

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**April 19, 2018, 9:00 AM**  
**Station 61 – 6283 Main Street, Georgetown, CA 95634**

**AGENDA**

\*\*ITEMS ON THE AGENDA MAY BE DEFERRED TO FUTURE MEETINGS\*\*

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1. **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
2. **DIRECTOR'S ITEMS**
3. **PUBLIC COMMENT** – At this time, public comment will be received on any item on the agenda. Individual comments will be limited to three minutes. The board reserves the right to open the meeting to public comment at any time by a majority vote.
4. **PRESENTATION**
  - A. Mark Spaugh to present to the Board regarding the Garden Valley Property Tax Initiative
5. **CORRESPONDENCE**
6. **CONSENT CALENDAR**
  - A. Approval of Meeting Minutes
    - i. Regular Meeting of March 22, 2018
  - B. Approve Bills/Deposits for District Fund 855700
    - i. Deposits on April 5, 2018
    - ii. Vouchers on March 15, 2018
  - C. Approve Bills/Deposits for JPA Fund 874000
    - i. Vouchers on March 15, 2018
7. **REGULAR MEETING ACTION ITEMS**
  - A. Review and Approve General Operating Guidelines (GOG) Emergency Medical Services – Continuous Quality Improvement Program (CQIP) Policy #307
  - B. FASIS Board of Directors Election
  - C. Review and Approve Fiscal Year **2017/2018** JPA Budget
  - D. Review and Approve Fiscal Year **2018/2019** JPA Budget
8. **CHIEF'S REPORT**
  - A. Budget/Revenue Report
  - B. Personnel Report
  - C. Apparatus Report
  - D. Facilities Report
  - E. JPA Report
9. **DISCUSSION**
  - A. Review and Update of District Administrative Code
  - B. Proposed FY 17/18 Amendments and FY 18/19 Budget
10. **ADJOURNMENT** – Next meeting May 10, 2018 9:00 am

# Georgetown Fire Protection District

## Annual Schedule of Recurring Board of Directors Items

### January

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- Elect President and Vice-President
- Capital Improvement Plan Review and Approval
- Fire Chief's Annual Report – summarizing status and activities of the District, Personnel, Facilities, Equipment and Volunteer Department
- Year-to-Date Budget Performance Review

### February

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- Conflict of Interest – Form 700 Completion
- Present Joint Powers Authority Annual Audit Report
- Year-to-Date Budget Performance Review
- Current Year Budget Revision – Six Month Review Workshop

### March

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- Preliminary Joint Powers Authority Budget Review and Approval
- GOG Emergency Medical Services CQIP Policy #307 Renewal (Resolution Required)
- Year-to-Date Budget Performance Review

### April

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- Declaration of Election, Requesting Election Services (Resolution Required, every other year)
- Development Impact Fee Annual Report Review and Approval
- Present District's Annual Audit Report
- Year-to-Date Budget Performance Review

### May

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- Operating Agreement with CAL FIRE Renewal (Authorization to the Fire Chief)
- Operating Agreement with US Forest Service Renewal (Authorization to the Fire Chief)
- Proposed Preliminary Budget for Upcoming Fiscal Year
- Year-to-Date Budget Performance Review

### June

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- Proposition 4 – Approve Appropriation Limits for upcoming Fiscal Year (Resolution Required)
- Fire Chief Performance Review (Closed Session)
- Year-to-Date Budget Performance Review

# Georgetown Fire Protection District

## Annual Schedule of Recurring Board of Directors Items

### July

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- Special Assessments – Approve Direct Charges Increase for Acct 1310 (Resolution Required)
- Select Firm to Conduct upcoming Fiscal Year Audit
- Year-to-Date Budget Performance Review

### August

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- Proposed Final Budget for upcoming Fiscal Year
- Special Assessments – Present Direct Charges Confirmation Letters
- Year-to-Date Budget Performance Review

### September

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- Adopt Final Budget for upcoming Fiscal Year (deadline of October 1<sup>st</sup>)
- Present Sally Zutter Letter regarding expected Property Tax Revenue
- Year-to-Date Budget Performance Review

### October

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- Renew CAL FIRE Grant
- Year-to-Date Budget Performance Review

### November

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- Capital Improvement Plan Initial Review
- Year-to-Date Budget Performance Review

### December

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- Capital Improvement Plan Update
- Year-to-Date Budget Performance Review

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**March 8, 2018, 9:00 AM**  
**Station 61 – 6283 Main Street, Georgetown, CA 95634**

**MINUTES**

**Directors Present:**         Patti Smith     Rick Todd     Rod Williams     Craig Davis     Larry Anderson  
**Staff Present:**             Fire Chief Schwab             Admin Assistant Diana Sampson  
**Guests Present:**         *none*

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**Call to Order, Roll Call & Pledge of Allegiance**

*Director Williams called the meeting to order at 9:01 a.m. and roll was taken.*

**Director's Items**

*None*

**Public Comment**

*None*

**Correspondence**

*None*

**Consent Calendar**

- A. Approval of Meeting Minutes
  - a. Regular Meeting of February 22, 2018
- B. No deposits or bills for District Fund 855700 to approve for February
- C. No deposits or bills for JPA Fund 874000 to approve for February
- D. Budget Year-to-Date Report

*Director Todd moved to approve the Consent Calendar as presented with Director Anderson making the second. Motion passed 4-0.*

**Action Items**

- A. Review and Approve JPA 2017/2018 Budget – *Tabled*
- B. Review and Approve JPA 2018/2019 Budget – *Tabled*

**Chief's Report**

- A. Financial Report
  - a. Development Fee transfer of \$27,653 to general fund for annual mortgage for new fire station lot
  - b. USFS Audit (CFAA) conducted March 1<sup>st</sup>
- B. Personnel Report
  - a. 2018 Fire Academy continues (4 members for GEO) – Structure Fire phase
  - b. Hosted OSFM RIC Operations February 16-18<sup>th</sup> at Todd Training Center
  - c. Schwab “Battle of the Badges” Chili Cook-Off on February 24<sup>th</sup> 4:00-8:00pm at Fairgrounds
  - d. Buchanan (triple homicide/arson case) subpoena for later March – *held in Tahoe*

- e. Schwab in NEMAA – E/L04353 Class April 4-10<sup>th</sup> *so April Board meeting needs to be rescheduled – April 19<sup>th</sup> 9:00am*
- C. Apparatus Report
  - a. **OES E322** (HME/WestStates) Fan idler arm is being manufactured
  - b. **GEO U61** (F150) new tires
  - c. **GEO C7100** (F250) hit – *rear ended in snow event*
- D. Facilities Report
  - a. **GEO STA64** (Spanish Dry Diggins’) Cell tower plans
  - b. **GEO STA64** (Spanish Dry Diggins’) Propane heater repaired
  - c. **GEO STA65** (Quintette) Draft USFS-ENF MOU working on indemnity clause change
- E. JPA Report
  - a. **JPA M51** has arrived on the Divide – *doesn’t have approvals from EMSA to take calls yet*
  - b. ~~Adding half-time medic unit process continues; awarded to Diamond Springs (M48)~~
  - c. Draft JPA preliminary master contract – *lump sum contract, doesn’t address revenues properly, UAL issue getting worse*

**Discussion**

- A. Review and Update of District Administrative Code – *Sub-Committee Meeting to be held after Board Meeting*

**Adjournment** - Next Regular Meeting April 19, 2018 at 9:00 am

***Direction to Chief:*** *Post open board position for one month*

*Director Anderson moved to adjourn at 9:38 a.m., Director Davis made the second.*

*Motion passed 4-0.*

Respectfully submitted,

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Diana Sampson, Admin Assistant

Rod Williams, Board President

EL DORADO COUNTY  
**DEPOSIT PERMIT**

TREASURER HAS RECEIVED A DEPOSIT FROM

DATE 04/05/18

**Georgetown Fire District**

BY Diana Sampson

DEPARTMENT OR AGENCY NAME

ON ACCOUNT OF:

DEPOSITOR NUMBER 808557

DEPARTMENT / VENDOR NUMBER

Please see attached page.

