

**CENTRAL FIRE DISTRICT  
COMMITTEE OF DIRECTORS  
AGENDA  
FINANCE COMMITTEE MEETING**  
(Directors Ronco, Darbro)  
**Tuesday, April 6<sup>th</sup>, 2021 at 2:00 P.M.**  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz

**Notice of Teleconferenced Meeting**

Pursuant to Governor Newsom’s Executive Order N-25-20 regarding COVID-19, members of the Central FPD District Board of Directors and staff are strongly encouraged to participate in this meeting by teleconference. **To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling 1 (571) 317-3112 and entering Access Code 803-924-053, or connecting to the meeting online via their computer, smart phone or tablet at the following link:**  
<https://global.gotomeeting.com/join/803924053>

Any Directors, staff or public not able to attend by teleconference and choosing to attend the meeting in person will be required to maintain appropriate social distancing, wear masks, use provided hand sanitizer and remain a minimum of 6’ apart. Those experiencing any flu-like symptoms, fever, or recent positive COVID-19 test results may not attend the meeting in person.

To submit public comments during the meeting, please email [04062021@centralfiresc.org](mailto:04062021@centralfiresc.org) and write “Public Comment” in the subject line. Include the item number and/or title of the item in the body of the email and your comments. Submitted comments will be read out loud at the meeting (not to exceed three minutes or 4,000 characters).

**1.0 CALL TO ORDER; ROLL CALL**

**2.0 ORAL COMMUNICATIONS** This is the time for the public to speak on items within the Committee’s responsibility, but which are not on this agenda. There can be no substantive discussion by the Committee of items not publicly noticed on the agenda. The Committee may refer such non-agendized matters to staff or may consider deferring such items to future meetings after public notice is provided.

The public should speak to the Committee on items appearing on the agenda when the Chair calls for public discussion of the item.

**3.0 CONSENT AGENDA**

Matters listed under the Consent Agenda will be acted upon by one motion affirming the action recommended. There will be no separate discussion on

items unless members of the Committee or staff request removal of item for separate action.

Public Comment on Consent Agenda: This is the time for members of the public to address the Committee on items that are on the Consent Agenda. Oral presentations should ordinarily not exceed 3 minutes per person.

3.1 Approve Minutes of Central FPD Finance Committee Meeting on March 1, 2021

#### **4.0 NEW BUSINESS**

4.1 Approve Increase in Authorized Hours for the Position of Administrative Assistant - Fire Chief John Walbridge  
Discussion/Action

#### **5.0 ADJOURNMENT**

Note: The Committee Chair requests that if you have any questions or wish clarification or additional information about any item on the agenda or contained in the attached materials, to please call the Fire Chief at (831) 479-6842 before the meeting. Information regarding items on the agenda may be reviewed at our business office located at 930 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centralfpd.com](http://www.centralfpd.com)

**CENTRAL FIRE DISTRICT  
COMMITTEE OF DIRECTORS  
MINUTES  
FINANCE COMMITTEE MEETING**  
(Directors Ronco, Darbro)  
**Monday, March 1<sup>st</sup>, 2021 at 2:00 P.M.**  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz

**Notice of Teleconferenced Meeting**

Pursuant to Governor Newsom’s Executive Order N-25-20 regarding COVID-19, members of the Central FPD District Board of Directors and staff are strongly encouraged to participate in this meeting by teleconference. **To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling 1 (872) 240-3412 and entering Access Code 717-114-093, or connecting to the meeting online via their computer, smart phone or tablet at the following link:**  
<https://global.gotomeeting.com/join/717114093>.

Any Directors, staff or public not able to attend by teleconference and choosing to attend the meeting in person will be required to maintain appropriate social distancing, wear masks, use provided hand sanitizer and remain a minimum of 6’ apart. Those experiencing any flu-like symptoms, fever, or recent positive COVID-19 test results may not attend the meeting in person.

To submit public comments during the meeting, please email [03012021@centralfiresc.org](mailto:03012021@centralfiresc.org) and write “Public Comment” in the subject line. Include the item number and/or title of the item in the body of the email and your comments. Submitted comments will be read out loud at the meeting (not to exceed three minutes or 4,000 characters).

