

# MONTECITO FIRE PROTECTION DISTRICT

## Agenda for the Regular Meeting of the Board of Directors

Montecito Fire Protection District Headquarters  
595 San Ysidro Road  
Santa Barbara, California

September 23, 2024 at 2:00 p.m.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)
2. Report from the Finance Committee. (Strategic Plan Goal 8)
  - a. Consider recommendation for approval of reserve funds.
  - b. Consider recommendation to approve Resolution 2024-06, Adoption of the Final Budget for the Fiscal Year 2024-25.
3. Consider recommendation for approval of the Annual Employee Reimbursement Disclosure report. (Strategic Plan Goal 8)
  - a. Staff report presented by Accountant Nahas.
4. Consider approval of Resolution 2024-07, Establishing Appropriations Limit under Article XIII B of the State Constitution of the State of California for FY 2024-25. (Strategic Plan Goal 8)
  - a. Staff report presented by Accountant Nahas.
5. That the Board of Directors authorize the Fire Chief to enter into a Professional Services Agreement with Underwood Management Resources, Inc., in the amount of \$83, 000.00. (Strategic Plan Goal 5)
  - a. Staff report presented by Fire Chief Neels.
6. Approval of Minutes of the August 26, 2024 Regular Meeting.
7. Fire Chief's report.
8. Board of Director's report.

9. Suggestions from Directors for items other than regular agenda items to be included for the October 28, 2024 Regular Board meeting.
10. CLOSED SESSION:  
Public Employee Discipline/Dismissal/Release  
(Government Code section 54957)

### Adjournment

This agenda posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is September 19, 2024.



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David Neels, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

# Agenda

## Item #2



# Attachment

# A





**STAFF REPORT**

**To:** Montecito Fire Protection District Finance Committee  
**From:** David Neels, Fire Chief *DN*  
**Prepared by:** Araceli Nahas, Accountant *AN*  
**Date:** September 23, 2024  
**Topic:** Approval of Reserve Policies and Recommended Increases for FY 2024-25

**Summary**

The purpose of this report is to review the District’s current reserve policies for Catastrophic, Economic Uncertainties, Residual, Capital and Land/Building funds, and to adjust the reserve amounts based on Consumer Price Index (CPI) and construction inflation (for the Land/Building fund). These changes are in line with the Financial Policies adopted by the Board of Directors in January 2024.

**Background**

In 2021, the District engaged Capitol PFG to develop a comprehensive financial policies document that incorporates industry best practices and the District’s existing budget development and financial planning procedures. The policies have been reviewed and approved annually since then as part of the budget development process.

In January 2024, the Board adopted the Financial Policies that outlined the District’s approach to fiscal management, including the management of reserve funds. The reserves ensure the District is prepared to address financial challenges such as catastrophic events, economic downturns, capital replacement needs, and a joint fire station that would enhance emergency responses to our community. Specifically, Capitol PFG recommended that reserve levels should be reviewed and adjusted annually based on changes to CPI and construction inflation. The current reserves and target levels for fiscal year 2024-25 are presented in this report.

**Current Reserves**

- Economic Uncertainties: Equal to at least 3 months of operating expenditures. The Economic Uncertainties Reserve will be internally restricted and utilized for the temporary transfer of funds for annual operating cash flow purposes. Any funds transferred shall be returned to the Economic Uncertainties Reserve to sustain sufficient working capital for operations.
- Catastrophic Event: Equal to 10% of the District’s property tax revenues, plus 5% of total General Fund expenditures. The Catastrophic Event Reserve will be internally restricted and utilized to ensure against significant one-time outlays due to significant loss in the tax base or large-scale fire suppression.
- Unrestricted Residual Reserve: Equal to a maximum of \$2 million. The Unrestricted Residual Reserve is utilized for providing the Board of Directors with financial flexibility to augment internally restricted reserves and be a source to supplement operating needs.
  - Update annually with CPI

- Capital Reserve (Fund 3652) - Maintain a Capital Reserve with an assigned funding target of \$3 million. The Capital Reserve will address expenditures for acquisition of apparatus, vehicles and equipment as identified in the Vehicle Replacement Plan. The assigned funding target will be maintained at a level that will allow the MFPD to acquire vehicles and apparatus on a pay-as-you go basis.
  - Update annually with CPI
- Land and Building Reserve - A minimum reserve of \$1 million and a target maximum reserve of \$4 million for this purpose. If necessary, the Board may accumulate funds in excess of the target maximum in order to ensure sufficient funding for foreseeable land acquisition as well as construction and reconstruction of buildings, refurbishment and modernization of existing stations.
  - Update annually with construction inflation

**Reserves**

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Based on the Board-approved Financial Policies that established reserve categories and identified the process for calculating each reserve, plus CPI or construction inflation, the reserve levels for FY 2024-25 are presented below for approval.

<b>RESERVE CATEGORIES</b>	<b>TARGET FY 2023-24<sup>1</sup></b>	<b>RECOMMENDED INCREASE</b>	<b>TARGET FY 2024-25</b>	<b>BALANCE IN FY25 BUDGET</b>
Catastrophic Event	3,295,000	195,000	<b>3,490,000</b>	<b>3,490,000</b>
Economic Uncertainties	5,270,000	150,000	<b>5,420,000</b>	<b>5,420,000</b>
Unrestricted Residual <sup>2</sup>	2,000,000	240,000	<b>2,240,000</b>	<b>3,370,000</b>
Capital <sup>2</sup>	3,000,000	360,000	<b>3,360,000</b>	<b>3,350,000</b>
Land & Building <sup>3</sup>	4,000,000	720,000	<b>4,720,000</b>	<b>4,810,000</b>

The reserve target levels for 2024-25 are compared to the balances presented in the Final Budget. The unrestricted residual balance is estimated at \$3,370,000 at the end of FY25, which is \$1,130,000 above the target balance. Staff will make a recommendation at the mid-year budget amendment to lower the unrestricted residual balance due to additional budgetary needs or to address OPEB and Pension liabilities.

The recommended increases to the reserve funds are based on CPI and construction inflation adjustments and are consistent with the Financial Policies adopted in January 2024. These adjustments will ensure that the District’s reserve levels continue to provide a strong financial foundation.

**Conclusion**

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The Finance Committee recommends that the Board approve the reserve target levels for FY 2024-25.

**Attachments**

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N/A

**Strategic Plan Reference**

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<sup>1</sup> All target reserve levels are in accordance with Capitol PFG recommendations.  
<sup>2</sup> CPI adjustment for Los Angeles Index from November 2021 to June 30, 2024 = 12%  
<sup>3</sup> Construction inflation from 2021 to 2023 is 18.7%.



Strategic Plan Goal #8, Ensure Financial Accountability & Transparency



# Attachment B






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**STAFF REPORT**


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**To:** Montecito Fire Protection District Finance Committee  
**From:** David Neels, Fire Chief *DN*  
**Prepared by:** Araceli Nahas, Accountant *AN*  
**Date:** September 23, 2024  
**Topic:** Recommended Final Budget for Fiscal Year 2024-25

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**Summary**


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The purpose of this report is to present the Final Budget for the District for fiscal year 2024-25, for your review and approval. The budget document which includes all three funds - General Fund, Capital Reserves and Land & Building – has been prepared to meet the organization’s priorities and needs while maintaining fiscal responsibility.

**Budget Summary**


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The following table is an overview of the balanced budgets for each fund, a consolidated total, and estimated fund balances on June 30, 2025.

	<b>GENERAL FUND</b>	<b>CAPITAL RESERVES</b>	<b>LAND &amp; BUILDING</b>	<b>TOTAL</b>
Property taxes	24,905,000	-0-	-0-	<b>24,905,000</b>
Other revenue	<u>2,692,000</u>	<u>205,000</u>	<u>75,000</u>	<u><b>2,972,000</b></u>
<b>Total Revenue</b>	<b>27,597,000</b>	<b>430,000</b>	<b>75,000</b>	<b>28,102,000</b>
Salaries and benefits	22,548,000	-0-	-0-	<b>22,548,000</b>
Services and supplies	2,887,000	-0-	500,000	<b>3,387,000</b>
Other charges	85,000	-0-	-0-	<b>85,000</b>
Capital assets	1,356,000	1,227,240	-0-	<b>2,583,240</b>
Transfers/LT debt payments	<u>1,544,000</u>	<u>-0-</u>	<u>-0-</u>	<u><b>1,319,000</b></u>
<b>Total Expenses</b>	<u><b>28,420,000</b></u>	<u><b>1,227,240</b></u>	<u><b>500,000</b></u>	<u><b>30,147,240</b></u>
<b>Add/(use) of carryover funds<sup>1</sup></b>	<u><b>(823,000)</b></u>	<u><b>(797,240)</b></u>	<u><b>(425,000)</b></u>	<u><b>(2,045,240)</b></u>
<b>Net financial impact</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>Est. fund balance on 6/30/25</b>	<b>12,279,000</b>	<b>3,352,000</b>	<b>4,814,000</b>	<b>20,445,000</b>

<sup>1</sup> Carryover funds are included as a budgetary resource (like revenue) to eliminate a projected excess of expenditures over expected revenues. Carryover funds are an accumulation of unanticipated revenue, unspent funds, or Board-assigned reserves. The use of all funds is subject to Board approval.

