

Tuesday, March 20, 2018

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

810 Court Street
Jackson, California 95642

A G E N D A

-- 10:30.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) BUDGET APPROPRIATION:** To increase revenues and expenditures to reflect insurance claim payments received and invoices paid for the insurance claim on Engine 5111, and transfer funds from Fixed Assets to new Loan Principal and Loan Interest line items per Auditors instruction.
- (2) VEHICLE MAINTENANCE REPORT:** Report of expenses for maintenance and repair of District vehicle fleet.
- (3) REVISION TO EXHIBIT A - COST OF LIVING INCREASE FOR NON-REPRESENTED EMPLOYEES:** Request to give all non-represented employees a 2% COLA.

- (4) **LONGEVITY PAY FOR NON-REPRESENTED EMPLOYEES:** Request to apply same longevity pay to non-represented employees as represented employees.
- (5) **REVISION TO EXHIBIT A - COMPACTION INCREASE FOR BATTALION CHIEFS:** Request of a one time 2% increase to the Battalion Chief pay scale to relieve impaction between Battalion Chiefs and Captains.

MISCELLANEOUS MATTERS

- (6) **MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of February 20, 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).

- (7) **PROPERTY NEGOTIATION:** Discussion and possible action relative to real estate negotiations/acquisitions (pursuant to Government Code §54956.8)
- (8) **DISCIPLINE/DISMISSAL/RELEASE:** Discussion and possible action relative to subject matter (pursuant to Government Code §54957)
- (9) **CLOSED SESSION MINUTES:** Review and approval of the closed session minutes of the Board of Directors meeting of February 20, 2018, as presented or revised.

ADJOURNMENT

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/20/2018

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

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

03/20/2018

Department Head Signature 

Agenda Title: BUDGET APPROPRIATION

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

Budget appropriation to increase revenues and expenditures to reflect insurance claim payments received and invoices paid for the insurance claim on Engine 5111, and transfer funds from Fixed Assets to new line items for Loan Principal and Loan Interest as instructed by the Auditor.

Recommendation/Requested Action:

Approve as submitted

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

budget transfer form attached

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:

Auditor

FOR CLERK USE ONLY

Meeting Date

3/20/18

Time

10:30 am

Item #

1

Board Action: Approved Yes___ No___

Unanimous Vote: Yes___ No___

Ayes:

Resolution

Ordinance

Other:

Noes

Resolution

Ordinance

Absent:

Comments:

Distributed on

A new ATF is required from

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

DATE: 3/20/2018

REQUESTED BY  DEPARTMENT Amador Fire Protection District
David Bellerive, Fire Chief

APPROVED BY DISTRICT BOARD: _____ DATE: _____

APPROVED BY AUDITOR CONTROLLER: _____ DATE: _____

JOURNAL ENTRY NO: _____

BUDGET APPROPRIATIONS

REVENUES APPROPRIATIONS

[illegible]

REASON FOR THE REQUEST:

We received a check for \$26,293.39 from our insurance company, to cover the current cost of repairs for Engine 5111 which was involved in an accident. We deposited the check into Miscellaneous Revenue (47890) and paid a claim to Burton's Fire in the same amount for the repairs out of Maintenance Equipment (51700).

We budgeted the monies for the Loan on Engine 5141 in fixed assets (56200), but per the Auditor those monies need to be paid out of newly created line items, 55201 for the Principle on the Loan, and 55202 for the Interest.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 3/20/18

From: David Bellerive
(Department Head - please type)

Phone Ext. 391

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

3/20/18

Department Head Signature David Bellerive

Agenda Title: VEHICLE MAINTENANCE REPORT

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

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

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts None

Is a 4/5ths vote required?

