

Ebbetts Pass Fire District



BOARD OF DIRECTORS NOTICE OF REGULAR MEETING

**Tuesday, August 20, 2019
1037 Blagen Road, Arnold
9:00 A.M.**

MEMBERS OF THE BOARD

**Jon Dashner, President Thomas Sullivan, Secretary
Mike Barr Denny Clemens J. Scott McKinney**

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: 07/16/19, 08/01/19
 - 3.2. Acceptance of July 2019 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 & McKinney)
 - 4.1.1. 5-Year Capital Outlay
 - 4.2. **Personnel Committee** (Directors McKinney & Sullivan)
 - 4.3. **Fire Prevention Committee** (Directors Clemens & Sullivan)
 - 4.4. **Apparatus/Equipment Committee** (Directors Clemens & Barr)

NOTICE OF REGULAR MEETING – continued

August 20, 2019

5. **Scheduled Items:** The Board will discuss and take action on the specific items listed below.
 - 5.1. **Special District Risk Management Authority:** Amended Memorandum of Understanding for Health Benefits
 - 5.1.1. **Resolution No. 2019-04:** Memorandum of Understanding between Ebbetts Pass Fire District and Special Districts Risk Management Authority for Health Benefits
 - 5.2. **Arnold Branch Library:** Thank you for participating in the Senior Expo and Health Fair
 - 5.3. **Ebbetts Pass Fire District Finance Committee:** “Builder’s Exemption Request” from District Special Tax Assessments
 - 5.4. **Calaveras County Elections Department:** Calaveras Adopting Voter’s Choice Act – Elections Administration Plan
 - 5.5. **Ebbetts Pass Fire District Policy:**
End 30-day Review:
 - 5.5.1. Policy 6361: Personnel – Position Description: Assistant Executive Secretary
Begin 30-day Review:
 - 5.5.2. Policy 4060: Organizational Chart- 2019 Draft
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

August 1, 2019

SUBJECT TO APPROVAL

1. The meeting was called to order at 1:00 p.m. by President Jon Dashner and the Pledge of Allegiance was recited. Directors present: Michael Barr, Denny Clemens, Jon Dashner, and Scott McKinney. Thomas Sullivan arrived late at 1:10.

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

Others present: Jon Ellis

Media present: None

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

3. Proclamation Honoring Brian Dickson for his Years of Dedicated Service

Chief Mike Johnson reported that the proclamation had been prepared for the Board's consideration with the intent of presenting the framed original of the Proclamation to Brian's wife, Ann, at the Celebration of Life for Brian Dickson on August 10th. He added that he had arranged to rent a 12-passenger van so everyone interested in going to the event could ride together if they wanted. Mr. Clemens made a motion to accept the Proclamation as presented. Mr. Barr seconded; motion passed 4-0 (AYES: Barr, Clemens, Dashner, McKinney; ABSENT: Sullivan).

4. "Builder's Exemption Request from District Special Tax Assessments"

Chief Mike Johnson reported that Jon Ellis was present and that the Board was given a draft response from the District's legal advisor regarding the requested "Builder's Exemption" from District Tax Assessments. He noted that there was nothing within the cites that binds the Board of Directors to do or not do a grant of exemption.

Mr. Sullivan arrived at the meeting during this discussion.

Mr. Ellis described his purchase and subsequent subdividing of his property near the highway in Avery noting various issues including mitigation fees, the number of lots, estimated years of paying the unimproved lot fee, District's use of lots for training, use of subdivision roads by heavy trucks, District's assistance with opening/closing of pond gate valve over the past few years, desire for the special tax to be fair. He suggested some sort of a trigger such as

five lots or more to received a builder's exemption. He noted he had 26 unimproved lots in his subdivision.

Mr. Sullivan noted that he remembered a prior letter from County Counsel that the District Board could not make allowances from its special tax. He noted that he would like to be sure the Board is on solid footing for any decisions it makes. After some more discussion, Mr. Clemens made a motion to table discussion on the builder's exemption request until the next regular meeting and have the Finance Committee come back with a recommendation. Mr. Barr seconded; motion passed 5-0 (AYES: Barr, Clemens, Dashner, McKinney Sullivan).

5. **ADJOURNMENT**

Mr. Barr made a motion to adjourn. Mr. Sullivan seconded; motion passed unanimously 5-0.

Respectfully submitted,



Cheryl Howard
District Secretary

Ebbetts Pass Fire District



MINUTES

Board of Directors

July 16, 2019

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: Michael Barr, Denny Clemens, Jon Dashner, and Thomas Sullivan. Scott McKinney arrived late at 9:14 due to earlier appointment.

District personnel present: Fire Chief Mike Johnson, Cheryl Howard
Battalion Chief Rodney Hendrix
Engineers Jim Eaves, Eric Griffiths

Others present: PG&E Community Resiliency Program Manager Hal Moore
PG&E Acquisitions Agent Shawna Humphries

Media present: None

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

3. **CONSENT ITEMS**

- 3.1. Mr. Sullivan made a motion to approve Consent Item 3.1. Mr. Barr seconded; motion passed 4-0 (AYES: Barr, Clemens, Dashner, Sullivan; Absent: McKinney).
- 3.2. Mr. Sullivan made a motion to approve Consent Item 3.2. Mr. Clemens seconded; motion passed 4-0 (AYES: Barr, Clemens, Dashner, Sullivan; Absent: McKinney).

4. **COMMITTEE REPORTS**

- 4.1. Finance Committee (Directors Dashner & McKinney)

4.1.1. Intra-Account Budget Transfer—End of Fiscal Year 2018-19

Chief Johnson reviewed the end-of-year Intra-Account transfers recommended by staff. He noted that the proposed transfers stayed within the confines of the overall budget and made it so that specific line item accounts were no longer over budget. Following some discussion, Mr. Barr made a motion to approve the Intra-Account Budget Transfer for the end of fiscal year 2018-19 as presented. Mr. Sullivan seconded; motion passed 4-0 (AYES: Barr, Clemens, Dashner, Sullivan; Absent: McKinney).

4.1.2. Special District Budget Adjustment Fiscal Year 2018-19

Chief Johnson reported that with the District being the lead agency on the Office of Traffic Safety Grant that the funds were received in a revenue account by the County and the resulting expenditures required the District to increase its expenditures. The proposed Budget Adjustment increases/decreases for this amount along with where the District was over budget in a couple of line items (9.66 in 5411 special tax fee account and 1,906.62 in 5701 Capital Equipment account).

Mr. McKinney joined the meeting. Mr. Barr made a motion to approve the Special District Budget Adjustment for fiscal year 2018-19 as presented. Mr. Sullivan seconded; motion passed 5-0 (AYES: Barr, Clemens, Dashner, McKinney, Sullivan).

4.2. Personnel Committee (Directors McKinney & Sullivan)

Chief Johnson reported that the committee had reviewed the safety report from the SDRMA safety inspection of District facilities. He estimated that 70 to 80 percent of the issues had already been taken care of by staff. Mr. Sullivan suggested that Chief Johnson go ahead and give them a report of progress to date.

Chief Johnson then reported that Battalion Chief Hendrix has been working toward getting applicants for the three new Firefighter-Paramedic positions approved as part of Measure A and asked BC Hendrix to report on his activities. BC Hendrix reported that advertising through GovJobs and other previously used avenues had netted only one applicant. Yet when Chief Johnson and he determined to try FCTC, there had since been only three applications received. He reported on his findings that there is a great number of open positions across the state. FCTC had recommended an ongoing continuous hiring process until the positions were filled. He had also contacted Mountain-Valley EMS Agency and they had put out the word via their email and social media sites. He noted that the current application due date was this Sunday, July 21, 2019.

