

GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
May 11, 2017, 9:00 AM
Station 61 – 6283 Main Street, Georgetown, CA 95634

AGENDA

ITEMS ON THE AGENDA MAY BE DEFERRED TO FUTURE MEETINGS

1. **CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE**
2. **PRESENTATIONS**
 - A. Chief Michael Hardy and Captain Paul Dutch of the El Dorado County Fire Protection District to give a presentation on CalPERS UAL and OPEB Costs
 - B. Craig Fechter of Fechter & Company, CPAs to present to and meet with the Board
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**

None
6. **CONSENT CALENDAR**
 - A. Approval of Meeting Minutes, Regular Meeting of April 13, 2017
 - B. Approve Bills/Deposits for District Fund 855700
 - i. Deposit on April 7, 2017
 - ii. Vouchers on April 7, and April 19, 2017
 - C. Approve Bills/Deposits for JPA Fund 874000
 - i. Vouchers on April 19, 2017
 - D. Budget Year-to-Date Report, Fiscal Year 2016-2017
7. **REGULAR MEETING ACTION ITEMS**
 - A. Review and Approve Fiscal Year 2017/2018 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. **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.
11. **RETURN TO OPEN SESSION**
12. **ADJOURNMENT** – Next meeting June 8, 2017 9:00 am

Georgetown Fire Protection District

Annual Schedule of Recurring Board of Directors Items

January

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

February

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

March

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

April

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

May

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

June

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

Georgetown Fire Protection District

Annual Schedule of Recurring Board of Directors Items

July

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

August

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

September

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

October

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

November

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

December

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

GEO

Fiscal Year 15/16	Fiscal Year 16/17
Plan AAL (5.5%) \$7,779,904 (est.)	Plan AAL (5.5%) \$8,207,798 (est.)
MVA \$5,587,390	MVA \$5,556,390
MVAxROI(0.06%)	MVAxROI(assume 6%)
ROI = \$0	ROI = \$333,383
A = \$0	A = \$15,335
C = \$242K	C = \$247K
Payout = \$273K	Payout = \$273K
ROI-A+C-P =Y = \$-31K	ROI-A+C-P =Y = \$292,048
Adjusted MVA = \$5,556,390	Adjusted MVA = \$5,848,438
UAAL = \$2,223,514 (est.)	UAAL = \$2,359,360
Plan funding level = 71.41%	Plan funding level = 71.25%
Approximate NC = \$142K	Approximate NC = \$142K
Approximate UAL contribution = \$100K	Approximate UAL contribution = \$105K
Est. UAL payment due on 18/19 = \$146,610	Est. UAL payment due on 19/20 = \$197,052

- AL grows/discounts @ 7.5%/year (5.5% for GEO...why? Reflective of actuarial risk mitigation?)
- MVA assumed to grow @ roughly 5% - 6%/year during next decade
- MVA is ran through investment cycle for yield, then has retiree payout deducted for new yield
- UAL is being amortized *every year*, as the UAL adjusts every time the AL separates from the MVA. Amortization of new UAL on 30 year amortization, @ roughly 6.17%
- Bases points are also increasing each year if unfunded liability is growing, in an effort to increase/maintain funding levels

Fiscal Year 17/18	Fiscal Year 18/19
Plan AAL (5.5%) \$8,659,226 (est.)	Plan AAL (5.5%) \$9,135,483 (est.)
MVA \$5,848,438	MVA \$6,177,004
MVAxROI (assume 6%)	MVAxROI (assume 6%)
ROI = \$350,906	ROI = \$370,620
A = \$16,141	A = \$17,048
C = \$266,801K	C = \$288,610K
Payout = \$273K	Payout = \$273K
ROI-A+C-P =Y = \$328,566	ROI-A+C-P =Y = \$369,182
Adjusted MVA = \$6,177,004	Adjusted MVA = \$6,546,186
UAAL = \$2,482,222	UAAL = \$2,589,297
Plan funding level = 71.33%	Plan funding level = 71.65%
Approximate NC = \$142K	Approximate NC = \$142K
Approximate UAL contribution = \$124,801	Approximate UAL contribution = \$146,610
Est. UAL payment due on 20/21 = \$229,136	Est. UAL payment due on 21/22 = \$261,784

EL DORADO COUNTY
DEPOSIT PERMIT

TREASURER HAS RECEIVED A DEPOSIT FROM

DATE 04/07/17

Georgetown Fire District

BY Diana Sampson

DEPARTMENT OR AGENCY NAME

ON ACCOUNT OF:

