



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

Monday August 1, 2011 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Pat Anderson	Kevin Romick - President	John Jewell
Steve Barr	Joel R. Bryant	Robert Kenny
Robert A. Brockman	Jim Frazier	Erick Stonebarger

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

At this time the public may address the District Board on subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items *not* listed on the agenda. Remarks may be limited to 3-minutes subject to the discretion of the Board President and with the concurrence of the Board of Directors. Please complete and submit a "Public Comment Speaker Card" with the District Clerk.

CONSENT CALENDAR

Consent Calendar items are considered routine in nature and will be enacted by the Board in one motion. If discussion or public comment is required, any Board Member may request the item be removed from the Consent Calendar and considered separately.

C.1 Approve minutes from July 11, 2011, Special Board of Directors Meeting.

PUBLIC HEARINGS

Members of the public wishing to address the Board on a listed item shall complete and submit a "Public Comment Speaker Card" with the District Clerk.

None

DISCUSSION ITEMS

- D.1 Receive Ad Hoc Committee Update and Consideration of Revenue Alternatives.
- D.2 Receive Executive Committee Update on Balanced Budget Staffing Models and Zone Revenue Concept.
- D.3 Rescheduling of September 5, 2011 Regular Board of Directors Meeting.

INFORMATIONAL STAFF REPORTS

- 1. Service calls for July 2011
- 2. Grand Opening Replacement Oakley Fire Station

DIRECTORS' COMMENTS

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

This portion of the agenda shall provide an opportunity for Board Members to report on activities, committee or event attendance pertaining to District business or to request a future item to be placed on the agenda.

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: August 1, 2011

POSTING STATEMENT

A copy of this agenda was posted **July 29, 2011, at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.** Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors less than 72 hours prior to this meeting is available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (925) 634-3400. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.



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EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Special Meeting

Monday July 11, 2011 – 6:30 P.M.

BOARD OF DIRECTORS

Pat Anderson
Steve Barr
Robert A. Brockman

Kevin Romick -Vice President
Joel R. Bryant
Jim Frazier

John Jewell
Robert Kenny
Erick Stonebarger

Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley

Call to Order and Adjourn to Closed Session on the following matters – (6:08 P.M.)

1. CONFERENCE WITH LABOR NEGOTIATOR
pursuant to Government Code Section 54957.6
Agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230,
East County Fire Fighters Association (Reserves), and Unrepresented Management
2. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
pursuant to Gov. Code section 54956.9 (c).

RECONVENE TO OPEN SESSION – (6:30 P.M.) 3231 Main Street, Oakley

Vice President Romick reported that during the closed sessions, the Board gave direction to the Labor Negotiator on item 1 gave direction to Counsel on item 2, no actions were taken.

CALL TO ORDER – (6:30 P.M.)

PLEDGE OF ALLEGIANCE– (6:30 P.M.) Led by Chief Henderson

ROLL CALL- (6:31 P.M.) - Directors Present: Anderson, Barr, Brockman, Bryant, Frazier,
Jewell, Kenny, Romick, Stonebarger

PUBLIC COMMENTS– (6:33 P.M.) - None

By unanimous consent, Informational Staff Report 2, Contra Costa County Office of the Sheriff Certificate of Valor, was moved to the front of the agenda. Representing Sheriff David Livingston & City of Oakley is Police Chief Bani Kollo. Police Chief Kollo presented the awards to Engineer Kalani Dillon & Captain Jeremy Copple.

WORKSHOP - (6:35 P.M.) – On District; Funding and Organizational Options -

The Board heard a report from Citygate, Consultants to the City of Brentwood, on options for funding and organizational option, and then held an interactive discussion among the consultants, board members and the public.

CONSENT CALENDAR- (9:07 P.M.)

- C.1** Approve minutes from June 6, 2011, Regular Board of Directors Meeting.
- C.2** Approve minutes from June 27, 2011, Special Board of Directors Meeting.

Motion by Director Stonebarger to approve Consent Calendar Items; C1 & C.2

Second by Director Romick

Vote: Motion carried 9:0

Ayes: Anderson, Barr, Brockman, Bryant, Frazier, Jewell, Kenny, Romick, Stonebarger,

PUBLIC HEARINGS

DISCUSSION ITEMS

(9:10 P.M.)

- D.1** Selection of District Board Officers: President, Vice President for the remainder of the 2011 Calendar Year.

