

Ebbetts Pass Fire District



BOARD OF DIRECTORS NOTICE OF REGULAR MEETING **9:00 A.M. Tuesday, November 21, 2023** **1037 Blagen Road, Arnold**

In compliance with recently issued guidelines from the State of California and other governing agencies, and in order to aid in keeping the public safe, Ebbetts Pass Fire District (EPFD) continues to conduct our Board Meeting via teleconference in addition to the physical location.

To access the meeting please visit zoom.us website and enter Meeting ID: 896 8712 7795 with passcode: 343875. If you need assistance in accessing this information, please email epfd@epfd.org or call the EPFD office at 209-795-1646, Monday through Friday, 8:00 am to 5:00 pm. You may also register in advance for this meeting: <https://us06web.zoom.us/j/89687127795?pwd=beje12geDQBcS0KBY4SkFVlPTOZtce.1>

If you would like to comment on any item on our Agenda or an item not on the Agenda, please submit those in writing to our office at PO Box 66, 1037 Blagen Road, Arnold CA 95223 or via email at epfd@epfd.org at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference online.

MEMBERS OF THE BOARD

J. Scott McKinney, President Mike Barr, Secretary
Denny Clemens Jon Dashner Pete Neal

Concerning Public Comment

Please Note: The Board of Directors offers the opportunity for the public to speak to specific agenda items during the time that agenda item is discussed by the Board. The Board also allows an opportunity for the public to speak on non-agenda items during "public comments" prior to the conclusion of the meeting. The Board may not make any decision related to non-agendized items until the next Board meeting.

AGENDA

1. **Call to Order, Flag Salute, Roll Call**
2. **Public Appearances/Comment**: The Board will hear public comment on any agendized or non-agendized item. The Board may discuss public comment but may not take action.
3. **Consent Items**: Board action limited to discussion and approval of:
 - 3.1. Minutes: 10/17/23
 - 3.2. Acceptance of October 2023 Checks Listings and Authorize to File for Audit
4. **Committee Reports**: The Board will discuss the status of the following matters. The Board may take action on recommendations and/or give direction to staff or committee members related to follow-up on specific matters addressed by the committee.
 - 4.1. **Finance Committee** (Directors Dashner & Barr)
 - 4.2. **Personnel/Safety Committee** (Directors Dashner & McKinney)
 - 4.3. **Fire Prevention Committee** (Directors Neal & Clemens)
 - 4.4. **Apparatus/Equipment Committee** (Directors McKinney & Neal)

NOTICE OF REGULAR MEETING – continued

November 21, 2023

5. **Scheduled Items:** The Board will discuss and take action on the specific items listed below.
- 5.1. **Consideration of Scholarship for Paramedic Program Applicant Josilyn Layton**
 - 5.2. **Health Management Associates: CY 2022 Inter Governmental Transfer (IGT) Revenue**
 - 5.3. **California Public Employees' Retirement System: Additional UAL Payment to Avoid Negative Amortization for Classic Safety / PEPRA Safety / Miscellaneous Plans**
 - 5.4. **EPFD Employee Reimbursement Report – Fiscal Year 2022-23**
 - 5.5. **EPFD Appropriations (Gann) Limit Calculations**
 - 5.6. **Policy Review:**
 - Draft Policy:**
 - 5.6.1. **Policy 6800 Personnel – Physical Medical Exam**
Staff Recommendation: 1) Discuss; 2) Table
 - Updated Policies:**
 - 5.6.2. **Policy 6730 Personnel – Drug and Alcohol Abuse – Testing Circumstances**
Staff Recommendation: 1) Discuss; 2) Table
 - 5.6.3. **Policy 5060 – Expense Authorization**
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Policy 5060
 - 5.6.4. **Policy 5050 – Accounting Procedures**
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Adopt Policy 5050
 - 5.7. **Hold or Postpone December Regular Board of Directors Meeting**
Staff Recommendation: 1) Discuss; 2) Deliberate; 3) Hold Meeting on December 19 or Approve Postponement or Cancellation
6. **Reports:** The Board will hear reports on the following matters. The Board may discuss information contained in these reports.
- 6.1. **Administrative Report**
 - 6.2. **Legislative Report**
 - 6.3. **Administrative – EMS**
7. **Comments, Questions, and Consideration:** The Board will entertain comments and questions from the following individuals or representatives. The Board may discuss these comments or questions on these items but may not take action.
- 7.1. **Board Members**
 - 7.2. **Firefighters' Association**
 - 7.3. **Employees' Group**
 - 7.4. **Public Comments**
8. **Adjournment of Regular Meeting**

ADMINISTRATIVE STAFF:

Michael Johnson, Fire Chief Cheryl Howard, Secretary

Ebbetts Pass Fire District



MINUTES
Board of Directors
October 19, 2023

SUBJECT TO APPROVAL

1. The meeting was called to order with additional accommodation for the public through the use of Zoom Meetings at 9:00 A.M. Board President Scott McKinney called the meeting to order and the Pledge of Allegiance was recited.

Directors present: Michael Barr
Jon Dashner
Scott McKinney
Pete Neal

Director absent: Denny Clemens

District personnel present: Fire Chief Mike Johnson
District Secretary Cheryl Howard
Battalion Chief Rodney Hendrix
Captain James Crabtree
Engineer Glenn Verkerk

Public present: none

Others present via Zoom Meeting: none

2. **PUBLIC APPEARANCES/COMMENT**

None

3. **CONSENT ITEMS**

Mr. Dashner made a motion to approve Consent Items 3.1. and 3.2. Mr. Barr seconded; motion passed 4-0 (AYES: Barr, Dashner, McKinney, Neal; ABSENT: Clemens).

4. **COMMITTEE REPORTS**

- 4.1. Finance Committee

Chief Johnson reported that the District's financial standing after completing the first quarter of the fiscal year was good with enough funds to easily go through the dry period. He added that ambulance transport revenue had reached the 35% mark for the year. He reported that the financial auditor's representative, Marvin Pescador,

had been on-site at the District offices during the previous week and he anticipated the audit to continue to go smoothly.

4.2. Personnel/Safety Committee

Chief Johnson reported that there had been no injuries the previous month and the committee members had talked with the local union president on some of the proposed MOU additions to be discussed later in the agenda.

4.3. Fire Prevention Committee

Chief Johnson reported the Jack Sparo event at the Cameo Plaza event had been cancelled by the organizer. He also reported that Calaveras County Fire Marshal John Parks has resigned.

4.4. Apparatus/Equipment Committee

No report.

5. **SCHEDULED ITEMS**

5.1. EPFD Budget Request: Stryker Power Load Gurney System for Upcoming Two Ambulances

Chief Johnson described the benefits of the newest power load gurney system and noted that the additional costs for the requested units had not been included in the budget for this year. He noted the total for the two units was approximately \$60,000. Following some discussion, Mr. Dashner made a motion to approve the purchase of the two power load gurney systems for the two new ambulances. Mr. Barr seconded; motion passed 4-0 (AYES: Barr, Dashner, McKinney, Neal; ABSENT: Clemens).

5.2. CalPERS: Additional UAL Interest Payment to Avoid Negative Amortization for Plans

Chief Johnson reported that the arrangements have been made to make the interest payment of \$139,186 by November 5th.

5.3. GEMT: Supplemental Reimbursement Program

Chief Johnson noted the item in the Board Packet was for the Board's information and was most likely the last time to receive a GEMT payment as it was transitioning to the PP-GEMT program.

5.4. Local 3581 Memorandum of Understanding (MOU): Single Item Addition Request

5.4.1. At 9:18 the Closed Session was held to discuss the Local Union's request. Upon return to Open Session (personnel were unable to restart the Zoom meeting due to the internet being unavailable), Mr. McKinney reported that the Board had unanimously approved the "1.4 Draft" except for the 2.B statement which they had deleted (4-0; AYES: Barr, Dashner, McKinney, Neal; ABSENT: Clemens).

5.5. Policy Review

Draft Policy 6800 Personnel – Physical Medical Exam

The Board members expressed the desire to add a fifth bullet under Item 4.3 stating there would be a drug test. Chief Johnson responded that he will draft a revision and

distribute copies to the Board and staff for review and then bring it again to the Board next month.

Policy 6730 Personnel – Drug and Alcohol Abuse – Testing Circumstances

Chief Johnson reported that the legal review had been completed with the recommended changes included in the packet. Mr. Neal made a motion to begin the 30-day review for Policy 6730 Personnel – Drug and Alcohol Abuse – Testing Circumstances. Mr. Barr seconded; motion passed 4-0 (AYES: Barr, Dashner, McKinney, Neal; ABSENT: Clemens).

Policy 5050 – Accounting Procedures

Chief Johnson reviewed the recommended changes of deleting “clothing” inventory tracking and increasing the original cost to more than \$10,000. Mr. Barr made a motion to begin the 30-day review for Policy 5050 Accounting Procedures. Mr. Dashner seconded; motion passed 4-0 (AYES: Barr, Dashner, McKinney, Neal; ABSENT: Clemens).

Policy 5060 – Expense Authorization

Chief Johnson noted some of the recommended changes consisted of updating it to read Board President and addition of Item 17 for an annual report of reimbursement. Mr. Dashner made a motion to begin the 30-day review for Policy 5050 Accounting Procedures. Mr. Dashner seconded; motion passed 4-0 (AYES: Barr, Dashner, McKinney, Neal; ABSENT: Clemens).

- 5.6. Sierra Nevada Logging Museum: Thank-you Letter
Mr. McKinney noted that it was a nice letter.

6. **REPORTS**

6.1. Administrative Report

Chief Johnson reported that District personnel had performed a specialized training exercise of a 1,200-foot high angle rappel rescue at Calaveras Dome which was coordinated with Calaveras SAR and CalFire.

6.2. Legislative Report

Chief Johnson briefly reported on some active legislation.

6.3. Administrative - EMS

No report.

7. **COMMENTS, QUESTIONS, CONSIDERATIONS**

7.1. Board Members

Mr. Neal thanked everyone for their good work and for their patience while the full Board could discuss and deliberate matters.

Mr. Barr asked the staff to stay safe.

7.2. Firefighters Association

Glenn Verkerk reported that the Awards Dinner was scheduled for December 2nd at Sequoia Woods and the invitations with the RSVP requests would be sent out shortly. He reported that the thank-yous from the annual raffle had been sent out.

7.3. Employees' Group

None.

7.4. Public Comments

None.

8. **ADJOURNMENT**

Mr. Dashner made a motion to adjourn. Mr. Barr seconded; motion passed 4-0. 11:14 A.M.

Respectfully submitted,

Cheryl Howard
District Secretary

**County of Calaveras
General Ledger Summary
Balance Sheet Accounts
As of 10/31/2023**

Fund 2290 Ebbetts Pass Fire

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	4,014,498.21
1007	Outstanding Checks	(4,955.52)
1016	Imprest Cash	40,000.00
Total Assets		\$4,049,542.69
 <u>Liabilities</u>		
2091	Accts Payable - Staledated Cks	4,532.26
Total Liabilities		\$4,532.26
 <u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	5,788,109.02
3043	Reserve for Imprest Cash	40,000.00
Total Fund Balance		\$5,828,109.02
Year-to-Date Revenues		\$481,343.60
Year-to-Date Expenditures		\$2,264,442.19
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		\$0.00
Total Fund Equity		\$4,045,010.43
Total Liabilities and Fund Equity		\$4,049,542.69

REVENUE ACCOUNT SUMMARY SHEET - October 2023

Fire Operations:			BUDGETED	RECEIVED		% Received
ACCOUNT	No.		Month	Year-To-Date	Year-To-Date	
Property Tax - Current Secured	4010	2,650,054	0.00	0.00		0%
Administrative Fee (SB2557)	4013	(51,663)	0.00	0.00		0%
Unitary Tax	4015	74,857	0.00	0.00		0%
Supplemental Tax - Current Secured	4017	63,067	0.00	0.00		0%
Property Tax - Current Unsecured	4020	57,179	0.00	0.00		0%
Supplemental Tax - Current Unsecured	4027	2,937	0.00	0.00		0%
Prior Unsecured Taxes	4040	4,929	0.00	0.00		0%
Transient Occupancy Taxes	4072	61,200	0.00	0.00		0%
Interest	4300	5,000	0.00	0.00		
HOPTR	4463	22,397	0.00	0.00		0%
State Grant - OTS & RFC	4455	39,500	0.00	29,241.89		
Timber Tax	4465	-	0.00	0.00		
State Aid for Public Safety (Prop 172)	4472	32,500	0.00	0.00		
Federal Grant - AFG	4505	-	0.00	0.00		
Reimbursement - Personnel	4542	50,000	1427.04	3,489.65		7%
Reimbursement - Equipment	4543	5,000	0.00	0.00		0%
Charges for Current Service (hydrants)	4679	10,500	0.00	0.00		0%
Other Refund - Prior Year Taxes	4684	-	0.00	0.00		
Training Fees	4689	-	0.00	1,775.00		
Gifts/Donations	4707	-	0.00	600.00		
Refund - Misc.	4708	-	60.00	2,217.11		
Other Revenue	4712	26,922	2170.21	8,680.84		32%
Miscellaneous Revenue	4713	500	0.00	0.00		0%
Refunds - Insurance	4743	-	0.00	0.00		
Sale of Surplus Property	4800	-	0.00	0.00		
Total		3,054,879	3,657.25	46004.49		2%

EMS/Paramedic Program			BUDGETED	RECEIVED		% Received
ACCOUNT	No.		Month	Year-To-Date	Year-To-Date	
Special Tax	4077	362,578	0.00	0.00		0%
Special Tax - Sustain ALS	4077 S	420,032	0.00	0.00		
Refunds - Insurance	4743	-	0.00	0.00		
Total		782,610	0.00	0.00		0%

Ambulance Program			BUDGETED	RECEIVED		% Received
ACCOUNT	No.		Month	Year-To-Date	Year-To-Date	
Special Tax	4077	829,798	0.00	0.00		0%
Special Tax - Sustain ALS	4077 S	1,079,940	0.00	0.00		0%
Other Programs - State (GEMT)	4479	103,000	0.00	0.00		
Federal Grant - AFG - Generator	4505	28,600	0.00	0.00		0%
State Other Aid (IGT)	4580	700,000	0.00	0.00		0%
EMS Transport Revenue	4660	770,000	95,780.99	365,847.88		48%
Collections	4679	-	5,238.17	5,896.67		
Refunds - Insurance	4743	-	0.00	0.00		
Total		3,511,338	101,019.16	371744.55		11%

FIRE OPERATIONS ACCOUNT SUMMARY SHEET - OCT 2023

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-1.001	1,294,096	96,055.96	404,680.61	889,415.39	31%
Extra Hire	-1.002	10,000	600.00	2,181.93	7,818.07	22%
Extra Hire - Intern	-1.003	46,506	944.94	6,783.89	39,722.11	15%
ST/TF FF Payments	-1.004	50,000	0.00	0.00	50,000.00	0%
Volunteer FF Relief	-1.005	40,000	478.03	1,912.12	38,087.88	5%
Retirement-UAL	-1.049	176,425	0.00	74,781.30	101,643.70	42%
Retirement	-1.050	198,824	16,582.16	65,695.85	133,128.15	33%
Group Insurance	-1.055	290,770	19,840.08	92,040.42	198,729.58	32%
SERVICES & SUPPLIES	5111.1-					
Safety Clothing	-1.111	51,190	2,990.65	16,962.83	34,227.17	33%
Safety Equipment	-1.115	6,000	0.00	0.00	6,000.00	0%
Communications-Radios	-1.121	9,560	0.00	5,424.76	4,135.24	57%
Communications-Phone	-1.124	16,000	409.88	2,028.18	13,971.82	13%
Food - Fire Line Meals	-1.131	640	48.16	212.68	427.32	33%
Housekeeping	-1.141	6,800	268.68	2,852.35	3,947.65	42%
Insurance-Prop/Liability	-1.151	55,160	0.00	55,160.00	-	100%
Insurance-Workers Comp	-1.153	92,000	3,125.24	91,892.22	107.78	100%
Maintenance-Apparatus	-1.181	59,000	5,015.81	18,723.08	40,276.92	32%
Maintenance-Utilities	-1.182	10,000	1,468.92	3,278.98	6,721.02	33%
Building Maintenance	-1.201	28,230	5,226.09	10,536.66	17,693.34	37%
Emergency Care/Rescue	-1.211	1,275	0.00	0.00	1,275.00	0%
Memberships	-1.221	9,525	0.00	375.00	9,150.00	4%
Office Expense	-1.241	14,982	-162.28	8,963.10	6,018.90	60%
Office Expense-Postage	-1.243	1,000	28.56	172.76	827.24	17%
Office Expense-Copies	-1.245	690	33.90	178.00	512.00	26%
Professional Services	-1.271	33,000	459.36	459.36	32,540.64	1%
Small Tools/FF Equipment	-1.401	13,000	3,195.44	5,807.66	7,192.34	45%
Small Tools-Hose/SCBA	-1.402	10,600	1,305.29	2,891.38	7,708.62	27%
Special District Expense	-1.411	20,050	345.81	4,215.62	15,834.38	21%
SDE--Health Maintenance	-1.412	44,700	0.00	580.00	44,120.00	1%
Training	-1.422	12,500	1,035.17	2,326.00	10,174.00	19%
Travel/Education	-1.478	9,000	0.00	141.18	8,858.82	2%
Transportation Fuel	-1.480	27,700	1,788.91	7,509.78	20,190.22	27%
Utilities - Water/Sewer	-1.501	4,900	0.00	1,611.33	3,288.67	33%
Utilities - Electrical	-1.504	12,520	832.80	3,893.04	8,626.96	31%
Utilities - Propane	-1.505	14,280	415.22	447.24	13,832.76	3%
LAFCO Fee	5627	4,928	0.00	4,927.48	0.52	100%
FIXED ASSETS						
Building Fund: Structures	5640	263,698	0.00	0.00	263,698.00	0%
Equipment	5701	92,592	0.00	0.00	92,592.00	0%
Fire Operation Fund Totals		3,032,141	162,332.78	899,646.79	2,132,494.21	30%

CHECKS ISSUED LISTING - Oct 2023**FIRE OPERATIONS**

Check No.	PAID TO	PURPOSE	AMOUNT
5001.1.001: SALARIES			
	26426, 26561	Payroll / Statutory Elective Withholding	\$86,111.13
	26426, 26561	Paychex Fee	Employer Cost \$287.00
1135303, 1135910	PARS	Employee Withholding	\$107.23
	26427, 26562	EPFF Local #3581	dues and meals withholding \$922.37
	26633	CalPERS	employee/employer 8,628.23
5001.1.002: EXTRA HIRE - Hydrant Maintenance			<i>none issued</i>
5001.1.003: EXTRA HIRE - SPECIAL			
	26426, 26561	Payroll / Statutory Withholding / Elective Withholding	\$877.44
1135303, 1135910	PARS	EE withholding	\$67.50
5001.1.004: Expenditure: ST/TF Firefighter Payment			<i>none issued</i>
5001.1.005: Expenditure: Volunteer Firefighter Payment			
	11361145	PARS	trust administration \$478.03
5001.1.049: RETIREMENT UAL PREPAYMENT & LOAN			<i>none issued</i>
5001.1.050: RETIREMENT (PERS)			
	26633	CalPERS	Employer Portion \$16,582.16
5001.1.055: GROUP INSURANCE			
	26426, 26561	Supplemental Life Premium Withholding	(\$94.94)
	1136355	Caldwell Ins Serv	AD&D premium \$2,714.40
	1136143	FDAC-EBA	vis/den/life ins premium \$1,187.27
	1136144	LV FF Health & Welfare Trust	medical premium \$903.00
	1136146	SDRMA-Employee Benefit Service - medical premium	\$17,844.75
5111.1.111: SAFETY CLOTHING			
	1135581	L N Curtis & Sons	boots \$687.93
	1135584	US Bank	uniform tee stock \$475.72
	1135584	US Bank	wildland boots (2) \$725.88
	1135584	US Bank	awards \$338.99
	1136134	L N Curtis	SBB nomex pant \$210.33
	1136134	L N Curtis	headlamps, rhino \$551.80