## Discussion

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The proposed Final Budget has been updated with anticipated revenues and expenses for fiscal year 2025, and it is presented along side the Preliminary Budget adopted in June, and the actual budget from fiscal year 2024 for comparison purposes. Below are explanations for updates made to the proposed Final Budget.

### General Fund Revenues

- Property Taxes Revenue (3010-3054): The District's assessed property tax value increased by an estimated 5.9% (up from the 4% increase assumed on the Preliminary Budget). As a result, Secured property taxes were calculated using the new growth rate. Other property tax line items were recalculated using FY24 actual revenue as the base. The total estimated property tax increase from the prior year is \$1,312,350.
- Interest Income (3380) – Interest income fluctuates year to year based mostly on the fixed income market. Income in FY24 was historically high, and we're predicting the FY25 will be slightly less due to an expected drop in interest rates.
- Safety Member Reimbursement (5768) – Updated to reflect estimated workers' compensation benefit payments for the year.

### General Fund Expenditures – Salaries & Employee Benefits

- Salaries (6100) – Based on current MOU contracts.
- Overtime (6300) – An adjustment to the line item is presented to be more in line with actual expense figures from FY24.
- Overtime - Reimbursable (6301) – An adjustment to the line item is presented to be more in line with predicted mutual aid activity and actual expense figures from FY24. The expected is OT amount of \$1,500,000 is calculated at 75% of expected mutual aid revenue of \$2,000,000 (lines 3750 and 4476).
- Supplemental Retirement Contributions (6450) – Staff recommends making contributions of \$2 million towards pension and OPEB liabilities, specifically \$250,000 to the PARS OPEB Trust, and \$1,750,000 towards the PARS Pension Trust. Funds from the PARS Pension Trust can later be distributed directly to CalPERS as additional discretionary payments if FY 2025 investment returns are greater than the 6.8% discount rate and could therefore maximize the impact of our pension liabilities.

### General Fund Expenditures – Services and Supplies

Every expense line item has an "Operational" budget, which is the amount required to continue operating at the current level of service. Other descriptions are included to show one-time expenses presented for approval in the budget, and to provide more detail on the line item funding fluctuations.

- Insurance (7090) – An increase of 32% is reflected to cover the actual premium for FY25. The District's liability insurance carrier, FAIRA, informed us that increases for their members ranged from 18% to 41% in this challenging insurance market.
- Equipment Maintenance - Operations (7120) – Proposed increase to cover emergency supplies for potential winter storms supplies.
- Fire Defense Zone - Hazard Mitigation (7205) – Proposed increase to the fire prevention budget of \$185,000 to support and expand ongoing projects focused on reducing wildfire risks in our community. The increase would allow for expansion of additional prevention projects, such as fire roads maintenance, defensible space, herbivory, weed whipping and invasive species removal, and fuel treatment network.

- Professional Services (7460) – Increased to reflect actual expenses more closely to FY24 and anticipated services in FY25.

#### **General Fund Expenditures – Capital Assets**

- Structures and Improvements (8200) – Proposed one-time projects include a security gate and carport at Station 92. All project contracts over \$10,000 are subject to Board approval.
- Equipment (8300) – Proposed increase of \$130,000 to reflect the actual cost of the Land Mobile Radio project approved by the Board in July 2024. Other projects include permanent generator installation at Station 91, purchase and installation of a generator at Station 92, station alerting system for dispatched calls, cardiac monitor replacement, and an electric blower for use on incidents.

**Capital Reserves (Fund 3652)** – This fund maintains reserves for vehicle and apparatus replacements based on a service schedule.

- Equipment (8300) – Includes the pre-payment for Squad 91 with an expected build time of 18 months, and expense for the new Engine 92 that is currently in service.

**Land & Building (Fund 3653)** – This fund maintains reserves for pre-acquisition costs for a joint fire station.

- There are no expected transfers in or out of this fund for the current budget.

#### **Conclusion**

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The Finance Committee recommends that the Board adopt Resolution 2024-06, and the accompanying financial statements.

#### **Attachments**

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1. Resolution 2024-06: Adoption of the Final Budget for the Fiscal Year 2024-25
2. Proposed Final Budget for Fiscal Year 2024-25

#### **Strategic Plan Reference**

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Strategic Plan Goal #8, Ensure Financial Accountability & Transparency





**RESOLUTION NO. 2024-06**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MONTECITO FIRE PROTECTION DISTRICT  
IN THE MATTER OF THE ADOPTION OF THE  
FINAL BUDGET FOR THE FISCAL YEAR 2024-25**

WHEREAS, Section 13890 of the Health & Safety Code requires that the District Board adopt a preliminary budget conforming to the Accounting Procedures for Special Districts and the Budget Procedures for Special Districts, as described, on or before June 30 of each year; and

WHEREAS, the publication required by section 13893 was made; and

WHEREAS, the Board of Directors met at a regular meeting on June 24, 2024, to consider the District's preliminary budget for fiscal year 2024-25 as described and recommended for approval by the Fire Chief, and so adopted said preliminary budget; and

WHEREAS, the Board of Directors on June 24, 2024, ordered that the preliminary budget be available for inspection between the hours of 8:00 a.m. and 5:00 p.m. on regular business days at Montecito Fire Protection District, 595 San Ysidro Road, Santa Barbara, California, and said budget has been available as described; and

WHEREAS, the Board of Directors on June 24, 2024, set September 23, 2024 at 2:00 p.m. at the Montecito Fire Protection District Board of Directors Meeting, as the time to consider and adopt the final budget as required by law, providing that any person may attend and be heard regarding any item in the budget or regarding the addition of other items; and

WHEREAS, no person appeared at the regular meeting to be heard regarding any item in the budget or regarding the addition of other items; and

WHEREAS, after making any necessary changes in the preliminary budget the Board is prepared to adopt a final budget;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDERED AND RESOLVED AS FOLLOWS:

1. That the Board of Directors adopts the fiscal year 2024-25 final budget for the Montecito Fire Protection District in the form recommended by the Fire Chief at the Board's regular meeting of September 23, 2024.

In summary, the final budget provides as follows:

<u>Fund 3650 – General Fund</u>	
Salaries & Employee Benefits	\$ 22,548,000
Services & Supplies	2,887,000
Other Charges	85,000
Capital Assets	1,356,000
Other Financing Uses	<u>1,544,000</u>
	\$ 28,420,000

<u>Fund 3652 – Capital Outlay</u>	
Capital Assets	\$ 1,227,240
<u>Fund 3653 – Land &amp; Building</u>	
Services & Supplies	\$ 500,000

2. That a copy of said budget shall be forwarded to the County Auditor as required by Health & Safety Code Section 13895. Copies shall be kept on file with District records and shall be available for public inspection.

PASSED AND ADOPTED by the Governing Board of the Montecito Fire Protection District this 23<sup>rd</sup> day of September, 2024, by the following vote, to wit:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

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President of the Board of Directors  
Montecito Fire Protection District

ATTEST:

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Secretary of the Board of Directors  
Montecito Fire Protection District

**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

**FUND 3650 - GENERAL FUND**

	Proposed Final Budget	Approved Prelim Budget	Difference From Final	Actual Budget FY 2024	Difference From Final
<b>REVENUES</b>					
<b>Property Taxes</b>					
3010 Property Tax - Secured (+5.9%)	\$ 23,145,000	\$ 22,758,000	\$ 387,000	\$ 21,855,083	\$ 1,289,917
3011 Property Tax - Unitary	226,000	209,000	17,000	225,726	274
3015 Property Tax - Escapes Secured	50,000	-	50,000	49,976	24
3020 Property Tax - Unsecured (+5.9%)	851,000	732,000	119,000	803,348	47,652
3023 Property Tax - PY Corrections/Escapes	14,000	-	14,000	28,569	(14,569)
3040 Property Tax - Prior Secured	-	-	-	4,308	(4,308)
3050 Property Tax - Prior Unsecured	28,000	15,000	13,000	28,327	(327)
3054 Supplemental Property Tax - Current	591,000	602,000	(11,000)	590,982	18
3056 Supplemental Property Tax - Prior	-	-	-	6,332	(6,332)
<b>Total Taxes Revenue</b>	<b>24,905,000</b>	<b>24,316,000</b>	<b>589,000</b>	<b>23,592,650</b>	<b>1,312,350</b>
<b>Fines, Forfeitures, and Penalties</b>					
3057 Property Tax 506 Interest/480 Penalties	-	-	-	1,789	(1,789)
<b>Total Use of Money and Property</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,789</b>	<b>(1,789)</b>
<b>Use of Money and Property</b>					
3380 Interest Income	319,000	218,000	101,000	354,099	(35,099)
3409 Rental Property Income	69,000	69,000	-	36,295	32,705
<b>Total Use of Money and Property</b>	<b>388,000</b>	<b>287,000</b>	<b>101,000</b>	<b>390,395</b>	<b>(2,395)</b>
<b>Intergovernmental Revenue - State</b>					
3750 State-Emergency Assistance (Fire Asgmts)	1,000,000	1,000,000	-	377,598	622,402
4220 Homeowners Property Tax Relief	77,000	77,000	-	75,806	1,194
<b>Total Intergovernmental Revenue - State</b>	<b>1,077,000</b>	<b>1,077,000</b>	<b>-</b>	<b>453,404</b>	<b>623,596</b>
<b>Intergovernmental Revenue - Federal</b>					
4476 Federal Emergency Assistance (Fire Asgmts)	1,000,000	1,000,000	-	1,172,597	(172,597)
4610 Federal Aid for Disaster	-	-	-	507,366	(507,366)
<b>Total Intergovernmental Revenue - Federal</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>1,679,963</b>	<b>(679,963)</b>
<b>Charges for Services</b>					
5105 Reimbursement for District Services	179,000	179,000	-	228,611	(49,611)
<b>Total Charges for Services</b>	<b>179,000</b>	<b>179,000</b>	<b>-</b>	<b>228,611</b>	<b>(49,611)</b>

