

Measure P Oversight Committee Meeting Minutes

March 14, 2018

The Measure P Oversight Committee Meeting was called to order by Fire Chief Mason Hurley at the hour of 5:45 p.m. at Los Banos Fire Station No. 1, 333 7th Street, Los Banos, CA.

Committee Members and staff present: DJ Barcellos; Mark Bodley; Gerry Giesel; Tim McNally; Richard Stewart; Mason Hurley, Fire Chief; Gary Brizzee, Police Chief; Robert Strauch, Assistant Fire Chief; Sonya Williams, Finance Director; Kim Tomas, Accounting & Budget Supervisor; and Mary Lou Gilardi, Administrative Coordinator.

Agenda Item I

Since we have new members on the Oversight Committee, Chief Hurley asked everyone to introduce themselves. New members introduced include DJ Barcellos and Tim McNally.

Agenda Item II

Chief Hurley updated the committee members of their role and responsibilities to this oversight committee. With the passing of Measure P, it was designed to have a committee that would oversee and make sure that monies are spent according to the guidelines that were approved by the voters.

Chief Brizzee spoke about the tough years that the City went through the recession in 2008, 2009 and 2010, and how the community supported us through those years with the passing of Measures K & A, which allowed us to divert funds from our facility funds in order to not have to lay off personnel. He explained that we have kept our word as to exactly what our intent was. We came before this committee and explained in detail how we wanted to use this money in order to avoid lay-offs. We've kept our word in pulling all the employees out of Measures K & A and getting back to the original intent of the facilities fund with Measure P and its 20-year expenditure plan, and we've done that. It's very important to have this committee, as you oversee the expenses and report to the Council and citizens on how the money is spent.

Agenda Item III

Chief Hurley introduced Kim Tomas, Accounting & Budget Supervisor for the City to review the Final 4th Quarter Report for FY 16-17 as well as the 1st and 2nd Quarter Reports for FY 17-18 with the Committee.

Kim Tomas advised that previously the committee had reviewed a Preliminary 4th Quarter Report before their audit was complete. The Final 4th Quarter Report does show additional revenues that had not been accrued at the time the Preliminary Report was completed for the FY 16-17.

If you look at revenues, this report indicates that revenues for Police were \$1.1 million with \$577,000 in expenditures, while Fire's revenues were at 1.1 million with a little over \$1 million in expenditures. Net Activities for Police was \$577,000 and Fire's was \$152,000. Revenue comes from Measure P sales tax, interest earnings and miscellaneous revenues. For Fire Department, miscellaneous revenues have to do with Strike Team assignments. Depending on whether the individuals we send out on Strike Team assignment are paid from the Measure P funds, then that revenue goes back to the Measure P funds when we get reimbursed from the State. So that is where the miscellaneous revenues come from for Fire. Kim reviewed the expenditures for police and fire and indicated that her report included a little summary of the ordinance and all the items that were identified in the ordinance and where we are at in fulfilling those items. Kim briefly touched on the cash and fund balances for both Police and Fire.

Kim reviewed the 1st Quarter Report for FY 17-18 which covers July – September of 2017. The biggest difference with this 1st Quarter Report is that the revenues are extremely low. The way that the state pays us our sales tax is by giving us estimated monthly payments and they are always a couple months behind. They true-up at the quarter end. These numbers that you are seeing are actually numbers from the previous fiscal year. With that being said, revenues for Police and Fire at the end of the 1st Quarter were at 11% and expenditures were at 28% which is on target.

Kim reviewed the 2nd Quarter Report for FY 17-18 which covers October – December of 2017. We should be at 50%, but you can see that we are not due to the lag in payment from the State. Expenditures are on target, slightly higher for Fire. For Fire revenues, we did receive reimbursement from the State for a Strike Team assignment. Kim reviewed the expenditures for Police. She indicated that the supplies & services is at 63%; part of that has to do with the IT costs associated. All of those costs are expensed out at the beginning of the fiscal year. In Fire, you will see that staffing is slightly higher at 58%; that has to do with Strike Team assignments because the overtime that was incurred. Capital Outlay is at 94% because they were pretty much completed with their MDC project.

Committee Member Barcellos inquired about how the strike team schedule is procured and who maintains that billing.

