



EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Thursday, May 23, 2019 at 5:30 p.m.
Station 15 – South Bay Fire Department
2315 Bayview Heights Drive, Los Osos, CA

COMMITTEE MEMBERS

Vicki Milledge, Chairperson
Chuck Cesena, Vice Chairperson
Craig Baltimore, Member
Emily Miggins, Member
Bob Neumann, Member
Gary Orback, Member
Warren Sargent, Member

STAFF

Renee Osborne, General Manager
George Huang, Battalion Chief
Ann Kudart, Administrative Services Manager
Carrie Young, Administrative Assistant

AGENDA

1. **Open at 5:30 p.m. – Call to Order, Flag Salute, Roll Call**
2. **Approve ESAC Minutes of March 22, 2019**
(Recommend Committee approval)
Presented by: Administrative Services Manager Kudart
3. **Fire Department Updates**
(Updates only, no action necessary)
Presented by: Chief Huang
4. **Review of Fund 301 Financials for the Period Ending March 31, 2019**
(Committee review, no action necessary)
Presented by: General Manager Osborne
5. **Update Regarding Abatement of Hazardous Vegetation**
(Update only, no action necessary)
Presented by: Chief Huang
6. **Update Regarding Tentatively Scheduled Community Town Hall Meeting on June 15, 2019**
(Update only, no action necessary)
Presented by: Committee Member Miggins
7. **Tour of Station 15-South Bay Regarding FY 2019/20 Fund 301 Capital Improvement Projects (CIP)**
(Committee review and discussion, no action necessary)
Presented by: Chief Huang
8. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
9. **Schedule Next ESAC Meeting**
10. **Closing Comments by ESAC Committee Members**
11. **Adjournment**

ITEM 2

**APPROVE ESAC MEETING MINUTES OF
MARCH 22, 2019**

Los Osos Community Services District
DRAFT Minutes of the Emergency Services Advisory Committee Meeting
March 22, 2019 at 1:00 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	<p>Chairperson Milledge called the meeting to order at 1:00 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> Craig Baltimore, Committee Member – Absent Emily Miggins, Committee Member – Present Bob Neumann, Committee Member – Present Gary Orback, Committee Member – Present Warren Sargent, Committee Member – Present Vice Chairperson Cesena – Absent Chairperson Milledge – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager George Huang, Battalion Chief Marti Brand, Administrative Clerk</p>	
2. Welcome 2019 Committee Members and Review Brown Act Guidelines	<p>President Ochylski provided a PowerPoint presentation regarding the Brown Act, explaining that it is a law which guarantees the public's right to attend and participate in meetings of local legislative bodies, and defining the open meeting requirements of the Brown Act.</p>	Action – No Action.
3. Approve ESAC Minutes of November 29, 2018	<p>Administrative Clerk Brand presented the minutes for Committee approval.</p> <p>Public Comment – None.</p> <p>Committee Member Neumann made a motion to approve the minutes of November 29, 2018. The motion was seconded by Committee Member Orback and passed by unanimous consent.</p>	Action – File approved minutes.
4. Discuss and Compile 2019 Work Plan for the Emergency Services Advisory Committee	<p>Chairperson Milledge and General Manager Osborne reviewed the 2018 Work Plan and discussed possible changes and new priorities for ESAC's 2019 Work Plan.</p> <p>Public Comment – Richard Margetson requested that the record reflect that the District missed a recent meeting in SLO where the statistics of the unincorporated fire agencies were reported; that 14 years ago a small group of people figured out a way to have the level of service that we now have; and, he objected to the Committee not reviewing or providing input regarding the Fire's annual budget.</p> <p>Committee Member Neumann moved that staff amend the draft 2019 Work Plan as discussed and forward the updated version via email for Committee review and additional recommendations to be presented to the Board. The motion was seconded by Committee Member Miggins and passed by unanimously.</p>	Action: The Committee allow staff to assemble a draft of the 2019 ESAC Work Plan for review as discussed by email to and respond to the General Manager for recommendation to the Board.
5. Public Comments NOT on this Agenda	<p>Richard Margetson voiced his disappointment that there was no Committee discussion regarding his comment; that he objected to the current meeting time; and, objected to quarterly meetings, not monthly meetings.</p>	
6. Schedule Next ESAC Meeting	<p>The next Emergency Services Advisory Committee meeting to be determined as the Chief's schedule is made available.</p>	
7. Closing Comments by ESAC Members	<p>The Committee discussed reviewing the financials not as decision-making but as an overview of the responsibilities of Emergency Services.</p> <p>General Manager Osborne recommended that it be given as a viewpoint for the Committee; that two years ago Cal Fire Unit Chief Jalbert made the decision to take this out of the purview of ESAC due to issues with some members of the public that made the process difficult.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Closing Comments by ESAC Members (continued)	Ms. Osborne reported that now the budget process begins with a review by Cal Fire; then reviewed by staff, then reviewed by FAC for their amendments and recommendations, and then to the Board of Directors for their review of the draft budget. The budget is then amended as recommended by the Board and brought back for adoption at a public hearing by the Board of Directors.	
8. Adjournment	The meeting adjourned at 2:57 p.m.	




