

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 7/18/2017

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

☐ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☒ Closed Session
Meeting Date Requested:

7/18/2017

Department Head Signature David Bellerive

Agenda Title: AGREEMENT FOR SERVICES - IEDA, INC.

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action on agreement for providing assistance in employer-employee relation services by IEDA, Inc. a subsidiary of Industrial Employers and Distributions Association.

Recommendation/Requested Action:

Approve agreement with IEDA, Inc. and authorize President to sign

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation:

Contract Attached:

Yes ☒

No ☐

N/A ☐

Resolution Attached:

Yes ☒

No ☐

N/A ☐

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 7-18-17

Time 10:30 am

Item # 1

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

A new ATF is required from

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

Completed by

Department

For meeting

of

ATTEST: _____

AFPD Board Clerk

BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION APPROVING
AGREEMENT WITH IEDA, INC.

RESOLUTION NO. AFPD 17-

BE IT RESOLVED by the Board of Directors of the Amador Fire Protection District, that said Board does hereby approve the agreement by and between the Amador Fire Protection District and IEDA, Inc., a subsidiary of Industrial Employers and Distributors Association on the terms and conditions contained therein as it relates to providing consulting and negotiating services.

BE IT FURTHER RESOLVED that the President of said Board be and hereby is authorized to sign and execute said agreement on behalf of the Amador Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 18th day of July 2017 by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:
LINDSEY CLARK, Clerk of the
Amador Fire Protection District,
Amador County, California

AGREEMENT

THIS AGREEMENT is made and entered into as of July 1, 2017 by and between the **AMADOR FIRE PROTECTION DISTRICT**, a California fire protection district hereinafter called the "District" and **IEDA, INC.**, a subsidiary of INDUSTRIAL EMPLOYERS AND DISTRIBUTORS ASSOCIATION.

Recitals

Pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code, Sections 3500 et seq), one (1) organization has been designated as recognized employee organizations of the District.

The Chief of the District or her/his designated representative has been designated as the District's representative in employer-employee relations.

The Chief is now and will be in the future engaged in meeting and conferring in good faith with representatives of such recognized employee organizations on matters relating to employment conditions and employer-employee relations.

It is necessary and desirable that the District obtain the services of qualified persons to consult with and advise the Board of Directors and the Chief in employer-employee relations, and to assist the Chief in meeting and conferring in good faith with representatives of the recognized employee organizations.

IEDA, INC. is qualified to provide such services to the District.

Darrell Murray, the IEDA negotiator who negotiated the inaugural MOU, will be assigned to negotiate this MOU on your behalf. If it becomes necessary to replace Mr. Murray for any reason, IEDA will, in consultation with the Chief and Board, designate another qualified member of its professional negotiator staff as a replacement.

NOW, THEREFORE, in consideration of the mutual terms and conditions hereinafter set forth, the District and IEDA, INC. agree as follows:

I. SERVICES TO BE PROVIDED BY IEDA, INC.

IEDA, INC. shall assign qualified persons to provide the following services to the District:

- A. Advising and consulting with the Board of Directors and the Chief on all matters relating to employment conditions and employee-employer relations;
- B. Acting on behalf of the District and the Chief as the designated representative in negotiations with representatives of the Association;
- C. Writing and coordinating proposals and counter-proposals that are regularly a part of meeting and conferring in good faith;
- D. Preparing a final written MOU in a form and manner approved by the Board of Directors and the Chief;
- E. Any incurred costs related to travel, meals or accommodations are included in the quoted fees.

II. PAYMENT

- A. For the period July 1, 2017 through June 30, 2018, the District agrees to pay IEDA, Inc. and IEDA, Inc. agrees to accept in full and complete payment for all services rendered under this Agreement, the sum of Six-teen Thousand Five Hundred Dollars (\$16,500.00), payable on a monthly basis at a rate of One Thousand Three Hundred Seventy-five Dollars (\$1,375.00) per month.
- B. Should negotiations extend beyond that date, the fee would be extended on a month-to-month basis, The District agrees to pay IEDA, Inc. and IEDA, Inc. agrees to accept in full and complete payment for all services beyond the date above, rendered under this Agreement, the sum of One Thousand Three Hundred and Seventy-five Dollars (\$1,375.00) per month.
- C. Payment of the monthly fee shall be made upon receipt of statement from IEDA, Inc. on or about the 15th of every month.
- D. Should negotiations result in factfinding preparation and presentation-related work, these services are not included in this proposal but are available for an additional fee, to be mutually agreed upon by the District and IEDA.

III. TERM

This agreement shall be effective July 1, 2017, and shall remain in effect after June 30, 2018 on a month to month basis until such time as either the District or IEDA, Inc. may exercise the provisions of Item IV below.

IV. TERMINATION

The District may terminate this Agreement without cause any time after June 30, 2018 upon sixty (60) days' prior written notice to IEDA, INC. Either party may terminate this Agreement without cause any time after June 30, 2018 upon thirty (30) days' prior written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

AMADOR FIRE PROTECTION DISTRICT

**IEDA, INC., a subsidiary of
INDUSTRIAL EMPLOYERS AND
DISTRIBUTORS ASSOCIATION**

By _____
Richard Forster, Chairman

By _____
Bruce Marshall

ATTEST:
LINDSEY CLARK, CLERK OF THE
BOARD OF DIRECTORS

By: _____

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 07/18/2017

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

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07/18/2017

Department Head Signature

David Bellerive

Agenda Title:

CLOSED SESSION MINUTES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and approval of the Board of Directors closed session minutes of June 27, 2017, as presented or revised.

Recommendation/Requested Action:

Approve minutes as presented or revised

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts

n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman

Counsel

Auditor

GSA Director

CAO

Risk Management

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date

7-18-17

Time

10:30 am

Item #

2

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

**This portion of the meeting
was not recorded.**

Jackson, California
Tuesday, June 27, 2017
3:00 p.m.

CLOSED SESSION – CONFIDENTIAL MINUTES

The Board of Directors of the Amador Fire Protection District met in **CLOSED SESSION** in the Board Chambers, County Administration Building, 810 Court Street, Jackson, California, on the above date, and the following proceedings were had:

Present:

Richard Forster, President, Director
Brian Oneto, Director
Pat Crew, Director
Frank Axe, Director

Absent:

Lyn Morgan, Vice President, Director

Staff:

David Bellerive, Fire Chief
Darrell Murray, IEDA
Jennifer Burns, Acting Clerk of the Board

CLOSED SESSION:

Conference with Labor Negotiators: Discussion ensued with the following action being taken.

MOTION: It was moved by Director Crew, seconded by Director Oneto and unanimously carried to move forward with an agreement with IEDA to represent Amador Fire Protection District in upcoming Labor Negotiation matters.

Absent: Supervisor Morgan

President, Amador Fire Protection District

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Department Head Signature

David Bellerive

Agenda Title:

VEHICLE MAINTENANCE REPORT

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Report of expenses for maintenance and repair of District vehicle fleet.

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name

Committee Recommendation:

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Request Reviewed by:

Chairman

Counsel

Auditor

GSA Director

CAO

Risk Management

Distribution Instructions:

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Meeting Date

7-18-17

Time

10:30 am

Item #

3

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

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ATTEST:

AFPD Board Clerk

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Mile., etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
C-5100 - 2015 Ford Explorer AWD	IFM5K8AR7FGB25939 {E} 1460509	18,840		7/19/16 12/20/2016 6/16/17	Lynch's - A Service (\$148.17) Stein's Auto - A & B Service (\$77.09) Steins - A & B service (\$69.36)	\$69.36	\$294.62
C-5101 - 2010 Ford Expedition XLT 4x4	IFMJUIG59AEA43199 {E} 1305976	160,755		10/4/2016 11/8/2016 1/17/2017 2/7/17 3/7/17	US Bank/Jackson Express - A Service (\$48.46) US Bank - Snow Chains (\$78.61) GSA Motorpool - labor for repairing seats (\$366.00) Tractor Supply - Rear Back-Up Lights (\$76.13) Steins - B svc. & Brake Caliper, Pad, & Rotor, L rear hub and bearing assy (\$1519.51)	\$0.00	\$2,088.71
C-5103 - 2016 Ford F250 4x4	IFTTX2B60GEA66410 {E} 1485648	Strike Team		8/9/2016 8/16/2016 11/8/2016 03/28/17 3/04/17	Steins - A Service (\$81.08) Riebes - Torque Wrench/Parts (\$29.14) Riebes - Engine Oil / Parts (\$43.28) Riebes - Maintenance Parts (solenoid, test leads, wiring, etc.) (\$79.87) Steins - B Maintenance Service (\$82.49) Riebes - Solenoid, Plug, Grommet, Gloves (\$54.51)	\$0.00	\$370.37
C-5104 - Chief 2011 Ford F250 4x4	IFTTX2B62BEA30761 {E} 1306800	91,472		7/19/16 - 12/13/2016 5/25/17	Lynch's - Rplc front brakes, rotors, calipers, rear brake pads, bleed entire system & reset ABS (\$1226.46) Riebes - Accufit Conventional (\$22.57) Steins - B Service (\$2.49)	\$0.00	\$1,331.52
C-5105 - Chief 2012 Ford Expedition 4x4	IFMJUIG5XCER67187 {E} 1401123	67,107		12/6/2016 12/13/2016 1/10/17 5/25/17	Jackson Tire's - 4 New Tires (\$1170.00) Stein's - B Maintenance Service (\$138.93) US Bank/DDM Tuning - Head Light Bulbs (\$87.99) Steins - C Service, Head Light Repair (\$26.76)	\$0.00	\$2,023.68
C-5106 - 2009 Ford F250 4x4	IFTSX21569EA15399 {E} 1294991	64,860		9/6/16 11/29/2016 1/10/17 1/17/17 6/02/17	D. Veerkamp - Rplc rotors, calipers and pads on both sides (\$711.42) Steins Auto - B Maintenance Service (\$81.08) Riebes - Lift Support (\$47.50) Jackson Tire - 4 New Tires (\$838.13) Steins - C service (\$577.85)	\$577.85	\$2,255.98
P-5108 - 2002 Ford Expedition	IFMZU73E02ZB69571 {E} 1178037	128,811		10/4/2016 03/28/17 - 6/12/17	Steins Auto - B Service (\$84.11) Steins Auto - C Service, Window Motor, Antilock Brakes, Cruise Control & Overhead lights (\$894.96) Steins - A/C service (\$117.06)	\$117.06	\$1,096.13
Rescue 1 1999 Ford F350 4x4	1FDWF37F8XE48328 {E} 1013917	79,772		7/19/16 8/16/16 9/27/16 11/29/2016 4/11/17	Pine Grove Tire - Tire Repair (\$20) Riebes - LED light/Grommet (\$23.71) J&H Auto - B Service (\$471.27) J&H Auto - 2 new 7565 batteries (\$299.72) Jackson Tire - 6 new tires (\$1145.44)	\$0.00	\$1,960.14

