

Tuesday April 16, 2019

**BOARD OF DIRECTORS
AMADOR FIRE PROTECTION DISTRICT
COUNTY ADMINISTRATION CENTER**

810 Court Street
Board of Supervisors Chambers
Jackson, California 95642

AGENDA

-- 10:30a.m. --

Please Note: All Board of Directors meetings are recorded.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6391 or (209) 223-6646(fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Assisted hearing devices are available in the Board Chambers for public use during all public meetings.

Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Directors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or District staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.2.

PLEDGE OF ALLEGIANCE

AGENDA: Off-agenda items must be approved by the Board pursuant to Section 54954.2 of the Government Code.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action will be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the AFPD Board of Directors; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. **Please note - there is a five (5) minute limit per topic.**

APPROVAL OF ITEMS ON THE CONSENT AGENDA: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and possible action, and made a part of the regular agenda at the request of a Board member(s).

(1.A) ADOPTION OF VOLUNTEER POLICY MANUAL: Adoptions of Volunteer Policy Manual.

(1.B) FY 2019/2020 BENEFIT ASSESSMENT: Resolution approving the 2019/2020 Benefit Assessment schedule of fees.

PUBLIC HEARINGS

(2) Repeal OF ORDINANCE 002 AND ADOPTION OF ORDINANCE 007 INCREASE TO FEE SCHEDULE: Discussion and possible action relative to subject matter.

(3) ORDINANCE 008 ADOPTION AND IMPLEMENTATION OF A FIRST

RESPONDER FEE: Discussion and possible action relative to subject matter. *Note that this matter will **continue** on Tuesday, 21st of May at 10:30 am, AFPD's next BOD meeting.

ADMINISTRATIVE MATTERS

- (4) VEHICLE MAINTENANCE REPORT:** Report of expenses for maintenance and repair of District vehicle fleet.

MISCELLANEOUS MATTERS

- (5) MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of March 19, 2019, as presented or revised.

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

- (6) CLOSED MINUTES:** Review and approval of the confidential minutes of the Board of Directors meeting of March 19, 2019

ADJOURNMENT

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 04/16/2019

From: Walter White Phone Ext. x391
(Department Head - please type)

Department Head Signature Walter White

☐ Regular Agenda
☒ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
04/16/2019

Agenda Title: Adoption of Volunteer Policy Manual

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

Discussion and possible action relative to adopting a volunteer policy manual.

Recommendation/Requested Action:

Approve resolution adopting volunteer policy manual

Fiscal Impacts (attach budget transfer form if appropriate)

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 _____	Time _____	Item # _____
Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___		
Ayes: _____	Resolution _____	Ordinance _____
Noes: _____	Resolution _____	Other: _____
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

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

IN THE MATTER OF:

RESOLUTION ADOPTING
VOLUNTEER POLICY MANUAL

RESOLUTION NO. AFPD 19-02

BE IT RESOLVED by the Board of Directors of the Amador Fire Protection District, County of Amador, State of California, that said Board does hereby approve and adopt the Amador Fire Protection District Volunteer Policies Manual effective April 16, 2019

BE IT FURTHER RESOLVED that the President be and hereby is authorized to sign the resolution approving the volunteer policies manual.

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 16th day of April, 2019, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

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

Volunteer Policies

**Amador Fire Protection District
810 Court Street
Jackson, CA 95642**

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VOLUNTEER POLICIES

These volunteer policies are issued by the Amador Fire Protection District as its guidelines concerning your volunteer service with the District. In order to maintain fire protection in the community, the District utilizes volunteers in addition to paid full-time, part-time, and extra-help employees. These policies are established to ensure that the purposes for which the District was established are met while providing equitable and consistent guidelines for volunteer responsibilities and development. The Fair Labor Standards Act ("FLSA") expressly excludes volunteers from the definition of employees covered by the FLSA. Therefore, volunteers are not employees of the District and are not eligible for any employment benefits offered by the District to paid personnel.

Nothing in these volunteer policies is intended to create a contract of employment with the District and a volunteer, or to create an expectation of continued volunteer service to the District for any specified term. Volunteer service with the District is at the mutual consent of the District and its volunteers, and dependent on District operational needs for trained personnel in addition to paid employees. Accordingly, either the District or its volunteers may terminate the volunteer relationship at will at any time, for any or no reason, with or without cause, and with or without advance notice.

Each volunteer will be given a copy of these Volunteer Policies and is responsible to know its contents.

I. GENERAL VOLUNTEER INFORMATION

A. Definition of Volunteer

The federal Fair Labor Standards Act ("FLSA") governs the employment and volunteer programs operated by the District. In these Policies, the District intends to comply with all of the provisions of the FLSA regarding volunteers as interpreted by the federal Department of Labor. The FLSA expressly defines a "volunteer" as an individual who performs services freely and without pressure or coercion, for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation.

The two key requirements for volunteer status under the FLSA are: (1) the volunteer must not be compensated for services performed as a volunteer, but may receive payments from the District for reimbursement of allowable expenses, reasonable benefits, and a nominal fee (See Section II of these Policies); and (2) the volunteer must not also be currently employed by the District to perform public safety services similar to those services which a volunteer firefighter would provide.

B. Volunteers Who Are Also Current Employees

In order to qualify as a volunteer for the District, an individual cannot be simultaneously employed by the District to perform “similar services” to those which such individual would also perform for the District as a volunteer. The FLSA defines “similar services” as similar or identical services. However, the FLSA also provides that public safety employees performing any kind of security or public safety functions are always considered to be performing similar services as a volunteer providing such public safety services. Therefore, paid employees of the District employed to provide public safety functions such as fire suppression and prevention, fire training and education, and Fire Marshal duties, are not eligible to serve as volunteer firefighters for the District. However, employees of the District who do not perform public safety services as an employee of the district, such as office or administrative personnel, are eligible to serve as volunteer firefighters for the District.

C. Equal Volunteer Opportunity

It is the policy of the District to assure a volunteer environment free of all forms of discrimination, and to ensure equal volunteer opportunity by prohibiting discrimination based upon age, race, creed, sex, color, religion, national origin, political affiliation, ancestry, marital status, sexual orientation, gender identity, medical condition, pregnancy, childbirth or related medical condition, or mental or physical disability, in the selection and training of volunteers.

This equal volunteer opportunity policy applies to all volunteers and applicants for volunteer service.

D. Volunteer Work Schedules and Participation Requirements

The District prepares monthly work schedules for volunteer fire suppression personnel based upon written notice from volunteers of the times they are available for service. The District periodically sends written requests to volunteer to provide such information. In order to remain eligible to perform services as a volunteer for the District, each volunteer must provide services for a minimum number of shifts per month. The current minimum shift participation requirements for volunteer fire suppression personnel to maintain their active volunteer duty status are specified in Exhibit B attached hereto. Volunteer fire suppression personnel are free to choose those time periods in each month during which they will provide volunteer shifts sufficient to maintain their active volunteer duty status. Compliance with minimum shift participation requirements is required in order to remain eligible to perform volunteer fire suppression services for the District.

Volunteer Battalion Chiefs are scheduled as duty officers based upon those times each of them specify in written notice to the District for each month. In order to effectively coordinate command operations between paid and volunteer Battalion Chiefs, each volunteer Battalion Chief must provide duty officer services for a minimum number of shifts per month. The current minimum duty officer shift participation requirements for volunteer Battalion Chiefs to maintain their active volunteer Battalion Chief duty status

are specified in Exhibit B. Volunteer Battalion Chiefs are free to choose those time periods in each month during which they will provide volunteer Battalion Chief duty officer services sufficient to maintain their active volunteer Battalion Chief duty status. Compliance with the minimum duty officer shift participation requirements is required in order to remain eligible to perform services as a volunteer Battalion Chief.

E. Volunteers and Applicable District Personnel Policies

In order to maintain adequate fire protection in the community, the District utilizes volunteers in addition to paid full-time, part-time, and extra-help employees. The provisions of the District's Personnel Policies regarding Employee Selection, Employee Compensation, , Employment Benefits, Leaves of Absence and Personnel Action, including those rights afforded by the Firefighter Bill of Rights are not applicable to volunteers. Those provisions of the District's Personnel Policies regarding Conflicts of Interest, Employee Advancement, General Office Policies, Grievance Rights Policy against Discrimination and Harassment, and Substance Abuse Policy, are applicable to all volunteers.

Volunteers are not eligible for any employment benefits offered by the District to paid personnel. All volunteers are insured for workers' compensation insurance coverage by the District.

II. VOLUNTEER PERMISSABLE PAYMENTS AND BENEFITS

The FLSA precludes payment for services performed as a volunteer, but does permit the District to pay volunteers reimbursement for their expenses, reasonable benefits, and a nominal fee. A monthly stipend is paid by the District to each active volunteer, which amount is comprised of all of the following elements: reimbursement of allowable expenses, reasonable benefits, and a nominal fee. The amount of the current monthly stipend payable to each active volunteer in good standing, and the current amount of estimated expense reimbursement and nominal fee comprising the monthly stipend are specified in Exhibit C hereto.

A. Allowable Expenses

The District includes in the calculation of each volunteer's monthly stipend an estimate of the reimbursement to the volunteer of the following allowable expenses customarily incurred by volunteers providing volunteer fire suppression and other services to the District:

1. Uniform allowances to reimburse the cost of maintaining the required District uniform.
2. Reasonable reimbursement for uniform cleaning expenses;

3. Out-of-pocket expenses incurred incidental to providing volunteer services such as the cost of meals, and transportation expenses including fuel, maintenance and insurance;
4. Tuition, transportation and meal costs involved in attending classes intended to instruct volunteers on how to provide the fire suppression and other services they will provide as volunteers.
5. Reimbursement for wear and tear on personal clothing.

