



CAZADERO COMMUNITY SERVICES DISTRICT  
PO BOX 508  
CAZADERO CA 95421-0508

Board Meeting Agenda  
May 11, 2020 ~ 6:00PM  
Location ~ Fire Station #1  
5980 Cazadero Hwy, Cazadero Ca 95421

\*\*\*\*GOVERNOR'S EXECUTIVE ORDER N-25-20\*\*\*\*

\*\*\*\*GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*

\*\*RE CORONAVIRUS COVID-19\*\*

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29- 20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR MAY 11, 2020.

**Members of the public who wish to listen to the Board of Director's meeting may do so by dialing the teleconference call-in number and inputting the meeting ID code and PIN when prompted:**

- Telephone number: 1 (669) 900-6833, Meeting ID87029177733, PIN 607079

**PLEASE NOTE: The Cazadero Community Services District office is closed, and this meeting will be conducted entirely by teleconference.**

Should you want to submit public comment, do so by email before Board Meeting is called to order. Please state the agenda item number that you are commenting on and limit written comments to three hundred (300) words or less. Comments can be sent to [mcnicholls@cazadero-csd.org](mailto:mcnicholls@cazadero-csd.org). Written comments received prior to the meeting you wish to comment on will be read into the record.

*The Board meeting agenda and all supporting documents are available for public review on the website at [www.cazadero-csd.org](http://www.cazadero-csd.org)*

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

President Nicholls

Director Barry

Director Canelis

Director Berry

Director Olson

## OPEN TIME FOR PUBLIC EXPRESSION

*This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda and is restricted to matters within the Board's jurisdiction. Items that appear to warrant a more-lengthy presentation or Board consideration may be placed on the agenda for discussion at a future meeting. Please limit comments to three hundred (300) words.*

## AGENDA ADJUSTMENTS

*An opportunity for the Board President to approve adjustments to the current agenda.*

## DIRECTOR REPORTS

*An opportunity for Directors to report on their individual activities related to District Business.*

## FIRE CHIEF'S REPORT/STAFF REPORT

*The Fire Chief will report on administration, calls, maintenance and operations*

## CONSENT CALENDAR ITEMS

*These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director*

1. Approval of Meeting Minutes – April 13, 2020
2. Approval of Financials – Month of April 2020
3. Approval of Water Tender Chassis Completion Invoice Payment
4. Air Quality Monitor – Installation Complete and Reports Available on CSD Website

## ACTION ITEMS

1. **Station #1 Generator Replacement** – Discussion/Action – Update on new commercial generator sizing and board authorization to purchase replacement unit to provide back-up power to station during grid failures.
2. **2020-2021 FY Budget** – Discussion and Approval of Preliminary 2020-2021 FY Budget.
3. **FEMA Grant Opportunities** – Review and discuss application opportunities.
4. **Response to County Clerk and Registrar of Voters** – Approve Notice of District Boundaries, Resolution Ordering an Election Be Held and Notice of Offices to be filled.

## **DISCUSSION ITEMS**

1. **Business and Camp Inspections**– Update on Inspection progress.
2. **Cazadero Firefighters Association** – Monthly Association Report.
3. **Employment Agreements for Salaried Employees**– Discussion on Counsel’s suggested employment agreements.
4. **Security for Fire Stations** – Discussion on security options.
5. **Dormitory** – Discuss options and feasibility for adding firefighter sleeping quarters.

## **COMMITTEE REPORTS**

1. Consolidation 2020 Ad Hoc
2. Park 2020 Ad Hoc
3. Board Policy Handbook 2020 Ad Hoc

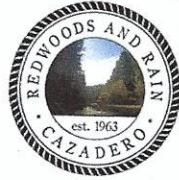
## **FINANCIAL REPORTS**

## **COMMUNICATIONS**

1. Jenny’s Heroes California – Grant Award Letter
2. Letter from Bill Focha of North Coast Truck Inspections
3. CAPRI Member Update April 2020
4. CalOES Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Agencies
5. CalFire Burn Permit Announcement – Posted on CSD Website under News.
6. Fire Inspector Vacancy – Sonoma County Fire
7. Fire Prep Town Hall hosted by Supervisor Hopkins

## **ADJOURNMENT**

# CONSENT ITEMS



## *Cazadero Community Services District Meeting Minutes –April 13 2020*

The Cazadero Community Services District meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20 which suspends certain requirements of the Ralph M. Brown Act due to the COVID-19 virus. CSD Board Members and staff participated in the meeting by teleconference. Members of the public were provided a teleconference call-in number to listen to the meeting and the opportunity to give public comment in writing.

