

# Ebbetts Pass Fire District



## BOARD OF DIRECTORS NOTICE OF REGULAR MEETING

**Tuesday, February 20, 2018  
1037 Blagen Road, Arnold  
9:00 A.M.**

### MEMBERS OF THE BOARD

**J. Scott McKinney, President   Daniel Leary, Secretary  
Denny Clemens   Jon Dashner   Thomas Sullivan**

### **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: 1/16/18
  - 3.2. Acceptance of January 2018 Checks Listing 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 & Leary)
    - 4.1.1. Fiscal Year 2016-17 Audit: Phone Conference call with Nicholson and Olson
  - 4.2. **Personnel Committee** (Directors Leary & Sullivan)
  - 4.3. **Fire Prevention Committee** (Directors Clemens & Sullivan)
  - 4.4. **Apparatus/Equipment Committee** (Directors Clemens & Sullivan)

# **NOTICE OF REGULAR MEETING – continued**

February 20, 2018

5. **Scheduled Items:** The Board will discuss and take action on the specific items listed below.
  - 5.1. Novato Fire District: Change in District Contact for Emergency Medical Billing Service
  - 5.2. Ebbetts Pass Fire District: Interlocal Cooperative Purchasing Contract for Houston-Galveston Area Council (H-GAC)
  - 5.3. County of Calaveras Office Of Auditor-Controller Special District Budget Adjustment: Budget Adjustment Request from 4479 to 5612
  - 5.4. Thank You Card from Ms. Tracie Browning
  - 5.5. End 30-Day Review: Ebbetts Pass Fire Protection District Fire Ordinance 2018 Draft
  
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. Fire Prevention
  - 6.4. 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 January 16, 2018

### **SUBJECT TO APPROVAL**

1. The meeting was called to order at 9:00 A.M. by President Scott McKinney and the Pledge of Allegiance was recited. Directors present: Jon Dashner, Dan Leary, Scott McKinney, and Thomas Sullivan. Denny Clemens was absent.

District personnel present: Fire Chief Mike Johnson, Cheryl Howard  
Ron Getter, Rodney Rodr, Pete Ryan, Jim Eaves  
Dana Johnson, Bryn Buhler, Sean Bitner, Will Koelzow  
Dalton Butow, Jake Hylton

Others present: Kathy O'Brien, Stephanie Koelzow, Lydia Koelzow, Victoria Filev  
T.J. Cornish

Media present: none

2. **PUBLIC APPEARANCES/COMMENT – None**

3. **FIREFIGHTER BADGE PRESENTATION**

Fire Chief Mike Johnson reported that it was time for Will Koelzow to transition from probationary firefighter to full-time Firefighter-Paramedic. FFP Koelzow had his badge pinned on by his daughter.

4. **CONSENT ITEMS**

4.1. Mr. Leary made a motion to approve Consent Items 4.1 and 4.2. Mr. Sullivan seconded; motion passed 4-0 (AYES: Dashner, Leary McKinney, Sullivan; ABSENT: Clemens).

5. **COMMITTEE REPORTS**

- 5.1. **Finance Committee (Director Leary)**

Chief Johnson reported that the GEMT audit findings were discussed along with the need to update eligibility for surplus property acquisition with the State for State and Federal items. The Committee noted that the reserves have grown.

- 5.2. Personnel Committee (Directors Leary & Sullivan)  
Chief Johnson reported that the Firefighter-Paramedic eligibility list from June was still valid to use although currently there were no openings; the transition from 4850 to Temporary Total Disability for Ron Getter has been done; the hearing with the CalPERS Board regarding a retired annuitant has been set in June.
- 5.3. Fire Prevention Committee (Director Sullivan)  
Chief Johnson noted the committee members had looked at the updated draft of the District's Ordinance after receiving it back from County Counsel. He noted that Mountain Retreat had added propane tanks which the District had recommended to bolster protection due the volume after a recent site visit. The County Building Department had committed to engineered plans for a wall as a suitable solution.
- 5.4. Apparatus & Equipment Committee (Directors Dashner & Sullivan)  
No report.
6. Scheduled Items:
  - 6.1. State of CA Dept of GSO of Fleet & Asset Management Eligibility for Surplus Items  
Fire Chief Johnson noted there were potential items for acquiring from State and Federal Surplus but the District needed to update its paperwork. After some discussion, Mr. Leary made a motion to approve the five representatives for surplus acquisition and the resolution. Mr. Dashner seconded; motion passed unanimously 4-0 (AYES: Dashner, Leary, McKinney, Sullivan; ABSENT: Clemens).
  - 6.2. DHCS: GEMT Audit Findings for Fiscal Year 2011-12  
Chief Johnson reported that the District had received its first request for refunding of overpayment of GEMT reimbursement for fiscal year 2011-12 in the amount of \$17,117. He recommended that the District appeal the audit findings as appropriate especially when the determination of the revenue source being shared especially the sale of the station on Manuel Road. Mr. Dashner made a motion to send in the requested refund at this time and authorize the Chief to appeal it. Mr. Leary seconded; motion passed unanimously 4-0 (AYES: Dashner, Leary, McKinney, Sullivan; ABSENT: Clemens).
  - 6.3. Letter to EPFD Board of Directors from Ron Getter Requesting Self-Pay of Premium for Post-Retirement Health Care Benefits  
Chief Mike Johnson noted that the District had explored the possibility for District retirees to self-pay their insurance premium post-retirements and the underwriters for SDRMA had approved. This correspondence from Ron Getter asserted his request. Chief Johnson noted SDRMA's requirements for the retiree to be contiguous while the District required it to be self-pay directly to SDRMA and the retiree was responsible for any future premium cost increases. Mr. Leary made a motion to accept that retirees may continue with the District's insurance carriers as long as the coverage is contiguous and on a self-pay basis and noted that the enrollment was extended to Ron Getter through July 1, 2018. Mr. Sullivan seconded; motion passed unanimously 4-0 (AYES: Dashner, Leary, McKinney, Sullivan; ABSENT:

Clemens).

- 6.4. Blue Lake Springs Home Owners' Assoc.: Property Lot B Unit 11, North Sierra View  
Fire Chief Johnson noted the Fire Prevention Committee had worked with SPI to determine evacuation routes and there was one determined as access point on an unbuildable lot in Blue Lake Springs. This lot was being offered to the District. The consensus of the Board members was decline the offer to purchase the lot and to accept the offer to have the evacuation go both ways as needed.
- 6.5. SDRMA Save the Date Annual Members Meeting/Spring Education Day  
Chief Johnson noted the date was March 20<sup>th</sup>. Mr. Dashner and Mr. Sullivan volunteered to attend.
- 6.6. Letter from Ebbetts Pass Prevention Committee: Desire to Explore Cannabis Revenue Stream  
Chief Mike Johnson noted that this may be a moot point due to the recent vote by the Calaveras County Board of Supervisors but that may again change. Mr. Dashner made a motion to have the Chief continue efforts for exploration of a cannabis revenue stream for the District. Mr. Sullivan seconded; motion passed unanimously 4-0 (AYES: Dashner, Leary, McKinney, Sullivan; ABSENT: Clemens).
- 6.7. Begin 30-day Review: EPFD Fire Ordinance 2018 Draft  
Chief Mike Johnson noted that the draft had been reviewed by County Counsel. He noted the changes within the document as follows: steeper penalty schedule, progressive look at cannabis cultivation, zoning for cannabis cultivation, fire sprinkler requirements for indoor cultivation.

## 7. **REPORTS**

- 7.1. Administrative Report - Chief Johnson noted that it was great to have the latest interns present at the meeting. He reported that CalFire Battalion Chief Scott Fremd had retired and was to be replaced by Andy Murphys. He added that he had been elected to be President of Calaveras County Fire Chiefs Association as of January 1<sup>st</sup>.
- 7.2. Legislative Report - Chief Johnson reported that recent changes in California included the inability to do background checks before a conditional job offer was proffered.
- 7.3. Fire Prevention – Chief Johnson noted Joan Lark was busy helping work with property owners to get their clearing work done.
- 7.4. Administrative - EMS – Chief Johnson noted the CFCA North meeting was later this month.

## 8. **COMMENTS, QUESTIONS, CONSIDERATIONS**

- 8.1. Board Members – Mr. Dashner congratulated Firefighter-Paramedic Will Koelzow once again.

8.2. Firefighters Association – None

8.3. Employees' Group – None

8.4. Public Comments – None

9. **ADJOURNMENT**

Mr. Dashner made a motion to adjourn. Mr. Sullivan seconded; motion passed unanimously.

10:02 A.M.

Respectfully submitted,



Cheryl Howard  
District Secretary

**County of Calaveras  
General Ledger Summary  
Balance Sheet Accounts  
As of 1/31/2018**

**Fund 2290 Ebbetts Pass Fire**

<u>Object Code</u>	<u>Object Description</u>		<u>Balance</u>
<u>Assets</u>			
1006	Cash in Treasury	22900000	13,710.79
1007	Outstanding Checks	22900000	(22,413.43)
1016	Imprest Cash	22900000	40,000.00
Total Assets			<u>\$31,297.36</u>
<u>Liabilities</u>			
2002	Accounts Payable	22900000	1,163.60
2002	Accounts Payable	22900010	(1,163.60)
2009	Sales Tax Payable	22900010	48.32
2091	Accts Payable - Staledated Cks	22900010	4,431.03
Total Liabilities			<u>\$4,479.35</u>
<u>Fund Balance</u>			
3002	Fund Bal Unreserv/Undesign	22900000	302,748.58
3040	Reserve - General	22900000	0.00
3043	Reserve for Imprest Cash	22900000	40,000.00
Total Fund Balance			<u>\$342,748.58</u>
Year-to-Date Revenues			\$2,250,876.78
Year-to-Date Expenditures			\$2,551,911.14
Year-to-Date Transfers In			\$0.00
Year-to-Date Transfers Out			\$0.00
Year-to-Date Clearing Accounts			<u>(\$14,896.21)</u>
Total Fund Equity			<u>\$26,818.01</u>
Total Liabilities and Fund Equity			<u>\$31,297.36</u>

# FIRE OPERATIONS ACCOUNT SUMMARY SHEET - JAN 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001.1-</b>					
Salaries/Wages	-.001	979,000	70,595.15	559,497.14	419,502.86	57%
Extra Hire	-.002	10,000	0.00	578.27	9,421.73	6%
Extra Hire - Intern	-.003	40,000	2,434.80	8,526.14	31,473.86	21%
ST/TF FF Payments	-.004	30,000	0.00	10,865.84	19,134.16	36%
Volunteer FF Relief	-.005	40,000	0.00	3,217.06	36,782.94	8%
Retirement	-.050	156,558	12,845.14	113,116.76	43,441.24	72%
Group Insurance	-.055	188,646	23,226.57	114,066.14	74,579.86	60%
Uniform Allowance	-.062	3,600	1,400.00	2,918.51	681.49	81%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111.1-</b>					
Safety Clothing	-.111	10,000	0.00	8,461.25	1,538.75	85%
Safety Equipment	-.115	6,000	0.00	823.42	5,176.58	14%
Communications-Radios	-.121	7,000	0.00	347.40	6,652.60	5%
Communications-Phone	-.124	12,000	969.06	6,759.00	5,241.00	56%
Food - Fire Line Meals	-.131	1,200	215.27	368.36	831.64	31%
Housekeeping	-.141	8,000	1,213.55	6,280.09	1,719.91	79%
Insurance-Prop/Liability	-.151	11,000	0.00	10,675.00	325.00	97%
Insurance-Workers Comp	-.153	61,215	26,479.23	64,163.42	(2,948.42)	105%
Maintenance-Apparatus	-.181	37,550	2,432.82	44,572.55	(7,022.55)	119%
Maintenance-Utilities	-.182	8,250	132.89	18,164.16	(9,914.16)	220%
Building Maintenance	-.201	12,500	386.26	6,420.95	6,079.05	51%
Emergency Care/Rescue	-.211	1,275	0.00	0.00	1,275.00	0%
Memberships	-.221	7,055	0.00	6,973.00	82.00	99%
Office Expense	-.241	12,050	719.60	3,825.32	8,224.68	32%
Office Expense-Postage	-.243	1,000		527.99	472.01	53%
Office Expense-Copies	-.245	1,500	96.80	742.72	757.28	50%
Professional Services	-.271	12,000	1,014.75	3,417.89	8,582.11	28%
Small Tools/FF Equipment	-.401	13,000	3,634.13	11,347.86	1,652.14	87%
Small Tools-Hose/SCBA	-.402	9,000	27.46	1,532.22	7,467.78	17%
Special District Expense	-.411	17,000	5,890.59	10,264.83	6,735.17	60%
SDE--Health Maintenance	-.412	4,000	0.00	1,111.42	2,888.58	28%
Training	-.422	5,000	0.00	1,642.45	3,357.55	33%
Travel/Education	-.478	9,000	0.00	1,339.62	7,660.38	15%
Transportation Fuel	-.480	20,000	880.29	8,242.18	11,757.82	41%
Utilities - Water/Sewer	-.501	10,280	1,535.04	6,140.16	4,139.84	60%
Utilities - Electrical	-.504	13,500	1,009.96	6,882.12	6,617.88	51%
Utilities - Propane	-.505	17,150	2,458.27	5,601.34	11,548.66	33%
LAFCO Fee	5627	2,614	0.00	2,613.27	0.73	100%
<b>FIXED ASSETS</b>						
Building Fund: Structures	5640	211,698	0.00	105,848.61	105,849.39	50%
Equipment	5701	-	0.00	0.00	-	0%
<b>Fire Operation Fund Totals</b>		1,989,641	159,597.63	1,157,874.46	831,766.54	58%



## CHECKS ISSUED LISTING - JAN 2018    FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.1.001: SALARIES</b>			
12874, 12974	Payroll / Statutory Elective Withholding		63,224.31
12874, 12974	Paychex Fee	employer cost	499.75
1046369, 1047159	PARS	EE withholding	45.83
12875, 12975	EPFF Local #3581	EE dues and meals withholding	763.20
13002	PERS	EE portion	4,153.29
13002	PERS	ER paid EE portion	1,908.77
<b>5001.1.002: EXTRA HIRE</b>			<i>none issued</i>
<b>5001.1.003: EXTRA HIRE - SPECIAL</b>			
12874, 12974	Payroll / Statutory Withholding		2,254.80
1046369, 1047159	PARS	EE withholding	180.00
<b>5001.1.004: Expenditure: ST/TF Firefighter Payment</b>			<i>none issued</i>
<b>5001.1.005: Expenditure: Volunteer Firefighter Payment</b>			<i>none issued</i>
<b>5001.1.050: RETIREMENT (PERS)</b>			
	PERS	employer portion	
<b>5001.1.055: GROUP INSURANCE</b>			
12874, 12974	Supplemental Life Premium Withholding		-83.60
1031078	FDAC-EBA	vision/dental/life premium	1,248.81
1046666	Hometown Health	medical premium	844.00
1046685	SDRMA-Employee Benefit Service - medical premium		11,398.50
1046849	Sterling HSA - deposit to employees accounts HSA-compatible insu		9,810.36
<b>5001.1.062: UNIFORM ALLOWANCE</b>			
12974	Employees/Statutory Withholding		1,400.00
<b>5111.1.111: SAFETY CLOTHING</b>			
1029622	Ebbetts Pass Lumber Co	shoe-traction	30.95
<b>5111.1.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.1.121: COMMUNICATIONS: RADIOS</b>			<i>none issued</i>

## CHECKS ISSUED LISTING - JAN 2018 FIRE OPERATIONS

### 5111.1.124: COMMUNICATIONS: TELEPHONE

1046706 AT&T Local	Sta. 2 monthly charges	160.84
1046706 AT&T Local	Sta. 4 monthly charges	127.45
1046741 Comcast	Sta. 1 monthly service	308.71
1047186 Comcast Cable - Sta 2	internet/phone monthly charges	121.46
1047220 Verizon Wireless	monthly charges	250.60

### 5111.1.131: FOOD/FIRE LINE MEALS

1046949 US Bank	pizzas for drills/alarm	215.27
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### 5111.1.141: HOUSEHOLD EXPENSE

1046642 AmeriPride	towel service	348.48
1046643 Arnold Auto Supply	wash brush	49.34
1046649 CA Waste Recovery Systems	trash removal	179.76
1046658 Ebbetts Pass Lumber Co	cleaning items	322.95
1046949 US Bank	shop lights	193.02
1047179 Anchor Pest Control	pest control	120.00

### 5111.1.151: INSURANCE: PROPERTY/LIABILITY

*none issued*

### 5111.1.153: INSURANCE: WORKER'S COMPENSATION

1046685 SDRMA	balance due on annual premium	24,479.23
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### 5111.1.181: MAINTENANCE: APPARATUS

1046643 Arnold Auto Supply	U2102: slack adjuster, oil eaters	188.73
1046769 Hi-Tech EVS Inc.	U1003: leaky fuel & valves, etc.	2,244.09

### 5111.1.182: MAINTENANCE: UTILITIES

1046643 Arnold Auto Supply	U3019: octane boost; 3018: bulb	132.89
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### 5111.1.201: BUILDING & GROUNDS MAINTENANCE

1046643 Arnold Auto Supply	Sta. 2 generator diesel additive	40.76
1046658 Ebbetts Pass Lumber Co	shop renovation itms	238.00
1047216 Pioneer Electric	Sta.2 generator repairs	107.50

### 5111.1.211: EMERGENCY CARE

*none issued*

### 5111.1.221: MEMBERSHIPS/SUBSCRIPTIONS

*none issued*

## CHECKS ISSUED LISTING - JAN 2018 FIRE OPERATIONS

### 5111.1.241: OFFICE EXPENSE

1066660 Gateway Press	spam blocker, office supplies	20.92
1046658 Ebbetts Pass Lumber Co	run book	13.92
1046949 US Bank	UPS battery, Akismet	84.76
1047225 Wiley Computer Works	chg online b/u & service server	600.00

### 5111.1.243: OFFICE EXPENSE: POSTAGE

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

1046872 Zoom Imaging Solutions	copier maintenance	96.80
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### 5111.1.271: PROFESSIONAL SERVICES

1046682 Simas & Associates	legal services	1,014.75
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### 5111.1.401: SMALL TOOLS/FF EQUIPMENT

1046658 Ebbetts Pass Lumber Co	bit, tape ruler	40.83
1046949 US Bank	vices, metal saw, shelving	3,593.30

### 5111.1.402: SMALL TOOLS: HOSE / SCBA

1046658 Ebbetts Pass Lumber Co	scba batteries	27.46
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### 5111.1.411: SPECIAL DISTRICT EXPENSE

1046685 SDRMA	interest on worker's comp prem	3,390.59
1047191 Ebbetts Pass Firefighters Assoc	CA EPN reporting	2,500.00

### 5111.1.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE *none issued*

### 5111.1.422: TRAINING *none issued*

### 5111.1.478: TRAVEL/EDUCATION/TRAINING *none issued*

### 5111.1.480: TRANSPORTATION FUEL

1046657 Ebbetts Pass Gas Service	fuel	880.29
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### 5111.1.501: UTILITIES: WATER/SEWER

