

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Fire Committee Meeting

Chair: *Bill McManus*

Co-Chair: *Gary Sipperley*

VIDEO TELECONFERENCE
May 5, 2021 9:30 a.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/89023095776>
- Meeting ID: 890 2309 5776
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

1. Operations report.
2. Review/discuss draft 20-Year Equipment/Vehicle Replacement Plan for Fiscal Year 2021-22.
3. Review/discuss draft Fiscal Year 2021-22 Fire Fund Budget, Capital Outlay Plan and projected capital reserve levels.
4. Review/discuss draft 5-year Fire Fund revenue and expense projections.
5. Discuss plan for installing AED defibrillators at strategic locations throughout the community.
6. Discuss potential establishment of a Volunteers in Prevention Program.
7. Review/discuss existing agreement with Strawberry Fire Protection District for mutual assistance and administrative services.
8. Adjourn.

HOW TO OBSERVE THIS MEETING:

The public can 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.

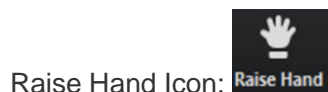
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

HOW TO SUBMIT PUBLIC COMMENTS:

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

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - 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:** The public will have opportunity to provide comment before and after the meeting as follows:
 - 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.



- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

* 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.

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: **DRAFT**

	Life Left	Life New	FY 21-22	FY 22-23	FY 23-24	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
Water/Sewer (65%/35%)																						
Truck #1 (Ops Mgr) - 2019 Jeep Grand Cherokee	15	15	9,000															54,500				
Truck #2 (Utility/Goose/Plow) - 2015 Ford F350	9	15										78,200										
Truck #3 (Utility) - 2006 GMC 2500	0	15	60,000																93,500			
Truck #4 (Utility) - 2006 GMC 2500	2	15			58,000																90,300	
Truck #5 (Utility) - 2019 Ford F350	13	15													85,200							
Truck #6 (Utility/Goose) - 2018 Chevy 3500	11	15												83,050								
Mini-Excavator - 2016	21	25																				
Backhoe - 2005	14	30															135,000					
Water/Sewer (50%/50%)																						
Mobile Generator*	5	25						35,000														
Forklift*	16	25																	43,000			
Sewer (100%)																						
Flush Trailer (Trixie) - 1998 Shamrock	0	25	92,000																			
Vacuum Trailer - 2015 Pipe Hunter	19	25																				\$ 273,000
Fire (100%)																						
C720 (Chief) - 2016 Ford Explorer	10	15											64,500									
C720A (Chief Coverage) - 2008 Chevy C15*	7	15	8,500								16,000											
U721 (Utility) - 2006 GMC Sierra 2500 Diesel	6	15							79,000													
E721 (Primary Engine) - 2005 HME SEO 1871	9	25										740,000										
E722 (Reserve Engine) - 1986 Sparton Pumper*	2	30			100,000																	
E723 (Primary Engine) - 2014 International	14	20															904,400					
WT721 (Tactical Tender) - 2016 Pierce Intl.	21	25																				
CERT FF Rehab - 2007 Intl. 4300 Ambulance*	8	20								18,300												
Administration (W 47%/S 25%/ F 18%/ P 10%)																						
None	0	15																				
Vehicles not to be Replaced																						
None	0	15																				
TOTAL Water			\$ 44,850	\$ -	\$ 37,700	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ 50,830	\$ -	\$ 53,983	\$ -	\$ 55,380	\$ 87,750	\$ 35,425	\$ 82,275	\$ -	\$ 58,695	\$ -
TOTAL Sewer			\$ 116,150	\$ -	\$ 20,300	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ 27,370	\$ -	\$ 29,068	\$ -	\$ 29,820	\$ 47,250	\$ 19,075	\$ 54,225	\$ -	\$ 31,605	\$ 273,000
TOTAL Fire			\$ 8,500	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 79,000	\$ -	\$ 34,300	\$ 740,000	\$ 64,500	\$ -	\$ -	\$ -	\$ 904,400	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Park			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISTRICT GRAND TOTAL			\$ 169,500	\$ -	\$ 158,000	\$ -	\$ -	\$ 35,000	\$ 79,000	\$ -	\$ 34,300	\$ 818,200	\$ 64,500	\$ 83,050	\$ -	\$ 85,200	\$ 1,039,400	\$ 54,500	\$ 136,500	\$ -	\$ 90,300	\$ 273,000

NOTES:

- 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

2021-2022 ANNUAL BUDGET

FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 510,000	\$ 539,395	\$ 29,395	6%	
Property Assessments	625,367	640,450	15,083	2%	
TOTAL TAXES & ASSESSMENTS	\$ 1,135,367	\$ 1,179,845	\$ 44,478	4%	

