



AGENDA  
Fairview Fire Protection District Regular Board Meeting  
Monday, November 27, 2023, 7:00 P.M.  
FIRE STATION 8  
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552



**.PUBLIC PARTICIPATION FOR ONLINE OBSERVERS**

Fairview Fire Protection District encourages public participation by online observers of its meetings, including in any of the following ways.

**OBSERVE:**

- To observe the meeting by video conference, at the noticed meeting time in the header above, please click on this link, or input the link into your web browser's URL bar:

<https://us06web.zoom.us/j/83409240809>

Zoom's instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage address that provides a tutorial video entitled "Joining a Meeting."

- To listen to the meeting by phone, please call one of the numbers below at the noticed meeting time:

Dial (for higher quality, dial a number based on your current location):

+1 253 215 8782 or +1 346 248 7799  
or +1 720 707 2699 or +1 301 715 8592  
or +1 312 626 6799 or +1 646 558 8656

For each number, please be patient and when requested, dial the following Webinar ID: 83409240809

After calling any of these phone numbers, if you are asked for a participant ID or code, press the pound (#) key.

Zoom's instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage address that provides written tutorial instructions entitled "Joining a Meeting By Phone."

**PROVIDE PUBLIC COMMENT VIA TELECONFERENCE:** There are three ways for online observers to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance via email. To send your comment directly to the Board and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Michael Preston at [mike.preston@fairviewfiredistrict.org](mailto:mike.preston@fairviewfiredistrict.org). Please note that submissions close twenty-four (24) hours before posted meeting time. All submitted public comments will be provided to the Directors prior to the meeting, and the District will momentarily confirm during the meeting itself receipt of any timely email comments.

- By Video Conference. To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled "Raise Hand In Webinar."

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to "Raise Your Hand" by pressing STAR-NINE ("\*9") to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled "Joining a Meeting by Phone."



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If you have any questions about these protocols, please e-mail Michael Preston, at [mike.preston@fairviewfiredistrict.org](mailto:mike.preston@fairviewfiredistrict.org).

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL: DIRECTORS DIMIC, CHOI, CLARK, JUSTICE, & McDANIEL**
3. **WELCOME:** If you wish to speak on an item which appears on this agenda, the President will call your name when your agenda item is being considered. Please state your name and address for the record. Each speaker is allowed three (3) minutes.
4. **PUBLIC COMMENT PERIOD** (The Public Comments Period provides an opportunity for citizens to address the Board on items not listed on the agenda. The Board welcomes your comments under this section but is prohibited by State law from discussing items not on the agenda.)
5. **MESSAGE FROM THE PRESIDENT**
6. **STRATEGIC PLAN**
  - Report/Recommendation from Strategic Plan Ad Hoc Committee appointed by President Dimic in October.
  - Approval of Strategic Plan Proposal from “The Consulting Team” and associated costs.
  - Set date for Special Meeting for a Strategic Planning Workshop in January.
7. **FIRE CHIEF’S REPORT**

Incident Response Statistics - September/October 2023  
Fire Prevention Activity - September/October 2023  
Vegetation Management Update
8. **FFPD FINANCIAL UPDATE**

Cash Balance Report - Aug, Sept. 2023  
Accountant’s Report - Aug, Sept., Oct. 2023  
Expenditure Report

**INFO**

**INFO/ACTION**

**INFO/ACTION**

**INFO/ACTION**

**BREAK**



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**9. GENERAL MANAGER REPORT**

**INFO/ACTION**

- Open House Report
- Open House Raffle Drawing
- Ordinance to prohibit Possession, Sale, and Use of Safe and Sane Fireworks.
- Fire Station Roadway Maintenance

**10. BOARD MOTIONS AND APPROVALS**

**INFO/ACTION**

Regular Meeting Minutes - September 25, 2023

**11. MEETING ACTIONS ITEMS SUMMARY**

**INFO/ACTION**

**12. COMMENTS BY BOARD MEMBERS**

**13. AGENDA ITEMS FOR NEXT BOARD MEETING**

**ADJOURNMENT**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the videoconference meeting, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the General Manager, Michael Preston at (510) 583-4930 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

# 5. MESSAGE FROM THE PRESIDENT

# 6. STRATEGIC PLAN

INFO/ACTION

**BOARD OF DIRECTORS**

MELISSA DIMIC  
MICHAEL JUSTICE  
SARAH CHOI  
MARK MCDANIEL  
BOB CLARK



**FAIRVIEW**  
FIRE PROTECTION DISTRICT

25862 FIVE CANYONS PKWY  
CASTRO VALLEY, CA 94552

TO: FFPD Directors  
From: Strategic Plan Ad Hoc Committee  
RE: Committee Report and recommendation

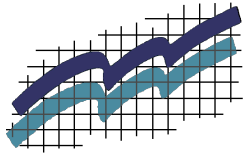
November 12, 2023

In May 2023 the Board approved the 2023-24 budget with strategic objectives. One objective was to write a new Strategic Plan for the next five years. President Dimic created an Ad Hoc Committee (Dimic, Clark, Preston) to work on this. The General manager had received a draft proposal from The Consulting Team (TCT), a firm the district had used in 2014. The Ad Hoc Committee met with this consultant and reviewed the proposal and made some changes. The attached proposal has been reviewed by the committee and it recommends the Board use TCT, approve its proposal and associated costs not to exceed \$17,850, unless the scope is changed during the process. General Manager recommends returning with a budget amendment at May meeting if it is necessary. If the Board approves the proposal, also set January 27 as Special Meeting for Strategic Plan Workshop 10-2PM

Use of Professional Services does not require solicitation of competitive bids if the vendor shows they have the expertise to do the work, which TCT does. Their qualifications included in proposal.

**Recommendation:**

1. By motion direct the General Manager to engage The Consulting Team for professional services in development of Strategic Plan and authorize expenditures not to exceed \$17,850 for these services.
2. Approve January 27. 10-2PM for Special Meeting Strategic Plan workshop.



**The Consulting Team, LLC**  
945 Mountain View Ave.  
Mountain View, CA 94040  
Cell: 650-464-6024  
M@TheConsultingTeam.com • www.TheConsultingTeam.com

**Michael Preston, General Manager**

**November 2, 2023**

## **Proposal for Strategic Planning for Fairview Fire Protection District**

### **Our experience and qualifications.**

We are delighted to apply to facilitate your strategic planning process since we did your first one in 2014. We have over 20 years of experience helping California cities, councils, fire departments, police departments, sheriff offices, special districts, boards, and teams become more efficient and effective through team building and executing comprehensive strategic planning processes. Our client base includes 52 cities, 38 city councils, 7 counties, numerous public safety agencies, and over fifty private companies. Our consulting and training services are listed on: [www.TheConsultingTeam.com](http://www.TheConsultingTeam.com).

Examples of strategic planning processes we facilitated are on the websites of Piedmont Police Department and Hayward Police Department.

We have an experienced team of consultants, all from the San Francisco Bay Area.

The Consulting Team (TCT) will perform the services as outlined below. Marilyn Manning will provide oversight and quality assurance. Victoria Smith-Raymond and Nina Morris Collins will lead the project.

We are very excited about this opportunity. We think our team is a good match. We model your values and collaboration.

Marilyn Manning, Ph.D., Owner, The Consulting Team, LLC

## **Project Planning Methodology and Approach**

### **Key Deliverables**

The Consulting Team, LLC will partner with the District to develop a strategic planning process and document.

### **Project Objectives**

1. Facilitate the Board to align strategic priorities and develop a comprehensive strategic plan
2. The process includes mission, vision, values, goals, objectives, and metrics

### **Key Responsibilities of The Consulting Team:**

- Analyzing data from community input, environmental scans, and any surveys to understand key issues, strategic priorities, and objectives
- Facilitating and observing meetings for the strategic planning process
- Providing a framework and process for a strategic plan

### **Work Program Proposal:**

1. Observe Board meeting
2. Pre-work before meetings: All Board members, Mike, and Fire Chief complete a SLOT's questionnaire individually and return to TCT.
3. Interview Fire Chief (
4. Meet and Debrief with Mike to identify community input process.
5. District conduct community input process and provide results to TCT before workshop. Suggest first two weeks of January.
6. Review and analyze community input, existing data, current strategic plan, current Board goals and priorities, draft workshop agenda.
7. Prepare and meet with Mike and ad hoc committee to validate data analysis and plan the workshop
8. Victoria and Nina to plan and facilitate a Board workshop in mid to late January to review SLOTS, gain consensus on priorities, vision, mission, values.
9. Write objectives, metrics, timelines, and draft the plan.
10. Mike review plan and provide feedback to TCT.



11. Victoria and Nina facilitate second meeting with Board to finalize the plan

12. Finalize the Plan

**Victoria Smith-Raymond and Nina Collins will plan, interview, facilitate meetings, and write the plan. Dr. Manning will provide quality control and oversight.**

**Total cost will be not to exceed \$17,850 plus mileage and any printing costs. Any additional services requested beyond the scope billed at \$350 hourly.**

***Biographies:***

**Marilyn Manning, Ph.D., OD Consultant, Conflict Mediator, Facilitator, and Quality Officer**

Dr. Manning is an organizational psychologist and certified management consultant. As a conflict mediator and master facilitator for over 22 years, Dr. Manning works with leaders to bring expedient solutions to complex challenges. We recently facilitated workshops that created strategic planning foundation work for Piedmont PD, Fairfield PD, and San Leandro PD. Dr. Manning and TCT have facilitated over 30 City Council priority and goal setting retreats including San Ramon, Millbrae, San Bruno, Mountain View, and Redwood City. TCT has also provided executive coaching for Mayors, City Managers, Police and Fire Chiefs, and Department heads in every city department.

Dr. Manning believes in community service by serving on non-profit boards including the El Camino Hospital Foundation Board, Palo Alto University Board of Trustees, and Los Altos Community Foundation.

**Victoria Smith-Raymond, Focus Group and Strategic Planning Facilitator, and Strategic Plan Writer**

Victoria is a coach, facilitator, and seasoned strategic planner. She has over 20 years of experience as a coach, a focus group and retreat facilitator, and a consultant to public agencies and non-profits. She combines interactive group work, appreciative inquiry, team building, and critical thinking tools to increase engagement, achievement of goals, and future success. She is certified in education administration, crisis management, and facilitation. Victoria and Marilyn facilitated Fairview Fire Protection District's first strategic planning process. Victoria has extensive experience with City and County government. TCT and Victoria are POST certified to facilitate Team building for law enforcement agencies. She's done coaching and training with Fire Chiefs and Fire Districts, Sheriff's Offices of San Mateo, Monterey, and Contra Costa Counties, Police Departments of Palo Alto, Mountain View, Hayward, and Menlo Park.

**Nina Collins, J.D., Strategic Planner, Focus Group and Meeting Facilitator, and expert in Dashboards/Metrics**

Nina is a trained negotiator and mediator and has successfully resolved numerous labor conflicts, grievances, and discipline matters. She facilitated a successful teambuilding session for the City of Vacaville's Legal Staff. She also developed and implemented strategic planning, and diversity, equity, and inclusion programs and policies. She facilitated San Leandro Police Department's teambuilding and strategic planning. She has 20 years' experience working in public agencies, including City of Alameda, City of Oakland Fire Department, City of Hayward, and Orange County Fire Authority. Nina was Chief of Staff, Director of Human Resources, and Assistant Chief of Human Resources, starting as an Accounting Clerk working her way through college. Having experience at each level of an organization gives Nina a unique insider's perspective for a strategic planning process that assures attention to diversity, equity, and inclusion.

**Key Contact for this Project:**

Dr. Marilyn Manning, Owner, The Consulting Team, LLC  
945 Mountain View Ave., Mountain View, CA 94040  
Phone: 650-464-6024 Email: [m@theconsultingteam.com](mailto:m@theconsultingteam.com)

**References:**

**City of Hayward:** 300 W. Winton Avenue, Hayward, CA 94544; City Manager [Kelly.McAdoo@hayward-ca.gov](mailto:Kelly.McAdoo@hayward-ca.gov); 510-583-4305. Provided three teambuilding and goal setting sessions for the department heads over the past three years. They are currently providing executive coaching for some City executives. TCT facilitated Hayward Police Department's first strategic planning process, including community meetings, staff meetings, leadership retreats, and the documented plan on [www.ci.hayward.ca.us](http://www.ci.hayward.ca.us).

**City of Piedmont Police Department:** 403 Highland Avenue, Piedmont, CA 94611; Chief Jeremy Bowers, [jbowers@piedmont.ca.gov](mailto:jbowers@piedmont.ca.gov) 510-420-3010

The Consulting Team facilitated their external and internal focus groups to conduct an environmental scan. Foundation pieces including mission, vision, values, and strategic priorities with measurable objectives were completed during their leadership retreat.

**City of Santa Cruz Police Department:** 155 Center Street, Santa Cruz, CA 95060; Chief Bernie Escalante, [bescalante@cityofSantacruz.com](mailto:bescalante@cityofSantacruz.com) 831-420-5814.

TCT provided a SLOT's environmental scan, interviewed management team, facilitated needs assessments of Command staff and Sergeants, and facilitated joint sessions to identify key challenges and priorities. The goal to positively change the culture to one of collaboration, trust, openness, and teamwork was met.

**City of San Leandro Police Department:** 901 E. 14<sup>th</sup> Street, San Leandro, CA 94577.  
Chief Abdul D. Pridgen, [apridgen@sanleandro.org](mailto:apridgen@sanleandro.org) 510-517-3229 and City Manager Fran Robustelli, [frobustelli@sanleandro.org](mailto:frobustelli@sanleandro.org).

Nina Collins of The Consulting Team facilitated a POST Teambuilding session to update their strategic plan, including updating mission, vision, and values, performing a SWOTs analysis, and setting top priorities, objectives, metrics, and actions for each.

## **Client Testimonials**

*“Marilyn and The Consulting Team’s up-front preparation with San Ramon’s City Council, attention to detail, and calm focused approach during the sessions helped our council and staff maximize our time together and create clear priorities and goals for the City. We have used their facilitation and planning services for several years.”*

- Joe Gorton, former City Manager, City of San Ramon

*“As facilitators, Marilyn and The Consulting Team bring out the best in a City Council. They are well prepared, insightful, and listen to the Council as they wrestle with the tough decisions they need to make. They are able to help the Council chart a clear course of action, strategy, and priorities that impact the community.”*

- Eric Figueroa, former City Manager, City of Martinez

*“We wanted to engage and elicit input from our employees, community, and other City staff to enhance policing and community relations in Piedmont. The Consulting Team facilitated a robust focus group process which resulted in specific and useful feedback to build our three-year strategic plan. Marilyn and her team built our Plan’s foundation at our 2-day retreat and were true partners throughout the process. We benefitted from their experience in working with many sectors, not just law enforcement agencies.”*

- Jeremy Bowers, Chief of Police, Piedmont Police Department

# 7. FIRE CHIEF'S REPORT



## Response Time Report November 27, 2023

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<b>September/October</b>	
<b>Average Response Time</b>	<b>Eng. 8 – 3 min 36 sec. Eng. 9 – 3 min 04 sec.</b>
<b>5 min 50 sec or less</b>	<b>92.6% (126/136)</b>
<b>ERF less than 8 min</b>	<b>100% (2/2)</b>

➤ **ERF = Effective Response Force**



November 2, 2023

To: Garrett Contreras, Fire Chief  
Through: Eric Vollmer, Deputy Fire Chief  
Scott Anderson, Deputy Fire Chief  
From: Miles Massone, Fire Marshal

**Re: FFPD Fire Prevention Activity (September - October 2023, Bi-Monthly Report)**

During the past two months, The Office of the Fire Marshal has been involved in the following activity in the Fairview Fire Protection District:

Performed (3) Fire Inspections (Annual/Fire Protection/Building)

- 25418 Uvas CT Final Fire Safety
- 25422 Uvas Ct Final Fire Sprinkler
- 1801 D St Final Fire Safety

Reviewed (0) Referrals for Future Construction/Development

Performed (9) New Construction Plan Checks for Single Family Residences/Additions

- 24954 Fairview Ave New AT&T Telcom Facility
- 23830 MAUD Ave New Construction to existing SFD w/ADU's
- 25932 Clausen Ct New ADU construction
- 3110 D St ADU conversion
- 2750 Sparks Way Remodel of existing affordable housing building
- 2816 Hidden LN ADU conversion
- 24390 Israel CT New ADU Construction
- 24390 Israel CT New SFD Construction
- 24579 Karina CT New 2 story SFD

Performed (1) Fire Sprinkler/Alarm/Underground Line Plan Checks

- 23051 Henry LN New 13D Fire Sprinkler System

Performed (26) Vegetation Management Complaint Inspections

- 3292 Kelly St Closed - In Compliance
- Oakes Dr Closed - In Compliance
- Weir Dr Closed - In Compliance
- 23515 Maud Ave Closed - In Compliance
- 5187 Salvia Dr Closed - In Compliance
- 2860 Hidden Ln Closed - In Compliance
- 25688 Crestfield Dr Closed - In Compliance
- 24047 Wilcox Ln Closed - In Compliance
- Weir Dr Closed - In Compliance
- 4120 Picea Ct Closed - In Compliance
- 24830 Fairview Ave Closed - In Compliance

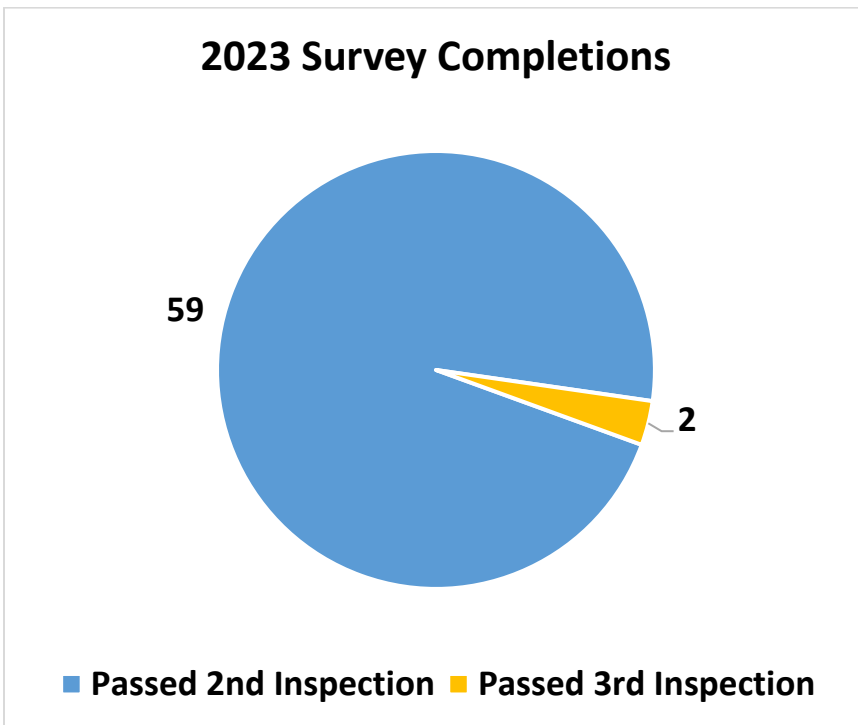
- 27489 Fairview Ave Closed - In Compliance
- 23515 Maud Ave Closed - In Compliance
- 27218 Fairview Ave Closed - In Compliance
- 27330 Fairview Ave Closed - In Compliance
- 27218 Fairview Ave Closed - In Compliance
- 27308 Fairview Ave Closed - In Compliance
- 23066 Maud Ave Closed - In Compliance
- 23289 Maud Ave Closed - In Compliance
- 23274 Maud Ave Closed - In Compliance
- 23330 Maud Ave Closed - In Compliance
- 2911 Cloudview Ln Closed - In Compliance
- 5177 Salvia Dr Closed - In Compliance
- 2816 Hidden Ln Closed - In Compliance
- 25833 Fairview Ave Closed - In Compliance
- Canyon Terrace In process

Respectfully,  
Miles Massone  
Fire Marshal

FFPD Vegetation Management and Abatement Update  
November 27, 2023, Meeting

Vegetation Management Update:

Annual Survey Update as of 11/6/23



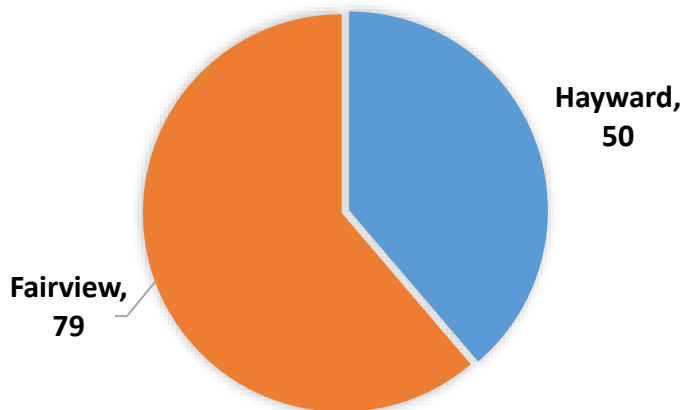


## Chipping and RAP Program

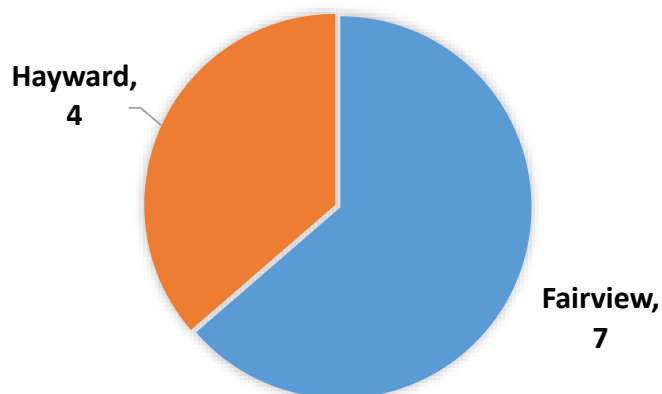
Our no-cost 2023 Residential Chipping Program is complete. We scheduled chipping for **7 weeks in the Summer and 4 weeks in the Fall**. With a total of **129 homes** serviced, **79 homes were in Fairview**. The total cost of chipping 129 homes was **\$48,290**, Fairview funded **\$9,310** and the balance was funded by our PG&E grant. Fairview has transferred their FY24 budget of \$25K for RAP and Chipping to assist as needed for the program.

2023 Chipping Funded by	Summer	Fall	Totals
Fairview	9,310	0	9,310
PG&E	20,380	18,600	38,980
Totals	29,690	18,600	48,290

**2023 Total Homes Chipped Summer and Fall**



**2023 RAP TOTALS**



## 2023 Fairview RAP Applications Received

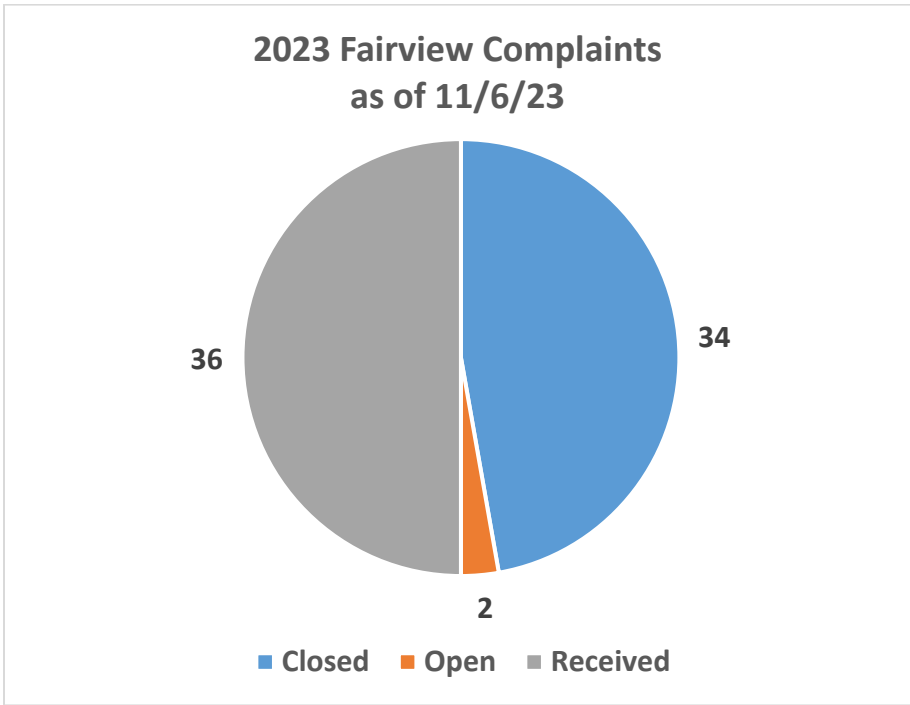
Out of the 11 properties participating in the RAP, **7 properties are in Fairview**. The total cost of the 7 properties was **\$31,900 and was funded by the PG&E grant**. Two of the properties have been split into two phases, due to the large amount of work and cost, phase 2 will be completed at a later time.

Address	Low In	Sr.	Dis	Scope of Work from site visit	Cost	Status
	yes	yes	yes	Remove 5 homes ing Pepper Trees along the back of the property, Raise all the tree around the back fence and west fence line for fire clearance, trim small trees away from the back house. Knock down all the weeds	6,000.00	Complete
	yes	yes	no	Cut down all the weeds on the back hillside from property line to property line. Remove small branches piled up under oak trees. Remove broken eucalyptus branches and cleanup the bark under the trees.	7,600.00	Complete
	yes	yes	No	Remove and haul away downed pine tree and wood. Raise all the Oak trees around the perimeter of the property to the shop.	3,300.00	Complete
	yes	yes	no	Knock down all the weeds and remove the berry vines on the back hillside. Spray the berry vines to keep them from growing back	\$2,800.00	Complete
	no	yes	no	Cleanup the area around the large eucalyptus tree. Remove downed branches, remove large sucker growth around the tree and cleanup all the bark on the ground. Raise the branches close the roof line. Knock down the weeds in the area. Remove the downed tree on the back hillside and remove bark from eucalyptus trees on the lower fence line.	7,800.00	Complete
	no	yes	no	Remove all the small downed branches from the large downed trees. Leave large wood. Cleanup all the bark.	0	On hold
	yes	yes	yes	Phase 1: Cut up and chip all the branches off the large downed pine tree. Cut up large wood and pile on site. Remove downed branches from eucalyptus tree and pine tree by the downed pine tree.	3,200.00	Complete
	yes	yes	yes	Phase 2: Remove one large and one small pine tree that are closest to the house. Remove low branches of the pine tree and behind the shed for ground clearance. Leave larger wood that cannot be chipped on site.	0	On hold
	yes	no	no	Remove the dead wood from the top of a small eucalyptus tree and remove small sucker growth around the base of other trees	1200.00	Complete
					\$31,900.00	

**Vegetation Complaint Updates:**

As of 11/6/23 there are 2 open complaint cases. Fire Marshal Massone is communicating with the HOA of Canyon Terrace to continue to work on the abatement requirements he has flagged.

We do not anticipate needing a special meeting for nuisance hearings this year.



# 8. FFPD FINANCIAL UPDATE

**INFO/ACTION**

PeopleSoft  
 CASH BALANCES BY FUND

Report ID: FXGLA301  
 Fiscal Year 2024  
 Accounting Period 2 thru 2 --- Fund(s) Requested: All  
 Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2023-08-01	APP0983295						-676.64	7,079,923.62
2023-08-07	0000985240	Cash in Treasury					11,488.84	7,091,412.46
2023-08-07	0000985244	Cash in Treasury					203,040.43	7,294,452.89
2023-08-08	APP0984198						-8,183.52	7,286,269.37
2023-08-09	APP0984437						-3,930.29	7,282,339.08
2023-08-14	APP0984932						-809.87	7,281,529.21
2023-08-18	0000986134	Cash in Treasury					-201.81	7,281,327.40
2023-08-18	0000986136	Cash in Treasury					-3,302.20	7,278,025.20
2023-08-25	APP0986383						-201.20	7,277,824.00
Totals for Fund 43300			7,080,600.26	0.00	0.00	0.00	197,223.74	7,277,824.00

PeopleSoft  
 CASH BALANCES BY FUND

Report ID: FXGLA301  
 Fiscal Year 2024  
 Accounting Period 3 thru 3 --- Fund(s) Requested: All  
 Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2023-09-11	0000988189	Cash in Treasury					185,751.24	7,463,575.24
2023-09-15	0000989165	Cash in Treasury					-201.81	7,463,373.43
2023-09-15	0000989167	Cash in Treasury					-3,302.19	7,460,071.24
2023-09-15	DEP76361	Cash in Treasury		500.00				7,460,571.24
2023-09-27	APP0990028						-970.16	7,459,601.08
2023-09-30	ADB0000001	Cash in Treasury					62,549.03	7,522,150.11
2023-09-30	UT00000001	Cash in Treasury					-1.09	7,522,149.02
Totals for Fund 43300			7,277,824.00	500.00	0.00	0.00	243,825.02	7,522,149.02

**FAIRVIEW FIRE PROTECTION DISTRICT**

**ACCOUNTANTS REPORT**

**AUGUST 2023**

#	PAYEE	DESCRIPTION	AMOUNT
22-146	Pacific Gas & Electric (4/21/23-5/22/23) Bill amount \$1,079.09	24200 Fairview:Electric Delivery & Generation-\$53.71;Gas-\$8.93	
	Pacific Gas & Electric (5/22/23-6/21/23) Bill amount \$1,259.40	25862 Five Cny's:Electric Delivery&Genert'n \$809.20;Gas-\$207.25	
		24200 Fairview:Electric Delivery & Generation-\$56.99;Gas-\$8.64	
		25862 Five Cny's:Electric Delivery&Genert'n \$1085.04;Gas-\$108.73	2,338.49
23-004	Pacific Gas & Electric (6/21/23-7/21/23) Bill amount \$1,632.03	24200 Fairview:Electric Delivery & Generation-\$59.72;Gas-\$8.64	
		25862 Five Cny's:Electric Delivery&Genert'n \$1438.18;Gas-\$125.49	1,632.03
23-009	Richard DiTiberio	Landscape maintenance: Station #8 - Five Canyons - July 2023	400.00
23-010	Fire Risk Management Service	Workers' Comp. Contribution 2023-2024 (7/1/2023-6/30/2024)	3,413.00
23-011	US Bank 7/06/2023 stmt.	Zoom 6/13-7/12/23 Standard Pro & Webinar svc. - \$75.94 (no bill) GoogleWorkspace 6/1-6/30/23 - \$36.00; Zumar Industries:Pre-Pmt for Emergency Evacuation route signs \$3,740.91; 6/07/23 Pyramid Films Corp purchase - HIS CPR AED All Ages G20 DC - \$77.44	3,930.29
23-012	ADT Commercial	Inv #150772427:Svc @ 24200 Fairview Ave.: Maintance Trip charge	75.00
23-013	Bay Area News Group - East Bay	Classified Ad:7/28/2023: FFPD 7/31/23 Adopted Budget	75.81
23-014	Concise Bookkeeping	Bookkeeping services:July 2023	659.06
23-015	US Bank 8/07/2023 stmt.	Zoom 6/13-7/12/23 Standard Pro & Webinar svc. - \$75.94 GoogleWorkspace 7/1-7/31/23 - \$36.00; Michaels: 2) 8.5x11 Frames \$13.93; 7/12//2023 Pyramid Media: \$77.44 - (11) HIS CPR AED All Ages.. <b>(short paid by &lt;\$ 2.11&gt;)</b>	201.20
23-005	Robert Clark	Directors fee: Regular Meeting 7/31/2023	100.00
23-006	Michael Justice	Directors fee: Regular Meeting 7/31/2023	100.00
23-007	Mark McDaniel	Directors fee: Regular Meeting 7/31/2023	100.00
23-008	Melissa Dimic	Directors fee: Regular Meeting 7/31/2023	100.00

<b>Expenditures - Page 1 Sub Total</b>	\$ 13,124.88
<b>Expenditures from Page 2 Sub Total</b>	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,124.88</b>

**RECEIPTS FROM**

**DESCRIPTION**

**TOTAL RECEIPTS** \$ -

**SUMMARY**

<b>Directors Fees</b>	\$ (400.00)
<b>Total Bills</b>	(12,724.88)
<b>Total Receipts</b>	\$ -
	<b>\$ (13,124.88)</b>

Submitted for approval by:  
Barbara Charnley, Concise Bookkeeping  
9/21/2023

FAIRVIEW FIRE PROTECTION DISTRICT

ACCOUNTANTS REPORT

AUGUST 2023

#	PAYEE	DESCRIPTION	AMOUNT
	Expenditures Continued -		

EXPENDITURES - page 2 \$ -



FAIRVIEW FIRE PROTECTION DISTRICT

ACCOUNTANTS REPORT

SEPTEMBER 2023

#	PAYEE	DESCRIPTION	AMOUNT
23-016	CANCELLED	CANCELLED	-
23-017	ADT Commercial-Inv #151694499	Security: Gold Monitoring Ext Svc:9/7/23-9/6/2024 - Fairview Ave	605.29
23-018	Bay Area News Group - East Bay	Classified Ad:8/11/2023: FFPD Budget FY 2023/24	58.52
23-019	EBMUD #89626975356	24200 Fairview Ave. Water & ORO Loma Svcs : 7/12/2023-9/07/2023	149.63
23-020	Pacific Printing	(2) Open House Banners	156.72
23-021	City of Hayward	\$10K for Firewise/Residential Assist.Prgm; \$15K for Chipping Program for FY23	25,000.00
23-022	Concise Bookkeeping	Bookkeeping services: August 2023	2,660.23
23-026	Pacific Gas & Electric (7/21/23-8/21/23) Bill amount 2870.78	24200 Fairview:Electric Delivery & Generation-\$62.17;Gas-\$8.93 25862 Five Cny's:Electric Delivery&Genert'n \$2,700.42;Gas-\$99.26	2,870.78
23-027	Bay Area News Group - East Bay	Classified Ad:9/22/2023: FFPD 9/25/23 Meeting	58.52
23-028	Richard DiTiberio	Landscape maintenance: Station #8 - Five Canyons - Aug 2023	400.00
23-029	Pacific Gas & Electric (8/21/23-9/20/23) Bill amount 178.07	24200 Fairview:Electric Delivery & Generation-\$56.99;Gas-\$8.64 25862 Five Cny's:Electric Delivery&Genert'n \$ 0.00;Gas-\$112.44	178.07
23-023	Robert Clark	Directors fee: Regular Meeting 9/25/2023	100.00
23-024	Michael Justice	Directors fee: Regular Meeting 9/25/2023	100.00
23-025	Melissa Dimic	Directors fee: Regular Meeting 9/25/2023	100.00

<b>Expenditures - Page 1 Sub Total</b>	<b>\$ 32,437.76</b>
<b>Expenditures from Page 2 Sub Total</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 32,437.76</b>

RECEIPTS FROM

DESCRIPTION

<b>TOTAL RECEIPTS</b>	<b>\$ -</b>
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SUMMARY

<b>Directors Fees</b>	<b>\$ (300.00)</b>
<b>Total Bills</b>	<b>(32,137.76)</b>
<b>Total Receipts</b>	<b>\$ -</b>
	<b>\$ (32,437.76)</b>

Submitted for approval by:  
Barbara Charnley, Concise Bookkeeping  
10/20/2023

FAIRVIEW FIRE PROTECTION DISTRICT

ACCOUNTANTS REPORT

SEPTEMBER 2023

#	PAYEE	DESCRIPTION	AMOUNT
	Expenditures Continued -		

EXPENDITURES - page 2 \$ -

**FAIRVIEW FIRE PROTECTION DISTRICT**

**ACCOUNTANTS REPORT**

**OCTOBER 2023**

#	PAYEE	DESCRIPTION	AMOUNT
23-026	Pacific Gas & Electric (7/21/23-8/21/23) Bill amount 2870.78	24200 Fairview:Electric Delivery & Generation-\$62.17;Gas-\$8.93 25862 Five Cny's:Electric Delivery&Genert'n \$2,700.42;Gas-\$99.26	2,870.78
23-027	Bay Area News Group - East Bay	Classified Ad:9/22/2023: FFPD 9/25/23 Meeting	58.52
23-028	Richard DiTiberio	Landscape maintenance: Station #8 - Five Canyons - Aug 2023	400.00
23-029	Pacific Gas & Electric (8/21/23-9/20/23) Bill amount 178.07	24200 Fairview:Electric Delivery & Generation-\$56.99;Gas-\$8.64 25862 Five Cny's:Electric Delivery&Genert'n \$ 0.00;Gas-\$112.44	178.07
23-030	Richard DiTiberio	Landscape maintenance: Station #8 - Five Canyons - Sept 2023	400.00
23-031	Garcia Hernandez Sawhney LLP	Legal & Recording Sec. Services: 6/01-7/31/2023	999.00
23-032	Alliant Insurance Services	Inv #2190-Special Liability Ins. (SLIP) 9/29/23-9/29/24	11,960.45
23-033	US Bank 8/07/2023 stmt.	Zoom 8/13-9/12/23 Standard Pro & Webinar svc. - \$75.94 GoogleWorkspace 8/1-8/31/23 - \$36.00; Pete's Hardware:(3)10' x 1" Extreme Strips for Open House \$82.65	194.59
23-034	KO Websites 6/1/23 Inv #27646	Web Hosting - www.fairviewfiredistrict.org:Hosting runs July1, 2023 through July1 2024 (Includes WP Application updates and live/local phone support. \$450.00 SSL Certificate \$89.00	539.00
23-035	ADT Commercial-Inv #152006307	Inv #152006307:Svc 10/1-9/30/24 @ 24200 Fairview Ave (12 months)	1,493.13

<b>Expenditures - Page 1 Sub Total</b>	\$ 19,093.54
<b>Expenditures from Page 2 Sub Total</b>	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,093.54</b>

**RECEIPTS FROM**

**DESCRIPTION**

**TOTAL RECEIPTS** \$ -

**SUMMARY**

Directors Fees	\$ -
Total Bills	(19,093.54)
Total Receipts	\$ -
	<b>\$ (19,093.54)</b>

Submitted for approval by:  
Barbara Charnley, Concise Bookkeeping  
11/9/2023

FAIRVIEW FIRE PROTECTION DISTRICT

ACCOUNTANTS REPORT

OCTOBER 2023

#	PAYEE	DESCRIPTION	AMOUNT
	Expenditures Continued -		

EXPENDITURES - page 2 \$ -

<b>Operating Budget - Expenditures</b>	<b>FY 23/24 Adopted Final Budget</b>	<b>Year to Date to 11/06/23</b>	<b>% to Date</b>
<b>Director Fees and Expenses</b>			
Director Fees for Board Attendance	7,000	700	10%
Director Expenses (i.e. mileage)	1,500	-	0%
Training for Board Members	5,000	-	0%
<b>Supplies and Technology</b>			
Office/Technology/Event Supplies	5,500	3,512	64%
Newsletter	4,500	-	0%
Website	2,500	539	22%
<b>Memberships</b>		-	
Alameda County Env Health (CUPA)	834	-	0%
Cal Special Dist Assoc (Local Chapter)	100	-	0%
Payment to LAFCO	700	521	74%
<b>Administration Services</b>			
General Manager Services	43,200	-	0%
Legal Counsel & Recording Secretary	43,200	3,804	9%
Publicity and Legal Notices	3,000	193	6%
Bookkeeping Services	16,000	5,723	64%
Annual Audit	12,000	-	0%
Insurance	15,000	13,419	112%
Lease Payment to County	15	-	0%
Workers Compensation Insurance	4,000	3,413	114%
Alameda County Tax Admin Fee	30,000	-	0%
<b>Facilities Services</b>			
Alarm Systems	4,000	3,162	79%
Janitorial	500	-	0%
Old Fire Station 8 Upkeep	5,000	-	0%
Utilities - East Bay MUD	1,000	150	15%
Utilities - PG&E	30,000	4,805	16%
Yard Service	4,800	1,600	33%
Fence Replacment (OFS8)		-	
Retainer for Solar Analysis		-	
<b>Programs and Events</b>			
Disaster Preparedness Program	10,000	-	0%
Chipping Program	15,000	15,000	100%
Firewise Projects/Residential Assistance	10,000	10,000	100%
Weed Abatement Courtesy Notice	5,000	-	0%
Red Flag Staffing	10,000	-	0%
<b>District Election</b>			
District Election	-	-	0%
<b>Subtotal District Expenses</b>	<b>289,349</b>	<b>66,541</b>	<b>21%</b>
Emergency Response Services	\$ 3,240,444	-	0%
Paramedic Services	360,049	-	0%
<b>Subtotal Hayward Fire Contract</b>	<b>3,600,493</b>	<b>3,462,012</b>	<b>100%</b>

<b>Capital Commitment</b>	<b>FY 23/24 Adopted Final Budget</b>	<b>Year to Date to 11/06/23</b>	<b>% to Date</b>
Apparatus Replacement	205,489	165,919	100%
Equipment Replacement	27,562	26,759	100%
Facility Capital Improvements	223,657	217,143	100%
<b>Subtotal Capital Budget</b>	<b>456,708</b>	<b>409,821</b>	<b>100%</b>
	<b>FY 23/24 Adopted Final Budget</b>	<b>Year to Date to 11/06/23</b>	<b>% to Date</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,346,550</b>	<b>3,938,374</b>	<b>94%</b>
<b>Revenues</b>	<b>FY 23/34 Adopted Final Budget</b>	<b>Year to Date to 11/06/23</b>	
Property Tax	3,949,601	-	0%
Interest	75,777	-	0%
EMS (ALS)	29,055	-	0%
Other Revenue	-	-	
<b>TOTAL REVENUES</b>	<b>4,054,432</b>	<b>-</b>	<b>0%</b>
<i>ERAF Contribution = 21.89%</i>			

BREAK

# 9. GENERAL MANAGER REPORT

INFO/ACTION



**BOARD OF DIRECTORS**

MELISSA DIMIC  
MICHAEL JUSTICE  
SARAH CHOI  
MARK MCDANIEL  
BOB CLARK



**FAIRVIEW**  
FIRE PROTECTION DISTRICT

25862 FIVE CANYONS PKWY  
CASTRO VALLEY, CA 94552

TO: FFPD Directors  
FROM: Mike Preston, General Manager  
RE: 2023 Open House

November 3, 2023

The 2023 Open House was scheduled for September 20 but was rescheduled to October 18 due to poor air quality. The event was a success as residents were able to visit the Fire station, eat good food, and meet Directors and watch children have fun interacting with firefighters. Crowd size estimated to be near 200.

The cost of the event was \$3,334.70, a bit higher than expected due to expenses involved in rescheduling. The perpetual director's plaque was unveiled as well. Cost of the plaque was \$1,568.78.

# 10. MOTIONS AND APPROVALS

INFO/ACTION

**FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES  
WEDNESDAY SEPTEMBER 25, 2023, 7:00 PM  
MEETING AT FIRE STATION 8  
25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Board President Melissa Dimic at 7:06 p.m. Director Dimic led the pledge of allegiance.

**2. ROLL CALL**

Board members present: Directors Melissa Dimic, Robert Clark, and Mike Justice.

In addition, the following staff members were present: Fire Services Supervisor Tara Reyes; General Manager Mike Preston, and Conor Kennedy, Esq. of Garcia Hernandez Sawhney, LLP.

**3. WELCOME**

Board President Dimic welcomed everyone to the meeting.

**4. PUBLIC COMMENT PERIOD**

Public comment was taken. No member of the public spoke.

**5. MESSAGE FROM THE PRESIDENT**

President Dimic welcomed everyone to the meeting.

**6. FIRE CHIEF'S REPORT**

Tara Reyes delivered the Chief's report, starting with Incident Response Statistics in the packet for July/August 2023. The Board was briefed about inspections and plan checks. As a Vegetation Management Update, abatement matters were all resolved through voluntary compliance. Chipping program updates and costs were summarized.

The Board asked questions, including a question about the warrant issued for budgeted allotments related to chipping program costs.

**7. FFPD FINANCIAL UPDATE**

The General Manager briefed the Board about the cash balance report and accountant's report in the packet.

**Director Justice moved to accept the May, June, and July 2023 Accountant's Reports in the packet. President Dimic seconded. Motion carried unanimously.**

**AYES 3 (Dimic, Clark, Justice), ABSENT 2 (McDaniel, Choi), NOES 0, ABSTAIN 0**

8. **RESOLUTION OF SUPPORT FOR ALAMEDA COUNTY SHERIFF OFFICE EFFORTS TO STRENGTHEN ENFORCEMENT TOOLS TO ADDRESS ILLEGAL FIREWORKS USE IN UNINCORPORATED ALAMEDA COUNTY**

Director Clark noted to counsel to make font updates to the resolution.

President Dimic moved to adopt the resolution. Director Justice seconded. Motion carried unanimously.

AYES 3 (Dimic, Clark, Justice), ABSENT 2 (McDaniel, Choi), NOES 0, ABSTAIN 0

9. **GENERAL MANAGER REPORT**

General Manager Preston reported to the Board about:

- Directors' Perpetual Plaque
- CalFire Fire Hazard Severity Zone Map Status
- Open House Report (Cancelled)
- Open House Raffle Drawing
- PGE rate changes at FS8
- Alternate evacuation route signage
- AB 1757 Accessibility internet requirements for websites & new .gov domain requirements

10. **BOARD MOTIONS AND APPROVALS**

President Dimic moved to approve the minutes from the July 31, 2023 regular meeting. Director Justice seconded. Motion carried unanimously. AYES 3 (Dimic, Clark, Justice), ABSENT 2 (McDaniel, Choi), NOES 0, ABSTAIN 0

11. **MEETING ACTION ITEM SUMMARY**

The General Manager will convey the adopted resolution to the ASCO and County Supervisor Miley's Office.

The General Manager will coordinate with the Open House Ad Hoc and the Hayward Fire to reschedule the Open House tentatively for October 18.

12. **COMMENTS BY BOARD MEMBERS**

Board Members made comments.

13. **AGENDA ITEMS FOR NEXT BOARD MEETING**

- Open House Report
- Raffle Drawing
- ASCO update
- [Place saver for abatement actions]

14. **ADJOURNMENT**

**President Dimic moved to adjourn at 7:58 p.m. Director Justice seconded. Motion carried.  
AYES 3 (Dimic, Clark, Justice), ABSENT 2 (McDaniel, Choi), NOES 0, ABSTAIN 0**

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**Mark McDaniel,  
Secretary of the Board of Directors  
Fairview Fire Protection District**

# 1 1 . MEETING ACTIONS ITEMS SUMMARY

## 12. COMMENTS BY BOARD MEMBERS

# 13. AGENDA ITEMS FOR NEXT BOARD MEETING