

**GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING
March 10, 2017, 4:30 PM,
Station 61 – 6283 Main Street, Georgetown, CA 95634**

MINUTES

Directors Present: Patti Smith Rick Todd Craig Davis Rod Williams
Members Absent: Larry Anderson
Others Present: Chief Schwab Diana Sampson

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Call to Order, Roll Call & Pledge of Allegiance

Director Smith called the meeting to order at 4:30 p.m. and roll was taken.

Director's Items

None

Public Comment

None

Special Meeting Action Items

- A. Review data on questions pertaining to Type 3 Engine located in Sacramento, CA and Approve Fire Chief to pursue sales agreement.

Discussion regarding financing quotes, through Kansas State Bank and First Government Lease Co. Background information on the engine from the previous department. Will it pass smog regulations? Add stipulation to contract that engine must pass smog.

Director Todd presented the research on pricing to convert to an automatic. Freightliner conversion with all component parts would be about \$30k, Valley Power quoted \$34k. Dealer quoted \$20k if using a used transmission with 30,000 miles on it, but District would need provision in contract to certify everything for 6 months. Specify that if the District does not find that the converted engine runs acceptably, the District can walk away, nothing lost.

Director Todd recommends items to specify in contract: low miles on replacement transmission, pump test, smog certificate, drivability test, 6 month warrantee.

Director Davis moved to move forward on the sales agreement as suggested, to be led by the Fire Chief. Director Williams made the second. Motion passed 4-0.

Adjournment - Next Special Meeting April 5, 2017 8:30AM
Next Regular Meeting March 9, 2017 at 9:00 am.

Director Davis moved to adjourn at 4:48 p.m., Director Williams made the second. Motion passed 4-0.

Respectfully submitted,

Diana Sampson, Admin Assistant

Patti Smith, Board President

**GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING
April 5, 2017, 8:30 AM,
Station 61 – 6283 Main Street, Georgetown, CA 95634**

MINUTES

Directors Present: Rick Todd Craig Davis Larry Anderson Rod Williams
Members Absent: Patti Smith
Others Present: Chief Schwab Diana Sampson

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Call to Order, Roll Call & Pledge of Allegiance

Director Smith called the meeting to order at 8:35 a.m. and roll was taken.

Director's Items

None

Public Comment

None

Budget Workshop

- A. Review and Approve Fiscal Year 2016-2017 Adjusted Budget Items
Director Davis moved to approve the FY 2016-2017 Budget Adjustments as presented on page 5 of the board packet, Director Williams made the second. Motion passed 4-0.
- B. Review and Discuss Fiscal Year 2017-2018 Preliminary Budget Items
General Discussion about accounts and their purpose. Discussion about new/used engine and financing, and where that should appear within the budget. Follow up with admin staff to complete and bring back to the Board at the May meeting.

Closed Session

- A. Pursuant to Government Code 54957(b)(1), the Board will meet in Closed Session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

Return to Open Session – *Director Davis moved to approve an amendment to the Fire Chief's Contract, Salary Provision, to \$101,971.88 annually, retroactive to July 1, 2016. Additionally, the District shall sponsor the Fire Chief to enroll in professional continuing education programs, primarily the Emergency Management Institute (FEMA) if seats available, or Professional Management Fire Managers Program of Monterey as a backup. If neither are available, then the District will create the opportunities to attend continuing professional education at Cal-State University, to be discussed at a later time. Director Anderson made the second. Motion passed 4-0.*

Adjournment - Next Regular Meeting April 13, 2017 at 9:00 am.

Director Davis moved to adjourn at 10:35 am, Director Williams made the second. Motion passed 4-0.

Respectfully submitted,

Diana Sampson, Admin Assistant

Rick Todd, Vice President

EL DORADO COUNTY
DEPOSIT PERMIT

TREASURER HAS RECEIVED A DEPOSIT FROM

DATE 03/22/17

Georgetown Fire District

BY Diana Sampson

DEPARTMENT OR AGENCY NAME

ON ACCOUNT OF:

DEPOSITOR NUMBER 808557

DEPARTMENT / VENDOR NUMBER

Please See Attached Page **48,095.71**

FY 16-17

NUMBER OF LINES	9
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TRANS. * CODE TOTAL	902
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* TRANSACTION CODE NUMBER *