Grants & Donations					
Grant Revenue	22,595	235,000	\$ 212,406	940%	VFA, Stormwater, PSPS
Grant Revenue - CERT	9,950		(9,950)	-100%	
Donation Revenue - CERT	2,000		(2,000)	-100%	
TOTAL GRANTS & DONATIONS	\$ 34,545	\$ 235,000	\$ 200,456	580%	

Other Revenue					
Strike Team	\$ 71,874	\$ -	\$ (71,874)	-100%	
Training Revenue	16,000	15,500	(500)	-3%	
Miscellaneous Revenue	7,500	7,500	-	0%	
Interest Revenue	9,000	9,000	-	0%	
Sale of Assets	-	5,600	5,600	5600%	Sale of GM Vehicle to Water/Sewer
TOTAL OTHER REVENUE	\$ 104,374	\$ 37,600	\$ (66,774)	-64%	

GRAND TOTAL REVENUE	\$ 1,274,286	\$ 1,452,445	\$ 178,160	14%	
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Admin Transfer Out	\$ 180	\$ 180	\$ -		
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GRAND TOTAL WITH ADMIN	\$ 1,274,466	\$ 1,452,625	\$ 178,160	14%	
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Twain Harte Community Services District
2021/2022 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,488	\$ 1,480,003	1%	\$ 1,136,732	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,436
Fees	14,530	18,520	27%	10,335	14,820	43%	-	-	0%	11,180	3,500	-69%	-	-	0%	36,840
Taxes & Assessments	107,825	113,046	5%	-	-	0%	1,135,367	1,179,845	4%	134,556	139,091	3%	-	-	0%	1,431,982
Grants & Donations	6,821	-	-100%	329,378	135,000	-59%	34,545	235,000	580%	104,390	384,000	268%	-	-	0%	754,000
Other Revenue	13,775	8,000	-42%	8,725	7,500	-14%	104,374	37,600	-64%	2,250	1,600	-29%	1,000	1,000	0%	55,700
Total Program Revenue	\$ 1,613,438	\$ 1,619,569	0%	\$ 1,485,170	\$ 1,295,753	-13%	\$ 1,274,286	\$ 1,452,445	14%	\$ 252,376	\$ 528,191	109%	\$ 1,000	\$ 1,000	0%	\$ 4,896,959
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,613,908	\$ 1,620,039	0%	\$ 1,485,420	\$ 1,296,003	-13%	\$ 1,274,466	\$ 1,452,625	14%	\$ 252,476	\$ 528,291	109%	\$ -	\$ -	0%	\$ 4,896,959
Operating Expenses																
Salaries	\$ 314,797	\$ 315,826	0%	\$ 188,650	\$ 182,393	-3%	\$ 529,464	\$ 480,223	-9%	\$ 9,345	\$ 6,291	-33%	\$ 338,551	\$ 362,571	7%	\$ 1,347,304
Benefits	165,858	157,396	-5%	94,617	89,431	-5%	229,306	237,921	4%	5,425	3,009	-45%	155,760	169,595	9%	657,353
Equip, Auto, Maint, & Repairs	110,400	140,000	27%	46,100	73,000	58%	108,550	103,900	-4%	47,850	43,450	-9%	19,700	18,600	-6%	378,950
Materials & Supplies	41,750	46,000	10%	5,200	5,800	12%	12,100	12,350	2%	1,600	1,600	0%	5,250	4,750	-10%	70,500
Outside Services	91,900	28,800	-69%	347,628	153,200	-56%	27,400	25,300	-8%	4,250	4,400	4%	21,900	25,900	18%	237,600
Other (Utilities, Prop/Liab Ins, TUD)	156,050	160,450	3%	508,652	516,700	2%	83,500	91,350	9%	23,500	23,900	2%	57,200	66,300	16%	858,700
Debt Service	188,912	188,769	0%	17,011	16,994	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,128
Total Program Expenses	\$ 1,069,667	\$ 1,037,242	-3%	\$ 1,207,858	\$ 1,037,518	-14%	\$ 1,032,685	\$ 993,409	-4%	\$ 91,970	\$ 82,650	-10%	\$ 598,361	\$ 647,716	8%	\$ 3,798,535
Administrative Cost Allocation	281,230	304,426	8%	149,590	161,929	8%	107,705	116,589	8%	59,836	64,772	8%	(598,361)	(647,716)	8%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,350,897	\$ 1,341,668	-1%	\$ 1,357,448	\$ 1,199,447	-12%	\$ 1,140,390	\$ 1,109,998	-3%	\$ 151,806	\$ 147,422	-3%	\$ -	\$ -	0%	\$ 3,798,535
TOTAL OPERATING BALANCE	\$ 263,012	\$ 278,372		\$ 127,972	\$ 96,556		\$ 134,075	\$ 342,627		\$ 100,670	\$ 380,869		\$ -	\$ -		
Capital Expenses																
Capital Outlay	381,220	808,850	112%	339,900	365,150	7%	219,230	492,500	125%	170,240	368,000	116%	-	-	0%	2,034,500
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 381,220	\$ 808,850	112%	\$ 339,900	\$ 365,150	7%	\$ 219,230	\$ 492,500	125%	\$ 170,240	\$ 368,000	116%	\$ -	\$ -		\$ 2,034,500
GRAND TOTAL EXPENSES	\$ 1,732,117	\$ 2,150,518	24%	\$ 1,697,348	\$ 1,564,597	-8%	\$ 1,359,620	\$ 1,602,498	18%	\$ 322,046	\$ 515,422	60%	\$ -	\$ -	0%	\$ 5,833,035
Transfer To/(From) Reserve	\$ (118,208)	\$ (530,478)		\$ (211,928)	\$ (268,594)		\$ (85,155)	\$ (149,873)		\$ (69,570)	\$ 12,869		\$ -	\$ -		