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Mile, etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-111-2012 HME Fire Truck	44KDT48CW22356 (E) 1409112		SOLD 2/17/17	9/20/16 10/25/16 10/30/16 1/31/17 2/7/17	Cummins - Recalibration (\$953.12) West Coast - Repair Drive Train (\$12,875.26) HME Reimbursement for Driveline (\$-8396.00) Burton's Fire - Vacuum and Pump Test Prior to Selling (\$744.97) Cummins - Test Turbo Chuff (\$100.00)	\$0.00	\$2,397.23
E-113 1991 KME 4x4	1HTSEPCRNH415881 (E) 349699	79,390		7/12/2016 7/19/2016 8/9/16 9/13/2016 1/10/17 1/31/17 3/21/17 - 6/05/17	Pape Kenworth - 2 Bulbs/light (\$31.17) Riebes - Lift supports to hold up cabinet doors (\$53.98) J&H Auto - Rplc Fuel Throttle Shut Off Cable (\$134.83) Riebes - Flasher/Electronic (\$15.11) Riebes - Mud Flap (\$16.73) Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33) D. Veerkamp - B svc, Svc Aux Engine, Rplc King Pins Front Axle, Rear Brakes, Repair Oil leak at Trans line fitting (\$7304.03) Jackson Tire - 2ct tire & mount (\$966.61)	\$966.61	\$8,825.79
SQ-115 2008 Ford F350	1FDWY37RX8EC15309 (E) 1281212	98,708		7/19/2016 1/10/17 3/14/17 3/28/17 3/28/17 3/6/17	Riebes - Accufit Conventional (\$20.52) Riebes - Napa Batteries (\$192.76) Upcountry Hardware - Nuts & Bolts (\$16.26) US Bank/Alla Lighting - LED Headlights (\$65.39) US Bank/Security Chain - Snow Chains (\$96.96) Riebes - ATF Mercon 5 (\$5.38)	\$0.00	\$397.27
WT-116 2015 Kenworth	2NKHJHJ8X9FM437394 (E) 1410351	2,028		7/12/16 8/9/16 12/13/2016 2/7/17	Pape Kenworth - Wiper Blades (\$17.67) J&H Auto - B Service (\$420.36) Riebes - Oil, etc. (\$17.26) TruckNTow/Snow Cables/Chains (\$107.02)	\$0.00	\$562.31
E-124 2008 Ford F-550	1FDAX57R78EB3813 (E) 1281211		SOLD 6/19/2017	8/9/2016 11/1/2016 2/28/17	J&H Auto - A Service (\$459.93) Jackson Tire - 6 Tires (\$1824.88) Doug Veerkamp - A Maintenance Service (\$502.97)	\$0.00	\$2,787.78
WT-5126 2007 Kenworth	2NKMZH28X67M199258 (E) 1212617	16,783		2/7/2017 2/28/2017 3/7/17 4/13/17 4/22/17	TruckNTow - Snow Chains/Cables (\$107.02) D. Veerkamp - A Service, Rplc. Rear brakes (\$1373.94) D. Veerkamp - Repair Park Break Valve (\$476.72) Riebes - Batteries (2) (\$223.00) Riebes - Batterie rebate (-\$54.00)	\$0.00	\$2,126.68

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Mile., etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-141 2003 HME	44KFT42822WZ20024 {E}1159077	OOS		7/26/16 8/9/2016 8/16/2016 8/16/2016 8/30/2016 9/13/16 9/13/16 9/13/16 - 11/8/16 12/13/2016 1/3/17 1/10/17 1/10/17 1/10/17 1/31/17 1/31/17 2/14/17 2/14/17 - 3/21/17 3/21/17 4/4/17 4/19/17 3/04/17 6/2/17 6/20/17	Fire.Com - Wireless Headset Repair (\$172.80) J&H Auto - Rear Brakes Out of Adjustment (\$149.19) Riebes - Radiator Cap (\$6.47) Riebes - Engine Oil (\$31.30) D. Veerkamp - Power Steering High Pressure Hose Assembly (\$252.90) ATR - Transport Engine to D. Veerkamps from Station 114 (\$618.75) Riebes - Peak Ready to Use (\$11.87) D. Veerkamp - Rplc Power Steering Gear Box / Made New PS Hose (\$1789.24) Riebes - Maintenance Parts (\$220.93) Riebes - Oil, Filter, etc. (\$75.65) ATR - Tow (Ditch/Stuck in Mud) (\$500) Riebes - Emergency Light (\$56.12) Riebes - Brass Starter/Switch (\$77.50) Riebes - Electrical Auto Parts (\$43.14) Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33) TruckNTow - Snow Chains/Cables (\$107.02) Riebes - Coolant, Fuse, Oil (\$90.06) Doug Veerkamp - A service, Rpl starter, p/s pump, rear brakes & drums, rpl aux. steering gear box (\$5950.63) L.N. Curtis - Various Valve Rebuild Kits due to leak (\$168.09) D. Veerkamp - Rear Brakes and Park Brake Adjustment (\$283.72) Jackson Tires - 4 new rear tires (\$2030.71) Riebes - Super Clean, Engine Oil, Dexcool, Rags (\$152.49) Riebes - Copper Ring, Cable, Electric Tape (\$16.56) Burton's - Seat belt (\$240.50) ATR,INC - Two to Burton Fire (\$1375.00)	\$1,615.50	\$14,723.97
SQ-145 2003 Ford F350 4X4	1FDWF37P23ED60337 {E}1159107	42,090		9/27/16 12/13/2016 - 6/23/17	J&H Auto - B Service (\$482.31) O'Reilly's - Hood Sturts Worn - Replaced (reimbursement from Keith) (\$43.18) D. Veerkamp - B Service (\$485.75)	\$485.75	\$1,011.24
WT-146 1996 International	1HTSDADR7TH397632 {E} 035872	38,095		7/12/16 9/6/2016 5/17/17 5/8/17	Guys Saw - Air Cleaner for Honda Pump (\$11.86) Jackson Tire - 2 Front Tires (\$1074.91) Riverview Int - Dipstick (57.91) D. Veerkamp - B Service, Brake Repair, Aux Engine, Batteries, Tran Fluid, Lights, Door Screws (2,277.64)	\$0.00	\$3,422.32
U-5210 2000 Ford Explorer 4x4	1FMPU16LXYLB47751 {E} 1022891	107,147				\$0.00	\$0.00

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Mile., etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-5111 2015 Rosenbauer 4x4	54FZCB417FWM1149 (E) 1488122	17,957		1/10/17 1/10/17 1/10/17 1/10/17 1/31/17 2/7/17 2/7/17 2/7/17 3/7/17 3/7/17 3/28/17 4/02/17 3/26/17	Riebes - Coolant (\$32.38) Riebes - Accufit (\$11.29) Riebes - Oil / Filter (\$54) Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33) Jackson Tires - 1 New Front Drivers Side Tire (\$1065.53) Amazon - LED Driving Lights (\$230.89) TruckNTow - Snow Cables/Chains (\$98.82) Buckhorn Plaza Hardware - Fog Lights & Air Bag Box (\$59.67) Riebes - Blue Def (\$43.10) Truck-N-Tow - Snow Chains/previous set broke (\$98.62) D. Veerkamp - A svc & Grease Chassis/Inspection (\$594.82) Riebes - Blue Def & Radiator Cap (\$48.23) Riebes - Blue Def (\$38.76)	\$0.00	\$2,679.42
E-211 1991 KME	1HTSDPCR9NH416110 (E) 366231	33,408		11/8/2016 11/22/2016 12/13/2016 6/19/17	J&H Auto - Rebuild pressure valve and intake valve (\$472.98) Jackson Tire - 4 Tires (\$2433.76) Jackson Tire - 2 new steering tires (\$754.00) D. Veerkamp - B service (\$610.92)	\$610.92	\$4,271.66
E-214 2008 Ford F550	1FDAX57R58EB35812 (E) 1281210	28,078		7/12/16 - 8/9/2016 10/25/2016	Sierra Foothill Fire - Ext. recharged and inspected, LBS ABC Dry Chemical O-Ring (\$27.48) Jackson Tire - 2 Front Tires (\$618.22) Howards - Engine Repair (\$2185.33)	\$0.00	\$2,831.03
WT-216 2015 Kenworth	2NKHJ8X7FM437393 (E) 1410352	2,932		8/23/2016 3/08/17	D. Veerkamp - B Service (\$485.86) Riebes - LED Backup Light, Mega 150, Smart Straw (\$44.67)	\$0.00	\$530.53