1046648 CCWD	water/sewer	1,535.04
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### 5111.1.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	1,009.96
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## **CHECKS ISSUED LISTING - JAN 2018      FIRE OPERATIONS**

### **5111.1.505: UTILITIES: PROPANE**

1046657 Ebbetts Pass Gas Service	propane	2,458.27
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<b>5627 F: LAFCO Fee</b>	<i>none issued</i>
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<b>5640 F: STRUCTURES</b>	<i>none issued</i>
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<b>5701 F: EQUIPMENT</b>	<i>none issued</i>
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# ENGINE PARAMEDIC PROGRAM ACCOUNT SUMMARY SHEET - Jan 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001</b>					
Salaries/Wages	-.001	293,511	<b>22,085.37</b>	184,545.82	108,965.18	63%
Retirement	-.050	64,248	<b>5,158.73</b>	41,146.36	23,101.64	64%
Group Insurance	-.055	80,771	<b>8,726.31</b>	48,743.32	32,027.68	60%
Uniform Allowance	-.062	1,200	<b>600.00</b>	1,200.00	-	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111</b>					
Safety Clothing	-.111	2,728	<b>0.00</b>	2,727.27	0.73	100%
Safety Equipment	-.115	1,000	<b>0.00</b>	0.00	1,000.00	0%
Communications-Radios	-.121	1,000	<b>0.00</b>	43.43	956.57	4%
Communications-Phone	-.124	615	<b>50.36</b>	351.94	263.06	57%
Housekeeping	-.141	1,900	<b>187.39</b>	1,501.19	398.81	79%
Insurance-Prop/Liability	-.151	2,204	<b>0.00</b>	2,000.00	204.00	91%
Insurance-Workers Comp	-.153	17,050	<b>7,050.00</b>	17,050.00	-	100%
Maintenance-Apparatus	-.181	1,900	<b>40.61</b>	1,575.95	324.05	83%
Building Maintenance	-.201	-	<b>0.00</b>	0.00	-	
Emergency Care/Rescue	-.211	-	<b>0.00</b>	0.00	-	
Office Expense	-.241	-	<b>0.00</b>	0.00	-	
Office Expense-Copies	-.245	-	<b>0.00</b>	0.00	-	
Professional Services	-.271	2,200	<b>0.00</b>	0.00	2,200.00	0%
Small Tools/FF Equipment	-.401	-	<b>0.00</b>	0.00	-	
Small Tools-Hose/SCBA	-.402	500	<b>0.00</b>	0.00	500.00	0%
Special District Expense	-.411	700	<b>0.00</b>	37.52	662.48	5%
SDE--Health Maintenance	-.412	3,000	<b>0.00</b>	127.00	2,873.00	4%
SDE--Administration Fee	-.413	18,114	<b>0.00</b>	0.00	18,114.00	0%
Training	-.422	1,500	<b>0.00</b>	0.00	1,500.00	0%
Travel/Education	-.478	2,700	<b>0.00</b>	0.00	2,700.00	0%
Transportation Fuel	-.480	6,500	<b>508.01</b>	3,636.79	2,863.21	56%
<b>SPECIAL TAX HANDLING FEE</b>	<b>5411</b>	3,623	<b>0.00</b>	1,811.38	1,811.62	50%
<b>Engine Paramedic Program Totals</b>		506,964	<b>44,406.78</b>	306,497.97	200,466.03	60%

## CHECKS ISSUED LISTING - JAN 2018    ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.2.001: SALARIES</b>			
12874, 12974	Payroll / Statutory Elective Withholding		19,811.45
12874, 12974	Paychex Fee	employer cost	102.20
1046369, 1047159	PARS	EE withholding	0.00
12875, 12975	EPFF Local #3581	EE dues and meals withholding	390.00
13002	PERS	EE portion	989.84
13002	PERS	ER paid EE portion	791.88
<b>5001.2.050: RETIREMENT (PERS)</b>			
	PERS	employer portion	
<b>5001.2.055: GROUP INSURANCE</b>			
12874, 12974	Supplemental Life Premium Withholding		-21.00
1031078	FDAC-EBA	vision/dental/life premium	533.25
1046685	SDRMA-Employee Benefit Service - medical premium		5,980.26
1046849	Sterling HSA - deposit to employees accounts HSA-compatible insu		2,233.80
<b>5001.2.062: UNIFORM ALLOWANCE</b>			
12974	Employees/Statutory Withholding		600.00
<b>5111.2.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.2.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.2.121: COMMUNICATIONS: RADIOS</b>			<i>none issued</i>
<b>5111.2.124: COMMUNICATIONS: TELEPHONE</b>			
1046741	Comcast Cable - Sta1	portion internet/phone	\$50.00
1047220	Verizon Wireless	cell phone service	0.36
<b>5111.2.131: FOOD/FIRE LINE MEALS</b>			<i>none issued</i>
<b>5111.2.141: HOUSEHOLD EXPENSE</b>			
1046642	AmeriPride	towel service	139.39
1047179	Anchor Pest Control	pest control	48.00
<b>5111.2.151: INSURANCE: PROPERTY/LIABILITY</b>			<i>none issued</i>

## CHECKS ISSUED LISTING - JAN 2018 ENGINE PARAMEDIC

### 5111.2.153: INSURANCE: WORKER'S COMPENSATION

1046685 SDRMA

balance due on annual premium

7,050.00

### 5111.2.181: MAINTENANCE: APPARATUS

1046949 US Bank

U1005: side turn lamp

40.61

### 5111.2.201: BUILDING & GROUNDS MAINTENANCE

*none issued*

### 5111.2.211: EMERGENCY CARE

*none issued*

### 5111.2.241: OFFICE EXPENSE

*none issued*

### 5111.2.245: OFFICE EXPENSE: COPIES

*none issued*

### 5111.2.271: PROFESSIONAL SERVICES

*none issued*

### 5111.2.401: SMALL TOOLS / ALS EQUIPMENT

*none issued*

### 5111.2.402: SMALL TOOLS - Hose/SCBA

*none issued*

### 5111.2.411: SPECIAL DISTRICT EXPENSE

*none issued*

### 5111.2.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE

*none issued*

### 5111.2.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE

*none issued*

### 5111.2.422: TRAINING

*none issued*

### 5111.2.478: TRAVEL/EDUCATION/TRAINING

*none issued*

### 5111.2.480: TRANSPORTATION FUEL

1046657 Ebbetts Pass Gas Service

fuel

508.01

### 5411 P: SPECIAL TAX HANDLING FEE

*none issued*

## STATION 3 A ACCOUNT SUMMARY SHEET - Jan 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001</b>					
Salaries/Wages	-.001	1,011,073	<b>82,401.82</b>	599,693.32	411,379.68	59%
Retirement	-.050	187,951	<b>15,383.30</b>	126,902.00	61,049.00	68%
Group Insurance	-.055	273,264	<b>29,936.93</b>	155,952.11	117,311.89	57%
Uniform Allowance	-.062	4,800	<b>2,400.00</b>	4,800.00	-	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111</b>					
Safety Clothing	-.111	11,890	<b>0.00</b>	11,889.50	0.50	100%
Safety Equipment	-.115	2,250	<b>0.00</b>	255.02	1,994.98	11%
Communications-Radios	-.121	4,500	<b>0.00</b>	347.45	4,152.55	8%
Communications-Phone	-.124	3,325	<b>3.78</b>	1,769.70	1,555.30	53%
Food - Fire Line Meals	-.131	400	<b>0.00</b>	136.23	263.77	34%
Housekeeping	-.141	4,624	<b>396.73</b>	2,203.61	2,420.39	48%
Insurance-Prop/Liability	-.151	6,000	<b>0.00</b>	6,000.00	-	100%
Insurance-Workers Comp	-.153	50,000	<b>34,940.00</b>	54,940.00	(4,940.00)	110%
Maintenance-Apparatus	-.181	-	<b>0.00</b>	0.00	-	
Maintenance-Ambulances	-.183	31,250	<b>7,284.28</b>	25,771.22	5,478.78	82%
Building Maintenance	-.201	5,000	<b>0.00</b>	1,313.44	3,686.56	26%
Emergency Care/Rescue	-.211	30,000	<b>3,902.90</b>	21,733.52	8,266.48	72%
Memberships	-.221	150		0.00	150.00	0%
Office Expense	-.241	1,800		871.64	928.36	48%
Office Expense - Copies	-.245	105	<b>0.00</b>	104.00	1.00	99%
Professional Services	-.271	59,640	<b>3,319.60</b>	20,181.51	39,458.49	34%
Small Tools/FF Equipment	-.401	6,000	<b>112.94</b>	4,828.65	1,171.35	80%
Small Tools-Hose/SCBA	-.402	1,050	<b>0.00</b>	11.93	1,038.07	1%
Special District Expense	-.411	13,136	<b>65.50</b>	8,556.52	4,579.48	65%
SDE--Health Maintenance	-.412	3,000	<b>165.00</b>	165.00	2,835.00	6%
SDE--Administrative Fee	-.413	45,261	<b>0.00</b>	0.00	45,261.00	0%
Training	-.422	2,000	<b>401.28</b>	1,182.82	817.18	59%
Travel/Education	-.478	4,500	<b>0.00</b>	650.00	3,850.00	14%
Transportation Fuel	-.480	11,000	<b>1,371.24</b>	8,525.45	2,474.55	78%
Utilities - Water/Sewer	-.501	900	<b>223.16</b>	898.26	1.74	100%
Utilities - Electrical	-.504	1,900	<b>145.48</b>	1,014.43	885.57	53%
Utilities - Propane	-.505	5,000	<b>254.35</b>	861.71	4,138.29	17%
BANK CHARGES - Lockbox Account	<b>5403</b>	1,800	<b>152.30</b>	904.75	895.25	50%
SPECIAL TAX HANDLING FEE	<b>5411</b>	8,276	<b>0.00</b>	4,146.14	4,129.86	50%
REFUND OVERPAYMENT	<b>5612</b>	25,000	<b>17,117.00</b>	32,305.73	(7,305.73)	129%
<b>FIXED ASSETS</b>						
Building Fund: Structures	<b>5640</b>	-	<b>0.00</b>	0.00	-	
Equipment	<b>5701</b>	-	<b>0.00</b>	0.00	-	
<b>Fire Operation Fund Totals</b>		<b>1,816,845</b>	<b>199,977.59</b>	<b>1,098,915.66</b>	<b>717,929.34</b>	<b>60%</b>



**CHECKS ISSUED LISTING - JAN 2018****STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.3.001: SALARIES</b>			
12874, 12974	Payroll / Statutory Elective Withholding		73,475.64
12874, 12974	Paychex Fee	employer cost	408.76
1046369, 1047159	PARS	EE withholding	0.00
12875, 12975	EPFF Local #3581	EE dues and meals withholding	1,560.00
13002	PERS	EE portion	5,011.40
13002	PERS	ER paid EE portion	1,946.02
<b>5001.3.050: RETIREMENT (PERS)</b>			
	PERS	employer portion	
<b>5001.3.055: GROUP INSURANCE</b>			
12874, 12974	Supplemental Life Premium Withholding		-118.05
1031078	FDAC-EBA	vision/dental/life premium	1,549.18
1046685	SDRMA-Employee Benefit Service - medical premium		18,346.74
1046849	Sterling HSA - deposit to employees accounts HSA-compatible insu		10,177.56
<b>5001.3.062: UNIFORM ALLOWANCE</b>			
12974	Employees/Statutory Withholding		2,400.00
<b>5111.3.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.3.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.3.121: COMMUNICATIONS: RADIOS</b>			<i>none issued</i>
<b>5111.3.124: COMMUNICATIONS: TELEPHONE</b>			
	Comcast	Sta. 3 monthly service	0.00
1047220	Verizon Wireless	cell phone service	3.78
<b>5111.3.131: FOOD/FIRE LINE MEALS</b>			<i>none issued</i>
<b>5111.3.141: HOUSEHOLD EXPENSE</b>			
1046642	AmeriPride	towel service	209.09
1046649	CA Waste Recovery Systems	trash removal	69.63
1046658	Ebbetts Pass Lumber Co	cleaning items	46.01
1047179	Anchor Pest Control	pest control	72.00

**CHECKS ISSUED LISTING - JAN 2018****STATION 3 A****5111.3.151: INSURANCE: PROPERTY/LIABILITY***none issued***5111.3.153: INSURANCE: WORKER'S COMPENSATION**

1046685 SDRMA	balance due on annual premium	34,940.00
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**5111.3.181: MAINTENANCE: APPARATUS**

1029628 US Bank	U1003: batteries (2)	473.90
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**5111.3.183: MAINTENANCE: AMBULANCES**

1046689 Arnold Automotive	U3504: tow new alt; fix harness	929.82
1046684 Sonora Ford	U3504: repair joints, leak, FICM	5,373.69
1046658 Ebbetts Pass Lumber Co	U6003: tape, chargers, mirror	86.83
1046866 Arnold Automotive	U3507: oil/filter & brake service	893.94

**5111.3.201: BUILDING & GROUNDS MAINTENANCE***none issued***5111.3.211: EMERGENCY CARE**

1046641, 1046702 Airgas	oxygen	507.60
1046713 Bound Tree Medical	medical supplies	1,093.76
1047200 Life Assist Inc	medical supplies	1,851.57
1047178 Airgas	oxygen	449.97

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

1046658 Ebbetts Pass Lumber Co	run book	13.92
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**5111.3.271: PROFESSIONAL SERVICES**

1046661 Elinor Hall MPH	IGT consultation	731.25
1046673 Novato Fire District	Oct2017 billing	756.00
JE Calaveras Co Sheriff's Office	Dispatch Fee: 45	1,832.35

**5111.3.401: SMALL TOOLS/FF EQUIPMENT**

1046643 Arnold Auto	wheel charger for ambulances	193.04
1046949 US Bank	returned locks for ambulances	-80.10

**5111.3.402: SMALL TOOLS - Hose/SCBA***none issued***5111.3.411: SPECIAL DISTRICT EXPENSE**

1046949 US Bank	Polaris mirror	65.50
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## CHECKS ISSUED LISTING - JAN 2018 STATION 3 A

### 5111.3.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE

1046949 US Bank	flu vaccine	165.00
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### 5111.3.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE *none issued*

### 5111.3.422: TRAINING

1046949 US Bank	ITLS books	401.28
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### 5111.3.478: TRAVEL/EDUCATION/TRAINING *none issued*

### 5111.3.480: TRANSPORTATION FUEL

1046657 Ebbetts Pass Gas Service	fuel	1,215.03
1046735 Chevron	fuel	156.21

### 5111.3.501: UTILITIES: WATER/SEWER

1029620 CCWD	water/sewer	223.16
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### 5111.3.504: UTILITIES: ELECTRICITY

JE CPPA	electricity	145.48
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### 5111.3.505: UTILITIES: PROPANE

1046657 Ebbetts Pass Gas Service	propane	254.35
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### 5403 A: BANK CHARGES

JE WestAmerica Bank	lockbox account fee	\$152.30
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### 5411 A: SPECIAL TAX HANDLING FEE *none issued*

### 5640 A: STRUCTURES *none issued*

### 5701 A: EQUIPMENT *none issued*

### 8001/5612 A: REFUNDS

1047340 Dept of Health Care Services	FY 2011-12 GEMT Refund	\$17,117.00
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January 19, 2018

To the Board of Directors  
Ebbetts Pass Fire District  
Arnold, California

## **COMMUNICATION TO THOSE CHARGED WITH GOVERNANCE**

We have audited the financial statements of Ebbetts Pass Fire District (the District) as of and for the year ended June 30, 2017 and have issued our report thereon dated January 19, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 8, 2016. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2017. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

### **Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements include: (1) depreciation of property and equipment and (2) valuation of the pension liability. We evaluated the key factors and assumptions used to develop the estimates described above in determining that it is reasonable in relation to the financial statements taken as a whole.

**Corrected Misstatements**

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The only adjustments recorded as a result of audit procedures and inquiries were to report the changes required by GASB 68 related to the CalPERS pension liability and to report depreciation expense.

**Difficulties Encountered in Performing the Audit**

We encountered no difficulties in dealing with staff and management during our audit.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit and management facilitated the audit process in every way requested.

**Management Representations**

We have requested certain representations from management that are included in the management representation letter dated January 19, 2018.

**Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Ebbetts Pass Fire District and is not intended to be and should not be used by anyone other than these specified parties.

*Charles Nicholson*

Certified Public Accountants  
Roseville, California

January 19, 2018

To the Board of Directors and Management  
Ebbetts Pass Fire District

## **COMMUNICATION REGARDING INTERNAL CONTROLS**

In planning and performing our audit of the financial statements of Ebbetts Pass Fire District (the District) as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

### **Definitions Related to Internal Control Deficiencies**

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

### **Our Responsibilities**

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, significant deficiencies or material weaknesses may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

**Deficiencies Reported in Prior Year**

The following deficiencies existed at the end of the prior year audit and the District has implemented or is in the process of implementing procedures to address these items.

- 1) The District should create a detail of the capital assets and update the schedule annually for additions and disposals.

Response: Valuation of the District's capital assets is in progress.

- 2) Nicholson & Olson, CPA's prepare the draft financial statements in accordance with accounting principles generally accepted in the United States of America. In order to remain independent, Nicholson & Olson, CPA's requires the District to designate an individual with suitable skill and knowledge, and/or experience to evaluate the adequacy and results and accept responsibility for this service.

Response: Management reviewed, approved, and accepted responsibility for the financial statements prior to their issuance. The outsourcing of this service is not unusual in Districts of this size and is a result of management's cost benefit decision to use the services of their audit firm rather than expend additional time and incur additional costs for the purpose of increasing controls over the preparation of the financial statements.

We have discussed our observations with management and would be pleased to discuss them in further detail at your convenience. This communication is intended solely for the information and use of management, audit committee, board of directors, and others within the Ebbetts Pass Fire District, and is not intended to be and should not be used by anyone other than these specified parties.

*Charles Nicholson*

Certified Public Accountants  
Roseville, California

# **EBBETTS PASS FIRE DISTRICT**

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**Independent Auditor's Report  
Financial Statements  
and  
Supplementary Information**

**June 30, 2017**



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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of the  
Ebbetts Pass Fire District  
Arnold, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Ebbetts Pass Fire District (the District) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Ebbetts Pass Fire District  
Arnold, California

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Ebbetts Pass Fire District as of June 30, 2017 and the respective changes in financial position and the respective budgetary comparisons listed as part of the basic financial statements for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, Schedule of Proportionate Share of the Net Pension Liability, and Schedule of Contributions to the Pension Plans, as listed in the accompanying table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Nicholson & Olson*

Certified Public Accountants  
Roseville, California  
January 19, 2018

**EBBETTS PASS FIRE DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2017**

(Required Supplementary Information – Unaudited)

This section of the Ebbetts Pass Fire District (the District) basic financial report presents management's discussion and analysis (MD&A) of the financial activities of the District for the fiscal year ended June 30, 2017. The MD&A is intended to serve as an introduction to the District's basic financial statements. Readers are encouraged to consider the information presented here in conjunction with the accompanying financial statements.

The District is a proprietary entity and uses enterprise fund accounting to report its activities for financial statement purposes. Proprietary funds are reported using the accrual basis of accounting and account for activities in a manner similar to private business enterprises.

**Overview of the Financial Statements**

The financial statements consist of the following three components: Management's Discussion and Analysis, Basic Financial Statements, and Other Required Supplementary Information. The financial statements include notes which explain in detail some of the information included in the financial schedules.



**Management Discussion and Analysis**

**June 30, 2017**

Based upon the following financial statements and information, management believes the Ebbetts Pass Fire District's financial condition as follows:

**Fiscal Year 2016-17 Cash Assets**

The Calaveras County Auditor's Office General Ledger Summary Balance Sheet for the Fiscal Year ending June 30, 2017, showed the District's total cash assets to be \$ 343,587. Included in this asset balance is \$40,000 set aside as Imprest Cash dedicated to bi-monthly payrolls processed through El Dorado Savings Bank in Arnold, CA. The remaining \$303,587 represents cash held by the County to pay upcoming expenditures.

**EBBETTS PASS FIRE DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2017**

(Required Supplementary Information – Unaudited)

**Fiscal Year 2016-17 Loans & Financial Obligations**

During Fiscal Year 2016-17, the District arranged refinancing in terms of a loan in the amount of \$1,817,276 for the construction of a new fire station on Blagen Road. This loan period is ten years and has a fixed interest rate of 3.00%. Bi-annual loan payments for this agreement are included in the District's annual budget.

The amended lease purchase agreement constitutes the total amount of debt incurred by the District. The approximate amount of existing debt, if carried to full term, related to these agreements at the end of the Fiscal 2016-17 is as follows:

Lease Option Agreement #04-079-AF amended No. 2	\$1,738,687
Total Existing Debt:	<u>\$1,738,687</u>

**Fiscal Year 2016-17 Budget Revenues and Expenditures**

The Fiscal Year 2016-17 budget was based upon projected revenue derived from various types of property taxes, voter-approved special taxes, ambulance transport revenue, interest, and transfers to/from trust fund accounts. The total projected revenue for the District's three budgets were:

Ebbetts Pass Fire Protection Operations Budget	\$1,761,055
Ebbetts Pass Paramedic Engine Budget	\$362,276
Ebbetts Pass Station Three Ambulance Budget	\$828,682
Total Projected Revenue:	<u>\$2,952,013</u>

**2016-17 Budget Expenditure Highlights**

- Fire Operations Budget requires a trust transfer of \$0 for 100% expenditure.
- Paramedic Engine Budget requires a trust transfer of -\$125,738 for 100% expenditure.
- Station Three Ambulance Budget requires a trust transfer of -\$232,756 for 100% expenditure.

## **FINANCIAL STATEMENTS**

**EBBETTS PASS FIRE DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2017**

	<u>Governmental Activities</u>
<b>Assets</b>	
Current Assets:	
Cash and investments	\$ 487,650
Total Current Assets	<u>487,650</u>
Capital Assets:	
Non-depreciable	720,795
Depreciable capital assets, net	5,308,983
Total Capital Assets, net of accumulated depreciation	<u>6,029,778</u>
<b>Total Assets</b>	<u>6,517,428</u>
<b>Deferred Outflows of Resources</b>	
Pension contributions made subsequent to measurement date	828,508
<b>Total Assets and Deferred Outflows</b>	<u>\$ 7,345,936</u>
<b>Liabilities</b>	
Current Liabilities:	
Other liabilities	\$ 838
Compensated absences, due within one year	49,081
Long term debt, due within one year	160,732
Total Current Liabilities	<u>210,651</u>
Noncurrent Liabilities:	
Compensated absences, due in more than one year	147,244
Long term debt, due in more than one year	1,577,955
Net pension obligation	2,702,288
Total Noncurrent Liabilities	<u>4,427,487</u>
<b>Total Liabilities</b>	<u>4,638,138</u>
<b>Deferred Inflows of Resources</b>	
Unamortized gains on pension investments	409,618
<b>Net Position</b>	
Net investment in capital assets	4,291,091
Unrestricted (deficit)	(1,992,911)
Total Net Position	<u>2,298,180</u>
<b>Total Liabilities, Deferred Inflows, and Net Position</b>	<u>\$ 7,345,936</u>

The accompanying notes are an integral part of these financial statements.

**EBBETTS PASS FIRE DISTRICT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2017**

Functions/ Programs	Expenses	Governmental Activities Net (Expenses) Revenue
<b>Governmental Activities:</b>		
Fire protection	\$ 4,486,107	\$ (4,486,107)
Total Governmental Activities	<u>\$ 4,486,107</u>	<u>(4,486,107)</u>
<b>General Revenues:</b>		
District taxes		1,855,251
Special taxes		1,186,108
Emergency medical service		689,187
State programs		259,291
State other		5,665
Homeowner property tax relief		23,424
Federal other		4,000
Fees		6,840
Refunds and donations		46,661
Other revenues		<u>9,985</u>
Total General Revenues		<u>4,086,412</u>
<b>Change in Net Position</b>		<u>(399,695)</u>
<b>Net Position, Beginning of Year</b>		<u>2,697,875</u>
<b>Net Position, End of Year</b>		<u><u>\$ 2,298,180</u></u>

The accompanying notes are an integral part of these financial statements.



**EBBETTS PASS FIRE DISTRICT  
GOVERNMENTAL FUND  
GENERAL FUND BALANCE SHEET  
JUNE 30, 2017**

**Assets**

Cash	<u>\$ 487,650</u>
Total Assets	<u><u>\$ 487,650</u></u>

**Liabilities**

Other liabilities	<u>\$ 838</u>
Total Liabilities	<u>838</u>

**Fund Balances**

Unassigned	<u>486,812</u>
Total Fund Balances	<u>486,812</u>
Total Liabilities and Fund Balances	<u><u>\$ 487,650</u></u>

The accompanying notes are an integral part of these financial statements.

**EBBETTS PASS FIRE DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS - BALANCE SHEET  
WITH THE STATEMENT OF NET POSITION  
JUNE 30, 2017**

Total fund balance reported on the governmental funds balance sheet	\$	486,812
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Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

Capital assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds.

Non-depreciable capital assets		720,795
Depreciable capital assets, net		5,308,983

Pension contributions subsequent to the valuation measurement date will reduce the pension liability in the future and are reported as deferred outflows of resources in the statement of net position

828,508

Certain liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Funds Balance Sheet.

Compensation absences payable, due within one year		(49,081)
Compensated absences payable, due in more than one year		(147,244)
Long-term debt, due within one year		(160,732)
Long-term debt, due in more than one year		(1,577,955)
Net pension obligation		(2,702,288)

Employee pension differences to be recognized in the future as pension expense are reported as deferred inflows of resources on the statement of net position.

(409,618)

Net Position of Governmental Activities

	\$	2,298,180
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The accompanying notes are an integral part of these financial statements.

**EBBETTS PASS FIRE DISTRICT  
GOVERNMENTAL FUND - GENERAL FUND,  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2017**

**Revenues**

District taxes	\$ 1,855,251
Special taxes	1,186,108
Emergency medical service	689,187
State programs	259,291
State other	5,665
Homeowner property tax relief	23,424
Federal other	4,000
Fees	6,840
Refunds and donations	46,661
Other revenue	<u>9,985</u>
Total Revenues	<u>4,086,412</u>

**Expenditures**

Current:	
Salaries and benefits	2,919,231
Services and supplies	657,071
Debt service:	
Principal	178,158
Interest	<u>95,940</u>
Total Expenditures	<u>3,850,400</u>

Net Change in Fund Balance	236,012
Fund Balance, Beginning of Year	<u>250,800</u>
Fund Balance, End of Year	<u><u>\$ 486,812</u></u>

The accompanying notes are an integral part of these financial statements.

**EBBETTS PASS FIRE DISTRICT  
RECONCILIATION OF THE  
NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUNDS  
WITH THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2017**

The schedule below reconciles the Net Change in Fund Balance reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

Net Change In Fund Balance - Total Governmental Funds	\$	236,012
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

Depreciation expense on capital assets is reported in the Governmental-Wide Statement of Activities and Change in Net Position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as expenditures in governmental funds.		(402,230)
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The amounts below included in the Statement of Activities do not provide or (require) the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):

Compensated absences		(147,244)
Repayment of principal		173,350
Change in deferred outflows of resources related to employee pensions		398,659
Change in pension obligation		(654,593)
Change in deferred inflows of resources related to employee pensions		(3,649)

Change In Net Position of Governmental Activities	\$	<u>(399,695)</u>
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The accompanying notes are an integral part of these financial statements.

**EBBETTS PASS FIRE DISTRICT  
GENERAL FUND - STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL: GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2017**

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>Revenues</b>				
District taxes	\$ 1,818,811	\$ 1,818,811	\$ 1,855,251	\$ 36,440
Special taxes	1,192,489	1,192,489	1,186,108	(6,381)
Emergency medical services	610,500	610,500	689,187	78,687
State programs	95,000	95,000	259,291	164,291
State other	-	-	5,665	5,665
Home owner property tax relief	23,251	23,251	23,424	173
Federal other	-	-	4,000	4,000
Fees	-	-	6,840	6,840
Refunds and donations	500	500	46,661	46,161
Other revenue	-	-	9,985	9,985
Total Revenues	<u>3,740,551</u>	<u>3,740,551</u>	<u>4,086,412</u>	<u>345,861</u>
<b>Expenditures</b>				
Current:				
Salaries and benefits	3,177,692	3,177,692	2,919,231	258,461
Services and supplies	760,480	760,480	657,071	103,409
Debt service	274,760	274,760	274,098	662
Total Expenditures	<u>4,212,932</u>	<u>4,212,932</u>	<u>3,850,400</u>	<u>362,532</u>
Net Change in Fund Balance	<u>\$ (472,381)</u>	<u>\$ (472,381)</u>	236,012	<u>\$ (16,671)</u>
Fund Balance, Beginning of Year			<u>250,800</u>	
Fund Balance, End of Year			<u>\$ 486,812</u>	

The accompanying notes are an integral part of these financial statements.

**EBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

The notes to the financial statements include a summary of significant accounting policies and other notes considered essential to fully disclose and fairly present transactions and the financial position of Ebbetts Pass Fire District.

Note 1 - Reporting Entity and Significant Accounting Policies

Note 2 - Cash and Investments

Note 3 - Capital Assets

Note 4 - Long Term Debt

Note 5 - Net Position and Fund Balances

Note 6 - Pension Plan

Notes 7 - Risk Management

Notes 8 - Commitments and Contingencies

Notes 9 - Subsequent Event

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 1 - Reporting Entity and Summary of Significant Accounting Policies**

**Reporting Entity**

Ebbetts Pass Fire District was organized in 1964 to compensate for the local California Division of Forestry station understaffing during winter periods in order to provide structural fire protection during these periods. The District became a separate legal entity in 1965. It is headquartered in Arnold, California, with additional stations in Camp Connell, Hathaway Pines, and Pinebrook. The District serves over 8,000 people in an area of about 204 square miles extending from the Utica Grade on Highway 4 on the west to the Alpine County line on the east. The Stanislaus River is on the southern side of the District and the South Fork of the Mokelumne River on the north. The weekend and holiday population of the District ranges from 15,000 to 20,000 or greater. The assessed value within the District is about \$850 million.

The District is governed by a five-member elected board of directors. The board receives funding from local government sources and must comply with the requirements of these funding source entities. The financial statements of the District consist only of the funds of the District. The District has no oversight responsibility for any other government entity since no other entities are considered to be controlled by or dependent on the District. Control or dependence is determined on the basis of the respective governing board. The governing board has decision making authority, the power to designate management, the ability to significantly influence operations, and primary accountability for fiscal matters.

**Basis of Presentation**

The District's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These Statements require the financial statements described below to be presented.

*Government-wide Statements:* The Statement of Net Position and the Statement of Activities display information about the primary government (the District). These statements summarize the entire District's financial activities and financial position. Eliminations have been made to minimize the double counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

The Statement of Net Position reports the difference between the District's total assets and deferred outflows and the District's total liabilities and deferred inflows, including all the District's capital assets and its long-term liabilities. The Statement of Net Position presents similar information to the old balance sheet format but presents it in a way that focuses the reader on the composition of the District's net position, by subtracting total liabilities from total assets. The Statement of Net Position summarizes the financial position of all the Districts Governmental Activities in a single column. The District's Governmental Activities include the activities of its General Fund.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**Basis of Presentation (continued)**

Government-wide Financial Statements (continued) The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by programs, (b) grants and contributions that are restricted to meeting operational needs of a particular program and (c) capital grants and contributions that are restricted to financing the acquisition of construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

The Statement of Activities presents the District's expenses first, listed by program. Program revenues - that is, revenues which are generated directly by these programs - are then deducted from program expenses to arrive at the net expense of each governmental program. The District's general revenues are then listed in the Governmental Activities column, as appropriate, and the Change in Net Position is computed and reconciled with the Statement of Net Position.

Fund Financial Statements: The fund financial statements provide information about the District's funds. Major funds are defined generally as having significant activities or balances in the current year. The District considers all of its funds to be major funds which are described below:

General Fund - The General fund is the general operating fund of the Ebbetts Pass Fire District. It is used to account for all financial resources. The major revenue sources for this Fund are property taxes, ambulance service revenues, and interest income. Expenditures are made for public safety and other operating expenditures.

**Basis of Accounting**

Government-wide Financial Statements The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place. They are prepared on the same basis as is used by most businesses, which means they include all the District's assets and deferred outflows, and all its liabilities and deferred inflows, as well as all its revenues and expenses. All material internal transactions between District funds have been eliminated.

Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The District may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The District's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.



**EBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**Basis of Accounting (continued)**

*Fund Financial Statements* General funds are reported using the *current financial resources measurement focus* and the *modified accrual basis* of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgements, and compensated absences, which are recognized as expenditures to the extent they have matured. These statements reflect only current assets and liabilities. Governmental capital asset acquisitions are reported as expenditures in governmental funds.

**Budgets and Budgetary Accounting**

By state law, the District's governing board must adopt a final budget no later than October 1<sup>st</sup>. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

These budgets are revised by the District's governing board and District manager during the year to give consideration to unanticipated income and expenditures. The District's governing board approves all changes made to the budget.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds.

**Property Taxes and Special Assessment Revenue**

Revenue is recognized in the fiscal year for which the tax and assessment is levied. The County of Calaveras levies, bills and collects property taxes and special assessments for the District. The County remits the entire amount levied and handles all delinquencies, retaining interest and penalties. Secured and unsecured property taxes are levied on July 1<sup>st</sup> of the preceding fiscal year.

Secured property tax is due in two installments, on November 1<sup>st</sup> and February 1<sup>st</sup>, and becomes a lien on those dates. It becomes delinquent on December 10<sup>th</sup> and April 10<sup>th</sup>, respectively. Unsecured property tax is due on July 1<sup>st</sup> and becomes delinquent on August 31<sup>st</sup>.

The term "unsecured" refers to taxes on personal property other than real estate, land and buildings. These taxes are secured by liens on the personal property being taxed.

Property tax revenue is recognized in the fiscal year for which the tax is levied. The County distributes property tax (termed "settlements") under the Teeter Plan, which allows the District to receive all property taxes in the year in which they are levied. The County retains any collections of interest, penalties and delinquencies under this plan. A settlement apportionment for 95% of unsecured property taxes is received in October, with the remainder distributed in June. Secured property taxes are received in three settlements and apportioned as follows: 55% in December, 40% in April and 5% in June.

**EBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**Accumulated Compensated Absences**

Compensated absences comprise of unpaid vacation leave and overtime. The District's liability for compensated absences is recorded in the Statement of Net Position. The liability for compensated absences is determined annually and is liquidated in the General Fund.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken. Since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

**Capital Assets and Depreciation**

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. Capital assets with a value of \$5,000 or more are recorded as capital assets.

Capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that years' pro rata share of the cost of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the assets is fully depreciated.

**Use of Estimates**

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 2 - Cash and Investments**

**Summary of Deposits**

Cash consisted of the following on June 30, 2017:

Cash Held by County	\$ 343,587
Cash Held by District	<u>144,063</u>
Total Cash	<u><u>\$ 487,650</u></u>

**Cash in Banks and Revolving Funds**

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the District's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law, this collateral is held in a separate investment pool by another institution in the District's name and places the District ahead of general creditors of the institution.

**Policies and Practices**

The District is authorized under California Government Code to make direct investments in local District bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; share of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority; and collateralized mortgage obligations.

**Investments**

The District has authorized staff to deposit cash with the Calaveras county Treasurer in a series of pooled accounts with cash from various other governmental entities within the County, for investment purposes. The pooled cash and investments is invested principally in bankers' acceptances, negotiable certificates of deposit and various U.S. Government District and commercial notes. Interest earned from such time deposits and investments is allocated quarterly to the District based on its average daily cash balances. The fair values of the accounts at June 30, 2017 were provided by the County Treasurer.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 3 - Capital Assets**

Capital assets activity is comprised of the following:

	Balance June 30, 2016	Additions	Retirements	Balance, June 30 2017
<b>Governmental Activities:</b>				
Capital Assets not being depreciated:				
Land	\$ 720,795	\$ -	\$ -	\$ 720,795
Total capital assets not being depreciated	<u>720,795</u>	<u>-</u>	<u>-</u>	<u>720,795</u>
Capital assets being depreciated:				
Structures and improvements	6,291,324	-	-	6,291,324
Equipment and vehicles	<u>3,231,755</u>	<u>13,437</u>	<u>-</u>	<u>3,245,192</u>
Total capital assets being depreciated	<u>9,523,079</u>	<u>13,437</u>	<u>-</u>	<u>9,536,516</u>
Less accumulated depreciation:				
Structures and improvements	(1,936,360)	(207,519)	-	(2,143,879)
Equipment and vehicles	<u>(1,888,943)</u>	<u>(194,711)</u>	<u>-</u>	<u>(2,083,654)</u>
Total accumulated depreciation	<u>(3,825,303)</u>	<u>\$ (402,230)</u>	<u>\$ -</u>	<u>(4,227,533)</u>
Total depreciable assets	<u>5,697,776</u>			<u>5,308,983</u>
Governmental Activity Capital Assets, Net	<u><u>\$ 6,418,571</u></u>			<u><u>\$ 6,029,778</u></u>

**Note 4 - Long Term Debt**

The District's debt issues and transactions are summarized below:

	Original Issue Amount	Balance June 30, 2016	Additions	Retirements	Balance June 30, 2017	Current Portion
Lease #04-079-AF	\$ 3,000,000	\$ 1,613,880	\$ -	\$ 1,613,880	\$ -	\$ -
Amendment for Lease #04-079-AF	\$ 500,000	285,639	-	285,639	-	-
Lease #04-079-AF Amended No. 2	\$ 1,817,276	-	1,817,276	78,589	1,738,687	160,732
Total Governmental Activity Debt		<u><u>\$ 1,899,519</u></u>	<u><u>\$ 1,817,276</u></u>	<u><u>\$ 1,978,108</u></u>	<u><u>\$ 1,738,687</u></u>	<u><u>\$ 160,732</u></u>

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 4 - Long Term Debt (continued)**

On September 14, 2004, the District entered into an agreement with Municipal Finance Corporation to finance the construction and installation of certain improvements on land owned by the District. On November 1, 2016, Amendment #2 combined all remaining long-term debt into one loan in the amount of \$1,817,276. The remaining principal and interest (3.00% per year) is payable semi-annually over the next nine years, maturing on November 1, 2026, and are payable from general District revenues.

Year Ending June 30:	Principal	Interest	Total
2018	\$160,732	\$50,964	\$211,696
2019	165,591	46,105	211,696
2020	170,596	41,100	211,696
2021	175,752	35,944	211,696
2022	181,064	30,632	211,696
2023-2026	884,952	67,691	952,643
	<u>\$1,738,687</u>	<u>\$272,436</u>	<u>\$2,011,123</u>

**Note 5 - Net Position and Fund Balances**

Net Position is on the full accrual basis while Fund Balances are measured on the modified accrual basis:

**Net Position**

Net Position is the excess of all the District's assets and deferred outflows over all its liabilities and deferred inflows, regardless of fund. Net Position is divided into three captions. These captions apply only to Net Position, which is determined only at the Government-wide level, and are described below:

*Net Investment in Capital Assets* describes the portion of Net Position which is represented by the current net book value of the District's capital assets, less debt used to acquire or construct capital assets.

*Restricted* describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the District cannot unilaterally alter. These principally include debt service and acquisition and construction of facilities and equipment.

*Unrestricted* describes the portion of Net Position which is not restricted to use.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 5 - Net Position and Fund Balances (Continued)**

**Fund Balance**

The District's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the District to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the District prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

*Nonspendables* represents amounts that cannot be spent because they are (a) not in a spendable form or (b) legally or contractually required to be maintained intact. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

*Restricted* fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

*Committed* fund balances have constraints imposed by formal action of the Board of Directors which may be altered only by formal action of the Board of Directors. Encumbrances and nonspendable amounts subject to council commitments are included along with spendable resources.

*Assigned* fund balances are amounts constrained by the District's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board of Directors or its designee and may be changed at the discretion of the Board of Directors or its designee. This category includes encumbrances; nonspendables, when it is the District's intent to use proceeds or collections for a specific purpose, and residual fund balances, if any, of Special Revenue, Capital Projects and Debt Service Funds which have not been restricted or committed.

*Unassigned* fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 6 - Pension Plan**

**Plan Description**

All qualified employees are eligible to participate in the District's cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). The District has the following cost-sharing plans:

- Safety Plan
- Miscellaneous Plan
- PEPRAs Safety Fire Plan

CalPERS acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and Board resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at [WWW.CALPERS.CA.GOV](http://WWW.CALPERS.CA.GOV)

**Benefits Provided**

CALPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRAs plans) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2017, are summarized as follows:

	<u>Safety</u>	<u>Miscellaneous</u>	<u>PEPRA - Safety</u>
Hire Date	Prior to January 1, 2013	Prior to January 1, 2013	After January 1, 2013
Benefit formula	3.0% at 55	2.0% at 60	2.7% at 57
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life	Monthly for life
Retirement Age	50-55	50 - 63	50-57
Monthly benefits as a % of eligible compensation	2.4% to 3.0%	1.1% to 2.42%	1.4% to 2.0%
Required employee contribution rates	9.0%	7.0%	11.50%
Required employer contribution rates	16.656%	7.159%	12.082%

The Miscellaneous Plan and the Safety Plan are closed to new members that are not already CalPERS eligible participants. The District pays 4% of the employees' required contributions.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 6 - Pension Plan (Continued)**

**Contributions**

Section 20814 (c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2017, the contributions made to the plans were as follows:

	<u>Safety</u>	<u>Miscellaneous</u>	<u>PEPRA – Safety</u>
Contributions - employer	\$ 195,050	\$ 4,815	\$ 43,905
Contributions - employee	\$ 103,235	\$ 4,708	\$ 41,835

In addition to the contribution rates above, the District was also required to make a payment of \$94,179 toward its unfunded actuarial liability during the year ended June 30, 2017.

**Pension Liabilities, Pension Expense, Deferred Outflow/Inflows of Resources**

As of June 30, 2017, the District reported a net pension liability for its proportionate share of the net pension liability of the plans as follows:

Safety Plan	\$ 2,623,736
Miscellaneous Plan	<u>78,552</u>
Total Net Pension Obligation	<u><u>\$ 2,702,288</u></u>

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the plans is measured as of June 30, 2015, and the total pension liability for each plan used to calculate the net pension liability was determined by actuarial valuations as of June 30, 2015 rolled forward to June 30, 2016 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the plans as of June 30, 2015 and 2016 were as follows:



**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 6 - Pension Plan (Continued)**

	<u>Safety</u>	<u>Miscellaneous</u>	<u>PEPRA – Safety</u>
Proportion - June 30, 2015	0.045466%	0.002045%	< 0.0001%
Proportion - June 30, 2016	0.050659%	0.002610%	< 0.0001%
Change - Increase (Decrease)	0.005193%	0.000565%	< 0.0001%

For the year ended June 30, 2017, the District recognized pension expense of \$909,034 for all plans combined. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to all Plans combined from the following sources:

	<u>Deferred Outflows</u>	<u>Deferred (Inflows)</u>
Contributions after measurement date	\$ 397,748	\$ -
Changes of Assumptions		(85,237)
Difference Between Expected and Actual Experience	7,127	-
Net Difference Between Projected vs Actual Investment		
Earning on Pension Investments	403,027	-
Adjustment Due to Change in Proportion	-	(324,381)
Difference Between Actual vs Allocated Contribution	20,606	-
Total Deferred Outflows (Inflows) of Resources	<u>\$ 828,508</u>	<u>\$ (409,618)</u>

The \$397,748 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as net deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	
2018	\$ (89,787)
2019	(97,811)
2020	103,986
2021	104,754
	<u>\$ 21,142</u>

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 6 - Pension Plan (Continued)**

**Actuarial Assumptions**

The total pension liabilities in the June 30, 2016 actuarial valuation for each of the Plans were determined using the following actuarial assumptions:

Valuation Date	June 30, 2015
Measurement Date	June 30, 2016
Actuarial Cost Method	Entry-Age Normal Cost
Actuarial Assumptions:	
Discount Rate	7.65%
Inflation	2.75%
Payroll Growth	3.00%
Projected Salary	3.3% - 14.2% (1)
Investment Rate of Return	7.5% (2)
Mortality	Derived using CalPERS Membership data for all funds

(1) Depending on entry age and service

(2) Net of pension plan investment expenses, including inflation

All other actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study reports can be obtained at CalPERS' website under Forms and Publications.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.65% for each Plan. To determine whether the municipal bond rate should be used in the calculations of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.65% discount rate is adequate and the use of the municipal bond rate calculations is not necessary. The long term expected discount rate of 7.65% will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a report that can be obtained from the CalPERS website.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 6 - Pension Plan (Continued)**

**Discount Rate (Continued)**

In determining the long-term expected rate of return, CalPERS took into account both short and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' assets classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table on the next page reflects the long term expected real rate of return by asset class for each of the Plans. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1 - 10 (a)</u>	<u>Real Return Years 11+ (b)</u>
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0%	0.99%	2.43%
Inflation Sensitive	6.0%	0.45%	3.36%
Private Equity	12.0%	6.83%	6.95%
Real Estate	11.0%	4.50%	5.13%
Infrastructure and Forestland	3.0%	4.50%	5.09%
Liquidity	2.0%	(0.55)%	(1.05)%
Total	<u>100.0%</u>		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 6 - Pension Plan (Continued)**

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (a)	Real Return Years 11+ (b)
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0%	0.99%	2.43%
Inflation Sensitive	6.0%	0.45%	3.36%
Private Equity	12.0%	6.83%	6.95%
Real Estate	11.0%	4.50%	5.13%
Infrastructure and Forestland	3.0%	4.50%	5.09%
Liquidity	2.0%	(0.55)%	(1.05)%
Total	<u>100.0%</u>		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

**Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the District's proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Safety	Miscellaneous	Total
1% Decrease	6.50%	6.50%	
Net Pension Liability	\$ 3,929,151	\$ 122,382	\$ 4,051,533
Current discount rate	7.50%	7.50%	
Net Pension Liability	\$ 2,623,736	\$ 78,552	\$ 2,702,288
1% Increase	8.50%	8.50%	
Net Pension Liability	\$ 1,553,371	\$ 42,329	\$ 1,595,700

**Pension Plan Fiduciary Net Position**

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

**Payable to the Pension Plan**

At June 30, 2017, the District had no outstanding amount of contributions payable to the pension plan.

**EBBETTS PASS FIRE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2017**

**Note 7 - Risk Management**

The Ebbetts Pass Fire Protection District insurance arranges for and provides public liability, property damage and self-insurance between the county, its special districts and independent county fire protection districts. A summary of the District's insurance is as follows:

Coverage	Insurance Company/ Risk Pool	Limit of Liability	Deductible/SIR
Workers' Compensation	SDRMA	\$5,000,000	\$0
General Liability	AAIC	\$1,000,000	\$0
Management Liability	AAIC	\$1,000,000	\$5,000
Cyber Liability	AAIC	\$1,000,000	\$0
Automobile Liability	AAIC	\$1,000,000	\$3,000 Collision \$1,000 Comprehensive

The District did not have any claim settlements that exceed the insurance coverage during fiscal year 2016/17.

**Note 8 - Commitments and Contingencies**

The District is subject to litigation arising in the normal course of business. The District represents there is no pending litigation which is likely to have a material adverse effect on the financial position of the District.

**Note 9 - Subsequent Events**

Management of the District has reviewed the results of operations for the period of time from its year end June 30, 2017 through January 19, 2018, the date the financial statements were available to be issued, and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

## **Required Supplementary Information**

**EBBETTS PASS FIRE DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2017**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY - SAFETY CLASSIC AND PEPRA PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2017	June 30, 2016
Proportion of the net pension liability	0.05066%	0.04546%
Proportionate share of the net pension liability	\$ 2,623,736	\$ 1,872,998
Covered - employee payroll - measurement period	\$ 1,601,901	\$ 1,529,613
Proportionate share of the net pension liability as a percentage of covered payroll	61.05%	81.67%
Plan fiduciary net position as a percentage of the total pension liability	74.06%	78.40%

**Notes to Schedule**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2014 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2017	June 30, 2016
Contractually required contribution (actuarially determined)	\$ 238,955	\$ 239,314
Contributions in relation to the actuarially determined contributions	(238,955)	(239,314)
Contribution deficiency (excess)	\$ -	\$ -
Covered - employee payroll - fiscal year	\$ 1,601,901	\$ 1,529,613
Contributions as a percentage of covered - employee payroll	14.92%	15.65%

**Notes to Schedule**

Valuation date

Actuarially determined rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age normal cost method
Asset valuation method	30 year smoothed market
Inflation	2.75%
Projected salary increases	Varies by entry age and service
Investment rate of return	7.50%, net of administrative expenses
Retirement age and mortality	The probabilities of retirement and mortality are based on 2010 CalPERS experience study for the period from 1997 to 2007. Pre-retirement mortality rates include 5 years of projected mortality improvement using Scale AA published by the Society of Actuaries.

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015; therefore only two years are presented.

*The accompanying notes are an integral part of these financial statements*

**EBBETTS PASS FIRE DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2017**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY - MISCELLANEOUS CLASSIC (UNAUDITED)  
Last 10 Years**

	June 30, 2017	June 30, 2016
Proportion of the net pension liability	0.00261%	0.00205%
Proportionate share of the net pension liability	\$ 78,552	\$ 56,105
Covered - employee payroll - measurement period	\$ 67,948	\$ 68,060
Proportionate share of the net pension liability as a percentage of covered payroll	86.50%	121.31%
Plan fiduciary net position as a percentage of the total pension liability	74.06%	78.40%

**Notes to Schedule**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2014 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2017	June 30, 2016
Contractually required contribution (actuarially determined)	\$ 4,815	\$ 4,754
Contributions in relation to the actuarially determined contributions	(4,815)	(4,754)
Contribution deficiency (excess)	\$ -	\$ -
Covered - employee payroll - fiscal year	\$ 67,948	\$ 68,060
Contributions as a percentage of covered - employee payroll	7.086%	6.985%

**Notes to Schedule**

Valuation date

Actuarially determined rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method

Entry age normal cost method

Asset valuation method

30 years smoothed market

Inflation

2.75%

Projected salary increases

Varies by entry age and service

Investment rate of return

7.50%, net of administrative expenses

Retirement age and mortality

The probabilities of retirement and mortality are based on 2010 Cal PERS experience study for the period from 1997 to 2007. Pre-retirement mortality rates include 5 years of projected mortality improvement using Scale AA published by the Society of Actuaries.

Payroll growth

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015; therefore only two years are presented.

*The accompanying notes are an integral part of these financial statements*





# NOVATO FIRE DISTRICT

95 Rowland Way, Novato, CA 94945 • 415.878.2690 • Fax 415.878.2660 • [www.novatofire.org](http://www.novatofire.org)

January 31, 2018

Ebbetts Pass Fire District  
Fire Chief Mike Johnson  
1037 Blagen Rd  
Arnold, CA 95223-0066

Dear Fire Chief Johnson:

This letter is to notify you of the change in District contact information regarding our Joint Powers Agreement (JPA) for ambulance billing. The JPA requires that a contact person be named as a primary point of contact for the Novato Fire District and that any change must be noticed in writing within ten days of the change.

Previously, Battalion Chief Ted Peterson was the primary point of contact for the Fire District. Battalion Chief Peterson has retired from the organization and your new point of contact for all ambulance billing matters will be EMS Billing Analyst Shannon Wager.

Shannon can be reached by phone at 415-878-2642 or by email at [swager@novatofire.org](mailto:swager@novatofire.org).

Regards,

Bill Tyler  
Fire Chief

RECEIVED

FEB - 6 2018

Ebbetts Pass Fire District

# **Ebbetts Pass Fire District**



February 20, 2018

To: Ebbetts Pass Board of Directors

RE: Approve Interlocal Cooperative Purchasing Contract (Houston-Galveston Area Council)

The Houston-Galveston Area Council (H-GAC) provides an acceptable purchasing process for local government agencies to obtain goods. H-GAC is a cooperative purchasing program that establishes contracts for wide variety of goods and services including general purpose vehicles, EMS and fire apparatus, medium and heavy duty vehicles, emergency management equipment, law enforcement vehicles, electronic equipment, communications, and a variety of consulting and general services. All H-GAC contracts are established through a competitive bid or a competitive proposal process.

The advantage of using H-GAC contracts will include eliminating bidding costs, expediting the procurement process, and savings associated with larger volume contracts. Staff will review each purchase prior to making a recommendation to ensure that the benefits for using H-GAC contracts exceed the cost.

There is no fee to enter into Interlocal Contract For Cooperative Purchasing with H-GAC. There is a fee charged for each purchase which averages less than one percent.

My recommendation is to approve entering into Interlocal Contract For Cooperative Purchasing with Houston- Galveston Area Council.

Ebbetts Pass Fire District

A blue ink signature of Mike Johnson, the Fire Chief, written over the text "Ebbetts Pass Fire District".

Fire Chief Mike Johnson



## INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING

ILC

No.: \_\_\_\_\_

Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and \* \_\_\_\_\_, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at \* \_\_\_\_\_

### W I T N E S S E T H

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on \* \_\_\_\_\_ (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

#### **ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

#### **ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

#### **ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

#### **ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began \* \_\_\_\_\_ and ends \* \_\_\_\_\_. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

#### **ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through [HGACBuy.com](http://HGACBuy.com) and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

**ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

**ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

**ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

**ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

**ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

**ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

**THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:**

\*  
\_\_\_\_\_  
Name of End User (*local government, agency, or non-profit corporation*)

\*  
\_\_\_\_\_  
Mailing Address

\*  
\_\_\_\_\_  
City State ZIP Code

\*By: \_\_\_\_\_  
Signature of chief elected or appointed official

\*  
\_\_\_\_\_  
Typed Name & Title of Signatory Date

***Houston-Galveston Area Council***  
3555 Timmons Lane, Suite 120, Houston, TX 77027

By: \_\_\_\_\_  
Executive Director

Attest: \_\_\_\_\_  
Manager

Date: \_\_\_\_\_

*\*Denotes required fields*



**\*Request for Information**

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com) or by faxing it to **713-993-2424**. The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**  
**P.O. Box 22777, Houston, TX 77227-2777**

Name of End User Agency: \_\_\_\_\_ County Name: \_\_\_\_\_  
(Municipality/County/District/etc.)

Mailing Address: \_\_\_\_\_  
(Street Address/P.O. Box) (City) (State) (ZIP Code)

Main Telephone Number: ( ) \_\_\_\_\_ FAX Number: ( ) \_\_\_\_\_

Physical Address: \_\_\_\_\_  
(Street Address, if different from mailing address) (City) (State) (ZIP Code)

Web Site Address: \_\_\_\_\_

**Official Contact:** \_\_\_\_\_  
(Point of Contact for HGACBuy Interlocal Contract)

Mailing Address: \_\_\_\_\_  
(Street Address/P.O. Box)

(City) (State) (ZIP Code)

**Authorized Official:** \_\_\_\_\_  
(Mayor/City Manager/Executive Director/etc.)

Mailing Address: \_\_\_\_\_  
(Street Address/O.O. Box)

(City) (State) (ZIP Code)

**Official Contact:** \_\_\_\_\_  
(Purchasing Agent/Auditor etc.)

Mailing Address: \_\_\_\_\_  
(Street Address/O.O. Box)

(City) (State) (ZIP Code)

**Official Contact:** \_\_\_\_\_  
(Public Works Director/Police Chief etc.)

Mailing Address: \_\_\_\_\_  
(Street Address/O.O. Box)

(City) (State) (ZIP Code)

**Official Contact:** \_\_\_\_\_  
(EMS Director/Fire Chief etc.)

Mailing Address: \_\_\_\_\_  
(Street Address/O.O. Box)

(City) (State) (ZIP Code)

Title: \_\_\_\_\_

Ph No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fx No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Title: \_\_\_\_\_

Ph No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fx No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Title: \_\_\_\_\_

Ph No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

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E-Mail Address: \_\_\_\_\_

Title: \_\_\_\_\_

Ph No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fx No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**\* denotes required fields**

GENERAL PURPOSE  
& EMERGENCY  
VEHICLESINFRASTRUCTURE  
EQUIPMENT &  
SERVICESCOMMUNICATIONS  
EQUIPMENT &  
SERVICESGROUNDS  
FACILITIES &  
PARKS EQUIPMENTPUBLIC  
WORKS  
EQUIPMENTEMERGENCY  
EQUIPMENT &  
SUPPLIESCONSULTING  
LEASING & STAFFING  
SERVICESEMERGENCY  
PREPAREDNESS &  
DISASTER RECOVERYCOOPERATIVE  
ENERGY  
PURCHASING

You are here: Home &gt; Information About The Program &gt; Interlocal Contract Form (ILC)

## INFORMATION ABOUT THE PROGRAM

### INTERLOCAL CONTRACT FORM (ILC)

# Interlocal Contract

#### FREQUENTLY ASKED QUESTIONS



### JOINING HGACBUY BY EXECUTING AN INTERLOCAL CONTRACT (ILC)

In order to participate in HGACBuy, you must:

1. Be a state agency, county, municipality, special district, or other political subdivision of a state, or a qualifying non-profit corporation (providing one or more governmental function or service); and
2. Possess legal authority to enter into the Contract.

