

City of Ukiah / Ukiah Valley Fire District Ukiah Valley Fire Authority Fire Executive Committee

Regular Meeting **AGENDA**

1500 S. State Street ♦ Ukiah, CA 95482

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

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May 14, 2020 - 5:30 PM

1. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

2. **ANNOUNCEMENTS**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

4.a. Approval of the Minutes for the September 9, 2019, Special Meeting.

Recommended Action: Approve the Minutes of the September 9, 2019, Special Meeting, as submitted.

Attachments:

1. 2019-09-19 FEC Draft Minutes

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

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

6.a. Discussion and Possible Action, on Options for Increasing Fire Authority Revenues.

Recommended Action: Provide direction to staff on preferred options for increasing Fire Authority revenues.

Attachments:

1. Proposal Presentation 5-14-20

7. **CHIEFS REPORTS**

8. **CLOSED SESSION**

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

9. **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 City Council 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 locations: Ukiah Valley Fire District Office - 1500 South State Street; City Hall - 300 Seminary Avenue; and the Ukiah Valley Conference Center - 200 South School Street, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Douglas Hutchison
Fire Chief

Dated: 5/11/20

**CITY OF UKIAH / UKIAH VALLEY FIRE DISTRICT
UKIAH VALLEY FIRE AUTHORITY
FIRE EXECUTIVE COMMITTEE MEETING
Special Meeting
Ukiah Valley Conference Center
200 South School Street, Ukiah, CA 95482**

**September 19, 2019
5:30 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Fire Executive Committee met for a Special Meeting on September 19, 2019, which was legally noticed on September 13, 2019. Chair Brown called the meeting to order at 5:30 p.m. Roll was taken with the following **Committee Members Present:** Allen Cherry, Jenifer Bazzani, Juan V. Orozco and Jim O. Brown. **Staff Present:** Doug Hutchison, Fire Chief; Jeff Adair, Division Chief; Kevin Jennings, Division Chief/Fire Marshal; Kristine Lawler, City Clerk. **Also Present:** David Haas, District President and Eric Singleton, Ukiah Valley Fire District Engineer.

CHAIR BROWN PRESIDING

The Pledge of Allegiance was led by Kevin Jennings, Division Chief/Fire Marshal.

2. ANNOUNCEMENTS

a. Next meeting is scheduled for November 14, 2019, at 5:30 p.m.

Presenter: Douglas Hutchison, Fire Chief.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment was received.

4. APPROVAL OF MINUTES

a. Minutes of May 8, 2019 a Special Meeting.

Motion by Member Bazzani, seconded by Member Orozco to approve the minutes of May 8, 2019, as submitted. Motion **carried** by the following votes: AYES: Cherry, Bazzani, Orozco, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

5. UNFINISHED BUSINESS – DISCUSSION/ACTION

a. Job Description – Director Cherry, Council Member Orozco

Presenter: Allen Cherry, Fire Executive Committee Member.

Committee Consensus to direct staff to talk to Human Resources about changing the job descriptions to show titles as the Ukiah Valley Fire Authority, and to add Spanish language as a desired ability into the job descriptions.

Committee Consensus to disband the job description ad hoc.

6. **NEW BUSINESS – DISCUSSION/ACTION**

a. Fire Impact Fees.

Presenter: Kevin Jennings, Division Chief/Fire Marshal.

Committee Consensus to direct Chief Jennings to bring back to the November 14, 2019, meeting, a complete list of fees with an adjusted time frame, reflecting the new state mandates for hotels, motels, education facilities, and jail, for final review on; with the final approved fees to then be taken to the District Board and City Council for adoption.

7. **CHIEF'S REPORT**

Presenters: Doug Hutchison, Fire Chief.

Report was received.

8. **CLOSED SESSION**

No Closed Session was held.

9. **ADJOURNMENT**

Committee Consensus accepted a request from Member Cherry to have the following items to be added to an upcoming agenda:

- How budget is developed to understand better the City/District split and contributions.
- Fire Executive Committee form an ad hoc or standing committee to begin to explore moving forward into a JPA.

There being no further business, the meeting adjourned at 6:11 p.m.

