



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – BOBBY BANKS – PETER BUSHBY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING

AGENDA

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

<https://global.gotomeeting.com/join/851101141>

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United States: [+1 \(646\) 749-3112](tel:+16467493112); Access Code: 851-101-141

June 8, 2021

6:00 PM

1. **ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

- 3.a. Proclamations for Mike Mayfield, Tori Carpenter, Joyce Boghosian, and Jason Gilman for their years of service to the Ukiah Valley Fire District Volunteer Program.

Recommended Action: Present the Proclamations for Mike Mayfield, Tori Carpenter, Joyce Boghosian, and Jason Gilman

Attachments:

1. Proclamation for Mike Mayfield
2. Proclamation for Tori Carpenter
3. Proclamation for Joyce Boghosian
4. Proclamation for Jason Gilman

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 the Minutes of April 13, 2021, a Regular Meeting and Approval of the Minutes of May 18, 2021, a Special Meeting.

Recommended Action: Approve the Minutes of April 13, 2021, Regular Meeting and Approval of the Minutes of May 18, 2021, a Special Meeting.

Attachments:

1. 2021-04-13 Regular Meeting Minutes - Draft
2. 2021-05-18 Special Meeting Minutes-Draft

6. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

7. **NEW BUSINESS - DISCUSSION/ACTION**

- 7.a. Approve a Five-Year Professional Services Agreement with InterWest Consulting Group on an as needed basis and contingent on budget availability to provide Fire/Life Safety Plan Review Services.

Recommended Action: Approve a Five-Year Professional Services Agreement with InterWest Consulting Group on an as needed basis and contingent on budget availability to provide Fire/Life Safety Plan Review Services.

Attachments:

1. Ukiah Plan Review Proposal - Fire

- 7.b. Consideration and Possible Adoption of the Fiscal Year 21-22 Fire Authority Budget.

Recommended Action: Adopt the recommended Ukiah Valley Fire Authority budget for fiscal year 21-22.

Attachments:

1. FY 2021-22 Ukiah Valley Fire District

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

9. CHIEFS REPORTS AND VOLUNTEERS REPORT

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. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire District after distribution of the Agenda Packet, are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California; and online at <http://www.cityofukiah.com/meetings> not less than 72 hours prior to the meeting set forth on this agenda.

June 4, 2021

Stephanie Abba, Clerk of the Board
Ukiah Valley Fire District

Ukiah Valley Fire District



PROCLAMATION

RECOGNIZING MIKE MAYFIELD FOR HIS 31 YEARS OF SERVICE TO THE UKIAH VALLEY FIRE DISTRICT and CITY OF UKIAH

WHEREAS, Mike Mayfield has served for thirty-one years starting in 1989 as a firefighter when the district first began providing its own fire services. He then became an Engineer, Fire Captain, Strike Team Leader, Duty Officer, Battalion Chief, and is currently a Division Chief for the Ukiah Valley Fire Authority, where he continues to serve today.

WHEREAS, during his service, he has demonstrated outstanding dedication to the Ukiah Valley Fire District, the District Volunteers, and the Citizens of Ukiah by donating his time to the community and the volunteer program. Mike Mayfield has been a liaison between different volunteer fire departments, and

WHEREAS, Mike Mayfield has always shown his dedication to the Fire District by being a positive role model to the firefighters and by mentoring countless firefighters over the years. His years of service to the community have made an impact on all our lives.

NOW, THEREFORE, BE IT RESOLVED that the Ukiah Valley Fire District Board of Directors recognizes Mike Mayfield for his thirty-one years of service to the Ukiah Valley Fire District and City of Ukiah and extends its appreciation to Mike Mayfield on behalf of the Fire District and the citizens of Ukiah. We, the Firefighters and Staff, wish him all the best on this day, April 13, 2021.

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

DIRECTOR JENIFER BAZZANI

DIRECTOR BOBBY BANKS

DIRECTOR PETE BUSHBY

DIRECTOR MICHAEL GRAHAM

PRESIDENT DAVID B. HAAS

DAVID B. HAAS, BOARD PRESIDENT

Ukiah Valley Fire District



PROCLAMATION

RECOGNIZING TORI CARPENTER FOR HER 22 YEARS OF SERVICE TO THE UKIAH VALLEY FIRE DISTRICT and CITY OF UKIAH

WHEREAS, Tori Carpenter has served for 22 years starting in June of 1999 as a firefighter. In 2004 Tori moved on to a Support Role for the fire department. Her responsibilities included supporting firefighters with the incident rehabilitation unit, filling SCBA's and any other support functions needed at a fire. Tori also helped organize the Annual Awards Banquet every year and she was also known as the "Mom" amongst the firefighters.

WHEREAS, during her service Tori has demonstrated outstanding dedication to the Ukiah Valley Fire District, the District Volunteers and the residents of the City of Ukiah. She took it upon herself to go back to school a few years ago and began training as a firefighter once again. She passed the Physical Agility Test recently and continued to ride with the Support Rig to calls, and

WHEREAS, Tori Carpenter has always shown her dedication to the Fire District by being a positive role model to the firefighters. Her years of service to the community have made an impact on all our lives.

NOW, THEREFORE, BE IT RESOLVED that the Ukiah Valley Fire District Board of Directors recognizes Tori Carpenter for her 22 years of service to the Ukiah Valley Fire District and City of Ukiah, and extends its appreciation to Tori Carpenter on behalf of the Fire District and the citizens of Ukiah. We, the Firefighters and Staff, wish her all the best in the future on this day, April 13, 2021.

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

DIRECTOR JENIFER BAZZANI

DIRECTOR BOBBY BANKS

DIRECTOR PETE BUSHBY

DIRECTOR MICHAEL GRAHAM

PRESIDENT DAVID B. HAAS

DAVID B. HAAS, BOARD PRESIDENT

Ukiah Valley Fire District



PROCLAMATION

RECOGNIZING JOYCE BOGHOSIAN FOR HER 30 YEARS OF SERVICE TO THE UKIAH VALLEY FIRE DISTRICT and CITY OF UKIAH

WHEREAS, Joyce Boghosian has served for 30 years starting in December 1991 as a firefighter. She was later promoted to Engineer and Incident Commander. Joyce was a REHIT Member and Instructor for Haz Mat Awareness, and Decontamination. Joyce has always been a tireless advocate for Volunteer Firefighters. Joyce also helped organize the Annual Awards Banquet every year.

WHEREAS, during her service as a Volunteer Firefighter, Joyce became an Instructor with the Mendocino Chief's Academy and an Instructor at the Mendocino College Paramedic Program. These are just some of the ways she has demonstrated her outstanding dedication to the Ukiah Valley Fire District, the District Volunteers and the residents of the City of Ukiah.

WHEREAS, Joyce Boghosian has always shown her dedication to the Fire District by being a positive role model to the firefighters. Many firefighters owe their careers to Joyce's mentoring and instruction. Her years of service to the community have made an impact on all our lives.

NOW, THEREFORE, BE IT RESOLVED that the Ukiah Valley Fire District Board of Directors recognizes Joyce Boghosian for her 30 years of service, and extends its appreciation to Joyce Boghosian on behalf of the Fire District and the citizens of Ukiah. We, the Firefighters and Staff, wish her all the best in the future on this day, June 08, 2021.

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

DIRECTOR JENIFER BAZZANI

DIRECTOR BOBBY BANKS

DIRECTOR PETE BUSHBY

DIRECTOR MICHAEL GRAHAM

PRESIDENT DAVID B. HAAS

DAVID B. HAAS, BOARD PRESIDENT

Ukiah Valley Fire District



PROCLAMATION

RECOGNIZING JASON GILMAN FOR HIS 13 YEARS OF SERVICE TO THE UKIAH VALLEY FIRE DISTRICT and CITY OF UKIAH

WHEREAS, Jason Gilman has served for 13 years starting June 2008 as a Volunteer Firefighter. Jason, being a dependable firefighter, showed up for many calls and made time to attend the weekly trainings for volunteers.

WHEREAS, during his service, Jason has demonstrated outstanding dedication to the Ukiah Valley Fire District, and the City of Ukiah, by being instrumental in purchasing and the utilization of Lock-Out Kits on all apparatus.

WHEREAS, Jason Gilman has always shown his dedication to the Fire District by being a positive role model to the firefighters by coming to multiple serious emergencies and providing cool, calm, work. His calm attitude will be missed. Jason's years of service to the community have made an impact on all our lives.

NOW, THEREFORE, BE IT RESOLVED that the Ukiah Valley Fire District Board of Directors recognizes Jason Gilman, for his 13 years of service to the Ukiah Valley Fire District and the City of Ukiah, and extends its appreciation to Jason Gilman on behalf of the Fire District and the citizens of Ukiah. We, the Firefighters and Staff, wish him all the best in the future on this day, June 8, 2021.

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

DIRECTOR JENIFER BAZZANI

DIRECTOR BOBBY BANKS

DIRECTOR PETE BUSHBY

DIRECTOR JASON GILMAN

PRESIDENT DAVID B. HAAS

DAVID B. HAAS, BOARD PRESIDENT



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS
ROBERT BANKS – JENIFER BAZZANI – PETER BUSHBY – MICHAEL GRAHAM – DAVID B. HAAS
REGULAR MEETING MINUTES

Meeting held virtually at:

<https://global.gotomeeting.com/join/851101141>

April 13, 2021

6:00 P.M.

1. **CALL TO ORDER AND ROLL CALL**

The Ukiah Valley Fire District Board of Directors met on April 13, 2021, having been legally noticed on April 09, 2021. President Haas called the meeting to order at 6:01 P.M. with the following **Directors Present:** Bobby Banks, Jenifer Bazzani, Peter Bushby, Michael Graham and David B. Haas; **Directors Absent:** None **Staff Present:** Douglas Hutchison, Fire Chief; and Stephanie Abba, Clerk of the Board

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

Proclamation Certificates for Jeff Adair, Michael Graham, and David Haas were Presented by Stephanie Abba, Clerk of the Board.

4. **PUBLIC EXPRESSION**

No public expression was received.

5. **APPROVAL OF MINUTES**

a. Approval of Minutes of February 09, 2021, a Regular Meeting.

Motion/Second: Bazzani/Banks to approve the Minutes of February 09, 2021 a Regular Meeting, as submitted. Motion **carried** by the following votes: AYES: Banks, Bazzani, Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

6. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

a. Consideration and Possible Action Allowing the Installation of a Culvert for Offsite Improvements at the North Fire Station Property, 141 Lovers Lane.

Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Banks/Bazzani to Approve the Action as Recorded. "Allow the Installation of a Culvert for Offsite Improvements at the North Fire Station Property, 141 Lovers Lane; and Request that the Owners of the Property where the Apartments are being built, do the following: a) Share in the Responsibility of Maintenance and Repair of the Culvert; b) Build a 6ft Privacy Fence between the New Project and the Existing

Station; c) Replace the Existing Wooden Fence on the West side of the Property line with a 6ft Privacy Fence for Safety Purposes". Motion **carried** by the following votes: AYES: Banks, Bazzani, Bushby, Graham, and Haas; NOES: None; ABSTAIN: None; ABSENT: None

7. NEW BUSINESS - DISCUSSION/ACTION

No New Business was received.

