

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Fire Committee Meeting

Chair: *Charlotte Bohlman*

Co-Chair: *Mary Dearborn*

THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
January 3, 2024 9:30 a.m.

NOTICE: Public May Attend this Meeting In-Person. Facial coverings are recommended for any person attending, regardless of vaccination status.

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

- Videoconference Link: <https://us02web.zoom.us/j/88425241225>
- Meeting ID: 884 2524 1225
- Telephone: (669) 900-6833

AGENDA

- 1. Review the draft Fiscal Year 2023-24 Fire Fund mid-year budget adjustment.**
- 2. 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.

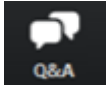
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

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:


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 Mid-Year Budget Revision																
	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	\$ 1,476,315	\$ 1,506,217	2%	\$ 1,137,942	\$ 1,189,867	5%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,696,085
Fees	17,980	18,800	5%	13,580	13,800	2%	-	-	0%	7,100	7,100	0%	-	-	0%	39,700
Taxes & Assessments	40,078	41,382	3%	-	-	0%	1,311,127	1,329,463	1%	151,365	152,245	1%	-	-	0%	1,523,089
Grants & Donations	1,623,098	1,506,007	-7%	490,000	25,000	-95%	299,275	301,251	1%	2,416,065	2,869,979	19%	-	-	0%	4,702,237
Other Revenue	48,000	53,850	12%	20,000	23,150	16%	35,340	268,106	659%	3,500	3,500	0%	1,000	1,000	0%	349,606
Total Program Revenue	\$ 3,205,470	\$ 3,126,256	-2%	\$ 1,661,522	\$ 1,251,817	-25%	\$ 1,645,742	\$ 1,898,820	15%	\$ 2,578,030	\$ 3,032,824	18%	\$ 1,000	\$ 1,000	0%	\$ 9,310,717
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,205,940	\$ 3,126,726	-2%	\$ 1,661,772	\$ 1,252,067	-25%	\$ 1,645,922	\$ 1,899,000	15%	\$ 2,578,130	\$ 3,032,924	18%	\$ -	\$ -	0%	\$ 9,310,717
Operating Expenses																
Salaries	\$ 344,769	\$ 335,849	-3%	\$ 186,563	\$ 179,875	-4%	\$ 608,761	\$ 699,386	15%	\$ 20,645	\$ 20,299	-2%	\$ 450,240	\$ 450,327	0%	\$ 1,685,737
Benefits	196,995	200,538	2%	107,844	109,650	2%	310,131	346,968	12%	13,591	18,072	33%	233,562	237,552	2%	912,779
Equip, Auto, Maint, & Repairs	152,300	155,000	2%	66,500	80,100	20%	174,450	165,550	-5%	21,800	24,370	12%	13,000	15,500	19%	440,520
Materials & Supplies	49,400	49,400	0%	6,000	6,000	0%	10,300	10,300	0%	1,500	1,500	0%	3,950	3,900	-1%	71,100
Outside Services	446,148	460,650	3%	30,350	27,850	-8%	23,500	25,700	9%	4,500	4,500	0%	29,450	29,900	2%	548,600
Other (Utilities, Prop/Liab Ins, TUD)	247,100	255,600	3%	611,758	611,400	0%	106,300	104,700	-2%	28,500	29,300	3%	77,650	77,350	0%	1,078,350
Debt Service	110,684	110,684	0%	16,958	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,547,395	\$ 1,567,720	1%	\$ 1,025,972	\$ 1,031,833	1%	\$ 1,233,442	\$ 1,352,604	10%	\$ 90,536	\$ 98,041	8%	\$ 807,852	\$ 814,530	1%	\$ 4,864,727
Administrative Cost Allocation	379,690	382,829	1%	201,963	203,632	1%	145,413	146,615	1%	80,785	81,453	1%	(807,852)	(814,530)	1%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,927,085	\$ 1,950,549	1%	\$ 1,227,935	\$ 1,235,465	1%	\$ 1,378,855	\$ 1,499,219	9%	\$ 171,321	\$ 179,494	5%	\$ -	\$ -	0%	\$ 4,864,727
TOTAL OPERATING BALANCE	\$ 1,278,856	\$ 1,176,177		\$ 433,837	\$ 16,602		\$ 267,067	\$ 399,781		\$ 2,406,808	\$ 2,853,430		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,913,500	1,771,850	-7%	777,500	316,800	-59%	406,550	450,900	11%	2,492,550	2,940,427	18%	-	0%		5,479,977
Total Capital Expenses	\$ 1,913,500	\$ 1,771,850	-7%	\$ 777,500	\$ 316,800	-59%	\$ 406,550	\$ 450,900	11%	\$ 2,492,550	\$ 2,940,427	18%	\$ -	\$ -		\$ 5,479,977
GRAND TOTAL EXPENSES	\$ 3,840,585	\$ 3,722,399	-3%	\$ 2,005,435	\$ 1,552,265	-23%	\$ 1,785,405	\$ 1,950,119	9%	\$ 2,663,871	\$ 3,119,921	17%	\$ -	\$ -	0%	\$ 10,344,704
Transfer To/(From) Reserve	\$ (634,644)	\$ (595,673)		\$ (343,663)	\$ (300,198)		\$ (139,483)	\$ (51,119)		\$ (85,742)	\$ (86,997)		\$ -	\$ -		\$ (1,033,987)

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
FIRE - REVENUE

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

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 619,115	\$ 637,450	\$ 18,336	3%	Property Tax Trending Higher
Property Assessments	692,012	692,012	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,311,127	\$ 1,329,463	\$ 18,336	1%	