CHECKS ISSUED LISTING - Oct 2023

FIRE OPERATIONS

5111.1.115: SAFETY EQUIPMENT

none issued

5111.1.121: COMMUNICATIONS: RADIOS

none issued

5111.1.124: COMMUNICATIONS: TELEPHONE

1135575 CalNET (AT&T) - Sta.2&4	209-795-6876 / 6852	\$46.44
1135577 Comcast	phone/internet	\$62.41
1136127 Comcast	phone/internet	\$289.52
1136354 CalNET (AT&T) - Sta.2&4	209-795-6876 / 6852	\$11.51

5111.1.131: FOOD/FIRE LINE MEALS

1135584 US Bank	meals during structure fire	\$48.16
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5111.1.141: HOUSEHOLD EXPENSE

1135573 Anchor Pest Control	pest control	\$96.00
1136125 CA Waste Recovery	trash removal	\$133.20
1136129 Ebbetts Pass Lumber Co	housekeeping items	\$39.48

5111.1.151: INSURANCE: PROPERTY/LIABILITY

none issued

5111.1.153: INSURANCE: WORKER'S COMPENSATION

1136138 SDRMA	2022-23 reconciliation balance	\$3,125.24
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5111.1.181: MAINTENANCE: APPARATUS

1135582 Richard Lokey	U1002: replace exh sys; rebuild t	\$1,857.24
1135584 US Bank	car wash brushes, squeegees	\$117.37
1136124 Arnold Auto Supply	parts,credit	\$170.70
1136131 Golden State EVS	U1008: seal, ball repair; 5: ball ki	\$711.14
1136135 Richard Lokey	U1008: repair drain, fill, short	\$902.50
1136135 Richard Lokey	U1006: replace air dryer, blockheate	\$1,256.86

5111.1.182: MAINTENANCE: UTILITIES

1135585 Arnold Automotive	U3015: wiper motor repair	\$412.82
1136129 Ebbetts Pass Lumber Co	U3020: valves, clamps, etc.	\$106.10
1136135 Richard Lokey	U3022: change water pump	\$950.00

5111.1.201: BUILDING & GROUNDS MAINTENANCE

1135574 Arnold Electrical Inc Sta.3&4	convert lights to LED line voltage	\$1,400.00
1135578 Foothill Pump Service	S1/2: replace fuel nozzles, filters	\$603.44
1136126 CISCO Fire Sprinklers	annual sprinkler inspection	\$625.00
1136128 Cummins	annual generators service	\$1,073.53
1136139 Waters Plumbing Heating	attempt to locate drain pipe	\$1,524.12

CHECKS ISSUED LISTING - Oct 2023**FIRE OPERATIONS****5111.1.211: EMERGENCY CARE***none issued***5111.1.221: MEMBERSHIPS/SUBSCRIPTIONS***none issued***5111.1.241: OFFICE EXPENSE**

1135584 US Bank	credit for scansnap, off supp	(\$170.58)
1136124 Arnold Auto supply	paint pens, markers	\$8.30

5111.1.243: OFFICE EXPENSE: POSTAGE

JE Calaveras Co	mailing of checks	28.56
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5111.1.245: OFFICE EXPENSE: COPIES

1136136 Power Business Technology	copier maintenance	\$35.78
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5111.1.271: PROFESSIONAL SERVICES

26635 Nossaman	Legal review of policy 6730	\$459.36
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5111.1.401: SMALL TOOLS/FF EQUIPMENT

1135582 Richard Lokey	reimburse rubber mallet	\$34.47
1135584 US Bank	chain, wrenches, kit, bar	\$1,243.99
1136124 Arnold Auto Supply	oil pan	\$15.02
1136132 FailSafe Testing LLC	annual ladder inspections	\$1,901.96

5111.1.402: SMALL TOOLS: HOSE / SCBA

1136358 LN Curtis	hose, gated Y	\$1,305.29
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5111.1.411: SPECIAL DISTRICT EXPENSE

1135584 US Bank: SAMBA	EPN program	\$39.07
1135584 US Bank	awards	\$306.74

5111.1.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued***5111.1.422: TRAINING**

1135583 UPS	ship for warranty repair	\$37.57
1135584 US Bank	doors for burn prop	\$997.60

5111.1.478: TRAVEL/EDUCATION/TRAINING*none issued***5111.1.480: TRANSPORTATION FUEL**

1136130 Ebbetts Pass Gas Service	unleaded	\$640.05
26608 Hunt & Sons, Inc	diesel	\$636.29
26608 Hunt & Sons, Inc	diesel	\$338.57
1136356 EPFFA	diesel	\$174.00

CHECKS ISSUED LISTING - Oct 2023

FIRE OPERATIONS

5111.1.501: UTILITIES: WATER/SEWER		<i>none issued</i>
5111.1.504: UTILITIES: ELECTRICITY		
JE CPPA	electricity	\$832.80
5111.1.505: UTILITIES: PROPANE		
1136130 Ebbetts Pass Gas Serv	propane	\$415.22
5640 F: STRUCTURES		<i>none issued</i>
5701 F: EQUIPMENT		<i>none issued</i>

ENGINE PARAMEDIC PROGRAM ACCOUNT SUMMARY SHEET - Oct 2023

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-2.001	436,839	26,722.93	125,972.74	310,866.26	29%
Retirement-UAL	-2.049	73,276	0.00	41,317.18	31,958.82	56%
Retirement	-2.050	73,755	6,097.36	24,252.34	49,502.66	33%
Group Insurance	-2.055	113,512	6,876.87	35,257.17	78,254.83	31%
SERVICES & SUPPLIES	5111					
Safety Clothing	-2.111	2,775	203.68	242.15	2,532.85	9%
Safety Equipment	-2.115	1,000	0.00	0.00	1,000.00	0%
Communications-Radios	-2.121	1,440	0.00	246.78	1,193.22	17%
Communications-Phone	-2.124	2,000	102.47	507.04	1,492.96	25%
Food/Meals	-2.131	160	0.00	41.14	118.86	26%
Housekeeping	-2.141	1,700	67.17	687.56	1,012.44	40%
Insurance-Prop/Liability	-2.151	11,032	0.00	11,031.00	1.00	100%
Insurance-Workers Comp	-2.153	23,000	781.31	22,973.05	26.95	100%
Maintenance-Apparatus	-2.181	2,900	165.06	923.58	1,976.42	32%
Building & Grounds Maint.	-2.201	6,770	740.39	1,056.29	5,713.71	16%
Copier Maintenance	-2.245	175	8.47	44.49	130.51	25%
Professional Services	-2.271	2,200	114.84	114.84	2,085.16	5%
Special District Expense	-2.411	1,030	6.00	381.79	648.21	37%
SDE--Health Maintenance	-2.412	3,300	0.00	0.00	3,300.00	0%
Training	-2.422	4,000	0.00	0.00	4,000.00	0%
Travel/Education	-2.478	2,700	0.00	0.00	2,700.00	0%
Transportation Fuel	-2.480	7,200	849.66	4,560.53	2,639.47	63%
Utilities - Water/Sewer	-2.501	1,150	0.00	402.82	747.18	35%
Utilities - Electrical	-2.504	3,130	208.20	973.26	2,156.74	31%
Utilities - Propane	-2.505	3,590	103.81	111.82	3,478.18	3%
SPECIAL TAX HANDLING FEE	5411	3,626	0.00	0.00	3,626.00	0%
Engine Paramedic Program Totals		782,260	43,048.22	271,097.57	511,162.43	35%

CHECKS ISSUED LISTING - Oct 2023 ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
5001.2.001: SALARIES			
26426, 26561	Payroll / Statutory Elective Withholding / Paychex Fee		\$23,952.78
26427, 26562	EPFF Local #3581	dues and meals withholding	\$366.47
26633	CalPERS	employee/employer	\$2,403.68
5001.2.049: RETIREMENT UAL PREPAYMENT & LOAN			<i>none issued</i>
5001.2.050: RETIREMENT (PERS)			
26633	CalPERS	Employer Portion	\$6,097.36
5001.2.055: GROUP INSURANCE			
26426, 26561	Supplemental Life Premium Withholding		(\$26.00)
1136355	Caldwell Ins Serv		\$678.60
1136143	FDAC-EBA	vis/den/life ins premium	\$384.00
1136146	SDRMA-Employee Benefit Service - medical premium		\$6,518.87
5111.2.111: SAFETY CLOTHING			
1135584	US Bank	uniform tee stock	\$118.93
1135584	US Bank	awards	\$84.75
5111.2.115: SAFETY EQUIPMENT			<i>none issued</i>
5111.2.121: COMMUNICATIONS: RADIOS			<i>none issued</i>
5111.2.124: COMMUNICATIONS: TELEPHONE			
1135575	CalNET (AT&T) - Sta.2&4	phone	\$11.61
1135577	Comcast	phone/internet	\$15.60
1136127	Comcast	phone/internet	\$72.38
1136354	CalNET (AT&T) - Sta.2&4	phone	\$2.88
5111.2.131: FOOD/FIRE LINE MEALS			<i>none issued</i>
5111.2.141: HOUSEHOLD EXPENSE			
1135573	Anchor Pest Control	pest control	\$24.00
1136125	CA Waste Recovery	trash removal	\$33.30
1136129	Ebbetts Pass Lumber Co	housekeeping items	\$9.87
5111.2.151: INSURANCE: PROPERTY/LIABILITY			<i>none issued</i>

