



Menlo Park Fire Protection District

170 Middlefield Road • Menlo Park, CA 94025 • Tel: 650-688-8400 • Fax: 650-323-9129

Website: www.menlofire.org • Email: mpfd@menlofire.org

FINANCE COMMITTEE MEETING

07/02/2019 at 4:00 PM
170 Middlefield Road, Menlo Park
Conference Room 1st Floor

*Director Kiraly ~ Director Bernstein
Resident Representative Ballard*

AGENDA

ROLL CALL

PUBLIC COMMENT #1

A fundamental element of democracy is the right of citizens to address their elected representatives, therefore under Public Comment #1, the public may address the Board on any subject listed on the Agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. The filing of speaker cards is not mandatory, but is helpful in creating an accurate record.

REGULAR AGENDA

The public may address the Board on any subject listed on the Regular Agenda. Each speaker may address the Board once for a limit of three minutes. The filing of speaker cards is not mandatory, but is helpful in creating an accurate record. Each speaker will be called upon to speak by the President when the item is heard.

1. Review and Accept the Minutes of the June 4, 2019, Finance Committee Meeting
2. Review and Accept the Treasurer's Report for the Month Ended May 31, 2019 (Unaudited)
3. Consider, Discuss and Provide a Recommendation to the Board of Directors to Approve the California Task Force 3 (CA-TF3) Urban Search & Rescue (US&R) Division Sole Source Purchase of Five Motorola Radios in an Amount Not to Exceed \$40,000
4. Consider, Discuss and Provide a Recommendation to the Board of Directors to Approve a Resolution Authorizing the Sole Source Purchase of a Long-Range Acoustical Device (LRAD) Used as a Community Wide Emergency Notification System Located at Fire Station 2 in East Palo Alto in an Amount Not to Exceed \$135,000
5. Consider and Discuss Bid Proposal Costs for a Space Needs Assessment

Finance Committee Agenda
07/02/2019

6. Consider, Discuss and Provide a Recommendation to the Board of Directors to Adopt a Resolution Authorizing the Fire Chief to Execute a Contract with McKim Corporation for Fire Station 2 Driveway Ramp Improvements in an Amount of \$96,861.28 and Establish a \$15,000 Budget Contingency for Unanticipated Change Orders

PUBLIC COMMENT #2

A fundamental element of democracy is the right of citizens to address their elected representatives, therefore if unable to address the Board under Public Comment #1, the public may address the Board on any subject at this time. Each speaker may address the Board for a limit of three minutes. The filing of speaker cards is not mandatory, but is helpful in creating an accurate record. The Board can not act on items not on the agenda and therefore the Board can not respond to non-agenda issues brought up under Public Comment other than to provide general information.

ADJOURNMENT TO NEXT SCHEDULED MEETING OF AUGUST 6, 2019

The Finance Committee regularly meets on the First Tuesday of each month in the Conference Room at 170 Middlefield Road, Menlo Park, 1st floor. The Agenda is available through the Internet at <https://www.menlofire.org/board-agendas-and-minutes> 72 hours prior to the meeting and is also available at the Administration Office located at 170 Middlefield Road, Menlo Park

The Committee may take action on any item on the agenda with the exception of Oral Communications section. In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in MPFPD Board meeting or if you need a copy of the agenda and/or agenda packet materials in alternative format, please contact the Clerk of the Board during normal working business hours at 650-688-8400 at least 48 hours prior to the meeting so that request can be handled.



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FINANCE COMMITTEE MEETING

June 4, 2019 at 4:00 PM
170 Middlefield Road, Menlo Park
1st Floor Conference Room

*Director Jones ~ Director Bernstein
Resident Representative Sean Ballard*

MINUTES

ROLL CALL

PRESENT: Director Jones and Director Bernstein

ABSENT: Resident Representative Sean Ballard

STAFF PRESENT: Fire Chief Harold Schapelhouman, Senior Accountant Long Lam, and Clerk of the Board Michelle Kneier

CALL TO ORDER

Director Jones called the meeting to order at 4:17 p.m.

PUBLIC COMMENT #1

There were none.

REGULAR AGENDA

1. Review and Accept the Minutes of the May 7, 2019, Finance Committee Meeting

Director Bernstein reviewed and approved the minutes of the May 7, 2019, meeting as amended.

