

Tuesday, February 21, 2017

**BOARD OF DIRECTORS
AMADOR FIRE PROTECTION DISTRICT
COUNTY ADMINISTRATION CENTER**

810 Court Street
Jackson, California 95642

AGENDA

-- 3:30 p.m. --

Please Note: All Board of Directors meetings are recorded.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6391 or (209) 223-6646(fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Assisted hearing devices are available in the Board Chambers for public use during all public meetings.

Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Directors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or District staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.2.

PLEDGE OF ALLEGIANCE

AGENDA: Off-agenda items must be approved by the Board pursuant to Section 54954.2 of the Government Code.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action will be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the AFPD Board of Directors; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. **Please note - there is a five (5) minute limit per topic.**

ADMINISTRATIVE MATTERS

- (1) MASS MUTUAL 457(b) PLAN AUTHORIZED SIGNERS:** Approve current Board President as authorized signer for the Mass Mutual 457(b) plan.
- (2) VEHICLE MAINTENANCE REPORT:** Report of expenses for maintenance and repair of District vehicle fleet.
- (3) PAYROLL UPDATE:** Update to the Board on successful first payroll processed on new system.
- (4) APPOINTMENT OF BOARD COMMITTEE MEMBERS:** Discussion and possible action relative to appointment of Board members to AFPD Plans and Policy Committee.

- (5) **JOB DESCRIPTION CHANGE TO FIRE ENGINEER:** Discussion and possible action relative to changes to the subject job description.
- (6) **VACATION CASH OUT POLICY:** Discussion and possible action relative to adopting subject policy.

MISCELLANEOUS MATTERS

- (7) **MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of January 17, 2017, as presented or revised.

SCHEDULE NEXT MEETING

ADJOURNMENT

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 02/21/2017

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

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>02/21/17</u>	

Department Head Signature *David Bellerive*

Agenda Title: MASS MUTUAL 457 (b) PLAN

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

Approve current Board President as authorized signer for the Mass Mutual 457 (b) plan.

Recommendation/Requested Action:
Approve current Board President as authorized signer for subject plan.

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

Is a 4/5ths vote required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	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: _____
Committee Review? N/A <input checked="" type="checkbox"/> Name _____ Committee Recommendation: _____	

Request Reviewed by:

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

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date 2/21/2017 Time 3:30 pm Item # 1

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

Ayes: _____ Resolution _____ Ordinance _____ Other: _____
 Noes _____ Resolution _____ Ordinance _____
 Absent: _____ Comments: _____

Distributed on _____ Completed by _____	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
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Authorized Signatures Form - 457(b) and 401

Mail Address:
 MassMutual Retirement Services
 PO Box 1583
 Hartford, CT 06144-1583

Overnight Mail Address
 MassMutual Retirement Services
 1 Griffin Road North
 Windsor, CT 06095-1512

Please complete and Fax to 877-526-2531 or 800-678-8645 or mail to your Account Manager at:

MassMutual Retirement Services
 P.O. Box 1583
 Hartford, CT 06144-1583

Group #:	751905
Plan Name:	Amador Fire Protection District 457 Plan

The following signatures are authorized for approval of participant enrollment forms, enrollment change forms or other participant transaction processing forms. Signatures submitted on this form, will supersede all other signatures on file. Please have all current authorized signers submit/resubmit their signatures on this form under Authorized Administrators. In the event that an authorized signature is removed or replaced, we will notify MassMutual immediately.

Please Print or Type - Required:

Name and Title of Plan Sponsor David Bellerive	Email address dbellerive@amadorgov.org
Signature 	Phone No.

Additional Authorized Administrators - Optional:

Name and Title Richard Forster, President	Email address rforster@amadorgov.org
Signature	
Name and Title	Email address
Signature	
Name and Title	Email Address
Signature	
Name and Title	Email address
Signature	
Name and Title	Email address
Signature	

MassMutual Retirement Services (MMRS) is a division of Massachusetts Mutual Life Insurance Company (MassMutual) and its affiliated companies and sales representatives.

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 Hartford, CT 06144-1583

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Group #:	751906
Plan Name:	Amador Fire Protection District 457 Plan

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Please Print or Type - Required:

Name and Title of Plan Sponsor David Bellerive	Email address dbellerive@amadorgov.org
Signature 	Phone No.

Additional Authorized Administrators - Optional:

Name and Title Richard Forster, President	Email address rforster@amadorgov.org
Signature	
Name and Title	Email address
Signature	
Name and Title	Email Address
Signature	
Name and Title	Email address
Signature	
Name and Title	Email address
Signature	

MassMutual Retirement Services (MMRS) is a division of Massachusetts Mutual Life Insurance Company (MassMutual) and its affiliated companies and sales representatives.

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:	
02/21/2017	

To: Amador Fire Protection Board of Directors

Date: 02/21/2017

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

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 02/21/2017 Time 3:30p.m. Item # 2

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

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

Completed by _____

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

Vehicle Description	Odometer Reading	Repair Hours / Comments <small>(out of service, Misc., etc., if applicable)</small>	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
5100 - Chief 2015 Ford Explorer	15,650		7/19/16 12/20/2016	Lynch's - A Service (\$148.17) Stein's Auto - A & B Service (\$77.09)	\$0.00	\$225.26
5101 - Chief 2010 Ford Expedition XLT 4x4	153,200		10/4/2016 11/8/2016 1/17/2017	US Bank/Jackson Express - A Service (\$48.46) US Bank - Snow Chains (\$78.61) GSA Motorpool - labor for repairing chairs (\$366.00)	\$366.00	\$493.07
5103 - Chief 2016 Ford F250 Supercab 4x4	13,868		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	86,312		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)	\$0.00	\$1,249.03
5105 - Chief 2012 Ford Expedition 4x4	62,918		12/6/2016 12/13/2016 1/10/17	Jackson Tire's - 4 New Tires (\$1170.00) Stein's - B Maintenance Service (\$138.93) US Bank/DDM Tuning - Head Light Bulbs (\$87.99)	\$87.99	\$1,396.92
5106 - Chief 2009 Ford F250 4x2 Pick- Up	61,673		9/6/16 11/29/2016 1/10/17 1/17/17	D. Veerkamp - Rplc rotors, calipers and pads on both sides (\$711.42) Steins Auto - B Maintenance Service (\$81.08) Riebes - Lift Support (\$47.50) Jackson Tire - 4 New Tires (\$838.13)	\$885.63	\$1,678.13
5108 - Chief 2016 Ford F250 Supercab 4x4	61,626		10/4	Steins Auto - B Service (\$84.11)	\$0.00	\$84.11

Vehicle Description	Odometer Reading	Repair Hours / <small>(out of service, Misc., etc. if applicable)</small>	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far					
E-141 2003 HME Fire Truck	76,780		7/26/16	Fire.Com - Wireless Headset Repair (\$172.80)	\$980.09	\$5,845.53					
			8/9/2016	J&H Auto - Rear Brakes Out of Adjustment (\$149.19)							
			8/16/2016	Riebes - Radiator Cap (\$6.47)							
			8/16/2016	Riebes - Engine Oil (\$31.30)							
			8/30/2016	D. Veerkamp - Power Steering High Pressure Hose Assembly (\$1789.24)							
			9/13/16	ATR - Transport Engine to D. Veerkamps from Station 114 (\$618.75)							
			9/13/16	Riebes - Peak Ready to Use (\$11.87)							
			9/13/16	D. Veerkamp - Rplc Power Steering Gear Box / Made New PS Hose (\$1789.24)							
			11/8/16	Riebes - Maintenance Parts (\$220.93)							
			12/13/2016	Riebes - Oil, Filter, etc. (\$75.65)							
SQ-145 2003 Ford F350 4X4	41,834		1/3/17	ATR - Tow (Ditch/Stuck in Mud) (\$500)	\$0.00	\$525.49					
			1/10/17	Riebes - Emergency Light (\$56.12)							
			1/10/17	Riebes - Brass Starter/Switch (\$77.50)							
			1/31/17	Riebes - Electrical Auto Parts (\$43.14)							
			9/27/16	J&H Auto - B Service (\$482.31)							
			12/13/2016	O'Reilly's - Hood Sturts Worn - Replaced (reimbursement from Keith) (\$43.18)							
			WT-146 1996 Int'l Model 4900 Chassis	36,679				7/12/16	Guys Saw - Air Cleaner for Honda Pump (\$11.86)	\$0.00	\$1,086.77
								9/6/2016	Jackson Tire - 2 Front Tires (\$1074.91)		
			S210 2000 Ford Utility Truck	106,472						\$0.00	\$0.00
			E-5111 2015 Rosenbauer	11,745				1/10/17	Riebes - Coolant (\$32.38)	\$1,466.53	\$1,466.53
1/10/17	Riebes - Accuffit (\$11.29)										
1/10/17	Riebes - Oil / Filter (\$54)										
1/31/17	Burton's Fire - Annual Pump Testing/Vacuuum Testing (\$303.33) Jackson Tires - 1 New Front Drivers Side Tire (\$1065.53)										

Vehicle Description	Odometer Reading	Repair Hours / Comments <small>(out of service, Misc., etc. if applicable)</small>	Dates	Maintenance Performed (description)	Total Cost this Month	Total Cost Accumulative 16/17 Fiscal Year Thus Far
E-222 1991 KME 1250 GPM Pumper 4x2	53,427		1/31	Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33)	\$303.33	\$303.33
E-223 1998 Int'l Fire Truck	36,283		8/23	D. Veerkamp - A Service (\$2093.08)	\$0.00	\$2,093.08
E-231 1992 Freightliner FL70	63,191		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)	\$0.00	\$7,390.99
E-234 1992 Ford F350 Mini Pumper	32,653		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	9,648		11/29	D. Veerkamp - A Maintenance (\$365.16)	\$0.00	\$365.16

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 02/21/2017

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

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>02/21/2017</u>	

Department Head Signature *David Bellerive*

Agenda Title: Payroll Update

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 Report to Board on successful first payroll processed on new system.

Recommendation/Requested Action:
 None

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

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 02/21/2017 Time 3:30p.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 _____ 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

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



MEMORANDUM

To : David Bellerive, Fire Chief
From : Lindsey Clark, Administrative Technician
Date : February 21, 2017
SUBJECT : Payroll Update

On January 30, 2017 Amador Fire completed its first payroll on the new system. Every employee was paid by either direct deposit or check by the required pay date and there were no errors. Staff have commented that they are happy with the new online time sheets as well as the online portal where they can view their paycheck stubs.

In addition the monthly payroll taxes were successfully reported and paid electronically through the Treasurer's Office on February 13, 2017.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 02/21/2017

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

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>02/21/2017</u>	

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 Policy and Plans 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 2/21/2017 Time 3:30 pm 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 _____	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

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 02/21/2017

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

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>02/21/2017</u>	

Department Head Signature *David Bellerive*

Agenda Title: FIRE ENGINEER - 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 Engineer.

Recommendation/Requested Action:

Approve subject changes as presented or revised.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts n/a

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

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 2/21/2017 Time 3:30 pm 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 _____

Completed by _____

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

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: FIRE ENGINEER

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 Engineer 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 Engineer also responds and renders aid in non-emergency situations as required.

Under the supervision of higher level supervisory and management staff, the Fire Engineer 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.

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.
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.

JOB CLASSIFICATION: FIRE ENGINEER

7. Studies and becomes familiar with response area, communities, roads, water systems, building occupancy and contents.
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.

Education;

High School Graduate or GED equivalent at time of hire

Experience;

Two years of continuous fire suppression, emergency medical response, and fire prevention within the last three years as a paid or volunteer firefighter

License and Certificates;

Possess and maintain all of the following:

A valid Class C (or higher) California Drivers' License with a Firefighter endorsement or a valid California Commercial Drivers' License with proper endorsements for firefighting equipment.

CSFM Firefighter 1

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

Current CPAT certificate

CSFM Driver/Operator 1A & 1B (or obtain certification within 12 months from date of hire)

Desirable Qualifications;

Experience working with volunteer fire personnel.

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

JOB CLASSIFICATION: FIRE ENGINEER

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.

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.

JOB CLASSIFICATION: FIRE ENGINEER

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, 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:	
02/21/2017	

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

Date: 02/21/2017

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

Department Head Signature *David Bellerive*

Agenda Title: Vacation Cash Out Policy

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

Discussion and possible action on adopting the Vacation Cash Out policy.

Recommendation/Requested Action:
 Approve resolution adopting subject policy, as submitted or amended.

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 2/21/2017 Time 3:30 pm Item # 6

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

Distributed on _____ Completed by _____	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
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BEFORE THE BOARD OF DIRECTORS OF
THE AMADOR FIRE PROTECTION DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION APPROVING THE AMADOR
FIRE PROTECTION DISTRICT VACATION
CASH OUT POLICY

RESOLUTION NO. AFPD 17-

BE IT RESOLVED by the Board of Directors of the Amador Fire Protection District, County of Amador, State of California, that said Board does hereby approve the Amador Fire Protection District Vacation Cash Out policy.

BE IT FURTHER RESOLVED that the President be and hereby is authorized to sign the resolution approving to this policy manual.

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 21st day of February, 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 FIRE PROTECTION DISTRICT

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



MEMORANDUM

To : Honorable Board of Directors

From : David Bellerive, Fire Chief

Date : February 21, 2017

SUBJECT : Vacation Buy Back

Staff is requesting that employees be allowed to cash out 50% of their available accumulated vacation hours. This is being requested due to several factors, the first of which is the increase in health insurance costs for employees with families. Effective 12/1/16, the monthly cost of Kaiser medical insurance for employees with 2+ family members increased \$167/month or \$2004/year. This additional monthly expense has made it difficult for some employees to pay their health insurance premiums and the cashing out of vacation hours will provide employees with funds that they have already earned to assist in paying these costs.

Secondly, staff believes that it is important for employees to take time off from work and therefore employees may cash out no more than 50% of their accumulated vacation hours, thereby maintaining a bank of hours available for vacation. Employees currently do have the ability to trade shifts which provides them with flexibility in scheduling time off.

Next, the cashing out of vacation hours will result in a cost saving to the District. Currently when an employee utilizes their vacation leave, the District must backfill that open shift with another employee who is compensated at 1 ½ times regular pay. An employee who cashes out vacation hours which they have already earned will instead work their normal shifts at straight time pay instead of 1 ½ times pay thereby reducing overall costs to the District.

Finally, cashing out vacation hours allows employees greater flexibility in receiving compensation for unexpected expenses. Due to the additional work required of administrative staff in processing these requests, they will be limited to twice per year calendar year per employee.

STAFF RECOMMENDATION:

Staff recommends adoption of the Vacation Buy Back Policy.

AMADOR FIRE PROTECTION DISTRICT



Policies and Procedures

Policy 1.E.3

Cashing out of Vacation Hours

1.0 Statement of Intent

To define the instances in which employees may cash out accrued vacation hours.

2.0 Assigned Responsibility

Applicable to all paid department personnel.

3.0 Applicability

Circumstances described within the policy.

4.0 Definitions

None

5.0 Procedure

Employees shall be allowed to submit unused, accumulated vacation hours for monetary compensation at straight time rates. Employees may convert in any one (1) fiscal year, not more than fifty percent (50%) of their annual accumulation of vacation time to cash payment by written notification to the administrative staff. Requests will be limited to twice annually: March 1st to April 30th, and October 1st to November 30th.

6.0 Appendices

None

7.0 References

None

8.0 Monitoring and Review

The Fire Chief shall review this policy every three years.
Approved By:

David Bellerive, Fire Chief

Revisions:

Drafted 1/14/17 Ken Woods, Deputy Chief

Distribution List: Policy Manual

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:	
02/21/2017	

To: Amador Fire Protection Board of Directors

Date: 02/21/2017

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 January 17, 2017 as presented or revised.

Recommendation/Requested Action:
Approve minutes 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:

n/a

FOR CLERK USE ONLY

Meeting Date 2/21/2017 Time 3:30 pm Item # 7

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

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____
 Completed by _____

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

**AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Recorded
On MP3
No. AFPD 17-01

Jackson, California
Tuesday, January 17, 2016
9:38a.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:

Richard M. Forster, President, Director
Lynn Morgan, Vice President, Director
Brian Oneto, Director
Pat Crew, Director
Frank Axe, 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 Crew, and unanimously carried to approve the agenda, as presented.

PUBLIC MATTERS NOT ON THE AGENDA: Chief Bellerive, welcomed new Directors Pat Crew and Frank Axe. Chief Bellerive provided an update after the recent storms.

During the storms Amador Fire responded to over 90 calls as well as crews went over and above by filling sand bags for community members and helped residents in Pioneer who had a tree fall on their home.

Chief Bellerive Thanked Board members for their attendance at two Badge Pinning events over the last month for the Amador Fire volunteers.

Director Forster gave an update from the County Admin Committee that there is a request for discussion regarding limiting the number of sandbags from unmanaged to managed in order to limit the funds and staff time it takes to provide this service to the community. Future discussions will be held with the Public Works Committee.

ADMINISTRATIVE MATTERS

Vehicle Maintenance Report: Chief Bellerive presented the vehicle maintenance report to the Board. Discussion ensued regarding details of the report and maintenance performed on District Fleet this year.

Payroll Update: Chief Bellerive reviewed the payroll update with the Board.

Appointment of Board Committee Members: Discussion ensued regarding which Board members would be on the Personnel Committee. Directors Forster and Crew will be the current Personnel Committee as appointed by the President.

Discussion ensued regarding a Board for an ad-hock committee for the Jackson Rancheria. This committee will be appointed by the President on an as needed basis.

Offer for Purchase of Engine 111: Chief Bellerive provided an update to the Board stating that there are now two offers for the purchase of Engine 111. Chief Bellerive requested from the Board approval to continue negotiating between the two offers and allow a final offer to be approved by the Board President.

Direction from the Board to Communicate with both agencies to get the highest bid with an acceptable offer being \$230,000.00 which could then be approved by the Board President with a resolution to follow at a subsequent meeting

Discussion ensued regarding communicating with the B10 axillary on how funds from the sale of Engine 111 should be used as they helped supply funds for the original purchase of Engine 111. Chief Bellerive shared that monies would be used as a down payment on a new engine for station 114 in Pine Grove, which has the full support of the B10 auxiliary.

Fire Captain Job Description: Discussion ensued regarding changes to the subject job description.

MOTION: It was moved by Director Oneto, seconded by Director Crew and unanimously carried to approve subject changes as presented.

Agreement for Firefighter Regional Occupational Program with Amador Unified School District: Chief Bellerive presented the Board with the details of the ROP program as well as the history with the past ROP program. Discussion ensued regarding concerns of liability to the District for students doing ride alongs as part of the program.

MOTION: It was moved by Director Morgan, seconded by Director Axe and unanimously approved to sign the resolution approving the ROP agreement with ACUSD, with the qualifier that the issue of students doing ride alongs is not allowed.

RESOLUTION NO. AFD 17-01

Resolution approving ROP Agreement with Amador Unified School District.

MISCELLANEOUS MATTERS

Minutes of December 13, 2016:

MOTION: It was moved by Director Morgan, seconded by Director Oneto, and carried to approve the minutes of December 13, 2016 as presented.

Abstained: Director Crew
Director Axe

ADJOURNMENT: At 10:43a.m., President Forster adjourned the meeting until **Tuesday, February 21, 2017 at 3:30p.m.**

President, Amador Fire Protection District