**1.0 CALL TO ORDER; ROLL CALL**

Chair Ronco called the meeting to order at 2:02 p.m., In attendance were Director Darbro, Finance Director Dannhauser, Administrative Assistant Melton and Chief Walbridge.

**2.0 ORAL COMMUNICATIONS** This is the time for the public to speak on items within the Committee’s responsibility, but which are not on this agenda. There can be no substantive discussion by the Committee of items not publicly noticed on the agenda. The Committee may refer such non-agendized matters to staff or may consider deferring such items to future meetings after public notice is provided.

The public should speak to the Committee on items appearing on the agenda when the Chair calls for public discussion of the item.

There was no public comment, staff comment or Committee member comment.

### **3.0 CONSENT AGENDA**

Matters listed under the Consent Agenda will be acted upon by one motion affirming the action recommended. There will be no separate discussion on items unless members of the Committee or staff request removal of item for separate action.

Public Comment on Consent Agenda: This is the time for members of the public to address the Committee on items that are on the Consent Agenda. Oral presentations should ordinarily not exceed 3 minutes per person.

#### **3.1 Approve Minutes of Central FPD Finance Committee Meeting on September 11, 2020**

Director Darbro made a motion to approve the Minutes of the Central Fire Protection District Finance Committee meeting on September 11, 2020.

### **4.0 NEW BUSINESS**

#### **4.1 Fiscal Year 2020-21 Mid-Year Budget Adjustment – Finance Director Nancy Dannhauser Discussion/Action**

Finance Director Dannhauser advised that staff recommends running out the two existing budgets until the end of the fiscal year since the consolidation occurred mid-year, it will make things cleaner; advised that staff is currently working on the consolidated budget, which will be presented to the Board in June, and will take effect July 1, 2021; advised that at mid-year, Aptos had a significant amount of revenue for strike team reimbursements and they also had consolidation costs that needed to be expensed; advised that Aptos had \$15.3 million total revenue as projected, and total expenditures of \$15.3 million, with a slight surplus of \$33,000; advised that Aptos' projected end balance is \$10.2 million; advised that Aptos' total revenue improved by \$1.2 million – the majority of that is trike team monies; advised that the overtime account had an increase due to the strike teams; and, advised that the \$240,000 in services and supplies had to do with consolidation costs.

Discussion ensued.

Finance Director Dannhauser advised that the total revenue for Central was \$23.1 million and expenditures were \$23 million, with a total surplus of \$150,000; advised that the end fund balance is \$15.9 million; advised that the final budget for Central was approved at a deficit of \$913,000, and with the mid-year adjustment, Central will come in with a \$150,000 surplus; advised that total revenues had increased by \$1.6 million, and a lot of that had to do with strike team monies; advised that the property taxes calculation was changed by the auditor, which also benefited the District; advised that service and supplies had an adjustment of \$127,489 for consolidations costs; advised

that total surplus for operations is \$783,679; advised that the \$73,000 adjustment for Fleet Services had to do with the renumbering of the vehicles; advised that the \$280,000 for the new SCBA's is being moved to the next fiscal year; advised that the positive change is the \$1 million surplus due to revenues coming in; and, advised that staff recommends that the Committee approve the Mid-Year Budget Adjustments and move the information along to the full Board.

The Committee's consensus was to move the Mid-Year Budget Adjustments along to the full Board.

Discussion ensued regarding SCBA's.

There was no public comment on the Closed Session items.

Chair Ronco moved the meeting to Closed Session at 2:18 p.m.

## **5.0 CLOSED SESSION**

- 5.1 Conference with Labor Negotiators Government Code § 54957.6
  - Agency Designated Representatives: Ad-Hoc Committee Consisting of Mr. Brad Darbro
  - Unrepresented Employee: IAFF Local 3535/3605
  
- 5.2 Conference with Labor Negotiators Government Code § 54957.6
  - Agency Designated Representatives: Ad-Hoc Committee Consisting of Mr. Dave Ronco
  - Unrepresented Employee: Management Bargaining Group

## **6.0 RECONVENE TO OPEN MEETING**

Report of Action(s) – At the conclusion of a Closed Session a report of any reportable action(s) taken in Closed Session will be made.

### **6.1 Report out of Closed Session**

Chair Ronco moved the meeting back to Open Session at 3:32 p.m. and advised that the Committee discussed the contracts for IAFF Local 3535/3605 and the Management Bargaining Group and recommended moving both contracts to the full Board.

## **7.0 ADJOURNMENT**

Note: The Committee Chair requests that if you have any questions or wish clarification

The meeting was adjourned at 3:34 p.m.

This will certify that the foregoing is a true copy of the discussions during the Finance Committee Meeting on March 1, 2021, as prepared by me.

\_\_\_\_\_ Dated: \_\_\_\_\_  
Donna J. Steward, Recording Secretary

ATTEST:

\_\_\_\_\_ Dated: \_\_\_\_\_  
Chair



# CENTRAL FIRE DISTRICT

## of Santa Cruz County

### STAFF REPORT

Date: April 6, 2021

To: Central Fire District Finance Committee

From: Fire Chief John Walbridge  
Human Resources Director Gena Finch  
Finance Director Nancy Dannhauser

Subject: Approval to Change an Existing Part-Time Administrative Assistant Position into a Full-Time Position

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**Proposal:** Staff recommends approval to change an Existing Part-Time Administrative Assistant Position from 19 hours per week to a Full-Time 40-Hour Position.

**Background:** Presented for your review and consideration is the benefit of additional administrative support as well as the financial implications to the District.

Prior to the consolidation, this Administrative Assistant position was approved for 19 hours per week based on shared services with Aptos/La Selva Fire to assist the Finance Division with processing claims.

The need to change this part-time position into a full-time position is primarily due to increasing administrative workload and its complexities as the District continues to grow.

Staff has identified areas lacking administrative support and recommends this change based on the various factors addressed below.

- Claims support and backup – the total consolidated District budget is an estimated \$35 million. Prior to hiring this part-time position, the District had one full time employee processing claims with no backup support. Claims has significantly increased each fiscal year due to the District's growing budget. Over the past couple years claims processing has increased about 18%, to approximately 8,000 claims transactions each fiscal year.
- Payroll support and backup. Currently there is no back up or cross training provided for our Personnel/Payroll Specialist. This person is single-handedly responsible for processing payroll every two weeks for 100+ employees which is

approximately \$15 million in total payroll dollars over a course of 26 pay periods each year. This position is also responsible for implementation of all District’s Memorandum of Understandings as it relates to payroll, which includes several complexities related to payroll law such a Fair Labor Standard Acts “FLSA” as well as technical payroll calculations and transactions. The Personnel/Payroll Specialist is the liaison between the District and the County of Santa Cruz Auditor’s office Payroll Division and is responsible for establishing a new payroll system. This position is also the sole back-up for the Human Resources Director.

This Administrative Assistant position at a full-time capacity will continue to provide administrative support for an increasing amount of claims processing as well as provide payroll support and backup. This change also comes at a crucial time as the District is consolidating all its financial processes and also building a brand-new payroll system through the County. This position will play an integral role in providing support in implementing all these processes.

**Cost Impacts:**

Below is the cost to the District which results in a \$57,000 increase to change the existing part time position to a full time 40-hour employee with benefits.

<b>Administrative Assistant</b>	<b>Part Time 19hrs</b>	<b>Full Time 40hrs</b>
Base Pay	\$ 28,425	\$ 59,842
PERS	\$ -	\$ 4,627
Medicare (1.45%)	\$ 412	\$ 868
Medical/ Cash in Lieu	\$ -	\$ 18,444
Vision/Dental/Life/LTD	\$ -	\$ 2,085
<b>Total Annual Compensation</b>	<b>\$ 28,837</b>	<b>\$ 85,865</b>
<b>Cost to District</b>		<b>\$ 57,028</b>

**Recommendation:**

The Finance Committee approve the proposal as set forth in this Staff Report.