End User warrants that both requirements are fulfilled by execution of an ILC.

#### Steps for completing and executing the ILC:

**Step 1:** Fill in all required information, including the date of your governing body authorization and print a copy of the appropriate **HGACBuy ILC** form.

**Step 2:** Secure signature by an individual with authority to contractually bind your entity.

**Step 3:** Scan and email a copy to H-GAC at [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com) or Fax it to 713-993-2424. The contract may also be mailed to H-GAC Cooperative Purchasing Program, P.O. Box 22777, Houston, TX 77227-2777.

**Step 4:** H-GAC will execute the contract and return a copy to you electronically.

#### Special Requirements For Non-Profit Corporations:

Qualifying non-profit corporations providing one or more government services (e.g. Volunteer Fire Departments, Emergency Medical Services) must also submit the following items together with the ILC documents:

1. Copy of 501(c)(3) Form
2. Copy of Charter and By-Laws highlighting section(s) demonstrating that your organization performs a governmental service.
3. Certification of the governmental service(s) that your organization performs. (Form included in the Non-Profit ILC below)

(If you require a contract original, print and sign two (2) contracts. Send both documents to H-GAC at the address indicated on the ILC form)



**Interlocal Contract Form!!!**  
(Membership Form for  
Government End Users)  
Click here to download the ILC  
form to join HGACBuy...



**Interlocal Contract Form!!!**  
(Membership Form for  
Non-Profit End Users)  
Click here to download the ILC  
form to join HGACBuy...

\*Note: ILC form can be filled and printed online.


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## INFORMATION ABOUT THE PROGRAM

### USING THE PROGRAM

#### Types of Participating End Users:

- Municipalities, Cities, Counties and State Agencies
- Councils of Government
- Schools, School Districts, Colleges, Universities
- Hospitals and Hospital Districts
- Emergency Medical Services and Services Districts
- Volunteer Fire Departments and Rural Fire Prevention Districts
- Special Law Enforcement Jurisdictions
- Judicial Courts & Districts
- Emergency Communications Districts
- Utility Districts (MUDs, WCIDs, Irrigation, etc.)
- Special Districts
- Authorities (Airport, Port, River, Water, Toll Road, etc.)
- State Agencies
- Not-for-Profit Corporations [501(c)(3)] providing government functions and services.  
(Special requirements apply: See Program Info/Executing an Interlocal Contract with HGACBuy)

#### The Texas Interlocal Cooperation Act

Most States in the United States have either Interlocal Cooperation or Joint Powers authority to allow local governments in those states to join and participate in programs like HGACBuy.

In 1971, the Texas Legislature passed the Interlocal Cooperation Act [Texas Government Code, Title 7, Chapter 791] to promote activities among local governments across Texas. Any local government or non-profit providing government services may contract or agree with one or more local governments under the terms of this Act to conduct purchasing and other administrative functions. The following excerpt from the Act states that... "The Interlocal Cooperation Act's purpose is to improve the efficiency and effectiveness of local governments by authorizing the fullest possible range of inter-governmental contracting authority at the local level including contracts between all political subdivisions of the state and agencies of the state.

#### Legal Authority

Governmental entities join HGACBuy by execution of an Interlocal Contract (ILC) which can be found on the HGACBuy website under Program Info.

By executing the ILC, the End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a qualifying non-profit corporation, county, municipality, special district, or other political subdivision of the State of Texas, or another state, and (2) it possesses adequate legal authority to enter into this Contract.

#### Scope of H-GAC's Professional Services

When participating in HGACBuy, members make their purchase orders out to, and directly pay, the HGACBuy contractor. However, H-GAC does act as the designated purchasing agent on behalf of participating End Users by performing specific services including, but not limited to:

- Conducting research and surveys
- Developing specifications for each product/service
- Soliciting vendor participation
- Issuing specifications documents
- Conducting pre-bid/pre-proposal conferences
- Opening bid/proposal responses
- Evaluating responses
- Issuing Vendor Contracts awarded by the H-GAC Board of Directors
- Certifying contract validity
- Contracts Administration

#### Interlocal Contract Renewals

Provisions of the Interlocal Cooperation Act provide for annual renewal of Interlocal Contracts. The contract document issued by HGACBuy contains a provision for automatic annual renewal. Unless an

updated contract document is requested, or statutory change occurs, the initial enactment could remain in effect in perpetuity. A permanent identification number is assigned to each End User contract.

#### **Purchasing Statutes Applied to H-GAC Competitive Bid Process**

Products offered through HGACBuy have been subjected to either the competitive bid or competitive proposal format based on Texas statutes for Councils of Governments under the Local Government Code Chapter 252. The 76th Legislature, Regular Session, added language that stipulates Councils of Governments shall specifically use "municipal bidding statutes". As administrator, H-GAC's rules of governance apply. In evaluating bid and proposal responses, HGACBuy takes into account any prospective contractor's ability to meet performance requirements. Factors considered include number and location of sales/service facilities, depth of staff, qualifications of technical support personnel, and business continuity. Contractors are expected to service all End Users participating in the Program wherever possible, practical, and not contrary to franchise or dealership agreements.

#### **H-GAC Board of Directors Awards All Contracts**

The Board of Directors composed of 35 elected officials awards all H-GAC cooperative purchasing contracts. As a political subdivision of the State of Texas, Board agenda are publicly posted in advance of public meetings. Board meetings are customarily held on the third Tuesday of each month in H-GAC Conference Room A, Second floor, 3555 Timmons Lane, Houston. The Houston-Galveston Area Council is one of Texas' 24 regional councils of governments.

#### **Steps To Placing Purchase Orders Through HGACBuy**

##### ***Step 1: (first time only)***

Execute the "Interlocal Contract" (ILC) found on the HGACBuy website under Program Info, and return to H-GAC. H-GAC will sign two copies and return one to the End User for their records. The ILC may be faxed to 713-993-4548 for expedited processing.

##### ***Step 2:***

Obtain specific product details from the HGACBuy website, [www.HGACBuy.org](http://www.HGACBuy.org). Then, contact the contractor's nearest representative for additional assistance and a definitive price quotation. Contractor information can be found at the bottom of each contracts web page under Products Available.

##### ***Step 3:***

Prepare and submit your purchase order directly to the relevant HGACBuy contractor, after completing consultation with the contractor's representative. A copy of the order along with a copy of the contractor's written quotation shall be faxed or mailed to HGACBuy at FAX: 713-993-4548. Orders should include specific details regarding the purchase (i.e., name of the End User's contact person, shipping/delivery instructions, and installation details, if any). HGACBuy contractors will then invoice End User for all purchases, and End User will pay the contractor directly following delivery and acceptance.

#### **NOTE: Performance Bond**

HGACBuy's contractual requirements no longer include a Performance Bond, and bid pricing should reflect this cost saving. However, Contractor must be prepared to offer a Performance Bond to cover any specific order, if so requested by End User. Contractor shall quote a price to End User for provision of any requested Performance Bond. If Performance Bond is requested by End User for a particular order, Contractor agrees to furnish the Performance Bond within ten (10) days of receipt of End User's purchase order.

#### **HGACBuy Order Confirmation**

When the copy of a purchase order and contractor's written quotation are received by HGACBuy (see Step 3 above), an Order Confirmation is prepared and sent to the Member and the Contractor - authorizing the Contractor to proceed with the order.

#### **Remitting End User Payments For Products and Services Rendered**

The prompt payment requirements for products and services rendered through cooperative purchasing states that "...upon delivery of the goods and services purchased, and presentation by HGACBuy contractor of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay the HGACBuy contractor the full amount of the invoice.

All contracts between HGACBuy and its contractors require prompt payment upon delivery of products/services to an End User.



**Ownership Passes Directly From Contractors to End Users**

HGACBuy does not at any time take title to any product. Contractors assign ownership directly to End Users.

**Reimbursement of HGACBuy's Operational Costs**

The HGACBuy program is solely funded through the assessment of an administrative fee paid by the contractor on each order.

**End Users Invited to Attend Pre-Bid Conferences**

HGACBuy schedules publicly announced pre-bid/pre-proposal specification conferences with manufacturers, distributors, representatives, and dealers for the various product categories offered. These conferences, held throughout each year, are widely attended by the various industry groups represented in the Program. End Users are invited to attend these conferences also. See a listing of scheduled pre-bid conferences on the HGACBuy website under Bid Notices.

**3-Way Partnership At Work**

The three-way partnership between HGACBuy, Program End Users, and Contractors is a very important relationship that provides vital links to ensure effective cooperative results. Clear, concise communication is essential to making the partnership effective and successful. The contact path includes all three parties: HGACBuy, End User, and Contractor.

**H-GAC's Role:** HGACBuy's role is to conduct product research and surveys, write technical specifications, conduct pre-bid conferences, open bids, and evaluate responses. After contracts are awarded by the H-GAC Board, HGACBuy certifies contract validity, and administers contracts.

**The End User's Role:** End Users are expected to consult with Contractors' representatives for the purpose of determining the exact requirements needed to serve constituents. End Users work with Contractor's representatives to detail and complete all documentation required when submitting purchase orders.

**The Contractor's Role:** HGACBuy relies upon its Contractors to quickly respond to End User inquiries that provide detailed product information and pricing, including priced options for specific products. Contractors' representatives work closely with each End User to meet specific constituent needs.

**H-GAC's Bid Notices**

The Program's Coordinator for Specifications & Bids directs the bid/proposal cycle for products and services that HGACBuy desires to place under contract on behalf of Members. The near term schedule of procurements is posted on the HGACBuy website under Bid Notices.

**Distribution of H-GAC Product Specifications**

Product/service specifications and Invitations To Submit Competitive Bids/Proposals are distributed by email to all prospective responders that HGACBuy is aware of. The documents are also posted on the HGACBuy website, and the legally required notices are posted in newspapers, including minority-emphasis publications.

**End User Benefits**

HGACBuy offers significant benefits to participating End Users whether large, medium, or small size.

- Expedited procurement
- Volume purchasing discounts
- On-duty professional staff assistance
- Research and development of technical specifications
- Contract administration

**H-GAC Web Site**

Information on products under contract through HGACBuy can be accessed through the web site. The web site contains the following:

- Product categories with base bid prices
- Contractors' representatives with telephone numbers
- H-GAC staff telephone numbers and e-mail addresses
- Listing of Specifications Conferences
- Listing of Bid opening dates for each product category

**Contacting HGACBuy**

3555 Timmons Ln, Suite 120  
Houston, TX 77027

Phone: 800-926-0234  
Fax: 713-993-4548  
Web: [www.HGACBuy.org](http://www.HGACBuy.org)

Individual staff phone numbers and emails may be found on the HGACBuy website under Program Staff.

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**COUNTY OF CALAVERAS  
OFFICE OF AUDITOR-CONTROLLER  
SPECIAL DISTRICT BUDGET ADJUSTMENT**

**Please Indicate Type:**

Fiscal Year: 2017-18

□

**District:** Ebbetts Pass Fire District

Org Key: 2290 0010

X

[illegible]

**Votes by the Special District Board of Directors:**

AYES:

NOES:

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

ABSTAIN:

ATTEST: \_\_\_\_\_

Date: \_\_\_\_\_

**AUDITOR USE ONLY**

Budget Adjustment No: \_\_\_\_\_

Date Batch Input Completed:

By: \_\_\_\_\_



Thank You

Dear  
 Abbotts Pass  
 Fire Dept:  
 I personally want  
 to thank you all for your  
 service & dedication, especially on  
 11-23-17 - as you responded to my  
 daughters accident in Douglas Hot. Even  
 baby she is in heaven, Julian Harris my grandson  
 lived. God Bless you all ...  
 I love you all  
 Sarah Robble's & Arianna Harris  
 mom & Grandmother

I will never forget  
your kindness.

1-8-18

Rough Draft-Fire Ordinance 2018

# **EBBETTS PASS FIRE PROTECTION DISTRICT FIRE ORDINANCE 2018**

AN ORDINANCE OF THE EBBETTS PASS FIRE PROTECTION DISTRICT  
REPLACING ALL EXISTING EPFD FIRE ORDINANCES

# EBBETTS PASS FIRE PROTECTION DISTRICT FIRE ORDINANCE 2018

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**2018**

## **INTRODUCTION**

Within the boundaries of the Ebbetts Fire Protection District, fire and life safety regulations are enforced by:

1. The California Department of Forestry and Fire Protection, by the application and enforcement of regulations contained in Public Resources Code 4290 and 4291.
2. The County of Calaveras, by the application and enforcement of codes contained in the California Building Code, the California Fire Code and other such regulations as may be contained in the Calaveras County Code of Ordinances and
3. The Ebbetts Pass Fire Protection District by the application and enforcement of various amendments to the above-mentioned codes as contained in Ebbetts Pass Fire District Ordinance 2018.

### **TITLE: Ebbetts Pass Fire District Ordinance 2018**

An ordinance of the Ebbetts Pass Fire Protection District ("EPFD"), hereinafter referred to as EPFD Ordinance 2018, adopting the provisions, with certain amendments made based upon findings of fact, of the most recent editions of the California Fire Code, Calaveras County Fire and Life Safety Regulations and California Public Resources Code 4290 and 4291, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Ebbetts Pass Fire Protection District; providing for the issuance of permits and collection of fees therefor; and repealing Ordinance 2012 of the Ebbetts Pass Fire Protection District and all other ordinances and parts of ordinances in conflict therewith.

## **SECTION 1: ADOPTION**

The Board of Directors of the **EBBETTS PASS FIRE PROTECTION DISTRICT** ordains as follows:

**1.1.** That a certain document, three (3) copies of which are on file in the office of EPFD Station One, being marked and designated as the California Fire Code, 2013 edition, including Appendix B, Appendix C, and Appendix D, as published by the International Code Council, is hereby adopted with certain amendments as specified below as the Ebbetts Pass Fire Protection District Fire Ordinance 2018 in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in this office of the Ebbetts Pass Fire Protection District are hereby referred to and adopted and made part of, as fully set out in EPFD Ordinance 2018, with the additions, amendments, insertions, deletions and changes, if any, as prescribed below.

**1.2.** That the geographic limits referred to in certain sections of the 2013 California Fire Code are established, unless otherwise approved by the District's Fire Code Official, as being within the boundaries of the Ebbetts Pass Fire

Protection District.

**1.3.** That the Ebbetts Pass Fire Protection District additionally adopts by reference the most current published version of the California Public Resources Codes (PRC), Section 8.10 of the Calaveras County Code of Ordinances, Ebbetts Pass Fire District Clearance Requirements for Unimproved Lots, and declares such codes are fully in force and in effect as though fully set forth herein except as the same may be modified by the amendments and additions thereto hereinafter set forth below.

**1.4.** That the California Fire Code, Calaveras County Code of Fire and Life Safety Regulations and the California Public Resources Code 4290 and 4291 as adopted by EPFD have been modified as described below in order to establish a more restrictive standard deemed reasonably necessary because of local climatic, geologic or topographical conditions.

Amendments to the above-referenced codes can be found in the Amendment and Addition Matrix below. A more detailed description can be found in Appendix A.

#### AMENDMENT SUMMARY MATRIX – See Appendix A for a more detailed description

Referenced Code	Referenced Code Section	Title/Subject	EPFD Ordinance Section
California Fire Code	104.2	Applications/Permits	4.1
Calaveras County Code	8.10.320	Fire Management Plans	4.3
California Fire Code	3404.1	Flammable Liquid Storage	5.1
California Fire Code	3804.2	Installation of LPG Tanks	5.2A
California Fire Code	3807	LPG Safety Devices	5.2.B - D
California Fire Code	3308	Fireworks	6
California Fire Code	907.2	Automatic Fire Detection Systems-New Buildings	7.1 and 7.5
California Fire Code	907.3	Automatic Fire Detection Systems-Existing Buildings	7.2 and 7.5
California Fire Code	907.7.5	Automatic Fire Detection and Automatic Fire Sprinkler Systems-Monitoring	7.4
California Fire Code	903.2	Automatic Fire Sprinkler Systems-New Buildings	7.8
California Fire Code	903.6	Automatic Fire Sprinkler Systems-Existing Buildings	7.8
California Fire Code	903.3	Automatic Fire Sprinkler Systems-Installation	7.9
California Fire Code	904.4	Automatic Fire Sprinkler Systems-Inspection/Testing	7.9/7.10
Calaveras County Code	8.10.340	Roads and Driveways	8.2
California Fire Code	Appendix D	Fire Apparatus Access Roads	8.2
Calaveras County Code	8.10.200	Premises Identification	8.5 - 8.7
Public Resources Code	4291 (a) and 4290	Defensible Space	9.4
California Fire Code	4601	Existing Buildings – Adequate Water Supplies	10.3
Calaveras County Code	8.10.520	Water Supply Systems	10.4 - 10.5
California Fire Code	Appendix C C105	Distribution of Fire Hydrants	10.10 - 10.12
California Fire Code	507.5.4/507.5.5/507.5.6	Hydrant Protection and Marking	10.19 - 10.28

**1.5.** That Ordinance 2012 of the Ebbetts Pass Fire Protection District entitled Ebbetts Pass Fire Protection District Fire Ordinance 2012 is hereby repealed and replaced in its entirety.



1.6. That if any section, subsection, sentence, clause or phrase of EPFD Ordinance 2018 is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of EPFD Ordinance 2018. The Board of Directors of the Ebbetts Pass Fire Protection District hereby declares that it would have passed EPFD Ordinance 2018, and each section, subsection, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

1.7. That nothing in EPFD Ordinance 2018 or in the Fire Code hereby adopted by reference shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 1.5 of EPFD Ordinance 2018; nor shall any just or legal right or remedy of any character be lost, impaired or affected by EPFD Ordinance 2018.

