



Foresthill Fire Protection District

P.O. Box 1099 Foresthill, CA 95631

Office: (530) 367-2465 Fax: (530) 367-3498

www.foresthillfire.org

DISTRICT BOARD

RICHARD HERCULES

PRESIDENT

JOHN MICHELINI

VICE PRESIDENT

CHRIS REAMS

DIRECTOR

KEITH DRONE

DIRECTOR

DERRICK PERRY

DIRECTOR

DENNIS MARTIN

FIRE CHIEF

NOTICE OF REGULAR BOARD OF DIRECTORS MEETING AND AGENDA

April 10, 2025 – 6:00pm

Foresthill Fire Protection District Office

24320 Main Street, Foresthill, CA 95631

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.

1. **CALL MEETING TO ORDER:**

2. **FLAG SALUTE:**

3. **ROLL CALL:**

Richard Hercules John Michelini Chris Reams Keith Drone Derrick Perry

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.

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

5. **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. There will be no votes on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Each person commenting must state their name for the record. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the President.

6. **CONSENT ITEMS:**

a) Approval of minutes

I. March 13, 2025 Regular Board of Directors meeting

II. March 17, 2025 Special Board of Directors Meeting

b) Financial Documents

I. FM 9

7. **FIRE CHIEF OPERATIONS REPORT:**

8. **ACTION ITEMS:**

a) 2025-2026 District Board Goals

- b) Receive and approve CSA 28 Services Report
- c) Accept and approve 2025 Middle Fork money from Placer County of \$ 22,688.09
- d) Introduction of proposed new bylaws

9. DISCUSSION/INFORMATIONAL ITEMS:

- a) Update on details for Porter garage – Reams/Drone
- b) Arrangement for Lions

10. REPORTS:

- a) Finance Committee (Michelini/Perry)
- b) Strategic and Long Range Plan Committee (Hercules/Michelini)
- c) Assets and Facilities Committee (Drone/Reams)
- d) Director's Reports

11. NON-AFFILIATED ORGANIZATION REPORTS:

- a) Foresthill Volunteer Firefighters Association
- b) Foresthill & Iowa Hill Fire Safe Council Report

12. CORRESPONDENCE:

13. OLD BUSINESS:

14. CLOSED SESSION:

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO Government Code
Section 54956.8 District Facilities

15. ADJOURNMENT

****Next Regular Meeting: THURSDAY, MAY 08 , 2025****

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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Foresthill Fire Protection District
Minutes of the Board of Directors Meeting
Monday, March 17, 2025
District Administration Office
24320 Main St., Foresthill, CA 95631

1. CALL MEETING TO ORDER:

- a. Meeting called to order at 6:00pm

2. FLAG SALUTE- Led by Director Perry

3. ROLL CALL OF DIRECTORS:

- a. President Hercules, Directors Reams, Perry and Drone were present.
- b. Vice President Michelini was absent
- c. Chief Martin was present

4. AGENDA APPROVAL:

- a. President Hercule's mentioned the Middle Fork money that will be moved to April meeting and the sheet of Goals to be discussed later in this meeting. Director Reams moved to approve the agenda as published, second by Director Drone, passes, 4/0.

5. PUBLIC COMMENT:

- a. Community member Salvador asked if we needed Lions assistance for the Engine push-in ceremony. Community interest is still there for using the training room. Goals workshop scheduled for March 27, at 6pm.

6. CONSENT ITEMS:

- a. Director Perry made a motion to pass consent items; minutes of February 13, 2025 Regular Board of Directors meeting and Financials for FM 8, second by Director Drone, passes 4/0

7. FIRE CHIEF REPORT:

District Information

- We were fully staffed for the month of February.

Staffing

- We currently have one Firefighter Paramedic vacancy.
- Firefighter/Paramedic application process is continually open. Being posted I social media and Government jobs.

Incident Responses

- Total calls for service for the month of February – 68
- Last year at this time – 43
- 46 of the 68 calls were EMS
- Ambulance Transports for February of 2025 – 34

Training

- 280 hours for the month of February.
- Monthly Training with the JOA is on-going. Auburn's Battalion Chief has developed JOA training separate from the county training. Captain Kirk says it's good for Chief Officers.
- Mine Safety training with Mine Manager Keith Wentz. 6 of our company officers attended class with 4 going into the mine for training.

Community Risk Reduction

- February inspections - 11 (2 Sprinkler Roughs, 3 Sprinkler Finals, 1 LPG Final, 2 Plan Check and 3 Defensible Space inspection).

Community Interactions

- Nothing to report for the month of February.

Fleet

- Radio issues still exist with the Command Vehicle. Someone to look at the vehicle for a fix.
- Type 3 Remount – Wiring issue has been taken care of. There is a tank leak that is being repaired. Radio install got fried. Working on getting that fixed.
- Type 6 – Is here and in service. Wants board approval to release the OES type 6 back to OES.

NOTES-

Still having issues with unimproved parcel enforcement. Has looked into what could be done and is working on it

8. GOALS DISCUSSION:

- a. Goals listed as financial and non-financial. President Hercules has asked that we have a special meeting as a workshop. He went over the list briefly. March 27, 2025 at 6pm is the scheduled date.

9. ACTION ITEMS:

- a. Regarding roof repair at the administration building. Roof repair was approved by Board using local contractor for \$21,000.00, best bid. Budget adjustment would be made at the end of the year. Director Reams made motion to have the chief move ahead with repair, second by Director Drone, roll call, passes 4/0.
- b. Board to select one person on the Special District LAFCO ballot. Director Reams made motion to select Richard Hercules, second by Director Drone, roll call, passes 4/0.
- c. Director Reams made motion to approve Resolution 2025-01 Authorizing the Fire Chief to sign the Application for the Federal Excess Personal Property Program, second by Director Drone, roll call, passes 4/0.
- d. Regarding moving forward on alarm system at administration. Discussion of options received so far. This is to update/upgrade our current system allowing the public to be able to use the back room. Asked the Lions President, present at our meeting, if they could help with contribution to accommodate them to use the room. President Hercules asked to table this to look at further options.

10. DISCUSSION ITEMS CONTINUED:

- a. Update from CalPERS ad hoc committee. Letter that was drafted was signed by Chief Martin and Captain Palmer has sent it to CalPERS. Now waiting response to the letter.

11. REPORTS

- a. Finance Committee- did not meet
- b. Strategic and Long-Range Planning-did not meet

- c. Assets and Facilities- Director Reams- Porter Garage needs, working with Jim Elwell contractor to hire engineer to come out. Said the appointment should be done Friday the 14th. Regarding the Association using the room, we need to know if it will be repaired by May 01. Rock wall and asphalt needs to be replaced behind station 90 and has gotten 2 bids, waiting for one more.
- d. Directors Report- none

12. NON-AFFILIATED ORGANIZATION REPORTS:

- a. Foresthill Volunteer Firefighters Association- Easter supplies bought and eggs are to be filled with candy, Garage sale committee to meet April 08 at admin. President Hercules asked them to check getting a liability insurance police to use the building.
- b. Foresthill & Iowa Hill Fire Safe Council Report- none

13. CORRESPONDENCE:

- a. None

14. OLD BUSINESS:

- a. None

15. CLOSED SESSION

- a. None

16. ADJOURNMENT

- a. Meeting adjourned at 7:04pm

Respectfully Submitted:



Shonne Epperly-Elgin,
Administrative Assistant



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Foresthill Fire Protection District
Minutes of Special Board of Directors Meeting
Thursday, March 27, 2025
District Administration Office
24320 Main St., Foresthill, CA 95631

1. CALL MEETING TO ORDER:

- a. Meeting called to order at 6:03pm

2. FLAG SALUTE: Led by Director Reams

3. ROLL CALL OF DIRECTORS:

- a. All directors were present except Director Drone.
- b. Chief Martin was present.

4. AGENDA APPROVAL:

- a. President Hercules indicated that it is imperative to have all five directors in attendance to establish goals for next fiscal year. He would like to adjourn this meeting and visit this topic at the April 10th regular meeting.

5. PUBLIC COMMENT:

6. DISCUSSION/INFORMATIONAL ITEMS:

- a. Establish a list of board goals for the 2025/2026 fiscal year.
 - i. Director Perry made a motion to adjourn this meeting without discussion and re-visit this topic at the April 10th regular board meeting. Director Reams seconds the motion. Motion carries unanimously via roll call vote (4/0).

7. ADJOURNMENT

- a. Meeting adjourned at 6:05pm

Respectfully Submitted:

Patrice Metz

Patrice Metz

Business Manager/Board Secretary



Foresthill Fire Protection District
Financial Report
March, 2025
Fiscal Year 2024-2025
Month 9
75% FY Elapsed

Budget vs. Actual 1

Ambulance Revenue is through 2/28

Income through 2/28

Expense through 3/31

Treasury and Bank Account Balances 7

Treasury Accounts Through 2/28

Bank Accounts Through 3/31

Total Expenses, FM 9: \$200,898.96

Foresthill Fire Protection District
Budget vs. Actual
July 2024 through March 2025
FM 9
75% FY Elapsed

	<u>Jul '24 - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · Property Tax Income				
40010 · TAXES-Current Secured Property	326,931.03	594,329.76	-267,398.73	55.01%
40040 · TAXES-Railroad Unitary Property	201.58	366.51	-164.93	55.0%
40050 · TAXES-Unitary & Op Non-Unitary	8,307.42	15,317.67	-7,010.25	54.23%
40060 · TAXES-Current Unsecured Propert	12,161.97	12,985.46	-823.49	93.66%
40070 · TAXES-Delinquent Secured	0.00	0.00	0.00	0.0%
40090 · TAXES-Delinquent Unsecured	110.16	0.00	110.16	100.0%
40100 · TAXES-Current Supplemental	380.27	13,743.50	-13,363.23	2.77%
40110 · TAXES-Delinquent Supplemental	21.38	0.00	21.38	100.0%
40180 · Other Taxes	0.87	18.79	-17.92	4.63%
Total 40000 · Property Tax Income	348,114.68	636,761.69	-288,647.01	54.67%
42010 · Interest Income - General/Op	30,549.35	20,000.00	10,549.35	152.75%
44350 · Homeowners Tax Relief	462.55	3,003.08	-2,540.53	15.4%
45000 · Ambulance Revenue				
45100 · Service Fees	1,370,324.83	1,374,272.72	-3,947.89	99.71%
45200 · Write Downs	-881,629.67	-925,422.78	43,793.11	95.27%
45400 · Collection Recovery Revenue	182.50			
Total 45000 · Ambulance Revenue	488,877.66	448,849.94	40,027.72	108.92%
46030 · Direct Charges				
46031 · Measure M (2004)	238,196.84	433,085.16	-194,888.32	55.0%
46032 · Measure B (2019)	460,435.36	837,155.20	-376,719.84	55.0%
Total 46030 · Direct Charges	698,632.20	1,270,240.36	-571,608.16	55.0%
47000 · Other Revenue				
47001 · JOA Reimbursement	0.00	15,000.00	-15,000.00	0.0%
47010 · Donations	16,025.00	5,000.00	11,025.00	320.5%
47100 · PCWA Middle Fork Contract	22,178.00	23,000.00	-822.00	96.43%
47200 · Special Events	200.00	0.00	200.00	100.0%
47250 · Prevention Inspection Fees	12,867.70	13,000.00	-132.30	98.98%
47260 · Permit and Standby fee	0.00	200.00	-200.00	0.0%
47300 · Report & Copy Fees	0.00	50.00	-50.00	0.0%
47400 · Grant Funding	0.00	0.00	0.00	0.0%
47600 · Strike Team Revenue				
-01 · ST Revenue - Personnel	37,321.54	0.00	37,321.54	100.0%
-02 · ST Revenue-Apparatus	18,497.39	0.00	18,497.39	100.0%
-03 · ST Revenue-Admin Fee	12,314.41	0.00	12,314.41	100.0%
47600 · Strike Team Revenue - Other	103.66	40,777.46	-40,673.80	0.25%
Total 47600 · Strike Team Revenue	68,237.00	40,777.46	27,459.54	167.34%
47700 · Rev Not Listed Elsewhere	1,454.21	0.00	1,454.21	100.0%
Total 47000 · Other Revenue	120,961.91	97,027.46	23,934.45	124.67%
Total Income	1,687,598.35	2,475,882.53	-788,284.18	68.16%
Expense				

Foresthill Fire Protection District
Budget vs. Actual
July 2024 through March 2025
FM 9
75% FY Elapsed

	<u>Jul '24 - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
51000 · Salary & Benefits				
10 · Fire Chief				
49 · Life Insurance Benefits	1,301.25	1,520.00	-218.75	85.61%
58 · Medical Reimbursement	3,000.01			
85 · Fringe Benefits	14,663.16			
10 · Fire Chief - Other	78,462.00	102,000.00	-23,538.00	76.92%
Total 10 · Fire Chief	<u>97,426.42</u>	<u>103,520.00</u>	<u>-6,093.58</u>	<u>94.11%</u>
12 · Deputy Fire Chief	0.00	0.00	0.00	0.0%
13 · Assistant Fire Chief	0.00	25,000.00	-25,000.00	0.0%
14 · Business Manager	41,671.39	63,523.20	-21,851.81	65.6%
16 · Admin Assistant	21,202.17	23,899.22	-2,697.05	88.72%
18 · Captains (3)	156,684.34	265,806.37	-109,122.03	58.95%
20 · Engineers (3)	151,348.58	245,117.64	-93,769.06	61.75%
24 · Firefighters	212,816.81	378,469.20	-165,652.39	56.23%
28 · Part-Time Staffing	83,871.79	68,111.68	15,760.11	123.14%
30 · Stipend - Resident Firefighter	3,290.63	6,400.00	-3,109.37	51.42%
32 · JOA Staffing Received	40,812.19	0.00	40,812.19	100.0%
40 · Unemployment Insurance	2,477.97	1,800.00	677.97	137.67%
42 · FICA/Medicare (6.2%) (1.45%)	83,086.43	105,351.00	-22,264.57	78.87%
50 · Healthcare - ER Contribution	58,272.34	144,000.00	-85,727.66	40.47%
52 · Retirement - ER Contribution	53,434.60	107,344.95	-53,910.35	49.78%
53 · Retire. in Lieu of Healthcare	44,911.30	0.00	44,911.30	100.0%
57 · Uniform Allowance	6,939.99			
60 · Overtime - Station Staffing	164,767.30	40,000.00	124,767.30	411.92%
62 · Overtime - Discretionary	2,256.10	2,000.00	256.10	112.81%
64 · Overtime - Vacation Cover	30,871.80	65,676.06	-34,804.26	47.01%
66 · Overtime - Sick Leave Cover	7,166.01	49,804.35	-42,638.34	14.39%
70 · Overtime - JOA Staffing Given	2,404.73	15,000.00	-12,595.27	16.03%
72 · Overtime - High Risk Event	1,099.08	3,000.00	-1,900.92	36.64%
74 · Overtime - Training	8,293.92	3,000.00	5,293.92	276.46%
76 · Overtime - Strike Team - Reimb.	43,057.03	0.00	43,057.03	100.0%
80 · Out of Class Pay	1,546.42	2,000.00	-453.58	77.32%
Total 51000 · Salary & Benefits	<u>1,319,709.34</u>	<u>1,718,823.67</u>	<u>-399,114.33</u>	<u>76.78%</u>
61000 · Emergency Operations				
102 · Small Tools & Fire Equipment	216.23	250.00	-33.77	86.49%
103 · Miscellaneous Fire Equipment	495.05	18,106.00	-17,610.95	2.73%
104 · EMS Equipment	1,027.41	5,000.00	-3,972.59	20.55%
106 · Medical Supplies & Meds	27,575.51	34,750.00	-7,174.49	79.35%
110 · Employee Medical Cert Fees	1,866.00	2,300.00	-434.00	81.13%
112 · Fire Training Equipment	0.00	6,500.00	-6,500.00	0.0%
114 · Training - Fire & EMS	4,454.15	12,000.00	-7,545.85	37.12%
116 · Mutual Aid Reimb. Expenses	340.89	0.00	340.89	100.0%

Foresthill Fire Protection District
Budget vs. Actual
July 2024 through March 2025
FM 9
75% FY Elapsed

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Total 61000 · Emergency Operations	35,975.24	78,906.00	-42,930.76	45.59%
62000 · Firefighter Health & Safety				
202 · Structural & Wildland PPE	7,231.45	17,500.00	-10,268.55	41.32%
206 · PPE Cleaning	0.00	500.00	-500.00	0.0%
210 · Occu-Med Physicals	1,894.50	3,500.00	-1,605.50	54.13%
212 · Uniforms	10,638.33	11,500.00	-861.67	92.51%
214 · Employee Assistance Program	0.00	750.00	-750.00	0.0%
216 · Fitness Program	0.00	0.00	0.00	0.0%
220 · PPE Repair	0.00	2,500.00	-2,500.00	0.0%
Total 62000 · Firefighter Health & Safety	19,764.28	36,250.00	-16,485.72	54.52%
63000 · Station & Grounds				
302 · Cleaning Supplies	2,502.41	4,000.00	-1,497.59	62.56%
308 · Building Maintenance				
310 · District Office				
.01 · Admin Annual Backflow Test	0.00	60.00	-60.00	0.0%
310 · District Office - Other	321.52	7,533.34	-7,211.82	4.27%
Total 310 · District Office	321.52	7,593.34	-7,271.82	4.23%
312 · Fire Station #88				
.02 · FS 88 Annual Backflow Test	0.00	60.00	-60.00	0.0%
312 · Fire Station #88 - Other	10,452.22	4,620.83	5,831.39	226.2%
Total 312 · Fire Station #88	10,452.22	4,680.83	5,771.39	223.3%
314 · Fire Station #89	0.00	0.00	0.00	0.0%
316 · Fire Station #90				
-1 · FS 90 Major Repairs	0.00	0.00	0.00	0.0%
.04 · FS 90 Annual Backflow Test	0.00	60.00	-60.00	0.0%
316 · Fire Station #90 - Other	2,074.92	2,120.83	-45.91	97.84%
Total 316 · Fire Station #90	2,074.92	2,180.83	-105.91	95.14%
318 · Porter Garage	3,200.00	0.00	3,200.00	100.0%
308 · Building Maintenance - Other	0.00	7,500.00	-7,500.00	0.0%
Total 308 · Building Maintenance	16,048.66	21,955.00	-5,906.34	73.1%
330 · Pest Control				
331 · Admin	484.00	552.00	-68.00	87.68%
332 · FS #88	489.00	552.00	-63.00	88.59%
333 · FS #90	489.00	552.00	-63.00	88.59%
334 · FS #89	485.00	552.00	-67.00	87.86%
Total 330 · Pest Control	1,947.00	2,208.00	-261.00	88.18%
335 · Utilities				
340 · PG&E				
341 · Porter Garage	1,822.76	1,300.00	522.76	140.21%
342 · Street Light	82.47	150.00	-67.53	54.98%
343 · Admin Office	3,001.99	2,950.00	51.99	101.76%
344 · FS #88	6,271.24	5,800.00	471.24	108.13%

Foresthill Fire Protection District
 Budget vs. Actual
 July 2024 through March 2025
 FM 9
 75% FY Elapsed

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
345 · FS #89	327.78	1,452.00	-1,124.22	22.57%
346 · FS #90	4,938.53	4,850.00	88.53	101.83%
Total 340 · PG&E	16,444.77	16,502.00	-57.23	99.65%
350 · Propane				
351 · FS #88	2,497.25	5,600.00	-3,102.75	44.59%
353 · FS #90	1,619.63	4,000.00	-2,380.37	40.49%
354 · Admin Ofc - Propane	1,095.13	2,500.00	-1,404.87	43.81%
Total 350 · Propane	5,212.01	12,100.00	-6,887.99	43.07%
360 · Telephones & Cell Phones				
361 · Admin Office	2,642.51	3,450.00	-807.49	76.59%
362 · FS #88	1,176.89	1,600.00	-423.11	73.56%
363 · FS #90	1,162.40	1,600.00	-437.60	72.65%
364 · Cell Phones/Data Plans	3,741.50	1,644.00	2,097.50	227.59%
365 · Alert Radio System Phone	1,131.36	1,500.00	-368.64	75.42%
Total 360 · Telephones & Cell Phones	9,854.66	9,794.00	60.66	100.62%
370 · Water				
371 · Admin Office	651.58	1,050.00	-398.42	62.06%
373 · Gold St. Stand Pipe	1,106.80	1,650.00	-543.20	67.08%
374 · FS #88	763.29	1,100.00	-336.71	69.39%
375 · FS #90	676.62	1,000.00	-323.38	67.66%
376 · Porter Garage	148.79	360.00	-211.21	41.33%
Total 370 · Water	3,347.08	5,160.00	-1,812.92	64.87%
Total 335 · Utilities	34,858.52	43,556.00	-8,697.48	80.03%
Total 63000 · Station & Grounds	55,356.59	71,719.00	-16,362.41	77.19%
64000 · Fire Prevention				
402 · Prevention Supplies	75.04			
404 · Community Education	0.00	250.00	-250.00	0.0%
408 · NFPA Publications	0.00	200.00	-200.00	0.0%
410 · Code Books	0.00	400.00	-400.00	0.0%
Total 64000 · Fire Prevention	75.04	850.00	-774.96	8.83%
65000 · Emergency Preparedness				
506 · Alert Radio System	1,662.38	250.00	1,412.38	664.95%
Total 65000 · Emergency Preparedness	1,662.38	250.00	1,412.38	664.95%
69800 · Uncategorized Items	18,915.86	0.00	18,915.86	100.0%
70000 · Administration				
604 · Workers' Comp	105,102.72	100,198.00	4,904.72	104.9%
606 · Insurance (except W. Comp)				
606-1 · Liability	51,586.47	92,619.96	-41,033.49	55.7%
606-2 · Property Insurance	11,561.13	0.00	11,561.13	100.0%
606-3 · Deadly Weapon Insurance	59.31	0.00	59.31	100.0%
606-4 · Pollution Insurance	346.77	0.00	346.77	100.0%
606-5 · Cyber Insurance	1,319.76	0.00	1,319.76	100.0%

Foresthill Fire Protection District
Budget vs. Actual
July 2024 through March 2025
FM 9
75% FY Elapsed

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
606-6 · Crime Insurance	1,350.00	0.00	1,350.00	100.0%
606 · Insurance (except W. Comp) - Other	2,883.18	0.00	2,883.18	100.0%
Total 606 · Insurance (except W. Comp)	69,106.62	92,619.96	-23,513.34	74.61%
608 · WPCFCA	0.00	360.00	-360.00	0.0%
610 · Assmt. Coll Charges - Measure B	0.00	8,071.03	-8,071.03	0.0%
612 · Assmt. Coll Charges - Measure M	0.00	4,155.86	-4,155.86	0.0%
614 · Measure B Refunds	413.07			
616 · Election Charges	8,093.34	6,700.00	1,393.34	120.8%
618 · Property Tax Collection Fees	0.00	10,631.18	-10,631.18	0.0%
619 · County Admin Contract	0.00	1,250.00	-1,250.00	0.0%
620 · Postal & Shipping Charges	223.35	500.00	-276.65	44.67%
622 · Specialized Printing	39.43	1,500.00	-1,460.57	2.63%
624 · Copier Lease	1,727.82	2,305.00	-577.18	74.96%
626 · Office Equipment & Toner	1,828.58	1,000.00	828.58	182.86%
628 · Meeting Expenses	154.52	450.00	-295.48	34.34%
630 · Office Supplies & Services	1,330.24	2,250.00	-919.76	59.12%
632 · Legal Fees	24,267.02	6,000.00	18,267.02	404.45%
634 · CPA Annual Audit	10,875.00	10,875.00	0.00	100.0%
636 · Incident Report License SFTWR	0.00	6,000.00	-6,000.00	0.0%
638 · Accounting Expenses	1,750.00	1,500.00	250.00	116.67%
640 · Payroll Processing Fees	2,284.93	1,700.00	584.93	134.41%
642 · Information Technology	12,452.09	10,300.00	2,152.09	120.89%
644 · Target Solution Online Training	0.00	0.00	0.00	0.0%
646 · SCHED/Payroll Software	2,272.92	2,000.00	272.92	113.65%
648 · Promotional Testing Expense	483.31	1,000.00	-516.69	48.33%
652 · Ambulance Refunds	1,346.71	0.00	1,346.71	100.0%
656 · Banking Fees	241.79	360.00	-118.21	67.16%
658 · SSV Service Fees	691.60	1,150.00	-458.40	60.14%
662 · Ambulance Billing Fees	21,463.34	21,649.08	-185.74	99.14%
666 · GEMT - Admin Fees (Sac Metro)	772.92	0.00	772.92	100.0%
670 · LAFCO	0.00	2,905.00	-2,905.00	0.0%
672 · Background Investigations	7,350.00	5,000.00	2,350.00	147.0%
674 · Intl. Fire Chiefs Assoc. Dues	260.00	300.00	-40.00	86.67%
676 · Advertising	0.00	300.00	-300.00	0.0%
678 · Employee Recognition	0.00	100.00	-100.00	0.0%
682 · Recruitment - Hiring	853.18	1,000.00	-146.82	85.32%
684 · Community CPR Program	0.00	500.00	-500.00	0.0%
Total 70000 · Administration	275,384.50	304,630.11	-29,245.61	90.4%
72000 · Support Services				
702 · Fire Engine Repairs				
703 · Engine 88 (OES)	483.21	0.00	483.21	100.0%
704 · Brush 90-50905	290.47	0.00	290.47	100.0%

Foresthill Fire Protection District
 Budget vs. Actual
 July 2024 through March 2025
 FM 9
 75% FY Elapsed

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
705 · Brush 88-050906	731.25	0.00	731.25	100.0%
706 · Engine 90-82495	4,696.09	0.00	4,696.09	100.0%
707 · Water Tender 89-51200	9.63	0.00	9.63	100.0%
708 · BATT 88-77885	0.00	0.00	0.00	0.0%
709 · Rescue 90-44496	0.00	0.00	0.00	0.0%
710 · Utility 88-77939	0.00	0.00	0.00	0.0%
712 · OES 4614	1,165.00	0.00	1,165.00	100.0%
714 · Command 8800	744.65	0.00	744.65	100.0%
702 · Fire Engine Repairs - Other	0.00	30,000.00	-30,000.00	0.0%
Total 702 · Fire Engine Repairs	8,120.30	30,000.00	-21,879.70	27.07%
730 · Fire Engine Tires	2,002.16	5,500.00	-3,497.84	36.4%
740 · Ambulance Repairs				
741 · Medic 90-96074	988.09	0.00	988.09	100.0%
742 · Medic 88-03116	13,341.62	0.00	13,341.62	100.0%
743 · Medic 89-01747	27.87	0.00	27.87	100.0%
740 · Ambulance Repairs - Other	0.00	5,750.00	-5,750.00	0.0%
Total 740 · Ambulance Repairs	14,357.58	5,750.00	8,607.58	249.7%
750 · Ambulance Tires	1,972.09	3,500.00	-1,527.91	56.35%
751 · Preventative Maint.-Ambulance	0.00	4,500.00	-4,500.00	0.0%
762 · Radio Equipment	7,486.10	10,965.67	-3,479.57	68.27%
764 · Fire Extinguisher Service	125.00	600.00	-475.00	20.83%
766 · Ladder Testing	535.00	1,000.00	-465.00	53.5%
768 · Call Notice System	469.56	400.00	69.56	117.39%
770 · Bauer Compressor Maint	1,521.21	1,500.00	21.21	101.41%
772 · SCBA Repair	199.48	1,000.00	-800.52	19.95%
774 · Jaws Service	0.00	2,000.00	-2,000.00	0.0%
776 · Cardiac Monitor	0.00	4,911.30	-4,911.30	0.0%
780 · Fuel	22,573.63	36,000.00	-13,426.37	62.71%
784 · Annual Pump Test	0.00	2,000.00	-2,000.00	0.0%
792 · Power Load System Maint	433.61	4,118.25	-3,684.64	10.53%
794 · Power Cot Maintenance	3,836.74	4,118.25	-281.51	93.16%
796 · Hydrant Maint Program	0.00	1,000.00	-1,000.00	0.0%
798 · Generator Service	0.00	1,500.00	-1,500.00	0.0%
800 · SCBA/RIC Flow Testing	2,463.13	1,100.00	1,363.13	223.92%
Total 72000 · Support Services	66,095.59	121,463.47	-55,367.88	54.42%
81000 · Capital Purchases	55,861.50	55,861.50	0.00	100.0%
82000 · Capital Improvements				
82100 · Capital Imp - Transfer Out	0.00	26,654.65	-26,654.65	0.0%
82000 · Capital Improvements - Other	43,058.58	177,217.70	-134,159.12	24.3%
Total 82000 · Capital Improvements	43,058.58	203,872.35	-160,813.77	21.12%
Total Expense	1,891,858.90	2,592,626.10	-700,767.20	72.97%

Foresthill Fire Protection District
Treasury and Bank Account Balances

	Balance	
11000 · Cash in Treasury		
11100 · General Fund	1,060,827.73	AS OF 2/28/2025
		Type 3 Remount Payment 2 of 7
		pd. 2/19/2025
		\$55,861.50
11110 · Capital Fund	9,066.59	AS OF 2/28/2025
11300 · Contingency	50,000.00	AS OF 2/28/2025
11112 · Capital Improvement Fund	134,756.23	AS OF 2/28/2025
11400 · Vacation & Sick Reserve	73,995.82	AS OF 3/31/2025
<u>Total 11000 · Cash in Treasury</u>	<u>1,328,646.37</u>	
12000 · Bank - WF Operating Acct	55,614.51	AS OF 3/31/2025
Total Wells Fargo Bank	55,614.51	
TOTAL	<u>1,384,260.88</u>	

FIRE CHIEF REPORT

District Information

- We were fully staffed for the month of March.

