



WEST END FIRE AND EMERGENCY RESPONSE COMMISSION

CHINO VALLEY MONTCLAIR ONTARIO RANCHO CUCAMONGA

WEST END FIRE AND EMERGENCY RESPONSE COMMISSION REGULAR MEETING NOTICE AND AGENDA

The Board of Commissioners of the West End Fire and Emergency Response Commission will hold a regular meeting at 1300 hours on July 5, 2022 (rescheduled from June 2, 2022), at Rancho Cucamonga All-Risk Training Center 11285 Jersey Blvd, Rancho Cucamonga, CA 91730.

1. **CALL TO ORDER**

Roll Call: McCliman____ Williams____ Pohl____ Gayk____

2. **ORAL COMMUNICATIONS/PRESENTATIONS**

3. **COMMITTEE REPORTS**

- A. Operations Chiefs Report
- B. WEHAT Training
- C. WEHAT Equipment
- D. USAR Training
- E. USAR Equipment
- F. Emergency Management Update
- G. Emergency Medical Service Update

4. **CONSENT ITEMS**

- A. Approval of Minutes – March 10, 2022
- B. Review and Approval of Claims and Expenditures
- C. Treasurer's Report

D. Correspondence

- SDRMA 2022/23 Property/Liability Early Budget Estimates
- SDRMA Bylaw Revision
- SDRMA 2022/23 Property/Liability Program invoice

OLD BUSINESS

5. **RTF CONTRACT UPDATE**

The purpose is to provide an update on the RTF.

6. **RFP ASSESSMENT UPDATE**

The purpose is to provide an update on the RFP.

7. **DRIVER TRAINING SIMULATOR AND TRAILER**

Provide a status update of the driver training simulator and trailer.

NEW BUSINESS

8. **FISCAL YEAR 2022/2023 BUDGET APPROPRIATIONS**

Adopt Fiscal Year 22/23 Expenditure Budget Scenario as presented:
(per discussion at March meeting)

Dept 205 – West End Fire & Emergency-Admin.	\$21,360
Dept 206 – Hazardous Materials Response	\$12,000
Dept 207 – Urban Search and Rescue	\$74,400
Dept 208 – Miscellaneous Training	\$10,500
Dept TBD – Emergency Management	\$6,000
Dept TBD – EMS Training	\$20,740

Total Expenditure Budget: \$145,000

Adopt Revenue Projection for Fiscal Year 22/23:

\$10,500 (estimated interest income)
\$100,000 (Agency contribution - \$25,000 ea.)

\$100,000 to Fund Balance
\$-0- to Equipment Replacement

BOARD MEMBER REPORTS

9. **IDENTIFICATION OF AGENDA ITEMS FOR SEPTEMBER 1, 2022, BOARD OF DIRECTORS' MEETING**

10. **PUBLIC COMMUNICATIONS**

This is the time and place for the general public to address the West End Fire and Emergency Response Commission about subjects that do not appear elsewhere on the agenda. Due to the California Government Code (including the Ralph M. Brown Act) requirements, action will not be taken on any issue not on the agenda. Due to time constraints, you are requested to restrict your comments to five minutes.

11. **ADJOURNMENT**

David Williams, Secretary

West End Fire and Emergency Response Commission

APPROVAL OF MINUTES

March 10, 2022

**WEST END FIRE AND EMERGENCY RESPONSE COMMISSION
REGULAR MEETING MINUTES**

March 10, 2022
Rancho Cucamonga, California

1. CALL TO ORDER

The regular meeting of the West End Fire and Emergency Response Commission was called to order at 9:00 a.m.

A. Commission members present: Chief Gayk, Chief Williams, Chief McCliman, and Chief Pohl.

2. ORAL COMMUNICATIONS/PRESENTATION

Nothing to report.

3. COMMITTEE REPORTS

Operations Chief Reports: Nothing to report.

WEHAT: Nothing to report.

WEHAT Equipment: Nothing to report.

USAR: Nothing to report.

USAR Equipment: Nothing to report.

Emergency Management: Joseph Ramos from Rancho Cucamonga Emergency Management reported that the West End EOC Academy started at the beginning of March, and additional classes will continue for the next few months and will wrap up at the Ontario EOC. Staff from many of the West End cities are participating, and it is going great. They have been discussing a certification of mutual aid for the West End to call upon those who have completed this academy if an EOC in our area needs to be activated.