Grants & Donations					
Grant Revenue	299,275	283,628	\$ (15,647)	-5%	VFC Grant less than expected
Donation Revenue		17,623	17,623	17623%	CERT Donation for LUCAS Machine
TOTAL GRANTS & DONATIONS	\$ 299,275	\$ 301,251	\$ 1,976	1%	

Other Revenue					
Strike Team		\$ 198,534	\$ 198,534	198534%	Strike Team Assignment not budgeted
Training Revenue	5,000	5,000	-	0%	
Miscellaneous Revenue	11,340	13,740	2,400	21%	Increase rates for Strawberry FD
Interest Revenue	19,000	19,000	-	0%	
Sale of Assets		22,000	22,000	22000%	Sold old Chief Vehicle
Insurance Proceeds		31,832	31,832	31832%	Insurance Payment for E721 Accident
TOTAL OTHER REVENUE	\$ 35,340	\$ 290,106	\$ 254,766	721%	

GRAND TOTAL REVENUE	\$ 1,645,742	\$ 1,920,820	\$ 275,078	17%	
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Admin Transfer Out	\$ 180	\$ 180	\$ -		
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GRAND TOTAL WITH ADMIN	\$ 1,645,922	\$ 1,921,000	\$ 275,078	17%	
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Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 437,935	\$ 462,163	24,228	6%	Workers' Comp Injury
Workers Comp Reimb Wages		\$ (13,180)	(13,180)	-13180%	Workers' Comp Injury
Standby Pay	500	500	0	0%	
Overtime	34,000	34,000	0	0%	
Holiday Overtime	21,073	20,159	(914)	-4%	
FLSA Overtime	42,756	42,070	(686)	-2%	
Sick Leave/Vacation Pay/ATO	10,000	10,000	0	0%	
Temp/Relief Pay	8,000	8,000	0	0%	
Intern Stipend	45,000	43,300	(1,700)	-4%	Less interns than anticipated
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay		42,716	42,716	42716%	Strike Team Assignments not budgeted
Striketeam Intern Pay		39,169	39,169	39169%	Strike Team Assignments not budgeted
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,018	5,011	993	25%	
Cell Phone Stipend	480	480	0	0%	
TOTAL SALARIES	\$ 608,761	\$ 699,386	\$ 90,625	15%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 66,124	\$ 91,191	25,067	38%	Personnel change
HRA Reimbursement	23,953	31,203	7,250	30%	Personnel change
CALPERS Retirement	114,872	112,261	(2,612)	-2%	Personnel change
FICA	37,743	43,362	5,619	15%	Personnel change
Medicare	8,827	10,141	1,314	15%	Personnel change
Workers Comp	57,384	57,407	23	0%	
Unemployment Ins/ETT	1,227	1,402	175	14%	
TOTAL BENEFITS	\$ 310,131	\$ 346,968	\$ 36,837	12%	

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 4,500	\$ 5,250	750	17%	
Facilities Maintenance & Repair	8,700	8,700	0	0%	
Vehicle Maintenance & Repair	71,200	71,200	0	0%	
Fuel	24,400	22,500	(1,900)	-8%	Fuel use less than anticipated
Equipment Under \$5,000	49,450	41,700	(7,750)	-16%	VFC grant covered less equipment
Personal Protective Equipment	16,200	16,200	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 174,450	\$ 165,550	\$ (8,900)	-5%	
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	3,000	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 10,300	\$ 10,300	\$ -	0%	
Outside Services - 55XXX					
Legal Fees	\$ 4,000	\$ 4,000	\$ -	0%	
IT Services	2,500	2,500	0	0%	
Engineering Services	9,000	9,000	0	0%	
Medical Exams	1,800	1,800	0	0%	
Background Checks	1,500	1,500	0	0%	
Other Professional Services	4,700	6,900	2,200	47%	Service to sell chief vehicle
TOTAL OUTSIDE SERVICES	\$ 23,500	\$ 25,700	\$ 2,200	9%	

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Other - 56XXX					
Utilities	\$ 15,900	\$ 16,500	600	4%	Sale of Chief Vehicle
Phone/Communications	7,800	8,000	200	3%	
Software Licenses & Maintenance	9,700	9,300	(400)	-4%	
Property/Liability Insurance	43,000	41,000	(2,000)	-5%	
Dues & Memberships	4,200	4,200	0	0%	
Licenses & Certifications	1,500	1,500	0	0%	
Training, Conferences & Travel	22,500	22,500	0	0%	
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 106,300	\$ 104,700	\$ (1,600)	-2%	
GRAND TOTAL EXPENSES					
	\$ 1,233,442	\$ 1,352,604	\$ 119,162	10%	
Admin Transfer Out	\$ 145,413	\$ 146,615	\$ 1,202	1%	
GRAND TOTAL WITH ADMIN	\$ 1,378,855	\$ 1,499,219	\$ 120,364		
Capital Outlay - 57XXX					
Lucas Machine	\$ -	\$ 19,000	19,000	19000%	New project made possible by CERT donation
Emergency Alert Notification Siren			0	0%	
New Chief Coverage Vehicle			0	0%	
Training/Admin Parking Lot	331,000	331,000	0	0%	
Community Center Purchase			0	0%	
Community Center Improvements	41,550	66,900	25,350	61%	FY 22-23 rollover & ADA entry
Backwall Excavation & Sealing	15,500	15,500	0	0%	
New Station Roof			0	0%	
Engine 721 Upgrades			0	0%	
Engine 722 Replacement (OES)	8,500	8,500	0	0%	
Fire Station Walls/Flooring	10,000	10,000	0	0%	
TOTAL CAPITAL OUTLAY	\$ 406,550	\$ 450,900	\$ 44,350	11%	
GRAND TOTAL WITH CAPITAL					
	\$ 1,785,405	\$ 1,950,119	\$ 164,714		