DEPOSITOR NUMBER **808557**

DEPARTMENT / VENDOR NUMBER

Please See Attached Page **67,640.83**

FY 16-17

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

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

COIN	
CURRENCY	
CHECKS	67,640.83
OFF - SITE	
DIRECT DEPOSIT / WIRE	

TOTAL DEPOSIT	67,640.83
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S	TRANS	INDEX	SUB	USER	DESCRIPTION (50 CHARACTERS MAX.)	AMOUNT
F	CODE	CODE	OBJECT	CODE		
X	NO *	NUMBER	NUMBER	NUMBER		
1	100	855700	1940		Trailhead Fire E-61	65,458.18
2	100	855700	1940		Fire Recovery Payment	682.65
3	100	855700	1940		Driver Operator 1A Tuition (Harper)	250.00
4	100	855700	1940		Driver Operator 1B Tuition (Harper)	250.00
5	100	855700	1940		Driver Operator 1A/1B Tuition (Soria)	500.00
6	100	855700	1940		Driver Operator 1A/1B Tuition (Jame)	500.00
7						
8						
9						
10						
11						
12						
13						
14						
15						

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

C.L. RAFFETY, TREASURER / TAX COLLECTOR

BY _____

BY _____

DATE ____ / ____ / ____

DATE ____ / ____ / ____

DP #

CERTIFIED INTO THE
COUNTY TREASURY
UNDER SECTION 27008
GOVERNMENT CODE

BATCH DATE	
CODED BY	

Vouchers #1 Payables Interface CV1 (Permanent Vendors) - Outside District		Record:		PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:	
District Name: Georgetown Fire District		Number	Interfaced By		
Date: 4/27/2017		Copy:		US Mail:	<input type="checkbox"/>
Prepared By: Diana Sampson		Copied By		Return to District:	<input checked="" type="checkbox"/>
Contact Phone (ext): 530-333-4111		Scan:		Call for pickup: Diana at 333-4111	
File Name: Gt Fire District 04.19.17		Scanned By		Scan Date	
		Audit: FY 16-17		Document Total: \$17,228.58	
		Audited By		Audit Date	

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

Authorizing signatures:										Date:
LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	855700	4420		224.78	GF INV 9944103797 Acy & O2 Tank Rent	024075	01		AIRGAS
2	210	855700	4020		6.44	GF INV 77271 FATS Tags x 2	026093	01		Arnolds
3	210	855700	4040		180.00	GF ACCT 084-2306 APR Phone Service	000392	21		AT&T
4	210	855700	3040		9,200.56	GF INV 14941562 DIST Health Insurance	002097	05		CalPERS
5	210	855700	4266		166.97	GF INV 2237234 Color and B&W Copies	003113	01		Caltronics
6	210	855700	4160		363.53	GF INV 1448379 Engine 61 Rear Brakes	004331	01		Capitol Clutch & Brake
7	210	855700	4420		189.83	GF INV MAY BILLING Konica Rental	006556	01		De Lage Landen
8	210	855700	4161		4.40	GF INV 258094 Bolt Body PT-61	007674	01		Divide Auto Parts
9	210	855700	4500		200.00	GF INV 165 Beam Field Advertizing	001671	01		Divide Recreation
10	210	855700	4197		416.54	GF INV 103852, 785862 Academy Lumber	016284	01		Divide Supply
11	210	855700	4162		17.96	GF INV 624769 Touch Up Paint C7100	501535	01		Folsom Lake Ford
12	210	855700	4500		500.00	GF INV 17-0103MQT Collected on behalf of Volun	006397	01		Georgetown Volunteers
13	210	855700	4020		89.25	GF INV 254460/254462 Hansen/Schwegler Unif A	006397	01		Georgetown Volunteers
14	210	855700	4324		100.00	GF INV BUEGR000 DMV Physical G Bueghly	700943	01		Harston Chiropractic
15	210	855700	4197		421.61	GF INV March Statement	007576	08		Home Depot
16	210	855700	4462		2,880.02	GF INV Reimb K Pauley Computer Upgrades	024766	01		Pauley, Ken
17	210	855700	4620		915.19	GF ACCT 7043441555-3	000395	03		PG&E

Georgetown Fire Protection District
Budget Performance YTD Report
 July 1, 2016 through April 30, 2017

