

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: December 12, 2012

Call to Order: The meeting was called to order at 6:00pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Grant

Capt. Chris Jacobsen, FF Ryan Bota and WTO Ron Brown

Roll Call: Director Overacker, Director Mills, Director Valentine and Director Barr

Absent- Director Leach

Public comments: None

Approval of Minutes

- A. Director Valentine made a motion to approve the Meeting Minutes from the November 14th meeting. Director Barr arrives seconded. (4-0-1)

New Business:

- A. Budget Adjustment- Consolidate Payroll Codes to 5001. Admin Assistant Debbie Grant explained that the budget submitted to the County has individual codes for all of the taxes associated with payroll. To simplify the transmittal, only the salary/wage code is used for payments. Midway through the fiscal year it is necessary to move the money budgeted for payroll taxes into the salary code. Director Overacker made a motion to approve the budget Adjustment as presented to the Board. Director Valentine seconded. (4-0-1)
- B. Potential Revenue and Service Increase- General Discussion to increase revenues or make more cuts to Central Fire's budget. The Board in general feels all necessary and reasonable cuts have been made. Chief would like to explore the cost and efficacy of adding Advanced EMT positions and one extra Resident Fire fighter to the staff responding in Central Fire's District. The Board requested the Chief report cost and benefits to the Board at the next meeting. This item is tabled for more discussion at up coming meetings.
- C. Final Budget Attestation 2012/13. County reviewed Attestation turned in after October meeting. One fund amount was increased so new signatures were required. Director Valentine made a motion to approve the new Budget Attestation. Director Overacker seconded. (4-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- ISO Seminar was attended by Chief Stone and Admin Debbie Grant. General review of current ISO rating system with some hints to the direction the rating is headed. New rating system has been given to State Insurance controllers for review and approval. Specific rating guidelines will be released once approved by the State office. Chief Stone received an email that Cal Fire will hold an auction in early spring to sell apparatus they have replaced.

Directors Reports: None

Committee Reports: None

Financial:

- A. Transmittal for December 2012: Director Overacker made a motion to approve the December 2012 transmittal. Director Barr seconded. (4-0-1).
- B. Ledger October 2012- FYI

Fire Chief's Report: See Attached

Correspondence:

- A. The first Fire Recovery check was received for a driver at fault, motor vehicle incident that Central Fire responded to in October.

Adjournment: Director Barr made a motion to adjourn. Director Valentine seconded. (4-0-1)

Meeting adjourned at 6:39pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: October 10, 2012

Call to Order: The meeting was called to order at 6:31pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Grant

Capt. Mark Gonzalez and FF Jeremy Proctor

Roll Call: Director Leach, Director Overacker, Director Valentine and Director Barr

Absent- Director Mills

Public comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the September 13, 2012 meeting minutes. Director Barr seconded. (4-0-1)

New Business:

- A. Annual Review and Approval of Exposure Control Plan for Blood Borne Pathogens- Discussion/Approval. Director Overacker made a motion to approve the Blood Borne Pathogens Director Leach seconded. (4-0-1)
- B. Annual Review and Approval of Injury and Illness Prevention Program- Discussion/Approval Director Overacker made a motion to approve the Injury and Illness Prevention Program. Director Barr seconded. (4-0-1)
- C. Bid on San Ramon Type 3 Engine-After reviewing our budget, Chief Stone believes the most Central Fire could afford to bid is \$40,000 for either of the two engines for sale. The Board through discussions decided to set the highest bid amount to \$45,100. The Chief also discussed with the auction agency selling P-124 on their website. Director Leach made a motion to allow Chief Stone to make a bid on either of the San Ramon engines up to a maximum bid of \$45,100. Director Overacker seconded. (4-0-1)
- D. FDAC 2012/13 Rates for Dental and Vision Benefits- Informational Only

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Director Leach recommends the Board develop a 5 year plan for these three topics. Chief Stone again mentioned that P-124 is for sale. He called SurplusAuction.com to discuss process and fees. There is a 10% fee that can be paid by the seller or the buyer. It is currently listed on Firetrader.com and we have not had much response. Director Leach asked if there were many similar patrols for sale. Chief Stone said yes, so he would like to list it on the SurplusAuction.com website due to exposure the San Ramon engines were receiving. Since San Andreas Fire has purchased apparatus from this auction website, the Chief feels it is a reputable way to sell our patrol. Director Overacker made a motion to sell P-124 on SurplusAuction.com for \$40,000 with the district to pay the 10% commission. Director Barr seconded. (4-0-1)

Directors Reports: Director Leach brought up the fencing project for the upper parking lot. The bid was \$16,000. This was for chain link and barbwire plus a large gate for apparatus access.. Cost is prohibitive at this time. Chief did find CPPA is sponsoring an energy efficiency light installation program. Chief met with a rep to review installing new fixtures and bulbs for indoor and outdoor lighting to improve our efficiency. He was also requesting a quote for security lighting for the upper parking lot. Through a grant this might be a more viable option than fencing.

