

TWAIN HARTE COMMUNITY SERVICES DISTRICT Fire Committee Meeting

Chair: *Bill McManus*

Co-Chair: *Gary Sipperley*

VIDEO TELECONFERENCE
January 6, 2021 8:00 a.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District offices are closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/86288956594>
- Meeting ID: 862 8895 6594
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

- 1. Operations report.**
- 2. Review the draft Fiscal Year 2020-21 Fire Fund mid-year budget adjustment.**
- 3. Adjourn.**

HOW TO OBSERVE THIS MEETING:

The public can observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

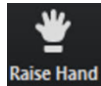
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

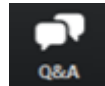
HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website:

www.twainhartecsd.com



Twain Harte Community Services District

Fire Division



Monthly Operations Report

For December 2020

INCIDENTS

- Monthly emergency call total: **36**
- Public Contacts/Non-Fire Agency Assists total: **6**
- Please see attached statistics for incident response information

PERSONNEL

- Total on personnel roster **17**
- Currently, no staff members are positive for Covid-19
- Captain Nathaniel back to full duty
- One Reserve Captain Al Desrosiers
- Captain Slater nominated for Firefighter of the year for 2020

EQUIPMENT AND APPARATUS

- E-723 back from the shop for warranty work
- E-721 radiator warranty work completed

FACILITIES

- Two hazard trees were removed next to the firehouse

TRAINING PROGRAM: Staff completed over **231** hours of combined training during the month

- All shift focusing on structural firefighting training
- All shifts participating in multi-company drills.

FINANCIAL

- Mid-Year budget completed

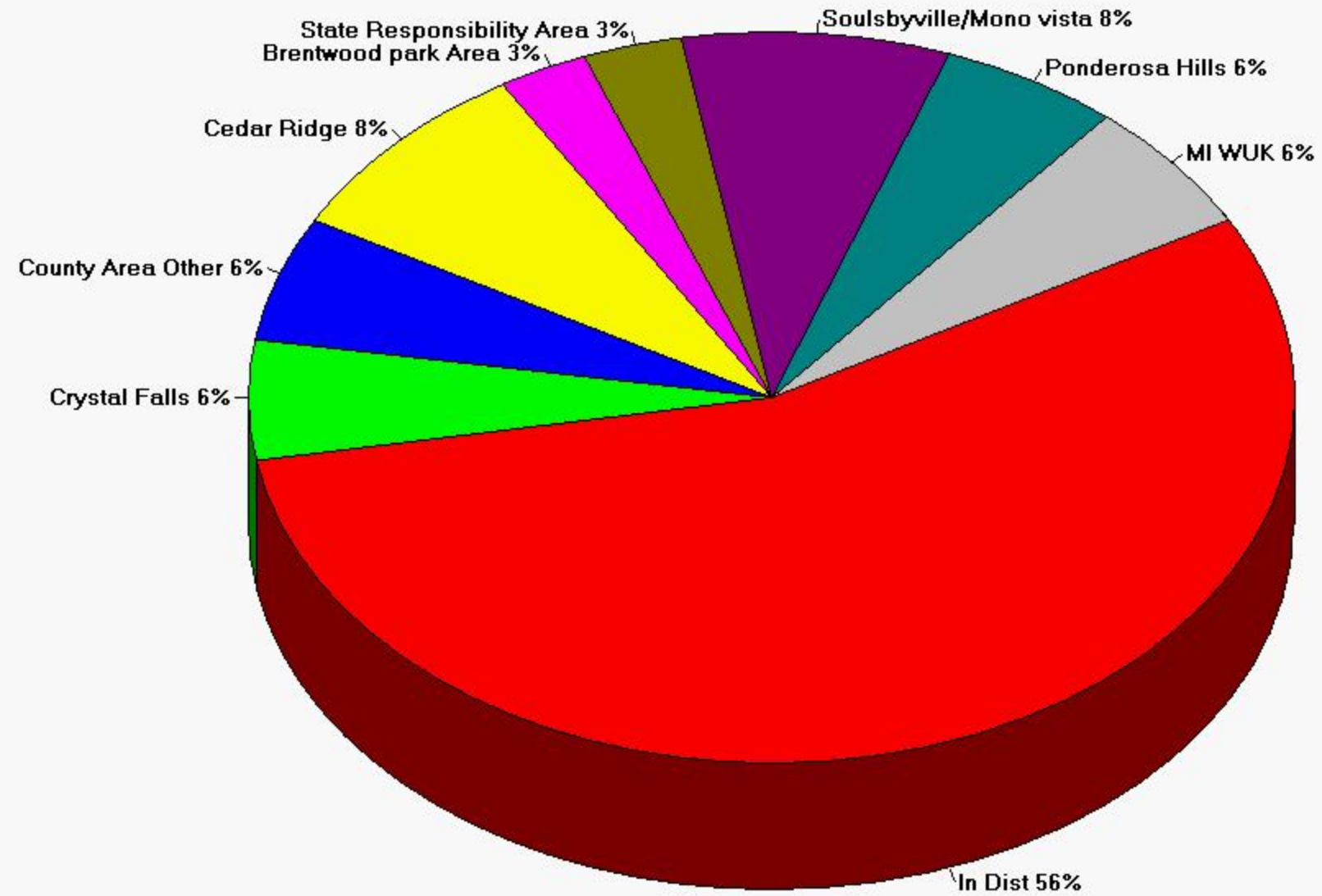
TUOLUMNE COUNTY CHIEF OFFICER'S ASSOCIATION