**FY 17-18**

NUMBER OF LINES	10
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TRANS. * CODE TOTAL	100
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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	14,187.94
OFF - SITE	
DIRECT DEPOSIT / WIRE	

<b>TOTAL DEPOSIT</b>	<b>14,187.94</b>
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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		Surplus Engine Sale	500.00
2	100	855700	1940		Surplus Engine Sale	3,200.00
3	100	855700	1940		Claim Payout	9,798.92
4	100	855700	1940		FF Survival Class G Campbell	152.00
5	100	855700	1940		FF Survival Class S Bristow	152.00
6	100	855700	1940		RIC Operations Class C Giboney	171.00
7	100	855700	1942		Restitution for M Gonzalve	16.66
8	100	855700	1942		Restitution for M Gonzalve	16.66
9	100	855700	1942		Restitution for M Gonzalve	50.00
10	100	855700	1942		US Bank WSCA Contract Pmt	130.70
11						
12						
13						
14						
15						

JOE HARN, C.P.A. AUDITOR / CONTROLLER

C.L. RAFFETY, TREASURER / TAX COLLECTOR

BY \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>DP #</b>
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CERTIFIED INTO THE  
COUNTY TREASURY  
UNDER SECTION 27008  
GOVERNMENT CODE

<b>BATCH DATE</b>	
<b>CODED BY</b>	



<b>Vouchers #1 Payables Interface CV1</b> (Permanent Vendors) - Outside District		Record:		<b>PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:</b>	
<b>District Name:</b> Georgetown Fire District		Number	Interfaced By		
<b>Date:</b> 4/18/2018		Copy:		US Mail:	<input type="checkbox"/>
<b>Prepared By:</b> Diana Sampson		Copied By	Return to District:		<input checked="" type="checkbox"/>
<b>Contact Phone (ext):</b> 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
<b>File Name:</b> Gt Fire District 03.15.18		Scanned By	Scan Date		<b>Document Total: \$44,081.85</b>
		Audit: <b>FY 17-18</b>	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		420.22	GF INV 9951243969 9951941652 Tank Rental	024075	01		AIRGAS
2	210	855700	4160		523.02	GF INV 18-4446 4459 4469	004233	01		All Cycles
3	210	855700	4420		113.69	GF INV 3075733921	002203	01		AMERIGAS
4	210	855700	4620		1,380.03	GF INV 3074639412 3075779618 / 605561756, -6	002203	01		AMERIGAS
5	210	855700	4020		122.97	GF INV 80086 80547 80592 80234 80416	026093	01		Arnolds
6	210	855700	4040		163.07	GF ACCT 2306 310 FEB & MAR	000392	21		AT&T
7	210	855700	4040		425.28	GF INV 010942927 CalNet3	000392	22		AT&T CalNET
8	210	855700	4162		51.45	GF INV 121874 Forklift	000697	01		Boyle Future Tech
9	210	855700	4141		273.75	GF INV 2078 Repair Ice Machine				Cal-Tech Mechanical
10	210	855700	4266		166.93	GF INV 2468420 Color and B&W Copies	003113	01		Caltronics
11	210	855700	4266		184.49	GF INV 2447967 Color and B&W Copies	003113	01		Caltronics
12	210	855700	4507		1,382.46	GF INV 088731 088733 Rogue Packs	004750	01		Cascade Fire Equipment
13	210	855700	4040		572.04	GF ACCT 0625992	015058	01		Comcast
14	210	855700	4220		1,860.00	GF INV 10255 CSFA Memberships Extra Help Dis	000274	01		CSFA
15	210	855700	4162		649.85	GF INV 13796 Technical Rescue Harness	009759	01		Diamondback Fire

16	210	855700	4162		145.36	GF INV 269245 268609 269001	007674	01		Divide Auto Parts
17	210	855700	4197		674.39	GF INV 108193 Denver Prop	016284	01		Divide Supply
18	210	855700	4020		608.91	GF INV INV164034 Cimmarusti Uniform	021252	01		ECMS
19	210	855700	4042		861.91	GF INV 148473-GEO FY 17/18 Q2 Dispatch	400015	01		EDC Emergency Services
20	210	855700	4042		967.90	GF INV 148480-GEO FY 17/18 Q1 Dispatch	400015	01		EDC Emergency Services
21	210	855700	4085		450.70	GF INV 172759932 & 172739712	000131	04		El Dorado Disposal
22	210	855700	3041		142.00	GF INV L0279760032	002351	02		EDD
23	210	855700	4503		4,400.00	GF INV FSTEP FF Survival & FSTEP RIC OPS	024809	01		Engine Co Training
24	210	855700	3060		5,771.00	GF INV FASIS-2017-1333 FY16/17 Payroll Audit A	026221	01		FASIS
25	210	855700	4020		625.12	GF INV 09427914 -913 -901 -915	009613	01		Galls
26	210	855700	4020		427.67	GF INV ORDER 11062129 Uniform & Nametag	009613	01		Galls
27	210	855700	4620		169.01	GF INV JAN/FEB GEO0033	000720	01		GDPUD
28	210	855700	4620		70.82	GF INV JAN/FEB GEO0002	000720	01		GDPUD
29	210	855700	4620		101.46	GF INV JAN/FEB GEO0015	000720	01		GDPUD
30	210	855700	4162		117.61	GF INV 56985 982 977 968 957 956 951 904 854	000719	01		Georgetown Hardware
31	210	855700	4197		70.68	GF INV 56962 56964 56992	000719	01		Georgetown Hardware
32	210	855700	4162		112.06	GF INV 372719 Plates and Holders E361	000347	01		Gilly's Super Signs
33	210	855700	4313		117.50	GF INV 1097 E361 Contract Review	024996	01		Girard, Edwards, Stevens
34	210	855700	4060		35.93	GF INV Reimb Hansen Training Event Snacks	703824	01		Hansen, Steve
35	210	855700	4324		100.00	GF INV ROTBR000 DMV Physical	700943	01		Harston Chiropractic
36	210	855700	4197		165.36	GF INV 2013633 5564363 6571344	007576	08		Home Depot
37	210	855700	4100		491.00	GF INV 10870 Add E361 to Policy	000148	01		ISU Atwood Insurance
38	210	855700	4161		932.00	GF INV SI12330 E-361 Router with WiFi	000412	01		Lehr Auto
39	210	855700	4020		835.54	GF INV 164295 & 93671	004442	01		LN Curtis
40	210	855700	4162		2,729.51	GF INV 162469 153454	004442	01		LN Curtis
41	210	855700	4460		887.56	GF INV 160875 160153 160860	004442	01		LN Curtis
42	210	855700	4500		153.77	GF INV 162135 SCBA Opti-Fit Canister	004442	01		LN Curtis
43	210	855700	4060		79.75	GF INV 82723	002362	01		MARVAL 6044 Dept
44	210	855700	4260		173.22	GF INV 79088 Time Off Forms DIST	025646	01		Minute Man Press
45	210	855700	4140		723.69	GF INV 46662712 & 46773724 SCBA	020516	01		Mouser