- * 100 = USE WITH A REVENUE SUB OBJECT (0100 THRU 2100)
- * 101 = USE WITH AN EXPENDITURE SUB OBJECT (3000 THRU 6044)
- * 102 = DEPOSIT INTO A TRUST FUND

COIN	
CURRENCY	
CHECKS	48,095.71
OFF - SITE	
DIRECT DEPOSIT / WIRE	

TOTAL DEPOSIT	48,095.71
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S	TRANS CODE NO *	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	DESCRIPTION (50 CHARACTERS MAX.)	AMOUNT
1	100	855700	1940		Trailhead Fire WT-62 (FY 15/16)	11,606.75
2	100	855700	1940		Trailhead Fire WT-62 (FY 16/17)	35,275.64
3	100	855700	1940		Driver Operator 1A Tuition (Galvin)	250.00
4	100	855700	1940		Driver Operator 1A Tuition (Perez)	500.00
5	100	855700	1940		Driver Operator 1A Tuition (Cottrell)	250.00
6	100	855700	1942		Restitution M Gonzalve	16.66
7	100	855700	1942		Restitution M Gonzalve	16.66
8	101	855700	4260		Refund from BrightCard ID Printers	139.52
9	101	855700	4260		Refund from BrightCard ID Printers	40.48
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JOE HARN, C.P.A. AUDITOR / CONTROLLER

C.L. RAFFETY, TREASURER / TAX COLLECTOR

BY _____

BY _____

DATE ____ / ____ / ____

DATE ____ / ____ / ____

DP #

CERTIFIED INTO THE
COUNTY TREASURY
UNDER SECTION 27008
GOVERNMENT CODE

BATCH DATE	
CODED BY	

Vouchers #1 Payables Interface CV1 (Permanent Vendors) - Outside District		Record:		PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:	
District Name: Georgetown Fire District		Number	Interfaced By		
Date: 4/10/2017		Copy:		US Mail:	<input type="checkbox"/>
Prepared By: Diana Sampson		Copied By		Return to District:	<input checked="" type="checkbox"/>
Contact Phone (ext): 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
File Name: Gt Fire District 03.06.17		Scanned By		Scan Date	
		Audit: FY 16-17		Document Total: \$10,408.25	
		Audited By		Audit Date	

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Authorizing signatures:										Date:
LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	855700	4420		109.40	GF INV 3062302494 Tank Rent Sta 61	002203	01		AMERIGAS
2	210	855700	4620		944.85	GF INV 3061244199, 3060455111 Propane	002203	01		AMERIGAS
3	210	855700	4161		24.54	GF INV 0105444494 Fittings and Hose E64	500295	01		C & H Auto Parts
4	210	855700	4040		5.27	GF ACCT 0006912 MAR Comcast Cable	015058	01		Comcast
5	210	855700	4220		975.00	GF INV 9693 DIST CSFA Memberships x 13	000274	01		CSFA
6	210	855700	4420		189.83	GF INV 53518449 Konica Rental	006556	01		De Lage Landen
7	210	855700	4162		25.72	GF INV 256563 Antifreeze for P-63	007674	01		Divide Auto Parts
8	210	855700	4042		800.66	GF INV 140645-GEO Q2 Dispatch	400015	01		EDC Emergency Srvcs
9	210	855700	4085		222.16	GF INV 172462460 Refuse Disposal	000131	04		EI Dorado Disposal
10	210	855700	4161		26.94	GF INV 622615 Wiper Blades for C7100	501535	01		Folsom Lake Ford
11	210	855700	4020		55.15	GF INV 007062523 Academy Student N Cimmaru	009613	01		Galls
12	210	855700	4620		60.32	GF INV GEO0033, -015 Jan/Feb 17 Supplementa	000720	01		GDPUD
13	210	855700	4263		120.00	GF INV 000835 "3x10 GG"	019828	01		Georgetown Gazette
14	210	855700	4324		40.00	GF INV SCHM1001 History and Exam Mitch Schw	700943	01		Harston Chiropractic
15	210	855700	4620		1,105.61	GF ACCT 7043441555-3	000395	03		PG&E
16	210	855700	4260		162.49	GF INV 4612322, 4622778 Office Supplies	002101	01		Quill
17	210	855700	4162		87.17	GF INV 1970727 Gasket Sets for PT-63	000372	06		Riebes

18	210	855700	4020		613.97	GF INV Feb 17 Stmt Low Rider Helmet	010088	01		US Bank
19	210	855700	4022		23.23	GF INV Feb 17 Stmt G Schwab Uniform Allow	010088	01		US Bank
20	210	855700	4040		20.00	GF INV Feb 17 Verizon WiFi E61	010088	01		US Bank
21	210	855700	4080		152.20	GF INV Feb 17 Stmt Cleaner, Trash Bags, Paper	010088	01		US Bank
22	210	855700	4162		2,427.57	GF INV Feb 17 Stmt Rebuilt Pump E261	010088	01		US Bank
23	210	855700	4180		7.35	GF INV Feb 17 Stmt Paracord	010088	01		US Bank
24	210	855700	4197		453.17	GF INV Feb 17 Stmt Hydrant Gate Valve, Fire Ho	010088	01		US Bank
25	210	855700	4220		160.00	GF INV Feb 17 Stmt BLS Cards	010088	01		US Bank
26	210	855700	4260		17.92	GF INV Feb 17 Stmt Ink for Fax Machine Sta 64	010088	01		US Bank
27	210	855700	4540		540.00	GF INV Feb 17 Stmt Fire Mechanics Academy G	010088	01		US Bank
28	210	855700	4606		37.73	GF INV Feb 17 Fuel Purchase	010088	01		US Bank
29	210	855700	4606		1,000.00	GF INV 48870288 Fuel Purchases	013389	01		WEX, Inc
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Vouchers #1 Payables Interface CV1 (Permanent Vendors) - Outside District		Record:		PLEASE INDICATE CHECK DISTRIBUTION	
District Name: Georgetown Fire District		Number	Interfaced By	Batch Date	METHOD IN THE SPACE BELOW:
Date: 4/10/2017		Copy:		Copy Date	US Mail: <input type="checkbox"/>
Prepared By: Diana Sampson		Copied By		Copy Date	Return to District: <input checked="" type="checkbox"/>
Contact Phone (ext): 530-333-4111		Scanned By		Scan Date	Call for pickup: Diana at 333-4111
File Name: Gt Fire District 03.27.17		Audit: FY 16-17		Audit Date	Document Total: \$15,451.29

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Authorizing signatures:										Date:
LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	855700	4420		203.65	GF INV 9943372504 O2 & Acy Tank Rental	024075	01		AIRGAS
2	210	855700	4620		36.00	GF INV 604910649 Late Fee	002203	01		AMERIGAS
3	210	855700	4620		481.48	GF INV 3062606040 Propane Sta 61	002203	01		AMERIGAS
4	210	855700	4020		46.98	GF INV 77174, 77271 FATS Tags x 20	026093	01		Arnolds
5	210	855700	4040		90.00	GF ACCT 084-2306 MAR 17 Phone Service	000392	21		AT&T
6	210	855700	4040		197.48	GF INV 09424254 ATT CalNET	000392	22		AT&T CalNET
7	210	855700	4540		968.00	GF INV 141383 CFSTES Courses Driver 1B 12 S	000387	09		CA Dept of Forestry
8	210	855700	3040		11,220.61	GF INV 14926967 April Health Ins DIST	002097	05		CalPERS
9	210	855700	4266		120.19	GF INV 2216601 B&W and Color Copies	003113	01		Caltronics
10	210	855700	4420		189.83	GF INV 53950456 Konica Rental	006556	01		De Lage Landen
11	210	855700	4197		17.14	GF INV 257469 Electric Parts Cleaner	007674	01		Divide Auto Parts
12	210	855700	4020		3.23	GF INV 7922251 Embroidery for G Schwab	009613	01		Galls
13	210	855700	4162		2.68	GF INV 52741 E-61 transmission funnel	000719	01		Georgetown Hardware
14	210	855700	4197		50.97	GF INV 52762, 52855 & 52947	000719	01		Georgetown Hardware
15	210	855700	4261		41.06	GF INV 52991 Mail Package UPS	000719	01		Georgetown Hardware
16	210	855700	4197		103.62	GF INV 4190387, 8012703 Saw Blades and Oil	007576	08		Home Depot
17	210	855700	4022		148.81	GF INV INV84879 CMC Rescue Helmet G Schwa	004442	01		LN Curtis

18	210	855700	3020		154.50	GF INV 1235044, -45 FEB & MAR LTD Ins DIST	000723	01		Myers-Stevens
19	210	855700	4260		50.36	GF INV 5089322, 5127493 & 5132546 Academy C	002101	01		Quill
20	210	855700	4160		500.00	GF INV 03122017 Install supplied Injector Pump B	028125	01		Swartz Diesel
21	210	855700	4040		85.19	GF INV 9782228992 Wifi, Backup & Chief's Cell P	003946	09		Verizon
22	210	855700	4040		739.51	GF INV 8405 & 8406 VHF Pager, Evaluation	028157	01		Wolfe Communications
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District Name: Georgetown Fire District		Number	Interfaced By		
Date: 4/10/2017		Copy:		US Mail: <input type="checkbox"/>	
Prepared By: Diana Sampson		Copied By		Return to District: <input checked="" type="checkbox"/>	
Contact Phone (ext): 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
File Name: Gt Fire District 03.30.17		Scanned By		Scan Date	
		Audit: FY 16-17		Document Total: \$16,668.13	
		Audited By			

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

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LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	855700	4020		20.27	GF INV 77321 FATS Tags Academy x 6	026093	01		Arnolds
2	210	855700	4020		10.73	GF INV 81354 N Monck Locker Plates	026093	01		Arnolds
3	210	855700	4040		10.54	GF ACCT 006912 April 2017 Cable Service	015058	01		Comcast
4	210	855700	3044		1,576.98	GF INV BE002137711 Q2 Dental Ins DIST	000295	02		Delta Dental
5	210	855700	4085		222.16	GF INV 172489189 Refuse Disposal	000131	04		El Dorado Disposal
6	210	855700	3060		11,503.00	GF INV FASIS-2017-0659 Workers Comp DIST	026221	01		FASIS
7	210	855700	4022		204.67	GF INV 007184444 Academy C Forwood	009613	01		Galls
8	210	855700	4022		26.81	GF INV INV76545	004442	01		LN Curtis
9	210	855700	3044		64.76	GF INV IA614516 Vision Ins DIST	004967	02		Superior Vision
10	210	855700	4020		149.27	GF ACCT 0219 Mar Stmt Helmet Shields	010088	01		US Bank
11	210	855700	4040		20.00	GF ACCT 0219 Mar Stmt E61 WiFi	010088	01		US Bank
12	210	855700	4060		50.02	GF ACCT 0219 Mar Stmt District Lunch	010088	01		US Bank
13	210	855700	4162		(1,000.00)	GF ACCT 0219 Mar Stmt Core Return E261	010088	01		US Bank
14	210	855700	4220		103.75	GF ACCT 0219 Mar Stmt Brendan Cleary EMT Ce	010088	01		US Bank
15	210	855700	4260		70.76	GF ACCT 0219 Mar Stmt Books for Chief	010088	01		US Bank
16	210	855700	4261		51.45	GF ACCT 0219 Mar Stmt Stamps	010088	01		US Bank
17	210	855700	4500		830.28	GF ACCT 0219 Mar Stmt SCBA Valve Parts	010088	01		US Bank

18	210	855700	4540		252.68	GF ACCT 0219 Mar Stmt Training Publications Ac	010088	01		US Bank
19	210	855700	6040		2,500.00	GF ACCT 0219 Mar Stmt New Engine Deposit	010088	01		US Bank
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Vouchers #1 Payables Interface CV1 (Permanent Vendors) - Outside District		Record:		PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:	
District Name: Georgetown Fire District / JPA		Number	Interfaced By		
Date: 4/10/2017		Copy:		US Mail: <input type="checkbox"/>	
Prepared By: Diana Sampson		Copied By		Return to District: <input checked="" type="checkbox"/>	
Contact Phone (ext): 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
File Name: Gt Fire Dist JPA 03.06.17		Scanned By		Scan Date	
		Audit: FY 16-17		Document Total: \$616.08	
		Audited By		Audit Date	