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 295,676	\$ 313,350	17,674	6%	
Workers Comp Reimb Wages	\$ (14,950)		14,950	-100%	
Standby Pay	1,600	1,250	(350)	-22%	
Overtime	58,000	38,000	(20,000)	-34%	
Holiday Overtime	12,666	13,103	437	3%	
FLSA Overtime	29,252	30,300	1,048	4%	
Sick Leave/Vacation Pay/ATO	19,608	8,800	(10,808)	-55%	
Compensated Absence			0	0%	
Temp/Relief Pay	7,000	6,000	(1,000)	-14%	
Intern Stipend	60,000	60,000	0	0%	
Reserve Stipends	3,500	3,500	0	0%	
Striketteam Pay	4,115		(4,115)	-100%	
Striketteam Intern Pay	47,000		(47,000)	-100%	
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,077	4,000	(77)	-2%	
Cell Phone Stipend	420	420	0	0%	
TOTAL SALARIES	\$ 529,464	\$ 480,223	\$ (49,241)	-9%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 61,270	\$ 70,924	9,655	16%	
HRA Reimbursement	28,509	26,875	(1,634)	-6%	
CALPERS Retirement	79,628	87,595	7,966	10%	
FICA	33,754	29,774	(3,980)	-12%	
Medicare	7,894	6,963	(931)	-12%	
Workers Comp	17,061	14,600	(2,461)	-14%	
Unemployment Ins/ETT	1,190	1,190	0	0%	
TOTAL BENEFITS	\$ 229,306	\$ 237,921	\$ 8,615	4%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,000	\$ 6,500	(500)	-7%	
Facilities Maintenance & Repair	11,000	11,200	200	2%	
Vehicle Maintenance & Repair	21,000	21,000	0	0%	
Vehicle Maintenance & Repair-CERT	700		(700)	-100%	
Janitorial/Cleaning Services	1,600	0	(1,600)	-100%	
Fuel	15,500	15,500	0	0%	
Equipment Under \$5,000	15,300	23,000	7,700	50%	
Equipment Under \$5,000-CERT	7,950	3,200	(4,750)	-60%	
Personal Protective Equipment	28,500	23,500	(5,000)	-18%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 108,550	\$ 103,900	\$ (4,650)	-4%	

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,500	0	0%	
Postage	500	600	100	20%	
Food Supplies	600	600	0	0%	
Janitorial Supplies	3,500	3,500	0	0%	
Medical Supplies	5,000	5,150	150	3%	
TOTAL MATERIALS & SUPPLIES	\$ 12,100	\$ 12,350	\$ 250	2%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	2,400	2,600	200	8%	
Engineering Services	8,700	8,700	0	0%	
Medical Exams	2,500	2,500	0	0%	
Background Checks	1,500	2,500	1,000	67%	
Other Professional Services	8,300	5,000	(3,300)	-40%	Grant Writer Fee
TOTAL OUTSIDE SERVICES	\$ 27,400	\$ 25,300	\$ (2,100)	-8%	
Other - 56XXX					
Utilities	\$ 10,400	\$ 10,600	200	2%	
Phone/Communications	5,100	5,800	700	14%	
Software Licenses & Maintenance	4,100	4,500	400	10%	
Property/Liability Insurance	27,800	31,100	3,300	12%	Projected SDRMA increase
Dues & Memberships	2,800	3,150	350	13%	
Licenses & Certifications	2,000	2,000	0	0%	
Training, Conferences & Travel	29,700	32,500	2,800	9%	
Advertising & Public Education	1,600	1,700	100	6%	
TOTAL OTHER	\$ 83,500	\$ 91,350	\$ 7,850	9%	
Debt Service - 58XXX					
Interest on Long Term Debt	3,425	2,315	(1,110)	-32%	
Principal on Long Term Debt	38,940	40,050	1,110	3%	
TOTAL DEBT SERVICE	\$ 42,365	\$ 42,365	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,032,685	\$ 993,409	\$ (39,276)	-4%	
Admin Transfer Out	\$ 107,705	\$ 116,589	\$ 8,884	8%	
GRAND TOTAL WITH ADMIN	\$ 1,140,390	\$ 1,109,998	\$ (30,392)		

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Capital Outlay - 57XXX					
Fuel/SCBA Fill Station Generator	\$ 16,000	\$ 14,000	(2,000)	-13%	
CERT FF Rehab Vehicle	1,040		(1,040)	-100%	
New Chief Coverage Vehicle	0	8,500	8,500	8500%	
Replace Fire Station Generator	18,000		(18,000)	-100%	
Training/Admin Parking Lot*	67,000	275,000	208,000	310%	
Vantage Pt. Equipment Structure*	9,000	10,000	1,000	11%	
Backwall Excavation & Sealing		35,000	35,000	35000%	
Fire Apparatus Equip Building	92,000		(92,000)	-100%	
SCBA Bottle/Harness Replacement	10,000	150,000	140,000	1400%	
GM Vehicle Replacement	6,190		(6,190)	-100%	
Training Prop Improvements			0	0%	
TOTAL CAPITAL OUTLAY	\$ 219,230	\$ 492,500	\$ 273,270	125%	
GRAND TOTAL WITH CAPITAL	\$ 1,359,620	\$ 1,602,498	\$ 242,878		

*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-YEAR CAPITAL OUTLAY PLAN

Fire Fund - FY 21/22

	Previously Expended	Projected FY 20-21	Requested FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Out Years 6 to 10	Total
CERT FF Rehab Vehicle	\$ 16,602	\$ 1,040							\$ 17,642
Fire Apparatus Equipment Building	\$ 10,000	\$ 89,279							\$ 99,279
GM Vehicle Replace (Admin Split)		\$ 6,189							\$ 6,189
Replace Fire Station Generator		\$ 17,996							\$ 17,996
Training Parking Lot ^{4,7}	\$ 12,887	\$ -	\$ 275,000						\$ 287,887
Vantage Pointe Equipment Structure ⁵		\$ -	\$ 10,000						\$ 10,000
SCBA Bottle/Harness Replacement ⁶		\$ -	\$ 150,000						\$ 150,000
Fuel/SCBA Fill Station Generator ⁷		\$ 2,000	\$ 14,000						\$ 16,000
Back Wall Excavation & Sealing			\$ 35,000						\$ 35,000
C720A Chief Coverage Vehicle			\$ 8,500						\$ 8,500
New Station Roof				\$ 30,000					\$ 30,000
Burn Prop Expansion				\$ 50,000					\$ 50,000
Reserve Engine Replacement					\$ 100,000				\$ 100,000
Vehicle/Equipment Replacement								\$ 853,300	\$ 853,300
TOTAL CAPITAL OUTLAY	\$ 39,489	\$ 116,504	\$ 492,500	\$ 80,000	\$ 100,000	\$ -	\$ -	\$ 853,300	\$ 1,681,793

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 portion of shared \$60,000 project
- 6 This project may be covered by grant funding.
- 7 This project is fully grant funded

FY 21-22 Fire Fund Capital Reserves Analysis

FY 20-21 Starting Capital Reserve	\$ 577,689
FY 20-21 Anticipated Operational Surplus	\$ 134,075
FY20-21 Anticipated Capital Outlay	\$ (116,504)
FY 21/22 Operating Surplus (Est. 4/30)	\$ 342,627
<u>FY 21-22 Capital Outlay</u>	<u>\$ (492,500)</u>
Capital Reserve Balance	\$ 445,387