2. Review and Accept the Treasurer's Report for the Month Ended April 30, 2019 (Unaudited)

Motion: Upon motion by Director Bernstein, seconded by Director Jones, the Committee accepted the report as presented. (Vote: 2-0-0)

3. Consider and Discuss the Annual Adoption of the District's Investment Policy

Motion: Upon motion by Director Bernstein, seconded by Director Jones, the Committee accepted the report as presented. (Vote: 2-0-0)

4. Discuss and Provide a Recommendation to the Board of Directors to Adopt by Resolution the Annual Appropriations Limit of \$135,424,806 for Fiscal Year 2019-20

Motion: Upon motion by Director Bernstein, seconded by Director Jones, the Committee recommends this item be forwarded to the Board for consideration. (Vote: 2-0-0)

5. Consider and Recommend to the Board of Directors Adoption of the FY 2019-20 Proposed Budget and Full Time Equivalent (FTE) Staffing Level

Motion: Upon motion by Director Bernstein, seconded by Director Jones, the Committee accepts the report and recommends this item be forwarded to the Board for consideration with suggested amendments. (Vote: 2-0-0)

6. Consider and Discuss Reporting of Detailed Information Regarding Stipends

The Committee suggested an information item be added to the June Board meeting agenda which would include a report with detailed stipend and overtime information.

PUBLIC COMMENT #2

There were none.

ADJOURNMENT

Motion: Upon motion by Director Bernstein, seconded by Director Jones, the Committee adjourned at 5:48 p.m. (Vote: 2-0-0)

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Finance Committee
FROM: Administrative Services

MEETING DATE: July 2, 2019
PREPARED BY: Long Lam
APPROVED BY: Kathleen Jackson

**ITEM: REVIEW AND ACCEPT THE TREASURER'S REPORT FOR THE MONTH
ENDED MAY 31, 2019 (UNAUDITED)**

RECOMMENDATION

It is recommended that the Finance Committee accept the report as presented.

EXECUTIVE SUMMARY

There were no unusual transactions to report for the month of May 2019. The District's significant cash inflows and outflows for the month of May were:

Significant Cash Inflows:

The notable revenues received for the month of May were for Property Tax Secured in the amount of \$3,631,885, Property Tax SB813 in the amount of \$267,808, and Unitary Tax in the amount of \$27,619.

Significant Cash Outflows:

The significant disbursements in the month of May were for two payrolls and CalPERS related expenditures totaling \$2,941,633.

DISCUSSION

The District's cash balances are distributed among several operating and restricted funds. These funds include the General fund, the Debt Service funds, the Capital Project funds, the FEMA Co-Op funds, and the Other Post-Employment Benefits (OPEB) Trust fund. Note that the Debt Service Funds contain both operating and restricted cash balances.

As of May 31, 2019, the District had a total pooled operating cash balance of \$67,055,081. These funds less the petty cash fund, are deposited at two different fiscal agents. In addition, the District has \$7,212,437 in restricted cash. The bank reconciliations have been completed through May 31, 2019.

The following table provides an overview of the cash accounts:

Agent	Designation	Unaudited Amount	% of Investment/Deposit	% of Total Cash	Yes/No Interest Rate Risk*
Operating Cash:					
LAIF	Investment Account	\$ 31,876,620	47.54%	42.92%	No
Bank of America	General Banking	32,068,702	47.82%	43.18%	No
Bank of America	Compensation and Benefits	1,274,734	1.90%	1.72%	No
Bank of America	Merchant Deposits	1,828,360	2.73%	2.46%	No
Cash with Depository	Philanthropic Venture Foundatio	1,015	0.00%	0.00%	No
Petty Cash Funds	Deployment and General Use	5,650	0.01%	0.01%	No
Total Operating Cash Balance***		\$ 67,055,081	100.00%	90.29%	
Agent	Designation	Unaudited Amount	% of Investment/Deposit	% of Total Cash	Interest Rate Risk*
Restricted Cash:					
Bank of New York **	Lease Financing Reserve Fund	\$ 1,112,947	15.43%	1.50%	No
Innovative Claims Solution	Workers' Comp. Trust Fund	9,723	0.13%	0.01%	No
US Bank	Restricted CIP Fund	385,769	5.35%	0.52%	No
PARS/U.S. Bank	OPEB Trust Fund	5,703,998	79.09%	7.68%	Yes
Total Restricted Cash Balance		\$ 7,212,437	100.00%	9.71%	
Grand Total Cash Balance		\$ 74,267,518			

* Based on GASB Statement No. 40, Deposit and Investment Risk Disclosures, governments should disclose information as to how sensitive their investments are to changes in interest rates which can adversely affect the fair value.

** Bank of New York is the District's Bond trustee. However, the bond reserves are deposited in five CD's, at Exchange Bank, GE Capital, Goldman Sachs, Barclays Bank, and Webster Bank. The funds are FDIC insured up to \$250,000 per financial institution.

***The District is in compliance with its investment policy and has adequate cash flow to meet the District's needs for the next six months.

Fund Balances: The following table presents the ending fund balances for the General Fund, the Capital Improvement Projects Funds, and the Debt Service Funds as of May 31, 2019. The total fund balance of \$68,295,736 is the difference between assets and liabilities.

Fund Balance Classifications	General Fund	Capital Improvement Projects	Debt Service	Total
Nonspendable:				
Prepaid Apparatus	\$ -	\$ -	\$ -	\$ -
Total Nonspendable Fund Balances	-	-	-	-
Restricted for:				
Debt Service	-	-	1,112,947	1,112,947
Total Restricted Fund Balances	-	-	1,112,947	1,112,947
Committed to:				
Budgetary Deficit	18,128,125	-	-	18,128,125
FEMA Deployments	3,000,000	-	-	3,000,000
Apparatus	1,824,231	-	-	1,824,231
Equipment Replacement	2,224,381	-	-	2,224,381
Debt Service	-	-	1,816,876	1,816,876
Development Contribution	-	-	-	-
Special Operations Warehouse	-	1,291,920	-	1,291,920
Admin/Fire Prevention	-	327,525	-	327,525
Station 1	-	8,392,373	-	8,392,373
Station 2	-	286,931	-	286,931
Station 3	-	525,000	-	525,000
Station 4	-	4,113,265	-	4,113,265
Station 5	-	37,800	-	37,800
Station 6	-	53,134	-	53,134
Station 77	-	488,459	-	488,459
Total Committed Fund Balances	25,176,737	15,516,407	1,816,876	42,510,020
Assigned to:				
Encumbrances (Purchase Orders)	-	-	-	-
PERS-Future PERS Payments	1,145,503	-	-	1,145,503
General Services	1,411,252	-	-	1,411,252
Workers' Compensation	5,335,000	-	-	5,335,000
Compensated Absences	3,174,383	-	-	3,174,383
Total Assigned Fund Balances	11,066,138	-	-	11,066,138
Unassigned to:				
General Fund	13,606,631	-	-	13,606,631
Total Unassigned Fund Balances	13,606,631	-	-	13,606,631
Total Fund Balances (Unaudited)	\$ 49,849,506	\$ 15,516,407	\$ 2,929,823	\$ 68,295,736

Outstanding Debt: On December 1, 2009, the Board of Directors adopted Resolution No. 1347-2009, approving the December 8, 2009 issuance of \$3,055,000 Menlo Park Fire Protection District Certificates of Participation Series 2009A, and \$8,935,000 Certificates of Participation Series 2009B (Build America Bonds) with interest rates between 2.0% - 7.3%. Lease payments (Debt Service payments) are due on August 1st, and February 1st, each fiscal year, which began August 1, 2010, with maturity date of 2039. Series 2009A final maturities, with 5% coupons, due August 1st, 2019, 2020, 2021 and 2022, totaling \$1,270,000 are callable on August 1, 2019 at a price of 100 (par value).

The following table presents the outstanding debt balance of the District as of May 31, 2019. The total debt balance of \$19,152,398 consists of the remaining interest and principle balances.

Debt Service Payment Schedule Summary				
Payment Date	Coupon	Interest	Principal	Balance
8/1/2019-8/1/2039	4.0%-7.288%	\$ 8,947,398	\$ 10,205,000	\$ 19,152,398

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Finance Committee

MEETING DATE: July 2, 2019

FROM: California Task Force 3

PREPARED BY: Amy Kraska

APPROVED BY: Ben Marra

ITEM: CONSIDER, DISCUSS AND PROVIDE A RECOMMENDATION TO THE BOARD OF DIRECTORS TO APPROVE THE CALIFORNIA TASK FORCE 3 (CA-TF3) URBAN SEARCH & RESCUE (US&R) DIVISION SOLE SOURCE PURCHASE OF FIVE MOTOROLA RADIOS IN AN AMOUNT NOT TO EXCEED \$40,000

RECOMMENDATION

It is recommended that the Finance Committee:

1. Accept the report as presented; and
2. Recommend to the Board of Directors to adopt a resolution approving the FY2019-20 California Task Force 3, Urban Search & Rescue Division sole source purchase of five Motorola APX8500 Radios in an amount not to exceed \$40,000.00.

BACKGROUND

Federal Emergency Management Administration (FEMA) and the National Urban Search and Rescue Response System has identified within the FY15 & FY16 Cooperative Agreements Statement of Work that the task forces place a priority on acquiring communications capability, computing and network equipment. CA-TF3 currently has five vehicles which do not have Motorola Radios installed.

FEMA has provided supplemental funding for the Communications Equipment Cache Upgrade and FEMA Program Directive 2018-012 which authorizes the purchase of mobile radios and permanent antennas to be installed on each CA-TF3 vehicle.