EMS: Nothing to report.

4. CONSENT ITEMS

A. Approval of Minutes – Regular Meeting December 2, 2021

B. Review and Approval of Claims and Expenditures

C. Review and Approval of Treasurer's Report

D. Correspondence:

- SDRMA 2021-22 Certificate of Coverage/Cyber Coverage listed in error December 1, 2021

- SDRMA Request for Report on Internal Controls Letter- December 16, 2021
- SDRMA 2022-23 Property/Liability Early Budget Estimates- January 18, 2022

A motion was made by Chief Williams to approve the minutes, seconded by Chief Gayk. Motion was carried unanimously.

A motion was made by Chief Gayk to approve the claims & expenditures report, seconded by Chief McCliman. Motion was carried unanimously.

A motion was made by Chief Gayk to approve the Treasurer's report, seconded by Chief McCliman. Motion was carried unanimously.

A motion was made by Chief Williams to approve the Correspondence, seconded by Chief Pohl. Motion was carried unanimously.

OLD BUSINESS

5. RTF CONTRACT UPDATE

Chief Wedell reported the RTF is waiting for Board of Supervisor Approval. Once it is approved, there will be a template that is based off the Task Force Six contract (FEMA) contract used by San Bernardino County. It will then be sent out to all agencies to be signed off on.

6. RFP ASSESSMENT UPDATE

Chief McCliman stated that we have signed and executed the contract with AP Triton and ambulance assessment. The data has been collected and will be compiled and analyzed. A workshop will be held at the end of March 2022 for all stakeholders. Chief Gayk and Belinda Ramirez reported that invoices for \$86,000 have been received, are not processed yet and will be signed today and sent for payment. Chief Williams clarified that the meeting will be for all stakeholders to make decisions about how the RFP will move forward. No decisions have been made yet.

7. DRIVER TRAINING SIMULATOR AND TRAILER

Belinda Ramirez reported that the surplus request for the Driver Training Simulator and Trailer has gone to Purchasing and it has been approved. Ontario Fleet Department is still currently in the auction process. Belinda is in constant communication to make sure that it is on the right track.

NEW BUSINESS

8. ELECT A NEW PRESIDENT FOR THE WEFERC JPA

Chief Gayk asked for this item to be discussed at the beginning of the meeting so that the newly elected president could lead the meeting. He explained that he has held the position of President for the WEFERC JPA for the last seven years and he is now the President of the Board for Cal Chiefs. The finances for the JPA will remain with Ontario.

Chief Gayk officially nominated Chief Mike McCliman as the next president of the WEFERC JPA. Chief Williams seconded the nomination. Motion was carried unanimously.

9. DISCUSS FISCAL YEAR 2022/2023 BUDGET APPROPRIATIONS

Chief Gayk noted that there is \$227,577.00 allocated as 37013 Committed to Equipment Replacement, and that if that money is no longer needed since no equipment needs to be replaced during this fiscal year, it should be made liquid and moved elsewhere. Belinda Ramirez recommended making the amount to zero to move the money to 38105 Assigned to Agency. Chief Williams wanted to know if something were to come up that needed to be replaced, would the fund balance be available to purchase equipment or are there restraints on expenditures in the fund balance. Belinda responded saying that this would free up the money to spend in other areas, and if needed it could be recommitted back to purchase equipment needed.

Chief McCliman made a motion to take object 37013 Committed to Equipment Replacement \$227,577.00 and zero out the account, move the funds to account 38105 Assigned to Agency. Chief Gayk seconded the motion, motion was carried unanimously.

Belinda reported that this allocation will bring the balance of the account 38105 Assigned to Agency to close to \$700,000.00.

Ontario Budget will be adopted early this year on May 26, 2022 due to implementation of a new finance program. The budget that will be approved at the Ontario City Council Meeting is the budget that is presented in the meeting packet. As soon as the budget is adopted, anything that is voted on during this WEFERC JPA meeting will be adjusted to reflect the changes. It does not need to go back to the Ontario City Council because it will be zero balance transfers. Belinda recommended that EM and EMS sections are added to the accounts.

