



BOARD OF DIRECTORS
Foresthill Fire Protection District

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

DISTRICT BOARD
JOHN MICHELINI
PRESIDENT
TROY SIMONICK
VICE PRESIDENT
TYLER HARKNESS
DIRECTOR
CHRIS REAMS
DIRECTOR
RAY MILLER
DIRECTOR

KIRK KUSHEN
FIRE CHIEF

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

March 14, 2019 at 6:00 p.m.

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

1. **CALL MEETING TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**

John Michelini Troy Simonick Tyler Harkness Chris Reams Ray Miller

4. **INTRODUCTION OF VISITORS**

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.

5. **AGENDA APPROVAL:** Board Action may be taken on any item on this agenda.
6. **PUBLIC COMMENT:** This is the time for any member of the public to address the Board of Directors on any matter NOT on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions to comments. There will be no votes on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the President.
7. **CONSENT ITEMS:**
 - a. Approval of minutes
 - i. February 14th Regular Meeting
 - b. Approval of February financial report
 - c. Board of directors 2019-2020 district goals workshop.
8. **FIRE CHIEF OPERATIONS REPORT**
9. **ACTION ITEMS:**
 - a) Standardized language for reporting fire station locations.

- b) Utilization of the Firefighter Candidate Testing Center for identifying candidates for entry level vacancies.
- c) District letter to community regarding need for Measure B.
- d) Volunteer support program position descriptions.

10. DISCUSSION ITEMS:

11. REPORTS

- a) Finance Committee
- b) MOU Negotiation Committee
- c) Long Range Plan Committee
- d) Director's Reports

12. NON-AFFILIATED ORGANIZATION REPORTS:

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

13. CORRESPONDENCE:

- a. Letter dated 3/11/2019 from Cindy Connor and Virginia Page re: Acknowledgement of receipt of letter dated 12/12/2018.

14. OLD BUSINESS:

15. ADJOURNMENT:

*****Next Regular Meeting: THURSDAY, APRIL 11, 2019*****



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Foresthill Fire Protection District
Minutes of Regular Board of Directors Meeting
Thursday, February 14, 2019
District Administration Office
24320 Main St.
Foresthill, CA 95631
Video: <https://vimeo.com/317725884>

1. CALL MEETING TO ORDER/FLAG SALUTE

- a. President Michelini called the meeting to order at 6:08 p.m.

2. ROLL CALL

- a. All Directors were present.
b. Chief Kushen was present.

3. AGENDA APPROVAL

- a. President Michelini requested that approval of the minutes from the January 22nd special meeting be added to the agenda. Director Reams made a motion to approve the agenda as amended. Director Simonick seconds the motion. Motion carries.

4. MINUTES APPROVAL

- a. The following minutes were slated for approval:
- i. January 7th Finance Committee
 - ii. January 10th Regular Meeting
 - iii. January 17th Long Range Planning Committee
 - iv. January 22nd Special Meeting
 - v. January 31st Finance Committee
- b. VP Simonick made a motion to approve all of the minutes as presented. Director Harkness seconds the motion. Motion carries.

5. FINANCIAL REPORT AND APPROVAL

- a. General budget discussion took place.
- i. Director Harkness made a motion to accept the financials as presented. Director Reams seconds the motion. Motion carries.

6. CHIEF'S OPERATIONS REPORT

- a. Chief Kushen reported the following:

Significant calls:

1/7/2019: Structure fire Todd Valley at Red Rock Drive. Manufactured home complete loss.

Significant Info:

1/2/2019 Shoring at Station 90 completed to help structurally support the dry-rotted beam.

Staffing:

Down another fulltime Firefighter/EMT as of 1/15/2019

Grants:

Regional SCBA \$200,000 grant to replace 22 outdated SCBA's was awarded. Still awaiting word to move forward from Sac Metro. Approx. \$20,000 matching funds required and available in mitigation account.

Future:

We will be looking at numerous innovative opportunities to develop new sources of funding to assist us in maintaining our current level of staffing.

We are also looking for additional areas and opportunities for further cuts to non-essential services and facilities.

7. ACTION ITEMS

- a. Revise District Bylaws – Section 4.10 Order of Business
 - i. Per staff report, the following may be the order of business at all future board meetings:
 1. Call to order
 2. Pledge to flag
 3. Roll call
 4. Introduction of visitors
 5. Presentations
 6. Approval of changes to the agenda
 7. Public Comment
 8. Consent Items
 - a. Approval of minutes
 - b. Approval of financial report
 - c. Other routine non-controversial items/subjects.
 9. Fire Chief's Operations Report
 10. Action Items
 11. Discussion Items
 12. Reports (active standing, ad hoc committee, and Director reports)
 13. Communication from *Non-Affiliated Organizations*
 14. Correspondence
 15. Old Business
 16. Closed Session (if applicable)
 17. Adjournment
 - ii. Director Reams made a motion to change the order of business in accordance with the submitted staff report. VP Simonick seconds the motion. Motion carries unanimously.
- b. Modification of ambulance agreement with SSV EMS.
 - i. Director Miller made a motion to authorize members of the Finance Committee to meet with representatives of the Sierra-Sacramento Valley Emergency Medical Services (S-SV EMS) agency to seek modification to the current ambulance agreement. Director Reams seconds the motion. Motion carries.
- c. Live webcast of district meetings.
 - i. VP Simonick made a motion to approve live broadcasting of District meetings via the internet and approve a three (3) month evaluation of the ability to accept questions via live internet feedback. Director Harkness seconds the motion. Motion carries.

- d. Community education/question and answer presentations regarding the parcel tax measure.
 - i. Director Miller made a motion to authorize Director Michelini to develop and deliver community education presentations regarding the upcoming parcel tax measure. VP Simonick seconds the motion. Motion carries.
- e. Volunteer support program position descriptions.
 - i. Table until March meeting.
- f. Modify policy no. 2-006, *Controlled substance restock policy*.
 - i. VP Simonick made a motion to accept the changes as presented. Director Miller seconds the motion. Motion carries. President Michelini stated that next time a staff report needs to be completed for each action item, including proposed policy changes.
- g. Approve article authored by Director Reams to run in the Foresthill Messenger.
 - i. VP Simonick made a motion to authorize the article authored by Director Reams to be published in the Foresthill Messenger. Director Harkness seconds the motion. Motion carries.

8. DISCUSSION ITEMS

- a. Board of Directors 2019-2020 District Goals Workshop.
 - i. Bring as an action item in March. The workshop will be held on a Saturday in April.
- b. New Website demonstration.
 - i. Firefighter Rotheram demonstrated the new website he and Secretary Metz have been working on. There was general discussion and questions during the demonstration. FF Rotheram stated that we hope to go live by the end of March.

9. REPORTS

- a. Finance Committee
 - i. Met twice. Had a mid-year budget review presentation, and have continued with the budgeting process for next fiscal year.
- b. MOU Negotiations Committee
 - i. None.
- c. Long Range Plan Committee
 - i. Director Miller reported that the self-assessment is moving forward. A welcome letter is being drafted and sent to all of the volunteers who will be performing the assessment. Plan to have assessment done by the end of June.
- d. Firefighter's Association
 - i. VP Rotheram reported that we're trying to set up our "Fill the Boot Drive" for mid-March. We're also working on our annual Easter event. Also, the Association received an extremely generous donation of \$50K from the estate of Rose Hoepfer. The money will be used to fund the existing Paramedic Scholarship program.
- e. Foresthill and Iowa Hill Fire Safe Council
 - i. Secretary Metz reported for Gary Kirk. Wilder than Wild was well attended approx. 250 attendees with 100 plus turned away. We are planning another showing in April. FH/IH FSC meeting next week 2/19/19, 5:30, Admin. Should be a good meeting.
- f. Director's Reports
 - i. President Michelini stated that Director's reports are typically used for Directors to report on any outside meetings they have attended that might be of interest to the board. With that in mind, he would like to agendaize for the March meeting selecting certain outside meetings for attendance by a board member, on an assignment basis so that each board member can pre-schedule their time.

10. CORRESPONDENCE

- a. Letter dated 1/19/2019 from Eric Reams on behalf of the Foresthill Volunteer Firefighters Association. Re: Hooper Paramedic Scholarship Fund.
 - i. The board agreed to forward the letter to the finance committee for analysis.

11. OLD BUSINESS

- a. None

12. PUBLIC COMMENT

- a. Paula Bertoncin
 - i. With regard to the parks and rec projects that are upcoming. Does the board still intend to have a representative attend the meetings?
 - 1. The board will have to look at statistics for the calls run in the recreation areas.
 - ii. With the upcoming ballot measure, will there be some sort of budget available to show where how the funds (if approved) would be spent?
 - 1. President Michelini stated that that would be something that will presented at the educational meetings.

13. CLOSED SESSION: (Began at 8:06 p.m.)

- a. Conference with Labor Negotiators (\$54957.6) Agency designated representatives: Director Harkness and Director Simonick.
 - i. 8:52 p.m. President Michelini reported that no reportable action had been taken for item a. and direction was given to the negotiations committee.

14. ADJOURNMENT

- a. President Michelini adjourned the meeting at 8:55 p.m.

Respectfully Submitted:



Patrice Metz, Board Secretary



Foresthill
Fire Protection District
Financial Report
February, 2019
Fiscal Year 2018-2019
Month 8
66.7% FY Elapsed

YTD Budget vs. Actual	1
Monthly Ambulance Revenue	8
YTD Fire Facility Fees	9
Monthly Check Register	10
Overtime Reports, PP 03 and PP 04	11
Total Expenses, FM 8:	\$99,756.64

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Tax Income				
40100 - Currect Secured Property	246,461.50	447,865.00	-201,403.50	55.03%
40200 - Unitary & Op Non-Unitary	6,619.35	12,268.00	-5,648.65	53.96%
40300 - Currect Unsecured Property	9,587.69	9,694.00	-106.31	98.9%
40500 - Prior Property Unsecured	34.79	0.00	34.79	100.0%
40510 - Prior Property Secured	0.00	0.00	0.00	0.0%
40600 - Railroad Unitary Property	147.16	0.00	147.16	100.0%
40700 - Supplemental Property Current	5,620.96	8,348.00	-2,727.04	67.33%
40710 - Supplemental Property Prior	4.51	0.00	4.51	100.0%
40900 - Other	3.04	285.00	-281.96	1.07%
Total 40000 - Tax Income	268,479.00	478,460.00	-209,981.00	56.11%
41100 - Development Fees	40,277.32	60,000.00	-19,722.68	67.13%
41200 - Direct Charges	181,061.67	329,203.00	-148,141.33	55.0%
41700 - Homeowners Prop Tax Reduction	1,704.30	3,322.00	-1,617.70	51.3%
41900 - Interest Income				
41910 - Interest - General	1,798.05	2,500.00	-701.95	71.92%
41920 - Interest - Capital	1,845.95	2,500.00	-654.05	73.84%
Total 41900 - Interest Income	3,644.00	5,000.00	-1,356.00	72.88%
42000 - Ambulance Income				
42100 - Service Fees	362,431.31	894,390.00	-531,958.69	40.52%
42500 - Write Down	-308,962.91	-656,482.00	347,519.09	47.06%
42600 - GEMT	0.00	0.00	0.00	0.0%
Total 42000 - Ambulance Income	53,468.40	237,908.00	-184,439.60	22.47%
43000 - Other Income				
43010 - Grants (Short Term)	0.00	18,000.00	-18,000.00	0.0%
43100 - Movie Pay & Special Events	40.00	1,000.00	-960.00	4.0%
43200 - Prevention & Inspection Fees	1,105.00	1,500.00	-395.00	73.67%
43210 - Report & Copy Fees	30.00	200.00	-170.00	15.0%
43500 - Monte Verde Fees	0.00	2,700.00	-2,700.00	0.0%
43900 - Misc. Revenue	717.37			
Total 43000 - Other Income	1,892.37	23,400.00	-21,507.63	8.09%
43300 - Strike Team Reimbursements				
43300-1 - Personnel Reimbursement	89,615.65	70,000.00	19,615.65	128.02%
43300-2 - Apparatus Reimbursement	33,311.63	20,000.00	13,311.63	166.56%
43300-3 - Administration Fees	12,293.87	10,000.00	2,293.87	122.94%
Total 43300 - Strike Team Reimbursements	135,221.15	100,000.00	35,221.15	135.22%

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
48000 · Donation				
48900 · Other	100.00	1,000.00	-900.00	10.0%
Total 48000 · Donation	100.00	1,000.00	-900.00	10.0%
Total Income	685,848.21	1,238,293.00	-552,444.79	55.39%
Gross Profit	685,848.21	1,238,293.00	-552,444.79	55.39%
Expense				
51001 · Salaries & Wage(Administration)				
160 · Administrative Wages	25,250.00	41,600.00	-16,350.00	60.7%
165 · Employee Benefits				
107 · Training	600.00	3,000.00	-2,400.00	20.0%
155 · Payroll Taxes	40,173.05	65,000.00	-24,826.95	61.81%
156 · Employee Assistance Program	601.92	700.00	-98.08	85.99%
991 · Vacation & Sick	21,847.58	45,206.00	-23,358.42	48.33%
993 · Medical Health & 457 Plan	50,072.40	62,700.00	-12,627.60	79.86%
Total 165 · Employee Benefits	113,294.95	176,606.00	-63,311.05	64.15%
Total 51001 · Salaries & Wage(Administration)	138,544.95	218,206.00	-79,661.05	63.49%
51002 · Salaries & Wages (Fire & Ambul)				
101 · Lieutenant Medic	35,871.94			
102 · Lieutenants	0.00	56,289.00	-56,289.00	0.0%
103 · Captain Medic	49,065.37			
104 · Captains	42,992.27	242,568.00	-199,575.73	17.72%
105 · Part-Time Staffing	22,395.44	20,000.00	2,395.44	111.98%
106 · Resident Stipend	1,200.00	5,000.00	-3,800.00	24.0%
158 · Engineers	44,979.39	77,750.00	-32,770.61	57.85%
159 · Firefighters	69,746.64	113,655.00	-43,908.36	61.37%
161 · Overtime Fire & Ambulance	87,675.23	100,000.00	-12,324.77	87.68%
171 · Out of Class Pay	2,485.61	4,000.00	-1,514.39	62.14%
176 · Instructor	157.50			
Total 51002 · Salaries & Wages (Fire & Ambul)	356,569.39	619,262.00	-262,692.61	57.58%
51005 · Salaries & Wages (Strike Team)				
172-1 · Strike Team Labor (Regular)	25,599.26	30,000.00	-4,400.74	85.33%
172-2 · Strike Team Labor (Overtime)	0.00	40,000.00	-40,000.00	0.0%
174 · Strike Team Backfill Stipend	890.66	1,500.00	-609.34	59.38%
177 · Strike Team Dist. Cover (OT)	70,291.43	28,500.00	41,791.43	246.64%
Total 51005 · Salaries & Wages (Strike Team)	96,781.35	100,000.00	-3,218.65	96.78%

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
51315 · Workers Comp Insurance				
108 · FDAC-FASIS	45,598.00	65,000.00	-19,402.00	70.15%
Total 51315 · Workers Comp Insurance	45,598.00	65,000.00	-19,402.00	70.15%
62000 · Services & Supplies (Fire)				
110 · Cleaning Supplies	1,350.26	3,500.00	-2,149.74	38.58%
190 · Small Tools and Equipment	4,824.91	3,000.00	1,824.91	160.83%
194 · Equip Maint Repair - Cost Share	162.00			
Total 62000 · Services & Supplies (Fire)	6,337.17	6,500.00	-162.83	97.5%
62001 · Services & Supplies (Ambulance)				
203 · EMS Equipment	2,817.30	3,000.00	-182.70	93.91%
204 · EMS Supplies	12,537.07	30,000.00	-17,462.93	41.79%
Total 62001 · Services & Supplies (Ambulance)	15,354.37	33,000.00	-17,645.63	46.53%
62140 · General Liability Insurance				
112 · Atwood Insurance	17,982.00	18,500.00	-518.00	97.2%
Total 62140 · General Liability Insurance	17,982.00	18,500.00	-518.00	97.2%
62290 · Fleet Maintenance (Fire)				
115 · Fire Dist. Parts & Repair				
115-1 · Brush 90-50905	24,293.06			
115-2 · Brush 88-050906	10,450.50			
115-3 · Engine 88-24483	635.00			
115-4 · Engine 90-24482	690.95			
115-6 · BATT88-77885	283.46			
115 · Fire Dist. Parts & Repair - Other	0.00	23,000.00	-23,000.00	0.0%
Total 115 · Fire Dist. Parts & Repair	36,352.97	23,000.00	13,352.97	158.06%
116 · Fire District Tires	1,049.35	6,000.00	-4,950.65	17.49%
Total 62290 · Fleet Maintenance (Fire)	37,402.32	29,000.00	8,402.32	128.97%
62291 · Fleet Maintenance (Ambulance)				
208 · Ambulance Parts & Repairs				
208-1 · Medic 90-96074	4,365.73			
208-2 · Medic 88-03116	796.61			
208-3 · Medic 89-01747	911.68			
208 · Ambulance Parts & Repairs - Other	0.00	10,000.00	-10,000.00	0.0%
Total 208 · Ambulance Parts & Repairs	6,074.02	10,000.00	-3,925.98	60.74%
209 · Ambulance Tires	2,804.70	2,800.00	4.70	100.17%

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Total 62291 - Fleet Maintenance (Ambulance)	8,878.72	12,800.00	-3,921.28	69.37%
62405 - Maintenance Buildings				
117 - Fire #88	2,234.13	1,000.00	1,234.13	223.41%
118 - Fire #89	210.00	1,000.00	-790.00	21.0%
119 - Fire #90				
119-1 - Station 90 Major Repairs	5,210.57			
119 - Fire #90 - Other	1,041.49	2,500.00	-1,458.51	41.66%
Total 119 - Fire #90	6,252.06	2,500.00	3,752.06	250.08%
120 - District Office	722.76	1,500.00	-777.24	48.18%
133 - Station Equip & Furniture	214.49	1,000.00	-785.51	21.45%
Total 62405 - Maintenance Buildings	9,633.44	7,000.00	2,633.44	137.62%
62439 - Professional Dues				
122 - Placer County Chiefs Assoc.	360.00	360.00	0.00	100.0%
123 - Health & Fitness Program	0.00	1,800.00	-1,800.00	0.0%
126 - Arson Task Force	100.00	100.00	0.00	100.0%
Total 62439 - Professional Dues	460.00	2,260.00	-1,800.00	20.35%
62508 - County Direct Charges				
135 - Assessment Collection Charges	4,091.27	3,500.00	591.27	116.89%
163 - Election Charges	0.00	5,000.00	-5,000.00	0.0%
Total 62508 - County Direct Charges	4,091.27	8,500.00	-4,408.73	48.13%
62517 - 126 Senate Bill 2557	8,514.02	8,514.00	0.02	100.0%
69800 - Uncategorized Expenses	513.77			
69801 - Strike Team - Crew Expense	0.00	500.00	-500.00	0.0%
72523 - Office Expenses				
127 - Postal Expense	763.17	500.00	263.17	152.63%
128 - Specialized Printing	475.28	1,500.00	-1,024.72	31.69%
129 - Copier Lease	2,937.41	5,000.00	-2,062.59	58.75%
130 - Office Equipment & Toner	0.00	125.00	-125.00	0.0%
131 - Computer Equipment	199.44	1,000.00	-800.56	19.94%
138 - Meeting Expense	13.99	200.00	-186.01	7.0%
212 - Office Supplies	541.69	1,000.00	-458.31	54.17%
Total 72523 - Office Expenses	4,930.98	9,325.00	-4,394.02	52.88%
72555 - Professional Services (Fire)				
132 - Legal Services	3,306.00	7,000.00	-3,694.00	47.23%
134 - CPA Audit	4,950.00	4,900.00	50.00	101.02%
136 - Sun Pro Lic	0.00	2,155.00	-2,155.00	0.0%

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
137 · Radio Equipment & Repair	550.30	2,000.00	-1,449.70	27.52%
140 · Educational Materials	175.00			
153 · Occu-Med	116.50	1,000.00	-883.50	11.65%
157 · Banking Fee's & Check's	222.72	800.00	-577.28	27.84%
164 · Accounting Services	2,570.20	4,800.00	-2,229.80	53.55%
167 · Payroll Processing Fees	2,546.66	3,000.00	-453.34	84.89%
168 · Information Technology	4,392.00	7,000.00	-2,608.00	62.74%
169 · Fire Chief Contract Services	40,000.00	60,000.00	-20,000.00	66.67%
180 · Ladder Testing	0.00	750.00	-750.00	0.0%
181 · eDispatch	948.00	948.00	0.00	100.0%
183 · TargetSolutions	3,200.00	3,500.00	-300.00	91.43%
184 · Scheduling/Payroll Software	2,200.00	2,200.00	0.00	100.0%
185 · Promotional Testing Expense	0.00	1,000.00	-1,000.00	0.0%
188 · Bauer Compressors	974.46	2,000.00	-1,025.54	48.72%
191 · Jaws Service	0.00	2,000.00	-2,000.00	0.0%
192 · Lexipol	3,535.75	3,500.00	35.75	101.02%
193 · Duty Officer Contract Coverage	26,772.04	5,000.00	21,772.04	535.44%
195 · JOA Staffing Expense	2,109.84			
Total 72555 · Professional Services (Fire)	98,569.47	113,553.00	-14,983.53	86.81%
72556 · Professional Service(Ambulance)				
211 · Wittman Receivable Refund	0.00	3,000.00	-3,000.00	0.0%
213 · DMV Licensing	0.00	1,000.00	-1,000.00	0.0%
214 · Physio Control	0.00	3,950.00	-3,950.00	0.0%
222 · Banking Fee's & Checks	336.58	450.00	-113.42	74.8%
223 · SSV Service Charges	100.00	800.00	-700.00	12.5%
226 · Wittman Billing Services	8,236.99	15,000.00	-6,763.01	54.91%
227 · EMSAR Gurney Contract	384.62			
229 · GEMT ACA Admin Fee	0.00	500.00	-500.00	0.0%
Total 72556 · Professional Service(Ambulance)	9,058.19	24,700.00	-15,641.81	36.67%
82770 · Fuel for Equipment				
141 · Fuel	13,930.19	25,000.00	-11,069.81	55.72%
Total 82770 · Fuel for Equipment	13,930.19	25,000.00	-11,069.81	55.72%
82840 · Safety Clothes & Uniforms				
142 · Safety Clothing & Equipment	3,071.21	5,000.00	-1,928.79	61.42%
143 · Fire Uniforms	3,259.88	5,000.00	-1,740.12	65.2%
Total 82840 · Safety Clothes & Uniforms	6,331.09	10,000.00	-3,668.91	63.31%
82844 · Training (Fire)				
144 · Fire Related Training	0.00	3,000.00	-3,000.00	0.0%

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
146 · Certification & Licensing	48.00	500.00	-452.00	9.6%
Total 82844 · Training (Fire)	48.00	3,500.00	-3,452.00	1.37%
82845 · Training (Ambulance)				
224 · Certification & Licensing	120.00	500.00	-380.00	24.0%
233 · EMS Training	300.00	500.00	-200.00	60.0%
Total 82845 · Training (Ambulance)	420.00	1,000.00	-580.00	42.0%
82965 · Utilities				
148 · P G & E				
148-1 · Porter Garage	423.49			
148-2 · Street Light	90.01			
148-3 · Admin Office	1,443.36			
148-4 · FS 88	891.02			
148-5 · FS 89	140.78			
148-6 · FS 90	2,175.12			
148 · P G & E - Other	0.00	10,000.00	-10,000.00	0.0%
Total 148 · P G & E	5,163.78	10,000.00	-4,836.22	51.64%
149 · Propane				
149-1 · FS 88	967.58			
149-2 · FS 90	833.22			
149-4 · Admin Office	651.24			
149 · Propane - Other	76.00	3,800.00	-3,724.00	2.0%
Total 149 · Propane	2,528.04	3,800.00	-1,271.96	66.53%
150 · Telephone & Cell Phones				
150-1 · Admin	1,906.07			
150-2 · FS 88	264.22			
150-3 · FS 90	1,184.55			
150 · Telephone & Cell Phones - Other	2,220.37	11,000.00	-8,779.63	20.19%
Total 150 · Telephone & Cell Phones	5,575.21	11,000.00	-5,424.79	50.68%
151 · Water				
151-1 · Admin	707.54			
151-2 · FS 89	739.55			
151-3 · Gold St. Stand Pipe	916.99			
151-4 · FS 88	1,074.61			
151-5 · FS 90	555.36			
151-6 · Porter Garage	168.01			
151 · Water - Other	203.24	6,000.00	-5,796.76	3.39%
Total 151 · Water	4,365.30	6,000.00	-1,634.70	72.76%

Foresthill Fire Protection District
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Total 82965 - Utilities	17,632.33	30,800.00	-13,167.67	57.25%
83547 - LAFCO				
152 - LAFCO	0.00	900.00	-900.00	0.0%
Total 83547 - LAFCO	0.00	900.00	-900.00	0.0%
84450 - Capitol Purchases	40,942.32	60,000.00	-19,057.68	68.24%
Total Expense	938,523.34	1,407,820.00	-469,296.66	66.67%
Net Ordinary Income	-252,675.13	-169,527.00	-83,148.13	149.05%
Net Income	-252,675.13	-169,527.00	-83,148.13	149.05%

**Foresthill Fire Protection District
Ambulance Deposits - FY 2018/2019**

February 2019, FM 8

Type	Date	Account	Amount
Deposit	02/04/2019	13200 · Bank - Ambulance Billing	\$350.00
Deposit	02/07/2019	13200 · Bank - Ambulance Billing	\$800.27
Deposit	02/12/2019	13200 · Bank - Ambulance Billing	\$200.00
Deposit	02/12/2019	13200 · Bank - Ambulance Billing	\$3,679.68
Deposit	02/14/2019	13200 · Bank - Ambulance Billing	\$4,675.21
Deposit	02/21/2019	13200 · Bank - Ambulance Billing	\$563.85
Deposit	02/25/2019	13200 · Bank - Ambulance Billing	\$2,925.62
Deposit	02/26/2019	13200 · Bank - Ambulance Billing	\$8,467.37
Deposit	02/28/2019	13200 · Bank - Ambulance Billing	\$484.46
Deposit	02/28/2019	13200 · Bank - Ambulance Billing	\$976.76
TOTAL			\$23,123.22

FFPD ASSESSMENT FEES
2018-2019

Receipt #	Date Paid	Payee & Address	Amount	APN	Year to Date	Balance
BALANCE FORWARD						\$ 212,654.59
1484	7/10/2018	Ruvalcaba 22038 Farrier Ct.	\$ 2,328.00	265-080-011-000	\$ 2,328.00	\$ 214,982.59
1485			VOID		\$ 2,328.00	\$ 214,982.59
1486	7/30/2018	Wechsler Custom Homes 5405 Paragon Ct.	\$ 2,669.44	073-410-007-000	\$ 4,997.44	\$ 217,652.03
1487	7/31/2018	Brian DeVault 6184 Green Ridge Dr.	\$ 643.11	257-180-041-000	\$ 5,640.55	\$ 218,295.14
1488	8/7/2018	Wechsler Custom Homes 6402 Fernwood Ct.	\$ 923.44	257-270-010-000	\$ 6,563.99	\$ 219,218.58
1489	8/14/2018	Trimble 22630 Sluice Box Rd.	\$ 2,260.10	258-130-032-000	\$ 8,824.09	\$ 221,478.68
1490	8/15/2018	Gillian 5580 Timberland Dr.	\$ 2,328.00	007-045-072-000	\$ 11,152.09	\$ 223,806.68
1491	8/21/2018	Wechsler Custom Homes 5177 Crestline Dr.	\$ 2,935.22	257-080-017-000	\$ 14,087.31	\$ 226,741.90
1492	9/5/2018	J Matcham 6464 Nugget Dr.	\$ 1,552.00	257-190-048-000	\$ 7,192.55	\$ 219,847.14
1493	9/6/2018	Trimble 22630 Sluice Box Rd.	\$ 2,328.00	258-130-032-000	\$ 9,520.55	\$ 222,175.14
1494	9/10/2018	Wechsler Custom Homes 5646 Cold Springs Dr.	\$ 2,785.84	257-100-026-000	\$ 12,306.39	\$ 224,960.98
1495	9/20/2018	Bartlett 6812 Gray Ct.	\$ 838.08	256-080-065-000	\$ 13,144.47	\$ 225,799.06
1496	9/21/2018	Foothill Bee Ranch 4148 Owl Creek Rd.	\$ 698.40	258-110-012-000	\$ 13,842.87	\$ 226,497.46
1497	9/26/2018	Schaad 5901 Thomas St.	\$ 1,272.64	007-045-040-000	\$ 15,115.51	\$ 227,770.10
1498	10/2/2018	Wechsler Custom Homes 5434 Crestline Dr.	\$ 2,785.84	257-140-039-000	\$ 17,901.35	\$ 230,555.94
1499	10/2/2018	Luis 6590 Nugget Dr.	\$ 1,200.00	256-080-002-000	\$ 19,101.35	\$ 231,755.94
1500	10/3/2018	Hilt 29290 Ridge View Rd.	\$ 1,690.71	064-141-035-000	\$ 20,792.06	\$ 233,446.65
1501	10/4/2018	Agostini Constr. 22014 Shoer Ct.	\$ 4,406.71	256-080-037-000	\$ 25,198.77	\$ 237,853.36
1502	10/4/2018	Dean Homes 5740 Little Oak Ln.	\$ 1,396.80	258-200-243-000	\$ 26,595.57	\$ 239,250.16
1503	10/16/2018	McDonald 5825 Yankee Jim's Rd.	\$ 2,720.85	007-090-014-000	\$ 29,316.42	\$ 241,971.01
1504	10/23/2018	Peterson 24300 Mosquito Ridge Rd.	\$ 1,923.51	007-110-014-000	\$ 31,239.93	\$ 243,894.52
1505	11/15/2018	Hodgens Construction 5820 Timberland Dr.	\$ 590.73	007-045-023-000	\$ 31,830.66	\$ 244,485.25
PURCH	10/24/2018	New Roof/FS 88	\$ (16,650.00)		\$ 15,180.66	\$ 227,835.25
PURCH	11/13/2018	Lifepak 15	\$ (24,292.32)		\$ (9,111.66)	\$ 203,542.93
1506	1/31/2019	Wechsler Custom Homes 19663 Eagle Ridge Rd.	\$ 4,460.06	073-390-038-000	\$ (4,651.60)	\$ 208,002.99
1507	2/25/2019	Larry Clarke 5260 McKeon Ponderosa	\$ 882.70	073-390-079-000	\$ (3,768.90)	\$ 208,885.69

Foresthill Fire Protection District
WFB Check Register
February 2019

Date	Num	Name	Paid Amount
02/05/2019	EFT	Verizon	\$217.61
02/08/2019	EFT	Aflac	\$153.04
02/08/2019	EFT	Sierra MSP, LLC	\$474.00
02/14/2019	EFT	California Choice	\$1,194.61
02/27/2019	EFT	PG&E	\$570.44
02/27/2019	EFT	Sierra MSP, LLC	\$474.00
02/27/2019	EFT	Universal Premium Fleet Card	\$449.89
02/07/2019	12402	Alta Saw & Mower	\$1,321.80
02/07/2019	12403	Ameritas Life Insurance Corp.	\$1,089.66
02/07/2019	12404	Bauer Compressors	\$974.46
02/07/2019	12405	Brittani Weatherford	\$125.00
02/07/2019	12406	CIT	\$53.63
02/07/2019	12407	Clark Pest Control	\$228.00
02/07/2019	12408	EMSAR	\$384.62
02/07/2019	12409	Foresthill PUD	\$512.44
02/07/2019	12410	Foresthill Valero	\$862.43
02/07/2019	12411	Inland Business Systems	\$90.70
02/07/2019	12412	seph Leonard's Structural Engineeri	\$875.00
02/07/2019	12413	Life Assist	\$1,971.14
02/07/2019	12414	Riebies Auto Parts	\$39.66
02/07/2019	12415	Sebastian Telephone	\$490.31
02/07/2019	12416	Staples Advantage	\$152.92
02/07/2019	12417	TIAA Commercial Finance, Inc.	\$196.52
02/07/2019	12418	Wittman Enterprises, LLC	\$1,384.87
02/07/2019	12419	WiZiX Technology Group	\$22.97
02/07/2019	12420	Zach's A/C & Heating	\$1,100.40
02/14/2019	12421	Grants Hardware & Plumbing	\$300.98
02/14/2019	12422	Daniel Rotheram	\$200.00
02/14/2019	12423	Darlene Serpa	\$1,600.00
02/14/2019	12424	Dial Long Distance Inc.	\$72.20
02/14/2019	12425	G and T Trucking	\$23,905.05
02/14/2019	12426	Kyle Yates, Inc	VOID
02/14/2019	12427	Legacy Propane	\$376.55
02/14/2019	12428	North State Tire Co., Inc.	\$1,956.38
02/14/2019	12429	Placer Hills Fire District	\$22,810.00
02/22/2019	12430	Matt Johnson (Reimbursement)	\$1,801.20
02/22/2019	12431	Daniel Rotheram	\$1,130.55
02/27/2019	12432	Inland Business Systems	\$80.45
02/27/2019	12433	LEHR	\$55.97
02/27/2019	12434	Wittman Enterprises, LLC	\$1,066.46
02/27/2019	12435	Yates Gear Inc.	\$2,448.02
TOTAL			\$73,213.93

2019_PP 03
Board OT Report

Total Hours	Reason
24	B/F OOC Assignment
24	B/F OOC Assignment
24	No Medic Available
24	No Eng Avaialble
24	B/F OOC Assignment
24	Vacation B/F
24	Sick Call B/F
24	Sick Call B/F
24	Vacation B/F
24	Sick Call B/F
24	No Medic Available
264	\$6,043.68

2019_PP 04
02/02/2019 - 02/15/2019
Board OT Report

Total Hours	Reason
24	B/F Sick Leave
24	B/F Vacation
24	B/F Vacation
24	B/F Vacation
24	No Medic Available
24	No Captain Available
24	Out of Class (Capt.)
24	No Eng. Available
24	No Medic Available
7.5	C.O. Workshop
24	B/F LOA
88.69	FLSA
336.19	\$6,230.88

DIRECTOR REPORT



DATE: March 14, 2019
TO: Board of Directors
FROM: John Michelini, Director
BY: John Michelini, Director
SUBJECT: **BOARD OF DIRECTORS 2019-2020 DISTRICT GOALS WORKSHOP**

RECOMMENDATION

The Board of Directors approve the date and time for the 2019-2020 District Goals Workshop

BACKGROUND / ANALYSIS

The Long-Range Planning Committee has identified Board of Director annual goals and objectives as a component of planning that is not currently completed by the Foresthill Fire Protection District. While the annual budget serves as a short-term operating plan for the District, the budget should be in alignment with the District's mission and established goals. To support the District's planning effort the Planning Committee recommends that the Board of Directors hold a public workshop to establish and approve a set of District Goals for the 2019-2020 Fiscal Year. In addition to Board of Director Goals, the Fire Chief is expected to submit operational goals for the District for the Fiscal Year 2019-2020.

A goals workshop, open to the public, allows the Board to exchange ideas and hear input from the public as they work collectively to establish between 5 and 7 goals for the Fiscal Year. It is recommended that the workshop take place in spring on a Saturday morning to maximize public access to the workshop.

The date and time selected for the 2019-2020 Goals Workshop shall be May 18, 2019 at 10:00 am.

Respectfully submitted,

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

John Michelini, Director

DIRECTOR REPORT



DATE: March 14, 2019
TO: Board of Directors
FROM: John Michelini, Director
BY: John Michelini, Director
SUBJECT: STANDARDIZED LANGUAGE FOR REPORTING FIRE STATION LOCATIONS

RECOMMENDATION

The Board of Directors approve the recommended language for reporting the current location of open fire station in the District.

BACKGROUND / ANALYSIS

The Fire District receives regular inquiries from insurance agents, underwriters, and insurance companies regarding the location of the Districts staffed fire station(s). For insurance purposes, the District provides, as requested, the road miles to the closest staffed fire station. Under normal circumstances this is a simple response. However, with Station 90 temporarily closed due to structural damage there is confusion as to which fire station should be listed as "staffed".

In February of 2018, in response to fiscal constraints and after receiving a Fire Station Closure Report, the Board of Directors closed fire station 88 on Gold Street. Station 88 (Gold Street) was designated as closed – not staffed until such time that additional revenue can be developed to reopen and staff the facility. In November of 2018, water intrusion into Station 90 in Todd Valley, lead to discovery of significant structural damage along support beams holding up the roof of the apparatus garage. The District, to provide for employee safety, has temporarily moved the personnel to Station 88 (Gold Street).

The question now is; which station is considered "staffed" by the Fire District for the purpose of responding to inquiries from insurance providers. Since the District has acted to close Station 88 (Gold Street) until additional funding is available to reopen the station, and has taken action to designate station 90 (Todd Valley) as the only remaining staffed fire station, the following language is recommended as the District's response to insurance inquires requesting road distance to closest staffed fire station.

The closest fire station is station 90. The distance is X. Station 90 is temporarily unstaffed due to structural damage and repairs are expected to take between two and four months after which the station will again be open and staffed.

Respectfully submitted,

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

John Michelini, Director

DIRECTOR REPORT



DATE: March 14, 2019
TO: Board of Directors
FROM: John Michelini, Director
BY: John Michelini, Director
SUBJECT: UTILIZATION OF THE FIREFIGHTER CANDIDATE TESTING CENTER FOR IDENTIFYING CANDIDATES FOR ENTRY LEVEL VACANCIES

RECOMMENDATION

The Board of Directors approve utilization of the Firefighter Candidate Testing Center as the primary source of identifying potential candidates for entry level vacancies.

BACKGROUND / ANALYSIS

Since 1982, the **California Firefighter Joint Apprenticeship Committee (Cal-JAC)** has helped blaze a path toward a better qualified, better trained and more diverse fire service. The Cal-JAC's three decades of experience in fire service recruitment, testing and training gives FCTC the tools to offer high quality, relevant testing that will make it easier to match qualified candidates with the agencies that need them.

CPAT: Job specific physical ability testing

The Candidate Physical Ability Test (CPAT) is the acknowledged standard in California for high quality, job specific physical ability testing. The timed CPAT challenges firefighter candidates on eight functions critical to the job. The Cal-JAC's CPAT certification has become the default for most California fire departments.

Written testing

The written test is a rigorous, fair, and fully validated test, developed by an Advisory Committee of subject-matter experts and fire service professionals under the guidance of the Cal-JAC. It is a general-knowledge test consisting of 100 questions customized for firefighter candidates, drawing examples from the fire service itself.

Statewide Eligibility List

Hire with confidence using the Statewide Eligibility List. Firefighter Candidates will be included on the list if they have the following qualifications:

- 18 years of Age
- High School Diploma or GED
- Valid Driver's License
- Cal-JAC CPAT Card of Completion
- Passing Score on the Written Test
- Complete their FCTC Online Application

A Statewide Eligibility List that allows Fire Departments Flexibility

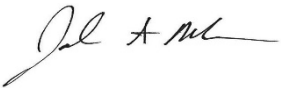
Departments throughout the state utilize the Statewide Eligibility List in various ways. For example, Departments can request the list and contact the candidates directly, or Departments can use it as a pre-qualifier - meaning when they open their application process, they may require applicants to have passed their CPAT and/or Written Test.

Agencies that are members of the California Firefighter Joint Apprenticeship Committee (Cal-JAC) can utilize the candidate list without any cost. Agencies that are NOT members of the Cal-JAC may still make use of the candidate list but must pay a \$600.00 processing fee for any candidate that is hired and retained beyond three months.

FISCAL IMPACT

The cost per candidate hired is \$600.00 and is not charged until the employee completes three months of service with the District. Members of the Cal-Jac program are provided access to the statewide eligibility list at no cost.

Respectfully submitted,



John Michelini, Director

DIRECTOR REPORT



DATE: March 14, 2019
TO: Board of Directors
FROM: John Michelini, Director
BY: John Michelini, Director
SUBJECT: DISTRICT LETTER TO COMMUNITY REGARDING NEED FOR MEASURE B

RECOMMENDATION

The Board of Directors authorize Director Michelini to develop and deliver a letter to the community regarding the need for Measure B.

BACKGROUND / ANALYSIS

To improve community understanding and provide public education regarding the fiscal condition of the District, it is recommended that the District develop and distribute a letter to the community in advance of the May 7, 2019, election.

Director Michelini will develop a letter for distribution via US Postal Service to all residents in the District. The goal of the letter is to deliver information related to the current and proposed budget, current and proposed service levels, revenue and revenue sources, and challenges facing the District including employee retention and inability to attract prospective employees. As a District sponsored communication, the letter cannot be used as a platform to campaign for Measure B and must be restricted to providing information only.

FISCAL IMPACT

The cost of postage for mailing 3000 letters is approximately \$540.00 and printing is approximately \$365.00. The total cost of the letter to the community will be taken from the existing budget – accounts 72523-127 Postal Expense and 72523-128 Specialized Printing.

Respectfully submitted,

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

John Michelini, Director

DIRECTOR REPORT



DATE: March 14, 2019
TO: Board of Directors
FROM: John Michelini, Director
BY: John Michelini, Director
SUBJECT: VOLUNTEER SUPPORT PROGRAM POSITION DESCRIPTIONS

RECOMMENDATION

The Board of Directors approve Volunteer Support Program position descriptions.

BACKGROUND / ANALYSIS

The Foresthill Fire District Board of Directors at their January 22, 2019, Special Meeting approved the Volunteer Support Program. Position descriptions for the following volunteer positions have been developed and are attached to this report for Board approval. Approved position descriptions will be added to the District Policy Manual and will be used to guide applicants and District personnel relative to volunteer positions within the District.

The following position descriptions are presented for approval:

- Administration Support Volunteer
- Logistics Support Volunteer
- Fire Prevention Support Volunteer
- Heavy Equipment Operator Support Volunteer
- Video and Photography Support Volunteer

Respectfully submitted,

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

John Michelini, Director

ADMINISTRATIVE SUPPORT VOLUNTEER

GENERAL JOB DESCRIPTION

Under direct supervision, provides general support to the Administrative Division of the Fire District.

SUPERVISES No supervisory responsibilities

REMARKS Volunteer position serving at the will of the Fire Chief. This position is NOT a fire suppression position and is not covered by the Firefighters Bill of Rights.

EQUIPMENT

UNIFORM District uniform is optional for this position. Business casual dress is expected when completing work that involves public contact.

PREREQUISITES No prerequisites for this position

QUALIFICATIONS

1. Basic computer skills.
2. Ability to interact with public in person and on phone.

RESPONSIBILITIES

1. Document development
2. Filing
3. Phones
4. Copying
5. Meeting preparation
6. Public contact
7. Other duties as assigned based on qualifications

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

1. Walk stand and sit for long periods of time.
2. Mobility to work in an office or field environment, use standard office equipment.
3. On an intermittent basis, sit at a desk or operate a vehicle for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties.

4. Manual dexterity to use standard office equipment and supplies to manipulate single sheets of paper and large document holders (binders, manuals, etc.).
5. Vision to read handwritten and printed materials and a computer screen.
6. Hearing and speech to communicate in person and by telephone and/or radio.

FIRE PREVENTION SUPPORT VOLUNTEER

GENERAL JOB DESCRIPTION

Under direct supervision, provides support to the Fire Prevention Division through filing, completing reports, and conducting fire and life safety inspections.

SUPERVISES No supervisory responsibilities

REMARKS Volunteer position serving at the will of the Fire Chief. This position is NOT a fire suppression position and is not covered by the Firefighters Bill of Rights. All applicants for this position must complete a live scan criminal history background check.

EQUIPMENT

UNIFORM District uniform is optional for this position. Business casual dress is expected when completing work that involves public contact.

PREREQUISITES Must be a currently licensed driver with a California Class "C" or higher license. Must be insurable by District's insurance carrier.

QUALIFICATIONS

1. Basic computer skills.
2. Ability to interact with public in person and on phone.
3. Must be able to operate light truck(s) such as a pickup truck.
4. Class "C" or higher California Driver's License
5. Organizational skills
6. Interest in prevention of fire and life safety inspections
7. Successfully complete training provided by District in areas of responsibility

RESPONSIBILITIES

Provide general assistance to Fire Prevention effort commensurate to incumbent's level of training and experience

1. Participate in District sponsored fire prevention training.
2. Maintain inspection records
3. Complete fire safe property inspections
4. Conduct fire and life safety inspections at schools and businesses
5. Inspect in-progress construction sites for fire safety

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

1. Mobility to work in an office or field environment, use standard office equipment.

2. On an intermittent basis, sit at a desk or operate a vehicle for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties.
3. Manual dexterity to use standard office equipment and supplies to manipulate single sheets of paper and large document holders (binders, manuals, etc).
4. Vision to read handwritten and printed materials and a computer screen.
5. Hearing and speech to communicate in person and by telephone and/or radio.
6. Operate a motor vehicle. Incumbent drives on surface streets and may be exposed to traffic hazards and weather conditions.
7. Work in both a climate-controlled office environment and outside in hot and cold temperatures.
8. Occasionally climb stairs and ladders up to 12 feet.

HEAVY EQUIPMENT OPERATOR SUPPORT VOLUNTEER

GENERAL JOB DESCRIPTION

Under general supervision as directed, provides support to the Operations by driving and operating heavy fire equipment including water tender(s), fire engines and other motorized support equipment. Responds to District needs both emergency and non-emergency by operating fire apparatus in non-hazard zones.

SUPERVISES No supervisory responsibilities

REMARKS Volunteer position serving at the will of the Fire Chief. This position is NOT a fire suppression position and is not covered by the Firefighters Bill of Rights. All applicants for this position must complete a live scan criminal history background check. Licensing required for this position may be satisfied by a California Class "C" Driver's License with Firefighter Endorsement.

EQUIPMENT

UNIFORM District uniform is required for this position. Bump helmet and gloves are required for this position.

PREREQUISITES Must be a currently licensed driver with a California Class "B" or higher license with air brake and tanks endorsement and current medical certificate. Must be insurable by District's insurance carrier.

QUALIFICATIONS

1. Class "B" or higher California Driver's License with air brake and tank endorsement
2. Complete monthly driving hours to maintain currency
3. Complete Water Tender Operator Training/Task book
4. Maintain physical ability to complete tasks required of position

RESPONSIBILITIES

Drive and Operate Water Tender, Rescue, Fire Engines

1. Drive and operate the Water Tender in emergency and non-emergency situations
2. Drive Rescue to incident scenes in support of on-going operations
3. Fill Self-contained breathing apparatus at emergency scenes
4. Drive Fire Engines in non-emergency situations
5. Deliver support apparatus to incident scenes

6. Complete pre-trip vehicle safety inspections.
7. Fuel apparatus as needed.
8. Fill Water Tender from fixed (hydrant or stand pipe) and draft filling locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

1. Mobility to work in emergency and non-emergency situations and environments.
2. Walk, stand, sit for long periods of time including driving.
3. Operate motor vehicles including heavy apparatus.
4. Hearing and speech to communicate in person and over communications equipment.
5. Function in a variety of environments including outside under adverse conditions, heat, cold, wind, rain, snow, smoke.
6. Mobility to safely enter, exit and operate a variety of heavy fire apparatus.
7. Must be capable of intermittently lifting at least 40 pounds

LOGISTICS SUPPORT VOLUNTEER

GENERAL JOB DESCRIPTION

Under direct supervision, provides logistical support to the Fire District through transportation of equipment and materials, ordering of equipment and materials, and stocking of equipment and materials as directed.

SUPERVISES No supervisory responsibilities

REMARKS Volunteer position serving at the will of the Fire Chief. This position is NOT a fire suppression position and is not covered by the Firefighters Bill of Rights. All applicants for this position must complete a live scan criminal history background check.

EQUIPMENT

UNIFORM District uniform is optional for this position. Business casual dress is expected when completing work that involves public contact.

PREREQUISITES Must be a currently licensed driver with a California Class "C" or higher license. Must be insurable by District's insurance carrier. Must be capable of lifting up to 25 pounds.

QUALIFICATIONS

1. Basic computer skills.
2. Ability to interact with public in person and on phone.
3. Must be able to operate light truck(s) such as a pickup truck.
4. Class "C" or higher California Driver's License
5. Organizational skills
6. Ability to drive light duty pick-up truck and SUV

RESPONSIBILITIES

Delivery of materials, equipment, mail to District facilities and other allied agencies.

1. Deliver mail and other paperwork to Stations, allied agencies, and County
2. Take portable equipment to vendors for maintenance and repair
3. Order supplies to maintain inventory
4. Deliver Board packets to Directors
5. Support District operations through movement of materials and resources

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

1. Mobility to work in an office or field environment, use standard office equipment.

2. On an intermittent basis, sit at a desk or operate a vehicle for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties.
3. Manual dexterity to use standard office equipment and supplies to manipulate single sheets of paper and large document holders (binders, manuals, etc.).
4. Vision to read handwritten and printed materials and a computer screen.
5. Hearing and speech to communicate in person and by telephone and/or radio.
6. Operate a motor vehicle. Incumbent drives on surface streets and may be exposed to traffic hazards and weather conditions.
7. Intermittent lifting of boxes and other supplies and equipment up to 25 pounds.

VIDEO AND PHOTOGRAPHY SUPPORT VOLUNTEER

GENERAL JOB DESCRIPTION

Under direct supervision, provides photography and video services to the Fire District at District meetings, public events, and emergency incident scenes.

SUPERVISES No supervisory responsibilities

REMARKS Volunteer position serving at the will of the Fire Chief. This position is NOT a fire suppression position and is not covered by the Firefighters Bill of Rights.

EQUIPMENT

UNIFORM District uniform is required for this position. Activities at the scene of emergency incidents requires use of identifying basic personal protective

PREREQUISITES No prerequisites for this position

QUALIFICATIONS

1. Ability to use a digital and/or video camera.
2. Basic computer skills including basic video and photo editing.

RESPONSIBILITIES

Capture District activities on digital media (photo and video)

1. Take photos of District activities – emergency and non-emergency
2. Take video of District activities – emergency and non-emergency
3. Edit videos for use by District
4. Catalog photos for ease of reference and use
5. Upload video to social media platforms and District website for public viewing

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

1. Walk stand and sit for long periods of time.
2. Mobility to work in an office or field environment, use standard video and photo equipment.
3. On an intermittent basis, sit at a desk or operate a vehicle for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties.
4. Manual dexterity to use standard video and photography equipment.
5. Vision to read handwritten and printed materials and a computer screen.
6. Hearing and speech to communicate in person and by telephone and/or radio.
7. Work outside in a variety of conditions including heat, cold, wind, and rain.
8. Function under the direction of Incident Command at the scene of emergencies to capture video and photo record of the incident from a position of safety.

March 11, 2019

To: Josh Pinesche, President
Foresthill Volunteer Fire Department

This letter is to confirm that you have received copies of the letters that were sent to long-time volunteers Cindy Connor, Laura Stanislaus and Virginia Page, signed and sent by Walt Reed and Virginia Schnuck aka Molinar who were in charge of running the Fire Department's annual fund raising yard sale. To date, there has been no acknowledgement that you have received them.

We are concerned that a member of your Fire Board should have written such a hurtful and crudely written letter to these volunteers.

The three of us have volunteered for this annual fund raising event for a total of 42 years. It appears that we were targeted to get these letters because we were the only ones to ask questions to try to resolve issues that occurred during the donation period prior to the sale.

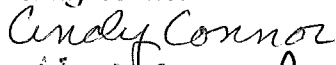

There was never any outreach from either Walt or Virginia. If they had issues with any of us, the proper way to address this is not by writing nasty letters, but by outreach to us to try to reach a resolution.

They have no first-hand knowledge of any of the accusations contained in the letters we received. The letters contain many misrepresentations.

All of us have enjoyed our many years of volunteerism to help raise funds for our community. So sad to see someone in charge that would treat long-time volunteers in this hurtful and defamatory fashion without any prior outreach.

If further clarification is needed, please feel free to contact us.

Cindy Connor



Virginia Page

Atch: Response letter

Three letters sent to volunteers