Assumes no additional operational savings

Twain Harte Community Services District
FIRE PROJECTIONS
SUMMARY

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-	-
Taxes & Assessments	1,146,619	1,135,367	1,179,845	1,203,442	1,227,511	1,252,061	1,277,103
Grants & Donations	47,127	34,545	235,000	-	-	-	-
Other Operating Revenue	130,963	104,374	37,600	8,400	8,400	8,400	8,400
Total Program Revenue	\$ 1,324,709	\$ 1,274,286	\$ 1,452,445	\$ 1,211,842	\$ 1,235,911	\$ 1,260,461	\$ 1,285,503
Administrative Cost Allocation	147	180	180	185	191	197	203
GRAND TOTAL REVENUE	\$ 1,324,856	\$ 1,274,466	\$ 1,452,625	\$ 1,212,027	\$ 1,236,102	\$ 1,260,658	\$ 1,285,706
Expenses							
Salaries	\$ 531,787	\$ 529,464	\$ 480,223	\$ 500,566	\$ 519,432	\$ 527,274	\$ 530,685
Benefits	232,341	229,305	237,921	250,568	261,075	268,609	274,416
Equip, Auto, Maint, & Repairs	148,415	108,550	103,900	107,017	110,228	113,534	116,940
Materials & Supplies	10,171	12,100	12,350	12,721	13,103	13,496	13,901
Outside Services	13,798	27,400	25,300	26,059	26,841	27,646	28,475
Other	68,054	83,500	91,350	94,091	96,914	99,821	102,816
Debt Service	42,365	42,365	42,365	42,365	-	-	-
Total Program Expenses	\$ 1,046,931	\$ 1,032,684	\$ 993,409	\$ 1,033,387	\$ 1,027,592	\$ 1,050,381	\$ 1,067,234
Administrative Cost Allocation	91,016	107,705	116,589	120,696	120,905	125,216	129,572
TOTAL OPERATING EXPENSES	\$ 1,137,948	\$ 1,140,389	\$ 1,109,998	\$ 1,154,083	\$ 1,148,497	\$ 1,175,597	\$ 1,196,806
Total Operating Balance	\$ 186,908	\$ 134,077	\$ 342,627	\$ 57,944	\$ 87,605	\$ 85,062	\$ 88,900
Capital Expenses							
Capital Outlay	129,832	116,504	492,500	80,000	100,000	-	-
Admin Capital Transfer	-	-	-	-	-	-	-
Total Capital Expenses	129,832	116,504	492,500	80,000	100,000	-	-
GRAND TOTAL EXPENSES	\$ 1,267,780	\$ 1,256,893	\$ 1,602,498	\$ 1,234,083	\$ 1,248,497	\$ 1,175,597	\$ 1,196,806
TRANSFER TO/(FROM) RESERVE	\$ 57,076	\$ 17,573	\$ (149,873)	\$ (22,056)	\$ (12,395)	\$ 85,062	\$ 88,900
Capital Reserve Balance	\$ 577,689	\$ 595,262	\$ 445,390	\$ 423,334	\$ 410,939	\$ 496,001	\$ 584,901



TWAIN HARTE FIRE DEPARTMENT EST. 1935
A Division of Twain Harte Community Services District

