



**BOARD OF DIRECTORS**  
**Foresthill Fire Protection District**  
P.O. Box 1099 Foresthill, CA 95631  
Office: (530) 367-2465 Fax: (530) 367-3498  
[www.foresthillfire.org](http://www.foresthillfire.org)

**DISTRICT BOARD**  
CHRIS REAMS  
PRESIDENT  
KEVIN GREENE  
VICE PRESIDENT  
RICHARD ARTHUR  
DIRECTOR  
TYLER HARKNESS  
DIRECTOR  
WALTER REED  
DIRECTOR  
KIRK KUSHEN  
FIRE CHIEF

**NOTICE OF REGULAR MEETING AND AGENDA**  
**Foresthill Fire Protection District Office**  
**24320 Main Street, Foresthill, CA 95631**

**REVISED AND  
REPOSTED  
8/6/2018  
5:00 P.M.**

**August 9, 2018 at 6:00 p.m.**

Written material introduced into the record: Citizens wishing to introduce written material on any item into the record at the public meeting are requested to provide a copy of the written material to the Secretary of the Board prior to the meeting date so that the material may be distributed to the Board of Directors prior to the meeting.

**FLAG SALUTE:**

**CALL MEETING TO ORDER WITH ROLL CALL OF DIRECTORS:**

Richard Arthur    Kevin Greene    Tyler Harkness    Chris Reams    Walter Reed

**MEETING PROCEDURES:** All items on the agenda will be open for public comment before final action is taken. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a five-minute time limit. The President has the discretion of limiting the total discussion time for an item. As a courtesy to others, please wait to be recognized by the President before comment. Turn off cell phones and any other distracting devices.

**AGENDA APPROVAL:** Board Action may be taken on any item on this agenda.

**MINUTES APPROVAL:**

July 12<sup>th</sup> Regular Meeting

**APPROVAL OF JULY FINANCIAL REPORT:**

**FIRE CHIEF OPERATIONS REPORT:**

- July Call Volume
- EMS and Fire Report

**ACTION ITEMS:**

1. Adopt Master Agreement between Placer Hills Fire Protection District and Foresthill Fire Protection District for the purpose of providing reciprocal fire protection and related services under this joint operations agreement.  
Recommended Action: Adopt Agreement.  
Public Comment:
2. Adopt Revision to Policy #2-006 *Controlled Substance Restock*.  
Recommended Action: Adopt Policy Revision (has already been reviewed and accepted by SSV pending FFPD Board approval).  
Public Comment:

3. Adopt Resolution #2018-06 *Resolution of the Board of Directors of the Foresthill Fire Protection District Setting Priorities for any Funds Raised through Passage of Measure F, A Special Parcel Tax before the Voters of the District in September, 2018.*

Recommended Action: Adopt Resolution.

Public Comment:

**DISCUSSION ITEMS:**

1. Volunteer Recruitment Status (Kushen)
2. State Parks Expansion Project
3. Measure F Community Education Project

**REPORTS**

1. Finance Committee (Reams/Greene)
  - a. Need Committee meeting to finalize budget recommendations for September meeting (Final Budget Adoption).
2. MOU Negotiation Committee (Arthur/Harkness)
  - a. On Hold until after 9/30/18.
3. Long Range Plan Committee (Greene/Harkness)
4. Firefighter's Association (M. Hernandez)
5. Foresthill & Iowa Hill Fire Safe Council Report
6. Director's Reports

**CORRESPONDENCE:**

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**OLD BUSINESS:**

**PUBLIC COMMENT:** This is the time for any member of the public to address the Board of Directors on any matter NOT on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions to comments. There will be no votes on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the President.

**ADJOURNMENT:**

***\*\*Next Regular Meeting: THURSDAY, SEPTEMBER 13, 2018\*\****

Foresthill Fire Protection District is committed to accommodate individuals with disabilities to participate in the public meeting process. If you have a special need to attend or participate in our public meetings, please contact our office at (530) 367-2465, in advance of the meeting so that we may make every reasonable effort to accommodate you.



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### DISTRICT BOARD

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### Minutes of Regular Board of Directors Meeting

Thursday, July 12, 2018

Foresthill Fire Protection District Administration Office

24320 Main St.

Foresthill, CA 95631

Video: <https://vimeo.com/279959055>

President Chris Reams called the meeting to order at 6:01 p.m.

**Directors in Attendance:** Reams, Arthur, Reed and Harkness.

**Directors Absent:** Greene

**Staff in Attendance:** Chief Kushen and Secretary Metz.

**Approval of Agenda:** Director Reed made a motion to approve the agenda as presented. Director Arthur seconds the motion. Motion carries.

#### **Approval of previous Meeting Minutes:**

- Director Arthur made a motion to approve the minutes of the June 21<sup>st</sup> regular meeting as presented. Director Reed seconds the motion. Motion carries.

#### **Approval of Financial Report:**

Total expense is at 101.41% with 100% of FY elapsed (through 6/30/18).

- OT –
  - Sept 2018-Dec 2018 \$64,404.30
  - Jan 2018-Mar 2018 \$31,316.19
  - April 2018 \$3,991.07
  - May 2018 \$3,525.05
  - June 2018 \$4,475.08
- The "County" fire strike team deployed on 6/30/18 so if OES holds true to form, we will receive separate invoices for 6/30 only and the remainder of the strike team since the fiscal year changed.
- There is a Finance Committee meeting scheduled for Friday to work on a final budget.
- The UNAUDITED numbers for FY 17/18 are:
  - Net Income \$208,592
    - Strike Team revenue greater than budgeted for. (\$152,989)
    - Sale of Suburban and Old M-89. (\$8,801)
    - Ambulance revenue greater than budgeted. (\$73,293)
    - I will have Reserve Balances after the CPA does our audit. They make the adjustments.
- Invoiced USFS for the "Chicken Hawk" Incident. \$585.63.
- Director Arthur made a motion to approve the June financials as presented. Director Reed seconds the motion. Motion carries.

#### **Fire Chief Operations Report:**

Significant calls: One acre vegetation fire on Chicken Hawk Rd in Tahoe National Forest just inside Foresthill Fire District. WT89 responded.

- Strike Team: B88 deployed to County Fire in Yolo on 6/23 around midnight. Redeployed to Klamathon Fire in Siskiyou County last Saturday at 0300. Demob and returned to district 7/10.
- Special Events: Western States 100 Mile Tevis Cup horse race is Saturday 7/28. FHF unable to staff. Event will need to contract with a dedicated ambulance. USFS and Cal Fire to assist that ambulance until event moves into FHF District East of Michigan Bluff.
- Prevention: HVA on Wizard Way property started but now on hold due to 3 large bee hives. Waiting to hear back from County on what Plan B is. CCC is doing the clearing.
- Numerous new construction site inspections and flow tests.
- Apparatus: M88 had coolant leak at turbo found during 90 day inspection. At dealer for warranty repair. Should be back 7/12.
- M90 has fuel system issue - losing pressure. Won't restart when warm. Went to shop yesterday.
- Facilities: Porter's Garage roof work complete. ST88 roof next.
- ENG Pierce doing dry rot repairs at ST90. Work performed on duty.
- Grants: Still waiting for update on regional SCBA \$200,000 grant to replace outdated SCBAs that were originally acquired with grant in 2003.
- Also regional radio and prevention grant still pending approval.

**Action Items: NONE**

**Discussion Items:**

1. Volunteer Recruitment Status.
  - a. We have received 0 Volunteer applications.
2. Review letter from MOU Committee to Local 3800 requesting to postpone negotiations on a new contract until after 10/1/2018. This will be post-tax measure election when better financial information will be available.
3. Secretary Metz read the letter aloud.

**Reports:**

1. Finance Committee (Reams/Greene)
  - a. VP Greene on Strike Team so 7/13 meeting cancelled.
2. MOU Negotiations (Arthur/Harkness)
  - a. Postponed
3. Long Range Plan Committee
  - a. None
4. Firefighter's Association

- a. Association President, Mondo Hernandez reported that currently the Association is gearing up for the garage sale.
5. Iowa Hill and Foresthill Fire Safe Council
  - a. None
6. Director's Reports
  - a. None

**Correspondence:**

- None

**Old Business:**

- None

**Public Comment:**

- Unidentified Speaker addressed the Board regarding the proposed expansion of State Parks trails and additional campsites. President Reams agreed to put this item on the agenda for discussion in August.

Meeting adjourned by President Reams at 6:52 p.m.

**NEXT REGULAR MEETING: THURSDAY, AUGUST 9, 2018 6:00 P.M.**

Respectfully Submitted:

  
\_\_\_\_\_  
Patrice Metz, Board Secretary



**Foresthill**  
**Fire Protection District**  
**Financial Report**  
**July, 2018**  
**Fiscal Year 2018-2019**  
**Month 1**  
**8.3% FY Elapsed**

YTD Budget vs. Actual	(Not Avail. until Final Budget is approved.)
YTD Balance Sheet	1
Month 1 Expenditures	3
Monthly Ambulance Revenue	6
YTD Ambulance Billing vs. Revenue	7
YTD Fire Facility Fees	8
Monthly Check Register	9
Strike Team Report	10
Overtime Reports, PP 14 and PP 15	11
<b>Total Expenses, FM 1:</b>	<b>\$124,320.27</b>

**Foresthill Fire Protection District**  
**Balance Sheet**  
As of July 31, 2018

Jul 31, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

11100 · Cash in Treasury - General Fund	138,129.38
11110 · Cash in Treasury - Capital Fund	196,567.29
11120 · Cash in Treasury - GEMT	48,423.52
12000 · Wells Fargo Bank (Fire)	219,755.97
13200 · Bank - Ambulance Billing	10,278.17

**Total Checking/Savings** 613,154.33

**Accounts Receivable**

15000 · Accounts Receivable	
15100 · Wittman (Ambulance)	200,148.03
15200 · Other	3,904.18
15300 · Strike Team	585.63

**Total 15000 · Accounts Receivable** 204,637.84

**Total Accounts Receivable** 204,637.84

**Other Current Assets**

12200 · Prepaid Expenses	11,349.33
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**Total Other Current Assets** 11,349.33

**Total Current Assets** 829,141.50

**Fixed Assets**

**16000 · Capital Assets (Fire)**

16100 · Land	100,000.00
16200 · Building	441,658.14
16300 · Vehicles	1,150,788.90
16400 · Office Furniture & Equipment	407,715.95
16900 · Accumulated Depreciation	-1,596,521.00

**Total 16000 · Capital Assets (Fire)** 503,641.99

**17000 · Capital Assets (Ambulance)**

17300 · Vehicles	424,338.62
17800 · Goodwill	58,939.00
17900 · Accumulated Depreciation	-234,147.00

**Total 17000 · Capital Assets (Ambulance)** 249,130.62

**Total Fixed Assets** 752,772.61

**TOTAL ASSETS** **1,581,914.11**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts payable	18,947.67
20100 · Vouchers Payable	-70,000.00
20200 · Wages Payable	4,750.00

**Total Accounts Payable** -46,302.33

**Other Current Liabilities**

21300 · Employee Payables	
21360 · Medical Ins. Payable	-6.71
21375 · 457 Plan	3,480.24
21380 · AFLAC	-19.66
21381 · Union Dues	470.00
21385 · Vacation-Sick Liability	32,686.62
21395 · Other	21.45

**Total 21300 · Employee Payables** 36,631.94

**Total Other Current Liabilities** 36,631.94

**Total Current Liabilities** -9,670.39

**Long Term Liabilities**

26100 · Donations - Payable	1,000.00
28000 · Homeowner	
28110 · Monte Verde Fuel	
28111 · Fund Expenses	-19,861.28

12:28 PM  
08/07/18  
Accrual Basis

**Foresthill Fire Protection District**  
**Balance Sheet**  
**As of July 31, 2018**

	<u>Jul 31, 18</u>
28110 - Monte Verde Fuel - Other	39,195.59
Total 28110 - Monte Verde Fuel	<u>19,334.31</u>
Total 28000 - Homeowner	19,334.31
Total Long Term Liabilities	<u>20,334.31</u>
Total Liabilities	10,663.92
Equity	
31000 - Investment Capital Assets-Fire	565,116.69
31100 - Investment Capital Assets-Amb	187,655.92
32000 - Reserves-Restricted	
32200 - Capital Improvements-Restricted	<u>158,535.05</u>
Total 32000 - Reserves-Restricted	158,535.05
33000 - Reserves - Retained Earnings	410,957.39
33100 - Reserves - General Reserves	328,809.78
34000 - Contingency Fund	25,000.00
Net Income	<u>-104,824.64</u>
Total Equity	<u>1,571,250.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,581,914.11</u></u></b>



**Foresthill Fire Protection District**  
**Monthly Expenses**  
**FM1**  
**July 2018**

	<u>Jul 18</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
<b>51001 · Salaries &amp; Wage(Administration)</b>		
160 · Administrative Wages	2,950.00	
165 · Employee Benefits		
155 · Payroll Taxes	7,298.12	
991 · Vacation & Sick	3,379.39	
993 · Medical Health & 457 Plan	5,420.35	
<b>Total 165 · Employee Benefits</b>	<u>16,097.86</u>	
<b>Total 51001 · Salaries &amp; Wage(Administration)</b>	19,047.86	
<b>51002 · Salaries &amp; Wages (Fire &amp; Ambul)</b>		
102 · Lieutenants	4,422.06	
104 · Captains	15,507.96	
105 · Part-Time Daily Staffing	2,553.44	
106 · Pay Per Call/Resident Stipend	200.00	
158 · Engineers	4,054.33	
159 · Firefighters	6,930.04	
161 · Overtime Fire & Ambulance	12,008.23	
171 · Out of Class Pay	278.42	
<b>Total 51002 · Salaries &amp; Wages (Fire &amp; Ambul)</b>	<u>45,954.48</u>	
<b>51005 · Salaries &amp; Wages (Strike Team)</b>		
172 · Strike Team Labor	12,464.59	
174 · Stipend - Backfill	366.67	
177 · Strike Team - Overtime	29,809.66	
<b>Total 51005 · Salaries &amp; Wages (Strike Team)</b>	<u>42,640.92</u>	
<b>51315 · Workers Comp Insurance</b>		
108 · FDAC-FASIS	5,674.67	
<b>Total 51315 · Workers Comp Insurance</b>	<u>5,674.67</u>	
<b>62000 · Services &amp; Supplies (Fire)</b>		
110 · Cleaning Supplies	238.30	
190 · Small Tools and Equipment	172.88	
<b>Total 62000 · Services &amp; Supplies (Fire)</b>	<u>411.18</u>	
<b>62290 · Fleet Maintenance (Fire)</b>		
115 · Fire Dist. Parts & Repair		
115-6 · BATT88-77885	211.39	

**Foresthill Fire Protection District**  
**Monthly Expenses**  
**FM1**  
**July 2018**

	<u>Jul 18</u>	<u>Annual Budget</u>
<b>Total 115 · Fire Dist. Parts &amp; Repair</b>	<u>211.39</u>	
<b>Total 62290 · Fleet Maintenance (Fire)</b>	211.39	
<b>62405 · Maintenance Buildings</b>		
117 · Fire #88	72.00	
118 · Fire #89	75.00	
119 · Fire #90	219.00	
120 · District Office	-75.00	
<b>Total 62405 · Maintenance Buildings</b>	<u>291.00</u>	
<b>69800 · Uncategorized Expenses</b>	5.80	
<b>72523 · Office Expenses</b>		
127 · Postal Expense	98.88	
129 · Copier Lease	53.63	
<b>Total 72523 · Office Expenses</b>	<u>152.51</u>	
<b>72555 · Professional Services (Fire)</b>		
132 · Legal Services	906.00	
157 · Banking Fee's & Check's	21.98	
167 · Payroll Processing Fees	281.26	
168 · Information Technology	474.00	
169 · Fire Chief Contract Services	4,750.00	
<b>Total 72555 · Professional Services (Fire)</b>	<u>6,433.24</u>	
<b>72556 · Professional Service(Ambulance)</b>		
222 · Banking Fee's & Checks	33.26	
226 · Wittman Billing Services	625.76	
<b>Total 72556 · Professional Service(Ambulance)</b>	<u>659.02</u>	
<b>82770 · Fuel for Equipment</b>		
141 · Fuel	1,473.84	
<b>Total 82770 · Fuel for Equipment</b>	<u>1,473.84</u>	
<b>82965 · Utilities</b>		
<b>148 · P G &amp; E</b>		
148-1 · Porter Garage	101.47	
148-2 · Street Light	11.23	
148-3 · Admin Office	212.83	
148-4 · FS 88	55.41	
148-5 · FS 89	16.68	
148-6 · FS 90	389.57	

**Foresthill Fire Protection District**  
**Monthly Expenses**  
**FM1**  
**July 2018**

	<u>Jul 18</u>	<u>Annual Budget</u>
<b>Total 148 - P G &amp; E</b>	787.19	
<b>150 - Telephone &amp; Cell Phones</b>		
<b>Admin</b>	237.95	
<b>FS 90</b>	147.97	
<b>150 - Telephone &amp; Cell Phones - Other</b>	191.25	
<b>Total 150 - Telephone &amp; Cell Phones</b>	<u>577.17</u>	
<b>Total 82965 - Utilities</b>	<u>1,364.36</u>	
<b>Total Expense</b>	<u>124,320.27</u>	

**Foresthill Fire Protection District**  
**Ambulance Deposit Detail**  
July 2018

Type	Date	Account	Amount
Deposit	07/03/2018	13200 · Bank - Ambulance Billing	\$117.66
Deposit	07/10/2018	13200 · Bank - Ambulance Billing	\$785.95
Deposit	07/12/2018	13200 · Bank - Ambulance Billing	\$632.85
Deposit	07/16/2018	13200 · Bank - Ambulance Billing	\$3,091.00
Deposit	07/17/2018	13200 · Bank - Ambulance Billing	\$2,751.20
Deposit	07/19/2018	13200 · Bank - Ambulance Billing	\$628.33
Deposit	07/24/2018	13200 · Bank - Ambulance Billing	\$2,922.60
Deposit	07/26/2018	13200 · Bank - Ambulance Billing	\$757.00
Deposit	07/30/2018	13200 · Bank - Ambulance Billing	\$6,046.56
Deposit	07/31/2018	13200 · Bank - Ambulance Billing	\$3,179.68
Deposit	07/31/2018	13200 · Bank - Ambulance Billing	\$240.03
			<b><u>\$21,152.86</u></b>

**Foresthill Fire Protection District**  
**Ambulance Billing vs. Revenue**  
June 2018

	<u>Jun 18</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
42000 - Ambulance Income		
42100 - Service Fees	63,841.35	
42500 - Write Down	-36,169.78	
<b>Total 42000 - Ambulance Income</b>	<u>27,671.57</u>	
<b>Total Income</b>	<u>27,671.57</u>	
<b>Gross Profit</b>	<u>27,671.57</u>	
<b>Net Ordinary Income</b>	<u>27,671.57</u>	
<b>Net Income</b>	<u><u>27,671.57</u></u>	

FFPD ASSESSMENT FEES  
2018-2019

Receipt #	Date Paid	Amount	APN	Year to Date	Balance
<b>BALANCE FORWARD</b>					<b>\$ 212,654.59</b>
1484	7/10/2018	\$ 2,328.00	265-080-011-000	\$ 2,328.00	
					\$ 214,982.59
1485		<b>VOID</b>		\$ 2,328.00	
					\$ 214,982.59
1486	7/30/2018	\$ 2,669.44	073-410-007-000	\$ 4,997.44	
					\$ 217,652.03
1487	7/31/2018	\$ 643.11	257-180-041-000	\$ 5,640.55	
					\$ 218,295.14

**Foresthill Fire Protection District**  
**WFB Check Register**  
 July 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
07/19/2018	EFT	Aflac	\$255.52
07/19/2018	EFT	Sierra MSP, LLC	\$474.00
07/19/2018	EFT	Universal Premium Fleet Card	\$2,403.18
07/19/2018	EFT	Verizon	\$229.16
07/24/2018	EFT	PG&E	\$787.19
07/19/2018	12214	Ameritas Life Insurance Corp.	\$438.92
07/19/2018	12215	CIT	\$53.63
07/19/2018	12216	Dial Long Distance Inc.	\$128.60
07/19/2018	12217	FASIS	\$17,024.00
07/19/2018	12218	Foresthill Valero	\$399.92
07/19/2018	12219	Grants Hardware & Plumbing	\$231.03
07/19/2018	12220	International Assn. of FF Local 3800	\$700.00
07/19/2018	12221	Keith A. Hernandez	\$113.39
07/19/2018	12222	Legacy Propane	\$197.12
07/19/2018	12223	Nationwide Retirement Solutions	\$8,816.07
07/19/2018	12224	Occu-Med	\$116.50
07/19/2018	12225	Riebies Auto Parts	\$12.13
07/19/2018	12226	Sebastian Telephone	\$385.92
07/19/2018	12227	TIAA Commercial Finance, Inc.	\$196.52
07/19/2018	12228	Wright Heating and Airconditioning	\$75.00
07/24/2018	12229	Clark Pest Control	\$216.00
07/24/2018	12230	Darlene Serpa	\$640.00
07/24/2018	12231	Dial Long Distance Inc.	\$62.65
07/24/2018	12232	Galls	\$211.39
07/24/2018	12233	Kronick Moskovitz Tiedemann & Girard	\$906.00
07/24/2018	12234	L.N. Curtis & sons	\$172.88
07/24/2018	12235	Sac-Val Janitorial	\$238.30
07/24/2018	12236	Sierra Sacramento Valley EMS	\$600.00
07/24/2018	12237	Wittman Enterprises, LLC	\$625.76
			<u><b>\$36,710.78</b></u>

Strike Team  
Reimbursement Report  
FY 2018/2019

Fire Name	# Hours	# Pers.	Personnel Total	Engine Hours	Engine Reimb.	Admin. Surcharge	Total Dist. Revenue	Total Reimb.	Invoice Rec'd Date	Date Payment Rec'd.
Chicken Hawk Ferguson	6.5	1	\$ 143.63	6.5	\$ 442.00	\$ -	\$ 442.00			



2018\_PP 14  
OT Report

Total Hours	Reason
11	B/F Strike Team
12	B/F Vacation
24	B/F Strike Team
11	Deployed
24	Deployed
24	Deployed
12	Deployed
24	Deployed
24	Deployed
1	Late Call
24	B/F Strike Team
24	Deployed
24	Deployed
24	Deployed
24	Deployed
24	Up Staff for Holiday
24	B/F Strike Team
4	B/F Strike Team
24	Deployed
24	Deployed
24	Deployed
24	Deployed
11	B/F Strike Team
12	Holiday Pay
24	B/F Strike Team
24	B/F Strike Team
24	B/F Strike Team
12	Holiday Pay
1	Deployed
24	Deployed
24	Deployed
<hr/>	
	Strike Team OT: \$10,942.75
<u>591</u>	All Other: \$6,464.59
	TOTAL: \$17,407.34

2018\_PP 15  
Board OT Report

Total Hours	Reason
24	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
24	Backfill Strike Team
24	Backfill Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
10	Strike Team
12	Backfill Strike Team
24	Backfill Strike Team
24	Backfill Vacation
24	Backfill vacation
24	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
24	Backfill Strike Team
12	Backfill Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
10	Strike Team
24	Backfill Strike Team
24	Backfill
24	Backfill Vacation
24	Strike Team
24	Strike Team
24	Strike Team
12	Backfill Strike Team
8	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
24	Strike Team
126.7	FLSA
958.7	\$24,410.55
	Strike Team: \$19,097.29
	Non-ST: \$5,313.26

**FORESTHILL FIRE DISTRICT  
CALL BREAKDOWN 2018**

<b>2018</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	<b>%</b>
Animal Rescue	0	0	0	0	0	0	0						0	0.0%
Structure Fire	0	0	2	0	0	0	3						5	1.3%
Chimney Fire	0	0	0	2	0	0	0						2	0.5%
Cooking Fire	0	0	0	0	0	0	0						0	0.0%
Vehicle Fire	1	0	0	0	0	0	1						2	0.5%
Vegetation Fire	0	1	0	0	2	1	2						6	1.6%
Burn Pile/trash/dumpster	0	1	0	3	0	0	0						4	1.1%
Mutual/Auto Aid/Strike	0	0	0	0	0	0	0						0	0.0%
Medical Aid	26	20	33	29	38	27	28						201	54.2%
<b>Transports</b>	19	15	24	21	21	23	17						140	69.7%
Vehicle Accidents	1	2	1	6	7	6	2						25	6.7%
Hazardous Leak/explosion	1	1	3	0	0	0	2						7	1.9%
Hazardous Lines/Electrical	0	1	2	1	2	1	2						9	2.4%
Public Assist	8	7	10	3	3	4	8						43	11.6%
Smoke/Unauthorized burn	1	2	1	0	0	2	4						10	2.7%
Hasty Search	0	0	0	0	0	0	0						0	0.0%
False Alarm	0	1	1	2	2	2	1						9	2.4%
Smoke detector no fire	0	0	0	0	0	0	0						0	0.0%
Severe Weather	0	0	0	0	0	0	0						0	0.0%
Other or Cancelled en Route	6	8	8	4	5	6	11						48	12.9%
<b>Totals</b>	<b>44</b>	<b>44</b>	<b>61</b>	<b>50</b>	<b>59</b>	<b>49</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>371</b>	

**MASTER AGREEMENT BETWEEN PLACER HILLS FIRE PROTECTION  
DISTRICT AND FORESTHILL FIRE PROTECTION DISTRICT FOR THE PURPOSE  
OF PROVIDING RECIPROCAL FIRE PROTECTION AND RELATED SERVICES  
UNDER THIS JOINT OPERATIONS AGREEMENT**

**DRAFT AGREEMENT 8/6/2018**

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THIS AGREEMENT is made and entered into this date \_\_\_\_ of \_\_\_\_\_, 2018 by and between the Placer Hills Fire Protection District, an independent fire district and the Foresthill Fire Protection District, an Independent fire district. This Agreement shall be known as the Master Joint Operations Agreement among the Placer Hills Fire Protection District and the Foresthill Fire Protection District (REFERRED TO HEREIN AS THE “Joint Operations Agreement”, “JOA” or “The Master Agreement”) and shall be the basis for cooperation in the provision of fire and emergency services between all parties. Each party may be referred to in this Agreement as “party” or collectively as “parties” or “departments”.

**RECITALS**

**WHEREAS**, the Placer Hills Fire Protection District entered into a Joint Operations Agreement with the Foresthill Fire Protection District dated \_\_\_\_ of \_\_\_\_\_ all of which describe a basis for greater cooperation among the fire agencies in the provision of fire protection and emergency medical services; and

**WHEREAS**, through each party’s participation in the Joint Operations Agreement, significant improvements in training, safety and supervision and overall greater efficiency in the delivery of fire protection to the citizens, businesses and visitors within the communities will occur and

**WHEREAS**, all parties in recognition of the success that has been achieved in the more efficient provision of services under the current shared service contract, desire to memorialize into a JOA agreement, the terms and conditions of the prior agreements and parameters of cooperation between fire agencies, which have grown, but are not generally covered under the Joint Operations Agreement and to provide a framework under which new areas of cooperation may be initiated or new parties may be added; and

**WHEREAS**, all parties have determined that their agents on matters relating to this Agreement shall be their respective District Boards of Directors, the Fire Chief, and/or his/her authorized designees or successors.

**NOW, THEREFORE**, pursuant to the authority granted by California Government Code 6502 and 55632 and Health & Safety Code §13050 and in consideration of the mutual promises and obligations as set forth herein the parties hereby agree that a Joint Operations Agreement between the Placer Hills Fire Protection District and the Foresthill Fire Protection District is hereby established as follows:

\*(The following code quotes in yellow do not need to be included in the final document)

**California Government Code 6502.**

If authorized by their legislative or other governing bodies, two or more public agencies by agreement may jointly exercise any power common to the contracting parties, including, but not limited to, the authority to levy a fee, assessment, or tax, even though one or more of the contracting agencies may be located outside this state.

It shall not be necessary that any power common to the contracting parties be exercisable by each such contracting party with respect to the geographical area in which such power is to be jointly exercised. For purposes of this section, two or more public agencies having the power to conduct agricultural, livestock, industrial, cultural, or other fairs or exhibitions shall be deemed to have common power with respect to any such fair or exhibition conducted by any one or more of such public agencies or by an entity created pursuant to a joint powers agreement entered by such public agencies.

*(Amended by Stats. 2014, Ch. 386, Sec. 2. (AB 2170) Effective January 1, 2015*

**California Government Code 55632.**

The legislative body of any local agency may contract with any other local agency for the furnishing of fire or police protection to such other local agency.

*(Amended by Stats. 1970, Ch. 1068.)*

**Health and Safety Code §13050**

The apparatus, equipment and firefighting force of any public entity may be used for providing fire protection or firefighting services:

- (a) In any other public entity with the consent of the chief administrative officer of the office or department authorized by law to provide fire protection in such other public entity.
- (b) Outside the limits of any public entity.

1. INTENT

- a. It is the intent of all parties to this agreement to continually seek out and employ joint methods, practices, policies and/or procedures that will serve to maintain or improve the safety and levels of emergency and fire prevention services provided to the citizens and visitors of all the cooperating departments and to improve the existing practices of all departments to assure the highest levels of employee safety, emergency operations, administrative efficiency and cost effectiveness in the delivery of fire protection, EMS and other emergency services.
- b. In Support of the intent of this agreement, all parties agree that wherever appropriate those operational joint methods and policies that are adopted under this agreement be fully implemented by all parties and that not to do so will impede the effective joint delivery of service.

2. RESPONSE TO INCIDENTS

- a. All parties agree that providing a fire engine to an incident in the least amount of time regardless of jurisdiction provides a higher level of service to the citizens and visitors of all jurisdictions and is in all parties' best interest.

The parties shall establish protocols for the deployment of fire engines and personnel to emergency incidents within each party's jurisdiction. Such protocols may include the dispatch of resources to emergencies based upon the quickest response times to the incident regardless of jurisdiction.

- b. The parties shall establish protocols for the purpose of maximizing the fire protection coverage of the jurisdiction through the repositioning of engines should some of the normally staffed engines be committed to incidents for extended periods of time.
- c. All parties shall review the response protocol annually, or when staffing or other resource changes, to ensure that one department is not overly burdened by responses to the other jurisdiction of the other departments.

### 3. JOINT COMMAND AND SUPERVISION OF FIRE DISTRICTS

- a. The parties shall establish protocols for the shared supervision and incident command of emergency personnel and resources of the parties' fire departments by the chief officers and captains of their respective fire departments. Any such protocols may include but are not limited to a provision for the assignment of shift supervision and the incident command responsibility between the officers of the respective fire departments and to establish joint supervisory resources of the respective fire departments.
- b. When officers of a party's fire department are serving in the capacity of joint or unified command or the regular assigned supervision of another department's employees and shall be entitled to exercise the power and authority as if such officer was an officer employed by all parties, EXCEPT AS TO DISCIPLINE, as defined in subsection (C), which shall be exclusively administered by the employing agency. Such officer shall also be entitled to the immunities set forth in state and/or federal law for all decisions and actions taken on behalf of employees and officers of the respective parties when serving in a joint or cooperative manner of supervision or incident command for all fire departments.
- c. For the purposes of this agreement, discipline is defined as a formal or adverse action resulting in a punitive result (e.g. written reprimand, suspension without pay, demotion, reduction of pay or dismissal) for an employee. Officers may, at the discretion of the Fire Chief of the employing agency, conduct investigation on behalf of that agency, to include findings of the facts. Discipline, as herein defined, shall only be administered by the employing agency, providing for one level of administrative oversight above that of the individual providing the final decision, to allow for a level for any potential appeals. For the purposes of this agreement, the final level of appeals could be the District Board of Directors.

### 4. COMMON OPERATIONS TRAINING, STANDARDS GUIDES AND STANDARD EVOLUTIONS

- a. The fire chief or their designee of the member departments shall develop maintain and periodically update a common set of Standard Policies, Operating Guides, Standard Evolutions and Operating Training Standards. These common processes shall be universally implemented by all uniformed members departments.

5. JOINT USE OF PERSONNEL

- a. Parties shall mutually, upon request of another party and subject to availability of appropriate personnel, assign firefighters to staff the fire stations and/or equipment of the other party and respond equipment of the other party to incidents as may occur, in the same manner as if the station and equipment were staffed by the requesting parties' personnel. During times when personnel are so assigned, they shall be under the control and direction of the requesting party.
- b. **Strike Team Staffing**  
At the discretion of the Fire Chief or the Battalion Chief, apparatus may be assigned to Strike Teams as requested. At no time will staffing within JOA jurisdictions be compromised for Strike Team assignments. Strike Team engines may include co-staffing from the members of the JOA.
- c. Each party hereto, shall procure and maintain for the duration of the agreement workers' compensation insurance or self-insurance covering that party's own employees/personnel. A requesting party shall not be responsible for obtaining workers' compensation insurance for another party's employee, and shall therefore not be subject to civil, criminal or other penalties for failure to obtain workers' compensation coverage in the event of injury or illness to another party's employee suffered in the course of providing services under this agreement. A requesting party shall be responsible for reimbursing the party providing any personnel for the cost of such personnel, including without limitation, wages, benefits, workers compensation insurance and employee taxes. A party providing the personnel shall provide the requesting agency a periodic request for payment accounting for all costs for the assignment of its personnel. A final invoice must be submitted to the requesting party for the final payment within 60 days following the termination of the use of those personnel. The requesting party shall make payment to the other party within 30 days of receipt of the request for payment.

6. AREAS OF COOPERATION INVOLVING LESS THAN THE ENTIRE MEMBERSHIP OF THE JOA

- a. Two or more parties, subsequent to a discussion of all parties to this agreement, may adopt other policies or protocols, or enter into separate contracts or sub-agreements in the furtherance of the intent of this Joint Operations Agreement. Such policies or protocols, or contracts or sub-agreement shall not be detrimental to the JOA or any party to the JOA and may include but not be limited to items having to do with: public and firefighter safety, training, fire prevention, public education, equipment standardization, joint use of facilities, or equipment or provision or cost sharing of operations, administrative or management services or other administrative or support staff. Any sub-agreement entered into by less



than the entire membership of the JOA will be recognized as a part of the Joint Operations Agreement and attached as a supplemental agreement.

Unless otherwise indicated by the specific project or service, the standard terms and conditions set forth in the Joint Operations Agreement shall apply to the other areas of cooperation established under this section.

## 7. Insurance

- A. All parties shall maintain insurance or lawful self-insurance meeting the limits below:

### WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- a. Workers' Compensation insurance with a statutory limit as required by the Labor Code of the State of California.
- b. Employers Liability with limits of \$1,000,000 per accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- c. Thirty (30) days' prior written notice of cancellation or material change must be provided to **by each party to the other**.
- d. Required Evidence of Coverage.
- e. Properly completed Certificate of Insurance.

### B. General Liability

- a. Commercial General Liability Insurance no less broad than ISO form CG 00 01.
- b. Minimum Limits; \$5,000,000 per Occurrence; \$10,000,000 General Aggregate.
- c. **Each Party** and its officers, agents and employees must be endorsed as an additional insured for the liability arising out of ongoing operations by or on behalf of the other party.
- d. The policy definition of "insured contract" must include assumptions of liability arising out of both ongoing operations hazard ("f" definition of insured contract in ISO form CG 00 01, or equivalent).
- e. The Insurance provided to **each party and its officers, agents and employees** as an additional insured must be primary and non-contributory with respect to any insurance or self-insurance program maintained by **the other party**.

### C. Vehicle Liability

- a. Minimum Limit: \$1,000,000 combined single limit per accident.
- b. Coverage must apply to all owned, hired and non-owned vehicles.
- c. Each Party must qualify as an insured.

8. ADDITIONAL PARTIES

Other western Placer County fire agencies may make a written request to the existing JOA membership to become a member of the JOA. The request shall indicate a commitment to the intent of the JOA and all its provisions of this agreement. Once a member of the JOA, new members may petition the parties to any sub-agreement to participate in that sub-agreement. Approval to participate in the JOA or any sub-agreement requires concurrence of all signatory parties to this JOA.

9. WITHDRAWAL FROM THE JOA

A party to this agreement may withdraw from the Agreement without penalty with one hundred and eighty days written notice (180) to the other members. Such withdrawing Member shall perform all obligations under this Agreement until the noticed date of withdrawal.

The term of this agreement is for an indefinite period; terminable at the instance of a majority of all parties expressed in writing with a one hundred and eighty (180) day termination date from the date of the majority vote approving such termination.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

FORESTHILL FIRE PROTECTION DISTRICT                      Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Reams, Chairman of the Board of Directors

PLACER HILLS FIRE PROTECTION DISTRICT                      Date: \_\_\_\_\_

By: \_\_\_\_\_  
Peter Hills, Chairman of the Board of Directors

# FORESTHILL FIRE PROTECTION DISTRICT

## POLICY MANUAL

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**POLICY TITLE** CONTROLLED SUBSTANCE INVENTORY & RESTOCK

**ADOPTED:** 4/13/2017

**POLICY NUMBER** 2-006

**AMENDED:** DRAFT

### **PURPOSE:**

The Federal Government regulates controlled substances such as Morphine and Versed. The Sierra Sacramento Valley EMS Authority (SSV-EMS), policy refers to the requirements set forth by the Federal Government, and allows for each ALS agency to develop their own policy based on Government regulation. The purpose of this policy is to define how FFD as an ALS agency, will monitor inventory, usage, and develop an accountability system that will meet and or exceed those regulations set for by the Federal Government.

