

AGENDA TRANSMITTAL FORM

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
01/17/2017	

To: Amador Fire Protection Board of Directors

Date: 01/17/2017

From: David Bellerive Phone Ext. x391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: PRESENTATION OF APPRECIATION FOR FORMER DIRECTORS JOHN PLASSE AND LOUIS BOITANO

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Presentation of engraved plaque of appreciation to former Amador Fire Protection District Directors John Plasse and Louis Boitano.

Recommendation/Requested Action:
Present engraved plaques to John Plasse and Louis Boitano

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
Resolution Attached: Yes No N/A
Ordinance Attached: Yes No N/A

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date 1-17-17 Time 9:30am Item # 1

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

Completed by _____

Department _____
For meeting _____
of _____

ATTEST: _____

AFPD Board Clerk

AGENDA TRANSMITTAL FORM

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Meeting Date Requested:	
01/17/2017	

To: **Amador Fire Protection Board of Directors**

Date: 01/17/2017

From: David Bellerive Phone Ext. 391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: VEHICLE MAINTENANCE REPORT

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Report of expenses for maintenance and repair of District vehicle fleet.

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts None

Is a 4/5ths vote required?

Yes

No

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached

Yes

No

N/A

Comments:

Committee Review?

N/A

Name _____

Committee Recommendation:

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 01/17/2017

Time 10:30 a.m. 9:30 a.m.

Item # 2

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

A new ATF is required from

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

Completed by

Department

ATTEST: _____

For meeting

AFPD Board Clerk

of

Vehicle Description	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far
5100 - Chief 2015 Ford Explorer	15,525		7/19/16 12/20/2016	Lynch's - A Service (\$148.17) Stein's Auto - A & B Service (\$77.09)	\$77.09	\$225.26
5101 - Chief 2010 Ford Expedition XLT 4x4	152,078		10/4/2016 11/8/2016	US Bank/Jackson Express - A Service (\$48.46) US Bank - Snow Chains (\$78.61)	\$0.00	\$127.07
5103 - Chief 2016 Ford F250 Supercab 4x4	13,252		8/9/2016 8/16/2016 8/16/2016 11/8/2016	Steins - A Service (\$81.08) Riebes - Torque Wrench/Parts (\$29.14) Riebes - Engine Oil / Parts (\$43.28) Riebes - Maintenance Parts (solenoid, test leads, wiring, etc.) (\$79.87)	\$0.00	\$233.37
5104 - Chief 2011 Ford F250 4x4 Pick-Up	85,168		7/19/16 12/13/2016	Lynch's - Rplc front brakes, rotors, calipers, rear brake pads, bleed entire system & reset ABS (\$1226.46) Riebes - Accufit Conventional (\$22.57)	\$22.57	\$1,249.03
5105 - Chief 2012 Ford Expedition 4x4	61,841		12/6/2016 12/13/2016	Jackson Tire's - 4 New Tires (\$1170.00) Stein's - B Maintenance Service (\$138.93)	\$1,308.93	\$1,308.93
5106 - Chief 2009 Ford F250 4x2 Pick-Up	60,815		9/6/16 11/29/2016	D. Veerkamp - Rplc rotors, calipers and pads on both sides (\$711.42) Steins Auto - B Maintenance Service (\$81.08)	\$0.00	\$792.50
5108 - Chief 2016 Ford F250 Supercab 4x4	12,551		10/4	Steins Auto - B Service (\$84.11)	\$0.00	\$84.11

Vehicle Description	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far
Rescue 1 1999 Ford F350 Rescue Truck	79,223		7/19/16 8/16/16 9/27/16 11/29/2016	Pine Grove Tire - Tire Repair (\$20) Riebes - LED light/Grommet (\$23.71) J&H Auto - B Service (\$471.27) J&H Auto - 2 new 7565 batteries (\$299.72)	\$0.00	\$814.64
E-111 - 2012 HME Fire Truck	35,452		9/20/16 10/25/16 10/30/16	Cummins - Recalibration (\$953.12) West Coast - Repair Drive Train (\$12,875.26) HME Reimbursement for Driveline (\$-8396.00)	\$0.00	\$5,432.38
E-113 1991 KME 1250 GPM Pumper 4x4	77,908		7/12/2016 7/19/2016 8/9/16 9/13/2016	Pape Kenworth - 2 Bulbs/light (\$31.17) Riebes - Lift supports to hold up cabinet doors (\$53.98) J&H Auto - Rplc Fuel Throttle Shut Off Cable (\$134.83) Riebes - Flasher/Electronic (\$15.11)	\$0.00	\$235.09
SQ-115 2008 Ford F350 Rescue Unit	96,876		7/19	Riebes - Accufit Conventional (\$20.52)	\$0.00	\$20.52
WT-116 2015 Kenworth Tanker	1,974		7/12/16 8/9/16 12/13/2016	Pape Kenworth - Wiper Blades (\$17.67) J&H Auto - B Service (\$420.36) Riebes - Oil, etc.(\$17.26)	\$17.26	\$455.29
E-124 2008 Ford F-550 Mini Pumper	64,577		8/9/2016 11/1/2016	J&H Auto - A Service (\$459.93) Jackson Tire - 6 Tires (\$1824.88)	\$0.00	\$2,284.81
WT-126 2007 Kenworth Tanker	16,284				\$0.00	\$0.00

Vehicle Description	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far
E-141 2003 HME Fire Truck	75,529		7/26/16 8/9/2016 8/16/2016 8/16/2016 8/30/2016 9/13/16 9/13/16 9/13/16 11/8/16 12/13/2016	Fire.Com - Wireless Headset Repair (\$172.80) J&H Auto - Rear Brakes Out of Adjustment (\$149.19) Riebes - Radiator Cap (\$6.47) Riebes - Engine Oil (\$31.30) D. Veerkamp - Power Steering High Pressure Hose Assembly (\$1789.24) ATR - Transport Engine to D. Veerkamps from Station 114 (\$618.75) Riebes - Peak Ready to Use (\$11.87) D. Veerkamp - Rplc Power Steering Gear Box / Made New PS Hose (\$1789.24) Riebes - Maintenance Parts (\$220.93) Riebes - Oil, Filter, etc. (\$75.65)	\$75.65	\$4,865.44
SQ-145 2003 Ford F350 4X4	41,791		9/1/16 9/27/16 12/13/2016	Guys Saw -Scabbard/Handle 3.0 Stihl Rope Per Ft. (\$19.77) J&H Auto - B Service (\$482.31) O'Reilly's - Hood Sturts Worn - Replaced (reimbursement from Keith) (\$43.18)	\$43.18	\$545.26
WT-146 1996 Int'l Model 4900 Chassis	36,089		7/12/16 9/6/2016	Guys Saw - Air Cleaner for Honda Pump (\$11.86) Jackson Tire - 2 Front Tires (\$1074.91)	\$0.00	\$1,086.77
5210 2000 Ford Utility Truck	106,394				\$0.00	\$0.00
E-5111 2015 Rosenbauer	10,524				\$0.00	\$0.00
E-211 1991 KME 1250 GPM Pumper 4x2	32,898		11/8/2016 11/22/2016 12/13/2016	J&H Auto - Rebuild pressure valve and intake valve (\$472.98) Jackson Tire - 4 Tires (\$2433.76) Jackson Tire - 2 new steering tires (\$754.00)	\$754.00	\$3,660.74

E-214 2008 Ford F550 Mini Pumper	27,142		7/12/16 8/9/2016 10/25/2016	Sierra Foothill Fire - Ext. recharged and inspected, LBS ABC Dry Chemical O-Ring (\$27.48) Jackson Tire - 2 Front Tires (\$618.22) Howards - Engine Repair (\$2185.33)	\$0.00	\$2,831.03
WT-216 2015 Kenworth Tanker	2,702		8/23	D. Veerkamp - B Service (\$485.86)	\$0.00	\$485.86
E-5221 (E222) 2003 HME Fire Truck	89,834		7/12/2016 7/19/2016 8/9/2016 8/16/2016 8/16/2016 8/23/2016 10/4/2016 10/4/2016 10/18/2016 10/30/2016 11/8/2016 11/22/2016 11/29/2016	Ferguson Enterprise - Pipe Repairs (\$36.31) Riebes - ST/T Lamp (\$45.67) Rory's - Recharge A/C (\$148.73) Riebes - Headlight (\$21.59) Riebes - Bulb / Light Parts (\$56.30) D. Veerkamp - Pump Built/Labor/Replace Power Steering Pump (\$1204.46) Jackson Tire - 2 Front Tires (\$1468.43) US Bank/Amazon - Push Pull Parking/Emergency (\$35.68) Rorys - Rplc leaking park brake control switch (we supplied part-see above) (\$190) Riebes - Fuel Cap (\$36.71) Riebes - Maintenance Parts (\$83.97) D. Veerkamp - rplc valve and air leak at rear of truck above air tank (\$659.02) Burtons Fire - Electronic Vernier Throttle (\$467.78)	\$0.00	\$4,454.65
E-222 1991 KME 1250 GPM Pumper 4x2	53,206				\$0.00	\$0.00
E-223 1998 Int'l Fire Truck	36,283		8/23	D. Veerkamp - A Service (\$2093.08)	\$0.00	\$2,093.08

Vehicle Description	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far
E-231 1992 Freightliner FL70	63,190		7/12/2016 7/19/2016 7/26/2016 8/3/16 9/27/16 10/4/2016 11/3/2016	G&O Body Shop - Tow Svc. From Georgetown to D. VeerKamps for repair (\$500) Riebes - Throttle Return Spring (\$5.38) D. Veerkamp - Rplc Transmission Computer (\$4465.75) Cummins - Transmission Prog. Svc. After Computer Rplc. @ Veerkamps (\$280) D. Veerkamp - A Service & rplc rear brakes and hardware (\$688.12) Howards - Repair Door (\$1348.53) US Bank - Snow Chains (\$103.21)	\$0.00	\$7,390.99
E-234 1992 Ford F350 Mini Pumper	32,631		8/9/16 11/1/2016	Plymouth Ace Hardware - Rplc parts for pump primer (\$8.61) Steins Auto - C Service (\$80.54)	\$0.00	\$89.15
WT-236 2007 Kenworth Tanker	9,629		11/29	D. Veerkamp - A Maintenance (\$365.16)	\$0.00	\$365.16
E-5361 2016 Rosenbauer	2,862				\$0.00	\$0.00

Vehicle Description	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far
E-5364 (6841) JRRCR 2008 FT Ford	31,764		9/27/16 10/25/2016 10/25/2016 10/30/2016 10/30/2016 10/30/2016 10/30/2016 11/8/16 12/6/2016 12/6/2016 12/13/16 12/20/16	D. Williams Equip - Broken Axels (\$4027.07) ATR - Tow from Pine Grove Market to Robert Hahns (\$500) Hahns Auto - Not Starting/Rplc EGT Sensor & Update PCM (\$588.98) Riebes - Exhaust Wrap & Heat Spray (\$37.78) Riebes - Mini Clamp, Hydraulic Hose (\$13.40) Riebes - Bracket, Grommet, LED Clear Back Up, Pigtail (\$78.32) Riebes - Air Filter (\$72.65) Riebes Auto - Maintenance Parts (\$20.19) Burton's Fire - Ball Swivel to do inhouse repair for hard starting/running rough (\$40.94) Hahn's Automotive - Radiator Problems/Repair w/ new hoses, thermostate assy, etc. (\$1980.21) D. Veerkamp - aux engine - rplc muffler and fuel solenoid w/ parts supplied by AFPD. Changed oil, check hard start, etc. (\$331.71) Burton's Fire - New aux. pump parts (\$1328.43)	\$3,681.29	\$9,019.68
E-5368 (6811) JRRCR 2007 FT EONE	55,272		7/19/16 7/19/16 8/16/2016 8/16/2016 8/16/2016 8/16/2016 9/13/2016 9/13/2016 11/8/16	Riebes - LED Clear Back Up Light (\$51.82) Riebes - Radiator Caps & Coolant (\$29.68) Riebes - Clamp on (\$15.11) Riebes - Cross View Convex & Electronic Cleaner Lit from SAC (\$38.10) Riebes - Lamp (\$18.13) Riebes - Keyless (\$8.62) Riebes - Engine Oil / Spray (\$25.02) Riebes - Coolant (\$23.75) Burtons Fire - Cab lift motor and seatbelt replacement (\$3993.82)	\$0.00	\$4,204.05
Totals:					\$5,979.97	\$54,354.86

AGENDA TRANSMITTAL FORM

<input checked="" type="checkbox"/>	Regular Agenda
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Meeting Date Requested:	
01/17/2017	

To: **Amador Fire Protection Board of Directors**

Date: 01/17/2017

From: David Bellerive Phone Ext. 391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: PAYROLL UPDATE

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 Update to the Board on progress made to date with implementation of new payroll system

Recommendation/Requested Action:
Update to Board

Fiscal Impacts (attach budget transfer form if appropriate) None Staffing Impacts None

Is a 4/5ths vote required? Yes No

Committee Review? N/A

Name _____
 Committee Recommendation: _____

Contract Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Comments: _____			

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date 01/17/2017 Time 10:30 a.m. 9:30 a.m. Item # 3

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____
Completed by _____	Department _____
	For meeting _____
	of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____
 AAFP Board Clerk

AMADOR FIRE PROTECTION DISTRICT

810 Court Street, Jackson California 95642-2132 (209) 223-6391



MEMORANDUM

To : David Bellerive, Fire Chief
From : Lindsey Clark, Administrative Technician
Date : January 13, 2017
SUBJECT : Payroll Update

To date, the following steps have been completed regarding the new payroll processing system for Amador Fire.

- ✓ The District has purchased Quickbooks Online Payroll.
- ✓ The District has obtained the requested ACH ID numbers and submitted them to the Treasurer
- ✓ The District has created, sent out, and received back employee packets from all staff.
- ✓ The District has determined a pay schedule for 2017.
- ✓ Administrative staff has completed set up in the system
 - Tax information (SDI, ETT, UI, Workers Comp, Tax Payment schedule, EIN Number, CA Employer Account Number, etc)
 - Pay types (sick, vacation, planned OT, regular OT, etc)
 - Deductions (401/457, medical, dental, vision, life, etc)
 - Administrative staff has completed entry of employee information based off employee packets
- ✓ Submit information for electronic transfers and completed test deduction and deposit.
- ✓ Entered adjusted leave balances effective January 1, 2017
- ✓ Reviewed EVERY employee and verified all information is correct and calculating properly.
- ✓ The District has researched and confirmed with legal that with the exception of volunteer Battalion Chiefs, volunteers will be reported via 1099's.
- ✓ Set up and implementation of Electronic Time Tracking
 - During the setup of the Electronic Time Tracking, it was found that the system could not effectively track overtime based on FLSA dates. The Administrative Technician was able to create an electronic time tracking system utilizing Google Sheets which is already used by the District and incurs no additional fees. This system is complete and has been deployed to staff. The new system is 100% customized for Amador Fire and includes automated invoicing which in turn will create even further efficiencies for administrative staff. Use of this system in place of Intuit Electronic Time Tracking will save the District approximately \$2,340.00 annually.

AGENDA TRANSMITTAL FORM

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Meeting Date Requested:	
01/17/2017	

To: **Amador Fire Protection Board of Directors**

Date: 01/17/2017

From: David Bellerive Phone Ext. x391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: APPOINTMENT OF BOARD COMMITTEE MEMBERS

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to appointment of two (2) Board members to the following:

Appointment to Amador Fire Protection District Personnel Committee

Recommendation/Requested Action:
Appointment by President of Board members, as requested

Fiscal Impacts (attach budget transfer form if appropriate)	Staffing Impacts
_____	_____

Is a 4/5ths vote required? Yes No

Contract Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____	Counsel _____
Auditor _____	GSA Director _____
CAO _____	Risk Management _____

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date 1-17-17 Time 9:30am Item # 4

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____ For meeting _____ of _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District. ATTEST: _____ AFPD Board Clerk
Completed by _____		

AGENDA TRANSMITTAL FORM

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
01/17/2017	

To: Amador Fire Protection Board of Directors

Date: 01/17/2017

From: David Bellerive Phone Ext. x391
 (Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: OFFER FOR PURCHASE OF ENGINE 111

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action regarding the offer for purchase of Engine 111 in the amount of \$220,000.00 by Fire Chief Mike Burnett of Chelan County Fire District 1, Washington State.

Recommendation/Requested Action:
Approve Resolution Accepting above stated offer.

Fiscal Impacts (attach budget transfer form if appropriate) _____
 Staffing Impacts n/a

Is a 4/5ths vote required? Yes No

Committee Review? N/A

Name _____

Committee Recommendation: _____

Contract Attached: Yes No N/A
 Resolution Attached: Yes No N/A
 Ordinance Attached: Yes No N/A

Comments: _____

Request Reviewed by:

Chairman _____ Counsel _____
 Auditor _____ GSA Director _____
 CAO _____ Risk Management _____

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date 01/17/2017 Time ~~10:30am~~ 9:30am Item # 5

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___
 Ayes: _____ Resolution _____ Ordinance _____ Other: _____
 Noes _____ Resolution _____ Ordinance _____
 Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.
Completed by _____	For meeting of _____	ATTEST: _____ AFPD Board Clerk

BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION ACCEPTING OFFER FOR
PURCHASE OF ENGINE 111 FROM
CHELAN COUNTY FIRE DISTRICT 1

RESOLUTION NO. 17-

BE IT RESOLVED by the Board of Directors of the Amador Fire Protection District, that said Board does hereby approve the offer for purchase of Engine 111 a 2012 HME Type 1 Fire Truck in the amount of \$220,000.00 by Fire Chief Mike Burnett of Chelan County Fire District 1, Washington State.

BE IT FURTHER RESOLVED that the President of said Board is hereby authorized to sign and execute all documents deemed necessary to complete the transaction on behalf of the Amador Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 17th day of January, 2017, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

LINDSEY CLARK, Clerk of the
Amador Fire Protection District,
Amador County, California

AGENDA TRANSMITTAL FORM

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<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
01/17/2017	

To: Amador Fire Protection Board of Directors

Date: 01/17/2017

From: David Bellerive Phone Ext. x391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: FIRE CAPTAIN - JOB DESCRIPTION

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to changes to the job description for Fire Captain.

Recommendation/Requested Action:
Approve subject changes as presented or revised.

Fiscal Impacts (attach budget transfer form if appropriate)
n/a

Staffing Impacts n/a

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
Resolution Attached: Yes No N/A
Ordinance Attached: Yes No N/A

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 1-17-17 Time 9:30am Item # 6

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

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Department
For meeting
of _____

ATTEST: _____

AFPD Board Clerk

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: FIRE CAPTAIN

SUMMARY DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by the employees in the class. Specifications are not intended to reflect all duties performed within the job.

Description

A person assigned to Fire Captain Classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. The Fire Captain also responds and renders aid in non-emergency situations as required.

Under the supervision of higher level supervisory and management staff, the Fire Captain operates and maintains fire apparatus and other fire agency equipment; responds to fire alarms and other emergency and non-emergency calls to protect life and property; provides basic life support and medical assistance; and conducts fire prevention inspection and public education programs. The Fire Captain supervises the District's paid Firefighters and Fire Engineers at assigned stations and works directly for and in cooperation with the Battalion Captain and/or Battalion Chief.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises lower level firefighter classifications and day to day activities of personnel assigned to their respective station.
2. Drives, operates and locates fire apparatus and other fire related equipment at fire scenes; sets, controls and directs the flow and pressure of water to fire.
3. Responds to all fire alarms with designated equipment while on duty.
4. Operates airway equipment, EMT-1 related equipment, radios, generators, smoke ejectors, etc.; administers first aid; lays and connects hose lines; holds nozzles and directs water streams; raises and climbs ladders; enters burning buildings to remove persons from danger; uses portable extinguishers, axes, bars, hooks, lines, power tools, and other equipment. Spots the equipment; sets up for pumping or drafting; sets and adjusts controls on the apparatus to deliver required water pressures and flow.
5. Lays hose lines and supply lines; ventilates buildings to release heat and smoke; places salvage covers to prevent water damage; overhauls and cleans up after a fire; checks for fire extension and to prevent rekindling. Establish wildland fire lines by cutting, scraping, and shoveling.
6. Returns equipment to its proper place before leaving the emergency scene. On arrival at the fire station, cleans services, and returns apparatus and equipment to in-service status.
7. Studies and becomes familiar with response area, communities, roads, water systems, building occupancy and contents.

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: FIRE CAPTAIN

8. Inspects commercial properties for fire prevention and pre-fire planning.
9. Performs public education functions to civic organizations, schools, and other groups.
10. Cleans and maintains station quarters and grounds; performs first-line preventative maintenance on apparatus; cleans, maintains and tests emergency equipment.
11. May be assigned to make repairs to fire pumps, valves, trucks, motors and other emergency apparatus or equipment, as necessary.
12. May have other assignments, such as CPR, heavy rescue techniques, cause and origin of fires, hazardous materials, etc.
13. Participates in fire drills, training exercises and classes.
14. Prepares written reports, as required.
15. Is subject to emergency call-back while off duty.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Candidate must be at least 18 years of age.

~~Within six months after hire reside within 1 hr driving time from Jackson, Ca. 95642~~

Education:

High School Graduate or GED equivalent at time of hire

Experience:

Internal promotion: Five years of continuous fire suppression, emergency medical response, and fire prevention as a paid or volunteer firefighter. Currently employed by the District as a Fire Engineer not on probationary status.

External recruitment: Six years of continuous fire suppression, emergency medical response, and fire prevention as a paid or volunteer firefighter, with at least two years as a full time paid firefighter and two years of supervisory experience at the level of Engineer or higher.

License and Certificates:

Possess and maintain all of the following:

Valid Class B CDL or CDL with Firefighter Endorsement

Mountain Valley EMS Agency First Responder or Emergency Medical Technician certificate valid in the State of California

CSFM Firefighter I

CSFM Firefighter II

CPAT certificate issued within the last two years

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: FIRE CAPTAIN

CSFM Driver/Operator 1A & 1B

Education required for CSFM Fire Officer Certification, including:

- Fire Command 1A: Command Principles for Company Officers or Command 1A: Structure Fire Command Operations for the Company Officer
- Fire Command 1B: Incident Management for Company Officers
- Fire Command 1C: I-Zone Fire Fighting for Company Officers or Command 1C: WUI Command Operations for the Company Officer
- Fire Instructor 1A: Instructional Techniques, Part 1 or Training Instructor 1B: Psychomotor Lesson Delivery
- Fire Instructor 1B: Instructional Techniques, Part 2 or Training Instructor 1A: Cognitive Lesson Delivery
- Fire Investigation 1A: Fire Origin and Cause Determination
- Fire Management 1: Management/Supervision for the Company Officer
- Fire Prevention 1A: Introduction to the California Fire Code AND Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards or
Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer
- I-300: Intermediate ICS

OR Education required for CSFM Company Officer Certification, including:

- Company Officer 2A: Human Resource Management
- Company Officer 2B: General Administrative Functions
- Company Officer 2C: Fire Inspections and Investigations
- Company Officer 2D: All Risk Command Operations
- Company Officer 2E: Wildland Incident Operations
- Instructor I: Instructor Methodology

Desirable Qualifications:

Experience working with volunteer and paid fire personnel.

Specialized training in fire science, fire apparatus operation, hydraulics, emergency medicine, mechanics, or a related field.

Experience in fire, EMS, and incident management

CSFM Firefighter II Certification

CSFM Fire Officer Certification

Knowledge and Ability:

Knowledge of,

- Operation and maintenance of fire pumping equipment and related apparatus.
- Technical firefighting techniques and the principles of hydraulics as applied to fire suppression.
- Working knowledge of modern firefighting methods.
- Fire prevention and safety principles and methods.
- General knowledge of departmental rules, regulations, policies, codes, and ordinances; modern first-aid techniques.
- Basic building construction, basic fire chemistry.
- Common office practices, including copying, typing, and basic PC computer operations.

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: FIRE CAPTAIN

Ability to,

- Administer first-aid as required.
- Perform maintenance and minor mechanical repairs to fire equipment and other apparatus.
- Understand and follow oral and written instructions.
- Function as a firefighter as needed.
- Communicate effectively with the public and co-workers under adverse circumstances requiring presence of mind, sensitivity, interest and understanding.
- Adapt to changes in work assignments and duties.
- Write clear, concise and complete reports.
- Perform physical tasks that require coordination, strength, dexterity and stamina.
- Understand the proper operation and use of department equipment.
- Use a variety of hand and power tools (axes, extrication tools, chainsaw, and most common hand tools).
- Use a computer for preparing reports, records and correspondence.
- Perform strenuous physical tasks such as carrying equipment up hills, pulling hoses, carrying injured persons, raising ladders and operating a hose line.
- Conduct tours, fire demonstrations, first-aid demonstrations, and other public relations duties.
- Read road maps.
- Draw building layouts to scale.
- Work at various heights and confined areas.
- Use two-way radio communications equipment and speak clearly.
- Remain calm and work effectively in stressful situations.
- Use initiative and independent judgment when necessary.
- Perform shift work.
- Function as a team member.
- Use good judgment in emergency or critical situations.
- Climb ladders.
- Reference and utilize training materials (manuals, fire codes, journals, etc.)
- Keep accurate records.

PHYSICAL DEMANDS-WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

Physical: Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in a emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch,

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: FIRE CAPTAIN

reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

AGENDA TRANSMITTAL FORM

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
01/17/2017	

To: Amador Fire Protection Board of Directors

Date: 01/17/2017

From: David Bellerive Phone Ext. 391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: AGREEMENT FOR FIREFIGHTER REGIONAL OCCUPATIONAL PROGRAM WITH AMADOR UNIFIED SCHOOL DIST.

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to signing the Preceptorship Agreement with the Amador Unified School District allowing Amador Fire Protection District to participate in the Regional Occupational Program.

Recommendation/Requested Action:
Approve resolution allowing President to sign subject agreement

Fiscal Impacts (attach budget transfer form if appropriate) None Staffing Impacts None

Is a 4/5ths vote required? Yes No

Contract Attached:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Resolution Attached:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date 01/17/2017 Time 10:30am. 9:30 Item # 7

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.
Completed by _____	For meeting of _____	ATTEST: _____ AFPD Board Clerk

BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION APPROVING
ROP AGREEMENT WITH AMADOR
UNIFIED SCHOOL DISTRICT

RESOLUTION NO. AFD 17-

BE IT RESOLVED by the Board of Directors of the Amador Fire Protection District that said Board does hereby approve the agreement by and between the Amador Fire Protection District and the Amador Unified School District on the terms and conditions contained therein as it relates to the Regional Occupational Program.

BE IT FURTHER RESOLVED that the President of said Board be and hereby is authorized to sign and execute said agreement on behalf of the Amador Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 17th day of January 2017, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:
LINDSEY CLARK, Clerk of the
Amador Fire Protection District,
Amador County, California

AMADOR COUNTY UNIFIED SCHOOL DISTRICT

REGIONAL OCCUPATIONAL PROGRAM

Amador Fire Protection District agrees to participate in a Regional Occupational Program offered by the Amador County Unified School District consisting of a training program for students interested in a career as a Firefighter. This is intended for high school students in their junior or senior year that are interested in becoming a Firefighter.

This training program will be conducted by the Amador Fire Protection District at station 122 (18534 Sherwood St, Plymouth). The students will be learning the basic skills of firefighting and emergency services. This program will allow students who are enrolled to participate in our weekly trainings as well as respond to emergencies with instructors.

This program will offer the students valuable life skills they can use later on in life. These skills include:

- The ability to make career goals based on their experiences in this program.
- Receive trainings that will aid in obtaining their California-State-Fire Marsh-ail-Firefighter 1 certificate.
- Learn basic firefighting techniques and tactics that are used on emergency scenes.
- Learn the meaning of teamwork, paying attention to detail, and discipline.
- Learn how to improvise, adapt, as well as overcome problems.

PRECEPTORSHIP AGREEMENT

This agreement is between the Amador Fire Protection District (AFPD), located in Amador County, California, and Amador County Unified School District (ACUSD), located in Amador County, California and is effective of January 1, 2017.

RECITALS

- A. AFPD operates a Fire Department and related firefighting equipment, personnel and facilities (hereinafter referred to as "Facilities")
- B. ACUSD is offering a Careers Exploration class. ACUSD desires its students to obtain practical experience at AFPD's Facilities for their preceptorship experience ("Program").
- C. It is to the mutual benefit of the parties to this Agreement that the students of ACUSD's Program ("Students") use such Facilities for their preceptorship experience.

1. GENERAL INFORMATION

- A. The period of time for each Student's experience shall be agreed upon in writing by both parties before the beginning of the training.
- B. The maximum number of Students to receive training shall be mutually agreed upon in writing by the parties at least 30 days prior to beginning of training based upon the availability of space and other considerations.

2. ACUSD'S RESPONSIBILITIES

- A. Student Profile. ACUSD shall complete and send to AFPD a profile for each Student enrolled in the Program which shall include the Student's name, address and telephone number prior to the beginning date of the planned experience. AFPD shall use such information for its own purposes and shall not release the information to any third party, except as required by applicable law.
- B. Schedule of Assignments. ACUSD shall notify AFPD's Facilities supervisor of its planned schedule of Student assignments, including the name of the Student, level of academic preparation and length and dates of field work experience.
- C. Program Coordinator. ACUSD shall designate a faculty member to coordinate with a designee of AFPD in the planning of the Program to be provided to Students.
- D. Records. ACUSD shall maintain all personnel and academic records of the Students.
- E. Rules and Regulations. ACUSD shall enforce rules and regulations governing the Students that are mutually agreed upon by ACUSD and AFPD.
- F. Student Responsibilities. ACUSD shall ensure that Students comply with the following:
 - 1) Following the service and administrative policies, procedures, rules and regulations of AFPD;
 - 2) Arranging for their own transportation and living arrangements when not provided by ACUSD;
 - 3) Arranging for and assuming the cost of their own health insurance;
 - 4) Assuming responsibility for their personal illness, necessary immunizations, tuberculin test, and annual health examination;
 - 5) Maintaining confidentiality of information. No student shall access to or have the right receive any medical record or personal information, except when necessary in the regular course of the Program. The discussion, transmission or narration in any form by Students of any personal information, medical or otherwise, obtained in the regular course of the Program is forbidden except as necessary part the practical experience.
 - 6) Following the dress code of the Facilities and wearing name badges identifying themselves as Students.
 - 7) Attending an orientation of the AFPD Facilities.
- G. Student Insurance. ACUSD shall provide AFPD with a certificate of insurance that each Student participating in this program carries Student accident insurance with benefits in an amount of no less than \$10,000, and/or that each Student is covered under ACUSD's Workers Compensation insurance program

3. AFPD'S RESPONSIBILITIES

- A. Service Experience. AFPD shall accept from ACUSD the mutually agreed upon number of Students enrolled in the aforementioned Program and shall provide said Students with supervised service experience.
- B. AFPD Designee. AFPD shall designate a member of AFPD's staff to participate with the designee of ACUSD in planning, implementing and coordinating the Program.
- C. Access to Facilities. AFPD shall permit Students enrolled in the Program access to AFPD Facilities as appropriate and necessary for their Program, provided that the presence of the Students shall not interfere with the activities of AFPD.
- D. Records and Evaluations. AFPD shall maintain complete records and reports on each Student performance and provide an evaluation to the ACUSD on forms provided by the ACUSD.
- E. Withdrawal of Students. AFPD may request ACUSD to withdraw from the Program any Student whom AFPD determines is not performing satisfactorily, or who refuses to follow AFPD's administrative policies, procedures, rules and regulations. Such request shall be in writing and shall include a statement of the reason or reasons why AFPD desires to have the Student withdrawn. Said request shall be complied with within five (5) days of receipt of same. Notwithstanding the forgoing, AFPD may immediately remove any Student who becomes legally incompetent, is convicted of a crime, other than a minor traffic violation; or uses, possesses, is found

under the influence of alcohol, drugs, or other controlled substances at the workplace, unless in accordance with a physician's prescription or who is otherwise deemed to be a threat to the health, safety, welfare or AFPD operations, personnel and Facilities in AFPD's sole and complete discretion.

- F. Emergency Health Care/First Aid. AFPD shall, on any day when Student is receiving training at its Facilities. Except as provided regarding such emergencies, AFPD shall have no obligation to furnish medical or surgical care to any Student.

4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all Students receiving service training pursuant to this Agreement shall be selected without discrimination on account of age, veteran status, gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, gender identity or expression, or genetic information, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

5. STATUS OF ACUSD AND AFPD

It is expressly agreed and understood by ACUSD and AFPD that Students under this Program are in attendance for educational purposes, and such Students are not considered employees of AFPD for any purpose, including, but not limited to, compensation of services, employee welfare and pension benefits, or workers' compensation insurance.

6. INDEMNIFICATION

A. ACUSD agrees to indemnify, defend and hold harmless, AFPD and its affiliates, its directors, trustees, officers, agents, and employees against all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from the negligence of the ACUSD or its Students.

B. AFPD agrees to indemnify, defend and hold harmless, ACUSD and its officers, agents, employees against any and all claims, demands, damages, costs, expenses of whatever nature, including courts costs and attorney's fees arising out of or resulting from the negligence of AFPD.

7. INSURANCE

7.1 ACUSD shall take out and maintain at all times during the performance of any work to be done under the term of this Agreement, a policy or policies of insurance as follows:

7.1.1 Commercial General Liability Insurance- Commercial General Liability Insurance is required with limits not less than One Million Dollars (\$1,000,000) limit per occurrence and TWO Million Dollars (\$2,000,000) aggregate, covering bodily injury and property damage, including volunteer excess medical coverage. Policy should also include endorsements for the following coverage: premises, personal injury, and blanket contractual coverage. General Liability should be on art Occurrence Form and not on a Claims Made or Modified Occurrence Form.

Commercial General Liability policy shall be endorsed to name AFPD, its officers, officials, employees, and volunteers as an addition insured, but only insofar as the operations under this agreement are concerned.

7.1.2 Automobile Liability Insurance- Automobile Liability Insurance on owned, non-owned and hired autos of not less than One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage is required in the event of motor vehicles are used in the course of this agreement. Automobile Liability policy shall be endorsed to name AFPD, its officers, officials, employees and volunteers as an additional insured, but only insofar as the operations under this agreement are concerned.

7.1.3 Professional Liability- In the event ACUSD is a licensed professional, and is performing professional services under this contract, professional liability insurance is required with a limit of liability not less than \$1,000,000 per occurrence. If Professional Liability insurance is written on a Claims Made Form, Contractor shall maintain and provide evidence of such insurance for a period of at least three (3) years following completion of performance of the Work, or, in the alternative, the policy shall be endorsed to provide not less than a 3-year discovery period.

7.2 ACUSD shall furnish a certificate of insurance and endorsements satisfactory to AFPD, as evidence that the insurance required above is being maintained. Contractor agrees that the insurance required above shall be in effect at all times during the term of this contract. In the event the insurance coverage expires at any time or times during the term of this contract, ACUSD agrees to provide at least 30 days prior to the expiration date a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of this Agreement, or for a period of not less than one year. Certificates of insurance and endorsements must be on file prior to beginning the Work with AFPD, attention Chief David Bellerive, Amador Fire Protection District, 810 Court St., Jackson, CA 95642.

7.3 Certificates of insurance must include the following provisions:

7.3.1 The insurer will not cancel the insurance coverage without 30 days' prior written notice to AFPD; and

7.3.2 Commercial Liability and Commercial Automobile Liability policies shall be endorsed to name AFPD, its officers, officials, employees, and volunteers as additional insured's, but only insofar as the operations under this Agreement are concerned.

7.4 ACUSD's insurance coverage shall be primary insurance as respects AFPD, its officers, officials, employees, representatives and agents. Any insurance or self-insurance maintained by AFPD, its officers, officials, employees, representatives or agents shall be in excess of the Contractor's insurance and shall not contribute with it.

8. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above, and shall remain in effect for three (3) years thereafter.
- B. Renewal. This Agreement may be renewed for subsequent three year terms with the written consent of the parties.
- C. Termination.
 - 1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
 - 2) For Cause. This Agreement may be terminated with cause with written notice to the breaching party.
 - 3) Without Cause. This Agreement may be terminated without cause with 30 days' advanced written notice by either party. Such termination shall not take effect, however, with regard to Students already enrolled until such time as those students have completed their training for the ACUSD semester during which such termination notice is given.

9. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the forgoing, should any provision of this Agreement be in conflict with a governing State or Federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Such written consent shall constitute a release by the consenting party for any past or future liabilities and obligations under this Agreement to the same extent that the successor organization has assumed such liabilities and obligations.
- C. Captions. Any Captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for interpretation or determination of validity of this Agreement of any provision hereof.
- D. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- E. Entire Agreement. This Agreement, including all attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- F. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed

resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party.

- G. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in Amador County as the place where this Agreement was entered into and performed.
- H. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

TO ACUSD:
217 Rex Avenue Jackson, CA 95642

To Amador Fire Protection District:
810 Court St., Jackson, CA 95642

- I. Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.
- J. Waiver. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.

10. EXECUTION

By their signature below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

Amador Fire Protection District:

By: _____ **Date:** _____

ACUSD:

By: _____ **Date:** _____

AGENDA TRANSMITTAL FORM

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
01/17/2017	

To: **Amador Fire Protection Board of Directors**

Date: 01/17/2017

From: David Bellerive Phone Ext. x391
(Department Head - please type)

Department Head Signature *David Bellerive*

Agenda Title: MINUTES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and approval of the Board of Directors regular minutes of Eecember 13, 2016 as presented or revised.

Recommendation/Requested Action:
Approve minutes as presented or revised

Fiscal Impacts (attach budget transfer form if appropriate) <u>n/a</u>	Staffing Impacts <u>n/a</u>
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Is a 4/5ths vote required? Yes No

Contract Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Ordinance Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Committee Review? N/A
 Name _____
 Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____	Counsel _____
Auditor _____	GSA Director _____
CAO _____	Risk Management _____

Distribution Instructions:
n/a

FOR CLERK USE ONLY

Meeting Date 1-17-17 Time 9:30 am Item # 8

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___
 Ayes: _____ Resolution _____ Ordinance _____ Other: _____
 Noes _____ Resolution _____ Ordinance _____
 Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____ Department _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.
Completed by _____	For meeting of _____	ATTEST: _____ AFPD Board Clerk

**AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Recorded
On MP3
No. AFD 16-12

Jackson, California
Tuesday, December 13, 2016
10:35 a.m.

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Present:

John Plasse, President, Director
Louis D. Boitano, Vice President, Director
Brian Oneto, Director
Lynn Morgan, Director

Absent:

Richard M. Forster, Director

Staff:

David Bellerive, Fire Chief
Lindsey Clark, Clerk of the Board
Nicole Cook, Administrative Assistant

AGENDA

MOTION: It was moved by Director Oneto, seconded by Director Morgan, and unanimously carried to approve the agenda, as presented.

Absent: Director Forster

PUBLIC MATTERS NOT ON THE AGENDA: Chief Bellerive presented each of the Board members with a commemorative photo from the previous meeting's badge pinning ceremony, and with a personalized Amador Fire coffee mug.

ADMINISTRATIVE MATTERS

Vehicle Maintenance Report: Chief Bellerive presented the vehicle maintenance report to the Board. Staff was directed to include the following changes; include running history per vehicle. Discussion ensued regarding the future need to hire a District mechanic or contracting with a local company with their own fleet mechanic.

Lockwood Fire Protection District Status Update: Chief Bellerive reviewed letters to and from Lockwood FPD with the Board. Discussion ensued regarding living quarters and timeline for completion as well as acceptable options for temporary living quarters.

Further discussion ensued regarding the relationship between the Amador Fire Board and the Lockwood FPD Board. Directors Oneto and Morgan agreed to set up a future meeting with the Lockwood FPD Board to discuss relationship conflicts and resolutions.

Payroll Update: Director Morgan reviewed concerns brought to her by the County Auditor including reading a letter from the Auditor dated November 21, 2016. Chief Bellerive then gave an overview of what progress has been made to date with the new payroll system.

County Auditor, Tacy Oneto Rouen reviewed with the Board the Auditor Offices' goals and vision for all special districts as well as concerns related to special districts processing their own payroll. Discussion ensued regarding payroll expertise and communication between the Auditor's Office and Amador Fire.

Direction to staff to schedule a meeting with the Auditor's Office.

Discussion ensued regarding the upcoming minimum wage standards for employers

Policy Manual – Revisions to Exhibit A:

MOTION: It was moved by Director Boitano, seconded by Director Oneto, and unanimously carried to approve the revisions to Exhibit A as presented.

Absent: Director Forster

RESOLUTION NO. AFPD 16-19

Resolution approving revisions to subject exhibit

Renewal of JPA with FDAC Employment Benefits Authority for Paid Fire Personnel Benefits:
Discussion ensued regarding verbiage within subject agreement.

MOTION: It was moved by Director Oneto, seconded by Director Boitano, and unanimously carried to approve the subject agreement

Absent: Director Forster

RESOLUTION NO. AFPD 16-18

Resolution approving JPA with FDAC Employment Benefits Authority for Paid Fire Personnel Benefits.

MISCELLANEOUS MATTERS

Minutes of November 3, 2016:

MOTION: It was moved by Director Morgan, seconded by Director Oneto, and carried to approve the minutes of November 21, 2016 with minor revisions.

Absent: Director Forster

Abstained: Director Boitano

ADJOURNMENT: At 11:50 a.m., President Plasse adjourned the meeting until **Tuesday, January 17, 2017 at 10:30a.m.**

President, Amador Fire Protection District

ATTEST:
LINDSEY CLARK, Clerk of the
Amador Fire Protection District,
Amador County, California