18781 Cedar Dr.
P.O. Box 447
Twain Harte, CA 95383,
209-586-4800
twainharte911@gmail.com

Date: 04/09/2021

To: General Manager Tom Trott

From: Fire Chief Neil Gamez

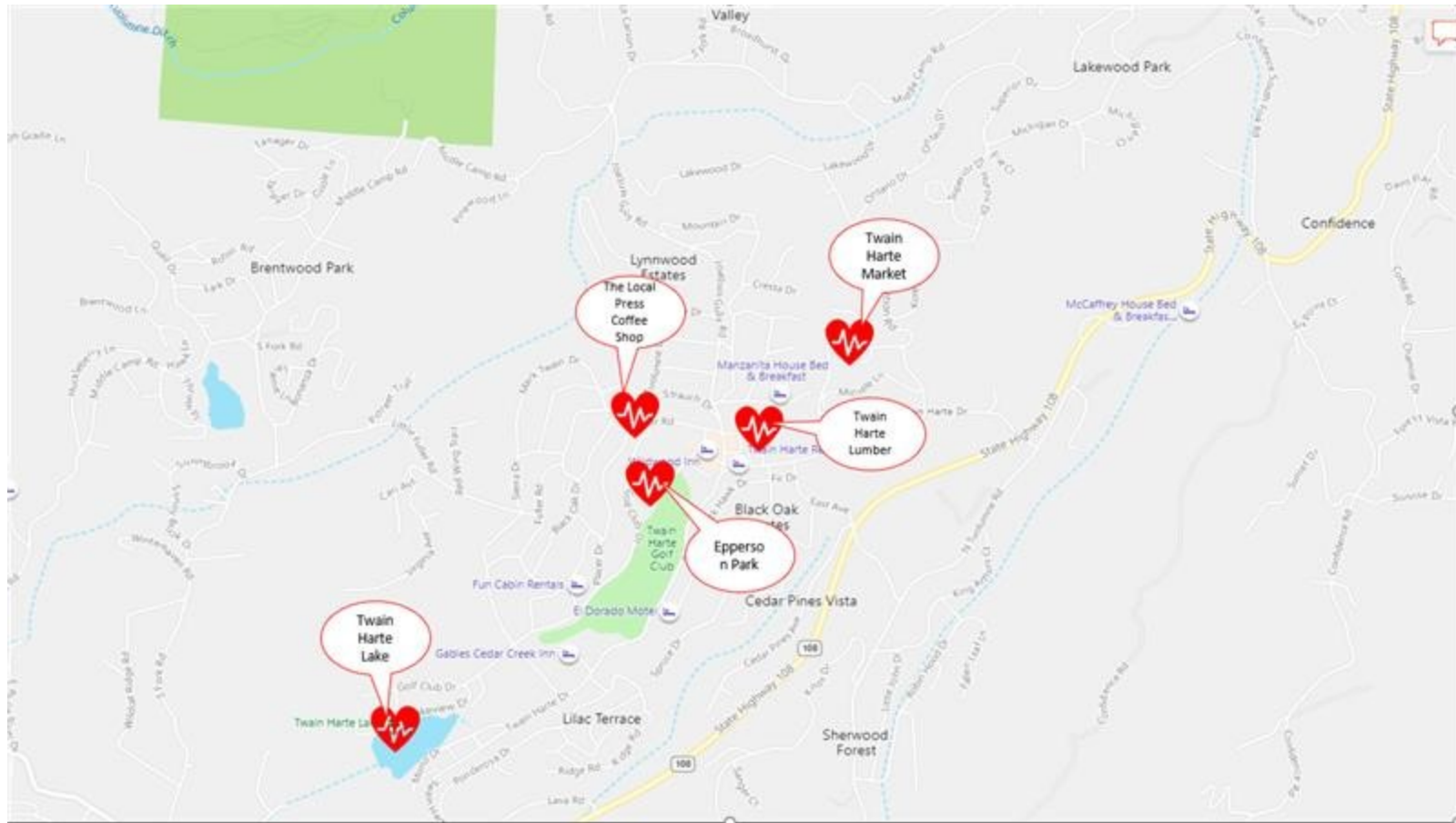
RE: Community CPR training and Community AED locations

Good afternoon Tom. I want to update you on the Community CPR training and Community AED placement project. Captain Nathaniel and I are currently working on two grants to obtain the funding for this community project. This project aims to ensure that the business owners of Twain Harte have the proper training and tools to initiate early medical intervention in an actual emergency. Captain Nathaniel and I are working on grant funding to support this program. We are currently working on two grants: Sonora Area Foundation and Stryker medical, for the funding sources to purchase all five AED's. For the training portion, Captain Nathaniel is getting his certification to teach American Red Cross CPR; this was also one huge hurdle we need to complete in order to supply students with nationally recognized CPR cards. I have attached a map of the proposed areas where the AED's will be located. The following is a list of the locations we have selected due to high foot traffic;

- Twain Harte Market
- Twain Harte Lumber
- Twain Harte Cal Fire station
- The Local Press Coffee Shop (formerly the Blossom Café)
- Twain Harte Lake

Please let me know if you have any further questions, comments, or concerns.

Neil Gamez, Fire Chief
ngamez@twainhartecsd.com
209-586-4800



MUTUAL ASSISTANCE and ADMINISTRATIVE SERVICES AGREEMENT

THIS MUTUAL ASSISTANCE and ADMINISTRATIVE SERVICES AGREEMENT (this "Agreement") is made and entered into effective as of December 11, 2014, by and between the Twain Harte Community Services District, a public agency (the "THCSD"), and the Strawberry Fire Protection District, a public agency (the "SFPD").

Recitals

A. The THCSD Fire Division and the SFPD have determined that it would be in their mutual best interests to periodically lend to each other equipment, supplies and personnel, and to otherwise cooperate with and assist each other in the event of an emergency or in other situations where one agency has insufficient resources to undertake a necessary public project or activity.

B. The SFPD has requested from THCSD the provision of administrative services to be provided by the THCSD Fire Chief for routine and possible emergency operations of the SFPD on a perpetual basis or until either party decide to cancel the agreement.

C. The parties desire to set forth herein the terms on which they may provide mutual assistance through the sharing of resources and the provision of administrative services.

NOW, THEREFORE, the parties agree as follows:

Requests for Mutual Assistance In the event that either party to this Agreement (the "Receiver") has a need for the equipment, supplies, personnel or other resources of the other party hereto (the "Provider") for purposes of emergency response to an incident the following terms shall apply:

1. **Discretion by Provider.** The Provider shall have the absolute discretion to approve or decline any request for assistance and shall have no liability to the Receiver for failing to provide such assistance. It is understood and agreed that the Provider will grant a request for assistance only where the Provider has determined that it has the requested resources available and will be able to meet its own needs while rendering assistance. The execution of this Agreement shall not create any duty to grant any assistance requested by the Receiver.
2. **Equipment and Personnel.** If the Provider supplies emergency equipment to the Receiver, such as fire apparatus vehicles, tools, and personnel, such loaned equipment shall be subject to the following conditions:
 - a) If the Provider so determines, the loaned equipment shall be operated by the Provider's personnel, personnel will then be provided with the equipment.

- b) The Provider's equipment shall be returned to the Provider's District as soon as the incident has become stabilized to a point to safely release equipment.
- c) The Receiver shall not be responsible for any of the fuel, maintenance or personnel costs associated with the Provider's equipment.
- d) In the event that provided equipment is damaged or destroyed while in response to, or at the scene of the Receiver's incident the Provider is responsible for the cost of repairing such damage or replacement.
- e) In the event that the Provider makes its personnel available to the Receiver, the Provider will pay such personnel's applicable salary or hourly wage plus fringe benefits and insurance, including workers' compensation insurance, while the personnel is providing services to the Receiver.
- f) In the event that Provider's personnel are injured while in response, or at the scene of the Receiver's incident, the Provider will be responsible for all necessary medical expenses. The Provider will be responsible for all direct and indirect costs associated with workers' compensation claims arising in connection with work performed by the Provider's personnel while at Receiver's incident or training.
- g) In the event that consumable supplies are utilized during the response to, or while at the scene of the Receiver's Incident, the Provider shall be responsible for purchase of replacement items.
- h) Provider's personnel will be under the direct supervision of the Provider's ranking personnel present at incident and will operate within the Incident Command System and provide for safe integrated operations with the Receiver's personnel and ensure accountability protocols are adhered to.

Administrative Services THCS D will provide a Chief Officer from the Fire Division to assist the SFPD with the handling of routine administrative duties associated with operating the SFPD in a manner that complies with all Laws and safety policies in effect at time of service. The provision of the Administrative Services will be subject to the following conditions.

1. The THCS D Fire Chief will represent SFPD with regards to all interaction with outside agencies and at the Tuolumne County Chief Officer's Association and granted standing proxy to vote on behalf of SFPD interests.
2. THCS D's Fire Division agrees to provide administrative services in an average monthly amount of eight (8) hours and both parties agree that any increase in average monthly services must be requested in writing and amount of hours

agreed upon, and this agreement be modified and signed by both parties before the change can be implemented.

3. Costs. SFPD agrees to pay THCSO a fixed monthly amount of \$625.00 dollars to be invoiced by THCSO for administrative services. THCSO may adjust this amount on July 1st of each year to ensure that it covers the loaded hourly compensation of the THCSO Fire Chief. THCSO will provide SFPD thirty (30) day notice of all such adjustments. No other adjustments shall be made unless both parties agree and this document is amended and signed by both parties.
4. Term. This Agreement shall commence as of the effective date set forth above and shall continue until terminated by thirty (30) days written notice by one party to the other. This agreement may be terminated by either party at any time without reason.
5. Indemnity. SFPD shall, to the fullest extent allowed by law, with respect to all Services performed in connection with this agreement, defend with counsel acceptable to THCSO, indemnify and hold the THCSO, it's officers, employees, agents and volunteers, harmless from and against any and all claims that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the SFPD. SFPD will bear all losses, costs, damages, expense and liability of every kind, nature, and descriptions that arise out of, pertain to, or relate to such claims, whether directly or indirectly. Such obligations to defend, hold harmless and indemnify THCSO shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of THCSO, its officers, employees, agents and volunteers. Nothing contained in the foregoing indemnity provisions shall be construed to require SFPD to indemnify THCSO, against any responsibility or liability in contravention of Civil Code 2782. It is the intent of the parties to provide the THCSO the fullest indemnification, defense, and hold harmless rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.
6. Insurance Requirements. Both the Provider and the Receiver shall, at its sole cost and expense, purchase and maintain the insurance policies set forth below on all of the operations and activities under this Agreement. Such policies shall be maintained for the full term of this Agreement. For purposes of the insurance policies required hereunder, the term "THCSO" and "SFPD" shall include officers, employees, volunteers and agents of THCSO and SFPD, individually or collectively and both parties agree to provide proof of insurance coverage. SFPD agrees to add to their insurance policies the THCSO, its officers, employees, agents and volunteers, as additionally insured with respect to all liabilities arising out of performance of work under this agreement.

