

Los Osos Community Services District
DRAFT Minutes of the Emergency Services Advisory Committee
April 15, 2014 at 5:30 p.m. at Station 15 - South Bay

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Opening	<p>Chairperson Wright called the meeting to order at 5:32 p.m.</p> <p>Roll Call: Michael Wright, Chairperson – Present Jon-Erik Storm, Vice Chairperson – Present Jerry Dillingham, Committee Member – Present Brent Marshall, Committee Member – Arrived at 5:34 p.m. Vita Miller, Committee Member – Present Julie Tacker, Committee Member – Left at 5:57 p.m. Thomas Wright, Committee Member – Present David Harris, Alternate Committee Member - Present</p> <p>Staff: Kathy Kivley, General Manager Phill Veneris, Battalion Chief Harmony Brown, Executive Assistant</p>	
2. Approval of ESAC Minutes of February 25, 2014	<p>The ESAC reviewed the minutes of February 25, 2014.</p> <p>Committee Member Tacker requested the minutes be approved and filed, as presented. This was seconded by Committee Member Miller and approved unanimously.</p>	Action: Approve and file minutes.
4. Proposed Annual CPI Increase for Special Fire Tax	<p>Chairperson Wright called for this item to be heard at this point in the meeting.</p> <p>General Manager Kivley reported that the CPI can increase by \$0.24 per unit (from \$15.22 to \$15.46) at a rate of 1.66%. This would create additional revenue of approximately \$7,800. With the increase of the minimum wage, these revenues will help to defer costs. She requested that ESAC recommend the Board process for acceptance.</p> <p>Public Comment: Richard Margetson expressed concern that the CPI rates provided by Wallace Group, as presented in the agenda packet are incorrect.</p> <p>After further discussion, Committee Member Tacker made a motion to delay Board recommendation and ESAC will review any corrections made by Wallace Group at the May meeting. There was no second of this motion.</p> <p>Committee Member Miller made a motion to accept the CPI increase, as presented. This was seconded by Committee Member Marshall. Chairperson Wright called for a vote:</p> <p>Roll Call Vote: Ayes: Miller, Marshall Nays: Dillingham, Tacker, Wright Abstain: None Absent: None</p> <p>The motion did not pass on a 2-3-0 vote.</p> <p>Chairperson Wright requested General Manager Kivley provide clarification at the next meeting regarding CPI Rate history.</p> <p>General Manager Kivley left the dais.</p>	Action: Staff to provide clarification at next ESAC meeting.

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<p>3. Presentation and Discussion of Draft Fiscal Year 2014/2015 Fund 301 Budget</p>	<p>Battalion Chief Veneris gave a detailed summary of the FY 2014/15 Draft Fund 301 Budget as submitted with the agenda packet. In addition, a revised handout outlining Vehicle Sinking Fund Projections was provided.</p> <p>Battalion Chief Veneris explained adjustments in the Schedule A Contract, State of California and CAL FIRE Administrative Fees and annual CPI average rates. In addition, he reviewed Fund 301 projected revenues, including an increase in the Special Fire Tax and expenditures, including the impact caused by the increase to the State minimum wage.</p> <p>Battalion Chief Veneris reported that the Fire Department is in need of several items, including a Zoll Monitor, Thermal Imaging Camera, Mobile Data Computer and several other items, totaling \$57,800. Since the draft FY 2014/15 Fund 301 Budget does not currently have these funds available, He requested ESAC's recommendation in securing the necessary funds.</p> <p>After further discussion, Committee Member Miller made a motion that the draft FY 2015/15 Fund 301 Budget be reviewed by the Finance Advisory Committee (FAC) at their April 2014 meeting and be returned to ESAC at the May 2014 meeting. This was seconded by Committee Member Dillingham and approved unanimously.</p> <p>Committee Member Miller made a motion to recommend that the Board authorize the purchase of the Zoll Monitor and EZIO Paramedic Bone Drill. This was seconded by Committee Member Wright and approved unanimously.</p> <p>Public Comment: Richard Margetson suggested that surplus funds from the current fiscal year be used to purchase the items totaling \$57,800.</p>	<p>Action: The Committee recommended that the draft FY 2014/15 Fund 301 Budget be forwarded to the FAC for review.</p> <p>Action: The Committee recommended that the Board authorize the purchase of the Zoll Monitor and EZIO Paramedic Bone Drill.</p>
<p>5. Review of Monthly Fire Department Reports for February 2014 and March 2014</p>	<p>Battalion Chief Veneris gave a brief summary of the Fire Department Reports for February 2014 and March 2014 as submitted with the agenda packet. In addition, a revised CAL FIRE/Station 15 – South Bay Organizational Chart handout was distributed for review.</p> <p>There was no public comment.</p>	
<p>6. Public Comment on Items NOT Listed on this Agenda</p>	<p>Richard Margetson expressed his disappointment and opinion that the District financials, as presented at the April 2014 BOD meeting include several errors. In addition, he encouraged ESAC to attend the FAC meeting, scheduled for April 21, 2014.</p>	
<p>7. Schedule Upcoming ESAC Meeting</p>	<p>The next meeting of the Emergency Services Advisory Committee will be held on Tuesday, May 20, 2014 at 5:30 p.m.</p>	
<p>8. Recommendations to the Board of Directors of Future Committee Items</p>	<ul style="list-style-type: none"> - Draft FY 2014/15 Fund 301 Budget - Purchase of Zoll Monitor and EZIO Paramedic Bone Drill - Cooperative Fire Protection Agreement Review - Clarification and legal definition of Restricted and Unrestricted Funds - Current report on Reserve Balances - Projected date of when BOD can provide a report of operating expenses, equipment and fixed costs on Fund 301. 	

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9. Closing Comments by ESAC Committee Members	<p>Battalion Chief Veneris updated ESAC regarding the Fireman's Fund Insurance Group Grant Presentation that was held on April 9, 2014 at Station 15 – South Bay, recognizing the \$10,000 grant provided in 2013 that assisted in the purchase of Firefighter boots, Laryngoscopes and Smoke/CO2 Detectors.</p> <p>Committee Member Miller expressed her distrust in the accuracy of the financials provided by the District. She also suggested that the District's standard operating procedures include an on-going financial review that occurs regularly by more than one person.</p> <p>Committee Member Dillingham expressed mutual concerns.</p>	
10. Adjournment	The meeting adjourned at 7:30 p.m.	