

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Fire Committee Meeting**

Chair: *Charlotte Bohlman*
Co-Chair: *Mary Dearborn*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
May 1, 2024 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/86894323393>
- Meeting ID: 868 9432 3393
- Telephone: (669) 900-6833

AGENDA

- 1. Review/discuss draft 20-year Vehicle/Equipment Replacement Plan and proposed replacement of Utility 722.**
- 2. Review/discuss draft Fiscal Year 2024-25 Fire Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 3. Discuss Training Parking Lot Project.**
- 4. 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.

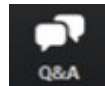
SUBMITTING PUBLIC COMMENT

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 THCSD 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: **Raise Hand**



Q&A Icon: **Q&A**

- 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
20-YR VEHICLE/EQUIPMENT REPLACEMENT PLAN**

Adopted: **5/8/2024**

	Life Left	Life New	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	FY 33-34	FY 34-35	FY 35-36	FY 36-37	FY 37-38	FY 38-39	FY 39-40	FY 40-41	FY 41-42	FY 42-43	FY 43-44
Water/Sewer (65%/35%)																						
Truck #1 (Ops Mgr) - 2019 Jeep Grand Cherokee	12	15													54,500							
Truck #2 (Utility/Goose/Plow) - 2015 Ford F350	6	15							95,500													
Truck #3 (Utility/Goose/Plow) - 2023 Ford F350	14	15																132,000				
Truck #4 (Utility/Plow) - 2023 Ford F350 (Utility Bed)	14	15																132,000				
Truck #5 (Utility) - 2019 Ford F350	10	15											107,500									
Truck #6 (Utility/Goose) - 2018 Chevy 3500	8	15									101,300											
Truck #7 (Small Utility) - 2008 Chevy C15*	3	15				32,800																\$ 51,100
Mini-Excavator - 2016	18	25																			105,000	
Backhoe - 2005	11	30												135,000								
Water/Sewer (50%/50%)																						
Mobile Generator*	5	25						35,000														
Forklift*	13	25														43,000						
Sewer (100%)																						
Flush Truck - 2022 Ford F600	19	20																				\$ 310,900
Vacuum Trailer - 2015 Pipe Hunter	18	25																	273,000			
Fire (100%)																						
C720 (Chief) - 2023 Chevy 1500	14	15																	105,900			
U721 (Utility) - 2006 GMC Sierra 2500 Diesel	3	15				80,000																
U722 (Utility) - 2017 Chevy Colorado Diesel	15	15	35,000																			
E721 (Primary Engine) - 2005 HME SEO 1871	14	25																				
E723 (Primary Engine) - 2014 International	11	20												904,400								
E722 (Reserve Engine) - 2001 HME Westates	12	35													80,000							
WT721 (Tactical Tender) - 2016 Pierce Intl.	19	25																				\$ 596,500
Vehicles not to be Replaced																						
Flush Trailer (Trixie) - 1998 Shamrock	1	25																				
E722 (Reserve Engine) - 1986 Sparton Pumper	1	25																				
CERT Utility - 2004 Chevy 2500	5	25																				
TOTAL Water			\$ -	\$ -	\$ -	\$ 21,320	\$ -	\$ 17,500	\$ 62,075	\$ -	\$ 65,845	\$ -	\$ 69,875	\$ 87,750	\$ 35,425	\$ 21,500	\$ -	\$ 171,600	\$ -	\$ -	\$ 68,250	\$ 33,215
TOTAL Sewer			\$ -	\$ -	\$ -	\$ 11,480	\$ -	\$ 17,500	\$ 33,425	\$ -	\$ 35,455	\$ -	\$ 37,625	\$ 47,250	\$ 19,075	\$ 21,500	\$ -	\$ 92,400	\$ 273,000	\$ -	\$ 36,750	\$ 328,785
TOTAL Fire			\$ 35,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904,400	\$ 80,000	\$ -	\$ 1,215,900	\$ 46,700	\$ -	\$ -	\$ -	\$ 596,500
DISTRICT GRAND TOTAL			\$ 35,000	\$ -	\$ -	\$ 112,800	\$ -	\$ 35,000	\$ 95,500	\$ -	\$ 101,300	\$ -	\$ 107,500	\$ 1,039,400	\$ 134,500	\$ 43,000	\$ 1,215,900	\$ 310,700	\$ 273,000	\$ -	\$ 105,000	\$ 958,500

NOTES:

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- All future vehicle purchases are assumed to be new vehicles, unless noted otherwise.
 - Vehicle values are based on current year values with an added inflation factor of 3% per year.
 - All new vehicles (excluding fire engines) are planned to be replaced every 15 years and/or 100,000 miles.
 - Remaining life of existing vehicles/equipment is based on staff evaluation and will be re-evaluated each year.
 - Vehicles needing consecutive years of excessive repair work may need to be replaced earlier than planned.
 - Vehicles that reach their estimated useful life will be evaluated by staff to determine whether they need replacement prior to purchase of a new vehicle.
- * Vehicle/equipment anticipated to be replaced with a used vehicle.