Yes ☐

No ☒

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 3/20/18

Time 10:30am

Item # 2

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)	February Total Cost this Month	Total Cost of Vehicle starting July 2016
C-5100 - 2015 Ford Explorer AWD	1FM5K8AR7FGB25939 (E) 1460509	19,530	23,986				\$0.00	\$294.62
C-5101 - 2010 Ford Expedition XLT 4x4	1FMJU1G59AEA43199 (E) 1305976	162,270	167,897		8/15/17 10/31/2017	Jackson Tire - 4 New Cooper Tires (\$834.99) Steins - Rplc Transmission, C-Service, Fix Clunking in rear (\$4801.80)	\$0.00	\$7,725.50
C-5103 - 2016 Ford F250 4x4	1FT7X2B60GEA66410 (E) 1485648	19,611	34,413		8/15/17 8/29/17 9/12/17 11/7/17 12/27/17 1/9/18	Elk Grove Ford - Warranty Work (\$0.00) Steins - C Svc (\$115.14) Riebes - Pre Dexcool (\$12.92) Riebes - Foamtune-up (\$25.84) Jackson Tire - 4 Tire Rotation (\$20.00) Steins Auto - A Service (\$82.49)	\$0.00	\$626.76
C-5104 - Chief 2011 Ford F250 4x4	1FT7X2B62BEA30761 (E) 1306800	92,337	98,156		8/29/17 10/31/2017 11/28/17 1/16/18 1/30/18 2/13/18	Jackson Tire - 4 New GY Tires (\$960.46) Autozone - Oil (\$6.10) Steins - B Svc. (\$114.06) Steins - A Svc. (\$82.49) Jackson Tire - 1 New Tire (\$240.12) Riebes - Black Mats (\$23.69)	\$23.69	\$2,758.44
C-5105 - Chief 2012 Ford Expedition 4x4	1FMJU1G5XCEF67187 (E) 1401123	67,531	72,002		7/25/2017 10/17/2017 12/5/17 12/12/17 12/12/17 2/20/18	Foothill Garage & Wrecking - 4 New Tires (\$1025.94) Steins - Headlights Repair (\$141.37) Jackson Tire - Mount Winter Tires (\$34.00) Riebes - Wiper Blades (\$21.52) Steins - C Service (\$390.07) Steins - Coolant Leak Repair (\$619.88)	\$619.88	\$4,256.46
C-5106 -2009 Ford F250 4x4	1FTSX21569EA15399 (E) 1294991	65,530	69,055		12/27/17	Steins - C Service (799.80)	\$0.00	\$3,055.78
P-5108 - 2002 Ford Expedition	1FMZU73E02ZB69571 (E) 1178037	129,000		OOS - Not in use Donate/Surplus	9/12/17 9/19/17 10/3/2017	Riebes - Battery and Parts (\$155.25) Steins - A svc. (\$74.54) America's Tire - 4 New Tires (\$521.40)	\$0.00	\$1,847.32
Rescue 1 1999 Ford F350 4x4	1FDWF37F8XEB48328 (E) 1013917	79,797		OOS - Blown Gasket at Station 116 Donate	8/1/17 11/7/2017 11/28/17 12/12/17 1/16/18	Riebes - Antifreeze (\$49.52) Doug Veerkamp - B Service (\$411.90) Doug Veerkamp - Tow (\$660.00) Riebes - Coolant (\$31.22) Steins - Coolant Bottle Repair (\$104.46)	\$0.00	\$3,217.24