DISCUSSION

Staff recommends that CA-TF3 be authorized to purchase 5 Motorola APX8500 Radios and accessories. These funds were approved in the FY2018-19 budget within the Fund 716, EMW-2016-CA-K0008A&B Cooperative Agreements.

FISCAL IMPACT

There are adequate funds for this purchase within the FY16 Cooperative Agreement, Fund 716, Program 7010, Account 61955.

ATTACHMENT

A. Motorola Solutions Quote



Quote Number: SC18986664
Date: 05/13/2019

Customer:

CALIFORNIA TASK FORCE 3, FEMA URBAN SEARCH & RESCUE
170 MIDDLEFIELD ROAD
MENLO PARK, CA 94025
UNITED STATES

Attention:

Name: MIKE BAVISTER
Email: MBAVISTER@CATF3.ORG
Phone: 510.468.9094

Sales Contact:

Name: Floyd Duffy
Email: Floyd.Duffy@motorolasolutions.com
Email: MSIFEDSALES@motorolasolutions.com
Phone: 518-366-5756

Federal End User: DHS FEMA USAR, CA

/DM 26733803 TO ADJUST QUANTITIES, PLEASE CHANGE HIGHLIGHTED FIELD ONLY

Item	Quantity	Nomenclature	Description	Unit Price	Extended Price
APX8500 MP Remote Mount Mobile					
1	5	M37TSS9PW1 N	APX8500 ALL BAND MP MOBILE	\$3,339.00	\$16,695.00
1 a	5	W22	ADD: STD PALM MICROPHONE APEX	\$50.40	\$252.00
1 b	5	G67	ADD: REMOTE MOUNT MP	\$207.90	\$1,039.50
1 c	5	G806	ENH: ASTRO DIGITAL CAI OP APX	\$360.50	\$1,802.50
1 d	5	G48	ENH: CONVENTIONAL OPERATION	\$560.00	\$2,800.00
1 e	5	G298	ENH: ASTRO 25 OTAR W/ MULTIKEY	\$518.00	\$2,590.00
1 f	5	G851	ADD: AES FIPS 140-2 LEVEL 3/DES-XL/DES-OFB ENCRYPT	\$559.30	\$2,796.50
1 g	5	G444	ADD: APX CONTROL HEAD SOFTWARE	\$0.00	\$0.00
1 h	5	GA00805	ADD: APX O7 CONTROL HEAD.	\$442.40	\$2,212.00
1 i	5	G387	ADD: MULITCAST VOTING SCAN	\$140.00	\$700.00
1 j	5	GA01513	ADD: ALL BAND MOBILE ANTENNA (7/8/	\$66.50	\$332.50
1 k	5	GA09008	ADD: GROUP SERVICES	\$105.00	\$525.00
1 l	5	GA01515	ADD: J600 ADAPTER CABLE	\$66.50	\$332.50
1 m	5	G445	ADD: MOBILE PERSONAL ACCOUNTABILITY	\$105.00	\$525.00
1 n	5	GA09000	ADD: DIGITAL TONE SIGNALING	\$105.00	\$525.00
1 o	5	GA01580AA	ADD: COVERT GNSS GLASSMOUNT LMR100	\$49.00	\$245.00
1 p	5	B18	ADD: AUXILARY SPKR 7.5 WATT	\$42.00	\$210.00
1 q	5	GA00318	ADD: 5Y ESSENTIAL SERVICE	\$319.00	\$1,595.00
SUB TOTAL					\$35,177.50
OPTIONAL APX8500 ACCESSORIES					
2	0	H1919	MULTIPLEXER QMA	\$175.00	\$0.00
3	0	CB000091A03	CABLE, COAXIAL,QMA PLUG TO MINI-UHF	\$23.21	\$0.00
4	0	HKN6187B	CABLE, REMOTE MOUNT, 15M OR 50FT	\$63.53	\$0.00
-					

Total Quote in USD

\$35,177.50

NOTES SECTION

Note 1: Purchase orders received on local paper MUST be charged state sales tax at the destination point, unless Tax Exempt Certificate is supplied.

This submission includes Motorola Solutions' Proprietary data and is to be used only for evaluation purposes.

Item	Quantity	Nomenclature	Description	Unit Price	Extended Price
Individual Task Forces must make their own arrangements with FEMA USAR HQ for programming the specific FEMA code plugs.					
- Contact Bob Speakman with FEMA MERS after receipt of equipment.					
Please see the attached Contractual Terms and Conditions, which should be considered as part of this quotation.					
This quote is provided by Motorola's U.S Federal Government Markets Division (USFGMD) in support of a FEMA US&R Program Directive, with the understanding that your purchase will be made with Federal Readiness Cooperative Agreement Funding and that the Motorola communications equipment procured with these funds will remain Federal Government property.					
FOB DESTINATION SURFACE DELIVERY 90 DAYS OR LESS, ARO					
This open market quote is valid for 60 days from the date that this quotation was provided.					