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Misc, etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-5221 2003 HME	44KFT42842WZ20025 (E) 1159078	96,504		7/12/2016	Ferguson Enterprise - Pipe Repairs (\$36.31)	\$1,271.48	\$8,347.04
				7/19/2016	Riebes - ST/T Lamp (\$45.67)		
				8/9/2016	Rory's - Recharge A/C (\$148.73)		
				8/16/2016	Riebes - Headlight (\$21.59)		
				8/16/2016	Riebes - Bulb / Light Parts (\$56.30)		
				8/23/2016	D. Veerkamp - Pump Built/Labor/Replace Power Steering Pump (\$1204.46)		
				10/4/2016	Jackson Tire - 2 Front Tires (\$1468.43)		
				10/4/2016	US Bank/Amazon - Push Pull Parking/Emergency (\$35.68)		
				10/18/2016	Rorys - Rplc leaking park brake control switch (we supplied part-see above) (\$190)		
				10/30/2016	Riebes - Fuel Cap (\$36.71)		
				11/8/2016	Riebes - Maintenance Parts (\$83.97)		
				11/22/2016	D. Veerkamp - rplc valve and air leak at rear of truck above air tank (\$659.02)		
				11/29/2016	Burtons Fire - Electronic Vernier Throttle (\$467.78)		
				1/3/17	Jackson Tire - Repair Rear Inner Tire, Tire Repair & Brass Valve System DOS:10/26 (\$33.87)		
				1/10/17	Riebes - Oil (\$56.12)		
				1/31/17	Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33)		
				1/31/17	Riebes - LED Clear Back Up Light (\$51.70)		
E-222 1991 KME	1HTSDPCR0NH416111 (E) 349698	53,980		2/14/17	Riebes - Maintenance Parts (\$23.68)	\$0.00	\$936.18
				2/14/17	Riebes - Peak Global Lifetime Parts (\$33.98)		
				3/21/17	Jackson Tire - 4 11R225 Goodyear Tires (\$2030.71)		
				4/23/17	Rorys Towing - Recover Engine from Ditch (80.00)		
				5/5/17	Riebes - Window Knobs (7.52)		
				6/15/17	Rory's - A/C repair (\$243.07)		
				6/19/17	D. Veerkamp - B Service (\$1028.41)		
				1/31/2017	Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33)		
				3/28/17	D. Veerkamp - B Svc. & Chassis Inspection (\$512.98)		
				4/13/17	Riebes - Antifreeze, Distilled Water, ATF 4 (\$102.65)		
				4/25/17	Riebes - Light Bulbs (\$17.22)		
E-223 1998 International	1HTSDADRGWH551543 (E) 993299	36,592		8/23/2016	D. Veerkamp - A Service (\$2093.08)	\$0.00	\$4,313.66
				2/7/17	Riverview Int'l Trks - Valve Break Part (\$346.73)		
				2/28/17	D. Veerkamp - A Service, Misc. Inspection, R&R Rear Drums (\$1414.44)		
				4/4/17	Fine Line (Haydt) - Repair Break in Springs of Seats (\$145.00)		
				4/15/17	Riebes - Batteries (2) (\$314.41)		

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, blank, etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-231 1992 Freightliner	1FV6HLBB8NL481046 {E} 352799	63,233		7/12/2016	G&O Body Shop - Tow Svc. From Georgetown to D. Veerkamps for repair (\$500)	\$0.00	\$7,400.97
				-	Riebes - Throttle Return Spring (\$5.38)		
				7/19/2016	D. Veerkamp - Rplc Transmission Computer (\$4465.75)		
				7/26/2016	Cummins - Transmission Prog. Svc. After Computer Rplc. @ Veerkamps (\$280)		
				8/3/16	D. Veerkamp - A Service & rplc rear brakes and hardware (\$688.12)		
E-234 1992 Ford F350 4x4	2FDKF38G7NCA42025 {E} 292907	32,840		-	Howards - Repair Door (\$1348.53)	\$1,881.64	\$1,970.79
				9/27/16	US Bank - Snow Chains (\$103.21)		
				10/4/2016	Riebes - 1895 LL BP / Maint. Parts (\$9.98)		
				11/3/2016			
				1/31/17			
WT-236 2007 Kenworth	2NKMHZ8X87M199259 {E} 1212616	9,810		8/9/16	Plymouth Ace Hardware - Rplc parts for pump primer (\$8.61)	\$487.23	\$852.39
				11/1/2016	Steins Auto - C Service (\$80.54)		
				6/14/17	D. Veerkamp - Inspect & repair breaks (\$1881.64)		
E-5361 2016 Rosenbauer	54F2CA512GWM11580 {E} 1425867	7,678		11/29/2016	D. Veerkamp - A Maintenance (\$365.16)	\$0.00	\$467.28
				6/23/17	D. Veerkamp - A Service (\$487.23)		
				2/7/2017	TruckNTow - Snow Chains/Cables (\$461.93)		
				3/7/17	Riebes - Plug Parts (\$3.22)		
				5/1/17	Riebes - O-Rings (\$2.13)		

