

**BORREGO SPRINGS FIRE PROTECTION
Board of Directors
Agenda**

Call to order

**Regular Meeting
May 14, 2020
Thursday, 4:00 P.M.**

NOTICE

m/s indicates motion required

NOTICE IS HEREBY GIVEN, that the Borrego Springs Fire Protection District will conduct a Board Meeting on May 14, 2020 at 4:00 P.M. Pursuant to Governor Newsom's Executive Order N-29-20, the members of the Borrego Springs Fire Protection District Board and the public shall participate in this Zoom Webinar <https://zoom.us/j/97230804031>. Public comment may be submitted by email as described below.

CONSENT CALENDAR (m/s)

1. WAIVER OF TEXT. This item is to waive the reading of the text of all Ordinances and Resolutions introduced or adopted at this meeting. Ordinances and Resolutions shall be introduced or adopted by title.
2. APPROVE AGENDA FOR THE MAY 14, 2020 BOARD MEETING. (m/s)
3. PUBLIC COMMUNICATIONS – Public comment is permitted only on items on the posted agenda. Members of the public who wish to comment on matters before the Board are invited to submit comments via email to Boardmeeting@Borrego-fire.org on or before Thursday, May 14, 2020 at 11:00 A.M. Please limit comments to 300 words or less. All comments will be read aloud during the meeting. Please note, all email correspondence relating to this meeting will become part of the Board Minutes.
4. APPROVE MINUTES FROM THE MARCH 12, 2020 BOARD MEETING (m/s)
5. APPROVE DISTRICT FINANCIAL REPORTS FOR MARCH 2020 AND APRIL 2020 (m/s)
6. APPROVE EXPENSE VOUCHERS FROM MARCH 13, 2020 THROUGH MAY 14, 2020 (m/s)

NEW BUSINESS

1. TENTATIVE BUDGET
2. APPROVE RESOLUTION 2020-04 ANNUAL FIRE MITIGATION 5 YEAR PLAN (m/s)

OLD BUSINESS

1. CONTINUE DISCUSSION OF DISTRICTS CHALLENGES IN RECRUITMENT AND RETENTION OF EMPLOYEES. CONSIDER SERVICE REDUCTIONS AND / OR REVENUE INCREASE OPTIONS (m/s)

STAFF AND COMMITTEE REPORTS

1. STAFF MONTHLY REIMBURSEMENT REPORT FOR APRIL AND MAY 2020
2. INCIDENT REPORTS FOR THE MONTHS OF APRIL AND MAY 2020

MEETING ADJOURNED

CLOSED SESSION

CONFERENCE REGARDING LABOR NEGOTIATIONS PURSUANT TO GOVERNMENT CODE SECTION 54957.6

**MINUTES OF THE MARCH 12, 2020 REGULAR MEETING OF THE
BORREGO SPRINGS FIRE PROTECTION DISTRICT.**

1. Director Bradley Tidwell called the meeting to order at 4:00 p.m.
Directors present were: Bradley Tidwell, Paul Reisman, Fred Jee and Annemarie Tidwell, Director Linda Haddock was not present for the meeting.
2. (m: P. Reisman s; A. Tidwell) approve the Agenda for the March 12, 2020 board meeting. Motion carried unanimously.
3. (m: P. Reisman s; F. Jee) approve the February 13, 2020 board meeting minutes. Motion carried unanimously.
4. (m: F. Jee s; P. Reisman) approve the February 2020 district financial report. Motion carried unanimously.
5. (m: F. Jee s; B. Tidwell) approve the expense vouchers for the period of February 13, 2020 through March 12, 2020. Motion carried unanimously.
6. (m: F. Jee s; P. Reisman) approve Resolution 2020-01, a resolution of the Borrego Springs Fire Protection District repealing the salary schedule adopted by Resolution 2018-05 and adopting Resolution 2020-01 an updated salary schedule. Motion carried unanimously.
7. (m: F. Jee s; A. Tidwell) approve Resolution 2020-02, a resolution of the Borrego Springs Fire Protection District authorizing the Fire Chief to apply for Community Enhancement Program Funding for the year 2020. Motion carried unanimously.
8. (m: F. Jee s; P. Reisman) approve Resolution 2020-03, a resolution for the Borrego Springs Fire Protection District to continue to participate in the San Diego County Fire Mitigation Fee Program. Motion carried unanimously.
9. Study session regarding employee retention and recruitment. The Fire Chief reports that the district has a 50% employee turnover rate. Due to the Fire Districts' compensation package being 29% lower than other agencies it is difficult to attract applicants. If this trend continues the Fire District may not be able to retain enough employees to be fully staffed.