	Jul '16 - Apr '17	Approved Budget	Income Remaining	% of Budget	Note
Reserve Funds Released	132,582.25	132,582.25	132,582.25		
Carryover - Fund: Unreserved, Undesignated	272,249.00	272,249.00	272,249.00		
Income					
0100 - Property Taxes Current Secured	409,613.56	410,392.92	779.36	99.81%	
0110 - Property Taxes Current Unsecure	7,840.23	8,100.00	259.77	96.79%	
0120 - Property Taxes Prior Secured	-267.69	0.00	267.69	100.00%	
0130 - Property Taxes Prior Unsecured	15.14	150.00	134.86	10.09%	
0140 - Property Taxes Supplemental Cur	3,177.37	2,770.00	(407.37)	114.71%	
0150 - Property Taxes Supplemental Pri	2,425.26	2,410.00	(15.26)	100.63%	
0175 - Special Tax Assessment	76,348.59	79,090.00	2,741.41	96.53%	
0360 - Penalties	4,869.50	5,830.00	960.50	83.53%	
0400 - Interest Income	2,813.06	2,030.00	(783.06)	138.57%	
0420 - Rent Land and Buildings	0.00	0.00	0.00	0.00%	
0820 - Homeowners Property Tax Relief	2,090.42	2,090.00	(0.42)	100.02%	
1200 - Other Governmental Agencies	0.00	0.00	0.00	0.00%	
1310 - Special Assessments	135,501.94	140,690.00	5,188.06	96.31%	
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%	
1941 - Miscellaneous Refund	0.00	0.00	0.00	0.00%	
1942 - Miscellaneous Reimbursement	12,432.23	12,398.00	(34.23)	100.28%	
Total Income	934,380.87	997,428.92	63,048.05	93.68%	Note 1
Gross Profit	934,380.87	997,428.92	63,048.05	93.68%	
Expense					
	Jul '16 - Apr '17	Approved Budget	Remaining Bal	% of Budget	
30 - Payroll Expenses					
3000 - Salaries Permanent Employees	201,114.54	240,000.00	38,885.46	83.80%	
3001 - Temporary Employees	96,563.29	110,000.00	13,436.71	87.79%	
3002 - Overtime	56,951.54	70,000.00	13,048.46	81.36%	
3004 - Other Compensation	37,096.20	50,000.00	12,903.80	74.19%	
3020 - Retirement	101,316.74	130,000.00	28,683.26	77.94%	
3021 - OASDI	10,714.80	15,300.00	4,585.20	70.03%	
3022 - Medicare	5,365.73	9,000.00	3,634.27	59.62%	
3040 - Health Insurance	68,512.26	100,000.00	31,487.74	68.51%	
3041 - Unemployment Insurance	0.00	4,000.00	4,000.00	0.00%	
3042 - Long Term Disability	618.00	930.00	312.00	66.45%	
3043 - Deferred Compensation Employer	8,893.94	14,300.00	5,406.06	62.20%	
3044 - Vision Insurance Employer Share	7,254.02	7,600.00	345.98	95.45%	Note 2
3060 - Workers Compensation Employer	46,012.00	47,100.00	1,088.00	97.69%	
Total 30 - Payroll Expenses	640,413.06	798,230.00	157,816.94	80.23%	Note 3
4020 - Clothing & Personal Supplies	12,521.99	15,000.00	2,478.01	83.48%	
4021 - Fire Turnouts	1,739.08	15,000.00	13,260.92	11.59%	
4022 - Uniforms	1,591.18	2,000.00	408.82	79.56%	
4040 - Communications	4,826.69	5,000.00	173.31	96.53%	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	2,577.11	2,800.00	222.89	92.04%	Note 5
4085 - Refuse Disposal	2,218.04	2,900.00	681.96	76.48%	
4100 - Insurance Premium	18,440.00	19,100.00	660.00	96.55%	Note 6
4101 - Insurance-Additional Liability	1,641.60	2,000.00	358.40	82.08%	Note 7
4140 - Maintenance Equipment	3,801.12	4,000.00	198.88	95.03%	Note 8
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 April 30, 2017