46	210	855700	4164		869.21	GF INV Y 45045 Tires for U61	005674	05		North State Tire
47	210	855700	4020		58.29	GF INV 0416822-IN Shield for B Cleary	016926	01		Paul Conway Shields
48	210	855700	4620		1,002.37	GF ACCT 7043441555-3 FEB	000395	03		PG&E
49	210	855700	4620		1,133.77	GF ACCT 7043441555-3 MAR	000395	03		PG&E
50	210	855700	4080		39.17	GF INV Reimb Poseley Step Stool/Blender	010196	01		Poseley, Rob
51	210	855700	4180		837.90	GF INV Reimb Poseley Mini AC	010196	01		Poseley, Rob
52	210	855700	4197		129.71	GF INV Reimb Poseley Outlets & Dorm Heater	010196	01		Poseley, Rob
53	210	855700	4140		336.00	GF INV 2-15-18-01 Hydrotest SCBA Cyl DIST	005395	01		Precision Hydro
54	210	855700	4260		192.99	GF INV 5355695 Copy Paper	002101	01		Quill
55	210	855700	4162		607.84	GF INV 440086 418805 420578 430735 438452 4	000372	06		Riebes
56	210	855700	4162		100.25	GF INV 952328 E61 Gaskets and Seals	023470	01		Riverview
57	210	855700	4600		80.80	GF INV Reimb Rother Thomas Fire Hotel	014539	01		Rother, Brook
58	210	855700	4600		603.95	GF INV Reimb Schwab Hotel Rooms NEMAA Cla	017189	01		Schwab, Greg
59	210	855700	3044		67.36	GF INV 120554 Vision Ins DIST	004967	02		Superior Vision
60	210	855700	3044		67.36	GF INV 0110471 Vision Ins DIST	004967	02		Superior Vision
61	210	855700	4503		3,375.00	GF INV 0021888 Premier Membership	26434	01		TargetSolutions
62	210	855700	4040		149.20	GF INV 9801793949	003946	09		Verizon
63	210	855700	4606		3,000.00	GF INV 53339983 Fuel Purchases	013389	01		WEX, Inc

<b>Vouchers #1 Payables Interface CV1</b> (Permanent Vendors) - Outside District		Record:		<b>PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:</b>	
<b>District Name:</b> Georgetown Fire District / JPA		Number	Interfaced By		
<b>Date:</b> 4/18/2018		Copy:		US Mail:	<input type="checkbox"/>
<b>Prepared By:</b> Diana Sampson		Copied By	Copy Date		Return to District:
<b>Contact Phone (ext):</b> 530-333-4111		Scan:		<input checked="" type="checkbox"/> X	
<b>File Name:</b> Gt Fire Dist JPA 03.15.18		Scanned By		Call for pickup: Diana at 333-4111	
		Audit: <b>FY 17-18</b>		<b>Document Total: \$4,745.60</b>	
		Audited By		Audit Date	

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2	210	874000	4220		387.50	GF INV 10255 CSFA Membership Extra Help JPA	000274	01		CSFA
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4	210	874000	4260		173.22	GF INV 79088 Time Off Forms JPA	025646	01		Minute Man Press
5	210	874000	4140		147.00	GF INV 2-15-18-01 Hydrotest SCBA Cyl JPA	005395	01		Precision Hydro
6	210	874000	3044		84.94	GF INV 120554 Vision Ins JPA	004967	02		Superior Vision
7	210	874000	3044		84.94	GF INV 0110471 Vision Ins JPA	004967	02		Superior Vision
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**GEORGETOWN FIRE DISTRICT**  
**General Operating Guidelines**

Name of Policy: <b>Emergency Medical Services—Continuous Quality Improvement Program (CQIP)</b>			
Policy Number: <b>307</b>	Effective Date: <b>July 14, 2010</b>	First Approved: <b>July 14, 2010</b>	Index: <b>California Code of Regulations, Title 22, §100136; California State Evidence Code 1157.</b>
Training Officer Approval: <b>CAPT Greg Bueghly</b>		Fire Chief Approval: <b>Fire Chief Greg Schwab</b>	

**PURPOSE:** To provide peer-based process that conducts a clinical review of selected emergency medical services (EMS) cases each month based on strict confidentiality, and a shared commitment to excellent pre-hospital care. Our CQI reveals potential areas for improvement of the provider and system care, suggests training opportunities, highlights outstanding clinical performance, audits compliance with treatment protocols and reviews specific illness or injury along with associated treatments. These efforts contribute to the continued success of our EMS through a systematic process of review, analysis, and improvement. This systematic process should help EMS training needs and/or policy changes.

**I. Structure and Organizational Description**

- EDC EMSA Medical Director: Dr. David Brazzel, MD
- EDC EMSA CQI Committee: All Active Agency Members
- Georgetown Fire CQI Cord/Rep: ENG Susan Johnson, FTO
- Participants: All persons providing patient care on a regular basis, within the provider agency, participate in Georgetown Fire Protection District’s Continuous Quality Improvement Program (CQIP) program.

**II. Data Collection and Reporting**

**a. Quality indicators that our program measures**

- |   |   |
|---|---|
| 1. Documentation (PCRs, audio tapes, etc.)            | 9. Risk Management (Provider Safety, etc.)                              |
| 2. Completeness/Legibility/Spelling                   | 10. Non-Transport Documentation (AMA, Private Transport, etc.)          |
| 3. Appropriate Treatment Guidelines and Clinical Care | 11. ECG Rhythm Identification and Capnography Trends                    |
| 4. Response to Treatment/Patient Outcome              | 12. Supporting Documents/Trauma Reports/Focus Studies/Triage Tags, etc. |
| 5. Equipment/Supply Usage                             | 13. Training Needs  |
| 6. Skills Maintenance/Competency                      | 14. Overall Patient Care  |
| 7. Transportation Locations                           |   |
| 8. Prevention/Public Education                        |   |

**b. Monthly CQI Process**

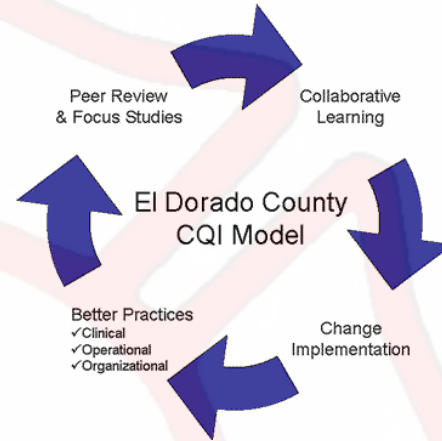
1. Each month ALL PCRs (First Responder, Transport, etc.) are first reviewed by the CQI coordinator.
2. Specific data points shall be collected for each month and recorded on approved annual spreadsheets to monitor trends and training needs.
3. After PCRs have been critiqued and reviewed they are confidentially returned, including any comments or concerns regarding any quality indicators. All noted indicators are submitted in writing on the comments section of the JPA standardized CQI Form. (Attached on back.)
4. Any substantial quality indicator is documented and tracked by the use of the El Dorado County EMSA Medical Event Report by the provider agency’s CQI representative. Any EMSA Medical Event Report received will be returned to the provider agency CQI representative with

a written response within ten days and/or prior to the following CQI committee meeting. (Attached on back.)

5. The agency's CQI representative will report back to the CQI committee which Medical Event Reports were used, for what reason, and the outcome.
6. ALL Medical Event Reports used shall be retained by the provider agency CQI representative, in a confidential locked file cabinet (located in the Fire Chief's office) for one (1) year. This enables the CQI representative to track any possible trends or identify any possible training needs.
7. After one (1) year ALL completed Medical Event Reports will be shredded semi-annually (first week in April and October annually).
8. A Georgetown Fire representative will attend monthly EMSA CQI Committee meetings.

### III. Evaluation of Indicators

- a. Any person within the Fire Department can recommend a possible new quality indicator. Any request for a new quality indicator is submitted in writing to the Department CQI Coordinator.
- b. If a new quality indicator is adopted within the CQI process it is communicated to the entire group. It then becomes a part of what is identified within the EMSA CQI process.



### IV. Action to Improve

- a. All actions to improve will be handled confidentially and on a case by case basis.
- b. Examples of possible actions to improve include but are not limited to:
  1. Training
  2. Remediation
  3. Skills exercises
  4. One-on-one review
  5. Progressive discipline
  6. Etc.

### V. Training and Education

- a. All training needs identified by the provider agency CQI process or EDC EMSA CQI committee is communicated to the individual(s) in writing.
- b. A plan for improvement is then made between the agency's CQI representative and said individual(s).
- c. The plan for improvement will also be documented and saved by the provider agency's CQI representative for one (1) year.
- d. After one (1) year all documents will be shredded on a semi-annually (first week in April and October annually).
- e. Any other training needs for the provider agency through the year will be handled by the agency's officers and/or field training officer(s) (FTO).

### VI. Annual Update

- a. Any identified and necessary update to the provider agency's CQI process will be submitted in writing to the EDC EMSA CQI representative.
- b. All new changes to the provider agency's CQI program will go into effect once a year on July 1<sup>st</sup> annually (to mirror EDC EMSA Protocol changes).

*This policy is to compliment (go hand in hand with), and not supersede Georgetown Fire's Article XXII of Personnel Manual and El Dorado County EMSA Continuous Quality Improvement Administrative Policy.*

*Authority: California Code of Regulations, Title 22, Section 100136, and California State Evidence Code, Section 1157.*



## FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833  
800 541-4591 Fax 916-244-1199

April 2, 2018

### **OFFICIAL ELECTION BALLOT FOR THE ELECTION OF FOUR EXPIRING POSITIONS ON THE FASIS BOARD OF DIRECTORS**

Dear FASIS Members:

An election is to be held to fill four positions on the FASIS Board of Directors that will expire on June 30, 2018. Each position's new term will be from July 1, 2018, through June 30, 2021.

Included with this transmittal is an official election ballot for the four expiring positions. Please note that there are several candidates running for the four expiring positions, so the four candidates that receive the most votes will fill these positions.

Please take this opportunity to complete and sign the enclosed ballot and return it to **FASIS no later than May 11, 2018:**

FASIS, c/o Bickmore  
1750 Creekside Oaks Drive, Suite 200  
Sacramento, California 95833

It may also be faxed to (916) 244-1199, or sent via email to: [kmorris@bickmore.net](mailto:kmorris@bickmore.net).

***\*\*\*Ballots received after the May 11, 2018, deadline will not be counted.\*\*\****

Please contact Kyla Morris, at (800) 541-4591, extension 19029, if you have any questions.





## FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200  
 Sacramento, CA 95833  
 800-541-4591 Fax 916-244-1199

### FASIS Board of Directors – Official Election Ballot

In response to a Call for Letters of Interest and Nomination Form, the FASIS Nominating Committee has received the following submissions for FOUR (4) Board of Directors’ positions that will expire on June 30, 2018. The Nominating Committee is recommending the following candidates for consideration by the full membership. A brief summary of each candidate’s related experience is included with this ballot.

### OFFICIAL BALLOT – FASIS 2018 BOARD OF DIRECTORS’ ELECTION

Please clearly mark an X in only four (4) of the following boxes, or mark the “none of the above” box.

Candidates for four (4) expiring positions on the FASIS Board of Directors Term of July 1, 2018, through June 30, 2021	VOTE (X)
*Moraga-Orinda Fire Protection District, Ms. Gloriann Sasser, Administrative Services Director	<input type="checkbox"/>
*Novato Fire Protection District, Mr. Bill Tyler, Fire Chief	<input type="checkbox"/>
*Ross Valley Fire Department, Mr. Roger Meagor, Acting Fire Chief	<input type="checkbox"/>
South Placer Fire Protection District, Mr. Gary Grenfell, President – South Placer Fire Protection District Board of Directors	<input type="checkbox"/>
*Tiburon Fire Protection District, Mr. Richard Pearce, Fire Chief	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

*\*Incumbent Board Member*

**OR**

<i>None of the potential candidates listed above.</i>	<input type="checkbox"/>
---	--------------------------

Signature of person completing on behalf of your District: _____
Print Name: _____ Position Title: _____
District Address: _____
Date completed: _____ E-mail: _____

**Either mail this completed and signed ballot to: FASIS, c/o Bickmore, 1750 Creekside Oaks Drive, Suite #200, Sacramento, CA 95833, or fax it to (916) 244-1199, or scan the signed ballot and e-mail it to [kmorris@bickmore.net](mailto:kmorris@bickmore.net) before May 11, 2018.**

**Your vote is very important. Please vote and return your official Ballot by May 11, 2018.**

*Please note: Any ballots received with a postmark, faxed, or emailed after May 11, 2018, will not be counted.*

**CANDIDATES FOR THE FASIS BOARD OF DIRECTORS  
TO FILL FOUR (4) EXPIRING POSITIONS  
FOR A TERM OF JULY 1, 2018, THROUGH JUNE 30, 2021**

**CANDIDATES' SUMMARY OF EXPERIENCE**

District	Candidates' Name	Summary of Experience
<b>*Moraga-Orinda Fire Protection District</b>	<b>Ms. Gloriann Sasser, Administrative Services Director</b>	Ms. Sasser has managed the Administrative Services Department of the Moraga-Orinda Fire District and served as the Treasurer on the FASIS Board of Directors since 2013. Ms. Sasser holds a CPA designation and brings extensive experience in local government finance, budget preparation, and auditing, along with 9 years of experience in finance, human resources and workers' compensation for fire districts. Ms. Sasser holds a Master's Degree in Public Administration and a Bachelor of Science Degree in Business Administration-Accounting.
<b>*Novato Fire Protection District</b>	<b>Mr. Bill Tyler, Fire Chief</b>	Since Ted Peterson's departure from the Novato Fire Protection District and representative to the FASIS Board of Directors, Chief Tyler has recently assumed the role as the Fire Chief for the Novato Fire District following 22 years of service as a Firefighter/Paramedic, Captain, and Battalion Chief and has fulfilled the remainder of Mr. Peterson's term on the Board of Directors. Chief Tyler would like to continue serving as the representative from his District on the FASIS Board.
<b>*Ross Valley Fire Department</b>	<b>Mr. Roger Meagor, Acting Fire Chief</b>	Chief Meagor previously served on the FASIS Board of Directors from 2005-2013 and has returned to serve on the Board while serving as the District's Acting Fire Chief. Ross Valley Fire Department holds a long history of its Fire Chiefs serving as a member on the FASIS Board of Directors.
<b>South Placer Fire Protection District</b>	<b>Mr. Gary Grenfell, President - South Placer Fire Protection District Board of Directors</b>	Director Grenfell served the City of San Jose Fire Department for over 30 years and retired at the rank of Fire Captain. Director Grenfell has been a Director for the South Placer Fire District (SPFD) over 17 years, and has served FASIS as a Board of Director for multiple terms. Director Grenfell is committed to the Fire Service as evidenced in his almost fifty years of service to the citizens of California as an active duty firefighter and now as a Director of SPFPD. Director Grenfell enjoys serving the agencies represented by FASIS as a Director and has the best interests of the fire service and the represented agencies in mind when he volunteers his services.
<b>*Tiburon Fire Protection District</b>	<b>Mr. Richard Pearce, Fire Chief</b>	Chief Pearce brings over 16 years of service as the Fire Chief to the Tiburon Fire Protection District. Further, Chief Pearce has served as a member of the FASIS Board of Directors, as well as on the Fire Districts' Association of California (FDAC) Board of Directors for several years. Further, Chief Pearce has served as President to the Fire Agencies Insurance Risk Authority (FAIRA). Chief Pearce expresses, that as a founding member of FASIS, we remain committed to the long-term success of the JPA, while ensuring the availability of efficient, effective and affordable workers' compensation programs.

\* Incumbent Member to the FASIS Board of Directors

FY 17-18 Preliminary Budget - Providers - Draft 3

Class 30: Wages/Benefits	JPA 2017-18 Projection	CP 2017-18 Projection	DS 2017-18 Projection	EDCF 2017-18 Projection	EDH 2017-18 Projection	GT 2017-18 Projection	TOTALS	Variance Explanation or Comments
3000 Reg. Employees	169,877.00	1,100,000.00	504,000.00	2,604,597.20	423,285.21	480,000.00	5,281,759.41	
3001 Extra Help	-	-	5,000.00	-	-	40,000.00	45,000.00	
3002 Overtime	-	-	99,000.00	342,499.20	106,943.26	120,000.00	668,442.46	
3004 Other Comp	1,600.00	-	3,200.00	-	4,800.00	-	9,600.00	
3020 Retirement	-	-	165,000.00	760,600.52	178,985.05	201,000.00	1,305,585.57	
3021 Social Security	10,500.00	-	40,000.00	500.00	-	4,400.00	55,400.00	
3022 Medicare	2,500.00	-	9,000.00	40,000.00	7,688.31	7,300.00	66,488.31	
3040 Health Ins.	-	-	105,000.00	531,640.00	120,750.00	72,000.00	829,390.00	
3041 Fed. Unempl.	1,900.00	-	-	-	1,390.10	1,700.00	4,990.10	
3042 Disability Ins.	-	-	1,800.00	8,000.00	1,852.20	1,600.00	13,252.20	
3043 Deferred Comp.	-	-	17,000.00	-	-	25,000.00	42,000.00	
3044 Vision Insurance	-	-	-	-	14,400.00	2,000.00	16,400.00	
3046 Retiree Health (OPEB)	-	-	63,117.00	186,866.00	80,000.00	79,677.00	409,660.00	CP - Accounted for under s/o 3000
3060 Workers' Comp	1,500.00	-	66,000.00	152,320.00	67,494.68	20,000.00	307,314.68	
3080 Life/Flexible Benefits	-	-	700.00	-	1,267.72	-	1,967.72	
<b>CLASS 30: TOTALS</b>	<b>\$187,877.00</b>	<b>\$1,100,000.00</b>	<b>\$1,078,817.00</b>	<b>\$4,627,022.92</b>	<b>\$1,008,856.53</b>	<b>\$1,054,677.00</b>	<b>\$9,057,250.45</b>	
Class 40: Serv/Supplies	JPA 2017-18 Projection	CP 2017-18 Projection	DS 2017-18 Projection	EDCF 2017-18 Projection	EDH 2017-18 Projection	GT 2017-18 Projection	TOTALS	Variance Explanation or Comments
4020 Clothing	-	-	1,000.00	-	-	750.00	1,750.00	
4021 Fire Turnouts	500.00	6,800.00	6,500.00	25,750.00	4,326.00	6,200.00	50,076.00	
4022 Uniforms	100.00	-	1,000.00	16,800.00	-	6,000.00	23,900.00	
4040 Communications	1,210,000.00	-	-	-	-	-	1,210,000.00	
4060 Inservice Food	260.00	-	-	250.00	-	-	510.00	
4080 Household Exp.	200.00	3,600.00	-	6,000.00	-	25.00	9,825.00	
4085 Refuse Disposal	270.00	-	-	-	-	-	270.00	
4087 Extermination	-	-	-	-	-	-	-	
4100 Insurance	30,000.00	-	-	-	-	-	30,000.00	
4140 Maint: Equip.	10,000.00	-	-	-	4,326.00	-	14,326.00	
4141 Maint: Office Equip	-	-	-	-	-	-	-	
4142 Maint: Radio	3,000.00	-	-	-	-	-	3,000.00	
4143 Maint: Service Contract	-	-	-	-	-	-	-	
4145 Maint: Equip. Prts	400.00	-	-	-	-	1,200.00	1,600.00	
4160 Vehicle Maint	90,000.00	-	-	-	-	-	90,000.00	
4161 Vehicle Maint: Parts Direct	-	-	-	-	-	-	-	
4162 Veh Maint:Sup	20,000.00	-	-	-	-	-	20,000.00	
4164 Veh Maint: Tires	20,000.00	-	-	-	-	-	20,000.00	
4165 Veh Maint: Oils	4,000.00	-	-	-	-	-	4,000.00	
4180 Maint: Bldg/Imp	500.00	-	-	-	-	-	500.00	
4182 Structures Maint	-	-	-	-	-	-	-	
4197 Maint. Bldg Supplies	200.00	-	-	-	-	-	200.00	
4200 Medical Supplies	460,000.00	-	-	-	-	-	460,000.00	
4220 Memberships	25.00	-	-	-	-	450.00	475.00	
4240 Misc. Expense	600.00	-	-	-	1,622.25	-	2,222.25	
4260 Office Expense	3,000.00	1,500.00	1,000.00	1,000.00	1,622.25	100.00	8,222.25	