Staffing

- We currently have one Firefighter Paramedic vacancy.
- Firefighter/Paramedic application process is continually open.

Incident Responses

- Total calls for service for the month of March – 54
- Last year at this time – 59
- 44 of the 54 calls were EMS
- Ambulance Transports for March of 2025 – 33

Training

- 403 hours for the month of March.
- Monthly Training with the JOA is on-going.
- A Power Point Presentation of the Mine Explosion was presented to the WPC Training Officers by Capt. Greg Kirk

Community Risk Reduction

- March inspections - 6 (2 Sprinkler Roughs, 2 Sprinkler Finals, 1 LPG Final, and 1 Defensible Space inspection).

Community Interactions

- Nothing to report for the month of March.

Fleet

- Radio issues still exist with the Command Vehicle. Currently working with a company out of Grass Valley for the repairs.
- Type 3 Remount – We have taken possession.
- Type 6 – We have taken possession.

DIRECTOR REPORT



DATE: March 13, 2025
TO: Board of Directors
FROM: R. Hercules, Director
SUBJECT: Suggested FFPD Goals for FY 2025

RECOMMENDATION

The Board of Directors establish a set of goals, both non-financial, and operational, improving the services the district provides to Foresthill and its overall standing in the community.

BACKGROUND / ANALYSIS

Historically, the Foresthill Fire Protection District has established a set of goals in each year that have contributed to the structure, operations and modernization of the district. Some goals may require budget prioritization over the assumptions in the approved budget for the fiscal year. Others are non-financial; in that they improve operations and are intended to be consistent with changing government policies or fire service regulations.

The Board is requested to review the attached list of goals, and prepare for a workshop to discuss and determine priorities at Special Meeting prior to the next regularly scheduled Board meeting before the end of March 2025 which is preferable, and will be coordinated by the Secretary.

FISCAL IMPACT

There are no fiscal impacts at this time.

Respectfully submitted,

Richard Hercules

Richard Hercules, Director



Non-Financial Board Goals 2025

1. Develop or revise ordinance requiring maintenance of properties consistent with State law and County ordinances to include District initiated remediation and property tax lien to recover costs.
2. Improve community outreach through quarterly newsletter, public event participation, open houses, community education, and improved access to meetings using live broadcasts.
3. Complete self evaluation for compliance with safety and OSHA regulations to include update of safety manual.
4. Obtain bids to update developer mitigation fees.
5. Complete specifications for new Type 1 engine.
6. Meet with PCWA, PUD, and School District to identify opportunities for collaboration.
7. Update Bylaws for Foresthill Fire Protection District

2025 Operational Goals (Chief Martin)

1. Replace/Upgrade EKG Monitors on Medic 88, Medic 90 & Engine 90 – Approx. \$210,000.00
2. Rope Rescue Upgrade & Training on Engine 90 & Medic 88 – Approx. \$5,000.00
3. Lucas Device for Engine 90 (CPR Compression device) – Approx. \$35,000
4. Training Props (Ventilation prop, Bedroom Window VES prop, and Denver Drill prop – Approx \$16,000.00
5. Develop a Cadet/Explorer Program – Approx. \$5,000.00
6. Switch to StarLink or T-Mobile for connect ability – Looking into costs
7. Tablet Command (Mobile ICS Platform to run incidents, assist with accountability and situational awareness) – Approx. \$5,000.00

DIRECTOR REPORT



DATE: April 10, 2025
TO: Board of Directors
FROM: John Michelini, Director
BY: John Michelini, Director
SUBJECT: CSA 28 COST ALLOCATION REPORT

RECOMMENDATION

The Board of Directors receive and approve the CSA 28 Cost Allocation Report

BACKGROUND / ANALYSIS

The Foresthill Fire Protection District provides ambulance service to over four hundred (400) square miles of Placer County outside the district jurisdiction. This service, governed by a contract with Placer County, provides no fiscal relief to the district. Based on rising costs and the use of special taxes to provide service outside of our district at the benefit of another agency, we have approached the County to consider options for assisting the district so that we may continue to provide this much-needed ambulance service into the future.

The attached report provides a background and history of the service provided to the county over the last 60 years and provides a financial breakdown of the cost for providing ambulance services. Lastly the cost allocation report examines several methods of cost sharing that could provide a solution to the legal and financial issues involved with the continued provision of ambulance service to Placer County.

Approval of the report would allow district representatives to continue discussion with the county regarding this matter.



FORESTHILL FIRE PROTECTION DISTRICT

Assessment of Cost

Providing Advanced Life
Support Ambulance to 411
Square Miles of Placer County

Prepared by Valley Health and Safety

John Michelini

April 5, 2025

ASSESSMENT OF COST

Problem Statement

The Foresthill Fire Protection District provides fire and ambulance transportation services to the community of Foresthill and a large segment of rural area surrounding the district which is outside the boundaries of the fire district. The fire district covers 89 square miles of area along the Foresthill Divide and for the last 60 years has also, as the closest provider, provided uncompensated ambulance and fire response to over 400 square miles of unincorporated Placer County. Over the years, the cost of keeping additional resources available for the coverage of areas outside the district has risen sharply requiring additional funding. Local voters have twice passed special taxes to support this response capability and now pay the highest special tax rate for emergency services in the county. Raising nearly 66 percent of total fire district revenue, these special taxes are being used in conflict with state regulations and the state constitution that requires special purpose taxes to be spent as directed by the voters within the jurisdiction of taxation. It is the rising cost of service and the use of special taxes to benefit another government agency that has led to the need for a discussion on the future of contracted ambulance transportation for the unincorporated non-fire district areas of the Foresthill Divide. This assessment identifies costs attributed to the ambulance service provided to and on behalf of Placer County and evaluates cost sharing methods that can be applied to reduce the fiscal impact to Foresthill.

Agency Overview

The Foresthill Fire Protection District (FFPD) was created in April of 1946, after over 15 years of service by the Foresthill Volunteer Fire Department. The Fire District provided fire responses utilizing local volunteers, many of whom worked in the sawmills located in the Foresthill Community. The forest industry had a vested interest in fire protection liberally supporting their employees' activities within the fire district. Changes in the timber industry impacted Foresthill's sawmills which at one time numbered 22 and over a relatively short period of history, the number of active sawmills declined to just a single mill operated by Georgia Pacific. The last operating mill closed in the late 1970's, leaving many residents without sustainable local employment. As a result of the mill closures, Foresthill became a commuter community with most employed residents working away from the area. Despite

the change in available volunteers, the community struggled to support a volunteer fire district and a separate volunteer ambulance service. By the early 2000's, both the volunteer fire department and the volunteer ambulance service were having trouble staffing units for response. Both agencies worked collectively to identify solutions to improve service reliability. In 2004, local voters approved a special parcel tax measure to provide funding for the hiring of the first full-time firefighters and to merge the ambulance service into the Fire District. Today, the Fire District provides a full range of fire, rescue and emergency medical services including advanced life support ambulance transportation using a combination of full-time and part-time employees.

Situated in the foothills of Placer County, east of Interstate 80, the Foresthill Fire Protection District provides all risk fire protection services including advanced life support and ambulance transport to a geographical area comprised of approximately 89 square miles. This 89 square mile district has a permanent resident population exceeding 6900 community members and is bolstered by visitors to the area for the many recreational opportunities including lakes, camping, hiking, cycling, trail riding and whitewater rafting. The district provides advanced life support ambulance service, rescue service and fire protection to an expansive area of Placer County Community Service Area 28 (CSA 28) including areas of the Tahoe National Forest, Auburn State Recreation Area, and Placer County Water Agency – Middle Fork Project. The auto aid and contract areas account for an additional 411 square miles for a total coverage area of approximately 500 square miles.

Governance

The district is governed by a five-member Board of Directors (Board) elected at large by voters within the district boundaries. Board members are elected for staggering four-year terms. The Board appoints the Fire Chief as the lead manager of the district. The Fire Chief operates the district with one (1) Part-Time Assistant Fire Chief, one (1) Business Manager, one (1) part-time Administrative Assistant, three (3) Full-time Captains, three (3) Engineers/Company Officers, five (5) Firefighter Paramedics, and (4) part-time paid Firefighter Paramedics.

Community

The Foresthill Fire Protection District serves several small communities along the narrow Foresthill Divide. Situated between the North Fork and Middle Forks of the American River the community of Foresthill is primarily accessed by a single two-lane highway – Foresthill

Road. Located 18 miles from the community of Auburn and Interstate 80, the unincorporated area covered by the Fire District is home to 6,900 residents and the area's many year-round recreational opportunities draw tens of thousands of visitors annually. The Fire District provides services to Foresthill, Monte Verde Estates, Todd's Valley, Yankee Jim's, Michigan Bluff, and Baker Ranch. Most of the District's population is centered in Todd's Valley. Nearly half of the district's residential structures are located in Todd's Valley and it is the most densely populated area within the rural District.

Services Provided

The Foresthill Fire Protection District is an all-risk fire and life safety agency that provides a wide range of emergency and non-emergency services to Foresthill and surrounding communities within the boundary of the district and by contract to areas of CSA 28.

Fire suppression response
Emergency medical response
Vehicle accident response
Allied agency assistance
Natural disaster response
Basic hazardous materials response
Water rescue services
Low angle rope rescue
Fire prevention services
Disaster coordination and communication
Fire investigation services
Wildland fire defensible space inspections
Life safety inspection services

Advanced Life Support response
Basic Life Support response
Ambulance transport services
Public education services
Building plan check services



Currently, the District operates with (2) type I fire engines (pumpers), (2) type III brush engines, (1) water tender, (2) staff vehicles and (3) ALS ambulances from its two staffed, strategically located stations within the jurisdictional borders. In calendar year 2024 the district responded to a total of 803 incidents, with the largest percentage of these as requests being for medical services.

Area Covered

89 Square Miles in Foresthill Fire Protection District – 56,960 acres

411 Square Miles in Placer County outside of the fire district - 262,040 acres.

ISO rating 03/3Y

Calls for service 2024 – 803

Response in County (annual average) - 46

Stations

The Foresthill Fire Protection District operates out of two (2) staffed and one (1) unstaffed fire stations. In addition to the fire stations the district has an administration center that has offices for two (2) support personnel, two (2) Chief Officers, a combination training/meeting room which also serves as the District's Emergency Operations Coordination Center and a small conference room. District training is primarily conducted off site, but a property owned by the district across the street from Station 88 is being developed to accommodate some limited training capabilities.

The Fire Stations are geographically dispersed along the Foresthill Divide to allow for timely response to all areas of the District. Unlike most communities that center around a central district and expand outward in a hub and spoke style, the geography of the Foresthill Divide limits lateral development away from Foresthill Road. These geographic challenges resulted in a long narrow community nearly fifteen (15) miles in length and at the widest point less than five (5) miles wide. Most of the developed areas of the district are less than one (1) mile wide along Foresthill Road. Given the narrow linear geography of the district, it is essential that there be more than one delivery service location.

Historic Milestones

- 1941 Foresthill initiates fire service through the Foresthill Volunteer Fire Department
- 1946 Foresthill Fire Protection District is authorized by the State of California replacing the Volunteer Fire Company giving the Independent Special District access to a share of property tax.
- 1965 The Foresthill community establishes a volunteer ambulance squad – The Foresthill Safety Club provides ambulance transportation utilizing community volunteers raising funds through community events.
- 1978 California voters pass Proposition 13 a state constitutional amendment limiting ad valorem property tax to 1.0% of assessed value. The impact of this amendment reduces governmental services at all levels.

- 1979 Assembly Bill 8 (AB 8) is passed by the state legislature establishing tax rates for California agencies. The Tax rate assigned to Foresthill Fire Protection District is 6.07%
- 2002 As the forestry and lumber industry leaves the divide, jobs become scarce, and residents must commute out of the area for employment. Both the Foresthill Safety Club and the separate Foresthill Fire District begin to have trouble staffing for emergency response.
- 2003 In accordance with California Health and Safety Code Section 1797, Placer County establishes Exclusive Operating Areas (EOAs) for ambulance operations and Foresthill is given areas of CSA 28 surrounding the Foresthill community.
- 2004 In response to the inability to staff two volunteer agencies in the same community and the need to hire employees to provide reliable staffing, the community supports Measures M and N. Measure M is a special parcel tax on developed lots to support additional funding for the fire district. Measure N approves the reorganization of the Safety Club and Fire District into a single fire agency providing both fire and ambulance service.
- 2017 Placer County through their designated emergency medical services agency – Sierra-Sacramento Valley Emergency Medical Services Agency (S-SV), renews the written contract for exclusive services with the Foresthill Fire Protection District to provide advanced life support ambulance transportation services within the fire district boundary and for 411 square miles of unincorporated Placer County outside the jurisdictional boundary of the fire district.
- 2019 To maintain services, voters pass Measure B a special parcel tax on all developable parcels within the district. Measure B provides funding to support on-going fire district operations.
- 2024 Measure D is placed on the ballot to remove the date certain 2034 expiration of the 2019 Measure B. Measure D fails to pass, making more difficult the funding of expensive capital equipment such as fire engines which are historically funded through lease purchases. Measure B funds 34% of the district's annual budget.
- 2024 Special taxes now comprise 66% of tax revenue from all sources and is 52% of the total recurring district revenue.

SSV-Placer County Service Agreement

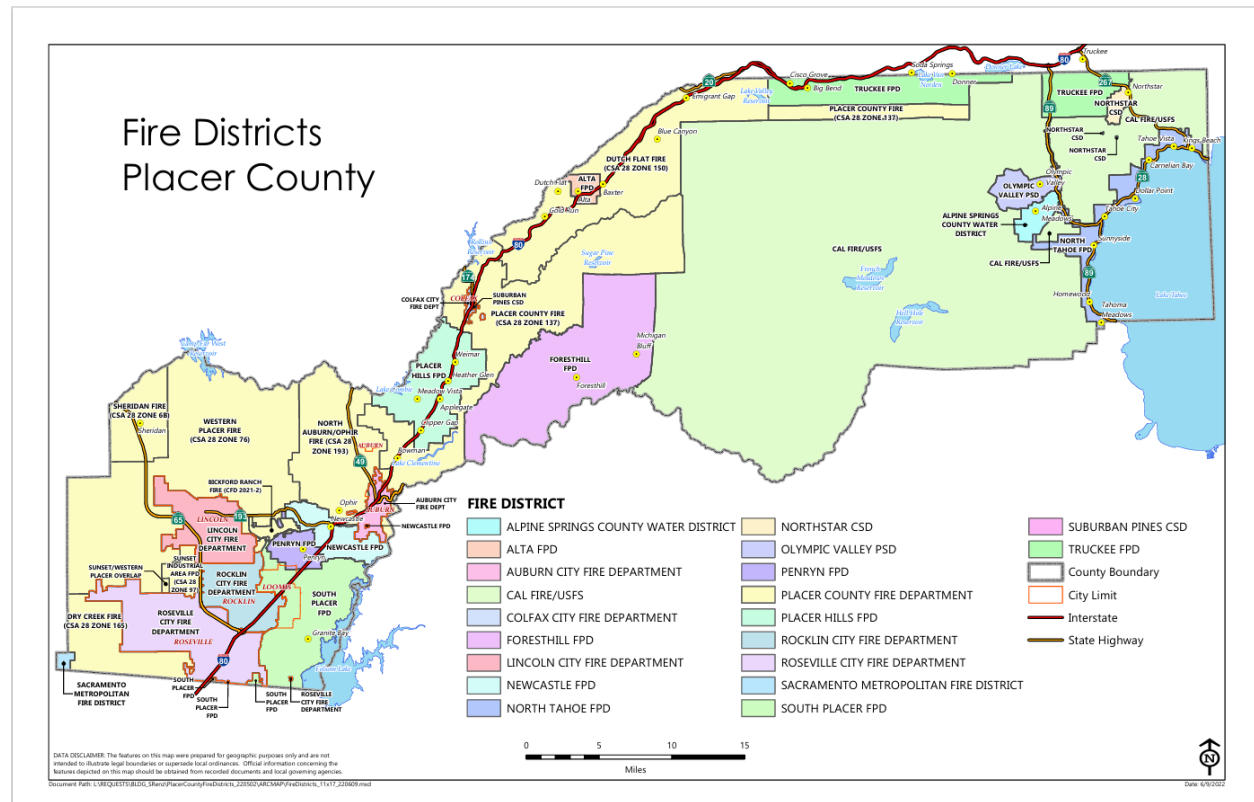
In the early 1980's, the California Health and Safety Code is updated to provide a framework for stabilizing and coordinating ambulance response throughout the state. Counties are given the statutory responsibility for ambulance transportation. Most counties choose existing public and private providers to provide ambulance services and as directed by the Health and Safety Code develop written service agreements and/or the development and awarding of Exclusive Operating Areas known as EOAs to ambulance providers. EOAs are developed to reduce conflicts between service providers and to fill gaps in areas where no ambulance service is available. The Health and Safety Code "Grandfathered" agencies that were providing service since 1981.

As a grandfather agency the Foresthill Fire Protection District has what is commonly referred to in the industry as "201 rights", referring to the part of the Health and Safety Code that gives exclusive rights to providers with established service areas consistent with the regulations. As a "201 rights agency", Foresthill can continue to provide service without County control and may choose to continue to provide service to the entire service area or only to the jurisdictional boundary of the Fire District. In a spirit of cooperation, and recognizing that no other service provider was available, in 2003, Foresthill (Safety Club) did enter into a written agreement with the county to continue provision of ambulance service to the entire 500 square mile service area. Even with the existence of the written agreement, Foresthill remains a "201 rights" agency and can modify services as it sees fit including reducing the areas served, and or eliminating the provision of ambulance service without interference from Placer County.

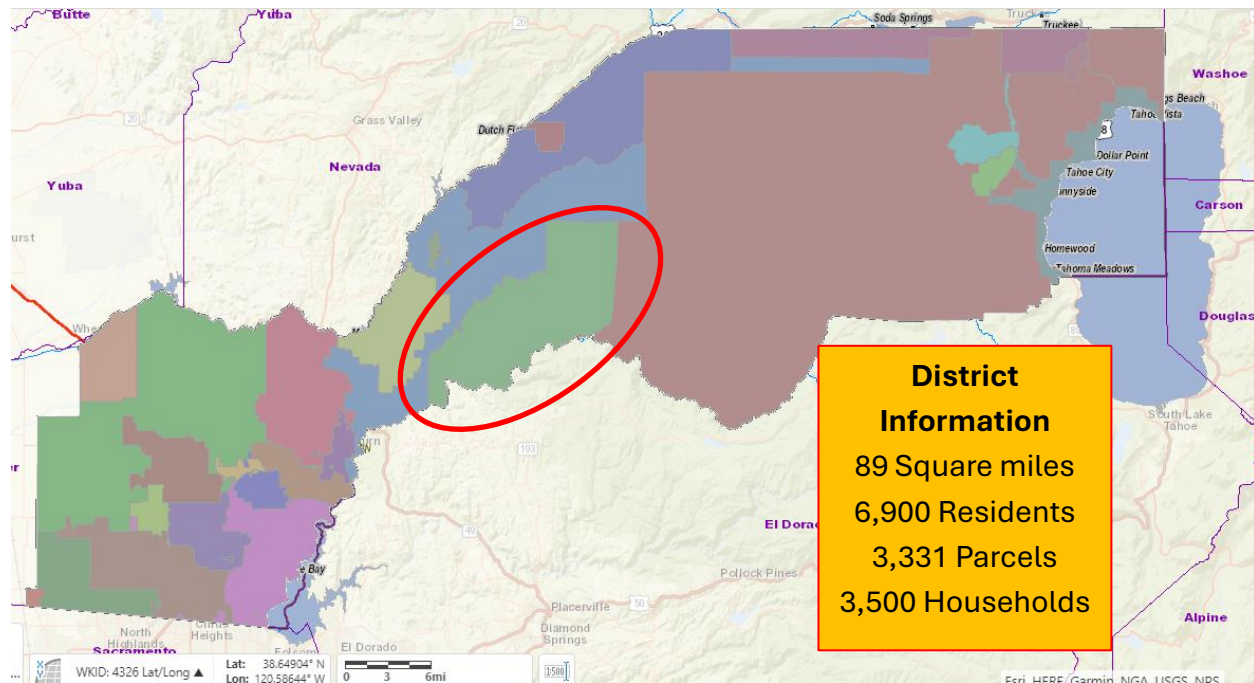
The Foresthill Ambulance Exclusive Operating Area is 500 square miles.

Foresthill Ambulances cover 36% of Placer County

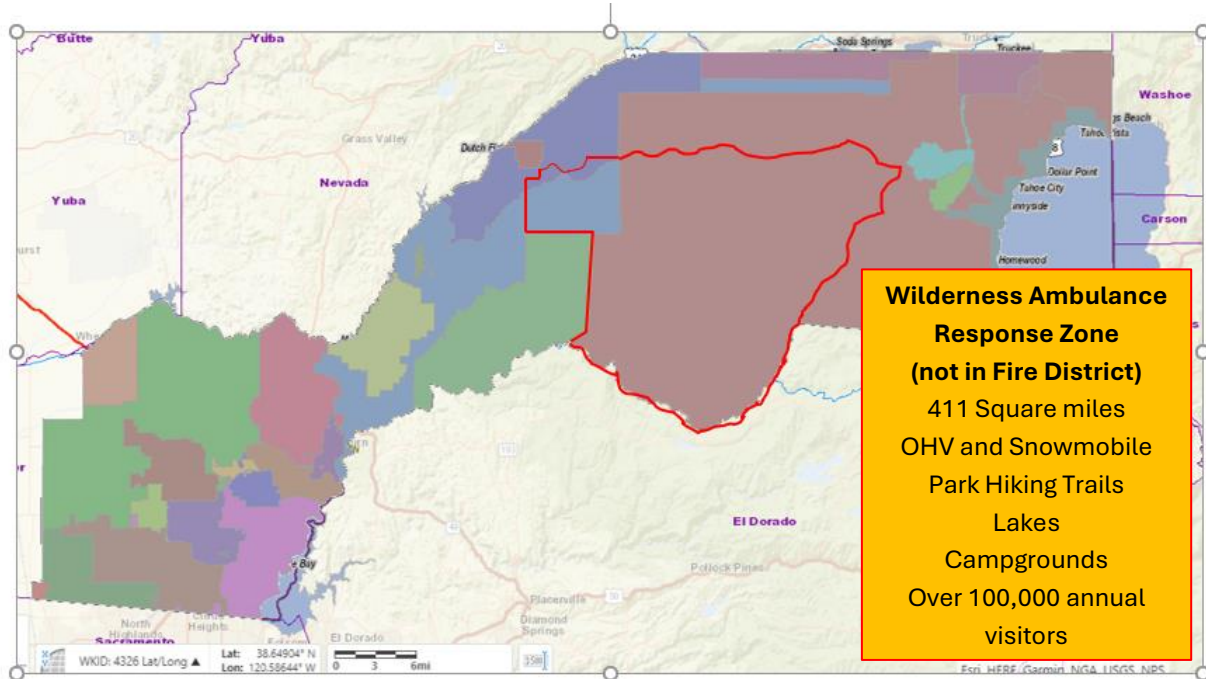
District and Response Area Maps



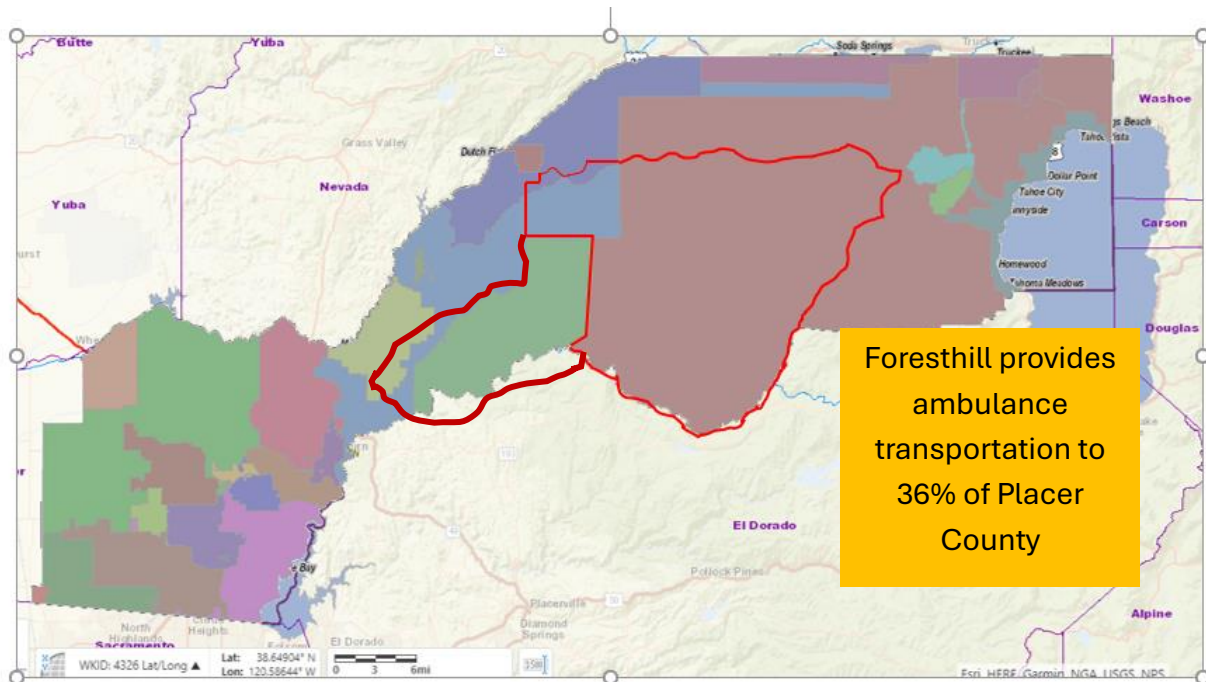
Foresthill Fire Protection District



Ambulance Response Area (Outside Foresthill District)



Total Combined Response Area



Description of call types

The Foresthill Fire District and the former Foresthill Safety Club have provided ambulance transportation on behalf of Placer County for over 60 years. Established in 1965 the Safety Club was initially an all-volunteer service backed by the response of volunteer firefighters from the Foresthill Fire District. Both the Fire District and Safety Club responded, without remuneration from the county, to fires, accidents, rescues, and medical emergencies throughout the vast unincorporated area of the County known as the “Divide”. These responses continue 60 years later but are now provided by career personnel from the Foresthill Fire Protection District after the Safety Club was merged into the fire district in 2004.

Average annual responses into contract area - 46

FIRES



Fires of all types including structure, vehicle, and wildland occur in the unincorporated areas of the county outside the geopolitical boundary of the Foresthill Fire District and since 1946, Foresthill has been a major component of fire suppression in the over 400 square miles of forest and private lands surrounding the district. During the “non-fire season months” (typically October to June) Foresthill has historically been the only response agency to these areas outside the district. During the Fire Season, the US Forest Service (which has closed one of the two stations serving the area described) only provides response from 8am to 6pm. Hours outside those staffed have required Foresthill to provide all hazard response.

The Foresthill Cal Fire Station opened in the late 1950s and provides fire response when staffed to the entire Divide supporting the US Forest Service and the Foresthill Fire District. The Cal Fire station, like the US Forest Service station, has also been a seasonally staffed station and has been often uncovered during the fire season due to regional and statewide

fire response, The same occurs for long periods of time when the US Forest Service is called out of the area leaving Foresthill to cover the entire area. The Foresthill Fire District is staffed 24 hours a day 365 days per year leaving the district as the only fire suppression resource for the divide not only in the winter but also frequently and for extended periods during fire season.

Recently, CalFire has improved coverage of the Foresthill station back filling it during drawdown and staffing the station year-round reducing slightly the impact to Foresthill Fire District.

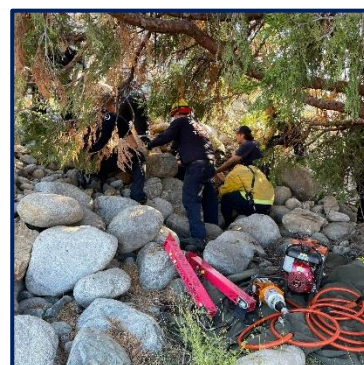
EMERGENCY MEDICAL SERVICE CALLS



Most of the land ownership on the over 400 square miles of unincorporated county area serviced by the Foresthill Fire District's ambulances is Federal. The largest agency holders are US Forest Service and Bureau of Land Management both of which offer recreational opportunities including hiking, biking, hunting, boating, swimming, camping, shooting, snow sports, caving, and off roading and motocross in the large expansive Foresthill OHV Park and Forest Service roads. Each of these opportunities presents risk in a remote harsh environment. All types of emergency medical service calls occur on and in the recreational facilities of the area. From chest pain and shortness of breath to allergic reactions and cardiac arrest. Traumatic injuries from falls, accidents, shootings and violent crime also occur in this service area. Each of these requires a rapid response to reduce morbidity and mortality.

The number of visitors to the area can only be estimated as the US Forest Service does not have data for Divide access facilities, however reliable sources at the US Forest Service estimate annual visitors at nearly 70,000. The number of annual visitors to the recreational areas dwarfs the 7000 full-time residents of the Foresthill Fire District.

RESCUES



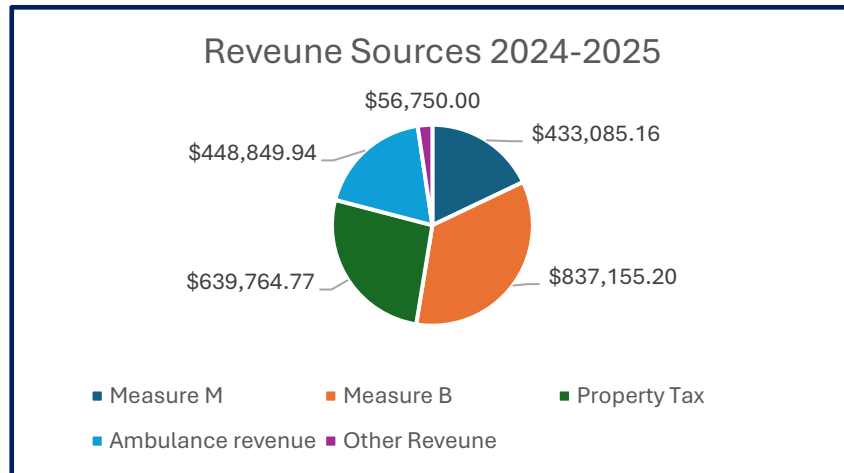
The Tahoe National Forest, Auburn State Recreation Area, and facilities of the PCWA Middle Fork Project attract visitors year-round to enjoy the numerous recreational opportunities provided by these public agencies. Incidents requiring back country and other technical rescue occur infrequently but regularly requiring response nearly a dozen times per year. Rescues are often also medical emergencies which further complicate the incident. These types of responses are labor intensive and can last several hours to more than twelve hours on occasion. In addition to specialized equipment and training, rescues in these areas can be very physically taxing requiring responders to have a dedicated rest period following the incident. Some long duration incidents have necessitated replacing employees for the remainder of their shift to accommodate needed rehabilitation. Remember that responders on duty who are exhausted after rescuing a patient off a trail several miles in a canyon must be ready to respond again to any type of emergency through the remainder of their shift. They cannot simply just put their gear away and rest without interruption.

Most of the rescues that the Foresthill Fire District responds occur in areas outside of the fire district jurisdiction and due to the high labor demand for such incidents often requires response of all on-duty firefighters from Foresthill. As multiple hour incidents, these rescues deplete emergency service coverage in the Foresthill area and when available other area agencies provide limited coverage to the Foresthill community. These cover assignments result in a cascade of move and cover assignments that impact numerous agencies reducing coverage throughout the Divide and nearby City of Auburn and Newcastle Fire District.

District Revenues

The Foresthill Fire Protection District obtains funding through a combination of property tax, special voter approved taxes, ambulance transportation fees, service fees, and grants.

The single largest funding source for the district is special taxes, followed by ad valorem property tax, ambulance transportation fees, and other revenues in that order.



Property Taxes

The Foresthill Fire Protection District has an AB8 tax increment of 0.067% or in other words, for every \$1.00 of property tax paid within the district, the district receives 6.7 cents. A home with an ad valorem tax value of \$500,000.00 will pay a total of \$5,000.00 in base property tax. From the \$5,000.00 the Foresthill Fire District receives \$335.00.

AB8 tax increments vary by district with the statewide average for fire districts at around 0.18% or 18 cents of every dollar of tax collected. The low tax increment in Foresthill is a result of assessment based on current budgets in 1979. In 1979 Foresthill was an all-volunteer organization and did not have a large operating budget, therefore they were allocated a small portion of post Proposition 13 (1978) funding. The level of funding has not changed since it was established in 1979.

Special Taxes

Measure M

For decades the Foresthill community was served by separate volunteer fire and ambulance services. The Foresthill Safety Club provided volunteer ambulance service and the separate Foresthill Fire District provided fire and rescue response. Competition for volunteers made staffing separate entities difficult and as the lumber industry on the divide collapsed, the 22 mills that one time operated along the divide all closed. The loss of lumber mills meant a loss of local jobs which had historically supported the volunteer agencies by allowing employees to leave when emergencies occurred. The loss of the lumber industry changed the divide in many ways. First, jobs were no longer available in the Foresthill community which required working age community members to commute away from the area to work. Interest in volunteering became relegated to retired community members who were unable to support the operations of the two public safety providers. As both the Safety Club and Fire District began experiencing an inability to staff units for emergency responses it was decided that merging the agencies would be in the best interest of the community. At the same time a special tax was proposed to help fund staffing and allow the fire district to hire their first paid employees.

Measure M was passed by voters in 2004, and the Safety Club was merged into the Fire District. Measure M is a special tax applied only to developed parcels. The annual tax is increased based on inflation and in 2024 was set at \$169.24 per developed parcel. Measure M in the 2024-2025 budget accounted for 18% of the district's total revenue.

Measure B

Measure B was passed by voters in 2019, to provide additional funding to sustain the fire district. By 2018 the fire district was experiencing very high turnover due to low wages and essentially non-existent benefits. Fire apparatus and ambulances were at the end of or exceeded their usable service life and were very unreliable, often experiencing mechanical breakdowns.

Measure B is a special tax applied to all developable parcels within the district. The annual tax is increased by \$7.00 annually and currently sunsets in 2034. In 2024, the district placed Measure D on the ballot to eliminate the sunset clause. Measure D failed and the sunset clause at this point remains 2034. A citizen group is planning to bring the measure back as a citizen referendum in 2026. Measure B in 2024 was set at \$275.38 per

developable parcel and in the 2024-2025 budget accounted for 34% of the district's total revenue.

Measure B has provided the necessary funding for the district to purchase new equipment, improve facilities, and increase the salary and benefits of agency employees. It should be noted that without continued funding from Measure B, the fire district would be forced to downsize, reducing service substantially along the divide and may not be able to provide all of the current emergency services provided.

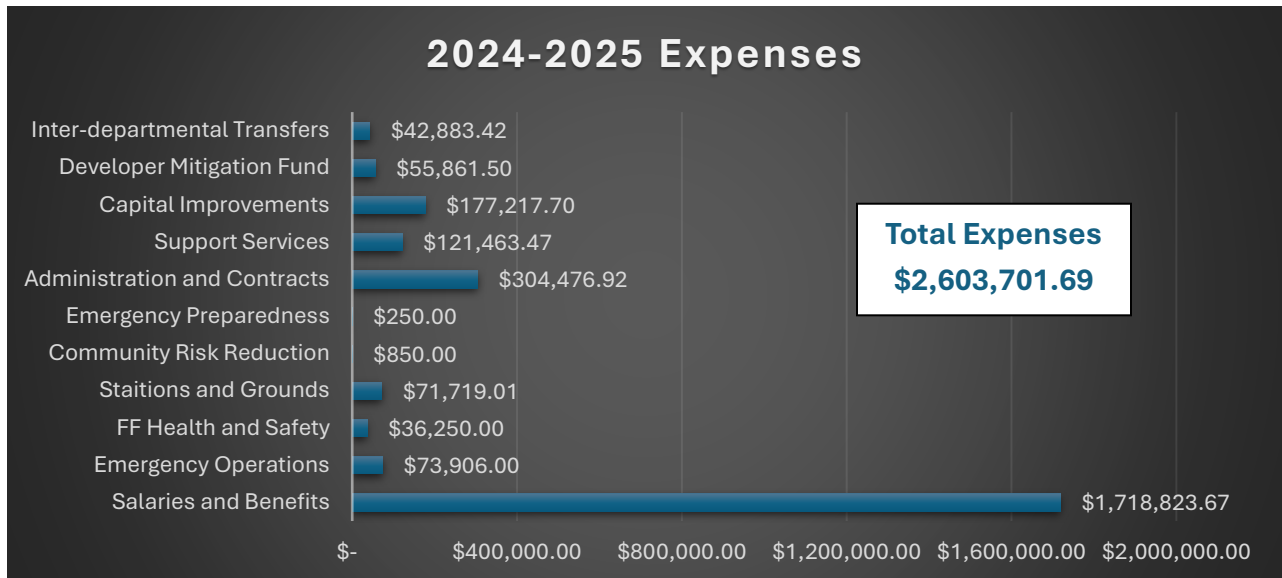
Ambulance

The Foresthill Fire District operates two paramedic ambulances providing the only ambulance transportations service on the divide including the adjacent 411 square miles of unincorporated Placer County outside the boundary of the Foresthill Fire Protection District. Ambulance transportation is a fee-based service which produces significant revenue for the district but does not cover the cost of operations.

The ability to recover costs through ambulance transportation fees is based on a number of factors including: the number of transports annually, the payer mix of patients transported, and transport distance. The demographics of the district include a high percentage of patients on Medicare. Medicare limits payments on ambulance transportation and requires providers to accept the statutory based payment amount as full payment. The patient cannot be billed for the difference between the billed amount and the government paid amount which is roughly 25%. Having a high level of Medicare patients in the payer mix reduces the collectible revenue from ambulance transport.

The 2024-2025 budget estimates ambulance revenue of \$448,849.94 on \$1,374,272.72 of ambulance billings; a collection rate of 32%, well below industry standards. The difference between billed and collected amounts is nearly all due to statutorily required write-offs required by reduced Medicare and Medicaid payments.

District Expenses



As with most public safety agencies the cost of labor far outpaces all other agency expenses. In the last 3 years Foresthill has seen a rise in labor and benefit costs more than 22%. Other large cost items include worker's compensation and district liability insurance, both of which have nearly tripled in the last four years and now account for 7.5% of the total operating budget. Another interesting category of expense is revenue paid to Placer County for services provided by the county to the district which totals \$28,009.89 accounting for just over 1% of district expenses.

To illustrate the marginal cost of providing an ambulance service to areas outside of the Foresthill Fire District we will examine the cost of operating Medic 88, the district's second ambulance unit. It is this unit that primarily covers the areas outside of Foresthill.

Medic 88 Expenses

Personnel – Staffing on Medic 88 is two (2) personnel comprised of one (1) Engineer and one (1) Firefighter. At least one of these personnel must be a licensed Paramedic and the other can be a Paramedic or Emergency Medical Technician. The distinguishing characteristics are level of training and cost.

Expense Category	Expense
Medic 88 Engineer Salary (3 personnel)	\$266,986.37
Medic 88 Firefighter Salary (3 personnel)	\$241,941.82
Retirement - 457 Plan (6 personnel)	\$45,803.45
Uniform Allowance (6 personnel)	\$6,000.00
Healthcare (6 personnel)	\$72,000.00
Payroll Taxes (FICA for 6 personnel)	\$38,951.00
Unemployment (6 personnel)	\$672.00
Cost of overtime to cover benefited absences	\$76,594.40
Worker's Compensation cost (6 personnel)	\$43,485.93
TOTAL COST OF SIX (6) PERSONNEL AT MEDIC 88	\$792,434.97

Employee Related Expenses

Expense Category	Expense
Training (6 personnel)	\$9,000.00
Health and Safety (Protective Clothing for 6)	\$1,833.33
TOTAL COST – EMPLOYEE RELATED	\$10,833.33

Vehicles and Equipment

Expense Category	Expense
Ambulance depreciation (10 year)	\$32,518.75
Fuel (34%)	\$12,240.00
Vehicle maintenance (40% share of ambulance)	\$6,300.00
Patient cot and loading system depreciation (8 years)	\$5,012.99
Cardiac monitor defibrillator depreciation (7 years)	\$3,684.94
Lucas CPR device depreciation (8 Years)	\$3,585.80
Manufacturer required maintenance plans	\$4,382.60
TOTAL COST VEHICLES AND MAINTENANCE	\$67,725.08

Additional Medic 88 Costs – Facility Costs

Expense Category	Expense
Electricity, Propane, Water	\$12,500.00
Phone, Internet, MDT Data	\$2,180.00
Building Maintenance	\$4,385.00
TOTAL COST – FACILITIES	\$19,065.00

TOTAL DIRECT MARGINAL COST OF MEDIC 88	\$890,058.38
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The cost estimates for Medic 88 listed above do not consider non-direct costs such as the cost of administration and overhead, support services, disposable medical supplies, furniture and fixtures.

Cost allocation methodologies

Cost allocation methodologies are frequently used in the private sector where measurements of output are easily modeled. Unit per hour, time on task, cost per sector are a few cost allocation methods commonly utilized. In public safety we are not producing outputs and therefore cost allocation is more complex. Whereas a donut shop has predictable demand by time of day and day of week, public safety agencies have fewer consistent and reliable trends for predicting demand, especially in areas that have limited data (sample size) due to a lower frequency of response. It is currently not possible to predict when an accident, heart attack, or fire will occur, and this requires a consistent level of readiness as the risk remains constant regardless of time of day or day of week. In the section below we attempt to draw a direct nexus using mathematical formulas between cost and agency responsibility.

Full cost

A full cost allocation would charge the entire cost of operation to a funding source. In the case of ambulance coverage to Placer County, it would amount to a 50% share of the fire district's \$2,603,701.69 budget or a cost to the county of \$1,301,850.84. Given the shared benefit of district operations this cost allocation method cannot be considered.

Attributable Costs

The use of marginal or attributable costs allocation would identify the cost of operating the additional services required by the Foresthill Fire District to cover areas outside the agency's boundary and charge those costs to the government agency responsible. While this methodology presents a reasonable argument, the cost through this allocation model would be more than \$890,000.00.

Area of Responsibility Cost

Under an Area of Responsibility cost allocation, we evaluate response data to identify the percentage of Station 88 responses in the County as compared to Station 88 responses within the boundary of the Fire District.

Fire Station 88 Response Data – 2024			
Area	Incidents	Percentage	Cost Share
Total all areas	252	100%	\$890,000.00
In District	206	81.75%	\$727,575.00
County Area	46	18.25%	\$162,425.00

The Area of Responsibility approach using the percentage of calls occurring outside the Foresthill District would yield a roughly 80/20 cost share which when divided by the marginal cost of ambulance results in an annual cost to the County of \$178,000.00.

Best Practices Staffing and Operational Model

If Foresthill's response was confined to the jurisdictional boundary of the fire district, the staffing and deployment of resources could be altered to reduce district costs while maintaining a near equal level of service capability to Foresthill. Deployment of resources would include a single station staffed with three (3) personnel cross-staffing, a paramedic ambulance, a fire engine, and a Paramedic quick response vehicle. To provide full district coverage the district would contract with Cal Fire for full-time staffing of the Foresthill Cal Fire Station. This contract would provide year-round staffing of a basic life support fire engine with three (3) personnel. Known as an Amador contract, this would cost the district approximately \$300,000.00 annually. The closure of a facility, reduction of personnel and

elimination of numerous vehicles in the fleet would create savings of over \$350,000.00 annually. While this model sounds worthy of further analysis, it fails to provide ambulance service to the residents and visitors of the areas surrounding the Foresthill community and it would be irresponsible and morally corrupt to deny emergency services to the 411 square miles of Placer County currently served by Foresthill.

Conclusion

The annual direct marginal cost of operating Medic 88 is \$890,000.00 per year. In exploring several cost allocation models, the Area of Responsibility model (which considers the calls by area of responsibility) yields a measurable, explainable, and reproducible result. Assigning 20% of the marginal cost of Medic 88 to the County of Placer yields a reasonable reimbursement to the district for service provided to and on behalf of Placer County.

It is recommended that the County and Foresthill work toward a cooperative agreement using models identified in this assessment to offset a portion of the annual cost of providing service to areas of Placer County outside of the Foresthill jurisdiction. Contributions by the county would eliminate the legal issues facing Foresthill and continue the long-standing level of fire, rescue, and emergency ambulance service that has been provided to the areas surrounding Foresthill for the last 60 years.

**FIRST AMENDMENT TO USE OF FUNDS AGREEMENT
MIDDLE FORK PROJECT NEXUS FUNDING
FORESTHILL FIRE PROTECTION DISTRICT**

THIS FIRST AMENDMENT TO THE USE OF FUNDS AGREEMENT ("Amendment") is made and entered on this _____ day of _____, 2025, by and between the COUNTY OF PLACER, hereinafter referred to as "County", and FORESTHILL FIRE PROTECTION DISTRICT, hereinafter referred to as "Grantee," and collectively referred to as the "Parties."

WHEREAS, on June 27, 2024, County and Grantee entered into an "Agreement Between the County of Placer and Foresthill Fire Protection District." ("Contract") whereby the Grantee provides emergency services support in the Foresthill region of the County; and

WHEREAS, the Project is an eligible project for the use of Middle Fork American River Hydroelectric Project Funds ("MFP Funds");

NOW, THEREFORE, IT IS MUTUALLY AGREED by and among the Parties as follows:

1. County shall grant to Grantee MFP Funds in the amount of Twenty-Two Thousand Six Hundred Eighty-Eight Dollars and Nine Cents (\$22,688.09) for fiscal year 2024-25 to assist with implementation of the Grantee Project.
2. Section 2 of the Contract shall be amended as follows:

County shall grant to Grantee MFP Funds in the **Twenty-Two Thousand Six Hundred Eighty-Eight Dollars and Nine Cents (\$22,688.09)**, the "Grant Funds" within thirty (30) days of receipt by County of a written request (the "Grant Request") from Grantee. Grantee shall provide the Grant Request to County within ninety (90) days from the date of this Agreement. The Grant Request shall state the account to which the Grantee requests funds be deposited and other information reasonable and necessary to allow the County to wire or otherwise deliver funds to Grantee.
3. Section 5 of the Contract shall be amended as follows:

The Grantee Project shall be recognized into Grantee budget no later than June 30, **2025**, unless County grants an extension in writing. Any Grant Funds not implemented into their budget for the Grantee Project by June 30, **2025**, shall be returned to the County, unless extended by the County.
4. EXCEPT as specifically modified above, all of the remaining terms and conditions of the said Contract shall remain and continue in full force and effect.
5. This Amendment may be executed in duplicate counterparts. Each counterpart shall be an original and both together shall constitute but one and the same document. This Amendment shall not be deemed executed unless and until at least one counterpart bears the signatures of all parties' designated signatories.

COUNTY OF PLACER:

By: _____
Daniel Chatigny, County Executive Officer

Date: _____

GRANTEE:

By: _____
Foresthill Fire Protection District

Date: _____

APPROVED AS TO FORM:

By: _____
County Counsel

Date: _____

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DRAFT

Article 1: Foresthill Fire Protection Board

1201.1 CENTRAL FIRE DISTRICT GOVERNING AUTHORITY

Foresthill Fire Protection District (herein referred to as District) was established in 1947 by the Placer County Board of Supervisors. The District is a California Special District (Independent) as a local government agency with taxation authority.

1201.1 POLICY ADOPTING GOVERNING BY POLICY

The policy of the Fire District Board (herein referred to as Board) recognizes that one of its major functions is to serve as the policy-making body of the District and to govern the activities and shape the future of the District. At the same time, the Board preserves for the Fire Chief and the professional staff the responsibility of the day-to-day administration and operations of the District in a manner consistent with the policies and procedures of the Board.

It is, therefore, the intent of the Board of this District to set forth a series of policies and board meeting procedural rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the Fire District.

1201.3 BOARD POLICIES

It is the intent of the Board to be governed by a set of policies. The policies shall be adopted by the Board and made available as public documents.

The policies of the Board shall be drafted, adopted, and amended with full consideration for the Board's desire to provide fire and life safety Protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District.

In the event that a Board Policy is found to be in conflict with State or Federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated body of policies and rules.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy shall clearly specify the intent of the Board in interpreting the policy.

Policy Adoption, Changes, Deletions, Additions, and Review: In its deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out the legally mandated tasks and general policies in the interest of the public good.

Foresthill Fire Protection District

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Article 1: Foresthill Fire Protection Board

The District recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place every two years. Years ending in odd numbers should be the year to review Board policies for any necessary updates.

Adoption, changes, additions to, and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board in the course of a single meeting.

The assembled policies of the Board, known collectively as the Board of Directors' Policy and Procedures Manual, shall be the reference instrument for conducting the business of the Board. Appendices to the Policy and Procedures Manual that are not in themselves policies such as Committee Assignments, Board Calendar, Issuances, and Brown Act Summary and other factual listings may be changed as necessary to provide up to date in

Article 2 Board of Directors

1202.1 BASIS OF AUTHORITY

The Board is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, expenditure, or give individual direction to the Fire Chief.

Directors do not represent any fractional segment of the community, but are rather, a part of the body which represents and acts for the community as a whole.

1202.2 JOB DESCRIPTION

The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are delegated to professional staff members of the District. The members of the Board of Directors have ultimate responsibility to ensure the lawful and efficient operations of the District. They are the supervisory body for the Fire Chief. It is their responsibility to ratify all annual budgets and expenditures, and to participate in and/or ratify annual salaries, wages and benefits.

The majority of the Directors set the official policy of the District. Said policies are to be mindful of the legal and constitutional rights of all employees and are to be set with care and in accordance with the law.

The Board is entitled to enter into all contracts on behalf of the District within the scope of its authority and in the line of duty.

Directors are expected to be familiar with the rules of the Brown Act regarding open meetings, required notice therefore, and the requirements for entering into closed session. All Directors should be aware of any issue of self-dealing and should abstain from voting on any issues in which the member is interested, or on those involving issues which could somehow affect their tenure or benefits. Directors are required to file Fair Political Practices Commission, Statement of Economic Interests, Form 700, upon assuming or leaving office and annually with the Board Secretary. The District is defined in accordance with the provisions of California Statutes. The Board, by policy, shall carry out its responsibilities and the will of the people of the District in keeping with State and Federal constitutions, statutes, and rules, interpretations of the courts, and all the powers and responsibilities they provide.

1202.3 ATTENDANCE IN MEETINGS

Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. This shall include all Committee meetings to which the Director has been assigned.

Article 2 Board of Directors

Foresthill Fire Protection District

1202.4 ATTENDANCE AT COMMITTEE MEETINGS

Directors assigned to committees may teleconference if appropriate. Directors NOT assigned to a specific committee may, as private citizens, attend those specific committee meetings. However, they are members of the public and may not speak, comment or otherwise participate in those Committee meetings as this would be in violation of the Brown Act. While in attendance at such Committee meetings as members of the public, the Director may NOT attend the closed sessions of such Committees.

1202.5 ADVISORY COMMITTEES

It is the policy of the Board to establish advisory committees when it is found to be in the best interest of the District to do so.

It is the policy of the Board to maintain the following standing committees:

Strategic & Long Range Planning Committee – the Board's standing Long Range Planning Committee shall be an advisory committee concerned with development, and exploration of merger or joint activities JPA. JOA and the like, with other districts, affiliated and non-affiliated agencies as may be required to provide services for

Finance Committee – The Board's standing Finance Committee shall be an advisory committee concerned with the financial management of the District, including the preparation of an annual budget and major expenditures, grant applications and modifications thereto, and impacts of trends of funding and expenditures in the fire service and affiliated agencies.

Facilities and Assets Committee Determine the going forward use of existing facilities for the operations of the district, identifying necessary replacements, or due to regulations or statutory requirements. They may develop appropriate agreements or policies with affiliated agencies or associations for non-district use of the buildings and properties. These recommendations may affect the district and its operations as may be directed by the FFPD Chief or other standing committees.

It is the policy of the Board to establish an ad hoc committee as needed, formed for a specific purpose. Members of an ad hoc committee shall be appointed by the Board President. Ad hoc committees shall be considered dissolved upon submission of a final report, unless their standing is continued by a vote of the majority of Board members.

The Board President or designee shall outline the duties and responsibilities at the time of the appointment. A Director(s) shall serve on all standing or ad hoc committees.

Committees may provide information and serve in an advisory role concerning District matters assigned to them. The Board is responsible for adopting or rejecting committees' priorities and/or recommendations.

It shall be the responsibility of the **Fire Chief** to advise the various committees as to the requirements of the Brown Act with regard to labor or Fire District operations. Legal matters, code modifications, additions, deletions and Fire District Law changes shall be monitored and relayed to the Board.

The Fire Chief shall be responsible for posting notices of all committee meetings and notifying the press and public as required by the Brown Act (required when three Board members are present or when a committee with Board representation is making a specific recommendation for action to the Board).

The various committee persons shall confer with all committee members to establish meeting date, time and agenda items.

All committee meetings will be scheduled to best meet the mutually agreed upon date and time and are to be consistent with the Brown Act and related District policies.

Article 3 Membership of the Fire District's Board

1203.1 BOARD MEMBERSHIP REQUIREMENTS

The District's Board shall consist of five (5) members serving four-year, staggered terms. By State law, a resident of the District who is a registered voter over 18 years of age shall be eligible to serve as a Director. The election of the Directors shall be conducted as provided by California Law.

1203.1.1 BOARD ORIENTATION

The Fire Chief, in cooperation with the Board President (or designee), shall be responsible for the appropriate orientation and training of new Directors prior to taking their seat on the Board.

The orientation and training session for new Board members shall be for information purposes only to acquaint them with the facilities, equipment, and personnel of the Fire District and provide an overview and/or copies (if requested) of:

- (a) Board of Directors' Policy and Procedures Manual (this Manual)
- (b) District territory and boundaries
- (c) Labor and other major contracts
- (d) Brown Act Summary
- (e) Other matters concerning Conflict of Interest
- (f) The current District budget
- (g) Board Resolutions
- (h) District Ordinances
- (i) Any other important issues
- (j) After taking office, the new Director will be provided with additional orientation and issued additional items:
 - (a) District email address
 - (b) District cell phone (if required)
 - (c) Official shirt with logo

1203.2 TRAINING, EDUCATION AND CONFERENCES

Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Directors may also attend or observe certain District training classes as approved by the Fire Chief. The internal training calendar will be provided to the Board members. Directors are encouraged to minimize expense to the District by using online courses where possible.

It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training,

educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Notification should be provided to the Directors for meetings, travel and conferences outside of the District. Approval for the expenses necessary may be made by the Board President or his/her designee in consultation with Fire Chief. The Board Secretary is responsible for making arrangements for Directors for conference and registration expenses, and for per diem (at District mandated per diem allowance.) Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging and travel. All expenses for which reimbursement is requested by Directors or which are billed to the District by Directors shall be submitted to the Board Secretary, together with validated receipts. Expenses to the District for Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Fire Chief and by the adopted budget amounts.

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates, Directors traveling together whenever feasible and economically beneficial, and requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.
2. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions that will be of benefit to the District.

1203.3 DIRECTOR'S COMPENSATION AND REIMBURSEMENT

The District shall reimburse Directors for reasonable expenses actually incurred while on District business. Such reimbursement shall extend only to the bona fide expenses of Directors and shall not include recompense for a spouse's or companion's costs. Each Board member shall present a statement, supported by appropriate documentation, before reimbursement is made.

Foresthill Fire Protection District

Article 3 Membership of the Fire District's Board

1203.4 DIRECTOR'S APPAREL AND EQUIPMENT

- A. Directors will be issued a laminated photo I.D. card identifying them as Directors. Directors shall not be issued, or wear, safety equipment unless required or requested to do so by the Fire Chief.
- B. I.D. card is to be returned to the District upon completion of service.
- C. I.D. card security is the responsibility of the Director. Should the I.D. card issued by the District be lost or stolen, the Director shall notify the Fire Chief.
- D. Directors shall wear the District issued polo shirt to Board meetings or other official events as designated by the Board activities in the public interest.

1203.5 BOARD VACANCIES

Filling vacancies in the office of Director shall be in accordance with California Law. Generally, vacancies may be filled by appointment (by the current Board) or by special election. The position may also be left vacant until the next election and should be compliant with County Election Policy.

1203.6 BOARD ELECTIONS

When a District election is to be held for the purpose of electing members to the Board, the election officer shall cause the following information to be published in accordance with California Law:

- 1. The date of the election;
- 2. The Board positions to be voted upon;
- 3. The latest date candidates may file for office.

The County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

When a District election ends in a tie vote as defined in California Elections Code Division 15, Chapter 10, Article 1, Section 15651, the tie shall be resolved by the other directors reaching a consensus and voting to accept a potential Board member.

Article 4 Officers and Committees of the Board

1204.1 POLICY

It shall be a policy of the Board to elect officers of the Board during the month of December, or in January depending on the ranges of elected Board calendar terms, or the date of certification by the County Elections Officer. Officers take office in January unless provided in Section 1204.1.

1204.1.1 BOARD OFFICERS

The Board shall hold annual elections at its December meeting for President and Vice President. The terms for President and Vice President shall commence on the first day of January and end year term with no officer serving more than two (2) consecutive terms in any one position, however, in extraordinary situations, the Board may extend the limit on consecutive terms for an officer by majority vote of the Board. The Vice President shall become President upon the death, incapacitation, resignation, or removal of the President. In the case that the Vice President succeeds to the President, the Board shall elect a new Vice President at its next meeting.