1. Appointed Director Romick to the office of President of the Board of Directors for the remainder of the calendar year 2011

Motion by Director Anderson, Second by Director Frazier

Vote: Motion carried 9:0

Ayes: Anderson, Barr, Brockman, Bryant, Frazier, Jewell, Kenny, Romick, Stonebarger

2. Appointed **NO** Director to the office of Vice President of the Board of Directors for the remainder of the calendar year 2011.

Motion by Director Frazier, Second by Director Anderson

Vote: Motion carried 9:0

Ayes: Anderson, Barr, Brockman, Bryant, Frazier, Jewell, Kenny, Romick, Stonebarger

(8:52 P.M.)

D.2 Consider Next Steps for the District; Funding and Organizational Options

Motion by Director Anderson to have the Executive Committee undertake further investigations of funding and organizational options and report back to the next Regular Board Meeting, Second by Director Jewell

Vote: Motion carried 8:1

Ayes: Anderson, Barr, Brockman, Bryant, Jewell, Kenny, Romick, Stonebarger
Noes: Frazier

INFORMATIONAL STAFF REPORTS- (9:15 P.M.)

1. Service calls for June 2011 - Chief Henderson provided a report.

DIRECTORS' COMMENTS- (9:16 P.M.)

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS- (9:16 P.M.)

**ADJOURN TO THE NEXT REGULAR BOARD OF DIRECTOR MEETING SCHEDULED:
August 1, 2011 - (9:17 P.M.)**

Motion by Director Frazier to adjourn to the next Regular Board meeting, Second by Director Stonebarger

Vote: Motion carried 9:0

**Ayes: Anderson, Barr, Brockman, Bryant, Frazier, Jewell, Kenny, Romick,
Stonebarger,**

BOARD OF DIRECTORS AGENDA ITEM NO. D-1

Meeting Date: August 1, 2011

Subject/Title: Receive Ad Hoc Committee Update and Consideration of Revenue Alternatives

Prepared by: Chief Henderson

Submitted by: Directors Bryant, Frazier, and Kenny

RECOMMENDATION FOR ACTION

1. Receive 8 station staffing model with advance life support from Ad Hoc Committee and provide feedback to staff.
2. Consider moving forward with parcel tax and placing it on June 5, 2012 ballot.
3. Authorize the Fire Chief to request costs for services from Contra Costa County Fire.
4. Authorize staff to move forward with an RFP for public outreach and education services and bring back to the Board for consideration.

PREVIOUS ACTION

On June 6, 2011, the Board established an Ad Hoc Committee to research revenue enhancements for the District. The Ad Hoc Committee comprised of Directors Bryant, Frazier, and Kenny, along with a representative of Local 1230.

SUBJECT BACKGROUND

The Ad Hoc Committee has met five times since it was formed at the June 6, 2011 Board Meeting. The Committee has focused on three areas:

- 1- Service models: The Committee is reviewing different service models with the numbers of stations and staffing levels for the current needs and the needs of the District in the future.
- 2- Service providers: The Committee is researching whether a larger agency such as Contra Costa County Fire Protection District could provide improved service for the District with regional resources.
- 3- Election dates and voter turnout: The Committee is reviewing past election data and voter turnout within the District to help forecast the best time to go out to the voters with a parcel tax.

Tonight, the Ad Hoc Committee would like to bring the following recommendations to the Board;

- 1- 8 Station staffing model with advanced life support that has 72 fire suppression personnel, which includes 24 paramedics and admin staff of 5. It is anticipated that this service model would take several years to phase in; however, the six current stations could be fully staffed with 3 personnel after the election. The estimated cost is \$16,713,929 for the first year with costs increasing every year thereafter. The above

service model for the District would require new revenue, which is estimated at \$187 per parcel.

- 2- The District should move forward with a parcel tax and place it on the June 5, 2012 ballot. The June election allows the new parcel tax to go on the 2012/13 tax roll. The new revenue would be received in December 2012.
- 3- A request for proposal should be sent to Contra Costa County Board of Supervisors serving as the Board of Director of the Contra Costa County Fire Protection District (CCCFPD) requesting a cost to provide services to the District including recommendation from CCCFPD on how many stations and personnel they would require to provide service to the District.
- 4- At the May 2, 2011 meeting, the Board directed staff to stop all public outreach activities. The District should move forward with an RFP for public outreach and education services and bring back to the Board for consideration.

