposed Better/(Worse)
	2020-21	2021-22	2022-23	2023-24	2024-25	2024-25	
Beginning Fund Balance	\$ 1,005,267	\$ 1,387,744	\$ 1,341,120	\$ 1,514,696	\$ 864,000	\$ 883,875	19,875
Minus OCSD portion				\$ (298,395)			
Revenues	6,789,777	6,589,704	7,144,780	8,413,610	9,311,000	8,795,000	(516,000)
Expenditures:							
Salaries & Benefits	5,254,729	5,546,681	5,543,471	6,801,000	7,363,000	7,057,700	(305,300)
Services & Supplies	905,228	975,437	1,224,028	1,527,143	1,155,400	1,528,168	372,768
Equipment Replacement	146,147	13,013	49,812	264,000	279,000	77,100	(201,900)
Debt Service	101,197	101,197	153,893	153,893	464,000	153,893	(310,107)
Total Expenditures	<u>6,407,300</u>	<u>6,636,328</u>	<u>6,971,204</u>	<u>8,746,036</u>	<u>9,261,400</u>	<u>8,816,861</u>	<u>(444,539)</u>
Change in Fund Balance	<u>382,477</u>	<u>(46,624)</u>	<u>173,576</u>	<u>(332,426)</u>	<u>49,600</u>	<u>(21,861)</u>	
Ending Fund Balance	<u>\$ 1,387,744</u>	<u>\$ 1,341,120</u>	<u>\$ 1,514,696</u>	<u>\$ 883,875</u>	<u>\$ 913,600</u>	<u>\$ 862,014</u>	
				10.11%	9.86%	9.78%	

# Revenue Detail

**FIVE CITIES FIRE AUTHORITY**  
**BUDGET**  
 For the Fiscal Year Ending June 30, 2025

ACT	ACCOUNT NAME	FY 2021-22	FY 2022-23	Approved	Proposed
		Actual	Actual	Budget	Budget
		2023-24	2024-25		
<b>REVENUES</b>					
4301	INTEREST	\$ 992	\$ 12,759	\$ 6,800	\$ 8,000
4422	ARROYO GRANDE FIRE REIMBURSEMENT	2,580,955	3,468,356	3,796,000	3,978,000
4422	ARROYO GRANDE FIRE REIMBURSEMENT	-	-	-	-
4428	FEMA REVENUE	-	-	-	-
4443	GROVER BEACH FIRE REIMBURSEMENT	2,015,115	2,015,115	2,812,000	2,893,000
4444	OCEANO FIRE REIMBURSEMENT	1,138,148	1,138,148	1,150,000	-
4xxx	SLO COUNTY REIMBURSEMENT				1,706,000
4458	STATE GRANT	700	-	3,800	-
4491	SAFER GRANT	-	-	-	-
4462	LOCAL GRANT	8,141	20,439	-	-
4705	INSPECTIONS	89,814	86,891	181,010	186,000
4726	FIRE IMPACT FEES	5,365	11,239	-	-
4729	FIRE-FIRST RESPONDER SUPPORT	25,361	28,478	24,000	24,000
4730	STRIKE TEAM REIMBURSEMENT	705,963	278,955	440,000	-
4803	SALES-EQUIPMENT/MATERIALS	-	-	-	-
4807	EXPENSE RECOVERY	19,150	74,399	-	-
4809	DONATIONS	-	10,000	-	-
4816	PROCEEDS FROM DEBT ISSUANCE	-	-	-	-
<b>GRAND TOTAL REVENUES</b>		<b>\$ 6,589,704</b>	<b>\$ 7,144,780</b>	<b>\$ 8,413,610</b>	<b>\$ 8,795,000</b>