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Authorizing signatures:										Date:
LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	874000	4220		600.00	GF INV 9693 JPA CSFA Memberships	000274	01		CSFA
2	210	874000	4162		16.08	GF INV 256740 Exhaust Fluid JPA	007674	01		Divide Auto Parts
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District Name: Georgetown Fire District / JPA		Number	Interfaced By		
Date: 4/10/2017		Copy:		US Mail: <input type="checkbox"/>	
Prepared By: Diana Sampson		Copied By		Return to District: <input checked="" type="checkbox"/>	
Contact Phone (ext): 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
File Name: Gt Fire Dist JPA 03.27.17		Scanned By		Scan Date	
		Audit: FY 16-17		Document Total: \$6,162.48	
		Audited By		Audit Date	

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Authorizing signatures:										Date:
LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	874000	4300		500.00	GF INV OPEB 2017 Unfunded Liability Calculation	009882	01		Bickmore
2	210	874000	3040		4,546.06	GF INV 14926967 April Health Ins JPA	002097	05		CalPERS
3	210	874000	4200		400.00	GF INV 1724 Pre-Emp Psych Eval N Monck JPA	027211	01		Cordico Psychological
4	210	874000	4162		14.22	GF INV 52716 M-61 Battery and Calculator JPA	000719	01		Georgetown Hardware
5	210	874000	4220		250.00	GF INV 974046 S Gosslin Reimb Lisc Renewal JPA	015096	01		Gosselin, Scott
6	210	874000	3020		257.50	GF INV 1235044, -45 FEB & MAR LTD Ins JPA	000723	01		Myers-Stevens
7	210	874000	4200		194.70	GF INV 0317878 Firefighter Exam Sean Works JPA	017569	01		Occu-Med
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Vouchers #1 Payables Interface CV1 (Permanent Vendors) - Outside District		Record:		PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:	
District Name: Georgetown Fire District / JPA		Number	Interfaced By		
Date: 4/10/2017		Copy:		US Mail:	<input type="checkbox"/>
Prepared By: Diana Sampson		Copied By		Return to District:	<input checked="" type="checkbox"/>
Contact Phone (ext): 530-333-4111		Scanned By		Call for pickup: Diana at 333-4111	
File Name: Gt Fire Dist JPA 03.27.17		Audit: FY 16-17		Document Total: \$13,919.83	
		Audited By			

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

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LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	874000	3044		1,576.47	GF INV BE002137711 Q2 Dental Ins JPA	000295	02		Delta Dental
2	210	874000	3060		11,922.00	GF INV FASIS-2017-0660 Workers Comp JPA	026221	01		FASIS
3	210	874000	3044		57.75	GF INV IA614516 Vision Ins JPA	004967	02		Superior Vision
4	210	874000	4020		221.41	GF ACCT 0219 Mar Stmt Helmet Shields JPA	010088	01		US Bank
5	210	874000	4162		26.71	GF ACCT 0219 Mar Stmt Lock for M61 JPA	010088	01		US Bank
6	210	874000	4220		10.00	GF ACCT 0219 Mar Stmt BLS Card S Johnson JPA	010088	01		US Bank
7	210	874000	4460		105.49	GF ACCT 0219 Mar Stmt Cradlepoint Project JPA	010088	01		US Bank
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**Georgetown Fire Protection District
Budget Performance YTD Report
July 1, 2016 through February 28, 2017**

	<u>Jul '16 - Feb '17</u>	<u>Approved Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
Reserve Funds Released	132,582.25	132,582.25	132,582.25		
Carryover - Fund: Unreserved, Undesignated	272,249.00	272,249.00	272,249.00		
Income					
0100 - Property Taxes Current Secured	235,625.88	410,392.92	174,767.04	57.42%	
0110 - Property Taxes Current Unsecure	7,693.64	8,100.00	406.36	94.98%	
0120 - Property Taxes Prior Secured	-326.69	0.00	326.69	100.00%	
0130 - Property Taxes Prior Unsecured	-13.94	150.00	163.94	-9.29%	
0140 - Property Taxes Supplemental Cur	1,958.06	2,500.00	541.94	78.32%	
0150 - Property Taxes Supplemental Pri	2,130.37	1,900.00	(230.37)	112.13%	
0175 - Special Tax Assessment	48,446.09	79,090.00	30,643.91	61.25%	
0360 - Penalties	4,446.25	4,500.00	53.75	98.81%	
0400 - Interest Income	1,985.92	1,700.00	(285.92)	116.82%	
0420 - Rent Land and Buildings	0.00	1,500.00	1,500.00	0.00%	
0820 - Homeowners Property Tax Relief	2,090.42	2,000.00	(90.42)	104.52%	
1200 - Other Governmental Agencies	0.00	0.00	0.00	0.00%	
1310 - Special Assessments	85,849.51	140,690.00	54,840.49	61.02%	
1403 - Transfer from Development Fees	0.00	0.00	0.00	0.00%	
1740 - Charge for Services	0.00	50,000.00	50,000.00	0.00%	
1940 - Miscellaneous Revenue	161,498.04	110,000.00	(51,498.04)	146.82%	
1941 - Miscellaneous Refund	0.00	0.00	0.00	0.00%	
1942 - Miscellaneous Reimbursement	12,398.91	10,000.00	(2,398.91)	123.99%	
Total Income	563,782.46	822,522.92	258,740.46	68.54%	Note 1
Gross Profit	563,782.46	822,522.92	258,740.46	68.54%	
Expense					
	<u>Jul '16 - Feb '17</u>	<u>Approved Budget</u>	<u>Remaining Bal</u>	<u>% of Budget</u>	
30 - Payroll Expenses					
3000 - Salaries Permanent Employees	167,281.90	240,000.00	72,718.10	69.70%	
3001 - Temporary Employees	83,693.96	90,000.00	6,306.04	92.99%	
3002 - Overtime	56,951.54	40,000.00	(16,951.54)	142.38%	Note 2
3004 - Other Compensation	37,096.20	40,000.00	2,903.80	92.74%	
3020 - Retirement	93,560.28	130,000.00	36,439.72	71.97%	
3021 - OASDI	9,916.90	14,300.00	4,383.10	69.35%	
3022 - Medicare	4,730.44	9,000.00	4,269.56	52.56%	
3040 - Health Insurance	52,825.98	110,000.00	57,174.02	48.02%	
3041 - Unemployment Insurance	0.00	4,000.00	4,000.00	0.00%	
3042 - Long Term Disability	618.00	930.00	312.00	66.45%	
3043 - Deferred Compensation Employer	8,580.54	14,300.00	5,719.46	60.00%	
3044 - Vision Insurance Employer Share	5,612.28	5,750.00	137.72	97.61%	Note 3
3060 - Workers Compensation Employer	34,509.00	47,100.00	12,591.00	73.27%	
Total 30 - Payroll Expenses	555,377.02	745,380.00	190,002.98	74.51%	Note 4
4020 - Clothing & Personal Supplies	11,526.70	8,000.00	(3,526.70)	144.08%	Note 5
4021 - Fire Turnouts	1,739.08	20,000.00	18,260.92	8.70%	
4022 - Uniforms	1,307.66	2,000.00	692.34	65.38%	
4040 - Communications	3,478.70	10,000.00	6,521.30	34.79%	
4042 - Dispatch	1,023.26	6,000.00	4,976.74	17.05%	
4060 - Food & Food Products	291.47	1,000.00	708.53	29.15%	
4080 - Household Expense	2,424.91	2,500.00	75.09	97.00%	Note 6
4085 - Refuse Disposal	1,773.72	2,650.00	876.28	66.93%	
4100 - Insurance Premium	18,440.00	19,100.00	660.00	96.55%	Note 7
4101 - Insurance-Additional Liability	1,641.60	2,000.00	358.40	82.08%	Note 8
4140 - Maintenance Equipment	3,801.12	4,000.00	198.88	95.03%	Note 9
4141 - Maint Office Equipment	0.00	100.00	100.00	0.00%	
4142 - Maint Telephone/Radio	0.00	250.00	250.00	0.00%	

**Georgetown Fire Protection District
Budget Performance YTD Report
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	<u>Jul '16 - Feb '17</u>	<u>Approved Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
4145 - Maintenance Equip Parts	70.26	150.00	79.74	46.84%	
4160 - Vehicle Maintenance Service	1,019.50	18,000.00	16,980.50	5.66%	
4161 - Vehicle Maintenance Parts	306.59	4,200.00	3,893.41	7.30%	
4162 - Vehicle Maintenance Supplies	10,637.48	30,000.00	19,362.52	35.46%	
4164 - Vehicle Maintenance Tires	2,983.57	2,000.00	(983.57)	149.18%	Note 10
4180 - Maintenance Building & Improvem	3,508.38	15,000.00	11,491.62	23.39%	
4197 - Maintenance Building Supplies	2,135.08	5,000.00	2,864.92	42.70%	
4200 - Medical, Dental, and Laboratory	365.13	0.00	(365.13)	100.00%	Note 11
4220 - Memberships	1,176.43	3,000.00	1,823.57	39.21%	
4240 - Miscellaneous Expense	8.83	2,000.00	1,991.17	0.44%	
4260 - Office Supplies	2,990.39	6,000.00	3,009.61	49.84%	
4261 - Postage	248.09	750.00	501.91	33.08%	
4262 - Software	1,620.39	2,000.00	379.61	81.02%	Note 12
4263 - Subscription/Newspaper/Journals	425.00	650.00	225.00	65.39%	Note 13
4266 - Printing/Duplicating Services	1,120.28	2,000.00	879.72	56.01%	
4300 - Professional & Specialized Serv	2,724.48	1,900.00	(824.48)	143.39%	Note 14
4304 - Agency Administration Fee	763.92	700.00	(63.92)	109.13%	Note 15
4305 - Audit & Accounting Services	0.00	5,000.00	5,000.00	0.00%	
4308 - External Data Processing Servic	0.00	100.00	100.00	0.00%	
4323 - Psychological Services	0.00	0.00	0.00	0.00%	
4324 - Medical, Dental, Lab & Ambulanc	300.00	400.00	100.00	75.00%	
4400 - Publication & Legal Notices	393.20	250.00	(143.20)	157.28%	Note 16
4420 - Rent & Lease Equipment	3,740.57	6,300.00	2,559.43	59.37%	
4460 - Small Tools & Instruments	731.96	4,500.00	3,768.04	16.27%	
4461 - Minor Equipment	1,430.31	5,000.00	3,569.69	28.61%	
4462 - Computer Equipment	0.00	9,000.00	9,000.00	0.00%	
4500 - Special Department Expense	536.69	11,600.00	11,063.31	4.63%	
4501 - Special Projects	35.00	7,000.00	6,965.00	0.50%	
4503 - Staff Development	7,722.24	4,200.00	(3,522.24)	183.86%	
4507 - Fire Equipment	0.00	10,000.00	10,000.00	0.00%	
4540 - Staff Development not 1099	1,755.07	3,200.00	1,444.93	54.85%	
4600 - Transportation and Travel	116.97	1,000.00	883.03	11.70%	
4606 - Fuel Purchases	8,126.31	16,000.00	7,873.69	50.79%	
4620 - Utilities	14,649.50	20,000.00	5,350.50	73.25%	Note 17
5060 - Retirement Other Long Term Debt	6,704.77	6,800.00	95.23	98.60%	Note 18
6000 - Fixed Asset Land	27,653.06	27,654.00	0.94	100.00%	
6040 - Fixed Asset Equipment	0.00	73,020.17	73,020.17	0.00%	
7700 - Contingency	0.00	100,000.00	100,000.00	0.00%	
Total Expense	<u>1,272,607.15</u>	<u>2,322,126.09</u>	<u>1,049,518.94</u>	<u>54.80%</u>	Note 19
Reserve Accounts					
7800 - Reserve	0.00	100,000.00	100,000.00	0.00%	
7801 - Unfunded Liability Reserve	0.00	100,000.00	100,000.00	0.00%	
7802 - Apparatus Reserve	0.00	100,000.00	100,000.00	0.00%	
	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00%</u>	Note 20
Net Income	<u>259,789.02</u>	<u>0.00</u>	<u>145,042.23</u>	<u>100.00%</u>	

Georgetown Fire Protection District
Budget Performance YTD Report
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Note 1	Total Income	Received 69% of our annual income
Note 2	3002 · Overtime	Strike Teams & Shift Coverage
Note 3	3043 · Deferred Compensation Employer	Def Comp will balance with Health/Vision/Dental
Note 4	Total 30 · Payroll Expenses	Spent 75% of our payroll expenses
Note 5	4020 · Clothing & Personal Supplies	\$4990 Volunteer Helmets, Reimbursed 6/26/16
Note 6	4085 · Refuse Disposal	Household Supplies nearly at budgeted limit
Note 7	4100 · Insurance Premium	Insurance Annual Payment
Note 8	4101 · Insurance-Additional Liability	EAP Annual Payment
Note 9	4140 · Maintenance Equipment	Station 61 Generator Diagnostics & Repair
Note 10	4164 · Vehicle Maintenance Tires	Tires for E-61 and C7100
Note 11	4200 · Medical, Dental, and Laboratory	Gas Cylinder, one time purchase
Note 12	4262 · Software	Software for Diagnostic Instrument
Note 13	4263 · Subscription/Newspaper/Journals	Volunteer Ad series in Gazette
Note 14	4300 · Professional & Specialized Serv	CalPERS GASB bill, and addn'l SCI Consulting Bill.
Note 15	4304 · Agency Administration Fee	LAFCO Annual Payment was \$100 more than last year.
Note 16	4400 · Publication & Legal Notices	Unbudgeted Publications for Fire Code Adoption
Note 17	4620 · Utilities	Utility Costs Increased (GDPUD, PG&E, Amerigas)
Note 18	5060 · Retirement Other Long Term Debt	Annual payment to Kansas State Bank for C7100
Note 19	Total Expense	Spent 55% of ALL our annual expenses
Note 20	Reserve Accounts	\$300,000 in Reserve Accounts

The District Chief shall be the Chief Officer of said Volunteer Fire Department.

Article VII

Budget

It shall be the responsibility of the Fire Chief to submit, during each regular May meeting, to the Board a proposed preliminary budget. The Board will adopt a preliminary budget before June 30 of each year. The Fire Chief will submit a proposed final budget, during each regular August meeting, to the Board. The Board will adopt a final budget by October 1 of each year. The Board will hold public hearings on each budget pursuant to the Health and Safety Code Sections 13890 through 13895. It shall be the responsibility of the Fire Chief to commit and expend funds within budget line item limits. The Fire Chief shall make any budget transfers approved by the Board.

Payments

Authority to approve and pay bills, and other public indebtedness, may be delegated to the Fire Chief by the Board. This authority is limited and shall not exceed the amount of money remaining in an individual budget line item.

Monthly the Fire Chief shall present to the board an executive budget summary of line item expenses reflecting both the year-to-date expenses and the funds remaining.

The Fire Chief shall maintain a record of payments by billing period and present such record during each monthly meeting to board members and the public for review.

This Board retains sole authority to cancel this authority, without cause, at any time.

Article VIII

Facilities

It shall be the policy of the Georgetown Fire District to offer the facilities of the District's stations or meeting rooms for public use providing that there is no disruption to every day business. Staff will make the determination at their discretion.

Article IX

Insurance

It shall be the policy of the District to maintain adequate insurance coverage at all times, including at least:

- A. Workers Compensation that will compensate up to the maximum benefits as stated in the Worker's Compensation Laws of the State of California for all employees including Volunteers.
- B. Comprehensive General Liability including Property Damage and Bodily Injury coverage for all District activities.
- C. Health insurance for all career compensated employees.
- D. Property Damage insurance for all District Facilities, Equipment, Vehicles, and other property.
- E. Property Damage insurance for all Equipment and Vehicles on loan to or shared by the District.
- F. All contractors providing services to the District will be required to furnish proof of adequate Comprehensive General Liability coverage and Workers Compensation insurance.
- G. Each contractor providing services to the district shall have a valid form W-9 (TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION) on file with the district before payment for service is made to the contractor.

Article X

Amendments

This document may be revised (not to exceed powers authorized under the Health and Safety Code) by the Board of Directors at any time deemed necessary by the following process.

- A. The proposed amendment is presented in writing by a Director at a legally noticed regular Board meeting.
- B. The proposed amendment is posted, noticed in the local newspaper, and listed as an action item at a subsequent regular Board meeting at which a public hearing about the document will be held.
- C. The amendment is adopted at the next following Board meeting by at least 2/3 affirmative roll call vote of all Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Georgetown Fire District hereby adopt this Administrative Code.

THIS ACT having taken place during the regular session of the Board of Directors of the Georgetown Fire District this 17th day of April, 1991, with the following roll call vote:

AYES 2

NOES 0

ABSTENTIONS 0

Secretary Shari Holmstrom

Director Robert C. Heald

Director Paul Peterson

AMENDMENT:
April 8, 1998 Ayes: Currie, George, Clark, Harston
 Noes: Kelley

AMENDMENT: Ayes:
April 11, 2007 Noes: