



## AGENDA

### ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING

FIRE STATION 17 (MEETING ROOM) 1364 TAVERN RD, ALPINE

**TUESDAY, August 18, 2020 - 5:00 P.M.**

## **THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE**

Pursuant to Governor Newsom's Executive Orders N-25-30, issued on March 12, 2020 and N-33-20 issued on March 19, 2020: members of the Alpine Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email.

Public Comment: to submit a comment in writing, please email [Admin@AlpineFire.org](mailto:Admin@AlpineFire.org) and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. If you would like the comment to be read aloud at the meeting (not to exceed five minutes), please write "Read Out Loud at Meeting" at the top of the email. All comments received by 3:00 pm will be emailed to the Board of Directors and included as "Supplemental Information" on the District's website prior to the meeting. Any comments received after 3:00 pm will be added to the record and shared with the members of the Board at the meeting.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings; please email [Admin@AlpineFire.org](mailto:Admin@AlpineFire.org) to request an electronic copy.

Packet documents are also posted online on our website: [www.AlpineFire.org](http://www.AlpineFire.org).



# AGENDA

## ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING

FIRE STATION 17 (MEETING ROOM) 1364 TAVERN RD, ALPINE

**TUESDAY, AUGUST 18, 2020 - 5:00 P.M.**

All exhibits described here are available for public inspection at the time and date as listed above or prior to such meeting when reports are ready in the fire station. Persons with a disability requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting may do so by contacting the Clerk of the Board at (619) 445-2635 during regular office hours. Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

**1) ATTENDANCE AT THE REGULAR MEETING**

Board Members arriving after the meeting begins will be noted PRESENT at the point in which they arrive. Board Members leaving the meeting will be noted ABSENT at the point that they leave and PRESENT at the point they reenter the meeting.

**2) APPROVAL OF AGENDA**

**3) APPROVAL OF MINUTES**

1. Approval of the Minutes of Regular Meeting July 21, 2020 (pgs. 4-6)

**4) PUBLIC HEARING ON AGENDA ITEMS**

The public may comment on any matter on the agenda at this time or may request of the Board that public comment be heard immediately prior to the Board taking action on a particular item. If there are no requests for further public comment on a particular matter then this portion of the agenda shall conclude public comment on all agenda items.

**5) DISCUSSION – POSSIBLE ACTION ITEMS**

**1. Appointment of Representatives and Committee Representatives (PASIS, FDAC-EBA)**

**PASIS (Public Agency Self Insurance System)**

Primary Rep.: Admin Director Caccavo \_\_\_\_\_

Alternate Rep.: Fire Chief Boggeln \_\_\_\_\_

**FDAC-EBA (Fire Districts Association of California – Employee Benefits Association)**

Primary Rep.: Admin Director Caccavo \_\_\_\_\_

Alternate Rep.: Fire Chief Boggeln \_\_\_\_\_

**2. Final Budget FY 2020/2021 – Second Hearing. Hearing Only/Discussion.**  
(Budget pgs. 7-17) (Changes pg. 16)

# AGENDA

**3. Budget Adjustments FY 2019/2020. Discussion/Action.**

Make final adjustments to prior fiscal year budget to comply with audit requirements.  
(Staff Report pg. 18)(Adjustments pgs. 19-22)

**4. Review and Approve Policy #5001 – CAL CARD Purchasing Policy. Discussion/Action.**  
(pgs. 23-33)

**5. Resolution #20/21-02: A Resolution of the Board of Directors of the Alpine Fire Protection District Authorizing Agents to Execute for and on Behalf of the District in Regards to Federal Financial Assistance from the Department of Homeland Security. Discussion/Action.**  
(pgs. 34)

**6) CONSENT CALENDAR**

1. Financial Reports – July 2020 (pgs. 35-52)
2. Employee Reimbursement Report – July 2020 (pg. 53)
3. Cash Flow as of July 2020 (pg.54-55)
4. Investment Portfolio June 2020 (pg. 56)

**7) REPORTS – Information Only**

1. Fire Chief (pgs. 57-58)
2. Fire Marshal – July 2020 (pg.59)
3. Local 2638
4. Board or Staff Committee Reports (HCFA, HTFA, FAIRA, PASIS, et. al)
5. Fire Statistics by Incident Type for prior month – July 2020 (pg. 60)
6. Grant Update (pgs.61-63)

**8) PUBLIC DISCUSSION**

In accordance with state law, an item not on the agenda may be brought forth by the general public for discussion. No action or discussion shall be undertaken, except that members of the board may briefly respond to statements or questions posed by the general public. In addition, on their own initiative or in response to questions posed by the public, the board members may ask a question for clarification; provide a reference to staff or other resources for factual information or request staff to report back to the board at a subsequent meeting concerning any matter. Furthermore, a member of the Board may take action to direct staff to place a matter of business on a future agenda.

**9) DIRECTOR’S REPORTS**

Items or reports from Board Members not printed on the Agenda may not be discussed by the Board, but if appropriate, will be placed on a future Agenda.

**10) CLOSED SESSION**

a) California Government Code §54957.6

**CONFERENCE WITH NEGOTIATORS**

Title: Public Employee Performance Evaluation: Payroll and Accounting Specialist

b) California Government Code §54957.6

**CONFERENCE WITH NEGOTIATORS**

Title: Non-Safety Employees Compensation Range and Benefit Package

# AGENDA

11) **Approve Changes to the Compensation Range and Benefit Package for Alpine Fire Protection District Non-Safety Employees. Discussion/Action.** (pgs. 64-71)

## 12) ADJOURNMENT

### *NOTIFICATION OF NEXT MEETINGS*

Next regular meeting will be held:

September 15, 2020 at 5:00 p.m.

Alpine Fire Station 17, (Meeting Room)

1364 Tavern Road, Alpine, CA 91901

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### **Certification of Posting**

I certify that on August 13, 2020, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Alpine Fire Protection District, said time being at least 72 hours in advance of the regular meeting of the Board of Directors. (Govt. Code Section 54954.2)

Executed at Alpine, California, on August 13, 2020.



Alicea Caccavo, Clerk of the Board



# MINUTES

## ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING

FIRE STATION 17 (MEETING ROOM) 1364 TAVERN RD, ALPINE

**TUESDAY, JULY 21, 2020 - 5:00 P.M.**

All exhibits described here are available for public inspection at the time and date as listed above or prior to such meeting when reports are ready in the fire station. Persons with a disability requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting may do so by contacting the Clerk of the Board at (619) 445-2635 during regular office hours. Notification 24 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

### 1) ATTENDANCE AT THE REGULAR MEETING

Board Members arriving after the meeting begins will be noted PRESENT at the point in which they arrive. Board Members leaving the meeting will be noted ABSENT at the point that they leave and PRESENT at the point they reenter the meeting.

The meeting was called to order via teleconference at 5:11pm by Director Easterling in accordance with the Governor's Executive Order N-25-20 issued on 03/12/2020. Roll call by Fire Chief Boggeln (filling in for Clerk of the Board). Directors in attendance telephonically: Easterling, Mann, Price, Willis. Director Taylor along with Fire Chief Brian Boggeln and Legal Counsel Steve Fitch attended in-person.

### 2) APPROVAL OF AGENDA

Motion to approve agenda as submitted.  
(M/Mann; 2<sup>nd</sup>/Price; Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)

### 3) APPROVAL OF MINUTES

1. Approval of the Minutes of Regular Meeting June 16, 2020 (pgs. 3-6)

Motion to approve minutes as submitted.  
(M/Willis; 2<sup>nd</sup>/Mann; Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)

### 4) PUBLIC HEARING ON AGENDA ITEMS

The public may comment on any matter on the agenda at this time or may request of the Board that public comment be heard immediately prior to the Board taking action on a particular item. If there are no requests for further public comment on a particular matter then this portion of the agenda shall conclude public comment on all agenda items.

Read. No public comments submitted.

### 5) DISCUSSION – POSSIBLE ACTION ITEMS

1. Resolution 20/21-01 – Establishing Committed Fund Balances for FY20/21. Discussion/Action/Roll Call Vote. To approve and adopt annual Resolution 20/21-01 establishing committed fund balances for FY20/21. (Staff Report pg. 7) (Resolution pgs. 8-9)

Motion to approve and adopt Resolution 20/21-01 as submitted.

(M/Taylor; 2<sup>nd</sup>/Willis; Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)

# MINUTES

2. **Final Budget FY 2020/2021 – First Hearing. Hearing Only / Discussion.**  
(Budget pgs. 10-22) (Changes pg. 21)  
**Hearing/Discussion only. Fire Chief Boggeln clarified questions posed by the Board.**

## 6) CONSENT CALENDAR

1. Financial Reports – June 2020 (pgs. 23-44)
2. Employee Reimbursement Report – June 2020 (pg. 45)
3. Cash Flow as of June 2020 (pg. 46-47)
4. Investment Portfolio June 2020 (pg. 48)

**Motion to approve the consent calendar as presented.**

**(M/Willis; 2<sup>nd</sup>/Mann; Approved 5-0)**

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

## 7) REPORTS – Information Only

1. Fire Chief (pgs. 49-50)  
**Fire Chief Boggeln updated the Board on the impact of Covid-19.**
2. Fire Marshal – June 2020 (pg. 51)  
**Report acknowledged.**
3. Local 2638  
**Firefighter Ozbirn provided an update to the Board. The Annual Open House has been postponed due to Covid-19. FF Ozbirn conveyed the Locals' gratitude to the Fire Chief for a job well done. Director Willis inquired how PPE supplies were doing.**
4. Board or Staff Committee Reports (HCFA, HTFA, FAIRA, PASIS, et. al)  
**Director Willis updated the Board on the HTFA Commission meeting he telephonically attended. An employment agreement was ratified by the Commission with the Training Manager.**
5. Fire Statistics by Incident Type for prior month – June 2020 (pg. 52)  
**Report Acknowledged.**
6. Grant Update (pgs. 53-55)  
**Fire Marshal McBroom provided an update for the Board on a new grant that was submitted on 07/15/2020.**

## 8) PUBLIC DISCUSSION

In accordance with state law, an item not on the agenda may be brought forth by the general public for discussion. No action or discussion shall be undertaken, except that members of the board may briefly respond to statements or questions posed by the general public. In addition, on their own initiative or in response to questions posed by the public, the board members may ask a question for clarification; provide a reference to staff or other resources for factual information or request staff to report back to the board at a subsequent meeting concerning any matter. Furthermore, a member of the Board may take action to direct staff to place a matter of business on a future agenda.

**Read. No public comments submitted.**

## 9) DIRECTOR'S REPORTS

Items or reports from Board Members not printed on the Agenda may not be discussed by the Board, but if appropriate, will be placed on a future Agenda.

**Easterling: No report.**

**Mann: No report.**

**Price: No report.**

**Taylor: No report.**

# MINUTES

**Willis:** Thanked the Fire Chief for his performance over the last 7-months. Commented on the low death rate due to Covid-19.

- 5:34pm – Adjourned to Closed Session

## 10) CLOSED SESSION

a) California Government Code §54957.6

### CONFERENCE WITH NEGOTIATORS

Title: Public Employee Performance Evaluation: Administrative Director

- 5:40pm – Reconvened to Open Session; Direction given, no action taken.

## 11) DISCUSSION – POSSIBLE ACTION ITEMS

### 1. Ratification of Job Description for the Payroll & Accounting Specialist.

Discussion/ Action. To review and ratify the job description for the full-time Payroll & Accounting Specialist. (pgs. 56-60)

**Discussion by Director Taylor that the Job Description reinforces that a Bachelors' Degree is preferred.**

**Motion to approve Policy 2010 Personnel Job Description-Payroll & Accounting Specialist with the addition of Fire Chief as Supervisor when Administrative Director absent.**

(M/Taylor; 2<sup>nd</sup>/Mann; Approved 5-0)

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

## 12) ADJOURNMENT

**Motion to adjourn at 5:51pm.**

(M/Willis; 2<sup>nd</sup>/Price; Approved 5-0)

**Telephonic Roll Call Vote: Aye (5); Easterling, Mann, Price, Taylor, Willis; Nay (0); Abstaining (0); Absent (0)**

### *NOTIFICATION OF NEXT MEETINGS*

Next regular meeting will be held:

August 18, 2020 at 5:00 p.m.

Alpine Fire Station 17, (Meeting Room)

1364 Tavern Road, Alpine, CA 91901

### **Minutes Approved:**

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



# Alpine Fire Protection District

Preliminary Budget

Fiscal Year  
2020/2021



ALPINE FIRE PROTECTION DISTRICT  
Preliminary Budget  
FY 2020-21

ACCT	CATEGORIES	FY19/20	FY20/21	DIFF	DIFF %
<b>GENERAL REVENUE</b>					
<b>4000</b>	<b>COUNTY OF SAN DIEGO</b>	<b>\$ 3,807,239</b>	<b>\$ 3,991,519</b>	<b>\$ 184,280</b>	<b>5%</b>
0.01	1% Property Tax	3,319,957	\$ 3,468,839	\$ 148,882	
0.06	1% Property Tax refunds	\$ (22,700)	\$ (17,566)	\$ (5,134)	
0.02	Interest - General Fund	\$ 14,000	\$ 17,000	\$ (3,000)	
0.05	Benefit Fee (Board approved 2.4% increase 2/18/2020)	\$ 495,982	\$ 523,246	\$ (27,264)	
<b>4002</b>	<b>INTEREST INCOME</b>	<b>\$ 53,683</b>	<b>\$ 52,100</b>	<b>\$ (1,583)</b>	<b>-3%</b>
0.01	California Bank & Trust	\$ 100	\$ 100	\$ -	
0.02	PASIS	\$ 6,000	\$ 6,000	\$ -	
0.03	Investments	\$ 40,583	\$ 40,000	\$ 583	
0.04	LAIF	\$ 7,000	\$ 6,000	\$ 1,000	
<b>4005.01</b>	<b>OTHER INCOME</b>	<b>\$ 70,000</b>	<b>\$ 71,000</b>	<b>\$ 1,000</b>	<b>1%</b>
0.01	Plan check fees	\$ 11,000	\$ 12,000	\$ (1,000)	
0.02	First Responder Fund	\$ 14,000	\$ 14,000	\$ -	
0.04	Other	\$ 45,000	\$ 45,000	\$ -	
<b>GENERAL INCOME</b>		<b>\$ 3,930,922</b>	<b>\$ 4,114,619</b>	<b>\$ 183,697</b>	<b>4%</b>
<b>GENERAL EXPENDITURES</b>		<b>\$ 4,964,012</b>	<b>\$ 4,637,508</b>	<b>\$ (326,504)</b>	<b>-7%</b>
<b>INTERFUND TRANSFERS</b> (from restricted accrual funds into general fund for budgeted expenses)					
<b>1000.01.1</b>	Vacation Sick Accrual	\$ 203,336	\$ 171,541	\$ 31,795	
	CalPERS UAL	\$ 373,383	\$ 429,770	\$ (56,387)	
<b>4005.12</b>	SRPL Mitigation Funds	\$ 27,132	\$ 28,594	\$ (1,462)	
<b>1002.10-13</b>	Apparatus Accrual Funds	\$ 517,771	\$ 6,000	\$ 511,771	
<b>4005.09</b>	Equipment Fund - Equipment	\$ 129,096	\$ 216,570	\$ (87,474)	
<b>5050 - TOTAL INTERFUND TRANSFERS</b>		<b>\$ 1,250,718</b>	<b>\$ 852,475</b>	<b>\$ (398,243)</b>	<b>-47%</b>
<b>NET OPERATING REVENUE (OVER) OR UNDER BUDGET</b>		<b>\$ 217,628</b>	<b>\$ 329,586</b>	<b>\$ 111,958</b>	<b>34%</b>
<b>SPECIAL REVENUE</b>					
<b>4006</b>	<b>GRANT INCOME</b>	<b>\$ 34,873</b>	<b>\$ 15,873</b>	<b>\$ (19,000)</b>	<b>-120%</b>
0.03	San Diego Regional Fire Foundation	\$ 9,000	\$ -	\$ -	
0.04	UASI 2018	\$ 2,612	\$ 2,612	\$ -	
0.04	UASI 2017	\$ -	\$ -	\$ -	
0.04	County of San Diego SHGP 2018	\$ 13,261	\$ 13,261	\$ -	
0.04	County of San Diego SHGP 2017	\$ -	\$ -	\$ -	
0.14	Alpine Fire Protection Foundation	\$ 10,000	\$ -	\$ -	
0.18	CA Fire Foundation	\$ -	\$ -	\$ -	
<b>SPECIAL REVENUE INCOME</b>		<b>\$ 34,873</b>	<b>\$ 15,873</b>	<b>\$ (19,000)</b>	<b>-120%</b>
<b>SPECIAL REVENUE EXPENDITURES</b>		<b>\$ 34,873</b>	<b>\$ 15,873</b>	<b>\$ (19,000)</b>	<b>-120%</b>
<b>SPECIAL REVENUE (OVER) OR UNDER</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

ALPINE FIRE PROTECTION DISTRICT  
**Preliminary Budget**  
 FY 2020-21

<b>RESTRICTED FUND INCOME</b>					
<b>4000.03</b>	<b>MITIGATION FUND</b>	<b>\$ 46,000</b>	<b>\$ 41,000</b>	<b>\$ (5,000)</b>	<b>-12%</b>
0.03	Mitigation Fees	\$ 45,000	\$ 40,000		
0.04	Interest - Mitigation Fund	\$ 1,000	\$ 1,000		
<b>4005</b>	<b>RESTRICTED FUND INCOME</b>	<b>\$ 186,005</b>	<b>\$ 165,000</b>	<b>\$ (21,005)</b>	<b>-13%</b>
0.08	Ambulance Lease (Building) (to UAL)	\$ 37,880	\$ 120,000		
0.09	Ambulance ALS Agreement (Equipment) (to UAL)	\$ 116,125	\$ 30,000		
0.11	Vehicle Reimbursements (Vehicle)	\$ 32,000	\$ 15,000		
<b>RESTRICTED FUND INCOME</b>		<b>\$ 232,005</b>	<b>\$ 206,000</b>	<b>\$ (26,005)</b>	<b>-13%</b>
<b>TRANSFER TO ACCRUAL ACCOUNTS (Allocated/Projected)</b>					
	<b>Fund Accrual Accounts for Capital Purchases</b>	<b>\$ 525,000</b>	<b>\$ 477,031</b>	47,969	
5040	Available from Restricted Fund income	\$ 186,005	\$ 165,000		
5040	Available from budget surplus (plus or minus)	\$ 217,628	\$ 329,586		
5038	Available from contingency	\$ 120,695	\$ 125,195		
<b>(OVER) OR UNDER</b>		<b>\$ (672)</b>	<b>\$ 142,750</b>	<b>\$ 143,422</b>	
	Transfer from Mitigation Fund Income		\$ -	-	
	Transfer from General Fund surplus	\$ 671	\$ (142,750)	143,421	
<b>TOTAL BUDGET (OVER) or UNDER</b>		<b>\$ (1)</b>	<b>\$ (0)</b>	<b>\$ 1</b>	<b>0%</b>
<b>APPROPRIATIONS LIMIT (PROP 4-GANN)</b>					
	Appropriation Limitation	3,675,029	3,834,599	159,570	4%
	Revenue subject to Limitation	3,305,942	3,324,080	18,138	1%
	Income under Spending Limitation	369,087	510,519	141,432	28%
	Total Operations, less mandated adjustments	3,675,017	3,444,203	(230,814)	-7%
	Total Expenditures under Limitation	12	390,396	390,384	100%

**ALPINE FIRE PROTECTION DISTRICT**  
**Preliminary Budget**  
FY 2020-21

ACCT	CATEGORIES	FY 19/20	FY 20/21	DIFF	DIFF %
	<b>OPERATING EXPENSES</b>				
<b>5000</b>	<b>PAYROLL</b>	<b>\$ 1,914,371.00</b>	<b>\$ 1,917,924.00</b>	<b>\$ 3,553.00</b>	<b>0.19%</b>
0.01	Salaries	\$ 1,577,564.00	\$ 1,561,488.00	\$ (16,076.00)	
0.02	<b>OVERTIME</b>	<b>\$ 336,807.00</b>	<b>\$ 356,436.00</b>	<b>\$ 19,629.00</b>	
	Critical Weather	\$ 23,492.00	\$ 24,954.00	\$ 1,462.00	
	FLSA	\$ 28,566.00	\$ 30,344.00	\$ 1,778.00	
	Sick Coverage	\$ 61,079.00	\$ 64,879.00	\$ 3,800.00	
	Strike Team	\$ 2,820.00	\$ 2,995.00	\$ 175.00	
	Training	\$ 23,424.00	\$ 18,566.00	\$ (4,858.00)	
	Unclassified, Meetings, Misc.	\$ 9,397.00	\$ 14,972.00	\$ 5,575.00	
	Vacation and Holiday Coverage	\$ 180,981.00	\$ 192,240.00	\$ 11,259.00	
	Workers Comp Coverage	\$ 7,048.00	\$ 7,486.00	\$ 438.00	
<b>5002</b>	<b>EMPLOYEE BENEFITS</b>	<b>\$ 1,442,330.00</b>	<b>\$ 1,452,170.00</b>	<b>\$ 9,840.00</b>	<b>1%</b>
0.01	Educational Incentive (MOU)	\$ 123,463.00	\$ 85,360.00	(38,103.00)	
0.02	Vacation and Sick Leave Cash Out (MOU)	\$ 203,336.00	\$ 171,541.00	(31,795.00)	
0.03	Medicare Tax (Employer)	\$ 37,480.00	\$ 34,952.00	(2,528.00)	
0.04	CalPERS Retirement (MOU)	\$ 341,672.00	\$ 359,433.00	17,761.00	
0.04	CalPERS Unfunded Actuarial Liability (UAL)	\$ 373,383.00	\$ 429,770.00	56,387.00	
0.05	Health Insurance (MOU)	\$ 343,582.00	\$ 349,762.00	6,180.00	
0.06	Life Insurance (MOU)	\$ 5,704.00	\$ 5,850.00	146.00	
0.07	Long Term Disability Insurance (MOU)	\$ 5,307.00	\$ 6,216.00	909.00	
0.08	Social Security Tax (Employer)	\$ 2,803.00	\$ 4,286.00	1,483.00	
0.09	Payroll Direct Deposit	\$ 600.00	\$ -	(600.00)	
0.10	Retirement 401 (a)	\$ 5,000.00	\$ 5,000.00	-	
<b>5006</b>	<b>UNEMPLOYMENT</b>	<b>\$ 4,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ (3,000.00)</b>	<b>-75%</b>
<b>5007</b>	<b>CLOTHING</b>	<b>\$ 32,350.00</b>	<b>\$ 32,185.00</b>	<b>\$ (165.00)</b>	<b>-1%</b>
0.01	Class A and Station Uniforms	\$ 7,890.00	\$ 8,750.00	860.00	
0.01	Uniform Accessories	\$ 2,925.00	\$ 1,500.00	(1,425.00)	
0.02	Station Boots	\$ 2,520.00	\$ 2,520.00	-	
0.03	Turn Outs, Accessories, Helmets and Maintenance	\$ 17,375.00	\$ 17,775.00	400.00	
0.04	Wildland Gear	\$ 1,640.00	\$ 1,640.00	-	
<b>5008</b>	<b>COMMUNICATION</b>	<b>\$ 119,717.00</b>	<b>\$ 117,257.00</b>	<b>\$ (2,460.00)</b>	<b>-2%</b>
0.01	HCFA - RCS - Internet	\$ 113,191.00	\$ 111,544.00	(1,647.00)	
0.02	Pagers & Mobile Phones	\$ 3,175.00	\$ 3,231.00	56.00	
0.03	Mobile Data Terminals, License and Software	\$ 3,151.00	\$ 2,282.00	(869.00)	
0.05	Emergency Operations Center (EOC)	\$ 200.00	\$ 200.00	-	
<b>5009</b>	<b>PASIS</b>	<b>\$ 193,519.00</b>	<b>\$ 295,363.00</b>	<b>\$ 101,844.00</b>	<b>53%</b>
0.01	Administration	\$ 93,519.00	\$ 95,363.00	1,844.00	
0.02	Claims	\$ 100,000.00	\$ 200,000.00	100,000.00	
<b>5010</b>	<b>HOUSEHOLD</b>	<b>\$ 4,563.00</b>	<b>\$ 4,963.00</b>	<b>\$ 400.00</b>	<b>9%</b>
<b>5011</b>	<b>FAIRA</b>	<b>\$ 16,343.00</b>	<b>\$ 20,429.00</b>	<b>\$ 4,086.00</b>	<b>25%</b>
<b>5012</b>	<b>MAINTENANCE-EQUIPMENT</b>	<b>\$ 90,261.00</b>	<b>\$ 97,188.00</b>	<b>\$ 6,927.00</b>	<b>8%</b>
12.01	E17 (2015-KME)	\$ 16,055.00	\$ 18,778.00	2,723.00	
12.02	E217 (2002-KME)	\$ 14,172.00	\$ 9,245.00	(4,927.00)	
12.03	B17 (2002-Masterbody)	\$ 3,245.00	\$ 6,995.00	3,750.00	
12.03	B17 (2019 Hi-Tec)	\$ 2,750.00	\$ 7,995.00	5,245.00	

**ALPINE FIRE PROTECTION DISTRICT**  
**Preliminary Budget**  
FY 2020-21

ACCT	CATEGORIES	FY 19/20	FY 20/21	DIFF	DIFF %
	<b>OPERATING EXPENSES</b>				
12.04	U17 (2018-F250)	\$ 200.00	\$ 1,350.00	1,150.00	
12.05	Rescue Tools	\$ 750.00	\$ 865.00	115.00	
12.06	Hydrants	\$ 100.00	\$ 100.00	-	
12.07	Station Generator	\$ 2,021.00	\$ 2,150.00	129.00	
12.08	SCBA Compressor	\$ 1,852.00	\$ 1,851.00	(1.00)	
12.09	Portable Extinguishers	\$ 170.00	\$ 144.00	(26.00)	
12.10	Ladder testing	\$ 400.00	\$ 195.00	(205.00)	
12.11	Misc. Equipment/Shop	\$ 800.00	\$ 800.00	-	
12.12	Fuel	\$ 26,020.00	\$ 25,955.00	(65.00)	
12.13	Foam (Class A)	\$ 1,000.00	\$ 1,500.00	500.00	
12.14	Fire Hose, Brass and Nozzles	\$ 4,000.00	\$ 5,300.00	1,300.00	
12.15	Vehicle Maintenance Software	\$ 1,431.00	\$ 1,565.00	134.00	
12.16	Air Compressor	\$ 820.00	\$ 820.00	-	
12.18	P4706 - 2007 Ford Ranger	\$ 2,100.00	\$ 1,300.00	(800.00)	
12.19	SCBA's	\$ 775.00	\$ 1,180.00	405.00	
12.20	4705 - 2008 Ford Expedition	\$ 1,250.00	\$ 1,550.00	300.00	
12.21	4701 - 2012 Dodge Powerwagon	\$ 3,950.00	\$ 2,800.00	(1,150.00)	
12.22	4702 - 2012 Dodge Powerwagon	\$ 6,400.00	\$ 3,500.00	(2,900.00)	
12.23	4705 - 2020 Ford Explorer	\$ -	\$ 1,250.00	1,250.00	
<b>5013</b>	<b>MAINTENANCE-RADIOS</b>	<b>\$ 5,600.00</b>	<b>\$ 6,900.00</b>	<b>\$ 1,300.00</b>	<b>23%</b>
13.01	Radio Maintenance Contract	\$ 3,600.00	\$ 4,900.00	1,300.00	
13.02	Radio Accessories	\$ 2,000.00	\$ 2,000.00	-	
<b>5014</b>	<b>MAINTENANCE-STRUCTURES</b>	<b>\$ 32,249.00</b>	<b>\$ 31,576.00</b>	<b>\$ (673.00)</b>	<b>-2%</b>
14.01	Structure, Grounds, Plymovent, Gym maintenance	\$ 16,090.00	\$ 21,918.00	5,828.00	
14.02	HVAC maintenance	\$ 2,580.00	\$ 2,200.00	(380.00)	
14.03	Overhead Doors and Gates	\$ 10,048.00	\$ 4,270.00	(5,778.00)	
14.04	Alarm System	\$ 3,531.00	\$ 3,188.00	(343.00)	
<b>5015</b>	<b>MEDICAL SUPPLIES</b>	<b>\$ 2,825.00</b>	<b>\$ 13,377.00</b>	<b>\$ 10,552.00</b>	<b>374%</b>
15.01	Disposable supplies	\$ 1,000.00	\$ 2,000.00	1,000.00	
15.02	Defibrillator supplies	\$ 500.00	\$ 1,000.00	500.00	
15.03	Medic Engine Equipment	\$ 500.00	\$ 500.00	-	
15.04	Defibrillator maintenance	\$ 50.00	\$ 8,687.00	8,637.00	
15.05	Multi Casualty/CERT Trailer	\$ 300.00	\$ 300.00	-	
15.07	Narcotic Management	\$ 475.00	\$ 890.00	415.00	
<b>5016</b>	<b>MEMBERSHIP</b>	<b>\$ 4,368.00</b>	<b>\$ 3,107.00</b>	<b>\$ (1,261.00)</b>	<b>-29%</b>
	Maintenance Division	\$ 40.00	\$ -	(40.00)	
	Fire Prevention	\$ 755.00	\$ 835.00	80.00	
	Division Chief	\$ 250.00	\$ 250.00	-	
	District	\$ 600.00	\$ 338.00	(262.00)	
	Fire Chief	\$ 1,345.00	\$ 1,345.00	-	
	Finance Division	\$ 1,378.00	\$ 339.00	(1,039.00)	
<b>5018</b>	<b>OFFICE EXPENSE</b>	<b>\$ 40,222.00</b>	<b>\$ 38,612.00</b>	<b>\$ (1,610.00)</b>	<b>-4%</b>
18.01	Expendable Supplies & Printing	\$ 1,450.00	\$ 1,450.00	-	
18.01	Fire Prevention - Printing	\$ 300.00	\$ 300.00	-	
18.02	District postage	\$ 300.00	\$ 370.00	70.00	
18.02	Fire Prevention - Postage	\$ 500.00	\$ 500.00	-	
18.03	Office Machines, Equipment and Software	\$ 36,472.00	\$ 34,792.00	(1,680.00)	
18.04	CrewSense	\$ 1,200.00	\$ 1,200.00	-	

**ALPINE FIRE PROTECTION DISTRICT**  
**Preliminary Budget**  
FY 2020-21

ACCT	CATEGORIES	FY 19/20	FY 20/21	DIFF	DIFF %
	<b>OPERATING EXPENSES</b>				
<b>5019</b>	<b>PROFESSIONAL FEES</b>	<b>\$ 29,600.00</b>	<b>\$ 35,600.00</b>	<b>\$ 6,000.00</b>	<b>20%</b>
19.01	Legal Counsel	\$ 19,150.00	\$ 19,150.00	-	
19.02	Auditor	\$ 10,450.00	\$ 10,450.00	-	
19.05	Election	\$ -	\$ 6,000.00	6,000.00	
<b>5023</b>	<b>TRAINING</b>	<b>\$ 26,271.00</b>	<b>\$ 29,121.00</b>	<b>\$ 2,850.00</b>	<b>11%</b>
23.01	Manuals, Software, Training tools	\$ 2,500.00	\$ 2,440.00	(60.00)	
23.02	Medical Training	\$ -	\$ 4,000.00	4,000.00	
23.03	Heartland Training	\$ 14,521.00	\$ 14,421.00	(100.00)	
23.04	MOU - Education	\$ 6,000.00	\$ 6,000.00	-	
23.05	Training workshops	\$ 3,250.00	\$ 2,260.00	(990.00)	
<b>5025</b>	<b>WORKSHOPS - MANAGEMENT</b>	<b>\$ 31,890.00</b>	<b>\$ 17,040.00</b>	<b>\$ (14,850.00)</b>	<b>-47%</b>
25.01	Finance Officer	\$ 8,330.00	\$ 1,380.00	(6,950.00)	
25.02	Fire Chief, Division Chief	\$ 12,900.00	\$ 2,850.00	(10,050.00)	
25.03	Board Members	\$ 2,500.00	\$ 2,350.00	(150.00)	
25.04	In House and Succession Training	\$ 7,160.00	\$ 6,960.00	(200.00)	
25.05	Fire Prevention	\$ 1,000.00	\$ 3,500.00	2,500.00	
<b>5028</b>	<b>UTILITIES</b>	<b>\$ 52,822.00</b>	<b>\$ 51,692.00</b>	<b>\$ (1,130.00)</b>	<b>-2%</b>
28.01	Gas and Electric	\$ 37,126.00	\$ 38,983.00	1,857.00	
28.02	Telephone	\$ 6,020.00	\$ 2,500.00	(3,520.00)	
28.03	Water	\$ 7,329.00	\$ 7,697.00	368.00	
28.04	Trash	\$ 1,205.00	\$ 1,312.00	107.00	
28.05	Sewer	\$ 1,142.00	\$ 1,200.00	58.00	
<b>5030</b>	<b>SPECIAL DISTRICT EXPENSE</b>	<b>\$ 94,428.00</b>	<b>\$ 97,688.00</b>	<b>\$ 3,260.00</b>	<b>3%</b>
30.01	District Operations	\$ 6,385.00	\$ 6,990.00	605.00	
30.02	Fire Prevention - Publishing	\$ 500.00	\$ 500.00	-	
30.02	District Publishing	\$ 160.00	\$ 160.00	-	
30.04	Tax Collection Fees	\$ 51,302.00	\$ 53,864.00	2,562.00	
30.05	Rehab Fireground Meals	\$ 1,000.00	\$ 1,500.00	500.00	
30.06	Wellness Fitness	\$ 31,798.00	\$ 31,391.00	(407.00)	
30.08	LAFCO Budget	\$ 2,348.00	\$ 2,348.00	-	
30.10	Web Site	\$ 160.00	\$ 160.00	-	
30.11	Recruitment	\$ 775.00	\$ 775.00	-	
30.16	Reimbursable expenses	\$ -	\$ -	-	
<b>5031</b>	<b>DIRECTORS FEES</b>	<b>\$ 7,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ -</b>	<b>0%</b>
<b>5032</b>	<b>FIRE PREVENTION</b>	<b>\$ 13,175.00</b>	<b>\$ 9,085.00</b>	<b>\$ (4,090.00)</b>	<b>-31%</b>
32.01	Public Education	\$ 5,100.00	\$ 4,500.00	(600.00)	
32.02	Supplies	\$ 2,935.00	\$ 1,085.00	(1,850.00)	
32.03	Classes/Workshops - Fire Prevention	\$ 4,440.00	\$ 2,800.00	(1,640.00)	
32.04	Mapping	\$ 700.00	\$ 700.00	-	
<b>5035</b>	<b>UNCAPITALIZED EQUIPMENT</b>	<b>\$ 31,919.00</b>	<b>\$ 60,536.00</b>	<b>\$ 28,617.00</b>	
	Communications	\$ 5,338.00	\$ -	(5,338.00)	
	Engines	\$ 3,859.00	\$ 5,070.00	1,211.00	
	Facilities	\$ 6,000.00	\$ 53,966.00	47,966.00	
	Office	\$ 4,400.00	\$ 1,500.00	(2,900.00)	
	Operations	\$ 5,250.00	\$ -	(5,250.00)	
	Vehicles	\$ 7,072.00	\$ -	(7,072.00)	



**Preliminary Budget  
FY 2020/2021**

**ALPINE FIRE  
PROTECTION DISTRICT**

ACCT	CATEGORIES	FY19/20	FY20/21	DIFF
<b>RESTRICTED FUNDS - AUXILIARY</b>				
<b>1000.01.1</b>	<b>VACATION SICK CASH OUT</b>	<b>\$ 203,336.00</b>	<b>\$ 171,541.00</b>	<b>\$ (31,795.00)</b>
5002.02	Vacation Leave/ Potential Ret Annual Estimate	\$ 87,303.00	\$ 77,839.00	
5002.02	Sick Leave/ Potential Ret Annual Estimate	\$ 44,033.00	\$ 93,702.00	
	Sick leave conversion to 457(b) MOU	\$ 72,000.00	\$ -	
	<b>CalPERS UAL</b>	<b>\$ 373,383.00</b>	<b>\$ 429,770.00</b>	<b>\$ 56,387.00</b>
5002.04	CalPERS Unfunded Actuarial Liability	\$ 373,383.00	\$ 429,770.00	
<b>1002</b>	<b>ECONOMIC UNCERTAINTY FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -	\$ -	
<b>2003.12</b>	<b>SRPL - SUNRISE MITIGATION FUND</b>	<b>\$ 27,132.00</b>	<b>\$ 28,594.00</b>	<b>\$ 1,462.00</b>
5000.02	Overtime - Critical Weather	\$ 23,492.00	\$ 24,954.00	
5007.04	Wildland Gear ( <i>new hire \$1640.00</i> )	\$ 1,640.00	\$ 1,640.00	
5013.02	Radios - Repairs/Batteries	\$ 2,000.00	\$ 2,000.00	
5030.16	Reimbursable expenses	\$ -	\$ -	
<b>1002</b>	<b>APPARATUS ACCRUAL FUND</b>	<b>\$ 517,771.00</b>	<b>\$ 6,000.00</b>	<b>\$ (511,771.00)</b>
5037	Brush 17 (Miscellaneous )	\$ 511,121.00	\$ 6,000.00	
	NCEVS consulting fee	\$ 6,650.00	\$ -	
	<b>EQUIPMENT FUND</b>	<b>\$ 129,096.00</b>	<b>\$ 216,570.00</b>	<b>\$ 87,474.00</b>
5035	E217 MDC Replacement	\$ -	\$ 5,070.00	
<b>5035 - Uncapitalized (Equipment)</b>		<b>\$ 21,378.00</b>	<b>\$ 50,000.00</b>	<b>\$ 28,622.00</b>
<i>Communications</i>	3 Bendix King Radios - VHF	\$ -		
	BR17 - Radios (Restricted Equip Fund)	\$ 3,000.00	\$ -	
	Grant - 2019 SD Regional Fire Foundation - District portion of award:			
	1 mobile BR; 1 portable VHF; Airbags (Restricted Equip Fund)	\$ 2,338.00		
<i>Engines</i>	E17 & E217 Gas Detector Qty 2 (Restricted Equip Fund)	\$ 2,546.00		
	BR17 - Equipment (Restricted Equip Fund)	\$ 5,250.00		
<i>Facilities</i>	Concrete Repairs		\$ 40,000.00	
	Plymovent Magnetic Conversion/upgrade Phase 1 of 3 Ductless A/C Unit in IT Room (Restricted Building Fund)		\$ 10,000.00	
		\$ 4,000.00		
<i>Vehicles</i>	U17 - Lightbar (Restricted Equip Fund)	\$ 3,765.00		
	U17 - Console (Restricted Equip Fund)	\$ 479.00		
<b>5037 - Capitalized (Equipment)</b>		<b>\$ 107,718.00</b>	<b>\$ 161,500.00</b>	<b>\$ 53,782.00</b>
<i>Engines</i>	E17 MDC (Restricted Radios/MDT's)	\$ 6,550.00		
<i>Operations</i>	BA Compressor (Equip Replacement Fund)	\$ 63,668.00		
<i>Vehicles</i>	U17 Vehicle (purchased 8/2018)	\$ -		
	4701 Vehicle: incl graphics (Cap Vehicle Replacement Fund)	\$ -	\$ 124,000.00	
	4705 Vehicle: incl graphics (Cap Vehicle Replacement Fund) (not received in FY19/20)	\$ 37,500.00	\$ 37,500.00	

**Preliminary Budget  
FY 2020/2021**

**ALPINE FIRE  
PROTECTION DISTRICT**

		20/21-01		
		Assigned	Committed	Total
Economic Uncertainty			940,000	940,000
CalPERS Unfunded Liability		429,770	561,231	991,001
Capital Building		508	289,207	289,715
Equipment Replacement	Fully funded	145,156	258,050	403,206
OPEB (PERS healthcare)			48,000	48,000
Engine 17			232,162	232,162
Brush 17			10,000	10,000
4706 Vehicle	Fully funded		40,000	40,000
4705 Vehicle	Fully funded	37,500		37,500
4701 Vehicle	Fully funded	124,000		124,000
4702 Vehicle			3,427	3,427
PASIS Risk Pool	Fully funded	<b>240,916</b>	250,000	490,916
Vacation Sick Liability		171,541		171,541
<b>TOTAL</b>		<b>\$ 1,149,391</b>	<b>\$ 2,632,077</b>	<b>\$ 3,781,468</b>



**BUDGET CHANGES  
FROM ADOPTION OF PRELIMINARY TO ADOPTION OF FINAL BUDGET**

<b>A/C #</b>	<b>DATE</b>	<b>ACCOUNT NAME</b>	<b>PRELIM BUDGET</b>	<b>CURRENT</b>	<b>CHANGE</b>
4000.01		1% Property Tax	\$ 3,310,080.00	\$ 3,468,838.94	\$ 158,758.94
<b>TOTAL INCOME</b>			<b>\$ 3,310,080</b>	<b>\$ 3,468,839</b>	<b>\$ 158,759</b>
5011	6/17/2020	FAIRA - Fire Agencies Insurance Risk Authority	\$ 18,141.00	\$ 20,429.00	\$ 2,288.00
5016	7/8/2020	CSDA San Diego Chapter Membership	\$ 160.00	\$ 150.00	\$ (10.00)
5014.01	7/8/2020	Household Washing Machine replacement	\$ -	\$ 670.00	\$ 670.00
5016	7/9/2020	FDAC Membership	\$ 352.00	\$ 188.00	\$ (164.00)
5015.04	7/14/2020	Autopulse Maintenance contract with Zoll	\$ 5,733.00	\$ 6,178.00	\$ 445.00
5012.15	7/14/2020	Vehicle Maintenance Software Check It	\$ 1,341.00	\$ 1,565.00	\$ 224.00
5012.01	7/15/2020	E17 Miscellaneous repairs	\$ 2,000.00	\$ 4,158.00	\$ 2,158.00
5018.03	7/15/2020	IT replace upgrade equipment - Cisco Firewall	\$ 2,379.00	\$ 2,588.00	\$ 209.00
5002.04	7/15/2020	CalPERS UAL	\$ 426,096.00	\$ 429,770.00	\$ 3,674.00
5002.02	7/16/2020	Sick & Vacation Accrual	\$ 184,512.00	\$ 171,541.00	\$ (12,971.00)
5016	7/16/2020	Membership - Finance	\$ 931.00	\$ 339.00	\$ (592.00)
5025.01	7/16/2020	Workshops - Finance	\$ 6,180.00	\$ 1,380.00	\$ (4,800.00)
5002.05	8/12/2020	Health Premiums	\$ 163,280.00	\$ 349,761.20	\$ 186,481.20
5000.01	8/12/2020	Salaries	\$ 1,546,538.00	\$ 1,561,488.00	\$ 14,950.00
5032.01	8/12/2020	Juvenile Firesetter	\$ 600.00	\$ -	\$ (600.00)
5037	8/12/2020	BR17 Miscellaneous Items	\$ -	\$ 6,000.00	\$ 6,000.00
5007.01	8/12/2020	Uniforms for Admin Staff	\$ 600.00	\$ 800.00	\$ 200.00
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 2,339,590</b>	<b>\$ 2,528,768</b>	<b>\$ 198,162</b>
<b>TOTAL INCOME &amp; EXPENSE ADJUSTMENTS</b>					<b>\$ 39,403</b>
5037	7/16/2020	Capitalized - Vehicles - 4701 Vehicle	\$ -	\$ 124,000.00	\$ 124,000.00
5035	7/16/2020	Uncap - Facilities - Concrete Repairs	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00
5035	7/16/2020	Uncap - Facilities - Plymovent Phase 1 of 3	\$ -	\$ 10,000.00	\$ 10,000.00
<b>TOTAL RESTRICTED FUND ADJUSTMENTS</b>			<b>\$ 30,000</b>	<b>\$ 174,000</b>	<b>\$ 144,000</b>
<b>TOTAL BUDGET IMPACT DUE TO ADJUSTMENTS</b>					<b>\$ 183,403</b>

Preliminary Budget: Adopted 6/16/2020  
1st Hearing Final Budget: Approved 7/21/2020  
2nd Hearing Final Budget:  
3rd Hearing Final Budget Adopted:

ALPINE FIRE PROTECTION DISTRICT  
3 YEAR FINAL BUDGET

ACCT	CATEGORIES	FY18/19	FY19/20	FY20/21
5000.01	SALARIES	\$ 1,609,463.00	\$ 1,577,564.00	\$ 1,561,488.00
5000.02	OVERTIME	\$ 347,058.00	\$ 336,807.00	\$ 356,436.00
5002.01	EDUCATIONAL INCENTIVE	\$ 111,288.00	\$ 123,463.00	\$ 85,360.00
5002.02	VACATION/SICK LEAVE	\$ 181,167.00	\$ 203,336.00	\$ 171,541.00
5002.03	MEDICARE	\$ 37,045.00	\$ 37,480.00	\$ 34,952.00
5002.04/08	RETIREMENT	\$ 628,263.00	\$ 717,858.00	\$ 793,489.00
5002.05/06	GROUP INSURANCE	\$ 385,210.00	\$ 349,286.00	\$ 355,612.00
5002.07	LTD INSURANCE	\$ 5,307.00	\$ 5,307.00	\$ 6,216.00
5002.09	PAYROLL EXPENSE	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5006	UNEMPLOYMENT	\$ 500.00	\$ 4,000.00	\$ 1,000.00
5007	CLOTHING	\$ 20,500.00	\$ 32,350.00	\$ 32,185.00
5008	COMMUNICATIONS	\$ 124,275.00	\$ 119,717.00	\$ 117,257.00
5009	PASIS - WORKERS COMP	\$ 164,383.00	\$ 193,519.00	\$ 295,363.00
5010	HOUSEHOLD	\$ 4,563.00	\$ 4,563.00	\$ 4,963.00
5011	FAIRA	\$ 13,531.00	\$ 16,343.00	\$ 20,429.00
5012	MAINT-EQUIP	\$ 107,431.00	\$ 90,261.00	\$ 97,188.00
5013	MAINT-RADIOS	\$ 5,600.00	\$ 5,600.00	\$ 6,900.00
5014	MAINT-STRUCTURES	\$ 33,706.00	\$ 32,249.00	\$ 31,576.00
5015	MEDICAL SUPPLIES	\$ 8,500.00	\$ 2,825.00	\$ 13,377.00
5016	MEMBERSHIP	\$ 3,269.00	\$ 4,368.00	\$ 3,107.00
5018	OFFICE EXPENSE	\$ 38,678.00	\$ 40,222.00	\$ 38,612.00
5019	PROFESSIONAL FEES	\$ 33,650.00	\$ 29,600.00	\$ 35,600.00
5023	TRAINING	\$ 29,530.00	\$ 26,271.00	\$ 29,121.00
5025	WORKSHOPS - MANAGEMENT	\$ 32,190.00	\$ 31,890.00	\$ 17,040.00
5028	UTILITIES	\$ 48,522.00	\$ 52,822.00	\$ 51,692.00
5030	SPECIAL DISTRICT EXPENSES	\$ 86,789.00	\$ 94,428.00	\$ 97,688.00
5031	DIRECTORS FEES	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
5032	FIRE PREVENTION	\$ 9,965.00	\$ 13,175.00	\$ 9,085.00
5035	UNCAPITALIZED EQUIPMENT	\$ 10,649.00	\$ 31,919.00	\$ 60,536.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 4,093,032.00</b>	<b>\$ 4,189,223.00</b>	<b>\$ 4,339,813.00</b>
5037	CAPITAL EQUIPMENT	\$ 444,150.00	\$ 648,494.00	\$ 167,500.00
5038	CONTINGENCY FUND	\$ 109,114.00	\$ 120,695.00	\$ 125,195.00
5039	EMERGENCY FUND	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>TOTAL CAPITAL EXPENSES</b>		<b>\$ 558,264.00</b>	<b>\$ 774,189.00</b>	<b>\$ 297,695.00</b>
5003	GRANT EXPENSES	\$ 33,006.00	\$ 34,873.00	\$ 15,873.00
<b>TOTAL SPECIAL REVENUE EXPENSES</b>		<b>\$ 33,006.00</b>	<b>\$ 34,873.00</b>	<b>\$ 15,873.00</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,684,302.00</b>	<b>\$ 4,998,285.00</b>	<b>\$ 4,653,381.00</b>

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## ALPINE FIRE PROTECTION DISTRICT - STAFF REPORT

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Agenda Item: **5.3**  
Meeting Date: August 18, 2020  
Submitted by: Alicea Caccavo, Administrative Director  
Subject: 2019/2020 Budget Adjustments



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### **SUBJECT SUMMARY:**

2019/2020 fiscal year-end adjustments.

### **BACKGROUND:**

Annually, at this time, the budget for the prior fiscal year is adjusted to bring line items into compliance so they are not over 100%. This process brings the District into compliance with one of the items in the annual audit. The audit is scheduled for August 26 & 27, 2020.

### **DISCUSSION:**

After adjustments, income for 2020/2021 decreased \$15,402.00 and expenses decreased by \$15,402.00 both of which were grant related.

The proposed budget adjustments do not affect the net income at year-end.

### **PREVIOUS BOARD ACTION:**

Annual adjustment for compliance.

### **RECOMMENDATION:**

Approve adjustments to 2019/2020 budget as presented.

### **ATTACHMENTS:**

Budget Adjustment Sheets

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

	Actual Jul '19 - Jun 20	Final Adopted Budget FY 19-20	Over/Under Budget	Adjust	Adjusted Budget
<b>Income</b>					
<b>4000 - COUNTY OF S.D.</b>					
4000.01 - 1% Property Tax	3,466,292.49	3,319,957.00	146,335.49	51,558.00	3,371,515.00
4000.02 - Interest-General Fund	33,389.55	14,000.00	19,389.55	11,177.00	25,177.00
4000.03 - Mitigation Fees	45,259.72	45,000.00	259.72	132.00	45,132.00
4000.04 - Interest-Mitigation Fund	7,040.64	1,000.00	6,040.64		1,000.00
4000.05 - Benefit Fee-Alpine	497,527.86	495,982.00	1,545.86		495,982.00
4000.06 - 1% Refunds	-16,832.09	-22,700.00	5,867.91		-22,700.00
<b>Total 4000 - COUNTY OF S.D.</b>	<b>4,032,678.17</b>	<b>3,853,239.00</b>	<b>179,439.17</b>		<b>3,916,106.00</b>
<b>4002 - INTEREST INCOME</b>					
.1 - California Bank & Trust	179.46	100.00	79.46		100.00
.2 - PASIS	12,031.41	6,000.00	6,031.41		6,000.00
.3 - Investments	45,456.24	40,583.00	4,873.24		40,583.00
.4 - LAIF	9,822.85	7,000.00	2,822.85		7,000.00
.6 - SRPL	2.29				0.00
<b>Total 4002 - INTEREST INCOME</b>	<b>67,492.25</b>	<b>53,683.00</b>	<b>13,809.25</b>		<b>53,683.00</b>
<b>4005 - OTHER INCOME</b>					
.01 - Plan Check	18,806.10	11,000.00	7,806.10		11,000.00
.02 - First Responder	13,868.24	14,000.00	-131.76	(132.00)	13,868.00
.04 - Other	20,574.05	45,000.00	-24,425.95	(24,426.00)	20,574.00
.08 - Ambulance Sub-Lease(Restricted)	37,881.03	37,880.00	1.03		37,880.00
.09 - ALS Agreement (Restricted)	116,125.00	116,125.00	0.00		116,125.00
.11 - Vehicle Reimbursements	20,823.96	32,000.00	-11,176.04	(11,177.00)	20,823.00
.12 - SRPL - Mitigation Funds	0.00	27,132.00	-27,132.00	(27,132.00)	0.00
<b>Total 4005 - OTHER INCOME</b>	<b>228,078.38</b>	<b>283,137.00</b>	<b>-55,058.62</b>	<b>0.00</b>	<b>220,270.00</b>
<b>4006 - GRANT INCOME</b>					
4006.03 - SD Regional Fire & Emergency	9,000.00	9,000.00	0.00	0.00	9,000.00
<b>4006.04 - CountySD</b>					
SHGP 2017	-0.05	0.00	-0.05	0.00	0.00
SHGP 2018	0.00	13,261.00	-13,261.00	(13,261.00)	0.00
UASI 2018	2,612.00	2,612.00	0.00	-1,546.00	1,066.00
<b>Total 4006.04 - CountySD</b>	<b>2,611.95</b>	<b>15,873.00</b>	<b>-13,261.05</b>	<b>-14,807.00</b>	<b>1,066.00</b>
4006.14 - Alpine Fire Foundation	9,405.87	10,000.00	-594.13	-595.00	9,405.87
<b>Total 4006 - GRANT INCOME</b>	<b>21,017.82</b>	<b>34,873.00</b>	<b>-13,855.18</b>	<b>-15,402.00</b>	<b>5,615.82</b>
<b>Total Income</b>	<b>4,349,266.62</b>	<b>4,224,932.00</b>	<b>124,334.62</b>		<b>4,191,125.00</b>
<b>Expense</b>					
66900 - Reconciliation Discrepancies	-21.88				
<b>5003 - GRANT EXPENSES</b>					
5003.03 - SD Regional Fire & Emergency	9,000.00	9,000.00	0.00	0.00	9,000.00
<b>5003.04 - CountySD</b>					
SHGP 2018	13,261.00	13,261.00	0.00	(13,261.00)	0.00
UASI 2018	1,066.40	2,612.00	-1,545.60	-1,546.00	1,066.00
<b>Total 5003.04 - CountySD</b>	<b>14,327.40</b>	<b>15,873.00</b>	<b>-1,545.60</b>	<b>-14,807.00</b>	<b>10,066.00</b>
5003.14 - Alpine Fire Foundation					
Open House/ Raffle Proceeds	322.04	0.00	322.04	0.00	0.00
Other Awards	8,988.90	10,000.00	-1,011.10	0.00	0.00
SEMPRA - CERT	94.93	0.00	94.93	0.00	0.00
<b>Total 5003.14 - Alpine Fire Foundation</b>	<b>9,405.87</b>	<b>10,000.00</b>	<b>-594.13</b>	<b>-595.00</b>	<b>9,405.87</b>
<b>Total 5003 - GRANT EXPENSES</b>	<b>32,733.27</b>	<b>34,873.00</b>	<b>-2,139.73</b>	<b>-15,402.00</b>	<b>17,331.27</b>
<b>5000 - SALARIES</b>					
5000.01 - Payroll	1,533,950.06	1,577,564.00	-43,613.94	0.00	1,577,564.00
<b>5000.02 - OVERTIME</b>					
Admin Leave Cover - C-9	2,162.16				0.00
Educational Cover	1,231.68				0.00
Critical Weather	0.00	23,492.00	-23,492.00		23,492.00
FLSA	28,507.06	28,566.00	-58.94		28,566.00
Reimbursable	654.74				0.00
Sick Coverage	48,864.48	61,079.00	-12,214.52		61,079.00
Strike Team	29,500.58	2,820.00	26,680.58	26,681.00	29,501.00
Training	11,302.54	23,424.00	-12,121.46		23,424.00
Unclassified-Meetings, etc	6,223.15	9,397.00	-3,173.85		9,397.00
Vacation-Holiday Coverage	148,722.69	180,981.00	-32,258.31	(26,681.00)	154,300.00
Worker's Comp Coverage	3,508.20	7,048.00	-3,539.80		7,048.00
<b>Total 5000.02 - OVERTIME</b>	<b>280,677.28</b>	<b>336,807.00</b>	<b>-56,129.72</b>	<b>0.00</b>	<b>336,807.00</b>

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

	Actual Jul '19 - Jun 20	Final Adopted Budget FY 19-20	Over/Under Budget	Adjust	Adjusted Budget
<b>Total 5000 - SALARIES</b>	1,814,627.34	1,914,371.00	-99,743.66	0.00	1,914,371.00
<b>5002 - EMPLOYEE BENEFITS</b>					
5002.01 - Educational Incentive	71,768.08	123,463.00	-51,694.92	(43,037.00)	80,426.00
5002.02 - Vacation/Sick Leave Expense	116,134.25	203,336.00	-87,201.75	(87,202.00)	116,134.00
5002.03 - Medicare / Employer Exp	30,026.06	37,480.00	-7,453.94		37,480.00
5002.04 - Retirement - Pers	522,597.88	341,672.00	180,925.88	180,926.00	522,598.00
5002.4d - Retirement-PERS Other Obligatio	892.80				0.00
5002.4a - Retirement UAL Payments	373,383.00	373,383.00	0.00		373,383.00
5002.4c - Retirement audit adjustments	500.00				0.00 adjusted
5002.05 - Group Medical Ins	292,687.91	343,582.00	-50,894.09	(50,895.00)	292,687.00
5002.06 - Life Insurance	4,336.27	5,704.00	-1,367.73		5,704.00
5002.07 - LTD Insurance	5,514.71	5,307.00	207.71	208.00	5,515.00
5002.08 - Social Security(Employer)	1,651.36	2,803.00	-1,151.64		2,803.00
5002.09 - Payroll Expenses	1,164.71	600.00	564.71	565.00	1,165.00
5002.10 - Retirement 401 (a)	4,375.00	5,000.00	-625.00	(565.00)	4,435.00
<b>Total 5002 - EMPLOYEE BENEFITS</b>	1,425,032.03	1,442,330.00	-17,297.97	0.00	1,442,330.00
<b>5006 - UNEMPLOYMENT</b>	-436.10	4,000.00	-4,436.10		4,000.00
<b>5007 - CLOTHING</b>					
5007.01 - Uniforms					
Uniforms	1,747.11	7,890.00	-6,142.89	(544.00)	7,346.00
Accessories	2,440.05	2,925.00	-484.95		2,925.00 adjusted
5007.01 - Uniforms - Other	543.01	0.00	543.01	544.00	544.00
<b>Total 5007.01 - Uniforms</b>	4,730.17	10,815.00	-6,084.83	0.00	10,815.00
5007.02 - Boots	979.04	2,520.00	-1,540.96		2,520.00
5007.03 - Turn Outs/Helmets	6,384.58	17,375.00	-10,990.42		17,375.00
5007.04 - Wildland gear	0.00	1,640.00	-1,640.00		1,640.00
<b>Total 5007 - CLOTHING</b>	12,093.79	32,350.00	-20,256.21	0.00	32,350.00
<b>5008 - COMMUNICATION</b>					
5008.01 - HCFA ,RCS - Internet	112,872.91	113,191.00	-318.09		113,191.00
5008.02 - Mobile Communications	3,346.06	3,175.00	171.06	172.00	3,347.00
5008.03 - Mobile Data Terminals	2,561.88	3,151.00	-589.12		3,151.00 adjusted
5008.05 - Emergency Operations Center EOC	0.00	200.00	-200.00	(172.00)	28.00
<b>Total 5008 - COMMUNICATION</b>	118,780.85	119,717.00	-936.15	0.00	119,717.00
<b>5009 - PASIS (Workers Comp)</b>					
5009.01 - Administrative	88,431.76	93,519.00	-5,087.24		93,519.00
5009.02 - Claim Related	-15,995.53	100,000.00	-115,995.53		100,000.00
<b>Total 5009 - PASIS (Workers Comp)</b>	72,436.23	193,519.00	-121,082.77	0.00	193,519.00
<b>5010 - HOUSEHOLD</b>	4,200.09	4,563.00	-362.91		4,563.00
<b>5011 - FAIRA</b>	16,343.00	16,343.00	0.00		16,343.00
<b>5012 - MAINTENANCE - EQUIPMENT</b>					
5012.01 - E17 KME (2015)	25,027.45	16,055.00	8,972.45	8,973.00	25,028.00
5012.02 - E217 KME (2002)	9,416.50	14,172.00	-4,755.50	(4,754.00)	9,418.00
5012.03 - B217 International (2002)	12,682.79	5,995.00	6,687.79	6,688.00	12,683.00
5012.04 - 4709 U17 Ford F-250 (2018)	619.11	200.00	419.11	420.00	620.00
5012.05 - Rescue Tools	0.00	750.00	-750.00	(750.00)	0.00
5012.06 - Hydrant	0.00	100.00	-100.00	(100.00)	0.00
5012.07 - Generator	2,186.20	2,021.00	165.20	166.00	2,187.00
5012.08 - SCBA - Compressor	256.16	1,852.00	-1,595.84	(1,594.00)	258.00
5012.09 - Portable Extinguishers	68.02	170.00	-101.98	(101.00)	69.00
5012.10 - Ladder Testing	3,770.00	400.00	3,370.00	3,370.00	3,770.00
5012.11 - Misc.Equipment	439.09	800.00	-360.91	(360.00)	440.00
5012.12 - Fuel	23,758.38	26,020.00	-2,261.62	(2,260.00)	23,760.00
5012.13 - Foam (Class A/B)	948.20	1,000.00	-51.80	(51.00)	949.00
5012.14 - Fire Hose/Hose Packs	1,213.57	4,000.00	-2,786.43	(799.00)	3,201.00
5012.15 - Vehicle Maintenance Software	1,431.00	1,431.00	0.00	0.00	1,431.00
5012.16 - Air Compressor - Station	881.44	820.00	61.44	62.00	882.00
5012.18 - 4706 Ford Ranger (2007)	166.14	2,100.00	-1,933.86	(1,932.00)	168.00 adjusted
5012.19 - SCBA's	1,380.37	775.00	605.37	606.00	1,381.00
5012.20 - 4705 Ford Expedition (2008)	804.55	1,250.00	-445.45	(444.00)	806.00
5012.21 - 4701 Dodge Ram Truck 0966(2012)	2,794.49	3,950.00	-1,155.51	(1,154.00)	2,796.00
5012.22 - 4702 Dodge Ram Truck 0965(2012)	10,060.83	6,400.00	3,660.83	3,661.00	10,061.00
<b>Total 5012 - MAINTENANCE - EQUIPMENT</b>	97,904.29	90,261.00	7,643.29	9,647.00	99,908.00
<b>5013 - MAINTENANCE - RADIOS</b>					
5013.01 - Maintenance Contract	3,300.00	3,600.00	-300.00		3,600.00

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

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5013.02 · Other radio maintenance	0.00	2,000.00	-2,000.00		2,000.00
<b>Total 5013 · MAINTENANCE - RADIOS</b>	<b>3,300.00</b>	<b>5,600.00</b>	<b>-2,300.00</b>	<b>0.00</b>	<b>5,600.00</b>
<b>5014 · MAINTENANCE - STRUCTURES</b>					
5014.01 · Station 17					
Station Maintenance	4,322.48	12,620.00	-8,297.52	(8,297.00)	4,323.00
Plymovent System	0.00	1,970.00	-1,970.00	(1,532.00)	438.00
Gym Equipment	0.00	500.00	-500.00		500.00
Grounds Maintenance	1,181.51	1,000.00	181.51	182.00	1,182.00
<b>Total 5014.01 · Station 17</b>	<b>5,503.99</b>	<b>16,090.00</b>	<b>-10,586.01</b>	<b>0.00</b>	<b>6,443.00</b>
5014.02 · HVAC Maintenance	1,361.59	2,580.00	-1,218.41		2,580.00
5014.03 · Apparatus Bay Doors & Gates	4,713.22	10,048.00	-5,334.78		10,048.00
5014.04 · Alarm System	1,797.69	3,531.00	-1,733.31		3,531.00
<b>Total 5014 · MAINTENANCE - STRUCTURES</b>	<b>13,376.49</b>	<b>32,249.00</b>	<b>-18,872.51</b>	<b>0.00</b>	<b>16,159.00</b>
<b>5015 · MEDICAL SUPPLIES</b>					
5015.01 · Disposable Supplies	2,552.76	1,000.00	1,552.76	1,553.00	2,553.00
5015.02 · Defib. supplies	905.10	500.00	405.10	406.00	906.00
5015.03 · Medic Engine Equipment	94.90	500.00	-405.10	(405.00)	95.00
5015.04 · Defib.maintenance	50.00	50.00	0.00		50.00 adjusted
5015.05 · Multi Casualty Trailer	0.00	300.00	-300.00		300.00
5015.07 · Narcotic Disposal	409.59	475.00	-65.41	(1.00)	474.00
5015.08 · Covid - 19	4,442.37				0.00
<b>Total 5015 · MEDICAL SUPPLIES</b>	<b>8,454.72</b>	<b>2,825.00</b>	<b>5,629.72</b>	<b>1,553.00</b>	<b>4,378.00</b>
<b>5016 · MEMBERSHIP</b>	<b>4,256.56</b>	<b>4,368.00</b>	<b>-111.44</b>		
<b>5018 · OFFICE EXPENSE</b>					
5018.01 · Expendable Supplies	1,525.61	1,750.00	-224.39		1,750.00
5018.02 · Postage	738.19	800.00	-61.81		800.00
5018.03 · Office Equip.& Maintenance	33,247.68	36,472.00	-3,224.32	(1,553.00)	34,919.00
5018.04 · CrewSense/ WebStaff maintenance	1,188.00	1,200.00	-12.00		1,200.00
<b>Total 5018 · OFFICE EXPENSE</b>	<b>36,699.48</b>	<b>40,222.00</b>	<b>-3,522.52</b>	<b>0.00</b>	<b>38,669.00</b>
<b>5019 · PROFESSIONAL FEES</b>					
5019.01 · Legal Counsel	16,264.90	19,150.00	-2,885.10		19,150.00
5019.02 · Auditor	10,200.00	10,450.00	-250.00		10,450.00
<b>Total 5019 · PROFESSIONAL FEES</b>	<b>26,464.90</b>	<b>29,600.00</b>	<b>-3,135.10</b>	<b>0.00</b>	<b>29,600.00</b>
<b>5023 · TRAINING</b>					
5023.01 · Training Incidentals	1,954.31	2,500.00	-545.69		2,500.00
5023.03 · HTF	14,522.00	14,521.00	1.00	1.00	14,522.00
5023.04 · Education	5,964.87	6,000.00	-35.13	(1.00)	5,999.00 adjusted
5023.05 · Workshops	750.00	3,250.00	-2,500.00		3,250.00
<b>Total 5023 · TRAINING</b>	<b>23,191.18</b>	<b>26,271.00</b>	<b>-3,079.82</b>	<b>0.00</b>	<b>26,271.00</b>
<b>5025 · WORKSHOPS-MANAGEMENT</b>					
5025.01 · Administrative	4,625.09	8,330.00	-3,704.91		8,330.00
5025.02 · Chief Officers	5,581.20	12,900.00	-7,318.80		12,900.00
5025.03 · Board Members	288.95	2,500.00	-2,211.05		2,500.00
5025.04 · In House Training	4,994.75	7,160.00	-2,165.25		7,160.00
5025.05 · Fire Prevention	2,017.58	1,000.00	1,017.58		1,000.00
<b>Total 5025 · WORKSHOPS-MANAGEMENT</b>	<b>17,507.57</b>	<b>31,890.00</b>	<b>-14,382.43</b>	<b>0.00</b>	<b>31,890.00</b>
<b>5028 · UTILITIES</b>					
5028.01 · SDG&E	37,286.65	37,126.00	160.65	161.00	37,287.00
5028.02 · Telephone	3,773.77	6,020.00	-2,246.23	(1,212.00)	4,808.00
5028.03 · Water	8,331.83	7,329.00	1,002.83	1,003.00	8,332.00 adjusted
5028.04 · Trash	1,252.65	1,205.00	47.65	48.00	1,253.00
5028.05 · Sewer	1,142.00	1,142.00	0.00		1,142.00
<b>Total 5028 · UTILITIES</b>	<b>51,786.90</b>	<b>52,822.00</b>	<b>-1,035.10</b>	<b>0.00</b>	<b>52,822.00</b>
<b>5030 · SPECIAL DISTRICT EXPENSE</b>					
5030.01 · District Operations	3,697.21	6,385.00	-2,687.79		6,385.00
5030.02 · Publishing	425.10	660.00	-234.90		660.00
5030.04 · County Admin.Fees	40,089.47	51,302.00	-11,212.53		51,302.00
5030.05 · Rehab-Fire Ground Meals	-1,344.67	1,000.00	-2,344.67	(800.00)	200.00
5030.06 · FIT Tests/HepBC/Wellness	21,816.36	31,798.00	-9,981.64		31,798.00
5030.08 · LAFCO Budget	2,347.87	2,348.00	-0.13		2,348.00 adjusted
5030.10 · Web Site	960.00	160.00	800.00	800.00	960.00
5030.11 · Recruitment-New Hires	20.00	775.00	-755.00		775.00
<b>Total 5030 · SPECIAL DISTRICT EXPENSE</b>	<b>68,011.34</b>	<b>94,428.00</b>	<b>-26,416.66</b>	<b>0.00</b>	<b>94,428.00</b>
<b>5031 · DIRECTORS FEES</b>	<b>6,800.00</b>	<b>7,000.00</b>	<b>-200.00</b>		<b>7,000.00</b>

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

	Actual Jul '19 - Jun 20	Final Adopted Budget FY 19-20	Over/Under Budget	Adjust	Adjusted Budget
<b>5032 · FIRE PREVENTION</b>					
5032.01 · Public Education	4,290.62	5,100.00	-809.38		5,100.00
5032.02 · Supplies	1,872.54	2,935.00	-1,062.46		2,935.00
5032.03 · Classes	845.00	4,440.00	-3,595.00		4,440.00
5032.04 · Mapping	438.92	700.00	-261.08		700.00
<b>Total 5032 · FIRE PREVENTION</b>	7,447.08	13,175.00	-5,727.92	0.00	13,175.00
<b>5035 · UNCAPITALIZED EQUIPMENT</b>					
Communications	0.00	5,338.00	-5,338.00		5,338.00
Engines	3,858.47	3,859.00	-0.53		3,859.00
Facilities	5,165.06	6,000.00	-834.94		6,000.00
Office	0.00	4,400.00	-4,400.00		4,400.00
Operations	0.00	5,250.00	-5,250.00	(302.00)	4,948.00
Vehicles	7,373.38	7,072.00	301.38	302.00	7,374.00 <b>adjusted</b>
<b>Total 5035 · UNCAPITALIZED EQUIPMENT</b>	16,396.91	31,919.00	-15,522.09	0.00	31,919.00
<b>5037 · CAPITAL EXP. - EQUIPMENT</b>					
Command Vehicle	0.00	37,500.00	-37,500.00	(37,500.00)	0.00 <b>adjusted not purchased</b>
Engines	483,960.44	524,321.00	-40,360.56		524,321.00
Operations	63,667.32	63,668.00	-0.68		63,668.00
Station	0.00	23,005.00	-23,005.00		23,005.00
<b>Total 5037 · CAPITAL EXP. - EQUIPMENT</b>	547,627.76	648,494.00	-100,866.24	-37,500.00	610,994.00
<b>5038 · CONTINGENCY FUND</b>	0.00	120,695.00	-120,695.00		120,695.00
<b>5039 · EMERGENCY FUND</b>	0.00	5,000.00	-5,000.00		5,000.00
<b>5050 · INTERFUND TRANSFERS</b>	0.00	1,250,718.00	-1,250,718.00		1,250,718.00
<b>5040 · FUND ACCURAL ACCOUNTS</b>	0.00	403,634.00	-403,634.00		403,634.00
<b>Total Expense</b>	4,425,013.80	6,653,237.00	-2,228,223.20	0.00	1,780,047.00
<b>Net Income</b>	<b>-75,747.18</b>	<b>-2,428,305.00</b>	<b>2,352,557.82</b>	<b>(57,104.00)</b>	

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## ALPINE FIRE PROTECTION DISTRICT - STAFF REPORT

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Agenda Item: **5.4**  
Meeting Date: August 18, 2020  
Submitted by: Fire Chief  
Subject: Policy #5001 – CAL CARD PURCHASING POLICY



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### **SUBJECT SUMMARY:**

New Business Management Policy covering the distribution and use of District issued CAL CARDS.

### **BACKGROUND:**

District Policy 5001 is a new policy that better defines the protocols for distributing and usage of District issued CAL CARDS. The District partners with U.S. Bank and the State of California to provide designated District personnel the ability to make purchases when the normal established purchasing procedures (purchase orders) cannot be used.

### **DISCUSSION:**

The distribution and usage of the CAL CARD requires strict guidelines and accountability in order to spend public funds. Policy 5001 defines what and when the CAL CARD may be used. The policy establishes daily and monthly purchasing limits that can be adjusted during an emergency..

### **PREVIOUS BOARD ACTION:**

The Board previously approved Policy #4008 – Credit Card and Expenditures Policy in 2012. Policy #5001 expands on that policy and strictly deals with the CAL CARD.

### **RECOMMENDATION:**

Policy #5001 was reviewed by legal counsel. It is the recommendation of staff that Policy #5001 be adopted by the Board of Directors.

### **ATTACHMENTS:**

Policy #5001 – CAL CARD Purchasing Policy



# ALPINE FIRE PROTECTION DISTRICT

VOLUME 2: ADMINISTRATION MANUAL  
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## CAL CARD PURCHASING POLICY

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## 5001 – CAL CARD PURCHASING POLICY

### 5001.1 – General Information

The Purchasing Card (“CAL CARD”) Program was developed to allow designated Alpine Fire Protection District (AFPD) employees the capability to administer authorized travel expenditures and purchases that have pre-authorization. The CAL CARD is a VISA charge card with greatly enhanced controls and data reporting.

**The CAL CARD is not intended to, and shall not be used to, circumvent any existing statutes or laws, nor is the CAL CARD to be used to circumvent existing AFPD Procurement Policies.**

**Public Funds:** Because charges to the CAL CARD are paid for with public funds, employees issued a CAL CARD (“Cardholders”) and employees authorized to approve CAL CARD expenditures (“Approving Officials”) must be continually reminded that their purchases represent the District’s interest in and reputation for ethical and prudent business dealings. Each transaction must be one that the Cardholder and Approving Official could easily explain or defend as a prudent and legal use of public funds. Additionally, written policies cannot be established to cover every eventuality of CAL CARD use and as such, Cardholders and Approving Officials shall use their best judgment when expending public funds with a CAL CARD.

**Usage:** The CAL CARD is a purchasing tool to conduct authorized business on behalf of the District. All purchases made with the CAL CARD are to follow current District purchasing policies. The CAL CARD may only be used for District related business. Personal use of the CAL CARD is not allowed. Misuse of the CAL CARD and/or violations of this Policy may result in revocation of the CAL CARD or discipline up to and including termination of employment. Individual CAL CARDS are encoded with the transaction limits approved on the Cardholder’s application. Purchases shall not be split to circumvent District policies, i.e. capital purchases.

CAL CARDS must be used under secure conditions only (See Attachment C).

Note: All funding received by the District, regardless of source, is subject to the same standard procurement guidelines including those in this manual. This complies with state and federal policies that local governments have jurisdiction and control over all funds received. Therefore, state and federal grand funds and even private grants must be managed and expended in accordance with District rules and regulations, as well as any additional requirements established by the state or federal funding source.

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### 5001.2 – How to Use the CAL CARD

#### 5001.2.1 – Spending Limits

The Fire Chief will determine the CAL CARD spending limits when requesting a CAL CARD. There are two transaction limits placed on all CAL CARDS. These limits include all tax, shipping, and any other charges to the transaction.

##### 1. Single Purchase Transaction Limit

- a. Every CAL CARD holder has an individual single-purchase transaction limit that cannot be exceeded. A single item or a group of items in one transaction cannot exceed the Cardholder's established limit. The credit card company will not authorize purchases that exceed the limit. The limits are as follows:
  - i. Captain - \$250
  - ii. Fire Marshal - \$5000
  - iii. Administrative Director - \$5000
  - iv. Fire Chief - \$5000

##### 2. 30-Day Monthly Transaction Limit

- a. In addition to a single-purchase transaction limit, there is also a 30-day monthly limit. The 30-day period corresponds to the billing cycle. The 30-day monthly limits are as follows:
  - i. Captain - \$1000
  - ii. Fire Marshal - \$15000
  - iii. Administrative Director - \$15000
  - iv. Fire Chief - \$15000
- b. Cardholder limits will change only on an as-needed basis once the change is approved by the Fire Chief or designated staff.

#### 5001.2.2 – Authorized Users of the Card

Each CAL CARD is unique and has the Cardholder's name embossed on it. Only the authorized employee may use the CAL CARD.

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### **5001.3 – Authorized, Restricted or Prohibited Uses**

#### **5001.3.1 – Authorized Uses of CAL CARD**

Use of the CAL CARD is authorized for transactions related to pre-approved travel requests and travel related expenses, purchase of goods authorized by the Fire Chief or designee, and for approved transactions/purchases where it is not possible to obtain a purchase order or a purchase order is not accepted.

#### **5001.3.2 – Prohibited Uses of CAL CARD**

The use of the CAL CARD is strictly prohibited for the following:

1. Personal use of any kind;
2. Cash advances;
3. Leases of any type;
4. Auto-renewing transactions;
5. Maintenance service agreements;
6. On-site services, (unless emergency in nature as described in Section VI. B);
7. Purchasing of team and/or individual recognition-related items including, but not limited to birthday/anniversary/congratulatory cards, entertainment, food/meals, and related supplies in support of recognition of birthday/anniversaries or team accomplishments.
8. Splitting purchases to circumvent the dollar limitation.

#### **5001.3.3 – Revocation of Privileges**

CAL CARD privileges may be revoked at any time at the discretion of the Fire Chief or designee. A Cardholder's privileges will be revoked if the Cardholder continuously misuses the CAL CARD. Examples of misuse include, but are not limited to the following:

1. Improper purchases;
2. Frequently lost receipts;
3. Failure to reconcile monthly statements within 10 business days;
4. Failure to complete and maintain supporting documentation; and
5. Failure to comply with the intent and details of the CAL CARD Purchasing Policy.

### **5001.4 - Areas of Responsibility**

#### **5001.4.1 – U.S. Bank National Association**

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U.S. Bank is the banking contractor that issues the CAL CARD.

### **5001.4.2 – Finance Department**

The Finance Department is responsible for accumulating, reporting, coordinating, and evaluating all aspects of the program.

Once approved by the Fire Chief, the Finance Department will administer the ordering and issuance of new CAL CARDS.

The Finance Department is responsible for making all payments to U.S. Bank under the terms of the contract.

### **5001.4.3 – Cardholder**

The Cardholder is responsible for:

1. Security of the CAL CARD;
2. Appropriate use of the CAL CARD. Only the Cardholder is authorized to use the CAL CARD for purchases.
3. Compliance with the Districts' Purchasing Policies and Procedures.

### **5001.4.4 – Approving Official**

The Approving Official is responsible for:

1. Reviewing all charges;
2. Ensuring all purchases are appropriate;
3. Ensuring no prohibited item has been purchased;
4. Ensuring all proper documentation is attached to the Monthly CAL CARD Report Form (Attachment A).

### **5001.5 – Purchases**

#### **5001.5.1 – Obtaining Goods**

Goods can be obtained in person, over the phone, or via the internet. In any case, the Cardholder will require the vendor to itemize the receipt/invoice. An itemized receipt/invoice consists of the following information for goods/purchases:

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- Date of purchase;
- Description of goods and related services purchased;
- Quantity purchased;
- Price per item;
- Amount of sales tax and total amount; and
- Shipping charges, if applicable

### **5001.6 – Monthly Reporting and Reconciliation Responsibility**

#### **5001.6.1 – CAL CARD Receipt/Invoice**

Cardholders are required to obtain detailed, itemized receipts from the vendor and place them in an envelope or file folder. Each detailed receipt must state the business purpose to allow the Approving Official to understand the relevance of the purchase and appropriately review all costs to ensure the individual items purchased are authorized within the CAL CARD purchasing procedures. In the event of lost receipts/invoices, a memo with an explanation attached to the Monthly CAL CARD Report Form shall be submitted.

Note: If there are excessive instances of lost receipts, the CAL CARD will be revoked.

#### **5001.6.2 – How to Reconcile the CAL CARD Account**

At the end of the billing cycle the Cardholder will receive a statement from U.S. Bank and must complete a transactions log in order to approve the CAL CARD transactions.

The Cardholder must review, sign, and date the statement for accuracy and reconcile the bank statement with the Monthly CAL CARD Report Form and vendor receipts/invoices.

1. The Cardholder must attach a signed Monthly CAL CARD Report Form to the bank statement; attach corresponding receipts/invoices listed in the same order as they are on the bank statement.
2. If an item is billed incorrectly, the Cardholder must provide a complete explanation on the monthly statement.
3. If fraudulent charges are detected, the Cardholder is required to contact U.S. Bank immediately.
4. The Cardholder shall retain CAL CARD credit receipts until the credit transaction appears on the bank statement at which time credit receipts shall be attached to the bank statement.
5. The Cardholder shall approve/sign/date the bank statement and Monthly CAL CARD Report Form.

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6. Within five (5) working days of receipt of the bank statement, the Cardholder shall attach receipts/invoices and other documentation to the bank statement and forward to the Approving Official for review.

### **5001.6.3 – Approving Official Responsibilities for Reconciling a Cardholder’s Account**

Within five (5) working days of receipt of the Cardholder’s bank statement and documentation, the Approving Official will be responsible for the following:

1. Compare Cardholder’s documentation and review charges to ensure that purchases are appropriate and any purchase of restricted items are appropriately documented (e.g.: a statement of emergency purchase including why the service was necessary).
2. Review the Monthly CAL CARD Report Form to be sure all invoices/receipts are included.
3. Approving, signing, and dating the Monthly CAL CARD Report Form to be sure all invoices/receipts are included.
4. Forward the completed packet to the Finance Department for review and payment.

### **5001.7 – Program Administration**

#### **5001.7.1 – Issuance of CAL CARDS**

If approved by the Fire Chief, a CAL CARD may be issued to those employees who hold the rank of Captain, Fire Marshal, Administrative Director or Fire Chief. Each employee that is issued a CAL CARD will be given a copy of this policy and will be required to sign for the card and sign a CAL CARD Cardholder Agreement prior to receiving their purchasing card.

The assigned card is to be returned to the District upon termination of employment, retirement, resignation from employment with the District, or upon the request of the Fire Chief or designee.

#### **5001.7.2 – CAL CARD Account Maintenance**

##### **1. Replacement of Worn Out/Defective Cards**

- a. If a CAL CARD needs to be replaced because it is worn out or defective, a memo from the Cardholder requesting a CAL CARD replacement must be submitted along with the worn-out CAL CARD to the Fire Chief.
- b. U.S. Bank will issue a replacement card within two (2) days after receipt of order.

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### 2. Reporting a lost CAL CARD

- a. Cardholder will immediately contact U.S. Bank at 800-344-5696
- b. Cardholder will immediately contact the Fire Chief or designee.

#### 5001.7.3 – Disputed Charges

In the event of a disputed transaction, the Cardholder shall contact U.S. Bank Customer Service at 800-344-5696 for guidance on a resolution. The Cardholder shall also contact the Fire Chief or designee with the details of the dispute.

1. Disputed items should be first reported to U.S. Bank by the Cardholder who has the details of the disputed transaction. This reporting starts the clock for time limitation statutes for reporting and the bank can start an investigation immediately.
2. The Cardholder shall notify the Fire Chief or designee.
3. Any supporting details of why the item is being disputed must be included with the Cardholder monthly statement.
4. The U.S. Bank representative that receives the details of the dispute will provide the Cardholder with a confirmation number as reference to the dispute. The Cardholder shall include and note this confirmation number in their notification to the Fire Chief.

#### Attachments

- A. Monthly CAL CARD Report Form
- B. Cardholder Agreement Form
- C. CAL CARD Use and Security Best Practices

\_\_\_\_\_  
Brian Boggeln, Fire Chief

\_\_\_\_\_  
Date





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### Attachment B – Cardholder Agreement Form (Example)

I certify that I have received and read a copy of the AFPD CAL CARD Policy and that I have received a CAL CARD.

I understand that transactions are limited as indicated below:

Single Purchase Limit: \$\_\_\_\_\_ 30-Day Limit: \$\_\_\_\_\_

Initial	
	I understand that the CAL CARD may only be used for official District business. I will not use the CAL CARD to make unauthorized, prohibited or personal purchases. I understand that any misuse of the CAL CARD may be a violation of criminal law. I understand that any purchase that is in excess of the CAL CARD dollar limits, or outside of the approved commodity or merchant categories is unauthorized, as is the use of the CAL CARD by anyone other than myself.
	I understand that unauthorized use of the CAL CARD may result in disciplinary action up to and including termination of my employment and payment for unauthorized charges.
	I understand that situations may arise when I will need to reimburse the District for certain charges and I agree to reimburse the District within 30-days of such charge. If no reimbursement has been made within 30-days, I authorize the District to deduct the charges from my payroll check on the next pay period.
	I understand that I am responsible for the CAL CARDS safekeeping at all times. I will immediately notify U.S. Bank and the Fire Chief in the event that my CAL CARD is lost or stolen, or if I believe that CAL CARD was used in a fraudulent manner.
	I will review the monthly statement immediately upon receipt and forward verification of charges to the Fire Chief. If I dispute a charge, I will immediately seek to resolve the problem with the vendor.
	I understand that the District has the unconditional right to cancel the CAL CARD issued to me at any time. In the event that the District cancels the CAL CARD issued to me, or prior to separation from service, I will immediately cut the card in half and return them to the Fire Chief.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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### **Attachment C – CAL CARD Use and Security Best Practices**

Your District issued CAL CARD is the property of the Alpine Fire Protection District. All cards when not being used shall be stored in a secure location.

Please follow the suggestions below for best security practices:

- Before you shop online, ensure you have the most current security software updates available for your operating system, application and browser.
- Know with whom you are doing business. You are the safest when doing business with a reputable company.
- Be sure “https” or “shttp” appears in the websites address bar when you are ready to provide payment information.
- Look for logos from organizations that feature trusted or credential websites.
- Do not send credit card information through email.
- Do not perform online transactions from a public computer or kiosk.
- Do not enter personal information in a pop-up screen.
- The Cardholder promptly contact U.S. Bank Customer Service when there is reason to believe that a card has been lost, stolen or misused.
- The Cardholder maintains the actual card and card number in a secure and safe place to avoid “unauthorized” individuals access to credit card information.
- Cardholder adheres to the written terms and agreements contained in the AFD CAL CARD Policy.
- Cardholder instructs all authorized users of the above mentioned guidelines, and periodically reminds users of the accountability requirements.