B. Reasonable Benefits

In addition to a monthly stipend, the District pays for the following reasonable benefits for individuals performing voluntary service for the District:

1. Worker's Compensation Insurance;
2. Length of service awards.

C. Nominal Fees

The District includes in the calculation of each volunteer's monthly stipend a specified amount constituting nominal fees. Nominal fees consist of either per-shift payments, per-call payments or monthly stipends to volunteers who provide periodic services to the District as needed, on a year-round basis, consistent with FLSA regulations. Such nominal fees are established periodically by action of the Board of Directors of the District based upon its analysis of the sacrifices incurred by volunteers in providing volunteer service to the District. The amount of nominal fees periodically established by the Board of Directors is not based on productivity of a volunteer, or of the volunteer force as a whole. The amount of the nominal fee is equal for each active volunteer in good standing. The Board of Directors considers the various sacrifices of District volunteers in providing volunteer service to the District in periodically establishing the amount of the nominal fee included in the monthly stipend for each active duty volunteer.

Consistent with FLSA regulations, in no event shall such nominal fee portion of the monthly stipend to a volunteer exceed the amount of 20% of the prevailing wage of a paid District employee who performs the same or similar services as a volunteer, in order to ensure maintenance of volunteer status. The District will not pay nominal fees to a volunteer for the purpose of reimbursement for income lost from regular employment for taking time off to attend required volunteer training courses.

III. SELECTION OF VOLUNTEERS

A. Volunteer Application

Every applicant for a volunteer position with the District must be at least 18 years of age and possess a valid California Driver's License and complete an application. All such information provided on the application is subject to verification by the District.

All applicants for volunteer status shall possess the general qualifications of integrity, dependability, diligence, thoroughness, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, ability to assume responsibilities, and ability to accept direction from others.

B. Pre-Volunteer Medical Examination

All applicants for volunteer status shall be physically qualified to perform the essential functions of the position for which volunteer status is being sought. All volunteer firefighting applicants shall submit to a medical examination, lab tests, and drug screening after an offer of volunteer status has been made to a volunteer applicant and prior to the commencement of the volunteer duties of such applicant. The examination shall be completed by a medical doctor at a Board Approved Medical Facility to determine the volunteer applicant's ability to perform all job-related physical activity requirements. An OSHA Respirator Questionnaire must also be completed by the applicant. The District will condition the offer of volunteer status to the applicant on the results of such examination and testing.

C. Pre-Volunteer Background Screening

The District may require pre-volunteer background screening including a live scan fingerprinting screening for each volunteer applicant after an offer of volunteer status has been made to a volunteer applicant and prior to commencement of the volunteer duties of such applicant. The District will condition an offer of volunteer status on the results of such background investigation. A pre-volunteer status background check is a sound business practice that benefits everyone. It is not a reflection on a particular volunteer applicant.

All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are kept strictly confidential, and are only viewed by individuals in the District who have direct responsibility in the volunteer selection process. All screening reports are kept and maintained by the District separately from a volunteer's performance file. Under the Fair Credit Reporting Act (FCRA), all background screenings are done only after a person has received a disclosure and has signed a release. Any volunteer applicant who refuses to sign a release form will not be eligible for consideration of volunteer status.

A volunteer applicant has certain legal rights to discover and to dispute or explain any information prepared by a third-party background screening agency for the use of the District. If the District intends to deny volunteer status wholly or partly because of information obtained in a pre-selection background check conducted by the District's agent, the applicant will first be provided with a copy of the background report, a statement of rights, and the name, address, and phone number of the consumer reporting agency to contact about the results of the background check, or to dispute its accuracy.

The District also reserves the right to conduct a background screening anytime after selection of a volunteer to determine eligibility for promotion, reassignment or retention in the same manner as described above.

Background checks may include verification of information provided on the completed District application for volunteer status, the applicant's resume, or on other forms used in the selection process. Information to be verified includes, but is not limited to, social security number and previous addresses. The District may also conduct a reference check and verification of the applicant's education and employment background as stated on the volunteer application or other documents listed above.

The background check will also include a criminal record check, including, but not limited to, fingerprinting and criminal screening by the California Department of Justice. If a conviction is discovered, a determination will be made whether the conviction is related to the duties which the individual will be performing for the District as a volunteer, and/or whether such a conviction presents potential safety or security risks to other District employees, volunteers, or the public, before a decision regarding appointment to volunteer status is made. A criminal conviction does not automatically bar an applicant from appointment to volunteer status.

Additional checks such as a driving record check through the California Department of Motor Vehicles Pull-Notice Program may be made on applicants for volunteer duty status who may operate District vehicles.

D. Post-Volunteer Criminal Offenses

In order to ensure a safe workplace and the safety of paid firefighters, co-volunteers and members of the public with whom District personnel interact in the provision of fire suppression and emergency medical services, all volunteers engaged in fire suppression or other activities are required to report to their supervisor if they are arrested and/or charged for any criminal offense. Minor traffic offenses need not be reported, unless the volunteer is assigned to a position which requires the volunteer to drive vehicles for the benefit of the District.

If a volunteer is arrested or charged for any offense, the volunteer must report the arrest or charge to their direct supervisor and submit a police report or other documentation concerning the arrest and/or charges. The report must occur within two business days of the arrest. The District will not take any adverse action based only upon the fact of an arrest.

Noncompliance with the above stated requirement constitutes ground for termination of volunteer status. Furthermore, misrepresentation of the circumstances of the events surrounding an arrest or charge, can serve as ground for termination of volunteer status. Volunteers that are unavailable for work due to incarceration are subject to suspension or termination of volunteer status.

E. Immigration Law Compliance

The District will fully comply with all federal immigration laws. To ensure compliance with such immigration laws, the District requires that all volunteer applicants pass a verification procedure before they are permitted to serve the District as a volunteer. This procedure requires that volunteer applicants provide satisfactory evidence of their identity and legal authority to work in the United States, no later than three (3) business days after beginning volunteer service.

IV. **CONFLICTS OF INTEREST**

The District desires to avoid situations in which actual or potential conflicts of interest may exist. To implement this objective, the District will attempt to avoid assignments of volunteers that involve actual or potential conflicts of interest, as well as working relationships involving relatives or individuals with close personal relationships that may potentially lead to complaints of favoritism, lack of objectivity, loss of morale, or dissension problems among employees and volunteers that can result from such relationships. In accordance with this policy, relatives of volunteers, spouses, and individuals with whom volunteers reside, including domestic partners, will be eligible for volunteer status with the District, but such eligibility may be revoked in any situation where potential problems of supervision, safety, security or morale exist, or where personal relationships create an actual or potential conflict of interest, cause disruption, or create a negative, hostile or unprofessional work environment. For purposes of this policy, relatives include a volunteer's parent, child, spouse, brother, or sister or stepparent, stepchild, stepbrother or stepsister. Relatives also include any parent, child, brother or sister of a volunteer's spouse. As noted above, this policy is not limited to relatives, and applies to other personal relationships including spouses, domestic partners and co-residents which exhibit actual and potential conflicts of interest.

If a volunteer becomes subject to the restrictions of this policy after they are selected as a volunteer, the Fire Chief shall determine within three (3) months of receiving notice of such occurrence, whether or not potential problems described in this section exist, or

whether an accommodation can be made which may avoid the need for a volunteer and the other involved volunteer or employee to be transferred, reassigned or terminated.

V. VOLUNTEER ADVANCEMENT

A. Probationary Period

New volunteer firefighters, will serve a probationary period of ____ months from the date of his/her commencement of volunteer status to provide time to satisfactorily complete mandatory safety training, including achieving a First Responder proficiency level and a Firefighter I skill level, including but not limited to First Aid Training, CPR/AED Training, Confined Space Awareness Training, and HAZMAT First Responder Operations Training. Upon satisfactory completion of all such training during the probationary period, each volunteer applicant will receive a written evaluation. If the written evaluation is satisfactory, the written Notice of Completion of Probation shall be given to the volunteer applicant by the Fire Chief.

A probationary volunteer may be terminated for any lawful reason at any time during the probationary period, including without cause and without notice. Such probationary volunteer shall be given advance written notice of such termination.

Successful completion of the probationary period in no way alters the at-will nature of volunteer status with the District.

B. Promotion

The District encourages promotions within its ranks whenever feasible. However, promotions shall not be automatic, but will depend on opportunity, a volunteer's performance in his/her present job, education, knowledge, ability, physical and mental fitness.

A volunteer who is promoted shall be required to serve a probationary period of twelve (12) months from the date of his/her promotion.

A volunteer who is on probationary status after a promotion may, for any reason at any time during the applicable probationary period, including unsatisfactory performance of duties as judged by his Fire Chief, return to his or her previous volunteer classification. at the pay step earned prior to promotion

C. Volunteer Performance Evaluations

Volunteer performance evaluations provide an objective, consistent, and fair way to evaluate each of the volunteers on their job effectiveness. The evaluation process informs volunteers of their standing with the District and communicates expected standards of performance. Evaluations are also used to discuss standards in areas where improvement is needed. The Fire Chief or designated supervisor, upon a volunteer's completion of the introductory probationary period will conduct performance evaluations no less than annually thereafter.

VI. GENERAL OFFICE POLICIES

A. Uniforms and Protective Equipment

Each active volunteer firefighter will be issued full protective clothing and any necessary equipment for performance of firefighting duties. This equipment remains the property of the District and shall be returned or replaced if lost or missing, upon the volunteer's last day of volunteer service.

Volunteer firefighters are personally responsible for all equipment issued to them and it is their responsibility to keep their uniforms and protective equipment clean and in good repair under the direction of the Fire Chief. The monthly volunteer stipend includes payments to reimburse volunteers for such expenses.

It is the responsibility of all volunteer firefighters to immediately notify their supervisor or the Fire Chief if any equipment is damaged or lost.

B. Travel Expense and Mileage Reimbursement

A volunteer on active status who has completed all mandatory training shall be reimbursed for mileage when utilizing his/her personal vehicle for travel on official business as part of the volunteer monthly stipend.

C. Personal Vehicles

Volunteers who are required to use their personal vehicles for District business must carry automobile insurance required by state law. All traffic laws shall be observed and safety precautions taken. Any traffic or parking citation issued to the volunteer is the responsibility of the volunteers.

Damage to a personal vehicle occurring while on District business shall be immediately reported to the volunteers's supervisor.

E. Use of Tobacco Products

In order to maintain a safe and comfortable working environment and to ensure compliance with all applicable laws, use of all tobacco products including but not limited to cigarettes, cigars, pipes, chewing tobacco, etc., is not permitted as follows:

1. In all District facilities;
2. Within 15 feet of all entrances to District fire stations and fire station windows;
3. At public events, training sessions, schools, and whenever firefighting personnel may be viewed by the public;
4. On the scene of any incident to which the District is responding; and
5. In all District vehicles.

F. Office Hours

Although volunteer firefighting personnel may be present at District facilities twenty-four (24) hours a day, the District's business office shall remain open for the transaction of business between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The District's business office will also be open for special programs which will be advertised.

VII. LEAVES OF ABSENCE

A. Leaves of Absence not Provided to Volunteers

It is the District's policy to not grant leaves of absence to volunteers. Unpaid leaves of absence are only granted to full time paid employees on a nondiscriminatory basis.

VIII. POLICY AGAINST DISCRIMINATORY AND/OR SEXUAL HARASSMENT

The District is committed to maintaining a working environment that is free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, medical condition, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic is prohibited. The District will not tolerate discrimination, harassment, sexual harassment or retaliation in the workplace whether committed by employees, volunteers, or independent contractors while in the course and scope of their duties on behalf of the District, or visitors or other members of the public while interacting with employees or volunteers of the District. Each employee of the District is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

A. Discriminatory Harassment

For purposes of this policy, discriminatory harassment is defined as:

Any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, medical condition, religion, sexual orientation, gender identity or expression, veteran status, that is so severe or pervasive that it interferes with an individual's work or creates an intimidating, hostile or offensive working environment.

Harassment when directed at an individual because of his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, medical condition, religion, sexual orientation, gender identity or expression, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working environment.

B. Sexual Harassment

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working environment.

C. Prohibition Against Retaliation

Retaliation against an individual who complains of discriminatory or sexual harassment under this policy is strictly prohibited. Intentionally making a false accusation of harassment is also prohibited.

D. Responsibilities Under This Policy

The District is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to the full range of sanctions, up to and including termination of his/her employment with the District.

1. All individuals are expected to conduct themselves in a manner consistent with this policy.
2. Any employee, independent contractor or volunteer who believes he or she has been harassed by a co-worker, supervisor, or agent of the District, or who observes harassment of another, should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or to the Fire Chief. Complainants should follow the procedure specified in the District's Prohibited Harassment Policy and Procedure and Employee Acknowledgment attached hereto, marked Exhibit ___, and incorporated herein by this reference. The supervisor or Fire Chief should immediately report any incidents of harassment to the Board of Directors.
3. The District, including the Fire Chief, will investigate all claims and take appropriate corrective action. The investigative procedures and interview process described in Exhibit ___ shall be followed. If the incidents are claimed to personally involve the Fire Chief or a member of the Board, the Fire Chief shall report the facts of the claimed incidents to the Board of Directors which shall designate a person or persons to investigate such claim and recommend appropriate action to the Board of Directors. Incidents involving the Fire Chief may be brought by an employee directly to the Board of Directors.
4. Supervisors and/or managers are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.
5. Nothing in this harassment policy supersedes or replaces the District grievance procedure, which may be utilized by employees, independent contractors and volunteers for such grievances. Effort will be made to promptly investigate allegations of harassment. Such matters will be addressed in a discrete manner, but consistent with the District's duty to investigate and take action if warranted.

6. Any investigation of a firefighter or any investigation which may result in an interrogation of a Firefighter pursuant to this policy shall be conducted in accordance with the provisions of the Firefighters Procedural Bill of Rights set forth in Section XII.

E. Department of Fair Employment and Housing

In addition to notifying the District about harassment or retaliation complaints, the employee may also direct his/her complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing a complaint with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in the District's DFEH poster or by contacting (800) 884-1684.

IX. SUBSTANCE ABUSE POLICY

It is the objective of the District to assure its work force is fit for duty and operates in an environment free of alcohol and prohibited substances. The District believes that any Volunteer or employee who uses alcohol and/or prohibited substances or who is under the influence of a prohibited substance or alcohol while on District business, regardless of locale, jeopardizes the welfare and safety of District employees, volunteers and the public, as well as undermines productivity and efficiency. Compliance with the following provisions of the Substance Abuse Policy is a condition of employment.

All employees, including new hires and volunteers, will receive a copy of this policy and are required to read and sign the District's Drug-Free Workplace Policy and Employee Acknowledgment attached hereto as Exhibit C and incorporated herein by this reference.

A. Applicability

This policy applies to all employees including any volunteers, while they are performing District related business and also applies to off-site lunch periods if the employee or volunteer is scheduled to return to work following a lunch period.

Certain provisions, as noted, apply specifically to firefighter positions. A firefighter is considered to be performing safety-sensitive functions during any period in which that employee or volunteer is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

B. Prohibited Substances Include

1. Drugs: barbiturates, cannabinoids, benzodiazepines, marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine.
2. Alcohol: beverages or substances, including any medications containing alcohol, ethyl alcohol or other low molecular weight alcohol, including methyl or isopropyl alcohol.
3. Legally prescribed and non-prescription medications: Use of or being under the influence of any legally prescribed or non-prescribed medication(s) while performing District business that affects the ability of the volunteer or employee to perform assigned job duties in a safe, effective and efficient manner. An employee or volunteer taking any medication of this type bearing a warning label indicating impairment of vision, mental function, motor skills, judgment or safe functioning shall immediately inform their supervisor or the Fire Chief and shall not perform any work-related duties until medical advice is sought. The District may consult with the prescribing physician to learn the expected effect of the drug and/or require a written statement from the physician that continued working will be safe and efficient.

C. Manufacture, Use, Sale, or Possession of Prohibited Substance or Alcohol

The manufacture, possession, distribution, or purchase of a prohibited substance or of alcohol by any volunteer or employee while on District premises or in a District vehicle or while performing District business is absolutely prohibited. Any violation will result in immediate discipline up to and including termination of employment.

Any employee or volunteer who is reasonably suspected of being impaired, under the influence of a prohibited substance or alcohol or not fit for duty shall be immediately removed from duty and shall not be permitted to operate any District vehicle or equipment. The employee or volunteer shall undergo a reasonable suspicion controlled substance and/or alcohol test. Employees or volunteers failing this test, or refusing to cooperate with the administration of this test shall remain off duty and shall be subject to disciplinary action which may include termination.

“Under the influence” is defined as any measurable amount of drugs or alcohol present in an employee or volunteer.

No employee or volunteer shall report for duty under the influence of any controlled substance or alcohol. No employee or volunteer shall use any alcohol during working hours or operate any district vehicles while under the influence of a controlled substance or alcohol, regardless of the amount. Violation of this

policy will result in disciplinary action, up to and including termination of employment.

No firefighter may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol. Violation of this provision will result in disciplinary action up to and including termination from employment.

Use of any legally prescribed medication(s) or non-prescription medication(s) shall be permitted and performance of work-related duties shall be allowed if after reporting and review of medical advice the supervisor or Fire Chief determines the employee is capable of performing all work-related duties in a safe and efficient manner. Failure to notify a supervisor of the use of legally prescribed or non-prescription medication may result in disciplinary action up to and including termination of employment in accordance with this policy.

D. Searches

It is the responsibility of all employees and volunteers to ensure that the work environment is free of alcohol and drugs. Any employee or volunteer who has knowledge of the violation of this policy by another employee or volunteer and does not report it will also be subject to disciplinary action, up to and including termination. Searches of employees and volunteers and their personal property may be conducted when there is reasonable suspicion that an employee or volunteer is in violation of this policy. The District may conduct unannounced searches of District vehicles and property for illegal drugs or alcohol. A firefighter's locker or space for storage may be searched in his or her presence, with his or her consent, with a valid search warrant or with notification that a search will be completed in accordance with the provisions of the Firefighter's Procedural Bill of Rights. Employees and volunteers are expected to cooperate in the conduct of such searches. An employee's or volunteer's consent to such a search is required as a condition of employment or continued volunteer status, and the employee's or volunteer's refusal to consent may result in disciplinary action, including termination, although the employee will first have the opportunity to contest the basis for the "reasonable suspicion".

E. Compliance and Testing Requirements

All employees and volunteers are subject to pre-employment, reasonable suspicion and post- accident controlled substance testing and alcohol testing.

With respect to pre-employment drug and alcohol screening, each job or volunteer applicant, as a condition of employment or volunteer status, will be required to participate in pre-employment or pre-volunteer testing and any offer of employment or volunteer status will be withdrawn for applicants who test positive

in the pre-employment or pre-volunteer drug and alcohol screen. Those applicants who are denied employment or volunteer status because of a positive test may reapply in one year and must successfully pass a pre-employment or pre-volunteer drug and alcohol screen at that time.

Reasonable suspicion which will form the basis of a request for testing will be based on personal observation of an employee's or volunteer's manner, disposition, muscular movement, appearance, behavior, speech breath odor, lapses in performance, inability to appropriately respond to questions, and physical symptoms of alcohol or drug influence.

Post-accident testing will be required after an accident where a firefighter is on District business and which results in a fatality, or if an employee or volunteer receives a citation under state or local law for a traffic violation and the accident results in an injury requiring transportation to a medical treatment facility away from the scene or where one or more vehicles suffers disabling damage necessitating towing.

The District also reserves the right to order random blood, urinalysis, or other drug or alcohol testing for all firefighters including volunteers. These tests will be conducted by a DHSS certified lab and reviewed by a medical doctor. Applicants, volunteers or employees who test positive will have the opportunity to provide a legitimate medical explanation, such as a physician's prescription, for the positive result. Random tests will be completed just before departure, during duty or just after the firefighter has finished performing his/her job duties.

The testing will be conducted, without cost to the firefighter employee or volunteer, during regular working hours. Transportation will be provided to and from the medical facility. After the test, the employee or volunteer will be removed from duty until the results are obtained.