**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

**FUND 3650 - GENERAL FUND**

	<u>Proposed Final Budget</u>	<u>Approved Prelim Budget</u>	<u>Difference From Final</u>	<u>Actual Budget FY 2024</u>	<u>Difference From Final</u>
<b>Miscellaneous Revenue</b>					
5768 Safety Member Reimbursement	35,000	20,000	15,000	56,208	(21,208)
5780 Insurance Proceeds	-	-	-	135,263	(135,263)
5894 Other - Payment for Damages	-	-	-	94,797	(94,797)
5895 Other - Donations	-	-	-	62,000	(62,000)
5909 Other - Miscellaneous Revenue	13,000	13,000	-	37,344	(24,344)
<b>Total Miscellaneous Revenue</b>	<b>48,000</b>	<b>33,000</b>	<b>15,000</b>	<b>385,612</b>	<b>(337,612)</b>
<b>TOTAL REVENUES</b>	<b><u>27,597,000</u></b>	<b><u>26,892,000</u></b>	<b><u>705,000</u></b>	<b><u>26,732,424</u></b>	<b><u>864,576</u></b>
<b>EXPENDITURES</b>					
<b>Salaries &amp; Employee Benefits</b>					
6100 Regular Salaries	\$ 10,923,000	\$ 10,923,000	\$ -	\$ 9,969,569	\$ 953,431
6300 Overtime	1,900,000	1,650,000	250,000	1,915,181	(15,181)
6301 Overtime - Fire Reimbursable	1,500,000	2,000,000	(500,000)	1,106,159	393,841
6400 Retirement Contributions	2,753,000	2,753,000	-	1,970,462	782,538
6450 Supp Retirement Contribution (UAL)	2,000,000	-	2,000,000	750,000	1,250,000
6550 FICA/Medicare	208,000	208,000	-	185,852	22,148
6600 Insurance Contributions	2,708,000	2,708,000	-	2,481,410	226,590
Health Insurance	2,482,000	2,482,000	-	-	-
Dental, Vision, Life Insurance	226,000	226,000	-	-	-
6700 Unemployment Insurance	6,000	6,000	-	5,918	82
6900 Workers Compensation Insurance	550,000	550,000	-	545,944	4,056
<b>Total Salaries &amp; Employee Benefits</b>	<b>22,548,000</b>	<b>20,798,000</b>	<b>1,750,000</b>	<b>18,930,494</b>	<b>3,617,506</b>
<b>Services &amp; Supplies</b>					
7030 Clothing and PPE	90,000	90,000	-	118,331	(28,331)
Operational	62,000	62,000	-	-	-
Structure helmets/boots, other	28,000	28,000	-	-	-
7050 Communications	115,000	115,000	-	132,145	(17,145)
7060 Food	4,500	4,500	-	12,372	(7,872)
7070 Household Supplies	44,000	40,000	4,000	47,462	(3,462)
7090 Insurance: Liability/Auto/Prop.	151,000	116,000	35,000	113,929	37,071

**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

**FUND 3650 - GENERAL FUND**

		<u>Proposed Final Budget</u>	<u>Approved Prelim Budget</u>	<u>Difference From Final</u>	<u>Actual Budget FY 2024</u>	<u>Difference From Final</u>
7120	Equipment Maintenance (Operations)	105,000	85,000	20,000	118,023	(13,023)
	Operational	50,000	50,000			
	AM Radio	10,000	10,000			
	Fuel tank management system	25,000	25,000			
	Winter storm preparedness supplies	20,000	-			
7200	Structure and Grounds Maintenance	104,000	104,000	-	296,833	(192,833)
	Operational	55,000	55,000			
	Rental property maint. (Unit 2 pavers, rock wall)	49,000	49,000			
7205	Fire Defense Zone (Hazard Mitigation)	495,000	310,000	185,000	293,905	201,095
	Operational	410,000	250,000			
	Structure Hardening Grant Program	60,000	60,000			
	Fire roads management	25,000	25,000			
7322	Consulting and Management Fees	2,500	2,500	-	2,401	99
7325	Other Professional Services (RFCC)	90,000	90,000	-	-	90,000
7324	Audit and Accounting Fees	45,000	45,000	-	36,704	8,296
7348	Instruments & Equipment	31,000	31,000	-	100,953	(69,953)
	Hose equipment and maintenance	6,000	6,000			
	Rope rescue equipment and maint	5,000	5,000			
	USAR equipment maintenance	10,000	10,000			
	HazMat team equipment	10,000	10,000			
7363	Equipment Maintenance (Vehicles)	155,500	155,500	-	129,955	25,545
	Operational	140,000	140,000			
	Prev vehicles: pressure shell (P99) and lift kits	15,500	15,500			
7400	Medical & First Aid Supplies	47,000	47,000	-	107,024	(60,024)
7430	Memberships	16,000	16,000	-	14,025	1,975
7450	Office Expense	20,000	20,000	-	25,233	(5,233)
7456	IT Hardware < \$5,000	32,000	32,000	-	11,754	20,246
	Operational	10,000	10,000			
	iPad replacements and mounts for apparatus	18,000	18,000			
	Prevention workstation monitors (5)	4,000	4,000			
7460	Professional and Special Services	498,500	453,500	45,000	474,757	23,743
7507	ADP Payroll Fees	15,000	15,000	-	11,658	3,342

**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

**FUND 3650 - GENERAL FUND**

		<u>Proposed Final Budget</u>	<u>Approved Prelim Budget</u>	<u>Difference From Final</u>	<u>Actual Budget FY 2024</u>	<u>Difference From Final</u>
7510	Contractual Services	171,500	171,500	-	153,568	17,932
	Operational	161,500	161,500	-		
	Prevention permit/inspection software upgrades	10,000	10,000	-		
7530	Publications & Legal Notices	6,000	6,000	-	1,370	4,630
7540	Rents & Leases - Equipment	5,500	5,500	-	4,801	699
7546	Administrative Tax Expense	210,000	210,000	-	199,645	10,355
7580	Rents & Leases - Structure (Gibraltar)	12,500	12,500	-	10,188	2,312
7630	Small Tools & Instruments	19,000	19,000	-	4,639	14,361
	Operational	11,000	11,000			
	Gym equipment - dumbbells, racks	8,000	8,000			
7650	Special District Expense	55,000	80,000	(25,000)	30,442	24,558
	Operational (permits, fees, LAFCO, other)	40,000	40,000			
	Raising Our Light annual ceremony	5,000	5,000			
	Board election fees	10,000	10,000			
	Fire roads management (moved to LIA 7205)	-	25,000			
7671	Special Projects	17,500	17,500	-	15,512	1,988
	Department mailers	10,000	10,000			
	Public Education materials	7,500	7,500			
7730	Transportation and Travel	65,000	65,000	-	46,277	18,723
7731	Gasoline/Oil/Fuel	90,000	90,000	-	78,053	11,947
7732	Training	99,000	99,000	-	89,555	9,445
7760	Utilities	75,000	75,000	-	70,553	4,447
	<b>Total Services &amp; Supplies</b>	<b>2,887,000</b>	<b>2,623,000</b>	<b>264,000</b>	<b>2,752,069</b>	<b>134,931</b>
<b>Other Charges</b>						
7830	Interest Expense (POB)	85,000	85,000	-	104,518	(19,518)
	<b>Total Other Charges</b>	<b>85,000</b>	<b>85,000</b>	<b>-</b>	<b>104,518</b>	<b>(19,518)</b>
<b>Capital Assets</b>						
8200	Structures & Improvements	250,000	250,000	-	309,045	(59,045)