The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the THCSO and SFPD.

- a) Commercial General Liability Insurance Policy
Policy shall include coverage at least as broad as set forth in Insurance

Services Office (herein "ISO") Commercial General Liability coverage. With policy limits not less than the following:

\$1,000,000 each occurrence (combined single limit);
\$1,000,000 for personal injury liability;
\$1,000,000 aggregate for products-completed operations; and,
\$1,000,000 general aggregate.

b) Business Automobile Liability Policy

Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum combined single limit of not less than One-million (\$1,000,000) dollars for each accident, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement.

c) Worker's Compensation and Employer's Liability Insurance Policy

This policy shall include at least the following coverages and policy limits:

- i. Workers' Compensation insurance as required by the laws of the State of California.
- ii. Employer's Liability Insurance Coverage B with coverage amounts not less than:
\$1,000,000 dollars each accident/Bodily Injury
\$1,000,000 dollars policy limit BI by disease;
\$1,000,000 dollars each employee BI by disease.

7. Partial Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each such term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
8. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the permitted successors and assigns of the parties hereto.
9. Professional Fees. In the event of any action or suit arising in connection with the enforcement or interpretation of any of the covenants or provisions of this Agreement, the prevailing party shall be entitled to recover all costs and expenses of the action or suit, including actual attorneys' fees, accounting fees and any other professional fees incurred in connection therewith.
10. Entire Agreement/Amendments. This Agreement is the final expression of and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings and communications with respect thereto. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligations hereunder be waived, except by a written

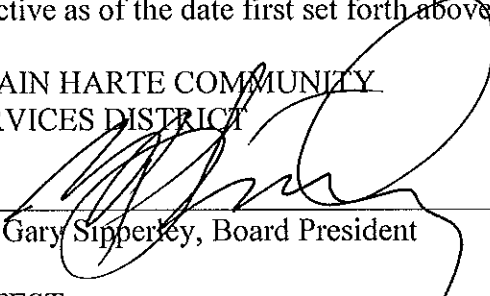
instrument signed by both parties. The parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the parties hereto.

11. Governing Law. The parties hereto expressly agree that (i) this Agreement shall be governed by, interpreted under and enforced in accordance with the laws of the United States of America and the State of California, (ii) in the event of any dispute, the parties shall be subject to the jurisdiction of the courts of the State of California, regardless of their place of residence, and (iii) in any action arising in connection with this Agreement, venue shall be in the County of Tuolumne, State of California, United States of America.
12. Facsimile Signatures. In the event executed copies of this Agreement are provided by one party to the other(s) by facsimile transmission, the original copies shall be sent by the signing party to the other party(ies) as soon as reasonably feasible, and pending the receipt thereof, the facsimile copies and the signatures thereon shall for all purposes be treated as originals.
13. Further Assurances. The parties agree to take such actions and execute such documents as may be reasonably required to carry out the intent of this Agreement.
14. Assignment. Neither party may assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of the other party.
15. Notifications. All notifications, inquiries, or invoices regarding this Agreement shall be made in writing to:

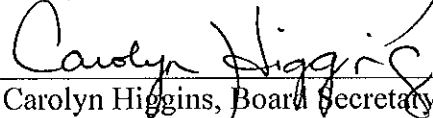
THCSD	SFPD
Tom Trott, General Manager	Kerrie Mathson, Board Secretary
P.O. Box 649	P.O. Box 85
Twain Harte, CA	Strawberry, CA
95383	95375

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first set forth above.

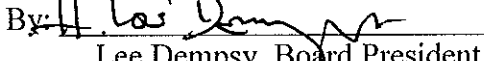
TWAIN HARTE COMMUNITY SERVICES DISTRICT

By: 
Gary Sipperley, Board President

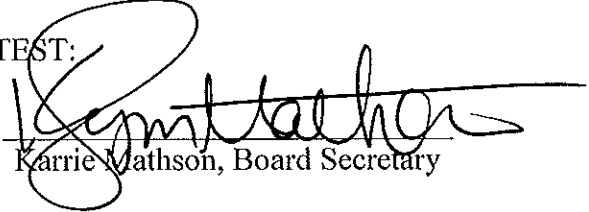
ATTEST:

By: 
Carolyn Higgins, Board Secretary

STRAWBERRY FIRE PROTECTION DISTRICT

By: 
Lee Dempsy, Board President

ATTEST:

By: 
Kerrie Mathson, Board Secretary