Kim Tomas explained that the Fire Department assigns the strike team personnel for assignments. Mary Lou, with the Fire Department, tracks the cost for the personnel out on strike team assignment. She is also the one that completes the reimbursement request to the State. Mary Lou then gives Finance a copy of all costs associated with strike team assignments as well as the reimbursement request so that numbers can be compared and make sure that we're all on the same page as far as expenditures.

Committee Member Barcellos asked if the State reimburses the City at 100%. Kim Tomas stated that they actually reimburse a little higher because they have established rates for each position plus a 10% administrative fee that they pay. Depending on whether or not the City sends one of our engines, we also get reimbursed for that. We do not get reimbursed for the engine when we use the OES Engine.

Chief Hurley mentioned that we are also hiring people to backfill the shifts of the individuals who are out on the strike teams.

Kim added that we don't get reimbursed for the backfill, but we do track it as far as total expenses for a strike team.

It was moved by Mark Bodley, seconded by Gerry Giesel to approve the 2016/17 Final 4th Quarter Report as well as the 2017/18 1st and 2nd Quarter Measure P Reports as submitted by staff. Motion carried unanimously.

Agenda Item IV

Chief Hurley stated that during the Oversight Committee's last meeting it was approved to purchase and install 6 new Mobile Data Computers, one (1) new Panasonic Training Computer and the implementation of four (4) MDC/video solutions with Measure P Funds.

At the time we were implementing these new MDCs, we were still using our 800 megahertz data radios for the two remaining fire apparatus. Originally, it was our intention to just activate 4 of the units with the new Gobi cards and continue to use our 800 megahertz data radios for the other fire apparatus. However, during the installation of the new MDCs along with the Gobi cards (cellular internet communication connectivity), there was a miscommunication with the contractor, and the other two units' data radios were removed. In order to have those put back in, it would cost an additional \$800. Because of new technology, internet based programs and the new dispatching system, our IT department has suggested moving forward to purchase the new cellular internet systems to be utilized in all units. The cost for the two additional Gobi cards would be approximately \$80/month or \$1,000 annually.

Committee Member Bodley asked if this included funding for future budget years.

Chief Hurley indicated that this would be on-going.

Committee Member Giesel said at the last meeting, it appeared we were being cautious with the new technology, but it appears that Fire is happy with the results. He also inquired whether we currently had enough funding budgeted.

Chief Hurley stated that we are happy with the technology. We've had them up and running at full speed for about 3-4 months. We are still working on a few things still, but

that's at an IT level. Due to the fact that we were under budget for the original MDC project, we do have more than enough in this year's budget to move forward.

It was moved by Committee Member Giesel, seconded by Committee Member Stewart to authorize and maintain cellular internet communication connectivity for 2 additional Fire Apparatus. Motion carried unanimously.

Agenda Item V

Chief Hurley gave an update on the Training Tower/Fueling Facility project. It had been planned for years to build a Training Facility behind Station 1, and that was a part of Measure P's expenditure plan. The Training Facility has been placed on hold due to the fact other locations were being considered to allow for growth in the future. We will still need to put in the concrete and lighting in the back of the station so it could still be used for training, overflow parking, etc. However, the concrete and lighting will not be out of Measure P now, it will be funded by Capital Improvement. We did an RFP this past year to do the concrete and lighting behind Station 1 as well as relocate the fueling facility and canopy over the fueling facility as well as some ADA work that needs to be done at Stations 1 and 2. RFP went out with a design & build concept. Bids were extremely high so all bids were rejected. Currently, we are working with Public Works & Engineering to design plans for these two projects so that we will have a better idea for budgeting in the next fiscal year. Just wanted to give you an update on this project for information only.

Committee Member Bodley inquired about the property located near Ward Road.

Chief Hurley explained that was one of the properties we have been working on. It's a great location and would meet ISO requirements. And that's one of the locations where we said the Training Tower would go because of the available room. There is another location that we are looking at, but that property would be the perfect location for Station 3.

Committee Member Stewart asked if we had a time set to have the tower constructed. He also asked about the time frame for the fueling facility improvements.

Chief Hurley indicated that until we secure property for it, we can't actually set a date. As for the fueling facility, that will happen as soon as we get the plans drawn for that and we have the budget to get that completed. We're going to move forward with that as soon as possible.

Committee Member Barcellos asked if any of this information regarding the training facility and the use of this facility was public knowledge. She inquired whether or not we have promoted the idea so that people could see the benefit of this facility.

