

# Ebbetts Pass Fire District

## BOARD OF DIRECTORS

April 30, 2018





# Ebbetts Pass Fire District



## BOARD OF DIRECTORS NOTICE OF REGULAR MEETING **Monday, April 30, 2018** **1037 Blagen Road, Arnold** **9:00 A.M.**

### MEMBERS OF THE BOARD

**J. Scott McKinney, President   Daniel Leary, Secretary**  
**Denny Clemens   Jon Dashner   Thomas Sullivan**

### 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: 3/20/18
  - 3.2. Acceptance of March 18 Checks Listing and Authorize to File for Audit
    - 3.2.1. Monthly Budget Report
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.
  - 4.1. **Finance Committee** (Directors Dashner & Leary)
  - 4.2. **Personnel Committee** (Directors Leary & Sullivan)
  - 4.3. **Fire Prevention Committee** (Directors Clemens & Sullivan)
  - 4.4. **Apparatus/Equipment Committee** (Directors Clemens & Sullivan)
5. **Scheduled Items:** The Board will discuss and take action on the specific items listed below.
  - 5.1. Transient Occupancy Tax News Article from the Calaveras Enterprise: Calaveras County and City of Angels Camp look to increase TOT.
  - 5.2. Novato Fire District: Termination of Joint Powers Agreement for Ambulance Billing Service

# NOTICE OF REGULAR MEETING – continued

April 30, 2018

- 5.3. Department of Health Care Services: Ground Emergency Medical Transportation Program (GEMT) Overpayment for fiscal year ending June 30, 2013
  - 5.4. Cost of Living Adjustment 2017: Salary increase proposal COLA for fiscal year 2018/19
  - 5.5. Murphys Fire Protection District: Letter of appreciation for our Districts response and assistance with a commercial structure fire on March 15, 2018
  - 5.6. Preliminary Budget Approval for Fiscal Year 2018/19
  - 5.7. Ebbetts Pass Fire District Ambulance Purchase: New Ambulance Contract to Build and Specification Details. Presentation from Engineer/Paramedic Glenn Verkerk
  - 5.8. Policies Begin 30 Day Review:
    - 5.8.1. Policy 6130 Personnel – Vacation Time
    - 5.8.2. Policy 1070 Fire District Records: Computer Backup Policy
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. Fire Prevention
  - 6.4. 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  
March 20, 2018

SUBJECT TO APPROVAL

1. The meeting was called to order at 9:00 A.M. by President Jon Dashner and the Pledge of Allegiance was recited. Directors present: Denny Clemens, Jon Dashner, Dan Leary, and Scott McKinney. Thomas Sullivan was absent.

District personnel present: Fire Chief Mike Johnson, Cheryl Howard  
Battalion Chief Aaron Downing

Others present: none  
Media present: none

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

3. **CONSENT ITEMS**

- 3.1. Mr. Dashner made a motion to approve Consent Items 3.1 and 3.2. Mr. Leary seconded. The motion passed 4-0 (AYES: Clemens, Dashner, Leary McKinney; ABSENT: Sullivan).

4. **COMMITTEE REPORTS**

- 4.1. Finance Committee (Directors Dashner & Leary)  
Chief Johnson noted that the COLA adjustment for the next fiscal year was determined to be 2.1% and the Finance Committee members wanted to continue some discussions including the increased impacts of PERS and worker's compensation premiums and bring the matter to the Board at its regular meeting in April.
- 4.2. Personnel Committee (Directors Leary & Sullivan)  
Chief Johnson reported the results of the AME (Agreed Medical Examiner) determined that Battalion Chief Ron Getter was permanent and stationery and he cannot return to work for the District as Battalion Chief.



- 4.3. Fire Prevention Committee (Directors Clemens & Sullivan)  
Chief Johnson reported there had been no meeting in March and County Counsel had determined there was no need for ratification of Ordinance 2018 by the Board of Supervisors so Ordinance 2018 is now in effect.
- 4.4. Apparatus/Equipment Committee (Directors Clemens & Sullivan)  
Battalion Chief Aaron Downing reported on the quote received for an ambulance that was \$195,000 and the Committee was working on various options including cuts on requirements in the unit, 3-bid system which would probably require another two months. He noted various alternatives were under discussion and then the Board thanked BC Downing for his report and work performed by the committee members.

5. Scheduled Items:

- 5.1. SDRMA 2018-19 Workers' Compensation Program Contribution  
Chief Johnson noted that was essentially the bill for next year's workers' compensation insurance depending on the CIP earned and the EMOD factor.
- 5.2. CSDA Board of Directors Call for Nominations "SEAT A"  
No interest was shown by Board members in running for the seat.
- 5.3. Department of Health Care Services: Inter Governmental Transfer Funds Transfer Request  
Chief Johnson reported that the two transfer authorization requests had arrived with the upcoming date of April 2<sup>nd</sup> and for the amounts of \$6,590 and \$48,206 which totaled to \$54,796. He then reviewed the difference between IGT and the GEMT which were methods designed to help keep the governmental emergency services whole and the difference from the GEMT as the District would need to put up the money with the State to show its good intent and then the money would be passed to the District. He had already spoken with Rebecca Callen, Calaveras County Auditor about the need to wire the money to the State in order to receive the money and she had thought it would be feasible. When the time came he would contact her to get the wiring completed. After some discussion, Mr. Dashner made a motion to approve the Intergovernmental Agreement Regarding Transfer of Public Funds #16-93605 and #16-93595 for a total of \$54,796. Mr. Leary seconded; motion passed unanimously 4-0 (AYES: Clemens, Dashner, Leary, McKinney; ABSENT: Sullivan).
- 5.4. CA Dept. of Forestry & Fire Protection: Volunteer Fire Assistance Program (Grant)  
Chief Johnson reported that the District was seeking a VFA grant for replacement/updating of six SCBA packs and two bottles for a total of 34,000 of which the District would pay half. Mr. Leary made a motion to approve the grant application as presented. Mr. Dashner seconded; motion passed unanimously 4-0 (AYES: Clemens, Dashner, Leary, McKinney; ABSENT: Sullivan).
- 5.5. Letter of Support from Congressman Tom McClintock for EPFD to Receive Assistance to Firefighters Grant Funding for SCBA and Type 1 Fire Engine  
Chief Johnson noted Firefighter-Paramedic Bryn Buhler's diligence to achieve this letter of support for the District.



**6. REPORTS**

- 6.1. Administrative Report - Chief Mike Johnson reported that the District has been busy operationally due to the stormy weather. He noted there had been approximately 30 calls for trees in power lines. Additionally, there was one roof collapse onto an individual which he was interviewed about by the news media. He related a few more stories about responses, searches, and assistance provided.
- 6.2. Legislative Report - Chief Johnson noted SB1305 to allow first responders to treat cats and dogs with oxygen and he added that the District would shortly be receiving a couple of masks for such use.
- 6.3. Fire Prevention – Fire Prevention Officer Joan Lark will hold her annual lot cleaners meeting on March 27<sup>th</sup>. Planning for the May 5 Firewise meeting is also underway along with work to bring together firebreak projects around the community.
- 6.4. Administrative - EMS – The director for the Mountain-Valley EMS Agency remains vacant and the District will be keeping a close eye on that position as the contract will be up for renewal shortly.

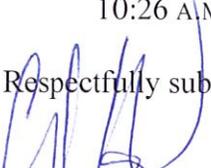
**7. COMMENTS, QUESTIONS, CONSIDERATIONS**

- 7.1. Board Members – Mr. Leary thanks Aaron Downing and his committee for both the product and the presentation regarding the ambulance purchase process.
- 7.2. Firefighters Association – No report.
- 7.3. Employees' Group – BC Downing thanked the Board members for their support.
- 7.4. Public Comments – None

**8. ADJOURNMENT**

Mr. Leary made a motion to adjourn. Mr. Dashner seconded; motion passed unanimously.  
10:26 A.M.

Respectfully submitted,



Cheryl Howard  
District Secretary



County of Calaveras  
 General Ledger Summary  
 Balance Sheet Accounts  
 As of 3/31/2018

Fund 2290 Ebbetts Pass Fire

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	22900000 (560,656.10)
1007	Outstanding Checks	22900000 (9,043.07)
1016	Imprest Cash	22900000 40,000.00
Total Assets		(\$529,699.17)
<u>Liabilities</u>		
2002	Accounts Payable	22900000 1,163.60
2002	Accounts Payable	22900010 (1,163.60)
2009	Sales Tax Payable	22900010 101.02
2091	Accts Payable - Staledated Cks	22900010 4,431.03
Total Liabilities		\$4,532.05
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	22900000 302,748.58
3040	Reserve - General	22900000 0.00
3043	Reserve for Imprest Cash	22900000 40,000.00
Total Fund Balance		\$342,748.58
Year-to-Date Revenues		\$2,300,816.84
Year-to-Date Expenditures		\$3,146,446.60
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		(\$31,350.04)
Total Fund Equity		(\$534,231.22)
Total Liabilities and Fund Equity		(\$529,699.17)



## REVENUE ACCOUNT SUMMARY SHEET - Mar 2018

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
<b>Fire Operations:</b>					
Property Tax - Current Secured	4010	1,796,008	0.00	1039719.69	58%
Administrative Fee (SB2557)	4013	(34,000)	0.00	-19758.15	58%
Unitary Tax	4015	39,050	0.00	21432.84	55%
Supplemental Tax - Current Secured	4017	28,284	0.00	7414.17	26%
Property Tax - Current Unsecured	4020	24,755	0.00	26262.15	106%
Supplemental Tax - Current Unsecured	4027	444	0.00	236.83	53%
Prior Unsecured Taxes	4040	625	0.00	615.79	99%
Transient Occupancy Taxes	4072	-	4201.30	14,264.54	
Interest	4300	-	0.00	-442.60	#DIV/0!
State Grants	4455	-	0.00	0.00	
HOPTR	4463	23,424	0.00	3327.95	14%
Timber Tax	4465	15	0.00	5896.55	39310%
State Aid for Public Safety	4472		5562.93	15,979.63	
Grant	4505	-	0.00	0.00	
Reimbursement - Personnel	4542	30,000	0.00	8924.36	30%
Reimbursement - Equipment	4543	5,000	0.00	770.57	
HazMat Release Response Plan	4592	-	0.00	0.00	
Report Fees	4593	-	0.00	15.00	
Administrative Costs - Eng. Para. Reimb	4603	18,114	0.00	0.00	0%
Administrative Costs - Sta. 3 A Reimb	4603	41,460	0.00	0.00	0%
Charges for Current Service (hydrants)	4679	10,500	0.00	0.00	
Other Refund - Prior Year Taxes	4684	-	0.00	0.00	
Training Fees	4689	-	0.00	3860.00	
Gifts/Donations	4707	-	0.00	250.00	
Refund - Misc.	4708	-	161.79	11996.29	
Staledated Checks	4710	-	0.00	0.00	
Other Revenue	4712	-	0.00	899.50	
Miscellaneous Revenue	4713	500	0.00	1380.78	
Refunds - Insurance	4743	-	0.00	51262.96	
Sale of Surplus Property	4800	-	0.00	5000.00	
<b>Total</b>		1,984,179	9,926.02	1199308.85	60%

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
<b>EMS/Paramedic Program</b>					
Special Tax	4077	362,276	0.00	198580.53	55%
Refunds - Insurance	4743	-	0.00	0.00	
<b>Total</b>		362,276	0.00	198580.53	55%

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
<b>Station 3 AMBULANCE A</b>					
Special Tax	4077	829,213	0.00	454517.71	55%
Other Programs - State (GEMT)	4479	9,000	-	22786.32	253%
EMS Transport Revenue	4660	650,000	23,438.01	366711.95	
Refunds - Insurance	4743	-	0.00	21261.49	
<b>Total</b>		1,488,213	23438.01	865277.47	58%



## FIRE OPERATIONS ACCOUNT SUMMARY SHEET - MAR 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001.1-</b>					
Salaries/Wages	-.001	979,000	<b>75,444.06</b>	706,190.98	272,809.02	72%
Extra Hire	-.002	10,000	<b>0.00</b>	578.27	9,421.73	6%
Extra Hire - Intern	-.003	40,000	<b>2,296.50</b>	14,474.84	25,525.16	36%
ST/TF FF Payments	-.004	30,000	<b>0.00</b>	10,865.84	19,134.16	36%
Volunteer FF Relief	-.005	40,000	<b>1,298.91</b>	4,621.40	35,378.60	12%
Retirement	-.050	156,558	<b>12,642.65</b>	138,455.63	18,102.37	88%
Group Insurance	-.055	188,646	<b>13,439.21</b>	140,944.56	47,701.44	75%
Uniform Allowance	-.062	3,600	<b>125.39</b>	3,043.90	556.10	85%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111.1-</b>					
Safety Clothing	-.111	10,000	<b>1,482.79</b>	9,944.04	55.96	99%
Safety Equipment	-.115	6,000	<b>268.87</b>	4,038.92	1,961.08	67%
Communications-Radios	-.121	7,000	<b>0.00</b>	6,769.62	230.38	97%
Communications-Phone	-.124	12,000	<b>984.35</b>	8,849.96	3,150.04	74%
Food - Fire Line Meals	-.131	1,200	<b>135.10</b>	603.15	596.85	50%
Housekeeping	-.141	8,000	<b>364.99</b>	7,765.20	234.80	97%
Insurance-Prop/Liability	-.151	11,000	<b>0.00</b>	10,675.00	325.00	97%
Insurance-Workers Comp	-.153	61,215	<b>0.00</b>	64,163.42	(2,948.42)	105%
Maintenance-Apparatus	-.181	37,550	<b>1,465.46</b>	46,134.01	(8,584.01)	123%
Maintenance-Utilities	-.182	8,250	<b>1,764.27</b>	19,965.73	(11,715.73)	242%
Building Maintenance	-.201	12,500	<b>306.09</b>	14,201.89	(1,701.89)	114%
Emergency Care/Rescue	-.211	1,275	<b>0.00</b>	0.00	1,275.00	0%
Memberships	-.221	7,055	<b>85.00</b>	7,058.00	(3.00)	100%
Office Expense	-.241	12,050	<b>400.44</b>	4,345.72	7,704.28	36%
Office Expense-Postage	-.243	1,000	<b>142.80</b>	740.15	259.85	74%
Office Expense-Copies	-.245	1,500	<b>81.06</b>	952.22	547.78	63%
Professional Services	-.271	12,000	<b>1,035.00</b>	7,896.89	4,103.11	66%
Small Tools/FF Equipment	-.401	13,000	<b>1,118.19</b>	12,526.16	473.84	96%
Small Tools-Hose/SCBA	-.402	9,000	<b>3,802.36</b>	5,702.17	3,297.83	63%
Special District Expense	-.411	17,000	<b>1,719.63</b>	12,048.80	4,951.20	71%
SDE--Health Maintenance	-.412	4,000	<b>0.00</b>	1,111.42	2,888.58	28%
Training	-.422	5,000	<b>150.64</b>	2,370.29	2,629.71	47%
Travel/Education	-.478	9,000	<b>0.00</b>	1,339.62	7,660.38	15%
Transportation Fuel	-.480	20,000	<b>1,669.82</b>	11,102.29	8,897.71	56%
Utilities - Water/Sewer	-.501	10,280	<b>1,366.75</b>	7,506.91	2,773.09	73%
Utilities - Electrical	-.504	13,500	<b>1,043.53</b>	9,048.74	4,451.26	67%
Utilities - Propane	-.505	17,150	<b>2,436.14</b>	10,726.68	6,423.32	63%
LAFCO Fee	<b>5627</b>	2,614	<b>0.00</b>	2,613.27	0.73	100%
<b>FIXED ASSETS</b>						
Building Fund: Structures	<b>5640</b>	211,698	<b>0.00</b>	105,848.61	105,849.39	50%
Equipment	<b>5701</b>	-	<b>0.00</b>	0.00	-	
<b>Fire Operation Fund Totals</b>		<b>1,989,641</b>	<b>127,070.00</b>	<b>1,415,224.30</b>	<b>574,416.70</b>	<b>71%</b>



# CHECKS ISSUED LISTING - MAR 2018 FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.1.001: SALARIES</b>			
	13171, 13283 Payroll / Statutory Elective Withholding		68,414.30
	13171, 13283 Paychex Fee	employer cost	300.50
1048841, 1049858	PARS	EE withholding	12.22
	13172, 13284 EPFF Local #3581	dues and meals withholding	763.20
	13311 PERS	EE portion	4,093.17
	13311 PERS	ER paid EE portion	1,860.67
<b>5001.1.002: EXTRA HIRE</b>			<i>none issued</i>
<b>5001.1.003: EXTRA HIRE - SPECIAL</b>			
	13171, 13283 Payroll / Statutory Elective Withholding		2,126.72
	13171, 13283 Paychex Fee	employer cost	169.78
<b>5001.1.004: Expenditure: ST/TF Firefighter Payment</b>			<i>none issued</i>
<b>5001.1.005: Expenditure: Volunteer Firefighter Payment</b>			
	13171, 13283 Payroll / Statutory Elective Withholding		0.00
	13171, 13283 Paychex Fee	employer cost	8.58
1049038, 1049921	PARS	Trust Administration	1,298.91
<b>5001.1.050: RETIREMENT (PERS)</b>			
	13311 PERS	employer portion	12,642.65
<b>5001.1.055: GROUP INSURANCE</b>			
	13171, 13283 Supplemental Life Premium Withholding		-72.6
	1049919 FDAC-EBA	vision/dental/life premium	1,238.31
	1049443 SDRMA-Employee Benefit Service - medical premium		11,398.50
	1049437 Hometown Health	BC medical premium	875.00
<b>5001.1.062: UNIFORM ALLOWANCE</b>			
	1049912 Advantage Gear	uniform pant for intern	125.39
<b>5111.1.111: SAFETY CLOTHING</b>			
	1049034 Rodney Hendrix	reimburse wildland boots	275.95
	1049440 Petty Cash	uniform tee purchases	193.16
	1049913 Black Diamond Graphics	uniform tee supply	1,400.00



## CHECKS ISSUED LISTING - MAR 2018 FIRE OPERATIONS

### 5111.1.115: SAFETY EQUIPMENT

1049033 Ebbetts Pass Lumber Co	traction shoe	61.76
1049913 Black Diamond Graphics	uniform tee supply	207.11

### 5111.1.121: COMMUNICATIONS: RADIOS

1047917 Stine Electronics	repair handie-talkies	587.42
1047918 UPS	ship HTs for repair	17.15
1048569 Interstate All Battery Center	HT batteries (grant)	1,159.30
1048572 Power Works (Tower Works)	HT with antenna (grant)	4,039.31
1048572 Power Works (Tower Works)	HT spker mic, case, mic (grant)	619.04

### 5111.1.124: COMMUNICATIONS: TELEPHONE

1049429 AT&T Local	Sta. 2 monthly charges	146.12
1049429 AT&T Local	Sta. 4 monthly charges	159.58
1049918 Comcast	Sta. 1 monthly service	309.55
1049918 Comcast	Sta. 2 monthly service	121.60
1049924 Verizon Wireless	monthly service	247.50

### 5111.1.131: FOOD/FIRE LINE MEALS

1049040 US Bank	pizza during training meeting	92.19
1049040 US Bank	chaplain's meeting/lunch	42.91

### 5111.1.141: HOUSEHOLD EXPENSE

1049033 Ebbetts Pass Lumber Co	cleaning items	16.36
1049426 AmeriPride Service	towel service	168.87
1047910 CA Waste Recovery Systems	trash removal	179.76

### 5111.1.151: INSURANCE: PROPERTY/LIABILITY

*none issued*

### 5111.1.153: INSURANCE: WORKER'S COMPENSATION

*none issued*

### 5111.1.181: MAINTENANCE: APPARATUS

1049435 Dapper Tire Co Inc	U1004: tires (2)	1,380.25
1049916 Chains Required Inc	U1005: chains (2)	85.21

### 5111.1.182: MAINTENANCE: UTILITIES

1049444 Arnold Automotive	U3018: service, oil chg, tire rotat	219.88
1049444 Arnold Automotive	U3019: service, oil chg, tire rotat	228.33
1049444 Arnold Automotive	U3016: repair int manifold, ...	1,316.06



# CHECKS ISSUED LISTING - MAR 2018 FIRE OPERATIONS

## 5111.1.201: BUILDING & GROUNDS MAINTENANCE

1049033 Ebbetts Pass Lumber Co	ceiling tile paint	28.65
1049923 Pioneer Electric	ballasts	277.44

## 5111.1.211: EMERGENCY CARE

1049028, 1049914 Bound Tree Medical LLC	medical supplies	1,687.24
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## 5111.1.221: MEMBERSHIPS/SUBSCRIPTIONS

1049029 Calaveras Co Fire Chief Assn	dues	50.00
1049036 Motherlode Interagency Trng Officers Assoc	membership	35.00

## 5111.1.241: OFFICE EXPENSE

1049040 US Bank	office supplies, spam blocker	34.79
1049431 Calaveras Enterprise	public notice of Ord 2018	365.65

## 5111.1.243: OFFICE EXPENSE: POSTAGE

JE Calaveras County	postage	
1049040 US Bank	postage	62.15
1049440 Petty Cash	postage	80.65

## 5111.1.245: OFFICE EXPENSE: COPIES

1049445 Zoom Imaging Solutions	copier maintenance	81.06
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## 5111.1.271: PROFESSIONAL SERVICES

1049439 Nossaman LLP	legal services	1,035.00
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## 5111.1.401: SMALL TOOLS/FF EQUIPMENT

1049027 Airgas	welding supplies	160.26
1049040 US Bank	Hotsy parts, tool chest, bottle jk	654.62
1049440 Petty Cash	fuel, saw repair	303.31

## 5111.1.402: SMALL TOOLS: HOSE / SCBA

1049031, 1049915 Cascade Fire Equipment Co	scba parts	1,019.04
1049033 Ebbetts Pass Lumber Co	SCBA batteries	46.30
104905 L N Curtis	siamese valve	423.64
1049434 Cascade Fire Equipment Co	SCBA swivel hose, cable	2,313.38



# CHECKS ISSUED LISTING - MAR 2018 FIRE OPERATIONS

## 5111.1.411: SPECIAL DISTRICT EXPENSE

1049040 US Bank (SAMBA)	EPN reporting	162.46
1049441 Reporting Systems Inc	Emergency Reporting	1,419.60
1049033 Ebbetts Pass Lumber Co	hyd maint, supplies	156.17
1049040 US Bank	USA and CA flags	23.49
1049428 Arnold Auto Supply	hyd maint supplies	23.55
1049440 Petty Cash	CPR classes, etc.	-65.64

## 5111.1.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued*

## 5111.1.422: TRAINING

1049427 ASHI	instructor trainer fee	63.64
1049430 Alex Baker	reimburse EMT renewal	87.00

## 5111.1.478: TRAVEL/EDUCATION/TRAINING *none issued*

## 5111.1.480: TRANSPORTATION FUEL

1049436 Ebbetts Pass Gas Service	fuel	1,669.82
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## 5111.1.501: UTILITIES: WATER/SEWER

1049030 CCWD	water/sewer	1,366.75
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## 5111.1.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	1,043.53
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## 5111.1.505: UTILITIES: PROPANE

1049436 Ebbetts Pass Gas Service	propane	2,436.14
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## 5640 F: STRUCTURES *none issued*

## 5701 F: EQUIPMENT *none issued*



## ENGINE PARAMEDIC PROGRAM ACCOUNT SUMMARY SHEET - Mar 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001</b>					
Salaries/Wages	-001	293,511	<b>22,718.18</b>	233,938.37	59,572.63	80%
Retirement	-050	64,248	<b>5,099.39</b>	51,361.42	12,886.58	80%
Group Insurance	-055	80,771	<b>6,509.01</b>	61,761.34	19,009.66	76%
Uniform Allowance	-062	1,200	<b>0.00</b>	1,200.00	-	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111</b>					
Safety Clothing	-111	2,728	<b>0.00</b>	2,727.27	0.73	100%
Safety Equipment	-115	1,000	<b>0.00</b>	1,000.00	-	100%
Communications-Radios	-121	1,000	<b>0.00</b>	1,000.00	-	100%
Communications-Phone	-124	615	<b>50.58</b>	452.88	162.12	74%
Housekeeping	-141	1,900	<b>47.96</b>	1,900.00	-	100%
Insurance-Prop/Liability	-151	2,204	<b>0.00</b>	2,000.00	204.00	91%
Insurance-Workers Comp	-153	17,050	<b>0.00</b>	17,050.00	-	100%
Maintenance-Apparatus	-181	1,900	<b>323.97</b>	1,899.92	0.08	100%
Building Maintenance	-201	-	<b>0.00</b>	0.00	-	
Emergency Care/Rescue	-211	-	<b>0.00</b>	0.00	-	
Office Expense	-241	-	<b>0.00</b>	0.00	-	
Office Expense-Copies	-245	-	<b>0.00</b>	0.00	-	
Professional Services	-271	2,200	<b>0.00</b>	1,000.00	1,200.00	45%
Small Tools/FF Equipment	-401	-	<b>0.00</b>	0.00	-	
Small Tools-Hose/SCBA	-402	500	<b>0.00</b>	0.00	500.00	0%
Special District Expense	-411	700	<b>16.11</b>	53.63	646.37	8%
SDE--Health Maintenance	-412	3,000	<b>0.00</b>	127.00	2,873.00	4%
SDE--Administration Fee	-413	18,114	<b>0.00</b>	0.00	18,114.00	0%
Training	-422	1,500	<b>200.00</b>	500.00	1,000.00	33%
Travel/Education	-478	2,700	<b>0.00</b>	0.00	2,700.00	0%
Transportation Fuel	-480	6,500	<b>268.33</b>	4,193.81	2,306.19	65%
<b>SPECIAL TAX HANDLING FEE</b>	<b>5411</b>	3,623	<b>0.00</b>	1,811.38	1,811.62	50%
<b>Engine Paramedic Program Totals</b>		506,964	<b>35,233.53</b>	383,977.02	122,986.98	76%



# CHECKS ISSUED LISTING - MAR 2018 ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.2.001: SALARIES</b>			
	13171, 13283	Payroll / Statutory Elective Withholding	20,511.37
	13171, 13283	Paychex Fee	employer cost 66.80
1048841, 1049858	PARS	EE withholding	0.00
	13172, 13284	EPFF Local #3581	dues and meals withholding 390.00
	13311	PERS	EE portion 972.22
	13311	PERS	ER paid EE portion 777.79
<b>5001.2.050: RETIREMENT (PERS)</b>			
	13311	PERS	employer portion 5,099.39
<b>5001.2.055: GROUP INSURANCE</b>			
	13171, 13283	Supplemental Life Premium Withholding	0
	1049919	FDAC-EBA	vision/dental/life premium 528.75
	1049443	SDRMA-Employee Benefit Service - medical premium (2 mos)	5,980.26
<b>5001.2.062: UNIFORM ALLOWANCE</b>			<i>none issued</i>
<b>5111.2.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.2.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.2.121: COMMUNICATIONS: RADIOS</b>			
	1048569	Interstate All Battery Center	HT batteries (grant) 154.44
	1048572	Power Works (Tower Works)	HT spker mic, case, mic (grant) 802.13
<b>5111.2.124: COMMUNICATIONS: TELEPHONE</b>			
	1049918	Comcast	monthly service 50.00
	1049924	Verizon Wireless	monthly service 0.58
<b>5111.2.131: FOOD/FIRE LINE MEALS</b>			<i>none issued</i>
<b>5111.2.141: HOUSEHOLD EXPENSE</b>			
	1049426	AmeriPride Service	towel service 47.96
<b>5111.2.151: INSURANCE: PROPERTY/LIABILITY</b>			<i>none issued</i>
<b>5111.2.153: INSURANCE: WORKER'S COMPENSATION</b>			<i>none issued</i>



# CHECKS ISSUED LISTING - MAR 2018 ENGINE PARAMEDIC

## 5111.2.181: MAINTENANCE: APPARATUS

1049428 Arnold Auto Supply	U1005: oil, flasher	117.97
1049916 Chains Required Inc	U1005: chains (2)	206.00

5111.2.201: BUILDING & GROUNDS MAINTENANCE *none issued*

5111.2.211: EMERGENCY CARE *none issued*

5111.2.241: OFFICE EXPENSE *none issued*

5111.2.245: OFFICE EXPENSE: COPIES *none issued*

5111.2.271: PROFESSIONAL SERVICES *none issued*

5111.2.401: SMALL TOOLS / ALS EQUIPMENT *none issued*

5111.2.402: SMALL TOOLS: HOSE / SCBA *none issued*

## 5111.2.411: SPECIAL DISTRICT EXPENSE

1049040 US Bank (SAMBA)	EPN reporting	16.11
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5111.2.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued*

5111.2.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE *none issued*

## 5111.2.422: TRAINING

1049039 Chuck Hatcher	reimburse medical renewal	200.00
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5111.2.478: TRAVEL/EDUCATION/TRAINING *none issued*

## 5111.2.480: TRANSPORTATION FUEL

1049436 Ebbetts Pass Gas Service	fuel	268.33
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5411 P: SPECIAL TAX HANDLING FEE *none issued*



## STATION 3 A ACCOUNT SUMMARY SHEET - Mar 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001</b>					
Salaries/Wages	-001	1,011,073	<b>80,949.43</b>	761,941.77	249,131.23	75%
Retirement	-050	187,951	<b>14,833.57</b>	156,695.64	31,255.36	83%
Group Insurance	-055	273,264	<b>18,541.78</b>	194,241.31	79,022.69	71%
Uniform Allowance	-062	4,800	<b>0.00</b>	4,800.00	-	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111</b>					
Safety Clothing	-111	11,890	<b>0.00</b>	11,889.50	0.50	100%
Safety Equipment	-115	2,250	<b>0.00</b>	2,250.00	-	100%
Communications-Radios	-121	4,500	<b>0.00</b>	4,500.00	-	100%
Communications-Phone	-124	3,325	<b>229.93</b>	2,223.31	1,101.69	67%
Food - Fire Line Meals	-131	400	<b>0.00</b>	136.23	263.77	34%
Housekeeping	-141	4,624	<b>162.56</b>	2,962.07	1,661.93	64%
Insurance-Prop/Liability	-151	6,000	<b>0.00</b>	6,000.00	-	100%
Insurance-Workers Comp	-153	50,000	<b>0.00</b>	54,940.00	(4,940.00)	110%
Maintenance-Apparatus	-181	-	<b>0.00</b>	0.00	-	
Maintenance-Ambulances	-183	31,250	<b>97.46</b>	28,657.44	2,592.56	92%
Building Maintenance	-201	5,000	<b>48.47</b>	1,733.36	3,266.64	35%
Emergency Care/Rescue	-211	30,000	<b>1,687.24</b>	24,731.22	5,268.78	82%
Memberships	-221	150	<b>0.00</b>	0.00	150.00	0%
Office Expense	-241	1,800	<b>255.23</b>	1,147.78	652.22	64%
Office Expense - Copies	-245	105	<b>0.00</b>	104.00	1.00	99%
Professional Services	-271	59,640	<b>5,252.06</b>	32,465.84	27,174.16	54%
Small Tools/FF Equipment	-401	6,000	<b>66.10</b>	5,033.95	966.05	84%
Small Tools-Hose/SCBA	-402	1,050	<b>0.00</b>	11.93	1,038.07	1%
Special District Expense	-411	13,136	<b>659.44</b>	9,902.96	3,233.04	75%
SDE--Health Maintenance	-412	3,000	<b>0.00</b>	165.00	2,835.00	6%
SDE--Administrative Fee	-413	45,261	<b>0.00</b>	0.00	45,261.00	0%
Training	-422	2,000	<b>0.00</b>	1,782.82	217.18	89%
Travel/Education	-478	4,500	<b>0.00</b>	650.00	3,850.00	14%
Transportation Fuel	.480	11,000	<b>1,284.95</b>	11,086.70	(86.70)	101%
Utilities - Water/Sewer	-501	900	<b>169.88</b>	1,068.14	(168.14)	119%
Utilities - Electrical	-504	1,900	<b>176.71</b>	1,339.77	560.23	71%
Utilities - Propane	-505	5,000	<b>166.76</b>	1,368.94	3,631.06	27%
<b>BANK CHARGES - Lockbox Account</b>	<b>5403</b>	1,800	<b>143.86</b>	1,189.43	610.57	66%
<b>SPECIAL TAX HANDLING FEE</b>	<b>5411</b>	8,276	<b>0.00</b>	4,146.14	4,129.86	50%
<b>REFUND OVERPAYMENT</b>	<b>5612</b>	25,000	<b>16,527.68</b>	48,833.41	(23,833.41)	195%
<b>FIXED ASSETS</b>						
Building Fund: Structures	<b>5640</b>	-	<b>0.00</b>	0.00	-	
Equipment	<b>5701</b>	-	<b>0.00</b>	0.00	-	#DIV/0!
<b>Fire Operation Fund Totals</b>		<b>1,816,845</b>	<b>141,253.11</b>	<b>1,377,998.66</b>	<b>438,846.34</b>	<b>76%</b>



**CHECKS ISSUED LISTING - MAR 2018****STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.3.001: SALARIES</b>			
13171, 13283	Payroll / Statutory Elective Withholding		72,516.85
13171, 13283	Paychex Fee	employer cost	268.55
1048841, 1049858	PARS	EE withholding	0.00
13172, 13284	EPFF Local #3581	dues and meals withholding	1,560.00
13311	PERS	EE portion	4,755.23
13311	PERS	ER paid EE portion	1,848.80
<b>5001.3.050: RETIREMENT (PERS)</b>			
13311	PERS	employer portion	14,833.57
<b>5001.3.055: GROUP INSURANCE</b>			
13171, 13283	Supplemental Life Premium Withholding		-130.5
1049919	FDAC-EBA	vision/dental/life premium	1,531.18
1049443	SDRMA-Employee Benefit Service - medical premium		17,141.10
<b>5001.3.062: UNIFORM ALLOWANCE</b>			<i>none issued</i>
<b>5111.3.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.3.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.3.121: COMMUNICATIONS: RADIOS</b>			
1048569	Interstate All Battery Center	HT batteries (grant)	616.76
1048572	Power Works (Tower Works)	HT with antenna (grant)	3,275.41
1048572	Power Works (Tower Works)	HT spker mic, case, mic (grant)	607.83
<b>5111.3.124: COMMUNICATIONS: TELEPHONE</b>			
1049032	Comcast - Sta. 3	phone/internet monthly charges	225.74
1049924	Verizon Wireless	cell phone service	4.19
<b>5111.3.131: FOOD/FIRE LINE MEALS</b>			<i>none issued</i>
<b>5111.3.141: HOUSEHOLD EXPENSE</b>			
1049426	AmeriPride Service	towel service	92.93
1047910	CA Waste Recovery Systems	trash removal	69.63
<b>5111.3.151: INSURANCE: PROPERTY/LIABILITY</b>			<i>none issued</i>



**CHECKS ISSUED LISTING - MAR 2018****STATION 3 A**

**5111.3.153: INSURANCE: WORKER'S COMPENSATION** *none issued*

**5111.3.181: MAINTENANCE: APPARATUS** *none issued*

**5111.3.183: MAINTENANCE: AMBULANCES**

1049442 Sonora Ford	U3507: nozzles for washer fluid	13.04
1049916 Chains Required Inc	chains for UTV trailer	84.42

**5111.3.201: BUILDING & GROUNDS MAINTENANCE**

1049040 US Bank (Lowes)	Sta. 3 range hood	48.47
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**5111.3.211: EMERGENCY CARE**

1031931 Airgas	oxygen	422.96
1031932, 1033204 Bound Tree Medical LLC	medical supplies	2,113.19
1033215 Life Assist, Inc.	medical supplies	1,705.07

**5111.3.221: MEMBERSHIPS/SUBSCRIPTIONS** *none issued*

**5111.3.241: OFFICE EXPENSE**

1049922 Staples	portable printer for PCR's	255.23
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**5111.3.271: PROFESSIONAL SERVICES**

1049037 Novato Fire District	Nov 2017: 44 PCR's	792.00
1049037 Novato Fire District	Dec 2017: 45 PCR's	810.00
1049038 Mountain-Valley EMS Agency	4th Qtr Emergency Transport fee	835.75
1049920 Novato Fire District	Jan 2018: 50 PCR's	900.00
JE Calaveras Co Sheriff's Office	Jan Dispatch fee: 47 calls	1,914.31

**5111.3.401: SMALL TOOLS/FF EQUIPMENT**

1049033 Ebbetts Pass Lumber Co	EMS batteries padlock	66.10
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**5111.3.402: SMALL TOOLS: HOSE / SCBA** *none issued*

**5111.3.411: SPECIAL DISTRICT EXPENSE**

1049040 US Bank (SAMBA)	EPN reporting	64.44
1049441 Reporting Systems Inc	ESO interface	595.00

**5111.3.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE**

1033205 Bryn Buhler	reimburse physical	175.00
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**5111.3.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE** *none issued*



**CHECKS ISSUED LISTING - MAR 2018****STATION 3 A**

<b>5111.3.422: TRAINING</b>		<i>none issued</i>
<b>5111.3.478: TRAVEL/EDUCATION/TRAINING</b>		<i>none issued</i>
<b>5111.3.480: TRANSPORTATION FUEL</b>		
1049436 Ebbetts Pass Gas Service	fuel	999.91
1049917 Chevron	fuel	285.04
<b>5111.3.501: UTILITIES: WATER/SEWER</b>		
1049030 CCWD	water/sewer	169.88
<b>5111.3.504: UTILITIES: ELECTRICITY</b>		
JE CPPA	electricity	176.71
<b>5111.3.505: UTILITIES: PROPANE</b>		
1049436 Ebbetts Pass Gas Service	propane	166.76
<b>5403 A: BANK CHARGES</b>		
JE WestAmerica Bank	lockbox account fee	\$143.86
<b>5411 A: SPECIAL TAX HANDLING FEE</b>		<i>none issued</i>
<b>5640 A: STRUCTURES</b>		<i>none issued</i>
<b>5701 A: EQUIPMENT</b>		<i>none issued</i>
<b>8001/5612 A: REFUNDS</b>		
7515 Kaiser Permanente	refund overpayment	5,419.20
7515 Kaiser Permanente	refund overpayment	5,380.48
7515 Kaiser Permanente	refund overpayment	5,385.02
7514 Dept of Health Services	refund overpayment	192.04
7512 CA Health & Wellness	refund overpayment	77.09
7513 GMP Employer Retirees Trust	refund overpayment	73.85



# County to pursue TOT increase

'Tourism tax' could boost coffers

By JASON COWAN

JASON@CALAVERASENTERPRISE.COM

Calaveras County supervisors agreed to enter into a contract agreement with an election consultant Tuesday to assist the county in submitting a hotel tax to an upcoming election.

The contract, with Sacramento-based Government Financial Strategies, will cost the county \$23,500 for the entire scope of work for attempts to push an increase to the county's 6 percent Transient Occupancy Tax to the local ballot.

The firm will be in charge of outreach, marketing and voter research, and will organize town

hall meetings and educational programs for the initiative, said County Administrative Officer Tim Lutz during Tuesday's meeting.

Officials are targeting a hotel tax bump to the 10 percent to 12 percent range. A successful initiative could bring in between \$450,000 and \$700,000 in new revenues to the county.

The current TOT rate brought in \$327,300, \$395,000 and \$385,000 from 2014-16, the most recent years on record, according to statistics from Visit California. Angels Camp, where the TOT rate is set at 10 percent, received \$900,000, \$1.1 million and \$1.1 million over the same period.

Last month, an ad hoc committee formed by District 3 Supervisor Michael Oliveira and District 5 Supervisor Clyde

see TOT, A9

# City Council moves to boost sales taxes

Other revenues tabled

By DAKOTA MORLAN

DAKOTA@CALAVERASENTERPRISE.COM

The Angels Camp City Council Tuesday directed staff to prepare a measure for a 0.5 percent sales tax increase to be placed on the ballot in November.

A potential Transient Occupancy Tax increase that was discussed earlier this month was postponed per staff recommendations. At previous meetings, the City Council had considered increasing the Transient Occupancy Tax from 10 percent to 12 percent, in addition to the sales tax increase.

Over the past three fiscal years, the city has faced structural General Fund budget deficits totaling more than \$680,000.

"Despite cost cutting measures, the city remains challenged with aging infrastructure, delayed internal service needs and postponed capital improvements, including parks and community projects," wrote Angels Camp City Attorney Douglas L. White in a staff report.

One factor in the decision to delay the TOT increase was that, according to Interim Finance Officer Mike Sargent Tuesday, the combined measures would exceed the "Gann limit" by approximately \$121,164. The Gann limit was adopted by California voters through Proposition 4 in 1979; it limits the ability of local governments to spend tax revenues on a yearly basis.

Although the Gann limit may be waived by voters for up to

four years within the language of the tax measure or a separate measure on the ballot, exceeding it could lead to financial trouble in years to come.

"The Gann limit normally increases over time," stated

see Taxes, A9

## INSIDE TODAY

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EBBETTS PASS FIRE DIST

P. O. BOX 66

ARNOLD CA 95223

See your name on Page 1 — Subscribe today! 754-3861



# TOT

*continued from A1*

Clapp and a number of other stakeholders from the community determined a campaign consultant was necessary to push a hotel tax increase for the ballot.

The firm was chosen because of its history with the county over the past decade, when the county was working to pass the Measure J initiative to construct the county jail and sheriff's administration building. Lutz said during discussions Tuesday that the company has a 90-

percent rate in passing bonds and other tax initiatives.

The county accepted the contract despite concerns from District 2 Supervisor Jack Garamendi. He was opposed to the county spending taxpayer dollars when the agreement was not sent out for a competitive bid and a scope of work that was not circulated directly to other supervisors.

Garamendi said eventually he supported a TOT increase.

Lutz said the contract was within the CAO's purchasing authority. It was also vetted by county counsel.

Oliveira "greatly endorsed" the contract. He felt with proper educa-

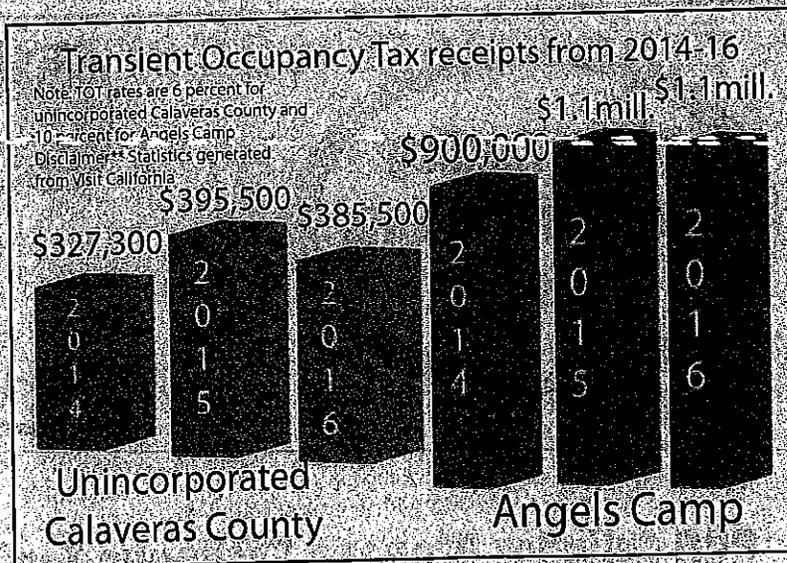
tion and a solid game plan, the agreement could benefit the county with a successful initiative.

The contract was ratified with the impression the consultants, absent from the meeting Tuesday, would give a presentation before county supervisors in early May. If decision makers are not satisfied with that presentation, supervisors can exercise a clause to terminate the agreement.

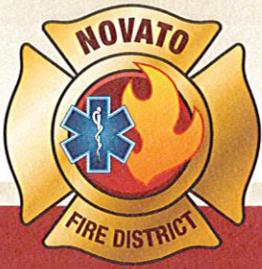
Time is of the essence to qualify for the November election. Lutz said submissions for the gubernatorial election would have to be approved by county supervisors by July 24.

15E

A9







# NOVATO FIRE DISTRICT

95 Rowland Way, Novato, CA 94945 • 415.878.2690 • Fax 415.878.2660 • [www.novatofire.org](http://www.novatofire.org)

April 10, 2018

Chief Johnson  
Ebbetts Pass Fire District  
1037 Blagen Road  
P.O. Box 66  
Arnold, CA 95223

**Re: Termination of Joint Powers Agreement for Ambulance Billing Services**

Dear Chief Johnson:

This letter is regarding the Joint Powers Agreement for Ambulance Billing Services (“JPA Agreement”) entered into between your agency and the Novato Fire Protection District (“NFPD”). On April 4, 2018, the Board of Directors of NFPD decided it was in the best interests of the District to cease providing external ambulance billing services, and therefore voted to terminate all currently active JPA Agreements for the provision of such services.

The Board was aware that some agencies may need more time than the minimum termination notice period called for in the JPA Agreement between our two agencies, and for that reason authorized me to agree to a termination date that allows your agency a reasonable timeframe to locate and retain a new EMS billing provider, so long as said date does not extend past July 31, 2018. Accordingly, please be advised that the JPA Agreement for Ambulance Billing Services between our two agencies is hereby terminated, effective July 31, 2018. If your agency desires an earlier termination date, please contact me and we can arrange for a sooner date. If we do not hear from you, the JPA Agreement shall be deemed terminated as of July 31, 2018.

As of the termination date of the JPA Agreement, NFPD will no longer accept new EMS billing claims from your agency. NFPD’s Billing Division, however, will continue to process billing claims submitted up to the termination date for a period of 90-days thereafter.

Page 1 of 2



In anticipation of transitioning your agency's EMS billing services to a new vendor, NFPD suggests you take the following steps to ensure the most efficient transfer:

1. Locate a new billing vendor.
2. Provide your new vendor's information to NFPD's EMS Billing Analyst so they can coordinate the transfer of relevant information.
3. Provide NFPD a date for the last day lockbox payments will be posted by NFPD.
4. Make any needed contract changes with Medicare, Medi-cal, and/or any commercial insurance your agency is a contracted provider with.
5. Notify your agency's bank if you use a courier service as to when they are to stop delivering deposits to Novato Fire.

NFPD is committed to making your agency's transition to a new billing vendor as smooth as possible, and following the above steps as soon as possible will assist in that regard. If you have additional questions, want to discuss an earlier termination date, or have any comments about this process; please do not hesitate to contact me. It has been an honor for NFPD to serve your agency in this capacity. Thank you.

Signed,

A handwritten signature in black ink, appearing to read "Bill Tyler", with a long horizontal stroke extending to the right.

Bill Tyler, Fire Chief  
Novato Fire Protection District  
415-878-2690





State of California—Health and Human Services Agency  
Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

APR 03 2018

David Baugher, Fire Chief  
Ebbetts Pass Fire District  
1037 Blagen Road  
Arnold, CA 95223

EBBETTS PASS FIRE DISTRICT  
NATIONAL PROVIDER IDENTIFIER: 1184780181  
FISCAL PERIOD ENDED JUNE 30, 2013  
AUDIT ISSUED TO PROVIDER: 2/9/18

GROUND EMERGENCY MEDICAL TRANSPORTATION PROGRAM (GEMT)

The Department of Health Care Services audited the provider's GEMT Medi-Cal Cost Report for the above-referenced fiscal period. As a result of the audit, an overpayment was identified in the amount of **\$15,747.00**.

Please see Final Audited Adjusted Schedule 9 attached which shows final calculations.

Please remit payment via check to the address below within **60 days** of receipt of this letter:

Department of Health Care Services  
Safety Net Financing Division  
Attn: GEMT Program, Stacy Fox  
1501 Capitol Avenue, MS 4504, Suite 71.3024  
Sacramento, CA 95899

Should you have any questions please contact Stacy Fox at (916) 552-9588 or at [Stacy.Fox@dhcs.ca.gov](mailto:Stacy.Fox@dhcs.ca.gov).

Shiela Mendiola, Chief  
Medi-Cal Supplemental Payment Section  
Safety Net Financing Division  
Department of Health Care Services



# Ground Emergency Medical Transportation

GEMT Supplemental Reimbursement Program  
SPA 09-024

X	Interim Supplemental Payment
X	Interim Supplemental Payment (CA-MMIS Transport # Adjustment)
X	Removal of Unallowable Billing/Accounting Costs
X	Interim Settlement
X	Final Settlement

## FINAL AUDITED ADJUSTED SCHEDULE 9\*

PROVIDER LEGAL NAME Ebbets Pass FPD  
 CLAIMING PERIOD 7/1/12-6/30/13  
 AUDITED COST REPORT ISSUE DATE 2/9/2018  
 AVERAGE COST PER TRANSPORT (from Line 9 of accepted cost report) \$4,657.18

Total transport totals below noted on Line 10, per quarter, are based on Audited Cost Report

Average Cost Per GEMT Service from Audited Cost Report													
1. Cost of MTS Services (from Sch.2)	\$1,924,243												
2. Indirect Cost Factor Based on MTS Services? (please use drop down box)	No												
3. If no, please enter the cos basis for calculating Indirect Cost	\$0												
4. Indirect Cost Factor	0.00%												
5. Administration & General Allocation from Sch. 5 (A)	\$67,596												
6. Administration & General to be Included	\$67,596												
7. Grand Total of MTS Expense (Sum Lines 1 & 6)	\$1,991,839												
8. Total Number of MTS Transports (from submitted cost report)	533												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Medi-Cal</th> </tr> <tr> <th>Managed Care</th> <th>Fee For Service</th> <th>Medi-Medi</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">45</td> <td style="text-align: center;">54</td> <td style="text-align: center;">24</td> <td style="text-align: center;">410</td> </tr> </tbody> </table>		Medi-Cal				Managed Care	Fee For Service	Medi-Medi	Other	45	54	24	410
Medi-Cal													
Managed Care	Fee For Service	Medi-Medi	Other										
45	54	24	410										
9. AUDITED Average Cost Per Transport (Audited Total/Line 8)	\$ 3,737.03												

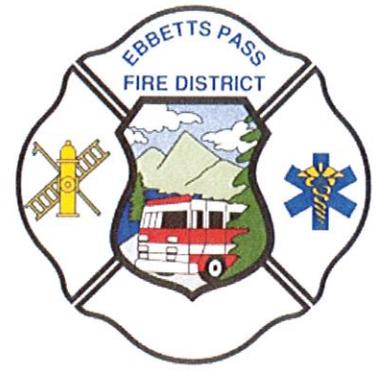
ARRA Percent	ADJUSTED SCHEDULE 9 Calculation of Medi-Cal Final Reconciliation					Totals	SOURCE
	0.00%	0.00%	0.00%	0.00%			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4			
	07/01 - 09/30	10/01 - 12/31	01/01 - 03/31	04/01 - 06/30			
10. Total No. of Medi-Cal Fee for Service GEMT Transports	17	13	15	9	54		Audited Cost Report (Line 9 x Line 10)
11. Total Cost of Medi-Cal GEMT Transports (Line 9 x Line 10)	\$63,530	\$48,581	\$56,056	\$33,633	\$201,800		Audited Cost Report
12. <Less: Amount Paid> (i.e. Medi-Cal FFS or Other Payments)	(\$3,869)	(\$3,058)	(\$3,546)	(\$2,044)	(\$12,517)		(Line 11 - Line 12)
13. Net Cost of Transports (CPE Amt.)	\$59,661	\$45,523	\$52,510	\$31,589	\$189,283		(Line 13 * 50%)
14. Non Federal Share	\$29,831	\$22,762	\$26,255	\$15,795	\$94,642		(Line 13 * 50%)
15. Net Federal Financial Participation Amount (FFP Amt.)	\$29,831	\$22,762	\$26,255	\$15,794.50	\$94,642		

SFY 2012/13 Final Reconciliation						
SFY Quarter	a	b	c	d	e	f
	Non-ACA Transports from Interim Payment	Interim Payment CPE Amount	CPE Difference	Interim Payment FFP Paid	Final Reconciled FFP Amount	Final Reconciled Amount
Quarter 1	17	\$ 75,303	\$ (15,642)	\$ 37,652	\$ 29,831	\$ (7,822)
Quarter 2	13	\$ 56,991	\$ (11,468)	\$ 28,496	\$ 22,762	\$ (5,735)
Quarter 3	14	\$ 61,822	\$ (9,312)	\$ 30,911	\$ 26,255	\$ (4,656)
Quarter 4	6	\$ 26,658	\$ 4,931	\$ 13,329	\$ 15,795	\$ (2,466)
Totals	50	\$ 220,774	\$ (31,491)	\$ 110,388	\$ 94,642	\$ (15,747)

Adjustments made per the authority of State Plan Amendment 09-024, sections D, E and F.



# Ebbetts Pass Fire District



April 30, 2018

To: Ebbetts Pass Board of Directors

RE: 2017 Cost of Living Increase for 7/1/2018 - 6/30/2019

The Annual Consumer Price Index (CPI) for West Urban is 2.1% for 2017. CPI West Urban is the calculation index our agency has used in the past when considering a Cost of Living Increase (COLA) for employees. Please reference the table accompanying this letter for a more detailed look, specifically for Year 2017 under Annual. The annual base salary impact is an increase of \$38,000 if approved.

Ebbetts Pass Fire District

A handwritten signature in blue ink, appearing to read "Mike Johnson", with a long horizontal flourish extending to the right.

Fire Chief Mike Johnson



# Databases, Tables & Calculators by Subject

SHARE ON: FONT SIZE:

Change Output Options: From:  To:  **GO**  
 include graphs  include annual averages

[More Formatting Options](#)

Data extracted on: February 12, 2018 (12:34:58 PM)

## CPI-Urban Wage Earners and Clerical Workers (Current Series)

**Series Id:** CWUR0000SA0  
 Not Seasonally Adjusted  
**Series Title:** All items in U.S. city average, urban wage earners and clerical workers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2007	197.559	198.544	200.612	202.130	203.661	203.906	203.700	203.199	203.889	204.338	205.891	205.777	201.069	204.466
2008	206.744	207.254	209.147	210.698	212.788	215.223	216.304	215.247	214.935	212.182	207.296	204.813	210.309	211.796
2009	205.700	206.708	207.218	207.925	208.774	210.972	210.526	211.156	211.322	211.549	212.003	211.703	207.883	211.377
2010	212.568	212.544	213.525	213.958	214.124	213.839	213.898	214.205	214.306	214.623	214.750	215.262	213.426	214.507
2011	216.400	217.535	220.024	221.743	222.954	222.522	222.686	223.326	223.688	223.043	222.813	222.166	220.196	222.954
2012	223.216	224.317	226.304	227.012	226.600	226.036	225.568	227.056	228.184	227.974	226.595	225.889	225.581	226.878
2013	226.520	228.677	229.323	228.949	229.399	230.002	230.084	230.359	230.537	229.735	229.133	229.174	228.812	229.837
2014	230.040	230.871	232.560	233.443	234.216	234.702	234.525	234.030	234.170	233.229	231.551	229.909	232.639	232.902
2015	228.294	229.421	231.055	231.520	232.908	233.804	233.806	233.366	232.661	232.373	231.721	230.791	231.167	232.453
2016	231.061	230.972	232.209	233.438	234.436	235.289	234.771	234.904	235.495	235.732	235.215	235.390	232.901	235.251
2017	236.854	237.477	237.656	238.432	238.609	238.813	238.617	239.448	240.939	240.573	240.666	240.526	237.974	240.128

## 12-Month Percent Change

**Series Id:** CWUR0000SA0  
 Not Seasonally Adjusted  
**Series Title:** All items in U.S. city average, urban wage earners and clerical workers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2007	1.8	2.2	2.7	2.5	2.8	2.7	2.3	1.8	2.8	3.7	4.6	4.3	2.4	3.3
2008	4.6	4.4	4.3	4.2	4.5	5.6	6.2	5.9	5.4	3.8	0.7	-0.5	4.6	3.6
2009	-0.5	-0.3	-0.9	-1.3	-1.9	-2.0	-2.7	-1.9	-1.7	-0.3	2.3	3.4	-1.2	-0.2
2010	3.3	2.8	3.0	2.9	2.6	1.4	1.6	1.4	1.4	1.5	1.3	1.7	2.7	1.5
2011	1.8	2.3	3.0	3.6	4.1	4.1	4.1	4.3	4.4	3.9	3.8	3.2	3.2	3.9
2012	3.1	3.1	2.9	2.4	1.6	1.6	1.3	1.7	2.0	2.2	1.7	1.7	2.4	1.8
2013	1.5	1.9	1.3	0.9	1.2	1.8	2.0	1.5	1.0	0.8	1.1	1.5	1.4	1.3
2014	1.6	1.0	1.4	2.0	2.1	2.0	1.9	1.6	1.6	1.5	1.1	0.3	1.7	1.3
2015	-0.8	-0.6	-0.6	-0.8	-0.6	-0.4	-0.3	-0.3	-0.6	-0.4	0.1	0.4	-0.6	-0.2
2016	1.2	0.7	0.5	0.8	0.7	0.6	0.4	0.7	1.2	1.4	1.5	2.0	0.8	1.2
2017	2.5	2.8	2.3	2.1	1.8	1.5	1.6	1.9	2.3	2.1	2.3	2.2	2.2	2.1



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# *MURPHYS FIRE PROTECTION DISTRICT*

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March 21, 2018

Chief Mike Johnson  
Ebbetts Pass Fire District  
P.O. Box 66  
Arnold, CA 95223

Chief Johnson,

I wanted to take this opportunity to show my appreciation for your Districts response and assistance with our commercial storage facility structure fire on March 15<sup>th</sup> 2018. Not only were you able to provide a staffed engine, but were able to offer up some of your Intern Firefighters to come down in a utility vehicle to assist with our staffing shortage. This was above and beyond the norm, and is greatly appreciated.

As you are aware, the number of volunteers available right now is very limited, and our resources get stretched very thin with a first alarm assignment. With the extensive amount of overhaul and salvage that needed to take place at this event, the extra assistance from your personnel was invaluable.

Thank you again for providing assistance to your neighbors in need!

Sincerely,

Brian Wilkes, Fire Chief  
Murphys Fire Protection District

RECEIVED  
MAR 26  
Ebbetts Pass Fire District

PO BOX 1260 \* 37 JONES STREET \* MURPHYS, CA. 95247-1260  
209-728-3864 FAX 209-728-2951  
Email [murfire@comcast.net](mailto:murfire@comcast.net)  
Website [murphysfire.org](http://murphysfire.org)





Rebecca Callen  
Auditor-Controller  
(209) 754-6343

891 Mountain Ranch Rd.  
San Andreas, CA 95249  
FAX (209) 754-6888

MEMORANDUM

TO: All Special Districts  
FROM: Rebecca Callen, Auditor-Controller  
DATE: Monday, April 3, 2018  
SUBJ: Fiscal Year 2018-19 Recommended Budget Package

Enclosed is a budget package for each respective District consisting of the following:

1. Special District Recommended Budget Instructions,
2. Schedule 15 Detail Worksheets (Revenue and Expenditure),
3. Recommended Budget Attestation Form,
4. Estimated Revenue for the 2018-19 Budget Year,
  - o Revenue, including property tax revenue estimates reflecting assessed value growth, as determined by the Assessor’s Office is included. LAFCO fee assessments and an updated version of estimated revenue will be forwarded during the final budget process.
5. District Authorization Signature Forms.
  - o Please complete both the District Authorization Form and the District Board Member List. You will need to include a resolution regarding the Authorized Signature form. A sample is included for your reference.

To simplify Special District budgeting, it is suggested that Districts who did not have plans for large expenditures prior to adoption of Fiscal Year 2017-18 final budget, adopt their prior year’s final budget as their current year recommended budget by checking the appropriate box on the Recommended Budget Attestation form. This process would eliminate dual budget processing over such a short period of time. Your District’s Final Budget is in Column 4 under Adopted Final Budget.

The County will not be charging for services and Districts will be allowed to borrow for fiscal year 2018-19. Note that **ONLY** Districts who treasure funds with the County may borrow. Borrowing is for limited/short-term cash flow **ONLY**, not deficit budgeting and is limited to anticipated tax distribution. If you have any questions as to what this means, please contact the Auditor’s Office.

Budget schedules, forms, and information will be e-mailed to Districts upon request. Please contact the Auditor’s Office at 754-6343, or e-mail [CCAuditor@co.calaveras.ca.us](mailto:CCAuditor@co.calaveras.ca.us) to request this option. For those that have access to our ONESolution systems, attached are screen shots to help assist you with retrieving the report and on how to send to Excel.

Please submit the original worksheets to the Auditor-Controller’s Office on or before **June 25, 2018**, or as soon as possible, and keep one copy for District files. If there are any questions, please contact this office.



**COUNTY OF CALAVERAS  
Recommended Budget Attestation**

**Fiscal Year 2018-19**

**2290 - Ebbetts Pass Fire Protection District**

- Recommended Budget same as adopted Fiscal Year 2017-18 Final Budget.  
(excluding fixed assets and new permanent employee positions)
  
- Recommended Budget as approved for Fiscal Year 2018-19  
(new compilation by District Directors)

Pursuant to Section 13890 of the Health and Safety Code, the 2018-19 Recommended Budget as approved by the directors of the Ebbetts Pass Fire Protection District is submitted to the Calaveras County Auditor-Controller herewith:

Respectfully,

Fire Protection District Directors

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Recommended Budget for Fiscal Year 2018-19 was approved by the following vote:

AYES:

\_\_\_\_\_

NOES:

\_\_\_\_\_

ABSTAIN:

\_\_\_\_\_

ABSENT:

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_



**RECOMMENDED**

**BUDGET INFORMATION**

**RETURN TO THE AUDITOR CONTROLLER**

**OFFICE ON OR BEFORE**

**JUNE 25, 2018**



Thank you for your attention and cooperation.

Select the BUDGET tab,

Under Budget Reporting,

Select BGTCC001: Sch 15 Recommended / DEFAULT PROMPTS,

Click submit.

CDD Report Criteria Prompts

BGTCC001: Sch 15 Recommended / DEFAULT PROMPTS

<b>Selection Criteria</b>	Enter the Default Ledger:	GL
No Criteria	Entered Recommended Fiscal Year:	2018
DEFAULT PROMPTS	Prior Final Adopted Budget:	2017
	Prior Fiscal Year Actuals less 1:	2016
	Prior Fiscal Year Actuals less 2:	2015
	ENTER GL ORG KEY:	*
	Enter Fund:	*
	Enter the value for Fund Type:	17

Help Open Report in New Window Submit

In the upper left hand corner you will see a paperclip . Click on it and it will give you the option to export to EXCEL.

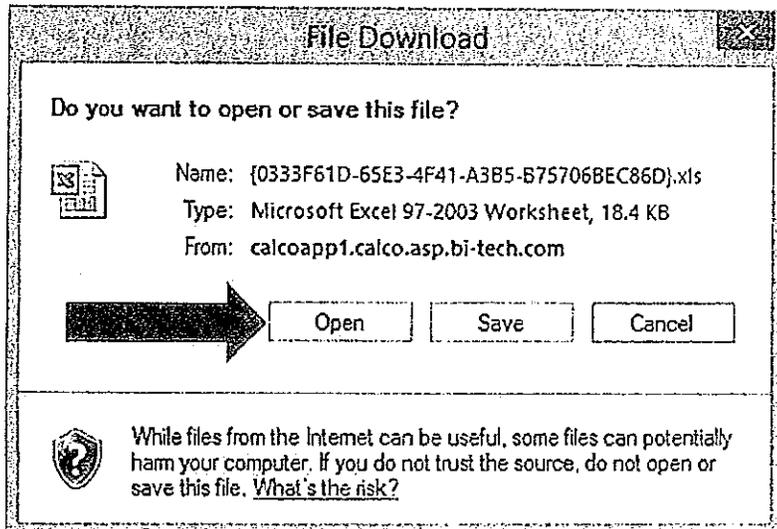
BGTCC001: Sch 15 Recommended

Page 1 of 3

State Controller Schedule: COUNTY OF CALAVERAS Schedule 15  
County Budget Act Special Districts and Other Agencies - Non Enterprise  
January 2011 Financing Sources and Uses by Budget Unit by Object  
Recommended  
Fiscal Year 2018-19



Once you have chosen to send to EXCEL OUTPUT, you will be asked if you want to save or open or cancel, choose open and you can work with in the EXCEL spread sheet. Before saving your Excel worksheet, be sure to FORMAT your page and save your work





**County of Calaveras**  
**Special District Recommended Budget Instructions**  
**Fiscal Year 2018-2019**

1. Complete the Recommended Budget Attestation by selecting one of the two listed options and mark the appropriate box on your attestation form.
  - a. If you choose to have the **Proposed Budget same as adopted Fiscal Year 2017-18 Final Budget**, nothing should be changed on your Schedule 15.
  - b. If you choose to have the **Recommended Budget as approved for Fiscal Year 2018-19**, complete the budget on the Schedule 15 as follows:
    - Complete the entire column #5 (excluding estimated tax revenue and LAFCO contributions) with the Adopted Recommended Budget.
    - **Any calculated EXPENSES should be rounded up and REVENUES should be rounded down to the next whole dollar.**
2. Return the completed original **Attestation Form and Schedule 15** by **June 25, 2018**, or as soon as possible, to the Auditor/Controller's Office.

Increases or decreases to reserve accounts should occur during the final budget process.

Estimated revenue amounts for taxes and the contribution for LAFCO will also be forwarded during the final budget process. As has been the procedure since Fiscal Year 2001-02, the Auditor's Office will effectuate a journal entry transfer. Districts objecting to this process must notify the County LAFCO Officer.

NOTE: The Schedule 15's and the Attestation Form are both available in Microsoft® Excel 2007. If you would like to have these forms sent via e-mail, please contact the Auditor's Office at 754-6343 or by e-mail at [CCauditor@co.calaveras.ca.us](mailto:CCauditor@co.calaveras.ca.us).



State Controller Schedules	COUNTY OF CALAVERAS			Schedule 15
County Budget Act	Special Districts and Other Agencies - Non Enterprise			
January 2010 Edition, revision #1	Financing Sources and Uses by Budget Unit by Object			
Fiscal Year 2018 - 2019				
Ebbetts Pass Fire 2290 0010				
Detail by Revenue Category and Expenditure Object	2015-16 Actuals	2016-17 Actual Estimated	2017-18 Adopted Final Budget	2018-19 Recommended by the District Board
(1)	(2)	(3)	(4)	(5)
4010Current Secured Taxes	1,755,038	1,796,008	1,861,271	-
4013SB2557 Reduction	(38,384)	(33,932)	(33,126)	-
4015Unitary Taxes	35,027	39,050	41,405	-
4017Suppl Current Secured Taxes	14,050	28,284	28,668	-
4020Current Unsecured Taxes	28,478	24,755	26,595	-
4027Suppl Current Unsecured Taxes	245	444	200	-
4040Prior Unsecured Taxes	440	625	926	-
4072Transient Occupancy Taxes	-	-	16,743	-
4077Special Tax, Fire Districts	1,186,396	1,187,104	1,191,489	-
4465State Timber Tax	4	17	15	-
<b>Taxes</b>	<b>2,981,294</b>	<b>3,042,355</b>	<b>3,134,186</b>	-
4300Interest	(1,459)	(995)	1,000	-
<b>Rev from Use of Money/Property</b>	<b>(1,459)</b>	<b>(995)</b>	<b>1,000</b>	-
4455State Grants	9,357	5,665	-	-
4463State Homeowners Prop Tax Rel	22,996	23,424	23,424	-
4472State Aid for Public Safety	-	-	19,111	-
4479State Other Programs	151,931	203,623	9,000	-
4542State Firefighter Reimb	224,569	34,971	30,000	-
4543State District Equipment Reimb	2,888	3,017	5,000	-
4580State Other Aid	-	17,681	-	-
<b>Intergovernmental Revenue - St</b>	<b>411,740</b>	<b>288,381</b>	<b>86,535</b>	-
4505Federal Grant	-	4,000	-	-
<b>Intergovernmental Revenue - Fe</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	-
4592Haz Mat Rel Resp Plan	-	45	-	-
4593Vital Records	15	15	-	-
4600Assmt/Tax Collection Fees	-	-	-	-
4603Administrative Costs - Taxes	-	-	59,574	-
4660Emergency Medical Service	505,452	688,777	650,000	-
4679Charges for Current Services	-	350	10,500	-
4689Training Fees	2,492	6,840	-	-
4702Other Sales - Assessor Maps	-	-	-	-
<b>Charges for Services</b>	<b>507,959</b>	<b>696,027</b>	<b>720,074</b>	-
4707Gifts/Donations	400	225	-	-
4708Refund - Miscellaneous	16,676	4,676	-	-
4712Other Revenue	-	7,586	-	-
4713Miscellaneous Revenue	156	1,064	500	-
4724Other Miscellaneous Revenue	1,273	1,273	-	-
4743Refunds - Insurance	1,128	41,761	-	-
<b>Miscellaneous Revenue</b>	<b>19,633</b>	<b>56,585</b>	<b>500</b>	-
4800Sale of Surplus Property	20,554	60	-	-
<b>Other Financing Sources</b>	<b>20,554</b>	<b>60</b>	<b>-</b>	-
	<b>3,939,722</b>	<b>4,086,412</b>	<b>3,942,295</b>	-



State Controller Schedules	COUNTY OF CALAVERAS			Schedule 15
County Budget Act	Special Districts and Other Agencies - Non Enterprise			
January 2010 Edition, revision #1	Financing Sources and Uses by Budget Unit by Object			
	Fiscal Year 2018 - 2019			
	Ebbetts Pass Fire 2290 0010			
<b>Detail by Revenue Category and Expenditure Object</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Actuals</b>	<b>Actual</b>	<b>Adopted Final</b>	<b>Recommended by</b>
		<b>Estimated</b>	<b>Budget</b>	<b>the District Board</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
5001Salaries/Wages - Permanent	3,000,981	3,127,872	3,364,623	-
Salaries and Employee Benefits	3,000,981	3,127,872	3,364,623	-
5111Clothing/Personal Supplies	639,266	594,943	695,711	-
5403Bank Charges	495	1,816	1,800	-
5411Special Department Expense	11,904	11,910	11,899	-
5449Prior Year Expense	7,511	7,511	-	-
Services and Supplies	659,176	616,180	709,410	-
5612Refunds	21,439	25,540	25,000	-
5627LAFCO Assessment	2,474	2,851	2,613	-
Other Charges	23,914	28,391	27,613	-
5640Structures/Improvements	274,099	242,898	211,698	-
5701Capital Equipment	7,330	12,500	-	-
Capital Assets	281,428	255,398	211,698	-
5000School Expense	-	-	-	-
Not Applicable	-	-	-	-
	3,965,499	4,027,841	4,313,344	-
<b>NET COST</b>	<b>(7,905,222)</b>	<b>(58,572)</b>	<b>371,049</b>	<b>-</b>



COUNTY OF CALAVERAS  
 Estimated Revenue for 18-19 Budget Year  
 as of March 22, 2018

FUND	DESCRIPTION	2018-19 CS Charge <sup>1</sup> as of 3/22/17	4010 Est Secured less est 2557	4013 SB2557 Fees <sup>2</sup>	4017 Curr Sec Sup <sup>3</sup>	4020 Current Unsec <sup>4</sup>	4027 Cur Unsec Sup <sup>5</sup>	4040 Prior Unsec <sup>6</sup>	4015 Unitary <sup>7</sup>	4463 HOPTR <sup>8</sup>	4465 TIMBER TAX <sup>9</sup>	Total Est. 2018-19 Revenue
1010	County Genl Fund	11,515,643	11,515,643	-	65,832	174,053	2,395	6,463	433,145	144,600	12,342,130	
1020	Road Fund	856,029	838,498	(17,532)	4,894	12,938	178	480	30,999	10,749	881,205	
1120	Airport	12,235	11,984	(251)	70	185	3	7	447	154	12,598	
1130	Fire Protection	55,176	53,954	(1,222)	315	834	11	31	6,491	693	61,107	
2020	Arnold Lighting	5,383	5,272	(111)	31	81	1	3	247	68	5,591	
2030	Moke Hill Lighting	8,904	8,722	(182)	51	135	2	5	326	112	9,169	
2040	Murphys Lighting	49,377	48,369	(1,008)	282	746	10	28	1,594	620	50,642	
2050	San Andreas Lighting	20,835	20,407	(429)	119	315	4	12	841	262	21,531	
2060	Valley Spring Lighting	9,285	9,095	(189)	53	140	2	5	296	117	9,519	
2070	West Point Lighting	1,680	1,645	(35)	10	25	0	1	90	21	1,757	
2100	County Service #9	1,737	1,702	(36)	10	26	0	1	65	22	1,791	
2110	County Service #1	132,591	129,891	(2,699)	758	2,004	28	74	4,021	1,665	135,741	
2180	County Service #8	14,617	14,322	(295)	84	221	3	8	329	184	14,855	
2201	Central Calaveras Fire	143,684	140,778	(2,906)	821	2,172	30	81	3,512	1,804	146,291	
2202	Foothill Fire Protection	198,198	194,229	(3,969)	1,133	2,996	41	111	2,826	2,489	199,856	
2210	Allaville-Melones Fire	70,901	69,452	(1,449)	405	1,072	15	40	2,453	890	72,877	
2220	Copperopolis Fire	770,481	755,026	(15,455)	4,405	11,645	160	432	12,341	9,675	778,230	
2230	Jenny Lind Fire	427,901	419,371	(8,530)	2,446	6,467	89	240	4,315	5,373	429,772	
2240	Moke Hill Fire	82,377	80,721	(1,656)	471	1,245	17	46	1,499	1,034	83,377	
2250	Murphys Fire	254,900	249,780	(5,120)	1,457	3,853	53	143	4,439	3,201	257,807	
2270	San Andreas Fire	231,831	227,159	(4,672)	1,325	3,504	48	130	4,763	2,911	235,169	
2280	West Point Fire	135,825	133,092	(2,733)	776	2,053	28	76	2,605	1,706	137,604	
2290	Ebbetts Pass Fire	1,965,939	1,926,301	(39,638)	11,239	29,714	409	1,103	41,405	24,686	1,995,218	
2310	Allaville Cemetery	83,677	81,981	(1,697)	478	1,265	17	47	2,216	1,051	85,358	
2320	Copperopolis Cemetery	9,971	9,769	(202)	57	151	2	6	247	125	10,155	
2330	Moke Hill Cemetery	12,001	11,755	(246)	69	181	3	7	461	151	12,380	
2340	Murphys Cemetery	49,564	46,572	(1,013)	233	749	10	28	1,554	623	50,917	
2350	Rail Road Flat Cemetery	2,155	2,110	(45)	12	33	0	1	103	27	2,242	
2360	San Andreas Cemetery	24,148	23,652	(496)	138	365	5	14	926	303	24,908	
2380	Vallecito Cemetery	11,692	11,453	(239)	67	177	2	7	406	147	12,019	
2390	West Point Cemetery	23,963	23,468	(495)	137	362	5	13	1,062	301	24,854	





COUNTY OF CALAVERAS  
 OFFICE OF AUDITOR-CONTROLLER  
 DISTRICT SIGNATURE AUTHORIZATION

The person(s) named below are approved to sign for

\_\_\_\_\_ District

	<i>Claim Transmittals</i>	<i>Transfers</i>
1. _____ Name (Typed)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
Signature		
2. _____ Name (Typed)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
Signature		
3. _____ Name (Typed)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
Signature		
4. _____ Name (Typed)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
Signature		
5. _____ Name (Typed)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
Signature		

\_\_\_\_\_  
 Board Member Signature      Date  
 Requires Resolution demonstrating Attestation





COUNTY OF CALAVERAS  
OFFICE OF AUDITOR-CONTROLLER  
DISTRICT BOARD MEMBER LIST

---

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Date \_\_\_\_\_

District Name \_\_\_\_\_

Member Name \_\_\_\_\_



**CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT**

6501 Jenny Lind Road  
Valley Springs, California 95252  
(209) 786-2227  
(209) 920-4603 FAX

Resolution No. 07272015

**RESOLUTION ESTABLISHING CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT AUTHORIZED SIGNATURES**

**BE IT RESOLVED** by the Board of Directors of Calaveras Consolidated Fire Protection District that the Board does hereby agree that the signatures of any 5 Directors of the Calaveras Consolidated Fire Protection District shall be required in authorization of payment of Claims, Transmittals or Transfers; and

**BE IT FURTHER RESOLVED** by the Board of Directors of Calaveras Consolidated Fire Protection District that the Board does hereby approve the County Auditor's Office pay any Claims that are submitted on approved forms and with any 5 Signatures of the Calaveras Consolidated Fire Protection Board of Directors

**ON A MOTION** by Director Dennis Petersen, seconded by Director Ken Glissman, the foregoing Resolution was duly passed and adopted by the Board of Directors of Calaveras Consolidated Fire Protection District, County of Calaveras, State of California, this 27<sup>th</sup> day of July, 2015.

**PASSED AND ADOPTED** this 27th day of July, 2015, by the following vote:

Chris Allen = <u>A</u>	Marcus Omlin = <u>Y</u>	Ken Glissman = <u>Y</u>
Sam Harris = <u>Y</u>	Dennis Petersen = <u>Y</u>	Kim Olson = <u>Y</u>
Keith Hafley = <u>Y</u>	Patrick Garrahan = <u>Y</u>	Tim Runion = <u>A</u>

Kim Olson  
President

I, Keith Hafley, Clerk of the governing Board of the District do hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Board at a Regular meeting thereof held at its regular place of meeting at the date and by the vote stated, which Resolution is on file in the office of the Board.

Keith Hafley  
Clerk



Below is a table showing the estimated impact the new actuarial assumptions will have on the Public Agency employer contribution requirements beginning July 1, 2019.

<b>Category</b>	<b>Estimated Change in Total Normal Cost Rate (% of Payroll)</b>	<b>Estimated Relative Change in Employer Unfunded Actuarial Liability (UAL) Contribution Over 5 Years* (% of UAL Dollar Payment)</b>
Safety CPO	0.3% to 0.4%	(0.3%) to 2.0%
Safety Fire	(0.5%) to (0.2%)	0.3% to 1.4%
Safety Police	(0.3%) to 0.0%	0.5% to 2.0%
Misc. 3% at 60	(0.2%) to 0.6%	(2.2%) to (1.3%)
Misc. 2.7% at 55	0.0% to 0.6%	(1.3%) to 4.3%
Misc. 2.5% at 55	(0.2%) to 0.5%	(1.8%) to (1.0%)
Misc. 2% at 55	(0.1%) to 0.4%	(0.9%) to 1.7%
Misc. 2% at 60	(0.3%) to 0.0%	(5.5%) to (3.1%)

\* Assumes the increase in unfunded liability due to the assumption changes will be amortized in accordance with current Board policy, i.e. over a 20-year period and phased-in over five years.

With the enactment of the Public Employees' Pension Reform Act of 2013 (PEPRA) new benefits were put in place for new public employees in California hired on or after January 1, 2013. PEPRA requires all new members to contribute 50 percent of the total normal cost of their pension benefit as determined by the actuary. However, the PEPRA member rate is not adjusted unless the PEPRA total normal cost changes by 1 percent of payroll or more.

Below is a table which illustrates the estimated impact on the total normal cost from the change in demographic assumptions.

<b>Category</b>	<b>Estimated Change in PEPRA Total Normal Cost Rate (% of Payroll)</b>
Public Agencies Safety	(0.4%) to 0.1%
Public Agencies Miscellaneous	(0.1%) to 0.0%

The ranges listed above are expected to cover 90% of the Public Agency plans.



## Plan's Funded Status

		June 30, 2015		June 30, 2016
1. Present Value of Projected Benefits (PVB)	\$	14,807,401	\$	15,544,214
2. Entry Age Normal Accrued Liability (AL)		11,825,568		12,502,679
3. Plan's Market Value of Assets (MVA)		9,684,991		9,497,965
4. Unfunded Accrued Liability (UAL) [(2) - (3)]		2,140,577		3,004,714
5. Funded Ratio [(3) / (2)]		81.9%		76.0%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

## Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

Fiscal Year	Required Contribution	Projected Future Employer Contributions (Assumes 7.375% Return for Fiscal Year 2016-17)					
		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Normal Cost %	17.614%	18.4%	19.9%	19.9%	19.9%	19.9%	19.9%
UAL Payment	\$156,363	\$202,000	\$240,000	\$286,000	\$325,000	\$351,000	\$373,000

Changes in the UAL due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of Section 2. This method phases in the impact of unanticipated changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

Due to the adopted changes in the discount rate for the next two valuations in combination with the 5-year phase-in ramp, the increases in the required contributions are expected to continue for seven years from Fiscal Year 2018-19 through Fiscal Year 2024-25.

For projected contributions under alternate investment return scenarios, please see the "Analysis of Future Investment Return Scenarios" in the "Risk Analysis" section.



# Ebbetts Pass Fire District



April 30<sup>th</sup>, 2018

To: Ebbetts Pass Board of Directors

RE: Ebbetts Pass Fire District Ambulance Purchase

Our agency put together an Apparatus Committee consisting of 11 full time personnel. The Apparatus Committee researched and developed an ambulance build with Braun Northwest and presented it to Director Sullivan and Director Clemens. The total price of the build is \$188,403 excluding tax. Tax will be approximately \$13,659.21 making the total price out the door \$202,062.21 The Ebbetts Pass Fire District Board of Directors approved a loan of \$180,000 dollars for the purchase of a new ambulance and The Firefighters Association approved \$15,000 for a total of \$195,000. This leaves a balance due of \$7,062.21 when the ambulance is registered. Build time will be approximately 240 days. EPFD is now a member of HGAC and HGAC has reviewed and approved the price worksheet from Braun North West. I recommend approval from the Board of Directors to move forward with the purchase of this new ambulance from Braun Northwest. The final step is approval and signing the contract. Thank you for your consideration in this matter.

Sincerely,

Aaron M Downing

A handwritten signature in red ink, appearing to read "Aaron M Downing", is written over the printed name.

Battalion Chief, Fleet Manager









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**CONTRACT PRICING VERIFICATION**

TO: **Bryn Buhler** FROM: **Loleta Chappel**

TOWN OF NA: **Ebbetts Pass Fire District** DATE: **04/26/2018**

PHONE NUMBER:

RE: **Price Verification of AM10-16 Ambulances, EMS, and Other Special Service Vehicles** REFERENCE: **Contract Pricing Worksheet dated: (1) 04/19/2018 Braun Northwest**

I have reviewed the pricing worksheet AM10-16 Ambulances, EMS, and Other Special Service Vehicles. Our review verifies the pricing worksheet(s) provided is in compliance with the contract. When you are ready please make your Purchase Order out to the vendor and send a copy of the Purchase Order and all the HGACBUY Product Pricing Worksheet information to me by email [loleta.chappel@h-gac.com](mailto:loleta.chappel@h-gac.com) or fax 713-993-4548 and please send a copy of the Purchase Order to the vendor.

If you have any questions, please feel free to contact me.

\*\*\*\*\*This is not an HGACBUY Order Confirmation Letter\*\*\*\*\*

Thank You  
**Loleta Chappel**  
Procurement Services Specialist  
Cooperative Purchasing  
Direct: 713-993-2486  
Fax: 713-993-4548  
[loleta.chappel@h-gac.com](mailto:loleta.chappel@h-gac.com)  
[www.HGACBUY.org](http://www.HGACBUY.org)





**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract No.:

AM10-16

Date Prepared:

4/19/2018

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both the PO and the Worksheet **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	Ebbett's Pass	Contractor:	Braun Northwest, Inc.
Contact Person:	Bryn Buhler	Prepared By:	Tami McCallum
Phone:	209-338-7688	Phone:	(800) 245-6303, ext. 1014
Fax:		Fax:	(360)748-0256
Email:	b357@epfd.org	Email:	tamimccallum@braunnorthwest.com
Product Code:	CA06	Description:	North Star - Type 1 - RAM 4500 4x4 - Diesel Engine - 167"L x 94"W x 72" HR

**A. Product Item Base Unit Price Per Contractor's H-GAC Contract:** 157501

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**  
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
<i>THE SMART PURCHASING SOLUTION</i>			
			Subtotal From Additional Sheet(s):
			29710
			Subtotal B:
			29710

**C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.**  
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
			Subtotal From Additional Sheet(s):
			192
			Subtotal C:
			192

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 0%

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

Quantity Ordered:	1	X Subtotal of A + B + C:	187403	=	Subtotal D:	187403
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**E. H-GAC Order Processing Charge (Amount Per Current Policy)** Subtotal E: 1000

**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

Description	Cost	Description	Cost
			Subtotal F:
			0

**Delivery Date:** Approx 240 ARO **G. Total Purchase Price (D+E+F):** 188403

Code or Part No.	Published Option Description	Offered Price
1.02.05	Running Boards - F450/550, Dodge 4500/5500 Standard Cab - Grip Strut	\$ 875.00
1.02.08	Rear Eyes	\$ 485.00
1.02.13	Tire Chains - Air - OnSpot - Type 1 without Air Suspension Tie In	\$ 3,000.00
1.02.14	Liquid Spring - Ford F350/450/550, Dodge 3500/4500/5500	\$ 9,650.00
2.08	Compartment - Additional Compartment	\$ 600.00
3.04	Module Paint - Color other than White	\$ 1,000.00
3.04	Repaint Chassis - Under hood and door jambs	\$ 2,500.00
3.04	9" Straight Scotchlite Stripe - Stripe #2	\$ 900.00
3.04	6" Red & Yellow Chevrons - Rear of Module, Excl. Passage Doors - Stripe #4	\$ 850.00
4.01	Bumper - Standard 7" - Grip Strut	\$ 700.00
4.08	Module Window - Curbside/Streetside Sliding Module Window	\$ 300.00
5.05	Grabbar - 75" Stainless Steel	\$ 175.00
5.07	IV Hanger - Recessed - Cast #IV2008 x 2	\$ 300.00
5.08	Cot - Safety Hook	\$ 150.00
5.10	Attendant Seat - Wise 1657 with 4 point Child Safey Seat - Aluminum Storage Cabinet	\$ 1,550.00
5.13	Suction Collector - SSCOR 22000/22002	\$ 325.00
5.17	Hypothermic Hose	\$ 400.00
6.09	Modifications to Switch Plate/Console	\$ 400.00
6.09	Arm Rest - Console	\$ 200.00
6.21	Shoreline Power - 110 VAC Duplex GFCI Outlets x (1) additional	\$ 125.00
6.25	12-Volt Receptacles - (2) standard in build x (2) additional	\$ 200.00
6.30.01	Front Lightbar - Credit if customer opts for different light configuration	\$ (1,850.00)
6.30.02	Rear Lightbar - Credit if customer opts for different light configuration	\$ (1,900.00)
6.30.03	Flashers - M9 Series LED - Red, Amber, Blue or White with Colored or Clear Lens x 6 - <b>front of module</b>	\$ 2,100.00
6.30.03	Flashers - M9 Series LED - Red, Amber, Blue or White with Colored or Clear Lens x 3 - <b>Rear of module</b>	\$ 1,050.00
6.30.03	Flashers - M9 Series LED - Red, Amber, Blue or White with Colored or Clear Lens x 6 - <b>(2) on each side of module and (2) on rear at window height</b>	\$ 2,100.00
6.30.03	Flasher - Halogen - Red, Amber, Blue, or Clear, credit for (6) total	\$ (600.00)
6.30.04	Scenelights - Whelen LED - M9LZC x 6 - <b>(2) on each side of module and (2) in rear</b>	\$ 3,600.00
6.30.04	Scenelights - Halogen - credit for (4) total, (2) on each side of module	\$ (600.00)

6.30.05	Spotlight - Golight LED roof mounted - upcharge \$625 if in place of handheld	\$ 625.00
6.30.08	Grille Light- LED WION Series (2), Red, Blue, Amber, White or Split Colors - (2) additional	\$ 500.00
	Total Changes	\$ 29,710.00

Code or Part No.	Unpublished Option Description	Offered Price
1.00	Chassis - 2018 RAM 4500 4x4 with options, in place of 2017	\$ 984.00
1.02	Chassis Modifications - changes to include delete simulators, standard running boards, air suspension	\$ (6,950.00)
2.00	Changes in module build, 167" to 153"	\$ (6,288.00)
2.08	Module exterior compartments - change to include adding the following: heavy duty hook(comp#1), doorskin pocket/strap, horizontal plate, black powder coat plate(comp #2), doorskin pocket/strap, horizontal plate, black powder coat plate(comp #3), vertical divider, stair chair storage(comp #5)	\$ 1,875.00
2.09.08	Entrance door skins - stainless/laminate	\$ 900.00
2.09.08	Entrance door skins - lower chevrons on rear doors	\$ 400.00
2.10	Module interior cabinets - changes to include, cabinet #7/8 to have a side hinge aluminum door, cabinet #9 to have a bottom hinged door, 3 point seat belt (cabinet #10), glove storage (cabinet #14), webb netting and tip out O2 storage (cabinet #18), followed by delete walk thru and (2) drawers	\$ 550.00
3.04	Color scheme - stripe #1 - paint roof white from drip rail up, entire roof	\$ 1,000.00
3.04/3.05	Color scheme and graphics - changes in graphics to include stripe #3 and all lettering noted in section 3.05	\$ 1,625.00
4.01	Bumper - Standard 7" - Open Grate	\$ 500.00
5.00	Module interior - changes to include - sharps waste to be bench end with painted aluminum lid in place of action area, (2) bolt on glove butlers in chassis, bench end restraint net, Knox key secure, delete white board	\$ 1,800.00
5.08	Cot Mount - floor preparation for future install of Styker powerload, power and reinforcement plate	\$ 700.00
5.10	Attendant Seat - Wise 1611 with 2 point - Pedestal Base - credit for	\$ (1,100.00)
5.13	Suction Collector - Rico - standard - included in build up cost - credit for	\$ (200.00)
6.00	Electrical - changes to include - LED lighting under cabinets #1/#4/#12/#13, Whelen M6 LED stop/tail, turn with chrome flange, portable radio chargers install, (1) additional USB port, delete CDR 357	\$ 1,525.00
	Travel - (2) trips for 2 ppl and (1) trip for 1ppl	\$ 2,100.00
	Delivery of vehicle	\$ 1,755.00
	Total Changes	\$ 192.00

Ebbetts Pass Fire Protection District	Policy: <b>6130</b>
Subject: <b>Personnel - Vacation Time</b>	Effective Date: Adopted 03/29/94 Revision Date: 8/18/2015 Review Date: Draft 2018

01. Each permanent full-time employee shall be entitled to an annual paid vacation. No employee shall be entitled to utilize accrued vacation time until he/she has been in District service for at least 12 months.
  - 01.1. The Board of Directors authorizes the Fire Chief the discretion to waive the required 12 months of service time for employees who have become permanent full-time and who were previously temporary part-time, temporary full-time or permanent part-time.
02. With sufficient notification and so long as it does not place a burden on District operations, personnel shall be allowed to take vacation time in any increments of time.
03. Requests for vacation shall be submitted at least 21 days in advance. Requests shall be approved by the Fire Chief with reasonable regard for the desires of the employee insofar as they are consistent with the needs of the District.
04. Requests for vacation submitted between January 1 and January 31 of each calendar year shall be honored by seniority.
- ~~05. A Captain and Engineer from the same shift may not schedule concurrent vacation time unless the shift can be covered by at least one off-duty paid staff member.~~
06. Paid vacation time for 24-hour shift personnel shall accrue as follows:
 

~~Upon hire and less than 5 years of service: 9.33 hours/month (112 hours/year) (Cap 224)~~  
~~Begin at 5 years of service and less than 10 years of service: 14.0 hours/month (168 hours/year) (Cap 336)~~  
~~Begin at 10 years of service and less than 15 years of service: 18.67 hours/month (224 hours/year) (Cap 448)~~  
~~Begin at 15 years of service: 20 hours/month (240 hours/year) (Cap 480)~~
07. Paid vacation time for 8-hour-per-day personnel shall accrue monthly at a rate equal to:
 

~~Upon hire and less than 5 years of service: 10 working days per year (Cap 160)~~  
~~Begin at 5 years of service and less than 10 years of service: 15 working days per year (Cap 240)~~  
~~Begin at 10 years of service and less than 15 years of service: 20 working days per year (Cap 320)~~  
~~Begin at 15 years of service: 22 working days per year (Cap 352)~~
08. Employees may not accrue more than two years of vacation time based upon their respective time in service.

08.1. Employees shall be allowed a 30-day "grace" period to schedule vacation upon reaching their designated vacation cap.

09. Upon separation from service, retirement, or death, employees, and in the case of death the spouse of the employee, shall be paid for 100% of unused vacation time at the current hourly rate for their rank and step.
10. Cash payments for accrued vacation time, with the exception of separation from service, retirement or death, shall not be allowed.

Ebbetts Pass Fire Protection District	Policy: <b>6130</b>
Subject: <b>Personnel - Vacation Time</b>	Effective Date: Adopted 03/29/94 Revision Date: 8/18/2015 Review Date: 8/18/2015

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04. Requests for vacation submitted between January 1 and January 31 of each calendar year shall be honored by seniority.
05. A Captain and Engineer from the same shift may not schedule concurrent vacation time unless the shift can be covered by at least one off-duty paid staff member.
06. Paid vacation time for 24-hour shift personnel shall accrue as follows:
  - 1-4 years of service: 9.33 hours/month (112 hours/year) (Cap 224)
  - 5-9 years of service: 14.0 hours/month (168 hours/year) (Cap 336)
  - 10-14 years of service: 18.67 hours/month (224 hours/year) (Cap 448)
  - 15+ years of service: 20 hours/month (240 hours/year) (Cap 480)
07. Paid vacation time for 8-hour-per-day personnel shall accrue monthly at a rate equal to:
  - 1-4 years of service: 10 working days per year (Cap 160)
  - 5-9 years of service: 15 working days per year (Cap 240)
  - 10-14 years of service: 20 working days per year (Cap 320)
  - 15+ years of service: 22 working days per year (Cap 352)

08. Employees may not accrue more than two years of vacation time based upon their respective time in service.

08.1. Employees shall be allowed a 30-day "grace" period to schedule vacation upon reaching their designated vacation cap.

09. Upon separation from service, retirement, or death, employees, and in the case of death the spouse of the employee, shall be paid for 100% of unused vacation time at the current hourly rate for their rank and step.

10. Cash payments for accrued vacation time, with the exception of separation from service, retirement or death, shall not be allowed.

Ebbetts Pass Fire District	POLICY: <b>1070</b>
Subject: <b>Fire District Records: Computer Backup Policy</b>	Adoption Date: 9/20/10 Revised Date: N/A Review Date: 1/20/2015

1. **Purpose:** This policy is designed to protect data in the Ebbetts Pass Fire District to ensure information is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster to District facilities.
2. **Scope:** This policy applies to all computers and servers owned and operated by the Ebbetts Pass Fire District.

3. **Definitions:**

Backup - The saving of files onto a digital storage device or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

Archive - The saving of old or unused files onto digital storage device or other offline mass storage media for the purpose of restoring at a later date.

Restore - The process of bringing off line storage data back from the offline media and putting it on an online computer system or a file server.

4. **Guidelines:**

4.1. **Timing:** Backups of the District's computer systems and servers shall be performed on a daily basis.

4.2. **Storage:** Storage of the Fire District digital information (achieve) shall be offsite or discreetly away from the District's computer systems. This can be accomplished through the use of an on-line mass storage system or the use of separate hard-drives. Physical data drives shall be kept in a secured location with access by District Personnel.

4.3. **Responsibility:** The Fire Chief is ultimately responsible for the backing up of the District's digital data and information. The Fire Chief may delegate operation of data back-ups to an Information Department Manager or Office Manager.

4.4. **Data Backed Up:** Data to be backed up include the following information:

- A. User data stored on computer hard drives.
- B. Fire Incident Data and FireRMS-Emergency Reporting databases.
- C. Training Records and Training Presentation Records.
- D. Other records that may be required for the operation of the Fire District.

\*Policy 1070\*