Chief Williams made a motion to add stand alone sections to the budget for Emergency Management and Emergency Medical Services, Chief McCliman seconded the motion. Motion was carried unanimously.

10. DISCUSS WEHAT 2022/2023 PROPOSED TRAINING BUDGET

WEHAT is sending out membership dues and updates, trainings in San Luis Obispo for Fire Scope will be attended. The total proposed budget is \$12,000. Last year, WEHAT appropriation is \$51,000. This proposed budget is a reduction, and budgets will be padded to equal the same total amount.

Chief Gayk made a motion to approve the proposed WEHAT 2022/2023 Training Budget at \$12,000, Chief McCliman seconded the motion. Motion was carried unanimously.

11. DISCUSS USAR 2022/2023 PROPOSED TRAINING BUDGET

This budget request will provide funds for the West End Agency USAR team members to attend the Big Rig Technician Course that covers commercial and mass transit rescue. This course

replaces the previous course (So Cal Big Rig Rescue Academy) available out of the Ben Clark Training Center in Riverside, CA. The Big Rig Technician class cost is \$30,000 for all 80 West End members to participate. The budget request also includes funding for the tuition costs for several additional training requirements for the West End USAR team members to participate in Regional Task Force 6. This portion of the budget would only be funded by members who were selected for the RTF. The total of the proposed budget request is \$74,400.

Belinda Ramirez clarified that considering all requests, keeping administrative funding the same, and adding all full requests the budget will be at a total of \$145,000. If we want to support all requests at 100%, we can move money from the fund balance or we can reduce others down to keep the total budget at \$100,000. Money can be moved from fund balance to support all requests at 100% of their proposals.

Chief Williams stated that he thinks that since this is for training, we move the budget up for it. Chief Gayk shared that this is a lot of work to get everyone trained within this fiscal year. Is it something that can be done? Chief Ault asked and it was clarified that these costs are just for tuition, and that the Big Rig Class is in California. Chief Wedell responded to say that yes, it is in California and all other costs would be paid by the respective departments. If all funds are not used, they would go back to the fund balance. If the decision is to leave the total budget at \$100,000 and then mid budget year if there is a need for more funds for USAR Training, there could be a transfer. Belinda stated that we would hold a special meeting to approve money moving if it becomes necessary, like the meeting held to approve funding for the EMS study. The \$100,000 is the totality of the entire West End JPA Budget, including admin and general funds, made up by contributions from the partnered agencies. If West End would like to increase the budget to approve this request, \$45,000 would need to be moved from the fund balance. It was decided to move forward to other budgets before approving the increase.

12. DISCUSS EMERGENCY MANAGEMENT 2022/23 PROPOSED BUDGET

EM is on track to host two West End EOC Academy offerings during the 2022/23 fiscal year (Fall '22 and Spring '23) including certificates issued by CalOES (CSTI) to participants upon completion. After this fiscal year, the agencies should be on track to have the training done annually. The money requested would be to fund costs for food and beverage and the CSTI Certificates. Each class is around \$2,500. There were discussions about having a full-scale exercise with players involved from participating agencies, it would cost approximately \$25,000. They will look into planning this during a different fiscal year when funds are available.

13. DISCUSS EMERGENCY MEDICAL SERVICES 2022/23 PROPOSED BUDGET

Sandy Griffin stated that EMS is focusing on a budget that would include funding for the Handtevy Program and Training. Handtevy is a Pediatric system designed for the EMS Provider to treat every critical child on scene quickly, efficiently and with confidence. The Handtevy can also be used on adult patients. It would also focus on lowering the stress on our personnel on these calls. To have all agencies in the West End trained, to provide instructors within each agency and the cost of the software would be a total of \$20,740.

Chief McCliman made a motion to approve the budgets and request an appropriation of an

additional \$45,000 to come to a total of \$145,000 to cover the requested amounts. Therefore, the budget would be approved as so: \$100,000 of the budget will be supported by member contributions and \$45,000 will be supported by a fund balance transfer. Chief Gayk seconded the motion. The motion was carried unanimously.