- Nothing to report

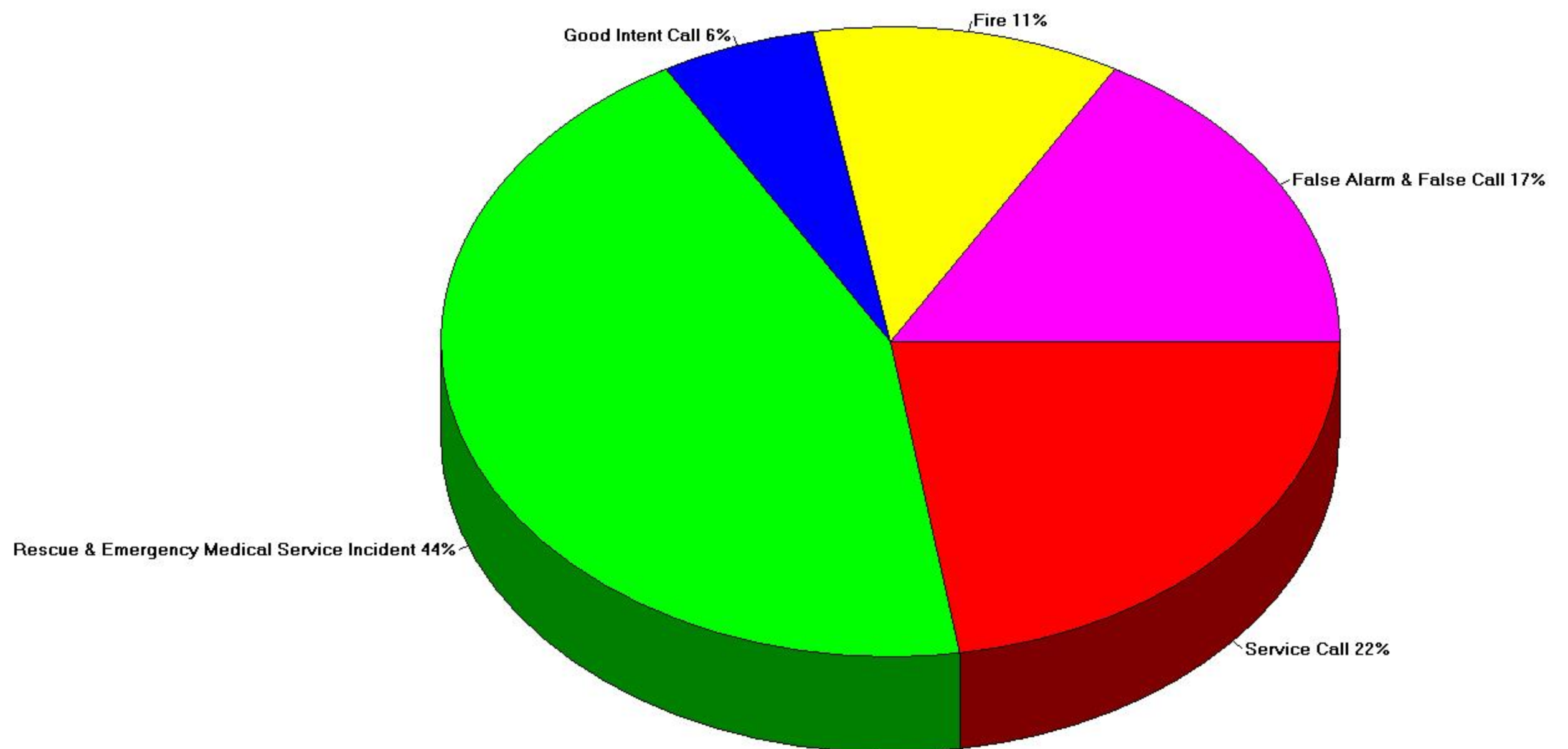
FIRE PREVENTION PROGRAM/PUBLIC EDUCATION

- Emergency contact forms for Twain Harte businesses are being processed and entered into the Firehouse program

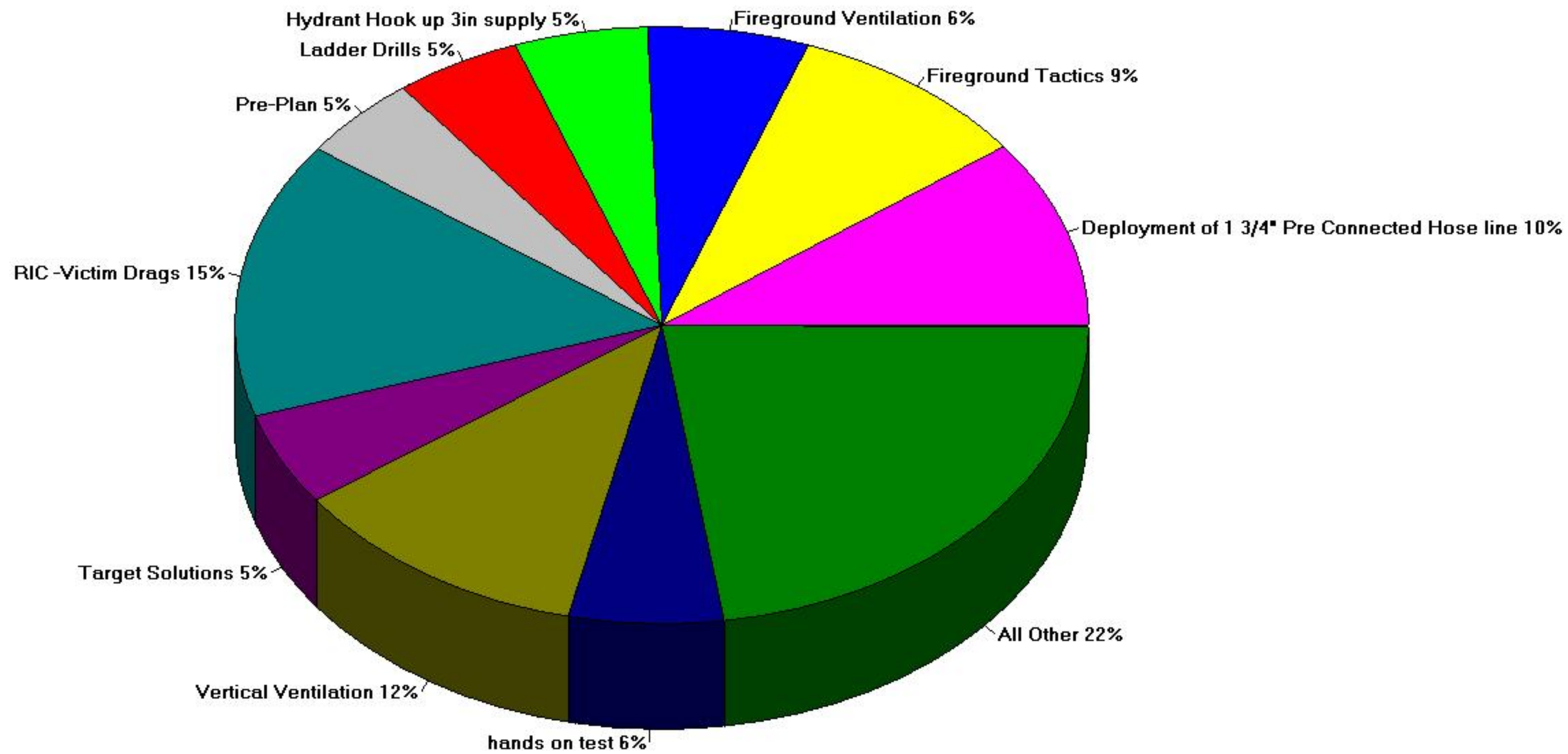
Incidents by District
Alarm Date Between {12/01/2020} And {12/31/2020}



Incident Type Summary
Alarm Date Between {12/01/2020} And {12/31/2020}



Average Attendee Hours by Training Category
Date Between {12/01/2020} And {12/31/2020}



Twain Harte Community Services District
2020/2021 MID-YEAR BUDGET REVISION

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,443,836	\$ 1,470,488	2%	\$ 1,134,923	\$ 1,136,732	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,607,219
Fees	10,245	14,530	42%	10,645	10,335	-3%	-	-	0%	1,000	5,500	450%	-	-	0%	30,365
Taxes & Assessments	107,825	107,825	0%	-	-	0%	1,135,367	1,135,367	0%	134,556	134,556	0%	-	-	0%	1,377,748
Grants & Donations	-	6,821	6821%	250,000	329,378	32%	7,700	22,595	193%	28,000	100,890	260%	-	-	0%	459,684
Other Revenue	11,500	13,775	20%	7,500	8,725	16%	16,500	104,374	533%	2,250	2,250	0%	1,000	1,000	0%	130,124
Total Program Revenue	\$ 1,573,406	\$ 1,613,438	3%	\$ 1,403,068	\$ 1,485,170	6%	\$ 1,159,567	\$ 1,262,336	9%	\$ 165,806	\$ 243,196	47%	\$ 1,000	\$ 1,000	0%	\$ 4,605,139
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,573,876	\$ 1,613,908	3%	\$ 1,403,318	\$ 1,485,420	6%	\$ 1,159,747	\$ 1,262,516	9%	\$ 165,906	\$ 243,296	47%	\$ -	\$ -	0%	\$ 4,605,139
Operating Expenses																
Salaries	\$ 311,480	\$ 314,797	1%	\$ 187,228	\$ 188,650	1%	\$ 515,151	\$ 529,464	3%	\$ 10,062	\$ 9,345	-7%	\$ 334,586	\$ 338,551	1%	\$ 1,380,807
Benefits	164,034	165,858	1%	94,135	94,617	1%	240,837	229,306	-5%	5,368	5,425	1%	154,233	155,760	1%	650,966
Equip, Auto, Maint, & Repairs	108,500	110,400	2%	47,200	46,100	-2%	103,100	99,900	-3%	41,700	47,850	15%	20,750	19,700	-5%	323,950
Materials & Supplies	41,450	41,750	1%	5,100	5,200	2%	11,600	12,100	4%	1,600	1,600	0%	4,150	5,250	27%	65,900
Outside Services	55,400	91,900	66%	269,150	347,628	29%	23,250	24,100	4%	4,250	4,250	0%	24,500	21,900	-11%	489,778
Other (Utilities, Prop/Liab Ins, TUD)	156,190	156,050	0%	506,585	508,652	0%	72,150	86,800	20%	18,120	23,500	30%	61,400	57,200	-7%	832,202
Debt Service	188,912	188,912	0%	17,011	17,011	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,288
Total Program Expenses	\$ 1,025,965	\$ 1,069,667	4%	\$ 1,126,409	\$ 1,207,858	7%	\$ 1,008,453	\$ 1,024,035	2%	\$ 81,100	\$ 91,970	13%	\$ 599,618	\$ 598,361	0%	\$ 3,991,891
Administrative Cost Allocation	281,821	281,230	0%	149,905	149,590	0%	107,931	107,705	0%	59,962	59,836	0%	(599,618)	(598,361)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,307,786	\$ 1,350,897	3%	\$ 1,276,314	\$ 1,357,448	6%	\$ 1,116,384	\$ 1,131,740	1%	\$ 141,062	\$ 151,806	8%	\$ -	\$ -	0%	\$ 3,991,891
TOTAL OPERATING BALANCE	\$ 266,090	\$ 263,012		\$ 127,004	\$ 127,972		\$ 43,363	\$ 130,775		\$ 24,844	\$ 91,490		\$ -	\$ -		
Capital Expenses																
Capital Outlay	475,620	381,220	-20%	348,300	339,900	-2%	311,680	203,230	-35%	164,400	154,240	-6%	-	-	0%	1,078,590
Administrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 475,620	\$ 381,220	-20%	\$ 348,300	\$ 339,900	-2%	\$ 311,680	\$ 203,230	-35%	\$ 164,400	\$ 154,240	-6%	\$ -	\$ -		\$ 1,078,590
GRAND TOTAL EXPENSES	\$ 1,783,406	\$ 1,732,117	-3%	\$ 1,624,614	\$ 1,697,348	4%	\$ 1,428,064	\$ 1,334,970	-7%	\$ 305,462	\$ 306,046	0%	\$ -	\$ -	0%	\$ 5,070,481
Transfer To/(From) Reserve	\$ (209,530)	\$ (118,208)		\$ (221,296)	\$ (211,928)		\$ (268,317)	\$ (72,455)		\$ (139,556)	\$ (62,750)		\$ -	\$ -		

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 510,000	\$ 510,000	\$ -	0%	
Property Assessments	625,367	625,367	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,135,367	\$ 1,135,367	\$ -	0%	
Grants & Donations					
Grant Revenue	7,700	22,595	\$ 14,895	193%	VFA, CA Fire Foundation and AFG grants
Donation Revenue	-	-	-	0%	
TOTAL GRANTS & DONATIONS	\$ 7,700	\$ 22,595	\$ 14,895	193%	
Other Revenue					
Strike Team	\$ -	\$ 71,874	\$ 71,874	71874%	
Training Revenue	-	16,000	16,000	16000%	
Miscellaneous Revenue	7,500	7,500	-	0%	
Interest Revenue	9,000	9,000	-	0%	
Sale of Assets	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 16,500	\$ 104,374	\$ 87,874	533%	
GRAND TOTAL REVENUE	\$ 1,159,567	\$ 1,262,336	\$ 102,768	9%	
Admin Transfer Out	\$ 180	\$ 180	\$ -		
GRAND TOTAL WITH ADMIN	\$ 1,159,747	\$ 1,262,516	\$ 102,768	9%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 328,690	\$ 295,676	(33,014)	-10%	Several months of a vacant Fire Chief & Captain position
Workers Comp Reimb Wages		\$ (14,950)	(14,950)	-14950%	
Standby Pay	1,250	1,600	350	28%	
Overtime	32,000	58,000	26,000	81%	Staff shortages from Captain hiring lag, COVID and Work Comp
Holiday Overtime	13,204	12,666	(538)	-4%	
FLSA Overtime	30,608	29,252	(1,356)	-4%	
Sick Leave/Vacation Pay/ATO	5,400	19,608	14,208	263%	
Compensated Absence			0	0%	
Temp/Relief Pay	5,000	7,000	2,000	40%	
Intern Stipend	90,000	60,000	(30,000)	-33%	Due to vacant operator intern positions
Reserve Stipends	3,500	3,500	0	0%	
Striketteam Pay		4,115	4,115	4115%	
Striketteam Intern Pay		47,000	47,000	47000%	
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,000	4,077	77	2%	
Cell Phone Stipend		420	420	420%	
TOTAL SALARIES	\$ 515,151	\$ 529,464	\$ 14,313	3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 64,308	\$ 61,270	(3,038)	-5%	Several months of a vacant Fire Chief & Captain position
HRA Reimbursement	26,875	28,509	1,634	6%	
CALPERS Retirement	91,469	79,628	(11,841)	-13%	Vacant positions and new hire with PEPR retirement plan
FICA	31,939	33,754	1,814	6%	
Medicare	7,470	7,894	424	6%	
Workers Comp	17,061	17,061	0	0%	
Unemployment Ins/ETT	1,715	1,190	(525)	-31%	Reduction in Unemployment Insurance Rates
TOTAL BENEFITS	\$ 240,837	\$ 229,306	\$ (11,531)	-5%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,000	\$ 7,000	1,000	17%	
Facilities Maintenance & Repair	11,000	11,000	0	0%	
Vehicle Maintenance & Repair	24,000	21,000	(3,000)	-13%	Postponed tire replacement to next fiscal year
Janitorial/Cleaning Services	3,300	1,600	(1,700)	-52%	Cancelled rug cleaning service
Fuel	16,000	15,500	(500)	-3%	
Equipment Under \$5,000	20,300	15,300	(5,000)	-25%	Postponed fire hose replacement
Personal Protective Equipment	22,500	28,500	6,000	27%	Grant reimbursed expenditures
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 103,100	\$ 99,900	\$ (3,200)	-3%	

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	500	0	0%	
Food Supplies	600	600	0	0%	
Janitorial Supplies	3,000	3,500	500	17%	
Medical Supplies	5,000	5,000	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 11,600	\$ 12,100	\$ 500	4%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	1,700	2,400	700	41%	
Engineering Services	8,700	8,700	0	0%	
Medical Exams	2,500	2,500	0	0%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	4,850	5,000	150	3%	
TOTAL OUTSIDE SERVICES	\$ 23,250	\$ 24,100	\$ 850	4%	
Other - 56XXX					
Utilities	\$ 10,100	\$ 10,400	300	3%	
Phone/Communications	6,000	5,100	(900)	-15%	
Software Licenses & Maintenance	3,950	4,100	150	4%	
Property/Liability Insurance	27,800	27,800	0	0%	
Dues & Memberships	3,800	2,800	(1,000)	-26%	
Licenses & Certifications	1,000	2,000	1,000	100%	EMT Certifications for new interns
Training, Conferences & Travel	19,000	33,000	14,000	74%	Reimbursable college trainings
Advertising & Public Education	500	1,600	1,100	220%	
TOTAL OTHER	\$ 72,150	\$ 86,800	\$ 14,650	20%	
Debt Service - 58XXX					
Interest on Long Term Debt	3,425	3,425	-	0%	
Principal on Long Term Debt	38,940	38,940	-	0%	
TOTAL DEBT SERVICE	\$ 42,365	\$ 42,365	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,008,453	\$ 1,024,035	\$ 15,582	2%	
Admin Transfer Out	\$ 107,931	\$ 107,705	\$ (226)	0%	
GRAND TOTAL WITH ADMIN	\$ 1,116,384	\$ 1,131,740	\$ 15,356		
Capital Outlay - 57XXX					

Capital Outlay - 57XXX

Twain Harte Community Services District
2020-2021 MID-YEAR BUDGET REVISION

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	20/21 Requested	\$	%	
UAV-Thermal Imaging			0	0%	
CERT FF Rehab Vehicle	1,200	1,040	(160)	-13%	
Mobile Fire Pump	0	0	0	0%	
Replace Fire Station Generator	18,000	18,000	0	0%	
Training/Admin Parking Lot*	67,000	67,000	0	0%	
Vantage Pt. Equipment Structure*	9,000	9,000	0	0%	
Station Concrete Apron/Drainage*			0	0%	
Fire Apparatus Equip Building	60,000	92,000	32,000	53%	
SCBA Bottle/Harness Replacement	150,000	10,000	(140,000)	-93%	Postpone until next FY to get grant
GM Vehicle Replacement	6,480	6,190	(290)	-4%	
Training Prop Improvements			0	0%	
TOTAL CAPITAL OUTLAY	\$ 311,680	\$ 203,230	\$ (108,450)	-35%	
GRAND TOTAL WITH CAPITAL	\$ 1,428,064	\$ 1,334,970	\$ (93,094)		

*Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.