



**EL DORADO COUNTY FIRE PROTECTION DISTRICT
BOARD MEETING**

AGENDA

**2850 Fair Lane Ct., Building "C"
Placerville, CA 95667**

**October 17, 2019
1:00 P.M. Open Session**

Fire Chief, Lloyd Ogan

**Mark Brunton (Div. 1)
Mickey Kaiserman (Div. 2)
Chris Swarbrick (Div. 3)**

**Ken Harper (Div. 4)
Paul Gilcrest (Div. 5)**

4:00 P.M. OPEN SESSION

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. PLEDGE OF ALLEGIANCE:**
- 4. APPROVE AGENDA:**
- 5. CONSENT CALENDAR:**
(All items approved on a single vote except those pulled for individual discussion and action).

A. Minutes: September 19, 2019

B. Claim Payments/Deposits:

<u>District Claims:</u>	<u>District Deposits:</u>
\$10,848.83	\$10,006.00
\$27,794.00	\$5,619.26
\$14,319.12	\$10,189.60
\$5,242.00	\$4,021.00
\$37,782.00	
\$5,095.89	
\$30,531.15	
\$200,862.08	

\$16,169.19
\$4,316.82
\$12,822.37

6. **PUBLIC COMMENT:**

(Any person wishing to address the Board on any item that is not on the agenda may do so at this time. Public comments are limited to three minutes per person).

7. **DEPARTMENTAL MATTERS:**

- A. Ordinance 2019-01 – Administrative and Misdemeanor Citations; Peace Officer Status.
 - Second Reading – Adoption.
- B. Resolution 2019-08 – Adopting Findings Supporting Amendments to the California Fire Code.
 - Ordinance 2019-02 – First Reading.
- C. Fiscal Year 2017/2018 Final Audit
 - Craig Fechter
- D. Renewal of Insurance Contract with ISU Insurance Services – Atwood Agency.
- E. Revision of Standard Operating Guideline:
 - Article 2 Section 4 – Purchasing.
- F. Fiscal Year 2019-2020 Combined Tax Report.

8. **COMMITTEE REPORTS:**

- A. Facilities & Equipment (Brunton, Kaiserman)
- B. Fire Prevention (Gilchrest, Harper)
- C. Human Resources (Swarbrick, Harper)
- D. Budget and Finance (Kaiserman, Gilchrest)

9. **CORRESPONDENCE AND COMMUNICATION:**

- Fire Engine Response Statistics.
- Medic Unit Response Statistics.
- Thank you letter to Fire Marshal McKay from Auburn State Recreation.
- Thank you letter to Chief Ogan from Auburn State Recreation.
- Letter of support from Chief Ortega for the Law Enforcement Program.

10. **FIRE CHIEF'S REPORT:**

11. **BOARD COMMENTS:**

12. **FUTURE AGENDA ITEMS:**

Next regularly scheduled Board Meeting, November 21, 2019
2850 Fair Lane Court, Building C, Placerville, CA 95667.

13. **ADJOURNMENT:**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact Fire Chief Lloyd Ogan by telephone at 530-644-9630 or by fax 530-644-9636. Request must be made as early as possible and at least one full business day before the start of the meeting.

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

**ARTICLE 2: ADMINISTRATIVE
POLICIES**
SECTION 4: PURCHASING

EFFECTIVE DATE: 05-26-94

REVISION DATE: 08-30-2019

- 2.4.1 PURPOSE: The District is responsible to identify where and how much money is being spent for equipment and supplies. Purchase order control provides a system for matching items to be purchased against the budget.
- 2.4.2 PROCEDURE: The following steps shall be followed to help alleviate confusion when requesting purchases.
- A. Prior to any purchases, every effort shall be made to determine if the District already has the item in stock.
 - B. The District will be establishing open accounts at suppliers commonly used. **If a Purchase Order number is required for accounts the employee shall use its employee number.** ~~A purchase order shall be assigned to each account for the budget year by the District's Accounting office. Purchasing procedures for these accounts are outlined below.~~
 - C. **The district shall maintain a "CalCard" credit card account. All first out apparatus and Chief Officers shall be issued one card.**
 - D. **Any purchase less than \$101 dollars shall receive verbal approval from a Chief Officer Company Officer.** ~~The name of the Chief Officer/Company Officer approving the request shall be noted on the purchase order form Receipt. These types of purchase orders will be referred to as Chief Officer Purchase Orders.~~
Any purchase more than \$100 dollars shall receive a verbal approval from a Chief Officer. The name of the Chief Officer and the name of the Company Officer purchasing shall be on the receipt. purchase order number from the purchasing officer. These types of purchase orders will be referred to as A Purchasing Officer Purchase Orders. See "Purchase Order Procedure" attached.
 - E. ~~Chief Officer purchase orders can be obtained from the Duty Chief. They shall have authority to approve any request.~~
 - F. ~~After the Chief Officer purchase order has been used, the original shall be given to the supplier; the yellow copy accompanied with the supplier's invoice, shall be returned to the District Finance Office as soon as possible. The pink copy is extra and shall be kept by the approving Chief Officer or person purchasing the item.~~
 - G. All receipts, invoices or register slips shall be returned to the District Finance Office as soon as possible.

- H. All Chief Officer/ Company Officer purchase orders, receipts, invoices or register slips shall have the person's printed name and signature making the purchase. As well as Employee # and either District or JPA. Other information such as vehicle identification, station number or description of what the purchase was for is required.
- I. Clarification of any expenditure(s) shall be conducted between the authorizing Chief Officer and the District Finance Office.
- J. ~~Attached "Resolution 92-15" District Purchasing Policy.~~