

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Fire Committee Meeting

Chair: *Gary Sipperley*
Co-Chair: *Kathryn deGroot*

THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 7, 2023 9:30 a.m.

NOTICE: Public May Attend this Meeting In-Person.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/84930013745>
- Meeting ID: 849 3001 3745
- Telephone: (669) 900-6833

AGENDA

- 1. Review/discuss final draft of Fiscal Year 2023-24 Fire Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 2. Discuss repairs to Engine 722.**
- 3. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

The public can virtually 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.

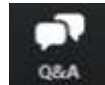
SUBMITTING PUBLIC COMMENT

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

- **Before the Meeting:**
 - 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:**
 - 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: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

* 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.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

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
2023-2024 ANNUAL BUDGET
FIRE - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Fees					
Facility/Ground Usage Fees			-	0%	
TOTAL FEES	\$ -	\$ -	\$ -	0%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 606,975	\$ 619,115	\$ 12,140	2%	
Property Assessments	671,526	692,012	20,487	3%	
TOTAL TAXES & ASSESSMENTS	\$ 1,278,501	\$ 1,311,127	\$ 32,626	3%	

Grants & Donations					
Grant Revenue	286,726	299,275	\$ 12,549	4%	
Grant Revenue - CERT			-	0%	
Donation Revenue - CERT			-	0%	
TOTAL GRANTS & DONATIONS	\$ 286,726	\$ 299,275	\$ 12,549	4%	

Other Revenue					
Strike Team	\$ 140,398		\$ (140,398)	-100%	
Training Revenue	16,000	5,000	(11,000)	-69%	Reduction in hosted training events
Miscellaneous Revenue	7,500	11,340	3,840	51%	New contract with Strawberry
Interest Revenue	5,000	19,000	14,000	280%	Assumes 1.75% LAIF Interest Rate + Money Market Interest
Sale of Assets			-	0%	
TOTAL OTHER REVENUE	\$ 168,898	\$ 35,340	\$ (133,558)	-79%	

GRAND TOTAL REVENUE	\$ 1,734,125	\$ 1,645,742	\$ (88,383)	-5%	
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Admin Transfer Out	\$ 396	\$ 180	\$ (216)		
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GRAND TOTAL WITH ADMIN	\$ 1,734,521	\$ 1,645,922	\$ (88,599)	-5%	
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Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 397,740	\$ 437,939	40,199	10%	Union negotiated and equity increases
Workers Comp Reimb Wages	\$ (57,966)		57,966	-100%	
Standby Pay	500	500	0	0%	
Overtime	66,000	34,000	(32,000)	-48%	Reduction in work comp related overtime
Holiday Overtime	20,606	21,073	467	2%	
FLSA Overtime	40,556	42,756	2,200	5%	
Sick Leave/Vacation Pay/ATO	8,800	10,000	1,200	14%	
Temp/Relief Pay	49,000	8,000	(41,000)	-84%	Reduction in work comp related coverage
Intern Stipend	34,357	45,000	10,643	31%	
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay	37,546		(37,546)	-100%	
Striketeam Intern Pay	18,175		(18,175)	-100%	
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,000	4,018	18	0%	
Cell Phone Stipend	420	480	60	14%	
TOTAL SALARIES	\$ 624,733	\$ 608,766	\$ (15,967)	-3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 61,600	\$ 65,906	4,305	7%	Anticipated rate increase
HRA Reimbursement	23,875	23,875	0	0%	
CALPERS Retirement	99,787	114,873	15,085	15%	Rate and salary increases
FICA	42,327	37,744	(4,584)	-11%	Due to a reduction in strike team and overtime
Medicare	9,899	8,827	(1,072)	-11%	Due to a reduction in strike team and overtime
Workers Comp	49,500	57,384	7,884	16%	Anticipated rate increase
Unemployment Ins/ETT	1,225	1,229	4	0%	
TOTAL BENEFITS	\$ 288,214	\$ 309,836	\$ 21,622	8%	