CHECKS ISSUED LISTING - Oct 2023 ENGINE PARAMEDIC

5111.2.153: INSURANCE: WORKER'S COMPENSATION

1136138 SDRMA	2022-23 reconciliation balance	\$781.31
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5111.2.181: MAINTENANCE: APPARATUS

1136124 Arnold Auto Supply	parts,credit	\$165.06
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5111.1.201: BUILDING & GROUNDS MAINTENANCE

1135574 Arnold Electrical Inc Sta.3&4	convert lights to LED line voltage	\$280.00
1135578 Foothill Pump Service	replace fuel nozzles & filters Sta	\$120.69
1136126 CISCO Fire Sprinklers	annual sprinkler inspection	\$125.00
1136128 Cummins	annual generators service	\$214.70

5111.1.245: OFFICE EXPENSE: COPIES

1136136 Power Business Technology	copier maintenance	\$8.94
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5111.2.271: PROFESSIONAL SERVICES

26635 Nossaman	Legal review of policy 6730	\$114.84
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5111.2.402: SMALL TOOLS: HOSE / SCBA

none issued

5111.2.411: SPECIAL DISTRICT EXPENSE

1121161 US Bank: SAMBA	EPN program	\$6.00
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5111.2.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE

none issued

5111.2.422: TRAINING

none issued

5111.2.478: TRAVEL/EDUCATION/TRAINING

none issued

5111.2.480: TRANSPORTATION FUEL

26608 Hunt & Sons, Inc	diesel	\$849.66
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5111.2.501: UTILITIES: WATER/SEWER

none issued

5111.2.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	\$208.20
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5111.3.505: UTILITIES: PROPANE

1136130 Ebbetts Pass Gas Serv	propane	\$103.81
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5411 P: SPECIAL TAX HANDLING FEE

none issued

AMBULANCE PROGRAM ACCOUNT SUMMARY SHEET - October 2023

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
SALARIES & BENEFITS	5001					
Salaries/Wages	-3.001	1,698,246	130,491.31	516,653.61	1,181,592.39	30%
Retirement-UAL	-3.049	190,821	0.00	70,435.07	120,385.93	37%
Retirement	-3.050	208,200	16,638.80	66,605.40	141,594.60	32%
Group Insurance	-3.055	478,632	34,002.00	150,549.98	328,082.02	31%
SERVICES & SUPPLIES	5111					
Safety Clothing	-3.111	13,860	1,362.35	1,504.71	12,355.29	11%
Safety Equipment	-3.115	2,250	513.45	1,026.90	1,223.10	46%
Communications-Radios	-3.121	4,200	0.00	1,233.88	2,966.12	29%
Communications-Phone	-3.124	10,000	512.37	2,535.24	7,464.76	25%
Food - Fire Line Meals	-3.131	800	0.00	205.65	594.35	26%
Housekeeping	-3.141	8,500	335.83	3,437.78	5,062.22	40%
Insurance-Prop/Liability	-3.151	44,128	0.00	44,128.00	-	100%
Insurance-Workers Comp	-3.153	115,000	3,906.56	114,865.28	134.72	100%
Maintenance-Ambulances	-3.183	31,250	8,550.00	10,158.85	21,091.15	33%
Building Maintenance	-3.201	40,150	2,961.57	9,413.97	30,736.03	23%
Emergency Care/Rescue	-3.211	43,080	3,442.21	14,028.36	29,051.64	33%
Memberships	-3.221	150	0.00	0.00	150.00	0%
Office Expense	-3.241	10,031	97.29	9,249.56	781.44	92%
Office Expense - Copies	-3.245	860	42.38	222.48	637.52	26%
Professional Services	-3.271	79,018	7,121.62	27,928.93	51,089.07	35%
Small Tools/FF Equipment	-3.401	9,350	181.55	1,370.67	7,979.33	15%
Special District Expense	-3.411	10,450	24.00	2,058.98	8,391.02	20%
SDE--Health Maintenance	-3.412	33,100	0.00	1,354.49	31,745.51	4%
SDE--Administrative Fee	-3.413	3,800	2,979.52	2,979.52	820.48	78%
Training	-3.422	12,000	250.00	1,436.00	10,564.00	12%
Travel/Education	-3.478	4,500	0.00	0.00	4,500.00	0%
Transportation Fuel	-3.480	32,000	2,125.96	7,930.34	24,069.66	25%
Utilities - Water/Sewer	-3.501	5,700	0.00	2,014.17	3,685.83	35%
Utilities - Electrical	-3.504	15,650	1,041.00	4,866.30	10,783.70	31%
Utilities - Propane	-3.505	18,850	519.03	559.05	18,290.95	3%
Bank Charges	5403 A	-	0.00	0.00	-	
SPECIAL TAX HANDLING FEE	5411	23,298	0.00	0.00	23,298.00	0%
SDE DHCS IGT Pull-Down Fee	5411		0.00	0.00	-	
REFUND OVERPAYMENT	5612	13,000	3,853.29	6,333.75	6,666.25	49%
Bad Debts (NSF checks)	5616	-	0.00	0.00	-	
FIXED ASSETS						
Building Fund: Structures	5640	-	0.00	0.00	-	
Equipment	5701	490,000	0.00	0.00	490,000.00	
Ambulance Program Totals		3,650,874	220,952.09	1,075,086.92	2,575,787.08	29%

CHECKS ISSUED LISTING - Oct 2023**STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
5001.3.001: SALARIES			
26426, 26561	Payroll / Statutory Elective Withholding / Paychex Fee		\$114,983.85
26427, 26562	EPFF Local #3581	dues and meals withholding	\$2,161.16
26633	CalPERS	employee/employer	\$13,346.30
5001.3.049: RETIREMENT UAL PREPAYMENT & LOAN			<i>none issued</i>
5001.3.050: RETIREMENT (PERS)			
26633	CalPERS	Employer Portion	\$16,638.80
5001.3.055: GROUP INSURANCE			
26426, 26561	Supplemental Life Premium Withholding		(\$135.16)
1136355	Caldwell Ins Serv		\$3,393.00
1136143	FDAC-EBA	vis/den/life ins premium	\$2,190.68
1136146	SDRMA-Employee Benefit Service - medical premium		31,946.48
5111.3.111: SAFETY CLOTHING			
1135581	L N Curtis & Sons	boots	\$343.97
1135584	US Bank	uniform tee stock	\$594.65
1135584	US Bank	awards	\$423.73
5111.3.115: SAFETY EQUIPMENT			<i>none issued</i>
5111.3.121: COMMUNICATIONS: RADIOS			<i>none issued</i>
5111.3.124: COMMUNICATIONS: TELEPHONE			
1135575	CalNET (AT&T) - Sta.2&4	209-795-6876 / 6852	\$58.06
1135577	Comcast	phone/internet	\$78.02
1136127	Comcast	phone/internet	\$361.90
1136354	CalNET (AT&T) - Sta.2&4	209-795-6876 / 6852	\$14.39
5111.3.131: FOOD/FIRE LINE MEALS			<i>none issued</i>
5111.3.141: HOUSEHOLD EXPENSE			
1135573	Anchor Pest Control	pest control	\$120.00
1136125	CA Waste Recovery	trash removal	\$166.49
1136129	Ebbetts Pass Lumber Co	housekeeping items	\$49.34

CHECKS ISSUED LISTING - Oct 2023**STATION 3 A****5111.3.151: INSURANCE: PROPERTY/LIABILITY***none issued***5111.3.153: INSURANCE: WORKER'S COMPENSATION**

1136138 SDRMA	2022-23 reconciliation balance	\$3,906.56
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5111.3.183: MAINTENANCE: AMBULANCES

1135579 Arnold Tire	U3508: rotate 6 tires	\$120.00
1135579 Arnold Tire	U3509: mount/balance 6 tires	\$180.00
1135582 Richard Lokey	U3509: hubcap; U6: repair HVAC	\$485.64
1135582 Richard Lokey	U3508: replace CCV, repair EGF	\$507.63
1135584 US Bank	U8/9: tires; U6: mirror	\$5,231.42
1136124 Arnold Auto Supply	U3508: coolant, water, fittings	\$154.33
1136129 Ebbetts Pass Lumber co	fasteners, tension tie	\$20.36
1136135 Richard Lokey	U7: replace mirror; U9:chg filters	\$1,595.96
1136140 Arnold Automotive	U3509: oil/filter change	\$254.66

5111.3.201: BUILDING & GROUNDS MAINTENANCE

1135574 Arnold Electrical Inc sta.3&4	convert lights to LED line voltage	\$1,120.00
1135578 Foothill Pump Service	replace fuel nozzles & filters Sta1	\$482.75
1136126 CISCO Fire Sprinklers	annual sprinkler inspection	\$500.00
1136128 Cummins	annual generators service	\$858.82

5111.3.211: EMERGENCY CARE

1136133 Life Assist	medical supplies	\$1,858.72
1136357 Life Assist	medical supplies	\$1,583.49

5111.3.221: MEMBERSHIPS/SUBSCRIPTIONS*none issued***5111.3.241: OFFICE SUPPLIES**

1136124 Arnold Auto supply	paint pens, markers	\$8.30
1136129 Ebbetts Pass Lumber Co	packout tablet, cable	\$88.99

5111.3.245: OFFICE EXPENSE: COPIES

1136136 Power Business Technology	copier maintenance	\$44.72
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5111.3.271: PROFESSIONAL SERVICES

