

Monday, May 21, 2018

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

810 Court Street  
Jackson, California 95642

**A G E N D A**

**-- 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.**

**ADMINISTRATIVE MATTERS**

- (1) VEHICLE MAINTENANCE REPORT:** Report of expenses for maintenance and repair of District vehicle fleet.
- (2) PROPERTY DONATION – 5108:** Discussion and possible action relative to donating 5108 to Sutter Creek Fire Protection District.
- (3) POLICY REVISION – EMPLOYEE BENEFITS:** Discussion and possible action relative to subject policy.

**MISCELLANEOUS MATTERS**

**(4) MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of April 24, 2018, as presented or revised.

**(5) MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of May 8, 2018, 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) DISCIPLINE/DISMISSAL/RELEASE:** Discussion and possible action relative to subject matter (pursuant to Government Code §54957)

**(7) PROPERTY NEGOTIATION:** Discussion and possible action relative to real estate negotiations/acquisitions (pursuant to Government Code §54956.8)

**(8) CLOSED SESSION MINUTES:** Review and approval of the closed session minutes of the Board of Directors meeting of April 24, 2018, as presented or revised.

**(9) CLOSED SESSION MINUTES:** Review and approval of the closed session minutes of the Board of Directors meeting of May 08, 2018, as presented or revised.

**ADJOURNMENT**

## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 05/21/18

From: David Bellerive Phone Ext. 391  
(Department Head - please type)

☒ Regular Agenda  
☐ Consent Agenda  
☐ Blue Slip  
☐ Closed Session  
Meeting Date Requested:  
05/21/2018

Department Head Signature 

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 ☒

Committee Review?

N/A ☒

Name \_\_\_\_\_

Committee Recommendation: \_\_\_\_\_

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 \_\_\_\_\_

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)  | April Total Cost this Month | Total Cost of Vehicle starting July 2016 |
|---|-------------------------------|--|------------------|--|--|--|-----------------------------|--|
| C-5100 - 2015 Ford Explorer AWD         | 1FM5K8AR7FGB25939 (E) 1460509 | 19,530   | 24,478           |  | 3/13/18  | Riebes - Volt Battery (\$118.51)   | \$0.00                      | \$413.13                                 |
| C-5101 - 2010 Ford Expedition XLT 4x4   | 1FMJU1G59AEA43199 (E) 1305976 | 162,270  | 169,011          |  | 8/15/17<br>10/31/2017<br>3/6/2018  | Jackson Tire - 4 New Cooper Tires (\$834.99)<br>Steins - Rplc Transmission, C-Service, Fix Clunking in rear (\$4801.80)<br>Steins - B Service (\$82.49)  | \$0.00                      | \$7,807.99                               |
| C-5103 - 2016 Ford F250 4x4             | 1FT7X2B60GEA66410 (E) 1485648 | 19,611   | 38,664           |  | 8/15/17<br>8/29/17<br>9/12/17<br>11/7/17<br>12/27/17<br>1/9/18<br>3/27/18<br>4/10/18 | Elk Grove Ford - Warranty Work (\$0.00)<br>Steins - C Svc (\$115.14)<br>Riebes - Pre Dexcool (\$12.92)<br>Riebes - Foamtune-up (\$25.84)<br>Jackson Tire - 4 Tire Rotation (\$20.00)<br>Steins Auto - A Service (\$82.49)<br>Jackson Tire - 1 new tire (\$225.70)<br>Riebes - Battery (\$147.34) | \$147.34                    | \$999.80                                 |
| C-5104 - Chief 2011 Ford F250 4x4       | 1FT7X2B62BEA30761 (E) 1306800 | 92,337   | 100,816          |  | 8/29/17<br>10/31/2017<br>11/28/17<br>1/16/18<br>1/30/18<br>2/13/18                   | Jackson Tire - 4 New GY Tires (\$960.46)<br>Autozone - Oil (\$6.10)<br>Steins - B Svc. (\$114.06)<br>Steins - A Svc. (\$82.49)<br>Jackson Tire - 1 New Tire (\$240.12)<br>Riebes - Black Mats (\$23.69)  | \$0.00                      | \$2,758.44                               |
| C-5105 - Chief 2012 Ford Expedition 4x4 | 1FMJU1G5XCEF67187 (E) 1401123 | 67,531   | 74,001           |  | 7/25/2017<br>10/17/2017<br>12/5/17<br>12/12/17<br>12/12/17<br>2/20/18<br>3/13/2018   | Foothill Garage & Wrecking - 4 New Tires (\$1025.94)<br>Steins - Headlights Repair (\$141.37)<br>Jackson Tire - Mount Winter Tires (\$34.00)<br>Riebes - Wiper Blades (\$21.52)<br>Steins - C Service (\$390.07)<br>Steins - Coolant Leak Repair (\$619.88)<br>Riebes - De-Icer (\$15.04)        | \$0.00                      | \$4,271.50                               |
| C-5106 -2009 Ford F250 4x4              | 1FTSX21569EA15399 (E) 1294991 | 65,530   | 69,846           |  | 12/27/17   | Steins - C Service (\$799.80)  | \$0.00                      | \$3,055.78                               |
| P-5108 - 2002 Ford Explorer             | 1FMZU73E02ZB69571 (E)1178037  | 129,000  |                  | OOS - Not in use Donate/Surplus                                    | 9/12/17<br>9/19/17<br>10/3/2017  | Riebes - Battery and Parts (\$155.25)<br>Steins - A svc. (\$74.54)<br>America's Tire - 4 New Tires (\$521.40)  | \$0.00                      | \$1,847.32                               |
|   |                               |  |                  |  |  |  |                             |  |