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Mile., etc. if applicable)	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-5364 2008 Ford 4x4	1FDAW57R38EC53893 (E) 1356272	32,487		9/27/16	D. Williams Equip - Broken Axels (\$4027.07)		\$9,797.81
				10/25/2016	ATR - Tow from Pine Grove Market to Robert Hahns (\$500)		
				10/25/2016	Hahns Auto - Not Starting/Rplc EGT Sensor & Update PCM (\$588.98)		
				10/30/2016	Riebes - Exhaust Wrap & Heat Spray (\$37.78)		
				10/30/2016	Riebes - Mini Clamp, Hydraulic Hose (\$13.40)		
				10/30/2016	Riebes - Bracket, Grommet, LED Clear Back Up, Pigtail (\$78.32)		
				10/30/2016	Riebes - Air Filter (\$72.65)		
				11/8/16	Riebes Auto - Maintenance Parts (\$20.19)		
				12/6/2016	Burton's Fire - Ball Swivel to do inhouse repair for hard starting/running rough (\$40.94)		
				12/6/2016	Hahn's Automotive - Radiator Problems/Repair w/ new hoses, thermostat assy, etc. (\$1980.21)	\$0.00	
				12/13/16	D. Veerkamp - aux engine - rplc muffler and fuel solenoid w/ parts supplied by AFPD. Changed oil, check hard start, etc. (\$331.71)		
				12/31/16	Burton's Fire - New aux. pump parts (\$1328.43)		
				3/01/17	Riebes - LED Backup Light, 2 LED Lights, Weatherstrip (\$87.64)		
				4/25/17	Jackson Tire - 2 New Front Tires (\$690.49)		
				7/19/16	Riebes - LED Clear Back Up Light (\$51.82)		
				7/19/16	Riebes - Radiator Caps & Coolant (\$29.68)		
E-5368 2007 E-ONE	4ENGAA8371002458 (E) 1356273	61,237		8/16/2016	Riebes - Clamp on (\$15.11)		\$17,626.06
				8/16/2016	Riebes - Cross View Convex & Electronic Cleaner Lit from SAC (\$38.10)		
				8/16/2016	Riebes - Lamp (\$18.13)		
				8/16/2016	Riebes - Keyless (\$8.62)		
				9/13/2016	Riebes - Engine Oil / Spray (\$25.02)		
				9/13/2016	Riebes - Coolant (\$23.75)		
				11/8/16	Burtons Fire - Cab lift motor and seatbelt replacement (\$3993.82)		
				1/24/17	Burtons Fire - Air Leak Around Park Brake Parts/Test/Repair (\$86.63)		
				2/7/17	Doug Veerkamp - B Service, Coolant Leak @ lower radiator, Oil Leak at Pan Engine, Air Leak at Compressor, Knock in Floor at Left Turn (\$6027.21)	\$2,030.71	
				-	Riebes - Retainer and Rivet Parts (\$12.91)		
				3/7/17	L.N. Curtis - Various Valve Rebuild Kits due to leak (\$168.09)		
				3/21/17	Riebes - Tire Spray and Towels (\$27.98)		
				4/08/17	Riebes - Blue Def and Engine Oil (\$61.36)		
				4/2/17	Riebes - Red Paint, Mirror, Lamp Kit (\$119.03)		
				3/24/17	Riebes - Ring, Plug, Grommet, 2 LED Lights (\$83.33)		
				3/08/17	Cummins - Repair Work, Cylinder Head Leaking Oil (\$4536.73)		
			24.65	4/7/17	Riebes - Lamp Kit (\$268.03)		
				5/4/17	Jackson Tire - 4ct tire & mount (\$2030.71)		
				6/15/17			

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments <small>(out of service, Misc., etc. if applicable)</small>	Dates	Maintenance Performed (description)	APRIL Total Cost this Month	Current Total Cost Accumulative 16/17FY
						\$10,114.11	\$113,580.68

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 07/18/2017

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

- ☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session

Meeting Date Requested:

07/18/2017

Department Head Signature



Agenda Title:

Exhibit B - Volunteer Compensation Justification and Outline of Procedures - UPDATE

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action on updates to the subject exhibit.

Recommendation/Requested Action:

Approve updates to exhibit as presented

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts

n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman

Counsel

Auditor

GSA Director

CAO

Risk Management

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date

7-18-17

Time

10:30am

Item #

4

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____ Ordinance _____

Other: _____

Noes: _____

Resolution _____ Ordinance _____

Absent: _____

Comments: _____

Distributed on

Completed by

A new ATF is required from

Department
For meeting

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

EXHIBIT B

VOLUNTEER COMPENSATION JUSTIFICATION AND OUTLINE OF PROCEDURES

It is recognized that volunteering services to Amador Fire Protection District (AFPD) creates a degree of direct monetary expense beyond that of time and service rendered.

It is the intent of the District to assist in reimbursing those individuals who volunteer their time to the fire district for such expenses as fuel, private vehicle usage, damage to clothing and/or other personal effects, required telephone at their residence, etc.

The manner in which the fire district operates makes individual reimbursement to volunteer firefighters of expenses as they occur impractical, if not impossible. Therefore a standard compensation schedule has been implemented to minimize the direct out-of-pocket expenses associated with the volunteer firefighting program.

The following compensation schedule is per occurrence and is not based on an hourly rate.

Volunteer firefighter in good standing, as per AFPD Policy\$15.00 per call

Per call reimbursement will not be made to Battalion Chiefs receiving a monthly stipend.

Reimbursement checks will be issued to volunteer personnel during July and December of each year. Prior to issuance of said check, each individual must have filed with the District Office, a completed W-4 form along with a photocopy of their social security card, last check designation, and proof of current automobile liability insurance.

Record of all response activity by the volunteers will be submitted on the AFPD RESPONSE CARD provided in booklet form by the District Office. The response cards are to be filled out completely and submitted to the District Office on a monthly basis.

Compensation will be limited to those volunteers who actually respond to a call and is further limited to total responders per call as determined by resources dispatched by the AEU Emergency Command Center (Camino) under the most current approved Amador County standard response plan. The maximum compensation of staffing for apparatus is as follows:

- ENGINE – 4 person
- SQUAD – 4 person
- WATER TENDER – 2 person

EXAMPLE: Camino dispatches a response for a wildland fire within your response area. The standard response request for your battalion will be for one officer, two engines and a water tender as needed. Staffing as outlined above will be:

one chief officer – one (no compensation)

two engines – eight (4 each)

one water tender – two

A maximum of 10 volunteers will be compensated on this dispatch. If less than the maximum of 10 volunteers respond, compensation will be made to only those persons who do respond.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 07/18/2017

From: David Bellerive Phone Ext. x391
(Department Head - please type)

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
07/18/2017

Department Head Signature David Bellerive

Agenda Title: Strategic Plan

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Presentation of 5 year strategic plan.

Recommendation/Requested Action:

Motion to support Strategic Plan as presented.

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date 7-18-17 Time 10:30 am Item # 5

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk



AMADOR FIRE PROTECTION DISTRICT



2017-2022 STRATEGIC PLAN



MESSAGE FROM THE CHIEF

On behalf of Amador Fire Protection District I am pleased to present the 2017 – 2022 Strategic Plan. Since its inception in 1990 Amador Fire has grown from an all-volunteer agency independently serving communities throughout Amador County, to a cohesive combination department of dedicated career and volunteer personnel. Over the past few years the organization has rapidly grown incorporating the best traditions and practices of the past along with new innovative procedures and practices in order to improve efficiency and provide a higher level of service than ever before to those we serve. I fully believe that this growth has led to improved quality customer care and that this enhanced service is one that our constituents, elected leaders and personnel can be truly proud of.

In 2016 the staff of Amador Fire began the journey of Strategic Planning in order to set the direction of the organization for the next five years. The process consisted of several steps occurring over approximately 11 months, but all with the overriding goal of customer service; specifically how do we measure how we are progressing and how can we enhance, improve and continue to adapt to ensure that we are proactive and not reactive to changing conditions, both internal as well as external in order to fulfill our missions of being committed to the needs of Amador County with Professionalism, Integrity and Vision. As Ben Franklin, the recognized founder of the American Fire Service stated, “By failing to prepare, you are preparing to fail”.

With that thought in mind this strategic plan identifies a combination of both short and long term goals all the while maintaining three overriding principles; always striving to improve service, fiscal responsibility, and improving the welfare of both those we serve and our staff.

The Strategic Plan that was developed identifies seven goals and the execution of each goal will be assigned to be managed by a member of the staff. These goals range from advanced operations, standardized training and procedures, staffing levels and employee compensation and retention. As we work towards the future development of these goals, they will be continually reevaluated and examined to ensure that we are maximizing the outcomes for those we serve.

Chief David Bellerive



ORGANIZATIONAL OVERVIEW

Amador Fire Protection District was founded in 1990 as a dependent special district of Amador County. The District was formed in order to provide fire, rescue and emergency medical services. Over a period of four years, the communities of Pioneer, Pine Grove, Willow Springs, Fiddletown, Amador Pines, River Pines, Volcano and Drytown consolidated their existing all-volunteer fire companies to form Amador Fire. The fire district's jurisdictional boundaries encompass approximately 491 square miles consisting of 85% of the unincorporated area in the County and 65% of the residents.

Amador Fire also provides emergency response services under contract to the City of Plymouth, Jackson Rancheria, and Lockwood Fire Protection District. Amador Fire responds to approximately 2,000 calls for service each year. The District maintains four stations staffed with two personnel 24/7, 365 days a year. The District also maintains three additional stations staffed by volunteer personnel who respond from their homes when an emergency is dispatched. Amador Fire career suppression personnel are organized into three shifts that operate on a 56-hour work week. Career firefighters work a shift consisting of two days on and four days off, also known as the "48/96" work schedule.

Amador Fire is a full service, all-risk fire agency which responds to a wide variety of emergency incidents. These include structural, vehicle and wildland fires, basic life support medical services, water rescue, hazardous material and confined space rescues. Additionally the District participates in the state Master Mutual Aid system and responds with two staffed engines, and a strike team leader.

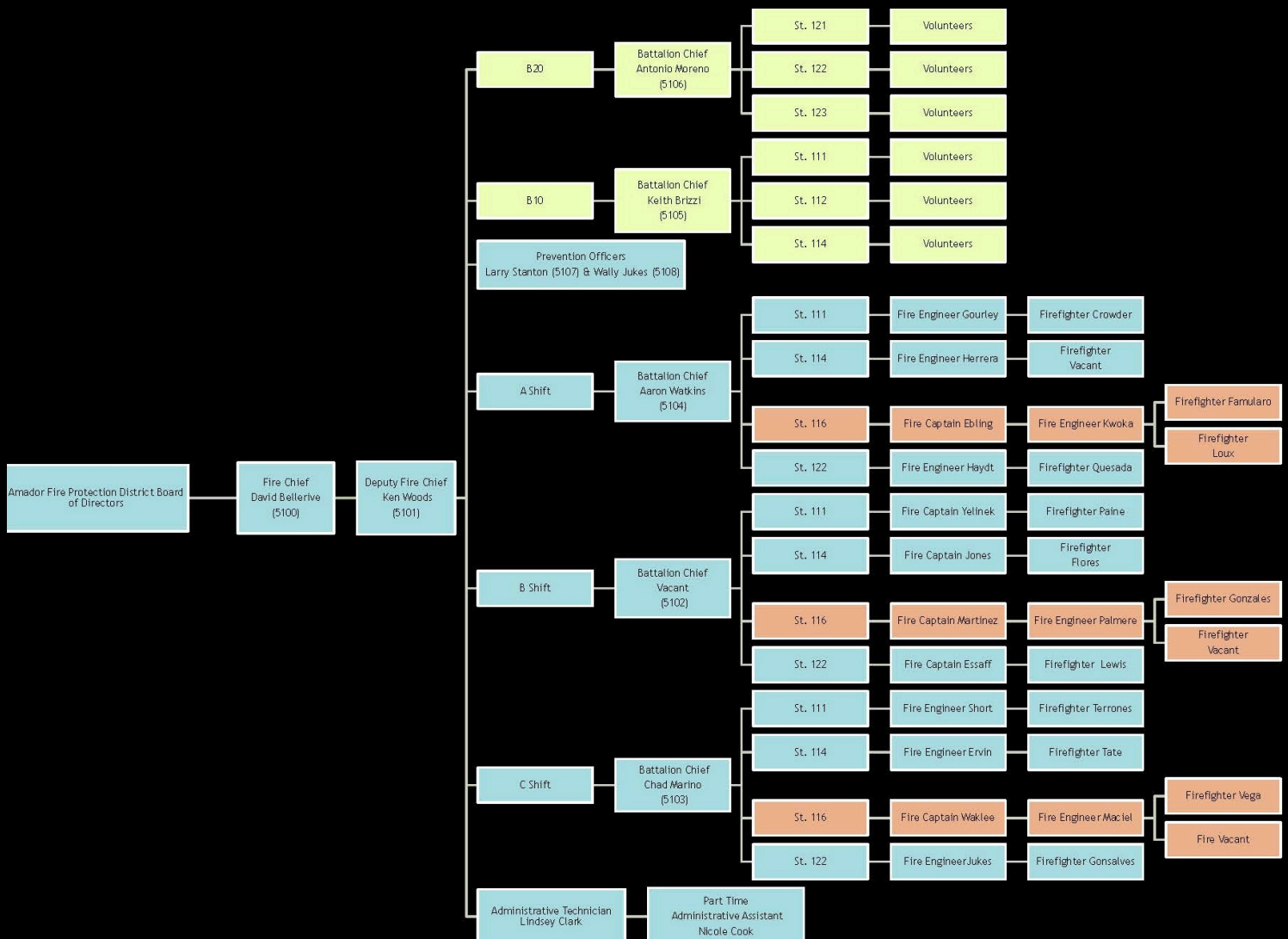
In addition, administrative office staff assist walk in customers, provide information regarding building construction requirements, answer fire safety questions and also perform a myriad of administrative duties in support of the District's operations and mission.

