

Ebbetts Pass Fire District



BOARD OF DIRECTORS NOTICE OF REGULAR MEETING

Via teleconference webinar

9:00 A.M. Tuesday, October 20, 2020

1037 Blagen Road, Arnold

In compliance with recently issued guidelines from the State of California and other governing agencies, and, in order to aid in keeping the public safe, Ebbetts Pass Fire District (EPFD) will be conducting our Board Meeting via teleconference until further notice.

To access the meeting please visit zoom.us website and enter Meeting ID: 972 2169 4768 with password: 655985. If you need assistance in accessing this information, please email epfd@epfd.org or call the EPFD office at 209-795-1646, Monday through Friday, 8:00 am to 5:00 pm. You may also register in advance for this meeting: <https://zoom.us/meeting/register/tJMvdeiupz8tHNzTz6t77T8yQd5M8fnEn1kd>

If you would like to comment on any item on our Agenda or an item not on the Agenda, please submit those in writing to our office at PO Box 66, 1037 Blagen Road, Arnold CA 95223 or via email at epfd@epfd.org at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference online.

MEMBERS OF THE BOARD

Mike Barr, President Denny Clemens, Secretary
Jon Dashner J. Scott McKinney Pete Neal

Concerning Public Comment

Please Note: The Board of Directors offers the opportunity for the public to speak to specific agenda items during the time that agenda item is discussed by the Board. The Board also allows an opportunity for the public to speak on non-agenda items during "public comments" prior to the conclusion of the meeting. The Board may not make any decision related to non-agendized items until the next Board meeting.

AGENDA

1. **Call to Order, Flag Salute, Roll Call**
2. **Public Appearances/Comment:** The Board will hear public comment on any agendized or non-agendized item. The Board may discuss public comment but may not take action.
3. **Consent Items:** Board action limited to discussion and approval of:
 - 3.1. Minutes: 09/15/20
 - 3.2. Acceptance of September 2020 Checks Listings and Authorize to File for Audit
4. **Committee Reports:** The Board will discuss the status of the following matters. The Board may take action on recommendations and/or give direction to staff or committee members related to follow-up on specific matters addressed by the committee.

NOTICE OF REGULAR MEETING – continued

October 20, 2020

- 4.1. **Finance Committee** (Directors Dashner & McKinney)
 - 4.2. **Personnel/Safety Committee** (Directors Dashner & McKinney)
 - 4.3. **Fire Prevention Committee** (Director Barr & Clemens)
 - 4.4. **Apparatus/Equipment Committee** (Directors Clemens & Neal)
5. **Scheduled Items**: The Board will discuss and take action on the specific items listed below.
- 5.1. **Special District Rick Management Authority: SB-1159 COVID-19 Presumption Law, Action required if employee tested positive**
 - 5.2. **Ebbetts Pass Fire District: Recommendation for documents to be destroyed**
 - 5.3. **Calaveras Public Power Agency: Voting instructions for the At-Large position on the CPPA Board of Directors**
 - 5.4. **Ebbetts Pass Fire Protection District Fire Ordinance 2020: End 30-day review period. Approval / Denial to be forwarded for Ratification**
 - 5.5. **Ebbetts Pass Fire District Policy Update: Begin 30-day review**
 - 5.5.1. Policy 5040 Budget Preparation
 - 5.5.2. Policy 5050 Accounting Procedures
 - 5.5.3. Policy 5060 Expense Authorization
 - 5.5.4. Policy 5070 Purchase Procedures
6. **Reports**: The Board will hear reports on the following matters. The Board may discuss information contained in these reports.
- 6.1. Administrative Report
 - 6.2. Legislative Report
 - 6.3. Administrative – EMS
7. **Comments, Questions, and Consideration**: The Board will entertain comments and questions from the following individuals or representatives. The Board may discuss these comments or questions on these items but may not take action.
- 7.1. Board Members
 - 7.2. Firefighters' Association
 - 7.3. Employees' Group
 - 7.4. Public Comments
8. **Adjournment of Regular Meeting**

ADMINISTRATIVE STAFF:
Michael Johnson, Fire Chief
Cheryl Howard, Secretary

Ebbetts Pass Fire District



MINUTES

Board of Directors
September 15, 2020

SUBJECT TO APPROVAL

1. The meeting was called to order with proper social distancing among everyone and with accommodation for the public through the use of Zoom Meetings at 9:00 A.M. by Board Secretary Denny Clemens and the Pledge of Allegiance was recited. Directors present: Denny Clemens, Jon Dashner, Scott McKinney, and Pete Neal. Michael Barr was absent.

District personnel present: Fire Chief Mike Johnson, Cheryl Howard
Firefighter-Paramedic Josh Hotchkiss

Others present: None and there were no electronic requests for joining in the meeting.
Media present: None

2. **PUBLIC APPEARANCES/COMMENT** – None.

3. **CONSENT ITEMS**

Mr. McKinney made a motion to approve the Consent Items as presented. Mr. Neal seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).

4. **COMMITTEE REPORTS**

- 4.1. Finance Committee (Directors Dashner & McKinney)

Chief Johnson reported that the Board packet had included a year ended 06/30/20 General Summary in addition to the month ending report for August 2020 which showed the first two months of this fiscal year.

- 4.1.1. Intra-Account Budget Transfer—End of Fiscal Year 2019-20

Chief Johnson reported that although the Board had considered at a previous Board meeting the intra-account transfers there had been another one needed because the County had allowed a payment approved in July to be paid out in June. He asked the Board to review and approve the latest transfer which was marked by asterisks. Mr. Neal made a motion to approve the intra-account budget transfer as presented. Mr. Dashner seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).

4.2. Personnel Committee (Directors Dashner & McKinney)

Chief Johnson reported that Casey Buhler had been born and the parents were enjoying the sleepless nights that come with a newborn. He reported that, while there were no new injuries, a pre-existing case from 2017 had been re-opened. He also reported that the firefighter recruitment was going well with have made two contingent job offers and he was hoping to have the two hired in October.

4.3. Fire Prevention Committee (Directors Barr & Clemens)

Chief Johnson reported that the Ordinance had been reviewed and returned by County Counsel for the Board's review and adoption. He reported that Joan Lark continued to actively work to get the unimproved properties cleaned up.

Chief Johnson reported that Alpine County had shut down cooking/warming fires based on the Health & Safety Code. He added that Merita Callaway, District 3 Supervisor, had requested a meeting with him to discuss something similar with him and he would like to hear some of the Board member's views on the topic.

4.4. Apparatus/Equipment Committee (Directors Clemens & Neal)

Chief Johnson reported that the newest ambulance had been placed in service at Station 1 with the ambulance received last year being moved to respond from Station 3. The used engine from Fremont FD had received its license plates and was currently waiting on radio installation before being placed in service for EPFD. BC Aaron Downing was working on the specifications for the new fire engine.

5. Scheduled Items

5.1. Calaveras Public Power Agency: At-Large Board of Director Position

After some discussion and Chief Johnson indicating his willingness, Mr. Dashner made a motion to nominate Chief Mike Johnson for the four-year term on the CPPA Board of Directors. Mr. Neal seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).

5.2. Calaveras LAFCO: Nomination Ballot for Independent Special District Members

Mr. McKinney made motion to nominate Jon Dashner to become a candidate for an Independent Special District representative and/or alternate to serve on the Calaveras LAFCO Commission for a term ending May 2024. Mr. Neal seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).

5.3. Outstanding Achievement in Grant Writing for EPFD—Bryn Buhler

The Board members reviewed the letter and restated their appreciation to Bryn Buhler for her grant writing accomplishments to date.

5.4. Michael Wong: Thank You Letter

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Ebbetts Pass Fire District



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- 5.5. FDAC Employment Benefits Authority: Dental and Vision Plan 2021 Rates
Chief Johnson reported that he had included this to show there was no increase in premium rates for the dental and vision plans.
- 5.6. County of Calaveras Office of Auditor-Controller: Final Budget Information
Chief Johnson reported that this was the information supplied by the Calaveras County Auditor-Controller's Office for preparation of the District's final budget. He overviewed the information and noted the carryover from the previous fiscal year.
- 5.7. Proposed Final Budget Fiscal Year 2020-21
Chief Johnson noted that the amount estimated for Proposition 172 and TOT funds had been reduced based on information from the County. He had increased the ambulance revenue by \$50,000.
- 5.7.1. Board Discussion and Public Hearing
Mr. Clemens opened the public hearing for discussion on the proposed final budget for fiscal year 2020-21. There were no comments made.
- 5.7.2. Resolution 2020-8: Adopting Final Budget and Appropriations Limit
Mr. McKinney made a motion to approve Resolution 2020-08 Adopting the Final Budget and an Appropriations Limit for the 2020-21 Fiscal Year. Mr. Neal seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).
- 5.8. EPFD Fire Ordinance 2020 – Update
Chief Johnson reported that the District had received back its Ordinance from County Counsel who had reviewed it and it was now ready for 30-day review of the Board. Mr. McKinney made a motion to begin the 30-day review of the Board of Directors. Mr. Neal seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).
- 5.9. Policy 5042: District Reserve Funds – End 30-day Review
Mr. McKinney made a motion to approve the adoption of Policy 5042: District Reserve Funds. Mr. Dashner seconded; motion passed 4-0 (AYES: Clemens, Dashner, McKinney, Neal; ABSENT: Barr).
6. **REPORTS**
- 6.1. Administrative Report
Chief Johnson reported it had been a busy month which included a fire start in Forest Meadows for which he had been pleased with the District's prompt and effective response. He thanked all those involved noting the effectiveness with having four personnel on E435 that day which was at the head of the fire when he arrived at scene. He reported that CalFire units had responded along with units from Murphys FPD and Altaville-Melones FPD.

Chief Johnson reported that E436 had returned from its latest Strike Team assignment, and he expected it would mostly likely be sent out again this fire season. He also noted that the PSPS (Public Safety Power Shut-off) had occurred and that there was still a needed equipment installation for the community resiliency facility.

6.2. Legislative Report

Chief Johnson reported the AB685 was on the Governor's desk and he would be keeping an eye on that one. He also noted the special tax measures for San Andreas FPD and West Point FPD had failed to pass.

6.3. Administrative - EMS

Chief Johnson reported there was much discussion and activity for the Calaveras Fire JPA to present a response to the RFP for the Calaveras North and South Ambulance Zones. He also reported that the District can now use Fentanyl which is added to the current controlled substances and all personnel had been trained on its use.

7. **COMMENTS, QUESTIONS, CONSIDERATIONS**

7.1. Board Members

Mr. Dashner noted the community was impressed with the service level provided by District personnel.

Mr. Neal asked Chief Johnson to express the members' concerns during the upcoming meeting with Merita Callaway.

7.2. Firefighters Association – None

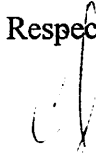
7.3. Employees' Group – None

7.4. Public Comments
None

8. **ADJOURNMENT**

Mr. McKinney made a motion to adjourn. Mr. Neal seconded; motion passed unanimously. 10:21 A.M.

Respectfully submitted,



Cheryl Howard
District Secretary

**County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 9/30/2020**

Fund 2290 Ebbetts Pass Fire

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	22900000 831,030.77
1007	Outstanding Checks	22900000 (6,911.88)
1016	Imprest Cash	22900000 40,000.00
Total Assets		\$864,118.89
<u>Liabilities</u>		
2002	Accounts Payable	22900000 1,163.60
2002	Accounts Payable	22900010 (1,163.60)
2009	Sales Tax Payable	22900010 745.08
2091	Accts Payable - Staledated Cks	22900010 4,929.08
Total Liabilities		\$5,674.16
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	22900000 1,841,126.02
3043	Reserve for Imprest Cash	22900000 40,000.00
Total Fund Balance		\$1,881,126.02
Year-to-Date Revenues		\$498,933.44
Year-to-Date Expenditures		\$1,521,614.73
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		\$0.00
Total Fund Equity		\$858,444.73
Total Liabilities and Fund Equity		\$864,118.89

REVENUE ACCOUNT SUMMARY SHEET - September 2020

Fire Operations:					
ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
Property Tax - Current Secured	4010	2,181,293	0.00	0.00	0%
Administrative Fee (SB2557)	4013	(39,444)	0.00	0.00	0%
Unitary Tax	4015	46,197	0.00	0.00	0%
Supplemental Tax - Current Secured	4017	14,382	0.00	0.00	0%
Property Tax - Current Unsecured	4020	31,294	0.00	0.00	0%
Supplemental Tax - Current Unsecured	4027	902	0.00	0.00	0%
Prior Unsecured Taxes	4040	2,153	0.00	0.00	0%
Transient Occupancy Taxes	4072	18,691	0.00	0.00	0%
Interest	4300	-	0.00	0.00	
Rents and Leases	4301	-	0.00	4,200.00	
HOPTR	4463	24,188	0.00	0.00	0%
State Grant - OTS & VFA	4455	94,000	0.00	0.00	0%
Timber Tax	4465	-	0.00	0.00	
State Aid for Public Safety	4472	14,250	0.00	0.00	0%
Federal Grant - AFG	4505	75,000	0.00	0.00	0%
Reimbursement - Personnel	4542	30,000	11,907.10	18,900.10	63%
Reimbursement - Equipment	4543	5,000	0.00	0.00	0%
HazMat Release Response Plan	4592	-	0.00	0.00	
Report Fees	4593	-	0.00	0.00	
PG&E - Station Grounds Usage	4642	-	0.00	19,100.00	
Charges for Current Service (hydrants)	4679	10,500	0.00	0.00	0%
Other Refund - Prior Year Taxes	4684	-	0.00	0.00	
Training Fees	4689	-	0.00	0.00	
Gifts/Donations	4707	-	0.00	100.00	
Refund - Misc.	4708	-	9,223.41	9,547.49	
Other Revenue	4712	20,835	1,736.04	5,208.12	25%
Miscellaneous Revenue	4713	500	0.00	0.00	0%
Refunds - Insurance	4743	-	0.00	0.00	
Sale of Surplus Property	4800	-	0.00	0.00	
Total		2,529,741	22,866.55	57055.71	2%

EMS/Paramedic Program					
ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
Special Tax	4077	362,185	0.00	0.00	0%
Special Tax - Sustain ALS	4077 S	228,854	0.00	0.00	
Refunds - Insurance	4743	-	0.00	0.00	
Total		591,039	0.00	0.00	0%

Station 3 AMBULANCE A					
ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
Special Tax	4077	828,955	0.00	0.00	0%
Special Tax - Sustain ALS	4077 S	1,089,749	0.00	0.00	0%
State Grant - COVID-19	4455	5,000	0.00	0.00	0%
Other Programs - State (GEMT)	4479	9,000	0.00	0.00	0%
State Other Aid (IGT)	4580	120,000	0.00	0.00	
EMS Transport Revenue	4660	p	70,668.48	232,016.82	#VALUE!
Collections	4679	-	0.00	307.08	
Calaveras Co. >PG&E Butte Fire	4799	206,000	0.00	204,075.41	99%
Refunds - Insurance	4743	-	5,478.42	5,478.42	
Total		2,258,704	76,146.90	441877.73	20%