Note 1: This submission is prepared to address a potential requirement for a U.S. Federal purchase. If applicable, this submission may be treated as a quote in accordance with FAR Parts 12, 13, 14, and 15, and an order can be issued against this quote. For Government Agency orders, the applicable terms and conditions to any resulting order or contract are provided at <http://www.motorolasolutions.com/fedgov/omterms>. For Reseller/Prime Contractor orders, the applicable terms and conditions to any resulting order or contract are the PartnerEmpower terms or other agreed upon terms between the parties, or Motorola's standard Terms for Federal Prime Contractors as provided at <http://www.motorolasolutions.com/fedgov/omterms>.

Note 2: Resulting orders should be sent to Motorola Solutions, Inc. via e-mail (MSIFEDSALES@motorolasolutions.com). Please specify in the resultant order that this Motorola quote is incorporated by reference.

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Finance Committee

MEETING DATE: July 2, 2019

FROM: Harold Schapelhouman, Fire Chief

ITEM: CONSIDER, DISCUSS AND PROVIDE A RECOMMENDATION TO THE BOARD OF DIRECTORS TO APPROVE A RESOLUTION AUTHORIZING THE SOLE SOURCE PURCHASE OF A LONG-RANGE ACOUSTICAL DEVICE (LRAD) USED AS A COMMUNITY WIDE EMERGENCY NOTIFICATION SYSTEM LOCATED AT FIRE STATION 2 IN EAST PALO ALTO IN AN AMOUNT NOT TO EXCEED \$135,000

RECOMMENDATION

It is recommended that the Finance Committee:

1. Accept the report as presented; and
2. Consider, discuss and recommend to the Board of Directors to approve a resolution authorizing the sole source purchase of a Long-Range Acoustical Device (LRAD) used as a community wide emergency notification system located at Fire Station 2 in East Palo Alto in an amount not to exceed \$135,000.

BACKGROUND

One of Fire Boards top priorities in 2018 was an area wide emergency notifications to help warn the community of fires, floods and earthquakes. The District purchased a used, mobile, trailered LRAD system in 2018 and began testing of the system throughout the Fire District.

The City of East Palo Alto is extremely vulnerable to fires, floods and earthquakes. The community has very few multi-story structures which could obstruct audible warnings and Fire Station 2 has a 100-foot communications mono pole along with a new early warning earthquake technology system used to pre-warn Firefighters of an earthquake over a 5.0 modified Mercalli damage scale.

DISCUSSION

Fire Station 2 is ideally situated in the middle of the community to maximize the benefits of an emergency audible community notification system, which when placed on top of the mono-pole, will have an estimated one to two mile effective radius.

The City of Mill Valley recently installed this same system in their community at a reported cost of over \$500,000.

ATTACHMENTS

- A. Quote from Mallory Safety & Supplies LLC
- B. Article: 'It's loud!' Mill Valley installs new emergency warning system

Mallory Safety & Supply LLC

740 Freeport Blvd #108 • Sparks, NV 89431 • (775) 355-2000

ATTACHMENT A QUOTATION

Purchase Order Address:
PO Box 2068
Longview, WA 98632

Order Number	
2441010	
Order Date	Page
5/3/2019 07:32:54	1 of 4
Estimated Date:	
5/3/2019 00:00:00	

Bill To:

Menlo Park Fire District
170 Middlefield Road
Menlo Park , CA 94025

Ship To:

Menlo Park Fire District
Attn: Jim Stevens
170 Middlefield Road
Menlo Park , CA 94025

Quote Expires On 8/31/2019

Requested By: Mr. JIM STEVENS

Customer ID: 115387 **Carrier:** UPS Ground commercial **Freight:** CUSTOMER DOES NOT PAY FREIGHT

PO Number						Ship Route	Taker			
LRAD QTE							CARAGON			
Order Line	Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price	
	Ordered	Shipped	Remaining	UOM Unit Size	Disp.		Unit Size			
1	1.0000		EA	1.0		LRACO-11761401 8 x 170W Amplifier Cabinet for Eight Cross Configuration Omni/Directional High Powered Speaker Array, NEMA 4X Cabinets 12 VDC System Charged by Line Voltage MP3 Player/Controller with Record on the Fly PTT Microphone Class D Amplifiers Batteries (2) 12 VDC	EA 1.0	27,777.78	27,777.78	
2	4.0000		EA	1.0		LRACO-11737700 Assembly, dual 60XL degree horns withH pole mounting brackets	EA 1.0	7,222.22	28,888.88	
3	1.0000		EA	1.0		LRACO-11648300 Satellite Activation: ViaSat FT2225 Unit with Pole Mount, 30m Ethernet Cable	EA 1.0	3,333.33	3,333.33	
4	1.0000		EA	1.0		LRACO-11648200 Satellite Activation: 30m Ethernet Cable	EA 1.0	333.33	333.33	
5	8.0000		EA	1.0		LRACO-11752900 Speaker Cable, 2 Conductor, 70FT Ferrule to Ferrule	EA 1.0	0.00	0.00	
6	1.0000		EA	1.0		LRACO-ANNSAT ANNUAL SATELLITE FEE	EA 1.0	2,000.00	2,000.00	
7	1.0000		EA	1.0		LRACO-LRADMNSSF LRAD Command and Control Interface LRAD Setup Fee - includes initial configuration to hardware and softwate GUI	EA 1.0	2,413.33	2,413.33	
8	1.0000		EA	1.0		LRACO-GENASYSMASERSW Genasys Cloud based Command and Control Interface GENASYS SOFTWARE One Time setup fee	EA 1.0	7,222.22	7,222.22	

Mallory Safety & Supply LLC

740 Freeport Blvd #108 • Sparks, NV 89431 • (775) 355-2000

QUOTATION

Divisions of Mallory include
California Safety and
Brenton Safety Solutions

Order Number	
2441010	
Order Date	Page
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Quote Expires On 8/31/2019

Order Line	Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
	Ordered	Shipped	Remaining	UOM Unit Size	Disp.		Unit Size		
(Cloud based) IPAWS Compaitable Additional Seat License for Life Guard Activation									
9	1.0000		EA	1.0		LRACO-SEATLICENSE Additional Seat License	EA 1.0	1,111.11	1,111.11
10	1.0000		EA	1.0		LRACO-APIINTEGRATIONFEE Integration with ShakeAlert Engineering Fee to Create an API to Integrate the LRAD Software to ShakeAlert	EA 1.0	5,555.56	5,555.56
11	1.0000		EA	1.0		LRACO-11614610 Desktop Computer, W/O Monitor, Dell Configured	EA 1.0	2,777.78	2,777.78
12	1.0000		EA	1.0		LRACO-11624000 Monitor, Desktop Computer, Dell	EA 1.0	0.00	0.00
13	1.0000		EA	1.0		LRACO-11258200 Gooseneck Microphone for Live Public Announcement	EA 1.0	0.00	0.00
14	1.0000		LO	1.0		LRACO-LRADMNSINSTALL Installation - Labor, Material and Equipment to Provide The Following: Decommissioning and removal of existing siren systems in (3) existing locations, Install, Complete All Electrical Connections	LO 1.0	27,222.22	27,222.22
15	1.0000		LO	1.0		LRACO-LRADMNSCOM Start Up and Commissioning	LO 1.0	2,777.78	2,777.78
16	1.0000		EA	1.0		LRACO-11747401 Optional Spare Parts - Class D Amplifier with Power Supply 1 x 170W	EA 1.0	1,000.00	1,000.00
17	1.0000		EA	1.0		LRACO-11179700 Optional Spare Pts Driver, LRAD DS-60XL	EA 1.0	1,500.00	1,500.00
18	1.0000		EA	1.0		LRACO-11664840 Optional Spare Pts Single Board Computer	EA 1.0	1,388.89	1,388.89
19	1.0000		EA	1.0		LRACO-11648300 Satellite Activation: ViaSat FT2225 Unit with Pole Mount Optional Spare Parts	EA 1.0	2,888.89	2,888.89
20	1.0000		EA	1.0		LRACO-INSTALLATIONNOTES1 Radio Frequency by Others	EA 1.0	0.00	0.00
21	1.0000		EA	1.0		LRACO-INSTALLATIONNOTES2 Underground Utility Locates by Others	EA 1.0	0.00	0.00
22	1.0000		EA	1.0		LRACO-INSTALLATIONNOTES3 Power Supply: 110-230 VAC	EA 1.0	0.00	0.00