|   |                                  |        |         |   |   |  |          |             |
|---|----------------------------------|--------|---------|---|---|--|----------|-------------|
| <b>E-(5)113 1991<br/>KME 4x4</b>                              | 1HTSEPCR4NH415881<br>{E} 349699  | 80,306 | 85,090  |   | 7/25/2017<br>8/1/17<br>8/29/17<br>9/12/17<br>9/12/17<br>9/12/17<br>12/19/17<br><br>1/9/18<br>1/30/18<br>1/30/18<br>1/30/18<br>2/6/18<br>2/13/18                               | Jackson Tire - 4 New Tires (\$1850.55)<br>Buckhorn Hardwre - Fuse blade, misc. (\$11.59)<br>Amador Steel - Rear Compartment Door Repair (\$32.32)<br>Plymouth Hardware - Nuts and Bolts, Misc. (\$15.88)<br>Pine Grove Hardware - Inverter Parts (\$54.55)<br>Riebes - Tubing seals, conduit wire, battery parts (\$79.57)<br>Doug Veerkamps - Air leak at Pump Switch, Dash Control Valve, Gear Box Leak (\$762.20)<br>Riebes - Lamps/Lights (\$8.99)<br>US Bank - LED Light Bar / Fog Lights (\$76.99)<br>US Bank - LED Lights (\$31.90)<br>Doug Veerkamp - A Service, Ck air sys., Pump shift light inop (\$3533.37)<br>Buckhorn Plaza - Misc. Parts (\$40.18)<br>Riebes -Accufit (\$20.45)   | \$0.00   | \$15,344.33 |
| <b>SQ-5125 2008<br/>Ford F350<br/>(Previously SQ-115)</b>     | 1FDWX37RX8EC15309<br>{E} 1281212 | 99,175 | 101,001 |   | 11/7/2017<br>1/9/18<br>3/13/2018<br>3/20/18<br>4/10/18  | Doug Veerkamp - B Service (\$366.33)<br>Riebes - Wiper Blades (\$17.52)<br>Riebes - Parts, Misc. (\$9.69)<br>Jackson Tire - Swap Tires from R1 (better tires) (\$42.50)<br><b>Doug Veerkamp - B Service + Rplc End Busing on Truck Bar (\$608.60)</b>  | \$608.60 | \$1,441.91  |
| <b>WT-5116 2015<br/>Kenworth</b>                              | 2NKHJ8X9FM437394<br>{E} 1410351  | 2,230  |         | <b>OOS<br/>Electrical issue?</b>              | 7/25/2017<br>1/9/18   | Doug Veerkamp - B Service (\$582.93)<br>Doug Veerkamp - Parts only to repair hood latch strap & hood lock (\$167.45)   | \$0.00   | \$1,312.69  |
| <b>WT-5126 2007<br/>Kenworth</b>                              | 2NKMHZ8X67M199258<br>{E} 1212617 | 16,891 | 17,720  |   | 10/3/17<br>12/12/17<br>3/20/18  | Doug Veerkamp - Repair In Op Engine Brake (\$378.32)<br>Doug Veerkamp - Repair In Op Engine Brake & Blown Gasket (\$494.44)<br>Doug Veerkamp - A Service, rplc fan belt and indicator bulb (\$932.95)  | \$0.00   | \$3,932.39  |
| <b>E-5141 2003<br/>HME</b>                                    | 44KFT42822WZ20024<br>{E} 1159077 | 82,595 | 92,926  |   | 7/10/2017<br>8/1/17<br>8/1/17<br>10/3/2017<br>12/12/17<br>12/27/17<br>1/9/18<br>1/9/18<br>1/9/18<br>1/30/18<br>1/30/18<br>1/30/18<br>1/30/18<br>2/13/18<br>2/13/18<br>2/28/18 | Riebes Auto Parts - Switch, Wiring, Fuse, etc. (\$117.15)<br>Veerkamps - B Svc + A/C Inop (\$1307.32)<br>Burtons Fire - Repair Driveline and Foam Sys (\$8890.85)<br>Lynch's Automotive - Remove Driveline and Replace (for welder) (\$262.50)<br>US Bank - Headlights (\$44.95)<br>Jackson Tire - 2 New Tires (\$1038.47)<br>US Bank/United Tires - New Tires from strike team (\$905.50)<br>LN Curtis - Strainer Screen (\$27.96)<br>Riebes - Oil Cap and Napa Grease/Car (\$18.00)<br>Burton's Fire - Windshield Repair (\$250.00)<br>Jackson Tire - 3 new rear tires (\$1590.41)<br>US Bank - Streamlights for rear (\$341.70)<br>US Bank - Steel Rod and & Spring for Door (\$21.60)<br>Riebes - Wiper (\$16.14)<br>Doug Veerkamp - A Service (after svc, starting leaking water...send to Burton's) (\$663.92)<br>Burton's Fire - Water Tank (foam), Leaking Valves, Pump Crack Repair, Lights (\$4241.66) | \$0.00   | \$34,462.10 |
| <b>SQ-5115 2003<br/>Ford F350 4X4<br/>(previously SQ-145)</b> | 1FDWF37P23ED60337<br>{E} 1159107 | 42,236 |         | <b>OOS<br/>Oil Pump &amp;<br/>Turbo Issue</b> | 8/22/17<br>12/5/17<br>2/13/18<br>2/13/18  | Steins - EBrake & Batteries (\$483.76)<br>Jackson Tire - 4 New Tires (\$805.00)<br>Riebes - Battery (\$330.68)<br>Riebes - Core Deposit Credit (-\$27.00)  | \$0.00   | \$2,603.68  |

