



**To:** Board of Directors  
**From:** Steve Leighton, Fire Chief  
**Date:** September 23, 2021  
**Subject:** Adoption of Final Budget

Background

The Fire District is required to adopt a final budget prior to October 1<sup>st</sup> of each year. The District has been operating under the spending authority of a preliminary budget since July 1<sup>st</sup>.

To create this budget the District used priority based budgeting. As part of this process, employees from all levels of the District have participated. Changes from the preliminary budget to the final budget are indicated with a [blue font](#).

Revenues

The District's largest revenue source is Property Taxes which includes voter-approved Special Taxes and Benefit Assessment. As of the date of this item, El Dorado County does not have a tax estimate. Staff conservatively estimates the property tax distribution figure to be \$985,039 (excluding the special taxes and benefit assessment).

Expenditures

The District's biggest expense is professional services, which covers; 1 Division Chief, 3 Captains and 3 Firefighters and is projected to be \$1,359,729.

Per agreement all fair-share expenses are budgeted at 17% (1/6) which allow economy of scale savings with North Tahoe Fire, are indicated by [green text](#).

Conclusion

This document includes contributions from many personnel; from firefighters and admin staff to chief officers. This cooperative process across both districts has helped to create a budget document with ownership and acceptance throughout the organizations. District staff believes, given the information available, the document will ensure the District's ability to remain financially solvent.

Should any unforeseen circumstances occur from the state or local government, spending will be adjusted accordingly. In a worst case scenario, the MOUs/Agreements can be re-opened with the employee groups. District staff will be present to answer any questions you may have.

Recommendation

1. Open the Public Hearing and discuss the budget; receive any public testimony;
2. Waive the reading and adopt Resolution 2021-06, authorizing the final budget for fiscal year 2021/22, in the amount of \$2,186,891.

Meeks Bay Fire Protection District



# RESOLUTION

of the Board of Directors

No: 2021-06

**WHEREAS**, Meeks Bay Fire Protection District staff has reviewed the operating cash requirements of the District for fiscal year 2021/22; and

**WHEREAS**, the Board of Directors of Meeks Bay Fire Protection District has reviewed and considered the costs and expenses incurred, and anticipated to be incurred, in the operation of Meeks Bay Fire Protection District; and

**WHEREAS**, the Board of Directors has considered the estimated tax revenue to be received from El Dorado County for the operation of Meeks Bay Fire Protection District.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Directors of the district approves the Final Budget for the period of July 1, 2021 through June 30, 2022, which is attached hereto and incorporated herein.
2. The Board of Directors authorizes district staff to expend such sums as are required to operate Meeks Bay Fire Protection District, as long as such expenditures are included on the monthly Operating Account Check Register presented to the Board of Directors.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MEEKS BAY FIRE PROTECTION DISTRICT OF THE COUNTY OF EL DORADO AT A REGULAR MEETING OF THE BOARD, HELD ON THE 29<sup>th</sup> DAY OF September, 2021 BY THE FOLLOWING VOTE OF SAID BOARD:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

BY: Edward I Miller

I CERTIFY THAT THE FOREGOING IS A CORRECT COPY OF A RESOLUTION DULY ADOPTED BY SAID BOARD OF DIRECTORS ON THE DATE THEREIN SET FORTH.

\_\_\_\_\_  
CLERK OF THE BOARD OF DIRECTORS

BY: Shawn R. Crawford

**FINAL BUDGET FISCAL YEAR 2021-2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>REVENUES</b>	<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
<b><u>EL DORADO COUNTY TAX REVENUE</u></b>		
<i>Property Taxes (based on estimate received from county)</i>	\$985,039	\$935,269
<i>Special Tax (based on 2180 billable parcels)</i>	\$283,400	\$283,400
<i>Special Assessment (based on \$219.24 SFE)</i>	\$430,350	\$430,348
<b>Subtotal</b>	<b>\$1,698,789</b>	<b>\$1,649,017</b>
<b><u>INTERNAL REVENUE</u></b>		
<i>Interest</i>	\$4,400	\$4,400
Interest earned on cash funds held by El Dorado County in pooled investment		
<i>Reimbursements</i>	\$0	\$0
State mandated cost reimbursements, refunds from workers comp, etc.		
<i>OES &amp; USFS (strike team)</i>	\$0	\$0
<i>Cost Recovery Revenue</i>	\$7,000	\$7,000
Building developer fees.		
<i>CERBT Reimbursement</i>	\$55,963	\$36,744
This will be funded from the California Employers' Retiree Benefit Trust account. The increase includes the cost of two former employees who retired from North Tahoe Fire		
<i>VHR Inspections</i>	\$70,000	\$70,000
These revenues are received, then paid to North Tahoe Fire each month.		
<i>Miscellaneous Revenue</i>	\$0	\$0
Business licenses, charges for services and other miscellaneous sales		
<i>Grants/Donations</i>	\$1,000	\$2,000
Includes all grant revenues and donations.		
<i>Transfer from Reserves</i>	\$349,739	\$331,752
This amount will be funded from the District reserve funds		
<b>Subtotal</b>	<b>\$488,102</b>	<b>\$451,896</b>
<b><u>REVENUES ACCOUNT TOTAL</u></b>	<b><u>\$2,186,891</u></b>	<b><u>\$2,100,913</u></b>