# Expenditure Detail

**FIVE CITIES FIRE AUTHORITY**  
**BUDGET**  
For the Fiscal Year Ending June 30, 2025

ACT	ACCOUNT NAME	FY 2021-22	FY 2022-23	Approved Budget	Proposed Budget
		Actual	Actual	2023-24	2024-25
	<b><u>EXPENDITURES</u></b>				
5101	SALARIES FULL-TIME	1,896,061	2,043,891	3,104,880	3,666,100
5102	SALARIES PERMANENT PART-TIME	501	14,167	12,300	12,000
5103	SALARIES TEMPORARY PART-TIME	53,236	14,012	-	-
5105	SALARIES OVERTIME	857,273	999,639	919,000	864,000
5106	SALARIES - STRIKE TEAM OVERTIME	445,491	175,191	314,000	-
5108	HOLIDAY PAY	125,830	125,319	143,200	153,200
5109	SICK LEAVE PAY	60,839	57,994	-	-
5110	ANNUAL LEAVE BUY BACK	9,540	11,944	10,000	10,000
5111	VACATION BUY BACK	38,173	40,079	45,000	45,000
5112	SICK LEAVE BUY BACK	764	691	2,235	2,000
5113	VACATION LEAVE PAY	98,555	100,684	-	-
5114	COMPENSATION PAY	137,266	138,247	-	-
5115	ANNUAL LEAVE	62,404	47,273	-	-
5121	PERS RETIREMENT	553,308	545,565	843,700	877,100
5122	SOCIAL SECURITY	259,293	282,145	267,800	282,300
5123	PARS RETIREMENT	13	278	200	200
5126	STATE DISABILITY INS. (SDI)	31,253	29,933	28,600	30,600
5127	DEFERRED COMPENSATION	3,009	2,884	4,200	3,600
5128	UAL (UNFUNDED ACCRUED LIABILITY)	152,812	179,164	177,500	185,000
5131	HEALTH INSURANCE	424,265	412,108	535,300	567,800
5132	DENTAL INSURANCE	24,252	22,447	30,400	31,300
5133	VISION INSURANCE	6,548	6,266	8,200	8,600
5134	LIFE INSURANCE	3,035	2,914	3,900	4,000
5135	LONG TERM DISABILITY INSURANCE	8,876	3,561	10,400	10,500
5136	RETIRES HEALTH INSURANCE	13,137	15,358	14,528	13,000
5137	LEAVE PAYOUTS	-	5,470	-	-
5141	WORKERS COMPENSATION	235,600	235,600	263,300	235,600
5142	UNEMPLOYMENT INSURANCE	-	-	5,588	5,000
5143	UNIFORM ALLOWANCE	45,347	29,653	55,875	50,000
5147	EMPLOYEE ASSISTANCE PROGRAM	-	991	894	800
	<b>Subtotal Salaries &amp; Benefits</b>	<b>5,546,681</b>	<b>5,543,471</b>	<b>6,801,000</b>	<b>7,057,700</b>

# Expenditure Detail

**FIVE CITIES FIRE AUTHORITY**  
**BUDGET**  
 For the Fiscal Year Ending June 30, 2025

ACT	ACCOUNT NAME	FY 2021-22	FY 2022-23	Approved Budget	Proposed Budget
		Actual	Actual	2023-24	2024-25
	<b><u>EXPENDITURES</u></b>				
5201	SUPPLIES - OFFICE	6,163	6,068	7,354	11,575
5206	SUPPLIES - EMS	17,699	15,296	21,556	21,855
5208	POSTAGE/MAILING	3,086	2,484	3,090	3,183
5255	SPECIAL DEPARTMENT SUPPLIES	20,701	47,114	27,034	27,845
5272	PROTECTIVE/SAFETY CLOTHING	9,943	63,656	60,000	114,674
5273	SMALL TOOLS	2,945	1,672	3,152	3,246
5276	UNIFORMS	3,313	4,619	5,150	5,305
5301	ADVERTISING	-	-	-	-
5303	CONTRACTUAL SERVICES	324,429	445,446	621,045	530,991
5306	PRINTING SERVICES	762	1,625	3,000	3,183
5315	PRE-EMPLOYMENT PHYSICALS	15,828	20,802	31,000	49,397
5316	JOB RECRUITMENT EXPENSE	32	-	-	-
5324	FORENSIC MANDATE SERVICES	2,050	6,150	9,000	9,201
5325	HAZMAT/SAFETY PROGRAM	12,984	13,563	15,800	16,762
5401	UTILITIES	61,412	67,613	60,000	53,045
5403	TELECOMMUNICATIONS	25,061	25,057	31,000	26,523
5501	CONFERENCE/TRAINING	11,120	16,511	19,667	40,000
5503	MEMBERSHIPS & SUBSCRIPTIONS	1,505	3,658	3,090	3,183
5504	PUBLIC RELATIONS	4,135	4,208	5,253	5,411
5508	MISC EXPENSE	2,257	14,125	3,160	12,731
5512	TRAVEL	9,970	4,807	2,163	2,228
5553	RENT-BUILDING AND LAND	15,000	15,000	-	-
5555	BANK CHARGES	497	455	1,036	1,067
5576	LIABILITY INSURANCE-JPA SHARE	41,103	55,952	51,200	71,324
5599	WEED ABATEMENT	22,067	7,255	12,607	12,985
5601	MAINTENANCE - VEHICLES	162,506	167,355	156,500	260,000
5602	MAINTENANCE - OFFICE EQUIPMENT	2,313	509	5,150	5,305
5603	MAINTENANCE - MACH & EQUIP	58,459	62,403	197,612	60,000
5604	MAINTENANCE - BUILDINGS	9,494	9,884	10,300	10,609
5605	MAINTENANCE - GROUNDS	818	607	3,530	5,861
5606	MAINTENANCE - RADIO COMMUNICATIONS	5,133	7,876	8,615	8,873
5607	MAINTENANCE - COMPUTER SOFTWARE	43,507	58,816	81,305	76,000
5608	GAS & OIL	57,525	67,433	52,324	53,894
5702	DATA PROCESSING EQUIPMENT	21,620	6,007	15,450	21,914
<b>Subtotal Services &amp; Supplies</b>		<b>975,437</b>	<b>1,224,028</b>	<b>1,527,143</b>	<b>1,528,168</b>

# Expenditure Detail

**FIVE CITIES FIRE AUTHORITY**  
**BUDGET**  
 For the Fiscal Year Ending June 30, 2025

				Approved Budget	Proposed Budget
		FY 2021-22	FY 2022-23	2023-24	2024-25
ACT	ACCOUNT NAME	Actual	Actual		
	<b><u>EXPENDITURES</u></b>				
5803	LEASE PURCHASE PAYMENTS	101,197	153,893	153,893	153,893
	Subtotal Debt Service	101,197	153,893	153,893	153,893
6101	DATA PROCESSING EQUIPMENT	-	-	-	-
6103	COMPUTER LICENSING SOFTWARE	-	-	-	-
6201	MACHINERY & EQUIPMENT	-	-	204,000	77,100
6301	VEHICLES	13,013	49,812	60,000	-
	FUTURE VEHICLE REPLACEMENT	-	-	-	-
	Subtotal Equip Replacement	13,013	49,812	264,000	77,100
	GRAND TOTAL EXPENDITURES	\$ 6,636,328	\$ 6,971,204	\$ 8,746,036	\$ 8,816,861

**RESOLUTION NO. 2024-06**

**A RESOLUTION OF THE FIVE CITIES FIRE AUTHORITY  
AUTHORIZING ADOPTION OF THE FIVE CITIES FIRE  
AUTHORITY ANNUAL FISCAL YEAR 2024-25 BUDGET AND  
APPROPRIATION OF REVENUE**

**WHEREAS**, the Five Cities Fire Authority Board desires to have a fiscal plan for the Five Cities Fire Authority in order for the Authority to operate during FY 2024-25; and

**WHEREAS**, the Board finds that the Five Cities Fire Authority budget is funded in accordance with the formula as identified in the Joint Exercise of Powers Agreement, dated June 13, 2023

**NOW, THEREFORE, BE IT RESOLVED** that the Five Cities Fire Authority Board does hereby adopt the Five Cities Fire Authority budget for the FY 2024-25 and makes all appropriations necessary to achieve the subject 2024-25 fiscal year budget, which is hereby incorporated by reference herein.

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

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

the foregoing Resolution was passed and adopted at the regular meeting of the Board of the Five Cities Fire Authority, this 15th day of April, 2024.

\_\_\_\_\_  
**DANIEL RUSHING, CHAIR**

**ATTEST:**

\_\_\_\_\_  
**TRICIA MEYERS, CLERK TO THE BOARD**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**MATTHEW BRONSON, CHIEF EXECUTIVE OFFICER**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**MARTIN KOCZANOWICZ, 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. 2024-06 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 15th day of April, 2024.

**WITNESS** my hand and the Seal of the Five Cities Fire Authority affixed this 15th day of April, 2024.

\_\_\_\_\_  
**TRICIA MEYERS, CLERK TO THE BOARD**



## **STAFF REPORT**

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**TO:** Chair and Board Members **MEETING DATE:** April 15, 2024

**FROM:** Matthew Bronson, Management Committee  
Matthew Downing, Management Committee

**SUBJECT:** Approval of an Employment Agreement between the Five Cities Fire Authority and Scott Hallett to Serve as Fire Chief

---

### **RECOMMENDATION**

It is recommended the Board adopt the Resolution to approve the employment agreement between the Five Cities Fire Authority and Scott Hallett to serve as Fire Chief and authorize the Chief Executive Officer to execute the agreement on behalf of the Five Cities Fire Authority.

---

### **BACKGROUND**

The Five Cities Fire Authority (FCFA) Joint Powers Authority Agreement provides that the Management Committee is responsible for the appointment and removal of the Fire Chief. On August 21, 2023, Chief Stephen C. Lieberman announced his retirement as Fire Chief effective December 29, 2023. Chief Lieberman subsequently served as Interim Chief until February 26, 2024 given the timeframe for recruitment of the permanent Chief position. Keith Aggson was subsequently appointed as Interim Chief with an end date of April 26, 2024 or the hiring of the new Chief whichever came first to provide up to two months of management continuity.

The Management Committee engaged an executive recruitment firm (Mosaic) to conduct the recruitment for Fire Chief position. Panel interviews were held with four candidates on February 29 and Management Committee interviews with two finalists on March 1. As a result of this recruitment process, the Management Committee has selected Scott Hallett as the next FCFA Chief and is recommending Board approval of an employment agreement (Attachment 1). Mr. Hallett has over 32 years in the fire service and currently serves as Operations Battalion Chief with the Paso Robles Fire Department. He spent 27 years with the Atascadero Fire Department where he began his career while studying at Cal Poly and served as a firefighter, fire engineer, and captain.

Chief Hallett's operational management experience along with his leadership skills and commitment to building a strong organization made him the ideal candidate. His appointment builds on FCFA's strong foundation of providing effective fire and emergency medical services to the FCFA service level and cultivating a high degree of community trust. Chief Hallett will focus on implementing effective operational strategies and leading FCFA with integrity into the future.

Following the Management Committee's selection, the Board is requested to approve the related Fire Chief Employment Agreement which details the specific provisions and conditions of the employment relationship between the FCFA and Chief Hallett. Chief Hallett will assume this position on April 29, 2024.

### **FISCAL IMPACT**

The position is funded in the FCFA's current operating budget.



## **ALTERNATIVES**

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

1. Adopt the Resolution to approve the employment agreement with Scott Hallett to serve as Fire Chief; or
2. Do not adopt the Resolution; and
3. Provide staff with additional direction.

## **ATTACHMENTS**

1. Resolution 2024-07 Resolution approving an employment agreement between the Five Cities Fire Authority and Scott Hallett to serve as Fire Chief.
2. Employment Agreement Between the Five Cities Fire Authority and Scott Hallett.

**RESOLUTION NO. 2024-07**

**A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY  
APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE FIVE CITIES  
FIRE AUTHORITY AND SCOTT HALLETT TO SERVE AS FIRE CHIEF**

**WHEREAS**, the Five Cities Fire Authority Joint Powers Agreement provides that the Management Committee is responsible for the appointment and removal of the Fire Chief; and

**WHEREAS**, following a competitive recruitment process, the Management Committee has appointed Scott Hallett as Fire Chief, subject to the terms and conditions outlined in the Employment Agreement; and

**WHEREAS**, the Management Committee has outlined said terms and conditions in the attached Employment Agreement and has reviewed the Agreement with Scott Hallett; and

**NOW, THEREFORE BE IT RESOLVED THAT, THE BOARD OF THE FIVE CITIES FIRE AUTHORITY DOES DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

The Board of the Five Cities Fire Authority does hereby approve the attached Agreement between Scott Hallett and the Five Cities Fire Authority.

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

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

the foregoing Resolution was passed and adopted at the meeting of the Board of the Five Cities Fire Authority, this 15<sup>th</sup> day of April, 2024.

---

**DANIEL RUSHING, CHAIR**

**ATTEST:**

---

**TRICIA MEYERS, CLERK TO THE BOARD**

**APPROVED AS TO CONTENT:**

---

**MATTHEW BRONSON, CHIEF EXECUTIVE OFFICER**

**APPROVED AS TO FORM:**

---

**MARTIN KOCZANOWICZ, 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. 2024-07 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 15<sup>th</sup> day of April, 2024.

**WITNESS** my hand and the Seal of the Five Cities Fire Authority affixed this 15<sup>th</sup> day of April, 2024.

---

**TRICIA MEYERS, CLERK TO THE BOARD**

**EMPLOYMENT AGREEMENT BETWEEN  
THE FIVE CITIES FIRE AUTHORITY AND SCOTT HALLETT**

THIS AGREEMENT, made and entered into this April 15, 2024, ("Effective Date") by and between the Five Cities Fire Authority, a Joint Powers Authority under California Government Code, sections 6500 et seq., ("Authority") and Scott Hallett, an individual (the "Employee"), collectively referred to herein as ("Parties"), both of whom agree to the terms and conditions of this Agreement as follows:

WITNESSETH:

WHEREAS, Authority desires to employ Employee to provide the services of Fire Chief, as defined herein or directed by the Authority; and

WHEREAS, it is the desire of Authority to establish certain conditions of employment and to set working conditions of Employee; and

WHEREAS, it is the desire of Authority to (a) secure and retain Employee and to provide inducement for him to remain in such employment; (b) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (c) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of Employee; (d) to provide a just means for terminating Employee's services consistent with the terms of this Agreement; and

WHEREAS, Employee desires to accept employment as Fire Chief based on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**1. Term**

- A. Authority hereby agrees to employ Employee as Fire Chief for an indefinite term.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from his position with Authority, subject only to the provision set forth in Section 8, Paragraph A, of this Agreement.

- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Authority Management Committee to terminate the services of Employee at any time, with or without cause, subject only to the provisions set forth in Section 8, Paragraphs Band C, of this Agreement.
- D. Except as otherwise specified herein, Employee agrees to remain in the exclusive employment of Authority and not become employed by any other employer or work as an independent contractor for hire until a termination date is in effect as hereinafter provided.

2. **Duties**

Authority hereby agrees to employ Employee as Fire Chief to perform the functions and duties specified in the Joint Exercise of Power Agreement, dated June 22, 2023, as provided in any job description approved by the Authority Board and to perform other legally permissible and proper duties and functions as required by Federal, State and Local regulations including such functions as the Management Committee or the Authority Board shall from time-to-time assign. A general job description of the duties and responsibilities of the Fire Chief is attached hereto as Exhibit "A" and incorporated by reference.

3. **Salary.**

Authority agrees that Employee's annual base salary shall be \$190,000.00 commencing on April 29, 2024. The annual base salary is payable in equal installments at the same time as other employees of Authority are paid. Subsequent increases in salary may be considered annually at the time of Employee's Performance Evaluation, pursuant to Section 6 below.