E-(5)113 1991 KME 4x4	1HTSEPCR4NH415881 {E} 349699	80,306	88,725		7/25/2017 8/1/17 8/29/17 9/12/17 9/12/17 9/12/17 12/19/17 1/9/18 1/30/18 1/30/18 1/30/18 2/6/18 2/13/18	Jackson Tire - 4 New Tires (\$1850.55) Buckhorn Hardwre - Fuse blade, misc. (\$11.59) Amador Steel - Rear Compartment Door Repair (\$32.32) Plymouth Hardware - Nuts and Bolts, Misc. (\$15.88) Pine Grove Hardware - Inverter Parts (\$54.55) Riebes - Tubing seals, conduit wire, battery parts (\$79.57) Doug Veerkamps - Air leak at Pump Switch, Dash Control Valve, Gear Box Leak (\$762.20) Riebes - Lamps/Lights (\$8.99) US Bank - LED Light Bar / Fog Lights (\$76.99) US Bank - LED Lights (\$31.90) Doug Veerkamp - A Service, Ck air sys., Pump shift light inop (\$3533.37) Buckhorn Plaza - Misc. Parts (\$40.18) Riebes -Accufit (\$20.45)	\$60.63	\$15,344.33
SQ-5125 2008 Ford F350 (Previously SQ-115)	1FDWX37RX8EC15309 {E} 1281212	99,175	100,534		11/7/2017 1/9/18	Doug Veerkamp - B Service (\$366.33) Riebes - Wiper Blades (\$17.52)	\$0.00	\$781.12
WT-5116 2015 Kenworth	2NKHJ8X9FM437394 {E} 1410351	2,230	2,395		7/25/2017 1/9/18	Doug Veerkamp - B Service (\$582.93) Doug Veerkamp - Parts only to repair hood latch strap & hood lock (\$167.45)	\$0.00	\$1,312.69
WT-5126 2007 Kenworth	2NKMZH8X67M199258 {E} 1212617	16,891	17,521		10/3/17 12/12/17	Doug Veerkamp - Repair In Op Engine Brake (\$378.32) Doug Veerkamp - Repair In Op Engine Brake & Blown Gasket (\$494.44)	\$0.00	\$2,999.44
E-5141 2003 HME	44KFT42822WZ20024 {E} 1159077	82,595	91,006		7/10/2017 8/1/17 8/1/17 10/3/2017 12/12/17 12/27/17 1/9/18 1/9/18 1/9/18 1/30/18 1/30/18 1/30/18 1/30/18 2/13/18 2/13/18 2/28/18	Riebes Auto Parts - Switch, Wiring, Fuse, etc. (\$117.15) Veerkamps - B Svc + A/C Inop (\$1307.32) Burtons Fire - Repair Driveline and Foam Sys (\$8890.85) Lynch's Automotive - Remove Driveline and Replace (for welder) (\$262.50) US Bank - Headlights (\$44.95) Jackson Tire - 2 New Tires (\$1038.47) US Bank/United Tires - New Tires from strike team (\$905.50) LN Curtis - Strainer Screen (\$27.96) Riebes - Oil Cap and Napa Grease/Car (\$18.00) Burton's Fire - Windshield Repair (\$250.00) Jackson Tire - 3 new rear tires (\$1590.41) US Bank - Streamlights for rear (\$341.70) US Bank - Steel Rod and & Spring for Door (\$21.60) Riebes - Wiper (\$16.14) Doug Veerkamp - A Service (after svc, starting leaking water...send to Burton's) (\$663.92) Burton's Fire - Water Tank (foam), Leaking Valves, Pump Crack Repair, Lights (\$4241.66)	\$4,921.72	\$34,462.10
SQ-5115 2003 Ford F350 4X4 (previously SQ-145)	1FDWF37P23ED60337 {E} 1159107	42,236	42,641		8/22/17 12/5/17 2/13/18 2/13/18	Steins - EBrake & Batteries (\$483.76) Jackson Tire - 4 New Tires (\$805.00) Riebes - Battery (\$330.68) Riebes - Core Deposit Credit (-\$27.00)	\$303.68	\$2,603.68
WT-(5)146 1996 International	1HTSDADR7TH397632 {E} 035872	38,174	40,402		11/21/17 1/30/18 1/30/18 2/20/18	Jackson Tire Service - 1 Tire and repair steel wheel (\$298.96) Riverview International - Parts to repair leak (\$309.80) US Bank - Halogen Light Bulbs (\$37.86) J&H Auto Repair - Rplc both fuel lines to fuel pump labor only (\$206.60)	\$206.60	\$4,275.54