**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

PERSONNEL EXPENSES	Final Budget 2021-2022	Preliminary Budget 2021-2022
<b>PERSONNEL COSTS</b>		
<b>3000 SALARIES FULL TIME &amp; ELECTED OFFICIALS</b>		
<u>40-HOUR EMPLOYEE</u>		
1 Administrative personnel Safety staff is paid through North Tahoe Fire (Professional Services)	\$ 95,872	\$ 95,872
<u>BOARD OF DIRECTORS</u>		
5 Board members \$120 per board member, per meeting	\$ 6,840	\$ 7,200
<b>3002 OVERTIME</b>	\$ 2,400	\$ 2,400
<b>3004 OTHER COMPENSATION</b>	\$ 8,280	\$ 16,560
<b>Subtotal</b>	<b>\$ 113,392</b>	<b>\$ 122,032</b>
<b>3020 RETIREMENT - Employer's Share</b>	\$ 210,281	\$ 210,281
Although Safety Staff is paid through NTF, Meeks Bay Fire is still responsible for the unfunded liability, which increased by approximately 25%. This is due in part because there is no funding mechanism through the payroll process.		
<b>3021 O.A.S.D.I. (0.4% of wages)</b>	\$ 300	\$ 300
<b>3022 MEDICARE (1.45% of wages)</b>	\$ 1,600	\$ 1,600
<b>Subtotal</b>	<b>\$ 212,181</b>	<b>\$ 212,181</b>
<b>3040 HEALTH INSURANCE</b>	\$ 65,399	\$ 35,254
Includes cost for retired employee(s). The increase includes the cost of two former employees who retired from North Tahoe Fire		
<b>3041 UNEMPLOYMENT INSURANCE</b>	\$ 1,000	\$ 1,000
<b>Subtotal</b>	<b>\$ 66,399</b>	<b>\$ 36,254</b>
<b>3060 WORKERS' COMPENSATION</b>	\$ 7,704	\$ 6,500
<b>TOTAL SALARY AND BENEFITS</b>	<b>\$ 399,676</b>	<b>\$ 376,967</b>

**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>OPERATING EXPENSES</b>		<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
<b>SERVICES &amp; SUPPLIES</b>			
<b>CLOTHING</b>			
4022	Uniform Allowance	6,800	6,800
4022	Badges, Patches, Car Plates	714	714
4022	PTP Uniforms	119	119
4022	Class A Uniforms	1,105	1,105
4022	Safety Boots	761	761
4022	Outerwear	1,020	1,020
	This account covers \$750 per employee uniform allowance for full-time employees and other uniform requirements not a part of another program.	<b>10,519</b>	<b>10,519</b>
<b>SAFETY CLOTHING - STRUCTURE</b>			
4021	Structure Helmets	612	612
4021	Structure Turnouts	5,100	5,100
4021	Structure Turnout Boots	85	85
4021	Structure Gloves	170	170
4021	Structure Hoods, Suspenders, Shields	340	340
4021	Structure Flashlights	170	170
4021	Structure PPE Repairs	680	680
4021	Ballistic Protection	340	340
	This account covers expenses related to personal protective equipment (PPE) for all emergencies except vegetation fires.	<b>7,497</b>	<b>7,497</b>
<b>SAFETY CLOTHING - WILDLAND</b>			
4021	Wildland Shirts & Pants	255	255
4021	Wildland Shelters	340	340
4021	Wildland Gloves, Hose Packs, Chaps	170	170
4021	Wildland Web Gear	425	85
4021	Wildland Helmets	850	850
4021	Wildland Water & Meals	425	425
4021	Wildland Pack Test	85	85
	This account funds PPE for wildland fires and ensures adequate inventories are available to replace damaged or worn out items.	<b>2,550</b>	<b>2,210</b>
<b>COMMUNICATIONS</b>			
4142	Radio Repair	1,530	1,530
4463	New/Replacement Radio/Pager Equip	1,530	1,530
4145	Radio /Pager Batteries	680	680
4142	Radio Software Updates	43	43
4040	Satellite Phone Service	81	81
4040	Cell Phone Service	5,950	5,950
4145	Cell Phone Equipment & Supplies	383	383
	This account funds a contract for radio repair and the cost of cell phones (service, equipment, supplies) and radio pagers. Hands free equipment is included for cell phone usage in vehicles.	<b>10,196</b>	<b>10,196</b>
<b>COMPUTER SYSTEMS</b>			
<b>Hardware</b>			
4462	Computers	2,125	2,125
4462	Mobile Equipment	8,806	680
4462	Printers	136	136
4300	Web-site Hosting	3,600	3,600
4044	Internet Service	6,900	6,900
4462	Cables, Keyboards, Mice, Hardware	204	204
4462	Routers & Switches	2,550	128
4462	Monitors	128	128
		<b>24,449</b>	<b>13,901</b>

**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>OPERATING EXPENSES</b>		<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
<b>Software</b>			
4300	Domain License	60	60
4538	Office 365	1,063	1,063
4538	Code 42	61	61
4538	Apparatus Maintenance	680	680
4538	Records Management System (emergency reporting) NFIRS	754	732
4538	Incident View	2,009	2,009
4538	CAD Interface	850	850
4538	Anti-Virus (AVG)	2,040	2,040
4538	Infinately Virtual	2,720	2,720
4538	Staffing Program	765	765
4267	Lexipol Annual Subscription	1,198	1,163
4538	Training	1,148	1,148
4538	Recruitment Software	727	-
		<b>14,075</b>	<b>13,291</b>
4538	Computer System Maintenance	8,500	8,500
	These accounts are broken down into hardware, software and contractual maintenance. Computer system maintenance contains the contract with an outside vendor.	<b>47,024</b>	<b>35,692</b>
<b>HOUSEHOLD EXPENSES</b>			
4080	Station Supplies	1,870	1,870
4080	Janitorial Supplies	850	850
	This account pays for station supplies at both locations.	<b>2,720</b>	<b>2,720</b>
<b>FIRE EXTINGUISHERS</b>			
4140	Fire Extinguisher Service	510	510
4507	Fire Extinguisher Replacement	204	204
		<b>714</b>	<b>714</b>
4100	<b>GENERAL LIABILITY INSURANCE</b>	<b>12,569</b>	<b>12,569</b>
	This is an estimate of the cost of the general liability insurance policy for the District.		
<b>APPARATUS MAINTENANCE</b>			
4160	Chevy Tahoe (M-215)	2,000	2,000
4160	HME (M-1501)	7,500	7,500
4160	IH Water Tender (M-1503)	7,500	7,500
4160	Ford Expedition (M-1504)	250	250
4160	Dodge Pickup (M-1505)	2,000	2,000
4160	KME (M-1512)	7,500	7,500
4160	Ford F-350 Utility (M-1510)	2,000	2,000
4160	255XP Bandit Track Chipper (M-1509)	250	250
4160	Track Chipper Trailer	250	250
4160	Dump Trailer	500	500
4160	Sign Trailer (replace modem)	1,700	-
4160	Technical Rescue Trailer (formerly air trailer)	250	250
		<b>31,700</b>	<b>30,000</b>
<b>OTHER FLEET EXPENSES</b>			
4022	Coveralls & Shop Towels	374	374
4083	Laundry Service	748	748
4165	Oil, Fluids, Filters	1,190	1,190
4606	Diesel	4,000	4,000
4606	Gas	750	750
4165	Waste Oil Management	425	425
4162	Shop Tools (new & replacement)	510	680
4162	Service Unit Toos (new & replacement)	170	170

**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>OPERATING EXPENSES</b>		<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
4143	Station Generator Maintenance	85	85
4163	Parts Inventory	340	340
		<b>8,592</b>	<b>8,762</b>
<b>EQUIPMENT MAINTENANCE PARTS</b>			
4143	Outside Repair	340	340
4460	Small Tools (including tools and consumable supplies for facility repairs)	170	170
4140	Ladders (repair, replacement & testing)	187	187
4140	Hurst/Holmatro Tool Testing	510	510
4140	Pump Testing	544	544
4140	Hose Testing	1,360	1,360
This account covers parts and testing of the District's small tools and equipment. This also covers the costs of outsourcing to third party testing of ladders, rescue tools, engine pumps and hose.		<b>3,111</b>	<b>3,111</b>
<b>SCBA MAINTENANCE</b>			
4140	SCBA Equipment Replacement	391	391
4140	SCBA Testing	187	187
4140	SCBA Parts & Maintenance	689	689
4300	SCBA Fit Testing	234	234
4143	Compressor Maintenance	935	935
4140	Personal Alert Devices & Batteries	43	43
		<b>2,479</b>	<b>2,479</b>
<b>TECHNICAL RESCUE EQUIPMENT</b>			
4507	Confined Space	255	255
4507	Swiftwater Rescue	340	340
4507	Rope Rescue	850	850
4507	Shorezone Rescue	510	510
4507	UTV/Back Country	510	510
4507	Winter Rescue	340	340
		<b>2,805</b>	<b>2,805</b>
<b>BUILDINGS &amp; GROUNDS MAINTENANCE</b>			
4143	Snow Removal Equipment	500	500
4508	Snow Removal Contract(s)	2,800	2,800
		<b>3,300</b>	<b>3,300</b>
<b>Station 67 - repairs &amp; maintenance</b>			
4180	Station Maintenance - 67	3,500	3,500
4087	Exterminator - 67	500	500
4300	EDCo ARB Generator Permit - 67	550	550
4300	Alarm Monitoring - 67	600	600
4189	Water Filtration System - 67	1,300	1,300
		<b>6,450</b>	<b>6,450</b>
<b>Station 62 - repairs &amp; maintenance</b>			
4180	Station Maintenance - 68	2,000	2,000
4087	Exterminator - 68	500	500
4180	Interior Paint - 68	500	500
4300	Alarm Monitoring - 68	600	600
		<b>3,600</b>	<b>3,600</b>
		<b>10,050</b>	<b>10,050</b>
<b>EMS PROGRAM</b>			
4201	Disposable EMS Supplies	10,200	10,200
4201	Medications	2,550	2,550
4201	Equipment Replacement	2,507	2,507
4201	AED	1,360	-
4201	Narcotics Vault	-	-
4201	Gurney PM	1,137	1,137

**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>OPERATING EXPENSES</b>		<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
4201	Zoll Monitor PMs	765	765
4201	Medical Oxygen	425	425
4201	EPCR Service Fees/RMS	754	732
4201	IFT Expenses	850	850
4201	SSV Contract	340	340
		<b>20,888</b>	<b>19,506</b>
<b>SUBSCRIPTIONS &amp; MEMBERSHIPS</b>			
4220	Memberships	300	300
4220	FDAC	200	200
4220	EDCo Associations	100	100
4220	Fire Prevention Assns	85	85
4220	Parcel Quest annual subscription	300	300
		<b>985</b>	<b>985</b>
<b>OFFICE SUPPLIES</b>			
4143	Copier Lease	1,531	1,537
4260	Office Supplies	2,210	2,210
4261	Postage	425	2,000
		<b>4,166</b>	<b>5,747</b>
<b>BOARD EXPENSES</b>			
4103	Director Health Insurance	3,200	3,200
4300	Board Member Expenses	1,000	1,000
4300	Election Services (even years only)	1,000	1,000
These accounts contain all costs associated with the District Board of Directors, including the cost of Board member health insurance.		<b>5,200</b>	<b>5,200</b>
<b>PROFESSIONAL EXPENSES</b>			
4305	Annual Audit	5,500	9,000
4300	OPEB Valuation	3,000	3,000
4300	Fiscal Impact Study	53,765	-
4300	Professional Services (NTF Staffing)	1,359,729	1,358,328
4313	Legal Services	5,000	5,000
These accounts include the cost of the annual audit and the bi-annual valuation of the District's Other Post Employment Benefits (OPEB) liability. Legal fees include the contract with Porter/Simon and the hourly contract for labor issues with Dan Coyle.		<b>1,426,994</b>	<b>1,375,328</b>
<b>OTHER SERVICES</b>			
4304	Agency Admin Fee (LAFCO)	1,158	1,158
4221	Legislative Advocacy (SCA)	1,800	1,800
4043	Dispatch Service	19,781	19,781
4300	Contractual Services	6,000	6,000
4300	Outside Services	1,500	1,500
LAFCO charges are computed based on budget size and are non-negotiable. The contract for legislative advocacy and grant procurement is with Sustainable Community Advocates. The El Dorado County fee to collect property taxes, special tax and benefit assessment is non-negotiable. The District has contracted with Grass Valley Dispatch to perform dispatch services.		<b>30,239</b>	<b>30,239</b>
<b>PUBLICATIONS &amp; NOTICES</b>			
4400	Publications & Legal Notices	500	1,500
		<b>500</b>	<b>1,500</b>
<b>TRAVEL &amp; MEETINGS</b>			
4600	Travel & Meetings	1,700	1,700
4500	District Hosted Meetings	1,700	1,700
		<b>3,400</b>	<b>3,400</b>



**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>OPERATING EXPENSES</b>		<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
<b>HAZ-MAT</b>			
4507	HazMat Disposable Supplies	255	255
4143	HazMat Equipment Repair & Replacement	595	595
	This budget includes the cost of the annual calibration of sensors in the gas detectors and the replacement of disposable supplies if used at an incident.	<b>850</b>	<b>850</b>
<b>SPECIAL DISTRICT EXPENSES</b>			
4500	Goodwill	-	200
4506	Photos, Inventory Tags & ID Cards	170	170
4506	Pictures	170	170
		<b>340</b>	<b>540</b>
<b>HYDRANTS</b>			
4140	Hydrants (supplies & maintenance)	170	170
	This account is for the cost of hydrant stakes and supplies for annual maintenance.	<b>170</b>	<b>170</b>
<b>SUPPRESSION</b>			
4507	Wildland Equipment/Foam/Tools	1,862	1,862
4507	Structure Equipment/Hose/Tools	3,400	2,550
4507	Hose and Supplies	425	425
4507	Ladder Replacement	-	-
4507	Incident Rehab	255	255
4507	Air Operations (drone)	680	680
		<b>6,622</b>	<b>5,772</b>
<b>UTILITIES</b>			
4700	Natural Gas	6,500	7,550
4700	Electricity	6,500	6,500
4700	Sewer & Water	3,100	3,100
4085	Refuse Disposal	740	740
4040	Telephone	1,370	1,370
		<b>18,210</b>	<b>19,260</b>
<b>FIRE PREVENTION</b>			
4541	Public Education - Prevention	170	170
4541	Public Education Supplies & Advertising	819	819
4541	PIO Supplies	915	915
4541	Forms & Supplies	136	136
4541	Investigation Supplies	170	170
4334	VHR Inspections	70,000	70,000
		<b>72,210</b>	<b>72,210</b>
<b>TRAINING AND SAFETY</b>			
4609	Line Safety Staff Development	6,460	6,460
4609	Chief Officer Developer Development (8301.040)	1,700	1,700
4609	Administrative Development	1,020	1,020
4609	Prevention Development	2,550	2,550
4609	Training Officer Development (8302.080)	170	170
4609	Mechanic Development (8303.020)	340	340
4609	Specialty Staff (SCBA, HazMat)	4,250	4,250
4504	Board Member Development	5,000	5,000
4502	Training Subscriptions	340	340
4502	Training Materials	1,700	1,700
4500	Training Facility (burn bldg, confined space)	1,700	1,700
4609	Recruitment Exp (FF/Captain/BC)	1,870	1,870
4609	Full Time Medical CE's	4,692	4,692
		<b>31,792</b>	<b>31,792</b>

**FINAL BUDGET FISCAL YEAR 2021/2022  
MEEKS BAY FIRE PROTECTION DISTRICT**

<b>OPERATING EXPENSES</b>		<b>Final Budget 2021-2022</b>	<b>Preliminary Budget 2021-2022</b>
<b>OTHER SPECIAL TRAINING</b>			
4300	EMS License & Certification Fees	680	680
4609	EMS Education	1,615	1,615
4300	DMV License & Certification Fees	170	170
4324	Physicals (DMV, RTW, Pre-Emp)	1,105	1,105
4140	Fitness Equipment Maint. & Repair	238	238
4460	Fitness Equipment Replacement	680	680
4300	Wellness Program	4,080	4,080
4145	Safety Equipment & Supplies	255	255
	The District training program is multi-faceted and has numerous objectives for the coming year. This includes hosting or sending employees to classes necessary to meet career development objectives, continued staff training for safety and injury prevention and hosting the requisite mandated training for CPR, EMT-1, Haz Mat, Blood borne Pathogens, TB, PFT, fit testing, HIPAA and other Cal-OSHA mandates.	<u>8,823</u>	<u>8,823</u>
		<b>40,615</b>	<b>40,615</b>
<b>TOTAL PROGRAMS AND SERVICES</b>		<b>1,787,216</b>	<b>1,723,947</b>
<b>TOTAL AMOUNT TO RESERVES</b>		-	-
<b>TOTAL OPERATING EXPENSES</b>		<b>2,186,891</b>	<b>2,100,913</b>
<b>CAPITAL EXPENDITURES</b>			
6040	Fixed Assets	-	-
		<b>2,186,891</b>	<b>2,100,913</b>