BOARD OF DIRECTORS
AMADOR FIRE PROTECTION DISTRICT
COUNTY ADMINISTRATION CENTER
810 Court Street
Jackson, California 95642

AGENDA
-- 10:30 a.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 Section 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) BUDGET APPROPRIATION: To increase revenues and expenditures to reflect insurance claim payments received and invoices paid for the insurance claim on Engine 5111, and transfer funds from Fixed Assets to new Loan Principal and Loan Interest line items per Auditors instruction.

(2) VEHICLE MAINTENANCE REPORT: Report of expenses for maintenance and repair of District vehicle fleet.

(3) REVISION TO EXHIBIT A - COST OF LIVING INCREASE FOR NON-REPRESENTED EMPLOYEES: Request to give all non-represented employees a 2% COLA.
(4) LONGEVITY PAY FOR NON-REPRESENTED EMPLOYEES: Request to apply same longevity pay to non-represented employees as represented employees.

(5) REVISION TO EXHIBIT A - COMPACTION INCREASE FOR BATTALION CHIEFS: Request of a one time 2% increase to the Battalion Chief pay scale to relieve impaction between Battalion Chiefs and Captains.

MISCELLANEOUS MATTERS

(6) MINUTES: Review and approval of the regular minutes of the Board of Directors meeting of February 20, 2018, as presented or revised.

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

(7) PROPERTY NEGOTIATION: Discussion and possible action relative to real estate negotiations/acquisitions (pursuant to Government Code §54956.8)

(8) DISCIPLINE/DISMISSAL/RELEASE: Discussion and possible action relative to subject matter (pursuant to Government Code §54957)

(9) CLOSED SESSION MINUTES: Review and approval of the closed session minutes of the Board of Directors meeting of February 20, 2018, as presented or revised.

ADJOURNMENT
To: Amador Fire Protection Board of Directors
Date: 03/20/2018
From: David Bellerive (Department Head - please type)
Phone Ext. x391

Department Head Signature

AGENDA TRANSMITTAL FORM

Agenda Title: BUDGET APPROPRIATION

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

Budget appropriation to increase revenues and expenditures to reflect insurance claim payments received and invoices paid for the insurance claim on Engine 5111, and transfer funds from Fixed Assets to new line items for Loan Principal and Loan Interest as instructed by the Auditor.

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:

Staffing Impacts

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:
Auditor

FOR CLERK USE ONLY

Meeting Date: 3/20/18
Item #: 1

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

Ayes: Resolution Ordinance Other:

Noes: Resolution Ordinance

Absent: Comments:

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
DATE: 3/20/2018

REQUESTED BY: David Bellerive, Fire Chief

DEPARTMENT: Amador Fire Protection District

APPROVED BY DISTRICT BOARD: ________________________________ DATE: __________

APPROVED BY AUDITOR CONTROLLER: __________________________ DATE: __________

JOURNAL ENTRY NO: ______________________

<table>
<thead>
<tr>
<th>DEPT#</th>
<th>ACCOUNT#</th>
<th>INCREASE $</th>
<th>DECREASE $</th>
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<tbody>
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<td>8550</td>
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<tr>
<th>FUND/DEPT #</th>
<th>REVENUE #</th>
<th>INCREASE $</th>
<th>DECREASE $</th>
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<tbody>
<tr>
<td>101455-8550</td>
<td>47890</td>
<td>$26,293.39</td>
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</table>

REASON FOR THE REQUEST:

We received a check for $26,293.39 from our insurance company, to cover the current cost of repairs for Engine 5111 which was involved in an accident. We deposited the check into Miscellaneous Revenue (47890) and paid a claim to Burton's Fire in the same amount for the repairs out of Maintenance Equipment (51700).

We budgeted the monies for the Loan on Engine 5141 in fixed assets (56200), but per the Auditor those monies need to be paid out of newly created line items, 55201 for the Principal on the Loan, and 55202 for the Interest.
To: Amador Fire Protection Board of Directors  
Date: 3/20/18  
From: David Bellerive  
Phone Ext. 391  
(Email - press type)  
Department Head Signature  

