

## OCFPD Board Meeting

10/11/2021

Role Call, present: (was not in-person, please fill in individuals)

Minutes are not available for past meeting, August 9, 2021; motion to table minutes until next meeting; minutes are tabled until next meeting.

### Financial Reports

- Brady reviews profit/loss vs actual:
  - \$107K in hole for year was outlook, but currently looking at \$495K under budget, main reason is mitigation crew work (deployments offset department overhead).
  - Costs went up, generally; restructuring chart of accounts will go into effect January, 2022.
  - Work to clean up accounting practices are underway; changes will be made based on shift from primarily volunteer crew to combination department.
  - Auditor is willing to “let it ride” one more tax cycle for department to get a true sense of what we own.
- (Brady) Accounts payable:
  - Clarification on what is missing/what should be there. Muddy Slide expenses clarifications on accounts payable, ex: engine payments and wildland deployments; backfill is not included; ambulance budget increased... ambulance rates will increase by 30% January 1, 2022. 2022 will budget \$55k (rather than \$35k historically).
  - Mitigation crew will be on a separate budget from structure.
  - Goal is to feed residual when extra funding is available.
  - Seasonals will be dropping off beginning November 1.
  - Mitigation budget: seasonal workers and wildland firefighting; crew is generating \$140k for department; Rob and Sally will monitor mitigation budget; Sally will be working with Rob working on mitigation budget; Income line items in mitigation are already set; funding visible in line items are contracts already signed; more wildland deployments (likely one) will go out... likely one more for the season (SoCal)
- (Brady) one big thing in budget is raising pay.
  - OC is behind on salary; pay needs to be bumped to keep staff.
  - Training needs to be increased, as well.
  - Over next month, BOARD please look at budget (needs to be solidified December 15).
- Noted that in 2022 draft budget, wellness and fitness is appreciated. Brady notes gym upgrades and BBQs. Would like to get ski passes for all workers.

Any questions on draft budget? No discussion or further questions. Motion to approve. Motion is approved.

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**Resolution to approve administrator** – fulltime administration to participate in FPPA; motion to include admin in FPPA plan... motion is moved and seconded; approved and adopted.

**Add administrator to approve/sign checks and needing credit card** – motion moved and seconded; approved and adopted. Administrator gets \$5k credit card limit.

**Contract and services** - \$2 million in funds coming through doors; need for new equipment and new station. Dollars are needed. What avenues do we go through to get dollars? Brady not an expert but wants to hire experts. OCFD needs help with financial management. Wants to hire folks already working with OCFD, referred by town manager. Services would start immediately. Dollars are available in budget. Question is asked if we need to create an RFP for financial services? To everyone's knowledge, they do not think that financial advisors are needed to go through RFP or bidding process. (Municipal advisor gives overview; what is being proposed is creating a financial mgmt. plan to set road map to manage explosive growth, salary increase needs, new station, new equipment... this involves taking on debt so what's best way of taking on debt. What does this look like? Plan will project about 10 years.) Questions for financial planning... what is best combination and avenue for getting dollars? Hiring an expert gives us an advantage for getting dollars. Help is needed so we don't get ourselves into trouble. Expert offers that skeleton plan can be provided by December 15 draft budget vote. Managing dollars in a responsible and transparent way is critical. Motion to enter into contract with expert (UMB?) services is moved and seconded; approved and adopted.

**Authority to enter into/negotiate contracts for purposes of mitigation work.** Being asked for mitigation and project management work. Trying to create a model for community partnership work. Mitigation work is going hot and heavy. This is becoming an integral part of business, so separate section in meetings is needed for mitigation in meetings. Details outlining mitigation work are provided; mitigation will be presented on its own at each meeting moving forward. Motion is moved and seconded; approved and adopted.

**New hires.** Create 3 new career positions in department, engine bosses. Engine bosses are hard to come by. By having career position that has decent wage and benefits are huge. \$49,998/year, full time, year-round. Worth having this year-round for pile burning, rehabbing equipment, training packages, etc. Mitigation budget includes these positions. This year had 7 seasonal positions; 17 seasonals planned for next season. 3-4 returnees... Can we get 13 more? If we start now. Brady explains management structure, including role of 3 new engine bosses. No approval needed.

**Housing for seasonal employees.** \$200-\$300k investment. Gates interested in donating some because creation of new jobs within county. Wittemeyer interested in donating site for temporary housing. Brady explains portable building concept, that includes trailers with bedrooms, bathrooms, kitchen. Good graces given to put wheels in motions to look further into housing, but board does not feel like formal vote/approval is necessary to take next steps. Will temp housing create bigger issue in the future? That's where permanent station plan comes into play long term. Vote will be implemented when dollars and action details are in place.

**Parking.** Cover is needed for rigs. Structures are available for \$20k. Sites are available to put structures up. Suggestion is to table this. Let's see if we can find garages for rent rather than construct structures.

**Bullet proofing the chase truck.** Should we do this now or wait? Assessment will be made to determine whether the ROI is worth it. Mentioned that fleet maintenance procedures are needed to avoid hazardous management of patients. Decision to begin looking at ambulances. Vote is tabled.

**Tender.** Wrecked... got \$78k from insurance. Breaks failed at top of mountain. No injuries. Getting heat from insurance company; obligation is to give money back or go get tender. \$400k for new tender of choice. What expense is most important, tender or ambulance? Tender, Brady says. Claims he can make

money back based on use and dollars made on fire. Needs something to use in winter, as well. Finance expert suggests band aid approach until you have time to apply for grant funding. Brady presents other options (used tenders) and says he's appointing someone as the fulltime fleet maintenance person. **Special session will be needed** so we can determine purchase of tender prior to next quarterly meeting. More numbers and information will be needed. **Brady will work with new financial consultant to find best package possible.**