1.8. That the Ebbetts Pass Fire Protection District is hereby ordered and directed to cause EPFD Ordinance 2018 to be published and or posted in accordance with Government Code 25124.

1.9. That EPFD Ordinance 2018 and the rules, regulations, provisions, requirements, orders and matters established and adopted shall take place and be in full force and effect 30 days from and after the date of its final passage and adoption.

## **SECTION 2: FINDINGS OF FACT AND AMENDMENTS TO ADOPTED CODES**

### **Findings of Fact and Amendments to Adopted Codes**

2.1. The Board of Directors of the Ebbetts Pass Fire Protection District finds that the unique characteristics of the topography, geography, and climatic conditions within the District, combined with the intermix of residential and commercial structures within the wildlands of the District, requires modifications/amendments of the California Fire Code, California Public Resources Codes and other such administrative codes in order to better protect the health, safety, welfare, material wealth, and economic well-being of the residents and property owners within the area known as the Ebbetts Pass Fire Protection District. These modifications/amendments to State and Local Government (County) adopted standards are found reasonably necessary because of the "Findings of Fact" adopted as part of EPFD Ordinance 2018.

2.2. Within the adoptive ordinance, specific amendments have been established which are more restrictive in nature than those adopted by the State of California commonly referred to as the California Fire Code, and the Public Resources Codes, and the Calaveras County Fire and Life Safety Code. These amendments have been recognized by the Ebbetts Pass Fire Protection District to address the fire protection problems, concerns and future direction by which the District can establish and maintain an environment which will work toward affording a level of safety to all who live, work and visit within its boundary.

2.3. Pursuant to Section 4117 of the Public Resources Code, Section 13869.7 (A) of the Fire Protection District Law and Sections 17958.5 and 17958.7 of the Health and Safety Code, the report contained herein is submitted as the "Findings of Fact" document with regard to the adopting ordinance of the Ebbetts Pass Fire Protection District.

2.4. Under the provisions of Section 17958.5 of the Health and Safety Code, local amendments of State adopted standards shall be based on CLIMATE, GEOGRAPHICAL, and TOPOGRAPHICAL conditions. The Findings of Fact contained herein shall address each of these situations and shall present the local situation which, either singularly or in combination, caused the established amendments to be adopted. Additionally, the California Department of Forestry and Fire Protection (Cal-Fire) has determined that the State Responsibility Areas (SRA) within the County of Calaveras, where in which the Ebbetts Pass Fire Protection District is located, to be a "Very High Fire Hazard Zone.

### **Finding of Facts –Climatic Considerations**

**2.5.** The Ebbetts Pass Fire Protection District is located within the heart of the Stanislaus National Forest. Elevations within the District range from 2,500 to 5,500 feet. The annual rainfall averages 21 inches; very often diminished rainfall amounts create a condition of drought and extreme fire danger. Most precipitation falls between the months of November and April. Snowfall can vary from an average of one to four feet in commercial areas of the District and between two to six feet in those residential areas at the higher elevations.

During dry periods of the year between May and November, high temperatures average 90-95 degrees. Low fuel moistures, relative humidity and high burn indexes are the norm for six months or more of each year. "Red flag" conditions are common. In combination, these conditions subject the District to severe and often critical fire seasons most every year.

The temperature and terrain features also blend to create gusty, prevailing winds and wind changes to occur regularly, further adding to the dry conditions and flammability of wildland fuels. During the winter season, snowfalls create problems in regard to access, response times and premises identification, with snowfall amounts varying from year to year. The Fire District is dependent upon local snow removal contractors for keeping access roads clear. Snow removal from private driveways and roadways is the responsibility of property owners.

#### **Findings of Fact–Geographical and Topographical Considerations**

**2.6.** The vast majority of structures within the Ebbetts Pass Fire Protection District lie upon moderate to steep sloping terrain features amid varying types of 10-hour, 100-hour and 1,000-hour fuel types. It is most common for residential structures to be built into, and blended in, with the timber and wildland vegetation common to these elevations. The District is a true example of mixing urban development within the wildlands that has commonly become known as the urban/wildland intermix. Fuel loads average 45 to 80 tons per acre in developed residential areas and 80-125 tons per acre in adjacent areas. Geographical and terrain features are such that residential structures have been built on slopes, in chimneys, and on ridge tops. Long, narrow, steep driveways are common, limiting access to individual properties and dwellings.

Ingress and egress from residential developments all originate from State Highway 4. Many of the ingress roads are narrow and substandard, built prior to the adoption of road standards. In the majority of residential developments, most subdivision streets converge onto one main artery which in turn, intersects with the State Highway. This creates the potential for heavy traffic congestion should the need for evacuation occur. Congestion is common during peak seasons when rentals and second homes are likely to be occupied. Peak seasonal periods coincide with the fire season.

#### **Amendments to Adopted Codes**

**2.7.** To mitigate the potential of devastating loss of property and life which can result from the wildland/intermix fire and the effect of the above-described combination of climatic, geographical and topographical factors on the ability of fire suppression forces to manage the wildland intermix fire, the Ebbetts Pass Fire Protection District has incorporated amendments and modification of the California Fire Code, Public Resources Code and other published fire and life safety standards.

**2.8. Building Fires:** The amendments and modifications to the aforementioned are deemed reasonably necessary to support the District's efforts to keep Building fires small so they can be controlled by a limited number of resources before spreading to the wildland. It is believed that more restrictive requirements pertaining to the installation of Automatic Fire Detection systems which provide for the early detection of fires, Automatic Fire Extinguishing Systems, and Automatic Fire Sprinkler Systems that suppress fires before they become large, the use of fire resistive building materials, the provision of adequate water supplies for fire suppression, and improved access support that effort.

**2.9. Wildland Fires:** The amendments and modifications to the aforementioned codes are deemed reasonably necessary to the District's efforts to keep wildland fires originating within the District's boundaries small so they too can be controlled by a limited number of resources before becoming a conflagration. It is believed that more restrictive requirements pertaining to clearance of defensible space around structures and the reduction of fuel loads

on unimproved properties within and adjacent to, residential and commercial developments support that effort.

**2.10. Finding:** It is the District's finding that the modifications to the adopted standards contained herein are reasonably necessary to:

1. Provide early detection of building fires which provides increased opportunity to contain the fire to the Building and help prevent spread to the wildland; and
2. Amendments related to fuel loads on lots and around structures also help provide increased opportunities for rapid control of a wildland fire and the prevention of a conflagration as well as provide added elements of safety for fire suppression forces.

While it is clearly understood that the adoption of such regulations may not prevent the incidence of fire, the ongoing enforcement of the California Fire Code, Public Resources Codes, Calaveras County Fire and Life Safety Code, and the amendments to those Codes contained herein, may reduce the severity and potential loss of life and property within the boundaries of the Ebbetts Pass Fire Protection District

### **SECTION 3: DEFINITIONS**

**3.1. Access Ways and/or Roads:** A road or means that provides fire apparatus and/or firefighting personnel access from a fire station to a Building, facility, or portion thereof. This is a general term inclusive of all other terms such as, but not necessarily limited to, fire lane, public street, private street, parking lot lane and access roadway.

**3.2. Adequate Water Supply:** Adequate Water Supply shall mean the available water flow (amount), supply (duration) and access (location) which the Fire Code Official or designee determines is necessary to protect any Building(s), structures, developments, or potential developments. This shall include private residential, commercial, and public Buildings on land to be developed or improved. This shall include adequate water flow and supply (duration) for potential Building/improvements on lots or parcels created for development as part of a subdivision of land.

**3.3. Alternate Means of Compliance:** An alternative method to meet the intent of a regulation or requirement allowed by the Fire Code Official which provides the same overall practical effect of the regulation or requirement.

**3.4. Approved:** Approved shall mean meeting all the requirements of the Fire Code Official as to the location, size, type of material and manner of installation.

**3.5. Automatic Fire-Detection System:** Approved heat or smoke detection devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, communicate the activation of a detection device to audible alarms and signal monitoring station, or any combination thereof.

**3.6. Automatic Fire-Extinguishing System:** An approved system of devices and equipment which automatically detects a fire and discharges an approved fire-extinguishing agent onto or in the area of a fire.

**3.7. Automatic Fire-Sprinkler System:** An Automatic Fire Sprinkler System, for fire protection purposes, is an approved integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The system includes a suitable water supply. The portion above ground is a network of specially sized piping to which automatic sprinklers are connected in a systematic pattern. The system is usually activated by heat from a fire and discharges water over the fire area. The system may also include fire flow alarms which sound upon activation of a sprinkler head. The system may also include communications equipment which, upon activation of a fire flow alarm, sends a signal to a monitoring (signal) station.

The system may also include Post Indicator Valves (PIV) which can control the water which supplies various zones or areas of the extinguishing system. PIVs may also have communication devices which monitor whether the valve is opened or closed and sends a signal to a monitoring (signal) station should the valve be closed. A system may also include fire department connections for the purpose of adding additional water pressure to the system during a fire event by using fire apparatus pumps.

**3.8. Board:** Board shall mean the Board of Directors of the Ebbetts Pass Fire Protection District.

**3.9. Building:** Building shall mean any structure built upon any lot, parcel, or property within the jurisdiction of the Ebbetts Pass Fire Protection District including, but not limited to, any dwelling

classified as residential, commercial, and accessory.

**3.10. Central Signal Station:** An approved, certified and/or licensed location or facility staffed and equipped to monitor alarm systems and notify emergency services that a fire alarm system, Automatic Fire Protection System, Fire Sprinkler System, Automatic Fire Extinguishing System or other such fire protection devices have been activated.

**3.11. Chief:** Chief shall mean the Chief Officer of the Ebbetts Pass Fire Protection District having responsibility for the enforcement of this code and/or his/her authorized representative.

**3.12. Commercial Building:** Commercial Building shall mean any Building, dwelling, apartment, condominium, townhouse, motel, bed and breakfast or room used as a place of business, or any room, apartment, dwelling or Building rented or leased to others. Exception: Single Family Residential Dwellings having fewer than two dwelling units.

**3.13. Developer:** Developer shall mean any lot owner, parcel owner or other person, firm, corporation, association, partnership, trust, company, public or private, responsible for the improvement of land or project in question, be it for private or public use.

**3.14. Development Project:** Any project undertaken for the purpose of development, including a project involving the issuance of a permit for construction or reconstruction, but not a permit to operate.

**3.15. Division of Land:** A Division of Land shall mean the division, by any entity or developer, of any unit or units of improved or unimproved land or any portion thereof, shown on the most current equalized county assessment roll as a unit or contiguous units, for the purpose of sale, lease, financing, transfer, or building development, whether immediate or future. Property shall be considered as contiguous units even if separated by roads, streets, utility easements or railroad right-of-ways.

**3.16. Facilities:** Facilities shall mean such water mains, fire hydrants, appliances, appurtenances, Buildings, equipment, etc. thereto as are necessary for fire protection.

**3.17. Fire Code Official:** Fire Code Official shall mean the person(s) appointed by the Fire Chief to enforce the EPFD Fire Ordinance. The Fire Code Official may have various titles related to the specific duties to which they are assigned. The Fire Code Official is authorized by the Board of Directors of the Ebbetts Pass Fire District to enforce EPFD Ordinance 2018 and issue citations and/or arrest persons for violations of EPFD Ordinance 2018.

**3.18. Fire Flow:** Fire Flow shall include the amount of water in gallons per minute required for an individual structure, occupancy class or hazard, for more multiple structures, occupancies or hazards, total amount of water available in storage for fire protection of a structure, occupancy, or hazard, and/or total amount of water available in storage for fire protection of multiple structures, occupancies, or hazards. Fire flows shall be calculated above what is required/needed for domestic use.

**3.19. Fire Hazard:** Fire Hazard shall mean anything or act which increases or may cause an increase of the hazard or menace of fire to a greater degree than is customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing, or extinguishing fires; or which may obstruct, delay, hinder or interfere with the operations of the fire district or the egress of occupants or the access of emergency equipment in the event of fire.

**3.20. Fire Management Plan:** A plan that addresses the fire protection needs of a Development, with implementation methods necessary to achieve the standards of EPFD Ordinance 2018 or having the same practical effect.

**3.21. Fire Protection Water Supply Systems:** Any combination of pipes, valves, appliances, devices, tanks, pumps, connections, etc. used to store or deliver water for the purpose of fire protection.

**3.22. Judgment:** Judgment shall mean the decision of the Fire Chief or designee based upon sound fire protection principles. Such judgment shall be conclusive unless overruled by the Board of Directors of the Ebbetts Pass Fire Protection District through a regular grievance or appeal process.

**3.23. Relief:** An exemption from all or part of a requirement or regulation approved by the Fire Code Official.

**3.24. Subdivision:** Subdivision shall mean the same as Division of Land. (3.14)

**3.25. To Develop Land:** To Develop Land shall mean any division or subdivision of land, change in zoning, improvement of land or change in permitted use of land.

**3.26. To Improve Land:** To Improve Land shall mean to make any improvements or do any work upon such land which would legally require the issuance of a building permit, whether actually issued or not, under the California Building Code or any other County or District Ordinance. It shall also be held to mean that to Divide Land is to Improve Land. This shall include properties zoned residential as well as commercial.

## **SECTION 4: SUBMISSION OF PLANS FOR REVIEW and FIRE MANAGEMENT PLANS**

### **Submission of Plans for Review**

**4.1** Affected activities requiring the submittal of plans for review by the District's Fire Code Official include but are not limited to:

1. Permitting or approval of new parcels, including subdivisions and/or divisions of land but excluding lot line adjustments.
2. Application for a building permit for new, or additions to, any Building. Exception: R-3 Single Family Residential having less than two dwelling units.
3. Application for use permit, change of zoning or change of occupancy classification

**4.2.** Permission for occupancy of any Building, or permission to proceed with the development of any property created as a result of a subdivision and/or division of land shall not be granted until such Building or Development Project has met the conditions of the District's Fire Code Official.

### **Fire Management Plans**

**4.3.** As a conditional requirement for approval of any subdivision of land, commercial development projects, and/or commercial Building project, the Calaveras County Fire Ordinance and/or the District's Fire Code Official may require a Fire Management Plan.

**4.4.** In order to meet the requirements of EPFD Ordinance 2018 and the intent of its amendments made to other adopted ordinances or standards, the District may require provisions more stringent than those provisions and requirements of a Fire Management Plan required by the Calaveras County Fire Ordinance.

**4.5.** The Fire Management Plan shall be approved prior to the issuance of any building permit and shall address all aspects of fire protection requirements and mitigation measures.

**4.6.** A Fire Management Plan may, but is not necessarily limited to, address the following:

1. Impact on the existing fire service delivery system's (agency's) ability to provide and/or maintain a level of service reasonably equal to services being currently provided.
2. Availability of fire protection water, required fire flows and storage.
3. Problems associated with ingress/egress, circulation and the response times of emergency equipment.
4. Fire Hazards existing within the proposed project area or immediately adjacent to the area including vegetation and combustible fuels.
5. Requirements of EPFD Ordinance 2018 which cannot be met due to project design or other constraints.
6. Fire protection measures which are consistent with provisions of EPFD Ordinance 2018 and/or other recognized fire protection standards.

## **SECTION 5: STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS and LIQUEFIED PETROLEUM GAS**

### **Storage of Flammable or Combustible Liquids**

**5.1.** The storage of Class 1, II and III liquids in aboveground tanks must be approved by the District's Fire Code Official.

### **Storage of Liquefied Petroleum Gas**

**5.2.** The installation of storage containers for liquefied petroleum gas shall be restricted as follows:

1. The installation of storage tanks in excess of 500 gallons either singly or in multiple of tanks with an aggregate capacity in excess of 500 gallons shall require approval of the Fire Code Official.
2. Any tanks or aggregates of tanks in excess of 500 gallons shall be enclosed by a fence at least 6 feet in height and located a minimum of 3 feet from the tank(s). The fence shall have a gate on the side which faces the access route to the tank and shall be kept locked when unattended.
3. All metering devices and shutoff valves to individual apartments, suites, dwellings, etc., that are serviced by one tank shall be marked in a manner that corresponds to the address, apartment or suite number that is served by that metering device and shutoff valve.
4. Additional fire protection requirements may be established as a condition of approval in consideration of special features such as topographical conditions, nature of the occupancy, response distances, proximity to Buildings and the degree of life safety protection deemed needed.

These additional fire protection requirements include, but are not limited to, fire appliances, hydrants, Automatic Fire Detection, Automatic Fire Sprinkler System, and Automatic Fire Extinguishing System.

## **SECTION 6: FIREWORKS**

**6.1.** The provisions of this section are not to be construed as all inclusive. References shall be made to the most recent standards, suggestions and procedures recommended by the California State Fire Marshal's Office in regard to the regulation of fireworks.



**6.2.** All definitions of fireworks, dangerous fireworks, and safe and sane (private use) fireworks shall have respective meanings ascribed to them in the California Health and Safety Code, or their most recent amendments or changes.

**6.3.** It shall be unlawful for any person to possess, store, to offer for sale, expose for sale, sell at retail, or use or explode any fireworks, dangerous fireworks or safe and sane (private use) fireworks within the jurisdiction of the EBBETTS PASS FIRE PROTECTION DISTRICT.

**6.4.** Public displays of safe and sane (private use) fireworks shall be allowed on a limited permit basis only.

## **SECTION 7: AUTOMATIC FIRE DETECTION AND AUTOMATIC FIRE SPRINKLER SYSTEMS**

### **Automatic Fire Detection Systems:**

**7.1.** Any Building constructed within the Ebbetts Pass Fire Protection District shall have an approved Automatic Fire Detection System. Exception: Unless otherwise required by the CFC, Single Family Residential having less than two dwelling units.

**7.2.** As part of any renovation and or addition to any Building in which the total value of renovations and/or repairs or additions exceeds 50% of the assessed value of the Building prior to renovation and/or repair, or additions to, an approved Automatic Fire Detection System shall be installed throughout. Exception: Unless otherwise required by the CFC, Single Family Residential having less than two dwelling units.

**7.3.** Any Automatic Fire Detection System installed within the Ebbetts Pass Fire Protection District shall be installed and certified by a licensed installer/contractor.

**7.4.** All Automatic Fire Detection System shall be monitored by a certified "Central Signal Station".

**7.5.** The Fire Code Official may require additional components such as bells, pull stations, detectors, outside indicating lights and other devices.

**7.6.** The Fire Code Official requires that alarm systems and Central Signal Stations be inspected and maintained in accordance with CFC and National Fire Protection Association (NFPA) standards and that inspections and maintenance be performed by a licensed alarm system installer/contractor.

**7.7.** With the exception of dwelling units and where it may be otherwise required by the CFC, the installation of an Automatic Fire Detection System may be waived by the Fire Code Official in structures with Automatic Fire Sprinkler Systems installed throughout.

### **Automatic Fire Sprinkler Systems:**

**7.8.** An approved Automatic Fire Sprinkler Systems shall be installed and maintained as set forth below:

Unless otherwise required by the CFC, any commercial/industrial Building having a total floor area which exceeds 3,600 square feet, or is otherwise required to do so by the CFC, shall have an Automatic Fire Sprinkler Systems installed throughout.

In lieu of an Automatic Fire Sprinkler Systems, commercial structures having a total floor area in excess of 3,600 square feet but less than 5,000 square feet may be divided into areas less than 3,600 square feet if separated by a two-hour fire/area separation.

All Indoor Cannabis or Cannabis Derivative cultivation facilities shall have an approved Automatic Fire Sprinkler Systems (adequate fire system flow and water source) installed throughout. \* Cannabis processing is prohibited in any form.

Existing: Additions or alterations to existing Buildings having a total floor area in excess of 3,600 square feet in which the total value of renovations/repairs or additions exceeds 50% of the assessed value of the Building prior to renovation/repair or additions, shall have an approved Automatic Fire Sprinkler Systems installed throughout.

In lieu of an Automatic Fire Sprinkler Systems, additions to existing Buildings which increase the total floor area above 3,600 square feet but less than 5,000 square feet may be divided into areas less than 3,600 square feet by two-hour fire/area separations.

**System Requirements**

**7.9.** Anyone who installs an automatic fire detection or Automatic Fire Sprinkler Systems shall be a licensed and/or certified installer of automatic fire detection and/or fire extinguishing systems and such installers shall be able to provide by contract, services for the maintenance and testing of such systems.

**7.10.** Maintenance and testing of automatic fire detection and fire extinguishing systems shall be the responsibility of the building owner and certification of testing shall be provided by the owner upon request of the Fire Code Official.

## **SECTION 8: FIRE EQUIPMENT ACCESS, ROADS AND DRIVEWAYS, and PREMISES IDENTIFICATION**

**8.1.** It shall be the responsibility of property owners and/or property developers to make such provisions that may be deemed necessary by the Fire Code Official in regard to roadways, streets, driveways and Access Ways that will provide a reasonable means of safe, timely egress for evacuation of residents and safe access for fire suppression equipment and personnel utilizing that equipment. These provisions may include, but are not necessary limited to additional ingress/egress routes or changes in road design.

### **Fire Lanes and Emergency Equipment Access**

**8.2.** The Fire Code Official is given the authority to require areas, roads, driveways, to be cleared of obstructions and maintained as "FIRE LANES" or for emergency access. Such access may be required at any location where it is determined that without such emergency access for firefighting equipment, the entry by and use of fire apparatus and/or other emergency equipment would be obstructed or otherwise rendered unduly difficult.

**8.3** As part of any development or Building project, the Fire Code Official is given authority to require provision for access and maneuvering of fire apparatus. Such provisions may include, but is not necessarily limited to, the provision of designated fire lanes, no parking areas, minimum turning radius and width of access ways, and emergency access roads.

### **Roads and Driveways**

**8.4.** Roadway and Driveway standards to be in conformance with, and enforced by, Calaveras County through application of standards outlined in Section 8.10.340 of the CALAVERAS COUNTY FIRE AND LIFE SAFETY REGULATIONS.

### **Premises Identification and Signing**

**8.5.** Premises identification and signing shall be in conformance with standards outlined in Section 8.10.340 of the CALAVERAS COUNTY FIRE AND LIFE SAFETY REGULATIONS and the regulations specified below.

**8.6.** Structures not readily visible from the roadway shall have premises identification numbers posted at the driveway/access entrance visible from both directions of roadway travel.

**8.7.** Numbers posted at driveway or other access entrances shall be posted at such a height above the ground to remain clear of snow.

**8.8.** Cannabis cultivation area registration will be clearly visible within ten feet of the property ingress. It shall be posted between four and six feet above the ground on a durable, rigid, and rectangular signboard of no less than eighteen inches per side with four-inch font containing reflective material sufficient to allow an enforcement official to readily locate it with a flashlight after dark.

## **SECTION 9: FIRE HAZARD ABATEMENT, FUEL MODIFICATION and DEFENSIBLE SPACE**

### **Purpose, Scope and Intent – Fire Hazard Abatement – Fuel Modification**

**9.1.** Fire hazard abatement regulations pertaining to fuel modification are based upon the premise that:

1. People inhabiting structures and their associated activities in around their homes are the primary source of potential ignition of a fire within the inhabited subdivisions of the District and
2. That fuel loading on improved or unimproved lots and/or parcels of land within, or adjacent to, inhabited areas can significantly contribute to the intensity and spread of a wildfire making it more difficult to control.

In an effort to reduce the chance of a structure (Building) fire spreading to the wildland and growing into a conflagration and in support of efforts to control a wildfire once an ignition occurs, it has been determined that modification and reduction of flammable vegetation within hillside developments and the provision of defensible space around structures is critical.

It has also been determined that modification and reduction of vegetation along roadways, driveways and on unimproved properties adjacent to structures reduce radiant heat and fire intensity, providing an increased margin of safety for fire suppression personnel, provides a point of attack and place of defense for the protection of structures and increased safety for evacuating civilians during a wildland fire.

### **FUEL MODIFICATION REGULATIONS**

**9.2.** Regulations pertaining to fire safe clearance on properties within the District originate from two different ordinances which are enforced by two different agencies.

#### **Improved Properties – Public Resources Code 4291**

**9.3.** The California Public Resources Code 4291, enforced by the California Department of Forestry and Fire Protection (Cal Fire), requires homeowners to provide vegetation clearance and fuel reduction around homes and Buildings. These regulations require:

1. A “Defensible Space Zone” 30 feet around the structure and
2. A “Reduced Clearance Zone” between 30 feet and 100 feet (or to the property line) of additional clearance.

#### **Unimproved Properties – Ebbetts Pass Fire District Ordinance 2018**

**9.4.** It is the purpose and intent of the regulations and requirements specified below to be used in support of PRC 4290 and 4291 and the Districts overall efforts to mitigate to some degree the potential for conflagration resulting from a wildland/intermix fire. This is accomplished by:

1. Extending the “Reduced Fuel Zone” concept found in PRC 4291 to privately owned unimproved lots or parcels within and/or adjacent to subdivisions or developments and
2. By extending the “Reduced Fuel Zone” concept in support of PRC 4290, to the perimeters and Access Ways to all residential, commercial, and industrial Buildings.

The modification and reduction of fuels on unimproved lots or parcels located adjacent to lots or parcels with structures will help keep a wildfire from intensifying as it moves by reducing heat

intensity, reducing flame lengths and help keep flames from spreading from the ground to the trees.

In combination, PRC 4291 and PRC 4290 regulations enforced by Cal Fire and the requirements of Ordinance 2018 work together to provide a greater margin of safety for the evacuation of civilians and enhance the effectiveness of firefighting efforts to protect homes and property should a wildfire occur.

#### **Scope of Enforcement Efforts – EPFD Ordinance 2018**

9.5. It is the intent of EPFD Ordinance 2018 that, over time, ~~most dangerous~~ unimproved lots or parcels will be addressed providing equal benefit to all similarly situated lot or parcel owners. It is also recognized, however, that because of the vast number of unimproved lots and parcels and the vast amount of combustible vegetation that would be required to be removed within the District, it is neither practical nor reasonable to expect that all ~~dangerous~~ unimproved lots or parcels be identified and addressed within any one calendar year or inspection/cleanup cycle.

Therefore, the provisions and requirements contained within this section shall be enforced on a priority basis. The focus of, and number of, inspections and requests for compliance shall be established by the Fire Code Official based upon the degree allowable by available funding and staffing.

#### **Unimproved Properties – Reduced Clearance Zone Standards**

9.6. Regulations pertaining to fuel modification and fuel reduction on unimproved lots and parcels shall be in accordance with standards contained within a separate ~~STANDARDS AND DETAIL~~ document entitled: Ebbetts Pass Fire District Clearance Requirements for Unimproved Lots and Parcels. (See Appendix B)

#### **Waste Material**

9.7. Disposal of waste material caused by site development, construction, fuel modification or reduction shall be in accordance with 8.10.24 of the Calaveras County Fire Ordinance.

## **SECTION 10: FIRE PROTECTION WATER SUPPLY SYSTEMS**

### **Existing Buildings**

**10.1.** Section 4601 of the CFC allows Fire Code Officials to require modifications to certain existing Buildings that do not comply with the minimum requirements of the CFC and EPFD Ordinance 2018. The intent of this section is to provide a minimum degree of fire and life safety to persons occupying existing Buildings.

**10.2.** EPFD Ordinance 2018 amends CFC Section 4601 to include Buildings which may not be in compliance with current requirements relating to water supplies for fire protection.

**10.3.** When an existing Building is to be renovated and/or modified and is found to be in excess of a reasonable working distance from an adequate water supply as defined within Appendix C of the CFC, the Fire Code official may require the owner to install an approved Automatic Fire Detection System or Automatic Fire Sprinkler System and/or Fire Protection Water System and/or provide a water supply capable of supplying the required fire flow within a reasonable working distance.

### **Where Required-Existing Parcels Within Existing Residential Subdivisions**

**10.4.** At such time as any part of an existing Fire Protection Water Supply System is modified or improved including water mains, fire hydrants, storage capacity, valves, appliances, pressures, etc. the modifications, additions, improvements, etc. shall be reviewed and approved by the Fire Code Official.

In such cases where an existing Fire Protection Water Supply System is being improved in phases or parts, the Fire Code Official may allow reasonable exceptions to the requirements of EPFD Ordinance 1011, the CFC, and Section 8.10.520 of the Calaveras County Fire and Life Safety Code in order to accommodate existing geographical and topographical conditions that would otherwise impose unreasonable or prohibitive financial costs.

### **Where Required-New Residential Subdivisions**

**10.5.** Any developer, divider or sub divider of land, who in so doing creates new parcels or lots that allows or creates a potential to increase Building density within the boundaries of the original parcel of land to exceed one house/Building per five acres of land, shall provide a Fire Protection Water Supply System which meets the standards of EPFD Ordinance 2018.

**10.6.** All facilities, which are part of any Fire Protection Water Supply System or other such fire protection/extinguishing devices or systems required to be installed by EPFD Ordinance 2018, shall meet the specifications and standards designated by the Fire Code Official.

**10.7.** All facilities or other such fire protection/extinguishing devices or systems required to be installed by EPFD Ordinance 2018 which are component parts tying the system into, or will receive water from, the Calaveras County Water District shall meet the standards and specifications designated by that agency.

### **Plan Review and Inspection**

**10.8.** The Calaveras County Water District and/or the developer of any land and/or the builder of any Building that initiates construction of, or improvement to, any portion of a Fire Protection Water Supply System shall submit plans to the Fire Code Official for approval.

**10.9.** The Fire Code Official or designee shall approve the location for installation of any fire hydrant

or other such water supply appliance or source.

#### **Standards and Specifications**

**10.10.** Fire hydrants serving residential structures/developments shall be spaced every 500 feet, as measured along the street, roadway, or approved means of access. The Fire Code Official may increase/decrease distance requirements in order to place hydrants in a more functional location.

**10.11.** Fire hydrants serving commercial/industrial developments and/or Buildings shall be spaced every 250 feet. The Fire Code Official may increase/decrease distance requirements in order to place hydrants in a more functional location.

**10.12.** Additional fire hydrants may be required to meet the criteria of having an adequate source of water within a "reasonable working distance" from facilities/Buildings.

**10.13.** No fire hydrant shall be served by a main of less than six inches and each main shall be part of a looped system where practical. The Fire Code Official may require 8" mains to enhance fire flows or provide for future expansion of the system.

**10.14.** Minor distribution lines supplying residential areas shall be no less than six inches in diameter and, when practical, arranged so they form a gridiron in all areas of the distribution system. The Fire Code Official may require 8" mains to enhance fire flows or provide for future expansion of the system.

**10.15.** Eight-inch or larger distribution mains shall be used in commercial/industrial areas for all long runs of pipe, for dead ends, or where the topography of the land or layout of the streets is not well adapted to looping, forming a gridiron, or where future expansion of the system has the potential to occur.

#### **Types of Hydrants**

**10.16.** Hydrants shall be "DRY BARREL", breakaway type with full 5-1/4" valve opening. Inlet construction shall be hub or flanged 6-inch inside diameter pipe and the direction of opening shall be counter clockwise.

**10.17.** The hose connections for each hydrant shall be National Standard Fire Hose Threads, and each hydrant shall have two (2) 2-1/2" outlets and one (1) 4-1/2" steamer outlet.



#### **Hydrant On/Off Valve and Discharge Risers (Extensions)**

**10.18.** The Fire Code Official may require the provision of hydrant on/off valve and discharge risers to allow hydrants to be used when buried in snow. Any such device, including the height of risers, fire department connections, etc. must have the approval of the Fire Code Official before installation.

#### **Snow Markers**

**10.19.** Snow markers (stakes) shall be provided as part of the installation of each hydrant.

**10.20.** Snow markers, unless otherwise specified, shall be constructed of 2" X 2" X 1/8" angle iron of sufficient length to project 8 feet above the ground, shall be cemented into the thrust block, and shall be at least 18 inches from the hydrant.

**10.21.** Snow markers shall be painted with yellow enamel paint to match the color of the hydrant.

**10.22.** Snow markers shall have the topmost 12" painted red, orange, green or blue, whichever color corresponds with the hydrant's tested/calculated fire flow.

**10.23.** Snow markers shall have a 4" reflective stripe or tape 13" below the top of the stake.

#### **Color Coding**

**10.24.** Each fire hydrant shall be given three (3) coats of metal paint, color yellow, in compliance with Federal Color Specifications TT-C-595, Color No. 1305.

**10.25.** The fire hydrant's top and the three outlet caps shall be color coded to correspond with the calculated/tested GPM flow from that hydrant. Color coding of hydrants shall be as follows:

1. 1500 GPM or greater shall be **BLUE**.
2. 1000-1500 GPM shall be **GREEN**.
3. 500-1000 GPM shall be **ORANGE**.
4. Less than 500 GPM shall be **RED**.

#### **Hydrant Installation/Protection**

**10.26.** Unless otherwise approved by the Fire Code Official, no hydrant shall be installed in excess of 10 feet from the roadway edge.

**10.27.** Unless otherwise approved by the Fire Code Official, no hydrant shall be installed with the bottom edge of any outlet closer than 15 inches from the surrounding ground level and the outlets shall be positioned for best access by fire apparatus utilizing the roadway.

**10.28.** The Fire Code Official may require the installation of retaining walls, barriers, additional excavating or other such means as a way to protect a hydrant from becoming buried by soil erosion and/or conditions which may cause a hydrant to become inaccessible over time. Any such installation shall be engineered and meet the approval of the Fire Code Official and the Calaveras County Department of Public Works.

**Valves and Connections**

**10.29.** All hydrant laterals shall have a shutoff valve between the main and the hydrant.

**10.30.** In residential districts, valves shall be placed in the main distribution lines so as to not have more than two fire hydrants between valves or to exceed a linear distance of 800 feet between valves.

**10.31.** In commercial/residential districts, valves shall be placed in the main distribution lines so as to have not more than two fire hydrants between valves not to exceed a linear distance of 500 feet between valves.

**10.32.** The connection to the street main shall not be less than 6" inside diameter for hydrants that serve residential districts.

**10.33.** The connection to the street main shall not be less than 8" inside diameter for hydrants that serve commercial/industrial districts.

## **SECTION 11: INSPECTIONS, APPROVALS, CERTIFICATION FOR OCCUPANCY**

**11.1.** No final inspection as required by EPFD Ordinance 2018 as to all or any portion of the Building and/or Development Project, Access Ways, installation of Automatic Fire Detection Systems, Automatic Fire Sprinkler Systems, Automatic Fire Extinguishing Systems, and/or Fire Protection Water Supply Systems shall be deemed completed until the installation of the required Automatic Fire Detection Systems, Automatic Fire Sprinkler Systems, Automatic Fire Extinguishing Systems, and/or Fire Protection Water Supply System, or Access Way and/or Road for that Building and/or Development Project has been inspected and approved by the Fire Code Official.

**11.2.** Final inspection of the requirements specified within EPFD Ordinance 2018 for any development/Building project shall be conducted solely to implement the enforcement of such provisions of EPFD Ordinance 2018 and shall in no manner be deemed assurance on the part of any agency that said requirements are or will continue to remain in good working order.

## **SECTION 12: RELIEF, ALTERNATE MEANS OF COMPLIANCE, and APPEALS**

**12.1.** With approval of the Fire Chief, the Fire Code Official shall have the authority to allow Relief from compliance with a section or sections of EPFD Ordinance 2018 or an Alternate Means of Compliance to sections of the CFC and the amendments herein. Granting Relief and/or allowing an Alternate Means of Compliance shall be allowed only when based upon special circumstances and/or findings as described below.

The granting of Relief shall be based upon the following:

1. A finding that the Building and or Development Project cannot comply to the requirements because of special circumstances applicable to the property or Building such as when the physical characteristics of the property or engineering issues related to the design and construction of a Building.
2. A finding that an Alternate Means of Compliance cannot be provided.
3. A finding that providing Relief does not jeopardize life safety.
4. Financial hardship, community benefit, or the worthiness of a project are not considerations in determining whether to grant relief.

Allowing an Alternate Means of Compliance:

1. An Alternative Means of Compliance may be allowed only when based upon a finding that the purpose and intent of the requirement from which the Alternate Means of Compliance is granted will be substantially achieved by an alternative means or method.

**12.2.** Nothing in the sections above shall be interpreted or implied that an owner and or Developer has the right to Relief and/or the allowance of an Alternate Means of Compliance.

**12.3.** The Fire Chief, Fire Code Official, or his/her designee may impose conditions or improvements not specifically delineated within EPFD Ordinance 2018 that it finds necessary to implement the intent and purpose of EPFD Ordinance 2018.

### **Appeals**

The Board of Directors of the Ebbetts Pass Fire District shall act as the final appellate body in matters regarding the implementation of requirements outlined in EPFD Ordinance 2018.

**12.4.** Any decision or requirement placed or made by the Fire Chief, Fire Code Official or his/her designee may be appealed in writing to the Ebbetts Pass Fire District Board of Directors within 15 days of the applicant's receipt of notice of the requirements. The written appeal shall state the requirements being appealed and the basis for which the appeal is being submitted. The written appeal may request deletion of a requirement, reduction in requirements, or a request for consideration of Relief or Alternate Means of Compliance.

**12.5.** The Appeal shall be agendized for hearing at a regular monthly Board meeting within 60 days following the date the appeal request was received. The appeal hearing may be postponed and rescheduled for a future Board meeting at the request of the applicant.

**12.6.** The applicant shall be notified as to the date and time of the regular Board meeting at which his/her request shall be considered.