Kristine Lawler, City Clerk

Fire Service Annexation

A proposal for service
sustainability



Outline

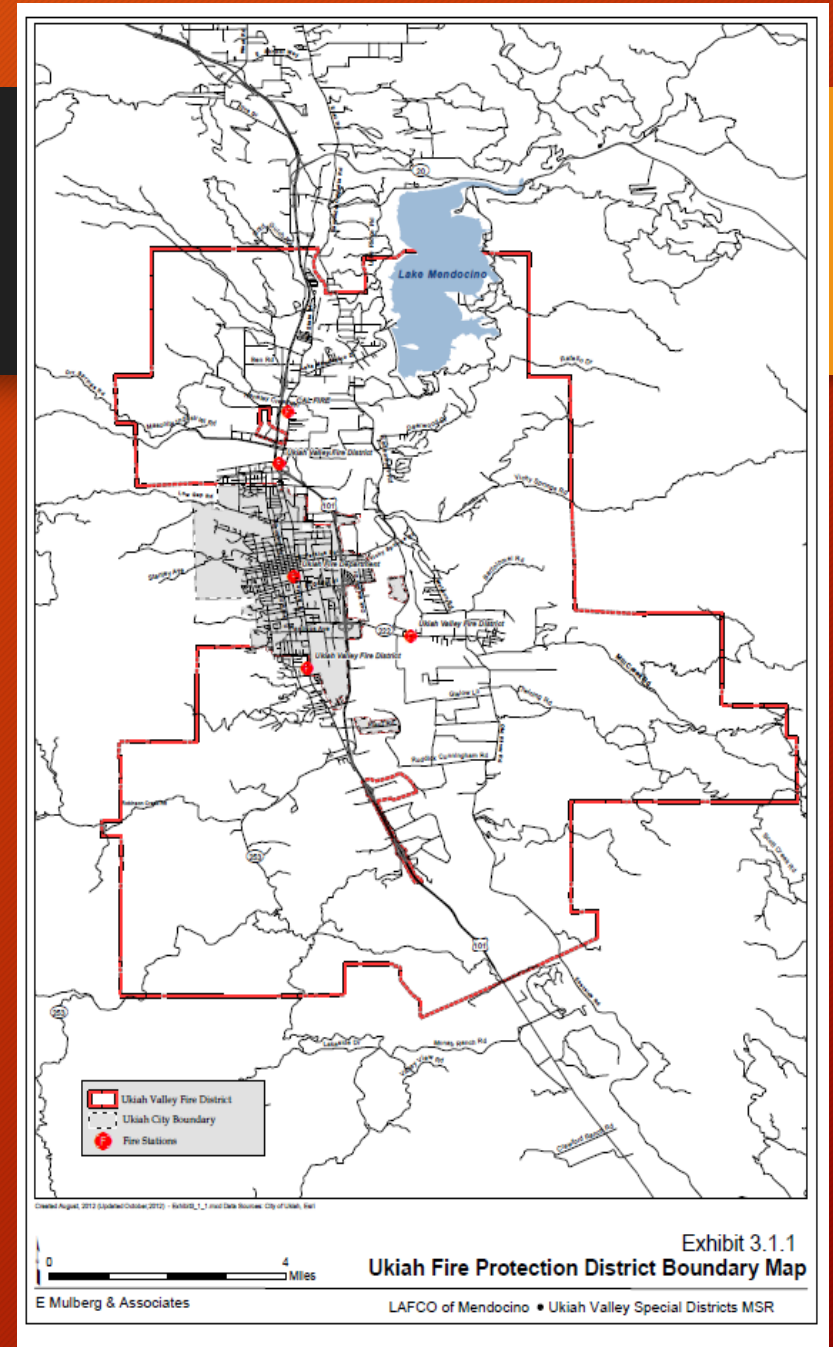
1. Current Fire Authority JPA arrangement
2. Proposal for funding sustainability
3. Summary and steps forward

1. Fire Authority JPA Arrangement

- Agreement between City of Ukiah and Ukiah Valley Fire District
- Calls for a 50/50 operating cost share
 - Personnel
 - Services, supplies, and other operating
- Debt service and capital outlay are agency-specific
- All Authority personnel are employees of the City

Fire Authority JPA Arrangement

Current boundaries



Funding Sources



City

General revenues:

- Sales tax (including Measure P)
- Property tax
- Prop 172
- Other



District

Special purpose revenues:

- Property taxes:
 - Measure B
 - Measure J
- Prop 172
- Special fees

Funding Contributions FY (2019)



City

Share cost contribution:
\$3,537,458 (70%)



District

Share cost contribution:
\$1,559,747 (30%)

\$1,019,441
Variance from 50/50 Split

Funding Dilemma

District contribution:	\$1,559,747
District revenues:	<u>\$1,078,530</u>
Funding deficit	\$481,217