Attachments:

Costing models for 8 stations

Established election dates.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
FISCAL YEAR 2011-12 EIGHT STATION MODEL WITH ALS**

**8 STATION MODEL
72 SUPPRESSION PERSONNEL WITH ALS
5 ADMINISTRATIVE PERSONNEL**

	2010-11 Projection	% Increase	2011-12 Projected	% Increase	2012-13 Projection	% Increase	2013-14 Projection	% Increase	2014-15 Projection	% Increase	2015-16 Projection	% Increase
Beginning Fund Balance	5,411,589	-19.71%	3,361,505	-37.88%	(4,860,341)	-244.59%	(13,432,595)	-176.37%	(21,983,455)	-63.66%	(30,793,334)	-40.08%
Revenue												
Existing Revenue	8,440,814	-7.38%	8,492,083	0.61%	8,743,073	2.96%	9,093,537	4.01%	9,502,874	4.50%	9,971,139	4.93%
Total Revenues	8,440,814	-7.38%	8,492,083	0.61%	8,743,073	2.96%	9,093,537	4.01%	9,502,874	4.50%	9,971,139	4.93%
Expenditures												
Salaries and Benefits	7,842,151	-0.56%	13,651,649	74.08%	14,066,356	3.04%	14,614,653	3.90%	15,193,276	3.96%	15,655,081	3.04%
Services and Supplies	2,260,525	49.51%	1,755,139	-22.36%	1,804,616	2.82%	1,855,655	2.83%	1,908,312	2.84%	1,962,644	2.85%
Other Charges	163,981	-84.25%	914,188	457.50%	804,838	-11.96%	828,120	2.89%	852,091	2.89%	876,771	2.90%
Other Expenses	224,241	0.00%	392,954	75.24%	639,516	62.75%	345,969	-45.90%	359,074	3.79%	369,890	3.01%
Total Expenditures	10,490,898	0.48%	16,713,929	59.32%	17,315,327	3.60%	17,644,397	1.90%	18,312,753	3.79%	18,864,386	3.01%
Revenues over (under) Expenditures	(2,050,084)		(8,221,846)		(8,572,254)		(8,550,860)		(8,809,879)		(8,893,247)	
20% Reserve	2,098,180		3,342,786		3,463,065		3,528,879		3,662,551		3,772,877	
Unreserved	1,263,325		(8,203,127)		(16,895,660)		(25,512,334)		(34,455,884)		(43,459,458)	
Ending Fund Balance	3,361,505		(4,860,341)		(13,432,595)		(21,983,455)		(30,793,334)		(39,686,581)	

ESTABLISHED ELECTION DATES

EC 1000 & 1500	2011	2012	2013	2014
First Tuesday in February in years evenly divisible by 4 E-88 Deadline	doesn't apply doesn't apply	02/07/12 11/11/11	doesn't apply doesn't apply	doesn't apply doesn't apply
First Tuesday after First Monday in March odd years E-88 Deadline	03/08/11 12/10/10	doesn't apply doesn't apply	03/05/13 12/07/12	doesn't apply doesn't apply
First Tuesday in March even years E-88 Deadline	doesn't apply doesn't apply	03/06/12 12/09/11	doesn't apply doesn't apply	03/04/14 12/06/13
Second Tuesday in April even years E-88 Deadline	doesn't apply doesn't apply	04/10/12 01/13/12	doesn't apply doesn't apply	04/08/14 01/10/14
First Tuesday after First Monday in May each year E-88 Deadline	05/03/11 02/04/11	05/08/12 02/10/12	05/07/13 02/08/13	05/06/14 02/07/14
First Tuesday after First Monday in June each year E-88 Deadline	06/07/11 03/11/11	06/05/12 03/09/12	06/04/13 03/08/13	06/03/14 03/07/14
Last Tuesday in August each year E-88 Deadline	08/30/11 06/03/11	08/28/12 06/01/12	08/27/13 05/31/13	08/26/14 05/30/14
First Tuesday after First Monday in November each year E-88 Deadline	11/08/11 08/12/11	11/06/12 08/10/12	11/05/13 08/09/13	11/04/14 08/08/14

Established Polling Place Election Dates do not apply to: Special elections called by the Governor; elections held in charter cities where the charter specifies a different date; school board elections initiated by petition; school district elections which overlap a charter city by 95% population and city is holding election; Initiatives, Referendums or Recalls; Mailed Ballot Elections; 2/3's vote school district bond elections. Elections Code Section 1003

Established Mailed Ballot Election Dates are restricted to: A jurisdiction of fewer than 1,000 registered voters; a maximum property tax rate election (2287 Rev. & Tax. Code); imposition of special taxes or expenditure limit overrides or both in a jurisdiction of fewer than 5,000 registered voters; a general obligation water bond; Monterey County Water elections; Aliso Water elections; San Jacinto Water elections; San Lorenzo Water elections; elections or assessment ballot proceedings required or authorized by Article XIII C or XIII D of the CA Const. (includes all parcel tax elections regardless of the size or type of jurisdiction). Elections Code Section 4000

Miscellaneous provisions regarding when elections may be held: Elections must be held on Tuesdays and may not be the day before, the day of, or the day after a state holiday (EC1100); 2/3's vote school bond elections may be called for any Tuesday that does not fall within 45 days on either side of a statewide primary or general election, unless it is conducted on the statewide election date or on an established mail ballot election date (Educ. Code 15101 & 15341); 55% school bond elections must be held on primary, general or regular school board election date for jurisdiction (Educ. Code 15266). Just as a rule of thumb, polling place elections should not be held on mailed ballot election dates and vice versa. Currently Special Districts may hold mailed ballot elections on any Tuesday other than an established election date (EC 4108). Small Cities, School Districts and Special Districts (100,000 population or under) may hold special vacancy elections by all mailed ballot on any Tuesday other than a statewide election (EC 4004).

* Must meet criteria set forth in Elections Code Section 4000 (see above).
Shared Docs\ELECTION CALENDAR\established dates_2011-2014.doc

BOARD OF DIRECTORS AGENDA ITEM NO. D-2

Meeting Date: August 1, 2011

Subject/Title: Receive Executive Committee Update on Balanced Budget Staffing Models and a Zone Revenue Concept

Submitted by: Chief Henderson

RECOMMENDATION FOR ACTION

1. Receive Balanced Budget Service Models information from the Executive Committee.
2. Receive verbal update on the Zone Concept.
3. Authorize staff to retain the services of consultants to further refine the Zone Concept in an amount not to exceed \$25,000.
4. Direct the Executive Committee to report back at the September Board meeting.
5. Direct the Executive Committee to coordinate with the Ad Hoc Committee's proposal to ensure consistency with the revenue and expenditure assumptions used in the Balanced Budget and Zone Concept.

PREVIOUS ACTION

At the July 11, 2011 Board meeting, the Executive Committee was tasked with returning with balanced budget staffing models and researching the zone revenue concept suggested by Directors Anderson and Barr.

SUBJECT BACKGROUND

The Executive Committee has met to discuss these issues and has come up with possible options and scenarios, discussed below. Further analysis and confirmation will be required due to the complexity involved when so many variables must be considered.

All of these scenarios and options have used the following criteria to develop the balanced budget approach:

Revenues:

Property taxes are projected to be \$7,881,131; which is approximately 4.41% less than the 2010/2011 fiscal year.

RDA pass-through for the City of Brentwood is estimated at \$203,395.

Community Facilities District is a special tax applicable to the boundaries of the Cypress Lakes (now Summer Lakes) development in the City of Oakley for the purpose of operations and maintenance. The estimated revenue for the CFD is \$144,000.

The total projected revenue for the 2011/12 fiscal year is \$8,228,526.

Expenditures:

Expenditures were classified into five areas: administration and fixed costs, station costs, staffing costs, capital improvement, and equipment replacement funds.

1) Administration and fixed costs include the personnel costs for the five administrative staff, County services such as human resources, auditor-controller, liability and property insurance, dispatch, and IT services. These costs are currently estimated to be \$2,298,591.

2) Station costs are the day-to-day costs of running a fire station such as power, water, garbage, building maintenance, and household supplies. The costs for running a station are currently estimated to be \$145,437 per station.

3) Staffing costs are based on full-time positions all being filled and the necessary back-fill for vacations and sick leave. The Cal-Fire contract for the Marsh Creek/Morgan Territory is included. The estimated cost for staffing is \$4,103,501.

4) The Capital Improvement Fund was established by the Board on April 5, 2010 and is intended to be used for improvement to District's assets valued at \$25,000 or greater. This fund could be used for fire station remodels, refurbishment or replacement, and District-wide needs for critical infrastructure. This anticipated to be funded at \$69,838.

5) The Equipment Replacement Fund was also established by the Board on April 5, 2010 and would be used for capital equipment and vehicle replacement with a useful life of 5 years or more or a replacement cost of \$10,000 or greater. This is anticipated to be funded at \$69,838.

Balanced Budget or Baseline Service Models:

Based on the direction from the Board, the Executive Committee has considered what the baseline of services that the District may face should no additional revenues be obtained, and has developed two draft service models thus far, which are summarized in the attached spreadsheets. Both draft service models will contain an administrative staff of 5 and the Cal-Fire contract providing service to the Marsh Creek/Morgan Territory area.

4-Stations Model, which consists of two stations in Brentwood, a station in Discovery Bay, and a station in Oakley. All four stations would be staffed with two personnel, consisting of a Fire Captain and Engineer.

3-Stations Model, which consists of a station in Brentwood, Discovery Bay, and Oakley. The Brentwood and Oakley stations would be staffed with three personnel consisting of a Fire Captain, Engineer, and Firefighter. The Discovery Bay station would be staffed with two personnel consisting of a Fire Captain and Engineer.

Staff's recommendation is the 4-Stations Model due to the fact that over 75 percent of calls handled within the District are single engine responses (primarily medical). Both staffing models would more than likely require auto/mutual aid for fires. It is important to note that from a service and response standpoint, neither of these options is optimal; however, the Executive Team is acknowledging that very few options exist for the District, absent additional revenues.

Zone Concept:

As discussed at the July 11, 2011 Board workshop a base level of service could be set across the District. It is anticipated that the base level of service would be similar to one of the draft service models above because the base level of service would need to be sustainable based on

existing District revenues. The District could be divided into service areas within the District and each service area could set the desired level of enhanced service within its zone. For example; if a City wanted a second crew on duty or paramedic services (which would be above the base level of service), the costs associated with those enhanced services would be the responsibility of that particular zone.

As stated above, more time is required to further analyze the Balanced Budget Service Models and the Zone Concept. District staff either does not have the resources or expertise required for some of this work and it is imperative that a thorough analysis be done to ensure that all the best information is available for the Board to make a clear decision, most likely at the September meeting. Also, further review is needed on the Ad-Hoc Committee's recommendation. Therefore, staff is respectfully recommending that the Board authorize the Fire Chief to obtain the services of a consultant, at a budget amount within the Chief's approval authority, to aid in conducting this further research.

Attachments:
Balance Budget Staffing Models

EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BASELINE SERVICE PROJECTIONS
YEAR ONE
Four Station 2/0 Staffing

	BRENTWOOD 2 Stations 2/0 Staffing	OAKLEY 1 Station 2/0 Staffing	DISCOVERY BAY / BYRON 1 Station 2/0 Staffing	UNINCORPORATED - BETHEL ISLAND KNIGHTSEN MORGAN TERRITORY CalFire	TOTAL
Percentage of Property Tax Revenue	46.89%	16.47%	18.97%	17.67%	100.00%
Revenue					
Property Tax	3,695,640	1,298,404	1,494,885	1,392,202	7,881,131
RDA Pass-through	203,395				203,395
CFD		144,000			144,000
Total Revenues	3,899,035	1,442,404	1,494,885	1,392,202	8,228,526
Expenditures					
Administration and Fixed Costs	1,077,861	378,689	435,994	406,046	2,298,591
Station Costs	290,873	145,437	145,437		581,747
Staffing Costs:					
Captain	956,842	478,421	478,421		1,913,685
Engineers	911,908	455,954	455,954		1,823,816
Firefighters					-
Cal Fire Contract				366,000	366,000
Capital Improvement Fund	32,375	14,585	15,158	7,720	69,838
Equipment Replacement Fund	32,375	14,585	15,158	7,720	69,838
Total Expenditures	3,302,235	1,487,671	1,546,122	787,487	7,123,515
Revenues over (under) Expenditures	596,801	(45,267)	(51,238)	604,715	1,105,011

Assumptions:

Total Property Tax revenues based on FY 2011/12 projections including 4.41% (approx. \$360,000) decline from 2010/11 levels.

Property Tax decline of 4.41% based on projected decrease from County.

Percentage of Property Tax revenue allocated based on percentage of revenue FY 2010/11.