**1. Call to Order and Roll Call**

The regular meeting of the Cazadero CSD Board was called to order at 6:03PM on April 13, 2020. Director P. Barry led the Pledge of Allegiance. The following Directors were present: Nicholls, P. Barry, Canelis, M. Berry. Chief Krausmann and AA Kulczewski were also present.

**2. Public Comment**

None

**3. Agenda Adjustments**

Action Item 3 - Deleted as was done last month.  
Action Item 6 – ID Cards added by Director Nicholls.

**4. Director Reports**

Director P. Barry reported there had been a Nixle alert that face masks are now required in public. Director M. Berry reported that legal counsel is looking into park ownership. Director Nicholls reported on COVID-19 information from Supervisor Hopkins including active cases in west county. Director Nicholls also reported there is no ambulance service in Occidental and the August MAC meeting will be hosted in Cazadero.

**5. Fire Chief's Report/Staff Report**

6. AA Kulczewski reported on email account problems, will contact Comcast to resolve. Also asked about access to statements for new bank accounts, the Board will send a letter to Community First Credit Union requesting online access.

Chief Krausmann reported on truck and station maintenance, grant applications, and COVID-19 precautions during calls.

Call Report for March:

Nature of Call	Number of Calls
Medical Aid	3
Structure Fire	1
Vehicle Accident	1
Vehicle Fire	1

## **7. Consent Calendar Items**

On a motion by Director P. Barry, Seconded by Director M. Berry, the Board moved to approve the minutes of the March 9, 2020, meeting and the financials for the month of March 2020. VOTE 4/0/0

## **8. Correspondence**

Correspondence referenced in the Board packet were reviewed.

## **9. Action Items**

- a. **Station #1 Generator Replacement & Maintenance** – The Board discussed possible Flood Mitigation Grant funding for generator replacement, need of new pad for existing propane tank, and need of a larger propane tank.
- b. **TIF Grant Program** – Fire Chief suggested new EMS coats.
- c. **2020-2021 FY Budget** – AA Kulczewski to work with former AA Flowers and Chief Krausmann on preliminary budget, to be completed by 5/31/2020.
- d. **New Water Tender Update** – Chief Krausmann reported the chassis is 1-2 months ahead of schedule and the District should receive an invoice in May for it.
- e. **ID Cards** – It was reported that Graton Fire Department has an ID machine the District can use. Chief Krausmann will contact Chief Bullard regarding use of this machine for District and Fire personnel ID cards. In the interim, the Board will issue letters of identification.

## **9. Discussion Items**

- a. **Business and Camp Inspections** – The Board discussed reports of inspections completed and the need to keep current on inspections. Chief Krausmann reported that Chief Williams is working to get inspections going again.
- b. **Cazadero Firefighters Association** – Chief Krausmann reported that due to current situation there have been no Association meetings, and that the dance may need to be postponed or canceled for this year.
- c. **Employment Agreements for Salaried Employees** – Director M. Berry asked for clarification of “salaried employees” and has found an employment agreement form to adapt for District use.
- d. **Security for Fire Stations** – Tabled to May meeting.
- e. **Air Quality Monitor** – Chief Krausmann reported installation should be completed next week.

## **10. Committee Reports**

- a. **Consolidation Ad Hoc** – Director P. Barry reported this has been delayed due to COVID-19 and the Shelter in Place order. He is working on a PowerPoint presentation to present to Supervisor Hopkins before the end of April.
- b. **Park Ad Hoc** – Director P. Barry reported the committee discussed the logistics of moving the Depot structure. The District needs to make a payment for the Depot and he will get an invoice/bill of sale. Director Canelis reported he is waiting on two more bids for the electrical upgrades but they may be delayed due to the Shelter in Place order.
- c. **Board Policy Handbook Ad Hoc** – Director P. Barry reported he is waiting for more documentation and access to Lexipol.