FIRE OPERATIONS ACCOUNT SUMMARY SHEET - SEPT 2020

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001.1-					
Salaries/Wages	-.001	1,094,488	92,913.22	264,466.05	830,021.95	24%
Extra Hire	-.002	10,000	0.00	0.00	10,000.00	0%
Extra Hire - Intern	-.003	40,306	1,625.21	23,847.65	16,458.35	59%
ST/TF FF Payments	-.004	30,000	32,393.26	44,183.18	(14,183.18)	147%
Volunteer FF Relief	-.005	40,000	900.92	1,552.13	38,447.87	4%
Retirement	-.050	238,123	20,408.51	60,963.06	177,159.94	26%
Group Insurance	-.055	232,240	16,630.95	59,854.59	172,385.41	26%
Uniform Allowance	-.062	3,600	0.00	1,400.00	2,200.00	39%
SERVICES & SUPPLIES	5111.1-					
Safety Clothing	-.111	10,000	431.36	241.76	9,758.24	2%
Safety Equipment	-.115	6,000	0.00	0.00	6,000.00	0%
Communications-Radios	-.121	27,000	531.49	540.07	26,459.93	2%
Communications-Phone	-.124	12,000	1,160.59	3,596.81	8,403.19	30%
Food - Fire Line Meals	-.131	1,200	35.66	75.61	1,124.39	6%
Housekeeping	-.141	8,000	468.53	1,630.32	6,369.68	20%
Insurance-Prop/Liability	-.151	15,009	0.00	15,009.00	-	100%
Insurance-Workers Comp	-.153	86,829	0.00	29,862.39	56,966.61	34%
Maintenance-Apparatus	-.181	45,000	15,030.15	23,410.53	21,589.47	52%
Maintenance-Utilities	-.182	10,000	718.14	718.14	9,281.86	7%
Building Maintenance	-.201	21,700	1,703.46	2,698.77	19,001.23	12%
Emergency Care/Rescue	-.211	1,275	0.00	0.00	1,275.00	0%
Memberships	-.221	7,755	0.00	375.00	7,380.00	5%
Office Expense	-.241	12,050	5.00	747.81	11,302.19	6%
Office Expense-Postage	-.243	1,000	7.75	189.75	810.25	19%
Office Expense-Copies	-.245	1,500	130.84	398.58	1,101.42	27%
Professional Services	-.271	33,000	3,185.70	3,185.70	29,814.30	10%
Small Tools/FF Equipment	-.401	88,000	259.41	1,104.24	86,895.76	1%
Small Tools-Hose/SCBA	-.402	15,700	1,501.93	9,951.46	5,748.54	63%
Special District Expense	-.411	17,000	54.80	2,888.43	14,111.57	17%
SDE--Health Maintenance	-.412	4,200	140.00	140.00	4,060.00	3%
Training	-.422	12,500	26.46	563.46	11,936.54	5%
Travel/Education	-.478	9,000	0.00	0.00	9,000.00	0%
Transportation Fuel	-.480	20,000	165.01	1,376.29	18,623.71	7%
Utilities - Water/Sewer	-.501	10,280	1,629.11	3,306.03	6,973.97	32%
Utilities - Electrical	-.504	11,500	889.56	2,577.04	8,922.96	22%
Utilities - Propane	-.505	20,000	0.00	596.80	19,403.20	3%
LAFCO Fee	5627	3,242	0.00	3,241.49	0.51	100%
FIXED ASSETS						
Building Fund: Structures	5640	211,698	0.00	0.00	211,698.00	0%
Equipment	5701	890,601	0.00	20,600.76	870,000.24	2%
Fire Operation Fund Totals		3,301,796	192,947.02	585,292.90	2,716,503.10	18%

CHECKS ISSUED LISTING - Sept 2020**FIRE OPERATIONS**

Check No.	PAID TO	PURPOSE	AMOUNT
5001.1.001: SALARIES			
	18175, 18274 Payroll / Statutory Elective Withholding		\$84,558.13
	18175, 18274 Paychex Fee	employer cost	\$313.36
1089471, 1090034	PARS	EE withholding	\$331.35
	18176, 18275 EPFF Local #3581	dues and meals withholding	\$900.00
	18347 PERS	employee/employer	\$6,810.38
5001.1.002: EXTRA HIRE			<i>none issued</i>
5001.1.003: EXTRA HIRE - SPECIAL			
	18175, 18274 Payroll / Statutory Withholding / Elective Withholding		\$1,090.35
1089471, 1090034	PARS	EE withholding	\$84.40
	1089590 PARS	Trust Administration	\$450.46
5001.1.004: Expenditure: ST/TF Firefighter			
	18175, 18274 Payroll / Statutory Withholding / Elective Withholding		\$30,115.24
1089471, 1090034	PARS	EE withholding	\$2,278.02
5001.1.005: Expenditure: Volunteer Firefighter			
1089590, 1091044	PARS	Trust Administration	\$900.92
5001.1.050: RETIREMENT (PERS)			
	18347 CalPERS	employer portion	\$12,068.72
	18347 PERS	unfunded liability	\$8,339.79
5001.1.055: GROUP INSURANCE			
	18175, 18274 Supplemental Life Premium Withholding		(\$113.60)
	1089937 FDAC-EBA	vis/den/life ins prem	\$1,347.35
	1089938 Hometown Health	medical premium	\$903.00
	1089939 SDRMA-Employee Benefit Service - medical premium		\$14,494.20
5001.1.062: UNIFORM ALLOWANCE			<i>none issued</i>
5111.1.111: SAFETY CLOTHING			
	18347 EPFD: Ryan Miguel	reimburse uniform pants	110.93
	1089952 US Bank	RMH wildland boots	320.43
5111.1.115: SAFETY EQUIPMENT			<i>none issued</i>

CHECKS ISSUED LISTING - Sept 2020**FIRE OPERATIONS****5111.1.121: COMMUNICATIONS: RADIOS**

1089952 US Bank	Spot X communication device	214.49
1091037 Columbia Communications	update radios	317.00

5111.1.124: COMMUNICATIONS: TELEPHONE

1089585 Comcast - Sta. 2	phone/internet	140.94
1089586 Fox Security	Sta1&2 alarm monitoring	120.00
1091033 AT&T - Sta.2 & 4	monthly charges	196.36
1091038 Comcast - Sta. 1	phones/internet	356.63
1091038 Comcast - Sta. 2	phone/internet	140.94
1091035 Verizon Wireless	cell phones	205.72

5111.1.131: FOOD/FIRE LINE MEALS

1089952 US Bank	gatorade for emergencies	35.66
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5111.1.141: HOUSEHOLD EXPENSE

1089941 Ameri Pride Services Inc	rag/coverall service	173.58
1089944 CA Waste Recovery Systems	trash removal	201.78
1089947 Ebbetts Pass Lumber Co	mop, velcro fastener, key ring	79.85
1089952 US Bank	toilet handle	13.32

5111.1.151: INSURANCE: PROPERTY/LIABILITY*none issued***5111.1.153: INSURANCE: WORKER'S COMPENSATION***none issued***5111.1.181: MAINTENANCE: APPARATUS**

1089587 Golden State EVS Inc	U1002/3: spring, U1008: gauges	3,380.40
1089942 Arnold Auto Supply	U1006: air filter	207.21
1089946 Arnold Tire & Auto Care	U1008: mount 4 tires	170.00
1089952 US Bank	U1002/3: leaf springs; U6 valve	3,618.66
1089952 US Bank	polish and compound	395.24
1091034 Burton's Fire Inc	U1006: front bumper light	215.56
1091039 Golden State EVS Inc	U1003: pump to transmission shifte	1,504.10
1091039 Golden State EVS Inc	U1008: mirror/cover; U1006: gauge	603.00
1091042 Lokey Trucking	U1003: BIT inspec; pump test; parts	4,935.98

5111.1.182: MAINTENANCE: UTILITIES

1089952 US Bank	race exhaust DPF delete items	718.14
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5111.1.201: BUILDING & GROUNDS MAINTENANCE

1089940 Alternative Energy	prev maint on boilers Sta. 1 & 2	746.00
1089947 Ebbetts Pass Lumber Co	fasteners, stakes, paint	20.21

CHECKS ISSUED LISTING - Sept 2020**FIRE OPERATIONS**

1089952 US Bank	Sta. 2 door lock/handle installation	180.25
1091043 Modesto Overhead Door	repair Sta. 1 side gate	757.00
5111.1.211: EMERGENCY CARE		<i>none issued</i>
5111.1.221: MEMBERSHIPS/SUBSCRIPTIONS		
16142 EPFD : Gold Country Regional Chapter		25.00
5111.1.241: OFFICE EXPENSE		
1089952 US Bank	spam blocker website	5.00
5111.1.243: OFFICE EXPENSE: POSTAGE		
JE Calaveras Co	mailing of checks	
1089952 US Bank	stamps	\$7.75
5111.1.245: OFFICE EXPENSE: COPIES		
1091040 Inland Business Systems	copier maintenance	130.84
5111.1.271: PROFESSIONAL SERVICES		
18266 Nossaman LLP	review reserve fund balance policy	3,185.70
5111.1.401: SMALL TOOLS/FF EQUIPMENT		
1089942 Arnold Auto supply	trim, towels, tire foam	23.92
1089949 Hi-Tech EVS Inc	Hurst hydraulic fluid	134.19
1089952 US Bank	polisher	101.36
5111.1.402: SMALL TOOLS: HOSE / SCBA		
1091041 L N Curtis	resp cartridge, cartridge adapter	1,501.93
5111.1.411: SPECIAL DISTRICT EXPENSE		
1089952 US Bank: SAMBA	EPN program	39.81
1089952 US Bank	zoom mtgs subscription	14.99
5111.1.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE		
1089945 Co Occupational Med Partners	titre testing	140.00
5111.1.422: TRAINING		
1089952 US Bank	FBOR books	26.46
5111.1.478: TRAVEL/EDUCATION/TRAINING		<i>none issued</i>

CHECKS ISSUED LISTING - Sept 2020

FIRE OPERATIONS

5111.1.480: TRANSPORTATION FUEL

1089950 Ebbetts Pass Gas Service	unleaded fuel	\$105.48
1089591 W H Breshears	diesel	\$59.53

5111.1.501: UTILITIES: WATER/SEWER

1089584 CCWD	water/sewer	1,629.11
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5111.1.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	889.56
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5111.1.505: UTILITIES: PROPANE

none issued

5640 F: STRUCTURES

none issued

5701 F: EQUIPMENT

none issued

ENGINE PARAMEDIC PROGRAM ACCOUNT SUMMARY SHEET - Sept 2020

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-.001	341,811	25,511.82	69,028.39	272,782.61	20%
Retirement	-.050	104,280	9,158.52	27,006.37	77,273.63	26%
Group Insurance	-.055	92,345	5,611.20	21,283.70	71,061.30	23%
Uniform Allowance	-.062	1,200	0.00	600.00	600.00	50%
SERVICES & SUPPLIES	5111					
Safety Clothing	-.111	2,728	0.00	0.00	2,728.00	0%
Safety Equipment	-.115	1,000	0.00	0.00	1,000.00	0%
Communications-Radios	-.121	1,000	317.00	317.00	683.00	32%
Communications-Phone	-.124	615	127.08	309.04	305.96	50%
Housekeeping	-.141	1,900	69.43	290.79	1,609.21	15%
Insurance-Prop/Liability	-.151	2,500	0.00	2,500.00	-	100%
Insurance-Workers Comp	-.153	17,038	0.00	8,259.81	8,778.19	48%
Maintenance-Apparatus	-.181	2,900	0.00	175.72	2,724.28	6%
Professional Services	-.271	2,200	0.00	0.00	2,200.00	0%
Small Tools-Hose/SCBA	-.402	500	0.00	60.23	439.77	12%
Special District Expense	-.411	700	6.00	18.00	682.00	3%
SDE--Health Maintenance	-.412	1,500	0.00	0.00	1,500.00	0%
Training	-.422	4,000	26.45	26.45	3,973.55	1%
Travel/Education	-.478	2,700	0.00	0.00	2,700.00	0%
Transportation Fuel	-.480	6,500	810.42	1,620.52	4,879.48	25%
SPECIAL TAX HANDLING FEE	5411	3,622	0.00	0.00	3,622.00	0%
Engine Paramedic Program Totals		591,039	41,637.92	131,496.02	459,542.98	22%

CHECKS ISSUED LISTING - Sept 2020 ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
5001.2.001: SALARIES			
	18175, 18274 Payroll / Statutory Elective Withholding		\$23,126.52
	18175, 18274 Paychex Fee	employer cost	\$72.32
1089471, 1090034	PARS	EE withholding	\$0.00
	18176, 18275 EPFF Local #3581	dues and meals withholding	\$300.00
	18347 PERS	employee/employer	2,012.98
5001.2.050: RETIREMENT (PERS)			
	18347 CalPERS	employer portion	4,604.16
	18347 PERS	unfunded liability	4,554.36
5001.2.055: GROUP INSURANCE			
	18175, 18274 Supplemental Life Premium Withholding		\$0.00
	1089937 FDAC-EBA	med/vis/den/life ins prem	\$399.00
	1089939 SDRMA-Employee Benefit Service - medical premium		\$5,212.20
5001.2.062: UNIFORM ALLOWANCE			<i>none issued</i>
5111.2.111: SAFETY CLOTHING			<i>none issued</i>
5111.2.115: SAFETY EQUIPMENT			
5111.2.121: COMMUNICATIONS: RADIOS			
	1091037 Columbia Communications	update radios	317.00
5111.2.124: COMMUNICATIONS: TELEPHONE			
	1091038 Comcast	monthly service	\$50.00
	1091035 Verizon Wireless	cell phones	\$77.08
5111.2.141: HOUSEHOLD EXPENSE			
	1089941 Ameri Pride Services Inc	rag/coverall service	69.43
5111.2.151: INSURANCE: PROPERTY/LIABILITY			<i>none issued</i>
5111.2.153: INSURANCE: WORKER'S COMPENSATION			<i>none issued</i>
5111.2.181: MAINTENANCE: APPARATUS			<i>none issued</i>
5111.2.201: BUILDING & GROUNDS MAINTENANCE			<i>none issued</i>

CHECKS ISSUED LISTING - Sept 2020 ENGINE PARAMEDIC

5111.2.271: PROFESSIONAL SERVICES		<i>none issued</i>
5111.2.402: SMALL TOOLS: HOSE / SCBA		<i>none issued</i>
5111.2.411: SPECIAL DISTRICT EXPENSE		
1089952 US Bank: SAMBA	CA EPN reporting	6.00
5111.2.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE		<i>none issued</i>
5111.2.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE		<i>none issued</i>
5111.2.422: TRAINING		
1089952 US Bank	FBOR books	26.45
5111.2.478: TRAVEL/EDUCATION/TRAINING		<i>none issued</i>
5111.2.480: TRANSPORTATION FUEL		
1089591 W H Breshears	diesel	\$810.42
5411 P: SPECIAL TAX HANDLING FEE		<i>none issued</i>