BOARD MEMBER REPORTS

14. IDENTIFICATION OF AGENDA ITEMS FOR JUNE 2, 2022, BOARD OF DIRECTORS' MEETING

None.

15. PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the West End Fire and Emergency Response Commission about subjects that do not appear elsewhere on the agenda. Due to the California Government Code (including the Ralph M. Brown Act) requirements, action will not be taken on any issue, not on the agenda. Due to time constraints, you are requested to restrict your comments to five minutes.

16. ADJOURNMENT

Chief Gayk made a motion to adjourn the meeting, seconded by Chief McCliman. Motion was carried unanimously, and the meeting adjourned at 9:58 a.m.

Next meeting to be held June 2, 2022, 9:00 a.m. at Rancho Cucamonga All-Risk Training Center, 11285 Jersey Blvd, Rancho Cucamonga, CA 91730 (Training Classroom).

Fire Chief Dave Williams, Secretary

City of Ontario
Statement of Actual and Estimated Expenditures
For The Periods Through May, 2022

Fund: 056 West End Fire & Emerg Resp Comm

DeptID: 205 West End Fire & Emerg-Admin

Project I Account Description	Budget	Current Exp	YTD Expense	Pre-Enc	Encumbrance	Total	Balance	% Used
52020 Office Supplies	340	0.00	0.00	0.00	0.00	0.00	340.00	.0
52510 Travel/Conference/Training	400	0.00	0.00	0.00	0.00	0.00	400.00	.0
52520 Dues and Memberships	1,000	0.00	1,250.00	0.00	0.00	1,250.00	(250.00)	125.0
52620 Insurance Premium	6,660	0.00	3,799.81	0.00	0.00	3,799.81	2,860.19	57.1
52710 Duplicating Expense	400	0.00	0.00	0.00	0.00	0.00	400.00	.0
55020 Accounting & Auditing Svcs	3,500	0.00	0.00	0.00	2,420.04	2,420.04	1,079.96	69.1
55310 Other Professional Svcs	147,500	0.00	31,624.97	0.00	57,445.03	89,070.00	58,430.00	60.4
Project Total:	159,800	0.00	36,674.78	0.00	59,865.07	96,539.85	63,260.15	60.4
Department Total:	159,800	0.00	36,674.78	0.00	59,865.07	96,539.85	63,260.15	60.4

DeptID: 206 Hazardous Materials Response

Project I Account Description	Budget	Current Exp	YTD Expense	Pre-Enc	Encumbrance	Total	Balance	% Used
52020 Office Supplies	300	0.00	0.00	0.00	0.00	0.00	300.00	.0
52030 Books/Publications	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00	.0
52110 Materials	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00	.0
52140 Chemicals	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00	.0
52160 Equipment Under \$15,000	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00	.0
52190 Misc Materials/Supplies	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00	.0
52210 Maintenance & Repairs	3,600	0.00	0.00	0.00	0.00	0.00	3,600.00	.0
52510 Travel/Conference/Training	15,000	4,250.00	4,250.00	0.00	0.00	4,250.00	10,750.00	28.3
52710 Duplicating Expense	200	0.00	0.00	0.00	0.00	0.00	200.00	.0
53990 Other Expense	0	0.00	3,500.00	0.00	0.00	3,500.00	(3,500.00)	.0
55310 Other Professional Svcs	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00	.0
62010 Other Equipment	15,000	0.00	0.00	0.00	0.00	0.00	15,000.00	.0
Project Total:	51,100	4,250.00	7,750.00	0.00	0.00	7,750.00	43,350.00	15.2
Department Total:	51,100	4,250.00	7,750.00	0.00	0.00	7,750.00	43,350.00	15.2

City of Ontario
Statement of Actual and Estimated Expenditures
For The Periods Through May, 2022

Fund: 056 West End Fire&Emerg Resp Comm

DeptID: 207 Urban Search and Rescue

Project I	Account	Description	Budget	Current Exp	YTD Expense	Pre-Enc	Encumbrance	Total	Balance	% Used
	52160	Equipment Under \$15,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00	.0
	52210	Maintenance & Repairs	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00	.0
	52510	Travel/Conference/Training	13,000	0.00	0.00	0.00	0.00	0.00	13,000.00	.0
	52710	Duplicating Expense	100	0.00	0.00	0.00	0.00	0.00	100.00	.0
		Project Total:	16,100	0.00	0.00	0.00	0.00	0.00	16,100.00	0.0
		Department Total:	16,100	0.00	0.00	0.00	0.00	0.00	16,100.00	0.0

DeptID: 208 Miscellaneous Training

Project I	Account	Description	Budget	Current Exp	YTD Expense	Pre-Enc	Encumbrance	Total	Balance	% Used
	52160	Equipment Under \$15,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00	.0
	52510	Travel/Conference/Training	0	0.00	2,634.50	0.00	0.00	2,634.50	(2,634.50)	.0
	52990	Miscellaneous Services	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00	.0
	55310	Other Professional Svcs	6,500	0.00	0.00	0.00	0.00	0.00	6,500.00	.0
		Project Total:	10,500	0.00	2,634.50	0.00	0.00	2,634.50	7,865.50	25.1
		Department Total:	10,500	0.00	2,634.50	0.00	0.00	2,634.50	7,865.50	25.1
		Fund Total:	237,500	4,250.00	47,059.28	0.00	59,865.07	106,924.35	130,575.65	45.0
		Grand Totals	237,500.00	4,250.00	47,059.28	0.00	59,865.07	106,924.35	130,575.65	

West End Fire and Emergency Response Commission

REVIEW AND APPROVE TREASURER'S REPORT

- WEFERC Balance Sheet; Ending May 31, 2022
- Statement of Actual & Estimated Revenue through May 31, 2022
- Payments by Fund (Checks Issued 2/1/22 thru 5/31/22)

City Of Ontario
Balance Sheet
056 West End Fire&Emerg Resp Comm
For Month Ending: 05/31/22

		Debits	Credits
Assets			
11001	Cash & Investments	755,313.35	-
13401	Accounts Receivable	695.00	-
18117	Other Equipment	573,441.91	-
	Total	<u>1,329,450.26</u>	<u> </u>
	Total Assets	<u><u>1,329,450.26</u></u>	<u><u> </u></u>
 Liabilities			
	Total	<u> </u>	<u> </u>
	Total Liabilities	<u> </u>	<u> </u>
 Fund Equity			
Results of Operations			
	Revenue		101,759.62
	Expenditures	47,059.28	
	Total	<u>47,059.28</u>	<u>101,759.62</u>
	Net Increase/Decrease	<u> </u>	<u>54,700.34</u>
 Fund Balance/Retained Earnings and Reserves			
35006	Non-Spendable InvCapitalAssets	-	573,441.91
37013	Committed to Equip Replacement	-	-
38105	Assigned to Agency	-	701,308.01
	Total	<u> </u>	<u>1,274,749.92</u>
	Total Fund Equity	<u> </u>	<u>1,274,749.92</u>
	Total Liabilities & Fund Equity	<u><u> </u></u>	<u><u>1,329,450.26</u></u>

City Of Ontario
Statement of Actual and Estimated Revenue
056 West End Fire&Emerg Resp Comm
For Month Ending: 05/31/22

Account	Description	Estimated Revenue	Current Revenue	Y.T.D Revenue	Unrealized Balance	% Received
Taxes						
		-----	-----	-----	-----	
		-----	-----	-----	-----	
License & Permits						
		-----	-----	-----	-----	
		-----	-----	-----	-----	
Fines						
		-----	-----	-----	-----	
		-----	-----	-----	-----	
Use of Money & Property						
44101	Interest Income	-	-	6,396.78	(6,396.78)	
44104	Change in Fair Value	-	-	(5,558.45)	5,558.45	
		-----	-----	838.33	(838.33)	
		-----	-----	-----	-----	
Intergovernmental						
		-----	-----	-----	-----	
		-----	-----	-----	-----	
Charges for Services						
46170	Chino Fire Administration	25,000.00	-	25,000.00	-	100%
46171	R.C. Fire Administration	25,000.00	-	25,000.00	-	100%
46172	Montclair Fire Administration	25,000.00	-	25,000.00	-	100%
46173	Ontario Fire Administration	25,000.00	-	25,000.00	-	100%
		-----	-----	100,000.00	-	100%
		-----	-----	-----	-----	
Enterprise Revenue						
		-----	-----	-----	-----	
		-----	-----	-----	-----	
Other Revenue						
49205	Misc Reimbursements	-	-	921.29	(921.29)	
		-----	-----	921.29	(921.29)	
		-----	-----	-----	-----	
Transfers In						
		-----	-----	-----	-----	
		-----	-----	-----	-----	
Grand Total		<u>100,000.00</u>	<u>-</u>	<u>101,759.62</u>	<u>(1,759.62)</u>	



City of Ontario

Payments by Fund

Checks issued 2/1/2022 thru 5/31/2022

West End Fire&Emerg Resp Comm

Check Issue Date Vendor Name / ID VOUCHER	PO	DESCRIPTION	INVOICE#	INV DATE	ACCOUNT#	AMOUNT
AP Triton Consulting, LLC / 0000028023 01356798	0000048576	EMS Strategic Assessment and A	2022-071	02/12/2022	55310-056-205	8,097.30
01357855	0000048576	EMS Strategic Assessment and A	2022-082	03/04/2022	55310-056-205	8,097.30 2,429.19
01360730	0000048576	EMS Strategic Assessment and A	2022-123	04/01/2022	55310-056-205	2,429.19 21,098.48
California Special Districts Association / 0000003425 01356745		Membership Renewal	Membership ID 2425	10/01/2021	52520-056-205	21,098.48 1,250.00
Intrepid Maritime / 0000030282 01362938		Training Programs- Rescue Tech	1345	05/10/2022	52510-056-206	1,250.00 4,250.00

Distribution line total

37,124.97

4D

West End Fire and Emergency Response Commission

CORRESPONDENCE

- SDRMA 2022/23 Property/Liability Early Budget Estimates
- SDRMA Bylaw Revision
- Property/Liability Package Program Invoice- Program Year 2022/23

March 25, 2022

West End Fire and Emergency Response Commission
Chief Ray Gayk
Fire Chief
415 East B Street
Ontario, California 91764-4194

Re: 2022-23 Property/Liability Early Budget Estimates

Dear Chief Gayk,

In preparation for the 2022-23 Property/Liability Program renewal on July 1, 2022, we sent our program members preliminary renewal contribution estimates in January 2022. This was to help with budget planning for the 2022-23 fiscal year.

Since January, we have received your 2022-23 Renewal Questionnaire and updated information from our insurance brokers. We will continue to provide updates as we obtain renewal cost information from our program excess/reinsurers over the next few months. **Final contribution amounts will not be confirmed until we issue the 2022-23 renewal invoices in June.**

Your agency's Property/Liability 2022-23 updated estimated contribution is **\$4,017 to \$4,100** based on the following assumptions:

- Pool reinsurance rate increases of 15% to 20% based on early estimates from our reinsurance brokers
- 6 Credit Incentive Program (CIP) points for 2021-22 that your agency currently has on record (excluding Vector Solutions on-line training that will be finalized on 4/1/2022)

This budget estimate is specifically provided to assist you with preliminary budgeting and is NOT a renewal indication, renewal quote, or a "not-to-exceed" contribution. The final renewal contribution amount may be in excess of this estimate depending on the changing conditions of the insurance market over the next few months. Since we do not have the 2022-23 renewal rates from the program excess/reinsurers, we recommend you budget towards the upper end of the range, plus any differences in exposure or losses which have not yet been reported to SDRMA.

Members considering withdrawal from coverage with SDRMA for the 2022-23 program year are required to submit a **"Notice of Intent to Withdraw"** by **April 1, 2022**, in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period. If you

May 18, 2022

**Ms. Riley Davis
Administrative Assistant
West End Fire and Emergency Response Commission
10500 Civic Center Dr.
City Hall Lower Level
Rancho Cucamonga, California 91730**

Dear Ms. Davis,

On May 5, 2022, the SDRMA Board of Directors approved tentative Bylaw revisions in draft form and authorized staff to send the proposed Bylaw revisions to members for review and comment. Current Bylaws require that members receive a draft of the proposed Bylaw revisions at least 30 days before final approval by the SDRMA Board of Directors. The Board will take final action on the revised Bylaws at the next regular board meeting at 3:00 p.m. on June 22, 2022, in Sacramento, California at the SDRMA administration building.

