

GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
October 12, 2017, 9:00 AM
Station 61 – 6283 Main Street, Georgetown, CA 95634

AGENDA

ITEMS ON THE AGENDA MAY BE DEFERRED TO FUTURE MEETINGS

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1. **CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE**
 2. **DIRECTOR'S ITEMS**
 3. **CLOSED SESSION**
 - A. Pursuant to Government Code 54957.6, conference with labor negotiations; items under negotiation; Memorandum of Understanding with the Employee Group pertaining to wages and benefits; District negotiators are Directors Davis and Williams.
 4. **RETURN TO OPEN SESSION**
 5. **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.
 6. **CORRESPONDENCE - NONE**
 7. **CONSENT CALENDAR**
 - A. Approval of Meeting Minutes
 - i. Regular Meeting of September 14, 2017
 - ii. Special Meeting of September 26, 2017
 - B. Approve Bills/Deposits for District Fund 855700 - *None for September*
 - C. Approve Bills/Deposits for JPA Fund 874000 - *None for September*
 - D. Budget Year-to-Date Report
 8. **REGULAR MEETING ACTION ITEMS**
 - A. Review and Approve Fiscal Year 2017/2018 JPA Budget
 9. **CHIEF'S REPORT**
 - A. Budget/Revenue Report
 - B. Personnel Report
 - C. Apparatus Report
 - D. Facilities Report
 - E. JPA Report
 10. **DISCUSSION**
 - A. Review and Update of District Administrative Code
 11. **ADJOURNMENT** – Next meeting November 9, 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

GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
September 14, 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: ENG Corinne Staves

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Call to Order, Roll Call & Pledge of Allegiance

Director Davis called the meeting to order at 9:08 a.m. and roll was taken.

Director's Items

None

Public Comment

ENG Corinne Staves spoke to the Board regarding MOU Negotiations, including Wage Comparison statistics, Longevity statistics, and COLA increase statistics from neighboring agencies.

Correspondence

None

Consent Calendar

- A. Approval of Minutes from the Regular Meeting of August 10, 2017
- B. Approve deposits of \$51,011.39 and bills of \$36,556.29 for District Fund 855700
- C. Approve bills of \$15,594.44 for JPA Fund 874000
- D. Budget Year-to-Date Report, Fiscal Year 2016-2017

Director Davis moved to approve the Consent Calendar as presented with Director Williams making the second. Motion passed 3-0.

Action Items

- A. Review, Discuss and Vote LAFCO – Special Election
Director Davis moved to approve support Tim Palmer for the LAFCO Board, with Director Williams making the second. Motion passed 3-0.
- B. Review and Approve Surplus of 1982 GMC Engine VIN# 1GDK7D1E0CV589544
Director Davis moved to surplus the 1982 GMG Engine with Director Williams making the second. Motion passed 3-0.
- C. Review and Approve Surplus of 1982 GMC Engine VIN# 1GDM7D2E0DV515887
Director Davis moved to surplus the 1983 GMG Engine with Director Williams making the second. Motion passed 3-0.
- D. Review and Approve Proposed Final Approved Budget for Fiscal Year 2017/2018
Director Davis moved to approve the Proposed Final Approved Budget for Fiscal Year 2017/2018 as presented with Director Williams making the second. Motion passed 3-0.
- E. Review and Approve JPA 2017/2018 Budget – *Tabled*

Chief's Report

A. Financial Report

- a. The Draft District Audit available
- b. Second (follow-up) CAL FIRE VFA Grant for NEW HT radios \$10k (\$5k match)
- c. Development fee update from August 22nd BOS Meeting
Other Districts chose to wait, Chief Schwab pushed forward and was able to get the BOS to accept the Nexus Study but Development Fees are tied to a 'hold harmless' agreement which has not been resolved.

B. Personnel Report

- a. OES Strike Team to Topaz Fire (Owens Valley) and Mission Fire (Yosemite)
- b. Volunteer Captain Testing in process
- c. Chief Schwab was accepted into EMI National Emergency Management Advanced Academy Course (Bay Area Cohort) in Dublin, CA
- d. FF Monck is completing OSFM Driver Operator 1A and 1B
- e. Chief Schwab on vacation October 18-23rd

C. Apparatus Report

- a. **GEO E61** (BME) wheel – *severe fracture in wheel, happened within last 120 days*
- b. **GEO E264** (Freightliner/S&S) warranty work on Pacbrake by TRUCK SITE
- c. **GEO C7100** (F250) new tires
- d. **OES E322** (HME/WestStates) air conditioning fans, breaks (air system) and bodywork
- e. **JPA M61** (2016 Dodge) air conditioning

D. Facilities Report

- a. **GEO STA64** (Spanish Dry Diggins) AT&T cell tower contract – *received our first payment of \$1500.00. Will increase to \$1800.00 when up and running.*

E. JPA Report

- a. Adding half-time medic unit process continues; threat to Georgetown Fire
- b. Dispatch services 'Feasibility Study' for EDH DRAFT is almost complete
- c. ePCR will begin with EDC EMSA – *tablets have arrived*
- d. Two (2) surplus Zoll monitor/defibrillator/pacer transferred to the District

F. Calendar

- a. Needle Nellie's Quilt Show – Rotary Park on Saturday, September 16th
- b. Founder's Day – Main Street on Sunday, September 24th
- c. CHP Cops and Rodders – Cameron Park Airport on Saturday, September 30th

Discussion

- A. Review and Update of District Administrative Code – *Tabled, Chief has sent out recommended changes to Directors Davis and Todd (Admin Code Subcommittee)*

Closed Session

- A. Pursuant to Government Code 54956.8, the Board will meet in Closed Session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

Property Description: 2960 Maiden Lane, Georgetown CA 95634

Negotiators: Paul Thomasson, Chief Greg Schwab;

Under Negotiation: Purchase of property behind Station 61

- B. Pursuant to Government Code 54957.6, conference with labor negotiations; items under negotiation; Memorandum of Understanding with the Employee Group pertaining to wages and benefits; District negotiators are Directors Davis and Williams.
- C. 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

- A. Updates presented to the Board, No Action Taken
- B. Updates presented to the Board, No Action Taken
- C. Updates presented to the Board, No Action Taken

Adjournment - Next Regular Meeting October 12, 2017 at 9:00 am – *with a Special Meeting to be scheduled within one to two weeks, TBD*

Director Williams moved to adjourn at 11:24 a.m., Director Davis made the second. Motion passed 3-0.

Respectfully submitted,

Diana Sampson, Admin Assistant

Patti Smith, Board President

GEORGETOWN FIRE DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING
September 26, 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 9:13 a.m. and roll was taken.

Public Comment

None

Special Meeting Action Items

None

Closed Session

- A. Pursuant to Government Code 54956.8, the Board will meet in Closed Session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

Property Description: 2960 Maiden Lane, Georgetown CA 95634

Negotiators: Paul Thomasson, Chief Greg Schwab;

Under Negotiation: Purchase of property behind Station 61

- B. Pursuant to Government Code 54957.6, conference with labor negotiations; items under negotiation; Memorandum of Understanding with the Employee Group pertaining to wages and benefits; District negotiators are Directors Davis and Williams.

Return to Open Session

- A. After some discussion, the Board will draft a response.
B. After updates and discussion, the Board has given the committee direction.

Adjournment - Next Regular Meeting October 12, 2017 at 9:00 am.

*Director Todd moved to adjourn at 10:36 a.m., Director Williams made the second.
Motion passed 5-0.*

Respectfully submitted,

Diana Sampson, Admin Assistant

Georgetown Fire

BOARD PACKET - OCTOBER

Patti Smith, Board President

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

	<u>Jul '17 - Aug '17</u>	<u>Prelim Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
Reserve Funds Released	0.00	0.00	0.00		
Carryover - Fund: Unreserved, Undesignated	466,646.97	466,646.97	466,646.97		
Income					
0100 - Property Taxes Current Secured	0.00	444,443.00	444,443.00	0.00%	
0110 - Property Taxes Current Unsecure	0.00	7,646.00	7,646.00	0.00%	
0120 - Property Taxes Prior Secured	0.00	0.00	0.00	0.00%	
0130 - Property Taxes Prior Unsecured	23.87	150.00	126.13	15.91%	
0140 - Property Taxes Supplemental Cur	0.00	2,000.00	2,000.00	0.00%	
0150 - Property Taxes Supplemental Pri	445.85	1,800.00	1,354.15	24.77%	
0175 - Special Tax Assessment	157.50	80,920.00	80,762.50	0.20%	
0360 - Penalties	105.62	4,500.00	4,394.38	2.35%	
0400 - Interest Income	813.26	1,000.00	186.74	81.33%	
0420 - Rent Land and Buildings	0.00	9,600.00	9,600.00	0.00%	
0820 - Homeowners Property Tax Relief	0.00	4,101.00	4,101.00	0.00%	
1200 - Other Governmental Agencies	0.00	0.00	0.00	0.00%	
1310 - Special Assessments	255.39	145,441.00	145,185.61	0.18%	
1403 - Transfer from Development Fees	0.00	0.00	0.00	0.00%	
1740 - Charge for Services	0.00	50,000.00	50,000.00	0.00%	
1940 - Miscellaneous Revenue	41,251.07	110,000.00	68,748.93	37.50%	
1941 - Miscellaneous Refund	0.00	0.00	0.00	0.00%	
1942 - Miscellaneous Reimbursement	27,705.08	10,000.00	(17,705.08)	277.05%	Note 1
Total Income	70,757.64	871,601.00	800,843.36	8.12%	Note 2
Expense					
	<u>Jul '17 - Aug '17</u>	<u>Prelim Budget</u>	<u>Remaining Bal</u>	<u>% of Budget</u>	
30 - Payroll Expenses					
3000 - Salaries Permanent Employees	34,907.96	250,000.00	215,092.04	13.96%	
3001 - Temporary Employees	20,022.73	110,000.00	89,977.27	18.20%	
3002 - Overtime	47,136.72	70,000.00	22,863.28	67.34%	Note 3
3004 - Other Compensation	14,276.31	50,000.00	35,723.69	28.55%	
3020 - Retirement	70,097.81	130,000.00	59,902.19	53.92%	Note 4
3021 - OASDI	4,813.44	15,000.00	10,186.56	32.09%	
3022 - Medicare	1,645.57	9,000.00	7,354.43	18.28%	
3040 - Health Insurance	21,074.73	100,000.00	78,925.27	21.08%	
3041 - Unemployment Insurance	0.00	4,000.00	4,000.00	0.00%	
3042 - Long Term Disability	0.00	1,000.00	1,000.00	0.00%	
3043 - Deferred Compensation Employer	264.88	14,000.00	13,735.12	1.89%	
3044 - Vision Insurance Employer Share	129.52	8,000.00	7,870.48	1.62%	
3046 - Retiree Health Defi	(76,420.85)	0.00	76,420.85	100.00%	Note 5
3060 - Workers Compensation Employer	13,793.00	48,000.00	34,207.00	28.74%	
Total 30 - Payroll Expenses	151,741.82	809,000.00	657,258.18	18.76%	Note 6
4020 - Clothing & Personal Supplies	295.61	10,000.00	9,704.39	2.96%	
4021 - Fire Turnouts	0.00	10,000.00	10,000.00	0.00%	
4022 - Uniforms	183.74	3,000.00	2,816.26	6.13%	
4040 - Communications	1,173.45	5,000.00	3,826.55	23.47%	
4042 - Dispatch	868.27	4,000.00	3,131.73	21.71%	
4060 - Food & Food Products	310.49	1,000.00	689.51	31.05%	
4080 - Household Expense	303.46	3,000.00	2,696.54	10.12%	
4085 - Refuse Disposal	669.67	2,700.00	2,030.33	24.80%	
4100 - Insurance Premium	0.00	19,100.00	19,100.00	0.00%	
4101 - Insurance-Additional Liability	1,641.60	2,000.00	358.40	82.08%	Note 7
4140 - Maintenance Equipment	24.71	4,000.00	3,975.29	0.62%	
4141 - Maint Office Equipment	0.00	1,000.00	1,000.00	0.00%	
4142 - Maint Telephone/Radio	202.87	1,000.00	797.13	20.29%	

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

	<u>Jul '17 - Aug '17</u>	<u>Prelim Budget</u>	<u>Income Remaining</u>	<u>% of Budget</u>	<u>Note</u>
4145 - Maintenance Equip Parts	23.37	1,000.00	976.63	2.34%	
4160 - Vehicle Maintenance Service	505.87	5,000.00	4,494.13	10.12%	
4161 - Vehicle Maintenance Parts	48.46	1,000.00	951.54	4.85%	
4162 - Vehicle Maintenance Supplies	2,059.50	30,000.00	27,940.50	6.87%	
4164 - Vehicle Maintenance Tires	869.20	4,000.00	3,130.80	21.73%	
4180 - Maintenance Building & Improvem	903.08	5,000.00	4,096.92	18.06%	
4197 - Maintenance Building Supplies	930.03	5,000.00	4,069.97	18.60%	
4200 - Medical, Dental, and Laboratory	0.00	500.00	500.00	0.00%	
4220 - Memberships	51.75	3,000.00	2,948.25	1.73%	
4240 - Miscellaneous Expense	0.00	1,000.00	1,000.00	0.00%	
4260 - Office Supplies	413.31	5,000.00	4,586.69	8.27%	
4261 - Postage	6.95	750.00	743.05	0.93%	
4262 - Software	50.00	2,000.00	1,950.00	2.50%	
4263 - Subscription/Newspaper/Journals	0.00	600.00	600.00	0.00%	
4266 - Printing/Duplicating Services	428.84	1,700.00	1,271.16	25.23%	
4300 - Professional & Specialized Serv	777.78	2,600.00	1,822.22	29.92%	
4304 - Agency Administration Fee	0.00	1,000.00	1,000.00	0.00%	
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%	
4322 - Medical & Sobriety Examinations	0.00	100.00	100.00	0.00%	
4323 - Psychological Services	0.00	0.00	0.00	0.00%	
4324 - Medical, Dental, Lab & Ambulanc	200.00	400.00	200.00	50.00%	Note 8
4400 - Publication & Legal Notices	51.01	600.00	548.99	8.50%	
4420 - Rent & Lease Equipment	1,332.57	6,500.00	5,167.43	20.50%	
4460 - Small Tools & Instruments	397.40	3,000.00	2,602.60	13.25%	
4461 - Minor Equipment	242.48	3,000.00	2,757.52	8.08%	
4462 - Computer Equipment	0.00	9,000.00	9,000.00	0.00%	
4463 - Equip Telephone & Radio	190.82	10,000.00	9,809.18	1.91%	
4500 - Special Department Expense	0.00	2,000.00	2,000.00	0.00%	
4501 - Special Projects	0.00	2,000.00	2,000.00	0.00%	
4503 - Staff Development	208.00	10,000.00	9,792.00	2.08%	
4507 - Fire Equipment	0.00	5,000.00	5,000.00	0.00%	
4540 - Staff Development not 1099	0.00	5,000.00	5,000.00	0.00%	
4600 - Transportation and Travel	0.00	5,000.00	5,000.00	0.00%	
4606 - Fuel Purchases	6,053.77	16,000.00	9,946.23	37.84%	Note 9
4620 - Utilities	6,622.49	25,000.00	18,377.51	26.49%	
5060 - Retirement Other Long Term Debt	6,704.77	6,800.00	95.23	98.60%	Note 10
6000 - Fixed Asset Land	13,826.53	27,700.00	13,873.47	49.92%	Note 11
6040 - Fixed Asset Equipment	0.00	125,000.00	125,000.00	0.00%	
7700 - Contingency	0.00	100,000.00	100,000.00	0.00%	
Total Expense	271,071.31	2,650,397.97	2,379,326.66	10.23%	Note 12
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%	
	0.00	300,000.00	300,000.00	0.00%	Note 13
Net Income	337,090.94	126,097.97	155,654.00	267.33%	

Georgetown Fire Protection District
Budget Performance YTD Report
 July 1, 2017 through August 31, 2017

Note 1	1942 · Miscellaneous Reimbursement	Sand Fire Reimbursement from FY 16/17
Note 2	Total Income	Received 8% of our annual income
Note 3	3002 · Overtime	Strike Teams - Detwiler, CalFire Coverage, Wall, Earthstone, Cold Springs
Note 4	3020 · Retirement	Strike Team Related
Note 5	3046 · Retiree Health Defi	OPEB Reimbursement from JPA
Note 6	Total 30 · Payroll Expenses	Spent 19% of our payroll expenses
Note 7	4101 · Insurance-Additional Liability	Annual FASIS Payment
Note 8	4324 · Medical, Dental, Lab & Ambulanc	Two of Four budgeted DMV physicals
Note 9	4606 · Fuel Purchases	Strike Team Related
Note 10	5060 · Retirement Other Long Term Debt	Kansas State Bank Annual Payment (C7100)
Note 11	6000 · Fixed Asset Land	One of Two Kansas State Bank Payments (Hwy 193)
Note 12	Total Expense	Spent 10% of ALL our annual expenses
Note 13	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

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