

TWAIN HARTE COMMUNITY SERVICES DISTRICT Fire Committee Meeting

Chair: *Charlotte Bohlman*

Co-Chair: *Mary Dearborn*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 5, 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/89474096757>
 - Meeting ID: 894 7409 6757
 - Telephone: (669) 900-6833
- ❖ Board Teleconference Location (Director Bohlman): 18998 Lizzie Lane, Twain Harte, CA 95383

AGENDA

- 1. Review/discuss final draft Fiscal Year 2024-25 Fire Fund Budget, Capital Outlay Plan.**
- 2. Review/discuss Fire Fund 5-Year revenue and expense projections.**
- 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.



- 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

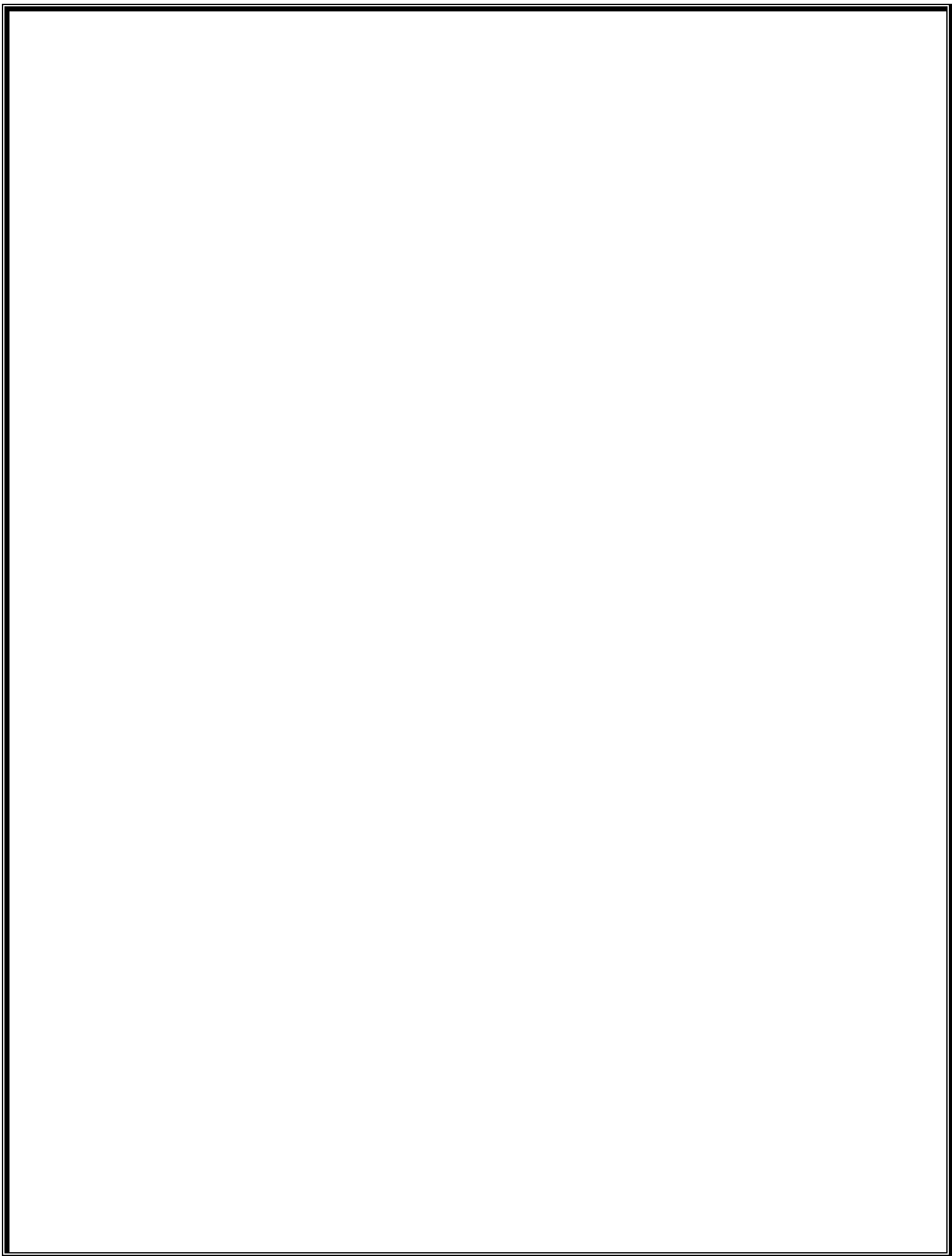
Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