Committee Reports: None

Financial:

- A. Transmittal for October 2012: Director Barr made a motion to approve the September 2012 transmittal. Director Leach seconded. (4-0-1).
- B. Ledger August 2012- FYI
- C. Final Budget 2012/13- Discussion/ Approval Director Barr made a motion to approve the final budget. Director Leach seconded. (4-0-1)

Fire Chief's Report: See Attached

Correspondence:

- A. None.

Adjournment: Director Barr made a motion to adjourn. Director Leach seconded. (4-0-1)

Meeting adjourned at 7:40pm.

Approval Signature – Director

Approval Signature – Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
SPECIAL MEETING MINUTES

Meeting Date: September 5, 2012

Call to Order: The meeting was called to order at 5:41pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Grant

Roll Call: Director Leach, Director Overacker, Director Mills, and Director Barr
Absent: Director Valentine

Financial:

- A. Special Transmittal for September 2012: A special transmittal was prepared to move funds to Central Fire's payroll account before the next payroll draw. Recent Strike Team activity will overdraw the account if the funds are not transferred before the next regularly scheduled Board Meeting. Director Leach made a motion to approve the Special Transmittal for September 2012. Director Overacker seconded. (4-0-1).

Adjournment: Director Overacker made a motion to adjourn. Director Leach seconded. (4-0-1)

Meeting adjourned at 5:46pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: August 9, 2012

Call to Order: The meeting was called to order at 6:30pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Grant
A/O Bret Belshe and FF Cody Stephens

Roll Call: Director Leach, Director Overacker, Director Mills, Director Barr and Director Valentine

Public comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the July 12, 2012 meeting minutes with the correction to the agenda of Aug 9, 2012 to July 12, 2012. Director Overacker seconded. (5-0-0)

New Business:

- A. 2012 Biennial Notice for Conflict of Interest Codes- Discussion/ Approval Director Overacker made a motion to approve the 2012 Biennial Conflict of Interest Code with no changes to Central Fire's Conflict of Interest Code as on file at the Calaveras County Recorder's Office. Director Leach seconded. (5-0-0)
- B. Cal Pers Resolution for Medical Benefits-Discussion/ Approval- Given the possible fiscal impact of this resolution, it was referred to the Finance Committee for review. Tabled until next meeting.
- C. Sale of Surplus Apparatus: 2006 Ford F-350(P-124) - Discussion/ Approval Apparatus committee met to review the use and possible sale of this brush truck. Chief Stone pointed out that we currently have other apparatus that do the same job and that this brush truck is designed for quick attack on level grassy terrain. The market to sell this type of brush truck in the Midwest appears to be quite good right now. Apparatus Committee recommends the sale of this apparatus to enable Central Fire to have the funds for the possible purchase of a Model 14 in the Fall when Cal Fire has its annual sale of older apparatus. Chief Stone would like to set the starting price at \$45,000. Director Overacker made a motion to sell P-124 and set the money aside for the future purchase of other apparatus. Director Barr seconded. (5-0-0)
- D. After discussion of the need to ensure that sufficient fire apparatus remain available in the Fire District to provide the necessary fire protection, Director Mills requested two changes to the policy up for approval- #3 "immediate need" (i.e. mutual aid) and #4 "incident" (i.e. strike team and other requests for assistance). Chief will notify a Board member when Central Fire participates in a strike team. Director Overacker made a motion to approve Policy 5010.16 Apparatus Movement and Board Notification with the requested additions. Director Valentine seconded. (5-0-0)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Director Leach recommended this review for the new board members. Director Valentine said he took a District tour. Chief Stone reviewed the basic information about the district with the Public Relations Committee, which consists of the two new board members.

- B. Resolution 2012-001 A Resolution establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the fire department to any person who causes a citable incident within the boundaries of the Central Calaveras Fire and Rescue Protection District. Director Overacker made a motion to approve Resolution 2012-001. Director Leach seconded. (5-0-0)

Directors Reports: None

Committee Reports:

Apparatus Committee met to discuss the sale of P-124. Chief Stone presented comps for price consideration and reviewed the financial sense in selling P-124 and saving the money to purchase a Model 14 from Cal Fire when available.

Financial:

- A. Transmittal for August 2012: Director Overacker made a motion to approve the August 2012 transmittal. Director Valentine seconded. (5-0-0).
- B. Ledger- No ledger was distributed since no County ledger has been received to end fiscal year 2011/12. County auditor notified Central Fire that it should be ready for distribution by August 17th.

Fire Chief's Report: See Attached

Correspondence:

- A. Payroll People-Resolution of FUTA Recertification Employer Abstract. Admin Debbie Grant has been sending State notices to payroll people to dispute a State claim that Central Fire owed back FUTA taxes from 2009. State conceded made a mistake and were reviewing a tax id number that was expired and never belonged to Central Fire.

Adjournment: Director Overacker made a motion to adjourn. Director Leach seconded. (3-0-2)

Meeting adjourned at 8:23pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: July 12, 2012

Call to Order: The meeting was called to order at 6:37pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Grant

A/O Belshe and FF Doug Lindsey

Roll Call: Director Leach, Director Overacker, and Director Mills

Director Barr and Director Valentine- Absent

Public comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the June 14, 2012 meeting minutes. Director Overacker seconded. (3-0-2)

New Business:

- A. Review of Apparatus, Personnel and Building future Plans Director Leach requested this item be placed on this month's agenda and relisted on next month's agenda since the intent was to bring the two newest Board Members up to date on the current state of Central Fire. Chief Stone mentioned that he still doesn't have enough information to do next year's budget. County Auditor sent a letter to inform us that the budget figures will be delayed due to unsecured tax rolls still being calculated. Chief Stone mentioned serious budget cuts might be necessary due to the lower tax revenues. Discussions for the upcoming budget included the resident program, Sheep Ranch Contract for Services, possibly selling P-124 and purchasing a used Cal Fire Model 14.

Unfinished Business:

- A. 2012-004 Resolution to Clarify Resolution 2008-001 Director Overacker made a motion to approve Resolution 2012-004. Director Leach seconded. (3-0-2)
- B. Resolution 2012-001 A Resolution establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the fire department for services provided/rendered to non-residents for the Central Calaveras Fire and Rescue Protection District. Director Overacker made a motion to table this item until the next regularly scheduled Board Meeting to allow all Directors the opportunity to vote. Director Leach seconded. Item tabled until August 9th meeting. (3-0-2)
- C. GANN Limit-Director Overacker made a motion to approve the new GANN limit as calculated and posted. Director Leach seconded. (3-0-2)

Directors Reports: Director Overacker expressed his appreciation to Chief Stone for obtaining a new sign for Central Fire Station #1. He also again wanted to thank Patty Raggio for the Fourth of July decorations at Station#3 in Mountain Ranch.

Committee Reports:

Finance Committee- Director Leach mentioned that Central Fire is now using a quarterly purchasing program to better track the usage and cost of items needed for automotive, household and office supplies. The first approval of the quarterly system is reflected in this month's transmittal.

Financial:

- A. Transmittal for July 2012: Director Overacker made a motion to approve the July 2012 transmittal. Director Leach seconded. (3-0-2).
- B. Ledger- June 2012 Distributed to each Board Member and the Chief. For Information Only.

Fire Chief's Report: See Attached

Correspondence:

- A. Cal Pers- Survivor Benefit Letter. Notice was received that the survivor benefit cost for the employee was going from \$1 to \$2/month.
- B. County Assessor's Office Letter from Leslie Davis- Unsecured Tax Collection Notice was received that the parcel roll will be delayed until the unsecured tax roll is finished by the Assessor's Office. Limited staffing has caused the delay.

Adjournment: Director Overacker made a motion to adjourn. Director Leach seconded. (3-0-2)

Meeting adjourned at 7:45pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: June 14, 2012

Call to Order: The meeting was called to order at 6:35pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Grant
Capt Chris Jacobsen and FF Ryan Bota

Roll Call: Director Leach, Director Overacker, Director Mills, Director Valentine, and Director Barr

Public comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the May 3, 2012 meeting minutes. Director Valentine seconded. (5-0-0)
- B. Director Leach made a motion to approve the May 10, 2012 meeting minutes. Director Valentine seconded. (5-0-0)

New Business:

- A. Central Fire Preliminary Budget 2012-13. County Auditor requests a preliminary budget approved by July 1, 2012. Past practice is to tentatively approve a budget the same as the previous year and use corrected numbers when total tax revenues are known in September. (5-0-0)
- B. Annual Audit- Central Fire's Annual Audit final booklet was distributed to all Board Members last meeting. Director Valentine mentioned that the review made administrative suggestions that are not feasible for our small department due to lack of funding and man power. Chief Stone told the Board that we are much more compliant than in past years with regards to our record keeping. The Board voted to approve the Audit as written. Director Overacker made a motion to accept the Annual Audit for 2010-2011. Director Leach seconded. (5-0-0)
- C. Resolution Establishing Authorized Signatories To The Checking Accounts Established for Payroll and Petty Cash. This is a housekeeping item. With two new Directors' on the Board, we needed to update our records with Umpqua Bank. Director Overacker made a motion to approve Resolution 2012-003. Director Barr seconded (5-0-0)

Unfinished Business:

- A. Employee Health Insurance Resolution. After several meeting and much discussion, the Board has decided to change Central Fire's Health Insurance to Cal Pers due to substantial cost savings for employees. Our current provider FDAC requires a letter of intent to end benefits be received by July 1, 2012 for an effective cancellation date of Jan 1, 2013. Dental and Vision benefits will remain with FDAC with a slightly higher administrative cost attached to the monthly fees. Director Valentine made a motion to change medical benefit providers from FDAC to Cal Pers. Director Barr seconded. (4-1-0) Ayes- Director Overacker, Director Leach, Director Valentine and Director Barr; Abstain-Director Mills
- B. Resolution 2012-01 A Resolution establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the fire department for services provided/rendered to non-residents for the Central Calaveras Fire and Rescue Protection

District. Discussion/Approval Chief Stone was asked the question- Can we bill only non residents? Director Valentine and Chief Stone went to a presentation that stated you must charge everyone. County counsel agreed that you must bill everyone but you may also bill according to fault. Chief Stone commented that the laws have changed 6 times in the last 5 years. He reviewed Central incidents and found 3 vehicle accidents in the last 6 months that would qualify for the reimbursement program. Director Mills posed the question- what if a non resident refuses service. Chief Stone said they would not be billed. Director Valentine pointed out that if you are at fault based on a police accident report, then we have the right to bill. He suggested eliminating resident and nonresident verbiage and just bill "at fault" individuals. Chief Stone is skeptical that residents would agree with the "at fault" charging policy. Captain Jacobsen asked if the bill goes to the person or the insurance company. The billing company chosen to work on behalf of Central Fire would bill the "at fault" parties' insurance company. If they are not insured, then the bill would go to the individual. Director Leach expressed his dissatisfaction with the Resolution before and after some changes. He doesn't believe that residents should be charged. Director Mills is looking at responsibility of "at fault" or irresponsible people. Chief requested the board to state exactly what changes they would like to see to the resolution. The Board agreed to instruct the Chief to write the Resolution to say the "at fault party" will be billed for services rendered. This will only be used for vehicle accidents or negligence that created an incident. Capt Jacobsen questioned if we would bill things other than routine medical calls. Director Mills-suggested someone being cited for Eg. Trespassing or grossly negligent, that contributed to the incident occurring. Chief Stone likes the approach to have another agency, like Sheriff or CHP, determine "at fault", meaning a citation would be issued, then billing for services would be very clear cut. Resolution will be rewritten and presented to the Board at the next regularly scheduled meeting.

- C. 2012-004 Resolution to Clarify Resolution 2008-001. Reviewed resolution as written. Directors made specific requests to clarify verbiage. Will rewrite resolution with Directors corrections and present to the Board at the next regular meeting.

Directors Reports: None

Committee Reports:

Financial:

- A. Transmittal for June 2012: Director Overacker made a motion to approve the June 2012 transmittal. Director Barr seconded. (5-0-0).
- B. Ledger- May 2012 Distributed to each Board Member and the Chief. For Information Only.

Fire Chief's Report: See Attached

Correspondence:

- A. County Auditor-April 2012 Report Distribution Cover Letter
- B. FAFSIS-Payroll Audit Adjustment

Adjournment: Director Leach made a motion to adjourn. Director Barr seconded. (5-0-0)

Meeting adjourned at 7:50pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: May 10, 2012

Call to Order: The meeting was called to order at 6:30pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Grant

Roll Call: Director Leach, Director Overacker, Director Mills, and Director Valentine

Public comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the April 12, 2012 meeting minutes. Director Valentine seconded. (4-0-1)

Open Session Adjourned: 6:34pm

Closed Session Called to Order: 6:35pm

Closed Session Personnel: Review of Board of Directors Applications

Closed Session Adjourned: 6:40pm

Open Session Called To Order: 6:42pm

Report of Closed Session: The Board voted 4-0 to appoint Todd Barr to the open Director position.

New Business:

- A. Appointment of New Board Member Todd Barr was approved as the fifth Board Member for Central Fire's Board of Director's. (4-0-1)
- B. New Director Oath of Office. Todd Barr was sworn in as the newest member of the Board of Directors. Acting President of the Board- Carl Mills read the Oath of Office.
- C. Board Officer and Committee Members- Board Officers: Carl Mills was nominated to fill the position of President. John Valentine was nominated to fill the position of Vice -President. Director Overacker made a motion to approve the nominations as presented. Director Leach seconded. (5-0-0)
- D. GANN Limit-Figures for 2012-2013 Spending Limits- Board was presented with the flyer showing calculations for the GANN Limit. Parcel tax did not have a sunset clause but the GANN Limit, by State Law, does. This will be posted for a minimum of 15 days before the next Board Meeting when the Board will approve the figures for the next fiscal year. Approval of this will allow Central Fire to spend the money received from the special tax. Director Valentine moved to post these numbers. Director Overacker seconded. (5-0-0)
- E. Resolution to Define Parcel Tax parameters for tax-Discussion/Approval- Parcel tax passed in 2007 defined any parcel with a parcel number would be taxed. Board later decided to create exemptions. Chief would like the Board to confirm that Resolution 2008-01 is the correct verbiage. It further defines a taxable parcel as being an "improved parcel" or "one of at least two contiguous parcels" Director Overacker wondered if there was a County definition to provide guidance. Director Valentine questioned the intent of contiguous to lower taxes by exempting all but one parcel. Chief

Stone believed that this was the intent of the Board that drafted the Parcel Tax in 2007. Resolution 2012-003 will be drafted for the next regular Board Meeting and will further clarify Resolution 2008-01.

- F. Employee Health Insurance Presentation Discussion/ Approval Director Valentine expressed concern over the management of Cal Pers as an agency. General concerns included 1) Retirees after 20 years of service are 100% vested in medical benefits. Central would be obligated to pay 20% of their premium. 2) Administrative fee is currently 1% but can go up to 2%. Since Cal Pers doesn't offer dental and vision insurance, Central Fire would have to stay with our current FDAC plan. The FDAC rep said contracting for only vision and dental would cause the administrative fee to increase. The Board expressed a concern that the savings found in the Cal Pers premiums would be lost to increased fee for FDAC. In summary, to move medical to Cal Pers Health and keep dental and vision insurance with FDAC, we would end up paying two administrative fees. And 3) Mandated fees to Cal Pers are not a choice. Cal Pers has the ability to levy the fees at any level they chose. Director Overacker asked what the employees thought of the two providers. Chief and employees agree that all plans are similar in cost and benefits. Cal Pers premium is lower for employee with family level. Both plans offer Kaiser but Cal Pers offers 3 plans while FDAC only offers Healthnet. This might give employees more choice for their money. The Board asked what the process would be to get out of Cal Pers health plans. Director Overacker made a motion to table the Board's decision until termination process for Cal Pers was disclosed, Admin Debbie Grant can get administrative figures for dental and vision through FDAC and through individual dental and vision providers, and new premium costs for Cal Pers, which will be available in June. Director Leach seconded. (5-0-0)

Directors Reports: director Overacker wanted to congratulate the Chief and Fire fighters Association for a job well done on the Associations First Pancake Breakfast.

Committee Reports:

- A. Finance Committee met to discuss the GANN limit calculations that were discussed under New business item D.

Financial:

- A. Transmittal for April 2012: Director Overacker made a motion to approve the April 2012 transmittal. Director Mills seconded. (5-0-0).
Chief Stone informed the Board that the County Auditor has withdrawn the attempt to charge Special Districts for providing services.
- B. Special Transmittal. Cal Card payment for Feb was sent to old Umpqua Credit Card. Reimbursement from Umpqua has arrived and been returned to County accounts. County will reissue check to correct account. Director Overacker made a motion to approve the transfer of funds to balance the budget code item for personal mileage. Director Mills seconded. (5-0-0)
- C. Ledger- April 2012 Distributed to each Board Member and the Chief. For Information Only.

Fire Chief's Report: See Attached

Correspondence:

- A. Cal Pers circular letter-rate changes- For Information Only

Adjournment: Director Overacker made a motion to adjourn. Director Leach seconded. (5-0-0)

Meeting adjourned at 8:00pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: April 12, 2012

Call to Order: The meeting was called to order at 6:35pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Grant

Roll Call: Director Leach, Director Overacker, Director Mills, Director Valentine, and Director Sutherland-Moore

Public comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the March 8, 2012 meeting minutes. Director Leach seconded. (5-0-0)

New Business:

- A. Resolution to Create an Actuarial for Cal Pers Retirement Plan. This was requested by our Board of directors to gather information on retirement costs. Resolution was written by Cal Pers to include specifics required to start the process of withdrawing from the Cal Pers retirement system. Director Valentine made a motion to approve the Resolutions. Director Overacker seconded. (5-0-0)
- B. GANN Limit- Resolution for ballot- Discussion/Approval. Chief and Finance Committee meet to discuss the resolution for setting Central fire's GANN limit. This requires 15 days of posting before approval. Director Overacker made a motion to table this item until the next regular meeting. Director Leach seconded. (5-0-0)

Unfinished Business:

- A. Resolution 2012-01 A Resolution establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the fire department for services provided/rendered to non-residents for the Central Calaveras Fire and Rescue Protection District. Discussion/Approval Director Valentine pointed out that at a presentation given by Fire Recovery that a Resolution cannot say "only non-residents". It must include everyone. Insurance companies are the ones charged the response fee. Individuals are not charged. Director S-Moore pointed out that residents are already paying for the service with the parcel tax. Chief mentioned that Fire Recovery said you can only charge non-residents. Are we in a different situation because of the parcel tax? Director Valentine suggested postponing approval of this Resolution until things can be clarified. Chief would like to look into this more. Possibly clearer wording such as "property owners" not residence needs to be considered. Director Overacker made a motion to table his item until next meeting. Director Mills seconded. (5-0-0).
- B. Drug Testing of Career and Volunteer Staff Director S-Moore would like Board to ignore medical marijuana Director Valentine cited that 80% of marijuana users turn to heroine and 95% of cocaine users started with marijuana. He believes that drug usage in our area is getting worse and instating a drug testing policy for staff at Central would be for the public's benefit. Director Mills suggested a onetime test at start of employment with maybe an allowance for medical marijuana. Chief suggested eliminating the marijuana test as opposed to allowing medical marijuana. The

American's with Disabilities Act is driven by Federal Law. Federal Law still lists marijuana use as illegal. The Federal Law must change to legally make marijuana use, medical or otherwise, legal in employment settings. Chief pointed out that our current policy states that Central is supposed to do a physical and drug test on everyone, including volunteers. Career employees are tested. Director S-Moore commented that we should enforce policies. Director Valentine is against any exceptions. Director Overacker said we should drug test and again after any accident. Director Mills made a motion to exempt medical marijuana and emphasized that a volunteer can't respond if under the influence. Director S-Moore seconded. (2-3-0) *Ayes:* S-Moore & Mills *Nays:* Overacker, Valentine & Leach

- C. Policies and Procedures relating to the creation of a new classification: Volunteer Emergency Medical Responder Discussion/Approval. Policy and Procedure committee met to create a policy for a Medical Responder. Director Valentine asked if a Medical Responder would provide other services while on scene. Chief Stone explained that, even the Medical Responders would have to have basic firefighting training. Director Valentine made a motion to approve the creation of a Medical Responder position and have the Chief develop the job requirements. Director Overacker seconded. (5-0-0)

Directors Reports: None

Committee reports:

- A. Policies and Procedures Committee met to discuss the creation of a Medical Responder.

Financial:

- A. Transmittal for April 2012: Director Overacker made a motion to approve the April 2012 transmittal. Director Mills seconded. (5-0-0).
Chief Stone informed the Board that the County Auditor has withdrawn the attempt to charge Special Districts for providing services.
- B. Special District Budget Adjustment-Personal Mileage. Director Overacker made a motion to approve the transfer of funds to balance the budget code item for personal mileage. Director Mills seconded. (5-0-0)
- C. Ledger- March 2012 Distributed to each Board Member and the Chief. For Information Only.

Fire Chief's Report: See Attached

Correspondence:

- A. Cal Pers circular letter-rate changes- For Information Only

Adjournment: Director Overacker made a motion to adjourn. Director Leach seconded. (5-0-0)

Meeting adjourned at 8:20pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: March 8, 2012

Call to Order: The meeting was called to order at 6:30pm.

Introduction of Staff: Captain Gonzalez, FF Luke Joraanstad
Fire Chief Jeff Stone
Administrative Assistant: Deborah Grant

Roll Call: Director Overacker, Director Mills, Director Leach, and Director Sutherland-Moore

Public comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the February 9, 2012 meeting minutes. Director Leach seconded. (4-0-1)

New Business:

- A. New Director Oath of Office. John Valentine was sworn in as the newest member of the Board of Directors. President of the Board- Jim Sutherland-Moore read the Oath of Office.

Adjourn to enter Closed Session- Director Overacker made a motion to move Closed Session before New Business Item B. Director Valentine seconded. (5-0-0)

Open Session Adjourned 6:35pm

Closed Session Call to Order- 6:37pm.

- A. Public Employee Personnel Action pursuant Gov Code 54957

Closed Session adjourned 7:25pm.

Open Session Called to Order 7:26pm.

Report of Closed Session: Board concurs with Chief's personnel decision. (5-0-0)

New Business: (continued)

- B. Distribution of 700 Forms for Board Members- Handed out forms for Board members. Due at the County Recorder's Office by April 2, 2012.
- C. Designation of Committee Members. The Board reviewed the current committee member positions and the openings left by Director Soria's departure.

Committee Members 2012

Personnel Committee- Director Leach and Director Valentine

Finance Committee- Director Leach and Director Mills

Public Relations Committee- Director Moore and Director Valentine

Policies and Procedures Committee- Director Overacker and Director Moore
Apparatus and Building Committee-Director Leach and Director Overacker
Shared Services Committee- Director Mills and Director Overacker

- D. Cal Pers Contract Discussion/ Action Chief Stone has discussed possible changes to Central Fire's retirement plan. Director Valentine mentioned that retirement funding is costing many business and public entities to go bankrupt. Admin Debbie Grant spoke with a Cal Pers representative about a less expensive plan and what steps would need to be taken to withdraw from Cal Pers. Central Fire is currently at the lowest contribution plans offered by Cal Pers. To withdraw from Cal Pers, the Board would need to approve a resolution to withdraw and pay \$300.00 for an actuarial to determine Central Fire's future financial obligations that would need to be paid prior to ending the current Cal Pers contract. If the amount of money required is more than Central Fire would be willing to pay to end the retirement contract with Cal Pers, the Board can approve another Resolution to withdraw the request for contract termination. Director Moore mentioned that it would be valuable to future Directors of the Board, to know exactly what the cost of withdraw from Cal Pers would be. Director Overacker made a motion to have a resolution giving notice of intent to terminate Central Fire's Cal Pers contract and to approve the expenditure of \$300.00 for the actuarial, as required by Cal Pers. This is for the purpose of gathering the facts to make an educated decision regarding retirement benefits for Central Fire employees. Director Valentine seconded. (5-0-0)
- E. Station#4- Volcano Telephone Service Discussion/ Approval Chief Stone had the phones from Station #3 and #5 disconnected the end of last year. This action was to save money, due to the lack of use. The phone at the Glencoe Station #4 was maintained at \$44/month. Admin Debbie Grant has repeatedly phoned Volcano Telephone to inquire about a lower plan, but this is the lowest plan for a business. Chief Stone discussed the improved communications through cell phones and radios. He believes the other forms of communication are adequate for Central Fire's needs and recommends terminating the volcano service. Director Valentine motioned to end the Volcano service at Station #4. Director Leach seconded. (5-0-0)
- F. Designation of Surplus equipment- Gateway Laptop Computer S/N BDC21360600 & Motorola Cellular Phone Model S2769A S/N 781GSKA148 from Mountain Ranch Fire. This equipment obsolete and cannot be brought up to date. The finance Committee recommends surplusing this equipment. Director Overacker made a motion to surplus this equipment. Director Mills seconded. (5-0-0)
- G. New Employee/Volunteer Drug Testing Discussion/ Approval- Chief Stone reviewed the intent and test kits with the Finance and Personnel Committees. Director Mills said the Finance and Personnel committees both recommend the Chief's request to add drug testing to the application process for Central Fire. Director Overacker made a motion to approve requiring drug testing for new employees and volunteers. Director Mills seconded. Chief Stone has found an at home drug test that is \$30-40/use, depending upon the drugs selected for testing. Drug testing during an employee or volunteer's service at Central Fire will be on a need/cause basis as already described in the Policies and Procedures. There is a 7 drug test for illegal drugs. Another option is a 12 drug test which includes the illegal drugs and 5 prescription drugs. The Chief is recommending the 7 drug test. Director Moore asked if alcohol is one of the tested drugs. The Chief said that alcohol is not part of the screening panel. Director Moore believes there should be a cause for testing (principal before money). Director Valentine pointed out that drug testing for employment or volunteering is very common and that illegal drugs are prevalent in this area. Director Moore asked Chief Stone roughly how many people would be drug tested per year. Chief Stone replied approximately 3-4 per year. Director Moore asked about false positives. Chief Stone said if a test is positive there is an inclusive 2nd test (gas chromatography) for no extra cost. Chief Stone recommends the 7 drug test. Director Overacker made a motion to approve requiring drug testing for new employees and volunteers. (4-1-0) Aye- Director Mills, Overacker, Valentine and Leach. Naves-Director Moore

- H. Policy Revision 1460.14.1- Volunteer Training and Mileage Reimbursement-Discussion/ Approval Chief Stone pointed out that our current policy for mileage reimbursement is very generous. One volunteer went to EMT class in Jenny Lind. Since no vehicle was available, the Policies and Procedures allow a volunteer to submit a mileage reimbursement request. The volunteer finished the class, did not pass but did submit a reimbursement request for mileage. Policy did not give the Chief the discretion to refuse payment. Director Mill, with regards to P&P 1460.14.1, made a motion to delete all reference to mileage reimbursement. Director Leach seconded. (5-0-0)
- I. Access to Station#3 by Mountain Ranch 4H Discussion/ Approval Chief Stone has opened Station#3 in Mtn Ranch for a small group of 4H members to have a meeting. They have been very responsible in cleaning up and locking the station when done. The Chief would like to show one or two people from 4H, the code to enter the building without a Central Fire personnel involvement. Director Leach asked about the MRYA using the building on our land. Do they let others use it. Chief Stone just got the access code for that building for an upcoming community training. Director Mills made a motion to authorize the Chief to allow access to Station #3 to the 4H group by giving them the access code for entry. Director Overacker seconded. (5-0-0)
- J. Resolution# 2012-01: a Resolution establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the fire department for services provided/rendered to non-residents for the Central Calaveras Fire and Rescue Protection District. Discussion/ Approval- The Finance Committee met and discussed this Resolution. Director Mills made a motion to approve Resolution 2012-01. Director Leach seconded. Chief Stone further explained that this is a service provided by Fire USA and those to be billed are non-residents or non-tax paying property owners who required emergency services. Since Central Fire puts all of its calls in the Emergency Reporting system, it would be very easy for the Chief to add a few questions to a normal report to determine if the reimbursement service applies to that call. For motor vehicle accidents we can get any needed information from the Sheriff or Highway Patrol. Fire USA handles contacting the insurance company to settle the claim. Chief Stone said operationally, this would be very easy to do. Director Mills asked how many calls would qualify for this service. Chief Stone replied 3-6 per year. The Board decided to table this decision on this matter so they can review all of the paperwork submitted to them by the Chief. Also, the Board had two questions: 1) How many other Districts around here do this and 2) Will it cost us anything. (5-0-0)
- K. Chief Stone has been asked by Director Moore to evaluate the possibility of creating a Medical Aid only group of responders. The Finance Committee questioned how the volunteers would get to calls. Since their requirements would be short the firefighter skills the only apparatus they could drive are the utilities. Director Moore mentioned the past history of responding in private vehicles. Chief Stone discourages volunteers using their private vehicles to responding to a scene. Need to check with insurance and see what if any coverage exists for private vehicle response. Director Moore thinks local retired nurses or other health care workers that might not be able to physically meet the firefighter requirements could still be useful. Chief Stone pointed out the need for medical bags for those responders if not in an engine as well as a radio. Chief Stone doesn't want anyone responding without access to a radio. Chief Stone pointed out the success of the Water Tender Operators is in part because they do learn to drive the emergency apparatus and fulfill the California minimum requirements for a volunteer firefighter. Director Moore wants to know what insurance coverage Central Fire has for such positions. Director Mills made a motion to send this back to the Policy and Procedure Committee. Director Overacker seconded. (5-0-0)

Unfinished Business:

- A. Station#3 Garage Door Repairs-Chief had 2 quotes for the door repairs at Station#3. Barton said the single door repair would be more expensive than the double. R&S Erection's quote was \$700 lower than Barton, so the Chief has R&S starting the job. They will replace one of the double doors with a new door and do an inspection of the remaining door and a "tune up" if necessary. Modesto Fire is

getting our old door. The Chief requested when they do training he would like to know, so if any of our employees or volunteers would like to train they would have that opportunity.

- B. Tort Claim Approval- Need approval to pay claim for damage to a private vehicle by a Central Fire apparatus. Director Overacker made a motion to approve the payment of the Tort Claim. Director Mills seconded. (5-0-0)

Directors Reports: Director Leach had some handouts for Ethics Class online. Chief said he found another class that he could teach if the board was interested.

Committee reports:

- A. Personnel Committee- Director Overacker said the committee did meet and discussed the closed Session item and the Cal Pers item.
- B. Apparatus Committee- Director Overacker, Director Leach and Chief Stone discussed borrowing an engine from Ebbetts Pass Fire if need be. Chief Stone talked to Chief Boger, who said they have 2 reserve 4WD apparatus that we could borrow. Director Leach commented that we will still look at the Model 14's when Cal Fire makes them available. Chief Stone said last year was a very slow fire season until Nov/Dec. It is still a very dry year and we may have a big fire season to come.
- C. Finance Committee- Director Leach had recommended consolidating some of our purchases. Chief Stone has implemented ordering basic supplies-household, office and vehicle on a quarterly basis to eliminate duplication and lower the cost with bulk purchasing. Chief Stone said we are on track financially at this mid fiscal season point.

Financial:

- A. Transmittal for March 2012: Director Overacker made a motion to approve the March 2012 transmittal. Director Leach seconded. (5-0-0).
- B. Ledger- March 2012 Distributed to each Board Member and the Chief. For Information Only.

Fire Chief's Report: See Attached

Correspondence:

- A. Local CERT and Red Cross Team training- Update with email distributed to Board.

Adjournment: Director Leach made a motion to adjourn. Director Overacker seconded. (5-0-0)

Meeting adjourned at 9:50pm.

Approval Signature - Director

Approval Signature - Secretary