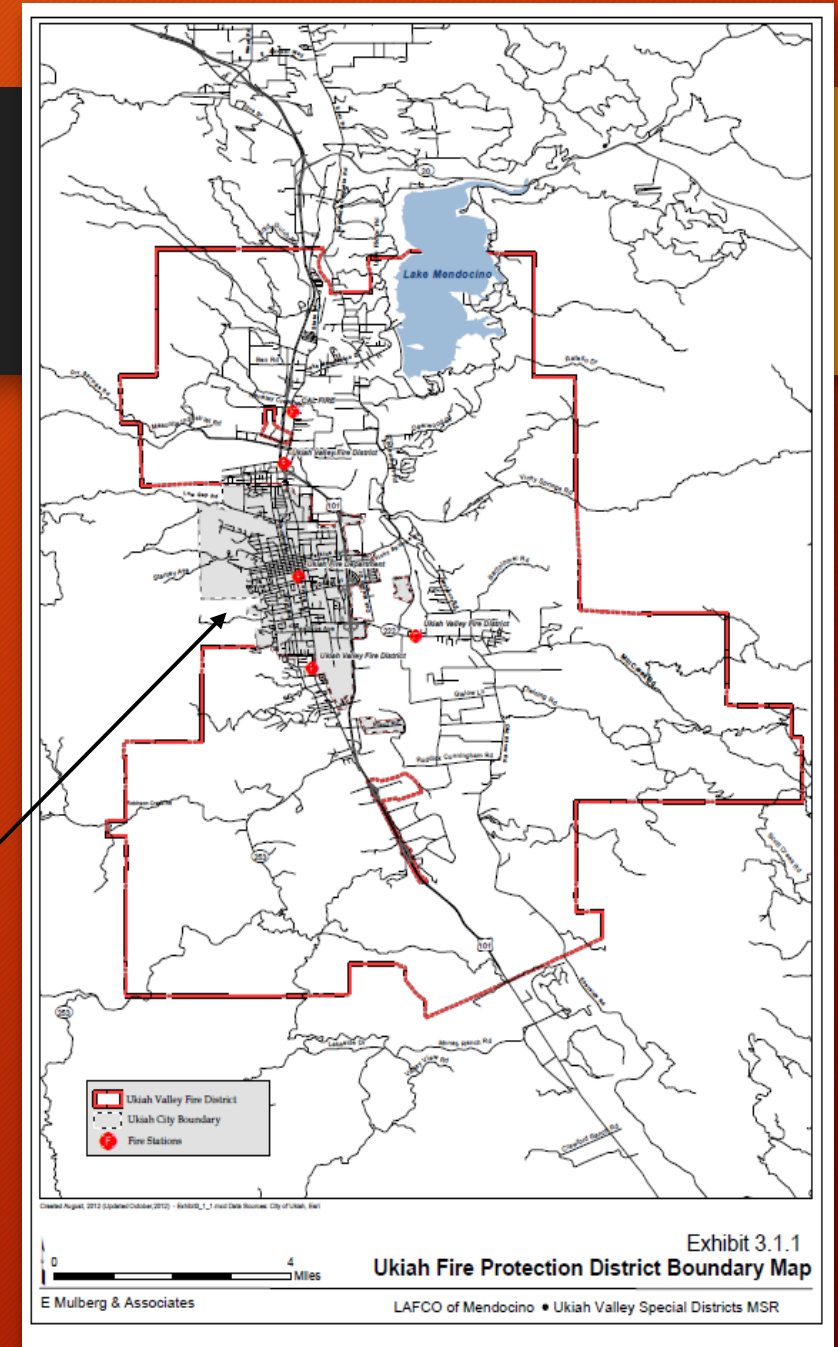
Note: Deficit is at current de facto 70/30 split



2. Proposal

- District to annex City fire services
- District overlays existing property taxes and fees onto City parcels
 - Initial estimated revenue generation: >\$1 million
- Fire Authority remains governing authority
- City and District maintain 50/50 split

City boundaries
to be annexed



3. Summary and Steps Forward

- Current funding is insufficient to maintain appropriate and adequate level of fire prevention and response services
- Additional revenues are needed by District toward shared costs
- LAFCO approval needed
- Required steps:
 - Fire Authority Executive Committee approval
 - City Council and District Board approval
 - District to file annexation with LAFCO
 - City and District to negotiate required terms
 - LAFCO approved annexation
 - Property tax overall assessed in FY 2021 and revenues recognized beginning in FY 2022

Questions