

# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335



## Regular Agenda

Next Reso. FFD 2024-003

Tuesday, October 22, 2024

2:00 PM

Grover W. Taylor Council Chambers

## Fire Protection District

*Phillip Cothran - President*  
*John Roberts - Vice President*  
*Jesus "Jesse" Sandoval - Commissioner*  
*Peter A. Garcia - Commissioner*  
*Acquanetta Warren - Commissioner*  
*Janet Koehler Brooks - City Treasurer*  
*Germaine Key - District Secretary*

**Welcome to the Meeting!**

Welcome to the City of Fontana meeting. Meetings are held at the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335. To address the Council, please fill out a card located at the entrance to the right indicating your desire to speak on either a specific agenda item or under Public Communications and give it to the City Clerk. Your name will be called when it is your turn to speak. In compliance with Americans with Disabilities Act of 1990 (42 USC § 12132), the Council Chambers is wheelchair accessible, and a portable microphone is available. Upon request, this agenda will be made available in appropriate alternative forms to persons with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990. Any person with a disability who requires accommodation to participate in a meeting should direct such a request to the City Clerk’s Office at (909) 350-7602 at least 48 hours before the meeting, if possible. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the City Clerk’s Office.

Para traducción en Español, comuníquese con la oficina, “City Clerk” al (909) 350-7602.

The City of Fontana is committed to ensuring a safe and secure environment for its residents to engage with the government. No oversized bags or backpacks (size limit of 14”x14”x6”) will be allowed inside the Council Chambers. All bags are subject to search. Face masks are prohibited in the Council Chambers, but clear masks will be provided upon request to accommodate individuals with medical needs, ensuring their safety and well-being. Before entering the Council Chambers, you may be subject to a metal detector screening. The City Manager retains the discretion to grant any exemptions. Fontana aims to provide safe buildings for our community members, employees, and visitors.

**CALL TO ORDER/ROLL CALL:**

- A. **Call the Meeting to Order**

**PUBLIC COMMUNICATIONS:**

This is an opportunity for citizens to speak to the members of the meeting for up to 3 minutes on items not on the Agenda, but within the District's jurisdiction. The District is prohibited by law from discussing or taking immediate action on non-agendized items.

- A. **Public Communications**

**CONSENT CALENDAR:**

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below - there will be no separate discussion on these items prior to the time they are voted on, unless a member requests a specific item be removed from the Consent Calendar for discussion.

- A. **Approval of Minutes** [21-3376](#)  
Approve the minutes of the September 24, 2024, Fire Protection District

Meeting.

**Attachments:** [Fire Protection District Meeting Minutes 09-24-2024.pdf](#)

**NEW BUSINESS:**

- A. **Fiscal Year 2024-25 First Quarter Budget Status Report - [21-3345](#)  
Fontana Fire District**

Approve the recommended Fiscal Year 2024-25 First Quarter Budget adjustments.

**Attachments:** [FY24-25 First Quarter Budget Status Report Fontana Fire Protection District.pdf](#)

**EXECUTIVE DIRECTOR'S COMMUNICATIONS:**

- A. **Executive Director's Communications**

**ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:**

- A. **Elected Officials Communications/Committee Reports**

**ADJOURNMENT:**

- A. **Adjournment**

Adjourn to the next Regular Fire Protection District Meeting at 2:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Fire Protection District

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**File #:** 21-3376  
**Agenda #:** A.

**Agenda Date:** 10/22/2024  
**Category:** Consent Calendar

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**FROM:**  
City Clerk

**SUBJECT:**  
Approval of Minutes

**RECOMMENDATION:**  
Approve the minutes of the September 24, 2024, Fire Protection District Meeting.

**COUNCIL GOALS:**

- Create and maintain a dynamic team by supporting the decisions of the majority once made.
- Create and maintain a dynamic team by communicating Goals and Objectives to all commissions and employees.

**DISCUSSION:**

The District will consider approval of the minutes of the September 24, 2024, Fire Protection District meeting. The draft minutes are attached to this report for District review and approval.

**FISCAL IMPACT:**

None.

**MOTION:**

Approve staff recommendation.

# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335



## Minutes

**Tuesday, September 24, 2024**

**2:00 PM**

**Grover W. Taylor Council Chambers**

### **Fire Protection District**

*Phillip Cothran - President*  
*John Roberts - Vice President*  
*Jesus "Jesse" Sandoval - Commissioner*  
*Peter A. Garcia- Commissioner*  
*Acquanetta Warren - Commissioner*  
*Janet Koehler Brooks - City Treasurer*  
*Germaine Key - District Secretary*

**CALL TO ORDER/ROLL CALL:**

**A. 2:00 P.M. Call the Meeting to Order**

A Regular Meeting of the Fontana Fire Protection District was held in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, CA 92335, on Tuesday, September 24, 2024.

President Cothran called the meeting to order at 2:04 p.m.

**ROLL CALL:**

**PRESENT:** President Cothran, Vice-President Roberts, Commissioners Warren, Garcia, and Sandoval.

City Treasurer Koehler-Brooks was also in attendance.

Authority Member Warren left the meeting at 2:56 p.m.

**ABSENT:** District Secretary Key

**PUBLIC COMMUNICATIONS:**

**A. Public Communications**

No public communications were received.

**CONSENT CALENDAR:**

**ACTION:** Motion was made by Vice-President Roberts, seconded by President Cothran, and passed by a vote of 4-0 to approve Consent Calendar Items "A-B." The motion carried by the following vote: **AYES:** Garcia, Cothran, Roberts, and Sandoval; **NOES:** None; **ABSTAIN:** None; **ABSENT:** Warren

**A. Approval of Minutes 21-3312**  
Approve the minutes of the September 10, 2024, Fire Protection District Meeting.

**B. A Memorandum of Understanding (MOU) between the Fontana Fire Protection District and San Bernardino County Fire Protection District for Extended Use of Fontana Fire Equipment and Use of Fontana Training Facility Classrooms and Resources. 21-3324**

- 1. Staff recommends that the City Council approve the MOU between the Fontana Fire Protection District and San Bernardino County Fire Protection District.

2. Authorize the Executive Director of the Fire Protect District, or his designees, to sign and approve the Memorandum of Understanding.

## **EXECUTIVE DIRECTOR'S COMMUNICATIONS:**

### **A. Executive Director's Communications**

No Executive Director's Communications were received.

## **ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:**

### **A. Elected Officials Communications/Committee Reports**

No Elected Officials Communications were received.

## **ADJOURNMENT:**

### **A. Adjournment**

President Cothran adjourned the meeting at 3:42 p.m.

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Phillip Cothran  
District President

THE FOREGOING MINUTES WERE ADOPTED AND APPROVED BY THE FONTANA FIRE PROTECTION DISTRICT ON OCTOBER 22, 2024.

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Germaine Key  
District Secretary



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Fire Protection District

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**File #:** 21-3345  
**Agenda #:** A.

**Agenda Date:** 10/22/2024  
**Category:** New Business

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**FROM:**  
Finance

**SUBJECT:**  
Fiscal Year 2024-25 First Quarter Budget Status Report - Fontana Fire District

**RECOMMENDATION:**  
Approve the recommended Fiscal Year 2024-25 First Quarter Budget adjustments.

**COUNCIL GOALS:**

- Improve public safety by maximizing fire and emergency medical service resources.
- Operate in a businesslike manner by ensuring that the public debate is based on accurate information.
- Operate in a businesslike manner by correcting problems immediately.
- Practice sound fiscal management by producing timely and accurate financial information.
- Practice sound fiscal management by living within our means while investing in the future.
- Practice sound fiscal management by fully funding liabilities and reserves.
- Practice sound fiscal management by producing transparent information in a timely matter.

**DISCUSSION:**

Each year, the Fire Protection District adopts a budget committing fiscal and staff resources to the accomplishments of its goals. During the year, actual revenues and expenditures are carefully monitored against the approved budget.

The current FY2024-25 operating budget includes total sources (revenues and transfers in) of \$78.4 million and total uses (expenditures and transfers out) of \$71.0 million. The recommended budget includes an increase to total uses of \$4.6 million for a total of \$75.6 million.

**Summary of Key Points:**

The First Quarter Budget Report increases appropriations as follows:

- Fontana Fire Capital Project Fund #610
  - Increase in appropriations of \$1.9 million for ladder fire truck.
  - Increase in appropriations of \$1.5 million for City Hall Phase I additional contingency.

**FISCAL IMPACT:**

The fiscal impact associated with the approval of this item is an increase in total appropriations of \$4.6 million. Recommended changes are detailed in the attached report.



**MOTION:**

Approve staff recommendation.

**Fontana Fire Protection District**  
**Unreserved Fund Balance**  
**Fiscal Year 2024/2025**

	Unaudited Fund Balance July 1, 2024	Budget					Available	Net Project Carryover	Net Proposed Adjustments	Estimated Fund Balance June 30, 2025
		Revenues	Transfers In	Expenditures	Transfers Out					
<b>Special Revenue Funds:</b>										
210 Fontana Fire District	\$ 26,142,159	\$ 72,971,940	\$ -	\$ (65,512,700)	\$ (5,224,150)	\$ 28,377,249	\$ -	\$ (744,112)	\$ 27,633,137	
211 FFD - CFD 2002-2	4,881,658	235,000	0	(33,440)	0	5,083,218	0	(266,062)	4,817,156	
310 Fire District Funds	0	0	0	0	0	0	0	-	0	
<b>Total Special Revenue Funds</b>	<b>\$ 31,023,817</b>	<b>\$ 73,206,940</b>	<b>\$ -</b>	<b>\$ (65,546,140)</b>	<b>\$ (5,224,150)</b>	<b>\$ 33,460,467</b>	<b>\$ -</b>	<b>\$ (1,010,174)</b>	<b>\$ 32,450,293</b>	
<b>Capital Project Funds:</b>										
610 Fire Capital Project	\$ 43,064,682	\$ -	\$ 5,224,150	\$ (224,160)	\$ -	\$ 48,064,672	\$ (35,840,219)	\$ (3,548,275)	\$ 8,676,178	
<b>Total Capital Project Funds</b>	<b>\$ 43,064,682</b>	<b>\$ -</b>	<b>\$ 5,224,150</b>	<b>\$ (224,160)</b>	<b>\$ -</b>	<b>\$ 48,064,672</b>	<b>\$ (35,840,219)</b>	<b>\$ (3,548,275)</b>	<b>\$ 8,676,178</b>	
<b>TOTAL ALL FUNDS</b>	<b>\$ 74,088,499</b>	<b>\$ 73,206,940</b>	<b>\$ 5,224,150</b>	<b>\$ (65,770,300)</b>	<b>\$ (5,224,150)</b>	<b>\$ 81,525,139</b>	<b>\$ (35,840,219)</b>	<b>\$ (4,558,449)</b>	<b>\$ 41,126,471</b>	

**Fontana Fire Protection District**  
**Recommended Adjustments**  
**Fiscal Year 2024/2025**

Fund	Organization Project #	Dept	Organization/Project Description	Object	Object Description	Appropriations	Revenues	Transfers In	Transfers Out	FB Impact	Reason
<b>210 Fontana Fire District</b>						744,112	-	-	-	(744,112)	
	Various	FD	Various	Var	Various	744,112				(744,112)	Carryover purchase orders from FY23/24
<b>211 FFD - CFD 2002-2</b>						266,062	-	-	-	(266,062)	
	Various	FD	Various	Var	Various	266,062				(266,062)	Carryover purchase orders from FY23/24
<b>610 Fire Capital Projects</b>						3,548,275	-	-	-	(3,548,275)	
	61050000	FD	Fire Capital Proj	8319	Vehicles	1,945,465				(1,945,465)	Increase appropriations for ladder fire truck CC Approved 9/10/24, File #21-3275
	37600011-610-A	PW&E	City Hall Renovation Phase 1	8331	Construction Contingency	1,500,000				(1,500,000)	Increase appropriations for City Hall Phase I additional contingency
	37600011-610-A	PW&E	City Hall Renovation Phase 1	8399	Project Personnel Offset	(10)				10	Decrease appropriations for Supplemental personnel offset amount
	Various	FD	Various	Var	Various	102,820				(102,820)	Carryover purchase orders from FY23/24
<b>Total Fontana Fire Protection District Transfers</b>								<u>0</u>	<u>0</u>		

**Fontana Fire Protection District**  
**Carryover Projects**  
**Fiscal Year 2024/2025**

Fund	Project #	Description	Amount
<b>610</b>	<b>Fire Capital Projects</b>		<b>35,804,444</b>
	37600009	9/11 Monument	289,916
	37600011	City Hall Renovation Phase 1	18,807,536
	37603383	Fire Station No. 81	2,114,006
	37603384	FS 78 Citrus/Chase TS	55,838
	37603385	Fire Station No. 80	14,537,148