



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

Special Meeting Agenda
Monday, October 16, 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 and Rose Beristianos
- 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: September 25, 2017 Regular Meeting
 - B. Approval of Transmittal dated 10/16/17 OH147211 \$22,572.92 regular bills
- 6. FINANCE BUSINESS**
 - A. Supplemental Transmittals
- 7. FIRE CHIEF'S REPORT**

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.

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 – Fire Prevention Ordinance
- B. Discussion/Action – Renting out Co.1
- C. Discussion/Action – Article ‘P’ Section 1
- D. Discussion/Action – Fire Impact Fee Nexus Study
- E. Discussion/Action – Administrative Assistant Position- Harris
- F. Discussion/Action – Chief Job Announcement
- G. Discussion/Action -- JPA with local partners
- H. Discussion/Action – B/C positions

11. NEW BUSINESS:

12. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS:

13. ADJOURNMENT:

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

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Regular Meeting Minutes
Monday, September 25, 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, Pat Garrahan, Keith Hafley, Tim Runion, Ken Glissman, Pat Brown and Marcus Omlin.
Board Members Absent: Sam Harris, Chris Allen
Staff Present: Fire Chief Jason Robitaille and Rose Beristianos
- 4. CLOSED SESSION 6:00pm:** Board decided to reply to concerned citizen through the attorney.
- 5. PUBLIC COMMENT:** None
- 6.** Regarding Personnel Matter – Should not have been on agenda was a typo.
- 7. CONSENT CALENDAR:**
 - A.** Approval of Draft Minutes: July 24, 2017 Regular Meeting
*** Motion by Tim Runion 2nd by Pat Brown to approve minutes. Votes 7-2
 - B.** Approval of Transmittals dated August 28, 2017: Regular Bills Batch OH146867 for \$14161.86 and Cal Card Batch OH146897 \$7963.29.
*** Item pulled by Pat Brown board discussion. Motion to approve by Pat Garrahan 2nd by Ken Glissman. Votes 7-2
- 8. FINANCE BUSINESS**
 - A.** Supplemental Transmittals – None

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9. FIRE CHIEF'S REPORT – Chief present his report to the board

10. COMMITTEE REPORTS - None

- A. Finance Committee
- B. Personnel Committee

11. CORRESPONDENCE: None

12. 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 – Fire Prevention Ordinance ** No action taken continue
- B. Discussion/Action – Renting out Co.1 ** Board discussion continue
- C. Discussion/Action – Article 'P' Section 1 ** Meeting needs to be scheduled for policy and procedure. Continue
- D. Discussion/Action – Fire Impact Fee Nexus Study ** No action taken continue
- E. Discussion/Action – Administrative Assistant Position- Harris ** Board discussion continue.

13. NEW BUSINESS:

- A. Discussion/Action – Chief Job Announcement ** Motion made by Keith Hafley 2nd by Tim Runion to approve announcement with adding in photos and to make the dates applicable.
- B. Discussion/Action -- Final Budget ** Motion by Marcus Omlin and 2nd by Pat Garrahan to approve with correction. Votes 7-2
- C. Discussion/Action -- JPA with local partners ** Motion by Marcus Omlin to use existing JPA and reconfigure to explore partnerships with other fire districts 2nd by Tim Runion. Votes 7-0-2
- D. Discussion/Action – B/C positions **Board discussion continue

14. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS:

Round table discussion with all board.

13. ADJOURNMENT: 9:05pm

- A. Discussion/Action – Next meeting tentatively scheduled for October 23, 2017
Motion by Pat Garrahan 2nd by Keith Hafley to adjourn the meeting at

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT**

Date: 10/16/2017

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
				OH147211		
				REGULAR BILLS		
\$ 22,572.92 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: OH147211

Enter Date: 10/13/2017 Batch Status: BE User Total: 22,572.92

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: 10/13/2017
Report: Batch Proof (Auditor) Time: 19:00:49

Table with 5 rows of invoice data. Columns include: Inv Amt, Invoice Date, Vendor, Division Code, Check Stock, Tax Code, JL, Secondary Ref, PO#, Separate Check, Relate To, REFUND, FY, RETURN.

AP Entry Batch Proof

Batch ID: **OH147211**

<i>Inv Amt</i> 693.20	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 10/10/2017	<i>Invoice #:</i> 722075		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> 889.08	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 09/30/2017	<i>Invoice #:</i> 2203093017		ACCT# 3578		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0002183	<u>SENDERS MARKET INC</u>	PO BOX 197	MOUNTAIN RANCH	CA 95246		REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 1,077.53	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 09/21/2017	<i>Invoice #:</i> INV128623		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		REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 1,000.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 09/30/2017	<i>Invoice #:</i> 2203093017		SEPT 2017 INVOICE		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0041402	<u>BERISTIANOS, ROSEMARIE</u>	3573 BERKESEY LANE	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"/>
<i>Inv Amt</i> 2,182.90	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 09/28/2017	<i>Invoice #:</i> 33483		CALAVERAS CONSOLIDATED FIRE		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0031935	<u>SCOTTS PPE RECON INC</u>	827 BLACK DIAMOND WAY STE C LODI	CA	95240		REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 61.53	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 09/30/2017	<i>Invoice #:</i> 2203093017		ACCT ID# 101		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0041580	<u>VILLAGE GAS N MART INC</u>	10 VISTA DEL LAGO DR	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> 1,111.34	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 09/30/2017	<i>Invoice #:</i> 96032		CALAVERAS CONSOLIDATED FIRE		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0041566	<u>RAINS LUCIA STERN PC</u>	2300 CONTRA NCOSTA BLVD STE	PLEASANT HILL	CA 94523		REFUND	FY RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i> 300.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i> 10/04/2017	<i>Invoice #:</i> 349		CALAVERAS CONSOLIDATED FIRE		<i>Secondary Ref:</i>	<i>PO#:</i>	
<i>Vendor:</i> 0040520	<u>CRABTREE CONSULTING S</u>	9245 LAGUNA SPRINGS DR STE 20	ELK GROVE	CA 95758		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: **OH147211**

<i>Inv Amt</i> 250.00	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 10/03/2017	<i>Invoice #:</i> 90808	INV# 90808	CALCO		<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0041553	GEISZLER CPA, ANTIONET 1743 GRAND CANAL BLVD STE 10 STOCKTON			CA 95207		REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 47.50	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 09/15/2017	<i>Invoice #:</i> 84238	ACCT# CC0JLF			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> W000798	COLUMBIA COMMUNICATIC 22480 PARROTTS FERRY ROAD COLUMBIA			CA 95310		REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 342.08	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 09/15/2017	<i>Invoice #:</i> 84237	ACCT# CC0JLF			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> W000798	COLUMBIA COMMUNICATIC 22480 PARROTTS FERRY ROAD COLUMBIA			CA 95310		REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 142.50	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 09/08/2017	<i>Invoice #:</i> 84220	ACCT# CC0JLF			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> W000798	COLUMBIA COMMUNICATIC 22480 PARROTTS FERRY ROAD COLUMBIA			CA 95310		REFUND	FY	RETURN
Division Code: SPD2	Check Stock: AP	Tax Code:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inv Amt</i> 11,681.21	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 09/18/2017	<i>Invoice #:</i> 158568	CUST# 10314			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0024914	HI-TECH EMERGENCY VEH 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> 153.21	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 09/28/2017	<i>Invoice #:</i> 74697	CALAVERAS CONSOLIDATED FIRE			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 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"/>
<i>Inv Amt</i> 722.33	22030010	CALCO-FHJLJPA	5241	Office Expense	JL:	Separate Check:	Relate To:	
<i>Invoice Date:</i> 09/28/2017	<i>Invoice #:</i> 2203092817	CUST# 1068745			<i>Secondary Ref:</i>	<i>PO#:</i>		
<i>Vendor:</i> 0041084	OREILLY AUTOMOTIVE STC PO 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"/>
System Messages:						Total	22,572.92	