STATION 3 A ACCOUNT SUMMARY SHEET - Sept 2020

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-.001	1,249,643	120,399.07	346,919.61	902,723.39	28%
Retirement	-.050	251,922	20,068.43	60,301.92	191,620.08	24%
Group Insurance	-.055	346,315	23,794.38	85,624.80	260,690.20	25%
Uniform Allowance	-.062	6,000	0.00	2,430.00	3,570.00	41%
SERVICES & SUPPLIES	5111					
Safety Clothing	-.111	15,000	0.00	0.00	15,000.00	0%
Safety Equipment	-.115	2,250	0.00	0.00	2,250.00	0%
Communications-Radios	-.121	4,500	878.05	878.05	3,621.95	20%
Communications-Phone	-.124	3,575	419.16	1,097.97	2,477.03	31%
Food - Fire Line Meals	-.131	400	100.55	100.55	299.45	25%
Housekeeping	-.141	6,000	238.94	922.27	5,077.73	15%
Insurance-Prop/Liability	-.151	13,000	0.00	13,000.00	-	100%
Insurance-Workers Comp	-.153	53,267	0.00	25,414.80	27,852.20	48%
Maintenance-Ambulances	-.183	31,250	882.12	2,537.65	28,712.35	8%
Building Maintenance	-.201	5,000	121.36	818.79	4,181.21	16%
Emergency Care/Rescue	-.211	43,080	2,102.59	5,863.48	37,216.52	14%
Memberships	-.221	150	0.00	0.00	150.00	0%
Office Expense	-.241	4,800	0.00	227.66	4,572.34	5%
Office Expense - Copies	-.245	150	77.17	93.80	56.20	63%
Professional Services	-.271	59,640	6,173.25	13,161.20	46,478.80	22%
Small Tools/FF Equipment	-.401	7,050	0.00	1,079.58	5,970.42	15%
Special District Expense	-.411	8,800	24.00	674.00	8,126.00	8%
SDE--Health Maintenance	-.412	13,100	1,510.00	1,812.00	11,288.00	14%
SDE--Administrative Fee	-.413	3,800	0.00	0.00	3,800.00	0%
Training	-.422	12,000	26.45	26.45	11,973.55	0%
Travel/Education	-.478	4,500	505.22	505.22	3,994.78	11%
Transportation Fuel	-.480	18,000	1,615.56	5,119.91	12,880.09	28%
Utilities - Water/Sewer	-.501	1,200	270.78	442.01	757.99	37%
Utilities - Electrical	-.504	1,900	153.77	463.87	1,436.13	24%
Utilities - Propane	-.505	5,000	0.00	0.00	5,000.00	0%
SPECIAL TAX HANDLING FEE	5411	21,476	0.00	0.00	21,476.00	0%
REFUND OVERPAYMENT	5612	20,747	0.00	0.00	20,747.00	0%
FIXED ASSETS						
Building Fund: Structures	5640	-	0.00	0.00	-	
Equipment	5701	300,399	0.00	235,650.27	64,748.73	
Fire Operation Fund Totals		2,513,914	179,360.85	805,165.86	1,708,748.14	32%

CHECKS ISSUED LISTING - Sept 2020**STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
5001.3.001: SALARIES			
	18175, 18274 Payroll / Statutory Elective Withholding		\$109,704.91
	18175, 18274 Paychex Fee	employer cost	\$313.34
1089471, 1090034	PARS	EE withholding	\$0.00
	18176, 18275 EPFF Local #3581	dues and meals withholding	\$1,650.00
	18347 PERS	employee/employer	8,730.82
5001.3.050: RETIREMENT (PERS)			
	18347 CalPERS	employer portion	12,204.04
	18347 PERS	unfunded liability	7,864.39
5001.3.055: GROUP INSURANCE			
	18175, 18274 Supplemental Life Premium Withholding		(\$185.00)
	1089937 FDAC-EBA	med/vis/den/life ins prem	\$1,858.64
	1089939 SDRMA-Employee Benefit Service - medical premium		\$22,120.74
5001.3.062: UNIFORM ALLOWANCE			<i>none issued</i>
5111.3.111: SAFETY CLOTHING			<i>none issued</i>
5111.3.115: SAFETY EQUIPMENT			<i>none issued</i>
5111.3.121: COMMUNICATIONS: RADIOS			
	1091037 Columbia Communications	update radios	317.00
	1091037 Columbia Communications	install radio in U3509 amb	561.05
5111.3.124: COMMUNICATIONS: TELEPHONE			
	1089585 Comcast - Sta. 3 -	phones/internet	262.88
	1091035 Verizon Wireless	cell phones	156.28
5111.3.131: FOOD/FIRE LINE MEALS			
	1089952 US Bank	meals for test proctors	100.55
5111.3.141: HOUSEHOLD EXPENSE			
	1089941 Ameri Pride Services Inc	rag/coverall service	104.15
	1089944 CA Waste Recovery Systems	trash disposal	78.16
	1089952 US Bank	"speak-thru"	56.63

CHECKS ISSUED LISTING - Sept 2020**STATION 3 A****5111.3.151: INSURANCE: PROPERTY/LIABILITY** *none issued***5111.3.153: INSURANCE: WORKER'S COMPENSATION** *none issued***5111.3.183: MAINTENANCE: AMBULANCES**

1089942 Arnold Auto Supply	U3507/8: DEF, oil, wipes, anti-frz	148.97
1089946 Arnold Tire & Auto Care	U3507: tire rotation	15.00
1089952 US Bank	race exhaust DPF delete items	718.15

5111.3.201: BUILDING & GROUNDS MAINTENANCE

1089589 Ebbetts Pass Gas Service	Sta. 3 heater repair	100.00
1089947 Ebbetts Pass Lumber co	fasteners, paint	21.36

5111.3.211: EMERGENCY CARE

1089588 Life Assist Inc.	medical supplies	2,102.59
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5111.3.221: MEMBERSHIPS/SUBSCRIPTIONS *none issued***5111.3.241: OFFICE EXPENSE** *none issued***5111.3.245: OFFICE EXPENSE - COPIES**

1091040 Inland Business Systems	copier maintenance	77.17
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5111.3.271: PROFESSIONAL SERVICES

1089954 Wittman Enterprises LLC	PCRS: 43	1,075.00
18266 Nossaman LLP	review reserve fund balance poli	3,000.00
1089948 Elinor Hall MPH	IGT consultation services	1,062.50
1089951 Mountain-Valley EMS Agency	oversight/monitor fee	1,035.75

5111.3.401: SMALL TOOLS/FF EQUIPMENT *none issued***5111.3.411: SPECIAL DISTRICT EXPENSE**

1089952 US Bank: SAMBA	CA EPN reporting	24.00
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5111.3.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued*

1089945 Co Occupational Med Partners	pre-hire physical	\$620.00
1091036 Co Occupational Med Partners	pre-hire physical	\$890.00

5111.3.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE *none issued***5111.3.422: TRAINING**

1089952 US Bank	FBOR books	26.45
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CHECKS ISSUED LISTING - Sept 2020**STATION 3 A****5111.3.478: TRAVEL/EDUCATION/TRAINING**

1089943 Sean Bitner	reimburse travel to p/u new amb	505.22
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5111.3.480: TRANSPORTATION FUEL

1089591 W H Breshears	diesel	\$1,230.85
1089953 WEX Bank	diesel	384.71

5111.3.501: UTILITIES: WATER/SEWER

1089584 CCWD	water/sewer	270.78
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5111.3.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	153.77
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5111.3.505: UTILITIES: PROPANE

none issued

5411 A: SPECIAL TAX HANDLING FEE

none issued

5640 A: STRUCTURES

none issued

5701 A: EQUIPMENT

none issued

8001/5612 A: REFUNDS

none issued



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October 1, 2020

Ms. Cheryl Howard
District Secretary
Ebbetts Pass Fire District
Post Office Box 66
Arnold, California 95223-0066

Re: SB-1159 COVID-19 Presumption Law, action required if employee tested positive

Dear Ms. Howard,

On September 17, 2020 Governor Newsom signed SB-1159 Workers' Compensation: COVID-19 Critical Workers' as emergency legislation which makes it effective immediately.

SB-1159 sets forth rebuttable presumption standards to establish workers' compensation coverage for employees who contract COVID-19 under the following three circumstances:

1. The bill codifies Executive Order N-62-20, issued by Governor Newsom on May 6, 2020, which expanded the workers' compensation rebuttable presumption to A NY employee who reported to their place of employment between March 19 and July 5, 2020, and who tested positive for or was diagnosed with COVID-19 within the following 14 days during that time period.
2. This rebuttable presumption is then extended beyond July 6, 2020, for firefighters, peace officers, fire and rescue coordinators, and certain kinds of health care and health facility workers, including in-home supportive services providers that provide services outside their own home. For health facility employees other than those who provide direct patient care, and other than custodial employees in contact with COVID-19 patients, the presumption does not apply if the employer can show the employee did not have contact with a COVID-19 positive patient within the 14-day period.
3. For all other employees, the rebuttable presumption is only applied if the employee works for an employer with five or more employees and the employee tests positive for COVID-19 within 14 days after reporting to their place of employment during a COVID-19 "outbreak" at the employee's specific workplace. For purposes of this presumption, a COVID-19 "outbreak" exists if within 14 calendar days one of the following occurs at a "specific place of employment" (which excludes the employee's home): If the employer has 100 employees or fewer at a specific place of employment, 4 employees test positive for COVID-19.



The Bill also requires employers to notify their workers' compensation claims administrator if they have an employee with a COVID positive test, whether or not they think it is work-related. There is a retroactive reporting from July 6, 2020 to September 17, 2020 that is due by **October 29, 2020**. After September 17th employers will only have three days to report a positive test. It applies to anyone who tests positive within 14 days after working at the employer's worksite. This does not include employees who work from home. Failure to report COVID positive tests to our claims administrator, Sedgwick, could result in a \$10,000 fine.

The attached document provides step-by-step instructions on how to report COVID positive tests to Sedgwick. Each of our members have been assigned their own access code. The Ebbetts Pass Fire

Please contact us at claims@sdrma.org or call 800.537.7790 if you have any questions.

Sincerely,

Special District Risk Management Authority

Laura S. Gill
Chief Executive Officer

Enclosure: Sedgwick SB-1159 Reporting Information

Ebbetts Pass Fire District



DATE: 10/16/20

TO: EPFD Board of Directors

FROM: EPFD Administration

REGARDING: Recommendation for EPFD Documents to be Destroyed

According to EPFD policy 1060, Fire District Records: Retention and Disposition, a group of documents has been prepared for destruction on 10/9/2020. The documents include:

- Assessment Records
- Warrants/Checks
- Warrants/Invoices
- Alarm Reports
- Purchase Order Duplicate Books
- FDAC Board Records
- Apparatus Check/Fuel Records
- Apparatus Checks
- Funds Deposited

A complete list of the documents to be destroyed and a copy of policy 1060 has been included.

Boxes at Station 2 Ready for Destruction
10/9/2020

Assessment Records
Assessment Records
Assessment Records 1992
Warrants/Checks
Alarm Reports 1980-83
Alarm Reports 1984-88
Alarm Reports 1989-92
Alarm Reports 1992-94
Alarm Reports 1994-96
Purchase Order Duplicate Books prior to 1990

FDAC Board Record (WW)
Apparatus Checks/Fuel Record 1979-1989
Apparatus Checks 1998-99 - 2005
Apparatus Checks 2005
Apparatus Checks 1989-90
Apparatus Checks 1997-98
Apparatus Checks 2006-2011
Funds Deposited 1984-2000

Warrants/Invoices 1980-81
Warrants/Invoices 1981-82
Warrants/Invoices 1982-83
Warrants/Invoices 1983-84
Warrants/Invoices 1984-85
Warrants/Invoices 1985-86
Warrants/Invoices 1986-87
Warrants/Invoices 1987-88
Warrants/Invoices 1988-89
Warrants/Invoices 1989-90
Warrants/Invoices 1990-91
Warrants/Invoices 1991-92
Warrants/Invoices 1992-93
Warrants/Invoices 1993-94
Warrants/Invoices 1994-95
Warrants/Invoices 1995-96
Warrants/Invoices 1996-97
Warrants/Invoices 1997-98
Warrants/Invoices 1998-99
Warrants/Invoices 1999-00
Warrants/Invoices 2000-01
Warrants/Invoices 2001-02
Warrants/Invoices 2002-03
Warrants/Invoices 2003-04
Warrants/Invoices 2004-05

Ebbetts Pass Fire District	POLICY: 1060
Subject: Fire District Records: Retention and Disposition	Adoption Date: 7/26/10 Revised Date: N/A Review Date: 10/16/2018

1. Purpose: To define policies for retention and disposal of District records, consistent with local, state and federal laws, rules, and accepted business practices.
2. Document retention by class:
 - 2.1. *Administrative documents* – Such as books, including fire codes, policies and operations manuals, simple fire inspections, permits, and station journals shall be kept for no less than seven years following the documents necessity of use or replacement by adoption of other documents.
 - 2.2. *Personnel documents* – Shall be kept for a period of no less than seven years following the termination or retirement of the relevant employee. These documents include personnel files, payroll actions, evaluations, training, certifications and other reports not relating to discipline. All personnel file items relating to discipline shall follow the direction of Ebbetts Pass Fire District “Policy 6600 Personnel Discipline”
 - 2.2.1. Employee medical records shall be retained for no less than thirty years following the termination or retirement of the relevant employee.
 - 2.3. *Property documents* – Pertaining to vehicles, inventory, equipment, supplies and related logs shall be retained for no less than three years.
 - 2.3.1. Fixed asset records and inventories shall be kept in perpetuity.
 - 2.4. *General Reports* – General incident reports and simple, closed, fire cause and origin investigations, evidence logs and weed abatement reports shall be retained for a period of not less than seven years.
 - 2.5. *Finance Records – Documents* including audits, budgets and appropriation limits shall be retained for no less than ten years.
 - 2.6. *Legal Documents* – All legal documents, including resolutions, ordinances and property titles shall be retained in perpetuity.
 - 2.7. *Investigative, evidence and documents related to litigation* – Any investigation that supports the prosecution of a homicide shall be retained in perpetuity. Documents or evidence of crimes resulting in great bodily harm, destruction or damage to an inhabited structure/property shall be retained for seven years following the resolution of the investigation.
3. Document Disposal:

Ebbetts Pass Fire District	POLICY: 1060
Subject: Fire District Records: Retention and Disposition	Adoption Date: 7/26/10 Revised Date: N/A Review Date: 10/16/2018

- 3.1. Documents that remain in valuable use shall not be considered for disposal. The specific time frame for disposal will go into effect upon the practical use of the document ending.
- 3.2. Documents shall be destroyed in a manner commensurate with the sensitivity level of the document. Documents that would expose “protected health or medical information,” home or mailing addresses, date of birth, social security number, health care information or pay rate specifics (other than total net or gross amounts) shall be considered sensitive.
- 3.3. The preferred method for destruction of sensitive documents shall be commercial incineration or document shredding. Records and documents that are no longer needed will be disposed of at the proper time and in a manner that protects personal and financial information.
- 3.4. The Board of Directors may dispose of records that are not expressly required by law to be preserved by either:
 - 3.4.1. Authorizing the destruction of any category of records if the Board does both of the following:
 - Adopts a resolution finding that destruction or disposition of the category of records will not adversely affect any interest of the District or public.
 - Maintains a list, by category of the types of records destroyed or disposed of that reasonably identifies the information contained in those records.
 - 3.4.2. The District adopts and complies with a record retention schedule that meets the Secretary of State's guidelines that classifies all of the District records by category and that establishes a standard protocol for their destruction or disposition.
 - 3.4.3. The District can authorize the destruction of records that are not expressly to be preserved:
 - The document is reproduced so that it does not allow any changes to the original document.
 - The reproduction device accurately reproduces the original and does not permit changes.
 - The reproduction is conveniently accessible with provisions for preserving, examining, and using files.