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
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	10,000	41%	-	-	0%	42,600
Taxes & Assessments	41,382	42,623	3%	-	-	0%	1,329,463	1,373,715	3%	152,245	157,091	3%	-	-	0%	1,573,429
Grants & Donations	1,506,007	-	-100%	25,000	-	-100%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	680,227
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	\$ 1,740,004	-44%	\$ 1,251,817	\$ 1,391,923	11%	\$ 1,920,820	\$ 1,640,490	-15%	\$ 3,032,824	\$ 632,043	-79%	\$ 1,000	\$ 1,000	0%	\$ 5,405,460
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	\$ 1,740,474	-44%	\$ 1,252,067	\$ 1,392,173	11%	\$ 1,921,000	\$ 1,640,670	-15%	\$ 3,032,924	\$ 632,143	-79%	\$ -	\$ -	0%	\$ 5,405,460
Operating Expenses																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 619,077	-11%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 406,988	-5%	\$ 1,588,129
Benefits	200,538	204,182	2%	109,650	112,095	2%	346,968	385,061	11%	18,072	9,428	-48%	219,242	233,600	7%	944,366
Equip, Auto, Maint, & Repairs	166,200	137,700	-17%	85,700	69,700	-19%	165,550	120,800	-27%	24,370	31,050	27%	14,700	12,000	-18%	371,250
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	26,200	2%	4,500	4,500	0%	64,900	99,300	53%	201,200
Other (Utilities, Prop/Liab Ins, TUD)	254,100	255,200	0%	611,400	700,300	15%	104,700	120,600	15%	29,300	34,700	18%	77,350	85,900	11%	1,196,700
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,577,420	\$ 1,154,539	-27%	\$ 1,037,433	\$ 1,122,737	8%	\$ 1,352,604	\$ 1,282,538	-5%	\$ 98,041	\$ 101,520	4%	\$ 806,983	\$ 842,088	4%	\$ 4,503,422
Administrative Cost Allocation	379,282	395,781	4%	201,746	210,522	4%	145,257	151,576	4%	80,698	84,209	4%	(806,983)	(842,088)	4%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,550,320	-21%	\$ 1,239,179	\$ 1,333,259	8%	\$ 1,497,861	\$ 1,434,114	-4%	\$ 178,739	\$ 185,729	4%	\$ -	\$ -	0%	\$ 4,503,422
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 190,154		\$ 12,888	\$ 58,914		\$ 423,139	\$ 206,556		\$ 2,854,185	\$ 446,414		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,789,850	798,000	-55%	316,800	393,000	24%	450,900	328,000	-27%	2,940,427	552,000	-81%	-	-	0%	2,071,000
Total Capital Expenses	\$ 1,789,850	\$ 798,000	-55%	\$ 316,800	\$ 393,000	24%	\$ 450,900	\$ 328,000	-27%	\$ 2,940,427	\$ 552,000	-81%	\$ -	\$ -		\$ 2,071,000
GRAND TOTAL EXPENSES	\$ 3,746,552	\$ 2,348,320	-37%	\$ 1,555,979	\$ 1,726,259	11%	\$ 1,948,761	\$ 1,762,114	-10%	\$ 3,119,166	\$ 737,729	-76%	\$ -	\$ -	0%	\$ 6,574,422
Transfer To/(From) Reserve	\$ (619,826)	\$ (607,846)		\$ (303,912)	\$ (334,086)		\$ (27,761)	\$ (121,444)		\$ (86,242)	\$ (105,586)		\$ -	\$ -		\$ (1,168,962)