|  |                                  |         |         |  |   |  |        |            |
|--|----------------------------------|---------|---------|--|---|--|--------|------------|
| <b>WT-5146 1996<br/>International</b>        | 1HTSDADR7TH397632<br>{E} 035872  | 38,174  | 41,232  |  | 11/21/17<br>1/30/18<br>1/30/18<br>2/20/18   | Jackson Tire Service - 1 Tire and repair steel wheel (\$298.96)<br>Riverview International - Parts to repair leak (\$309.80)<br>US Bank - Halogen Light Bulbs (\$37.86)<br>J&H Auto Repair - Rplc both fuel lines to fuel pump labor only (\$206.60)   | \$0.00 | \$4,275.54 |
| <b>U-5210 2000<br/>Ford Explorer<br/>4x4</b> | 1FMPU16LXYLB47751<br>{E} 1022891 | 107,494 | 107,772 |  | 7/18/2017<br>8/8/17   | Steins Auto Care B Svc (\$111.94)<br>Steins Auto Care - Tow in Died on Road, Alternator, Freon, dye (\$613.71)   | \$0.00 | \$725.65   |
| <b>E-5111 2015<br/>Rosenbauer 4x4</b>        | 54F2CB417FWM11449<br>{E} 1488122 | 19,474  |         | <b>OOS - due to<br/>auto accident<br/>12/18/17</b> | 8/1/17<br>8/15/17<br>8/22/17<br>8/29/17<br>9/26/2017<br>10/17/17<br>11/7/17<br>11/28/17<br>12/5/17<br><br>12/5/17<br>12/12/17<br>2/28/2018<br>2/28/2018 | Riebes - Fuse (\$8.07)<br>Burtons Fire - Mud Flap (\$44.51)<br>Cummins - Warranty Work value of \$4478.65 - (\$100.00)<br>Jackson Tire - 2 dismount/remount Super Sing (\$70.00)<br>Veerkamp - B Service (\$786.58)<br>Riebes - Cap (\$6.45)<br>Jackson Tire - 2 Tires + Mount (\$2024.36)<br>Doug Veerkamp - Tow (\$660.00)(to be reimbursed by Burtons)<br>Burtons Fire - Lower Pump / Transmission Leak (\$1056.60) Partially covered under warranty<br>Jackson Tire - 2 New Tires (\$1108.47)<br>Riebes - Snow Cables (\$430.98)<br>Burton's Fire - Accident Repairs, Misc. (\$26,293.39)<br>VFIS Insurance Claim - Reimbursement (-\$26,293.39) | \$0.00 | \$8,315.44 |
| <b>E-(5)211 1991<br/>KME</b>                 | 1HTSDPCR9NH416110<br>{E} 366231  | 33,432  | 35,469  |  | 11/7/2017<br>12/12/17   | Riebes - Battery, Tubes. Core Deposit, Misc. Parts (\$471.62)<br>Riebes - Wiper Blades (\$11.83)   | \$0.00 | \$4,755.11 |
| <b>E-(5)214 2008<br/>Ford F550</b>           | 1FDAX57R58EB35812<br>{E}1281210  | 28,278  | 29,068  |  | 7/10/2017<br>12/12/2017<br>1/9/18<br>1/16/18<br>1/16/18<br>3/27/18  | Riebes - Light Bulbs (\$93.71)<br>Riebes - Wiper Blades (\$11.83)<br>Riebes - Lamp/Lights (\$10.97)<br>US Bank - LED Lights (\$26.99)<br>Plymouth Ace Hardware - Misc. Parts (\$7.32)<br>Doug Veerkamp - A Service (\$475.26)  | \$0.00 | \$3,457.11 |
| <b>WT-(5)216 2015<br/>Kenworth</b>           | 2NKHJH8X7FM437393<br>{E}1410352  | 3,030   | 3,764   |  | 8/22/17<br>11/7/17<br>12/12/17<br>3/6/18  | Doug Veerkamps - A svc (\$527.93)<br>Burton's - Knob Handle (\$69.04)<br>Riebes - Wiper Blades (\$11.83)<br>Jackson Tire- 2 New Tires (\$1597.12)  | \$0.00 | \$2,736.45 |

