



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING

AGENDA

***Ukiah Valley Fire District Board Meeting
Tue, Aug 11, 2020 6:00 PM - 8:30 PM (PDT)***

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/303930909>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112) Access Code: [303-930-909](tel:303930909)

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: [303 930 909](tel:303930909)

Or dial directly: 303930909@67.217.95.2 or [67.217.95.2##303930909](tel:67217952303930909)

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/303930909>

**August 11, 2020
6:00 PM**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

4. PUBLIC EXPRESSION

Limited to 3 minutes per person and a total of 15 minutes per subject to address any matter not on the agenda. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. APPROVAL OF MINUTES

5.a. Approval of June 09, 2020 Regular Meeting Minutes - Draft

Recommended Action: Approve the June 09, 2020 Regular Meeting Minutes - Draft

Attachments:

1. 2020-06-09 Regular Meeting Minutes - Draft

5.b. Approval of the June 17, 2020 Joint UVFD and City Council Minutes - Draft

Recommended Action: Approve the June 17, 2020 Joint UVFD and City council Minutes - Draft.

Attachments:

1. 2020-06-17 Joint UVFD and City Council Meeting - Draft

- 5.c. Approval of June 23, 2020 Special UVFD Meeting Minutes - Draft
Recommended Action: Approve the June 23, 2020 Special UVFD Meeting Minutes - Draft
Attachments:

1. 2020-06-23 Special Meeting Minutes - Draft

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

- 6.a. Discussion and Possible Adoption of the Final Budget for Fiscal Year 2020/21
Recommended Action: Adopt Final Budget for Fiscal Year 2020/21
Attachments:

1. FY 2020-21 Ukiah Valley Fire District
2. 2020-21 Prelim Budget Ukiah Daily Journal Order #6503016 AD

7. NEW BUSINESS - DISCUSSION/ACTION

- 7.a. Consideration of Updates to the Volunteer Policy
Recommended Action: Adopt the updated Volunteer Policy.
Attachments:

1. Volunteer Policy 2020

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

- 8.a. Local Agency Formation Commission, Uma Hinman, Executive Officer; June 30, 2020; Ukiah Valley Conference Center; 200 South School Street; Ukiah, California 95482; Notice of Adopted Final LAFCo Budget for Fiscal Year 2020-2021
Recommended Action: Review Notice from LAFCo.
Attachments:

1. 2020-08-11 2020-21 LAFCo Final Budget

9. ADMINISTRATOR, CHIEFS AND VOLUNTEERS REPORT - INFORMATION

10. DIRECTOR'S REPORT for FEC AND LAFCO

11. CLOSED SESSION

- Closed Session may be held at any time during the meeting

12. ADJOURNMENT

Please be advised that the Ukiah Valley Fire Authority needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The Ukiah Valley Fire Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Due to COVID 19 the office is closed to the public until further notice.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing

agenda was posted at the following locations: Ukiah Valley Fire District Office - 1500 South State Street and Willow Water District - 151 Laws Ave., Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

August 7, 2020

Stephanie Abba
Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING

MINUTES

June 09, 2020

PLACE: <https://www.gotomeet.me/StephanieAbba/ukiah-valley-fire-district-board-meeting>

TIME: 6:00 P.M.

1. CALL TO ORDER

President Haas called the meeting to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Allen Cherry

- b. **Roll call** was taken with the following **Directors Present:** Jenifer Bazzani, Peter Bushby, Allen Cherry, Michael Graham, and David B. Haas; **Directors Absent:** None
Staff Present: Douglas Hutchison, Fire Chief, Ian Broeske, Acting Fire Marshal, Mary Horger, Procurement Manager, Dan Buffalo, Finance Director, and Stephanie Abba, Clerk of the Board.

3. ANNOUNCEMENTS

No Announcements were received.

4. PUBLIC EXPRESSION

No public expression was received.

5. APPROVAL OF MINUTES

a. Approval of Minutes of the 2020-04-14, a Regular Meeting.

Motion by Director Bazzani/Cherry to approve the Minutes of April 14, 2020, as submitted. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

a. Approval of the Notice of Completions for the Fire Station Re-Roof Project, Spec 19-05, and for the Fire District HVAC Replacement Project, Spec 19-06.

Presenter: Douglas Hutchison, Fire Chief and Mary Horger, Procurement Manager

Motion by Director Cherry/Bazzani to approve the Notice of Completions for the Fire Station Re-Roof Project, Spec 19-05, and for the Fire District HVAC Replacement Project, Spec 19-06., as submitted. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

b. Adoption of an Ordinance to Adjust Fire Prevention Fees to reflect the actual Encumbered costs, and add Additional Categories to Reflect the Actual Tasks and activities of the Fire Prevention Office.

Presenter: Douglas Hutchison, Fire Chief

Motion by Director Bazzani/Bushby to adopt an Ordinance to Adjust Fire Prevention Fees to reflect the Actual Encumbered Costs, and add Additional Categories to Reflect the Actual Tasks and Activities of the Fire Prevention Office with amendments. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

7. NEW BUSINESS - DISCUSSION/ACTION

a. Approval of the Purchase of a Self-Contained Breathing Apparatus (SCBA) System from Allstar Fire Equipment in the amount of \$346,965.46, Utilizing a Municipal Lease Agreement.

Presenter: Douglas Hutchison, Fire Chief

Motion by Director Bazzani/Bushby to approve the Purchase of a Self-Contained Breathing Apparatus (SCBA) System from Allstar Fire Equipment in the amount of \$346,965.46, Utilizing a Municipal Lease Agreement. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

No Communications were received.

9. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

• **Volunteers Report**

No report was received.

• **Chief's Report**

Presenter: Douglas Hutchison, Fire Chief.

• **Fire Prevention Report**

Presenter: Ian Broeske, Acting Fire Marshal.

• **Operations/Training Report**

No report was received.

10. DIRECTOR'S REPORT for FEC AND LAFCO

Presenters: Vice Chair Bazzani and Director Cherry.

11. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

Motion by Vice Chair Bushby/Cherry to adjourn the meeting. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

There being no further business to come before the Board the meeting was adjourned at 6:32 P.M.

David Haas, President

Stephanie Abba, Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS
JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS
BOARD OF DIRECTORS MINUTES
Special Meeting

<https://attendee.gotowebinar.com/rt/7799907307071655437>

June 17, 2020
5:00 p.m.

Joint Meeting with the City Council

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Mayor Crane called the meeting to order at 5:35 p.m. Roll call was taken with the following
Ukiah Valley Fire District Board Members Present: Jenifer Bazzani, Peter Bushby, Allen Cherry, and David B. Haas. **Absent by Prearrangement:** Michael Graham. **Staff Present:** Doug Hutchinson, Fire Chief

Councilmembers Present: Maureen Mulheren, Jim O. Brown, Stephen G. Scalmanini, Juan V. Orozco, and Douglas F. Crane. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

PRESIDENT HAAS AND MAYOR CRANE PRESIDING.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public expression was received.

3. UNFINISHED BUSINESS

a. Discussion and Possible Action on Options for Increasing Fire Authority Revenues and Consideration of a Resolution approving an Amended and Restated Agreement for shared management of Fire Departments between the Ukiah Valley Fire District and the City of Ukiah.

Presenters: Douglas Hutchison, Fire Chief and Dan Buffalo, Finance Director.

Motion/Second Cherry/Bushby to approve and direct staff to begin the process of fire service annexation. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

City of Ukiah Motion/Second: Brown/Mulheren to approve and direct staff to begin the process of fire service annexation. Motion **carried** by the following roll call votes: AYES: Mulheren, Brown, Scalmanini, Orozco, and Crane. NOES: None; ABSTAIN: None; ABSENT: None.

Motion/Second Cherry/Bushby to adopt resolution 2020-03, approving an Amended and Restated Agreement for shared management of Fire Departments between the Ukiah Valley Fire District and the City of Ukiah. Motion **carried** by the following roll call votes: AYES: Bazzani, Bushby, Cherry, and Haas; NOES: None; ABSTAIN: None; ABSENT: Graham.

City of Ukiah Motion/Second: Brown/Mulheren to adopt resolution (2020-33), approving an Amended and Restated Agreement (COU No. 1718-098-A1) for shared management of Fire Departments between the Ukiah Valley Fire District and the City of Ukiah. Motion **carried** by the following roll call votes: AYES: Mulheren, Brown, Scalmanini, Orozco, and Crane. NOES: None; ABSTAIN: None; ABSENT: None.

4. NEW BUSINESS - DISCUSSION/ACTION

5. ADJOURNMENT

There being no further business, the meeting adjourned at 6:18 p.m.

Stephanie Abba, Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

SPECIAL MEETING

MINUTES

June 23, 2020

TIME: 6:00 P.M.

PLACE: <https://www.gotomeet.me/StephanieAbba/ukiah-valley-fire-district-board-meeting>

1. CALL TO ORDER

President Haas called the meeting to order at 6:13 P.M.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was lead by Stephanie Abba.

Roll call was taken with the following **Directors Present:** Jenifer Bazzani, Peter Bushby, Allen Cherry, Michael Graham, and David B. Haas; **Directors Absent:** None **Staff Present:** Douglas Hutchison, Fire Chief; Dan Buffalo, Finance Director; Daphine Harris, Management Analyst; Eric Singleton, Battalion Chief; Justin Buckingham, Battalion Chief; and Stephanie Abba, Clerk of the Board.

3. PUBLIC EXPRESSION

No public expression was received.

4. NEW BUSINESS

a. Review and Possible Adoption of the Draft Budget for FY 2020/21.

Presenters: Doug Hutchison, Fire Chief; Dan Buffalo, Finance Director; and Daphine Harris, Finance Analyst

Motion by Director Bushby/Cherry to adopt the 2020-21 Draft Budget. Motion **carried** by the following roll call votes: **AYES:** Bazzani, Bushby, Cherry, Graham, and Haas; **NOES:** None; **ABSTAIN:** None; **ABSENT:** None

5. ADJOURNMENT

Motion by Director Bushby/Bazzani to adjourn the meeting. Motion **carried:** **AYES:** Bazzani, Bushby, Cherry, Graham, and Haas; **NOES:** None; **ABSTAIN:** None; **ABSENT:** None

There being no further business to come before the Board the meeting was adjourned at 7:08 P.M.

David B. Haas, President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT:Discussion and Possible Adoption of the Final Budget for Fiscal Year 2020/21

DEPARTMENT: Fire **PREPARED BY:** Daphine Harris, Management Analyst

ATTACHMENTS:

1. FY 2020-21 Ukiah Valley Fire District
2. 2020-21 Prelim Budget Ukiah Daily Journal Order #6503016 AD

Summary:The Board of Directors will be presented a Final Budget for Fiscal Year 2020/21 for Discussion, Consideration and Possible Adoption.

Background:The Preliminary Budget for Fiscal Year 2020/21 was approved on June 23, 2020 at a Regular Board Meeting by all board members. The Preliminary Budget was published in the local newspaper, Ukiah Daily Journal, on July 20, 2019.

Discussion:

Recommended Action:Adopt Final Budget for Fiscal Year 2020/21

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Doug Hutchison, Fire Chief

THE CITY OF UKIAH

Ukiah Valley Fire Authority

Special Report for the Ukiah Valley Fire District

Presented here are two sections:

1. An overview of the financial activities of the Ukiah Valley Fire Authority, to which the Fire District is a participating member with the City of Ukiah.
2. Financial activities and condition specific to the Ukiah Valley Fire District.



What we are

The Ukiah Valley Fire Authority (UVFA) became effective on July 1, 2017, a Joint Powers Agreement (JPA) between the City of Ukiah and the Ukiah Valley Fire Protection District (UVFD). The JPA jointly manages, equips, maintains and operates all-risk fire, emergency medical and rescue services to the City and Fire District. UVFA was formed with the desire to maximize the use of existing resources, create cost containment opportunities, reduce duplication, maintain local control and continue to deliver fire, medical, and other emergency services at a high level of service.

The UVFA is staffed by 19 full-time safety employees (Fire Chief, 3 Battalion Chiefs, 6 Captains, 6 Engineers and 3 Firefighters), one full- time Administrative Secretary and up to 25 dedicated volunteer firefighters that augment the career personnel including a Volunteer Division Chief. UVFA maintains four fire stations (two staffed with career personnel) with the daily staffing consisting of a minimum of two/ two person crews cross staffing Type I (Structural) and Type II/III (Wildland Interface) Engines and an on-call Duty Officer.

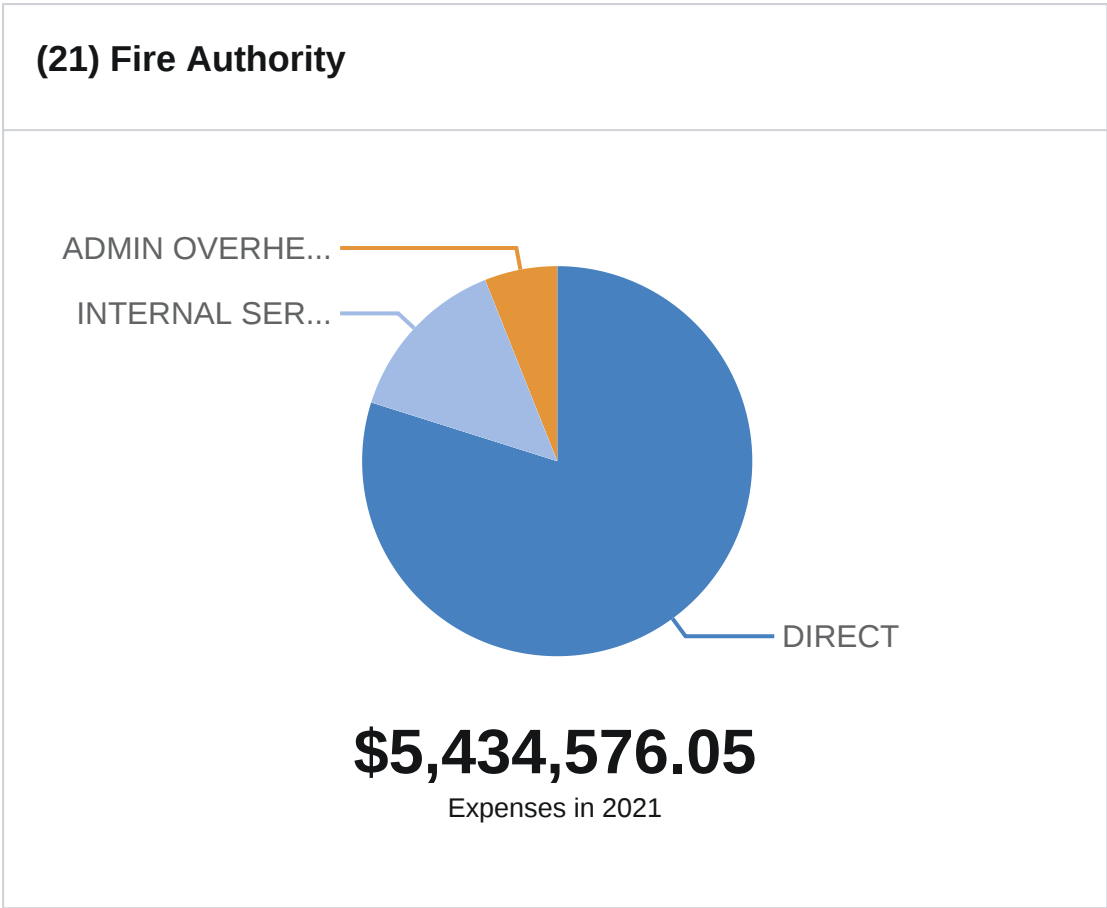
What we do

UVFA is organized into the following activities:

- Administration
- Operations
- Training and Safety
- Fire Prevention

Our People		
(214) Ukiah Valley Fire Authority Updated today	Category	2021
	PROFESSIONAL	4.5
	MANAGEMENT	4.5
	EXECUTIVE	0.5
	ADMINISTRATIVE & TECHNICAL	0.4

Budget Summary: Costs



Here is a summary of the budget unit in graphical form, illustrating direct costs and indirect costs. Click on the graph to explore greater detail of the unit's budget.

Budget Summary: Just the Numbers

(21) Fire Authority

Category	2021
DIRECT	\$4,340,648.05
INTERNAL SERVICE USE	\$766,190.00
ADMIN OVERHEAD	\$327,738.00

Similar to the graph to the left, here is a summary of the budget unit, just the numbers. It illustrates direct costs and indirect costs. Click on the table to explore greater detail of the unit's budget.

Accomplishments

- Implement the key management services contained in the Agreement of Shared Management Services of Fire Departments. | **Completed** |
DEPARTMENT/DIVISION COMMENTS: Key management services have been put into place utilizing the Shared Management Agreement.
- Increase total suppression shift personnel to eighteen (=+3). | **In Progress** |
DEPARTMENT/DIVISION COMMENTS: We are currently in the hiring process for three additional team members.
- Implement UVFA's Standard Operating Procedures (SOP's). | **Completed** |
DEPARTMENT/DIVISION COMMENTS: Utilizing Lexipol, SOP's from the Ukiah Fire Department & Ukiah Valley Fire District have been combined into one. All SOP's have been updated to meet current standards, and are available online for all UVFA members.
- Develop a Facilities Enhancement Plan. | **In Progress** |
DEPARTMENT/DIVISION COMMENTS: Staff is currently working to maximize facility enhancements while minimizing impacts to the budget.
- Improve the Central Station Training Facility/Grounds. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: Staff has been strenuously working to maintain & update the Central Station Training Facility/Grounds to the current needs & standards of the UVFA.

- Re-negotiate the Fire Dispatch Agreement. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: UVFA has readily been working with CalFire to improve the dispatch contract, while maintaining cost effectiveness.

- Represent UVFA's interests in EOA Negotiations/Implementation. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: UVFA is currently looking into additional avenues for providing Emergency Medical Services to ensure a sustainable future.

- Identify alternate funding sources and enhance revenue for continued UVFA operations. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: The UVFA has been continually seeking out additional funding sources, as well as enhancing & maximizing our current revenue funds.

- Transition gas powered auto extrication equipment to battery powered technology. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: This is a four year phased purchase to update all extrication equipment for the department. Three sets have been purchased and placed into service on the first due apparatus. Two additional sets will be purchased over the next two fiscal years.

- Partner with allied agencies on mitigation measures for wildland fires. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: UVFA has cooperated with CalFire on the Western Hills Fuel Brake. This will be a continuing objective moving into the future, maintaining wildland fire management & public safety.

- Update job descriptions in cooperation with the Fire Executive Committee (FEC), Human Resources and Labor Groups. | **Completed** |

DEPARTMENT/DIVISION COMMENTS: All job descriptions have been updated to meet the current standards & needs of the UVFA. All job descriptions are listed & published by the Human Resources Department at the City of Ukiah.

- Develop Performance Goals and Objectives for the Intermediate (2+) and Long (6+) Terms. | **In Progress** |

DEPARTMENT/DIVISION COMMENTS: Currently in the preliminary stages of narrowing appropriate goals for current & future needs of the UVFA.

COVID-19 Budgetary Response

PERSONNEL

There are two (2) major impacts to our personnel. First, freezing of an open Firefighter position, which will cause one shift to run at minimum staffing at all times.

Second, is a major reduction in our Learning and Development funding. We have had some significant turnover and have a need to not only bring in specialized training that we cannot put on ourselves but also to send members of our instructor cadre to classes and conferences so they can teach in house.

SERVICES AND OTHER OPERATING

We have reduced our supplies and external services budgets as well as deferred hiring an outside company to do the parcel tax assessments for the Fire District.

CAPITAL

We have deferred several capital expenditures such as vehicles, an air compressor, washer/extractors to clean turnout gear of carcinogens, and a washer/decontamination apparatus for Self Contained Breathing Apparatus (SCBA's).

Future Objectives

Due to the COVID-19 pandemic, Objectives will be reviewed and adjusted throughout the year.

NEAR-TERM

- Increase total suppression & EMS shift personnel.
- Complete a Nexus study for the City & Ukiah Valley Fire District.
- Identify alternative funding sources & enhance revenue for continued UVFA operations.
- Complete Self-Contained Breathing Apparatus purchase upgrade.
- Develop Fleet Replacement Master Plan.
- Partner with allied agencies on mitigation for Wildland fires.
- Improve the Central Station Training Facility/Grounds.
- Re-negotiate the Fire Dispatch Agreement.
- Represent UVFA's interests in development & implementation of the county EMS System.

INTERMEDIATE-TERM

- Develop a Facilities Enhancement Plan.
- Complete Auto-Extrication equipment purchase upgrade.
- Develop Strategic Master Plan.
- Update Insurance Standards Organization (ISO) Certification.

LONG-TERM

- Provide all California Fire Service Training and Education System (CFSTES) certification training internally.

Complete Congressional Fire Services Institute (CSFI) accreditation process.

The Numbers Over Time

Updated On 19 Jun, 2020

← Back

🕒 History

↺ Reset

Broken down by

EXPENSES

📄 21 - FIRE AUTHORITY

📊

📈

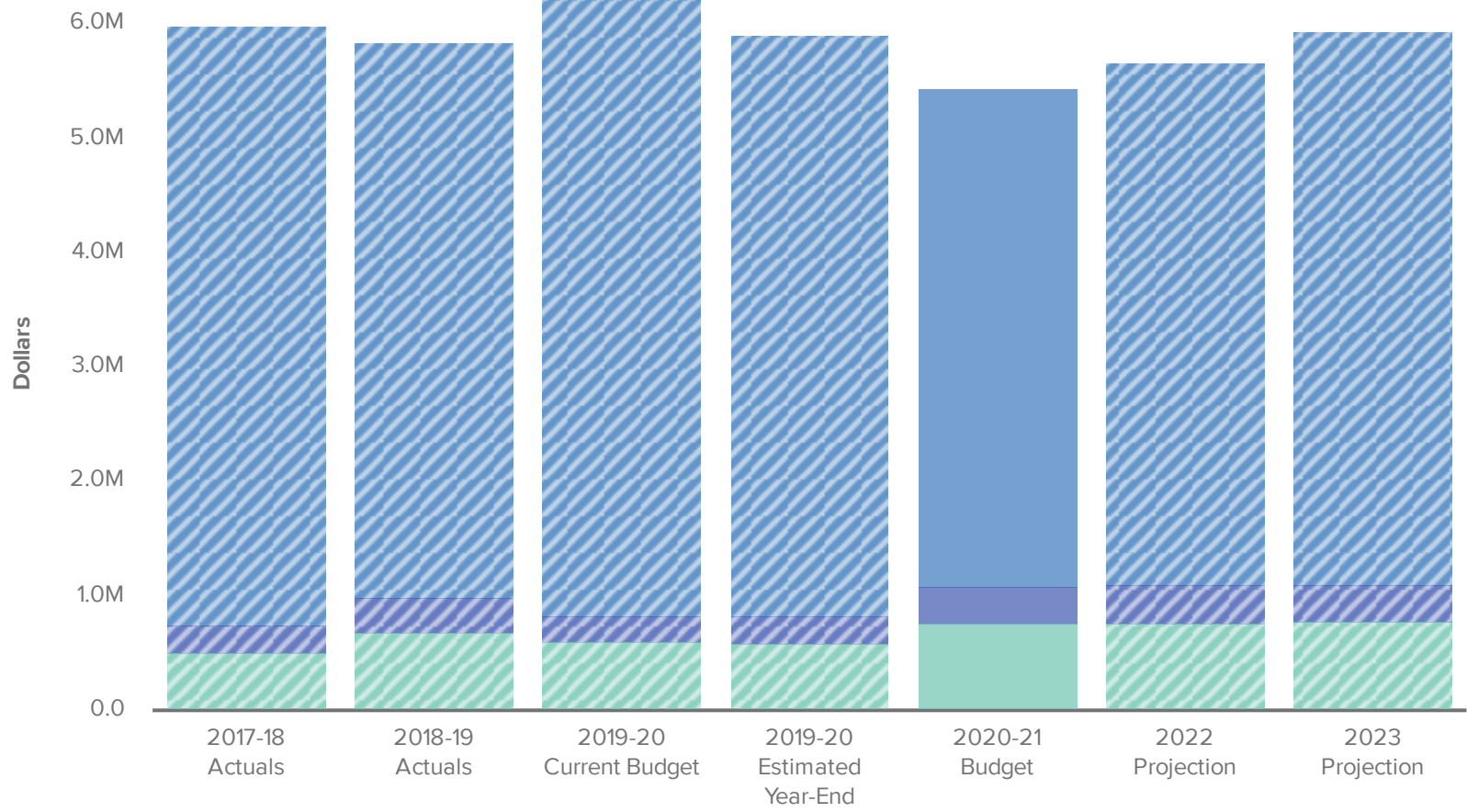
📉

📊

📊

Sort By Chart of Accounts

Visualization



- DIRECT
- ADMIN OVERHEAD
- INTERNAL SERVICE USE

COMPARATIVE

Fire Authority: Budget by Character

Updated On 19 Jun, 2020

← Back

🕒 History ▾

↺ Reset

Broken down by

EXPENSES ▼ 21 - FIRE AUTHORITY

Data

Collapse All	2017-18 Actuals	2018-19 Actuals	2019-20 Current Budget	2019-20 Estimated Year-End	2020-21 Budget	2022 Projection	2023 Projection
▼ DIRECT	\$ 5,230,472	\$ 4,849,954	\$ 5,403,487	\$ 5,082,656	\$ 4,340,648	\$ 4,564,018	\$ 4,819,428
▶ PERSONNEL	2,898,982	3,469,675	3,359,973	3,243,887	3,314,219	3,534,259	3,770,345
▶ SERVICES & OTHER OPERATING	1,126,440	1,097,487	1,580,370	1,371,893	936,438	955,167	974,270
▶ DEBT SERVICE	18,794	65,097	67,825	67,825	58,491	58,842	59,062
▶ CAPITAL	1,186,256	217,694	395,319	399,051	31,500	15,750	15,750
▼ INDIRECT	758,881	989,465	841,218	829,583	1,093,928	1,102,869	1,113,513
▶ ADMIN OVERHEAD	246,261	302,727	236,199	229,709	327,738	331,015	334,326
▶ INTERNAL SERVICE USE	512,620	686,738	605,019	599,874	766,190	771,853	779,188

Fire Authority: Budget by Fund

Updated On 19 Jun, 2020

← Back

🕒 History ▾

↺ Reset

Broken down by

Funds

▼ 21 - FIRE AUTHORITY

▼ EXPENSES

Data

Collapse All	2017-18 Actuals	2018-19 Actuals	2019-20 Current Budget	2019-20 Estimated Year-End	2020-21 Budget	2022 Projection	2023 Projection
▼ GOVERNMENTAL	\$ 4,237,542	\$ 3,637,140	\$ 3,816,983	\$ 3,727,317	\$ 3,223,520	\$ 3,370,899	\$ 3,529,326
▶ GENERAL FUND	4,204,989	3,542,641	3,712,252	3,685,296	3,166,780	3,313,339	3,470,930
▶ CAPITAL PROJECTS	32,105	8,493	0	692	0	0	0
▶ SPECIAL REVENUES	448	86,006	104,731	41,329	56,740	57,560	58,396
▼ PROPRIETARY	0	0	76,531	76,777	44,241	45,071	45,917
▼ ENTERPRISE	0	0	76,531	76,777	44,241	45,071	45,917
AMBULANCE SERVICES FUND	0	0	76,531	76,777	44,241	45,071	45,917
▼ FIDUCIARY	1,751,811	2,202,278	2,351,191	2,108,145	2,166,815	2,250,916	2,357,698
▼ UKIAH VALLEY FIRE DISTRICT	1,751,811	2,202,278	2,351,191	2,108,145	2,166,815	2,250,916	2,357,698
UVFD GENERAL FUND	1,732,177	1,840,194	2,035,538	1,897,162	1,943,354	2,040,235	2,143,989
UVFD PROP 172	503	92,516	110,896	47,309	61,632	46,749	47,633
UVFD MEASURE B	19,132	260,036	163,412	147,329	161,830	163,932	166,076
UVFD MITIGATION FEES	0	9,532	41,345	16,345	0	0	0
Total	\$ 5,989,353	\$ 5,839,419	\$ 6,244,705	\$ 5,912,239	\$ 5,434,576	\$ 5,666,886	\$ 5,932,941

District-Only Revenues and Expenditures

This section pertains to the financial activities and condition of the Fire District, specifically, separate and aside from the overall Fire Authority operation.



District Only Funds: Revenues and Expenditures



Updated On 19 Jun, 2020

← Back

🕒 History

↺ Reset

Broken down by

Types

UKIAH VALLEY FIRE DISTRICT

Data

Collapse All	2018 Actuals	2019 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2020-21 Budget	2022 Projection	2023 Projection
▼ REVENUES	\$ 1,915,186	\$ 1,651,735	\$ 1,918,341	\$ 1,881,533	\$ 1,919,318	\$ 2,414,860	\$ 2,447,443
▶ REVENUES	501,275	312,409	600,000	600,000	0	0	0
▶ TAXES	458,640	473,742	533,109	533,925	480,739	1,083,999	1,102,013
▶ CHARGES FOR SERVICE	160,881	179,582	32,216	45,507	44,110	44,310	44,512
▶ GRANTS AND SUBVENTIONS	64,956	3,750	65,000	65,000	55,756	56,871	58,577
▶ USE OF MONEY AND PROPERTY	8,969	8,079	7,027	1,015	1,102	1,124	1,147
▶ LICENSES/PERMITS/FRANCHISES	112,532	58,157	40,303	30,986	40,986	41,805	42,641
▶ OTHER REVENUES	20,106	8,297	3,000	100	6,500	6,500	6,500
▶ ASSESSMENTS	587,827	583,511	605,000	605,000	590,125	1,180,250	1,192,053
▶ OTHER FINANCING SOURCES	0	24,208	32,686	0	700,000	0	0
▼ EXPENSES	1,677,958	2,237,520	2,407,223	2,214,942	2,236,560	2,322,656	2,431,063
▼ DIRECT	1,391,352	2,001,846	2,167,294	1,979,221	1,957,358	2,041,761	2,147,649
▶ PERSONNEL	1,248,937	1,458,681	1,505,820	1,406,005	1,506,950	1,598,581	1,696,335
▶ SERVICES & OTHER OPERATING	95,676	253,885	306,233	208,443	354,570	361,661	368,894
▶ DEBT SERVICE	46,739	76,769	91,171	96,424	80,089	81,519	82,420
▶ CAPITAL	0	212,511	264,070	268,350	15,750	0	0
▼ INDIRECT	286,606	211,466	207,243	203,035	279,202	280,895	283,414
▶ ADMIN OVERHEAD	108,870	126,563	116,866	111,411	161,178	162,790	164,418
▶ INTERNAL SERVICE USE	177,736	84,903	90,377	91,624	118,024	118,105	118,996
▶ OTHER FINANCING USES	0	24,208	32,686	32,686	0	0	0
Revenues Less Expenses	\$ 237,227	\$ -585,785	\$ -488,882	\$ -333,409	\$ -317,242	\$ 92,204	\$ 16,380

Notes:

1. Expenses here are presented by character to demonstrate the District's share in operations by character. In actuality, the District contract's with the City to perform all operating activities. Personnel, services and other operating, and indirect costs are contracted costs through the City. Further, the District does not employ any personnel directly. Personnel services are provided by the City, i.e. all fire personnel are City personnel.

District Only Funds: Fund Balances

Help Share

Updated On 19 Jun, 2020

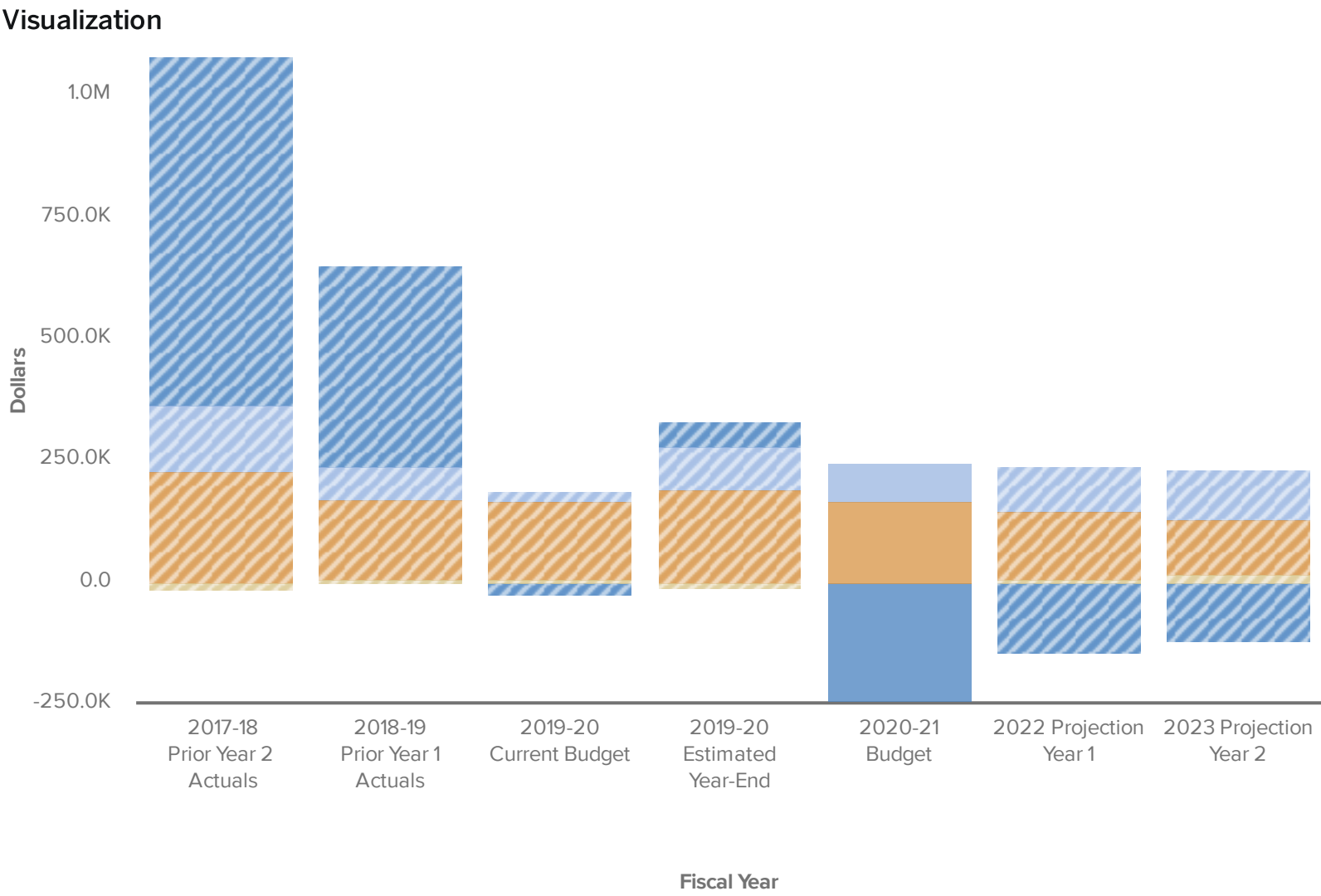
Back History Reset

Broken down by
UKIAH VALLEY FIRE DISTRICT FUND BALANCE/WORKING CA...



Sort By Chart of Accounts

- UVFD GENERAL FUND
- UVFD PROP 172
- UVFD MEASURE B
- UVFD MITIGATION FEES



Help Share

Updated On 19 Jun, 2020

Back History Reset

Broken down by
UKIAH VALLEY FIRE DISTRICT FUND BALANCE/WORKING CA...

Data

	2017-18 Prior Year 2 Actuals	2018-19 Prior Year 1 Actuals	2019-20 Current Budget	2019-20 Estimated Year-End	2020-21 Budget	2022 Projection Year 1	2023 Projection Year 2
UVFD GENERAL FUND	\$ 712,747	\$ 414,323	\$ -25,392	\$ 51,393	\$ -243,064	\$ -144,012	\$ -121,858
UVFD PROP 172	136,326	67,919	22,175	85,762	79,886	90,008	100,953
UVFD MEASURE B	227,319	161,822	158,399	191,086	165,423	140,013	114,858
UVFD MITIGATION FEES	-15,571	6,866	6,867	-10,720	-1,965	6,474	14,911
Total	\$ 1,060,821	\$ 650,931	\$ 162,049	\$ 317,522	\$ 280	\$ 92,484	\$ 108,864

Notes

1. Expenditures of \$2.2 million include an interagency loan, estimated to be \$700K from City to District. Terms of the loan are expected to be zero percent interest with repayment beginning in FY 2024, as new revenues are realized by the District from Measures B and J overlay on City parcel through annexation. This replaces the contribution in years past, booked as revenue from City to District to subvent the District's contribution to the Fire Authority at a 50/50 split. In reality, even with this past subvention and the interagency loan for 2021, the District's contribution to the Fire Authority will still be at a de facto split of 70/30 City.

Advertising Order Confirmation

<u>Ad Order Number</u> 0006503016	<u>Customer</u> UKIAH VALLEY FIRE PROTECTION DISTRICT	<u>Payor Customer</u> UKIAH VALLEY FIRE PROTECTION DISTRICT	<u>PO Number</u>
<u>Sales Representative</u> Molly Morandi	<u>Customer Account</u> 2117908	<u>Payor Account</u> 2117908	<u>Ordered By</u>
<u>Order Taker</u> Molly Morandi	<u>Customer Address</u> 1500 S STATE ST UKIAH, CA 95482	<u>Payor Address</u> 1500 S STATE ST UKIAH, CA 95482	<u>Customer Fax</u>
<u>Order Source</u> Select Source	<u>Customer Phone</u> 707-462-7921 x 5	<u>Payor Phone</u> 707-462-7921 x 5	<u>Customer EMail</u> sabba@cityofukiah.com
<u>Current Queue</u> Ready		<u>Invoice Text</u>	
<u>Tear Sheets</u> 0	<u>Affidavits</u> 0	<u>Blind Box</u>	<u>Materials</u>
		<u>Promo Type</u>	<u>Special Pricing</u>

<u>Ad Number</u> 0006503016-01	<u>Color</u>	<u>Production Color</u>	<u>Ad Attributes</u>	<u>Production Method</u> AdBooker	<u>Production Notes</u>
<u>External Ad Number</u>	<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Released for Publication</u>		

4603-20 **7-18/20**
July 16, 2020 UKIAH VALLEY FIRE DISTRICT, MENDOCINO COUNTY, CALIFORNIA
PUBLIC NOTICE - ADOPTION OF FY 20/21 PRELIMINARY BUDGET.
NOTICE IS HEREBY GIVEN that the Preliminary Budget for the Ukiah Valley Fire District for FY 20/21 has been adopted and is available for inspection by interested persons at the Ukiah Valley Fire District Office: 1500 S. State St. Ukiah, CA 95482. The final budget will be reviewed, and/or changed, and adopted at the next board meeting. Any person may appear and be heard regarding the increase, decrease, addition or omission of any item in the budget.
 Ukiah Valley Fire District Board Meeting
Date: August 11, 2020
Place: <https://www.gotomeet.me/StephanieAbba/ukiah-valley-fire-district-board-meeting>
Time: 6:00 p.m.

<u>Product</u> Ukiah Daily Journal	<u>Requested Placement</u> Legals CLS NC	<u>Requested Position</u> General Legal NC - 1076~	<u>Run Dates</u> 07/18/20	<u># Inserts</u> 1
---------------------------------------	---	---	------------------------------	-----------------------

Advertising Order Confirmation

Order Charges:

Net Amount
45.57

Tax Amount
0.00

Total Amount
45.57

Payment Amount
0.00

Amount Due
\$45.57

If this confirmation includes an advertising proof, please check your proof carefully for errors, spelling, and/or typos. Errors not marked on the returned proof are not subject to credit or refunds.

Please note: To meet our printer's deadline, we must have your proof returned by the published deadline, and as indicated by your sales rep. If we have not heard from you by that time, we will assume that your ad is correct, and it will run as is.

If you make any corrections to your proof, please indicate them clearly. Second proofs are not available after published deadlines. Second proofs will incur an additional charge, unless this is due to a serious error on our part.

Please note: If you pay by bank card, your card statement will show "CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Updates to the Volunteer Policy

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Volunteer Policy 2020

Summary: The Board will consider updates and minor revisions to the Volunteer Policy.

Background: The Volunteer Policy was last updated in 2019 and is due for review and possible updates.

Discussion: During the review of the current Volunteer Policy adopted in 2019, and in discussions with staff regarding ways to enhance the overall Volunteer program, several slight modifications and additions were identified to make the policy clearer, invite more participation, and provide incentives for participation and increased training.

Recommended Action: Adopt the updated Volunteer Policy.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Doug Hutchison- Fire Chief

Ukiah Valley Fire Authority
Fire Policy Manual

Volunteer Policy

PURPOSE

To provide definition and scope of the Volunteer Program of the Ukiah Valley Fire Authority

POLICY

The Ukiah Valley Fire Authority recognizes Volunteers are a very necessary part of the Authority fulfilling its mission to this community. It is therefore the policy of the Fire Authority to:

- To expand, grow, and retain our Volunteer Firefighting Staff
- To provide the highest level of training
- Ensure the safety of all Ukiah Valley Fire Authority personnel
- To prepare those Volunteer Firefighters, who desire, for future career positions

DEFINITIONS

Volunteer- According to the department of labor, a volunteer is an individual who:

- Serves as a volunteer for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation, although expenses, reasonable benefits, or a nominal fee may be provided.
- Offers service freely and without coercion, direct or implied, from the agency.
- Is not otherwise employed by the same public agency to provide the same services for which he or she volunteers.

Volunteer Firefighter-Candidate- An individual who has submitted an application and is attending trainings and meeting as an observer only.

Volunteer Probationary Firefighter- Once the Candidate finishes a prescribed testing and training process (see Entry Process below), they will be issued gear and a pager. Issued gear will remain at the Central Station. Member may respond to emergencies at the Central Station only. Member will report to Crew Leader, Engineer, or other Company/Chief officer for the duration

Ukiah Valley Fire Authority

Fire Policy Manual

of the assigned emergency until they return to the station and all post incident activities have been completed. At 12 months Probationary Status will be vacated, extended, or individual will be terminated.

Volunteer Firefighter (Living within District and/or City Limits)- Member has completed a 12-month Probationary period. Member may respond to emergencies from the Central Station only. Member will report to Crew Leader, Engineer, or other Company/Chief officer for the duration of the assigned emergency until they return to the station and all post incident activities have been completed. Member may be placed in the position of Crew Leader or Driver/Operator. Member may be asked to mentor and/or instruct other members.

Volunteer Firefighter (Living outside District and/or City Limits)- Volunteers who live outside the District and City Limits. These members will be held to the same definition of those who live inside the District and City Limits with one exception; These Volunteers will be expected to perform at least three (3) Fill Shifts a Quarter. ~~In addition~~**Additionally** these Volunteers must attend a minimum of ~~three~~ (3) drills per quarter.

****Driver/Operator***- A Volunteer Firefighter who can drive and operate designated Apparatus. A Volunteer Firefighter will not operate any piece of apparatus unless approved to do so by Chief of Training.

Engineer- A Volunteer Firefighter who after completing specific requirements and with written approval of the Fire Chief or Designee be able to serve the following function: Under general supervision, operates all fire apparatus and equipment; transports crew to the emergency scene; responds to fires, medical emergencies and other emergency and non-emergency situations and takes appropriate action to protect life and property; leads and participates in the maintenance and operational readiness preparation of all fire apparatus, firefighting and rescue equipment, and fire stations; exercises technical supervision only over assigned firefighting staff on given response only; performs fire prevention and public education activities; performs various staff support assignments in addition to normal emergency response activities; prepares written reports and data entry; performs related work as assigned. They shall work under the supervision of a Chief Officer and/or Captain appointed over them by the IC of the emergency.

****Volunteer Coordinator*** - Appointed by the Fire Chief and under the direction of the Command Staff. They shall review all incoming Volunteer Applications, perform appropriate application

Ukiah Valley Fire Authority

Fire Policy Manual

screening, administer and coordinate Volunteer Firefighter Candidate activities such as arranging Board interviews, Physical Ability testing, scheduling Medical/Drug screening, enrollment in Mendocino County Chiefs Academy or other classes as needed, Scheduling training, Publishing annual training calendars, Manage and supervise of all Volunteers.

***Volunteer Support Personnel-** Shall provide logistical support to active Firefighting personnel such as:

- Operating the Support Vehicle to and from emergencies.
- Operating the Rehabilitation Unit,
- Refilling air bottles.
- Serving in an assistant capacity to the IC or other persons in charge of an incident.
- Participating in public relation.
- Prevention events.

Comment [DH1]: Do we want to bullet point these, or should they be listed in a separate job description?

Personnel shall be Volunteer Firefighters in good standing for at least 5 years and request this position through the Volunteer Coordinator/Supervisor. Support Personnel shall need to accumulate half of the Volunteer Firefighters quarterly point requirement (11). Support Personnel are not required to maintain any Certificates/Certifications or Licensure which are mandatory for response personnel. Support Personnel shall not operate any vehicles in an emergency capacity.

*- Will be considered functions not rank held by a member. Functions can be withdrawn and re-instated as needed. The Fire Chief shall have adjudication on the granting continuation, or the discontinuation of any of the functions mentioned above.

VOLUNTEER FIREFIGHTER PROGRAM

Shall be overseen by the Fire Chief or authorized designee. The Battalion Chief of Training shall manage the Program and assign a Volunteer Coordinator at their discretion.

Expectations

- Volunteer Firefighters are a necessary part of this Department and will be treated with respect and dignity regardless of seniority or function.
- Volunteer Firefighters will be expected to follow all department policies, including Appearance standards and maintain themselves in a professional manner when representing the Department. (See Lexipol Policy Manual)

Ukiah Valley Fire Authority

Fire Policy Manual

- Firefighting is an inherently arduous duty, therefore, all volunteers, excluding support personnel, shall meet and maintain the minimum Physical Performance Standards and will pass an annual Physical Ability test.
- All Volunteers will be given a Log on for Target Solutions and Lexipol. All members will complete the online training assigned by the Battalion Chief of Training. Additional available training will be scheduled on Target Solutions as well.
- All Volunteers hired after March 10, 1992 shall be non-tobacco users.
- Volunteers shall not have personal mail delivered to the Stations.
- All Volunteers must maintain a valid California Driver's License.
- All Volunteers must maintain a reliable and consistent form of transportation. If responding in a motor vehicle, the vehicle must carry at least the minimum insurance coverage.
- Volunteers will obey all traffic laws while driving privately own vehicles.
- All Volunteers Firefighters are required to maintain the following certifications: CPR, First Aid, Fit Test, SIDS, Confined Space Awareness, Bloodborne Pathogens, Sexual Harassment Prevention Training.
- Volunteers shall not respond out of the District without being specifically authorized by the Duty Chief unless responding on a piece of Apparatus under the direction of a Captain or Acting Captain.
- Volunteers who identify as being hurt, injured, on a Leave of Absence, in any way unable to make regular training activities or participate in regular training activities will NOT respond to any calls until cleared to do so by the Battalion Chief of Training and/or Volunteer Coordinator.

Ukiah Valley Fire Authority

Fire Policy Manual

- Freelancing will not in any way be tolerated. Volunteers and Career personnel shall work together under the Officer(s) appointed over them and follow their directions at all times.

Entry Process:

- Application screening
 - Valid California driver's license
 - No felony convictions
 - Misdemeanor convictions shall be at the discretion of the Fire Chief
- Oral Interview to be passed
- Live Scan
- Drug and Medical screening
- Physical Ability Test to be passed
- 40 hours ride-a-long time
- Be able to pass a basic skills exam covering;
 - Carrying, raising, and lowering 14' and 24' ladders
 - Donning an SCBA
 - Demonstrating how to fill an Air Bottle
 - Medical Bag Inventory
 - Apparatus Inventory
 - Fire Shelter Deployment
 - Operating Power Equipment
 - Pulling and Advancing Hose lines of various sizes
- Once completed, the Volunteer will be issued response level gear and a pager. This qualifies as the Volunteers start date.

Active Membership

In order to attain and maintain an active membership status within the Department, a member must accumulate at least 21 points per calendar quarter. One point will be awarded for each approved non-emergency activity and each emergency response as defined under the Point Structure shown below.

On a Quarterly basis, a minimum of at least 4 points must come from Emergency Responses and 4 points from non-emergency activities.

Ukiah Valley Fire Authority

Fire Policy Manual

In the event that a member does not begin his/her membership at the beginning of the calendar quarter, then the point requirements shown above will be adjusted on a pro-rated basis beginning with the first full month of membership following being signed off as a responder by the Battalion Chief Of Training and/or Volunteer Coordinator. The same method will be used in determining a member's quarterly point requirement if the member is returning from a suspension or returning from a Leave of Absence.

Point Breakdown

Non-Emergency Activities

Scheduled Volunteer Training
Special Training*
Department Sponsored Training*/**
Special Assignments
Station Maintenance
District Board Meeting
City Council Meetings
Target Solutions Courses assigned by the Training Officer

Emergency Activities

All calls for service responded to
All Station Staffing Assignments

All Volunteer Firefighters will obtain 21 points a calendar quarter. In this point system all activities count for one point, except for Fill Shifts, extended emergencies such as Strike Team assignments, Call backs, etc. lasting 6 hrs. or more may count for additional points.

*- Any member enrolled in extended training/Certification classes, such as a California Firefighter I Academy, EMS training i.e. EMT or Paramedic will receive two Non-Emergency Activity points per month while attending class.

** - Any member pursuing a degree in Fire Science, EMS, Fire Management or any other degree program that applies to the Fire/EMS industry will also receive 2 points per month of Non-Emergency Activity

All participation in activities needs to be documented as follows; Blue Sheets for Non-Emergency Activities and Gold Sheets for Emergency Activities.

Volunteer Reimbursement

Comment [DH2]: This is redundant.

Comment [JC3]:

Comment [DH4]:

Ukiah Valley Fire Authority

Fire Policy Manual

All volunteers will receive points for responding to calls, attending drills, doing Fill Shifts, and assisting with special event as follows:

For “Shift Call”, or greater assignment: 1 point

For training drills: 1 point

For special events: 1 point

Fill Shift (Day or Night): 5 points

Assigned Target Solutions:

- 10 assignments assigned per quarter for local volunteers.
- 10 assignments assigned per quarter for out of the area volunteers.

To receive points for calls, the volunteer must check in at the scene, or respond to the station no more than 15 minutes after the call. Volunteers may respond to any calls they choose, however points will only be awarded for “Shift Call” or higher.

For incidents lasting more than six (6) hours, responding volunteers will be awarded one (1) Fill Shift (5 points). For incidents lasting more than 12 hours, they will be awarded two (2) Shift Fills (10 points).

Special functions must be approved by the Fire Chief or their designee.

Volunteers are encouraged to augment on duty staff by covering Fill Shifts. This allows for better staffing on apparatus and more training and experience for the volunteer. Fill shifts are either Day or Night and run from 0715 to 1915, or 1915 to 0715 respectively. A maximum of one Shift Fill per Day/Night is allowed per station. Volunteers must sign up in advance and be approved by the on-duty Company Officer to cover the Fill Shift. A maximum of four (4) combined Day/Night Fill Shifts is allowed per week (48 hours).

No matter what type of call, drill event or Fill Shift, it is the volunteer’s responsibility to ensure their name is entered appropriately on the appropriate sign in sheet.

Each point shall be reimbursed at the following rates:

Firefighter: \$8.00

Qualified Driver/Operator: \$9.00

Qualified Engineer: \$10.00

Ukiah Valley Fire Authority

Fire Policy Manual

Enforcement

Any member who does not meet the point requirement for two calendar quarters, as explained above, shall be placed on probation by the Division/Battalion Chief of Training and /or Volunteer Coordinator. Any member that does not make the required points after a full calendar year will be:

1. Suspension (Inactive status)
2. Dismissed from the department.

The Fire Chief shall have sole authority to be the final adjudicator for any disciplinary actions.

Exemptions

Exemptions are subject to annual review and may have requirements modified upon showing of similar unavailability. The Fire Chief shall have sole authority to ultimately adjudicate any possible exceptions.

Comment [DH5]: This is covered up above. I would suggest incorporating them into a single statement.

Leaves of Absence

A Leave of Absence can be granted once for a period of time arranged and mutually agreed to in the form of a contract by the Member requesting and Volunteer Coordinator. The Fire Chief shall be the final adjudicator in any issues that may arise.

Uniforms

Non-Probationary Volunteers are welcome to purchase all uniform items. (See Uniform Policy) Volunteers will be issued Badges and Name Plates. Purchasing of a uniform; Class A or B items shall be the responsibility of the Volunteer. Volunteer Firefighters with five years of active service can request a Class B Shirt and pants purchased by the department. Volunteer Firefighters with ten years of active service may request the Department purchase a Class A uniform. When in uniform, Volunteer Firefighters will conduct themselves accordingly and abide by all policies related to the uniform and personal conduct. Wearing of the uniform for non-department functions shall be at the discretion of the Fire Chief. Wearing of the uniform

Ukiah Valley Fire Authority

Fire Policy Manual

without permission, or out of specification can result in disciplinary action up to and including dismissal.

Hat and T-Shirt

Non-probationary Volunteers will have the option of being supplied with a department T-Shirt and Ball Cap. At the Start of the Fiscal year the Volunteer Coordinator will supply the volunteers with an order form. Interested Volunteers may indicate what size hat and T-shirt they would like and the Department will place the order

Personnel Protective Equipment

Volunteer Firefighters will be issued the following:

- Structure Helmet
- Structure Hood/Shroud- To be replaced often due to Carbon Soiling
- Structure Jacket
- Structure Pants
- Structure Gloves
- Structure Boots- Leather Boots for any personnel who is cleared to act as a Driver/Operator

- Wildland Helmet
- Wildland Shroud
- Wildland Jacket
- Wildland Pants
- Wildland Gloves

- Two gear bags
- Flashlight

Structure Personnel Protective requirements will meet NFPA 1971. Wildland Personnel Protective Equipment requirements will meet NFPA 1977. The Ukiah Valley Fire Authority will not be responsible for non-issued equipment.

All Probationary Volunteer members shall wear green strips on their helmets; Structure and Wildland.

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendolafco.org | Web: www.mendolafco.org

COMMISSIONERS

Carre Brown, Chair
County Board of Supervisors

Tony Orth, Vice Chair
Brooktrails Township CSD

Gerald Ward, Treasurer
Public Member

Gerardo Gonzalez
Willits City Council

John Huff
Mendocino Coast Recreation
and Park District

Scott Ignacio
Point Arena City Council

John McCowen
County Board of Supervisors

Jenifer Bazzani, Alternate
Ukiah Valley Fire District

Will Lee, Alternate
Fort Bragg City Council

Richard Weinkle, Alternate
Public Member

John Haschak, Alternate
County Board of Supervisors

STAFF

Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Kristen Meadows

Counsel
Scott Browne

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County
Board of Supervisors
Chambers
501 Low Gap Road, Ukiah

Date: June 30, 2020

To: Mendocino County, Cities, and Independent Special Districts

From: Uma Hinman, Executive Officer

Subject: Notice of Adopted Final LAFCo Budget for Fiscal Year 2020-2021

The Mendocino Local Agency Formation Commission (LAFCo) is responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget by May 1st and a final budget by June 15th. A mandatory review by local funding agencies is required between the two adoption periods. The legislation also specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCo finds any reduced costs that will nonetheless allow the agency to meet its regulatory and planning duties.

Enclosed is the adopted budget for Fiscal Year 2020-21, as approved by the Commission at a public hearing held during its regular meeting on June 1, 2020.

Copies of all related documents are on file and may be reviewed at the LAFCo office. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

Enc.

Adopted LAFCo Resolution and Budget for Fiscal Year 2020-21

Resolution No. 2019-20-04
of the Local Agency Formation Commission of Mendocino County

Adopting the
Final Budget and Work Plan for Fiscal Year 2020-21

WHEREAS, in accordance with the Cortese Knox Hertzberg Act of 2000, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, annually adopts a budget pursuant to Government Code Section 56381(a) to fulfill its purposes and functions that are set by State law; and

WHEREAS, at a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and program of this chapter pursuant to Government Code Section 56381(a); and

WHEREAS, the Commission adopted a proposed budget and work plan and held a duly noticed hearing as required by law on May 4, 2020 for the purposes of developing a final budget and work plan for Fiscal Year 2020-21; and

WHEREAS, the Proposed Fiscal Year 2020-21 Budget and Work Plan has been circulated to all affected agencies pursuant to Government Code Section 56381(a); and

WHEREAS, the Commission hereby advises member agencies of the potential necessity to incrementally increase agency apportionment rates in the fiscal years to follow in order for the Commission to achieve its expanding state mandated responsibilities, consistent with Government Code Section 56381; and

WHEREAS, the Commission heard and fully considered all evidence presented at a duly noticed public hearing held on the Fiscal Year 2020-21 Final Budget and Work Plan on June 1, 2020.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission does hereby RESOLVE, DETERMINE, and ORDER as follows:

1. The Commission hereby adopts the Proposed Budget as the Final Budget for Fiscal Year 2020-21 in the amount of \$161,650 as set forth in Exhibit A, attached hereto; and
2. Establishes the Fiscal Year 2020-21 Work Plan priorities as identified in Exhibit A, attached hereto; and
3. Establishes the agency apportionment fees at \$150,000 and authorizes the use of reserves in the amount of \$11,200 for purposes of offsetting the necessary increases in apportionment fees of member agencies; and
4. Finds that the Fiscal Year 2020-21 Final Budget and Work Plan allows the Commission to fulfill its prescribed regulatory and planning duties.

BE IT FURTHER RESOLVED that aforementioned Fiscal Year 2020-21 Final Budget and Work Plan is officially adopted and ordered to be circulated to all affected agencies pursuant to Government Code Section 56381(a).

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 1st day of June 2020 by the following vote:

AYES: (7) Ignacio, McCowen, Orth, Huff, Ward, Gonzalez, Brown

NOES:

ABSTAIN:

ABSENT:


CARRE BROWN, Commission Clair

ATTEST:


UMA HINMAN, Executive Officer

"Exhibit A"

Mendocino Local Agency Formation Commission Final Budget FY 2020-21

1-Jun-20

ACCOUNT #	DESCRIPTION	FY 2019-20 Adopted	FY 2020-21 Proposed
REVENUE			
	<i>Anticipated Cash Balance</i>	\$ -	\$ -
4000	LAFCO Apportionment Fees	\$ 135,000	\$ 150,000
4100	Service Charges		
4800	Miscellaneous		
4910	Interest Income	\$ 350	\$ 450
Revenue Subtotal		\$ 135,350	\$ 150,450
8000	Applications		
8601	Special Project (SALC Grant Project Reimbursement)		\$ 5,100
Revenue Total		\$ 135,350	\$ 155,550
EXPENSES			
5300	Basic Services	\$ 72,060	\$ 72,060
5500	Rent	\$ 5,460	\$ 5,568
5600	Office Expenses	\$ 2,700	\$ 3,450
5700	Internet & Website Costs	\$ 1,300	\$ 1,300
5900	Publication and Legal Notices	\$ 2,000	\$ 2,000
6000	Televising Meetings	\$ 3,000	\$ 2,000
6100	Audit Services	\$ 3,500	\$ 3,500
6200	Bookkeeping	\$ 4,500	\$ 4,500
6300	Legal Counsel	\$ 7,200	\$ 10,200
6400	A-87 Costs County Services	\$ 428	\$ 2,131
6500	Insurance-General Liability	\$ 1,100	\$ 3,000
6600	Memberships (CALAFCO/CSDA)	\$ 2,750	\$ 3,691
6670	GIS Contract with County (Counsel training, IT support)	\$ 2,500	\$ 2,500
6740	In-County Travel & Stipends	\$ 4,000	\$ 3,000
6750	Travel & Lodging Expense	\$ 3,500	\$ 100
6800	Conferences (Registrations)	\$ 3,000	\$ 150
7000	Work Plan (MSRs and SOIs)	\$ 41,250	\$ 42,500
9000	Miscellaneous (Special District Training Support, bank fees)	\$ -	\$ -
Operating Expenses Subtotal		\$ 160,248	\$ 161,650
8000	Application Filing Expenses	\$ -	\$ -
8601	Special Project (SALC Grant Project)	\$ -	\$ 5,100
Expenses Total		\$ 160,248	\$ 166,750

REVENUE/EXPENSE DIFFERENCE	\$ (24,898)	\$ (11,200)
-----------------------------------	--------------------	--------------------

(Negative balance indicates use of fund balance and/or reserves)

Mendocino LAFCo 5-Year Rolling Work Plan

FY 2020-21 through 2024-25

June 1, 2020

Disclaimer: The schedule for each study identified in this Work Plan is an estimate and is subject to change based on overall staff workload, agency responsiveness and timely provision of requested information, complexity of issues, and public controversy. Each study is assumed to consist of a combined MSR and SOI Update and be exempt from CEQA. The cost estimate reflects the minimum staff time to: coordinate a response to the Request for Information (RFI), draft the study for agency review and make revisions, prepare the study for one Public Workshop and Public Hearing and make revisions, and finalize the study to post online and mail to the subject agency. This Work Plan will be reviewed mid-year, or sooner as needed, and revised to account for a more refined level of detail related to the anticipated scope of work for specific studies. The estimated Work Plan schedule and costs may roll over to the next Fiscal Year.

Prior Study	Service Provider
Fiscal Year 2020-21	
n/a	Ukiah Valley Sanitation District (continued from FY 2019-20)
n/a	CSA 3 (continued from FY 2019-20)
2012	City of Ukiah (initiated)
2013	Ukiah Valley FD (Ukiah Valley Fire Authority JPA)
2010	Covelo CSD (continued from FY 2019-20)
Fiscal Year 2021-22	
2012	City of Ukiah (continued from FY 2020-21)
2015	City of Point Arena
2015	Anderson Valley CSD
2015, 2016	Water/Wastewater Districts (14) - include Mutual Water Companies (initiated)
n/a	Lighting Districts Discovery Only (11?)
2008	Mendocino Coast Recreation and Park District
Fiscal Year 2022-23	
2015, 2016	Water/Wastewater Districts (14) - include Mutual Water Companies (continued)
2017	City of Fort Bragg
2016	Mendocino County Resource Conservation District
2016	Noyo Harbor District
Fiscal Year 2023-24	
2016	Hopland PUD
2019	Brooktrails Township CSD
2018	Fire Districts (16)
2019	City of Willits
Fiscal Year 2024-25	
2008	Mendocino City CSD
2017	Cemetery Districts (8)
n/a	Ukiah Valley Sanitation District
n/a	County Service Area 3