4261 Postage	900.00	-	-	-	-	-	900.00	
4162 Software	200.00	-	-	-	-	100.00	300.00	
4263 Subscriptions	145.00	-	-	-	-	-	145.00	
4266 Printing	150.00	-	-	-	-	-	150.00	
4300 Professional Serv	70,000.00	-	-	-	-	100.00	70,100.00	
4304 Admin Fees	160,000.00	-	-	-	-	-	160,000.00	
4308 External Data Svcs	-	-	-	-	-	-	-	
4324 Medical	-	-	-	-	2,163.00	650.00	2,813.00	
4400 Publicat/Legal	200.00	-	-	-	-	-	200.00	
4420 Rent/Lease/Equip	22,000.00	-	-	-	-	-	22,000.00	
4440 Rent/Lease/Bldg	157,200.00	-	-	-	-	-	157,200.00	
4460 Equip: Sm Tool	-	-	1,000.00	-	-	500.00	1,500.00	
4461 Equipment: Minor	5,000.00	4,000.00	2,000.00	5,000.00	540.75	500.00	17,040.75	
4462 Equip: Computers	15,000.00	-	3,000.00	6,000.00	1,081.50	1,000.00	26,081.50	
4463 Equip:Telephone & Radio	400.00	-	-	-	-	-	400.00	
4500 Special Dept Exp	500.00	-	-	-	-	-	500.00	
4502 Educ Materials	-	-	500.00	-	-	-	500.00	
4503 Staff Development(1099)	-	-	-	-	-	800.00	800.00	
4529 Software License	1,800.00	-	-	-	-	-	1,800.00	
4540 Staff Development	32,000.00	3,600.00	3,000.00	29,200.00	3,777.50	1,625.00	73,202.50	
4600 Transport/Travel	-	500.00	1,000.00	-	540.75	-	2,040.75	
4602 Mile Emp Prv Auto	400.00	-	-	-	-	-	400.00	
4606 Fuel Purchases	210,000.00	-	-	-	-	-	210,000.00	
4620 Utilities	98,500.00	-	-	-	-	-	98,500.00	
<b>CLASS 40: SUBTOTALS</b>	<b>\$2,627,450.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$90,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$2,797,450.00</b>	
<b>Class 60: Fixed Assets</b>	<b>JPA 2017-18 Projection</b>	<b>CP 2017-18 Projection</b>	<b>DS 2017-18 Projection</b>	<b>EDCF 2017-18 Projection</b>	<b>EDH 2017-18 Projection</b>	<b>GT 2017-18 Projection</b>	<b>TOTALS</b>	<b>Variance Explanation or Comments</b>
6040 Fixed Assets	465,000.00	-	-	-	-	-	465,000.00	
<b>Class 60 Total</b>	<b>\$465,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$465,000.00</b>	
<b>Budget Totals</b>	<b>JPA 2017-18 Projection</b>	<b>CP 2017-18 Projection</b>	<b>DS 2017-18 Projection</b>	<b>EDCF 2017-18 Projection</b>	<b>EDH 2017-18 Projection</b>	<b>GT 2017-18 Projection</b>	<b>TOTALS</b>	<b>Variance Explanation or Comments</b>
Class 30: Wages/Benefits	187,877.00	1,100,000.00	1,078,817.00	4,627,022.92	1,008,856.53	1,054,677.00	9,057,250.45	
Class 40: Serv/Supplies	2,627,450.00	20,000.00	20,000.00	90,000.00	20,000.00	20,000.00	2,797,450.00	
Class 60: Fixed Assets	465,000.00	-	-	-	-	-	465,000.00	
<b>Totals</b>	<b>\$3,280,327.00</b>	<b>\$1,120,000.00</b>	<b>\$1,098,817.00</b>	<b>\$4,717,022.92</b>	<b>\$1,028,856.53</b>	<b>\$1,074,677.00</b>	<b>\$12,319,700.45</b>	

