

FIVE CITIES FIRE AUTHORITY



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

Matthew Bronson, Management Committee
Matthew Downing, Management Committee
Stephen C. Lieberman, Fire Chief
Tricia Meyers, Clerk to the Board
David P. Hale, General Counsel

AGENDA BOARD MEETING

MONDAY, JANUARY 29, 2024–5:45 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.

CEREMONIAL PRESENTATION – Proclamation for Fire Chief Stephen Lieberman

SPECIAL PRESENTATION – Summary of Extended Vehicle Extrication Incident on December 20, 2023.

COMMUNITY COMMENTS AND SUGGESTIONS:

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

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

CONSENT AGENDA:

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

1. **Consideration of Approval of Minutes**(MEYERS)
Recommended Action: Approve the minutes of the Board Meeting of October 16, 2023.
2. **Consideration of Cash Disbursement Activity**(LIEBERMAN)
Recommended Action: Receive and file 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** (LIEBERMAN)
Recommended Action: 1) Approve 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 (FCFA) Budget** (LIEBERMAN)
Recommended Action: 1) Accept grant funds in the amount of \$50,000 from the State of California Office of Traffic Safety and approve 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** (LIEBERMAN)
Recommended Action: The Board direct 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** (LIEBERMAN)
Recommended Action: 1) Authorize 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) Authorize 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) Approve 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**(VALENTINE/LIEBERMAN)

Recommended Action: Receive and file the annual audit reports for fiscal year ended June 30, 2023.

8. **Consideration of Mid-Year Budget Review for Fiscal Year 2023-24**(VALENTINE)

Recommended Action: Review and approve 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** (BRONSON/DOWNING)

Recommended Action: Adopt 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:

a. **Approval of Professional Services Agreement with Aleshire & Wynder, LLP for General Counsel Services**

(BRONSON/DOWNING)

Recommended Action: Approve the Professional Services Agreement with the law firm Aleshire & Wynder, LLP for General Counsel Services.

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

GENERAL COUNSEL ITEMS:

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

None.

BOARD COMMUNICATIONS:

Correspondence/Comments as presented by the Board.

CLOSED SESSION:

None.

ADJOURNMENT

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

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

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

MINUTES

**FIVE CITIES FIRE AUTHORITY
BOARD MEETING
MONDAY, OCTOBER 16, 2023**

CALL TO ORDER:

Chair Rushing called the Five Cities Fire Authority (FCFA) 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 Bill Robison, Fire Chief Steve Lieberman, General Counsel Dave Hale and Clerk to the Board, Tricia Meyers.

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, Ray Russom, Rushing
NOES: None
ABSENT: None
ABSTAIN: None

COMMUNITY COMMENTS AND SUGGESTIONS:

None.

CONSENT AGENDA:

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

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

1. Consideration of Approval of Minutes.

Action: Approved minutes of the Board Meeting of August 21, 2023.

2. Consideration of Cash Disbursement Activity.

Action: Received and filed the listing of cash disbursements for the period of August 1, 2023 through September 30, 2023.

3. Consideration of Changes to the Management Resolution to Unrepresented Employee Compensation.

Action: 1) Adopted a Resolution, increasing the compensation for the unrepresented management employees; 2) Adopted a Resolution, increasing compensation for the unrepresented part-time Office Assistant II position and the part-time Reserve Firefighter position.

4. Consideration of Approval of Successor Memorandum of Understanding(MOU) and a Resolution with the International Association of Fire Fighters Local 4403 for FY 2023-24 through FY 2026-27.

Action: 1) Approved a successor Memorandum of Understanding (MOU). 2) Adopted a Resolution with the International Association of Fire Fighters (IAFF) Local 4403 for the period July 1, 2023 to June 30, 2027; 3) Approved a budget adjustment to appropriate \$51,900 fund balance.

5. Consideration of a Resolution to Declare a Patrol Vehicle and Generator as Surplus.

Action: Adopted a Resolution to declare a 2002 Ford F-550 Patrol and Trailer Mounted Generator as surplus equipment.

6. Consideration of a Resolution Adopting Revised Job Description for Fire Chief.

Action: Adopted a Resolution adopting a revised job description for Fire Chief.

CONTINUED BUSINESS:

None.

NEW BUSINESS:

1. Consideration of Approval for Interim Fire Chief. Management Committee representative Robeson presented the staff report regarding the consideration to appoint Chief Lieberman as Interim Fire Chief until a new Fire Chief has been appointed. No public comment was received.

Action: Board Member Weirick moved, and Vice Chair George seconded the motion to adopt a Resolution appointing Stephen C. Lieberman as Interim Fire Chief until completion of the recruitment process for a new Fire Chief. The motion passed on the following roll call vote:

AYES: Weirick, George, Ray Russom, Rushing

NOES: None

ABSENT: None

ABSTAIN: None

2. Update and Policy Direction on Oceano Fire Service. Management Committee representative Bronson presented the staff report providing an update on recent County Board of Supervisors action regarding fire service in the Oceano. The SLO County Board of Supervisors will begin to negotiate with FCFA in early 2024 to continue to provide fire service in Oceano if both parties agree that is the preferred option. The FCFA Board provided feedback to the management committee. Chair Rushing invited public comment. Speaking from the public was Local 4403 Union President, Jeff Lane.

BOARD MEMBER ITEMS:

None.

MANAGEMENT COMMITTEE / FIRE CHIEF ITEMS:

- a. Chief Lieberman announced that the new Five Cities Fire Authority Battalion Chief is Ryan Bird. He will start on October 24, 2023.
- b. Battalion Chief Riki Heath announced his retirement as of October 27, 2023. He has over 30 years in the fire service.
- c. FCFA is hosting an Open House on October 21, 2023.
- d. Management Committee representative Bronson announced that Mosaic Recruitments will be handling the next Fire Chief recruitment. The deadline for applications is November 17, 2023.

GENERAL COUNSEL ITEMS:

None.

BOARD COMMUNICATIONS:

Board Member Ray Russom expressed her thanks to Battalion Chief Heath and wished him well in his retirement. She also thanked the management committee for the work they have done on the policy direction in regards to fire service in Oceano. Board Member Weirick congratulated Chief Heath on his retirement.

CLOSED SESSION:

None.

ADJOURNMENT:

Chair Rushing adjourned the meeting at 7:02 p.m.



DANIEL RUSHING, BOARD CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

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

SUBJECT: Consideration of Cash Disbursement Ratification

RECOMMENDATION

It is recommended that the Five Cities Fire Authority (FCFA) Board of Directors review, receive and accept the attached listing of cash disbursements for the period October 1 through December 31, 2023.

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 \$2,951,335.96 fiscal impact that includes the following items:

- Accounts Payable Checks

October	\$	146,475.04
November	\$	1,075,706.45
December	\$	143,754.51

- Payroll and Benefit Checks

October	\$	449,013.83
November	\$	480,923.24
December	\$	655,462.89

ALTERNATIVES

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

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

ATTACHMENTS

1. October 1 through October 31, 2023 Accounts Payable Register
2. November 1 through November 30, 2023 Accounts Payable Register
3. December 1 through December 31, 2023 Accounts Payable Register
4. October 1 through October 31, 2023 Payroll and Check Register
5. November 1 through November 30, 2023 Payroll and Check Register
6. December 1 through December 31, 2023 Payroll and Check Register

PREPARED BY

Stephen C. Lieberman, Interim Fire Chief

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
OCTOBER 1 - OCTOBER 31, 2023

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	10/06/2023	9181	\$ 2,489.03	LION BLACK PARTICULATE FIRE HOODS (22)	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
2	10/06/2023	9181	358.03	THOROGOOD EMS & WILDLAND BOOTS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
3	10/06/2023	9182	184.82	LAUNDRY SUPPLIES	290.4211.5604	AQUA SYSTEMS, INC
4	10/06/2023	9183	307.91	SHOP SUPPLIES-RENTAL SHEETS, TOWELS	290.4211.5303	ARAMARK UNIFORM SERVICES
5	10/06/2023	9184	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
6	10/06/2023	9185	657.20	BAN#9391033185 PHONE LINES 8/25-9/24	290.4211.5403	AT&T
7	10/06/2023	9185	162.11	BAN#9391033179 STN 3 CIRCUIT CHARGES	290.4211.5403	AT&T
8	10/06/2023	9185	162.11	BAN#9391033178 STN 2 CIRCUIT CHARGES	290.4211.5403	AT&T
9	10/06/2023	9186	568.43	ACCT#287284288210-IPAD WIRELESS CHARGES	290.4211.5403	AT&T MOBILITY
10	10/06/2023	9187	315.00	09/23 LANDSCAPE MAINTENANCE	290.4211.5605	BOSCH LANDSCAPE CO.
11	10/06/2023	9188	37.37	EMS SUPPLIES-INSTANT COLD PACKS	290.4211.5206	BOUND TREE MEDICAL, LLC
12	10/06/2023	9188	124.97	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
13	10/06/2023	9189	1,335.14	T5 BIT INSPECTION	290.4211.5601	CENTRAL COAST TRUCK CENTER
14	10/06/2023	9189	297.70	6661 BIT INSPECTION	290.4211.5601	CENTRAL COAST TRUCK CENTER
15	10/06/2023	9189	346.72	E3 BIT INSPECTION	290.4211.5601	CENTRAL COAST TRUCK CENTER
16	10/06/2023	9189	432.92	6652 90 DAY BIT INSPECTION	290.4211.5601	CENTRAL COAST TRUCK CENTER
17	10/06/2023	9189	432.92	E2 90 DAY BIT INSPECTION	290.4211.5601	CENTRAL COAST TRUCK CENTER
18	10/06/2023	9189	27,001.72	T6645 TRANSMISSION & BRAKE REPAIRS	290.4211.5601	CENTRAL COAST TRUCK CENTER
19	10/06/2023	9190	123.59	ACCT#8245101000202519 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
20	10/06/2023	9191	333.00	HARDWARE SUPPORT RENEWAL-SRX30	290.4211.5607	CIO SOLUTIONS LP
21	10/06/2023	9192	1,057.40	STABILIZATION EQUIPMENT	290.4211.5255	L N CURTIS & SONS
22	10/06/2023	9192	1,995.72	ROPE RESCUE EQUIPMENT	290.4211.5255	L N CURTIS & SONS
23	10/06/2023	9193	41.98	HEAT SENSOR LABELS	290.4211.5255	FAILSAFE TESTING, LLC
24	10/06/2023	9193	2,410.62	ANNUAL LADDER TESTING	290.4211.5303	FAILSAFE TESTING, LLC
25	10/06/2023	9194	1,748.94	07/23 STN 2 PG&E COSTS	290.4211.5401	CITY OF GROVER BEACH
26	10/06/2023	9194	1,737.14	06/23 STN 2 PG&E COSTS	290.4211.5401	CITY OF GROVER BEACH
27	10/06/2023	9195	943.50	09/23 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
28	10/06/2023	9196	231.42	LUMBER-TRAINING PROPS	290.4211.5501	HAYWARD LUMBER
29	10/06/2023	9197	1,957.00	EMS CAD INTEGRATION SUPPORT	290.4211.5607	IMAGETREND, INC
30	10/06/2023	9198	2,404.44	FUEL	290.4211.5608	JB DEWAR, INC
31	10/06/2023	9199	42.00	SPEC DEPT SUPPLIES-COMBO BAG, UTILITY HOOK	290.4211.5255	MINER'S ACE HARDWARE, INC
32	10/06/2023	9200	66.00	EMT RECERT- SEARBY	290.4211.5501	SLO COUNTY EMS AGENCY
33	10/06/2023	9201	236.50	GAS SERVICES-STN 1 8/23-9/25	290.4211.5401	SOCALGAS
34	10/06/2023	9202	76.98	PARTS-REFLECTIVE DECALS	290.4211.5601	SOUTH COAST EMERGENCY
35	10/06/2023	9202	108.57	STEEL HAND CRANK	290.4211.5601	SOUTH COAST EMERGENCY
36	10/06/2023	9202	1,156.50	6661 INSTALL PLYMOVENT EXHAUST	290.4211.5601	SOUTH COAST EMERGENCY
37	10/06/2023	9203	52.50	10/23 STERI-SAFE COMPLIANCE HAZARDOUS DISPOSAL	290.4211.5303	STERICYCLE INC.

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
OCTOBER 1 - OCTOBER 31, 2023

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
38	10/06/2023	9204	\$ 267.00	ROUTINE SAMPLE ANALYSIS	290.4211.5303	TRACE ANALYTICS, LLC
39	10/06/2023	9205	56.30	KONICA COPIER METER READ 8/18-9/17	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
40	10/06/2023	9206	493.09	ACCT#670954297-00001 (14) PHON	290.4211.5403	VERIZON WIRELESS
41	10/06/2023	9206	1,254.98	EQUIPMENT CHARGE-BC CELL PHONE	290.4211.5403	VERIZON WIRELESS
42	10/17/2023	9207	77.20	OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
43	10/17/2023	9208	100.00	WASHING MACHINE MAINT.	290.4211.5604	AQUA SYSTEMS, INC
44	10/17/2023	9209	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
45	10/17/2023	9210	45.00	PEST CONTROL SVCS-STN 1	290.4211.5605	AUTHORIZED PEST CONTROL
46	10/17/2023	9211	41.75	MASTERTECH-SMOG 2007 FORD F150	290.4211.5601	BANK OF AMERICA
47	10/17/2023	9211	154.75	ORCUTT BURGER-INCIDENT TEAM MEETING	290.4211.5508	BANK OF AMERICA
48	10/17/2023	9211	15.52	UPS SHIPPING TO TRACE ANALYTIC	290.4211.5208	BANK OF AMERICA
49	10/17/2023	9211	865.06	FUEL	290.4211.5608	BANK OF AMERICA
50	10/17/2023	9211	36.16	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
51	10/17/2023	9211	278.60	SYMBOL ARTS- CHIEF BADGES	290.4211.5276	BANK OF AMERICA
52	10/17/2023	9211	20.00	SQUARESPACE-FCFA WEBSITE	290.4211.5607	BANK OF AMERICA
53	10/17/2023	9211	603.22	CAL DIESEL- FORD F350 REPAIRS	290.4211.5601	BANK OF AMERICA
54	10/17/2023	9211	113.43	POWERWERX-USB POWER DELIVERY	290.4211.5606	BANK OF AMERICA
55	10/17/2023	9211	39.99	APPLE.COM GPS APP	290.4211.5607	BANK OF AMERICA
56	10/17/2023	9211	864.38	AMAZON- TONER	290.4211.5201	BANK OF AMERICA
57	10/17/2023	9211	86.18	AMAZON-STN 2 VERTICAL BLIND	290.4211.5604	BANK OF AMERICA
58	10/17/2023	9211	27.90	AMAZON-OPEN HOUSE SUPPLIES	290.4211.5504	BANK OF AMERICA
59	10/17/2023	9211	246.39	CENTRAL COAST YAMAHA-UTV1 REPAIRS	290.4211.5601	BANK OF AMERICA
60	10/17/2023	9211	19.99	ADOBE LANDGLIDE APP	290.4211.5607	BANK OF AMERICA
61	10/17/2023	9211	250.00	EMS PARAMEDIC LIC RENEWAL-HUGHEY	290.4211.5501	BANK OF AMERICA
62	10/17/2023	9211	445.10	BRAND CREATIVE-VEHICLE DECALS	290.4211.5601	BANK OF AMERICA
63	10/17/2023	9211	1,903.26	CAL DIESEL- CHEVY SILVERADO	290.4211.5601	BANK OF AMERICA
64	10/17/2023	9211	192.50	OPEN HOUSE SUPPLIES-GLOW STICK	290.4211.5504	BANK OF AMERICA
65	10/17/2023	9211	256.03	OPEN HOUSE SUPPLIES-LANYARDS	290.4211.5504	BANK OF AMERICA
66	10/17/2023	9211	35.85	VONS-SUPPLIES FOR 9/11 MEMORIAL	290.4211.5504	BANK OF AMERICA
67	10/17/2023	9211	15.99	ZOOM	290.4211.5403	BANK OF AMERICA
68	10/17/2023	9211	142.73	SBCO CHIEFS EMS MEETING	290.4211.5508	BANK OF AMERICA
69	10/17/2023	9211	51.16	TRUCK TRAINING MEETING	290.4211.5508	BANK OF AMERICA
70	10/17/2023	9211	0.99	APPLE ICLOUD STORAGE	290.4211.5607	BANK OF AMERICA
71	10/17/2023	9211	705.35	AG CHEVROLET-2022 SILVERADO	290.4211.5601	BANK OF AMERICA
72	10/17/2023	9211	76.49	SLO CLERK RECORDER-NOTARY OATH	290.4211.5303	BANK OF AMERICA
73	10/17/2023	9211	88.30	OPEN HOUSE SUPPLIES-NFPA	290.4211.5504	BANK OF AMERICA
74	10/17/2023	9211	75.65	USPS SHIPPING/STAMPS	290.4211.5208	BANK OF AMERICA

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
OCTOBER 1 - OCTOBER 31, 2023

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
75	10/17/2023	9211	\$ 320.50	FLAG FACTORY-FLAGS	290.4211.5508	BANK OF AMERICA
76	10/17/2023	9211	201.90	OFFICE DEPOT-OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
77	10/17/2023	9211	199.00	NATIONAL NOTARY MEMBERSHIP	290.4211.5503	BANK OF AMERICA
78	10/17/2023	9211	86.52	AMAZON-OTTERBOX FOR PHONE	290.4211.5201	BANK OF AMERICA
79	10/17/2023	9211	0.99	APPLE ICLOUD STORAGE	290.4211.5607	BANK OF AMERICA
80	10/17/2023	9211	300.87	MASTERTECH AUTO-2009 DODGE AVENGER	290.4211.5601	BANK OF AMERICA
81	10/17/2023	9211	49.01	AMAZON- LENSES PROTECTOR	290.4211.5201	BANK OF AMERICA
82	10/17/2023	9211	13.03	MINERS- VEHICLE MAINT SUPPLIES	290.4211.5201	BANK OF AMERICA
83	10/17/2023	9211	14.92	STRIKE TEAM MEAL	290.4211.5512	BANK OF AMERICA
84	10/17/2023	9211	1,336.08	GREENWORKS-VACUUMS FOR STN 1 & 2	290.4211.5604	BANK OF AMERICA
85	10/17/2023	9211	792.56	BEST BUY-TV FOR STN 2	290.4211.5255	BANK OF AMERICA
86	10/17/2023	9211	697.14	SAWZALL & BATTERIES-TOOLUP	290.4211.5255	BANK OF AMERICA
87	10/17/2023	9211	6.42	GLASS CLEANER-RICKS AUTO SUPPLY	290.4211.5601	BANK OF AMERICA
88	10/17/2023	9212	210.08	ACCT#170565301 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
89	10/17/2023	9212	209.98	ACCT#170584001 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
90	10/17/2023	9212	209.98	ACCT#170564701 STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
91	10/17/2023	9213	34.45	PUBLIC RELATIONS-OPEN HOUSE SUPPLIES	290.4211.5504	MINER'S ACE HARDWARE, INC
92	10/17/2023	9213	48.48	SPEC DEPT SUPPLIES-UNIVERSAL REMOTE	290.4211.5255	MINER'S ACE HARDWARE, INC
93	10/17/2023	9213	(48.48)	CREDIT RETURN UNIVERSAL REMOTE	290.4211.5255	MINER'S ACE HARDWARE, INC
94	10/17/2023	9214	1,790.56	FORK LIFT- HYDRAULIC SYSTEM SERVICE	290.4211.5601	QUINN COMPANY
95	10/17/2023	9215	113.00	ANNUAL FIRE EXTINGUISHER MAINTENANCE	290.4211.5303	SCOTT O'BRIEN FIRE & SAFETY CO
96	10/20/2023	9216	797.02	SUSPENDERS, FIRE SHELTER	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
97	10/20/2023	9216	1,566.29	(3) BOOTS - BIRD	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
98	10/20/2023	9216	1,474.08	GOGGLES, FIRE HOODS, GLOVES, HEADLAMPS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
99	10/20/2023	9216	959.84	(4) CREW BOSS COMPLIANT BRUSH	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
100	10/20/2023	9216	9,389.34	LION TURNOUTS -JONES & POSNER	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
101	10/20/2023	9217	307.91	SHOP SUPPLIES-RENTAL SHEETS, MOPS	290.4211.5303	ARAMARK UNIFORM SERVICES
102	10/20/2023	9218	5,568.32	(5) USAR COATS	290.4211.5272	BAUER COMPRESSORS, INC
103	10/20/2023	9219	60.79	BUSINESS CARD- BIRD	290.4211.5306	BOONE PRINTING & GRAPHICS INC
104	10/20/2023	9220	37.48	RADIO POUCH	290.4211.5206	BOUND TREE MEDICAL, LLC
105	10/20/2023	9220	170.99	SODIUM CHLORIDE SOLUTION	290.4211.5206	BOUND TREE MEDICAL, LLC
106	10/20/2023	9221	21.12	NAME PLATE HOLDERS	290.4211.5306	BURDINE PRINTING (DBA)
107	10/20/2023	9222	1,351.19	BELTS & STRAPS	290.4211.5255	L N CURTIS & SONS
108	10/20/2023	9222	5,604.16	RESCUE ROPE	290.4211.5255	L N CURTIS & SONS
109	10/20/2023	9222	1,130.08	PARATECH STABILIZATION EQUIPMENT	290.4211.5255	L N CURTIS & SONS
110	10/20/2023	9222	4,172.42	AIRBAGS	290.4211.5255	L N CURTIS & SONS
111	10/20/2023	9222	180.83	COUPLING PLUG	290.4211.5255	L N CURTIS & SONS

FIVE CITIES FIRE AUTHORITY
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Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
112	10/20/2023	9223	\$ 2,715.61	NEW BATTALION CHIEF SETUP	290.4211.5702	ITSAVVY LLC
113	10/20/2023	9224	29.97	STN 1 LOBBY LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
114	10/20/2023	9224	19.98	STN 1 FRONT OFFICE LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
115	10/20/2023	9224	117.08	STN 1 LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
116	10/20/2023	9224	(34.46)	RETURN-LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
117	10/20/2023	9224	32.30	STN 1-LED LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
118	10/20/2023	9225	2,092.51	ELECTRIC-STN 1 9/13-10/12	290.4211.5401	PACIFIC GAS & ELECTRIC CO
119	10/20/2023	9226	1,072.54	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
120	10/20/2023	9226	107.41	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
121	10/20/2023	9227	120.27	GAS SERVICES-STN 2 9/12-10/12	290.4211.5401	SOCALGAS
122	10/20/2023	9228	392.64	SKID PLATE	290.4211.5601	SOUTH COAST EMERGENCY
123	10/20/2023	9229	52.50	11/23 STERI-SAFE COMPLIANCE-HAZARDOUS DISPOSAL	290.4211.5303	STERICYCLE INC.
124	10/20/2023	9230	344.78	NOMEX PANTS & SHIRT-HENSLEY	290.4211.5276	TEMPLETON UNIFORMS
125	10/20/2023	9230	1,762.31	BC UNIFORMS-BIRD	290.4211.5276	TEMPLETON UNIFORMS
126	10/20/2023	9231	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
127	10/20/2023	9232	129.60	(4) ADD FCFA STENCIL TO COATS	290.4211.5272	TURNOUT MAINTENANCE CO LLC
128	10/20/2023	9233	30,734.74	Zoll AED's (9)	290.4211.5603	ZOLL MEDICAL CORP
129	10/26/2023	9234	568.53	ACCT#287284288210 IPAD WIRELES	290.4211.5403	AT&T MOBILITY
130	10/26/2023	9234	856.94	REPLACEMENT PHONE-BC6611	290.4211.5702	AT&T MOBILITY
131	10/26/2023	9235	295.93	LUMBER FOR TRAINING	290.4211.5501	BURKE AND PACE OF AG, INC
132	10/26/2023	9235	877.62	LUMBER FOR TRAINING	290.4211.5501	BURKE AND PACE OF AG, INC
133	10/26/2023	9236	124.26	E1 WIRE TIES & FITTINGS	290.4211.5601	CARQUEST AUTO PARTS
134	10/26/2023	9237	86.00	REIMBURSE EMT RECERT-POSNER	290.4211.5501	CADE POSNER
135	10/26/2023	9238	149.51	CLEANING SUPPLIES	290.4211.5604	PROCARE JANITORIAL SUPPLY
136	10/26/2023	9239	32.40	STENCIL ON BRUSH COAT	290.4211.5272	TURNOUT MAINTENANCE CO LLC
137	10/26/2023	9240	63.43	KONICA COPIER METER READ 9/18-10/17	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
138	10/26/2023	9241	2,206.81	ANNUAL TOOL SERVICE	290.4211.5303	WESTERN EXTRICATION SPECIALIST
			<u>146,475.04</u>			

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Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	11/02/2023	9242	\$ 30,299.76	PLYMOVENT STN 1 SERVICE & PART	290.4211.5303	AIR EXCHANGE INC
2	11/02/2023	9242	1,595.22	STN 2 EQUIPMENT PARTS	290.4211.5303	AIR EXCHANGE INC
3	11/02/2023	9242	2,117.59	PARTS & NOZZLES-MULTIPLE VEHICLES	290.4211.5303	AIR EXCHANGE INC
4	11/02/2023	9243	369.92	WILDLAND BOOTS-BIRD	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
5	11/02/2023	9243	811.76	(2) PHENIX FIRE HELMETS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
6	11/02/2023	9243	252.67	NFPA STRUCTURE GLOVES	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
7	11/02/2023	9244	145.00	SUPPLIES-RENTAL SHEETS, MATS, TOWELS	290.4211.5303	ARAMARK UNIFORM SERVICES
8	11/02/2023	9244	267.91	SHOP SUPPLIES-RENTAL SHEETS, MOPS	290.4211.5303	ARAMARK UNIFORM SERVICES
9	11/02/2023	9245	41.50	RENTAL MATS-STN 2	290.4211.5303	ARAMARK UNIFORM SERVICES
10	11/02/2023	9246	162.11	BAN#9391033179 CIRCUIT CHRGS STN 2	290.4211.5403	AT&T
11	11/02/2023	9246	162.11	BAN#9391033178 CIRCUIT CHRGS STN 3	290.4211.5403	AT&T
12	11/02/2023	9246	668.57	BAN#9391033185 PHONE LINES 9/25-10/24	290.4211.5403	AT&T
13	11/02/2023	9247	123.59	ACCT#8245101000202519 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
14	11/02/2023	9248	306.72	ROPE LOAD RELEASE STRAP	290.4211.5255	L N CURTIS & SONS
15	11/02/2023	9248	232.36	STRUT EXTENSION	290.4211.5255	L N CURTIS & SONS
16	11/02/2023	9249	2,460.50	10/23 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
17	11/02/2023	9250	231.00	BLS/CPR CERTIFICATION CARDS	290.4211.5501	HELPING HAND HEALTH EDUCATION
18	11/02/2023	9251	150.00	REIMBURSEMENT FOR DAMAGED PROPERTY	290.4211.5276	AARON HUNT
19	11/02/2023	9252	2,247.99	FUEL	290.4211.5608	JB DEWAR, INC
20	11/02/2023	9253	294.80	(2) LED TURN SIGNAL HEADLIGHT	290.4211.5601	LEHR AUTO ELECTRIC
21	11/02/2023	9254	248.85	REIMBURSE FOR WEED ABATEMENT ASSESSMENT	290.4211.5599	LAWRENCE MACCARONE
22	11/02/2023	9255	1,341.00	PHYSICALS- 2 EMPLOYEES	290.4211.5315	MEDSTOP URGENT CARE CENTERS
23	11/02/2023	9256	11.16	GRADE STAKES	290.4211.5255	MINER'S ACE HARDWARE, INC
24	11/02/2023	9256	7.74	T6645- BUCKLE SIDE RELEASE	290.4211.5601	MINER'S ACE HARDWARE, INC
25	11/02/2023	9256	9.69	LIQUID GOLD CLEANER	290.4211.5604	MINER'S ACE HARDWARE, INC
26	11/02/2023	9256	13.99	E6691 WINDOW PUNCH	290.4211.5601	MINER'S ACE HARDWARE, INC
27	11/02/2023	9256	12.99	UTILITY TOTE	290.4211.5255	MINER'S ACE HARDWARE, INC
28	11/02/2023	9256	12.92	E2 -RUBBER MALLET	290.4211.5255	MINER'S ACE HARDWARE, INC
29	11/02/2023	9257	5,000.00	LIABILITY DEDUCTIBLE	290.4211.5303	NETWORK ADJUSTERS INC
30	11/02/2023	9258	136.26	DISHWASHER REPAIR-STN 1	290.4211.5603	RUFFONI'S SERVICES INC
31	11/02/2023	9259	191.54	GAS SERVICES- STN1 9/25-10/24	290.4211.5401	SOCALGAS
32	11/02/2023	9260	189.77	SHIRTS, SHORTS	290.4211.5276	THE TOP SHOP
33	11/02/2023	9261	460.66	ACCT#670954297-00001 PHONE LINES	290.4211.5403	VERIZON WIRELESS
34	11/15/2023	9262	41.50	STATION MATS - RENTAL STATION 2	290.4211.5303	ARAMARK UNIFORM SERVICES
35	11/15/2023	9263	33.72	WATER (FIRE HYDRANT)	290.4211.5401	CITY OF ARROYO GRANDE
36	11/15/2023	9263	440.78	WATER (140 TRAFFIC WAY)	290.4211.5401	CITY OF ARROYO GRANDE
37	11/15/2023	9263	124.84	WATER (IRRIGATION) 8/20-10/18	290.4211.5401	CITY OF ARROYO GRANDE