CFD revenue reported in Oakley at total to be assessed FY 2011/12.

RDA Pass-through revenues reported in Brentwood.

Expenses based on 2011/12 District Operating Budget

Administration allocated based on percentage of Property Tax revenue FY 2010/11.

All Positions filled with FTEs.

FTE includes backfill overtime for vacation and sick leave.

Principal and Interest on Lease Purchases Equipment not included - Final Payment 2011/12.

Chevron Repayment of \$65,230 not included.

Bethel Island Trailer Rental of \$21,600 not included.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
 BASELINE SERVICE PROJECTIONS
 YEAR TWO
 Four Station 2/0 Staffing**

	BRENTWOOD 2 Stations 2/0 Staffing	OAKLEY 1 Station 2/0 Staffing	DISCOVERY BAY / BYRON 1 Station 2/0 Staffing	UNINCORPORATED - BETHEL ISLAND KNIGHTSEN MORGAN TERRITORY CalFire	TOTAL
Percentage of Property Tax Revenue	46.89%	16.47%	18.97%	17.67%	100.00%
Revenue					
Property Tax	3,547,815	1,246,468	1,435,090	1,336,514	7,565,886
RDA Pass-through	195,259				195,259
CFD		144,000			144,000
Total Revenues	3,743,074	1,390,468	1,435,090	1,336,514	7,905,145
Expenditures					
Administration and Fixed Costs	1,164,090	408,984	470,874	438,530	2,482,478
Station Costs	299,600	149,800	149,800		599,199
Staffing Costs:					
Captain	1,033,390	516,695	516,695		2,066,779
Engineers	984,861	492,430	492,430		1,969,721
Firefighters					-
Cal Fire Contract				376,980	376,980
Capital Improvement Fund	34,819	15,679	16,298	8,155	74,952
Equipment Replacement Fund	34,819	15,679	16,298	8,155	74,952
Total Expenditures	3,551,579	1,599,268	1,662,395	831,820	7,645,062
Revenues over (under) Expenditures	191,495	(208,800)	(227,305)	504,694	260,084

Assumptions:

- Total Property Tax revenues based on a 4% decrease from Year One projections.
- Percentage of Property Tax revenue allocated based on percentage of revenue FY 2010/11.
- CFD revenue reported in Oakley at total to be assessed FY 2011/12.
- RDA Pass-through revenues based on a 4% decrease from Year One projections reported in Brentwood.
- Administration and Staffing costs based on a 8% increase from Year One estimates.
- Station and Cal Fire contract costs based on a 3% increase from Year One estimates.
- Administration allocated based on percentage of Property Tax revenue FY 2010/11.
- All Positions filled with FTEs.
- FTE includes backfill overtime for vacation and sick leave.
- Principal and Interest on Lease Purchases Equipment not included - Final Payment 2011/12.
- Chevron Repayment not included.
- Bethel Island Trailer Rental not included.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BASELINE SERVICE PROJECTIONS
YEAR THREE
Four Station 2/0 Staffing**

	BRENTWOOD 2 Stations 2/0 Staffing	OAKLEY 1 Station 2/0 Staffing	DISCOVERY BAY / BYRON 1 Station 2/0 Staffing	UNINCORPORATED - BETHEL ISLAND KNIGHTSEN MORGAN TERRITORY CalFire	TOTAL
Percentage of Property Tax Revenue	46.89%	16.47%	18.97%	17.67%	100.00%
Revenue					
Property Tax	3,547,815	1,246,468	1,435,090	1,336,514	7,565,886
RDA Pass-through	195,259				195,259
CFD		144,000			144,000
Total Revenues	3,743,074	1,390,468	1,435,090	1,336,514	7,905,145
Expenditures					
Administration and Fixed Costs	1,199,013	421,254	485,000	451,686	2,556,953
Station Costs	308,588	154,294	154,294		617,175
Staffing Costs:					
Captain	1,064,391	532,196	532,196		2,128,783
Engineers	1,014,407	507,203	507,203		2,028,813
Firefighters					-
Cal Fire Contract				388,289	388,289
Capital Improvement Fund	35,864	16,149	16,787	8,400	77,200
Equipment Replacement Fund	35,864	16,149	16,787	8,400	77,200
Total Expenditures	3,658,126	1,647,246	1,712,267	856,775	7,874,413
Revenues over (under) Expenditures	84,948	(256,778)	(277,177)	479,739	30,732