AGENDA TRANSMITTAL FORM

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

Is a 4/5ths vote required?  
Yes  
No x

Committee Review?  
N/A  
Name  
______________________________

Committee Recommendation:  
______________________________

Staffing Impacts:  
None

Contract Attached:  
Yes  
No  
N/A x

Resolution Attached:  
Yes  
No  
N/A x

Ordinance Attached:  
Yes  
No  
N/A x

Comments:  
______________________________

Request Reviewed by:  
Chairman  
Counsel  

Auditor  
GSA Director  

CAO  
Risk Management  

Distribution Instructions:  

FOR CLERK USE ONLY

Meeting Date:  
3/20/18  
Time:  
10:30 am  
Item #:  
2

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
<table>
<thead>
<tr>
<th>Vehicle Description</th>
<th>VIN License Number</th>
<th>July 1, 2017/18 Beginning of Fiscal Year Mileage</th>
<th>Odometer Reading</th>
<th>Repair Hours / Comments (not of service techs or if applicable)</th>
<th>Dates</th>
<th>Maintenance Performed (description)</th>
<th>February Total Cost this Month</th>
<th>Total Cost of Vehicle starting July 2016</th>
</tr>
</thead>
</table>
| C-5100 - 2015 Ford Explorer XLT 4x4 | 1FM5KXEB7FG259397 (E) 1405909 | 19,530                                        | 23,986          |                                               | 8/15/17 10/31/2017 | Jackson Tire - 4 New Cooper Tires ($834.99)  
Steins - Rple Transmission, C-Service, Fix Clunking in rear ($4801.80) | $0.00                         | $294.62                               |
| C-5101 - 2010 Ford Expedition 4x4 | 1FMTJUJ959A531998 (E) 1305976 | 162,270                                       | 167,897         |                                               | 8/15/17 9/12/17 11/7/17 12/27/17 1/9/18 | Elk Grove Ford - Warranty Work ($0.00)  
Steins - C Svc ($115.14)  
Riebes - Pre Dexcool ($12.92)  
Riebes - Foamtune-up ($25.84)  
Jackson Tire - 4 Tire Rotation ($20.00)  
Steins Auto - A Service ($82.49) | $7,725.50                     | $0.00                                 |
| C-5103 - 2016 Ford F250 4x4 | 1FT7X28606CEA66410 (E) 1483548 | 19,611                                        | 34,413          |                                               | 8/29/17 10/31/2017 | Jackson Tire - 4 New GY Tires ($960.46)  
Autozone - Oil ($6.10)  
Steins - B Svc ($114.06)  
Riebes - A Svc ($82.49)  
Riebes - Black Mats ($23.69) | $626.76                       | $2,758.44                            |
| C-5104 - Chief 2011 Ford F250 4x4 | 1FT7X28628EABA0093800 (E) 1306880 | 92,337                                        | 98,156          |                                               | 7/25/2017 10/17/2017 | Foothill Garage & Wrecking - 4 New Tires ($1025.94)  
Steins - Headlights Repair ($141.37)  
Jackson Tire - Mount Winter Tires ($34.00)  
Riebes - Wiper Blades ($21.52)  
Steins - C Service ($390.07)  
Steins - Coolant Leak Repair ($619.88) | $236.96                       | $4,256.46                            |
| C-5105 - Chief 2012 Ford Expedition 4x4 | 1FMZU1335CBZ705971 (E) 1481223 | 67,531                                        | 72,002          |                                               | 9/12/2017 9/19/2017 | Riebes - Battery and Parts ($155.25)  
Steins - A svc. ($74.54)  
America's Tire - 4 New Tires ($521.40) | $619.88                       | $1,847.32                           |
| C-5106 - 2009 Ford F250 4x4 | 1FTSS21360DA153997 (E) 1294991 | 65,530                                        | 69,055          |                                               | 12/27/2017 | Steins - C Service ($799.80) | $0.00                         | $3,055.78                          |
| P-5108 - 2002 Ford Expedition | 1FHZU18322RZB48328 (E) 1176037 | 129,000                                       |                 | OOS - Not in use Donated/Surplus             | 8/1/17 11/7/2017 | Riebes - Antifreeze ($49.52)  
Dug Veerkamp - B Service ($411.90)  
Dug Veerkamp - Tow ($660.00)  
Riebes - Coolant ($31.22)  
Steins - Coolant Bottle Repair ($104.46) | $3,217.24                     | $0.00                                 |
| Rescue 1 1999 Ford F350 4x4 | 1FDWVF379EX848328 (E) 1019917 | 79,797                                        |                 | OOS - Blown Gasket at Station 116 Donate | 8/1/17 11/28/2017 | Riebes - Antifreeze ($49.52)  
Dug Veerkamp - B Service ($411.90)  
Dug Veerkamp - Tow ($660.00)  
Riebes - Coolant ($31.22)  
Steins - Coolant Bottle Repair ($104.46) | $0.00                         | $3,217.24                          |
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Cost</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>7/25/2017</td>
<td>Jackson Tire - 4 New Tires ($1850.55)</td>
<td>$60.63</td>
<td>$15,344.33</td>
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<tr>
<td>8/1/17</td>
<td>Buckhorn Hardware - Fuse blade, misc. ($11.59)</td>
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<tr>
<td>8/29/17</td>
<td>Amaroad Steel - Rear Compartment Door Repair ($32.32)</td>
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<td>9/12/17</td>
<td>Plymouth Hardware - Nuts and Bolts, Misc. ($15.88)</td>
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<tr>
<td>9/12/17</td>
<td>Pine Grove Hardware - Inverter Parts ($54.55)</td>
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<td>9/12/17</td>
<td>Riebes - Tubing seals, conduit wire, battery parts ($79.57)</td>
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<tr>
<td>12/19/17</td>
<td>Doug Veerkamp - Air leak at Pump Switch, Dash Control Valve, Gear Box Leak ($762.20)</td>
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<tr>
<td>1/9/18</td>
<td>Riebes - Lamps/Lights ($8.99)</td>
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<tr>
<td>1/30/18</td>
<td>US Bank - LED Light Bar / Fog Lights ($76.99)</td>
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<tr>
<td>1/30/18</td>
<td>US Bank - LED Lights ($31.90)</td>
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<tr>
<td>1/30/18</td>
<td>Doug Veerkamp - A Service, Ck air sys., Pump shift light inop ($3533.37)</td>
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<tr>
<td>2/6/18</td>
<td>Buckhorn Plaza - Misc. Parts ($40.18)</td>
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<tr>
<td>2/13/18</td>
<td>Riebes - Accufit ($20.45)</td>
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<tr>
<td>11/7/2017</td>
<td>Doug Veerkamp - B Service ($366.33)</td>
<td>$0.00</td>
<td>$781.12</td>
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<tr>
<td>1/9/18</td>
<td>Riebes - Wiper Blades ($17.52)</td>
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<tr>
<td>7/25/2017</td>
<td>Doug Veerkamp - B Service ($582.93)</td>
<td>$0.00</td>
<td>$1,312.69</td>
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<td>1/9/18</td>
<td>Doug Veerkamp - Parts only to repair hood latch strap &amp; hood lock ($167.45)</td>
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<tr>
<td>10/3/17</td>
<td>Doug Veerkamp - Repair In Op Engine Brake ($378.32)</td>
<td>$0.00</td>
<td>$2,999.44</td>
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<tr>
<td>12/12/17</td>
<td>Doug Veerkamp - Repair In Op Engine Brake &amp; Blown Gasket ($494.44)</td>
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<td>7/10/2017</td>
<td>Riebes Auto Parts - Switch, Wiring, Fuse, etc. ($117.15)</td>
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<tr>
<td>8/1/17</td>
<td>Veerkamps - B Svc + A/C Inop ($1307.33)</td>
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<tr>
<td>8/1/17</td>
<td>Burtons Fire - Driveline and Foam Sys ($8890.85)</td>
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<tr>
<td>10/3/2017</td>
<td>Lynch's Automotive - Remove Driveline and Replace (for warranty) ($262.50)</td>
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<tr>
<td>12/12/17</td>
<td>US Bank - Headlights ($44.95)</td>
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<tr>
<td>12/27/17</td>
<td>Jackson Tire - 2 New Tires ($1038.47)</td>
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<tr>
<td>1/9/18</td>
<td>US Bank/United Tires - New Tires from strike team ($905.50)</td>
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<td>1/9/18</td>
<td>LN Curtis - Strainer Screen ($27.96)</td>
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<td>1/9/18</td>
<td>Riebes - Oil Cap and Napa Grease/Clear ($18.00)</td>
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<td>1/30/18</td>
<td>Burton's Fire - Windshield Repair ($250.00)</td>
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<td>1/30/18</td>
<td>Jackson Tire - 3 new rear tires ($1590.41)</td>
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<td>1/30/18</td>
<td>US Bank - Streamlights for rear ($341.70)</td>
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<td>1/30/18</td>
<td>US Bank - Steel Rod and Spring for Door ($21.60)</td>
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<td>2/13/18</td>
<td>Riebes - Wiper ($16.14)</td>
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<td>2/13/18</td>
<td>Doug Veerkamp - A Service (after svc, starting leaking water...send to Burton's) ($663.92)</td>
<td>$4,921.72</td>
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<tr>
<td>2/28/18</td>
<td>Burton's Fire - Water Tank (foam), Leaking Valves, Pump Crack Repair, Lights ($4241.66)</td>
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<td>8/22/17</td>
<td>Steins - EBrake &amp; Batteries ($483.76)</td>
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<td>12/5/17</td>
<td>Jackson Tire - 4 New Tires ($805.00)</td>
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<td>2/13/18</td>
<td>Riebes - Battery ($330.68)</td>
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<td>2/13/18</td>
<td>Riebes - Core Deposit Credit (-$27.00)</td>
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<tr>
<td>11/21/17</td>
<td>Jackson Tire Service - 1 Tire and repair steel wheel ($298.96)</td>
<td>$303.68</td>
<td>$2,603.68</td>
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<tr>
<td>11/30/18</td>
<td>Riverview International - Parts to repair leak ($309.80)</td>
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<td>1/30/18</td>
<td>US Bank - Halogen Light Bulbs ($37.86)</td>
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<td>2/20/18</td>
<td>JAH Auto Repair - Rplc both fuel lines to fuel pump labor only ($206.60)</td>
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<td>8/1/17</td>
<td>Buckhorn Hardware - Fuse blade, misc. ($11.59)</td>
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<td>2/13/18</td>
<td>Riebes - Accufit ($20.45)</td>
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<tr>
