



ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING

DIRECTOR EASTERLING
DIRECTOR PRICE
DIRECTOR TAYLOR
DIRECTOR WILLIS
DIRECTOR MEHRER

TUESDAY
JUNE 15, 2021
5:00 P.M.

FIRE CHIEF BRIAN BOGGELN
CLERK OF THE BOARD ERIN SCHICK

FIRE STATION 17 MEETING ROOM
1364 TAVERN ROAD
ALPINE, CA 91901

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 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 to request an electronic copy.

Packet documents are also posted online on our website: www.AlpineFire.org.



ALPINE FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

DIRECTOR EASTERLING
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TUESDAY
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CLERK OF THE BOARD ERIN DOOLEY

FIRE STATION 17 MEETING ROOM
1364 TAVERN ROAD
ALPINE, CA 91901

All exhibits described here are available for public inspection at the time and date listed above or prior to such meeting when reports are ready in the Administrative Office. 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 ensure accessibility to the meeting.

1) CALL TO ORDER AND DETERMINATION OF A QUORUM

Moment of Silence for Retired Fire Chief Woodrow "Woody" Downing

2) APPROVAL OF AGENDA

3) CONSENT CALENDAR

- 3.1 - Approve the Minutes: Regular Board Meeting – May 18, 2021 (pgs.5-9)
- 3.2 - Financial Reports (pgs.10-28)
- 3.3 - Cash Flow Report (pgs.29-30)
- 3.4 - Investment Portfolio Report (pg.31)
- 3.5 - Monthly Incident Statistics (pg.32)

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) ACTION AGENDA ITEMS

- 5.1 - **Fiscal Year 2021/2022 Preliminary Budget**
Staff Report: Chief Boggeln (pgs.33-42)
- 5.2 - **Resolution 20/21 - 11 A Resolution of the Board of Directors of the Alpine Fire Protection District Establishing the Limit for Appropriations of Proceeds of Tax Subject to GANN Limitation for Fiscal Year 2021/22.**
Staff Report: Payroll and Accounting Specialist Pinhero (pgs.43-46)
- 5.3 - **American Rescue Plan Act of 2021 – Impact on Fire Districts**
Staff Report: Chief Boggeln (pg.47)



5.4 - Board Policy and Procedure – Job Description “Administrative Specialist”

Staff Report: Chief Boggeln (pgs.48-52)

6) REPORTS – INFORMATION ONLY

- 6.1 – Directors’ Report
- 6.2 – Fire Chief
- 6.3 – Fire Marshal
- 6.4 – Alpine Firefighters Association - Local 2638
- 6.5 – Committee Reports

7) 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 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.

8) CLOSED SESSION

- a. Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Employee Organization: Local 2638, Safety
- b. Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Unrepresented Employee: Fire Marshal
- c. Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Unrepresented employee: Payroll and Accounting Specialist/Administrative Specialist
- d. Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Unrepresented employee: Administrative Assistant
- e. Public Employee Performance Evaluation (California Government Code §54957)**
Title: Fire Chief
- f. Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price
Unrepresented employee: Fire Chief

9) DISCUSSION AND POSSIBLE ACTION

9.1 - Approval of Memorandum of Understanding for the Administrative Specialist Classification

Staff Report: Chief Boggeln (pgs.53-64)



- 9.2 - **Ratification of Negotiations Between the Board of Directors and Local 2638**
Staff Report: Chief Boggeln (pgs.65-89)
- 9.3 - **Ratification of Negotiations Between the Board of Directors and the Fire Marshal**
Staff Report: Chief Boggeln (pgs.90-105)
- 9.4 - **Ratification of Negotiations Between the Board of Directors and the Administrative Assistant**
Staff Report: Chief Boggeln (pgs.106-119)

10) ADJOURNMENT

NOTIFICATION OF NEXT MEETING

Next regular meeting will be held:

July 20, 2021 at 5:00 p.m.

Alpine Fire Station 17 (meeting room)

1364 Tavern Road, Alpine CA 91901

CERTIFICATION OF POSTING

I certify that on June 10, 2021, 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 June 10, 2021.

Erin Dooley

Erin Dooley, Clerk of the Board



ALPINE FIRE PROTECTION DISTRICT MINUTES

DIRECTOR EASTERLING
DIRECTOR PRICE
DIRECTOR TAYLOR
DIRECTOR WILLIS
DIRECTOR MEHRER

TUESDAY
MAY 18, 2021
5:00 P.M.

FIRE CHIEF BRIAN BOGGELN
CLERK OF THE BOARD ERIN SCHICK

FIRE STATION 17 MEETING ROOM
1364 TAVERN ROAD
ALPINE, CA 91901

All exhibits described here are available for public inspection at the time and date listed above or prior to such meeting when reports are ready in the Administrative Office. 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 ensure accessibility to the meeting.

1) CALL TO ORDER AND DETERMINATION OF A QUORUM

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 5:00pm by Director Easterling in accordance with the Governor's Executive Order N-25-20 issued on 3/12/2020. Roll call by Fire Chief Brian Boggeln. Directors in attendance telephonically: Easterling, Mehrer, Price, Taylor, and Willis. Also present, Legal Counsel Steve Fitch, Local 2638 Representative Shane Ozbirn, Clerk of the Board Erin Schick, Fire Marshal Jason McBroom, and Payroll and Accounting Specialist Debbie Pinhero.

2) APPROVAL OF AGENDA

Motion to approve the agenda as submitted.

(M/Price 2nd/Easterling Approved 5-0)

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

3) CONSENT CALENDAR

3.1 – Approve the Minutes: Regular Board Meeting – April 20, 2021 (pgs. 5-8)

3.2 – Financial Reports (pgs. 9-27)

3.3 – Cash Flow Report (pgs. 28-29)

3.4 – Investment Portfolio Report (pg. 30)

3.5 – Monthly Incident Statistics (pg. 31)

3.6 – Correspondence (pg. 32)



Motion to approve Consent Calendar as submitted.

(M/Taylor 2nd/Price Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Mehrer, 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 comment.

5) ACTION AGENDA ITEMS

- 5.1 - Resolution 20/21-10: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALPINE FIRE PROTECTION DISTRICT ACKNOWLEDGING RECEIPT OF REQUIRED ANNUAL OCCUPANCY INSPECTION REPORT IN ACCORDANCE WITH THE CALIFORNIA HEALTH AND SAFETY CODE.**

Staff Report: Fire Marshal McBroom (pg.33-35)

Motion to approve Resolution 20/21-10 with the changes to Group E Occupancies and Group R Occupancies due to numerical errors.

(M/Taylor 2nd/Easterling Approved 5-0)

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

- 5.2 - Disposal of Surplus Property – 2012 Dodge Power Wagon**

Staff Report: Fire Chief Boggeln (pgs.36-38)

Motion to approve the Disposal of the Surplus Property, 2012 Dodge Power Wagon.

(M/Willis 2nd/Easterling Approved 5-0)

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

- 5.3 - 2021 Special Districts Election Ballot and Vote Certification For Alternate LAFCO Special District Member.**

Staff Report: Fire Chief Boggeln (pgs.39-49)

Motion to support Regina Roberts.

(M/Price Approved 5-0)

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

6) REPORTS – INFORMATION ONLY

6.1 – Directors' Report



Director Willis had concerns about American Rescue Plan Act not getting passed down to the Special Districts.

6.2 – Fire Chief

Fire Chief Boggeln gave a COVID-19 update, working on ordering additional PPE for the fall. Participated in a San Diego County Fire Chiefs Legislative Panel with California Senator Brian Jones and discussed EMS, COVID-19 and Wildfire Safety. Gave updates on recent fires and the new Firefighter interviews. Congratulated Captain Vacio on his retirement and congratulated Firefighter Ozbirn on his new baby.

6.3 – Fire Marshal

Fire Marshal McBroom gave an update on his involvement with Operation Collaboration. Still sending out Weed Abatement complaints and preparing for the upcoming fire season.

6.4 – Alpine Firefighters Association - Local 2638

Firefighter Ozbirn thanked Captain Vacio for his service and thanked the Board for their consideration of their contract.

6.5 – Committee Reports

No report.

7) 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 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. Director Willis wanted to add to a future agenda for it to be discussed that the District should write a statement letter to the State of California, that the American Rescue Plan Act funds should go down to the Special Districts.

- **Adjourned to Closed Session at 5:28 pm.**

8) CLOSED SESSION

- Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Employee Organization: Local 2638, Safety
- Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Unrepresented Employee: Fire Marshal
- Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Unrepresented employee: Payroll and Accounting Specialist
- Conference with Negotiators (California Government Code §54957.6)**
Agency designated representatives: Taylor, Price, Boggeln
Unrepresented employee: Administrative Assistant
- Public Employee Performance Evaluation (California Government Code §54957)**
Title: Fire Chief
- Conference with Negotiators (California Government Code §54957.6)**



Agency designated representative: Taylor, Price

Unrepresented employee: Fire Chief

g. Conference with Legal Counsel – Anticipated Litigation (*California Government Code §54956.9*)

Number of Cases: 1

- Reconvened to Open Session at 6:35pm
- Direction given, no action taken.

9) ADJOURNMENT

Motion to adjourn at 6:35pm

(M/Willis 2nd/Taylor Approved 5-0)

Telephonic Roll Call Vote: Aye (5); Easterling, Price, Taylor, Willis, Mehrer;

Nay (0); Abstaining (0); Absent (0)

NOTIFICATION OF NEXT MEETING

Next regular meeting will be held:

June 15, 2021 at 5:00 p.m.

Alpine Fire Station 17 (meeting room)

1364 Tavern Road, Alpine CA 91901

Minutes Approved:

Board Secretary

Date

2021 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

Rocky J. Chavez []
(Tri-City Healthcare District)

Heather Conklin []
(Mission Resource Conservation District)

David A. Drake []
(Rincon del Diablo Municipal Water District)

Jeff Egkan []
(North County Fire Protection District)

C. Hayden Hamilton []
(Rainbow Municipal Water District)

Regina W. Roberts
(Valley Center Fire Protection District)

Write-Ins

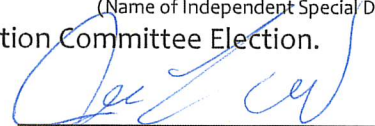
_____ []

_____ []

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the Alpine Fire Protection District

(Name of Independent Special District)

at the 2021 Special Districts Selection Committee Election.



(Signature)

5-19-21

(Date)

Jim Easterling

(Print Name)

Board President

(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

The Ballot and Vote Certification form can be submitted electronically to: tamaron.luckett@sdcountry.ca.gov

ALPINE FIRE PROTECTION DISTRICT

Balance Sheet

As of May 31, 2021

06/08/21

Accrual Basis

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · COUNTY OF SAN DIEGO	
1000.01 · Gen. 310100-47500	
Committed for UAL (CalPERS)	4,892.00
Committed for Vac-Sick Liabilit	158,056.74
Committed for Capital Accrual	5,934.00
Assigned for Capital Projects	2,765.63
1000.01 · Gen. 310100-47500 - Other	2,934,268.25
Total 1000.01 · Gen. 310100-47500	3,105,916.62
1000.02 · Mitig.310135-47505	
Committed for Capital accrual	10,523.38
Assigned for Capital Accrual	77,494.24
1000.02 · Mitig.310135-47505 - Other	18,431.83
Total 1000.02 · Mitig.310135-47505	106,449.45
Total 1000 · COUNTY OF SAN DIEGO	3,212,366.07
1001 · OTHER A/C'S	
1001.07 · CB&T Checking - 8473	39,713.90
1001.04 · CB&T-(Workers Comp)	17,023.74
1101.06 · CB&T Money Plus	
Assigned Cap Veh Rep Fund (OES)	188,239.08
Assigned BuildAccrual Fund (08)	137,234.37
Assigned EquipAccrual Fund (09)	34,650.00
Assigned Building/Veh (budget)	22,445.37
Committed CalPERS UAL (EF)	85,156.25
Committed Cap Veh Accrual Fund	19,892.96
Total 1101.06 · CB&T Money Plus	487,618.03
1101.09 · CB&T Savings (Grant)	500.53
Total 1001 · OTHER A/C'S	544,856.20
Total Checking/Savings	3,757,222.27
Accounts Receivable	
1003 · *Accounts Receivable	124,779.26
Total Accounts Receivable	124,779.26
Other Current Assets	
1002 · OTHER CURRENT ASSETS	
1002.1 · LAIF 17-37-006	
General	3,703.24
Assigned Vechicle Replacement	1,500.00
Committed SRPL Funds	5,417.55
Committed Building Accrual Fund	125,705.36
Committed OPEB Liability	38,000.00
Committed Radio Replacement	28,000.00
Committed Vehicle Replacement	128,865.15
Committed Vacation Sick	13,484.26
Total 1002.1 · LAIF 17-37-006	344,675.56
1002.2 · PASIS-Risk Pool Deposit	514,423.75
1002.6 · Petty Cash	76.00
1002.65 · Change Account	100.00
1002.10 · Multi-Bank Securities	
Securities	197,000.00
Market Value of Portfolio FL	3,258.72
Money Market	1,178.24
Total 1002.10 · Multi-Bank Securities	201,436.96

ALPINE FIRE PROTECTION DISTRICT

Balance Sheet

As of May 31, 2021

06/08/21

Accrual Basis

	May 31, 21
1002.13 · P1R-354391 - Comerica AFPD fund	
Securities (Fixed Income)	1,880,895.47
Market Value of Portfolio FL	51,478.79
Money Market	30,710.56
Total 1002.13 · P1R-354391 - Comerica AFPD fund	1,963,084.82
1002.14 · P1R-114381 - Comerica SRPL fund	
Securities	274,245.61
Money Market	2,819.23
Total 1002.14 · P1R-114381 - Comerica SRPL fund	277,064.84
1002.15 · Deferred Outflows of Resources	1,862,674.00
Total 1002 · OTHER CURRENT ASSETS	5,163,535.93
Total Other Current Assets	5,163,535.93
Total Current Assets	9,045,537.46
Fixed Assets	
1600 · FIXED ASSETS	
1600.04 · Equipment & Vehicles	3,034,585.00
1600.05 · Structures and Improvements	4,525,887.00
1600.07 · Accumulated Depreciation	-3,614,041.00
Total 1600 · FIXED ASSETS	3,946,431.00
Total Fixed Assets	3,946,431.00
TOTAL ASSETS	12,991,968.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	18,953.67
Total Accounts Payable	18,953.67
Credit Cards	
2002 · CREDIT CARDS	
CalCard (Debbie Pinhero -5683)	1,109.00
CalCard (Patrick Dotson -1963)	329.03
CalCard (Brian Boggeln -1835)	1,186.65
Total 2002 · CREDIT CARDS	2,624.68
Total Credit Cards	2,624.68
Other Current Liabilities	
1800 · Market value of portfolio	47,394.98
2003 · OTHER LIABILITIES	
2003.12 · SRPL Mitigation Funds	291,677.31
Total 2003 · OTHER LIABILITIES	291,677.31
2100 · PAYROLL LIABILITIES	
2100.26 · PERS Safety Add'l 1%	9,906.94
2100.04 · CalPERS Retirement - Company	26,030.00
2100.21 · CalPERS Retirement - Employee	725.36
2100.05 · 457b Deferred Comp	500.00
2100.07 · Long Term Disability	526.74
2100.10 · Misc Deductions	1.75
2100.17 · Supplemental Life Insurance	-93.97
2100.20 · AFLAC	75.50
2100.22 · Health Benefits {ER}	-851.75
2100.23 · Reportable Health Coverage {EE}	708.95

ALPINE FIRE PROTECTION DISTRICT

Balance Sheet

As of May 31, 2021

06/08/21

Accrual Basis

	May 31, 21
Total 2100 · PAYROLL LIABILITIES	37,529.52
Total Other Current Liabilities	376,601.81
Total Current Liabilities	398,180.16
Long Term Liabilities	
2500 · LONG TERM LIABILITIES	
2500.11 · ACCRUED CLAIMS LIABILITY	195,800.00
2500.01 · Compensated Absences	153,442.10
2500.06 · Net Pension Liability Plan 959	6,048,576.00
2500.07 · Net Pension Liability Plan 958	181,457.00
2500.08 · Net Pension Liab. Plan 23014	7,058.00
2500.09 · Net Pension Liab. Plan 23190	635.00
2500.10 · Deferred Inflows of Resources	705,660.00
Total 2500 · LONG TERM LIABILITIES	7,292,628.10
Total Long Term Liabilities	7,292,628.10
Total Liabilities	7,690,808.26
Equity	
1110 · Retained Earnings	-1,185,768.96
3000 · OPENING BAL EQUITY	-320,460.00
3002 · UNRESERVED and UNDESIGNATED	
3002.01 · General Fund Balance	1,553,545.88
3002.02 · Mitigation Fee Fund	2,703.00
Total 3002 · UNRESERVED and UNDESIGNATED	1,556,248.88
3007 · Investment in Fixed Assets	4,266,891.00
Net Income	984,249.28
Total Equity	5,301,160.20
TOTAL LIABILITIES & EQUITY	12,991,968.46

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
 July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Income				
4000 · COUNTY OF S.D.				
4000.01 · 1% Property Tax	3,530,854.90	3,468,839.00	62,015.90	101.8%
4000.02 · Interest-General Fund	15,590.32	17,000.00	-1,409.68	91.7%
4000.03 · Mitigation Fees	17,707.40	35,500.00	-17,792.60	49.9%
4000.04 · Interest-Mitigation Fund	1,004.93	1,000.00	4.93	100.5%
4000.05 · Benefit Fee-Alpine	491,904.86	523,246.00	-31,341.14	94.0%
4000.06 · 1% Refunds	-19,412.08	-17,566.00	-1,846.08	110.5%
Total 4000 · COUNTY OF S.D.	4,037,650.33	4,028,019.00	9,631.33	100.2%
4002 · INTEREST INCOME				
.1 · California Bank & Trust	120.29	100.00	20.29	120.3%
.2 · PASIS	5,162.41	6,000.00	-837.59	86.0%
.3 · Investments	43,801.84	40,000.00	3,801.84	109.5%
.4 · LAIF	2,088.81	6,000.00	-3,911.19	34.8%
.6 · SRPL	3,495.93	0.00	3,495.93	100.0%
Total 4002 · INTEREST INCOME	54,669.28	52,100.00	2,569.28	104.9%
4005 · OTHER INCOME				
.01 · Plan Check	17,449.70	12,000.00	5,449.70	145.4%
.02 · First Responder	12,784.87	13,000.00	-215.13	98.3%
.04 · Other	167,125.53	45,000.00	122,125.53	371.4%
.05 · Donations	240.00			
.08 · Ambulance Sub-Lease(Restricted)	90,000.00	120,000.00	-30,000.00	75.0%
.09 · ALS Agreement (Restricted)	34,650.00	30,000.00	4,650.00	115.5%
.11 · Vehicle Reimbursements	164,330.71	15,000.00	149,330.71	1,095.5%
Total 4005 · OTHER INCOME	486,580.81	235,000.00	251,580.81	207.1%
4006 · GRANT INCOME				
4006.03 · SD Regional Fire & Emergency	3,658.31	3,658.31	0.00	100.0%
4006.04 · CountySD				
SHGP 2019	0.00	13,228.00	-13,228.00	0.0%
SHGP 2018	13,261.00	13,261.00	0.00	100.0%
UASI 2018	0.00	2,612.00	-2,612.00	0.0%
Total 4006.04 · CountySD	13,261.00	29,101.00	-15,840.00	45.6%
4006.14 · Alpine Fire Foundation	0.00	10,940.00	-10,940.00	0.0%
4006.18 · CA Fire Foundation	11,500.00	11,500.00	0.00	100.0%
Total 4006 · GRANT INCOME	28,419.31	55,199.31	-26,780.00	51.5%
Total Income	4,607,319.73	4,370,318.31	237,001.42	105.4%
Expense				
5003 · GRANT EXPENSES				
5003.03 · SD Regional Fire & Emergency	3,658.31	3,658.31	0.00	100.0%
5003.04 · CountySD				
SHGP 2018	0.00	13,261.00	-13,261.00	0.0%
SHGP 2019	13,418.03	13,228.00	190.03	101.4%
UASI 2018	0.00	2,612.00	-2,612.00	0.0%
Total 5003.04 · CountySD	13,418.03	29,101.00	-15,682.97	46.1%
5003.14 · Alpine Fire Foundation				
Other Awards	7,698.26	10,940.00	-3,241.74	70.4%
5003.14 · Alpine Fire Foundation - Other	839.96	0.00	839.96	100.0%
Total 5003.14 · Alpine Fire Foundation	8,538.22	10,940.00	-2,401.78	78.0%
5003.18 · CA Fire Foundation	10,610.74	11,500.00	-889.26	92.3%
Total 5003 · GRANT EXPENSES	36,225.30	55,199.31	-18,974.01	65.6%
5000 · SALARIES				
5000.01 · Payroll	1,350,828.99	1,530,000.00	-179,171.01	88.3%
5004 · Temp. Service	20,006.97			
5000.02 · OVERTIME				
Critical Weather	39,239.52	24,954.00	14,285.52	157.2%
FLSA	27,554.02	30,497.00	-2,942.98	90.3%
Sick Coverage	34,660.21	65,206.00	-30,545.79	53.2%
Strike Team	-51,396.36	3,009.00	-54,405.36	-1,708.1%
Training	8,922.40	18,566.00	-9,643.60	48.1%
Unclassified-Meetings, etc	4,126.85	15,048.00	-10,921.15	27.4%
Vacation-Holiday Coverage	132,059.19	193,211.00	-61,151.81	68.3%
Worker's Comp Coverage	10,637.40	7,523.00	3,114.40	141.4%

ALPINE FIRE PROTECTION DISTRICT

Profit & Loss Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Total 5000.02 · OVERTIME	205,803.23	358,014.00	-152,210.77	57.5%
Total 5000 · SALARIES	1,576,639.19	1,888,014.00	-311,374.81	83.5%
5002 · EMPLOYEE BENEFITS				
5002.01 · Educational Incentive	70,908.37	85,360.00	-14,451.63	83.1%
5002.02 · Vacation/Sick Leave Expense	23,591.17	171,541.00	-147,949.83	13.8%
5002.03 · Medicare / Employer Exp	31,423.58	34,952.00	-3,528.42	89.9%
5002.04 · Retirement - Pers	306,087.93	359,433.00	-53,345.07	85.2%
5002.4a · Retirement UAL Payments	424,878.00	429,770.00	-4,892.00	98.9%
5002.05 · Group Medical Ins	269,509.37	349,762.00	-80,252.63	77.1%
5002.06 · Life Insurance	3,735.50	5,850.00	-2,114.50	63.9%
5002.07 · LTD Insurance	4,953.65	6,216.00	-1,262.35	79.7%
5002.08 · Social Security(Employer)	1,163.07	4,809.00	-3,645.93	24.2%
5002.09 · Payroll Expenses	0.10	0.00	0.10	100.0%
5002.10 · Retirement 401 (a)	2,744.50	5,000.00	-2,255.50	54.9%
Total 5002 · EMPLOYEE BENEFITS	1,138,995.24	1,452,693.00	-313,697.76	78.4%
5006 · UNEMPLOYMENT	0.00	1,000.00	-1,000.00	0.0%
5007 · CLOTHING				
5007.01 · Uniforms				
Uniforms	2,001.00	8,750.00	-6,749.00	22.9%
Accessories	232.09	1,500.00	-1,267.91	15.5%
Total 5007.01 · Uniforms	2,233.09	10,250.00	-8,016.91	21.8%
5007.02 · Boots	445.37	2,520.00	-2,074.63	17.7%
5007.03 · Turn Outs/Helmets	4,675.17	17,775.00	-13,099.83	26.3%
5007.04 · Wildland gear	723.37	1,640.00	-916.63	44.1%
Total 5007 · CLOTHING	8,077.00	32,185.00	-24,108.00	25.1%
5008 · COMMUNICATION				
5008.06 · IPAD	328.64			
5008.01 · HCFA ,RCS - Internet	108,394.11	111,544.00	-3,149.89	97.2%
5008.02 · Mobile Communications	1,615.82	3,231.00	-1,615.18	50.0%
5008.03 · Mobile Data Terminals	2,281.38	2,282.00	-0.62	100.0%
5008.05 · Emergency Operations Center EOC	0.00	200.00	-200.00	0.0%
Total 5008 · COMMUNICATION	112,619.95	117,257.00	-4,637.05	96.0%
5009 · PASIS (Workers Comp)				
5009.01 · Administrative	86,885.59	95,363.00	-8,477.41	91.1%
5009.02 · Claim Related	53,980.58	250,000.00	-196,019.42	21.6%
Total 5009 · PASIS (Workers Comp)	140,866.17	345,363.00	-204,496.83	40.8%
5010 · HOUSEHOLD	3,710.70	4,963.00	-1,252.30	74.8%
5011 · FAIRA	20,649.00	21,399.00	-750.00	96.5%
5012 · MAINTENANCE - EQUIPMENT				
5012.01 · E17 KME (2015)	21,693.60	18,778.00	2,915.60	115.5%
5012.02 · E217 KME (2002)	17,263.18	9,245.00	8,018.18	186.7%
5012.03 · B217 International (2002)	1,148.16	6,995.00	-5,846.84	16.4%
5012.3B · B17 Hi-Tech (2019)	7,488.13	7,995.00	-506.87	93.7%
5012.04 · 4709 U17 Ford F-250 (2018)	885.62	1,350.00	-464.38	65.6%
5012.05 · Rescue Tools	865.00	865.00	0.00	100.0%
5012.06 · Hydrant	0.00	100.00	-100.00	0.0%
5012.07 · Generator	1,945.95	2,150.00	-204.05	90.5%
5012.08 · SCBA - Compressor	1,529.21	1,851.00	-321.79	82.6%
5012.09 · Portable Extinguishers	644.40	144.00	500.40	447.5%
5012.10 · Ladder Testing	0.00	195.00	-195.00	0.0%
5012.11 · Misc.Equipment	1,968.51	800.00	1,168.51	246.1%
5012.12 · Fuel	19,519.98	25,955.00	-6,435.02	75.2%
5012.13 · Foam (Class A/B)	2,262.76	1,500.00	762.76	150.9%
5012.14 · Fire Hose/Hose Packs	0.00	5,300.00	-5,300.00	0.0%
5012.15 · Vehicle Maintenance Software	1,565.00	1,565.00	0.00	100.0%
5012.16 · Air Compressor - Station	708.24	820.00	-111.76	86.4%
5012.18 · 4706 Ford Ranger (2007)	58.20	1,300.00	-1,241.80	4.5%
5012.19 · SCBA's	2,065.00	1,180.00	885.00	175.0%
5012.20 · 4705 Ford Expedition (2008)	0.00	1,550.00	-1,550.00	0.0%
5012.21 · 4701 Dodge Ram Truck 0966(2012)	1,690.32	2,800.00	-1,109.68	60.4%
5012.22 · 4702 Dodge Ram Truck 0965(2012)	3,305.85	4,700.00	-1,394.15	70.3%
5012.23 · 4705 2020Ford Exp/2021 EQ Maint	813.48	1,250.00	-436.52	65.1%
Total 5012 · MAINTENANCE - EQUIPMENT	87,420.59	98,388.00	-10,967.41	88.9%
5013 · MAINTENANCE - RADIOS				
5013.01 · Maintenance Contract	3,595.74	4,900.00	-1,304.26	73.4%

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
 July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
5013.02 · Other radio maintenance	891.47	2,000.00	-1,108.53	44.6%
Total 5013 · MAINTENANCE - RADIOS	4,487.21	6,900.00	-2,412.79	65.0%
5014 · MAINTENANCE - STRUCTURES				
5014.01 · Station 17				
Station Maintenance	6,743.91	21,918.00	-15,174.09	30.8%
Grounds Maintenance	6,732.99	0.00	6,732.99	100.0%
Plymovent System	381.45			
Total 5014.01 · Station 17	13,858.35	21,918.00	-8,059.65	63.2%
5014.02 · HVAC Maintenance	2,131.00	2,200.00	-69.00	96.9%
5014.03 · Apparatus Bay Doors & Gates	1,324.00	4,270.00	-2,946.00	31.0%
5014.04 · Alarm System	27,079.69	25,938.00	1,141.69	104.4%
Total 5014 · MAINTENANCE - STRUCTURES	44,393.04	54,326.00	-9,932.96	81.7%
5015 · MEDICAL SUPPLIES				
5015.01 · Disposable Supplies	1,751.16	2,000.00	-248.84	87.6%
5015.02 · Defib. supplies	1,953.35	1,000.00	953.35	195.3%
5015.03 · Medic Engine Equipment	126.40	500.00	-373.60	25.3%
5015.04 · Defib.maintenance	6,227.30	8,687.00	-2,459.70	71.7%
5015.05 · Multi Casualty Trailer	0.00	300.00	-300.00	0.0%
5015.07 · Narcotic Disposal	587.00	890.00	-303.00	66.0%
5015.08 · Covid - 19	6.45	0.00	6.45	100.0%
Total 5015 · MEDICAL SUPPLIES	10,651.66	13,377.00	-2,725.34	79.6%
5016 · MEMBERSHIP	2,054.50	3,028.00	-973.50	67.9%
5018 · OFFICE EXPENSE				
5018.01 · Expendable Supplies	1,737.66	1,750.00	-12.34	99.3%
5018.02 · Postage	440.73	870.00	-429.27	50.7%
5018.03 · Office Equip.& Maintenance	32,050.16	36,847.00	-4,796.84	87.0%
5018.04 · CrewSense/ WebStaff maintenance	1,088.01	1,200.00	-111.99	90.7%
Total 5018 · OFFICE EXPENSE	35,316.56	40,667.00	-5,350.44	86.8%
5019 · PROFESSIONAL FEES				
5019.01 · Legal Counsel	9,998.81	19,150.00	-9,151.19	52.2%
5019.02 · Auditor	10,450.00	10,450.00	0.00	100.0%
5019.05 · Election	18,000.00	18,000.00	0.00	100.0%
Total 5019 · PROFESSIONAL FEES	38,448.81	47,600.00	-9,151.19	80.8%
5023 · TRAINING				
5023.01 · Training Incidentals	1,440.00	2,440.00	-1,000.00	59.0%
5023.02 · Medical Training	3,548.24	4,000.00	-451.76	88.7%
5023.03 · HTF	14,422.00	14,421.00	1.00	100.0%
5023.04 · Education	661.18	6,000.00	-5,338.82	11.0%
5023.05 · Workshops	100.00	2,260.00	-2,160.00	4.4%
Total 5023 · TRAINING	20,171.42	29,121.00	-8,949.58	69.3%
5025 · WORKSHOPS-MANAGEMENT				
5025.01 · Administrative	2,440.00	1,380.00	1,060.00	176.8%
5025.02 · Chief Officers	75.00	2,850.00	-2,775.00	2.6%
5025.03 · Board Members	0.00	2,350.00	-2,350.00	0.0%
5025.04 · In House Training	3,150.00	6,960.00	-3,810.00	45.3%
5025.05 · Fire Prevention	0.00	3,500.00	-3,500.00	0.0%
Total 5025 · WORKSHOPS-MANAGEMENT	5,665.00	17,040.00	-11,375.00	33.2%
5028 · UTILITIES				
5028.01 · SDG&E	31,169.72	38,983.00	-7,813.28	80.0%
5028.02 · Telephone	2,023.69	2,500.00	-476.31	80.9%
5028.03 · Water	9,984.17	7,697.00	2,287.17	129.7%
5028.04 · Trash	1,342.24	1,312.00	30.24	102.3%
5028.05 · Sewer	1,132.19	1,200.00	-67.81	94.3%
Total 5028 · UTILITIES	45,652.01	51,692.00	-6,039.99	88.3%
5030 · SPECIAL DISTRICT EXPENSE				
5030.01 · District Operations	3,460.64	6,990.00	-3,529.36	49.5%
5030.02 · Publishing	178.50	660.00	-481.50	27.0%
5030.04 · County Admin.Fees	38,874.43	53,864.00	-14,989.57	72.2%
5030.05 · Rehab-Fire Ground Meals	444.71	1,500.00	-1,055.29	29.6%
5030.06 · FIT Tests/HepBC/Wellness	17,055.27	31,391.00	-14,335.73	54.3%
5030.08 · LAFCO Budget	2,322.77	2,348.00	-25.23	98.9%
5030.10 · Web Site	935.00	160.00	775.00	584.4%

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Budget vs. Actual
 July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
5030.11 · Recruitment-New Hires	15,242.50	775.00	14,467.50	1,966.8%
5030.16 · Reimbursable expenses	130.00	0.00	130.00	100.0%
Total 5030 · SPECIAL DISTRICT EXPENSE	78,643.82	97,688.00	-19,044.18	80.5%
5031 · DIRECTORS FEES	5,992.35	7,000.00	-1,007.65	85.6%
5032 · FIRE PREVENTION				
5032.01 · Public Education	1,668.69	4,500.00	-2,831.31	37.1%
5032.02 · Supplies	1,346.38	1,085.00	261.38	124.1%
5032.03 · Classes	-475.00	2,800.00	-3,275.00	-17.0%
5032.04 · Mapping	0.00	700.00	-700.00	0.0%
Total 5032 · FIRE PREVENTION	2,540.07	9,085.00	-6,544.93	28.0%
5035 · UNCAPITALIZED EQUIPMENT				
Communications	9,671.01	19,230.00	-9,558.99	50.3%
Engines	0.00	5,070.00	-5,070.00	0.0%
Facilities	0.00	13,026.00	-13,026.00	0.0%
Office	2,601.63	1,500.00	1,101.63	173.4%
Station	9,292.78			
Total 5035 · UNCAPITALIZED EQUIPMENT	21,565.42	38,826.00	-17,260.58	55.5%
5037 · CAPITAL EXP. - EQUIPMENT				
Command Vehicle	145,069.09	161,500.00	-16,430.91	89.8%
Engines	664.35	6,000.00	-5,335.65	11.1%
Station	36,552.00	40,000.00	-3,448.00	91.4%
Total 5037 · CAPITAL EXP. - EQUIPMENT	182,285.44	207,500.00	-25,214.56	87.8%
5038 · CONTINGENCY FUND	0.00	90,536.00	-90,536.00	0.0%
5039 · EMERGENCY FUND	0.00	5,000.00	-5,000.00	0.0%
5050 · INTERFUND TRANSFERS	0.00	-871,705.00	871,705.00	0.0%
5040 · FUND ACCURAL ACCOUNTS	0.00	506,176.00	-506,176.00	0.0%
Total Expense	3,623,070.45	4,370,318.31	-747,247.86	82.9%
Net Income	984,249.28	0.00	984,249.28	100.0%

ALPINE FIRE PROTECTION DISTRICT

Profit & Loss

06/08/21

May 2021

Accrual Basis

	May 21
Income	
4000 · COUNTY OF S.D.	
4000.01 · 1% Property Tax	456,536.79
4000.05 · Benefit Fee-Alpine	132,224.27
4000.06 · 1% Refunds	-3,462.84
Total 4000 · COUNTY OF S.D.	585,298.22
4002 · INTEREST INCOME	
.1 · California Bank & Trust	7.79
.2 · PISIS	2,316.71
.3 · Investments	3,915.02
.6 · SRPL	136.44
Total 4002 · INTEREST INCOME	6,375.96
4005 · OTHER INCOME	
.01 · Plan Check	3,763.40
Total 4005 · OTHER INCOME	3,763.40
Total Income	595,437.58
Expense	
5003 · GRANT EXPENSES	
5003.14 · Alpine Fire Foundation	839.96
Total 5003 · GRANT EXPENSES	839.96
5000 · SALARIES	
5000.01 · Payroll	107,102.66
5000.02 · OVERTIME	
FLSA	2,519.42
Sick Coverage	2,555.52
Strike Team	-51,396.48
Training	4,551.03
Unclassified-Meetings, etc	1,023.12
Vacation-Holiday Coverage	9,355.53
Total 5000.02 · OVERTIME	-31,391.86
Total 5000 · SALARIES	75,710.80
5002 · EMPLOYEE BENEFITS	
5002.02 · Vacation/Sick Leave Expense	11,575.64
5002.03 · Medicare / Employer Exp	2,741.27
5002.04 · Retirement - Pers	35,076.59
5002.05 · Group Medical Ins	25,663.24
5002.06 · Life Insurance	313.00
5002.07 · LTD Insurance	431.76
5002.08 · Social Security(Employer)	64.01
5002.09 · Payroll Expenses	0.00
5002.10 · Retirement 401 (a)	250.50
Total 5002 · EMPLOYEE BENEFITS	76,116.01
5007 · CLOTHING	
5007.01 · Uniforms	
Uniforms	1,292.58
Total 5007.01 · Uniforms	1,292.58
5007.02 · Boots	220.80
5007.03 · Turn Outs/Helmets	147.50
5007.04 · Wildland gear	168.89
Total 5007 · CLOTHING	1,829.77
5008 · COMMUNICATION	
5008.06 · IPAD	38.01

ALPINE FIRE PROTECTION DISTRICT

Profit & Loss

06/08/21

May 2021

Accrual Basis

	May 21
5008.01 · HCFA ,RCS - Internet	15,407.00
5008.02 · Mobile Communications	163.10
5008.03 · Mobile Data Terminals	190.05
Total 5008 · COMMUNICATION	15,798.16
5009 · PASIS (Workers Comp)	
5009.02 · Claim Related	3,742.63
Total 5009 · PASIS (Workers Comp)	3,742.63
5010 · HOUSEHOLD	245.13
5012 · MAINTENANCE - EQUIPMENT	
5012.01 · E17 KME (2015)	30.80
5012.04 · 4709 U17 Ford F-250 (2018)	453.88
5012.19 · SCBA's	1,750.00
5012.21 · 4701 Dodge Ram Truck 0966(2012)	474.35
5012.22 · 4702 Dodge Ram Truck 0965(2012)	457.94
5012.23 · 4705 2020Ford Exp/2021 EQ Maint	349.90
Total 5012 · MAINTENANCE - EQUIPMENT	3,516.87
5013 · MAINTENANCE - RADIOS	
5013.01 · Maintenance Contract	681.31
Total 5013 · MAINTENANCE - RADIOS	681.31
5014 · MAINTENANCE - STRUCTURES	
5014.01 · Station 17	
Station Maintenance	491.59
Grounds Maintenance	91.37
Total 5014.01 · Station 17	582.96
5014.04 · Alarm System	126.25
Total 5014 · MAINTENANCE - STRUCTURES	709.21
5015 · MEDICAL SUPPLIES	
5015.02 · Defib. supplies	2,151.06
Total 5015 · MEDICAL SUPPLIES	2,151.06
5016 · MEMBERSHIP	160.00
5018 · OFFICE EXPENSE	
5018.01 · Expendable Supplies	83.61
5018.03 · Office Equip.& Maintenance	2,135.16
5018.04 · CrewSense/ WebStaff maintenance	99.00
Total 5018 · OFFICE EXPENSE	2,317.77
5025 · WORKSHOPS-MANAGEMENT	
5025.01 · Administrative	745.00
5025.02 · Chief Officers	-17.99
Total 5025 · WORKSHOPS-MANAGEMENT	727.01
5028 · UTILITIES	
5028.01 · SDG&E	3,095.84
5028.02 · Telephone	195.26
5028.03 · Water	2,004.27
5028.04 · Trash	100.60
Total 5028 · UTILITIES	5,395.97
5030 · SPECIAL DISTRICT EXPENSE	
5030.01 · District Operations	937.44
5030.04 · County Admin.Fees	462.29
5030.10 · Web Site	85.00
5030.16 · Reimbursable expenses	130.00

ALPINE FIRE PROTECTION DISTRICT

Profit & Loss

May 2021

	<u>May 21</u>
Total 5030 · SPECIAL DISTRICT EXPENSE	1,614.73
5031 · DIRECTORS FEES	500.00
Total Expense	192,056.39
Net Income	<u><u>403,381.19</u></u>

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
 May 2021

		Date	Num	Name	Memo	Split	Amount
5003 · GRANT EXPENSES							
5003.14 · Alpine Fire Foundation							
		05/26/2021	FSF1889	FIRE STATION FURNITURE	BARSTOOLS (4)	CalCard (Brian Boggeln -1835)	839.96
	Total 5003.14 · Alpine Fire Foundation						839.96
Total 5003 · GRANT EXPENSES						839.96	
5000 · SALARIES							
Total 5000.01 · Payroll						107,102.66	
5000.02 · OVERTIME							
	Total FLSA						2,519.42
	Total Sick Coverage						2,555.52
	Total Strike Team						-51,396.48
	Total Training						4,551.03
Unclassified-Meetings, etc							
	Total Unclassified-Meetings, etc						1,023.12
	Total Vacation-Holiday Coverage						9,355.53
Total 5000.02 · OVERTIME						-31,391.86	
Total 5000 · SALARIES						75,710.80	
5002 · EMPLOYEE BENEFITS							
Total 5002.02 · Vacation/Sick Leave Expense						11,575.64	
Total 5002.03 · Medicare / Employer Exp						2,741.27	
Total 5002.04 · Retirement - Pers						35,076.59	
Total 5002.05 · Group Medical Ins						25,663.24	
Total 5002.06 · Life Insurance						313.00	
Total 5002.07 · LTD Insurance						431.76	
Total 5002.08 · Social Security(Employer)						64.01	
Total 5002.09 · Payroll Expenses						0.00	
Total 5002.10 · Retirement 401 (a)						250.50	
Total 5002 · EMPLOYEE BENEFITS						76,116.01	
5007 · CLOTHING							
5007.01 · Uniforms							
Uniforms							
		05/05/2021	85979	Lands End	E. Schick: (1) Sweater: (1) Shirt	CalCard (Debbie Pinhero -5683)	99.09
		05/20/2021	IN1581406	INC	B.Boggeln: Shirts	2000 · Accounts Payable	1,193.49
	Total Uniforms						1,292.58
Total 5007.01 · Uniforms						1,292.58	
5007.02 · Boots							
		05/25/2021	IN1582941	INC	C.Ross Boots	2000 · Accounts Payable	220.80
Total 5007.02 · Boots						220.80	
5007.03 · Turn Outs/Helmets							
		05/18/2021	19832	D.E. WILLIAMS SHIELDS	PPE	CalCard (Brian Boggeln -1835)	147.50
Total 5007.03 · Turn Outs/Helmets						147.50	
5007.04 · Wildland gear							
		05/28/2021	37643	LINEGEAR	Mystery Ranch Short Talk Box (3)	2000 · Accounts Payable	168.89
Total 5007.04 · Wildland gear						168.89	
Total 5007 · CLOTHING						1,829.77	
5008 · COMMUNICATION							
5008.06 · IPAD							
		05/11/2021	9878870924	VERIZON WIRELESS	Acct-0006: IPAD (7844) 38.01 April02-May01	2000 · Accounts Payable	38.01

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
May 2021

			Date	Num	Name	Memo	Split	Amount
								38.01
			05/01/2021	21ALPFPDN10	COUNTYSYD-REGIONAL COMM SYS	FY20/21: 22 Fire radios @ 28.50 April 2021	2000 · Accounts Payable	627.00
			05/01/2021	21ALPFPDC10	COUNTYSYD-REGIONAL COMM SYS	FY20/21: 6 CAP Code for paging @ 2.50 each 2021/04	2000 · Accounts Payable	15.00
			05/06/2021	15493	HEARTLAND COMMUNICATIONS	4th Quarter assessment, member, 15%	2000 · Accounts Payable	13,416.00
			05/06/2021	15493	HEARTLAND COMMUNICATIONS	4th Quarter assessment CIP Fund, member, 15%	2000 · Accounts Payable	1,200.00
			05/09/2021	05/09-06/08/2021	COX COMMUNICATIONS	Internet 05/09-06/08/2021	2000 · Accounts Payable	149.00
								15,407.00
			05/11/2021	9878870923	VERIZON WIRELESS	-0050 BB, -0592 JMB, -5562 BR17, -9741 E217, -3339 E17, -5729 AC, -6530 DP	2000 · Accounts Payable	163.10
								163.10
			05/11/2021	9878870925	VERIZON WIRELESS	Acct -0007: MDC -0716, -0149, -4314 (4702), -4787 (4701)	2000 · Accounts Payable	190.05
								190.05
								15,798.16
								3,742.63
								3,742.63
			05/28/2021	8004:6456,5563,8687	WAXIE SANITARY SUPPLY	Waxie Select Custodian	2000 · Accounts Payable	40.19
			05/28/2021	8004:6456,5563,8687	WAXIE SANITARY SUPPLY	Microfiber Duster: Spray Bottle: Trigger Sprayer: Kleenline Multi	2000 · Accounts Payable	203.14
			05/28/2021	8004:6456,5563,8687	WAXIE SANITARY SUPPLY	Dixieline Ultra	2000 · Accounts Payable	1.80
								245.13
			05/04/2021	612359	NAPA - COUNTY MOTOR PARTS	Washer Pump	2000 · Accounts Payable	26.50
			05/12/2021	35012/1	ACE HARDWARE INC	Cored Hex HD Plug	2000 · Accounts Payable	4.30
								30.80
			05/13/2021	1819	EVS	Rewire Siren	2000 · Accounts Payable	453.88
								453.88
			05/18/2021	J123728	INC	15 SCBA Flowtests; 1 Service call	2000 · Accounts Payable	825.00
			05/19/2021	21-154calb	CALIFORNIA HEALTH & SAFETY INC	Hydro Test Breathing Air Cylinder (4)	2000 · Accounts Payable	100.00
			05/31/2021	IN154795	INC	SCBA Flow Test Annual	2000 · Accounts Payable	825.00
								1,750.00
			05/12/2021	7498	NORTH COUNTY EVS INC	Lube, il & Filter: Staff Vehicle Safety Insp.: Oil Pressure Sensor	2000 · Accounts Payable	474.35
								474.35
			05/12/2021	7497	NORTH COUNTY EVS INC	Battery, Group 31 Odyssey	2000 · Accounts Payable	457.94
								457.94
			05/10/2021	284	CP RICHARDS SIGNS	4705: Striping service & install	2000 · Accounts Payable	349.90

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
 May 2021

		Date	Num	Name	Memo	Split	Amount
	Total 5012.23 · 4705 2020Ford Exp/2021 EQ Maint						349.90
	Total 5012 · MAINTENANCE - EQUIPMENT						3,516.87
	5013 · MAINTENANCE - RADIOS						
	5013.01 · Maintenance Contract						
		05/01/2021	Inv675862	DAY WIRELESS SYSTEMS	202/05	2000 · Accounts Payable	237.00
		05/18/2021	1921701018037	INTERSTATE ALL BATTERY CENTER	7.2v 3.7Ah nihn moto XTS3000	2000 · Accounts Payable	444.31
	Total 5013.01 · Maintenance Contract						681.31
	Total 5013 · MAINTENANCE - RADIOS						681.31
	5014 · MAINTENANCE - STRUCTURES						
	5014.01 · Station 17						
	Station Maintenance						
		05/09/2021	34975/1	ACE HARDWARE INC	GFI Rect. w/R&B	2000 · Accounts Payable	26.93
		05/12/2021	35012/1	ACE HARDWARE INC	Extention Cord	2000 · Accounts Payable	38.78
		05/14/2021	35043/1	ACE HARDWARE INC	Push Tee	2000 · Accounts Payable	9.26
		05/14/2021	35043/1	ACE HARDWARE INC	Push Tee	2000 · Accounts Payable	-9.26
		05/17/2021	35067/1	ACE HARDWARE INC	Kickdown door hold (2);bdrm & lower restroom	2000 · Accounts Payable	17.22
		05/17/2021	PD	INDUSTRIAL STORES	Restroom Fan	CalCard (Patrick Dotson -1963)	329.03
		05/19/2021	20196	CHAMPLIN, DONALD S	Reimbursement: App Floor 20A 12v (4)	1001.07 · CB&T Checking - 8473	70.17
		05/29/2021	35200/1	ACE HARDWARE INC	Coupl Nipple: Sprinkler Dual 4"	2000 · Accounts Payable	9.46
	Total Station Maintenance						491.59
	Grounds Maintenance						
		05/12/2021	5014.01	LOWES	GFCI (2) and 3W (3)	CalCard (Brian Boggeln -1835)	91.37
	Total Grounds Maintenance						91.37
	Total 5014.01 · Station 17						582.96
	5014.04 · Alarm System						
		05/11/2021	22273459	JOHNSON CONTROLS	Fire alarm system INSPECTIONS 3/1/2017 - 2/28/2022 2021/06	2000 · Accounts Payable	91.25
		05/11/2021	22273465	JOHNSON CONTROLS	Fire alarm system MONITORING 5/1/2017 - 4/30/2022 2021/06	2000 · Accounts Payable	35.00
	Total 5014.04 · Alarm System						126.25
	Total 5014 · MAINTENANCE - STRUCTURES						709.21
	5015 · MEDICAL SUPPLIES						
	5015.02 · Defib. supplies						
		05/26/2021	3293511	ZOLL MEDICAL CORPORATION	Battery LI-ION autopluse	2000 · Accounts Payable	1,333.41
		05/26/2021	3294331	ZOLL MEDICAL CORPORATION	Battery LI-ION Surepower II	2000 · Accounts Payable	817.65
	Total 5015.02 · Defib. supplies						2,151.06
	Total 5015 · MEDICAL SUPPLIES						2,151.06
	5016 · MEMBERSHIP						
		05/06/2021	0232366	GOVERNMENT FINANCE OFFICERS ASSOC-GFOA	Special District - Annual 12/01/2020-11/30/2021	CalCard (Debbie Pinhero -5683)	160.00
	Total 5016 · MEMBERSHIP						160.00
	5018 · OFFICE EXPENSE						
	5018.01 · Expendable Supplies						
		05/04/2021	2021/05	COSTCO	Paper	CalCard (Brian Boggeln -1835)	83.61
	Total 5018.01 · Expendable Supplies						83.61
	5018.03 · Office Equip.& Maintenance						
		05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Managed Workstations: NOC Agent (9 comps @ \$45 - anti virus; logmein; MS updates) 2021/01	2000 · Accounts Payable	405.00
		05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Next Gen Endpoint Security	2000 · Accounts Payable	108.00

**ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
May 2021**

				Date	Num	Name	Memo	Split	Amount
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Managed Server 1	2000 · Accounts Payable	250.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Managed VMware 1	2000 · Accounts Payable	50.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Next Gen Endpoint Security	2000 · Accounts Payable	24.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Office 365 Management	2000 · Accounts Payable	150.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	On premise BDR Solution	2000 · Accounts Payable	128.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Cloud Premium - Tier 3	2000 · Accounts Payable	140.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Site Support - remote and onsite	2000 · Accounts Payable	150.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Vendor Management	2000 · Accounts Payable	150.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Breach Prevention Platform	2000 · Accounts Payable	50.00
				05/05/2021	16636	EXCEDEO - IT SUPPORT PROS	Sales tax	2000 · Accounts Payable	9.92
				05/07/2021	2021/05	ADOBE INC.	Finance & Admin Subscription	CalCard (Debbie Pinhero -5683)	14.99
				05/20/2021	2105191012	ROBOFORM	B. Boggeln: subscription	CalCard (Brian Boggeln -1835)	23.88
				05/21/2021	443813761	USBANK (COPIER LEASE)	Sharp lease, 04/16/2021-05/15/2021	2000 · Accounts Payable	431.44
				05/21/2021	443813761	USBANK (COPIER LEASE)	Sales and use tax	2000 · Accounts Payable	33.44
				05/21/2021	443813761	USBANK (COPIER LEASE)	Overage: 04/15-05/15/2021 \$91.60 and 3/15-4/15 \$15.30 tx 1.19	2000 · Accounts Payable	16.49
									2,135.16
				05/08/2021	0020408	CREWSENSE LLC	2021/5--2021/6	2000 · Accounts Payable	99.00
									99.00
									2,317.77
				05/17/2021	20190	SDCFCA-ADMIN SECTION	34th Annual Installation of Officers and Luncheon (2)	1001.07 · CB&T Checking - 8473	0.00
				05/18/2021	666674	GOVERNMENT FINANCE OFFICERS ASSOC-GFOA	Finance:GFOA Conference	CalCard (Debbie Pinhero -5683)	535.00
				05/18/2021	200010374	CSMFO_CAL SOCIETY OF MUNI. FIN OFFICERS	Finance:Investment Accounting	CalCard (Debbie Pinhero -5683)	150.00
				05/25/2021	20201	SDCFCA-TO's	34th Annual Installation of Officers and Luncheon (2)	1001.07 · CB&T Checking - 8473	60.00
									745.00
				05/04/2021	bb	MISCELLANEOUS	Disputed charge, waiting for credit, unresolved 4/30/2021	CalCard (Brian Boggeln -1835)	-17.99
									-17.99
									727.01
				05/10/2021	903259062193 2021/05	SDG&E	Electric 04/08-05/07/2021 9791 kWh (13.5% increase over prior month,9.4% increase over prior year)	2000 · Accounts Payable	2,865.76
				05/17/2021	90325908213 2021/05	SDG&E	04/08-05/06/2021: 203 Therms (19.9% increase over prior month,77.8% increase over prior year)	2000 · Accounts Payable	230.08
									3,095.84
				05/04/2021	258687	ESI_Estech Systems	2021/05	2000 · Accounts Payable	195.26
									195.26
				05/03/2021	03329111561843 21/4	PADRE DAM (1364 TAVERN)	86831501 Commercial: 89 units (= +22 units usage from prior month)3/14-4/18	2000 · Accounts Payable	757.14
				05/03/2021	03329111561843 21/4	PADRE DAM (1364 TAVERN)	9478671 Irrigation: 28 units (= +6 units usage from prior month) 3/14-04/14	2000 · Accounts Payable	263.76

ALPINE FIRE PROTECTION DISTRICT
Current Month Expenses
 May 2021

	Date	Num	Name	Memo	Split	Amount
	05/03/2021	03329111561843 21/4	PADRE DAM (1364 TAVERN)	Fire Sprinklers 3/16-4/20	2000 · Accounts Payable	69.90
	05/21/2021	11561843 05/21	PADRE DAM (1364 TAVERN)	86831501 Commercial: 70 units (= -19units usage from prior month)4/19-05/16	2000 · Accounts Payable	617.49
	05/21/2021	11561843 05/21	PADRE DAM (1364 TAVERN)	9478671 Irrigation: 24 units (= -4 units usage from prior month) 4/19-05/16	2000 · Accounts Payable	226.08
	05/21/2021	11561843 05/21	PADRE DAM (1364 TAVERN)	Fire Sprinklers 4/20-5/18	2000 · Accounts Payable	69.90
Total 5028.03 · Water						2,004.27
5028.04 · Trash						
	05/01/2021	5880605-1584-2	WASTE MANAGEMENT	1 x 3yd (reg charge \$57.20) 2021/05	2000 · Accounts Payable	59.06
	05/01/2021	5880605-1584-2	WASTE MANAGEMENT	1.5yd dumpster recycle (reg charge 40.23) 2021/05	2000 · Accounts Payable	41.54
Total 5028.04 · Trash						100.60
Total 5028 · UTILITIES						5,395.97
5030 · SPECIAL DISTRICT EXPENSE						
5030.01 · District Operations						
	05/26/2021	20209	DOTSON, PATRICK D	C19 Reimbursement for Fuel	1001.07 · CB&T Checking - 8473	937.44
Total 5030.01 · District Operations						937.44
5030.04 · County Admin.Fees						
	05/11/2021		COUNTY OF SAN DIEGO 1%	Apport.#10 Admin Cost & Supp. Admin Fee	4000.01 · 1% Property Tax	462.29
Total 5030.04 · County Admin.Fees						462.29
5030.10 · Web Site						
	05/11/2021	5CF0ACE6-0006	STREAMLINE	05/01-06/01/2021	2000 · Accounts Payable	85.00
Total 5030.10 · Web Site						85.00
5030.16 · Reimbursable expenses						
	05/24/2021	20198	BOGGELN, BRIAN F	Retirement Plaque for Vacio	1001.07 · CB&T Checking - 8473	130.00
Total 5030.16 · Reimbursable expenses						130.00
Total 5030 · SPECIAL DISTRICT EXPENSE						1,614.73
5031 · DIRECTORS FEES						
Total 5031 · DIRECTORS FEES						500.00
TOTAL						192,056.39

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Prev Year Comparison
May 2021

	May 21	May 20	\$ Change
Income			
4000 · COUNTY OF S.D.			
4000.01 · 1% Property Tax	456,536.79	64,503.29	392,033.50
4000.05 · Benefit Fee-Alpine	132,224.27	2,958.42	129,265.85
4000.06 · 1% Refunds	-3,462.84	-578.66	-2,884.18
Total 4000 · COUNTY OF S.D.	585,298.22	66,883.05	518,415.17
4002 · INTEREST INCOME			
.1 · California Bank & Trust	7.79	8.93	-1.14
.2 · PASIS	2,316.71	0.00	2,316.71
.3 · Investments	3,915.02	2,023.59	1,891.43
.6 · SRPL	136.44	2,627.61	-2,491.17
Total 4002 · INTEREST INCOME	6,375.96	4,660.13	1,715.83
4005 · OTHER INCOME			
.01 · Plan Check	3,763.40	4,878.00	-1,114.60
.08 · Ambulance Sub-Lease(Restricted)	0.00	3,273.67	-3,273.67
Total 4005 · OTHER INCOME	3,763.40	8,151.67	-4,388.27
Total Income	595,437.58	79,694.85	515,742.73
Expense			
5003 · GRANT EXPENSES			
5003.14 · Alpine Fire Foundation	839.96	0.00	839.96
Total 5003 · GRANT EXPENSES	839.96	0.00	839.96
5000 · SALARIES			
5000.01 · Payroll	107,102.66	119,936.56	-12,833.90
5000.02 · OVERTIME			
FLSA	2,519.42	2,528.72	-9.30
Sick Coverage	2,555.52	6,065.64	-3,510.12
Strike Team	-51,396.48	0.00	-51,396.48
Training	4,551.03	3,140.72	1,410.31
Unclassified-Meetings, etc	1,023.12	176.60	846.52
Vacation-Holiday Coverage	9,355.53	5,875.12	3,480.41
Total 5000.02 · OVERTIME	-31,391.86	17,786.80	-49,178.66
Total 5000 · SALARIES	75,710.80	137,723.36	-62,012.56
5002 · EMPLOYEE BENEFITS			
5002.02 · Vacation/Sick Leave Expense	11,575.64	0.00	11,575.64
5002.03 · Medicare / Employer Exp	2,741.27	1,879.64	861.63
5002.04 · Retirement - Pers	35,076.59	23,645.44	11,431.15
5002.05 · Group Medical Ins	25,663.24	23,188.32	2,474.92
5002.06 · Life Insurance	313.00	345.00	-32.00
5002.07 · LTD Insurance	431.76	487.46	-55.70
5002.08 · Social Security(Employer)	64.01	42.59	21.42
5002.09 · Payroll Expenses	0.00	0.00	0.00
5002.10 · Retirement 401 (a)	250.50	260.00	-9.50
Total 5002 · EMPLOYEE BENEFITS	76,116.01	49,848.45	26,267.56
5007 · CLOTHING			
5007.01 · Uniforms			
Uniforms	1,292.58	0.00	1,292.58
Total 5007.01 · Uniforms	1,292.58	0.00	1,292.58
5007.02 · Boots	220.80	0.00	220.80
5007.03 · Turn Outs/Helmets	147.50	355.66	-208.16
5007.04 · Wildland gear	168.89	382.92	-214.03
Total 5007 · CLOTHING	1,829.77	738.58	1,091.19
5008 · COMMUNICATION			
5008.06 · IPAD	38.01	0.00	38.01
5008.01 · HCFA ,RCS - Internet	15,407.00	876.50	14,530.50
5008.02 · Mobile Communications	163.10	224.16	-61.06
5008.03 · Mobile Data Terminals	190.05	228.06	-38.01
Total 5008 · COMMUNICATION	15,798.16	1,328.72	14,469.44
5009 · PASIS (Workers Comp)			
5009.02 · Claim Related	3,742.63	-37,984.70	41,727.33
Total 5009 · PASIS (Workers Comp)	3,742.63	-37,984.70	41,727.33

ALPINE FIRE PROTECTION DISTRICT
Profit & Loss Prev Year Comparison
May 2021

	May 21	May 20	\$ Change
5010 - HOUSEHOLD	245.13	90.85	154.28
5012 - MAINTENANCE - EQUIPMENT			
5012.01 - E17 KME (2015)	30.80	11,491.72	-11,460.92
5012.02 - E217 KME (2002)	0.00	13.87	-13.87
5012.03 - B217 International (2002)	0.00	488.47	-488.47
5012.04 - 4709 U17 Ford F-250 (2018)	453.88	0.00	453.88
5012.12 - Fuel	0.00	653.66	-653.66
5012.19 - SCBA's	1,750.00	875.00	875.00
5012.20 - 4705 Ford Expedition (2008)	0.00	448.84	-448.84
5012.21 - 4701 Dodge Ram Truck 0966(2012)	474.35	0.00	474.35
5012.22 - 4702 Dodge Ram Truck 0965(2012)	457.94	0.00	457.94
5012.23 - 4705 2020Ford Exp/2021 EQ Maint	349.90	0.00	349.90
Total 5012 - MAINTENANCE - EQUIPMENT	3,516.87	13,971.56	-10,454.69
5013 - MAINTENANCE - RADIOS			
5013.01 - Maintenance Contract	681.31	300.00	381.31
Total 5013 - MAINTENANCE - RADIOS	681.31	300.00	381.31
5014 - MAINTENANCE - STRUCTURES			
5014.01 - Station 17	582.96	96.96	486.00
5014.03 - Apparatus Bay Doors & Gates	0.00	1,377.06	-1,377.06
5014.04 - Alarm System	126.25	126.25	0.00
Total 5014 - MAINTENANCE - STRUCTURES	709.21	1,600.27	-891.06
5015 - MEDICAL SUPPLIES			
5015.01 - Disposable Supplies	0.00	2,525.93	-2,525.93
5015.02 - Defib. supplies	2,151.06	0.00	2,151.06
Total 5015 - MEDICAL SUPPLIES	2,151.06	2,525.93	-374.87
5016 - MEMBERSHIP	160.00	0.00	160.00
5018 - OFFICE EXPENSE			
5018.01 - Expendable Supplies	83.61	30.16	53.45
5018.03 - Office Equip. & Maintenance	2,135.16	1,940.81	194.35
5018.04 - CrewSense/ WebStaff maintenance	99.00	99.00	0.00
Total 5018 - OFFICE EXPENSE	2,317.77	2,069.97	247.80
5019 - PROFESSIONAL FEES			
5019.01 - Legal Counsel	1,065.00	1,950.00	-885.00
Total 5019 - PROFESSIONAL FEES	1,065.00	1,950.00	-885.00
5025 - WORKSHOPS-MANAGEMENT			
5025.01 - Administrative	745.00	0.00	745.00
5025.02 - Chief Officers	-17.99	0.00	-17.99
Total 5025 - WORKSHOPS-MANAGEMENT	727.01	0.00	727.01
5028 - UTILITIES			
5028.01 - SDG&E	3,095.84	2,477.60	618.24
5028.02 - Telephone	195.26	201.52	-6.26
5028.03 - Water	2,004.27	719.43	1,284.84
5028.04 - Trash	100.60	97.43	3.17
Total 5028 - UTILITIES	5,395.97	3,495.98	1,899.99
5030 - SPECIAL DISTRICT EXPENSE			
5030.01 - District Operations	937.44	57.13	880.31
5030.04 - County Admin.Fees	462.29	33.96	428.33
5030.10 - Web Site	85.00	85.00	0.00
5030.16 - Reimbursable expenses	130.00	0.00	130.00
Total 5030 - SPECIAL DISTRICT EXPENSE	1,614.73	176.09	1,438.64
5031 - DIRECTORS FEES	500.00	500.00	0.00
5037 - CAPITAL EXP. - EQUIPMENT			
Engines	0.00	1,281.84	-1,281.84
Operations	0.00	63,667.32	-63,667.32
Total 5037 - CAPITAL EXP. - EQUIPMENT	0.00	64,949.16	-64,949.16
Total Expense	193,121.39	243,284.22	-50,162.83
Net Income	402,316.19	-163,589.37	565,905.56

ALPINE FIRE PROTECTION DISTRICT Employee Reimbursement Report

May 2021

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>
May 21						
	Check	05/24/2021	20198	BOGGELN, BRIAN F	Retirement Plaque for Vacio	5030.16 · Reimbursable expenses
	Check	05/26/2021	20209	DOTSON, PATRICK D	C19 Reimbursement for Fuel	5030.01 · District Operations
May 21						

ALPINE FIRE PROTECTION DISTRICT
Employee Reimbursement Report
May 2021

	<u>Amount</u>
May 21	130.00
	937.44
May 21	<u><u>2,081.05</u></u>

**ALPINE FIRE PROTECTION DISTRICT
CASH FLOW STATEMENT
As of 05/31/2021**

FUND STATUS - UNASSIGNED & REVOLVING

1000.01	County SD General Fund (Revolving cash account)	\$	2,934,268.25
1001.01	California Bank & Trust (Revolving cash account) closed	\$	-
1001.07	California Bank & Trust (Revolving cash account) 8473	\$	39,713.90
1101.06	California Bank & Trust (Money Mkt - General business saving)		
1002.01	LAIF (General)	\$	3,703.24
1002.06	Petty Cash (Imprest account)	\$	76.00
1002.65	Change Account	\$	100.00
1499	Undeposited Funds	\$	-
		\$	2,977,861.39

**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	County of SD Mitigation Fund - Mitigation Fund	\$	18,431.83
1001.04	California Bank & Trust - Workers Compensation checking	\$	17,023.74
1101.06	California Bank & Trust (Money Mkt - Assigned Capital Vehicle Replacement)	\$	188,239.08
	California Bank & Trust (Money Mkt - Assigned Building Accrual)	\$	137,234.37
	California Bank & Trust (Money Mkt - Assigned Equipment Accrual)	\$	34,650.00
	California Bank & Trust (Money Mkt - Assigned Building/Veh Budgeted)	\$	22,445.37
1002.01	LAIF (SRPL Powerlink Mitigation Funds)	\$	5,417.55
1002.02	PASIS LAIF - Risk Pool Deposit Workers Compensation	\$	-
1002.10	Multi Bank Securities - Investment account - Market Value Fluctuation	\$	4,436.96
1002.13	Comerica Securities - Investment account - Market Value Fluctuation	\$	51,478.79
	Comerica Securities - Investment account - Money Market	\$	30,710.56
1002.14	Comerica Securities - Assigned (SRPL Sunrise Powerlink Mitigation Funds)	\$	274,245.61
1002.14	Comerica Securities - SRPL - Money Market for reinvestment	\$	2,819.23
1002.14	Comerica Securities - SRPL - Market Value Fluctuation	\$	-
1101.09	CB&T Savings (Trust account / Grants)	\$	500.53
		\$	787,633.62

* 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 05/31/2021**

FUND STATUS - COMMITTED/ASSIGNED - (RESOLUTION 20/21-01)

1000.01.1	County SD General Fund: Assigned- Vacation Sick Liability	\$	158,056.74
	County SD General Fund: Committed - Capital Accural (E17)	\$	5,934.00
	County SD General Fund: Assigned - Capital Building (Concrete)	\$	2,765.63
	County SD General Fund: Assigned - CalPers Unfunded Actuarial Liability	\$	4,892.00
1000.02.1	County SD Mitigation Fund: Committed & Assigned - Capital Vehicle Replacement	\$	88,017.62
1101.06	California Bank & Trust (Money Mkt - Committed CalPERS unfunded Liability 21/22)	\$	85,156.25
	California Bank & Trust (Money Mkt-Capital Vehicle Replacement Fund E17)	\$	19,892.96
1002.01	LAIF: Committed -OPEB Retiree Health	\$	38,000.00
	LAIF - Committed - Capital Building Fund	\$	125,705.36
	LAIF - Committed - Portable Radios/MDT's (FY25/26-FY34/35)	\$	28,000.00
	LAIF - Committed - Capital Vehicle Replacement (E17)	\$	63,794.00
	LAIF - Committed - Capital Vehicle Replacement (4701/4702)	\$	55,071.15
	LAIF - Committed - Vacation Sick	\$	13,484.26
	LAIF - Assigned - Capital Vehicle Replacement (4705)	\$	1,500.00
	LAIF - Committed - Capital Vehicle Replacement (B17)	\$	10,000.00
1002.02	PASIS LAIF: Committed - Risk Pool Deposit Workers Compensation	\$	514,423.75
1002.10	Multi Bank Securities: Committed - CalPERS Unfunded Liability	\$	197,000.00
1002.13	Comerica Securities Inc Committed - Economic Uncertainty Fund	\$	1,000,000.00
	Comerica Securities Inc Committed - Unfunded Liability	\$	364,231.00
	Comerica Securities Inc Committed - Capital Building Fund	\$	163,502.09
	Comerica Securities Inc Committed - OPEB (retiree health)	\$	10,000.00
	Comerica Securities Inc Committed - Equipment Replacement Fund	\$	122,000.00
	Comerica Securities Inc Committed - Capital Vehicle Replacement (E17)	\$	151,911.00
	Comerica Securities Inc Committed - Capital Vehicle Replacement (4702)	\$	3,427.59
	Comerica Securities Inc Committed - Capital Vehicle Replacement (4706)	\$	40,000.00
	Comerica Securities Inc Assigned - Non designated funds	\$	25,823.79
		\$	3,292,589.19
	Y:\Financial Reports\Cash Flow Reports\2021	\$	7,058,084.20
		Total Current Assets	\$ 9,045,537.46
		Accounts Receivable	\$ 1,987,453.26
		Receivables	\$ 124,779.26
		Deferred Outflows of Resources	\$ 1,862,674.00

* 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

5/31/2021

Total cost of accounts (cash value)	\$3,355,073.90
Value of accounts (market value)	\$3,397,057.02
Unrealized gain/loss \$ (market v - cash v)	\$41,983.12
Unrealized gain/loss %	1.25%
Average earning % CD	1.89%

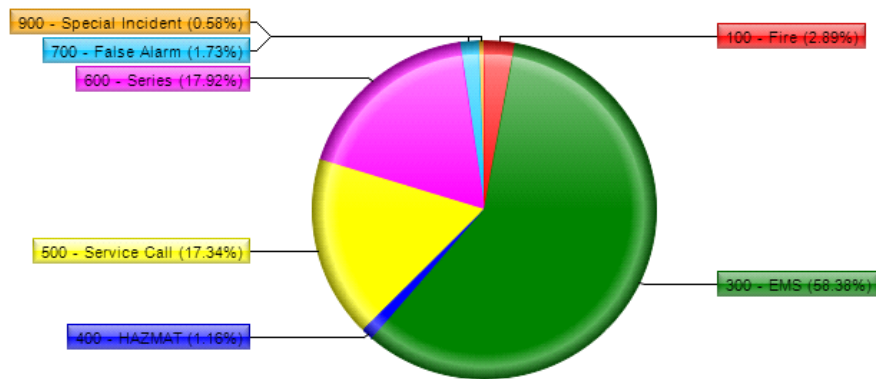
Investment Name	Broker/Dealer	CUSIP	Maturity Date	Term in Months	Interest Rate	Quantity	Purchase Price Per Unit	Total Cost (Purchase Price)	Market Price	Market Value	Gain/Loss (\$)	Gain/Loss (%)
American Express Bk (CD)	MBS	02587DM70	11/28/2021	60	2.05%	980	\$ 100.00	\$ 98,000.00	\$ 101.03	\$ 99,005.48	\$ 1,005.48	1.03%
Wells Fargo Bk (CD)	Comerica	949763FE1	3/1/2022	60	2.30%	1000	\$ 100.00	\$ 100,000.00	\$ 101.72	\$ 101,717.00	\$ 1,717.00	1.72%
Capital One Bank (CD)	Comerica	14042RFS5	5/17/2022	60	2.40%	1130	\$ 100.00	\$ 113,000.00	\$ 102.28	\$ 115,571.88	\$ 2,571.88	2.28%
American Express Bk (CD)	MBS	02587CEZ9	5/17/2022	60	2.40%	990	\$ 100.00	\$ 99,000.00	\$ 102.28	\$ 101,253.24	\$ 2,253.24	2.28%
Crossfirst Bk (CD)	Comerica	22766ABR5	9/22/2022	60	2.00%	1140	\$ 100.00	\$ 114,000.00	\$ 102.52	\$ 116,867.10	\$ 2,867.10	2.52%
Farmers & Merchants (CD)	Comerica	308862CE9	12/12/2022	120	1.96%	1250	\$ 100.00	\$ 125,000.00	\$ 100.11	\$ 125,137.50	\$ 137.50	0.11%
Enerbank USA (CD)	Comerica	29266NH67	2/27/2023	96	2.30%	1250	\$ 100.00	\$ 125,000.00	\$ 103.84	\$ 129,798.75	\$ 4,798.75	3.84%
Wells Fargo Bk (CD)	Comerica	949763RG3	6/6/2023	60	3.25%	1220	\$ 100.00	\$ 122,000.00	\$ 106.34	\$ 129,728.70	\$ 7,728.70	6.34%
Morgan Stanley Private Bank	Comerica	61760AQ69	7/25/2024	60	2.20%	1400	\$ 100.00	\$ 140,000.00	\$ 106.13	\$ 148,580.60	\$ 8,580.60	6.13%
Merrick Bank	Comerica	59013KGJ9	3/31/2025	60	1.35%	1900	\$ 100.00	\$ 190,000.00	\$ 105.63	\$ 200,693.20	\$ 10,693.20	5.63%
BridgeWater BK ST	Comerica	108622KT7	9/16/2025	60	0.400%	1240	\$ 100.00	\$ 124,000.00	\$ 99.42	\$ 123,284.52	\$ (715.48)	-0.58%
American COMM BK	Comerica	02519TBB1	9/22/2025	60	0.400%	1810	\$ 100.00	\$ 181,000.00	\$ 99.38	\$ 179,870.56	\$ (1,129.44)	-0.62%
Discover Bank (CD)	Comerica	254672XR4	2/18/2026	120	2.30%	1500	\$ 100.00	\$ 150,000.00	\$ 106.93	\$ 160,390.50	\$ 10,390.50	6.93%
JPMorgan Chase Bank (CD)	Comerica	48128UNS4	4/16/2029	102	1.00%	1000	\$ 100.00	\$ 100,000.00	\$ 96.22	\$ 96,223.00	\$ (3,777.00)	-3.78%
JPMorgan Chase Bank (CD)*	Comerica	48128UZP9	2/15/2030	108	1.10%	1500	\$ 100.00	\$ 150,000.00	\$ 95.49	\$ 143,230.50	\$ (6,769.50)	-4.51%
Buena Park CA Cmnty Redev A	Comerica	119144AP8	9/1/2033	126	2.79%	1350	\$ 108.81	\$ 146,895.47	\$ 119.47	\$ 161,280.45	\$ 14,384.98	9.79%
SRPL FUNDS								\$ -				
American Exp Centurion (CD)	Comerica	02587D2Q0	12/5/2022	60	2.50%	1210	\$ 100.00	\$ 121,000.00	\$ 103.37	\$ 125,081.33	\$ 4,081.33	3.37%
Jonesboro ST BK	Comerica	48040PJA4	9/16/2035	180	1.00%	1660	\$ 100.00	\$ 166,000.00	\$ 89.86	\$ 149,164.28	\$ (16,835.72)	-10.14%
COMERICA	Comerica	Money Mkt				2819.23	\$ 1.00	\$ 2,819.23	\$ 1.00	\$ 2,819.23	\$ -	0.00%
LAIF	LAIF	Local Agency Inv.Fund			1.967%	5417.55	\$ 1.00	\$ 5,417.55	\$ 1.00	\$ 5,417.55	\$ -	0.00%
COMMITTED & ASSIGNED												
LAIF	LAIF	Local Agency Inv.Fund			0.840%	344,675.56	\$ 1.00	\$ 344,675.56	\$ 1.00	\$ 344,675.56	\$ -	0.00%
CB&T	CB&T	Money Mkt			0.03%	487,618.03	\$ 1.00	\$ 487,618.03	\$ 1.00	\$ 487,618.03	\$ -	0.00%
MBS	MBS	Money Mkt				-	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ -	0.00%
COMERICA	Comerica	Money Mkt				30,710.56	\$ 1.00	\$ 30,710.56	\$ 1.00	\$ 30,710.56	\$ -	0.00%
UNASSIGNED												
CB&T -8473	CB&T	Checking				118,937.50	\$ 1.00	\$ 118,937.50	\$ 1.00	\$ 118,937.50	\$ -	0.00%
Total								\$ 3,355,073.90		\$ 3,397,057.02	\$ 41,983.12	1.25%

* Callable

BASE VALUE	MARKET VALUE
\$ 5,417.55	\$ 5,417.55 LAIF / SRPL
\$ 344,675.56	\$ 344,675.56 LAIF/AFP
\$ 197,000.00	\$ 200,258.72 MBS
\$ 1,911,606.03	\$ 1,963,084.82 Comerica
\$ 289,819.23	\$ 277,064.84 Comerica/SRPL
\$ 487,618.03	\$ 487,618.03 CB&T
<u>\$ 3,236,136.40</u>	<u>\$ 3,278,119.52</u>
\$ 295,236.78	\$ 282,482.39 SRPL
\$ 2,940,899.62	\$ 2,995,637.13 GENERAL
<u>\$ 3,236,136.40</u>	<u>\$ 3,278,119.52</u>

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	5
300 - EMS	101
400 - HAZMAT	2
500 - Service Call	30
600 - Series	31
700 - False Alarm	3
900 - Special Incident	1
	173



ALPINE FIRE PROTECTION DISTRICT - STAFF REPORT

Agenda Item: 5.1
Meeting Date: June 15, 2021
Submitted by: Brian Boggeln, Fire Chief
Subject: Fiscal Year 2021/2022 Preliminary Budget



President Easterling and Members of the Board:

We are pleased to present for your consideration the Fiscal Year 2021/2022 Preliminary Budget. The District's primary objective is to provide the highest possible level of service to the Alpine community while demonstrating fiscal responsibility and maintaining adequate reserves. The District's financial goal is to present and maintain a balanced budget while addressing the changes to our operational needs.

Budgetary and Financial Highlights

- As of June 15, the budget has a projected surplus of \$398,000. This surplus will be used to fund the District's reserve accounts at the end of the fiscal year.
- The projected Expenditures of \$4,537,071 is 3% less than the budgeted expenditures for Fiscal Year 2020/21.
- Property tax revenue has been forecasted to increase by approximately 4% based on actual revenues received through the end of the FY 20/21 3rd quarter.
- Employee payroll and benefits is forecasted to have a net increase of 4%. This increase is attributable to negotiated salary/benefit increases and for the addition of an extra firefighter to cover a long-term absence.
- There is a significant increase in the premium cost (80%) for the District's liability insurance coverage. The District's premium increase have been historically low but we are not immune to the hardening of the insurance market.

While operating costs continue to increase over time, the District is committed to good financial stewardship through efficient operational and budgetary management processes, including cutting costs wherever feasible.

The development of the District's annual budget takes a large amount of staff time and effort. I would like to thank the shift Captain's, District admin staff, and the District's Financial Committee for their continued efforts in the development of the budget process and preparation of the annual budget document.

With the new fiscal year approaching, I would like to express my deepest thanks and appreciation to the Board of Directors and the staff of the Alpine Fire Protection District for their leadership, direction and support, as well as their ongoing dedication and commitment to serving the Alpine community.

Sincerely,

Brian Boggeln
Fire Chief

ALPINE FIRE PROTECTION DISTRICT FISCAL YEAR 2021/2022 BUDGET



BUDGET TIMELINE

PRELIMINARY BUDGET ADOPTED	JUNE 15, 2021
FIRST HEARING	JULY 20, 2021
SECOND HEARING	AUGUST 17, 2021
THIRD HEARING	SEPTEMBER 21, 2021
ADOPTION OF FINAL BUDGET	SEPTEMBER 21, 2021

**ALPINE FIRE PROTECTION DISTRICT
FISCAL YEAR 2021 - 2022 BUDGET**

INCOME / INTERFUND TRANSFERS					
CATEGORY	FY 20/21	FY 21/22	DIFFERENCE	%	
4000 County of San Diego	\$ 3,991,519.00	\$ 4,140,693.00	\$ 149,174.00	4%	
4002 Interest Income	\$ 52,100.00	\$ 50,100.00	\$ (2,000.00)	-4%	
4005 Other Income	\$ 70,000.00	\$ 69,000.00	\$ (1,000.00)	-1%	
Interfund Transfers	\$ 871,705.00	\$ 675,281.00	\$ (196,424.00)	-23%	
Special Revenue	\$ 41,541.00	\$ 27,580.00	\$ (13,961.00)	-34%	
Restricted Fund Income	\$ 201,500.00	\$ 195,750.00	\$ (5,750.00)	-3%	
Total Income	\$ 5,228,365.00	\$ 5,158,404.00	\$ (69,961.00)	-1%	

OPERATING / GENERAL / SPECIAL EXPENDITURES					
CATEGORY	FY 20/21	FY 21/22	DIFFERENCE	%	
5000 Payroll	\$ 1,888,014.00	\$ 2,073,609.00	\$ 185,595.00	10%	
5002 Employee Benefits	\$ 1,452,693.00	\$ 1,360,544.00	\$ (92,149.00)	-6%	
5003 Grant Expenses	\$ 41,541.00	\$ 27,580.00	\$ (13,961.00)	-34%	
5006 Unemployment	\$ 1,000.00	\$ 500.00	\$ (500.00)	-50%	
5007 Clothing	\$ 32,185.00	\$ 44,570.00	\$ 12,385.00	38%	
5008 Communication	\$ 117,257.00	\$ 120,079.00	\$ 2,822.00	2%	
5009 PASIS	\$ 345,363.00	\$ 214,600.00	\$ (130,763.00)	-38%	
5010 Household	\$ 4,000.00	\$ 5,500.00	\$ 1,500.00	38%	
5011 FAIRA	\$ 21,399.00	\$ 38,600.00	\$ 17,201.00	80%	
5012 Maintenance - Equipment	\$ 98,883.00	\$ 103,885.00	\$ 5,002.00	5%	
5013 Maintenance - Radios	\$ 6,900.00	\$ 6,600.00	\$ (300.00)	-4%	
5014 Maintenance - Structures	\$ 32,539.00	\$ 38,646.00	\$ 6,107.00	19%	
5015 Emergency Medical Services	\$ 13,377.00	\$ 9,748.00	\$ (3,629.00)	-27%	
5016 Membership	\$ 3,028.00	\$ 3,601.00	\$ 573.00	19%	
5018 Office Expense	\$ 40,667.00	\$ 47,718.00	\$ 7,051.00	17%	
5019 Professional Fees	\$ 35,600.00	\$ 27,850.00	\$ (7,750.00)	-22%	
5023 Training	\$ 29,121.00	\$ 32,721.00	\$ 3,600.00	12%	
5025 Workshops - Management	\$ 13,540.00	\$ 23,370.00	\$ 9,830.00	73%	
5028 Utilities	\$ 51,692.00	\$ 54,112.00	\$ 2,420.00	5%	
5030 Special District Expense	\$ 97,193.00	\$ 97,841.00	\$ 648.00	1%	
5031 Director's Fees	\$ 7,000.00	\$ 8,580.00	\$ 1,580.00	23%	
5032 Community Risk Reduction	\$ 9,085.00	\$ 9,535.00	\$ 450.00	5%	
5035 Uncapitalized Equipment	\$ 38,826.00	\$ 11,825.00	\$ (27,001.00)	-70%	
5037 Capital Equipment	\$ 207,500.00	\$ 73,015.00	\$ (134,485.00)	-65%	
5038 Contingency Fund	\$ 125,181.00	\$ 125,022.00	\$ (159.00)	0%	
5039 Emergency Fund	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
Transfer to Accrual Accounts	\$ 509,781.00	\$ 593,753.00	\$ 83,972.00	16%	
Total Expenses	\$ 5,228,365.00	\$ 4,564,651.00	\$ (663,714.00)	-13%	

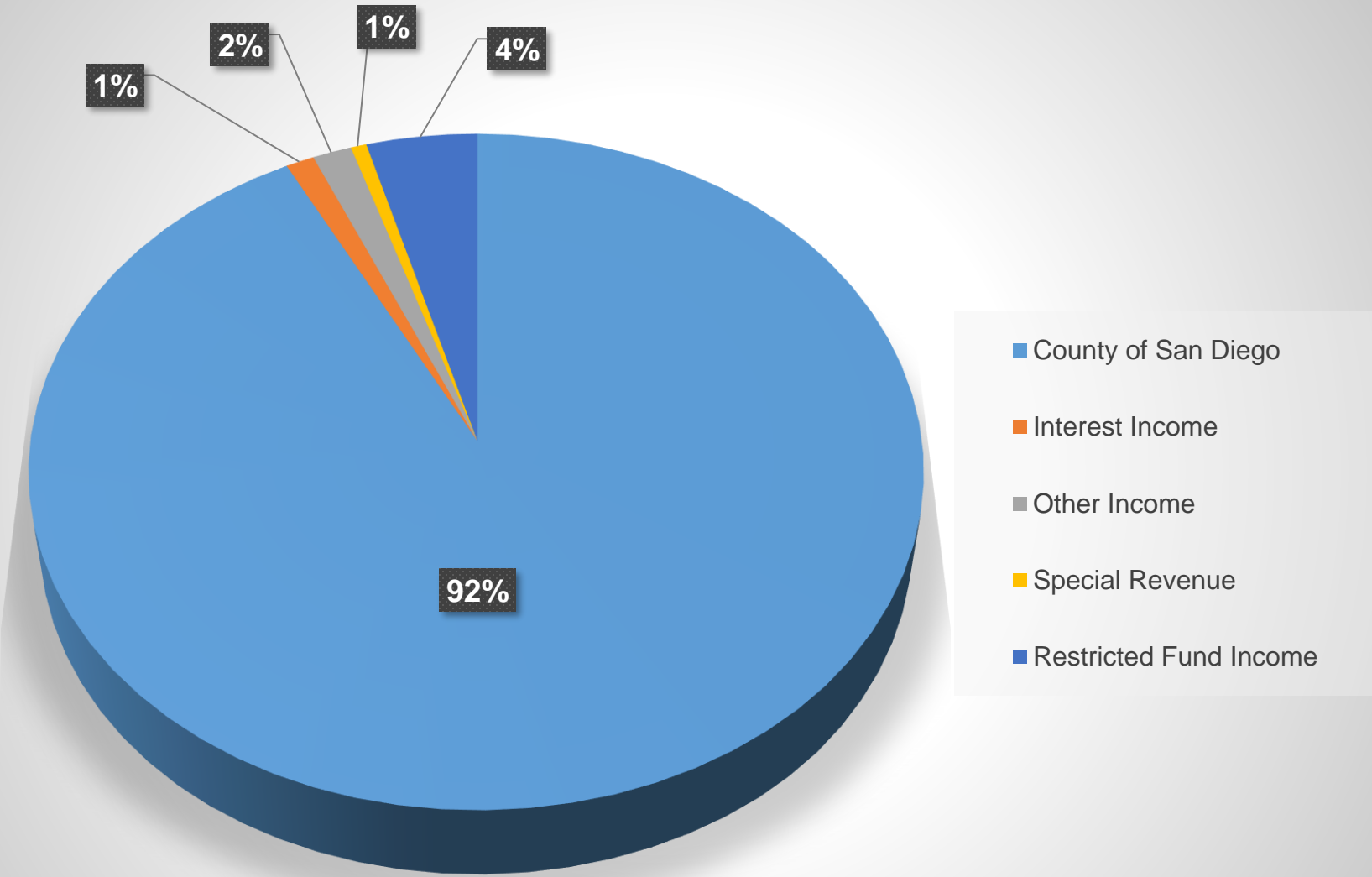


**ALPINE FIRE PROTECTION DISTRICT
FY 2021 - 2022 BUDGET**

INCOME					
CATEGORY	JUSTIFICATION	2020/21	2021/22	Difference	%
GENERAL REVENUE					
4000 COUNTY OF SAN DIEGO		\$ 3,991,519.00	\$ 4,140,693.00	\$ 149,174.00	4%
4000.01 - 1% Property Tax		\$ 3,468,839.00	\$ 3,605,714.00	\$ 136,875.00	
4000.06 - 1% Property Tax Refunds		\$ (17,566.00)	\$ (19,000.00)	\$ (1,434.00)	
4000.02 - Interest (General Fund)		\$ 17,000.00	\$ 17,000.00	\$ -	
4000.05 - Benefit Fee	<i>Board Approved 1.5% increase (2/2021)</i>	\$ 523,246.00	\$ 536,979.00	\$ 13,733.00	
4002 INTEREST INCOME		\$ 52,100.00	\$ 50,100.00	\$ (2,000.00)	-4%
4002.01 - California Bank and Trust		\$ 100.00	\$ 100.00	\$ -	
4002.02 - PASIS		\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	
4002.03 - Investments		\$ 40,000.00	\$ 40,000.00	\$ -	
4002.04 - LAIF		\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	
4005 OTHER INCOME		\$ 70,000.00	\$ 69,000.00	\$ (1,000.00)	-1%
4005.01 - Plan Check Fees		\$ 12,000.00	\$ 11,000.00	\$ (1,000.00)	
4005.02 - First Responder Fund		\$ 13,000.00	\$ 13,000.00	\$ -	
4005.04 - Other		\$ 45,000.00	\$ 45,000.00	\$ -	
TOTAL GENERAL INCOME		\$ 4,113,619.00	\$ 4,259,793.00	\$ 146,174.00	4%
TOTAL GENERAL EXPENDITURES		\$ 4,677,043.00	\$ 4,537,071.00	\$ (139,972.00)	-3%
INTERFUND TRANSFERS					
1000.01/5002.02 - Annual Leave Liability		\$ 171,541.00	\$ 59,340.00		
1000.01/5002.4b - CalPERS Unfunded Accrued Liability		\$ 429,770.00	\$ 498,080.00		
1002.14/4005.12 - Sunrise Powerlink Mitigation Fund		\$ 38,245.00	\$ 33,021.00		
1002.14/5037 - Apparatus Accrual Fund		\$ 167,500.00	\$ 37,500.00		
1002.14/4005.09 - Equipment Fund		\$ 14,649.00	\$ 3,760.00		
1002.14/5037 - Capital Building Fund		\$ 50,000.00	\$ 43,580.00		
TOTAL INTERFUND TRANSFERS		\$ 871,705.00	\$ 675,281.00	\$ (196,424.00)	-23%
NET OPERATING REVENUE (OVER) OR UNDER BUDGET		\$ 308,281.00	\$ 398,003.00	\$ 89,722.00	29%
SPECIAL REVENUE					
4005 GRANT INCOME					
4006.03 - SD Regional Fire and Emergency Foundation		\$ -	\$ -		
4006.04 - COSD SHGP 2018		\$ 13,261.00	\$ -		
4006.04 - COSD SHGP 2019		\$ 13,228.00	\$ -		
4006.04 - COSD SHGP 2020		\$ -	\$ 13,616.00		
4006.04 - COSD SHGP 2021		\$ -	\$ 13,964.00		
4006.04 - UASI 2018		\$ 2,612.00	\$ -		
4006.14 - Alpine Fire Foundation		\$ 940.00	\$ -		
4006.18 - CA Fire Foundation		\$ 11,500.00	\$ -		
SPECIAL REVENUE INCOME		\$ 41,541.00	\$ 27,580.00	\$ (13,961.00)	-34%
SPECIAL REVENUE EXPENDITURES		\$ 41,541.00	\$ 27,580.00	\$ (13,961.00)	-34%
RESTRICTED FUND INCOME					
4000 MITIGATION FUND		\$ 36,500.00	\$ 25,750.00	\$ (10,750.00)	-29%
4000.03 - Mitigation Fees		\$ 35,500.00	\$ 25,000.00	\$ -	
4000.04 - Interest - Mitigation Fund		\$ 1,000.00	\$ 750.00	\$ -	
4005 RESTRICTED FUND INCOME		\$ 165,000.00	\$ 170,000.00	\$ 5,000.00	3%
4005.08 - Ambulance Facility Lease <i>(to CalPERS UAL Fund)</i>		\$ 120,000.00	\$ 120,000.00	\$ -	
4005.09 - Ambulance ALS Agreement <i>(to CalPERS UAL Fund)</i>		\$ 30,000.00	\$ 35,000.00	\$ -	
4005.11 - Vehicle Reimbursements <i>(to Apparatus Accrual Fund)</i>		\$ 15,000.00	\$ 15,000.00	\$ -	
RESTRICTED FUND INCOME		\$ 201,500.00	\$ 195,750.00	\$ (5,750.00)	-3%
TRANSFER TO ACCRUAL ACCOUNTS					
Fund Restricted Accrual Accounts for Capital Purchases		\$ 631,462.00	\$ 718,775.00		
5040 - Available from Restricted Fund Income		\$ 201,500.00	\$ 195,750.00		
5040 - Available from Budget Surplus		\$ 308,281.00	\$ 398,003.00		
5038 - Available from Contingency Fund		\$ 125,181.00	\$ 125,022.00		
(OVER) OR UNDER		\$ 3,500.00	\$ -	\$ (3,500.00)	
Transfer from Mitigation Fund Income		\$ -	\$ -		
Transfer from General Fund Surplus		\$ -	\$ -		
TOTAL BUDGET (OVER) OR UNDER		\$ 3,500.00	\$ -	\$ (3,500.00)	-100%



FY 21/22 Preliminary Budget Income



**ALPINE FIRE PROTECTION DISTRICT
FISCAL YEAR 2021 - 2022 BUDGET**

OPERATING/GENERAL/SPECIAL EXPENDITURES				
CATEGORY	2020/21	2021/22	Difference	%
OPERATING EXPENSES				
5000 PAYROLL	\$ 1,888,014.00	\$ 2,073,609.00	\$ 185,595.00	10%
5000.01 - Salaries	\$ 1,530,000.00	\$ 1,670,924.00	\$ 140,924.00	
5000.02 - Overtime	\$ 358,014.00	\$ 402,685.00	\$ 44,671.00	
5002 EMPLOYEE BENEFITS	\$ 1,452,693.00	\$ 1,360,544.00	\$ (92,149.00)	-6%
5002.01 - Educational Incentive (MOU)	\$ 85,360.00	\$ 81,977.00	\$ (3,383.00)	
5002.02 - Vacation and Sick Leave Cashout (MOU)	\$ 171,541.00	\$ 59,340.00	\$ (112,201.00)	
5002.03 - Medicare Tax (Employer)	\$ 34,952.00	\$ 36,998.00	\$ 2,046.00	
5002.04 - CalPERS Retirement (Normal Cost)	\$ 359,433.00	\$ 322,419.00	\$ (37,014.00)	
5002.04 - CalPERS Retirement (UAL)	\$ 429,770.00	\$ 498,080.00	\$ 68,310.00	
5002.05 - Health Insurance (MOU)	\$ 349,762.00	\$ 340,361.00	\$ (9,401.00)	
5002.06 - Life Insurance (MOU)	\$ 5,850.00	\$ 4,590.00	\$ (1,260.00)	
5002.07 - Long Term Disability Insurance (MOU)	\$ 6,216.00	\$ 6,120.00	\$ (96.00)	
5002.08 - Social Security Tax (Employer)	\$ 4,809.00	\$ 5,659.00	\$ 850.00	
5002.10 - Retirement 401(a)	\$ 5,000.00	\$ 5,000.00	\$ -	
5006 UNEMPLOYMENT	\$ 1,000.00	\$ 500.00	\$ (500.00)	-50%
5007 CLOTHING	\$ 32,185.00	\$ 44,570.00	\$ 12,385.00	38%
5007.01 - Class A and Station Uniforms	\$ 10,250.00	\$ 12,300.00	\$ 2,050.00	
5007.02 - Station Boots	\$ 2,520.00	\$ 3,420.00	\$ 900.00	
5007.03 - Structure PPE	\$ 17,775.00	\$ 25,570.00	\$ 7,795.00	
5007.04 - Wildland PPE	\$ 1,640.00	\$ 3,280.00	\$ 1,640.00	
5008 COMMUNICATION	\$ 117,257.00	\$ 120,079.00	\$ 2,822.00	2%
5008.01 - HCFA - RCS - Internet	\$ 111,544.00	\$ 112,814.00	\$ 1,270.00	
5008.02 - Pagers & Mobile Phones	\$ 3,231.00	\$ 2,975.00	\$ (256.00)	
5008.03 - Mobile Data Terminals - License and Software	\$ 2,282.00	\$ 4,090.00	\$ 1,808.00	
5008.05 - Emergency Operations Center (EOC)	\$ 200.00	\$ 200.00	\$ -	
5009 PUBLIC AGENCY SELF INSURANCE SYSTEM (PASIS)	\$ 345,363.00	\$ 214,600.00	\$ (130,763.00)	-38%
5009.01 - Administration	\$ 95,363.00	\$ 89,600.00	\$ (5,763.00)	
5009.02 - Claims	\$ 250,000.00	\$ 125,000.00	\$ (125,000.00)	
5010 HOUSEHOLD	\$ 4,000.00	\$ 5,500.00	\$ 1,500.00	38%
5011 FAIRA	\$ 21,399.00	\$ 38,600.00	\$ 17,201.00	80%
5012 MAINTENANCE - EQUIPMENT	\$ 98,883.00	\$ 103,885.00	\$ 5,002.00	5%
5012.01 - E17 (2015 KME)	\$ 18,778.00	\$ 15,995.00	\$ (2,783.00)	
5012.02 - E217 (2002 KME)	\$ 9,245.00	\$ 10,745.00	\$ 1,500.00	
5012.3b - BR17 (2019 Hi-Tech)	\$ 7,995.00	\$ 7,995.00	\$ -	
5012.03 - BR217 (2002 Masterbody)	\$ 6,995.00	\$ 6,995.00	\$ -	
5012.04 - U17 (2018 F250)	\$ 1,350.00	\$ 4,110.00	\$ 2,760.00	
5012.05 - Rescue Tools	\$ 865.00	\$ 1,515.00	\$ 650.00	
5012.06 - Hydrant Maintenance	\$ 100.00	\$ 125.00	\$ 25.00	
5012.07 - Station Generator	\$ 2,150.00	\$ 2,060.00	\$ (90.00)	
5012.08 - SCBA Compressor	\$ 1,851.00	\$ 1,851.00	\$ -	
5012.09 - Portable Extinguishers	\$ 144.00	\$ 174.00	\$ 30.00	
5012.10 - Hose and Ladder Testing	\$ 2,995.00	\$ 2,995.00	\$ -	
5012.11 - Miscellaneous Equipment	\$ 800.00	\$ 1,000.00	\$ 200.00	
5012.12 - Fuel	\$ 25,955.00	\$ 28,074.00	\$ 2,119.00	
5012.13 - Firefighting Foam	\$ 1,500.00	\$ 2,000.00	\$ 500.00	
5012.14 - Fire Hose & Appliances	\$ 2,500.00	\$ 2,500.00	\$ -	
5012.15 - Vehicle Maintenance Software	\$ 1,565.00	\$ 1,701.00	\$ 136.00	
5012.16 - Air Compressor (Station 17)	\$ 820.00	\$ 1,320.00	\$ 500.00	
5012.18 - 4706 (2007 Ford Ranger)	\$ 1,300.00	\$ 1,300.00	\$ -	
5012.19 - Self Contained Breathing Apparatus	\$ 1,675.00	\$ 3,280.00	\$ 1,605.00	
5012.20 - 2008 Ford Expedition	\$ 1,550.00	\$ -	\$ (1,550.00)	
5012.21 - 4701 (2021 Chevrolet Silverado)	\$ 2,800.00	\$ 2,800.00	\$ -	
5012.22 - 4702 (2012 Dodge Power Wagon)	\$ 4,700.00	\$ 3,500.00	\$ (1,200.00)	
5012.23 - 4705 (2020 Ford Explorer)	\$ 1,250.00	\$ 1,850.00	\$ 600.00	

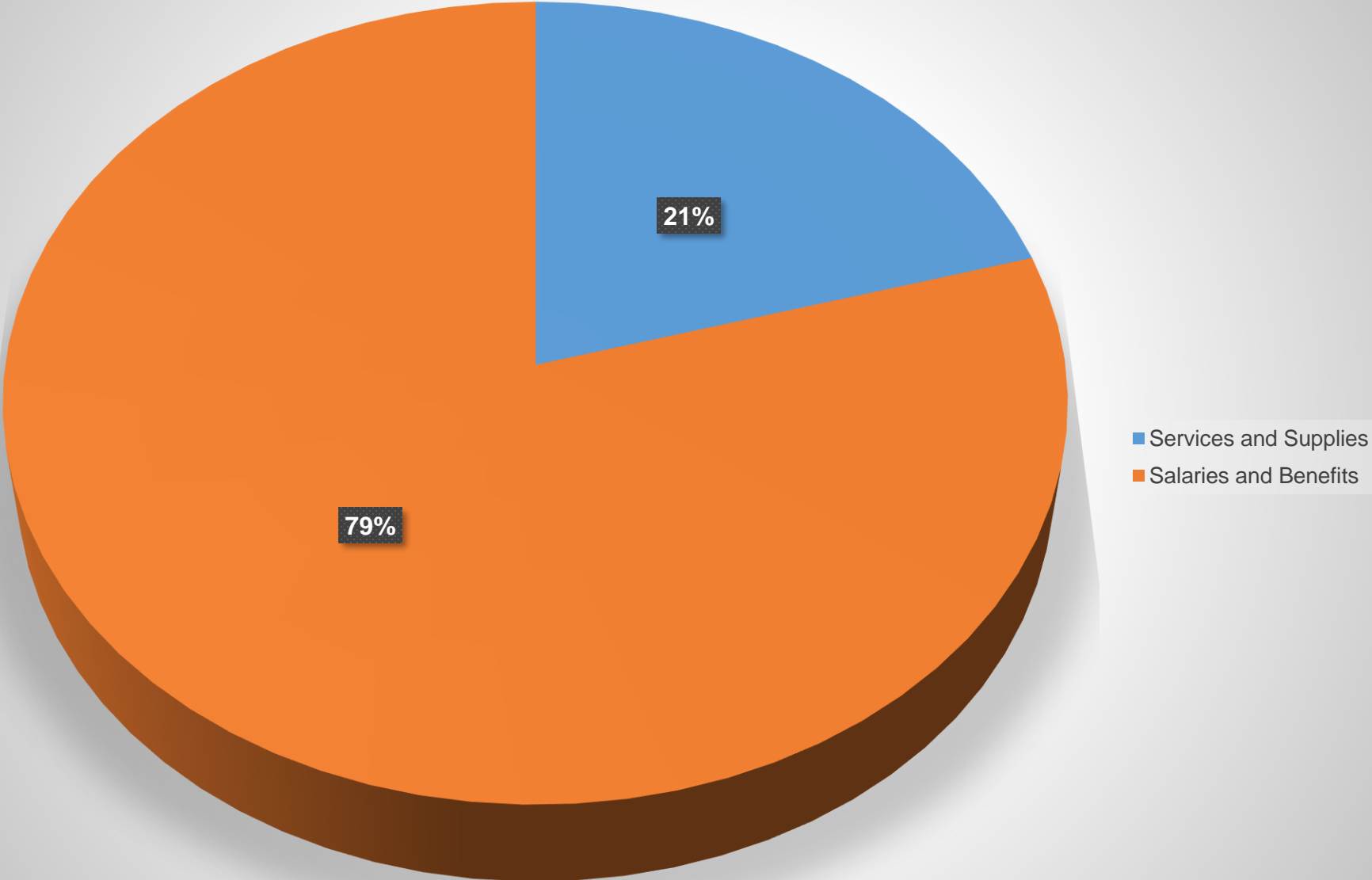


**ALPINE FIRE PROTECTION DISTRICT
FISCAL YEAR 2021 - 2022 BUDGET**

5013 MAINTENANCE - RADIOS	\$	6,900.00	\$	6,600.00	\$	(300.00)	-4%
5013.01 - Radio Maintenance Contract	\$	4,900.00	\$	4,600.00	\$	(300.00)	
5013.02 - Radio Accessories	\$	2,000.00	\$	2,000.00	\$	-	
5014 MAINTENANCE - STRUCTURES	\$	32,539.00	\$	38,646.00	\$	6,107.00	19%
5014.01 - Station 17	\$	18,518.00	\$	20,075.00	\$	1,557.00	
5014.02 - HVAC Maintenance	\$	2,200.00	\$	2,200.00	\$	-	
5014.03 - Apparatus Bay Doors and Gates	\$	4,270.00	\$	4,900.00	\$	630.00	
5014.04 - Station 17 Life Safety Systems	\$	3,188.00	\$	4,521.00	\$	1,333.00	
5014.05 - Plymovent System	\$	1,900.00	\$	1,800.00	\$	(100.00)	
5014.06 - Gym Equipment	\$	500.00	\$	1,350.00	\$	850.00	
5014.07 - Grounds Maintenance	\$	1,963.00	\$	3,800.00	\$	1,837.00	
5015 EMERGENCY MEDICAL SERVICES	\$	13,377.00	\$	9,748.00	\$	(3,629.00)	-27%
5015.01 - EMS Supplies	\$	3,500.00	\$	3,500.00	\$	-	
5015.04 - Defibrillator Maintenance	\$	8,687.00	\$	5,025.00	\$	(3,662.00)	
5015.05 - CERT Trailer	\$	300.00	\$	300.00	\$	-	
5015.07 - Narcotic Management	\$	890.00	\$	923.00	\$	33.00	
5016 MEMBERSHIP	\$	3,028.00	\$	3,601.00	\$	573.00	19%
Community Risk Reduction	\$	835.00	\$	778.00	\$	(57.00)	
District Memberships	\$	598.00	\$	1,199.00	\$	601.00	
Fire Chief	\$	1,595.00	\$	1,624.00	\$	29.00	
5018 OFFICE EXPENSE	\$	40,667.00	\$	47,718.00	\$	7,051.00	17%
5018.01 - Expendable Supplies & Printing	\$	1,450.00	\$	2,100.00	\$	650.00	
5018.01 - CRR Printing	\$	300.00	\$	300.00	\$	-	
5018.02 - District Postage	\$	370.00	\$	385.00	\$	15.00	
5018.02 - CRR - Postage	\$	500.00	\$	500.00	\$	-	
5018.03 - Office Machines - Equipment & Software	\$	36,847.00	\$	43,233.00	\$	6,386.00	
5018.04 - CrewSense	\$	1,200.00	\$	1,200.00	\$	-	
5019 PROFESSIONAL FEES	\$	35,600.00	\$	27,850.00	\$	(7,750.00)	-22%
5019.01 - Legal Counsel	\$	19,150.00	\$	15,900.00	\$	(3,250.00)	
5019.02 - Auditor	\$	10,450.00	\$	10,450.00	\$	-	
5019.03 - Election	\$	6,000.00	\$	-	\$	(6,000.00)	
5019.04 - OPEB Actuary	\$	-	\$	1,500.00	\$	1,500.00	
				<i>New for FY 21/22</i>			
5023 TRAINING	\$	29,121.00	\$	32,721.00	\$	3,600.00	12%
5023.01 - Training Incidentals	\$	2,440.00	\$	2,360.00	\$	(80.00)	
5023.02 - EMS Training	\$	4,000.00	\$	4,000.00	\$	-	
5023.03 - Heartland Training Facility	\$	14,421.00	\$	14,351.00	\$	(70.00)	
5023.04 - Education (MOU)	\$	6,000.00	\$	7,500.00	\$	1,500.00	
5023.05 - Training Workshops	\$	2,260.00	\$	4,510.00	\$	2,250.00	
5025 WORKSHOPS - MANAGEMENT	\$	13,540.00	\$	23,370.00	\$	9,830.00	73%
5025.01 - Administration	\$	1,380.00	\$	6,620.00	\$	5,240.00	
5025.02 - Fire Chief	\$	2,850.00	\$	6,550.00	\$	3,700.00	
5025.03 - Board of Directors	\$	2,350.00	\$	2,500.00	\$	150.00	
5025.04 - In-house/Sucession Training	\$	6,960.00	\$	5,700.00	\$	(1,260.00)	
5025.05 - Community Risk Reduction	\$	-	\$	2,000.00	\$	2,000.00	
5028 UTILITIES	\$	51,692.00	\$	54,112.00	\$	2,420.00	5%
5028.01 - Gas & Electric	\$	38,983.00	\$	40,933.00	\$	1,950.00	
5028.02 - Telephone	\$	2,500.00	\$	2,500.00	\$	-	
5028.03 - Water	\$	7,697.00	\$	8,107.00	\$	410.00	
5028.04 - Trash	\$	1,312.00	\$	1,312.00	\$	-	
5028.05 - Sewer	\$	1,200.00	\$	1,260.00	\$	60.00	
5030 SPECIAL DISTRICT EXPENSE	\$	97,193.00	\$	97,841.00	\$	648.00	1%
5030.01 - District Operations	\$	6,990.00	\$	7,230.00	\$	240.00	
5030.02 - Publishing - Community Risk Reduction	\$	500.00	\$	500.00	\$	-	
5030.02 - Publishing - District	\$	160.00	\$	160.00	\$	-	
5030.04 - Tax Collection Fees	\$	53,864.00	\$	50,565.00	\$	(3,299.00)	
5030.05 - Rehab Fireground Meals	\$	1,500.00	\$	2,500.00	\$	1,000.00	
5030.06 - Wellness/Fitness	\$	30,896.00	\$	33,518.00	\$	2,622.00	
5030.08 - LAFCO Budget	\$	2,348.00	\$	2,348.00	\$	-	
5030.10 - Web Site	\$	160.00	\$	1,020.00	\$	860.00	
5030.11 - Recruitment	\$	775.00	\$	-	\$	(775.00)	
5030.16 - Reimbursable Expenses	\$	-	\$	-	\$	-	



Services & Supplies vs. Salaries & Benefits



**ALPINE FIRE PROTECTION DISTRICT
FISCAL YEAR 2021 - 2022 BUDGET**

5031 DIRECTOR'S FEES	\$	7,000.00	\$	8,580.00	\$	1,580.00	23%
5032 COMMUNITY RISK REDUCTION	\$	9,085.00	\$	9,535.00	\$	450.00	5%
5032.01 - Public Education	\$	4,500.00	\$	4,500.00	\$	-	
5032.02 - Supplies	\$	1,085.00	\$	2,585.00	\$	1,500.00	
5032.03 - Classes	\$	2,800.00	\$	1,300.00	\$	(1,500.00)	
5032.04 - Mapping	\$	700.00	\$	1,150.00	\$	450.00	
5035 UNCAPITALIZED EQUIPMENT	\$	38,826.00	\$	11,825.00	\$	(27,001.00)	-70%
Communications	\$	19,230.00	\$	3,760.00	\$	(15,470.00)	
Engines	\$	5,070.00	\$	-	\$	(5,070.00)	
Facilities	\$	13,026.00	\$	8,065.00	\$	(4,961.00)	
Office	\$	1,500.00	\$	-	\$	(1,500.00)	
Operations	\$	-	\$	-			
Vehicles	\$	-	\$	-			
TOTAL OPERATING BUDGET	\$	4,339,362.00	\$	4,334,034.00	\$	(5,328.00)	100%
CAPITAL EXPENSES							
5037 CAPITAL EQUIPMENT	\$	207,500.00	\$	73,015.00	\$	(134,485.00)	-65%
Communications	\$	-	\$	-	\$	-	
Engines	\$	6,000.00	\$	-	\$	(6,000.00)	
Facilities	\$	40,000.00	\$	35,515.00	\$	(4,485.00)	
Office	\$	-	\$	-	\$	-	
Operations	\$	-	\$	-	\$	-	
Vehicles	\$	161,500.00	\$	37,500.00	\$	(124,000.00)	
5038 CONTINGENCY FUND	\$	125,181.00	\$	125,022.00	\$	(159.00)	0%
		<i>3% of Total Budget</i>					
		<i>(minus 5039 - Emergency Fund)</i>					
	\$	130,181.00	\$	130,022.00			
5039 EMERGENCY FUND	\$	5,000.00	\$	5,000.00	\$	-	0%
TOTAL GENERAL EXPENDITURES	\$	4,677,043.00	\$	4,537,071.00	\$	(139,972.00)	-3%
SPECIAL REVENUE EXPENSES							
5003 GRANT EXPENSES	\$	41,541.00	\$	27,580.00	\$	(13,961.00)	-34%
5003.03 - SD Regional Fire and Emergency Foundation	\$	-	\$	-	\$	-	
5003.04 - COSD SHGP 2018	\$	13,261.00	\$	-	\$	(13,261.00)	
5003.04 - COSD SHGP 2019	\$	13,228.00	\$	-	\$	(13,228.00)	
5003.04 - COSD SHGP 2020	\$	-	\$	13,616.00	\$	13,616.00	
5003.04 - COSD SHGP 2021	\$	-	\$	13,964.00	\$	13,964.00	
5003.04 - UASI 2018	\$	2,612.00	\$	-	\$	(2,612.00)	
5003.14 - Alpine Fire Foundation	\$	940.00	\$	-	\$	(940.00)	
5003.18 - CA Fire Foundation	\$	11,500.00	\$	-	\$	(11,500.00)	
TOTAL SPECIAL REVENUE EXPENSES	\$	41,541.00	\$	27,580.00	\$	(13,961.00)	-34%



**ALPINE FIRE PROTECTION DISTRICT
FISCAL YEAR 2021 - 2022 BUDGET**

RESTRICTED FUNDS BUDGET					
	JUSTIFICATION	2020/21	2021/22	Difference	%
1000.01	ANNUAL LEAVE LIABILITY				
	5002.02 - Vacation/Holiday/Sick Leave Liability				
	Annual Vacation/Holiday Pay - Liability	Potential Retirees	77,839.00	29,805.00	
	Annual Sick Leave - Liability	Potential Retirees	93,702.00	29,535.00	
	Total ASSIGNED: ANNUAL LEAVE LIABILITY		171,541.00	59,340.00	-112,201.00 -65%
1000.01	CaIPERS UNFUNDED LIABILITY (UAL)				
	5002.04b - CaIPERS Unfunded Liability				
	CaIPERS UAL		429,770.00	498,080.00	
	Total ASSIGNED: CaIPERS UNFUNDED LIABILITY		429,770.00	498,080.00	68,310.00 16%
1002	ECONOMIC STABILITY FUND				
	1002 - ECONOMIC STABILITY FUND		0.00	0.00	
	Total ASSIGNED: ECONOMIC STABILITY FUND		0.00	0.00	0.00 #DIV/0!
1002	SUNRISE POWERLINK MITIGATION FUND				
	SUNRISE POWERLINK MITIGATION FUND - SPRL				
	5000.02 - Overtime (Critical Weather)		24,954.00	27,741.00	
	5007.04 - Wildland PPE		1,640.00	3,280.00	
	5013.02 - Radios	Repairs/Batteries	2,000.00	2,000.00	
	5030.16 - Reimbursable Expenses		0.00	0.00	
	5035 - Uncapitalized Expense	VHF Mobile Radios - 4701	9,651.00	0.00	
	Total ASSIGNED: SUNRISE POWERLINK MITIGATION FUND		38,245.00	33,021.00	-5,224.00 -14%
1002	APPARATUS ACCRUAL FUND				
	APPARATUS ACCRUAL FUND				
	5037 - Capital Expense	BR17 - Miscellaneous	6,000.00	0.00	
	5037 - Capital Expense	4701 Vehicle	124,000.00	0.00	
	5037 - Capital Expense	4705 Vehicle	37,500.00	0.00	
	5037 - Capital Expense	U217 to replace 4706	0.00	37,500.00	
	Total ASSIGNED: APPARATUS ACCRUAL FUND		167,500.00	37,500.00	-130,000.00 -78%
1002	EQUIPMENT REPLACEMENT FUND				
	5035 - UNCAPITALIZED EXPENSE		14,649.00	3,760.00	-10,889.00 -74%
	Communications	800mhz Portable Radios (4701)	9,579.00	0.00	
	Communications	MDC Equipment	0.00	3,760.00	
	Engines	E217 MDC Replacement	5,070.00	0.00	
	Facilities		0.00	0.00	
	Vehicles		0.00	0.00	
	5037 - CAPITAL EXPENSE		0.00	0.00	0.00 0.00
	Communications		0.00	0.00	
	Engines		0.00	0.00	
	Operations		0.00	0.00	
	Vehicles		0.00	0.00	
	Facilities		0.00	0.00	
	Total ASSIGNED: EQUIPMENT REPLACEMENT FUND		14,649.00	3,760.00	-10,889.00 -74%
1002	CAPITAL BUILDING FUND				
	5035 - UNCAPITALIZED EXPENSE		10,000.00	43,580.00	33,580.00 336%
	Facilities	Plymovent Upgrade (Phase 2 of 2)	10,000.00	8,065.00	
	Facilities	Replace App Bay Flooring	0.00	16,715.00	
	Facilities	Replace App Door Motors (3)	0.00	18,800.00	
	5037 - CAPITAL EXPENSE		40,000.00	0.00	-40,000.00 0.00
	Facilities	Concrete Repairs	40,000.00	0.00	
	Total ASSIGNED: CAPITAL BUILDING FUND		50,000.00	43,580.00	-6,420.00 -13%



ALPINE FIRE PROTECTION DISTRICT - STAFF REPORT

Agenda Item: 5.2
Meeting Date: June 15, 2021
Submitted by: Debbie Pinhero
Subject: Resolution 20/21 – 11: Establishing limit for Appropriations of Proceeds
Of Tax Subject to GANN Limitation for Fiscal Year 21/22



SUBJECT SUMMARY:

The District is required, by the State Constitution, to annually establish and adhere to the limit on the amount of its appropriations. The limit is prescribed by a State formula. The projected total expenditures under the limitation for Fiscal Year 21/22 is projected to be \$759,893.

BACKGROUND:

In 1979, Proposition 4 (the Gann Initiative) was approved adding Article XIII B to the State Constitution. This initiative was designed to constrain government expenditures by placing an annual limit on jurisdictions' revenue and appropriation growth. This annual allowance growth is linked to changes in population and cost of living. The passage of Proposition 111 in June 1990 amended Article XIII B, making changes in the base year upon which the appropriations limit is based, establishing new cost of living factors and new population factors for use by local governments, and increasing appropriations not subject to the limit (primarily qualified capital outlay projects).

The financial constraints of Article XIII B apply to the State, all cities, counties, special districts and all other political subdivisions. The main provisions of Article XIII B are:

1. Funds appropriated in fiscal year 1986-87 are established as a base level of allowable appropriations;
2. An annual Gann Limit is placed on appropriations growth from the prior year base;
3. The same Gann Limit also applies to "proceeds of taxes" so that any revenues in excess of the Gann Limit must be refunded to taxpayers. Proceeds of taxes which exceed the limit in one year may be carried over to a succeeding year. The portion of carried-over revenue which cannot be appropriated within the following year's limit is considered excess revenue and must be returned to taxpayers within the next two fiscal years;
4. The State is required to reimburse local jurisdictions for the cost of complying with state mandates;
5. In the event that the financial responsibility of providing a service is transferred from one government entity to another, the Gann Limit of the transferring entity is reduced and the Gann Limit of the transferee entity is increased by a mutually agreed upon amount; and
6. Exclusions from the Gann Limit include debt service, appropriations required for complying with mandates of the court or Federal government which require additional or increased cost of providing a service, special districts levying a 12.5 cent tax rate or less in

the 1977-78 fiscal year, or which are totally funded by sources other than proceeds of taxes, and appropriations related to qualifying capital outlay projects.

The limits on revenue growth apply only to those revenues termed "proceeds of taxes." There are four main categories within "proceeds of taxes":

- Taxes;
- Charges or fees for services that exceed the cost of providing the services;
- Funds from the State, the use of which is unrestricted ("subventions");
- Interest from investing these three types of revenue.

RECOMMENDATION:

Adopt Resolution #20/21-11 to maintain compliance with Article XIIB of the State Constitution and requirements in Section 7910 of the Government Code.

**ALPINE FIRE PROTECTION DISTRICT
ARTICLE XIII B APPROPRIATION OF PROCEEDS OF TAX LIMITATION
DETERMINATION 2021-2022**

1	<u>DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATION</u>		<u>2021-2022</u>
	CALIF.PER CAPITA INCOME	5.73%	1.0573
	UNINCORPORATED COUNTY POPULATION FACTOR	0.54%	1.0054
	FACTOR FOR 2021/2022		1.0630
	APPROPRIATION LIMIT - PRIOR FISCAL YEAR	2020-2021	3,834,599
	APPROPRIATION FACTOR	2021-2022	1.0630
	APPROPRIATION LIMIT - CURRENT FISCAL YEAR	2021-2022	4,076,215
	<u>ALLOCATED REVENUE</u>	<u>FROM TAXES</u>	<u>NON TAXES</u>
	1% PROP TAX	3,605,714	
	INTEREST, PROP TAX	17,000	
	SPECIAL DISTRICT BENEFIT FEE		536,979
	PLAN CHECK FEES		11,000
	FIRST RESPONDER		13,000
	MITIGATION FEES		25,000
	INTEREST (OTHER)		45,000
	TOTAL INCOME	3,622,714	630,979
	INCOME UNDER SPENDING LIMITATION		453,501
2	ADJUSTMENTS - MANDATE COST: Section 9 (b) of Article X111b of the constitution. Qualified capital outlay Prop 111.		
	CAPITAL OUTLAY PROJECTS		84,840
	CAPITAL IMPROVEMENTS		0
	MAINTENANCE OF ASSETS		205,389
	INCREASED POSTAGE COST		15
	COUNTY ADMINISTRATIVE FEES		50,565
	FLSA		33,733
	MEDICARE COVERAGE		36,998
	HCFA OPERATIONS & COMMUNICATIONS		113,014
	TOTAL ADJUSTMENTS		524,554
3	TOTAL PROPOSED EXPENDITURES	2021-2022	3,840,876
	LESS ADJUSTMENTS		-524,554
	TOTAL EXPENDITURES MINUS ADJUSTMENTS		3,316,322
	TOTAL EXPENDITURES UNDER LIMITATION		759,893



RESOLUTION # 20/21-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE ALPINE FIRE PROTECTION DISTRICT
ESTABLISHING THE LIMIT FOR APPROPRIATIONS
OF PROCEEDS OF TAX SUBJECT TO LIMITATION
FOR FISCAL YEAR 2021/2022**

WHEREAS, In November 1979, the California electorate did adopt Proposition 4, which added Article X111B of the California Constitution; and

WHEREAS, the provisions of the Article require the District to establish a maximum spending limitation;

IT IS HEREBY RESOLVED; that the calculated maximum “Gann” limit applicable to the 2021/22 appropriations of proceeds of tax, based upon the population and cost of living per capita income increase, provided by the State of California Department of Finance for the Alpine Fire Protection District is \$3,834,599

<i>2020/21 Appropriation Limitation:</i>		\$3,834,599
<i>Adjustments:</i>		
<i>Per Capita Personal Income</i>	=	1.0573
<i>Population Change (Unincorporated County)</i>	=	1.0054
<i>Factor for 2021/2022</i>	=	1.0630
<i>2021/22 Appropriation Limitation:</i>		\$4,076,215

PASSED AND ADOPTED by the Board of Directors of the Alpine Fire Protection District, County of San Diego, State of California, on the 15th day of June, 2021 by the following vote:

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

Jim Easterling
President of the Board

Pat Price
Board Secretary

Alpine Fire Protection District

I hereby certify that the above and foregoing is a full and true copy of Resolution 19/20-11 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 June 15, 2021.

Erin Dooley, Clerk of the Board

Date

ALPINE FIRE PROTECTION DISTRICT - STAFF REPORT

Agenda Item: 5.3
Meeting Date: June 15, 2021
Submitted by: Brian Boggeln, Fire Chief
Subject: American Rescue Plan Act



SUBJECT SUMMARY:

At the May meeting of the Board of Directors, Director Willis requested an item to be placed on the next agenda regarding the American Rescue Plan and the impact on Fire Districts.

BACKGROUND:

On March 11, 2021, President Biden signed H.R. 1319 - American Rescue Plan Act of 2021. This \$1.9 trillion bill included \$360 billion for state and local government relief. Special Districts were explicitly named in the signed legislation as eligible to receive funding, but did not receive direct access to the funds. California is set to receive and estimated \$42.63 billion with \$16.6 billion allocated to cities, counties, and tribal governments. San Diego is set to receive and estimated \$300 million.

In May of 2021, the San Diego County Fire District's Association placed a request with the San Diego County Board of Supervisors to be considered in the ARPA funding discussions. On June 3rd, Chief Brainard (San Miguel), Chief Butz (Lakeside) and myself met with staff from Supervisor Anderson's office to explain our position on the ARPA funds and fire districts. They were receptive to our concerns and agreed to approach Supervisor Anderson with our position. At the Board of Supervisor meeting on June 8th, the Supervisors discussed as part of the larger ARPA plan the District's position. At the Board of Supervisor's meeting, \$4 million in ARPA funding was approved for independent Fire Districts in San Diego County.

RECOMMENDATION:

None

ALPINE FIRE PROTECTION DISTRICT - STAFF REPORT

Agenda Item: 5.4
Meeting Date: June 15, 2021
Submitted by: Brian Boggeln, Fire Chief
Subject: Administrative Specialist Position



SUBJECT SUMMARY:

In 2020, an administrative staffing model was developed with the intent of hiring a Payroll and Accounting Specialist and a Human Resources Specialist, essentially dividing the Administrative Director's position into two different positions. After analyzing that model over the past year, it has been determined by staff that our organization is best served with the following administrative staffing model:

- Administrative Assistant (1 FTE)
- Administrative Specialist (1 FTE)

The Administrative Specialist would transition into an Administrative Director position upon recommendation of the Fire Chief and with Board approval. This would occur when the Administrative Specialist is no longer performing the duties outlined in the attached job description in a training capacity.

RECOMMENDATION:

Approve Policy #2010 – Administrative Specialist Job Description

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE SPECIALIST

Policy # 2010

Fire Chief: Brian Boggeln Approved:

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Miscellaneous

SALARY RANGE

See Alpine Fire Protection District Salary Schedule

JOB DESCRIPTION

SUMMARY DESCRIPTION

The classification of Administrative Specialist is a high-level staff position responsible for managing and overseeing all fiscal functions of the Alpine Fire Protection District relating to accounting, financing, budgeting and purchasing, including the administration of employee benefits.

Work is performed under the administrative direction of the Fire Chief, in accordance with applicable federal, state, county and district laws, regulations, ordinance and policies.

This is an at-will, Fair Labor Standards Act exempt position.

This position specializes in the business management functions of the District and exercises supervision over professional and clerical staff.

Personnel classified as an Administrative Specialist work in a training capacity and receive close supervision from the Administrative Director or designee.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Manage and oversee all fiscal and related activities of the District, including accounting, budget, and purchasing.
- Confer with the Fire Chief in the strategic development of policy, program, and long-range planning, and implement these through the direct performance of work or through assigned

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE SPECIALIST

Policy # 2010

Fire Chief: Brian Boggeln Approved:

Board Approval: Yes

staff.

- Develop and implement financial accounting systems in accordance with generally accepted accounting principles (GAAP) to meet District needs, including payroll, accounts payable/receivable, fixed assets and other programs.
- In conjunction with the Fire Chief and staff, prepare the annual preliminary budget.
- Oversee the purchase of equipment and materials.
- Provide information and assistance to other District operating units regarding fiscal and related matters.
- Administer employee benefit plans.
- Coordinate with appropriate officials at the County of San Diego, Heartland Fire Training, Heartland Fire Communications Center and other agencies on District business as directed by the Fire Chief.
- Supervise and evaluate the work of assigned staff and determine training needs as necessary.
- Oversee financial audit performed by contracted auditing firm.
- Oversee the District investment portfolio, grant program, and other related activities.
- Serve as the Administrative Director of the Alpine Fire Protection District Foundation 501(c)3.
- Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above.

Knowledge of:

- Knowledge of fund accounting, fiscal and financial record keeping principles, procedures, and methods as they pertain to government or private sector.
- Payroll processing
- Accounts receivables & accounts payables
- Intermediate business mathematics.
- Data processing, computer systems, and software applications as they relate to financial record keeping.
- Preparation of spreadsheets and manipulation of data bases.
- Principles and practices of public administration.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE SPECIALIST

Policy # 2010

Fire Chief: Brian Boggeln Approved:

Board Approval: Yes

- Various administrative support resources, office methods and procedures, data collection, analysis, and display.
- Oral and written communication skills.
- Preparation and administration of all aspects of payroll processing and tax reporting.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Ability to perform a variety of tasks in a fast-paced environment.
- Ability to work with a diverse group of people.
- Organize, monitor, and participate in all District fund account operations involving cash flow, accounts receivable, accounts payable, payroll, general ledger and journals.
- Analyze data, prepare clear and concise reports.
- Communicate effectively, both orally and in writing.
- Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Deal effectively with officials and representatives of other departments, jurisdictions, agencies, and the general public.
- Operate computer systems and related equipment as well as standard office equipment necessary to perform work.
- Be able to maintain a high level of confidentiality, tact, diplomacy, and courtesy in the completion of duties.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age. Candidates must have a high school diploma or have passed an equivalency test (GED) supplemented by an AA in applicable subject matter or related field is required, or at least two (2) years of applicable, payroll and accounting experience, preferably in government operations. BA and/or HR experience in a related field is highly desirable.

Experience

Proven full-time accounting experience with a fire or other governmental agency.

License or Certificate: Desirable – Public Notary

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE SPECIALIST

Policy # 2010

Fire Chief: Brian Boggeln Approved:

Board Approval: Yes

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a general office environment during routine office hours, however evening and weekend work is possible. Work activities vary widely including attendance at meetings, classroom training, and driving. This position involved periods of prolonged sitting and use of computer equipment.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 50 lbs. with or without assistance. **OCCASIONAL** crawling; lifting and carrying objects weighing more than 50 lbs. with or without assistance.

Vision: Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

Hearing: While performing the duties of this position, the employee is regularly required to talk or hear.

Brian Boggeln, Fire Chief

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
ALPINE FIRE PROTECTION DISTRICT
AND
ADMINISTRATIVE SPECIALIST



**SECTION I
INTENT AND PURPOSE**

- 1.1 It is the intent and purpose of this Memorandum of Understanding (“MOU”) to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between _____ (“Employee”) and the Alpine Fire Protection District (“District”).

**SECTION II
TERM**

- 2.1 Employee is currently the Administrative Specialist for District. The effective date of this MOU shall be July 1, 2021 and shall run through June 30, 2023. Employee may terminate their employment with District at any time, with or without reason by giving advanced written notice to District. District may terminate the employment of Employee at any time, with or without reason by written notice to Employee. This is called “at-will” employment. Nothing contained herein shall modify District’s right to terminate Employee for cause.

No one other than the Board of Directors can enter into an agreement relating to employment for a specified period of time or make any agreement or representations contrary to this Section and then only by written amendment to this MOU.

**SECTION III
JOB DESCRIPTION**

- 3.1 The duties of the Employee are as outlined in the job description adopted by the District and attached hereto as Exhibit “A”. Employee shall report to the Board of Directors and their designee including the Fire Chief. The District thru the Board of Directors may from time to time amend the job description and/or prioritize job duties of the Employee.

**SECTION IV
SALARY**

- 4.1 The salary schedule for the Employee is attached as Exhibit “B”. Step advancement will be at the discretion of the Board of Directors in consultation with the Fire Chief.
- 4.2 Employee shall not earn or be entitled to overtime pay except when assigned by the Fire Chief to a significant Mutual Aid incident.
- 4.2.1 The District shall have the right in its sole discretion to modify paragraph 4.2 upon thirty (30) days written notice to Employee.

**SECTION V
SICK LEAVE**

- 5.1 Should Employee incur a non-duty sickness or disability they will receive sick leave with full pay to the extent of 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 shall be 12 hours per month. Employee shall accumulate sick leave from the first day of employment and shall continue to do so until a maximum accumulation of 2880 hours. All unused sick leave, up to the cap, shall be carried forward from one fiscal year to the next.
- 5.3 Sick leave shall be converted to vacation at the rate of three hours of sick leave for one hour of vacation so that Employee will not exceed the cap of 2880 hours.
- 5.4 In order for sick leave with pay, Employee must:
 - a. Report promptly to the Fire Chief the reason for the absence;
 - b. Keep Fire Chief informed of Employee's condition if the absence is of more than 3 days duration;
 - c. Permit the District to make such medical examinations as it may deem desirable; and,
 - d. Upon request of the Fire Chief, furnish satisfactory evidence of incapacity upon return to duty from absences on sick leave.

A written report from a duly licensed and practicing physician, or other recognized practitioner stating the duration and extent of each incapacity shall be deemed satisfactory evidence of incapacity. 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.

**SECTION VI
UNUSED SICK LEAVE**

- 6.1 Employee shall be compensated in cash at the rate of one-quarter of the regular rate of pay for any unused accumulation of sick leave when Employee is permanently separated from service by resignation, death, retirement, service retirement, or discharge provided Employee has completed probation with the District.

**SECTION VII
MEDICAL COVERAGE AND INSURANCE**

- 7.1 District shall select the District Health Care Plan ("DHCP"). Employee shall choose their coverage option as shown below. The Employer paid portion ("EPP") shall be 90% of the base cost. The base cost shall be determined annually by averaging the cost of the DHCP's

medical HMO plans after discarding the highest and lowest priced plans. Employee can apply the EPP to any available offered health plan in the EPP. Employee is responsible to pay all additional costs of health coverage over and above the EPP.

COVERAGE OPTIONS:

- a. Employee only coverage, or
 - b. Employee plus one coverage, or
 - c. Employee plus family coverage.
- 7.2 District shall obtain and pay for a Long-Term Disability (LTD) plan for Employee provided the cost to District does not exceed \$30.00 per month. The LTD plan shall be the same plan offered to the other employees of the District.
- 7.3 Employee shall receive term life insurance in the amount of \$150,000.
- 7.4 District shall provide to Employee a monthly supplemental benefit for dental, vision, and supplemental life insurance of \$260.00 per month. The supplemental benefit may be used by Employee to cover the EPP difference in Section 7.1. Any unused portion of the supplemental benefit has no cash out value.

**SECTION VIII
RETIREMENT**

- 8.1 Employee shall have the retirement benefits as set forth in the Public Employee's Retirement System Miscellaneous PEPRA plan.

**SECTION IX
HOLIDAYS**

- 9.1 The following annual holidays shall be recognized:

New Years Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day
Columbus Day	

**SECTION X
FAMILY EMERGENCY**

- 10.1 Employee may use sick leave with pay in the event of a family emergency to care for a serious illness or injury in the immediate family. Employee shall be granted up to three shifts off with pay if needed in any twelve-month period, but not to exceed accumulated sick leave. In the event of death in the immediate family of Employee, Employee shall be granted up to three shifts off with pay if need but not to exceed accumulated sick leave.

The immediate family shall be defined at spouse and children of the member; mother, father, brother, sister of the member, and those of the spouse.

**SECTION XI
VACATION**

11.1 Vacation shall be earned at the following rate of hours annually:

0 – 12 months	40 hours
12 – 24 months	60 hours
24 – 36 months	80 hours
36 - 48 months	100 hours
48 – 72 months	140 hours
72+ months	160 hours

11.2 When Employee is separated from employment by resignation, death, retirement, or discharge, Employee will be compensated for all unused vacation time accumulated, at the regular rate of pay at the time of separation.

11.3 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.

11.4 Vacation time is subject to staffing and project requirements and must be approved by the Fire Chief or Fire Chief’s designee.

11.5 Employee shall earn 40 hours Administrative Leave per year to be used outside of scheduled vacation time. Administrative Leave has no cash value and unused leave will not be carried from year to year.

**SECTION XII
UNIFORMS**

12.1 Uniforms and/or appropriate business attire shall be worn to work. Employee shall receive an annual clothing allowance for the purchase of appropriate footwear, uniform style pants and shirts and jackets with the District logo. The maximum allowance for one year shall be \$250.00. It is understood that Employee will be responsible for the normal care and maintenance of the uniform.

**SECTION XIII
TERMINATION OF EMPLOYMENT**

13.1 This MOU shall terminate upon the occurrence of the earliest of any of the following events, without further liability by the District to Employee:

- a. Voluntary retirement or resignation by Employee with 30 days written notice;

- b. Death of Employee, or disability totaling in excess of 4 months;
 - c. Discharge of Employee by District for “cause” as provided in Section 13.2;
 - d. Discharge of Employee by District other than for “cause” with 30-days written notice.
- 13.2 **Cause Definition:** Employee may be terminated by District with notice for “cause”, as determined by the Board of Directors. The term “cause”, as used herein with respect to the termination of employment, shall mean the following:
- a. Employee’s incompetence or repeated failure or refusal to perform Employee’s material obligations under this MOU;
 - b. Employee’s inability or unwillingness to effectively implement and carry out the policies and directives of District as established by the Board of Directors thru the Fire Chief;
 - c. Fraud, theft, malfeasance, embezzlement or other misappropriation of District by Employee;
 - d. Breach of Employee’s fiduciary duty of loyalty or other fiduciary duties to District;
 - e. Conduct by District which tends to bring embarrassment or disrepute to District;
or
 - f. Being charged in a court of competent jurisdiction with committing a felony or misdemeanor (other than simple traffic violations).

SECTION XIV GRIEVANCE PROCEDURE

- 14.1 **Definition:** A grievance or dispute is defined as an alleged violation of the express provisions of this Memorandum of Understanding which personally and adversely affects Employee. A grievance shall not include any claim regarding the initiation or renewal of a Memorandum of Understanding.
- 14.2 **General Provision:** All grievances shall be filed in writing within fifteen (15) days of the date on which 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.
- 14.2.1 A written statement of grievance shall identify the specific provision or provisions of this Memorandum of Understanding 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.
- 14.2.2 Time limits provided for herein may be extended through mutual written consent of the parties.

14.2.3 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.

14.2.4 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.

14.3 Procedures

14.3.1 The parties shall attempt to adjust all grievances on an informal basis between Employee and the Fire Chief.

14.3.2 If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, Employee shall submit the written grievance to the Board of Directors for the 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 Director's no later than five (5) days from the date on which the Fire Chief rendered his 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, the grievant's 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.

SECTION XV SAVINGS CLAUSE

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

SECTION XVI EDUCATIONAL INCENTIVE

16.1 In addition to the salary set forth in Section 4.1 of this MOU, Employee shall be paid an annual stipend for successful completion of the educational plan attached hereto as Exhibit "C" capped at 6% per year. This stipend shall be paid in full at the first pay period in July each year.

SECTION XVII
DEFINED CONTRIBUTION PLAN

- 17.1 District shall offer all full-time employees a 457(b) plan.
- 17.2 District shall offer all employees a 401(a) plan. If Employee makes a minimum deposit of \$200 per month into a 457(b) plan, then the District will contribute 5% of that amount up to a maximum contribution of \$1000 per year into the 401(a) plan.

SECTION XVII
MISCELLANEOUS TERMS

- 18.1 This MOU shall be governed by a construed in accordance with the laws of the State of California.
- 18.2 Each party acknowledges that it has the opportunity to consult an attorney of its choice to explain the terms of this MOU and the consequences of its execution, and that any failure to consult with an attorney prior to executing this MOU shall not be grounds for invalidating the full force and effect of the executed MOU. This MOU shall not be interpreted for or against either party based on their roles in drafting this MOU.
- 18.3 This MOU may be executed in several counterparts and all so executed shall constitute one agreement which shall be binding on all parties hereto, notwithstanding that all the parties are no signatory to the original or same counterpart.

EXHIBIT “A” – JOB DESCRIPTION (ADMIN SPECIALIST)

CLASSIFICATION

Exempt; At-Will; Miscellaneous

SALARY RANGE

See Alpine Fire Protection District Salary Schedule

JOB DESCRIPTION

SUMMARY DESCRIPTION

The classification of Administrative Specialist is a high-level staff position responsible for managing and overseeing all fiscal functions of the Alpine Fire Protection District relating to accounting, financing, budgeting and purchasing, including the administration of employee benefits.

Work is performed under the administrative direction of the Fire Chief, in accordance with applicable federal, state, county and district laws, regulations, ordinance and policies.

This is an at-will, Fair Labor Standards Act exempt position.

This position specializes in the business management functions of the District and exercises supervision over professional and clerical staff.

Personnel classified as an Administrative Specialist work in a training capacity and receive close supervision from the Administrative Director or designee.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Manage and oversee all fiscal and related activities of the District, including accounting, budget, and purchasing.
- Confer with the Fire Chief in the strategic development of policy, program, and long-range planning, and implement these through the direct performance of work or through assigned staff.
- Develop and implement financial accounting systems in accordance with generally accepted accounting principles (GAAP) to meet District needs, including payroll, accounts payable/receivable, fixed assets and other programs.
- In conjunction with the Fire Chief and staff, prepare the annual preliminary budget.
- Oversee the purchase of equipment and materials.
- Provide information and assistance to other District operating units regarding fiscal and related matters.
- Administer employee benefit plans.
- Coordinate with appropriate officials at the County of San Diego, Heartland Fire Training, Heartland Fire Communications Center and other agencies on District business as directed by the Fire Chief.

- Supervise and evaluate the work of assigned staff and determine training needs as necessary.
- Oversee financial audit performed by contracted auditing firm.
- Oversee the District investment portfolio, grant program, and other related activities.
- Serve as the Administrative Director of the Alpine Fire Protection District Foundation 501(c)3.
- Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above.

Knowledge of:

- Knowledge of fund accounting, fiscal and financial record keeping principles, procedures, and methods as they pertain to government or private sector.
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- Intermediate business mathematics.
- Data processing, computer systems, and software applications as they relate to financial record keeping.
- Preparation of spreadsheets and manipulation of data bases.
- Principles and practices of public administration.
- Various administrative support resources, office methods and procedures, data collection, analysis, and display.
- Oral and written communication skills.
- Preparation and administration of all aspects of payroll processing and tax reporting.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Ability to perform a variety of tasks in a fast-paced environment.
- Ability to work with a diverse group of people.
- Organize, monitor, and participate in all District fund account operations involving cash flow, accounts receivable, accounts payable, payroll, general ledger and journals.
- Analyze data, prepare clear and concise reports.
- Communicate effectively, both orally and in writing.
- Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Deal effectively with officials and representatives of other departments, jurisdictions, agencies, and the general public.
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- Be able to maintain a high level of confidentiality, tact, diplomacy, and courtesy in the completion of duties.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age. Candidates must have a high school diploma or have passed an equivalency test (GED) supplemented by an AA in applicable subject matter or related field is required, or at least two (2) years of applicable, payroll and accounting experience, preferably in government operations. BA and/or HR experience in a related field is highly desirable.

Experience

Proven full-time accounting experience with a fire or other governmental agency.

License or Certificate: Desirable – Public Notary

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a general office environment during routine office hours, however evening and weekend work is possible. Work activities vary widely including attendance at meetings, classroom training, and driving. This position involved periods of prolonged sitting and use of computer equipment.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 50 lbs. with or without assistance. **OCCASIONAL** crawling; lifting and carrying objects weighing more than 50 lbs. with or without assistance.

Vision: Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

Hearing: While performing the duties of this position, the employee is regularly required to talk or hear

Exhibit “B” – Salary

Administrative Specialist

Step	Annual Salary
A	\$76,760
B	\$80,214
C	\$83,828
D	\$87,595

Exhibit “C” – Education

%	Class/Certification	Obtained
0.50	California Local Budgeting I	
0.50	California Local Budgeting II	
0.50	Fundamentals of Tax Revenues	
0.50	Governmental Accounting	
0.50	Fundamentals of Public Fund Investing	
0.50	Investment Accounting	
0.50	Strengthen Your Financial Management Skills	
0.50	Long Term Financial Planning/Fiscal Policies	
1	Intermediate Government Accounting	
1	Advanced Governmental Accounting	

MEMORANDUM OF UNDERSTANDING
BETWEEN
ALPINE FIRE PROTECTION DISTRICT
AND
ALPINE FIREFIGHTERS ASSOCIATION
LOCAL 2638



July 1, 2021 – June 30, 2023

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Old MOU vs New MOU Matrix

Old MOU	New MOU
Article 1 – Recognition	Article 1.1
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Article 3 – Payroll Deduction of Dues	Article 1.3
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Article 11 – Sick Leave	Article 3.1
Article 12 – Sick Leave Procedure	Article 3.2
Article 13 – Sick Leave Abuse	Article 3.3
Article 14 – Unused Sick Leave	Article 3.4
Article 15 – Protective Clothing and Uniforms	Article 8.1
Article 16 – Family Emergency and Death in Family Leave	Article 3.5
Article 17 – Shift Trades/Personal Trades	Article 3.6
Article 18 – Holidays	Article 3.7
Article 19 – Appendices and Amendments	Article 1.7
Article 20 – Medical Coverage	Article 5.1
Article 21 – Vacancies-Promotions	Article 7.1
Article 22 – Personnel Reduction	Article 7.2
Article 23 – Joint Occupational Health and Safety Program	Article 8.2
Article 24 – Grievance Procedure	Section 6
Article 25 – Vacation	Article 3.8
Article 26 – Educational Incentive	Article 2.7
Article 27 – Injury	Article 8.3
Article 28 – Life Insurance	Article 5.3
Article 29 – Duration of Agreement	Article 1.8
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PREAMBLE

This Memorandum of Understanding ("**MOU**" or "**Agreement**") is entered into by and between the Alpine Fire Protection District, hereinafter referred to as the "**Employer**" and International Association of Firefighters Local 2638, hereinafter referred to as the "**Union**".

This Agreement is entered into pursuant to Government Code Section 3500-3511 and has been jointly prepared by the duly appointed representatives of the Alpine Fire Protection District and the International Association of Firefighters Local 2638.

It is the purpose of this Agreement to achieve and maintain harmonious relations between the Employer and the Union; to provide for equitable and peaceful adjustment of differences which may arise, and to establish proper standards of wages, hours and other conditions of employment.

The parties have met and conferred in good faith regarding wages, hours, and other items and conditions of employment of the employees in Union, have exchanged freely information, opinions, and proposals, and have endeavored to reach agreement on all matters relating to employment conditions and employee-employer relations of such employees.

This agreement is entered into by the parties hereto in anticipation that the California Legislature will provide funding over and above the Employer's portion of the 1% Tax Base in an amount nearly equal to the employer's fiscal year 1978/79. In the event such additional funding is not available to the Employer in an amount nearly equal to the prior year's funding which would make payment of the employer's obligation impossible, then this Agreement, to the extent that it is affected by lack of adequate funding, shall release the Employer of its obligations to maintain the salary schedule and employee benefits otherwise agreed to herein.

SECTION 1 – ADMINISTRATION

Article 1.1 – Recognition

Employer recognizes the Union as the majority bargaining representative for fire captains, paramedic captains, engineers, paramedic engineers, firefighters and paramedic firefighters.

Article 1.2 – Management Rights

Employer on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws, Constitution of the State of California, and the Constitution of the United States, including but without limiting the generality of the foregoing, the rights:

- a. To determine and administer policy;
- b. Subject to the provisions of the law, to hire all employees, to determine their

- qualifications and the conditions for their continued employment or their dismissal or demotion, and to promote and to transfer all such employees;
- c. To determine the numbers and kinds of personnel necessary for the efficient operation of the District and to direct their activities;
 - d. To determine the programs;
 - e. To build, move or modify the facilities;
 - f. To develop and administer the budget;
 - g. To determine the methods of raising revenue;
 - h. To take action on any matter in the event of an emergency;
 - i. To delegate to the Fire Chief and other legally appointed officers, the operation of the District, its properties and facilities including, but not limited to, innovative and experimental uses of the District facilities, experimental and pilot investigation of new fire science programs.

1.2.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities, by the District, the adoption of policies, rules and regulations, and practice in the furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with Federal and State laws.

Article 1.3 – Payroll Deduction of Dues

1.3.1 The Employer agrees to deduct, twice each month, dues and assessments in an amount certified by the Secretary-Treasurer of Union from the pay of those Union Employees who individually request in writing that such deductions be made. The total amount of deductions shall be remitted, each month, by Employer to the Treasurer of Union.

Article 1.4 – Union Business

1.4.1 Employer agrees that three members of the Union negotiating team shall be allowed time off for all meetings which shall be mutually set by the Employer and the Union. Once each year members of the Union may contribute 24 hours of accrued vacation time to bank time for union activities (“**Union Time Bank**”). The hours in the Union time bank may be used by elected Union officers while on official Union business. The Union Officials shall notify the Fire Chief in writing 48 hours prior to taking any time from the Union Time Bank.

Article 1.5 – Prevailing Benefits

1.5.1 All benefits and working conditions presently enjoyed by employees which directly relate to a matter within the scope of representation as defined by California Government Code Section 3504 shall remain in effect during the term of this Agreement unless changed by mutual consent of the parties or through the application of procedures provided for in Section 3504.5 of the California Government Code.

Article 1.6 – Rules and Regulations

1.6.1 The Union agrees that all its members shall comply with all Employer rules and regulations, including those relating to conduct and work performance.

Article 1.7 – Appendices and Amendments

1.7.1 All appendices and amendments to this Agreement shall be numbered and signed by the Responsible parties and shall be subject to all provisions of this Agreement.

Article 1.8 – Duration of Agreement

1.8.1 This Memorandum of Understanding shall be effective as of July 1, 2021 and shall remain in effect until June 30, 2023.

Article 1.9 – Savings Clause

1.9.1 If any term or covenant of this MOU or the application thereof shall, to any extent, be invalid or unenforceable, the remainder of this MOU or the application of such term, or covenant other than those to which it is held invalid or unenforceable, shall not be affected thereby.

SECTION 2 - COMPENSATION

Article 2.1 - Wages

2.1.1 The salary schedule for employees covered by this Agreement as of July 1, 2021 thru June 30, 2023 is set forth in **Appendix "A"** attached hereto and by this reference made a part hereof as though fully set forth herein. The requirements to obtain each step grade in firefighter, engineer and captain are as shown on **Appendix "B"** attached hereto.

2.1.2 Represented employees shall receive the following salary increases to be reflected in the salary schedule of each classification.

2.1.2.1 – 3.75% increase to all represented classifications effective July 1, 2021

2.1.2.2 – 2.75% increase to all represented classifications effective July 1, 2022

Article 2.2 – Probationary Period

2.2.1 Probationary Periods:

- a. All promotions from within the ranks of the District shall be subject to a one-year probationary period.
- b. All newly hired employees that fall under the definition of a “lateral hire” will be subject to a one-year probationary period.

- a. For the purposes of Section 2.2.1b, the term “lateral hire” shall mean a new hire who had been a previously paid professional firefighter with a fire department in San Diego County within 60-days of being hired by Employer at a rank equal to or higher than the rank being offered by Employer. In addition the employment with the prior employer must have been for a period greater than three years and the employee must have left their prior employment in good standing with no disciplinary proceeds pending.
- c. All newly hired employees who do not meet the definition of a “lateral hire” shall be subject to a two-year probationary period.

Article 2.3 - Hours

2.3.1 The average work-week for fire suppression personnel assigned to a shift shall be fifty-six (56) hours, which is calculated over a twenty-four (24) day (576 hour) period. The work schedule shall consist of twenty-four (24) hour shifts on duty followed by twenty-four (24) hours off duty. The work schedule shall consist of a system of three (3) platoons (A, B, C shifts). The shift cycle shall be based on a twenty-four (24) day rotating schedule, which is based on the District’s FLSA cycle of twenty-four (24) days (576 hours).

The shift pattern shall consist of four (4), twenty-four (24) hour shifts on duty, separated by three (3), twenty-four (24) hour shifts off duty; followed by ninety-six (96) consecutive hours off duty; which is followed by another four (4), twenty-four (24) hour shifts on duty, separated by three (3), twenty-four (24) hour shifts off duty; followed by one hundred and forty-four (144) consecutive hours off duty (commonly referred to as a "4-4-4-6" cycle).

Both parties acknowledge the foregoing is intended to define a work period for the purposes of 29 CFR 553.201- Statutory provisions: section 7(k).

2.3.2 Fair Labor Standards Act and CalPERS Special Compensation/Statutory Items Pay Reporting FLSA shall be paid on the 15th and 30th in the employee’s regular paycheck. The calculation for FLSA statutory pay as reported to CalPERS shall be: Hourly wage, divided by 2, multiply by 152= annual amount. Divide annual amount by 24. There are 24 pay cycles in a one year cycle.

2.3.3 All authorized hours-worked in excess of the assigned work period shall be compensated at the rate of time and one-half of the employee’s basic rate of pay.

Article 2.4 – Basic Rate of Pay

2.4.1 Basic hourly rate of pay for shift personnel is defined as the sum of the following divided by 2,912 hours:

- 1. Annual Salary;
- 2. Education Incentive Stipend;
- 3. Longevity Certification Stipend.

Article 2.5 – Emergency Call Back

- 2.5.1 Employees who are called back to work from off-duty on an emergency basis (unscheduled – not to include coverage for sick leave or vacations) will be paid 1.5 times the basic hourly rate of pay for non-regularly scheduled hours.
- 2.5.2 Employees shall receive a minimum of two (2) hours compensation for each call back unless any amount of call back time corresponds with a regularly scheduled shift. (For example – an employee called back at 0700 and has a regularly scheduled shift that starts at 0800 will only receive one (1) hour of emergency call back time.

Article 2.6 – Out of Grade Pay

- 2.6.1 Engineers and Firefighters working in a position higher than their grade will be compensated at the next grade of pay after the first hour. Captains and Engineers working in a position lower than their grade will be compensated at the highest grade of the position being filled, i.e. if a Captain who is not a paramedic is working out of grade for an Engineer, the Captain will be compensated at an Engineer step 4 level while filling that position subject to the prior approval of the Fire Chief or his/her designee.

Article 2.7 – Educational Incentive Stipend

- 2.7.1 In addition to the wage rates established by this Memorandum of Understanding, the employer shall pay a stipend for successful completion of the following certification or educational degree. If an employee receives a new certificate or degree during the fiscal year it will be prorated for the remaining year. The stipend is a percentage of the annual salary for the employee found in “Appendix A”.

The following stipend shall be paid in full at the first pay period in July each year:

- An Employee shall receive a 2.0% stipend for completion of CA State Fire Marshal Company or Fire Officer Certification; OR
 - An Employee shall receive a 4.5% stipend for completion of an Associate of Science Degree in Fire Science; OR
 - An Employee shall receive a 6.0% stipend for completion of a Bachelor’s Degree in a field to be determined and authorized by the Fire Chief.
- 2.7.2 The District will reimburse the employee for tuition, texts, and certification fees for approved classes upon successful completion up to a maximum of \$1,000 per year. Approved classes shall be those approved by the Fire Chief and intended to qualify the employee for a management position as needed for educational incentive and step increases with Employer.
- 2.7.3 Those employees who prior to July 1, 2018 qualified for and were receiving an educational allowance in excess of 5% shall retain their current educational allowance however said educational

allowance shall not increase in the future unless the maximum cap is increased.

2.7.4 An employee may convert sick leave to cover time off on approved classes at the rate of three hours of sick leave for one hour of educational leave up to a maximum of forty-eight (48) hours a fiscal year, subject to the following conditions;

2.7.4.1 Educational leave shall only be used for approved classes as set forth in section 26.2. Employee shall provide proof of participation in said class to be allowed the conversion.

2.7.4.2 Use of educational leave requires the prior approval of the Fire Chief. The discretion of the Fire Chief in granting said approval is based on operational needs which may include reducing an engine crew to 3 persons or denial of request.

2.7.4.3 The goal in granting educational leave is to not have the District incur overtime costs in backfilling the leave and to avoid leave during high fire danger.

2.7.4.4 Nothing contained herein precludes an employee from using vacation time or shift exchange to attend approved classes subject to District policy on said use.

Article 2.8 – Longevity Certification Stipend

2.8.1 The Longevity Certification Stipend shall be paid upon completion of five (5) years of employment with the Employer and successful attainment of California State Fire Marshal (CSFM) or other accepted certification(s) as outlined in Appendix “C”.

2.8.2 The stipend shall be paid on a bi-weekly basis in the Employee’s regular paycheck. Longevity Certification pay is not reported to CalPERS as “compensation earnable” or “pensionable compensation”. The stipend will be included in calculating the employee’s basic hourly rate of pay pursuant to the Fair Labor Standards Act (FLSA).

Article 2.9 – Portal-to-Portal Pay

2.9 Employees covered under this MOU shall be compensated at 1.5 times the basic rate of pay for hours worked in excess of the normal work schedule when assigned to support emergency incidents. Compensation time shall include the entire time of commitment, beginning at the time of initial dispatch from home base to the time of return to home base (portal-to-portal) upon completion of assignment.

SECTION 3 - LEAVES

Article 3.1 – Sick Leave

3.1.1 Any employee incurring a non-duty sickness or disability shall receive sick leave with full pay to the extent of the employee's accumulated sick leave. The use by an employee of their accumulated

sick leave shall not result in a loss by the employee of the FLSA benefit for the pay period in which accumulated sick leave is used. Job related disability shall not be charged to the accumulated sick leave of the employee. Employees shall accumulate sick leave from the first day of employment and shall continue to do so until they have accumulated a maximum of 2880 hours for safety personnel.

- 3.1.2 Sick leave shall be converted to vacation at the rate of three hours of sick leave for one hour of vacation so that no employee will exceed the cap of 2880 hours.
- 3.1.3 The Accrual for Sick leave shall be at the rate of 21 hours per month or ten and one-half shifts per year.

Article 3.2 – Sick Leave Procedure

- 3.2.1 In order to be eligible for sick leave with pay, an employee must:
 - a. Report promptly to the Fire Chief or designee the reason for his/her absence;
 - b. Keep the Fire Chief or designee informed on his/her condition if the absence is of more than three shifts duration;
 - c. Permit the District to make such medical examinations as it may deem desirable; and
 - d. Upon request of the Fire Chief or designee, furnish satisfactory evidence of incapacity upon return to duty from absences on sick leave of three (3) shifts or longer. A written report from a duly licensed and practicing physician, or other recognized practitioner stating the nature, duration and extent of each incapacity shall be deemed satisfactory evidence of incapacity. 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.

Article 3.3 – Sick Leave Abuse

- 3.3.1 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.

Article 3.4 – Unused Sick Leave

- 3.4.1 At the start of each fiscal year during the term of this MOU each employee shall have the option to convert a portion of his/her unused sick leave in excess of 500 hours to his/her 457(b) plan as specifically provided in this Section 14.1.
 - 3.4.1.1 In the first pay period of each fiscal year the District shall notify the employees covered under this MOU of the total number of hours of sick leave used by all employees covered by this MOU in the prior fiscal year.
 - 3.4.1.2 If the aggregate amount of sick leave hours for all employees covered under this MOU for

the prior fiscal year is between 1250 and 1400 hours, inclusive, then each employee shall have an option for that fiscal year to convert unused sick leave in excess of 500 hours at the rate of 40% of their regular rate of pay to their 457(b) plan provided that the amount shall not exceed the maximum allowed under applicable IRS regulations.

3.4.1.3 If the aggregate amount of sick leave hours for all employees covered under this MOU for the prior fiscal year is 1249 or less hours then each employee shall have an option for that fiscal year to convert unused sick leave in excess of 500 hours at the rate of 50% of their regular rate of pay to their 457(b) plan provided that the amount shall not exceed the maximum allowed under applicable IRS regulations.

3.4.1.4 In order to make this election each employee must notify the District in writing of his/her election within 15 days of receiving his/her first paycheck of the new fiscal year but in no event later than August 5 of each fiscal year. The written election shall be on a form prescribed by the District and signed and dated by the employee. The failure to exercise the option in accordance with this subsection 14.1.4 shall result in the forfeiture of the option for that fiscal year.

3.4.1.5 Contributions to an employee 457(b) plan under this Article 14 shall not be eligible for the contributions under Section 36.2.

3.4.2 As to any remaining sick leave Employees shall be compensated in cash at the rate of **one quarter** of their regular rate of pay for any unused accumulation of sick leave when they are permanently separated from service by resignation, death, retirement, service retirement, or discharge so long as the employee has previously completed five (5) years of full-time service to the District. Each employee shall have the option at retirement to convert accumulated Sick Leave as provided above to CalPERS Service Credit (see Article 4.1) or his/her 457(b) plan up to the maximum allowable IRS limits for the calendar year. Contributions to an employee 457(b) plan under this Article 3.4 shall not be eligible for the contributions under Article 8.7.2.

Article 3.5 – Family Emergency and Death in Family Leave

3.5.1 An employee may use sick leave with pay in the event of a family emergency to care for a serious illness or injury in the immediate family, the employee shall be granted up to three shifts off with pay if needed in any twelve month period, but not to exceed accumulated sick leave. In the event of death in the immediate family of an employee, the employee shall be granted up to three shifts off with pay if needed but not to exceed accumulated sick leave. The immediate family shall be defined as spouse and children of the member, mother, father, brother, sister of the member, and those of the spouse and any relative residing in the same household as employee.

Article 3.6 – Shift Trades (ST) and Personal Trade (PT)

3.6.1 Shift Trades (ST). Employees shall have the right to exchange shifts, with the approval of the Fire Chief, when the change does not interfere with the operation of the Fire Department. Advance

written notice to the Chief shall be required.

- 3.6.2 Early Relief Personal Trade (PT). Firefighters of equal rank assigned to a 56 hour workweek shall be allowed to relieve each other from duty up to 60 minutes prior to scheduled changes subject to approval of the shift Captain.
- a. Personnel participating in early relief shall do so on a voluntary basis.
 - b. Any increase in time that may develop from early relieves will not result in additional compensated hours.
 - c. When early relief occurs it shall immediately be documented in the daily log book or CrewSense by the shift Captain. Failure to do any of the above documentation when it takes place will cause the early relief program to become null and void at the option of Employer.
 - d. In the event of any legislative action, requiring compensation for time worked in the early relief will cause the early relief program to become null and void at the option of Employer.
 - e. Failure to exchange pertinent information as a result of the early relief will cause the early relief program to become null and void at the option of the District.

Article 3.7 – Holidays

- 3.7.1 Employees who work a twenty-four (24) hour shift shall be granted twelve (12) hours holiday compensatory time off in lieu of holiday pay. The holiday compensatory time off will be added to the Employee’s annual vacation allowance (Article 3.8) and subject to the same provisions as vacation allowance. The following ten (10) holidays shall be recognized and observed for compensation purposes at the rate of twelve (12) hours per holiday:

New Year’s Day	Martin Luther King Jr. Day
Presidents Day	Memorial Day
Fourth of July	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

Article 3.8 – Vacation

- 3.8.1 Every employee shall be eligible for vacation with pay after six months of continued service with the employer.
- 3.8.2 Employees shall start to earn vacation allowance as of their first date of employment.

3.8.3 Vacation allowance shall be earned annually based on the following schedule:

<u>Length of Service</u>	<u>Shift personnel</u>	<u>40 hour personnel</u>
1 to 4 years	144 hours + 120 hours holiday = 264 hours	48 hours
5 to 9 years	168 hours + 120 hours holiday = 288 hours	56 hours
10 to 14 years	192 hours + 120 hours holiday = 312 hours	64 hours
15 to 19 years	216 hours + 120 hours holiday = 336 hours	72 hours
20 to 24 years	240 hours + 120 hours holiday = 360 hours	80 hours
25 + years	264 hours + 120 hours holiday = 384 hours	88 hours

3.8.4 An employee who is separated from service by resignation, death, retirement or discharge shall be compensated for all unused vacation time accumulated, at the regular rate of pay at the time of separation.

3.8.5 The maximum accumulated total which may be carried in vacation and holiday compensation time from one fiscal year to the next is 72 hours. At the end of the fiscal year, any remaining amount of combined vacation and holiday compensatory time off in excess of the 72 hours will be paid to the employee at the basic rate of pay on an hour for hour basis. An employee who is not authorized to take time off to eliminate accumulated vacation time because of emergency cancellation of leave or minimum manning requirements will be paid at the regular rate of pay for all hours earned.

3.8.6 The taking of vacation shall be subject to the approval of the Fire Chief or his/her designee based on current and expected staffing needs.

3.8.7 Employees shall submit vacation requests following the CrewSense process. No vacation request shall be effective until the Fire Chief has approved the request and the employee filling in for coverage has agreed to the request through CrewSense.

3.8.8 The use by an employee, prior to separation from service, of their unused vacation time and/or sick leave shall not result in a loss by the employee of the FLSA benefit for the pay period in which the unused vacation time and/or sick leave is taken.

3.8.9 Each Employee shall have the option at retirement or when vacation is otherwise being paid to convert unused vacation time to his/her 457(b) up to IRS limits and cash out remaining over and above IRS limits.

Article 3.9 – Subpoenas

3.9.1 When an employee is subpoenaed as a result of his/her official duty for the District, the employee will immediately notify the Fire Chief and shall be compensated for court time and travel time when off duty.

SECTION 4 – RETIREMENT BENEFITS

Article 4.1 – California Public Employees Retirement System (CalPERS)

4.1.1 Classic Tier 1:

For employees whose membership in CalPERS was on or before December 31, 2011 the following retirement benefits shall apply:

a	3% @ 50	Govt. Code Sec. 21362.2
b	1959 Survivor – Level 4	Govt. Code Sec. 21382.5
c	Credit for Military Service Prior to Employment	Govt. Code Sec. 21024
d	<u>Employer Paid Contribution</u>	Govt. Code Sec. 20636 (c) (4) 0% of Members Contribution paid by District
	<u>Employee Paid Contributions</u> <u>Employee to pay an additional 1%</u>	10% paid by employee
e	Single Highest Year Benefit	Govt. Code Sec. 20042
f	Sick Leave Credit	Govt. Code Sec. 20965

4.1.2 Classic Tier 2

For employees whose membership in CalPERS was on or after January 1, 2012 but before December 31, 2012 the following retirement benefits shall apply:

a	3% @ 55	Govt. Code Sec. 21363.1
b	1959 Survivor – Level 4	Govt. Code Sec. 21382.5
c	Credit for Military Service Prior to Employment	Govt. Code Sec. 21024
d	Three year average benefit	Govt. Code Sec. 20037
f	Sick Leave Credit	Govt. Code Sec. 20965
d	<u>Employee Paid Contributions</u> <u>Employee to pay an additional 1%</u>	10% paid by employee

4.1.3 PEPRA

For employees hired on or after January 1, 2013 the following retirement benefits shall apply:

a	PEPRA	
b	1959 Survivor – Level 4	Govt. Code Sec. 21382.5
c	Credit for Military Service Prior to Employment	Govt. Code Sec. 21024
d	Three year average benefit	Govt. Code Sec. 20037
f	Sick Leave Credit	Govt. Code Sec. 20965

4.1.4 Employer will pay no portion of the Member contribution which shall solely be paid by the Employee.

SECTION 5 – INSURANCES

Article 5.1 – Medical Coverage

5.1.1 The District shall select the District Health Care Plan (“**DHCP**”). Each employee shall choose his/her coverage option as shown below. For those employees hired prior to or on June 30, 2021, the Employer paid portion (**EPP**) shall be 90% of the base cost. For those employees hired on or after July 1, 2021, the Employer paid portion (**EPP**) shall be 80% of the base cost. The base cost (“**EPP**”) shall be determined annually by averaging the cost of the DHCP’s medical HMO plans after discarding the highest and lowest priced plans. Employees can apply the EPP to any available offered health plan in the DHCP, Employees are responsible to pay all additional costs of health coverage over and above the EPP:

COVERAGE OPTIONS:

- a. employee only coverage, or
- b. employee plus one coverage, or
- c. employee plus family coverage.
- d. Health care benefit payments are to only be used for the approved health care plan costs except as set forth in Section 5.1.2.

5.1.2 During anytime that an employee is covered by the Long Term Disability Insurance Benefit Plan “(**LTD**)” under Article 5.4, employer agrees to pay 90% of the medical coverage for the employee up to the maximum benefit period under the LTD.

5.1.3 Employees who opt out of medical coverage and are fully covered by another health care plan other than the DHCP and present proof of coverage to employer, shall receive in lieu of health care coverage a monthly stipend of \$150.00. No employee shall opt out of the Employer's health care plan unless they provide proof, satisfactory to the Employer, that employee and all other members of employee’s tax family are enrolled in minimum essential coverage through another source.

Article 5.2 – Supplemental Benefit

5.2.1 Employer shall provide a monthly supplemental benefit for dental, vision and supplemental life insurance in the amount of \$260.00. An employee may use any unused supplemental benefit funds

towards the cost of the Employee's Health Plan over the EPP as outlined Article 5.1.1. Any unused portion of the supplemental benefit has no cash out value.

Article 5.3 – Life Insurance

5.3.1 The employer shall provide One Hundred fifty thousand (\$150,000) term life insurance protection for each member of the bargaining unit.

Article 5.4 – Long Term Disability Insurance

5.4.1 The Employer shall obtain and pay for a Long Term Disability (LTD) plan of the Union's choice provided the cost to the Employer does not exceed \$30.00 per employee per month. The cost of the LTD plan shall be added to the employee's base pay. If the cost of the LTD plan exceeds \$30.00 per month, the difference will be deducted from the Employee's post tax payroll.

SECTION 6 – GRIEVANCES

6.1 Definition

A grievance or dispute is defined as an alleged violation of the express provisions of this Memorandum of Understanding which personally and adversely affects the employee or employees filing the grievance. A grievance shall not include any claim regarding the initiation or renewal of a Memorandum of Understanding, 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.

6.2 General Provision

All grievances shall be filed in writing within fifteen (15) days of the date on which the 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.

6.2.1 A written statement of grievance shall identify the specific provision or provisions of this Memorandum of Understanding 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.

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

6.2.3 Except where grievances are resolved or ruled upon by the Board of Directors, all grievance resolutions involving the commitment of District funds shall be subject to the written approval of the Fire Chief.

6.2.4 Parties to the grievance procedure shall be entitled to have a representative to act in his/her behalf at each step of the grievance procedure. Each Party shall bear the cost of their own representative.

6.3 Procedures

The parties shall attempt to adjust all grievances on an informal basis between the employee and/or his/her designated representative and a supervisor in the employee's chain of command, up to and including the Fire Chief.

6.3.1 If the parties are unable to adjust the grievance on an informal basis, the grievant shall file the grievance in writing with his/her immediate supervisor (Captain). The Fire Chief shall be served with a copy of the written grievance at the time such grievance is filed with the grievant's immediate supervisor.

6.3.2 If the grievance has not been settled within seven (7) working days of its filing with the grievant's immediate supervisor, it shall then be submitted to the Fire Chief for adjustment, if requested by either party, the Fire Chief and the grievant and his/her representative shall meet in an attempt to resolve the grievance within seven (7) days of the filing of the grievance with the Fire Chief, the Fire Chief shall provide the grievant and his/her representative with a written statement regarding the grievance. Any such appeal shall be considered by the Board of Directors within 60 days of the filing of the appeal.

6.3.3 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 than 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 within 60 days of the close of argument, if argument is requested, or 60 days of appeal if no argument is requested.

SECTION 7 – VACANCIES /PROMOTIONS/PERSONNEL REDUCTION

Article 7.1 – Vacancies/Promotions

7.1.1 Vacancies shall be filled from a promotional list of qualified people. When, because of lack of

time in grade or inability to otherwise qualify there are no qualified candidates, an open exam may be authorized by the Employer. Successful completion of the exam will qualify competitors for the promotion list.

7.1.2 All new firefighter hires shall be required to have a paramedic license.

Article 7.2 – Personnel Reduction

7.2.1 In the case of a personnel reduction the employee with the least seniority shall be laid off first. Time with the Employer shall be given utmost consideration. Time with the Employer shall be defined as full-time personnel. Rehiring shall be done on a last laid off, first rehired basis.

SECTION 8 – MISCELLANEOUS

Article 8.1 – Protective Clothing and Uniforms

8.1.1 All protective clothing or protective devices required of employees in the performance of their duties shall be furnished without cost to the employees by Employer, in accordance with State law and Cal/OSHA regulations.

8.1.2 The District has supplied or in the case of a new employees will supply employee with five (5) regulation uniform shirts, one (1) regulation uniform pants, four (4) duty pants of District's choosing. District will replace each piece of uniform as it becomes necessary, as determined by the Fire Chief. It is understood that employee will be responsible for the normal care and maintenance of the uniform.

8.1.3 All employees in the bargaining unit shall be provided with a Class "B" jacket, belt buckle, wildland boots, station boots, collar brass and name plate.

8.1.4 Employer shall provide a class "A" uniform at no cost to Employees who have completed probation.

ARTICLE 8.2 – Joint Occupational Health and Safety Program

8.2.1 It is the desire of the Union to maintain the highest standards of safety and health in the Fire District in order to eliminate as much as possible accidents, death, injuries and illness in the fire service. Protection devices apparel and equipment shall be inspected by the Fire Chief of the District or Safety Officer on a quarterly basis to ensure proper maintenance and replacement.

Article 8.3 – Injury

8.3.1 Employees injured on or off duty shall, at the discretion of the Fire Chief, based on the type of injury and duration of time off, pass the same physical and medical performance standards as entry level firefighters. The decision of the Fire Chief may be appealed to the Board by the employee.

Failure to meet the minimum standards will be cause for termination.

Article 8.4 – Paramedic

- 8.4.1 The District agrees to maintain four (4) paramedic positions.
- 8.4.2 Firefighters with a paramedic license shall attain the rank of Paramedic Specialist (Step 5 in Appendix A) on their one year anniversary of achieving the rank of Firefighter 1st class (Step 4 in Appendix A) and completed the required certification and courses as outlined on **Appendix B**.
- 8.4.3 A Firefighter 1st Class with one or more years at that rank and having completed the required certification and courses as outlined on **Appendix B** shall be a Paramedic Specialist upon licensing as a paramedic.

Article 8.5 – Cross Staffing

- 8.5.1 The Union agrees that Employer may enter into one or more agreements which provide that employees of District may cross staff equipment with other agencies. Union agrees that such cross staffing agreements are within the discretion of the District and shall not constitute a meet and confer issue.
- 8.5.2 All employees of District utilized in the cross staffing shall remain employees of District and shall at all times be subject to the direction, supervision and control of District and enjoy all benefits under this MOU.
- 8.5.3 As to equipment housed at District, it is agreed that the personnel of other agencies which may be parties to the cross staffing agreement will adhere to and abide by the rules and regulations of District, but shall otherwise retain all rights they may have as to wages, hours and working conditions for the department from which they were assigned.
- 8.5.3 As to equipment housed outside the District, it is agreed that District personnel will adhere to and abide by the rules and regulations of department where the equipment is housed, but shall otherwise retain all rights they may have as to wages, hours and working conditions for District.

Article 8.6 – Personal Property

- 8.6.1 Employees may submit to the District for reimbursement claims for damage or loss of personal property which loss or damage occurred during working hours and was related to the employees' assigned duties.
- 8.6.2 All such claims shall require the approval of the employees immediate Captain and the Fire Chief.
- 8.6.3 No claim shall exceed One Hundred Dollars (\$100.00).

Article 8.7 – Defined Contribution Plan

8.7.1 District shall offer all employees a 457(b) plan.

8.7.2 District shall offer all employees a 401(a) plan. If employees make a minimum deposit of \$200 per month into the 457(b) plan then the District will also contribute 5% of that amount up to a maximum contribution of \$1000 per year into the 401 (a) plan.

Article 8.8 – Fiscal Emergency

37.1 In addition to any other provisions of this MOU in the event the Board of Directors of District declares a "fiscal emergency" due to economic factors the terms of this MOU shall be subject to negotiations between the parties to meet the "**fiscal emergency**".

SIGNATURES ON NEXT PAGE

Signature Page

WITNESS THEREOF: The parties hereto have executed this Memorandum of Understanding between the International Association of Firefighters Local 2638 and the Board of Directors of the Alpine Fire Protection District:

ALPINE FIRE PROTECTION DISTRICT

_____ Jim Easterling, President	_____ Date
_____ Pat Price, Secretary	_____ Date

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 2638

_____ Shane Ozbirn, President	_____ Date
_____ Greg O’Gorman, Vice President	_____ Date

Appendix “A” - Wages

FIREFIGHTER		<i>Effective July 1, 2021</i>		<i>Effective July 1, 2022</i>	
STEP	TIME	FIREFIGHTER	FIREFIGHTER PARAMEDIC	FIREFIGHTER	FIREFIGHTER PARAMEDIC
1	0-12 months	\$69,327.83	\$69,327.83	\$71,234.34	\$71,234.34
2	12 - 24 months	\$73,214.30	\$73,214.30	\$75,227.69	\$75,227.69
3	24 - 36 months	\$77,749.21	\$77,749.21	\$79,887.32	\$79,887.32
4	36 - 48 months	\$83,581.00	\$83,581.00	\$85,879.48	\$85,879.48
5	60+ months		\$90,707.59		\$93,202.05
ENGINEER		<i>Effective July 1, 2021</i>		<i>Effective July 1, 2022</i>	
STEP	TIME	ENGINEER	ENGINEER PARAMEDIC	ENGINEER	ENGINEER PARAMEDIC
1	0-12 months	\$86,820.08	\$93,140.53	\$89,207.63	\$95,701.89
2	12 - 24 months	\$88,764.35	\$95,085.84	\$91,205.37	\$97,700.70
3	24 - 36 months	\$90,455.48	\$96,775.93	\$92,943.00	\$99,437.26
4	36+ months	\$92,652.90	\$98,972.31	\$95,200.85	\$101,694.05
CAPTAIN		<i>Effective July 1, 2021</i>		<i>Effective July 1, 2022</i>	
STEP	TIME	CAPTAIN	CAPTAIN PARAMEDIC	CAPTAIN	CAPTAIN PARAMEDIC
1	0-12 months	\$98,140.24	\$104,522.94	\$100,839.09	\$107,397.32
2	12 - 24 months	\$100,755.78	\$107,140.55	\$103,526.56	\$110,086.92
3	24 - 36 months	\$103,374.43	\$109,756.09	\$106,217.22	\$112,774.38
4	36+ months	\$106,506.64	\$112,374.74	\$109,435.57	\$115,465.04

Appendix “B” – Step Requirements

FIREFIGHTER		
Step	Time	Certifications
1	0-12 months	Firefighter I Taskbook (if not already completed)
2	12-24 months	ICS 100; ICS 200; S-130; S-131; S-190
3	24-36 months	Driver Operator 1A/1B; Class "C" Firefighter License
4	36-48 months	Firefighter II Certification
5	48-72 months	ICS 300; HazMat FRO; S-290 (classroom version only)
ENGINEER		
Step	Time	Certifications
1	0-12 months	Instructor I; Complete the D/O Pump Apparatus Taskbook (State)
2	12-24 months	Company Officer 2A; Company Officer 2B
3	24-36 months	Company Officer 2C; Company Officer 2D
4	36-48 months	Company Officer 2E; S-231 Class
CAPTAIN		
Step	Time	Certifications
1	0-12 months	Complete: Instructor I Taskbook; S-231 Taskbook; Company Officer (State)
2	12-24 months	ICS 400; Chief Fire Officer 3A; Chief Fire Officer 3B
3	24-36 months	Chief Fire Officer 3C; Chief Officer 3D
4	36-48 months	Complete Chief Officer Taskbook

Appendix “C” – Longevity Certification Courses/Classes

Certification	Courses/Classes	Percent of Base Pay
Wildland Specialist	<i>All of the following are required:</i>	1.0%
	S-290 – Intermediate Wildland Fire Behavior (classroom)	
	S-200 – Initial Attack Incident Commander (taskbook completed)	
	S-270 – Basic Air Operations	
	S-215 – Fire Operations in the WUI	
	S-212 – Wildland Fire Chainsaws	
	S-231 – Engine Boss (taskbook completed)	
	S-234 or S-219 – Ignition Operations	
Rescue Specialist	<i>4 of the following are required:</i>	1.0%
	CSFM Rope Rescue Awareness/Operations (the combination of LARRO/RS1 meet this requirement)	
	CSFM River and Flood Rescue Technician or equivalent	
	CSFM Trench Rescue Technician	
	CSFM Confined Space Technician	
	CSFM Auto Extrication	
	CSFM Structural Collapse Technician (RS2 meets this requirement)	

MEMORANDUM OF UNDERSTANDING
BETWEEN
ALPINE FIRE PROTECTION DISTRICT
AND
FIRE MARSHAL
JASON MCBROOM



July 1, 2021 – June 30, 2023

**SECTION I
INTENT AND PURPOSE**

- 1.1 It is the intent and purpose of this Memorandum of Understanding (“MOU”) to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between Jason McBroom (“Employee”) and the Alpine Fire Protection District (“District”).

**SECTION II
TERM**

- 2.1 Employee is currently the Fire Marshal for District. The effective date of this MOU shall be July 1, 2021 and shall run through June 30, 2023. Employee may terminate their employment with District at any time, with or without reason by giving advanced written notice to District. District may terminate the employment of Employee at any time, with or without reason by written notice to Employee. This is called “at-will” employment. Nothing contained herein shall modify District’s right to terminate Employee for cause.

No one other than the Board of Directors can enter into an agreement relating to employment for a specified period of time or make any agreement or representations contrary to this Section and then only by written amendment to this MOU.

**SECTION III
JOB DESCRIPTION**

- 3.1 The duties of the Employee are as outlined in the job description adopted by the District and attached hereto as Exhibit “A”. Employee shall report to the Board of Directors and their designee including the Fire Chief. The District thru the Board of Directors may from time to time amend the job description and/or prioritize job duties of the Employee.

**SECTION IV
SALARY**

- 4.1 The salary schedule for the Employee is as follows and payable semi-monthly or at such frequency as District pays its other non-safety employees. The salary increase on January 1, 2022 is contingent on a “Meets Expectation” annual performance evaluation.

Date	Annual Salary
July 1, 2021	\$110,582
January 1, 2022	\$112,793
July 1, 2022	\$115,894

4.2 The Employee shall not be entitled to overtime pay. Employee shall earn his hourly pay when assigned as an overhead position, with an assigned "O" number, to an incident which exceeds 12 hours. He will receive the extra hourly pay for those hours assigned to the incident which are not his regular work week hours. Employee shall accept assignments to emergency incidents outside of the District only with prior approval from the Fire Chief.

4.2.1 The District shall have the right in its sole discretion to modify paragraph 4.2 upon thirty (30) days written notice to Employee.

SECTION V SICK LEAVE

5.1 Should Employee incur a non-duty sickness or disability they will receive sick leave with full pay to the extent of 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 shall be 12 hours per month. Employee shall accumulate sick leave from the first day of employment and shall continue to do so until a maximum accumulation of 2880 hours. All unused sick leave, up to the cap, shall be carried forward from one fiscal year to the next.

5.3 Sick leave shall be converted to vacation at the rate of three hours of sick leave for one hour of vacation so that Employee will not exceed the cap of 2880 hours.

5.4 In order for sick leave with pay, Employee must:

- a. Report promptly to the Fire Chief the reason for the absence;
- b. Keep Fire Chief informed of Employee's condition if the absence is of more than 3 days duration;
- c. Permit the District to make such medical examinations as it may deem desirable; and,
- d. Upon request of the Fire Chief, furnish satisfactory evidence of incapacity upon return to duty from absences on sick leave.

A written report from a duly licensed and practicing physician, or other recognized practitioner stating the duration and extent of each incapacity shall be deemed satisfactory evidence of incapacity. 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.

SECTION VI UNUSED SICK LEAVE

6.1 Employee shall be compensated in cash at the rate of one-quarter of the regular rate of pay for any unused accumulation of sick leave when Employee is permanently separated from service by resignation, death, retirement, service retirement, or discharge.

**SECTION VII
MEDICAL COVERAGE AND INSURANCE**

- 7.1 District shall select the District Health Care Plan (“DHCP”). Employee shall choose their coverage option as shown below. The Employer paid portion (“EPP”) shall be 90% of the base cost. The base cost shall be determined annually by averaging the cost of the DHCP’s medical HMO plans after discarding the highest and lowest priced plans. Employee can apply the EPP to any available offered health plan in the EPP. Employee is responsible to pay all additional costs of health coverage over and above the EPP.

COVERAGE OPTIONS:

- a. Employee only coverage, or
 - b. Employee plus one coverage, or
 - c. Employee plus family coverage.
- 7.2 District shall obtain and pay for a Long-Term Disability (LTD) plan for Employee provided the cost to District does not exceed \$30.00 per month. The LTD plan shall be the same plan offered to the other employees of the District.
- 7.3 Employee shall receive term life insurance in the amount of \$150,000.
- 7.4 District shall provide to Employee a monthly supplemental benefit for dental, vision, and supplemental life insurance of \$260.00 per month. The supplemental benefit may be used by Employee to cover the EPP difference in Section 7.1. Any unused portion of the supplemental benefit has no cash value.

**SECTION VIII
RETIREMENT**

- 8.1 Employee shall have the retirement benefits as set forth in the Public Employee’s Retirement System Miscellaneous Classic Tier 2 plan (Plan #23190):
- a. Section 2153 (2% at 60)
 - b. Section 20037 (Three-year final compensation)
 - c. Section 21571 (Fourth Level of 1959 Survivor Benefits)

**SECTION IX
HOLIDAYS**

9.1 The following annual holidays shall be recognized:

New Years Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day
Columbus Day	

**SECTION X
FAMILY EMERGENCY**

10.1 Employee may use sick leave with pay in the event of a family emergency to care for a serious illness or injury in the immediate family. Employee shall be granted up to three shifts off with pay if needed in any twelve-month period, but not to exceed accumulated sick leave. In the event of death in the immediate family of Employee, Employee shall be granted up to three shifts off with pay if need but not to exceed accumulated sick leave. The immediate family shall be defined as spouse and children of the member; mother, father, brother, sister of the member, and those of the spouse.

**SECTION XI
VACATION**

11.1 Vacation shall be earned at the following rate of hours annually:

0 - 2 years	40 hours
3 - 5 years	80 hours
6 - 9 years	160 hours
10 - 14 years	200 hours
15 - 19 years	240 hours
20+	300 hours

11.2 When Employee is separated from employment by resignation, death, retirement, or discharge, Employee will be compensated for all unused vacation time accumulated, at the regular rate of pay at the time of separation.

11.3 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.

11.4 Vacation time is subject to staffing and project requirements and must be approved by the Fire Chief or Fire Chief's designee.

- 11.5 Employee shall earn 40 hours Administrative Leave per year to be used outside of scheduled vacation time. Administrative Leave has no cash value and unused leave will not be carried from year to year.

SECTION XII UNIFORMS

- 12.1 Any protective clothing or protective devices required of Employee in the performance of his duties shall be furnished by the District, in accordance with State law and Cal/OSHA regulations.
- 12.2 The District has supplied Employee with five (5) regulation uniform shirts, one (1) regulation uniform pants, four (4) duty pants of District's choosing and a class "B" jacket. District will replace each piece of uniform as it becomes necessary, as determined by the Fire Chief. It is understood that Employee will be responsible for the normal care and maintenance of the uniform.

SECTION XIII TERMINATION OF EMPLOYMENT

- 13.1 This MOU shall terminate upon the occurrence of the earliest of any of the following events, without further liability by the District to Employee:
- a. Voluntary retirement or resignation by Employee with 30 days written notice;
 - b. Death of Employee, or disability totaling in excess of 4 months;
 - c. Discharge of Employee by District for "cause" as provided in Section 13.2;
 - d. Discharge of Employee by District other than for "cause" with 30-days written notice.
- 13.2 **Cause Definition:** Employee may be terminated by District with notice for "cause", as determined by the Board of Directors. The term "cause", as used herein with respect to the termination of employment, shall mean the following:
- a. Employee's incompetence or repeated failure or refusal to perform Employee's material obligations under this MOU;
 - b. Employee's inability or unwillingness to effectively implement and carry out the policies and directives of District as established by the Board of Directors thru the Fire Chief;
 - c. Fraud, theft, malfeasance, embezzlement or other misappropriation of District by Employee;
 - d. Breach of Employee's fiduciary duty of loyalty or other fiduciary duties to District;
 - e. Conduct by District which tends to bring embarrassment or disrepute to District; or
 - f. Being charged in a court of competent jurisdiction with committing a felony or misdemeanor (other than simple traffic violations).

**SECTION XIV
GRIEVANCE PROCEDURE**

14.1 **Definition:** A grievance or dispute is defined as an alleged violation of the express provisions of this Memorandum of Understanding which personally and adversely affects Employee. A grievance shall not include any claim regarding the initiation or renewal of a Memorandum of Understanding.

14.2 **General Provision:** All grievances shall be filed in writing within fifteen (15) days of the date on which 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.

14.2.1 A written statement of grievance shall identify the specific provision or provisions of this Memorandum of Understanding 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.

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

14.2.3 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.

14.2.4 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.

14.3 Procedures

14.3.1 The parties shall attempt to adjust all grievances on an informal basis between Employee and the Fire Chief.

14.3.2 If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, Employee shall submit the written grievance to the Board of Directors for the 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 Director's no later than five (5) days from the date on which the Fire Chief rendered his 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, the grievant's 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.

**SECTION XV
SAVINGS CLAUSE**

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

**SECTION XVI
MANAGEMENT CLAUSE**

- 16.1 Employee is considered as management under the Fair Labor Standards Act of 1985, Title 29 United States Code. Employee shall also be considered an exempt employee under California law.

**SECTION XVII
EDUCATIONAL INCENTIVE and CERTIFICATION LONGEVITY STIPEND**

- 17.1 In addition to the salary set forth in Section 4.1 of this MOU, Employee shall be paid an annual stipend for successful completion of the educational plan attached hereto as Exhibit "B" capped at 8% per year. This stipend shall be paid in full at the first pay period in July each year.
- 17.2 Employee shall be eligible for a longevity certification stipend upon completion of 5 years of employment with the District and successful attainment of the certifications as outlined in Exhibit "B" and capped at 2% per year.
- 17.3 The stipend shall be paid on a bi-weekly basis in the Employee's regular paycheck. Longevity Certification pay is not reportable to CalPERS as "compensation earnable" or "pensionable compensation". The stipend will be included in calculating the Employee's basic hourly rate of pay pursuant to the Fair Labor Standards Act (FLSA).

**SECTION XVIII
DEFINED CONTRIBUTION PLAN**

- 18.1 District shall offer all full-time employees a 457(b) plan.
- 18.2 District shall offer all employees a 401(a) plan. If Employee makes a minimum deposit of \$200 per month into a 457(b) plan, then the District will contribute 5% of that amount up to a maximum contribution of \$1000 per year into the 401(a) plan.

**SECTION XIX
MISCELLANEOUS TERMS**

- 19.1 This MOU shall be governed by a construed in accordance with the laws of the State of California.
- 19.2 Each party acknowledges that it has the opportunity to consult an attorney of its choice to explain the terms of this MOU and the consequences of its execution, and that any failure to consult with an attorney prior to executing this MOU shall not be grounds for invalidating the full force and effect of the executed MOU. This MOU shall not be interpreted for or against either party based on their roles in drafting this MOU.
- 19.3 This MOU may be executed in several counterparts and all so executed shall constitute one agreement which shall be binding on all parties hereto, notwithstanding that all the parties are no signatory to the original or same counterpart.

SIGNATURES ON NEXT PAGE

Signature Page

WITNESS THEREOF: The parties hereto have executed this Memorandum of Understanding between Jason McBroom and the Board of Directors of the Alpine Fire Protection District:

ALPINE FIRE PROTECTION DISTRICT

Jim Easterling, President

Date

Pat Price, Secretary

Date

EMPLOYEE

Jason McBroom

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Brian Boggeln

Approved: *8/20/17*

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Miscellaneous

SALARY RANGE

Based on Current MOU

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under general direction and authority of the Fire Chief, the Fire Marshal organizes, directs, coordinates and supervises all activities involving the Fire Prevention Bureau; performs difficult and complex inspections of industrial and residential properties and places of assembly; coordinates and performs plan examinations, inspections, and enforcement for fire protection systems within State/Federal fire codes and regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan check and review plans and specifications of residential, commercial, industrial, public, or other major developments to ensure compliance with federal, state, and local fire safety codes and ordinances.
- Review site development plans for compliance as related to wildland urban interface fire resistive construction regulation, grading plans and technical reports.
- Review site development plans for proposed buildings and modifications to ensure adequate water supply, fire hydrant locations, water storage, access, and firefighting equipment.
- Review plans and specifications for fire protection systems, equipment and control devices such as heat and smoke detection systems, fire alarms, sprinklers and special hazard fire suppression systems.
- Confer with builders, engineers, contractors, architects, and other agencies involved in development and construction activities.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Brian Boggeln

Approved:

Board Approval: Yes

- Assess fire-related fees for new development and construction activities; participate in evaluation of existing fire safety conditions, federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions as necessary.
- Review and approve fire protection plans as related to wildland urban interface for new and existing developments.
- Assign, direct, and review the work and reports of personnel engaged in fire prevention activities.
- Oversee staff responsible for the enforcement and compliance of fire safety laws and ordinances within the jurisdiction.
- Supervise the maintenance of complete and accurate records and files of fire safety codes, regulations, ordinances, inspections, violations, penalties and fire losses.
- Testify in court.
- Develop and maintain effective relationships within the community.
- Train and assist fire company personnel in code interpretation, training and fire inspections.
- Represent the District in public and inter-departmental meetings.
- Build and maintain positive working relationships with co-workers, other employees and the public using good customer service.
- Issue parking violations and misdemeanor citations under authority of the Fire Chief.
- Establish a budget, given the available resources, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives.
- Create goals and objective for fire prevention staff.
- Oversee the Public Education outreach program and develop new relations for continuing growth in the District.
- Community Risk Reduction- Evaluate target risk and emergency incident date, given community profile levels of protection, occupancy types, percent of responses by occupancy type, perspectives of risk, and available data.
- Create media communication strategies and policies given a list of media outlets such as newspaper, radio, web pages and television.
- Forecast organizational professional development needs given professional trends, emerging technologies and future organizational goals and objectives so that future organizational and individual professional development needs are planned.
- Manage and process for reconciling complaints.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Brian Boggeln Approved:

Board Approval: Yes

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above. A typical qualifying entrance background is: A.S. degree in fire technology, fire science or construction, or a series of fire prevention courses and specialized courses equivalent to an A.S. degree. Five years of increasingly responsible experience in municipal fire protection or a similar organization.

Knowledge of:

- Principles, methods, and practices of modern fire prevention and protection.
- Wildland urban interface protection issues.
- New construction technology, plan review and application of local, state, and federal codes and regulations.
- Health & Safety Laws, California Fire Codes, California Building Code, ordinances, and enforcement requirements related to fire protection & life safety equipment and their application to buildings.
- The proper use of English, spelling, grammar and punctuation, computer equipment and software applications related to assignments.
- Management skills to manage personnel.
- Principals of supervision, training, and performance evaluation.

Ability to:

- Participate in a comprehensive fire prevention program.
- Detect deviations from plans, regulations, and standard safety procedures.
- Enforce codes, ordinances, and regulations pertaining to fire prevention.
- Read and interpret building and site plans, fire extinguishing system plans, fire protection and detection plans, calculations and engineering specifications and render interpretations.
- Work and communicate effectively with others, prepare reports, studies, and recommendations.
- Communicate clearly and concisely, both orally and in writing, operate computer equipment and software applications related to assignments.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Brian Boggeln

Approved:

Board Approval: Yes

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age and have an education equivalent to completion of the twelfth grade.

License or Certificate

- PC 832
- Possession of a valid California Class C Driver's License
- ICC Fire inspector I

Special Requirements

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed indoors and outdoors. Indoors is an office environment in a carpeted and air-conditioned office area, fluorescent lighting and moderate noise level. Outdoors is with exposure to a variety of weather conditions, exposure to traffic, noise, physical barriers and around heavy equipment and hazardous substances; work on slippery and uneven surfaces; and work in conditions involving fire, chemicals, and fire debris.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

FIRE MARSHAL

Policy # 2004

Fire Chief: Brian Boggeln

Approved:

Board Approval: Yes

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. **OCCASIONAL** running, crawling; lifting and carrying objects weighing more than 100 lbs. with or without assistance.



Brian Boggeln, Fire Chief



Date

Exhibit “B” – Educational Incentive/Longevity Certification Pay

Educational Incentive

Education	Percent	Obtained
CSFM Fire Prevention I	1%	Yes
CSFM Fire Prevention II	1%	Yes
CSFM Fire Prevention III	1%	Yes
CSFM Plans Examiner	2.5%	Yes
CSFM Fire Marshal	2.5%	Yes

Longevity Certification Pay

Certification	Percent	Obtained
PIO-F	1%	Yes
CSFM Fire Officer	1%	Yes

***** FIRE CHIEF MAY SIGN OFF AS EQUALIVANT MEETING THE REQUIRED EDUCATION REQUIREMENTS
IN LIEU OF CSFM CERT. *****

MEMORANDUM OF UNDERSTANDING
BETWEEN
ALPINE FIRE PROTECTION DISTRICT
AND
ADMINISTRATIVE ASSISTANT
ERIN DOOLEY



July 1, 2021 – June 30, 2023

**SECTION I
INTENT AND PURPOSE**

- 1.1 It is the intent and purpose of this Memorandum of Understanding (“MOU”) to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between Erin Dooley (“Employee”) and the Alpine Fire Protection District (“District”).

**SECTION II
TERM**

- 2.1 Employee is currently the Administrative Assistant for District. The effective date of this MOU shall be July 1, 2021 and shall run through June 30, 2023. Employee may terminate their employment with District at any time, with or without reason by giving advanced written notice to District. District may terminate the employment of Employee at any time, with or without reason by written notice to Employee. This is called “at-will” employment. Nothing contained herein shall modify District’s right to terminate Employee for cause.

No one other than the Board of Directors can enter into an agreement relating to employment for a specified period of time or make any agreement or representations contrary to this Section and then only by written amendment to this MOU.

**SECTION III
JOB DESCRIPTION**

- 3.1 The duties of the Employee are as outlined in the job description adopted by the District and attached hereto as Exhibit “A”. Employee shall report to the Board of Directors and their designee including the Fire Chief. The District thru the Board of Directors may from time to time amend the job description and/or prioritize job duties of the Employee.

**SECTION IV
SALARY**

- 4.1 The salary schedule for the Employee is attached as Exhibit “B”.
- 4.2 Employee shall not earn or be entitled to overtime pay except when assigned by the Fire Chief to a significant Mutual Aid incident.
- 4.2.1 The District shall have the right in its sole discretion to modify paragraph 4.2 upon thirty (30) days written notice to Employee.

**SECTION V
SICK LEAVE**

- 5.1 Should Employee incur a non-duty sickness or disability they will receive sick leave with full pay to the extent of 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 shall be 12 hours per month. Employee shall accumulate sick leave from the first day of employment and shall continue to do so until a maximum accumulation of 2880 hours. All unused sick leave, up to the cap, shall be carried forward from one fiscal year to the next.
- 5.3 Sick leave shall be converted to vacation at the rate of three hours of sick leave for one hour of vacation so that Employee will not exceed the cap of 2880 hours.
- 5.4 In order for sick leave with pay, Employee must:
 - a. Report promptly to the Fire Chief the reason for the absence;
 - b. Keep Fire Chief informed of Employee's condition if the absence is of more than 3 days duration;
 - c. Permit the District to make such medical examinations as it may deem desirable; and,
 - d. Upon request of the Fire Chief, furnish satisfactory evidence of incapacity upon return to duty from absences on sick leave.

A written report from a duly licensed and practicing physician, or other recognized practitioner stating the duration and extent of each incapacity shall be deemed satisfactory evidence of incapacity. 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.

**SECTION VI
UNUSED SICK LEAVE**

- 6.1 Employee shall be compensated in cash at the rate of one-quarter of the regular rate of pay for any unused accumulation of sick leave when Employee is permanently separated from service by resignation, death, retirement, service retirement, or discharge provided Employee has completed probation with the District.

**SECTION VII
MEDICAL COVERAGE AND INSURANCE**

- 7.1 District shall select the District Health Care Plan ("DHCP"). Employee shall choose their coverage option as shown below. The Employer paid portion ("EPP") shall be 90% of the base cost. The base cost shall be determined annually by averaging the cost of the DHCP's medical HMO plans after discarding the highest and lowest priced plans. Employee can

apply the EPP to any available offered health plan in the EPP. Employee is responsible to pay all additional costs of health coverage over and above the EPP.

COVERAGE OPTIONS:

- a. Employee only coverage, or
 - b. Employee plus one coverage, or
 - c. Employee plus family coverage.
- 7.2 District shall obtain and pay for a Long-Term Disability (LTD) plan for Employee provided the cost to District does not exceed \$30.00 per month. The LTD plan shall be the same plan offered to the other employees of the District.
- 7.3 Employee shall receive term life insurance in the amount of \$150,000.
- 7.4 District shall provide to Employee a monthly supplemental benefit for dental, vision, and supplemental life insurance of \$260.00 per month. The supplemental benefit may be used by Employee to cover the EPP difference in Section 7.1. Any unused portion of the supplemental benefit has no cash out value.

**SECTION VIII
RETIREMENT**

- 8.1 Employee shall have the retirement benefits as set forth in the Public Employee's Retirement System Miscellaneous PEPRA plan.

**SECTION IX
HOLIDAYS**

- 9.1 The following annual holidays shall be recognized:

New Years Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day
Columbus Day	

**SECTION X
FAMILY EMERGENCY**

- 10.1 Employee may use sick leave with pay in the event of a family emergency to care for a serious illness or injury in the immediate family. Employee shall be granted up to three shifts off with pay if needed in any twelve-month period, but not to exceed accumulated sick leave. In the event of death in the immediate family of Employee, Employee shall be granted up to three shifts off with pay if need but not to exceed accumulated sick leave.

The immediate family shall be defined at spouse and children of the member; mother, father, brother, sister of the member, and those of the spouse.

**SECTION XI
VACATION**

11.1 Vacation shall be earned at the following rate of hours annually:

0 – 12 months	40 hours
12 – 24 months	60 hours
24 – 36 months	80 hours
36 - 48 months	100 hours
48 – 72 months	140 hours
72+ months	160 hours

11.2 When Employee is separated from employment by resignation, death, retirement, or discharge, Employee will be compensated for all unused vacation time accumulated, at the regular rate of pay at the time of separation.

11.3 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.

11.4 Vacation time is subject to staffing and project requirements and must be approved by the Fire Chief or Fire Chief’s designee.

**SECTION XII
UNIFORMS**

12.1 Uniforms and/or appropriate business attire shall be worn to work. Employee shall receive an annual clothing allowance of \$250.00 payable in the first pay period of the fiscal year.

**SECTION XIII
TERMINATION OF EMPLOYMENT**

13.1 This MOU shall terminate upon the occurrence of the earliest of any of the following events, without further liability by the District to Employee:

- a. Voluntary retirement or resignation by Employee with 30 days written notice;
- b. Death of Employee, or disability totaling in excess of 4 months;
- c. Discharge of Employee by District for “cause” as provided in Section 13.2;
- d. Discharge of Employee by District other than for “cause” with 30-days written notice.

- 13.2 **Cause Definition:** Employee may be terminated by District with notice for “cause”, as determined by the Board of Directors. The term “cause”, as used herein with respect to the termination of employment, shall mean the following:
- a. Employee’s incompetence or repeated failure or refusal to perform Employee’s material obligations under this MOU;
 - b. Employee’s inability or unwillingness to effectively implement and carry out the policies and directives of District as established by the Board of Directors thru the Fire Chief;
 - c. Fraud, theft, malfeasance, embezzlement or other misappropriation of District by Employee;
 - d. Breach of Employee’s fiduciary duty of loyalty or other fiduciary duties to District;
 - e. Conduct by District which tends to bring embarrassment or disrepute to District;
or
 - f. Being charged in a court of competent jurisdiction with committing a felony or misdemeanor (other than simple traffic violations).

SECTION XIV GRIEVANCE PROCEDURE

- 14.1 **Definition:** A grievance or dispute is defined as an alleged violation of the express provisions of this Memorandum of Understanding which personally and adversely affects Employee. A grievance shall not include any claim regarding the initiation or renewal of a Memorandum of Understanding.
- 14.2 **General Provision:** All grievances shall be filed in writing within fifteen (15) days of the date on which 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.
- 14.2.1 A written statement of grievance shall identify the specific provision or provisions of this Memorandum of Understanding 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.
- 14.2.2 Time limits provided for herein may be extended through mutual written consent of the parties.
- 14.2.3 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.
- 14.2.4 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.

14.3 Procedures

14.3.1 The parties shall attempt to adjust all grievances on an informal basis between Employee and the Fire Chief.

14.3.2 If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, Employee shall submit the written grievance to the Board of Directors for the 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 Director's no later than five (5) days from the date on which the Fire Chief rendered his 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, the grievant's 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.

SECTION XV SAVINGS CLAUSE

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

SECTION XVI DEFINED CONTRIBUTION PLAN

16.1 District shall offer all full-time employees a 457(b) plan.

16.2 District shall offer all employees a 401(a) plan. If Employee makes a minimum deposit of \$200 per month into a 457(b) plan, then the District will contribute 5% of that amount up to a maximum contribution of \$1000 per year into the 401(a) plan.

SECTION XVII MISCELLANEOUS TERMS

17.1 This MOU shall be governed by a construed in accordance with the laws of the State of California.

19.2 Each party acknowledges that it has the opportunity to consult an attorney of its choice to explain the terms of this MOU and the consequences of its execution, and that any failure to consult with an attorney prior to executing this MOU shall not be grounds for

invalidating the full force and effect of the executed MOU. This MOU shall not be interpreted for or against either party based on their roles in drafting this MOU.

- 19.3 This MOU may be executed in several counterparts and all so executed shall constitute one agreement which shall be binding on all parties hereto, notwithstanding that all the parties are no signatory to the original or same counterpart.

SIGNATURES ON NEXT PAGE

Signature Page

WITNESS THEREOF: The parties hereto have executed this Memorandum of Understanding between Erin Dooley and the Board of Directors of the Alpine Fire Protection District:

ALPINE FIRE PROTECTION DISTRICT

Jim Easterling, President

Date

Pat Price, Secretary

Date

EMPLOYEE

Erin Dooley

Date

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT

Policy # 2009

Fire Chief: Brian Boggeln

Approved: 07/01/2020

Board Approval: Yes

CLASSIFICATION

Exempt; At-Will; Miscellaneous

SALARY RANGE

Annually \$41,600 - \$54,174

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under direction and supervision of the Fire Chief, the Administrative Assistant provides clerical support in the day-to-day operations of the District, interacts with members of the public and other government agencies and answers and routes telephone calls.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Administrative support and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Check-in and assist on-site vendors as directed.
- Receive Fire Prevention plan checks for review by Fire Marshal.
- Maintain records and logs of activities for a variety of services and programs, which may include basic accounting.
- Answer telephones and provide information to callers, take messages, or transfer calls to appropriate individuals.
- Format, proofread, edit, and distribute general and routine correspondence, reports, forms, and other documents.
- Operate office equipment such as computer, fax machines, copiers, or phone systems; maintain inventory of office supplies and program materials.
- Perform specialized functions such as process various permits, receive and process payments, etc.
- Maintain procedural desk manual.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT

Policy # 2009

Fire Chief: Brian Boggeln

Approved: 07/01/2020

Board Approval: Yes

- Receive and record payments, assist with basic office records, and tabulate data.
- Assist with procurement of departmental materials and supplies, including purchase orders.
- Fulfill the duties of Clerk of the Board.
- Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Any combination of training, education and experience which clearly demonstrates possession of the knowledge and abilities stated above.

Knowledge of:

- Microsoft Office Products
- The proper use of English, spelling, grammar, and punctuation.

Ability to:

- Learn operation of the District's computer software programs.
- Operate a variety of office equipment.
- Prioritize work and handle multiple complex tasks simultaneously.
- Interact well with other employees, members of the public, and other governmental agencies.
- Handle stressful situations with calm and tact.
- Follow established procedures; carry out verbal and written instruction.
- Maintain files in a logical manner to office standards.
- Formulate correspondence and reports using correct grammar and formatting.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education/Training

Must be at least 18 years of age. Candidates must have a high school diploma or have passed an equivalency test (GED).

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT

Policy # 2009

Fire Chief: Brian Boggeln

Approved: 07/01/2020

Board Approval: Yes

Special Requirements:

All personnel hired after September 1st 2007, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a general office environment during routine office hours, however evening and weekend work is possible. Work activities vary widely including attendance at meetings, classroom training, and driving. This position involved periods of prolonged sitting and use of computer equipment. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate papers, files, financial records, 10-key, mouse, and telephone.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 50 lbs. with or without assistance. **OCCASIONAL** crawling; lifting and carrying objects weighing more than 50 lbs. with or without assistance.

Vision:

Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

ALPINE FIRE PROTECTION DISTRICT

SECTION 1: ADMINISTRATION MANUAL
CHAPTER 2: PERSONNEL JOB DESCRIPTIONS

ADMINISTRATIVE ASSISTANT

Policy # 2009

Fire Chief: Brian Boggeln Approved: 07/01/2020

Board Approval: Yes

Hearing:

While performing the duties of this position, the employee is regularly required to talk or hear.



Brian Boggeln, Fire Chief

07/01/2020

Date

Exhibit “B” – Pay Scale

Administrative Assistant

Step	Annual Salary
A	\$41,600
B	\$43,472
C	\$45,428
D	\$47,472
E	\$49,608
F	\$51,841
G	\$54,174