Assumptions:

- Total Property Tax revenues based on staying flat from Year Two projections.
- Percentage of Property Tax revenue allocated based on percentage of revenue FY 2010/11.
- CFD revenue reported in Oakley at total to be assessed FY 2011/12.
- RDA Pass-through revenues based on staying flat from Year Two projections reported in Brentwood.
- Administration and Staffing costs based on a 3% increase from Year Two estimates.
- Station and Cal Fire contract costs based on a 3% increase from Year Two estimates.
- Administration allocated based on percentage of Property Tax revenue FY 2010/11.
- All Positions filled with FTEs.
- FTE includes backfill overtime for vacation and sick leave.
- Principal and Interest on Lease Purchases Equipment not included - Final Payment 2011/12.
- Chevron Repayment not included.
- Bethel Island Trailer Rental not included.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BASELINE SERVICE PROJECTIONS
YEAR ONE**

Three Station - 2 at 3/0 and 1 at 2/0 Staffing

	BRENTWOOD 1 Stations 3/0 Staffing	OAKLEY 1 Station 3/0 Staffing	DISCOVERY BAY / BYRON 1 Station 2/0 Staffing	UNINCORPORATED - BETHEL ISLAND KNIGHTSEN MORGAN TERRITORY CalFire	TOTAL
Percentage of Property Tax Revenue	46.89%	16.47%	18.97%	17.67%	100.00%
Revenue					
Property Tax	3,695,640	1,298,404	1,494,885	1,392,202	7,881,131
RDA Pass-through	203,395				203,395
CFD		144,000			144,000
Total Revenues	3,899,035	1,442,404	1,494,885	1,392,202	8,228,526
Expenditures					
Administration and Fixed Costs	1,077,861	378,689	435,994	406,046	2,298,591
Station Costs	145,437	145,437	145,437		436,310
Staffing Costs:					
Captain	478,421	478,421	478,421		1,435,263
Engineers	911,908	911,908	455,954		2,279,770
Firefighters					-
Cal Fire Contract				366,000	366,000
Capital Improvement Fund	26,136	19,145	15,158	7,720	68,159
Equipment Replacement Fund	26,136	19,145	15,158	7,720	68,159
Total Expenditures	2,665,900	1,952,744	1,546,122	787,487	6,952,254
Revenues over (under) Expenditures	1,233,136	(510,340)	(51,238)	604,715	1,276,273

Assumptions:

Total Property Tax revenues based on FY 2011/12 projections including 4.41% (approx. \$360,000) decline from 2010/11 levels.

Property Tax decline of 4.41% based on projected decrease from County.

Percentage of Property Tax revenue allocated based on percentage of revenue FY 2010/11.

CFD revenue reported in Oakley at total to be assessed FY 2011/12.

RDA Pass-through revenues reported in Brentwood.

Expenses based on 2011/12 District Operating Budget

Administration allocated based on percentage of Property Tax revenue FY 2010/11.

All Positions filled with FTEs.

FTE includes backfill overtime for vacation and sick leave.

Principal and Interest on Lease Purchases Equipment not included - Final Payment 2011/12.

Chevron Repayment of \$65,230 not included.

Bethel Island Trailer Rental of \$21,600 not included.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BASELINE SERVICE PROJECTIONS
YEAR TWO**

Three Station - 2 at 3/0 and 1 at 2/0 Staffing

	BRENTWOOD 1 Stations 3/0 Staffing	OAKLEY 1 Station 3/0 Staffing	DISCOVERY BAY / BYRON 1 Station 2/0 Staffing	UNINCORPORATED - BETHEL ISLAND KNIGHTSEN MORGAN TERRITORY CalFire	TOTAL
Percentage of Property Tax Revenue	46.89%	16.47%	18.97%	17.67%	100.00%
Revenue					
Property Tax	3,547,815	1,246,468	1,435,090	1,336,514	7,565,886
RDA Pass-through	195,259				195,259
CFD		144,000			144,000
Total Revenues	3,743,074	1,390,468	1,435,090	1,336,514	7,905,145
Expenditures					
Administration and Fixed Costs	1,164,090	408,984	470,874	438,530	2,482,478
Station Costs	149,800	149,800	149,800		449,400
Staffing Costs:					
Captain	516,695	516,695	516,695		1,550,085
Engineers	984,861	984,861	492,430		2,462,152
Firefighters					-
Cal Fire Contract				376,980	376,980
Capital Improvement Fund	28,154	20,603	16,298	8,155	73,211
Equipment Replacement Fund	28,154	20,603	16,298	8,155	73,211
Total Expenditures	2,871,754	2,101,547	1,662,395	831,820	7,467,516
Revenues over (under) Expenditures	871,320	(711,079)	(227,305)	504,694	437,629

Assumptions:

- Total Property Tax revenues based on a 4% decrease from Year One projections.
- Percentage of Property Tax revenue allocated based on percentage of revenue FY 2010/11.
- CFD revenue reported in Oakley at total to be assessed FY 2011/12.
- RDA Pass-through revenues based on a 4% decrease from Year One projections reported in Brentwood.
- Administration and Staffing costs based on a 8% increase from Year One estimates.
- Station and Cal Fire contract costs based on a 3% increase from Year One estimates.
- Administration allocated based on percentage of Property Tax revenue FY 2010/11.
- All Positions filled with FTEs.
- FTE includes backfill overtime for vacation and sick leave.
- Principal and Interest on Lease Purchases Equipment not included - Final Payment 2011/12.
- Chevron Repayment not included.
- Bethel Island Trailer Rental not included.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BASELINE SERVICE PROJECTIONS
YEAR THREE**

Three Stations - 2 at 3/0 and 1 at 2/0 Staffing

	BRENTWOOD 1 Stations 3/0 Staffing	OAKLEY 1 Station 3/0 Staffing	DISCOVERY BAY / BYRON 1 Station 2/0 Staffing	UNINCORPORATED - BETHEL ISLAND KNIGHTSEN MORGAN TERRITORY CalFire	TOTAL
Percentage of Property Tax Revenue	46.89%	16.47%	18.97%	17.67%	100.00%
Revenue					
Property Tax	3,547,815	1,246,468	1,435,090	1,336,514	7,565,886
RDA Pass-through	195,259				195,259
CFD		144,000			144,000
Total Revenues	3,743,074	1,390,468	1,435,090	1,336,514	7,905,145
Expenditures					
Administration and Fixed Costs	1,199,013	421,254	485,000	451,686	2,556,953
Station Costs	154,294	154,294	154,294		462,882
Staffing Costs:					
Captain	532,196	532,196	532,196		1,596,587
Engineers	1,014,407	1,014,407	507,203		2,536,016
Firefighters					-
Cal Fire Contract				388,289	388,289
Capital Improvement Fund	28,999	21,221	16,787	8,400	75,407
Equipment Replacement Fund	28,999	21,221	16,787	8,400	75,407
Total Expenditures	2,957,907	2,164,593	1,712,267	856,775	7,691,541
Revenues over (under) Expenditures	785,167	(774,125)	(277,177)	479,739	213,604

Assumptions:

- Total Property Tax revenues based on staying flat from Year Two projections.
- Percentage of Property Tax revenue allocated based on percentage of revenue FY 2010/11.
- CFD revenue reported in Oakley at total to be assessed FY 2011/12.
- RDA Pass-through revenues based on staying flat from Year Two projections reported in Brentwood.
- Administration and Staffing costs based on a 3% increase from Year Two estimates.
- Station and Cal Fire contract costs based on a 3% increase from Year Two estimates.
- Administration allocated based on percentage of Property Tax revenue FY 2010/11.
- All Positions filled with FTEs.
- FTE includes backfill overtime for vacation and sick leave.
- Principal and Interest on Lease Purchases Equipment not included - Final Payment 2011/12.
- Chevron Repayment not included.
- Bethel Island Trailer Rental not included.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS AGENDA ITEM NO. D.1**

Meeting Date: August 1, 2011

Subject/Title: Rescheduling of September 5, 2011 Regular Board of Directors meeting.

Submitted by: Fire Chief Henderson

RECOMMENDATION FOR ACTION

Discuss and select an alternate date for the September Regular Board of Director's meeting.

PREVIOUS ACTION

On February 3, 2010, the Board of Directors selected the first Monday of every month as the date for Regular Board of Director's meetings.

SUBJECT BACKGROUND

The September Regular Board of Director's meeting, scheduled for September 5, will fall on the Labor Day holiday.

Alternate dates include:

- Wednesday September 7th
- Monday September 12th
- Monday September 19th

Attachments:
None