

City of Fontana

8353 Sierra Avenue
Fontana, CA 92335



Regular Agenda

Next Reso. FFD 2025-001

Tuesday, May 27, 2025

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

[25-0270](#)

Approve the minutes of the March 25, 2025, Fire Protection District Meeting.

Attachments: [Attachment No. 1 - Fire Protection District Meeting Minutes 03-25-2025.pdf](#)

NEW BUSINESS:

- A. **Fiscal Year 2024-25 Third Quarter Budget Status Report - [25-0254](#)
Fontana Fire Protection District**

Approve the recommended Fontana Fire Protection District Fiscal Year 2024-25 Third Quarter Budget adjustments.

Attachments: [FY24-25 Third Quarter Budget Status Report - Fontana Fire 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

File #: 25-0270

Agenda #: A.

Agenda Date: 5/27/2025

Category: Consent Calendar

FROM:

City Clerk

SUBJECT:

Approval of Minutes

RECOMMENDATION:

Approve the minutes of the March 25, 2025, 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 March 25, 2025, 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, March 25, 2025

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, March 25, 2025.

President Cothran called the meeting to order at 2:03 p.m.

ROLL CALL:

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

City Treasurer Koehler-Brooks and District Secretary Key were also in attendance.

ABSENT: None

PUBLIC COMMUNICATIONS:

A. Public Communications

No public communications were received.

CONSENT CALENDAR:

ACTION: Motion was made by Commissioner Garcia, seconded by Vice President Roberts, and passed unanimously by a vote of 5-0 to approve Consent Calendar Items "A-B." The motion carried by the following vote: **AYES:** Warren, Garcia, Cothran, Roberts, and Sandoval; **NOES:** None; **ABSTAIN:** None; **ABSENT:** None

A. Approval of Minutes 25-0131

Approve the minutes of the February 25, 2025, Fire Protection District Meeting.

B. Authorize the Purchase of Two KME Fire Engines 25-0109

1. Approve the purchase of two (2) KME fire engines to replace aging front-line fire engines in the amount of \$859,250 each, plus sales tax and other governmental fees.
2. Approve the Non-Competitive Proposal Single Source/Sole Source method of the City's Purchasing Policies and Procedure Manual Section 3.1.5.
3. Authorize the necessary budget adjustments and execution of any purchasing documents.

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 3:18 p.m.

Phillip Cothran
District President

THE FOREGOING MINUTES WERE ADOPTED AND APPROVED BY THE FONTANA FIRE PROTECTION DISTRICT ON MAY 27, 2025.

Germaine Key
District Secretary



City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Fire Protection District

File #: 25-0254

Agenda #: A.

Agenda Date: 5/27/2025

Category: New Business

FROM:

Finance

SUBJECT:

Fiscal Year 2024-25 Third Quarter Budget Status Report - Fontana Fire Protection District

RECOMMENDATION:

Approve the recommended Fontana Fire Protection District Fiscal Year 2024-25 Third Quarter Budget adjustments.

COUNCIL GOALS:

- Improve public safety by maximizing fire and emergency medical service resources.
- 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 (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 2024-25 operating budget includes total sources (revenues and transfers in) of \$78.4 million and total uses (expenditures and transfers out) of \$116.8 million. The recommended budget includes an increase to total sources of \$1.1 million for a total of \$79.5 million and an increase in total uses of \$4.4 million for a total of \$121.1 million.

The Third Quarter Budget Report increases uses in the District operating budget, Fund #210 primarily due to an increase in current year contributions of \$86,219 to Fund #401 for Fire services and \$62,603 for Line Fire personnel and operating expenditures. In Capital Projects, Fund #610, includes an increase in revenues of \$974,130 based on receipts to date, and increases in appropriations of \$4.3 million, \$1.9 million for the purchase of 2 fire engines, and \$2.5 million for Fire Station #80 construction costs.

FISCAL IMPACT:

The fiscal impact associated with the approval of this item is an increase in total uses of \$4.4 million and an increase in total sources of \$1.1 million resulting in a net fund balance decrease of \$3.3 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						Net Proposed Adjustments	Estimated Fund Balance June 30, 2025	
		Revenues	Transfers In	Expenditures	Transfers Out	Available				
Special Revenue Funds:										
210 Fontana Fire District	\$ 26,047,203	\$ 72,971,940	\$ -	\$ (71,581,196)	\$ (5,330,750)	\$ 22,107,197	\$ 23,616	\$ 22,130,813		
211 FFD - CFD 2002-2	4,909,374	235,000	0	(299,502)	0	4,844,872	-	4,844,872		
310 Fire District Funds	0	0	0	0	0	0	-	0		
Total Special Revenue Funds	\$ 30,956,577	\$ 73,206,940	\$ -	\$ (71,880,698)	\$ (5,330,750)	\$ 26,952,069	\$ 23,616	\$ 26,975,685		
Capital Project Funds:										
610 Fire Capital Project	\$ 37,877,526	\$ -	\$ 5,224,150	\$ (39,556,816)	\$ -	\$ 3,544,860	\$ (3,341,560)	\$ 203,300		
Total Capital Project Funds	\$ 37,877,526	\$ -	\$ 5,224,150	\$ (39,556,816)	\$ -	\$ 3,544,860	\$ (3,341,560)	\$ 203,300		
TOTAL ALL FUNDS	\$ 68,834,103	\$ 73,206,940	\$ 5,224,150	\$ (111,437,514)	\$ (5,330,750)	\$ 30,496,929	\$ (3,317,944)	\$ 27,178,985		

Third Quarter Budget Status Report - 2024/2025

City of Fontana

May 27, 2025

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
210 Fontana Fire District						169,202	86,219	-	(106,599)	23,616	
	21050000	FD	Fire District Administration	6830	Contribution From City		86,219			86,219	Contribution from Fund #401 for Fire services
	21050000	FD	Fire District Administration	8740	Contribution To City	62,603				(62,603)	Contribution to City for Line Fire personnel and operating expenditures
	21050000	FD	Fire District Administration	8740	Contribution To City	106,599				(106,599)	} Adjust xfers to contribution accounts
	21050000	FD	Fire District Administration	8790	Operating Transfer Out				(106,599)	106,599	
610 Fire Capital Projects						4,315,690	974,130	-	-	(3,341,560)	
	61050000	FD	Fire Capital Proj		Various Revenue Accounts		974,130			974,130	Increase revenues based on receipts to date
	61050000	FD	Fire Capital Proj	8319	Vehicles	1,851,690				(1,851,690)	Increase appropriations for fire engine (2) purchase File #25-0109, CC approved 3/25/25
	37603385-610-D	PW&E	Fire Station No. 80	8330	Construction Contracts	2,464,000				(2,464,000)	Increase appropriations for Fire Station #80 construction costs
Total Fontana Fire Protection District Transfers								0	(106,599)		