U-5210 2000 Ford Explorer 4x4	1FMPU16LXYLB47751 {E} 1022891	107,494	107,724		7/18/2017 8/8/17	Steins Auto Care B Svc (\$111.94) Steins Auto Care - Tow in Died on Road, Alternator, Freon, dye (\$613.71)	\$0.00	\$725.65
E-5111 2015 Rosenbauer 4x4	54F2CB417FWM11449 {E} 1488122	19,474		OOS - due to auto accident 12/18/17	8/1/17 8/15/17 8/22/17 8/29/17 9/26/2017 10/17/17 11/7/17 11/28/17 12/5/17 12/5/17 12/12/17 2/28/2018 2/28/2018	Riebes - Fuse (\$8.07) Burtons Fire - Mud Flap (\$44.51) Cummins - Warranty Work value of \$4478.65 - (\$100.00) Jackson Tire - 2 dismount/remount Super Sing (\$70.00) Veerkamp - B Service (\$786.58) Riebes - Cap (\$6.45) Jackson Tire - 2 Tires + Mount (\$2024.36) Doug Veerkamp - Tow (\$660.00)(to be reimbursed by Burtons) Burtons Fire - Lower Pump / Transmission Leak (\$1056.60) Partially covered under warranty Jackson Tire - 2 New Tires (\$1108.47) Riebes - Snow Cables (\$430.98) Burton's Fire - Accident Repairs, Misc. (\$26,293.39) VFIS Insurance Claim - Reimbursement (-\$26,293.39)	\$0.00	\$8,315.44
E-(5)211 1991 KME	1HTSDPCR9NH416110 {E} 366231	33,432	35,262		11/7/2017 12/12/17	Riebes - Battery, Tubes. Core Deposit, Misc. Parts (\$471.62) Riebes - Wiper Blades (\$11.83)	\$0.00	\$4,755.11
E-(5)214 2008 Ford F550	1FDAX57R58EB35812 {E} 1281210	28,278	28,855		7/10/2017 12/12/2017 1/9/18 1/16/18 1/16/18	Riebes - Light Bulbs (\$93.71) Riebes - Wiper Blades (\$11.83) Riebes - Lamp/Lights (\$10.97) US Bank - LED Lights (\$26.99) Plymouth Ace Hardware - Misc. Parts (\$7.32)	\$0.00	\$2,981.85
WT-(5)216 2015 Kenworth	2NKHJ8X7FM437393 {E} 1410352	3,030	3,631		8/22/17 11/7/17 12/12/17	Doug Veerkamps - A svc (\$527.93) Burton's - Knob Handle (\$69.04) Riebes - Wiper Blades (\$11.83)	\$0.00	\$1,139.33
E-5221 2003 HME	44KFT42842WZ20025 {E} 1159078	97,576	103,500	OOS - Burton's for multiple repairs	8/22/17 9/12/17 10/3/17 10/3/17 10/17/2017 10/17/2017 10/31/2017 10/31/2017 11/7/2017 11/7/2017 12/5/2017 12/5/2017 12/5/17 12/12/17 12/12/17 1/9/18 2/13/18 2/13/18	Veerkamps - P/S Leak & A/C Inop & Rplc Power Steering Box (\$1907.43) Plymouth Hardware - Toggle Switch, Parts (\$7.) Supply Cache - Brass Pump Assembly (\$94.45) L.N. Curtis - Barrell Strainer (\$189.10) Riebes - Emer Lmp (\$27.99) Plymouth Ace Hardware - Plug and cable ties (\$7.31) Fastenal - supplies to repair roll up doors (\$276.43) Real Truck Works - supplies to repair roll up doors (\$39.60) Riebes - Cab Lift Parts (\$11.84) Plymouth Ace Hardware - Door Repair Parts (\$31.42) Plymouth Ace Hardware - Misc. Nuts/Bolts (\$5.25) Plymouth Ace Hardware - Misc. Nuts/Bolts (\$10.52) Jackson Tire - 2 New Tires + all rotation (\$1078.47) Riebes - Lift Support and light bulbs (\$41.99) Riebes - Wiper Blades (\$12.91) Doug Veerkamp - A Service (\$569.41) Riebes - Oil Cap (\$30.15) Riebes - Lamp (\$36.89)	\$67.04	\$12,725.20
E-(5)222 1991 KME	1HTSDPCR9NH416111 {E} 349698	5,432	55,002		9/12/17 10/3/2017 10/31/2017 12/12/17	Plymouth Hardware - Bulbs (\$10.77) Crimp Supply - Car Battery/ Welding Cable (\$37.12) Veerkamps - Rplc Radiator and Lower Radiator Hose (\$1854.14) Riebes - Wiper Blades (\$12.91)	\$0.00	\$2,851.12

E-(5)223 1998 International	1HTSDADR6WH551543 {E} 993299	38,623	41,491		8/8/17 8/22/17 8/22/17 9/12/17 9/12/17 10/17/2017 10/31/2017 11/7/2017 1/16/18	Jackson Tire - 4 New GY Tires (\$2043.64) Auto Zone - Misc. Parts (\$60.37) Ferguson - Pipe Repair (\$43.18) Plymouth Hardware - Misc. Parts (\$55.00) Riebes - Misc. Tubes/Parts (\$82.38) Lynch's - Fuel Rings Replc, Replc Batteries, Replc Starter (\$1701.72) Veerkamps - Repair Leak Power Steering, Rplc Gear Box & Rplc Hose (\$1292.38) Riebes - Lights (\$62.45) Plymouth Ace Hardware - Nuts & Bolts (\$14.14)	\$0.00	\$9,668.92
E-(5)231 1992 Freightliner	1FV6HLBB8NL481046 {E}352799	63,292	66,318		7/25/2017 2/13/18 2/13/18	Doug Veerkamp - B Service (\$525.94) Riebes - Battery (\$471.62) Riebes - Battery Core Deposit (\$-27.00)	\$444.62	\$8,371.53
E-(5)234 1992 Ford F350 4x4	2FDKF38G7NCA42025 {E} 292907	33,123	33,199		7/10/17 8/1/17 11/7/17	Jackson Tire - 4 new tires (\$727.63) Ace Hardware - Oil (\$9.26) Doug Veerkamps - A Service (\$260.99)	\$0.00	\$2,968.67
WT-(5)236 2007 Kenworth	2NKMHZ8X87M199259 {E} 1212616	9,833	10,060		12/12/17	Riebes - Wiper Blades (\$12.91)	\$0.00	\$865.30
E-5361 2016 Rosenbauer	54F2CA512GWM11580 {E} 1425867	8,502	12,889		9/5/17 10/31/2017 12/19/17 2/28/18	Veerkamp - A service (\$547.79) Amador Steel - Light bracket repair (\$48.49) Jackson Tire - Rotate 6 Tires (\$60.00) Burton's Fire - Fabricate Map box for engine (\$439.89)	\$439.89	\$1,563.45
E-5364 2008 Ford 4x4	1FDAW57R38EC53893 {E} 1356272	32,581	33,554		7/10/2017 7/25/2017 10/3/2017 2/13/18 2/28/2018	Riebes - LED back up lights (\$56.75) Burtons - 2.5 30x400 Guage (\$67.59) Feld Fire - Paratech Inline Relief Valve (\$352.94) L.N. Curtis - AC Adaptor (\$39.87) Doug Veerkamp - A Service (\$627.66)	\$667.53	\$10,942.62
E-5368 2007 E- ONE	4ENGAAA8371002458 {E} 1356273	62,266	69,171		7/18/17 8/22/17 10/17/2017 10/31/2017 11/7/17 1/16/18 1/23/18 2/13/18 2/13/18 2/28/18	Jackson Tire - Tire Rotation (\$70) Burtons - Pump D/C Pressure Guage (\$120.61) Riebes - Air Filter and Thermo Sleeve (\$282.77) Burtons - Pump Shift (\$153.52) Burtons - Tow Service + Rebuild Hale VPS shifter pump (\$916.16) Doug Veerkamp - A Service (\$580.59) Jackson Tire - 2 new tires (\$1439.02) Riebes - Mud flaps (\$23.68) Riebes - Screws/Washers (\$4.44) L&N Curtis - Field Service Kit Valve (\$54.69)	\$82.81	\$21,471.54
							\$7,838.09	\$174,906.75

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/20/2018

From: David Bellerive

(Department Head - please type)

Phone Ext. 391

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

Meeting Date Requested:

03/20/2018

Department Head Signature



Agenda Title:

Revision to Exhibit A - Cost of Living Allowance for Non-Represented Employees

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

Staff requests that all non-represented employees receive a 2% COLA consistent with the represented employees which was approved last Board meeting in their MOU.