## **11. Financial Reports**

Bills totaling \$20,972.70 were presented for payment. On a motion by Director M. Berry, Seconded by Director Canelis, the Board moved to accept and pay the presented bills. VOTE 4/0/0

## **12. Adjournment**

On a motion by Director M. Berry, Seconded by Director P. Barry, the Board moved to adjourn the meeting at 7:29 PM. VOTE 4/0/0

\_\_\_\_\_  
Michael Nicholls

\_\_\_\_\_  
Maureen Barry

\_\_\_\_\_  
Paul Barry

\_\_\_\_\_  
Cory Olson

\_\_\_\_\_  
Homer Canelis

Date: \_\_\_\_\_

8:58 PM

05/09/20

Accrual Basis

**Cazadero Community Services District**  
**Account Balances**  
As of April 30, 2020

	<u>Apr 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1-Community First CU -Checking	59,295.28
2-Community First CU -Savings	10,006.08
1-Westam Check	550,124.18
<b>L. A. I. F.</b>	
Equipment Acct	34,650.00
Park Development	8,300.00
L. A. I. F. - Other	180,938.25
<b>Total L. A. I. F.</b>	<u>223,888.25</u>
<b>Total Checking/Savings</b>	<u>843,313.79</u>
<b>Total Current Assets</b>	<u>843,313.79</u>
<b>TOTAL ASSETS</b>	<u><u>843,313.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00



9:24 PM

05/09/20

Accrual Basis

**Cazadero Community Services District**  
**Bills Presented for Payment**  
April 14 through May 11, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>Apr 14 - May 11, 20</b>			
05/09/2020		Community First Credit Union	0.00
04/16/2020	EFT	Comcast	-159.83
05/11/2020	EFT	Frontier Communications	-62.56
05/11/2020	EFT	Frontier Communications	-163.13
05/04/2020	EFT	P. G. & E.	-70.85
05/04/2020	EFT	P. G. & E.	-217.35
04/28/2020	EFT	Comcast	-116.02
05/11/2020	EFT	Frontier Communications	-217.80
05/09/2020	EFT	McPhail Fuel Co.	-641.03
05/05/2020	E-pay	EFTPS	-472.10
05/11/2020	9245	Rosenbauer South Dakota, ...	-147,240.57
05/09/2020	9247	Cazadero Community Servi...	-124,808.30
05/01/2020	9528	Caplan, Nancy K.	-415.57
05/01/2020	9529	Dewart, Alan	-461.75
05/01/2020	9530	Krausmann, Steven M	-688.80
05/01/2020	9531	Kulczewski, Sharon	-476.69
05/11/2020	9532	Accredited Septic	-175.00
05/11/2020	9533	Bank of America Business ...	-2,912.69
05/11/2020	9534	Cazadero Supply	-530.77
05/11/2020	9535	Cazadero Water Company	-11.53
05/11/2020	9536	Merrill, Arnone & Jones, LLP	-120.00
05/11/2020	9537	Michael Nicholls	-14.99
05/11/2020	9538	Recology Sonoma Marin	-45.47
<b>Apr 14 - May 11, 20</b>			<b>-280,022.80</b>