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38	11/15/2023	9264	\$ 35.62	WALMART - OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
39	11/15/2023	9264	53.66	FUEL - THIRD BASE MARKET	290.4211.5608	BANK OF AMERICA
40	11/15/2023	9264	10.00	REGISTRATION FEE - TRAINING CLASS	290.4211.5501	BANK OF AMERICA
41	11/15/2023	9264	21.41	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
42	11/15/2023	9264	15.99	ZOOM	290.4211.5403	BANK OF AMERICA
43	11/15/2023	9264	113.27	POWERWERX-RADIO PARTS	290.4211.5606	BANK OF AMERICA
44	11/15/2023	9264	133.62	PC NATION-BATTERY FOR LAPTOP	290.4211.5606	BANK OF AMERICA
45	11/15/2023	9264	21.54	AMAZON-EXTERNAL CD/DVD DRIVE	290.4211.5702	BANK OF AMERICA
46	11/15/2023	9264	18.31	AMAZON-IPHONE CASE PHONE	290.4211.5201	BANK OF AMERICA
47	11/15/2023	9264	33.28	AMAZON-IPHONE CHARGER	290.4211.5201	BANK OF AMERICA
48	11/15/2023	9264	34.46	AMAZON-OFFICE SUPPLIES	290.4211.5201	BANK OF AMERICA
49	11/15/2023	9264	146.53	AMAZON-TONER FOR PRINTERS	290.4211.5201	BANK OF AMERICA
50	11/15/2023	9264	129.29	AMAZON-PORTABLE STORAGE DRIVE	290.4211.5201	BANK OF AMERICA
51	11/15/2023	9264	47.06	AMAZON-LABEL TAPE	290.4211.5201	BANK OF AMERICA
52	11/15/2023	9264	51.71	AMAZON-DUAL MONITOR STAND	290.4211.5702	BANK OF AMERICA
53	11/15/2023	9264	131.66	CREDIT CARD CHARGES - T6645 REPAIRS	290.4211.5601	BANK OF AMERICA
54	11/15/2023	9264	41.75	MASTERTech - SMOG FORD F250	290.4211.5601	BANK OF AMERICA
55	11/15/2023	9264	65.48	FUEL - THIRD BASE MARKET	290.4211.5608	BANK OF AMERICA
56	11/15/2023	9264	100.00	FUEL - THIRD BASE MARKET	290.4211.5608	BANK OF AMERICA
57	11/15/2023	9264	78.87	FUEL - CHEVRON	290.4211.5608	BANK OF AMERICA
58	11/15/2023	9264	19.99	ADOBE INC - LAND GLIDE APP	290.4211.5607	BANK OF AMERICA
59	11/15/2023	9264	227.82	MASTERTech - SMOG TEST FORD ESCAPE	290.4211.5601	BANK OF AMERICA
60	11/15/2023	9264	56.67	AMAZON - KEYSAFE	290.4211.5255	BANK OF AMERICA
61	11/15/2023	9264	80.65	MCDONALS - OPEN HOUSE STAFF BREAKFAST	290.4211.5508	BANK OF AMERICA
62	11/15/2023	9264	78.39	PUBLIC RELATIONS SUPPLIES	290.4211.5504	BANK OF AMERICA
63	11/15/2023	9264	104.82	ROOSTER CREEK - LUNCH MTG/ADMIN ORIENTATION	290.4211.5508	BANK OF AMERICA
64	11/15/2023	9264	43.05	AMAZON - LIGHT BULBS	290.4211.5604	BANK OF AMERICA
65	11/15/2023	9264	0.99	APPLE.COM	290.4211.5607	BANK OF AMERICA
66	11/15/2023	9264	194.20	INBRAND CREATIVE-UNIFORM AND EMBROIDERY	290.4211.5276	BANK OF AMERICA
67	11/15/2023	9264	175.00	PEACHJAR - EVENT FLYER OCTOBER OPEN HOUSE	290.4211.5504	BANK OF AMERICA
68	11/15/2023	9264	89.44	ALERT ALL CORP-OPEN HOUSE SUPPLIES	290.4211.5504	BANK OF AMERICA
69	11/15/2023	9264	97.49	OFFICE DEPOT	290.4211.5201	BANK OF AMERICA
70	11/15/2023	9264	64.06	SMART AND FINAL - OPEN HOUSE SUPPLIES	290.4211.5504	BANK OF AMERICA
71	11/15/2023	9264	54.28	OFFICE DEPOT	290.4211.5201	BANK OF AMERICA
72	11/15/2023	9264	80.33	UPS BILLING	290.4211.5208	BANK OF AMERICA
73	11/15/2023	9264	41.83	UPS BILLING	290.4211.5208	BANK OF AMERICA
74	11/15/2023	9264	125.00	NIHE & MASTER ACLS	290.4211.5501	BANK OF AMERICA

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75	11/15/2023	9264	\$ 0.99	APPLE IPHONE STORAGE	290.4211.5607	BANK OF AMERICA
76	11/15/2023	9264	16.43	FUEL - DATCH GO	290.4211.5608	BANK OF AMERICA
77	11/15/2023	9264	13.22	UPS STORE	290.4211.5208	BANK OF AMERICA
78	11/15/2023	9264	220.89	CMC RESCUE-TRENCH RESCUE MANUAL	290.4211.5504	BANK OF AMERICA
79	11/15/2023	9264	141.58	FUEL - CHEVRON	290.4211.5608	BANK OF AMERICA
80	11/15/2023	9264	50.00	FUEL - HOPLAND	290.4211.5608	BANK OF AMERICA
81	11/15/2023	9264	150.00	FUEL - SPEEDEX	290.4211.5608	BANK OF AMERICA
82	11/15/2023	9264	107.80	TRAVELODGE - SILVA	290.4211.5512	BANK OF AMERICA
83	11/15/2023	9264	8.40	STARBUCKS - STRIKE TEAM MEAL	290.4211.5512	BANK OF AMERICA
84	11/15/2023	9264	125.00	NIHE MASTER CLASS	290.4211.5501	BANK OF AMERICA
85	11/15/2023	9264	10.00	TEEX E E COMMERCE (TRAINING - HONES)	290.4211.5501	BANK OF AMERICA
86	11/15/2023	9265	315.00	LANDSCAPE MAINTENENACE - OCTOBER	290.4211.5605	BOSCH LANDSCAPE CO.
87	11/15/2023	9266	453.81	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
88	11/15/2023	9267	90.49	HUB CAP T6645	290.4211.5601	CARQUEST AUTO PARTS
89	11/15/2023	9268	5,698.49	E2 REPAIRS	290.4211.5601	CENTRAL COAST TRUCK CENTER
90	11/15/2023	9269	209.98	ACCT#170584001 INTERNET - STN 1	290.4211.5401	CHARTER COMMUNICATIONS
91	11/15/2023	9269	209.98	ACCT#170564701 INTERNET - STN 2	290.4211.5401	CHARTER COMMUNICATIONS
92	11/15/2023	9269	216.48	ACCT#170565301 TV STATION 1	290.4211.5401	CHARTER COMMUNICATIONS
93	11/15/2023	9270	131.85	SERVICE CALL - STATION 1	290.4211.5604	FRANK'S LOCK & KEY
94	11/15/2023	9271	33.00	BLS PROVIDER CARDS	290.4211.5501	HELPING HAND HEALTH EDUCATION
95	11/15/2023	9272	150.00	REIMBURSEMENT FOR DAMAGED PROPERTY	290.4211.5276	STEVEN HENSLEY
96	11/15/2023	9273	542.08	TIRES FOR TRAILER	290.4211.5601	SANTA MARIA TIRE, INC
97	11/20/2023	9274	47,171.79	2024 CHEVY SILVERADO	290.4211.6301	ARROYO GRANDE CHEVROLET
98	11/20/2023	9275	4,907.83	DEPOSIT FOR SHELL FOR STEN VEHICLE	290.4211.6301	BANK OF AMERICA
99	11/21/2023	9276	79.10	OXYGEN CYLINDER RENTAL	290.4211.5303	AIRGAS USA, LLC
100	11/21/2023	9277	426.36	BUNKER BOOTS-SEARBY	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
101	11/21/2023	9277	224.77	LEATHER SHIELDS	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
102	11/21/2023	9278	267.91	SUPPLIES-RENTAL SHEETS, MOPS	290.4211.5303	ARAMARK UNIFORM SERVICES
103	11/21/2023	9279	428,219.91	08/23 REIMBURSE FCFA EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
104	11/21/2023	9279	494,272.62	09/23 REIMBURSE FCFA EXPENSES	290.0000.2002	CITY OF ARROYO GRANDE
105	11/21/2023	9280	568.53	ACCT#287284288210 IPAD WIRELESS	290.4211.5403	AT&T MOBILITY
106	11/21/2023	9281	40.00	STN 2 PEST CONTROL SVC	290.4211.5605	AUTHORIZED PEST CONTROL
107	11/21/2023	9282	2,787.15	STN 2 ANNUAL SVC BAUER AIR COMPRESSOR	290.4211.5303	BAUER COMPRESSORS, INC
108	11/21/2023	9282	1,646.11	STN 1 ANNUAL SVC BAUER AIR COMPRESSOR	290.4211.5303	BAUER COMPRESSORS, INC
109	11/21/2023	9283	99.02	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
110	11/21/2023	9284	92.27	LUMBER FOR TRAINING	290.4211.5501	BURKE AND PACE OF AG, INC
111	11/21/2023	9285	300.00	FSTEP TRAINING- TRENCH RESCUE	290.4211.5501	CAL FIRE

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112	11/21/2023	9286	\$ 30.00	CCFPA ANNUAL MEMBERSHIP DUES	290.4211.5503	CENTRAL COAST FIRE PREV.ASSOC
113	11/21/2023	9287	2,239.90	BACKGROUND INVESTIGATIONS-BATTALION CHIEF	290.4211.5324	CUESTA POLYGRAPH
114	11/21/2023	9288	1,007.65	CHAIN SAW PARTS & EQUIPMENT	290.4211.5273	GARVEY EQUIPMENT COMPANY
115	11/21/2023	9289	256.36	UTILITIES-WATER 9/1-11/2	290.4211.5401	CITY OF GROVER BEACH
116	11/21/2023	9290	2,363.81	FUEL	290.4211.5608	JB DEWAR, INC
117	11/21/2023	9291	10.55	DOOR STOP	290.4211.5604	MINER'S ACE HARDWARE, INC
118	11/21/2023	9291	4.30	PLASTIC PAIL	290.4211.5601	MINER'S ACE HARDWARE, INC
119	11/21/2023	9291	24.76	BADGE PINNING SUPPLIES	290.4211.5504	MINER'S ACE HARDWARE, INC
120	11/21/2023	9291	58.69	BATTERIES	290.4211.5255	MINER'S ACE HARDWARE, INC
121	11/21/2023	9291	8.61	EMPTY PAINT CAN	290.4211.5273	MINER'S ACE HARDWARE, INC
122	11/21/2023	9291	66.32	TARPS	290.4211.5255	MINER'S ACE HARDWARE, INC
123	11/21/2023	9292	2,002.35	ELECTRIC- STN 1 10/13-11/12	290.4211.5401	PACIFIC GAS & ELECTRIC CO
124	11/21/2023	9293	36.75	REIMBURSE FOR STN MEAL-KITCHEN REMODEL	290.4211.5512	JOE A SILVA, JR
125	11/21/2023	9294	142.18	GAS SERVICES-STN 2 10/12-11/13	290.4211.5401	SOCALGAS
126	11/21/2023	9295	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
127	11/29/2023	9296	100.00	C. ANGELLO- FIRE INVESTIGATOR	290.4211.5501	STATE FIRE TRAINING
128	11/30/2023	9297	525.00	LAMINATE COLOR COPIES- ACCOUNTABILITY BOARDS	290.4211.5255	ADVANCE MARKING SYSTEMS
129	11/30/2023	9297	197.05	PASSPORT TAGS	290.4211.5255	ADVANCE MARKING SYSTEMS
130	11/30/2023	9298	(145.00)	CREDIT-SUPPLIES RENTAL SHEETS	290.4211.5303	ARAMARK UNIFORM SERVICES
131	11/30/2023	9298	267.91	SUPPLIES-RENTAL SHEETS, MOPS	290.4211.5303	ARAMARK UNIFORM SERVICES
132	11/30/2023	9299	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
133	11/30/2023	9300	45.00	STN 1 PEST CONTROL	290.4211.5605	AUTHORIZED PEST CONTROL
134	11/30/2023	9301	261.69	EMS SUPPLIES	290.4211.5206	BOUND TREE MEDICAL, LLC
135	11/30/2023	9302	90.49	6693 HUB CAP	290.4211.5601	CARQUEST AUTO PARTS
136	11/30/2023	9302	16.14	6600 WINDOW KIT	290.4211.5601	CARQUEST AUTO PARTS
137	11/30/2023	9303	5,307.27	PARATECH STABILIZATION EQUIPMENT	290.4211.5255	L N CURTIS & SONS
138	11/30/2023	9303	43.10	AXE/TOOL HOLDER BELT ACCESSORY	290.4211.5255	L N CURTIS & SONS
139	11/30/2023	9303	427.88	6" STRUT EXTENSION	290.4211.5255	L N CURTIS & SONS
140	11/30/2023	9304	186.08	PURA FIT & INDUSTR L DUTY EAR P	290.4211.5255	LAWSON PRODUCTS, INC
141	11/30/2023	9305	100.15	REIMBURSEMENT FOR CREW MEAL-KITCHEN REMODEL	290.4211.5508	BRIAN LEATHERS
142	11/30/2023	9306	7,950.00	EXECUTIVE SEARCH SVC-FIRE CHIEF	290.4211.5303	MOSAIC PUBLIC PARTNERS LLC
143	11/30/2023	9307	223.69	PARTS WASHER MAINTENANCE AGREEMENT	290.4211.5325	SAFETY-KLEEN SYSTEMS, INC
144	11/30/2023	9308	165.00	6692 FLAT REPAIR	290.4211.5601	SANTA MARIA TIRE, INC
145	11/30/2023	9309	7,138.32	6692- ANNUAL SVC, DOT/BIT INSP	290.4211.5601	SOUTH COAST EMERGENCY
146	11/30/2023	9309	250.00	6661-PUMP PANEL	290.4211.5601	SOUTH COAST EMERGENCY
147	11/30/2023	9310	50.31	KONICA METER READ 10/18-11/17	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
			<u>\$ 1,075,706.45</u>			

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
DECEMBER 1 - DECEMBER 31, 2023

ATTACHMENT 3

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	12/15/2023	9311	\$ 467.50	PASSPORT NAMETAGS	290.4211.5255	ADVANCE MARKING SYSTEMS
2	12/15/2023	9312	77.20	OXYGEN CYLINDER - RENTAL	290.4211.5303	AIRGAS USA, LLC
3	12/15/2023	9313	92.85	BRUSH HELMET	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
4	12/15/2023	9314	41.50	STN 2 RENTAL MATS	290.4211.5303	ARAMARK UNIFORM SERVICES
5	12/15/2023	9315	734.01	BAN#9391033185 805-473-5128 PHONE LINES	290.4211.5403	AT&T
6	12/15/2023	9315	162.11	BAN#9391033179 STN 3 CIRCUIT CHARGES	290.4211.5403	AT&T
7	12/15/2023	9315	162.11	BAN#9391033178 STN2 CIRCUIT CHARGES	290.4211.5403	AT&T
8	12/15/2023	9316	45.00	PEST CONTROL SERVICES - STATION 1	290.4211.5605	AUTHORIZED PEST CONTROL
9	12/15/2023	9317	400.86	FIRELINE-T6645 AUTO EJECT KIT	290.4211.5601	BANK OF AMERICA
10	12/15/2023	9317	136.49	POWERWERX-JUMPER CABLES	290.4211.5601	BANK OF AMERICA
11	12/15/2023	9317	50.00	FUEL-KATCH GO	290.4211.5608	BANK OF AMERICA
12	12/15/2023	9317	559.34	MEALS-STATION 1 FLOODING EVENT	290.4211.5403	BANK OF AMERICA
13	12/15/2023	9317	69.04	AMAZON-BLDG MAINT - LIGHT BULB	290.4211.5604	BANK OF AMERICA
14	12/15/2023	9317	40.71	AMAZON- IPONE CHARGER	290.4211.5702	BANK OF AMERICA
15	12/15/2023	9317	32.31	AMAZON - HOSE - GROUNDS MAINTENANCE	290.4211.5605	BANK OF AMERICA
16	12/15/2023	9317	224.11	AMAZON - BROTHER TONER CARTRIDGE	290.4211.5201	BANK OF AMERICA
17	12/15/2023	9317	213.33	AMAZON - TTRACTABLE HOSE REEL	290.4211.5605	BANK OF AMERICA
18	12/15/2023	9317	35.54	AMAZON - USB CABLE	290.4211.5702	BANK OF AMERICA
19	12/15/2023	9317	15.07	AMAZON - CLIP ON SECURITY MIRROR	290.4211.5201	BANK OF AMERICA
20	12/15/2023	9317	30.16	AMAZON - METAL CLIP BOARD	290.4211.5255	BANK OF AMERICA
21	12/15/2023	9317	280.80	WEATHERTECH-FLOOR LINERS 2023	290.4211.6301	BANK OF AMERICA
22	12/15/2023	9317	1,387.90	MEALS-STATION 1 FLOODING EVENT	290.4211.5508	BANK OF AMERICA
23	12/15/2023	9317	15.99	ZOOM	290.4211.5403	BANK OF AMERICA
24	12/15/2023	9317	16.58	SECURE CONFERENCE	290.4211.5403	BANK OF AMERICA
25	12/15/2023	9317	17.47	MEALS-STATION 1 FLOODING EVENT	290.4211.5508	BANK OF AMERICA
26	12/15/2023	9317	32.30	AMAZON - PTOUCH TAPE	290.4211.5201	BANK OF AMERICA
27	12/15/2023	9317	103.20	AMAZON - LIGHT BULBS	290.4211.5604	BANK OF AMERICA
28	12/15/2023	9317	1,865.55	MEALS - STATION 1 FLOODING EVENT	290.4211.5508	BANK OF AMERICA
29	12/15/2023	9317	14.00	HAYASHI AND SONS BADGE PINNING	290.4211.5508	BANK OF AMERICA
30	12/15/2023	9317	161.63	GRAND AWARDS - EMPLOYEE YR AWARDS	290.4211.5201	BANK OF AMERICA
31	12/15/2023	9317	0.99	APPLE.COM	290.4211.5607	BANK OF AMERICA
32	12/15/2023	9317	798.61	MEALS - STATION 1 FLOODING EVENT	290.4211.5508	BANK OF AMERICA
33	12/15/2023	9317	60.98	OFFICE DEPOT	290.4211.5201	BANK OF AMERICA
34	12/15/2023	9317	151.26	OFFICE DEPOT	290.4211.5201	BANK OF AMERICA
35	12/15/2023	9317	25.06	SMART AND FINAL - BADGE PINNING	290.4211.5508	BANK OF AMERICA
36	12/15/2023	9317	178.95	AG BAKERY - CAKE FOR BADGE PINNING	290.4211.5508	BANK OF AMERICA
37	12/15/2023	9317	77.96	OFFICE DEPOT	290.4211.5201	BANK OF AMERICA

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
DECEMBER 1 - DECEMBER 31, 2023

ATTACHMENT 3

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
38	12/15/2023	9317	\$ 61.50	IN BRAND CREATIVE - EMBROIDERY	290.4211.5276	BANK OF AMERICA
39	12/15/2023	9317	25.00	CITY OF AG PARADE REGISTRATION	290.4211.5504	BANK OF AMERICA
40	12/15/2023	9317	68.55	USPS - STAMPS	290.4211.5208	BANK OF AMERICA
41	12/15/2023	9317	1,324.46	MEALS - STATION 1 FLOODING EVENT	290.4211.5508	BANK OF AMERICA
42	12/15/2023	9317	0.99	APPLE.COM	290.4211.5607	BANK OF AMERICA
43	12/15/2023	9317	620.97	CA DIESEL - BATTERIES 2002 FOR	290.4211.5601	BANK OF AMERICA
44	12/15/2023	9317	2,126.40	RUGGED RADIOS - RADIO EQUIPMENT	290.4211.5606	BANK OF AMERICA
45	12/15/2023	9317	17.23	MINERS-TARP FOR VENT PROP	290.4211.5501	BANK OF AMERICA
46	12/15/2023	9317	516.53	MEALS - STATION 1 FLOODING EVENT	290.4211.5508	BANK OF AMERICA
47	12/15/2023	9318	315.00	11/23 LANDSCAPE MAINT.	290.4211.5605	BOSCH LANDSCAPE CO.
48	12/15/2023	9319	273.94	HELMET DECALS	290.4211.5272	BRAND CREATIVE
49	12/15/2023	9320	10.98	LED LIGHT	290.4211.5601	CARQUEST AUTO PARTS
50	12/15/2023	9321	6,345.11	TRUCK 5 REPAIRS-TRANSMISSION	290.4211.5601	CENTRAL COAST TRUCK CENTER
51	12/15/2023	9321	69,962.97	E6691 MOTOR REBUILD	290.4211.5601	CENTRAL COAST TRUCK CENTER
52	12/15/2023	9322	123.59	ACCT#8413120660056482 STN 2 TV	290.4211.5401	CHARTER COMMUNICATIONS
53	12/15/2023	9323	216.48	ACCT#170565301 STN 1 TV	290.4211.5401	CHARTER COMMUNICATIONS
54	12/15/2023	9323	209.98	ACCT#170584001 STN 2 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
55	12/15/2023	9323	209.98	ACCT#170564701 STN 1 INTERNET	290.4211.5401	CHARTER COMMUNICATIONS
56	12/15/2023	9324	2,437.14	YRLY RENEWAL-SATELLITE PHONE SERVICE	290.4211.5303	COMMUNICATIONS PROFESSIONALS
57	12/15/2023	9325	3,076.50	6 BATTERIES - E6693	290.4211.5601	CONTINENTAL BATTERY COMPANY
58	12/15/2023	9326	2,479.00	11/23 PROF LEGAL SVCS	290.4211.5303	DAVID P. HALE
59	12/15/2023	9327	2.79	COMPOSITE SHIMS	290.4211.5604	MINER'S ACE HARDWARE, INC
60	12/15/2023	9327	27.52	BOXES FOR MAILING EMS SUPPLIES	290.4211.5208	MINER'S ACE HARDWARE, INC
61	12/15/2023	9328	7,950.00	EXECUTIVE SEARCH SERVICES; FIRE CHIEF	290.4211.5303	MOSAIC PUBLIC PARTNERS LLC
62	12/15/2023	9329	2,750.00	STAINLESS STEEL COUNTER TOP FOR KITCHEN	290.4211.5303	GARRY ODBERT
63	12/15/2023	9330	729.71	R&R Roll-Off LLC	290.4211.5303	R&R ROLL-OFF LLC
64	12/15/2023	9331	459.00	WEED ABATEMENT REIMBURSEMENT	290.4211.5599	JACKIE RELYEA
65	12/15/2023	9332	115.80	USED OIL RECYCLE	290.4211.5325	SAFETY-KLEEN SYSTEMS, INC
66	12/15/2023	9333	66.00	EMT RECERT-FARNSWORTH	290.4211.5501	SLO COUNTY EMS AGENCY
67	12/15/2023	9334	396.49	GAS SERVICES-STN 1 10/24-11/25	290.4211.5401	SOCALGAS
68	12/15/2023	9335	387.08	DOOR PARTS FOR E6692 AND 6645	290.4211.5601	SOUTH COAST EMERGENCY
69	12/15/2023	9335	380.30	E6661 SKID PLATE; MTG DRAIN	290.4211.5601	SOUTH COAST EMERGENCY
70	12/15/2023	9335	357.43	DRAIN, BANK, 4;MASTER	290.4211.5601	SOUTH COAST EMERGENCY
71	12/15/2023	9335	728.77	T5 PATS-DOOR ARM;SPRING;PINS;SCREEN	290.4211.5601	SOUTH COAST EMERGENCY
72	12/15/2023	9336	5,122.68	6692 & 6693 TRAY, HOSE POLY	290.4211.5601	SOUTH COAST FIRE EQUIPMENT INC
73	12/15/2023	9337	460.66	ACCT#670954297-00001 PHONE LINES	290.4211.5403	VERIZON WIRELESS
74	12/21/2023	9338	267.91	SUPPLIES-RENTAL MATS, MOPS, SHEETS	290.4211.5303	ARAMARK UNIFORM SERVICES

FIVE CITIES FIRE AUTHORITY
CHECK LISTING
DECEMBER 1 - DECEMBER 31, 2023

ATTACHMENT 3

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
75	12/21/2023	9339	\$ 1,813.03	FUEL	290.4211.5608	JB DEWAR, INC
76	12/21/2023	9339	1,978.49	FUEL	290.4211.5608	JB DEWAR, INC
77	12/21/2023	9340	177.79	ICE MACHINE RENTAL	290.4211.5303	TOGNAZZINI BEVERAGE SERVICE
78	12/28/2023	9341	358.03	THOROGOOD BOOTS - SILVA	290.4211.5272	ALLSTAR FIRE EQUIPMENT, INC
79	12/28/2023	9342	267.91	SUPPLIES - RENTAL MATS, MOPS, TOWELS	290.4211.5303	ARAMARK UNIFORM SERVICES
80	12/28/2023	9343	41.50	RENTAL MATS - STN 2	290.4211.5303	ARAMARK UNIFORM SERVICES
81	12/28/2023	9344	568.53	IPAD WIRELESS CHRGS 11/12-12/11	290.4211.5403	AT&T MOBILITY
82	12/28/2023	9345	1,100.41	BLACK STRIPING AND DOOR LOGO	290.4211.6201	BRAND CREATIVE
83	12/28/2023	9346	1,300.00	ANNUAL INSPECTION T5	290.4211.5255	FAILSAFE TESTING, LLC
84	12/28/2023	9347	140.51	SMALL TOOLS	290.4211.5273	GARVEY EQUIPMENT COMPANY
85	12/28/2023	9348	3,629.59	FUEL	290.4211.5608	JB DEWAR, INC
86	12/28/2023	9348	(256.16)	CREDIT-BILLING ERROR	290.4211.5608	JB DEWAR, INC
87	12/28/2023	9348	(21.06)	DISCOUNT	290.4211.5608	JB DEWAR, INC
88	12/28/2023	9348	64.44	FINANCE CHRG	290.4211.5608	JB DEWAR, INC
89	12/28/2023	9349	25.84	KITCHEN LIGHT BULBS	290.4211.5604	MINER'S ACE HARDWARE, INC
90	12/28/2023	9349	8.61	PHEN SOCKET SNAPIN	290.4211.5273	MINER'S ACE HARDWARE, INC
	12/28/2023	9349		PHEN SOCKET SNAPIN	290.4211.5273	MINER'S ACE HARDWARE, INC
1	12/28/2023	9349	5.38	TARP/DRY TOP FOR T6645	290.4211.5601	MINER'S ACE HARDWARE, INC
2	12/28/2023	9349	46.32	FINE DUST FILTER	290.4211.5604	MINER'S ACE HARDWARE, INC
3	12/28/2023	9350	1,774.34	ELECTRIC UTILITIES - STATION 1	290.4211.5401	PACIFIC GAS & ELECTRIC CO
4	12/28/2023	9351	157.22	GAS-UTILITIES11/13-12/12/2023 STATION 2	290.4211.5401	SOCALGAS
5	12/28/2023	9352	9,048.12	E6693 ANNUAL B SERVICE AND BRAKES	290.4211.5601	SOUTH COAST EMERGENCY
6	12/28/2023	9353	55.13	STERI-SAFE COMPLIANCE-HAZARDOUS DISPOSAL	290.4211.5303	STERICYCLE INC.
7	12/28/2023	9354	2,052.00	POLICY RENEWAL FOR TARGET SOLUTIONS	290.4211.5607	TARGETSOLUTIONS LEARNING, LLC
8	12/28/2023	9355	15.63	KONICA BIZHUB C360I COPIER MACHINE	290.4211.5602	ULTREX BUSINESS PRODUCTS (DBA)
			<u>\$ 143,754.51</u>			

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

09/15/23 - 09/28/23

10/6/2023

BY ACCOUNT

5101	Salaries Full time	79,745.69
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	61,781.51
5106	Salaries Strike Team OT	16,261.36
5108	Holiday Pay	5,980.63
5109	Sick Pay	3,685.88
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	4,811.68
5114	Comp Pay	3,395.04
5115	Annual Leave Pay	3,284.90
5121	PERS Retirement	24,373.14
5122	Social Security	10,495.53
5123	PARS Retirement	-
5126	State Disability Ins.	950.07
5127	Deferred Compensation	125.00
5131	Health Insurance	18,265.88
5132	Dental Insurance	996.32
5133	Vision Insurance	277.32
5134	Life Insurance	130.92
5135	Long Term Disability	154.34
5137	Leave Payouts	-
5143	Uniform Allowance	-
		<u>235,147.21</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

09/29/23 - 10/12/23

10/20/2023

BY ACCOUNT

5101	Salaries Full time	82,088.44
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	43,745.07
5106	Salaries Strike Team OT	12,686.20
5108	Holiday Pay	5,980.63
5109	Sick Pay	4,899.24
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	714.24
5114	Comp Pay	6,877.44
5115	Annual Leave Pay	2,239.89
5121	PERS Retirement	24,352.25
5122	Social Security	9,120.42
5123	PARS Retirement	-
5126	State Disability Ins.	781.02
5127	Deferred Compensation	125.00
5131	Health Insurance	18,265.88
5132	Dental Insurance	996.32
5133	Vision Insurance	277.32
5134	Life Insurance	130.92
5135	Long Term Disability	154.34
5137	Leave Payouts	-
5143	Uniform Allowance	-
		<u>213,866.62</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

10/13/23 - 10/26/23

11/3/2023

BY ACCOUNT

5101	Salaries Full time	87,382.25
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	46,269.81
5106	Salaries Strike Team OT	-
5108	Holiday Pay	6,704.68
5109	Sick Pay	2,738.64
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	4,417.38
5114	Comp Pay	5,116.32
5115	Annual Leave Pay	2,023.22
5121	PERS Retirement	25,057.35
5122	Social Security	8,594.32
5123	PARS Retirement	-
5126	State Disability Ins.	655.35
5127	Deferred Compensation	150.00
5131	Health Insurance	19,209.10
5132	Dental Insurance	1,072.96
5133	Vision Insurance	304.40
5134	Life Insurance	112.53
5135	Long Term Disability	28.25
5137	Leave Payouts	37,516.58
5143	Uniform Allowance	1,500.00
		<u>249,285.14</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

10/27/23 - 11/09/23

11/17/2023

BY ACCOUNT

5101	Salaries Full time	99,402.81
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	54,734.80
5106	Salaries Strike Team OT	-
5108	Holiday Pay	5,865.06
5109	Sick Pay	3,027.20
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	825.60
5114	Comp Pay	6,960.96
5115	Annual Leave Pay	3,785.54
5121	PERS Retirement	26,958.30
5122	Social Security	9,016.72
5123	PARS Retirement	-
5126	State Disability Ins.	676.48
5127	Deferred Compensation	125.00
5131	Health Insurance	18,265.88
5132	Dental Insurance	996.32
5133	Vision Insurance	277.32
5134	Life Insurance	130.92
5135	Long Term Disability	157.19
5137	Leave Payouts	-
5143	Uniform Allowance	-
		<u>231,638.10</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

11/10/23 - 11/23/23

12/1/2023

BY ACCOUNT

5101	Salaries Full time	93,430.59
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	288.00
5105	Salaries OverTime	48,440.90
5106	Salaries Strike Team OT	-
5108	Holiday Pay	8,198.69
5109	Sick Pay	4,363.30
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	2,437.44
5114	Comp Pay	8,495.04
5115	Annual Leave Pay	1,929.55
5121	PERS Retirement	24,273.22
5122	Social Security	9,016.40
5123	PARS Retirement	-
5126	State Disability Ins.	691.88
5127	Deferred Compensation	125.00
5131	Health Insurance	20,532.97
5132	Dental Insurance	1,023.36
5133	Vision Insurance	279.64
5134	Life Insurance	130.92
5135	Long Term Disability	157.19
5137	Leave Payouts	-
5143	Uniform Allowance	-
		<u>223,814.09</u>

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

11/24/23 - 12/07/23

12/15/2023

BY ACCOUNT

5101	Salaries Full time	97,635.72
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	46,483.15
5106	Salaries Strike Team OT	-
5108	Holiday Pay	7,031.87
5109	Sick Pay	5,154.28
5110	Annual Leave Buyback	1,212.24
5111	Vacation Buyback	-
5112	Sick Leave Buyback	513.99
5113	Vacation Pay	2,269.42
5114	Comp Pay	6,504.12
5115	Annual Leave Pay	-
5121	PERS Retirement	24,272.47
5122	Social Security	8,077.41
5123	PARS Retirement	-
5126	State Disability Ins.	587.18
5127	Deferred Compensation	125.00
5131	Health Insurance	20,532.97
5132	Dental Insurance	1,023.36
5133	Vision Insurance	279.64
5134	Life Insurance	130.92
5135	Long Term Disability	157.19
5137	Leave Payouts	-
5143	Uniform Allowance	-
		222,422.93

FIVE CITIES FIRE AUTHORITY
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

12/08/23 - 12/21/23

12/29/2023

BY ACCOUNT

5101	Salaries Full time	92,236.01
5102	Salaries Part-Time - PPT	-
5103	Salaries Part-Time - TPT	432.00
5105	Salaries OverTime	59,662.03
5106	Salaries Strike Team OT	-
5108	Holiday Pay	462.56
5109	Sick Pay	4,256.16
5110	Annual Leave Buyback	-
5111	Vacation Buyback	-
5112	Sick Leave Buyback	-
5113	Vacation Pay	6,882.60
5114	Comp Pay	4,909.38
5115	Annual Leave Pay	2,052.28
5121	PERS Retirement	22,760.03
5122	Social Security	8,598.93
5123	PARS Retirement	-
5126	State Disability Ins.	666.71
5127	Deferred Compensation	-
5131	Health Insurance	-
5132	Dental Insurance	-
5133	Vision Insurance	-
5134	Life Insurance	-
5135	Long Term Disability	-
5137	Leave Payouts	6,307.18
5143	Uniform Allowance	-
		209,225.87



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

FROM: Stephen C. Lieberman, Fire Chief

SUBJECT: Consideration of Amending Management Resolution 2023-06 to Reflect Change in Transition to Shift-Based Battalion Chief Position

RECOMMENDATION

It is recommended the Board approve an amendment to the existing Management Resolution regarding Vehicle Assignment.