Mallory Safety & Supply LLC

740 Freeport Blvd #108 • Sparks, NV 89431 • (775) 355-2000

QUOTATION

Divisions of Mallory include
California Safety and
Brenton Safety Solutions

Order Number	
2441010	
Order Date	Page
5/3/2019 07:32:54	3 of 4

Quote Expires On 8/31/2019

Order Line	Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
	Ordered	Shipped	Remaining	UOM Unit Size	Disp.		Unit Size		
						15 Amp Electrical Service, Disconnect and Meter brought to the NEMA Cabinets by Others. Disconnect and Meter if Required, Supplied by Others.			
23	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES4 Roof Mount Kit: Matting and Ballast by Others	EA 1.0	0.00	0.00
24	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES5 Roof Penetrations and Patching: For Power and Connectivity by Others	EA 1.0	0.00	0.00
25	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES6 Connectivity: TCP/IP CAT-5 Cable brought to the NEMA Cabinets by Others	EA 1.0	0.00	0.00
26	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES7 Existing Poles: The Structural Integrity of the Existing Poles that are to have the LRAD Arrays mounted on is the Sole Responsibility of the Owner. LRAD Corporation is not responsible for any damage to the Pole or resulting damage from the Pole in case of a Pole structural failure - continued	EA 1.0	0.00	0.00
27	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES7CONT resulting from the addition of the LRAD Array.	EA 1.0	0.00	0.00
28	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES8-1 New Poles: 1. If initial Pole site is found to be unacceptable due to soil conditions being unable to support heavy vehicles such as Cranes and or Boom/Bucket Trucks and no alternative site can be located, a Change Order will be issued to cover the additional costs - continued	EA 1.0	0.00	0.00
29	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES8-1CONT of providing planking to support the installation vehicles.	EA 1.0	0.00	0.00
30	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES8-2 2. LRAD is not Responsible for any Damages Caused by Vehicles and or Cranes, Boom/Bucket Trucks Crossing Side Walks, Parking Lots, Etc.	EA 1.0	0.00	0.00
31	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES8-3 3. Given the Soil Conditions in the Area LRAD will Not be Responsible for Poles that May Sink or Lean once Installed.	EA 1.0	0.00	0.00
32	1.0000			EA	1.0	LRACO-INSTALLATIONNOTES8-4 4. Customer shall provide location(s)	EA 1.0	0.00	0.00

Mallory Safety & Supply LLC

740 Freeport Blvd #108 • Sparks, NV 89431 • (775) 355-2000

QUOTATION

Divisions of Mallory include
California Safety and
Brenton Safety Solutions

Order Number	
2441010	
Order Date	Page
5/3/2019 07:32:54	4 of 4

Quote Expires On 8/31/2019

Order Line	Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
	Ordered	Shipped	Remaining	UOM Unit Size	Disp.		Unit Size		
						for the disposal of spoils from the augering process.			
33	1.0000		EA	1.0		LRACO-INSTALLATIONNOTES9 Rock Clause: If during the Auguring Process Impenetrable Substrate is Encountered and a New Site Needs to be Selected - An Additional Charge Will Apply	EA 1.0	0.00	0.00
34	1.0000		EA	1.0		LRACO-INSTALLATIONNOTES10 Saturation Clause: If during the Auguring Process the Site is Determined to be Saturated with Water or Loose Material and a Supporting Sleeve is Required to Complete the Process - An Additional Charge Will Apply	EA 1.0	0.00	0.00
35	1.0000		EA	1.0		LRACO-INSTALLATIONNOTES11 Traffic Control: (If Required) Not Included	EA 1.0	0.00	0.00

Total Lines: 35

SUB-TOTAL: 118,191.10
TAX: 10,046.25
AMOUNT DUE: 128,237.35

Dispositions: C = Cancelled B = Backordered P = Production Item

U.S. Dollars

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'It's loud!' Mill Valley installs new emergency warning system

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A city in the North Bay is testing out new technology to help alert residents about wildfire danger or other emergencies.

abc 7

By Cornell Barnard

MILL VALLEY, Calif. (KGO) -- ABC7 News is committed to building a better Bay Area, that includes keeping our communities safe.

One city in the North Bay is testing out new technology to help alert residents about wildfire danger or other emergencies.

Mill Valley is the first city in the Bay Area to get some new technology which look like big loudspeakers mounted in the Scott Valley neighborhood. They can broadcast lifesaving information for any emergency scenario.

"We can transmit audio messages for a vegetation fire in area and to evacuate," said Mill Valley Fire Department Battalion Chief, Scott Barnes.

It's called a long range acoustical device, 'LRAD' for short. The sound from the speakers is loud.

"It could travel up to a mile," said Barnes.

"I Think it's an excellent idea, wish they had done it years ago, seems like fires are more frequent these days," said Mill Valley resident Debbie Sultan.

Tough lessons were learned during the 2017 North Bay wildfires.

"In light of other disasters in our state, we needed a more efficient warning system," Barnes added.

The siren speakers receive emergency messages via satellite and have back up batteries if the power fails. There are a total of five sirens installed throughout the city.

The city is paying \$500,000 for the new technology.

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Finance Committee

MEETING DATE: July 2, 2019

FROM: Harold Schapelhouman, Fire Chief

ITEM: CONSIDER AND DISCUSS BID PROPOSAL COSTS FOR A SPACE NEEDS ASSESSMENT

RECOMMENDATION

It is recommended that the Finance Committee:

1. Accept the report as presented; and
2. Consider and discuss bid proposal costs for a space needs assessment

BACKGROUND

The Fire Board directed the Chief to explore a space needs assessment for all District facilities. A scope of work was developed by staff and a Request for Bids (RFP) was approved by the Board at their May 14, 2019 meeting.

DISCUSSION

Four vendors, all architectural firms, submitted bids for this project and their proposals range from \$212,000 to \$349,000 with completion timelines from December 2019 to February 2020.

The Chief and staff are carefully reviewing each proposal and top candidates will be invited to a final interview process completed before the next Fire Board meeting on July 16, 2019. A staff report containing all four vendors' information and a recommended agency award and contract for services will be included.

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Finance Committee **MEETING DATE: July 2, 2019**
FROM: Administrative Services **PREPARED BY: Jon Hitchcock**
 APPROVED BY: Harold Schapelhouman

ITEM: CONSIDER, DISCUSS AND PROVIDE A RECOMMENDATION TO THE BOARD OF DIRECTORS TO ADOPT A RESOLUTION AUTHORIZING THE FIRE CHIEF TO EXECUTE A CONTRACT WITH MCKIM CORPORATION FOR FIRE STATION 2 DRIVEWAY RAMP IMPROVEMENTS IN AN AMOUNT OF \$96,861.28 AND ESTABLISH A \$15,000 BUDGET CONTINGENCY FOR UNANTICIPATED CHANGE ORDERS

RECOMMENDATION

It is recommended that the Finance Committee:

1. Accept the report as presented; and
2. Recommend to the Board of Directors to adopt a resolution to award a contract for Fire Station 2 driveway ramp improvements to McKim Corporation in the amount of \$96,861.28 and establish a \$15,000 contingency budget for unanticipated change orders.

BACKGROUND

Fire Station 2 phase 2 was completed in December 2012. This project included the site improvements at the rear of the Fire Station which included the removal and replacement of the rear driveway approach and sidewalk on Capital Avenue. The new Fire Station construction was completed in October 2016. This project encompassed all remaining site improvements which included the removal and replacement of the existing driveway approach and sidewalk on University Avenue.

The new sidewalks were constructed to ADA code and they were located in their original locations right outside the property line. This resulted in steep driveway approach slopes. The prior driveway approaches had a gradual slope because the prior sidewalks were constructed as part of the driveway approaches and therefore the slopes from the driveway to the street were gradual and less steep. The prior sidewalks were not ADA compliant.

Shortly after construction of the new station the firefighters identified a concern with the fire apparatus entering and departing from the site. The mechanical division feels that there is a lot of stress and flex occurring on the apparatus due to the steepness of the driveway approaches and

the weight of the apparatus which in turn will reduce the life expectancy of the apparatus and increase the need for repairs.

DISCUSSION

To address the slope concerns the District hired Green Valley Consulting Engineers. The District, Green Valley Consulting Engineers and the City Engineering Department worked together to come up with a solution to relocate the sidewalks which would in turn allow for the driveway approaches to be rebuilt at reduced slopes. The work was designed to be completed in two phases in order to allow for the continued operation of the Fire Station during construction. Phase 1 includes demolition and construction of the driveway approach and sidewalk on University Avenue and phase 2 includes the demolition and construction of the driveway approach on Capital Avenue. It is estimated that each phase will take approximately 1 month to complete.

Plans and specifications were drafted and a permit was issued on June 5, 2019, and bids were solicited per the formal bidding process. The District solicited multiple companies, notified several planning houses, and placed advertisements in a local newspaper. A mandatory site walk was held on June 20, 2019. Six Contractors attended the site walk. Bids were due and publicly opened on June 27, 2019. The District received six bids. Per the formal bidding process for public projects, the contract if awarded must be awarded to the lowest responsible bidder. The bids received are as follows:

Company Name	Bid Price
McKim Corp	\$ 96,861.28
Alaniz Construction	\$ 129,160.00
Escon Builders	\$ 132,000.00
Innovate Concrete	\$ 139,472.00
Vanguard Construction	\$ 161,504.00
Silicon Valley Paving	\$ 287,793.00

FISCAL IMPACT

Staff reviewed each of the bids for completeness and for abnormalities and determined that McKim Corporation is the lowest responsible bidder. McKim Corporation has performed multiple jobs with government agencies throughout Santa Clara and San Mateo County. Staff

has also performed reference checks and received positive feedback. Staff recommends awarding the bid to McKim Corporation in the amount of \$96,861.28. In addition, staff is requesting a \$15,000 contingency budget to cover unanticipated change orders. The FY 19-20 Fire Station 2 Capital Improvement Project budget includes a line item for \$140,000 to fund this project.