1136141 Wittman Enterprises, LLC	billing services	\$1,710.00
JE Cal Co Sheriff's Office	ambulance dispatch fee	\$2,440.90
JE Cal Co Sheriff's Office	ambulance dispatch fee	\$2,396.52
26635 Nossaman	Legal review of policy 6730	\$574.20

CHECKS ISSUED LISTING - Oct 2023**STATION 3 A****5111.3.401: SMALL TOOLS/FF EQUIPMENT**

1135584 US Bank	medical and airway kits	\$160.84
1136129 Ebbetts Pass Lumber Co	c-batteries for largynscope	\$20.71

5111.3.411: SPECIAL DISTRICT EXPENSE

1121161 US Bank: SAMBA	EPN program	\$24.00
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5111.3.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued***5111.3.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE**

1136137 Sacramento Metro Fire Dist	GEMT admin fee	\$407.83
1136137 Sacramento Metro Fire Dist	GEMT admin fee	\$641.29
1136137 Sacramento Metro Fire Dist	GEMT admin fee	\$726.26
1136137 Sacramento Metro Fire Dist	GEMT admin fee	\$1,239.03
1136137 Sacramento Metro Fire Dist	credit applied for previous payment	(\$34.89)

5111.3.422: TRAINING

26607 Nate Attaway	reimb:medic renewal	\$250.00
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5111.3.478: TRAVEL/EDUCATION/TRAINING*none issued***5111.3.480: TRANSPORTATION FUEL**

26494 EPFD: WEX Bank	diesel	\$301.15
26608 Hunt & Sons, Inc	diesel	\$1,012.28
26608 Hunt & Sons, Inc	diesel	\$812.53

5111.3.501: UTILITIES: WATER/SEWER*none issued***5111.3.504: UTILITIES: ELECTRICITY**

JE CPPA	electricity	\$1,041.00
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5111.3.505: UTILITIES: PROPANE

1136130 Ebbetts Pass Gas Serv	propane	\$519.03
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5403 A: TREASURER'S ADMIN FEE*none issued***5411 A: SPECIAL TAX HANDLING FEE***none issued***5640 A: STRUCTURES***none issued***5701 A: EQUIPMENT***none issued***5612 A: REFUNDS**

1135580 Kaiser Permanente		\$3,853.29
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Ebbetts Pass Fire District



November 13, 2023

To: Ebbetts Pass Board of Directors

From: Mike Johnson, Fire Chief

RE: Paramedic Program Applicant Josilyn Layton

Josilyn has recently requested to be considered for a Paramedic School Scholarship by our District in the same fashion we provided for Alex Baker a few years ago. Her intent is to provide a detailed outline of the Scholarship Request during the Board Meeting set for November 21st. Josilyn has my endorsement to be considered by the Board for the program based on her performance stated below.

Josilyn has been a part of the Ebbetts Pass Fire District for over three years and has proven to be an outstanding employee and asset to our agency. She has expressed that one of her career goals is to become a paramedic firefighter. Through dedication and perseverance Josilyn has accomplished many monumental tasks to prepare herself for the next chapter of her career.

Within the first few months of her internship with the district, she obtained her EMT and began working in that capacity on our ALS ambulances. Recognizing the necessity to gain additional experience in that role, she pursued employment on a private 911 ambulance in a busier system. Josilyn also realized the benefit of further hands-on patient contact and pursued a second job in the local emergency room as an emergency room technician. Her dedication and commitment to the job did not go unnoticed when the opportunity for a full-time position with our agency became available. Through the hiring process, Ms. Layton was selected as the top candidate over other candidates which consisted mostly of paramedic applicants.

During her time as a full-time employee, Josilyn has demonstrated her strong work ethic many times and especially the pride she takes in her craft. Daily, Josilyn can often be found working on station projects or chores, studying, or training. While Josilyn is an exceptional firefighter, she understands that providing the highest level of emergency medical care is of utmost importance to our district and community. For example, even though it is not required for our EMTs to provide care throughout transports on BLS calls, Josilyn has made it clear that when the opportunity arises she prefers to do so.

Please carefully consider selecting Josilyn Layton as a student into your Paramedic Program as we know she will prove to be an effective paramedic and caregiver to all she will serve. Her youth, energy, commitment, and charisma will be a credit toward the next generation of public servants.

Respectfully,

Mike Johnson
Fire Chief

Mike Johnson

From: Margaux McFetridge
Sent: Monday, October 23, 2023 8:01 AM
To: Mike Johnson
Cc: Steve Soto; Gelmy Ruiz
Subject: For Review: CY 2022 VRRP Payment Estimates and Draft Plan Provider Agreements
Attachments: EPFD Financial Calculations 2022 IGT_10.22.23.xlsx; 2022 IGT Plan-Provider Agreement CHW_Ebbetts Pass_draft.docx; Anthem 2022 IGT Amendment_Ebbetts_draft.docx

Hello Chief Johnson,

Hope you are well! Attached are the following documents:

- CY 2022 Payment Estimate (also summarized in table below)
- Draft CY 2022 Plan Provider Agreements (PPAs) in track changes

Please let me know when the PPAs have been reviewed and are ready to be routed to the Plans for their review and approval. **Ideally, I would like to get them to CHW and Anthem no later than Friday, October 27th.**

Your CY 2022 payment estimate is also summarized in a table below. Note that DHCS no longer provides us with the FMAPs used to calculate Rate Range payment estimates due to the complexity of the new Unsatisfactory Immigration Status (UIS)/Satisfactory Immigration Status (SIS) rate splits, so we used the Anthem FMAPs provided to us by Anthem and also created average Rate Range UIS/SIS FMAPs based on data from 21 unique counties/plans for the CHW FMAPs. I will also request that a colleague review the CY 2022 estimates and if there are any concerns or changes based on their review, we will let you know.

Let me know if you have any questions at all.

Thanks!
Margaux

CY 2022 VRRP Estimates	Anthem	CHW	Total
CY 2022 IGT Contribution Amount	\$85,414	\$195,621	\$281,035
DHCS Admin Fee – N/A	\$0	\$0	\$0
CY 2022 Transfer Amount	\$85,414	\$195,621	\$281,035
Est. MCP Payment Amounts	\$305,917	\$620,057	\$925,974
Est. Net New Revenue			\$644,939

HMA

Margaux McFetridge
Senior Consultant | Sacramento, CA
Office: (916) 446-4601 | Direct: (916) 329-8229 | Mobile: (916) 613-1532
www.healthmanagement.com

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California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

November 02, 2023

Cheryl B Howard
Ebbetts Pass Fire Protection District
P.O. BOX 66
ARNOLD, CA 95223

CalPERS ID: 2779006014

Dear Cheryl B Howard,

This document is to notify you that your EFT Checking payment for
Employer Contributions - Unfunded Liability Additional Contributions, Classic, 1320, CalPERS, 2023/2024

,
Receivable Identification Number 100000017309209, was received by CalPERS on November 02, 2023.

Your receivable will be paid in full once the payment has settled, which can take up to two business days.

If you have any questions, please visit our Web site www.calpers.ca.gov, or you may contact us toll free
at **888 CalPERS** (or **888-225-7377**).

Sincerely,

Financial Reporting & Accounting Services Division



California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

November 02, 2023

Cheryl B Howard
Ebbetts Pass Fire Protection District
P.O. BOX 66
ARNOLD, CA 95223

CalPERS ID: 2779006014

Dear Cheryl B Howard,

This document is to notify you that your EFT Checking payment for Employer Contributions - Unfunded Liability Additional Contributions, PEPRA, 25601, CalPERS, 2023/2024, Receivable Identification Number 100000017309212, was received by CalPERS on November 02, 2023.

Your receivable will be paid in full once the payment has settled, which can take up to two business days.

If you have any questions, please visit our Web site www.calpers.ca.gov, or you may contact us toll free at **888 CalPERS** (or **888-225-7377**).

Sincerely,

Financial Reporting & Accounting Services Division



California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

November 02, 2023

Cheryl B Howard
Ebbetts Pass Fire Protection District
P.O. BOX 66
ARNOLD, CA 95223

CalPERS ID: 2779006014

Dear Cheryl B Howard,

This document is to notify you that your EFT Checking payment for
Employer Contributions - Unfunded Liability Additional Contributions, Classic, 1319, CalPERS, 2023/2024

,
Receivable Identification Number 100000017309204, was received by CalPERS on November 02, 2023.

Your receivable will be paid in full once the payment has settled, which can take up to two business days.

If you have any questions, please visit our Web site www.calpers.ca.gov, or you may contact us toll free
at **888 CalPERS** (or **888-225-7377**).

Sincerely,

Financial Reporting & Accounting Services Division

Ebbetts Pass Fire District



Date: 10/17/23
TO: Board of Directors
FROM: Cheryl Howard, District Secretary
Subject: Employee Reimbursement Report - Fiscal Year 2022-23

Background

Per California Government Code §53065.50, each Special District, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, one day lodging, transportation, or a registration fee paid to any district governing body employee or member. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Discussion

Below is a list of employees who received reimbursement from the District in the quarter ending June 30, 2023:

Employee	Payment Type	Document #	Payment Date	Description	GL Account	Amount
Kyle Salyer	Check	1120371	09/21/22	reimburse wildland boots	3.111	417.20
Josilyn Layton	Check	1123982	10/19/22	reimburse boots	3.111	222.17
Eric Riddle	Check	1122493	11/14/22	reimburse EMT certification	1.422	922.95
Bryn Buhler	Check	1127521	03/16/23	reimburse DMV physical	2.412	100.00
Alex Baker	Check	1128094	03/29/23	reimburse medic licensing fees	3.422	863.73
Spencer Hickok	Check	1128102	03/29/23	reimburse medic renewal	3.422	250.00
Alex Baker	Check	1129761	05/11/23	reimburse structure boots	3.111	455.80
Glenn Verkerk	Check	1129785	05/11/23	reimburse wildland boots	2.111	367.87
Kyle Salyer	Check	1129779	05/11/23	reimburse medic renewal	3.422	250.00
Kody Simons	Check	1130787	06/08/23	reimburse SRI instructor class	3.422	575.00
Nate Attaway	Check	25679	06/20/23	reimburse wildland boots	3.111	449.79
James Crabtree	Check	1125311	01/01/23	reimburse medic renew & phys	1.422	390.00

Recommendation

Review of Employee Reimbursement Report for the quarter ended June 30, 2023.

Appropriations (Gann) Limit Calculations Ebbetts Pass Fire District 2022-23

Previous Year (2021-22) Appropriations Limit	\$3,479,274
Adjustment Factor (-0.39+100/100)(7.55+100/100) [population factor times inflation factor]	1.07131
Calculated 2022-23 Appropriations Limit	\$3,727,366
Plus increase amount allowed by Measure A May 2019	\$1,441,137
TOTAL 2022-23 Appropriations Limit	\$5,168,503

2022-23 Appropriations Subject to Limitation

Proceeds of Taxes

Property Taxes-Current Secured	4010	\$2,558,783
Unitary Tax	4015	\$64,531
Supplemental Taxes - Current Secured	4017	\$61,244
Property Taxes - Current Unsecured	4020	\$25,786
Supplemental Taxes-Current Unsecured	4027	\$3,456
Prior Year Taxes	4040	\$1,254
Transient Occupancy Taxes (TOT)	4072	\$75,798
State Aid Public Safety (Prop 172)	4472	\$35,775
Special Tax - Paramedic Engine	4077P	\$362,775
Special Tax - Station 3 Ambulance	4077A	\$830,255
Special Tax - Supplement ALS Programs	4077S	\$1,440,708

Total Proceeds of Taxes \$5,460,364

2022-23 Excluded Expenditures

Court-Ordered Mandates

:FLSA -Regular Overtime	\$52,282
:FLSA -Overtime	\$142,834
:	

Federal Mandates:

:Worker's Comp - SDRMA	\$115,797
:Medicare	\$88,209
:	

Qualified Capital Outlays

: BC EMS Supervisor vehicle - continuation	\$26,001
: Fire engine - year 2	\$92,592
: Loader	\$128,106
: Repair to Sta.1 after record snowfall	\$92,485

Qualified Debt Service

: Station 1 Loan Payment	\$211,698
: CalPERS Unfunded Accrued Liability	\$253,882

Less Total Excludable Expenditures (\$1,203,885)

Appropriations Subject to Limitation \$4,256,479

Current Year Appropriations Limit \$5,168,503

Over/(Under) Limit (\$912,024)

Appropriations (Gann) Limit Calculations Ebbetts Pass Fire District 2023-24

Previous Year (2022-23) Appropriations Limit	\$3,727,366
Adjustment Factor ($-0.23+100/100$)($4.44+100/100$) [population factor times inflation factor]	1.04200
Calculated 2023-24 Appropriations Limit	\$3,883,907
Plus increase amount allowed by Measure A May 2019	\$1,499,972
TOTAL 2023-24 Appropriations Limit	\$5,383,879

2023-24 Estimated Appropriations Subject to Limitation

Estimated Proceeds of Taxes

Property Taxes-Current Secured	4010	\$2,598,391
Unitary Tax	4015	\$74,857
Supplemental Taxes - Current Secured	4017	\$63,067
Property Taxes - Current Unsecured	4020	\$57,179
Supplemental Taxes-Current Unsecured	4027	\$2,937
Prior Year Taxes	4040	\$4,929
Transient Occupancy Taxes (TOT)	4072	\$61,200
State Aid Public Safety (Prop 172)	4472	\$32,500
Special Tax - Paramedic Engine	4077P	\$362,578
Special Tax - Station 3 Ambulance	4077A	\$829,798
Special Tax - Supplement ALS Programs	4077S	\$1,499,972

Total Estimated Proceeds of Taxes \$5,587,408

2023-24 Estimated Excluded Expenditures

Court-Ordered Mandates

:FLSA -Regular Overtime	\$55,844
:FLSA -Overtime	\$146,667
:	

Federal Mandates:

:Worker's Comp - SDRMA	\$230,000
:Medicare	\$41,007
:	

Qualified Capital Outlays

: Ambulance	\$260,000
: Fire engine - year 3	\$92,592
: Repair to Sta.1 after record snowfall - painting	\$1,250
: Ambulance Remount	\$200,000

Qualified Debt Service

: Station 1 Loan Payment	\$211,698
: CalPERS Unfunded Accrued Liability	\$440,522

Less Total Excludable Estimated Expenditures (\$1,679,580)

Appropriations Subject to Limitation \$3,907,828

Current Year Appropriations Limit \$5,383,879

Over/(Under) Limit (\$1,476,051)

Ebbetts Pass Fire District		POLICY: 6800	
Subject: Personnel – Physical Medical Exam		Adoption Date:	<u>Draft</u>
		Revised Date:	<u>10/17/2023</u> 11/22/2022
		Review Date:	N/A
			N/A

1. Purpose

To provide a standard of initial, annual, and bi-annual medical physicals for members as defined in this policy.

Provide criteria outlining the approved process for various agency members to adhere regarding minimum medical physicals.

Increase the likelihood of early detection of firefighter occupational medical risks.

2. Member(s) Minimum Physical Medical Exam Requirements

2.1. Auxiliary, Administrative only, and non-primary fire prevention workers must complete a “DOT physical” equivalent physical at time of joining the organization.

2.2. Volunteers, per diem hires, and interns must complete a “New Hire Firefighter Physical” at time of joining the organization.

2.3. Full-time firefighting members must complete a “New Hire Firefighter Physical” at time of joining the organization and complete an “Annual/Biannual Firefighter Physical” every year for those 41 or over and every other year for those 40 and under.

3. Physical Medical Exam Types and Definitions

3.1. DOT (Department of Transportation) physical (Auxiliary, Administrative only, and non-primary fire prevention workers) includes:

- NFPA 1582 Health Questionnaire (Included in the appendix section of this policy)
- Drug test
- Vision
- Hearing
- Blood pressure
- Physical flexibility

*Commercial license DOT certification for DMV is available (additional cost)

3.2. **New Hire Firefighter Physical Medical Exam** (All operational members (volunteer, interns, and new hire full-time firefighters)) includes:

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		Review Date:	N/A
			N/A

- NFPA 1582 Health Questionnaire (Included in the appendix section of this policy)
- Blood Pressure
- Physical Exam including hernia
- Pulmonary Function test
- Electrocardiogram test
- Audiometry test
- Vision screen
- Cardiopulmonary Exercise Test (MET-Test)
- Chest X-Ray
- Drug Test (10-Pannel)

3.3. Annual/Biannual Firefighter Physical Medical Exam (full-time firefighters only, ages 40 and younger every odd birthday year, 41 and older every year) includes:

- NFPA 1582 Health Questionnaire (Included in the appendix section of this policy)
- Blood Pressure
- Physical Exam including hernia
- Labs: Complete Blood Count, Comprehensive Metabolic Panel, Urine Analysis, Lipid Panel, Hemoglobin A1C
- Pulmonary Function test
- Electrocardiogram test
- Audiometry test
- Vision screen
- Cardiopulmonary Exercise Test (MET-Test)

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		Review Date:	N/A
			N/A

- Drug Test (10-Pannel)

4. Process to conduct physical

4.1. DOT (Department of Transportation) physical equivalent

Groups this applies - Auxiliary, administrative only, and non-primary fire prevention workers)

- Complete the NFPA 1582 Health Questionnaire (Appendix “B” attached to this policy) and submit to the District physical medical examiner prior to appointment.
- Blood Pressure
- Schedule physical appointment by following steps within Appendix “C” attached to this policy.
- Await results from agency (Medical information is private and will remain confidential between patient and medical provider. Ebbetts Pass Fire District (agency) will only receive the outcome of the physical.)

4.2. New hire firefighters:

Groups this applies - All operational members: volunteer, interns, and new hire full-time firefighters

- Complete the NFPA 1582 Health Questionnaire (Appendix “B” attached to this policy) and submit to the District physical examiner prior to appointment.
- Blood Pressure
- Schedule physical appointment by following steps within Appendix “C” attached to this policy.
- Print Appendix “A” titled “EBBETTS PASS FIRE DISTRICT MEDICAL RELEASE FORM” and bring to physical appointment. Bring the completed form to Ebbetts Pass Fire District administration office to filed. (Medical information is private and will

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		Review Date:	N/A
			N/A

remain confidential between patient and medical provider. Ebbetts Pass Fire District (agency) will only receive the outcome of the physical.)

4.3. Annual/Biannual firefighter physical (full-time firefighters)

Groups this applies – All full-time firefighters (not new hire)

- Complete the NFPA 1582 Health Questionnaire (Appendix “B” attached to this policy) and submit to the District physical examiner prior to appointment.
- Schedule physical appointment by following steps within Appendix “C” attached to this policy between 30 days prior and 30 days after your birthday (Odd birthday years (the age you are turning) for 40 and younger / 41 and over every year.)
- Submit the completed questionnaire 2 weeks before the appointment.
- Print Appendix A titled “EBBETTS PASS FIRE DISTRICT MEDICAL RELEASE FORM” and bring to physical appointment. Bring completed form to Ebbetts Pass Fire District administration office to be filed. (Medical information is private and will remain confidential between patient and medical provider. Ebbetts Pass Fire District (agency) will only receive the outcome of the physical)
- Drug Test (10-Pannel)

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Subject:	Personnel – Physical Medical Exam	Adoption Date:	<u>Draft</u>
		Revised Date:	<u>10/17/202311/22/2022</u>
		Review Date:	N/A
			N/A

5. Optional Medical Offerings:

5.1. Depending on the medical examination provider contracted with the District some, all, or unlisted medical offerings maybe offered to the eligible members at an individual additional cost to the receiving member. These are options for our members if they elect to self-pay for additional services and are not required by our agency

● Galleri test by Grail (Initial testing District covers cost upon first Annual/Biannual firefighter physical (full-time firefighters)

- Calcium cardio score
- HIV (District covers cost)
- Chest X Ray (District covers cost)
- Colonoscopy
- Mammogram
- Pap smear / GYN exam

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	Revised Date:	N/A	
	Review Date:	N/A	

Appendix A
EBBETTS PASS FIRE DISTRICT MEDICAL RELEASE FORM

Employee: _____ Position/Rank: _____

Type of Physical (Circle one): DOT FF New Hire Annual / Biannual

Date of Medical Exam: _____

Medical Physical signature: _____

Below is a list of criteria that will require personnel to address before performing firefighter duties:
(All criteria based off DOT Medical passing standard)

- Blood Pressure of 180/110 or higher
- Vision 20/40 with both eyes tested together, and 20/40 in one eye and at least, 20/70 in the other eye
- Hernia (this is subjective to medical examiner)
- Failure of Drug Test (10-Pannel)

The Ebbetts Pass Fire District Medical Physician shall work with effected member and medical general practitioner or workers compensation (whomever is the proper medical follow up provider) to ensure medical information is passed along in totality. Medical information is personal and sensitive and shall not be disseminated with employer besides workers compensation requirements to share with the Fire Chief of the organization.

Ebbetts Pass Fire District	POLICY: 6730
Subject: Drug and Alcohol Abuse - Testing Circumstances	Effective Date: 6/17/14 Supersedes: 6/18/96 Review Date: 3/21/2017

Circumstances Under Which Drug and Alcohol Testing Will Be Imposed On Covered Members

Immediately prior to reporting for substance abuse/alcohol testing, all members shall complete a consent and release form to be kept on file in the District office. Ref:

024-00645 Drug Consent Form

024-00644 Supervisor's Report of Reasonable Suspicion

1. Pre-employment Testing:

- 1.1. All successful applicants preparing to serve the District in any capacity (whether by application or in connection with a transfer) will be required to submit to a pre-employment/pre-duty substance abuse and alcohol testing prior to arrival for employment/duty, as a condition of service.
- 1.2. The District reserves the right to make a conditional offer of employment/duty and reserves the right to withdraw any offer to join the District if the applicantmember or transferee fails testing.

2. Post-accident Testing

- 2.1. Post-accident drug and alcohol testing will be conducted only on safety sensitive positions enumerated in the Safety Sensitive Position Control List.
- 2.2. Post-accident testing shall occur only following an accident where the member's performance cannot be discounted as a contributing factor in an accident. The decision as to whether or not to test the member will be left to the lead supervisor on shift after consultation with higher-level managers, if applicable. The Board of Directors shall not be involved in day-to-day operations relating to post accident testing decisions. The presumption is to test after all accidents. The only reason a member might will not be tested following an accident is if the member's performance objectively could not have been a contributing factor. If a fatality occurs, the employee-member will be tested regardless of whether his/her involvement may be discounted.
- 2.3. Post-accident alcohol tests shall be administered within two (2) hours following an accident, and no test may be administered after eight (8) hours.
- 2.4. According to this policy, an accident occurs when, as a result of an occurrence involving a District vehicle, an individual dies or sustains an injury requiring medical attention, or when a state or local law enforcement authority issues a citation to a covered employee-member for a moving violation arising from an accident; or when property damage exceeds \$5,000.

3. Random Testing

- 3.1. ~~Random testing shall not take place for any member not on the Safety Sensitive Position Control List and unpaid members.~~ Only members who work in safety sensitive positions who are Other members identified on the Safety Sensitive Position Control List may be subjected to random testing.

Ebbetts Pass Fire District	POLICY: 6730
Subject: Drug and Alcohol Abuse - Testing Circumstances	Effective Date: 6/17/14 Supersedes: 6/18/96 Review Date: 3/21/2017

3.2. The District ~~may shall~~ conduct one random test each quarter of the calendar year, -commencing on the year following the year this policy is adopted. -Selection of member for random testing shall be done through placement of applicable names, corresponding to service in safety sensitive positions,- in a computer-generated pool of the District's choosing. Computer-generated results shall control- who- is to be tested, -except that if the- computer generates the name of- any member -randomly tested in a- prior calendar year, -that selection shall be disregarded and replaced by the next- name generated

4. Reasonable Suspicion Testing

4.1. ~~Reasonable suspicion testing shall not take place for any member not on the Safety Sensitive Position Control List. All other Mmembers, including but not limited to those on the Safety Sensitive Position Control List,~~ are also required to submit to an alcohol or drug test when trained supervisors have reasonable suspicion to believe the member is under the influence of alcohol or controlled substances. All supervisors and managers shall be trained biennially.

4.1.1. Reasonable suspicion means suspicion based upon specific personal observation of two supervisors, unless only one supervisor is practically available. The observing supervisor(s) shall describe and document all incidents leading to a reasonable suspicion testing directive.

4.2. Reasonable -Suspicion Indicators/Traits:

4.2.1. All supervisors are required to be alert for impaired job performance or behavior that exhibits traits consistent with drug and/or alcohol abuse and to maintain a pro-active role in the early detection of possible substance abuse problems. In most cases, these traits will be accompanied by clear evidence of the member's deteriorating job performance.

4.2.2. In the absence of any deterioration of job performance or a specific incident giving rise to "reasonable suspicion", supervisors must be able to document enough indicators/traits to meet the "reasonable suspicion" requirement before any testing will take place. All supervisors shall be thoroughly familiar with and trained in the methods and procedures available to address drug and/or alcohol abuse problems and a non-exclusive list of indicators/traits set forth below which might allow reasonable suspicion testing, early intervention, and rehabilitation.

<u>Physical</u>	<u>Psychological</u>	<u>Behavioral</u>
Loss of Weight	Short Temper	Picking at Food
Increased Thirst	Severe Mood Changes	Sloppy Appearance
Chronic Hoarseness	Shortened Attention Span	Constant Financial Difficulties
Chronic Running Nose	Paranoid/Argumentative	Irrational Decisions
Tremors/Twitching of Mouth	Memory Lapses	Frequent visits to the bathroom
Habitual Grinding of Teeth	Overreaction to Criticism	High/Low Energy Levels
Excessive Sweating		
Slowed Reaction Times		

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Decreased Dexterity

4.2.3 Other indicators and traits include:

- a. Specific, personal, and articulable observations concerning unusual appearance, behavior, speech, body odors, or performance of the ~~employee~~ member; or
- b. Violation of a safety rule or other unsafe work incident which, after further investigation of the ~~employee's~~ member's behavior or appearance, leads the supervisor(s) to believe that drug or alcohol use may be a contributing factor; or
- c. Other physical, circumstantial, or contemporaneous indicators of drug or alcohol use.

4.2.4 Suspicion is not reasonable, and thus not a basis for testing, if it is based solely on the observations and reports of third parties or the violation of a safety rule or other unsafe work incident. However, such suspicion may be a basis for further investigation or for action to protect the safety of ~~employees~~ members or the public, such as ordering the ~~employee~~ member to stop work.

4.3. Supervisor/Member Obligations

- 4.3.1 Members shall be removed from the performance of safety sensitive functions while the supervisor is completing his/her determination regarding whether a reasonable suspicion test is warranted.
- 4.3.2 When a supervisor(s) suspects that a member is impaired or affected by drug or alcohol use, the supervisor(s) shall follow the reasonable suspicion procedure to determine whether a drug and/or alcohol test is appropriate and, if so, to initiate the testing.
- 4.3.3 All members instructed to test based on reasonable suspicion must do so within two (2) hours of the observation giving rise to the instruction to test.- The instruction to test may be made verbally but shall be followed up in writing and describe the location of testing and the time-frame within which the test must be administered.
- 4.3.4 The relevant supervisor must order the ~~employee~~ member to stop work; must order the ~~employee~~ member to submit to a urine, and/or breath test to determine the presence of drugs or alcohol; and must note indicators of probable alcohol misuse and/or use of controlled substances.- The -Supervisor must also inform the members instructed to test that ~~he/she~~ they have- the right to consult a representative of their choosing either before or after testing, but that -delay in- consultation -caused by the representatives unavailability before testing -is not grounds -for- delaying testing and that- refusal to test on that basis constitutes refusal to test.
- 4.3.5 Observations for ordering reasonable suspicion testing for alcohol must be made during, just preceding, or just after the period of the work-day that the member is required to ~~be in compliance with~~ be following this Policy.

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Subject: Drug and Alcohol Abuse - Testing Circumstances	Effective Date: 6/17/14 Supersedes: 6/18/96 Review Date: 3/21/2017

4.3.5 If a reasonable suspicion test for alcohol is not administered within two hours of the observation, a record must be prepared stating the reasons the test was not given. After eight hours have passed without the administration of a test, a supervisor must prepare a written document stating the reason why it was not given promptly, and all attempts to give the test should be stopped.

4.3.6 The Supervisor shall contact the testing facility and notify them that a member will be enroute shortly. The Supervisor will provide the testing facility with his/her name, rank, and telephone number.

4.3.7 The Chief may designate someone other than his or her self as the District's "investigating authority", who shall be the only person other than the primary assistant to receive the test results.

4.2.8 Prior to transporting the suspected member to the testing facility, a Supervisor shall order the member to comply with the mandatory requirements of the upcoming process. The member **MUST** consent to the testing and be prepared to sign the consent form upon arrival at the testing facility. Failure to do so constitutes insubordination and a violation of this Policy.

- The member must conduct himself/herself in an acceptable, non-threatening, cooperative manner throughout the entire procedure.
- If tested "positive", the member **MUST** be removed from duty and sign an agreement to enter a District-approved detoxification and/or rehabilitation treatment program or Employee Assistance Program (EAP).
- If at any time during the procedure the suspected member/~~employee~~ becomes disorderly or his/her behavior negatively impacts ~~upon~~ the District, assistance from law enforcement may be summoned.
- The member's/~~employee's~~ failure to comply with any instruction issued under this Policy shall be considered a violation of Policy and insubordination.

5. Return to Duty/Follow-up Testing

5.1. A covered member, except applicant, who has violated any of the prohibitions of this policy, must submit to a return-to-duty test before he/she may be returned to active duty. The test result must indicate an alcohol concentration of less than 0.02% or a verified negative result on a controlled substances test.

5.2. As a condition of continued employment, any member who is disciplined for the confirmed use of

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Subject: Drug and Alcohol Abuse - Testing Circumstances	Effective Date: 6/17/14 Supersedes: 6/18/96 Review Date: 3/21/2017

other controlled substances, or for alcohol abuse, will be mandated to successfully complete a District-approved detoxification/ rehabilitation/ program/EAP (treatment).

5.3. Any member~~employee~~ mandated to complete treatment will be placed on special probationary status until successful completion of said program. During this special probationary period, the member~~employee~~ shall:

5.3.1. Faithfully comply with maintenance and therapeutic measures of the detoxification and/or rehabilitation program;

5.3.2. Remain drug/alcohol free and be subject to periodic testing without further reasonable cause;

5.3.3. Sign a return to duty (last chance) agreement.

5.4. Because studies have shown that the relapse rate is highest during the first year of recovery, the member must sign a Return-To-Duty agreement stipulating that the member~~employee~~ will be subject to announced and unannounced drug and alcohol tests, the frequency and duration of which will be determined by the District's Substance Abuse Professional (SAP), (however, a minimum of six (6) tests will be given during the first year unless more are specifically recommended by the SAP).

5.5. If recommended by the SAP, the member~~member~~ will be permitted to return to duty during the after-care or during any other out-patient program, provided the member tests negative for drugs and alcohol in a Return-To-Duty test.

5.6. The employee-member must successfully adhere to the terms and conditions of the rehabilitation and after-care programs. Any failure or refusal to satisfy any of the conditions and requirements set forth as part of follow up testing or a detoxification/rehabilitation program, or confirmed use of alcohol and/or drugs following completion of any required program, will be considered a violation of the Policy resulting in termination.

6. Inability To Provide Sample: If a member alleges that he/she cannot provide a sample after all inducing measures are taken, the member shall be immediately referred to Medical Review Officer (MRO) who shall be a physician on contract with the District to verify in writing that 1) a valid medical condition precludes provision of a sufficient sample or 2) the physician is unable to make a determination. In the former, the member shall suffer no consequences. Members who make knowingly false statements and representations to the District regarding their ability to provide a sample may be deemed to be in violation of the Policy.

~~If the latter, the member will be deemed to have refused testing.~~

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7. Drugs For Which Testing Occurs:

Substance	Initial Screen	Confirmatory Test
Alcohol	Any Level	.01
THC Psychoactive THC Metabolites	20 ng/ml	10 ng/ml
Cocaine Metabolites	300 ng/ml	300 ng/ml
Opiate Metabolites	300 ng/ml	300 ng/ml
Amphetamines/Methamphetamines	300 ng/ml	300 ng/ml
Barbiturate	300 ng/ml	300 ng/ml
Benzodiazepine	300 ng/ml	300 ng/ml
Metaqualone	300 ng/ml	300 ng/ml
Methadone	300 ng/ml	300 ng/ml
Phencyclidine	75 ng/ml	25 ng/ml

This list is not intended as an exhaustive inventory of every drug for which the District reserves the right to test.- The selection of drugs will be based upon known abuses in the community and the ability of each drug to affect the member's/employee's performance.- The pharmacological development of new or exotic drugs may impact the District's current procedures and changes will be made as required or deemed necessary.

8. Cannabis Use

For the purposes of this Policy, the District strictly prohibits on the job use or on the job impairment by cannabis, which remains an illegal substance under federal law. This policy is not, however, intended to regulate off-the-job use of cannabis, provided that the memberemployee's off-the-job use does not result in the memberemployee being under the influence of, or impaired by, the use of cannabis while on the job.

The District thus does not take any adverse action against applicants or memberemployees based on drug testing that detects only the presence of "non-psychoactive" cannabis metabolites, meaning metabolites that do not indicate active impairment, only that an applicant or employee has recently consumed cannabis.

7-9. Confidentiality

The District will treat all drug testing-records as confidential, in accordance with state and federal laws. The District will not disclose the results of testing absent memberemployee consent, or court order, or as

Ebbetts Pass Fire District	POLICY: 6730
Subject: Drug and Alcohol Abuse - Testing Circumstances	Effective Date: 6/17/14 Supersedes: 6/18/96 Review Date: 3/21/2017

otherwise allowed by law.

* POLICY 6730 *

Ebbetts Pass Fire District	Policy: 5060
Subject: Expense Authorization	Effective Date: 05/19/92
	Supersedes: N/A
	Review Date: 11/17/2020

01. Without specific Board approval, individual Board members shall not expend District funds or otherwise financially obligate the District in an amount exceeding \$600.00 within any given fiscal year.
02. Under such limitations and guidelines as established by the Board of Directors, authorization to make purchases, maintain equipment, and maintain facilities may be delegated to staff.
03. Under such guidelines as may be established by the Board, and only at such time as adequate revenues have been posted, the Fire Chief is authorized to purchase line items approved within the adopted budget.
04. After input from District administrative staff into the Calaveras County Auditor-Controller's payment system of applicable invoices that are ready for payment, the Board members may approve the payment of the batch and staff is then directed to forward the information to the Auditor-Controller's Office for check issuance on the District's behalf. Two Board member signatures are required for batch approval.
05. On behalf of the Board of Directors, the District's Finance and Audit Committee is authorized to review and sign District Authorization to pay.
06. Working on behalf of the Board of Directors, the Finance Committee is authorized to recommend inter-account transfers as may be needed to maintain adequate account balances during the fiscal year for review and action at the next Board meeting.
07. Transfers of unanticipated revenues, unencumbered reserves, and designated reserves into expenditure accounts shall have Board approval.
08. The Fire Chief is authorized to make non-budgeted purchases, and/or initiate repairs not to exceed \$2,000.00, for emergency equipment lost, damaged, or otherwise needed to keep apparatus and emergency vehicles in a safe operational condition and shall notify one of the following: Board ~~Chairperson~~ President or, in their absence, the Secretary or, in their absence, a Finance Committee member, or in their absence, a Board member.
09. In the absence of the Fire Chief, the Duty Relief Officer or Shift Captain shall contact the Board ~~Chairperson~~ President or, in their absence, the Secretary or, in their absence, a Finance Committee member, or in their absence, a Board member, for approval of emergency purchases or repairs. The Board President ~~Chairperson~~ is authorized to approve such repairs and expenditure as may be necessary to keep emergency equipment and vehicles in a safe,

Ebbetts Pass Fire District	Policy: 5060
Subject: Expense Authorization	Effective Date: 05/19/92
	Supersedes: N/A
	Review Date: 11/17/2020

operational condition.

10. Under limitations as established by the Board within Policy Series 5070, for the purpose of efficiency of maintaining ongoing daily operations, open-capped purchase order accounts at designated retail businesses may be authorized by the Board.
11. All purchases made for the District by staff shall be authorized by the Fire Chief and shall be in conformance with the approved District budget.

EXCEPTIONS: Shift personnel are authorized to encumber open-capped District purchase orders at local retailers for items necessary to maintain ongoing daily operations.

Without authorization from the Fire Chief, Duty Relief Officer, or Board, individual purchases made on open-capped purchase orders shall be limited to \$100.00.

12. A petty cash fund shall be maintained in the District Office having a maximum balance-on-hand of \$150.00.
13. Whenever employees or Directors of the District incur "out-of-pocket" expenses for items or services appropriately related to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund.
14. Reimbursements for valid "out-of-pocket" expenditures which exceed the amount available in the petty cash fund shall be reimbursed by issuing a ~~warrant~~ check from the appropriate expense account.
15. No personal checks shall be cashed from the petty cash fund.
16. While attending a District-approved function, the District will reimburse for meals and other necessary expenses. The employee or director shall present receipts or other documentation ~~for reimbursement~~ for reimbursement of travel expenses.

16.1. EXCEPTION: It shall be the policy of the District that public funds shall not be used for the purchase of alcoholic beverages.

16.2. Employees or directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official District business. Reimbursement for the cost of the use of a private vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

17. The Employee Reimbursement Report for the previous fiscal year shall be prepared and presented for Board's review each year in October. Per California Government Code §53065.50, each Special District, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any

Ebbetts Pass Fire District	Policy: 5060
Subject: Expense Authorization	Effective Date: 05/19/92 Supersedes: N/A Review Date: 11/17/2020

reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, one day lodging, transportation, or a registration fee paid to any district governing body employee or member. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Ebbetts Pass Fire District	Policy: 5050
Subject: Accounting Procedures	Effective Date: 05/19/92 Supersedes: N/A Review Date: 11/17/2020

01. The District shall maintain a secondary system of accounting independent of the County Auditor.
02. The District's accounting procedures shall include provisions for identifying and tracking all sources of income and expenditures.
03. The District shall conduct monthly reconciliations between records provided by the County Auditor's Office and the District's independent accounting system.
04. As directed, District staff shall provide financial reports and summaries to the Board of Directors.
05. The District shall maintain an accounting or inventory of all equipment, tools, ~~clothing~~, and vehicles that individually have an original cost of more than ~~\$5,000~~10,000.
06. The District shall contract to have an independent audit of financial records conducted at the conclusion of each fiscal year.