The Fire Chief states that there are 3 possible solutions to remedy the problem:

- Raise Revenue (Ask voters to approve a special tax)
- Lower Staffing Levels
- Reduce Services

**BORREGO SPRINGS FIRE PROTECTION DISTRICT
SELECTED FINANCIAL INFORMATION**

	04/30/2020	03/31/2020	02/29/2020	01/31/2020	12/31/2019	11/30/2019	10/31/2019	09/30/2019	08/31/2019	07/31/2019	06/30/2019
CASH IN BANKS	67,691	119,272	52,923	72,204	43,865	48,620	70,980	19,711	90,516	70,359	92,025
CASH IN SD COUNTY TREASURY											
GENERAL FUND	1,147,158	636,958	797,588	859,765	635,679	288,559	318,433	490,475	530,652	648,074	784,450
CAPITAL RESERVE FUND	406,761	406,202	404,940	404,940	404,070	402,447	402,447	401,813	399,957	399,957	397,044
FIRE MITIGATION FUND	118,535	118,371	118,004	118,004	117,750	117,277	117,277	117,092	116,592	116,592	115,832
TOTAL CASH	1,740,145	1,282,803	1,373,455	1,454,913	1,201,364	856,903	909,137	1,029,091	1,137,717	1,234,982	1,389,351
FIRE MITIGATION FUND RESTRICTED	118,535	118,371	118,004	118,004	117,750	117,277	117,277	117,092	116,592	116,592	115,832
CAPITAL RESERVE FUND	406,761	406,202	404,940	404,940	404,070	402,447	402,447	401,813	399,957	399,957	397,044
CASH AVAILABLE FOR OPERATIONS	1,214,849	758,230	850,511	931,969	679,544	337,179	389,413	510,186	621,168	718,433	876,475

Borrego Springs Fire Protection District Accounts Payable Report

Type	Date	Name	Amount
Accounts Payable			
Bill	04/14/20	Ameritas Life Ins. Co.	1,161.00
Bill	04/14/20	ALSCO / American Linen	66.00
Bill	04/14/20	AT&T	8.94
Bill	04/14/20	Diane P. Strong	1,500.00
Bill	04/14/20	Borrego Springs Firefighters Association	1,760.00
Bill	04/14/20	Brad Tidwell	50.00
Bill	04/14/20	Annmarie Tidwell	50.00
Bill	04/14/20	Fred Jee.	50.00
Bill	04/14/20	Best Best & Krieger LLP	140.90
Bill	04/14/20	Borrego Water District	85.41
Bill	04/14/20	Bank of America-4241	197.08
Bill	04/14/20	Blue Shield of California	174.61
Bill	04/14/20	Borrego Springs Bottled Water	500.14
Bill	04/14/20	Fire Agencies Self Insurance System	37,809.00
Bill	04/14/20	De Anza True Value	78.05
Bill	04/14/20	FP Mailing Solutions	142.23
Bill	04/14/20	Napa Auto Parts	15.83
Bill	04/14/20	Nationwide Medical/Surgical, Inc.	51.85
Bill	04/14/20	Failsafe Testing	709.10
Bill	04/14/20	Life Assist	1,304.86
Bill	04/14/20	Kaiser Foundation Health Plan	2,000.00
Bill	04/14/20	Image Source	43.51
Bill	04/16/20	ZITO	180.95
Bill	04/16/20	Xerox Financial Services	226.14
Bill	04/16/20	VSP	336.68
Bill	04/16/20	Verizon Wireless	232.47
Bill	04/16/20	Veritiv Operating Company	2,032.18
Bill	04/16/20	Spectrum Gas Products	168.00
Bill	04/16/20	Standard Insurance Company	336.40
Bill	04/16/20	Target Solutions Learning, LLC	1,120.00
Bill	04/16/20	SDG&E	1,653.01
Bill	04/16/20	Republic Services	121.31
Bill	04/16/20	Professional Medical Supplies	78.12
Bill	04/16/20	Paladin Background Screening	231.00
Bill	04/16/20	Office Depot	159.59
Bill	04/16/20	Occu-Med	135.25
Bill	04/16/20	CalNet 3	518.90
Bill	04/16/20	County of SD DGS - Fiscal -Fuel	2,194.87
Bill	04/16/20	Bank of America 6939	1,085.71
Bill	04/16/20	Paul Reisman	50.00
Bill	04/16/20	Derek Shubin.	250.00
Bill	04/20/20	Wittman Enterprises	5,214.48
Bill	04/20/20	Fred Wolf	2,600.00
Bill	04/20/20	Justin Blythe	75.00
Total Accounts Payable			66,898.57
TOTAL			66,898.57

Borrego Springs Fire Protection District Accounts Payable Report

Type	Date	Name	Amount
Accounts Payable			
Bill	05/08/20	SDG&E	2,199.55
Bill	05/08/20	Global Power Group, Inc	1,080.89
Bill	05/08/20	De Anza True Value	4.81
Bill	05/08/20	CAPF	708.00
Bill	05/08/20	Bank of America-4241	64.54
Bill	05/08/20	Borrego Water District	85.41
Bill	05/08/20	Borrego Pest Control	55.00
Bill	05/08/20	ALSCO / American Linen	99.00
Bill	05/08/20	Ameritas Life Ins. Co.	1,389.52
Bill	05/08/20	Shant Bartemian	200.00
Bill	05/08/20	Life Assist	4,734.26
Bill	05/08/20	James Higbee	163.13
Bill	05/08/20	Arthur Lim.	200.00
Bill	05/08/20	Noridian-Medicare	931.78
Bill	05/08/20	Noridian-Medicare	610.07
Bill	05/08/20	Trey Nelson	200.00
Bill	05/08/20	Office Depot	362.80
Bill	05/08/20	Borrego Springs Firefighters Association	1,760.00
Bill	05/08/20	Diane P. Strong	1,500.00
Bill	05/08/20	Stericycle, Inc.	69.00
Bill	05/08/20	Standard Insurance Company	241.20
Bill	05/08/20	Palm Springs Motors, Inc.	3,549.82
Bill	05/08/20	Paladin Background Screening	167.00
Bill	05/08/20	Curtis Milyard	50.00
Bill	05/08/20	VSP	355.78
Bill	05/08/20	Verizon Wireless	264.69
Bill	05/08/20	UPS	21.99
Bill	05/08/20	ZITO	180.95
Bill	05/11/20	Thomas Tomko	140.50
Bill	05/11/20	Bank of America 6939	1,765.41
Bill	05/11/20	Republic Services	121.31
Bill	05/11/20	County of SD DGS - Fiscal -Fuel	2,174.20
Bill	05/11/20	CalNet 3	520.55
Bill	05/11/20	Professional Medical Supplies	74.40
Total Accounts Payable			26,045.56
TOTAL			26,045.56

Borrego Springs Fire Protection District
Tentative Budget FY 20/21

	Change	Revenue Estimate
5010 Employee wages and salaries	\$ 1,022,032.00	\$ 1,375,638
5015 Vacation/CTO	\$ 20,000.00	\$ 248,500
5020 Retirement	\$ 239,378.99	\$ 250,000
5030 Group Health	\$ 169,680.00	\$ 56,973
5050 Clothing & Personal Supplies	\$ 16,100.00	\$ 7,000
5055 Employee Recognition Program	\$ 200.00	\$ 7,000
5060 Communications	\$ 31,632.00	\$ 7,000
5080 Food	\$ 3,200.00	\$ 7,000
5090 Household	\$ 4,500.00	
5100 Insurance Gen. Liability	\$ 12,500.00	
5110 District Payroll Tax	\$ 20,000.00	
5120 Maint Vehicle & Equipment	\$ 79,588.00	
5130 Maintenance Structure and Grnds	\$ 8,700.00	
5140 EMS Supplies	\$ 29,000.00	
5149 GEMT-QAF	\$ 18,000.00	
5150 Subscriptions	\$ 1,000.00	
5170 Office and Computers	\$ 15,000.00	
5180 Professional Services	\$ 88,900.00	
5200 Rents and Leases	\$ 4,700.00	
5225 Firefighting & Rescue Equip.	\$ 6,000.00	
5230 Fire Prevention & Education	\$ 1,000.00	
5240 FF Training Pool	\$ 3,000.00	
5236 Training & Recert	\$ 3,000.00	
5250 Transportation & Lodging	\$ 500.00	
5260 Utilities	\$ 31,100.00	
5395E FASIS W/C	\$ 114,000.00	
6560 Payroll Processing	\$ 2,400.00	
Expense Total	\$ 1,945,110.99	
		Revenue Total \$ 1,945,111



Borrego Springs Fire Protection District

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RESOLUTION 2020-04

BORREGO SPRINGS FIRE PROTECTION DISTRICT

FIRE MITIGATION FEE

MULTI-YEAR FACILITIES AND EQUIPMENT PLAN

FISCAL YEAR 2020/2021 (Year 1 of 5)

1. Saving for Fire Station Construction

FISCAL YEAR 2021/2022 (Year 2 of 5)

1. Saving for Fire Station Construction

FISCAL YEAR 2022/2023 (Year 3 of 5)

1. Saving for Fire Station Construction

FISCAL YEAR 2023/2024 (Year 4 of 5)

1. Saving for Fire Station Construction

FISCAL YEAR 2024/2025 (Year 5 of 5)

1. Saving for Fire Station Construction

Due to new growth in the Borrego Springs Fire Protection District, the department has experienced an increased volume in the total amount of responses, whereas, the District must meet facilities and equipment needs based on this new growth. The Borrego Springs Fire Protection District adopts the above multi-year facilities and equipment plan.

AYES: _____

NOES: _____

ABSENT: _____

Bradley Tidwell, Chairman
May 14, 2020

Paul Reisman, Secretary
May 14, 2020

March 12, 2020
Study Session

Employee Retention

Borrego Springs Fire Protection District has 14 employees, 13 of them are Safety employees. Since January 1, 2019 seven employees have left for other departments. At least three current employees are testing for other agencies. The main issue is that the Fire District's compensation package is drastically lower than other agencies.

Main Points:

Seven employees left for other agencies in the last 15 months Over 50% turnover.

More anticipate leaving in the next 60 days.

The Fire District's compensation package is approximately 29% lower than other agencies.

The Fire District needs to retain our seasoned paramedics as their honed skill set provides a better standard of care than a brand new paramedic. These employees mentor the new paramedics in order to sharpen the new paramedic's skills.

Employee Recruitment

The Fire District is currently recruiting Firefighter/Paramedics. While most agencies see their applicant pool being close to 100, so far the Fire District has only received seven applications.

Main Points:

The Fire District currently has two unfilled Firefighter/Paramedic positions and is actively recruiting to fill them.

1/3 of all applicants do not meet minimum qualifications of being a Paramedic and having a California Fire Academy. Thus, they are disqualified.

Most applicants have never worked as a paramedic before.

New paramedics do not have the sharpened skill set of a paramedic with a few years of experience. While they are qualified for the job they need to be teams up with a seasoned paramedic. This is not possible if all the paramedics employed are fresh out of school.

Approximately 30% of the candidates invited to take the written test do not show up.

The low compensation package is making it almost impossible to attract qualified talent to replace those leaving. The Fire District is unable to compete for the limited amount of highly qualified applicants.

On March 10, a potential new hire with the start date of March 16th called to withdraw his acceptance of our Firefighter/Paramedic position in favor of another agency.

Financial Issue

It would cost the Fire District approximately \$350,000 to increase the wages by 29%. The Fire District does not receive enough funding to afford this.

Possible Solutions

1. Raise Revenue:

The only option available to the Fire District is to ask the voters to approve a special tax to provide adequate funding.

This was attempted in 2018 and failed with a 56% yes vote. Special taxes require a 2/3 vote to be successful.

2. Lower Staffing Levels:

Lowering staffing levels back to three persons per shift. This places two staff on the ambulance and one on the fire engine. This option meets the minimum staffing levels as agreed to in the MOU. However, if the ambulance is doing a transport there is only one person on the fire engine. This is an ineffective and possibly unsafe staffing level.

3. Reduce Services:

A Fire Protection District is required to provide fire protection. All other services such as ambulance transportation are optional. The Fire District could end ambulance services and have the County of San Diego put the community of Borrego Springs out for contract to a private paramedic ambulance provider. The Fire District would still respond to medical calls with a Paramedic on the engine. The only difference is the Fire District would not be responsible for transporting the patient to the hospital.

This Option Requires Reduced Service Staffing Levels:

To make this option work, the Fire District would need to cut staffing levels. Current staffing is four persons per day. The Fire District would need to cut staffing to two per day. Ideally this would be one Captain/Paramedic and one Firefighter/Paramedic.

Government Code Section 53065.5 Disclosure Report

Payments or Reimbursements for individual charges of \$100 or more for Services or Product Received
For the Period of 03/13/2020 through 05/14/2020

<u>Name</u>	<u>Title</u>	<u>Pmt. Date</u>	<u>Event Dates</u>	<u>Amt.</u>	<u>Purpose</u>
S. Bartemian	FF/PM	12/09/2019	12/09/2019	\$200	PM Re-Cert
A. Lim	FAE/PM	04/08/2020	04/08/2020	\$200	PM Re-Cert
T. Nelson	FAE/PM	03/20/2020	03/20/2020	\$200	PM Re-Cert
T. Tomko	Capt.EMT	05/06/2020	05/06/2020	\$140.50	EMT-Re-Cert

Borrego Springs Fire Protection District

Incidents for the month of March, 2020

	This Month	Last Month	Previous 12 Months
Medical Aid	31	35	466
Fire Related	6	8	41
Vehicle Accidents	2	2	27
Mutual Aid	0	1	29
Public Service	7	3	77
Call Cancelled	1	0	47
Total	47	48	704
Medical Aid Disposition			
Transport	12	13	180
Flown Out	9	9	86
Walk-in(AMA)	2	2	24
Walk-in (Transport)	9	1	33
Against Medical Advice	9	9	170
Coroners Case	1	1	10
Ocotillo Wells Medical Aids	7	14	

Borrego Springs Fire Protection District

Incidents for the month of April, 2020

	This Month	Last Month	Previous 12 Months
Medical Aid	22	31	458
Fire Related	2	6	36
Vehicle Accidents	0	2	26
Mutual Aid	0	0	29
Public Service	4	7	77
Call Cancelled	2	1	48
Total	30	47	674

Medical Aid Disposition	This Month	Last Month	Previous 12 Months
Transport	6	12	169
Flown Out	5	9	87
Walk-in(AMA)	1	2	23
Walk-in (Transport)	0	9	31
Against Medical Advice	6	9	173
Coroners Case	0	1	8
Ocotillo Wells Medical Aids	0	7	