BACKGROUND

Section 12 of the existing Five Cities Fire Authority Management Resolution "Vehicle Assignment or Allowance" requires modification due to the transition to a shift-based Battalion Chief program. The section currently states:

"The Fire Chief and Battalion Chiefs shall be assigned a take home Authority vehicle."

With the transition to a shift-based program, the Battalion Chiefs now drive a personal vehicle to their assigned fire station and operate an FCFA command vehicle for the duration of their assigned shift. There are exceptions for special assignments that require off-duty response. For example, Chief Salce is both a Battalion Chief and Arson Investigator. Due to the need for off-duty response, Chief Salce has an unmarked vehicle assigned to him. Staff would recommend the following amended language:

"The Fire Chief shall be assigned a take home Authority vehicle. Battalion Chiefs may be issued a take home vehicle dependent on other program responsibilities."

FISCAL IMPACT

None.

ALTERNATIVES

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

1. Approve the amended management resolution.
2. Provide other direction to staff.

ATTACHMENT:

Management Resolution

RESOLUTION NO. 2024-02

A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY ESTABLISHING WAGES AND AMENDING BENEFITS FOR MANAGEMENT EMPLOYEES FOR FY 2023-24 to FY 2026-27

WHEREAS, the Board of the Five Cities Fire Authority (“Authority”) has established a system of classification for all positions within the FCFA service with descriptive occupational titles used to identify and distinguish positions from one another based on job duties, essential functions, knowledge, skills, abilities and minimum requirements; and

WHEREAS, the Board has established a system of compensation for the classification titles listed herein, based on resolutions and agreements as approved and adopted by the Board; and

WHEREAS, the Board deems it in the best interest of the Authority that compensation for management employees be adjusted as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Five Cities Fire Authority that:

SECTION 1. AFFECTED EMPLOYEES

The wages and benefits set forth herein are to be provided to all management employees and this Resolution supersedes Resolution No. 2024-xx

SECTION 2. WAGES

A. FISCAL YEAR 2023-24

- The salary ranges contained in Exhibit “A” reflects equity adjustment based on the benchmarked positions in the salary survey to bring positions to the median and reflect a 3.0% cost of living adjustment for all positions effective October 27, 2023.

B. FISCAL YEAR 2024-25

- The salary ranges contained in Exhibit "B" reflects a 3. 0% salary increase for all positions effective July 5, 2024.

C. FISCAL YEAR 2025-26

- The salary ranges contained in Exhibit "C" reflects a 3. 0% salary increase for all positions effective July 4, 2025.

D. FISCAL YEAR 2026-27

- The salary ranges contained in Exhibit "D" reflects a 3.0% salary increase for all positions effective July 3, 2026.

SECTION 3. WORK SHIFTS

A. Forty (40) hour-week work schedule

1. The Forty (40) hour-week work schedule is assigned to the Fire Chief and Administrative Operations Manager/Clerk to the Board.

B. Twenty-Four (24) hour shift based work schedule

1. The Twenty Four (24) hour shift based work schedule is defined as a work period of twenty-four (24) hours, commencing at 0800 hours and continuing until the next day, ending at 0800 hours (8 a.m. to the following 8 a.m.). This work schedule is assigned to the Battalion Chiefs.
2. The normal workweek shall average fifty-six (56) hours of work over the course of a year, except in cases of emergency.
3. The regular work schedule shall be eight (8) twenty-four (24) hour shifts in a twenty-four (24) day cycle.

X = 24-hour on-duty period

O = 24-hour off-duty period

Schedule: XXOOOOXXOOOOXXOOOOXXOOOO

4. In the event the same shift is scheduled to work both Christmas Eve and Christmas day in the same year, the shift scheduled to work December 23 will be exchanged with the shift scheduled to work December 24, unless this impacts the FLSA and overtime cycle. If the FLSA cycle would be impacted by exchanging the shifts scheduled to work December 25 and 26, the shift scheduled to work December 25 will be exchanged with the shift scheduled to work December 26.
5. Overtime shall be paid at time and one-half of the employee's base salary for all actual hours worked in excess of one hundred eighty-two (182) hours in a twenty-four (24) day cycle and in accordance with the Fair Labor Standards Act (FLSA). Overtime shall be computed to the nearest one quarter (1/4) hour. For those assigned to an eight (8) hour day, overtime shall be paid for hours worked in excess of forty (40) hours per week. For purposes of determining overtime pay, the use of accrued Vacation Time, Compensatory Time Off, Sick Leave, Bereavement and Jury Duty shall be considered as hours worked. Mandatory and reimbursed call backs shall be counted as overtime and be paid at time and one-half of the employee's base salary.

6. At the request of any employee eligible for overtime pay, his/her supervisor will provide that, in lieu of cash payment for any overtime, he/she may have the choice of time off with pay at the rate of one and one-half (1 and ½) hours for each hour of overtime worked. The department will have a procedure for granting the time off and filling the position in accordance with FLSA. No employee shall accrue compensatory time off in excess of two hundred and forty-five (245) hours. Any overtime worked over that amount shall be paid as overtime as it is earned. Upon separation from employment, an employee is entitled to receive cash compensation for any unused compensatory time.
7. Shift exchanges: An employee may exchange all or any portion of a work shift in a manner consistent with the FLSA and Department policy, provided the replacement is a qualified employee. The JPA is not responsible for shift exchange arrangements made between employees and is not responsible for any record keeping. Outstanding shift exchange paybacks are the responsibility of the individuals involved. According to the FLSA, shift exchanges are not considered "hours worked" and, therefore, do not have to be paid back in the twenty-four-day cycle. An employee who owes exchange time to another employee shall work for the other employee, and cannot pay it back in vacation time or other paid leave time.

SECTION 4. DEFERRED COMPENSATION

The Authority shall contribute \$600 per year to management employees and \$1,200 for the Fire Chief to a defined contribution supplemental retirement plan established in accordance with sections 401 (a) and 501 (a) of the Internal Revenue Code of 1986 and California Government Code sections 53215-53224.

SECTION 5. HEALTH PLAN BENEFITS

B. Cafeteria Plan

1. The Authority shall contribute an equal amount towards the cost of medical coverage under the Public Employee's Medical and Hospital Care Act (PEMHCA) for both active employees and retirees. The Authority's contribution toward coverage under PEMHCA shall be the minimum contribution amount established by CalPERS on an annual basis.
2. Employees participating in the full flex Cafeteria Plan shall receive a flex dollar allowance to purchase group health coverage for medical, dental and vision under the Cafeteria Plan. For the period of July 1, 2023 through November 30, 2023, the total monthly flex dollar allowance shall be \$860.82 with respect to an employee enrolled for self alone, \$1,625.78 for an employee enrolled for self and one dependent, and \$2,094.50 for any employee enrolled for self and two

or more dependents. Effective December, 2023, for the period of January 1, 2024 through November 30, 2024, the total monthly flex dollar allowance shall be \$883.62 with respect to an employee enrolled for self alone, \$1,673.34 for an employee enrolled for self and one dependent, and \$2,156.92 for any employee enrolled for self and two or more dependents. Effective December, 2024; December, 2025; and December, 2026; for the January premium, the total monthly flex dollar allowance shall be increased by an amount equal to one-half of the premium increase for the lowest cost HMO plan offered by CalPERS, up to a maximum of 5% of the premium increase. Any increase in premiums above this amount will be the full responsibility of the employee.

3. A portion of the flex dollar allowance (the PEMHCA minimum) is identified as the Authority's contribution towards PEMHCA. This amount shall be adjusted on an annual basis as the PEMHCA minimum contribution increases. Remaining flex dollars must be used by employees to participate in the Authority's health plans. Employees who waive medical coverage under the Cafeteria Plan because he/she provided the Authority with written proof that medical insurance coverage is in force through coverage provided by another source consistent with any rules or restrictions on the Authority by the medical plan provider, can take flex dollars for the amount provided to employees enrolled for self alone (taxable income), deposit it into their 457 plan, or use it to purchase voluntary products. No remaining flex dollars may be redeemed.

B. Medical Insurance

1. The Authority shall maintain health benefits through CalPERS for fiscal year 2023-24.

C. Vision Insurance

The Authority shall provide a Vision Care Plan for management employees. The Authority shall contribute up to the full family premium. The Authority may select an alternate vision care provider during the term of this resolution providing that:

1. Any new plan maintains equivalent benefits to the employees; and
2. At least twenty-one (21) days advanced notice of plan changes are provided to affected employees.

D. Dental Insurance Plan

The Authority shall provide a dental plan of the Authority's choice for management employees. The Authority shall contribute up to the full family

premium. The Authority may select an alternate dental insurance plan provider during the term of this resolution providing that:

1. Any new plan maintains equivalent benefits to the employees; and
2. At least twenty-one (21) days advanced notice of plan changes are provided to affected employees.

SECTION 6. LIFE INSURANCE PLAN

- A. The Authority shall provide group term life insurance benefit plan for management employees, which shall provide for fifty thousand dollars (\$50,000) life and AD&D coverage for employees only during the term of their employment.
- B. The Authority shall make available additional voluntary life insurance coverage, at the employee's expense, as long as the minimum participation requirements of the insurance provider are met.

SECTION 7. SHORT AND LONG-TERM DISABILITY

The Authority shall provide a short and long-term disability plan for management employees during the term of their employment.

SECTION 8. RETIREMENT

A. Retirement Defined

Retirement is defined as the termination of employment at an age when the employee would qualify for an allowance under the Public Employees' Retirement System (PERS).

B. PERS Retirement Contributions

1. G.C. Section 21354.4. The CalPERS 2.5% at Age 55 Retirement Plan shall be provided for non-sworn employees hired prior to December 21, 2012. Non-sworn employees under this plan shall pay the full eight percent (8%) of the employee share of CalPERS.
2. G.C. Section 21354. The CalPERS 2.0% at Age 55 Retirement Plan shall be provided for non-sworn employees hired between December 21, 2012 and December 31, 2012, CalPERS "Classic" members hired on or after January 1, 2013, and those eligible for reciprocity hired on or after January 1, 2013. Non-sworn employees under this plan shall pay the full seven percent (7%) of the employee share of CalPERS.
3. G.C. Section 7522.20. The CalPERS 2% @ 62 Retirement Plan shall be provided for new non-sworn employees hired on or after January 1, 2013 who are not CalPERS "Classic" employees and are not eligible

for reciprocity. Non-sworn employees under this plan shall pay at least 50% of the total normal cost rate (currently 6.25%) of the employee share of CalPERS.

4. G.C. Section 21362.2. The CalPERS Public Safety Officer 3% @ 55 Retirement Plan shall be provided for sworn personnel hired prior to December 31, 2012 or those who are CalPERS "Classic" employees or eligible for reciprocity. The FCFA pays two percent (2%) of the nine percent (9%) employee share of CalPERS. Effective on the first full pay period following July 1, 2018, the FCFA will pay zero percent (0%) and the employee will pay the full nine percent (9%) employee share of CalPERS.
5. G.C. Section 7522.25. The CalPERS Public Safety Officer 2.7% @ 57 Retirement Plan shall be provided for new employees hired on or after January 1, 2013 who are not CalPERS "Classic" employees and are not eligible for reciprocity. Sworn employees under this plan shall pay at least 50% of the total normal cost rate (currently 11.5%) of the employee share of CalPERS.
6. GC Section 20636 (c)(4) pursuant to Section 20691. The employee portion of the PERS contribution paid by the FCFA shall be reported to PERS as income.
7. G.C. Sections 21024 and 21027. Employees may buy back, at their expense, retirement service credit for prior military service as permitted by PERS.
8. GC Section 20042. For safety employees hired prior to December 31, 2013 and non-sworn employees hired prior to December 21, 2012, retirement benefits are based on the highest single year compensation.
9. GC Section 20037. For sworn safety employees hired on or after December 31, 2012 and non-sworn employees hired on or after December 21, 2012, retirement benefits are based on the highest average annual compensation earnable by a member during three consecutive years of employment.
10. GC Section 20965. Employees shall receive credit for unused sick leave.
11. GC Section 21548. The spouse of a deceased member, who was eligible to retire for service at the time of death, may elect to receive the Pre-Retirement Optional Settlement 2 Death Benefit.
12. Effective January 1, 2013, the Public Employees' Pension Reform Act of 2013 (PEPRA) shall apply to all sworn and non-sworn employees,

as well as for employees transferring from other CalPERS or reciprocal agencies.

C. Retiree Medical

1. Employees who retire from Authority service shall be allowed to purchase medical insurance coverage through the Authority.
2. GC Section 22892. The Authority's contribution shall be an equal amount for both employees and annuitants, which shall be the minimum contribution amount established by CalPERS on an annual basis. The Authority's contribution shall be adjusted annually thereafter by the CalPERS Board to reflect any change in the medical care component of the Consumer Price Index, provided that the Authority is participating in the CalPERS Health Plan.
3. The Authority shall provide a supplemental contribution to employees that are: 1) employed on a full-time basis as of June 30, 2008 and who have been employed with the Authority on a full-time basis for five (5) years or more at the time of retirement; or 2) employed on a full-time basis after June 30, 2008 and who have been employed by the Authority on a full-time basis for ten (10) years or more at the time of retirement.

The supplemental contribution shall be equal to the difference between the minimum contribution amount established by CalPERS as set forth above in Section 4. A. 1. and the following amounts:

For single annuitant coverage:	\$175.10
For annuitant + 1 dependent:	\$302.85
For annuitant + 2 or more dependents:	\$376.79

SECTION 9. ANNUAL LEAVE

Regular, full-time management employees shall accrue annual leave with pay to be used as leave for vacation, illnesses, and other personal purposes. Management employees may accrue such paid leave as provided by this provision to be used in the future or may convert annual leave to salary compensation under the conditions contained in these regulations.

A. Accumulation Rates:

Management employees shall accrue annual leave based upon the following schedule:

1. Management employees with less than five (5) years of service shall earn annual leave at the rate of 29 days (232 hours) per year;
2. Management employees with five (5) to ten (10) years of service shall earn annual leave at the rate of 31 days (248 hours) per year;
3. Management employees with ten (10) to fifteen (15) years of service shall earn annual leave at the rate of 33 days (264 hours) per year; and
4. Management employees with over fifteen (15) years of service shall earn annual leave at the rate of 34 days (272 hours) per year.
5. New full-time management employees shall be granted fifty-six (56) hours of Annual Leave upon hiring. However, additional Annual Leave shall not be accumulated until after completion of three (3) months of continuous service. If a new management employee terminates during the first three months of employment, the Annual Leave balance shall reflect the actual amount that would have been 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 City shall be equal to excess hours used times the employee's hourly salary compensation rate.

B. Maximum Accrual:

The maximum accrual of annual leave shall be 725 hours. If an employee has accrued the maximum number of hours, accrual of annual leave shall be discontinued. Accrual shall resume on the first day of the pay period following a reduction in the accrued balance below the maximum allowed.

C. Conversion to Salary:

A management employee may convert a maximum of 48 hours of annual leave to salary compensation per year. Such conversions shall be allowed at the first pay period in July and at the first pay period in December of each year. In order to be eligible to convert annual leave to salary compensation, the employee must: a) convert a minimum of sixteen (16) hours to pay; and b) upon making the conversion to pay, the employee must be left with a minimum of 160 hours of annual leave.

Employees who are promoted or reclassified into a management position and were not subject to the annual leave program for the entire twelve (12) month

period shall be allowed to include previous vacation and sick leave use as annual leave for the purpose of this provision.

D. Notification and Approval:

Annual leave shall be scheduled in advance by the employee whenever possible, subject to the approval of the department director. It is the responsibility of the employee to provide the supervisor or Fire Chief with reasonable notice of an absence. The Fire Chief shall have the authority to approve or deny the use of annual leave for any period of absence. The scheduling of the use of annual leave shall be by the Fire Chief with due regard to the wishes of the employee and particular regard for the needs of the Authority. Employees who are off for extended periods due to illness or injury may be required to provide a physician's statement authorizing their return to work.

Reasonable absences of less than eight (8) hours shall not be debited against annual leave. Such absences should have the prior approval of the employee's supervisor and/or Fire Chief.

E. Separation from Employment:

Management employees who separate their employment from the Authority shall have all annual leave accumulations converted to salary compensation at the employee's current rate. Compensation shall be paid in one lump sum. Annual leave shall not be used to extend an employee's actual date of separation. When notice is given by an employee that he/she is terminating, the use of annual leave shall be suspended. The only exception to this provision is that with the approval of the employee's supervisor, the employee may be granted short-term leave (one (1) to three (3) days) to attend to personal business. However, such short-term leaves may not be conducted consecutively and with a frequency to create in effect, a long-term leave.

F. Service Credit Conversion:

1. Upon retirement an employee may have unused annual leave converted to Service Credit with the Public Employees' Retirement System (PERS).
2. Annual leave shall be converted to sick leave for PERS at the rate of one (1) hour of annual leave equals one (1) hour of sick leave.
3. When unused annual leave is converted to sick leave, for a service credit conversion, an employee may not receive additional cash compensation for the unused leave.

G. Conversion of Sick leave and Vacation Leave to Annual leave:

Employees who are promoted or reclassified into a management position shall convert their sick leave and vacation leave accumulation to annual leave.

1. Sick leave accumulations shall be converted to annual leave at the rate of one (1) hour of sick leave equals one-half (0.5) hour of annual leave.
2. Vacation leave accumulations shall be converted to annual leave at the rate of one (1) hour of vacation leave equals one (1) hour of annual leave.

SECTION 10. HOLIDAYS

The 40 hour work week schedule Management employees shall receive the following paid holidays:

- New Year's Eve, December 31
- New Year's Day, January 1
- Martin Luther King Day, third Monday of January
- Washington's Birthday, third Monday of February
- Memorial Day, the last Monday in May
- Juneteenth Day, June 19 (or day of observance)
- Independence Day, July 4
- Labor Day, the first Monday in September
- Veteran's Day, November 11 (or day of observance)
- Thanksgiving Day, fourth Thursday in November (or day of observance)
- Day following Thanksgiving
- Christmas Eve, December 24
- Christmas Day, December 25
- One Floating Day per Fiscal Year (employee choice with Supervisor approval)

The shift based work week schedule Management employees will receive payment in lieu of the designated holidays, employees will be provided 6.53 hours of straight-time pay semi-monthly.

Every day designated by the President, Governor, or Mayor for public observance as a special nonrecurring single event, such as the death of a national leader or end of war.

All holidays in the above schedule that fall on a Saturday shall be observed on the preceding Friday; all holidays in the above schedule that fall on a Sunday shall be observed on the following Monday.

ARTICLE 11. UNIFORM AND EQUIPMENT ALLOWANCE

Upon the hiring of a Fire Department employee, the JPA will provide applicable safety equipment and initial uniforms and ancillary equipment as specified by Fire Department

policy. The JPA will provide replacement safety equipment as necessary as determined by the Fire Chief.

- A. The JPA will provide a uniform allowance to members of this unit, in the amount of a lump sum \$1,500 per employee to be paid by July 15 per fiscal year. All uniforms will be compliant with NFPA Standard 1500 and as determined by the Fire Chief, and shall include items specified in C. below. Replacement of uniforms and equipment shall be deferred for the term of this agreement.
- B. Safety clothing (including safety boots) required in the performance of duties shall be provided by the JPA. Employees shall be required to report for work in the required uniform and shall wear the required safety clothing when performing hazardous duties.
- C. The type, style, and standards of maintenance of uniforms and equipment shall be determined by the Fire Chief. Employees are required to maintain these standards, including maintenance, repair and cleaning. If an employee is promoted from reserve status, items will be issued to augment their uniform compliment. Subject to the \$1,500 limit in A. above, uniforms to be purchased by the JPA for new employees include:
 - 1. Pants (up to 4 pairs)
 - 2. Uniform shirts (2 Short-sleeve and 1 Long-sleeve)
 - 3. T-shirts (up to 4)
 - 4. Jacket w/liner (1)
 - 5. Sweatshirts (up to 2)
 - 6. Socks (up to 6 pairs)
 - 7. Belt & buckle (1)
 - 8. Ball cap (1)
 - 9. Class A uniform (1 set provided after employee completes probation)
 - 10. Nameplate & insignias, including patches.
 - 11. Ancillary equipment and uniform items
 - 12. Boots

The above list may be modified with approval of the Fire Chief.

- D. Uniform replacements will be made on an as-needed basis as determined by the Fire Chief or his/her designee.
- F. The JPA shall provide safety prescription glasses and lenses for employees who require them for the performance of their duties. Glasses and lenses shall comply with OSHA standards and be approved for purchase by the Fire Chief or his/her designee.

SECTION 12. VEHICLE ASSIGNMENT OR ALLOWANCE

The Fire Chief shall be assigned a take home Authority vehicle. Battalion Chiefs may be issued a take home vehicle dependent on other program responsibilities.

SECTION 13. JURY DUTY

Management employees shall be granted leave with full pay and no loss in benefits when called for jury duty if the employee remits jury fees received for such jury duty. The employee may retain all travel pay or subsistence pay granted by the court because of the employee's participation in jury duty. The employee shall be responsible for notifying his/her supervisor as soon as possible upon receiving notice to appear for jury duty, make every reasonable effort to keep his/her supervisor advised as to the anticipated length of service, and return to work immediately following the end of jury duty service.

SECTION 14. BEREAVEMENT LEAVE

Management employees are entitled to a paid bereavement leave of absence, not to exceed three (3) days, in the event of the death of a member of the employee's immediate family, to include an employee's or spouse's parents, spouse, children, brother, sister, stepchildren, grandparents, grandchildren, aunt, uncle, son-in-law, daughter-in-law, step relatives described above, or any other person residing in the same household, for the purpose of attending the funeral and making other arrangements at the time the loss occurs. As a condition of granting leave for bereavement purposes, the appointing authority may request verification of the loss. Such leave is independent of annual leave. In order to receive this benefit, domestic partners must be registered with the Secretary of State.

SECTION 15. EMPLOYEE ASSISTANCE PLAN

The Authority shall provide an Employee Assistance Plan for management employees and their dependents during the term of their employment.

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:

DAN RUSHING, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD

APPROVED AS TO CONTENT:

MATTHEW BRONSON, CHIEF EXECUTIVE OFFICER

APPROVED AS TO FORM:

DAVID P. HALE, GENERAL COUNSEL

OFFICIAL CERTIFICATION

I, TRICIA MEYERS, Clerk to the Board of the Five Cities Fire Authority, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Resolution No. 2024-02 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 29th day of January, 2024.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 29th day of January, 2024.

TRICIA MEYERS, CLERK TO THE BOARD

**FIVE CITIES FIRE AUTHORITY
SCHEDULE OF SALARY RANGES
MANAGEMENT
EFFECTIVE October 27, 2023**

	LOW	MID	HIGH	POSITION
Biweekly	3,473	3,848	4,223	ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD
Monthly	7,525	8,338	9,151	
Annual	90,300	100,054	109,809	
Biweekly	5,327	5,901	6,476	BATTALION CHIEF
Monthly	11,541	12,786	14,030	
Annual	138,495	153,429	168,364	
Biweekly	6,273	6,950	7,628	FIRE CHIEF
Monthly	13,591	15,059	16,526	
Annual	163,094	180,706	198,317	

<p>FIVE CITIES FIRE AUTHORITY SCHEDULE OF SALARY RANGES MANAGEMENT EFFECTIVE July 5, 2024</p>
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	LOW	MID	HIGH	POSITION
Biweekly	3,577	3,964	4,350	ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD
Monthly	7,751	8,588	9,426	
Annual	93,009	103,058	113,106	
Biweekly	5,486	6,078	6,670	BATTALION CHIEF
Monthly	11,887	13,169	14,451	
Annual	142,647	158,029	173,411	
Biweekly	6,461	7,159	7,856	FIRE CHIEF
Monthly	13,999	15,510	17,022	
Annual	167,985	186,123	204,261	

FIVE CITIES FIRE AUTHORITY SCHEDULE OF SALARY RANGES MANAGEMENT EFFECTIVE July 4, 2025
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	LOW	MID	HIGH	POSITION
Biweekly	3,685	4,083	4,481	ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD
Monthly	7,984	8,846	9,709	
Annual	95,802	106,154	116,505	
Biweekly	5,651	6,260	6,870	BATTALION CHIEF
Monthly	12,244	13,564	14,885	
Annual	146,923	162,769	178,614	
Biweekly	6,655	7,373	8,092	FIRE CHIEF
Monthly	14,419	15,976	17,533	
Annual	173,028	191,710	210,392	

<p>FIVE CITIES FIRE AUTHORITY SCHEDULE OF SALARY RANGES MANAGEMENT EFFECTIVE July 3, 2026</p>
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	LOW	MID	HIGH	POSITION
Biweekly	3,795	4,205	4,616	ADMINISTRATIVE OPERATIONS MANAGER/CLERK TO THE BOARD
Monthly	8,224	9,112	10,000	
Annual	98,682	109,343	120,003	
Biweekly	5,821	6,448	7,076	BATTALION CHIEF
Monthly	12,611	13,971	15,332	
Annual	151,336	167,657	183,979	
Biweekly	6,855	7,595	8,335	FIRE CHIEF
Monthly	14,852	16,455	18,059	
Annual	178,219	197,463	216,708	



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

FROM: Stephen Lieberman, Fire Chief

SUBJECT: 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 (FCFA) Budget

RECOMMENDATION

It is recommended that the Board of Directors accept grant funds in the amount of \$50,000.00 from the State of California Office of Traffic Safety and approve a resolution, along with approving an appropriation of these revenues into the FCFA budget to offset the funds for extrication equipment.

BACKGROUND

Five Cities Fire Authority (FCFA) Captains Searby and Silva submitted a grant application to the State of California Office of Traffic Safety (OTS) for needed extrication equipment. Of the \$81,717.00 requested, OTS approved \$50,000.00 in funding. The FY 2023-24 FCFA budget includes \$200,000 to replace obsolete extrication equipment, commonly known as “the Jaws of Life.” The \$50,000 grant will partially offset the cost of purchase. The OTS grant is structured to “reimburse” FCFA after the agency purchases the tools.

FISCAL IMPACT

The grant reimbursement will add \$50,000 in unanticipated revenue to the FCFA FY 2023-24 budget to help offset the cost of this equipment.

ALTERNATIVES

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

1. Adopt a Resolution accepting a grant from the California State Office of Traffic Safety in the amount of \$50,000.00 and appropriating those revenues into the FCFA 2023-24 budget.
2. Provide other direction.

ATTACHMENTS

1. Resolution
2. Draft Grant Agreement
3. Draft Press Release – OTS Approved

PREPARED BY

S. Lieberman, Fire Chief

RESOLUTION NO. 2024-03

A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY (“AUTHORITY”) APPROVING A GRANT FOR THE PURCHASE OF EXTRICATION EQUIPMENT AND APPROPRIATING THE GRANT REVENUES INTO THE AUTHORITY 2023-24 BUDGET

WHEREAS, the Five Cities Fire Authority (“Authority”) has been offered a grant from the California State Office of Traffic Safety in the amount of \$50,000.00 for the purchase of replacement extrication equipment. This grant will partially offset the cost of replacing obsolete agency extrication equipment; and

WHEREAS, staff has determined that this grant is necessary for assisting in the purchase of the defined equipment to provide the capability to extricate victims trapped in a traffic accident; and

WHEREAS, this grant for the purchase of the subject equipment is an important component of the Authority’s fire and rescue capabilities.

NOW, THEREFORE, BE IT RESOLVED that the Five Cities Fire Authority Board (“Board”) does hereby approve and accept the grant from the California State Department of Traffic Safety in the amount of \$50,000.00 for the purchase of extrication equipment and the Board does delegate and authorized the Fire Chief to execute any agreement necessary to purchase said equipment and to do any and all other things necessary to finalize the purchase of the equipment. The Board further approves the appropriation of these revenues into the Authority’s 2023-24 budget in the pertinent fund used for purchasing this equipment.

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

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

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing Resolution was passed and adopted at the meeting of the Board of the Five Cities Fire Authority, this 29th day, of January, 2024.

**RESOLUTION NO. 2024-03
PAGE 2**

DANIEL RUSHING, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD

APPROVED AS TO CONTENT:

MATTHEW BRONSON, CHIEF EXECUTIVE OFFICER

APPROVED AS TO FORM:

DAVID P. HALE, GENERAL COUNSEL

OFFICIAL CERTIFICATION

I, TRICIA MEYERS, Clerk to the Board of the Five Cities Fire Authority, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that Resolution No. 2024-03 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 29th day of January, 2024.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 29th day of January, 2024.

TRICIA MEYERS, CLERK TO THE BOARD

1. GRANT TITLE Regional Crash Response and Extrication Improvement Program			
2. NAME OF AGENCY Five Cities Fire Authority		3. Grant Period From: 10/01/2023 To: 09/30/2024	
4. AGENCY UNIT TO ADMINISTER GRANT Five Cities Fire Authority			
5. GRANT DESCRIPTION The city/county/fire protection district will serve as the lead agency for a regional extrication equipment distribution grant for their county. The extrication equipment is used by first responders to safely extricate victims trapped in traffic crashes. Best practice strategies will be used to reduce the response time for the arrival of appropriate extrication equipment to traffic crash scenes and the time to extricate the victims of traffic crashes, thus increasing survivability. The grant will provide funding for new equipment and training for fire departments without extrication equipment or those that have existing equipment that has reached the end of its usable lifespan and is in need of replacement.			
6. Federal Funds Allocated Under This Agreement Shall Not Exceed:		\$50,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>			
8. Approval Signatures			
A. GRANT DIRECTOR NAME: Mark Searby TITLE: Fire Captain EMAIL: msearby@fivecitiesfire.org PHONE: 805-473-5490 ADDRESS: 140 Traffic Way Arroyo Grande, CA 93420 _____ (_____) (_____)		B. AUTHORIZING OFFICIAL NAME: Stephen Lieberman TITLE: Fire Chief EMAIL: slieberman@fivecitiesfire.org PHONE: (805) 473-5490 ADDRESS: 140 Traffic Way Arroyo Grande, CA 93420 _____ (_____) (_____)	
C. FISCAL OFFICIAL NAME: Tricia Meyers TITLE: Administrative Operations Manager EMAIL: tmeyers@fivecityfire.org PHONE: (805) 473-5490 ADDRESS: 140 Traffic Way Arroyo Grande, CA 93420 _____ (_____) (_____)		D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (_____) (_____)	

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: EYVSJSNTM2K7 REGISTERED ADDRESS: 140 Traffic Way CITY: Arroyo Grande ZIP+4: 93420-3376</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$50,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$50,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$50,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

The Five Cities Fire Authority is an all-risk fire department that serves a large geographic area within San Luis Obispo County. Each Five Cities Fire Authority first out apparatus is equipped with 15-20-year-old extrication equipment. The truck and the rescue are equipped with Paratech struts that are designed and rated for passenger and light duty vehicles.

Five Cities Fire Authority protects approximately 10 square miles within the Cities of Arroyo Grande, Grover Beach, and the Oceano Community Services District, and provides automatic aid for an additional 104 square miles and 26,248 residents of neighboring jurisdictions. Automatic aid agencies include the City of Pismo Beach and Cal Fire/San Luis Obispo County.

The Five Cities Fire Authority response area includes Highway 101, Highway 1, and Highway 227. Our community experiences a high volume of tourists who regularly travel these highways on their way to nearby beaches, wineries, and recreational activities. CalTrans estimates that an average of 65,000 vehicles use Highway 101 daily through the Five Cities Fire Authority jurisdiction with an additional 10,000 vehicles travelling through the Highway 1/Grand Ave intersection daily. This results in a substantial number of crashes, injuries, and fatalities each year. In 2022, the Five Cities Fire Authority responded to 125 vehicle crashes, five requiring extrication, with 112 significantly injured patients treated by our personnel. Highway 101 is a main corridor with large open stretches allowing for speeds that far exceed posted speed limits. The region experiences inclement weather including rain, fog and gusty winds, which create deadly conditions when combined with high-speed travel. Vehicle crashes on Highway 101 also can result in vehicles over the side down steep embankments. Vehicle rollovers and head on crashes also occur on all our highways within the jurisdiction and our aid response area.

Five Cities Fire Authority regularly responds to vehicle crashes requiring extrication and involving loss of life. Because of Five Cities Fire Authority’s geographical location and proximity of automatic aid partners, our firefighters typically work at vehicle crashes for extended periods of time with outdated and ineffective equipment before additional resources arrive. Longer response times for our auto aid partners greatly impacts the survivability of vehicle crash victims in our response area. The outdated tools Five Cities Fire Authority depends on for vehicle extrication were purchased more than 15 years ago and are often unable to cut through the ultra-high-strength materials utilized in modern vehicles. The battery-operated combination tools are outdated and inefficient. Currently, neither the Five Cities Fire Authority, or our automatic aid partners, possess a stabilization kit that can be used for commercial and heavy-duty vehicles. Recently, a tractor-trailer lost its trailer which left Highway 101 and landed on a passenger vehicle on the roadway below. Due to the size and weight of the trailer, crews had to wait over 30 minutes to have stabilization equipment on hand to begin stabilization efforts before an extrication could begin. This was the closest resource coming from the northern portion of our county. Given one of the main arterial highways for north-south travel in California is Highway 101, a large amount of commercial and cargo is transported on the highway through our jurisdiction and aid area.

Funds from this grant will be used to replace old and ineffective extrication tools and purchase adequate vehicle stabilization equipment. Lighter, more powerful extrication equipment on all first out apparatus will allow our personnel to minimize delays in patient extrication, treatment, and transport. New auto extrication tools and stabilization kit will result in faster extrication, better patient outcomes, and fewer fatalities.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Decrease the average extrication time, from the time of arrival at the crash site to transport.

B. Objectives:

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be

Target Number

1

emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	
2. Purchase and place pieces of specialized rescue equipment in strategic locations within the jurisdiction.	3
3. Train firefighters in the use of the new equipment.	22
4. Conduct traffic safety presentations with an effort to reach persons and communities.	2
5. Display the OTS funded equipment during Public Safety Fairs, community festivals and/or other Department or community events.	2
6. Report on the number of times the grant-funded equipment is used during an extrication, provide a brief overview of the incident and indicate if the equipment was used to save a life.	1
7. Station 2 - Decrease the average extrication time, from the time of arrival at the crash site to transport, from 28 minutes to 21 minutes.	21
8. Station 1 - Decrease the average extrication time, from the time of arrival at the crash site to transport, from 28 minutes to 21 minutes.	21
<p>3. METHOD OF PROCEDURE</p> <p>A. <u>Phase 1 – Program Preparation (1st Quarter of Grant Year)</u></p> <ul style="list-style-type: none"> • Determine specific equipment requirements. • Request equipment vendor price quotation for the required equipment per host agency requirement. • Submit purchase orders to equipment vendors for purchase of the equipment. • Prepare and execute Memorandums of Understanding (MOU) with recipient agencies.. <p><u>Media Requirements</u></p> <ul style="list-style-type: none"> • Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO. <p>B. <u>Phase 2 – Program Operations (Throughout Grant Year)</u></p> <ul style="list-style-type: none"> • Inventory the new equipment following delivery. • Disperse equipment to identified recipient agencies. • Plan a media event announcing the grant funded equipment. • Recipient agencies will identify training needs and objectives and coordinate instructional staff to conduct a high quality training program for their respective agency. • Recipient agencies will develop a preventive maintenance schedule for the new equipment following manufacturers' recommendations. <p><u>Media Requirements</u></p> <p>The following requirements are for all grant-related activities:</p> <ul style="list-style-type: none"> • Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated. • The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator. • Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases 	

are an exception to this policy and require prior approval before distribution to the media and public.

- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.

- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402EM-24	20.600	State and Community Highway Safety	\$50,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$0.00
B. TRAVEL EXPENSES				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
Combi-tool	402EM-24	\$17,020.00	2	\$34,040.00
Stabilization Kit	402EM-24	\$15,960.00	1	\$15,960.00
Category Sub-Total				\$50,000.00
E. OTHER DIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$50,000.00

BUDGET NARRATIVE	
PERSONNEL COSTS	-
TRAVEL EXPENSES	-
CONTRACTUAL SERVICES	-
EQUIPMENT	Combi-tool - Combi-tools are a hydraulically actuated, light-weight, combination cutting, spreading, pulling and pinching tool used for extrication incidents. It includes every piece of equipment, modifications, attachments, accessories, and auxiliary apparatus necessary to make it usable for the purpose it was acquired, and costs \$5,000 or more (including tax, shipping, and installation).
	Stabilization Kit - Heavy vehicle stabilization equipment to stabilize vehicles to perform safe extrication of victims. It includes all the equipment necessary to stabilize vehicles from light-weight to heavy-weight including struts, extensions, bases, tension straps, chains, and miscellaneous items to complete the stabilization.
OTHER DIRECT COSTS	-
INDIRECT COSTS	-
STATEMENTS/DISCLAIMERS	There will be no program income generated from this grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE (applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.



For Immediate Release

January 29, 2024

Stephen Lieberman, Fire Chief 805.904.4704 slieberman@fivecitiesfire.org

Five Cities Fire Authority Awarded Grant from the Office of Traffic Safety for New Emergency Response Equipment

Arroyo Grande, Calif. – The Five Cities Fire Authority is the recipient of a \$50,000 grant to purchase new extrication equipment. Known as the “jaws of life,” first responders use these specialized tools to safely rescue crash victims trapped inside a vehicle.

“This grant will have a significant impact on our ability to protect and serve our community, allowing us to respond even more effectively in times of crisis,” said Five Cities Fire Authority Chief Steve Lieberman. “The funding will pay for modern rescue tools and provide training to first responders that is critical for the care of those injured in crashes.”

Delays in providing care to crash victims impact the “golden hour” of survival, a core principle in the emergency medical services industry. Reducing the time it takes to get to the patient, treat what can be treated, and transport the patient to the hospital helps increase the chance for recovery.

Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.



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STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

FROM: Stephen C. Lieberman, Fire Chief

SUBJECT: 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

RECOMMENDATION

It is recommended the Board direct the Fire Chief to execute a side letter agreement with Local 4403 affirming the addition of Fleet Coordinator to Article 6 of the current Memorandum of Understanding.

BACKGROUND

Article 6 of the Memorandum of Understanding (MOU) between the Five Cities Fire Authority (FCFA) and International Association of Fire Fighters Local 4403 (Local 4403) addresses specialty assignment pay. This section of the MOU currently identifies assignments related to participation in the Regional Hazardous Materials Team, and Fire Prevention. These assignments were unique to Arroyo Grande (Hazardous Materials) and Grover Beach (Fire Prevention) prior to the formation of the FCFA in 2010.

The maintenance of the FCFA fleet requires constant supervision and coordination. Captain Silva is a member of the apparatus specification committee assisted Battalion Chief Heath prior to his retirement in October 2023. Captain Silva has significant institutional knowledge of FCFA vehicles and has long term relationships with outside maintenance and repair vendors. He has taken over program management since Chief Heath's departure and has efficiently managed this program.

Article 6 of the MOU includes a 5% cap on cumulative specialty pay (Section E). Captain Silva currently receives 5% specialty assignment pay as a member of the Regional Hazardous Materials Team and has certification as both a technician and specialist. The side letter removes this cap as defined in Section E.

FISCAL IMPACT

New classification of specialty assignment fee will result in 2.5% incentive pay retroactive to October 27, 2023, and is estimated to cost \$1,675 for the remainder of the fiscal year. The annual increase is approximately \$2,500 and this cost would be absorbed into the FCFA operating budget.

ALTERNATIVES

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

1. Direct the Executive Officer to execute the attached side letter agreement with Local 4403; or
2. Provide other direction to staff.

ATTACHMENT

Side Letter Agreement

**SIDE LETTER OF AGREEMENT
BETWEEN
FIVE CITIES FIRE AUTHORITY
AND
FIVE CITIES FIREFIGHTERS ASSOCIATION, IAFF LOCAL 4403**

This Side Letter of Agreement ("Agreement") between the Five Cities Fire Authority ("FCFA") and the Five Cities Firefighters Association, International Association of Fire Fighters, Local 4403 ("Association"), (collectively, "Parties"), is entered into with respect to the following:

WHEREAS, the Parties are currently subject to a Memorandum of Understanding (MOU);

WHEREAS, the Parties have met and conferred and believe that is in the best interests of both sides to modify an existing provision set forth in the MOU;

WHEREAS, the following sets forth the Parties' Agreement:

Article 6, entitled "Specialty Assignment Pay", shall be modified as follows:

- A. In addition to the base rate of pay, determined under this MOU, employees engaged in specialty assignments shall receive Specialty Pay as herein defined. To be eligible for Special Assignment Pay, an employee must be assigned by the Fire Chief to perform the function. The Specialty Pay is to be included in all computation of overtime or other benefits.
- B. Hazardous Materials Series:
 - 1. Hazardous Material Technician - 2.5% of additional pay over their current step.
 - 2. Hazardous Material Specialist - 2.5% of additional pay over their current step.
- C. Fire Prevention - 2.5% of additional pay over their current step.
- D. Fleet Coordinator – 2.5% of additional pay over their current step.
- E. Employees must possess current certifications and complete all ongoing required training as determined necessary by the Fire Chief. The qualified employee shall notify the Fire Chief upon any change in status within five (5) business days of the change.
- F. All Specialty Assignment Pay is cumulative.

This article shall be included in the successor Memorandum of Understanding between Five Cities Firefighters Association, IAFF Local 4403 and Five Cities Fire Authority, following the expiration of the current Memorandum of Understanding on June 30, 2027.

For the Authority:

For Local 4403:

Matthew Bronson

Eric Azarvand



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

FROM: Stephen C. Lieberman

SUBJECT: Authorization to Purchase a Used Tiller Truck and Associated Training

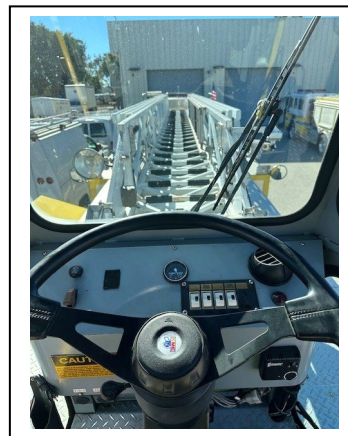
RECOMMENDATION

It is recommended that the Board of Directors:

- 1) Authorize the Fire Chief to execute a purchase order, and related purchasing agreements, not to exceed \$25,000.00 to the Ventura County Fire Department/County of Ventura for the purchase of a 1999 103' American LaFrance Tractor Drawn Aerial tiller truck.
 - 2) Authorize the Fire Chief to execute a purchase order, and related purchasing agreements not to exceed \$25,230.00 to Response Training Group to provide specialized training for the use of the vehicle.
 - 3) Approve a Resolution for the purchase of the vehicle, entering into a contract for training, and appropriating needed funding from fund balance.
-

BACKGROUND

The Five Cities Fire Authority (FCFA) Board of Directors approved the purchase of a replacement Type I Fire Engine (E6691) and Ladder Truck (T6645) at the June 22, 2023, meeting. At that time, the estimated "build time" for the vehicles was over three years. Given the current state of Truck 6645, a solution to bridge this timing challenge is warranted. The Ventura County Fire Department (VCFD) has recently replaced two ladder trucks and is willing to sell one to the FCFA for \$25,000.00. The vehicle has been well-maintained and remains in reserve status with VCFD, meaning it remains available for initial response assignment. The vehicle is a tractor drawn aerial (TDA) or "tiller" design. This is the same design platform as the future replacement truck previously approved by the Board. FCFA staff and a contract fire apparatus mechanic inspected the vehicle on January 8, 2024. Based on the mechanic's report, the vehicle will require some



minor service but is considered "in service capable." When the replacement vehicle was approved, the purchase price included \$25,000.00 for training as the transition to a TDA will require training for all FCFA personnel. The Santa Maria Fire Department has offered the use of their training facility at the Santa Maria Airport. Carrying out this training now with the used vehicle will reduce the purchase price of the new TDA by \$25,000.00. Utilizing a used vehicle for this intensive training will also reduce the risk of potential damage to the new vehicle when delivered as the training program is rigorous and pushes the staff and vehicle to performance limits. This early training will require the replacement of tires before the used vehicle is placed in service. The estimated replacement cost for two sets of tires is \$25,000.00.

FISCAL IMPACT

The total cost of this request is \$75,230 including the vehicle purchase, training, and replacement tires. The FY 2023-24 operating budget does not include funding for this program and funding will be allocated from FCFA fund balance. Once the TDA is in service, FCFA will list the used truck for sale and proceeds would be returned to fund balance.

ALTERNATIVES

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

1. Approve the recommendations as proposed.
2. Do not approve the recommendations, and direct staff to continue maintaining Truck 6645.
3. Provide other direction to staff.

ATTACHMENTS

1. Ventura County Fire Department - Invoice
2. Response Training Group - Proposal
3. Resolution

PREPARED BY

Stephen C. Lieberman, Fire Chief
Nicole Valentine, Treasurer



COUNTY of VENTURA

GENERAL SERVICES AGENCY
David J. Sasek, P.E.
Agency Director

Craig Clutts, P.E., CEM
Chief Deputy Director
Facilities & Materials

Cliff Chroust, CPPO
County Chief Procurement Officer
Deputy Director

Greg Bergman, CPA
Administrative Services Director

Christopher Melton, M.L.T.M.
Fleet Services Deputy Director

J. Colter Chisum, P.E.
Parks Department Deputy Director

January 8, 2024

Joe Silva
Five Cities Fire Authority
140 Traffic Way
Arroyo Grande, CA 93420

Dear Joe Silva:

The County of Ventura hereby agrees to sell the following vehicle to Five Cities Fire Authority for a total of \$25,000.00:

- Vehicle No. 6760, 1999 American La-France AI (Aerial Innovations) 105' Aerial Ladder Truck, VIN 4Z36ESZB9XRB34725, odometer 135,326

Please print the attached Bill of Sale, have an authorized Five Cities Fire Authority representative sign, and email it to my assistant, Leslie.Percy@ventura.org. Full payment is due in advance of pickup via check or wire transfer (wire transfer instructions attached). If paying by check, the check should be made payable to County of Ventura and mailed as follows, or hand-delivered to Leslie Percy.

County of Ventura
Procurement Services
Hall of Administration, Lower Plaza, GSA
Attn: Leslie Percy
800 S. Victoria Ave., L#1080
Ventura, CA 93009

Sincerely,

CLIFF CHROUST
County Chief Procurement Officer

Enclosures – Bill of Sale
Wire Transfer Instructions

Via Email: JSilva@fivecitiesfire.org



County of Ventura
PROCUREMENT SERVICES
Hall of Administration, Lower Plaza, GSA
800 S. Victoria Avenue, L#1080
Ventura, CA 93009

BILL OF SALE

DATE: 01/08/24
BILL OF SALE NO.: 1994-1
SALE NO.: 1994

SOLD TO: Five Cities Fire Authority
 140 Traffic Way
 Arroyo Grande, CA 93420

<u>ITEM NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
1.	1 Each	County Fire #6760 1999 American La-France AI (Aerial Innovations) 105' aerial ladder truck VIN: 4Z36ESZB9XRB34725 Mileage: 135,326	\$25,000.00

Certificate of Title: County of Ventura will provide the title to Five Cities Fire Authority. Sales tax, if applicable, is to be paid to the DMV when registering the vehicle.

Payment Terms: Full payment is due in advance of pickup via check or wire transfer.

MAKE CHECKS PAYABLE TO: COUNTY OF VENTURA
 Tax I.D. #956000944

The vehicle is sold AS IS, WHERE IS, no warranty, express or implied, is offered (including no guarantee of mechanical condition, including any implied warranty of merchantability or fitness for any purpose). Any and all costs for transportation, handling, loading, inspection, removal, etc., are the responsibility of Five Cities Fire Authority, at their sole cost and expense. Five Cities Fire Authority assumes full responsibility and all liability associated with the use of the vehicle and will hold the County of Ventura, its officers, agents, servants, and employees, harmless from liability of any nature or kind in regard to this sale. All sales are final – refunds or adjustments will not be made.

The County of Ventura does not warrant conformity of vehicles to the requirements of the California Vehicle Code. Pursuant to California Vehicle Code 24007.5, notice is given that all buyers of vehicles must obtain a certificate of compliance for smog control devices prior to registration. The document certifies the vehicle complies with applicable Health and Safety Code requirements.

Execution of this document by each of the parties constitutes their agreement to the above-stated terms and conditions, and fully sets forth any and all understanding, obligations and liabilities of the parties. This agreement cannot be amended except by means of a document signed by both parties.

Acceptance of the Above Stated Terms by:

By 
 County of Ventura

By _____
 Five Cities Fire Authority

Cliff Chroust
 County Chief Procurement Officer

 Printed Name/Title

01/09/24
 Date

 Date



TREASURER-TAX COLLECTOR VENTURA COUNTY

STEVEN HINTZ
TREASURER
TAX COLLECTOR

Sue Horgan
Assistant Treasurer-Tax Collector

WIRE/ACH INSTRUCTIONS FOR THE COUNTY OF VENTURA

Bank: Wells Fargo Bank
Government & Educational Banking Division
420 Montgomery Street, Floor 009, San Francisco, CA 94104
MAC A0101-0191

Kavita Singh
AVP/Sr. Business Relationship Support Specialist
singhk@wellsfargo.com
415-228-4009

ABA Number: 121000248

Account Number: 417-4387100

Account Title: County of Ventura

Message Text: Identify sender and nature of wire

Attention: Marilou Tan, (805) 654-3746

800 South Victoria Avenue, Ventura, California 93009-1290

www.venturapropertytax.org (805) 654-3734

2023

Tractor Drawn Aerial Training **FIVE CITIES FIRE AUTHORITY** California



RESPONSE TRAINING GROUP

TRACTOR DRAWN AERIAL TRAINING

Tractor-drawn aerials are some of the most exciting, unique apparatus to watch and drive. However, a smooth, safe, effective Driver/Tiller Operator requires an immense amount of training and coordination. The days of “on the job training” should be a way of the past. **Allowing personal preference or social customs to dictate how the TDA is driven creates an inconsistent culture, resulting in unsuitable and unsafe institutional driving norms.** A formal training program, universal terminology, comprehensive techniques, and driving rodeos need to be part of the learning process.

A skilled tiller operator and driver are essential to an effective fire response. Bringing firefighters to a high level of skill is no easy task and can be a significant challenge. This training identifies the principles, concepts and dynamics of driving and tillering a tractor-drawn aerial. The skills developed during this course will prepare the student to overcome the common pitfalls that tractor-drawn aerial operators encounter. They will be introduced to methods that are essential for a tractor-drawn aerial Driver/Tiller Operator to achieve and maintain proficiency.

The training Objectives are designed to confirm the student’s ability to learn and apply Response Training Group’s Training techniques. These skills accelerate successful driving habits and, when properly applied, reduce the risk of accident and injury while driving a Tractor Drawn Aerial.

CLASSROOM SESSION:

**All Firefighters that drive or tiller and their officers should participate in the classroom session.*

FUNDAMENTALS-SKILLS: Techniques and principles on how to correctly maneuver a tractor-drawn aerial both forward and backwards are taught. Students are educated on the relationship between the tractor and the trailer and how it is imperative that they work together to be successful. Students will learn and identify the specific responsibilities that are inherent for both driver and tiller operator. Students will leave the classroom session understanding how imperative it is that there is effective teamwork and communication between the driver and tiller operator.

ELEMENTS: It is incumbent upon the student to practice these fundamental skills in order to achieve and maintain proficiency. While several of the concepts introduced in the curriculum appear simple, they can be quite challenging to master. Although attentiveness and professionalism are keys to success, a positive attitude and a relaxed approach are equally important during this training.

CASE STUDIES: Dramatic and powerful examples of past and current accidents are used to illustrate and reinforce the importance of using the skill sets that are taught in this class to prevent future accidents from occurring. The students are given the opportunity to dissect, explore, and break down the origin and cause of these catastrophic incidents. Major and minor accidents that are discussed:

- Raleigh North, Carolina (rollover accident)
- Hyattsville, Maryland (rollover accident)
- Columbus, Ohio (rollover accident)
- Kansas, City Missouri
- Boise, Idaho
- Seattle, Washington

TABLETOP MODEL: The classroom incorporates an interactive tabletop model that allows the students to visualize the concepts while still in a simulated environment. This atmosphere provides hypothetical scenarios to facilitate group discussion and problem solving. The model is a tangible tool for the student to manipulate and practice the skills; this in turn reinforces what is taught in the curriculum. The facilitator guides the group, maintains focus on the core objectives, and has the opportunity to evaluate the students understanding and knowledge of the concept. The table top exercises encourage students to participate in an interactive format.



TERMINOLOGY: Students will be introduced to terminology and languages that allow all members training to drive a tractor-drawn aerial to communicate using consistent vocabulary. New terminology will be presented as the course gets into advanced skills. Terminology and terms that will be discussed:

- Tillering
- Crabbing
- Tracking
- Trailering
- Over swing
- Over steering
- Chasing
- Pushing
- Correcting back to natural
- Getting Flat
- Walking the Tractor
- Walking the Trailer

VIDEO: This class incorporates dynamic video examples, including the “Raleigh/Seattle Accident Prevention Video” (developed and produced by our instructors). We use very unique and powerful video angles to demonstrate from both the Driver and Tiller Operator’s perspective. These videos illustrate and reinforce the importance of using the skill sets that are learned in this class to prevent future accidents from occurring. The multi-media approach will demonstrate the excellent and inferior tractor-drawn aerial essentials.

ADVANCED TECHNIQUES: Students will be presented with new and advanced concepts that will enhance their skill level and give them the opportunity to challenge their own degree of comfort in these areas.

NFPA 1002: This training addresses NFPA 1002 standards.

LEARNING OBJECTIVES:

- ✓ Tractor-drawn aerial equipment and history
- ✓ Consequences of not using your equipment correctly
- ✓ Communication between driver and tiller operator
- ✓ Responsibilities of Driver/Tiller Operator
- ✓ Maneuvering the tractor-drawn aerial
- ✓ Trail-over and pivot points on tractor-drawn aerials
- ✓ Advance backing techniques
- ✓ Accident case studies

RODEO SESSION:

The rodeos provide a safe and controlled environment for students to receive massive repetitions to build skills and confidence before entering the real world. The magnitude and importance of building instinctive reflexes when driving these rodeos frees up the student's prefrontal cortex for non-driving/tillering cognitive decision making, which is critical. Training includes five manipulative rodeo-driving courses that consist of:



INSTRUCTOR EXPERIENCE:



We have been conducting Tractor-Drawn Aerial Driver's Training for many years and have hundreds of hours of instructional experience to assist you in obtaining the finest training available. Each of our instructors is passionate about teaching and about training Driver/Tiller Operators to become the safest and most competent in the industry. Our instructors are not just facilitating a "cookie cutter" course curriculum, they take pride in having full ownership of their classes. Our instructors have provided a variety of Tractor-Drawn Aerial Driver Trainings to a wide range of fire departments including:

- Raleigh, North Carolina
- Charlotte, North Carolina
- Wilmington, North Carolina
- Winston-Salem, North Carolina
- Asheville, North Carolina
- Cary, North Carolina
- Greenville, North Carolina
- Holly Springs, North Carolina
- Charleston, South Carolina
- Summerville, South Carolina
- Boiling Springs, South Carolina
- Irmo Fire District, South Carolina
- Fairfax County, Virginia
- Richmond, Virginia
- Virginia Beach, Virginia
- Chesapeake, Virginia
- Staunton, Virginia
- Suffolk, Virginia
- Harrisburg, Pennsylvania
- Longwood, Pennsylvania
- Wilkes-Barre, Pennsylvania
- Palmer, Pennsylvania
- Cobb County, Georgia
- Pooler, Georgia
- Alpharetta, Georgia
- Westerville, Ohio
- Mifflin Gahanna, Ohio
- Huber Heights, Ohio
- Prince's George Co, Maryland
- Levittown, New York
- Irving, Texas
- Woodlands, Texas
- Georgetown, Texas
- Leander, Texas
- Flower Mound, Texas
- Frisco, Texas
- Canyon Lake, Texas
- Bexar County #2, Texas
- Lancaster, Texas
- San Marcos, Texas
- El Paso ESD 1, Texas
- McKinney, Texas
- Jacksonville, Florida
- West Palm Beach, Florida
- Brevard County, Florida
- Sarasota County, Florida
- Winter Park, Florida
- Newark, Delaware
- Tuscaloosa, Alabama
- Knoxville, Tennessee
- West Des Moines, Iowa
- Madison, Wisconsin
- Williston, North Dakota
- Ogden, Utah
- Fayetteville, Arkansas
- San Diego, California
- Vallejo, California
- Chico, California
- Moraga-Orinda, California
- Salinas, California
- Tracy, California
- Livermore, California
- Modesto, California
- Merced, California
- Santa Maria, California
- Santa Clara County, California
- Richmond, California
- Lawrence, Kansas
- Shawnee, Kansas
- Quebec, Canada
- Anchorage, Alaska
- Tualatin Valley Fire, Oregon
- Clackamas, Oregon
- Gresham, Oregon
- Eastside Fire & Rescue, Washington
- Olympia, Washington
- Yakima, Washington
- Kent, Washington
- Central Pierce, Washington
- South County, Washington
- Snohomish Co District #7, WA
- Spokane Valley, WA
- East Pierce Fire, Washington
- Woodinville, Washington
- VRFA, Washington
- Seattle, Washington

Our instructors also developed and produced the "Raleigh/Seattle Accident Prevention" video.