**RESOLUTION # 20/21-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE ALPINE FIRE PROTECTION DISTRICT  
AUTHORIZING AGENTS  
TO EXECUTE FOR AND ON BEHALF OF THE DISTRICT  
IN REGARDS TO FEDERAL FINANCIAL ASSISTANCE FROM THE  
DEPARTMENT OF HOMELAND SECURITY**

**BE IT RESOLVED BY THE**, Board of Directors **OF THE**, Alpine Fire Protection District,

**THAT THE**, Fire Chief **OR** Administrative Director

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

***PASSED AND ADOPTED by the Board of Directors of the Alpine Fire Protection District, County of San Diego, State of California, on the 18th day of August, 2020 by the following vote:***

**AYES:** ( )  
**NOES:** ( )  
**ABSTAIN:** ( )  
**ABSENT:** ( )

\_\_\_\_\_  
Jim Easterling  
President

\_\_\_\_\_  
Pat Price  
Board Secretary

**Alpine Fire Protection District**

I hereby certify that the above and foregoing is a full and true copy of Resolution 20/21-02 of the Resolutions of the Alpine Fire Protection District, as adopted by the Alpine Fire Protection District Board of Directors at a Regular Meeting held on August 18, 2020.

\_\_\_\_\_  
Alicea Caccavo, Clerk of the Board

\_\_\_\_\_  
Date

**ALPINE FIRE PROTECTION DISTRICT**  
**Balance Sheet**  
 As of July 31, 2020

Jul 31, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

**1000 - COUNTY OF SAN DIEGO**

**1000.01 - Gen. 310100-47500**

Committed for Vac-Sick Liabilit 53,529.41

Committed for Capital Accrual 133,166.26

1000.01 - Gen. 310100-47500 - Other 1,251,147.91

**Total 1000.01 - Gen. 310100-47500 1,437,843.58**

**1000.02 - Mitig.310135-47505**

Committed for Capital accrual 10,523.38

1000.02 - Mitig.310135-47505 - Other 76,966.05

**Total 1000.02 - Mitig.310135-47505 87,489.43**

**Total 1000 - COUNTY OF SAN DIEGO 1,525,333.01**

**1001 - OTHER A/C'S**

1001.01 - CB&T-Checking 108,797.09

1001.04 - CB&T-(Workers Comp) 19,056.26

**1101.06 - CB&T Money Plus**

General 74,175.47

Assigned Capital Veh Rep Fund 25,892.96

Assigned Building Accrual Fund 50,508.04

Assigned Equipment Accrual Fund 145,156.25

**Total 1101.06 - CB&T Money Plus 295,732.72**

1101.09 - CB&T Savings (Grant) 500.53

**Total 1001 - OTHER A/C'S 424,086.60**

**Total Checking/Savings 1,949,419.61**

**Accounts Receivable**

1003 - \*Accounts Receivable 15,148.94

**Total Accounts Receivable 15,148.94**

**Other Current Assets**

**1002 - OTHER CURRENT ASSETS**

**1002.1 - LAIF 17-37-006**

General 37,587.38

Assigned Building Accrual Fund 27,103.24

Assigned Vehicle Replacement 37,500.00

Committed SRPL Funds 8,370.92

Committed Building Accrual Fund 26,723.79

Committed Equipment Replacement 16,303.25

Committed OPEB Liability 38,000.00

Committed Radio Replacement 28,000.00

Committed Vehicle Replacement 228,366.41

Committed Vacation Sick 13,484.26

**Total 1002.1 - LAIF 17-37-006 461,439.25**

1002.2 - PASIS-Risk Pool Deposit 509,261.34

1002.6 - Petty Cash 76.00

**ALPINE FIRE PROTECTION DISTRICT**  
**Balance Sheet**  
 As of July 31, 2020

	<u>Jul 31, 20</u>
1002.65 · Change Account	100.00
1002.10 · Multi-Bank Securities	
Securities	205,391.27
Money Market	<u>-2,191.99</u>
Total 1002.10 · Multi-Bank Securities	203,199.28
1002.13 · P1R-354391 - Comerica AFPD fund	
Securities	1,680,872.56
Money Market	<u>274,627.84</u>
Total 1002.13 · P1R-354391 - Comerica AFPD fund	1,955,500.40
1002.14 · P1R-114381 - Comerica SRPL fund	
Securities	297,415.14
Money Market	<u>15,344.48</u>
Total 1002.14 · P1R-114381 - Comerica SRPL fund	<u>312,759.62</u>
Total 1002 · OTHER CURRENT ASSETS	3,442,335.89
1499 · Undeposited Funds	<u>374.01</u>
Total Other Current Assets	<u>3,442,709.90</u>
Total Current Assets	<u>5,407,278.45</u>
<b>TOTAL ASSETS</b>	<b><u>5,407,278.45</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	<u>40,989.30</u>
Total Accounts Payable	40,989.30
<b>Credit Cards</b>	
2002 · CREDIT CARDS	
CalCard (Alicea Caccavo -6962)	117.60
CalCard (Brian Boggeln -1835)	<u>852.30</u>
Total 2002 · CREDIT CARDS	<u>969.90</u>
Total Credit Cards	969.90
<b>Other Current Liabilities</b>	
1800 · Market value of portfolio	119,537.50
2001 · ACCRUED LIABILITIES	
2001.02 · Accrued Vacation	<u>185,810.00</u>
Total 2001 · ACCRUED LIABILITIES	185,810.00
2003 · OTHER LIABILITIES	
2003.12 · SRPL Mitigation Funds	<u>291,677.31</u>
Total 2003 · OTHER LIABILITIES	291,677.31
2100 · PAYROLL LIABILITIES	
2100.01 · Federal Income Tax	-15.00
2100.02 · State Income Tax	-0.07
2100.03 · MediCare Tax	-24.30
2100.04 · CalPERS Retirement - Company	71,228.61
2100.21 · CalPERS Retirement - Employee	-4,254.56
2100.05 · 457b Deferred Comp	500.00

**ALPINE FIRE PROTECTION DISTRICT**  
**Balance Sheet**  
 As of July 31, 2020

	<u>Jul 31, 20</u>
2100.07 · Long Term Disability	38.62
2100.17 · Supplemental Life Insurance	-21.80
2100.22 · Health Benefits {ER}	-845.48
2100.23 · Reportable Health Coverage {EE}	699.81
<b>Total 2100 · PAYROLL LIABILITIES</b>	<u>67,305.83</u>
<b>Total Other Current Liabilities</b>	<u>664,330.64</u>
<b>Total Current Liabilities</b>	706,289.84
<b>Long Term Liabilities</b>	
<b>2500 · LONG TERM LIABILITIES</b>	
2500.11 · ACCRUED CLAIMS LIABILITY	276,220.00
2500.01 · Compensated Absences	-92,904.90
<b>Total 2500 · LONG TERM LIABILITIES</b>	<u>183,315.10</u>
<b>Total Long Term Liabilities</b>	<u>183,315.10</u>
<b>Total Liabilities</b>	889,604.94
<b>Equity</b>	
1110 · Retained Earnings	3,810,927.83
<b>3002 · UNRESERVED and UNDESIGNATED</b>	
3002.01 · General Fund Balance	1,553,545.88
3002.02 · Mitigation Fee Fund	2,703.00
<b>Total 3002 · UNRESERVED and UNDESIGNATED</b>	<u>1,556,248.88</u>
<b>Net Income</b>	<u>-849,503.20</u>
<b>Total Equity</b>	<u>4,517,673.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,407,278.45</u></u>

ALPINE FIRE PROTECTION DISTRICT  
 Profit & Loss Budget vs. Actual

July 2020

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>4002 · INTEREST INCOME</b>				
.1 · California Bank & Trust	10.02			
.3 · Investments	2,801.74			
<b>Total 4002 · INTEREST INCOME</b>	<u>2,811.76</u>			
<b>4005 · OTHER INCOME</b>				
.01 · Plan Check	976.80			
.08 · Ambulance Sub-Lease(Restricted)	3,273.67			
<b>Total 4005 · OTHER INCOME</b>	<u>4,250.47</u>			
<b>Total Income</b>	<u>7,062.23</u>			
<b>Expense</b>				
<b>5000 · SALARIES</b>				
5000.01 · Payroll	122,451.21			
<b>5000.02 · OVERTIME</b>				
FLSA	2,396.18			
Sick Coverage	1,270.32			
Unclassified-Meetings, etc	56.92			
Vacation-Holiday Coverage	14,346.96			
<b>Total 5000.02 · OVERTIME</b>	<u>18,070.38</u>			
<b>Total 5000 · SALARIES</b>	<u>140,521.59</u>			
<b>5002 · EMPLOYEE BENEFITS</b>				
5002.01 · Educational Incentive	69,561.65			
5002.03 · Medicare / Employer Exp	2,986.50			
5002.04 · Retirement - Pers	37,735.20			
5002.4a · Retirement UAL Payments	423,563.77			
5002.05 · Group Medical Ins	24,040.54			
5002.06 · Life Insurance	321.90			
5002.08 · Social Security(Employer)	31.00			
5002.09 · Payroll Expenses	48.35			
5002.10 · Retirement 401 (a)	247.50			
<b>Total 5002 · EMPLOYEE BENEFITS</b>	<u>558,536.41</u>			
<b>5007 · CLOTHING</b>				
<b>5007.01 · Uniforms</b>				
Uniforms	196.60			
<b>Total 5007.01 · Uniforms</b>	<u>196.60</u>			
<b>Total 5007 · CLOTHING</b>	<u>196.60</u>			
<b>5008 · COMMUNICATION</b>				
5008.01 · HCFA ,RCS - Internet	34,253.00			
5008.02 · Mobile Communications	226.77			
5008.03 · Mobile Data Terminals	228.06			
<b>Total 5008 · COMMUNICATION</b>	<u>34,707.83</u>			
<b>5009 · PASIS (Workers Comp)</b>				
5009.01 · Administrative	67,633.00			
5009.02 · Claim Related	1,789.17			
<b>Total 5009 · PASIS (Workers Comp)</b>	<u>69,422.17</u>			

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Budget vs. Actual**

July 2020

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5010 - HOUSEHOLD	579.96			
5011 - FAIRA	20,649.00			
5012 - MAINTENANCE - EQUIPMENT				
5012.23 - B17 Hi-Tech (2019)	313.18			
5012.09 - Portable Extinguishers	144.00			
5012.12 - Fuel	944.09			
5012.15 - Vehicle Maintenance Software	1,565.00			
Total 5012 - MAINTENANCE - EQUIPMENT	<u>2,966.27</u>			
5013 - MAINTENANCE - RADIOS				
5013.01 - Maintenance Contract	237.00			
Total 5013 - MAINTENANCE - RADIOS	<u>237.00</u>			
5014 - MAINTENANCE - STRUCTURES				
5014.01 - Station 17				
Station Maintenance	852.30			
Grounds Maintenance	130.28			
Total 5014.01 - Station 17	<u>982.58</u>			
5014.02 - HVAC Maintenance	1,231.00			
5014.04 - Alarm System	1,610.50			
Total 5014 - MAINTENANCE - STRUCTURES	<u>3,824.08</u>			
5015 - MEDICAL SUPPLIES				
5015.04 - Defib.maintenance	6,177.30			
5015.07 - Narcotic Disposal	162.00			
5015.08 - Covid - 19	6.45			
Total 5015 - MEDICAL SUPPLIES	<u>6,345.75</u>			
5016 - MEMBERSHIP	542.50			
5018 - OFFICE EXPENSE				
5018.01 - Expendable Supplies	403.55			
5018.03 - Office Equip.& Maintenance	1,914.04			
5018.04 - CrewSense/ WebStaff maintenance	99.00			
Total 5018 - OFFICE EXPENSE	<u>2,416.59</u>			
5019 - PROFESSIONAL FEES				
5019.01 - Legal Counsel	1,680.00			
Total 5019 - PROFESSIONAL FEES	<u>1,680.00</u>			
5023 - TRAINING				
5023.01 - Training Incidentals	1,440.00			
5023.03 - HTF	5,047.00			
5023.05 - Workshops	100.00			
Total 5023 - TRAINING	<u>6,587.00</u>			
5025 - WORKSHOPS-MANAGEMENT				
5025.04 - In House Training	3,150.00			
Total 5025 - WORKSHOPS-MANAGEMENT	<u>3,150.00</u>			
5028 - UTILITIES				
5028.03 - Water	927.16			
5028.04 - Trash	97.43			
Total 5028 - UTILITIES	<u>1,024.59</u>			



ALPINE FIRE PROTECTION DISTRICT  
Profit & Loss Budget vs. Actual

July 2020

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5030 - SPECIAL DISTRICT EXPENSE</b>				
5030.01 - District Operations	173.90			
5030.08 - LAFCO Budget	2,322.77			
5030.10 - Web Site	85.00			
<b>Total 5030 - SPECIAL DISTRICT EXPENSE</b>	<u>2,581.67</u>			
5031 - DIRECTORS FEES	500.00			
<b>5032 - FIRE PREVENTION</b>				
5032.02 - Supplies	96.42			
<b>Total 5032 - FIRE PREVENTION</b>	<u>96.42</u>			
<b>Total Expense</b>	<u>856,565.43</u>			
<b>Net Income</b>	<u><u>-849,503.20</u></u>			

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss**  
July 2020

	<u>Jul 20</u>
<b>Income</b>	
<b>4002 · INTEREST INCOME</b>	
.1 · California Bank & Trust	10.02
.3 · Investments	2,801.74
<b>Total 4002 · INTEREST INCOME</b>	<u>2,811.76</u>
<b>4005 · OTHER INCOME</b>	
.01 · Plan Check	976.80
.08 · Ambulance Sub-Lease(Restricted)	3,273.67
<b>Total 4005 · OTHER INCOME</b>	<u>4,250.47</u>
<b>Total Income</b>	<u>7,062.23</u>
<b>Expense</b>	
<b>5000 · SALARIES</b>	
5000.01 · Payroll	122,451.21
<b>5000.02 · OVERTIME</b>	
FLSA	2,396.18
Sick Coverage	1,270.32
Unclassified-Meetings, etc	56.92
Vacation-Holiday Coverage	14,346.96
<b>Total 5000.02 · OVERTIME</b>	<u>18,070.38</u>
<b>Total 5000 · SALARIES</b>	140,521.59
<b>5002 · EMPLOYEE BENEFITS</b>	
5002.01 · Educational Incentive	69,561.65
5002.02 · Vacation/Sick Leave Expense	0.00
5002.03 · Medicare / Employer Exp	2,986.50
5002.04 · Retirement - Pers	37,735.20
5002.4a · Retirement UAL Payments	423,563.77
5002.05 · Group Medical Ins	24,040.54
5002.06 · Life Insurance	321.90
5002.07 · LTD Insurance	0.00
5002.08 · Social Security(Employer)	31.00
5002.09 · Payroll Expenses	48.35
5002.10 · Retirement 401 (a)	247.50
<b>Total 5002 · EMPLOYEE BENEFITS</b>	<u>558,536.41</u>
<b>5007 · CLOTHING</b>	
5007.01 · Uniforms	
Uniforms	196.60
<b>Total 5007.01 · Uniforms</b>	<u>196.60</u>
<b>Total 5007 · CLOTHING</b>	196.60
<b>5008 · COMMUNICATION</b>	
5008.01 · HCFA ,RCS - Internet	34,253.00
5008.02 · Mobile Communications	226.77
5008.03 · Mobile Data Terminals	228.06
<b>Total 5008 · COMMUNICATION</b>	<u>34,707.83</u>
<b>5009 · PASIS (Workers Comp)</b>	
5009.01 · Administrative	67,633.00

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss**  
 July 2020

	<u>Jul 20</u>
5009.02 · Claim Related	1,789.17
<b>Total 5009 · PASIS (Workers Comp)</b>	<b>69,422.17</b>
5010 · HOUSEHOLD	579.96
5011 · FAIRA	20,649.00
<b>5012 · MAINTENANCE - EQUIPMENT</b>	
5012.23 · B17 Hi-Tech (2019)	313.18
5012.09 · Portable Extinguishers	144.00
5012.12 · Fuel	944.09
5012.15 · Vehicle Maintenance Software	1,565.00
<b>Total 5012 · MAINTENANCE - EQUIPMENT</b>	<b>2,966.27</b>
<b>5013 · MAINTENANCE - RADIOS</b>	
5013.01 · Maintenance Contract	237.00
<b>Total 5013 · MAINTENANCE - RADIOS</b>	<b>237.00</b>
<b>5014 · MAINTENANCE - STRUCTURES</b>	
5014.01 · Station 17	
Station Maintenance	852.30
Grounds Maintenance	130.28
<b>Total 5014.01 · Station 17</b>	<b>982.58</b>
5014.02 · HVAC Maintenance	1,231.00
5014.04 · Alarm System	1,610.50
<b>Total 5014 · MAINTENANCE - STRUCTURES</b>	<b>3,824.08</b>
<b>5015 · MEDICAL SUPPLIES</b>	
5015.04 · Defib.maintenance	6,177.30
5015.07 · Narcotic Disposal	162.00
5015.08 · Covid - 19	6.45
<b>Total 5015 · MEDICAL SUPPLIES</b>	<b>6,345.75</b>
<b>5016 · MEMBERSHIP</b>	<b>542.50</b>
<b>5018 · OFFICE EXPENSE</b>	
5018.01 · Expendable Supplies	403.55
5018.03 · Office Equip.& Maintenance	1,914.04
5018.04 · CrewSense/ WebStaff maintenance	99.00
<b>Total 5018 · OFFICE EXPENSE</b>	<b>2,416.59</b>
<b>5019 · PROFESSIONAL FEES</b>	
5019.01 · Legal Counsel	1,680.00
<b>Total 5019 · PROFESSIONAL FEES</b>	<b>1,680.00</b>
<b>5023 · TRAINING</b>	
5023.01 · Training Incidentals	1,440.00
5023.03 · HTF	5,047.00
5023.05 · Workshops	100.00
<b>Total 5023 · TRAINING</b>	<b>6,587.00</b>
<b>5025 · WORKSHOPS-MANAGEMENT</b>	
5025.04 · In House Training	3,150.00
<b>Total 5025 · WORKSHOPS-MANAGEMENT</b>	<b>3,150.00</b>
<b>5028 · UTILITIES</b>	
5028.03 · Water	927.16

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss**  
July 2020

	<u>Jul 20</u>
5028.04 · Trash	97.43
<b>Total 5028 · UTILITIES</b>	<u>1,024.59</u>
<b>5030 · SPECIAL DISTRICT EXPENSE</b>	
5030.01 · District Operations	173.90
5030.08 · LAFCO Budget	2,322.77
5030.10 · Web Site	85.00
5030.16 · Reimbursable expenses	0.00
<b>Total 5030 · SPECIAL DISTRICT EXPENSE</b>	<u>2,581.67</u>
<b>5031 · DIRECTORS FEES</b>	500.00
<b>5032 · FIRE PREVENTION</b>	
5032.02 · Supplies	96.42
<b>Total 5032 · FIRE PREVENTION</b>	<u>96.42</u>
<b>Total Expense</b>	<u>856,565.43</u>
<b>Net Income</b>	<u><u>-849,503.20</u></u>

**ALPINE FIRE PROTECTION DISTRICT**  
**Current Month Expenses**  
 July 2020

	Date	Num	Name	Memo	Split	Amount
<b>5000 · SALARIES</b>						
Total 5000.01 · Payroll						122,451.21
<b>5000.02 · OVERTIME</b>						
Total FLSA						2,396.18
Total Sick Coverage						1,270.32
Total Unclassified-Meetings, etc						56.92
Total Vacation-Holiday Coverage						14,346.96
Total 5000.02 · OVERTIME						18,070.38
Total 5000 · SALARIES						140,521.59
<b>5002 · EMPLOYEE BENEFITS</b>						
Total 5002.01 · Educational Incentive						69,561.65
Total 5002.02 · Vacation/Sick Leave Expense						0.00
Total 5002.03 · Medicare / Employer Exp						2,986.50
Total 5002.04 · Retirement - Pers						37,735.20
<b>5002.4a · Retirement UAL Payments</b>						
	07/01/2020	16091402	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 959 (Safety 3%@50 Classic) FY 20/21	2000 · Accounts Payable	414,256.00
	07/01/2020	16091391	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 958 (Misc 2.7%@55 Classic) FY20/21	2000 · Accounts Payable	8,076.00
	07/01/2020	16091420	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 23190 (Misc 2%@60 Classic) FY 20/21	2000 · Accounts Payable	1,679.00
	07/01/2020	16091430	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 25877 (Safety PEPRA 2.7%@57 Classic) FY 20/21	2000 · Accounts Payable	659.00
	07/01/2020	16091410	CALPers - Defined Benefit Plans	UAL: Unfunded Actiarial Liability Rate Plan 23014 (Safety 3%@55 Classic 2nd Tier) FY 20/21	2000 · Accounts Payable	208.00
	07/30/2020				-SPLIT-	-1,314.23
Total 5002.4a · Retirement UAL Payments						423,563.77
Total 5002.05 · Group Medical Ins						24,040.54
Total 5002.06 · Life Insurance						321.90
Total 5002.07 · LTD Insurance						0.00
Total 5002.08 · Social Security(Employer)						31.00
Total 5002.09 · Payroll Expenses						48.35
Total 5002.10 · Retirement 401 (a)						247.50
Total 5002 · EMPLOYEE BENEFITS						558,536.41
<b>5007 · CLOTHING</b>						
<b>5007.01 · Uniforms</b>						
<b>Uniforms</b>						
	07/02/2020	045866	MEMO BILLING	Next Day Printed Tees: Silk screen for shorts	CalCard (Brian Boggeln -1835)	196.60
Total Uniforms						196.60
Total 5007.01 · Uniforms						196.60
Total 5007 · CLOTHING						196.60
<b>5008 · COMMUNICATION</b>						
<b>5008.01 · HCFA ,RCS - Internet</b>						
	07/09/2020	00131101026784012007	COX COMMUNICATIONS	Internet 7/9-8/8/20	2000 · Accounts Payable	149.00
	07/13/2020	0000014766	HEARTLAND COMMUNICATIONS	1st Quarter assessment, member	2000 · Accounts Payable	31,304.00
	07/13/2020	0000014766	HEARTLAND COMMUNICATIONS	1st Quarter assessment CIP Fund, member	2000 · Accounts Payable	2,800.00
Total 5008.01 · HCFA ,RCS - Internet						34,253.00
<b>5008.02 · Mobile Communications</b>						
	07/01/2020	9857820367	VERIZON WIRELESS	-0050 BB, -0592 JMB, -5562 BR17, -9741 E217, -3339 E17, -5729 AC, -6530 DC	2000 · Accounts Payable	226.77
Total 5008.02 · Mobile Communications						226.77
<b>5008.03 · Mobile Data Terminals</b>						
	07/01/2020	9857820369	VERIZON WIRELESS	MDC -9178, -0149, -4314 (4702), -4787 (4701)	2000 · Accounts Payable	228.06

**ALPINE FIRE PROTECTION DISTRICT**  
**Current Month Expenses**  
 July 2020

	Date	Num	Name	Memo	Split	Amount
Total 5008.03 · Mobile Data Terminals						228.06
Total 5008 · COMMUNICATION						34,707.83
<b>5009 · PASIS (Workers Comp)</b>						
<b>5009.01 · Administrative</b>						
	07/01/2020	FY20/21 Q1	PASIS - CITY OF SAN MARCOS	Q1 = \$67,633; Q2 = \$9217; Q3=\$5527; Q4=\$5527 Total=\$87,905	2000 · Accounts Payable	67,633.00
Total 5009.01 · Administrative						67,633.00
Total 5009.02 · Claim Related						1,789.17
Total 5009 · PASIS (Workers Comp)						69,422.17
<b>5010 · HOUSEHOLD</b>						
	07/10/2020	79302758	WAXIE SANITARY SUPPLY	Eco clips; bleach; green touch; antibac clean touch; multifold; trigger sprayer; spray bottle; s...	2000 · Accounts Payable	579.01
	07/15/2020	79313349	WAXIE SANITARY SUPPLY	Trigger sprayer	2000 · Accounts Payable	0.95
Total 5010 · HOUSEHOLD						579.96
<b>5011 · FAIRA</b>						
	07/01/2020	2020-11	FAIRA	FTY business insurance coverage Property, Management Liability, Umbrella Policy FY 20/21	2000 · Accounts Payable	20,649.00
Total 5011 · FAIRA						20,649.00
<b>5012 · MAINTENANCE - EQUIPMENT</b>						
<b>5012.23 · B17 Hi-Tech (2019)</b>						
	07/14/2020	373358	MEMO BILLING	Competitive Metals for BR17	CalCard (Brian Boggeln -1835)	155.91
	07/14/2020	1125574	MEMO BILLING	Ababa Bolt for BR17	CalCard (Brian Boggeln -1835)	22.13
	07/14/2020	5395434	MEMO BILLING	Single Source for BR17	CalCard (Brian Boggeln -1835)	135.14
Total 5012.23 · B17 Hi-Tech (2019)						313.18
<b>5012.09 · Portable Extinguishers</b>						
	07/01/2020	21703583	JOHNSON CONTROLS	Annual Portable fire extinguishers service	2000 · Accounts Payable	144.00
Total 5012.09 · Portable Extinguishers						144.00
<b>5012.12 · Fuel</b>						
	07/01/2020	CERS ID: 10357378	COUNTYSD-DEH	Facility Permit base fee & State surcharge for CUPA program oversite	2000 · Accounts Payable	654.00
	07/22/2020	31677/1	ACE HARDWARE INC	Trufuel for equipment	2000 · Accounts Payable	51.70
	07/22/2020	31676/1	ACE HARDWARE INC	Trufuel for engines	2000 · Accounts Payable	51.70
	07/24/2020	869163022030	VOYAGER	U17: 11.01 gal @ 3.20	2000 · Accounts Payable	35.22
	07/24/2020	869163022030	VOYAGER	BR17: 17.43 gal @ 3.40	2000 · Accounts Payable	59.25
	07/24/2020	869163022030	VOYAGER	4701: 32.64 gal @ 3.20	2000 · Accounts Payable	104.44
	07/24/2020	869163022030	VOYAGER	Fed Gas tax 7.98 & Fed Diesel tax \$4.24	2000 · Accounts Payable	-12.22
Total 5012.12 · Fuel						944.09
<b>5012.15 · Vehicle Maintenance Software</b>						
	07/01/2020	TSINV00000034649	TARGET SOLUTIONS	Check it Vehicle Maintenance Software	2000 · Accounts Payable	1,565.00
Total 5012.15 · Vehicle Maintenance Software						1,565.00
Total 5012 · MAINTENANCE - EQUIPMENT						2,966.27
<b>5013 · MAINTENANCE - RADIOS</b>						
<b>5013.01 · Maintenance Contract</b>						
	07/01/2020	INV638867	DAY WIRELESS SYSTEMS	2020/07	2000 · Accounts Payable	237.00
Total 5013.01 · Maintenance Contract						237.00
Total 5013 · MAINTENANCE - RADIOS						237.00
<b>5014 · MAINTENANCE - STRUCTURES</b>						
<b>5014.01 · Station 17</b>						
<b>Station Maintenance</b>						
	07/29/2020	85298	LOWES	Household Washing Machine replacement	CalCard (Brian Boggeln -1835)	852.30
Total Station Maintenance						852.30
<b>Grounds Maintenance</b>						
	07/07/2020	31494/1	ACE HARDWARE INC	W&G Kill con 32 oz	2000 · Accounts Payable	18.31

**ALPINE FIRE PROTECTION DISTRICT**  
**Current Month Expenses**  
 July 2020

	Date	Num	Name	Memo	Split	Amount
	07/20/2020	101722759	MEMO BILLING	SiteOne Landscape Supply: Weed barriers & sod staples	CalCard (Brian Boggeln -1835)	44.58
	07/22/2020	19718	HIEBING, ARIC A	Reimb for Site One Landscape Supply Grounds Maintenance purchased on personal CC	1001.01 - CB&T-Checking	67.39
Total Grounds Maintenance						130.28
Total 5014.01 - Station 17						982.58
<b>5014.02 - HVAC Maintenance</b>						
	07/01/2020	SA200731	PACIFIC HVAC SERVICE	Qtrly Maintenane Agreement	2000 - Accounts Payable	300.00
	07/15/2020	20-0556	PACIFIC HVAC SERVICE	Diagnostics and/or repairs	2000 - Accounts Payable	291.00
	07/16/2020	20-0575S	PACIFIC HVAC SERVICE	Remove and dispose of the faulty ignition control board. Install new board	2000 - Accounts Payable	640.00
Total 5014.02 - HVAC Maintenance						1,231.00
<b>5014.04 - Alarm System</b>						
	07/01/2020	21678765	JOHNSON CONTROLS	Fire alarm system INSPECTIONS 3/1/2017 - 2/28/2022 2020/07	2000 - Accounts Payable	91.25
	07/01/2020	21703583	JOHNSON CONTROLS	Annual Emergency Exit Light systems service	2000 - Accounts Payable	1,393.00
	07/02/2020	21736822	JOHNSON CONTROLS	Fire alarm system MONITORING 5/1/2017 - 4/30/2022 2020/08	2000 - Accounts Payable	35.00
	07/02/2020	21736754	JOHNSON CONTROLS	Fire alarm system INSPECTIONS 3/1/2017 - 2/28/2022 2020/08	2000 - Accounts Payable	91.25
Total 5014.04 - Alarm System						1,610.50
Total 5014 - MAINTENANCE - STRUCTURES						3,824.08
<b>5015 - MEDICAL SUPPLIES</b>						
<b>5015.04 - Defib.maintenance</b>						
	07/07/2020	90044285	ZOLL MEDICAL CORPORATION	Zoll Auto pulse Monitor Maintenance/Warranty 2 yr: 7/1/2020 - 6/30/2022	2000 - Accounts Payable	6,177.30
Total 5015.04 - Defib.maintenance						6,177.30
<b>5015.07 - Narcotic Disposal</b>						
	07/01/2020	CERS ID: 10357378	COUNTYSD-DEH	HazMat - Sharps Disposal Permit & Materials Ivy	2000 - Accounts Payable	162.00
Total 5015.07 - Narcotic Disposal						162.00
<b>5015.08 - Covid - 19</b>						
	07/17/2020	80039663	MEMO BILLING	**COVID-19** Henry Schein: Sheaths/Thermometer	CalCard (Brian Boggeln -1835)	6.45
Total 5015.08 - Covid - 19						6.45
Total 5015 - MEDICAL SUPPLIES						6,345.75
<b>5016 - MEMBERSHIP</b>						
	07/01/2020	FY 20/2021	CALIFORNIA FIRE CHIEFS ASSOC.- FPO	J. McBroom: Membership regular	2000 - Accounts Payable	55.00
	07/01/2020	FY20/21	SDCFCA - Fire Prevention Officers Section	J. McBroom FY20/21	2000 - Accounts Payable	50.00
	07/01/2020	28733309 FY20/21	FDAC	FDAC: Annual membership FY 20/21	2000 - Accounts Payable	187.50
	07/08/2020	FY20/21	SDCFCA - Fire Chief	B.Boggeln, FY 19/20	2000 - Accounts Payable	100.00
	07/08/2020	FY20/21	CSDA, SAN DIEGO CHAPTER	District Membership: FY20/21	2000 - Accounts Payable	150.00
Total 5016 - MEMBERSHIP						542.50
<b>5018 - OFFICE EXPENSE</b>						
<b>5018.01 - Expendable Supplies</b>						
	07/06/2020		AMAZON.COM	Sheet protectors; binders 8; ink cartridge; file folders	CalCard (Alicea Caccavo -6962)	237.96
	07/15/2020		AMAZON.COM	Black letters for lobby sign; electric stapler	CalCard (Alicea Caccavo -6962)	47.99
	07/22/2020		AMAZON.COM	2 - four ring binders for minutes & resolutions for FY20/21	CalCard (Alicea Caccavo -6962)	17.88
	07/30/2020		AMAZON.COM	Case of paper & scissors	CalCard (Alicea Caccavo -6962)	99.72
Total 5018.01 - Expendable Supplies						403.55
<b>5018.03 - Office Equip.&amp; Maintenance</b>						
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	Network Administration: NOC Agent (10 comps @ \$45 - anti virus; logmein; MS updates) 2020/06	2000 - Accounts Payable	450.00
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	Virtual Server \$250; Virtual Host \$50	2000 - Accounts Payable	300.00
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	Backup: cloud & on premise	2000 - Accounts Payable	268.00
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	Firewall; routers, network printer support	2000 - Accounts Payable	150.00
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	Next Gen Endpoint Security	2000 - Accounts Payable	16.00
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	Vendor Management: 5 vendors troubleshooting	2000 - Accounts Payable	150.00
	07/01/2020	15878	EXCEDEO - IT SUPPORT PROS	sales tax	2000 - Accounts Payable	9.92

**ALPINE FIRE PROTECTION DISTRICT**  
**Current Month Expenses**  
 July 2020

	Date	Num	Name	Memo	Split	Amount
	07/06/2020		ADOBE INC.	Front office	CalCard (Alicea Caccavo -6962)	12.99
	07/06/2020		ADOBE INC.	Finance Office	CalCard (Alicea Caccavo -6962)	12.99
	07/13/2020	RI104542806	FP MAILING SOLUTIONS_RENTAL	7/13 - 10/12/2020	2000 - Accounts Payable	87.28
	07/21/2020	419630173	USBANK (COPIER LEASE)	Sharp lease, 7/15-8/15/20	2000 - Accounts Payable	424.00
	07/21/2020	419630173	USBANK (COPIER LEASE)	Sales and use tax	2000 - Accounts Payable	32.86
	07/21/2020	419630173	USBANK (COPIER LEASE)	Overage	2000 - Accounts Payable	0.00
Total 5018.03 - Office Equip.& Maintenance						1,914.04
<b>5018.04 - CrewSense/ WebStaff maintenance</b>						
	07/08/2020	0017348	CREWSENSE LLC	2020/07	2000 - Accounts Payable	99.00
Total 5018.04 - CrewSense/ WebStaff maintenance						99.00
Total 5018 - OFFICE EXPENSE						2,416.59
<b>5019 - PROFESSIONAL FEES</b>						
<b>5019.01 - Legal Counsel</b>						
	07/01/2020	1499198	LIEBERT CASSIDY WHITMORE	Premium Library Subscription for policies 2yr: FY19/20 & 20/21 \$900	2000 - Accounts Payable	900.00
	07/31/2020	20525	FITCH LAW FIRM	District business \$150.00 x 5.20 hrs: 2020/07	2000 - Accounts Payable	780.00
Total 5019.01 - Legal Counsel						1,680.00
Total 5019 - PROFESSIONAL FEES						1,680.00
<b>5023 - TRAINING</b>						
<b>5023.01 - Training Incidentals</b>						
	07/01/2020	TSINV00000034649	TARGET SOLUTIONS	FY20/21 - Premier Membership Platform	2000 - Accounts Payable	1,440.00
Total 5023.01 - Training Incidentals						1,440.00
<b>5023.03 - HTF</b>						
	07/16/2020	0000014783	HEARTLAND FIRE TRAINING-CITY OF EL CAJON	Operating fees 35% (Balance due \$7485) FY 20/21 Q1	2000 - Accounts Payable	4,030.00
	07/16/2020	0000014783	HEARTLAND FIRE TRAINING-CITY OF EL CAJON	Member facility lease 35% (Balance due \$1889) FY 20/21 Q1	2000 - Accounts Payable	1,017.00
Total 5023.03 - HTF						5,047.00
<b>5023.05 - Workshops</b>						
	07/14/2020		MEMO BILLING	Rock Church: G. O'Gorman CISM: Assisting Individuals/Group Crisis Intervention Training 8/13-8/15/2020	CalCard (Alicea Caccavo -6962)	100.00
Total 5023.05 - Workshops						100.00
Total 5023 - TRAINING						6,587.00
<b>5025 - WORKSHOPS-MANAGEMENT</b>						
<b>5025.04 - In House Training</b>						
	07/01/2020	1499198	LIEBERT CASSIDY WHITMORE	Employment Relations Consortium (ERC)	2000 - Accounts Payable	3,150.00
Total 5025.04 - In House Training						3,150.00
Total 5025 - WORKSHOPS-MANAGEMENT						3,150.00
<b>5028 - UTILITIES</b>						
<b>5028.03 - Water</b>						
	07/24/2020	03329111561843 20/07	PADRE DAM (1364 TAVERN)	19377731 Commercial: 64 units (= +17 units usage from prior month) 6/14-7/20/2020	2000 - Accounts Payable	511.26
	07/24/2020	03329111561843 20/07	PADRE DAM (1364 TAVERN)	9478671 Irrigation: 34 units (= +7 units usage from prior month)	2000 - Accounts Payable	349.45
	07/24/2020	03329111561843 20/07	PADRE DAM (1364 TAVERN)	Fire Sprinklers	2000 - Accounts Payable	66.45
Total 5028.03 - Water						927.16
<b>5028.04 - Trash</b>						
	07/01/2020	5813901-1584-7	WASTE MANAGEMENT	1 x 3yd (reg charge \$57.20) 2020/07	2000 - Accounts Payable	57.20
	07/01/2020	5813901-1584-7	WASTE MANAGEMENT	1.5yd recycle (reg charge \$40.23)	2000 - Accounts Payable	40.23
Total 5028.04 - Trash						97.43
Total 5028 - UTILITIES						1,024.59
<b>5030 - SPECIAL DISTRICT EXPENSE</b>						
<b>5030.01 - District Operations</b>						
	07/02/2020	20000236627	QuickBooks Payroll Service	Cancelled Data Protect-Returned to Checking Account Not CC	CalCard (Alicea Caccavo -6962)	0.00
	07/14/2020		ZOOM VIDEO COMMUNICATIONS, INC	FY 20/21	CalCard (Brian Boggeln -1835)	149.90



## ALPINE FIRE PROTECTION DISTRICT

## Current Month Expenses

July 2020

	Date	Num	Name	Memo	Split	Amount
	07/15/2020			Refreshments for Evacuation Drill	1002.6 · Petty Cash	24.00
Total 5030.01 · District Operations						173.90
<b>5030.08 · LAFCO Budget</b>						
	07/01/2020	LC20-01	COUNTYSD-AUDITOR AND CONTROLLER	FY 20/21 cost pursuant to Gov Code Section 56381	2000 · Accounts Payable	2,322.77
Total 5030.08 · LAFCO Budget						2,322.77
<b>5030.10 · Web Site</b>						
	07/05/2020	105940	STREAMLINE	2020/07	2000 · Accounts Payable	85.00
Total 5030.10 · Web Site						85.00
Total 5030.16 · Reimbursable expenses						0.00
Total 5030 · SPECIAL DISTRICT EXPENSE						2,581.67
Total 5031 · DIRECTORS FEES						500.00
<b>5032 · FIRE PREVENTION</b>						
<b>5032.02 · Supplies</b>						
	07/28/2020	IN1481865	MUNICIPAL EMERGENCY SERVICES INC	Action couplings	2000 · Accounts Payable	96.42
Total 5032.02 · Supplies						96.42
Total 5032 · FIRE PREVENTION						96.42
<b>TOTAL</b>						<b>856,565.43</b>

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Prev Year Comparison**  
July 2020

	<u>Jul 20</u>	<u>Jul 19</u>	<u>\$ Change</u>
<b>Income</b>			
<b>4000 · COUNTY OF S.D.</b>			
4000.01 · 1% Property Tax	0.00	17,733.75	-17,733.75
4000.02 · Interest-General Fund	0.00	0.00	0.00
4000.04 · Interest-Mitigation Fund	0.00	0.00	0.00
4000.05 · Benefit Fee-Alpine	0.00	722.20	-722.20
<b>Total 4000 · COUNTY OF S.D.</b>	<u>0.00</u>	<u>18,455.95</u>	<u>-18,455.95</u>
<b>4002 · INTEREST INCOME</b>			
.1 · California Bank & Trust	10.02	15.22	-5.20
.3 · Investments	2,801.74	4,366.95	-1,565.21
.6 · SRPL	0.00	11.79	-11.79
<b>Total 4002 · INTEREST INCOME</b>	<u>2,811.76</u>	<u>4,393.96</u>	<u>-1,582.20</u>
<b>4005 · OTHER INCOME</b>			
.01 · Plan Check	976.80	348.00	628.80
.08 · Ambulance Sub-Lease(Restricted)	3,273.67	3,117.78	155.89
<b>Total 4005 · OTHER INCOME</b>	<u>4,250.47</u>	<u>3,465.78</u>	<u>784.69</u>
<b>4006 · GRANT INCOME</b>			
4006.03 · SD Regional Fire & Emergency	0.00	9,000.00	-9,000.00
<b>Total 4006 · GRANT INCOME</b>	<u>0.00</u>	<u>9,000.00</u>	<u>-9,000.00</u>
<b>Total Income</b>	<u>7,062.23</u>	<u>35,315.69</u>	<u>-28,253.46</u>
<b>Expense</b>			
<b>5000 · SALARIES</b>			
5000.01 · Payroll	122,451.21	130,039.58	-7,588.37
<b>5000.02 · OVERTIME</b>			
Critical Weather	0.00	1,156.32	-1,156.32
FLSA	2,396.18	2,341.78	54.40
Sick Coverage	1,270.32	0.00	1,270.32
Unclassified-Meetings, etc	56.92	460.96	-404.04
Vacation-Holiday Coverage	14,346.96	12,747.60	1,599.36
Worker's Comp Coverage	0.00	2,312.64	-2,312.64
<b>Total 5000.02 · OVERTIME</b>	<u>18,070.38</u>	<u>19,019.30</u>	<u>-948.92</u>
<b>Total 5000 · SALARIES</b>	<u>140,521.59</u>	<u>149,058.88</u>	<u>-8,537.29</u>
<b>5002 · EMPLOYEE BENEFITS</b>			
5002.01 · Educational Incentive	69,561.65	35,380.28	34,181.37
5002.02 · Vacation/Sick Leave Expense	0.00	0.00	0.00
5002.03 · Medicare / Employer Exp	2,986.50	2,672.82	313.68
5002.04 · Retirement - Pers	37,735.20	178,917.19	-141,181.99
5002.4a · Retirement UAL Payments	423,563.77	373,383.00	50,180.77
5002.05 · Group Medical Ins	24,040.54	23,862.64	177.90
5002.06 · Life Insurance	321.90	306.04	15.86
5002.07 · LTD Insurance	0.00	490.91	-490.91
5002.08 · Social Security(Employer)	31.00	136.67	-105.67
5002.09 · Payroll Expenses	48.35	43.99	4.36
5002.10 · Retirement 401 (a)	247.50	367.50	-120.00

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Prev Year Comparison**  
July 2020

	<b>Jul 20</b>	<b>Jul 19</b>	<b>\$ Change</b>
<b>Total 5002 · EMPLOYEE BENEFITS</b>	558,536.41	615,561.04	-57,024.63
<b>5006 · UNEMPLOYMENT</b>	0.00	1,993.59	-1,993.59
<b>5007 · CLOTHING</b>			
<b>5007.01 · Uniforms</b>			
Uniforms	196.60	197.52	-0.92
<b>Total 5007.01 · Uniforms</b>	196.60	197.52	-0.92
<b>5007.02 · Boots</b>	0.00	153.23	-153.23
<b>Total 5007 · CLOTHING</b>	196.60	350.75	-154.15
<b>5008 · COMMUNICATION</b>			
<b>5008.01 · HCFA ,RCS - Internet</b>	34,253.00	544.52	33,708.48
<b>5008.02 · Mobile Communications</b>	226.77	223.92	2.85
<b>5008.03 · Mobile Data Terminals</b>	228.06	0.00	228.06
<b>Total 5008 · COMMUNICATION</b>	34,707.83	768.44	33,939.39
<b>5009 · PASIS (Workers Comp)</b>			
<b>5009.01 · Administrative</b>	67,633.00	70,344.00	-2,711.00
<b>5009.02 · Claim Related</b>	1,789.17	2,784.93	-995.76
<b>Total 5009 · PASIS (Workers Comp)</b>	69,422.17	73,128.93	-3,706.76
<b>5010 · HOUSEHOLD</b>	579.96	0.00	579.96
<b>5011 · FAIRA</b>	20,649.00	16,343.00	4,306.00
<b>5012 · MAINTENANCE - EQUIPMENT</b>			
<b>5012.02 · E217 KME (2002)</b>	0.00	330.71	-330.71
<b>5012.23 · B17 Hi-Tech (2019)</b>	313.18	0.00	313.18
<b>5012.03 · B217 International (2002)</b>	0.00	174.01	-174.01
<b>5012.09 · Portable Extinguishers</b>	144.00	0.00	144.00
<b>5012.12 · Fuel</b>	944.09	2,555.75	-1,611.66
<b>5012.15 · Vehicle Maintenance Software</b>	1,565.00	1,431.00	134.00
<b>5012.18 · 4706 Ford Ranger (2007)</b>	0.00	166.14	-166.14
<b>5012.22 · 4702 Dodge Ram Truck 0965(2012)</b>	0.00	209.97	-209.97
<b>Total 5012 · MAINTENANCE - EQUIPMENT</b>	2,966.27	4,867.58	-1,901.31
<b>5013 · MAINTENANCE - RADIOS</b>			
<b>5013.01 · Maintenance Contract</b>	237.00	300.00	-63.00
<b>Total 5013 · MAINTENANCE - RADIOS</b>	237.00	300.00	-63.00
<b>5014 · MAINTENANCE - STRUCTURES</b>			
<b>5014.01 · Station 17</b>			
Station Maintenance	852.30	490.58	361.72
Grounds Maintenance	130.28	45.99	84.29
<b>Total 5014.01 · Station 17</b>	982.58	536.57	446.01
<b>5014.02 · HVAC Maintenance</b>	1,231.00	0.00	1,231.00
<b>5014.03 · Apparatus Bay Doors &amp; Gates</b>	0.00	2,327.95	-2,327.95
<b>5014.04 · Alarm System</b>	1,610.50	217.50	1,393.00
<b>Total 5014 · MAINTENANCE - STRUCTURES</b>	3,824.08	3,082.02	742.06
<b>5015 · MEDICAL SUPPLIES</b>			
<b>5015.03 · Medic Engine Equipment</b>	0.00	94.90	-94.90
<b>5015.04 · Defib.maintenance</b>	6,177.30	0.00	6,177.30

**ALPINE FIRE PROTECTION DISTRICT**  
**Profit & Loss Prev Year Comparison**  
 July 2020

	<b>Jul 20</b>	<b>Jul 19</b>	<b>\$ Change</b>
5015.07 · Narcotic Disposal	162.00	162.00	0.00
5015.08 · Covid - 19	6.45	0.00	6.45
<b>Total 5015 · MEDICAL SUPPLIES</b>	<b>6,345.75</b>	<b>256.90</b>	<b>6,088.85</b>
<b>5016 · MEMBERSHIP</b>	<b>542.50</b>	<b>2,332.00</b>	<b>-1,789.50</b>
<b>5018 · OFFICE EXPENSE</b>			
5018.01 · Expendable Supplies	403.55	0.00	403.55
5018.02 · Postage	0.00	100.00	-100.00
5018.03 · Office Equip.& Maintenance	1,914.04	1,902.06	11.98
5018.04 · CrewSense/ WebStaff maintenance	99.00	99.00	0.00
<b>Total 5018 · OFFICE EXPENSE</b>	<b>2,416.59</b>	<b>2,101.06</b>	<b>315.53</b>
<b>5019 · PROFESSIONAL FEES</b>			
5019.01 · Legal Counsel	1,680.00	3,615.00	-1,935.00
<b>Total 5019 · PROFESSIONAL FEES</b>	<b>1,680.00</b>	<b>3,615.00</b>	<b>-1,935.00</b>
<b>5023 · TRAINING</b>			
5023.01 · Training Incidentals	1,440.00	1,458.31	-18.31
5023.03 · HTF	5,047.00	5,082.00	-35.00
5023.04 · Education	0.00	819.99	-819.99
5023.05 · Workshops	100.00	0.00	100.00
<b>Total 5023 · TRAINING</b>	<b>6,587.00</b>	<b>7,360.30</b>	<b>-773.30</b>
<b>5025 · WORKSHOPS-MANAGEMENT</b>			
5025.01 · Administrative	0.00	241.96	-241.96
5025.02 · Chief Officers	0.00	1,639.45	-1,639.45
5025.03 · Board Members	0.00	281.96	-281.96
5025.04 · In House Training	3,150.00	3,431.96	-281.96
5025.05 · Fire Prevention	0.00	248.79	-248.79
<b>Total 5025 · WORKSHOPS-MANAGEMENT</b>	<b>3,150.00</b>	<b>5,844.12</b>	<b>-2,694.12</b>
<b>5028 · UTILITIES</b>			
5028.01 · SDG&E	0.00	2,871.44	-2,871.44
5028.02 · Telephone	0.00	452.29	-452.29
5028.03 · Water	927.16	529.13	398.03
5028.04 · Trash	97.43	93.50	3.93
<b>Total 5028 · UTILITIES</b>	<b>1,024.59</b>	<b>3,946.36</b>	<b>-2,921.77</b>
<b>5030 · SPECIAL DISTRICT EXPENSE</b>			
5030.01 · District Operations	173.90	37.30	136.60
5030.04 · County Admin.Fees	0.00	488.87	-488.87
5030.08 · LAFCO Budget	2,322.77	2,347.87	-25.10
5030.10 · Web Site	85.00	0.00	85.00
5030.16 · Reimbursable expenses	0.00	0.00	0.00
<b>Total 5030 · SPECIAL DISTRICT EXPENSE</b>	<b>2,581.67</b>	<b>2,874.04</b>	<b>-292.37</b>
<b>5031 · DIRECTORS FEES</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
<b>5032 · FIRE PREVENTION</b>			
5032.02 · Supplies	96.42	960.78	-864.36
<b>Total 5032 · FIRE PREVENTION</b>	<b>96.42</b>	<b>960.78</b>	<b>-864.36</b>
<b>5035 · UNCAPITALIZED EQUIPMENT</b>			

ALPINE FIRE PROTECTION DISTRICT  
Profit & Loss Prev Year Comparison  
July 2020

	<u>Jul 20</u>	<u>Jul 19</u>	<u>\$ Change</u>
Vehicles	0.00	2,540.32	-2,540.32
Total 5035 - UNCAPITALIZED EQUIPMENT	0.00	2,540.32	-2,540.32
Total Expense	856,565.43	897,785.11	-41,219.68
Net Income	<u>-849,503.20</u>	<u>-862,469.42</u>	<u>12,966.22</u>

ALPINE FIRE PROTECTION DISTRICT  
Employee Reimbursement Report  
July 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Jul 20	Check	07/22/2020	19718	HIEBING, ARIC A	Reimb for Site One Landscape Supply Grounds Mai Grounds Maintenance		67.39
Jul 20							<u>67.39</u>

**ALPINE FIRE PROTECTION DISTRICT  
CASH FLOW STATEMENT  
As of 6/30/2020**

**FUND STATUS - UNASSIGNED & REVOLVING**

1000.01	<b>County SD General Fund</b> (Revolving cash account)	\$	1,251,147.91
1001.01	<b>California Bank &amp; Trust</b> (Revolving cash account)	\$	108,797.09
1101.06	<b>California Bank &amp; Trust</b> (Money Mkt - General business saving)	\$	(0.00)
1002.01	<b>LAIF</b> (General)	\$	37,587.38
1002.06	<b>Petty Cash</b> (Imprest account)	\$	76.00
1002.65	<b>Change Account</b>	\$	100.00
1499	<b>Undeposited Funds</b>	\$	374.01
		<b>\$</b>	<b>1,398,082.39</b>

*\*\*Apportionment Schedule: 11/15=2%; 12/10=38%; 1/21=10%; 2/25=5%; 4/7=31%; 4/28=9%; 5/26=1%; 6/23=2%; 7/21=2%*

**FUND STATUS - ASSIGNED**

1000.02	<b>County of SD Mitigation Fund</b> - Mitigation Fund	\$	76,966.05
1001.04	<b>California Bank &amp; Trust</b> - Workers Compensation checking	\$	19,056.26
1101.06	<b>California Bank &amp; Trust</b> (Money Mkt - SRPL)	\$	-
	<b>California Bank &amp; Trust</b> (Money Mkt - Assigned Capital Vehicle Accrual)	\$	25,892.96
	<b>California Bank &amp; Trust</b> (Money Mkt - Assigned Building Accrual)	\$	50,508.04
	<b>California Bank &amp; Trust</b> (Money Mkt - Assigned Equipment Accrual)	\$	145,156.25
1002.01	<b>LAIF</b> (SRPL Powerlink Mitigation Funds)	\$	8,370.92
1002.02	<b>PASIS LAIF</b> - Risk Pool Deposit Workers Compensation	\$	-
1002.10	<b>Multi Bank Securities</b> - Investment account - Market Value Fluctuation	\$	6,199.28
1002.13	<b>Comerica Securities</b> - Investment account - Market Value Fluctuation	\$	(150,138.99)
1002.13	<b>Comerica Securities</b> - Investment account - Money Market for reinvestment	\$	274,627.84
1002.14	<b>Comerica Securities</b> - Assigned (SRPL Sunrise Powerlink Mitigation Funds)	\$	297,415.14
1002.14	<b>Comerica Securities</b> - SRPL - Money Market for reinvestment	\$	15,344.48
1002.14	<b>Comerica Securities</b> - SRPL - Market Value Fluctuation	\$	(0.00)
1101.09	<b>CB&amp;T Savings</b> (Trust account / Grants)	\$	500.53
		<b>\$</b>	<b>769,898.76</b>

\* Mitigation funds can only be used for capital expenditures, i.e.: Fire Station, additional Apparatus (not replacements), etc. New building fees, not property taxes generate these funds.

**ALPINE FIRE PROTECTION DISTRICT  
CASH FLOW STATEMENT  
As of 6/30/2020**

**FUND STATUS - COMMITTED/ASSIGNED - (RESOLUTION 19/20-01)**

1000.01.1	<b>County SD General Fund: Committed &amp; Assigned- Vacation Sick Liability</b>	\$	53,529.41
	<b>County SD General Fund: Assigned - Capital Vehicle Replacement (B17)</b>	\$	133,166.26
	<b>County SD General Fund: Assigned - CalPers Unfunded Actuarial Liability</b>	\$	-
1000.02.1	<b>County SD Mitigation Fund: Assigned - Capital Vehicle Replacement (E17)</b>	\$	10,523.38
1002.01	<b>LAIF: Committed -OPEB Retiree Health</b>	\$	38,000.00
	<b>LAIF - Committed - Capital Building Fund</b>	\$	26,723.79
	<b>LAIF - Committed - Equipment Replacement Fund</b>	\$	16,303.25
	<b>LAIF - Committed - Portable Radios/MDT's (FY25/26-FY34/35)</b>	\$	28,000.00
	<b>LAIF - Committed - Capital Vehicle Replacement (E17)</b>	\$	63,794.00
	<b>LAIF - Committed - Capital Vehicle Replacement (4701/4702)</b>	\$	124,572.41
	<b>LAIF - Committed - Capital Vehicle Replacement (4706)</b>	\$	40,000.00
	<b>LAIF - Committed - Vacation Sick</b>	\$	13,484.26
	<b>LAIF - Assigned - Capital Vehicle Replacement (4705)</b>	\$	37,500.00
	<b>LAIF - Assigned - Capital Building HVAC</b>	\$	27,103.24
	<b>LAIF - Assigned - Capital Vehicle Replacement (B17)</b>	\$	-
1002.02	<b>PASIS LAIF: Committed - Risk Pool Deposit Workers Compensation</b>	\$	509,261.34
1002.10	<b>Multi Bank Securities: Committed - CalPERS Unfunded Liability</b>	\$	197,000.00
1002.13	<b>Comerica Securities Inc Committed - Economic Uncertainty Fund</b>	\$	900,000.00
	<b>Comerica Securities Inc Committed - Unfunded Liability</b>	\$	296,186.87
	<b>Comerica Securities Inc Committed - Capital Building Fund</b>	\$	193,502.09
	<b>Comerica Securities Inc Committed - OPEB (retiree health)</b>	\$	10,000.00
	<b>Comerica Securities Inc Committed - Equipment Replacement Fund</b>	\$	230,050.00
	<b>Comerica Securities Inc Committed - Capital Vehicle Replacement (E17)</b>	\$	157,845.00
	<b>Comerica Securities Inc Committed - Capital Vehicle Replacement (4702)</b>	\$	43,427.59
	<b>Comerica Securities Inc Committed - Vacation Sick Liability Fund</b>	\$	-
1101.06	<b>California Bank &amp; Trust (Money Mkt - General)</b>	\$	74,175.47
		\$	3,224,148.36

\* Mitigation funds can only be used for capital expenditures, i.e.: Fire Station, additional Apparatus (not replacements), etc. New building fees, not property taxes generate these funds.



# Portfolio Analysis

7/31/2020

Total cost of accounts (cash value)	\$3,215,514.16
Value of accounts (market value)	\$3,341,535.27
Unrealized gain/loss \$ (market v - cash v)	\$126,021.11
Unrealized gain/loss %	3.92%
Average earning % CD	2.25%

Investment Name	Broker/Dealer	CUSIP	Maturity Date	Term in Months	Interest Rate	Quantity	Purchase Price Per Unit	Total Cost (Purchase Price)	Market Price	Market Value	Gain/Loss (\$)	Gain/Loss (%)		
BMW Bank Nth Am (CD)	Comerica	05580ACW2	9/14/2020	60	2.20%	1800	\$ 100.00	\$ 180,000.00	\$ 100.30	\$ 180,531.00	↑ \$ 531.00	0.30%		
American Express Bk (CD)	MBS	02587DM70	11/28/2021	60	2.05%	980	\$ 100.00	\$ 98,000.00	\$ 102.49	\$ 100,435.30	↑ \$ 2,435.30	2.49%		
Wells Fargo Bk (CD)	Comerica	949763FE1	3/1/2022	60	2.30%	1000	\$ 100.00	\$ 100,000.00	\$ 103.40	\$ 103,397.00	↑ \$ 3,397.00	3.40%		
JPMorgan Chase Bank (CD)	Comerica	48126XJ55	4/13/2022	60	2.57%	1000	\$ 100.00	\$ 100,000.00	\$ 100.47	\$ 100,468.00	↑ \$ 468.00	0.47%		
Capital One Bank (CD)	Comerica	14042RFS5	5/17/2022	60	2.40%	1130	\$ 100.00	\$ 113,000.00	\$ 104.02	\$ 117,544.86	↑ \$ 4,544.86	4.02%		
American Express Bk (CD)	MBS	02587CEZ9	5/17/2022	60	2.40%	990	\$ 100.00	\$ 99,000.00	\$ 103.80	\$ 102,763.98	↑ \$ 3,763.98	3.80%		
Crossfirst Bk (CD)	Comerica	22766ABR5	9/22/2022	60	2.00%	1140	\$ 100.00	\$ 114,000.00	\$ 103.89	\$ 118,438.02	↑ \$ 4,438.02	3.89%		
Farmers & Merchants (CD)	Comerica	308862CE9	12/12/2022	120	1.96%	1250	\$ 100.00	\$ 125,000.00	\$ 100.29	\$ 125,366.25	↑ \$ 366.25	0.29%		
Enerbank USA (CD)	Comerica	29266NH67	2/27/2023	96	2.30%	1250	\$ 100.00	\$ 125,000.00	\$ 105.39	\$ 131,732.50	↑ \$ 6,732.50	5.39%		
Wells Fargo Bk (CD)	Comerica	949763RG3	6/6/2023	60	3.25%	1220	\$ 100.00	\$ 122,000.00	\$ 108.62	\$ 132,520.06	↑ \$ 10,520.06	8.62%		
Morgan Stanley Private Bank	Comerica	61760AQ69	7/25/2024	60	2.20%	1400	\$ 100.00	\$ 140,000.00	\$ 107.40	\$ 150,362.80	↑ \$ 10,362.80	7.40%		
Merrick Bank	Comerica	59013KGJ9	3/31/2025	60	1.35%	1900	\$ 100.00	\$ 190,000.00	\$ 106.10	\$ 201,595.70	↑ \$ 11,595.70	6.10%		
Discover Bank (CD)	Comerica	254672XR4	2/18/2026	120	2.30%	1500	\$ 100.00	\$ 150,000.00	\$ 108.97	\$ 163,459.50	↑ \$ 13,459.50	8.97%		
BMO Harris Bank NA (CD)	Comerica	05581W5V3	3/12/2027	84	1.75%	1050	\$ 100.00	\$ 105,000.00	\$ 100.18	\$ 105,187.95	↑ \$ 187.95	0.18%		
JPMorgan Chase Bank (CD)*	Comerica	48128LF87	2/14/2030	120	2.10%	1500	\$ 100.00	\$ 150,000.00	\$ 100.96	\$ 151,446.00	↑ \$ 1,446.00	0.96%		
Buena Park CA Cmnty Redev Agy	Comerica	119144AP8	9/1/2033	126	2.79%	1350	\$ 100.00	\$ 135,000.00	\$ 118.78	\$ 160,357.05	↑ \$ 25,357.05	18.78%		
<b>SRPL FUNDS</b>								\$	-					
American Exp Centurion (CD)	Comerica	02587D2Q0	12/5/2022	60	2.50%	1210	\$ 100.00	\$ 121,000.00	\$ 104.81	\$ 126,824.94	↑ \$ 5,824.94	4.81%		
Morgan Stanley Bank	Comerica	61765QN88	2/28/2030	120	2.10%	1620	\$ 100.00	\$ 162,000.00	\$ 112.71	\$ 182,590.20	↑ \$ 20,590.20	12.71%		
COMERICA	Comerica	Money Mkt				3344.48	\$ 1.00	\$ 3,344.48	\$ 1.00	\$ 3,344.48	⇒ \$ -	0.00%		
LAIF	LAIF	Local Agency Inv.Fund			1.967%	8370.92	\$ 1.00	\$ 8,370.92	\$ 1.00	\$ 8,370.92	⇒ \$ -	0.00%		
<b>COMMITTED &amp; ASSIGNED</b>														
LAIF	LAIF	Local Agency Inv.Fund			1.967%	453,194.65	\$ 1.00	\$ 453,194.65	\$ 1.00	\$ 453,194.65	⇒ \$ -	0.00%		
CB&T	CB&T	Money Mkt			0.03%	295,732.72	\$ 1.00	\$ 295,732.72	\$ 1.00	\$ 295,732.72	⇒ \$ -	0.00%		
COMERICA	Comerica	Money Mkt				13,093.71	\$ 1.00	\$ 13,093.71	\$ 1.00	\$ 13,093.71	⇒ \$ -	0.00%		
<b>UNASSIGNED</b>														
CB&T	CB&T	Checking				112,777.68	\$ 1.00	\$ 112,777.68	\$ 1.00	\$ 112,777.68	⇒ \$ -	0.00%		
<b>Total</b>								\$	<b>3,215,514.16</b>	\$	<b>3,341,535.27</b>	↑ \$	<b>126,021.11</b>	<b>3.92%</b>

BASE VALUE		MARKET VALUE	
\$	8,370.92	\$	8,370.92 LAIF / SRPL
\$	453,194.65	\$	453,194.65 LAIF/AFP
\$	<b>197,000.00</b>	\$	203,199.28 MBS
\$	<b>1,727,093.71</b>	\$	1,795,143.35 Comerica
\$	<b>286,344.48</b>	\$	312,759.62 Comerica/SRPL
\$	<u>408,510.40</u>	\$	<u>408,510.40</u> CB&T
\$	<u>3,080,514.16</u>	\$	<u>3,181,178.22</u>
\$	294,715.40	\$	321,130.54 SRPL
\$	<u>2,785,798.76</u>	\$	<u>2,860,047.68</u> GENERAL
\$	<u>3,080,514.16</u>	\$	<u>3,181,178.22</u>

\* Callable

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# FIRE CHIEF REPORT

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AUGUST 2020

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1. **District Report**
  - a. COVID-19 Update
    - Supply usage is being monitored; currently have adequate supplies
    - Confirmed case count in Alpine is increasing
  - b. 4701/BR17 responded as part of a Central Zone strike team to Riverside (Apple Fire).
  - c. Firefighters Laff and Ozbirn – 5 years with the District
2. **San Diego County Fire Chiefs**
  - a. Meeting on 8/6 – no report
3. **Fire Districts of San Diego County**
  - a. Oppose SB 474 – prohibiting development in Very High Fire areas (pulled by the author)
4. **HTF/HCFA - Board of Chiefs**
  - a. Meeting on 8/4 – no report
5. **Central Zone Board of Chiefs**
  - a. Meeting on 8/4 – no report
6. **FAIRA**
  - a. No report – Next Meeting in September
7. **PASIS**
  - a. Covid was a topic of discussion at the last meeting.
8. **FDAC/EBA**
  - a. Meeting on 8/11 – Chief Kovacs (Board President) will be retiring in September. No increase in vision/dental costs for coverage. Next meeting on 9/8.
8. **Public Records Requests**
  - a. None

ALPINE FIRE PROTECTION DISTRICT  
 FIRE CHIEF'S MONTHLY REPORT  
 July 2020

<b>PERSONNEL</b>	<b>Jun-20</b>	<b>YTD</b>	<b>Jul-19</b>	<b>YTD</b>
Total at end of month	16	16	17	17
Days lost for sickness	2	2.00	0	0.00
Days lost due to injury	11	11	0	0
# Emp's out on injury	1	1	0	0
<b>TRAINING HOURS</b>				
Captains	9.00	9.00	10.50	10.50
Engineers	8.00	8.00	13.00	13.00
Firefighter	24.00	24.00	23.00	23.00
Total Training Hours:	41.00	41.00	46.50	46.50
<b>FIRE PREVENTION ACTIVITIES</b>				
Business Insp-Re Inspection	61	61	9	9
On Site Assess/Complaint	15	15	12	12
Plan Checks	4	4	8	8
Subdivision Map / Parcel Map	0	0	0	0
Violation Notices/Parking Warnings	0	0	0	0
Construction & Final Inspections	4	4	10	10
Burn Permits Issued	0	0	0	0
Public Ed Programs (hours)	0	0	0	0
Weed Abatement-Notice/Insp	88	88	92	92

# FIRE MARSHAL'S REPORT

## July 1<sup>st</sup> – July 31<sup>st</sup>

### **CONSTRUCTION:**

Remodel plan checks, Sprinkler plan checks, Sprinkler Hydros, on-site inspections, business inspections, burn permits and other office duties. (*see monthly inspection sheet*)

**TRAINING:** None

### **MEETINGS:**

San Diego Fire Prevention Officers- No meeting

San Diego Fire Protection Association- No meeting

AFSA - No meeting

PIO- No meeting this month.

NFPA- No meeting this month.

OES – No meeting

FSC – No meeting this month.

Miramar Advisory – No meeting this month.

County Meetings – All meetings have been performed via call in or video conference

OSFM- All meetings were performed via Skype call in.

### **PUBLIC EDUCATION - OUTREACH:**

Alpine Fire has adopted the use and installation of the residential Knox Box Rapid Entry system for single family dwellings. This option allows home owners to purchase a smaller Knox approved box and have it installed on the exterior of the front door for medical emergencies. To purchase the Knox box home owners visit the website to purchase and have delivered. They or a handy man can install and once installed a member of our team will go out and install their keys to the box and lock it with the security key.

Working with the SD Sheriff's and the Greater Alpine Fire Safe Council on creating evacuation signs to be installed throughout the Alpine District. This is intended to educate home owners on PACE and knowing how and where to evacuate during an emergency.

## Fire Incident Statistics

### 2020 Incidents

Incident Category	All Incidents	All Incidents Percent
FIRE, EXPLOSION	10	7.46%
GOOD INTENT CALL	6	4.48%
RESCUE, EMS	88	65.67%
SERVICE CALL	28	20.90%
SPECIAL OR OTHER INCIDENT TYPE	2	1.49%
<b>Report Totals</b>	<b>134</b>	<b>100.00%</b>

### 2019 Incidents

Incident Category	All Incidents	All Incidents Percent
FIRE, EXPLOSION	10	6.67%
GOOD INTENT CALL	16	10.67%
RESCUE, EMS	100	66.67%
SERVICE CALL	22	14.67%
SPECIAL OR OTHER INCIDENT TYPE	2	1.33%
<b>Report Totals</b>	<b>150</b>	<b>100.00%</b>

# GRANT UPDATE

## GRANTS IN PROCESS:

Grantor: **Sempra Energy/Alpine Fire Foundation - CERT 2015** Amount: \$2,500  
Purpose: **Equipment/ OT** Date Submitted: 7/20/2015  
Performance Period:

Grant provides funds for CERT. Funds held in Foundation until needed. (Retired Finance Officer Moore) 7/20/2015: Award received. 10/2017: No funds expended. 4/5/2019: Balance of \$450.69 for OT CERT Training for Jackson & Laff 12/18 & 12/20/2018. (Total \$649.45 less \$238.76 CERT 2014 = \$450.69). 5/15/2019: Moved training kits from 5023.01 to CERT 2015 \$261.33. Balance left is \$1787.98; **8/20/2019: CERT refreshments for Fire Safety Expo \$22.00; Foundation balance \$1765.98**

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Grantor: **Sempra Energy/Alpine Fire Foundation - CERT 2019** Amount: \$2,500  
Purpose: **Equipment/ OT** Date Submitted: 4/2/2019  
Performance Period:

Grant provides funds for CERT. Funds held in Foundation until needed. (Finance Officer, Captain Dotson)

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Grantor: **FEMA4305-DR-CA CalOES** Amount: \$9,350.36  
Purpose: **Late January Storms Disaster Recovery** Date Submitted: 3/22/2017  
Performance Period: As approved (Max 120 days)

Reimburse 75% of Critical Weather overtime costs for January 21, 22, 23, 2017. (Retired Finance Officer Moore, Fire Chief Paskle) 4/30/2017: Regional Systems Manager has been assigned. 5/31/2017 - 6/30/2017: Reimbursement request working its way through the federal system for approval and payment. 7/31/2017: Reimbursement approved. 12/7/17: Received the Federal portion \$6071.00. **2/14/2019: Waiting on the State portion however cannot receive \$1131.73 until meets the State Funding threshold of \$2500. Project Completion and Certification Report completed.**

---

Grantor: **FY18 UASI** Amount: \$2,612  
Purpose: **Training Participation** Date Submitted: 6/28/2018  
Performance Period: 9/1/2018 - 9/15/2020 Awarded: 2/26/2019

7/1/2019: Earmarked for Dotson CalChiefs Training Officer Conf 11/18 - 11/19/19. **2/12/20: Submitted Cash Request #1.**

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Grantor: **FY18 SHGP** Amount: \$13,261  
Purpose: **Turnout (PPE) Cache** Date Submitted: 1/18/2018  
Performance Period: 3/1/2019 - 5/31/2020 Awarded:

Grant provides funds to build turnout cache. (Finance Officer Caccavo, Captain Boggeln) 12/13/18: Email county to determine status of application. 3/13/19: Received award letter and assurances. 2/12/20: Ordered turn out boots from MES. **5/26/2020: Cash requests #1 \$8641.0 & Cash request #2 \$4620.00 submitted; AFD to cover the remaining \$671.82.**

# GRANT UPDATE

New Activity

Grantor: **FY19 SHGP** Amount: \$13,228  
Purpose: **4 VHF Radios / 12 Web Gear Packs** Date Submitted: 12/13/2018  
Performance Period: 12/15/2019 - 7/31/2021 Awarded: 7/23/2020  
Grant provides funds purchase four (4) VHF Radios with accessories and twelve (12) Web Gear Packs. (*Finance Officer Caccavo, Captain Boggeln*) 12/13/18: Emailed application electronically to Raluca Pimenta and hard copy in the mail. 11/12/19: Resent hard copy per their request; anticipate the formal award in Spring 2020. **7/30/2020: Notification of Award received; awaiting workbook.**

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## GRANTS SUBMITTED

Grantor: **CA Fire Foundation** Amount: \$15,000  
Purpose: **2020 Fire Prevention Grant** Date Submitted: 7/15/2020  
Performance Period: CY 2020 Awarded:  
Grant provides funds for informational "Welcome Packets" to residents and engaging materials for juveniles to increase fire danger awareness. (*Fire Marshal McBroom*)

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Grantor: **SD Regional Fire Foundation** Amount: \$12,581  
Purpose: **Thermal Imaging Cameras** Date Submitted: 5/11/2020  
Performance Period: CY 2020 Awarded:  
Grant provides funds purchase fourteen (14) Thermal Imaging Cameras (TIC) with Seek TIC gear Keeper attachments. (*Fire Chief Boggeln*)

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Grantor: **FY17 FEMA Cal OES Hazard Mit. Grant** Amount: \$180,000  
Purpose: **Alpine Creek Fuels Reduction** Date Submitted: 7/1/2018  
**9/10/2019: Per Fire Marshal McBroom - no activity.**

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Grantor: **FY20 SHGP** Amount: \$13,616.00  
Purpose: **MDC (1) / 800 MHz Radios (2)** Date Submitted: 12/11/2019  
Performance Period: 3/1/2021 - 6/30/2022  
(*Finance Office Caccavo, Division Chief Boggeln*) **12/11/2019: Emailed application and mailed hard copy following**

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## GRANTS CLOSED - AWAITING CLOSE OUT CONFIRMATION

Grantor: **FY15 Assistance to Firefighters (AFG)** Amount: \$129,106  
Purpose: **SCBA's and RIT packs** Date Submitted: 1/13/2016  
Performance Period: April-September 2016  
Grant would provide funds to replace 14 SCBA's and 2 RIT packs. District portion \$6,147; Federal portion \$122,959. (*Finance Officer Moore, Captains Boggeln, Dotson*) Awarded 8/26/2016. 11/3/2016: GPO contract will be approved 11/15/16 with Board approval to purchase. Goods purchased. 12/2016: goods received. 1/25/2017: 1st Q report

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Grantor: **FY16 SHGP** Amount: \$13,176  
Purpose: **Turnout (PPE) Cache** Date Submitted: 12/1/2016  
Performance Period: Dec 2016 (FY16/17)  
Grant provides funds to build turnout cache. (*Finance Officer Moore, Captain Boggeln*) 12/1/2016: Waiting for State of California to approve funding and release award. 4/28/2017: Award released, OK to purchase. 10/2017: Two sets of Lion turnouts on order. 2/16/2018: 2 sets received; 4 sets

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# GRANT UPDATE

Grantor: **CA Fire Foundation** Amount: \$7,277.72  
Purpose: **Prevention & Preparedness due to Climate Change** Date Submitted: 6/11/2018  
Performance Period: 7/16/18 - 12/15/18  
To purchase Fire Prevention materials for school visits and new resident Welcome Kits. (*Finance Office Caccavo, Fire*)

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Grantor: **FY17 UASI** Amount: \$4,753  
Purpose: **Training Participation** Date Submitted: 11/14/2017  
Performance Period: 9/1/2017 - 12/31/2019 Awarded: 11/16/2017  
4/10/2018: 1 training class taken; cash receipt to be submitted. 5/10/2018: Cash request #1 submitted. 6/7/2018:

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Grantor: **FY17 SHGP** Amount: \$13,176  
Purpose: **Turnout (PPE) Cache** Date Submitted: 3/21/2018  
Performance Period: 12/12/2017 - 6/30/2019 Awarded: 3/21/2018  
Grant provides funds to build turnout cache. (*Retired Finance Officer Moore, Captain Boggeln*) 7/20/18: Staff to begin

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**COMPENSATION RANGE AND BENEFIT PACKAGE FOR  
ALPINE FIRE PROTECTION DISTRICT  
NON-SAFETY EMPLOYEES**

**SECTION I  
INTENT AND PURPOSE**

- 1.1 It is the intent and purpose of this document to set forth the compensation range and benefit package provided to the non-safety employees of the Alpine Fire Protection District (“**District**”).
- 1.2 The Board of Directors of the District may from time to time change the terms of the compensation and benefit package for non-safety employees without the consent or approval of any such non safety employees. Nothing contained herein is intended to reduce any current salary or benefits of any non-safety employee.
- 1.3 If the Board of Directors enters in a Memorandum of Understanding (“**MOU**”) with an exempt non-safety employee then the terms of the exempt non-safety employee MOU shall control.

**SECTION II  
TERM**

- 2.1 This benefit package shall remain effective until modified by the Board of Directors of the District.
- 2.2 Any non-safety employee may terminate their employment with District at any time, with or without a reason by giving written notice to the District. The District may terminate the employment of any non-safety employee at any time, with or without reason by written notice to said employee. This is called "**at-will**" employment. Nothing contained herein shall modify the Districts right to terminate any non-safety employee for cause. Only the Board of Director’s can change the "**at-will**" status of a non-safety employee and then only in writing approved by a majority of the Board of Directors.
- 2.3 The Fire Chief directs the selection, hiring and promotions of District personnel, subject to the Board of Directors as it deems appropriate. No one other than the Fire Chief, with the Board of Director’s approval, can enter into an agreement for employment for a specified period of time, or make any agreement or representations contrary to this Section.
- 2.4 All new hires are subject to a 2 year probationary period.

**SECTION III  
JOB DESCRIPTION**

- 3.1 The job descriptions of the non-safety employees are outlined in the Board Policy Manual. The District, through the Board of Directors, may from time to time amend the job description

and/or prioritize job duties.

#### **SECTION IV SALARY**

- 4.1 The current salary band for each non safety position is as set forth in **Appendix "A"**.
- 4.2 The Board of Directors may from time to time change the salary band for each non safety position upward or downward.
- 4.3 Employees shall be paid semi-monthly or at such frequency as District pays its other non-safety employees.
- 4.4 The Fire Chief shall place all new hires within the approved salary band and report placement to the Board of Directors at the next scheduled Board meeting. The Fire Chief will make recommendations for annual adjustments for each employee within the specified bands. The Board of Directors will review recommendations for approval. The annual adjustments, if approved, will generally be made effective July 1 of each fiscal year.

#### **SECTION V SICK LEAVE**

- 5.1 Should a full-time employee or authorized family member incur a non-duty sickness or disability he/she shall receive sick leave with full pay to the extent of his/her accumulated sick leave. Job related disability shall not be charged to the accumulated sick leave of the employee.
- 5.2 The accrual for sick leave for full-time employees shall be 12 hours per month. All unused sick leave shall be carried forward from one fiscal year to the next. Sick leave shall accumulate from the first day of employment and shall continue to do so until he/she has accumulated a maximum of 2880 hours.
- 5.3 Part-time employees shall earn 24 hrs. of sick leave annually. Sick leave will be earned on July 1<sup>st</sup> of each year and there is no carry over from year to year. Sick leave may be used beginning on the 90<sup>th</sup> day of employment. There is no cash out value for hours earned during employment or at termination. This section conforms to California AB1522 and affects employees who work in California for 30 or more days within a year.
- 5.4 In order to be eligible for sick leave with pay, the employee must:
  - a. Report promptly to the Fire Chief the reason for his/her absence;
  - b. Keep the Fire Chief informed if the absence is of more than three days duration;
  - c. Upon request of the Fire Chief furnish satisfactory evidence of reason for leave upon return to duty from absences on sick leave.
  - d. Adhere to District policy on sick leave.

No salary or wages shall be paid for any period of absence under this section where the employee has failed to comply with the requirements of this subsection.

5.5 Abuse of sick leave benefit provisions by a District employee will constitute sufficient grounds for dismissal or such other disciplinary action as the Fire Chief deems appropriate.

## **SECTION VI UNUSED SICK LEAVE**

6.1 The full-time employee shall be compensated in cash at the rate of **one quarter** of his/her regular rate of pay for any unused accumulation of sick leave when he/she is permanently separated from service by resignation, death, retirement, service retirement, or discharge so long as the employee has completed five (5) years of full-time service to the District.

## **SECTION VII MEDICAL COVERAGE**

7.1 Non safety employees shall receive the same medical coverage as established by the Board of Directors for Local Safety Members. Part-time employees are not eligible for health benefits.

7.2 Non safety employees shall receive the same Long Term Disability (“LTD”) plan as established by the Board of Directors for Local Safety Members.

7.3 All full-time non-safety employees shall receive coverage in the amount of \$100,000 in term life insurance. Part-time employees are not eligible for this benefit.

## **SECTION VIII RETIREMENT**

8.1 For non-safety employees whose membership date is on or before December 31, 2012 the District enrolls full-time non safety personnel in the California Public Employees’ Retirement System Miscellaneous 2nd Tier plan:

- a) Section 21353 (2% @ 60 Full formula) and,
- b) Section 20037 (Three-year final compensation)
- c) Section 21571, Fourth Level of 1959 Survivor Benefits

As of January 1, 2013, the District enrolls all full-time non-safety personnel in the California Public Employees’ Retirement System under the PEPR plan:

- a) 27451 – 2% @ 62 (three year final compensation)

**SECTION IX  
HOLIDAYS**

9.1 The following annual holidays shall be recognized:

New Year's Day	Veterans Day	Thanksgiving Day
Martin Luther King Jr. Day	Memorial Day	Day after Thanksgiving
Independence Day	Labor Day	Christmas Day
Presidents Day	Columbus Day	

**SECTION X  
VACATION LEAVE**

10.1 Every full-time non safety employee shall be eligible for vacation with pay after six months continued service with the District up to the non-safety employee's accrued amount.

10.2 Every full-time non safety employee shall start to earn vacation allowance as of his/her first day of full-time employment.

10.3 Full-time non-safety employees shall earn vacation time at the rate of:

<b>Years in Service</b>	<b>Annual Accrual</b>
0 - 2	40 hours
3 - 5	80 hours
6 - 9	120 hours
10 - 14	160 hours
15 - 19	200 hours
20 plus years	280 hours

10.4 When a full-time non safety employee is separated from employment by resignation, death, retirement or discharge he/she shall be compensated for all unused accumulated vacation time, at the regular hourly rate of pay at the time of separation.

10.5 The maximum accumulated total which may be carried in vacation time from one fiscal year to the next is 40 hours, remaining balance of vacation hours will be cashed out at the regular rate of pay.

10.6 Vacation time is subject to staffing and project requirements and must be approved in writing or through the CrewSense system by the Fire Chief or the Fire Chief's designee.

10.7 Part-time non-safety employees may be granted time off without pay for vacation, upon the approval of the Fire Chief.

**SECTION XI  
PROTECTIVE CLOTHING AND UNIFORMS**

11.1 Any protective clothing or protective devices required of non-safety employee in the performance of his/her duties shall be furnished without cost by District, in accordance with State law and Cal/OSHA regulations.

11.2 The District agrees to initially supply each newly hired full-time employee with four (4) regulation uniform shirts, four (4) regulation uniform pants or skirts, one (1) regulation uniform belt, one (1) uniform jacket with liner and one (1) pair of approved footwear if required. It is understood that the employee will be responsible for the normal care and maintenance of the uniform. Part-time employees shall be issued uniforms and protective clothing in relation to their approved hourly schedule.

11.3 Uniform and/or appropriate business attire (as directed by supervisor or Chief Officer) shall be worn to work. After one (1) year of service the District shall replace any uniform item as it becomes necessary with the approval of the immediate supervisor or Chief Officer.

11.4 Administrative Director, Payroll/Finance Specialist and/or Administrative Assistant: Full-time employee shall receive an annual clothing allowance for the purchase of appropriate uniform style pants, logo shirts, jackets and footwear. The allowance shall be given in reimbursement form upon presentation of receipts. The maximum allowance for one (1) year shall be Two Hundred and Fifty Dollars (\$250).

**SECTION XII  
GRIEVANCE PROCEDURE**

12.1 Definitions. A grievance or dispute is defined as an alleged violation of the express provisions of this document which personally and adversely affects the non-safety employee. A grievance shall not include any claim regarding the initiation or renewal of this document, the resolution of a meet and confer impasse, or any other matter which is outside the scope of representation as defined by California Government Code Section 3504.

12.2 General Provision. All grievances shall be filed in writing within fifteen (15) days of the date on which the Non safety employee knew or reasonably should have known of the alleged grievable incident. Any grievance not timely filed or appealed within specified time limits shall be null and void.

12.2.1 A written statement of grievance shall identify the specific provision or provisions of this document alleged to have been violated. Also, a statement of grievance shall set forth the specific factual information which gives rise to the filing of the grievance.

12.2.2 Time limits provided for herein may be extended through mutual written consent of the parties.

12.2.3 Except where a grievance is resolved or ruled upon by the Board of Directors, all

grievance resolutions involving the commitment of the District funds shall be subject to the written approval of the Fire Chief.

12.2.4 Parties to the grievance procedure shall be entitled to have a representative to act in his or her behalf at each step of the grievance procedure.

### 13.3 Procedures

12.3.1 The parties shall attempt to adjust all grievances on an informal basis between the non-safety employee and the Fire Chief.

12.3.2 If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, he/she shall submit the written grievance to the Board of Directors for adjustment and/or decision. In order to be effective, the grievant's appeal to the Board of Directors regarding the grievance must be filed with the Board of Directors no later the five (5) days from the date on which the Fire Chief rendered his/her written decision. All written materials and rationale which are to be submitted by the grievant to the Board of Directors shall be served upon the Fire Chief at the time the grievance is appealed to the Board of Directors.

Both the grievant and his/her representative and the Fire Chief shall be given an opportunity to argue their position on the grievance to the Board of Directors prior to its determination upon the merits of the grievance. The grievant and representative and the Fire Chief shall be notified in writing of the Board's decision on the grievance.

### 12.4 General Provisions

12.4.1 No part of the grievance procedure shall be placed in the non-safety employee's employee record.

12.4.2 The non-safety employee shall be assured freedom from reprisal for using the grievance procedure.

12.4.3 The non-safety employee may use a reasonable amount of work time in preparing and presenting the grievance.

## **SECTION XIII MANAGEMENT CLAUSE**

13.1 The Finance Officer and Fire Marshal shall be considered as management under the ***Fair Labor Standards Act of 1985, Title 29 United States Code.*** The Administrative Director and Fire Marshal shall also be considered exempt employees under California law.

**SECTION XIV  
SAVINGS CLAUSE**

14.1 If any section, subsection, subdivision, sentence, clause or phrase of this document is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this document.

14.2 Nothing contained herein shall be constructed to create any meet and confer rights, collective bargaining agreement or any other rights other than specifically stated herein.

**SECTION XV  
APPROVAL DATE**

15.1 Approved by the Board of Directors on August \_\_\_\_, 2020.

**District**

Alpine Fire Protection District  
a Political Subdivision

By: \_\_\_\_\_  
Jim Easterling, Board President

By: \_\_\_\_\_  
Pat Price, Board Secretary

**APPENDIX "A"  
PAY SCHEDULE**

**FULL-TIME POSITIONS**

<b>Administrative Director (Exempt position)</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Monthly	\$6,092		\$10,502
Annual	\$73,104	→	\$126,024
<b>Fire Marshal (Exempt position)</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Monthly	\$7,458		\$8,692
Annual	\$89,500	→	\$105,317
<b>Administrative Assistant</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Monthly	\$3,000		\$3,875
Annual	\$36,000	→	\$46,500
<b>Fire Inspector</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Monthly	\$3,576.42		\$4,347
Annual	\$42,917	→	\$52,165
<b>Payroll and Finance Specialist</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Monthly	\$4,583.33		\$5,416.67
Annual	\$55,000	→	\$65,000

**PART-TIME POSITIONS**

<b>Seasonal Weed Abatement Inspector</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Hourly	\$12.50	→	\$20.00
<b>Administrative Assistant - Reception</b>	<b>Minimum</b>	<b>Range</b>	<b>Maximum</b>
Hourly	\$15.00	→	\$20.00