Non-represented employees include; Administrative Assistant, Deputy Fire Marshal, Battalion Chief, and Fire Chief.

Attached is a resolution approving a revised Exhibit A which reflects a 2% increase for 2018.

Recommendation/Requested Action:

Approve Resolution adopting revised Exhibit A.

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☐

Name Personnel Committee

Committee Recommendation:

Approve as presented

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

3/20/18

Time

10:30am

Item #

3

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes:

Resolution

Ordinance

Other:

Noes

Resolution

Ordinance

Absent:

Comments:

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

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,
REVISION, EXHIBIT A WITH COLA INCREASE

RESOLUTION NO. AFPD 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:

Exhibit A, revision effective March 22, 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 20th day of March, 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

EXHIBIT A

(2% COLA for all employees)

AMADOR FIRE PROTECTION DISTRICT PAY RATE SCHEDULE

The pay rate and FLSA status of full time employees classified as Firefighter, Fire Engineer, Fire Captain, Battalion Chief, and Fire Chief for the work schedules listed are as follows:

<u>Classification</u>	<u>Work Schedule</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>FLSA</u>
Day Firefighter	Non-24 Hr. Shift	\$ 16.61	\$ 17.11	\$ 17.62	\$ 18.14	\$ 18.69	Sec. 7(k) partial exemption
Shift Firefighter	<u>24 Hour Shift</u> Hourly Rate	\$ 12.97	\$ 13.37	\$ 13.76	\$ 14.18	\$ 14.61	Sec. 7(k) partial exemption
Fire Engineer	<u>24 Hour Shift</u> Hourly Rate	\$ 14.95	\$ 15.40	\$ 15.87	\$ 16.33	\$ 16.82	Sec. 7(k) partial exemption
Fire Captain	<u>24 Hour Shift</u> Hourly Rate	\$ 16.47	\$ 16.96	\$ 17.48	\$ 17.99	\$ 18.52	Sec. 7(k) partial exemption
Battalion Chief	<u>40 Hour/Flex</u> Monthly Salary	\$ 5,216.44	\$ 5,372.99	\$ 5,534.00	\$ 5,703.02	\$ 5,870.59	Exempt
Fire Chief	<u>40 Hour</u> Monthly Salary	\$ 6,898.70	\$ 7,105.65	\$ 7,318.83	\$ 7,538.38	\$ 7,764.55	Exempt

STEP INCREASE

- A. An employee shall remain in a step for a period of one year before being eligible for a step increase.
- B. An eligible employee's step increase will be effective the first day of the first full pay period on or after the anniversary date of the position held by the employee.
- C. A step increase is not an automatic payroll adjustment. Eligibility for a step increase will be based upon an employee's performance and length of service.

Revised 3/20/2018

E-1

Effective: 3/22/1

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/20/2018

From: David Bellerive
(Department Head - please type)

Phone Ext. 391

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

03/20/2018

Department Head Signature David Bellerive

Agenda Title:

Longevity Pay for Non-Represented Employees

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

Staff requests that all non-represented employees receive the same longevity pay (1.5% at 5 years and an additional 1.5% at 10 years to the base pay rate) as the represented employees per their 2018-2020 MOU.

Non-represented employees include; Administrative Assistant, Deputy Fire Marshal, and Battalion Chief, and Fire Chief.