View Video here: <https://www.youtube.com/watch?v=OgM2e7VTEGY>



RESPONSE TRAINING GROUP WILL PROVIDE THE FOLLOWING FOR FIVE CITIES FIRE AUTHORITY:

- Two Response Training Group instructors
- 40-hour tractor drawn aerial driver training
- Tractor drawn aerial classroom curriculum
- Instructor rodeo teaching notes
- Instructor street drive teaching notes
- Driving performance requirement check-off
- 5 driving rodeo courses including a 25 page how to set-up template
- Tabletop trainer template
- Recommended hours of training document
- Each student will receive a 40-hour certificate of completion



FIVE CITIES FIRE AUTHORITY WILL PROVIDE:

- Area large enough to accommodate the rodeo courses (see rodeo course document for dimensions)
- Classroom with AV equipment
- Tractor-Drawn Aerial
- Marking paint
- Cones and delineators



TRAINING DAYS

DAY 1

CLASSROOM SESSION, PLUS RODEO SET-UP

- **All members** within the Five Cities Fire Authority are invited to participate in the classroom session
- Classroom session is 6 hours in length

SET-UP OF RODEOS

- Who: Response Training Group members and Five Cities Fire Authority personnel
- Where: On the drill court or other locations where driving takes place
- Tractor-drawn aerial is required for the rodeo set-up

Rodeo schematics and measurements will be provided to Five Cities Fire Authority prior to Response Training Group's arrival. Every attempt should be made for the department to begin the set-up process of the rodeos. This will maximize the amount of time for instruction. Response Training Group instructors will verify the correctness and drivability of all courses with Five Cities Fire Authorities tractor-drawn aerial.

DAY 2

TRAIN-THE-TRAINER MODULE ON THE DRILL COURT

- Six selected members (4 students & 2 observers) with the Five Cities Fire Authority learn to drive our rodeos with their Tractor Drawn Aerial and go through a Train-the-Trainer.
- The rodeo courses are designed to reinforce the curriculum taught during Day One.
- Driving the rodeos requires the members to repetitively steer and maneuver the Tractor Drawn Aerial, safely in a controlled artificial environment, building critical muscle memory.
- Rodeos permit the members to gain experience and build confidence.

DAY 3

TRAIN-THE-TRAINER MODULE ON THE ROAD

- Six selected members (4 students & 2 observers) with the Five Cities Fire Authority learn how to drive on the road under the guidance of Response Training Group instructors.
- Members will learn how to effectively use what was taught in the classroom and on the drill court and will apply these principles to the road. This will allow them to practice new skill sets, gain invaluable experience and improve their technique.
- While on the road, members are learning and building proper techniques to train new students.

DAY 4

TRAIN-THE-TRAINER TEACH-BACK SESSION

- Learn how to instruct students on the rodeos. The teach-back session is critical when building a strong & effective instructors' cadre. Verifying that your instructors have a solid foundation is essential for the future of your TDA program.
- Members will participate in a teach-back session where the Response Training Group instructors will become the students and the Train-the-Trainer members will teach to the Response Training Group instructors. This is a vital component to the training. The teach-back verifies that the Train-the-Trainer members are able to identify the problems that occur with new students (Response Training Group instructors) and properly correct the problem with the appropriate instruction. The teach-back session allows the Response Training Group instructors to quickly evaluate the Train-the-Trainer members on their effective teaching style, instruction, and understanding of the curriculum.
- Response Training Group instructors will demonstrate how to identify and safely correct common problems that occur while Training new members.
- Members will be coached on their teaching style and interaction with students.

Training estimate: Two instructors including all lodging, travel expenses and training.

TOTAL COST: \$25,230.00

**OPTIONAL DAY*: Refresher training with new TDA apparatus after it arrives in Fire Cities Fire.*

TOTAL COST: \$5,320.00



RESPONSE TRAINING GROUP

For questions, please contact:

Steve Crothers

(206) 947-8900

Steve@responsetraininggroup.com

RALEIGH VIDEO STORY

Fire Apparatus Rollover Accident Leads to Cooperative Safety Video Between Raleigh (NC) and Seattle (WA) Fire Department.

On July 10th 2009, the Raleigh (NC) Fire Department's tractor drawn aerial (TDA) was involved in an accident while responding. The apparatus overturned while negotiating a corner during the response. Three of the members received non-life-threatening injuries; the apparatus was a total loss. The accident itself was a significant incident; but what made it even more dramatic was the fact it was captured on video from two different camera angles.

During this same time frame, we in the Seattle (WA) Fire Department were in the process of modifying our TDA training program. Seeing the importance of these powerful videos as an invaluable training resource, we made the decision to incorporate them into our training program. We contacted the Raleigh Fire Department to learn more about the accident and to verify facts. A dialog was started between our departments, and during the next year we had many conversations about concepts, techniques, and the driving dynamics of a TDA. Their willingness to talk openly about the accident set the foundation for the cooperative effort that was to develop between our departments. The accident prompted their department to explore outside training curriculums and what they had to offer. A partnership was soon formed, and we were invited to the city of Raleigh to share our updated training program. Seeing a unique opportunity to create a safety video, we requested to interview the four members who were involved in the accident in hopes of preventing this type of accident from occurring in the future.

While sharing our classroom presentation and rodeo course with Raleigh, it became obvious that both departments were going to learn from the experience. The tractor drawn aerial is an extremely unique piece of equipment that requires formal instruction; on-the-job training should be the way of the past. Universal terminology, techniques, and driving rodeos need to be part of the learning process.

Prior to the interviews, all four members of Ladder 4 were given the topics we hoped they would discuss. During the interviews the members were asked to talk about the day of the accident and tell their story. We were impressed with their honesty, openness, and professionalism during the interviews. Although this dramatic accident involves a tractor drawn aerial, it was our goal in producing this video that the content would have a positive, lasting effect on all who drive emergency vehicles of any type. As professional fire service drivers, it is important to look at the dynamics of this accident and apply the learning principles to our own driving habits and behavior.

Even though we are thousands of miles apart we are encouraged by the partnership our departments have formed, not only have we learned about driving TDAs, but that we shared many of the same concerns and constraints. We look forward to a continued relationship and hope the future leads to new cooperative efforts and friendships. We are indebted to the Raleigh Fire Department and the members of Ladder 4 for their open and transparent participation in this collaborative effort. Their ability to share this extraordinary story clearly demonstrates their department's leadership, dedication, and commitment to safety for the brothers and sisters of the fire service. Without them, this impactful and sincere training video would not have been possible

Watch view video here: <https://www.youtube.com/watch?v=OgM2e7VTEGY>

RESOLUTION NO. 2024-04

**A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE
AUTHORITY TO CONSIDER AUTHORIZING THE ACQUISITION OF
A 1999 103 FOOT AMERICAN LEFRANCE TRACTOR DRAWN
AERIAL TILLER TRUCK**

Purchase Price: **\$25,000.00**

WHEREAS, Five Cities Fire Authority is a California Joint Powers Authority of the State of California (“State”) and is duly organized and existing according to the laws of the State.

WHEREAS, according to applicable law, the governing body of the Authority (“Governing Body”) is authorized to acquire, dispose of, and encumber real and personal property, including, without limitation, rights and interest in property, leases, and easements necessary to the functions or operations of the Authority.

WHEREAS, the Governing Body hereby finds and determines that the execution of A Purchase Order and related Purchase Agreements not exceeding the amount stated above to acquire a 1999 103-foot American LaFrance tractor-drawn aerial tiller truck (the “Equipment”) is appropriate and necessary to the functions and operations of the Authority.

WHEREAS, the Governing Body hereby finds and determines that the proposed purchase satisfies the requirements of the Authority’s Purchasing Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED NOW, by the Governing Body of the Authority:

Section 1. The Fire Chief acting as the “Authorized Representative” acting on behalf of the Authority, is hereby authorized to issue a purchase order, and execute purchase documents. All documents shall be available for public inspection at the office of the Authority.

Section 2. This resolution shall take effect immediately upon its adoption and approval.
ADOPTED AND APPROVED on January 29, 2024.

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.

RESOLUTION NO. 2024-04
PAGE 2

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

AYES:
NOES:
ABSENT:
ABSTAIN:

DANIEL RUSHING, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD

APPROVED AS TO CONTENT:

MATTHEW BRONSON, CHIEF EXECUTIVE OFFICER

APPROVED AS TO FORM:

DAVID P. HALE, GENERAL COUNSEL

OFFICIAL CERTIFICATION

I, TRICIA MEYERS, Clerk to the Board of the Five Cities Fire Authority, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that Resolution No. 2024-04 is a true, full, and correct copy of said Resolution passed and adopted at the meeting of the Board of the Five Cities Fire Authority on the 29th day of January, 2024.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 29th day of January, 2024.

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members

MEETING DATE: January 29, 2024

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

SUBJECT: Consideration of Audited Financial Reports for the Fiscal Year Ended June 30, 2023

RECOMMENDATION

It is recommended the Board of Directors receive and file the audited financial reports for the fiscal year ended June 30, 2023.

BACKGROUND

The public accounting firm of Moss, Levy, & Hartzheim LLP, was hired to audit FCFA's financial records for the fiscal year ended June 30, 2023. Audit services are retained for two reasons: first, to have an independent review of internal controls; and secondly, to ensure that the resulting financial reports fairly represent the financial position of FCFA.

The auditors began testing of internal controls in October 2023. The procedures for receiving and disbursing cash, the accounting methodology used to record transactions, the separation of duties to avert collusion, and asset securities were reviewed. As a result of this extensive testing, no internal control issues/events were found.

The auditors finished fieldwork in November 2023. Documentation in support of the assets, liabilities, and the fund balance of FCFA were examined and verified. This process assures an impartial review and substantiation of FCFA's fund balance.

As reflected on page 5 of the attached financial statements, FCFA ended the fiscal year with a total fund balance of \$1,505,900. The fund balance represents approximately 21.6% of ongoing expenditures.

Generally accepted accounting principles (GAAP) provide the criteria for judging whether a financial report is fairly presented. In defining the minimum standard of acceptable basic financial reporting for state and local governments, GAAP mandate a complete set of basic financial statements, including accompanying note disclosures, as well as the presentation of certain required supplementary information in connection with the basic financial statements.

Auditors may issue three different types of opinions at the conclusion of an audit: an unmodified, modified, or an adverse opinion. An unmodified opinion assures the reader that the financial information presented fairly represents the financial position of FCFA. A modified opinion states that the information is fairly presented except for a particular issue. An adverse opinion indicates that the agency has major accounting and/or internal control issues. FCFA is proud to report that for the fiscal year ended June 30, 2023, the financial statements received an unmodified opinion.

FISCAL IMPACT

There is no fiscal impact associated with receiving the attached information.

ALTERNATIVES

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

1. Accept the financial statements and auditor's opinion.
2. Do not accept the financial statements and provide further direction to staff.

ATTACHMENTS

Audit Report for the Fiscal Year Ended June 30, 2023

PREPARED BY

Nicole Valentine, Treasurer

FIVE CITIES FIRE AUTHORITY



AUDIT REPORT

For the Fiscal Year Ended June 30, 2023

FIVE CITIES FIRE AUTHORITY
AUDIT REPORT
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 For the Fiscal Year Ended June 30, 2023

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FIVE CITIES FIRE AUTHORITY



FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Board of Directors
Five Cities Fire Authority
Arroyo Grande, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Five Cities Fire Authority (the Authority) as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Five Cities Fire Authority (the Authority) as of and for the fiscal year ended June 30, 2023, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Five Cities Fire Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Five Cities Fire Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Five Cities Fire Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Five Cities Fire Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the budgetary information, the schedule of changes in OPEB liability and related ratios, the schedule of OPEB contributions, the schedule of proportionate share of net pension liability, and the schedule of pension contributions, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January XX, 2024, on our consideration of the Five Cities Fire Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Moss, Remy & Hartgen LLP

Santa Maria, California
January 18, 2024

FIVE CITIES FIRE AUTHORITY
STATEMENT OF NET POSITION
June 30, 2023

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 2,200,813
Receivables:	
Accounts	35,684
Interest	4,023
Capital assets:	
Depreciable:	
Vehicles and equipment	3,640,948
Accumulated depreciation	<u>(2,547,884)</u>
Total assets	<u>3,333,584</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related	2,783,026
OPEB related	289,646
Total deferred outflows of resources	<u>3,072,672</u>
LIABILITIES	
Accounts payable	627,628
Accrued payroll	106,667
Accrued interest	10,955
Unearned revenue	325
Noncurrent liabilities:	
Due within one year:	
Notes from direct borrowings	136,018
Compensated absences	149,273
Due in more than one year:	
Notes from direct borrowings	596,466
Compensated absences	447,817
Net pension liability	3,585,822
Other postemployment benefits (OPEB)	<u>872,571</u>
Total liabilities	<u>6,533,542</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related	1,460,566
OPEB related	1,024,071
Total deferred inflows of resources	<u>2,484,637</u>
NET POSITION	
Net investment in capital assets	360,580
Unrestricted	<u>(2,972,503)</u>
Total net position	<u>\$ (2,611,923)</u>

The notes to the basic financial statements are an integral part of this statement.

FIVE CITIES FIRE AUTHORITY
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2023

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Contributions and Grants	
Governmental Activities:				
Fire protection services	\$ 8,425,363	\$ 7,024,690	\$ 107,331	\$ -
Total governmental activities	\$ 8,425,363	\$ 7,024,690	\$ 107,331	\$ -
		General Revenues:		
		Investment Income		11,816
		Change in net position		(1,281,526)
		Net position at beginning of fiscal year		(1,330,397)
		Net position at end of fiscal year		\$ (2,611,923)

The notes to the basic financial statements are an integral part of this statement.

FIVE CITIES FIRE AUTHORITY
GOVERNMENTAL FUND
BALANCE SHEET
June 30, 2023

	General Fund
	<u> </u>
ASSETS	
Cash and investments	\$ 2,200,813
Receivables:	
Accounts	35,684
Interest	<u>4,023</u>
Total assets	<u><u>\$ 2,240,520</u></u>
 LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 627,628
Accrued payroll	106,667
Unearned revenue	<u>325</u>
Total liabilities	<u>734,620</u>
Fund Balance:	
Unassigned	<u>1,505,900</u>
Total fund balance	<u>1,505,900</u>
Total liabilities and fund balance	<u><u>\$ 2,240,520</u></u>

The notes to the basic financial statements are an integral part of this statement.

FIVE CITIES FIRE AUTHORITY

**RECONCILIATION OF THE BALANCE SHEET OF THE GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION**

June 30, 2023

Total fund balance - governmental fund \$ 1,505,900

In the governmental fund, only current assets are reported. In the statement of net position all assets are reported, including capital assets and accumulated depreciation.

Capital assets at historical cost	\$ 3,640,948
Accumulated depreciation	<u>(2,547,884)</u>

Net capital assets 1,093,064

In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred.

(10,955)

In the governmental fund, only current liabilities are reported. In the statement of net position all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Notes from direct borrowing	\$ 732,484
Compensated absences	597,090
Net pension liability	3,585,822
Other postemployment benefits	<u>872,571</u>

Total long-term liabilities (5,787,967)

In governmental funds, pension obligations and OPEB obligations are deferred because they do not meet current financial obligations. However, in the government-wide statement of net position, deferred outflows and deferred inflows of resources related to pensions and OPEB are recorded. The difference between deferred outflows of resources of \$3,072,672 and deferred inflows of resources of \$(2,484,637) is:

588,035

Total net position - governmental activities

\$ (2,611,923)

The notes to the basic financial statements are an integral part of this statement.

FIVE CITIES FIRE AUTHORITY
GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Fiscal Year Ended June 30, 2023

	<u>General Fund</u>
REVENUES	
Member contributions	\$ 6,621,619
Use of money and property	11,816
Grant revenue	107,331
Charges for services	393,071
Other revenue	<u>10,000</u>
Total revenue	<u>7,143,837</u>
EXPENDITURES	
Current:	
Salaries and benefits	5,534,522
Services and supplies	1,207,920
Capital outlay	516,971
Debt Service:	
Principal	127,202
Interest	<u>26,691</u>
Total expenditures	<u>7,413,306</u>
Excess of revenue over(under) expenditures	<u>(269,469)</u>
OTHER FINANCING SOURCES	
Loan proceeds	<u>451,051</u>
Total other financing sources	<u>451,051</u>
Change in fund balance	181,582
Fund balance, July 1, 2022	<u>1,324,318</u>
Fund balance, June 30, 2023	<u><u>\$ 1,505,900</u></u>

The notes to the basic financial statements are an integral part of this statement.

FIVE CITIES FIRE AUTHORITY

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2023**

Total net change in fund balance - governmental fund \$ 181,582

Capital outlays are reported in the governmental fund as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which additions to capital outlay \$516,971 is more than depreciation expense (\$259,760) during the current fiscal period. 257,211

In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during but owing from the prior period was: (10,955)

In the statement of activities, compensated absences are measured by the amounts earned during the fiscal year. In the governmental fund, however, expenditures for these items are measured by the amount of financial resources used (essentially the amounts paid). For this fiscal year ended, vacation earned exceeded the amounts used by: (27,564)

In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This fiscal year, the difference between accrual-basis OPEB costs and actual employers contributions was: (53,529)

In governmental funds, proceeds and repayments of long-term liabilities are reported as other financing sources and expenditures, respectively. In government-wide statements, proceeds and repayments of long-term liabilities are reported as increases or reductions of liabilities, respectively. This is the amount by which proceeds from the issuance of notes of \$451,051 is greater than repayment on notes from direct borrowings principal of \$127,202 in the period. (323,849)

In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This fiscal year, the difference between accrual-basis pension costs and actual employer contributions was: (1,304,422)

Change in net position - governmental activities \$ (1,281,526)

The notes to the basic financial statements are an integral part of this statement.

FIVE CITIES FIRE AUTHORITY

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Five Cities Fire Authority (FCFA) has been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant FCFA's accounting policies are described below:

A. Reporting Entity

FCFA was established on July 9, 2010, by a joint powers agreement between the Cities of Arroyo Grande, Grover Beach, and Oceano Community Services District. The FCFA governing board consists of one member appointed from each participating entity, as determined by the respective City Council or Board of Directors. All financial decisions are made by this three-member board. Each participating entity contributes its pro rata share of operating costs to FCFA based on a funding formula, calculated annually. After the fiscal year ended June 30, 2023, Oceano Community Services District is leaving the JPA as detailed in Note 10 – Subsequent Events.

The reporting entity is the Five Cities Fire Authority. There are no component units in this report which meet the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, No. 80, and No. 90.

B. Basis of Accounting and Presentation

The accounts of FCFA are organized in one general fund. The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

The governmental general fund is reported using the *current financial resources measurement focus* and the *modified accrual basis* of accounting. Under this method, revenues are recognized when *measurable and available*. FCFA considers all revenues reported in the governmental general fund to be available if the revenues are collected within sixty days after the fiscal year-end. Expenditures are recorded when the related fund liability is *incurred*, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent that they have matured. Capital asset acquisitions are reported as expenditures in the general fund. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

Non-exchange transactions, in which FCFA gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Other revenues susceptible to accrual include other taxes, intergovernmental revenues, interest, and charges for services.

Grant revenues are recognized in the fiscal year in which all eligibility requirements are met. Under the terms of grant agreements, FCFA may fund certain programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, either restricted and unrestricted fund balances or net position may be available to finance program expenditures/expenses. FCFA's policy is to first apply restricted grant resources to such programs, followed by general revenues, if necessary.

Government-wide Statements

The Statement of Net Position and the Statement of Activities display information about FCFA. These statements include the financial activities of the overall FCFA government. Eliminations have been made to minimize the double counting of internal activities. Government activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

B. Basis of Accounting and Presentation – continued

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the FCFA’s governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The fund financial statements provide information about the FCFA’s general fund.

C. Cash and Investments

FCFA pools its available cash for investment purposes. FCFA considers pooled cash and investments, with original maturities of three months or less, to be cash equivalents.

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, highly liquid market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value. Market value is used as fair value for those securities for which market quotations are readily available.

D. Capital Assets

Capital assets are defined as costs related to the acquisition or purchase of property, plant, and equipment. Capital assets are reported in the applicable governmental activities columns in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair value on the date contributed. It is FCFA’s policy to capitalize all capital assets with costs exceeding \$5,000 and with useful lives exceeding one year.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

The purpose of depreciation is to spread the cost of capital assets equitable among all users over the life of these assets. The amount charged to depreciation expense each fiscal year represents that fiscal year’s pro rata share of the cost of capital assets. GASB Statement No. 34 requires that all capital assets with limited useful lives be depreciated over their estimated useful lives. Depreciation is provided using the straight-line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each fiscal year until the asset is fully depreciated. FCFA has assigned the useful lives listed below to capital assets:

Structures and improvements	50 years
Equipment	5 – 25 years

E. Compensated Absences

In compliance with GASB Statement No. 16, FCFA has established a liability for accrued sick leave and vacation. All vacation is accrued when incurred in the government-wide statements. This liability is calculated for current employees at the current rates of pay. FCFA employees accrue vacation and sick leave that vary in amounts, based primarily on employment status and years of service. In the event of termination or retirement, employees are reimbursed for the total value of their accumulated vacation days and compensatory time. In the event of retirement, employees may choose to be paid 50% of their unused sick leave, to a maximum of 480 hours at the current rate of pay. In addition, unused accumulated sick leave may be converted to PERS retirement credit per the FCFA’s contract with PERS.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

F. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, FCFA recognizes deferred outflows and inflows of resources.

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by FCFA that is applicable to a future reporting period. FCFA has two items which qualify for reporting in this category; refer to Note 5 and Note 6 for a detailed listing of the deferred outflows of resources FCFA has reported.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by FCFA that is applicable to a future reporting period. FCFA has two items which qualify for reporting in this category; refer to Note 5 and 6 for a detailed listing of the deferred inflows of resources FCFA has reported.

G. Fund Balances and Net Position

Fund balance is the difference between the assets and liabilities reported in the governmental general fund. In compliance with GASB Statement No. 54, FCFA has established the following fund balance types:

Nonspendable – The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted – The restricted fund balance classification includes amounts that reflect constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed – The committed fund balance classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Directors. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (legislation, resolution, ordinance, etc.) it employed to previously commit those amounts. Committed fund balance should also incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned – The assigned fund balance classification includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent is to be established by (a) the governing body itself or (b) a body or official to which the governing body had delegated the authority to assign amounts to be used for specific purposes.

Unassigned – The unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned for specific purposes within the General Fund. The General Fund is the only fund that should report this category of fund balance.

Governmental Accounting Standards Board Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified in the following categories:

Net Investment in Capital Assets – Net position that is net investment in capital assets consist of capital assets, net of accumulated depreciation, and reduced by outstanding debt directly attributed to the acquisition, construction, or improvement of the assets.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued

G. Fund Balances and Net Position – continued

Restricted Net Position – The restricted net position is the portion of net position that has external constraints placed on it by external creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation.

Unrestricted Net Position – The unrestricted net position classification is the amount remaining that does not fall into one of the above two categories.

FCFA’s policy that when an expenditure is incurred for which both restricted and unrestricted fund balances are available, the restricted fund balance be spent first followed by committed, then assigned, and, if applicable, unassigned.

H. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of FCFA’s California Public Employees Retirement System (PERS) plan and additions to or deductions from the PERS plan fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

I. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability and deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Authority’s plan (OPEB Plan) and additions to/deductions from the Plans’ fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

J. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimations and assumptions that affect the reported amounts of assets, liabilities, revenues, expenditures or expenses as appropriate. Actual results could differ from those estimated.

K. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 99	"Omnibus 2022"	The provisions of this statement are effective in April 2022 except for the provisions related to leases, PPPs, SBITAs, financial guarantees and derivative instruments. The provisions related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022. The provisions related to financial guarantees and derivative instruments are effective for fiscal years beginning after June 15, 2023.
Statement No. 100	"Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62"	The provisions of this statement are effective for fiscal years beginning after June 15, 2023.
Statement No. 101	"Compensated Absences"	The provisions of this statement are effective for fiscal years beginning after December 15, 2023.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 2 – CASH AND INVESTMENTS

The composition of cash and investments as of June 30, 2023, is as follows:

Cash in bank and on hand	\$ 1,688,377
Investments	<u>512,436</u>
Total cash and investments, statement of net position	<u>\$ 2,200,813</u>

The Authority categorizes its fair value measurements within the fair value hierarchy established by U.S. Generally Accepted Accounting Principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. These principles recognize a three-tiered fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Authority had no investments measured under Levels 1,2, or 3.

Investments Authorized by the California Government Code and FCFA’s Investment Policy

The table on the following page identifies the investment types that are authorized for FCFA by the California Government Code. The table also identifies certain provisions of the California Government Code that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	60%	None
U.S. Agency Securities	5 years	None	None
Bankers’ Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	20%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base value	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Fund	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	\$75,000,000
JPA Pools (other investment pools)	N/A	None	None
Guaranteed Investment Contract	15 months	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that FCFA manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flows and liquidity needed for operations. Information about the sensitivity of the fair values of FCFA’s investments to market interest rate fluctuations is provided below that shows the distribution of FCFA’s investments by maturity:

<u>Investment Type</u>	<u>Remaining Maturity (in Months)</u>				
	<u>Carrying Amount</u>	<u>12 Months or Less</u>	<u>13-24 Months</u>	<u>25-60 Months</u>	<u>More than 60 Months</u>
Local Agency Investment Fund	\$ 512,436	\$ 512,436	\$ -	\$ -	\$ -
Total	<u>\$ 512,436</u>	<u>\$ 512,436</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FIVE CITIES FIRE AUTHORITY

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2023

NOTE 2 – CASH AND INVESTMENTS – continued

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, FCFA’s investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type:

Investment Type	Carrying Amount	Minimum Legal Rating	Exempt From Disclosure	Rating as of Fiscal Year End		
				AAA	AA	Not Rated
Local Agency Investment Fund	\$ 512,436	N/A	\$ -	\$ -	\$ -	\$ 512,436
Total	\$ 512,436		\$ -	\$ -	\$ -	\$ 512,436

Concentration of Credit Risk

The investment policy of FCFA contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total FCFA’s investments other than the external investment pool.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and FCFA’s investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure FCFA’s deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of FCFA’s deposits with financial institutions in excess of the Federal Depository Insurance Corporation’s limits were held in uncollateralized accounts.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and FCFA’s investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or governmental investment pools (such as LAIF).

Investment in State Investment Pool

FCFA is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of FCFA’s investment in this pool is reported in the accompanying basic financial statements at the amounts based upon FCFA’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 3 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2023, is as follows:

	Balance July 1, 2022	Additions	Deletions	Balance June 30, 2023
Depreciable capital assets				
Equipment	\$ 580,761	\$ -	\$ 37,630	\$ 543,131
Vehicles	2,629,320	516,971	48,474	3,097,817
Total depreciable capital assets	3,210,081	516,971	86,104	3,640,948
Less accumulated depreciation	(2,374,228)	(259,760)	86,104	(2,547,884)
Net capital assets	<u>\$ 835,853</u>	<u>\$ 257,211</u>	<u>\$ -</u>	<u>\$ 1,093,064</u>

NOTE 4 – LONG-TERM LIABILITIES

A. Changes in Long-Term Liabilities

Long-term liability activity for the fiscal year ended June 30, 2023, is as follows:

	Balance July 1, 2022	Additions	Deletions	Balance June 30, 2023	Due Within One year
Governmental Activities					
Notes from direct borrowing	\$ 408,635	\$ 451,051	\$ 127,202	\$ 732,484	\$ 136,018
Compensated absences	569,526	415,528	387,964	597,090	149,273
Net pension liability	176,424	3,409,398		3,585,822	
OPEB	937,615		65,044	872,571	
Total	<u>\$ 2,092,200</u>	<u>\$ 4,275,977</u>	<u>\$ 580,210</u>	<u>\$ 5,787,967</u>	<u>\$ 285,291</u>

B. Compensated Absences

FCFA employees accumulate earned but unused vacation and sick pay benefits, which can be converted to cash at termination of employment. Since no means exists to reasonably estimate the amounts that might be liquidated with expendable currently available financial resources, if any, they are reported as long-term debt on the Statement of Net Position. No expenditure is reported for these amounts in the general fund statement. The amount of these vested benefits (payable in accordance with various collective bargaining agreements) at June 30, 2023, total \$597,090.

C. Net Pension Liability

During the 2014-15 fiscal year, GASB issued Statement No. 68 which required FCFA to measure and report the liabilities associated with its pension liability. FCFA's net pension liability was determined to be \$3,585,822 at June 30, 2023. See Note 5 for further detail.

D. Other Postemployment Benefits

In 2004, GASB issued Statement No. 45 which required FCFA to measure and report the liabilities associated with other post-employment benefits (OPEB). In 2017, GASB issued Statement No. 75 that updated the requirements for OPEB. FCFA's OPEB liability was determined to be \$872,571 at June 30, 2023. FCFA is currently funding the liability on a pay-as-you-go basis. See Note 6 for further detail.

E. Notes from Direct Borrowing

During the 2015-16 fiscal year, the Authority entered into a note agreement for direct borrowing for the purchase of a new fire engine. The term is for 10 years at an interest rate of 2.5% per annum, with the amount financed of \$580,843. During the 2016-17 fiscal year, the Authority entered into a note agreement for direct borrowing for the purchase of a new fire engine. The term is for 10 years at an interest rate of 3.12% per annum, with the amount financed of \$408,635. During the 2022-23 fiscal year, the Authority entered into a note agreement for direct borrowing for the purchase of a new fire engine. The term is for 10 years at an interest rate of 4.25% per annum, with the amount financed of \$451,051. See Note 7 for further detail.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 5 – DEFINED BENEFIT PENSION PLAN

A. General Information about the Pension Plans

Plan Description, Benefits Provided and Employees Covered – The Five Cities Fire Authority’s defined pension plan, Public Employees’ Retirement System (PERS), provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS is part of the Public Agency portion of the California Public Employees’ Retirement System (CalPERS), cost-sharing multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions as well as other requirements are established by State statutes with the Public Employees’ Retirement Law. FCFA selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through local ordinance (other local methods). FCFA is enrolled in two plans; Miscellaneous and Safety. CalPERS issues a separate annual comprehensive financial report. Copies of the CalPERS’ annual financial report may be obtained from the CalPERS Executive Office – 400 P Street – Sacramento, CA 95814.

The defined benefit pension plan provisions and benefits at June 30, 2023, are summarized below:

	Miscellaneous Plan	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date	2013	January 1, 2013
Benefit formula	2.5% @ 55	2.0% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Required employee contribution rates	8.00%	6.75%
Required employer contribution rates	12.21%	7.47%

	Safety Plan	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date	2013	January 1, 2013
Benefit formula	3.0% @ 55	2.7% @ 57
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	57
Required employee contribution rates	9.00%	13.00%
Required employer contribution rates	21.84%	12.78%
Required employer payment of unfunded liability	\$179,865	\$5,464

Contribution Description – Section 20814(c) of the California Public Employees’ Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS’ annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan’s actuarially determined rate is based on the estimated amount necessary to pay the Plan’s allocated share of the risk pool’s costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Contributions to the pension plan from FCFA during the 2022-23 fiscal year were \$0 for the miscellaneous plan and \$645,254 for the safety plan.

At June 30, 2023, FCFA reported a liability of \$149,628 for the miscellaneous plan and \$3,436,194 for the safety plan for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021 which was updated for June 30, 2022 using standard procedures. FCFA’s proportion of the net pension liability was based on a projection of FCFA’s long-term share of contributions to the pension plan relative to the projected contributions of all pension plan participants, actuarially determined. At June 30, 2022, FCFA’s proportionate share of the net pension liability for each Plan as of June 30, 2021 and June 30, 2022 was as shown on the following page:

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 5 – DEFINED BENEFIT PENSION PLAN - continued

A. General Information about the Pension Plans - continued

	<u>Miscellaneous</u>	<u>Safety</u>
Proportion-June 30, 2021	0.00475%	0.00246%
Proportion-June 30, 2022	<u>0.00320%</u>	<u>0.05001%</u>
Adjustment due to differences in proportions	<u>-0.00155%</u>	<u>0.04755%</u>

B. Pension Liabilities, Deferred Outflows and Inflows, and Pension Expense Related to Pensions

For the fiscal year ended June 30, 2023, FCFA recognized pension expense of \$1,949,676. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gains or losses, actuarial gains or losses, actuarial assumptions or method, and plan benefits. At June 30, 2023, FCFA reported deferred outflows and inflows of resources related to pension from the following resources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 645,254	\$ -
Net difference between projected and actual earnings on pension plan investment	570,031	
Differences between expected and actual experience	145,216	39,326
Changes of assumptions	361,805	
Adjustment due to differences in proportions	1,060,720	791,121
Differences between employer’s contribution and the employer’s proportionate share of contributions		630,119
Total	<u>\$ 2,783,026</u>	<u>\$ 1,460,566</u>

The reported deferred outflows of resources related to pensions in the amount of \$645,254 resulting from FCFA contributions subsequent to the measurement date will be recognized as a reduction of the pension liability in the 2023-24 fiscal year. The additional amounts reported as deferred outflows and inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2024	\$ 4,219
2025	55,954
2026	269,261
2027	<u>347,772</u>
Total	<u>\$ 677,206</u>

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 5 – DEFINED BENEFIT PENSION PLAN - continued

B. Pension Liabilities, Deferred Outflows and Inflows, and Pension Expense Related to Pensions - continued

Actuarial Assumptions – The total pension liability for both the miscellaneous and safety plans in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Salary Increases	Varies by Entry Age and Service
Investment Rate of Return	6.90% Net of Pension Plan Investment and Administrative Expenses; includes Inflation
Mortality Rate Table (1)	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

1 – The mortality table used was developed based on CalPERS' specific data. The table includes generational mortality improvements using 80% of Scale MP 2020 published by the Society of Actuaries.

Changes in Assumptions – The discount rate changed from 7.15% to 6.90% and the inflation rate changed from 2.50% to 2.30%.

Long-term Expected Rate of Return – The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the next 20 years using a building-block approach. The expected rate of return was then adjusted to account for assumed administrative expenses of 10 Basis points. The expected real rates of return by asset class are as follows:

Asset Class	New Strategic Allocation	Real Return (a,b)
Global Equity – cap-weighted	30.0%	4.45%
Global Equity – non-cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
Total	100.0%	

a – An expected inflation of 2.30% used.

b – Figures are based on the 2021 Asset Liability Management Study.

Discount Rate – The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 5 – DEFINED BENEFIT PENSION PLAN – continued

B. Pension Liabilities, Deferred Outflows and Inflows, and Pension Expense Related to Pensions - continued

Subsequent Events – On July 12, 2021, CalPERS reported a preliminary 21.3% net return on investments for fiscal year 2020-21. Based on the thresholds specified in CalPERS’ Funding Risk Mitigation policy, the excess return of 14.3% prescribes a reduction in investment volatility that corresponds to a reduction in the discount rate used for funding purposes of 0.20%, from 7.00% to 6.80%. Since CalPERS was in the final stages of the four-year Asset Liability Management (ALM) cycle, the board elected to defer any changes to the asset allocation until the ALM process concluded, and the board could make its final decision on the asset allocation in November 2021.

On November 17, 2021, the board adopted a new strategic asset allocation. The new asset allocation along with the new capital market assumptions, economic assumptions and administrative expense assumption support a discount rate of 6.90% (net of investment expense but without a reduction for administrative expense) for financial reporting purposes. This includes a reduction in the price inflation assumption from 2.50% to 2.30% as recommended in the November 2021 CalPERS’ Experience Study and Review of Actuarial Assumptions. This study also recommended modifications to retirement rates, termination rates, mortality rates and rates of salary increases that were adopted by the board. These new assumptions are reflected in the GASB Statement No. 68 accounting valuation reports for the June 30, 2022, measurement date.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate – The following represents FCFA’s proportionate share of the net pension liability calculated using the discount rate of 6.90%, as well as what FCFA’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.90%) and one percentage point higher (7.90%) than the current rate:

Plan’s Net Pension Liability	Discount Rate -1% (5.90%)	Current Discount Rate (6.90%)	Discount Rate +1% (7.90%)
Miscellaneous	\$ 214,833	\$ 149,628	\$ 95,980
Safety	6,412,380	3,436,194	1,003,833
Total	\$ 6,627,213	\$ 3,585,822	\$ 1,099,813

Pension Plan Fiduciary Net Position – Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalPERS’ financial reports.

C. Payable to the Pension Plan

At June 30, 2023, FCFA had no amount outstanding for contributions to the pension plan required for the 2022-23 fiscal year.

NOTE 6 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description

FCFA provides post-retirement health benefits, in accordance with State statutes, to all employees retiring from FCFA and enrolled in an insurance program under the California Public Employees’ Medical and Hospital Care (PEMHCA). The CalPERS’ PEMHCA plan is a defined contribution, multiple employer, and healthcare plan providing benefits to active and retired employees. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided

FCFA participates in the CalPERS Health Benefit Program where all employee groups were under the equal contribution option. FCFA’s contribution is an equal amount for both employees and retirees. The mandatory employer contribution for active and retiree health insurance is increased annually in accordance with PEMHCA regulation.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 6 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS - continued

Employees Covered

Active plan members	26
Inactive employees or beneficiaries currently receiving benefits	5
Inactive employees or beneficiaries entitled to but not yet receiving benefits	<u>1</u>
Total	<u><u>32</u></u>

The Authority currently finances benefits on a pay-as-you go basis.

OPEB Liability

The Authority’s OPEB liability was measured as of June 30, 2022 and the total OPEB liability used to calculate the Net OPEB liability was determined by an actuarial valuation dated June 30, 2021 rolled forward to June 30, 2022 using standard update procedures.

Actuarial assumptions. The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	2.75%
Medical cost trend rate	Non-Medicare - 6.50% for 2023, decreasing to 3.75% in 2076 Medicare - 5.65% for 2021, decreasing to 3.75% in 2076

Pre-retirement mortality rates were based on the CalPERS 2000-2019 Experience Study and the mortality improvement was projected fully generational with Scale MP-2021.

Actuarial assumptions used in the June 30, 2021 valuation were based on a review of plan experience during the period July 1, 2020 to June 30, 2021.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. To achieve the goal set by the investment policy, plan assets will be managed to earn, on a long-term basis, a rate of return equal to or in excess of the target rate of return of 3.54 percent.

Change in assumptions. The discount rate was increased from 2.16 percent to 3.54 percent. Decrease in inflation, medical trend, PEMHCA trend, and salary increases. The newer CalPERS 2000-2019 Experience Study was used for demographic assumptions and Mortality was updated to Scale MO-2021.

Discount rate. GASB Statement No. 75 requires a discount rate that reflects the following:

- a) The long-term expected rate of return on OPEB plan investments — to the extent that the OPEB plan's fiduciary net position (if any) is projected to be sufficient to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return;
- b) A yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher — to the extent that the conditions in (a) are not met.

To determine a resulting single (blended) rate, the amount of the plan's projected fiduciary net position (if any) and the amount of projected benefit payments is compared in each period of projected benefit payments. The discount rate used to measure the Authority’s total OPEB liability is based on these requirements and the information on the following page.

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 6 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – continued

Reporting Date	Measurement Date	Long Term Expected Return of Plan Investments	Municipal 20 Year High Grade Rate Index	Discount Rate
June 30, 2023	June 30, 2022	3.54%	3.54%	3.54%
June 30, 2022	June 30, 2021	2.16%	2.16%	2.16%
June 30, 2021	June 30, 2020	2.21%	2.21%	2.21%

Changes in the OPEB Liability

	Total OPEB Liability
Balance at June 30, 2022 (Valuation Date June 30, 2021)	\$ 937,615
Changes recognized for the measurement period:	
Service cost	137,185
Interest	23,117
Changes of assumptions	(216,311)
Benefit payments	(9,035)
Net Changes	(65,044)
Balance at June 30, 2023 (Measurement Date June 30, 2022)	\$ 872,571

Sensitivity of the OPEB liability to changes in the discount rate. The following presents the OPEB liability, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.54 percent) or 1 percentage point higher (4.54 percent) than the current discount rate:

	1% Decrease 2.54%	Current Rate 3.54%	1% Increase 4.54%
OPEB Liability	\$ 1,022,228	\$ 872,571	\$ 752,786

Sensitivity of the OPEB liability to changes in the healthcare trend rates. The following presents the OPEB liability, as well as what the OPEB liability would be if it were calculated using a healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Trend Rate	1% Increase
OPEB Liability	\$ 731,671	\$ 872,571	\$ 1,066,930

FIVE CITIES FIRE AUTHORITY

NOTES TO THE BASIC FINANCIAL STATEMENTS

June 30, 2023

NOTE 6 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – continued

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2023, the Authority recognized OPEB expense of \$76,310. As of the fiscal year ended June 30, 2023, the Authority reported deferred outflows and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 22,781	\$ -
Change in assumptions	266,865	664,953
Difference between expected and actual experience		359,118
	<u>\$ 289,646</u>	<u>\$ 1,024,071</u>

The reported deferred outflows of resources related to OPEB in the amount of \$22,781 resulting from FCFA contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the 2023-24 fiscal year. Amounts reported as deferred outflows and inflows of resources will be recognized in OPEB expense as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Amount</u>
2024	\$ (84,036)
2025	(84,036)
2026	(84,036)
2027	(73,507)
2028	(64,977)
Thereafter	(366,614)
	<u>\$ (757,206)</u>

NOTE 7 – NOTES FROM DIRECT BORROWINGS

On February 23, 2016, the Authority entered into a note agreement for direct borrowing with JPMorgan Chase Bank, N.A. The note proceeds were used for the purchase and acquisition of a new fire engine. The amount of the note was \$508,843 and accrued interest at 2.5 percent. The note is secured by the fire engine itself and any and all proceeds thereof. In the event of a default, the equipment would need to be returned if the remaining balance of the note is not paid by a set return date. Annual payments are due February 26 of each fiscal year and commenced on February 26, 2017. Future note payments are as follows:

Fiscal year Ending June 30	Principal	Interest	Total
2024	\$ 61,628	\$ 4,739	\$ 66,367
2025	63,168	3,198	66,366
2026	64,748	1,619	66,367
Total	<u>\$ 189,544</u>	<u>\$ 9,556</u>	<u>\$ 199,100</u>

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 7 – NOTES FROM DIRECT BORROWINGS - continued

On February 13, 2017, the Authority entered into a note agreement for direct borrowing with JPMorgan Chase Bank, N.A. The note proceeds were used for the purchase and acquisition of a new fire engine. The amount of the note was \$554,275 and accrues interest at 3.12 percent. The note is secured by the fire engine itself and any and all proceeds thereof. In the event of a default, the equipment would need to be returned if the remaining balance of the note is not paid by a set return date. An immediate principal reduction of \$260,509 was recognized due to the pre-payment of the City of Arroyo Grande’s proportional share of the cost of the fire engine. Annual note payments are due April 15 of each fiscal year and commenced on April 15, 2018. Future note payments are as follows:

Fiscal year Ending June 30,	Principal	Interest	Total
2024	\$ 30,802	\$ 4,028	\$ 34,830
2025	31,763	3,067	34,830
2026	32,755	2,075	34,830
2027	33,776	1,054	34,830
Total	<u>\$ 129,096</u>	<u>\$ 10,224</u>	<u>\$ 139,320</u>

On July 2, 2021, the Authority entered into a note agreement for direct borrowing with PNC Equipment Finance, LLC. The note proceeds were used for the purchase and acquisition of a new fire engine which was recorded when the engine was received in the fiscal year ended June 30, 2023. The amount of the note was \$451,051 and accrues interest at 4.25 percent. The note is secured by the fire engine itself and any and all proceeds thereof. In the event of a default, the equipment would need to be returned if the remaining balance of the note is not paid by a set return date. Annual note payments are due July 2nd of each fiscal year except the first payment which commenced on October 2, 2022. Future note payments are as follows:

Fiscal year Ending June 30,	Principal	Interest	Total
2024	\$ 43,588	\$ 8,536	\$ 52,124
2025	42,053	10,071	52,124
2026	43,197	8,927	52,124
2027	44,372	7,752	52,124
2028	45,579	6,545	52,124
2029-2032	195,055	13,442	208,497
Total	<u>\$ 413,844</u>	<u>\$ 55,273</u>	<u>\$ 469,117</u>

FIVE CITIES FIRE AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2023

NOTE 8 – CONTINGENCIES AND COMMITMENTS

There are no contingent liabilities outstanding and no lawsuits pending of real financial consequence as of the end of the fiscal year.

FCFA has received State and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under the term of the grants, it is believed that any required reimbursement will not be material.

The FCFA is currently in the process of winding down Oceano Community Services District's membership as detailed in Note 10 – Subsequent Events.

NOTE 9 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS

FCFA had expenditures of \$275,647 in excess of the expenditures appropriated for the fiscal year ended June 30, 2023.

NOTE 10 – SUBSEQUENT EVENTS

On July 1, 2020, the members of the Five Cities Fire Authority (FCFA) approved the 3rd amendment to the Joint Powers Agreement (JPA). As part of the amendment, Oceano Community Services District (OCSD) agreed to place a special tax up for vote. OCSD's Measure A-22 did not pass on the June 7, 2022 ballot. As a result, the FCFA entered into the Wind Down Period as laid out in the 3rd Amendment where as of June 30, 2023, OCSD is no longer a member of the JPA. During the fiscal year ending June 30, 2023, the three members were working to establish the distribution of OCSD's assets and liabilities. Over the 13 years of the three-member, agency Arroyo Grande's average contribution was 45.7%, Grover Beach's average contribution was 34.6%, and OCSD's average contribution was 19.7%. Through the negotiation process the appraised vehicle valuation without including leased vehicles totals \$1,103,000, 19.7% of this is due to OCSD at a value of \$216,252. The estimated value of capital equipment totaled \$313,503, 19.7% of this is due to OCSD at a value of \$61,857. The fund balance at the end of FY 2022-23 is found in this report to total \$1,505,900, 19.7% of this is due to OCSD at a value of \$297,130. The unfunded PERS liability for FY 2022-23 will not be available from CalPERS until August 2024 with additional time needed for actuarial accrued liability analysis for the final calculation that will be due to FCFA from OCSD and is outstanding at this time.

Following the withdrawal of the OCSD as a member of the FCFA in June 2023, the FCFA entered into a one-year agreement with OCSD to provide fire and emergency medical services in Oceano. This limited term contract was provided in the interest of continuing FCFA's service delivery in Oceano while OCSD's application with the Local Area Formation Commission (LAFCO) to divest the district from the responsibility of providing fire and emergency services was under review. This application was submitted in January 2023 with a decision by LAFCO expected in early 2024.

The FCFA is currently negotiating with the County for a potential service contract to provide fire service in unincorporated Oceano in FY 2024-25.

FIVE CITIES FIRE AUTHORITY



REQUIRED SUPPLEMENTARY INFORMATION SECTION (unaudited)

FIVE CITIES FIRE AUTHORITY
BUDGETARY INFORMATION - MAJOR GOVERNMENTAL FUND
General Fund
For the Fiscal Year Ended June 30, 2023

	Budget Amounts		Actual Amounts	Variance
	Original	Final		Over/(Under) Final Budget
REVENUES				
Member contributions	\$ 5,734,218	\$ 5,734,218	\$ 6,621,619	\$ 887,401
Use of money and property	700	700	11,816	11,116
Grant revenue	3,800	17,300	107,331	90,031
Charges for services	111,000	111,000	393,071	282,071
Other revenue		10,000	10,000	
Total revenues	<u>5,849,718</u>	<u>5,873,218</u>	<u>7,143,837</u>	<u>1,270,619</u>
EXPENDITURES				
Current:				
Salaries and benefits	5,522,800	5,522,800	5,534,522	(11,722)
Services and supplies	1,089,075	1,233,775	1,207,920	25,855
Capital outlay	100,000	227,187	516,971	(289,784)
Debt Service:				
Principal	127,202	127,202	127,202	
Interest	26,695	26,695	26,691	4
Total expenditures	<u>6,865,772</u>	<u>7,137,659</u>	<u>7,413,306</u>	<u>(275,647)</u>
Excess of revenue over (under) expenditures	<u>(1,016,054)</u>	<u>(1,264,441)</u>	<u>(269,469)</u>	<u>994,972</u>
OTHER FINANCING SOURCES				
Loan proceeds			451,051	451,051
Total other financing sources			<u>451,051</u>	<u>451,051</u>
Change in fund balance	(1,016,054)	(1,264,441)	181,582	1,446,023
Fund balance, July 1, 2022	<u>1,324,318</u>	<u>1,324,318</u>	<u>1,324,318</u>	
Fund balance, June 30, 2023	<u>\$ 308,264</u>	<u>\$ 59,877</u>	<u>\$ 1,505,900</u>	<u>\$ 1,446,023</u>

FIVE CITIES FIRE AUTHORITY

SCHEDULE OF CHANGES IN OPEB LIABILITY AND RELATED RATIOS

Last 10 Years*

As of June 30, 2023

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Total OPEB Liability					
Service Cost	\$ 137,185	\$ 169,871	\$ 121,405	\$ 82,183	\$ 85,394
Interest	23,117	39,085	44,181	43,948	39,023
Actual and expected experience difference		(380,019)		(75,313)	
Changes in assumptions	(216,311)	(474,290)	320,142	60,807	(53,294)
Benefit payments	(9,035)	(31,480)	(24,434)	(23,792)	(20,862)
Net change in total OPEB Liability	(65,044)	(676,833)	461,294	87,833	50,261
Total OPEB liability - beginning	937,615	1,614,448	1,153,154	1,065,321	1,015,060
Total OPEB liability - ending	<u>\$ 872,571</u>	<u>\$ 937,615</u>	<u>\$ 1,614,448</u>	<u>\$ 1,153,154</u>	<u>\$ 1,065,321</u>
Covered payroll	\$ 3,839,259	\$ 3,711,011	\$ 3,069,867	\$ 3,125,277	\$ 3,114,826
Authority's OPEB liability as a percentage of covered payroll	22.73%	25.27%	52.59%	36.90%	34.20%
Total OPEB Liability	<u>2018</u>				
Service Cost					
Interest	\$ 98,895				
Actual and expected experience difference	32,286				
Changes in assumptions					
Benefit payments	(139,901)				
	<u>(20,279)</u>				
Net change in total OPEB Liability	(28,999)				
Total OPEB liability - beginning					
Total OPEB liability - ending	1,044,059				
	<u>\$ 1,015,060</u>				
Covered payroll					
Authority's OPEB liability as a percentage of covered payroll	\$ 2,161,110				
	46.97%				

*- Fiscal year 2018 was the 1st year of implementation, therefore only six years are shown.

FIVE CITIES FIRE AUTHORITY
SCHEDULE OF OPEB CONTRIBUTIONS
Last 10 Years*
As of June 30, 2023

The Authority's contribution for the fiscal year ended June 30, 2023 was \$22,781. The Authority did not have an irrevocable OPEB trust and therefore did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2023. As a result, the Authority does not need to comply with GASB 75's Required Supplementary Information requirements.

The Authority's contribution for the fiscal year ended June 30, 2022 was \$9,079. The Authority did not have an irrevocable OPEB trust and therefore did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2022. As a result, the Authority does not need to comply with GASB 75's Required Supplementary Information requirements.

The Authority's contribution for the fiscal year ended June 30, 2021 was \$31,592. The Authority did not have an irrevocable OPEB trust and therefore did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2021. As a result, the Authority does not need to comply with GASB 75's Required Supplementary Information requirements.

The Authority's contribution for the fiscal year ended June 30, 2020 was \$24,434. The Authority did not have an irrevocable OPEB trust and therefore did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2020. As a result, the Authority does not need to comply with GASB 75's Required Supplementary Information requirements.

The Authority's contribution for the fiscal year ended June 30, 2019 was \$23,792. The Authority did not have an irrevocable OPEB trust and therefore did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2019. As a result, the Authority does not need to comply with GASB 75's Required Supplementary Information requirements.

The Authority's contribution for the fiscal year ended June 30, 2018 was \$20,862. The Authority did not have an irrevocable OPEB trust and therefore did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2018. As a result, the Authority does not need to comply with GASB 75's Required Supplementary Information requirements.

*- Fiscal year 2018 was the 1st year of implementation, therefore only six years are shown.

FIVE CITIES FIRE AUTHORITY
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
Last 10 Years*
As of June 30, 2023

Fiscal Year Ended June 30,	2023	2022	2021	2020	2019
Proportion of the net pension liability	0.03104%	0.00326%	0.04550%	0.04055%	0.03528%
Proportionate share of the net pension liability	\$ 3,585,822	\$ 176,424	\$ 4,950,787	\$ 4,154,962	\$ 3,399,770
Covered payroll	\$ 2,521,743	\$ 2,389,965	\$ 2,302,970	\$ 2,176,596	\$ 1,789,707
Proportionate share of the net pension liability as percentage of covered payroll	142.20%	7.38%	214.97%	190.89%	189.96%
Plan's total pension liability	\$ 49,525,975,138	\$ 46,174,942,264	\$ 43,702,930,887	\$ 41,426,453,489	\$ 38,944,855,364
Plan's fiduciary net position	\$ 37,975,170,163	\$ 40,766,653,876	\$ 32,822,501,335	\$ 31,179,414,067	\$ 29,308,589,559
Plan's fiduciary net position as a percentage of the plan's total pension liability	76.68%	88.29%	75.10%	75.26%	75.26%
Fiscal Year Ended June 30,	2018	2017	2016	2015	
Proportion of the net pension liability	0.02712%	0.02599%	0.01632%	0.01888%	
Proportionate share of the net pension liability	\$ 2,689,117	\$ 2,248,800	\$ 1,119,860	\$ 1,174,799	
Covered payroll	\$ 1,642,433	\$ 1,682,511	\$ 1,543,995	\$ 1,617,249	
Proportionate share of the net pension liability as percentage of covered payroll	163.73%	133.66%	72.53%	72.64%	
Plan's total pension liability	\$ 37,161,348,332	\$ 33,358,627,624	\$ 31,771,217,402	\$ 30,829,966,631	
Plan's fiduciary net position	\$ 27,244,095,376	\$ 24,705,532,291	\$ 24,907,305,871	\$ 24,607,502,515	
Plan's fiduciary net position as a percentage of the plan's total pension liability	73.31%	74.06%	78.40%	79.82%	

Note to Schedule:

Changes in assumptions

In the reporting fiscal year ended June 30, 2023, the discount rate was reduced from 7.15% to 6.90% and price inflation was reduced from 2.50% to 2.30%.

* - The 2014-15 fiscal year was the first year of implementation, therefore only nine years are shown.

FIVE CITIES FIRE AUTHORITY
SCHEDULE OF PENSION CONTRIBUTIONS
Last 10 Years*
As of June 30, 2023

Fiscal Year Ended June 30,	2023	2022	2021	2020	2019
Actuarially determined contribution	\$ 645,254	\$ 639,399	\$ 605,259	\$ 539,363	\$ 470,618
Contributions in relation to the actuarially determined contribution	(645,254)	(639,399)	(605,259)	(539,363)	(470,618)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 2,553,902	\$ 2,521,743	\$ 2,389,965	\$ 2,302,970	\$ 2,176,596
Contributions as a percentage of covered payroll	25.27%	25.36%	25.33%	23.42%	21.62%

Fiscal Year Ended June 30,	2018	2017	2016	2015
Actuarially determined contribution	\$ 385,687	\$ 351,661	\$ 341,236	\$ 376,592
Contributions in relation to the actuarially determined contribution	(385,687)	(351,661)	(341,236)	(376,592)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 1,789,707	\$ 1,642,433	\$ 1,682,511	\$ 1,543,995
Contributions as a percentage of covered payroll	21.55%	21.41%	20.28%	24.39%

Note to Schedule

Changes in assumptions

In the reporting fiscal year ended June 30, 2023, the discount rate was reduced from 7.15% to 6.90% and price inflation was reduced from 2.50% to 2.30%.

* - The 2014-15 fiscal year was the first year of implementation, therefore only nine years are shown.



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

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

SUBJECT: Consideration of Mid-Year Budget Review for Fiscal Year 2023-24 and Approve 13 Budget Adjustment Requests

RECOMMENDATION

It is recommended that the Board of Directors review and approve the amended Mid-Year Budget for Fiscal Year 2023-24 Report and approve 13 Budget Adjustment Requests.

BACKGROUND

The Board of Directors (Board) approved the Fiscal Year (FY) 2022-23 budget on April 15, 2022. At year-end, FY 2022-23 revenues totaled \$7,144,780 and actual expenditures were \$6,971,204. The attached FY 2023-24 Mid-Year Budget Report updates the beginning fund balance with the results of the prior year based on the audit reviewed in Item 7. The actual Fund Balance ended FY 2022-23 at \$1,505,900 which increased from \$1,332,324 in FY 2021-22 as revenues exceeded expenditures by approximately \$173,576 along with projects that did not get completed by the end of the fiscal year. The FY 2023-24 budget anticipated a lower fund balance at the end of FY 2022-23 and these updated actuals increase the ending fund balance of the adopted FY 2023-24 budget to \$1,121,574 or 12.75% compared with a goal of 10%.

Staff recommends the following budget adjustments for Board approval to complete these projects in FY 2023-24 and account for any additional work items not included in the adopted budget:

- Increased revenues totaling \$178,220
 - \$50,000 to account for the State of California Office of Traffic Safety Grant Award reviewed in Item 4.
 - \$33,310 to account for the sale of surplus equipment (Generator totaling \$210) and vehicles (Patrol vehicle \$25,000 and Dodge vehicle \$8,100).
 - \$94,910 to account for the City of Arroyo Grande's share of accrued actuarial liability for employees who worked for the City before the FCFA was formed. The FCFA was formed in July 2010 as a Joint Powers Authority. At that time, the FCFA became the employer for fire safety personnel previously employed by its member agencies. The City of Grover Beach and the Oceano Community Services District retained the CalPERS liabilities for the past service of their employees. No new CalPERS plan was created for the FCFA and, instead, all FCFA employees have been covered under the City of Arroyo Grande's CalPERS pension plans. As a result, the City's CalPERS plans include liabilities for employees and retirees of the City and of FCFA. Since the JPA was formed, FCFA has paid the full costs of the City's Fire Safety CalPERS plans. As a result, the FCFA has been paying the CalPERS liabilities of City of Arroyo Grande employees that were incurred before the FCFA was formed. The FCFA retained the actuarial firm Foster & Foster to calculate the actuarial accrued liability (AAL) for each person in the Fire Safety Classic tier,

mirroring CalPERS actuarial valuation methods and assumptions. The actual cost the City owes FCFA is \$94,910.

- Carryover expenditures totaling \$195,100
 - \$177,000 of unspent vehicle expenditures related to the purchase and outfit of the vehicle for the new Battalion Chief that was ordered in FY 2022-23 but had not received at the end of the fiscal year.
 - \$13,500 of unspent Protective Safety Clothing that was ordered in FY 2022-23 but had not received at the end of the fiscal year.
 - \$4,600 of unspent Paratech Equipment that was ordered in FY 2022-23 but had not received at the end of the fiscal year.

- Appropriate \$248,700 of fund balance
 - \$100,000 of fund balance to Vehicle Maintenance related to increased costs for repairs for Truck 6645 and Truck 6691.
 - \$50,230 of fund balance related to Item 6 to purchase a used Tiller Truck totaling approximately \$25,000 and associated training for the use of the vehicle totaling approximately \$25,230.
 - \$25,000 of fund balance to be used during Tiller Truck training to replace tires.
 - \$35,000 to increase the Station Alerting system budget. The project was originally estimated to cost \$100,000. The original bid did not include cable work and CAD integration.
 - \$28,000 of fund balance to recruitment expenditures to complete the Fire Chief recruitment.
 - \$6,470 of fund balance to miscellaneous expenditures related to meal costs for staff during the Station 1 flooding event.
 - \$4,000 of fund balance to recruitment expenditures related to background and physicals for an additional Battalion Chief recruitment.