4. **Other Compensation.**

A. Authority agrees to provide Employee additional compensation and benefits as provided to other management employees of the Authority consistent with the Resolution of the Authority Board establishing wages and benefits for management employees.

(1) Authority agrees to provide Employee with Annual Leave with pay consistent with management employees with over fifteen (15) years of service, at the rate of 34 days (272 hours) per year.

(2) Employee shall be initially granted fifty-six (56) hours of Annual Leave upon hiring, and additional Annual Leave shall begin accumulating after three (3) months of continuous service. If Employee terminates during the first three (3) months of employment, the Annual Leave balance shall reflect the actual amount that would have accumulated at the established rate per pay period, less any usage. If the employee's usage of Annual Leave exceeds the adjusted accumulation amount, the employee shall refund the excess amount used. The refund to the Authority shall be equal to the excess hours used times the employee's hourly salary compensation rate.

B. Authority shall provide the Employee with a vehicle for business related use. The vehicle shall be equipped with the necessary equipment to facilitate an emergency response, and command and control communications. The vehicle may be utilized by the Employee for normal business activities; travel to and from work; call-outs and inspections during non-business hours; attendance at professional meetings, training programs, seminars, and/or conferences; and for attendance at community and regional meetings, events, and/or functions related to the Employee's official capacity. Employee may use the vehicle for minor, incidental personal use. Employee acknowledges that he assumes any and all liability and shall fully indemnify the Authority, its Board Members, officers, employees and agents for any claims of damages, injuries or other causes of action arising in any way from Employee's use of the vehicle for such personal use, or any other use not directly related to Authority's

business. Employee shall add the vehicle to Employee's private automobile insurance policy for the part time personal use coverage and add Authority as an additional insured, if necessary.

- C. Authority shall reimburse Employee for miscellaneous expenses as may be incurred from time to time in the course of Authority's business that are in conformance with Authority's policies and procedures.

5. **Outside Professional Activities**

Employee, with prior written approval of the Authority through the Management Committee, may undertake outside professional activities for compensation, including consulting, teaching, speaking, and writing provided such activities do not interfere with Employee's normal duties and are not done with any existing vendors or contractors of Authority.

Under no circumstances shall such outside activities create a conflict of interest with the duties of Employee and the interest of the Authority as determined in the sole and absolute discretion of the Authority.

6. **Performance Evaluation**

Authority agrees to consider an increase in the base salary and/or other benefits of Employee in such amounts and to such extent as the Authority Management Committee may determine that it is desirable to do so on the basis of annual performance evaluation which shall occur no later than the end of April of each year. The performance evaluation shall be in accordance with specific criteria developed jointly by the Authority Management Committee and Employee. Such criteria may be added to or deleted as the Authority Management Committee may from time to time determine in consultation with Employee, but the Management Committee shall retain complete discretion after Employee consultation to determine the final criteria for the evaluation.

7. **Initial Evaluation Period**

Employee shall receive his first evaluation following a six-month period from the Effective Date of this Agreement. If at any time during this initial period and up to the date of evaluation within the sole discretion of the Management Committee, it is determined to terminate Employee's services with or without cause, within that initial period, Employee shall not be entitled to any severance pay as defined in Section 8 of this Agreement.

8. **Resignation, Termination And Severance Pay**

A. In the event Employee voluntarily resigns his position with the Authority, Employee shall give the Authority forty-five (45) days written notice in advance, unless the parties otherwise agree. Should Employee fail to give such period of notice, then Employee shall pay to the Authority as liquidated damages the sum of \$40.00 per working day for the difference between the number of actual days of prior notice and forty-five (45) days.

B. It is understood and agreed the employment relationship established hereby shall be "at-will". In the event Employee is terminated by the Authority, for reasons other than good cause as defined below, after the initial evaluation period set out in Section 6 above, during such time that Employee is willing and able to perform his duties under this Agreement, then, in that event, Authority agrees to pay Employee cash payments equal to four (4) month's base salary in effect at the time of termination, herein referred to as ("Severance Pay"). Employee will be paid in four equal monthly installments, representing four months of his base salary, starting the first full month after his termination and shall continue until either all four payments have been paid or until Employee obtains employment elsewhere, whichever occurs first.