1204.2 PRESIDENT DUTIES

The President shall be the presiding officer of the Board, shall collaborate with the Fire Chief to establish the agenda for the meeting, shall sign all documents on behalf of the Board and District that may be required, and shall have the same rights and responsibilities as other Directors to participate in and vote at Board meetings. The President-elect, with the approval of the Board, shall designate, no later than the January regular Board meeting, Directors who will serve on the various committees, boards, liaison positions for the upcoming year. The President may, at any time, change committees, boards and liaison positions with the approval of the Board.

1204.3 VICE PRESIDENT DUTIES

The Vice-President shall serve as acting President in the absence or temporary disability of the President. The Vice-President shall become President upon the death, resignation, or removal of the President.

1204.4 BOARD STANDING COMMITTEES AND LIAISONS

The President or designee shall outline the duties and responsibilities of a Director on a Committee at the time of appointment.

**Policy
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Article 5 Powers and Duties of The Board

1205.1 POLICY

It is the policy of the Board to exercise those powers granted to it by California Law and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

1205.2 BOARD RESPONSIBILITIES AND DUTIES OF FIRE CHIEF

Responsibilities of the Board are the formulation of policies and rules regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative, personnel and executive functions to the Fire Chief.

1205.3 CODE OF ETHICS

The Board is committed to providing excellence in legislative leadership that will result in the highest quality of services to its constituents. Pursuant to AB 1234, Ethics Training for Local Officials, passed by the Legislature on October 7, 2005, requires that all local agencies that provide compensation, salary or stipend to, or reimburses the expenses of, members of a legislative body must provide ethics training to local agency officials every two years.

1205.4 DIRECTORS MEETING PARTICIPATION

The basic manner in which Directors fulfill their office must be at a regular, special, committee, or workshop meeting, and will be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All Directors, including the President, are expected to participate fully in deliberation and voting.

1205.5 DIRECTORS DECORUM

It is understood that Directors will not always agree. Directors have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Directors should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible.

In order to assist in the governing of the behavior between and among Directors, the following rules shall be observed:

The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged. The needs of the District's constituents should be the priority of the Board.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

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Article 5 Powers and Duties of The Board

1205.6 DIRECTORS RESPONSIBILITY TO CONSTITUENTS

Directors, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.

1205.7 DIRECTORS ACTION AND SERVICE

Directors' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

1205.8 DIRECTORS MEMBERSHIPS AND CONTINUING EDUCATION

The Board encourages members to participate in organizations such as the Fire District Association of California and others with similar benefit to the District. Membership fees shall be paid by the Fire District and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be paid by the Fire District

1205.9 DIRECTORS CONDUCT AND RESPONSIBILITIES

Conduct

The Directors shall observe the following code of conduct designed to guide their actions in carrying out their responsibilities. A Director should strive to understand that their basic function is "policy" and not "administration";

1. Refuse to make commitments on any matter which should come before the Board as a whole;
2. Refuse to participate in secret meetings or other irregular meetings which are not official and which all members do not have the opportunity to attend (this includes: "liking", commenting or sharing posts on social media of fellow Board members with regard to District business);
3. Recognize that he/she has no legal status to act for the Board outside of official meetings, unless so designated for certain limited actions approved by the Board;
4. Respect the rights of District constituents to be heard at official meetings within established parameters and guidelines for public testimony;
5. Make decisions only after available facts bearing on a question have been presented and discussed;
6. Accept the principle of "majority rule" in Board decisions;
7. Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies;
8. Recognize that the Fire Chief or designee is the technical advisor to the Board;
9. Present personal criticisms, complaints or problems regarding District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution;
10. Declare conflicts of interest into the public record;

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Article 5 Powers and Duties of The Board

11. Conduct all District business in an ethical manner;
12. Refuse to use his/her position on the Board in any way, whatsoever, for personal gain;
13. If observing District personnel while they are engaged in emergency or disaster operations, a Director shall not distract or engage personnel in any way. Directors shall position themselves so as not to interfere with emergency operations.
14. If assigned to the DOC during an emergency or disaster operation, a Director not assigned to specific duty shall observe the chain of command under the direction of the Fire Chief or his authorized designee Incident Command System (ICS).
15. The District has policy and procedures governing harassment, discrimination and retaliation in the workplace. It is the policy of the District to establish and maintain a work environment free of all forms of harassment, discrimination and retaliation. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any employee. All Directors must be familiar with and in compliance of the District's Policy prohibiting such behaviors and the respective California Codes. All new Directors shall participate in Harassment, Discrimination and Retaliation Training within one year of joining the Board if they have not already done so. All Directors should take Harassment training at least once every two years. The Board Secretary shall maintain records of such.
16. Give staff and contemporaries the respect and consideration due to skilled professional personnel.

Responsibilities

Directors are responsible for monitoring the Fire Chief's progress in attaining District goals and objectives, while pursuing its mission.

Directors shall practice the following procedures:

- In seeking clarification on informational items, Directors shall contact the Board President, who will arrange a meeting with the Fire Chief.
- In handling complaints from residents and property owners of the District, said complaints shall be referred directly to the Fire Chief.
- In handling items related to safety, concerns for safety, or hazards shall be reported to the following:

Emergency situations shall be dealt with immediately by seeking appropriate assistance.

In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, said concerns shall be referred directly to the Fire Chief.

When approached by District personnel concerning specific District policy, Directors shall direct inquiries to the Fire Chief. The chain of command shall be followed.

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Article 5 Powers and Duties of The Board

The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District. When responding to constituent requests and concerns, Directors shall be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors function as a part of the whole. As such, issues shall be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors shall be expected to serve on standing and ad hoc committees as established. These committee assignments are two (2) member fact finding committees established for the purpose of making recommendations to the Board on modifications to current policies and related District business.

1205.10 DIRECTOR DISCIPLINE

Censure

The Board reserves the right to censure, criticize, disapprove or condemn actions taken by individual Board members if their actions exceed the grounds of authority conferred upon Board members by the law or, if by their actions, they fail to fulfill their fiduciary duty to the District.

The right to censure a fellow elected official is established by case law. Censure is a disciplinary matter and, as such, the person who is proposed for censure has a right to due process (i.e. hearing on the charges). Boards may also pass resolutions criticizing, disapproving or condemning a Board member for his/her conduct and that does not require a process hearing beforehand.

1205.11 BOARD AND DISTRICT PUBLIC COMMUNICATION

The Fire Chief, or his designee, is the spokesperson for the District when dealing with the media. In the course of normal events, Directors should refer inquiries to the Fire Chief. The Fire Chief and the Board should strive to be in agreement regarding the public posture of the District. Where possible it is desirable for the Board to have a unified position (e.g. "Board position") that may be communicated to the public through the media. If it is necessary for the Board to make a separate statement to the media, that responsibility should rest with the Board President or his/her designee.

Internal District information should not be distributed to the media without the permission of the Fire Chief, *or his designee such as the Public Information Officer, recognized by the Board.*

However, Directors as elected officials have all of the rights and privileges of any private citizen to speak with the media. If a Director finds it necessary to speak to the media regarding the District, that Director should be clear that he/she is speaking as an individual Director and not as a spokesperson for the Board. In order to speak for the Board, any individual Director must be authorized by the Board. When speaking to the media on matters not related to the District, any Director should clearly state that he/she is speaking as a private citizen and not as a Director.

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Article 5 Powers and Duties of The Board

1205.12 FINANCIAL POLICY STATEMENT

A. Aggressive Oversight by the Board

The Board of recognizes their responsibility for fiscal accountability to the community, the employees of the District and the organization. The Board is committed to staying informed on all financial aspects of District Operations. The Board further commits to using utmost diligence in guaranteeing sound fiscal management principles throughout their decision-making process.

B. Treasurer

The Board acknowledges the Treasurer of the County of Placer as Treasurer of the District by Statute (Health and Safety Code Section 13854). All cash and reserve funds are held in the investment pool under the management of the County Treasurer. Reserve fund balances will be held available for funding the "dry tax season", capital outlay and mobile equipment objectives rather than borrowing additional funds for that purpose. The District shall maintain a line of credit with the County of Placer for cash flow needs or as defined by the Treasurer and consistent with applicable California Health and Safety Code.

C. Open and Complete Reporting

The Board and Staff commit to disclose and report all current impacts to the District's finances at every regular monthly Board Meeting. Care will be given to report in a format easily understood by district clientele.

Budget deviations will be processed per policy and Staff shall provide monthly financial statements to the Board formatted to include description of funds, expenditure and revenue balances and projected trends throughout the fiscal year.

D. Timely Payment

The District shall process all routine bills received by the District for payment within 30 days and submit all claims to the Board for review at the next regular meeting.

E. Reserves and Designations

Minimum Fund Balance: It is the goal of the District to achieve and maintain an unassigned fund balance in the general fund at a minimum of five (5) months of budgeted operating expenditures to provide adequate cash flow and avoid short-term borrowing in the subsequent fiscal year.

The District shall forecast future liabilities and plan for adequate funding based upon economic conditions. Categories shall include:

- (a) Accumulated unpaid compensated absences (vacation, sick leave).
- (b) Equipment replacement
- (c) Facilities – improvement, maintenance, purchase, construction.
- (d) Mobile equipment

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The funds needed by each category in a fiscal year will be included in that current year budget. Funds not used in the current fiscal year may be transferred to the following years reserve accounts by direction of the Board until those accounts become fully funded.

F. Indebtedness

Great diligence will be used to accomplish the mission of the District by applying contemporary business practices and recognized cash management principles based on current economic conditions minimizing the use of debt issuance except where appropriate to meet District goals.

G. Budgets

The goal of the District Budget is to reflect a balance of recurring revenues which is allocated to wages and benefits, efficient operations of the fleet, while maintaining services and supplies. The District's goals are to be balanced to wages and benefits, services and materials by others, and facility maintenance. This will be a reflection of current economic conditions and will demonstrate fiscal responsibility and provide adequate reserves.

1205.13 COLLECTIVE BARGAINING AGREEMENT

It is the policy of the Board to engage in discussions for the purpose of reaching agreements with recognized employee groups or individuals, as required in the Brown Act. The Board reserves to engage itself or:

1. A designee
2. A contract negotiator
3. The Board Personnel Committee
4. The Fire Chief
5. Ad Hoc Committee
6. A combination of resources

During contract negotiations a Director should limit communication with the bargaining group on matters pertaining to the negotiation. Individual Directors shall not negotiate directly with represented labor groups and cannot agree to anything as an individual or on behalf of the Board while bargaining is underway.

Article 6 Delegation of Board Authority

1206.1 POLICY

The Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

1206.2 BOARD APPROVAL OF FIRE CHIEF POSITION

The Board may select a Fire Chief by utilizing one of the following methods:

- Open Examination- open and competitive testing for all qualified individuals.
- Promotional Examination- open only to qualified District employees.
- Appointment-the appointment of any person meeting the established employment standards for the position.

The Board will approve a position description for the Fire Chief as per District Policy. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment. The Fire Chief's contract must be considered at a regularly scheduled board meeting. During the agenda item where the Fire Chief's contract is being considered the Board President must announce compensation and fringe benefits orally in open session before the final action.

1206.3 RESPONSIBILITIES OF FIRE CHIEF TO THE BOARD

The Fire Chief shall serve as the Executive Officer of the Fire District. Responsibilities of the Fire Chief may include:

1. Preparing the agenda in collaboration with the Board President for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing to the attention of the Board matters requiring its consideration.
3. Reporting periodically to the Board on the progress of the programs in the District.
4. Addressing personnel, financial and capital improvement matters under the direction of the Board.
5. Reporting to the Board, appointments, demotions, transfers and dismissals in accordance with the policies of the Board as applicable.
6. Represent the Board as the Director of Personnel for the District.
7. Provide for succession planning for management and personnel within the District.

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1206.4 FIRE CHIEF EVALUATION

The Board shall establish a process for evaluating the Fire Chief, at least on an annual basis from the Fire Chief's anniversary date of hire or as defined in the employment contract

1206.5 FIRE CHIEF DELEGATION

The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such administrative policies and procedures will detail the operations of the District.

1206.6 FIRE CHIEF ADMINISTRATIVE ACTIONS

When action must be taken within the District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Fire Chief to inform the Board promptly of such action and of the possible need for policy or rule.

Article 7 Methods of Operation of District Board Meetings

1207.1 POLICY

It is the policy of the Board that all meetings be conducted in accordance with California and Federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources, as appropriate, before decisions are made on policy and procedural matters.

1207.2 MEETING LOCATION

Regular meetings of the Board shall be held at Foresthill Fire Protection District Administrative Office, 24320 Main Street Foresthill CA 95631, on the second Thursday of each month at 6:00 p.m., unless by specific action of the Board a different meeting place or time is selected.

The President and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board, and that physical facilities for said meetings are functional and appropriate.

1207.3 REGULAR MEETINGS

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at Foresthill Fire Protection District Administration Office and are open to the public, except as provided for Closed Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing and will be made available to the news media prior to the date of the meeting in accordance with the Brown Act, an additional posting of the agenda to the District web site. A nominal fee may be charged for copies of public records in accordance with rules established by the Board.

1207.4 SPECIAL MEETINGS

At least twenty-four (24) hours prior to the time of all special meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at Foresthill Fire Protection District Administration Office and are open to the public, except as provided for Closed Sessions. The Presiding Officer (President) of the Board or a majority of the legislative body of the Board may call a Special Meeting under the terms of the Brown Act.

Foresthill Fire Protection District

Article 7 Methods of Operation of District Board Meetings

1207.5 EMERGENCY MEETINGS

An Emergency Meeting may be called by the Board if a work stoppage, crippling activity, or other activity severely impairs public health or safety.

Alternatively, the legal body may determine a dire emergency exists, such as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril. All of the Brown Act provisions apply to emergency meetings, except for the 24-hour notice requirement.

1207.6 AD HOC COMMITTEE

Ad hoc committees shall meet as necessary in accordance with their specific mission and purpose. An Ad hoc committee generally has a limited purpose and/or a limited span or time frame. These committees exist as long as necessary to accomplish their goal after which they are disbanded. There are no notice or agenda requirements for ad hoc committees. A maximum of two (2) Directors shall serve on all standing and ad hoc committees. Ad hoc committees shall be considered dissolved upon submission of the final report, unless their standing is continued by a vote of the majority of the Directors. No minutes are required from an ad hoc committee.

1207.7 AGENDAS

Agendas for respective meetings shall be determined in the following manner and shall comply with appropriate noticing and publishing.

Agenda Item Requests - Directors

As stated in Policy 1204.2, the Fire Chief in collaboration with the Board President shall prepare an agenda for each regular, committee and special meeting of the Board. Any Director may request the placement of any item related to District business on the agenda of an upcoming scheduled regular Board Meeting in one of four ways:

1. By voicing a request during the open session of a Board Meeting that an item be placed on the agenda for the following meeting;
2. By submitting a request, outside of a Board Meeting, to the Board President or the Fire Chief /Board Secretary;
3. By submitting a request, outside of a Board Meeting, to the Fire Chief;
4. By the Board member adding agenda items directly by submitting a form.

All requests for agenda items are subject to the requirements and limitations of the open meeting laws of the State of California must be within the subject matter jurisdiction of the Board and shall be consistent with these rules governing Board roles and responsibilities. Issues in this regard will be resolved by the Board President. Barring emergencies or other exigent circumstances, all agenda requests shall be made at least the Wednesday prior to the Board meeting at issue. The Fire Chief and the Board President shall honor all agenda requests that meet the requirements of

Foresthill Fire Protection District

Article 7 Methods of Operation of District Board Meetings

this policy and state law. Agendas should be finalized 72 hours prior to the scheduled regular meeting.

Agenda Item Requests - Members of the Public

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board. The request may be made during the public comment portion of any Board meeting, but unless the requirements of the Brown Act can be met, the agenda item may only be added to a future meeting agenda using the following procedure:

1. The request must be submitted, in writing, to the Fire Chief at least one week prior to the Board meeting, and;
2. The Board President, upon consultation with the Fire Chief, will determine whether the public request is a "matter directly related to the District Business" and if so, with the authorization of the President and Fire Chief, it may be placed on the Board's next scheduled meeting agenda.

Consent Agenda

Items of recurring nature may be included for consideration. These items will be determined during agenda-setting meetings between the Board President and Fire Chief.

Directors' Communications on Agenda Items

Questions regarding when an Agenda Packet will be finalized for a particular meeting should be directed to the Board President. In the event the Board President has any question or concern regarding whether or not a particular comment is suitable for publication, he or she shall contact District Counsel for assistance.

1207.8 CLOSED SESSIONS

A Closed Session is a part of a meeting where no member of the public may be present. Only the following topics are grounds for calling a closed session Government Code Section 54953 (b) (3):

- Personnel Matters: Appoint, employ, evaluate performance, discipline, dismiss or release an employee;
- Pending or Anticipated Litigation;
- Labor Negotiations;
- Real Property Negotiations;
- Public Security;
- License Application by persons with a criminal record;
- Liability Claims;

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Article 7 Methods of Operation of District Board Meetings

- Charges or complaints involving information protected by federal law;
- Conference involving Joint Powers Agency;
- Audit by Bureau of State Audits.

1207.9 QUORUM

A quorum is the minimum number of members of a deliberative body necessary to conduct the business of the Board. Three (3) members of the five (5)-member Board must be physically present within the District to conduct District business. In the event that a board meeting proceeds with only three (3) members present, any motion, resolution or ordinance must be passed with a unanimous vote.

Effective January 1, 2023 until January 1, 2026, AB 2449 amends the Brown Act to provide an additional procedure for members of legislative bodies to attend public meetings remotely. Under the law, members of a legislative body may attend public meetings remotely without identifying their teleconference site on the agency's agenda or ensuring it is accessible to the public if the procedures below are followed.

As long as a quorum of the legislative body participates in person from a physical location open to the public, the remaining agency members can participate remotely in two (2) situations:

1. If there is "just cause". Just cause is defined as any one of the following:
 1. Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner that requires a member to participate remotely;
 2. a contagious illness that prevents a member from attending in person;
 3. a need related to a physical or mental disability; or
 4. travel while on business of the legislative body or another state or local agency.In order to participate remotely under the just cause provisions, the member must:
 - Notify the legislative body at the earliest possible opportunity, including at the start of a meeting, of their need to participate remotely and
 - Provide a general description of the circumstances related to one of the four items above.

A member may only participate remotely under the just cause provisions up to two (2) meetings per calendar year.

1. If there are "Emergency Circumstances": Emergency Circumstances means a physical or family medical emergency that prevents a member from attending in person.

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Article 7 Methods of Operation of District Board Meetings

1. In order to participate remotely under the emergency circumstances provisions, the member must request that the legislative body allow them to participate in the meeting remotely because of emergency circumstances and the legislative body must take action to approve the request.
2. A member must make a request to participate remotely under the emergency circumstances provision as soon as possible. The legislative body may take action on this request at the earliest opportunity. If the request does not allow sufficient time to place it on the agenda for the meeting for which the request is made, the legislative body may take action on the request at the beginning of the meeting by majority vote.
3. The legislative body must request a general description of the circumstances relating to the member's need to appear remotely. The description does not have to be more than 20 words and the member does not have to disclose any personal medical information.

1207.10 PUBLIC COMMENTS

Public comment is encouraged at all Board meetings. Public comment is limited to three minutes per speaker, which may be waived or modified by the Board President. The agenda will emphasize the right to public comment.

There are two opportunities for public comment:

- (a) *Under "Oral Communications"*, the public may address the Board on any subject NOT listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. Speakers will be asked (but are not required) to clearly state their name and address or political jurisdiction where they live. The Board cannot act on items that are not listed on the agenda and, therefore, the Board cannot respond to non-agenda items brought up under Public Comment other than provide general information. This will generally take place before the consideration of the Consent Calendar.
- (b) *Public Comment for Agenda Items* - District policy assures members of the public the opportunity to speak to any regular or special meeting agenda item before final action. This opportunity to speak is during the public discussion portion of each agenda item and must be related to matters under consideration for that agenda item.

1207.11 PRESIDING BOARD MEETING

The Board President shall normally preside at meetings of the Board. In the absence of the Board President, the Board Vice-President shall preside. In the absence of both the President and the Vice-President, the first order of business at the Board meeting shall be the appointment, by the Directors present, of a presiding Board member to Pro-tem President the meeting.

Article 8 Meeting Minutes, Public Record

1208.1 BOARD MEETING MINUTES

The minutes of the meetings of the Board shall be maintained in the Administration Office of the District and shall provide for information as required by law and Board policies. For convenience, an additional posting of the Board Minutes may be found on the District website.

1208.2 BOARD SECRETARY

The Board Secretary performs various administrative and managerial duties such as facilitation of the execution of official and legislative processes, which includes administering provisions of the Political Reform Act of 1974, attesting to the passing of resolutions and ordinances, and participating in the Board Meetings.

The Board Secretary also records official actions and legislation of the District, documenting the proceedings of meetings and retaining other legal and historical records. Records are maintained while providing appropriate public access to District business. The Board Secretary manages the proper maintenance and disposition of District records and information.

1208.3 BOARD MEETING MINUTES-PUBLIC RECORD

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours.

1208.4 PUBLIC RECORDS PROCESS

The District recognizes the right of any member of the public to inspect non-exempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by California State Law. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. In accordance with the Public Records Act, certain records, including personnel records, are not included in the category of records to which the right of access may be granted by the District.

The Board Secretary shall keep minutes of all regular and special meetings and standing committees of the Board, but minutes shall not be taken of Closed Sessions or Study Sessions.

Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board Meeting.

The official records of the meetings are the approved typed minutes. The official typed minutes of the regular and special meetings and standing committees of the Board shall be kept in a secured office with easy access for public review during normal business hours. Motions, resolutions, or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

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Article 8 Meeting Minutes, Public Record

All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each calendar year.

The minutes of Board meetings shall be maintained as hereinafter outlined:

1. Date, place, and type of each meeting;
2. Directors present and absent by name;
3. Call to order;
4. Arrival of tardy Directors by name;
5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon; adjournment of the meeting; record of written notice of special meetings; and, record of items to be considered at special meetings;
6. Complete information as to each subject of the Board's deliberation; Approval or amended approval of the minutes of preceding meetings;
7. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
8. All Board resolutions and ordinances in complete context numbered serially for each fiscal year;
9. A record of all contracts entered into;
10. A record of all bid procedures, including calls for bids authorized, bids received and other actions taken;
11. A record by number of all warrants approved for payment;
12. Adoption of the annual budget;
13. Financial reports, including collections, received and deposited and sales of District property shall be presented to the Board every month;
14. A record of all important correspondence;
15. A record of the Fire Chief's report to the Board;
16. Approval of all policies and Board-adopted regulations; and
17. A record of all visitors and delegations appearing before the Board.

1208.5 BOARD ELECTRONIC COMMUNICATIONS POLICY

The District has established an Electronic Communication Policy and Information Security Procedures to which users are expected to adhere. The purpose of these policies is to ensure the proper use of the District technologies.

The Electronic Communication Policy covers such items as Personal Use, Protocol for Use, Unauthorized Purposes, Authorized Hardware and Software Configurations, Data Backup, Security, Internet Use, Shared Resources, the Public Records Act, Confidentiality, Privacy, and Misuse.

The Information Security Procedures as a District Policy include such items as Passwords and the use of the District Network with Non-District Equipment.

Article 9 Rules of Order During Meetings

1209.1 POLICY

The Board President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Board President and all questions and remarks shall be addressed to the President.

1209.1.1 POINTS OF ORDER

The Board President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the Board President be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

1209.2 DECORUM AND ORDER - DIRECTORS

Any Director desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the question under debate.

- A. A Director desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself or to designate some member of his staff for that purpose.
- B. A Director, once recognized, shall not be interrupted while speaking unless called to order by the President, unless a Point of Order is raised by another Director, or unless the speaker chooses to yield to questions from another Director.
- C. Any Director called to order while he is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with rules of the Board.
- D. Directors shall at all times conduct themselves with courtesy to each other to staff and to members of the audience present at Board meetings and public sessions.
- E. Any Director may invite any members of the public, to speak at a Board meeting during the period reserved for public comment.

1209.3 DECORUM AND ORDER EMPLOYEES

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Directors.

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1209.4 CONFLICT OF INTEREST

All Directors are subject to all provisions of California law relative to conflicts of interest and to conflict-of-interest codes adopted by the Board. Any Director prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Director may choose to leave the Board chambers during debate and voting on the Item.

1209.5 LIMITATION ON DEBATE

No Director normally should speak more than once upon any one subject until every other member choosing to speak thereon has spoken. No Director shall speak for a longer time than five (5) minutes each time he has the floor, without the approval of a majority vote of the Board.

1209.6 DISSENTS, PROTESTS AND COMMENTS

Any Director shall have the right to express dissent from, protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason.

1209.7 RULINGS OF THE PRESIDENT FINAL UNLESS OVERRULED

In presiding over meetings, the Board President, Vice-President, or temporary President shall decide all questions or interpretation of these rules, points of order, or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Members/Directors present and voting and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

1209.8 ACTIONS NOT INVALIDATED

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

1209.9 ACTIONS

The Board may act only by ordinance, resolution or motion. For example: Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it (unless a minute order is requested).

1209.10 PROCESSING OF MOTIONS

When a motion is made and seconded, it shall be stated by the Board President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

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1209.11 MOTIONS OUT OF ORDER

The Board President may at any time, by majority consent of the Board, permit a Director to introduce an ordinance, resolution, or motion out of the regular agenda order.

1209.12 DIVISION OF QUESTION

If the question contains two or more divisional propositions, the Board President may, and upon request of a Director shall, divide the same.

1209.13 PRECEDENCE OF MOTIONS

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- A. Adjourn
- B. Fix hour of adjournment
- C. Table
- D. Limit or terminate discussion
- E. Substitute
- F. Reconsider
- G. Amend
- H. Postpone

1209.13.1 MOTION TO ADJOURN - NOT DEBATABLE

A motion to adjourn shall be in order at any time, except as follows:

- (a) When repeated without intervening business or discussion
- (b) When made as an interruption of a Director
- (c) When discussion has been ended and vote on motion is pending
- (d) When a vote is being taken, a motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

1209.13.2 MOTION TO FIX HOUR OF ADJOURNMENT - NOT DEBATABLE

Such a motion shall be to set a definite time at which to adjourn and shall not be debatable or amendable except by unanimous vote.

1209.13.3 MOTION TO TABLE - NOT DEBATABLE

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

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1209.13.4 MOTION TO LIMIT OR TERMINATE DISCUSSION - NOT DEBATABLE

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

1209.13.5 MOTION TO AMEND - DEBATABLE

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

1209.13.6 MOTION TO CONTINUE - DEBATABLE

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

1209.13.7 RECONSIDERATION - DEBATABLE

Any Director who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration thereof shall be made without unanimous consent to the Board.

1209.13.8 VOTING PROCEDURE

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Director present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Board President voting last. The Secretary shall call the names of all directors seated when a roll call vote is ordered or required. Directors shall respond 'aye' or 'no' or 'abstain.' Any Director not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have his vote recorded as 'aye.'

1209.14 TIE VOTES

Tie votes shall be considered a no vote or denial.

Article 10 Procedure for Adopting a Resolution

1210.1 PROCEDURE

Actions of the Board on matters of policy or procedure of a less formal nature than the subject of an ordinance are taken by resolution, which are effective upon adoption. Ordinarily, resolutions should be prepared in advance. The procedure for adoption is:

- A. Motion;
- B. Second;
- C. Discussion;
- D. Vote, pursuant to the methods set out for motions;
- E. Result declared.

When a resolution has not been prepared in advance, the Board may adopt the resolution by title. In that case, the general counsel or staff shall prepare the form of the resolution for presentation at the next meeting.

Article 11 Procedure for Adopting an Ordinance

1211.1 PROCEDURE

Ordinances of the District shall be adopted by the Board pursuant to Government Code Sections 25120 et seq.

All Ordinances shall be placed on the agenda for regular meetings by title and a brief description of the content. (An exception is an urgency ordinance which may be adopted at a special meeting.) The procedure for adoption is:

- A. Discussion;
- B. First Reading/Introduce the Ordinance.

Motion to waive reading of the entire ordinance and read by title and number only must be carried by a majority.

Reading by title by the Board Secretary Motion to introduce.

- A. Moved by:
- B. Seconded:
- C. Carried by:

Adoption/Second Reading, in general, must occur at least five (30) days after the first reading.

Second Reading/Adopt the Ordinance. Except as specified by law, ordinances become effective 30 days after final passage providing the ordinance has been published one time in a newspaper of general circulation published in the District.

Article 12 Fire District Legal Counsel

1212.1 POLICY

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy.

Legal counsel for the District shall be in attendance for Regular Board Meetings when legal advice, contract consultation, and/or Closed Session interactions deem it necessary by the Board President or the Fire Chief.

In keeping with District Policy and fiscal responsibility, all legal counsel contact shall have prior approval by the Board President and/or Fire Chief for matters requiring a legal interpretation.

Appendix A

1213.1 BOARD OF DIRECTORS ORIENTATION/ACCESSORIES

- Tour of the District Facilities
- Roster and Phone Lists: Fire Chief, Directors, administrative staff.
- District Map
- Ethics Training Materials
- District Harassment Policy Acknowledgement
- Laminated Plastic Photo Identification
- District email account

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