

**Application – Justification for Proposal,
Plan for Service, Letter Dated July 19, 2010
from City Regarding Retirement and
Benefit Plan, Barstow Fire Protection
District Budget for Fiscal Year 2010-11**

Attachment 4

Justification for Proposal and Preliminary Environmental Description Form

INTRODUCTION: The questions on this form and its supplements are designed to obtain enough data about the proposed project site to allow the Commission, its staff and others to adequately assess the project. By taking the time to fully respond to the questions on the forms, you can reduce the processing time for your project. You may also include any additional information which you believe is pertinent. Use additional sheets where necessary, or attach any relevant documents.

GENERAL INFORMATION

1. NAME OF PROPOSAL: Conversion of Barstow Fire Protection District into Subsidiary District of the City of Barstow

2. NAME OF APPLICANT: City of Barstow—joint applicant (ATTN: Terri Willoughby)

MAILING ADDRESS:

220 E. Mountain View Avenue, Barstow, CA 92311

PHONE: (760) 255-5115

FAX: (760) 256-1528

E-MAIL ADDRESS: twilloughby@barstowca.org

NAME OF APPLICANT: Barstow Fire Protection District—joint applicant (ATTN: Chief Jauss)

MAILING ADDRESS:

861 Barstow Road, Barstow, CA 92311

PHONE: (760) 256-2254

FAX: (760) 256-2254

E-MAIL ADDRESS: djauss@barstowfire.com

3. GENERAL LOCATION OF PROPOSAL: The proposal includes the entire existing Barstow Fire Protection District, which substantially overlaps with the City of Barstow. No change in geographical boundary is proposed.

4. Does the application possess 100% written consent of each landowner in the subject territory?
YES ___ NO X If YES, provide written authorization for change.

5. Indicate the reasons that the proposed action has been requested. To continue to preserve the long-term ability of the District to provide necessary fire protection services to residents, and to increase operational efficiencies and savings by converting the District to a subsidiary district of

the City of

Barstow.

- 6. Would the proposal create a totally or substantially surrounded island of unincorporated territory?
 YES ___ NO X If YES, please provide a written justification for the proposed boundary configuration.

LAND USE AND DEVELOPMENT POTENTIAL

- 1. Total land area (defined in acres):

Approximately 38,400 acres (60 square miles)

- 2. Current dwelling units in area:

- 3. Approximate current population in area:

Approximately 40,000 within the District

- 4. Indicate the General Plan designation(s) of the affected city (if any) and uses permitted by this designation(s):

N/A. No changes to existing land uses are contemplated or proposed.

San Bernardino County General Plan designation(s) and uses permitted by this designation(s):

N/A. No changes to existing land uses are contemplated or proposed.

- 5. Describe any special land use concerns expressed in the above plans.

N/A. No changes to existing land uses are contemplated or proposed.

- 6. Indicate the existing land use.

N/A. No changes to existing land uses are contemplated or proposed.

What is the proposed land use?

No changes to existing land uses are contemplated or proposed.

7. For a city annexation, State law requires pre-zoning of the territory proposed for annexation. Provide a response to the following:

a. Has pre-zoning been completed? YES ___ NO ___

b. If the response to "a" is NO, is the area in the process of pre-zoning? YES ___ NO ___

Identify below the pre-zoning classification, title, and densities permitted. If the pre-zoning process is underway, identify the timing for completion of the process.

N/A. The proposal is not an annexation proposal.

8. On the following list, indicate if any portion of the territory contains the following by placing a checkmark next to the item:

Agricultural Land Uses

Agricultural Preserve Designation

Williamson Act Contract

Area where Special Permits are

Required

Any other unusual features of the area or permits required: N/A. No changes to existing

land uses are contemplated or

proposed.

9. If a Williamson Act Contract(s) exists within the area proposed for annexation to a City, please provide a copy of the original contract, the notice of non-renewal (if appropriate) and any protest to the contract filed with the County by the City. Please provide an outline of the City's anticipated actions with regard to this contract.

N/A

10. Will the proposal require public services from any agency or district which is currently operating at or near capacity (including sewer, water, police, fire, or schools)? YES ___ NO X If YES, please explain.

ENVIRONMENTAL INFORMATION

1. Provide general description of topography. High Mojave desert habitat

2. Describe any existing improvements on the site as % of total area.

Residential	<u>40</u> %	Agricultural	<u>2</u> %
Commercial	<u>10</u> %	Vacant	<u>30</u> %
Industrial	<u>5</u> %	Other	<u>13</u> %

3. Describe the surrounding land uses:

NORTH N/A. No change in land use proposed or contemplated
EAST _____
SOUTH _____
WEST _____

4. Describe site alterations that will be produced by improvement projects associated with this proposed action (Installation of water facilities, sewer facilities, grading, flow channelization, etc.).

N/A

5. Will service extensions accomplished by this proposal induce growth on this site? YES ___
NO X Adjacent sites? YES ___ NO X Unincorporated ___ Incorporated ___

6. Is this project a part of a larger project or series of projects? YES ___ NO X If YES, please explain.

NOTICES

Please provide the names and addresses of persons who are to be furnished mailed notice of the hearing(s) and receive copies of the agenda and staff report.

NAME Terri Willoughby TELEPHONE NO. (760) 255-5115

ADDRESS:
220 E. Mountain View Avenue, Barstow, CA
92311

NAME Chief Darrell Jauss TELEPHONE NO. (760) 256-2254

ADDRESS:
861 Barstow Road, Barstow, CA 92311

NAME Holly Whatley TELEPHONE NO. 213-542-5704

ADDRESS:
300 South Grand Ave., Ste. 2700, Los Angeles, CA 90071

CERTIFICATION

I hereby certify that the statements furnished above and in the attached supplements and exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented herein are true and correct to the best of my knowledge and belief. I understand that if this proposal is approved, the Commission will impose a condition requiring the applicant to indemnify, hold harmless and reimburse the Commission for all legal actions that might be initiated as a result of that approval.

DATE 6/1/10


SIGNATURE OF APPLICANT

Richard D. Rowe, City Manager
PRINTED NAME OF APPLICANT

City Manager, City of Barstow
TITLE

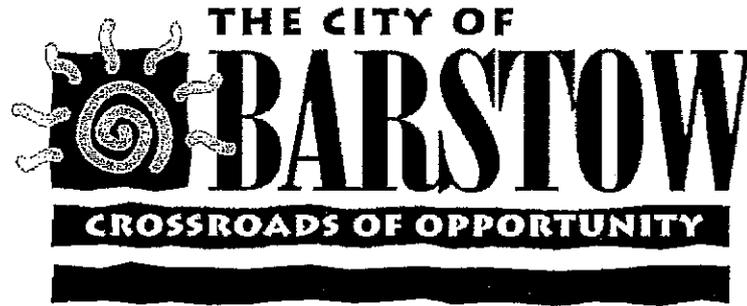
PLEASE CHECK SUPPLEMENTAL FORMS ATTACHED:

- ANNEXATION, DETACHMENT, REORGANIZATION SUPPLEMENT
- SPHERE OF INFLUENCE CHANGE SUPPLEMENT
- CITY INCORPORATION SUPPLEMENT
- FORMATION OF A SPECIAL DISTRICT SUPPLEMENT
- ACTIVATION OF LATENT POWERS SUPPLEMENT

APPLICATION TO BE SUBMITTED TO:

LOCAL AGENCY FORMATION COMMISSION
215 NORTH D STREET, SUITE 204
SAN BERNARDINO, CA 92415-0490
PHONE: (909) 383-9900 • FAX: (909) 383-9901
E-MAIL ADDRESS: lafco@lafco.sbcounty.gov

DC-Rev. 2/2/07



PLAN FOR SERVICE

**SUBMITTED TO
LAFCO**

FOR THE BARSTOW FIRE PROTECTION DISTRICT

Prepared by:

**Terri A. Willoughby, Finance Director
City of Barstow**

**Darrell Jauss, Fire Chief
Barstow Fire Protection District**

May 20, 2010

RECEIVED
MAY 27 2010

Background

After a series of management meetings and a joint special meeting on March 4, 2010 during which public input was received, the governing boards of both the City of Barstow ("City") and the Barstow Fire Protection District ("District") (jointly referred to herein as the "Applicants") have agreed to initiate LAFCO procedures to convert the fire district into a subsidiary agency of the City.

The underlying reason why both agencies pursued this proposed change or reorganization was to continue to preserve the long-term ability of the District to provide necessary fire protection services to residents, and to increase operational efficiencies and savings by converting the District to a subsidiary district of the City of Barstow

The goal and the commitment to this proposed change is not to expand or to decrease the existing geographical boundaries of the District, but to simply convert the District from an independent district to a dependent, subsidiary district of the City.

City and District Official Actions

On March 4, 2010, the City and District held a joint special meeting to consider whether to pursue merger of the two agencies. A copy of the staff report for that public meeting and which addresses the advantages of such a merger is attached hereto as **Exhibit A**.

On April 5, 2010, the City Council by a vote of 3 to 2 voted in favor of Resolution No 4533-2010 requesting LAFCO to initiate proceeding to convert the District into a subsidiary of the City [**Exhibit B**].

On April 8, 2010, the District's Board by a vote of 3 to 0 voted in favor of Resolution No 01-10 requesting LAFCO to initiate proceeding to convert the fire district into a subsidiary of the City [**Exhibit C**].

Labor Support

The current employee bargaining unit of the District, the Barstow Professional Fire Fighters Association, presented themselves at both the City and District hearings where these resolutions were heard and approved and supported the initiation of the conversion through the LAFCO process.

Acreage and Registered Voter Threshold

The City and District have met with LAFCO staff and have confirmed that 77% of the District's acreage presently lies within the City limits and that this percentage

meets the 70% threshold set forth in Government Code Section 57105(b)(1) required for LAFCO to initiate proceedings to designate the fire district as a subsidiary district of the City.

At that same meeting, the District and City confirmed with staff that at the present time approximately 70% of the registered voters of the District reside within the City's boundaries. This also meets the 70% threshold set forth in Government Code Section 57105(b)(2).

The Applicants understand that the relevant time frame to measure both the acreage and registered voter percentages is as of the date of the Commission's public hearing on the application.

Barstow Fire Protection District

As it stands today, the District appears to be self-sufficient and solvent. The following is a snapshot of the District's current financial picture:

Revenue received by the District in 2009	\$ 3,727,765
Budgeted by the District in 2009	\$ 3,612,765
Revenue left over for reserve in 2009	\$ 115,000
Cash in the Bank as of June 30, 2009	\$ 468,000

A more detailed 2009-2010 District budget can be found in attached **Exhibit D**.

With regards to current staffing, employee benefits and labor contracts, the District presently has:

1. 23 employees; 20 safety and 3 non-safety;
2. The District is presently in a labor agreement with the Barstow Professional Fire Fighters Association that expires on June 30, 2010;
3. The District presently contracts with the San Bernardino County Retirement System for employee retirement benefits, with employee's contributing half of the employee share to pay for this benefit; and,
4. The District presently contracts with Health Net for employee health benefits, with employees contributing nothing to pay for this benefit for themselves and their dependents.

The City's Plan for Service

As adopted by both agencies in the attached resolutions, if LAFCO approves the District becoming a subsidiary district of the City, the City plans and agrees to abide by the following structural requirements:

1. The City shall continue to provide the services of the District at the same level as to those areas outside the City's boundaries, but within the territory of the District, as the services provided for territory with the City limits;
2. The City shall assume all assets of the District;
3. The City shall assume all liabilities of the District;
4. The City understands that as a subsidiary district of the City, the District shall continue to be operated according to applicable state fire protection district laws; and
5. The City understands that the property taxes collected within the District will be used as revenue exclusively for the administrative and operational costs of the District.

The City intends to implement the following structural and fiscal policies and practices in each of the following areas:

Governing of the District

The current Fire Board will be dissolved and the City Council will become the fire board, and District staff will report to the City Manager as the Executive Director of the District.

Management of the District

Other than the City Manager becoming the Executive Director of the District, the City does not intend any changes to the reporting structure of the District's staff at levels below the City Manager

Operation of the District

The City will manage the subsidiary district separately; similar to how it presently manages the Barstow Redevelopment Agency. The District will still operate as a separate district. The District's Board will convene as a separate legislative body to conduct the District's business pursuant to separate public noticing and agenda requirements; however the board members of such body will be identical to the membership of the Barstow City Council. The District will be operated pursuant to the applicable state laws for fire protection districts. Separate financial statements will be prepared and available for the District.

District Funding

District revenues will not be commingled with City General Fund revenue, or used for City expenditures or allocations. It will be maintained in a separately identified special revenue fund. All property tax revenue collected by the City within the District boundaries and designated for the District will be used exclusively for the operation and administration of the subsidiary District. However, the City acknowledges that it may become necessary at some unknown future point to subsidize the District's operating budget with City funds and that periodic advances of City funds may be necessary. Any such advance will require the formal approval of City Council, either as part of the annual adopted budget or at a publicly held meeting.

The Fire District Budget will provide for the operations of the subsidiary district within the City. It will be a separate legal entity with separate funding, with revenues comprised mainly of property tax revenues as well as some supplemental funding from the Barstow Redevelopment Agency.

Current Employees of the District

Current non-safety employees of the District will become city employees for purposes of classification, wages and terms and conditions of employment. The non-safety employees will retain any leave balances existing at the time of the transfer, as well as their years of service. These current employees of the District will still be considered employees of the District and their wages for work performed for the District will be paid from the revenue collected from the District's property taxes. The City acknowledges that to realize the cost savings of converting the District into a subsidiary district, certain non-safety employees may also perform services for the City. For such employees, the City will pay the wages for work the employee performs for the City from the City's general fund. In other words, for those employees that perform work for both the City and the District, the subsidiary District will be charged for only those wages attributable to work the employee does for the benefit of the District.

Current safety employees will remain as employees of the District. The City will facilitate the completion of a new CalPERS contract for the District for the purpose of providing retirement benefits for the safety employees; and will also transition these employees into the CalPERS health system. The cost for the salaries and benefits will be paid from the Barstow Fire Protection District Fund.

Employee Labor Group

The Barstow Professional Fire Fighters Association representatives (BPFFA) presently represents 6 Captains, 6 Engineers, and 6 Paramedic/Firefighters, and that the current collective bargaining contract (MOU) expires on June 30, 2010.

As the City moves forward with converting the District into a subsidiary of the City, the City will assume the current labor agreement and all of the obligations therein. The City will initiate labor negotiations with this employee group at the expiration of the existing agreement.

Current Employee Wages and Benefits

The City plans to honor all wage schedules in place when LAFCO approves the conversion. The City will offer District employees both CalPERS retirement and health benefits, with non-safety employees funded through the City's existing CalPERS contract and safety employees through a new contract.

Fiscal Impacts

Attached [**Exhibit D**] is the proposed budget developed based on the adopted Fiscal Year 2009/10 Barstow Fire Protection District with modifications made to reflect the conversion of the District to a dependent, subsidiary district of the City of Barstow. In summary, this analysis shows that the District is solvent and is expected to remain so during the transition. Future fiscal impacts will need to be resolved as issues arise.

Transition Plan

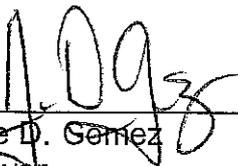
There are many issues to be resolved during the transition of the District to the City. Key issues and their expected resolution include the following:

- **PHYSICAL LOCATION OF DISTRICT EMPLOYEES:** District employees are expected to remain at their current location.
- **CONVERSION OF NON-SAFETY EMPLOYEES TO CITY EMPLOYEES:** There are three (3) non-safety employees who will become employees of the City of Barstow. This can be accomplished within thirty (30) days following approval from LAFCO. These employees will, in effect, separate from the District and be "hired" by the City. However, as noted above, these employees will retain existing leave balances at the time of transition and their years of service.
- **CONVERSION OF LIABILITY AND PROPERTY INSURANCE:** As the District participates in a risk pool specific to fire agencies, it is beneficial for the District to continue this association.
- **CONVERSION OF WORKER'S COMPENSATION INSURANCE:** City Finance and Fire District will perform a cost analysis to determine whether the Fire District should participate in the City's pool or remain self-insured.
- **CONVERSION OF SAFETY EMPLOYEES TO CalPERS RETIREMENT AND MEDICAL SYSTEMS:** The Safety employees will be converted from their current retirement system (SBCERA) into a new contract with CalPERS. The estimate of the time needed for this process to be

- completed with CalPERS is a minimum of eight (8) months to a maximum of twelve (12) months. A waiver with SBCERA will be completed in order to ensure they retain benefits during the transition period.
- **TRANSFER OF FUNDS:** Currently, District funds are deposited with the County of San Bernardino. District staff will coordinate the transfer of funds from the County to the City's treasury and expect that this can be accomplished within six (6) months following LAFCO approval.
 - **SUPERVISION:** For most employees, there will be no change in supervision. The Fire Chief will begin to report to the City Manager immediately after receiving the final approval of the transition from LAFCO.
 - **FACILITY TRANSITION:** Included [**Exhibit E**] is the facility needs assessment associated with the District transition plan as prepared by the City's Information Technology Manager. Although there is no need to modify any existing buildings or office space at this time, connectivity to City phone and network systems will need to be established. City and District staff will work collaboratively on this effort.
 - **INITIAL MEETING OF THE DISTRICT WITH CITY COUNCIL:** As currently legal requirements call for a minimum of quarterly meetings, the District will convene in a meeting (with City Council as the Board) within ninety (90) days following LAFCO approval

completed with CalPERS is a minimum of eight (8) months to a maximum of twelve (12) months. A waiver with SBCERA will be completed in order to ensure they retain benefits during the transition period.

- **TRANSFER OF FUNDS:** Currently, District funds are deposited with the County of San Bernardino. District staff will coordinate the transfer of funds from the County to the City's treasury and expect that this can be accomplished within six (6) months following LAFCO approval.
- **SUPERVISION:** For most employees, there will be no change in supervision. The Fire Chief will begin to report to the City Manager immediately after receiving the final approval of the transition from LAFCO.
- **FACILITY TRANSITION:** Included [**Exhibit E**] is the facility needs assessment associated with the District transition plan as prepared by the City's Information Technology Manager. Although there is no need to modify any existing buildings or office space at this time, connectivity to City phone and network systems will need to be established. City and District staff will work collaboratively on this effort.
- **INITIAL MEETING OF THE DISTRICT WITH CITY COUNCIL:** As currently legal requirements call for a minimum of quarterly meetings, the District will convene in a meeting (with City Council as the Board) within ninety (90) days following LAFCO approval

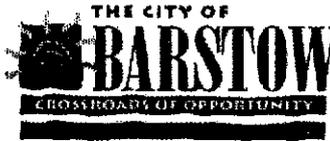


Joe D. Gomez
Mayor
City of Barstow



Ruben Arredondo
Chairman
Barstow Fire Protection District

ATTACHMENT "A"



AGENDA MATTER:

JOINT MEETING WITH THE CITY OF BARSTOW AND BARSTOW FIRE PROTECTION DISTRICT TO DISCUSS AND TAKE ACTION ON THE POSSIBLE MERGER OF THE TWO AGENCIES

EXECUTIVE SUMMARY:

City staff presented this issue to the City Council on January 19, 2010. At that time, staff was directed to further study this matter and schedule this Joint Special Meeting between the City Council and the Barstow Fire Protection District Board to take public testimony and determine how the two entities want to proceed.

DISCUSSION:

If the City of Barstow and the Barstow Fire Protection District Board agree to merge the two entities by applying to LAFCO to authorize the Fire District to become a subsidiary of the City, the City will become the governing board of the District and would assume both its current assets and liabilities. The District would become a separate subsidiary of the City and all property tax revenue collected within the District could only be used to fund the operation of the District.

Based on the detailed review by City and Fire District staff of both the assets and liabilities of the District, it appears that the District is self sufficient and solvent and that the City would not have to use any general or reserve funds to accomplish the merger or to fund the Fire District.

The attached Staff Report outlines what has been done to date by staff on this issue and provides further details of the true assets and liabilities of the Fire District.

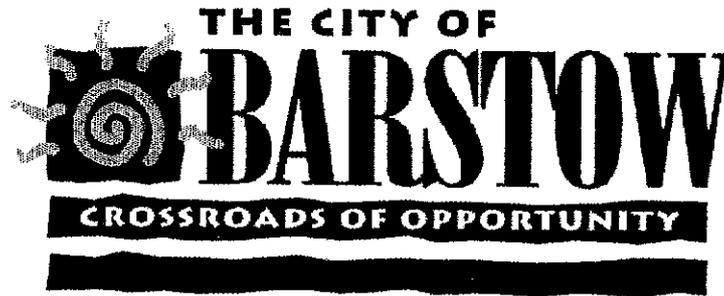
Attachments:

Attachment A - Staff Report to the City Council & the Barstow Fire Protection District Board

RECOMMENDED ACTION:

Staff recommends that public testimony be taken on this issue from all interested parties and that the two governing bodies vote for or against directing staff to commence the LAFCO process to have the BFPD become a subsidiary district of the City.

PROPOSED BY	FUNDS BUDGETED	FUNDS AVAILABLE	MEETING DATE
 Martin Pinon 	N/A	Yes	03/04/10
C.M. APPROVAL	AMOUNT REQUIRED	CATEGORY	ITEM NUMBER
Richard D. Rowe 	N/A	City Manager	1



STAFF REPORT

TO

THE CITY COUNCIL

&

THE BARSTOW FIRE PROTECTION DISTRICT BOARD

Prepared by:

**Martin Pinon, Assistant City Manager,
Terri Willoughby, Director of Finance, and
Mark Murphy, Senior Management Assistant**

March 4, 2010

BACKGROUND

On January 19, 2010, City staff presented a report to the City Council explaining that the City was able to apply to LAFCO to dissolve the Barstow Fire Protection District (BFPD) and make it a subsidiary agency of the City to Barstow.

City staff reported that they had met with LAFCO staff and had clarified that approximately 77% of the BFPD acreage lies within the City limits and that this percentage meets the 70% threshold required, thus allowing the City to apply for a subsidiary district designation.

Based on City staff's meeting with LAFCO staff, the report to the City Council also outlined and discussed the following five different available options:

- Option 1: The City applies to make the BFPD a subsidiary district of the City of Barstow.
- Option 2: The City applies to assume control of BFPD minus unincorporated areas - requiring a determination by LAFCO regarding the maintenance of the unincorporated areas.
- Option 3: The County assumes control of BFPD in its entirety.
- Option 4: The BFPD remains intact, but the City contracts with the District for disaster preparedness & for a paramedic squad.
- Option 5: The City leaves everything status quo with the BFPD remaining a special district.

DIRECTION BY CITY COUNCIL TO STAFF

At the conclusion of the January 19, 2010, City Council Meeting, the City Council accepted Option 1 as the most viable and advantageous for the City and provided staff with direction to arrange for a Joint Special Meeting between the City Council and the Barstow Fire Protection District Board of Directors.

The purpose of the March 4, 2010 meeting is to take input from the public and decide if the two entities want to proceed with a merger. If it is the desire to proceed with a merger, staff should be directed to commence the LAFCO process to have the BFPD become a subsidiary district of the City.

SUMMARY OF THE LAFCO PROCESS

If the direction from both governing boards on March 4, 2010, is to have the City of Barstow apply to LAFCO for approval to have the Fire District become a subsidiary district of the City, the following are requirements that would follow the approval of such an application by LAFCO:

1. The subsidiary district would have to be managed separately, similar to how the City manages the Redevelopment Agency; and
2. The current Fire Board would be dissolved and the City Council would become the fire board, and District staff will report to the City Manager as the Executive Director.

Finally, the LAFCO application process establishing the subsidiary district would take 4 to 6 months.

FISCAL STAFF ANALYSIS OF POSSIBLE MERGER

In preparation for the Special Joint Meeting of the City Council and the Fire Board scheduled for March 4, 2010, City staff met numerous times with both BFPD management and representatives of the Bartow Professional Fire Fighters Association. City and Fire District staff also had numerous consultations with both San Bernardino County Retirement System and Cal/PERS representatives.

These meetings and consultations were crucial in order for staff to identify the major costs that would result with the merger of these two entities.

Solvency of the District

A successful LAFCO process merging the BFPD with the City will result in the City taking the assets and liabilities of the District.

On a positive note, the BFPD appears to be self-sufficient and solvent. The following is a snapshot of the District's current financial picture:

Revenue received by the District in 2009	\$ 3,727,765
Budgeted by the District in 2009	\$ 3,612,765
Revenue left over for reserve in 2009	\$ 115,000
Cash in the Bank as of June 30, 2009	\$ 468,000

[For a more detailed 2009-2010 BFPD budget, see attached Exhibit A.]

General Personnel Cost Findings

1. The Fire District presently has 23 employees; 20 safety and 3 non-safety;
2. The Fire District is presently in a labor agreement with the Barstow Professional Fire Fighters Association that expires on June 30, 2010;
3. The Fire District presently contracts with the San Bernardino County Retirement System for employee retirement benefits; **with employee's contributing half** of the employee share to pay for this benefit;
4. The Fire District presently contracts with Health Net for employee health benefits; **with employees contributing nothing** to pay for this benefit for themselves and their dependents;

Retirement and Health Benefit Cost Findings & Possible Savings

If the City merges with the Fire District, it is estimated that it may be less expensive for the City to offer the Fire District employees both Cal/PERS retirement and health benefits; some savings may be realized with the merger;

1. Retirement Costs:

Annual payment by the Fire District to provide retirement benefits to its employees through the San Bernardino County Retirement System, <u>with a contribution from the District employees</u>	\$ 769,000
--	-------------------

Cost if the District merges with the City; the City will offer Cal/PERS retirement benefits prospectively, and funding the current San Bernardino Retirement liability <u>with no contribution from the District employees</u>	\$ 765,350
---	-------------------

2. Health Benefit Costs:

Annual payment by the Fire District to provide health benefits to its employees through Health Net; <u>with no contribution from the district employees</u>	\$ 268,000
--	-------------------

Cost if the District merges with the City, the	\$ 214,731
--	-------------------

City will offer Cal/PERS health benefits to District employees; **with some contribution from the District employees**

Qualification: The estimated amounts cited may change based on a valuation that Cal/PERS will have to conduct.

See attached Exhibit B for a more detailed projection of the 2009-2010 BFPD Retirement and Health Benefits as it would appear with the City's Cal/PERS Retirement and Health Benefits

Additional Possible Cost Savings:

Both City and BFPD staff have also identified the following items which may result in additional savings in a merger between these two entities:

Fire Board Member Stipends	\$	3,600
Board Election Costs		12,338
Legal Services		24,000
Total Estimated Savings for 2010-2011	\$	39,938

Future Savings:

Last Payment on 2 KME Fire Engines Is due in FY 10/11 (9/26/10)	\$	85,000
--	----	--------

**DISCUSSIONS WITH BARSTOW PROFESSIONAL FIRE FIGHTERS
ASSOCIATION**

As stated above, throughout this process City staff met with Barstow Professional Fire Fighters Association representatives (BPFFA).

This labor group presently represents 6 Captains, 6 Engineers, and 6 Paramedic/Firefighters, and the current collective bargaining contract (MOU) expires on June 30, 2010.

The main concern involving the BPFFA and other BFPD staff is that it appears they are underpaid in comparison to other fire departments, especially those operated by the County. However, the BFPD does have other supplemental benefits that enhance the amounts being paid.

If the City moves forward with merging the Fire District as a subsidiary of the City, the City will assume this labor agreement and all of the obligations therein. Further, the City will have to initiate labor negotiations with this employee group at the expiration of the current agreement.

Any negotiation discussions with this employee group will have to be authorized by the new governing body and any increase in wages will depend on a total cost-out of available funds as well as savings that may be realized with the merging of the City and the BFPD.

Finally, authority for City staff to engage in labor negotiations with the BPFFA will have to be discussed in Closed Session.

STAFF RECOMMENDATIONS

- 1) Staff makes **no recommendation** with regards to the actual merging of these two entities by initiating the LAFCO process.

This is a policy decision that has to be made by the governing boards of both the City of Barstow and the Barstow Fire Protection District.

- 2) If the decision is made by the governing boards to direct staff to initiate the LAFCO process for the Fire District to become a subsidiary of the City, staff does recommend the following:

- a) **KEEP THE FIRE DISTRICT AS A SEPARATE SPECIAL REVENUE FUND**

- b) **OPEN A NEW CONTRACT WITH CAL/PERS FOR RETIREMENT**

It would be more prudent to initiate a new contract with Cal/PERS prospectively as the City Council would be the governing body, and bill the fire fund for these costs.

- c) **MISCELLANEOUS FIRE DISTRICT EMPLOYEES**

Add the three 3 miscellaneous employees into the City's retirement plan as City employees and allocate these costs to the fire fund.

- d) **ADD DISTRICT EMPLOYEES TO EXISTING CITY CAL/PERS HEALTH BENEFITS CONTRACT**

Add the Fire District employees to the City's health plan and allocate cost to the fire fund.

- e) **WAGE INCREASES AND EXISTING LEAVE ACCRUALS**

These items will have to be negotiated with the BPPFA once the governing boards provide the necessary authority for staff to begin negotiations on the current labor contract.

This discussion will have to take place in Closed Session.

EXHIBIT A
2009-2010 BFPD BUDGET

**BARSTOW FIRE PROTECTION DISTRICT
FINAL BUDGET
FISCAL YEAR 2009-2010**

REVENUES		EXPENDITURES	
Allocation Share	3,255,703	Salaries /Benefits	3093233
Unitary Allocation	77,062	Maintenance/ Operatk	494532
Other Income	100,000	Lease-Purchase	85000
Redevelopment Pass Through	80,000	Contingencies	0
Cost Recovery Ordinance 16	100,000		
Total Revenues	3,612,765	Total Expenditures	3612765
Reserves	(3.3%) 115,000	Rev. less Expend.	0

Schedule of Expenditures/Line Item Budget

Page	Description	Preliminary 09-10	Final 09-10
<u>next page</u>	<i>1000 Series:</i>		
<u>4</u>	1010 SALARIES	1,470,478	1,469,470
<u>8</u>	1015 EXTRA HELP	0	0
<u>9</u>	1030 CLOTHING ALLOWANCE	12,060	12,060
<u>10</u>	1035 OVERTIME	105,371	105,371
<u>11</u>	1045 SEPARATION PAY	0	0
<u>12</u>	1105 OCCUPATIONAL INJURY	20,000	20,000
<u>13</u>	1110 RETIREMENT-DISTRICT'S	628,602	659,068
<u>14</u>	1130 SURVIVOR BENEFITS	253	253
<u>15</u>	1135 DIST. ADD. RETIREMENT	116,634	116,523
<u>16</u>	1200 MEDICAL	268,002	268,002
<u>17</u>	1210 UNEMPLOYEMENT INS.	2,500	2,500
<u>18</u>	1225 MEDICARE CONTRIBUTION	20,318	20,304
<u>19</u>	1235 WORKER COMPENSATION	361,052	362,682
<u>20</u>	1310 REIMBURSEMENTS	500	500
<u>21</u>	1318 PART-TIME RETIREMENT	2,500	2,500
	Sub-Total 1000 Series	3,008,270	3,033,233
	<i>2000 Series:</i>		
<u>22</u>	2025 SAFETY CLOTHING	15,489	15,489
<u>23</u>	2035 COMMUNICATIONS	95,781	91,116
<u>24</u>	2070 PROVISIONS	1,000	1,000
<u>25</u>	2075 MEMBERSHIPS	5,770	5,770
<u>26</u>	2080 PUB-LEGAL	2,050	1,050
<u>27</u>	2090 MISC. EXPENSE	9,250	9,250
<u>28</u>	2120 SMALL TOOLS	500	500
<u>29</u>	2125 INV. EQUIPMENT	1,750	1,750
<u>30</u>	2130 NON-INV. EQUIPMENT	8,000	7,299
<u>31</u>	2135 ELECTION COST	0	0
<u>32</u>	2941 TRAINING (2140)	27,095	27,095
<u>33</u>	2145 FIRE PREVENTION	6,550	6,550
<u>34</u>	2180 UTILITIES	56,349	56,349
<u>35</u>	2245 GEN INSURANCES	33,511	33,511
<u>36</u>	2305 OFFICE	14,440	14,440
<u>37</u>	2323 PRINTING	650	650
<u>38</u>	2345 SUB./PUBLICATIONS	314	314

	<i>2000 Series: (Continued)</i>		
<u>39</u>	2405 AUDIT	7,575	7,575
<u>40</u>	2410 DATA PROCESSING	3,300	3,300
<u>41</u>	2415 COUNTY SERVICES	17,613	17,613
<u>42</u>	2420 OTHER PROF. SERVICES	120	120
<u>43</u>	2445 PROFESSIONAL SERVICES	2,950	2,950
<u>44</u>	2455 CONSULTING SERVICES	60,000	47,000
<u>45</u>	2805 MAINT. MISC. EQUIPMENT	3,500	3,500
<u>46</u>	2815 KITCHEN SUPPLIES	250	250
<u>47</u>	2835 HOUSE EXPENSE	4,500	4,500
<u>48</u>	2840 MEDICAL SUPPLIES	20,400	20,400
<u>49</u>	2855 MAINT. APPARATUS	79,787	79,787
<u>50</u>	2860 MAINT. RADIOS	8,234	8,234
<u>51</u>	2865 MAINT. AGREEMENTS	7,970	7,970
<u>52</u>	2870 MAINT. STRUCTURE	15,000	15,000
<u>53</u>	2890 MAINT. GROUNDS	1,000	1,000
<u>54</u>	2895 RENT EQUIPMENT	200	200
<u>55</u>	2946 TRAVEL (2935)	3,000	3,000
	Sub Total 2000 Series	513,898	494,532
	<i>4000 Series:</i>		
<u>56</u>	4040 PURCHASE EQUIPMENT	0	0
<u>57</u>	4050 PUR. VEHICLES	0	0
<u>58</u>	4060 L/P STRUCTURE	0	0
<u>59</u>	4065 L/P EQUIPMENT	0	0
<u>60</u>	4070 L/P VEHICLES	85,000	85,000
	Sub Total 4000 Series	85,000	85,000
	 TOTAL BUDGET	 3,607,168	 3,612,765
	<i>6000 Series:</i>		
<u>61</u>	6000 CONTINGENCIES	5,597	0
<u>62</u>	GRAND TOTAL	3,612,765	3,612,765

EXHIBIT B
2009-2010 BFPD BUDGET
WITH THE CITY CAL/PERS RETIREMENT AND HEALTH BENEFITS

City of Barstow
Barstow Fire Protection District
Proforma Budget

Taxes	\$ 3,612,278
Other	100,000
Cost Recovery	100,000
Total Revenues	<u>3,812,278</u>

Expenditures:

Salaries-Career	1,469,471
Clothing Allowance	12,060
Overtime	105,371
Occupational Injury	20,000
Retirement-PERS	485,350
Payment of SBCERA Liability****	280,000
Survivor Benefits	-
District Additional Retirement	-
Medical Insurance(med/dental/vision)	211,995
Life Insurance @ 9.50 per employee per month	2,736
Unemployment	2,500
Medicare	20,304
Workers Compensation*	362,682
Reimbursements	500
Paid Call Retirement	2,500
Clothing, Safety Supplies	15,489
Communications	91,116
Provisions	1,000
Memberships	5,770
Publications	1,050
Miscellaneous Expenses	9,250
Small Tools/Equipment	500
Inventoriable Equipment	1,750
Non Inventoriable Equipment	7,299
Training	27,095
Fire Prevention	6,550
Utilities (less trash/sewer from City)	53,521
Other Insurance*	33,511
General Office	14,440
Misc Printing	650
Dues/Subscriptions/Publications	314
Audit Costs	7,000
Data Processing**	3,300
Services**	17,613
Other Professional Services	-
Professional Services	2,950

Legal Fees	47,000
Maintenance & Repair	3,500
Kitchen Supplies	250
General Household Expense	4,500
Medical Labs/Employment	20,400
Equipment Repair/Fuel	79,787
Radio maintenance	8,234
Maintenance agreements	7,970
Building maintenance	15,000
Grounds maintenance	1,000
Equipment rental	200
Travel	3,000
Capital Lease Payment***	85,000
Total Expenditures	<u>\$ 3,551,478</u>
Revenues less expenditures	<u>\$ 260,800</u>

* Assuming no change.

** Allocated Cost-will be revised

*** Final payment due FY 10/11

**** Amortized cost of \$5.6 million liability over 20 years

ATTACHMENT “B”

RESOLUTION NO. 4533-2010

A RESOLUTION OF APPLICATION BY THE CITY COUNCIL OF THE CITY OF BARSTOW, CALIFORNIA REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO TAKE PROCEEDINGS FOR THE CONVERSION OF THE BARSTOW FIRE PROTECTION DISTRICT TO A SUBSIDIARY DISTRICT OF THE CITY OF BARSTOW

WHEREAS, on March 4, 2010, the City of Barstow and the Barstow Fire Protection District conducted a Joint Special Meeting to take public testimony and discuss options regarding potential merger of the two local government entities;

WHEREAS, in light of the foregoing meeting, the City of Barstow desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the conversion of the Barstow Fire Protection District into a subsidiary district of the City of Barstow;

WHEREAS, the City of Barstow understands that the Barstow Fire Protection District concurs with the decision to initiate such proceedings and that the Barstow Fire Protection District intends to adopt its own resolution of application that is substantially similar to this one;

WHEREAS, the proposed change of organization will not expand or decrease the existing geographical boundaries of the Barstow Fire Protection District, which are depicted on the attached map, but will simply convert the District from an independent district to a dependent, subsidiary district of the City of Barstow; and

WHEREAS, the reason for the proposed change or organization is to preserve the long-term ability of the district to provide necessary fire protection services to its residents and to increase operational efficiencies and savings by converting the district to a subsidiary district of the City of Barstow;

WHEREAS, the City understands that as a subsidiary district of the City, the District shall continue to be operated according the applicable state fire protection district laws and the property taxes collected within the District will be used as revenue exclusively for the administrative and operational costs of the district;

WHEREAS, the City further understands that while certain current employees of the District will become city employees for purposes of classification, wages and terms and conditions of employment, they will still be considered employees of the subsidiary district and their wages for work

performed for the subsidiary district will be paid from the revenue collected from the District's property taxes; and

WHEREAS, the City requests the proposed change of organization be subject to the following terms and conditions:

- 1 That the City shall continue to provide the services of the Barstow Fire Protection District at the same level as to those areas outside the City's boundaries, but within the territory of the Barstow Fire Protection District, as the services provided for territory with the City limits;
- 2 That the City shall assume all assets of the Barstow Fire Protection District;
- 3 That the City shall assume all liabilities of the Barstow Fire Protection District; and,
- 4 That the City shall assume all ad valorem taxes, other accounts receivable, and other revenues of the Barstow Fire Protection District.

WHEREAS, San Bernardino LAFCO will be the lead agency for CEQA purposes for the proposal:

NOW, THEREFORE, THE CITY OF BARSTOW DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. This Resolution of Application is hereby approved and adopted by the City Council of the City of Barstow. The Local Agency Formation Commission of San Bernardino County is hereby requested to take proceedings for the proposed change of organization according to the terms and conditions stated above and in the matter provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code

Section 2. The City Clerk shall certify to the adoption of this Resolution.

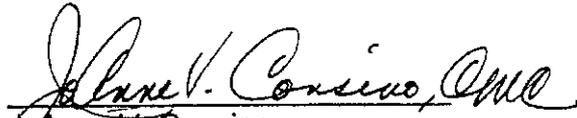
PASSED, APPROVED AND ADOPTED this 5th day of April, 2010.





Joe D. Gomez
Mayor

ATTEST:


JoAnne V. Cousino
City Clerk

I, *JoAnne V. Cousino*, City Clerk of the City of Barstow and ex-officio Clerk of the Council, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY that the foregoing is a true and correct copy of Resolution No. 4533-2010 that was duly and regularly introduced and adopted by said City Council at a regular meeting held on April 5, 2010, by the following vote:

AYES: Council Member Hailey, Mayor Pro Tem Hackbarth-McIntyre and Mayor Gomez

NOES: Council Members Saenz and Silva

ABSENT: None

ABSTAIN: None


JoAnne V. Cousino
City Clerk





AGENDA MATTER:

APPROVAL OF THE RESOLUTION OF APPLICATION BY THE CITY COUNCIL OF THE CITY OF BARSTOW REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR THE CONVERSION OF THE BARSTOW FIRE PROTECTION DISTRICT TO A SUBSIDIARY DISTRICT OF THE CITY; AND A SUPPLEMENTAL APPROPRIATION OF \$8,000 FROM THE FUND BALANCE OF THE GENERAL FUND.

EXECUTIVE SUMMARY:

On March 4, 2010, the City of Barstow and the Barstow Fire Protection District conducted a Joint Special Meeting and both boards voted in favor of applying to LAFCO to start the process of merging the fire district as a subsidiary to the City.

DISCUSSION:

Once approved, both the City and the fire district will submit resolutions and the required accompanying documents to LAFCO. The necessary notices will then be sent out and the hearing or community meeting will be set up by LAFCO.

City staff will request that LAFCO hold either the commission hearing or, in the alternative, a community meeting here in Barstow so City residents can attend and participate in these meetings without having to travel to San Bernardino to do so.

FISCAL IMPACT:

The LAFCO application process will cost about \$8,000. To cover this, a supplemental appropriation of funds from the unreserved fund balance of the City's General fund is requested to fund this expenditure. Funds are available in the fund balance of the General Fund.

There will also be additional costs associated with holding the commission hearing or community meeting here in Barstow. All of these associated costs will be borne equally by both the City and the Barstow Fire District, with the City's part to be paid through existing budget in the General Fund.

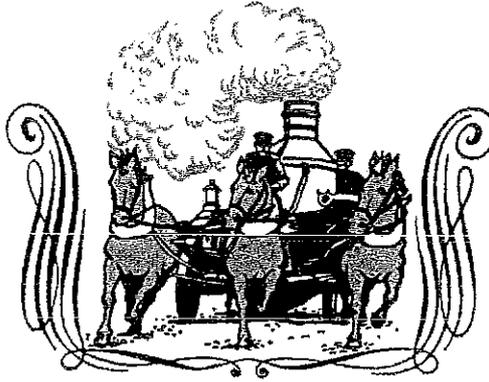
RECOMMENDED ACTION:

Staff recommends approval of this resolution as well as a supplemental appropriation of funds in the amount of \$8,000 from the unreserved fund balance of the General Fund.

BA: Hackbart, McIntyre/Hallen 3-2-00 Approved (Saez & Silva No) Resolution No 4533-2010

PROPOSED BY	FUNDS BUDGETED	FUNDS AVAILABLE	MEETING DATE
Martin Pinon	No	Yes	04/05/10
C.M. APPROVAL	AMOUNT REQUIRED	CATEGORY	ITEM NUMBER
Richard D. Rowe	\$8,000	City Manager	22

ATTACHMENT "C"



RESOLUTION 01-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BARSTOW FIRE PROTECTION DISTRICT, COUNTY OF SAN BERNARDINO, CALIFORNIA, FOR APPLICATION REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO TAKE PROCEEDINGS FOR THE CONVERSION OF THE BARSTOW FIRE PROTECTION DISTRICT TO A SUBSIDIARY DISTRICT OF THE CITY OF BARSTOW.

WHEREAS, on March 4, 2010, the City of Barstow and the Barstow Fire Protection District conducted a Joint Special Meeting to take public testimony and discuss options regarding potential merger of the two local government entities;

WHEREAS, in light of the foregoing meeting, the Barstow Fire Protection District desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the conversion of the Barstow Fire Protection District into a subsidiary district of the City of Barstow;

WHEREAS, the Barstow Fire Protection District understands that the City of Barstow concurs with the decision to initiate such proceedings and that the City of Barstow intends to adopt its own resolution of application that is substantially similar to this one;

WHEREAS, the proposed change of organization will not expand or decrease the existing geographical boundaries of the Barstow Fire Protection District, which are depicted on the attached map, but will simply convert the District from an independent district to a dependent, subsidiary district of the City of Barstow; and

WHEREAS, the reason for the proposed change or re-organization is to preserve the long-term ability of the district to provide necessary fire protection and emergency medical services to its residents and to increase operational efficiency and savings by converting the district to a subsidiary district of the City of Barstow;



WHEREAS, the District understands that as a subsidiary district of the City, the District shall continue to be operated according to the applicable state fire protection district laws and the property taxes collected within the District will be used as revenue exclusively for the administrative and operational costs of the district;

WHEREAS, the District further understands that while certain current employees of the District will become city employees for purposes of classification, wages and terms and conditions of employment, they will still be considered employees of the subsidiary district and their wages for work performed for the subsidiary district will be paid from the revenue collected from the District's property taxes. Additionally, the District and the City agree to maintain the number of positions that are currently budgeted by the District at the time of the merger; and

WHEREAS, the District requests the proposed change of organization be subject to the following terms and conditions:

1. That the City shall continue to provide the services of the Barstow Fire Protection District at the same level as to those areas outside the City's boundaries, but within the territory of the Barstow Fire Protection District, as the services provided for territory within the City limits;
2. That the City shall assume all assets of the Barstow Fire Protection District;
3. That the City shall assume all liabilities of the Barstow Fire Protection District; and,
4. That the City shall assume all ad valorem taxes, other accounts receivable, and other revenues of the Barstow Fire Protection District.

WHEREAS, San Bernardino LAFCO will be the lead agency for CEQA purposes for the proposal:

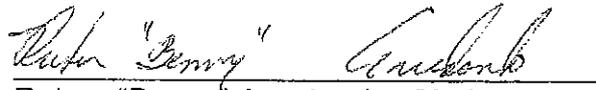
NOW, THEREFORE, THE BARSTOW FIRE PROTECTION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. This Resolution of Application is hereby approved and adopted by the Board of Directors of the Barstow Fire Protection District. The Local Agency Formation Commission of San Bernardino County is hereby requested to take proceedings for the proposed change of organization according to the terms and conditions stated above and in the matter provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code.