Finally, our Fire Prevention staff perform plan reviews, business fire inspections, fire investigations and provide public education service to the community.

Amador Fire's staff and firefighter's are highly motivated and trained to deliver the best possible service within Amador County.



ORGANIZATIONAL CHART – CURRENT





COMMITTED

**to serving the needs
of AMADOR COUNTY**

with Professionalism,

Integrity and

Vision.



THE PLANNING PROCESS

The strategic planning process occurred between July of 2016 and July 2017. It started with the formation of the “Policy and Plans” committee which consisted of internal stakeholders, Amador Fire personnel, career and volunteer from all ranks. In addition, the committee included two Amador Fire District Board members. Input from all of these stakeholders was vital to the planning process. It began with a SWOT analysis in which the committee members determined our organizations strengths, weaknesses, opportunities and threats. Following this assessment district members offered input into what they wanted to accomplish during the tenure of the strategic plan. Using this information, the “Policy and Plans” committee prioritized issues and refined the member’s goals to a realistic number. Next the District’s administrative team reviewed and clarified the member’s goals and defined critical tasks to accomplish these goals. The draft strategic plan was then submitted to the entire District for review and comment. These comments were reviewed by the “Policy and Plans” committee and final revisions were made before submitting a final draft to the Fire Chief for approval.



This strategic plan is a living document. And as circumstances change and new challenges or opportunities emerge the plan will be reviewed and revised.



P - **Pride**

A - **Accountability**

R - **Respect**



PLANNING PROCESS

EMPLOYEE INPUT

July 2016 Identify stakeholders Identify what we want to achieve



POLICY AND PLANS COMMITTEE

Sept 2016 Begin SWOT analysis Discuss plan's impacts



POLICY AND PLANS COMMITTEE

Dec 2016 Continue SWOT analysis Develop draft goals



ENTIRE DISTRICT

Feb 2017 Revisit SWOT analysis in light of recent District changes



POLICY AND PLANS COMMITTEE

April 2017 Review goals Finalize SWOT analysis



POLICY AND PLANS COMMITTEE

June 2017 Finalize goals Final plan review and revision



FIRE CHIEF

Aug 2017 Internal plan adoption Presentation to Board



AMADOR FIRE SWOT ANALYSIS

SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats. Strengths and weaknesses are typically internal of which we have some measure of control. Opportunities and Threats are typically external factors of which the District has limited or no control.

Strengths: Things we view as being good for Amador Fire. They are beneficial qualities which make us more successful in delivering our services. We want to maintain our strengths and build upon them using them as leverage to accomplish our goals and to deliver quality customer service.

Bargain for amount and type of service we provide
Customers who know us trust us
Positive public image
Members flexible and open to change
360's leadership/communication surveys and interaction
Good union/management relationship
Willingness to work together and improve
Apparatus replacement program



SWOT ANALYSIS (cont.)

Weaknesses: Factors that distract us from reaching our goals. Performance or lack thereof depends greatly on the identification of weaknesses and how they are confronted. In order for Amador Fire to move forward we must be able to identify our strengths but also our weaknesses so that we can demonstrate improvement.

Pay and Benefits

Willingness to work together

Two separate operational areas, Battalion 10 and 20

Career staff vs. volunteer staff

District still has a small group of personnel unwilling to change and adapt to the District's goals and mission

Volunteer program – loss of personnel

Identity-public doesn't know us or unclear who we are

Revenue - new

Young workforce

Task books

Interdepartmental communication

Opportunities: Things that are potentially good for the organization. These are areas where our service can be created, expanded or improved.

Consolidation (leave door open but major challenge at present)

Advanced Life Support at Station 111 (look into relationship with ALA for assistance w/staffing/funding)

Swift Water Rescue Team (costs and equip. review)

Improve working relationships w/neighboring agencies including: Law, Public and Environmental Health, ALA, Cal Fire in connection with area wide planning for disasters

Expanded public education programs and outreach (open house/station) Expanded Training (weekends, multi company drills)

Funding opportunities



SWOT ANALYSIS (cont.)

Threats: Things that are bad for us. Many times they are things beyond the organizations control. We want to avoid or put plans in place to mitigate these threats.

Aging infrastructure (Stations, apparatus)

Criticism and fear from others

Shrinking funding source

Rising health care costs

Employee turnover (pay/benefits)

Public misconceptions (government)

Lack of public knowledge of what we do and who we are Community Facilities

District (potential legal challenges)



Firefighters proudly display new uniform patches and badges



STRATEGIC GOALS

The following goals are considered equally important and are not listed in order of priority

Goal 1 Swift Water Rescue

Goal 2 Advanced Life Support

Goal 3 Compensation/Retention

Goal 4 Probationary Task Books by Position

**Goal 5 Standardized procedures between
Battalions, Stations, contracts**

**Goal 6 Task Level Training – Establishing the
“Amador Way”**

**Goal 7 Volunteer Program-
Retention/Recruitment**



Goal 1: Swift Water Rescue

Timeline: 2018-2019

Assignee: Battalion Chief Watkins

Critical Tasks:

- Obtain Swift Water Technician Training
- Purchase specialized equipment
- Develop jurisdictional specific policies and response procedures





Goal 2: Advanced Life Support

Timeline: 2018-2020

Assignee: Fire Engineer Jukes

Critical Tasks:

- Define ALS services to be provided and locations
- Train appropriate number of paramedics to meet service demands
- Implement engine based non-transport ALS service





Goal 3: Compensation and Retention

Timeline: 2018-2022

Assignee: Chief Bellerive

Critical Tasks:

- Perform compensation study
- Implement steps to improve wages commensurate with similar sized departments
- Identify potential new revenue sources





Goal 4: Probationary Task Books by Position

Timeline: 2018

Assignee: Battalion Chiefs Watkins

Critical Tasks:

- Form working group
- Identify critical tasks
- Develop position specific task books





Goal 5: Standardized procedures between Battalions, stations, contracts

Timeline: 2018

Assignee: Chief Bellerive

Critical Tasks:

- Identify operational differences between battalions and stations
- Review existing policies and update as needed procedures
- Develop new policies and procedures in connection with operational and administrative changes





Goal 6: Task Level Training – Establishing the “Amador Way”

Timeline: 2019

Assignee: Captain Yelinek

Critical Tasks:

- Identify base level training standards
- Implement standardized training procedures and practices
- Establish a culture of best practices, the “Amador Way”





Goal 7: Volunteer Program – Retention/Recruitment

Timeline: 2017-2022

Assignee: Battalion Chief Brizzi and Battalion Chief Moreno

Critical Tasks:

- Identify volunteer retention issues
- Tailor volunteer programs to encourage participation
- Outreach to the community to solicit participation





IMPLEMENTATION PROCESS

To ensure accountability to our customers, policy makers and ourselves, the Fire Chief will appoint Amador Fire members to oversee each goal's implementation. Key performance measures and timelines will be established to monitor whether critical tasks are begun and accomplished. As progress is made both employees and stakeholders will be informed and updated. With this process we hope to demonstrate the level of professionalism, integrity and vision expected from both our staff and the public we serve.

The guiding principles of our Strategic Plan are:

It must align with the Amador Fire Mission statement and Core Values

It's built on consensus

It must be flexible

It must produce measurable progress

Next steps:

Completion of these seven goals will be an ambitious undertaking and achievement of these goals will require resources, both human and financial. With this in mind the Strategic Plan will be incorporated into our budget process as a guide for how limited resources are to be allocated. Additionally, Amador Fire staff will take the following steps to implement the plan:

1. The Fire Chief will assign an overall program manager who has the responsibility to ensure accountability in monitoring the plan's implementation.



IMPLEMENTATION PROCESS (cont.)

- a) The Fire Chief will assign each of the plan's seven goal areas to a specific team member. The team member will be responsible for creating a smaller working group. The team leader will act as the project manager to help coordinate, monitor and move the goal forward. The team leader will regularly report back to the Fire Chief on progress.
- b) Working group team meetings will include regular progress on the plan. This will include acknowledging problems that arise and a willingness on the part of leadership to assist in resolving these problems.
- c) Amador Fire's administration will demonstrate a commitment to the plan's implementation and success.
- d) Employees will receive updates in regards to progress of the individual goals and how these relate to changes and operational decisions.

Along with this ongoing review, the plan will be formally updated in 2022.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 7/18/2017

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

- ☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session

Meeting Date Requested:

07/18/2017

Department Head Signature 

Agenda Title:

MINUTES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and approval of the Board of Directors regular minutes of June 20 2017 as presented or revised.

Recommendation/Requested Action:

Approve minutes as presented or revised

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments: _____

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date

7-18-17

Time

10:30 am

Item #

6

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

Completed by _____

A new ATF is required from _____

Department _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

**AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Recorded
On MP3
No. AFD 17-06

Jackson, California
Tuesday June 20, 2017
10:30a.m.

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Present:

Richard M. Forster, President, Director
Lynn Morgan, Vice President, Director
Pat Crew, Director
Frank Axe, Director

Absent:

Brian Oneto, Director

Staff:

David Bellerive, Fire Chief
Lindsey Clark, Clerk of the Board

AGENDA

MOTION: It was moved by Director Crew, seconded by Director Morgan, and carried to approve the agenda, as presented.

Absent: Director Oneto

PUBLIC MATTERS NOT ON THE AGENDA: Chief Bellerive advised the Board of a letter received by AAUW thanking the District for participating in the Pine Grove Elementary School STEM Science Fair, and a thank you letter from an appreciative citizen in the pioneer area. Chief Bellerive then announced that Engine 124 had been donated to Sutter Creek FPD and the District had been approved to receive an OTS grant in the amount of \$70,000.00 for rescue tools.

ADMINISTRATIVE MATTERS

Vehicle Maintenance Report: The members of the Board reviewed the report. Direction to staff to add sold dates to E111 and E124.

Preliminary Budget 2017/2018 FY: Chief Bellerive reviewed the packet contents for the 2017/18 fiscal year preliminary budget. Chief Bellerive further reviewed the revenue and expenditures for the subject budget beginning with the fund 45500.

Discussion ensued regarding the payments for the financing of Engine 5141. Direction to staff to make the annual payment in the 17/18FY regardless of the delivery date of the engine.

Chief Bellerive continued his review of the proposed revenue and expenditure of the Measure M preliminary budget, fund 85800. Direction to staff to review the Administrative fee for the Rancheria payroll contract.

MOTION: It was moved by Director Axe, seconded by Director Morgan and carried to approve the preliminary budget 2017/2018 FY and set the public hearing for the final budget for September 19, 2017.

Absent: Director Oneto

RESOLUTION NO. AFD 17-07

Resolution approving 2017-2018 fiscal year preliminary budget.

MISCELLANEOUS MATTERS

Minutes of May 30, 2017:

MOTION: It was moved by Director Morgan, seconded by Director Crew, and carried to approve the minutes of May 30, 2017 as presented.

ADJOURNMENT: At 11:31a.m., President Forster adjourned the meeting until **Tuesday, July 18, 2017 at 10:30a.m.**

President, Amador Fire Protection District