All Paramedics and Command staff will be trained on this policy during orientation and periodically thereafter. Violation of Federal Regulations with regard to controlled substances can lead to heavy fines for the District, suspension of our ALS program, and criminal prosecution of those involved in any violation, including the program administrator.

This policy will address how, as an agency, our District will manage our supply of narcotics.

### **NARCOTIC STORAGE / MEDICS**

Each ambulance and ALS engine will carry six (6) vials of Fentanyl or 60mg Morphine Sulphate and four (4) vials of Versed.

For Medic 88 and Medic 90: Both units have a Knox safe bolted into the unit. This safe is opened by individual Personnel Identification Numbers (PIN) given to each paramedic. The safe electronically tracks who opens it and when. Each unit has an inner clear plastic box secured with a numbered inventory control tag.

For Medic 89: There is a small key safe. The code for the key safe is known by all paramedics. Inside the key safe is a key which opens the narcotic locker. There is an inner clear plastic box secured with a numbered inventory control tag.

On the Brush and Engine there is a clear plastic lock box inside the locking compartment.

\*Spare Inventory Control Tags are kept in the Knox safe located in the Administration office.

### **NARCOTIC STORAGE / OFFICE**

Administration office will have a safe bolted to the wall for storage of replacement Fentanyl, Versed and replacement inventory control tags. No more than twenty-five (325) 50 mcg/ml vials of Fentanyl and (210) 10 mg/2cc vials of Versed shall be stored at any time. (35) vials Morphine Sulphate 10mg/ml or combined Fentanyl/MS. This safe is opened by two keys. One key is kept in all ambulance safes, accessible to all paramedics by their own PIN. The

# FORESTHILL FIRE PROTECTION DISTRICT

## POLICY MANUAL

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second key is stored in a key safe, bolted to the wall of the office. This safe is accessible to the Chief and selected BLS Captains and Lieutenants by their own PIN. All vaults electronically track who opens it and when. Every time these safes are opened, the contents will be inventoried in the log and signed by both parties.

There is a second safe bolted to the wall, for storage of expired narcotics. This safe is opened by two keys as above. All vaults electronically track who opens it and when. Each time these safes are opened, the contents will be inventoried in the log, and signed by both parties.

### TRACKING / SECURITY

Narcotics can only be controlled and possessed by Paramedics, Registered Nurses and Physicians. No other personnel will be given a PIN or allowed to use the combinations.

### DAILY INVENTORY / SHIFT CHANGE

At the beginning of each shift, and/or change in ALS personnel, the Narcotics at the given station that the employee is assigned to will be inventoried. For all ALS-to-ALS crew changes, the oncoming paramedic and the off going paramedic will check the narcotics together. They will agree that the correct amount of narcotics are present. After opening the ambulance safe and gaining access to the inner container, they will ensure that the inner container is locked and that the inventory control tag is in place. The narcotics can then be inventoried by looking through the clear plastic container. Upon agreement that the count is correct, and the integrity of the narcotics are intact, they will sign the inventory log in the appropriate place, and re-secure the narcotics. The Admin. safe will be inventoried anytime it is opened.

### NORMAL SHIFT CHANGE (ALS TO ALS)

For all crews that are assigned to a 48-hour shift, day two of the shift will not require a signature on the inventory control log, as long as the person of record on the inventory control log retains accountability for the controlled substances. Anytime there is a change in ALS personnel, there will be documentation on the inventory control log; example: if an ALS employee works a partial shift to cover a second ALS employee, when the second ALS employee reports they must sign for the narcotics as described above in the ALS to ALS crew change.

### DISCREPANCIES

At any time there is a discrepancy in the narcotics count, the narcotic inventory logs or any evidence that there has been tampering with the narcotics, the following shall be adhered to:

1. The discoverer of the discrepancy shall do the following:
  - a. Notify the Chief, Duty Chief, his or her supervisor and the Administrative Captain immediately, unless the discrepancy involves one of them.
  - b. Decide if the off going crew could be responsible for discrepancy. If not, the

# FORESTHILL FIRE PROTECTION DISTRICT

## POLICY MANUAL

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off going crew shall take control of the log in question and the narcotics involved in the log, and any other evidence. If the off going crew could be involved in the discrepancy, take control of the log in question, the narcotics related to that log and any other evidence. Maintain control of the items until relieved by the Chief or a person of designation.

- c. If appropriate, write a report about the details of the incident in chronological order. Also, fill out an *Unusual Occurrence and Controlled Drug Discrepancy* form.
2. The ambulance (if the discrepancy is on an ambulance) will be put in service as soon as possible using the narcotics from the reserve ambulance.
3. The Chief or his/her designee will make sure staffing is appropriate given the situation.
4. The Chief shall call the President of the Board of Directors as soon as possible.
5. The Chief will decide if the Sheriff's Office, SSVEMS and the Medical Director will be notified.
6. Administration will access the narcotics safe tracking system and print out a report that will list the narcotic access during the times in question.
7. If it is found that it appears that a discrepancy has occurred, when appropriate, a complete drug inventory should be made of all the Fire District's narcotics and log entries.
8. If a discrepancy has occurred, the Chief shall use appropriate discipline for the situation, and notify the appropriate agencies.
9. The Chief will keep the Board President informed throughout the incident.

### MONTHLY LOG CHANGE

A new narcotics inventory log will be used on the first day of every month. At this time expiration dates of the narcotics will be added to the log.

### INVENTORY REPLACEMENT / RESTOCK

The medics will keep their supply of narcotics at the established level at all times.

1. Resupply will come from Admins. safe. The logs will be filled out as appropriate.
2. Expired medications will be sent to the contact company for wasting.
3. Narcotics will be ordered by the district's EMS Officer from our selected vendor. They will be entered into the applicable inventory log.
4. The district's copy of the DEA 222 forms (ordering prescriptions) must be kept for two (2) years.