**12.7.** The Board shall hear testimony by any and all parties involved and then make a determination to sustain, modify, overrule any condition or requirement, address any oversight, provide Relief, allow an Alternate Means of Compliance or any combination thereof.

**12.8.** The Board may postpone the final decision to gather more facts and/or hear additional testimony.

**12.9.** If new facts are presented during the appeal process, the matter shall be referred back to the Fire Chief and/or Fire Code Official for review, reconsideration and recommendations.

**12.10.** All actions taken by the Board regarding the granting or denial of the final appeal shall be documented as part of the minutes of the meeting during which the appeal was heard. Within ten days of a final decision being made, Board action shall be reported in writing to the applicant and any other affected person.

**12.11.** Any action taken by a Board, by the Fire Code Official or by the Fire Chief pursuant to EPFD Ordinance 2018 regarding appeals, Relief or Alternate Means of Compliance shall not necessarily be deemed as a precedent for the granting of appeals, Relief or Alternate Means of Compliance subsequent to that action.

**12.12.** The Fire Chief and/or Fire Code Official maintain the authority to impose temporary requirements, impose restrictions and/or take necessary actions to ensure the safety of the public during the appeals process.

**12.13.** The filing of an appeal regarding any of the requirements of EPFD Ordinance 2018 shall not stay (postpone):

1. Proceedings for criminal prosecution for violations of EPFD Ordinance 2018.
2. An order for correction of a matter which, in the judgment of the Fire Code Official poses a serious and immediate threat to life or property.

## **SECTION 13: PENALTIES**

### **Fines and Penalties**

**13.1.** Any person who violates any of the provisions of EPFD Ordinance 2018 shall be guilty of an infraction and it shall be punishable by a fine not exceeding one thousand dollars for the first infraction and fine not exceeding fifteen hundred dollars for a second violation within a year.

**13.2.** The third and each successive violation of EPFD Ordinance 2018 in the period of one year shall constitute a misdemeanor and shall be punishable by a minimum of one thousand dollars, or cost of work plus administrative costs, or by imprisonment not to exceed six months, or by combination of such fine and imprisonment.

**13.3.** Each and every day of which any violation of EPFD Ordinance 2018 is committed, continued or permitted by any person shall constitute a separate violation hereof.

**13.4.** Pursuant to Penal Code Section 836.5, the Board of Directors of the Ebbetts Pass Fire District authorizes the following officer positions and employees to enforce EPFD Ordinance 2018 as provided under Penal Code Section 836.5.

- Full-time paid Chief Officers (Fire Chief, Assistant Chief(s), Battalion Chiefs)
- Full-time paid Fire Captains or Acting Captains
- Fire Code Official whose primary duty is the enforcement of requirements related to fire prevention contained in EPFD Ordinance 2018.

**13.5.** Proceedings against persons for violations of EPFD Ordinance 2018 shall not serve as a bar to civil enforcement proceedings.

**13.6.** Any person who shall build a Building or improve land in violation of any conditional requirement imposed by the Fire Code Official, or who fails to submit plans for review as required by Section 5 of EPFD Ordinance 2018, or who fails to meet conditions and/or requirements agreed upon by the builder/developer and the Fire Code Official and by which a certificate or approval of occupancy was conditionally granted, shall be guilty of an infraction.

**13.7.** Any person who violates or omits any of the requirements under which a permit, certificate or approval for occupancy was granted, shall be guilty of an infraction.

**13.8.** Any person who fails to comply with any order as affirmed or modified by the Board of Directors, Fire Code Official, and the District Chief or by a court of competent jurisdiction within the time frame indicated upon notice and/or fixed herein shall be guilty of an infraction.

**13.9.** The application and payment of fines and/or imprisonment shall not be held to prevent compliance with required corrections and or provision of requirements that initiated action against the developer/builder/owner.

**Date of Effect**

EPFD Ordinance 2018, having gone through the process of ordinance adoption as required by law, shall take effect and be in force thirty (30) days after duly being passed and adopted by the Board of Directors of the EBBETTS PASS FIRE PROTECTION DISTRICT and Calaveras County Board of Supervisors.

THE FOREGOING ORDINANCE WAS DULY PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE EBBETTS PASS FIRE PROTECTION DISTRICT ON:

THE \_\_\_\_ DAY OF \_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President, Board of Directors

**BOARD OF SUPERVISORS RATIFICATION**

THE FOREGOING ORDINANCE WAS DULY PASSED AND ADOPTED BY THE BOARD OF SUPERVISORS OF CALAVERAS COUNTY ON THE \_\_\_\_ DAY OF \_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson, Board of Supervisors

## APPENDIX A - SUMMARY EXPLANATION OF AMENDMENTS

CFC = California Fire Code

CCC = Calaveras County Fire and Life Safety Ordinance

PRC = Public Resources Code

<u>CODE</u>	<u>Code Section</u>	<u>Title/Subject</u>	<u>EPFD Ordinance Section</u>	<u>Intent and Summary Requirements of Amendment</u>
CFC	104.2	Applications/Permits	4.1	To define which Building and development activities require submission of plans for District review.
CCC	8.10.320	Fire Management Plans	4.2	To allow the District to impose more stringent mitigations if found necessary.
CFC	3404.1	Flammable Liquid Storage	5.1	Requires District approval for the installation of any aboveground tank for the storage of Class I, II and III flammable liquids
CFC	3804.2	Installation of LPG Tanks	5.2A	Requires District approval for the installation of LPG tanks in excess of 500 gallons.
CFC	3807	LPG Safety Devices	5.2.B-D	Requires the addition of additional fire protection/safety measures for the protection of larger propane tanks
CFC	3308	Fireworks	6	Bans the sale and use of all fireworks within District boundaries
CFC	907.2	Fire Alarm Systems-Automatic Fire Detection Systems-New Buildings	7.1 and 7.5	Requires the installation of a monitored fire detection system in newly constructed commercial/industrial Buildings
CFC	907.3	Fire Alarm Systems-Automatic Fire Detection Systems-Existing Buildings	7.2 and 7.5	Requires the installation of a monitored fire detection system in existing commercial/industrial Buildings that are renovated
CFC	907.7.5	Automatic Fire Detection and Automatic Fire Sprinkler Systems-Monitoring	7.4	Requires the monitoring of all fire detection systems.
CFC	903.2	Automatic Fire Sprinkler Systems-New Buildings	7.8	Requires the installation of a fire extinguishing system in any new commercial or industrial Building in excess of 3600 square feet
CFC	903.6	Automatic Fire Sprinkler Systems-Existing Buildings	7.8	Requires the installation of a fire extinguishing system in any commercial or industrial Building in excess of 3600 square feet which is renovated
CFC	903.3	Automatic Fire Sprinkler Systems-Installation	7.9	Requires installers of fire alarm and fire extinguishing systems be licensed/certified.
CFC	904.4	Automatic Fire Sprinkler Systems-Inspection/Testing	7.9/7.10	Places responsibility for the testing and maintenance of fire alarm/extinguishing systems with the owner.

<u>CODE</u>	<u>Code Section</u>	<u>Title/Subject</u>	<u>EPFD Ordinance Section</u>	<u>Intent of Amendment</u>
CCC	8.10.340	Roads and Driveways	8.2	Gives authority to the District's Fire Code Official to require that fire access roads, driveways and areas be cleared of obstructions.
CFC	Appendix D	Fire Apparatus Access Roads	8.2	Gives authority to the District's Fire Code to require the provision of fire lanes, no



				parking areas, etc., found necessary but not otherwise required by the CFC or CCC.
CCC	8.10.200	Premises Identification	8.5 - 8.7	Gives authority to the District's Fire Code Official to modify the requirements contained within the CCC to accommodate local climactic and topographical conditions.
PRC	4291 (a) and 4290	Defensible Space	9.4	Extends the defensible space requirements contained in the reduced clearance zone to unimproved lots/parcels.
CFC	4601	Existing Buildings – Adequate Water Supplies	10.3	Gives authority to the District's Fire Code Official to require the installation of an adequate water supply when an existing Building is renovated.
CCC	8.10.520	Water Supply Systems	10.4 - 10.5	Requires that the District's Fire Code Official approve any modifications, additions, and improvements to existing water systems including the installation of additional hydrants. Allows the District's Fire Code Official to allow reasonable exceptions to required hydrant spacing and fire flow requirements to accommodate a phased improvement program of an existing water system. Requires the installation of a water distribution system for fire protection within any new subdivision.
CFC	Appendix C C105	Distribution of Fire Hydrants	10.10 - 10.12	Gives authority to the District's Fire Code Official to increase/decrease hydrant spacing in order to put hydrants in a more functional location.
CFC	507.5.4/507.5.5/507.5.6	Hydrant Protection, Marking and Access	10.19 - 10.28	Gives authority to the District's Fire Code Official to require additional means for protecting and marking hydrants and to require discharge risers.

## APPENDIX B

# Ebbetts Pass Fire District

## Ebbetts Pass Fire District Clearance Requirements For Unimproved Lots and Parcels



Regulations pertaining to fire safe clearance on properties within the boundaries of the Ebbetts Pass Fire District originate from two different ordinances which are enforced by two different agencies.

### Regulations Pertaining to Improved Properties

In January 2005, new regulations under Cal Fire's Public Resources Code 4291 became effective. These regulations require that homeowners provide additional clearance around buildings and structures built within the wildland/intermix areas of the state. This law requires homeowners provide a 30-foot Defensible Space Zone

with an additional 70-foot Reduced Fuel Zone around structures. Cal Fire has primary responsibility for inspection and enforcement of fire hazard reduction regulations around homes and buildings. See Cal Fire's form for detailed information.

#### Regulations Pertaining to Unimproved Properties

In order to help enhance the effectiveness of PRC 4291 requirements and add to the safety of our homes, families, communities and the safety of Firefighters trying to protect homes and property from wildfires, **Ebbetts Pass Fire District Ordinance 2018, Section 9 extends the Reduced Fuel Zone concept to the unimproved (vacant) subdivision parcels or lots.**

The purpose of extending the Reduced Fuel Zone concept to unimproved lots and parcels is based on the premise that modifying the fuel load on a vacant lot or parcel will help keep a wildfire from intensifying as it moves. This modification on a vacant lot or parcel reduces heat intensity, reduces flame length and helps keep flames from spreading from the ground to the tree tops.

Ebbetts Pass Fire District Ordinance 2018 Section 9 covers:

- Unimproved lots or parcels within established subdivisions.
- An unimproved lot or parcel that is outside the boundaries of a subdivision but adjacent to improved parcels within the subdivision.
- Modification requirements for unimproved parcels or lots are the same as Cal-Fire's PRC 4291 requirements for the Reduced Fuel Zone.

The following criteria/explanation has been established so the property owner and the hired worker will know what is required to bring an unimproved lot or parcel into compliance with Ebbetts Pass Fire District Ordinance 2018, Section 9.

The primary goal of our fuel reduction program is to keep fire from going from the GROUND to the CROWN of trees. Information below will help you achieve that goal.

Cut down and remove dead trees. Remove limbs on cut and already downed trees and dispose of both properly. If there are standing dead trees, they must be cut down. Newly cut trees and those which have fallen must be cut up and stacked or removed from the lot entirely. Do not stack next to or under live trees. Branches from these trees may NOT be left on the ground – they must be removed from the lot. Dead trees are both a fire and safety hazard. Contact your local forester for details about bug infested trees.

#### Remove dead branches and trees which are leaning into or against larger trees.

If dead branches or dead trees are leaning into or against live trees, they must be removed. Any trees, live or dead, that have fallen into other trees, (ex: "leaners") must be dropped to the ground, cut up and stacked or removed from the lot. Dead branches and trees ignite quickly. If the "fire ladder" has not been eliminated, a fire within those trees will quickly "climb" the ladder of limbs and begin spreading faster, gaining heat and momentum with every tree consumed.

#### Remove and dispose of all dead tree limbs within 15 feet of the ground. Remove live branches to 6 feet (if tree height is 6 feet or less, remove 1/3 of the branches p live or dead). You may be required to limb higher depending on slope of land.

The primary goal of our fuel reduction program is to keep fire from going from the GROUND to the CROWN (top) of trees. Remove ALL dead tree limbs that are within 15 feet of the ground. Live branches must be removed to give 6 feet of clearance from the ground. This means that if ANY PORTION of the dead limb HANGS within six feet of the ground, the limb MUST be removed. If there is a slope to the property, you may be requested to limb higher, so there are six feet of clearance between the ground and the first set of branches. If you are six feet tall and can walk under the tree without bending, you have limbed high enough. If a tree is six feet or less, remove

1/3 of the branches. Properly dispose of limbs by hauling, chipping or by burning following legally established burning restrictions.

Remove dead branches on ground.

During most winters, dead branches are blown from trees. These must be removed from the ground so that they do not help fuel a fire and for the safety of the firefighter.

Remove all dead brush and brush growing under trees and bushes, such as manzanita, buck brush, wild lilac, etc.

Dead brush, whether under trees, bushes, or lying on the ground, is fire fuel. The more fire fuel, the hotter the fire and more damage to trees and nearby structures will occur. Maintain a vertical clearance space of at least 3 times the height of a shrub between any shrub and overhanging tree branch.

As an example, if an entire Manzanita or lilac bush is dead, REMOVE THE ENTIRE BUSH. If a portion of the bush is dead, you may opt to remove only the dead portion. If a few limbs are dead, removal of those dead limbs from that bush may be sufficient, depending on what is around or above the brush/bush.

Remove accumulations of dead materials and/or flammable ground vegetation from underneath and within manzanita and other brush.

This type of debris occurs because of weather. Wind causes limbs to break, dead pine needles to blow off the trees. This is typical “winter fall”. If this debris is not removed yearly, it continues to accumulate and cause a fire hazard. If this is removed yearly, it is usually not much of a chore to keep the fire fuel controlled on your lot. Piles of debris must not be left on your lot – they must be removed.

Dead or live brush removal and removal of debris from under trees slows the progression of fire.

Thin manzanita bushes. Remove all dead wood from the plant. Remove all dead manzanita bushes.

Manzanita is highly flammable and volatile. If you wish to keep your manzanita, you must: remove all dead branches; clear around the bush or clump of bushes. A simple guideline is to create space between plants equal to their height.

If manzanita is growing under a tree, and it was to catch on fire, the flames would be three times the height of the plant. If a plant is 6 feet tall, the flame length would be 18 feet! In that situation, the manzanita should be removed, or the tree limbed at least 18 feet. If a manzanita bush is dead – remove the entire bush.

Accumulations and/or piles of dead and dying material must be removed.

Remove all debris lying on ground. When needles, grass, cones and leaves are raked into piles, the piles must be removed. Piles of debris are fuels that will carry a small, manageable fire and spread it throughout a lot and into the trees very rapidly. Downed wood and debris become kindling for a fire. Limbs will create flame lengths that carry fire into brush and trees. 3” – 4” of accumulated pine needles may be left on the lot forming a “carpet of needles” which helps hold moisture in the ground and helps prevent soil erosion. If the “fire ladder” has been removed, the pine needles are more easily managed because there is no fire ladder to carry the flames into the trees. A **FIRE LADDER** is the means by which a fire travels from the ground via flammable material, into a tree. Fire traveling to the top of a tree is called “**crowning**”. Remove ladder fuels such as tree limbs, to a height of at least six feet. A SIX FOOT TALL PERSON SHOULD BE ABLE TO WALK FREELY UNDER YOUR TREES.

Remove dead and/or dying smaller trees growing under and/or within the limbs of taller healthy trees.

This could act as a “fire ladder”. These small, dying or dead trees are extremely flammable. If they are ignited, they carry fire very quickly into the trees, gaining heat and momentum with every tree consumed.

No Cannabis cultivation on unimproved lots in areas zoned R1, RR, GF, and unimproved commercial property under 6 acres.

Cannabis is a form of vegetation that contributes to fire loading.

Thin saplings and/or small trees.

All of these saplings will not grow to maturity and they create ladder fuels that endanger the health of mature trees.

Cut bear clover and/or ground cover vegetation to a height of 4 inches or lower.

Bear clover, also known as mountain misery is highly flammable. The taller this native plant grows, the more flammable it becomes. If you wish to keep the mountain misery, it should be maintained to be no higher than 4 inches. If the bear clover is growing underneath low-growing green bushes, or under saplings, the bear clover should be removed, or remove the bush and/or sapling.

On parcels with uninterrupted low growing vegetation, create a fuel break around the perimeter of the parcel by cutting the ground vegetation to a height of no more than 4" from within 20 feet of the property line(s).

On parcels with "uninterrupted" ground cover vegetation, an area of at least twenty feet along each property line must be cut to a height not to exceed 4 inches, especially along property lines adjacent to other properties with a house and/or properties that are upslope. If the ground cover is growing uninterrupted, you should create "islands" of groupings with areas cleared of ground cover between each grouping.

Cut ALL dead and/or dying grass and weeds.

Dry, cut grass, leaves and pine needles may stay on the ground, but may be no more than 3 – 4 inches deep.

IN ADDITION TO THE FOREGOING CRITERIA, large areas of brush MUST be reduced. This can be accomplished in several ways:

- Create cleared areas or "spaces" around individual bushes. The size of the cleared area around the bush needs to equal the height of the bush that will remain. All flammable debris in that area must be removed. Leaving a pattern of bushes with space between them can be done throughout an entire parcel.
- Create "islands" of bushes. Numerous bushes can remain on the parcel in a group (no larger than ten feet in diameter) with a cleared area around the grouping. The cleared area must equal the diameter of the grouping or "island" of bushes.
- Create fuel breaks along property lines and within properties, especially along property lines which are adjacent to property with a home, properties which are upslope or properties adjacent to forest lands. These fuel breaks can be accomplished by removing all brush along a 15 to 20 foot strip, property line to property line. Properly dispose of all cut brush by hauling, chipping or by burning following legally established burning restrictions.

All cut and/or downed debris shall be disposed of by Hauling, Chipping, Burning (following legally established burning restrictions) or other methods of disposal approved by the property owner and by Ebbetts Pass Fire District or Cal Fire. At NO TIME shall debris be buried on the parcel, deposited on the property of another, dumped into holes on the parcel or covered by pine needles.

If a canopy exists (tops of trees touching or intertwined), the canopy must be interrupted.

Before burning always call the Air Quality Control number in San Andreas to ascertain if it is a "burn day".  
Burn Information Line: 209-754-6600.

Under certain conditions, i.e. topography or fuel type, the Ebbetts Pass Fire District may require more or less fuel reduction on one parcel than on another.

Fire safety/prevention is every property owner's responsibility. Please help us keep your property safe.

Thank you. Ebbetts Pass Fire District

***For more information or assistance please call***  
**Ebbetts Pass Fire District Fire Prevention**  
**Joan Lark, Prevention Officer**  
**209-795-7393**  
**[joanlark@epfd.org](mailto:joanlark@epfd.org)**

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