



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes of the Board of Directors
Mi-Wuk Sugar Pine Fire Protection District
Regular Meeting, 7:00 PM, Tuesday, September 12, 2017
Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order 7:06
2. Pledge of Allegiance
3. Roll Call
 - a. President Welch Present
 - b. Treasurer Johnson - President Welch reported the death of Director Johnson and asked everyone present to join him in a moment of silence in his honor.
 - c. Director Klipple Present
 - d. Director Doss Present
 - e. Director Peters Present
 - f. Also Present:
 - i. Chief Crabtree Present
 - ii. Department Secretary Dahlin Present
 - iii. Others _____
4. Oral Communications: This is the time for the public to address the Board Of Directors on any matter not on the agenda, but within the jurisdiction of the Board Of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board Of Directors.
5. Approval of Minutes of the July 10, 2017 Special Meeting. Action: Director Peters moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
6. Written Communications:
 - a. Email to Chief Crabtree from Tuolumne County Administrator Pedro regarding amending the lease agreement for E-772.
 - b. Notice from Tuolumne County Community Resources Agency of a rate change for Fleet Services.
 - c. Letter of appreciation to first responders from the Yosemite Mariposa County Tourism Bureau.

7. Reports:

a. Financial Reports

- i. Trial Balance from Tuolumne County Treasurer's Office; Effective June 30, 2017. No Action Required
- ii. Budget Status Report from Tuolumne County Treasurer's Office; Effective June 30, 2017. Action: Director Peters moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
- iii. Expenses by Check and Credit Card; MWSP Quick Books; Effective June 30, 2017. No Action Required
- iv. Trial Balance from Tuolumne County Treasurer's Office; Effective July 31, 2017. No Action Required
- v. Budget Status Report from Tuolumne County Treasurer's Office; Effective July 31, 2017. Action: Director Peters moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
- vi. Expenses by Check and Credit Card; MWSP Quick Books; Effective July 31, 2017. No Action Required

b. Auxiliary Report: Sherry Blake, MWSPFPD Auxiliary President, read and elaborated on the written report that is in the meeting record.

c. Community Assistance Support Team (CAST) Report: Tim Wallace was not present.

d. Highway 108 FireSafe Council Report; It was discussed that it would be good to continue to have a board member attend the meetings.

e. Chief's Report; Larry Crabtree, Fire Chief, read and elaborated on the written report that is in the meeting record.

f. Strategic Plan Update; There have been no meetings of the Fiscal Planning Committee. Chief Crabtree has been learning the material that had been completed under Director Johnson. They are close to finishing. The Operational Integration Committee presented two concepts to pursue. 1) Sharing of Duty Chief coverage with Twain Harte Fire at no cost. 2) Sharing of interns.

g. District Budget Committee; The committee did not meet.

h. District Policies & Procedures Committee; Director Doss reported that the committee will be meeting soon.

8. Action Items:

a. Adopt salary schedule for classifications of Fire Fighter, Engineer, Captain (paid positions) and inclusion in District Policy Manual; Chief Crabtree - Tabled

b. Revisions to Battalion Chief Job Description; Chief Crabtree. Director Peters moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously.

- c. Consideration of appointment of Andrew Collier as Temporary Part-Time Battalion Chief for a term to commence on August 6, 2017 and expire on June 30, 2018, at a stipend rate not to exceed \$500 per pay period; Chief Crabtree. Director Peters moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
- d. Appointment of Ad Hoc committee and adoption of planning schedule and tasks for filling of vacancy occasioned by the retirement of Chief Crabtree in May of 2018; Chief Crabtree. Director Doss moved to form the committee and have President Welch make appointments to it. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously. The committee members, to date, will be President Welch and Director Doss. President Welch will invite Ellen Heald, Bill Schneiderman and possibly others to serve as well.
- a. Board selection of a Vice President occasioned by the resignation of Director Rucker; President Welch. Director Klipple volunteered to serve as Vice President. President Welch called for a vote to approve. Ayes: 4. Noes: 0. Motion carried unanimously.
- b. Board selection of Board Treasurer occasioned by the death of Director Johnson; Director Doss nominated Director Peters. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
- c. Notice of Vacancy on the Board of Directors. Board to direct Chief Crabtree to advertise the vacancy and complete all County and State requirements; President Welch. It was agreed that the Notice would state that the application filing deadline will be 7:00 PM, October 10, 2017 and the board will make an appointment on or before November 11, 2017. The notices shall be posted at the Mi Wuk Post Office, The Mi Wuk Library, the bulletin board by Diamond Jim's in Mi Wuk Village, the double doors at the District, the District website and on the Miwuk Area Blog.
- d. Possible designation of a memorial fund or project for donations received in memory of Director Johnson; President Welch recommended that the District ask that the Auxiliary to organize a memorial fund or project. If they agree, the board will vote to contribute any funds the District receives in his memory to the same.
- e. Proposed Rental Agreement Amendment from the California Department of Transportation District Right of Way Office increasing the annual rent on Tenancy No. 10-007317-0001-02 from zero dollars (\$0.00) to one hundred thirty-five dollars (\$135.00); Chief Crabtree. Tabled pending a response from the State regarding the removal of any future hazard trees.
- f. Adoption of Resolution 2017.09.12.1 authorizing overtime and portal to portal pay for employees to submit as part of the California Fire Assistance Agreement; Chief Crabtree. Director Doss moved to approve. Director Peters seconded. Ayes: 4. Noes: 0. Motion carried unanimously.