|  |                                  |        |         |  |   |   |            |             |
|--|----------------------------------|--------|---------|--|---|---|------------|-------------|
| <b>E-5221 2003<br/>HME</b>             | 44KFT42842WZ20025<br>{E} 1159078 | 97,576 | 105,632 |  | 8/22/17<br>9/12/17<br>10/3/17<br>10/3/17<br>10/17/2017<br>10/17/2017<br>10/31/2017<br>10/31/2017<br>11/7/2017<br>11/7/2017<br>12/5/2017<br>12/5/2017<br>12/5/17<br>12/12/17<br>12/12/17<br>1/9/18<br>2/13/18<br>2/13/18 | Veerkamp - P/S Leak & A/C Inop & Rplc Power Steering Box (\$1907.43)<br>Plymouth Hardware - Toggle Switch, Parts (\$7.)<br>Supply Cache - Brass Pump Assembly (\$94.45)<br>L.N. Curtis - Barrell Strainer (\$189.10)<br>Riebes - Emer Lmp (\$27.99)<br>Plymouth Ace Hardware - Plug and cable ties (\$7.31)<br>Fastenal - supplies to repair roll up doors (\$276.43)<br>Real Truck Works - supplies to repair roll up doors (\$39.60)<br>Riebes - Cab Lift Parts (\$11.84)<br>Plymouth Ace Hardware - Door Repair Parts (\$31.42)<br>Plymouth Ace Hardware - Misc. Nuts/Bolts (\$5.25)<br>Plymouth Ace Hardware - Misc. Nuts/Bolts (\$10.52)<br>Jackson Tire - 2 New Tires + all rotation (\$1078.47)<br>Riebes - Lift Support and light bulbs (\$41.99)<br>Riebes - Wiper Blades (\$12.91)<br>Doug Veerkamp - A Service (\$569.41)<br>Riebes - Oil Cap (\$30.15)<br>Riebes - Lamp (\$36.89) | \$0.00     | \$12,725.20 |
| <b>E-(5)222 1991<br/>KME</b>           | 1HTSDPCRONH416111<br>{E} 349698  | 54,320 | 55,255  |  | 9/12/17<br>10/3/2017<br>10/31/2017<br>12/12/17<br>4/10/18   | Plymouth Hardware - Bulbs (\$10.77)<br>Crimp Supply - Car Battery/ Welding Cable (\$37.12)<br>Veerkamp - Rplc Radiator and Lower Radiator Hose (\$1854.14)<br>Riebes - Wiper Blades (\$12.91)<br><b>Doug Veerkamp - B Service, Weld Crack Exhaust Pipe at Muffler, Repair oil leak @ Turbo oil return line (\$1184.61)</b>  | \$1,184.61 | \$4,035.73  |
| <b>E-(5)223 1998<br/>International</b> | 1HTSDADR6WH551543<br>{E} 993299  | 38,623 | 41,608  |  | 8/8/17<br>8/22/17<br>8/22/17<br>9/12/17<br>9/12/17<br>10/17/2017<br>10/31/2017<br>11/7/2017<br>1/16/18<br>3/13/18<br>4/10/18  | Jackson Tire - 4 New GY Tires (\$2043.64)<br>Auto Zone - Misc. Parts (\$60.37)<br>Ferguson - Pipe Repair (\$43.18)<br>Plymouth Hardware - Misc. Parts (\$55.00)<br>Riebes - Misc. Tubes/Parts (\$82.38)<br>Lynch's - Fuel Rings Replc, Replc Batteries, Replc Starter (\$1701.72)<br>Veerkamp - Repair Leak Power Steering, Rplc Gear Box & Rplc Hose (\$1292.38)<br>Riebes - Lights (\$62.45)<br>Plymouth Ace Hardware - Nuts & Bolts (\$14.14)<br>Riebes - Solenoid (\$69.98)<br><b>Ace Hardware - Misc. Parts for Hose Bed, Tire Chains, etc. (\$49.95)</b>  | \$49.95    | \$9,788.85  |
| <b>E-(5)231 1992<br/>Freightliner</b>  | 1FV6HLBB8NL481046<br>{E} 352799  | 63,292 | 63,359  |  | 7/25/2017<br>2/13/18<br>2/13/18   | Doug Veerkamp - B Service (\$525.94)<br>Riebes - Battery (\$471.62)<br>Riebes - Battery Core Deposit (\$-27.00)   | \$0.00     | \$8,371.53  |
| <b>E-(5)234 1992<br/>Ford F350 4x4</b> | 2FDKF38G7NCA42025<br>{E} 292907  | 33,123 | 33,301  |  | 7/10/17<br>8/1/17<br>11/7/17<br>4/10/18<br>4/10/18  | Jackson Tire - 4 new tires (\$727.63)<br>Ace Hardware - Oil (\$9.26)<br>Doug Veerkamp - A Service (\$260.99)<br><b>Riebes - Fittings for pump (\$12.91)</b><br><b>Ace Hardware - Fuses, Bushings, etc. (\$34.31)</b>  | \$47.22    | \$3,015.89  |
| <b>WT-(5)236 2007<br/>Kenworth</b>     | 2NKMHZ8X87M199259<br>{E} 1212616 | 9,833  | 10,150  |  | 12/12/17  | Riebes - Wiper Blades (\$12.91)   | \$0.00     | \$865.30    |

|                           |                                  |        |        |                                     |   |  |         |             |              |
|---------------------------|----------------------------------|--------|--------|-------------------------------------|---|--|---------|-------------|--------------|
| E-5361 2016<br>Rosenbauer | 54F2CA512GWM11580<br>{E} 1425867 | 8,502  | 14,261 |                                     | 9/5/17<br>10/31/2017<br>12/19/17<br>2/28/18<br>3/6/18<br>3/18/2018<br>4/17/18<br>4/17/18  | Veerkamp - A service (\$547.79)<br>Amador Steel - Light bracket repair (\$48.49)<br>Jackson Tire - Rotate 6 Tires (\$60.00)<br>Burton's Fire - Fabricate Map box for engine (\$439.89)<br>Jackson Tire - 2 Tires Crossed (\$35.00)<br>Riebes - Blue Def (\$27.99)<br><b>Jackson Tire - Repair 1 Tire (\$37.97)</b><br><b>Riebes - Air Hose (\$10.01)</b>   | \$47.98 | \$1,674.42  |              |
| E-5364 2008<br>Ford 4x4   | 1FDAW57R38EC53893<br>{E} 1356272 | 32,581 |        | OOS - Burtons<br>(Pump Issue)       | 7/10/2017<br>7/25/2017<br>10/3/2017<br>2/13/18<br>2/28/2018   | Riebes - LED back up lights (\$56.75)<br>Burtons - 2.5 30x400 Guage (\$67.59)<br>Feld Fire - Paratech Inline Relief Valve (\$352.94)<br>L.N. Curtis - AC Adaptor (\$39.87)<br>Doug Veerkamp - A Service (\$627.66)   | \$0.00  | \$10,942.62 |              |
| E-5368 2007 E-<br>ONE     | 4ENGAAA8371002458<br>{E} 1356273 | 62,266 |        | OOS -<br>Veerkamps<br>(Motor Issue) | 7/18/17<br>8/22/17<br>10/17/2017<br>10/31/2017<br>11/7/17<br>1/16/18<br>1/23/18<br>2/13/18<br>2/13/18<br>2/28/18<br>3/6/18<br>3/13/18 | Jackson Tire - Tire Rotation (\$70)<br>Burtons - Pump D/C Pressure Guage (\$120.61)<br>Riebes - Air Filter and Thermo Sleeve (\$282.77)<br>Burtons - Pump Shift (\$153.52)<br>Burtons - Tow Service + Rebuild Hale VPS shifter pump (\$916.16)<br>Doug Veerkamp - A Service (\$580.59)<br>Jackson Tire - 2 new tires (\$1439.02)<br>Riebes - Mud flaps (\$23.68)<br>Riebes - Screws/Washers (\$4.44)<br>L&N Curtis - Field Service Kit Valve (\$54.69)<br>US Bank - Light (\$19.98)<br>Riebes - Plugs, Misc. Parts (\$50.80) | \$0.00  | \$21,542.32 |              |
|                           |                                  |        |        |                                     |   |  |         | \$2,085.70  | \$180,737.96 |



## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 05/21/18

From: David Bellerive  
(Department Head - please type)

Phone Ext. x391

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

05/21/18

Department Head Signature



Agenda Title:

PROPERTY DONATION - 5108

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

Per the direction of the Board on the meeting of February 20, 2018, the District offered for donation of 5108 (2002 Ford Explorer) to all local Fire Districts. Sutter Creek Fire Protection District requested to accept the donation per the attached email from Fire Chief Dominic Moreno.

We would like to request approval of the Board to transfer title of ownership of 5108 to Sutter Creek Fire Protection District. This will be a donation and there will be no exchange of money. 5108 will be donated as is.

Recommendation/Requested Action:

Authorize donation of 5108 to Sutter Creek Fire Protection District.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

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



AFPD Headquarters <afpdhdq@amadorgov.org>

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## Fwd: Old prevention vehicle

1 message

David Bellerive <dbellerive@amadorgov.org>

Mon, May 7, 2018 at 3:24 PM

To: AFPD <afpdhdq@amadorgov.org>, Nicole Cook <ncook@amadorgov.org>

Cc: Justin Yelinek <jyelinek@amadorgov.org>, Ryan Hamre <rhamre@amadorgov.org>, Aaron Watkins <AWatkins@amadorgov.org>

We will place this on the regualr agenda.

----- Forwarded message -----

From: **Dominic Moreno** <suttercreekfire@sbcglobal.net>

Date: Mon, May 7, 2018 at 3:19 PM

Subject: Old prevention vehicle

To: Chief David Bellerive <dbellerive@amadorgov.org>

Dave,

The Sutter Creek Fire District will accept the fire prevention vehicle you are disposing of. We plan on using it for our volunteers who are taking classes to benefit the district and to use it for a backup command vehicle. Thank you for the donation.

Sincerely,

Dominic Moreno, Sutter Creek Fire

--

David Bellerive, Fire Chief

Amador Fire Protection District

810 Court Street

Jackson, CA 95642-2132

Office: 209-223-6391 Fax: 209-223-6646

Email: dbellerive@amadorgov.org



## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 05/21/2018

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

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

05/21/2018

Department Head Signature 

Agenda Title: POLICY REVISION -EMPLOYEE BENEFITS

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

Discussion and possible action on revision to Personnel Policies Manual as it relates to employee benefits .

Recommendation/Requested Action:

Approve resolution adopting policy revision, as submitted or amended.

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

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

IN THE MATTER OF:

RESOLUTION APPROVING REVISIONS TO  
THE AMADOR FIRE PROTECTION DISTRICT  
PERSONNEL POLICIES MANUAL,  
MAY 2018 REVISION, EMPLOYEE BENEFITS

RESOLUTION NO. AFD 18-

**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 the Amador Fire Protection District Personnel Policies Manual revision as follows:

Employee Benefits, revision effective May 21, 2018

**BE IT FURTHER RESOLVED** that the President be and hereby is authorized to sign the resolution approving revision to the personnel 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 21st day of May, 2018, by the following vote:

AYES:

NOES:

ABSENT:

---

President, Board of Directors

ATTEST:

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

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- (b) The normal work day, for assigned station duties etc., shall be from 0800 to 1700 with a lunch break from 1200 to 1300 or as soon thereafter as possible due to emergency activity.
  - (c) Employees shall participate, as required, in evening drills/trainings.
- 2. Non-24 Hour Shift Employee. Fire suppression personnel assigned to a work day schedule of 9 to 12 hours. Non-24 Hour Shift employees shall have a FLSA Sec. 7(k) work period of fourteen consecutive days beginning on Sunday morning at 12:01 am and ending the second following Saturday at 12 midnight.
  - (a) Hours worked in excess of 106 hours by a Non-24 Hour Shift employee during the fourteen day work period shall be compensated at the overtime rate.
  - (b) Employees shall take a paid lunch break midway through their assigned workday or as soon thereafter as possible due to emergency activity.
  - (c) Employees shall participate, as required, in evening drills/trainings.
- 3. Forty (40) Hour Employee. District administrative employees, scheduled to work forty hours per week and considered nonexempt under FLSA, shall be compensated at the overtime rate for all hours worked in excess of forty hours in a single workweek. The workweek shall begin at 12:01 a.m. Sunday and end at 12:00 midnight Saturday.