4.3. Fire Prevention Committee (Directors Clemens & Sullivan)

Chief Johnson reported that there had been some discussion regarding a builder's exemption for the Measure A approved special tax but the Board discussion regarding it would be next month when more information was available. He added that Joan Lark was gearing up for issuing citations and that the meeting with the District Attorney had been productive with ideas for strengthening the Ordinance.

Mr. Sullivan presented information regarding a County-wide fire hazard reduction program. He planned to present it to the Fire Safe Council and also to the Calaveras County Fire Chiefs Association. He asked that the Board members look over the information and give input or comments to him should they have any.

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

Chief Johnson reported that E431 was made available for bidding on GovDeals and was to be posted for 14 days to see if there was any interest for the engine's purchase.

5. Scheduled Items:5.1. SDRMA Board of Directors Election Ballot

Following some discussion regarding voting choices, Mr. Dashner made a motion to vote for Bob Swan, Jesse D. Claypool, and Sandy Seifert-Raffelson on the SDRMA Official 2019 Election Ballot. Mr. Sullivan seconded; motion passed 5-0 (AYES: Barr, Clemens, Dashner, McKinney, Sullivan).

5.2. PG&E Community Resiliency Proposal

Chief Johnson reported that the surveyors from PG&E had marked areas down in the lower lot of Station 1 and representatives were present in the meeting to give information about the Community Resiliency Proposal. Hal Moore, Program Manager for Community Resiliency Projects, introduced himself and Shawna Humphries, Acquisitions Agent, and then Hal Moore reported on PG&E's program to try to limit impacts within a community during public safety power shutoffs. He noted that when weather conditions or other events deemed the general grid unsafe to have it energized, a Resilience Zone is a portion to pick up critical loads that can be isolated and re-energized within a community. He reviewed the parameters of the program noting Arnold was a typical town for establishment of a Resilience Zone but changes occurred this past April that set additional limitations on Resilience Zones such as switches and lines being underground. After answering several questions from the Board and individuals present at the meeting, at 10:19 Mr. Sullivan/Mr. Barr motioned/seconded to take a short recess to look at the area where the equipment was proposed to be placed. The vote was unanimous.

At 10:42 the meeting reconvened with all persons present.

Shawna Humphries, PG&E Senior Right of Way Agent, presented the proposed purchase of an Exclusive Easement and Access Easement and Overhead Electric Line Easement. She noted the amount in Item 4 and reported the method the payment to the District had been calculated. The members of the Board asked several questions in order to be clear as to what was covered in the agreement. Mr. Sullivan made a motion to enter into the agreement for the Exclusive Easement and Access Easement and Overhead Electric Line Easement as presented in the proposal from PG&E and authorize the Property Committee to sign the documents when prepared. Mr. Barr seconded; motion passed 5-0 (AYES: Barr, Clemens, Dashner, McKinney, Sullivan). Shawna Humphries and Hal Moore thanked the Board for its decision noting that they would continue to be in contact with the District.

5.3. PG&E Calaveras County Settlement: EPFD One-Time Capital Purchase Funding

Chief Johnson reported that with County approving the funding of \$250,000 for capital purchase District Administration and staff determined the first choice of capital purchase was the mirroring of nearly the same specifications as the recently purchased ambulance U3508 for an estimated total of \$206,000 and purchase of a new utility pickup chassis estimated to be around \$44,000. Mr. Barr made a motion to approve the inclusion of the \$250,000 capital purchase in the 2019-20 fiscal year budget and to purchase an ambulance and a utility pickup. Mr. Sullivan seconded; motion passed 5-0 (AYES: Barr, Clemens, Dashner, McKinney, Sullivan).

- 5.4. CalPERS Request for Public Comments Re Designation of Board Decision
Chief Johnson reported that this item had been included for Board member review and comment if any. There was no comment regarding it during the meeting.

5.5. Begin 30-Day Review Policy 6361

5.5.1. **6361: Personnel–Position Description: Assistant to Executive Secretary**
Chief Johnson noted the Board members were to review and give him any comments for presentation for Board approval at next month's meeting. Mr. Clemens asked that it include "other duties as required or assigned." Chief Johnson replied that he would add it to the policy.

6. **REPORTS**

6.1. Administrative Report

Chief Johnson reported that there were lots of people in the District over the Independence Day holiday. He also noted that retired Assistant Chief Brian Dickson had passed away and there would be a Celebration of Life on August 10 in San Mateo area with which the District would be involved. He added that the paperwork had been completed for Brian's inclusion at the fallen firefighters memorial in Sacramento.

6.2. Legislative Report

Chief Johnson reported that SB 438 has continued moving forward with minor changes.

6.3. Administrative - EMS

Chief Johnson reported that staff was still waiting on the release of the Ambulance RFP.

7. **COMMENTS, QUESTIONS, CONSIDERATIONS**

7.1. Board Members –

Mike Barr thanked the Board members for all their help with the BBQ and the Beer Booth. Jon Dashner thanked everyone for all the hard work organizing and preparing for the July 4th celebration.

- 7.2. Firefighters Association: Rodney Hendrix reported that he had placed the video thanks on the social media and noted that there would be two events specifically for thanking the community: Friday Night July 26 at the Cedar Center and then Saturday Night August 24 at the Camp Connell Beer Garden.

Jim Eaves added that this was the first time they had run out of food at the BBQ.

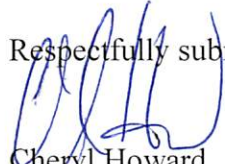
- 7.3. Employees' Group: Jim Eaves reported that election of new officers was underway and the employees were appreciative of the work the Board members do to help the District.

7.4. Public Comments: None

8. **ADJOURNMENT**

Mr. Sullivan made a motion to adjourn. Mr. Barr seconded; motion passed unanimously
5-0. 11:20 A.M.

Respectfully submitted,



Cheryl Howard
District Secretary

**County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 6/30/2019**

Fund 2290 Ebbetts Pass Fire

<u>Object Code</u>	<u>Object Description</u>		<u>Balance</u>
<u>Assets</u>			
1006	Cash in Treasury	22900000	397,135.93
1016	Imprest Cash	22900000	40,000.00
Total Assets			<u>\$437,135.93</u>
<u>Liabilities</u>			
2002	Accounts Payable	22900000	1,163.60
2002	Accounts Payable	22900010	(1,163.60)
2009	Sales Tax Payable	22900010	41.08
2091	Accts Payable - Staledated Cks	22900010	4,481.03
Total Liabilities			<u>\$4,522.11</u>
<u>Fund Balance</u>			
3002	Fund Bal Unreserv/Undesign	22900000	336,557.73
3043	Reserve for Imprest Cash	22900000	40,000.00
Total Fund Balance			<u>\$376,557.73</u>
Year-to-Date Revenues			\$4,603,952.66
Year-to-Date Expenditures			\$4,547,896.57
Year-to-Date Transfers In			\$0.00
Year-to-Date Transfers Out			\$0.00
Year-to-Date Clearing Accounts			<u>\$0.00</u>
Total Fund Equity			<u>\$432,613.82</u>
Total Liabilities and Fund Equity			<u>\$437,135.93</u>

REVENUE ACCOUNT SUMMARY SHEET - July 2019

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
Fire Operations:					
Property Tax - Current Secured	4010	1,796,008	0.00	0.00	0%
Administrative Fee (SB2557)	4013	(34,000)	0.00	0.00	0%
Unitary Tax	4015	39,050	0.00	0.00	0%
Supplemental Tax - Current Secured	4017	28,284	0.00	0.00	
Property Tax - Current Unsecured	4020	24,755	0.00	0.00	0%
Supplemental Tax - Current Unsecured	4027	444	0.00	0.00	
Prior Unsecured Taxes	4040	625	0.00	0.00	0%
Transient Occupancy Taxes	4072	-	0.00	0.00	
Interest	4300	-	0.00	0.00	
State Grants	4455	-	0.00	0.00	
HOPTR	4463	23,424	0.00	0.00	
Timber Tax	4465	15	0.00	0.00	0%
State Aid for Public Safety	4472		0.00	0.00	
Grant	4505		0.00	0.00	
Reimbursement - Personnel	4542	30,000	0.00	0.00	
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	
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	0%
Other Refund - Prior Year Taxes	4684	-	0.00	0.00	
Training Fees	4689	-	250.00	250.00	
Gifts/Donations	4707	-	0.00	0.00	
Refund - Misc.	4708	-	1224.01	1224.01	
Staledated Checks	4710		0.00	0.00	
Other Revenue	4712	-	3361.92	3361.92	
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		1,984,179	4835.93	4835.93	0%

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
EMS/Paramedic Program					
Special Tax	4077	362,276	0.00	0.00	0%
Refunds - Insurance	4743	-	0.00	0.00	
Total		362,276	0.00	0.00	0%

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
Station 3 AMBULANCE A					
Special Tax	4077	829,213	0.00	0.00	0%
Other Programs - State (GEMT)	4479	9,000	0.00	0.00	0%
EMS Transport Revenue	4660	650,000	54160.44	54160.44	8%
Refunds - Insurance	4743	-	0.00	0.00	
Total		1,488,213	54160.44	54160.44	4%

FIRE OPERATIONS ACCOUNT SUMMARY SHEET - JULY 2019

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001.1-					
Salaries/Wages	-001	979,000	75,375.87	75,375.87	903,624.13	8%
Extra Hire	-002	10,000	221.34	221.34	9,778.66	2%
Extra Hire - Intern	-003	40,000	499.44	499.44	39,500.56	1%
ST/TF FF Payments	-004	30,000	0.00	0.00	30,000.00	0%
Volunteer FF Relief	-005	40,000	441.63	441.63	39,558.37	1%
Retirement	-050	156,558	0.00	0.00	156,558.00	0%
Group Insurance	-055	188,646	25,624.85	25,624.85	163,021.15	14%
Uniform Allowance	-062	3,600	1,400.00	1,400.00	2,200.00	39%
SERVICES & SUPPLIES	5111.1-					
Safety Clothing	-111	10,000	0.00	0.00	10,000.00	0%
Safety Equipment	-115	6,000	37.66	37.66	5,962.34	1%
Communications-Radios	-121	7,000	0.00	0.00	7,000.00	0%
Communications-Phone	-124	12,000	1,412.64	1,412.64	10,587.36	12%
Food - Fire Line Meals	-131	1,200	70.80	70.80	1,129.20	6%
Housekeeping	-141	8,000	819.09	819.09	7,180.91	10%
Insurance-Prop/Liability	-151	11,000	13,512.00	13,512.00	(2,512.00)	123%
Insurance-Workers Comp	-153	61,215	50,000.00	50,000.00	11,215.00	82%
Maintenance-Apparatus	-181	37,550	1,816.25	1,816.25	35,733.75	5%
Maintenance-Utilities	-182	8,250	545.05	545.05	7,704.95	7%
Building Maintenance	-201	12,500	1,137.55	1,137.55	11,362.45	9%
Emergency Care/Rescue	-211	1,275	0.00	0.00	1,275.00	0%
Memberships	-221	7,055	600.00	600.00	6,455.00	9%
Office Expense	-241	12,050	324.41	324.41	11,725.59	3%
Office Expense-Postage	-243	1,000		0.00	1,000.00	0%
Office Expense-Copies	-245	1,500	136.82	136.82	1,363.18	9%
Professional Services	-271	12,000	0.00	0.00	12,000.00	0%
Small Tools/FF Equipment	-401	13,000	132.55	132.55	12,867.45	1%
Small Tools-Hose/SCBA	-402	9,000	0.00	0.00	9,000.00	0%
Special District Expense	-411	17,000	28.64	28.64	16,971.36	0%
SDE--Health Maintenance	-412	4,000	0.00	0.00	4,000.00	0%
Training	-422	5,000	87.00	87.00	4,913.00	2%
Travel/Education	-478	9,000	0.00	0.00	9,000.00	0%
Transportation Fuel	-480	20,000	815.32	815.32	19,184.68	4%
Utilities - Water/Sewer	-501	10,280	1,571.97	1,571.97	8,708.03	15%
Utilities - Electrical	-504	13,500	698.47	698.47	12,801.53	5%
Utilities - Propane	-505	17,150	0.00	0.00	17,150.00	0%
LAFCO Fee	5627	2,614	3,542.68	3,542.68	(928.68)	136%
FIXED ASSETS						
Building Fund: Structures	5640	211,698	0.00	0.00	211,698.00	0%
Equipment	5701	-	10,000.00	10,000.00	(10,000.00)	
Fire Operation Fund Totals		1,989,641	190,852.03	190,852.03	1,798,788.97	10%

CHECKS ISSUED LISTING - JULY 2019 FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
5001.1.001: SALARIES			
15759, 15833	Payroll / Statutory Elective Withholding		\$74,173.73
15759, 15833	Paychex Fee	employer cost	\$290.62
1071503, 1072070	PARS	EE withholding	\$131.52
15760, 15834	EPFF Local #3581	dues and meals withholding	\$780.00
5001.1.002: EXTRA HIRE			
15759, 15833	Payroll / Statutory Elective Withholding		\$186.13
1071503, 1072070	PARS	EE withholding	\$35.21
5001.1.003: EXTRA HIRE - SPECIAL			
15759, 15833	Payroll / Statutory Elective Withholding		\$454.44
1071503, 1072070	PARS	EE withholding	\$45.00
5001.1.004: Expenditure: ST/TF Firefighter Payment			none issued
5001.1.005: Expenditure: Volunteer Firefighter Response/Relief			none issued
5001.1.050: RETIREMENT (PERS)		none issued - to be done August	
5001.1.055: GROUP INSURANCE			
1072033	FDAC-EBA	med/vis/den/life ins prem	\$1,310.35
1072037	SDRMA-Employee Benefit Service - medical premium		\$14,030.10
1072307	Sterling H.S.A.		\$9,486.00
1055419	Hometown Health	medical premium	\$875.00
15759, 15833	Supplemental Life Premium Withholding		(\$76.60)
5001.1.062: UNIFORM ALLOWANCE			
15759, 15833	Employees	uniform allowance	\$1,400.00
5111.1.111: SAFETY CLOTHING			none issued
5111.1.115: SAFETY EQUIPMENT			
1072028	UPS	product return cost	\$37.66
5111.1.121: COMMUNICATIONS: RADIOS			none issued

CHECKS ISSUED LISTING - JULY 2019 FIRE OPERATIONS

5111.1.124: COMMUNICATIONS: TELEPHONE

1072013 AT&T	local service	\$623.55
1072016 Comcast	phone/internet Sta. 1	\$347.44
1071541 Comcast	phone/internet Sta. 2	\$123.65
1072021 Fox Security	Sta.1 inspect & test system	\$135.00
1072021 Fox Security	Sta.2 inspect & test system	\$183.00

5111.1.131: FOOD/FIRE LINE MEALS

1071550 US Bank	refreshment during testing	\$70.80
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5111.1.141: HOUSEHOLD EXPENSE

1072012 Arnold Auto Supply	cleaner, degreaser	\$26.01
1027011 AmeriPride	rags/coverall service	\$168.34
1072015 CA Waste Recovery	trash removal	\$187.36
1072015 CA Waste Recovery	bins for Sta.2 cleanup	\$437.38

5111.1.151: INSURANCE: PROPERTY/LIABILITY

1071543 FAIRA	annual liability premium	\$13,512.00
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5111.1.153: INSURANCE: WORKER'S COMPENSATION

1071547 SDRMA	portion of premium	\$50,000.00
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5111.1.181: MAINTENANCE: APPARATUS

1071542 Arnold Tire & Auto Care	U2102: valve ext, tire rotator	\$134.11
1071550 US Bank	U2102: crossmember, bump	\$825.19
1072012 Arnold Auto Supply	U1001: oil, transmission fluid	\$83.65
1072012 Arnold Auto Supply	U1005: oil	\$51.48
1072012 Arnold Auto Supply	U2102: bolt	\$16.09
1072023 Mello Truck Repair Co, Inc	U1003: transmission inspect	\$705.73

5111.1.182: MAINTENANCE: UTILITIES

1071549 TireHub LLC	U3019: tires (2)	\$443.23
1072012 Arnold Auto Supply	U3018/3020: pin/trailer adap	\$18.23
107218 Arnold Tire & Auto Care	U3018: tire sensor replacem	\$83.59

5111.1.201: BUILDING & GROUNDS MAINTENANCE

1072024 Ebbetts Pass Gas Service	repair Sta. 1 heater	\$331.91
1072017 Cummins Pacific	service Sta. 1 generator	\$435.60
1072017 Cummins Pacific	service Sta. 2 generator	\$370.04

5111.1.211: EMERGENCY CARE

none issued

CHECKS ISSUED LISTING - JULY 2019 FIRE OPERATIONS

5111.1.221: MEMBERSHIPS/SUBSCRIPTIONS

1072014 Calaveras Fire Chiefs Assoc	membership 2019	\$50.00
1072020 FDAC	membership 2019-20	\$550.00

5111.1.241: OFFICE EXPENSE

1071550 US Bank	office supplies	\$94.99
1071550 US Bank	patriotic bunting	\$64.19
1072031 Zoom Imaging Systems	staples for copier	\$165.23

5111.1.243: OFFICE EXPENSE: POSTAGE

JE Calaveras Co	mailing of checks
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5111.1.245: OFFICE EXPENSE: COPIES

1072031 Zoom Imaging Systems	copier maintenance	\$136.62
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5111.1.271: PROFESSIONAL SERVICES

none issued

5111.1.401: SMALL TOOLS/FF EQUIPMENT

1072012 Arnold Auto Supply	tire gauge	\$25.74
1072019 Ebbetts Pass Lumber Co	screwdrivers, wrap, hose	\$106.81

5111.1.402: SMALL TOOLS: HOSE / SCBA

none issued

5111.1.411: SPECIAL DISTRICT EXPENSE

1071550 US Bank: SAMBA	EPN reporting	\$28.64
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5111.1.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE

none issued

5111.1.422: TRAINING

1072025 Mountain-Valley EMS Agency	EMT certification	\$87.00
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5111.1.478: TRAVEL/EDUCATION/TRAINING

none issued

5111.1.480: TRANSPORTATION FUEL

1072024 Ebbetts Pass Gas Service	gasoline and diesel	\$815.32
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5111.1.501: UTILITIES: WATER/SEWER

1072032 CCWD	water/sewer	\$1,571.97
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5111.1.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	\$698.47
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CHECKS ISSUED LISTING - JULY 2019 FIRE OPERATIONS

5111.1.505: UTILITIES: PROPANE

none issued

5627 F: LAFCO Fee

JE Calaveras County LAFCO

annual portion of fee

\$2,796.82

5640 F: STRUCTURES

none issued

5701 F: EQUIPMENT

1072306 Mi Wuk Sugar Pine FPD

used HME fire engine

\$10,000.00

ENGINE PARAMEDIC PROGRAM ACCOUNT SUMMARY SHEET - JULY 2019

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-.001	293,511	28,812.83	28,812.83	264,698.17	10%
Retirement	-.050	64,248	0.00	0.00	64,248.00	0%
Group Insurance	-.055	80,771	10,674.69	10,674.69	70,096.31	13%
Uniform Allowance	-.062	1,200	600.00	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	0.00	0.00	1,000.00	0%
Communications-Phone	-.124	615	50.00	50.00	565.00	8%
Housekeeping	-.141	1,900	67.34	67.34	1,832.66	4%
Insurance-Prop/Liability	-.151	2,204	3,000.00	3,000.00	(796.00)	136%
Insurance-Workers Comp	-.153	17,050	0.00	0.00	17,050.00	0%
Maintenance-Apparatus	-.181	1,900	0.00	0.00	1,900.00	0%
Building Maintenance	-.201	-	0.00	0.00	-	
Emergency Care/Rescue	-.211	-	0.00	0.00	-	
Office Expense	-.241	-	0.00	0.00	-	
Office Expense-Copies	-.245	-	0.00	0.00	-	
Professional Services	-.271	2,200	0.00	0.00	2,200.00	0%
Small Tools/FF Equipment	-.401	-	0.00	0.00	-	
Small Tools-Hose/SCBA	-.402	500	0.00	0.00	500.00	0%
Special District Expense	-.411	700	11.46	11.46	688.54	2%
SDE--Health Maintenance	-.412	3,000	0.00	0.00	3,000.00	0%
SDE--Administration Fee	-.413	18,114	0.00	0.00	18,114.00	0%
Training	-.422	1,500	470.00	470.00	1,030.00	31%
Travel/Education	-.478	2,700	0.00	0.00	2,700.00	0%
Transportation Fuel	-.480	6,500	683.41	683.41	5,816.59	11%
SPECIAL TAX HANDLING FEE	5411	3,623	0.00	0.00	3,623.00	0%
Engine Paramedic Program Totals		506,964	44,369.73	44,369.73	462,594.27	9%

CHECKS ISSUED LISTING - JULY 2019 ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
5001.2.001: SALARIES			
15759, 15833	Payroll / Statutory Elective Withholding		\$28,346.89
15759, 15833	Paychex Fee	employer cost	\$75.94
1071503, 1072070	PARS	EE withholding	\$0.00
15760, 15834	EPFF Local #3581	dues and meals withholding	\$390.00
5001.2.050: RETIREMENT (PERS)		none issued - to be done August	
5001.2.055: GROUP INSURANCE			
1072033	FDAC-EBA	med/vis/den/life ins prem	\$528.75
1072037	SDRMA-Employee Benefit Service - medical premium		\$5,825.22
1072307	Sterling H.S.A.		\$4,320.72
15759, 15833	Supplemental Life Premium Withholding		\$0.00
5001.2.062: UNIFORM ALLOWANCE			
15759, 15833	Employees	uniform allowance	\$600.00
5111.2.111: SAFETY CLOTHING			<i>none issued</i>
5111.2.115: SAFETY EQUIPMENT			<i>none issued</i>
5111.2.121: COMMUNICATIONS: RADIOS			<i>none issued</i>
5111.2.124: COMMUNICATIONS: TELEPHONE			
1072016	Comcast	monthly service - 1 line	\$50.00
5111.2.131: FOOD/FIRE LINE MEALS			<i>none issued</i>
5111.2.141: HOUSEHOLD EXPENSE			
1072011	AmeriPride	rags/coverall service	\$78.94
5111.2.151: INSURANCE: PROPERTY/LIABILITY			
1071543	FAIRA	annual liability premium	\$3,000.00
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 - JULY 2019 ENGINE PARAMEDIC

5111.2.241: OFFICE EXPENSE *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

1071550 US Bank: SAMBA	EPN reporting	\$11.46
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5111.2.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINT. *none issued*

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

5111.2.422: TRAINING

1071544 Chuck Hatcher	reimburse medic lic renewal	\$200.00
1072029 Glenn Verkerk	reimb portion Arson seminar	\$70.00
1072034 Eric Griffiths	reimburse medic lic renewal	\$200.00

5111.2.478: TRAVEL/EDUCATION/TRAINING *none issued*

5111.2.480: TRANSPORTATION FUEL

1072024 Ebbetts Pass Gas Service	U1005: fuel	\$683.41
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5411 P: SPECIAL TAX HANDLING FEE *none issued*

STATION 3 A ACCOUNT SUMMARY SHEET - JULY 2019

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-.001	1,011,073	75,526.20	75,526.20	935,546.80	7%
Retirement	-.050	187,951	0.00	0.00	187,951.00	0%
Group Insurance	-.055	273,264	30,901.82	30,901.82	242,362.18	11%
Uniform Allowance	-.062	4,800	2,228.00	2,228.00	2,572.00	46%
SERVICES & SUPPLIES	5111					
Safety Clothing	-.111	11,890	0.00	0.00	11,890.00	0%
Safety Equipment	-.115	2,250	0.00	0.00	2,250.00	0%
Communications-Radios	-.121	4,500	0.00	0.00	4,500.00	0%
Communications-Phone	-.124	3,325	225.89	225.89	3,099.11	7%
Food - Fire Line Meals	-.131	400	59.80	59.80	340.20	15%
Housekeeping	-.141	4,624	197.58	197.58	4,426.42	4%
Insurance-Prop/Liability	-.151	6,000	10,000.00	10,000.00	(4,000.00)	167%
Insurance-Workers Comp	-.153	50,000	0.00	0.00	50,000.00	0%
Maintenance-Apparatus	-.181		0.00	0.00	-	
Maintenance-Ambulances	-.183	31,250	18,493.52	18,493.52	12,756.48	59%
Building Maintenance	-.201	5,000	370.04	370.04	4,629.96	7%
Emergency Care/Rescue	-.211	30,000	4,804.86	4,804.86	25,195.14	16%
Memberships	-.221	150	0.00	0.00	150.00	0%
Office Expense	-.241	1,800	37.50	37.50	1,762.50	2%
Office Expense - Copies	-.245	105	0.00	0.00	105.00	0%
Professional Services	-.271	59,640	3,860.75	3,860.75	55,779.25	6%
Small Tools/FF Equipment	-.401	6,000	407.10	407.10	5,592.90	7%
Small Tools-Hose/SCBA	-.402	1,050	0.00	0.00	1,050.00	0%
Special District Expense	-.411	13,136	343.62	343.62	12,792.38	3%
SDE--Health Maintenance	-.412	3,000	0.00	0.00	3,000.00	0%
SDE--Administrative Fee	-.413	45,261	0.00	0.00	45,261.00	0%
Training	-.422	2,000	340.99	340.99	1,659.01	17%
Travel/Education	-.478	4,500	0.00	0.00	4,500.00	0%
Transportation Fuel	-.480	11,000	1,655.99	1,655.99	9,344.01	15%
Utilities - Water/Sewer	-.501	900	157.79	157.79	742.21	18%
Utilities - Electrical	-.504	1,900	178.25	178.25	1,721.75	9%
Utilities - Propane	-.505	5,000	0.00	0.00	5,000.00	0%
SPECIAL TAX HANDLING FEE	5411	8,276	0.00	0.00	8,276.00	0%
REFUND OVERPAYMENT	5612	25,000	0.00	0.00	25,000.00	0%
FIXED ASSETS						
Building Fund: Structures	5640	-	0.00	0.00	-	
Equipment	5701	-	0.00	0.00	-	
Fire Operation Fund Totals		1,815,045	149,789.70	149,789.70	1,665,255.30	8%

CHECKS ISSUED LISTING - JULY 2019**STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
5001.3.001: SALARIES			
15759, 15833	Payroll / Statutory Elective Withholding		\$73,871.32
15759, 15833	Paychex Fee	employer cost	\$224.88
1071503, 1072070	PARS	EE withholding	\$0.00
15760, 15834	EPFF Local #3581	dues and meals withholding	\$1,430.00
5001.3.050: RETIREMENT (PERS)		none issued - to be done August	
5001.3.055: GROUP INSURANCE			
1072033	FDAC-EBA	med/vis/den/life ins prem	\$1,334.00
1072037	SDRMA-Employee Benefit Service - medical premium		\$20,836.56
1072307	Sterling H.S.A.		\$8,861.76
15759, 15833	Supplemental Life Premium Withholding		(\$130.50)
5001.3.062: UNIFORM ALLOWANCE			
15759, 15833	Employees	uniform allowance	\$2,228.00
5111.3.111: SAFETY CLOTHING			<i>none issued</i>
5111.3.115: SAFETY EQUIPMENT			<i>none issued</i>
5111.3.121: COMMUNICATIONS: RADIOS			<i>none issued</i>
5111.3.124: COMMUNICATIONS: TELEPHONE			
1071541	Comcast - Sta. 3	monthly service	\$225.89
5111.3.131: FOOD/FIRE LINE MEALS			
1071550	US Bank	refreshment during testing	\$59.80
5111.3.141: HOUSEHOLD EXPENSE			
1072011	AmeriPride	rags/coverall service	\$101.00
1072015	CA Waste Recovery	trash removal	\$72.58
1072019	Ebbetts Pass Lumber Co	garden nozzles	\$24.00
5111.3.151: INSURANCE: PROPERTY/LIABILITY			
1071543	FAIRA	annual liability premium	\$10,000.00
5111.3.153: INSURANCE: WORKER'S COMPENSATION			<i>none issued</i>

CHECKS ISSUED LISTING - JULY 2019

STATION 3 A

5111.3.183: MAINTENANCE: AMBULANCES

1071546 Sonora Ford	U3505: final engine check	\$145.00
1071546 Sonora Ford	U3506: EGT sensor, A/C repair	\$750.92
1071546 Sonora Ford	U3506: new engine, labor/parts	\$16,518.51
1071551 Arnold Automotive	U3506: heavy duty shocks	\$421.15
1071551 Arnold Automotive	U3508: oil change and inspector	\$237.49
1072019 Ebbetts Pass Lumber Co	pipe cap	\$7.70
1072012 Arnold Auto Supply	U3506: antifreeze, lamp	\$65.21
1072012 Arnold Auto Supply	U3508: blue def, oil	\$97.54
1072027 Sam Berri Towing	U3506: tow to Sonora	\$250.00

5111.3.201: BUILDING & GROUNDS MAINTENANCE

1072017 Cummins Pacific	Service Sta. 3 generator	\$370.04
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5111.3.211: EMERGENCY CARE

1071539 Airgas	oxygen	\$174.13
1071545 Life Assist Inc.	medical supplies	\$2,019.04
1071550 US Bank	medical supplies	\$169.73
1072022 Life Assist Inc.	medical supplies	\$2,441.96

5111.3.221: MEMBERSHIPS/SUBSCRIPTIONS

none issued

5111.3.241: OFFICE EXPENSE

1072036 Laura Bowly Design	update website homepage	\$37.50
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5111.3.245: OFFICE EXPENSE: COPIES

none issued

5111.3.271: PROFESSIONAL SERVICES

1072025 Mountain-Valley EMS Agency	transport fee 2019-20 Qtr 1	\$835.75
1072030 Wittman Enterprises	billing services	\$3,025.00

5111.3.401: SMALL TOOLS/FF EQUIPMENT

1071545 Life Assist Inc	application tourniquet	\$138.89
1071550 US Bank	gurney battery	\$74.00
1072022 Life Assist Inc	syringes	\$194.21

5111.3.402: SMALL TOOLS: HOSE / SCBA

none issued

5111.3.411: SPECIAL DISTRICT EXPENSE

1071550 US Bank: SAMBA	EPN reporting	\$17.18
1071550 US Bank: GovJobs	advertising fee	\$175.00
1071548 Stericycle	medical waste disposal	\$151.44

CHECKS ISSUED LISTING - JULY 2019

STATION 3 A

5111.3.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued*

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

5111.3.422: TRAINING

1071540 American Safety & Health Inst CPR/1st Aid books \$340.99

5111.3.478: TRAVEL/EDUCATION/TRAINING *none issued*

5111.3.480: TRANSPORTATION FUEL

1072024 Ebbetts Pass Gas Service fuel \$165.99

5111.3.501: UTILITIES: WATER/SEWER

1072032 CCWD water/sewer \$157.79

5111.3.504: UTILITIES: ELECTRICITY

JE CPPA electricity \$178.25

5111.3.505: UTILITIES: PROPANE *none issued*

5403 A: BANK CHARGES

JE WestAmerica Bank lockbox account fee

5411 A: SPECIAL TAX HANDLING FEE *none issued*

5640 A: STRUCTURES *none issued*

5701 A: EQUIPMENT *none issued*

8001/5612 A: REFUNDS *none issued*



Ebbetts Pass Fire District

5 Year Capital Outlay

Drafted: August 2019

Next Review: July 2020

Fiscal Year 2019/20

- ⦿ ALS Monitor (1) \$33,000
- ⦿ Replace Ambulance Unit 437 \$206,000
- ⦿ Replace Utility Vehicle \$70,000

Fiscal Year 2020/21

- ⦿ Stryker Power Gurney \$20,000
- ⦿ SCBA Replacement \$280,000

Fiscal Year 2021/22

- ⦿ Replace Engine 435 \$675,000
- ⦿ ALS Monitor (1) \$33,000
- ⦿ Replace Utility Vehicle \$75,000

Fiscal Year 2022/2023

- ⦿ ALS Monitor (1) \$33,000

Fiscal Year 2013/24

- ⦿ Replace Engine 432 \$700,000
- ⦿ Turnout PPE \$65,000
- ⦿ Extrication tools set \$60,000



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

August 1, 2019

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

Amended Memorandum of Understanding

Dear Ms. Howard,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA's Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA's Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at healthbenefits@sdрма.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!

RECEIVED

AUG - 6 2019

Ebbetts Pass Fire District



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

Sincerely,
Special District Risk Management Authority

Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
MemberPlus Registration instructions
Return Address Envelope

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.

- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
- 9. **WITHDRAWAL.** ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
 - 10. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
 - 11. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
 - 12. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
 - 13. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
 - 14. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
 - 15. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
 - 16. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
 - 17. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: Laura S. Hill

Special District Risk
Management Authority

Dated: _____

By: _____

Ebbetts Pass Fire District

RESOLUTION NO. 2019-4

A RESOLUTION OF THE OF THE (GOVERNING BODY) OF EBBETTS PASS FIRE DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

WHEREAS, EBBETTS PASS FIRE DISTRICT, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to

consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 20th day of August, 2019, by the following vote:

AYES: _____

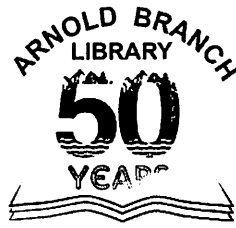
NOES: _____

ABSENT: _____

Jon Dashner

President

ENTITY Secretary



July 2019

To All our Senior Expo and Health Fair Exhibitors

THANK YOU SO MUCH for being a part of our 2nd annual Senior Expo and Health Fair on June 22nd. We were once again happy with the attendance numbers which have been estimated at 125. Those of you who kept a count of folks you actually engaged with at your table reported 25 to 60 visitors. We had 24 exhibitors this year and as I asked each of you whether or not you felt it was worth your time to be there, your responses, for the most part, were positive. We enjoyed meeting all of you and most certainly want you back in Arnold next year!

A date for 2020 has not yet been selected and we are thinking of having the next expo address the needs of all Ebbetts Pass visitors and residents, not just our Seniors. We know that most of you serve all ages and expect that you will have information helpful to all.

Since 2018 we have been reviewing what worked and what can be improved for future fairs. We value your input. Please do not hesitate to offer your suggestions for change or improvement.

I would also like to reiterate something I talked to you about in both 2018 and 2019. As you know, with the exception of two small health clinics and the library, we have nothing here in the way of services for Arnold residents. We would really like to see a more regular presence here in the Ebbetts Pass Corridor of the services available to our families. The Arnold Branch Library is available to you for workshops, one-on-one meetings, and other outreach opportunities. We have a conference room that can comfortably hold 15 and, in good weather, you can always set up outside under the eaves for information distribution. In fact, the Calaveras County Veterans Services will conduct an outreach here at our library on August 22nd. It's a start!

May I suggest you plan something, perhaps once a quarter, here at the library? I believe, and think you would agree, that there are opportunities for outreach on a regular basis. And although our focus for our 2018 and 2019 was on seniors, if you offer services to other age groups, we would be happy to host classes/workshops for them here at the library as well.

I would also remind you that we would like to make your literature/brochures available to our visitors and patrons at our library. So, please send us whatever pertinent info you have for distribution, and include us on your newsletter mailing list. You can also take advantage of the intra-library mail by dropping off anything you have for us at the San Andreas Library. Be sure to address it to the Arnold Library.

We look forward to continuing our partnership with you. Let's stay in touch!

Fran Devlin
Branch Attendant
fdevlin@co.calaveras.ca.us

Ebbetts Pass Fire District



TO: Ebbetts Pass Fire District Board of Directors

DATE: August 20, 2019

FROM: Ebbetts Pass Fire District – Finance Committee

SUBJECT: “Builder’s Exemption Request” from District Tax Assessments

The Ebbetts Pass Fire District Finance Committee has reviewed the “Builder’s Exemption Request” submitted by Mr. Jon Ellis regarding a deference from the Districts Voter approved special tax. The Committees recommendation to the Ebbetts Pass Board of Directors is to deny the request for deferring special taxes approved by the Districts Voters on the developers inventory of lots.

Sincerely,

Mike Johnson, Fire Chief
Ebbetts Pass Fire District

Jon V. Ellis

P. O. Box 389
Avery, CA 95224

March 27, 2019

Ebbetts Pass Fire District Board of Directors
Ebbetts Pass Fire District
1037 Blagen Rd.
Arnold, CA 95223

Re: District Assessments

To Ebbetts Pass Fire District Board of Directors:

I am supportive of maintaining reasonable funding for the services Ebbetts Pass Fire District (EPFD) provides.

I do not support paying a fee for each lot I have for sale. There is no distinction in the service Ebbetts Pass Fire District provides me as owner of multiple lots from the same service it provides to an owner of a single lot.

In Haman v. County of Humboldt, supra, 8 Cal.3d at p. 925 (1973) the California Supreme Court determined the Legislature may permissibly distinguish or defer assessment in favor of a particular class to promote a legitimate interest. This concept led to the Legislature providing a "builder's exemption" deferring property for sale from supplemental assessments. [see Shafer v. State Bd. of Equalization 174 Cal. App. 3d 423 (1985)]

I submit Cedar Ridge Subdivision providing accessible quality buildable lots for needed housing which provides local economic stimulus in our community at large is a legitimate interest.

Therefore I respectfully request a "builder's exemption" deferring the EPFD assessments on my inventory of lots for sale until the lot is sold.

Sincerely



Jon Ellis
Property Owner

Page 1 of 1

Phone (209) 795-4538 * Fax (209) 795-9089

email cedarridge@sbcglobal.net

Cheryl Howard

From: Rebecca Turner <RTurner@co.calaveras.ca.us>
Sent: Wednesday, August 7, 2019 3:46 PM
To: 'epfd@epfd.org'
Subject: Calaveras Adopting Voter's Choice Act - Election Administration Plan

Good Afternoon,

My office has been contemplating whether to adopt the Voter's Choice Act (SB 450) for some time now. Pending legislation and good budget news from the Secretary of State have tipped the scales in favor of adopting SB 450 in time for the March 2020 election. The below press release was recently issued, and as interested parties, I wanted to make sure to bring it to your attention. I have attached the Election Administration Plan (EAP) for your convenience.

Important dates to note:

August 22, 2019- Public comment period ends for draft EAP

August 23, 2019- Public meeting about draft EAP

Please let me know if you have any questions or concerns.

Kind regards,



Rebecca Turner

Calaveras County

Clerk-Recorder & Registrar of Voters

(209) 754-6376

rturner@co.calaveras.ca.us

Calaveras Adopting Voter's Choice Act - Election Administration Plan

New improvements are coming to Calaveras County for the 2020 Elections. The Registrar of Voters (ROV) has opted to adopt the Voter's Choice Act Election Model.

In 2002 state law was amended to allow voters to register as permanent vote by mail (VBM). Since then the number of VBM voters has steadily grown to 74% of the County's registered voters. In 2016 California codified a dramatic change in election law by adopting the Voters Choice Act (SB 450). Senate Bill 450 authorized all counties to conduct any election by all mailed ballot with Vote Centers commencing 2020. Five counties, Sacramento, Madera, Napa, Nevada, & San Mateo, piloted the election model in 2018 with great success.

The Calaveras County Registrar of Voters established a combined Voting Accessibility Advisory Committee (VAAC) and a Language Accessibility Advisory Committee (LAAC) in April of 2017. This combined committee was established to provide critical feedback to the Calaveras County ROV about election administration and will continue to be a fundamental component.

Two of our neighboring counties, Amador and Tuolumne, announced their plans to adopt the Voter's Choice Act in time for the March 2020 Presidential Primary Election earlier this year.

The Election Administration Plan (EAP) is being released with this announcement. The EAP outlines the counties proposal on how to facilitate an All-Mail/Vote Center election and the various changes in policy and procedure that accompany the transition. There will be a 20 day public comment period to begin today and end August 22, 2019. A public meeting will be held on Friday, August 23, 2019 at 1:00 pm in the Cheseborough Room of the San Andreas Library at 1299 Gold Hunter Rd. San Andreas, CA 95249.

Visit our website to view the EAP: <https://elections.calaverasgov.us/>. Additional information about the Voter's Choice Act will be posted to the Elections Website soon!

Contact Elections Department if you have interest in joining the VAAC/LAAC or would like to provide feedback about the EAP. Phone: 754-6376 E-mail: Electionsweb@co.calaveras.ca.us

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Ebbetts Pass Fire Protection District	Policy: 6361
Subject: Personnel - Position Description: Assistant Executive Secretary	Effective Date: DRAFT 2019 Supersedes: N/A Review:

Scope of Employment

Under the direction of the Executive Secretary plans, organizes and conducts varied clerical activities and performs other such duties as required by the Executive Secretary. The Assistant Executive Secretary performs the duties of General Secretary, Receptionist, District Accountant/Bookkeeper, and shall have knowledge of District Treasurer role, and District Clerk role for fill-in purposes. In the absence of the Executive Secretary the Assistant Executive Secretary shall report the Chief Officer on duty.

The Assistant Executive Secretary serves as the assistant to the Executive Secretary. The Assistant Executive Secretary gathers, assembles, tabulates, proofs, extends, balances, summarizes, and posts fiscal, financial and other data; composes correspondence; acts as office manager in the absence of the Executive Secretary and attends to other administrative details as assigned.

As the first point of public contact for the District, the Assistant Executive Secretary answers the telephone and greets the public in a cheerful, friendly manner, provides routine information, handles complaints and leaves a positive image with members of the public who telephone or visit the Fire District.

Duties and Responsibilities

Listed below are examples of the typical duties and responsibilities of the Executive Secretary. This list is not intended to encompass all the duties relative to this position.

1. In the absence of the Executive Secretary records minutes of all Board meetings, transcribes and edits the minutes, prepares and distributes Board packets and agendas.
2. In the absence of the Executive Secretary receives bills and processes payments, makes deposits, maintains ledgers and records of payments and expenditures, computes payroll and taxes, balances, audits, and accounts for cash, warrants and other funds.
3. In the absence of the Executive Secretary processes payroll
4. In the absence of the Executive Secretary maintains files on all official actions of the Board and District.
5. Writes letters of correspondence, memorandums, reports, agendas, requisitions, resolutions, warrants, and other materials from rough draft to clear copy.
6. Assists on budgetary items.

7. Operates computer to perform accounting, database management, word processing functions and digitized mapping.
8. Answers the telephone and greets the public, gives information to organizations, insurance companies, other agencies and employees as requested.
9. In the absence of the Executive Secretary maintains employee records relating to time sheets, evaluations, health insurance, workers compensation injuries, sick leave, vacation, etc.
10. Plans, prepares and implements annual office budget.
11. Files correspondence, minutes, resolutions, financial information, agreements, contracts, and other official documents.
12. In the absence of the Executive Secretary opens and distributes mail.
13. Other duties as required or assigned

Minimum Qualifications/Knowledge/Skills/Experience:

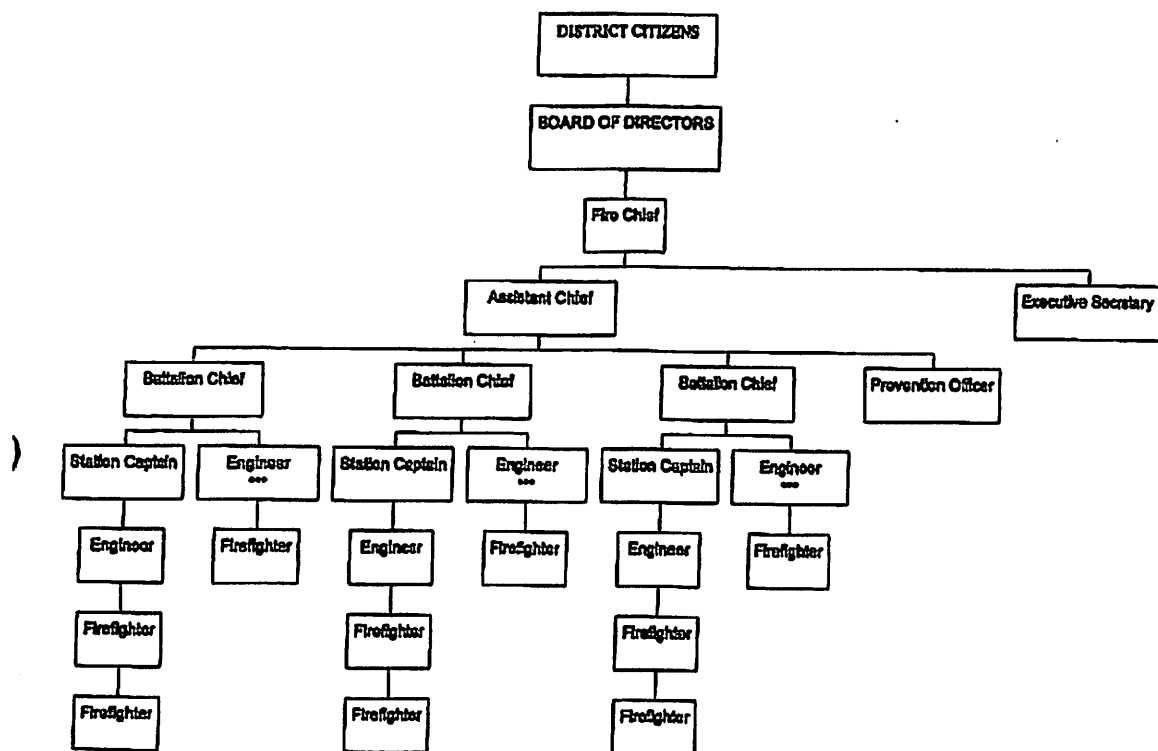
- High School Diploma with business experience, or the equivalency thereof
- Knowledge of elementary accounting procedures
- Knowledge of PC-based computers
- Ability to use database and spreadsheet software
- Ability to proficiently use the latest version of Windows
- Ability to analyze data and draw logical conclusions
- Ability to understand and carry out oral and written instructions
- Knowledge of English, vocabulary, grammar and spelling
- Ability to communicate effectively both orally and in written form
- Ability to accurately type at a minimum speed of 50 words per minute
- Ability to greet the public, provide information and handle complaints in a positive, friendly manner
- Knowledge of modern office practices
- Ability to perform responsible clerical and secretarial duties and independently take care of administrative details
- Ability to maintain a cooperative relationship with coworkers and the Board of Directors

Ebbetts Pass Fire District	Policy: 4060
Subject: Organizational Chart	Effective Date: 05/19/92 Supersedes: N/A Review Date: 04/28/2015

01. The following represents the District's current organizational make-up and chain of command:

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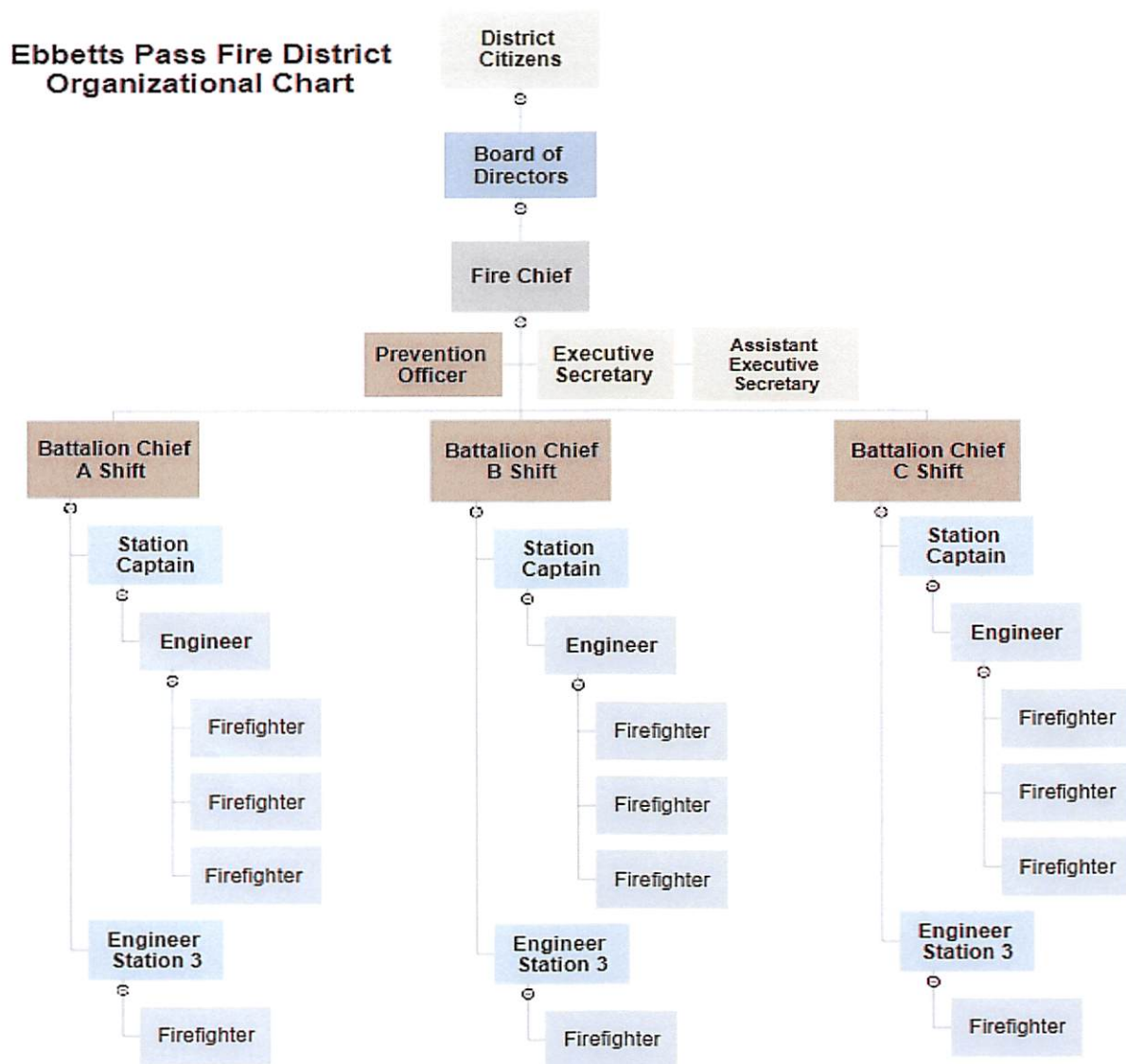
EBBETTS PASS FIRE DISTRICT Organizational Chart



02. Positions receiving additional compensation for additional responsibilities: EMS Coordinator (see Policy No. 6380).

Ebbetts Pass Fire District	Policy: 4060 Draft 2019
Subject: Organizational Chart	Effective Date: 05/19/92 Supersedes: N/A Review Date: 04/28/2015

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02. Positions receiving additional compensation for additional responsibilities: EMS Coordinator (see Policy No. 6380).