C. Notwithstanding anything to the contrary in this subsection, pursuant to the requirements set forth in Government Code Section 53243.2, regardless of the term of this Agreement, if the Agreement is terminated, any cash settlement related to the termination that Employee may receive from the Authority shall be fully reimbursed



to Authority if Employee is convicted of a crime involving an abuse of his office or position.

In the event Employee is terminated for good cause, then the Authority shall have no obligation to pay the sum designated in this Section. For the purpose of this Agreement, "good cause" shall include, but not necessarily be limited to, any of the following:

- (1) A material breach of the terms of this Agreement;
- (2) Misfeasance;
- (3) Malfeasance;
- (4) A failure to perform his duties in a professional and responsible manner consistent with generally accepted standards of the profession;
- (5) Conduct unbecoming the position of Fire Chief or likely to bring discredit or embarrassment to the Authority.

"Good cause" shall not mean a mere loss of support or confidence by a majority of the Authority Board or Management Committee.

D. In the event Authority at any time during this Agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all employees of the Authority, or in the event Authority refuses, following written notice, to comply with any other provisions of the Agreement benefiting Employee herein, or Employee resigns following a formal suggestion by the Authority Management Committee that he resign, then, in that event, Employee may, at his option, be deemed to be "terminated" at the date of such reduction or such refusal to comply, within the meaning and context of Paragraph B. above.

#### 9. **Suspension**

Authority may suspend Employee with full pay and benefits at any time during the term of this Agreement.

## 10. Professional Development

As part of its normal budget process and reserving the right to establish appropriate priorities and funding amounts, Authority may consider requests for funds for certain items, activities and materials deemed necessary and desirable for Employee's continued professional development, participation, growth and advancement. Those items, activities and materials may include:

- A. Professional dues and subscriptions necessary for full participation in appropriate and relevant associations and organizations;
- B. Travel and subsistence expenses for professional meetings and similar functions (e.g. conferences, workshops, seminars, meetings, etc.) to foster professional development or represent the Authority;
- C. Other items, activities and materials as may be agreed upon from time to time between Employee and Authority.

Expenditures for items within this section shall be within the Authority's budgeted amounts for the appropriate category.

## 11. Other Terms and Conditions of Employment

Authority, in consultation with Employee, shall fix, in writing, any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Joint Exercise of Power Agreement, or any applicable State or Federal law.

## 12. Notice

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Services, postage prepaid, addressed as follows:

Authority:	Five Cities Fire Authority Attn: Chief Executive Officer 140 Traffic Way Arroyo Grande, CA. 93420
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Employee: Scott Hallett

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Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

### 13. **General Provisions**

- A. The text herein shall constitute the entire agreement between the parties. Any amendments to this Agreement must be in writing and executed by both parties. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- B. This Agreement shall become effective commencing April 29, 2024. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- C. If either party commences an action against the other to enforce this Agreement, or because of the breach by either party of this Agreement, the prevailing party in this action shall be entitled to recover attorney fees and costs incurred in connection with the prosecution or defense of this action, including any appeal of the action, in addition to all other relief. Prevailing party within the meaning of this subsection shall include, without limitation, a party who successfully brings an action against the other party for sums allegedly due or performance of covenants allegedly breached, or that party who obtains substantially the relief sought in the action.