Twain Harte Community Services District
2024-2025 Budget - DRAFT

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,506,217	\$ 1,632,581	8%	\$ 1,189,867	\$ 1,358,123	14%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,990,704
Fees	18,800	18,800	0%	13,800	13,800	0%	-	-	0%	7,100	8,500	20%	-	-	0%	41,100
Taxes & Assessments	41,382	42,209	2%	-	-	0%	1,329,463	1,367,279	3%	152,245	156,758	3%	-	-	0%	1,566,246
Grants & Donations	1,506,007	-	-100%	25,000	140,000	460%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	820,227
Other Revenue	53,850	46,000	-15%	23,150	20,000	-14%	290,106	48,000	-83%	3,500	3,500	0%	1,000	1,000	0%	118,500
Total Program Revenue	\$ 3,126,256	\$ 1,739,590	-44%	\$ 1,251,817	\$ 1,531,923	22%	\$ 1,920,820	\$ 1,634,054	-15%	\$ 3,032,824	\$ 630,210	-79%	\$ 1,000	\$ 1,000	0%	\$ 5,536,777
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,126,726	\$ 1,740,060	-44%	\$ 1,252,067	\$ 1,532,173	22%	\$ 1,921,000	\$ 1,634,234	-15%	\$ 3,032,924	\$ 630,310	-79%	\$ -	\$ -	0%	\$ 5,536,777
Operating Expenses																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 631,516	-10%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 395,106	-7%	\$ 1,588,685
Benefits	200,538	204,553	2%	109,650	112,265	2%	346,968	407,287	17%	18,072	9,431	-48%	219,242	230,365	5%	963,900
Equip, Auto, Maint, & Repairs	166,200	142,400	-14%	85,700	68,800	-20%	165,550	118,600	-28%	24,370	31,350	29%	14,700	12,000	-18%	373,150
Materials & Supplies	49,400	51,200	4%	6,000	6,100	2%	10,300	10,800	5%	1,500	1,900	27%	3,900	4,300	10%	74,300
Outside Services	460,650	43,200	-91%	27,850	28,000	1%	25,700	26,000	1%	4,500	4,500	0%	64,900	101,300	56%	203,000
Other (Utilities, Prop/Liab Ins, TUD)	254,100	259,900	2%	611,400	700,900	15%	104,700	121,400	16%	29,300	34,500	18%	77,350	85,200	10%	1,201,900
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,577,420	\$ 1,164,310	-26%	\$ 1,037,433	\$ 1,122,607	8%	\$ 1,352,604	\$ 1,315,603	-3%	\$ 98,041	\$ 101,623	4%	\$ 806,983	\$ 828,271	3%	\$ 4,532,414
Administrative Cost Allocation	379,282	389,287	3%	201,746	207,068	3%	145,257	149,089	3%	80,698	82,827	3%	(806,983)	(828,271)	3%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,553,597	-21%	\$ 1,239,179	\$ 1,329,675	7%	\$ 1,497,861	\$ 1,464,692	-2%	\$ 178,739	\$ 184,450	3%	\$ -	\$ -	0%	\$ 4,532,414
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 186,463		\$ 12,888	\$ 202,498		\$ 423,139	\$ 169,543		\$ 2,854,185	\$ 445,859		\$ -	\$ -		
Capital Expenses																
Capital Outlay	480,000	798,000	66%	316,800	385,000	22%	450,900	316,000	-30%	2,940,427	540,000	-82%	-	-	0%	2,039,000
Total Capital Expenses	\$ 480,000	\$ 798,000	66%	\$ 316,800	\$ 385,000	22%	\$ 450,900	\$ 316,000	-30%	\$ 2,940,427	\$ 540,000	-82%	\$ -	\$ -		\$ 2,039,000
GRAND TOTAL EXPENSES	\$ 2,436,702	\$ 2,351,597	-3%	\$ 1,555,979	\$ 1,714,675	10%	\$ 1,948,761	\$ 1,780,692	-9%	\$ 3,119,166	\$ 724,450	-77%	\$ -	\$ -	0%	\$ 6,571,414
Transfer To/(From) Reserve	\$ 690,024	\$ (611,537)		\$ (303,912)	\$ (182,502)		\$ (27,761)	\$ (146,457)		\$ (86,242)	\$ (94,141)		\$ -	\$ -		\$ (1,034,637)

**Twain Harte Community Services District
2024-2025 Budget
FIRE - REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees			-	0%	
TOTAL FEES	\$ -	\$ -	\$ -	0%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 637,450	\$ 656,451	\$ 19,001	3%	
Property Assessments	692,012	710,828	18,816	3%	
TOTAL TAXES & ASSESSMENTS	\$ 1,329,463	\$ 1,367,279	\$ 37,817	3%	

Grants & Donations					
Grant Revenue	283,628	218,775	\$ (64,853)	-23%	263775%
Donation Revenue	17,623		(17,623)	-100%	
TOTAL GRANTS & DONATIONS	\$ 301,251	\$ 218,775	\$ (82,476)	-27%	

Other Revenue					
Strike Team	\$ 198,534	\$ -	\$ (198,534)	-100%	Do not plan for strike team
Training Revenue	5,000	15,000	10,000	200%	More reimbursable training planned
Miscellaneous Revenue	13,740	14,000	260	2%	
Interest Revenue	19,000	19,000	-	0%	
Sale of Assets	22,000	-	(22,000)	-100%	Chief vehicle sold last FY
Insurance Proceeds	31,832	-	(31,832)	-100%	Insurance claim last FY
TOTAL OTHER REVENUE	\$ 290,106	\$ 48,000	\$ (242,106)	-83%	

GRAND TOTAL REVENUE	\$ 1,920,820	\$ 1,634,054	\$ (286,765)	-15%	
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Admin Transfer Out \$ 180 \$ 180 \$ -

GRAND TOTAL WITH ADMIN	\$ 1,921,000	\$ 1,634,234	\$ (286,765)	-15%	
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Twain Harte Community Services District

2024-2025 Budget

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 462,163	\$ 443,881	(18,282)	-4%	Personnel Changes
Workers Comp Reimb Wages	\$ (13,180)	\$ -	13,180	-100%	Reimbursable Comp completed last FY
Standby Pay	500	500	0	0%	
Overtime	34,000	34,000	0	0%	
Holiday Overtime	20,159	20,508	349	2%	
FLSA Overtime	42,070	41,615	(455)	-1%	
Sick Leave/Vacation Pay/ATO	10,000	10,000	0	0%	
Temp/Relief Pay	8,000	8,000	0	0%	
Intern Stipend	43,300	63,000	19,700	45%	Board increase to intern stipends
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay	42,716	0	(42,716)	-100%	Do not plan for strike team assignments
Striketeam Intern Pay	39,169	0	(39,169)	-100%	Do not plan for strike team assignments
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	5,011	5,013	1	0%	
Cell Phone Stipend	480	-	(480)	-100%	
TOTAL SALARIES	\$ 699,386	\$ 631,516	\$ (67,870)	-10%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 91,191	\$ 99,924	8,733	10%	Insurance Increases + Employee on disability
HRA Reimbursement	31,203	31,185	(19)	0%	
CALPERS Retirement	112,261	116,255	3,994	4%	PERS rate increases + Employee on disability
FICA	43,362	39,154	(4,208)	-10%	Personnel Changes
Medicare	10,141	9,157	(984)	-10%	
Workers Comp	57,407	110,209	52,802	92%	Projected increases due to comp injuries
Unemployment Ins/ETT	1,402	1,402	0	0%	
TOTAL BENEFITS	\$ 346,968	\$ 407,287	\$ 60,319	17%	

Twain Harte Community Services District

2024-2025 Budget

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 5,250	\$ 6,200	950	18%	
Facilities Maintenance & Repair	8,700	8,700	0	0%	
Vehicle Maintenance & Repair	71,200	28,700	(42,500)	-60%	One time engine replacement last FY
Fuel	22,500	22,500	0	0%	
Equipment Under \$5,000	41,700	24,500	(17,200)	-41%	Anticipating less VFC grant items this year
Personal Protective Equipment	16,200	28,000	11,800	73%	Need to replace more structural PPE than last year
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 165,550	\$ 118,600	\$ (46,950)	-28%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	500	0	0%	
Food Supplies	500	500	0	0%	
Janitorial Supplies	3,800	3,800	0	0%	
Medical Supplies	3,000	3,500	500	17%	
TOTAL MATERIALS & SUPPLIES	\$ 10,300	\$ 10,800	\$ 500	5%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 6,000	\$ 2,000	50%	Additional required for workers' comp
IT Services	2,500	2,500	0	0%	
Engineering Services	9,000	9,000	0	0%	
Medical Exams	1,800	1,500	(300)	-17%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	6,900	5,500	(1,400)	-20%	No need for vehicle sale services used last FY
TOTAL OUTSIDE SERVICES	\$ 25,700	\$ 26,000	\$ 300	1%	

Twain Harte Community Services District

2024-2025 Budget

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Other - 56XXX					
Utilities	\$ 16,500	\$ 16,900	400	2%	
Phone/Communications	8,000	9,300	1,300	16%	Comcast and Verizon rate increases
Software Licenses & Maintenance	9,300	9,400	100	1%	
Property/Liability Insurance	41,000	46,300	5,300	13%	Projected SDRMA insurance increases
Dues & Memberships	4,200	3,300	(900)	-21%	
Licenses & Certifications	1,500	2,000	500	33%	
Training, Conferences & Travel	22,500	32,500	10,000	44%	More reimbursable trainings planned
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 104,700	\$ 121,400	\$ 16,700	16%	

GRAND TOTAL EXPENSES	\$ 1,352,604	\$ 1,315,603	\$ (37,001)	-3%	
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Admin Transfer Out \$ 145,257 \$ 149,089 \$ 3,832 3%

GRAND TOTAL WITH ADMIN	\$ 1,497,861	\$ 1,464,692	\$ (33,169)		
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Capital Outlay - 57XXX					
Training/Admin Parking Lot	331,000	281,000	(50,000)	-15%	Anticipated Rollover from last FY
Utility 722 Replacement	0	35,000	35,000	35000%	For training and strike team
Lucas Machine	\$ 19,000	0	(19,000)	-100%	Completed last FY
Community Center Improvements	66,900	0	(66,900)	-100%	Completed last FY
Backwall Excavation & Sealing	15,500	0	(15,500)	-100%	Completed last FY
Engine 722 Replacement (OES)	8,500	0	(8,500)	-100%	Completed last FY
Fire Station Walls/Flooring	10,000	0	(10,000)	-100%	Completed last FY
TOTAL CAPITAL OUTLAY	\$ 450,900	\$ 316,000	\$ (134,900)	-30%	

GRAND TOTAL WITH CAPITAL	\$ 1,948,761	\$ 1,780,692	\$ (168,069)		
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5-YEAR CAPITAL OUTLAY PLAN

Fire Fund - FY 24/25

	Previously Expended	Projected FY 23-24	Requested FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Out Years 6 to 10	Total
Lucas Machine ³		\$ 18,110							\$ 18,110
Engine 722 Replacement (OES) ³		\$ 7,000							\$ 7,000
Fire Station Windows/Flooring ³		\$ 7,173							\$ 7,173
Community Center Improvements ³	\$ 14,140	\$ 66,900							\$ 81,040
Back Wall Excavation & Sealing ^{3,6}	\$ 24,850	\$ 15,500							\$ 40,350
Training Parking Lot ^{4,6}		\$ 50,000	\$ 281,000						\$ 331,000
Utility 722 Replacement			\$ 35,000						\$ 35,000
E-Hydraulic Ram				\$ 15,000					\$ 15,000
Burn Prop Expansion					\$ 50,000				\$ 50,000
Vehicle/Equipment Replacement						\$ 80,000			\$ 80,000
TOTAL CAPITAL OUTLAY	\$ 38,990	\$ 164,683	\$ 316,000	\$ 15,000	\$ 50,000	\$ 80,000	\$ -	\$ -	\$ 664,673

NOTES:

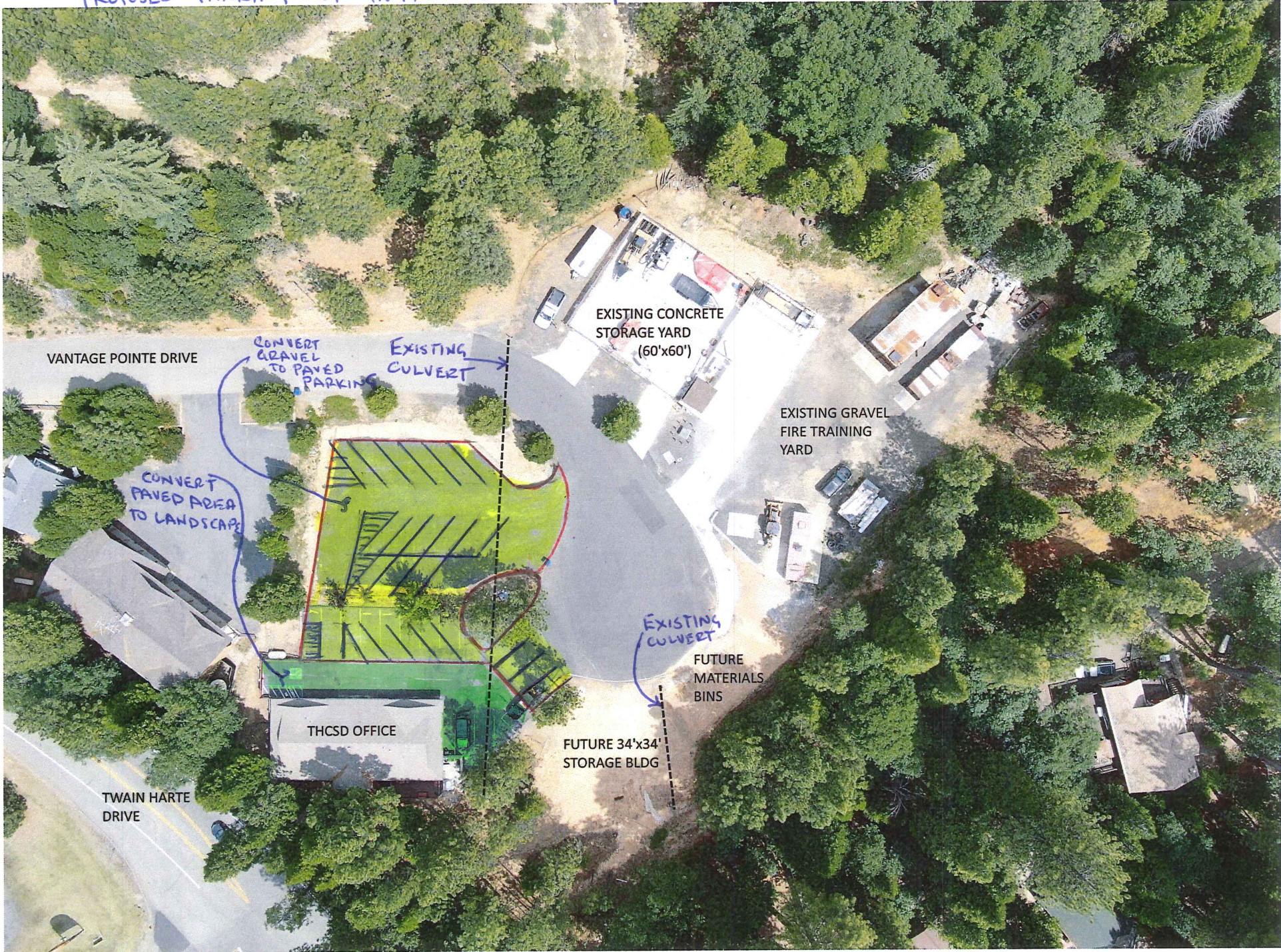
- 1 Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 Entire project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Partially grant funded project - FEMA Storm Assistance: \$15,500 Grant
- 6 Grant funded project - Stormwater Grant Program & Per Capita Grant: \$263,775 Grant / \$67,125 Match

FY 24-25 Fire Fund Capital Reserves Analysis

FY 23-24 Starting Capital Reserve	\$ 547,232
FY 23-24 Anticipated Operational Surplus (Est. 4/23)	\$ 209,364
FY 23-24 Anticipated Capital Outlay	\$ (164,683)
FY 24-25 Operating Surplus (Est. 4/23)	\$ 169,543
<u>FY 24-25 Capital Outlay</u>	<u>\$ (316,000)</u>
Capital Reserve Balance	\$ 445,456

Assumes no additional operational savings

PROPOSED PARKING LOT IMPROVEMENTS 1" = 60'



PAVED AREA \approx 9,650 SF

LANDSCAPE AREA \approx 2,650 SF