**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	\$ 662,887	\$ 25,437	4%	
Property Assessments	692,012	710,828	18,816	3%	
TOTAL TAXES & ASSESSMENTS	\$ 1,329,463	\$ 1,373,715	\$ 44,252	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	\$ 1,640,490	\$ (280,330)	-15%	
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Admin Transfer Out \$ 180 \$ 180 \$ -

GRAND TOTAL WITH ADMIN	\$ 1,921,000	\$ 1,640,670	\$ (280,330)	-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	\$ 432,442	(29,721)	-6%	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	4,013	(999)	-20%	
Cell Phone Stipend	480	-	(480)	-100%	
TOTAL SALARIES	\$ 699,386	\$ 619,077	\$ (80,309)	-11%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 91,191	\$ 86,596	(4,595)	-5%	Employee on disability last FY
HRA Reimbursement	31,203	26,060	(5,144)	-16%	Employee on disability last FY
CALPERS Retirement	112,261	113,610	1,349	1%	PERS increases + Employee disability last FY
FICA	43,362	38,383	(4,979)	-11%	Personnel Changes
Medicare	10,141	8,977	(1,164)	-11%	Employee on disability last FY
Workers Comp	57,407	110,209	52,802	92%	Projected increases due to comp injuries
Unemployment Ins/ETT	1,402	1,227	(175)	-12%	
TOTAL BENEFITS	\$ 346,968	\$ 385,061	\$ 38,093	11%	

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	13,200	4,500	52%	One time training facility modifications
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	22,500	(19,200)	-46%	Anticipating less VFC grant items this year
Personal Protective Equipment	16,200	27,700	11,500	71%	Replacing more structural PPE than last FY
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 165,550	\$ 120,800	\$ (44,750)	-27%	
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	2,700	200	8%	
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	\$ 26,200	\$ 500	2%	

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	\$ 16,100	(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	\$ 120,600	\$ 15,900	15%	

GRAND TOTAL EXPENSES	\$ 1,352,604	\$ 1,282,538	\$ (70,066)	-5%	
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Admin Transfer Out \$ 145,257 \$ 151,576 \$ 6,319 4%

GRAND TOTAL WITH ADMIN	\$ 1,497,861	\$ 1,434,114	\$ (63,747)		
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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	12,000	(54,900)	-82%	Rollover plus additional for ADA fire doors
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	\$ 328,000	\$ (122,900)	-27%	

GRAND TOTAL WITH CAPITAL	\$ 1,948,761	\$ 1,762,114	\$ (186,647)		
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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
Back Wall Excavation & Sealing ^{3,6}	\$ 24,850	\$ 15,500							\$ 40,350
Community Center Improvements ⁴	\$ 14,140	\$ 66,900	\$ 12,000						\$ 93,040
Training Parking Lot ^{4,6}		\$ 50,000	\$ 281,000						\$ 331,000
Utility 722 Replacement			\$ 35,000						\$ 35,000
Burn Prop Expansion					\$ 50,000				\$ 50,000
Vehicle/Equipment Replacement						\$ 80,000			\$ 80,000
TOTAL CAPITAL OUTLAY	\$ 38,990	\$ 164,683	\$ 328,000	\$ -	\$ 50,000	\$ 80,000	\$ -	\$ -	\$ 661,673