**IN WITNESS WHEREOF**, the Authority has caused this Agreement to be signed and executed in its behalf by the Chair of the Authority Board, and duly attested by its Secretary of the Board, and Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

FIVE CITIES FIRE AUTHORITY

FIRE CHIEF

BY: \_\_\_\_\_

Matthew Bronson  
Chief Executive Officer

BY: \_\_\_\_\_

Scott Hallett  
Fire Chief

APPROVED AS TO FORM

BY: \_\_\_\_\_

Martin Koczanowicz  
Authority General Counsel

**Exhibit "A"**  
Job Description

## FIVE CITIES FIRE AUTHORITY FIRE CHIEF

*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**

Performs highly responsible and professional work in fire prevention, emergency medical servicing, fire suppression, investigation, community education programs, and related services. Plans, organizes, leads and directs the activities of the Five Cities Fire Authority to create a positive work culture and environment; takes charge of and directs departmental personnel and equipment at the scene of major fires and other disasters. The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs and the management of relationships with other City departments and outside agencies to provides highly responsible and complex support to the Board of Directors. This position supports the communities of Arroyo Grande and Grover Beach.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Management Committee which is made up of the City Managers for both Arroyo Grande and Grover Beach who appoint and oversee the performance of the Fire Chief on behalf of the Authority Board of Directors.

Exercises direct supervision over supervisory, professional, technical, clerical, and reserve staff.

### **ESSENTIAL FUNCTION STATEMENTS**

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

1. Assume full management responsibility for all functions including fire prevention and inspection, fire suppression, emergency medical services, fire and life safety, and administrative services; and develop and administer related policies, procedures and programs for the communities of Arroyo Grande and Grover Beach.
2. Manage the development and implementation of the Authority goals, objectives, policies and priorities.
3. Leads and directs the activities of Authority personnel to create and maintain a positive work culture and environment.
4. Establish, within Authority policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate the Authority's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Assess and monitor work load and administrative and support systems; identify opportunities for improvement; direct and implement changes.
7. Develop specific proposals for action on current and future Authority needs; make final interpretations of City fire ordinances, codes and applicable laws to ensure compliance and consistency of application.
8. Respond to emergencies; establish command and control of emergency situations.
9. Select, train, motivate and evaluate Authority personnel, including reserve staff; provide or

**FIVE CITIES FIRE AUTHORITY  
FIRE CHIEF  
PAGE 2**

- coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the Authority's budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
  11. Represent the Authority to City departments, elected officials and outside agencies; coordinate assigned activities with those of other departments, outside agencies and organizations.
  12. Provide staff assistance to the Management Committee and by extension to the Board of Directors; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
  13. Provide staff support to assigned boards and commissions.
  14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire safety.
  15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
  16. Respond and perform assigned duties in the event of a declared emergency.
  17. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a comprehensive fire and emergency medical services program
- Principles and practices of fire administration
- Principles of communication, team building and leadership development and training to promote a positive and productive organizational culture
- Principles and practices of program development and administration
- Methods and techniques of fire suppression, prevention, inspection and damage control
- Principles and practices of emergency medical services
- Operations, services and activities of a comprehensive fire and life safety program
- Principles and practices of fire and life safety administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Uniform building and fire code enforcement and amendment procedures
- Pertinent Federal, State, and local laws, codes and regulations

**Ability to:**

- Plan, organize, administer and coordinate the Authority's fire, safety and emergency medical services program
- Establish a positive workplace culture
- Plan, organize, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff
- Delegate authority and responsibility
- Recruit, motivate and retain reserve and full-time staff
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns and needs
- Develop and administer Authority goals, objectives and procedures
- Prepare clear and concise administrative and financial reports

**FIVE CITIES FIRE AUTHORITY  
FIRE CHIEF  
PAGE 3**

- Prepare and administer large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment
- 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:**

Six years of increasingly responsible fire prevention and emergency operation experience, including three years of management and administrative responsibility.

**Education:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in fire science/administration, business or public administration or a closely related field.

**Licenses or Certificates:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of California State Chief Officer Certification and/or graduation from the National Fire Academy Executive Officer Program required.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to emergency firefighting environment; exposure to computer screens, motorized vehicles and equipment, noise, dust, grease, flames, smoke, fumes, gases, chemicals, and extreme heat or cold; slippery or uneven walking surfaces; work at heights on ladders; work with water.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting; climbing with both legs and arms; crouching, crawling, or kneeling for various periods of time; use of respirator; vision sufficient to assess emergency situations and recommend effective courses of action.