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,500	\$ 4,500	(3,000)	-40%	Reduction in one-time costs
Facilities Maintenance & Repair	7,500	8,700	1,200	16%	Community Center related maintenance costs
Vehicle Maintenance & Repair	23,700	28,700	5,000	21%	Specialized front end service for one engine
Fuel	26,000	24,400	(1,600)	-6%	
Equipment Under \$5,000	12,200	42,500	30,300	248%	Hose replacements
Personal Protective Equipment	26,000	16,200	(9,800)	-38%	Reduction in one-time costs
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 102,900	\$ 125,000	\$ 22,100	21%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	500	0	0%	
Food Supplies	500	500	0	0%	
Janitorial Supplies	3,500	3,800	300	9%	
Medical Supplies	3,000	3,000	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 10,000	\$ 10,300	\$ 300	3%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	2,500	2,500	0	0%	
Engineering Services	8,750	9,000	250	3%	
Medical Exams	2,000	1,800	(200)	-10%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	9,200	4,700	(4,500)	-49%	Reduction in one time grant writing costs
TOTAL OUTSIDE SERVICES	\$ 27,950	\$ 23,500	\$ (4,450)	-16%	

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Other - 56XXX					
Utilities	\$ 12,900	\$ 15,900	3,000	23%	Community center utilities
Phone/Communications	6,900	7,800	900	13%	
Software Licenses & Maintenance	7,700	9,700	2,000	26%	Firehouse Software upgrade
Property/Liability Insurance	37,000	43,000	6,000	16%	Estimated rate increase
Dues & Memberships	4,300	4,200	(100)	-2%	
Licenses & Certifications	1,500	1,500	0	0%	
Training, Conferences & Travel	36,500	22,500	(14,000)	-38%	Reduction in hosted training events
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 108,500	\$ 106,300	\$ (2,200)	-2%	

GRAND TOTAL EXPENSES	\$ 1,162,297	\$ 1,183,702	\$ 21,405	2%	
Admin Transfer Out	\$ 138,479	\$ 145,288	\$ 6,809	5%	
GRAND TOTAL WITH ADMIN	\$ 1,300,776	\$ 1,328,990	\$ 28,214		

Capital Outlay - 57XXX					
Fuel/SCBA Fill Station Generator	\$ 18,890		(18,890)	-100%	
Emergency Alert Notification Siren	7,500		(7,500)	-100%	
New Chief Coverage Vehicle	68,000		(68,000)	-100%	
Training/Admin Parking Lot	331,000	331,000	0	0%	
Community Center Purchase	110,292		(110,292)	-100%	
Community Center Improvements	40,000	15,000	(25,000)	-63%	
Backwall Excavation & Sealing	46,000	15,500	(30,500)	-66%	
New Station Roof	40,000		(40,000)	-100%	
Engine 721 Upgrades	15,000		(15,000)	-100%	
Engine 722 Replacement (OES)	55,000	8,500	(46,500)	-85%	
Fire Station Walls/Flooring		10,000	10,000	10000%	
TOTAL CAPITAL OUTLAY	\$ 731,682	\$ 380,000	\$ (351,682)	-48%	
GRAND TOTAL WITH CAPITAL	\$ 2,032,458	\$ 1,708,990	\$ (323,468)		