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

Twain Harte Community Services District
FIRE
FIVE YEAR PROJECTIONS

	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-	-
Taxes & Assessments	1,288,046	1,329,463	1,373,715	1,407,302	1,448,680	1,491,458	1,535,687
Grants & Donations	33,051	301,251	218,775	10,400	10,816	11,249	11,699
Other Operating Revenue	196,161	290,106	48,000	48,000	48,000	48,000	48,000
Total Program Revenue	\$ 1,517,258	\$ 1,920,820	\$ 1,640,490	\$ 1,465,702	\$ 1,507,496	\$ 1,550,707	\$ 1,595,385
Administrative Cost Allocation	385	180	180	180	180	180	-
GRAND TOTAL REVENUE	\$ 1,517,643	\$ 1,921,000	\$ 1,640,670	\$ 1,465,882	\$ 1,507,676	\$ 1,550,887	\$ 1,595,385
Expenses							
Salaries	\$ 600,010	\$ 699,386	619,077	643,833	663,638	679,233	\$ 693,280
Benefits	293,649	346,968	385,061	372,974	390,132	350,175	369,694
Equip, Auto, Maint, & Repairs	141,682	165,550	120,800	112,112	116,596	121,260	124,898
Materials & Supplies	8,484	10,300	10,800	11,232	11,681	12,148	12,512
Outside Services	20,850	25,700	26,200	26,208	27,256	28,346	29,196
Other	86,538	104,700	120,600	125,424	130,441	135,659	139,729
Debt Service	-	-	-	-	-	-	-
Total Program Expenses	\$ 1,151,213	\$ 1,352,604	\$ 1,282,538	\$ 1,291,784	\$ 1,339,745	\$ 1,326,821	\$ 1,369,308
Administrative Cost Allocation	137,505	145,257	151,576	157,251	164,097	169,815	176,386
TOTAL OPERATING EXPENSES	\$ 1,288,718	\$ 1,497,861	\$ 1,434,114	\$ 1,449,035	\$ 1,503,842	\$ 1,496,636	\$ 1,545,694
TOTAL OPERATING BALANCE	\$ 228,925	\$ 423,139	\$ 206,556	\$ 16,848	\$ 3,834	\$ 54,251	\$ 49,691
Capital Expenses							
Capital Outlay	364,558	450,900	328,000	-	50,000	80,000	-
TOTAL CAPITAL EXPENSES	364,558	450,900	328,000	-	50,000	80,000	-
GRAND TOTAL EXPENSES	\$ 1,653,276	\$ 1,948,761	\$ 1,762,114	\$ 1,449,035	\$ 1,553,842	\$ 1,576,636	\$ 1,545,694
TRANSFER TO/(FROM) RESERVE	\$ (135,633)	\$ (27,761)	\$ (121,444)	\$ 16,848	\$ (46,166)	\$ (25,749)	\$ 49,691
Capital Reserve Balance	\$ 547,232	\$ 440,448	\$ 348,832	\$ 356,669	\$ 281,187	\$ 257,065	\$ 280,183
Rate/Revenue Stabilization Reserve	\$ 66,651	\$ 61,421	\$ 63,466	\$ 65,017	\$ 66,929	\$ 68,905	\$ 70,949
Operating Reserve Balance	\$ 664,678	\$ 748,931	\$ 717,057	\$ 724,517	\$ 751,921	\$ 748,318	\$ 772,847
GRAND TOTAL RESERVES	\$ 1,278,561	\$ 1,250,800	\$ 1,129,355	\$ 1,146,203	\$ 1,100,037	\$ 1,074,288	\$ 1,123,979

NOTES/ASSUMPTIONS

- 1) Assessments are assumed to increase by their maximum COLA increase each year (3% and 4%).
- 2) Tax revenue assumed to increase by 3% per year, which is the average over last 10 years.
- 3) Other revenue (interest, Strawberry admin services) predicted not to increase to create a conservative projection.
- 4) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 5) Benefits include a projection of Workers Comp as if no more significant injuries occur - EMOD is high through FY 26-27, then drops.
- 6) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.
- 7) Administrative costs are based on 5-Year Admin Fund projections.
- 8) Capital Outlay is based on 5-year CIP plans.