	<u>Jul '16 - Apr '17</u>	<u>Approved Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
4145 - Maintenance Equip Parts	70.26	150.00	79.74	46.84%	
4160 - Vehicle Maintenance Service	1,883.03	8,000.00	6,116.97	23.54%	
4161 - Vehicle Maintenance Parts	451.08	4,200.00	3,748.92	10.74%	
4162 - Vehicle Maintenance Supplies	12,198.58	25,495.00	13,296.42	47.85%	
4164 - Vehicle Maintenance Tires	4,145.97	3,000.00	(1,145.97)	138.20%	Note 9
4180 - Maintenance Building & Improvem	3,515.73	5,000.00	1,484.27	70.32%	
4197 - Maintenance Building Supplies	3,598.13	5,000.00	1,401.87	71.96%	
4200 - Medical, Dental, and Laboratory	365.13	370.00	4.87	98.68%	Note 10
4220 - Memberships	2,415.18	3,000.00	584.82	80.51%	
4240 - Miscellaneous Expense	8.83	2,000.00	1,991.17	0.44%	
4260 - Office Supplies	3,152.97	4,950.00	1,797.03	63.70%	
4261 - Postage	340.60	750.00	409.40	45.41%	
4262 - Software	2,182.89	2,000.00	(182.89)	109.15%	Note 11
4263 - Subscription/Newspaper/Journals	545.00	550.00	5.00	99.09%	Note 12
4266 - Printing/Duplicating Services	1,407.44	2,000.00	592.56	70.37%	
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%	Note 13
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 14
4400 - Publication & Legal Notices	393.20	400.00	6.80	98.30%	Note 15
4420 - Rent & Lease Equipment	4,847.89	6,600.00	1,752.11	73.45%	
4460 - Small Tools & Instruments	953.80	2,000.00	1,046.20	47.69%	
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 16
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	3,157.91	3,910.00	752.09	80.77%	
4600 - Transportation and Travel	116.97	500.00	383.03	23.39%	
4606 - Fuel Purchases	10,164.04	16,000.00	5,835.96	63.53%	
4620 - Utilities	18,968.96	25,800.00	6,831.04	73.52%	
5060 - Retirement Other Long Term Debt	6,704.77	6,800.00	95.23	98.60%	Note 17
6000 - Fixed Asset Land	27,653.06	27,654.00	0.94	100.00%	Note 18
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%	
Total Expense	<u>1,798,844.22</u>	<u>2,496,532.09</u>	<u>697,687.87</u>	<u>72.05%</u>	Note 19
Reserve Accounts					
7800 - Reserve	0.00	100,000.00	100,000.00	0.00%	
7801 - Unfunded Liability Reserve	0.00	100,000.00	100,000.00	0.00%	
7802 - Apparatus Reserve	0.00	100,000.00	100,000.00	0.00%	
	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00%</u>	Note 20
Net Income	<u>474,748.77</u>	<u>275,406.00</u>	<u>105,488.48</u>	<u>172.38%</u>	

Georgetown Fire Protection District
Budget Performance YTD Report
 July 1, 2016 through April 30, 2017

Note 1	Total Income	Received 93% of our annual income
Note 2	3044 · Vision Insurance Employer Share	Def Comp will balance with Health/Vision/Dental
Note 3	Total 30 · Payroll Expenses	Spent 80% of our payroll expenses
Note 4	4040 · Communications	VHF Pager Evaluation - refund pending
Note 5	4080 · Household Expense	Household Supplies nearly at budgeted limit
Note 6	4100 · Insurance Premium	Insurance Annual Payment
Note 7	4101 · Insurance-Additional Liability	EAP Annual Payment
Note 8	4140 · Maintenance Equipment	Station 61 Generator Diagnostics & Repair
Note 9	4164 · Vehicle Maintenance Tires	Tires for E-61 - unexpected and beyond budget
Note 10	4200 · Medical, Dental, and Laboratory	Gas Cylinder, one time purchase
Note 11	4262 · Software	Software for Diagnostic Instrument
Note 12	4263 · Subscription/Newspaper/Journals	Volunteer Ad series in Gazette
Note 13	4304 · Agency Administration Fee	LAFCO Annual Payment was \$100 more than last year.
Note 14	4324 · Medical, Dental, Lab & Ambulanc	Budgeted four DMV Physicals, Mitch Schwegler Health Eval \$40.00 was unbudgeted
Note 15	4400 · Publication & Legal Notices	Unbudgeted Publications for Fire Code Adoption
Note 16	4500 · Special Department Expense	Collected \$500.00 from MQT on behalf of Volunteers, Funds went into our income and were paid from this account.
Note 17	5060 · Retirement Other Long Term Debt	Annual payment to KS State Bank for C7100
Note 18	6000 · Fixed Asset Land	Made our two scheduled payments to KS State Bank for 193 Property
Note 19	Total Expense	Spent 72% of ALL our annual expenses
Note 20	Reserve Accounts	\$300,000 in Reserve Accounts

FY 17-18 Preliminary Budget - Providers - Draft 3

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

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

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

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: