



## **AGENDA**

### **CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT REGULAR MEETING OF THE BOARD OF DIRECTORS**

To be held at the  
**Carpinteria City Hall, Council Chambers**  
**5775 Carpinteria Avenue, Carpinteria, California 93013**

**November 1, 2023**

#### **A. Call to order – 5:30 p.m.**

Board Members: Suzy Cawthon, President  
Jena Jenkins, Vice-President  
Lisa Guravitz, Secretary  
John Nicoli, Director  
Randy McGlade, Director

Administrator: Robert Kovach, Fire Chief

District Counsel: Mark Manion

**This regular meeting tonight is being broadcast live over Government Access Television Channel 21. It will be re-broadcast Friday, November 3, 2023, at 7:00 p.m.**

NOTE: PUBLIC COMMENTS ON REGULAR AGENDA ITEMS MAY BE TAKEN AT THE TIME THE AGENDA ITEM IS HEARD. The District requests that a speaker slip be completed and the remarks be limited to three minutes.

Agenda Modifications: The District may modify the regular agenda by tabling items, adding urgent items, or changing the order in which items are considered.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if persons need special assistance to participate in this meeting or need this agenda provided in a disability-related alternative format, please get in touch with the Carpinteria-Summerland Fire Protection District Office (805) 684-4591. Notification 24 hours before the meeting will assist the District in making arrangements.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the

Carpinteria-Summerland Fire Protection District offices located at 1140 Eugenia Place, Suite A, Carpinteria, California, during regular business hours.

**B. Pledge of Allegiance**

**C. Introductions, Proclamations, Presentations, and Recognitions**  
none

**D. Public Comments**

Any person may address the Board at this time on any agenda or non-agenda matter within the District's subject matter jurisdiction. The District is not responsible for the content of statements made during the public comment period, or the factual accuracy of any such statements.

**E. Correspondence**  
none

**F. Approval of Minutes**

- Motion to approve minutes of the October 12, 2023 – Special Board Meeting

**G. Financial Matters**

- Motion to approve Financial Status Report Fiscal Year 2023/2024

**H. Approval of Station 61 Kitchen Remodel**

Staff Report

- Motion to approve the remodel of Station 61 kitchen and dayroom

**I. Administrative Report**

The Administrator may report on various matters involving the District. There will be no Board discussion except to ask questions or refer matters to Staff and no action unless listed on a subsequent agenda.

- Administrative Report
- Fire Prevention Report
- Logistics Report
- Operations Report
- Training Report

- Facilities Committee Report

**J. Board Communications**

Each member of the Board may report about various matters involving the District. There will be no Board discussion except to ask questions or refer matters to Staff, and action will only be taken if listed on a subsequent agenda.

**K. Upcoming Agenda Items**

Upcoming agenda items can be discussed by individual Board Members to ascertain priority and direction given to administrative staff members. If the President directs, items will be placed on future agendas for discussion and/or action.

**F**



**CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT  
MINUTES  
SPECIAL BOARD MEETING OF OCTOBER 12, 2023**

**CALL TO ORDER**

President Cawthon called the meeting to order at 5:30 p.m. at Carpinteria-Summerland Fire Protection District Headquarters at 1140 Eugenia Place, Suite A, Carpinteria, California.

**ROLL CALL**

Directors Present: Suzy Cawthon, President  
Jena Jenkins, Vice-President  
Lisa Guravitz, Secretary  
John Nicoli, Director  
Randy McGlade, Director

Administrator: Robert Kovach, Fire Chief

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS, PROCLAMATIONS, PRESENTATIONS, AND  
RECOGNITIONS**

There were none.

**PUBLIC COMMENT**

There were no public comments.

**CORRESPONDENCE**

SDRMA Letter

**APPROVAL OF THE MINUTES**

The motion to approve the minutes of the Regular Board Meeting of September 6, 2023, was made by Director

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS, PROCLAMATIONS,  
PRESENTATION AND RECOGNITIONS**

**PUBLIC COMMENT**

**CORRESPONDENCE**

**APPROVAL OF THE MINUTES**

Guravitz, seconded by Director Jenkins, and passed unanimously.

#### **FINANCIAL MATTERS**

The motion to approve the Financial Status Report for the 2023/2024 Fiscal Year was made by Director Nicoli, seconded by Director McGlade, and passed unanimously.

#### **CONSIDERATION OF HIRING FINANCIAL CONSULTANT FIELDMAN, ROLAPP & ASSOCIATES FOR THE JOINT FIRE STATION PROJECT WITH MONTECITO FIRE PROTECTION DISTRICT NOT TO EXCEED \$25,000.00 SHARED EQUALLY WITH THE MONTECITO FIRE PROTECTION DISTRICT**

A staff report was given by Chief Kovach.

The motion to approve the Fire Chief to execute a joint agreement with financial consultant Fieldman, Rolapp & Associates not to exceed \$25,000.00 shared equally with the Montecito Fire Protection District was made by Director Cawthon, seconded by Director Nicoli, and passed with a 3 -2 vote.

#### **ADMINISTRATIVE REPORT**

Chief Kovach provided updates on our On-Duty Health Physicals, our Battalion Chief and Captain application process, the Station 62 relocation project, Station 61 renovations, and the Station 63 project.

***Fleet and Facilities Sub-Committee (Cawthon & Nicoli) Report***  
*Committee members shared that they met with Chief Kovach and Tunney on October 11, 2023, and discussed options for remodeling the kitchen/living area at Station 61 on Walnut Avenue in Carpinteria. An additional meeting of their sub-committee will take place on October 20, 2023.*

#### **BOARD COMMUNICATIONS**

Director Guravitz thanked those who participated in the 2023 Avocado Festival.

#### **UPCOMING AGENDA ITEMS**

Sta 61, Sta 62 current and future, Sta 63, and Annex House

The Board adjourned at 6:15 p.m.

#### **FINANCIAL MATTERS**

#### **HIRING OF FINANCIAL CONSULTANT FIELDMAN, ROLAPP & ASSOCIATES**

#### **ADMINISTRATIVE REPORT**

#### **BOARD COMMUNICATIONS**

#### **UPCOMING AGENDA ITEMS**

**ATTEST:**

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**Lisa Guravitz, Secretary**

Minutes prepared by Grace Rampton, Clerk of the Board/Executive Assistant

G

# Financial Status (Real-Time)

As of: 10/26/2023 (32% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 3630

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

## Fund 3630 -- Carp/Sumld Fire Protection

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	10/26/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3010 -- Property Tax-Current Secured	11,600,000.00	-7,285.65	-11,607,285.65	-0.06 %
3011 -- Property Tax-Unitary	142,000.00	70.22	-141,929.78	0.05 %
3015 -- PT PY Corr/Escapes Secured	0.00	13,197.76	13,197.76	--
3020 -- Property Tax-Current Unsecd	410,000.00	433,956.17	23,956.17	105.84 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	11,842.44	11,842.44	--
3040 -- Property Tax-Prior Secured	0.00	-2,094.82	-2,094.82	--
3050 -- Property Tax-Prior Unsecured	0.00	11,295.55	11,295.55	--
3054 -- Supplemental Pty Tax-Current	100,000.00	67,999.93	-32,000.07	68.00 %
3056 -- Supplemental Pty Tax-Prior	0.00	1,929.51	1,929.51	--
Taxes	12,252,000.00	530,911.11	-11,721,088.89	4.33 %
<b>Licenses, Permits and Franchises</b>				
3201 -- Building Permits	50,000.00	23,041.00	-26,959.00	46.08 %
3279 -- Miscellaneous Permits	25,000.00	9,837.00	-15,163.00	39.35 %
Licenses, Permits and Franchises	75,000.00	32,878.00	-42,122.00	43.84 %
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	837.08	837.08	--
Fines, Forfeitures, and Penalties	0.00	837.08	837.08	--
<b>Use of Money and Property</b>				
3380 -- Interest Income	75,000.00	68,625.98	-6,374.02	91.50 %
Use of Money and Property	75,000.00	68,625.98	-6,374.02	91.50 %
<b>Intergovernmental Revenue-State</b>				
3750 -- State-Emergency Assistance	350,000.00	64,179.16	-285,820.84	18.34 %
4220 -- Homeowners Property Tax Relief	43,000.00	0.00	-43,000.00	0.00 %
Intergovernmental Revenue-State	393,000.00	64,179.16	-328,820.84	16.33 %



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Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	10/26/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Intergovernmental Revenue-Federal</b>				
4476 -- Federal Emergency Assistance	150,000.00	76,791.03	-73,208.97	51.19 %
Intergovernmental Revenue-Federal	150,000.00	76,791.03	-73,208.97	51.19 %
<b>Charges for Services</b>				
5105 -- Reimb for District Services	5,000.00	389.25	-4,610.75	7.79 %
5433 -- Inspection Fees	1,000.00	0.00	-1,000.00	0.00 %
Charges for Services	6,000.00	389.25	-5,610.75	6.49 %
<b>Miscellaneous Revenue</b>				
5909 -- Other Miscellaneous Revenue	3,000.00	901.08	-2,098.92	30.04 %
Miscellaneous Revenue	3,000.00	901.08	-2,098.92	30.04 %
Revenues	12,954,000.00	775,512.69	-12,178,487.31	5.99 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	4,900,000.00	1,295,846.62	3,604,153.38	26.45 %
6300 -- Overtime	105,000.00	11,543.17	93,456.83	10.99 %
6301 -- Overtime - Reimbursable	500,000.00	416,687.82	83,312.18	83.34 %
6310 -- Overtime - Constant Staffing	995,000.00	213,625.72	781,374.28	21.47 %
6400 -- Retirement Contribution	2,500,000.00	624,250.36	1,875,749.64	24.97 %
6475 -- Retiree Medical OPEB	170,000.00	34,018.89	135,981.11	20.01 %
6550 -- FICA/Medicare	150,000.00	27,021.11	122,978.89	18.01 %
6600 -- Health Insurance Contrib	580,000.00	213,018.34	366,981.66	36.73 %
6900 -- Workers Compensation	435,000.00	434,239.98	760.02	99.83 %
Salaries and Employee Benefits	10,335,000.00	3,270,252.01	7,064,747.99	31.64 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	45,000.00	16,113.65	28,886.35	35.81 %

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7050 -- Communications	25,000.00	1,203.55	23,796.45	4.81 %
7053 -- Telephone Service Local	72,000.00	17,055.20	54,944.80	23.69 %
7070 -- Household Supplies	15,000.00	6,003.93	8,996.07	40.03 %
7090 -- Insurance	60,000.00	64,404.00	-4,404.00	107.34 %
7120 -- Equipment Maintenance	67,000.00	9,040.73	57,959.27	13.49 %
7205 -- Fire Defense Zone	40,000.00	17,273.36	22,726.64	43.18 %
7324 -- Audit and Accounting Fees	16,000.00	0.00	16,000.00	0.00 %
7347 -- Furniture & Fixtures < \$5000	15,000.00	2,115.77	12,884.23	14.11 %
7348 -- Instruments & Equip. < \$5000	20,000.00	1,589.84	18,410.16	7.95 %
7362 -- Building Maintenance	65,000.00	52,112.28	12,887.72	80.17 %
7363 -- Equipment Maintenance	120,000.00	25,334.58	94,665.42	21.11 %
7383 -- Licenses & Taxes	2,000.00	0.00	2,000.00	0.00 %
7400 -- Medical, Dental and Lab	60,000.00	7,375.39	52,624.61	12.29 %
7430 -- Memberships	15,000.00	639.98	14,360.02	4.27 %
7450 -- Office Expense	10,000.00	2,868.92	7,131.08	28.69 %
7455 -- Printing Expense	500.00	0.00	500.00	0.00 %
7456 -- IT Hardware Purchase < \$5K	20,000.00	0.00	20,000.00	0.00 %
7460 -- Professional & Special Service	120,000.00	50,981.15	69,018.85	42.48 %
7506 -- Administrative Expense (SBC)	6,000.00	0.00	6,000.00	0.00 %
7507 -- ADP Payroll Fees	7,000.00	2,094.41	4,905.59	29.92 %
7508 -- Legal Fees	70,000.00	30,447.00	39,553.00	43.50 %
7510 -- Contractual Services	150,000.00	59,238.24	90,761.76	39.49 %
7530 -- Publications & Legal Notices	4,000.00	225.00	3,775.00	5.63 %
7546 -- Administrative Expense	135,000.00	0.00	135,000.00	0.00 %
7580 -- Rents/Leases-Structure	75,000.00	31,245.00	43,755.00	41.66 %
7650 -- Special Departmental Expense	135,000.00	0.00	135,000.00	0.00 %
7653 -- Training Fees & Supplies	75,000.00	13,594.94	61,405.06	18.13 %
7671 -- Special Projects	52,000.00	17,195.16	34,804.84	33.07 %



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## Fund 3630 -- Carp/Sumld Fire Protection

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	10/26/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7694 -- Illness & Injury Prevention	10,000.00	7,005.44	2,994.56	70.05 %
7730 -- Transportation and Travel	20,000.00	8,575.94	11,424.06	42.88 %
7731 -- Gasoline-Oil-Fuel	75,000.00	25,729.05	49,270.95	34.31 %
7732 -- Training	43,000.00	8,589.57	34,410.43	19.98 %
7738 -- Health Reimbursement Cash	1,500.00	522.00	978.00	34.80 %
7740 -- Retirement- Benefit Payments	0.00	6,316.25	-6,316.25	--
7760 -- Utilities	35,000.00	10,801.53	24,198.47	30.86 %
Services and Supplies	1,681,000.00	495,691.86	1,185,308.14	29.49 %
Expenditures	12,016,000.00	3,765,943.87	8,250,056.13	31.34 %
<b>Changes to Fund Balances</b>				
<b>Increase to Committed</b>				
9830 -- Accumulated Capital Outlay	325,000.00	0.00	325,000.00	0.00 %
9831 -- Capital Equipment Replacement	325,000.00	0.00	325,000.00	0.00 %
Increase to Committed	650,000.00	0.00	650,000.00	0.00 %
Changes to Fund Balances	-650,000.00	0.00	650,000.00	0.00 %
Carp/Sumld Fire Protection	288,000.00	-2,990,431.18	-3,278,431.18	-1,038.34 %
Net Financial Impact	288,000.00	-2,990,431.18	-3,278,431.18	-1,038.34 %



# Financial Status (Real-Time)

As of: 10/26/2023 (32% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 3633

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

## Fund 3633 -- Carp/Sumld Fire Prot-Aco-Resv

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	10/26/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
3380 -- Interest Income	5,000.00	2,715.04	-2,284.96	54.30 %
Use of Money and Property	5,000.00	2,715.04	-2,284.96	54.30 %
<b>Charges for Services</b>				
5305 -- Parks Quimby Fees	45,000.00	33,682.36	-11,317.64	74.85 %
Charges for Services	45,000.00	33,682.36	-11,317.64	74.85 %
Revenues	50,000.00	36,397.40	-13,602.60	72.79 %
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7460 -- Professional & Special Service	0.00	53,428.15	-53,428.15	--
Services and Supplies	0.00	53,428.15	-53,428.15	--
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	420,000.00	0.00	420,000.00	0.00 %
Capital Assets	420,000.00	0.00	420,000.00	0.00 %
Expenditures	420,000.00	53,428.15	366,571.85	12.72 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Committed</b>				
9830 -- Accumulated Capital Outlay	420,000.00	0.00	-420,000.00	0.00 %
Decrease to Committed	420,000.00	0.00	-420,000.00	0.00 %
<b>Increase to Restricted</b>				
9730 -- Allocated for Capital Outlay	50,000.00	0.00	50,000.00	0.00 %
Increase to Restricted	50,000.00	0.00	50,000.00	0.00 %
Changes to Fund Balances	370,000.00	0.00	-370,000.00	0.00 %



# Financial Status (Real-Time)

As of: 10/26/2023 (32% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 3633

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

## Fund 3633 -- Carp/Sumld Fire Prot-Aco-Resv

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	10/26/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Carp/Sumld Fire Prot-Aco-Resv	0.00	-17,030.75	-17,030.75	--
Net Financial Impact	0.00	-17,030.75	-17,030.75	--

# Financial Status (Real-Time)

As of: 10/26/2023 (32% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 3634

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

## Fund 3634 -- Capital Replacement Fund

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	10/26/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
3380 -- Interest Income	5,000.00	3,117.17	-1,882.83	62.34 %
Use of Money and Property	5,000.00	3,117.17	-1,882.83	62.34 %
<b>Charges for Services</b>				
5105 -- Reimb for District Services	230,000.00	108,435.12	-121,564.88	47.15 %
Charges for Services	230,000.00	108,435.12	-121,564.88	47.15 %
Revenues	235,000.00	111,552.29	-123,447.71	47.47 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
8300 -- Equipment	235,000.00	0.00	235,000.00	0.00 %
Capital Assets	235,000.00	0.00	235,000.00	0.00 %
Expenditures	235,000.00	0.00	235,000.00	0.00 %
Capital Replacement Fund	0.00	111,552.29	111,552.29	--
Net Financial Impact	0.00	111,552.29	111,552.29	--

# Balance Sheet (Real-Time)

As of: 10/26/2023  
Accounting Period: OPEN

Selection Criteria: Fund = 3630

Layout Options: Summarized By = Fund; Page Break At = Fund

## Fund 3630 -- Carp/Sumld Fire Protection

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 10/31/2023
<b>Assets &amp; Other Debits</b>				
<b>Assets</b>				
0110 -- Cash in Treasury	13,967,787.07	1,842,749.11	4,888,878.94	10,921,657.24
0112 -- Deposits in Transit	343.00	73,917.75	74,260.75	0.00
0113 -- Cash in Treasury-Props 215/64	0.00	229.00	229.00	0.00
0120 -- Imprest Cash	300.00	0.00	0.00	300.00
0230 -- Accounts Receivable	51,649.46	0.00	51,649.16	0.30
0240 -- Interest Receivable	76,466.06	68,625.98	145,092.04	0.00
0510 -- Prepaid W/C Insurance	57,572.49	0.00	57,572.49	0.00
0550 -- Deposits with Others	1,512.90	0.00	0.00	1,512.90
Total Assets	14,155,630.98	1,985,521.84	5,217,682.38	10,923,470.44
Total Assets & Other Debits	14,155,630.98	1,985,521.84	5,217,682.38	10,923,470.44
<b>Liabilities, Equity &amp; Other Credits</b>				
<b>Liabilities</b>				
1010 -- Warrants Payable	0.00	255,552.62	255,552.62	0.00
1015 -- EFT Payable	5,206.86	1,074,760.18	1,069,553.32	0.00
1020 -- Salaries & Benefits Payable	169,837.62	169,837.62	0.00	0.00
1100 -- Payroll Taxes Payable	1,665.10	1,665.10	0.00	0.00
1210 -- Accounts Payable	52,151.38	1,324,179.50	1,272,572.12	544.00
1240 -- Accrued Expenses	12,158.40	12,158.40	0.00	0.00
1331 -- Due To Other Governments	1,679,508.85	0.00	0.00	1,679,508.85
1730 -- Unidentified Deposits	0.00	350,368.67	349,114.67	-1,254.00
1733 -- Unident Deposits-Props 215/64	0.00	229.00	229.00	0.00
Total Liabilities	1,920,528.21	3,188,751.09	2,947,021.73	1,678,798.85
<b>Equity</b>				
2130 -- Fund Balance-Committed	9,400,031.86	0.00	0.00	9,400,031.86
2200 -- Fund Balance-Residual	2,835,070.91	18,414,658.44	15,424,227.26	-155,360.27



# Balance Sheet (Real-Time)

As of: 10/26/2023  
Accounting Period: OPEN

Selection Criteria: Fund = 3630

Layout Options: Summarized By = Fund; Page Break At = Fund

## Fund 3630 -- Carp/Sumld Fire Protection

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 10/31/2023
Total Equity	12,235,102.77	18,414,658.44	15,424,227.26	9,244,671.59
Total Liabilities, Equity & Other Credits	14,155,630.98	21,603,409.53	18,371,248.99	10,923,470.44

# Balance Sheet (Real-Time)

As of: 10/26/2023  
Accounting Period: OPEN

Selection Criteria: Fund = 3633

Layout Options: Summarized By = Fund; Page Break At = Fund

## Fund 3633 -- Carp/Sumld Fire Prot-Aco-Resv

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 10/31/2023
<b>Assets &amp; Other Debits</b>				
<b>Assets</b>				
0110 -- Cash in Treasury	492,548.81	38,639.54	53,428.15	477,760.20
0112 -- Deposits in Transit	0.00	19,517.67	19,517.67	0.00
0240 -- Interest Receivable	2,609.05	2,715.04	5,324.09	0.00
Total Assets	495,157.86	60,872.25	78,269.91	477,760.20
Total Assets & Other Debits	495,157.86	60,872.25	78,269.91	477,760.20
<b>Liabilities, Equity &amp; Other Credits</b>				
<b>Liabilities</b>				
1010 -- Warrants Payable	0.00	52,076.90	52,076.90	0.00
1015 -- EFT Payable	0.00	1,351.25	1,351.25	0.00
1210 -- Accounts Payable	0.00	53,428.15	53,428.15	0.00
1730 -- Unidentified Deposits	0.00	53,200.03	52,833.12	-366.91
Total Liabilities	0.00	160,056.33	159,689.42	-366.91
<b>Equity</b>				
2120 -- Fund Balance-Restricted	545,760.21	0.00	0.00	545,760.21
2130 -- Fund Balance-Committed	205,292.00	0.00	0.00	205,292.00
2200 -- Fund Balance-Residual	-255,894.35	523,428.15	506,397.40	-272,925.10
Total Equity	495,157.86	523,428.15	506,397.40	478,127.11
Total Liabilities, Equity & Other Credits	495,157.86	683,484.48	666,086.82	477,760.20



# Balance Sheet (Real-Time)

As of: 10/26/2023  
Accounting Period: OPEN

Selection Criteria: Fund = 3634

Layout Options: Summarized By = Fund; Page Break At = Fund

## Fund 3634 -- Capital Replacement Fund

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 10/31/2023
<b>Assets &amp; Other Debits</b>				
<b>Assets</b>				
0110 -- Cash in Treasury	512,321.21	114,139.71	0.00	626,460.92
0240 -- Interest Receivable	2,587.42	3,117.17	5,704.59	0.00
Total Assets	514,908.63	117,256.88	5,704.59	626,460.92
Total Assets & Other Debits	514,908.63	117,256.88	5,704.59	626,460.92
<b>Liabilities, Equity &amp; Other Credits</b>				
<b>Liabilities</b>				
1730 -- Unidentified Deposits	0.00	108,435.12	108,435.12	0.00
Total Liabilities	0.00	108,435.12	108,435.12	0.00
<b>Equity</b>				
2130 -- Fund Balance-Committed	34,758.91	0.00	0.00	34,758.91
2200 -- Fund Balance-Residual	480,149.72	235,000.00	346,552.29	591,702.01
Total Equity	514,908.63	235,000.00	346,552.29	626,460.92
Total Liabilities, Equity & Other Credits	514,908.63	343,435.12	454,987.41	626,460.92



**CSFPD Expenditures October 1 - 26, 2023**

VendorName	Description	Dollars	Document
ALERT-ALL CORP	PUB ED - 1500 CUSTOM RED PLASTIC HELMETS	\$1,504.20	CLM - 0755149
AMERICAN RIVER BENEFIT ADMINISTRATORS	ARBA-ADDT'L LIFE NOVEMBER	\$105.00	CLM - 0754947
AMERIGAS Oxnard 1061	TANK RENTAL @ STA 61	\$155.61	CLM - 0755151
ANTHEM BLUE CROSS	ANTHEM-ADMIN MEDICAL ER - NOVEMBER	\$5,061.16	CLM - 0755965
ANTHEM BLUE CROSS	ANTHEM-ADMIN MEDICAL EE - NOVEMBER	\$654.64	CLM - 0755965
A-OK MOWER SHOP INC	GENERATOR REPAIR	\$96.41	CLM - 0756404
BANKS PLANNING	LAND USE CONSULTING & PLANNING STA 62	\$235.00	CLM - 0755153
BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$14.88	CLM - 0755152
BRIAN LOMBARDI	SMITH RIVER COMPLEX - MEALS	\$152.06	TRC - 0059893
CALIFORNIA ASSOC OF PROFESSIONAL FIREFIGHTERS	CAPF-LTD NOVEMBER	\$944.00	CLM - 0757031
CARPINTERIA SUMMERLAND FIREFIGHTERS ASSOC	CSFFA-UNION DUES NOVEMBER	\$3,736.70	CLM - 0756621
CARPINTERIA VALLEY WATER DISTRICT	ANNEX	\$76.26	MIC - 0186752
CARPINTERIA VALLEY WATER DISTRICT	HQ	\$122.14	MIC - 0186752
CARPINTERIA VALLEY WATER DISTRICT	STA 61	\$402.75	MIC - 0186752
CITY OF CARPINTERIA	BOARD MEETING BROADCASTING	\$135.00	CLM - 0756405
COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	COLONIAL LIFE-NOVEMBER	\$839.48	CLM - 0756611
CONNOR BORUM	HAPPY CAMP INCIDENT - LODGING AND MEALS	\$949.38	TRC - 0059894
COX COMMUNICATIONS - BUSINESS	STA 62 - INTERNET	\$54.41	MIC - 0186606
COX COMMUNICATIONS - BUSINESS	HQ - CABLE	\$9.55	MIC - 0186606
DAVE BAKER	MEALS, TRAVEL AND LODGING	\$717.75	TRC - 0060048
E J Harrison & Sons Inc	STA 61	\$307.02	CLM - 0756414
EAN SERVICES LLC	3 CAR RENTALS FOR FIRE INCIDENTS	\$2,863.94	CLM - 0755156
ENTENMANN ROVIN CO	CSFD BELT BUCKLES (5 GOLD, 10 SILVER)	\$1,032.54	CLM - 0756413
FRONTIER	LOCAL PHONE SERVICE	\$119.99	MIC - 0186608
FRONTIER	LOCAL PHONE SERVICE	\$80.81	MIC - 0186608
FRONTIER	LOCAL PHONE SERVICE	\$95.43	MIC - 0186608
FRONTIER	LOCAL PHONE SERVICE	\$44.24	MIC - 0186608
FRONTIER	LOCAL PHONE SERVICE	\$97.02	MIC - 0186608
GABRIEL AUBERT	SMITH RIVER - LODGING, GASOLINE AND MEALS	\$605.17	TRC - 0059891
GODKIN DESIGN / BUILD INC	STA 61 - WINDOWS	\$30,894.00	CLM - 0756412
IAFF-MERP	IAFF-MERP EMPLOYEE BENEFIT TRUST-ER OCT	\$3,780.00	CLM - 0754302
IAFF-MERP	IAFF-MERP EMPLOYEE BENEFIT TRUST-EE OCT	\$5,940.00	CLM - 0754302
IMPULSE INTERNET SERVICES	CSFD PHONE SYSTEM	\$1,531.43	CLM - 0755157
JOHN RIEGER	PARAMEDIC LICENSE RENEWAL	\$250.00	CLM - 0757007
KRONOS INCORPORATED	TELESTAFF CLOUD - ANNUAL	\$3,360.00	CLM - 0755163
L N CURTIS & SONS	FIRE EQUIPMENT	\$372.00	CLM - 0755154



**CSFPD Expenditures October 1 - 26, 2023**

VendorName	Description	Dollars	Document
L N CURTIS & SONS	VENTILATION FAN	\$5,450.00	CLM - 0756408
LATITUDE 34 TECHNOLOGIES INC	CONTRACT INVOICE - NOVEMBER 2023	\$8,526.40	CLM - 0756605
Life Assist Inc	MEDICAL SUPPLIES	\$195.85	CLM - 0755164
Life Assist Inc	MEDICAL SUPPLIES	\$253.51	MIC - 0186753
Life Assist Inc	MEDICAL SUPPLIES	\$195.55	MIC - 0186753
LINDE GAS & EQUIPMENT INC	CYLINDER RENTAL	\$38.53	CLM - 0755166
MASTER CLEAN USA INC	HQ CLEANING - OCTOBER 2023	\$390.00	CLM - 0755172
McCormix Corporation	GASOLINE	\$1,969.29	CLM - 0755169
McCormix Corporation	GASOLINE	\$2,569.77	MIC - 0187025
McCormix Corporation	GASOLINE	\$784.73	MIC - 0187025
MISSION LINEN SUPPLY	STA 61 - TOWELS AND MOPS	\$111.92	MIC - 0186611
MISSION LINEN SUPPLY	HQ - MATS	\$21.93	MIC - 0186611
MISSION LINEN SUPPLY	STA 62 - TOWELS AND MOPS	\$60.53	MIC - 0186611
MISSION LINEN SUPPLY	HQ - MATS	\$21.93	MIC - 0187180
MISSION LINEN SUPPLY	STA 61 - TOWELS AND MOPS	\$111.92	MIC - 0187180
MISSION LINEN SUPPLY	STA 62 - TOWELS AND MOPS	\$60.53	MIC - 0187180
MONTECITO WATER DISTRICT	STA 62	\$119.98	CLM - 0755598
O'CONNOR PEST CONTROL-SB	STA 61 - PEST CONTROL	\$77.00	CLM - 0755176
O'CONNOR PEST CONTROL-SB	STA 62 - PEST CONTROL	\$59.00	CLM - 0757347
PAYLOCITY	PAYLOCITY PR FEE-10/03/23 SUPPLEMENTAL	\$244.71	EFC - 0037216
PRICE POSTEL & PARMA	LEGAL FEES	\$975.00	MIC - 0187027
PRICE POSTEL & PARMA	LEGAL FEES	\$897.00	MIC - 0187027
PRICE POSTEL & PARMA	LEGAL FEES	\$390.00	MIC - 0187027
PRICE POSTEL & PARMA	LEGAL FEES	\$1,365.00	MIC - 0187027
PRO SAFETY & RESCUE INC	FIRE EQUIPMENT CALIBRATION	\$319.77	CLM - 0755179
Rayne Water Conditioning Santa Barbara	STA 61 - WATER CONDITIONING	\$187.90	CLM - 0755216
ROBERT KOVACH	TUITION REIMBURSEMENT	\$1,250.00	CLM - 0755506
ROBERT W HANRAHAN	1140 EUGENIA PL - LEASE - NOV 2023	\$6,249.00	CLM - 0757010
ROCKWELL PRINTING	EMS FORMS	\$299.01	CLM - 0755180
SATCOM GLOBAL INC	SIM CARDS	\$115.00	CLM - 0755218
SOUTHERN CALIFORNIA EDISON	STA 61	\$621.66	MIC - 0186630
SOUTHERN CALIFORNIA EDISON	STA 62	\$350.13	MIC - 0186630
SOUTHERN CALIFORNIA EDISON	HQ	\$747.77	MIC - 0186630
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	SDRMA-MEDICAL, DENTAL & VISION ER NOV	\$41,056.65	CLM - 0754573
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	SDRMA-MEDICAL, DENTAL & VISION EE NOV	\$5,013.60	CLM - 0754573
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	SDRMA-MEDICAL, DENTAL & VISION RETIREE NOV	\$6,316.25	CLM - 0754573

**CSFPD Expenditures October 1 - 26, 2023**

VendorName	Description	Dollars	Document
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$799.58	CLM - 0755221
STATE/FEDERAL TAXES & DIRECT DEPOSITS	CSFPD DIRECT DEPOSIT -10/02/23 SUPPLEMENTAL	\$19,409.31	EFC - 0037214
STATE/FEDERAL TAXES & DIRECT DEPOSITS	CSFPD ER PAYROLL TAXES -10/02/23 SUPPLEMENT	\$453.36	EFC - 0037215
STATE/FEDERAL TAXES & DIRECT DEPOSITS	CSFPD EE PAYROLL TAXES -10/02/23 SUPPLEMENT	\$11,856.63	EFC - 0037215
STRYKER SALES CORPORATION	MEDICAL SUPPLIES	\$418.84	CLM - 0755249
TAYLOR BARNETT	S-230 - MILEAGE AND MEALS	\$265.17	TRC - 0059892
TELEFLEX LLC	MEDICAL SUPPLIES	\$656.98	MIC - 0187029
TELEFLEX LLC	MEDICAL SUPPLIES	\$1,318.34	MIC - 0187029
THE GAS COMPANY	ANNEX	\$11.28	MIC - 0186633
THE GAS COMPANY	STA 61	\$238.07	MIC - 0186633
THE GAS COMPANY	STA 62	\$34.02	MIC - 0186633
THE GUARDIAN LIFE INSURANCE COMPANY OF AMER	GUARDIAN-ADMIN DENTAL & VISION ER NOVEMBER	\$442.18	CLM - 0756609
THE GUARDIAN LIFE INSURANCE COMPANY OF AMER	GUARDIAN-ADMIN DENTAL & VISION EE NOVEMBER	\$56.93	CLM - 0756609
US BANK CORPORATE PAYMENT SYSTEM	RADIO REPAIR	\$50.80	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	PHONE SUPPLIES	\$427.48	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	WASTE DISPOSAL	\$138.08	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	HOUSEHOLD GOODS	\$2,115.77	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	ADOBE, ESRI, JAMF SOFTWARE	\$1,399.86	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	VEHICLE MAINTENANCE	\$765.31	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	MEDICAL SUPPLIES	\$70.28	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	CARWASH	\$15.00	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	TRAINING	\$2,053.75	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	STA 62 REMODEL MEALS, FSLC COMM MEALS	\$1,044.11	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	STA 61 - SAUNA	\$7,005.44	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	SMITH RIVER INC - LODGING, MEALS	\$1,077.47	CLM - 0755657
US BANK CORPORATE PAYMENT SYSTEM	GASOLINE	\$1,188.14	CLM - 0755657
VERIZON WIRELESS	CSFD CELL PHONES AND MDCS	\$1,540.68	CLM - 0755600
WAXIE SANITARY SUPPLY	HOUSEHOLD GOODS	\$276.05	CLM - 0756427



## STAFF REPORT

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To: Carpinteria-Summerland Fire Protection District Board of Directors  
From: Robert Kovach, Fire Chief  
By: Noah Tunney, Battalion Chief - Logistics  
Date: November 1, 2023  
Topic: Approval of Station 61 Kitchen Remodel

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### Summary

The existing kitchen and day room facilities at Fire Station 61 are outdated and no longer meet the requirements of a modern firehouse. The kitchen area has been in use for over five decades without significant upgrades, making it increasingly difficult to maintain hygiene, and accommodate our staff effectively.

### Proposed Changes

The current kitchen and adjoining day room layouts are inefficient and do not make the best use of available space. The proposal includes reconfiguring the floorplan to maximize functionality, add square footage and ensure better flow. The plan includes replacing outdated appliances with energy-efficient and more reliable models which will save on operational costs. The proposed remodel will improve storage options for dry goods and kitchen supplies which will help in maintaining a clean and organized space. Modern lighting, fresh paint, durable flooring, and comfortable seating areas will be incorporated to create a more pleasant and inviting space, which will also serve as a place for meetings, relaxation, and bonding among our team members.

### Budget, Timeline and Funding

We have received a preliminary quote from our reputable local contractor, Godkin Design/Build, and expect the project to cost \$526,128. The timeline for completion is estimated to be seven months. During construction our crews will house temporarily at our annex property next door at 873 Walnut. The Fire District has appropriated \$320,000 in the current fiscal year budget for the completion of this project. The balance of the cost will come from the annual capital improvement fund (line item 9830)

### Benefits

The kitchen remodel will have several benefits to the Fire District:

- Improved working conditions – A more efficient and modern kitchen and day room will provide a better work environment for our firefighters. It will also boost camaraderie and overall morale among our team members, contributing to a positive work atmosphere.
- Health and Safety – A modern kitchen will create a safer cooking environment.

### Recommendation

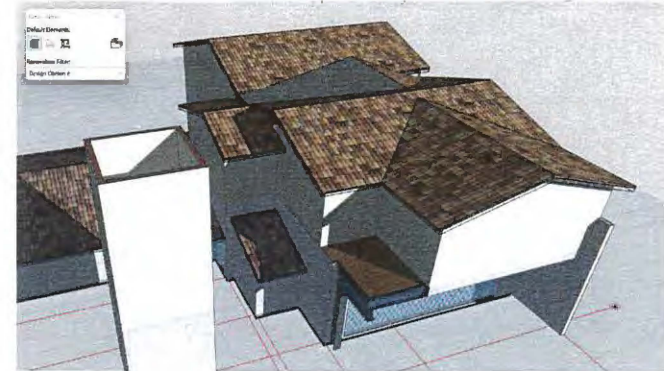
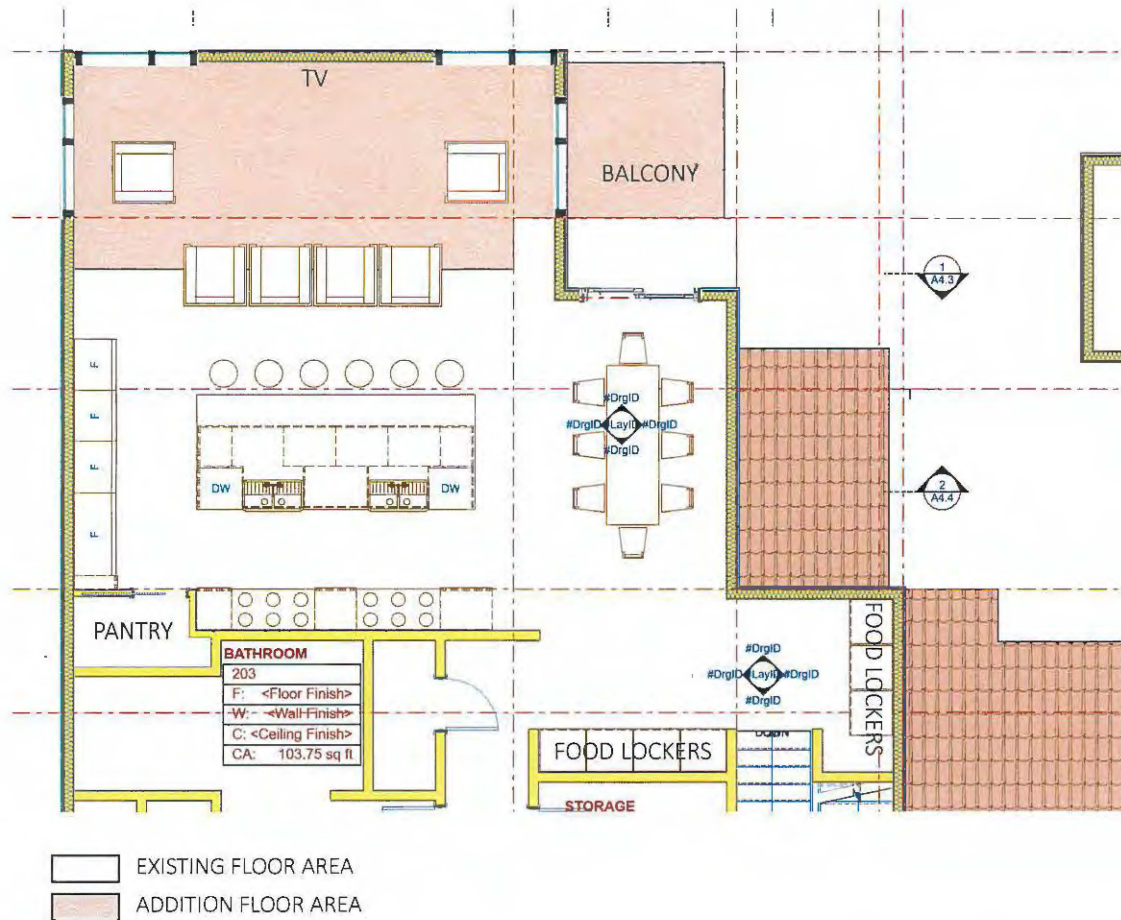
Staff respectfully recommends that the Board of Directors approve the remodel of the Station 61 kitchen and day room. This investment in our aging fire station's facilities will not only improve our firefighter's quality of life, but also ensure that we maintain a safe, functional, and pleasant workspace. We will be committed to oversee the project's execution, ensuring that it proceeds efficiently and within budget.

### Attachment

Station 61 kitchen remodel proposal rendering.



## Option 2: MEDIUM IMPACT



### 3d Massing

#### Pros

- Kitchen stays somewhat close to existing location and/or the bathrooms (potentially cost effective)
- Takes more from the existing balcony than Option 1 but also gives some existing floor area to it so can maintain usable balcony area
- Walk-in pantry

#### Cons

- Enter directly into dining area, whereas typically want to enter into a living area before a dining area
- Smaller balcony (low priority?)
- Kitchen and food lockers not directly adjacent

## CSFPD STATION 61 KITCHEN REMODEL





# CARPINTERIA-SUMMERLAND

## FIRE PROTECTION DISTRICT

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### FIRE PREVENTION REPORT

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TO: Carpinteria-Summerland Fire Protection District Board of Directors  
FROM: Michael LoMonaco, Fire Marshal  
SUBJECT: October 2023 Fire Prevention Report  
DATE: October 26, 2023

#### **Planning and Development**

11% of this month, we have met our 10-business day turnaround for plan reviews. The Bureau also conducted twenty construction-related inspections.

#### **Fire Investigations**

4692 Carp Ave Structure Fire

#### **Defensible Space**

Annual compliance inspections started June 1<sup>st</sup> for defensible space. Currently, 537 out of the 724 inspections have been completed.

#### **Citizen Complaints**

We received four complaints for this month. All have been resolved.

#### **Cannabis**

There are currently thirty-four cannabis operators that are in the business license process. The County has issued thirty-two licenses. Five facilities have shut down and are no longer growing.

#### **Upcoming Projects**

5885 Carpinteria Ave Mixed-use Bluffs project 99 room hotel + amenities, 41 residential units  
4745 Carpinteria Ave. Mixed-use development 24 apartments, 4,300 sf of commercial space.  
Polo Villas. Grading started for 15 condos and 25 single-family homes.  
499 Linden. Surfliner hotel project. 38 Rooms, café, and roof bar.  
November community brush chipping



## LOGISTICS REPORT

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To: **Carpinteria-Summerland Fire Protection District Board of Directors**  
From: **Noah Tunney, Battalion Chief**  
Subject: **October 2023 Logistics Report**  
Date: **November 1, 2023**

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### Fleet

- Builds of E362 and SQ61 replacement are in progress.

### Facilities

- Station 61 Kitchen Remodel
  - Four conceptual plans have been completed by the architect.
  - Board of Directors Facilities Sub-Committee reviewed the plans, met with the architect, and decided to move forward with "Option 2."
  - See enclosed Staff Report
- 873 Walnut
  - Overhaul of property is in progress.
    - Estimated completion date is December 1, 2023
- Locution Station Alert System
  - Purchase of the system is in progress.
  - Project being managed by Communications Program Manager, Engineer Dan Hagstrom with assistance from Firefighter Justin Martin
- Upcoming projects:
  - Station 61 dormitory air conditioning (FY 23-24).
  - Security gate, drain repair and asphalt resurfacing behind Station 61 (FY 24-25).





# CARPINTERIA~SUMMERLAND FIRE PROTECTION DISTRICT

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## OPERATIONS ADMINISTRATIVE REPORT

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**TO:** Carpinteria-Summerland Fire Protection District Board of Directors  
**FROM:** Mike Hayek, Battalion Chief  
**DATE:** October 25h, 2023

### Regional Fire Communication Center (RFCC):

Chief Kovach and Provisional Battalion Chief Hayek attended a two day RFCC Operations Working Group to continue the process of building a regional dispatch center. The meeting was represented by the Fire agencies Operations Chiefs, along with Chief Kovach, to discuss standardizing emergency response plans.

### Health and Wellness Committee:

The Health and Wellness Committee researched, planned for, and procured a Suana for firefighter "detoxification, muscle recovery, mental health and cardiovascular and health benefits".

### Peer Support :

Carpinteria Summerland Fire continues to support our Mutual Aid Peer Support Committee and has taken an active role in meetings, planning, and personal support when needed. We also continue to support offering our local fire chaplain to provide services to our community, our agency and families.

### Mutual Aid:

We sent a line paramedic to the Happy Camp Fire for a two-week assignment and a Heavy Equipment Boss Trainee to the Smith River Complex for a two-week assignment.

### Avocado Festival:

Went very well and our District ran over (20 )calls between Friday and Sunday. We have some good feedback to ensure next year is even better.





# CARPINTERIA~SUMMERLAND FIRE PROTECTION DISTRICT

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## STAFF REPORT

To: Carpinteria-Summerland Fire Protection District Board of Directors  
From: Brian Roberson, Battalion Chief  
Date: October 31, 2023  
Topic: October Training Activity

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### Emergency Medicine

- Firefighter Paramedic Justin Martin and Brian Bull led two days of Advanced Cardiovascular Life Support training (ACLS) for Allan Hancock College's inaugural paramedic cohort.
- Nurse educator Kelley Cam led quarterly EMT training for all three shifts in the month of October.

### Succession Planning and Professional Development

- Captain Han Domini attended the Pacific Northwest Fire conference in Suquamish, WA.
- Captain Dave Baker attended the Hazard Zone Blue Card conference in Cincinnati, OH.
- Captain Kelley Baker attended five days of incident command training in Phoenix, AZ.
- Engineer Kenan Marting completed two California State Fire Marshal Company officer classes in San Luis Obispo, CA.
- All three shifts continue to prepare for upcoming promotional exams.

### Fireground Operations

- Captain Han Domini, Firefighter Paramedic Brian Bull, Engineer Brian Lombardi, and Firefighter Paramedic Dean Carey participated in a 1200-acre prescribed burn at Fort Hunter Liggett in Monterey County, CA.
  - Captain Nick Koepenick and Engineer Taylor Barnett assisted Santa Barbara County Fire Department with a 600-acre prescribed burn near Figueroa Mountain.
-