Tuesday, February 20, 2018

AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS

CONSENT AGENDA

NOTE: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

1. REPORTS OF APPOINTMENTS None

2. BUDGET MATTERS

   A. Budget appropriation to transfer funds to new line item created for VFA grant. Monies were budgeted in Fixed Assets but need to be moved to new Grant Line for transparent accounting per guidelines of the grant.

3. RESOLUTIONS None

4. MISCELLANEOUS

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

   B. Approve proposed annual meeting schedule for 2018.

5. GENERAL CORRESPONDENCE None
**AGENDA TRANSMITTAL FORM**

To: **Amador Fire Protection Board of Directors**  
Date: **02/20/18**  
From: **David Bellerive**  
(Department Head - please type)  
Phone Ext. x391  
Department Head Signature  

**Agenda Title:** **BUDGET APPROPRIATION**

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

Budget appropriation to transfer funds to new line items created for VFA Grant. Monies were budgeted in Fixed Assets but need to be moved to new Grant Line for transparent accounting per guideline of the grant.

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**Recommendation/Requested Action:**  
Approve as submitted

**Fiscal Impacts (attach budget transfer form if appropriate):**

- budget transfer form attached

**Is a 4/5ths vote required?**  
Yes ☒  
No ☐

**Committee Review?**  
N/A ☒

**Committee Recommendation:**

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**Request Reviewed by:**

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

**Distribution Instructions:**  
Auditor

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**FOR CLERK USE ONLY**

**Meeting Date:** **2/20/18**  
**Time:** **10:30am**  
**Item #:** **2-A**

**Board Action:** Approved  
Yes ☐  
No ☐  
Unanimous Vote: Yes ☐  
No ☐

**Ayes:**  
Resolution  
Ordinance  
Other:  

**Nees:**  
Resolution  
Ordinance  

**Absent:**  
Comments:  

**A new ATF is required from**

**Distributed on**  
**Completed by**

---

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
DATE: 2/20/2018

REQUESTED BY: [Signature]  DEPARTMENT: Amador Fire Protection District  
David Bellerive, Fire Chief

APPROVED BY DISTRICT BOARD:  
DATE: __________

APPROVED BY AUDITOR CONTROLLER:  
DATE: __________

JOURNAL ENTRY NO: __________

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REASON FOR THE REQUEST:

New line item was created for accounting of grant funds. Monies were budgeted into fixed assets and need to be moved to grant line item for transparent accounting to meet grant guidelines.
AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 02/20/2018

From: David Bellerive
(Department Head - please type)

Phone Ext. x391

Department Head Signature

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)

<table>
<thead>
<tr>
<th>Staffing Impacts</th>
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<tbody>
<tr>
<td>Contract Attached: Yes ☐ No ☑ N/A ✗</td>
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<tr>
<td>Resolution Attached: Yes ☑ No ☐ N/A ✗</td>
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<tr>
<td>Ordinance Attached: Yes ☐ No ☑ N/A ✗</td>
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</table>

Comments: ____________________________________________

Request Reviewed by:
Chairman
Auditor
CAO

Counsel
GSA Director
Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 2/20/18

Time 10:30 AM

Item # 4-A

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 __________________

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
Authorized Signatures Form - 457(b) and 401

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

Overnight Mail Address:  
MassMutual  
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  
P.O. Box 1583  
Hartford, CT 06144-1583  

<table>
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<tr>
<td>Plan Name:</td>
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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:

<table>
<thead>
<tr>
<th>Name and Title of Plan Sponsor</th>
<th>Email address</th>
<th>Phone No.</th>
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</thead>
<tbody>
<tr>
<td>David Bellerive, Fire Chief</td>
<td><a href="mailto:dbellerive@amadorgov.org">dbellerive@amadorgov.org</a></td>
<td></td>
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<tr>
<td>Signature</td>
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Additional Authorized Administrators - Optional:

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<th>Name and Title</th>
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<tr>
<td>Lynn Morgan, Board President</td>
<td><a href="mailto:lmorgan@amadorgov.org">lmorgan@amadorgov.org</a></td>
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<tr>
<td>Name and Title</td>
<td>Email address</td>
<td>Phone No.</td>
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<tr>
<td>Brain Oneto, Vice President</td>
<td><a href="mailto:boneto@amadorgov.org">boneto@amadorgov.org</a></td>
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AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors
Date: 2/20/18
From: David Bellerive (Department Head - please type)

Phone Ext. 391

Department Head Signature

Agenda Title: Adopt an annual meeting schedule for the year 2018
Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Approval of attached annual Board meeting schedule.

Recommendation/Requested Action:
Adopt schedule as presented

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:

Request Reviewed by:
Chairman
Auditor
CAC

Counsel
GSA Director
Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 2/20/18 Time 10:30 am Item # 4-B

Board Action: Approved Yes ☐ No ☒ Unanimous Vote: Yes ☐ No ☒

Ayes: Resolution Ordinance Other:

Nees 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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