

Wednesday, March 22, 2017

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

810 Court Street
Jackson, California 95642

AGENDA

-- 1:30 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) VEHICLE MAINTENANCE REPORT:** Report of expenses for maintenance and repair of District vehicle fleet.
- (2) UPDATE TO BOARD FOR REGULAR RATE OF PAY:** Update to Board relative to a change in the way staff is paid for overtime hours to comply with FLSA regulations.
- (3) SURPLUS PROPERTY:** Discussion and possible action relative to surplus and public auction of E-124.
- (4) FEASIBILITY STUDY FOR DISPATCHING SERVICES:** Discussion and possible action regarding the cost of a feasibility study for dispatching services provided by Sacramento Regional EMS Communication Center.

- (5) **CHANGE IN PROCEDURE FOR BENEFIT ASSESSMENT:** Discussion and possible action regarding assessing contiguous parcels during benefit assessments.
- (6) **FY 2017/2018 BENEFIT ASSESSMENT:** Discussion and possible action on resolution approving the 2017/2018 Benefit Assessment schedule of fees.
- (7) **REQUEST FOR ADDITIONAL BATTALION CHIEF POSITION:** Discussion and possible action regarding creating an additional Battalion Chief position fully funded by the Jackson Rancheria Band of Miwuk Indians.
- (8) **AGREEMENT FOR SERVICES WITH LOCKWOOD FPD:** Discussion and possible action relative to changes to Exhibit A of the current Lockwood FPD agreement.

MISCELLANEOUS MATTERS

- (9) **MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of February 21, 2017, as presented or revised.

SCHEDULE NEXT MEETING

ADJOURNMENT

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:	
03/22/2017	

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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 03/22/2017

Time 1:30p.m.

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 _____

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

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments <small>(out of service, Miss, etc. if applicable)</small>	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
5100 - Chief 2015 Ford Explorer	1FM5K8AR7FG825939 (E) 1460509	16,760		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	1FMJUGS9AE43199 (E) 1305976	155,360		10/4/2016 11/8/2016 1/17/2017 2/7/17	US Bank/Jackson Express - A Service (\$48.46) US Bank - Snow Chains (\$78.61) GSA Motorpool - labor for repairing seats (\$366.00) Tractor Supply - Rear Back-Up Lights (\$76.13)	\$76.13	\$569.20
5103 - Chief 2016 Ford F250 Supercab 4x4	1FT7X2B60GEA66410 (E) 1485648	15,150		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	1FT7X2B62BEA30761 (E) 1306800	87,774		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	1FMJUGSXCCE67187 (E) 1401123	63,625		12/6/2016 12/13/2016 1/10/17	Jackson Tires - 4 New Tires (\$1170.00) Stein's - B Maintenance Service (\$138.93) US Bank/DDM Tuning - Head Light Bulbs (\$87.99)	\$0.00	\$1,396.92
5106 - Chief 2009 Ford F250 4x2 Pick-Up	1FTSX21569EA15399 (E) 1294991	62,645		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)	\$0.00	\$1,678.13
5108 - Chief 2016 Ford F250 Supercab 4x4	1FMZU73E02ZB69571 (E) 1178037	61,826		10/4	Steins Auto - B Service (\$84.11)	\$0.00	\$84.11

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Misc. etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
Rescue 1 1999 Ford F350 Rescue Truck	1FDWE3TRKXEB48338 {E} 1013917	79,400		7/19/16 8/16/16 9/27/16 11/29/2016	Pine Grove Fire - 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	\$814.70
E-111 - 2012 HME Fire Truck	44KFT4486CW222356 {E} 1409112	35,900	SOLD 2/17/17	9/20/16 10/25/16 10/30/16 1/31/17 2/7/17	Cummins - Recalibration (\$953.12) West Coast - Repair Drive Train (\$12,875.26) HME Reimbursement for Driveline (\$-8,396.00) Burton's Fire - Vacuum and Pump Test Prior to Selling (\$744.97) Cummins - Test Turbo Chuff (\$100.00)	\$100.00	\$6,277.35
E-113 1991 KME 1250 GPM Pumper 4x4	1HTSEPCR4NH415881 {E} 349699	78,226		7/12/2016 7/19/2016 8/9/16 9/13/2016 1/10/17 1/31/17	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) Riebes - Mud Flap (\$16.73) Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33)	\$0.00	\$555.15
SO-115 2008 Ford F350 Rescue Unit	1FDWX37R8EBC15309 {E} 1281212	97,128		7/19/2016 1/10/17	Riebes - Accuft Conventional (\$20.52) Riebes - Napa Batteries (\$192.76)	\$0.00	\$213.28
WT-116 2015 Kenworth Tanker	2NKHURXX9FM437394 {E} 1410351	1,974		7/12/16 8/9/16 12/13/2016 2/7/17	Pape Kenworth - Wiper Blades (\$17.67) J&H Auto - B Service (\$420.36) Riebes - Oil, etc.(\$17.26) TruckNTow/Snow Cables/Chains (\$107.02)	\$107.02	\$562.31

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-124 2008 Ford F-550 Mini Pumper	1FDAX57R78EB3813 {E}1281211	64,949	OOS	8/9/2016 11/1/2016 2/28/17	J&H Auto - A Service (\$459.93) Jackson Tire - 6 Tires (\$1824.88) Doug Veerkamp - A Maintenance Service (\$502.97)	\$502.97	\$2,787.78
WT-126 2007 Kenworth Tanker	2NKNHZ8367M199258 {E}1212617	16,402		2/7/2017 2/28/2017	TruckNTow - Snow Chains/Cables (\$107.02) D. Veerkamp - A Service, Rplc. Rear brakes (\$1373.94)	\$1,480.96	\$1,480.96
E-141 2003 HME Fire Truck	44KFT42822W220024 {E}1159077	77,086		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 1/3/17 1/10/17 1/10/17 1/10/17 1/31/17 1/31/17 2/14/17 2/14/17	Fire.Corn - 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) ATR - Tow (Ditch/Stuck in Mud) (\$500) Riebes - Emergency Light (\$56.12) Riebes - Brass Starter/Switch (\$77.50) Riebes - Electrical Auto Parts (\$43.14) Barton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33) TruckNTow - Snow Chains/Cables (\$107.02) Riebes - Coolant, Fuse, Oil (\$90.06) Doug Veerkamp - A service, Rplc starter, p/s pump, rear brakes & drums, rpl aux. steering gear box (\$5950.63)	\$6,040.69	\$11,886.22

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, Misc. etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
SO-145 2003 Ford F350 4X4	1FDWE37P23ED60337 {E} 1159107	41,908		9/27/16 12/13/2016	J&H Auto - B Service (\$482.31) O'Reilly's - Hood Struts Worn - Replaced (reimbursement from Keith) (\$43.18)	\$0.00	\$525.49
WT-146 1996 Int'l Model 4900 Chassis	1HTSDADR7TH397632 {E} 035872	36,806		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	1FMPU16LXYLB47751 {E} 1022891					\$0.00	\$0.00
E-5111 2015 Rosenbauer	54F2CB417FVMM149 {E} 1488122	12,970		1/10/17 1/10/17 1/10/17 1/31/17 2/7/17 2/7/17 2/7/17	Riebes - Coolant (\$32.38) Riebes - Accufit (\$11.29) Riebes - Oil / Filter (\$54) Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33) Jackson Tires - 1 New Front Drivers Side Tire (\$1065.53) Amazon - LED Driving Lights (\$230.89) TruckNTow - Snow Cables/Chains (\$98.82) Buckhorn Plaza Hardware - Fog Lights & Air Bag Box (\$59.67)	\$389.38	\$1,855.91
E-2111 1991 KME 1250 GPM Pumper 4x2	1HTSPDPC9NH416110 {E} 366231	33,117		11/8/2016 11/22/2016 12/13/2016	J&H Auto - Rebuild pressure valve and intake valve (\$472.98) Jackson Tire - 4 Tires (\$243.76) Jackson Tire - 2 new steering tires (\$754.00)	\$0.00	\$ 3,660.74
E-214 2008 Ford F550 Mini Pumper	1FDAX57R58EB35812 {E} 1281210	27,692		7/12/16 8/9/2016 10/25/2016	Sierra Foothill Fire - Ex. 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

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments <small>(out of service, Mfr. etc. if applicable)</small>	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
WT-216 2015 Kenworth Tanker	2NKH8X7EM437393 {E}1410352	2,765		8/23	D. Veerkamp - B Service (\$485.86)	\$0.00	\$485.86
E-5221 (E22) 2003 HME Fire Truck	44KFT42842V20025 {E} 1159078	92,424		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 1/3/17 1/10/17 1/31/17 1/31/17 2/14/17 2/14/17 2/14/17	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) Jackson Tire - Repair Rear Inner Tire, Tire Repair & Brass Valve System DOS:10/26 (\$33.87) Riebes - Oil (\$56.12) Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33) Riebes - LED Clear Back Up Light (\$51.70) Riebes - Maintenance Parts (\$23.68) Riebes - Peak Global Lifetime Parts (\$33.98)	\$109.36	\$4,957.33

Vehicle Description	VIN License Number	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
E-222 1991 KME 1250 GPM Pumper 4x2	IHTSDPCRONH416111 {E} 349698	53,565		1/31	Burton's Fire - Annual Pump Testing/Vacuum Testing (\$303.33)	\$0.00	\$303.33
E-223 1998 Intl Fire Truck	IHTSDADR6WH551543 {E} 993299	36,412		8/23/2016 2/7/17 2/28/17	D. Veerkamp - A Service (\$2093.08) Riverview Int'l Trks - Valve Break Part (\$346.73) D. Veerkamp - A Service, Misc. Inspection, R&R Rear Drums (\$1414.44)	\$1,414.44	\$3,507.52
E-231 1992 Freightliner FL70	1FV6HLBB8NLA81046 {E}352799	63,204		7/12/2016 7/19/2016 7/26/2016 8/3/16 9/27/16 10/4/2016 11/3/2016 1/31/17 1/31/17 2/14/17	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) Riebes - 1895 LL BP / Maint. Parts (\$9.98)	\$9.98	\$7,400.97
E-234 1992 Ford F350 Mini Pumper	2HDKF38GTNCA442025 {E} 292907	32,667		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	2NKMHZ8X87M199259 {E} 1212616	9,689		11/29	D. Veerkamp - A Maintenance (\$365.16)	\$0.00	\$365.16

Vehicle Description	VIN License Number	Odometer Reading	Repair Hours / Comments (out of service, etc. if applicable)	Dates	Maintenance Performed (description)	Total Cost this Month	Current Total Cost Accumulative 16/17FY
E-5361 2016 Rosenbauer	54F2CA512GWM11580 (E) 1425867	4,011		2/7	TruckNTow - Snow Chains/Cables (\$461.93)	\$461.93	\$461.93
E-5364(6841) JRCR 2008 FT Ford	1FDAW57R38ECS3893 (E) 1356272	32,018		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	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, thermostat 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)	\$0.00	\$9,019.68