**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

**FUND 3650 - GENERAL FUND**

	Proposed Final Budget	Approved Prelim Budget	Difference From Final	Actual Budget FY 2024	Difference From Final
8300 Equipment	1,106,000	976,000	130,000	513,899	592,101
Capital projects at Station 91, 92 and district-wide (subject to public bid)	1,061,000	931,000			
ALS equipment - cardiac monitor	38,000	38,000			
Apparatus equipment - electric blower	7,000	7,000		-	-
<b>Total Capital Assets</b>	<b>1,356,000</b>	<b>1,226,000</b>	<b>130,000</b>	<b>822,945</b>	<b>533,055</b>
<b>TOTAL EXPENDITURES</b>	<b>26,876,000</b>	<b>24,732,000</b>	<b>2,144,000</b>	<b>22,610,027</b>	<b>4,265,973</b>
<b>Other Financing Uses</b>					
<b>Financing Sources</b>					
5910 Transfer In From Fund 3652 - Closed	-	-	-	890	(890)
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>890</b>	<b>(890)</b>
<b>Financing Uses</b>					
7901 Transfer To Capital Reserves Fund (3652)	370,000	145,000	225,000	250,000	120,000
7901 Transfer To Land & Building Fund (3653)	-	-	-	1,000,000	(1,000,000)
7910 Long Term Debt Principal Repayment (POB)	1,174,000	1,174,000	-	1,153,409	20,591
<b>TOTAL FINANCING USES</b>	<b>1,544,000</b>	<b>1,319,000</b>	<b>225,000</b>	<b>2,403,409</b>	<b>(859,409)</b>
<b>Changes to Residual Fund</b>					
9601 Changes to Residual Fund Balance	(823,000)	841,000	(1,664,000)	1,719,878	(2,542,878)
<b>Changes to Residual Fund Balance</b>	<b>(823,000)</b>	<b>841,000</b>	<b>(1,664,000)</b>	<b>1,719,878</b>	<b>(2,542,878)</b>
<b>Net Financial Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund 3650 Fund Balance Detail</b>					
<b>Reserves: Economic Uncertainties</b>	\$ 5,420,000	\$ 5,740,000	\$ (320,000)	\$ 5,270,000	\$ 150,000
<b>Reserves: Catastrophic</b>	3,490,000	3,560,000	(70,000)	3,295,000	195,000
Fund Balance - Unrestricted Residual (at end of FY)	3,369,027	4,643,027	(1,274,000)	4,537,027	(1,168,000)
Projected Fund Balance at Year End	\$ 12,279,027	\$ 13,943,027	\$ (1,664,000)	\$ 13,102,027	\$ (823,000)

**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

<b>FUND 3652 - CAPITAL RESERVES FUND</b>	<b>Proposed Final Budget</b>	<b>Approved Prelim Budget</b>	<b>Actual Budget FY 2024</b>	<b>Difference From Final</b>
<b>REVENUES</b>				
<b>Use of Money and Property</b>				
3380 Interest Income	60,000	60,000	75,954	(15,954)
<b>Total Use of Money and Property</b>	<b>60,000</b>	<b>60,000</b>	<b>75,954</b>	<b>(15,954)</b>
<b>Other Financing Sources</b>				
5910 Transfer from General Fund (3650)	370,000	145,000	250,000	120,000
5919 Sale of Capital Assets	-	-	6,400	(6,400)
<b>Total Other Financing Sources</b>	<b>370,000</b>	<b>145,000</b>	<b>256,400</b>	<b>113,600</b>
<b>TOTAL REVENUES</b>	<b>430,000</b>	<b>205,000</b>	<b>332,354</b>	<b>97,646</b>
<b>EXPENDITURES</b>				
<b>Capital Assets</b>				
8300 Equipment				
Squad 91 - Pre-payment only	375,000	375,000	86,305	288,695
Type 1 Engine (Engine 92)	852,240	-	-	852,240
<b>Total Capital Assets</b>	<b>1,227,240</b>	<b>375,000</b>	<b>86,305</b>	<b>1,140,935</b>
<b>TOTAL EXPENDITURES</b>	<b>1,227,240</b>	<b>375,000</b>	<b>86,305</b>	<b>1,140,935</b>
<b>Changes to Assigned Fund Balance</b>				
9901 Purpose of Fund	(797,240)	(170,000)	246,048	(1,043,288)
<b>Changes to Assigned Fund Balance</b>	<b>(797,240)</b>	<b>(170,000)</b>	<b>246,048</b>	<b>(1,043,288)</b>
<b>Net Financial Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund 3652 Fund Balance Detail</b>				
Fund Balance - Nonspendable	\$ -	\$ 852,240	\$ 852,240	\$ (852,240)
Fund Balance - Assigned	3,351,720	3,126,720	3,296,720	55,000
Projected Fund Balance at Year End	\$ 3,351,720	\$ 3,978,960	\$ 4,148,960	\$ (797,240)



**Montecito Fire Protection District  
Proposed Final Budget for Fiscal Year 2024-25**

<b>FUND 3653 - LAND &amp; BUILDING FUND</b>	<b>Proposed Final Budget</b>	<b>Approved Prelim Budget</b>	<b>Actual Budget FY 2024</b>	<b>Difference From Final</b>
<b>REVENUES</b>				
<b>Use of Money and Property</b>				
3380 Interest Income	75,000	60,000	84,083	(9,083)
<b>Total Use of Money and Property</b>	<b>75,000</b>	<b>60,000</b>	<b>84,083</b>	<b>(9,083)</b>
<b>Miscellaneous Revenue</b>				
5780 Insurance Proceeds (rental properties)	-	-	1,100,720	(1,100,720)
<b>Total Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>1,100,720</b>	<b>(1,100,720)</b>
<b>Other Financing Sources</b>				
5910 Transfer from General Fund (3650)	-	-	1,000,000	(1,000,000)
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>(1,000,000)</b>
<b>TOTAL REVENUES</b>	<b>75,000</b>	<b>60,000</b>	<b>2,184,803</b>	<b>(2,109,803)</b>
<b>EXPENDITURES</b>				
<b>Services and Supplies</b>				
7460 Professional Services	500,000	500,000	26,061	473,939
<b>Total Services and Supplies</b>	<b>500,000</b>	<b>500,000</b>	<b>26,061</b>	<b>473,939</b>
<b>Capital Assets</b>				
8200 Structures and Improvements Rental property rebuild	-	-	267,001	(267,001)
<b>Total Capital Assets</b>	<b>-</b>	<b>-</b>	<b>267,001</b>	<b>(267,001)</b>
<b>TOTAL EXPENDITURES</b>	<b>500,000</b>	<b>500,000</b>	<b>293,062</b>	<b>206,938</b>
<b>Changes to Assigned Fund Balances</b>				
9901 Purpose of Fund	(425,000)	(440,000)	1,891,741	(2,316,741)
<b>Changes to Assigned Fund Balance</b>	<b>(425,000)</b>	<b>(440,000)</b>	<b>1,891,741</b>	<b>(2,316,741)</b>
<b>Net Financial Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund 3653 Fund Balance Detail</b>				
Fund Balance - Assigned	\$ 5,239,451	\$ 5,239,451	\$ 5,239,451	\$ -
Fund Balance - Assigned for FY	(425,000)	(440,000)	-	(425,000)
Projected Fund Balance at Year End	\$ 4,814,451	\$ 4,799,451	\$ 5,239,451	\$ (425,000)



# Agenda

## Item #3





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## STAFF REPORT

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**To:** Montecito Fire Protection District Board of Directors  
**From:** David Neels, Fire Chief *DN*  
**Prepared by:** Araceli Nahas, District Accountant *AN*  
**Date:** September 23, 2024  
**Topic:** Reimbursement Disclosure Report for FY 2023-24

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### Summary

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The following report discloses any reimbursements paid by the District to employees and members of the governing board of at least \$100 for services or products received. The report is prepared pursuant to California Government Code Section 53065.5, which requires that this information is published at least annually and is available for public inspection.

### Conclusion

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Staff recommends that the Board accept and file the Reimbursement Disclosure Report for FY 2023-24 as presented.