<td>U-5210 2000 Ford Explorer 4x4</td>
<td>1FMMP16424Y47751 (E) 1022991</td>
<td>107,494</td>
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<td>E-5111 2015 Rosenbauer 4x4</td>
<td>5AF23C8137FNM11448 (E) 1481122</td>
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<tr>
<td>E-(5)211 1991 KME</td>
<td>1HTSDFCR5804641610 (E) 366231</td>
<td>33,432</td>
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<td>WT-(5)216 2015 Kenworth</td>
<td>2NDJHEKT7FM497395 (E) 1410352</td>
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<td>Date</td>
<td>Description</td>
<td>Cost</td>
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<td>------------------------------------------------------------------------------</td>
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<tr>
<td>8/8/17</td>
<td>Jackson Tire - 4 New OY Tires ($2043.64)</td>
<td>$9,668.92</td>
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<tr>
<td>8/22/17</td>
<td>Auto Zone - Misc. Parts ($60.37)</td>
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<tr>
<td>8/22/17</td>
<td>Ferguson - Pipe Repair ($43.18)</td>
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<tr>
<td>9/12/17</td>
<td>Plymouth Hardware - Misc. Parts ($55.00)</td>
<td>$0.00</td>
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<tr>
<td>9/12/17</td>
<td>Riebes - Misc. Tubes/Parts ($82.38)</td>
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<tr>
<td>10/17/2017</td>
<td>Lynch's - Fuel Rings Rplc, Rplc Batteries, Rplc Starter ($1701.72)</td>
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<tr>
<td>10/31/2017</td>
<td>Veerkamps - Repair Leak Power Steering, Rplr Gear Box &amp; Rplr Hose ($1292.38)</td>
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<tr>
<td>11/7/2017</td>
<td>Riebes - Lights ($62.45)</td>
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<tr>
<td>1/16/18</td>
<td>Plymouth Ace Hardware - Nuts &amp; Bolts ($14.14)</td>
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<tr>
<td>7/25/2017</td>
<td>Doug Veerkamp - B Service ($525.94)</td>
<td>$8,371.53</td>
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<tr>
<td>2/13/18</td>
<td>Riebes - Battery ($471.62)</td>
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<td>2/13/18</td>
<td>Riebes - Battery Core Deposit ($27.00)</td>
<td>$444.62</td>
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<td>7/10/17</td>
<td>Jackson Tire - 4 new tires ($727.63)</td>
<td>$2,968.67</td>
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<tr>
<td>8/1/17</td>
<td>Ace Hardware - Oil ($9.26)</td>
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<tr>
<td>11/7/17</td>
<td>Doug Veerkamps - A Service ($260.99)</td>
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<td>12/12/17</td>
<td>Riebes - Wiper Blades ($12.91)</td>
<td>$865.30</td>
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<td>8/1/17</td>
<td>Veerkamp - A service ($547.79)</td>
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<td>10/31/2017</td>
<td>Amador Steel - Light bracket repair ($48.49)</td>
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<td>12/19/17</td>
<td>Jackson Tire - Rotate 6 tires ($60.00)</td>
<td>$439.89</td>
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<td>2/28/18</td>
<td>Burton's Fire - Fabricate Map box for engine ($439.89)</td>
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<td>7/10/2017</td>
<td>Riebes - LED back up lights ($56.75)</td>
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<td>7/25/2017</td>
<td>Burton's - 2.5 30x400 Guage ($67.59)</td>
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<td>10/3/2017</td>
<td>Field Fire - Parachute Inline Relief Valve ($352.94)</td>
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<td>2/13/18</td>
<td>L.N. Curtis - AC Adaptor ($39.87)</td>
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<tr>
<td>2/28/2018</td>
<td>Doug Veerkamp - A Service ($627.66)</td>
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<tr>
<td>7/18/17</td>
<td>Jackson Tire - Tire Rotation ($70)</td>
<td>$21,471.54</td>
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<tr>
<td>8/22/17</td>
<td>Burton's - Pump D/C Pressure Gauge ($120.61)</td>
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<tr>
<td>10/17/2017</td>
<td>Riebes - Air Filter and Thermo Sleeve ($282.77)</td>
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<tr>
<td>10/31/2017</td>
<td>Burton's - Pump Shift ($153.52)</td>
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<tr>
<td>11/7/17</td>
<td>Burton's - Tow Service - Rebuild Hale VPS shifter pump ($916.16)</td>
<td>$82.81</td>
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<tr>
<td>1/16/18</td>
<td>Doug Veerkamp - A Service ($580.59)</td>
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<tr>
<td>1/23/18</td>
<td>Jackson Tire - 2 new tires ($1439.02)</td>
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<tr>
<td>2/13/18</td>
<td>Riebes - Mud Flaps ($23.68)</td>
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<td>2/13/18</td>
<td>Riebes - Screws/Washers ($4.44)</td>
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<tr>
<td>2/28/18</td>
<td>L&amp;N Curtis - Field Service Kit Valve ($54.69)</td>
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</tr>
</tbody>
</table>
AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 03/20/2018