ITEM 4

**REVIEW OF FUND 301 FINANCIALS
FOR THE PERIOD ENDING
MARCH 31, 2019**



May 15, 2019

TO: Emergency Services Advisory Committee Meeting 
FROM: Renee Osborne, General Manager
SUBJECT: **Item 4 – 5/23/2019 ESAC Meeting**
Review of Fund 301 Financial Report for the Period Ending
March 31, 2019

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
George Huang

DESCRIPTION

Attached for the Committee's review are the Statement of Revenues and Expenditures and the Fire Reserve Sheet for the period ending March 31, 2019.

Attachments

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org

LOS OSOS COMMUNITY SERVICES DISTRICT
Statement of Revenues and Expenditures - Monthly Actuals
301 - 301 - Fire
From 3/1/2019 Through 3/31/2019

	Current Period Actual	YTD	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
Revenues					
Property Taxes					
4034	Property Tax Revenue from Water	0.00	59,915.50	59,915.50	0.00
4035	Property Taxes	0.00	<u>1,083,602.00</u>	<u>2,062,770.00</u>	<u>(979,168.00)</u>
	Total Property Taxes	0.00	1,143,517.50	2,122,685.50	(979,168.00)
Grant Revenue					
4955	Govt-Other St Aids & Reimbursements	0.00	2,618.40	4,000.00	(1,381.60)
	Total Grant Revenue	0.00	2,618.40	4,000.00	(1,381.60)
Special Taxes & Assessments					
4015	CSA 9-I Assessments (Contract)	0.00	0.00	25,214.00	(25,214.00)
4050	Special Fire Tax	<u>15,712.88</u>	<u>313,502.74</u>	<u>561,557.00</u>	<u>(248,054.26)</u>
	Total Special Taxes & Assessments	15,712.88	313,502.74	586,771.00	(273,268.26)
Other Revenues					
4000	Ambulance Agreement	0.00	18,760.25	67,134.00	(48,373.75)
	Total Other Revenues	0.00	18,760.25	67,134.00	(48,373.75)
Use of Money & Property					
4505	HO Prop Tax Relief	0.00	4,786.38	13,075.00	(8,288.62)
4510	Investment Income on funds	0.00	23,006.25	25,590.00	(2,583.75)
4924	Gain/Loss on Disp of F/A	0.00	<u>22,500.00</u>	<u>22,500.00</u>	<u>0.00</u>
	Total Use of Money & Property	0.00	<u>50,292.63</u>	<u>61,165.00</u>	<u>(10,872.37)</u>
	Total Revenues	<u>15,712.88</u>	<u>1,528,691.52</u>	<u>2,841,755.50</u>	<u>(1,313,063.98)</u>
Expenditures					
Personnel					
Salaries/Wages					
8295	Resv FF-Overtime/Shift Coverage	486.21	11,710.29	22,000.00	10,289.71
8340	Resv FF-Shift Coverage	18,203.03	89,714.95	99,000.00	9,285.05
8345	Resv FF-Special Projects	0.00	409.18	1,600.00	1,190.82
	Total Salaries/Wages	18,689.24	101,834.42	122,600.00	20,765.58
Payroll Taxes & Benefits					
5021	FICA - Fire - ER	728.96	4,623.63	7,000.00	2,376.37
5030	Life Insurance - ER	270.00	1,994.00	2,500.00	506.00
5035	AD & D Insurance	75.00	560.00	800.00	240.00
5051	Medicare - Reserves - ER	271.00	1,484.71	2,100.00	615.29
5070	Retirement ER - Regular	1,394.52	12,750.68	11,000.00	(1,750.68)
5120	Workers Comp Insurance - ER	0.00	3,978.72	8,000.00	4,021.28
5124	Retirement - ER - Tier 2	<u>599.71</u>	<u>5,111.74</u>	<u>5,000.00</u>	<u>(111.74)</u>
	Total Payroll Taxes & Benefits	3,339.19	30,503.48	36,400.00	5,896.52
Employment Services					
5000	Medical Exams & Procedures	0.00	1,141.00	1,275.00	134.00
5101	Unemp. Costs - Reserves	1,158.73	4,999.73	5,000.00	0.27
5103	Federal Unemployment	0.00	(2,440.75)	0.00	2,440.75
6200	Hiring, Advertising & Other Costs	0.00	20.00	20.00	0.00

LOS OSOS COMMUNITY SERVICES DISTRICT
Statement of Revenues and Expenditures - Monthly Actuals
301 - 301 - Fire
From 3/1/2019 Through 3/31/2019

	Current Period Actual	YTD	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
6230 Medical Exam	0.00	5,033.00	4,885.00	(148.00)	(3.03)%
Total Employment Services	<u>1,158.73</u>	<u>8,752.98</u>	<u>11,180.00</u>	<u>2,427.02</u>	<u>21.71%</u>
Total Personnel	23,187.16	141,090.88	170,180.00	29,089.12	17.09%
Services & Supplies					
Clothing & Uniform					
7246 Uniform & Gear	161.98	2,126.78	1,875.19	(251.59)	(13.42)%
7248 Uniform Safety Boots	<u>496.98</u>	<u>662.98</u>	<u>1,000.00</u>	<u>337.02</u>	<u>33.70%</u>
Total Clothing & Uniform	658.96	2,789.76	2,875.19	85.43	2.97%
Contract Services					
6110 IT Purchased Services	104.44	684.91	1,080.00	395.09	36.58%
7100 Copier Contract-Maint & Usage	99.74	1,292.60	1,600.00	307.40	19.21%
7202 Building Alarms & Security	0.00	245.22	475.00	229.78	48.37%
7204 Cleaning Supplies, Laundry & Towel Service	394.61	2,293.86	3,000.00	706.14	23.54%
7222 Hazardous Materials CW JPA Cost	0.00	2,000.00	2,000.00	0.00	0.00%
7500 Schedule A Charges	<u>0.00</u>	<u>1,083,602.00</u>	<u>2,192,419.00</u>	<u>1,108,817.00</u>	<u>50.58%</u>
Total Contract Services	598.79	1,090,118.59	2,200,574.00	1,110,455.41	50.46%
Equipment & Tools					
6440 Fire Personal Protection Equipment	0.00	14,861.03	14,861.03	0.00	0.00%
6460 Self-Contained Breathing Apparatus	0.00	0.00	32,500.00	32,500.00	100.00%
6610 Rescue - Extrication Equipment	0.00	0.00	1,500.00	1,500.00	100.00%
6630 Rope & Climbing Equipment	0.00	0.00	500.00	500.00	100.00%
7234 Oxygen Supplies & Cylinder Rent	0.00	212.78	350.00	137.22	39.21%
7238 Paramedic & EMT Small Tools & Supplies	734.23	13,126.36	18,623.00	5,496.64	29.52%
7242 Minor Tools, Accessories & Field Machines	0.00	74.89	250.00	175.11	70.04%
7252 Misc Hardware	<u>23.90</u>	<u>58.89</u>	<u>350.00</u>	<u>291.11</u>	<u>83.17%</u>
Total Equipment & Tools	758.13	28,333.95	68,934.03	40,600.08	58.90%
Financial Services					
7309 Late Fees	0.00	0.00	10.00	10.00	100.00%
7310 Bank Service Charges	0.00	15.00	20.00	5.00	25.00%
9154 Losses and Damages	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>	<u>100.00%</u>
Total Financial Services	0.00	15.00	130.00	115.00	88.46%
Insurance, Licenses & Regulatory Fees					
6345 Property Taxes & Assessments Costs	0.00	5,420.66	5,420.66	0.00	0.00%
7325 Insurance	<u>0.00</u>	<u>21,231.53</u>	<u>21,232.00</u>	<u>0.47</u>	<u>0.00%</u>
Total Insurance, Licenses & Regulatory Fees	0.00	26,652.19	26,652.66	0.47	0.00%

LOS OSOS COMMUNITY SERVICES DISTRICT
Statement of Revenues and Expenditures - Monthly Actuals
301 - 301 - Fire
From 3/1/2019 Through 3/31/2019

	Current Period Actual	YTD	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised	
Legal & Professional						
7320	Professional & Consulting Services	858.40	1,390.40	1,400.00	9.60	0.69%
7326	Legal Services	0.00	0.00	350.00	350.00	100.00%
7340	Legal Notifications & Mandated Advertising	0.00	0.00	75.00	75.00	100.00%
	Total Legal & Professional	858.40	1,390.40	1,825.00	434.60	23.81%
Office/Operations						
6130	Computer Hardware	245.61	419.25	1,700.00	1,280.75	75.34%
7140	General Supplies & Minor Equipment	167.41	1,412.77	1,800.00	387.23	21.51%
7160	Postage, Shipping & Mail Supplies	0.00	101.84	300.00	198.16	66.05%
7216	Fire Prevention Education Materials	0.00	602.99	1,200.00	597.01	49.75%
7226	Membership & Dues	0.00	62.10	105.00	42.90	40.86%
7230	Misc Small Parts & Supplies	195.47	296.86	300.00	3.14	1.05%
7240	Propane	30.00	141.82	100.00	(41.82)	(41.82)%
	Total Office/Operations	638.49	3,037.63	5,505.00	2,467.37	44.82%
Other Expense						
7201	White Goods & Accessories - bedding, towels	0.00	0.00	300.00	300.00	100.00%
7209	District Operating Center Expense	0.00	0.00	450.00	450.00	100.00%
7218	Cooking Products - Food, Drinks & Staples	0.00	415.00	500.00	85.00	17.00%
7224	Kitchen Cookware & Utensils	0.00	0.00	800.00	800.00	100.00%
	Total Other Expense	0.00	415.00	2,050.00	1,635.00	79.76%
Rent & Utilities						
6000	Cell Phones	205.70	1,542.85	2,350.00	807.15	34.35%
6025	Telephone	418.92	3,534.25	3,700.00	165.75	4.48%
8610	Electric	5.70	2,624.84	2,620.00	(4.84)	(0.18)%
8620	Gas Service	204.80	1,050.72	910.00	(140.72)	(15.46)%
8630	Trash Services	101.41	917.69	1,850.00	932.31	50.40%
8640	Water and Water Services	86.00	2,663.14	4,704.00	2,040.86	43.39%
8659	Utility Cable Charges	111.94	1,053.96	1,400.00	346.04	24.72%
8670	Street Lighting	9.41	98.73	132.00	33.27	25.20%
	Total Rent & Utilities	1,143.88	13,486.18	17,666.00	4,179.82	23.66%
Repairs & Maintenance						
6400	R & M - Air Compressors	0.00	0.00	300.00	300.00	100.00%
6405	R & M - Extinguishers	0.00	497.17	1,000.00	502.83	50.28%
6640	R & M - Equip & Other Non-Structural Fixed Assets	0.00	642.90	1,600.00	957.10	59.82%
6750	R & M - Minor Tools & Equipment	0.00	416.90	1,000.00	583.10	58.31%
6775	R & M -Operation/Field Equipment	434.22	1,199.22	1,215.00	15.78	1.30%

LOS OSOS COMMUNITY SERVICES DISTRICT
Statement of Revenues and Expenditures - Monthly Actuals
301 - 301 - Fire
From 3/1/2019 Through 3/31/2019

	Current Period Actual	YTD	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
6800	1,276.47	1,467.49	1,500.00	32.51	2.17%
6900	639.85	2,566.03	4,300.00	1,733.97	40.32%
	<u>2,350.54</u>	<u>6,789.71</u>	<u>10,915.00</u>	<u>4,125.29</u>	<u>37.79%</u>
	Travel & Training				
6300	0.00	0.00	100.00	100.00	100.00%
7141	0.00	0.00	100.00	100.00	100.00%
7323	0.00	146.58	470.00	323.42	68.81%
8405	<u>0.00</u>	<u>550.00</u>	<u>700.00</u>	<u>150.00</u>	<u>21.43%</u>
	<u>0.00</u>	<u>696.58</u>	<u>1,370.00</u>	<u>673.42</u>	<u>49.15%</u>
	<u>7,007.19</u>	<u>1,173,724.99</u>	<u>2,338,496.88</u>	<u>1,164,771.89</u>	<u>49.81%</u>
	Capital Outlay				
9006	0.00	110,872.19	44,545.30	(66,326.89)	(148.90)%
9085	<u>0.00</u>	<u>41,225.14</u>	<u>80,000.00</u>	<u>38,774.86</u>	<u>48.47%</u>
	0.00	152,097.33	124,545.30	(27,552.03)	(22.12)%
	Reserves				
9504	0.00	0.00	121,644.20	121,644.20	100.00%
9572	0.00	0.00	31,941.43	31,941.43	100.00%
	<u>0.00</u>	<u>0.00</u>	<u>153,585.63</u>	<u>153,585.63</u>	<u>100.00%</u>
	Transfers				
9511	0.00	27,496.14	54,992.28	27,496.14	50.00%
	<u>0.00</u>	<u>27,496.14</u>	<u>54,992.28</u>	<u>27,496.14</u>	<u>50.00%</u>
	<u>30,194.35</u>	<u>1,494,409.34</u>	<u>2,841,800.09</u>	<u>1,347,390.75</u>	<u>47.41%</u>
Net Revenues over Expenditures	<u>(14,481.47)</u>	<u>34,282.18</u>	<u>(44.59)</u>	<u>34,326.77</u>	<u>...83.11)%</u>

FIRE RESERVES

LOS OSOS COMMUNITY SERVICES DISTRICT
Balance Sheet
As of 3/31/2019

		<u>Current Period Balance</u>
LIABILITIES & EQUITY		
Other Liabilities		
Other Liabilities		
Replacement Reserve - Vehicle, Equip & Fire Engines	3110	
301 - Fire	301	802,580.82
General Contingency Reserve	3111	
301 - Fire	301	93,676.00
Public Facilities Fees Reserve	3115	
301 - Fire	301	40,334.00
Capital Outlay Reserve	3160	
301 - Fire	301	<u>590,107.36</u>
Total Other Liabilities		<u>1,526,698.18</u>
Total Other Liabilities		1,526,698.18
Equity		
Equity		
Fire Mitigation Fund	3161	
301 - Fire	301	<u>135,448.89</u>
Total Equity		<u>135,448.89</u>
Total Equity		<u>135,448.89</u>
Total LIABILITIES & EQUITY		<u>1,662,147.07</u>