FISCAL IMPACT

These budget adjustments increase the revenues by \$178,220 and increase the expenditures by \$443,800. If approved the Amended Budget would have an ending fund balance of \$855,994 or 9.26%.

ALTERNATIVES

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

1. Review and approve the amended Mid-Year Budget for Fiscal Year 2023-24 Report and approve 13 Budget Adjustment Requests.
2. Review and approve the amended Mid-Year Budget for Fiscal Year 2023-24 Report and approve a portion of the staff recommended adjustments to the FY 2023-24 budget.
3. Do not approve the staff recommendation and provide other direction.

ATTACHMENTS

1. FY 2023-24 Mid-Year Budget Report

PREPARED BY

Stephen C. Lieberman, Fire Chief
Nicole Valentine, Treasurer

FIVE CITIES FIRE AUTHORITY
BUDGET SUMMARY
For the Fiscal Year Ending June 30, 2024

	ACTUALS		Approved Budget	Budget Adjustments for Consideration	Amended Budget
	2021-22	2022-23	2023-24	2023-24	2023-24
Beginning Fund Balance	\$ 1,378,948	\$ 1,332,324	\$ 1,505,900	\$ -	\$ 1,505,900
Revenues	6,589,704	7,144,780	8,413,610	178,220	8,591,830
Expenditures:					
Salaries & Benefits	5,546,681	5,543,471	6,852,900	-	6,852,900
Services & Supplies	975,437	1,224,028	1,527,143	241,800	1,768,943
Equipment Replacement	13,013	49,812	264,000	202,000	466,000
Debt Service	101,197	153,893	153,893	-	153,893
Total Expenditures	<u>6,636,328</u>	<u>6,971,204</u>	<u>8,797,936</u>	<u>443,800</u>	<u>9,241,736</u>
Change in Fund Balance	<u>(46,624)</u>	<u>173,576</u>	<u>(384,326)</u>	<u>(265,580)</u>	<u>(649,906)</u>
Ending Fund Balance	<u>\$ 1,332,324</u>	<u>\$ 1,505,900</u>	<u>\$ 1,121,574</u>		<u>\$ 855,994</u>
	20.08%	21.60%	12.75%		9.26%

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2024

ACCOUNT NAME	FY 2021-22	FY 2022-23	Approved Budget	Budget Adjustments for Consideration	Amended Budget
	Actual	Actual	2023-24	2023-24	2023-24
REVENUES					
INTEREST	\$ 992	\$ 12,759	\$ 6,800		\$ 6,800
ARROYO GRANDE FIRE REIMBURSEMENT	2,580,955	3,468,356	3,796,000	\$94,910	3,890,910
FEDERAL REVENUE	-	-	-		-
GROVER BEACH FIRE REIMBURSEMENT	2,015,115	2,015,115	2,812,000		2,812,000
OCEANO FIRE REIMBURSEMENT	1,138,148	1,138,148	1,150,000		1,150,000
STATE GRANT	700	-	3,800	\$50,000	53,800
SAFER GRANT	-	-	-		-
LOCAL GRANT	8,141	20,439	-		-
INSPECTIONS	89,814	86,891	181,010		181,010
FIRE IMPACT FEES	5,365	11,239	-		-
FIRE-FIRST RESPONDER SUPPORT	25,361	28,478	24,000		24,000
STRIKE TEAM REIMBURSEMENT	705,963	278,955	440,000		440,000
SALES-EQUIPMENT/MATERIALS	-	-	-	\$33,310	33,310
EXPENSE RECOVERY	19,150	74,399	-		-
DONATIONS	-	10,000	-		-
PROCEEDS FROM DEBT ISSUANCE	-	-	-		-
GRAND TOTAL REVENUES	\$ 6,589,704	\$ 7,144,780	\$ 8,413,610	\$ 178,220	\$ 8,591,830

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2024

			Approved Budget	Budget Adjustments for Consideration	Amended Budget
ACCOUNT NAME	FY 2021-22 Actual	FY 2022-23 Actual	2023-24	2023-24	2023-24
EXPENDITURES					
SALARIES FULL-TIME	1,896,061	2,043,891	3,156,780		3,156,780
SALARIES PERMANENT PART-TIME	501	14,167	12,300		12,300
SALARIES TEMPORARY PART-TIME	53,236	14,012	-		-
SALARIES OVERTIME	857,273	999,639	919,000		919,000
SALARIES - STRIKE TEAM OVERTIME	445,491	175,191	314,000		314,000
HOLIDAY PAY	125,830	125,319	143,200		143,200
SICK LEAVE PAY	60,839	57,994	-		-
ANNUAL LEAVE BUY BACK	9,540	11,944	10,000		10,000
VACATION BUY BACK	38,173	40,079	45,000		45,000
SICK LEAVE BUY BACK	764	691	2,235		2,235
VACATION LEAVE PAY	98,555	100,684	-		-
COMPENSATION PAY	137,266	138,247	-		-
ANNUAL LEAVE	62,404	47,273	-		-
PERS RETIREMENT	553,308	545,565	843,700		843,700
SOCIAL SECURITY	259,293	282,145	267,800		267,800
PARS RETIREMENT	13	278	200		200
STATE DISABILITY INS. (SDI)	31,253	29,933	28,600		28,600
DEFERRED COMPENSATION	3,009	2,884	4,200		4,200
UAL (UNFUNDED ACCRUED LIABILITY)	152,812	179,164	177,500		177,500
HEALTH INSURANCE	424,265	412,108	535,300		535,300
DENTAL INSURANCE	24,252	22,447	30,400		30,400
VISION INSURANCE	6,548	6,266	8,200		8,200
LIFE INSURANCE	3,035	2,914	3,900		3,900
LONG TERM DISABILITY INSURANCE	8,876	3,561	10,400		10,400
RETIREES HEALTH INSURANCE	13,137	15,358	14,528		14,528
LEAVE PAYOUTS	-	5,470	-		-
WORKERS COMPENSATION	235,600	235,600	263,300		263,300
UNEMPLOYMENT INSURANCE	-	-	5,588		5,588
UNIFORM ALLOWANCE	45,347	29,653	55,875		55,875
EMPLOYEE ASSISTANCE PROGRAM	-	991	894		894
Subtotal Salaries & Benefits	5,546,681	5,543,471	6,852,900	-	6,852,900

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2024

ACCOUNT NAME	FY 2021-22	FY 2022-23	Approved Budget	Budget Adjustments for Consideration	Amended Budget
	Actual	Actual	2023-24	2023-24	2023-24
SUPPLIES - OFFICE	6,163	6,068	7,354		7,354
SUPPLIES - EMS	17,699	15,296	21,556		21,556
POSTAGE/MAILING	3,086	2,484	3,090		3,090
SPECIAL DEPARTMENT SUPPLIES	20,701	47,114	27,034		27,034
PROTECTIVE/SAFETY CLOTHING	9,943	63,656	60,000	\$13,500	73,500
SMALL TOOLS	2,945	1,672	3,152		3,152
UNIFORMS	3,313	4,619	5,150		5,150
ADVERTISING	-	-	-		-
CONTRACTUAL SERVICES	324,429	445,446	621,045		621,045
PRINTING SERVICES	762	1,625	3,000		3,000
PRE-EMPLOYMENT PHYSICALS	15,828	20,802	31,000	\$4,000	35,000
JOB RECRUITMENT EXPENSE	32	-	-	\$28,000	28,000
FORENSIC MANDATE SERVICES	2,050	6,150	9,000		9,000
HAZMAT/SAFETY PROGRAM	12,984	13,563	15,800		15,800
UTILITIES	61,412	67,613	60,000		60,000
TELECOMMUNICATIONS	25,061	25,057	31,000		31,000
CONFERENCE/TRAINING	11,120	16,511	19,667	\$25,230	44,897
MEMBERSHIPS & SUBSCRIPTIONS	1,505	3,658	3,090		3,090
PUBLIC RELATIONS	4,135	4,208	5,253		5,253
MISC EXPENSE	2,257	14,125	3,160	\$6,470	9,630
TRAVEL	9,970	4,807	2,163		2,163
RENT-BUILDING AND LAND	15,000	15,000	-		-
BANK CHARGES	497	455	1,036		1,036
LIABILITY INSURANCE-JPA SHARE	41,103	55,952	51,200		51,200
WEED ABATEMENT	22,067	7,255	12,607		12,607
MAINTENANCE - VEHICLES	162,506	167,355	156,500	\$125,000	281,500
MAINTENANCE - OFFICE EQUIPMENT	2,313	509	5,150		5,150
MAINTENANCE - MACH & EQUIP	58,459	62,403	197,612	\$39,600	237,212
MAINTENANCE - BUILDINGS	9,494	9,884	10,300		10,300
MAINTENANCE - GROUNDS	818	607	3,530		3,530
MAINTENANCE - RADIO	5,133	7,876	8,615		8,615
COMMUNICATIONS					
MAINTENANCE - COMPUTER	43,507	58,816	81,305		81,305
SOFTWARE					
GAS & OIL	57,525	67,433	52,324		52,324
DATA PROCESSING EQUIPMENT	21,620	6,007	15,450		15,450
Subtotal Services & Supplies	975,437	1,224,028	1,527,143	241,800	1,768,943

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2024

ACCOUNT NAME	FY 2021-22	FY 2022-23	Approved Budget	Budget Adjustments for Consideration	Amended Budget
	Actual	Actual	2023-24	2023-24	2023-24
LEASE PURCHASE PAYMENTS	101,197	153,893	153,893	-	153,893
Subtotal Debt Service	101,197	153,893	153,893	-	153,893
DATA PROCESSING EQUIPMENT	-	-	-		-
COMPUTER LICENSING SOFTWARE	-	-	-		-
MACHINERY & EQUIPMENT	-	-	204,000		204,000
VEHICLES	13,013	49,812	60,000	\$202,000	262,000
FUTURE VEHICLE REPLACEMENT					
Subtotal Equip Replacement	13,013	49,812	264,000	202,000	466,000
GRAND TOTAL EXPENDITURES	\$ 6,636,328	\$ 6,971,204	\$ 8,797,936	\$ 443,800	\$ 9,241,736



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

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

SUBJECT: Consideration of Approval for Interim Fire Chief

RECOMMENDATION

It is recommended the Board adopt a resolution appointing Keith A. Aggson as Interim Fire Chief until completion of the recruitment process for a new Fire Chief.

BACKGROUND

On August 21, 2023, Chief Stephen C. Lieberman announced his retirement as Fire Chief effective December 29, 2023. The Management Committee engaged an executive recruitment firm (Mosaic) to conduct a recruitment for this position and held interviews with two candidates on December 8th. After meeting with the finalists, the Management Committee chose to open a second recruitment for the Fire Chief position which was launched on January 8th. Given the expected timeframe for the necessary background process and other pre-employment actions, it is likely that the new Chief will not begin until late April 2024. Recently retired and current Interim Fire Chief Stephen C. Lieberman will not be available to remain in the role after February.

The Management Committee is subsequently recommending adoption of a resolution appointing Keith A. Aggson in the position of Interim Fire Chief until the completion of the recruitment process for the new Chief. Chief Aggson retired as Fire Chief with the City of San Luis Obispo approximately one year ago. Retaining Chief Aggson in this interim role would continue to provide management continuity as the recruitment process was concluding. This appointment will also be subject to applicable laws under Government Code section 7522.56(d), which limits the number of hours which may be worked in any fiscal year to 960 hours. Pending Board appointment, this interim appointment is scheduled to begin on February 26, 2024, and conclude on April 26, 2024, or the hiring of the new Chief whichever comes first to provide up to two months of management continuity.

The compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties. For this position of Interim Fire Chief, the applicable hourly rate is \$95.34 or \$16,526 monthly, which is the top step for the Fire Chief position on the approved salary schedule. Lastly, in accordance with the applicable law, interim employment does not provide for any other benefit, incentive compensation in lieu of benefits, or any other form of compensation in addition to this hourly pay.

FISCAL IMPACT

The recommended action would result in an approximate cost of \$33,052. However, this cost will be offset by salary savings in the short-term vacancy in the Fire Chief position.

ALTERNATIVES

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

1. Adopt a resolution appointing Keith Aggson as Interim Fire Chief until completion of the recruitment process for a new Fire Chief; or
2. Provide other direction to staff.

ATTACHMENTS:

Resolution

RESOLUTION NO. 2024-05

**A RESOLUTION OF THE BOARD OF THE FIVE CITIES
FIRE AUTHORITY APPOINTING KEITH A. AGGSON AS
INTERIM FIRE CHIEF**

WHEREAS, the Five Cities Fire Authority proposes to appoint Keith A. Aggson as Interim Fire Chief until the completion of the recruitment for the new Fire Chief position;

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

That the Board of the Five Cities Fire Authority does hereby adopt this Resolution ratifying the above-referenced Interim Appointment.

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 29th day of January, 2024.

DANIEL RUSHING, CHAIR

ATTEST:

TRICIA MEYERS, CLERK TO THE BOARD

APPROVED AS TO CONTENT:

MATTHEW BRONSON, CHIEF EXECUTIVE OFFICER

APPROVED AS TO FORM:

DAVID P. HALE, GENERAL COUNSEL

OFFICIAL CERTIFICATION

I, TRICIA MEYERS, Clerk to the Board of the Five Cities Fire Authority, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Resolution No. 2024-05 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 29th day of January, 2024.

WITNESS my hand and the Seal of the Five Cities Fire Authority affixed this 29th day of January, 2024.

TRICIA MEYERS, CLERK TO THE BOARD



STAFF REPORT

TO: Chair and Board Members **MEETING DATE:** January 29, 2024

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

SUBJECT: Approval of Professional Services Agreement with Aleshire & Wynder for General Counsel Services

RECOMMENDATION

Approve a Professional Services Agreement with Aleshire & Wynder, LLP for General Counsel Services.

BACKGROUND

In the previous Five Cities Fire Authority (FCFA) Joint Powers Agreement, FCFA legal services was provided by the Grover Beach City Attorney whereas in the updated Joint Powers Agreement, these services are to be provided by legal counsel outside of member agencies. On November 21, 2023, a Request for Proposals was issued for General Counsel Legal Services. The FCFA received three proposals from qualified firms (one firm subsequently withdrew) and a selection committee comprised of the Management Committee and Chair Rushing and Vice Chair George conducted interviews of the two remaining firms on December 20, 2023. The selection committee recommended Aleshire & Wynder, LLP be selected for this work and requested that staff develop an agreement for the Board's approval. Staff successfully negotiated such an agreement as shown in Attachment 1 which is set for a three-year term with two possible one-year extensions.

Aleshire & Wynder is a full-service public agency law firm. The firm represents dozens of public agencies and has extensive experience advising small and mid-sized public agencies. The firm has proposed Martin Koczanowicz as General Counsel and Paul Early as Assistant General Counsel. The firm's and attorney's qualifications may be seen in Attachment 2. Mr. Koczanowicz previously served as General Counsel for the FCFA from 2010 to 2014 and as City Attorney for Grover Beach from 2002 through 2016.

FISCAL IMPACT

The cost of General Counsel services is included in the FCFA operating budget. The cost for services will be based on the hourly rate structure, included in Attachment 1, Exhibit VI.

ALTERNATIVES

The Board has the following alternatives to consider:

1. Approve the Professional Services Agreement with Aleshire & Wynder LLC, for General Counsel services; or
2. Provide alternative direction to staff.

ATTACHMENTS

1. Professional Services Agreement
2. Aleshire & Wynder Proposal

**FIVE CITIES FIRE AUTHORITY AGREEMENT
FOR ATTORNEY SERVICES**

This Agreement is effective February 1, 2024, by and between the Five Cities Fire Authority (hereinafter called “Authority”), and Aleshire & Wynder, LLP (hereinafter called “Attorney”).

RECITALS

1. Authority desires to engage Attorney as General Counsel of the Five Cities Fire Authority, pursuant to the authority set forth in applicable state law and the Joint Powers Agreement (“JPA Agreement”) between the City of Arroyo Grande and City of Grover Beach; and
2. The Authority and Attorney desire to set forth in this Agreement the terms, conditions, and benefits of such engagement; and
3. Attorney desires to accept engagement as Authority Attorney as set forth herein.

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

SECTION 1. DUTIES AND FIRM STATUS

Authority hereby retains Attorney as General Counsel to perform such functions and duties and to provide legal advice and perform legal services for the Authority consistent with the role of a General Counsel and as specified in the California Government Code and other applicable state law. Other members of the Attorney’s firm or associated firms may be called upon to provide legal services in a role of Special Counsel to the Authority under the supervision and direction of Attorney, as necessary, all under the terms of this Agreement.

SECTION 2. TERM

The term of this Agreement shall be for three 3years, with 2 one-year extensions as approved by the Board of the Authority.

SECTION 3. COMPENSATION

A. Basic Services

All legal services included in Exhibit A (Scope of Work), Section 1 (Basic Services), including those generally understood within the field of municipal law to fall within the work of “general counsel” work, shall be billed at a billing rate of \$315 per hour for partners, \$265 per hour for Associates and \$180 per hour for paralegal time, billed in minimum 6 minute increments. Rates will be subject to an annual adjustment of the greater of \$10 per hour or CPI rounded to the nearest dollar.

B. Special Services

All legal services included in Exhibit A (Scope of Work), Section 2 (Special Services), including those generally understood within the field of municipal law to fall within the work of category of special services, shall be billed at a current billing rate applicable to this type of work (i.e. \$415 for Bond Counsel work) and agreed upon by the Attorney and Authority prior to initiation of the work.

C. Billable time includes reviewing materials, drafting letters and pleadings, research, telephone calls, consultations, depositions and appearances in court (including waiting for the case to be called), and any other time required to represent the Authority in each matter.

D. Costs include filing fees, process server fees, appraisal fees, investigation fees, deposition fees, express and overnight mail and other delivery charges, transcripts, travel expenses to and from court and other appearances (at the current IRS approved rate per mile), photocopies at fifteen cents per page when in excess of one hundred pages per month, and any other direct cost which will be charged on a pass through basis.

E. Statements

Statements are rendered monthly and are due and payable within 30 days of the statement date. Any amounts not paid within 30 days of the statement date accrue interest at eighteen percent (18%) per annum from the statement date until paid. Attorney shall have the right to discontinue rendering services to the Authority for nonpayment of fees, which will be considered a breach of this Agreement by the Authority.

SECTION 4. CONFIDENTIALITY AND ABSENCE OF CONFLICTS

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, Attorney maintains a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents Attorney from representing Authority. Similarly, Authority will be included in Attorney's list of clients to ensure it complies with the Rules of Professional Conduct.

Attorney warrants that no conflict exists with the firm's current representation of other public entities and private clients. Based on that check, Attorney has determined that it can provide legal services as General Counsel for the Five Cities Fire Authority.

Attorney agrees to scrupulously avoid performing services for any party or entering into any contractual or other relationship with any party which might create a conflict with the rendering of services under this Agreement. Attorney shall immediately inform Authority of any conflict of interest or potential conflict of interest which may arise during the term of this Agreement by virtue of any past, present, or prospective act or omission of Attorney.

SECTION 5. TERMINATION

A. In the event Authority terminates this Agreement and discharges Attorney from its engagement hereunder, for no reason or for any reason, Authority shall pay to Attorney or the executor of his estate, for all of the work performed prior to the time of termination at the then current rates.

B. Authority may discharge Attorney at any time subject to a ten (10)-day written notice and the provisions of Section 5.A. above. If at the time of withdrawal or discharge, Attorney is representing Authority in any proceeding, the Authority will sign a Substitution of Attorney form immediately upon receipt of such a form from Attorney.

C. Notwithstanding the above, Attorney may withdraw from representation at any time as permitted under the Rules of Professional Conduct of the State Bar of California with thirty (30)-day written notice to Authority.

D. Notwithstanding the withdrawal or discharge of Attorney, Authority will remain obligated to pay at the agreed rate for all services already provided and to reimburse Attorney for all costs advanced before the withdrawal or discharge related to work performed in litigation matters under Sections 2.B. above.

SECTION 6. TERMINATION FOR CAUSE

The Authority may terminate this Agreement and discharges Attorney because Attorney has breached this Agreement in a manner material to the performance of Attorney's duties under this Agreement which shall include, but not be limited to, dishonesty, malfeasance, misfeasance, nonfeasance, misrepresentation, negligence, conviction of any felony or conviction of any misdemeanor involving moral turpitude or incapacity due to injury or illness (physical or mental). In such event Authority will pay the Attorney in accordance with Section 5 E above. that

SECTION 7. OTHER TERMS AND CONDITIONS OF AGREEMENT

A. The Board of Directors, with mutual consent of Attorney, may amend or add any such other terms and conditions of engagement as it may determine from time to time, relating to the performance of Attorney.

B. Authority agrees that Attorney shall have a lien on any and all sums recovered or received by Attorney on Authority's behalf, for payment of any fees owing and/or any unreimbursed costs advanced for Authority.

C. Authority and Attorney agree that in the event of a dispute between the parties concerning this Agreement, the prevailing party in arbitration or other legal proceeding will be entitled to recovery of reasonable attorney's fees and costs from the other party.

D. Attorney agrees to coordinate the services to be provided with Authority to the extent required by the Authority's Board of Directors. Attorney agrees to take direction on

assignments and to coordinate priorities related to work assignments with the Authority Management Committee.

SECTION 8. PERFORMANCE EVALUATION

A. The Board of Directors shall review and evaluate the performance of Attorney at least once annually commencing one (1) year from the effective date of this Agreement. Said review and evaluation shall be in accordance with specific criteria developed jointly by Authority and Attorney. Said criteria may be added to or deleted from as the Board of Directors may from time to time determine, in consultation with Authority Attorney. Further, Authority shall provide Attorney with a summary written statement of the findings of the Board and provide an adequate opportunity for Attorney to discuss its evaluation with the Board.

B. Annually, commencing on the effective date of this Agreement, the Authority Board of Directors and Authority Attorney shall define such goals and performance objectives that they jointly determine necessary for the proper operation of the Authority and attainment of the Board's policy and objectives, and shall further establish a relative priority among those various goals and objectives, said goals and objectives shall be reduced to writing.

C. In effecting the provisions of this Section, the Board of Directors and Attorney mutually agree to abide by the provisions of applicable laws.

SECTION 9. NOTICES

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

AUTHORITY:	Matthew Bronson Chief Executive Officer Five Cities Fire Authority 140 Traffic Way Arroyo Grande, CA 93420 mbronson@groverbeach.org
ATTORNEY:	Martin D. Koczanowicz Partner Aleshire & Wynder LLP 2659 Townsgate Rd Suite 226 Westlake Village CA 91361

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as applicable to civil judicial process. 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 United States Postal Service.

SECTION 10. DOMICILE OF ATTORNEY

Authority understands and acknowledges that Attorney may purchase, rent, lease, or otherwise obtain a domicile or residence outside the Authority limits of Authority. Authority

shall not require Attorney during the term of this Agreement to move his domicile into the Authority limits of the Authority. Nor shall the Attorney's failure to move his domicile into the Authority limits of the Authority be grounds for the Authority to terminate this Agreement for cause or otherwise.

SECTION 11. INSURANCE

Attorney agrees to carry professional liability and errors and omissions insurance with a limit that provides coverage as required by the laws of the State of California.

SECTION 12. GENERAL PROVISIONS

A. The text herein shall constitute the entire agreement between the parties. There are no oral agreements or understandings or any other written agreements which directly or indirectly affect the terms and conditions of this Agreement.

B. 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. No addition, modification, amendment, or deletion to this Agreement shall be valid unless it is in writing and executed by the parties to this Agreement.

D. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Attorney.

E. Authority and Attorney agree that the construction and interpretation of this Agreement and the rights and duties of Authority and Attorney hereunder shall be governed by the laws of the State of California.

F. Attorney shall act as an independent contractor in providing the services described in this Agreement. Attorney shall be solely responsible for the supervision, payment and protection of its agents, employees, experts or consultants, if any, and furnish the services in Attorney's own manner and method. In no respect shall Attorney, its agents, employees, experts or consultants, if any, be considered employees of Authority.

G. Attorney agrees to comply with all federal, state and local laws, rules, and regulations, now or hereafter in force, pertaining to the services performed pursuant to this Agreement.

H. Venue for any proceeding under this Agreement shall be in the County of San Luis Obispo, California.

I. Attorney agrees to comply with all applicable fair employment and equal opportunity practices and not to discriminate against any applicants or employees of Attorney because of their membership in a protected class.

IN WITNESS WHEREOF, the Five Cities Fire Authority has caused this Agreement to be signed and executed on its behalf by its Chair and duly attested by its Authority Clerk, and Attorney has signed and executed this Agreement the day and year first above written.

FIVE CITIES FIRE AUTHORITY

By: _____
Daniel Rushing, Chair

ALESHIRE & WYNDER LLP

By:  _____
Keith Lemieux, Equity Partner

ATTEST:

Tricia Meyers, Authority Clerk



Proposal to Provide General Counsel Legal Services

Prepared for:



December 13, 2023



Prepared by:

Martin Koczanowicz

Partner

t: 805.495.4770

f: 949.223.1180

e: mkoczanowicz@awattorneys.com



Aleshire & Wynder

2659 Townsgate Road

Suite 226

Westlake Village, CA 91361



Re: General Counsel Legal Services

Submitted Via Email

Matthew Bronson
Chief Executive Officer

tmeyers@fivecitiesfire.org

Five Cities Fire Authority
140 Traffic Way
Arroyo Grande, CA 93420

Dear Mr. Bronson:

On behalf of the law firm of Aleshire & Wynder, LLP ("A&W"), we are pleased to have the opportunity to propose to provide General Counsel legal services to Five Cities Fire Authority ("FCVA" or "Authority"). Our Proposal in response to the Request for Proposals for Attorney Services ("RFP") follows. We believe you will find that A&W more than meets your needs and that the Authority will benefit from joining our extensive group of exceptional public sector clients.

A&W is a uniquely and exceptionally qualified public law firm possessing not only the required experience and knowledge of public agency matters, but also the added experience of being the general counsel in many special districts and appointed city attorney in many cities throughout California. This expertise allows A&W to provide a more complete perspective on public agency law matters. We have experienced great success, growing from 10 attorneys to more than 60; from one office in Irvine to seven offices throughout California. Unlike the larger firms with municipal practice areas, our practice is 97% public law so we do not have the conflicts typical of the large multi-practice firms.

Our success is due to a business model focused on serving public agencies and the following:

- 1) Providing experienced and quality lawyers;
- 2) Communicating effectively with the client and responding promptly;
- 3) Listening carefully to identify the objectives the client seeks to achieve;
- 4) Providing meaningful guidance; and
- 5) Controlling costs to keep our rates low compared with specialty firms and other firms our size.

Our public law practice includes all of the principal areas of public law – water and waste water operations, transportation, land use and zoning, subdivisions, development agreements, environmental review, CEQA, endangered species, contracting, leasing, hazardous wastes, solid waste, franchises, elections, annexation, law enforcement, marijuana regulation, public records, public meetings, conflicts of interest, real property, condemnation, relocation, code enforcement, insurance defense, public finance, special districts, public works contracts, personnel, labor, constitutional law, civil rights, and related areas of law.

In addition to having depth of experience in all areas affecting public agencies, the attorneys at A&W abide by the highest standard of integrity and ethics in all interactions with clients, as well as in internal operations of the firm (from executive leadership to support staff), and in the clients' best interests.

Lastly, my past experience of participating in the formation of the Authority and being its first General Counsel makes me a uniquely qualified candidate for the position.

We look forward to addressing any questions you may have concerning our Proposal.

Respectfully submitted,

Martin Koczanowicz
Partner

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MEET ALESHIRE & WYNDER



MEET ALESHIRE & WYNDER, LLP

A full-service public agency law firm, Aleshire & Wynder, LLP (“A&W”) offers a deep bench of public law attorneys who support, advise, and represent public agencies across California. We share our clients’ deeply held beliefs on the importance of public service, integrity, and accountability. These principles have propelled our notable five-fold growth since the firm’s founding in 2003 in Irvine, California. The firm’s additional locations include Westlake Village, Los Angeles, Oakland, Fresno, Riverside, and San Diego. Appreciated for the strategic value we bring to engagements and long-term client relationships that we build, A&W serves as creative and resourceful members of public agency teams and trusted counselors. Our representation of public entities is broad and sophisticated, and includes these entities:





FIRM FOCUS

The more than 60 attorneys of A&W are bound by an unwavering commitment: a deep appreciation for democratic values and processes at the local government level. This tenet attracts attorneys and professionals to the firm, and is evident in every client engagement.

Many of our attorneys have over 20 years of public service, with several having closer to 30 and 40 years.

Our public service mindset guides A&W's practical approach, along with our depth of experience and knowledge, in areas such as:

- Appeals
- Labor and Employment
- Land Use and Zoning
- Conflicts of Interest and Elections
- Contracts and Public Construction
- Environmental and Toxics
- Franchising and Telecommunications
- Fire, Tort Claims, and Governmental
- Immunity
- Mining
- Refuse and Recycling
- Municipal Elections
- Affordable Housing
- Legal and Regulatory Compliance
- Real Property Acquisition, Disposition, and Development
- Law Enforcement and Nuisance Abatement
- Civil Rights and First Amendment Law
- Successor Agency and Housing
- Rent Control
- Public Finance and Prop 218
- Condemnation
- Water and Stormwater

We love public service, particularly the complexity and unique issues that arise in land use, constitutional, employment, and environmental law, to name a few specialty areas. We also enjoy the dynamics of the political process and working with elected officials and professional staff.

A focus on creativity coexists with a drive to deliver results. Our legal services form valuable resources for problem-solving teams. As team members, it is our obligation to find winning solutions, rather than simply seek legal cover and give reasons why something can't be achieved.



I. QUALIFICATIONS OF FIRM AND PERSONNEL

A. Summary

We are very pleased to have the opportunity to add Five Cities Fire Authority to the growing family of our clients. Our proposal will reflect our conviction that we are the right firm to provide legal support to District as it moves into the future. A&W is proposing a team of two attorneys to do the majority of everyday legal work for the District that have over 50 years of experience serving governmental entities in key roles and positions. Moreover each, have in the past, or do now, serve entities in the Central Valley and have an excellent understanding of how to provide first class legal representation while being mindful of the budgetary constraints of governmental clients like Five Cities Fire Authority. Mr. Koczanowicz participated in the formation of the Authority and was its first General Counsel. We have experience with Special Services Districts that are “the government” for its customers, who do not live in an incorporated city and are too small to have the full attention of the county government.

A&W is a full-service law firm which significantly assists in keeping the costs of specialized legal counsel in check. When matters arise that require specialized expertise in areas of financing, elections, personnel, complex construction bidding or contracts, etc. we have attorneys who have the experience the work, without the necessity and cost of “special outside” counsel. If A&W attorney happens to have a greater level of expertise in some specialized area than the two lead counsel, they are available with a phone call and at no additional cost, affording the District quick and correct legal advice and budgetary certainty and savings.

As important as the lead counsels’ experience is the experience and work ethic of the staff that supports them. A&W’s paralegals, legal assistants and other office staff work diligently to assist “front line” attorneys in timely, accurate and efficient delivery of legal services. Our clients benefit from the experience and commitment to excellence that is shared by each member of the A&W team with an ultimate singular goal to ensure the best and most accurate and cost-efficient legal services possible to our clients.

B. Understanding of Authority’s Requirements

We understand that you want us to perform the full normal range of services of the General Counsel set forth in the RFP, and herein. The anticipated services include, but are not limited to, the following:

- Provide routine legal advice via telephone, and personal consultations with the FCFA Board, Management Committee, Fire Chief, or authorized representatives;
- Assist in the preparation and review of resolutions, agreements, equipment financing, contracts, forms, notices, certificates, deeds, and other legal documents required by the FCFA;
- Handle litigation in defense of lawsuits brought against the FCFA, not otherwise handled by the Fire Agencies Insurance Risk Authority (FAIRA), and prosecution of actions directed by the Board of Directors;
- Attend all FCFA Board of Directors regular and special meetings, study sessions, and closed sessions;
- Attend periodic staff meetings, and other coordination meetings with FCFA staff upon request;
- Provide legal advice and opinions concerning legal matters that affect the FCFA;
- Guidance on FCFA personnel matters;
- Monitor pending and current state and federal legislation and court decisions, as appropriate; and
- Coordinate, monitor and report regarding outside legal counsel work, as needed, and as directed by the FCFA Board of Directors and FCFA Management Committee.

In addition to the above basic services, the Firm is prepared to furnish any special legal services as directed by the FCFA Board or Management Committee.



We commit to do all of the above in a competent, professional, ethical, and cost-effective manner. The strength of that commitment should not be judged solely by our word, but by our growth and client expansion over the last 20 years.

The proposed team has expertise in the areas specified and has the ability to advise, initiate, develop, recommend, and implement effective strategies to represent the interests of the Authority.

II. BACKGROUND AND EXPERIENCE

A. Introduction to A&W

Aleshire & Wynder, LLP is a limited liability partnership. A&W recently celebrated its 20th anniversary, having formed in February 2003 when 8 attorneys left a large and well-known municipal law firm.

A&W now has more than 60 attorneys in seven offices, which makes us one of the fastest growing public law firms in the state. We now have more public lawyers than all but a few municipal law firms, and a legal capability exceeding all but the largest firms in the state.

We also have a highly experienced team of full-time support staff: 4 certified paralegals, 9 legal secretaries, 2 litigation documentation and research analysts, as well as administrative and support staff, who are dedicated to serving the firm's clients. For example, our paralegals are trained in trial preparation, code enforcement procedures, finance transactions, and a variety of other areas to assist our attorneys and ultimately reduce costs to the client in the provision of our services.

A&W provides to our clients the services of more than attorneys from one law firm with specializations in all principal areas of public law – public meetings, conflicts of interest, land use, real estate, public finance, litigation, taxes and assessments, elections, water, tort liability, risk management, public works, personnel, labor, environmental, CEQA, constitutional, civil rights, housing, telecommunications, transportation, development agreements, joint powers authorities, and basically every area of public agency law.

Additionally, with services such as Zoom and Teams, and access by cell phone, arranging virtual meetings makes our ability to service the City even more seamless.

B. Statement of Qualifications and Experience

The Firm has extensive experience advising public agency clients on a broad range of issues. The Firm's experience with public agencies allows us to address the many unique and often unexpected challenges that confront local governments, particularly during very challenging economic times when agencies have been forced to do more with less.

The Firm's General Counsel public agency responsibilities include, among other things, drafting ordinances, resolutions, staff reports, presentations, legal opinions, procurement and professional services contracts, bidding documents, real estate instruments and development documents, franchise agreements, and waivers and releases. We also assist with daily operations and provide counsel regarding agenda items, public comment, and other confidential issues.

C. Areas of Competency

1. *Brown Act, Public Record Act Requests & Board Governance*

Our Firm specializes in the representation of special districts, and we currently serve as general counsel for numerous municipal water districts, county water districts, groundwater sustainability agencies, irrigation districts, community services districts, and parks and recreation districts in Southern California. Our attorneys regularly attend the public meetings of these clients and are intimately familiar with all aspects of these districts' operations.

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One of the most significant parts of our job as general counsel for water agencies is representing the District at public meetings. We attend dozens of public meetings each month and are very familiar with the issues that arise at such meetings. For example, we are experts in the application of the Brown Act, as well as Robert's Rules of Order, and other procedural considerations that may occur at a public meeting. The Firm is proud of its ability to explain in straightforward terms what is and is not permissible under this often confusing and misunderstood body of law.

More importantly, we are also keenly aware that as general counsel we are part of the "publicly facing" staff. We are always mindful that we are appearing before the public. For some of our smaller clients that lack a dedicated public outreach department, we have offered suggestions regarding public outreach.

Our attorneys frequently speak at and attend seminars and conferences on the Brown Act to ensure we are up to date on any new developments in the law. We are also well-versed in the kinds of conflict of interest rules and other issues that regularly arise when a board takes legal action.

The Firm regularly assists clients in responding to Public Records Act requests, briefing the custodian of records and helping the custodian draft response letters, review documents prior to production, and advising on statutory exclusions. Our attorneys work closely with staff to determine whether information requested is subject to disclosure or falls within one of the designated exceptions.

2. Political Reform Act and Conflict of Interest

The Firm has extensive experience advising public agency clients on compliance with conflict of interest and transparency laws, including the Political Reform Act, Government Code sections 1090 and 1099, the Public Records Act, revolving door restrictions, and economic interest reporting. We have developed codes of conduct for most of our clients' boards and staff, establishing clear rules to ensure compliance with all requirements.

We have also successfully litigated conflict of interest matters. One such matter, *City of Vernon v. Central Basin Municipal Water District* (1999) 69 Cal.App.4th 508, resulted in a published opinion that made new law in California. In Vernon, the City sought injunctive relief against our client in order to prevent a board member from participating in district's future decisions setting rates for reclaimed water and setting standby assessments for water conservation programs alleging a conflict of interest. The Court held that implied contracts, if any, to deliver water to purveyor were within Government Code exception for "public services generally provided" by a public agency. This became new law to the benefit of all government entities.

Our success in this area has come from developing clear and concise policies, and by adopting a proactive approach of vetting potential conflicts with staff in advance of these issues getting before the board. Training and education of the board and staff is an important part of our job as general counsel. Our offices provide annual ethics training for our elected boards so that they can meet the statutory requirements. (We have also provided training seminars to our various clients on topics as diverse as how to properly handle and process a government claim and groundwater contamination issues.)

3. Litigation

We have extensive litigation experience defending public entities and, particularly, water districts and community services districts. The topics of such litigation range from construction defect cases, inverse condemnation claims, water rates and fees litigation, and even defending alleged civil rights violations. We have litigated cases involving the California Environmental Quality Act, the Clean Water Act, the Government Claims Act, those provisions of the California Constitution related to water rights, as well as the setting of water, sewer, and other fees and charges (such as Proposition 26 and Proposition 218).

We have represented our clients at both the trial and appellate level and have even appeared at the California Supreme Court defending public water suppliers in a toxic tort lawsuit involving alleged groundwater contamination.

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4. *Public Contracting and Procurement Processes*

The Firm attorneys have significant experience with the Public Contracts Code, the bidding process, bid disputes, change orders, bonding, and related subjects, such as project labor agreements. A&W uses its contract templates for simple and complex construction projects, consultants, and independent contractors. These form agreements have been refined over time in response to changes in the law and our experience in litigating claims.

Many of the Firm clients have been involved in large construction projects under our legal supervision. The West Basin Reclaimed Water Projects, the Main San Gabriel Basin Groundwater Remediation Projects and Temecula Valley Treatment Plant are examples. These projects included legal evaluation and support related to the acquisition of encroachment permits and other related legal issues, such as the acquisition of property through eminent domain and negotiation with affected neighboring landowners.

The Firm's attorneys have for many years advised their public agency clients on a wide range of public works bid packages and contract documents. The Firm works closely with public agency staff throughout the process, from preparing notices of invitation, to award, and beyond. The Firm makes itself available to its clients throughout the process to ensure compliance and avoid bid-related disputes. When disputes do arise, the Firm is ready to lend its considerable experience to public bidding issues including disagreements surrounding bid award, rejection, protest, bid security, and subcontractor substitution.

The Firm's attorneys have drafted and reviewed thousands of public contracts, as well as crafted security documents, deeds of trust, leases, and contracts for public works projects, large and small. Additionally, our attorneys have drafted escrow documents and overseen the escrow closing process for a variety of real estate transactions. The Firm has also negotiated franchise and license agreements for solid waste hauling services and wireless telecommunications facilities. The Firm's attorneys can also lend their expertise and experience to prevailing wage law and labor compliance matters that arise when public works projects go out to bid.

A&W's clients include several agencies who are regular applicants and recipients of state and federal grants. Recently, we have been assisting some of our clients with state revolving fund loans, and grants from the U.S. Army Corps of Engineers.

5. *Labor and Employment Matters*

The Firm has provided advice and representation in personnel and employment law, management rights, labor negotiations, working conditions, layoffs, reduction in force disputes, administrative and disciplinary matters, terminations, and work-related injuries, including advice and consult regarding compliance with federal and state employment laws.

The Firm has represented its clients in hundreds of disciplinary and termination proceedings and handles sensitive negotiations with recognized employee bargaining groups (unions). The Firm also provides advice, counseling and representation on proper employment practices, including harassment, hostile work environment, discrimination, wrongful termination and wage and hour law.

The Firm has handled nearly every type of employment litigation matter including wrongful termination, racial discrimination, gender discrimination, age discrimination, sexual harassment, hostile work environment, unfair employment practices, civil rights violations, First Amendment violations, claims related to violations of the Family Leave Act, HIPAA, the Americans With Disabilities Act, and claims alleging violations of both the federal and state wage and hour law.

Our attorneys have appeared before all types of public agencies in defense of employment claims, including the Public Employment Relations Board, Department of Labor, the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing and related tribunals and administrative hearing boards.

III. PROPOSED ATTORNEYS

A. Introduction to Team

Although all attorneys in the Firm may, at one time or another, work on matters for the Authority, the following attorneys are expected to be the principal attorneys involved in representing Five Cities Fire Authority.

Martin Koczanowicz General Counsel
Paul Early..... Assistant General Counsel

Following are summaries of the qualifications of the members of the above team.

1. **Martin Koczanowicz , Proposed General Counsel**



Martin Koczanowicz has more than 32 years of experience in providing legal advice to governmental agencies, in both in-house and contract firm capacity. In that time, he served as a City Attorney for six California cities - including 14 years in Grover Beach and as General Counsel for four Redevelopment Agencies, two Community Services Districts and a Successor Agency Oversight Board. He also served as the first General Counsel for the Five Cities Fire Authority and participated in its formation. He currently serves as City Attorney for Ridgecrest, General Counsel for San Gabriel County Water District, Assistant City Attorney for San Gabriel, and Assistant General Counsel for Eastern Municipal Water District.

Mr. Koczanowicz started working in the Central Coast in 2002, as special counsel assisting City of Grover Beach in a police termination matter. He became their City Attorney a few months later and continued in that position until 2016. During that period of time he gained valuable experience and exposure to the matters that are of common concern and significance to the public agencies in this region. He also served as General Counsel for the Del Rey Community Services District from 2002 until 2010.

Mr. Koczanowicz has extensive experience in all aspects of municipal law including land use, water law, personnel, environmental liabilities, public works contracting, as well as Brown Act, Conflict of Interest and Public Records Act. While running his own firm for 17 years, Mr. Koczanowicz also represented private clients in areas of real estate, contracts, business litigation, administrative law, and insurance coverage.

2. **Paul Early, Proposed Assistant General Counsel**



Paul Early is a Partner in our Riverside Office and has been practicing municipal law since 2000. Mr. Early graduated from the Indiana University School of Law with honors. Mr. Early currently serves as the Assistant City Attorney for the City of Murrieta and has served as the in-house Assistant City Attorney for the cities of Oxnard, Moreno Valley and Glendale and as Deputy County Counsel for the County of Riverside. His City Attorney experience includes over 18 months serving as an Acting or Interim City Attorney.

Mr. Early has over 20 years of experience directly advising City Councils, Planning Commissions, and other public agency bodies on a variety of legal matters including land use, public contracting, water rights, electric and water utilities, conflicts of interest and Brown Act matters. As in-house Assistant City Attorney, Mr. Early has managed the budget, employees, and the entirety of the legal and advisory work for a City of over 200,000.

His legal work has included the World Logistics Center Specific Plan and related litigation in Moreno Valley involving the largest logistics development plan in the western states, groundwater adjudications, recycled water contracts and agreements and large design-build public projects and infrastructure. During law school, Mr. Early also worked as a Code Enforcement Officer and taught undergraduate business courses at Indiana University. He has continued to teach business and construction law courses periodically at Rancho Santiago Community College.



B. Current Commitments of General Counsel

- 1st and 3rd Wednesdays @ 6:00 p.m. Ridgecrest, City Attorney
- 1st and 3rd Tuesdays @ 6:30 p.m. San Gabriel, Assistant City Attorney
- 2nd and 4th Tuesdays @ 4:00 p.m. San Gabriel County Water District, General Counsel
- 1st and 3rd Wednesdays @ 9:00 a.m. Eastern Municipal Water District, Assistant General Counsel

IV. INSURANCE

The Firm maintains liability insurance and errors & omissions/professional liability insurance in the amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in general aggregate, with an umbrella policy in the amount of three million dollars (\$3,000,000.00). The Firm’s automobile liability insurance coverage provides coverage of one million dollars (\$1,000,000.00) for bodily injury and property damages, with the umbrella applicable. The Firm’s employer’s liability insurance includes bodily injury coverage. The Firm carries workers compensation insurance as required by California law. Our errors and omissions/professional responsibility insurance coverage is in the amount of self-insurance of three million dollars (\$3,000,000.00) per occurrence with insurance in excess of this amount up to five million dollars (\$5,000,000.00). Proof of insurance can be provided on request.

V. REFERENCES AND POTENTIAL CONFLICTS OF INTEREST

A. References

Professional	Personal
Jim Prior General Manager San Gabriel County Water District P.O. Box 2227 San Gabriel, CA 91778 626.287.0341	Mark Nagel petvet@sti.net (559) 658-1153
Eric Bruen Mayor City of Ridgecrest 100 W. California Avenue Ridgecrest, CA 93555 760.977.7090	David Hale DavidHale@dphlawoffice.com (559) 974-9234
Mark Lazzaretto City Manager City of San Gabriel 425 S. Mission Drive San Gabriel, CA 91776 626.308.2805	Gary Bien garybien@aol.com (818) 515-9115

B. Actual or Potential Conflicts

We have no present or contemplated employment which is adverse to the Agency. We will not represent clients in matters either in litigation or non-litigation against the Authority. In fact, we do not represent private clients in litigation against public agencies. However, we may have past and present clients or may have future clients, which, from time to time, may have interests adverse to the Authority, and we reserve the right to represent such clients in matters not connected with our representation of the Authority.



If a potential conflict of interest arises in our representation of two clients, if such conflict is only speculative or minor, we seek waivers from each client with regards to such representation. However, if real conflicts exist, we will withdraw from representing either client in the matter and assist them in obtaining outside special counsel.

We are aware of no affiliations or interests which would conflict in any manner with the performance of services pursuant to this Proposal. We take pride in the fact that we do not represent developers or others likely to have interests adverse to our municipal clients. We are not aware of any other public law firms willing to give up this lucrative private practice where higher rates are available. We have adopted this practice so that our municipal clients can be assured that their General Counsel and his or her firm has undivided loyalty to them.

C. Political Contributions

The firm has made no political contributions of any kind to any member of the FCFA Board of Directors.

D. Current Public Agency Clients

<i>Clients</i>	<i>Position</i>	<i>Start Date</i>
CITY ATTORNEY CLIENTS		
Bell	City Attorney, Successor Agency & Commissions Counsel	2011
Carson	City Attorney, Successor Agency Council, Reclamation Authority Counsel	2003
Chino	City Attorney	2017
Cypress	City Attorney	1997
Fillmore	City Attorney, Successor Agency Counsel	2012
Glendora	City Attorney	2018
Grand Terrace	City Attorney	2018
Hesperia	City Attorney, Water District Counsel	2007
Irwindale	City Attorney, Successor Agency Counsel, Housing Authority,	1996
King City	City Attorney	2016
La Cañada Flintridge	City Attorney	1965
Livingston	City Attorney	2023
Lompoc	City Attorney, Successor Agency Counsel	1996
Madera	City Attorney	2023
Morro Bay	City Attorney	2014
Murrieta	City Attorney	2022
Perris	City Attorney	2000
Rancho Palos Verdes	City Attorney	2015
Richmond	City Attorney	2021
Ridgecrest	City Attorney	1984
San Dimas	City Attorney	1977
San Gabriel	City Attorney	2016
South El Monte	City Attorney	2019
Suisun City	City Attorney, Successor Agency Counsel	2009
Yuba City	City Attorney	2018
SPECIAL COUNSEL CLIENTS		

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Arcadia	Special Counsel (Police Personnel)	2016
Bakersfield	Special Counsel	
Corona	Special Counsel (Sex Offenders)	2016
Culver City	Special Counsel	1980
Cupertino	Special Counsel	2021
Fresno	Special Counsel	2013
Irvine	Special Counsel	2014
Kerman	Special Counsel	2019
County of Madera	Special Counsel	2021
Merced City School District	Special Counsel	2020
Newark	Special Counsel	2021
Newport Beach	Special Counsel	2007
Oxnard	Special Counsel	2007
Pasadena	Special Counsel	2007
Sanger	Special Counsel	2017
City of San Joaquin	Special Counsel	2017
South Gate	Special Counsel (Labor & Employment)	2017
South Pasadena	Special Counsel	2016
Tracy	Special Counsel (Communications Project)	2017
Ventura	Special Counsel	2016

GENERAL/SPECIAL COUNSEL

Amador Water Agency	Special Counsel	1998
Bay Area Rapid Transit District	Special Counsel	1996
Bedford Coldwater Groundwater Sustainability Agency	General Counsel	2018
Big Bear Municipal Water District	General Counsel	1989
California Water Environment Association	Special Counsel	2005
Carson Reclamation Authority	Authority Counsel	2003
Central Marin Sanitation Agency	Special Counsel	2020
Coalinga-Huron Recreation & Park District	General Counsel	2018
Contra Costa Water District	Special Counsel	2019
Del Rey Community Services District	General Counsel	2014
Delta Conveyance Finance Authority	General Counsel	209
Desert Lakes Community Services District	General Counsel	2001
East Kern Health Care District	General Counsel	2019
East Merced School District	Special Counsel	2020
Fillmore Piru Groundwater Sustainability Agency	General Counsel	2011
Foothill Municipal Water District	General Counsel	1997
Home Gardens County Water District	General Counsel	2000
Housing Authority of County of L.A.	Special Counsel	2013
Housing Authority of County of San Bernardino	General Counsel	2019
Housing Authority for the City of Alameda	Special Counsel	2020

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Housing Authority of the City of Los Angeles	Special Counsel	2020
Housing Authority of the City of Madera	Special Counsel	2021
Hub Cities Career Center Corporation	Special Counsel	2019
Hub Cities Consortium	General Counsel	2019
Indian Wells Valley Groundwater Authority	General Counsel	2016
Isla Vista Community Services District	General Counsel	2017
La Cañada Unified School District	Special Counsel	2015
Las Virgenes Municipal Water District	General Counsel	1989
Littlerock Creek Irrigation District	General Counsel	1990
Los Olivos Community Services District	General Counsel	2015
Madera County Transportation Commission	General Counsel	2015
Madera Irrigation District	Special Counsel	2015
Marina Coast Water District	Special Counsel	2014
Municipal Water District of Orange County	Special Counsel	2011
Orange County Council of Governments	General Counsel	2001
Palm Ranch Irrigation District	General Counsel	1997
Palmdale Water District	General Counsel	2014
Placer Mosquito & Vector Control District	Special Counsel	2010
Pleasant Valley Recreation & Park Dist.	General Counsel	2017
Puente Hills Habitat Preservation Authority	General Counsel	2019
Quartz Hill Water District	Special Counsel	2016
Sacramento-Yolo Mosquito & Vector Control District	Special Counsel	2010
Salinas Valley Solid Waste Authority	General Counsel	2019
San Diego County Water Authority	Special Counsel	2022
San Gabriel County Water District	General Counsel	1989
San Luis Rey Municipal Water District	General Counsel	2015
Santa Monica - Malibu Unified School District	Special Counsel	2019
Shasta Mosquito & Vector Control District	Special Counsel	2011
South Montebello Irrigation District	General Counsel	2016
Tahoe-Truckee Sanitation Agency	Special Counsel	2001
Truckee Donner Public Utility District	Special Counsel	2015
Truckee Sanitary District	Special Counsel	1996
Upper San Gabriel Valley Municipal Water District	General Counsel	2011
Upper Ventura River Groundwater Authority	General Counsel	2018
Valley County Water District	General Counsel	1989
West Basin Municipal Water District	General Counsel	1989
Yuba County Water Agency	Special Counsel	1996



VI. PRICING

Unless otherwise arranged, we charge on an hourly basis for all time actually expended in 6-minute increments. We bill monthly with payment due within 30 days after the invoice date. Hourly rates are generally reviewed annually, and when appropriate, adjusted to reflect increases in seniority and experience as well as inflationary factors. Costs and expenses incurred on behalf of clients (e.g., litigation, delivery fees, reproduction, travel, lodging) are billed separately, with travel at actual cost or the IRS mileage rate, as applicable, with a breakdown of the work performed.

No travel or lodging expenses will be charged for attendance at Board meetings or other meetings occurring on the same day or day following the Board meetings. Past-due amounts (beyond 30 days) will incur interest in the amount of ten percent per annum. This Proposal is valid for 90 days following submission date. For most of our work performed, we charge the following hourly rates:

GENERAL	LITIGATION & SPECIAL SERVICES
Partner \$350	Partner \$360
Associate \$300	Associate \$315
Law Clerk \$180	Law Clerk \$180
Paralegal \$180	Paralegal \$180
Document Clerk \$110	Document Clerk \$110

Some unique services, such as bond financing work, are typically charged at \$415 for Attorneys. Reimbursables, such as work being refunded by a developer to the public agency, are typically \$350 for Partners and \$300 for Associates. There will be an annual adjustment of the greater of \$10 per hour or CPI rounded to the nearest dollar.

THE A&W CLIENT EXPERIENCE

As a uniquely focused, specialty public law firm, we have developed high-impact ways to serve our municipal clients and further their success. Here's how we shape our clients' experience:



Cost Controls & Accountability

We define accountability as not only achieving a good result but doing so at a reasonable cost to the client. Controlling costs requires clear mechanisms for reporting, supervising, and staffing. Another important measure is preventive counseling to identify issues before they turn into litigation and resolve them informally when possible.

Our attorneys evaluate a case or transaction early. We never want our clients to be surprised by the outcome of a lawsuit or negotiation, either by the results or the cost. For example, we may advise a Board, usually in a closed session discussion, whether a litigation matter is winnable and at what cost. If a client decides to litigate, we make sure our advice is clear, and strategies are cost effective, which includes maintaining a dedicated team of attorneys and paralegals on the case.

A&W's cost control mechanisms are fine-tuned and informed by their real-world efficacy. They are also readily customized to the unique needs of each client.



Communication & Responsiveness

Members of our firm are clear, concise and effective communicators, both in writing and in conversation. We understand the critical role communications play in the official business of public agencies. We practice an "always on duty" mentality in serving our clients, especially in a crisis. Additionally, we are accustomed to working within the "tyranny" of agenda deadlines.

Our work with authority boards and other entities includes drafting staff reports, memos and emails to make sure that everyone is up to date and on the same page. Typically, our advice includes options for clients to consider, and we will provide our legal opinions in an independent manner, even if it is not popular with some, so that the Authority's board of directors will be fully aware of its options and it can make an informed decision.

Once a decision has been made, we are committed to supporting the policies and decisions of the public agency, even when it may be in a different direction than our legal recommendations. We have seen enough public comment periods and closed session rooms to know that there are a full range of items that must be considered and balanced by the board as part of any decision-making process.

Clients note that response time is one of our strengths. To maintain high quality, timely service, we make sure attorneys' workloads allow for sufficient bandwidth to provide each client with prompt attention.



Convenience

The legal issues public agencies face rarely occur in a vacuum. Often concerns arise that require expertise or legal knowledge in related areas. A&W provides a one-stop, full-service law resource for public agencies.

Our investment in developing specialized expertise encompasses every aspect of public law, including labor and employment, financial advice, environmental, real estate, land use, water and other areas. Clients can always count on being able to access an attorney who is familiar with their matter.



Consistency & Care

A & W is not a large bureaucracy. Our attorneys enjoy a collaborative working relationship with each other and with our clients. No one gets “lost in the shuffle.” We believe that, as a mid-sized law firm, we offer focus in lieu of bureaucracy, timeliness rather than delay, and a consistent “team” of known attorneys rather than just a group of researchers.



Support Staff

We have a highly experienced team of full-time support staff, including certified paralegals, professional legal secretaries, litigation documentation and research analysts, and administrative and support staff, who are dedicated to serving the Firm’s clients. We do not anticipate the need for any immediate staffing changes should we be awarded a contract with the Authority. We are always monitoring, however, whether more attorneys and support staff are required to properly service our clients.



Committed

We believe commitment, in all its varied forms, to be the most valuable benefit we offer clients and the most critical element of our success. One demonstration of our commitment to public agencies and public law is how seamlessly we function as a part of their teams. As participants in the democratic process and as “officers of the court,” we play a critical role in protecting the integrity of governmental decision making. In many ways the city/agency counsel acts as an “umpire.” A&W attorneys remain independent, while at the same time being sensitive to the political process but not controlled by it. We make sure that an organization’s procedures are fair for all. We uphold fairness by being responsive to staff deadlines and by anticipating difficulties and problems. As counselors, we advise by not being defensive and shifting blame, and look to demonstrate honesty and integrity in every encounter. Our commitment to community is shown by our firm’s participation and interest in community issues, events, and activities. A preference for collaboration permeates our representation and team approach. We regularly assist and work cooperatively with the Board of Directors, managers, staff, and members of the community to find the best solutions for the

ATTORNEY PROFILE



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PRACTICE AREAS

- Environmental and Natural Resources
- Labor & Employment
- Land Use & Zoning
- Litigation
- Public Agency Organization
- Real Estate
- Water Law

EDUCATION

- University of La Verne, JD, 1986

ADMISSIONS

- State Bar of California
- US Court of Appeals, 9th Circuit
- Eastern, Northern and Central District Courts

MARTIN KOCZANOWICZ

PARTNER

Martin Koczanowicz has more than 32 years of experience in providing legal advice to governmental agencies, in both in-house and contract firm capacity. In that time, he served as a City Attorney for six California cities -including 14 years in Grover Beach and as General Counsel for four Redevelopment Agencies, two Community Services Districts, the Five Cities Fire Authority, and a Successor Agency Oversight Board. He currently serves as General Counsel for San Gabriel County Water District, City Attorney for Ridgecrest, and Assistant City Attorney for San Gabriel.

After leaving the City of Fresno City Attorney's office to open his own firm, Mr. Koczanowicz started working in Central Valley and Central Coast. He became the General Counsel for Del Rey CSD in 2001. In 2002, as special counsel he assisted City of Grover Beach in a police termination matter. He became their City Attorney a few months later and continued in that position until 2016. During that period of time he gained valuable experience and exposure to the matters that are of common concern and significance to the public agencies in this region.

Mr. Koczanowicz has extensive experience in all aspects of municipal law including land use, water law, personnel, environmental liabilities, public works contracting, as well as Brown Act, Conflict of Interest and Public Records Act. While running his own firm for 17 years, Mr. Koczanowicz also represented private clients in areas of real estate, contracts, business litigation, administrative law, and insurance coverage.

ATTORNEY PROFILE



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PAUL EARLY

PARTNER

Paul Early is a partner in the firm's Riverside office, focusing his practice on handling a wide variety of legal issues including municipal law, land use, environmental, construction law, and all aspects of representing public agencies.

Mr. Early specializes in Land Use and Public Contracting issues along with Fee and Taxation, Brown Act and Conflicts of Interest issues.

Mr. Early graduated from the Indiana University School of Law with honors. Mr. Early currently serves as the Assistant City Attorney for the City of Murrieta and has served as the in-house Assistant City Attorney for the cities of Oxnard, Moreno Valley and Glendale and as Deputy County Counsel for the County of Riverside. His City Attorney experience includes over 18 months serving as an Acting or Interim City Attorney.

Mr. Early has over 20 years of experience directly advising City Councils, Planning Commissions, and other public agency bodies on a variety of legal matters including land use, public contracting, water rights, electric and water utilities, conflicts of interest and Brown Act matters. As in-house Assistant City Attorney, Mr. Early has managed the budget, employees, and the entirety of the legal and advisory work for a City of over 200,000.

His legal work has included the World Logistics Center Specific Plan and related litigation in Moreno Valley involving the largest logistics development plan in the western states, groundwater adjudications, recycled water contracts and agreements and large design-build public projects and infrastructure.

PRACTICE AREAS

- Public Contracts
- Land Use and Zoning
- Ethics and Open Government
- Eminent Domain/Regulatory Taking
- Code Enforcement

PUBLIC OFFICES

Assistant City Attorney

- City of Murrieta

EDUCATION

- Indiana University, School of Law, JD, 2000
- CSU San Marcos, BA, 1997

ADMISSIONS

- State Bar of California