## II. TYPES OF EMPLOYMENT

### A. Regular Full-Time

A regular full-time employee has an established job classification, works one of the standard duty shifts specified in Section I of these policies, has successfully completed the initial probation period and is entitled to employee benefits.

### B. Regular Part-Time

A regular part-time employee has an established job classification, works a minimum of eight (8) hours and less than forty (40) hours per standard workweek, twelve months per year; and has completed the initial probation period. A regular part-time employee gets paid on an hourly basis and receive on a pro-rated basis ~~no~~ employee benefits excluding health insurance and holiday as defined in section seven, employee benefits within this policy manual. ~~excepting the District's 401(a) Plan.~~

### C. Temporary/Seasonal

F. Exempt Employees

Exempt employees are exempt from overtime pay within the meaning of State and Federal Wage and Hour Laws and are not eligible to receive payment of overtime compensation. Exempt employees are engaged in work which is primarily intellectual, managerial and/or creative, and which requires exercise of discretion, independent judgment, and supervisory control over other employees.

The following positions are considered exempt:

1. Administrative Employees

An administrative employee exempt from overtime must be one whose duties and responsibilities involve the following:

- (a) The employee is compensated on a salary basis at a rate of not less than \$455 per week; and
- (b) The employee's primary duties must be the performance of office or non-manual work directly related to management or general business operations of the employer or the employer's customers; and
- (c) The employee's primary duties include work which requires the exercise of discretion and independent judgment with respect to matter of significance.

2. Executive Employees

An executive employee is one whose employment meets the following test:

- (a) The employee is compensated on a salary basis at a rate not less than \$455 per week; and
- (b) The employee's primary duties consist of managing the District or managing a customarily recognized department or subdivision of the District; and
- (c) The employee customarily and regularly direct the work of at least 2 or more other full-time employees or their equivalent; and
- (d) The employee must have authority to hire or fire other employees, or the employee's suggestions and recommendations as to hiring,



1

An applicant for employment may be required to complete and pass an employment examination if one is established as a part of the application process for the position. Examinations may be written, oral or practical or any combination of the three.

C. Employment Entrance Medical Examination

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

D. Pre-Employment Background Screening

The District may require pre-employment background screening for certain positions after an offer of employment has been made to a job applicant and prior to commencement of the employment duties of such applicant. The District will condition the offer of employment on the results of such background investigation. A pre-employment background check is a sound business practice that benefits everyone. It is not a reflection on a particular job 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 hiring process. All screening reports are kept and maintained separately from an employee's personnel 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 applicant who refuses to sign a release form will not be eligible for employment.

A job applicant has certain legal rights to discover and to dispute or explain any information prepared by a third party background screening agency. If the District intends to deny employment wholly or partly because of information obtained in pre-employment check conducted by the District's consumer reporting agency, 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 check or to dispute its accuracy.

are permitted to work. This procedure has been established by law and requires that individuals provide satisfactory evidence of their identity and legal authority to work in the United States no later than three (3) business days after beginning work. Accordingly, all newly hired employees must go through this procedure.

G. Employment of Board Members and Family Members

Current Board members' immediate family may not be employed by the District. This policy does not apply to volunteers, or to employees who are employed prior to the time such employee's family member becomes a member of the Board.

Board members are not eligible for employment with the District until one year after the expiration of their term of office.

H. Hiring Authority

The hiring of the Fire Chief is the responsibility of the Board of Directors of District. Selection of paid employees and volunteers is the responsibility of the Fire Chief. The Fire Chief may delegate hiring of non-supervisory personnel to Battalion Chiefs. Battalion Chiefs shall participate in the selection, discipline and/or discharge of non-supervisory firefighters and volunteers.

I. Pay Schedule

All employees are paid according to the pay schedule adopted by the Board of Directors. A new employee may start at a step higher than the first pay grade upon approval by the Fire Chief.

#### **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 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, or employee morale or dissension problems that can result from such relationships. In accordance with this policy, relatives of employees and individuals with whom employees reside will not be eligible for employment with the District in any situation where potential problems of supervision, safety, security or morale exists, or where personal relationships create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. For purposes of this policy, relatives include an employee's parent, child, spouse, brother, or sister or stepparent, stepchild, stepbrother or stepsister. Relatives also include any parent, child, brother or sister of an employee's spouse. As noted above, the policy is not limited to relatives and applies to other situations involving actual and potential conflicts of interest.

D. Temporary Promotions

A full-time employee may be required to temporarily take the place of his/her supervisor when such supervisor is on sick, vacation or FMLA leave. This temporary replacement shall not exceed four consecutive calendar weeks. During such period of time the replacement employee who has been temporarily promoted shall not receive any adjustment in salary. Such temporary promotions are intended to broaden the experience and test the capabilities of the temporarily promoted employee. If such an employee is required to replace his/her supervisor for more than four consecutive calendar weeks due to operational necessity, he/she may be eligible for an increase in salary in the judgment of the Fire Chief. In such event this will be considered a temporary promotion. "Operational necessity" includes, but is not limited to, a vacancy due to long-term illness, special, personal or emergency leave, time needed to fill a vacant position, covering of peak workload periods, critical job assignments and the like.

E. Overtime Policy

Employees will be paid for their hours worked in accordance with all legal requirements. Employees who qualify as exempt employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy.

1. Planned Overtime:

24-hour shift employees are scheduled to work an average 56 hour workweek which includes 3 hours of "planned overtime". Vacation and sick leave count as hours worked when calculating planned overtime

2. Unplanned Overtime:

Overtime which is not part of an employee's regularly scheduled hours is considered "unplanned overtime". Unplanned overtime should be kept to a minimum. All unplanned overtime, with the exception of overtime necessitated by an ongoing incident, requires prior authorization by a Battalion Chief or the Fire Chief. Unplanned overtime shall be recorded on an employee's timesheet. Sick leave, holiday and vacation hours paid but not worked are not included in calculating unplanned overtime. Unplanned overtime is based on actual hours worked.

All overtime worked is compensated at one and one-half (1½) times an employee's regular hourly rate of pay as follows:

or employee's performance in his/her present job, education, knowledge, ability, physical and mental fitness.

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

An employee who is on probationary status after a promotion may, for any lawful 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 classification at the pay step earned prior to promotion. Any such employee on probationary status after promotion will be given prior written notice of any planned return to his or her prior classification and pay step.

C. Employee Performance Evaluations

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

If the employee is a paid firefighter and the performance evaluation contains any comment adverse to the firefighter's interest, pursuant to the Firefighters Bill of Rights the Fire Chief shall not place the evaluation in the firefighters personnel file until the firefighter has read and signed the performance evaluation acknowledging the firefighter's awareness of the contents. If, however, the firefighter refuses to sign the performance evaluation, the District may place the performance evaluation in the firefighter's personnel file with a notation of the refusal of acknowledgment by the firefighter. A firefighter may also submit a written response to any comment in a personnel evaluation within thirty (30) days after receipt of the evaluation, which will be attached to the evaluation and placed in the personnel file.

The evaluation of the Fire Chief shall be made by the Board of Directors of the District. Evaluations shall be made on no less than an annual basis. The evaluation shall be made in writing and shall be discussed with the Fire Chief by the Chairman of the Board of Directors or the personnel committee of the Board. The Fire Chief is entitled to all of the rights and privileges afforded by the Firefighters Bill or Rights with respect to performance evaluations described in this section.

Part-time employees shall earn and accrue paid vacation leave on a prorated monthly basis in accordance with the following:

(a) First five years of employment:

Vacation leave shall be earned and accrued at the rate of 0.041 for each regular hour of service, which accrual shall be credited monthly.

(b) Six or more years of employment:

Vacation leave shall be earned and accrued at the rate of 0.057 for each regular hour of service, which accrual shall be credited monthly.

2. Vacation leave shall be accrued and recorded at the end of each month.

32. Ceiling on Vacation Benefits

Employees are encouraged to use their vacation benefits. No employee shall be eligible to accrue more than a maximum of twice their annual vacation accrual rate specified above. Once the maximum accrued number of vacation hours is reached, vacation accrual will cease until the vacation balance falls below the allowed maximum. If an employee later uses enough vacation to fall below the allowed maximum, the employee will start accruing vacation leave again from that date forward until the ceiling is reached again. An employee may request that an exception be made to the ceiling on vacation benefits because of extraordinary circumstances. All such exceptions shall require the approval of the Board of Directors.

43. Scheduling Vacation

Vacation leave shall be arranged by the employee and his/her supervisor and shall be scheduled to cause the least inconvenience to District operations. The vacation leave request shall be granted as long as the time period requested is consistent with the requirements of the job and the parameters of this policy. Employees are to request vacation leave no less than 96 hours in advance.

Application for vacation leave days for the following calendar year can be submitted to the District in an "annual bid" process beginning October 15<sup>th</sup> and ending November 15<sup>th</sup> of each year. Vacation selections will be awarded by the Fire Chief, based on employee seniority, by December 1<sup>st</sup>

An employee separating from employment shall not be reimbursed for unused sick leave. In addition, employees shall not receive payment for accrued but unused sick leave at any time during employment.

Since paid sick leave is to protect the employee from loss of earnings and not to provide days off with pay, misrepresentation as to the reason for absence from the District for the purpose of receiving paid sick leave shall be considered as an act of dishonesty and is cause for personnel action up to and including dismissal.

1. Statement of Physician

The District reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury or disability. The employee may be asked to provide a physician statement that verifies the nature of the illness, injury or disability, its beginning and ending dates, and/or the employee's ability to return to work without endangering his/her own safety or the safety of others.

When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. The Fire Chief may request such a statement in all situations where it is deemed that such a statement is warranted.

2. Sick Leave Procedure

Employees who are unable to report to work due to personal, dependent or spousal illness or injury should contact the Fire Chief as soon as possible and, if feasible, no later than their normal starting time. If an employee becomes sick during the day, the Fire Chief should be notified if feasible before the employee leaves work. Failure to follow these procedures may result in treatment of the time as an unexcused absence.

D. Holidays

All regular full-time employees of the District shall be entitled to receive compensation for holidays as follows:

1. 24 Hour Shift Employee

Full-time Shift employees shall receive 120 hours of the employee's regular hourly rate of pay per year in lieu of holiday leave. Holiday pay disbursement, to be included as "Holiday Pay" on each pay period, shall be calculated by multiplying each affected employee's regular hourly rate of pay by 120 hours and dividing by the number of pay periods in a year.

2. Non-24 Hour Shift Employee



An employer sponsored 457 Deferred Compensation Plan and Governmental 401(a) Plan (Plan) provided through the Hartford Company is available to District full-time and part-time employees. The Plan documents are available for review at the District Office. Eligible employees may review Plan details, Plan options, and enroll in the Plan by contacting the financial advisor in charge of the Plan at the Jackson office of Edward Jones (209) 223-3186.

## **VIII. GENERAL OFFICE POLICIES**

### **A. District Vehicle Policy**

1. Those firefighting employees who are authorized to drive District vehicles must possess the correct driver's license, valid in the State of California, for the type vehicle being driven and have a good, safe driving record as determined pursuant to District policy. Any firefighter who does not comply with the above may be suspended from driving District vehicles until compliance is accomplished. In severe cases, firefighters who cannot comply with these regulations may be subject to personnel action, up to and including possible termination.
2. Firefighters who drive District vehicles are prohibited from transporting non-firefighting personnel, including family members, unless prior permission is obtained from the Fire Chief.
3. The Fire Chief, Battalion Chief, and other designated firefighters may be permitted to take District vehicles home after regular work hours, providing however, that said vehicle may be used for District business only. Such use of the District vehicles will include response to emergencies, facility alarms, attendance at District meetings, attendance at community meetings to represent the District, certain program responsibilities, and other approved uses. Firefighters will not generally be permitted to take vehicles home to residences outside of the District's boundaries, except as authorized above.
4. As a condition of employment any firefighter who operates a District vehicle shall notify the Fire Chief as soon as possible following any accident in a District vehicle.
5. When using District vehicles firefighters shall exercise care, notify their supervisor of any damage, defect or need for repair and follow all safety standards and operating instructions for the particular vehicle utilized.

## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 05/21/18

From: David Bellerive  
(Department Head - please type)

Phone Ext. x391

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

05/21/18

Department Head Signature



Agenda Title:

MINUTES

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

Review and approval of the Board of Directors regular minutes of April 24, 2018 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

Completed by

A new ATF is required from

Department

For meeting

of

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

ATTEST: \_\_\_\_\_

AFPD Board Clerk



**AMADOR FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

Meeting Was Recorded  
On MP3  
No. AFD 18-04

Jackson, California  
Tuesday April 24, 2018  
2:32 p.m.

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

**Present:**

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

**Staff:**

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

**AGENDA**

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

**Absent: Director Oneto**

**PUBLIC MATTERS NOT ON THE AGENDA:** Jackson Fire Chief Debbie Mackey presented a concern to the Board regarding rumor of a potential station located in the Martel Area.

Fire Chief David Bellerive provided updates to the Board; Pat Moody from the Pine Grove area would like to express her sincere gratitude to Amador Fire for helping her father multiple times before his passing. A Confined Space Rescue Class was recently held, and Amador Fire now has an additional eight rescuers on the Confined Space Team. Amador Fire will be participating in the Every 15 Minutes program to be held at Amador High School in May.

**CONSENT AGENDA:**

**MOTION:** It was moved by Director Axe, seconded by Director Crew, and unanimously carried to approve the consent agenda as presented.

**Absent: Director Oneto**

**ADMINISTRATIVE MATTERS**

**Vehicle Maintenance Report:** Chief Bellerive presented the subject report to the Board. Discussion ensued relative to subject matter.

**At 2:40pm Director Oneto took his seat.**

### **Property Donation – Rescue 1:**

**MOTION:** It was moved by Director Axe, seconded by Director Oneto, and unanimously carried to approve the Donation of Rescue 1 to the City of Ione Fire Department.

**FY 2018/20109 Benefit Assessment:** Discussion ensued relative to subject matter.

**MOTION:** It was moved by Director Forster, seconded by Director Crew, and unanimously carried to approve the resolution for the FY 2018/2019 Benefit Assessment with a correction to the title of the resolution.

**Agreement for Fire Services to County of Amador:** Chief Bellerive presented to the board a request implement an agreement with the County of Amador to provide fire services to represent the County in matters of Fire and Life Safety where the County currently has no representation.

Discussion ensued and direction was given to staff to work with County Counsel and the County Administrative Officer to come up with a formal agreement to present at the next Board Meeting.

### **MISCELLANEOUS MATTERS**

#### **Regular Minutes of March, 2018:**

**MOTION:** It was moved by Director Forster, seconded by Director Axe, and carried to approve the minutes of March 20, 2018 as presented.

**CLOSED SESSION:** At 2:55p.m., the Board recessed into closed session. The following person was present during portions of this closed session: Fire Chief David Bellerive. This portion of the meeting was not recorded on tape.

**REGULAR SESSION:** At 4:05p.m., the Board reconvened into regular session. The following matters were reviewed during closed session:

**Discipline/Dismissal/Release:** Discussion only, no action taken.

#### **Discipline/Dismissal/Release:**

**MOTION:** It was moved by Director Forster, seconded by Director Axe, and unanimously carried to approve resolution approving agreement with Command Strategies Consulting.

**Property Negotiations:** Discussion only, no action taken

#### **Property Negotiations:**

**MOTION:** It was moved by Director Forster, seconded by Director Oneto, and unanimously carried to approve proceeding with purchase of property on APN 033-480-051.

**Public Employee Performance Evaluation for Fire Chief:** Discussion only, no action taken.

**Confidential Minutes:**

**MOTION:** It was moved by Director Forster, seconded by Director Axe, and unanimously carried to approve the confidential minutes of March 20, 2018, as presented.

**ADJOURNMENT:** At 4:06p.m., President Morgan adjourned the meeting until May 21, 2018 at 10:30a.m.

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President, Amador Fire Protection District