





# Georgetown Fire Protection District

## Annual Schedule of Recurring Board of Directors Items

### January

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

### February

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

### March

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

### April

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

### May

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

### June

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

# Georgetown Fire Protection District

## Annual Schedule of Recurring Board of Directors Items

### July

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

### August

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

### September

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

### October

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

### November

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

### December

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

**GEORGETOWN FIRE DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**June 8, 2017, 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**

*None*

**Public Comment**

*None*

**Correspondence**

*None*

**Consent Calendar**

- A. Approval of Minutes from the Regular Meeting of May 11, 2017
- B. Approve bills of \$19,431.88 for District Fund 855700
- C. Approve bills of \$10,535.89 for JPA Fund 874000
- D. Budget Year-to-Date Report, Fiscal Year 2016-2017

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

**Action Items**

- A. Review and Approve Resolution 2017-01 – Appropriation Limits for FY 2017/2018  
*Director Davis moved to approve Resolution 2017-01 with Director Anderson making the second. Motion passed 4-0.*
- B. Review and Approve Preliminary Budget for FY 2017/2018  
*Director Davis moved to approve the Preliminary Budget with Director Williams making the second. Motion passed 4-0.*
- C. Review and Approve District Credit Card Policy  
*Director Anderson moved to approve the District Credit Card Policy with Director Davis making the second. Motion passed 4-0.*
- D. Review and Approve JPA 2017/2018 Budget  
*Director Todd moves to table item, pending OPEB resolution.*

**Chief's Report**

- A. Financial Report
  - a. The County (SA7) is going to pay JPA retiree healthcare costs – *not there yet.*
  - b. Development fees – *Once released, for use toward a new engine purchase.*

B. Personnel Report

- a. The Divide Fire Academy graduation; six (6) new members
  - i. Tim Arnold
  - ii. Tanner Cotham
  - iii. Nick Cimmarusti
  - iv. Chris Forwood
  - v. Josh Holtgrieve
  - vi. Jeanna Larson
- b. Volunteer Captain Testing in process
- c. ENG Todd Gifford is an EMT
- d. FF Jacob Ritchey, FF Alyssa Sample, and FF Mitchell Schwegler are finishing up the grant-funded NCTI EMT class in Roseville
- e. Tree Mortality and Georgetown Fire Safe Council Town Hall Meeting is tonight at the Georgetown Community Center at 7:00PM
- f. SAFER Grant CSFA Live Fire Training – Saturday, June 24<sup>th</sup> and Sunday, June 25<sup>th</sup>
- g. County Fire Station Open House – Angora Fire 10<sup>th</sup> Anniversary Saturday, June 24<sup>th</sup>
- h. Schwab – Vacation June 15-18<sup>th</sup> (Father’s Day weekend)

C. Apparatus Report

- a. **GEO E264** (Freightliner/S&S) at Gilly’s Super Signs for graphics
- b. **JPA M61** (Dodge) steering linkage

D. Facilities Report

- a. **GEO STA64** (Spanish Dry Diggins) AT&T cell tower planning document, wildlife study, and oak tree mitigation

E. JPA Report

- a. Adding half-time medic unit  
*Garden Valley, Pioneer and Mosquito Fire Departments are bidding for this.*

**Discussion**

- A. Review and Update of District Administrative Code - *Tabled*

**Closed Session**

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

**Return to Open Session – No Action Taken**

**Adjournment** - Next Regular Meeting June 8, 2017 at 9:00 am.

*Director Davis moved to adjourn at 10:51 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

EL DORADO COUNTY  
**DEPOSIT PERMIT**

TREASURER HAS RECEIVED A DEPOSIT FROM

DATE 06/20/17

**Georgetown Fire District**

BY Diana Sampson

DEPARTMENT OR AGENCY NAME

ON ACCOUNT OF:

DEPOSITOR NUMBER **808557**

DEPARTMENT / VENDOR NUMBER

Please See Attached Page **678.38**

**FY 16-17**

NUMBER OF LINES	6
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TRANS. * CODE TOTAL	600
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\* TRANSACTION CODE NUMBER \*

