

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: December 11, 2013

Call to Order: The meeting was called to order at 6:03 pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Miller

Engineer Cody Stephens, FF Sam Hoffman, FF Chris Decoque

Roll Call: Director Leach, Director Valentine, Director Overacker and Director Barr. Director Mills arrived 5 minutes late.

Public Comments: None

Approval of Minutes

- A. Approval of November 13, 2013 Meeting Minutes. Director Leach made a motion to approve the meeting minutes for November 13, 2013. Director Mills seconded. (3-0-2)

New Business:

- A. Board Appointments to Positions- Discussion/ Approval
 - President position- Director Overacker nominated Director Barr to be the President of the 2014 Board of Directors. Director Leach seconded. (4-0-1)
 - Vice President position- Director Overacker nominated Director Mills to be Vice President of the 2014 Board of Directors. Director Valentine seconded. (4-0-1)
 - Secretary position- Director Overacker nominated Director Valentine to be Secretary of the 2014 Board of Directors. Director Leach seconded. (4-0-1)
 - Treasurer position- Director Valentine nominated Director Overacker to be Treasurer of the 2014 Board of Directors. Director Barr seconded. (4-0-1)
 - Open Director for 2014- Director Leach
- B. Resolution 2013-007 to approve transmittal for paying utility bill- Discussion/ Approval
 - Director Overacker made a motion to approve Resolution 2013-007. Director Barr seconded. (5-0-0)
- C. Request for Parcel Tax Exemption- Discussion/ Approval Director Overacker made a motion to approve a property owners request for refund for parcel tax charges under the contiguous parcels exemption. Director Leach seconded. (5-0-0)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Apparatus: Chief and Board discussed options to retrofit E-123 so it would qualify for the new parameters of a type 3. The chief will get quotes for the equipment and labor required to do this and see if it would be less expensive than selling E-123 and purchasing another type 3 engine. Chief will present figures to the Board at the next regular meeting. Personnel: The Personnel Committee and Chief Stone met to discuss filling the open position left by Capt Belshe's departure. Starting January, the two remaining career Captains will work weekdays and weekends will be filled by an extra hire engineer. This schedule should help save the District some costs associated with full time employees but maintain the required skilled personnel necessary to serve our community. Chief Stone requested the Board approve AAP-12, which makes changes to the existing Resident Fire Fighter policy to attain this goal. Director Barr made a motion to approve AAP-12. Director Mills seconded. (5-0-0) Director Overacker made a request that the Board revisit the new work schedule every three months to make sure it is

producing the desired results. Chief Stone requested the Board reconsider its decision to pay for volunteers to attend EMT class. Since Central no longer offers mileage reimbursement, the Chief would like to have a pool of EMT's to lay the ground work for the upcoming Advanced EMT position which should be available from Mountain Valley EMS sometime during 2014. Prior to a volunteer enrolling in an EMT class funded by Central, Chief Stone will screen the volunteer with a First Responder test to better ensure the volunteer's success at passing the EMT class.

- B. Potential Revenue and Service Increase- No new information was presented or discussed.

Directors Reports: None.

Committee Reports: None.

Financial:

- A. Transmittal for November 2013: Director Mills made a motion to approve the November 2013 transmittal. Director Leach seconded. (3-0-2)
- B. Ledger- November 2013- FYI
- C. CPPA and Cal Pers Health Resolution Approved Payments -FYI
- D. Payroll People- Amended Returns for 2011 & 2012- The Board was presented with the charges for corrections made to payrolls for 2011 and 2012. Director Mills made a motion to dispute the charges and withhold payment to the Payroll People for the amount charged. Director Overacker seconded. (5-0-0) Admin Debbie Miller was instructed to contact the Payroll People to inform them of this Board direction. Chief Stone also mentioned that he and Admin Miller would be reviewing the possibility of changing payroll vendors. The Board will be presented with findings at the next meeting.

Fire Chief's Report: See Attached

Correspondence: Employment Development Department- Annual Statement-FYI

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

Meeting adjourned at 6:55 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: November 13, 2013

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

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Miller
Capt Chris Jacobsen, FF Brad Dougherty

Roll Call: Director Leach, Director Mill, and Director Valentine
Absent- Director Overacker and Director Barr

Public Comments: None

Approval of Minutes

- A. Approval of October 9, 2013 Meeting Minutes. Director Leach made a motion to approve the meeting minutes for October 9, 2013. Director Mills seconded. (3-0-2)

New Business:

- A. ISU/ Atwood Insurance New Policy 2013/14- Discussion/Approval Board was informed of the new policy binder with current insured rates and liability limits. Director Mills made a motion to approve new insurance policy for the 2013/14 calendar year. Director Leach seconded. (3-0-2)
- B. Resolution 2013-06 Approval of VFA Grant- Discussion/Approval Resolution to approve funding and agree to contractual terms of VFA grant. Director Mills made a motion to approve Resolution 2013-06. Director Leach seconded. (3-0-2)
- C. Nomination and Election of Board positions for 2014 Director Mills made a motion that the board positions will remain as they have been for the past year and new positions will be decided at the next regular meeting with all Directors present. Director Leach seconded. (3-0-2)
- D. Open Board Position- Discussion No District citizens have applied for open Director of the Board position. Admin Debbie miller reviewed that the flyer was posted in local papers and online sites. A recommendation was made that the Board should mention opening to their friends and neighbors.
- E. El Dorado Savings Account Opening Balance- Discussion/Approval Discussion included opening balance will be a minimum of \$500.00 and once the money s moved from the Umpqua petty cash account it should be a sum that will qualify for the no fee business account. Director Mills made a motion to deposit \$500.00 in the new El Dorado Savings account. Director Leach seconded. (3-0-2)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Chief looked at an engine which was a Boise model like old E-123 &E-124. After a discussion with Boise mobile, the Chief had been told they wouldn't recommend that model for our purposes. Engines currently for sale with the specifications and low mileage we require are priced over \$70,000. Any new apparatus will need to be purchased and put into service before the Chief will be comfortable selling E-123. The Chief has postponed plans to replace C-120 until the engine needs are resolved.
- B. Potential Revenue and Service Increase- Chief went to board of Directors meeting for Mountain Valley Emergency Services (MVEMS). He believes it was time well spent since he talked to the Board about the advanced emergency medical technician position. He explained that the Policies and Procedures are already in place in other areas, so MVEMS won't need to write them from

scratch. MVEMS is moving forward with the certification process and will have a class for students in May. It will be 80 hours classroom and 80 hours field internships after an individual has completed the basic EMT course.

Directors Reports: None.

Committee Reports: None.

Financial:

- A. Transmittal for November 2013: Director Mills made a motion to approve the November 2013 transmittal. Director Leach seconded. (3-0-2)
- B. Ledger November 2013- FYI
- C. CPPA and Cal Pers Health Payments- FYI These payments were made as directed by Board Resolution.

Fire Chief's Report: See Attached

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

Meeting adjourned at 6:40 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: October 9, 2013

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

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Miller
Capt Chris Jacobsen, FF Brad Dougherty

Roll Call: Director Leach, Director Barr, Director Mill, and Director Valentine
Absent- Director Overacker

Public Comments: None

Approval of Minutes

- A. Approval of September 11, 2013 Meeting Minutes. Director Barr made a motion to approve the meeting minutes for September 11, 2013. Director Leach seconded.

New Business:

- A. Limited Term Apparatus Operator Position- Discussion/approval Chief Stone announced that Captain Bret Belshe has left Central Fire for a another position. In the past Chief Stone had discussed with the Finance Committee not immediately filling and open career position, if one became available. Fire Fighter Cody Stephens has been offered and accepted a Limited Term position until the end of the year to cover Captain Belshe's shift. This is a straight pay with no benefits position. This will allow Central fire to keep the second Resident Volunteer position staffed until the end of the year. Before Jan 1, 2014, the Chief will have Personnel and Finance Committee meetings to discuss the next step to either hire another full time career or manage shifts with two full time career positions. Director Mills made a motion to authorize a Limited Term position for an Apparatus Operator until the end of the year. Director Leach seconded. (4-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Chief Stone went to the Cal Fire Auto Auction this morning. He talked to someone about the upcoming apparatus sale and was told that all of the Model 14's will be going to fire camps. The next auction will probably be next Fall and only the Model 5's will be available. Since this model only seats 2 inside and another FF outside, it is not a good design for an reserve or a back up Strike Team engine. Now the Chief will look elsewhere for another engine which would require more money than we currently have saved. Chief Stone mentioned we might consider selling E-123 to allow the purchase of a reserve engine better suited to our needs. Director Valentine recommended that the Apparatus Committee needs to meet and make recommendations to the Board.

- B. Potential Revenue and Service Increase- Chief Stone will be attending the Mountain Valley Emergency Services Joint Power Authority Board of Directors meeting next Wednesday at 9am in Copperopolis. He intends to tell the board that the timeline for implementing the advanced Emergency Medical Technician program should take less than 2 years. He would welcome any Director that would be interested to attend with him. Director Valentine expressed an interest.

Directors Reports: None.

Committee Reports: None.

Financial:

- A. Transmittal for October 2013: Director Mills made a motion to approve the October 2013 transmittal. Director Barr seconded. (4-0-1)
- B. Ledger October 2013- FYI
- C. CPPA and Cal Pers Health Payments- FYI These payments were made as directed by Board Resolution.

Fire Chief's Report: See Attached

Adjourn Open Session- Director Overacker made a motion to adjourn to Closed Session. Director Barr seconded. 6:23pm

Call to Order Closed Session- 6:25pm

Closed Session: Performance Evaluation- Gov. Code §54957(b). Position: Fire Chief.

Discussion as to the Purpose of the evaluation:

- Pay raise discussion. 2 ½ years since step increase.
- Rating of Performance. Unanimous 10 from all present Directors using a scale 1 to 10 with 10 being the highest.
-

Director Mills made a motion to give the Chief a pay increase of 5% (paid employee step equivalent) effective 10-13-13 pay period. Director Barr seconded. (4-0-1)

Adjourn Closed Session- 6:37pm

Call To Order Open Session: 6:39pm

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

Meeting adjourned at 6:40 pm.

Approval Signature – Director

Approval Signature – Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: September 11, 2013

Call to Order: The meeting was called to order at 6:03pm.

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

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

Public Comments: None

Approval of Minutes

- A. Approval of August 14, 2013 Meeting Minutes. Tabled until Directors at meetings are present.
- B. Approval of August 29, 2013 Special Meeting Minutes. Tabled until Directors at meetings are present.

New Business:

- A. 2013/14 Final Budget- Discussion/Approval Strike Team payments will allow budget to be balanced. Finance Committee recommends approving 2013/14 Budget. Directors opened the discussion of changes in health care rates due to Affordable Care Act. Chief Stone reminded the Board that Central Fire pays a flat rate and any increase in costs will be the responsibility of the employee. Director Overacker made a motion to approve the 2013/14 Budget. Director Barr seconded. (3-0-2)
- B. Resolution 2013-04 Approve Petty Cash Account at El dorado Savings Chief Stone presented the advantages to having the payroll and petty cash accounts at separate banks. County checks for each will have to be separate. This and other benefits will improve audit compliance for Admin Debbie Miller's management of these accounts. Director Overacker made a motion to begin the process to open a petty cash account at El Dorado Savings and leave the payroll account at Umpqua Bank unchanged. Director Barr seconded. (3-0-2)
- C. Resolution 2013-05 Establishing Authorization for Signatories for Petty Cash Account at El Dorado Savings. Director Overacker made a motion to approve the authorization for establishing signatories at El Dorado Savings. Director Barr seconded.(3-0-2)

Director Leach arrived-6:10 pm

Approval of Minutes

- A. Director Overacker made a motion to approve the Meeting Minutes from the August 14, 2013 meeting. Director Leach seconded. (3-1-1)

- B. Director Leach made a motion to approve the Special Meeting Minutes from the August 29, 2013 meeting. Director Barr seconded. (3-1-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Chief Stone reported that Cal Fire will have an Auto Auction on Oct 9th. Chief would like to attend to see what is available and who runs it, with the hopes of gaining information about the upcoming apparatus sale. We have money from sale of apparatus and strike teams, so we are ready to seriously consider and purchase any apparatus that fits our needs. Board of Supervisors had a meeting with Mountain Valley Emergency Medical Services (MVEMS). Their contract is up next year. Advanced EMT program was discussed with a 2 year projection for having a protocol in place. Board of Supervisors asked MVEMS about creating a zone for CalCo Fire to provide their own transport service. Boards of Supervisors were concerned with leaving a service area hole for CalCo and the rest of the County to use a private provider like MVEMS. Ebbetts Pass Fire created their ambulance program before requesting to removal from County program. Chief will discuss this issue with Supervisor Chris Wright as well as the two year timing for Advanced EMT program is too long and need to pressure MVEMS to shorten the timeline.
- B. Potential Revenue and Service Increase- Payments from Strike Team assignments are arriving and being deposited in our County account.

Committee Reports: Policy and Procedure Committee met to discuss the draft Policy. Chief gave the two Committee members copies to review, highlight and discuss at the next Committee meeting.

Financial:

- A. Transmittal for September 2013: Director Overacker made a motion to approve the September 2013 transmittal. Director Barr seconded. (4-0-1)
- B. Ledger August 2013- FYI
- C. CPPA and Cal Pers Health Payments- FYI These payments were made as directed by Board Resolution.

Fire Chief's Report: See Attached

Adjourn Open Session- Director Overacker made a motion to adjourn to Closed Session. Director Barr seconded. 6:34pm

Call To Order Closed Session- 6:36pm

Closed Session: Performance Evaluation- Gov. Code §54957(b). Position: Fire Chief
Director Overacker would like to have all Directors present to discuss the evaluation for the Fire Chief. Director Leach agreed.

No Action Taken.

Adjourn Closed Session- 6:50pm

Call To Order Open Session: 6:55pm

Director Overacker made a motion to adjourn. Director Leach seconded.

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

Meeting adjourned at 7:05pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
SPECIAL MEETING MINUTES

Meeting Date: August 29, 2013

Call to Order: The meeting was called to order at 4:06 pm.

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

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

Public Comments: None

Financial:

- A. Transmittal to add funds to payroll account in Umpqua Bank Payroll Account due to recent Strike Team Activity- Director Overacker made a motion to approve the transmittal to move funds from Central Fire's County account to the Umpqua Payroll Account. Director Leach seconded. (3-0-2)

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

Meeting adjourned at 4:10 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: August 14, 2013

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

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Miller

A/O Bret Belshe, FF Jeremy Proctor, FF Sam Hoffman, FF Matt Berlier, and
WTO Tim Laddish

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

Public Comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the Meeting Minutes from the July 17, 2013 meeting. Director Leach seconded. (3-0-2)

Director Barr arrived- 6:11pm.

- B. Director Leach made a motion to approve the Meeting Minutes from the August 1, 2013 meeting. Director Barr seconded. (4-0-1)

New Business:

- A. Review of Umpqua Bank Account Discussion/Approval Chief Stone and Admin Debbie Miller discussed the advantages to having the payroll and petty cash accounts at different banks. Currently both accounts are at one bank. Director Overacker made a motion to start the process of opening a business checking account at another local bank. Director Leach seconded. (4-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Chief gave a short report on the Strike Team for the Aspen Fire. E-121 repairs to the retarder and AC units after this fire. We are next on strike team list Chief Stone had tried to make the MVEMS meeting to get an update on Advanced EMT program. Captain Jacobsen was unable to attend as well due to lack of coverage. Chief Stone will contact Pat Murphy to see what was discussed.
- B. Potential Revenue and Service Increase- No New Information

Committee Reports: Policy and Procedure Committee met to discuss the draft Policy. Chief gave the two Committee members copies to review, highlight and discuss at the next Committee meeting.

Financial:

- A. Transmittal for August 2013: Director Overacker made a motion to approve the August 2013 transmittal. Director Leach seconded. (4-0-1)
- B. Ledger July 2013- FYI
- C. CPPA and Cal Pers Health Payments- FYI These payments were made as directed by Board Resolution.

Fire Chief's Report: See Attached

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

Meeting adjourned at 6:48 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
SPECIAL MEETING MINUTES

Meeting Date: August 1, 2013

Call to Order: The meeting was called to order at 6:03 pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Miller

Capt. Mark Gonzalez, FF Chris Decoque and FF Brad Dougherty

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

Absent- Director Valentine

Public Comments: None

Financial:

- A. Budget Adjustment- End of Fiscal Year 2012/13: Chief Stone highlighted that Central brought in extra revenue from last year's Strike Teams and balanced the budget by controlling expenses. Director Leach made a motion to approve the Budget Adjustment for end of Fiscal Year 2012/13. Director Barr seconded. (4-0-1)

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

Meeting adjourned at 6:12 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: July 17, 2013

Call to Order: The meeting was called to order at 4:03pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Miller

A/O Bret Belshe, FF Jeremy Proctor, FF Sam Hoffman, FF Matt Berlier, and
WTO Tim Laddish

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

Public Comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the Meeting Minutes from the May 22, 2013 meeting. Director Leach seconded. (4-0-1)
- B. Director Overacker made a motion to approve the Meeting Minutes from the June 12, 2013 meeting. Director Leach seconded. (4-0-1)

New Business:

- A. Cal Pers Retirement- Preliminary Termination Valuation Discussion/ Approval
The Board was given a copy of the Cal Pers actuarial requested in May 2012, that detailed the cost to withdraw from the Cal Pers Retirement System. Given the estimated costs, the Board has decided to cancel its intent to withdraw from the Cal Pers Retirement System. Admin Debbie Miller will contact Cal Pers and terminate the request.
- B. Sheep Ranch Contract Corrections to Update Address in Contract- FYI Chief Stone brought to the Boards attention that the contract signed with the Sheep Ranch Volunteer Fire Department has contact information that has changed since the original signing. Director The Board President and Vice President signed a letter with the correct contact address for Central Fire which will be mailed to the President of the Sheep Ranch volunteer Fire Department.

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Water Tender Operator Tim Laddish brought WT-125 from Station#5 in Sheep Ranch so the Board could inspect the new apparatus. Chief and the Apparatus committee will reevaluate Central Fire's apparatus needs in the Fall, prior to Cal Fire's sale. Since Cal Fire is requesting Type 3 apparatus response for Strike Teams, E-121 will be strike team ready. Chief told the Board that the door at Station#5 was broken. The repairs were fortunately quick and inexpensive.
- B. Potential Revenue and Service Increase- No New Information

Committee Reports: None

Financial:

- A. Transmittal for July 2013: Director Overacker made a motion to approve the July 2013 transmittal. Director Mills seconded. (4-0-1)
- B. Ledger July 2013- FYI
- C. CPPA and Cal Pers Health Payments- These payments were made as directed by board Resolution.

Fire Chief's Report: See Attached

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

Meeting adjourned at 6:48 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: June 12, 2013

Call to Order: The meeting was called to order at 6:06pm.

Introduction of Staff: Fire Chief Jeff Stone

Administrative Assistant: Deborah Miller

A/O Bret Belshe and FF Stephens

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

Absent- Director Valentine

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the Meeting Minutes from the April 10, 2013 meeting. Director Mills seconded. (4-0-1)
- B. Director Barr made a motion to approve the Meeting Minutes from the May 9, 2013 meeting. Director Leach seconded. (4-0-1)

New Business:

- A. Volunteer Resident Position-Seasonal- Discussion/ Approval Chief would like to add 1 extra resident volunteer for the Cal Fire season. Since the agreement with Cal Fire has remained unchanged so all in County Strike Teams will be paid with 3-0 staffing. The added volunteer will make it easier to fill strike team assignments and the added cost will be offset by the income from the Strike Team payments. The extra cost for the extra resident volunteer will be reflected in the budget for fiscal year 2013/14. The Board agreed with the Chief's decision to add an extra resident volunteer for the fire season.
- B. Sheep Ranch Contract Corrections to Update Contract- Tabled until next meeting. Admin requested copy from Sheep Ranch volunteer Fire Department.
- C. Purchase of Fire Station Alerting System- Discussion/ Approval Chief would like approval from the Board to purchase a plug in base station for pagers at Station#1 that will activate a strobe light when Central is paged for a call. This will enable the Firefighters to respond more quickly since some daily activities can make the audible alarm less effective. Director Mills made a motion to approve the purchase of a Fire Alert System sensor. Director Leach seconded. (4-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Chief told the Board that the new water tender is at West coast frame. It arrived at Station#1 at 7am Monday morning. Captain Jacobsen had the driver contact his dispatch and found they had not corrected the driver's paperwork for delivery at West Coast Frame. Chief went to go over the changes required to make the engine legal for California with regards to

emergency lighting. Once delivered to West Coast Frame it will be approximately 2 weeks to retrofit. Director Leach asked about a pump test. Chief believes it's been done in the last year, so we will test the pumping capacities during training and familiarization with the new equipment. It came with a 35ft ladder which will go to Station#4. It will be good for training.

B. Potential Revenue and Service Increase- No New Information

Directors Reports: Director Leach Received two notices regarding his 700 Form. Admin had hand delivered to the County Elections Department several weeks ago with a couple of other Director's forms. Admin will contact Elections Department to see why the notices are being sent.

Committee Reports:

- A. Personnel Committee met for a general discussion. No action was taken.
- B. Building Committee- Met to discuss possibility of new bay door at Station #5 if the current header can't be repaired. Committee will wait for a recommendation from Barton Door.

Financial:

- A. Transmittal for June 2013: Director Leach made a motion to approve the May 2013 transmittal. Director Barr seconded. (4-0-1)
- B. Ledger June 2013- FYI
- C. CPPA and Cal Pers Health Payments-Since these are made by Resolution and not monthly Transmittal the payments amounts will be disclosed at each Board Meeting. CPPA payment was \$131.57 and the Cal Pers Health benefits were \$4,099.47.
- D. Proposed Budget Attestation 2013/14 Director Barr made a motion to approve the proposed budget attestation. Director Leach seconded. (4-0-1)
- E. Gann Limit Calculations for 2013/14 The Board was presented with the calculations used to figure the Gann Limit for the upcoming fiscal year for 2013/14. Director Leach made a motion to approve the Gann Limit figures for the fiscal year 2013/14. Director Barr seconded. (4-0-1)
- F. Budget Adjustment- The final budget adjustment to bring all code accounts up to a zero balance was presented to the Board. Director Barr made a motion to approve the budget adjustments to the closing fiscal budget of 2012/13. Director Mills seconded. (4-0-1)

Fire Chief's Report: See Attached

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

Meeting adjourned at 6:48 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
SPECIAL MEETING MINUTES

Meeting Date: May 22, 2013

Call to Order: The meeting was called to order at 2:57pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Miller
Captain Jacobsen

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

Public Comments: None

New Business:

- A. Budget Adjustment for Payroll Account- Chief Stone explained that the original budget didn't take into account the money required to pay out Strike Team assignments since it is impossible to know how much will be spent. Payments from most of our strike teams have been received so now we need to transfer the funds from the County revenue account to our County payroll account. Director Overacker made a motion to approve the budget adjustment. Director Leach seconded. (3-0-2)
- B. 2013 Cal Fire Assistance for Hire Agreement- Discussion/Approval Chief Stone explained to the Board that this agreement was for In County Strike Team Assignments. The old FC-33 paperwork will be replaced with Shift Tickets. Despite some discussion very little has changed in the agreement since the last version was signed. Director Leach made a motion to approve the Cal Fire Assistance for Hire Agreement. Director Overacker seconded. (3-0-2)

Financial:

- A. Special Transmittal for May 22, 2013. No transmittal was submitted for Board approval at this meeting.

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

Meeting adjourned at 3:10 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: May 9, 2013

Call to Order: The meeting was called to order at 5:06pm.

Introduction of Staff: Fire Chief Jeff Stone
Administrative Assistant: Deborah Miller
Captain Gonzalez and FF Berlier

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

Public Comments: None

Approval of Minutes

- A. April Meeting Minutes approval tabled until next meeting due to lack of quorum of Directors who attended that meeting.

New Business:

- A. Change regularly scheduled Board Meeting Date- Discussion/Approval Administrative Assistant will be on vacation the week of the next meeting. Board decided to hold meeting on regularly scheduled day and Chief will assume Admin duties. No Action taken.
- B. Grant Agreement for CPPA for Energy Efficient Upgrades Central Fire's grant application for replacing outdated light fixtures, heating and air conditioning units was approved by the Board of CPPA. Paperwork to formalize terms of grant money to be approved by Central Fire Board of Directors and signed by Chief Stone. Chief Stone mentioned that San Andreas Fire and west Point Fire have both benefited from this grant. The reimbursement was very quick and the Chief wasn't aware of any downside to approval of this grant. Director Leach made a motion to approve Chief Stone to sign the grant agreement. Director Barr seconded. (3-0-2)
- C. County Auditor- Board Positions and Treasurer Bond- Discussion the County Auditor required a list of Board positions and proof of a Treasurer bond for Central Fire to maintain accounts outside of the County. List and proof of bond from general liability insurance company was sent to county Auditor's Office.- FYI

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Letter from Central Warren Fire Protection District listed out cost and equipment included with the purchase of the Ford Smeal Pumper Central is purchasing.
- B. Potential Revenue and Service Increase- Chief Stone tried to attend the Mountain Valley EMS board of Directors Meeting but the meeting was changed to a teleconference and Chief Stone couldn't gain access.

Directors Reports: None

Committee Reports: None

Financial:

- A. Transmittal for May 2013: Director Leach made a motion to approve the May 2013 transmittal. Director Barr seconded. (3-0-2)
- B. Ledger May 2013- FYI
- C. CPPA and Cal Pers Health Payments-Since these are made by Resolution and not monthly Transmittal the payments amounts will be disclosed at each Board Meeting. CPPA payment was \$115.57 and the Cal Pers Health benefits were \$3,429.16.

Fire Chief's Report: See Attached

Correspondence:

- A. CPPA Rate Increase Letter- Central received a letter from CPPA stating that PG&E intends on raising the rates for electricity. CPPA will need to make a similar adjustment and will let us know when they have the exact figures.
- B. ISU Insurance- Letter stating support van premiums. The Chief and the Board felt the premium looked a bit high for the age and use of the vehicle. Admin Debbie Miller will review the other Central Fire vehicles, also insured by Atwood Insurance, and forward the comparison to Chief Stone.

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

Meeting adjourned at 6:35 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: April 10, 2013

Call to Order: The meeting was called to order at 6:05pm.

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

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

Public Comments: None

Approval of Minutes

- A. Director Leach made a motion to approve the Meeting Minutes from the March 13, 2013 meeting. Director Overacker seconded. (4-0-1)

New Business:

- A. Resolution 2013-003 Resolution to Approve Attestation for District Signature Authorization
Director Overacker made a motion to approve the attestation for District signature authorization. Director Leach seconded. (4-0-1)
- B. Calaveras County Auditor-Controller District Signature Authorization - Director Mills made a motion to approve the Calaveras County Auditor-Controller District Signature Authorization. Director Overacker seconded. (4-0-1)
- C. Declaration of Surplus Property - 2000' of 3 inch cotton fire hose with brass couplings, Hose Expansion Unit Assembly Rack, Porto-Power B65115 Black/Red Hydraulic Body Repair 19 Piece Kit- Discussion/Approval Chief Stone discussed the reasons for surplus the listed items. Most are old and were grandfathered in from the consolidation of Glencoe, Mountain Ranch and RRF Fire Departments. We currently have newer equipment that serve the same purposes and don't foresee needing this equipment. The Chief intends to offer these items for sale at the Rummage Sale being held in Mountain Ranch on May 3rd and 4th at Station #3. Director Leach made a motion to approve the sale of surplus equipment as listed. Director Overacker seconded. (4-0-1)
- D. Request for Public Access to Station#5. Some local Sheep Ranch residents have set up a driving range on the property behind Station#5. They have requested access to the building to use the restrooms as necessary. Chief Stone explained that historically requests such as this had been denied but he would bring the request to the Board of Directors. The Board discussed that access by the public to an unmanned Station that has no lockable separation between the restroom facilities and the expensive fire equipment housed at the Station, puts an unreasonable amount responsibility on the public. Director Overacker made a motion to deny the request for public access at Station#5. Director Leach seconded. (4-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Chief Stone met with the Apparatus Committee regarding the search for reserve engine/water tender. Cal Fire has announced that they will hold their auction in the fall. Chief Stone started searching for used apparatus and has found a couple of vehicles that might have been good options. Unfortunately these apparatus have already sold. Given our need and that of other Fire Departments, Chief Stone would like the Board to approve

him to purchase a used apparatus with specific guidelines to expedite the purchasing process. County Counsel agreed that approving specific parameters for an apparatus purchase would serve as a Board approval for purchase without the need of an Emergency Board Meeting for a specific apparatus. Director Mills made a motion to approve Chief Stone to purchase a reserve engine/water tender that holds at least 1,000 gallons of water, a minimum 750 gpm pump, able to carry a full NFPA compliment of equipment and is a reputable engine/chassis/transmission with a cost to not exceed \$30,000. Director Overacker seconded. (4-0-1)

- B. Potential Revenue and Service Increase- Discussion. Advanced EMT program approval must come from Mountain Valley EMS. Director Mills suggested 3 Districts combine their efforts and go before the Board of Supervisors and request Mountain Valley take a more proactive approach on making the Advanced EMT an approved position for Calaveras County Fire Districts to utilize. Chief Stone said he was aware of at least two other Districts that would be interested in the approval of the advanced EMT position. Chief Stone will confirm the meeting dates for the Calaveras County Board of Supervisors and determine if other Districts would be interested in attending a meeting.
- C. Directors Reports: None

Committee Reports:

- A. Apparatus Committee met and discussed in Central's need for a reserve apparatus. Chief Stone shared the news that Cal Fire would be postponing its apparatus sale until the fall. Further discussion lead to the recommendation for the Chief to research and find a reserve apparatus with the specifications at the price set forth in the section- Unfinished Business A.

Financial:

- A. Transmittal for April 2013: Director Mills made a motion to approve the April 2013 transmittal. Director Overacker seconded. (4-0-1)
- B. Ledger April 2013- FYI
- C. CPPA and Cal Pers Health Payments-Since these are made by Resolution and not monthly Transmittal the payments amounts will be disclosed at each Board Meeting. CPPA payment was \$94.86 and the Cal Pers Health benefits were \$4642.91 (which represents the April payment).
- D. Distribution of Final Audit Booklet to Directors. Each Director was given a final copy of the Audit for 2012.
- E. Journal Entry Payment for TB Tests and Hep B vaccinations for volunteers- \$230.00 paid to the Calaveras County Public Health Department.

Fire Chief's Report: See Attached

Correspondence:

- A. Calaveras County Clerk-Recorder Letter- Notification of costs incurred by District for the mailing to notify the voters of the election consolidation. The total cost to the District is \$351.00.

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

Meeting adjourned at 7:05 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date; March 13, 2013

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

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

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

Public Comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the Meeting Minutes from the February 13, 2013 meeting. Director Leach seconded. (4-0-1)

New Business:

- A. Auditor's Annual Report- Draft-Discussion of the draft audit. Director Barr made a motion to approve the draft audit submitted by Jenkins/Smith. Director Leach seconded. (4-0-1)
- B. Jenkins & Smith Audit Acceptance Letter- Directors voted to approve the audit. Signed letter of Acceptance will be mailed to Jenkins & Smith
- C. Resolution 2013-002- Resolution Designating 19 Phenix Model 'First Due' Fire Helmets and 5 Cairns Model 990 Fire Helmets as Surplus Property and Authorizing the Fire Chief to sell these helmets at a fair market value. Chief Stone recommended selling the older style helmets and use the funds to purchase 12 new helmets for career and volunteers Fire Fighters. Director Overacker made a motion to approve Resolution 2013-002. Director Leach seconded. (4-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- Calaveras Fire Chief's Meeting- Cal Fire has made public their revised engine typing list to make the California standards match the Federal Standards. The most significant changes are with the Type 3 Wildland engines for strike teams. E-123 is now considered a Type 5/6 under the new guidelines, based on water capacity and pump ability when staffed with three firefighters. It is unclear what these changes will mean for Strike Team deployments this fire season. E-121 is still considered a Type 3 engine.
- B. Potential Revenue and Service Increase- Discussion No Update

Directors Reports: None

Committee Reports: None

Financial:

- A. Transmittal for March 2013: Director Overacker made a motion to approve the March 2013 transmittal. Director Barr seconded. (4-0-1)
- B. Ledger March 2013- FYI

- C. CPPA and Cal Pers Health Payments-Since these are made by Resolution and not monthly Transmittal the payments amounts will be disclosed at each Board Meeting. CPPA payment was \$120.34 and the Cal Pers Health benefits were \$5,428.45 (which represents the March payment).

Fire Chief's Report: See Attached

Correspondence:

- A. A. Polling Place Request from County Elections Department- The County Elections Department contacted Chief Stone about using either station #1 or #4 as a polling place. The chief recommended that Station #1 would be the better choice due to better facilities. The Board concurred. Chief Stone will return the request letter with that recommendation.
- B. ISU Insurance Letter- P-124 Reimbursement A refund was issued due to the sale of P-124.
- C. County Clerk- Special District Election Consolidation Follow Up- A letter was received detailing the need for the Elections Department to send out notices to all registered voters in Central District that the elections have been consolidated to the same year. Central will be billed for the postage required to do this.

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

Meeting adjourned at 7:29 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: February 13, 2013

Call to Order: The meeting was called to order at 5:59pm.

