

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**February 22, 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. **ELECTION OF OFFICERS**
3. **DIRECTOR'S ITEMS**
4. **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.
5. **CORRESPONDENCE**
  - A. EDC Fire Chief's Association - Consultant Legal Fee Invoice
  - B. LAFCO Public Member Vacancy
  - C. Forms 700
6. **CONSENT CALENDAR**
  - A. Approval of Meeting Minutes
    - i. Special Meeting of January 8, 2018
    - ii. Regular Meeting of January 11, 2018
    - iii. Special Meeting of January 23, 2018
  - B. Approve Bills/Deposits for District Fund 855700
    - i. Vouchers on January 18, and January 23, 2018
  - C. Approve Bills/Deposits for JPA Fund 874000
    - i. Voucher on January 23, 2018
  - D. Budget Year-to-Date Report
7. **REGULAR MEETING ACTION ITEMS**
  - A. Review and Approve the El Dorado County Fire Advisory Board regarding initiative for an alternative funding source and Board authorization of expenditure not to exceed \$5,000.00
  - B. Review and Approve Fiscal Year **2017/2018** JPA Budget
  - C. 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
10. **ADJOURNMENT** – Next meeting March 8, 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

# EL DORADO COUNTY FIRE CHIEFS ASSOCIATION

Consultant / Legal Fee Invoice



DATE: 27 November, 2017

Agency

Address

Consulting Legal Fee's \$5,000.00

Please make check or money order to EDCFCA

RESPECTFULLY SUBMITTED,

*Michael R. Hardy*  
Michael R. Hardy  
Treasurer

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667  
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

### PUBLIC ANNOUNCEMENT

The El Dorado Local Agency Formation Commission  
is considering the appointment for the Public Member on LAFCO  
(Application Deadline: May 4, 2018)

The El Dorado Local Agency Formation Commission (LAFCO) will be considering the appointment of a Public Member to LAFCO who will serve a new four-year term, which will run from May 2018 through May 2022.

The Public Member represents the interests of the citizens and residents of El Dorado County.

Applicants must be a resident and a registered voter in El Dorado County and cannot be a city, district or County official of any public agency within El Dorado County. Those seated on LAFCO are subject to the Fair Political Practices Commission and must file an annual conflict of interest statement.

Under state law, LAFCO is mandated to ensure the logical formation and determination of the local government agency boundaries, which affect growth and development patterns, delivery of urban services, and agricultural and open space lands within El Dorado County. The Commission typically meets the fourth Wednesday of every month at 5:30 p.m., with the exception of the months of November and December. Because of the holidays, a combined meeting is typically held on the second Wednesday of December.

If you wish to be considered for the Public Member position on LAFCO, the application form is posted on the web at [www.edlafco.us](http://www.edlafco.us). If you have any questions, please call the LAFCO office at (530) 295-2707.

**\*\*TO BE CONSIDERED, APPLICANTS MUST BE AVAILABLE TO ATTEND AND INTERVIEW AT LAFCO'S MAY MEETING \*\***

Please submit applications to:

El Dorado LAFCO  
550 Main Street, Suite E  
Placerville, CA 95667

**The deadline for completed applications is May 4, 2018.**

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S:\Elections\2018 Public Member Election\2018 Notice of Public Member Vacancy\_Public Announcement.docx

#### COMMISSIONERS

Public Member: Dyana Anderly • Alternate Public Member: Michael Powell  
City Members: Mark Acuna, Brooke Laine • Alternate City Member: John Clerici  
County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli  
Special District Members: Ken Humphreys, Tim Palmer • Alternate Special District Member: Holly Morrison

#### STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Policy Analyst  
Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

**COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

- State  Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County \_\_\_\_\_  County of \_\_\_\_\_
- City of \_\_\_\_\_  Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

- Annual:** The period covered is January 1, 2017, through December 31, 2017.  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2017.
- Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_
- Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_
- Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)
  - The period covered is January 1, 2017, through the date of leaving office.
  - or-  The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- Schedule A-1 - Investments** – schedule attached  **Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached  **Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – schedule attached  **Schedule E - Income – Gifts – Travel Payments** – schedule attached

- or-  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_ Signature \_\_\_\_\_  
(month, day, year) (File the originally signed statement with your filing official.)

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING**  
**January 8, 2018, 1:00 PM**  
**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 Smith called the meeting to order at 1:12 p.m. and roll was taken.*

**Public Comment**

*None*

**Directors Items**

*None*

**Special Meeting Action Items**

A. Review and Approve purchase of Model 34C Type 3 Fire Engine for \$317,000 (plus tax & title)  
*Director Davis moved to approve the purchase of Model 34C Type 3 Fire Engine for \$317,000 (plus tax & title), with Director Williams making the second. Motion passed 3-1 with Director Anderson against.*

**Adjournment** - Next Regular Meeting January 11, 2018 at 9:00 am.

*Director Williams moved to adjourn at 1:47 p.m., Director Anderson made the second. Motion passed 4-0.*

Respectfully submitted,

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Diana Sampson, Admin Assistant

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Patti Smith, Board President

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**January 11, 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 Smith called the meeting to order at 9:03 a.m. and roll was taken.*

**Director's Items**

- A. Director Smith has announced her intention to bow out as Director of the Board and would like to start the process to find a suitable replacement.

**Public Comment**

*None*

**Correspondence**

*None*

**Consent Calendar**

- A. Approval of Meeting Minutes
  - a. Regular Meeting of November 9, 2017
  - b. No Meeting Minutes for December 2017
- B. Approve deposits of \$136,252.17 and bills of \$57,695.14 for District Fund 855700
- C. Approve deposits of \$2,010.12 and bills of \$19,612.87 for JPA Fund 874000
- D. Budget Year-to-Date Report

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

**Action Items**

- A. Review and Approve purchase of Model 34C Fire Engine for \$317,000 (plus tax & title)  
*Special Meeting on January 8<sup>th</sup> on this subject. Update provided to the Board. No Action.*
- B. Development Fees Request from El Dorado County Auditor-Controller's Office  
*Director Davis moved to approve the Development Fees Request as presented with Director Anderson making the second. Motion passed 4-0.*
- 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. Financing NEW Type 3 Fire Engine



- b. Development Fee transfer of \$27,653 to general fund for annual mortgage for new fire station lot
  - c. First surplus fire engine highest bid \$3,200 to a buyer in Huntington Beach
- B. Personnel Report
- a. Staged EDC SAR at GEO STA62 (Buckeye) for lost person search on December 26-27<sup>th</sup>
  - b. Structure Fire on 6650 Providence Hill Road (GRV) early morning on January 10<sup>th</sup>
  - c. 2018 Fire Academy begins Saturday, January 20<sup>th</sup>
  - d. Hosting OSFM FF Survival January 27-28<sup>th</sup> at Todd Training Center
  - e. Schwab NEMAA in Dublin, CA January 28<sup>th</sup> – February 3<sup>rd</sup>
  - f. Hosting OSFM RIC Operations February 16-18<sup>th</sup> at Todd Training Center
  - g. Forest Meadows Subdivision (Empire Creek) “Town Hall” Fire/Fuels Meeting on Thursday, February 8<sup>th</sup> at 6:00pm at Georgetown Fire Headquarters Training Room
- C. Apparatus Report
- a. **GEO E61** (BME) turbo charger warranty – *redo was a \$500 shop fee vs. the initial \$8,000*
  - b. **GEO WT62** (Kenworth) frozen valve
  - c. **OES E322** (HME/WestStates) cab mount and bodywork – *return on the 18<sup>th</sup>*
- D. Facilities Report
- a. **GEO STA61** (Headquarters) water meter installed by GDPUD
  - b. **GEO STA62** (Buckeye) limestone gravel – Volunteer funded
  - c. Christmas Tree removal on Tuesday, January 16<sup>th</sup> at 9:00am
- E. JPA Report
- a. Adding half-time medic unit process continues; awarded to Diamond Springs
  - b. Dispatch services ‘Feasibility Study’ for EDH is complete; waiting for Sac Regional’s report
  - c. ePCR began with EDC EMSA; is up and running, working through bugs/process issues
  - d. JPA preliminary budget submitted to EDC HHSA

#### **Discussion**

- A. Funding options for new Engine
- B. Capital Improvement Plan Initial Review
- C. Review and Update of District Administrative Code – *Tabled*

**Adjournment** - Next Regular Meeting February 8, 2018 at 9:00 am

*Director Davis moved to adjourn at 10:04 a.m., Director Anderson made the second. Motion passed 4-0.*

Respectfully submitted,

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Diana Sampson, Admin Assistant

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Patti Smith, Board President

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING**  
**January 23, 2018, 1:00 PM**  
**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 Smith called the meeting to order at 1:00 p.m. and roll was taken.*

*Director Todd arrived at 1:14 p.m. All Directors present.*

**Public Comment**

*None*

**Directors Items**

A. Director Williams indicated that he would be willing to take over as Board President.

**Correspondence**

A. USFS CFAA Audit Engagement  
*Regarding Strike Team Pay*

**Special Meeting Action Items**

- A. Review and Approve entering into finance agreement for new fire engine  
*Director Davis moved to approve entering into a finance agreement with First Bankers, with a \$150,000 down payment and loan term of five (5) years, with Director Williams making the second. Motion passed 4-0-1 with Director Todd abstaining.*
- B. Review and Approve Development Fee Transfer Request for El Dorado County Auditor-Controller's Office  
*Director Davis moved to approve the Development Fee Transfer Request as presented, with Director Todd making the second. Motion passed 5-0*
- C. Review and Approve expenditures of \$100,000 from 6040 Fixed Asset: Equipment, and \$50,000 from 7700 Contingency to create the Down Payment of \$150,000 for the New Fire Engine  
*Director Davis moved to approve expenditures of \$100,000 from sub-object 6040 and \$50,000 from 7700 to create the down payment for the new fire engine, with Director Williams making the second. Motion passed 5-0.*

**Adjournment** - Next Regular Meeting February 22, 2018 at 9:00 am.

*Director Williams moved to adjourn at 1:28 p.m., Director Anderson made the second.  
Motion passed 5-0.*

Respectfully submitted,

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Diana Sampson, Admin Assistant

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Patti Smith, Board President

<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> 2/20/2018		Copy:		US Mail: <input type="checkbox"/>	
<b>Prepared By:</b> Diana Sampson		Copied By	Copy Date		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 01.18.18		Scanned By		Scan Date	
		Audit: <b>FY 17-18</b>		<b>Document Total: \$150,000.00</b>	
		Audited By		Audit Date	

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

Authorizing signatures:										Date:
LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	855700	6040		150,000.00	GF INV Down Payment on Engine 361	022075	01		HME
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

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<b>District Name:</b> Georgetown Fire District		Number	Interfaced By		
<b>Date:</b> 2/20/2018		Copy:		US Mail: <input type="checkbox"/>	Return to District: <input checked="" type="checkbox"/> X Call for pickup: Diana at 333-4111
<b>Prepared By:</b> Diana Sampson		Copied By		Copy Date	
<b>Contact Phone (ext):</b> 530-333-4111		Scan:		Scanned By	
<b>File Name:</b> Gt Fire District 01.23.18		Audit: <b>FY 17-18</b>		<b>Document Total: \$63,363.53</b>	
		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	4420		227.38	GF INV 3073143336 Tank Rent Sta 62 & 65	002203	01		AMERIGAS
2	210	855700	4620		149.14	GF INV 3072997844 Propane Sta 64	002203	01		AMERIGAS
3	210	855700	4020		21.46	GF INV 79960 & 80050 Locker Plate & Radio Tag	026093	01		Arnolds
4	210	855700	4040		90.67	GF ACCT 2306 310	000392	21		AT&T
5	210	855700	4040		195.35	GF INV 010661197 CalNET3	000392	22		AT&T CalNET
6	210	855700	4040		166.72	GF INV 010800140 CalNET3	000392	22		AT&T CalNET
7	210	855700	4162		129.38	GF INV 2845 Hitch Receiver to Shackle Adapter &	028205	01		Blacksheep Enterprises
8	210	855700	4162		419.54	GF INV 2804 SQ62 Break Supplies	028205	01		Blacksheep Enterprises
9	210	855700	4162		11.50	GF INV 568592 EPDM Rubber Stamp	500295	01		C & H Auto Parts
10	210	855700	4300		49.00	GF INV 280164 Background Check	000555	01		CA State Dept of Justice
11	210	855700	4141		273.75	GF INV 2078 Repair Ice Machine				Cal-Tech Mechanical Serv
12	210	855700	4266		110.86	GF INV 2424231 Color and B&W Copies	003113	01		Caltronics
13	210	855700	4040		190.68	GF ACCT 0625992 Comcast	015058	01		Comcast
14	210	855700	4420		189.83	GF INV 57835809 Konica Rent	006556	01		De Lage Landen
15	210	855700	3044		1,655.82	GF INV BE002594919-01 Q1 Dental DIST	000295	02		Delta Dental

16	210	855700	4162		649.85	GF INV 13796 Technical Rescue Harness E61	009759	01		Diamondback Fire and Re
17	210	855700	4197		15.28	GF INV 107764 Doug Fir Lumber	016284	01		Divide Supply
18	210	855700	4080		426.18	GF INV 8011946 Laundry Soap	502330	01		Ecolab
19	210	855700	4313		5,000.00	GF INV Nov 27 2017 Consulting Legal Fees	001003	02		EDC Fire Chiefs Associati
20	210	855700	4085		225.35	GF INV 172707673 Refuse Disposal	000131	04		El Dorado Disposal
21	210	855700	3060		13,793.00	GF INV FASIS-2017-1174 Workers Comp Q3	026221	01		FASIS
22	210	855700	4022		4.31	GF INV 08921456 Schwab Uniform	009613	01		Galls
23	210	855700	4620		211.28	GF INV GEO0033 -15 -02 NOV/DEC 17	000720	01		GDPUD
24	210	855700	4197		63.24	GF INV 56455 56551 56620	000719	01		Georgetown Hardware
25	210	855700	4540		310.64	GF INV 9566702042 Self-Retracting Lifeline	TP231893			Grainger
26	210	855700	4324		100.00	GF INV RITJA000 DMV Physical	700943	01		Harston Chiropractic
27	210	855700	6040		13,625.63	GF INV E-264 Payment 1 of 5	011389	01		Kansas State Bank
28	210	855700	4161		115.15	GF INV 148045 Bowl Rocker Lug Coupling Set	004442	01		LN Curtis
29	210	855700	3020		463.50	GF INV 1246472 July-Dec 17 LTD DIST	000723	01		Myers-Stevens
30	210	855700	4620		867.30	GF ACCT 7043441555-3	000395	03		PG&E
31	210	855700	4260		306.25	GF INV 3445981 4063390 4057713 3628868	002101	01		Quill
32	210	855700	4162		265.26	GF INV 390562 396255 396409 396465 398012	000372	06		Riebes
33	210	855700	3044		64.76	GF INV 099883 Jan 18 Vision Ins DIST	004967	02		Superior Vision
34	210	855700	4020		1,059.64	GF INV DEC 17 For new FFs at Xmas Party	010088	01		US Bank
35	210	855700	4022		840.70	GF INV DEC 17 Uniform Allowances GB GS	010088	01		US Bank
36	210	855700	4060		15.01	GF INV DEC 17 Whiteys Jolly Kone	010088	01		US Bank
37	210	855700	4162		1,818.44	GF INV DEC 17 E61 Parts and Supplies	010088	01		US Bank
38	210	855700	4261		52.80	GF INV DEC 17 Postage	010088	01		US Bank
39	210	855700	4263		39.95	GF INV DEC 17 Experian	010088	01		US Bank
40	210	855700	4600		2,010.62	GF INV DEC 17 Hotel Rooms for Thomas Incident	010088	01		US Bank
41	210	855700	4606		222.05	GF INV DEC 17 Fuel for Thomas Incident WT62	010088	01		US Bank
42	210	855700	4040		89.73	GF INV 9798185183 WiFi, Backup & Chief Cell	003946	09		Verizon
43	210	855700	6000		13,826.53	GF INV 526-01019 APR 2018	001945	01		Westamerica Bank
44	210	855700	4606		3,000.00	GF INV 52576643 Fuel Purchases	013389	01		WEX, Inc
45										

<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> 2/20/2018		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 01.23.18		Scanned By		Call for pickup: Diana at 333-4111	
		Audit: <b>FY 17-18</b>		<b>Document Total: \$17,999.47</b>	
		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:
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1	210	874000	3044		1,987.35	GF INV BE002594919-01 Q1 Dental JPA	000295	02		Delta Dental
2	210	874000	3060		13,966.00	GF INV FASIS-2017-1175 Workers Comp Q3 JPA	026221	01		FASIS
3	210	874000	3020		772.50	GF INV 1246472 July-Dec 17 LTD JPA	000723	01		Myers-Stevens
4	210	874000	4540		1,191.96	GF INV 01162018 Zoll AED Plus Trainer 2	010196	01		Poseley, Rob
5	210	874000	3044		81.66	GF INV 099883 Jan 18 Vision Ins JPA	004967	02		Superior Vision
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FS Agreement No. 16-FI-11050300-???

**SUPPLEMENTAL PROJECT AGREEMENT**  
**16-FI-11050300-???**  
**To**  
**COOPERATIVE FIRE PROTECTION AGREEMENT**  
**16-FI-11050300-023**  
**Between The**  
**GEORGETOWN FIRE PROTECTION DISTRICT**  
**And The**  
**USDA, FOREST SERVICE**  
**ELDORADO NATIONAL FOREST**

This Supplement Project Agreement is hereby made and entered into by and between the Georgetown Fire Protection District, hereinafter referred to as the Department, and the USDA, Forest Service, Eldorado National Forest, hereinafter referred to as the “U.S. Forest Service,” under the authority and provisions of agreement #16-FI-11050300-023.

**I. PURPOSE**

The purpose of this Supplemental Project Agreement is enable the storage of one Department Type 3 or smaller fire engine in the Quintette Fire Protection Station located on federal lands at the intersection of Wentworth Springs Road and Sand Mountain Blvd., Quintette, CA.

The Forest Service administers land within the Eldorado National Forest and is primarily responsible for wildfires within the Forest, and is interested in improving its ability to prevent and respond to fires.

The Department has portions of its District within the National Forest and is primarily responsible for medical emergencies, vehicle accidents, rescues, and fire emergencies within the geographical boundaries of the District, and is interested in improving its ability to respond to such emergencies.

The Department and Forest Service desire to cooperate to the maximum extent possible to achieve objectives of common concern and it is in the public interest to work in a cost-efficient manner.

Clause I.V. Provision 11 in Cooperative Fire Agreement 16-FI-11050300-023 allows for the parties to share facilities including Fire Stations. The Department occupies the Quintette Fire Station which is a Forest Service facility.

The Supplemental Project Agreement will terminate on **5/18/2021**.



**II. THE DEPARTMENT SHALL:**

1. Provide keys to any Department equipment stored at the facility in order to move equipment as necessary.
2. Provide a training facility including propane and other training materials for a yearly Forest Service live vehicle fire training.
3. Provide qualified personnel to assist Forest Service instructors on the topic of SCBAs and vehicle fires, propane fires and other related incidents requiring the use of SCBAs.
4. Provide a Hazmat Awareness class to Forest Service personnel at a Forest facility.

**III. THE FOREST SERVICE SHALL:**

1. Maintain facility.

**IV. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:**

**A. PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Greg Schwab Address: 6281 Main Street City, State, Zip: Georgetown, CA 95634 Telephone: 530-333-4111 FAX: Email: gschwab@georgetownfiredepartment.com	Same as Cooperator Program Contact

**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Nickie Washington Address: 100 Forni Road City, State, Zip: Placerville, CA 95667 Telephone: 530-409-9210 FAX: Email: nickielwashington@fs.fed.us	Name: Address: City, State, Zip: Telephone: FAX: Email:

**B. ALTERNATIVE DISPUTE RESOLUTION.** In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute





Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.

**C. LIABILITY AND INDEMNITY.** The United States shall not be liable to the Department for any costs, damages, claims, liabilities, and judgements that arise in connection with the performance of work by the U.S. Forest Service or its contractors under this agreement, including but not limited to fire suppression costs and damage to any property owned by the Department or any third party. The Department shall indemnify, defend, and hold harmless the United States for any costs, damages, claims, liabilities, and judgements in favor of any third party that arise in connection with the performance of work by the U.S. Forest Service or its contractors under this agreement.

**D. COMMENCEMENT/EXPIRATION DATE.** This agreement is executed effective through 5/18/2016 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

**E. AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

---

GREG SCHWAB, Fire Chief  
Georgetown Fire Protection District

Date

---

LAURENCE CRABTREE, Forest Supervisor  
U.S. Forest Service, Eldorado National Forest

Date

The authority and format of this agreement have been reviewed and approved for signature.

---

U.S. Forest Service Grants Management Specialist

Date



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

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>	

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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