



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

Regular Meeting Agenda
Monday, February 27, 2017 7:00 PM

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
- 3. ROLL CALL:** Board Members: Kim Olson, Pat Garrahan, Keith Hafley, Sam Harris, Tim Runion, Ken Glissman, Chris Allen, Pat Brown and Marcus Omlin.

Staff: Fire Chief Jason Robitaille, Rose Beristianos and Karlene Cleland
- 4. 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).)
- 5. 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: January 23, 2017 Finance Committee Meeting
 - B. Approval of Draft Minutes: January 23, 2017 Regular Meeting
 - C. Approval of Transmittals dated February 27, 2017: Batch OH143924 for \$11,574.15 and Cal Card Batch OH143949 for \$1,907.28

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132 and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the office reflected above, during regular business hours, at least forty-eight hours prior to the time of the meeting.

6. FINANCE BUSINESS

- A. Supplemental Transmittals

7. FIRE CHIEF'S REPORT

8. COMMITTEE REPORTS

- A. Finance Committee
- B. Personnel Committee

9. CORRESPONDENCE:

- 10. 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 – Facility Rental
- B. Discussion/Action – Fire Prevention Ordinance

11. NEW BUSINESS:

- A. Discussion/Action – SDRMA Notification of Nominations - 2017 Election Board of Directors
- B. Discussion/Action – Strike Team Pay

12. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS:

13. ADJOURNMENT:

- A. Discussion/Action – Next meeting tentatively scheduled for March 27, 2017



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Finance Committee Meeting Minutes
Monday January 23, 2017 5:00 PM

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
- 3. ROLL CALL:** Board Members Present: Sam Harris, Marcus Omlin, and Kim Olson.
Staff Present: Fire Chief Jason Robitaille
- 4. PUBLIC COMMENT: None**
- 5. NEW BUSINESS:**
 - A. Finance Discussion – Staffing
The committee reviewed several staffing options that will be brought to the Board at their regular meeting January 23, 2017 for discussion and possible action.
- 6. ADJOURNMENT:** The meeting was adjourned at 6:18 PM



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Regular Meeting Minutes
Monday, January 23, 2017 7:00 PM

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
- 3. ROLL CALL:** Board Members Present: Kim Olson, Keith Hafley, Sam Harris, Tim Runion, Ken Glissman, Pat Brown and Marcus Omlin.
Board Members Absent: Chris Allen & Pat Garrahan
Staff Present: Fire Chief Jason Robitaille and Rose Beristianos
Staff Absent: Karlene Cleland
- 4. PUBLIC COMMENT: None**
- 5. CONSENT CALENDAR:**
 - A. Approval of Draft Minutes: December 19, 2016 Regular Meeting
Keith Hafley made the motion and Sam Harris made the 2nd to approve the draft minutes. Vote: 6-0-2 Ken Glissman abstained
 - B. Approval of Draft Minutes: January 3, 2017 Finance Committee Meeting
Pat Brown made the motion and Marcus Omlin made the 2nd to approve the draft minutes. Vote: 7-0-2
 - C. Approval of Transmittals dated January 23, 2017: Batch OH143478 for \$15,034.20 and Cal Card Batch OH143480 for \$999.72. Tim Runion made the motion and Ken Glissman made the 2nd to approve the batches with the corrected amount to Batch OH143480 to \$1,014.22. Vote: 7-0-2
- 6. FINANCE BUSINESS**
 - A. Supplemental Transmittals – Sam Harris made the motion and Tim Runion made the 2nd to approve Batch OH143513 for \$29,930.63 and a Supplemental Batch for Gates Concrete for \$22,000. Vote: 7-0-2
- 7. FIRE CHIEF'S REPORT:** Chief Jason Robitaille presented his report.

8. COMMITTEE REPORTS

- A. Finance Committee: The committee met January 3rd and January 23, 2017 and their staffing recommendations will be discussed under new business.
- B. Personnel Committee: None
- C. Adhoc Planning Committee: The committee met two times to discuss options that were forwarded to the Finance Committee and will be discussed under new business (see attached report of discussion items)

9. CORRESPONDENCE: The following correspondences were read

Calaveras Marine Corps Toys For Tots
Law Offices Mayall Hurley

10. UNFINISHED BUSINESS:

- A. Discussion/Action – Engine 113
Tim Runion made the motion and Ken Glissman made the 2nd to refrain from making any further repairs on Engine 113 at this time and to store it until further notice. Vote: 7-0-2

11. NEW BUSINESS:

- A. Discussion/Action – Staffing
Chief Jason Robitaille presented a worksheet with several options that the Finance Committee, the Adhoc Planning Committee and the Chief put together. (see attached) Sam Harris made the motion and Ken Glissman made the 2nd to go with Option 2 with a review every year on the Strike Team money. Vote: 6-0-2 Pat Brown abstained.
- B. Discussion/Action – Facility Rental – This item was tabled until next meeting
- C. Discussion/Action – Adoption of Fire Code Policy – Kim Olson informed the Board that this adoption does not have to come to the board for discussion/action.
- D. Discussion/Action – Fire Prevention Ordinance - Chief Jason Robitaille explained that there is a rough draft that is under review. Ken Glissman made the motion and Keith Hafley made the 2nd to continue with the development of the Ordinance and take it to County Council for review and then bring it back to the board. Vote: 7-0-2

12. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS:

Sam Harris said that the board worked hard on the staffing options and asked that the firefighters give advanced notice if there is a possibility of seeking employment elsewhere. Marcus Omlin and Tim Runion said that they appreciate all that the firefighters and the Chief do for the Department.

Kim Olson suggested that the Adhoc Planning Committee be dissolved.

Chief Jason Robitaille said that the firefighters are doing an exceptional job. He also said that the firefighters were notified that they had to have their letters of interest in by 1-27-17 for Engineers Positions and that that he would be moving forward quickly after that date to get the test scheduled and that he will be working on recruitment and retention more diligently.

13. ADJOURNMENT: The meeting was adjourned at 8:50 PM

CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT

Date: 1/23/17

MAIL ALL CHECKS

Contact: JASON ROBITAILLE
Phone: 786-2227

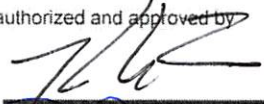
22030010
PO BOX 579
VALLY SPRINGS CA 95252

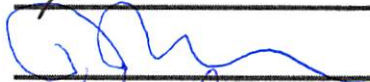
Please initial any strikeovers/changes


INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				BATCH OH143480		
				CAL CARD		
# 1014.72						
<p>\$ 999.72 Grand Total</p>						

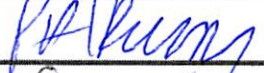
District agrees to retain original invoices for five years. Merchandise itemized above has been received or the services claimed have been performed and the expenditures are authorized and approved by


PATRICK GARRAHAN
KIM OLSON
KEN GLISSMAN
KEITH HAFLEY
SAM HARRIS
PAT BROWN
TIM RUNION
MARCUS OMLIN
CHRISTOPHER ALLEN











I hereby approved the above claim(s) and certify to the correctness of the computations.
Rebecca Callen, Auditor-Controller

By: _____
Deputy

CHIEF JASON ROBITAILLE

AP Entry Batch Proof

Batch ID: OH143480

Enter Date: 01/18/2017 Batch Status: BE User Total: 1,014.72

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: 01/26/2017
 Report: Batch Proof (Auditor) Time: 06:49:39

Inv Amt	788.99	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>12/22/2016</u>	Invoice #:	2203122216	ACCT#	4246 0445 5566 1531	Secondary Ref:	PO#:		
Vendor:	0037446	<u>US BANK CORP PAYMENT</u> PO BOX 790428			SAINT LOUIS	MO	63179-0428		
Division Code:	SPD2	Check Stock:	AP	Tax Code:		REFUND	FY	RETURN	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inv Amt	9.99	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>12/22/2016</u>	Invoice #:	2203122216	ACCT#	4246 0445 5566 1531	Secondary Ref:AMAZON 2	PO#:		
Vendor:	0037446	<u>US BANK CORP PAYMENT</u> PO BOX 790428			SAINT LOUIS	MO	63179-0428		
Division Code:	SPD2	Check Stock:	AP	Tax Code:	NO	REFUND	FY	RETURN	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inv Amt	199.99	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>12/22/2016</u>	Invoice #:	2203122216	ACCT#	4246 0445 5566 1531	Secondary Ref:LIL GIANT LAD	PO#:		
Vendor:	0037446	<u>US BANK CORP PAYMENT</u> PO BOX 790428			SAINT LOUIS	MO	63179-0428		
Division Code:	SPD2	Check Stock:	AP	Tax Code:	NO	REFUND	FY	RETURN	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inv Amt	0.75	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>12/22/2016</u>	Invoice #:	2203122616	SALES TAX		Secondary Ref:AMAZON 9.99	PO#:		
Vendor:	0006810	<u>STATE BOARD OF EQUALIZ</u> PO BOX 942879			SACRAMENTO	CA	94279-6093		
Division Code:	STAX	Check Stock:	ST	Tax Code:		REFUND	FY	RETURN	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inv Amt	15.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>12/22/2016</u>	Invoice #:	2203122616	SALES TAX		Secondary Ref:LIL GIANT LAD	PO#:		
Vendor:	0006810	<u>STATE BOARD OF EQUALIZ</u> PO BOX 942879			SACRAMENTO	CA	94279-6093		
Division Code:	STAX	Check Stock:	ST	Tax Code:		REFUND	FY	RETURN	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Messages:							Total	1,014.72	

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT**

Date: 1/23/2017

MAIL ALL CHECKS

Contact: **JASON ROBITAILLE**
Phone: **788-2227**

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

Please Initial any strikeovers/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				OH143513		
				SUPPLEMENTAL BILLS		
\$ 29,930.63 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.
Rebecca Callen, Auditor-Controller

PATRICK GARRAHAN
KIM OLSON
KEN GLISSMAN
KEITH HAFLEY
SAM HARRIS
PAT BROWN
TIM RUNION
MARCUS OMLIN
CHRISTOPHER ALLEN

By: _____
Deputy

CHIEF JASON ROBITAILLE

AP Entry Batch Proof

Batch ID: OH143513

Enter Date: 01/23/2017 Batch Status: BE User Total: 29,930.63

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: 01/23/2017
 Report: Batch Proof (Auditor) Time: 14:29:03

<i>Inv Amt</i> 3,426.93	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/10/2017</u>	<i>Invoice #</i> : 155976		CUST# 10314		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor</i> : 0024914	<u>HI-TECH EMERGENCY VEH</u>	PO BOX 1616	OAKDALE	CA	95361-1616	REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 351.31	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/05/2017</u>	<i>Invoice #</i> : 589387		ACCT# 90197		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor</i> : 0038243	<u>HUNT AND SONS INC</u>	PO BOX 277670	SACRAMENTO	CA	95827	REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 465.84	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/18/2017</u>	<i>Invoice #</i> : 595514		ACCT# 90197		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor</i> : 0038243	<u>HUNT AND SONS INC</u>	PO BOX 277670	SACRAMENTO	CA	95827	REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 4,452.50	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>12/31/2016</u>	<i>Invoice #</i> : 9086		CALAVERAS CONSOLIDATED FIRE		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor</i> : W005503	<u>WEATHERBY-REYNOLDS</u>	206 PEEK STREET	JACKSON	CA	95642	REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 152.78	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/06/2017</u>	<i>Invoice #</i> : 55764		MBR# 7712		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor</i> : 0033234	<u>SPECIAL DISTRICT RISK</u>	1112 I ST STE 300	SACRAMENTO	CA	95814-2865	REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

AP Entry Batch Proof

Batch ID: OH143513

Inv Amt	13,712.59	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	01/05/2017	Invoice #:	J27238	CALAVERAS CONSOLIDATED FIRE		Secondary Ref:	PO#:		
Vendor:	0041378	VALLEY POWER SYSTEMS DEPT 34677 PO BOX 39000		SAN FRANCISCO CA 94139			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	300.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	01/11/2017	Invoice #:	13903	CALAVERAS CONSOLIDATED FIRE		Secondary Ref:	PO#:		
Vendor:	0041765	FAST REPOSE ON-SITE T 1605 CAPITOLA RD		SANTA CRUZ CA 95062			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	67.09	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	01/10/2017	Invoice #:	CI005830	ACCT# PIE-0019		Secondary Ref:	PO#:		
Vendor:	W007765	GOLDEN STATE 7400 REESE ROAD		SACRAMENTO CA 95828			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	466.79	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	12/31/2016	Invoice #:	2203123116	ACCT# 3578		Secondary Ref:	PO#:		
Vendor:	0002183	SENDERS MARKET INC PO BOX 197		MOUNTAIN RANCHCA 95246			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	4,296.80	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	01/31/2017	Invoice #:	WI00849	ACCT# PIE-0019		Secondary Ref:	PO#:		
Vendor:	W007765	GOLDEN STATE 7400 REESE ROAD		SACRAMENTO CA 95828			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	39.58	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	01/14/2017	Invoice #:	CI005867	ACCT# PIE-0019		Secondary Ref:	PO#:		
Vendor:	W007765	GOLDEN STATE 7400 REESE ROAD		SACRAMENTO CA 95828			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	437.50	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	12/23/2016	Invoice #:	45733	CALAVERAS CONSOLIDATED FIRE		Secondary Ref:	PO#:		
Vendor:	0002360	SAM BERRI TOWING PO BOX 1978		MURPHYS CA 95247			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	149.85	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date:	01/21/2017	Invoice #:	17126	CALAVERAS CONSOLIDATED FIRE		Secondary Ref:	PO#:		
Vendor:	0041279	ARTIGA, CESAR PO BOX 581272		MODESTO CA 95358			REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AP Entry Batch Proof

Batch ID: OH143513

<i>Inv Amt</i> 1,161.69	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 01/13/2017	<i>Invoice #:</i> INV76007		CUST# C4529		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0001129	<u>LN CURTIS AND SONS</u>	PO BOX 39000			SAN FRANCISCO CA 94139		
Division Code: SPD2		Check Stock: AP	Tax Code:			REFUND <input type="checkbox"/>	FY <input type="checkbox"/> RETURN <input type="checkbox"/>
<i>Inv Amt</i> 449.38	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 01/11/2017	<i>Invoice #:</i> INV74909		CUST# 4529		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0001129	<u>LN CURTIS AND SONS</u>	PO BOX 39000			SAN FRANCISCO CA 94139		
Division Code: SPD2		Check Stock: AP	Tax Code:			REFUND <input type="checkbox"/>	FY <input type="checkbox"/> RETURN <input type="checkbox"/>
System Messages:	Total						29,930.63

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT**

Date: 1/23/2017

MAIL ALL CHECKS

Contact: JASON ROBITAILLE
Phone: 786-2227

22030010
PO BOX 579
VALLY SPRINGS CA 95252

Please initial any strikeovers/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				GATES CONCRETE CONSTRUCTION		
\$ 22,000.00				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

PATRICK GARRAHAN
KIM OLSON
KEN GLISSMAN
KEITH HAFLEY
SAM HARRIS
PAT BROWN
TIM RUNION
MARCUS OMLIN
CHRISTOPHER ALLEN

I hereby approved the above claim(s) and certify to the correctness of the computations.
Rebecca Callen, Auditor-Controller

By: _____
Deputy

CHIEF JASON ROBITAILLE

Report from Planning Meeting held 1-3-17

In attendance: Pat Brown Sam Harris Chief Robitaille Kim Olson Keith Hafley

Discussion with Chief Robitaille - working part time, part time and Duty Officer Stand by

Discussion on staffing Fire Stations - One engine and two engine models including staffing

Request a sign be placed in front of station when closed

Report from Planning Meeting held 1-17-17

In attendance: Pat Brown Sam Harris Chief Robitaille Kim Olson Keith Hafley

Discussion on different models of paying - staffing of Engine Companies and Stations

Discussion on Fire Marshal

Recommendations sent to Finance Committee

Discussion with Chief Robitaille on staying on and future contract

Personnel		1 Chief - 2 Eng Option 1	1 Chief - 2 Eng - Option 2	1 Chief 1 - Eng Option 3	1 Chief 1 - Eng Option 4	
Personnel	Budget					
Office						
1-Administrative Assistant	\$	19,000	\$	19,000	\$	19,000
Step Raise	\$	-				
PTO	\$	-				
Chief Officers						
1-F/T Fire Chief		75,000		75,000		75,000
Step Raise		-				
1-P/T B/C		-				
Monthly Benefit		3,000		3,000		3,000
PTO FC (Banked)		-				
PTO FC (Projected FY 16/17)		-				
FT Staff						
F/T Captain (16hr)	\$	47,840	\$	47,840	\$	47,840
F/T Captain (15hr)	\$	44,850	\$	44,850	\$	44,850
F/T Eng (13hr)	\$	38,870	\$	38,870	\$	38,870
F/T Eng (13hr)	\$	38,870	\$	-		
Step Raise	\$	-				
PTO (8.28hr Per Pay Period x 20.27)		16,133		12,100		12,100
PTO (Banked)		-				
Monthly Benefit (1250mox4employx12mo)		60,000		45,000		45,000
LT Engineers						
Eng (\$11x56hr 24/7/365)		65,780		98,670		98,670
Eng (\$13x56hr)		-				
PT Eng (\$10.5x24hr)		-				
PTO		-				
Monthly Benefit		-				
PT- Fire Marshal						
1 PT - Fire Marshal		-		-		-
Other						
Pre-Employment Physicals		-				
Finance Assistant		-				
College Intern (\$75dayx2internsx365)		54,750		54,750		27,375
Extra-Hire Strike Team		-				
Total		464,093		439,080		411,705
Total Expenses						384,330

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT
22030010**

Date: 2/27/17

MAIL ALL CHECKS

Contact: **JASON ROBITAILLE**
Phone: **786-2227**

**PO BOX 579
VALLY SPRINGS CA 95252**

Please initial any strikeovers/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				OH143924		
				REGULAR BILLS		

\$ 11,574.15 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

**PATRICK GARRAHAN
KIM OLSON
KEN GLISSMAN
KEITH HAFLEY
SAM HARRIS
PAT BROWN
TIM RUNION
MARCUS OMLIN
CHRISTOPHER ALLEN**

I hereby approved the above claim(s) and certify to the correctness of the computations.
Rebecca Callen, Auditor-Controller

By: _____
Deputy

CHIEF JASON ROBITAILLE

AP Entry Batch Proof

Batch ID: OH143924

Enter Date: 02/21/2017 Batch Status: BE User Total: 11,574.15

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: 02/22/2017
 Report: Batch Proof (Auditor) Time: 20:54:38

Inv Amt	515.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>02/02/2017</u>	Invoice #:	10805	INV#	10805	Secondary Ref:	PO#:		
Vendor:	0041553	GEISZLER CPA. ANTIONET 1743 GRAND CANAL BLVD STE 10			STOCKTON	CA	95207		
Division Code:	SPD2	Check Stock:	AP	Tax Code:			REFUND	FY	RETURN
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	635.44	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>03/01/2017</u>	Invoice #:	2203030117	POLICY ID#	905670466	Secondary Ref:	PO#:		
Vendor:	0038270	BLUE SHIELD OF CA LIFE PO BOX 51827			LOS ANGELES	CA	90051-6127		
Division Code:	SPD2	Check Stock:	AP	Tax Code:			REFUND	FY	RETURN
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> RD
Inv Amt	815.50	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>01/12/2017</u>	Invoice #:	82768	ACCT#	CC0JLF	Secondary Ref:	PO#:		
Vendor:	W000798	COLUMBIA 22480 PARROTTS FERRY ROAD			COLUMBIA	CA	95310		
Division Code:	SPD2	Check Stock:	AP	Tax Code:			REFUND	FY	RETURN
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	32.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>02/03/2017</u>	Invoice #:	216524	CUST#	152333	Secondary Ref:	PO#:		
Vendor:	0028552	CA DEPT OF JUSTICE PO BOX 944255			SACRAMENTO	CA	94244-2550		
Division Code:	SPD2	Check Stock:	AP	Tax Code:			REFUND	FY	RETURN
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	1,800.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	<u>02/08/2017</u>	Invoice #:	14005	CALAVERAS CONSOLIDATED FIRE	Secondary Ref:	PO#:			
Vendor:	0041765	FAST REPOSE ON-SITE T 1605 CAPITOLA RD			SANTA CRUZ	CA	95062		
Division Code:	SPD2	Check Stock:	AP	Tax Code:			REFUND	FY	RETURN
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AP Entry Batch Proof

Batch ID: OH143924

Inv Amt	125.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To: EX	
Invoice Date	02/15/2017	Invoice #:	2203021517		REIMB EMT STATE CARD	Secondary Ref:	PO#:		
Vendor:	0041712	GORDON, EDWARD			VALLEY SPRINGS CA 95252		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	624.73	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	01/31/2017	Invoice #:	599627		ACCT# 90197	Secondary Ref:	PO#:		
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670		SACRAMENTO CA 95827		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	1,115.44	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	02/14/2017	Invoice #:	606714		ACCT# 90197	Secondary Ref:	PO#:		
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670		SACRAMENTO CA 95827		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	229.29	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	02/16/2017	Invoice #:	607555		ACCT# 90197	Secondary Ref:	PO#:		
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670		SACRAMENTO CA 95827		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	2,282.09	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	01/25/2017	Invoice #:	782757		CUST# 95252JFD	Secondary Ref:	PO#:		
Vendor:	0002103	LIFE ASSIST INC	11277 SUNRISE PARK DR		RANCHO CORDOVACA 95742		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	239.83	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	02/06/2017	Invoice #:	784085		CUST# 95252JFD	Secondary Ref:	PO#:		
Vendor:	0002103	LIFE ASSIST INC	11277 SUNRISE PARK DR		RANCHO CORDOVACA 95742		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	400.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	01/30/2017	Invoice #:	1598		INV# 1598	Secondary Ref:	PO#:		
Vendor:	W008908	MILES EXCAVATION INC	PO BOX 224		WALLACE CA 95254		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inv Amt	488.19	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
Invoice Date	01/23/2017	Invoice #:	73471		INV# 73471	Secondary Ref:	PO#:		
Vendor:	0025112	SCOTTS DISTRIBUTING	PO BOX 481		ANGELS CAMP CA 95222		REFUND	FY	RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AP Entry Batch Proof

Batch ID: OH143924

<i>Inv Amt</i> 450.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date</i> 02/01/2017	<i>Invoice #:</i> 2203020117	ACCT# 01-0004261			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0041799	VALLEY SPRINGS SPORTS 145 MANGILI ROAD		VALLEY SPRINGS CA 95252			REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 800.06	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date</i> 01/28/2017	<i>Invoice #:</i> U1086307	ACCT# 17823			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0041428	VAN UNEN/MIERSMA PROPO BOX 96		RIPON CA 95366			REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 450.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date</i> 01/31/2017	<i>Invoice #:</i> 2203013117	JAN 2017 STATEMENT			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0041402	BERISTIANOS, ROSEMARIE		VALLEY SPRINGS CA 95252			REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> RD
<i>Inv Amt</i> 466.52	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date</i> 01/28/2017	<i>Invoice #:</i> 2203012817	CUST# 1068745			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0041084	OREILLY AUTOMOTIVE STQPO BOX 9464		SPRINGFIELD MO 65801-9464			REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 105.06	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date</i> 01/31/2017	<i>Invoice #:</i> 2203013117	ACCT# 3578			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0002183	SENDERS MARKET INC PO BOX 197		MOUNTAIN RANCHCA 95246			REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Messages:						Total	11,574.15	

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT**

Date: 2/27/17

MAIL ALL CHECKS

Contact: **JASON ROBITAILLE**
Phone: **786-2227**

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

Please initial any strikeovers/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				BATCH OH143949		
				CAL CARD		
\$ 1,907.28 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

PATRICK GARRAHAN
KIM OLSON
KEN GLISSMAN
KEITH HAFLEY
SAM HARRIS
PAT BROWN
TIM RUNION
MARCUS OMLIN
CHRISTOPHER ALLEN

I hereby approved the above claim(s) and certify to the correctness of the computations.
Rebecca Callen, Auditor-Controller

By: _____
Deputy

CHIEF JASON ROBITAILLE

AP Entry Batch Proof

Batch ID: OH143949

Enter Date: 02/22/2017 Batch Status: BE User Total: 1,907.28

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: 02/22/2017
 Report: Batch Proof (Auditor) Time: 19:15:02

<i>Inv Amt</i> 1,810.87	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/23/2017</u>	<i>Invoice #</i> : 2203012317	ACCT# 4246 0445 5566 1531	<i>Secondary Ref</i> :	<i>PO#</i> :	
<i>Vendor</i> :0037446	US BANK CORP PAYMENT \$PO BOX 790428	SAINT LOUIS MO 63179-0428			
<i>Division Code</i> : SPD2	<i>Check Stock</i> : AP	<i>Tax Code</i> :		REFUND <input type="checkbox"/>	FY <input type="checkbox"/> RETURN <input type="checkbox"/>
					RD <input type="checkbox"/>
<i>Inv Amt</i> 78.45	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/23/2017</u>	<i>Invoice #</i> : 2203012317	ACCT# 4246 0445 5566 1531	<i>Secondary Ref</i> :AGT	<i>PO#</i> :	
<i>Vendor</i> :0037446	US BANK CORP PAYMENT \$PO BOX 790428	SAINT LOUIS MO 63179-0428			
<i>Division Code</i> : SPD2	<i>Check Stock</i> : AP	<i>Tax Code</i> : NO		REFUND <input type="checkbox"/>	FY <input type="checkbox"/> RETURN <input type="checkbox"/>
					RD <input type="checkbox"/>
<i>Inv Amt</i> 12.27	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/23/2017</u>	<i>Invoice #</i> : 2203012317	ACCT# 4246 0445 5566 1531	<i>Secondary Ref</i> :AGT SHIPPING	<i>PO#</i> :	
<i>Vendor</i> :0037446	US BANK CORP PAYMENT \$PO BOX 790428	SAINT LOUIS MO 63179-0428			
<i>Division Code</i> : SPD2	<i>Check Stock</i> : AP	<i>Tax Code</i> :		REFUND <input type="checkbox"/>	FY <input type="checkbox"/> RETURN <input type="checkbox"/>
					RD <input type="checkbox"/>
<i>Inv Amt</i> 5.69	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date</i> <u>01/23/2017</u>	<i>Invoice #</i> : 2203012317	SALES TAX	<i>Secondary Ref</i> :	<i>PO#</i> :	
<i>Vendor</i> :0006810	STATE BOARD OF EQUALIZPO BOX 942879	SACRAMENTO CA 94279-6093			
<i>Division Code</i> : STAX	<i>Check Stock</i> : ST	<i>Tax Code</i> :		REFUND <input type="checkbox"/>	FY <input type="checkbox"/> RETURN <input type="checkbox"/>
					RD <input type="checkbox"/>
System Messages:					Total 1,907.28

Cal Card Summary
Object
Code

PEID

37446
Receipt

CARD#	Date	Obj Code	Amount	Total	Person	Y or N	Description
	1/13/17	5115	21.72	21.72	JASON R		LOWES-SAFETY GLASSES
	1/16/17	5141	61.45		JASON R		BUILD A SIGN
	1/12/17	5141	831.46	892.91	K CLELAND		AMAZON-SUPPLIES
7685	1/23/17	5201	214.46	214.46	J RUOFF	N	LOWES
5074	12/30/16	5241	246.13		JASON R		APPLE -SOFTWARE/HD
5298	1/4/17	5241	14.99		R THOMAS	N	ADOBE-SOFTWARE
	1/23/17	5241	52.12		K CLELAND		STAPLES
LATE FEE	1/23/17	5241	9.09	322.33	LATE FEE		LATE FEE
	1/18/17	5401	4.82	4.82	R THOMAS	N	CVS
9606	1/18/17	5422	35.00	35.00	J BUTLER		AMERICAN SAFETY-CPR
2728	1/13/17	5480	6.47	6.47	B GAMMA		EXXON -FUEL
9114	12/27/16	5501	111.98		K CLELAND		DIRECT TV
	1/2/17	5501	126.18		K CLELAND		VONAGE
	1/23/17	5501	75.00	313.16	K CLELAND		ATT
9787	1/5/17	5401	78.45		D GALLIAZZO		AGT BATTERY-PART
9787	1/5/17	5401	12.27	90.72	D GALLIAZZO		AGT BATTERY S/H
SALES TAX	1/5/17	5401	5.69	5.69	D GALLIAZZO		AGT TAX
			1,907.28	1,907.28			

Notification of Nominations – 2017 Election SDRMA Board of Directors

February 3, 2017

Chief Kim Olson
Battalion Chief
Calaveras Consolidated Fire Protection District
6501 Jenny Lind Road
Valley Springs, California 95252

RECEIVED FEB 08 2017

Dear Chief Olson:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2017 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-03, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Four Director seats are up for election. The nomination filing deadline is Friday, May 5, 2017. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA Tuesday, August 29, 2017.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-03, Section 4.1) and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidates Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2017 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2018 and expire December 31, 2021.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 5, 2017.**

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2017 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

2017 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 5, 2017, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2017.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- ___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

- ___ **Attachment Two:** **SDRMA Board of Directors 2017 Nomination/Election Schedule:** Please review this document for important deadlines.

- ___ **Attachment Three:** **SDRMA Election Policy No. 2017-03:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ___ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ___ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

**SDRMA BOARD OF DIRECTORS
FACT SHEET**

SDRMA BOARD OF DIRECTORS

ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.
Four Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2018 and end on December 31, 2021.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	7-Board Meetings Annually: Generally not more than one meeting per month, with an average of seven board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	3:00 p.m. and 8:00 a.m.: Meetings are from 3:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to 10:00 a.m.
Meeting Length	4 - 6 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost efficient manner."

Special District Risk Management Authority | A Property/Liability, Workers' Compensation and Health Benefits Program

**SDRMA BOARD OF DIRECTORS
2017 NOMINATION/ELECTION SCHEDULE**

2017 Nomination/Election Schedule

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23/30	24/31	25	26	27	28	29

AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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24/31	25	26	27	28	29	30

TASK TIMELINE

1/5 Board approves Election Schedule

2/3 Mail Notification of Election and
Nomination Procedure to Members in January
90 days prior to mailing Ballots (103 actual days)

5/5 Deadline to return Nominations

5/11 Tentative Election Comm. Reviews
Nominations

5/17-18 Mail Ballots 60 days prior to
ballot receipt deadline (103 actual days)

8/29 Deadline to Receive Ballots

8/30 Tentative Election Committee
Counts Ballots

8/31 Election Committee Notifies Successful
Candidates and Provides Them With
Upcoming Board Meeting Schedule

9/27 Directors' Elect Invited to CSDA Annual
Conf/SDRMA Breakfast/Super Session

11/1-2 Directors' Elect Invited to SDRMA
Board Meeting

1/2018 Newly Elected Directors Seated and
Election of Officers

**SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-03**

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 2nd day of February 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

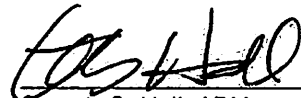
This Policy No. 2017-03 supercedes Policy No. 2015-01 and all other policies inconsistent herewith.

APPROVED:



Jean Bracy, President
Board of Directors

ATTEST:



Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-03, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 5 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-03, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 5, 2017 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]
NAYES: "
ABSTAIN: "
ABSENT: "

APPROVED

ATTEST

President - Governing Body

Secretary

**CANDIDATE'S STATEMENT
OF
QUALIFICATIONS**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

What is your overall vision for SDRMA? **(Response Required)**

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

What is your overall vision for SDRMA? (Response Required)

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

?..??? **Strike Teams and Out-of-District Response Compensation**

[ADOPTED: XX/XX/XXXX]

This section applies to employees and volunteers assigned to strike teams, task forces, individual increments, or other assignments to mutual aid that are not part of the 'day-to-day' automatic and mutual aid provided to other agencies within Calaveras County. Notwithstanding this, it does not apply to executive or management employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

- a. When committed to such an assignment the following terms and conditions of work and compensation will apply:
 1. The District has agreed to act as a pass-through for funds supplied by the Calaveras Consolidated Fire Protection District for special assignments. Volunteer Fire Fighters, including Volunteer Intern Fire Fighters, will be paid at least the state minimum wage while engaged in any of the assignments set forth in subsection (a) above. This pay will begin upon commitment to the assignment and will also include any time worked during that seven-day work period (from 0800 Sunday through 0759 the following Sunday) in which the assignment is made.
 2. All individuals to whom this policy applies will be paid for all hours worked during the workweek. These individuals are partially exempt from the overtime provisions of the FLSA pursuant to 29 U.S.C. section 207(k). They will be paid their regular hourly rate of pay (for volunteers, the base rate of pay set for such assignments) for the first 53 hours worked in the seven-day work period, and one-and-one-half times their regular hourly rate of pay for all hours worked in excess of 53 during the seven-day work period.
- b. Volunteer firefighters ("Volunteer") who request to serve on strike teams, task forces, individual increments, or other assignments to mutual aid that are not part of the 'day-to-day' automatic and mutual aid provided to other agencies within Calaveras County do so with the understanding and agreement that such assignments are temporary and incidental to the nature and purpose of their volunteer firefighting position and are not intended by either the District nor the Volunteer to constitute permanent appointment as a full or part-time employee. All Volunteers who request any such assignment do so with the understanding and agreement that as a Volunteer:
 1. The Volunteer is not an employee of the District;
 2. The Volunteer seeks to serve for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation, except for nominal fees, and;
 3. This service (volunteer fire fighter) is offered freely and without coercion, direct or implied, from the District or any of its agents, and;
 4. The Volunteer is not otherwise employed by the District to do the same work for which he / she is requesting to volunteer.

X-REF: District Manual Section X.XX.XXX

REFERENCE: DOL Opinion Letter FLSA2006-38 (September 29, 2006)
DOL Opinion Letter FLSA2005-32 (September 9, 2005)

Receipt and Acknowledgement

Name: _____

Date: _____

I have received a copy of District Policy Section X.XX/XXX Strike Teams and Out-of-District Response Compensation and I have read it. I have had the opportunity to discuss it with a Chief Officer. I understand this policy.

Signature

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