### Attachments

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1. Reimbursement Disclosure Report for FY 2023-24

### Strategic Plan Reference

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Strategic Plan Goal #8, Ensure Financial Accountability and Transparency

**Montecito Fire Department  
Reimbursement Disclosure Report  
July 1, 2023 - June 30, 2024**

Date	LIA	Employee Name	Description	# of Days	Lodging	Meals	Tuition	Transportation	Other	Total
07/12/23	7730	Nic Elmquist	OSC Support assignment	7		457.00				457.00
07/12/23	7730	Travis Ederer	OSC Support assignment	7	925.61	472.00				1,397.61
07/19/23	7730	Anthony Hudley	OSC Support assignment	7		530.00				530.00
07/19/23	7730	Araceli Nahas	OSC Support assignment	7	925.61	472.00				1,397.61
07/25/23	7732	Brandon Bennewate	Hazmat IC	3	401.01	116.00	385.00	336.67		1,238.68
07/25/23	7732	Brandon Bennewate	ICS 400: Incident Complex Management	2		38.00	120.00	25.51		185.51
07/25/23	7732	Brandon Bennewate	Instructor 2	4		115.00	475.00			590.00
07/26/23	7363	Scott Chapman	Large apparatus weighing fee	N/A					140.00	140.00
08/10/23	7732	Nicholas Eubank	Colleges of Law, LAW 6115, 6125, 6135				3,000.00			3,000.00
09/11/23	7730	Nic Elmquist	Smith River Complex	15	475.20	983.00				1,458.20
09/18/23	7730	Shaun Davis	Smith River Complex	15	107.31	725.00				832.31
09/18/23	7730	William Wrenn	Smith River Complex	14	222.00	78.00		287.11		587.11
09/29/23	7630	Garet Blake	Battery restock	N/A					134.67	134.67
09/29/23	7730	Travis Ederer	Smith River Complex	15	1,535.20	1,236.00			46.20	2,817.40
10/03/23	7730	Anthony Hudley	Smith River Complex	15	323.40	1,163.00				1,486.40
10/03/23	7732	Loren Bass	PS Trax Conference	3	382.27	200.00	399.00	898.09		1,879.36
10/03/23	7732	Ryland McCracken	Paramedic recertification	N/A			250.00			250.00
10/05/23	7730	Araceli Nahas	Smith River Complex	15	738.24	1,163.00				1,901.24
10/17/23	7731	Travis Ederer	Fuel	N/A					100.00	100.00
10/17/23	7732	William Wrenn	Interview and Interrogation	5		76.00	575.00	272.63		923.63
10/26/23	7730	Maeve Juarez	Quartz Ridge Fire	11	190.40	803.00				993.40
11/02/23	7730	Nic Elmquist	Quarry Fire	12		442.00				442.00
11/06/23	7732	Andrew Rupp	Public Safety Peer Support Conference	4	1,078.40	176.00	470.00			1,724.40
11/06/23	7732	Brandon Bennewate	Trauma/Critical Care Symposium	1			195.00			195.00
11/06/23	7732	Evan Skei	Public Safety Peer Support Conference	4		176.00	470.00	260.69		906.69
11/06/23	7732	Lucas Grant	Blue Card Train the Trainer	5		68.00		995.72		1,063.72
12/21/23	7732	David Johnson	National Fire Academy	6		146.00	407.84	483.78		1,037.62
12/21/23	7732	Justin Pickens	Rope Rescue Technician	5		95.00		108.99		203.99
12/21/23	7732	Lucas Grant	Columbia Southern PSY 1301	N/A			764.00			764.00
12/21/23	7732	Nic Elmquist	University of Idaho FIRE 557				1,917.96			1,917.96
01/02/24	7200	Patrick Ruiz	Rental Property: Storage shed, unit 2	N/A					1,777.87	1,777.87
01/11/24	7732	Travis Ederer	S-520 Advanced Incident Management	7	1,024.80	511.00		438.16		1,973.96
01/18/24	7120	Shaun Davis	Lumber for door prop	N/A					166.77	166.77

**Montecito Fire Department  
Reimbursement Disclosure Report  
July 1, 2023 - June 30, 2024**

Date	LIA	Employee Name	Description	# of Days	Lodging	Meals	Tuition	Transportation	Other	Total
01/18/24	7732	William Wrenn	Idaho State FSA 3326	N/A			888.19			<b>888.19</b>
01/29/24	7732	Jess Gilkey	S-236 Heavy Equipment Boss	2	125.40	219.00		32.83		<b>377.23</b>
02/05/24	7732	Benjamin Hauser	ESRI Conference	2	198.36	88.00				<b>286.36</b>
02/05/24	7732	Dustin Barthel	Nozzle Forward	2		146.00				<b>146.00</b>
02/05/24	7732	Jared Gamm	CPR/AED Instructor Certification	N/A			779.25			<b>779.25</b>
02/05/24	7732	Scott Chapman	ESRI Conference	2	282.10	88.00				<b>370.10</b>
03/07/24	7060	Anthony Hudley	Crew lunch - Ashley house training	N/A		201.65				<b>201.65</b>
03/07/24	7732	Nic Elmquist	2024 CIMT Team Selections	3		146.00				<b>146.00</b>
03/14/24	7732	Stephen Cochran	Company Officer 2C	3		76.00	140.00			<b>216.00</b>
03/18/24	7730	Araceli Nahas	LCW Annual Conference	2		39.00		300.21		<b>339.21</b>
03/19/24	7732	Andrew Rupp	Paramedic recertification	N/A			250.00			<b>250.00</b>
03/20/24	7732	Eric Klemowicz	Paramedic recertification	N/A			250.00			<b>250.00</b>
03/20/24	7060	Garet Blake	Water and gatorade station restock	N/A					196.31	<b>196.31</b>
03/25/24	7732	Jared Gamm	Driver Operator 1B	3		76.00	140.00	109.34		<b>325.34</b>
03/26/24	7732	Patrick Ruiz	Company Officer 2B	3	538.54	135.00	380.00	174.20		<b>1,227.74</b>
04/01/24	7732	Brandon Bennewate	Fire Inspector 1A	3	389.13	174.00	399.00	229.14		<b>1,191.27</b>
04/25/24	7732	Brandon Bennewate	2024 CIMT Training Workshop	4	433.96	232.00				<b>665.96</b>
04/25/24	7732	Brandon Bennewate	Fire Inspector 1B	3	389.13	174.00	399.00			<b>962.13</b>
04/25/24	7732	Brandon Bennewate	Fire Inspector 1C	3	389.13	232.00	399.00			<b>1,020.13</b>
04/25/24	7732	Brandon Bennewate	Fire Inspector 1D	2	259.42	116.00	310.00			<b>685.42</b>
04/25/24	7732	Jordan Zeitsoff	Esperanza Staff Ride	2	217.80	97.00				<b>314.80</b>
04/25/24	7732	Lucas Grant	Esperanza Staff Ride	2	217.80	97.00				<b>314.80</b>
04/25/24	7732	Lucas Grant	S-244/S-245 Field Observer and Display Processor	4		253.00	102.00	272.69		<b>627.69</b>
04/25/24	7732	William Wrenn	Esperanza Staff Ride	2	217.80	97.00				<b>314.80</b>
04/30/24	7732	Nic Elmquist	2024 CIMT Training Workshop	4		311.00				<b>311.00</b>
04/30/24	7732	Nic Elmquist	L950 AH Incident Commander	5		365.00		219.24		<b>584.24</b>
05/02/24	7730	Araceli Nahas	2024 CIMT Training Workshop	4	501.15	238.00		32.32		<b>771.47</b>
05/14/24	7060	Garet Blake	Water and gatorade station restock	N/A					316.73	<b>316.73</b>
05/14/24	7732	Patrick Ruiz	Company Officer 2C	3	687.35	193.00	450.00			<b>1,330.35</b>
05/14/24	7732	Patrick Ruiz	Instructor 1	5	822.14	251.00	300.00			<b>1,373.14</b>
05/15/24	7200	Patrick Ruiz	Rental Properties: Gravel for Unit 2	N/A					371.95	<b>371.95</b>
05/21/24	7630	Garet Blake	Battery restock	N/A					171.29	<b>171.29</b>
05/24/24	7730	Travis Ederer	S-420 Command and General Staff Cadre Assist	2	189.61	54.00				<b>243.61</b>

**Montecito Fire Department  
Reimbursement Disclosure Report  
July 1, 2023 - June 30, 2024**

Date	LIA	Employee Name	Description	# of Days	Lodging	Meals	Tuition	Trans- portation	Other	Total
05/28/24	7732	Patrick Ruiz	Company Officer 2E	3	624.22	193.00	450.00			<b>1,267.22</b>
05/30/24	7730	David Neels	2024 Station Design Conference	4				243.49		<b>243.49</b>
06/14/24	7732	Dustin Barthel	UCLA Extension PHYSICI X 400.6	N/A			865.74			<b>865.74</b>
06/14/24	7732	Jess Moran	Pierce Mechanic Training	5			438.00			<b>438.00</b>
06/14/24	7732	Patrick Ruiz	HazMat IC	2	303.70	77.00	330.00			<b>710.70</b>
06/14/24	7732	William Wrenn	Fire Investigator 210	5	839.56	326.00	835.00	224.59		<b>2,225.15</b>
06/17/24	7730	Travis Ederer	South OPS MACS Drill	2	117.91	58.00				<b>175.91</b>
06/19/24	7732	William Wrenn	Idaho State FSA 3323	N/A			859.57			<b>859.57</b>
06/20/24	7732	Jared Gamm	AHA Heartsaver class materials	N/A					286.92	<b>286.92</b>
06/20/24	7732	Jess Gilkey	UCLA Extension PHYSICI X 400.6	N/A			969.76			<b>969.76</b>
06/20/24	7732	Lucas Grant	Columbia Southern FIR 3305	N/A			764.00			<b>764.00</b>
06/20/24	7732	Maeve Juarez	L-580 Leadership is Action	4		253.00				<b>253.00</b>
06/20/24	7732	Maeve Juarez	South Canyon Staff Ride	4		219.00				<b>219.00</b>
06/20/24	7732	Maeve Juarez	Yarnell Staff Ride instructor	4		219.00				<b>219.00</b>
06/20/24	7732	Shaun Davis	S-219 Wildland Firing Operations	3	478.41	232.00	650.00			<b>1,360.41</b>
06/25/24	7732	Jared Gamm	Paramedic recertification	N/A			250.00			<b>250.00</b>
06/26/24	7732	Aaron Briner	South Canyon Staff Ride	5		272.00				<b>272.00</b>
06/26/24	7732	Jennifer Taylor	EMD training	2		57.00		43.22		<b>100.22</b>

16,552.07   16,245.65   21,027.31   5,988.62   3,708.71   63,524.36

Reimbursement Disclosure Report prepared pursuant to California Government Code Section 53065.5



# Agenda

## Item #4








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## STAFF REPORT

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**To:** Board of Directors  
**From:** David Neels, Fire Chief   
**Prepared by:** Araceli Nahas, Accountant   
**Date:** September 23, 2024  
**Topic:** Appropriations Limit Calculation for Fiscal Year 2024-25

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### Summary

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This staff report details the factors used to calculate the appropriations limit for fiscal year 2024-25 to ensure the District's compliance with Article XIII B.

### Discussion

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In November 1979, California voters passed Proposition 4 (the Gann Initiative), which added Article XIII B to the State Constitution. This article establishes limits on the appropriation of proceeds of taxes. In June of 1990, the voters passed Proposition 111, which updates the State's and local agencies' appropriations limit calculation to allow for new funding, while still providing an overall limit on state and local funding.

Prior to the passage of Proposition 111, the limit was based on the 1978-79 proceeds of taxes adjusted annually for population and cost of living changes. Proposition 111 established new cost of living factors and new population factors for use by local governments. Below are the two types of factors, their associated values specific to the District, and Staff's recommended option for each:

**Cost of Living:** Local governments may annually choose, by a recorded vote of the governing body, either:

- Recommended option: The change in California per capita personal income (3.62% for FY 2024-25) provided by the Department of Finance (as shown on Exhibit III), or
- The percentage change in the jurisdiction's assessed valuation from non-residential new construction (2.93%% for FY 2024-25).

**Population:** Option to choose the change for Santa Barbara County, or the unincorporated area of the County (as shown on Exhibit III):

- Recommended option: The change for the County (-0.07% in FY 2024-25), or
- The change for the unincorporated area of the County (0.28% in FY 2024-25).

## Conclusion

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Staff recommends that the Board adopt the attached resolution 2024-07 and appropriations limit for FY 2024-25 using the following factors:

- Cost of Living: The change in California per capita personal income of 3.62%, or a factor of 1.0362, and
- Population: The change in Santa Barbara County of 0.28%, or a factor of 1.0028.
- This results in an increase in the appropriation limit by a factor of 1.03910 to \$36,479,170 (as shown on Exhibit II).

## Attachments

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**Exhibit I:** Appropriations Limit Calculation for FY 2024-25

**Exhibit II:** Appropriations Limit Summary updating factors and calculations for FY 2024-25

**Exhibit III:** Department of Finance Letter for FY 2024-25

**Resolution 2024-07:** Establishing Appropriations Limit for 2024-25

## Strategic Plan Reference

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Strategic Plan Goal #8, Ensure Financial Accountability & Transparency

**Montecito Fire Protection District**  
**Appropriations Limit Calculation for FY 2024-25**

**EXHIBIT I**

<b>TAX REVENUE</b>	<u>Estimated</u>	
Property Tax - Current Secured	23,145,000	
Property Tax - Unitary	226,000	
Property Tax - Escapes Secured	50,000	
Property Tax - Current Unsecured	851,000	
Property Tax - PY Corrections/Escapes	14,000	
Property Tax - Prior Unsecured	28,000	
Property Tax - Current Supplemental	591,000	
Homeowners Property Tax Relief	<u>77,000</u>	
Total Tax Revenue		\$ 24,982,000
Interest Income		<u>319,000</u>
<b>Total Revenues Subject to the Limit</b>		<b>\$ 25,301,000</b>
<b>EXEMPTIONS TO THE APPROPRIATIONS LIMIT</b>		
FLSA Wages	1,118,500	
FICA/Medicare Taxes	208,000	
Qualified capital outlay projects	<u>1,356,000</u>	
Total Exemptions		<u>2,682,500</u>
<b>Total Estimated Tax Proceeds Subject to the Limit</b>		<b>\$ 22,618,500</b>
2024-25 Calculated Appropriation Limit		<u>36,479,170</u>
<b>Appropriations (Over)/Under Limit</b>		<b>\$ 13,860,670</b>

**Montecito Fire Protection District  
Appropriations Limit Summary**

EXHIBIT II

<b>Fiscal Year</b>	<b>Per Capita Factor</b>	<b>PI or NRNC</b>	<b>Population Factor</b>	<b>County or Unincorp</b>	<b>Calculation Factor</b>	<b>Appropriation Limit</b>
2024-25	1.0362	PI	1.0028	CTY	1.03910	36,479,170
2023-24	1.0444	PI	0.994	CTY	1.03813	35,106,460
2022-23	1.0755	PI	1.0447	CTY	1.12357	33,816,899
2021-22	1.0573	PI	0.9816	CTY	1.03785	30,097,594
2020-21	1.2027	NRNC	1.0026	CTY	1.20583	29,000,067
2019-20	1.1912	NRNC	1.0043	CTY	1.19632	24,049,939
2018-19	1.6638	NRNC	1.0138	UNINC	1.68676	20,103,230
2017-18	1.0692	NRNC	1.0082	UNINC	1.07797	11,918,248
2016-17	1.0537	PI	1.0102	UNINC	1.06445	11,056,223
2015-16	1.0382	PI	1.0111	CTY	1.04972	10,386,816



**Gavin Newsom ■ Governor**

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ [www.dof.ca.gov](http://www.dof.ca.gov)

April 30, 2024

Dear Fiscal Officer:

## **Price Factor and Population Information**

### **Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

### **Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

### **Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN  
Chief Operating Officer

Attachment

May 2024

## Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

## Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

**2024-25:**

Per Capita Cost of Living Change = 3.62 percent  
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio:  $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25:  $1.0362 \times 1.0017 = 1.0379$



Fiscal Year 2024-25

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>23-24</b>	<b>1-1-23</b>	<b>1-1-24</b>	<b>1-1-24</b>
Santa Barbara				
Buellton	0.04	4,968	4,970	4,970
Carpinteria	0.08	12,734	12,744	12,744
Goleta	0.04	32,503	32,515	32,515
Guadalupe	1.10	8,582	8,676	8,676
Lompoc	-0.06	40,571	40,545	43,610
Santa Barbara	0.35	85,362	85,659	85,679
Santa Maria	0.84	109,687	110,608	110,608
Solvang	0.05	5,660	5,663	5,663
<b>Unincorporated</b>	<b>-0.07</b>	136,235	136,144	139,158
<b>County Total</b>	<b>0.28</b>	436,302	437,524	443,623

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**RESOLUTION 2024-07**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MONTECITO FIRE PROTECTION DISTRICT  
ESTABLISHING APPROPRIATION LIMITS UNDER ARTICLE XIII B  
OF THE STATE CONSTITUTION OF THE STATE OF CALIFORNIA**

WHEREAS, Section 7910 of the Government Code, which became effective on January 1, 1981, requires the governing body of each local jurisdiction to establish by Resolution its appropriation limit for the following fiscal year pursuant to Article XIII B of the California State Constitution at a regularly scheduled or noticed special meeting; and

WHEREAS, it is the intent of the Board of Directors to establish a limit for 2024-25; and

WHEREAS, at least fifteen (15) days prior to this date, documentation of the appropriation limit was available for public inspection in the office of the District; and

WHEREAS, the District must annually select price and population factors that may be used by the District in setting their appropriation limit and therefore elects for FY 2024-25 to use the change in personal income of 1.0362 for the Per Capita factor and the change in the Santa Barbara County population of 1.0028 for the Population factor; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Montecito Fire Protection District that the Board elects for FY 2024-25 to use the change in personal income of 1.0362 and the change in the Santa Barbara County population of 1.0028. The factors increase the appropriation limit by a factor of 1.03910 and sets the appropriation limit for fiscal year 2024-25 at \$36,479,170.

