



**CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT**  
6501 Jenny Lind Road, Valley Springs, CA 95252  
Telephone: (209) 786-2227  
[www.calcofire.org](http://www.calcofire.org)

**Regular Meeting Agenda**  
**January 22, 2024**

**1. CALL TO ORDER 5:00PM Closed Session**

**2. ROLL CALL:**

**BOARD MEMBER:** Keith Hafley, Sam Harris, Ryan Hamre, Pat Sullivan.  
Ken Glissman, Chris Allen, Tim Runion, and Garrett Robertshaw

**STAFF:** Fire Chief Rich Dickinson and Rose Beristianos

**3. ADJOURN TO CLOSED SESSION:**

- A.** Conference with Labor Negotiators (Goc. Code Section 54957.6)  
District Designated Representatives  
Employee Organization: Calaveras Professional Firefighters Union IAFF Local 5149

**4. CALL TO ORDER 6:00PM Regular Meeting**

**5. PLEDGE OF ALLEGIANCE**

**6. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Member and Public Safety Personnel

**7. REPORT OUT OF CLOSED SESSION**

- A.** Conference with Labor Negotiators (Goc. Code Section 54957.6)  
District Designated Representatives  
Employee Organization: Calaveras Professional Firefighters Union IAFF Local 5149

**8. PUBLIC APPOINTMENT:** Title: Board of Directors  
Review Applications Received for Board Vacancy, and Appoint  
Oath of Office after appointment

**9. PUBLIC COMMENT:** The public may address the Board on any item of interest that is not on the agenda and is within the District's jurisdiction. For items that are on the agenda, public comment will be heard when the item is discussed. The Chairman reserves the right to limit each speaker to three (3) minutes per person and 15 minutes per topic. Ralph M Brown Act Gov. (Code, § 54954.3(b).) By law, the Board of Directors cannot make decisions on matters not on the agenda. Ralph M Brown Act Gov. (Code, § 54954.2(a).)

**10. CONSENT CALENDAR:** The Consent Calendar includes routine financial and administrative actions and is usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members, the public or staff request specific items be discussed and/or removed from the Consent Calendar.

- A. Approval of Draft Minutes: December 18, 2023, Special Meeting
- B. Approval of Regular Bills Transmittals OH179306, \$17,980.38
- C. Approval of CalCard Transmittal OH179307, \$11,950.92

**11. FINANCE BUSINESS**

- A. Supplemental Transmittals –

**12. FIRE CHIEF'S REPORT**

**13. CORRESPONDENCE:**

**14. UNFINISHED BUSINESS:** Since this Old Business has been discussed in prior meetings, the Chairman reserves the right to limit each speaker to three (3) minutes per person per topic. Ralph M. Brown Act Gov. (Code, § 54954.3(b).

- A. Discussion/Action – Credit Card Purchasing and Purchase Orders
- B. Discussion/Action – Training facility Burson

**15. NEW BUSINESS:**

- A. Discussion/Action –

**16. COMMITTEE COMMENTS**

**17. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS**

**18. ADJOURNMENT:**

**Next Meeting Scheduled for February 26, 2024**



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**Special Meeting DRAFT Minutes**  
**December 18, 2023**

1. CALL TO ORDER 6:00PM
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF SILENCE: To recognize and honor the efforts of the American Service Member and Public Safety Personnel
4. ROLL CALL: Board Members **PRESENT: Keith Hafley, Ryan Hamre, Pat Sullivan, Ken Glissman, and Garrett Robertshaw**  
Board Members **ABSENT: Sam Harris, Tim Runion, Chris Allen**  
Staff **PRESENT: Fire Chief Rich Dickinson and Rose Beristianos**
5. ELECTION OF 2024 BOARD CHAIR – **Motion to keep Keith Hafley the chair by Ken Glissman, seconded by Ryan Ramre, passed 5 yes**
6. ELECTION OF 2024 VICE CHAIR – **Motion to elect Ryan Hamre as the Vice Chair by Ken Glissman, seconded by Garrett Robertshaw, passed 5 yes**
7. ELECTION OF BOARD CLERK – **Motion to keep Ken Glissman the clerk by Pat Sullivan, seconded by Garrett Robertshaw, passed 5 yes**
8. ELECTION OF COMMITTEES – PERSONNEL AND FINANCE - Tabled
9. PUBLIC COMMENT:  
**Mike Castro if measure A doesn't go through, why not consolidate since there are so many fire dept.**
10. CONSENT CALENDAR: **Motion to approve the consent calendar by Ryan Hamre, seconded by Pat Sullivan, passed 5 yes**
  - A. Approval of Draft Minutes: November 6, 2023, Special Meeting

## 11. FINANCE BUSINESS

- A. Supplemental Transmittals – Due to the Calcard Statement, Regular Bills and Calcard Payments will be added as a supplemental.

**Motion to approve the supplemental Transmittals OH178784, Regular Bills \$8,131.06 and OH178785, CalCard \$27,534.40 by Pat Sullivan, seconded by Ken Glissman, passed 5 yes**

## 12. FIRE CHIEF'S REPORT- Chief gave his report

## 13. CORRESPONDENCE: None

- 14. UNFINISHED BUSINESS: Since this Old Business has been discussed in prior meetings, the Chairman reserves the right to limit each speaker to three (3) minutes per person per topic. Ralph M. Brown Act Gov. (Code, § 54954.3(b).

- A. Discussion/Action – **None**

## 15. NEW BUSINESS:

- A. Discussion/Action – Credit Card Purchasing and Purchase Orders - **Tabled**
- B. Discussion/Action – Training Structure Proposal – **Motion to move forward by Pat Sullivan, seconded by Ken Glissman, passed 5 yes**
- C. Discussion/Action - Strategic Plan Update from Committee, for Board Approval, **discussion and scheduled Jan 11, 2024 Special Meeting to review the full presentation**
- D. Discussion/Action – Cordico Proposal, **discussion, decision not to move forward**
- E. Discussion/Action – Medical Insurance, **discussion, motion to move forward by Pat Sullivan, seconded by Garrett Robertshaw, passed 5 yes**

## 16. COMMITTEE COMMENTS - None

## 17. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS – Round table comments

- 18. ADJOURNMENT: **Motion to adjourn the meeting at 7:50pm by Pat Sullivan, seconded by Ken Glissman, passed 5 yes**

**CALAVERAS CONSOLIDATED FIRE  
PROTECTION DISTRICT**

Date: 1/22/2024

**MAIL ALL CHECKS**

**22030010**

Contact: ROSE BERISTIANOS

PO BOX 579

Cell Phone: 482-3754

VALLEY SPRINGS CA 95252

Please initial any strikeouts/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				OH179306		
				REGULAR BILLS		

**\$ 17,980.38 Grand Total**

District agrees to retain original invoices for five years. Merchandise itemized above has been received or the services claimed have been performed and the expenditures are authorized and approved by

I hereby approved the above claim(s) and certify to the correctness of the computations.

Kathy Gomez, Auditor-Controller

CHRISTOPHER ALLEN \_\_\_\_\_

KEN GLISSMAN \_\_\_\_\_

KEITH HAFLEY \_\_\_\_\_

SAM HARRIS \_\_\_\_\_

RYAN HAMRE \_\_\_\_\_

PATRICK SULLIVAN \_\_\_\_\_

TIM RUNION \_\_\_\_\_

GARRETT ROBERTSHAW \_\_\_\_\_

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

CHIEF RICH DICKINSON

\_\_\_\_\_

### AP Entry Batch Proof

Batch ID: **OH179306**

Enter Date:  Batch Status: BE User Total: 17,980.38

The undersigned, under penalty of perjury, states that the items on the attached claim are true and correct, that the amounts are properly due this claimant, and that no items have been previously paid. Furthermore, the articles or services specified in the attached claim were necessary, ordered for use by this department, and the articles or services have been delivered or performed as stated.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Audited: \_\_\_\_\_  
 Distributed: \_\_\_\_\_  
 Paid: \_\_\_\_\_

User: BERISTIANOS,ROSE Batch Created By: BERISROS Date: 01/18/2024  
 Report: Batch Proof (Auditor) Time: 19:36:01

Inv Amt	<b>7,605.00</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
Invoice Date:	<input type="text" value="01/09/2024"/>	Invoice #: 7778	CALCO 7778	Secondary Ref:	PO#:	
Vendor:	<a href="#">W014762 NELSON, JOHN</a>	2711 TEJON STREET	LODI	CA 95242	REFUND	FY RETURN
Division Code:	SPD2	Check Stock: AP	Tax Code:	Contract:	<input type="text"/>	<input type="text"/> <input type="text"/>
Inv Amt	<b>585.00</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
Invoice Date:	<input type="text" value="01/09/2024"/>	Invoice #: 7779	CALCO 7779	Secondary Ref:	PO#:	
Vendor:	<a href="#">W014762 NELSON, JOHN</a>	2711 TEJON STREET	LODI	CA 95242	REFUND	FY RETURN
Division Code:	SPD2	Check Stock: AP	Tax Code:	Contract:	<input type="text"/>	<input type="text"/> <input type="text"/>
Inv Amt	<b>440.00</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
Invoice Date:	<input type="text" value="01/11/2024"/>	Invoice #: 2203011124	CALAVERAS CONSOLIDATED	Secondary Ref:	PO#:	
Vendor:	<a href="#">0036916 CALCO FIRE CHIEFS ASS</a>	PO BOX 814	COPPEROPOLIS	CA 95228	REFUND	FY RETURN
Division Code:	SPD2	Check Stock: AP	Tax Code:	Contract:	<input type="text"/>	<input type="text"/> <input type="text"/>
Inv Amt	<b>150.00</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
Invoice Date:	<input type="text" value="01/02/2024"/>	Invoice #: 97583	CALAVERAS CONSOLIDATED	Secondary Ref:	PO#:	
Vendor:	<a href="#">0041553 GEISZLER CPA, ANTIONET</a>	1743 GRAND CANAL BLVD STE 10	STOCKTON	CA 95207	REFUND	FY RETURN
Division Code:	SPD2	Check Stock: AP	Tax Code:	Contract:	<input type="text"/>	<input type="text"/> <input type="text"/>
Inv Amt	<b>2,529.54</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
Invoice Date:	<input type="text" value="12/02/2023"/>	Invoice #: ESO-126544	CALAVERAS CONSOLIDATED FPD	Secondary Ref:	PO#:	
Vendor:	<a href="#">W007164 ESO SOLUTIONS INC</a>	PO BOX 679449	DALLAS	TX 75267-9449	REFUND	FY RETURN
Division Code:	SPD2	Check Stock: AP	Tax Code:	Contract:	<input type="text"/>	<input type="text"/> <input type="text"/>

**AP Entry Batch Proof**

Batch ID: **OH179306**

<i>Inv Amt</i>	<b>300.00</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
<i>Invoice Date:</i>	<input type="text" value="01/02/2024"/>	<i>Invoice #:</i> 97588	CALAVERAS CONSOLIDATED	<i>Secondary Ref:</i>		<i>PO#:</i>
<i>Vendor:</i>	<b>0041553</b>	<a href="#">GEISZLER CPA, ANTIONET</a>	1743 GRAND CANAL BLVD STE 10	STOCKTON	<b>CA</b>	95207
Division Code:	SPD2	Check Stock:	AP	Tax Code:	Contract:	REFUND <input type="text"/>
						FY <input type="text"/>
						RETURN <input type="text"/>
<i>Inv Amt</i>	<b>4,870.84</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
<i>Invoice Date:</i>	<input type="text" value="12/18/2023"/>	<i>Invoice #:</i> 95837	CC0JLF	<i>Secondary Ref:</i>		<i>PO#:</i>
<i>Vendor:</i>	<b>W000798</b>	<a href="#">COLUMBIA</a>	22480 PARROTTS FERRY ROAD	COLUMBIA	<b>CA</b>	95310
Division Code:	SPD2	Check Stock:	AP	Tax Code:	Contract:	REFUND <input type="text"/>
						FY <input type="text"/>
						RETURN <input type="text"/>
<i>Inv Amt</i>	<b>1,500.00</b>	22030010 CALCO-FHJLJPA	5241 Office Expense	<b>JL:</b>	Separate Check:	Relate To:
<i>Invoice Date:</i>	<input type="text" value="12/31/2023"/>	<i>Invoice #:</i> 2203123123	DEC 2023 SERVICES	<i>Secondary Ref:</i>		<i>PO#:</i>
<i>Vendor:</i>	<b>0041402</b>	<a href="#">BERISTIANOS, ROSEMARIE</a>	3573 BERKESEY LANE	VALLEY SPRINGS	<b>CA</b>	95252
Division Code:	SPD2	Check Stock:	AP	Tax Code:	Contract:	REFUND <input type="text"/>
						FY <input type="text"/>
						RETURN <input type="text"/>
System Messages:					<b>Total</b>	<b>17,980.38</b>

**CALAVERAS CONSOLIDATED FIRE  
PROTECTION DISTRICT**

Date: 1/22/2024

**MAIL ALL CHECKS**

Contact: ROSE BERISTIANOS  
Cell Phone: 482-3754

**22030010**  
PO BOX 579  
VALLEY SPRINGS CA 95252

**Please initial any strikeovers/changes**

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				BATCH OH179307		
				CAL CARD		
<b>\$ 11,950.92 PLUS TAX IF NEEDED</b>						

District agrees to retain original invoices for five years. Merchandise itemized above has been received or the services claimed have been performed and the expenditures are authorized and approved by

I hereby approved the above claim(s) and certify to the correctness of the computations.

Kathy Gomez, Auditor-Controller

CHRISTOPHER ALLEN  
KEN GLISSMAN  
KEITH HAFLEY  
SAM HARRIS  
RYAN HAMRE  
PATRICK SULLIVAN  
TIM RUNION  
GARRETT ROBERTSHAW

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

CHIEF RICH DICKINSON

\_\_\_\_\_



**AP Entry Batch Proof**

Batch ID: **OH179307**

Enter Date:  Batch Status: BE User Total: 11,950.92

The undersigned, under penalty of perjury, states that the items on the attached claim are true and correct, that the amounts are properly due this claimant, and that no items have been previously paid. Furthermore, the articles or services specified in the attached claim were necessary, ordered for use by this department, and the articles or services have been delivered or performed as stated.

Authorized Signature: \_\_\_\_\_

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

Audited: \_\_\_\_\_

Distributed: \_\_\_\_\_

Paid: \_\_\_\_\_

User: BERISTIANOS,ROSE Batch Created By: BERISROS Date: 01/18/2024  
Report: Batch Proof (Auditor) Time: 19:37:20

Inv Amt **11,950.92** 22030010 CALCO-FHJLJPA 5241 Office Expense JL: Separate Check: Relate To:  
Invoice Date:  Invoice #: 2203011524 JAN CAL CARD Secondary Ref: PO#:  
Vendor: 0037446 [US BANK CORP PAYMENT](#) PO BOX 790428 SAINT LOUIS MO 63179-0428 REFUND FY RETURN  
Division Code: SPD2 Check Stock: AP Tax Code: Contract:

System Messages: Total **11,950.92**

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## Training Structure proposal

1 message

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Hi Ryan,

I was able to reduce our fee as outlined below:

**PHASE I: CONCEPTUAL DESIGN DRAWINGS:**

I will not bill for any of my time.

Original Fee: \$1,500.00 Proposed Fee: \$0.00

Savings: \$1,500.00

**PHASE II: CONSTRUCTION DOCUMENTS:**

I will lower our rate from \$165.00/hr. to \$125.00/hr.

I've eliminated 3 hours from this fee associated with administration.

Original fee; \$13,700.00 Proposed Fee \$10,000.00

Saving: \$3,700.00

**TOTAL ARCHITECTURAL FEE FOR THE PROJECT: \$10,000.00.**

Total saving for Architectural services: \$5,200.00

The \$10,000.00 pays for my guys time, associated payroll taxes and benefits most of the other associated overhead, and eliminates any profit associated with the architectural portion of the project. It does not include any construction cost required to build out the project.

I spoke to my structural engineer. He reminded me that he always gives me his best fees, and was not able to lower his fee. His fee remains at \$6,860.00.

If this will work for you, let me know and I will revise our proposal to reflect the reduced fees.

Thank you,

Randall Harris  
HDO Architects-Planners  
2950 Camino Diablo, Suite 110  
Walnut Creek, CA 94597  
(925) 256-6042 x-16