FY 18-19 JPA Preliminary Budget - Draft 1

Class 30: Wages/Benefits	JPA 2018-19 Budget	CAM 2018-19 Budget	DSP 2018-19 Budget	EDC 2018-19 Budget	EDH 2018-19 Budget	GEO 2018-19 Budget	TOTALS	Variance Explanation or Comments
3000 Reg. Employees	170,000.00	1,205,400.00	724,191.19	2,022,453.00	457,148.03	496,400.00	5,075,592.22	
3001 Extra Help	-	-	18,000.00	-	-	51,500.00	69,500.00	
3002 Overtime	-	-	119,000.00	350,956.80	115,498.72	113,300.00	698,755.52	
3004 Other Comp	1,650.00	-	7,500.00	-	4,800.00	7,200.00	21,150.00	
3020 Retirement (CalPERS)	-	-	217,730.33	871,677.30	213,303.85	207,000.00	1,509,711.48	
3021 Social Security	10,500.00	-	52,919.00	500.00	-	4,500.00	68,419.00	
3022 Medicare	2,500.00	-	12,618.95	40,000.00	8,303.37	9,000.00	72,422.32	
3040 Health Ins.	-	-	163,852.17	531,640.00	126,787.50	77,500.00	899,779.67	
3041 Fed. Unempl.	1,500.00	-	-	-	1,390.10	1,750.00	4,640.10	
3042 Disability Ins.	-	-	2,076.00	8,000.00	1,907.77	1,650.00	13,633.77	
3043 Deferred Comp.	-	-	26,239.82	-	-	35,000.00	61,239.82	
3044 Vision Insurance	-	-	-	-	14,400.00	8,500.00	22,900.00	
3046 Retiree Health (OPEB)	-	-	90,000.00	186,866.00	167,000.00	56,200.00	500,066.00	
3060 Workers' Comp	1,200.00	-	110,000.00	152,320.00	72,894.25	20,000.00	356,414.25	
3080 Life/Flexible Benefits	-	-	968.00	-	1,305.76	-	2,273.76	
<b>CLASS 30: SUBTOTALS</b>	<b>\$187,350.00</b>	<b>\$1,205,400.00</b>	<b>\$1,545,095.46</b>	<b>\$4,164,413.10</b>	<b>\$1,184,739.35</b>	<b>\$1,089,500.00</b>	<b>\$9,376,497.91</b>	
Class 40: Serv/Supplies	JPA 2018-19 Projection	CAM 2018-19 Budget	DSP 2018-19 Budget	EDC 2018-19 Budget	EDH 2018-19 Budget	GEO 2018-19 Budget	TOTALS	Variance Explanation or Comments
4020 Clothing	-	-	3,000.00	-	-	1,200.00	4,200.00	
4021 Fire Turnouts	-	6,800.00	10,500.00	30,000.00	5,000.00	5,000.00	57,300.00	
4022 Uniforms	200.00	-	5,000.00	2,850.00	-	5,000.00	13,050.00	
4040 Communications	1,420,000.00	-	-	-	-	-	1,420,000.00	
4060 Inservice Food	500.00	-	-	1,200.00	-	-	1,700.00	
4080 Household Exp.	100.00	3,600.00	-	6,000.00	-	25.00	9,725.00	
4085 Refuse Disposal	-	-	-	-	-	-	-	
4087 Extermination	-	-	-	-	-	-	-	
4100 Insurance	30,000.00	-	-	-	-	500.00	30,500.00	
4140 Maint: Equip.	3,000.00	-	-	-	-	-	3,000.00	
4141 Maint: Office Equip	-	-	-	-	-	-	-	
4142 Maint: Radio	3,000.00	-	-	-	-	-	3,000.00	
4143 Maint: Service Contract	-	-	-	-	-	-	-	
4145 Maint: Equip. Prts	200.00	-	-	-	-	1,200.00	1,400.00	
4160 Vehicle Maint	100,000.00	-	-	-	-	-	100,000.00	
4161 Vehicle Maint: Parts Direct	-	-	-	-	-	-	-	
4162 Veh Maint:Sup	23,000.00	-	-	-	-	-	23,000.00	
4164 Veh Maint: Tires	20,000.00	-	-	-	-	-	20,000.00	
4165 Veh Maint: Oils	2,000.00	-	-	-	-	-	2,000.00	
4180 Maint: Bldg/Imp	500.00	-	-	-	-	-	500.00	
4182 Structures Maint	-	-	-	-	-	-	-	
4197 Maint. Bldg Supplies	200.00	-	-	-	-	-	200.00	
4200 Medical Supplies	500,000.00	-	-	-	-	-	500,000.00	
4220 Memberships	50.00	-	-	-	-	1,500.00	1,550.00	
4240 Misc. Expense	600.00	-	-	-	1,000.00	-	1,600.00	
4260 Office Expense	6,000.00	1,500.00	500.00	1,000.00	1,000.00	100.00	10,100.00	
4261 Postage	900.00	-	-	-	-	-	900.00	
4162 Software	200.00	-	-	250.00	-	600.00	1,050.00	
4263 Subscriptions	-	-	-	-	-	250.00	250.00	
4266 Printing	150.00	-	-	-	-	-	150.00	
4300 Professional Serv	60,000.00	-	-	-	-	100.00	60,100.00	
4304 Admin Fees	170,000.00	-	-	-	-	-	170,000.00	
4308 External Data Svcs	-	-	-	-	-	-	-	
4313 Legal Expenses	10,000.00	-	-	-	-	-	10,000.00	
4324 Medical	-	-	-	-	2,500.00	650.00	3,150.00	
4400 Publicat/Legal	-	-	-	-	-	-	-	
4420 Rent/Lease/Equip	25,000.00	-	-	-	-	-	25,000.00	
4440 Rent/Lease/Bldg	200,000.00	-	-	-	-	-	200,000.00	
4460 Equip: Sm Tool	-	-	2,000.00	4,000.00	-	500.00	6,500.00	
4461 Equipment: Minor	2,500.00	4,000.00	1,000.00	7,500.00	600.00	500.00	16,100.00	
4462 Equip: Computers	10,000.00	-	4,000.00	8,000.00	-	1,000.00	23,000.00	
4463 Equip: Telephone & Radic	-	-	2,000.00	-	-	-	2,000.00	
4500 Special Dept Exp	500.00	-	-	-	-	-	500.00	
4502 Educ Materials	-	-	500.00	-	-	-	500.00	
4503 Staff Development(1099)	-	-	-	-	-	800.00	800.00	
4529 Software License	1,800.00	-	-	-	-	-	1,800.00	
4540 Staff Development	32,000.00	3,600.00	4,000.00	19,200.00	4,000.00	1,000.00	63,800.00	
4600 Transport/Travel	5,000.00	500.00	-	-	600.00	75.00	6,175.00	
4602 Mile Emp Prv Auto	500.00	-	-	-	-	-	500.00	
4606 Fuel Purchases	240,100.00	-	-	-	-	-	240,100.00	
4620 Utilities	115,500.00	-	-	-	-	-	115,500.00	
<b>CLASS 40: SUBTOTALS</b>	<b>\$2,983,500.00</b>	<b>\$20,000.00</b>	<b>\$32,500.00</b>	<b>\$80,000.00</b>	<b>\$14,700.00</b>	<b>\$20,000.00</b>	<b>\$3,150,700.00</b>	
Class 60: Fixed Assets	JPA 2018-19 Projection	CAM 2018-19 Budget	DSP 2018-19 Budget	EDC 2018-19 Budget	EDH 2018-19 Budget	GEO 2018-19 Budget	TOTALS	Variance Explanation or Comments
6040 Fixed Assets	568,000.00	-	-	-	-	-	568,000.00	2 remounts (\$155k each) 1 new ambulance (\$195k) 3 gurneys (\$21k each)
<b>Class 60: SUBTOTALS</b>	<b>\$568,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$568,000.00</b>	
Budget Totals	JPA 2017-18 Projection	CAM 2018-19 Budget	DSP 2018-19 Budget	EDC 2018-19 Budget	EDH 2018-19 Budget	GEO 2018-19 Budget	TOTALS	Variance Explanation or Comments
Class 30: Wages/Benefits	187,350.00	1,205,400.00	1,545,095.46	4,164,413.10	1,184,739.35	1,089,500.00	9,376,497.91	
Class 40: Serv/Supplies	2,983,500.00	20,000.00	32,500.00	80,000.00	14,700.00	20,000.00	3,150,700.00	
Class 60: Fixed Assets	568,000.00	-	-	-	-	-	568,000.00	
<b>GRAND TOTALS</b>	<b>\$3,738,850.00</b>	<b>\$1,225,400.00</b>	<b>\$1,577,595.46</b>	<b>\$4,244,413.10</b>	<b>\$1,199,439.35</b>	<b>\$1,109,500.00</b>	<b>\$13,095,197.91</b>	



# GEORGETOWN FIRE DISTRICT

## District Administrative Code

(By-Laws) Adopted April 17, 1991

Revised February 12, 1992

Revised February 17, 1993

Revised September 8, 1993

Revised April 8, 1998

Revised April 11, 2007

Revised XXX XX, 2017

These Administrative Codes (By-Laws) shall replace any and all previous By-Laws and Administrative Codes of the Georgetown Fire District that may have been adopted by a previous Board of Directors.

## History

The Georgetown Fire District was formed under the Health and Safety Code Section 14017 and approved and adopted by the El Dorado County Board of Supervisors on July 12, 1937, and duly recorded and approved by the Secretary of State on January 27, 1958; conformed to new fire codes in 1961, recorded in El Dorado County on May 2, 1961: Book 548, page 349; and now is in conformance with the Fire Protection District Law of 1987 (Health and Safety Code), which, under Senate Bill 515, repealed the Fire District Law of 1961.