Ebbetts Pass Fire District	POLICY: 1060
Subject: Fire District Records: Retention and Disposition	Adoption Date: 7/26/10 Revised Date: N/A Review Date: 10/16/2018

4. Confidentiality: Certain records, such as patient medical records and personal identity information, must be maintained in a safe and secure place. District employees and sub-contractors will comply with all local, state and federal laws, rules, and regulations relating to the release of confidential information.
5. The District is prohibited from destroying or disposing of a record that:
- Relates to the District's formation change of organization, or reorganization.
 - Is an ordinance adopted by the District, unless it has been repealed or is otherwise invalid in which case it can be destroyed after five years.
 - Contains minutes of any meeting of the District's legislative body.
 - Relates to a pending claim or litigation or settlement in the past two years.
 - Is the subject of a pending request under the California Public Records Act.
 - Relates to construction that the District has accepted.
 - Relates to non-discharge debts of the District.
 - Relates to title or real property to which the District has interest.
 - Related to any non-discharged contract to which the District is a party.
 - Has not fulfilled its administrative, fiscal, or legal purpose.
 - Is an unaccepted bid or proposal which is less than two years old, for any public work.
 - Specifies the amount of compensation paid to District employees or officers or independent contractors or relates to expense reimbursement to District officers, or employees or the use of District paid credit cards or travel compensation. *These records may be destroyed seven years after the date of payment.*

Policy 1060

CPPA

Calaveras Public Power Agency

Mailing Address:
Government Center
891 Mountain Ranch Road
San Andreas, CA 95249-9709

Phone: (209) 293-7211
Cell Phone (209) 768-4200
Email: dda@volcano.net

October 6, 2020

TO: Voting CPPA Member Agency Representatives
FROM: Dennis Dickman
SUBJECT: Voting Instructions

Nine Member Agencies were nominated for the At-Large position on the CPPA Board of Directors. Two declined and seven accepted the nomination.

Enclosed is a ballot with the names of the Member Agencies and their current Representative who accepted the nomination. Please read the following instructions for marking the ballot and returning it to CPPA.

1. Vote for only one candidate by placing an X by the Member Agency's name on the ballot.
2. Place the ballot in the CPPA self-addressed and stamped envelope and seal the envelope.
3. **SIGN** the outside of the envelope below your name and address (Note: for the ballot to be accepted the signature must be that of the Member Agency Representative).
4. Ballots shall be returned to CPPA no later the November 6, 2020.

Failure to: (1) mark the ballot properly; (2) return the ballot in the CPPA self-addressed envelope; and/or (3) have an unauthorized signature on the envelope, will make the ballot invalid.

Ballot for At-Large CPA Board of Director Position

Vote for only one of the following:

- _____ Calaveras County Resource Conservation District (Robert Dean)
- _____ Ebbetts Pass Fire Protection District (Mike Johnson)
- _____ Mark Twain Health Care District (Richard Randolph)
- _____ Mokelumne Hill Fire Protection District (Suzanne Coe)
- _____ Union Public Utility District (Ralph Chick)
- _____ Vallecito Union School District (Gretchen McReynolds)
- _____ 39th District Agricultural Association ((Laurie Giannini))

Return Ballot within self-addressed stamped envelope, signed, so CPA receives it by November 6, 2020

Calaveras Public Power Agency – Fall 2020

Fire Ordinance ~~2012~~2020~~8~~

**EBBETTS PASS FIRE PROTECTION DISTRICT
FIRE ORDINANCE ~~2012~~2020~~8~~**

AN ORDINANCE OF THE EBBETTS PASS FIRE PROTECTION DISTRICT
REPLACING ALL EXISTING EPFD FIRE ORDINANCES

**EBBETTS PASS FIRE PROTECTION DISTRICT
FIRE ORDINANCE ~~20120208~~**

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20182020

INTRODUCTION

Within the boundaries of the Ebbetts Fire Protection District, fire and life safety regulations are enforced by:

1. The California Department of Forestry and Fire Protection, by the application and enforcement of regulations contained in Public Resources Code 4290 and 4291, ~~and~~
2. The County of Calaveras, by the application and enforcement of codes contained in the California Building Code, the California Fire Code and other such regulations as may be contained in the Calaveras County Code of Ordinances, and
3. The Ebbetts Pass Fire Protection District by the application and enforcement of various amendments to the above-mentioned codes as contained in Ebbetts Pass Fire District Ordinance ~~201920208~~.

TITLE: Ebbetts Pass Fire District Ordinance ~~2018-2020~~

An ordinance of the Ebbetts Pass Fire Protection District (“EPFD”), hereinafter referred to as EPFD Ordinance ~~201920208~~, adopting the provisions, with certain amendments made based upon findings of fact, of the most recent editions of the California Fire Code, Calaveras County Fire and Life Safety Regulations and California Public Resources Code 4290 and 4291, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Ebbetts Pass Fire Protection District; providing for the issuance of permits and collection of fees therefor; and repealing Ordinance 2018~~2~~ of the Ebbetts Pass Fire Protection District and all other ordinances and parts of ordinances in conflict therewith.

SECTION 1: ADOPTION

The Board of Directors of the **EBBETTS PASS FIRE PROTECTION DISTRICT** ordains as follows:

1.1. That a certain document, three (3) copies of which are on file in the office of EPFD Station One, being marked and designated as the California Fire Code, [2013 edition][SD1], including Appendix B, Appendix C, and Appendix D, as published by the International Code Council, is hereby adopted with certain amendments as specified below as the Ebbetts Pass Fire Protection District Fire Ordinance ~~2018-2020~~ in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in this office of the Ebbetts Pass Fire Protection District are hereby referred to and adopted and made part of, as fully set out in EPFD Ordinance ~~201920208~~, with the additions, amendments, insertions, deletions and changes, if any, as prescribed below.

1.2. That the geographic limits referred to in certain sections of the [2013][SD2] California Fire Code are established,

unless otherwise approved by the District's Fire Code Official, as being within the boundaries of the Ebbetts Pass Fire Protection District.

1.3. That the Ebbetts Pass Fire Protection District additionally adopts by reference the most current published version of the California Public Resources Codes (PRC) [SD 3], Section 8.10 of the Calaveras County Code of Ordinances, Ebbetts Pass Fire District Clearance Requirements for Unimproved Lots, and declares such codes are fully in force and in effect as though fully set forth herein except as the same may be modified by the amendments and additions thereto hereinafter set forth below.

1.4. That the California Fire Code, Calaveras County Code of Fire and Life Safety Regulations and the California Public Resources Code 4290 and 4291 as adopted by EPFD have been modified as described below in order to establish a more restrictive standard deemed reasonably necessary because of local climatic, geologic or topographical conditions.

Amendments to the above-referenced codes can be found in the Amendment and Addition Matrix below. A more detailed description can be found in Appendix A.

AMENDMENT SUMMARY MATRIX – See Appendix A for a more detailed description

Referenced Code	Referenced Code Section	Title/Subject	EPFD Ordinance Section
California Fire Code	104.2	Applications/Permits	4.1
Calaveras County Code	8.10.320	Fire Management Plans	4.3
California Fire Code	3404.1	Flammable Liquid Storage	5.1
California Fire Code	3804.2	Installation of LPG Tanks	5.2A
California Fire Code	3807	LPG Safety Devices	5.2.B - D
California Fire Code	3308	Fireworks	6
California Fire Code	907.2	Automatic Fire Detection Systems-New Buildings	7.1 and 7.5
California Fire Code	907.3	Automatic Fire Detection Systems-Existing Buildings	7.2 and 7.5
California Fire Code	907.7.5	Automatic Fire Detection and Automatic Fire Sprinkler Systems-Monitoring	7.4
California Fire Code	903.2	Automatic Fire Sprinkler Systems-New Buildings	7.8
California Fire Code	903.6	Automatic Fire Sprinkler Systems-Existing Buildings	7.8
California Fire Code	903.3	Automatic Fire Sprinkler Systems-Installation	7.9
California Fire Code	904.4	Automatic Fire Sprinkler Systems-Inspection/Testing	7.9/7.10
Calaveras County Code	8.10.340	Roads and Driveways	8.2
California Fire Code	Appendix D	Fire Apparatus Access Roads	8.2
Calaveras County Code	8.10.200	Premises Identification	8.5 - 8.7
Public Resources Code	4291 (a) and 4290	Defensible Space	9.4
California Fire Code	4601	Existing Buildings – Adequate Water Supplies	10.3
Calaveras County Code	8.10.520	Water Supply Systems	10.4 - 10.5
California Fire Code	Appendix C C105	Distribution of Fire Hydrants	10.10 - 10.12
California Fire Code	507.5.4/507.5.5/507.5.6	Hydrant Protection and Marking	10.19 - 10.28

1.5. That Ordinance 2018~~2~~ of the Ebbetts Pass Fire Protection District entitled Ebbetts Pass Fire Protection District Fire Ordinance 2018~~2~~ is hereby repealed and replaced in its entirety.

1.6. That if any section, subsection, sentence, clause or phrase of EPFD Ordinance ~~2018-2020~~ is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of EPFD Ordinance ~~201920208~~. The Board of Directors of the Ebbetts Pass Fire Protection District hereby declares that it would have passed EPFD Ordinance ~~201920208~~, and each section, subsection, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

1.7. That nothing in EPFD Ordinance ~~2018-2020~~ or in the Fire Code hereby adopted by reference shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 1.5 of EPFD Ordinance ~~201920208~~; nor shall any just or legal right or remedy of any character be lost, impaired or affected by EPFD Ordinance ~~201920208~~.

1.8. That the Ebbetts Pass Fire Protection District is hereby ordered and directed to cause EPFD Ordinance ~~2018-2020~~ to be published and or posted in accordance with Government Code 25124.

1.9. That EPFD Ordinance ~~2018-2020~~ and the rules, regulations, provisions, requirements, orders and matters established and adopted shall take place and be in full force and effect 30 days from and after the date of its final passage and adoption.

SECTION 2: FINDINGS OF FACT AND AMENDMENTS TO ADOPTED CODES

Findings of Fact and Amendments to Adopted Codes

2.1. The Board of Directors of the Ebbetts Pass Fire Protection District finds that the unique characteristics of the topography, geography, and climatic conditions within the District, combined with the intermix of residential and commercial structures within the wildlands of the District, requires modifications/amendments of the California Fire Code, California Public Resources Codes and other such administrative codes in order to better protect the health, safety, welfare, material wealth, and economic well-being of the residents and property owners within the area known as the Ebbetts Pass Fire Protection District. These modifications/amendments to State and Local Government (County) adopted standards are found reasonably necessary because of the "Findings of Fact" adopted as part of EPFD Ordinance ~~201920208~~.

2.2. Within the adoptive ordinance, specific amendments have been established which are more restrictive in nature than those adopted by the State of California commonly referred to as the California Fire Code, and the Public Resources Codes, and the Calaveras County Fire and Life Safety Code. These amendments have been recognized by the Ebbetts Pass Fire Protection District to address the fire protection problems, concerns and future direction by which the District can establish and maintain an environment which will work toward affording a level of safety to all who live, work and visit within its boundary.

2.3. Pursuant to Section 4117 of the Public Resources Code, Section 13869.7 (A) of the Fire Protection District Law and Sections 17958.5 and 17958.7 of the Health and Safety Code, the report contained herein is submitted as the "Findings of Fact" document with regard to the adopting ordinance of the Ebbetts Pass Fire Protection District.

2.4. Under the provisions of Section 17958.5 of the Health and Safety Code, local amendments of State adopted standards shall be based on CLIMATE, GEOGRAPHICAL, and TOPOGRAPHICAL conditions. The Findings of Fact contained herein shall address each of these situations and shall present the local situation which, either singularly or in combination, caused the established amendments to be adopted. Additionally, the California Department of Forestry and Fire Protection (Cal-Fire) has determined that the State Responsibility Areas (SRA) within the County of

Calaveras, where in which the Ebbetts Pass Fire Protection District is located, to be a "Very High Fire Hazard Zone.

Finding of Facts – Climatic Considerations

2.5. The Ebbetts Pass Fire Protection District is located within the heart of the Stanislaus National Forest. Elevations within the District range from 2,500 to 5,500 feet. The annual rainfall averages 21 inches; very often diminished rainfall amounts create a condition of drought and extreme fire danger. Most precipitation falls between the months of November and April. Snowfall can vary from an average of one to four feet in commercial areas of the District and between two to six feet in those residential areas at the higher elevations.

During dry periods of the year between May and November, high temperatures average 90-95 degrees. Low fuel moistures, relative humidity and high burn indexes are the norm for six months or more of each year. "Red flag" conditions are common. In combination, these conditions subject the District to severe and often critical fire seasons most every year.

The temperature and terrain features also blend to create gusty, prevailing winds and wind changes to occur regularly, further adding to the dry conditions and flammability of wildland fuels. During the winter season, snowfalls create problems in regard to access, response times and premises identification, with snowfall amounts varying from year to year. The Fire District is dependent upon local snow removal contractors for keeping access roads clear. Snow removal from private driveways and roadways is the responsibility of property owners.

Findings of Fact–Geographical and Topographical Considerations

2.6. The vast majority of structures within the Ebbetts Pass Fire Protection District lie upon moderate to steep sloping terrain features amid varying types of 10-hour, 100-hour and 1,000-hour fuel types. It is most common for residential structures to be built into, and blended in, with the timber and wildland vegetation common to these elevations. The District is a true example of mixing urban development within the wildlands that has commonly become known as the urban/wildland intermix. Fuel loads average 45 to 80 tons per acre in developed residential areas and 80-125 tons per acre in adjacent areas. Geographical and terrain features are such that residential structures have been built on slopes, in chimneys, and on ridge tops. Long, narrow, steep driveways are common, limiting access to individual properties and dwellings.

Ingress and egress from residential developments all originate from State Highway 4. Many of the ingress roads are narrow and substandard, built prior to the adoption of road standards. In the majority of residential developments, most subdivision streets converge onto one main artery which in turn, intersects with the State Highway. This creates the potential for heavy traffic congestion should the need for evacuation occur. Congestion is common during peak seasons when rentals and second homes are likely to be occupied. Peak seasonal periods coincide with the fire season.

Amendments to Adopted Codes

2.7. To mitigate the potential of devastating loss of property and life which can result from the wildland/intermix fire and the effect of the above-described combination of climatic, geographical and topographical factors on the ability of fire suppression forces to manage the wildland intermix fire, the Ebbetts Pass Fire Protection District has incorporated amendments and modification of the California Fire Code, Public Resources Code and other published fire and life safety standards.

2.8. **Building Fires:** The amendments and modifications to the aforementioned are deemed reasonably necessary to support the District's efforts to keep Building fires small so they can be controlled by a limited number of resources before spreading to the wildland. It is believed that more restrictive requirements pertaining to the installation of Automatic Fire Detection systems which provide for the early detection of fires, Automatic Fire Extinguishing Systems, and Automatic Fire Sprinkler Systems that suppress fires before they become large, the use of fire resistive building materials, the provision of adequate water supplies for fire suppression, and improved access support that effort.

2.9. **Wildland Fires:** The amendments and modifications to the aforementioned codes are deemed reasonably necessary to the District's efforts to keep wildland fires originating within the District's boundaries small so they too

can be controlled by a limited number of resources before becoming a conflagration. It is believed that more restrictive requirements pertaining to clearance of defensible space around structures and the reduction of fuel loads on unimproved properties within and adjacent to, residential and commercial developments support that effort.

2.10. Finding: It is the District's finding that the modifications to the adopted standards contained herein are reasonably necessary to:

1. Provide early detection of building fires which provides increased opportunity to contain the fire to the Building and help prevent spread to the wildland; and
2. Amendments related to fuel loads on lots and around structures also help provide increased opportunities for rapid control of a wildland fire and the prevention of a conflagration as well as provide added elements of safety for fire suppression forces.

While it is clearly understood that the adoption of such regulations may not prevent the incidence of fire, the ongoing enforcement of the California Fire Code, Public Resources Codes, Calaveras County Fire and Life Safety Code, and the amendments to those Codes contained herein, may reduce the severity and potential loss of life and property within the boundaries of the Ebbetts Pass Fire Protection District

SECTION 3: DEFINITIONS

3.1. Access Ways and/or Roads: A road or means that provides fire apparatus and/or firefighting personnel access from a fire station to a Building, facility, or portion thereof. This is a general term inclusive of all other terms such as, but not necessarily limited to, fire lane, public street, private street, parking lot lane and access roadway.

3.2. Adequate Water Supply: Adequate Water Supply shall mean the available water flow (amount), supply (duration) and access (location) which the Fire Code Official or designee determines is necessary to protect any Building(s), structures, developments, or potential developments. This shall include private residential, commercial, and public Buildings on land to be developed or improved. This shall include adequate water flow and supply (duration) for potential Building/improvements on lots or parcels created for development as part of a subdivision of land.

3.3. Alternate Means of Compliance: An alternative method to meet the intent of a regulation or requirement allowed by the Fire Code Official which provides the same overall practical effect of the regulation or requirement.

3.4. Approved: Approved shall mean meeting all the requirements of the Fire Code Official as to the location, size, type of material and manner of installation.

3.5. Automatic Fire-Detection System: Approved heat or smoke detection devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, communicate the activation of a detection device to audible alarms and signal monitoring station, or any combination thereof.

3.6. Automatic Fire-Extinguishing System: An approved system of devices and equipment which automatically detects a fire and discharges an approved fire-extinguishing agent onto or in the area of a fire.

3.7. Automatic Fire-Sprinkler System: An Automatic Fire Sprinkler System, for fire protection purposes, is an approved integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The system includes a suitable water supply. The portion above ground is a network of specially sized piping to which automatic sprinklers are connected in a systematic pattern. The system is usually activated by heat from a fire and discharges water over the fire area. The system may also include fire flow alarms which sound upon activation of a sprinkler head. The system may also include communications equipment which, upon activation of a fire flow alarm, sends a signal to a monitoring (signal) station.

The system may also include Post Indicator Valves (PIV) which can control the water which supplies various zones or areas of the extinguishing system. PIVs may also have communication devices which monitor whether the valve is opened or closed and sends a signal to a monitoring (signal) station should the valve be closed. A system may also include fire department connections for the purpose of adding additional water pressure to the system during a fire event by using fire apparatus pumps.

3.8. Board: Board shall mean the Board of Directors of the Ebbetts Pass Fire Protection District.

3.9. Building: Building shall mean any structure built upon any lot, parcel, or property within the jurisdiction of the Ebbetts Pass Fire Protection District including, but not limited to, any dwelling

classified as residential, commercial, and accessory.

3.10. Central Signal Station: An approved, certified and/or licensed location or facility staffed and equipped to monitor alarm systems and notify emergency services that a fire alarm system, Automatic Fire Protection System, Fire Sprinkler System, Automatic Fire Extinguishing System or other such fire protection devices have been activated.

3.11. Chief: Chief shall mean the Chief Officer of the Ebbetts Pass Fire Protection District having responsibility for the enforcement of this code and/or his/her authorized representative.

3.12. Commercial Building: Commercial Building shall mean any Building, dwelling, apartment, condominium, townhouse, motel, bed and breakfast or room used as a place of business, or any room, apartment, dwelling or Building rented or leased to others. Exception: Single Family Residential Dwellings having fewer than two dwelling units.

3.13. Developer: Developer shall mean any lot owner, parcel owner or other person, firm, corporation, association, partnership, trust, company, public or private, responsible for the improvement of land or project in question, be it for private or public use.

3.14. Development Project: Any project undertaken for the purpose of development, including a project involving the issuance of a permit for construction or reconstruction, but not a permit to operate.

3.15. Division of Land: A Division of Land shall mean the division, by any entity or developer, of any unit or units of improved or unimproved land or any portion thereof, shown on the most current equalized county assessment roll as a unit or contiguous units, for the purpose of sale, lease, financing, transfer, or building development, whether immediate or future. Property shall be considered as contiguous units even if separated by roads, streets, utility easements or railroad right-of-ways.

3.16. Facilities: Facilities shall mean such water mains, fire hydrants, appliances, appurtenances, Buildings, equipment, etc. thereto as are necessary for fire protection.

3.17. Fire Code Official: Fire Code Official shall mean the person(s) appointed by the Fire Chief to enforce the EPFD Fire Ordinance. The Fire Code Official may have various titles related to the specific duties to which they are assigned. The Fire Code Official is authorized by the Board of Directors of the Ebbetts Pass Fire District to enforce EPFD Ordinance ~~2018-2020~~ and issue citations and/or arrest persons for violations of EPFD Ordinance ~~2019~~2020~~8~~.

3.18. Fire Flow: Fire Flow shall include the amount of water in gallons per minute required for an individual structure, occupancy class or hazard, for more multiple structures, occupancies or hazards, total amount of water available in storage for fire protection of a structure, occupancy, or hazard, and/or total amount of water available in storage for fire protection of multiple structures, occupancies, or hazards. Fire flows shall be calculated above what is required/needed for domestic use.

3.19. Fire Hazard: Fire Hazard shall mean anything or act which increases or may cause an increase of the hazard or menace of fire to a greater degree than is customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing, or extinguishing fires; or which may obstruct, delay, hinder or interfere with the operations of the fire district or the egress of occupants

or the access of emergency equipment in the event of fire.

3.20. Fire Management Plan: A plan that addresses the fire protection needs of a Development, with implementation methods necessary to achieve the standards of EPFD Ordinance ~~2018-2020~~ or having the same practical effect.

3.21. Fire Protection Water Supply Systems: Any combination of pipes, valves, appliances, devices, tanks, pumps, connections, etc. used to store or deliver water for the purpose of fire protection.

3.22. Judgment: Judgment shall mean the decision of the Fire Chief or designee based upon sound fire protection principles. Such judgment shall be conclusive unless overruled by the Board of Directors of the Ebbetts Pass Fire Protection District through a regular grievance or appeal process.

3.23. Relief: An exemption from all or part of a requirement or regulation approved by the Fire Code Official.

3.24. Subdivision: Subdivision shall mean the same as Division of Land. (3.14)

3.25. To Develop Land: To Develop Land shall mean any division or subdivision of land, change in zoning, improvement of land or change in permitted use of land.

3.26. To Improve Land: To Improve Land shall mean to make any improvements or do any work upon such land which would legally require the issuance of a building permit, whether actually issued or not, under the California Building Code or any other County or District Ordinance. It shall also be held to mean that to Divide Land is to Improve Land. This shall include properties zoned residential as well as commercial.

SECTION 4: SUBMISSION OF PLANS FOR REVIEW and FIRE MANAGEMENT PLANS

Submission of Plans for Review

4.1 Affected activities requiring the submittal of plans for review by the District's Fire Code Official include but are not limited to:

1. Permitting or approval of new parcels, including subdivisions and/or divisions of land but excluding lot line adjustments.
2. Application for a building permit for new, or additions to, any Building. Exception: R-3 Single Family Residential having less than two dwelling units.
3. Application for use permit, change of zoning or change of occupancy classification

4.2. Permission for occupancy of any Building, or permission to proceed with the development of any property created as a result of a subdivision and/or division of land shall not be granted until such Building or Development Project has met the conditions of the District's Fire Code Official. [SD4]

Fire Management Plans

4.3. As a conditional requirement for approval of any subdivision of land, commercial development projects, and/or commercial Building project, the Calaveras County Fire Ordinance and/or the District's Fire Code Official may require a Fire Management Plan.

4.4. In order to meet the requirements of EPFD Ordinance ~~2018~~-2020 and the intent of its amendments made to other adopted ordinances or standards, the District may require provisions more stringent than those provisions and requirements of a Fire Management Plan required by the Calaveras County Fire Ordinance [SD5].

4.5. The Fire Management Plan shall be approved prior to the issuance of any building permit and shall address all aspects of fire protection requirements and mitigation measures.

4.6. A Fire Management Plan may, but is not necessarily limited to, address the following:

1. Impact on the existing fire service delivery system's (agency's) ability to provide and/or maintain a level of service reasonably equal to services being currently provided.
2. Availability of fire protection water, required fire flows and storage.
3. Problems associated with ingress/egress, circulation and the response times of emergency equipment.
4. Fire Hazards existing within the proposed project area or immediately adjacent to the area including vegetation and combustible fuels.
5. Requirements of EPFD Ordinance ~~2018~~-2020 which cannot be met due to project design or other constraints.
6. Fire protection measures which are consistent with provisions of EPFD Ordinance ~~2018~~-2020 and/or other recognized fire protection standards.

SECTION 5: STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS and LIQUEFIED PETROLEUM GAS

Storage of Flammable or Combustible Liquids

5.1. The storage of Class 1, II and III liquids in above-ground tanks must be approved by the District's Fire Code Official.

Storage of Liquefied Petroleum Gas

5.2. The installation of storage containers for liquefied petroleum gas shall be restricted as follows:

1. The installation of storage tanks in excess of 500 gallons either singly or in multiple of tanks with an aggregate capacity in excess of 500 gallons shall require approval of the Fire Code Official.
2. Any tanks or aggregates of tanks in excess of 500 gallons shall be enclosed by a fence at least 6 feet in height and located a minimum of 3 feet from the tank(s). The fence shall have a gate on the side which faces the access route to the tank and shall be kept locked when unattended.
3. All metering devices and shutoff valves to individual apartments, suites, dwellings, etc., that are serviced by one tank shall be marked in a manner that corresponds to the address, apartment or suite number that is served by that metering device and shutoff valve.
4. Additional fire protection requirements may be established as a condition of approval in consideration of special features such as topographical conditions, nature of the occupancy, response distances, proximity to Buildings and the degree of life safety protection deemed needed.

These additional fire protection requirements include, but are not limited to, fire appliances, hydrants, Automatic Fire Detection, Automatic Fire Sprinkler System, and Automatic Fire Extinguishing System.

SECTION 6: FIREWORKS

6.1. The provisions of this section are not to be construed as all inclusive. References shall be made to the most recent standards, suggestions and procedures recommended by the California State Fire Marshal's Office in regard to the regulation of fireworks.

6.2. All definitions of fireworks, dangerous fireworks, and safe and sane (private use) fireworks shall have respective meanings ascribed to them in the California Health and Safety Code, or their most recent amendments or changes.

6.3. It shall be unlawful for any person to possess, store, to offer for sale, expose for sale, sell at retail, or use or explode any fireworks, dangerous fireworks or safe and sane (private use) fireworks within the jurisdiction of the EBBETTS PASS FIRE PROTECTION DISTRICT.

6.4. Public displays of safe and sane (private use) fireworks shall be allowed on a limited permit basis only.

SECTION 7: AUTOMATIC FIRE DETECTION AND AUTOMATIC FIRE SPRINKLER SYSTEMS

Automatic Fire Detection Systems:

7.1. Any Building constructed within the Ebbetts Pass Fire Protection District shall have an approved Automatic Fire Detection System. Exception: Unless otherwise required by the CFC, ~~Single Family Residential having less than two dwelling units.~~

7.2. As part of any renovation and or addition to any Building in which the total value of renovations and/or repairs or additions exceeds 50% of the assessed value (cumulative renovation value within a 36 month period) of the Building prior to renovation and/or repair, or additions to, an approved Automatic Fire Detection System shall be installed throughout. Assessed value is the Calaveras County Assessors Office value at time of project permit issuance by the building department. Exception: ~~Unless otherwise required by the CFC, Single Family Residential having less than two dwelling units.~~

7.3. Any Automatic Fire Detection System installed within the Ebbetts Pass Fire Protection District shall be installed and certified by a licensed installer/contractor.

7.4. All Automatic Fire Detection System shall be monitored by a certified "Central Signal Station".

7.5. The Fire Code Official may require additional components such as bells, pull stations, detectors, outside indicating lights and other devices.

7.6. The Fire Code Official requires that alarm systems and Central Signal Stations be inspected and maintained in accordance with CFC and National Fire Protection Association (NFPA) standards and that inspections and maintenance be performed by a licensed alarm system installer/contractor.

7.7. With the exception of dwelling units and where it may be otherwise required by the CFC, the installation of an Automatic Fire Detection System may be waived by the Fire Code Official in structures with Automatic Fire Sprinkler Systems installed throughout.

Automatic Fire Sprinkler Systems:

7.8. An approved Automatic Fire Sprinkler Systems shall be installed and maintained as set forth below:
Unless otherwise required by the CFC, any commercial/industrial Building having a total floor area which exceeds 3,600 square feet, or is otherwise required to do so by the CFC, shall have an Automatic Fire Sprinkler Systems installed throughout.

In lieu of an Automatic Fire Sprinkler Systems, commercial structures having a total floor area in excess of 3,600 square feet but less than 5,000 square feet may be divided into areas less than 3,600 square feet if separated by a two-hour fire/area separation.

Existing: Additions or alterations to existing Buildings having a total floor area in excess of 3,600 square feet in which the total value of renovations/repairs or additions exceeds 50% of the assessed value- (cumulative renovation value within a 36 month period) of the Building prior to renovation/repair or additions, shall have an approved Automatic Fire Sprinkler Systems installed throughout.

In lieu of an Automatic Fire Sprinkler Systems, additions to existing Buildings which increase

the total floor area above 3,600 square feet but less than 5,000 square feet may be divided into areas less than 3,600 square feet by two-hour fire/area separations.

System Requirements

7.9. Anyone who installs an automatic fire detection or Automatic Fire Sprinkler Systems shall be a licensed and/or certified installer of automatic fire detection and/or fire extinguishing systems and such installers shall be able to provide by contract, services for the maintenance and testing of such systems.

7.10. Maintenance and testing of automatic fire detection and fire extinguishing systems shall be the responsibility of the building owner and certification of testing shall be provided by the owner upon request of the Fire Code Official.

SECTION 8: FIRE EQUIPMENT ACCESS, ROADS AND DRIVEWAYS, and PREMISES IDENTIFICATION

8.1. It shall be the responsibility of property owners and/or property developers to make such provisions that may be deemed necessary by the Fire Code Official in regard to roadways, streets, driveways and Access Ways that will provide a reasonable means of safe, timely egress for evacuation of residents and safe access for fire suppression equipment and personnel utilizing that equipment. These provisions may include, but are not necessary limited to additional ingress/egress routes or changes in road design.

Fire Lanes and Emergency Equipment Access

8.2. The Fire Code Official is given the authority to require areas, roads, driveways, to be cleared of obstructions and maintained as "FIRE LANES" or for emergency access. Such access may be required at any location where it is determined that without such emergency access for firefighting equipment, the entry by and use of fire apparatus and/or other emergency equipment would be obstructed or otherwise rendered unduly difficult.