- g. Adoption of Resolution Number 2017.09.12.2 approving the Department of Forestry and Fire Protection Agreement #7FG17083 under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2017-18 for an amount not to exceed \$19,758.36 on a 50/50 matching funds basis; Chief Crabtree. Director Peters moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
 - h. 9:15 P.M. President Welch opened the PUBLIC HEARING on the 2017/2018 Final Budget for the Mi-Wuk Sugar Pine Fire Protection District in the amount of \$713,867.10 which includes \$452,524.83 in operational expenditures, \$90,021.76 in expenditures funded by donations, reimbursements and grants, and a general reserve of \$171,320.52. Chief Crabtree presented the proposed budget, went over the breakdown of the separate fund department and answered questions from the board and public.
10:03 P.M. President Welch closed the PUBLIC HEARING.
 - i. Adoption of the 2017/2018 Final Budget. Director Peters moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
9. Director's Comments and Requests: Directors may report about various matters involving the District or may request matters be included on subsequent meeting agenda(s) for discussion and/or action. Discussion will be limited to that necessary to clarify an issue or request. No action will be taken. Director Peters asked for clarification, and Chief Crabtree responded, on the required ethics training.
10. Final audience comments
11. Adjournment: 10:08

Approved by the District Board of Directors in the meeting assembled October 10, 2017

Michael Welch, President



MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

September 14, 2017

Dr. Klaus Tenbergen
Career Technical Education
11600 Columbia College Drive
Sonora, CA 95370

Regarding: Support of Pre-Apprenticeship Program

Dr. Tenbergen:

I write this letter to express the support of the Mi-Wuk Sugar Pine Fire Protection District (District) for the Pre-Apprenticeship Program that you are proposing at Columbia Community College.

The District utilizes Intern Fire Fighters (IFFs) as an integral and necessary component of its fire protect responsibilities. Our small District relies on IFFs as part of its daily staffing of fire fighters. Because of the limited budget of the District, it assigns two (2) IFFs every day to every shift, for a total of six (6) IFFs. Working full-time on a shift, these IFFs receive a nominal stipend for volunteering at the District. They also receive "on-the-job" experience that a paid, career fire fighter would receive. This builds their resume and makes them much more in demand as a career fire fighter than would otherwise be the case. We also utilize Reserve Fire Fighters (RFFs). These are 'Interns-in-waiting'; simply waiting for an available position as an IFF. Both classifications of fire fighters must have completed or be enrolled in the fire technology program at Columbia Community College (or a similar program at another community college) as a prerequisite.

The development of a Pre-Apprenticeship program at Columbia Community College will build a better and more reliable program from which the District recruits IFFs and RFFs. We are in strong support of this program.

Please contact me if you have any questions regarding our District, or its staffing model.

Sincerely,

A handwritten signature in blue ink that reads "Larry Crabtree".

Larry Crabtree
Fire Chief

Larry Crabtree

From: firegrants@dhs.gov
Sent: Monday, October 02, 2017 9:55 AM
To: Larry Crabtree
Subject: Reference: EMW-2016-FP-00479 Turndown letter

October 02, 2017

Laurence Crabtree
Mi Wuk Sugar Pine Fire Protection District
24247 Highway 108
Twain Harte, California 95383

Reference: EMW-2016-FP-00479 Turndown letter

Dear Fire Prevention and Safety Grant Applicant:

On behalf of the Federal Emergency Management Agency (FEMA) Grant Programs Directorate, I wish to thank you for applying for assistance under the Fiscal Year (FY) 2016 Fire Prevention and Safety (FP&S) Grant Program. After careful consideration and review, we are unable to fund your Smoke Alarm Campaign application.

In May 2017, over 700 applicants requested more than \$134 million in federal funds through the FP&S Grant Program. Because the amount requested far exceeds the funding available, many of the applicants who demonstrated need and submitted worthy project proposals will not receive awards.

A panel of your fire service peers reviewed your application, and in doing so, the panelists assigned scores to all elements of the evaluation criteria as listed within the Notice of Funding Opportunity. The review panel's scores indicate an area of improvement would have been to explain in more detail the vulnerability the project will address, the steps taken to determine that vulnerability and the justification of the target audience that was selected. In addition, the panel expected you to explain in more detail the plan to evaluate the effectiveness of the project and to identify the measurable goals.

We are hopeful that you will apply again for a FY 2017 FP&S award, and strongly encourage you to do so. Resources will be available online to assist applicants with the preparation of a competitive application. The resources along with the FY 2017 FP&S Notice of Funding Opportunity will be available in late 2017 on the AFG grant web site www.fema.gov/firegrants.

Your interest in this program clearly demonstrates resourcefulness and notable concern for the safety of the American public, and that of America's fire service. The Department of Homeland Security will continue to work closely with all organizations to support the vital work of our Nation's firefighters and the safety of our citizens.

Thank you again for your dedication and commitment.

Regards,

C. Gary Rogers
Director
Preparedness Grant Division
Grant Programs Directorate

Selection Criteria:

Fiscal Year 2018 Period 2 (August)
Fund 9030 Mi-Wuk Fire District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
100100	Equity In Treasurers Pooled Ca	125,178.72	-34,806.23	90,372.49
100400	Petty Cash	500.00	0.00	500.00
120000	Land	73,132.00	0.00	73,132.00
122000	Buildings And Improvements	731,393.11	0.00	731,393.11
124000	Equipment	267,238.85	0.00	267,238.85
127000	Accum Depreciation-Bldgs & Imp	-236,234.00	0.00	-236,234.00
129100	Accum Depreciation-Equipment	-120,486.00	0.00	-120,486.00
	Total Assets	840,722.68	-34,806.23	805,916.45
202100	Accounts Payable	0.00	0.00	0.00
202200	Sales Tax Payable	-79.91	0.00	-79.91
203150	Payroll Clearing Account	0.00	0.00	0.00
203210	Salaries & Benefits Payable	-7,732.73	812.71	-6,920.02
203215	Accrued Vacation	-5,272.00	0.00	-5,272.00
203225	Accrued Sick	-4,031.00	0.00	-4,031.00
203500	Federal Withholding Payable	-1,126.90	406.87	-720.03
203600	FICA Payable	-1,583.25	164.25	-1,419.00
203700	State Withholding Payable	-297.77	154.01	-143.76
203935	Deferred Compensation Benefits	-390.00	-307.50	-697.50
203945	SDI Payable	-93.28	9.81	-83.47
	Total Liabilities	-20,606.84	1,240.15	-19,366.69
262010	Agency Obligation	-165,330.08	0.00	-165,330.08
280600	Capital Assets, net	-715,043.96	0.00	-715,043.96
	Total Fund Balance	-880,374.04	0.00	-880,374.04
412110	Ppty Taxes - Current Unsecured	144.18	0.00	144.18
469207	Fed- VFA Grant	445.00	-444.72	0.28
483111	Misc Income - Reimbursements	-80.38	-56.52	-136.90
491110	Sale Of Fixed Assets	0.00	-7,000.00	-7,000.00
496060	Donations- Auxiliary-Utilities	-142.44	-170.36	-312.80
496065	Donations- Auxiliary- Misc	-164.76	-446.74	-611.50
	Total Revenue	201.60	-8,118.34	-7,916.74
511110	Regular Salaries	20,227.79	19,263.95	39,491.74
511132	Recruitment Expense	0.00	350.00	350.00
511140	Salaries - Termination	0.00	2,702.27	2,702.27
511150	Part-Time Salaries	2,329.87	3,382.01	5,711.88
511160	Overtime Salaries	10,602.90	4,002.30	14,605.20
512225	Life Insurance	0.00	63.00	63.00
512310	Workers Compensation Insurance	18,987.81	0.00	18,987.81
512410	F.I.C.A.	2,536.18	2,245.29	4,781.47
512420	Unemployment Insurance	0.00	247.34	247.34
521310	Communications	70.58	744.24	814.82
521425	Food - Other	0.00	121.98	121.98
521510	Household Expense	18.29	143.82	162.11
521610	Insurance	4,089.00	0.00	4,089.00
522120	Maint Equip-Vehicles	29.04	700.70	729.74
522122	Maint- Vehicles- Internal	0.00	314.79	314.79
522510	Maintenance - Buildings & Imps	90.00	125.00	215.00
523210	Dues & Memberships	0.00	514.00	514.00
525110	Office Expense	46.80	55.35	102.15
525150	Office Expense - Postage	0.00	27.76	27.76
526110	P S & S-Professional Services	80.54	4,320.04	4,400.58
526124	P S & S-Auditor-Controller	133.00	194.25	327.25
527210	Rents & Leases-Equipment	311.48	197.48	508.96

Selection Criteria:

Fiscal Year 2018 Period 2 (August)
Fund 9030 Mi-Wuk Fire District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
528110	Special Departmental Expense	0.00	595.00	595.00
528251	SDE-Detwiler Fire	0.00	180.65	180.65
529110	Transp. & Travel - Fuel	0.00	761.22	761.22
529130	Trans. & Travel - Private Auto	21.54	26.13	47.67
529210	Utilities	402.38	405.85	808.23
529910	Expendable Equipment	79.40	0.00	79.40
	Total Expenditures	60,056.60	41,684.42	101,741.02
822	Overtime Hours	239.90	169.80	409.70
850	Vacation Taken	36.00	0.00	36.00
852	Sick Leave	14.27	10.25	24.52
860	Vacation Leave Pay Off	0.00	55.00	55.00
862	Sick Leave Payoff	0.00	62.49	62.49
	Total Non-Budgetary Expenditures	290.17	297.54	587.71
		290.17	297.54	587.71

TRIAL BALANCE

BY FUND

Selection Criteria:

Fiscal Year 2018 Period 2 (August)
Fund 9030 Mi-Wuk Fire District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
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Peoplesoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012R

Fiscal Year: 2018 As of: 08-31-2017

Fund: 9030

Department: %

Beg. Account: 4%

Program Code: %

to 999999

MI Wuk Fire

Fund Dept.	Program	Account	Description	Budgeted Amount	Current Period	Amount Received	Remaining Amount	Percent Remaining
9030 204500	0000	411110	Ppty Taxes - Current Secured	164,665.00	0.00	0.00	164,665.00	100.00
9030 204500	0000	412110	Ppty Taxes - Current Unsecured	4,404.18	0.00	-144.18	4,404.18	103.38
9030 204500	0000	414110	Ppty Taxes - Prior Unsecured	76.00	0.00	0.00	76.00	100.00
9030 204500	0000	416110	Supplemental Property Taxes -	1,639.00	0.00	0.00	1,639.00	100.00
			Total Taxes	170,640.00	0.00	-144.18	170,784.18	100.08
9030 204500	0000	441110	Interest Income	500.00	0.00	0.00	500.00	100.00
			Total Revenue from Use of Money And	500.00	0.00	0.00	500.00	100.00
9030 204500	0000	458110	State - Homeowners' Property T	2,113.00	0.00	0.00	2,113.00	100.00
9030 204500	0000	459119	State - Emergency Fire Fightin	0.00	0.00	0.00	0.00	0.00
			Total State Revenues	2,113.00	0.00	0.00	2,113.00	100.00
9030 204500	0000	469840	Other Govs- San Francisco	600.00	0.00	0.00	600.00	100.00
			Total Federal Revenues	600.00	0.00	0.00	600.00	100.00
9030 204500	0000	471211	Benefit Assessments-Fire Assmt	258,773.00	0.00	0.00	258,773.00	100.00
			Total Charges for Services	258,773.00	0.00	0.00	258,773.00	100.00
9030 204500	0000	483110	Miscellaneous Income	500.00	0.00	0.00	500.00	100.00
9030 204500	0000	483111	Misc Income - Reimbursements	0.00	0.00	0.00	0.00	0.00
			Total Miscellaneous Revenues	500.00	0.00	0.00	500.00	100.00
9030 204500	0000	491110	Sale Of Fixed Assets	7,000.00	7,000.00	7,000.00	0.00	0.00
9030 204500	0000	496000	Donations	0.00	0.00	0.00	0.00	0.00
			Total Other Financing Sources	7,000.00	7,000.00	7,000.00	0.00	0.00
			Department Total	440,126.00	7,000.00	6,855.82	433,270.18	98.44

PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012R

Fiscal Year: 2018 As of: 08-31-2017

Fund: 9030

Department: §

Beg. Account: 4%

Program Code: §

to 999999

MI Wuk- Special Projects

Fund Dept	Program	Account	Description	Budgeted Amount	Current Period	Amount Received	Remaining Amount	Percent Remaining
9030 204550	0000	459119	State - Emergency Fire Fightin	28,042.00	0.00	0.00	28,042.00	100.00
9030 204550	0000	459206	State - STAFF Grant	0.00	0.00	0.00	0.00	0.00
			Total State Revenues	28,042.00	0.00	0.00	28,042.00	100.00
9030 204550	0000	462209	Federal - SAFER	41,026.00	0.00	0.00	41,026.00	100.00
9030 204550	0000	469207	Fed- VFA Grant	11,843.00	444.72	-0.28	11,843.28	100.00
			Total Federal Revenues	52,869.00	444.72	-0.28	52,869.28	100.00
9030 204550	0000	483111	Misc Income - Reimbursements	1,500.00	56.52	136.90	1,363.10	90.87
9030 204550	0000	489100	Sonora Foundation Grant	0.00	0.00	0.00	0.00	0.00
			Total Miscellaneous Revenues	1,500.00	56.52	136.90	1,363.10	90.87
9030 204550	0000	496000	Donations	0.00	0.00	0.00	0.00	0.00
9030 204550	0000	496060	Donations- Auxiliary-Utilities	4,310.00	170.36	312.80	3,997.20	92.74
9030 204550	0000	496061	Donations- Auxiliary- Clothing	0.00	0.00	0.00	0.00	0.00
9030 204550	0000	496065	Donations- Auxiliary- Misc	12,675.00	446.74	611.50	12,063.50	95.18
			Total Other Financing Sources	16,985.00	617.10	924.30	16,060.70	94.56
			Department Total	99,396.00	1,118.34	1,060.92	98,335.08	98.93
			Fund Total	539,522.00	8,118.34	7,916.74	531,605.26	98.53

End of Report

PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012 As of: 08-31-2017
Fiscal Year: 2018
Fund: 9030 Department: \$
Beg. Account: 4\$ to 999999
Program Code: \$

M1 Wuk Fire

Fund Dept.	Program	Account	Description	Budgeted Amount	Current Period	Encumbered Amount	Expended Amount	Remaining Amount	Percent Remaining
9030 204500	0000	511110	Regular Salaries	236,795.00	19,283.95	0.00	39,491.74	197,303.26	83.32
9030 204500	0000	511132	Recruitment Expense	7,470.00	350.00	0.00	350.00	7,120.00	95.31
9030 204500	0000	511140	Salaries - Termination	2,702.27	2,702.27	0.00	2,702.27	-0.00	-0.01
9030 204500	0000	511150	Part-Time Salaries	17,740.00	3,362.01	0.00	5,711.88	12,028.12	67.80
9030 204500	0000	511153	Part-Time/Reserve Salaries	36,500.00	0.00	0.00	0.00	36,500.00	100.00
9030 204500	0000	511160	Overtime Salaries	23,158.00	4,002.30	0.00	14,605.20	8,552.80	36.93
9030 204500	0000	512215	Employee Physicals	0.00	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	512225	Life Insurance	2,688.00	63.00	0.00	63.00	2,625.00	97.66
9030 204500	0000	512310	Workers Compensation Insurance	22,409.00	0.00	0.00	18,987.81	3,421.19	15.27
9030 204500	0000	512410	F.I.C.A.	24,242.00	2,245.29	0.00	4,781.47	19,460.53	80.28
9030 204500	0000	512420	Unemployment Insurance	1,500.00	247.34	0.00	247.34	1,252.66	83.51
9030 204500	0000		Total Salaries and Employee Benefits	375,204.00	32,256.15	0.00	86,940.71	288,263.29	76.83
9030 204500	0000	521210	Clothing & Personal Supplies	8,755.00	0.00	0.00	0.00	8,755.00	100.00
9030 204500	0000	521310	Communications	3,546.00	694.24	0.00	764.82	2,781.18	78.43
9030 204500	0000	521425	Food - Other	261.00	0.00	0.00	0.00	261.00	100.00
9030 204500	0000	521510	Household Expense	317.00	16.88	0.00	16.88	300.12	94.68
9030 204500	0000	521610	Insurance	4,089.00	0.00	0.00	4,089.00	0.00	0.00
9030 204500	0000	522110	Maintenance Equipment	621.00	0.00	0.00	0.00	621.00	100.00
9030 204500	0000	522120	Maint Equip-Vehicles	4,250.00	668.15	0.00	697.19	3,552.81	83.60
9030 204500	0000	522122	Maint. Vehicles- Internal	6,661.00	314.79	0.00	314.79	6,346.21	95.27
9030 204500	0000	522177	Fire Extinguisher Testing	340.00	0.00	0.00	0.00	340.00	100.00
9030 204500	0000	522510	Maintenance - Buildings & Imps	870.00	0.00	0.00	90.00	780.00	89.66
9030 204500	0000	522512	Maintenance - Grounds	34.00	0.00	0.00	0.00	34.00	100.00
9030 204500	0000	523210	Dues & Memberships	3,257.00	514.00	0.00	514.00	2,743.00	84.22
9030 204500	0000	525110	Office Expense	980.00	55.35	0.00	102.15	877.85	89.58
9030 204500	0000	525140	Office Expense - Postage	121.00	0.00	0.00	0.00	121.00	100.00
9030 204500	0000	525150	Office Expense - Photocopy	923.00	27.76	0.00	27.76	895.24	96.99
9030 204500	0000	526106	P S & S - Tax Admin Fee	3,600.00	0.00	0.00	0.00	3,600.00	100.00
9030 204500	0000	526107	P S & S - Tax Parcel Fee	2,900.00	0.00	0.00	0.00	2,900.00	100.00
9030 204500	0000	526110	P S & S-Professional Services	7,215.00	4,320.04	0.00	4,360.31	2,854.69	39.57
9030 204500	0000	526111	P S & S-Legal	500.00	0.00	0.00	0.00	500.00	100.00
9030 204500	0000	526124	P S & S-Auditor-Controller	2,000.00	194.25	0.00	327.25	1,672.75	83.64
9030 204500	0000	527110	Publications & Legal Notices	232.00	0.00	0.00	0.00	232.00	100.00
9030 204500	0000	527210	Rents & Leases-Equipment	3,086.00	197.48	0.00	508.96	2,577.04	83.51
9030 204500	0000	527310	Rents & Leases - Bldgs & Impro	0.00	0.00	0.00	0.00	0.00	0.00
9030 204500	0000	527410	Small Tools	100.00	0.00	0.00	0.00	100.00	100.00
9030 204500	0000	528110	Special Departmental Expense	625.00	595.00	0.00	595.00	30.00	4.80
9030 204500	0000	528194	SDE-Awards & Certificates	100.00	0.00	0.00	0.00	100.00	100.00
9030 204500	0000	529110	Transp. & Travel - Fuel	7,480.00	680.84	0.00	680.84	6,799.16	90.90
9030 204500	0000	529120	Travel - Training And Seminars	10.00	0.00	0.00	0.00	10.00	100.00
9030 204500	0000	529130	Trans. & Travel - Private Auto	800.00	26.13	0.00	47.67	752.33	94.04

PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012
Fiscal Year: 2018 As of: 08-31-2017
Fund: 9030
Department: %
Beg. Account: 4%
Program Code: %

Mi Wuk Fire

Fund Dept.	Program	Account	Description	Budgeted Amount	Current Period	Encumbered Amount	Expended Amount	Remaining Amount	Percent Remaining
9030	204500	0000	Travel	100.00	0.00	0.00	0.00	100.00	100.00
9030	204500	0000	Utilities	4,208.00	243.51	0.00	484.94	3,723.06	88.48
9030	204500	0000	Expendable Equipment	3,088.00	0.00	0.00	79.40	3,008.60	97.43
			Total Services and Supplies	71,069.00	8,548.42	0.00	13,700.96	57,368.04	80.72
9030	204500	0000	Vehicles	6,250.00	0.00	0.00	0.00	6,250.00	100.00
			Total Fixed Assets	6,250.00	0.00	0.00	0.00	6,250.00	100.00
9030	204500	0000	Appropriation For Contingencie	152,934.00	0.00	0.00	0.00	152,934.00	100.00
			Total Appropriation for Contingencie	152,934.00	0.00	0.00	0.00	152,934.00	100.00
			Department Total	605,457.00	40,804.58	0.00	100,641.67	504,815.33	83.38

PeopleSoft
ORGANIZATION BUDGET STATUS

Report ID: TCGL0012
Fiscal Year: 2018 As of: 08-31-2017
Fund: 9030
Department: 4
Beg. Account: 4 to 999999
Program Code: MI Muk - Special Projects

Fund Dept.	Program	Account	Description	Budgeted Amount	Current Period	Encumbered Amount	Expended Amount	Remaining Amount	Percent Remaining
9030 204550	0000	51110	Regular Salaries	49,119.00	0.00	0.00	0.00	49,119.00	100.00
9030 204550	0000	51132	Recruitment Expense	0.00	0.00	0.00	0.00	0.00	0.00
9030 204550	0000	51215	Employee Physicals	0.00	0.00	0.00	0.00	0.00	0.00
9030 204550	0000	512310	Workers Compensation Insurance	2,870.00	0.00	0.00	0.00	2,870.00	100.00
9030 204550	0000	512410	F.I.C.A.	3,754.00	0.00	0.00	0.00	3,754.00	100.00
			Total Salaries and Employee Benefits	55,743.00	0.00	0.00	0.00	55,743.00	100.00
9030 204550	0000	521210	Clothing & Personal Supplies	8,755.00	0.00	0.00	0.00	8,755.00	100.00
9030 204550	0000	521310	Communications	300.00	50.00	0.00	50.00	250.00	83.33
9030 204550	0000	521425	Food - Other	645.00	121.98	0.00	121.98	523.02	81.09
9030 204550	0000	521510	Household Expense	1,722.00	136.94	0.00	145.23	1,576.77	91.57
9030 204550	0000	522120	Maint Equip-Vehicles	0.00	32.55	0.00	32.55	0.00	0.00
9030 204550	0000	522510	Maintenance - Buildings & Imps	500.00	125.00	0.00	125.00	375.00	75.00
9030 204550	0000	522512	Maintenance - Grounds	500.00	0.00	0.00	0.00	500.00	100.00
9030 204550	0000	525110	Office Expense	242.00	0.00	0.00	0.00	242.00	100.00
9030 204550	0000	525150	Office Expense - Postage	188.00	0.00	0.00	0.00	188.00	100.00
9030 204550	0000	526110	P S & S-Professional Services	0.00	0.00	0.00	40.27	-40.27	0.00
9030 204550	0000	527110	Publications & Legal Notices	1,200.00	0.00	0.00	0.00	1,200.00	100.00
9030 204550	0000	527410	Small Tools	150.00	0.00	0.00	0.00	150.00	100.00
9030 204550	0000	528110	Special Departmental Expense	350.00	0.00	0.00	0.00	350.00	100.00
9030 204550	0000	528211	SDE-Detwiler Fire	0.00	180.65	0.00	180.65	0.00	0.00
9030 204550	0000	529110	Transp. & Travel - Fuel	1,500.00	80.38	0.00	80.38	1,419.62	94.64
9030 204550	0000	529140	Travel	1,100.00	0.00	0.00	0.00	1,100.00	100.00
9030 204550	0000	529210	Utilities	1,888.00	162.34	0.00	323.29	1,564.71	82.88
9030 204550	0000	529910	Expendable Equipment	3,238.00	0.00	0.00	0.00	3,238.00	100.00
			Total Services and Supplies	22,278.00	879.84	0.00	1,099.35	21,178.65	95.07
9030 204550	0000	543000	Vehicles	11,000.00	0.00	0.00	0.00	11,000.00	100.00
9030 204550	0000	549000	Misc./Specialized Equip.	1,000.00	0.00	0.00	0.00	1,000.00	100.00
			Total Fixed Assets	12,000.00	0.00	0.00	0.00	12,000.00	100.00
9030 204550	0000	691110	Appropriation For Contingencie	9,374.00	0.00	0.00	0.00	9,374.00	100.00
			Total Appropriation for Contingencie	9,374.00	0.00	0.00	0.00	9,374.00	100.00
			Department Total	99,395.00	879.84	0.00	1,099.35	98,295.65	98.89
			Fund Total	704,852.00	41,684.42	0.00	101,741.02	603,110.98	85.57

End of Report

MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

Expenses by Check and Credit Card

August 2017

Type	Date	Num	Name	Memo	Account	Class	Split	Amount
Credit Card	08/02/2017		Avery Muffler	Inv. 79415 - exhaust manifold	0MFD623 · 2007 Ford Expedition	500 Reg Dept	6438 · MWuk Sugar Pl...	579.26
Credit Card	08/03/2017		JS WEST PROPANE	Districts 60% of - Invoice 147006	529210 · Utilities	500 Reg Dept	6446 · MWuk Sugar Pl...	25.50
Credit Card	08/03/2017		JS WEST PROPANE	Auxiliaries 40% of - Invoice 147006	529210 · Utilities	500 Reg Dept	6446 · MWuk Sugar Pl...	17.00
Credit Card	08/04/2017	433906	Mother Lode Coffee R...	Inv. 16925 - Aux. to reimb. laundry det. - Aux to reimb.	521425 · Food - Other	550-MWF400...	6438 · MWuk Sugar Pl...	121.98
Credit Card	08/04/2017		WAL-MART	Postage of docs & stamps	521425 · Food - Other	550-MWF400...	6438 · MWuk Sugar Pl...	3.20
Credit Card	08/07/2017		UNITED STATES PO...	Inv. 0111385 - Jul. svc. - Aux. to reimb.	525150 · Office Expense - Postage	500 Reg Dept	6438 · MWuk Sugar Pl...	18.77
Credit Card	08/08/2017		Angels Pest Control	Inv. 1338782-0544-1 - July - Aux. to reimb.	521510 · Maintenance-Buildings & I...	550-MWF400...	6438 · MWuk Sugar Pl...	125.00
Credit Card	08/08/2017	433903	Waste Management	60% of Inv. 491353 for 28.13	521510 · Household Expense	500 Reg Dept	6438 · MWuk Sugar Pl...	112.49
Credit Card	08/08/2017	433903	PROCLEAN SUPPLY	40% of Inv. 491353 for 28.13	521510 · Household Expense	500 Reg Dept	6438 · MWuk Sugar Pl...	16.88
Credit Card	08/08/2017	433903	PROCLEAN SUPPLY	60% of Inv. 492112 for 81.38	522120 · Maintenance Equip-Vehicles	500 Reg Dept	6438 · MWuk Sugar Pl...	48.83
Credit Card	08/08/2017	433903	PROCLEAN SUPPLY	40% of Inv. 492112 for 81.38	522120 · Maintenance Equip-Vehicles	500 Reg Dept	6438 · MWuk Sugar Pl...	32.55
Credit Card	08/09/2017		Fire Districts Associati...	Inv. 300000405 - 17/18 dues	523210 · Dues & Memberships	500 Reg Dept	6438 · MWuk Sugar Pl...	264.00
Credit Card	08/09/2017	433905	SWANSON PVT INVE...	Inv. 17-98 - 2 pre-employment backgrounds radios to Banner Comm.	511132 · Recruitment Expense	500 Reg Dept	6438 · MWuk Sugar Pl...	350.00
Credit Card	08/14/2017		UNITED STATES PO...	Inv. 0111385 - Jul. svc. - Aux. to reimb.	525150 · Office Expense - Postage	500 Reg Dept	6438 · MWuk Sugar Pl...	7.80
Check	08/16/2017	00512757	ZAK'S AUTO SHACK	July Fuel	529110 · Transportation&Travel - Fuel	500 Reg Dept	100100 · Equity in Treas...	680.84
Check	08/16/2017	00512757	ZAK'S AUTO SHACK	July E772 Fuel	529110 · Transportation&Travel - Fuel	550-MWF500...	100100 · Equity in Treas...	40.59
Check	08/16/2017	00512700	ZAK'S AUTO SHACK	Waxing supplies	0MFD539 · 1994 HME Fire Engine	500 Reg Dept	100100 · Equity in Treas...	40.06
Check	08/16/2017	00512700	MYERS-STEVENSON & ...	Inv. 1246512 - July	512225 · Life Insurance	500 Reg Dept	100100 · Equity in Treas...	31.50
Check	08/16/2017	00512700	MYERS-STEVENSON & ...	Inv. 1246513 - Aug.	512225 · Life Insurance	500 Reg Dept	100100 · Equity in Treas...	197.48
Check	08/16/2017	00512640	US Bank Equipment F...	7/29/2017 - 8/29/2017 Inv. 336878822	523210 · Rents & Leases - Equipment	500 Reg Dept	100100 · Equity in Treas...	250.00
Check	08/16/2017	00512660	California Fire Chief's ...	2017 / 2018 Annual Mmb.	526110 · P S & S - Professional Serv...	500 Reg Dept	100100 · Equity in Treas...	750.00
Check	08/16/2017	00512659	FireTec	Inv. 3961 - commission on sale of 1988 Ford Fire Engine	526110 · P S & S - Professional Serv...	500 Reg Dept	100100 · Equity in Treas...	595.00
Credit Card	08/22/2017		FIRE PROGRAMS	Inv. 7717 - 1 yr. support & upgrade	521310 · Communications	500 Reg Dept	6446 · MWuk Sugar Pl...	25.00
Credit Card	08/22/2017		COMCAST	08/01/17 to 08/31/17	521310 · Communications	550-MWF400...	6446 · MWuk Sugar Pl...	10.00
Credit Card	08/22/2017		COMCAST	08/01/17 to 08/31/17	521310 · Communications	500 Reg Dept	100400 · Oak Valley C...	624.82
Check	08/29/2017	1205	Gold Country Regional...	Inv. IN41627 - misc radio parts	529120 · Travel-Training & Seminars	500 Reg Dept	6453 · MWuk Sugar Pl...	82.42
Credit Card	08/29/2017	433916	Battery Jack	Order #63431 - BK radio batteries (14)	521510 · Household Expense	500 Reg Dept	6438 · MWuk Sugar Pl...	37.40
Credit Card	08/31/2017	433912	WAL-MART	Crew qtr towel dispenser	525150 · Office Expense - Postage	500 Reg Dept	6438 · MWuk Sugar Pl...	73.32
Credit Card	08/31/2017	00513186	UNITED STATES PO...	Radios to Banner Comm.	525150 · Office Expense	500 Reg Dept	6438 · MWuk Sugar Pl...	89.52
Credit Card	08/31/2017	00513195	AT & T	Misc. supplies	525110 · Office Expense	500 Reg Dept	6438 · MWuk Sugar Pl...	105.00
Check	08/31/2017	00513201	Mayall Hurley	07/11/2017 - 08/10/2017	526110 · P S & S - Professional Serv...	500 Reg Dept	100100 · Equity in Treas...	3.465.04
Check	08/31/2017	00513201	SCI CONSULTING G...	Inv. 45494	526110 · P S & S - Professional Serv...	500 Reg Dept	100100 · Equity in Treas...	3.465.04
Check	08/31/2017	00513201	SCI CONSULTING G...	Inv. C7184 - Assmt Admin FY 17 /18	526110E · Engineering Rpt. for Asse...	500 Reg Dept	100100 · Equity in Treas...	3.465.04

Report of the Auxiliary President October 2017

-Our October Potluck was hosted by Sherry Blake, Laurie Wallace, and Mary McCracken.

-Our September lunch and meeting was held at Noon Wednesday, September 13, 2017. Hostesses were Linda Martin, Nickie Doss, and Laurie Wallace.

-Current membership is at 268.

-Our last major fundraiser for the year, our Enchilada Take and Bake is in progress. This is a pre-sale only, 2 enchiladas for \$10, to be pickup at the fire house on October 14 between 10 am and 2 pm. Cathy Richardson is chairing this sale.

Our Holiday luncheon (in lieu of our past Christmas dinners) will be held on Wednesday, December 13, 11:30 am at The Pine Tree Restaurant in Sonora. Tickets are \$20 with a choice of Tri-Tip, Chicken Marsala, or Seafood Combo. The price is inclusive of salad, entrée, dessert, and beverage.

Tonight I am submitting the Auxiliary events calendar for 2018 for Fire Board approval.

-Nickie Doss is hosting the dessert tonight.

Sherry Blake
Auxiliary President

Att. 2018 Mi Wuk Sugar Pine Fire District Calendar

2018 Mi Wuk Sugar Pine Fire Protection District Auxiliary Calendar

JANUARY	
3	Potluck 6:00
9	Fire Board Mtg. 7:00
10	Aux. Luncheon 12:00
10	Aux. Meeting 12:30
15	Bunco 1:00
17	Hand & Foot 1:00

FEBRUARY	
7	Potluck 6:00
13	Fire Board Mtg. 7:00
14	Aux. Luncheon 12:00
14	Aux. Meeting 12:30
19	Bunco 1:00
21	Hand & Foot 1:00

MARCH	
7	Potluck 6:00
13	Fire Board Mtg. 7:00
14	Aux. Luncheon 12:00
14	Aux. Meeting 12:30
19	Bunco 1:00
21	Hand & Foot 1:00

APRIL	
4	Potluck 6:00
10	Fire Board Mtg. 7:00
11	Aux. Luncheon 12:00
11	Aux. Meeting 12:30
16	Bunco 1:00
18	Hand & Foot 1:00

MAY	
2	Potluck 6:00
4	Fashions/Salads 11:00
8	Fire Board Mtg. 7:00
9	Aux. Luncheon 12:00
9	Aux. Meeting 12:30
21	Bunco 1:00
16	Hand & Foot 1:00
25/26	Rummage Sale 8:00*

JUNE	
2	Bowling Party 12:00
6	Potluck 6:00
12	Fire Board Mtg. 7:00
13	Aux. Luncheon 12:00
13	Aux. Meeting 12:30
18	Bunco 1:00
20	Hand & Foot 1:00

JULY	
7	Pancake Break. 8:00*
4	NO Potluck
10	Fire Board Mtg. 7:00
11	Aux. Luncheon 12:00
11	Aux. Meeting 12:30
16	Bunco 1:00
18	Hand & Foot 1:00

AUGUST	
1	Potluck 6:00
14	Fire Board Mtg. 7:00
8	Aux. Luncheon 12:00
8	Aux. Meeting 12:30
20	Bunco 1:00
15	Hand & Foot 1:00

SEPTEMBER	
1	Spaghetti Dinner 4:00
5	Potluck 6:00
11	Fire Board Mtg. 7:00
12	Aux. Luncheon 12:00
12	Aux. Meeting 12:30
17	Bunco 1:00
19	Hand & Foot 1:00

OCTOBER	
3	Potluck 6:00
13	Enchilada T/B 10-2
9	Fire Board Mtg. 7:00
10	Aux. Luncheon 12:00
10	Aux. Meeting 12:30
15	Bunco 1:00
17	Hand & Foot 1:00

NOVEMBER	
7	Potluck 6:00
13	Fire Board Mtg. 7:00
14	Aux. Luncheon 12:00
14	Aux. Meeting 12:30
19	Bunco 1:00

DECEMBER	
12	Christmas Luncheon 11:30
12	Fall Drawing
11	Fire Board Mtg. 7:00
17	Bunco 1:00

Events may be subject to change

ALL TIMES ARE P.M. UNLESS INDICATED BY *

2.08.100 Outside Employment

Outside employment means work performed for any employer other than the District. It includes self-employment, part-time employment, and full-time employment. The District is the primary employer of full-time employees and it expects that full-time employees will place District employment as first and highest priority, any outside employment as a lower priority. Full-time District employees are permitted to accept outside employment only when all the following conditions are met:

- a) Prior written approval from the Fire Chief must be obtained (Form 5.02.052 Request to Engage in Outside Employment).
- b) Outside employment must not create or result in any conflict, financial or otherwise, with the employee's duties and obligations as a District employee.
- c) Outside employment must create or result work that is incompatible with the employee's position with the District (fire hazard reduction work, fire extinguisher sales, etc.).
- d) Outside employment must not have any adverse impact on the employee's scheduled work days and hours with the District. Outside employment with another emergency services agency will only be approved if the outside employment is not likely to adversely impact the employee's scheduled work days and hours with the District.

2.08.101 Injury and/or Illness Incurred as a result of Outside Employment

Any employee who sustains a lost-time injury or illness as a result or in the course of outside employment is not entitled to receive any District benefits during the absence including:

- a) Paid sick leave
- b) 4850 Time
- c) Sick leave accrual
- d) Vacation accrual
- e) Workers' compensation benefits

Upon written request the employee may, at the sole discretion of the District, be granted an unpaid leave of absence.

2.08.102 Revocation of Approval for Outside Employment

Approval for outside work is revocable at any time at the sole discretion of the Fire Chief

2.08.103 Change in Outside Employment

Employee's must immediately report to the Duty Chief any and all changes in outside employment that result in or are likely to result in conditions inconsistent with those described in this section.

10/5/17 DRAFT

2.08.100 Outside Employment

Employees are permitted to accept outside employment only when all of the following conditions are met:

- a) Written approval is granted in advance by the Fire Chief.
- b) The outside employment does not conflict with the employee's duties, responsibilities, or schedule and overall District operations.
- c) The outside employment does not create a conflict of interest with District employment.
- d) The outside work performed by the employee is not regulated or inspected by the employee while working for the District.
- e) The outside employment does not involve conducting any business during the employee's hours of District employment.

Employees interested in outside employment shall complete a "Request to Engage in Outside Employment" form and submit the form to the Fire Chief. If the request is approved, a copy of the request shall be sent to the employee, and a copy placed in the employee's personnel file.

2.08.101 Self Employment

Self-employment is considered outside employment and will be treated as other outside employment, with the addition of the following restriction:

- a) Self-employment cannot involve ownership of a private business that is incompatible with the employee's position with the District (e.g., a firefighter selling fire extinguishers or fire insurance).

2.08.102 Outside Employment Injury or Illness

Any employee who sustains a disabling injury or illness while performing duties of outside employment not related to District service:

- a) Is not entitled to receive workers' compensation benefits provided by the District.
- b) May not be entitled to receive paid sick leave for absence because of such injury or illness. If such leave is claimed and awarded in error, the District shall be entitled to recover the amount of salary paid on account thereof. Such sick leave credit shall be restored to the account of the employee upon making restitution.
- c) Does not accrue annual leave during the period of absence resulting from such injury or illness.
- d) Does not receive service credit for retirement benefits during the period of such absence, and no contributions shall be paid into the employee's retirement program.

- e) Shall not be eligible for District contribution to group medical/dental or other insurance plans.

Under such circumstances, the employee must request and obtain a leave of absence without pay pursuant to this manual. An employee may use annual leave or accrued compensatory time off so long as the employee has sufficient leave balances, to which subsections d) and e) above do not apply.

2.08.103 Revocation of Approval for Outside Employment

The approval to work in outside employment shall be revocable at any time by the Fire Chief upon a finding that the conditions of this Section have not been met.

2.08.104 Change in Outside Employment

A new or revised "Request to Engage in Outside Employment" form must be submitted by the employee and approved as described herein upon each change in outside employment, including, but not limited to, the off-duty employer, the type of work performed, or the modification of the employee's work schedule, hours, or location.

CURRENT POLICY