From: David Bellerive

Phone Ext. 391

(Department Head - please type)

Department Head Signature

Agenda Title: Revision to Exhibit A - Cost of Living Allowance for Non-Represented Employees

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

Staff requests that all non-represented employees receive a 2% COLA consistent with the represented employees which was approved last Board meeting in their MOU.

Non-represented employees include: Administrative Assistant, Deputy Fire Marshal, Battalion Chief, and Fire Chief.

Attached is a resolution approving a revised Exhibit A which reflects a 2% increase for 2018.

Recommendation/Requested Action:
Approve Resolution adopting revised Exhibit A.

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 Personnel Committee

Committee Recommendation: Approve as presented

Request Reviewed by:
Chairman Counsel
Auditor GSA Director
CAO Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date 3/20/18

Time 10:30AM

Issn # 5

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

IN THE MATTER OF:

RESOLUTION APPROVING REVISIONS TO
THE AMADOR FIRE PROTECTION DISTRICT
PERSONNEL POLICIES MANUAL,
REVISION, EXHIBIT A WITH COLA INCREASE RESOLUTION NO. AFPD 18-

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 Personnel Policies Manual revision as follows:

Exhibit A, revision effective March 22, 2018

BE IT FURTHER RESOLVED that the President be and hereby is authorized to sign the resolution approving revision to the personnel policies 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 20th day of March, 2018, by the following vote:

AYES:

NOES:

ABSENT:

______________________________
President, Board of Directors

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

(RESOLUTION NO. AFPD 18- )
EXHIBIT A  
(2% COLA for all employees)
AMADOR FIRE PROTECTION DISTRICT PAY RATE SCHEDULE

The pay rate and FLSA status of full time employees classified as Firefighter, Fire Engineer, Fire Captain, Battalion Chief, and Fire Chief for the work schedules listed are as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Work Schedule</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Firefighter</td>
<td>Non-24 Hr. Shift</td>
<td>$16.61</td>
<td>$17.11</td>
<td>$17.62</td>
<td>$18.14</td>
<td>$18.69</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Shift Firefighter</td>
<td>24 Hour Shift</td>
<td>$12.97</td>
<td>$13.37</td>
<td>$13.76</td>
<td>$14.18</td>
<td>$14.61</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Fire Engineer</td>
<td>24 Hour Shift</td>
<td>$14.95</td>
<td>$15.40</td>
<td>$15.87</td>
<td>$16.33</td>
<td>$16.82</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Fire Captain</td>
<td>24 Hour Shift</td>
<td>$16.47</td>
<td>$16.96</td>
<td>$17.48</td>
<td>$17.99</td>
<td>$18.52</td>
<td>Exempt</td>
</tr>
<tr>
<td>Battalion Chief</td>
<td>40 Hour/Flex Monthly</td>
<td>$5,216.44</td>
<td>$5,372.99</td>
<td>$5,534.00</td>
<td>$5,703.02</td>
<td>$5,870.59</td>
<td>Exempt</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>40 Hour Monthly</td>
<td>$6,898.70</td>
<td>$7,105.65</td>
<td>$7,318.83</td>
<td>$7,538.38</td>
<td>$7,764.55</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

STEP INCREASE
A. An employee shall remain in a step for a period of one year before being eligible for a step increase.
B. An eligible employee’s step increase will be effective the first day of the first full pay period on or after the anniversary date of the position held by the employee.
C. A step increase is not an automatic payroll adjustment. Eligibility for a step increase will be based upon an employee’s performance and length of service.

Revised 3/20/2018

Effective: 3/22/
AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors
From: David Bellerive
(Phone Ext. 391)

Agenda Title: Longevity Pay for Non-Represented Employees

Staff requests that all non-represented employees receive the same longevity pay (1.5% at 5 years and an additional 1.5% at 10 years to the base pay rate) as the represented employees per their 2018-2020 MOU.

Non-represented employees include: Administrative Assistant, Deputy Fire Marshal, and Battalion Chief, and Fire Chief.

Recommendation/Requested Action: Approve request to apply longevity of 1.5% at 5 years and 1.5% at 10 years to non-represented employees.

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

Is a 4/5ths vote required? Yes ☐ No ☐

Committee Review? N/A ☐

Name Personnel Committee:

Committee Recommendation: Approve as presented

Request Reviewed by:
Chairman
Auditor
CAO

Counsel
GSA Director
Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date: 3/20/18
Time: 10:30am

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

Ayes: Resolution

Noes: Resolution

Absent: Comments:

A new ATF is required from Department

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
AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors
Date: 03/20/2018
From: David Bellerive  (Department Head - please type)  Phone Ext. 391
Department Head Signature

Agenda Title: Revision to Exhibit A - Compaction Increase for Battalion Chiefs

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

Staff is requesting a 2% increase retroactive to January 1, 2018, to the Battalion Chief pay scale to reduce compaction between the Battalion Chiefs and Captains which was created in 2015 when the Captains received a 5% increase to relieve a compaction between the Captains and the Engineers.

Recommendation/Requested Action:
Approve Resolution adopting revised Exhibit A including a 2% increase to the Battalion Chiefs.

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

None

Is a 4/5ths vote required?  Yes  No

Committee Review?  N/A
Name Personnel Committee
Committee Recommendation: Approve as presented.

Request Reviewed by:
Chairman  Counsel
Auditor  GSA Director
CAO  Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date  3/20/18  Time  10:30 am  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  For meeting

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

IN THE MATTER OF:
RESOLUTION APPROVING REVISIONS TO
THE AMADOR FIRE PROTECTION DISTRICT
PERSONNEL POLICIES MANUAL,
REVISION, EXHIBIT A WITH COMPACTION
INCREASE OF 2% TO BATTALION CHIEF

RESOLUTION NO. AFPD 18-

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 Personnel Policies Manual revision as follows:

Exhibit A, revision for Battalion Chief effective January 1, 2018

BE IT FURTHER RESOLVED that the President be and hereby is authorized to sign the resolution approving revision to the personnel policies 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 20th day of March, 2018, by the following vote:

AYES:

NOES:

ABSENT:

______________________________
President, Board of Directors

ATTEST:

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

(RESOLUTION NO. AFPD 18- )
MEMORANDUM

To: Honorable Board of Directors

From: David Bellerive

Date: March 20, 2018

SUBJECT: Payroll Compaction between the Captain and Battalion Chief

In 2015 Amador Fire Protection District signed an MOU with the Amador Firefighters Association (AFA). The MOU included a five percent (5%) increase for the Captain position in addition to the two percent (2%) Cost of Living Increase (COLA) for all represented employees. The additional increase was to address the compaction issue between the Engineer and Captain positions.

Staff presented this issue to the Board of Directors in FY 15/16 and 16/17. The Board of Directors approved a two and one half percent in each fiscal year. To date the Battalion Chief position still lags behind by four percent (4%) in the compaction that was developed from the MOU with the AFA in 2015.

Line personnel have the ability to work overtime and in doing so they add to their overall compensation. The Battalion Chief is an exempt position and overtime is not available. Historically, line personnel’s overall compensation is higher than that of the Battalion Chief. Last year all of the District’s Captains, 8 Engineers, and 9 Firefighters made more than the Battalion Chief position.

Staff presented this issue to the Personnel Committee recommending a 4% increase to address the compaction issue. The Personnel Committee recommended at 2% increase retroactive to January 1, 2018.

The 2% increase to the budget for the Battalion Chiefs would be approximately $2,100.00. The current 17/18 FY budget can accommodate this increase.

STAFF RECOMMENDATION:

Approve the resolution providing for a increase of 2% retroactive to January 1, 2018 to reduce the compaction issue with the Captain position that occurred with the 2015 MOU with the AFA.
EXHIBIT A
(2% Compaction Increase for Battalion Chief)

AMADOR FIRE PROTECTION DISTRICT PAY RATE SCHEDULE

The pay rate and FLSA status of full time employees classified as Firefighter, Fire Engineer, Fire Captain, Battalion Chief, and Fire Chief for the work schedules listed are as follows:

<table>
<thead>
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<th>Classification</th>
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<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Firefighter</td>
<td>Non-24 Hr. Shift</td>
<td>$16.61</td>
<td>$17.11</td>
<td>$17.62</td>
<td>$18.14</td>
<td>$18.69</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Shift Firefighter</td>
<td>24 Hour Shift</td>
<td>$12.97</td>
<td>$13.37</td>
<td>$13.76</td>
<td>$14.18</td>
<td>$14.61</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Fire Engineer</td>
<td>Hourly Rate</td>
<td>$14.95</td>
<td>$15.40</td>
<td>$15.87</td>
<td>$16.33</td>
<td>$16.82</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Fire Captain</td>
<td>24 Hour Shift</td>
<td>$16.47</td>
<td>$16.96</td>
<td>$17.48</td>
<td>$17.99</td>
<td>$18.52</td>
<td>Sec. 7(k) partial exemption</td>
</tr>
<tr>
<td>Battalion Chief</td>
<td>Monthly Salary</td>
<td>$5,318.73</td>
<td>$5,478.35</td>
<td>$5,642.51</td>
<td>$5,814.85</td>
<td>$5,985.70</td>
<td>Exempt</td>
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<tr>
<td>Fire Chief</td>
<td>40 Hour</td>
<td>$6,898.70</td>
<td>$7,105.65</td>
<td>$7,318.83</td>
<td>$7,538.38</td>
<td>$7,764.55</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

STEP INCREASE
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C. A step increase is not an automatic payroll adjustment. Eligibility for a step increase will be based upon an employee’s performance and length of service.

Revised 3/20/2018

E-1

Effective: 3/22/1
**AGENDA TRANSMITTAL FORM**

To: **Amador Fire Protection Board of Directors**  
Date: 3/20/18  
From: David Bellerive  
(Chairperson - please type)  
Phone Ext. x391

Department Head Signature

**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 20, 2018 as presented or revised.

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<tr>
<th>Recommendation/Requested Action</th>
<th>Fiscal Impacts (attach budget transfer form if appropriate)</th>
<th>Staffing Impacts</th>
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<td>n/a</td>
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Is a 4/5ths vote required?  
Yes [ ]  No [x]

Committee Review?  N/A  [x]

Committee Recommendation:  

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<tr>
<td>Chairman</td>
<td>Counsel</td>
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<tr>
<td>Auditor</td>
<td>GSA Director</td>
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<td>CAO</td>
<td>Risk Management</td>
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Distribution Instructions:  

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**FOR CLERK USE ONLY**

Meeting Date: 3/20/18  
Time: 10:30am  

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<th>Board Action: Approved</th>
<th>Yes [ ] No [x]</th>
<th>Unanimous Vote: Yes [ ] No [x]</th>
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<td>Ordinance</td>
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<tr>
<td>Noes</td>
<td>Resolution</td>
<td>Ordinance</td>
</tr>
<tr>
<td>Absent</td>
<td>Comments:</td>
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Distributed on  
Completed by  
A new ATF is required from  
Department  
For meeting  

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
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:
Lynn Morgan, President, Director
Brian Oneo, Vice President, Director
Pat Crew, Director
Richard M. Forster, Director
Frank Axe, Director

Staff:
David Bellerive, Fire Chief
Lindsey Clark, Clerk of the Board

AGENDA

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

PUBLIC MATTERS NOT ON THE AGENDA: Fire Chief David Bellerive informed the Board of the continuation letters the District has been receiving, thanking us for responding to CA wildland fires.

CONSENT AGENDA

MOTION: It was moved by Director Oneo, seconded by Director Axe, and unanimously carried to approve the consent agenda as presented.

ADMINISTRATIVE MATTERS

Proposed Flexible Benefits (125) Plan: Chief Bellerive presented a memo proposal of adopting a 125 flexible benefits plan by Mid America to the Board. Mid America representative Grace Sanabria, who was present by telephone conference, provided the Board with an overview of how the plan works, she also answered questions that the Board had. Discussion ensued relative to subject matter.

MOTION: It was moved by Director Forster, seconded by Director Crew, and unanimously carried to sign the resolution approving the Flexible Benefits (125) Plan document by Mid America.

RESOLUTION NO. AFPD 18-01
Resolution approving the Flexible Benefits (125) Plan document by Mid America.

**Amador Firefighters Association MOU:** Chief Bellerive presented the Board with the agreed upon MOU between Amador Fire Protection District and Amador Firefighters Association.

**MOTION:** It was moved by Director Oneto, seconded by Director Axe, and unanimously carried to approve the resolution approving the Amador Firefighters Associations MOU as presented.

**RESOLUTION NO. AFPD 18-02**
Resolution approving the employee agreement with the Amador Firefighters Association.

**Vehicle Maintenance Report:** Chief Bellerive presented the subject report to the Board. Discussion ensued relative to miles driven, and the cost of tires. Direction to staff was given to update the way mileage is reported.

**Appointment of Board Committee Members – Policy and Plans Committee:**

**MOTION:** It was moved by Director Oneto, seconded by Director Forster and unanimously carried to appoint Directors Crew and Axe to the Policy and Plans Committee.

**Surplus Property R1:** Chief Bellerive presented his reasoning for wanting to surplus R1 to the Board. Discussion ensued relative to the subject matter. Direction to staff to offer R1 to all local Districts with the condition that any District requesting R1 needs to show proof that there is a need for it. If no local District requests R1, it can then go to public auction.

**Surplus Property 5108:** Chief Bellerive presented his reasoning for wanting to surplus 5108 to the Board. Discussion ensued relative to the subject matter. Direction to staff to offer 5108 to all local Districts with the condition that any District requesting 5108 needs to show proof that there is a need for it. If no local District requests 5108, it can then go to public auction.

**MISCELLANEOUS MATTERS**

**Regular Minutes of January 16, 2018:**

**MOTION:** It was moved by Director Forster, seconded by Director Crew, and carried to approve the minutes of January 16, 2018 with corrections.

**CLOSED SESSION:** At 11:15 a.m., the Board recessed into closed session. The following person was present during portions of this closed session: Fire Chief David Bellerive. This portion of the meeting was not recorded on tape.

**REGULAR SESSION:** At 12:43 p.m., the Board reconvened into regular session. The following matters were reviewed during closed session:

**Property Negotiations:**

**MOTION:** It was moved by Director Forster, seconded by Director Axe, and unanimously carried for staff and committee members to proceed with negotiating a lease agreement to be brought
back at a future Board meeting.

Confidential Minutes:

MOTION: It was moved by Director Forster, seconded by Director Crew, and unanimously carried to approve the confidential minutes of January 16, 2018, with corrections.

ADJOURNMENT: At 12:45 p.m., President Morgan adjourned the meeting until March 20, 2018 at 10:30 a.m.

President, Amador Fire Protection District