8.3 As part of any development or Building project, the Fire Code Official is given authority to require provision for access and maneuvering of fire apparatus. Such provisions may include, but is not necessarily limited to, the provision of designated fire lanes, no parking areas, minimum turning radius and width of access ways, and emergency access roads.

Roads and Driveways

8.4. Roadway and Driveway standards to be in conformance with, and enforced by, Calaveras County through application of standards outlined in Section 8.10.340 of the CALAVERAS COUNTY FIRE AND LIFE SAFETY REGULATIONS.

Premises Identification and Signing

8.5. Premises identification and signing shall be in conformance with standards outlined in Section 8.10.340 of the CALAVERAS COUNTY FIRE AND LIFE SAFETY REGULATIONS and the regulations specified below.

8.6. Structures not readily visible from the roadway shall have premises identification numbers posted at the driveway/access entrance visible from both directions of roadway travel.

8.7. Numbers posted at driveway or other access entrances shall be posted at such a height above the ground to remain clear of snow.

8.8. Cannabis cultivation area registration will be clearly visible within ten feet of the property ingress. It shall be posted between four and six feet above the ground on a durable, rigid, and rectangular signboard of no less than eighteen inches per side with four-inch font containing reflective material sufficient to allow an enforcement official to readily locate it with a flashlight after dark.

SECTION 9: FIRE HAZARD ABATEMENT, FUEL MODIFICATION and DEFENSIBLE SPACE

Purpose, Scope and Intent – Fire Hazard Abatement – Fuel Modification

9.1. Fire hazard abatement regulations pertaining to fuel modification are based upon the premise that:

1. People inhabiting structures and their associated activities in around their homes are the primary source of potential ignition of a fire within the inhabited subdivisions of the District and
2. That fuel loading on improved or unimproved lots and/or parcels of land within, or adjacent to, inhabited areas can significantly contribute to the intensity and spread of a wildfire making it more difficult to control.

In an effort to reduce the chance of a structure (Building) fire spreading to the wildland and growing into a conflagration and in support of efforts to control a wildfire once an ignition occurs, it has been determined that modification and reduction of flammable vegetation within hillside developments and the provision of defensible space around structures is critical.

It has also been determined that modification and reduction of vegetation along roadways, driveways and on unimproved properties adjacent to structures reduce radiant heat and fire intensity, providing an increased margin of safety for fire suppression personnel, provides a point of attack and place of defense for the protection of structures and increased safety for evacuating civilians during a wildland fire.

FUEL MODIFICATION REGULATIONS

9.2. Regulations pertaining to fire safe clearance on properties within the District originate from two different ordinances which are enforced by two different agencies.

Improved Properties – Public Resources Code 4291

9.3. The California Public Resources Code 4291, enforced by the California Department of Forestry and Fire Protection (Cal Fire), requires homeowners to provide vegetation clearance and fuel reduction around homes and Buildings. These regulations require:

1. A “Defensible Space Zone” 30 feet around the structure and
2. A “Reduced Clearance Zone” between 30 feet and 100 feet (or to the property line) of additional clearance.

Unimproved Properties – Ebbetts Pass Fire District Ordinance ~~2018~~20192020

9.4. It is the purpose and intent of the regulations and requirements specified below to be used in support of PRC 4290 and 4291 and the District’s overall efforts to mitigate to some degree the potential for conflagration resulting from a wildland/intermix fire. This is accomplished by:

1. Extending the “Reduced Fuel Zone” concept found in PRC 4291 to the entire unimproved lot or parcel privately owned unimproved lots or parcels within and/or adjacent to subdivisions or developments and
2. By extending the “Reduced Fuel Zone” concept in support of PRC 4290, to the perimeters and Access Ways to all residential, commercial, and industrial Buildings.

The modification and reduction of fuels on unimproved lots or parcels located adjacent to lots or parcels with structures will help keep a wildfire from intensifying as it moves by reducing heat intensity, reducing flame lengths and help keep flames from spreading from the ground to the trees.

In combination, PRC 4291 and PRC 4290 regulations enforced by Cal Fire and the requirements of Ordinance ~~2018-2020~~ work together to provide a greater margin of safety for the evacuation of civilians and enhance the effectiveness of firefighting efforts to protect homes and property should a wildfire occur.

Scope of Enforcement Efforts – EPFD Ordinance ~~2018-2020~~

9.5. It is the intent of EPFD Ordinance ~~2018-2020~~ that, over time, ~~most dangerous~~ unimproved lots or parcels will be addressed, providing equal benefit to all similarly situated lot or parcel owners. It is also recognized, however, that because of the vast number of unimproved lots and parcels and the vast amount of combustible vegetation that would be required to be removed within the District, it is neither practical nor reasonable to expect that all ~~dangerous~~ unimproved lots or parcels be identified and addressed within any one calendar year or inspection/cleanup cycle.

Therefore, the provisions and requirements contained within this section shall be enforced on a priority basis. The focus of, and number of, inspections and requests for compliance shall be established by the Fire Code Official based upon the degree allowable by available funding and staffing, and nothing contained herein shall obligate the District to address any or all properties within any particular time frame.-

Unimproved Properties – Reduced Clearance Zone Standards

9.6. Regulations pertaining to fuel modification and fuel reduction on unimproved lots and parcels shall be in accordance with standards contained within [a separate ~~STANDARDS AND DETAIL~~ document entitled: Ebbetts Pass Fire District Clearance Requirements for Unimproved Lots and Parcels. (See Appendix B)]~~SD6~~

Waste Material

9.7. Disposal of waste material caused by site development, construction, fuel modification or reduction shall be in accordance with ~~8.10.24~~ of the CALAVERAS COUNTY REGULATIONS~~Calaveras County Fire Ordinance.~~

SECTION 10: FIRE PROTECTION WATER SUPPLY SYSTEMS

Existing Buildings

10.1. Section 4601 of the CFC allows Fire Code Officials to require modifications to certain existing Buildings that do not comply with the minimum requirements of the CFC and EPFD Ordinance ~~2019~~2020~~8~~. The intent of this section is to provide a minimum degree of fire and life safety to persons occupying existing Buildings.

10.2. EPFD Ordinance ~~2018~~2020 amends CFC Section 4601 to include Buildings which may not be in compliance with current requirements relating to water supplies for fire protection.

10.3. When an existing Building is to be renovated and/or modified and is found to be in excess of a reasonable working distance from an adequate water supply as defined within Appendix C of the CFC, the Fire Code official may require the owner to install an approved Automatic Fire Detection System or Automatic Fire Sprinkler System and/or Fire Protection Water System and/or provide a water supply capable of supplying the required fire flow within a reasonable working distance.

Where Required-Existing Parcels Within Existing Residential Subdivisions

10.4. At such time as any part of an existing Fire Protection Water Supply System is modified or improved including water mains, fire hydrants, storage capacity, valves, appliances, pressures, etc. the modifications, additions, improvements, etc. shall be reviewed and approved by the Fire Code Official.

In such cases where an existing Fire Protection Water Supply System is being improved in phases or parts, the Fire Code Official may allow reasonable exceptions to the requirements of EPFD Ordinance ~~1011, 2019~~2020, the CFC, and Section 8.10.520 of the Calaveras County Fire and Life Safety Code in order to accommodate existing geographical and topographical conditions that would otherwise impose unreasonable or prohibitive financial costs.

Where Required-New Residential Subdivisions

10.5. Any developer, divider or sub divider of land, who in so doing creates new parcels or lots that allows or creates a potential to increase Building density within the boundaries of the original parcel of land to exceed one house/Building per five acres of land, shall provide a Fire Protection Water Supply System which meets the standards of EPFD Ordinance ~~2018~~2020.

10.6. All facilities, which are part of any Fire Protection Water Supply System or other such fire protection/extinguishing devices or systems required to be installed by EPFD Ordinance ~~2019~~2020~~8~~, shall meet the specifications and standards designated by the Fire Code Official.

10.7. All facilities or other such fire protection/extinguishing devices or systems required to be installed by EPFD Ordinance ~~2018~~2020 which are component parts tying the system into, or will receive water from, the Calaveras County Water District shall meet the standards and specifications designated by that agency.

Plan Review and Inspection

10.8. The Calaveras County Water District and/or the developer of any land and/or the builder of any Building that initiates construction of, or improvement to, any portion of a Fire Protection Water Supply System shall submit plans to the Fire Code Official for approval.

10.9. The Fire Code Official or designee shall approve the location for installation of any fire hydrant or other such water supply appliance or source.

Standards and Specifications

10.10. Fire hydrants serving residential structures/developments shall be spaced every 500 feet, as measured along the street, roadway, or approved means of access. The Fire Code Official may increase/decrease distance requirements in order to place hydrants in a more functional location.

10.11. Fire hydrants serving commercial/industrial developments and/or Buildings shall be spaced every 250 feet. The Fire Code Official may increase/decrease distance requirements in order to place hydrants in a more functional location.

10.12. Additional fire hydrants may be required to meet the criteria of having an adequate source of water within a "reasonable working distance" from facilities/Buildings.

10.13. No fire hydrant shall be served by a main of less than six inches and each main shall be part of a looped system where practical. The Fire Code Official may require 8" mains to enhance fire flows or provide for future expansion of the system.

10.14. Minor distribution lines supplying residential areas shall be no less than six inches in diameter and, when practical, arranged so they form a gridiron in all areas of the distribution system. The Fire Code Official may require 8" mains to enhance fire flows or provide for future expansion of the system.

10.15. Eight-inch or larger distribution mains shall be used in commercial/industrial areas for all long runs of pipe, for dead ends, or where the topography of the land or layout of the streets is not well adapted to looping, forming a gridiron, or where future expansion of the system has the potential to occur.

Types of Hydrants

10.16. Hydrants shall be "DRY BARREL", breakaway type with full 5-1/4" valve opening. Inlet construction shall be hub or flanged 6-inch inside diameter pipe and the direction of opening shall be counter clockwise.

10.17. The hose connections for each hydrant shall be National Standard Fire Hose Threads, and each hydrant shall have two (2) 2-1/2" outlets and one (1) 4-1/2" steamer outlet.

Hydrant On/Off Valve and Discharge Risers (Extensions)

10.18. The Fire Code Official may require the provision of hydrant on/off valve and discharge risers to allow hydrants to be used when buried in snow. Any such device, including the height of risers, fire department connections, etc. must have the approval of the Fire Code Official before installation.

Snow Markers

10.19. Snow markers (stakes) shall be provided as part of the installation of each hydrant.

10.20. Snow markers, unless otherwise specified, shall be constructed of 2" X 2" X 1/8" angle iron of sufficient length to project 8 feet above the ground, shall be cemented into the thrust block, and shall be at least 18 inches from the hydrant.

10.21. Snow markers shall be painted with yellow enamel paint to match the color of the hydrant.

10.22. Snow markers shall have the topmost 12" painted red, orange, green or blue, whichever color corresponds with the hydrant's tested/calculated fire flow.

10.23. Snow markers shall have a 4" reflective stripe or tape 13" below the top of the stake.

Color Coding

10.24. Each fire hydrant shall be given three (3) coats of metal paint, color yellow, in compliance with Federal Color Specifications TT-C-595, Color No. 1305.

10.25. The fire hydrant's top and the three outlet caps shall be color coded to correspond with the calculated/tested GPM flow from that hydrant. Color coding of hydrants shall be as follows:

1. 1500 GPM or greater shall be **BLUE**.
2. 1000-1500 GPM shall be **GREEN**.
3. 500-1000 GPM shall be **ORANGE**.
4. Less than 500 GPM shall be **RED**.

Hydrant Installation/Protection

10.26. Unless otherwise approved by the Fire Code Official, no hydrant shall be installed in excess of 10 feet from the roadway edge.

10.27. Unless otherwise approved by the Fire Code Official, no hydrant shall be installed with the bottom edge of any outlet closer than 15 inches from the surrounding ground level and the outlets shall be positioned for best access by fire apparatus utilizing the roadway.

10.28. The Fire Code Official may require the installation of retaining walls, barriers, additional excavating or other such means as a way to protect a hydrant from becoming buried by soil erosion and/or conditions which may cause a hydrant to become inaccessible over time. Any such installation shall be engineered and meet the approval of the Fire Code Official and the Calaveras County Department of Public Works.

Valves and Connections

10.29. All hydrant laterals shall have a shutoff valve between the main and the hydrant.

10.30. In residential districts, valves shall be placed in the main distribution lines so as to not have more than two fire hydrants between valves or to exceed a linear distance of 800 feet between valves.

10.31. In commercial/residential districts, valves shall be placed in the main distribution lines so as to have not more than two fire hydrants between valves not to exceed a linear distance of 500 feet between valves.

10.32. The connection to the street main shall not be less than 6" inside diameter for hydrants that serve residential districts.

10.33. The connection to the street main shall not be less than 8" inside diameter for hydrants that serve commercial/industrial districts.

SECTION 11: INSPECTIONS, APPROVALS, CERTIFICATION FOR OCCUPANCY

11.1. No final inspection as required by EPFD Ordinance ~~2018-2020~~as to all or any portion of the Building and/or Development Project, Access Ways, installation of Automatic Fire Detection Systems, Automatic Fire Sprinkler Systems, Automatic Fire Extinguishing Systems, and/or Fire Protection Water Supply Systems shall be deemed completed until the installation of the required Automatic Fire Detection Systems, Automatic Fire Sprinkler Systems, Automatic Fire Extinguishing Systems, and/or Fire Protection Water Supply System, or Access Way and/or Road for that Building and/or Development Project has been inspected and approved by the Fire Code Official.

11.2. Final inspection of the requirements specified within EPFD Ordinance ~~2018-2020~~ for any development/Building project shall be conducted solely to implement the enforcement of such provisions of EPFD Ordinance ~~2018-2020~~ and shall in no manner be deemed assurance on the part of any agency that said requirements are or will continue to remain in good working order.

11.3. All commercial use business locations must comply with current adopted fire and building code at the time of building use change – At time of building use change the facility will adhere to the current code standard of that occupancy type. All commercial businesses utilizing property outside of the specific occupancy use shall be reported to the Calaveras County Building Department for code enforcement purposes.

SECTION 12: RELIEF, ALTERNATE MEANS OF COMPLIANCE, and APPEALS

12.1. With approval of the Fire Chief, the Fire Code Official shall have the authority to allow Relief from compliance with a section or sections of EPFD Ordinance ~~2018-2020~~ or an Alternate Means of Compliance to sections of the CFC and the amendments herein. Granting Relief and/or allowing an Alternate Means of Compliance shall be allowed only when based upon special circumstances and/or findings as described below.

The granting of Relief shall be based upon the following:

1. A finding that the Building and or Development Project cannot comply to the requirements because of special circumstances applicable to the property or Building such as when the physical characteristics of the property or engineering issues related to the design and construction of a Building.
2. A finding that an Alternate Means of Compliance cannot be provided.
3. A finding that providing Relief does not jeopardize life safety.
4. Financial hardship, community benefit, or the worthiness of a project are not considerations in determining whether to grant relief.

Allowing an Alternate Means of Compliance:

1. An Alternative Means of Compliance may be allowed only when based upon a finding that the purpose and intent of the requirement from which the Alternate Means of Compliance is granted will be substantially achieved by an alternative means or method.

12.2. Nothing in the sections above shall be interpreted or implied that an owner and or Developer has the right to Relief and/or the allowance of an Alternate Means of Compliance.

12.3. The Fire Chief, Fire Code Official, or his/her designee may impose conditions or improvements not specifically delineated within EPFD Ordinance ~~2018-2020~~ that it finds necessary to implement the intent and purpose of EPFD Ordinance ~~2019~~20208.

Appeals

The Board of Directors of the Ebbetts Pass Fire District shall act as the final appellate body in matters regarding the implementation of requirements outlined in EPFD Ordinance ~~2019~~20208.

12.4. Any decision or requirement placed or made by the Fire Chief, Fire Code Official or his/her designee may be appealed in writing to the Ebbetts Pass Fire District Board of Directors within 15 days of the applicant's receipt of notice of the requirements. The written appeal shall state the requirements being appealed and the basis for which the appeal is being submitted. The written appeal may request deletion of a requirement, reduction in requirements, or a request for consideration of Relief or Alternate Means of Compliance.

12.5. The Appeal shall be agendized for hearing at a regular monthly Board meeting within 60 days following the date the appeal request was received. The appeal hearing may be postponed and rescheduled for a future Board meeting at the request of the applicant.

12.6. The applicant shall be notified as to the date and time of the regular Board meeting at which his/her request shall be considered.

12.7. The Board shall hear testimony by any and all parties involved and then make a determination to sustain, modify, overrule any condition or requirement, address any oversight, provide Relief, allow an Alternate Means of Compliance or any combination thereof.

12.8. The Board may postpone the final decision to gather more facts and/or hear additional testimony.

12.9. If new facts are presented during the appeal process, the matter shall be referred back to the Fire Chief and/or Fire Code Official for review, reconsideration and recommendations.

12.10. All actions taken by the Board regarding the granting or denial of the final appeal shall be documented as part of the minutes of the meeting during which the appeal was heard. Within ten days of a final decision being made, Board action shall be reported in writing to the applicant and any other affected person.

12.11. Any action taken by a Board, by the Fire Code Official or by the Fire Chief pursuant to EPFD Ordinance ~~2018-2020~~ regarding appeals, Relief or Alternate Means of Compliance shall not necessarily be deemed as a precedent for the granting of appeals, Relief or Alternate Means of Compliance subsequent to that action.

12.12. The Fire Chief and/or Fire Code Official maintain the authority to impose temporary requirements, impose restrictions and/or take necessary actions to ensure the safety of the public during the appeals process.

12.13. The filing of an appeal regarding any of the requirements of EPFD Ordinance ~~2018-2020~~ shall not stay (postpone):

1. Proceedings for criminal prosecution for violations of EPFD Ordinance ~~2019~~2020~~8~~.
2. An order for correction of a matter which, in the judgment of the Fire Code Official poses a serious and immediate threat to life or property.

SECTION 13: PENALTIES

Fines Enforcement and Penalties^[SD7]

13.1. Any person who violates any of the provisions of EPFD Ordinance ~~2018~~ 2020 shall be guilty of an infraction ~~and it shall be punishable by a fine, not exceeding one thousand dollars for the first infraction and fine not exceeding fifteen hundred dollars for a second violation within a year.~~

13.2. ~~The third and each successive violation of EPFD Ordinance 2018 2019 in the period of one year shall constitute a misdemeanor and shall be punishable by a minimum of one thousand dollars, or cost of work plus administrative costs, or by imprisonment not to exceed six months, or by combination of such fine and imprisonment.~~ 13.2. – Fines imposed under this chapter shall be as set forth in Government Code Section 25132(c) and any amendments thereto.

13.3. Each and every day of which any violation of EPFD Ordinance ~~2018~~ 2020 is committed, continued or permitted by any person shall constitute a separate violation hereof.

13.4. Pursuant to ~~Penal Code Section 836.5~~^[SD8] ~~Government Code 25132~~, the Board of Directors of the Ebbetts Pass Fire District authorizes the following officer positions and employees to enforce EPFD Ordinance ~~2018~~ 2020 as provided under Penal Code Section ~~836.5~~ Government Code 25132.

- Full-time paid Chief Officers (Fire Chief, Assistant Chief(s), Battalion Chiefs)
- Full-time paid Fire Captains or Acting Captains
- Fire Code Official whose primary duty is the enforcement of requirements related to fire prevention contained in EPFD Ordinance ~~2018~~ 2020.

13.5. Proceedings against persons for violations of EPFD Ordinance ~~2018~~ 2020 shall not serve as a bar to civil enforcement proceedings.

13.6. ~~It is unlawful~~ unlawful to Any person who shall build a Building or improve land in violation of any conditional requirement imposed by the Fire Code Official, or who fails to submit plans for review as required by Section 5 of EPFD Ordinance 2018⁹, or who fails to meet conditions and/or requirements agreed upon by the builder/developer and the Fire Code Official and by which a certificate or approval of occupancy was conditionally granted, ~~shall be guilty of an infraction.~~

13.7. ~~It is unlawful for a~~ Any person who ~~to~~ violates or omits any of the requirements under which a permit, certificate or approval for occupancy was granted, ~~shall be guilty of an infraction.~~

13.8. ~~It is unlawful for~~ Any person ~~to~~ who fails to comply with any order as affirmed or modified by the Board of Directors, Fire Code Official, ~~or~~ and the District Chief ~~or by a court of competent jurisdiction~~ within the time frame indicated upon notice and/or fixed herein, ~~shall be guilty of a misdemeanor n infraction.~~

13.9. The application and payment of fines and/or imprisonment shall not be held to prevent compliance with required corrections and or provision of requirements that initiated action against the developer/builder/owner.

Date of Effect

EPFD Ordinance ~~2019~~2020~~8~~, having gone through the process of ordinance adoption as required by law, shall take effect and be in force [thirty (30) days after duly being passed and adopted by the Board of Directors of the EBBETTS PASS FIRE PROTECTION DISTRICT and Calaveras County Board of Supervisors.]SD9]

THE FOREGOING ORDINANCE WAS DULY PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE EBBETTS PASS FIRE PROTECTION DISTRICT ON:

THE ____ DAY OF _____, BY THE FOLLOWING VOTE:

- AYES:
- NOES:
- ABSENT:

President, Board of Directors

BOARD OF SUPERVISORS RATIFICATION

THE FOREGOING ORDINANCE WAS DULY ~~PASSED AND ADOPTED~~RATIFIED BY THE BOARD OF SUPERVISORS OF CALAVERAS COUNTY ON THE ____ DAY OF _____, _____ BY THE FOLLOWING VOTE:

- AYES:
- NOES:
- ABSENT:

Chairperson, Board of Supervisors

APPENDIX A - SUMMARY EXPLANATION OF AMENDMENTS

CFC= California Fire Code CCC=Calaveras County Fire and Life Safety Ordinance

PRC= Public Resources Code

CODE	Code Section	Title/Subject	EPFD Ordinance Section	Intent and Summary Requirements of Amendment
CFC	104.2	Applications/Permits	4.1	To define which Building and development activities require submission of plans for District review.
CCC	8.10.320	Fire Management Plans	4.2	To allow the District to impose more stringent mitigations if found necessary.
CFC	3404.1	Flammable Liquid Storage	5.1	Requires District approval for the installation of any aboveground tank for the storage of Class I, II and III flammable liquids
CFC	3804.2	Installation of LPG Tanks	5.2A	Requires District approval for the installation of LPG tanks in excess of 500 gallons.
CFC	3807	LPG Safety Devices	5.2.B-D	Requires the addition of additional fire protection/safety measures for the protection of larger propane tanks
CFC	3308	Fireworks	6	Bans the sale and use of all fireworks within District boundaries
CFC	907.2	Fire Alarm Systems-Automatic Fire Detection Systems-New Buildings	7.1 and 7.5	Requires the installation of a monitored fire detection system in newly constructed commercial/industrial Buildings
CFC	907.3	Fire Alarm Systems-Automatic Fire Detection Systems-Existing Buildings	7.2 and 7.5	Requires the installation of a monitored fire detection system in existing commercial/industrial Buildings that are renovated
CFC	907.7.5	Automatic Fire Detection and Automatic Fire Sprinkler Systems-Monitoring	7.4	Requires the monitoring of all fire detection systems.
CFC	903.2	Automatic Fire Sprinkler Systems-New Buildings	7.8	Requires the installation of a fire extinguishing system in any new commercial or industrial Building in excess of 3600 square feet
CFC	903.6	Automatic Fire Sprinkler Systems-Existing Buildings	7.8	Requires the installation of a fire extinguishing system in any commercial or industrial Building in excess of 3600 square feet which is renovated
CFC	903.3	Automatic Fire Sprinkler Systems-Installation	7.9	Requires installers of fire alarm and fire extinguishing systems be licensed/certified.
CFC	904.4	Automatic Fire Sprinkler Systems-Inspection/Testing	7.9/7.10	Places responsibility for the testing and maintenance of fire alarm/extinguishing systems with the owner.

CODE	Code Section	Title/Subject	EPFD Ordinance Section	Intent of Amendment
CCC	8.10.340	Roads and Driveways	8.2	Gives authority to the District's Fire Code Official to require that fire access roads, driveways and areas be cleared of obstructions.
CFC	Appendix D	Fire Apparatus Access Roads	8.2	Gives authority to the District's Fire Code to require

				the provision of fire lanes, no parking areas, etc., found necessary but not otherwise required by the CFC or CCC.
CCC	8.10.200	Premises Identification	8.5 - 8.7	Gives authority to the District's Fire Code Official to modify the requirements contained within the CCC to accommodate local climactic and topographical conditions.
PRC	4291 (a) and 4290	Defensible Space	9.4	Extends the defensible space requirements contained in the reduced clearance zone to unimproved lots/parcels.
CFC	4601	Existing Buildings – Adequate Water Supplies	10.3	Gives authority to the District's Fire Code Official to require the installation of an adequate water supply when an existing Building is renovated.
CCC	8.10.520	Water Supply Systems	10.4 - 10.5	Requires that the District's Fire Code Official approve any modifications, additions, and improvements to existing water systems including the installation of additional hydrants. Allows the District's Fire Code Official to allow reasonable exceptions to required hydrant spacing and fire flow requirements to accommodate a phased improvement program of an existing water system. Requires the installation of a water distribution system for fire protection within any new subdivision.
CFC	Appendix C C105	Distribution of Fire Hydrants	10.10 - 10.12	Gives authority to the District's Fire Code Official to increase/decrease hydrant spacing in order to put hydrants in a more functional location.
CFC	507.5.4/507.5.5/507.5.6	Hydrant Protection, Marking and Access	10.19 - 10.28	Gives authority to the District's Fire Code Official to require additional means for protecting and marking hydrants and to require discharge risers.

Ebbetts Pass Fire District

Ebbetts Pass Fire District Clearance Requirements For Unimproved Lots and Parcels



Regulations pertaining to fire safe clearance on properties within the boundaries of the Ebbetts Pass Fire District originate from two different ordinances which are enforced by two different agencies.

Regulations Pertaining to Improved Properties

In January 2005, new regulations under Cal Fire's Public Resources Code 4291 became effective. These regulations require that homeowners provide additional clearance around buildings and structures built within the wildland/intermix areas of the state. This law requires homeowners provide a 30-foot Defensible Space Zone with an additional 70-foot Reduced Fuel Zone around structures. Cal Fire has primary responsibility for inspection and enforcement of fire hazard reduction regulations around homes and buildings. See Cal Fire's form for detailed information.

Regulations Pertaining to Unimproved Properties

In order to help enhance the effectiveness of PRC 4291 requirements and add to the safety of our homes, families, communities and the safety of Firefighters trying to protect homes and property from wildfires, **Ebbetts Pass Fire District Ordinance ~~2019~~2020⁸, Section 9 extends the Reduced Fuel Zone concept to the unimproved (vacant) subdivision parcels or lots.**

The purpose of extending the Reduced Fuel Zone concept to unimproved lots and parcels is based on the premise that modifying the fuel load on a vacant lot or parcel will help keep a wildfire from intensifying as it moves. This modification on a vacant lot or parcel reduces heat intensity, reduces flame length and helps keep flames from spreading from the ground to the tree tops.

Ebbetts Pass Fire District Ordinance ~~2018~~2020⁸ Section 9 covers:

- Unimproved lots or parcels within established subdivisions.
- An unimproved lot or parcel that is outside the boundaries of a subdivision but adjacent to improved parcels within the subdivision.
- Modification requirements for unimproved parcels or lots are the same as Cal-Fire's PRC 4291 requirements for the Reduced Fuel Zone.

The following criteria/explanation has been established so the property owner and the hired worker will know what is required to bring an unimproved lot or parcel into compliance with Ebbetts Pass Fire District Ordinance ~~2019~~2020⁸, Section 9.

The primary goal of our fuel reduction program is to keep fire from going from the GROUND to the CROWN of trees. Information below will help you achieve that goal.

1. Cut down and remove dead trees. Remove limbs on cut and already downed trees and dispose of both properly. If there are standing dead trees, they must be cut down. Newly cut trees and those which have fallen must be cut up and stacked or removed from the lot entirely. Do not stack next to or under live trees. Branches from these trees may NOT be left on the ground – they must be removed from the lot. Dead trees are both a fire and safety hazard. Contact your local forester for details about bug infested trees.

2.Remove dead branches and trees which are leaning into or against larger trees.

If dead branches or dead trees are leaning into or against live trees, they must be removed. Any trees, live or dead, that have fallen into other trees, (ex: “leaners”) must be dropped to the ground, cut up and stacked or removed from the lot. Dead branches and trees ignite quickly. If the “fire ladder” has not been eliminated, a fire within those trees will quickly “climb” the ladder of limbs and begin spreading faster, gaining heat and momentum with every tree consumed.

3.Remove and dispose of all dead tree limbs within 15 feet of the ground. Remove live branches to 6 feet (if tree height is 6 feet or less, remove 1/3 of the branches p live or dead).You may be required to limb higher depending on slope of land.

The primary goal of our fuel reduction program is to keep fire from going from the GROUND to the CROWN (top) of trees. Remove ALL dead tree limbs that are within 15 feet of the ground. Live branches must be removed to give 6 feet of clearance from the ground. This means that if ANY PORTION of the dead limb HANGS within six feet of the ground, the limb MUST be removed. If there is a slope to the property, you may be requested to limb higher, so there are six feet of clearance between the ground and the first set of branches. If you are six feet tall and can walk under the tree without bending, you have limbed high enough. If a tree is six feet or less, remove 1/3 of the branches. Properly dispose of limbs by hauling, chipping or by burning following legally established burning restrictions. A FIRE LADDER is the means by which a fire travels from the ground via flammable material, into a tree. Fire traveling to the top of a tree is called “crowning”. Remove ladder fuels such as live tree limbs, to a height of at least six feet. A SIX FOOT TALL PERSON SHOULD BE ABLE TO WALK FREELY UNDER YOUR TREES. If the limbs are dead, remove to 15 feet.

4.Remove dead branches on ground.

During most winters, dead branches are blown from trees. These must be removed from the ground so that they do not help fuel a fire and for the safety of the firefighter.

5.Remove all dead brush and brush growing under trees and bushes, such as manzanita, buck brush, wild lilac, etc..

Dead brush, whether under trees, bushes, or lying on the ground, is fire fuel. The more fire fuel, the hotter the fire and more damage to trees and nearby structures will occur. Maintain a vertical clearance space of at least 3 times the height of a shrub between any shrub and overhanging tree branch.

As an example, if an entire Manzanita or lilac bush is dead, REMOVE THE ENTIRE BUSH. If a portion of the bush is dead, you may opt to remove only the dead portion. If a few limbs are dead, removal of those dead limbs from that bush may be sufficient, depending on what is around or above the brush/bush.

6.Remove accumulations of dead materials and/or flammable ground vegetation from underneath and within manzanita and other brush.

This type of debris occurs because of weather. Wind causes limbs to break, dead pine needles to blow off the trees. This is typical “winter fall”. If this debris is not removed yearly, it continues to accumulate and cause a fire hazard. If this is removed yearly, it is usually not much of a chore to keep the fire fuel controlled on your lot. Piles of debris must not be left on your lot – they must be removed._

Dead or live brush removal and removal of debris from under trees slows the progression of fire.

7.Thin manzanita bushes. Remove all dead wood from the plant. Remove all dead manzanita bushes.

Manzanita is highly flammable and volatile. If you wish to keep your manzanita, you must: remove all dead branches; clear around the bush or clump of bushes. A simple guideline is to create space between plants equal to their height.

If manzanita is growing under a tree, and it wereas to catch on fire, the flames would be three times the height of the plant. If a plant is 6 feet tall, the flame length would be 18 feet! In that situation, the manzanita should be removed, or the tree limbed at least 18 feet. If a manzanita bush is dead – remove the entire bush.

8. Accumulations and/or piles of dead and dying material must be removed.

Remove all debris lying on ground. When needles, grass, cones and leaves are raked into piles, the piles must be removed. Piles of debris are fuels that will carry a small, manageable fire and spread it throughout a lot and into the trees very rapidly. Downed wood and debris become kindling for a fire. Limbs will create flame lengths that carry fire into brush and trees. 3" – 4" of accumulated pine needles may be left on the lot forming a "carpet of needles" which helps hold moisture in the ground and helps prevent soil erosion. If the "fire ladder" has been removed, the pine needles are more easily managed because there is no fire ladder to carry the flames into the trees. A ~~FIRE LADDER~~ is the means by which a fire travels from the ground via flammable material, into a tree. Fire traveling to the top of a tree is called "crowning". Remove ladder fuels such as tree limbs, to a height of at least six feet. ~~A SIX FOOT TALL PERSON SHOULD BE ABLE TO WALK FREELY UNDER YOUR TREES.~~

9. Remove dead and/or dying smaller trees growing under and/or within the limbs of taller healthy trees.

This could act as a "fire ladder". These small, dying or dead trees are extremely flammable. If they are ignited, they carry fire very quickly into the trees, gaining heat and momentum with every tree consumed.

10. Thin saplings and/or small trees.

All of these saplings will not grow to maturity and they create ladder fuels that endanger the health of mature trees.

11. Cut bear clover and/or ground cover vegetation to a height of 34 inches or lower.

Bear clover, also known as mountain misery is highly flammable. The taller this native plant grows, the more flammable it becomes. If you wish to keep the mountain misery, it should be maintained to be no higher than 34 inches. If the bear clover is growing underneath low-growing green bushes, or under saplings, the bear clover should be removed, or remove the bush and/or sapling.

12. Cut ALL dead and/or dying grass and weeds.

Dry, cut grass, leaves and pine needles may stay on the ground, but may be no more than 3 – 4 inches deep.

13. No Cannabis cultivation on unimproved lots in areas zoned R1, RR, GF, and unimproved commercial property under 6 acres.

Cannabis is a form of vegetation that contributes to fire loading.

~~Thin saplings and/or small trees:~~

~~All of these saplings will not grow to maturity and they create ladder fuels that endanger the health of mature trees.~~

~~Cut bear clover and/or ground cover vegetation to a height of 4 inches or lower.~~

~~Bear clover, also known as mountain misery is highly flammable. The taller this native plant grows, the more flammable it becomes. If you wish to keep the mountain misery, it should be maintained to be no higher than 4 inches. If the bear clover is growing underneath low-growing green bushes, or under saplings, the bear clover should be removed, or remove the bush and/or sapling.~~

On parcels with uninterrupted low growing vegetation, create a fuel break around the perimeter of the parcel by cutting the ground vegetation to a height of no more than 4" from within 20 feet of the property line(s).

On parcels with "uninterrupted" ground cover vegetation, an area of at least twenty feet along each property line must be cut to a height not to exceed 4 inches, especially along property lines adjacent to other properties with a house and/or properties that are upslope. If the ground cover is growing uninterrupted, you should create "islands" of groupings with areas cleared of ground cover between each grouping.

~~Cut ALL dead and/or dying grass and weeds.~~

~~Dry, cut grass, leaves and pine needles may stay on the ground, but may be no more than 3-4 inches deep.~~

IN ADDITION TO THE FOREGOING CRITERIA, large areas of brush MUST be reduced. This can be accomplished in several ways:

- Create cleared areas or “spaces” around individual bushes. The size of the cleared area around the bush needs to equal the height of the bush that will remain. All flammable debris in that area must be removed. Leaving a pattern of bushes with space between them can be done throughout an entire parcel.
- Create “islands” of bushes. Numerous bushes can remain on the parcel in a group (no larger than ten feet in diameter) with a cleared area around the grouping. The cleared area must equal the diameter of the grouping or “island” of bushes.
- Create fuel breaks along property lines and within properties, especially along property lines which are adjacent to property with a home, properties which are upslope or properties adjacent to forest lands. These fuel breaks can be accomplished by removing all brush along a 15 to 20 foot strip, property line to property line. Properly dispose of all cut brush by hauling, chipping or by burning following legally established burning restrictions.

All cut and/or downed debris shall be disposed of by Hauling, Chipping, Burning (following legally established burning restrictions) or other methods of disposal approved by the property owner and by Ebbetts Pass Fire District or Cal Fire. At NO TIME shall debris be buried on the parcel, deposited on the property of another, dumped into holes on the parcel or covered by pine needles.

If a canopy exists (tops of trees touching or intertwined), the canopy must be interrupted.

Before burning always call the Air Quality Control number in San Andreas to ascertain if it is a “burn day”.
Burn Information Line: 209-754-6600.

Under certain conditions, i.e. topography or fuel type, the Ebbetts Pass Fire District may require more or less fuel reduction on one parcel than on another.

Fire safety/prevention is every property owner’s responsibility. Please help us keep your property safe.

Thank you. Ebbetts Pass Fire District

For more information or assistance please call
Ebbetts Pass Fire District Fire Prevention
Joan Lark, Prevention Officer
209-795-7393
joanlark@epfd.org

Rev. 9-7-178.22.19

Ebbetts Pass Fire Protection District	Policy: 5040
Subject: Budget Preparation	Effective Date: 07/14/14 Supersedes: 09/28/2013 Revision Date: 2017

01. The Fire Chief shall prepare an annual preliminary budget proposal and present it to the Board's Finance and Audit Committee at the April meeting for review. The Finance Committee and Fire Chief shall then present the proposed preliminary budget during the April meeting of the Board of Directors. Comments and recommendations of individual Board members should be submitted to the Finance Committee prior to its May meeting.
02. Comments and recommendations of the Board shall be considered in making adjustments to the proposed preliminary budget during the May meeting of the Finance Committee. The proposed preliminary budget shall be presented for adoption as the preliminary budget during the May meeting of the Board of Directors. The preliminary budget must be approved by the Ebbetts Pass Board of Directors prior to the new fiscal year.
03. Prior to the adoption of a final budget, a summary of the preliminary budget shall be presented on the Districts Website. Copies of the entire preliminary budget shall be made available to the public on the District's Website. ~~to the public by publication in local newspapers.~~
 - 03.1. Copies of the entire preliminary budget shall be made available to the public at the District Station One
 - 03.2. Public presentation of the preliminary budget shall also include information pertaining to establishing the Gann Appropriations Limit for the fiscal year.
04. Prior to adoption of the final budget, the public shall be invited to make comments regarding any item in the budget and/or the proposed Gann Appropriations Limit.
05. The final budget and Gann Limitation shall be adopted ~~by October~~ in September of each fiscal year.
06. Trust funds balances shall allocated in the following manner:
 - 06.1 Trust funds created and managed through special taxes approved by the voters of the District can only be used for the purposes as specified in the ballot. Surpluses within any fiscal year in such budgets shall be kept within that trust fund.

06.2 All surplus revenues (other than those generated through special taxes) within a fiscal year are to be allocated amongst the District's Trust Funds as determined by the Fire Chief and Finance Committee.

06.3 The current trust fund list for the Ebbetts Pass Fire District consists of the following:

- General Reserve
- Building Trust
- Fleet Replacement
- Emergency Reserve
- Paramedic Reserve (Special Tax)
- Station 3 Ambulance (Special Tax)

Ebbetts Pass Fire District	Policy: 5050
Subject: Accounting Procedures	Effective Date: 05/19/92 Supersedes: N/A Review Date: 05/19/2015

01. The District shall maintain a secondary system of accounting independent of the County Auditor.
02. The District's accounting procedures shall include provisions for identifying and tracking all sources of income and expenditures.
03. The District shall conduct monthly reconciliations between records provided by the County Auditor's Office and the District's independent accounting system.
04. As directed, District staff shall provide financial reports and summaries to the Board of Directors.
05. The District shall maintain an accounting or inventory of all equipment, tools, clothing, and vehicles that individually have an original cost of more than ~~\$50,000~~ \$5,000.
06. The District shall contract to have an independent audit of financial records conducted at the conclusion of each fiscal year.

Ebbetts Pass Fire District	Policy: 5050
Subject: Accounting Procedures Effective Date: 05/19/92 Supersedes: N/A Review Date: 05/19/2015	

Ebbetts Pass Fire District	Policy: 5060
Subject: Expense Authorization	Effective Date: 05/19/92
	Supersedes: N/A
	Review Date: 05/19/2015

01. Without specific Board approval, individual Board members shall not expend District funds or otherwise financially obligate the District in an amount exceeding \$600.00 within any given fiscal year.
02. Under such limitations and guidelines as established by the Board of Directors, authorization to make purchases, maintain equipment, and maintain facilities may be delegated to staff.
03. Under such guidelines as may be established by the Board, and only at such time as adequate revenues have been posted, the Fire Chief is authorized to purchase line items approved within the adopted budget.

04.

After input from District administrative staff into the Calaveras County Auditor-Controller's payment system of applicable invoices that are ready for payment, the Board members may approve the payment of the batch and staff is then directed to forward the information to the Auditor-Controller's Office for check issuance on the District's behalf. Two Board member signatures are required for batch approval. Batch approval includes the following specification under penalty of perjury: the items included in the batch(es) are true and correct, that the amounts are properly due this claimant (vendor), that no items have been previously paid, and, furthermore, the articles or services specified in the referenced batch(es) were necessary, ordered for use by this District, and the articles or services have been delivered or performed as stated.

~~All expenditures shall be paid by District warrants having authorized signatures of the Finance and Audit Committee members or, in one or both of their absences, two Board members.~~

05. On behalf of the Board of Directors, the District's Finance and Audit Committee is authorized to review and sign District warrants. Authorization to pay.
06. Working on behalf of the Board of Directors, the Finance and Audit Committee is authorized to recommend inter-account transfers as may be needed to maintain adequate account balances during the fiscal year for review and action at the next Board meeting.
07. Transfers of unanticipated revenues, unencumbered reserves, and designated reserves into expenditure accounts shall have Board approval.
08. The Fire Chief is authorized to make non-budgeted purchases, and/or initiate repairs not to exceed \$2000.00, for emergency equipment lost, damaged, or otherwise needed to keep apparatus and emergency vehicles in a safe operational condition and shall notify one of the

Ebbetts Pass Fire District	Policy: 5060
Subject: Expense Authorization	Effective Date: 05/19/92 Supersedes: N/A Review Date: 05/19/2015

following: Board Chairperson or, in ~~his~~-their absence, the Secretary or, in ~~his~~-their absence, a Finance Committee member, or in their absence, a Board member.

09. In the absence of the Fire Chief, the Duty Relief Officer or Shift Captain shall contact the Board Chairperson or, in ~~his~~-their absence, the Secretary or, in ~~his~~-their absence, a Finance Committee member, or in their absence, a Board member, for approval of emergency purchases or repairs. The Board Chairperson is authorized to approve such repairs and expenditure as may be necessary to keep emergency equipment and vehicles in a safe, operational condition.

Policy 5060 – Page 1 of 2

10. Under limitations as established by the Board within Policy Series 5070, for the purpose of efficiency of maintaining ongoing daily operations, open-capped purchase order accounts at designated retail businesses may be authorized by the Board.
11. All purchases made for the District by staff shall be authorized by the Fire Chief and shall be in conformance with the approved District budget.

EXCEPTIONS: Shift personnel are authorized to encumber open-capped District purchase orders at local retailers for items necessary to maintain ongoing daily operations.

Without authorization from the Fire Chief, Duty Relief Officer, or Board, individual purchases made on open-capped purchase orders shall be limited to ~~\$100.00.~~ ~~\$50.00.~~

12. A petty cash fund shall be maintained in the District Office having a maximum balance-on-hand of \$150.00.
13. Whenever employees or Directors of the District incur "out-of-pocket" expenses for items or services appropriately related to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund.
14. Reimbursements for valid "out-of-pocket" expenditures which exceed the amount available in the petty cash fund shall be reimbursed by issuing a warrant from the appropriate expense account.
15. No personal checks shall be cashed from the petty cash fund.
16. ~~While attending a District approved function, the District may advance an employee or director \$45.00 per diem for each day of travel to use for meals and other necessary expenses. Upon return, While attending a District approved function, the District will reimburse for meals and other necessary expenses. T~~the employee or director shall present

Ebbetts Pass Fire District	Policy: 5060
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~~receipts or other documentation for reimbursement of travel expenses. If the total of the receipts exceeds the amount advanced, the District shall reimburse the employee or directors, or if the total is less than the amount advanced, he or she shall return any amount he or she did not use for business expenses. Any amount unreturned shall be reported as income according to Internal Revenue Service rules.~~

16.1. EXCEPTION: It shall be the policy of the District that public funds shall not be used for the purchase of alcoholic beverages.

16.2. Employees or directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official District business. Reimbursement for the cost of the use of a private vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Ebbetts Pass Fire District	Policy: 5060
Subject: Expense Authorization Effective Date: 05/19/92 Supersedes: N/A Review Date: 05/19/2015	

Ebbetts Pass Fire District	Policy: 5070
Subject: Purchase Procedures	Effective Date: 05/19/1992 Supersedes: Review Date: 5/19/2015

01. All purchases/payment for services shall be initiated by a purchase requisition.

EXCEPTION: Purchases under ~~\$100.00~~ ~~\$50.00~~ made on approved open-capped purchase orders at designated retailers. See Policy No., 5060.10.

~~Warrants issued~~ Checks approved for payment of utility and fuel invoices.
02. All purchase requisitions shall be approved by the Fire Chief.
03. The Fire Chief is authorized to approve purchase requisitions under the guidelines and limitations established by the Board of Directors within Policy Series 5060.
04. Authorized purchase requisitions shall receive a purchase order number and the appropriate expenditure account will be encumbered.
05. Documentation related to purchase/expenditure shall be attached to purchase requisitions.
06. Purchase requisitions and supporting documentation shall be attached to the corresponding ~~as per Policy 5060.04 warrant for presentation to the Finance Committee/ Board for warrant signatures.~~
07. Purchase Order Filing:
 - Original - purchase order alphabetic file with attachments
 - Yellow - accounts payable/warrant file
 - Photocopy - mailed to vendor if requested