Vehicle Description	VIN License Number	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
E-5368 (6811) JRCR 2007 FT EONE	4ENGAAAS371002458 {E} 1356273	56,793		7/19/16 7/19/16 8/16/2016 8/16/2016 8/16/2016 8/16/2016 8/16/2016 9/13/2016 11/8/16 1/24/17 2/7/17	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) Burtons Fire - Air Leak Around Park Brake Parts/Test/Repair (\$86.63) Doug Veerkamp - B Service, Coolant Leak @ lower radiator, Oil Leak at Pan Engine, Air Leak at Compressor, Knock in Floor at Left Turn (\$6027.21)	\$6,027.21	\$10,317.89
						<u>\$10,230.93</u>	<u>\$76,882.53</u>

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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>03/22/2017</u>	

Department Head Signature *David Bellerive*

Agenda Title: UPDATE TO BOARD FOR REGULAR RATE OF PAY

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

Update to Board regarding change in the way staff is paid for overtime hours to comply with FLSA regulations.

Recommendation/Requested Action:
 None

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

Is a 4/5ths vote required? Yes No

Committee Review? <u>N/A</u> <input checked="" type="checkbox"/> 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: _____
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Request Reviewed by:

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

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 03/22/2017 Time 1:30p.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
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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 : March 13, 2017
SUBJECT : FLSA Regular Rate of Pay - Payroll Update

The District has been made aware of FLSA regulations stating that **"An employee who works overtime must be compensated for those overtime hours at a rate of at least one and one-half times the employee's "regular rate" of pay."** The Regular Rate of Pay includes *"all remuneration for employment paid to, or on behalf of the employee"* unless specifically excluded under the FLSA.

What does this mean for you as an employee of Amador Fire?

- Overtime will reflect time and 1½ Regular Rate of Pay (RRP) starting on the March 2017 payroll. Updates will be made to the time sheets *which will show the regular rate of pay.*
- Another explanation of what is stated above: the RRP is a combination of the Hourly Rate, Holiday Pay, and Cash In-Lieu (dental, vision & medical only) of Benefits.

If you, Amador Fire Staff, have any further questions please contact Battalion Chief Chad Marino with questions.

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:	
03/22/21017	

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

Date: 03/22/2017

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

Department Head Signature *David Bellerive*

Agenda Title: SURPLUS PROPERTY

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

Discussion and possible action relative to surplus of:

E-124 2008 Ford F-550 Mini Pumper VIN: 1FDAX57R78EB35813

Upon taking E-124 in for service last month and becoming aware that it is in need of major repair, the District believes it would be most beneficial to not put additional resources into this engine and instead surplus it. The District will contact local agencies and offer it as a donation. If there is no local need, the engine will be sold at public auction.

Recommendation/Requested Action:
 Authorize surplus and disposition of engine, as requested.

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

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:
 n/a

FOR CLERK USE ONLY

Meeting Date 03/22/2017 Time 1:30 PM 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

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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>03/22/21017</u>	

Department Head Signature *David Bellerive*

Agenda Title: FEASIBILITY STUDY FOR DISPATCHING SERVICES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
 Discussion and possible action relative to the cost of a feasibility study for dispatching services provided by Sacramento Regional Fire/EMS Communications Center. (SRFCCC)

Last year the Board of Supervisors authorized me to look at dispatching options for Amador County. This was due to the increased cost of dispatching services currently provided by the Cal Fire Emergency Command Center in Camino. The yearly increase is currently borne by Amador Fire with an increased cost of approximately \$100,000.00 over the life of the three (3) year contract. SRFCCC is one such option. Attached is the cost for a required feasibility study to determine if this will be a viable alternative.

Recommendation/Requested Action:
Authorize staff to proceed with feasibility study

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

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:
n/a

FOR CLERK USE ONLY

Meeting Date 03/22/2017 Time 1:30pm 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 _____		

AFPD Feasibility Study- FTE Impacts to SRFECC (Estimate Only)

<u>CAD</u>		<u>Network</u>	
Question Development:	\$ 256.64	Question Development:	\$ 424.24
Site Visit:	\$ 513.28	Site Visit:	\$ 848.48
After Action Report:	<u>\$ 256.64</u>	After Action Report:	<u>\$ 424.24</u>
Total	\$ 1,026.56	Total	\$ 1,696.96
<u>GIS</u>		<u>Dispatch</u>	
Question Development:	\$ 329.76	Question Development:	\$ 415.68
Site Visit:	\$ 659.52	Site Visit:	\$ 831.36
After Action Report:	<u>\$ 329.76</u>	After Action Report:	<u>\$ 415.68</u>
Total	\$ 1,319.04	Total	\$ 1,662.72
<u>Radio</u>		<u>Administrative Cost</u>	
Question Development:	\$ 387.04	Center Car To AFPD HQ:	\$ 43.46
Site Visit:	\$ 774.08	Center Car to Camino Dispatch:	\$ 43.78
After Action Report:	<u>\$ 387.04</u>	Scheduling and Documentation:	\$ 164.88
Total	\$ 1,548.16	Compile Feasibility Report:	<u>\$ 989.28</u>
		Total FTE Impacts	\$ 8,538.30

*Price based on a two day site visit to AFPD HQ and Camino's Dispatch Center.
 *Final product to include a complete feasibility study document

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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>03/22/21017</u>	

Department Head Signature *David Bellerive*

Agenda Title: CHANGE IN PROCEDURE FOR BENEFIT ASSESSMENT

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

Discussion and possible action relative to assessing contiguous parcels during benefit assessments.

Recommendation/Requested Action:
Authorize staff to proceed new benefit assessment procedure

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

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:
n/a

FOR CLERK USE ONLY

Meeting Date 3/22/2017 Time 1:30pm 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 _____
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: _____
 AFPD Board Clerk

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: March 22, 2017

SUBJECT: Removal of the Benefit Assessment Contiguity

Currently there are approximately 1,370 parcels that are not paying a benefit assessment because they are contiguous to another parcel that is vested exactly the same. Most of these parcels are land only with no dwellings. This means that each parcel would have a benefit assessment of \$25.94 if the contiguity factor were removed. Removing the contiguity factor would result in Amador Fire Protection District receiving approximately \$35,000 dollars annually in additional revenue. This additional revenue could be used to offset maintenance costs, facility upgrades, and/or personnel costs.

Removing the contiguity factor would save an average of 300 or more hours of staff time annually that is consumed for processing of the benefit assessments to confirm contiguity. Additionally, this request for removing contiguity would not change or affect Williamson Act contracts in any way. All Williamson Act contracts will continue to be assessed the same.

Staff believes that all parcels should be charged the same fee. Allowing contiguous parcels to be exempt from the benefit assessment is not fair to the other land owners that have additional properties not contiguous and the District essentially paying for this exemption.

Staff Recommendation:

To approve the removal of the contiguity protocol for parcels not affected by the Williamson Act, saving over 300 hours of staff time, and providing additional revenue to the District.

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:	
03/22/2017	

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

Date: 03/22/2017

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

Department Head Signature *David Bellerive*

Agenda Title: FY 2017/2018 BENEFIT ASSESSMENT

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

Discussion and possible action on resolution approving the 2017/2018 Benefit Assessment schedule of fees.

Recommendation/Requested Action:

Approve the resolution establishing the FY 2017/2018 benefit assessment by increasing the existing assessment by 2%

Fiscal Impacts (attach budget transfer form if appropriate)

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

Comments:

Committee Review?

N/A

Name _____

Committee Recommendation:

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date 03/22/2017

Time 1:30 pm

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 _____

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

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

MEMORANDUM

To: Honorable Board of Directors

From: David Bellerive, Fire Chief

Date: March 22, 2017

SUBJECT: 2017/2018 Benefit Assessment

Pursuant to Chapter 7.60 of the Amador County Code, the Amador Fire Protection District may increase their benefit assessment schedule annually to keep pace with inflation. The annual increase has a cap of 2%. Inflation for last year was 3.0% based on the index specified in our assessment ordinance.

Staff Recommendation:

Approve the resolution establishing the FY 2017/2018 Benefit Assessment by increasing the existing assessment by 2 %.

Consumer Price Index - All Urban Consumers 12-Month Percent Change

Series Id: CUUR4422SSA0, CUUSA4422SA0

Not Seasonally Adjusted

Area: San Francisco-Oakland-San Jose, CA

Item: All items

Base Period: 1982-84=100

Years: 2016 to 2016

Year	Annual
2016	3.0

BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT

IN THE MATTER OF:

RESOLUTION APPROVING THE 2017/2018
FISCAL YEAR BENEFIT ASSESSMENT FOR
AMADOR FIRE PROTECTION DISTRICT

RESOLUTION NO. AFPD 17-

WHEREAS, Amador County Ordinance No. 1240 established a benefit assessment for fire suppression services in the Amador Fire Protection District pursuant to California Government Code 50078 et seq.; and

WHEREAS, the Board of Directors of Amador Fire Protection District as the governing body of the District shall levy a benefit assessment for each fiscal year upon all improved and unimproved parcels in the District as set forth in "Attachment A" of Amador County Ordinance No. 1240; and

WHEREAS, the Board of Directors of Amador Fire Protection District has determined that due to inflation, an increase in fees as allowed for in Ordinance No. 1240, is warranted for fiscal year 2016/2017.

NOW THEREFORE, BE IT HEREBY RESOLVED that said board does hereby declare the benefit assessment fee schedule in effect for fiscal year 2016/17 shall be increased by two percent (2.0%) for fiscal year 2017/2018.

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 22nd day of March 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
BENEFIT ASSESSMENT SCHEDULE**

<u>DESCRIPTION</u> <u>USE CODE - TYPE</u>	<u>MAXIMUM ASSESSMENT</u>
<u>Vacant:</u>	
00000- Vacant Residential (lots - 2.5 ac.)	
21000- Vacant Rural Residential (2.5-10.0 ac.)	
23000- Vacant Rural (10.0-35.0 ac.)	
25000- Vacant C.L.C.A. Contracts	
26000- Vacant Rural (35.0 ac. & larger)	
30000- Vacant Commercial	
40000- Vacant Industrial	\$26.46/year
<u>Residential:</u>	
11000- Improved Residential (lots - 2.5 ac.)	
22000 - Improved Rural Residential (2.5-10.0 ac.)	
24000 - Rural Improved (10.0-35.0 ac.)	
25000 - Residential Improvements on C.L.C.A. Contracts	
27000 - Rural Improved (35.0 ac. & larger)	
37000 - Mobile home on other property	\$39.78/year
12000- Multi Residential - per unit	\$39.78/year
35000 - Mobile Home Parks	\$99.60/year
36000- Mobile Home in Parks - per space	\$39.78/year
<u>*Commercial/Industrial:</u>	
25000 - Commercial Improvements on C.L.C.A. Contracts	
33000 - Motels, Hotels	
31000 - Improved Commercial	
41000 - Improved Industrial	\$99.60/year

* Improved property will be assessed a base benefit assessment unit and a charge per square foot of commercial/industrial improvements according to category of risk.

RISK CATEGORIES FOR COMMERCIAL/INDUSTRIAL PROPERTY

Category 1: This represents the lowest risk in commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,000 square feet or less.

Square Footage assessment = \$.0130/sq.ft.

Category 2: This represents higher risk commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,001 square feet to 10,000 square feet in size.

Square Footage assessment = \$.0266/sq.ft.

Category 3: This represents a risk significantly greater than those of structures in category 1 or 2 because of use, contents, life hazards, or a combination thereof. This category also includes any structure in category 2 which is 10,001 sq.ft. or more in size.

Square Footage Assessment = \$.0402/sq.ft. with a cap of \$5,403.64.

Category 4: These structures represent an unusually high personal risk to both the occupants and firefighters and/or require significantly larger commitments of firefighting resources or specialized resources due to hazardous contents, size, height, life hazards, or a combination thereof. This category will include any structure in any category which is three stories or more in height.

Square Footage Assessment = \$.0529/sq.ft. with a cap of \$6,751.64.

A list of the types of businesses in each of the four categories is attached.

ATTACHMENT A

RISK CATEGORIES

CATEGORY 1

This category represents the lowest risk in commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,000 square feet or less.

Agricultural products processing plant	Furniture store	Plumbing supply store
Antique store	Glass store	Post office
Appliance repair shop	Golf pro shop	Print shop
Appliance store	Gravel/sand/cement plant	Professional building
Auto sales (without repair facilities)	Hairdresser	Radio station
Art gallery	Health club	Radio/TV sales and service
Bakery	Hunting club	Real estate office
Bank	Jewelry Store	Restaurant (incl. fast food, ice cream, donut, etc)
Book store	Kennel	Sewage treatment plant
Business office (doctor, lawyer, etc.)	Laundromat	Shoe store
Cabinet shop	Liquor store	Sporting goods store
Candy store	Machine shop	Stable
Car wash	Meat market	Stationary store
Carpet store	Meat processing plant	Title company
Child care facility	Medical clinic	Tuxedo rental store
Clothing store	Metal fabrication shop	Upholstery shop
Computer sales/service	Mini storage	Veterinary hospital
Drug store	Mortuary	Warehouse-non hazardous materials
Electrical supply store	Movie rental store	Water treatment plant
Equipment rental	Museum	Winery
Feed store	News paper	Wood Assembly
Firewood lot	Pet store	Youth center
Fruit or vegetable stand	Picture Framing store	

ATTACHMENT A

CATEGORY 2 This category represents high risk commercial structures. These structures contain ordinary combustibles and may contain small amounts of hazardous materials. Structures in this category are 3,001 square feet to 10,000 square feet in size.

Agricultural products processing plant	Furniture store	Plumbing supply store
Antique store	Glass store	Post office
Appliance repair shop	Golf pro shop	Print shop
Appliance store	Gravel/sand/cement plant	Professional building
Auto sales (without repair facilities)		Radio station
Art gallery	Hairdresser	Radio/TV sales and service
	Health club	Real estate office
Bakery	Hunting club	Restaurant (incl. fast food, ice cream, donut, etc.)
Bank		
Book store	Jewelry Store	Sewage treatment plant
Business office (doctor, lawyer, etc.)	Kennel	Shoe store
		Sporting goods store
Cabinet shop	Laundromat	Stable
Candy store	Liquor store	Stationary Store
Car wash		
Carpet store	Machine shop	Title company
Child care facility	Meat market	Tuxedo rental store
Clothing store	Meat processing plant	
Computer sales/service	Medical clinic	Upholstery shop
	Metal fabrication shop	
Drug store	Mini storage	Veterinary hospital
	Mortuary	
Electrical supply store	Movie rental store	Warehouse-non hazardous materials
Equipment rental	Museum	Water treatment plant
		Winery
Feed store	News paper	Wood Assembly
Firewood lot	Pet store	
Fruit or vegetable stand	Picture Framing store	Youth center

ATTACHMENT A

CATEGORY 3 This category represents a risk significantly greater than those structures in category 1 or 2 because of use, contents, life hazards, or a combination thereof. This category also includes any structure in category 2 which is 10,001 square feet or more in size.

Asphalt batch plant
Auto paint shop
Auto parts store
Auto repair shop
Auto wrecking
Bar/tavern
Chain saw repair shop
Church
Community hall
Dance hall
Dry cleaner
Elderly care facility
Fiber glass fabrication plant
Fraternal club
Furniture refinishing shop
Gas station
Grocery store
Hardware store (building supply)
Junk yard
Mini Mart
Motorcycle repair shop
Nursery
Paint store
Power house
School
Shopping center
BA17-18

Tire repair/store
Utility company
Welding shop

ATTACHMENT A

CATEGORY 4 These structures represent an unusually high personal risk to both the occupants and fire fighters and/or require significantly larger commitment of fire fighting resources or specialized resources due to hazardous contents, size, height, life hazards, or a combination thereof. This category will include any structure in any category which is three stories or more in height.

Bed and breakfast inn
Brick manufacturing
Bingo parlor

Co-generation plant

Department store (large multi-purpose type)

Explosives manufacture

Fireworks manufacture

Gasoline bulk plant

Hospital
Hotel

Lumber mill

Mine
Motel

Propane bulk plant

Rest home

Supermarket

Theater

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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>03/22/2017</u>	

Department Head Signature *David Bellerive*

Agenda Title: ADDITIONAL BATTALION CHIEF POSITION

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

Discussion and possible action relative to creating an additional Battalion Chief position fully funded by the Jackson Rancheria Band of Miwuk Indians.

Recommendation/Requested Action:

approve requested position

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

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

03/22/2017

Time

1:30 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

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



MEMORANDUM

To: Honorable Board of Directors

From: David Bellerive, Fire Chief

Date: March 22, 2017

SUBJECT: Additional Battalion Chief Position

Over the past few years Amador Fire has evolved from predominantly a volunteer department with a few career staff to a predominantly career department with a few extremely dedicated volunteers. This has occurred due to the community's need for a more consistent work force, the increased volume of calls for service, and the diminishing numbers of volunteers. With this increase in calls has come a wider range of types of emergencies and responsibilities including more advanced medical training, hazardous materials, confined space rescue, and water rescue.

As these increases have occurred, governmental entities have required higher levels of certification, training, regulation, and oversight. In addition, the District has undertaken several contracts providing full emergency services or personnel staffing to outside entities in an effort to improve services to the community.

We now have 3 separate shifts, A, B, and C of 12-13 F/F's each working a 48-96 hour schedule along with the prevention and office staff overseen by a Fire Chief, Deputy Chief and two Battalion Chiefs covering 495 sq. miles of area and over 35,000 residents plus increased tourism to the Community. The workload, due to these changes, has greatly increased for all levels of staff including yourselves as the Board of Directors.

During the recent review of the Jackson Rancheria contract, I proposed an additional BC position that would address our increases as stated above while providing the needed relief to our current Battalion Chiefs. The Jackson Rancheria understands this need and appreciates the service we provide to them and the community. The Rancheria immediately approved the funding for this third battalion chief position because again they understand the need. I feel very thankful that we have such a supportive customer who is pleased with our service and is supportive of seeing it improve.

As an organization we have responded to our community needs and have grown over the past few years. We now have consistent 2-0, 24-hour emergency staffing at all of our staffed stations. This is what the community requested and we collectively have responded. We have also grown administratively in order to effectively manage the increase in responsibility and staffing. Yet as we have answered the call for ever increased service, we have struggled to maintain that management and control. Our managers are responsible for a wide range of duties and responsibilities that need to be accomplished on a daily basis. If neglected, the service is compromised and we fail to fulfill our mission and meet the needs of the community.

Currently our two paid Battalion Chief's (B/C's) work a 4 days/week - 10 hours /day schedule. In actuality though, they are working 60-80 hours per week due to their assigned duties and responsibilities and it is commonplace for them to work from home on their day(s) off. This is in addition, to the Deputy Chief, who's also on a 40 hour/week schedule but working 60-70 hours per week and staying at the station on weekends covering duty officer shifts along with his regularly assigned duties. We must provide 24 hour duty coverage in our battalions, overseeing emergency response operations and conducting incident command. The B/C's and Deputy Chief each pull 24 hr. shift response coverage along with our volunteer B/C's. We consistently have two Chief Officers on duty covering the 495 sq. miles of our jurisdiction.

Tasks such as staffing, training and supervision require attention 7-days/week and involve much more time than the allotted 40 hours 4 days/ week currently assigned to our B/C's. We operate 24-hours/day and staffing must be assured in advance taking into account, training, outside classes, vacations, sick leave, FLMA time off, meetings, let alone the restrictions of arranging to have the correct rank and numbers of personnel at each station each day. Additionally, with our fleet of older equipment, service and repairs are a constant battle in scheduling, shuttling units, unforeseen delays in parts deliveries, equipment break downs, repairs, and shop delays. Training requirements and coordination are subject to the scheduling of who's on duty and at what station at a specific time. With 3 separate shifts we need to hold trainings on 3 separate times. Instructors must be arranged, classrooms booked, and outside "hands on" manipulative training conducted. B/C's spend hours performing the scheduling, coordination and supervision of these duties well beyond their assigned schedules.

Having a separate B/C working a 48-96 hour schedule responsible for an entire shift is the norm in the fire service; this model has been tried, tested, and proven to work. Amador Fire has a responsibility to provide the best possible service to our taxpayers for the funds they pay. I fully believe that this additional B/C will insure that focus of providing the best possible service continues while providing the resource needed for our personnel.

Staff Recommendation:

To approve the third Battalion Chief Position funded by the Jackson Rancheria which will enable the District to provide the supervision and guidance needed for line personnel, improve day to day operations and 24/7/365 Chief Officer coverage needed for emergency response.

St. 121 Volunteers
 St. 122 Volunteers
 St. 123 Volunteers
 St. 111 Volunteers
 St. 112 Volunteers
 St. 114 Volunteers

B20 Battalion Chief
 Antonio Moreno
 (5106)

B10 Battalion Chief
 Keith Brizzi
 (5105)

Prevention Officers
 Larry Stanton & Wally
 Jukes
 (5108)

St. 111 Fire Engineer
 Gourley
 Firefighter
 Crowder

St. 114 Firefighter
 Herrera

Firefighter
 Pamularo

St. 116 Fire Engineer
 Ebling
 Firefighter
 Kwoka

St. 122 Firefighter
 Haydt
 Firefighter
 Quesada

St. 141 Firefighter
 Essaff
 Firefighter
 Lewis(5/9)

St. 151

Deputy Fire
 Chief
 Ken Woods
 (5101)

Fire Chief
 David Bellverne
 (5100)

Anador Fire Protection
 District Board of Directors

St. 111 Fire Captain
 Jettinek
 Firefighter
 Paine

St. 114 Fire Captain
 Jones
 Firefighter
 Griffin

B Shift Battalion Chief
 Aaron Watkins
 (5104)

St. 116 Fire Captain
 Martinez
 Fire Engineer
 Palmere

St. 122 Fire Engineer
 Lubenko
 Firefighter

St. 141 Fire Captain
 Nunn
 Firefighter
 Lewis(5/9)

St. 151

St. 111 Fire Engineer
 Short
 Firefighter
 Terrones

St. 114 Fire Engineer
 Ervin
 Firefighter
 Tate

Firefighter
 Gonzalez

Firefighter

St. 116 Fire Captain
 Wakles
 Fire Engineer
 Maciel

St. 122 Acting Fire
 Captain
 Jukes
 Firefighter
 Gonsalves

St. 141 Fire Engineer
 Proctor
 Firefighter
 Lewis
 (5/9)

St. 151 Firefighter

Part Time
 Administrative Assistant
 Nicole Cook

Administrative
 Technician
 Lindsey
 Clark

Firefighter
 Vega

Firefighter

2- BATTALION CHIEFS - CURRENT RESPONSIBILITIES

(4-day per week schedule)

<u>Training/Administration (Watkins) (Sun-Wed)</u>	<u>Operations/Administration (Marino) (Wed-Sat)</u>
<ul style="list-style-type: none"> *Training-medical, structural, wildland, hazardous materials, confined space *Training certifications-CPR, defib, EMT, first responder, confined space, haz mat, *Promotional exam development and testing *Assigned stations: 141,122, 151- supervision 13-daily staff *Target Solutions training software management and updates *Personnel evaluations, discipline, investigations, performance improvement plans, *Recruit Academy development, coordination *Water rescue team liaison w/sheriff *County Training Officer *Upcountry Community Council Rep. *Probationary F/F development *Course scheduling and coordination <p>Duty officer coverage</p> <p>Fire Investigation</p> <p>Incident Report Review</p> <p>Daily Station visits</p> <p>Station supply ordering</p> <p>Daily staffing, scheduling</p> <p>Strike team leader</p>	<ul style="list-style-type: none"> *PPE specification, acquisition and maintenance *Equipment purchasing and maintenance *Vehicle maintenance and repair-scheduling, coordination, review, warranty issues *Confined space rescue team coordinator *Assigned stations 111, 114,116-supervision 13-daily staff *Personnel evaluations, discipline, investigations, performance improvement plans *Daily staffing and scheduling *Software program mgt, updates-Crew Sense, Firehouse, I am responding *Camino Dispatch Liaison *PG&E liaison *Payroll review and submittal *Apparatus acquisition *F/F hiring, interviews and announcements <p>Duty Officer Coverage</p> <p>Fire Investigation</p> <p>Incident Report Review</p> <p>Daily Station visits</p> <p>Strike Team Leader Trainee</p> <p>Station supply ordering</p>

* Denotes Primary Department Wide Coordinator

3 - BATTALION CHIEFS, SHIFT - RESPONSIBILITIES

(48-96 Schedule)

A SHIFT	B SHIFT	C SHIFT
<ul style="list-style-type: none"> * Training-All disciplines District Wide * Target Solutions-Training, Mgt and Updates * Promotional Exam Development and Implement * Recruit Academy Coordinator * Probationary F/F Development * Outside Course Scheduling and Development * Upcountry Community Liaison * Water Rescue Coordinator * County Training Officers Representative <p>A - Shift; Daily Responsibilities / Duties</p> <ul style="list-style-type: none"> Training PPE Incident Report Review Fire Investigation Strike Team Leader Personnel Evals, Discipline, Investigations Payroll Review and Submittal Assigned Responsibility All Personnel Daily Staffing Duty Officer Station Supply Ordering Vehicle Service/Repair 	<ul style="list-style-type: none"> * PPE Specification, Acquisition and Maint * Camino Dispatch Liaison * Apparatus acquisition * F/F Hiring, Interviews and Announcements * Payroll Review and Submittal * Confined Space Team Coordinator * PG&E Liaison * Software Mgt and Updates (IAR / Crew sense) * Daily Staffing <p>B - Shift; Daily Responsibilities / Duties</p> <ul style="list-style-type: none"> Training PPE Incident Report Review Fire Investigation Strike Team Leader Personnel Evals, Discipline, Investigations Payroll Review and Submittal Assigned Responsibility All Personnel Daily Staffing Duty Officer Station Supply Ordering Vehicle Service/Repair 	<ul style="list-style-type: none"> * Training Certification, Tracking, Updates * Task book Working Group Coordinator * PIO / Pub Ed Coordinator * County PEER Review Representative * Medical Liaison-County * Mutual Aid Coordination * Vehicle Service/Repair - Coordinator * Social Media Programs Implementation and Mgt. * Station Supply Ordering <p>C - Shift; Daily Responsibilities / Duties</p> <ul style="list-style-type: none"> Training PPE Incident Report Review Fire Investigation Strike Team Leader - A Shift Personnel Evals, Discipline, Investigations Payroll Review and Submittal Assigned Responsibility All Personnel Daily Staffing Duty Officer Station Supply Ordering Vehicle Service/Repair

* Denotes Primary District Wide Coordinator

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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

Department Head Signature *David Bellerive*

<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>03/22/2017</u>	

Agenda Title: AGREEMENT FOR SERVICES WITH LOCKWOOD FPD

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

Discussion and possible action on Exhibit A of current agreement between AFPD and Lockwood FPD.

Recommendation/Requested Action:
Approve changes to Exhibit A.

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

Is a 4/5ths vote required? Yes No

Committee Review? N/A <input checked="" type="checkbox"/> 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: _____
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Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 03/22/2017 Time 1:30 pm 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 _____	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 _____	Department _____	
	For meeting of _____	

AMADOR FIRE PROTECTION DISTRICT

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



MEMORANDUM

To : Honorable Directors
From : David Bellerive
Date : March 22, 2017
SUBJECT : Lockwood FPD annual review/proposal

On March 16, 2017, Chief King and I met and discussed the contract between our agencies. A proposal was presented by Chief King to me as follows:

Lockwood FPD to provide funding for one 48/96 shift firefighter. The firefighter position would be assigned to Amador Fire Protection District Station 114 (Pine Grove). Any additional costs would be the responsibility of Amador Fire. In return, Amador Fire Protection District would respond an apparatus 24/7/365 to the Lockwood FPD response area. This position would be funded by Lockwood FPD effective April 1, 2017. This agreement would continue until the current termination date of November 1, 2017; or when either agency determines that a change is required, needed, or proposed. In any event, no changes will be made until both agencies meet and confer prior to any changes of this agreement.

In addition, the current Exhibit A has been suspended and no AFPD firefighter will be assigned to Lockwood FPD Station 151.

Attached is a letter sent to the Lockwood FPD Board President that was reviewed by Chief King and I and an updated Exhibit A to indicate this change to the agreement.

Staff Recommendation:

Approve the revised Exhibit A which provides funding by Lockwood FPD of a Firefighter position to be assigned to AFPD Station 114 (Pine Grove).

AMADOR FIRE PROTECTION DISTRICT

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



March 16, 2017

President Jan Hewitt
Lockwood Fire Protection District
P.O. Box 221
Volcano, Ca. 95689

Re: Annual review of Agreement to Provide Fire Protection Services

Dear President Hewitt,

On March 16, 2017 myself and Chief King met and discussed the contract between our agencies. A proposal was presented by Chief King to me as follows:

Lockwood FPD to provide funding for one 48/96 shift firefighter. The firefighter position would be assigned to Amador Fire Protection District Station 114 (Pine Grove). Any additional costs would be the responsibility of Amador Fire. In return, Amador Fire Protection District would respond 24/7/365 to the Lockwood FPD response area. This position would be funded by Lockwood FPD effective April 1, 2017. This agreement would continue until the current termination date of November 1, 2017; or when either agency determines that a change is required, needed, or proposed. In any event, no changes will be made until both agencies meet and confer prior to any changes of this agreement.

Effective March 17, 2017 the current Exhibit A is suspended and no AFPD firefighter will be assigned to Lockwood FPD Station 151.

Attached is an updated Exhibit A to indicate the change to the agreement, effective April 1, 2017.

Sincerely,

A handwritten signature in cursive script that reads "David Bellerive".

David Bellerive
Fire Chief

EXHIBIT A

1 - 48/96 Shift Firefighter position to be assigned to Amador Fire Station 114

Employee Job Descriptions:

FIREFIGHTER

A person assigned to this 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 Firefighter also responds and renders aid in non-emergency situations as required. Under the general supervision of supervisory and management staff, persons in this position respond to fire alarms and other emergency and non-emergency calls to protect life and property; provide basic life support and medical assistance; and conduct fire prevention inspections and public education programs;

2017 Cost for 1 Firefighter at Station 114

EMPLOYEE	SCHEDULE	MONTHLY SALARY / BENEFITS / TAXES	NUMBER OF PERSONNEL	COST PER MONTH
FIREFIGHTER* (Step A)	48/96	5910.30	1.00	5910.30
			Total	5910.30

* All PPE and additional personnel costs provided by Amador Fire.

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:	
03/22/2017	

To: Amador Fire Protection Board of Directors

Date: 03/22/2017

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 February 21, 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 03/22/2017 Time 1:30 pm Item # 9

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. AFD 17-02

Jackson, California
Tuesday, February 21, 2017
3:31p.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 Crew, seconded by Director Oneto, and unanimously carried to approve the agenda, as presented.

PUBLIC MATTERS NOT ON THE AGENDA: Director Morgan commented on the damage to Shake Ridge road from the recent storms. Chief Bellerive informed the Board that during storms, fire personnel will respond on public assists to help with storm damages. Director Forster gave an update on the County's sandbag program which has been updated to twenty (20) bags per person on an honor system. Discussion ensued regarding the sandbag program.

ADMINISTRATIVE MATTERS

Mass Mutual 457(b) Plan Authorized Signers: It was moved by Director Morgan, seconded by Director Axe and unanimously carried to approve updating the authorized signer list for the District's Mass Mutual 457(b) plan.

Vehicle Maintenance Report: The Board reviewed the January maintenance report. Discussion ensued regarding tire prices and possibilities of having a county wide fire mechanic. Chief Bellerive informed the Board that Engine 124 was found to have major mechanical problems.

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

Appointment of Board Committee Members: President Forster appointed Directors Oneto and Crew to the Plans and Policy Committee.

Fire Engineer Job Description:

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

Vacation Cash Out Policy: Chief Woods presented the proposed policy to the Board. Discussion ensued regarding the benefits of the policy.

MOTION: It was moved by Director Morgan, seconded by Director Crew and unanimously approved to sign the resolution approving the subject policy

RESOLUTION NO. AFPD 17-02

Resolution approving adoption of Amador Fire Protection District Vacation Cash Out Policy.

MISCELLANEOUS MATTERS

Minutes of January 17, 2017:

MOTION: It was moved by Director Oneto, seconded by Director Axe, and carried to approve the minutes of January 17, 2017 with minor corrections.

ADJOURNMENT: At 4:11p.m., President Forster adjourned the meeting until **Tuesday, March 22, 2017 at 1:30p.m.**

President, Amador Fire Protection District