

**NORTH COUNTY FIRE PROTECTION DISTRICT OF
MONTEREY COUNTY**

Administration Office: 11200 Speegle St. Castroville CA 95012

831.633.2578 or 722-7833 Phone

831.633.2572 Fax

<http://www.ncfpd.org>



SPECIAL MEETING

Location: 11200 Speegle Street, Castroville

Wednesday, June 30, 2021

3:00 p.m.

Board of Directors:

President Don Chapin

Vice President Jacqueline C. Simon

Secretary Ramon Gomez

Director Stanley Silva

Director Peter Scudder

Fire Chief Rick Parker

**NORTH COUNTY FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING
AGENDA (Amended)**

Meeting Location: 11200 Speegle Street, Castroville, CA

North County Fire Protection District Station 1 –
Upstairs Meeting Room is non-ADA compliant,
will relocate upon request.

Date: **Wednesday, June 30, 2021**

Roll Call: President Don Chapin
Vice President Jacqueline C. Simon
Secretary Ramon Gomez
Director Stanley Silva
Director Peter Scudder

Administration: Fire Chief Rick Parker

Time: 3:00 p.m.

**Please silence all cell phones and refrain from texting during the meeting.*

CALL TO ORDER:

OPEN SESSION:

PLEDGE OF ALLEGIANCE:

1. ADDITIONS & CORRECTIONS TO AGENDA:

The Secretary to the Board will announce Agenda corrections and proposed additions, which may be acted on by the Board as provided in Section 54954.2 of the California Government Code.

2. PUBLIC COMMENTS:

*Public comment on items **not** on the Board's agenda shall be limited to 3 minutes per person per topic and understand that no action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comment shall be limited to 3 minutes per person per topic and will be allowed **prior** to Board action on the item under discussion.*

4. NEW BUSINESS:

- a. Receive staff report and Take Action to Adopt the Preliminary Budget for Fiscal Year 2021/22.
- b. Take Action to Set the Time and Date for a Public Hearing to Adopt of Fiscal Year 2021/22 Final Budget.
- c. Take Action on Resolution 21-6-2: Dry Period Loan Request for Fiscal Year 2021/22.

5. BOARD of DIRECTORS COMMUNICATION: *When needed, this time is reserved for the Board of Directors to communicate activity, educational classes, and/or Committee reports.*

Note: If you believe you possess any disability that would require special accommodations in order to attend this meeting, please call North County Fire Protection District at 633-2578 or 722-7833. Page 1 of 2

CLOSED SESSION:

Pursuant to Government Code Section 54957: The Board will discuss if needed, the following:

- Negotiations/Collective Bargaining
-

ANNOUNCEMENT OF CLOSED SESSION ITEMS (if applicable):

The board will report out on any action taken during Closed Session, and may take additional action in Open session as appropriate.

Next meeting: Tuesday, July 20, 2021 at 10:00 A.M.

ADJOURNMENT:

AGENDA POSTED AND FAXED TO MEDIA AT 04:00 P.M. on Friday, June 25, 2021

Posting Locations:

Castroville Library Bulletin Board, 11160 Speegle Street, Castroville CA 95012
NCFD, Station 1: 11200 Speegle Street, Castroville CA 95012
NCFD, Station 2: 17639 Pesante Road, Prunedale CA 93907
NCFD, Station 3: 301 Elkhorn Road, Royal Oaks, CA 95076
North County Fire Protection District website at www.ncfpd.org

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Page 2 of 2

Take Action
Adopt Preliminary Budget FY 2021/22

2021/2022 Budget
Executive Summary

Although it is always the Fire District's intent to balance the budget without the use of contingency money, this year it will be necessary to use \$118,175 from contingency. The Fire District has worked diligently to reduce expenses to not exceed revenue, unfortunately differing needed maintenance to structures and apparatus replacement. Going forward into the new budget year we must employ the same strategy and perhaps more stringently as we are now contending with a worldwide pandemic while trying to adjust to the new normal.

REVENUE

Property Tax- This budget is built on an assumption of a 3% increase in Current Secured Property Tax from what we budgeted in FY 2020/21. This year we are anticipating a increase in assessed valuation from the Vistra Power Plant. The Power plant valuation will increase approximately \$400 million which translates to a increase of approximately \$400,000 in tax revenue. Our current discussions with the Monterey County Tax Assessor's Office have been optimistic for this budget year, we will maintain this dialogue to keep abreast of any changes that may occur before the adoption of the Final Budget.

Prop 172- This is an Agreement for Sharing Public Safety Sales Tax Revenue. Monterey County Board policy contributes 9.13% of Monterey County's annual Prop 172 revenue to fire agencies that provide and maintain required fire protection services within the County's unincorporated areas. This year the District will receive \$728,955.

CSA 74- This revenue is money provided to first response agencies to compensate for providing Emergency Medical Services Training to first responders. Our share in FY 2020/21 was \$34,616. We expect FY 2021/22 to remain near \$35,000. This money will continue to be spent as per the Memorandum of Understanding that we entered into with the Emergency Medical Services Agency.

Fire Mitigation Fees- These are fees that are necessary to ensure that the District can adequately expand its fire protection facilities, apparatus, and equipment to accommodate the population and employment growth and new structural area created by new development. We are estimating FY 2021/22 revenue at \$25,000.

Monterey County Local Agency Insurance Authority MCLAIA- With the withdrawal of North County Fire District from MCLAIA and dissolution of the JPA the District received \$885,348.73. This one-time money is set aside as contingency with a majority slated for Workmans Comp.

EXPENDITURES

Overtime- Operating at an all-time low of 22 personnel the district incurs the use of overtime at a higher rate \$300,000 are budgeted for 2021/22 fiscal year. The district still provides mutual aid to the state of California whenever possible, although it incurs overtime pay to personnel, it also generates funds for the operating budget, this year \$100,000 are allocated to the Strike Team Overtime expense category.

CalPERS- Our CalPERS unfunded liability costs will increase to an estimated \$987,194 for this fiscal year. This year we will be using the lump sum payment option, this option save's the District \$65,962.

Final Compensation payouts- Three (3) Fire District Firefighters have indicated that they will be retiring this year, the cost of payout's for their accrued benefits such as vacation/sick leave will amount to approximately \$94,500.

Vehicles- To cover the replacement cost of the Utility/ Staff Vehicles \$70,000 has been allocated to this category to finish the outfitting and cover the montly payments.

RECOMMENDED ACTION

We recommend that the Board adopt Fiscal Year 2021/22 Preliminary Budget as described below:

Revenue

\$6,962,128	Anticipated Revenue
\$118,875	From Contingency/ carryover from 20/21
<hr/>	
\$7,081,003	Total Revenue including carryover

Expenditures

\$5,847,497	Salaries and Benefits
\$1,163,306	Services and Supplies
\$70,200	Capital Acquisition / Bank Service Fees
<hr/>	
\$7,081,003	Total Expenditures

Projected end of FY 2020/21 fund balance/contingency: \$ 2,825,523

Projected end of FY 2020/21 Post Retirement Trust: \$ 568,297

Respectfully submitted,



Rick Parker, Fire Chief

North County Fire Protection District
 Prelim Revenue Budget
 FY2122

	<u>FY2122</u>
Ordinary Income/Expense	
Income	
1 · Property Taxes	
4010 · Current Secured	5,411,443
4020 · Current Unsecured	187,600
4031 · Prior Secured	55,000
4041 · Prior Unsecured	1,600
4042 · Current Supplemental	83,820
4043 · Prior Supplemental	7,210
4451 · HOPTR	21,000
Total 1 · Property Taxes	<u>5,767,673</u>
2 · Fees & Assessments	
4046 · EMS TAX	65,000
4933 · Fee Schedule	90,000
4964 · Cost Recovery	80,000
Total 2 · Fees & Assessments	<u>235,000</u>
3 · Revenue From Other Agencies	
4045 · CSA 74 - ZONE C	35,000
4610 · OES Cooperative Agreement	160,000
4950 · Proposition 172 Funds	728,955
Total 3 · Revenue From Other Agencies	<u>923,955</u>
4 · Grants	
4939 · Misc Grant	42,489
Total 4 · Grants	<u>42,489</u>
5 · Misc	
4934 · Interest Income	10,000
4960 · Miscellaneous Revenue	500
Total 5 · Misc	<u>10,500</u>
6 · Designated	
4962 · Fire Capital Mitigation (FMF)	25,000
Total 6 · Designated	<u>25,000</u>
Total Income	<u>6,962,128</u>
Gross Profit	<u>6,962,128</u>
Net Ordinary Income	<u>6,962,128</u>
Net Income	<u>6,962,128</u>
FY2021 Carryover	1,078,054
Funds from Carryover	118,875
Total Income including Carryover	<u>7,081,003</u>
Total Carryover Funds to Contingency	959,180

North County Fire Protection District
Prelim Expense Budget
 FY 2122

	FY2122
Ordinary Income/Expense	
Expense	
0010 · SALARIES & BENEFITS	
010 · Employee Salaries	
5010 · Salaries-Safety Tier 1	1,983,116
5011 · Salaries-Safety Tier 2	389,964
5012 · Salary - Secretary	113,400
5013 · Reserves - Salary	60,000
5014 · Sick Leave/Vacation Payoff	94,500
5016 · Education Pay	130,000
5017 · Holiday Pay	75,600
5018 · Strike Team Overtime	100,000
5019 · Overtime Pay	300,000
5029 · In-Lieu Pay	140,000
Total 010 · Employee Salaries	3,386,580
020 · Retirement Benefits	
5021 · PERS - Employer Tier 1	520,000
5023 · PERS - Employer Tier 2	55,000
5024 · Side Fund Payoff Loan	341,723
5025 · ICMA - Deferred Compensation	15,000
5026 · PERS - Employer Tier 3 PEPRA	37,000
5028 · CalPERS - Unfunded Liability	987,194
Total 020 · Retirement Benefits	1,955,917
030 · Health Insurance Costs	
5030 · Health Insurance	348,000
5031 · Health Insurance-Retired	78,000
5032 · Life Insurance - CSFA	3,000
5033 · State Unemployment	12,000
5034 · Long Term Disability	10,000
5036 · Reserve Insurance	4,000
5037 · Medicare Hospital Insurance	46,000
5038 · Social Security	4,000
Total 030 · Health Insurance Costs	505,000
040 · Workers Comp Claims	
Total 0010 · SALARIES & BENEFITS	5,847,497
0050 · SERVICES & SUPPLIES	
050 · Safety & Personal Supplies Exp	
5050 · Safety & Personal Supplies	90,000
5052 · Uniform Purchase	7,000
Total 050 · Safety & Personal Supplies Exp	97,000
060 · Communications	
5060 · Telephone	20,000
5061 · Cellular Phone	8,000
5062 · 911 Dispatch	52,857

North County Fire Protection District Prelim Expense Budget FY 2122

	FY2122
5063 · Computer Air Cards	2,400
5064 · County Network	
Total 060 · Communications	83,257
090 · Household Exp	
5090 · Household Expenses	11,000
5091 · Laundry Service	3,500
5092 · Laundry Service - Uniforms	2,000
Total 090 · Household Exp	16,500
100 · Insurance	
5100 · Worker's Comp Insurance	277,162
5101 · General Liability Insurance	89,100
5102 · First Aid	1,000
Total 100 · Insurance	367,262
120 · Maintenance of Equipment	
5120 · Maint of Equipment	115,000
5121 · Communication Equip. Maint.	9,000
5122 · S.C.B.A. Maintenance	12,000
5123 · Office Equip Maint.	2,500
5124 · USAR Equipment	4,000
5125 · Simulator Maintenance	
5126 · Breathing Support	
120 · Maintenance of Equipment - Other	
Total 120 · Maintenance of Equipment	142,500
130 · Maintenance of Structures	
5130 · Maint of Structures	15,000
130 · Maintenance of Structures - Other	
Total 130 · Maintenance of Structures	15,000
140 · Medical Supplies Expense	
5140 · Medical Supplies (CSA 74)	13,000
Total 140 · Medical Supplies Expense	13,000
150 · Membership Expenses	
5150 · Memberships	18,000
Total 150 · Membership Expenses	18,000
170 · Office Expenses	
5170 · Office Expense	8,000
5171 · IT, Computer Support	27,000
170 · Office Expenses - Other	
Total 170 · Office Expenses	35,000
180 · Professional Service	
5180 · Accounting	25,000
5181 · Legal Counsel	7,000
5182 · Med Inoculations/Examinations	10,000
5183 · Grant Administration	0
5186 · Outside Plan Checks, etc.	11,000

North County Fire Protection District
Prelim Expense Budget
 FY 2122

	FY2122
5187 · Property Tax Administration	80,000
5188 · Consultants	20,000
Total 180 · Professional Service	153,000
190 · Publication & Legal Notice Exp	
5190 · Publications & Legal Notices	8,500
Total 190 · Publication & Legal Notice Exp	8,500
200 · Rents & Leases	
5200 · Rents & Leases of Equipment	200
5210 · Rent & Leases Structure/Ground	200
Total 200 · Rents & Leases	400
220 · Small Tools and Equipment	
5220 · Tools & Equipment	6,000
5221 · Foam	6,000
5222 · OTS Grant	
220 · Small Tools and Equipment - Other	
Total 220 · Small Tools and Equipment	12,000
230 · District Special Expenses	
5231 · Hose/Nozzles	4,500
5232 · Election	0
5233 · Instruction Courses (Materials)	1,500
5235 · Board Member Expense	7,000
5238 · Public Education Classes	500
Total 230 · District Special Expenses	13,500
250 · Fuel & Travel Expenses	
5250 · Fuel	60,000
5251 · Travel & Accomodations	3,000
5252 · Incident/Meeting Subsistence	4,000
5253 · Outside Courses & Training	3,000
250 · Fuel & Travel Expenses - Other	
Total 250 · Fuel & Travel Expenses	70,000
260 · Utilities	
5260 · Gas & Electric	15,500
5261 · Water	3,750
Total 260 · Utilities	19,250
340 · Special Fees, Taxes & Surcharge	
5340 · Sewage Sur Charge	550
5341 · Fuel Tax (Diesel)	1,500
5342 · Special Fees & Taxes	4,000
Total 340 · Special Fees, Taxes & Surcharge	6,050
360 · Structures	
5360 · Structure Expense	
5366 · NGEN	93,087
Total 360 · Structures	93,087
Total 0050 · SERVICES & SUPPLIES	1,163,306

North County Fire Protection District
Prelim Expense Budget
FY 2122

	<u>FY2122</u>
0300 · CAPITAL PURCHASES	
370 · Capital Acquisitions	
5371 · Mobile Communications	
5372 · Apparatus or Apparatus Upgrades	
5373 · Computer Workstations	
5374 · Utility/Staff Vehicles	70,000
5375 · Equipment <\$2,500 ea	
5376 · BLM/RFA/VFG Grants	
5377 · AFG Grant	
5378 · Simulator Seat Grant	
5379 · Thermal Camera	
Total 370 · Capital Acquisitions	<u>70,000</u>
0300 · CAPITAL PURCHASES - Other	
Total 0300 · CAPITAL PURCHASES	<u>70,000</u>
66910 · Bank Service Charges	<u>200</u>
Total Expense	<u>7,081,003</u>
Net Ordinary Income	<u>-7,081,003</u>
Net Other Income	<u>0</u>
Net Income	<u>-7,081,003</u>

**Take Action to Set Time & Date for
Fiscal Year 2021/22 Final Budget**

PURPOSE: To set a time and date to hold a public hearing to adopt the Fire District's final budget for FY 2021/22.

OUTLINE: The District is required to adopt a final budget by September 30 of each year. Further, on or before June 30 of each year, the District is required to publish a notice stating all of the following:

- That it has adopted a preliminary budget which is available for inspection at a time and place within the district specified in the notice
- The date, time and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items,
- The notice shall be published pursuant to Section 6061 of the Government Code in at least one newspaper of general circulation in the District. The first publication shall be at least two weeks before the date of the meeting. If there is no newspaper published in the district, the notice shall be posted in three public places in the district at least two weeks before the date of the meeting.

RECOMMENDATION: That the Board set the time and date for the public hearing and direct the Fire Chief to publish the notice as required.

Rick Parker

Rick Parker, Fire Chief

NOTICE OF ADOPTION OF PRELIMINARY BUDGET
AND
NOTICE OF PUBLIC HEARING

Notice is hereby given that the preliminary budget of the North County Fire Protection District of Monterey County for the fiscal year beginning July 1, 2021 has been adopted by the District's Board of Directors and is available for inspection by interested taxpayers at the following time and place within the District:

8:00 a.m. to 4:30 p.m.
11200 Speegle Street
Castroville, CA 95012

That on Tuesday, July 20, 2021 at the hour of 10:00 a.m. at 11200 Speegle Street, Castroville, CA as said Board of Directors will meet for the purpose to approve and adopt its final budget for fiscal year ending 2021/22, and that any taxpayer may appear at same time and place and be heard regarding the increase, decrease, or omission of any budget time or for the inclusion of additional items.



Rick Parker, Fire Chief

Resolution 21-6-2: Dry Period Loan for Fiscal Year 2021/22

OUTLINE: On an annual basis, the Fire District requests a temporary transfer of funds, or dry period loan, from the County of Monterey because the Fire District does not usually have sufficient funds to continue fiscal year operations until the receipt of 1st half property tax monies in November of each fiscal year.

This staff report recommends that the Board request a transfer of funds in the amount of \$3,500,000. This request is our typically requested amount.

RECOMMENDATION: That the Board adopt Resolution 21-6-2 requesting said transfer of funds and authorize Secretary Gomez to sign documents necessary for said transfer.

Rick Parker

Rick Parker, Fire Chief

REQUEST AND CERTIFICATION FOR TEMPORARY TRANSFER OF FUNDS

(As allowed by California Constitution, Article 16, Section 6)

To the Board of Supervisors
County of Monterey
Salinas, California

The governing board of the North County Fire Protection District hereby requests a temporary transfer of funds to the general fund of the aforementioned agency in the amount of \$3,500,000 to be used for maintenance and operation purposes. No part of this loan will be invested, if granted. It is understood and agreed that this loan will bear interest at a rate equivalent to the average rate currently earned on deposits in the County Treasury.

FISCAL YEAR ENDED JUNE 30, 2022

I.	Budgeted Maintenance Operations Expenditures:	
a.	Salaries and Benefits	\$ 5,847,497
b.	Services and Supplies	\$ 1,163,306
c.	Capital Acquisition / Bank Service Fees	\$ 70,200
d.	Total Budgeted Expenditures	\$ 7,081,003

Agency Representative

CERTIFICATION BY COUNTY AUDITOR-CONTROLLER

(To be completed by Auditor-Controller's Office)

Anticipated Revenue

a.	Taxes	_____	a.
b.	Money and Property	_____	b.
e.	Aid from Other Agencies	_____	c.
f.	Charges for Current Services	_____	d.
g.	Other Revenue	_____	e.
h.	Total Anticipated Revenue	_____	f.
i.	Less Revenue received to date	_____	g.
j.	Total revenue not received	_____	h.
<u>Amount available for Transfer (85% of line h)</u>		_____	

MICHAEL J. MILLER, Auditor-Controller

By: _____

CERTIFICATION BY COUNTY TREASURER

As of _____, sufficient funds are available in the County Treasury to effect this transfer.

MARY A. ZEEB, Treasurer

By: _____

NORTH COUNTY FIRE PROTECTION DISTRICT

Resolution No.: 21-6-2
Dry Period Loan For Fiscal Year 2021/22

WHEREAS, the Board of Directors of the North County Fire Protection District finds that, until its tax revenue is received, it will not have sufficient funds to pay its obligations incurred for maintenance purposes in the current fiscal year, and whereas its funds are in the custody of the treasurer of the County of Monterey and are paid out solely through his office;

NOW THEREFORE BE IT RESOLVED THAT, pursuant to Article 13, Section 25 of the California Constitution, the treasurer of the County of Monterey to make a temporary transfer to said district, from the funds in his custody, in the sum of \$3,500,000.00 which is necessary to provide funds for meeting obligations incurred for the following maintenance purposes by said district, to-wit;

BE IT FURTHER RESOLVED THAT, Frank Balesteri is authorized and directed to make and sign a request for said transfer and to send a certified copy of the resolution to the county treasurer.

Upon motion of _____, seconded by _____, the foregoing resolution is adopted this 30th day of June 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SECRETARY'S CERTIFICATE

I HEREBY CERTIFY that I am secretary and custodian of the records and files of the above-named district that the foregoing and annexed resolution is a full, true and correct copy of a resolution duly passed by the governing board of said district at a regular meeting thereof duly held on June 30, 2021, and that said Resolution has not been modified, rescinded or superseded, and is still in full force and effect.

WITNESS my hand this 30th day of June 2021.

Ramon Gomez, Secretary