

GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
May 10, 2018, 9:00 AM
Station 61 – 6283 Main Street, Georgetown, CA 95634

AGENDA

ITEMS ON THE AGENDA MAY BE DEFERRED TO FUTURE MEETINGS

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. **CORRESPONDENCE**
 - A. Bob Brown submitted a letter of intent for the Board Vacancy
5. **CONSENT CALENDAR**
 - A. Approval of Meeting Minutes
 - i. Regular Meeting of April 19, 2018
 - B. Approve Bills/Deposits for District Fund 855700
 - i. Deposits on April 26, 2018
 - ii. Vouchers on May 2, 2018
 - iii. Informational Data: Fire Season 2017 Reimbursements
 - C. Approve Bills/Deposits for JPA Fund 874000
 - i. Deposits on April 26, 2018
 - ii. Vouchers on May 2, 2018
6. **REGULAR MEETING ACTION ITEMS**
 - A. Property Tax Initiative – to determine the District's proposed amount, plan, purpose and who to elect to the committee.
 - B. Fiscal Year 2017/2018 Proposed Amended Budget
 - C. Fiscal Year 2018/2019 Proposed Preliminary Budget
 - D. Review and Approve Fiscal Year **2017/2018** JPA Budget
 - E. Review and Approve Fiscal Year **2018/2019** JPA Budget
7. **CHIEF'S REPORT**
 - A. Budget/Revenue Report
 - B. Personnel Report
 - C. Apparatus Report
 - D. Facilities Report
 - E. JPA Report
8. **DISCUSSION**
 - A. Review and Update of District Administrative Code
9. **ADJOURNMENT** – Next meeting June 14, 2018 9:00 am

Georgetown Fire Protection District

Annual Schedule of Recurring Board of Directors Items

January

- 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

- 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

- 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

- 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

- 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

- 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

- 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

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

September

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

October

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

November

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

December

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

Georgetown Fire Protection District Board of Directors

I would like to be considered for the vacated position on your board.

The following are some items of my history / experience.

I've been a resident of Georgetown for twenty years.

I was a member of the US Air Force for twelve years, employed by the Federal Aviation Adm. For twenty-six years, a member of the Volunteers for fifteen years, and a member of your board for ten.

I will turn eighty this year, in good health, and perhaps a little crazy for applying for this position.

Regards.

Bob Brown.

Bob Brown, 2 May 2018

3160 Fain Ln., Georgetown, CA

GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
April 19, 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: Chief Clive Savacool (GRV), Frank Edwards & Mark Spaugh

=====

Call to Order, Roll Call & Pledge of Allegiance

Director Todd called the meeting to order at 9:00 a.m. and roll was taken.

Director's Items

None

Public Comment

None

Presentation

- A. Mark Spaugh presented to the Board regarding the Garden Valley Fire Property Tax Initiative *Garden Valley Fire conducted a county wide phone polling regarding to determine whether a property tax increase would have community support. A local tax measure seems more promising. Going forward, a joint venture of Georgetown Fire, Garden Valley Fire and Mosquito Fire would put together a new poll to be executed within the next month. Need to create a committee to coordinate community outreach. The Districts have a responsibility to seek adequate funding, and the community has the ultimate decision to the level of care desired from the Districts.*

Correspondence

None

Consent Calendar

- A. Approval of Meeting Minutes
 a. Regular Meeting of March 22, 2018
- B. Approve deposits of \$14,187.94 and bills of \$44,081.85 for District Fund 855700
- C. Approve deposits of \$0.00 and bills of \$4,745.60 for JPA Fund 874000
Director Anderson moved to approve the Consent Calendar as presented with Director Smith making the second. Motion passed 3-0.

Action Items

- A. Review and Approve General Operating Guidelines (GOG) Emergency Medical Services – Continuous Quality Improvement Program (CQIP) Policy #307
Director Smith moved to approve the CQIP Policy #307 with Director Anderson making the second. Motion passed 3-0.