## Article I

### Objectives

- A. The objectives of the Georgetown Fire District are to provide fire protection, rescue services, emergency medical services, hazardous material emergency response services, and other services to protect lives and property.
- B. The purpose of this Administrative Code is to describe the District; its Governing body, Chief Officer and staff; and their basic decision-making and management processes.

## Article II

### District Service Area

- A. The boundaries of the Georgetown Fire District are shown on the enclosed map, exhibit A, as well as being recorded by El Dorado County L.A.F.CO.

- B. The boundaries may only be changed by two thirds (2/3) affirmative vote of the Directors and the permission of El Dorado County L.A.F.CO.
- C. Services may be extended beyond the District boundaries in the event of a local emergency or at the request of another legally constituted Emergency Services entity.

**Article III**

Amended February 12, 1992  
Amended February 17, 1993  
Amended September 8, 1993  
Amended April 11, 2007

Board of Directors

- A. The District is governed by a Board of five (5) Directors, each elected at large.
- B. The Directors serve 4-year terms that are staggered. The term for Director `A' expires the first Friday in December 1992; Director `B' and `D' expires the first Friday in December 1994; Director `C' expires the first Friday in December 1996; Director `E" term expires the first Friday in December 1992; and every four years thereafter.
- C. Directors must be registered voters of and reside within the District boundaries.
- D. No director shall serve as an officer in the Georgetown Volunteer Fire Department.
- E. The Directors shall, on an annual basis, at a regular meeting in January, elect a President and Vice President. The President will serve no more than two consecutive terms.

Amended April 8, 1998

- F. As authorized by Health and Safety Code Section 13857, each member of the District Board may receive compensation in an amount set by the District Board not to exceed seventy-five dollars (\$75.00) for attending a meeting of the District Board. This compensation is for participation at sanctioned meetings of the District Board and shall not exceed four meetings in any calendar month.

**Article IV**

Revised XXX XX, 2017

Meetings

- A. Regular meetings will be held once a month with time and date set by the Board. Meetings will be conducted by the President or in the President's absence the Vice President and include at least the following items: Call to Order, Roll Call, and Pledge of Allegiance – Director Items – Public Comment – Consent Calendar – Correspondence – Chief's Report – Action Items – Discussion Items – Closed Session – Adjournment. The presiding officer shall have a vote on all action items. Board may recess at any time deemed necessary. The Board may change the order in which meeting is conducted. All meetings will be conducted at all times pursuant to the Brown Act Open Meeting laws.
- B. Special meetings may be called at any time by an officer of the Board or a quorum of the Board and must comply with all rules of order. All meetings are open to the public, except closed session, and must comply with the Brown Act.
- C. A quorum will consist of a majority of members. Should less than a majority be present, the President shall announce that no meeting will be held due to lack of a quorum. A time and date shall be set for a special meeting.
- D. Public participation is encouraged at Board meetings. The Board President may place time limits on individual comments and specify a place on the agenda for public testimony. The Clerk of the Board will draft Board meeting minutes which will be placed on file at the Main Office for public viewing between the hours of 8 AM to 5 PM, Monday through Friday. Agendas will be typed and made available by the Clerk of the Board for public view at the Main Office of the District no less than 72 hours prior to each regular Board meeting. It shall be the policy of this District to issue copies of all records and/or documents of this District at cost upon request, with the exception of personnel records and medical records.
- E. Resolutions, Policies and Ordinances may be adopted by the following procedure:
1. The proposed document is presented in writing by a Director at a legally noticed Board meeting.
  2. The proposal is posted and listed as an action item at a subsequent regular Board meeting at which a public hearing will be held.
  3. The Resolution, Policy or Ordinance is adopted by at least 2/3 affirmative roll call vote of Directors present.

## **Article V**

### Powers

The District's expressed and implied powers are covered under Health and Safety Code Chapter 5, Section 13861 through 13879 of the "Fire Protection District Law of 1987". A copy of this document is available for public review in the District main office. The Georgetown Fire District

shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of its objectives, including, but not strictly limited to, the general powers listed in the California Health and Safety Code, Chapter Five. The State of California by enacting the Fire Protection District Law of 1987 has found the exercise of such rights and powers as necessary for the public health, safety, and welfare, and ordered that they be liberally construed to effectuate such purposes.

## Article VI

### Staff

- A. The Board will appoint a Chief (manager), who will serve at the pleasure of the Board. Duties and qualifications of the Chief are outlined in the Personnel Policy Manual. The Chief will serve as Executive Secretary to the Board. The Chief manages the Fire Department. The Chief will be responsible for hiring, reviewing performance and discipline of all personnel. The Chief will make an annual written report summarizing the status and activities of the District, personnel, facilities, equipment, and the Volunteer Fire Department to the Board at each regular January meeting. The Board will provide a written review of performance to the Chief each regular June meeting during closed session. Nothing contained in these By-Laws shall be construed to limit the Directors' ability to delegate responsibility and authority to the Chief, nor shall the Chief's legally mandated responsibility as the District Official charged with the protection of life and property from fire be limited by these By-Laws.
- B. The Board may appoint committees comprised of citizens and a Director to advise the Board. The Board may have standing committees that report to the Board on a regular basis.
- C. The District policies shall comply with all statutes of the State of California and the Federal Government pursuant to health, safety and fire, the Fair Employment Practices Act, Public Records Act, or any applicable code. Employees shall have the right to self-organization. Personnel records may be reviewed by an employee after submitting a written request to the Chief. Records may be made public only with written permission of the employee.
- D. The Georgetown Fire District recognizes the Georgetown Volunteer Fire Department as an entity that provides essential resources including Volunteer Firefighters for the protection of life and property within the Georgetown Fire District. Said Volunteer Fire Department was originally established in 1854. The District accepts the By-Laws of said Georgetown Volunteer Fire Department subject to final approval and adoption by the Board of Directors of the District. The Volunteer Fire Department recognizes the Georgetown Fire District Board of Directors as the sole local elected body and authority

legally empowered to provide Emergency Services specified in Article I above. Once adopted, both the Volunteer Department By-Laws and these District Administrative Codes become legally binding on both the Volunteer Department and this Fire District. The District Chief shall be the Chief Officer of said Volunteer Fire Department.

## **Article VII**

**Revised XXX XX, 2017**

### 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 an **approved** (preliminary) budget, during each regular August meeting, to the Board. The Board will adopt an **approved** (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**

**Revised XXX XX, 2017**

### 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. All employees have access to Employee Assistant Program (EAP).
- D. Health insurance for all career compensated employees.
- E. Property Damage insurance for all District Facilities, Equipment, Vehicles, and other property.
- F. Property Damage insurance for all Equipment and Vehicles on loan to or shared by the District.
- G. All contractors providing services to the District will be required to furnish proof of adequate Comprehensive General Liability coverage and Workers Compensation insurance.
- H. 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:**

April 11, 2007    Ayes:  
                      Noes:

Revised XXX XX, 2017