Section 2. The Barstow Fire Protection District's Board of Director's appointed Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Barstow Fire Protection District this 8th day of April, 2010, by the following vote:

AYES: 3 - Arredondo, Courtney, + Ott
NOES: 0
ABSENT: 2 - HackBarth, + Rosenberg
ABSTAIN: 0



Ruben "Benny" Arredondo, Chairperson

~~~~~  
ATTEST:

I, *Salvatore J. Corrao*, duly appointed Acting Secretary of the Board of Directors of the Barstow Fire Protection District do hereby certify under penalty of perjury, that the foregoing is a true and correct copy of Resolution 01-10, that was passed and approved by the Board of Director of the Barstow Fire Protection District at its regular meeting held on April 8, 2010.

  
\_\_\_\_\_  
Salvatore J. Corrao, Appointed Secretary

# ATTACHMENT “D”

City of Barstow  
Barstow Fire Protection District  
Proforma Budget

|                |                  |
|----------------|------------------|
| Taxes          | \$ 3,612,278     |
| Other          | 100,000          |
| Cost Recovery  | 100,000          |
| Total Revenues | <u>3,812,278</u> |

Expenditures:

|                                              |           |
|----------------------------------------------|-----------|
| Salaries-Career                              | 1,469,471 |
| Clothing Allowance                           | 12,060    |
| Overtime                                     | 105,371   |
| Occupational Injury                          | 20,000    |
| Retirement-PERS                              | 485,350   |
| Payment of SBCERA Liability****              | 280,000   |
| Survivor Benefits                            | -         |
| District Additional Retirement               | -         |
| Medical Insurance(med/dental/vision)         | 211,995   |
| Life Insurance @ 9.50 per employee per month | 2,736     |
| Unemployment                                 | 2,500     |
| Medicare                                     | 20,304    |
| Workers Compensation*                        | 362,682   |
| Reimbursements                               | 500       |
| Paid Call Retirement                         | 2,500     |
| Clothing, Safety Supplies                    | 15,489    |
| Communications                               | 91,116    |
| Provisions                                   | 1,000     |
| Memberships                                  | 5,770     |
| Publications                                 | 1,050     |
| Miscellaneous Expenses                       | 9,250     |
| Small Tools/Equipment                        | 500       |
| Inventoriable Equipment                      | 1,750     |
| Non Inventoriable Equipment                  | 7,299     |
| Training                                     | 27,095    |
| Fire Prevention                              | 6,550     |
| Utilities (less trash/sewer from City)       | 53,521    |
| Other Insurance*                             | 33,511    |
| General Office                               | 14,440    |
| Misc Printing                                | 650       |
| Dues/Subscriptions/Publications              | 314       |
| Audit Costs                                  | 7,000     |
| Data Processing**                            | 3,300     |
| Services**                                   | 17,613    |
| Other Professional Services                  | -         |
| Professional Services                        | 2,950     |

|                            |                     |
|----------------------------|---------------------|
| Legal Fees                 | 47,000              |
| Maintenance & Repair       | 3,500               |
| Kitchen Supplies           | 250                 |
| General Household Expense  | 4,500               |
| Medical Labs/Employment    | 20,400              |
| Equipment Repair/Fuel      | 79,787              |
| Radio maintenance          | 8,234               |
| Maintenance agreements     | 7,970               |
| Building maintenance       | 15,000              |
| Grounds maintenance        | 1,000               |
| Equipment rental           | 200                 |
| Travel                     | 3,000               |
| Capital Lease Payment***   | 85,000              |
| Total Expenditures         | <u>\$ 3,551,478</u> |
| Revenues less expenditures | <u>\$ 260,800</u>   |

\* Assuming no change.

\*\* Allocated Cost-will be revised

\*\*\* Final payment due FY 10/11

\*\*\*\* Amortized cost of \$5.6 million liability over 20 years

# ATTACHMENT “E”

# Fire Department Synopsis:

Dispatching / Records Maintained at PD:

Option 1 ~ Additional Dispatcher / Records Clerk / Mobile ~ Dispatching / Records Maintained at PD

- |                                                                   |          |
|-------------------------------------------------------------------|----------|
| (1) Dedicated Fire Dispatch Computer/Printer Only:                | \$5,000  |
| (1) Fire Records Clerk Computer                                   | \$3,000  |
| (1) CAD Software License Using VisionAir Current Software :       | \$12,000 |
| (1) *Additional Mobile Computer (Only, installation not included) | \$10,000 |
| (1) **Desk, Radio and 911Phone equipment not included (See PD)    |          |

*\*Items needed only if Fire Department Vehicles are equipped with mobile devices. Cost notated is for computer devices only there will be additional cost for installation / mounting equipment*

*\*\* Additional items that are not maintained by IT and will need to be cost out by PD*

**OR**

Option 2 Additional Dispatcher / Records Clerk / Mobile ~ Full Fire Software Maintained at PD

- |                                                                    |           |
|--------------------------------------------------------------------|-----------|
| (1) Dedicated Fire Dispatch Computer/Printer Only:                 | \$5,000   |
| (1) Records Clerk Computer                                         | \$3,000   |
| (1) VisionAir Fire/Record Software:                                | \$56,000  |
| *Data Conversion from Fire Dept Records to VisionAir               | \$10,000? |
| (1) **Additional Mobile Computer (Only, installation not included) | \$10,000  |
| (1) ***Desk, Radio and 911Phone equipment not included (See PD)    |           |

*\* Only needed if we are transferring files from Fire Department software into VisionAir database*

*\*\*Items needed only if Fire Department Vehicles are equipped with mobile devices. Cost notated is for computer devices only there will be additional cost for installation / mounting equipment*

*\*\*\* Additional items that are not maintained by IT and will need to be cost out by PD*

**AND**

## Network:

|                                            |          |
|--------------------------------------------|----------|
| Network Connections:                       | \$53,000 |
| Secure Connections: Firewall configuration | \$10,000 |

## Business Phones: (Not Emergency 911 Line)

|                           |          |
|---------------------------|----------|
| (4) Phones + MCK Devices: | \$10,000 |
|---------------------------|----------|

## Remote Site:

|                                  |     |
|----------------------------------|-----|
| Stays with current configuration | \$0 |
|----------------------------------|-----|

# Implementation Phases

## Phase I:

### **Determine Dispatching Software and Records Management: Option 1 or Option 2**

*Note: Decision should be made as a collective effort among Police Department Staff, Fire Department Staff and IT Staff Department to get a better understanding of how Fire Department currently handles the Fire Records and to discuss PD/Fire dispatching requirements.*

Under Option 1 ~ Current Dispatching software allows for Dispatchers to take Fire Calls. Dispatchers will take the calls and relay to Fire Department. Fire Department will continue to handle Record Management with their current software and system setup.

Under Option 2 ~ Current Dispatching software allows for Dispatchers to take Fire Calls. Dispatchers will take the calls and relay to Fire Department. Information from the Call will be transferred to VisionAir. Record Management will be handled at Police Department through VisionAir Software. Data will need to be converted from Fire Department to VisionAir database.

## Phase II:

### **Network Fire Department to City Network**

Two point to point devices will be installed, one on the tower at City Hall, one on the tower at Fire Department. Switch and network connections will be installed ~ these connections will include additional EOC network connections. Firewall configuration will be performed.

Network configuration:

*Note: Will need to have a discussion with Fire Department, Fire IT, PD Staff, and external entities to determine how the Fire Department connects to external entities.*

Under Option 1 ~ Fire Department current's email setup will remain status quo. Record Management will continue via status quo with the current establish connection to external entities (such as County) remaining intact.

Under Option 2 ~ Fire Department's email remains the same. Record Management will be handled at Police Department ~ connection to external entities will need to be determined

## Phones

Business Phones will be installed. The phones will be connected to the City's current phone system. These will NOT be emergency 911 lines. *Note: Phone numbers for the Fire Department may changes. To discuss with Verizon, Fire Department, City Phone Representative and IT Dept. IF Emergency 911 lines need to be installed at Fire Department, again will need to discuss.*

## Phase III:

### **Remote Site**

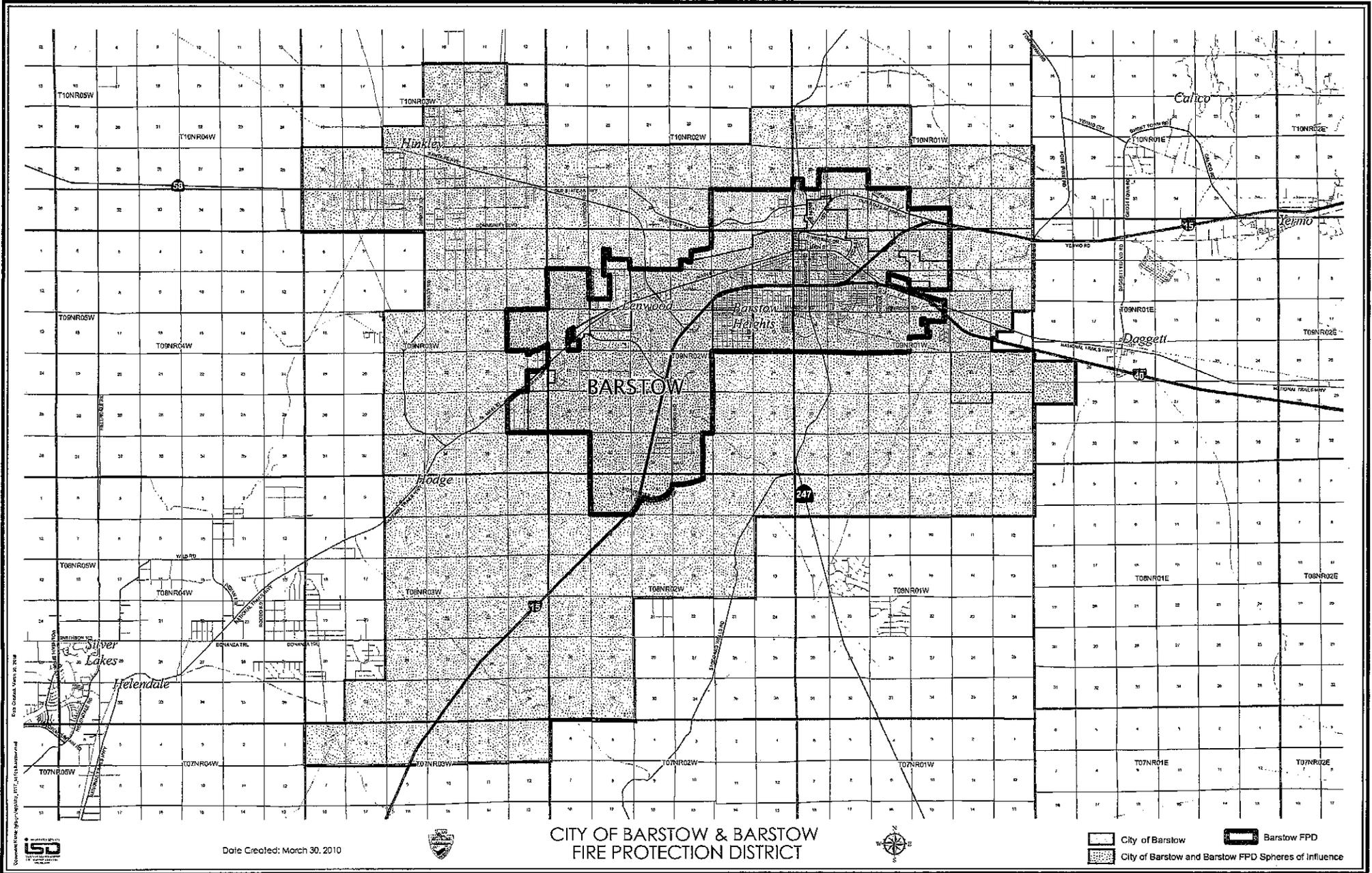
Under Option 1 ~ Remote site's current network connection will remain unchanged

Under Option 2 ~ Remote site's connection will remain unchanged; however, the system will not be able to utilize VisionAir Record Management System.

## Phase IV:

### **"Mobile Computers" in Fire Department Vehicles**

This phase has still yet to be determined.



Date Created: March 30, 2010  
 Document Name: 3161.dwg  
 User: J...  
 Plot Date: 3/30/2010 10:11:11 AM

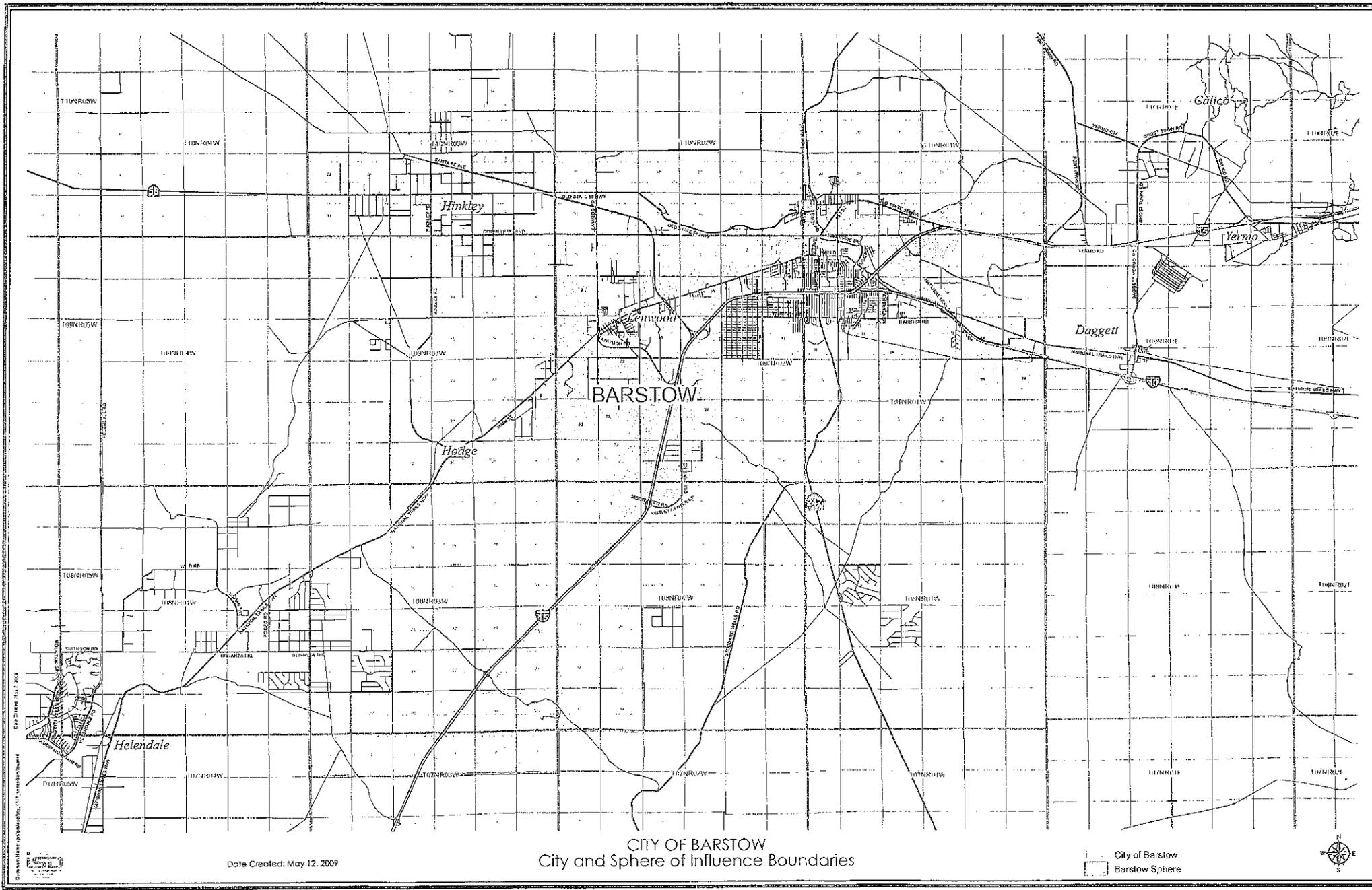
Date Created: March 30, 2010



CITY OF BARSTOW & BARSTOW  
FIRE PROTECTION DISTRICT



- City of Barstow
- City of Barstow and Barstow FPD Spheres of Influence
- Barstow FPD



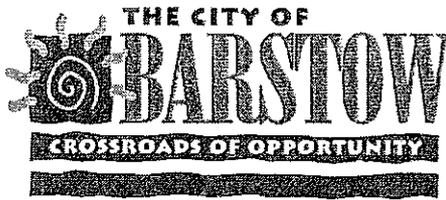
CITY OF BARSTOW  
City and Sphere of Influence Boundaries

Date Created: May 12, 2009

City of Barstow  
Barstow Sphere







July 19, 2010

RECEIVED  
JUL 20 2010

LAFCO  
San Bernardino County

Ms. Kathleen Rollings-McDonald  
San Bernardino LAFCO  
215 North D Street, Suite 204  
San Bernardino, CA 92415-0490

Re: Barstow Fire Protection District Retirement and Benefit Plan

Dear Ms. Rollings-McDonald

Per your request at the recent Departmental Review Committee, City staff has researched retirement and benefit options for the District and have reached the following conclusions:

**Retirement:** The District will be maintaining its current retirement plan with San Bernardino County Employees' Retirement Association (SBCERA). SBCERA staff has communicated that the only item necessary upon completion of the transition plan would be a letter notifying them of a change in the governing body.

**Medical Benefits:** The District will be maintaining its current benefits and City staff will notify the District's broker, Aloha Insurance Company, when the transition is approved by LAFCO,

Please let me know if there is any additional information required on this subject.

Sincerely,

Richard D. Rowe  
City Manager, City of Barstow

CC: City of Barstow Council  
Barstow Fire Protection District Board  
Holly Whatley, Colantuono & Levin, P.C.

## Rollings-McDonald, Kathleen

---

**From:** Darrell Jauss [djauss@barstowfire.com]  
**Sent:** Monday, August 30, 2010 8:37 AM  
**To:** Rollings-McDonald, Kathleen  
**Subject:** RE: Issue about meeting in Barstow for Subsidiary District  
**Attachments:** 2010-2011 APPROVED FINAL.pdf

Hello Kathleen, Attached is the 2010-2011 Final Approved Budget.

The District has postponed negotiations with the Barstow Professional Firefighters Association until resolution of the LAFCO application process. No further action will be taken to negotiate the agreement until the District is a subsidiary district of the City of Barstow or the application is denied.

Please let me know you need any further information. –Chief Jauss

---

**From:** Rollings-McDonald, Kathleen [mailto:kmcdonald@lafco.sbcounty.gov]  
**Sent:** Saturday, August 28, 2010 9:25 AM  
**To:** Darrell Jauss  
**Subject:** RE: Issue about meeting in Barstow for Subsidiary District  
**Importance:** High

Morning Chief,

Can you scan and forward to me the District's budget for Fiscal Year 2010-11, since this will be a part of a condition of approval I need to include a copy of it in the materials for the Commission. Also, can you confirm that the labor negotiations have been deferred until resolution of the status of the district -- meaning you are operating under the provisions of the expired contract until the transfer of the governing body.

Thanks -- Kathy

---

**From:** Darrell Jauss [djauss@barstowfire.com]  
**Sent:** Friday, August 27, 2010 12:08 PM  
**To:** Rollings-McDonald, Kathleen  
**Subject:** RE: Issue about meeting in Barstow for Subsidiary District



Kathleen, I appreciate you your prompt response and the information.

**BARSTOW FIRE PROTECTION DISTRICT**

**2010/2011 BUDGET**

7/1/2010 Through 6/30/2011

**LINE ITEM BUDGET**

**FINAL EDITION**

**APPROVED 07/15/2010**



**BARSTOW FIRE PROTECTION DISTRICT**  
**FINAL BUDGET**  
**FISCAL YEAR 2010-2011**

| REVENUES                           |           | EXPENDITURES         |           |
|------------------------------------|-----------|----------------------|-----------|
| Property Taxes                     | 3,532,000 | Salaries /Benefits   | 3043971   |
|                                    |           | Maintenance/ Operati | 615091    |
| Intergovernmental and Other Income | 100,000   |                      |           |
| Redevelopment Pass Through         | 107,000   | Lease-Purchase       | 147000    |
| Cost Recovery Ordinance 16         | 105,479   | Contingencies        | 38417     |
| <br>                               |           |                      |           |
| Total Revenues                     | 3,844,479 | Total Expenditures   | 3,844,479 |
| <br>                               |           |                      |           |
| Designated Reserves (3.3%)         | 121,168   | Rev. less Expend.    | 0         |
| Funds on Account at ACR            | 346,641   |                      |           |

Schedule of Expenditures/Line Item Budget

| Page                      | Description                  | Preliminary 10-11 | Final 10-11      |
|---------------------------|------------------------------|-------------------|------------------|
| <a href="#">next page</a> | <i>1000 Series:</i>          |                   |                  |
| <u>7</u>                  | 1010 SALARIES                | 1,521,573         | 1,525,255        |
| <u>8</u>                  | 1015 EXTRA HELP              | 0                 | 0                |
| <u>9</u>                  | 1030 CLOTHING ALLOWANCE      | 12,060            | 12,060           |
| <u>10</u>                 | 1035 OVERTIME                | 82,604            | 82,604           |
| <u>11</u>                 | 1045 SEPARATION PAY          | 0                 | 0                |
| <u>12</u>                 | 1105 OCCUPATIONAL INJURY     | 40,000            | 40,000           |
| <u>13</u>                 | 1110 RETIREMENT-DISTRICT'S   | 636,123           | 653,136          |
| <u>14</u>                 | 1130 SURVIVOR BENEFITS       | 200               | 200              |
| <u>15</u>                 | 1135 DIST. ADD. RETIREMENT   | 119,112           | 122,348          |
| <u>16</u>                 | 1200 MEDICAL                 | 240,680           | 281,780          |
| <u>17</u>                 | 1210 UNEMPLOYMENT INS.       | 2,500             | 2,500            |
| <u>18</u>                 | 1225 MEDICARE CONTRIBUTION   | 21,059            | 21,113           |
| <u>19</u>                 | 1235 WORKER COMPENSATION     | 300,000           | 300,000          |
| <u>20</u>                 | 1310 REIMBURSEMENTS          | 0                 | 0                |
| <u>21</u>                 | 1318 PART-TIME RETIREMENT    | 2,975             | 2,975            |
|                           | <b>Sub-Total 1000 Series</b> | <b>2,978,886</b>  | <b>3,043,971</b> |
|                           | <i>2000 Series:</i>          |                   |                  |
| <u>22</u>                 | 2025 SAFETY CLOTHING         | 15,489            | 15,489           |
| <u>23</u>                 | 2035 COMMUNICATIONS          | 139,886           | 139,886          |
| <u>24</u>                 | 2070 PROVISIONS              | 1,000             | 1,000            |
| <u>25</u>                 | 2075 MEMBERSHIPS             | 5,575             | 5,575            |
| <u>26</u>                 | 2080 PUB-LEGAL               | 1,050             | 1,050            |
| <u>27</u>                 | 2090 MISC. EXPENSE           | 8,250             | 26,650           |
| <u>28</u>                 | 2120 SMALL TOOLS             | 500               | 500              |
| <u>29</u>                 | 2125 INV. EQUIPMENT          | 4,150             | 4,150            |
| <u>30</u>                 | 2130 NON-INV. EQUIPMENT      | 8,000             | 8,000            |
| <u>31</u>                 | 2135 ELECTION COST           | 13,000            | 13,000           |
| <u>32</u>                 | 2145 FIRE PREVENTION         | 6,550             | 6,550            |
| <u>33</u>                 | 2180 UTILITIES               | 56,349            | 56,349           |
| <u>34</u>                 | 2245 GEN INSURANCES          | 44,748            | 44,748           |
| <u>35</u>                 | 2305 OFFICE                  | 7,940             | 7,940            |
| <u>36</u>                 | 2323 PRINTING                | 650               | 650              |
| <u>37</u>                 | 2345 SUB./PUBLICATIONS       | 325               | 325              |

|           | Description                     | Preliminary 10-11 | Final 10-11      |
|-----------|---------------------------------|-------------------|------------------|
|           | <i>2000 Series: (Continued)</i> |                   |                  |
| <u>38</u> | 2405 AUDIT                      | 8,575             | 8,575            |
| <u>39</u> | 2410 DATA PROCESSING            | 3,000             | 3,000            |
| <u>40</u> | 2415 COUNTY SERVICES            | 12,613            | 12,613           |
| <u>41</u> | 2420 OTHER PROF. SERVICES       | 180               | 180              |
| <u>42</u> | 2445 PROFESSIONAL SERVICES      | 17,150            | 17,150           |
| <u>43</u> | 2455 CONSULTING SERVICES        | 40,000            | 40,000           |
| <u>44</u> | 2805 MAINT. MISC. EQUIPMENT     | 3,500             | 3,500            |
| <u>45</u> | 2815 KITCHEN SUPPLIES           | 250               | 250              |
| <u>46</u> | 2835 HOUSE EXPENSE              | 5,000             | 5,000            |
| <u>47</u> | 2840 MEDICAL SUPPLIES           | 27,200            | 27,200           |
| <u>48</u> | 2855 MAINT. APPARATUS           | 80,037            | 80,037           |
| <u>49</u> | 2860 MAINT. RADIOS              | 15,234            | 15,234           |
| <u>50</u> | 2865 MAINT. AGREEMENTS          | 24,095            | 24,095           |
| <u>51</u> | 2870 MAINT. STRUCTURE           | 15,000            | 15,000           |
| <u>52</u> | 2890 MAINT. GROUNDS             | 1,000             | 1,000            |
| <u>53</u> | 2895 RENT EQUIPMENT             | 500               | 500              |
| <u>54</u> | 2941 TRAINING                   | 26,895            | 26,895           |
| <u>55</u> | 2946 TRAVEL                     | 3,000             | 3,000            |
|           | <b>Sub Total 2000 Series</b>    | <b>596,691</b>    | <b>615,091</b>   |
|           | <i>4000 Series:</i>             |                   |                  |
| <u>56</u> | 4040 PURCHASE EQUIPMENT         | 0                 | 0                |
| <u>57</u> | 4050 PUR. VEHICLES              | 0                 | 0                |
| <u>58</u> | 4060 L/P STRUCTURE              | 0                 | 0                |
| <u>59</u> | 4065 L/P EQUIPMENT              | 0                 | 0                |
| <u>60</u> | 4070 L/P VEHICLES               | 105,000           | 147,000          |
|           | <b>Sub Total 4000 Series</b>    | <b>105,000</b>    | <b>147,000</b>   |
|           | <b>TOTAL BUDGET</b>             | <b>3,680,577</b>  | <b>3,806,062</b> |
|           | <i>6000 Series:</i>             |                   |                  |
| <u>61</u> | 6000 CONTINGENCIES              | 14,957            | 38,417           |
| <u>62</u> | <b>GRAND TOTAL</b>              | <b>3,695,534</b>  | <b>3,844,479</b> |

## 1010 REGULAR SALARIES

| DESCRIPTION                      | HOURLY/ | ANNUAL | TOTAL  |
|----------------------------------|---------|--------|--------|
| CHIEF                            |         |        |        |
| 7-10/6-11 SALARY                 | 55.36   | 115149 | 115149 |
| ASSISTANT CHIEF                  |         |        |        |
| 7-10/6-11 SALARY                 | 53.49   | 111259 |        |
| 10% LONGEVITY 11-30-11           |         |        |        |
| *ADDITIONAL INCENTIVES (B)(E)(H) | 167     | 2004   | 113263 |
| PROFESSIONAL ASST I              |         |        |        |
| 7-10/6-11 SALARY "E" Step        | 28.08   | 58406  |        |
| 5% LONGEVITY 10-26-11            |         |        |        |
| *ADDITIONAL INCENTIVES (E)       | 42      | 504    | 58910  |
| CAPTAIN 1                        |         |        |        |
| 7-10/6-11 SALARY "E" Step        | 23.06   | 67151  |        |
| 15% LONGEVITY 5-2-13             |         |        |        |
| *ADDITIONAL INCENTIVES (E)(H)    | 142     | 1704   |        |
|                                  | 0       | 0      | 68855  |
| CAPTAIN 2                        |         |        |        |
| 7-10/6-11 SALARY "E" Step        | 23.06   | 67151  |        |
| 10% LONGEVITY 11-16-11           |         |        |        |
| *ADDITIONAL INCENTIVES (H)       | 100     | 1200   |        |
| *PLUS EMT-1 PAY                  | 100     | 1200   | 69551  |
| CAPTAIN 3                        |         |        |        |
| 7-10/6-11 SALARY "E" Step        | 21.06   | 61327  |        |
| 5% LONGEVITY 01-30-14            |         |        |        |
| *ADDITIONAL INCENTIVES (E)       | 42      | 504    |        |
| *PLUS PARAMEDIC PAY              | 400     | 4800   | 66631  |
| CAPTAIN 4                        |         |        |        |
| 7-10/6-11 SALARY "E" Step        | 20.05   | 58386  |        |
| 0% LONGEVITY 08-18-17            |         |        |        |
| *ADDITIONAL INCENTIVES (H)       | 100     | 1200   |        |
| *PLUS EMT-1 PAY                  | 100     | 1200   | 60786  |
| CAPTAIN 5                        |         |        |        |
| 7-10/6-11 SALARY "E" Step        | 20.05   | 58386  |        |
| 0% LONGEVITY 06-11-15            |         |        |        |
| *ADDITIONAL INCENTIVES (E)(H)    | 142     | 1704   |        |
| *PLUS EMT-1 PAY                  | 100     | 1200   | 61290  |
| CAPTAIN 6                        |         |        |        |
| 7-10/6-11 SALARY "D" Step        | 19.10   | 55619  |        |
| 0% LONGEVITY 07-05-18            |         |        |        |
| *ADDITIONAL INCENTIVES           | 0       | 0      |        |
| *PLUS EMT-1 PAY                  | 100     | 1200   | 56819  |