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

No Communications were Received.

9. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

Chief's report received

No Volunteer report received

10. DIRECTOR'S REPORT for FEC AND LAFCO

No reports received

11. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:00 P.M.

David Haas, President

Stephanie Abba, Clerk of the Board



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS
JENIFER BAZZANI – ROBERT BANKS – PETER BUSHBY – MICHAEL GRAHAM – DAVID B. HAAS
SPECIAL MEETING MINUTES

Meeting held virtually at:

<https://global.gotomeeting.com/join/851101141>

May 18, 2021

6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

The Ukiah Valley Fire District Board of Directors met on May 18, 2021, having been legally noticed on May 7, 2021. President Haas called the meeting to order at 6:05 P.M. with the following **Directors Present:** Jenifer Bazzani, Bobby Banks, Michael Graham and David B. Haas; **Directors Absent:** Peter Bushby **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Stephanie Abba, Clerk of the Board

Director Bushby arrived at 6:07 P.M.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance led by Vice-President Bazzani.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

None

4. PUBLIC EXPRESSION

No public expression was received.

5. APPROVAL OF MINUTES

No Minutes were Agendized.

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

No unfinished business

7. NEW BUSINESS - DISCUSSION/ACTION

- a. Consideration and Possible Adoption of a Resolution of Application to Annex the City of Ukiah into the Ukiah Valley Fire district, and Amend the Ukiah Valley Fire District's Sphere of Influence to Include the City of Ukiah.**

Presenter: Douglas Hutchison, Fire Chief

Motion/Second: Bazzani/Bushby to Adopt the Resolution of Application to Annex the City of Ukiah into the Ukiah Valley Fire District; Amend the Ukiah Valley Fire District's Sphere of Influence to include the City of Ukiah. Motion **carried** by the following votes: AYES: Bazzani, Bushby, Banks, Graham and Haas; NOES: None; ABSTAIN: None; ABSENT: None

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

No communications received.

9. CHIEF'S AND VOLUNTEERS REPORT - INFORMATION

Report received.

10. DIRECTOR'S REPORT for FEC AND LAFCO

No reports received.

11. CLOSED SESSION

No closed session was held.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:28 P.M.

David Haas, President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Approve a Five-Year Professional Services Agreement with InterWest Consulting Group on an as needed basis and contingent on budget availability to provide Fire/Life Safety Plan Review Services.

DEPARTMENT: Fire **PREPARED BY:** _____

ATTACHMENTS:

1. Ukiah Plan Review Proposal - Fire

Summary: The District Board will consider approving a Five-Year Professional Services Agreement with InterWest Consulting Group on an as-needed basis and contingent on budget availability to provide Fire/Life Safety Plan Review Services.

Background: Currently, the daily demand for fire/life safety inspections continues to exceed the capacity of the single member of the Fire Prevention Bureau. This results in delayed turnaround time of plan review, inspections, and permits in the Ukiah Valley. By contracting for Fire/Life Safety plan review services, the Fire Authority will be able to continue providing timely service to the public when Fire Authority resources are unavailable because of high demands of project and life/safety duties. On average, the contract services will only be used when the estimated processing time for plan review exceeds four weeks.

Discussion: The Fire Prevention Bureau receives large volumes of requests for permits, requiring detailed plan review. Most plan views are completed in-house; however, having the option of contracting plan services, as workloads fluctuate, is a critical component in ensuring that the Fire Prevention Bureau meets expected deadlines and turnaround times.

Contracting with InterWest Consulting Group will provide fire plan review services on an as-requested basis to verify compliance with California Building and Fire Codes, adopted National Fire Protection Association Standards, and jurisdictional amendments. Plan review services will address Fire/Life safety features relative to the review of fire protection systems (fire sprinkler systems, fire alarm systems, fire suppression systems, fire pump installations, smoke control systems), civil improvement plans, and non-structural building plans for fire and life safety. The services will be used on an as-needed basis when necessary to ensure timely processing of plans for customers.

This will be in concert with the already established contract the City's Building Department has with InterWest. The County of Mendocino is in the process of establishing a contract with, thus ensuring a consistent planning review process level throughout the Ukiah Valley.

The encumbered rate is the total costs associated with planning review and will be billed to the applicant. The construction document review process is a critical component of the service provided by fire departments. It is essential not only for the safety of the occupants but also for firefighters' safety and their ability to perform

emergency operations at the building. The outcome of the plan review process will impact the building's construction and built-in fire protection features for the life of the building.

Recommended Action: Approve a Five-Year Professional Services Agreement with InterWest Consulting Group on an as needed basis and contingent on budget availability to provide Fire/Life Safety Plan Review Services.

BUDGET AMENDMENT REQUIRED: No.

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison - Fire Chief, Ian Broeske - Acting Fire Marshal

November 19, 2020

Ian Broeske, Acting Fire Marshal
Ukiah Valley Fire Authority
1500 South State Street
Ukiah, CA 95482-6709



Re: Proposal for Fire Plan Review Services

Dear Fire Marshal Broeske,

Thank you for the opportunity to present this proposal for fire plan review services for the Ukiah Valley Fire Authority, encompassing both the City of Ukiah Fire Department and the Ukiah Valley Fire Protection District. Our proposal is based upon our recent telephone and email correspondence.

Scope-of-Services:

Plan Review Services: Interwest Consulting Group staff will provide fire plan review services on an as requested basis to verify compliance with California Building and Fire Codes, adopted National Fire Protection Association Standards and jurisdictional amendments. Plan review services will address fire/life safety features relative to the review of fire protection systems (fire sprinkler systems, fire alarm systems, fire suppression systems, fire pump installations, smoke control systems), civil improvement plans, and non-structural building plans for fire and life safety — as amended by Ukiah Valley Fire Authority.

We understand that municipal codes may be frequently updated, so we will ensure that the projects we are reviewing are compliant with current code requirements. More specifically, we will ensure compliance with Title 24 California Building and Fire Codes, parts 2, 2.5, and 9 - covering fire prevention, life safety, mechanical and electrical installations (as related to fire and life safety) in residential, commercial, industrial, existing and historical buildings.

Interwest's staff of Fire Plan Review Examiners and Fire Protection Engineers have performed both building and fire plan review services on a wide variety of projects including industrial, commercial, institutional, assembly, essential service buildings, mixed-use and new residential developments.

Our fire plan reviewers have a thorough understanding of code requirements, are able to read, understand and interpret construction documents, fire sprinkler plans, fire alarm and fire and life safety building features, prepare plan review letters, communicate effectively orally and in writing and work effectively with Jurisdiction staff, project design teams, contractors and the public. Our plan reviewers possess knowledge of the most current building and fire standards.

Document Management: Interwest maintains a state-of-the-art electronic document management system that allows our staff to readily track and provide the status for Client documents within our system. Plans are tracked by Client Permit Number, Interwest Job Identification, Project Address and Project Description. Plan review due

dates are incorporated into the system to ensure a timely review of each submittal.

Comment Lists: Plan review results will be provided in typed lists of comments that refer to specific details and drawings. Applicable code sections will be referenced. Depending on the Jurisdiction's preferred process, Interwest will provide plan check comments and perform rechecks directly with (1) the Jurisdiction, or (2) the applicant/designer, returning documents to the Jurisdiction after the plan review process is completed for approval. The Jurisdiction will be copied on all correspondence regarding projects.

Electronic Plan Review: Interwest staff are experienced and well versed in providing electronic plan reviews. We typically utilize Bluebeam Revue for our electronic plan review services, but we are also experienced in many other electronic review platforms as utilized by our Clients. Our cloud-based system makes it easy to upload and retrieve project documents allowing for efficiency in the plan review process.

Paper Plan Review: Although recently most of our Clients have transitioned to electronic plan review formats, we will readily accommodate paper review submittals. Interwest will transport paper plans and comments to Ukiah Valley Fire Authority via reliable overland carrier. Overnight delivery and/or pick-up for paper plans will be provided at no additional cost.

Turn-Around Schedules: Initial plan reviews will generally be completed and returned to the Jurisdiction within 10 working days of the date the plans are received by Interwest. Other turnaround schedules will be accommodated at the request of the Jurisdiction. Large, unusually complex plan reviews may require up to a 15 working day turn-around. Resubmittal reviews will generally be completed and returned to the Jurisdiction within five (5) days.

Technical Support: When mutually agreed between the Jurisdiction and Interwest as vital to project success, Interwest staff will attend pre-construction or pre-design meetings, field visits upon request, and provide support for field inspection personnel on an as-needed basis.

Conflict Resolution: When disagreements occur between applicants and Interwest staff, Ukiah Valley Fire Authority will be notified and consulted. After consultation, Interwest will issue a final recommendation for the Fire Marshal to consider.

Schedule of Hourly Billing Rates:

Services are proposed on a time-and-material basis. The rates displayed in the fee schedule below reflect Interwest's current fees. Hourly rates are typically reviewed yearly on July 1 and may be subject to revision unless under specific contract obligations.

Classification	Hourly Billing Rate
Licensed Professional Engineer, Fire Protection	\$145
Fire Plans Examiner	\$110
Administrative Services.....	\$55

1. The proposed rates are valid through December 31, 2022.
2. Expedited plan review services, if requested, will be accommodated at 140 percent of the above rates.

3. Travel expenses are not anticipated as part of this proposal. If participation in meetings or the performance of inspections is requested by the Ukiah Valley Fire Authority, associated travel expenses will be invoiced at cost. Travel time will be invoiced at the above rates. Mileage will be invoiced at the current IRS vehicle mileage rate.

Single Family Dwelling Residential Fire Sprinkler System Review: If preferred by Ukiah Valley Fire Authority, single family residential fire sprinkler system reviews can be accommodated at a flat fixed-rate of \$350 per residential fire sprinkler system. This rate includes an initial review and up to two back check reviews, if necessary.

Acceptance

I will act as Principal-in-Charge for all Building Safety services and Cheryl Domnitch, PE will act as main management contact for Ukiah Valley Fire Authority, encompassing both the City of Ukiah Fire Department and the Ukiah Valley Fire Protection District. I am an authorized representative of Interwest Consulting Group, able to sign any agreements or amendments that may be issued as a result of this request.

We appreciate the opportunity to serve Ukiah Valley Fire Authority and your community. Should you have any questions or comments, please contact me or Cheryl Domnitch. We understand if the proposal is acceptable to the Ukiah Valley Fire Authority and the City of Ukiah, a City contract will be provided for review, signature and execution.

Sincerely,

INTERWEST CONSULTING GROUP



Ron Beehler, SE
Director of Building Safety Services
Interwest Consulting Group
916.204.3178
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Cheryl L. Domnitch, PE
Fire Protection Engineer
Interwest Consulting Group
916.836.3293
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AGENDA SUMMARY REPORT

SUBJECT: Consideration and Possible Adoption of the Fiscal Year 21-22 Fire Authority Budget.

DEPARTMENT: Fire **PREPARED BY:** _____

ATTACHMENTS:

1. FY 2021-22 Ukiah Valley Fire District

Summary: The Board of Directors will review, and consider approving and adopting the proposed Ukiah Valley Fire Authority budget for fiscal year 21-22.

Background: Fire Authority staff have been working for many months to draft the budget for the next fiscal year, and now have a final draft to propose.

Discussion: The proposed budget makes some significant investments in the Fire Authority's operations that will improve our service levels and efficiency.

While there was much more that Fire Authority staff had proposed, some items have been postponed for consideration and adoption until mid-year pending the outcome of the Fire District's efforts to annex the City of Ukiah. Should those efforts be successful there are several more investments the will enhance the Fire Authority's operations and safety.

A link to the proposed budget is provided below.

<https://stories.opengov.com/ukiahca/published/3vuNUgwii>

Recommended Action: Adopt the recommended Ukiah Valley Fire Authority budget for fiscal year 21-22.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison- Fire Chief, Eric Singleton- Battalion Chief, Dan Buffalo- Finance Director

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

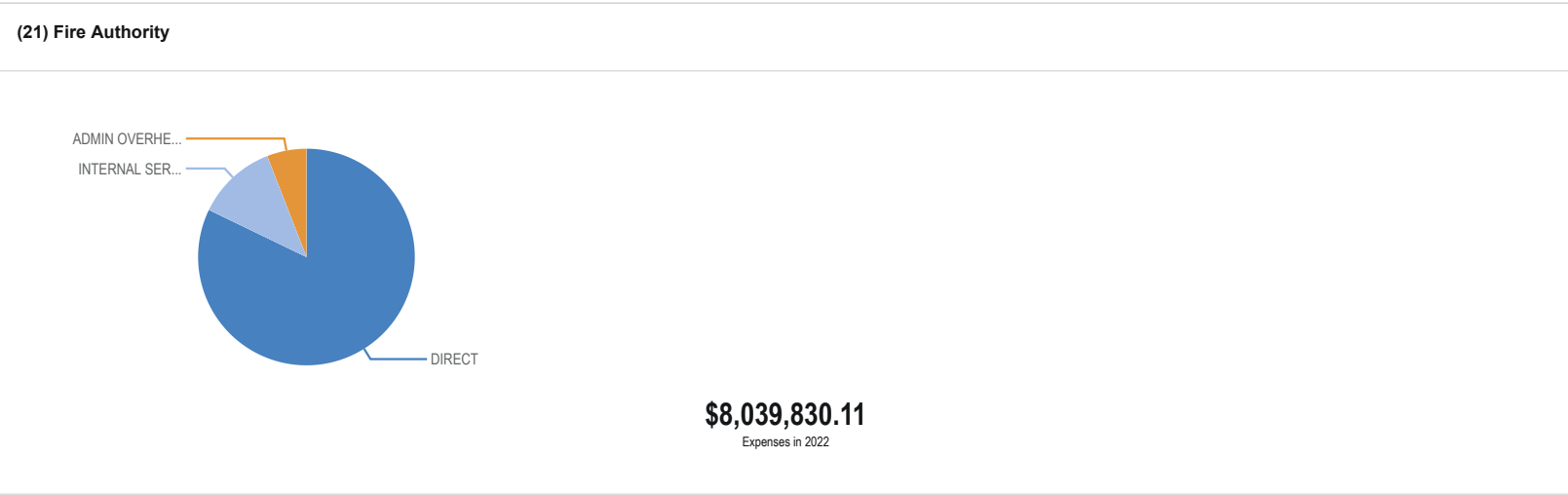
UVFA is organized into the following activities:

- Administration
- Operations
- Training and Safety
- Fire Prevention

Our People

(21) Fire Authority	Category	2022
	PROFESSIONAL	20
	MANAGEMENT	9
	EXECUTIVE	1
	ADMINISTRATIVE & TECHNICAL	0.8

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		2022
DIRECT		\$6,606,015.11
INTERNAL SERVICE USE		\$958,424.00
ADMIN OVERHEAD		\$475,391.00

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.

Objectives and Accomplishments

Department: Fire
Division: City Fire (212) & UVFD Fire (214)

	Objectives	Status	Department Comments
NEAR-TERM	2021-1 Increase total suppression & E.M.S. shift personnel.	In Progress	Staff is establishing a list to fill our current vacancies and staffing a part-time ambulance with Single-Role personnel to subsidize the current ambulance shortage in the County. The UVFA currently has an authorized budget strength of 19 safety FTE's with one (1) Firefighter position frozen due to COVID. This represents approximately a 38% reduction in authorized staff valley wide from 10 years ago. This is well below both National Fire Protection Association (NFPA), and International City and County Managers Association (ICMA) guidelines for staffing. Service level demands will require increases in staffing to cover fire, prevention and E.M.S. services.
	2021-2 Complete a Nexus study for the City & Ukiah Valley Fire District.	Pandemic affected	Due to COVID-19, the Nexus study could not be completed as the pandemic has impacted services' availability. The Nexus study is essential to ensure that the current Fire Mitigation Fees are adequate and accurate for UVFA's response area.
	2021-3 Identify alternative funding sources & enhance revenue for continued UVFA operations.	In Progress	The UVFA has been looking into additional funding options, including tax overlays, additional taxes (sales/property), grant funding to reduce specific item costs, bringing an additional one million dollars in revenue for the District. An audit has been completed of the current security infrastructure, a road map has been established for necessary changes, and these changes are currently being implemented. With increased costs and demand for services, this will be an ongoing process into the future to provide a stable and sustainable Fire Service.
	2021-4 Complete Self-Contained Breathing Apparatus purchase upgrade.	Completed	Self-Contained Breathing Apparatus (SCBA) were purchased this year utilizing the State of California Contract. The State Contract allows for cost saving in the purchase of items.
	2021-5 Develop a Fleet Replacement Master Plan.	In Progress	Team members are currently developing the document that includes the current fleet's (useful vehicle life) future needs and replacement for the Department.
	2021-6 Partner with allied agencies on mitigation for Wildland fires.	In Progress	This has been an ongoing process. Ukiah Valley Fire Authority has been working closely with Cal Fire to reduce the risk of Wildland fires in the surrounding Urban-Interface areas of the Ukiah Valley. A fuel reduction program is in place through Cal Fire to reduce the fuel load and create fire breaks on the Eastern and Western Hills surrounding Ukiah. Future processes include working with Federal Agencies and the Bureau of Land Management (B.L.M.) to further reduce the Ukiah Valley Citizens' risk.
	2021-7 Improve the Central Station Training Facility/Grounds.	In Progress	The process has begun to improve the Training Grounds, Training Props, and the Training Tower to provide team members with up-to-date training in a positive safe learning environment. This project will be phased based over the next few years. Improvements on the training grounds began the previous year and will continue through this fiscal year. This project will be ongoing for the foreseeable future.
	2021-8 Re-negotiate the Fire Dispatch Agreement.	In Progress	This is an ongoing process with Cal Fire, the County of Mendocino, and the City of Ukiah. Cal Fire currently provides services under two separate contracts with the City and County. Discussions have been held throughout the year between all agencies.
	2021-9 Represent UVFA's interests in the development & implementation of the County E.M.S. System.	In Progress	This has been an ongoing process; the UVFA has begun a dual staffing role (cross staffing ambulances) due to the ambulance shortages countywide. There has been a constant increase in demand for emergency medical services in the Ukiah Valley. In contrast, the UVFA has been supplementing/augmenting the Private Ambulance Industry by shutting down Engine Companies to cross staff ambulances to keep up with service demand. Team members are currently looking into alternative options (including the City of Ukiah staffing an ambulance full time) to stay up with the demand and shortfalls while providing a safe and sustainable future for the Ukiah Valley Citizens.
INTERMEDIATE-TERM	2021-10 Develop a Facilities Enhancement Plan.	In Progress	Staff is currently developing this document to include our current needs for our team members, as well as looking at the Department's future needs.
	2021-11 Complete Auto-Extrication equipment purchase upgrade.	In Progress	This has been a three-year phased purchase to replace the Department's aging auto-extrication equipment. This will be the final year of the phased purchase.
	2021-12 Develop a Strategic Master Plan.	In Progress - pandemic affected	Development for the Strategic Master Plan began last year with the completion of the succession planning portion. Unfortunately, staff faced delays to the document due to the pandemic and an impact on external services.
	2021-13 Update Insurance Standards Organization (ISO) Certification.	Completed	Insurance Standards Organization (ISO) has been updated and completed.
LONG-TERM	2022-1 Index fire-specific revenue sources, including special property taxes, to adjust to inflationary changes annually.	In Progress	This is necessary to ensure revenue sources meant to support a certain level of fire services are adjusted to match inflation and remain adequate to support those services as costs change.
	2021-14 Provide all California Fire Service Training and Education System (CFSTES) certification training internally.	In Progress	This will be a continuing process as UVFA is striving towards completing all CFSTES certifications internally. We have begun by certifying staff as instructors in a multitude of classes, with more to come in the subsequent years.
	2021-15 Complete the Center for Public Safety Excellence (CPSE) accreditation process.	Pandemic affected	The Center for Public Safety Excellence (CPSE) accreditation has been delayed as the pandemic has impacted services' availability. The process was supposed to begin last year but was delayed due to the COVID-19 pandemic's impacts. UVFA plans to start the accreditation process this year.

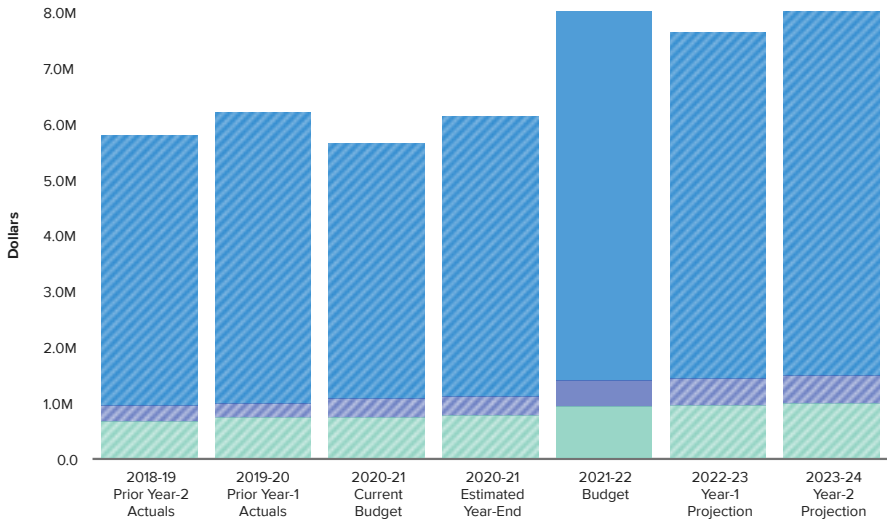
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EXPENSES 21 - FIRE AUTHORITY

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Visualization



COMPARATIVE

Fire Authority: Budget by Character

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EXPENSES

📌 21 - FIRE AUTHORITY

Data

Collapse All	2018-19	2019-20	2020-21	2020-21	2021-22	2022-23	2023-24
	Prior Year-2	Prior Year-1	Current	Estimated	Budget	Year-1	Year-2
	Actuals	Actuals	Budget	Year-End	Budget	Projection	Projection
▼ DIRECT	\$ 4,849,954	\$ 5,217,226	\$ 4,582,249	\$ 5,031,906	\$ 6,606,015	\$ 6,200,506	\$ 6,510,864
▶ PERSONNEL	3,469,675	3,402,680	3,314,219	3,710,040	4,421,082	4,673,062	4,940,223
▶ SERVICES & OTHER OPERATING	1,097,487	1,149,872	1,018,818	1,216,389	1,342,362	1,382,056	1,422,929
▶ DEBT SERVICE	65,097	51,479	58,491	67,825	67,924	67,924	67,924
▶ CAPITAL	217,694	613,195	190,722	37,652	774,648	77,465	79,789
▼ INDIRECT	989,465	1,032,239	1,099,557	1,136,573	1,433,815	1,476,829	1,521,134
▶ ADMIN OVERHEAD	302,727	283,966	333,367	333,367	475,391	489,653	504,342
▶ INTERNAL SERVICE USE	686,738	748,273	766,190	803,206	958,424	987,177	1,016,792
Total	\$ 5,839,419	\$ 6,249,465	\$ 5,681,806	\$ 6,168,479	\$ 8,039,830	\$ 7,677,336	\$ 8,031,998

Fire Authority: Budget by Fund

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Funds

▼ 21 - FIRE AUTHORITY

▼ EXPENSES

Data

Collapse All	2018-19 Prior Year-2 Actuals	2019-20 Prior Year-1 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2021-22 Budget	2022-23 Year-1 Projection	2023-24 Year-2 Projection
▼ GOVERNMENTAL	\$ 3,637,140	\$ 3,934,415	\$ 3,233,200	\$ 3,915,351	\$ 6,395,092	\$ 6,214,227	\$ 6,510,243
▶ GENERAL FUND	3,542,641	3,890,911	3,176,460	3,868,051	6,378,592	6,212,577	6,508,544
▶ CAPITAL PROJECTS	8,493	0	0	0	0	0	0
▼ SPECIAL REVENUES	86,006	43,504	56,740	47,300	16,500	1,650	1,700
PROP 172	86,006	43,504	56,740	47,300	16,500	1,650	1,700
▼ PROPRIETARY	0	76,492	267,249	36,496	1,284,990	1,207,600	1,260,619
▶ ENTERPRISE	0	76,492	267,249	36,496	1,284,990	1,207,600	1,260,619
▼ FIDUCIARY	2,202,278	2,238,558	2,181,358	2,216,632	359,749	255,508	261,136
▼ UKIAH VALLEY FIRE DISTRICT	2,202,278	2,238,558	2,181,358	2,216,632	359,749	255,508	261,136
UVFD GENERAL FUND	1,840,194	2,045,490	1,947,326	1,993,041	170,325	175,435	180,698
UVFD PROP 172	92,516	51,005	61,632	52,492	46,500	4,650	4,790
UVFD MEASURE B	260,036	142,063	172,400	154,755	126,580	59,080	59,305
UVFD MITIGATION FEES	9,532	0	0	16,345	16,344	16,344	16,344
Total	\$ 5,839,419	\$ 6,249,465	\$ 5,681,806	\$ 6,168,479	\$ 8,039,830	\$ 7,677,336	\$ 8,031,998

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

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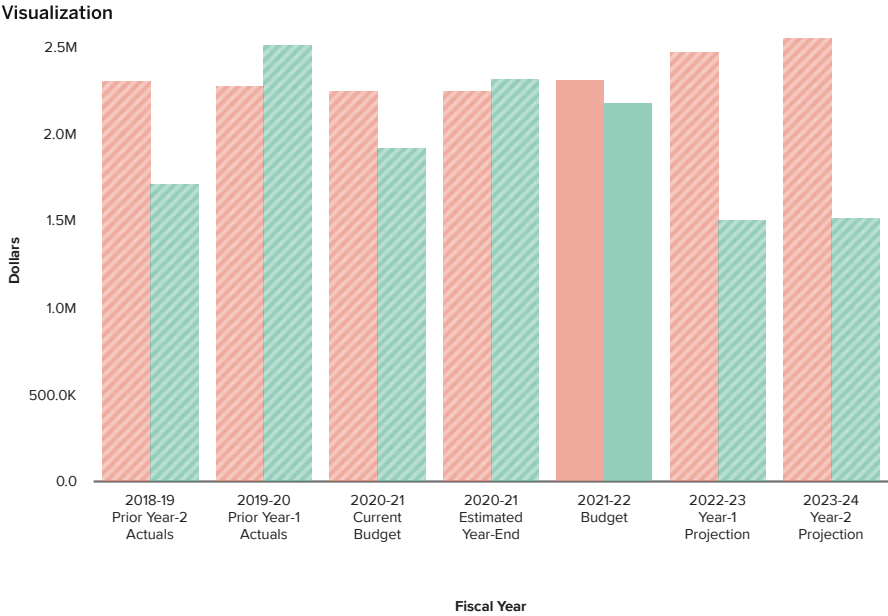
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Types

▼ UKIAH VALLEY FIRE DISTRICT

Sort By Chart of Accounts

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- REVENUES



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Types

UKIAH VALLEY FIRE DISTRICT

Data

Collapse All	2018-19 Prior Year-2 Actuals	2019-20 Prior Year-1 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2021-22 Budget	2022-23 Year-1 Projection	2023-24 Year-2 Projection
▼ REVENUES	\$ 1,717,387	\$ 2,523,489	\$ 1,920,988	\$ 2,324,580	\$ 2,183,458	\$ 1,510,004	\$ 1,524,576
▶ TAXES	1,057,253	1,072,354	1,070,864	1,138,925	1,151,000	1,155,245	1,162,341
▶ CHARGES FOR SERVICE	179,582	37,501	44,110	60,628	45,049	45,249	45,451
▶ GRANTS AND SUBVENTIONS	69,402	50,959	57,426	120,069	111,392	113,620	117,028
▶ USE OF MONEY AND PROPERTY	8,079	12,291	1,102	1,624	7,602	7,830	8,065
▶ LICENSES/PERMITS/FRANCHISES	58,157	36,796	40,986	60,794	178,000	181,560	185,191
▶ OTHER REVENUES	320,706	504,777	6,500	366,520	6,500	6,500	6,500
▶ OTHER FINANCING SOURCES	24,208	808,811	700,000	576,019	683,915	0	0
▼ EXPENSES	2,312,085	2,285,693	2,251,102	2,252,806	2,317,410	2,482,543	2,553,352
▼ DIRECT	2,076,410	2,012,062	1,969,170	1,970,205	2,086,930	2,476,898	2,547,538
▶ PERSONNEL	1,533,245	1,486,999	1,506,950	1,553,183	170,325	175,435	180,698
▶ SERVICES & OTHER OPERATING	253,885	193,598	365,525	305,715	1,716,321	2,210,529	2,275,541
▶ DEBT SERVICE	76,769	74,824	80,089	97,006	78,785	78,785	78,785
▶ CAPITAL	212,511	256,641	16,607	14,300	121,500	12,150	12,515
▼ INDIRECT	211,466	240,945	281,932	282,601	5,480	5,644	5,814
▶ ADMIN OVERHEAD	126,563	140,584	163,908	163,908	4,041	4,162	4,287
▶ INTERNAL SERVICE USE	84,903	100,361	118,024	118,693	1,439	1,482	1,527
▶ OTHER FINANCING USES	24,208	32,686	0	0	225,000	0	0
Revenues Less Expenses	\$ -594,698	\$ 237,796	\$ -330,114	\$ 71,774	\$ -133,952	\$ -972,539	\$ -1,028,775

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

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UKIAH VALLEY FIRE DISTRICT

▼ FUND BALANCE/WORKING C...

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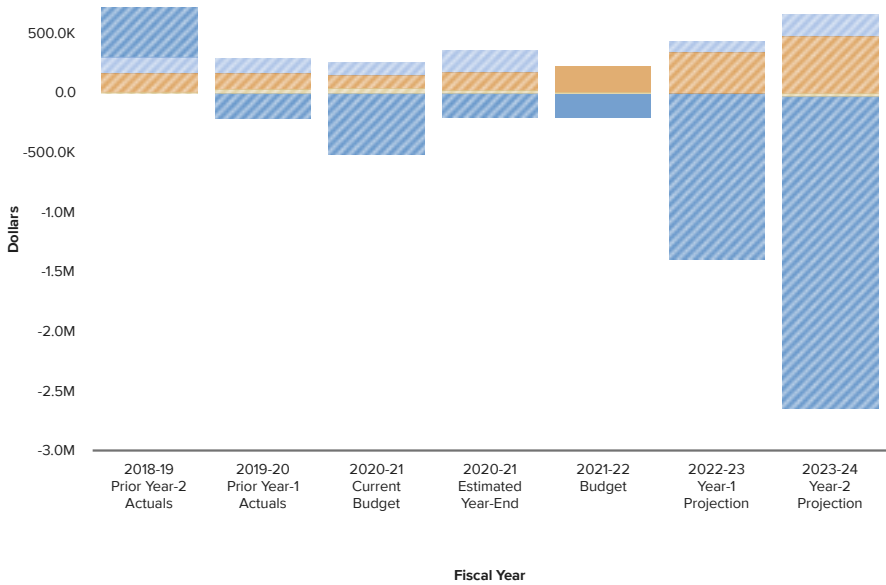
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Visualization



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

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UKIAH VALLEY FIRE DISTRICT

▼ FUND BALANCE/WORKING C...

Data

	2018-19 Prior Year-2 Actuals	2019-20 Prior Year-1 Actuals	2020-21 Current Budget	2020-21 Estimated Year-End	2021-22 Budget	2022-23 Year-1 Projection	2023-24 Year-2 Projection
UVFD GENERAL FUND	\$ 414,323	\$ -207,748	\$ -504,508	\$ -202,534	\$ -202,535	\$ -1,381,065	\$ -2,622,310
UVFD PROP 172	133,571	124,158	118,282	185,218	5,669	95,198	187,996
UVFD MEASURE B	161,822	134,232	97,998	157,319	216,160	345,803	478,590
UVFD MITIGATION FEES	6,866	42,315	51,070	24,729	11,485	-1,695	-14,812
Total	\$ 716,582	\$ 92,957	\$ -237,158	\$ 164,731	\$ 30,779	\$ -941,760	\$ -1,970,535

Notes

1. District appropriations of \$2.3 million include an interagency loan, estimated to be \$458K 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.