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

COIN	
CURRENCY	
CHECKS	678.38
OFF - SITE	
DIRECT DEPOSIT / WIRE	

<b>TOTAL DEPOSIT</b>	<b>678.38</b>
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S	TRANS CODE NO *	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	DESCRIPTION (50 CHARACTERS MAX.)	AMOUNT
1	100	855700	1940		Driver Operator 1A Tuition (Galvin)	250.00
2	100	855700	1942		Job Shirts for G Schwab	120.00
3	100	855700	1942		Restitution for M Gonzalve	16.66
4	100	855700	1942		Restitution for M Gonzalve	16.66
5	100	855700	1942		US Bank WSCA Rebate Payment	190.62
6	100	855700	1942		Supine & Chair Megamovers (Staves)	84.44
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JOE HARN, C.P.A. AUDITOR / CONTROLLER

C.L. RAFFETY, TREASURER / TAX COLLECTOR

BY \_\_\_\_\_

BY \_\_\_\_\_

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

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

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

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

<b>Vouchers #1 Payables Interface CV1</b> (Permanent Vendors) - Outside District		Record:		<b>PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:</b>	
<b>District Name:</b> Georgetown Fire District		Number	Interfaced By		
<b>Date:</b> 7/14/2017		Copy:		US Mail: <input type="checkbox"/>	
<b>Prepared By:</b> Diana Sampson		Copied By		Return to District: <input checked="" type="checkbox"/>	
<b>Contact Phone (ext):</b> 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
<b>File Name:</b> Gt Fire District 06.14.17		Scanned By		Scan Date	
		Audit: <b>FY 16-17</b>		<b>Document Total: \$13,239.31</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	4200		320.00	GF INV 8419 Drug/Alcohol Screening DIST	019748	02		Advanced Drug Screening
2	210	855700	4420		205.92	GF INV 9945561407 O2 & Acy Tank Rental	024075	01		AIRGAS
3	210	855700	4040		195.59	GF INV 009697024 CalNET 3	000392	22		AT&T CalNET
4	210	855700	4220		250.00	GF INV FY 17/18 Renewal	003167	02		CA Fire Chiefs Assn
5	210	855700	4266		186.17	GF INV 2280168 Color and B&W Copies	003113	01		Caltronics
6	210	855700	4040		5.27	GF INV ACCT 006912 Comcast	015058	01		Comcast (TV)
7	210	855700	4162		10.72	G FINV 260097 Plastic Cleaner Polish E61	007674	01		Divide Auto Parts
8	210	855700	4197		16.07	GF INV 259655 Sandpaper/Flexible Sander	007674	01		Divide Auto Parts
9	210	855700	4162		4.93	GF INV 259847 Clearance Light E61	007674	01		Divide Auto Parts
10	210	855700	4042		1,536.74	GF INV 142684-GEO FY 16/17 Q3 Dispatch	400015	01		EDC Emerg Svcs Auth
11	210	855700	4085		222.16	GF ACCT 4030 6059921 Refuse Disposal	000131	04		El Dorado Disposal
12	210	855700	3041		924.00	GF INV L1771241760 Jan-Mar Unemp Charge	002351	02		EDD
13	210	855700	3060		5,217.00	GF INV FASIS-2017-0822 FY15/16 Payroll Audit	026221	01		FASIS
14	210	855700	4022		176.18	GF INV 007565176 G Schwab Uniform Allowance	009613	01		Galls
15	210	855700	4022		96.81	GF INV 007583526 G Schwab Uniform Allowance	009613	01		Galls
16	210	855700	4162		10.72	GF INV 53714 PO # Engine	000719	01		Georgetown Hardware
17	210	855700	4462		5.60	GF INV 53496 & 53503 PO # Info Tech	000719	01		Georgetown Hardware



18	210	855700	4020		12.00	GF INV 254469 S Hansen Shirt	006397	01		Georgetown Vol Fire Dept
19	210	855700	4324		100.00	GF INV WILRO000 DMV Physical	700943	01		Harston Chiropractic
20	210	855700	4162		263.05	GF INV 2032185 Couplings & Connectors	007576	08		Home Depot
21	210	855700	4100		122.00	GF INV 9904 Add New E-64 to Policy	000148	01		ISU Atwood Insurance
22	210	855700	4162		713.21	GF INV INV104976 Standpipe WYE E62 & E264	004442	01		LN Curtis
23	210	855700	4142		532.34	GF INV 32444 Pager Maintenance	016852	01		Midland Telecom
24	210	855700	3020		154.50	GF INV 1239766 Apr/May LTD DIST	000723	01		Myers-Stevens
25	210	855700	4620		1,150.69	GF ACCT 7043441555-3 JUN	000395	03		PG&E
26	210	855700	4140		60.26	GF INV M100630268 Reimb R Poseley per 7100	010196	01		Poseley, Rob
27	210	855700	4162		251.07	GF INV 258159 & 265077	000372	06		Riebes
28	210	855700	4162		143.96	GF INV 928915 Red Seat Belt E61	023470	01		Riverview
29	210	855700	4060		177.16	GF INV Reimb 06/12/2017 GEO Graduation	011562	01		Root, Donna
30	210	855700	4220		20.00	GF INV ACLS/PALS Cards DIST Reimb C Staves	702099	01		Staves, Corinne
31	210	855700	3044		64.76	GF INV IA634029 Vision Insurance DIST	004967	02		Superior Vision
32	210	855700	4040		90.43	GF INV 9785862770 WiFi, Backup & Chief's Cell	003946	09		Verizon
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<b>Prepared By:</b> Diana Sampson		Copied By		Return to District:	<input checked="" type="checkbox"/>
<b>Contact Phone (ext):</b> 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
<b>File Name:</b> Gt Fire District 06.29.17		Scanned By		Scan Date	
		Audit: <b>FY 16-17</b>		<b>Document Total: \$25,666.84</b>	
		Audited By		Audit Date	

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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	4140		29.17	GF INV 007655636 Saw Chain	004233	01		All Cycles
2	210	855700	4162		3.75	GF INV 78293 Plates/Signs SQ 62	026093	01		Arnolds
3	210	855700	4040		70.00	GF ACCT 2306 AT&T Internet	000392	21		AT&T
4	210	855700	4040		194.58	GF INV 009835680 CalNET 3	000392	22		AT&T CalNET
5	210	855700	4160		442.00	GF INV 170037 E61 Break Service	003193	01		Black Oak Mine
6	210	855700	4162		7.51	GF INV 260920 Filter for U61	007674	01		Divide Auto Parts
7	210	855700	4162		8.57	GF INV 260911 Thermometer for Shop	007674	01		Divide Auto Parts
8	210	855700	4305		4,587.00	GF INV 06152017 6/30/2016 Audit 80% Complete	021637	01		Fechter & Company
9	210	855700	4162		197.93	GF INV Regulator E61	501535	01		Folsom Lake Ford
10	210	855700	4020		106.28	GF INV 8292175 Graduation Ties	009613	01		Galls
11	210	855700	4020		13.57	GF INV 007655636 Embroidery J Norrell	009613	01		Galls
12	210	855700	4020		9.47	GF INV 007673377 Embroidery	009613	01		Galls
13	210	855700	4160		3,106.82	GF INV 571646 Lettering and Logo E264	000347	01		Gilly's Super Signs
14	210	855700	4020		41.20	GF INV 9344 Reimb SGosselin for JNorrell Embr	015096	01		Gosselin, Scott
15	210	855700	4021		10,446.15	GF INV 107166 PPE Turnout Gear - SAFER Gran	004442	01		LN Curtis
16	210	855700	4020		641.21	GF INV 106961 14 x Regular and Wildland Glove	004442	01		LN Curtis
17	210	855700	4161		1,693.74	GF INV Estimate 2723 Aamp Research Steps	028304	01		Mobile Evolutions LLC

18	210	855700	4160		56.75	GF INV 035321 Smog for PT 63	026166	01		Murchie's Smog
19	210	855700	4260		53.60	GF INV 7327034 Scotch Tape	002101	01		Quill
20	210	855700	4162		729.29	GF INV 933849, 966860, 934540, CM933849	023470	01		Riverview
21	210	855700	4060		544.00	GF INV CSFA Catering Breakfast & Lunch	025698	01		Schwegler, Emily
22	210	855700	4060		70.64	GF INV Reimb M Schweg Gatorade for CSFA	027546	01		Schwegler, Mark
23	210	855700	4080		15.89	GF INV Reimb M Schweg Towels for CSFA	027546	01		Schwegler, Mark
24	210	855700	4020		11.45	GF ACCT 0219 May 2017 Statement	010088	01		US Bank
25	210	855700	4022		212.50	GF ACCT 0219 May 2017 Statement	010088	01		US Bank
26	210	855700	4040		40.00	GF ACCT 0219 WiFi for E61	010088	01		US Bank
27	210	855700	4060		61.48	GF ACCT 0219 Engine Pickup Lunch	010088	01		US Bank
28	210	855700	4080		123.36	GF ACCT 0219 Household Supplies	010088	01		US Bank
29	210	855700	4140		43.45	GF ACCT 0219 Brackets for Basket Stretcher E26	010088	01		US Bank
30	210	855700	4142		440.00	GF ACCT 0219 Reim BK Radios, Mounting Kits	010088	01		US Bank
31	210	855700	4160		99.27	GF ACCT 0219 Rewound Motor P63	010088	01		US Bank
32	210	855700	4161		638.68	GF ACCT 0219 Emerg Lights E264, Mounting Bra	010088	01		US Bank
33	210	855700	4162		171.56	GF ACCT 0219 Parts Geek, E61 Cribbing	010088	01		US Bank
34	210	855700	4197		108.02	GF ACCT 0219 Hardware & Aluminum	010088	01		US Bank
35	210	855700	4220		100.00	GF ACCT 0219 Annual Dues Sac Arson	010088	01		US Bank
36	210	855700	4260		295.60	GF ACCT 0219 Printer Cable, Letterhead, Firescc	010088	01		US Bank
37	210	855700	4261		3.03	GF ACCT 0219 Postage	010088	01		US Bank
38	210	855700	4460		140.58	GF ACCT 0219 New York Hook for E264	010088	01		US Bank
39	210	855700	4606		23.94	GF ACCT 0219 Chevron on U61 Card	010088	01		US Bank
40	210	855700	4040		84.80	GF INV 9787610888 WiFi, Backup, Chiefs Cell	003946	09		Verizon
41										
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**Georgetown Fire Protection District  
Budget Performance YTD Report  
July 1, 2016 through May 31, 2017**

	<u>Jul '16 - May '17</u>	<u>Amended Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
Reserve Funds Released	132,582.25	132,582.25	132,582.25		
Carryover - Fund: Unreserved, Undesignated	272,249.00	272,249.00	272,249.00		
<b>Income</b>					
0100 - Property Taxes Current Secured	413,090.48	410,392.92	(2,697.56)	100.66%	
0110 - Property Taxes Current Unsecure	7,888.60	8,100.00	211.40	97.39%	
0120 - Property Taxes Prior Secured	-297.35	0.00	297.35	100.00%	
0130 - Property Taxes Prior Unsecured	40.15	150.00	109.85	26.77%	
0140 - Property Taxes Supplemental Cur	4,342.70	2,770.00	(1,572.70)	156.78%	
0150 - Property Taxes Supplemental Pri	2,795.30	2,410.00	(385.30)	115.99%	
0175 - Special Tax Assessment	77,456.09	79,090.00	1,633.91	97.93%	
0360 - Penalties	6,040.80	5,830.00	(210.80)	103.62%	
0400 - Interest Income	3,360.98	2,030.00	(1,330.98)	165.57%	
0420 - Rent Land and Buildings	0.00	0.00	0.00	0.00%	
0820 - Homeowners Property Tax Relief	3,553.71	2,090.00	(1,463.71)	170.03%	
1200 - Other Governmental Agencies	0.00	0.00	0.00	0.00%	
1310 - Special Assessments	137,287.00	140,690.00	3,403.00	97.58%	
1403 - Transfer from Development Fees	0.00	0.00	0.00	0.00%	
1740 - Charge for Services	50,000.00	50,000.00	0.00	100.00%	
1940 - Miscellaneous Revenue	227,521.26	281,478.00	53,956.74	80.83%	Note 1
1941 - Miscellaneous Refund	0.00	0.00	0.00	0.00%	
1942 - Miscellaneous Reimbursement	12,432.23	12,398.00	(34.23)	100.28%	
<b>Total Income</b>	<b>945,511.95</b>	<b>997,428.92</b>	<b>51,916.97</b>	<b>94.80%</b>	<b>Note 2</b>
<b>Gross Profit</b>	<b>945,511.95</b>	<b>997,428.92</b>	<b>51,916.97</b>	<b>94.80%</b>	
<b>Expense</b>					
	<u>Jul '16 - May '17</u>	<u>Amended Budget</u>	<u>Remaining Bal</u>	<u>% of Budget</u>	
<b>30 - Payroll Expenses</b>					
3000 - Salaries Permanent Employees	218,743.64	240,000.00	21,256.36	91.14%	
3001 - Temporary Employees	102,806.31	110,000.00	7,193.69	93.46%	
3002 - Overtime	57,005.60	70,000.00	12,994.40	81.44%	
3004 - Other Compensation	37,096.20	50,000.00	12,903.80	74.19%	
3020 - Retirement	105,477.79	130,000.00	24,522.21	81.14%	
3021 - OASDI	11,064.68	15,300.00	4,235.32	72.32%	
3022 - Medicare	5,691.71	9,000.00	3,308.29	63.24%	
3040 - Health Insurance	75,091.68	100,000.00	24,908.32	75.09%	
3041 - Unemployment Insurance	0.00	4,000.00	4,000.00	0.00%	
3042 - Long Term Disability	618.00	930.00	312.00	66.45%	
3043 - Deferred Compensation Employer	9,050.64	14,300.00	5,249.36	63.29%	
3044 - Vision Insurance Employer Share	7,318.78	7,600.00	281.22	96.30%	
3060 - Workers Compensation Employer	46,012.00	47,100.00	1,088.00	97.69%	
<b>Total 30 - Payroll Expenses</b>	<b>675,977.03</b>	<b>798,230.00</b>	<b>122,252.97</b>	<b>84.68%</b>	<b>Note 3</b>
4020 - Clothing & Personal Supplies	13,099.28	15,000.00	1,900.72	87.33%	
4021 - Fire Turnouts	1,739.08	15,000.00	13,260.92	11.59%	
4022 - Uniforms	1,718.69	2,000.00	281.31	85.94%	
4040 - Communications	5,219.95	5,000.00	(219.95)	104.40%	Note 4
4042 - Dispatch	1,823.92	6,000.00	4,176.08	30.40%	
4060 - Food & Food Products	341.49	1,000.00	658.51	34.15%	
4080 - Household Expense	2,830.60	2,800.00	(30.60)	101.09%	Note 5
4085 - Refuse Disposal	2,440.20	2,900.00	459.80	84.15%	
4100 - Insurance Premium	18,440.00	19,100.00	660.00	96.55%	
4101 - Insurance-Additional Liability	1,641.60	2,000.00	358.40	82.08%	
4140 - Maintenance Equipment	3,801.12	4,000.00	198.88	95.03%	
4141 - Maint Office Equipment	0.00	100.00	100.00	0.00%	
4142 - Maint Telephone/Radio	0.00	250.00	250.00	0.00%	

**Georgetown Fire Protection District  
Budget Performance YTD Report  
July 1, 2016 through May 31, 2017**

	<u>Jul '16 - May '17</u>	<u>Amended Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
4145 · Maintenance Equip Parts	70.26	150.00	79.74	46.84%	
4160 · Vehicle Maintenance Service	1,883.03	8,000.00	6,116.97	23.54%	
4161 · Vehicle Maintenance Parts	714.96	4,200.00	3,485.04	17.02%	
4162 · Vehicle Maintenance Supplies	13,017.15	25,495.00	12,477.85	51.06%	
4164 · Vehicle Maintenance Tires	4,145.97	3,000.00	(1,145.97)	138.20%	Note 6
4180 · Maintenance Building & Improvem	3,790.76	5,000.00	1,209.24	75.82%	
4197 · Maintenance Building Supplies	4,490.24	5,000.00	509.76	89.81%	
4200 · Medical, Dental, and Laboratory	365.13	370.00	4.87	98.68%	
4220 · Memberships	2,525.18	3,000.00	474.82	84.17%	
4240 · Miscellaneous Expense	385.31	2,000.00	1,614.69	19.27%	
4260 · Office Supplies	3,691.50	4,950.00	1,258.50	74.58%	
4261 · Postage	340.60	750.00	409.40	45.41%	
4262 · Software	2,266.89	2,000.00	(266.89)	113.35%	Note 7
4263 · Subscription/Newspaper/Journals	565.00	550.00	(15.00)	102.73%	Note 8
4266 · Printing/Duplicating Services	1,541.30	2,000.00	458.70	77.07%	
4300 · Professional & Specialized Serv	2,724.48	3,555.00	830.52	76.64%	
4304 · Agency Administration Fee	763.92	770.00	6.08	99.21%	
4305 · Audit & Accounting Services	0.00	6,000.00	6,000.00	0.00%	
4308 · External Data Processing Servic	0.00	100.00	100.00	0.00%	
4313 · Legal Services	0.00	0.00	0.00	0.00%	
4323 · Psychological Services	0.00	0.00	0.00	0.00%	
4324 · Medical, Dental, Lab & Ambulanc	440.00	400.00	(40.00)	110.00%	Note 9
4400 · Publication & Legal Notices	425.94	400.00	(25.94)	106.49%	Note 10
4420 · Rent & Lease Equipment	5,255.39	6,600.00	1,344.61	79.63%	
4460 · Small Tools & Instruments	1,068.84	2,000.00	931.16	53.44%	
4461 · Minor Equipment	1,430.31	2,500.00	1,069.69	57.21%	
4462 · Computer Equipment	2,880.02	4,000.00	1,119.98	72.00%	
4463 · Equip Telephone & Radio	0.00	0.00	0.00	0.00%	
4500 · Special Department Expense	2,066.97	2,000.00	(66.97)	103.35%	Note 11
4501 · Special Projects	35.00	2,000.00	1,965.00	1.75%	
4503 · Staff Development	7,722.24	10,000.00	2,277.76	77.22%	
4507 · Fire Equipment	0.00	5,000.00	5,000.00	0.00%	
4540 · Staff Development not 1099	3,768.63	3,910.00	141.37	96.38%	
4600 · Transportation and Travel	116.97	500.00	383.03	23.39%	
4606 · Fuel Purchases	10,176.55	16,000.00	5,823.45	63.60%	
4620 · Utilities	20,322.83	25,800.00	5,477.17	78.77%	
5060 · Retirement Other Long Term Debt	6,704.77	6,800.00	95.23	98.60%	
6000 · Fixed Asset Land	27,653.06	27,654.00	0.94	100.00%	
6040 · Fixed Asset Equipment	45,223.71	61,020.17	15,796.46	74.11%	
7700 · Contingency	0.00	100,000.00	100,000.00	0.00%	
<b>Total Expense</b>	<b>1,853,157.82</b>	<b>2,496,532.09</b>	<b>643,374.27</b>	<b>74.23%</b>	<b>Note 12</b>
<b>Reserve Accounts</b>					
7800 · Reserve	0.00	100,000.00	100,000.00	0.00%	
7801 · Unfunded Liability Reserve	0.00	100,000.00	100,000.00	0.00%	
7802 · Apparatus Reserve	0.00	100,000.00	100,000.00	0.00%	
	<b>0.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>0.00%</b>	<b>Note 13</b>
<b>Net Income</b>	<b>442,697.33</b>	<b>275,406.00</b>	<b>137,539.92</b>	<b>160.74%</b>	

**Georgetown Fire Protection District**  
**Budget Performance YTD Report**  
 July 1, 2016 through May 31, 2017

<b>Note 1</b>	1940 · Miscellaneous Revenue	Still anticipating Strike Team Reimb of \$56,640.09 from San Fire and San Gabriel Complex.
<b>Note 2</b>	<b>Total Income</b>	<b>Received 95% of our annual income</b>
<b>Note 3</b>	<b>Total 30 · Payroll Expenses</b>	<b>Spent 85% of our payroll expenses</b>
<b>Note 4</b>	4040 · Communications	VHF Pager Evaluation - refund pending
<b>Note 5</b>	4080 · Household Expense	Household Supplies has exceeded budgeted limit by \$30.00
<b>Note 6</b>	4164 · Vehicle Maintenance Tires	Tires for E-61 - unexpected and beyond budget
<b>Note 7</b>	4262 · Software	Software for Diagnostic Instrument
<b>Note 8</b>	4263 · Subscription/Newspaper/Journals	Volunteer Ad series in Gazette
<b>Note 9</b>	4324 · Medical, Dental, Lab & Ambulanc	Budgeted four DMV Physicals, Mitch Schwegler Health Eval \$40.00 was unbudgeted
<b>Note 10</b>	4400 · Publication & Legal Notices	Unbudgeted Publications for Fire Code Adoption
<b>Note 11</b>	4500 · Special Department Expense	Collected \$500.00 from MQT on behalf of Volunteers, Funds went into our income and were paid from this account.
<b>Note 12</b>	<b>Total Expense</b>	<b>Spent 75% of ALL our annual expenses</b>
<b>Note 13</b>	<b>Reserve Accounts</b>	<b>\$300,000 in Reserve Accounts</b>



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>	



# 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

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**

#### 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: Roll Call - Public Input - Approval of Minutes - Correspondence - Action Items - Discussion Items - Chief's Report - Executive 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**

### Budget

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

### Payments

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

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

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

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

## **Article VIII**

### Facilities

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

## **Article IX**

### Insurance



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

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

## **Article X**

### **Amendments**

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

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

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

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

**AYES**   2  

**NOES**   0  

**ABSTENTIONS**   0  

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Secretary      Shari Holmstrom

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Director              Robert C. Heald

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Director              Paul Peterson

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

AMENDMENT:      Ayes:  
April 11, 2007      Noes: