

**CITY OF FONTANA
REGULAR FIRE PROTECTION DISTRICT MEETING
October 22, 2019
Grover W. Taylor Council Chambers
8353 Sierra Avenue
Fontana, CA 92335
7:00 PM**

Welcome to a meeting of the Fontana Fire Protection District. A complete agenda packet is located in the binder on the table in the lobby of the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335. To address the District, please fill out a card located at the entrance to the left indicating your desire to speak on either a specific agenda item or under Public Communications and give it to the District Secretary. Your name will be called when it is your turn to speak. In compliance with Americans with Disabilities Act, the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335 is wheel chair accessible and a portable microphone is available.

Traducción en Español disponible a petición. Favor de notificar al Departamento "City Clerk". Para mayor información, favor de marcar el número (909) 350-7602.

CALL TO ORDER/ROLL CALL:

- A.** 7:00 P.M. Call the Meeting to Order

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the District for up to 5 minutes on items **not** on the Agenda, but within the District's jurisdiction. The District is prohibited by law from discussing or taking immediate action on non-agendized items.

- A.** Public Communications

CONSENT CALENDAR:

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below - there will be no separate discussion on these items prior to the time the District votes on them, unless a member of the District requests a specific item be removed from the Consent Calendar for discussion. **Does any member of the public wish to address the District regarding any item on the Consent**

Calendar before the vote is taken?

A. Approval of Minutes

Approve the Minutes of the June 19, 2019, Adjourned Fire Protection District Meeting and the September 24, 2019, Regular Fire Protection District Meeting.

B. Fiscal Year 2019/20 First Quarter Budget Status Report

Approve the recommended Fiscal Year 2019/20 First Quarter Budget adjustments.

Approve Consent Calendar Item(s).

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Reports

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director Communications

ADJOURNMENT:

A. Adjournment

**MINUTES OF THE CITY OF FONTANA
ADJOURNED FIRE PROTECTION DISTRICT MEETING
June 19, 2019
Grover W. Taylor Council Chambers**

CALL TO ORDER/ROLL CALL:

A. 6:00 P.M. Call the Meeting to Order

The Regular Meeting of the Fontana Fire Protection District was held on Wednesday, June 19, 2019, in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, California. President Roberts called the meeting to order at 6:13 p.m.

ROLL CALL:

Present: President Roberts, Vice President Sandoval, Commissioners Warren, Sandoval and Cothran.

Absent: None

PUBLIC COMMUNICATIONS:

A. Public Communications

There were no public communications received.

NEW BUSINESS:

A. Proposed Operating Budget for Fiscal Year 2019/2020

ACTION: Motion was made by Commissioner Vice President Sandoval, seconded by Commissioner Armendarez and passed unanimously by a vote of 5-0 to approve New Business Item "A" (AYES: Warren, Armendarez, Roberts, Sandoval and Cothran; NOES: None) as follows:

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Reports

There were no Elected Official communications received.

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director Communications

There were no Executive Director communications received.

ADJOURNMENT:

The Fontana Fire Protection District Meeting adjourned, by consensus, at 6:56 p.m.

Tonia Lewis
District Clerk

John Roberts
President

MINUTES OF THE CITY OF FONTANA
REGULAR FIRE PROTECTION DISTRICT MEETING
September 24, 2019
Grover W. Taylor Council Chambers

CALL TO ORDER/ROLL CALL:

A. 7:00 P.M. Call the Meeting to Order

The Regular Meeting of the Fontana Fire Protection District was held on Tuesday, September 24, 2019, in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, California. President Roberts called the meeting to order at 8:51 p.m.

ROLL CALL:

Present: President Roberts, Vice President Sandoval, Commissioners Warren and Cothran.

Absent: Commissioner Armendarez.

PUBLIC COMMUNICATIONS:

A. Public Communications

There were no public communications received.

CONSENT CALENDAR:

ACTION: Motion was made by Vice President Sandoval, seconded by Commissioner Cothran, and passed unanimously by a vote of 4-0-1 to approve Consent Calendar Items "A-C" (AYES: Warren, Sandoval, Roberts, and Cothran; NOES: None; Absent: Armendarez) as follows:

A. Approval of Minutes

Approve the Minutes of the May 14, 2019, Regular Fire Protection District Meeting.

B. Accept the Assistance to Firefighters Grant (AFG) Program and Approve Funds for the Local Match Requirement for the Purchase of Mobile Radio Equipment

1. Accept the Assistance to Firefighters Grant (AFG) in the amount of \$301,363.63 for the purchase of mobile radio equipment.

2. Approve funds for the local match requirement in the amount of \$30,136.37 from the

Fire Capital Projects Fund.

3. Increase revenue and expenditure budgets in the Fire Grant Fund by \$301,363.63 and increase expenditure budget in the Fire Capital Projects Fund by \$30,136.37.

C. Final Acceptance of the Fire Station #72 Kitchen and Bath Remodel (SB-41-PW-18)

1. Final Acceptance of the construction contract for the Fire Station No.72 Kitchen and Bath Remodel (SB-41-PW-18).
2. Authorize the Public Works Director to File a Notice of Completion and release the 5% retention.

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Committee Reports

There were no Elected Official communications received.

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director's Communications

There were no Executive Director communications received.

ADJOURNMENT:

The Fontana Fire Protection District Meeting adjourned, by consensus, at 8:52 p.m.

Tonia Lewis
District Clerk

John Roberts
President

ACTION REPORT
October 22, 2019

FROM: Department of Management Services

SUBJECT: Fiscal Year 2019/20 First Quarter Budget Status Report

RECOMMENDATION:

Approve the recommended Fiscal Year 2019/20 First Quarter Budget adjustments.

COMMITTEE GOALS:

- * To operate in a businesslike manner by ensuring that the public debate is based on accurate information.
- * To practice sound fiscal management by producing timely and accurate financial information.
- * To practice sound fiscal management by living within our means while investing in the future.

DISCUSSION:

Each year, the Fire Protection District adopts a budget committing fiscal and staff resources to the accomplishment of its goals. During the year, actual revenues and expenditures are carefully monitored against the approved budget.

Key Points from the First Quarter Budget Status Report include:

New funding request as follows:

Fire District Grant Fund #310:

- \$301,364 Firefighters (AFG) Grant

Fire Capital Project Fund #610:

- \$ 36,801 HVAC system improvements to existing truck
- \$ 30,137 10% match required for new AFG Grant
- \$ 14,340 Replace (3) water heaters @ Fire Station #71

Carry-over purchase orders in the amount of \$173,586 from the prior fiscal year.

This report also recommends the reappropriation of \$43,919 of prior year project budgets that were not completed as of June 30.

FISCAL IMPACT:

The requested actions will impact Fire District funds as outlined in the attached schedules.

MOTION:

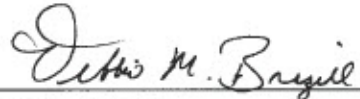
Approve staff recommendation.

SUBMITTED BY:

REVIEWED BY:


Lisa Strong
Management Services Director

APPROVED BY:


Debbie M. Brazill
Deputy City Manager, Acting City Manager

ATTACHMENTS:

Description:	Type:
FY19-20 FFD First Quarter Budget Status Report	Backup Material

ITEM: CC-B

Fontana Fire Protection District
Unreserved Fund Balance
FY 2019/2020

	Estimated Fund Balance July 1, 2019	Budget					Net Proposed Adjustments	Estimated Fund Balance June 30, 2020
		Revenues	Transfers In	Expenditures	Transfers Out	Available		
Special Revenue Funds:								
210 Fontana Fire District	13,912,282	35,925,530	0	(33,955,500)	(2,282,100)	13,600,212	(\$2,348)	13,597,864
211 FFD - CFD 2002-2	3,885,287	336,380	0	(225,000)	0	3,996,667	(17,714)	3,978,953
310 Fire District Funds	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0
Total Special Revenue Funds	\$17,797,569	\$36,261,910	\$0	(\$34,180,500)	(\$2,282,100)	\$17,596,879	(\$20,062)	\$17,576,817
Capital Project Funds:								
610 Fire Capital Project	\$5,096,681	\$67,510	\$2,282,100	(\$1,785,900)	\$0	\$5,660,391	(\$236,794)	\$5,423,597
TOTAL ALL FUNDS	\$22,894,250	\$36,329,420	\$2,282,100	(\$35,966,400)	(\$2,282,100)	\$23,257,270	(\$256,856)	\$23,000,414

Fontana Fire Protection District
Recommended Adjustments
FY 2019/2020

Budget Unit Project #	Dept	Description	Account	Description	Appropriations	Revenues	Transfers In	Transfers Out	FB Impact	Reason	
210	Fontana Fire District				2,348	0	0	0	(2,348)		
21050000	Fire	Fire District Admin	8018	Conference & meetings	2,348				(2,348)	Bluebeam training as approved p/item CC-F 07/09/19	
211	FFD - CFD 2002-2				17,714	0	0	0	(17,714)		
21150000	Fire	CFD 2002-2	8010	Departmental expense	17,714				(17,714)	Carryover PO #21900316 San Bernardino Cty Fire	
310	Fire District Funds				301,212	301,212	0	0	0		
31050000	Fire	Fire District Grant	5311	Federal grant funds		301,364			301,364	} Increase revenues & expenditures for new Firefighters (AFG) Grant approved per council on 9/24/19 CC-A	
31050000	Fire	Fire District Grant	8317	Maintenance equipment	301,364				(301,364)		
50007005-310-C	Fire	Fire Homeland Security Grant	5349	Homeland security grant		(152)			(152)	} Project complete, zero out remaining balance in project	
50007005-310-C	Fire	Fire Homeland Security Grant	8013	Equip (non-comp) <\$5000	(152)				152		
610	Fire Capital Project				236,794	0	0	0	(236,794)		
61050000	Fire	Capital Project	8317	Maintenance equipment	30,137				(30,137)	Appropriate 10% match required for new AFG grant	
61050000	Fire	Capital Project	8317	Maintenance equipment	14,340				(14,340)	Addtl funding to replace (3) water heaters @ FS#71	
61050000	Fire	Capital Project	8314	Land & building improvement	30,782				(30,782)	Carryover PO #21900071 McGinnis's Remodeling Inc	
61050000	Fire	Capital Project	8319	Land	125,090				(125,090)	Carryover PO #21900213 Trans-West Truck Center	
61050000	Fire	Capital Project	8319	Land	36,801				(36,801)	Improvement to existings tiller trucks - HVAC system	
50007005-610-A	Fire	Fire Homeland Security Grant	8317	Maintenance equipment	(178)				178	} Project complete, send remaining balance back to fund balance	
50007005-610-B	Fire	Fire Homeland Security Grant	8317	Maintenance equipment	(178)				178		
<i>Total operating transfers</i>							<u>0</u>	<u>0</u>			

Fontana Fire Protection District
Carryover Projects
FY 2019/2020

Fund	Project #	Description	Amount
310	Fire District Grants		152
	50007005	Fire Homeland Security Grant	152
610	Fire Capital Projects		43,767
	38104330	Fire Station 72 Remodel	18,005
	50007006	FS74 Flashing Beacon	10,953
	50007005	Fire Homeland Security Grant	356
	40104328	EOC Police Lobby Remodel	14,453