### POST ADMINISTRATION OF A NARCOTIC:

### TRANSPORT TO ANY HOSPITAL:

When a FFPD paramedic administers a narcotic they will always retain care of the patient for

# FORESTHILL FIRE PROTECTION DISTRICT

## POLICY MANUAL

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transport. The FFPD paramedic will take the inner container along with the narcotic control log with them to the hospital. Once the patient is in the ED, and a report has been given to an RN, if possible, the paramedic will immediately have the RN receiving the report watch as any possible remaining narcotics are wasted as per hospital practice. Then the paramedic and the RN who witnessed the act of wasting the narcotics will sign the narcotics log form. \*A Captain/CO or another Paramedic may witness/sign the narcotics log form. The FFPD paramedic will sign in "out" column, and the RN will sign in the "in" column. The amount used and amount wasted should be filled in, and the narcotic count should show a deficit for the amount used. The narcotics box will remain with the FFPD paramedic at all times, once removed from the safe, until it is placed back into the safe on the designated medic that it came from. Prior to placing the narcotics box back into the outer safe, it should have a numbered inventory control tag placed on it and the inventory control number entered into the inventory log.

### OUT OF SERVICE MEDIC:

When a medic goes out of service, and goes out of the district for needed repairs, the narcotics must be removed. The inner container with the inventory control log will be removed and logged into the Admin. safe. When the medic is returned to the district, the narcotics will be returned immediately, prior to the medic being put back in service. At this time the on duty paramedic will inventory the controlled substances of the inner container by looking through the clear plastic inner container and complete the inventory control log to reflect the change. Additionally, documentation will be entered into the inventory control log to indicate the controlled substances had been secured in the Admin. safe.

### OUT OF DISTRICT ASSIGNMENT:

When an ALS medic is dispatched to an out of unit assignment, all FFPD personnel shall continue to provide care under SSV policies and procedures. If, in the course of providing patient care while on assignment, the occasion arises that there need to be controlled substances administered, they shall be done so in accordance to this guideline. Once the patient care has been transferred to an RN, documentation of use/waste of the controlled substance shall be documented as directed above. Upon completion of the transfer of care, and completion of PCR, the inner control box will be returned to the medic and secured inside the outer box with a new numbered inventory control tag placed on the inner box. If the assigned crew is away from the medic for a considerable time period, (lodging for a rest period) then the compartment in which the controlled substances are stored, will be locked and the key shall be retained by the assigned paramedic.

### NARCOTIC AUDIT

Every month the EMS Officer/Paramedic or the Chief will review the narcotics log for proper

# FORESTHILL FIRE PROTECTION DISTRICT

## POLICY MANUAL

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use. Any issues will be dealt with on a case by case basis.

For every incident where narcotics were used, the PCR will be pulled. The PCR and narcotics log will be compared to ensure that the documentation of doses given and wasted are consistent. Any discrepancies will be dealt with as indicated.

### **NARCOTIC ORDERING**

1. Narcotics will be ordered by the EMS Officer from the District's vendor
2. The EMS Officer will fill out the DEA Form 222, if needed and have it signed by our Medical Director
3. Versed is ordered by phone from the District's vendor and Fentanyl is ordered via the 222 form and mailed to our vendor.
4. The District's vendor transfers the order to their contract pharmacy. The pharmacy will send the narcotics to our Administration Office via FedEx.
5. Upon receipt of the controlled substance from the supplier, all new products will be inventoried and secured in the Admin. safe immediately. An authorized witness will co-sign that the supply and inventory in the safe is correct. An authorized witness may be a Paramedic, Captain or Chief Officer.
6. The Fire Chief may change narcotic vendors if necessary.

### **NARCOTIC DISPOSAL**

All expired narcotics will be logged into the expired narcotics safe. This safe is opened by two keys. As soon as possible, the Chief and a paramedic will prepare the inventory paperwork and send them to the contract department for wasting.

### **PARAMEDIC PERSONAL IDENTIFICATION NUMBERS (PIN)**

The Chief and EMS Officer/Paramedic will manage the computer based PIN system for the medic and Admin. safes. The Chief's computer is password protected and known only to the Chief and EMS Officer/Paramedic.



# Foresthill Fire Protection District

P.O. Box 1099 Foresthill, CA 95631  
Office: (530) 367-2465 Fax: (530) 367-3498  
[www.foresthillfire.org](http://www.foresthillfire.org)

## DISTRICT BOARD

**CHRIS REAMS**  
*PRESIDENT*  
**KEVIN GREENE**  
*VICE PRESIDENT*  
**WALTER REED**  
*DIRECTOR*  
**RICHARD ARTHUR**  
*DIRECTOR*  
**TYLER HARKNESS**  
*DIRECTOR*

**KIRK KUSHEN**  
*FIRE CHIEF*

## RESOLUTION 2018-06

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORESTHILL FIRE PROTECTION DISTRICT SETTING PRIORITIES FOR ANY FUNDS RAISED THROUGH PASSAGE OF MEASURE F, A SPECIAL PARCEL TAX BEFORE THE VOTERS OF THE DISTRICT IN SEPTEMBER 2018.

**WHEREAS**, the Foresthill Fire District is a California Independent Special District charged with the provision of Fire Prevention, Fire Suppression, Rescue, and Emergency Medical Services including Ambulance Transportation. And,

**WHEREAS**, the District is governed by a five-member Board of Directors elected at large by registered voters of the District. And,

**WHEREAS**, the elected Board Members volunteer their time to provide oversight and direction for District Operations including the approval of the annual budget; And,

**WHEREAS**, the seated Board of Directors have approved by Board Resolution a call for a Special Election for voters to consider a Special Parcel Tax of \$240.37 per year to support the on-going operations of the Fire District.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors set forth by this Resolution the following priorities for use of funds generated by Measure F, the Special Parcel Tax Measure before the voters:

1. Open and fully staff on a continuous basis, the Gold Street Fire Station known as Station 88. This is to include the staffing and capability to provide Advanced Life Support response including ambulance response.
2. Hire qualified staff to fill vacancies maintaining continuous response services from both Station 88 and Station 90.
3. Purchase much needed essential emergency equipment including fire engines, ambulances, hose, breathing apparatus, emergency medical equipment and safety gear.
4. Develop a Reserve policy for the saving of limited funds to be used for unanticipated expenditures such as building or equipment repair.
5. Evaluate employee compensation package to reduce turn-over and attract qualified candidates.

The foregoing Resolution was duly passed at a Regular Board Meeting of the Foresthill Fire Protection District on the 9<sup>th</sup> day of August, 2018 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Chris Reams, Board President

Attest:

\_\_\_\_\_  
Patrice Metz, Board Secretary