Twain Harte Community Services District
2023/2024 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,863	\$ 1,476,315	0%	\$ 1,137,942	\$ 1,137,942	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,614,257
Fees	18,180	17,980	-1%	14,820	13,580	-8%	-	-	0%	7,100	7,100	0%	-	-	0%	38,660
Taxes & Assessments	39,292	40,078	2%	-	-	0%	1,278,501	1,311,127	3%	146,699	151,365	3%	-	-	0%	1,502,569
Grants & Donations	1,555,650	1,345,000	-14%	-	490,000	490000%	286,726	299,275	4%	2,746,065	2,416,065	-12%	1,200	-	-100%	4,550,340
Other Revenue	47,800	48,000	0%	7,100	20,000	182%	168,898	35,340	-79%	111,292	3,500	-97%	1,000	1,000	0%	107,840
Total Program Revenue	\$ 3,131,785	\$ 2,927,372	-7%	\$ 1,159,862	\$ 1,661,522	43%	\$ 1,734,125	\$ 1,645,742	-5%	\$ 3,011,156	\$ 2,578,030	-14%	\$ 2,200	\$ 1,000	-55%	\$ 8,813,666
Admin Revenue Allocation	1,034	470	-55%	550	250	-55%	396	180	-55%	220	100	-55%	(2,200)	(1,000)	-55%	-
GRAND TOTAL REVENUE	\$ 3,132,819	\$ 2,927,842	-7%	\$ 1,160,412	\$ 1,661,772	43%	\$ 1,734,521	\$ 1,645,922	-5%	\$ 3,011,376	\$ 2,578,130	-14%	\$ -	\$ -	0%	\$ 8,813,666
Operating Expenses																
Salaries	\$ 331,618	\$ 340,049	3%	\$ 183,109	\$ 190,272	4%	\$ 624,733	\$ 608,766	-3%	\$ 5,214	\$ 26,340	405%	\$ 429,933	\$ 450,405	5%	\$ 1,615,832
Benefits	179,157	190,812	7%	98,967	105,828	7%	288,214	309,836	8%	3,022	6,508	115%	218,196	232,701	7%	845,684
Equip, Auto, Maint, & Repairs	183,470	152,300	-17%	79,900	66,500	-17%	102,900	125,000	21%	41,930	14,850	-65%	16,800	13,000	-23%	371,650
Materials & Supplies	43,300	49,400	14%	5,900	6,000	2%	10,000	10,300	3%	1,500	1,500	0%	3,950	3,950	0%	71,150
Outside Services	305,550	168,050	-45%	30,550	30,350	-1%	27,950	23,500	-16%	4,500	4,500	0%	27,550	29,450	7%	255,850
Other (Utilities, Prop/Liab Ins, TUD)	229,615	247,100	8%	537,885	611,758	14%	108,500	106,300	-2%	53,100	28,500	-46%	72,900	77,650	7%	1,071,308
Debt Service	188,614	110,684	-41%	16,976	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,461,323	\$ 1,258,394	-14%	\$ 953,287	\$ 1,027,665	8%	\$ 1,162,297	\$ 1,183,702	2%	\$ 109,266	\$ 82,198	-25%	\$ 769,329	\$ 807,156	5%	\$ 4,359,115
Administrative Cost Allocation	361,585	379,363	5%	192,332	201,789	5%	138,479	145,288	5%	76,933	80,716	5%	(769,329)	(807,156)	5%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,822,908	\$ 1,637,757	-10%	\$ 1,145,619	\$ 1,229,454	7%	\$ 1,300,776	\$ 1,328,990	2%	\$ 186,199	\$ 162,914	-13%	\$ -	\$ -	0%	\$ 4,359,115
TOTAL OPERATING BALANCE	\$ 1,309,911	\$ 1,290,085		\$ 14,793	\$ 432,318		\$ 433,744	\$ 316,932		\$ 2,825,177	\$ 2,415,216		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,855,400	1,913,500	3%	224,300	777,500	247%	731,682	380,000	-48%	2,794,800	2,466,000	-12%	-	-	0%	5,537,000
Total Capital Expenses	\$ 1,855,400	\$ 1,913,500	3%	\$ 224,300	\$ 777,500	247%	\$ 731,682	\$ 380,000	-48%	\$ 2,794,800	\$ 2,466,000	-12%	\$ -	\$ -		\$ 5,537,000
GRAND TOTAL EXPENSES	\$ 3,678,308	\$ 3,551,257	-3%	\$ 1,369,919	\$ 2,006,954	47%	\$ 2,032,458	\$ 1,708,990	-16%	\$ 2,980,999	\$ 2,628,914	-12%	\$ -	\$ -	0%	\$ 9,896,115
Transfer To/(From) Reserve	\$ (545,489)	\$ (623,415)		\$ (209,507)	\$ (345,182)		\$ (297,938)	\$ (63,068)		\$ 30,377	\$ (50,784)		\$ -	\$ -		\$ (1,082,449)

5-YEAR CAPITAL OUTLAY PLAN

Fire Fund - FY 23/24

	Previously Expended	Projected FY 22-23	Requested FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Out Years 6 to 10	Total
Emergency Alert Siren ³	\$ 7,500	\$ 7,500							\$ 15,000
New C720 Chief Vehicle ³		\$ 76,100							\$ 76,100
Fuel/SCBA Fill Station Generator ³		\$ 18,930							\$ 18,930
New Station Roof ³		\$ 40,000							\$ 40,000
Engine 721 Upgrades ³		\$ 15,000							\$ 15,000
Community Center Purchase ^{3,5}		\$ 110,292							\$ 110,292
Community Center Improvements ⁴		\$ 25,000	\$ 15,000						\$ 40,000
Engine 722 Replacement (OES) ⁴		\$ 46,500	\$ 8,500						\$ 55,000
Back Wall Excavation & Sealing ^{4,6}		\$ 46,000	\$ 15,500						\$ 61,500
Training Parking Lot ^{4,7}		\$ -	\$ 331,000						\$ 331,000
Fire Station Windows/Flooring			\$ 10,000						\$ 10,000
E-Hydraulic Ram				\$ 15,000					\$ 15,000
Burn Prop Expansion					\$ 50,000				\$ 50,000
Vehicle/Equipment Replacement							\$ 80,000	\$ 16,000	\$ 96,000
TOTAL CAPITAL OUTLAY	\$ 7,500	\$ 385,322	\$ 380,000	\$ 15,000	\$ 50,000	\$ -	\$ 80,000	\$ 16,000	\$ 933,822

NOTES:

- 1 Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 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.
- 5 Fire fund purchase of 50% of the Community Center from the Park Fund
- 6 Partial grant funded project - FEMA Storm Assistance: \$15,500 Grant
- 7 Grant funded project - Stormwater Grant Program & Per Capita Grant: \$263,775 Grant / \$67,125 Match

PROPOSED RESERVE SUMMARY

As of June 30, 2023

	Water	Sewer	Fire	Parks	Total
Committed					
Capital Improvement/Asset Replacement Reserve	\$ 1,514,004	\$ 841,149	\$ 514,101	\$ 309,384	\$ 3,178,638
Rate/Revenue Stabilization Reserve	\$ 154,240	\$ 115,332	\$ 66,651	\$ 12,235	\$ 348,458
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,788,327	\$ 956,481	\$ 580,752	\$ 321,619	\$ 3,647,179
Assigned					
Operating Reserve	\$ 363,929	\$ 255,829	\$ 617,158	\$ 80,037	\$ 1,316,953
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 247,862	\$ 193,329	\$ 476,723	\$ 80,037	\$ 997,951
ESTIMATED ENDING BALANCE - FY 22/23	\$ 4,025,934	\$ 2,075,202	\$ 2,538,539	\$ 1,814,312	\$ 10,453,987

23/24 Projected Transfer To/(From) Reserve					
Rate Stabilization Reserve		\$ (57,682)			
Capital Improvement/Asset Replacement Reserve	\$ (623,415)	\$ (287,500)	\$ (63,068)	\$ (50,784)	\$ (1,024,767)
TOTAL TRANSFERS TO/(FROM) RESERVE	\$ (623,415)	\$ (345,182)	\$ (63,068)	\$ (50,784)	\$ (1,024,767)

Projected Capital Reserve as of 6/30/24	\$ 890,589	\$ 553,649	\$ 451,033	\$ 258,600	\$ 2,153,871
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