



## Foresthill Fire Protection District

P.O. Box 1099 Foresthill, CA 95631

Office: (530) 367-2465

[www.foreshillfire.org](http://www.foreshillfire.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

# June 10, 2026 – 6:00pm **REVISED**

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. May 13, 2026 - Regular Board of Directors meeting
    - II. June 02, 2026 - Finance Committee meeting
  - b) Financial Documents
    - I. FM 11
7. **FIRE CHIEF OPERATIONS REPORT:**

**8. ACTION ITEMS:**

- a) Board to approve the preliminary budget for FY26/27.
- b) Approve the MOU with Placer County Auditor Controller for FY26/27.
- c) Approve Resolution 2026-07 Renew and Adjust Fees for Ambulance Transportation for FY26/27.
- d) Approve Policy 217 revision for Training/Board Room Non-affiliated Group Use Policy.

**9. DISCUSSION/INFORMATIONAL ITEMS:**

- a) PowerPoint presentation for purchase of Command Vehicle
- b) Pump Pod discussion
- c) District Office Building modification: new door at the breakroom

**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 (Lucas device donation of \$2500.00)
- b) Foresthill & Iowa Hill Fire Safe Council Report

**12. CORRESPONDENCE:**

**13. OLD BUSINESS:**

**14. CLOSED SESSION:**

- a) Labor Negotiations \$54957.6
  - I. Meeting with negotiator regarding labor negotiations with Local 3800

**15. ADJOURNMENT:**

**\*\*Next Regular Meeting: WEDNESDAY, JULY 08, 2026 \*\***

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  
Wednesday, May 13, 2026  
District Administration Office  
24320 Main St., Foresthill, CA 95631

### 1. CALL MEETING TO ORDER:

- a. Meeting called to order by Vice President Michelini at 6:05 PM.

### 2. FLAG SALUTE: led by Chief Dennis Martin.

### 3. ROLL CALL OF DIRECTORS:

- a. Directors Michelini, Reams, and Perry were present; Hercules and Drone were absent.
- b. Chief Martin was present.
- c. Administrative Staff were present.

### 4. AGENDA APPROVAL:

- a. Director Reams made a motion to approve the agenda, seconded by Director Perry, motion passes (3/0).

### 5. PUBLIC COMMENT: Monte Verde Estates status inquiry made by Linda Salvador, if there had been any resolution with Placer County. VP Michelini indicated all documents had been found and the county may outline the inclusion of additional work not previously agreed upon.

### 6. CONSENT ITEMS:

- a. Director Reams motioned to approve all consent items as presented; Minutes from April 8, 2026 - Regular Board of Directors meeting, Minutes from April 30, 2026 – Finance Committee meeting, Financial Documents - FM 10, second by Director Perry, motion passes (3/0).

### 7. FIRE CHIEF REPORT:

- a. Director Reams inquired about the lights on E90, this was confirmed by the Fire Chief as being remedied.

### Staffing

- We currently have two Firefighter Paramedic vacancies.
- Orientation Academy will be held May 18th – 22nd.
- Firefighter/Paramedic application process is continually open, and we are actively recruiting.

### Incident Responses

- Total calls for service for April of 2026 were 68.
- Last year at this time there were 51 calls for service.
- Total EMS calls for April of 2026 were 41 and 35 for April of 2025.
- Ambulance Transports for April of 2026 were 33 and 30 last year.

### **Training**

- 181 Training hours logged for the month of April.
- All crews participated in training with the Placer County Sheriffs Rescue Copter.
- Monthly Training with the JOA is on-going.

### **Community Risk Reduction**

- March – 4 Inspections (1 LPG Finals, 1 Sprinkler Rough and 2 Defensible Space Inspections).

### **Community Interactions**

- Easter Egg Hunt went well.

### **Fleet**

- M88 – Air Conditioner Unit needs repair.
- All apparatus is in service.

## **8. ACTION ITEMS:**

- a. Board approved Resolution 2026-02 Election for Board Members with a motion made by Director Reams, seconded by Director Perry, motion passes (3/0).
- b. Board approved Resolution 2026-03 Requesting Placer County to collect charges on tax roll for Measure B in combination with item c. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).
- c. Board approved Resolution 2026-04 Requesting Placer County to collect charges on tax roll for Measure M in combination with item b. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).
- d. Board approved Resolution 2026-05 Adjustment of Special Tax Measure B by \$7.00 per parcel for 2026/2027 in combination with item e. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).
- e. Board approved Resolution 2026-06 Adjustment of Special Tax Measure M by consumer price index for 2026/2027 in combination with item d. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).
- f. Board approved Measure B exemption for parcels 072-320-010 and 072-320-020 with a motion made by Director Reams, seconded by Director Perry, motion passes (3/0).
  - i. Public Comment was made that the Staff Report had a parcel number typo.
- g. Board voted and accepted the Middlefork Project Nexus funding for FY 2025/2026 from Placer County. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).
- h. Appointed Management Representatives for 2026 Labor Negotiations with Local 3800: Fire Chief Martin, Finance Committee and out attorney. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).
- i. Development Mitigation fees- consider seeking bids for engineering study to update the current fee structure. It was indicated and agreed that a 5-year cycle should be followed to update the fee structure future state. The recommendation was made for the Board to budget for the Engineering study which is approximately \$25,000 -\$30,000. No Staff

Report was included for the board to take action. Include this cost in the budget when presented for review; the expense can either be approved or struck from the budget. Moved to the June meeting.

- j. Authorized the donation of obsolete Hearst extrication equipment. The motion was made by Director Perry, seconded by Director Reams, motion passes (3/0).

**9. DISCUSSION ITEMS:**

- a. UTV presented by Captain Sett with justification, benefits, and operational need.
  - i. Proposed vehicle: Polaris Ranger XP 1000
  - ii. Primary uses were covered for situations specific to our unique District. A trailer would be needed for transport to outlying areas. It was also proposed to purchase a new Ford F250 to replace the 21 year old utility and provide reliable towing capability for the UTV.
  - iii. Estimated cost on the high end is \$141k total: UTV \$56k, EMS Equipment \$15k, Trailer \$5k, and Utility Truck \$65k.
  - iv. Discussion around doing this in phases, with UTV and Trailer first, and the new Utility Truck down the road. VP Michelini would support an outright purchase of the UTV for \$50k from reserves. Director Reams inquired about storage.
- b. Command vehicle presentation was moved to the June Board meeting.

**10. REPORTS**

- a. Finance Committee- (Michelini/Perry)
  - i. VP asked for alternative fund sources to cover the requested Lucas device purchase. \$10k was donated by a Foresthill Resident and \$2500 was donated by FVFA. A campaign for donations within the community could be implemented to cover the remaining cost. VP Michelini will draft campaign ads for social media.
- b. Strategic and Long-Range Planning- (Hercules/Michelini)
  - i. Middlefork Funds: how was the breakout determined to calculate the current funds the District is eligible to receive? New data supports \$200k, not \$23k; however, criteria for calculation should be consistently applied to all districts.
- c. Assets and Facilities- (Drone/Reams) No report
- d. Directors Report- No Report

**11. NON-AFFILIATED ORGANIZATION REPORTS:**

- a. Foresthill Volunteer Firefighters Association- \$2500 donated for Lucas device purchase.
- b. Foresthill & Iowa Hill Fire Safe Council Report- None

**12. CORRESPONDENCE:**

- a. None

**13. OLD BUSINESS:**

- a. None

**14. CLOSED SESSION**

- a. None

**15. ADJOURNMENT**

- a. Meeting adjourned at 7:17 PM.

Respectfully Submitted:

*Rachel Peeler*

Administrative Assistant



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Foresthill Fire Protection District  
Minutes of the Finance Committee Meeting  
Tuesday, June 02, 2026

1. **CALL MEETING TO ORDER WITH ROLL CALL OF DIRECTORS:** 1:05pm with VP John Michelini and Director Perry present. Chief Martin and Admin staff were also in attendance.
2. **AGENDA APPROVAL:** Both VP Michelini and Director Perry approved the agenda.
3. **ACTION ITEMS:**
  - a. The preliminary budget was presented in full with explanations on how it came together. Some corrections needed to be made to the justifications. Ambulance billing numbers for the new fiscal year have not been received from the billing company. The Lucas device from the requests is being left off the budget with plans for a portion to be covered by donations already received and the remaining to be covered by an alternative source possibly a fund raiser.
  - b. The preliminary budget is set at \$2,863,162.81. Both directors approved the budget to be brought forward for approval at the Regular Board of Directors meeting on June 10, 2026.
  - c. Request made by Vice President Michelini to set the new ambulance fees with a 3.1% increase based on the San Francisco consumer price index and bring that for approval at the next meeting.
4. **DISCUSSION ITEMS:**
  - a. none
5. **ADJOURNMENT:** 1:25pm

Respectfully Submitted:

*Shonne Elgin*

Business Manager/Board Secretary

**Foresthill Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2025 through May 2026**

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40000 · Property Tax Income				
40010 · TAXES-Current Secured Property	338,871.42	585,249.21	-246,377.79	57.9%
40040 · TAXES-Railroad Unitary Property	242.82	419.42	-176.60	57.89%
40050 · TAXES-Unitary & Op Non-Unitary	9,256.04	16,210.16	-6,954.12	57.1%
40060 · TAXES-Current Unsecured Propert	13,140.07	12,832.76	307.31	102.4%
40070 · TAXES-Delinquent Secured	0.00	0.00	0.00	0.0%
40090 · TAXES-Delinquent Unsecured	225.69	0.00	225.69	100.0%
40100 · TAXES-Current Supplemental	6,416.10	12,772.75	-6,356.65	50.23%
40110 · TAXES-Delinquent Supplemental	27.70	55.92	-28.22	49.54%
40180 · Other Taxes	0.00	18.58	-18.58	0.0%
<b>Total 40000 · Property Tax Income</b>	<b>368,179.84</b>	<b>627,558.80</b>	<b>-259,378.96</b>	<b>58.67%</b>
42010 · Interest Income - General/Op	42,513.16	40,000.00	2,513.16	106.28%
44350 · Homeowners Tax Relief	1,499.50	2,939.62	-1,440.12	51.01%
45000 · Ambulance Revenue				
45100 · Service Fees	1,433,805.61	2,040,071.26	-606,265.65	70.28%
45200 · Write Downs	-907,649.95	-1,420,182.52	512,532.57	63.91%
45300 · GEMT Audited Income	-4,302.20	0.00	-4,302.20	100.0%
45400 · Collection Recovery Revenue	123.79	0.00	123.79	100.0%
<b>Total 45000 · Ambulance Revenue</b>	<b>521,977.25</b>	<b>619,888.74</b>	<b>-97,911.49</b>	<b>84.21%</b>
46030 · Direct Charges				
46031 · Measure M (2004)	246,107.97	446,354.92	-200,246.95	55.14%
46032 · Measure B (2019)	477,601.81	869,730.52	-392,128.71	54.91%
<b>Total 46030 · Direct Charges</b>	<b>723,709.78</b>	<b>1,316,085.44</b>	<b>-592,375.66</b>	<b>54.99%</b>
47000 · Other Revenue				
47010 · Donations	14,500.00	500.00	14,000.00	2,900.0%
47100 · PCWA Middle Fork Contract	0.00	24,000.00	-24,000.00	0.0%
47200 · Special Events	18,391.80	4,000.00	14,391.80	459.8%
47250 · Prevention Inspection Fees	26,300.00	14,000.00	12,300.00	187.86%
47300 · Report & Copy Fees	15.00	0.00	15.00	100.0%
47400 · Grant Funding	0.00	0.00	0.00	0.0%
47600 · Strike Team Revenue				
-01 · ST Revenue - Personnel	226,392.99	0.00	226,392.99	100.0%
-02 · ST Revenue-Apparatus	0.00	0.00	0.00	0.0%
-03 · ST Revenue-Admin Fee	0.00	0.00	0.00	0.0%
47600 · Strike Team Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total 47600 · Strike Team Revenue</b>	<b>226,392.99</b>	<b>0.00</b>	<b>226,392.99</b>	<b>100.0%</b>
47700 · Rev Not Listed Elsewhere	6,345.39	0.00	6,345.39	100.0%
47750 · Workmans Comp Reimbursements	10,177.57	0.00	10,177.57	100.0%
47950 · Encumbered General Funds	0.00	37,910.13	-37,910.13	0.0%
49060 · Cal Card Rebate	882.89	1,000.00	-117.11	88.29%
47000 · Other Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total 47000 · Other Revenue</b>	<b>303,005.64</b>	<b>81,410.13</b>	<b>221,595.51</b>	<b>372.2%</b>
<b>Total Income</b>	<b>1,960,885.17</b>	<b>2,687,882.73</b>	<b>-726,997.56</b>	<b>72.95%</b>
<b>Expense</b>				
51000 · Salary & Benefits				
10 · Fire Chief				
49 · Life Insurance Benefits	1,448.37	1,520.00	-71.63	95.29%
58 · Medical Reimbursement	8,193.03	6,000.00	2,193.03	136.55%
85 · Fringe Benefits	0.00	21,180.00	-21,180.00	0.0%
10 · Fire Chief - Other	94,154.40	102,000.00	-7,845.60	92.31%
<b>Total 10 · Fire Chief</b>	<b>103,795.80</b>	<b>130,700.00</b>	<b>-26,904.20</b>	<b>79.42%</b>
13 · Assistant Fire Chief	23,685.22	30,825.00	-7,139.78	76.84%
14 · Business Manager	45,963.73	63,523.20	-17,559.47	72.36%
16 · Admin Assistant	25,010.40	28,104.96	-3,094.56	88.99%
18 · Captains (3)	224,687.44	300,225.63	-75,538.19	74.84%

**Foresthill Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
**July 2025 through May 2026**

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
20 · Engineers (3)	206,491.68	277,173.27	-70,681.59	74.5%
24 · Firefighters	182,532.21	425,926.15	-243,393.94	42.86%
28 · Part-Time Staffing	133,051.74	74,576.30	58,475.44	178.41%
30 · Stipend - Resident Firefighter	7,870.24	18,250.01	-10,379.77	43.13%
32 · JOA Staffing Received	3,524.12	0.00	3,524.12	100.0%
40 · Unemployment Insurance	2,579.36	2,100.00	479.36	122.83%
42 · FICA/Medicare (6.2%) (1.45%)	112,135.09	114,359.79	-2,224.70	98.06%
50 · Healthcare - ER Contribution	71,248.56	152,400.00	-81,151.44	46.75%
52 · Retirement - ER Contribution	90,226.01	96,016.34	-5,790.33	93.97%
53 · Retire. in Lieu of Healthcare	42,898.31	0.00	42,898.31	100.0%
54 · Vacation Benefit Earned	24,886.75	0.00	24,886.75	100.0%
55 · Preceptor/FTO pay	392.00			
56 · Sick Benefits Earned	24,886.76	0.00	24,886.76	100.0%
57 · Uniform Allowance	7,886.35	11,000.00	-3,113.65	71.69%
59 · Life Insurance - Excl Chief	0.00	551.28	-551.28	0.0%
60 · Overtime - Station Staffing	254,211.49	40,000.00	214,211.49	635.53%
62 · Overtime - Discretionary	1,020.86	4,000.00	-2,979.14	25.52%
64 · Overtime - Vacation Cover	49,211.03	72,501.09	-23,290.06	67.88%
66 · Overtime - Sick Leave Cover	26,742.88	54,964.73	-28,221.85	48.66%
70 · Overtime - JOA Staffing Given	23,953.49	15,000.00	8,953.49	159.69%
72 · Overtime - High Risk Event	454.33	3,000.00	-2,545.67	15.14%
74 · Overtime - Training	6,357.60	10,000.00	-3,642.40	63.58%
75 · Overtime - Injury Backfill	0.00	0.00	0.00	0.0%
76 · Overtime - Strike Team - Reimb.	87,502.77	0.00	87,502.77	100.0%
80 · Out of Class Pay	3,521.13	3,500.00	21.13	100.6%
51000 · Salary & Benefits - Other	0.00			
<b>Total 51000 · Salary &amp; Benefits</b>	<b>1,786,727.35</b>	<b>1,928,697.75</b>	<b>-141,970.40</b>	<b>92.64%</b>
<b>61000 · Emergency Operations</b>				
102 · Small Tools & Fire Equipment	1,745.41	1,550.00	195.41	112.61%
103 · Miscellaneous Fire Equipment	1,297.15	5,000.00	-3,702.85	25.94%
104 · EMS Equipment	7,284.86	7,042.54	242.32	103.44%
106 · Medical Supplies & Meds	32,336.31	43,075.00	-10,738.69	75.07%
110 · Employee Medical Cert Fees	1,629.19	2,300.00	-670.81	70.83%
112 · Fire Training Equipment	18,820.07	20,400.00	-1,579.93	92.26%
114 · Training - Fire & EMS	8,473.18	10,000.00	-1,526.82	84.73%
116 · Mutual Aid Reimb. Expenses	0.00	63.78	-63.78	0.0%
<b>Total 61000 · Emergency Operations</b>	<b>71,586.17</b>	<b>89,431.32</b>	<b>-17,845.15</b>	<b>80.05%</b>
<b>62000 · Firefighter Health &amp; Safety</b>				
202 · Structural & Wildland PPE	6,366.88	24,675.64	-18,308.76	25.8%
206 · PPE Cleaning	0.00	500.00	-500.00	0.0%
210 · Occu-Med Physicals	2,418.25	3,500.00	-1,081.75	69.09%
212 · Uniforms	8,287.39	5,000.00	3,287.39	165.75%
213 · Work Boot Replacement	0.00	1,500.00	-1,500.00	0.0%
216 · Fitness Program	1,530.43	1,600.00	-69.57	95.65%
220 · PPE Repair	674.20	2,500.00	-1,825.80	26.97%
<b>Total 62000 · Firefighter Health &amp; Safety</b>	<b>19,277.15</b>	<b>39,275.64</b>	<b>-19,998.49</b>	<b>49.08%</b>
<b>63000 · Station &amp; Grounds</b>				
302 · Cleaning Supplies	3,013.25	4,000.00	-986.75	75.33%
308 · Building Maintenance				
310 · District Office				
.01 · Admin Annual Backflow Test	0.00	75.00	-75.00	0.0%
310 · District Office - Other	2,951.64	1,650.00	1,301.64	178.89%
<b>Total 310 · District Office</b>	<b>2,951.64</b>	<b>1,725.00</b>	<b>1,226.64</b>	<b>171.11%</b>
312 · Fire Station #88				
.02 · FS 88 Annual Backflow Test	0.00	75.00	-75.00	0.0%
312 · Fire Station #88 - Other	2,547.10	24,908.07	-22,360.97	10.23%

**Foresthill Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2025 through May 2026**

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
<b>Total 312 · Fire Station #88</b>	2,547.10	24,983.07	-22,435.97	10.2%
314 · Fire Station #89	0.00	533.31	-533.31	0.0%
316 · Fire Station #90				
-1 · FS 90 Major Repairs	15,400.00	0.00	15,400.00	100.0%
.04 · FS 90 Annual Backflow Test	0.00	75.00	-75.00	0.0%
316 · Fire Station #90 - Other	1,290.53	28,491.80	-27,201.27	4.53%
<b>Total 316 · Fire Station #90</b>	16,690.53	28,566.80	-11,876.27	58.43%
318 · Porter Garage	3,955.77	57.89	3,897.88	6,833.25%
308 · Building Maintenance - Other	4,976.80	8,800.00	-3,823.20	56.56%
<b>Total 308 · Building Maintenance</b>	31,121.84	64,666.07	-33,544.23	48.13%
330 · Pest Control				
331 · Admin	608.00	625.00	-17.00	97.28%
332 · FS #88	616.00	625.00	-9.00	98.56%
333 · FS #90	616.00	625.00	-9.00	98.56%
334 · FS #89	510.00	625.00	-115.00	81.6%
<b>Total 330 · Pest Control</b>	2,350.00	2,500.00	-150.00	94.0%
335 · Utilities				
340 · PG&E				
341 · Porter Garage	2,004.72	2,380.00	-375.28	84.23%
342 · Street Light	114.53	150.00	-35.47	76.35%
343 · Admin Office	2,486.01	3,900.00	-1,413.99	63.74%
344 · FS #88	6,115.54	7,888.00	-1,772.46	77.53%
345 · FS #89	556.89	560.00	-3.11	99.45%
346 · FS #90	5,460.32	6,310.00	-849.68	86.53%
<b>Total 340 · PG&amp;E</b>	16,738.01	21,188.00	-4,449.99	79.0%
350 · Propane				
351 · FS #88	1,587.26	5,600.00	-4,012.74	28.34%
353 · FS #90	1,760.96	4,000.00	-2,239.04	44.02%
354 · Admin Ofc - Propane	1,081.52	2,500.00	-1,418.48	43.26%
<b>Total 350 · Propane</b>	4,429.74	12,100.00	-7,670.26	36.61%
360 · Telephones & Cell Phones				
361 · Admin Office	3,398.28	2,789.40	608.88	121.83%
362 · FS #88	1,492.73	1,600.00	-107.27	93.3%
363 · FS #90	1,416.42	1,600.00	-183.58	88.53%
364 · Cell Phones/Data Plans	4,141.07	5,000.00	-858.93	82.82%
365 · Alert Radio System Phone	1,407.02	1,550.00	-142.98	90.78%
367 · Starlink	9,361.10			
360 · Telephones & Cell Phones - Other	8,275.00			
<b>Total 360 · Telephones &amp; Cell Phones</b>	29,491.62	12,539.40	16,952.22	235.19%
370 · Water				
371 · Admin Office	757.17	0.00	757.17	100.0%
373 · Gold St. Stand Pipe	1,275.86	0.00	1,275.86	100.0%
374 · FS #88	849.03	0.00	849.03	100.0%
375 · FS #90	762.23	0.00	762.23	100.0%
376 · Porter Garage	78.41	0.00	78.41	100.0%
370 · Water - Other	0.00	5,868.00	-5,868.00	0.0%
<b>Total 370 · Water</b>	3,722.70	5,868.00	-2,145.30	63.44%
<b>Total 335 · Utilities</b>	54,382.07	51,695.40	2,686.67	105.2%
380 · Special Station Projects	11,710.76	9,575.00	2,135.76	122.31%
<b>Total 63000 · Station &amp; Grounds</b>	102,577.92	132,436.47	-29,858.55	77.45%
64000 · Fire Prevention				
404 · Community Education	246.00	250.00	-4.00	98.4%
408 · NFPA Publications	0.00	200.00	-200.00	0.0%
410 · Code Books	272.39	400.00	-127.61	68.1%
<b>Total 64000 · Fire Prevention</b>	518.39	850.00	-331.61	60.99%

**Foresthill Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
July 2025 through May 2026

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
65000 · Emergency Preparedness				
504 · DOC Supplies	0.00	0.00	0.00	0.0%
506 · Alert Radio System	0.00	250.00	-250.00	0.0%
<b>Total 65000 · Emergency Preparedness</b>	<b>0.00</b>	<b>250.00</b>	<b>-250.00</b>	<b>0.0%</b>
69800 · Uncategorized Items	796.37	0.00	796.37	100.0%
70000 · Administration				
604 · Workers' Comp	116,558.24	131,128.00	-14,569.76	88.89%
606 · Insurance (except W. Comp)				
606-1 · Liability	45,641.76	92,619.00	-46,977.24	49.28%
606-2 · Property Insurance	14,910.24	0.00	14,910.24	100.0%
606-3 · Deadly Weapon Insurance	68.72	0.00	68.72	100.0%
606-4 · Pollution Insurance	0.00	0.00	0.00	0.0%
606-5 · Cyber Insurance	1,401.20	0.00	1,401.20	100.0%
606-6 · Crime Insurance	0.00	0.00	0.00	0.0%
606 · Insurance (except W. Comp) - Other	0.00	0.00	0.00	0.0%
<b>Total 606 · Insurance (except W. Comp)</b>	<b>62,021.92</b>	<b>92,619.00</b>	<b>-30,597.08</b>	<b>66.97%</b>
608 · WPCFCA	360.00	360.00	0.00	100.0%
610 · Assmt. Coll Charges - Measure B	6,081.97	8,697.31	-2,615.34	69.93%
612 · Assmt. Coll Charges - Measure M	2,606.64	4,463.55	-1,856.91	58.4%
614 · Measure B Refunds	564.76			
615 · Measure M Refunds	173.14			
616 · Election Charges	0.00	0.00	0.00	0.0%
618 · Property Tax Collection Fees	37,392.64	10,911.60	26,481.04	342.69%
619 · County Admin Contract	0.00	8,689.00	-8,689.00	0.0%
620 · Postal & Shipping Charges	25.43	250.00	-224.57	10.17%
622 · Specialized Printing	470.25	1,500.00	-1,029.75	31.35%
624 · Copier Lease	1,556.43	2,305.00	-748.57	67.52%
626 · Office Equipment & Toner	1,209.36	1,000.00	209.36	120.94%
628 · Meeting Expenses	709.17	450.00	259.17	157.59%
630 · Office Supplies & Services	3,515.29	2,000.00	1,515.29	175.77%
632 · Legal Fees	2,145.28	6,000.00	-3,854.72	35.76%
634 · CPA Annual Audit	11,350.00	11,350.00	0.00	100.0%
636 · Incident Report License SFTWR	9,682.09	6,000.00	3,682.09	161.37%
638 · Accounting Expenses	4,440.00	2,100.00	2,340.00	211.43%
640 · Payroll Processing Fees	3,742.58	3,500.00	242.58	106.93%
642 · Information Technology	23,689.17	13,000.00	10,689.17	182.22%
644 · Target Solution Online Training	1,920.00	0.00	1,920.00	100.0%
646 · SCHED/Payroll Software	2,341.04	2,400.00	-58.96	97.54%
648 · Promotional Testing Expense	319.25	0.00	319.25	100.0%
652 · Ambulance Refunds	5,834.02	0.00	5,834.02	100.0%
656 · Banking Fees	62.10	360.00	-297.90	17.25%
658 · SSV Service Fees	1,561.13	1,150.00	411.13	135.75%
662 · Ambulance Billing Fees	27,080.48	35,600.00	-8,519.52	76.07%
664 · GEMT - QAF	0.00	0.00	0.00	0.0%
666 · GEMT - Admin Fees (Sac Metro)	0.00	0.00	0.00	0.0%
670 · LAFCO	4,249.14	4,249.14	0.00	100.0%
672 · Background Investigations	6,410.00	5,000.00	1,410.00	128.2%
674 · Intl. Fire Chiefs Assoc. Dues	0.00	300.00	-300.00	0.0%
676 · Advertising	1,262.50	300.00	962.50	420.83%
678 · Employee Recognition	36.00	100.00	-64.00	36.0%
680 · Adobe Acrobat Pro Subscrip.	0.00	250.00	-250.00	0.0%
682 · Recruitment - Hiring	598.82	0.00	598.82	100.0%
684 · Community CPR Program	431.79	500.00	-68.21	86.36%
686 · Part Time CQI Coordinator	2,550.00	15,000.00	-12,450.00	17.0%
688 · CalPERS actuarial	1,800.00			
<b>Total 70000 · Administration</b>	<b>344,750.63</b>	<b>371,532.60</b>	<b>-26,781.97</b>	<b>92.79%</b>

**Foresthill Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
July 2025 through May 2026

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
<b>72000 · Support Services</b>				
<b>702 · Fire Engine Repairs</b>				
703 · 01-0 Engine 88 (OES)	738.78	0.00	738.78	100.0%
704 · Brush 90-50905	22,957.76	0.00	22,957.76	100.0%
705 · 02-1 Brush 88-050906	3,097.31	0.00	3,097.31	100.0%
706 · 17-1 Engine 90-82495	9,804.66	0.00	9,804.66	100.0%
707 · 05-1 Water Tender 89-51200	879.21	0.00	879.21	100.0%
708 · BATT 88-77885	2,047.98	0.00	2,047.98	100.0%
710 · 06-2 Utility 88-77939	881.86	0.00	881.86	100.0%
712 · OES 4614	0.00	0.00	0.00	0.0%
714 · Command 8800	862.94	0.00	862.94	100.0%
715 · Grass 88	1,124.53			
702 · Fire Engine Repairs - Other	1,179.35	15,000.00	-13,820.65	7.86%
<b>Total 702 · Fire Engine Repairs</b>	<b>43,574.38</b>	<b>15,000.00</b>	<b>28,574.38</b>	<b>290.5%</b>
730 · Fire Engine Tires	4,670.00	5,500.00	-830.00	84.91%
<b>740 · Ambulance Repairs</b>				
741 · 17-2 Medic 90-96074	17,569.93	0.00	17,569.93	100.0%
742 · 20-1 Medic 88-03116	4,162.86	0.00	4,162.86	100.0%
743 · 14-1 Medic 89-01747	1,064.95	0.00	1,064.95	100.0%
740 · Ambulance Repairs - Other	0.00	6,750.00	-6,750.00	0.0%
<b>Total 740 · Ambulance Repairs</b>	<b>22,797.74</b>	<b>6,750.00</b>	<b>16,047.74</b>	<b>337.74%</b>
750 · Ambulance Tires	2,993.39	3,500.00	-506.61	85.53%
751 · Preventative Maint.-Ambulance	324.13	4,500.00	-4,175.87	7.2%
<b>762 · Radio Equipment</b>				
01 · Radio Program/Repairs	0.00	1,000.00	-1,000.00	0.0%
762 · Radio Equipment - Other	9,477.68	0.00	9,477.68	100.0%
<b>Total 762 · Radio Equipment</b>	<b>9,477.68</b>	<b>1,000.00</b>	<b>8,477.68</b>	<b>947.77%</b>
764 · Fire Extinguisher Service	515.69	700.00	-184.31	73.67%
766 · Ladder Testing	1,898.00	1,000.00	898.00	189.8%
768 · Call Notice System	502.20	500.00	2.20	100.44%
770 · Bauer Compressor Maint	1,717.08	1,671.33	45.75	102.74%
772 · SCBA Repair	0.00	1,000.00	-1,000.00	0.0%
774 · Jaws Service	0.00	2,000.00	-2,000.00	0.0%
776 · Cardiac Monitor	4,564.18	3,974.20	589.98	114.85%
780 · Fuel	34,279.07	30,000.00	4,279.07	114.26%
784 · Annual Pump Test	3,215.55	2,000.00	1,215.55	160.78%
788 · FHF Share of Grants	0.00	0.00	0.00	0.0%
790 · Lucas Device Annual Service	0.00	6,200.00	-6,200.00	0.0%
794 · Power Cot Maintenance	3,626.74	0.00	3,626.74	100.0%
798 · Generator Service	1,409.90	1,500.00	-90.10	93.99%
800 · SCBA/RIC Flow Testing	1,859.31	1,500.00	359.31	123.95%
810 · Annual Knox License	721.00	721.00	0.00	100.0%
<b>Total 72000 · Support Services</b>	<b>138,146.04</b>	<b>89,016.53</b>	<b>49,129.51</b>	<b>155.19%</b>
<b>Total Expense</b>	<b>2,464,380.02</b>	<b>2,651,490.31</b>	<b>-187,110.29</b>	<b>92.94%</b>
<b>Net Income</b>	<b>-503,494.85</b>	<b>36,392.42</b>	<b>-539,887.27</b>	<b>-1,383.52%</b>

**Foresthill Fire Protection District**  
**Budget vs. Actual - Mitigation Fees**  
 July 2025 through May 2026

	Jul '25 - May 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
46120 · Development Fees				
46121 · Investment Income	1,602.52	2,000.00	-397.48	80.1%
46122 · Mitigation/Development Fees	36,261.51	20,000.00	16,261.51	181.3%
<b>Total 46120 · Development Fees</b>	<b>37,864.03</b>	<b>22,000.00</b>	<b>15,864.03</b>	<b>172.1%</b>
<b>Total Income</b>	<b>37,864.03</b>	<b>22,000.00</b>	<b>15,864.03</b>	<b>172.1%</b>
<b>Expense</b>				
81000 · Capital Purchases	55,861.50	55,861.50	0.00	100.0%
<b>Total Expense</b>	<b>55,861.50</b>	<b>55,861.50</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-17,997.47</b>	<b>-33,861.50</b>	<b>15,864.03</b>	<b>53.2%</b>

DEVFEES 2024/2025

Receipt #	Date Paid	Payee & Address	Amount	APN	Balance
<b>BALANCE FORWARD</b>					\$ 26,470.15
1266	7/8/2025	Jeryn Stevenson 24766 Foresthill Rd	\$ 1,932.24	APN 007-160-020-000	\$ 28,402.39
1267	7/14/2025	Jarvis Valdez 5475 Happy Pines Dr	\$ 441.35	APN 257-100-042-000	\$ 28,843.74
1268	7/17/2025	Staetwide Homes 5612 Glen Dr	\$ 1,519.02	APN 257-120-055-000	\$ 30,362.76
1269	7/23/2025	PS Construction 5524 Happy Pines Ct	\$ 1,435.60	APN 257-090-035-000	\$ 31,798.36
1270	7/28/2025	Christian Bulzan 6948 Blackhawk Lan	\$ 4,001.25	APN 064-270-027-000	\$ 35,799.61
INTEREST	7/31/2025		\$ 173.56		\$ 35,973.17
1271	8/5/2025	Fred Wechsler 6006 Silverleaf Dr	\$ 873.00	APN 257-170-062-000	\$ 36,846.17
1272	8/27/2025	Whitney Rosa 29300 School St	\$ 1,728.54	APN254-070-004-000	\$ 38,574.71
1273	8/28/2025	Amber Kohler 606 Pine Cone Ct.	\$ 3,144.74	APN 257-190-054-000	\$ 41,719.45
INTEREST	8/31/2025		\$ 119.07		\$ 41,838.52
REFUND	9/18/2025	PS Construction	\$ (796.37)		\$ 41,042.15
INTEREST	9/30/2025		\$ 131.68		\$ 41,173.83
1274	11/3/2025	Fred Wechsler 5379 Crestline Dr	\$ 2,789.72	APN 257-110-037-000	\$ 43,963.55
1275	11/6/2025	Mykola Krytskyi 3345 Gas Canyon Ct	\$ 2,231.97	APN 073-360-043-000	\$ 46,195.52
1276	11/25/2025	Whitney Rosa 29300 School St	\$ 558.72	APN254-070-004-000	\$ 46,754.24
INTEREST	11/30/2025		147.17		\$ 46,901.41
1277	12/4/2025	Cuttingedge Home Solutions 4610 Rosarno Place	\$ 3,774.27	APN 078-240-024-000	\$ 50,528.51
1278	12/18/2025	DC Connect 3920 Ebberts Ranch Rd	\$ 4,378.58	APN 064-270-009-000	\$ 54,907.09
INTEREST	12/31/2025		167.58		\$ 55,074.67
INTEREST	1/31/2025		178.52		\$ 55,253.19
INTEREST	2/28/2025		170.08		\$ 55,423.27
1280	3/12/2026	William Drone 23011 Foresthill Rd	\$ 3,018.64	APN 007-045-087-000	\$ 58,441.91
1281	3/16/2026	West Coast Construction Pro 21450 Todd Valley RD	\$ 1,210.56	APN 255-030-043-000	\$ 59,652.47
INTEREST	3/31/2026		188.26		\$ 59,840.73
1282	4/23/2026	Ivan Banatskyi 19020 Foresthill Rd	\$ 4,019.68	APN 073-261-062-000	\$ 63,860.41
INTEREST	4/30/2026		195.16		\$ 64,055.57

# **FIRE CHIEF REPORT**

## **District Information**

### **Staffing**

- We currently have one Firefighter Paramedic vacancy with one individual in backgrounds.
- Orientation Academy was held May 18<sup>th</sup> – 22<sup>nd</sup> and went well. We on-boarded one FF/P and one Engineer.
- Firefighter/Paramedic application process is continually open, and we are actively recruiting.

### **Incident Responses**

- Total calls for service for May of 2026 were 58.
- Last year at this time there were 85 calls for service.
- Total EMS calls for May of 2026 were 39 and 55 for May of 2025.
- Ambulance Transports for May of 2026 were 26 and 44 last year.

### **Training**

- 506 Training hours logged for the month of May.
- All crews assisted in the Orientation Academy training.
- Monthly Training with the JOA is on-going.

### **Community Risk Reduction**

- May – 11 Inspections (4 Defensible Space Inspections, 5 Plan Check Reviews and 2 Permits were issued for the Western States Run).

### **Community Interactions**

- Firefighter Storytime was held at the library.

### **Fleet**

- All apparatus is in service.

# DIRECTOR REPORT



**DATE:** June 10, 2026  
**TO:** Board of Directors  
**FROM:** John Michelini, Director  
**BY:** John Michelini, Director  
**SUBJECT:** FISCAL YEAR 2026-2027 PRELIMINARY BUDGET

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## **RECOMMENDATION**

The Board of Directors approve the 2026-2027 Preliminary Fiscal Year Annual Budget

## **EXECUTIVE SUMMARY**

- As required by law, the district prepares an annual budget to guide District operations.
- The preliminary budget is based on revenue from all sources of \$2,863,162.81.
- Total proposed expenditures are \$2,863,162.81
- The preliminary budget (expenditure) includes \$83,132.95 in contributions to reserves.
- The preliminary budget funds the Capital Improvement Plan for one-year at \$118,450.00
- The preliminary budget is balanced.

## **BACKGROUND / ANALYSIS**

As required by law, the district prepares an annual operating budget. The 2026-2027 Fiscal Year Preliminary Budget continues operation of two (2) fire stations with a daily staffing of four (4) personnel and an overall staff of eleven (11) full-time line personnel, (4-6) part-time line personnel, one (1) part-time Chief Officer. In addition, office staff include one (1) full-time Business Manager and one (1) part-time Administrative Assistant staff. The proposed budget continues funding at \$15,000.00 per year for the District's EMS Coordinator/CQI Coordinator.

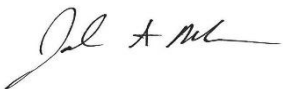
Based on revenue estimates of \$2,863,162.81, the preliminary budget is balanced with total expenses and reserve contributions of \$2,863,162.81. Changes in revenue include annual adjustments to property tax, Measure M and B, and an adjustment for ambulance transport fees. Only reoccurring revenue sources have been considered in the planning of the annual budget. Throughout the Fiscal Year, any one-time revenue will be directed toward a specific short-term or one-time project or placed into District Reserves for use toward the Capital Improvement Plan.

CATEGORY	INCOME	EXPENSES
Revenue All Sources	\$2,863,162.81	N/A
Capital Improvement Plan		\$118,450.00
General Reserves (Inter-Dept Transfers)		\$83,132.95
Salary and Benefit Expense		\$1,942,093.57
Emergency Operations		\$69,558.28
Firefighter Health and Safety		\$60,648.91
Stations and Grounds		\$61,884.23
Fire Prevention		\$1,160.00
Emergency Preparedness		\$250.00
Administration		\$380,834.44
Support Services		\$89,288.93
Developer Mitigation		\$55,861.50
<b>TOTALS</b>	<b>\$2,863,162.81</b>	<b>\$2,863,162.81</b>

**2025-2026 Budget Highlights:**

1. Does not consider impact of labor negotiations with Local 3800 or any changes to compensation for non-represented employees.
2. Fully funds the Capital Improvement account at \$110,000.00
3. Encumbers \$33,125.64 from the 2025-2026 FY budget to complete personal protective clothing updates and Tablet Command implementation.
4. Provides funding to purchase and implement a new narcotics tracking system.
5. Provides funding to purchase new positive pressure ventilation fan for Engine 90,

Respectfully submitted,



John Michelini, Director

Preliminary  
Budget Summary  
2026-2027

	<b>INCOME</b>	<b>EXPENSES</b>	
REVENUE ALL SOURCES	\$2,863,162.81		
EXPENSES SALARY AND BENEFITS		\$1,942,093.57	
ALL OTHER EXPENSES		\$ 837,936.29	
RESERVE CONTRIBUTIONS		\$ 83,132.95	
<b>TOTALS</b>	<b>\$2,863,162.81</b>	<b>\$2,863,162.81</b>	<b>\$0.00</b>

Preliminary  
Budget Summary  
2026-2027

<b>REVENUE SUMMARY</b>	<b>25/26</b>	<b>26/27</b>	<b>Change</b>
Property Tax	\$660,528.36	\$693,554.58	\$33,026.22
Special Tax Income (Direct Charges)	\$1,316,085.44	\$1,350,596.73	\$34,511.29
Homeowners Tax Reduction	\$2,939.62	\$2,939.62	\$0.00
Interest Income - Gen Op	\$40,000.00	\$55,651.00	\$15,651.00
Ambulance Revenue	\$619,888.74	\$620,013.74	\$125.00
Other Revenue	\$81,410.13	\$84,545.64	\$3,135.51
Developer Mitigation Revenue		\$55,861.50	\$55,861.50
<b>REVENUE TOTALS</b>	<b>\$2,720,852.29</b>	<b>\$2,863,162.81</b>	<b>\$142,310.52</b>

Preliminary  
Budget Summary  
2026-2027

<b>EXPENSE SUMMARY</b>	<b>25/26</b>	<b>26/27</b>	<b>Change</b>
Salaries and Benefits	\$1,928,697.75	\$1,942,093.57	\$13,395.82
Emergency Operations	\$82,325.00	\$69,558.28	-\$12,766.72
FF Health and Safety	\$39,275.64	\$60,648.91	\$21,373.27
Stations and Grounds	\$68,290.00	\$61,884.23	-\$6,405.77
Fire Prevention	\$850.00	\$1,160.00	\$310.00
Emergency Preparedness	\$250.00	\$250.00	\$0.00
Administration	\$371,033.56	\$380,834.44	\$9,800.88
Support Services	\$89,016.53	\$89,288.93	\$272.40
Capital Improvements	\$110,000.00	\$118,450.00	\$8,450.00
Grant Fund Expense	\$0.00	\$0.00	\$0.00
Developer Mitigation	\$55,861.50	\$55,861.50	\$0.00
Inter-Departmental Transfers	\$9,463.41	\$83,132.95	\$73,669.54
<b>EXPENSE TOTALS</b>	<b>\$2,755,063.39</b>	<b>\$2,863,162.81</b>	<b>\$108,099.43</b>

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 40000 Property Tax Income  
**Sub Account Number:** 40010-40710  
**Account Name:** **PROPERTY TAX INCOME**

**26-27      \$693,554.58**  
25-26      \$660,528.36

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Current Secured Property Tax	\$616,051.79	\$646,854.38	
2	Unitary Tax	\$16,829.16	\$17,670.62	
3	Unsecured Property Tax	\$13,508.17	\$14,183.40	
4	Personal property tax (Non- op)	\$234.17	\$245.87	
5	District share of County-wide Railroad Tax	\$441.49	\$463.56	
6	Property tax adjustments for property sales	\$0.00	\$0.00	
7	Prior year property sales adjustment	\$0.00	\$0.00	
8	1% Pipeline tax	\$18.58	\$19.50	
9	Supplemental Tax	\$13,445.00	\$14,117.25	
10				
11				
12				

**Explanation/Justification:**

#	
1	Property tax allocation for District
2	Unitary Tax
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 41000 Direct Charges  
**Sub Account Number:** 41100-41200  
**Account Name:** **DIRECT CHARGES**

**26-27**      **\$1,350,596.73**  
25-26      \$1,316,085.44

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Measure M proceeds	\$446,354.92	\$459,299.21	2.9% adtl - add'l
2	Measure B proceeds	\$869,730.52	\$891,297.52	\$7.00 adtl - add'l
3				
4				
5				
6				
7				
8				
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**Explanation/Justification:**

#	
1	Voter approved tax measure - 2004/ Amount per parcel \$ 178.60
2	Voter approved tax measure - 2019/ Amount per parcel \$ 289.30
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 42000 Homeowners Tax Reduction  
**Sub Account Number:** 42000  
**Account Name:** HOMEOWNERS TAX REDUCTIO

**26-27**                    **\$2,939.62**  
25-26                    \$2,939.62

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Homeowners property tax credit	\$2,939.62	\$2,939.62	
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**Explanation/Justification:**

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1	County payment to offset homeowners' exemption credit
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 43000 Interest Income - General/Op  
**Sub Account Number:** 43000  
**Account Name:** **INTEREST INCOME - GENERAL/OP**

**26-27**      **\$55,651.00**  
25-26      \$40,000.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Interest earned on Reserves	\$40,000.00	\$55,651.00	
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**Explanation/Justification:**

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1	Interest earnings on County-held General Fund reserves, based on FY 2025/26 average balance.
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 45000 Ambulance Revenue  
**Sub Account Number:** 45100-45400  
**Account Name:** **AMBULANCE REVENUE**

**26-27**            **\$620,013.74**  
25-26            \$619,888.74

**Description (Itemization):**

Line	Item Description	2025-2026	2026-2027	Notes
1	Service Fees	\$2,040,071.26	\$2,040,071.26	
2	Write Down	-\$1,420,182.52	-\$1,420,182.52	
3	Collection Recovery Revenue		\$125.00	
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**Explanation/Justification:**

#	
1	Gross ambulance transport fees billed
2	Estimated uncollectible or contractually adjusted ambulance billing revenue
3	Historical collections recovered through third-party collections agency
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 47000 Other Revenue  
**Sub Account Number:** 47000  
**Account Name:** **OTHER REVENUE**

**26-27**            **\$84,545.64**  
25-26            \$81,410.13

**Description (Itemization):**

Line	Item Description	2025-2026	2026-2027	Notes
1	Fire protection agreement with PCWA	\$24,000.00	\$24,000.00	
2	Revenue from permit and standby services	\$4,000.00	\$6,000.00	
3	Permit and inspection fees	\$14,000.00	\$18,000.00	
4	Revenue from reproducing incident reports	\$0.00	\$0.00	
5	Strike Team Revenue	\$0.00	\$0.00	
6	Revenue not listed under other categories	\$0.00	\$0.00	
7	JOA Reimbursement	\$0.00	\$0.00	Move to A/R
8	WC income for injured employee salaries	\$0.00	\$0.00	Move to A/R
9	Donations	\$500.00	\$500.00	
10	Encumbered Funds from previous year	\$37,910.13	\$33,125.64	
11	Transfer from Gen Fund Reserve	\$0.00	\$0.00	
12	Cal Card Rebate	\$1,000.00	\$1,000.00	
13	Target Solutions online training license	\$0.00	\$1,920.00	Paid by CIRA
14				

**Explanation/Justification:**

#	
1	Required fire protection coverage for Placer County Water Agency power generation facilities
2	Cost recovery revenue for standby assignments and special event coverage (WSER & Trng Run, Canyons Run, Tevis Cup)
3	California Fire Code cost recovery revenue for completed services
4	Cost recovery for staff time and expenses associated with public incident report requests
5	Strike Team deployment revenue
6	Miscellaneous revenue
7	Reclassification from expense category to accounts receivable when received
8	Reclassification from expense category to accounts receivable when received
9	Miscellaneous donations received
10	Funds carried over from prior FY \$24,675.64 PPE Purchase, \$8,450.00 Tablet Command
11	Funds transferred from General Reserves by Board action
12	Quarterly Cal-Card rebate revenue
13	Target Solutions covered by CIRA (Liability Insurance)
14	

**FORESTHILL FIRE PROTECTION DISTRICT**

**Budget Detail Worksheet**

**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 46120 Developer Mitigation Revenue  
**Sub Account Number:** 46121-46122  
**Account Name:** **DEVELOPER MITIGATION REVENUE**

**26-27                    \$32,000.00**  
 25-26                    \$22,000.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Developer Mitigation Fee Revenue	\$20,000.00	\$30,000.00	
2	Interest Income	\$2,000.00	\$2,000.00	
3				
4				

**Explanation/Justification:**

<i>#</i>	
1	Projected developer mitigation revenue
2	Interest income earned on developer mitigation funds
3	
4	

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 51000 Salaries and Benefits  
**Sub Account Number:** 51010-51080  
**Account Name:** SALARIES & BENEFITS

**26-27      \$1,942,093.57**  
25-26      \$1,928,697.75

**Description (Itemization):**

Line	Item Description	2025-2026	2026-2027	Notes
1	Fire Chief (0.50 FTE)	\$130,700.00	\$102,008.40	
2	Deputy Fire Chief EMS (0.33 FTE)	\$0.00	\$0.00	
3	Assistant Fire Chief (0.3 FTE)	\$30,825.00	\$30,825.00	
4	Business Manager	\$63,523.20	\$63,544.00	
5	Administrative Assistant I (0.60 FTE)	\$28,104.96	\$27,593.28	
6	Captain (3) (St.5)	\$300,225.63	\$300,235.51	(2) ALS/(1) BLS
7	Engineer (3) (St. 5)	\$277,173.27	\$277,164.13	(2) ALS/(1) BLS
8	Firefighter (St. 5)	\$425,926.15	\$426,042.14	(5) ALS
9	Part-Time Firefighter (1FTE)	\$74,576.30	\$72,537.92	(1) ALS [St. 3]
10	Resident/Intern Firefighter Stipend (\$50.00/d	\$18,250.01	\$18,250.00	
11	JOA Staffing Received	\$0.00	\$0.00	
12	Unemployment Insurance	\$2,100.00	\$1,792.00	
13	Medicare and Social Security	\$114,359.79	\$114,800.82	OT included
14	Uniform Allowance	\$11,000.00	\$10,999.56	
15	Healthcare - ER Contribution	\$152,400.00	\$172,800.00	
16	Retirement - ER Contribution	\$96,016.34	\$117,215.87	
17	Retirement in lieu of healthcare	\$0.00	\$0.00	
18	Life Insurance	\$551.28	\$2,071.00	
19	Overtime - Station Staffing	\$40,000.00	\$40,000.00	
20	Overtime - Discretionary	\$4,000.00	\$4,000.00	
21	Overtime - Vacation Coverage	\$72,501.09	\$73,202.24	
22	Overtime - Sick Leave Coverage	\$54,964.73	\$55,511.70	70% of actual
23	Overtime - JOA Staffing Given	\$15,000.00	\$15,000.00	
24	Overtime - High Risk Event	\$3,000.00	\$3,000.00	
25	Overtime - Training	\$10,000.00	\$10,000.00	
26	Overtime - Disability Backfill	\$0.00	\$0.00	
27	Overtime - Strike Team Reimbursable	\$0.00	\$0.00	
28	Out of Class Pay	\$3,500.00	\$3,500.00	

**Explanation/Justification:**

#	
1	Fire Chief (0.50 FTE)

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 51000 Salaries and Benefits  
**Sub Account Number:** 51010-51080  
**Account Name:** SALARIES & BENEFITS

**26-27      \$1,942,093.57**  
25-26      \$1,928,697.75

2	Deputy Fire Chief EMS (0.33 FTE)
3	Assistant Fire Chief (0.3 FTE)
4	Business Manager
5	Administrative Assistant I (0.60 FTE)
6	Top Step
7	Top Step
8	Top Step
9	Top Step
10	Increase coverage to provide for 1 Resident/Intern Firefighters per day x 365 days
11	Amount paid for JOA services received from participating agency.
12	State of California Unemployment Insurance - 3.5% of payroll
13	FFPD participates in the Social Security System for employee retirement and Medicare for post retirement med. Ins. - 7.65%
14	Uniform Allowance Reimbursement - \$1k/year
15	Full time employees receive \$1000.00 per month toward healthcare costs (13 count)
16	Full time employees receive employer paid 9% of base pay contribution to retirement
17	Unused EE healthcare deposited into 457(b) retirement account
18	District Paid Life insurance benefit (11 FT + Fire Chief) Fire Chief at \$1,520.00
19	Every line vacancy must be covered with overtime. This category is for vacancies caused by leaves other than sick or vacation and is an estimate.
20	Overtime used for meetings, public events, projects, and other assignments
21	Overtime to cover personnel on vacation
22	Overtime to cover personnel on sick leave
23	Overtime paid when FFPD staff work for a JOA participant (this is reimbursable)
24	Overtime to add additional staff on duty for high fire danger days
25	Overtime to send personnel to training off duty.
26	Overtime to backfill for injured employees
27	Overtime to provide mutual aid (strike team) - this is reimburseable
28	Incentive paid to employees that work out of their assigned class.

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 02/Emergency Operations  
**Account Number and Title:** 61000 Emergency Operations  
**Sub Account Number:** 61000  
**Account Name:** **EMERGENCY OPERATIONS**

**26-27**                    **\$69,558.28**  
25-26                    \$82,325.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Power Tools	\$250.00	\$250.00	
2	Chainsaw Parts & Accessories	\$800.00	\$500.00	
3	Miscellaneous Fire Equipment	\$5,000.00	\$2,000.00	
4	Firefighter Accountability Program (FATS)	\$250.00	\$250.00	
5	Foam	\$250.00	\$0.00	
6	Fire Training Equipment	\$13,900.00	\$3,900.00	
7	Medical Supplies & Meds	\$40,825.00	\$43,000.00	
8	Oxygen	\$2,250.00	\$2,000.00	
9	Employee Medical Cert Fees	\$2,300.00	\$2,300.00	
10	Training Consumables	\$6,500.00	\$2,000.00	
11	Training Courses - Fire & EMS	\$10,000.00	\$5,000.00	
12	EMS Equipment	\$0.00	\$6,358.28	
13	Small Tools & Accessories	\$0.00	\$2,000.00	

**Explanation/Justification:**

#	
1	Power tool set (impact driver, drill, circular saw, reciprocating saw) for station maintenance
2	Replacement parts and consumables for chainsaws (filler caps, spark plugs, chains, air filters)
3	Annual estimated cost for miscellaneous fire equipment expenses
4	Firefighter safety tracking program for personnel accountability during incidents
5	Fire suppression foam for incident response (not required in FY 26/27)
6	Annual estimated cost for fire training equipment expenses
7	Annual estimated cost for medical supplies & meds: based on historical trends & rising costs
8	Annual medical oxygen supply - Harris Industrial Gases
9	Renewal costs for California State Paramedic licenses (ALS, SSV, EMT)
10	Miscellaneous wood consumables to build training/ventilation props
11	Training course funds (\$750 per full-time employee) for District-approved courses, including additional training needs such as Driver 1A/1B
12	Annual estimated cost for EMS equipment expenses
13	Annual estimated cost for small tools and Accessories purchases

**FORESTHILL FIRE PROTECTION DISTRICT**

**Budget Detail Worksheet**

**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 06/Firefighter Health and Safety  
**Account Number and Title:** 62000 Firefighter Health & Safety  
**Sub Account Number:** 62000  
**Account Name:** **FIREFIGHTER HEALTH & SAFETY**

**26-27                    \$60,648.91**  
 25-26                    \$39,275.64

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Structural and Wildland PPE	\$24,675.64	\$47,848.91	ENC \$24,675.64
2	PPE Cleaning	\$500.00	\$500.00	
3	Occu-Med Physicals	\$3,500.00	\$2,800.00	
4	Uniforms	\$5,000.00	\$3,000.00	
5	Work Boot Replacement	\$1,500.00	\$1,000.00	
6	Fitness Program	\$1,600.00	\$1,000.00	
7	PPE Repair	\$2,500.00	\$1,000.00	
8	PPE Replacement: Gloves, Hoods, Boots	\$0.00	\$3,500.00	
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**Explanation/Justification:**

#	
1	Purchase of new structure and/or wildland turnouts meeting updated safety specifications utilizing encumbered FY 25/26 funds & additional purchase of new sets with FY 26/27 funds
2	Annual estimated cost for recurring professional PPE cleaning services
3	Annual estimated cost for pre-employment and return-to-work physical examinations for seven personnel at \$400 per exam
4	Uniform issuance (pants, shirts, name tags, belts, and boots) for initial hires, part-time staff, and residents
5	Annual estimated cost for replacement work boots for five personnel at \$200 each
6	Fitness program equipment and/or related items
7	Annual estimated cost for recurring professional PPE repair services
8	Annual estimated cost for replacement PPE components, including gloves, hoods, and boots
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**FORESTHILL FIRE PROTECTION DISTRICT**

**Budget Detail Worksheet**

**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 05/Buildings and Grounds  
**Account Number and Title:** 63000 Station & Grounds  
**Sub Account Number:** 63000  
**Account Name:** STATIONS & GROUNDS

**26-27**                    **\$61,884.23**  
 25-26                    \$68,290.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Cleaning Supplies	\$4,000.00	\$3,769.77	
2	Building Maintenance	\$7,500.00	\$8,000.00	specific facilities?
3	Pest Control - all facilities	\$2,500.00	\$2,600.00	
4	Water - all facilities	\$5,868.00	\$4,895.12	
5	Annual back flow testing - all facilities	\$220.00	\$300.00	
6	PG&E - all facilities	\$21,188.00	\$20,283.10	
7	Propane - all facilities	\$12,100.00	\$5,476.29	
8	Sebastian - facilities: phone, internet, alarm	\$5,989.00	\$6,358.53	
9	Alert Radio System Phone - Porter	\$1,550.00	\$1,580.72	
10	Cell Phones/ Data Plans	\$5,000.00	\$4,660.70	
11	Mattress Purchase - 2 New	\$2,375.00	\$0.00	
12	Starlink	\$0.00	\$3,960.00	

**Explanation/Justification:**

#	
1	Recurring cost of cleaning supplies for all facilities, including soap, paper towels, and toilet paper, based on historical usage plus 3% inflation
2	General building and grounds maintenance, including unspecified repairs and upkeep as needed
3	Recurring pest control services to prevent property damage at Admin, S88, S89, and S90 facilities
4	Recurring public utility district (PUD) water service for all facilities, including Admin (\$1,034.65), S90 (\$1,050.47), S88 (\$1,061.70), and standpipe (\$1,748.44), with an estimated \$1,300 in potential savings if standpipe service is discontinued
5	Annual estimated cost for backflow prevention testing at all facilities (\$75 per site x 4 sites)
6	Annual estimated cost for PG&E electricity based on historical usage: Porter (\$2,314.53), streetlight (\$128.66), Admin (\$3,809.97), S88 (\$7,089.07), S89 (\$686.59), and S90 (\$6,254.28)
7	Annual estimated cost for Hunt propane based on historical usage plus 3% inflation: S90 (\$2,176.49), S88 (\$1,907.35), and Admin (\$1,392.45)
8	Annual estimated cost for Sebastian phone, internet, and alarm services at Admin (\$3,064.48), S88 (\$1,075.18), and S90 (\$1,588.87)
9	Annual estimated cost for Sebastian Alert Radio System phone service at Porter Garage
10	Annual estimated cost for Verizon cellular service for apparatus and station operations
11	Purchase of two new bunkhouse mattresses not required; six were purchased in FY 25/26
12	Annual estimated cost for Starlink internet service (\$55/month per unit x 6 units)

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 04/Community Risk Reduction  
**Account Number and Title:** 64000 Fire Prevention  
**Sub Account Number:** **64000**  
**Account Name:** **FIRE PREVENTION**

**26-27**                    **\$1,160.00**  
25-26                    \$850.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Prevention Supplies	\$0.00	\$150.00	
2	Community Education	\$250.00	\$410.00	
3	NFPA Publications	\$200.00	\$200.00	
4	Code Books	\$400.00	\$400.00	
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**Explanation/Justification:**

#	
1	Supplies used in fire prevention activities and operations
2	Estimated cost to replenish supplies used for community education programs
3	Miscellaneous publications required to maintain compliance with national standards
4	Cost of purchasing fire code reference books
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 07/Emergency Preparedness  
**Account Number and Title:** 65000 Emergency Preparedness  
**Sub Account Number:** **65000**  
**Account Name:** **EMERGENCY PREPAREDNESS**

**26-27**                    **\$250.00**  
25-26                    \$250.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	AM Alert Radio Station	\$250.00	\$250.00	
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**Explanation/Justification:**

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1	Unforecasted additional AM Radio expenses
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 70000 Administration  
**Sub Account Number:** **70000-70700**  
**Account Name:** **ADMINISTRATION**

**26-27**      **\$380,834.44**  
25-26      \$371,033.56

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	Worker Compensation	\$131,128.00	\$147,654.00	
2	Liability Insurance	\$92,619.96	\$71,268.03	
3	Western Placer County Fire Chiefs	\$360.00	\$360.00	
4	Assessment collection fee - Meaure B	\$8,697.31	\$8,912.97	
5	Assessment collection fee - Meaure M	\$4,463.55	\$4,592.99	
6	Measure B refunds			
7	Election charges	\$0.00	\$6,293.75	
8	Property Tax collection fee	\$10,911.60	\$6,935.54	
9	County Administrative Contract	\$8,689.00	\$10,147.00	
10	Postage	\$250.00	\$100.00	
11	Specialized Printing	\$1,500.00	\$1,500.00	
12	Copier lease	\$2,305.00	\$2,303.76	
13	Office equipment & toner	\$1,000.00	\$1,252.45	
14	Meeting Expense	\$450.00	\$450.00	
15	Office Supplies & Services	\$2,000.00	\$2,000.00	
16	Legal Expenses	\$6,000.00	\$6,000.00	
17	Annual financial audit	\$11,350.00	\$11,350.00	
18	ESO license	\$6,000.00	\$4,008.85	
19	Accounting services	\$2,100.00	\$2,100.00	
20	Payroll Processing	\$3,500.00	\$4,165.56	
21	Information Technology	\$13,000.00	\$23,800.00	
22	Target Solutions online training license	\$0.00	\$1,920.00	Paid by Cira
23	Scheduling software license	\$2,400.00	\$2,411.24	
24	Promotional Testing Service	\$0.00	\$243.00	
25	Lexipol Policy Manual service license	\$0.00	\$0.00	Paid by Cira
26	Ambulance Refunds	\$0.00	\$0.00	
27	Banking service fees	\$360.00	\$0.00	
28	Local EMS agency/SSV service fee	\$1,150.00	\$1,607.96	
29	Ambulance billing service fee	\$35,600.00	\$30,661.48	
30	GEMT admin fee	\$0.00	\$0.00	
31	GEMT - Audit - Overpayment	\$0.00	\$0.00	
32	LAFCO Annual Membership	\$4,249.14	\$4,249.14	

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 70000 Administration  
**Sub Account Number:** **70000-70700**  
**Account Name:** **ADMINISTRATION**

**26-27**      **\$380,834.44**  
25-26      \$371,033.56

33	Background Investigations	\$5,000.00	\$7,646.72	
34	International Association of Fire Chiefs	\$300.00	\$300.00	
35	Advertising	\$300.00	\$800.00	
36	Employee Recognition	\$100.00	\$50.00	
37	Recruitment - Hiring	\$0.00	\$500.00	
38	Adobe Acrobat Pro	\$250.00	\$250.00	
39	Partime CQI contractor	\$15,000.00	\$15,000.00	

**Explanation/Justification:**

#	
1	Fire Risk Management Services – Workers’ Compensation Insurance
2	California Intergovernmental Risk Authority – liability, vehicle, and property insurance/added 3.5% from historical data
3	Western Placer County Fire Chiefs Association annual dues
4	Fee paid to Placer County for collection of Measure B direct charges (1%)
5	Fee paid to Placer County for collection of Measure M direct charges (1%)
6	Measure B exemptions approved by the Board after tax bills have been issued and paid
7	Charges from the County Elections Department for conducting district elections
8	Fee paid to Placer County for collection of ad valorem property taxes (1%)
9	Fee paid to County Auditor-Controller for provision of district financial services
10	Postage costs based on historical USPS usage for official district correspondence
11	Outside printing services for brochures, maps, and other materials not produced in-house
12	Administration copier lease (Business Hub copier) at \$191.90 per month
13	Ink and toner for district printers/copiers, based on historical usage plus 3%
14	Bottled water and refreshments for district-hosted meetings
15	General office supplies for administrative offices and stations
16	Legal services contracted on an hourly basis for district attorney support
17	Annual independent audit of district financial statements
18	Annual licensing fee for new online reporting and tracking software
19	Bookkeeping services contracted for periodic accounting support and review
20	Payroll processing services including payroll issuance, tax remittance, and W-2 reporting
21	Information technology systems maintained by Luna Tech / Google Workspace / Streamline
22	Target Solutions covered by CIRA (Liability Insurance)
23	CrewSense scheduling software annual license fee
24	Costs associated with promotional testing for Captain and Engineer positions

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 01/Administration  
**Account Number and Title:** 70000 Administration  
**Sub Account Number:** **70000-70700**  
**Account Name:** **ADMINISTRATION**

**26-27**      **\$380,834.44**  
25-26      \$371,033.56

25	Annual service fee for online policy manual hosting and maintenance
26	Refunds of previously collected ambulance fees as required
27	District does not maintain any active checking accounts
28	Per-call fee charged by SSV/EMS Agency for patient care reporting, based on historical costs plus 3%
29	Ambulance billing contractor fees based on historical data plus 3% (approximately 4.9% of collected revenue)
30	GEMT program administration fee paid to Sacramento Metro Fire
31	Potential repayment of GEMT funds due to annual audit reconciliation requirements
32	Local Agency Formation Commission (LAFCO) contribution as required for all local agencies
33	Estimated background investigation costs for four full-time and four part-time new hires
34	International Association of Fire Chiefs membership dues for the Fire Chief
35	Costs for posting recruitment and district advertisements in print and online publications
36	Employee recognition and morale program expenses (not included in current fiscal year)
37	Recruitment advertising costs
38	Adobe Acrobat Pro license (Business Manager)
39	Requirement to conduct QI/QI (Quality Improvement) activities per S-SV Policy 620

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 03/ Support Services  
**Account Number and Title:** 72000 Support Services  
**Sub Account Number:** **72000-72800**  
**Account Name:** **SUPPORT SERVICES**

**26-27**                    **\$89,288.93**  
25-26                    \$89,016.53

**Description (Itemization):**

Line	Item Description	2025-2026	2026-2027	Notes
1	Fire Engine Repairs	\$15,000.00	\$15,000.00	
2	Fire Engine Tires	\$5,500.00	\$5,000.00	
3	Ambulance Repairs	\$6,750.00	\$6,000.00	
4	Ambulance Tires	\$3,500.00	\$3,000.00	
5	Preventative Maintenance - Ambulance	\$4,500.00	\$3,000.00	
6	Radio Equipment: 49 Communications	\$1,000.00	\$365.44	
7	Annual Knox License	\$721.00	\$721.00	
8	Fire extinguisher service	\$700.00	\$700.00	
9	Ladder testing	\$1,000.00	\$2,000.00	
10	Call Notice System- Active 911	\$500.00	\$502.20	
11	Bauer Compressor Maint	\$1,671.33	\$1,856.35	
12	SCBA Repair	\$1,000.00	\$500.00	
13	Holmatro Jaws of Life annual service	\$1,000.00	\$1,500.00	
14	Cardiac Monitor - SVC & Maint	\$3,974.20	\$3,920.52	
15	Fuel	\$30,000.00	\$30,000.00	
16	SCBA Fit Test	\$0.00	\$1,500.00	
17	Annual Pump Test	\$2,000.00	\$2,653.29	
18	Preventative Maintenance - Power Cot/Load System & Lucas Device	\$6,200.00	\$6,200.00	
19	Emergency standby generator service	\$1,500.00	\$1,450.13	
20	SCBA/ RIC Flow Testing	\$1,500.00	\$1,500.00	
21	Hurst Service	\$1,000.00	\$0.00	
22	Log RX	\$0.00	\$1,920.00	

**Explanation/Justification:**

#	
1	Estimated cost of fire engine repairs based on historical expenses and warranty coverage
2	Estimated cost of tires based on annual mileage, historical wear, damage/ failure rates
3	Estimated cost of ambulance repairs based on historical expenses and warranty coverage
4	Estimated cost of tires based on annual mileage, historical wear, damage/ failure rates
5	Routine apparatus maintenance and servicing based on mileage and/or time intervals; BIT Program compliance required by CHP
6	Estimated expense for radio system services, including programming, testing, and repairs

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** 03/ Support Services  
**Account Number and Title:** 72000 Support Services  
**Sub Account Number:** **72000-72800**  
**Account Name:** **SUPPORT SERVICES**

**26-27**            **\$89,288.93**  
25-26            \$89,016.53

7	Annual Knox Box system license fee
8	Annual California-required testing of district fire extinguishers
9	Annual NFPA-required testing of district ground ladders (up to 128')
10	Active911 alerting system subscription retained due to incomplete feature coverage in Tablet Command; 31 licenses at \$16.20 each
11	Annual manufacturer and OSHA-required service for breathing air compressor
12	SCBA repair and maintenance services
13	Annual manufacturer-recommended service for hydraulic vehicle extrication equipment
14	Annual manufacturer and EMS agency-required testing and maintenance of cardiac monitors
15	Fuel for all vehicles and small equipment based on historical usage and projected fuel costs
16	Annual required fit testing services (Bauer)
17	Vendor-performed annual fire apparatus pump testing- District lacks in-house capability
18	Stryker service and maintenance for LUCAS devices, power cots, and auto-loaders
19	Bi-annual manufacturer-recommended generator service for S88, S90, and Admin (average \$234.65 each, including 3% inflation)
20	Annual required flow testing for SCBA and RIC packs
21	Item previously donated to Yuba College (no longer a District expense)
22	Replacement of current outdated logging system to meet DEA compliance requirements

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** CAPITAL IMPROVEMENT PLAN  
**Account Number and Title:** 82000 Capital Improvements  
**Sub Account Number:** 82000 Capital Improvement  
**Account Name:** CAPITAL IMPROVEMENT

**26-27**      **\$118,450.00**  
25-26      \$110,000.00

**Description (Itemization):**

Line	Item Description	2025-2026	2026-2027	Notes
1	Office Furniture	\$500.00	\$0.00	
2	Purchase of Type 6 Engine (Pymt 2 of 5)	\$63,957.66	\$63,957.66	
3	New Command Vehicle (Payment 5 of 6)	\$14,847.98	\$14,847.98	
4	Transfer to Capitol Improvement Plan Reserve	\$30,694.36	\$6,150.88	
5	Blowhard Quickee PPV Fan 20"	\$0.00	\$4,950.00	
6	RIC Pack Purchase - 2 New	\$0.00	\$13,643.48	
7	Tablet Command	\$ -	\$14,900.00	ENC \$8450.00

**Explanation/Justification:**

#	
1	Miscellaneous office equipment – not required in the current fiscal year
2	Type 6 apparatus payment – installment 2 of 5
3	Fire Chief command vehicle payment – installment 5 of 6
4	To maintain \$110,000.00 from previous year
5	Purchase of a new positive pressure ventilation (PPV) fan for Engine operations to support smoke removal at fire incidents
6	Purchase of two new RIC packs to replace existing units on Engines 90 and 88
7	Incident command system implementation – initial startup cost of \$8,450 (encumbered) and \$6,450 annual subscription fee

**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** GRANT FUND EXPENSE  
**Account Number and Title:**  
**Sub Account Number:** 83000  
**Account Name:** GRANT EXPENSE

**26-27**                    **\$0.00**  
25-26                    \$0.00

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1		\$0.00	\$0.00	
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**Explanation/Justification:**

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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** DEVELOPER MITIGATION ACCOUNT  
**Account Number and Title:** 40700  
**Sub Account Number:** 40700  
**Account Name:** DEVELOPER MITIGATION

**26-27**      **\$55,861.50**  
25-26      \$55,861.50

**Description (Itemization):**

Line	Item Description	2025-2026	2026-2027	Notes
1	Type III Remount Financing (Pymt 4 of 7)	\$55,861.50	\$55,861.50	
2				
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12				

**Explanation/Justification:**

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1	Type 3 apparatus remount financing payment - installment 4 of 5
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**FORESTHILL FIRE PROTECTION DISTRICT**  
**Budget Detail Worksheet**  
**Fiscal Year 2026-2027**

**Department Name:** FORESTHILL FIRE DISTRICT  
**Sub Budget:** INTERDEPARTMENTAL TRANSFERS  
**Account Number and Title:** 86000  
**Sub Account Number:** 86000 Interdepartmental Transfers  
**Account Name:** **INTERDEPARTMENTAL TRANSFERS**

**26-27**      **\$83,132.95**  
25-26      \$9,463.41

**Description (Itemization):**

<i>Line</i>	<i>Item Description</i>	<i>2025-2026</i>	<i>2026-2027</i>	<i>Notes</i>
1	General Fund Reserve Contribution	\$9,463.41	\$83,132.95	
2	Capital Improvement Reserve Contribution	\$0.00	\$0.00	
3	Vacation/Sick Leave Reserve Contribution	\$0.00	\$0.00	
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**Explanation/Justification:**

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# STAFF REPORT



DATE: June 02, 2026

TO: Board of Directors

FROM: Shonne Elgin, Business Manager

BY: Shonne Elgin, Business Manager

SUBJECT: **Placer County Assessor – Memorandum of Understanding**

---

## **RECOMMENDATION**

The Board of Directors approve MOU between the District and Placer County Assessor for the provision of District required services.

## **BACKGROUND / ANALYSIS**

The Placer County Assessor provides services to the District. The cost for Fiscal Year 2026-2027, the Assessor's Office is requiring cost recovery for those services provided by the County to other non-county government agencies. The cost for Assessor services for the 2026-2027 Fiscal Year are set at \$10,147.00.

Services provided under the proposed MOU include: General accounting, Accounts payable, Accounting support, Workday external connection, Receiving the District adopted budget, Determining annual District Gann Limit.

The term of the agreement will commence July 01, 2026 and end on June 30, 2027.

## **FISCAL IMPACT**

Cost is \$10,147.00. This cost is included in the 2026/2027 preliminary budget.

Respectfully submitted,

Shonne Elgin, Business Manager



## COUNTY OF PLACER

## OFFICE OF THE AUDITOR-CONTROLLER

ANDREW C. SISK, CPA  
Auditor-Controller  
E-mail: [asisk@placer.ca.gov](mailto:asisk@placer.ca.gov)

NICOLE C. HOWARD, CPA  
Assistant Auditor-Controller  
E-mail: [nhoward@placer.ca.gov](mailto:nhoward@placer.ca.gov)

July 1, 2026

To the Board of Directors and Management  
Foresthill Fire District

The Auditor-Controller is pleased to confirm our understanding of the terms and costs of our services under this agreement for the 2026-2027 fiscal year.

### A. Scope of Services

The Auditor-Controller will provide the following services to Foresthill Fire District (District):

1. **General Accounting** – includes use of the County's centralized accounting system and reviewing and posting of financial system entries submitted by the District. Transactions will be reviewed for authorization by appropriate District personnel prior to processing. This also includes compiling the District's financial information to report within the County's Cost Plan, if applicable.
2. **Accounts Payable** – includes processing payment claims by warrant, wire, or ACH. Claims will be reviewed to validate authorized District signers have approved the payment prior to processing, recording, and mailing payments. Any invoices submitted for payments will be scanned and archived for retention. Reviewing invoices for mathematical accuracy and appropriateness of expenditure is not part of the service agreement. Maintaining vendors and payments for purposes of tax reporting along with issuing IRS Tax Form 1099 for the calendar year and biweekly State EDD Reporting, if applicable.
3. **Accounting Support** – includes responding to routine inquiries and/or external auditors' requests.
4. **Workday External Connection** – includes access to the Workday accounting system for district staff. Access rights include generating financial reports, submitting vendor payments and journal entries.
5. **Adopted Budget** – includes recording the District's adopted budget, ensuring expenditures do not exceed authorized budget and processing any budget revisions.
6. **Gann Limit** – calculation of appropriation limit for the current fiscal year and measurement (testing) of appropriation limit for the previous fiscal year to assist the District in meeting the requirements of Article XIII B, Section 1.5 of the California Constitution.

### B. Term

The term of this Agreement will commence on July 1, 2026, and end on June 30, 2027. Subject to written agreement of the parties, this agreement may be renewed annually.

C. Responsibilities of Auditor-Controller

The Auditor-Controller's responsibility under this Agreement is to perform the services enumerated above. The Auditor-Controller will not audit accounting entries, payment claims or budget transactions, nor will we validate the appropriateness of accounting transactions or claims for payment.

The Auditor-Controller's services are not designed to detect instances of fraud, or non-compliance with laws or regulations or significant errors; however, the Auditor-Controller will communicate to the District any known and suspected fraud, non-compliance with laws or regulations, or significant errors that come to their attention. Neither the County nor the Auditor-Controller will be held liable should any instances of fraud, non-compliance with laws or regulations or significant errors be subsequently discovered by either the District or through a claim or lawsuit to the District.

D. Responsibilities of District Management

The District is responsible for (1) ensuring all transactions are submitted and/or approved by authorized staff, (2) reviewing all transactions prior to submittal to ensure appropriateness of the expenditure, compliance with laws or regulations and to check for significant errors and fraud, (3) retaining all source documents, and (4) providing all District Board authorized budgets and budget amendments. The District is encouraged to routinely provide accounting reports and payment registers to its Board for review.

The District agrees to inform County of significant non-compliance, fraud and/or errors immediately upon discovery.

For all services provided, District management agrees to assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, and/or experience to understand the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. The District agrees to hold the County and the Auditor-Controller harmless for any subsequent claims or lawsuits that may arise from the results of the services.

Annual Cost and Billing

The annual cost of services identified above is \$10,147. The District will be billed by journal entry during the third quarter of the fiscal year for the entire annual costs. Specific billing details can be provided to the District upon request.

Agreement

The Auditor-Controller appreciates the opportunity to be of service to you and believes this letter accurately summarizes the significant terms of your agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. Please execute this document and return the original version to my office at your earliest convenience.

Sincerely,



Andrew C. Sisk, CPA  
Auditor-Controller

We, the undersigned, have read and agree to the terms of this Agreement. We represent we have the authority to execute this Agreement on behalf of the Foresthill Fire District.

Authorized Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Authorized Board Signature (If Necessary): \_\_\_\_\_ Dated: \_\_\_\_\_

# DIRECTOR REPORT



**DATE:** June 10, 2026  
**TO:** Board of Directors  
**FROM:** John Michelini, Director  
**BY:** John Michelini, Director  
**SUBJECT:** **AMBULANCE RATE FEE ADJUSTMENT**

---

## **RECOMMENDATION**

The Board of Directors approves the proposed adjustment to ambulance transport fees.

## **BACKGROUND / ANALYSIS**

The Foresthill Fire Protection District, as a component of its emergency service delivery model, operates advanced life support ambulances. The ambulance transportation program was merged into the Fire District from the Foresthill Safety Club in 2004. As a fee for service cost recovery program, the ambulance transportation program is expected to fully recover the marginal costs associated with and directly attributed to ambulance transportation. To achieve cost recovery, the Fire District charges for ambulance transportation. The fee structure established for the ambulance program is based on actual cost recovery of supplies, equipment, personnel, insurance, training, and fuel. The proposed fee adjustment will increase annual ambulance revenue by an estimated \$8,000.00 per year, according to an internal audit. Annual revenue from ambulances is roughly \$612,000.00. Annual costs associated with the ambulance program exceed \$896,575.00. The proposed ambulance fee adjustment will not result in excess revenue attributed to the program and the program will continue to rely on General Fund contributions for a significant majority of the program costs.

## **FISCAL IMPACT**

According to an internal assessment, the increase in ambulance transport revenue is approximately \$8,000.00 per year.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John A. Michelini".

John Michelini, Director



## Foresthill Fire Protection District

P.O. Box 1099 Foresthill, CA 95631

Office: (530) 367-2465

[www.foreshillfire.org](http://www.foreshillfire.org)

**DISTRICT BOARD**  
**RICHARD HERCULES**  
**PRESIDENT**  
**JOHN MICHELINI**  
**VICE PRESIDENT**  
**CHRIS REAMS**  
**DIRECTOR**  
**KEITH DRONE**  
**DIRECTOR**  
**DERRICK PERRY**  
**DIRECTOR**  
  
**DENNIS MARTIN**  
**FIRE CHIEF**

### RESOLUTION No. 2026-07

#### RESOLUTION TO RENEW AND ADJUST FEES FOR AMBULANCE TRANSPORTATION PROGRAM

**WHEREAS**, the Foresthill Fire Protection District is an Independent Special District duly organized and existing under the Fire Protection District Law of California; and

**WHEREAS**, the district is authorized by provisions of the Health and Safety Code section 13862 to operate an ambulance service within and without the District and to operate rescue and first aid services within and without the District; and

**WHEREAS**, the Board of Directors of the Foresthill Fire Protection District has determined that it is necessary to provide advanced life support ambulance service within the boundaries of the district and surrounding unincorporated County and Federal lands; and,

**WHEREAS**, the Board of Directors of the Foresthill Fire Protection District has determined to adopt Advanced Life Support billing for all District Emergency Medical Responses as a matter of policy; and,

**WHEREAS**, the District pursuant to Health and Safety Code section 13916 deems it necessary to charge and occasionally increase certain charges related to ambulance transportation.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED**, by the Board of Directors of the FORESTHILL FIRE PROTECTION DISTRICT that;

1. The schedule of fees for services and supplies, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby amended and adopted as the rates to be charged for ambulance, rescue, interfacility transfers, and first aid services supplied by the District.
2. The fee is identified in Exhibit "A" shall be adjusted annually, beginning July 1, 2025, and each July thereafter by the greater of three percent (3%) or the percentage change in the Consumer Price Index (CPI) for "All Urban Consumers" for the U.S. City Average for medical care not seasonally adjusted (1982-84 = 100) as published by the United States Department of Labor, Bureau of Labor Statistics, as published for the twelve month period

ending December 31 of the preceding calendar year, except that no CPI adjustment shall reduce any fees.

3. Approval of fees by the Board of Directors shall be by resolution, adopted at a regularly scheduled meeting of the board prior to enactment of the increase.
4. This resolution shall take effect and be in forced from and after its approval required by law, until it is amended, suspended, and or rescinded by this Board.
5. If any fee, word, or provision of this ordinance, including exhibit "A", is found by a court of competent jurisdiction to be invalid, then the offending portion shall be severed from the remaining provisions of this Resolution, which shall remain in full force and effect.
6. This resolution accordingly is adopted at the June 10, 2026, meeting with the new rates to be effective July 01, 2026.
7. This Resolution supersedes and replaces any prior year resolution used to set, adjust, and/or adopt ambulance fees.

**APPROVED, PASSED AND ADOPTED** by the Board of Directors of the Foresthill Fire Protection District at a Regular Meeting on the tenth day of June 2026, by the following roll call vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
John Michelini, Board Vice President

Attest: \_\_\_\_\_  
Shonne Elgin, Board Secretary

**Foresthill Fire Protection District  
Billing Form**

Date

Patient Name

D.O.B

PCR#

QTY	Transport	EXT	QTY	Medication	EXT		
1	Emergency	\$2,442.15	\$2,442.15	0	Acetaminophen	\$235.11 \$0.00	1000mg per 100 ml bag = 1 qty
0	Night Charge: (1900-0700)	\$218.05	\$0.00	0	Adenosine	\$338.13 \$0.00	1 vial = first dose/2 vials = 2nd dose
0.00	Mileage	\$66.42	\$0.00	0	Albuterol	\$21.80 \$0.00	2.5 mg/pillow = 1 qty
QTY	Misc.			0	Amiodarone	\$71.00 \$0.00	150 mg / 1 vial = 1 qty
0	Atomizer	\$35.00	\$0.00	0	Aspirin	\$16.88 \$0.00	81 mg/tablet. usual dose = 4 tabs = 4 qty.
0	Bandage Minor	\$33.78	\$0.00	0	Atropine	\$31.11 \$0.00	1 mg/vial = 1 qty
0	Bandage Major	\$69.38	\$0.00	0	Atrovent	\$13.74 \$0.00	500mcg/dose/1 pillow = 1 qty
0	BVM	\$124.58	\$0.00	0	Benadryl	\$24.07 \$0.00	IV/50 mg = 1 qty
0	Capnography(ETC02)	\$58.91	\$0.00	0	Benadryl Elixir	\$26.25 \$0.00	25mg/1 container. 1 dose = 50 mg = 2 qty
0	CPAP	\$540.33	\$0.00	0	Ca Chlor	\$48.37 \$0.00	1g/dose
0	Cric Kit	\$623.46	\$0.00	0	Charcoal	\$105.00 \$0.00	50g/dose = 1 qty
0	Defib Pads	\$131.25	\$0.00	0	Dextrose IV Adult)	\$87.45 \$0.00	250 ml bag of D10 - Adult Dose
0	Defib Pads Pedi	\$377.36	\$0.00	0	Dextrose IV (Infant)	\$67.81 \$0.00	250 ml bag of D10 - Infant Dose
0	EKG	\$187.12	\$0.00	0	Dex. 5% (D5W)	\$87.42 \$0.00	
0	Glucometer	\$172.13	\$0.00	0	Epinephrine 1:1	\$32.12 \$0.00	1 mg/vial = 1 qty
0	Intubation	\$265.08	\$0.00	0	Epinephrine 1:10	\$32.12 \$0.00	1 mg/preload = 1 qty
0	I/O Needle	\$501.40	\$0.00	0	Fentanyl	\$124.34 \$0.00	100 mcg/2ml vial
0	I-Gel Airway Kit	\$173.91	\$0.00	0	Ketamine	\$67.49 \$0.00	
0	Irrigation	\$35.00	\$0.00	0	Ketoralac	\$73.67 \$0.00	1 vial = 1 qty
0	IV Lock	\$164.07	\$0.00	0	Oral Glucose	\$24.20 \$0.00	24g/dose
0	IV Supplies	\$229.70	\$0.00	0	Glucagon	\$538.14 \$0.00	1 mg/dose
1	Linen	\$35.32	\$35.32	0	Lidocaine	\$43.80 \$0.00	1 preload = 1 qty
0	Nebulizer	\$74.63	\$0.00	0	Narcan	\$170.63 \$0.00	2mg/vial
0	OB Kit	\$65.79	\$0.00	0	Nitro	\$16.41 \$0.00	.4 mg/tablet
0	O2 Supplies	\$74.66	\$0.00	0	Oxygen	\$248.41 \$0.00	Flat Rate
1	Pulse OX (SPO2)	\$113.06	\$113.06	0	Sod Bicard	\$77.74 \$0.00	50 meq
0	Quick Clot	\$131.25	\$0.00	0	TXA	\$52.30 \$0.00	
0	Restraint	\$32.81	\$0.00	0	Versed/Midaz	\$86.10 \$0.00	5mg vial
0	Suction	\$52.69	\$0.00	0	Zofran/Ondan	\$54.95 \$0.00	IV or PO 4mg
0	Spinal Immob	\$98.99	\$0.00				
0	Splint	\$35.94	\$0.00		<b>Additional Items</b>		
0	Thoro Kit	\$475.80	\$0.00	4	PPE	\$16.88 \$67.54	Each Attendant
0	Thermometer	\$11.49	\$0.00	1	Decon	\$57.85 \$57.85	
0	Tourniquet	\$96.81	\$0.00	1	EPCR Fee	\$41.95 \$41.95	
				1	CO2 Detector	\$86.06 \$86.06	
					<b>Total Billed</b>	<b>\$2,843.93</b>	

# FORESTHILL FIRE PROTECTION DISTRICT

## POLICY MANUAL

---

**POLICY TITLE: TRAINING/BOARD ROOM NON-AFFILIATED GROUP USE POLICY**

**POLCY NUMBER: 217**

**APPROVED: 12/12/2024**

**AMENDED: 06/10/2026**

### **PURPOSE:**

The Fire District has a multi-purpose training/meeting space (facility) at the fire administration building. The primary uses of the facility include classroom (for in-service training of firefighters), Board of Director Meetings, and the Department's Emergency Operations Center. As a community benefit, the facility may also be used in accordance with this policy, by non-affiliated groups, allied government agencies, and as approved by the Fire Chief, District contractors and vendors for meetings, gatherings, or classes. The facility is not intended for private use, personal use, or commercial gain. The district's intent is not to provide a general public use facility.

This policy establishes criteria for application, priorities for scheduling, insurance requirements, and user responsibilities.

### **PROCEDURE:**

Requests for use of the room shall conform to the application procedure contained in this policy.

#### **1. APPLICATION/REQUEST:**

- a. A request to use the room may be submitted to the fire administration in person, by email or mail using the appropriate facility reservation form. All requests must include the name of the sponsoring organization and contact information for the requesting party.
- b. Requests will be considered on a first-come-first served basis.
- c. Requests must be received at least thirty (30) days prior to the date of the event.
- d. Recurring use of the room can be established at time of application.

#### **2. GENERAL CONDITIONS:**

- a. There is no exclusive use of the facilities by the public. The Fire District may cancel or preempt any scheduled reservation at any time. **Fire District business regardless of nature will always supersede any non-affiliated use of the facility including during a scheduled event.**
- b. Use of the facility may not be illegal, personal, political, religious, controversial, or solely commercial in nature; promote hate speech or criminal behavior; promote the use of alcohol, tobacco, or drugs; factional, sectarian, gang affiliated, racist, bigoted, misleading or deceptive.

- c. Reservations for use of the facility are restricted to established non-profit community benefit and community service groups and organizations, allied government agencies, and, as approved by the Fire Chief, District contractors and vendors. This description includes community based social clubs that meet other listed criteria.
- d. **Private use of the facility is prohibited. Events utilizing the facility must be free to all attendees, open to the public, subject to occupancy limits, and non-commercial in nature. Sales, solicitation for sales, commercial pitches, and collections are not permissible.**
- e. The district may ask an organization for verification that it is non-commercial in nature. The name of the organization and contact information may be given to anyone who inquires.
- f. Groups may not use the District's logo, website, or phone number in their publicity, nor may they indicate in publicity that the Foresthill Fire Protection District is a partner or sponsor. Use of the District address to receive correspondence is not permitted. Failure to comply with these requirements may result in the loss of permission to use the room and/or the cancellation of future reservations.
- g. Groups reserving the facility must state clearly in press releases and other publicity that the meeting is not district sponsored and that the presence of the group in the facility does not constitute endorsement by the district.
- h. Permission to use the facility is not transferable.
- i. The applicant is solely responsible for supervising all individuals at the facility and adjoining property during the event. The District is not responsible for providing this supervision.
- j. Staff do not provide any set-up of the facility. Each user is responsible for set-up and clean-up. Users may arrange the chairs and tables as they wish. Display cases and other fixed furniture, displays and multi-media equipment should not be moved, and nothing should be placed on top of them. Any damage to the facility or equipment in the facility by the user will be charged to the user.
- k. No alcoholic beverages of any kind, including beer and wine, may be served or consumed at the facility or connecting District property.
- l. Only the training/meeting room and adjoining breakroom and bathrooms may be reserved. The remainder of the district facility and grounds are not included as part of a facility reservation and are not available for use.
- m. The applicant shall be responsible for the cost of repairs or replacement of property damage resulting from the organization's use of the room, normal wear excepted.
- n. Programs and/or meetings cannot disrupt normal district business operations.
- o. The number of people present at one time may not exceed the posted room capacity.
- p. Adults must supervise children's groups using facility at all times.
- q. No smoking is allowed in any district facilities.
- r. The district reserves the right to cancel any reservation at any time for any reason.

- s. The district reserves the right to have access to all meetings to ensure that the event is in accordance with this policy.
- t. Any gathering considered dangerous, a disturbance of the peace, or endangering public property is subject to closure.
- u. The Fire Chief or his/her designee in their sole discretion may shut down any event or meeting which does not follow the requirements as stated in this policy. Failure to follow any of the requirements of this policy will result in the permanent denial of use of the facility in the future for that organization.

3. INSURANCE REQUIREMENTS:

- a. The applicant shall provide and maintain general liability insurance with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If alcoholic beverages are served, liquor liability in the amount of \$1,000,000 per occurrence is required. General liability shall be endorsed by naming the District, its officers, agents, employees and volunteers as additional insureds. The insurance provided to the District as an additional insured shall be primary too, and non-contributory with any insurance or self-insurance program maintained by the District. Use of the facility may be denied if satisfactory proof of the required insurance is not timely received prior to the event.

4. DURATION OF USE:

- a. Reservations are limited to 6 hours unless advanced authorization is granted by the Board of Directors.
- b. Groups using the facility after normal business hours are responsible for securing the facility and activating the alarm system prior to departure.

5. APPROVAL PROCESS:

- a. The Fire District shall make attempts to approve or deny a reservation request within five (5) working days of receipt of request.
- b. Reservation requests that do not conform with this policy will be denied.
- c. A denial may be appealed to the Fire District Board of Directors. Such appeal shall be submitted in writing to the Fire District within three (3) working days from the date of denial. Appeals will be heard at the first available regularly scheduled meeting of the Board of Directors.
- d. The decision of the Board of Directors will be final.

6. FEES:

- a. There shall be no fee for use of the facility.

**DISCLAIMER:** Access to the Fire District meeting room is provided as a free public service. Therefore, while the District shall endeavor to ensure a safe and functional facility, the District assumes no liability in connection with non-district use of the facility and makes no warranties or representation that use of the facility will be available as reserved/schedule.