Recommendation/Requested Action:

Approve request to apply longevity of 1.5% at 5 years and 1.5% at 10 years to non-represented employees.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts None

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☐

Name Personnel Committee

Committee Recommendation:

Approve as presented

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

3/20/18

Time

10:30am

Item #

4

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes:

Resolution

Ordinance

Other:

Noes

Resolution

Ordinance

Absent:

Comments:

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

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

ATTEST: _____

AFPD Board Clerk

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/20/2018

From: David Bellerive
(Department Head - please type)

Phone Ext. 391

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

03/20/2018

Department Head Signature 

Agenda Title: Revision to Exhibit A - Compaction Increase for Battalion Chiefs

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

Staff is requesting a 2% increase retroactive to January 1, 2018, to the Battalion Chief pay scale to reduce compaction between the Battalion Chiefs and Captains which was created in 2015 when the Captains received a 5% increase to relieve a compaction between the Captains and the Engineers.

Recommendation/Requested Action:
Approve Resolution adopting revised Exhibit A including a 2% increase to the Battalion Chiefs.

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 Personnel Committee

Committee Recommendation:
Approve as presented.

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 3/20/18 Time 10:30am Item # 5

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 _____ 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
Completed by _____		

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,
REVISION, EXHIBIT A WITH COMPACTION
INCREASE OF 2% TO BATTALION CHIEF

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:

Exhibit A, revision for Battalion Chief effective January 1, 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 20th day of March, 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

AMADOR FIRE PROTECTION DISTRICT

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



MEMORANDUM

To: Honorable Board of Directors

From: David Bellerive

Date: March 20, 2018

SUBJECT: Payroll Compaction between the Captain and Battalion Chief

In 2015 Amador Fire Protection District signed an MOU with the Amador Firefighters Association (AFA). The MOU included a five percent (5%) increase for the Captain position in addition to the two percent (2%) Cost of Living Increase (COLA) for all represented employees. The additional increase was to address the compaction issue between the Engineer and Captain positions.

Staff presented this issue to the Board of Directors in FY 15/16 and 16/17. The Board of Directors approved a two and one half percent in each fiscal year. To date the Battalion Chief position still lags behind by four percent (4%) in the compaction that was developed from the MOU with the AFA in 2015.

Line personnel have the ability to work overtime and in doing so they add to their overall compensation. The Battalion Chief is an exempt position and overtime is not available. Historically, line personnel's overall compensation is higher than that of the Battalion Chief. Last year all of the District's Captains, 8 Engineers, and 9 Firefighters made more than the Battalion Chief position.

Staff presented this issue to the Personnel Committee recommending a 4% increase to address the compaction issue. The Personnel Committee recommended a 2% increase retroactive to January 1, 2018.

The 2% increase to the budget for the Battalion Chiefs would be approximately \$2,100.00. The current 17/18 FY budget can accommodate this increase.

STAFF RECOMMENDATION:

Approve the resolution providing for a increase of 2% retroactive to January 1, 2018 to reduce the compaction issue with the Captain position that occurred with the 2015 MOU with the AFA.

EXHIBIT A

(2% Compaction Increase for Battalion Chief)

AMADOR FIRE PROTECTION DISTRICT PAY RATE SCHEDULE

The pay rate and FLSA status of full time employees classified as Firefighter, Fire Engineer, Fire Captain, Battalion Chief, and Fire Chief for the work schedules listed are as follows:

<u>Classification</u>	<u>Work Schedule</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>FLSA</u>
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Shift Firefighter	<u>24 Hour Shift</u> Hourly Rate	\$ 12.97	\$ 13.37	\$ 13.76	\$ 14.18	\$ 14.61	Sec. 7(k) partial exemption
Fire Engineer	<u>24 Hour Shift</u> Hourly Rate	\$ 14.95	\$ 15.40	\$ 15.87	\$ 16.33	\$ 16.82	Sec. 7(k) partial exemption
Fire Captain	<u>24 Hour Shift</u> Hourly Rate	\$ 16.47	\$ 16.96	\$ 17.48	\$ 17.99	\$ 18.52	Sec. 7(k) partial exemption
Battalion Chief	<u>40 Hour/Flex</u> Monthly Salary	\$ 5,318.73	\$ 5,478.35	\$ 5,642.51	\$ 5,814.85	\$ 5,985.70	Exempt
Fire Chief	<u>40 Hour</u> Monthly Salary	\$ 6,898.70	\$ 7,105.65	\$ 7,318.83	\$ 7,538.38	\$ 7,764.55	Exempt

STEP INCREASE

- A. An employee shall remain in a step for a period of one year before being eligible for a step increase.
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Revised 3/20/2018

E-1

Effective: 3/22/1

AGENDA TRANSMITTAL FORM

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

2/20/18

To: Amador Fire Protection Board of Directors

Date: 3/20/18

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

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 February 20, 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 ☒

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

3/20/18

Time

10:30am

Item #

6

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution

Ordinance

Other: _____

Noes: _____

Resolution

Ordinance

Absent: _____

Comments: _____

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

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

ATTEST: _____

AFPD Board Clerk

**AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Was Recorded
On MP3
No. AFD 18-02

Jackson, California
Tuesday February 20, 2018
10:31 a.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.

PUBLIC MATTERS NOT ON THE AGENDA: Fire Chief David Bellerive informed the Board of the continuation letters the District has been receiving, thanking us for responding to CA wildland fires.

CONSENT AGENDA

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

ADMINISTRATIVE MATTERS

Proposed Flexible Benefits (125) Plan: Chief Bellerive presented a memo proposal of adopting a 125 flexible benefits plan by Mid America to the Board. Mid America representative Grace Sanabria, who was present by telephone conference, provided the Board with an overview of how the plan works, she also answered questions that the Board had. Discussion ensued relative to subject matter.

MOTION: It was moved by Director Forster, seconded by Director Crew, and unanimously carried to sign the resolution approving the Flexible Benefits (125) Plan document by Mid America.

RESOLUTION NO. AFD 18-01

Resolution approving the Flexible Benefits (125) Plan document by Mid America.

Amador Firefighters Association MOU: Chief Bellerive presented the Board with the agreed upon MOU between Amador Fire Protection District and Amador Firefighters Association.

MOTION: It was moved by Director Oneto, seconded by Director Axe, and unanimously carried to approve the resolution approving the Amador Firefighters Associations MOU as presented.

RESOLUTION NO. AFPD 18-02

Resolution approving the employee agreement with the Amador Firefighters Association.

Vehicle Maintenance Report: Chief Bellerive presented the subject report to the Board. Discussion ensued relative to miles driven, and the cost of tires. Direction to staff was given to update the way mileage is reported.

Appointment of Board Committee Members – Policy and Plans Committee:

MOTION: It was moved by Director Oneto, seconded by Director Forster and unanimously carried to appoint Directors Crew and Axe to the Policy and Plans Committee.

Surplus Property R1: Chief Bellerive presented his reasoning for wanting to surplus R1 to the Board. Discussion ensued relative to the subject matter. Direction to staff to offer R1 to all local Districts with the condition that any District requesting R1 needs to show proof that there is a need for it. If no local District requests R1, it can then go to public auction.

Surplus Property 5108: Chief Bellerive presented his reasoning for wanting to surplus 5108 to the Board. Discussion ensued relative to the subject matter. Direction to staff to offer 5108 to all local Districts with the condition that any District requesting 5108 needs to show proof that there is a need for it. If no local District requests 5108, it can then go to public auction.

MISCELLANEOUS MATTERS

Regular Minutes of January 16, 2018:

MOTION: It was moved by Director Forster, seconded by Director Crew, and carried to approve the minutes of January 16, 2018 with corrections.

CLOSED SESSION: At 11:15 a.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 12:43p.m., the Board reconvened into regular session. The following matters were reviewed during closed session:

Property Negotiations:

MOTION: It was moved by Director Forster, seconded by Director Axe, and unanimously carried for staff and committee members to proceed with negotiating a lease agreement to be brought

back at a future Board meeting.

Confidential Minutes:

MOTION: It was moved by Director Forster, seconded by Director Crew, and unanimously carried to approve the confidential minutes of January 16, 2018, with corrections.

ADJOURNMENT: At 12:45p.m., President Morgan adjourned the meeting until March 20, 2018 at 10:30a.m.

President, Amador Fire Protection District