Failure or refusal to submit to a test when requested, provision of false information in connection with a test, or tampering with any test will result in removal from duty and disciplinary action up to and including immediate termination of any employee or volunteer.

F. Disciplinary Action

A positive test result and/or a violation of any part of this policy will result in disciplinary action, up to and including termination, even for a first offense, and if appropriate, referral for prosecution by local, state, or federal law enforcement agencies.

G. Notifying District of Criminal Drug Conviction

Any employee or volunteer convicted of violating a criminal drug statute for a violation that occurred on District property, or during working hours, must notify his or her supervisor within five (5) days of the conviction.

X. GRIEVANCE RIGHTS

A. Definition

A grievance shall be defined as a complaint of a volunteer or group of volunteers alleging unsafe or unhealthy working conditions or a claimed violation, misrepresentation or inequitable application of District policies or rules affecting volunteer conditions and relationships.

B. General Provisions

1. Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure. The time limitation for any step may be extended if circumstances warrant as determined in the sole discretion of the Battalion Chief or Fire Chief.
2. A volunteer may be assisted in presenting a grievance by a representative at the volunteer's expense.
3. A volunteer shall bring only grievances as defined above. If a volunteer's complaint does not fall within the definition of a grievance, the Fire Chief shall advise the volunteer how to proceed to pursue the complaint. This grievance procedure may not be used to complain about another volunteer or employee. Such matters should be taken to the Fire Chief if the volunteer chooses.
4. The grievance procedure may be used by a volunteer without fear of prejudice. Reprisals shall not be taken against a volunteer for submitting a grievance. Supervisors and other management representatives shall not delay or suppress submission and orderly consideration of a grievance.
5. The District shall attempt to ensure the confidentiality of all communications pertaining to volunteer grievances. Such communications shall not be discussed except with the volunteer or representative and the appropriate supervisory personnel as necessary to ensure an adequate investigation of the grievance.

6. All communications pertaining to volunteer grievances shall be confidential and shall not be discussed except with the volunteer or the representative and the appropriate supervisory personnel.
7. The Fire Chief or the Board of Directors each may issue such supplemental procedures and instructions as may be necessary to implement this policy.

C. Grievance Procedure

1. Step One: Discussion with Battalion Chief

A written statement of the grievance must be submitted within fourteen (14) days of the incident. A grievance must be presented first to the Battalion Chief who shall attempt to resolve the grievance within fourteen (14) working days. Only one incident may be presented per grievance. A grievance may not be filed on an incident or issue which does not impact the volunteer or on which the volunteer does not have legal standing.

Specifically excluded from the grievance procedures are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding stipends, hours, and terms and conditions of volunteer service.

The statement shall include the following:

- (a) A concise statement of the grievance including a specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) All known parties;
- (d) The decisions or communications provided by supervisors or other managers regarding the incident;
- (e) The specific remedy or relief sought.

If the grievance is not informally settled within fourteen (14) working days, the Battalion Chief shall provide a written response to the grievant. In the event the matter cannot be adequately addressed within the fourteen (14) working day period, the Battalion Chief can extend the time by providing written notice to the grievant.

2. Step Two: Discussion with Fire Chief

If the grievant is unsatisfied by the Battalion Chief's written response, the grievant may appeal to the Fire Chief. The grievant must notify the Battalion Chief and the Fire Chief of his or her wish to appeal the Battalion Chief's response within five (5) working days of receipt of the written response. An appeal may not contain issues which have not been considered by the Battalion Chief in the initial grievance. The appeal must state:

- (a) A concise statement of the grounds for the appeal;
- (b) A description of any evidence which the grievant contends was not reviewed sufficiently by the Battalion Chief;
- (c) The specific remedy or relief sought.

The Fire Chief shall have fourteen (14) working days within which to review the matters set forth in the appeal. If, in the sole discretion of the Fire Chief, it is determined that additional time is necessary to consider the matters in the appeal, the Fire Chief shall notify the grievant of the additional time required. The Fire Chief shall issue a written decision after a complete review of the appeal.

3. Step Three: Appeal to the Board

If the volunteer is not satisfied with the decision rendered, the volunteer may appeal the grievance within five (5) working days to the Board of Directors. An appeal may not contain issues which have not been raised in the initial grievance. The appeal must state:

- (a) A concise statement of the grounds for the appeal;
- (b) A description of any evidence which the grievant contends was not reviewed sufficiently by the Fire Chief;
- (c) The specific remedy or relief sought.

The decision of the Board of Directors on the appeal shall be certified in writing to the grievant. The decision of the Board of Directors shall be final.

XI. PERSONNEL ACTION

The District and its volunteers are judged on their performance and results and it is important that both retain the ability to determine their respective relationships with one another. Consequently, it is important to note that volunteers and the District share the right to sever the volunteer relationship at will, at any time, with or without cause or advance notice.

A. Dismissal

All volunteers of the District serve at the will and may be dismissed at the will of the District without cause at any time.

B. Other Personnel Action

As used herein “personnel action” may include, but is not limited to, disciplinary action other than dismissal such as written reprimand, suspension from job duties, demotion or probation

C. Persons Authorized to Initiate Personnel Action

The Fire Chief shall have the authority to initiate personnel action against any volunteer. The Fire Chief may delegate authority to initiate personnel action against non-supervisory volunteers to Battalion Chiefs.

D. Grounds for Personnel Action

Rules outlining acceptable conduct of volunteers are necessary, for the orderly operation of District business and for the benefit and protection of the rights and safety of all volunteers and employees. Examples of impermissible conduct that may lead to personnel action are identified below to promote understanding of what is considered to be unacceptable conduct and to encourage consistent action by the District in the event of violation. However, it is impossible to provide an exhaustive list of types of conduct that may result in personnel action. It is also important to remember that volunteer status with the District is at will and may be severed by either party with or without cause. The listing of conduct which may result in personnel action being taken does not alter this at will relationship.

Examples of impermissible conduct that may lead to disciplinary action are identified below to promote understanding of what is considered to be unacceptable conduct and to encourage consistent action by the District in the event of violation. The following list contains some, but not all, of the examples of conduct that may lead to the imposition of discipline, up to and including possible termination.

1. Fraud in securing volunteer status

2. Incompetence
3. Inefficiency
4. Inexcusable neglect of duty
5. Insubordination
6. Dishonesty
7. Being under the influence of alcohol, narcotics or habit-forming drugs while on duty.
8. Addiction to the use of narcotics or habit-forming drugs or use or possession of such materials in such a manner as to adversely affect job performance
9. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the volunteer's ability to perform the duties and responsibilities of his/her position. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
10. Discourteous treatment of the public or other employees or volunteers or use of indecent, profane, uncivil or boisterous language while acting in the course and scope of volunteer status with the District.
11. Willful disobedience
12. Any failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the District or volunteer.
13. Physical or mental disability when disability precludes the volunteer from proper performance of his/her duties and responsibilities.
14. Failure to possess or keep in effect any license or certificate or other similar requirement.
15. Inexcusable absence without leave
16. Job abandonment
17. Excessive tardiness
18. Theft
19. Altercations, whether physical or verbal, with other employees, volunteers or supervisors
20. Unlawful harassment including sexual or other harassment of other employees or volunteers.
21. Consistent failure to observe safety regulations or other unsafe conduct
22. Repeated violation of District policies
23. Volunteer shall not use any information or property related to the District in any commercial or private enterprise for personal gain.
24. Volunteer shall not accept any personal monetary reward, fee or gift from any source for services rendered in the course and scope of their volunteer status with the District.
25. Volunteer shall not change, alter, add to or remove any firefighting or personal protective equipment from any station or apparatus without first receiving proper authorization from the Fire Chief.

26. All volunteers shall comply with all safety policies and procedures of the District in order to minimize injury to themselves and others while engaged in any emergency response or while working in and around District stations and apparatus.
27. Failure to complete required training within subscribed timeframes.
28. Failure to attend training drills and exercises as required.

E. Notice of Personnel Action

The volunteer normally will be given written notice of proposed personnel action. The Notice of Proposed Personnel Action shall be served on the volunteer either personally or by registered or certified mail.

During the notice period, the firefighter or other volunteer shall be suspended from active volunteer status.

F. Contents of the Notice of Proposed Personnel Action Shall Include

1. A statement of the nature of the personnel action specifying whether it is dismissal, suspension, demotion, or probation
2. The effective date of the action.
3. A statement of the causes for such personnel action. If the firefighter or other volunteer is being dismissed without cause, the notice should contain a statement that the volunteer is being dismissed or terminated at the will of the District as the case may be.
4. A statement advising the volunteer that the personnel action is final and not subject to appeal to the Board of Directors. Only paid employees of the District enjoy a right of appeal to the Board of Directors to contest personnel action taken against them.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 04/16/19

From: Walter White Phone Ext. x391
(Department Head - please type)

Department Head Signature Walter White

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

04/16/19

Agenda Title: FY 2019/2020 BENEFIT ASSESSMENT

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

Discussion and possible action on resolution approving the 2019/2020 Benefit Assessment schedule of fees.

Recommendation/Requested Action:

Approve the resolution establishing the FY 2019/2020 benefit assessment by increasing the existing assessment by 2%

Fiscal Impacts (attach budget transfer form if appropriate)

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 _____ Time _____ Item # _____

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

Department

Completed by

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

810 Court Street, Jackson California 95642-2132 (209) 223-6391



Date : April 16, 2019
To : Honorable Board of Directors
From : Lindsey Clark, Fiscal Officer
Re : **2019/2020 Benefit Assessment**

Pursuant to Chapter 7 .60 of the Amador County Code, the Amador Fire Protection District may increase their benefit assessment schedule annually to keep pace with inflation. The annual increase has a cap of 2%. Inflation for last year was 3.9% based on the index specified in our assessment ordinance.

History: The Below table depicts the current schedule cost compared to the proposed schedule costs.

<u>Property Type</u>	<u>Current Fee</u>	<u>2% Increase</u>	<u>Current Cap</u>	<u>Cap w/t 2% Increase</u>
Vacant Land	26.99	27.53		
Residential Per Unit	40.58	41.39		
Base Fee for Mobile Home Parks	101.59	103.62		
Units within Mobile Home Parks	40.58	41.39		
Base Fee for Commercial	101.59	103.62		
Commercial Per Sq Ft Fee Cat 1	0.013	0.01326		
Commercial Per Sq Ft Fee Cat 2	0.0271	0.0276		
Commercial Per Sq Ft Fee Cat 3	0.0410	0.0418	5403.64	5,621.95
Commercial Per Sq Ft Fee Cat 4	0.0540	0.055	6751.64	7,024.41

Staff Recommendation:

Approve the resolution establishing the FY 2019/20120 Benefit Assessment by increasing the existing assessment by 2 %.

Databases, Tables & Calculators by Subject

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Change Output Options:

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☐ include graphs ☐ include annual averages

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Data extracted on: March 28, 2019 (12:20:29 AM)

CPI-All Urban Consumers (Current Series)

12-Month Percent Change

Series Id: CUURS49BSA0, CUUSS49BSA0

Not Seasonally Adjusted

Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base Period: 1982-84=100

Year, Annual

2018, 3.9

TOOLS

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BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT

IN THE MATTER OF:

RESOLUTION APPROVING THE 2019/2020
FISCAL YEAR BENEFIT ASSESSMENT FOR
AMADOR FIRE PROTECTION DISTRICT

RESOLUTION NO. AFPD 19-03

WHEREAS, Amador County Ordinance No. 1240 established a benefit assessment for fire suppression services in the Amador Fire Protection District pursuant to California Government Code 50078 et seq.; and

WHEREAS, the Board of Directors of Amador Fire Protection District as the governing body of the District shall levy a benefit assessment for each fiscal year upon all improved and unimproved parcels in the District as set forth in "Attachment A" of Amador County Ordinance No. 1240; and

WHEREAS, the Board of Directors of Amador Fire Protection District has determined that due to inflation, an increase in fees as allowed for in Ordinance No. 1240, is warranted for fiscal year 2019/2020.

NOW THEREFORE, BE IT HEREBY RESOLVED that said board does hereby declare the benefit assessment fee schedule in effect for fiscal year 2018/19 shall be increased by two percent (2.0%) for fiscal year 2019/2020.

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 16th day of April 2019, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Lindsey Clark, Clerk of the
Amador Fire Protection District,
Amador County, California

**AMADOR FIRE PROTECTION DISTRICT
BENEFIT ASSESSMENT SCHEDULE**

<u>DESCRIPTION</u> <u>USE CODE - TYPE</u>	<u>MAXIMUM ASSESSMENT</u>
--	---------------------------

Vacant:

00000- Vacant Residential (lots - 2.5 ac.)	
21000- Vacant Rural Residential (2.5-10.0 ac.)	
23000- Vacant Rural (10.0-35.0 ac.)	
25000- Vacant C.L.C.A. Contracts	
26000- Vacant Rural (35.0 ac. & larger)	
30000- Vacant Commercial	
40000- Vacant Industrial	\$27.53 /year

Residential:

11000- Improved Residential (lots - 2.5 ac.)	
22000 - Improved Rural Residential (2.5-10.0 ac.)	
24000 - Rural Improved (10.0-35.0 ac.)	
25000 - Residential Improvements on C.L.C.A. Contracts	
27000 - Rural Improved (35.0 ac. & larger)	
37000 - Mobile home on other property	\$41.39/year
12000- Multi Residential - per unit	\$41.39/year
35000 - Mobile Home Parks	\$103.62/year
36000- Mobile Home in Parks - per space	\$41.39/year

*Commercial/Industrial:

25000 - Commercial Improvements on C.L.C.A. Contracts	
33000 - Motels, Hotels	
31000 - Improved Commercial	
41000 - Improved Industrial	\$103.62/year

* Improved property will be assessed a base benefit assessment unit and a charge per square foot of commercial/industrial improvements according to category of risk.

RISK CATEGORIES FOR COMMERCIAL/INDUSTRIAL PROPERTY

Category 1: This represents the lowest risk in commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,000 square feet or less.

Square Footage assessment = \$.01326/sq.ft.

Category 2: This represents higher risk commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,001 square feet to 10,000 square feet in size.

Square Footage assessment = \$.0276/sq.ft.

Category 3: This represents a risk significantly greater than those of structures in category 1 or 2 because of use, contents, life hazards, or a combination thereof. This category also includes any structure in category 2 which is 10,001 sq.ft. or more in size.

Square Footage Assessment = \$.0418/sq.ft. with a cap of \$5,621.95.

Category 4: These structures represent an unusually high personal risk to both the occupants and firefighters and/or require significantly larger commitments of firefighting resources or specialized resources due to hazardous contents, size, height, life hazards, or a combination thereof. This category will include any structure in any category which is three stories or more in height.

Square Footage Assessment = \$.055/sq.ft. with a cap of \$7,024.41.

A list of the types of businesses in each of the four categories is attached.

RISK CATEGORIES**CATEGORY 1**

This category represents the lowest risk in commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,000 square feet or less.

Agricultural products processing plant	Furniture store	Plumbing supply store
Antique store	Glass store	Post office
Appliance repair shop	Golf pro shop	Print shop
Appliance store	Gravel/sand/cement plant	Professional building
Auto sales (without repair facilities)	Hairdresser	Radio station
Art gallery	Health club	Radio/TV sales and service
	Hunting club	Real estate office
Bakery		Restaurant (incl. fast food, ice cream, donut, etc)
Bank	Jewelry Store	
Book store	Kennel	Sewage treatment plant
Business office (doctor, lawyer, etc.)		Shoe store
	Laundromat	Sporting goods store
Cabinet shop	Liquor store	Stable
Candy store		Stationary store
Car wash	Machine shop	
Carpet store	Meat market	Title company
Child care facility	Meat processing plant	Tuxedo rental store
Clothing store	Medical clinic	
Computer sales/service	Metal fabrication shop	Upholstery shop
	Mini storage	
Drug store	Mortuary	Veterinary hospital
	Movie rental store	Warehouse-non hazardous materials
Electrical supply store	Museum	Water treatment plant
Equipment rental		Winery
	News paper	Wood Assembly
Feed store		
Firewood lot	Pet store	Youth center
Fruit or vegetable stand	Picture Framing store	

CATEGORY 2 This category represents high risk commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,001 square feet to 10,000 square feet in size.

Agricultural products processing plant	Furniture store	Plumbing supply store
Antique store	Glass store	Post office
Appliance repair shop	Golf pro shop	Print shop
Appliance store	Gravel/sand/cement plant	Professional building
Auto sales (without repair facilities)		Radio station
Art gallery	Hairdresser	Radio/TV sales and service
	Health club	Real estate office
	Hunting club	Restaurant (incl. fast food, ice cream, donut, etc.
Bakery		
Bank	Jewelry Store	
Book store		Sewage treatment plant
Business office (doctor, lawyer, etc.)	Kennel	Shoe store
		Sporting goods store
Cabinet shop	Laundromat	Stable
Candy store	Liquor store	Stationary Store
Car wash		
Carpet store	Machine shop	Title company
Child care facility	Meat market	Tuxedo rental store
Clothing store	Meat processing plant	
Computer sales/service	Medical clinic	Upholstery shop
	Metal fabrication shop	
	Mini storage	Veterinary hospital
Drug store	Mortuary	
	Movie rental store	Warehouse-non hazardous materials
Electrical supply store	Museum	Water treatment plant
Equipment rental		Winery
	News paper	Wood Assembly
Feed store		
Firewood lot	Pet store	Youth center
Fruit or vegetable stand	Picture Framing store	

ATTACHMENT A

CATEGORY 3 This category represents a risk significantly greater than those structures in category 1 or 2 because of use, contents, life hazards, or a combination thereof. This category also includes any structure in category 2 which is 10,001 square feet or more in size.

Asphalt batch plant	Utility company
Auto paint shop	
Auto parts store	Welding shop
Auto repair shop	
Auto wrecking	
Bar/tavern	
Chain saw repair shop	
Church	
Community hall	
Dance hall	
Dry cleaner	
Elderly care facility	
Fiber glass fabrication plant	
Fraternal club	
Furniture refinishing shop	
Gas station	
Grocery store	
Hardware store (building supply)	
Junk yard	
Mini Mart	
Motorcycle repair shop	
Nursery	
Paint store	
Power house	
School	
Shopping center	
Tire repair/store	

ATTACHMENT A

CATEGORY 4 These structures represent an unusually high personal risk to both the occupants and fire fighters and/or require significantly larger commitment of fire fighting resources or specialized resources due to hazardous contents, size, height, life hazards, or a combination thereof. This category will include any structure in any category which is three stories or more in height.

Bed and breakfast inn
Brick manufacturing
Bingo parlor

Co-generation plant

Department store (large multi-purpose type)

Explosives manufacture

Fireworks manufacture

Gasoline bulk plant

Hospital
Hotel

Lumber mill

Mine
Motel

Propane bulk plant

Rest home

Supermarket

Theater

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 04/16/2019

From: Walter White Phone Ext. x391
(Department Head - please type)

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
04/16/2019

Department Head Signature Walter White

Agenda Title: Repeal of Ordinance 002 and Adoption of Ordinance 007 Increase to Fee Schedule

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

Discussion and possible action relative to repealing Ordinance 002 and adopting Ordinance 007 Establishing a Fee Schedule for Plan Review, Inspections, and Providing Reports with the Amador Fire Protection District. Fee increase based on nexus study performed by Matrix Consulting Group.

Recommendation/Requested Action:

Approve Ordinance as Presented

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

Time

Item #

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

ORDINANCE NO. AFPD 007

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR PLAN REVIEW, INSPECTIONS AND PROVIDING REPORTS
WITH THE
AMADOR FIRE PROTECTION DISTRICT

The Board of Directors of the Amador Fire Protection District ordains as follows:

WHEREAS, Amador Fire Protection District Ordinance No. 002, An Ordinance Establishing a Fee Schedule for Plan Review, Inspections, and Providing Reports with the Amador Fire Protection District, is hereby repealed in its entirety.

WHEREAS, budgetary consideration has required that a charge be made to defray the District's cost of performing plan review and inspection functions related to new development, tenant improvement and alteration projects, fire codes compliant inspection, and the cost of providing reports prepared by the District.

WHEREAS, California Health and Safety Code Section 13916, Section 13917, Section 13918, Section 13919 together with California Government Code Section 6103.7 authorizes the District to adopt a fee schedule to defray the cost of providing this service to the general public; and

WHEREAS, the review of construction plans and specifications by the District and their subsequent inspection to assure that fire safety equipment and design criteria have been installed and are continued in working order protects the health and safety of the general public and preserves life and property.

NOW THEREFORE THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT DOES ORDAIN TO ESTABLISH A FEE SCHEDULE AS FOLLOWS:

Plan Review, Subdivision

Minor (4 lots or less)	\$249.00
Each additional Lot	\$21.00

Plan Review/ Inspection

New Commercial Plan Review	\$124.00/review
New Commercial Inspection (Up to 5000sqft)	\$124.00/inspection
New Commercial Inspection (Over 5000sqft)	\$249.00/inspection

Tenant Improvement Including Plan Review & Inspection.	\$249.00
Additional Reviews or Inspections	\$124.00/hr

Civil Plans Including Plan Review & Inspection.	\$249.00
Additional Reviews or Inspections	\$124.00/hr

Underground hydro test	\$311.00
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High hazard applications, processes/storage	\$124.00/hr
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Automatic commercial sprinkler system	\$621.00 per floor/riser & \$2.00/head
---------------------------------------	--

Automatic residential sprinkler system Plan Review	\$124.00 per model
Automatic residential sprinkler system Inspection	\$373.00

Automatic fire extinguishing system (non-sprinkler)

Hood and Duct system	\$373.00
Other system	\$124.00/hr
Spray Booths	\$497.00

Fire/flow-tamper alarm system

Dedicated Function	\$311.00
Building Fire Alarm	\$559.00
Per Device	\$10.00

Fire hydrant inspection/flow test	\$124.00/hr
<u>Private water storage system</u>	
Tank	\$311.00
Fire Pump	\$621.00
<u>State mandated inspections</u>	
Daycare, Public assembly, Board and Care	\$249.00 (except for facilities w/fee set by State)
Annual Business Inspections	\$124.00/hr
Above ground fuel storage tanks (New or Closure)	\$249.00
<u>Temporary structure, requiring fire clearance</u>	
Construction Office, Tents, Canopies, Membrane Structures	\$249.00
<u>Additional inspections</u>	
Malfunction or non-compliance	\$124.00/hr
Other inspections as required	\$124.00/hr
Project consultation rate	\$124.00/hr
Penalty for failure to secure required permit or approval	Twice the original fee
Fire Report	\$42.00
Other	\$124.00/hr

These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year.

The cost of the plan checking, inspections, testing or reports shall be paid for, in advance, by the responsible party to the Amador Fire Protection District, 810 Court Street, Jackson, CA. If the exact amount of cost is unknown, a projected cost will be determined and a deposit paid in that amount.

This ordinance shall become effective thirty (30) days from the date of passage.

The foregoing ordinance was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 16th day of April, 2019, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

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

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 4/16/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

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

04/16/2019

Department Head Signature Walter White

Agenda Title: Ordinance 008 Adoption and Implementation of a First Responder Fee.

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

Discussion and possible action relative to subject matter. *Note that this matter will continue on Tuesday, 21st of May at 10:30 am, AFD's next BOD meeting.

Recommendation/Requested Action:
Approve ordinance as presented.

Fiscal Impacts (attach budget transfer form if appropriate)

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 _____

Time _____

Item # _____

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 _____

Department _____

Completed by _____

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

ORDINANCE NO. AFPD 008

AN ORDINANCE ESTABLISHING A FIRST RESPONDER FEE FOR EMERGENCY MEDICAL SERVICES WITH THE AMADOR FIRE PROTECTION DISTRICT

WHEREAS, the Board of Directors of the (“District”) has heretofore adopted the First Responder Fee Ordinance, which sets forth a First Responder Fee; and

WHEREAS, California Health and Safety Code Sections 13146.2(b), 13217(b), 13862, 13869, 13871, 13874, 13916, and 17951, together with Chapter 8, Division 1, Title 7 of the California Government Code, authorize the District to adopt a First Responder Fee and to charge and collect a fee to defray the cost of providing District services; and

WHEREAS, the District has determined that, in order to adequately provide fire-related and emergency medical services to the general public, the District desires to adopt a new fee which is attached hereto as Exhibit 1 and incorporated herein by this reference; and

WHEREAS, the First Responder Fee set forth does not exceed the actual or estimated cost of the provision of the public services to which they relate; and

NOW THEREFORE THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT DOES ORDAIN TO ESTABLISH A FIRST RESPONDER FEE FOR EMERGENCY MEDICAL SERVICES AS FOLLOWS:

1.0 Authorization and Purpose:

This ordinance is adopted pursuant to Health and Safety Code Section 13916 et seq., a portion of the Act. The purpose of the ordinance is to recover District costs of providing emergency medical services, including but not limited to first responder services for individual assessments that result in ambulance transport and individual assessments that do not result in ambulance transport. This ordinance shall be interpreted in a manner consistent with the Act and applicable law. The fees imposed by this ordinance are for the purpose of recovering the cost of certain District operating expenses, including but not limited to employee wage rate and benefits, medical supplies, and the contracting of services with specialized firms or individuals, which are reasonably related to the actual and on-going expenses incurred by the District for the services and expenses described in this Section.

2.0 Emergency Medical Services Fees:

The Board of Directors hereby approves and adopts the First Responder Fee as set forth in the Amended Fee Schedule in Exhibit 1, attached hereto and incorporated herein by this reference.

3.0 Applicability:

This ordinance sets forth the fees and the amount to be charged by the District, as permitted by Health and Safety Code Section 13916. As authorized by Health and Safety Code Section 13918, public agencies that are not covered by a mutual aid agreement shall be charged the authorized fee, unless waived by the District pursuant to ordinance Section 3. By adopting this ordinance, the District is enacting user fees to defray costs associated with emergency medical services and described within as a First Responder Assessment.

4.0 Waiver of Fees (aka Compassionate Billing Clause):

As permitted by Health and Safety Code Section 13919, the District Board may waive charges/fees established by this ordinance and may delegate its authority to the Fire Chief or his/her designee to determine that charges/fees would not be in the public interest, as in cases where there are reciprocal services provided by other public agencies, employee welfare, or personal hardship. Districts intent is to not seek balance billing beyond insurance coverage.

5.0 Specified Fee:

Unless waived pursuant to ordinance Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this ordinance. The fee for services shall be set by the District Board and shall not exceed the reasonable amount necessary to recover the costs of providing the specified service as allowed by law. The specified fee for service may be modified pursuant to Health and Safety Code Section 13917.

6.0 No Waiver of Other Means of Cost Recovery:

This ordinance does not preclude the District from pursuing any additional means of cost recovery, including, but not limited to, actions pursuant to Health and Safety Code Section 13009 (for negligent actions which cause the use of services or facilities of the District) and actions against parties whose willful, grossly negligent, or criminal conduct causes the use of District services or facilities.

7.0 Fee Modification:

These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments each July 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year.

8.0 Severability:

If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision paragraph, sentence, clause, phrase or word of this ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision\paragraph, sentence, clause, phrase or word herein

THIS ORDINANCE SHALL BECOME EFFECTIVE JULY 1, 2019.

THE FOREGOING ORDINANCE WAS DULY PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT AT A REGULAR MEETING THEREOF, HELD ON THE 16TH DAY OF APRIL, 2019, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

President, Board of Directors

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

EXHIBIT 1

First Responder Fee – Per Response \$364.00

As defined in the User Fee Study Prevention & First Responder Fee by Matrix Consulting Group
March 14, 2019.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 04/16/2019

From: Walter White Phone Ext. 391
(Department Head - please type)

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
04/16/2019

Department Head Signature Walt White

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 ☒

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:

FOR CLERK USE ONLY

Meeting Date

Time

Item #

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

Department

Completed by

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

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	March Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
C-5100 - 2015 Ford Explorer AWD (Fire Chief)	1FM5K8AR7FGB25939 {E} 1460509	19,530	36,565		8/21/18 11/20/18 12/8/18 3/5/19	Glass Doctor - Replace Cracked/Broken windshield - deductible only (\$500) Sterling Auto Repair - A Service (\$87.86) Jackson Tire - 4 new tires (\$760.05) Sterling Auto - A Service (routine) (\$73.63)	\$73.63	\$1,834.67
C-5108/09 - 2010 Ford Expedition XLT 4x4 (Prevention-08/09)	1FMJUG59AEA43199 {E} 1305976	162,270	175,819		7/10/18 9/11/18 11/7/18 11/7/18 12/8/18 12/8/18	Riebes - light (\$1.28) Stein's Auto - replace/install new engine (in Aug) (\$7273.80) Stein's Auto - B Service (\$84.65) Riebes - Misc. (\$40.92) Riebes - Misc. (\$16.15) Riebes - Tire Cables (\$93.73)	\$0.00	\$15,326.05
C-5103 (02) - 2016 Ford F250 4x4 (Battalion Chief)	1FT7X2B60GEA66410 {E} 1485648	19,611	58,817		7/10/18 8/21/18 8/25/18 9/4/18 9/4/18 10/10/18 12/8/18 1/10/19 1/15/19 3/5/19	Riebes - wiper (\$52.19) Sterlings - Rotate tires, brakes pads, lube, filters, etc. (\$996.35) Stein's - Brake Pads cracked, repaired under warranty (\$0.00) Randy's Tire in Sonora - 2 tires/rplc from striketeam (\$931.27) Jackson Tire - 2 New tires (\$449.99) Riebes - Wiper Blades, misc. parts (\$34.19) Riebes - Misc. Parts (\$66.79) US Bank - Scanner (\$259.37) Sterling Auto - A Service (\$237.86) Sterling Auto - Drivers Door / Arm Rest (\$298.93)	\$298.93	\$4,913.49
C-5104 - Chief 2011 Ford F250 4x4 (Battalion Chief)	1FT7X2B62BFA30761 {E} 1306800	92,337	114,302		8/8/18 8/8/18 8/28/18 1/22/19 3/26/19	Sterling's Auto - spark plugs, spark plug wires, lube, oil and filter, belt tensioner, cooling system flush, air filter, fuel injection service (\$2,357.29) Sterling's Auto - Replace Battery (\$208.39) Stein's - Brake pads (front) & under warranty, resurfaced front rotors, front calipers (\$380.81) Sterling Auto - Diagnose & Repair "Runs Rough" (\$677.68) Sterling Auto - Remove and rplc valve at intake manifold, rplc charcoal canister and vent tube (\$987.03)	\$987.03	\$7,675.13
C-5105 - Chief 2012 Ford Expedition 4x4 (Battalion Chief)	1FMJUG5XCE67187 {E} 1401123	67,531	77,886		11/6/18 11/6/18	Jackson Tire - remove tires and remount studded tires (\$34.00) Steins Auto Care - A service, coolant leak repair, brakes (\$659.47)	\$0.00	\$5,047.46
C-5106 -2009 Ford F250 4x4 (Battalion Chief)	1FTSX21569EA15399 {E} 1294991	65,530	75,481		8/14/18 9/11/18 11/7/18	Sterling's Auto - A, B and C Service, Rear Brake Pads, Rotate Tires (\$1639.17) Riebes - Lift support (\$116.33) Riebes - Wiper Blades (\$25.58)	\$0.00	\$5,008.67

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc, etc. if applicable)	Dates	Maintenance Performed (description)	March Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5111 2015 Rosenbauer 4x4 (111 First Out)	54F2CB417FWM11449 {E} 1488122	19,474	35,268		7/10/18	Sterling Auto - AC inop (\$726.96)	\$1,293.79	\$15,737.01
					9/18/18	EVO - New antenna (\$61.96)		
					10/16/18	Burton's Fire - Mud Flap (\$38.32)		
					10/16/18	Burton's Fire - Switch and Low Coolant Sensor (\$609.12)		
					10/2/18	Jackson Tire - 4 New GY Tires (\$2,388.63)		
					11/7/18	Riebes - Wiper Blades, Lights, etc. (\$159.71)		
					12/8/18	Riebes - Rubber Stamp/Parts for Chains (\$20.36)		
					12/8/18	Sterlings - B Service (\$675.82)		
					1/10/19	Pewag - Truck/Engine Snow Cable Chains (\$94.59)		
					3/5/19	Burtons - supply hose (leak) (\$252.69)		
					3/5/19	Riebes - Misc. Parts (\$99.64)		
					3/12/19	ATR Towing (Antelope Drive) (\$887.50)		
					3/12/19	Burton's Fire - Gear Nut / Parts (\$53.96)		
E-5113 1991 KME 4x4	1HTSEPCR4NH415881 {E} 346699	80,306	86,196		3/15/19	Jackson Tires - Repair Flat (2) (\$64.98)	\$64.98	\$16,955.98
SQ-5115 2003 Ford F350 4X4 (previously SQ-145)	1FDWF7P2JED66337 {E} 1159107	42,236	43,314		10/2/18	Sterling Auto - B Service, Brakes, Rotors and Calipers (\$1,444.71)	\$0.00	\$12,527.86
WT-5116 2015 Kenworth	2NKHHRX9FM437394 {E} 1410351	2,230	4,903		9/18/18	Doug Veerkamp's - B Service (\$864.50)	\$0.00	\$2,389.32
SQ-5125 2008 Ford F350 (Previously SQ-115)	1FDWX37EX8EC15309 {E} 1281212	99,175	103,535		10/23/18	Sterlings Auto - A Svc, Remove and Replace Water Pump, Radiator Hose, Replace Original Shock (\$4,297.82)	\$0.00	\$7,063.84
					12/7/18	Riebes - Windshield Wipers (\$19.37)		
					12/7/18	Jackson Tire - 6 new tires (\$1304.74)		
WT-5126 2007 Kenworth	2NKM1Z8XG7M199258 {E} 1212617	16,891	18,305		1/22/19	Jackson Tire - 6 new tires (\$3344.53)	\$1,048.52	\$8,325.44
					3/5/19	Sterling Auto - B Service & New Batteries (\$1048.52)		
E-5141 2018 Rosenbauer (114 First Out)	54F2CA414WWM12044 {E} 1369499	0	7,621		11/7/18	Riebes - antifreeze (\$25.31)	\$154.18	\$179.49
					3/12/19	Tire Chains R Us - tire chains (\$154.18)		
WT-5146 1996 International	1HTSDADR7TH397632 {E} 035872	38,174		OOS - Burtons Inspection on possible cracked pump	9/11/18	Sterling's Auto - A & B Service (\$534.58)	\$0.00	\$4,922.73
					10/2/18	Glass Doctor - Driver Side Mirror Replaced (\$43.10)		
					10/4/18	United Fire - QG Relief Valve Kit (\$26.41)		
					12/4/18	Glass Doctor - Passenger Side Mirror Replaced (\$43.10)		

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of services, Misc, etc. if applicable)	Dates	Maintenance Performed (description)	March Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5148 2003 HME (114 First Out) (Previously E-5141)	44KFT42822WZ20024 {E}1159077	82,595	101,340		7/10/18	Riebes - antifreeze and lights (\$75.90)	\$71.31	\$47,812.02
					7/10/18	Real Work Trucks - door rod and spring (\$63.79)		
					8/14/18	Doug Veerkamp's - A Service, Flush cooling sys (A/C inop), Check airleak, rplc Ft and RR brakes, drums and hardware, rplc driveline at trans, rplc heater valve, repair heater control cable, clean out radiator (\$3,688.59)		
					8/14/18	Sterling's - Rep exhaust leak, remove and replc gaskets and hardware (\$1153.01)		
					9/4/18	HNC Truck Parts - Headlight Switch (\$52.95)		
					10/10/18	Riebes - lights (\$54.60)		
					12/4/18	Sterling Auto - Repair leaking of coolant and remove/replc radiator (\$6479.56)		
					1/8/19	Riebes - Air Filter (\$210.11)		
					1/22/19	Doug Veerkamp - B Service, replace ps return hose, o rign, etc. repair wiring to clearance light (\$1009.15)		
					3/12/19	RAM - Mount w/ Case - (\$71.31)		
U-5210 2000 Ford Explorer 4x4	1FMFU16LXYLB47751 {E}1022891	107,494	11,052		9/11/18	Stein's Auto - A Service (\$78.51)	\$0.00	\$830.48
					9/11/18	Riebes - Windshield wash and wipers (\$26.32)		
E-5211 1991 KME	1HTSDPCR9NH416110 {E}366231	33,432	36,940		7/17/18	Doug Veerkamp - B svc (\$585.84)	\$0.00	\$5,379.05
					11/7/18	Plymouth Ace - Antifreeze (\$25.84)		
E-5214 2008 Ford F550	1FDAX57R58EB35812 {E}1281210	28,278	30,325		12/22/18	Sterling Auto - Repair "lacking power", replace cac tube boots, intercooler, radiator hose, fuel pump, etc. (\$4524.60)	\$0.00	\$7,981.71
WT-5216 2015 Kenworth	2NKHU18X7FM4437393 {E}1410352	3,030	4,472		9/25/18	Doug Veerkamp - B Svc (\$635.87)	\$0.00	\$3,376.08

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, misc, etc. if applicable)	Dates	Maintenance Performed (description)	March Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5221 2003 HME (122 First Out)	44KFT42842WZ20025 (E) 1159078	97,576	115,817		7/10/18	Riebes - Paddle seat valve (\$35.01)	\$1,344.86	\$29,264.93
					7/10/18	Sterling Auto - B svc, svc transmission, svc cooling sys., gear lube, fuel/water separator filter (\$1443.93)		
					7/24/18	Doug Veerkamp - Rplc rear shoes and hardware and drums (brakes) (\$725.58)		
					8/14/18	Jackson Tire - 4 New Tires (\$2052.89)		
					9/4/18	CLF - Fan Blade (\$153.60)		
					9/4/18	US Bank Card - Fuel Cap (\$18.16)		
					9/11/18	Riebes - Battery and Oil (\$583.27)		
					10/30/18	US Bank Card - Lights (\$14.00)		
					11/6/18	Doug Veerkamp - A service, Supply and Install fan, Wiring, Bad Lamp - repair (\$3158.31)		
					11/7/18	Plymouth Hardware - Power Steering Fluid (\$7.11)		
					11/7/18	Riebes - Oil (\$45.22)		
					12/8/18	US Bank - LED Headlights (\$72.99)		
					12/22/18	Plymouth ACE - Misc. Maint. Parts (\$7.03)		
E-5222 1991 KME	IHTSDPCRONH416111 (E) 349698	54,320	56,873		1/8/19	Riebes - Solenoid (\$52.52)	\$0.00	\$5,595.31
					2/12/2019	Plymouth Ace Hardware - Misc. Parts (\$47.59)		
					3/5/19	Rory's Towing (\$225.00)		
					3/12/19	Whelen - LED Linear Super LED Lightheads (\$756.60)		
					3/12/19	Whelen - LED Linear Super LED Red (\$252.20)		
					3/12/19	Superbright LED's - Strobe light w/ built in controller/red (\$111.06)		
					8/7/18	Riebes - Mirror (\$21.54)		
					9/11/18	Bart Industries - Clear light (\$7.52)		
					10/16/18	Sterling's Auto - Replace Water Pump, Checked Coolant Leak (\$1,492.50)		
					11/7/18	Plymouth Ace - Starter Fluid (\$9.68)		
					8/7/18	Riebes - Spark Plug Kit (\$30.15)	\$0.00	\$11,998.54
					8/14/18	Sterling's - A service (\$521.32)		
					9/18/18	US Bank Card - Headlights/Replacement (\$35.59)		
E-5231 1992 Freightliner	IHTSDADRGWH551543 (E) 993299	38,623	44,559		9/25/18	Sterling's - power steering leak repair, coolant leak repair (\$1,542.47)	\$0.00	\$10,220.41
					12/8/18	Riebes - Warning Buzzer (\$78.54)		
					7/24/18	Doug Veerkamp - B Svc and ck throttle linkage (\$761.92)		
					8/14/18	Sterling's - Injector inop/weak, starting issue, remove starter and inspect flywheel (\$1076.21)	\$0.00	\$3,334.80
					9/11/18	Riebes - Lights (\$10.75)		
					7/24/18	Rory's Towing - shift cable (\$98.79)		
					7/24/18	Riebes - Shifter cable (\$65.72)	\$0.00	\$1,474.13
					11/13/18	Stein's Auto - B service (\$154.40)		
					10/2/18	Sterling Auto - A Service (\$608.83)		
E-5234 1992 Ford F350 4x4	2FDKF38G7NCA42025 (E) 292907	33,123	34,065		7/24/18	Rory's Towing - shift cable (\$98.79)	\$0.00	\$3,334.80
					7/24/18	Riebes - Shifter cable (\$65.72)		
					11/13/18	Stein's Auto - B service (\$154.40)		
WT-5236 2007 Kenworth	2NKMZH28X87M199259 (E) 1212616	9,833	10,765		10/2/18	Sterling Auto - A Service (\$608.83)	\$0.00	\$1,474.13
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)	\$0.00	\$1,474.13
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)	\$0.00	\$1,474.13
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)	\$0.00	\$1,474.13
					10/2/18	Sterling Auto - A Service (\$608.83)		
					10/2/18	Sterling Auto - A Service (\$608.83)		

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, etc., if applicable)	Dates	Maintenance Performed (description)	March Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5361 2016 Rosenbauer (116 First Out)	54F2CA512C3W/M11580 (E) 1425867	8,502	20,856		9/4/18 10/2/18 10/31/18 11/6/18 11/30/18 12/30/18 1/8/19 1/29/19 1/31/19 2/5/2019 2/28/2019 3/5/19 3/31/19	Burton's Fire - Step Light (\$53.19) Jackson Tire - 4 New Tires (\$2,051.98) JRCH - Reimbursement for Sep (\$-53.19) Burton's Fire - 2 QB Gril, Stator 14' and Guard Stator (\$1042.24) JRCH - Reimbursement for Oct (\$2,051.98) JRCH - Reimbursement for Nov (\$-1042.24) Riebes - Misc. (\$26.94) Burton's Fire - Valve Repair Kit (\$497.10) JRCH - Reimbursement for Dec (\$0.00) Riebes - Radiator Cap, Wipers (\$31.71) JRCH - Reimbursement for Jan. (\$-524.04) Sterling Auto - A Service (\$738.57) JRCH - Reimbursement for Feb (\$-31.71)	\$706.86	\$5,267.88
E-5364 2008 Ford 4x4	1FDAW57R38EC53893 (E) 1356272	32,581	36,973		7/17/18 7/17/18 8/8/18 8/30/18 9/11/18 9/30/18 10/2/18 10/31/18 11/30/18 12/8/18 12/30/18 1/8/19 1/31/19 2/28/19 3/5/19 3/31/19	Autozone (reimb. Kwoka, brakes bad/strike team) brake pads (\$72.72) Les Schwab - Tire (tire blown during strike team) (\$300.45) Sterling's Auto - Rep High fuel rail pressure, injection pump, valve cover gasket, extract broken exhaust bolts, rplc cac tube boots, remove intercooler and re-inst, new turbos (\$12,068.52) JRCH - Reimbursement for July (\$-373.17) Jackson Tire - 4 New Tires (\$1,223.08) JRCH - Reimbursement for Aug (\$-12,068.52) US Bank / LEHR - Code 3 Light (\$404.82) JRCH - Reimbursement for Sept (\$-1,223.08) JRCH - Reimbursement for Oct (\$-404.82) US Bank - Lock Assy, Adj. lever latch grip (\$51.85) JRCH - Reimbursement for Nov (\$-0.00) US Bank - Folsom Ford - Block Heater Cord (\$89.28) JRCH - Reimbursement for Dec (\$-51.85) JRCH - Reimbursement for Jan (\$-89.28) Riebes - misc parts / aux pump (\$49.49) JRCH - Reimbursement for Feb (\$-0.00)	\$49.49	\$16,163.73

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc if applicable)	Dates	Maintenance Performed (description)	March Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5368 2007 E-ONE	4ENGAA8371002458 (IE) 1356273	62,266	80,592		7/10/18 7/10/18 8/30/18 9/4/18 9/11/18 9/11/18 10/10/18 10/16/18 10/31/18 11/27/18 11/27/18 11/30/18 12/8/18 12/8/18 12/14/18 12/27/18 12/30/18 1/8/19 1/31/19 2/5/19 2/26/19 2/28/19 3/12/19 3/31/19	Riebes - Antifreeze, Hose/Tube, misc parts (\$57.72) Forestry Suppliers - seal gasket (\$11.13) JRCH - Reimbursement for antifreeze, hose, gasket, etc. (\$-68.85) Burton's Fire - Cab Latch (\$449.74) US Bank Card - Akron Field Service Kit/Repair leak from valve on passenger side (\$184.15) Riebes - Misc. Parts (\$8.04) Riebes - Oil Filler Cap (\$8.93) Veerkamps - Check and Repair Engine Oil and Power Steering Leaks (\$673.31) JRCH - Reimbursement for September (\$-641.93) Burton's Fire - Handle 2.5 TS (\$85.67) Burton's Fire - Piston Intake & 4.5 NH plug w chain (\$00.00) JRCH - Reimbursement for October (\$-682.24) US Bank - Dip Stick / Misc. (\$4.60) Riebes - Misc. Parts (\$6.45) G&O Parts - Valves, Stainless steel lever handles (\$204.73) Burton's Fire - Gauge (\$66.57) JRCH - Reimbursement for November (\$-85.67) Riebes - Oil filler Cap Standard (\$8.93) JRCH - Reimbursement for Dec. (\$-282.35) Doug Veerkamp - B Service, Rplc slack adjusters on rear axle, rplc driveline carrier bearing (\$1,722.54) Jackson Tire - 4 Good Year Tires (\$2,080.38) JRCH - Reimbursement for Jan. (\$-8.93) ATR Towing - (snow / Bear River) \$300.00 JRCH - Reimbursement for Feb. (\$-3,802.92)	-\$3,502.92	\$28,613.38
							\$2,590.66	\$285,219.59

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 04/16/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

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

04/16/2019

Department Head Signature Walter White

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 March 19, 2019 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

Time

Item #

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

Department

Completed by

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 Was Recorded
On MP3

Jackson, California
Tuesday, March 19, 2019
10:32am

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:

Brian Oneto, Chair
Pat Crew, Vice Chair
Richard Forster, Director
Frank Axe, Director
Jeff Brown, Director

Absent:

Staff:

Walter White, Fire Chief
Lindsey Clark, Clerk of the Board

AGENDA

MOTION: It was moved by Director Crew, seconded by Director Forster, and unanimously carried to approve the agenda as amended.

PUBLIC MATTERS NOT ON THE AGENDA: Director Forster reported that crews helping with the clean-up of the Camp Fire in Paradise CA are currently unable to continue work due to the recent weather.

ADMINISTRATIVE MATTERS

Presentation by Mike Daw of the Firefighters Burn Institute: Mike Daw presented to the Board information about the Firefighters Burn Institute and how they are here to help with our local firefighters and the community. Mike Daw presented Fire Chief Walter White with a plaque recognizing him and thanking him for his participation in the 2019 Fill the Boot for Burns Chief's Challenge.

Vehicle Maintenance Report : Board reviewed the report, discussion ensued relative to subject matter.

Approval for Future Action: Repeal of Ordinance 002 and Adoption of Ordinance 007 Increase to Fee Schedule: Chief White presented to the Board the intent to move forward with refining and publishing for a public hearing to at a future Board Meeting request the Board formally repeal Ordinance 002 and adopt Ordinance 007 to increase the fee schedule for the District's Fire Prevention Fees. Discussion ensued relative to subject matter.

MOTION: It was moved by Director Crew, seconded by Director Axe and unanimously carried to approve

Approval for Future Action: Ordinance 008 Adoption and Implementation of a First Responder Fee: Fire Chief Walter White, Battalion Chief Justin Yelinek, and Captain Richard Essaff spoke before the Board relative to subject matter.

Fire Chief Jeff Cookson of Wilton Fire Protection District spoke in support of a First Responder Fee. Doctor Sheri Coburn a local resident requested support of the Board for fire personnel.

MISCELLANEOUS MATTERS

Regular Minutes of February 19, 2019:

MOTION: It was moved by Director Forster, seconded by Director Axe, and unanimously carried to approve the minutes of February 19, 2019 as presented.

CLOSED SESSION: At 12:01p.m., the Board recessed into closed session. The following person was present during portions of this closed session: Members of the Board and the Board Clerk. This portion of the meeting was not recorded.

REGULAR SESSION: At 12:27p.m., the Board reconvened into regular session. The following matters were reviewed during closed session:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE (§ 54957):

MOTION: It was moved by Director Axe, seconded by Director Forster, and carried to approve changes to letter and refer to County Counsel for final review prior to being signed by the Vice Chair and mailed to recipient. 4-1-0 with Chair Oneto voting no.

Closed Minutes of February 19, 2019:

MOTION: It was moved by Director Axe, seconded by Director Brown, and unanimously carried to approve the closed session minutes of February 19, 2019 as presented.

ADJOURNMENT: At 12:28p.m., Chair Oneto adjourned the meeting until March 19, 2019 at 10:30a.m.

President, Amador Fire Protection District