PASSED AND ADOPTED by the Board of Directors of the Montecito Fire Protection District this 23<sup>rd</sup> day of September, 2024, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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President of the Board of Directors

ATTEST:

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Secretary of the Board of Directors

# Agenda

## Item #5






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## STAFF REPORT

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**To:** Montecito Fire Protection District Board of Directors  
**From:** David Neels, Fire Chief  
**Prepared by:** Travis Ederer, Division Chief  
**Date:** September 23, 2024  
**Topic:** Retention of Dan Underwood, Underwood Management Resources

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### Summary

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Dan Underwood, principal for Underwood Management Resources, Inc., continues to provide consulting and oversight for the District's various logistical, structural, and infrastructure projects. Due to the complexity of the projects, Staff anticipates that Mr. Underwood's consulting services will exceed \$20,000, therefore it is necessary to enter into a Professional Services Agreement with Underwood Management Resources.

### Discussion

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Underwood Management Resources has been an integral partner in multiple infrastructure projects. Dan Underwood is responsive, respectful, and fair to all parties. He is skilled in negotiation, and navigation of the design, permitting, and construction phases.

The District is currently undertaking the following projects where a project manager is pivotal to the success.

Station 92 Carport and Gate, South Coast Land Mobile Radio upgrade, Station 91 and 92 generator upgrade/permanent installation, and Station Alerting upgrade.

Underwood Management Resources will assist with/oversee design, engineering, selection of upgrades, implementation, and professional services.

The Consultant has conducted a time and cost estimate to support a contract period through December 31, 2025. He has estimated approximately 425 hours in the period from July 1, 2024 through December 31, 2025. The approximate value of this contract would be \$83,000.

### Conclusion

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Staff recommends that the Board authorize the Fire Chief to enter into a Professional Services Agreement with Underwood Management Resources, Inc., in the amount not to exceed \$83,000 through December 31, 2025.

### Attachments

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1. Underwood Management Resources, Inc., Professional Services Agreement

### Strategic Plan Reference

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Strategic Plan Goal #5: Strengthen our Infrastructure

## CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (“**Agreement**”) is made and entered into this 1st day of July, 2024 and continues through the 31<sup>st</sup> day of December, 2025 by and between Montecito Fire Protection District (“**Client**”) and Underwood Management Resources, Inc., a California corporation (“**Consultant**”) at Santa Barbara, California. In the event Services extend after December 31, 2025 without a new agreement or extension of this Agreement, the language of this Agreement will apply until such time as another Agreement is executed.

WHEREAS, Client is interested in engaging Consultant to perform the consulting services described herein and Consultant is willing to perform such services for the consideration and on the terms hereinafter set forth;

NOW, THEREFORE, the parties agree as follows:

**A. Engagement of Consultant; Scope of Services.** Client hereby engages Consultant to perform the services described in Exhibit A, attached hereto (the “**Services**”). Consultant is specifically authorized to take such actions as may be necessary or appropriate to perform the Services. Consultant accepts the engagement and agrees to perform the services on the terms and conditions of this Agreement. The scope of the Services may be changed from time to time during the term of this Agreement by a written instruction executed by Client and Consultant.

The parties hereto acknowledge and agree that Consultant is not licensed as a general contractor and is not performing or providing any general contractor or construction services. Client agrees that all construction services will either be provided by Client directly, if it is functioning as an owner/builder, or by a licensed general contractor, together with such architects, engineers, and other consultants as may be necessary or appropriate.

**B. Compensation of Consultant.** In consideration of the performance of the Services by Consultant, Client agrees to pay Consultant compensation in the amount and on the terms set forth below [check and complete applicable provision]:

Fixed Price Contract. Client shall pay Consultant the stipulated amount of \$ \_\_\_\_\_ (the “**Stipulated Sum**”). The Stipulated Sum shall be payable on the following terms: \_\_\_\_\_. In the event that the scope of Services is revised by Client, appropriate revisions shall be made to the Stipulated Sum or additional work shall be performed on an hourly basis, as the parties agree.

Hourly Compensation. Client agrees to pay Consultant on an hourly basis at the rate of \$195.00 per hour for the performance of the Services. Should the Services extend past the term of this contract, the hourly rate will be adjusted 5% each additional year. On or about the first day of each calendar month Consultant shall submit a written invoice to Client describing the hours worked during the preceding calendar month. Client shall pay each invoice in full on within 10 days of receipt of invoice.

Other. Client agrees to pay Consultant according to the following terms: \_\_\_\_\_. In the event that the scope of Services is revised by Client, appropriate revisions shall be made or additional work shall be performed on an hourly basis, as the parties agree.

**Retainer.** Concurrently with the execution of this Agreement, Client has paid to Consultant the sum of \$\_\_\_\_\_ as a retainer for services to be provided by Consultant hereunder (the “**Retainer**”). The Retainer does not constitute a minimum fee. Charges payable to Consultant as provided hereunder shall be charged against the Retainer. Consultant reserves the right to require the Client periodically replenish the Retainer.

Travel for any work provided by Consultant shall be charged portal to portal from the office of the Consultant at the hourly rate provided above. For any work outside the Santa Barbara area, mileage expenses are to be reimbursed to Consultant at the generally acceptable mileage rates at the time of travel.

**C. Reimbursable Expenses.** In addition to the compensation payable to Consultant as provided in Section B, Client agrees to reimburse Consultant for all expenses paid or incurred by Consultant in connection with the performance of the Services including, without limitation, transportation and lodging charges, permit or inspection fees, fees and charges of any governmental or quasi-governmental authority, fees and charges of third party consultants required in connection with the performance of the Services, costs of plans, blueprints, duplication, postage and delivery services, etc.

**D. Term; Time for Performance; Term of Agreement.** The term of this Agreement shall commence upon the date hereof and continue until completion or as termination by either of the parties as provided herein. Consultant shall commence the performance of Services promptly following the execution of this Agreement and shall diligently perform the Services to completion.

**E. Additional Terms.** .

**F. Other Terms and Conditions.** This Agreement shall be subject to all of the terms and provisions set forth in Exhibit B, attached hereto and by this reference incorporated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**CLIENT:**

Montecito Fire Protection District

By: \_\_\_\_\_  
David Neels, Chief

Address: 595 San Ysidro Road  
Santa Barbara, CA 93108

**CONSULTANT:**

Underwood Management Resources, Inc.,  
a California corporation

By: \_\_\_\_\_  
Dan Underwood, President

Address: 2405 State Street  
Santa Barbara, CA 93105

## **Exhibit A**

### List of Services

**Pre-Construction Planning** – In coordination with the project team, develop a scope of work for the project.

**Design Consultants** – Coordinate with design consultants for the completion of their work and necessary approvals.

**Design Work/Approvals** – Regular meetings with the project team and consultants to establish Client priorities, design criteria, and general specifications. Develop preliminary budget and schedule for projects.

**Construction Drawings / Permits** – Regular meetings with the team and design consultants, value engineering analysis, coordination with any City departments, follow up with design consultants for completion of work to be submitted, follow up for any approvals and permits required.

**Contractor Bidding** – Work with the Client to determine the best contract structure for the agreement with the general contractor. If needed, in coordination with the Client, invite/select contractors, meet with contractors, coordinate contractor questions and clarifications, obtain pricing, and award contractor contracts.

**Construction** – Meet regularly with the Client, necessary consultants, and contractor to coordinate work for project, track progress, discuss and resolve challenges that arise, identify and bring action items to resolution, and general building coordination to proactively stay on top of project issues. Finalize project budget and schedule and then track and update regularly. Contractor coordination/administration for change orders, RFIs, submittals, draw review, releases, and insurance certificates. Minimum of weekly project site visits.

**Project Close Out** – Ensure final approvals are received and delivered to the Client. Coordination all closing documents from contractor to the Client and property management company (i.e., permit set of plans, as-builts, final releases, warranties, product specifications, manuals, etc). Final budget.

The Scope of Services is flexible and will be adjusted based on the needs of the Client and Consultant availability. Exact scope of services will be defined as the project progresses.



## **Exhibit B**

### Consulting Agreement Terms and Provisions

1. Client and Consultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this Agreement. Client agrees to keep Consultant informed of developments affecting the Services. Client agrees to execute any agency agreements necessary or appropriate for Consultant to perform its services. Client agrees that documents executed by Consultant on behalf of Client which are within the scope of Services shall be binding upon Client.

Client agrees to furnish to Consultant such studies, reports, surveys, maps, investigations and information as Consultant may require for use in the performance of Services. Consultant will be entitled to rely upon information and materials provided to Consultant by Client or such third parties.

2. This Agreement is a personal services contract. It may not be assigned by either party without the prior written consent of the other. Subject to the foregoing, it shall be binding upon the parties hereto, their successors and assigns.

3. The parties hereto shall each carry such insurance as they consider appropriate. Client acknowledges and agrees that Consultant is not a general contractor and does not carry course of construction, completed operations or similar insurance. If the project involves construction, Client agrees to purchase and maintain, or cause any general contractor to purchase and maintain, during the course of construction, "Builder's Risk" or "All Risk" insurance which will name Consultant as an additional named insured.

4. Client agrees to indemnify, defend and hold Consultant harmless against claims, suits, actions, causes of action, fines, penalties, damages, fees (including attorneys' fees) and liabilities arising out of or relating to the project with respect to which the Services are rendered unless they are directly and solely attributable to the gross negligence or willful misconduct of Consultant.

5. If the Services require Consultant's assistance in obtaining governmental permits or approvals, Consultant's assistance does not constitute any representation, warranty or guarantee that such permits or approvals will be issued or the terms and conditions upon which they may be issued.

6. Client agrees that all billings from Consultant to Client are correct and binding on Client unless Client, within 10 days from receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies or errors. Client acknowledges that Consultant will be damaged by the failure of Client to pay compensation due to Consultant on a timely basis. Client agrees to pay a late charge of 1.5% per month on any unpaid balance that is 30 days or more past due.

Client acknowledges and agrees that, in the event Client elects to delay or suspend the Services for a period of time, there will be additional charges due to the suspension and re-startup of the Services.

7. Either party may terminate this Agreement at any time, for any reason, upon 2 weeks' prior written notice to the other party. Either party may terminate this Agreement immediately upon the occurrence of an Event of Default. An Event of Default shall exist in the event either party breaches any term or provision of this Agreement which is not cured within 5 days of receipt of written notice from the other party specifying the breach. Upon any termination of this Agreement by Client, Client shall pay Consultant for all services performed and expenses incurred through the effective date of the termination within 10 days after receipt of a final billing from Consultant.

8. Upon execution of this Agreement, or such later date as the parties may establish, Consultant shall commence performance of the services and diligently prosecute them to completion. Unless otherwise expressly provided herein, there is no promised date for the completion of Services by Consultant. Consultant is not responsible for delays caused by activities or factors beyond its reasonable control, including without limitation delays, strikes, lockouts, work slowdowns or stoppages, accidents, inclement weather, acts of God, failure of Client to furnish timely information or approve or disapprove Consultant's requests for direction, or delays caused by other third parties.

9. In the event that Consultant recommends certain contractors, subcontractors, consultants, materials, products or equipment to Client, Client agrees that Consultant makes no warranty, express or implied, as to (i) the quality, suitability, accuracy or adequacy of the services, work, findings, recommendations, plans, specifications, or professional advice given by such third parties and (ii) the specifications, adequacy or performance of any materials, products or equipment and Consultant shall not be liable for any damages arising out of or resulting from any labor, materials or services provided by any third party.

10. If the Services to be provided by Consultant hereunder include construction management services, Client acknowledges and agrees that Consultant is not responsible for job or site conditions during the course of construction and that any general contractor or other contractors shall be solely responsible for job site conditions, including compliance with all state, federal, and local laws and regulations relating to job safety and work conditions. Responsibility for construction means, methods, sequencing, techniques and procedures shall exclusively lie with the general contractor or any subcontractor.

11. As a material inducement to Consultant to enter into this Agreement, Client agrees to limit the liability of Consultant, its principals, employees and sub-consultants, for any claim or action arising in tort, contract, or strict liability to the sum of \$50,000 or Consultant's compensation, whichever is greater.

12. If any term, provision, covenant or condition of this Agreement shall be or become illegal, null, void or against public policy, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated thereby.

13. The waiver of any breach of any provision hereunder by any party to this Agreement shall not be deemed to be a waiver of any preceding or subsequent breach hereunder, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

14. The validity and interpretation of this Agreement shall be governed by the laws of the State of California, with venue for all purposes to be proper only in the County of Santa Barbara, State of California.

15. All notices, approvals, acceptances, demands and other communications required or permitted hereunder, to be effective, shall be in writing, and shall be delivered either in person or by mailing the same by United States mail (postage prepaid, registered or certified, return receipt requested), by Federal Express or other similar overnight delivery service, or by facsimile transmission to the party to whom the notice is directed at the address of such party beneath their signatures above. Any written communications given by mail shall be deemed delivered two business days after such mailing date and any written communications given by overnight delivery service shall be deemed delivered one business day after the dispatch date. Facsimile transmissions shall be deemed delivered upon receipt by the receiving number. A party may change their address by giving the other party written notice of their new address as herein provided.

16. If any action at law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover actual attorneys' fees, which may be determined by the court in the same action or in a separate action brought for that purpose. The attorneys' fees shall not be computed in accordance with any court schedule but shall be made as to fully reimburse for all attorneys' fees, paralegal fees, costs and expenses actually incurred in good faith.

17. This Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement, and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

\_\_\_\_\_  
Client initials

\_\_\_\_\_  
Consultant initials



# Agenda

## Item #6



## MONTECITO FIRE PROTECTION DISTRICT

### Minutes for the Regular Meeting of the Board of Directors

Held at Montecito Fire Protection District, 595 San Ysidro Road, Santa Barbara, CA 93108 on August 26, 2024 at 2:00 p.m.

Director van Duinwyk called the meeting to order at 2:00 p.m.

**Present:** Director van Duinwyk, Director Lee, Director Easton, Director Dougherty, Director Powell. Chief Neels and District Counsel Mark Manion were also present.

- 1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)**

Joseph Pannino and Cliff Ghersen introduced themselves as candidates in the upcoming election for the Montecito Fire Protection District Board of Directors.

- 2. Report from the Finance Committee. (Strategic Plan Goal 8)**

- a. Consider recommendation for approval of Financial Summary Report for Fiscal Year 2023-2024.**

Accountant Nahas provided a staff report regarding the Financial Summary Report for Fiscal Year 2023-2024. Directors Lee and van Duinwyk highlighted items within the Financial Summary Report. Motion to approve the Financial Summary Report for FY 2023-24 made by Director Lee, seconded by Director Easton, and unanimously passed.

- b. Review PARS Post-Employment Benefits Trust statements for April, May, June 2024.**

Accountant Nahas and Director Lee provided a report regarding the PARS Post-Employment Benefits Trust statement for April, May, and June 2024.

- 3. Approval of Minutes of the July 22, 2024 Regular Meeting.**

Director Dougherty noted that the motion for agenda item 3, regarding the Professional Service Agreement with Keith Turcot, 5 Bar Engineering, LLC, should include "amount not to exceed \$45,000.00". Motion to approve the minutes of the July 22, 2024 Regular meeting made by Director Powell, seconded by Director Easton, and unanimously passed.

**4. Fire Chief's report.**

Chief Neels provided an update regarding the ambulance permit process. Chief Neels stated the Fire Station Location Committee received word that the onsite geological review is complete. Chief Neels provided an update regarding the Regional Fire Communications Center. He also highlighted the Dispatcher Academy graduation. Chief Neels provided an update regarding various grant opportunities and funding. The Chief provided an update regarding redundant emergency communication. Chief Neels mentioned the upcoming 9/11 ceremony.

**5. Board of Director's report.**

There were no items to report at this meeting.

**6. Suggestions from Directors for items other than regular agenda items to be included for the September 23, 2024 Regular Board meeting.**

There were no additional suggestions from the Directors.

**7. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code section 54956.9 (d) (4): (One potential case)**

The Board reported out of closed session at 3:35 p.m. with no reportable action.

Meeting Adjourned at 3:36 p.m.

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President Peter van Duinwyk

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Secretary Sylvia Easton



# Agenda

## Item #7





# City of Santa Barbara

Fire Department

[SantaBarbaraCA.gov](http://SantaBarbaraCA.gov)

Chief Travis Ederer  
Division Chief of Operations  
Montecito Fire Protection District  
595 San Ysidro Road  
Montecito, CA 93108

#### Administration

Tel: (805) 965-5254

Fax: (805) 564-5730

#### Fire Prevention

Tel: (805) 564-5702

Fax: (805) 564-5715

#### Office of

#### Emergency Services/

#### Public Education

Tel: (805) 564-5711

Fax: (805) 564-5793

925 Chapala Street  
Santa Barbara, CA  
93101

September 3<sup>rd</sup>, 2024

Dear Chief Ederer,

During the 2024 response to the Park Fire in Butte County, California, I had the opportunity of working as Strike Team Leader with XSB ST 1501A. During my assignment, I was fortunate to work with the following crews from Montecito Fire Department:

**Captain Lucas Grant, Engineer Trever Oakley, Firefighter John Weber, Firefighter Dustin Barthel**

**Captain Evan Skei, Engineer Eric Klemowicz, Firefighter Steve Cochran, Firefighter-Paramedic Braden Macy**

Throughout the assignment the members of MTO Engine 92 displayed outstanding initiative, work ethic and professionalism, which proved to be an asset to the entire Strike Team. It was a pleasure working with all of them and wanted to share my appreciation. I look forward to the next assignment with Montecito Fire Department.

Sincerely,

Brandon Paige

Battalion Chief, STEN XSB ST 1501 A