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

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

Public comments: None

Approval of Minutes

- A. Director Overacker made a motion to approve the Meeting Minutes from the December 12, 2012 meeting. Director Valentine seconded. (5-0-0)
- B. Director Leach made a motion to approve the Meeting Minutes from January 9, 2012. Director Overacker seconded. (5-0-0)

New Business:

- A. District Parcel Tax Exemptions-Discussion/ Approval Director Valentine made a motion to approve the refund of the \$65 parcel tax for parcel# 014-004-073-000. Director Barr seconded. (5-0-0)
- B. Board Officer Positions -Discussion/ Approval-
 - President- Director Overacker made a motion to appoint Director Valentine to the position of President of the Board for 2013. Director Leach seconded. (5-0-0)
 - Vice-President- Director Valentine made a motion to appoint Director Overacker to the position of Vice-President of the Board for 2013. Director Barr seconded. (5-0-0)
 - Secretary- Director Overacker made a motion to appoint Director Barr to the position of Secretary of the Board for 2013. Director Leach seconded. (5-0-0)
 - Treasurer- Director Valentine made a motion to appoint Director Leach to the position of Treasurer of the Board for 2013. Director Overacker seconded. (5-0-0)
- C. Budget Adjustment- Consolidation of Payroll Codes to 5001- Discussion/Approval Central Fire's original budget submitted to the County Auditor separated the money designated for all ancillary needs of payroll such as social security, Medicare and taxes. Since payroll is funded only through the 5001 code all of the money in the other codes needs to be moved to the one code. A budget adjustment was done several months ago but some money was left in a few of the codes and this action is to bring those codes to a zero balance. This does not result in an increase or decrease in the budget. Director Valentine made a motion to approve the budget adjustment. Director Overacker seconded. (5-0-0)
- D. Auditor's Annual Report- Draft-Discussion Copies of the draft audit were distributed to all of the Board members. Discussion and Approval will be tabled until the next meeting.
- E. Jenkins & Smith Audit Acceptance Letter- Tabled until next meeting when the Board has had a chance to review the Audit.

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- The auction for P-124 ended with a maximum bid of \$30,000. A reserve had been set at \$40,000. The Chief discussed this with the Apparatus

Committee and the recommendation is to accept the lower offer. The Chief will contact the highest bidding party and complete the transaction.

- B. Potential Revenue and Service Increase- Discussion Chief reported to Board his findings on developing an Advanced EMT program at Central Fire. The A-EMT would allow qualified personnel to administer advanced care on medical aids with their broader scope of practice. This could be very beneficial for the community since ambulance response times can vary. Mountain Valley EMS presented their plan for implementing and supporting this program in the counties under its jurisdiction. Mountain Valley EMS indicated it may take up to 1 year to implement the Advanced EMT program. They will keep us apprised of their progress.

Directors Reports: None

Committee Reports: Apparatus Committee met to discuss the bid for P-124. Recommendation was to accept the bid that was lower than the set reserve price.

Financial:

- A. Transmittal for February 2013: Director Overacker made a motion to approve the February 2013 transmittal. Director Valentine seconded. (5-0-0)
- B. Ledger January 2013- FYI
- C. CPPA and Cal Pers Health Payments-Since these are made by Resolution and not monthly Transmittal the payments amounts will be disclosed at each Board Meeting. CPPA payment was \$134.29 and the Cal Pers Health benefits were \$10,856.89 (which represents January and February payments).

Fire Chief's Report: See Attached

Correspondence:

- A BG Accounting Corp- Introduction Letter
- B. West America Bank- Request for Annual Audit

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

Meeting adjourned at 7:29 pm.

Approval Signature - Director

Approval Signature - Secretary

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT
MINUTES

Meeting Date: January 9, 2013

Call to Order: The meeting was called to order at 6:12pm.

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

Roll Call: Director Leach, Director Valentine and Director Overacker (via Conference Call)
Absent- Director Barr, Director Mills

Public comments: None

Approval of Minutes

- A. Meeting Minutes tabled until next meeting due to absent Directors that attended the last meeting.

New Business:

- A. Board Officer Positions -Discussion/ Approval- Tabled until next meeting so all Board Members are present to discuss position changes.
- B. Resolution 2013 Resolution Establishing Payments by Calaveras County Auditor-Controller to California Public Employees' Retirement System On Behalf Of Central Calaveras Fire. Director Valentine made a motion to approve Resolution 2013-001. Director Leach seconded. (3-0-1)

Unfinished Business:

- A. Review of Apparatus, Personnel and Buildings- San Andreas donated their old breathing support apparatus to Central Fire. West Point fire will be taking the Cascade -unit. It requires a fixed power source to fill high pressure SCBA bottles. . The Chief will refit this apparatus to become a support vehicle which will include extra air bottles for incidents requiring the use of SCBA's.
- B. Potential Revenue and Service Increase- Discussion Chief requested information from elections department for next board Meeting. Tabled until next meeting when all Board members are present.

Directors Reports: None

Committee Reports: None

Financial:

- A. Transmittal for January 2013: Director Leach made a motion to approve the January 2013 transmittal. Director Valentine seconded. (3-0-2).
- B. Ledger December 2012- FYI

Fire Chief's Report: See Attached

Correspondence:

- A. Umpqua Bank- Terms and Conditions Letter
- B. Payroll People- FUTA tax notice

Closed Session: Personnel: Volunteer Points System No Action Taken

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

Meeting adjourned at 6:49 pm.

Approval Signature - Director

Approval Signature - Secretary