- B. FASIS Board of Directors Election
Director Smith moved to vote for Mr. Gary Grenfell of the South Placer Fire Board, with Director Anderson making the second. Motion passed 3-0.
- C. Review and Approve JPA 2017/2018 Budget – *Tabled*
- D. 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 is on Tuesday, May 8th Board of Supervisors Agenda
 - b. Davey Tree is leasing new fire station lot \$500 month – *will relocate for Jeepers*
 - c. Submitted CAL FIRE Volunteer Firefighter Assistant Grant – *nine (9) portable radios*
 - d. FY 2018/2019 Budget prep is underway
 - e. USFS Audit (CFAA) conducted March 1st; waiting on results
 - f. Special Property Tax research begins
- B. Personnel Report
 - a. CAPT Bueghly is retiring on July 7th
 - b. Engineer/Paramedic is out for twelve (12) months; JPA has been notified
 - c. 2018 Fire Academy continues (3 members for GEO) – Structure Fire phase
 - d. Suggestions for Academy Graduation/Fire Engine Dedication date(s) in late May?
 - e. Buchanan (triple homicide/arson case) subpoena for court dates May 17th and 22nd
 - f. Growlersburg Camp 50th Anniversary Open House/Luncheon is Friday, June 1st
 - g. Volcanoville Fire Safe Council meeting is Saturday, June 2nd
 - h. ISO Rating meeting is Monday, June 18th
 - i. Chief Schwab turned in NEMAA research paper; graduation is June 29th
- C. Apparatus Report
 - a. **GEO E361** (International/HME) in service and first out
 - b. **OES E322** (HME/WestStates) master stream valve rebuild
 - c. **GEO SQ62** (F350/Braun) glow plugs
 - d. **GEO C7100** (F250) hit by uninsured motorist – *rear ended in snow event*
- D. Facilities Report
 - a. **GEO STA61** (Headquarters) bay door spring broke; making some safety upgrades
 - b. **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 – *moving forward. Chief Roberts is the main architect on this contract, is retiring from the Advisory Board El Dorado Fire Chiefs. Chief Schwab would like to compete for the seat at the Board's pleasure. Okayed by Board.*

Discussion

- A. Review and Update of District Administrative Code – *Tabled*
- B. Proposed FY 17/18 Amendments and Proposed Preliminary FY 18/19 Budgets – *Tabled*

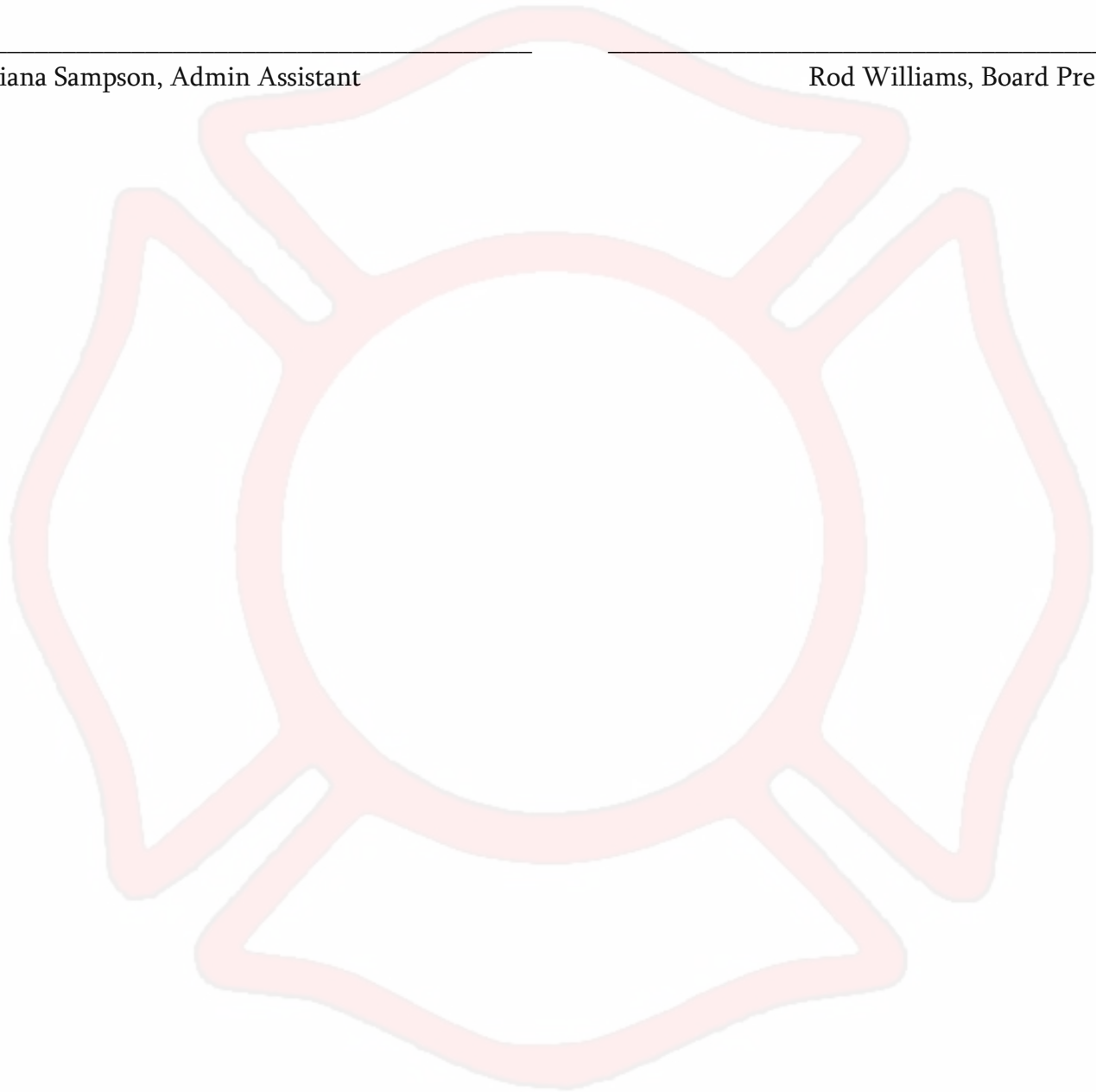
Adjournment - Next Regular Meeting May 10, 2018 at 9:00 am

*Director Anderson moved to adjourn at 11:02 a.m., Director Smith made the second.
Motion passed 3-0.*

Respectfully submitted,

Diana Sampson, Admin Assistant

Rod Williams, Board President



EL DORADO COUNTY
DEPOSIT PERMIT

TREASURER HAS RECEIVED A DEPOSIT FROM

DATE 04/26/18

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	4
-----------------	---

TRANS. * CODE TOTAL	400
---------------------	-----

* 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	107,202.80
OFF - SITE	
DIRECT DEPOSIT / WIRE	

TOTAL DEPOSIT	107,202.80
----------------------	-------------------

S	TRANS CODE NO *	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	DESCRIPTION (50 CHARACTERS MAX.)	AMOUNT
1	100	855700	1940		Sweatshirt for R Parker	60.00
2	100	855700	1942		Restitution for M Gonzalve	16.66
3	100	855700	1940		Fire Reimb - Creek Fire	20,323.15
4	100	855700	1940		Fire Reimb - McCourtney, Wind, Cer	86,802.99
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

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: 5/8/2018		Copy:		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		Scan:		Call for pickup: Diana at 333-4111	
File Name: Gt Fire District 05.02.18		Scanned By		Scan Date	
		Audit: FY 17-18		Document Total: \$59,743.38	
		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:

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	4620		643.30	GF INV 3076814048 Propane Sta 61	241			AMERIGAS
2	210	855700	4040		80.79	GF ACCT 084-2306 310 APRIL 2018	61			AT&T
3	210	855700	4040		196.47	GF INV 011081319 Phones	61			AT&T CalNET
4	210	855700	4162		89.44	GF INV 123237 Rebuilt Starter for Forklift	7842			Boyle Future Tech
5	210	855700	4609		188.00	GF INV 150087 FSTEP Course RIC Operations x9	6894			CA Dept Forestry & Fire
6	210	855700	4180		585.00	GF INV 27813 Repair Bay Doors Sta 61	933			California Overhead Door
7	210	855700	4266		187.49	GF INV 2491026 Color and B&W Copies	353			Caltronics
8	210	855700	4507		7,862.15	GF INV 88269, 88731, 88733 - Fire Shelters, Wild	544			Cascade Fire Equipment
9	210	855700	4040		190.68	GF ACCT 0625992 Comcast April 2018	1491			Comcast
10	210	855700	4040		185.93	GF ACCT 0625992 Business Internet	1491			Comcast
11	210	855700	4040		10.90	GF ACCT 0006912 HD Converter	1491			Comcast
12	210	855700	4420		398.66	GF INV 58956475 March and April Konica Rental	746			De Lage Landen
13	210	855700	3044		1,655.82	GF INV BE002749522 Q2 Dental Ins DIST	41			Delta Dental
14	210	855700	4162		21.53	GF INV 268597 & 270001 E361 & Mower	868			Divide Auto Parts
15	210	855700	4162		4.28	GF INV 269769 Superweld	868			Divide Auto Parts

16	210	855700	4500		200.00	GF INV 204 Beam Field Advertisement	188			Divide Recreation
17	210	855700	4460		108.11	GF INV 108639 Forcible Entry Prop	1619			Divide Supply
18	210	855700	4085		225.35	GF INV 172788444 Refuse Disposal	21			El Dorado Disposal
19	210	855700	4085		225.35	GF INV 172812358 Refuse Disposal	21			El Dorado Disposal
20	210	855700	3060		13,793.00	GF INV FASIS-2017-1453 Workers Comp Premium	3267			FASIS
21	210	855700	4020		759.81	GF INV 009536910, 36911, 01413, 09990, 10006,	1045			Galls
22	210	855700	4022		8.61	GF INV 009667400 G Schwab Uniform	1045			Galls
23	210	855700	4620		341.86	GF INV MAR/APR 2018 GEO0033 GEO0015 GEO	103			GDPUD
24	210	855700	4400		39.10	GF INV 000851 Notice of Board Vacancy	1980			Georgetown Gazette
25	210	855700	4162		9.71	GF INV 57061, 57075, 57129, 57214 - E361	102			Georgetown Hardware
26	210	855700	4197		36.42	GF INV 57056, 57091, 57134	102			Georgetown Hardware
27	210	855700	4160		3,225.68	GF INV 372741 E361 Striped and Lettered	55			Gilly's Super Signs
28	210	855700	4313		446.50	GF INV 1155 E361 Contract Review Invoice #2	4660			Girard, Edwards, Stevens
29	210	855700	4197		64.32	GF INV 6154489, 3102476 - Rear Control Nozzle	859			Home Depot
30	210	855700	4460		721.96	GF INV 6051187, 6120286, 5464126 Cordless Sa	859			Home Depot
31	210	855700	4197		63.28	GF INV 17823 2960 Maiden Lane Street Signs	4952			Interstate Sales
32	210	855700	4020		1,220.02	GF INV 166891 Structure/Wildland Gloves Boots	514			LN Curtis
33	210	855700	4020		117.84	GF INV 169456 Nomad Mount Clamps	514			LN Curtis
34	210	855700	4162		630.63	GF INV 172645 E361 Foam	514			LN Curtis
35	210	855700	4460		801.62	GF INV 177670 Pro-bar, roof vent, roof hook	514			LN Curtis
36	210	855700	4197		3,539.25	GF INV 178654 Nozzle with Shutoff x 6	514			LN Curtis
37	210	855700	4160		211.87	GF INV 178759 E-361 "Transportation"	514			LN Curtis
38	210	855700	4060		37.60	GF INV 060348 Bottled Water for Sta 61	264			MARVAL
39	210	855700	4400		43.88	GF INV 4862 Notice of Board Vacancy	4974			Mountain Democrat
40	210	855700	4164		869.21	GF INV Y45045 U-61 Tires (no service)	652			North State Tire
41	210	855700	4020		192.46	GF INV 0419959-IN 6" Shield Recruit	1677			Paul Conway Shields
42	210	855700	4620		945.92	GF ACCT 7043441555	62			PG&E
43	210	855700	4040		114.03	GF INV Reimb for Dec Billing on Verizon Acct	1313			Pioneer Vol Fire Dept
44	210	855700	4162		636.83	GF INV 445530, 450354, 451526, 451721, 456232	59			Riebes
45	210	855700	4600		760.60	GF INV Reimb Schwab NEMAA Hotel Stay 2/2	1708			Schwab, Greg

46	210	855700	3044		67.36	GF INV 0129746 April Vision Ins DIST	570			Superior Vision
47	210	855700	4020		524.73	Clothing and Supplies	1080			US Bank
48	210	855700	4022		627.69	Uniform Allowance GB & GS	1080			US Bank
49	210	855700	4060		48.25	Food and Food Products	1080			US Bank
50	210	855700	4080		541.50	Household Supplies	1080			US Bank
51	210	855700	4160		1,520.79	E361 Pump Test, Radio Install, Mics, Tinting	1080			US Bank
52	210	855700	4162		2,137.01	Vehicle Maint Supplies	1080			US Bank
53	210	855700	4197		445.67	JAN Pushbutton Aux Lock	1080			US Bank
54	210	855700	4220		725.00	First Responder & BLS Certs and Re-Certs	1080			US Bank
55	210	855700	4261		53.22	Postage and UPS Return	1080			US Bank
56	210	855700	4262		280.00	Symantic Renewal	1080			US Bank
57	210	855700	4460		391.44	E361 Streamlight Flashlights	1080			US Bank
58	210	855700	4507		2,447.34	Rescue Randys	1080			US Bank
59	210	855700	4600		810.60	Schwab Hotel NEMAA, Fastrak	1080			US Bank
60	210	855700	4617		128.75	Continuing Education Academy, Rx Burn Worksho	1080			US Bank
61	210	855700	4160		3,143.50	GF INV J29234 OES322	1596			Valley Power Systems
62	210	855700	4040		159.27	GF INV 9805478368 WiFi, Chief & Backup Cell P	434			Verizon
63	210	855700	4606		3,000.00	GF INV 53719810 Fuel Purchases	1353			WEX, Inc

Mutual Aid Reimbursement 2017 Fire Season

Fire Name	Received INV	Estimated Reimb	Received Reimb	Check Number	Amount
Mt. Murphy Fire	YES	\$ 840.84	YES	# 07-913002	\$ 840.84
Detwiler Fire	YES	\$ 38,361.42	YES	# 08-063882	\$ 38,361.42
Wall Fire	YES	\$ 26,284.68	YES	# 08-117062	\$ 26,284.68
Slinkard Fire	NO	\$ 26,764.25	YES	ID: 942207348141100	\$ 26,758.27
McCourtney	YES	\$ 5,096.08	YES	# 08-358008	\$ 5,096.08
Wind Complex	YES	\$ 44,695.56	YES	# 08-358008	\$ 44,695.56
Central LNU Complex	YES	\$ 37,011.36	YES	# 08-358008	\$ 37,011.35
Earthstone Fire (and Winnemucca Fire)	YES	\$ 14,918.33	NO	#	\$ -
Creek & Thomas WT-62	Partial	\$ 63,410.75	YES	# 08-326436	\$ 20,323.15
Mission Fire	YES	\$ 31,849.46	NO	#	\$ -
Thomas E-61	YES	\$ 120,217.92	NO	#	\$ -
Cold Springs	NO	\$ 1,184.26	NO	#	\$ -
CalFire Coverage	NO	\$ 19,940.29	NO	#	\$ -
CalFire Coverage 2	NO	\$ 23,097.50	NO	#	\$ -
French Fire	NO	\$ 2,987.69	NO	#	\$ -
Creek	NO	\$ 318.07	NO	#	\$ -
Sliger	NO	\$ 922.13	NO	#	\$ -
AEU Move Up/Cover	NO	\$ 12,353.65	NO	#	\$ -

Total Expected: \$ 470,254.22

Total Received: \$ 199,371.35

Reimb Not Yet Disbursed: \$ 270,882.87

Other Reimbursements

"EAU October Weather"	YES		08-111430	\$ 17,861.18
"July Move-Up/Cover"	YES		08-111430	\$ 18,629.81
"Cover Behind 9271C, Harston"	YES		08-111430	\$ 7,727.60
				\$ 44,218.59

EL DORADO COUNTY
DEPOSIT PERMIT

TREASURER HAS RECEIVED A DEPOSIT FROM

DATE 04/26/18

Georgetown Fire District JPA

BY Diana Sampson

DEPARTMENT OR AGENCY NAME

ON ACCOUNT OF:

DEPOSITOR NUMBER

808557

DEPARTMENT / VENDOR NUMBER

FASIS Check# 131520 5,555.52

FY 17-18

NUMBER OF LINES	1
-----------------	---

TRANS. * CODE TOTAL	101
---------------------	-----

* 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	5,555.52
OFF - SITE	
DIRECT DEPOSIT / WIRE	

TOTAL DEPOSIT	5,555.52
----------------------	-----------------

S	TRANS CODE NO *	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	DESCRIPTION (50 CHARACTERS MAX.)	AMOUNT
1	101	874000	3060		Workers' Comp Reimb - S Gosselin	5,555.52
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

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 / JPA		Number	Interfaced By		
Date: 5/8/2018		Copy:		US Mail:	<input type="checkbox"/>
Prepared By: Diana Sampson		Copied By	Copy Date		Return to District:
Contact Phone (ext): 530-333-4111		Scan:		<input checked="" type="checkbox"/>	Call for pickup: Diana at 333-4111
File Name: Gt Fire Dist JPA 05.02.18		Scanned By		Scan Date	
		Audit: FY 17-18		Document Total: \$21,928.27	
		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	3044		1,987.35	GF INV BE002749522 Q2 Dental Ins JPA	41			Delta Dental
2	210	874000	3060		13,966.00	GF INV FASIS-2017-1454 Workers Comp Premium	3267			FASIS
3	210	874000	4140		33.57	GF INV 60855 Hydro Test, 5# ABC JPA	2532			Hangtown Fire Control
4	210	874000	4162		203.97	GF INV 388-215573 Corinne Medic 261 JPA	59			Riebes
5	210	874000	4220		227.50	GF INV Reimb CS 032818 ACLS & BLS Cards JP	5138			Staves, Corinne
6	210	874000	3044		84.94	GF INV 0129746 April Vision Ins JPA	570			Superior Vision
7	210	874000	4020		151.19	GF INV MAR M61 Magnetic Mic x 4 JPA	1080			US Bank
8	210	874000	4220		10.00	GF INV APR Mike Sampson CPR Card JPA	1080			US Bank
9	210	874000	4617		545.00	GF INV N Monck ICS400 & Company Officer 2A C	1080			US Bank
10	210	874000	4463		131.34	GF INV 74569 PC Program Cable JPA	7005			Vincent Comm
11	210	874000	4463		4,199.91	GF INV 74694 Handheld Radios x2 JPA	7005			Vincent Comm
12	210	874000	4463		387.50	GF INV 8987 Replacement Radio for RP, issued t	4777			Wolfe Communications
13										
14										
15										

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	
CLASS 30: TOTALS	\$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	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	
CLASS 40: SUBTOTALS	\$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	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
6040 Fixed Assets	465,000.00	-	-	-	-	-	465,000.00	
Class 60 Total	\$465,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$465,000.00	
Budget Totals	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
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	
Totals	\$3,280,327.00	\$1,120,000.00	\$1,098,817.00	\$4,717,022.92	\$1,028,856.53	\$1,074,677.00	\$12,319,700.45	

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	
CLASS 30: SUBTOTALS	\$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	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	
CLASS 40: SUBTOTALS	\$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	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)
Class 60: SUBTOTALS	\$568,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$568,000.00	
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	
GRAND TOTALS	\$3,738,850.00	\$1,225,400.00	\$1,577,595.46	\$4,244,413.10	\$1,199,439.35	\$1,109,500.00	\$13,095,197.91	

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