Chief Hurley believes that it's somewhat public knowledge since it's always been a part of our Measure P Expenditure Plan. There has been talk about doing a joint training

facility or regional facility. In regard to going out and promoting the training facility, probably not.

Committee Member Stewart indicated that this committee actually represents the public.

Committee Member Bodley commented that these are public meetings.

Committee Member Barcellos was just stating the fact that sometimes when a blueprint or plans are produced and promoted to the public, showing the benefit to the public and why it's needed. . . . sometimes just having it and asking a question derives pressure in areas where you need it to get it done.

Chief Hurley stated that the biggest thing that's holding us up is getting the correct location. We're not just building this for today or tomorrow, we're building it to meet our needs 10 – 15 years down the road.

Committee Member Giesel commented that it doesn't hurt to broadcast the idea a little more so people in the community know what we're wanting to do and what the benefits will be.

Committee Member Barcellos stated that the public needs to see the pro-activity of our Departments. If the public has something that they can sink their teeth into, then they are working with you.

Agenda Item VI

Staff Member Reports:

Chief Hurley advised the committee that the last six months have been extremely active for the Fire Department. We were very busy nearly up until Christmas for fire season; we had crews out on strike team assignments for several months, on-going. Maintaining our staffing levels has been difficult.

Currently, there are three members of our staff who are finishing their Bachelor's Degree along with other fire training. Chief Hurley talked about the projects happening around the Department. Chief Hurley advised the Committee of the promotions since the retirement of Chief Marrison.

After the mid-year budget review, the City Manager and Finance Director have allowed money for a strategic plan for the Fire Department. Chief Hurley's priority is to get people ready for the future. He advised that as soon as we have more information on this, we will share that information with the Committee.

Chief Brizzee gave an update on his staffing; up until a few days ago, the Department has had 12 out of the 41 officers out on work-related injuries. Recruitment has been tough as well. It's not just something that we're dealing with locally; it's a change in

times, law enforcement is scrutinized a lot more than they ever have been. It's a competitive market. Chief Brizzee gave statistics about the last two recruitments, the process and getting qualified applicants. The Department is not willing to sacrifice quality for quantity. They will continue to uphold a high standard for their Department. The men and women of their department are out their everyday responding to calls. He also advised the Committee that the Police Department is big into social media, so if you're on Facebook, follow and like the Police Department's Facebook page. Brizzee stated that they are trying to be as active as they can on Facebook to try and get their message out. It also helps build their reputation in a very positive way. Occasionally, there are negative comments posted, but the Police Department will not respond. They do not want to get into a war of words. The Department has done a lot of outreach. He advised that at the next National Night Out event, they are thinking of bringing it back to the Police Department and hosting tours, etc. They did an open house last year, and it was a huge success. They are also going to try and include a taco truck throw down that night.

Chief Brizzee asked the Committee Members to turn back to the 2nd Quarter Measure P Report about half way – General Ledger Balance Sheet for Police Augmentation. The \$2.3 million dollars basically represents the fund balance for our new police facility. Within the last day or so, the City received a signed purchase agreement from the property owner who has a piece of property that the City wants to purchase next to the new Court House. Since the inception of Measure P, the Police Department has put a large amount of money aside for the new Police facility. We have been in negotiations well over a year trying to purchase this property. The City will work with the seller of the property to do some minor clean up (the cement foundation and dirt that needs to be cleaned out). Brizzee said that this is a significant step for the Police Department that has been needed for years. A Needs Assessment will have to be completed with an architect to try and figure out a blueprint of the space needed.

Committee Member Barcellos asked if Chief Brizzee had toured other stations.

Chief Brizzee explained that it has been many years, but he did attend an International Association of Police Chief's where they put on a training basically building a Police Department, but it's been many years. We will probably visit Police Stations up and down the state to see and probably take away some of the best practices and incorporate them into our plans.

Agenda Item VII

Round Table Discussion:

Committee Member Barcellos indicated that she joined this committee at the right time.

Finance Director Williams advised the Committee that they are invited to attend the Budget Workshop on May 24th at 5 p.m. in the City Hall Council Chambers. She also

stated that another Measure P Committee Meeting should be scheduled between June 1st and 20th before the FY 18-19 budget is approved.

There being no further business, it was moved by Committee Member Bodley, seconded by Committee Member Giesel to adjourn the meeting at 6:36 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'M Hurley', is written over a light blue horizontal line.

Mason Hurley
Fire Chief

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