

AGENDA



REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ALPINE FIRE PROTECTION DISTRICT

FIRE STATION 17 (MEETING ROOM) 1364 TAVERN RD, ALPINE

TUESDAY, AUGUST 20, 2019 - 5:00 P.M.

All exhibits described here are available for public inspection at the time and date as listed above or prior to such meeting when reports are ready in the fire station. Persons with a disability requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting may do so by contacting the Clerk of the Board at (619) 445-2635 during regular office hours. Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

1) ATTENDANCE AT THE REGULAR MEETING

Board Members arriving after the meeting begins will be noted PRESENT at the point in which they arrive. Board Members leaving the meeting will be noted ABSENT at the point that they leave and PRESENT at the point they reenter the meeting.

2) PLEDGE OF ALLEGIANCE

3) INVOCATION

4) APPROVAL OF AGENDA

5) APPROVAL OF MINUTES

1. Approval of the Minutes of Regular Meeting July 16, 2019 (pgs. 4-7)

6) CORRESPONDENCE

1. Thank you note from Saint Kieran Catholic School for donation of a tour and dinner with kids. (pg. 8)

7) PUBLIC HEARING ON AGENDA ITEMS

The public may comment on any matter on the agenda at this time or may request of the Board that public comment be heard immediately prior to the Board taking action on a particular item. If there are no requests for further public comment on a particular matter then this portion of the agenda shall conclude public comment on all agenda items.

AGENDA

8) DISCUSSION – POSSIBLE ACTION ITEMS

1. **Final Budget FY2019-2020 – Second Hearing. Hearing Only / Discussion.**
(Changes pg. 9-22)
2. **Resolution 19/20-02 – Authorizing Agents to Execute for and on Behalf of the District in Regards to Federal Financial Assistance from the Department of Homeland Security. Discussion/Action.** (Resolution pg. 23)
3. **Budget Adjustments FY2018/19. Discussion/Action.**
Make final adjustments to prior fiscal year budget to comply with audit requirements.
(Staff Report pg. 24) (Adjustments pgs. 25-28)
4. **Assistance By Hire (ABH) Agreement with CALFIRE. Discussion/Action.**
To request approval to allow the Fire Chief to execute the ABH agreement with CALFIRE San Diego. (Staff Report pg. 29) (Cooperative Fire Protection Agreement pg. 31-32)
5. **LAFCO – Cast Ballot for San Diego Local Agency Formation Commission Representative for San Diego County Consolidated Redevelopment Oversight Board. Discussion/Action.** Formal notice pursuant to Government Code Section 56332(f) to elect one special district representative to serve as San Diego County Consolidated Redevelopment Oversight Board. (Ballots and information pgs. 33-34)
6. **LAFCO- Cast Nomination for San Diego Local Agency Formation Commission Special Districts Advisory Committee. Discussion/Action.** Formal notice pursuant to Government Code Section 56332(1) to solicit eight special district members to serve on the Special Districts Advisory Committee. (Nomination for and information pgs. 35-37)
7. **Job Description Policies. Discussion/Action.**
To review and approve policies# 2001-2009. (Policy #2001-2009 pgs. 38-79)

9) CONSENT CALENDAR

1. Financial Report – July 2018 (pgs. 80-102)
2. Investment Portfolio as of July 31, 2018 (pg. 103)
3. Employee Reimbursement Report – July 2018 (pg. 104)

10) REPORTS – Information Only

1. Fire Chief (pgs. 105-107)
2. Fire Marshal – July 2018 (pg. 108)
3. Local 2638
4. Board or Staff Committee Reports (HCFA, HTFA, FAIRA, PASIS, et. al)
5. Fire Statistics by Incident Type for prior month – June 2018 (pgs. 109)
6. Grant Update (pgs. 110-112)

AGENDA

11) PUBLIC DISCUSSION

In accordance with state law, an item not on the agenda may be brought forth by the general public for discussion. No action or discussion shall be undertaken, except that members of the board may briefly respond to statements or questions posed by the general public. In addition, on their own initiative or in response to questions posed by the public, the board members may ask a question for clarification; provide a reference to staff or other resources for factual information or request staff to report back to the board at a subsequent meeting concerning any matter. Furthermore, a member of the Board may take action to direct staff to place a matter of business on a future agenda.

12) DIRECTOR'S REPORTS

Items or reports from Board Members not printed on the Agenda may not be discussed by the Board, but if appropriate, will be placed on a future Agenda.

13) CLOSED SESSION

a) California Government Code §54956.9

CONFERENCE WITH LEGAL COUNSEL – POSSIBLE LITIGATION

b) California Government Code §54957.6

CONFERENCE WITH NEGOTIATORS

Negotiators: Mann, Taylor

Title: Local 2638, Safety

c) California Government Code §54957.6

CONFERENCE WITH NEGOTIATORS

Negotiators: Mann, Taylor

Title: Fire Marshal, Compensation and Benefit Statement, Fire Chief

14) DISCUSSION- POSSIBLE ACTION ITEM

1. **Ratification of MOU for Fire Marshal.** Discussion/Action.

To approve changes to MOU for Fire Marshal. (MOU pgs. 113-124)

15) ADJOURNMENT

NOTIFICATION OF NEXT MEETINGS

Next regular meeting will be held:

September 17th, 2019 at 5:00 p.m.

Alpine Fire Station 17, (Meeting Room)

1364 Tavern Road, Alpine, CA 91901

Certification of Posting

I certify that on August 15th, 2019, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Alpine Fire Protection District, said time being at least 72 hours in advance of the regular meeting of the Board of Directors. (Govt. Code Section 54954.2)

Executed at Alpine, California, on August 18, 2019.



Alicea Caccavo, Clerk of the Board

MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ALPINE FIRE PROTECTION DISTRICT

FIRE STATION 17 (MEETING ROOM) 1364 TAVERN RD, ALPINE

TUESDAY, JULY 16, 2019 - 5:00 P.M.

All exhibits described here are available for public inspection at the time and date as listed above or prior to such meeting when reports are ready in the fire station. Persons with a disability requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting may do so by contacting the Clerk of the Board at (619) 445-2635 during regular office hours. Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

1) ATTENDANCE AT THE REGULAR MEETING

Board Members arriving after the meeting begins will be noted PRESENT at the point in which they arrive. Board Members leaving the meeting will be noted ABSENT at the point that they leave and PRESENT at the point they reenter the meeting.

The meeting was called to order at 5:00pm by Director Easterling. Roll call by Clerk of Board Alicea Caccavo. Directors in attendance: Easterling, Mann, Price, Taylor and Willis. Also present, Fire Chief Bill Paskle, Legal Counsel Steve Fitch, Clerk of the Board Alicea Caccavo and Clerk of the Board in Training Hannah Hughes.

2) PLEDGE OF ALLEGIANCE

Led by Fire Chief Bill Paskle

3) INVOCATION

Given by Chaplin Drew Macintyre

4) APPROVAL OF AGENDA

Motion to approve agenda as presented.
(M/Mann 2nd/Taylor Approved 5-0)

5) APPROVAL OF MINUTES

1. Approval of the Minutes of Regular Meeting June 18, 2019 (pgs. 4-7)
Motion to approve minutes as presented.
(M/Price 2nd/Mann Approved 5-0)

MINUTES

6) PUBLIC HEARING ON AGENDA ITEMS

The public may comment on any matter on the agenda at this time or may request of the Board that public comment be heard immediately prior to the Board taking action on a particular item. If there are no requests for further public comment on a particular matter then this portion of the agenda shall conclude public comment on all agenda items. **Read. Fire Chief introduced new part-time Administrative Assistant, Hannah Hughes to Board of Directors.**

7) DISCUSSION – POSSIBLE ACTION ITEMS

1. **Resolution 19/20-01 – Establishing Committed Fund Balances for FY19/20. Discussion/Action/Roll Call Vote.** To approve and adopt annual Resolution 19/20-01 establishing committed fund balances for FY19/20. (Staff Report pg. 8) (Resolution pgs. 9)
Director Taylor asked for clarification on the funds listed in the resolution, Finance Officer Caccavo explained the permanency of the funds once approved. Fire Chief Paskle noted that economic uncertainty fund is back to \$900,000.
Motion to approve and adopt Resolution 19/20-01 Establishing Committed Fund Balances for FY 19/20 as presented.
Roll Call Vote: Aye (5) Easterling, Price, Mann, Taylor, Willis
(M/Taylor 2nd/ Mann Approved 5-0)
2. **Final Budget FY2019-2020 – First Hearing. Hearing Only / Discussion.**
(Budget pgs. 10) (Changes pg. 23)
Finance Officer Caccavo clarified questions regarding Unfunded Accrued Liability (UAL) and strategy to pay; and CERT program funding.
3. **Annual Report on Staffing Directive. Discussion Only.**
Fire Chief to discuss annual staffing directive.
(Staff Report pg. 24)
Fire Chief Paskle reviewed page 24 of the agenda regarding the staffing directive.
4. **Board and Board of Director Policies. Discussion/Action.**
To review and approve policies# 1001-1012. (Policy #1001-1012 pgs. 27-47)
Motion to discuss. No discussion on specific policies #1001-1012.
(M/Price 2nd/ Mann Approved 5-0)

8) CONSENT CALENDAR

1. Financial Report – June 2019 (pgs. 48-75)
 2. Investment Portfolio as of June 30, 2019 (pg. 76)
Director Taylor asked for clarifications on investments and end dates to some investments and the plan for future investments.
 3. Quarterly Investment Report (pgs. 77-90)
 4. Employee Reimbursement Report – June 2019 (pg. 91)
- Motion to approve Consent Calendar as presented.**
(M/Taylor 2nd/ Price Approved 5-0)

MINUTES

9) REPORTS – Information Only

1. Fire Chief (pgs. 92-94)
Fire Chief Paskle points out on pg. 92 of the agenda packet, the Local Agency Formation Commission (LAFCO) issue and strongly advises the Board and District to pay close attention as this issue continues to unfold as it can have serious repercussions. Director Taylor asked who sent public records request, Financial Officer Caccavo reported the request was from Smart Procure.
2. Fire Marshal – June 2019 (pg. 95)
Part-time Seasonal Weed Abatement, Meghan Swaney, started on 7/15/19.
3. Local 2638
No report.
4. Board or Staff Committee Reports (HCFA, HTFA, FAIRA, PASIS, et. al)
No report.
5. Fire Statistics by Incident Type for prior month – June 201 (pg. 96)
Report noted.
6. Grant Update (pgs. 97-99)
Report noted.

10) PUBLIC DISCUSSION

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Read. No comment.

11) DIRECTOR'S REPORTS

Items or reports from Board Members not printed on the Agenda may not be discussed by the Board, but if appropriate, will be placed on a future Agenda.

Easterling: No report

Mann: No report

Price: No report

Taylor: No report

Willis: No report

- **6:46pm adjournment to Closed Session**

12) CLOSED SESSION

a) California Government Code §54956.9

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

b) California Government Code §54956.9

CONFERENCE WITH LEGAL COUNSEL – POSSIBLE LITIGATION

Number of cases: 1

MINUTES

**c) California Government Code §54957.6
CONFERENCE WITH NEGOTIATORS**

Negotiators: Mann, Taylor
Title: Local 2638, Safety

**d) California Government Code §54957.6
CONFERENCE WITH NEGOTIATORS**

Negotiators: Mann, Taylor
Title: Fire Marshal, Unrepresented/Miscellaneous Employees, Fire Chief

- **7:05pm reconvened to Open Session
Direction given, no action taken.**

13) ADJOURNMENT

**Motion to adjourn at 7:06pm
(M/Willis 2nd/Price Approved 5-0)**

NOTIFICATION OF NEXT MEETINGS

Next regular meeting will be held:

August 20st, 2019 at 5:00 p.m.

Alpine Fire Station 17, (Meeting Room)

1364 Tavern Road, Alpine, CA 91901

Minutes Approved:

Board Secretary

Date



June 26, 2019

Dear Alpine Fire Department,

Thank you so much for your very generous donation of a tour and dinner with the kids. The children had a wonderful time learning and hanging out with all you amazing Firefighters. Your amazing sponsorship made all the difference in the success of our fundraising efforts.

We really appreciate the families who are so generous and supportive of our school. We cherish families like yours.

Thank you,

Diane Adkins

Chair

St. Kieran Golf Committee

For your tax records, our Federal Tax Identification # is 27-3859639

We offer our heartfelt thanks for your support. May God Bless your generosity!

Alpine Fire Protection District

Preliminary Budget 2019/2020

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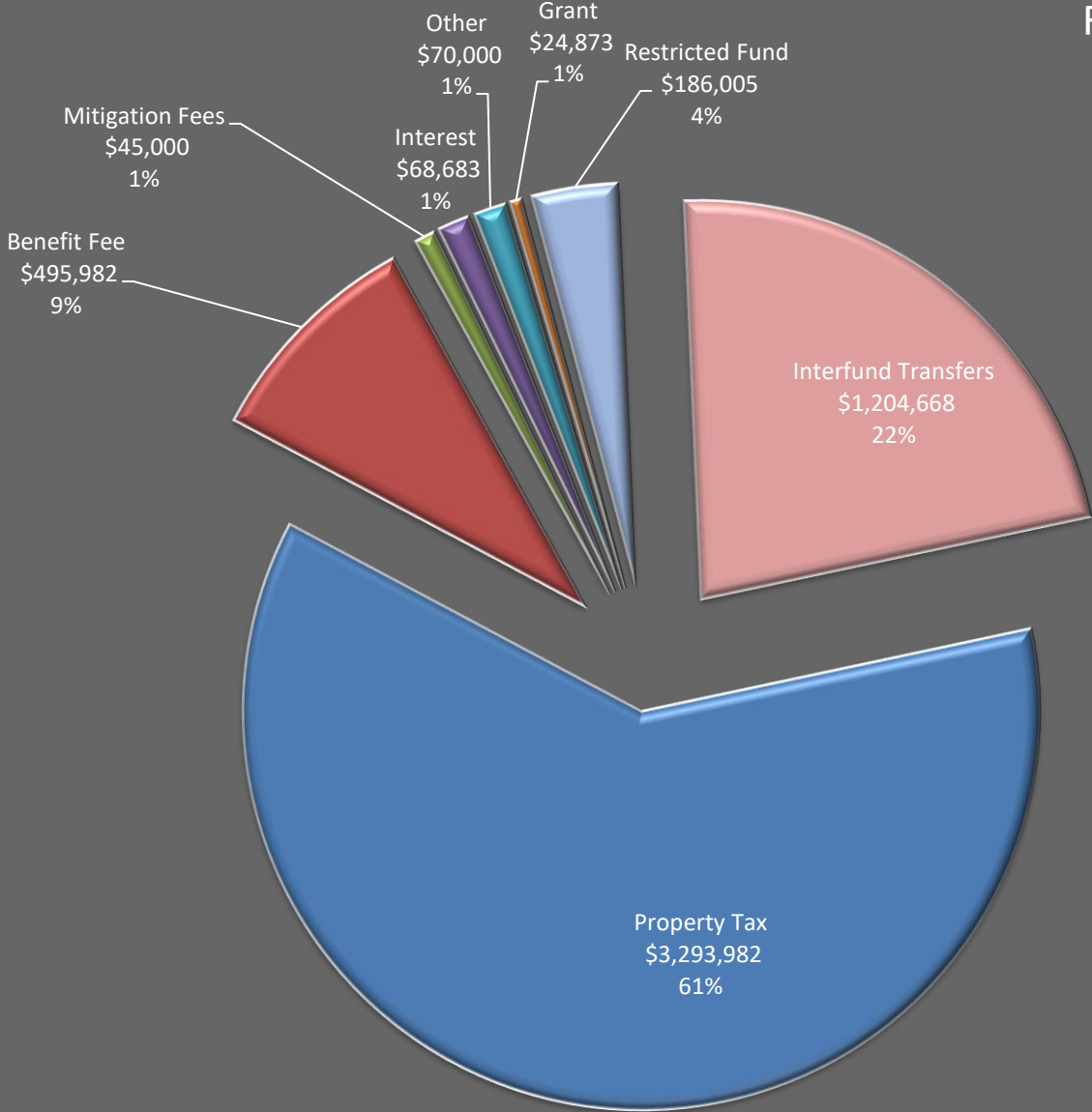
ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
FY 2019-2020

ACCT	CATEGORIES	FY18/19	FY19/20	DIFF	DIFF %
GENERAL REVENUE					
4000	COUNTY OF SAN DIEGO	\$ 3,749,621	\$ 3,803,964	\$ 54,343	1%
0.01	1% Property Tax	\$ 3,284,421	\$ 3,316,682	\$ 32,261	
0.06	1% Property Tax refunds	\$ (21,000)	\$ (22,700)	\$ (1,700)	
0.02	Interest - General Fund	\$ 8,000	\$ 14,000	\$ 6,000	
0.05	Benefit Fee (Board approved 3.4% increase 2/19/2019)	\$ 478,200	\$ 495,982	\$ 17,782	
4002	INTEREST INCOME	\$ 46,865	\$ 53,683	\$ 6,818	15%
0.01	California Bank & Trust	\$ 32	\$ 100	\$ 68	
0.02	PASIS	\$ 6,000	\$ 6,000	\$ -	
0.03	Investments	\$ 35,833	\$ 40,583	\$ 4,750	
0.04	LAIF	\$ 5,000	\$ 7,000	\$ 2,000	
4005.01	OTHER INCOME	\$ 57,500	\$ 70,000	\$ 12,500	22%
0.01	Plan check fees	\$ 11,000	\$ 11,000	\$ -	
0.02	First Responder Fund	\$ 16,000	\$ 14,000	\$ (2,000)	
0.04	Other	\$ 30,500	\$ 45,000	\$ 14,500	
GENERAL INCOME		\$ 3,853,986	\$ 3,927,646	\$ 73,660	2%
GENERAL EXPENDITURES		\$ 4,652,046	\$ 4,913,612	\$ 261,566	6%
INTERFUND TRANSFERS (from restricted accrual funds into general fund for budgeted expenses)					
1000.01.1	Vacation Sick Accrual	\$ 181,167	\$ 167,836	\$ (13,331)	
	CalPERS UAL	\$ 328,683	\$ 373,383	\$ 44,700	
4005.12	SRPL Mitigation Funds	\$ 27,604	\$ 27,132	\$ (472)	
1002.10-13	Apparatus Accrual Funds	\$ 406,650	\$ 517,771	\$ 111,121	
4005.09	Equipment Fund - Equipment	\$ 49,103	\$ 118,546	\$ 69,443	
TOTAL INTERFUND TRANSFERS		\$ 993,207	\$ 1,204,668	\$ 211,461	21%
NET OPERATING REVENUE (OVER) OR UNDER BUDGET		\$ 195,147	\$ 218,702	\$ 23,555	12%
SPECIAL REVENUE					
4006	GRANT INCOME	\$ 33,006	\$ 24,873	\$ (8,133)	-25%
0.03	San Diego Regional Fire Foundation	\$ -	\$ 9,000		
0.04	UASI 2018	\$ -	\$ 2,612		
0.04	UASI 2017	\$ 4,753	\$ -		
0.04	County of San Diego SHGP 2018	\$ -	\$ 13,261		
0.04	County of San Diego SHGP 2017	\$ 13,176	\$ -		
0.14	Alpine Fire Protection Foundation	\$ 7,800	\$ -		
0.18	CA Fire Foundation	\$ 7,277	\$ -		
SPECIAL REVENUE INCOME		\$ 33,006	\$ 24,873	\$ (8,133)	-25%
SPECIAL REVENUE EXPENDITURES		\$ 33,006	\$ 24,873	\$ (8,133)	-25%
SPECIAL REVENUE (OVER) OR UNDER		\$ -	\$ -	\$ -	0%

ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
FY 2019-2020

ACCT	CATEGORIES	FY18/19	FY19/20	DIFF	DIFF %
RESTRICTED FUND INCOME					
4000.03	MITIGATION FUND	\$ 41,500	\$ 46,000	\$ 4,500	11%
0.03	Mitigation Fees	\$ 40,000	\$ 45,000		
0.04	Interest - Mitigation Fund	\$ 1,500	\$ 1,000		
4005	RESTRICTED FUND INCOME	\$ 177,202	\$ 186,005	\$ 8,803	5%
0.08	Ambulance Sub Lease (Building) (to UAL)	\$ 36,077	\$ 37,880		
0.09	Ambulance ALS Agreement (Equipment) (to UAL)	\$ 116,125	\$ 116,125		
0.11	Vehicle Reimbursements (Vehicle)	\$ 25,000	\$ 32,000		
RESTRICTED FUND INCOME		\$ 218,702	\$ 232,005	\$ 13,303	6%
TRANSFER TO ACCRUAL ACCOUNTS (Allocated/Projected)					
	Fund Accrual Accounts for Capital Purchases	\$ 477,031	\$ 525,000	47,969	
	Available from Restricted Fund income	\$ 177,202	\$ 186,005		
	Available from budget surplus (plus or minus)	\$ 181,882	\$ 218,702		
	Available from contingency	\$ 117,947	\$ 119,418		
(OVER) OR UNDER		\$ -	\$ (875)	(875)	
	Transfer from Mitigation Fund Income	\$ -		-	
	Transfer from General Fund surplus			-	
TOTAL BUDGET (OVER) or UNDER		\$ -	\$ (875)	\$ (875)	0%
APPROPRIATIONS LIMIT (PROP 4-GANN)					
	Appropriation Limitation	3,533,838	3,675,029	141,191	4%
	Revenue subject to Limitation	3,195,117	3,305,942	110,825	3%
	Income under Spending Limitation	338,721	369,087	30,366	9%
	Total Operations, less mandated adjustments	3,477,482	3,675,017	197,535	6%
	Total Expenditures under Limitation	56,356	12	(56,344)	-100%

FY19/20 REVENUES



ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
2019-2020

ACCT	CATEGORIES	FY 18/19	FY 19/20	DIFF	DIFF %
	OPERATING EXPENSES				
5000	PAYROLL	\$ 1,956,521.00	\$ 1,914,371.00	\$ (42,150.00)	-2%
0.01	Salaries	\$ 1,609,463.00	\$ 1,577,564.00	(31,899.00)	0%
0.02	OVERTIME	\$ 347,058.00	\$ 336,807.00	(10,251.00)	
	Critical Weather	\$ 23,964.00	\$ 23,492.00	(472.00)	
	FLSA	\$ 28,846.00	\$ 28,566.00	(280.00)	
	Sick Coverage	\$ 61,677.00	\$ 61,079.00	(598.00)	
	Strike Team	\$ 2,847.00	\$ 2,820.00	(27.00)	
	Training	\$ 30,363.00	\$ 23,424.00	(6,939.00)	
	Unclassified, Meetings, Misc.	\$ 9,489.00	\$ 9,397.00	(92.00)	
	Vacation and Holiday Coverage	\$ 182,755.00	\$ 180,981.00	(1,774.00)	
	Workers Comp Coverage	\$ 7,117.00	\$ 7,048.00	(69.00)	
5002	EMPLOYEE BENEFITS	\$ 1,354,030.00	\$ 1,406,829.44	\$ 52,799.44	4%
0.01	Educational Incentive (MOU)	\$ 111,288.00	\$ 123,463.00	12,175.00	
0.02	Vacation and Sick Leave Cash Out (MOU)	\$ 181,167.00	\$ 167,836.00	(13,331.00)	
0.03	Medicare Tax (Employer)	\$ 37,045.00	\$ 37,480.00	435.00	
0.04	CalPERS Retirement (MOU)	\$ 296,274.00	\$ 341,672.00	45,398.00	
0.04	CalPERS Unfunded Actuarial Liability (UAL)	\$ 328,683.00	\$ 373,383.00	44,700.00	
0.05	Health Insurance (MOU)	\$ 380,711.00	\$ 343,581.44	(37,129.56)	
0.06	Life Insurance (MOU)	\$ 4,499.00	\$ 5,704.00	1,205.00	
0.07	Long Term Disability Insurance (MOU)	\$ 5,307.00	\$ 5,307.00	-	
0.08	Social Security Tax (Employer)	\$ 3,306.00	\$ 2,803.00	(503.00)	
0.09	Payroll Direct Deposit	\$ 750.00	\$ 600.00	(150.00)	
0.10	Retirement 401 (a)	\$ 5,000.00	\$ 5,000.00	-	
5006	UNEMPLOYMENT	\$ 500.00	\$ 4,000.00	\$ 3,500.00	0%
5007	CLOTHING	\$ 20,500.00	\$ 30,925.00	\$ 10,425.00	51%
0.01	Class A and Station Uniforms	\$ 6,650.00	\$ 7,890.00	1,240.00	
0.01	Uniform Accessories	\$ 700.00	\$ 1,500.00	800.00	
0.02	Station Boots	\$ 1,875.00	\$ 2,520.00	645.00	
0.03	Turn Outs, Accessories, Helmets and Maintenance	\$ 9,635.00	\$ 17,375.00	7,740.00	
0.04	Wildland Gear	\$ 1,640.00	\$ 1,640.00	-	
5008	COMMUNICATION	\$ 124,275.00	\$ 119,717.00	\$ (4,558.00)	-4%
0.01	HCFA - RCS - Internet	\$ 117,570.00	\$ 113,191.00	(4,379.00)	
0.02	Pagers & Mobile Phones	\$ 3,450.00	\$ 3,175.00	(275.00)	
0.03	Mobile Data Terminals, License and Software	\$ 3,055.00	\$ 3,151.00	96.00	
0.05	Emergency Operations Center (EOC)	\$ 200.00	\$ 200.00	-	
5009	PASIS	\$ 164,383.00	\$ 193,519.00	\$ 29,136.00	18%
0.01	Administration	\$ 89,383.00	\$ 93,519.00	4,136.00	
0.02	Claims	\$ 75,000.00	\$ 100,000.00	25,000.00	
5010	HOUSEHOLD	\$ 4,563.00	\$ 4,563.00	\$ -	0%
5011	FAIRA	\$ 13,531.00	\$ 16,343.00	\$ 2,812.00	21%

ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
2019-2020

ACCT	CATEGORIES	FY 18/19	FY 19/20	DIFF	DIFF %
	OPERATING EXPENSES				
5012	MAINTENANCE-EQUIPMENT	\$ 107,431.00	\$ 95,241.00	\$ (12,190.00)	-11%
12.01	E17 (2015-KME)	\$ 18,495.00	\$ 16,055.00	(2,440.00)	
12.02	E217 (2002-KME)	\$ 17,745.00	\$ 14,172.00	(3,573.00)	
12.03	B17 (2002-Masterbody)	\$ 27,040.00	\$ 3,245.00	(23,795.00)	
12.03	B17 (2019 Hi-Tec)	\$ -	\$ 7,750.00		
12.04	U17 (2018-F250)	\$ 350.00	\$ 200.00	(150.00)	
12.05	Rescue Tools	\$ 750.00	\$ 750.00	-	
12.06	Hydrants	\$ 100.00	\$ 100.00	-	
12.07	Station Generator	\$ 1,886.00	\$ 2,021.00	135.00	
12.08	SCBA Compressor	\$ 2,200.00	\$ 1,852.00	(348.00)	
12.09	Portable Extinguishers	\$ 170.00	\$ 170.00	-	
12.10	Ladder testing	\$ 400.00	\$ 400.00	-	
12.11	Misc. Equipment/Shop	\$ 800.00	\$ 800.00	-	
12.12	Fuel	\$ 22,720.00	\$ 26,020.00	3,300.00	
12.13	Foam (Class A)	\$ 1,000.00	\$ 1,000.00	-	
12.14	Fire Hose, Brass and Nozzles	\$ 4,000.00	\$ 4,000.00	-	
12.15	Vehicle Maintenane Software	\$ -	\$ 1,431.00		
12.16	Air Compressor	\$ 800.00	\$ 800.00	-	
12.18	P4706 - 2007 Ford Ranger	\$ 1,000.00	\$ 2,100.00	1,100.00	
12.19	SCBA's	\$ 1,475.00	\$ 775.00	(700.00)	
12.20	4705 - 2008 Ford Expedition	\$ 1,500.00	\$ 1,250.00	(250.00)	
12.21	4701 - 2012 Dodge Powerwagon	\$ 2,000.00	\$ 3,950.00	1,950.00	
12.22	4702 - 2012 Dodge Powerwagon	\$ 3,000.00	\$ 6,400.00	3,400.00	
5013	MAINTENANCE-RADIOS	\$ 5,600.00	\$ 5,600.00	\$ -	0%
13.01	Radio Maintenance Contract	\$ 3,600.00	\$ 3,600.00	-	
13.02	Radio Accessories	\$ 2,000.00	\$ 2,000.00	-	
5014	MAINTENANCE-STRUCTURES	\$ 33,706.00	\$ 33,195.00	\$ (511.00)	-2%
14.01	Structure, Grounds, Plymovent, Gym maintenance	\$ 17,968.00	\$ 16,090.00	(1,878.00)	
14.02	HVAC maintenance	\$ 2,383.00	\$ 2,580.00	197.00	
14.03	Overhead Doors and Gates	\$ 9,640.00	\$ 10,994.00	1,354.00	
14.04	Alarm System	\$ 3,715.00	\$ 3,531.00	(184.00)	
5015	MEDICAL SUPPLIES	\$ 8,500.00	\$ 2,825.00	\$ (5,675.00)	-67%
15.01	Disposable supplies	\$ 3,000.00	\$ 1,000.00	(2,000.00)	
15.02	Defibrillator supplies	\$ 500.00	\$ 500.00	-	
15.03	Medic Engine Equipment	\$ 500.00	\$ 500.00	-	
15.04	Defibrillator maintenance	\$ 4,025.00	\$ 50.00	(3,975.00)	
15.05	Multi Casualty/CERT Trailer	\$ -	\$ 300.00	300.00	
15.07	Narcotic Disposal	\$ 475.00	\$ 475.00	-	
5016	MEMBERSHIP	\$ 3,269.00	\$ 4,353.00	\$ 1,084.00	33%
	Maintenance Division	\$ 40.00	\$ 40.00	-	
	Fire Prevention	\$ 660.00	\$ 755.00	95.00	
	Division Chief	\$ 150.00	\$ 250.00	100.00	
	District	\$ 600.00	\$ 600.00	-	
	Fire Chief	\$ 980.00	\$ 1,345.00	365.00	
	Finance Division	\$ 839.00	\$ 1,363.00	524.00	

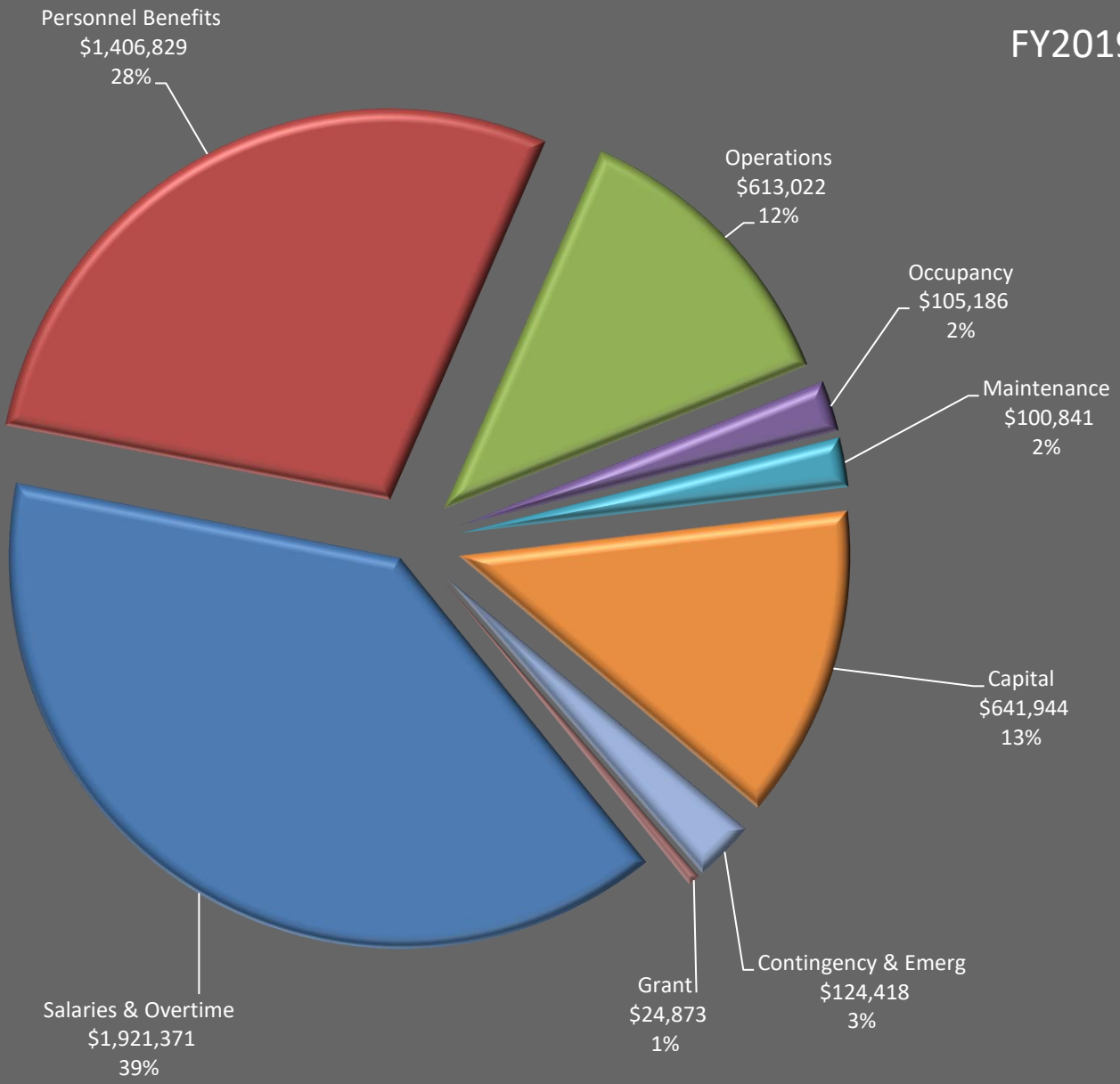
ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
2019-2020

ACCT	CATEGORIES	FY 18/19	FY 19/20	DIFF	DIFF %
	OPERATING EXPENSES				
5018	OFFICE EXPENSE	\$ 38,678.00	\$ 39,402.00	\$ 724.00	2%
18.01	Expendable Supplies & Printing	\$ 1,300.00	\$ 1,450.00	150.00	
18.01	Fire Prevention - Printing	\$ 300.00	\$ 300.00	-	
18.02	District postage	\$ 300.00	\$ 300.00	-	
18.02	Fire Prevention - Postage	\$ 500.00	\$ 500.00	-	
18.03	Office Machines, Equipment and Software	\$ 34,578.00	\$ 35,652.00	1,074.00	
18.04	CrewSense	\$ 1,700.00	\$ 1,200.00	(500.00)	
5019	PROFESSIONAL FEES	\$ 33,650.00	\$ 26,350.00	\$ (7,300.00)	-22%
19.01	Legal Counsel	\$ 14,500.00	\$ 15,900.00	1,400.00	
19.02	Auditor	\$ 10,150.00	\$ 10,450.00	300.00	
19.05	Election	\$ 9,000.00	\$ -	(9,000.00)	
5023	TRAINING	\$ 29,530.00	\$ 28,271.00	\$ (1,259.00)	-4%
23.01	Manuals, Software, Training tools	\$ 2,500.00	\$ 2,500.00	-	
23.02	Medical Training	\$ 400.00	\$ -	(400.00)	
23.03	Heartland Training	\$ 14,945.00	\$ 14,521.00	(424.00)	
23.04	MOU - Education	\$ 8,000.00	\$ 8,000.00	-	
23.05	Training workshops	\$ 3,685.00	\$ 3,250.00	(435.00)	
5025	WORKSHOPS - MANAGEMENT	\$ 32,190.00	\$ 33,390.00	\$ 1,200.00	4%
25.01	Finance Officer	\$ 4,290.00	\$ 8,080.00	3,790.00	
25.02	Fire Chief, Division Chief	\$ 17,400.00	\$ 14,650.00	(2,750.00)	
25.03	Board Members	\$ 4,650.00	\$ 2,500.00	(2,150.00)	
25.04	In House and Succession Training	\$ 5,850.00	\$ 7,160.00	1,310.00	
25.05	Fire Prevention	\$ -	\$ 1,000.00	1,000.00	
5028	UTILITIES	\$ 48,522.00	\$ 51,085.00	\$ 2,563.00	5%
28.01	Gas and Electric	\$ 35,166.00	\$ 37,126.00	1,960.00	
28.02	Telephone	\$ 4,565.00	\$ 4,565.00	-	
28.03	Water	\$ 7,000.00	\$ 7,329.00	329.00	
28.04	Trash	\$ 1,205.00	\$ 1,205.00	-	
28.05	Sewer	\$ 586.00	\$ 860.00	274.00	
5030	SPECIAL DISTRICT EXPENSE	\$ 86,789.00	\$ 91,423.74	\$ 4,634.74	5%
30.01	District Operations	\$ 3,490.00	\$ 3,429.00	(61.00)	
30.02	Fire Prevention - Publishing	\$ 500.00	\$ 500.00	-	
30.02	District Publishing	\$ 160.00	\$ 160.00	-	
30.04	Tax Collection Fees	\$ 50,787.00	\$ 51,253.74	466.74	
30.05	Rehab Fireground Meals	\$ 1,000.00	\$ 1,000.00	-	
30.06	Wellness Fitness	\$ 24,103.00	\$ 31,798.00	7,695.00	
30.08	LAFCO Budget	\$ 2,516.00	\$ 2,348.00	(168.00)	
30.10	Web Site	\$ 160.00	\$ 160.00	-	
30.11	Recruitment	\$ 573.00	\$ 775.00	202.00	
30.15	Annexation Costs (LAFCO)	\$ 3,500.00	\$ -	(3,500.00)	
30.16	Reimbursable expenses	\$ -	\$ -	-	
5031	DIRECTORS FEES	\$ 7,000.00	\$ 7,000.00	\$ -	0%

ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
2019-2020

ACCT	CATEGORIES	FY 18/19	FY 19/20	DIFF	DIFF %
	OPERATING EXPENSES				
5032	FIRE PREVENTION	\$ 9,965.00	\$ 12,925.00	\$ 2,960.00	30%
32.01	Public Education	\$ 4,250.00	\$ 4,850.00	600.00	
32.02	Supplies	\$ 575.00	\$ 2,935.00	2,360.00	
32.03	Classes/Workshops - Fire Prevention	\$ 4,440.00	\$ 4,440.00	-	
32.04	Mapping	\$ 700.00	\$ 700.00	-	
5035	UNCAPITALIZED EQUIPMENT	\$ 10,649.00	\$ 25,921.52	\$ 15,272.52	
	Communications	\$ 3,249.00	\$ 5,337.79	2,088.79	
	Engines	\$ -	\$ 3,859.00		
	Facilities	\$ -	\$ 2,831.00		
	Office	\$ 2,400.00	\$ 4,400.00	2,000.00	
	Operations	\$ 5,000.00	\$ 5,250.00	250.00	
	Vehicles	\$ -	\$ 4,243.73		
	TOTAL OPERATING BUDGET	\$ 4,093,782.00	\$ 4,147,249.71	\$ 53,467.70	1%
	CAPITAL EXPENSES				
5037	CAPITAL EQUIPMENT	\$ 444,150.00	\$ 641,944.00	\$ 197,794.00	0%
	Capital Equipment	\$ 444,150.00	\$ 641,944.00	\$ 197,794.00	
5038	CONTINGENCY FUND - EMERGENCY FUND	\$ 109,114.00	\$ 119,418.00	\$ 10,304.00	
	<i>3% of Operating Budget - minus emergency fund.</i>	\$ 114,114.00	\$ 124,418.00		
	<i>Board direction reduce contingency to balance budget</i>		\$ -		
5039	EMERGENCY FUND	\$ 5,000.00	\$ 5,000.00	\$ -	
	TOTAL GENERAL EXPENDITURES	\$ 4,652,046.00	\$ 4,913,611.71	\$ 261,565.70	6%
	SPECIAL REVENUE EXPENSES				
5003	GRANT EXPENSES	\$ 33,006.00	\$ 24,873.00	\$ (8,133.00)	-25%
0.03	SD REGIONAL FIRE & EMERGENCY	\$ -	\$ 9,000.00		
0.04	COSD - SHSGP 2017	\$ 13,176.00	\$ -		
0.04	COSD - SHGP 2018	\$ -	\$ 13,261.00		
0.04	COSD - SHGP 2019		\$ -		
0.04	UASI 2017	\$ 4,753.00	\$ -		
0.04	UASI 2018	\$ -	\$ 2,612.00		
0.14	ALPINE FIRE FOUNDATION	\$ 7,800.00	\$ -		
0.18	CA FIRE FOUNDATION	\$ 7,277.00	\$ -		
5003	GRANT EXPENSES	\$ 33,006.00	\$ 24,873.00	\$ (8,133.00)	-25%

FY2019/20 EXPENSES



ALPINE FIRE PROTECTION DISTRICT
FINAL BUDGET FY19/20
 OVERVIEW OF REVENUE EXPENSE TOTALS

	FY19/20	
Property Tax	\$ 3,293,982	61%
Benefit Fee	\$ 495,982	9%
Mitigation Fees	\$ 45,000	1%
Interest	\$ 68,683	1%
Other	\$ 70,000	1%
Grant	\$ 24,873	0%
Restricted Fund	\$ 186,005	3%
Interfund Transfers	\$ 1,204,668	22%
Total Income	\$ 5,389,192	100%

	FY19/20	
Salaries & Overtime	\$ 1,921,371	39%
Personnel Benefits	\$ 1,406,829	28%
Operations	\$ 613,022	12%
Occupancy	\$ 105,186	2%
Maintenance	\$ 100,841	2%
Capital	\$ 641,944	13%
Contingency & Emerg	\$ 124,418	3%
Grant	\$ 24,873	1%
Total Expense	\$ 4,938,485	100%

ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
 FY 2019-2020

ACCT	CATEGORIES	FY18/19	FY19/20	DIFF
RESTRICTED FUNDS - AUXILIARY BUDGET				
1000.01.1	VACATION SICK CASH OUT	\$ 181,167.00	\$ 167,836.00	\$ (13,331.00)
	Vacation Holiday / Potential Annual Estimate	\$ 32,425.00	\$ 87,303.00	
5002.02	Sick / Potential Retirement Estimate	\$ 112,242.00	\$ 44,033.00	
	Sick leave conversion to 401(a) MOU	\$ 36,500.00	\$ 36,500.00	
	CalPERS UAL	\$ 328,683.00	\$ 373,383.00	\$ 44,700.00
5002.04	CalPERS Unfunded Actuarial Liability	\$ 328,683.00	\$ 373,383.00	
2003.12	SRPL - SUNRISE MITIGATION FUND	\$ 27,604.00	\$ 27,132.00	\$ (472.00)
5000.02	Overtime - Critical Weather	\$ 23,964.00	\$ 23,492.00	
5007.04	Wildland Gear (<i>new hire \$1640.00</i>)	\$ 1,640.00	\$ 1,640.00	
5013.02	Radios - Repairs/Batteries	\$ 2,000.00	\$ 2,000.00	
5030.16	Reimbursable expenses	\$ -	\$ -	
1002	APPARATUS ACCRUAL FUND	\$ 406,650.00	\$ 517,771.00	\$ 111,121.00
5037	Brush 17	\$ 400,000.00	\$ 511,121.00	
	NCEVS consulting fee	\$ 6,650.00	\$ 6,650.00	
	EQUIPMENT FUND	\$ 49,103.00	\$ 118,545.52	\$ 69,442.52
5012.19	NFPA 2018 Pak-Alert Upgrade 2 portable, rechargeable scene lights E17.	\$ 700.00	\$ -	
5012.01	Fox Fury Scene Lights (Restricted equipment fund) 2 portable, rechargeable scene lights E217.	\$ 1,327.00	\$ -	
5012.02	Fox Fury Scene Lights (Restricted equipment fund)	\$ 1,327.00	\$ -	
5035 - Uncapitalized (Equipment)		\$ 8,249.00	\$ 17,377.52	
<i>Operations</i>				
<i>Communications</i>	Radios for B17 (Restricted Equip Fund)	\$ -	\$ 3,000.00	
	3 Bendix King Radios - VHF	\$ 3,249.00	\$ -	
	2019 SD Fire Foundation - District portion of award: 1 mobile BR; 1 portable VHF; Airbags (Restricted Equip Fund)		\$ 2,337.79	
	MDC - 4702	\$ -	\$ -	
<i>Engines</i>	Gas Detector Qty 2 (Restricted Equip Fund)	\$ -	\$ 2,546.00	
<i>Facilities</i>		\$ -		
<i>Vehicles</i>	U17 Lightbar (Restricted Equip Fund)	\$ -	\$ 3,765.00	
	U17 Console (Restricted Equip Fund)		\$ 478.73	
	Equipment for B17 (Restricted Equip Fund)	\$ 5,000.00	\$ 5,250.00	
5037 - Capitalized (Equipment)		\$ 37,500.00	\$ 101,168.00	
<i>Medical Operations</i>	BA Compressor	\$ -	\$ 63,668.00	
		\$ -	\$ -	
<i>Vehicles</i>	U17 Vehicle (purchased 8/2018)	\$ 37,500.00	\$ -	
	4705 Vehicle (includes graphics)	\$ -	\$ 37,500.00	
1002	ECONOMIC UNCERTAINTY FUND			\$ -

**ALPINE FIRE PROTECTION DISTRICT
PRELIMINARY BUDGET
FY 2019-2020**

CAPITAL VEHICLE & CAPITAL EXPENSE FUND - COMMITTED FUNDS RESOLUTION		19/20-01		
		Committed	Assigned	Total
Economic Uncertainty		900,000		900,000
CalPERS Unfunded Liability		493,186	373,383	866,569
Capital Building		220,225	100,000	320,225
Equipment Replacement	Fully funded	181,303		181,303
OPEB (PERS healthcare)		48,000		48,000
Radios/MDT's		93,050		93,050
Engine 17	FY23/24	232,162		232,162
4706 Vehicle	Fully funded	40,000		40,000
4705 Vehicle	Fully funded		37,500	37,500
4701/4702 Vehicles	Fully funded	168,000		168,000
PASIS Risk Pool	Fully funded	250,000	240,916	490,916
Vacation Sick Liability			167,835	167,835
Brush 17	Fully funded		517,771	517,771
TOTAL		\$ 2,625,926	\$ 1,437,405	\$ 4,063,331

BUDGET
CHANGES FROM ADOPTION OF PRELIMINARY TO ADOPTION OF FINAL BUDGET

A/C #	DATE	ACCOUNT NAME	PRELIM BUDGET	CURRENT	CHANGE
4002.03	7/11/2019	Investment interest	\$ 35,833.00	\$ 40,583.00	\$ 4,750.00
4000.01	7/30/2019	1% Tax income	\$ 3,324,871.00	\$ 3,316,681.00	\$ (8,190.00)
4000.06	7/30/2019	1% Refunds	\$ (1,900.00)	\$ (22,700.00)	\$ (20,800.00)
4000.05	8/1/2019	Benefit Fee Revenue	\$ 495,875.00	\$ 496,492.00	\$ 617.00
TOTAL INCOME			\$ 3,854,679	\$ 3,831,056	\$ (23,623)
5008.01	6/25/2019	HCFA-RCA-Internet - Local invoice for boxes plus fees	\$ 113,107.00	\$ 113,192.00	\$ 85.00
5018.03	6/25/2019	Roboform Software for Admin Asst & Finance Officer	\$ -	\$ 40.00	\$ 40.00
5011.00	6/25/2019	FAIRA	\$ 13,531.00	\$ 16,343.00	\$ 2,812.00
5018.03	6/25/2019	Office Exp - Office machines, equip & software	\$ 35,367.00	\$ 35,652.00	\$ 285.00
5000.02	6/25/2019	OT - Critical Weather	\$ 23,332.00	\$ 23,492.00	\$ 160.00
5000.02	6/25/2019	Overtime	\$ 338,034.00	\$ 340,167.00	\$ 2,133.00
5002.01	6/25/2019	Education Incentive	\$ 116,015.00	\$ 123,463.00	\$ 7,448.00
5002.05	7/9/2019	Health Insurance CalPERS	\$ 388,413.00	\$ 406,156.00	\$ 17,743
5012.02	7/9/2019	E217 Repairs	\$ 14,070.00	\$ 14,172.00	\$ 102
5028.01	7/9/2019	SDG&E	\$ 1,640.00	\$ 1,840.00	\$ 200
5025.02	7/11/2019	Div Chief FAIRA meeting	\$ -	\$ 1,750.00	\$ 1,750
5016	7/17/2019	Membership - IAFC: District & Fire Marshal	\$ 465.00	\$ 440.00	\$ (25)
5016	7/17/2019	Membership - CFCA	\$ 600.00	\$ 960.00	\$ 360
5012.15	7/17/2019	Vehicle Maintenance Software - Target Solutions	\$ 1,542.00	\$ 1,431.00	\$ (111)
5014.03	7/19/2019	Bay Doors & Gates	\$ 11,386.00	\$ 483.00	\$ (10,903)
5035	7/19/2019	Uncap: Vehicles - U17 Camper Shell	\$ -	\$ 2,828.00	\$ 2,828
5018.03	7/19/2019	IT Support increase in offsite backup	\$ 16,400.00	\$ 16,500.00	\$ 100
5025.01,04	7/22/2019	Training Learnsoft	\$ 2,028.00	\$ 1,020.00	\$ (1,008)
5035	7/22/2019	E17 & E217 Gas Detector qty 2	\$ -	\$ 2,546.00	\$ 2,546
5012.03	7/22/2019	Radios: moved from Uncap to BR17 and reduced	\$ 4,500.00	\$ 1,500.00	\$ (3,000)
5014.03	7/22/2019	App floor doors realign 4 doors FY19/20 & 4 doors FY 20/21	\$ 6,980.00	\$ 6,588.00	\$ (392)
5002.05	7/25/2019	Health Benefits	\$ 406,156.00	\$ 343,582.00	\$ (62,574)
5000.07	7/31/2019	FDAC Fire Leadership Academy - duplicated	\$ 26,784.00	\$ 23,424.00	\$ (3,360)
5030.01	8/1/2019	Shift Calendars	\$ 322.00	\$ 326.00	\$ 4
5019.01	8/2/2019	LCW Library Subscription for Policies	\$ 2,500.00	\$ 900.00	\$ (1,600)
5025.05	8/14/2019	Fire Prevention Workshops	\$ -	\$ 1,000.00	\$ 1,000
TOTAL OPERATING EXPENSES			\$ 1,410,065	\$ 1,366,603	\$ (43,462)
TOTAL INCOME & EXPENSE ADJUSTMENTS					\$ (8,936)
5002.04	7/9/2019	CalPERS UAL	\$ 386,681.00	\$ 373,383.00	\$ (13,298)
5037	7/9/2019	BR17 plus NCEVS Consulting	\$ -	\$ 517,771.00	\$ 517,771
5035	7/23/2019	District portion of the SD Fire Foundation Grant	\$ -	\$ 2,338	\$ 2,338
4006.14	7/5/2019	Alpine Fire Protection Foundation - Board meeting TBD	\$ 7,800.00	\$ -	\$ (7,800.00)
4006.04	7/5/2019	FY 18 UASI	\$ -	\$ 2,612.00	\$ 2,612.00
4006.04	7/5/2019	FY 17 UASI	\$ 4,753.00	\$ -	\$ (4,753.00)
4006.04	7/5/2019	FY 18 SHSP	\$ -	\$ 13,261.00	\$ 13,261.00
4006.04	7/5/2019	FY 17 SHSP	\$ 13,261.00	\$ -	\$ (13,261.00)
4006.18	7/17/2019	SD Regional Fire Foundation	\$ 16,891.73	\$ 9,000.00	\$ (7,891.73)
5035	8/14/2019	U17 Console Restricted Equip Fund	\$ -	\$ 479.00	\$ 479
TOTAL RESTRICTED FUND ADJUSTMENTS			\$ 429,387	\$ 918,844	\$ 489,457
TOTAL BUDGET IMPACT DUE TO ADJUSTMENTS					\$ 480,521

**ALPINE FIRE PROTECTION DISTRICT
3 YEAR FINAL BUDGET**

ACCT	CATEGORIES	FY17/18	FY18/19	FY19/20
5000.01	SALARIES	\$ 1,538,445.00	\$ 1,609,463.00	\$ 1,577,564.00
5000.02	OVERTIME	\$ 273,362.00	\$ 347,058.00	\$ 336,807.00
5002.01	EDUCATIONAL INCENTIVE	\$ 71,220.00	\$ 111,288.00	\$ 123,463.00
5002.02	VACATION/SICK LEAVE	\$ 67,084.00	\$ 181,167.00	\$ 167,836.00
5002.03	MEDICARE	\$ 29,726.00	\$ 37,045.00	\$ 37,480.00
5002.04/08	RETIREMENT	\$ 480,774.00	\$ 628,263.00	\$ 717,858.00
5002.05/06	GROUP INSURANCE	\$ 273,865.00	\$ 385,210.00	\$ 349,285.44
5002.07	LTD INSURANCE	\$ 5,224.00	\$ 5,307.00	\$ 5,307.00
5002.09	PAYROLL EXPENSE	\$ 4,362.00	\$ 5,000.00	\$ 5,000.00
5006	UNEMPLOYMENT	\$ -	\$ 500.00	\$ 4,000.00
5007	CLOTHING	\$ 10,971.00	\$ 20,500.00	\$ 30,925.00
5008	COMMUNICATIONS	\$ 111,471.00	\$ 124,275.00	\$ 119,717.00
5009	PASIS - WORKERS COMP	\$ 228,894.00	\$ 164,383.00	\$ 193,519.00
5010	HOUSEHOLD	\$ 2,935.00	\$ 4,563.00	\$ 4,563.00
5011	FAIRA	\$ 12,276.00	\$ 13,531.00	\$ 16,343.00
5012	MAINT-EQUIP	\$ 96,480.00	\$ 107,431.00	\$ 95,241.00
5013	MAINT-RADIOS	\$ 4,458.00	\$ 5,600.00	\$ 5,600.00
5014	MAINT-STRUCTURES	\$ 28,657.00	\$ 33,706.00	\$ 33,195.00
5015	MEDICAL SUPPLIES	\$ 2,931.00	\$ 8,500.00	\$ 2,825.00
5016	MEMBERSHIP	\$ 1,889.00	\$ 3,269.00	\$ 4,353.00
5018	OFFICE EXPENSE	\$ 32,155.00	\$ 38,678.00	\$ 39,402.00
5019	PROFESSIONAL FEES	\$ 27,502.00	\$ 33,650.00	\$ 26,350.00
5023	TRAINING	\$ 20,604.00	\$ 29,530.00	\$ 28,271.00
5025	WORKSHOPS - MANAGEMENT	\$ 16,019.00	\$ 32,190.00	\$ 33,390.00
5028	UTILITIES	\$ 42,550.00	\$ 48,522.00	\$ 51,085.00
5030	SPECIAL DISTRICT EXPENSES	\$ 80,755.00	\$ 86,789.00	\$ 91,423.74
5031	DIRECTORS FEES	\$ 6,400.00	\$ 7,000.00	\$ 7,000.00
5032	FIRE PREVENTION	\$ 6,544.00	\$ 9,965.00	\$ 12,925.00
5035	UNCAPITALIZED EQUIPMENT	\$ 38,661.00	\$ 10,649.00	\$ 25,921.52
TOTAL OPERATING EXPENSES		\$ 3,516,214.00	\$ 4,093,032.00	\$ 4,146,649.71
5037	CAPITAL EQUIPMENT	\$ 159,542.00	\$ 444,150.00	\$ 641,944.00
5038	CONTINGENCY FUND	\$ -	\$ 109,114.00	\$ 119,418.00
5039	EMERGENCY FUND	\$ -	\$ 5,000.00	\$ 5,000.00
TOTAL CAPITAL EXPENSES		\$ 159,542.00	\$ 558,264.00	\$ 766,362.00
5003	GRANT EXPENSES	\$ 187,973.00	\$ 33,006.00	\$ 24,873.00
TOTAL SPECIAL REVENUE EXPENSES		\$ 187,973.00	\$ 33,006.00	\$ 24,873.00
TOTAL EXPENDITURES		\$ 3,863,729.00	\$ 4,684,302.00	\$ 4,937,884.71

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE ALPINE FIRE PROTECTION DISTRICT
AUTHORIZING AGENTS
TO EXECUTE FOR AND ON BEHALF OF THE DISTRICT
IN REGARDS TO FEDERAL FINANCIAL ASSISTANCE FROM THE
DEPARTMENT OF HOMELAND SECURITY**

RESOLUTION # 19/20-02

BE IT RESOLVED BY THE, Board of Directors **OF THE**, Alpine Fire Protection District,

THAT THE, Fire Chief **OR** Finance Officer

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

PASSED AND ADOPTED by the Board of Directors of the Alpine Fire Protection District, County of San Diego, State of California, on the 20th day of August, 2019 by the following vote:

AYES: ()
NOES: ()
ABSTAIN: ()
ABSENT: ()

Jim Easterling
President

Pat Price
Board Secretary

Alpine Fire Protection District

I hereby certify that the above and foregoing is a full and true copy of Resolution 19/20-02 of the Resolutions of the Alpine Fire Protection District, as adopted by the Alpine Fire Protection District Board of Directors at a Regular Meeting held on August 20st, 2019.

Alicea Caccavo, Clerk of the Board

Date

ALPINE FIRE PROTECTION DISTRICT

AGENDA ITEM

Item #: 7.3

MEETING DATE: August 20, 2019

SUBJECT: 2017/18 Budget Adjustments

SUBJECT SUMMARY:

2018/19 fiscal year-end adjustments

Background:

Annually, at this time, the budget for the prior fiscal year is adjusted to bring line items into compliance so they are not over 100%. This process brings the District into compliance with one of the items in the annual audit. The audit is scheduled for August 27 & 28, 2019.

Discussion:

After adjustments income for 2019/20 increased \$44,147 and expenses increased by \$44,147 both of which are were grant related.

The proposed budget adjustments do not affect the net income at year-end.

Previous Board Action:

Annual adjustment for compliance.

Recommendation:

Approve adjustments to 2018/19 budget as presented.

Approved by Counsel Yes: _____ No: _____ Not Applicable: X

Submitted by: Alicea Caccavo, Finance Officer

Attachments: Budget Adjustment Sheets

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Actual Jul '18 - Jun 19	Final Adopted Budget FY18-19	Over/Under Budget	Adjust	Adjusted Budget
Income					
4000 - COUNTY OF S.D.					
4000.01 - 1% Property Tax	3,298,141.66	3,284,421.00	13,720.66	1,645.00	3,286,066.00
4000.02 - Interest-General Fund	24,889.43	8,000.00	16,889.43		8,000.00
4000.03 - Mitigation Fees	74,514.74	40,000.00	34,514.74		40,000.00
4000.04 - Interest-Mitigation Fund	5,673.12	1,500.00	4,173.12		1,500.00
4000.05 - Benefit Fee-Alpine	479,632.82	478,200.00	1,432.82		478,200.00
4000.06 - 1% Refunds	-22,644.51	-21,000.00	-1,644.51	(1,645.00)	(22,645.00)
Total 4000 - COUNTY OF S.D.	3,860,207.26	3,791,121.00	69,086.26	0.00	3,791,121.00
4002 - INTEREST INCOME					
.1 - California Bank & Trust	182.41	32.00	150.41		32.00
.2 - PASIS	10,209.18	6,000.00	4,209.18		6,000.00
.3 - Investments	45,318.93	35,833.00	9,485.93		35,833.00
.4 - LAIF	11,286.98	5,000.00	6,286.98		5,000.00
Total 4002 - INTEREST INCOME	66,997.50	46,865.00	20,132.50		46,865.00
4005 - OTHER INCOME					
.01 - Plan Check	19,466.05	11,000.00	8,466.05		11,000.00
.02 - First Responder	14,313.50	16,000.00	-1,686.50	(1,687.00)	14,313.00
.04 - Other	69,505.82	30,500.00	39,005.82	1,687.00	32,187.00
.08 - Ambulance Sub-Lease(Restricted)	36,077.13	36,077.00	0.13		36,077.00
.09 - ALS Agreement (Restricted)	116,125.00	116,125.00	0.00		116,125.00
.11 - Vehicle Reimbursements	32,802.50	25,000.00	7,802.50		25,000.00
Total 4005 - OTHER INCOME	288,290.00	234,702.00	53,588.00	0.00	234,702.00
4006 - GRANT INCOME					
4006.02 - FEMA					
FMAG	34,523.27	0.00	34,523.27	34,524.00	34,524.00
Total 4006.02 - FEMA	34,523.27	0.00	34,523.27		34,524.00
4006.03 - SD Regional Fire & Emergency	9,500.00	0.00	9,500.00	9,500.00	9,500.00
4006.04 - CountySD					
SHGP 2017	12,920.05	13,176.00	-255.95	(256.00)	12,920.00
UASI 2017	3,587.36	4,753.00	-1,165.64	(1,166.00)	3,587.00
Total 4006.04 - CountySD	16,507.41	17,929.00	-1,421.59	(1,422.00)	16,507.00
4006.14 - Alpine Fire Foundation	9,343.91	7,800.00	1,543.91	1,544.00	9,344.00
4006.18 - CA Fire Foundation	7,277.72	7,277.00	0.72	1.00	7,278.00
Total 4006 - GRANT INCOME	77,152.31	33,006.00	44,146.31	44,147.00	77,153.00
Total Income	4,292,647.07	4,105,694.00	186,953.07		4,149,841.00
Expense					
5003 - GRANT EXPENSES					
5003.02 - FEMA					
FMAG	34,523.27	0.00	34,523.27	34,524.00	34,524.00
Total 5003.02 - FEMA	34,523.27	0.00	34,523.27		34,524.00
5003.03 - SD Regional Fire & Emergency	9,500.00	0.00	9,500.00	9,500.00	9,500.00
5003.04 - CountySD					
SHGP 2017	12,920.05	13,176.00	-255.95	(256.00)	12,920.00
UASI 2017	3,587.36	4,753.00	-1,165.64	(1,166.00)	3,587.00
Total 5003.04 - CountySD	16,507.41	17,929.00	-1,421.59	(1,422.00)	16,507.00
5003.14 - Alpine Fire Foundation					
Open House/ Raffle Proceeds	351.87	0.00	351.87	352.00	352.00
Other Awards	7,800.00	7,800.00			7,800.00
SEMPRA - CERT	972.78	0.00	972.78	973.00	973.00
SEMPRA - Open House	219.26	0.00	219.26	219.00	219.00
Total 5003.14 - Alpine Fire Foundation	9,343.91	7,800.00	1,543.91	1,544.00	9,344.00
5003.18 - CA Fire Foundation	7,277.72	7,277.00	0.72	1.00	7,278.00
Total 5003 - GRANT EXPENSES	77,152.31	33,006.00	44,146.31	44,147.00	77,153.00
5000 - SALARIES					
5000.01 - Payroll	1,526,642.67	1,609,463.00	-82,820.33		1,609,463.00
5000.02 - OVERTIME					
Critical Weather	0.00	23,964.00	-23,964.00		23,964.00
FLSA	27,123.56	28,846.00	-1,722.44		28,846.00
Sick Coverage	21,109.32	61,677.00	-40,567.68		61,677.00
Strike Team	0.00	2,847.00	-2,847.00		2,847.00
Training	11,039.90	29,430.00	-18,390.10		29,430.00

adjusted

adjusted

adjusted

adjusted

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Actual Jul '18 - Jun 19	Final Adopted Budget FY18-19	Over/Under Budget	Adjust	Adjusted Budget
Unclassified-Meetings, etc	7,238.89	9,489.00	-2,250.11		9,489.00
Vacation-Holiday Coverage	138,916.06	182,755.00	-43,838.94		182,755.00
Worker's Comp Coverage	0.00	7,117.00	-7,117.00		7,117.00
Total 5000.02 · OVERTIME	205,427.73	346,125.00	-140,697.27		346,125.00
Total 5000 · SALARIES	1,732,070.40	1,955,588.00	-223,517.60		1,955,588.00
5002 · EMPLOYEE BENEFITS					
5002.01 · Educational Incentive	91,628.46	111,288.00	-19,659.54	(11,707.00)	99,581.00
5002.02 · Vacation/Sick Leave Expense	140,749.12	181,167.00	-40,417.88		181,167.00
5002.03 · Medicare / Employer Exp	31,756.08	37,045.00	-5,288.92		37,045.00
5002.04 · Retirement - Pers	211,079.01	296,274.00	-85,194.99		296,274.00
5002.4d · Retirement-PERS Other Obligatio	3,030.15				0.00
5002.4a · Retirement UAL Payments	304,979.00	328,683.00	-23,704.00		328,683.00
5002.05 · Group Medical Ins	279,467.85	380,711.00	-101,243.15		380,711.00
5002.06 · Life Insurance	4,544.76	4,499.00	45.76	46.00	4,545.00
5002.07 · LTD Insurance	5,163.32	5,307.00	-143.68		5,307.00
5002.08 · Social Security(Employer)	1,703.03	3,306.00	-1,602.97		3,306.00
5002.09 · Payroll Expenses	672.18	750.00	-77.82	(46.00)	704.00
5002.10 · Retirement 401 (a)	4,800.00	5,000.00	-200.00		5,000.00
Total 5002 · EMPLOYEE BENEFITS	1,079,572.96	1,354,030.00	-274,457.04	(11,707.00)	1,342,323.00
5006 · UNEMPLOYMENT	0.00	500.00	-500.00		500.00
5007 · CLOTHING					
5007.01 · Uniforms					
Uniforms	4,633.72	6,650.00	-2,016.28	(642.00)	6,008.00
Accessories	1,011.72	700.00	311.72	312.00	1,012.00
5007.01 · Uniforms - Other	329.72	0.00	329.72	330.00	330.00
Total 5007.01 · Uniforms	5,975.16	7,350.00	-1,374.84	0.00	7,350.00
5007.02 · Boots	1,372.58	1,875.00	-502.42		1,875.00
5007.03 · Turn Outs/Helmets	6,226.35	9,635.00	-3,408.65		9,635.00
5007.04 · Wildland gear	0.00	1,640.00	-1,640.00		1,640.00
Total 5007 · CLOTHING	13,574.09	20,500.00	-6,925.91		20,500.00
5008 · COMMUNICATION					
5008.01 · HCFA ,RCS - Internet	117,413.55	117,570.00	-156.45		117,570.00
5008.02 · Mobile Communications	3,388.76	3,450.00	-61.24		3,450.00
5008.03 · Mobile Data Terminals	2,946.50	3,055.00	-108.50		3,055.00
5008.05 · Emergency Operations Center EOC	93.25	200.00	-106.75		200.00
Total 5008 · COMMUNICATION	123,842.06	124,275.00	-432.94		124,275.00
5009 · PASIS (Workers Comp)					
5009.01 · Administrative	81,046.81	89,383.00	-8,336.19	(8,335.00)	81,048.00
5009.02 · Claim Related	95,041.64	75,000.00	20,041.64	20,042.00	95,042.00
Total 5009 · PASIS (Workers Comp)	176,088.45	164,383.00	11,705.45	11,707.00	176,090.00
5010 · HOUSEHOLD	4,240.59	4,563.00	-322.41		4,563.00
5011 · FAIRA	13,531.00	13,531.00	0.00		13,531.00
5012 · MAINTENANCE - EQUIPMENT					
5012.01 · E17 (2015 KME)	12,706.27	19,822.00	-7,115.73	(7,115.00)	12,707.00
5012.02 · E217 (2002 KME)	16,674.30	19,072.00	-2,397.70	(2,397.00)	16,675.00
5012.03 · B17 (2002 International)	28,149.77	27,040.00	1,109.77	1,110.00	28,150.00
5012.04 · U17 (1998-Ford F150)	199.96	350.00	-150.04		350.00
5012.05 · Rescue Tools	750.00	750.00	0.00		750.00
5012.06 · Hydrant	0.00	100.00	-100.00		100.00
5012.07 · Generator	1,756.67	1,886.00	-129.33		1,886.00
5012.08 · SCBA - Compressor	2,277.04	2,200.00	77.04	78.00	2,278.00
5012.09 · Portable Extinguishers	130.00	170.00	-40.00		170.00
5012.10 · Ladder Testing	434.40	400.00	34.40	35.00	435.00
5012.11 · Misc.Equipment	571.68	800.00	-228.32		800.00
5012.12 · Fuel	26,253.43	22,720.00	3,533.43	3,534.00	26,254.00
5012.13 · Foam (Class A/B)	1,034.41	1,000.00	34.41	35.00	1,035.00
5012.14 · Fire Hose/Hose Packs	2,264.55	4,000.00	-1,735.45	(1,431.00)	2,569.00
5012.16 · Air Compressor - Station	819.28	800.00	19.28	20.00	820.00
5012.18 · 2007 Ranger (4706)	1,990.51	1,000.00	990.51	991.00	1,991.00
5012.19 · SCBA's	1,443.56	1,475.00	-31.44		1,475.00
5012.20 · 2008 Ford Expedition (4705)	326.56	1,500.00	-1,173.44		1,500.00
5012.21 · 2012 Dodge Ram Truck 0966(4701)	5,922.34	2,000.00	3,922.34	3,923.00	5,923.00

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Actual Jul '18 - Jun 19	Final Adopted Budget FY18-19	Over/Under Budget	Adjust	Adjusted Budget
5012.22 · 2012 Dodge Ram Truck 0965(4702)	4,216.21	3,000.00	1,216.21	1,217.00	4217.00
Total 5012 · MAINTENANCE - EQUIPMENT	107,920.94	110,085.00	-2,164.06	0.00	110,085.00
5013 · MAINTENANCE - RADIOS					
5013.01 · Maintenance Contract	3,600.00	3,600.00	0.00		3,600.00
5013.02 · Other radio maintenance	347.56	2,000.00	-1,652.44		2000.00
Total 5013 · MAINTENANCE - RADIOS	3,947.56	5,600.00	-1,652.44		5600.00
5014 · MAINTENANCE - STRUCTURES					
5014.01 · Station 17					
Station Maintenance	13,787.82	11,998.00	1,789.82	1,790.00	13,788.00
Plymovent System	202.76	1,970.00	-1,767.24		1,970.00
Gym Equipment	0.00	500.00	-500.00	(95.00)	405.00
Grounds Maintenance	583.57	3,500.00	-2,916.43	(1,790.00)	1710.00
Total 5014.01 · Station 17	14,574.15	17,968.00	-3,393.85	(95.00)	17873.00
5014.02 · HVAC Maintenance	4,033.34	2,383.00	1,650.34	1,651.00	4,034.00
5014.03 · Apparatus Bay Doors & Gates	9,425.81	9,640.00	-214.19	(214.00)	9,426.00
5014.04 · Alarm System	2,372.69	3,715.00	-1,342.31	(1,342.00)	2373.00
Total 5014 · MAINTENANCE - STRUCTURES	30,405.99	33,706.00	-3,300.01	0.00	33,706.00
5015 · MEDICAL SUPPLIES					
5015.01 · Disposable Supplies	1,214.16	1,257.00	-42.84		1,257.00
5015.02 · Defib. supplies	1,742.32	2,243.00	-500.68	(286.00)	1,957.00
5015.03 · Medic Engine Equipment	785.03	500.00	285.03	286.00	786.00
5015.04 · Defib.maintenance	4,025.00	4,025.00	0.00		4,025.00
5015.07 · Narcotic Disposal	156.00	475.00	-319.00		475.00
Total 5015 · MEDICAL SUPPLIES	7,922.51	8,500.00	-577.49	0.00	8500.00
5016 · MEMBERSHIP	2,733.00	3,269.00	-536.00		3,269.00
5018 · OFFICE EXPENSE					
5018.01 · Expendable Supplies	2,218.25	1,600.00	618.25	619.00	2,219.00
5018.02 · Postage	770.17	800.00	-29.83		800.00
5018.03 · Office Equip.& Maintenance	29,366.56	34,578.00	-5,211.44	(656.00)	33,922.00
5018.04 · CrewSense/ WebStaff maintenance	1,736.01	1,700.00	36.01	37.00	1737.00
Total 5018 · OFFICE EXPENSE	34,090.99	38,678.00	-4,587.01	0.00	38,678.00
5019 · PROFESSIONAL FEES					
5019.01 · Legal Counsel	13,751.05	14,500.00	-748.95		14,500.00
5019.02 · Auditor	8,200.00	10,150.00	-1,950.00		10,150.00
5019.05 · Election	5,415.00	9,000.00	-3,585.00		9000.00
Total 5019 · PROFESSIONAL FEES	27,366.05	33,650.00	-6,283.95		33650.00
5023 · TRAINING					
5023.01 · Training Incidentals	1,870.22	2,500.00	-629.78	(8.00)	2,492.00
5023.02 · Medical Training	407.50	400.00	7.50	8.00	408.00
5023.03 · HTF	14,945.00	14,945.00	0.00		14,945.00
5023.04 · Education	3,530.62	8,000.00	-4,469.38		8,000.00
5023.05 · Workshops	130.00	3,685.00	-3,555.00		3685.00
Total 5023 · TRAINING	20,883.34	29,530.00	-8,646.66	0.00	29,530.00
5025 · WORKSHOPS-MANAGEMENT					
5025.01 · Administrative	4,316.59	4,170.00	146.59	147.00	4,317.00
5025.02 · Chief Officers	8,252.19	17,400.00	-9,147.81		17,400.00
5025.03 · Board Members	2,154.18	4,650.00	-2,495.82	(1,104.00)	3,546.00
5025.04 · In House Training	6,806.87	5,850.00	956.87	957.00	6807.00
Total 5025 · WORKSHOPS-MANAGEMENT	21,529.83	32,070.00	-10,540.17	0.00	32070.00
5028 · UTILITIES					
5028.01 · SDG&E	32,478.55	35,166.00	-2,687.45		35,166.00
5028.02 · Telephone	5,099.46	4,565.00	534.46	535.00	5,100.00
5028.03 · Water	5,906.05	7,000.00	-1,093.95	(757.00)	6,243.00
5028.04 · Trash	1,122.00	1,205.00	-83.00		1,205.00
5028.05 · Sewer	807.78	586.00	221.78	222.00	808.00
Total 5028 · UTILITIES	45,413.84	48,522.00	-3,108.16	0.00	48522.00
5030 · SPECIAL DISTRICT EXPENSE					
5030.01 · District Operations	1,225.96	3,490.00	-2,264.04		3,490.00
5030.02 · Publishing	530.00	660.00	-130.00		660.00
5030.04 · County Admin.Fees	39,372.38	50,787.00	-11,414.62	(2,871.00)	47,916.00
5030.05 · Rehab-Fire Ground Meals	149.70	1,000.00	-850.30		1,000.00
5030.06 · FIT Tests/HepBC/Wellness	24,360.86	24,103.00	257.86	258.00	24,361.00

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Actual Jul '18 - Jun 19	Final Adopted Budget FY18-19	Over/Under Budget	Adjust	Adjusted Budget
5030.08 · LAFCO Budget	2,515.56	2,516.00	-0.44		2,516.00
5030.10 · Web Site	183.40	160.00	23.40	24.00	184.00
5030.11 · Recruitment-New Hires	1,385.50	573.00	812.50	813.00	1,386.00
5030.15 · Annexation costs	5,275.25	3,500.00	1,775.25	1,776.00	5,276.00
Total 5030 · SPECIAL DISTRICT EXPENSE	74,998.61	86,789.00	-11,790.39	0.00	86,789.00
5031 · DIRECTORS FEES	6,100.00	7,000.00	-900.00		7,000.00
5032 · FIRE PREVENTION					
5032.01 · Public Education	2,548.45	4,250.00	-1,701.55		4,250.00
5032.02 · Supplies	285.57	575.00	-289.43		575.00
5032.03 · Classes	3,821.72	4,440.00	-618.28		4,440.00
5032.04 · Mapping	207.39	700.00	-492.61		700.00
Total 5032 · FIRE PREVENTION	6,863.13	9,965.00	-3,101.87		9,965.00
5035 · UNCAPITALIZED EQUIPMENT					
Communications	0.00	3,249.00	-3,249.00	(3,249.00)	0.00
Facilities	4,474.00	2,831.00	1,643.00	1,643.00	4,474.00
Office	1,395.76	2,400.00	-1,004.24	(1,004.00)	1,396.00
Operations	8,300.00	5,000.00	3,300.00	3,300.00	8,300.00
Total 5035 · UNCAPITALIZED EQUIPMENT	14,169.76	13,480.00	689.76	690.00	14,170.00
5037 · CAPITAL EXP. - EQUIPMENT					
Command Vehicle	36,925.76	37,500.00	-574.24		37,500.00
Engines	0.00	406,650.00	-406,650.00	(690.00)	405,960.00
Total 5037 · CAPITAL EXP. - EQUIPMENT	36,925.76	444,150.00	-407,224.24	0.00	443,460.00
5038 · CONTINGENCY FUND	0.00	117,947.00	-117,947.00		117,947.00
5039 · EMERGENCY FUND	0.00	5,000.00	-5,000.00		5,000.00
5050 · INTERFUND TRANSFERS	0.00	-993,207.00	993,207.00		(993,207.00)
5040 · FUND ACCRUAL ACCOUNTS	0.00	400,584.00	-400,584.00		400,584.00
Total Expense	3,661,343.17	4,105,694.00	-444,350.83	44,147.00	4,149,841.00
Net Income	631,303.90	0.00	631,303.90		44,147.00

ALPINE FIRE PROTECTION DISTRICT

AGENDA ITEM

NO:

MEETING DATE: August 20, 2019

SUBJECT: Assistance By Hire (ABH) Agreement with CALFIRE

SUBJECT SUMMARY:

This agreement allows CALFIRE San Diego Unit to hire our staffed equipment as needed and if available for critical weather events and backfill to CALFIRE stations as needed.

Background:

San Diego County is uniquely situated in California for mutual aid, especially when requesting resources for mutual aid. With the Pacific to our west, Mexico to our south and the desert to our east, all mutual aid resources come from the north. If areas to the north are experiencing emergencies at the same time, it leaves very little resources available for our county.

Recently the state authorized funds for a program to pre-position resources at areas around the state where extreme fire weather and events could occur. This program is called Disaster Readiness for SAFER Communities (DRiSC). The program is run by Cal OES and can be cumbersome with required paperwork. The program has many logistical issues to resolve before it can be called a success.

On the other hand individual CALFIRE Units can hire local government equipment and personnel and accomplish the same thing. All logistical concerns are taken care of by CALFIRE, paperwork is simple and payment is quicker.

Discussion:

This agreement will allow CALFIRE San Diego to hire our personnel and/or staffed equipment. All hired equipment and personnel will remain in San Diego County. We are not obligated to make equipment/personnel available for use. If we have the capacity and personnel willing to work the overtime, we will enter into the ABH agreement. The Fire Chief or his/her designee will decide when that should occur. Reimbursement rates are the same used by CALOES.

Previous Board Action:

The District has an agreement that is similar to this ABH agreement with the United States Forest Service (USFS).

Recommendation:

Authorize to Fire Chief to execute the ABH agreement with CALFIRE San Diego.

Reviewed by Counsel Yes: X No: _____ Not Applicable: _____

Appropriations Requested: None Fund No.

Submitted by: Fire Chief Paskle

Attachments: ABH Agreement

COOPERATIVE FIRE PROTECTION AGREEMENT
Between
ALPINE FIRE PROTECTION DISTRICT
and
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
(CAL FIRE)

ASSISTANCE BY HIRE AGREEMENT (ABH) FOR STATION COVERAGE within SAN DIEGO COUNTY

This is a COOPERATIVE FIRE PROTECTION AGREEMENT between ALPINE FIRE PROTECTION DISTRICT, hereinafter referred to as DISTRICT, and the STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE-San Diego Unit), hereinafter referred to as CAL FIRE.

WHEREAS, DISTRICT maintains and operates a fire protection organization in the area within their respective City/District; and

WHEREAS, CALFIRE maintains and operates a fire protection organization for the purpose of providing "basic" protection to the State Responsibility Area lands; and

WHEREAS, DISTRICT is a signatory of the "California Disaster and Civil Defense Master Mutual Aid Agreement" and it's annex, the "Agreement for Local Government Fire Suppression Assistance to Forest Agencies" (CFAA); and

WHEREAS, CALFIRE is empowered to enter into individual "Cooperative Fire Protection Agreements" for the payment of local government resources to assist CALFIRE outside of the CFAA; and

WHEREAS, the parties hereto desire to effect the purpose of this Agreement pursuant to the provisions of the "Joint Exercise of Power Act: (Government Code Section 6500-6547), and Health and Safety Code Section 13050.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. DISTRICT to furnish personnel/equipment to assist CAL FIRE with State Mission OPERATIONAL duties.
2. Such duties will be outside of regular operational duties for DISTRICT.
3. When DISTRICT personnel/equipment are requested by CAL FIRE and authorized by DISTRICT, this request is **not** made through the CFAA. This request will be known as "Assistance by Hire" to CAL FIRE.
4. DISTRICT personnel/equipment costs will be reimbursed utilizing the current OES rates/rates on file as submitted by DISTRICT.
5. DISTRICT must submit their current OES Rate Letter and FC33 documentation when seeking reimbursement for Assistance by Hire.

6. ENGINE COMPANY STAFFING shall not be less than three (3) or a reimbursable maximum of four (4). The State of California will reimburse based on the actual classifications responding, not to exceed one Company Officer, one Apparatus Operator, and one or two Firefighters.
7. STATION COVERAGE – When apparatus are ordered/requested through ABH for station coverage, payment will begin when the engine is staffed and available for assignment. Equipment and Personnel will be eligible for reimbursement up to 24 hours per day when covering a CAL FIRE station within San Diego County. Request for ABH station or Unit coverage will be generated by the San Diego Unit (MVU) Duty Chief through the Monte Vista Interagency Command Center (MVICC).
8. CAL FIRE will utilize a separate CAL FIRE 93 for DISTRICT with required documentation to pay for “Assistance by Hire”. The OES F42 form will **not** be utilized.
9. DISTRICT resources/overhead ordered under CFAA are not part of this agreement.
10. Each party hereto shall indemnify, defend, save and hold harmless the other parties, and each of them and their respective agents, servants and employees, of and from any and all liabilities, claims, demands, debts, suits, actions and causes of action arising out of, or in any manner connected with, any act or omission of such indemnifying party hereunder or its agents, servants, or employees, done or performed pursuant to the terms and condition hereof or arising upon or within the property of such indemnifying party as herein set forth after the date of expiration of the Agreement.
11. Nothing contained herein shall be construed as a contract under law or equity for the benefit of any third party, which may be affected by the Agreement.
12. Nothing in this agreement shall preclude either party from exercising its right to seek recovery of costs pursuant to Health and Safety Code sections 13009 and 13009.01.
13. Nothing contained herein shall affect any party's responsibility to provide worker's compensation insurance or protection for its employees.
14. This agreement, established when executed by both parties, will remain in effect unless an individual party terminates this Agreement with ninety (90) days written notice.
15. This agreement is valid only within San Diego County.

 Tony Mecham
 Unit Chief-San Diego Unit (CAL FIRE)
 Department of Forestry & Fire Protection

Date:

 Bill F. Paskle
 Fire Chief/Authorized Official
 Alpine Fire Protection District

Date:



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

CALL FOR BALLOTS

July 5, 2019

TO: Independent Special Districts of San Diego County

FROM: Tameron Lockett, Executive Assistant
 San Diego County Local Agency Formation Commission

SUBJECT: Call for Ballots |
 San Diego County Consolidated Redevelopment Oversight Board

This notice serves as a call for ballots pursuant to California Government Code 56332(f) with respect to electing one special district representative among the three nominated candidates to serve on the San Diego County Consolidated Redevelopment Oversight Board. All independent special districts in San Diego County are eligible to cast one vote through their presiding officers or their alternates as designed by the governing bodies.

The official ballot is attached. Ballots must be signed by the presiding officers or their designees and returned to San Diego LAFCO no later than **Friday, August 30, 2019**. A ballot received without a signature will not be counted. Should LAFCO receive a quorum of 30 ballots by the August 30th deadline the nominee with the most votes will be appointed. Should LAFCO not receive a quorum of ballots by the deadline an automatic 60-day extension to October 30th is required.

Last, and consistent with adopted policy, the Special Districts Advisory Committee formed a Nominating Committee to review all three candidates’ qualifications and consider making a recommendation as part of the balloting process. The Nominating Committee believes all three candidates are equally qualified, and as such recommends each independent special district cast their ballot as they see fit.

Ballots and/or any related questions should be directed by e-mail to Tammy Lockett at tameron.lockett@sdcountry.ca.gov.

Attachment: as stated

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Jim Desmond County of San Diego Dianne Jacob, Vice Chair County of San Diego Greg Cox, Alternate County of San Diego	Mary Casillas Salas City of Chula Vista Bill Wells City of El Cajon Serge Dedina, Alternate City of Imperial Beach	Mark Kersey City of San Diego Chris Cate, Alternate City of San Diego	Jo MacKenzie, Chair Vista Irrigation Barry Willis Alpine Fire Protection Erin Lump, Alternate Rincon del Diablo MWD	Andy Vanderlaan General Public Harry Mathis, Alternate General Public
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ATTACHMENT A

SAN DIEGO COUNTY CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD
ELECTION BALLOT and VOTE CERTIFICATION

VOTE FOR ONLY ONE NOMINEE

William R. (Bob) Ayres (Crossmont Healthcare District) []
Mark Baker (Lakeside Fire Protection District) []
Mitch Thompson (Otay Water District) []

I hereby certify that I cast the votes of the _____
(Name of District)

for the Consolidated Redevelopment Oversight Board Election as:

[] the presiding officer, or
[] the duly-appointed alternate board member.

(Signature)

(Print name)

(Title)

(Date)

NOTE: The Nominating Committee believes all three candidates are equally qualified and recommends each special district proceed with voting as they see fit. Additionally, a candidate's forum is tentatively scheduled for August 15, 2019 as part of the quarterly meeting of the San Diego Chapter of the California Association of Special Districts (SDCSDA). Separate confirmation of the candidate's forum will be provided by SDCSDA.

Return Ballot and Vote Certification Form to:
San Diego LAFCO
Tameron Lockett
9335 Hazard Way, Suite 200
San Diego, CA 92123
(858) 614-7755 (office) • (858) 614-7766 (FAX)
Email: tameron.lockett@sdcounty.ca.gov



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

August 12, 2019

TO: Independent Special Districts in San Diego County

FROM: Tamaron Luckett, Executive Assistant

SUBJECT: Call for Nominations | San Diego Local Agency Formation Commission Special Districts Advisory Committee

This notice serves as a call to nominations pursuant to Government Code Section 56332(1) to solicit eight special districts members to serve on the Special Districts Advisory Committee.

The advisory committee consists of 16 members that serve four-year terms. Candidates' eligibility for nomination to LAFCO's advisory committee: (1) may be either a district elected or appointed officer and a staff member; and (2) the number of candidates representing the same agency shall be limited to one. The new term of the advisory committee member expires October 2023. The eight incumbent's terms expire as follows:

Term expire	Incumbent	District
October 2019	Jack Bebee	Fallbrook Public Utility District
October 2019	Fred Cox	Rancho Santa Fe Fire Protection District
October 2019	Tom Kennedy	Rainbow Municipal Water District
October 2019	Tom Pocklington	Bonita-Sunnyside Fire Protection District
October 2019	Mark Robak	Otay Water District
October 2019	Greg Thomas	Rincon del Diablo Municipal Water District
October 2019	Robert Thomas	Pomerado Cemetery District
October 2019	Kimberly Thorner	Olivenhain Municipal Water District

State law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is nomination form (**Attachment A**).

Administration
Keene Simonds, Executive Officer
County Operations Center
9335 Hazard Way, Suite 200
San Diego, California 92123
T 858.614.7755 F 858.614.7766
www.sdlafco.org

Jim Desmond
County of San Diego
Dianne Jacob, Vice Chair
County of San Diego
Greg Cox, Alternate
County of San Diego

Mary Casillas Salas
City of Chula Vista
Bill Wells
City of El Cajon
Serge Dedina, Alternate
City of Imperial Beach

Mark Kersey
City of San Diego
Chris Cate, Alternate
City of San Diego

Jo MacKenzie, Chair
Vista Irrigation
Barry Willis
Alpine Fire Protection
Erin Lump, Alternate
Rincon del Diablo MWD

Andy Vanderlaan
General Public
Harry Mathis, Alternate
General Public

San Diego LAFCO

August 12, 2019

Call to nominations | Special District Advisory Committee

- Nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later** than 5:00 p.m. on **Monday, September 23, 2019**. Nominations received after this deadline will be invalid.
- Nominations and resumes may be submitted by mail, courier, hand delivered to the San Diego Officer at 9335 Hazard Way, Suite 200, San Diego, CA 92123 or via email to tameron.luckett@sdcounty.ca.gov, if necessary to meet the submission deadline, but the original form must be submitted.

After nominations and resumes are received it is anticipated a candidates' forum will be held in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover. Should you have any questions, please contact me at (858) 614-7755.

Respectfully,

Tameron Luckett
Executive Assistant

Attachment:

a) Nomination Form

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE**

The _____ is pleased to nominate _____ as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a special district advisory committee member.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is either a district elected or appointed officer and a staff member.

(Signature)

(Print Name)

(Date)

(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CHIEF

Policy # 2001

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Safety

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

The Fire Chief's primary role is to administer, plan, organize, direct and coordinate the fire protection activities and emergency medical services of the District and to do related work as required. The Fire Chief carries out the policies set by the Board of Directors.

The Fire Chief is administratively responsible for the overall direction of the Fire District personnel, managers, equipment and facilities. The Fire Chief reports to and is accountable to the Board of Directors in determining plans and policies to be observed in fire administrative and personnel activities. Important administrative assignments include: training and development of subordinates; operating the District safely; regularly evaluating the performance of subordinates; preparing the District budget and exercising leadership in departmental programs and policies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Administers, plans, organizes, and supervises the fire prevention and suppression activities and emergency medical services of the District
- Responds to emergencies as required
- Confers with the Board's various committees on District policy, long-range programs
- Coordinates District activities with that of other Districts and public agencies
- Confers with District personnel to ascertain needs and evaluate the efficiency of services provided
- Writes reports for and makes recommendations to the Board of Directors as directed

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CHIEF

Policy # 2001

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Performs organizational and procedural analyses of District fire, emergency medical services, and fire prevention services
- Initiates research and special studies in needed areas and prepares reports with recommendation for corrective action
- Attends Board meetings to provide assistance to the Board of Directors and make recommendations on subjects under discussion
- Directs and formulates plans for disaster survival
- Analyzes, prepares, and supervises the administration of the budget
- Directs the selection, hiring, and promotion of District personnel
- Supervises counseling and disciplining of personnel subject to the Board's appellate process
- Supervises the purchase of materials and equipment
- Meet with citizens groups
- Promotes the District's activities to bring community recognition and support
- Does special research and reading to keep abreast of modern practices in the profession
- Directs and participates in the development and implementation of disaster and/or homeland security plans
- Responds to all complaints, requests for service, and inquiries

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Firefighting and EMS procedures and equipment
- Fire ground tactics and strategy
- Emergency incident management, specifically the Incident Command System (ICS)
- Principles of incident safety
- Automatic and mutual aid agreements
- Hazardous materials procedures
- Confined space and technical rescue techniques
- Fire prevention procedures and related codes
- Rescue operations and procedures
- California vehicular laws related to operation of various firefighting and rescue apparatus
- Safety principles and practices related to the Fire Service

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CHIEF

Policy # 2001

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Policies, procedures, rules and regulations of the Alpine Fire Protection District
- Geography and street layout of the District and surrounding area
- Laws and regulations pertaining to fire and emergency medical services operations
- Pertinent federal, state, and local laws, codes, and regulations
- Requires experience and academic training in the areas of fire administration, including organization, staffing, financing, equipment management and maintenance, communications, and records
- Knowledge of advanced methods and techniques of firefighting, fire prevention, and emergency medical and rescue services
- Broad knowledge of modern principles and practices of fire administration
- Comprehensive knowledge of the standards by which the quality of fire service is evaluated

Ability to:

- Write clear and concise reports, memoranda, directions and letters
- Perform a full range of administrative functions
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with the Board of Directors, managers, personnel and with the public
- Meet the public and to discuss problems and complaints tactfully and courteously
- Plan and supervise the work of others

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age. Certification as "Chief Officer" by California State Fire Marshal; current certification in Red Cross cardiopulmonary resuscitation; appropriate experience and education to provide the required knowledge and abilities to carry out the above duties, to include broad and extensive experience in all phases of fire suppression and prevention. Bachelor's Degree is preferred from an accredited four-year college or university with a major in Fire Administration or Public Administration, or an AA/AS (2-year degree) with experience equivalent to a four-year degree.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CHIEF

Policy # 2001

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

License or Certificate:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver License with satisfactory driving record
- Maintain insurability requirements of District's liability insurer(s)
- Maintain physical fitness and general medical requirements as prescribed by the Fire District
- Maintain current knowledge of methodologies and technologies in Fire Control, Fire Prevention, and Emergency Medical Services

Experience:

- Recommended 2 years at or above the rank of Battalion Chief in a fully paid fire department

Special Requirements:

All personnel hired after September 1st, 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

Due to Duty Officer requirements, Chief Officers are required to live within a 15-minute drive time at posted speed limits to the District Headquarters.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CHIEF

Policy # 2001

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

DIVISION CHIEF

Policy # 2002

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Safety

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under the direction of the Fire Chief, the Division Chief shall supervise assigned activities of the District. The Division Chief may act in relief for the Fire Chief in his/her absence. This position is an "at-will" position serving under the direction of the Fire Chief as approved by the Board of Directors. In the event of a staff reduction, a Division Chief shall have the right to drop back to his or her previous position in the District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises planning and coordination of the in-service training programs for suppression personnel.
- Supervises the following programs: EMS, training, maintenance.
- Plans and conducts periodic multi-company drills for suppression personnel.
- Supervises the annual performance evaluations for suppression personnel.
- Serves as the District's Safety Officer.
- Assists in the preparation and administration of the annual budget for the District under the supervision of the Fire Chief.
- Develops training policy and guidelines as needed. Attends special meetings related to Homeland Security and Fire Training to ensure proper coordination and preparation of these activities.
- Maintains the District's Disaster Preparedness Plan.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

DIVISION CHIEF

Policy # 2002

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Coordinates purchasing relative to capital expenditures as approved by the Board of Directors with approval and oversight of the Fire Chief.
- Coordinates special projects as assigned by the Fire Chief.
- Assures the proper maintenance of facilities, apparatus, and all other emergency equipment.
- Direct the activities of the Fire District in the absence of the Fire Chief.
- As requested, monitors the activities of HCFA, LAFCO, and regionalization efforts.
- At the direction of the Fire Chief, maintains a community presence by attending selected public functions in Alpine and by developing and nurturing relations with the San Diego Sheriff's Department, Chamber of Commerce and other community groups.
- Assists with news media and interviews in coordination with the Fire Chief.
- Provide duty coverage emergency response and control as assigned by the Fire Chief.
- Performs any other duties as assigned by the Fire Chief.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Firefighting and EMS procedures and equipment
- Fire ground tactics and strategy
- Emergency incident management, specifically the Incident Command System (ICS)
- Principles of incident safety
- Automatic and mutual aid agreements
- Hazardous materials procedures
- Confined space and technical rescue techniques
- Fire prevention procedures and related codes
- Rescue operations and procedures
- California vehicular laws related to operation of various firefighting and rescue apparatus
- Safety principles and practices related to the Fire Service
- Policies, procedures, rules and regulations of the Alpine Fire Protection District
- Geography and street layout of the district and surrounding area
- Laws and regulations pertaining to fire and emergency medical services operations
- Pertinent federal, state, and local laws, codes, and regulations
- Requires experience and academic training in the areas of fire administration

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

DIVISION CHIEF

Policy # 2002

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Including organization, staffing, financing, equipment management and maintenance, communications, and records
- Knowledge of advanced methods and techniques of firefighting, fire prevention, and emergency medical and rescue services
- Broad knowledge of modern principles and practices of fire administration
- Comprehensive knowledge of the standards by which the quality of fire service is evaluated

Ability to:

- Ability to write clear and concise reports, memoranda, directions and letters
- Perform a full range of administrative functions
- Review the effectiveness of a fire protection organization and to institute improvements
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with the Board of Directors, managers, personnel and with the public, ability to meet the public and to discuss problems and complaints tactfully and courteously
- Plan and supervise the work of others

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training:

Must be at least 18 years of age. Either certification as "Chief Officer" by California State Fire Marshal or have completed the "Chief Fire Officer" series of California State Fire Marshal classes (must obtain "Chief Fire Officer" certification within one year of appointment to the Division Chief position); current certification in Red Cross cardiopulmonary resuscitation; appropriate experience and education to provide the required knowledge and abilities to carry out the above duties, to include broad and extensive experience in all phases of fire suppression and prevention. AA/AS degree in Fire Science or related field or equivalent training and experience.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

DIVISION CHIEF

Policy # 2002

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Experience:

Seven years of progressively responsible full time experience with a professional Fire Department with a recommended minimum of two years' experience as an officer on a suppression company.

License or Certificate:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver License with satisfactory driving record
- Maintain insurability requirements of District's liability insurer(s)
- Maintain physical fitness and general medical requirements as prescribed by the Fire District
- Maintain current knowledge of methodologies and technologies in Fire Control, Fire Prevention, and Emergency Medical Services

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the Alpine Fire Protection District.

Due to Duty Officer requirements, Chief Officers are required to live within 15-minutes driving time at the posted speed limits to the District Headquarters.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

DIVISION CHIEF

Policy # 2002

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FINANCE OFFICER

Policy # 2003

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Miscellaneous

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under the general direction of the Fire Chief, the Finance Officer shall plan, organize and direct the administrative functions of the District concerning Finance and Human Resources, such as accounting, budget, grants, investments, payroll, and employee benefit processing. This includes the direct supervision of the administrative assistant and any other employees assigned to the administrative staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Manage and maintain the accounting system in accordance with generally accepted accounting principles.
- Responsible for all activities related to the financial stability of the District, which includes:
 - account reconciliations, financial reporting to related agencies,
 - cash flow analysis,
 - District investment portfolio,
 - grant writing, grant management, grant compliance
- Responsible for leading the development and the compilation of the annual District budget; assists in the review and preparation of budget estimates; provides financial and budget information to other departments and assists in resolving financial questions and issues.
- Calculates GANN appropriations limits, manages property tax revenue receipts, fixed charge special assessments and prepares applicable reports.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FINANCE OFFICER

Policy # 2003

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

- Work closely with the District's independent auditors to ensure that the District receives a favorable audit report.
- Prepare clear and concise financial reports for regularly scheduled Board Meetings.
- Responsible for the following Human Resource activities related to District employees:
 - payroll; health benefits; recruitment; Workers' Compensation, and Other Post Employment Benefit (OPEB) management and compliance
- Manage and participate in the development and implementation of goals, objectives, policies and procedures for assigned programs.
- Serve as the Districts' representative to CalPERS, including reporting and compliance.
- Serve as the Administrative Director on the Alpine Fire Protection Foundation 501(c) 3.
- Function as a member of Board appointed roles, including the Finance Committee to ensure that the Board of Directors are fully apprised of significant financial decisions affecting the District.
- Manage the administrative functions of the District as a service to the District and constituents.
- Manage the preparation of Board of Directors agendas, minutes, financial reports, ordinances, resolutions, agreements and reports and shall fulfill the duties of Clerk of the Board when necessary.
- Attend business meetings and functions as related to the successful administration of the District.
- Oversee all information technology as it relates to the District, including website compliance.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above.

Knowledge of:

- Thorough knowledge of fund accounting, fiscal and financial record keeping principles, procedures, and methods.
- Business management pertaining to government or private sector.
- Advances principles and practices of budget preparation and special district financing.
- Intermediate business mathematics.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FINANCE OFFICER

Policy # 2003

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Experienced supervision and training relating to office methods and procedures.
- Data processing, computer systems, and software applications as they relate to budgetary and financial record keeping.
- Preparation of spreadsheets and manipulation of data bases.
- Principles and practices of public administration.
- Working knowledge of the mechanics of investment strategies and portfolio management.
- Working knowledge of regulatory compliance under both Federal and State law.
- Working knowledge of GASB and GAAP compliance
- Grant writing, management, and compliance.
- Various administrative support resources, office methods and procedures, data collection, analysis, and display.
- Oral and written communication skills.
- Human resource procedures and practices, workers' compensation and liability insurance as it relates to the District, employees and employer liabilities.
- Preparation and administration of all aspects of payroll processing and tax reporting.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Demonstrate initiative to identify projects, tasks, or other activities that will further the organization's goals, obtain and an appropriate level of support, and complete the activity in a timely manner.
- Ability to perform a variety of tasks in a fast-paced environment.
- Ability to work with a diverse group of people.
- Plan, organize, monitor, and participate in all District fund account operations involving cash flow, accounts receivable, accounts payable, payroll, general ledger and journals.
- Prepare and administer budgets, resolve budget related problems through logical and methodical analysis recognizing District's need to provide services while keeping the larger needs of the District in mind.
- Forecast revenue and cash flows.
- Analyze data, prepare clear and concise reports.
- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Supervise administrative staff.
- Communicate effectively, both orally and in writing.
- Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FINANCE OFFICER

Policy # 2003

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Deal effectively with officials and representatives of other departments, jurisdictions, agencies, and the general public.
- Operate computer systems and related equipment as well as standard office equipment necessary to perform work.
- Be able to maintain a high level of confidentiality, tact, diplomacy, and courtesy in the completion of duties.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age. Four years of college level coursework in business administration with specialization in accounting with five years full-time, advance journal-level experience in accounting, preferably in a government accounting environment.

Experience

Proven full-time accounting experience with a fire or other governmental agency.

License or Certificate:

Desirable – Public Notary

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a general office environment during routine office hours, however evening and weekend work is possible. Work activities vary widely including attendance at meetings,

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FINANCE OFFICER

Policy # 2003

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

classroom training, and driving. This position involved periods of prolonged sitting and use of computer equipment. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate papers, files, financial records, 10-key, mouse, and telephone.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 50 lbs. with or without assistance. **OCCASIONAL** crawling; lifting and carrying objects weighing more than 50 lbs. with or without assistance.

Vision:

Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

Hearing:

While performing the duties of this position, the employee is regularly required to talk or hear.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Miscellaneous

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under general direction and authority of the Fire Chief, the Fire Marshal organizes, directs, coordinates and supervises all activities involving the Fire Prevention Bureau; performs difficult and complex inspections of industrial and residential properties and places of assembly; coordinates and performs plan examinations, inspections, and enforcement for fire protection systems within State/Federal fire codes and regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan check and review plans and specifications of residential, commercial, industrial, public, or other major developments to ensure compliance with federal, state, and local fire safety codes and ordinances.
- Review site development plans for compliance as related to wildland urban interface fire resistive construction regulation, grading plans and technical reports.
- Review site development plans for proposed buildings and modifications to ensure adequate water supply, fire hydrant locations, water storage, access, and firefighting equipment.
- Review plans and specifications for fire protection systems, equipment and control devices such as heat and smoke detection systems, fire alarms, sprinklers and special hazard fire suppression systems.
- Confer with builders, engineers, contractors, architects, and other agencies involved in development and construction activities.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

- Assess fire-related fees for new development and construction activities; participate in evaluation of existing fire safety conditions, federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions as necessary.
- Review and approve fire protection plans as related to wildland urban interface for new and existing developments.
- Assign, direct, and review the work and reports of personnel engaged in fire prevention activities.
- Oversee staff responsible for the enforcement and compliance of fire safety laws and ordinances within the jurisdiction.
- Supervise the maintenance of complete and accurate records and files of fire safety codes, regulations, ordinances, inspections, violations, penalties and fire losses.
- Testify in court.
- Develop and maintain effective relationships within the community.
- Train and assist fire company personnel in code interpretation, training and fire inspections.
- Represent the District in public and inter-departmental meetings.
- Build and maintain positive working relationships with co-workers, other employees and the public using good customer service.
- Issue parking violations and misdemeanor citations under authority of the Fire Chief.
- Establish a budget, given the available resources, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives.
- Create goals and objective for fire prevention staff.
- Oversee the Public Education outreach program and develop new relations for continuing growth in the District.
- Community Risk Reduction- Evaluate target risk and emergency incident date, given community profile levels of protection, occupancy types, percent of responses by occupancy type, perspectives of risk, and available data.
- Create media communication strategies and policies given a list of media outlets such as newspaper, radio, web pages and television.
- Forecast organizational professional development needs given professional trends, emerging technologies and future organizational goals and objectives so that future organizational and individual professional development needs are planned.
- Manage and process for reconciling complaints.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above. A typical qualifying entrance background is: A.S. degree in fire technology, fire science or construction, or a series of fire prevention courses and specialized courses equivalent to an A.S. degree. Five years of increasingly responsible experience in municipal fire protection or a similar organization.

Knowledge of:

- Principles, methods, and practices of modern fire prevention and protection.
- Wildland urban interface protection issues.
- New construction technology, plan review and application of local, state, and federal codes and regulations.
- Health & Safety Laws, California Fire Codes, California Building Code, ordinances, and enforcement requirements related to fire protection & life safety equipment and their application to buildings.
- The proper use of English, spelling, grammar and punctuation, computer equipment and software applications related to assignments.
- Management skills to manage personnel.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Participate in a comprehensive fire prevention program.
- Detect deviations from plans, regulations, and standard safety procedures.
- Enforce codes, ordinances, and regulations pertaining to fire prevention.
- Read and interpret building and site plans, fire extinguishing system plans, fire protection and detection plans, calculations and engineering specifications and render interpretations.
- Work and communicate effectively with others, prepare reports, studies, and recommendations.
- Communicate clearly and concisely, both orally and in writing, operate computer equipment and software applications related to assignments.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade.

License or Certificate

- PC 832
- Possession of a valid California Class C Driver's License
- ICC Fire inspector I

Special Requirements

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed indoors and outdoors. Indoors is an office environment in a carpeted and air-conditioned office area, fluorescent lighting and moderate noise level. Outdoors is with exposure to a variety of weather conditions, exposure to traffic, noise, physical barriers and around heavy equipment and hazardous substances; work on slippery and uneven surfaces; and work in conditions involving fire, chemicals, and fire debris.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects weighing more than 100 lbs. with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CAPTAIN FIRE CAPTAIN/PARAMEDIC

Policy # 2005

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Non-Exempt; Safety

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under direction and supervision of the Division Chief, responds to fire alarms, emergency medical calls, and other emergency calls to protect life and property; serves as the responsible line officer in command of the activities of an assigned fire company; conducts/participates in fire training, fire preventing, public education, station and equipment maintenance activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responds to alarms, assumes command until relieved by a superior officer, and directs assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials, and life-saving and rescue procedures.
- Places hoses, sets ladders, operates fire streams, ventilates and enters burning structures to extinguish fires and perform rescue services.
- Treats patients in accordance with San Diego County Emergency Medical Services protocol and District policy; performs assessments of medical problems and provides emergency medical care and treatment to ill or injured persons in accordance with established policies and procedures.
- Prepares and maintains in a confidential manner a variety of records and reports such as medical information, controlled drug inventory, equipment and station logs, and EMS reports.
- Participates in and supports the quality assurance/quality improvement program.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CAPTAIN FIRE CAPTAIN/PARAMEDIC

Policy # 2005

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Safely operates department vehicles and related emergency medical equipment, radio equipment, personal protective equipment, fire hydrants, rescue and fire suppression miscellaneous tools; operates pneumatic and auxiliary equipment such as generators and pumps. Occasionally operates fire and rescue apparatus, other mechanical equipment, and pressure ventilation fans.
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage.
- Supervises subordinate personnel and evaluates their performance.
- Supports and assists other Paramedics as directed on medical calls.
- Performs fire prevention and pre-fire planning inspections in commercial, industrial and municipal facilities; inspects and maintains fire hydrants.
- Participates in drills and other department training activities; participates in fire watches; participates in self-directed exercise program to maintain physical fitness.
- Studies and keeps up to date on district geography, district rules, regulations, policies/procedures and other training and job related materials.
- Cleans and maintains fire station and grounds; washes, polishes, and performs preventive maintenance on fire apparatus and equipment.
- In the event of a major fire or emergency, may be called in from off duty to work mandatory hours which may include an extended period of time.
- Presents programs and participates in departmental public relations programs as assigned; demonstrates proper procedures and techniques to other employees as assigned.
- Conducts and supervises fire prevention and pre-fire planning inspections in commercial, industrial, and municipal facilities.
- Coordinates, conducts, and supervises company training on a group and individual basis in accordance with district policies and procedures.
- Presents programs and participates in departmental public relations program.
- May be assigned responsibility for a district wide program.
- Assists in annual budget preparation.
- Maintains records and prepares reports as required.
- Demonstrates proper procedures and techniques to other employees as assigned.
- Performs other related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CAPTAIN FIRE CAPTAIN/PARAMEDIC

Policy # 2005

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Knowledge of:

- Firefighting and EMS procedures and equipment
- Fire ground tactics and strategy
- Emergency incident management, specifically the Incident Command System (ICS)
- Principles of incident safety
- Automatic and mutual aid agreements
- Hazardous materials procedures
- Confined space and technical rescue techniques; hazardous materials, fire prevention procedures and related codes
- Rescue operations and procedures
- California vehicular laws related to operation of various firefighting and rescue apparatus
- Mechanical operation and maintenance of pumping engines and brush engines
- Safety principles and practices related to the Fire Service
- Policies, procedures, rules and regulations of the Alpine Fire Protection District
- Geography and street layout of the district and surrounding area
- Laws and regulations pertaining to fire and emergency medical services operations
- Pertinent federal, state, and local laws, codes, and regulations
- Algebraic and arithmetic computations
- English usage, spelling, grammar and punctuation; principles and practices of customer service
- Computer programs such as Microsoft Office, Target Solutions, and ESO Incident Reporting

Ability to:

- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Operate assigned fire apparatus and equipment efficiently in a manner consistent with safety principles
- Carry out specific and general instructions with minimum supervision
- Understand a variety of procedural instructions, both written and oral, and convert to proper actions
- Give oral instructions to others
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public in all types of situations
- Work cooperatively with others and contribute to a successful team effort

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CAPTAIN FIRE CAPTAIN/PARAMEDIC

Policy # 2005

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Communicate clearly and concisely, both orally and in writing
- Prepare and present programs to department staff and the public
- Speak effectively before public gatherings
- Maintain physical endurance and agility
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate an awareness and appreciation of the cultural diversity of the community

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade. Must have completed the classes required for California State Fire Marshal Company Officer Certification.

Experience

Minimum of five years of firefighting experience in an organized firefighting agency. Three of the five years must be with a fire department that provides structural fire protection.

License or Certificate

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver License with satisfactory driving record
- Current California State Certified EMT/Paramedic license or EMT Certification
- Current EMT-P accreditation with the County of San Diego EMS office or EMT Certification
- Current ACLS Card (if a current EMT-P)
- CPR Certification with a minimum rating of BLS-C

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CAPTAIN FIRE CAPTAIN/PARAMEDIC

Policy # 2005

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Special Requirements

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PERFORMANCE TEST – TEST OF STRENGTH AND ABILITY:

The Fire Captain is at times required to perform duties requiring physical strength and ability. If the Captain is not in good physical condition, he/she may endanger him/her self, as well as others. The Fire Captain shall be required to maintain good physical condition and display strength and ability to continue their employment status with the district. The Fire Captain will be examined by the district's physician to ensure their general good health and shall be subject to such tests as required by the district.

Environment

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE CAPTAIN FIRE CAPTAIN/PARAMEDIC

Policy # 2005

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE ENGINEER FIRE ENGINEER/PARAMEDIC

Policy # 2006

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Non-Exempt; Safety

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under direction and supervision of the Fire Captain, responds to fire alarms, emergency medical calls, and other emergency calls to protect life and property; drives, operates, and maintains fire apparatus; participates in fire training, fire prevention, public education, and station and equipment maintenance activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs mathematical calculations for the purpose of assessing proper hydraulic flows.
- Responds to alarms involving fire, all types of accidents, gas leaks, flooded structures, hazardous substances, lifesaving and rescue work.
- Places hoses, sets ladders, operates fire streams, ventilates and enters burning structures to extinguish fires and perform rescue services.
- Treats patients in accordance with San Diego County Emergency Medical Services protocol and district policy; performs assessments of medical problems and provides emergency medical care and treatment to ill or injured persons in accordance with established policies and procedures.
- Interprets electrocardiograms and recognizes cardiac arrhythmias; administers cardiopulmonary resuscitation (CPR), defibrillation, intravenous solutions, emergency bandaging and splinting, places and uses adjunctive breathing devices to maintain an effective airway, and performs other medical procedures as directed by the Base Station Hospital.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE ENGINEER FIRE ENGINEER/PARAMEDIC

Policy # 2006

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Prepares and maintains in a confidential manner a variety of records and reports such as medical information, controlled drug inventory, equipment and station logs, and EMS reports.
- Participates in and supports the quality assurance/quality improvement program.
- Safely operates department vehicles and related emergency medical equipment, radio equipment, personal protective equipment, fire hydrants, rescue and fire suppression miscellaneous tools; operates pneumatic and auxiliary equipment such as generators and pumps. Occasionally operates fire and rescue apparatus, other mechanical equipment, and pressure ventilation fans.
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage.
- Supports and assists other Firefighter/Paramedics as directed on medical calls.
- Performs fire prevention and pre-fire planning inspections in commercial, industrial and municipal facilities; inspects and maintains fire hydrants.
- Participates in drills and other department training activities; participates in fire watches; participates in self-directed exercise program to maintain physical fitness.
- Studies and keeps up to date on district geography, district rules, regulations, policies/procedures and other training and job related materials.
- Cleans and maintains fire station and grounds; washes, polishes, and performs preventive maintenance on fire apparatus and equipment.
- In the event of a major fire or emergency, may be called in from off duty to work mandatory hours which may include an extended period of time.
- Presents programs and participates in departmental public relations programs as assigned; demonstrates proper procedures and techniques to other employees as assigned.
- Performs other related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Mechanical operation and maintenance of pumping engines and brush engines
- Firefighting and EMS procedures and equipment
- Fire ground tactics and strategy
- Emergency incident management, specifically the Incident Command System (ICS)

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE ENGINEER FIRE ENGINEER/PARAMEDIC

Policy # 2006

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Principles of incident safety
- Automatic and mutual aid agreements
- Hazardous materials procedures
- Confined space and technical rescue techniques
- Fire prevention procedures and related codes
- Rescue operations and procedures
- California vehicular laws related to operation of various firefighting and rescue apparatus
- Safety principles and practices related to the Fire Service
- Policies, procedures, rules and regulations of the District
- Geography and street layout of the district and surrounding area
- Laws and regulations pertaining to fire and emergency medical services operations
- Pertinent federal, state, and local laws, codes, and regulations
- Algebraic and arithmetic computation
- English usage, spelling, grammar and punctuation; principles and practices of customer service

Ability to:

- Operate assigned fire apparatus and equipment efficiently in a manner consistent with safety principles
- Carry out specific and general instructions with minimum supervision
- Communicate clearly and concisely, both orally and in writing
- Prepare and present programs to department staff and the public; speak effectively before public gatherings
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions, both written and oral, and convert to proper actions
- Give oral instructions to others
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public in all types of situations
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
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FIRE ENGINEER FIRE ENGINEER/PARAMEDIC

Policy # 2006

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade. Must be an Alpine Fire Protection District Certified Driver Operator, or equivalent. Must have completed appropriate education and training in fire hydraulics, fire apparatus and equipment, or have successfully completed Driver Operator 1A and 1B.

Experience

A minimum of two years of firefighting experience with the Alpine Fire Protection District, or three years full-time experience with a fire department that provides structural fire protection.

License or Certificate

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver License with satisfactory driving record
- Current California State Certified EMT/Paramedic license or EMT Certification
- Current EMT-P accreditation with the County of San Diego EMS office or EMT Certification
- Current ACLS Card (if a current EMT-P)
- CPR Certification with a minimum rating of BLS-C

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the Alpine Fire Protection District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE ENGINEER FIRE ENGINEER/PARAMEDIC

Policy # 2006

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Environment:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning

equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

Physical: CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIREFIGHTER FIREFIGHTER/PARAMEDIC

Policy # 2007

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Non-Exempt; Safety

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under direction and supervision of a Fire Captain, responds to fire alarms, emergency medical calls, and other emergency calls to protect life, property and the environment; provides basic and advanced life support services to ill or injured persons in accordance with established policies; participates in fire training, fire prevention, public education, station and equipment maintenance activities; supervision is received from a Fire Captain or Engineer; direction is received through EMS protocol and emergency medical services manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responds to alarms involving fire, all types of accidents, gas leaks, flooded structures, hazardous substances, lifesaving and rescue work.
- Places hoses, sets ladders, operates fire streams, ventilates and enters burning structures to extinguish fires and perform rescue services.
- Treats patients in accordance with San Diego County Emergency Medical Services protocol and district policy; performs assessments of medical problems and provides emergency medical care and treatment to ill or injured persons in accordance with established policies and procedures.
- Interprets electrocardiograms and recognizes cardiac arrhythmias; administers cardiopulmonary resuscitation (CPR), defibrillation, intravenous solutions, emergency bandaging and splinting, places and uses adjunctive breathing devices to maintain an

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIREFIGHTER FIREFIGHTER/PARAMEDIC

Policy # 2007

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

effective airway, and performs other medical procedures as directed by the Base Station Hospital.

- Prepares and maintains in a confidential manner a variety of records and reports such as medical information, controlled drug inventory, equipment and station logs, and EMS reports.
- Participates in and supports the quality assurance/quality improvement program.
- Safely operates department vehicles and related emergency medical equipment, radio equipment, personal protective equipment, fire hydrants, rescue and fire suppression miscellaneous tools; operates pneumatic and auxiliary equipment such as generators and pumps. Occasionally operates fire and rescue apparatus, other mechanical equipment, and pressure ventilation fans.
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage.
- Supports and assists other Firefighter/Paramedics as directed on medical calls.
- Performs fire prevention and pre-fire planning inspections in commercial, industrial and municipal facilities; inspects and maintains fire hydrants.
- Participates in drills and other department training activities; participates in fire watches; participates in self-directed exercise program to maintain physical fitness.
- Studies and keeps up to date on district geography, district rules, regulations, policies/procedures and other training and job related materials.
- Cleans and maintains fire station and grounds; washes, polishes, and performs preventive maintenance on fire apparatus and equipment.
- In the event of a major fire or emergency, may be called in from off duty to work mandatory hours which may include an extended period of time.
- Presents programs and participates in departmental public relations programs as assigned; demonstrates proper procedures and techniques to other employees as assigned.
- Performs other related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIREFIGHTER FIREFIGHTER/PARAMEDIC

Policy # 2007

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Knowledge of:

- Firefighting and EMS procedures and equipment
- Fire ground tactics and strategy
- Emergency incident management, specifically the Incident Command System (ICS)
- Principles of incident safety
- Automatic and mutual aid agreements
- Hazardous materials procedures
- Confined space and technical rescue techniques
- Fire prevention procedures and related codes
- Rescue operations and procedures
- California vehicular laws related to operation of various firefighting and rescue apparatus
- Safety principles and practices related to the Fire Service
- Policies, procedures, rules and regulations of the Alpine Fire Protection District
- Geography and street layout of the district and surrounding area
- Laws and regulations pertaining to fire and emergency medical services operations
- Pertinent federal, state, and local laws, codes, and regulations
- Algebraic and arithmetic computations
- English usage, spelling, grammar and punctuation; principles and practices of customer service

Ability to:

- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions, both written and oral, and convert to proper actions
- Give oral instructions to others
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIREFIGHTER FIREFIGHTER/PARAMEDIC

Policy # 2007

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade. Must have graduated from a 240-hour Firefighter I Academy accredited by California State Fire Marshal/State Fire Training or equivalent, as determined by the Fire Chief.

License or Certificate

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver License with satisfactory driving record
- Current California State Certified EMT/Paramedic license
- Current EMT-P accreditation with the County of San Diego EMS office
- Current ACLS Card
- CPR Certification with a minimum rating of BLS-C

The following license and certification are required to be obtained within one year of employment, are not subject to waiver, and must be maintained throughout employment:

- Valid California Driver License for fire apparatus
- California State Firefighter I and II Certificates
- NWCG Firefighter Type 1 & 2
- Hazardous Materials First Responder Operational Certificate

Special Requirements

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIREFIGHTER FIREFIGHTER/PARAMEDIC

Policy # 2007

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

WEED ABATEMENT INSPECTOR

Policy # 2008

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Hourly; At-Will; Part-Time; Seasonal

SALARY RANGE

Hourly: \$15.00 - \$20.00

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under the general supervision of the Fire Marshal, this at-will, part-time, seasonal position shall familiarize themselves with the responsibilities, requirements, and duties of the Weed Abatement Program for the Alpine Fire Protection District (AFPD).

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform weed abatement inspections as assigned.
- Issue burn permits.
- Inspect, post, and issue weed abatement notices and re-inspect to determine that compliance has been achieved on all violations.
- Inspect residential water storage tanks (by appointment).
- Issue notices to post address numbers.
- Maintain records pertaining to weed abatement inspections and actions taken.
- Build and maintain positive working relationships with co-workers and the general public using principles of good customer service.
- Prepare correspondence and written reports that are concise, thorough, and grammatically correct.
- Exercise judgement and work with a minimal amount of supervision.
- Operate telephone and office equipment proficiently.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

WEED ABATEMENT INSPECTOR

Policy # 2008

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Utilize common computer software programs including word processing, spreadsheet, and database programs.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above.

Knowledge of:

- Fire prevention methods
- Pertinent rules, laws, and policies related to the weed abatement and burn regulations
- Safe work methods and safety regulations pertaining to the work
- The proper use of English, spelling, grammar and punctuation, computer equipment and software applications related to assignments.

Ability to:

- Learn, interpret, explain, and enforce appropriate codes and ordinances pertaining to weed abatement and burn regulations.
- Drive District vehicles observing legal and defensive driving practices.
- Use initiative and sound independent judgement within established guidelines.
- Understand and carry out oral and written instructions.
- Prepare written correspondence and reports.
- Communicate clearly and concisely, both orally and in writing, operate computer equipment and software applications related to assignments.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

WEED ABATEMENT INSPECTOR

Policy # 2008

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

License or Certificate:

- Possession of a valid California Class C Drivers License
- Desirable: Successful completion of CA OSFM Fire Inspector I series

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a non-smoker and refrain from the use of any tobacco products throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed indoors and outdoors. Indoors is an office environment in a carpeted and air-conditioned office area, fluorescent lighting and moderate noise level. Outdoors is with exposure to a variety of weather conditions, exposure to traffic, noise, physical barriers and around heavy equipment and hazardous substances; work on slippery and uneven surfaces.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level. **OCCASIONAL** running, crawling; lifting and carrying objects with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL

CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

STAFF ASSISTANT - RECEPTIONIST

Policy # 2009

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

CLASSIFICATION

Hourly; At-Will; Part-Time

SALARY RANGE

Hourly - \$15.00 - \$20.00

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under direction and supervision of the Finance Officer, the Part-Time Staff Assistant – Receptionist provides clerical support in the day-to-day operations of the District, interacts with members of the public and other government agencies and answers and routes telephone calls.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Greet and interact with citizens and employees in person and on the telephone ensuring that they are assisted in a prompt, accurate and professional manner.
- Check-in and assist on-site vendors as directed.
- Receive Fire Prevention plan checks for review by Fire Marshal.
- Process and distribute incoming and outgoing mail, packages and faxes.
- Provide independent administrative support to Alpine Fire Protection District's various programs and divisions.
- Assist with the development and maintenance of the District's various policies and procedures manuals.
- Assist with procurement of departmental materials and supplies, including purchase orders.
- Perform web site updates and interface with IT department.
- Operate computers for data entry and word processing.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL

CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

STAFF ASSISTANT - RECEPTIONIST

Policy # 2009

Fire Chief: Bill F. Paskle Approved:

Board Approval: Yes

- Prepare correspondence, agendas, meeting minutes, and other documents. Shall fulfill the duties of Clerk of the Board when necessary.
- Operate office equipment including copy machines, phones, computers, tablets and peripheral equipment.
- Attend meetings, take and transcribe minutes.
- Administrative tasks outside the office as directed by the supervisor.
- Process and review first responder verification forms, department reports and additional reports to assist office personnel.
- Assist with public record requests and annual audit.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Microsoft Office Products
- The proper use of English, spelling, grammar, and punctuation.

Ability to:

- Learn operation of the District's computer software programs
- Operate a variety of office equipment
- Prioritize work and handle multiple complex tasks simultaneously
- Interact well with other employees, members of the public, and other government agencies
- Handle stressful situations with calm and tact
- Follow established procedures; carry out verbal and written instruction
- Maintain files in a logical manner to office standards
- Formulate correspondence and reports using correct grammar and formatting

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

STAFF ASSISTANT - RECEPTIONIST

Policy # 2009

Fire Chief: Bill F. Paskle

Approved:

Board Approval: Yes

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade.

License or Certificate:

- Possession of a valid California Class C Drivers License

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a non-smoker and refrain from the use of any tobacco products throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed indoors in an office environment in a carpeted and air-conditioned office area, fluorescent lighting and moderate noise level.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to use computer equipment and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level. **OCCASIONAL** running, crawling; lifting and carrying objects with or without assistance.

Bill F. Paskle, Fire Chief

Date

ALPINE FIRE PROTECTION DISTRICT
Balance Sheet
 As of July 31, 2019

Jul 31, 19

ASSETS

Current Assets

Checking/Savings

1000 - COUNTY OF SAN DIEGO

1000.01 - Gen. 310100-47500

Committed for UAL (CalPERS)	17,989.00
Committed for Vac-Sick Liabilit	29,191.73
Committed for Capital Accrual	357,554.85
1000.01 - Gen. 310100-47500 - Other	<u>1,146,271.59</u>

Total 1000.01 - Gen. 310100-47500 1,551,007.17

1000.02 - Mitig.310135-47505

Committed for Capital accrual	236,289.21
1000.02 - Mitig.310135-47505 - Other	<u>98,402.83</u>

Total 1000.02 - Mitig.310135-47505 334,692.04

Total 1000 - COUNTY OF SAN DIEGO 1,885,699.21

1001 - OTHER A/C'S

1001.01 - CB&T-Checking 17,378.93

1001.04 - CB&T-(Workers Comp) 8,364.86

1101.06 - CB&T Money Plus

General	51,642.20
Assigned Capital Veh Rep Fund	3,509.07
Assigned Building Accrual Fund	9,353.34
Assigned Equipment Accrual Fund	<u>58,062.50</u>

Total 1101.06 - CB&T Money Plus 122,567.11

1101.09 - CB&T Savings (Grant) 500.41

Total 1001 - OTHER A/C'S 148,811.31

Total Checking/Savings 2,034,510.52

Accounts Receivable

1003 - *Accounts Receivable 69,519.00

Total Accounts Receivable 69,519.00

Other Current Assets

1002 - OTHER CURRENT ASSETS

1002.1 - LAIF 17-37-006

General	17,364.37
Assigned Building Accrual Fund	27,103.24
Assigned Vechicle Replacement	37,500.00
Committed SRPL Funds	18,513.43
Committed Building Accrual Fund	26,723.79
Committed Equipment Replacement	81,303.25
Committed OPEB Liability	38,000.00
Committed Radio Replacement	28,000.00
Committed Vehicle Replacement	228,366.41
Committed Vacation Sick	<u>13,484.26</u>

Total 1002.1 - LAIF 17-37-006 516,358.75

1002.2 - PASIS-Risk Pool Deposit 496,515.64

ALPINE FIRE PROTECTION DISTRICT
Balance Sheet
 As of July 31, 2019

	<u>Jul 31, 19</u>
1002.6 - Petty Cash	70.35
1002.65 - Change Account	100.00
1002.10 - Multi-Bank Securities	
Securities	196,946.85
Total 1002.10 - Multi-Bank Securities	<u>196,946.85</u>
1002.13 - P1R-354391 - Comerica AFPD fund	
Securities	1,600,338.58
Money Market	168,378.50
Total 1002.13 - P1R-354391 - Comerica AFPD fund	<u>1,768,717.08</u>
1002.14 - P1R-114381 - Comerica SRPL fund	
Securities	269,782.24
Money Market	9,144.29
Total 1002.14 - P1R-114381 - Comerica SRPL fund	<u>278,926.53</u>
1002.15 - Deferred Outflows of Resources	3,330,069.00
Total 1002 - OTHER CURRENT ASSETS	<u>6,587,704.20</u>
Total Other Current Assets	<u>6,587,704.20</u>
Total Current Assets	8,691,733.72
Fixed Assets	
1600 - FIXED ASSETS	
1600.01 - Land	1,118,049.00
1600.04 - Equipment & Vehicles	3,911,619.00
1600.05 - Structures and Improvements	9,051,774.00
1600.06 - Construction in Process	571,457.00
1600.07 - Accumulated Depreciation	-5,649,904.00
Total 1600 - FIXED ASSETS	<u>9,002,995.00</u>
Total Fixed Assets	9,002,995.00
TOTAL ASSETS	<u>17,694,728.72</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	21,722.04
Total Accounts Payable	21,722.04
Credit Cards	
2002 - CREDIT CARDS	
CalCard (Bill Paskle)	613.68
CalCard (Alicea Caccavo)	4,322.32
CalCard (Brian Boggeln)	235.23
CalCard (Jason McBroom)	248.79
Total 2002 - CREDIT CARDS	<u>5,420.02</u>
Total Credit Cards	5,420.02
Other Current Liabilities	
1800 - Market value of portfolio	5,118.19
2001 - ACCRUED LIABILITIES	
2001.02 - Accrued Vacation	-92,905.00

ALPINE FIRE PROTECTION DISTRICT
Balance Sheet
 As of July 31, 2019

	<u>Jul 31, 19</u>
Total 2001 - ACCRUED LIABILITIES	-92,905.00
2003 - OTHER LIABILITIES	
2003.12 - SRPL Mitigation Funds	293,819.08
Total 2003 - OTHER LIABILITIES	<u>293,819.08</u>
2100 - PAYROLL LIABILITIES	
2100.01 - Federal Income Tax	-15.00
2100.03 - MediCare Tax	-24.30
2100.04 - CalPERS Retirement - Company	71,228.61
2100.21 - CalPERS Retirement - Employee	-4,254.56
2100.07 - Long Term Disability	28.53
2100.15 - Direct Deposit Liabilities	0.01
2100.17 - Supplemental Life Insurance	-21.80
2100.22 - Health Benefits {ER}	-845.48
2100.23 - Reportable Health Coverage {EE}	699.81
Total 2100 - PAYROLL LIABILITIES	<u>66,795.82</u>
Total Other Current Liabilities	<u>272,828.09</u>
Total Current Liabilities	299,970.15
Long Term Liabilities	
2500 - LONG TERM LIABILITIES	
2500.01 - Compensated Absences	489,914.10
2500.06 - Net Pension Liability Plan 959	10,754,895.00
2500.07 - Net Pension Liability Plan 958	458,923.00
2500.08 - Net Pension Liab. Plan 23014	7,058.00
2500.09 - Net Pension Liab. Plan 23190	635.00
2500.10 - Deferred Inflows of Resources	384,726.00
Total 2500 - LONG TERM LIABILITIES	<u>12,096,151.10</u>
Total Long Term Liabilities	<u>12,096,151.10</u>
Total Liabilities	12,396,121.25
Equity	
1110 - Retained Earnings	19,017.60
3002 - UNRESERVED and UNDESIGNATED	
3002.01 - General Fund Balance	1,553,545.88
3002.02 - Mitigation Fee Fund	2,703.00
Total 3002 - UNRESERVED and UNDESIGNATED	<u>1,556,248.88</u>
3007 - Investment in Fixed Assets	4,587,086.00
Net Income	<u>-863,745.01</u>
Total Equity	5,298,607.47
TOTAL LIABILITIES & EQUITY	<u><u>17,694,728.72</u></u>

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4000 · COUNTY OF S.D.				
4000.01 · 1% Property Tax	69,080.45	3,308,492.00	-3,239,411.55	2.09%
4000.02 · Interest-General Fund	0.00	13,000.00	-13,000.00	0.0%
4000.03 · Mitigation Fees	0.00	45,000.00	-45,000.00	0.0%
4000.04 · Interest-Mitigation Fund	0.00	1,000.00	-1,000.00	0.0%
4000.05 · Benefit Fee-Alpine	722.20	495,875.00	-495,152.80	0.15%
4000.06 · 1% Refunds	-361.89	-19,000.00	18,638.11	1.91%
4000 · COUNTY OF S.D. - Other	0.00	3,798,367.00	-3,798,367.00	0.0%
Total 4000 · COUNTY OF S.D.	69,440.76	7,642,734.00	-7,573,293.24	0.91%
4002 · INTEREST INCOME				
.1 · California Bank & Trust	15.22	100.00	-84.78	15.22%
.2 · PASIS	0.00	6,000.00	-6,000.00	0.0%
.3 · Investments	4,378.74	35,833.00	-31,454.26	12.22%
.4 · LAIF	0.00	7,000.00	-7,000.00	0.0%
4002 · INTEREST INCOME - Other	0.00	48,933.00	-48,933.00	0.0%
Total 4002 · INTEREST INCOME	4,393.96	97,866.00	-93,472.04	4.49%
4005 · OTHER INCOME				
.01 · Plan Check	957.00	11,000.00	-10,043.00	8.7%
.02 · First Responder	0.00	14,000.00	-14,000.00	0.0%
.04 · Other	0.00	45,000.00	-45,000.00	0.0%
.08 · Ambulance Sub-Lease(Restricted)	6,235.56	37,880.00	-31,644.44	16.46%
.09 · ALS Agreement (Restricted)	0.00	116,125.00	-116,125.00	0.0%
.11 · Vehicle Reimbursements	0.00	32,000.00	-32,000.00	0.0%
.12 · SRPL - Mitigation Funds	0.00	26,972.00	-26,972.00	0.0%
4005 · OTHER INCOME - Other	0.00	70,000.00	-70,000.00	0.0%
Total 4005 · OTHER INCOME	7,192.56	352,977.00	-345,784.44	2.04%
4006 · GRANT INCOME				
4006.03 · SD Regional Fire & Emergency	9,000.00	16,891.00	-7,891.00	53.28%
4006.04 · CountySD				
SHGP 2017	0.00	13,261.00	-13,261.00	0.0%
UASI 2017	0.00	4,753.00	-4,753.00	0.0%
Total 4006.04 · CountySD	0.00	18,014.00	-18,014.00	0.0%
4006.14 · Alpine Fire Foundation	0.00	7,800.00	-7,800.00	0.0%
4006.18 · CA Fire Foundation	0.00	7,277.00	-7,277.00	0.0%
4006 · GRANT INCOME - Other	0.00	49,982.00	-49,982.00	0.0%
Total 4006 · GRANT INCOME	9,000.00	99,964.00	-90,964.00	9.0%
Total Income	90,027.28	8,193,541.00	-8,103,513.72	1.1%
Expense				
5003 · GRANT EXPENSES				
5003.03 · SD Regional Fire & Emergency	0.00	16,891.00	-16,891.00	0.0%
5003.04 · CountySD				
SHGP 2018	0.00	13,261.00	-13,261.00	0.0%
SHGP 2019	0.00	13,228.00	-13,228.00	0.0%
UASI 2018	0.00	2,612.00	-2,612.00	0.0%
Total 5003.04 · CountySD	0.00	29,101.00	-29,101.00	0.0%
5003 · GRANT EXPENSES - Other	0.00	45,992.00	-45,992.00	0.0%
Total 5003 · GRANT EXPENSES	0.00	91,984.00	-91,984.00	0.0%
5000 · SALARIES				

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5000.01 - Payroll	196,808.07	1,577,465.00	-1,380,656.93	12.48%
5000.02 - OVERTIME				
Critical Weather	1,156.32	23,332.00	-22,175.68	4.96%
FLSA	3,527.21	28,372.00	-24,844.79	12.43%
Sick Coverage	2,578.80	60,663.00	-58,084.20	4.25%
Strike Team	1,476.16	2,800.00	-1,323.84	52.72%
Training	232.13	26,784.00	-26,551.87	0.87%
Unclassified-Meetings, etc	1,080.84	9,333.00	-8,252.16	11.58%
Vacation-Holiday Coverage	17,739.12	179,750.00	-162,010.88	9.87%
Worker's Comp Coverage	2,312.64	7,000.00	-4,687.36	33.04%
5000.02 - OVERTIME - Other	0.00	338,034.00	-338,034.00	0.0%
Total 5000.02 - OVERTIME	30,103.22	676,068.00	-645,964.78	4.45%
5000 - SALARIES - Other	0.00	1,915,598.00	-1,915,598.00	0.0%
Total 5000 - SALARIES	226,911.29	4,169,131.00	-3,942,219.71	5.44%
5002 - EMPLOYEE BENEFITS				
5002.01 - Educational Incentive	35,380.28	116,015.00	-80,634.72	30.5%
5002.02 - Vacation/Sick Leave Expense	0.00	167,836.00	-167,836.00	0.0%
5002.03 - Medicare / Employer Exp	3,744.04	37,480.00	-33,735.96	9.99%
5002.04 - Retirement - Pers	199,915.75	341,672.00	-141,756.25	58.51%
5002.4a - Retirement UAL Payments	373,383.00	386,681.00	-13,298.00	96.56%
5002.05 - Group Medical Ins	36,156.86	388,413.00	-352,256.14	9.31%
5002.06 - Life Insurance	490.04	5,704.00	-5,213.96	8.59%
5002.07 - LTD Insurance	722.09	5,307.00	-4,584.91	13.61%
5002.08 - Social Security(Employer)	259.23	2,803.00	-2,543.77	9.25%
5002.09 - Payroll Expenses	94.00	600.00	-506.00	15.67%
5002.10 - Retirement 401 (a)	541.25	5,000.00	-4,458.75	10.83%
5002 - EMPLOYEE BENEFITS - Other	0.00	1,457,511.00	-1,457,511.00	0.0%
Total 5002 - EMPLOYEE BENEFITS	650,686.54	2,915,022.00	-2,264,335.46	22.32%
5006 - UNEMPLOYMENT	1,993.59	4,000.00	-2,006.41	49.84%
5007 - CLOTHING				
5007.01 - Uniforms				
Uniforms	197.52	7,890.00	-7,692.48	2.5%
Accessories	0.00	1,500.00	-1,500.00	0.0%
5007.01 - Uniforms - Other	0.00	9,390.00	-9,390.00	0.0%
Total 5007.01 - Uniforms	197.52	18,780.00	-18,582.48	1.05%
5007.02 - Boots	153.23	2,520.00	-2,366.77	6.08%
5007.03 - Turn Outs/Helmets	0.00	17,375.00	-17,375.00	0.0%
5007.04 - Wildland gear	0.00	1,640.00	-1,640.00	0.0%
5007 - CLOTHING - Other	0.00	30,925.00	-30,925.00	0.0%
Total 5007 - CLOTHING	350.75	71,240.00	-70,889.25	0.49%
5008 - COMMUNICATION				
5008.01 - HCFA ,RCS - Internet	35,688.42	113,107.00	-77,418.58	31.55%
5008.02 - Mobile Communications	223.92	3,175.00	-2,951.08	7.05%
5008.03 - Mobile Data Terminals	0.00	3,151.00	-3,151.00	0.0%
5008.05 - Emergency Operations Center EOC	0.00	200.00	-200.00	0.0%
5008 - COMMUNICATION - Other	0.00	119,633.00	-119,633.00	0.0%
Total 5008 - COMMUNICATION	35,912.34	239,266.00	-203,353.66	15.01%
5009 - PASIS (Workers Comp)				
5009.01 - Administrative	70,344.00	93,519.00	-23,175.00	75.22%

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5009.02 · Claim Related	10,242.43	100,000.00	-89,757.57	10.24%
5009 · PASIS (Workers Comp) - Other	0.00	193,519.00	-193,519.00	0.0%
Total 5009 · PASIS (Workers Comp)	80,586.43	387,038.00	-306,451.57	20.82%
5010 · HOUSEHOLD	0.00	4,563.00	-4,563.00	0.0%
5011 · FAIRA	16,343.00	13,531.00	2,812.00	120.78%
5012 · MAINTENANCE - EQUIPMENT				
5012.01 · E17 (2015 KME)	41.30	20,055.00	-20,013.70	0.21%
5012.02 · E217 (2002 KME)	330.71	14,070.00	-13,739.29	2.35%
5012.03 · B17 (2002 International)	174.01	13,495.00	-13,320.99	1.29%
5012.04 · U17 (1998-Ford F150)	0.00	200.00	-200.00	0.0%
5012.05 · Rescue Tools	0.00	750.00	-750.00	0.0%
5012.06 · Hydrant	0.00	100.00	-100.00	0.0%
5012.07 · Generator	0.00	2,021.00	-2,021.00	0.0%
5012.08 · SCBA - Compressor	0.00	1,852.00	-1,852.00	0.0%
5012.09 · Portable Extinguishers	0.00	170.00	-170.00	0.0%
5012.10 · Ladder Testing	0.00	400.00	-400.00	0.0%
5012.11 · Misc.Equipment	81.63	800.00	-718.37	10.2%
5012.12 · Fuel	2,391.22	26,020.00	-23,628.78	9.19%
5012.13 · Foam (Class A/B)	0.00	1,000.00	-1,000.00	0.0%
5012.14 · Fire Hose/Hose Packs	0.00	4,000.00	-4,000.00	0.0%
5012.15 · Vehicle Maintenance Software	1,431.00	1,542.00	-111.00	92.8%
5012.16 · Air Compressor - Station	0.00	800.00	-800.00	0.0%
5012.18 · 2007 Ranger (4706)	166.14	2,100.00	-1,933.86	7.91%
5012.19 · SCBA's	0.00	775.00	-775.00	0.0%
5012.20 · 2008 Ford Expedition (4705)	176.27	1,250.00	-1,073.73	14.1%
5012.21 · 2012 Dodge Ram Truck 0966(4701)	0.00	3,950.00	-3,950.00	0.0%
5012.22 · 2012 Dodge Ram Truck 0965(4702)	209.97	6,400.00	-6,190.03	3.28%
5012 · MAINTENANCE - EQUIPMENT - Other	0.00	101,750.00	-101,750.00	0.0%
Total 5012 · MAINTENANCE - EQUIPMENT	5,002.25	203,500.00	-198,497.75	2.46%
5013 · MAINTENANCE - RADIOS				
5013.01 · Maintenance Contract	300.00	3,600.00	-3,300.00	8.33%
5013.02 · Other radio maintenance	0.00	2,000.00	-2,000.00	0.0%
5013 · MAINTENANCE - RADIOS - Other	0.00	5,600.00	-5,600.00	0.0%
Total 5013 · MAINTENANCE - RADIOS	300.00	11,200.00	-10,900.00	2.68%
5014 · MAINTENANCE - STRUCTURES				
5014.01 · Station 17				
Station Maintenance	-349.32	12,620.00	-12,969.32	-2.77%
Plymovent System	0.00	1,970.00	-1,970.00	0.0%
Gym Equipment	0.00	500.00	-500.00	0.0%
Grounds Maintenance	45.99	1,000.00	-954.01	4.6%
5014.01 · Station 17 - Other	0.00	16,090.00	-16,090.00	0.0%
Total 5014.01 · Station 17	-303.33	32,180.00	-32,483.33	-0.94%
5014.02 · HVAC Maintenance	0.00	2,580.00	-2,580.00	0.0%
5014.03 · Apparatus Bay Doors & Gates	2,327.95	11,386.00	-9,058.05	20.45%
5014.04 · Alarm System	217.50	3,531.00	-3,313.50	6.16%
5014 · MAINTENANCE - STRUCTURES - Other	0.00	33,587.00	-33,587.00	0.0%
Total 5014 · MAINTENANCE - STRUCTURES	2,242.12	83,264.00	-81,021.88	2.69%
5015 · MEDICAL SUPPLIES				
5015.01 · Disposable Supplies	0.00	1,000.00	-1,000.00	0.0%

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5015.02 · Defib. supplies	0.00	500.00	-500.00	0.0%
5015.03 · Medic Engine Equipment	0.00	500.00	-500.00	0.0%
5015.04 · Defib.maintenance	0.00	50.00	-50.00	0.0%
5015.05 · Multi Casualty Trailer	0.00	300.00	-300.00	0.0%
5015.07 · Narcotic Disposal	162.00	475.00	-313.00	34.11%
5015 · MEDICAL SUPPLIES - Other	0.00	2,825.00	-2,825.00	0.0%
Total 5015 · MEDICAL SUPPLIES	162.00	5,650.00	-5,488.00	2.87%
5016 · MEMBERSHIP	2,332.00	4,018.00	-1,686.00	58.04%
5018 · OFFICE EXPENSE				
5018.01 · Expendable Supplies	136.66	1,750.00	-1,613.34	7.81%
5018.02 · Postage	100.00	800.00	-700.00	12.5%
5018.03 · Office Equip.& Maintenance	2,555.06	35,367.00	-32,811.94	7.22%
5018.04 · CrewSense/ WebStaff maintenance	198.00	1,200.00	-1,002.00	16.5%
5018 · OFFICE EXPENSE - Other	0.00	39,117.00	-39,117.00	0.0%
Total 5018 · OFFICE EXPENSE	2,989.72	78,234.00	-75,244.28	3.82%
5019 · PROFESSIONAL FEES				
5019.01 · Legal Counsel	3,615.00	17,500.00	-13,885.00	20.66%
5019.02 · Auditor	0.00	10,450.00	-10,450.00	0.0%
5019 · PROFESSIONAL FEES - Other	0.00	27,950.00	-27,950.00	0.0%
Total 5019 · PROFESSIONAL FEES	3,615.00	55,900.00	-52,285.00	6.47%
5023 · TRAINING				
5023.01 · Training Incidentals	1,458.31	2,500.00	-1,041.69	58.33%
5023.03 · HTF	7,324.00	14,521.00	-7,197.00	50.44%
5023.04 · Education	819.99	8,000.00	-7,180.01	10.25%
5023.05 · Workshops	0.00	3,250.00	-3,250.00	0.0%
5023 · TRAINING - Other	0.00	28,271.00	-28,271.00	0.0%
Total 5023 · TRAINING	9,602.30	56,542.00	-46,939.70	16.98%
5025 · WORKSHOPS-MANAGEMENT				
5025.01 · Administrative	241.96	6,120.00	-5,878.04	3.95%
5025.02 · Chief Officers	1,383.49	15,850.00	-14,466.51	8.73%
5025.03 · Board Members	281.96	2,500.00	-2,218.04	11.28%
5025.04 · In House Training	3,726.96	6,628.00	-2,901.04	56.23%
5025 · WORKSHOPS-MANAGEMENT - Other	0.00	31,098.00	-31,098.00	0.0%
Total 5025 · WORKSHOPS-MANAGEMENT	5,634.37	62,196.00	-56,561.63	9.06%
5028 · UTILITIES				
5028.01 · SDG&E	6,504.35	36,926.00	-30,421.65	17.62%
5028.02 · Telephone	452.29	4,565.00	-4,112.71	9.91%
5028.03 · Water	529.13	7,329.00	-6,799.87	7.22%
5028.04 · Trash	187.00	1,205.00	-1,018.00	15.52%
5028.05 · Sewer	0.00	860.00	-860.00	0.0%
5028 · UTILITIES - Other	0.00	50,885.00	-50,885.00	0.0%
Total 5028 · UTILITIES	7,672.77	101,770.00	-94,097.23	7.54%
5030 · SPECIAL DISTRICT EXPENSE				
5030.01 · District Operations	421.46	3,425.00	-3,003.54	12.31%
5030.02 · Publishing	0.00	660.00	-660.00	0.0%
5030.04 · County Admin.Fees	587.39	51,135.00	-50,547.61	1.15%
5030.05 · Rehab-Fire Ground Meals	48.72	1,000.00	-951.28	4.87%
5030.06 · FIT Tests/HepBC/Wellness	0.00	31,798.00	-31,798.00	0.0%
5030.08 · LAFCO Budget	2,347.87	2,348.00	-0.13	99.99%

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5030.10 · Web Site	75.00	160.00	-85.00	46.88%
5030.11 · Recruitment-New Hires	0.00	775.00	-775.00	0.0%
5030 · SPECIAL DISTRICT EXPENSE - Other	0.00	91,301.00	-91,301.00	0.0%
Total 5030 · SPECIAL DISTRICT EXPENSE	3,480.44	182,602.00	-179,121.56	1.91%
5031 · DIRECTORS FEES	500.00	7,000.00	-6,500.00	7.14%
5032 · FIRE PREVENTION				
5032.01 · Public Education	0.00	4,850.00	-4,850.00	0.0%
5032.02 · Supplies	960.78	2,935.00	-1,974.22	32.74%
5032.03 · Classes	248.79	4,440.00	-4,191.21	5.6%
5032.04 · Mapping	0.00	700.00	-700.00	0.0%
5032 · FIRE PREVENTION - Other	0.00	12,925.00	-12,925.00	0.0%
Total 5032 · FIRE PREVENTION	1,209.57	25,850.00	-24,640.43	4.68%
5035 · UNCAPITALIZED EQUIPMENT				
Communications	0.00	4,500.00	-4,500.00	0.0%
Engines	0.00	2,113.00	-2,113.00	0.0%
Facilities	0.00	2,831.00	-2,831.00	0.0%
Office	0.00	4,900.00	-4,900.00	0.0%
Operations	0.00	5,250.00	-5,250.00	0.0%
Vehicles	0.00	3,765.00	-3,765.00	0.0%
5035 · UNCAPITALIZED EQUIPMENT - Other	2,540.32	23,359.00	-20,818.68	10.88%
Total 5035 · UNCAPITALIZED EQUIPMENT	2,540.32	46,718.00	-44,177.68	5.44%
5037 · CAPITAL EXP. - EQUIPMENT	0.00	124,173.00	-124,173.00	0.0%
5038 · CONTINGENCY FUND	0.00	120,969.00	-120,969.00	0.0%
5039 · EMERGENCY FUND	0.00	5,000.00	-5,000.00	0.0%
5050 · INTERFUND TRANSFERS	0.00	691,672.00	-691,672.00	0.0%
5040 · FUND ACCURAL ACCOUNTS	0.00	345,869.00	-345,869.00	0.0%
Total Expense	1,060,066.80	10,107,902.00	-9,047,835.20	10.49%
Net Income	-970,039.52	-1,914,361.00	944,321.48	50.67%

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss
July 2019

	<u>Jul 19</u>
Income	
4000 · COUNTY OF S.D.	
4000.01 · 1% Property Tax	17,733.75
4000.02 · Interest-General Fund	0.00
4000.04 · Interest-Mitigation Fund	0.00
4000.05 · Benefit Fee-Alpine	722.20
Total 4000 · COUNTY OF S.D.	<u>18,455.95</u>
4002 · INTEREST INCOME	
.1 · California Bank & Trust	15.22
.3 · Investments	4,378.74
Total 4002 · INTEREST INCOME	<u>4,393.96</u>
4005 · OTHER INCOME	
.01 · Plan Check	348.00
.08 · Ambulance Sub-Lease(Restricted)	3,117.78
Total 4005 · OTHER INCOME	<u>3,465.78</u>
4006 · GRANT INCOME	
4006.03 · SD Regional Fire & Emergency	9,000.00
Total 4006 · GRANT INCOME	<u>9,000.00</u>
Total Income	35,315.69
Expense	
5000 · SALARIES	
5000.01 · Payroll	130,039.58
5000.02 · OVERTIME	
Critical Weather	1,156.32
FLSA	2,341.78
Unclassified-Meetings, etc	460.96
Vacation-Holiday Coverage	12,747.60
Worker's Comp Coverage	2,312.64
Total 5000.02 · OVERTIME	<u>19,019.30</u>
Total 5000 · SALARIES	149,058.88
5002 · EMPLOYEE BENEFITS	
5002.01 · Educational Incentive	35,380.28
5002.02 · Vacation/Sick Leave Expense	0.00
5002.03 · Medicare / Employer Exp	2,672.82
5002.04 · Retirement - Pers	178,917.19
5002.4a · Retirement UAL Payments	373,383.00
5002.05 · Group Medical Ins	23,862.64
5002.06 · Life Insurance	306.04
5002.07 · LTD Insurance	490.91
5002.08 · Social Security(Employer)	136.67
5002.09 · Payroll Expenses	44.00
5002.10 · Retirement 401 (a)	367.50
Total 5002 · EMPLOYEE BENEFITS	<u>615,561.05</u>
5006 · UNEMPLOYMENT	1,993.59
5007 · CLOTHING	

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss
 July 2019

	<u>Jul 19</u>
5007.01 · Uniforms	
Uniforms	197.52
Total 5007.01 · Uniforms	197.52
5007.02 · Boots	153.23
Total 5007 · CLOTHING	350.75
5008 · COMMUNICATION	
5008.01 · HCFA ,RCS - Internet	544.52
5008.02 · Mobile Communications	223.92
Total 5008 · COMMUNICATION	768.44
5009 · PASIS (Workers Comp)	
5009.01 · Administrative	70,344.00
5009.02 · Claim Related	2,784.93
Total 5009 · PASIS (Workers Comp)	73,128.93
5011 · FAIRA	16,343.00
5012 · MAINTENANCE - EQUIPMENT	
5012.02 · E217 (2002 KME)	330.71
5012.03 · B17 (2002 International)	174.01
5012.12 · Fuel	2,391.22
5012.15 · Vehicle Maintenance Software	1,431.00
5012.18 · 2007 Ranger (4706)	166.14
5012.22 · 2012 Dodge Ram Truck 0965(4702)	209.97
Total 5012 · MAINTENANCE - EQUIPMENT	4,703.05
5013 · MAINTENANCE - RADIOS	
5013.01 · Maintenance Contract	300.00
Total 5013 · MAINTENANCE - RADIOS	300.00
5014 · MAINTENANCE - STRUCTURES	
5014.01 · Station 17	
Station Maintenance	-409.42
Grounds Maintenance	45.99
Total 5014.01 · Station 17	-363.43
5014.03 · Apparatus Bay Doors & Gates	2,327.95
5014.04 · Alarm System	217.50
Total 5014 · MAINTENANCE - STRUCTURES	2,182.02
5015 · MEDICAL SUPPLIES	
5015.07 · Narcotic Disposal	162.00
Total 5015 · MEDICAL SUPPLIES	162.00
5016 · MEMBERSHIP	2,332.00
5018 · OFFICE EXPENSE	
5018.02 · Postage	100.00
5018.03 · Office Equip.& Maintenance	1,902.06
5018.04 · CrewSense/ WebStaff maintenance	99.00
Total 5018 · OFFICE EXPENSE	2,101.06
5019 · PROFESSIONAL FEES	
5019.01 · Legal Counsel	3,615.00
Total 5019 · PROFESSIONAL FEES	3,615.00

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss
July 2019

	<u>Jul 19</u>
5023 · TRAINING	
5023.01 · Training Incidentals	1,458.31
5023.03 · HTF	7,324.00
5023.04 · Education	819.99
Total 5023 · TRAINING	<u>9,602.30</u>
5025 · WORKSHOPS-MANAGEMENT	
5025.01 · Administrative	241.96
5025.02 · Chief Officers	1,832.46
5025.03 · Board Members	281.96
5025.04 · In House Training	3,431.96
Total 5025 · WORKSHOPS-MANAGEMENT	<u>5,788.34</u>
5028 · UTILITIES	
5028.01 · SDG&E	2,871.44
5028.02 · Telephone	452.29
5028.03 · Water	529.13
5028.04 · Trash	93.50
Total 5028 · UTILITIES	<u>3,946.36</u>
5030 · SPECIAL DISTRICT EXPENSE	
5030.01 · District Operations	37.30
5030.04 · County Admin.Fees	488.87
5030.08 · LAFCO Budget	2,347.87
5030.16 · Reimbursable expenses	0.00
Total 5030 · SPECIAL DISTRICT EXPENSE	<u>2,874.04</u>
5031 · DIRECTORS FEES	500.00
5032 · FIRE PREVENTION	
5032.02 · Supplies	960.78
5032.03 · Classes	248.79
Total 5032 · FIRE PREVENTION	<u>1,209.57</u>
5035 · UNCAPITALIZED EQUIPMENT	<u>2,540.32</u>
Total Expense	<u>899,060.70</u>
Net Income	<u><u>-863,745.01</u></u>

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
 July 2019

	Date	Num	Name	Memo	Split	Amount
5000 - SALARIES						
Total 5000.01 - Payroll						130,039.58
5000.02 - OVERTIME						
Total Critical Weather						1,156.32
Total FLSA						2,341.78
Total Unclassified-Meetings, etc						460.96
Total Vacation-Holiday Coverage						12,747.60
Total Worker's Comp Coverage						2,312.64
Total 5000.02 - OVERTIME						19,019.30
Total 5000 - SALARIES						149,058.88
5002 - EMPLOYEE BENEFITS						
Total 5002.01 - Educational Incentive						35,380.28
Total 5002.02 - Vacation/Sick Leave Expense						0.00
Total 5002.03 - Medicare / Employer Exp						2,672.82
Total 5002.04 - Retirement - Pers						178,917.19
5002.4a - Retirement UAL Payments						
	07/01/2019	15710370	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 959 (Safety 3%@50 Classic)	2000 - Accounts Payable	365,576.00
	07/01/2019	15710357	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 958 (Misc 2.7%@55 Classic)	2000 - Accounts Payable	6,019.00
	07/01/2019	15710383	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 23190 (Misc 2%@60 Classic)	2000 - Accounts Payable	1,519.00
	07/01/2019	15710394	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 25877 (Safety PEPRA 2.7%@57 Classic)	2000 - Accounts Payable	269.00
Total 5002.4a - Retirement UAL Payments						373,383.00
Total 5002.05 - Group Medical Ins						23,862.64
Total 5002.06 - Life Insurance						306.04
Total 5002.07 - LTD Insurance						490.91
Total 5002.08 - Social Security(Employer)						136.67
Total 5002.09 - Payroll Expenses						44.00
Total 5002.10 - Retirement 401 (a)						367.50
Total 5002 - EMPLOYEE BENEFITS						615,561.05
Total 5006 - UNEMPLOYMENT						1,993.59
5007 - CLOTHING						
5007.01 - Uniforms						
Uniforms						
	07/11/2019	9046	CORPORATE CLOTHIERS	A. Caccavo & H. Hughes: Qty 6 shirts; 2 sweaters - Embroidery only	2000 - Accounts Payable	77.58
	07/11/2019		Lands End	H. Hughes: return pair of uniform pants	CalCard (Alicea Caccavo)	-68.59
	07/25/2019	72519	UNIFORMS PLUS	M. Swaney: 1 short sleeved shirt; 2 pants	2000 - Accounts Payable	188.53
Total Uniforms						197.52
Total 5007.01 - Uniforms						197.52
5007.02 - Boots						
	07/29/2019	IN1362723	MUNICIPAL EMERGENCY SERVICES INC	C Ross Pro warrington boots (Paid \$129.07 on Quote inadvertently)	2000 - Accounts Payable	153.23
Total 5007.02 - Boots						153.23
Total 5007 - CLOTHING						350.75
5008 - COMMUNICATION						
5008.01 - HCFA ,RCS - Internet						
	07/01/2019	FY19/20	ALPINE FIREFIGHTERS ASSN.	5 Admin Cox cable boxes through the Local 2638 - for television reception for emergencies	2000 - Accounts Payable	395.52
	07/10/2019	00131101026784011907	COX COMMUNICATIONS	Internet 7/9-8/8/19	2000 - Accounts Payable	149.00
Total 5008.01 - HCFA ,RCS - Internet						544.52
5008.02 - Mobile Communications						

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
 July 2019

	Date	Num	Name	Memo	Split	Amount
	07/01/2019	9833237577	VERIZON WIRELESS	-0050 BB, -0592 JMB, -5562 BR17, -9741 E217, -3866 BP, -3339 E17, -5729 AC	2000 · Accounts Payable	223.92
Total 5008.02 · Mobile Communications						223.92
Total 5008 · COMMUNICATION						768.44
5009 - PASIS (Workers Comp)						
5009.01 - Administrative						
	07/01/2019	FY19/20	PASIS - CITY OF SAN MARCOS	Q1 = \$70,344; Q2 = \$; Q3=\$; Q4=\$ Total=\$92,390	2000 · Accounts Payable	70,344.00
Total 5009.01 · Administrative						70,344.00
Total 5009.02 · Claim Related						2,784.93
Total 5009 · PASIS (Workers Comp)						73,128.93
5011 - FAIRA						
	07/01/2019	2019-01	FAIRA	2019/20 FTY business insurance coverage Property, Management Liability, Umbrella Policy	2000 · Accounts Payable	16,343.00
Total 5011 · FAIRA						16,343.00
5012 - MAINTENANCE - EQUIPMENT						
5012.02 - E217 (2002 KME)						
	07/05/2019	008279	NAPA - COUNTY MOTOR PARTS	Push on/off; tail light right; bulb	2000 · Accounts Payable	133.42
	07/07/2019	008403	NAPA - COUNTY MOTOR PARTS	Lift support hood	2000 · Accounts Payable	150.83
	07/07/2019	008384	NAPA - COUNTY MOTOR PARTS	Blister pack capsules	2000 · Accounts Payable	14.96
	07/11/2019	008569	NAPA - COUNTY MOTOR PARTS	Return Lift support & hood	2000 · Accounts Payable	-60.56
	07/22/2019	7294	TELE-LITE, INC	Upper knuckle for Honda portable generator	2000 · Accounts Payable	52.00
	07/29/2019	009964	NAPA - COUNTY MOTOR PARTS	Tire valve stem	2000 · Accounts Payable	40.06
Total 5012.02 · E217 (2002 KME)						330.71
5012.03 - B17 (2002 International)						
	07/09/2019	008532	NAPA - COUNTY MOTOR PARTS	Plug tap	2000 · Accounts Payable	7.53
	07/10/2019	01SDI53574	DION & SONS	This was entered for Dion & Sons by mistake, should've been Dion Trucking	2000 · Accounts Payable	83.24
	07/10/2019	01SDI53574	DION INTERNATIONAL TRUCKS	Washer windshield sensor	2000 · Accounts Payable	83.24
Total 5012.03 · B17 (2002 International)						174.01
5012.12 - Fuel						
	07/01/2019	10357378 FY19/20	COUNTYS-D-DEH	Facility Permit base fee & State surcharge for CUPA program oversite	2000 · Accounts Payable	403.00
	07/09/2019	S107346-1	DION & SONS	Diesel Fuel qty in gallons: 600	2000 · Accounts Payable	1,617.60
	07/09/2019	S107346-1	DION & SONS	Environmental Compliance Fee	2000 · Accounts Payable	7.50
	07/09/2019	S107346-1	DION & SONS	Fuel Surcharge	2000 · Accounts Payable	9.95
	07/09/2019	S107346-1	DION & SONS	SD County 7.75%	2000 · Accounts Payable	126.76
	07/09/2019	S107346-1	DION & SONS	Diesel Tax 5.75%	2000 · Accounts Payable	93.05
	07/09/2019	S107346-1	DION & SONS	State Highway Use Tax	2000 · Accounts Payable	216.00
	07/09/2019	S107346-1	DION & SONS	Federal Excise tax diesel	2000 · Accounts Payable	0.60
	07/09/2019	S107346-1	DION & SONS	Fed Excise tax & gas tax credit	2000 · Accounts Payable	0.00
	07/31/2019	Ck#19077	DION & SONS	Payment for Dion Truck was included in pmt to Dion & Sons; ck# 19077 dep; credited overpayment	2000 · Accounts Payable	-83.24
Total 5012.12 · Fuel						2,391.22
5012.15 - Vehicle Maintenance Software						
	07/01/2019	TSINV00000030822	TARGET SOLUTIONS	FY19/20 - Check it NPP	2000 · Accounts Payable	1,431.00
Total 5012.15 · Vehicle Maintenance Software						1,431.00
5012.18 - 2007 Ranger (4706)						
	07/19/2019	009240	NAPA - COUNTY MOTOR PARTS	New Battery	2000 · Accounts Payable	166.14
Total 5012.18 · 2007 Ranger (4706)						166.14
5012.22 - 2012 Dodge Ram Truck 0965(4702)						
	07/08/2019		MEMO BILLING	Pelican Coolers: 4702	CalCard (Brian Boggein)	209.97

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
July 2019

	Date	Num	Name	Memo	Split	Amount
Total 5012.22 - 2012 Dodge Ram Truck 0965(4702)						209.97
Total 5012 - MAINTENANCE - EQUIPMENT						4,703.05
5013 - MAINTENANCE - RADIOS						
5013.01 - Maintenance Contract						
	07/26/2019	616315	DAY WIRELESS SYSTEMS	Maintenance contract: 2019/07	2000 - Accounts Payable	300.00
Total 5013.01 - Maintenance Contract						300.00
Total 5013 - MAINTENANCE - RADIOS						300.00
5014 - MAINTENANCE - STRUCTURES						
5014.01 - Station 17						
Station Maintenance						
	07/09/2019	9603839466	STAPLES	Refund of ceiling tiles arrived damaged	CalCard (Alicea Caccavo)	-409.42
	07/19/2019	27513/1	ACE HARDWARE INC	EOC lighting: wire, connector	2000 - Accounts Payable	37.29
	07/23/2019	CM 27550/1	ACE HARDWARE INC	EOC lighting: wire, connector (Inv # 27513/1)	2000 - Accounts Payable	-37.29
Total Station Maintenance						-409.42
Grounds Maintenance						
	07/10/2019	27405/1	ACE HARDWARE INC	Sprinkler repair: street elbow, nipple, sprinklers	2000 - Accounts Payable	45.99
Total Grounds Maintenance						45.99
Total 5014.01 - Station 17						-363.43
5014.03 - Apparatus Bay Doors & Gates						
	07/17/2019	74216	HOUSE OF AUTOMATION	Service order #41483: new replacement gate hinges	2000 - Accounts Payable	804.95
	07/19/2019	74235	HOUSE OF AUTOMATION	Service order #42078: Opticom sensor swing gates; exit loop wires on bi-parting gate	2000 - Accounts Payable	198.00
	07/22/2019	74278	HOUSE OF AUTOMATION	Order 56551 & 41484: strobe sensor on swing gate plus install	2000 - Accounts Payable	1,325.00
Total 5014.03 - Apparatus Bay Doors & Gates						2,327.95
5014.04 - Alarm System						
	07/01/2019	21011227	JOHNSON CONTROL Laka SIMPLEXGRINNE	Fire alarm system INSPECTIONS 3/1/2017 - 2/28/2022 2019/07	2000 - Accounts Payable	91.25
	07/02/2019	21071709	JOHNSON CONTROL Laka SIMPLEXGRINNE	Fire alarm system MONITORING 5/1/2017 - 4/30/2022 2019/08	2000 - Accounts Payable	35.00
	07/02/2019	21071779	JOHNSON CONTROL Laka SIMPLEXGRINNE	Fire alarm system INSPECTIONS 3/1/2017 - 2/28/2022 2019/08	2000 - Accounts Payable	91.25
Total 5014.04 - Alarm System						217.50
Total 5014 - MAINTENANCE - STRUCTURES						2,182.02
5015 - MEDICAL SUPPLIES						
5015.07 - Narcotic Disposal						
	07/01/2019	10357378 FY19/20	COUNTYS-DEH	HazMat - Sharps Disposal Permit & Materials Ivy	2000 - Accounts Payable	162.00
Total 5015.07 - Narcotic Disposal						162.00
Total 5015 - MEDICAL SUPPLIES						162.00
5016 - MEMBERSHIP						
	07/01/2019	FY19/20	FDAC	FDAC: Annual membership FY 19/20	2000 - Accounts Payable	352.00
	07/01/2019	FY19/20	CSDA, SAN DIEGO CHAPTER	District Membership: FY19/20	2000 - Accounts Payable	150.00
	07/01/2019	FY19/20	NATIONAL FIRE PROTECTION ASSOC - NF	J. McBroom FY19/20 (5/31/19-7/28/2020)	2000 - Accounts Payable	175.00
	07/01/2019	FY19/20	AMERICAN FIRE SPRINKLER ASSOCIATION	J. McBroom: FY19/20	2000 - Accounts Payable	100.00
	07/01/2019	FY19/20	CALIFORNIA FIRE CHIEFS ASSOC. - FPO	J. McBroom: Membership FY19/20	2000 - Accounts Payable	55.00
	07/01/2019	FY19/20	SDCFCA-Training Officers	B. Boggeln: Membership FY 19/20	2000 - Accounts Payable	50.00
	07/01/2019	FY19/20	SDCFCA - Admin Section	A. Caccavo & H. Hughes: Membership FY 19/20	2000 - Accounts Payable	45.00
	07/08/2019	FY 19/20	SDCFCA - Fire Chief	B.Paskle, FY 19/20	2000 - Accounts Payable	100.00
	07/16/2019	90251 FY 19/20	IAFC (INTL ASSN OF FIRE CHIEFS)	IAFC Dues \$195+Division Dues \$65+Fire & Life Safety \$25.00=\$285.00	2000 - Accounts Payable	285.00
	07/17/2019	FY19/20	CALIFORNIA FIRE CHIEFS ASSOC.	Tier 2: B.Paskle, B. Boggeln, J. McBroom FY19/20	2000 - Accounts Payable	960.00
	07/19/2019	FY19/20	AFSS-SOUTHERN DIVISION	A. Caccavo: Membership FY 19/20	2000 - Accounts Payable	60.00
Total 5016 - MEMBERSHIP						2,332.00

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
 July 2019

	Date	Num	Name	Memo	Split	Amount
5018 - OFFICE EXPENSE						
5018.02 - Postage						
	07/30/2019	eft	FP POSTAGE RESET	Postage download Counter 1	1001.01 - CB&T-Checking	100.00
Total 5018.02 - Postage						100.00
5018.03 - Office Equip.& Maintenance						
	07/08/2019	14958	EXCEDEO - IT SUPPORT PROS	Network Administration: NOC Agent (11 comps @ \$45 - anti virus; logmein; MS updates) 2019/06	2000 - Accounts Payable	495.00
	07/08/2019	14958	EXCEDEO - IT SUPPORT PROS	Virtual Server \$250; Virtual Host \$50	2000 - Accounts Payable	300.00
	07/08/2019	14958	EXCEDEO - IT SUPPORT PROS	Backup: cloud & on premise	2000 - Accounts Payable	253.00
	07/08/2019	14958	EXCEDEO - IT SUPPORT PROS	Firewall; routers, network printer support	2000 - Accounts Payable	150.00
	07/08/2019	14958	EXCEDEO - IT SUPPORT PROS	Vendor Management: 5 vendors troubleshooting	2000 - Accounts Payable	150.00
	07/08/2019	14958	EXCEDEO - IT SUPPORT PROS	sales tax	2000 - Accounts Payable	9.92
	07/19/2019	R1104129558	FP MAILING SOLUTIONS_RENTAL	7/13 - 10/12/19	2000 - Accounts Payable	87.28
	07/19/2019	390517266	USBANK (COPIER LEASE)	Sharp lease, 7/15-8/15/2019	2000 - Accounts Payable	424.00
	07/19/2019	390517266	USBANK (COPIER LEASE)	Sales and use tax	2000 - Accounts Payable	32.86
	07/19/2019	390517266	USBANK (COPIER LEASE)	Overage amount	2000 - Accounts Payable	0.00
Total 5018.03 - Office Equip.& Maintenance						1,902.06
5018.04 - CrewSense/ WebStaff maintenance						
	07/08/2019	0013242	CREWSENSE LLC	2019/07	2000 - Accounts Payable	99.00
Total 5018.04 - CrewSense/ WebStaff maintenance						99.00
Total 5018 - OFFICE EXPENSE						2,101.06
5019 - PROFESSIONAL FEES						
5019.01 - Legal Counsel						
	07/01/2019	1479186	LIEBERT CASSIDY WHITMORE	Premium Library Subscription for policies 2yr: FY19/20 & 20/21 \$900	2000 - Accounts Payable	900.00
	07/31/2019	19793	FITCH LAW FIRM	District business \$150.00 x 18.10 hrs: 2019/07	2000 - Accounts Payable	2,715.00
Total 5019.01 - Legal Counsel						3,615.00
Total 5019 - PROFESSIONAL FEES						3,615.00
5023 - TRAINING						
5023.01 - Training Incidentals						
	07/17/2019	TSINV00000030915	TARGET SOLUTIONS	FY19/20 - Premier Membership Platform	2000 - Accounts Payable	1,440.00
	07/23/2019	27563/1	ACE HARDWARE INC	Water tight box for MCI training materials	2000 - Accounts Payable	18.31
Total 5023.01 - Training Incidentals						1,458.31
5023.03 - HTF						
	07/23/2019	HFTA000142	CITY OF EL CAJON-HEARTLAND FIRE TRA	FY 19/20 Q1 operating fees 35% (Balance due \$7649)	2000 - Accounts Payable	4,118.00
	07/23/2019	HFTA000142	CITY OF EL CAJON-HEARTLAND FIRE TRA	FY 19/20 Q1 member facility lease 35% (Balance due \$1790)	2000 - Accounts Payable	964.00
	07/24/2019		CITY OF EL CAJON-HEARTLAND FIRE TRA	2018/19 Q4 operating fees 15% (Balance due \$0)	2000 - Accounts Payable	1,825.00
	07/24/2019		CITY OF EL CAJON-HEARTLAND FIRE TRA	2018/19 Q4 member facility lease 15% (Balance due \$0)	2000 - Accounts Payable	417.00
Total 5023.03 - HTF						7,324.00
5023.04 - Education						
	07/03/2019	19032	THORN, BROCC N	B. Thorn: Training S-231 Engine Boss; Nutrition 150 (for AS Degree)	1001.01 - CB&T-Checking	470.99
	07/26/2019	19082	CACCAVO, ALICEA I	A. Caccavo: Grant Proposal and Development: tuition reimbursement	1001.01 - CB&T-Checking	349.00
Total 5023.04 - Education						819.99
Total 5023 - TRAINING						9,602.30
5025 - WORKSHOPS-MANAGEMENT						
5025.01 - Administrative						
	07/19/2019		SOUTHWEST AIRLINES	A. Caccavo: CalPERS Educational Forum 2019 - 10/27-10/30/2019: airfare	CalCard (Alicea Caccavo)	241.96
Total 5025.01 - Administrative						241.96
5025.02 - Chief Officers						

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
July 2019

			Date	Num	Name	Memo	Split	Amount
			07/07/2019		MEMO BILLING	B. Paskle: FDAC EBA Meeting 7/22/2019: lodging	CalCard (Bill Paskle)	201.78
			07/09/2019		SOUTHWEST AIRLINES	B. Boggeln - FAIRA Meeting 9/8 - 9/9/19: airfare	CalCard (Brian Boggeln)	271.96
			07/09/2019		Hilton Hotels	B. Boggeln - FAIRA Meeting 9/8 - 9/9/19: lodging	CalCard (Brian Boggeln)	235.23
			07/15/2019		MEMO BILLING	B. Paskle: CSDA Gen Mgrs Leadership Summit 6/23 - 6/25/2019: tolls	CalCard (Alicea Caccavo)	12.71
			07/15/2019		SOUTHWEST AIRLINES	B. Paskle: FAIRA Meeting 9/8-9/9/2019: airfare	CalCard (Bill Paskle)	194.96
			07/19/2019		SOUTHWEST AIRLINES	B. Paskle: CalPERS Educational Forum 2019 - 10/27-10/30/2019: airfare	CalCard (Bill Paskle)	221.96
			07/19/2019		SOUTHWEST AIRLINES	B. Boggeln - CalPERS Educational Forum 2019 10/27-10/30/19: airfare	CalCard (Brian Boggeln)	281.96
			07/31/2019		CALIFORNIA FIRE CHIEFS ASSOC.	B. Paskle: CalChiefs Conference 9/24-9/26/2019 Early Registration Saved \$50	CalCard (Bill Paskle)	411.90
					Total 5025.02 · Chief Officers			1,832.46
					5025.03 · Board Members			
			07/19/2019		SOUTHWEST AIRLINES	B. Willis: CalPERS Educational Forum 2019 - 10/27-10/30/2019: airfare	CalCard (Alicea Caccavo)	281.96
					Total 5025.03 · Board Members			281.96
					5025.04 · In House Training			
			07/01/2019	1479186	LIEBERT CASSIDY WHITMORE	Employment Relations Consortium (ERC)	2000 · Accounts Payable	3,150.00
			07/19/2019		SOUTHWEST AIRLINES	S. Ozbrin: CalPERS Educational Forum 2019 - 10/27-10/30/2019: airfare	CalCard (Alicea Caccavo)	281.96
					Total 5025.04 · In House Training			3,431.96
					Total 5025 · WORKSHOPS-MANAGEMENT			5,788.34
					5028 · UTILITIES			
					5028.01 · SDG&E			
			07/08/2019	90325906219 2019/07	SDG&E	Electric 6/4-7/4/2019 10,601 kWh (30.4% increase over prior month, -13.8% decrease over prior year)	2000 · Accounts Payable	0.00
			07/08/2019	90325906219 2019/07	SDG&E	Electric 6/4-7/4/2019 10,601 kWh (30.4% increase over prior month, -13.8% decrease over prior year)	2000 · Accounts Payable	2,802.72
			07/09/2019	90325928213 2019/07	SDG&E	Gas 6/5-7/5/19: 71 Therms (0.0% increase over prior month, 41.2% increase over prior year)	2000 · Accounts Payable	68.72
					Total 5028.01 · SDG&E			2,871.44
					5028.02 · Telephone			
			07/06/2019	004488 2019/07	ESL_Estech Systems	004488 2019/07	2000 · Accounts Payable	210.43
			07/25/2019	13375262	AT&T(CALNET3)	6/25 - 7/24/19	2000 · Accounts Payable	241.86
					Total 5028.02 · Telephone			452.29
					5028.03 · Water			
			07/19/2019	03329111561843 19/07	PADRE DAM (1364 TAVERN)	19377731 Commercial: 29 units (= -9 units usage from prior month) 6/17-7/15	2000 · Accounts Payable	252.44
			07/19/2019	03329111561843 19/07	PADRE DAM (1364 TAVERN)	9478671 Irrigation: 20 units (= +1 units usage from prior month)	2000 · Accounts Payable	213.60
			07/19/2019	03329111561843 19/07	PADRE DAM (1364 TAVERN)	Fire Sprinklers	2000 · Accounts Payable	63.09
					Total 5028.03 · Water			529.13
					5028.04 · Trash			
			07/01/2019	5734094-1584-7	WASTE MANAGEMENT	1 x 3yd (reg charge \$55.00) 2019/07	2000 · Accounts Payable	55.00
			07/01/2019	5734094-1584-7	WASTE MANAGEMENT	1.5yd recycle (reg charge \$38.50)	2000 · Accounts Payable	38.50
					Total 5028.04 · Trash			93.50
					Total 5028 · UTILITIES			3,946.36
					5030 · SPECIAL DISTRICT EXPENSE			
					5030.01 · District Operations			
			07/29/2019	A1011825	A-1 BROADWAY FOTO STUDIO	3 ID Cards @ \$12 each plus S&H 1.30	2000 · Accounts Payable	37.30
					Total 5030.01 · District Operations			37.30
					5030.04 · County Admin.Fees			
			07/19/2019		COUNTY OF SAN DIEGO 1%	Apport #12: supplemental admin cost	1000.01 · Gen. 310100-47500	488.87
					Total 5030.04 · County Admin.Fees			488.87
					5030.08 · LAFCO Budget			

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
July 2019

	Date	Num	Name	Memo	Split	Amount
	07/01/2019	LC19-01	COUNTYSD-AUDITOR AND CONTROLLER	LAFCO cost for FY 19/20	2000 - Accounts Payable	2,347.87
Total 5030.08 - LAFCO Budget						2,347.87
Total 5030.16 - Reimbursable expenses						0.00
Total 5030 - SPECIAL DISTRICT EXPENSE						2,874.04
Total 5031 - DIRECTORS FEES						500.00
5032 - FIRE PREVENTION						
5032.02 - Supplies						
	07/15/2019	1001066428	INTERNATIONAL CODE COUNCIL, INC. (Me	2019 CA Mechanical Code \$167.00; CA Fire Loose Leaf \$235.58	2000 - Accounts Payable	475.45
	07/19/2019	1001069142	INTERNATIONAL CODE COUNCIL, INC. (Me	2019 CA Building loose leaf	2000 - Accounts Payable	485.33
Total 5032.02 - Supplies						960.78
5032.03 - Classes						
	07/16/2019		WALLY PARK	J. McBroom: Office State Fire Marshal Meeting 7/18/19 Sacramento: parking Reimbursable due to error	CalCard (Jason McBroom)	21.00
	07/18/2019		SOUTHWEST AIRLINES	J. McBroom: Office State Fire Marshal Meeting 7/18/19 Sacramento: airfare	CalCard (Jason McBroom)	185.96
	07/18/2019		WALLY PARK	J. McBroom: Office State Fire Marshal Meeting 7/18/19 Sacramento: parking	CalCard (Jason McBroom)	21.00
	07/18/2019		UBER	J. McBroom: Office State Fire Marshal Meeting 7/18/19 Sacramento: transportation	CalCard (Jason McBroom)	20.83
Total 5032.03 - Classes						248.79
Total 5032 - FIRE PREVENTION						1,209.57
5035 - UNCAPITALIZED EQUIPMENT						
	07/22/2019		MEMO BILLING	Tomar Electronics: Lightbar for U17 part	CalCard (Alicea Caccavo)	2,540.32
Total 5035 - UNCAPITALIZED EQUIPMENT						2,540.32
TOTAL						899,060.70

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Prev Year Comparison
 July 2019

	<u>Jul 19</u>	<u>Jul 18</u>	<u>\$ Change</u>
Income			
4000 · COUNTY OF S.D.			
4000.01 · 1% Property Tax	17,733.75	0.00	17,733.75
4000.02 · Interest-General Fund	0.00	0.00	0.00
4000.04 · Interest-Mitigation Fund	0.00	0.00	0.00
4000.05 · Benefit Fee-Alpine	722.20	0.00	722.20
Total 4000 · COUNTY OF S.D.	<u>18,455.95</u>	<u>0.00</u>	<u>18,455.95</u>
4002 · INTEREST INCOME			
.1 · California Bank & Trust	15.22	15.71	-0.49
.2 · PASIS	0.00	2,227.87	-2,227.87
.3 · Investments	4,378.74	4,010.85	367.89
Total 4002 · INTEREST INCOME	<u>4,393.96</u>	<u>6,254.43</u>	<u>-1,860.47</u>
4005 · OTHER INCOME			
.01 · Plan Check	348.00	647.00	-299.00
.08 · Ambulance Sub-Lease(Restricted)	3,117.78	2,969.31	148.47
Total 4005 · OTHER INCOME	<u>3,465.78</u>	<u>3,616.31</u>	<u>-150.53</u>
4006 · GRANT INCOME			
4006.03 · SD Regional Fire & Emergency	9,000.00	0.00	9,000.00
Total 4006 · GRANT INCOME	<u>9,000.00</u>	<u>0.00</u>	<u>9,000.00</u>
Total Income	<u>35,315.69</u>	<u>9,870.74</u>	<u>25,444.95</u>
Expense			
5000 · SALARIES			
5000.01 · Payroll	130,039.58	130,534.23	-494.65
5000.02 · OVERTIME			
Critical Weather	1,156.32	890.40	265.92
FLSA	2,341.78	2,286.06	55.72
Sick Coverage	0.00	1,046.16	-1,046.16
Strike Team	0.00	56,219.87	-56,219.87
Unclassified-Meetings, etc	460.96	156.28	304.68
Vacation-Holiday Coverage	12,747.60	11,901.21	846.39
Worker's Comp Coverage	2,312.64	0.00	2,312.64
Total 5000.02 · OVERTIME	<u>19,019.30</u>	<u>72,499.98</u>	<u>-53,480.68</u>
Total 5000 · SALARIES	<u>149,058.88</u>	<u>203,034.21</u>	<u>-53,975.33</u>
5002 · EMPLOYEE BENEFITS			
5002.01 · Educational Incentive	35,380.28	78,845.05	-43,464.77
5002.02 · Vacation/Sick Leave Expense	0.00	0.00	0.00
5002.03 · Medicare / Employer Exp	2,672.82	4,081.98	-1,409.16
5002.04 · Retirement - Pers	178,917.19	50,019.40	128,897.79
5002.4a · Retirement UAL Payments	373,383.00	304,979.00	68,404.00
5002.05 · Group Medical Ins	23,862.64	23,260.71	601.93
5002.06 · Life Insurance	306.04	368.00	-61.96
5002.07 · LTD Insurance	490.91	451.77	39.14
5002.08 · Social Security(Employer)	136.67	226.38	-89.71
5002.09 · Payroll Expenses	44.00	69.50	-25.50

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Prev Year Comparison
July 2019

	Jul 19	Jul 18	\$ Change
5002.10 - Retirement 401 (a)	367.50	385.00	-17.50
Total 5002 - EMPLOYEE BENEFITS	615,561.05	462,686.79	152,874.26
5006 - UNEMPLOYMENT	1,993.59	0.00	1,993.59
5007 - CLOTHING			
5007.01 - Uniforms			
Uniforms	197.52	0.00	197.52
Accessories	0.00	23.26	-23.26
Total 5007.01 - Uniforms	197.52	23.26	174.26
5007.02 - Boots	153.23	0.00	153.23
5007.03 - Turn Outs/Helmets	0.00	538.31	-538.31
Total 5007 - CLOTHING	350.75	561.57	-210.82
5008 - COMMUNICATION			
5008.01 - HCFA ,RCS - Internet	544.52	36,132.50	-35,587.98
5008.02 - Mobile Communications	223.92	26.82	197.10
5008.03 - Mobile Data Terminals	0.00	228.06	-228.06
5008.05 - Emergency Operations Center EOC	0.00	6.02	-6.02
Total 5008 - COMMUNICATION	768.44	36,393.40	-35,624.96
5009 - PASIS (Workers Comp)			
5009.01 - Administrative	70,344.00	71,909.00	-1,565.00
5009.02 - Claim Related	2,784.93	0.00	2,784.93
Total 5009 - PASIS (Workers Comp)	73,128.93	71,909.00	1,219.93
5010 - HOUSEHOLD	0.00	330.60	-330.60
5011 - FAIRA	16,343.00	13,531.00	2,812.00
5012 - MAINTENANCE - EQUIPMENT			
5012.01 - E17 (2015 KME)	0.00	226.82	-226.82
5012.02 - E217 (2002 KME)	330.71	987.14	-656.43
5012.03 - B17 (2002 International)	174.01	31.66	142.35
5012.12 - Fuel	2,391.22	3,588.30	-1,197.08
5012.15 - Vehicle Maintenance Software	1,431.00	0.00	1,431.00
5012.18 - 2007 Ranger (4706)	166.14	0.00	166.14
5012.22 - 2012 Dodge Ram Truck 0965(4702)	209.97	97.26	112.71
Total 5012 - MAINTENANCE - EQUIPMENT	4,703.05	4,931.18	-228.13
5013 - MAINTENANCE - RADIOS			
5013.01 - Maintenance Contract	300.00	300.00	0.00
5013.02 - Other radio maintenance	0.00	402.01	-402.01
Total 5013 - MAINTENANCE - RADIOS	300.00	702.01	-402.01
5014 - MAINTENANCE - STRUCTURES			
5014.01 - Station 17			
Station Maintenance	-409.42	229.66	-639.08
Grounds Maintenance	45.99	0.00	45.99
Total 5014.01 - Station 17	-363.43	229.66	-593.09
5014.03 - Apparatus Bay Doors & Gates	2,327.95	0.00	2,327.95
5014.04 - Alarm System	217.50	217.50	0.00
Total 5014 - MAINTENANCE - STRUCTURES	2,182.02	447.16	1,734.86

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Prev Year Comparison
 July 2019

	<u>Jul 19</u>	<u>Jul 18</u>	<u>\$ Change</u>
5015 - MEDICAL SUPPLIES			
5015.07 - Narcotic Disposal	162.00	156.00	6.00
Total 5015 - MEDICAL SUPPLIES	<u>162.00</u>	<u>156.00</u>	<u>6.00</u>
5016 - MEMBERSHIP	2,332.00	2,009.00	323.00
5018 - OFFICE EXPENSE			
5018.01 - Expendable Supplies	0.00	119.96	-119.96
5018.02 - Postage	100.00	80.00	20.00
5018.03 - Office Equip.& Maintenance	1,902.06	2,486.52	-584.46
5018.04 - CrewSense/ WebStaff maintenance	99.00	207.81	-108.81
Total 5018 - OFFICE EXPENSE	<u>2,101.06</u>	<u>2,894.29</u>	<u>-793.23</u>
5019 - PROFESSIONAL FEES			
5019.01 - Legal Counsel	3,615.00	2,830.00	785.00
Total 5019 - PROFESSIONAL FEES	<u>3,615.00</u>	<u>2,830.00</u>	<u>785.00</u>
5023 - TRAINING			
5023.01 - Training Incidentals	1,458.31	1,440.00	18.31
5023.02 - Medical Training	0.00	100.00	-100.00
5023.03 - HTF	7,324.00	5,231.00	2,093.00
5023.04 - Education	819.99	0.00	819.99
Total 5023 - TRAINING	<u>9,602.30</u>	<u>6,771.00</u>	<u>2,831.30</u>
5025 - WORKSHOPS-MANAGEMENT			
5025.01 - Administrative	241.96	20.00	221.96
5025.02 - Chief Officers	1,832.46	419.92	1,412.54
5025.03 - Board Members	281.96	349.00	-67.04
5025.04 - In House Training	3,431.96	3,000.00	431.96
Total 5025 - WORKSHOPS-MANAGEMENT	<u>5,788.34</u>	<u>3,788.92</u>	<u>1,999.42</u>
5028 - UTILITIES			
5028.01 - SDG&E	2,871.44	3,266.46	-395.02
5028.02 - Telephone	452.29	385.69	66.60
5028.03 - Water	529.13	515.35	13.78
5028.04 - Trash	93.50	93.50	0.00
Total 5028 - UTILITIES	<u>3,946.36</u>	<u>4,261.00</u>	<u>-314.64</u>
5030 - SPECIAL DISTRICT EXPENSE			
5030.01 - District Operations	37.30	332.27	-294.97
5030.02 - Publishing	0.00	231.00	-231.00
5030.04 - County Admin.Fees	488.87	0.00	488.87
5030.05 - Rehab-Fire Ground Meals	0.00	147.50	-147.50
5030.08 - LAFCO Budget	2,347.87	2,515.56	-167.69
5030.16 - Reimbursable expenses	0.00	-142.61	142.61
Total 5030 - SPECIAL DISTRICT EXPENSE	<u>2,874.04</u>	<u>3,083.72</u>	<u>-209.68</u>
5031 - DIRECTORS FEES	500.00	500.00	0.00
5032 - FIRE PREVENTION			
5032.02 - Supplies	960.78	0.00	960.78
5032.03 - Classes	248.79	0.00	248.79
Total 5032 - FIRE PREVENTION	<u>1,209.57</u>	<u>0.00</u>	<u>1,209.57</u>

ALPINE FIRE PROTECTION DISTRICT

Profit & Loss Prev Year Comparison

July 2019

	<u>Jul 19</u>	<u>Jul 18</u>	<u>\$ Change</u>
5035 - UNCAPITALIZED EQUIPMENT	2,540.32	0.00	2,540.32
Total Expense	899,060.70	820,820.85	78,239.85
Net Income	<u>-863,745.01</u>	<u>-810,950.11</u>	<u>-52,794.90</u>

**ALPINE FIRE PROTECTION DISTRICT
CASH FLOW STATEMENT
As of 7/31/2019**

FUND STATUS - UNASSIGNED & REVOLVING

1000.01	County SD General Fund (Revolving cash account)	\$	1,146,271.59
1001.01	California Bank & Trust (Revolving cash account)	\$	17,378.93
1101.06	California Bank & Trust (Money Mkt - General business saving)	\$	(48,133.13)
1002.01	LAIF (General)	\$	17,364.37
1002.06	Petty Cash (Imprest account)	\$	70.35
1002.65	Change Account	\$	100.00
1499	Undeposited Funds	\$	-
		\$	1,133,052.11

****Apportionment Schedule: 10/30=2%; 12/11=38%; 1/15=10%; 2/12=5%; 4/9=31%; 4/30=9%; 5/28=1%; 6/18=2%; 7/19=2%**

FUND STATUS - ASSIGNED

1000.02	County of SD Mitigation Fund - Mitigation Fund	\$	98,402.83
1001.04	California Bank & Trust - Workers Compensation checking	\$	8,364.86
1101.06	California Bank & Trust (Money Mkt - SRPL)	\$	-
	California Bank & Trust (Money Mkt - Assigned Capital Vehicle Accrual)	\$	51,642.20
	California Bank & Trust (Money Mkt - Assigned Building Accrual)	\$	9,353.34
	California Bank & Trust (Money Mkt - Assigned Equipment Accrual)	\$	58,062.50
1002.01	LAIF (SRPL Powerlink Mitigation Funds)	\$	18,513.43
1002.02	PASIS LAIF - Risk Pool Deposit Workers Compensation	\$	-
1002.10	Multi Bank Securities - Investment account - Market Value Fluctuation	\$	-
1002.13	Comerica Securities - Investment account - Market Value Fluctuation	\$	(155,672.97)
1002.13	Comerica Securities - Investment account - Money Market for reinvestment	\$	168,378.50
1002.14	Comerica Securities - Assigned (SRPL Sunrise Powerlink Mitigation Funds)	\$	269,782.24
1002.14	Comerica Securities - SRPL - Money Market for reinvestment	\$	9,144.29
1002.14	Comerica Securities - SRPL - Market Value Fluctuation	\$	0.00
1101.09	CB&T Savings (Trust account / Grants)	\$	500.41
		\$	536,471.63

* Mitigation funds can only be used for capital expenditures, i.e.: Fire Station, additional Apparatus (not replacements), etc. New building fees, not property taxes generate these funds.

**ALPINE FIRE PROTECTION DISTRICT
CASH FLOW STATEMENT
As of 7/31/2019**

FUND STATUS - COMMITTED/ASSIGNED - (RESOLUTION 19/20-01)

1000.01.1	County SD General Fund: Committed & Assigned- Vacation Sick Liability	\$	29,191.73
	County SD General Fund: Assigned - Capital Vehicle Replacement (B17)	\$	357,554.85
	County SD General Fund: Assigned - CalPers Unfunded Actuarial Liability	\$	17,989.00
1000.02.1	County SD Mitigation Fund: Assigned - Capital Vehicle Replacement (B17)	\$	236,289.21
1002.01	LAIF: Committed -OPEB Retiree Health	\$	38,000.00
	LAIF - Committed - Capital Building Fund	\$	26,723.79
	LAIF - Committed - Equipment Replacement Fund	\$	81,303.25
	LAIF - Committed - Portable Radios/MDT's (FY25/26-FY34/35)	\$	28,000.00
	LAIF - Committed - Capital Vehicle Replacement (E17)	\$	63,794.00
	LAIF - Committed - Capital Vehicle Replacement (4701/4702)	\$	124,572.41
	LAIF - Committed - Capital Vehicle Replacement (4706)	\$	40,000.00
	LAIF - Committed - Vacation Sick	\$	13,484.26
	LAIF - Assigned - Capital Vehicle Replacement (4705)	\$	37,500.00
	LAIF - Assigned - Capital Building HVAC	\$	27,103.24
	LAIF - Assigned - Capital Vehicle Replacement (B17)	\$	-
1002.02	PASIS LAIF: Committed - Risk Pool Deposit Workers Compensation	\$	496,515.64
1002.10	Multi Bank Securities: Committed - CalPERS Unfunded Liability	\$	196,946.85
1002.13	Comerica Securities Inc Committed - Economic Uncertainty Fund	\$	900,000.00
	Comerica Securities Inc Committed - Unfunded Liability	\$	296,186.87
	Comerica Securities Inc Committed - Capital Building Fund	\$	193,502.09
	Comerica Securities Inc Committed - Equipment Building: HVAC	\$	-
	Comerica Securities Inc Committed - Equipment Replacement Fund	\$	100,000.00
	Comerica Securities Inc Committed - Radio Replacement	\$	65,050.00
	Comerica Securities Inc Committed - Capital Vehicle Replacement (E17)	\$	157,845.00
	Comerica Securities Inc Committed - Capital Vehicle Replacement (4701/4702)	\$	43,427.59
	Comerica Securities Inc Committed - Vacation Sick Liability Fund	\$	-
1101.06	California Bank & Trust (Money Mkt - Capital Vehicle Accrual)	\$	51,642.20
		\$	3,622,621.98

* Mitigation funds can only be used for capital expenditures, i.e.: Fire Station, additional Apparatus (not replacements), etc. New building fees, not property taxes generate these funds.

Portfolio Analysis

7/31/2019

Total cost of accounts (cash value)	\$2,974,373.00
Value of accounts (market value)	\$2,972,650.75
Unrealized gain/loss \$ (market v - cash v)	(\$1,722.25)
Unrealized gain/loss %	-0.06%
Average earning % CD	2.41%

Investment Name	Broker/Dealer	CUSIP	Maturity Date	Term in Months	Interest Rate	Quantity	Purchase		Market Price	Market Value	Gain/Loss (\$)	Gain/Loss (%)
							Price Per Unit	Total Cost (Purchase Price)				
BMW Bank Nth Am (CD)	Comerica	05580ACW2	9/14/2020	60	2.20%	1800	\$ 100.00	\$ 180,000.00	\$ 100.28	\$ 180,504.00	\$ 504.00	0.28%
American Express Bk (CD)	MBS	02587DM70	11/28/2021	60	2.05%	980	\$ 100.00	\$ 98,000.00	\$ 99.57	\$ 97,581.54	\$ (418.46)	-0.43%
Wells Fargo Bk (CD)	Comerica	949763FE1	3/1/2022	60	2.30%	1000	\$ 100.00	\$ 100,000.00	\$ 100.50	\$ 100,500.00	\$ 500.00	0.50%
JPMorgan Chase Bank (CD)	Comerica	48126XJ55	4/13/2022	60	2.57%	1000	\$ 100.00	\$ 100,000.00	\$ 99.99	\$ 99,993.00	\$ (7.00)	-0.01%
Capital One Bank (CD)	Comerica	14042RFS5	5/17/2022	60	2.40%	1130	\$ 100.00	\$ 113,000.00	\$ 100.78	\$ 113,876.88	\$ 876.88	0.78%
American Express Bk (CD)	MBS	02587CEZ9	5/17/2022	60	2.40%	990	\$ 100.00	\$ 99,000.00	\$ 100.37	\$ 99,365.31	\$ 365.31	0.37%
Crossfirst Bk (CD)	Comerica	22766ABR5	9/22/2022	60	2.00%	1140	\$ 100.00	\$ 114,000.00	\$ 99.51	\$ 113,436.84	\$ (563.16)	-0.49%
Farmers & Merchants (CD)	Comerica	308862CE9	12/12/2022	120	1.96%	1250	\$ 100.00	\$ 125,000.00	\$ 100.05	\$ 125,058.75	\$ 58.75	0.05%
JPMorgan Chase Bank (CD)	Comerica	48125YZC1	2/10/2023	84	2.25%	600	\$ 100.00	\$ 60,000.00	\$ 99.98	\$ 59,985.60	\$ (14.40)	-0.02%
Enerbank USA (CD)	Comerica	29266NH67	2/27/2023	96	2.30%	1250	\$ 100.00	\$ 125,000.00	\$ 100.08	\$ 125,093.75	\$ 93.75	0.08%
Wells Fargo Bk (CD)	Comerica	949763RG3	6/6/2023	60	3.25%	1220	\$ 100.00	\$ 122,000.00	\$ 102.52	\$ 125,073.18	\$ 3,073.18	2.52%
First Technology FCU (CD)	Comerica	33715LDT4	3/4/2024	60	3.25%	1000	\$ 100.00	\$ 100,000.00	\$ 100.80	\$ 100,799.00	\$ 799.00	0.80%
Morgan Stanley Private Bank	Comerica	61760AQ69	7/25/2024	60	2.20%	1400	\$ 100.00	\$ 140,000.00	\$ 98.93	\$ 138,497.80	\$ (1,502.20)	-1.07%
BOFI Federal Bank (CD)	Comerica	09710LBC8	8/28/2025	120	3.00%	1880	\$ 100.00	\$ 188,000.00	\$ 100.07	\$ 188,135.36	\$ 135.36	0.07%
Discover Bank (CD)	Comerica	254672XR4	2/18/2026	120	2.30%	1500	\$ 100.00	\$ 150,000.00	\$ 98.11	\$ 147,159.00	\$ (2,841.00)	-1.89%
Federal Home Loan Banks Bond	Comerica	3130A0GN5	9/29/2031	146.4	2.13%	1510.2965	\$ 99.75	\$ 150,652.08	\$ 98.59	\$ 148,892.58	\$ (1,759.50)	-1.17%
SRPL FUNDS								\$ -				
American Exp Centurion (CD)	Comerica	02587D2Q0	12/5/2022	60	2.50%	1210	\$ 100.00	\$ 121,000.00	\$ 99.99	\$ 120,992.74	\$ (7.26)	-0.01%
FNMA (Agency) (Bonds)*	Comerica	3136G06W6	11/10/2023	120	2.00%	1500	\$ 99.87	\$ 149,805.00	\$ 99.19	\$ 148,789.50	\$ (1,015.50)	-0.68%
COMERICA	Comerica	Money Mkt				9144.29	\$ 1.00	\$ 9,144.29	\$ 1.00	\$ 9,144.29	\$ -	0.00%
LAIF	LAIF	Local Agency Inv.Fund			2.379%	18513.43	\$ 1.00	\$ 18,513.43	\$ 1.00	\$ 18,513.43	\$ -	0.00%
COMMITTED & ASSIGNED												
LAIF	LAIF	Local Agency Inv.Fund			2.379%	497845.32	\$ 1.00	\$ 497,845.32	\$ 1.00	\$ 497,845.32	\$ -	0.00%
CB&T	CB&T	Money Mkt			0.03%	122567.11	\$ 1.00	\$ 122,567.11	\$ 1.00	\$ 122,567.11	\$ -	0.00%
MBS	MBS	Money Mkt				0	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	
COMERICA	Comerica	Money Mkt				42011.55	\$ 1.00	\$ 42,011.55	\$ 1.00	\$ 42,011.55	\$ -	0.00%
UNASSIGNED												
CB&T	CB&T	Checking				48834.22	\$ 1.00	\$ 48,834.22	\$ 1.00	\$ 48,834.22	\$ -	0.00%
Total								\$ 2,974,373.00		\$ 2,972,650.75	\$ (1,722.25)	-0.06%

* Callable

BASE VALUE		MARKET VALUE	
\$ 18,513.43	\$ 18,513.43	LAIF / SRPL	
\$ 497,845.32	\$ 497,845.32	LAIF/AFPD	
\$ 197,000.00	\$ 196,946.85	MBS	
\$ 1,519,011.55	\$ 1,521,626.91	Comerica	
\$ 279,949.29	\$ 278,926.53	Comerica/SRPL	
\$ 171,401.33	\$ 171,401.33	CB&T	
<u>\$ 2,683,720.92</u>	<u>\$ 2,685,260.37</u>		
\$ 298,462.72	\$ 297,439.96	SRPL	
<u>\$ 2,385,258.20</u>	<u>\$ 2,387,820.41</u>	GENERAL	
<u>\$ 2,683,720.92</u>	<u>\$ 2,685,260.37</u>		

ALPINE FIRE PROTECTION DISTRICT
Employee Reimbursement Report
July 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Jul 19							
	Check	07/03/2019	19032	THORN, BROCC N	B. Thorn: Training S-231 Engine Boss; Nutrition 150 (for AS Degree)	5023.04 · Education	470.99
	Check	07/26/2019	19082	CACCAVO, ALICEA I	A. Caccavo: Grant Proposal and Development: tuition reimbursement	5023.04 · Education	349.00
Jul 19							<u>819.99</u>

FIRE CHIEFS REPORT

AUGUST 2019

1. **San Diego County Fire Chiefs**
 - I did not attend this month.
2. **Fire Districts of San Diego County**
 - No meeting this month.
3. **HCFA Board of Chiefs (BOC)**
 - No meeting this month.
 - I did attend the HCFA Commission meeting.
4. **Central Zone Board of Chiefs (BOC)**
 - Approved one policy from CZ Operations
 - Command Procedures
 - Discussed recent Strike Teams
 - Discussed concerns air unit for zone.
5. **HFTFA Board of Chiefs (BOC)**
 - I attended the Commission meeting.
 - Discussed to Pump POD, a water recycling device.
 - Discussed partnering with Grossmont College. Currently partnered with Miramar College.
 - Discussed facility lease
6. **RCS Board of Directors**
 - No meeting this month.
7. **FAIRA**
 - Next Board meeting September 9, 2019 in San Francisco.
8. **RCCP Administrative Oversight Committee**
 - I was out of town and missed the meeting.
9. **PASIS**
 - Next meeting October 10th.
10. **EBA**
 - Phone-in Board meeting held on August 12th.
 - We approved rates for 2020.

- 11.** The District received one Public Records request this month. A request from LexisNexis for a report on a vehicle collision.
- 12.** I attended a strategic planning meeting for FDAC in Sacramento on July 23, 2019.
- 13.** Finance Officer Caccavo completed a Professional Certificate in Grant Writing through SDSU.

ALPINE FIRE PROTECTION DISTRICT
 FIRE CHIEF'S MONTHLY REPORT
 July 2019

PERSONNEL	Jul-19	YTD	Jul-18	YTD
Total at end of month	0	17	18	18
Days lost for sickness	0	28.88	1	1.00
Days lost due to injury	0	0	1	1
# Emp's out on injury	0	0	0	1
TRAINING HOURS				
Captains	10.50	10.50	2.00	2.00
Engineers	13.00	13.00	0.00	0.00
Firefighter	23.00	23.00	4.00	4.00
Total Training Hours:			6.00	6.00
FIRE PREVENTION ACTIVITIES				
Business Insp-Re Inspection	9	71	18	18
On Site Assess/Complaint	12	27	1	1
Plan Checks	8	48	10	10
Subdivision Map / Parcel Map	0	1	0	0
Violation Notices/Parking Warnings	0	0	0	0
Construction & Final Inspections	10	38	1	1
Burn Permits Issued	0	52	0	0
Public Ed Programs (hours)	0	37	0	0
Weed Abatement-Notice/Insp	92	158	14	14

FIRE MARSHAL'S REPORT
July 1st – July 31st

CONSTRUCTION:

Remodel plan checks, Sprinkler plan checks, Sprinkler Hydros, on-site inspections, business inspections, burn permits and other office duties. **(see *monthly inspection sheet*)**

TRAINING: Attended CPVC training in Rancho Santa Fe.

MEETINGS:

San Diego Fire Prevention Officers- 7-17 I did not attend this month's meeting.

San Diego Fire Protection Association- Meeting was held 7-16, I did not attend.

AFSA - 7-17 meeting did not attend.

PIO- No meeting this month

NFPA- No meeting this month.

OES – No meeting this month.

FSC – No meeting this month

Miramar Advisory – No meeting

County Meetings – Continued code meetings via dropbox account. 7-9 held meeting at County.

OSFM- Attended the workshop for AES 7-18.

PUBLIC EDUCATION - OUTREACH:

Sat in for DC Boggeln for Health Safety Meeting held in Carlsbad. OSH Support was topic of main discussion.

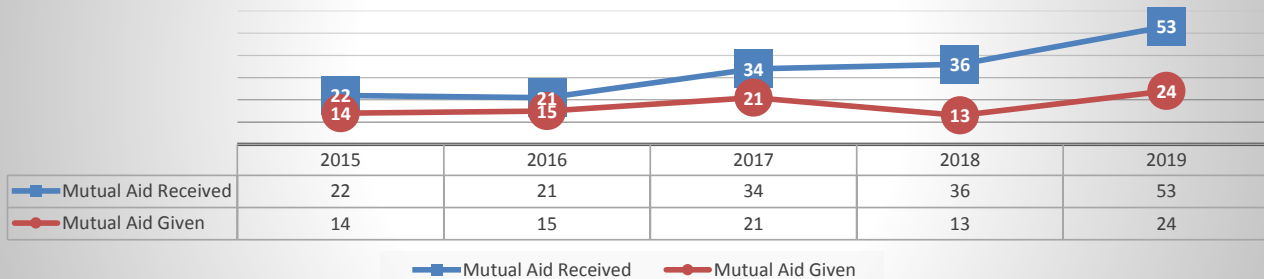
INCIDENT STATISTICS

Incident Category	Jun-19	YTD
FIRE, EXPLOSION	10	46
GOOD INTENT CALL	16	72
HAZARDOUS CONDITION	0	1
RESCUE, EMS	99	715
SERVICE CALL	22	134
SPECIAL OR OTHER INCIDENT TYPE	2	9
Report Totals	149	977

Mutual/Auto Aid Received - 7/19	Agency	
ALPINE	Barona	1
	LAKESIDE	15
	MONTE VISTA	17
	VIEJAS	17
	Santee	3
	Report Total	53

Mutual/Auto Aid Given - 6/19	City	
ALPINE	LAKESIDE	10
	VIEJAS	9
	Santee	1
	Barona	3
	San Diego County	1
	Report Total	24

Mutual/Auto Aid Given and Received July: 2015 - 2019




GRANT UPDATE

GRANTS AWARDED:

Grantor: **Sempra Energy/Alpine Fire Foundation - CERT 2019** Amount: \$2,500
Purpose: **Equipment/ OT** Date Submitted: 4/2/2019
Performance Period:
Grant provides funds for CERT. Funds held in Foundation until needed. (*Finance Officer, Captain Dotson*)

GRANTS IN PROCESS:

Grantor: **Sempra Energy/Alpine Fire Foundation - CERT 2015** Amount: \$2,500
Purpose: **Equipment/ OT** Date Submitted: 7/20/2015
Performance Period:
Grant provides funds for CERT. Funds held in Foundation until needed. (*Retired Finance Officer Moore*) 7/20/2015: Award received. 10/2017: No funds expended. 4/5/2019: Balance of \$450.69 for OT CERT Training for Jackson & Laff 12/18 & 12/20/2018. (Total \$649.45 less \$238.76 CERT 2014 = \$450.69). **5/15/2019: Moved training kits from 5023.01 to CERT 2015 \$261.33. Balance left is \$1787.98**

Grantor: **FY17 SHGP**  Amount: \$13,176
Purpose: **Turnout (PPE) Cache** Date Submitted: 3/21/2018
Performance Period: 12/12/2017 - 6/30/2019 Awarded: 3/21/2018
Grant provides funds to build turnout cache. (*Retired Finance Officer Moore, Captain Boggeln*) 7/20/18: Staff to begin purchasing immediately. 5/15/2019: Delivery expected the week of 5/20; invoice received. 6/11/19: Submitted Cash Request #1; waiting on cleared check for CR#2. **8/13/2019: Waiting for payment for Cash Request #1 & #2.**

Grantor: **FEMA4305-DR-CA CalOES** Amount: \$9,350.36
Purpose: **Late January Storms Disaster Recovery** Date Submitted: 3/22/2017
Performance Period: As approved (Max 120 days)
Reimburse 75% of Critical Weather overtime costs for January 21, 22, 23, 2017. (*Retired Finance Officer Moore, Fire Chief Paskle*) 4/30/2017: Regional Systems Manager has been assigned. 5/31/2017 - 6/30/2017: Reimbursement request working its way through the federal system for approval and payment. 7/31/2017: Reimbursement approved. 12/7/17: Received the Federal portion \$6071.00. **2/14/2019: Waiting on the State portion however cannot receive \$1131.73 until meets the State Funding threshold of \$2500. Project Completion and Certification Report completed.**

Grantor: **FY18 UASI** Amount: \$2,612
Purpose: **Training Participation** Date Submitted: 6/28/2018
Performance Period: 9/1/2018 - 5/31/2021 Awarded: 2/26/2019

Grantor: **FY18 SHGP** Amount: \$13,261
Purpose: **Turnout (PPE) Cache** Date Submitted: 1/18/2018
Performance Period: 3/1/2019 - 5/31/2020 Awarded:
Grant provides funds to build turnout cache. (*Finance Officer Caccavo, Captain Boggeln*) 12/13/18: Email county to determine status of application. **3/13/19: Received award letter and assurances.**

GRANTS SUBMITTED

Grantor: **FY17 FEMA Cal OES Hazard Mit. Grant** Amount: \$180,000
Purpose: **Alpine Creek Fuels Reduction** Date Submitted: 7/1/2018

Grantor: **FY19 SHGP** Amount: \$13,228
Purpose: **4 VHF Radios / 12 Web Gear Packs** Date Submitted: 12/13/2018
Performance Period: 12/15/2019 - 7/31/2021 Awarded:

GRANT UPDATE

Grant provides funds purchasa four (4) VHF Radios with accessories and twelve (12) Web Gear Packs. (Finance Officer Caccavo, Captain Boggeln) **12/13/18: Emailed application electronically to Raluca Pimenta and hard copy in the mail.**

Grantor: SD Regional Fire Foundation		Amount: \$9,000.00
Purpose: 1) Mobile Radio for BR17 \$3453.74;		Date Submitted: 5/8/2019
2) 1 VFH radios \$1947.27	3) Air Bags \$5936.78	

Performance Period: 3/31/2020

To purchase Mobile radio for Brush Rig; VHF radios and Rescue air bags. (Finance Office Caccavo, Division Chief Boggeln)

5/8/2019: Joan Jones acknowledged receipt of application. 7/16/2019: Mr. Ault advised that we would receive \$9000; District to contribute \$1954.95. **7/22/2019: Confirmed that 3 items were approved Foundation donated \$9000; District to provide \$2337.79**

GRANTS CLOSED - AWAITING CLOSE OUT CONFIRMATION

Grantor: FY15 Assistance to Firefighters (AFG)	Amount: \$129,106
Purpose: SCBA's and RIT packs	Date Submitted: 1/13/2016
Performance Period: April-September 2016	

Grant would provide funds to replace 14 SCBA's and 2 RIT packs. District portion \$6,147; Federal portion \$122,959. (Finance Officer Moore, Captains Boggeln, Dotson) Awarded 8/26/2016. 11/3/2016: GPO contract will be approved 11/15/16 with Board approval to purchase. Goods purchased. 12/2016: goods received. 1/25/2017: 1st Q report submitted. Reimbursement requested and received. 2/2017: Received approval to use balance of funds on any allowable expense. 2/24/2017: Excess funds used for investigative lighting and face-pieces. Reimbursement received from AFG. 7/31/2017: Quarterly report submitted.

Final Closeout is due 11/19/2017 and will be submitted when closeout report available on AFG website; a/o 11/14/2018 no report on website.

Grantor: FY16 SHGP	Amount: \$13,176
Purpose: Turnout (PPE) Cache	Date Submitted: 12/1/2016
Performance Period: Dec 2016 (FY16/17)	

Grant provides funds to build turnout cache. (Finance Officer Moore, Captain Boggeln) 12/1/2016: Waiting for State of California to approve funding and release award. 4/28/2017: Award released, OK to purchase. 10/2017: Two sets of Lion turnouts on order. 2/16/2018: 2 sets received; 4 sets ordered. Cash Request #1 sent. 4/10/2018: Received the remaining 4 sets. 6/8/18: Cash request #2 submitted. 12/19/18: Waiting for payment to close out. 12/27/2018: Recieved payment for Cash Request #2; County advised Cash Request #1 payment is in line for payment. **1/28/2019: Received final payment. Waiting for closeout.**

Grantor: CA Fire Foundation	Amount: \$7,277.72
Purpose: Prevention & Preparedness due to Climate Change	Date Submitted: 6/11/2018
Performance Period: 7/16/18 - 12/15/18	

To purchase Fire Prevention materials for school visits and new resident Welcome Kits. (Finance Office Caccavo, Fire Marshal McBroom) 8/14/18: Begin purchasing items for kits & school visits. **12/13/2018: Submitted Final Report; close out letter anticipated first week of January 2019.**

Grantor: 2017 Sempra Energy/Alpine Fire Foundation	Amount: \$500
Purpose: Open House 2017	Date Submitted: 9/15/2017
Performance Period: 10/4/2017	

Grant provides funds for AFGP Open House (Finance Officer Caccavo) 11/29/2017: Receipts from Open House to be provided to Finance Officer. 8/2018: Finance Officer to meet with new Local Treasurer Hiebing. 1/4/19: Local Treasurer and Finance Officer to wrap this up and close out. **1/18/19: Waiting for close out confirmation.**

GRANT UPDATE

Grantor: **Sempra Energy/Alpine Fire Foundation - CERT 2014** Amount: \$2,500
Purpose: **Equipment/ OT** Date Submitted: 7/11/2014
Performance Period:

Grant provides funds for CERT. Funds held in Foundation until needed. (*Captain Dotson*) Balance remaining 3/31/2016: \$1,465.24. 4/30/2017: Canopy ordered and received for CERT events and fire district public education \$1227.20. 10/2017: Balance remaining \$238.76. **4/3/2019: Used \$238.76 for CERT Training overtime for Laff & Jackson. Total \$649.45 less \$238.76 CERT 2014 = \$450.69. Grant is now closed.**

Grantor: **SD Regional Fire Foundation** Amount: \$9,500.00
Purpose: **42 Pairs of Nomex Wildland Fire Protective Pants** Date Submitted: 5/16/2018
Performance Period: 3/31/2019

To purchase 42 pairs of Nomex Wildland fire protective pants. (*Finance Office Caccavo, Captain Boggeln*)
8/16/2018: 39 pairs of wildland pants ordered. 2/14/2019: Invoice fm MES received. **3/21/2019: Submitted receipts/documentation for close out of the grant. Joan Jones acknowledged receipt.**

Grantor: **Alpine Fire Protection Foundation** Amount: \$7,800.00
Purpose: **EOC Podium; 20 Chairs, 10 tables** Date Received: 8/9/2018
Performance Period: FY 18/19

To purchase for the Training & Emergency Ops Center: 1 Podium; 20 Chairs, 10 tables. (*Finance Officers Caccavo & Moore; Fire Chief Bill Paskle*) 2/14/2019: Purchase to begin next week. 5/15/2019: All items purchased expected delivery by the first week of June 2019. 6/12/2019: Chairs and podium received; tables forthcoming. **6/27/2019: Tables received. 7/5/2019: Closed out.**

Grantor: **FY17 UASI** Amount: \$4,753
Purpose: **Training Participation** Date Submitted: 11/14/2017
Performance Period: 9/1/2017 - 12/31/2019 Awarded: 11/16/2017

4/10/2018: 1 training class taken; cash receipt to be submitted. 5/10/2018: Cash request #1 submitted. 6/7/2018: Cash request #2 submitted. 10/05/2018: Check received \$1165.64 for Cash Requests #1 & #2. 1/23/2019: Submitted Cash Request #3 for \$3587.36. **8/13/2019: Cash Request #3 received; awaiting close out letter.**

New Activity

MEMORANDUM OF UNDERSTANDING

BETWEEN

ALPINE FIRE PROTECTION DISTRICT

AND

FIRE MARSHAL

JASON McBROOM

July 1, 2019 – June 30, 2021

MEMORANDUM OF UNDERSTANDING
BETWEEN
ALPINE FIRE PROTECTION DISTRICT
AND
JASON McBROOM

SECTION I INTENT
AND PURPOSE

1.1 It is the intent and purpose of this Memorandum of Understanding (“MOU”) to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to the wages, hours, and terms and condition of employment between Jason McBroom (“JM”) and the Alpine Fire Protection District (“District”).

SECTION II
TERM

2.1 JM is currently the Fire Marshal of District. The Effective date of this MOU shall be July 1, 2019. JM may terminate his employment with District at any time, with or without a reason by giving written notice to District. District may terminate the employment of JM at any time, with or without reason by written notice to JM. This is called "at-will" employment. Nothing contained herein shall modify Districts right to terminate JM for cause.

No one other than the Board of Directors can enter into an agreement for employment for a specified period of time, or make any agreement or representations contrary to this Section, by written amendment to this MOU.

SECTION III JOB
DESCRIPTION

3.1 The duties of Fire Marshal are as outlined in the job description adopted by the District and attached hereto as Exhibit “A”. JM shall report to the Fire Chief. The District thru the Board of Directors may from time to time amend the job description and/or prioritize job duties of the Fire Marshal.

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SECTION IV
SALARY

4.1 Effective July 1, 2019 JM shall receive a salary of \$103,252.00 per year payable semi-monthly or at such frequency as District pays its other non-safety employees.

Effective July 1, 2020 JM shall receive a salary of \$105,317.00 per year payable semi-monthly or at such frequency as District pays its other non-safety employees.

SECTION V
SICK LEAVE

5.1 Should JM incur a non-duty sickness or disability he shall receive sick leave with full pay to the extent of his accumulated sick leave. Job related disability shall not be charged to the accumulated sick leave of the employee.

5.2 The Accrual for Sick leave shall be 12 hours per month. All unused sick leave shall be carried forward from one fiscal year to the next. JM shall accumulate sick leave from the first day of employment and shall continue to do so until he has accumulated a maximum of 2880 hours.

5.3 Sick leave shall be converted to vacation at the rate of three hours of sick leave for one hour of vacation so that JM will not exceed the cap of 2880 hours.

5.4 In order to be eligible for sick leave with pay, JM must:

- a. Report promptly to the Fire Chief the reason for his/her absence;
- b. Keep the Fire Chief informed on his condition if the absence is of more than three days duration;
- c. Permit the District to make such medical examinations as it may deem desirable; and
- d. Upon request of the Fire Chief furnish satisfactory evidence of incapacity upon return to duty from absences on sick leave.

A written report from a duly licensed and practicing physician, or other recognized practitioner stating the nature, duration and extent of each incapacity shall be deemed satisfactory evidence of incapacity. No salary or wages shall be paid for any period of absence under this section where the employee has failed to comply with the requirements of this subsection.

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SECTION VI
UNUSED SICK LEAVE

6.1 JM shall be compensated in cash at the rate of one quarter of his regular rate of pay for any unused accumulation of sick leave when he is permanently separated from service by resignation, death, retirement, service retirement, or discharge, provided JM has completed five (5) years of full time service to the District.

SECTION VII
MEDICAL COVERAGE

7.1 District shall select the District Health Care Plan (“DHCP”). JM shall choose his coverage option as shown below. The Employer paid portion (“EPP”) shall be 90% of the base cost. The base cost (EPP) shall be determined annually by averaging the cost of the DHCP’s medical HMO plans after discarding the highest and lowest priced plans. JM can apply the EPP to any available offered health plan in the DHCP. JM is responsible to pay all additional costs of health coverage over and above the EPP.

COVERAGE OPTIONS:

- a. Employee only coverage, or
- b. Employee plus one coverage, or
- c. Employee plus family coverage.

7.2 District shall obtain and pay for a Long Term Disability (“LTD”) plan for JM provided the cost to District does not exceed \$28.00 per month. The LTD plan shall be the same plan offered to other employees of the District.

7.3 District shall provide to JM a monthly supplemental benefit for dental, vision and supplemental life insurance as follows: \$260.00. Any unused portion of the supplemental benefit has no cash out value.

7.4 JM shall receive coverage in the amount of \$100,000 in term life insurance.

SECTION VIII
RETIREMENT

8.1 JM shall have the retirement benefits as set forth in the Public Employee’s Retirement System classic tier 2 (plan 23190) “2% at 60” miscellaneous employee plan:

- a. Section 21353 (2% @ 60 Full formula) and,
- b. Section 20037 (Three-year final compensation)
- c. Section 21571, Fourth Level of 1959 Survivor Benefits

SECTION IX
HOLIDAYS

9.1 The following annual holidays shall be recognized:

New Years Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	Day after Thanksgiving
Columbus Day	

SECTION X FAMILY
EMERGENCY

10.1 JM may use sick leave with pay in the event of a family emergency to care for a serious illness or injury in the immediate family, JM shall be granted up to three shifts off with pay if needed in any twelve month period, but not to exceed accumulated sick leave. In the event of death in the immediate family of JM, JM shall be granted up to three shifts off with pay if needed but not to exceed accumulated sick leave. The immediate family shall be defined as spouse and children of the member; mother, father, brother, sister of the member, and those of the spouse.

SECTION XI
VACATION AND PERSONAL TIME OFF

11.1 Vacation shall be earned at the following rate of hours annually:

<u>Years</u>	<u>Annual Accrual</u>
0-2	40
3-5	80
6-9	160
10-14	200
15-19	240
20+	300

11.2 When JM is separated from employment by resignation, death, retirement or discharge he shall be compensated for all unused vacation time accumulated, at the regular rate of pay at the time of separation.

11.3 The maximum accumulated total which may be carried in vacation time from one fiscal budget year to the next is 40 hours, remaining balance of vacation hours will be cashed out at the regular rate of pay.

11.4 Vacation time is subject to staffing and project requirements and must be approved in writing by the Fire Chief or the Fire Chief's designee.

11.5 JM shall earn five (5) days Administrative Leave per year to be used outside of scheduled vacation time.

SECTION XII PROTECTIVE CLOTHING AND UNIFORMS

12.1 Any protective clothing or protective devices required of JM in the performance of his duties shall be furnished without cost by District, in accordance with State law and Cal/OSHA regulations.

12.2 The District has supplied JM with five (5) regulation uniform shirts, one (1) regulation uniform pants, four (4) duty pants of District's choosing and a class "B" jacket. District will replace each piece of uniform as it becomes necessary, as determined by the Fire Chief. It is understood that JM will be responsible for the normal care and maintenance of the uniform.

SECTION XIII TERMINATION OF EMPLOYMENT

13.1 Termination of Employment. This MOU shall terminate upon the occurrence of the earliest of any of the following events, without further liability by the District to JM:

- a. Voluntary retirement or resignation by JM with 30 days written notice;
- b. Death of JM, or disability totaling in excess of 4 months;
- c. Discharge of JM by District for "cause" as provided in Section 13.2;
- d. Discharge of JM by District other than for "cause" with 30 days written notice;

13.2. Cause Definition. JM may be terminated by District with notice for "cause," as determined by its Board of Directors. The term "cause," as used herein with respect to the termination of employment, shall mean the following:

- a. JM's incompetence or repeated failure or refusal to perform JM's material obligations under this MOU;
- b. JM's inability or unwillingness to effectively implement and carry out the policies and directives of District as established by the Board of Directors thru the Fire Chief;

- c. Fraud, theft, malfeasance, embezzlement or other misappropriation of property of District by JM;
- d. Breach of JM's fiduciary duty of loyalty or other fiduciary duties to District;
- e. Conduct by JM which tends to bring embarrassment or disrepute to District;
or
- f. Being charged in a court of competent jurisdiction with committing a felony or misdemeanor (other than simple traffic violations).

SECTION XIV GRIEVANCE PROCEDURE

14.1 Definitions. A grievance or dispute is defined as an alleged violation of the express provisions of this Memorandum of Understanding which personally and adversely affects JM. A grievance shall not include any claim regarding the initiation or renewal of a Memorandum of Understanding.

14.2 General Provision. All grievances shall be filed in writing within fifteen (15) days of the date on which JM knew or reasonably should have known of the alleged grievable incident. Any grievance not timely filed or appealed within specified time limits shall be null and void.

14.2.1 A written statement of grievance shall identify the specific provision or provisions of this Memorandum of Understanding alleged to have been violated. Also, a statement of grievance shall set forth the specific factual information which gives rise to the filing of the grievance.

14.2.2 Time limits provided for herein may be extended through mutual written consent of the parties.

14.2.3 Except where a grievance is resolved or ruled upon by the Board of Directors, all grievance resolutions involving the commitment of the District funds shall be subject to the written approval of the Fire Chief.

14.2.4 Parties to the grievance procedure shall be entitled to have a representative to act in his or her behalf at each step of the grievance procedure.

14.3 Procedures

14.3.1 The parties shall attempt to adjust all grievances on an informal basis between JM and the Fire Chief.

14.3.2 If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, he shall submit the written grievance to the Board of Directors for adjustment and/or decision. In order to be effective, the grievant's appeal to the Board of Directors regarding the grievance must be filed with the Board of Directors no later the five (5) days from the date on which the Fire Chief rendered his written decision. All written materials and rationale which are to be submitted by the grievant to the Board of Directors shall be served upon the Fire Chief at the time the grievance is appealed to the Board of Directors.

Both the grievant and his representative and the Fire Chief shall be given an opportunity to argue their position on the grievance to the Board of Directors prior to its determination upon the merits of the grievance. The grievant and representative and the Fire Chief shall be notified in writing of the Board's decision on the grievance.

SECTION XV SAVINGS CLAUSE

15.1 If any section, subsection, subdivision, sentence, clause or phrase of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not effect the validity of the remaining portions of this MOU.

SECTION XVI MANAGEMENT CLAUSE

16.1 JM is to be considered as management under the Fair Labor Standards Act of 1985, Title 29 United States Code. JM shall also be considered an exempt employee under California law.

SECTION XVII EDUCATIONAL INCENTIVE

17.1 In addition to the salary set forth in Section 4.1 of this MOU, Fire Marshal shall be paid an annual stipend for successful completion of the educational plan attached hereto as Exhibit "B" capped at 10% per year. This stipend shall be paid in full at the first pay period in July each year.

SECTION XVIII DEFINED CONTRIBUTION PLAN

18.1 District shall offer all full-time employees a 457(b) plan.

18.2 District shall offer all employees a 401(a) plan. If JM make a minimum deposit of \$200 per month into a 457(b) plan then the District will also contribute 5% of that amount up to a maximum contribution of \$1000 per year into the 401 (a) plan.

SECTION XIX
MISCELLANEOUS TERMS

19.1 This Agreement shall be governed by and construed in accordance with the laws of the State of California.

19.2 Each party acknowledges that it has had the opportunity to consult an attorney of its choice to explain the terms of this Agreement and the consequences of its execution, and that any failure to consult with an attorney prior to executing this Agreement shall not be grounds for invalidating the full force and effect of the executed Agreement. This Agreement shall not be interpreted for or against either party based on their roles in drafting the Agreement.

19.3 This Agreement may be executed in several counterparts and all so executed shall constitute one agreement which shall be binding on all parties hereto, notwithstanding that all the parties are no signatory to the original or the same counterpart.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the ___ day of August, 2019.

JM

Jason McBroom

District

Alpine Fire Protection District
a Political Subdivision

By: _____
Jim Easterling, Board President

By: _____
Pat Price, Board Secretary

EXHIBIT "A"
Job Description

EXHIBIT "B"
Educational Incentive

ALPINE FIRE PROTECTION DISTRICT

FIRE MARSHAL EDUCATIONAL INCENTIVE

****FIRE CHIEF MAY SIGN OFF AS EQUALIVANT MEETING THE REQUIRED EDUCATION REQUIREMENTS IN LIEU OF CSFM CERT.****

*** FIRE CHIEF MAY CHANGE ORDER OF CLASSES BASED ON AVAILABILITY OF CLASSES. ***

Fire Prevention I 1%	Fire Prevention II 1%	Fire Prevention III 1%	Plans Examiner 1%	Fire Marshal 2.5%	Fire Officer 2.5%	PIO-F 1%	ICC	AS Degree Fire Protection (2.5%)
FP 1A	FP 2A	FP 3A	FP PE 3A	Fire Inst 2B	Command 1B	S-203	Fire Insp I	English 101 Reading and Composition
FP 1B	FP 2B	FP 3B	FP PE 3B	Fire Mgt 2A	Command 1C	ICS-100	Fire Insp II	Math 97
FP 1C	FP 3C			Fire Mgt 2B	Fire Inst 1B	ICS-200	Plans Exam	FIPT 203A Fire Investigation 1A
				Fire Mgt 2C	Fire Invest 1A	ICS-700	Fire Marshal	FIPT 101 Fire Protection Organization
				Fire Mgt 2D	Fire Mgt 1A	S-130		FIPT 102 Fire Prevention Technology
				Fire Mgt 2E	Fire Prev. 1A	L-180		FIPT 103 Fire Protection Equipment
				Fire Mgt 1A	Command 1A	S-190		FIPT 104 Building Construction
					ICS -300	RT-130		FIPT 105 Fire Behavior & Combustion
					Fire Inst 1A			FIPT 330A Fire Prevention 1
								ADJU 357A 832 PC Laws of Arrest

Scheduled to take this year:

August

Fire Management 2A @ Red Helmet Training Rancho Cucamonga 8/17/2015-8/21/2015

September

ICS 300 UASI Grant 9/14/2015-9/16/2015

Fire Instructor 1A @ Red Helmet Training Rancho Cucamonga 9/21/2015-9/23/2015, 9/28/2015-9/29/2015

October

Fire Management 2B @ Red Helmet Training Rancho Cucamonga 10/19/2015-10/23/2015

GREEN ARE CLASSES I HAVE COMPLETED.

Scheduled to take 2016 Classes will be held Heartland Training, Miramar College

Fire Instructor 1B

Fire Instructor 2B

Fire Command 1B

Fire Command 1C

Fire Investigation 1A

ONLINE COURSES

ICS-100, ICS-200, ICS-700, L-180, S-190, S-130

I have completed Fire Prevention I, II, III, and the Plans Examiner columns. Currently working on the columns to the right. TOTAL OF 4%