Regarding the Bylaw revisions, the proposed amendments identified ambiguous language contained in Article 5, Joint Protection Programs. Provided below for your review is the excerpt from the SDRMA Bylaws with the "redlined" version of the Bylaws showing proposed revisions.

ARTICLE V

JOINT PROTECTION PROGRAMS

1. Implementation of Joint Protection Programs

The Board of Directors may, at any time, offer such Programs as it may deem desirable. Such Program or Programs shall be offered on such terms and conditions as the Board of Directors may determine. Members must participate in at least one Joint Protection Program, but participation in any additional Programs or plans will be optional. Those Programs currently include: Property/Liability, Workers' Compensation, Health Benefits and various optional ancillary coverages. The Board of Directors shall establish the amount of Contributions, Estimated Contributions and Assessments, determine the amount of loss reserves, provide for the handling of claims, determine both the type and amount of insurance and/or reinsurance, if any, to be purchased, and otherwise establish the policies and procedures necessary to provide a particular Program for Members. As soon as feasible after development of the details of a Program, the specific rules and regulations for the implementation of such Program shall be adopted by the Board, which shall cause them to be set forth in written form in a ~~policy~~ Memorandum of Coverage document and ~~procedures~~ Claims Manual prepared by the Authority for the Members.

2. Method of Calculating Contributions

The Board of Directors shall establish the method of calculating contributions for Members in each Program or plan annually.



There is no action required by your agency. To view a copy of the complete SDRMA Bylaws, please login to MemberPlus™ and click on the SDRMA DOCS drop down to find our Governing Documents.

However, if you have any comments on the proposed Bylaw revisions mail them to:

**SDRMA
c/o Laura Gill, CEO
1112 I Street, Suite 300
Sacramento, California 95814**

Thank you for helping make SDRMA a premier risk management provider! If you have any questions, please contact us at memberplus@sdrma.org or 800.537.7790.

**Sincerely,
Special District Risk Management Authority**



**Mike Scheafer, President
SDRMA Board of Directors**

June 13, 2022

Ms. Riley Davis
Administrative Assistant
West End Fire and Emergency Response Commission
10500 Civic Center Dr.
Rancho Cucamonga, California 91730

Dear Ms. Davis,

We sincerely appreciate your continued partnership and thank you for your patience while the program reinsurers finalized the 2022-23 renewal costs for the SDRMA Property/Liability Program over the past few months. As expected, the program final renewal costs have been impacted by the conditions of the current insurance market.

Your agency's 2022-23 Property/Liability Program renewal invoice was emailed directly to you on June 10, 2022 and is now available in MemberPlus. However, if your agency has an insurance broker for property/liability coverage, the invoice was emailed to the broker on record.

Your invoice may include the following adjustments:

- The annual contribution for the Property/Liability Package Program may vary compared to the 2021-22 renewal invoice due to scheduled item changes, updates submitted through the renewal questionnaire, and any optional coverages selected by your agency.
- The Limit of Liability selected by your agency is also indicated on the invoice.
- For members belonging to both SDRMA Property/Liability and Workers' Compensation Programs, a 5% Multi-Program Discount has been deducted from the invoice total.
- Credit Incentive Program (CIP) discounts, if earned, have been applied to your invoice.
- In addition, a \$75 credit has been applied if your agency used MemberPlus Online™ to submit your 2022-23 Renewal Questionnaire by the February 15 deadline.
- No Longevity Distribution is declared for the Property/Liability Program this year.

Your property/liability renewal invoice, and other important information is now available through MemberPlus. Please login at www.sdrma.org, under NOTIFICATIONS you will find the MEMBER LETTERS section, which includes the 2022-23 Property/Liability Renewal Letter, Invoice and Attachments. If you would like to request a hard copy invoice, please contact us at memberplus@sdrma.org or 800.537.7790.

To ensure accurate and timely processing of your coverages, **please submit payment for the total contribution amount shown on the invoice by July 15, 2022.** If your agency needs to make special payment arrangements due to cash flow constraints, or you would like to receive a hard copy invoice, please contact our Finance Department at accounting@sdrma.org or 800.537.7790.

Please note that any balance due on **August 15, 2022** will begin to accrue interest charges of 1% per month regardless of any payment arrangements.



From the SDRMA Board of Directors and entire risk management team, we thank you for your support! If you have any questions, please contact us at accounting@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority


Laura S. Gill
Chief Executive Officer



Property/Liability Package Program Invoice

Program Year 2022-23

West End Fire and Emergency Response Commission

10500 Civic Center Dr. City Hall Lower Level
Rancho Cucamonga, California 91730

Invoice Date: 06/10/2022
Invoice Number: 72368
Member Number: 7053

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 0 reported item(s) valued at (including contents): \$0</i>	\$0.00
Mobile/Contractors Equipment <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 0 Non-Member Certificate(s)</i>	2,918.15
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 1 reported item(s) valued at: \$118,712</i>	556.11
Auto Comp / Collision <i>Coverage for 1 reported item(s) valued at: \$118,712</i>	808.51
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

Gross Package Contribution	\$4,282.77
Earned CIP Credits (6)	-173.60
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	0.00
Other Discounts	0.00
Subtotal	\$4,109.17
5% Multi-Program Discount	\$0.00

Total Contribution Amount Due by July 15 **\$4,109.17**

**Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)*

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Remit Payment to:

Special District Risk Management Authority
P.O. Box 15677, Sacramento, California 95852

For invoice questions contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111

www.sdrma.org

West End Fire and Emergency Response Commission

Fiscal Year 2022/2023 Budget Appropriations.

- Proposed Budget Summary for Dept/Fund/Project (205, 206, 207, 208, TBD Emergency Management & TBD EMS Training).



DEPARTMENT / FUND / PROJECT / ACCOUNT	Current Year Budget	Current Year Expense	Proposed Budget
205 West End Fire & Emerg-Admin			
056 West End Fire&Emerg Resp Comm			
52020 Office Supplies	340	0	340
52510 Travel/Conference/Training	400	0	400
52520 Dues and Memberships	1,000	1,250	1,000
52620 Insurance Premium	6,660	3,800	6,660
52710 Duplicating Expense	400	0	400
55020 Accounting & Auditing Services	3,500	2,420	3,500
55310 Other Professional Services	147,500	89,070	9,060
	159,800	96,540	21,360
206 Hazardous Materials Response			
056 West End Fire&Emerg Resp Comm			
52020 Office Supplies	300	0	0
52030 Books/Publications	2,000	0	0
52110 Materials	5,000	0	0
52140 Chemicals	1,500	0	0
52160 Equipment Under \$15,000	1,500	0	0
52190 Misc Materials/Supplies	2,000	0	2,000
52210 Maintenance & Repairs	3,600	0	2,000
52510 Travel/Conference/Training	15,000	0	0
52710 Duplicating Expense	200	0	0
53990 Other Expense	0	3,500	4,000
55310 Other Professional Services	5,000	0	4,000
62010 Other Equipment	15,000	0	0
	51,100	3,500	12,000
207 Urban Search and Rescue			
056 West End Fire&Emerg Resp Comm			
52160 Equipment Under \$15,000	2,000	0	0
52210 Maintenance & Repairs	1,000	0	0
52510 Travel Conference/Training	13,000	0	74,400
52710 Duplicating Expense	100	0	0
	16,100	0	74,400
208 Miscellaneous Training			
056 West End Fire&Emerg Resp Comm			
52160 Equipment Under \$15,000	2,000	0	2,000
52210 Maintenance & Repairs	0	0	0
52510 Travel/Conference/Training	0	2,635	0
52990 Miscellaneous Services	2,000	0	2,000
55310 Other Professional Services	6,500	0	6,500
	10,500	2,635	10,500
TBD Emergency Management			
056 West End Fire&Emerg Resp Comm			
52510 Travel/Conference/Training	0	0	1,000
52990 Miscellaneous Services	0	0	5,000
	0	0	6,000
TBD EMS Training			
056 West End Fire&Emerg Resp Comm			
52190 Misc. Materials/Supplies	0	0	5,000
52510 Travel/Conference/Training	0	0	4,940
52990 Miscellaneous Services	0	0	10,800
	0	0	20,740