**Cazadero Community Services District**  
**Check Detail**  
 April 14 through May 11, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		05/09/2020	Community First C...		1-Westam Check		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	EFT	04/16/2020	Comcast		1-Community First ...		-159.83
Bill	01076...	03/21/2020			Stn 1 Internet	-159.83	159.83
TOTAL						-159.83	159.83
Bill Pmt -Check	EFT	04/28/2020	Comcast		1-Westam Check		-116.02
Bill	28472...	04/03/2020			Stn 2 Internet	-116.02	116.02
TOTAL						-116.02	116.02
Bill Pmt -Check	EFT	05/04/2020	P. G. & E.		1-Community First ...		-70.85
Bill	5192-...	04/16/2020			Stn 2 Electricity	-70.85	70.85
TOTAL						-70.85	70.85
Bill Pmt -Check	EFT	05/04/2020	P. G. & E.		1-Community First ...		-217.35
Bill	1483-...	04/16/2020			Stn 1 Electricity	-147.48	147.48
					Stn 1 Electricity Out...	-44.81	44.81
					Siren Electricity	-25.06	25.06
TOTAL						-217.35	217.35
Bill Pmt -Check	EFT	05/09/2020	McPhail Fuel Co.		1-Community First ...		-641.03
Bill	921561	03/06/2020			Stn 2 Propane	-631.56	631.56
Bill	04302...	04/30/2020			Stn 2 Propane	-9.47	9.47
TOTAL						-641.03	641.03
Bill Pmt -Check	EFT	05/11/2020	Frontier Communi...		1-Community First ...		-62.56
Bill	2182-...	04/16/2020			Stn 2 Telephone	-62.56	62.56
TOTAL						-62.56	62.56
Bill Pmt -Check	EFT	05/11/2020	Frontier Communi...		1-Community First ...		-163.13
Bill	0518-...	04/16/2020			Station 1 Emergenc...	-163.13	163.13
TOTAL						-163.13	163.13
Bill Pmt -Check	EFT	05/11/2020	Frontier Communi...		1-Westam Check		-217.80
Bill	50175...	04/16/2020			Stn 1 Telephone	-217.80	217.80
TOTAL						-217.80	217.80

## Cazadero Community Services District Check Detail April 14 through May 11, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	E-pay	05/05/2020	EFTPS		1-Community First ...		-472.10
					2100 · Payroll Liabili...	-77.00	77.00
					2100 · Payroll Liabili...	-160.11	160.11
					2100 · Payroll Liabili...	-160.11	160.11
					2100 · Payroll Liabili...	-37.44	37.44
					2100 · Payroll Liabili...	-37.44	37.44
TOTAL						-472.10	472.10
Bill Pmt -Check	9245	05/11/2020	Rosenbauer South...		1-Westam Check		-147,240.57
Bill	86713	04/23/2020			Equipment	-147,240.57	147,240.57
TOTAL						-147,240.57	147,240.57
Check	9247	05/09/2020	Cazadero Commun...		1-Westam Check		-124,808.30
					1-Community First ...	-124,808.30	124,808.30
TOTAL						-124,808.30	124,808.30
Paycheck	9528	05/01/2020	Caplan, Nancy K.		1-Community First ...		-415.57
					5910 · Payroll Expe...	-450.00	450.00
					5910 · Payroll Expe...	-0.45	0.45
					2100 · Payroll Liabili...	0.45	-0.45
					5910 · Payroll Expe...	-27.90	27.90
					2100 · Payroll Liabili...	27.90	-27.90
					2100 · Payroll Liabili...	27.90	-27.90
					5910 · Payroll Expe...	-6.53	6.53
					2100 · Payroll Liabili...	6.53	-6.53
					2100 · Payroll Liabili...	6.53	-6.53
					5910 · Payroll Expe...	-6.75	6.75
					2100 · Payroll Liabili...	6.75	-6.75
TOTAL						-415.57	415.57
Paycheck	9529	05/01/2020	Dewart, Alan		1-Community First ...		-461.75
					5910 · Payroll Expe...	-500.00	500.00
					5910 · Payroll Expe...	-0.50	0.50
					2100 · Payroll Liabili...	0.50	-0.50
					5910 · Payroll Expe...	-31.00	31.00
					2100 · Payroll Liabili...	31.00	-31.00
					2100 · Payroll Liabili...	31.00	-31.00
					5910 · Payroll Expe...	-7.25	7.25
					2100 · Payroll Liabili...	7.25	-7.25
					2100 · Payroll Liabili...	7.25	-7.25
					5910 · Payroll Expe...	-7.50	7.50
					2100 · Payroll Liabili...	7.50	-7.50
TOTAL						-461.75	461.75

**Cazadero Community Services District**  
**Check Detail**  
 April 14 through May 11, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	9530	05/01/2020	Krausmann, Steve...		1-Community First ...		-688.80
				5910 · Payroll Expe...		-800.00	800.00
				5910 · Payroll Expe...		-0.80	0.80
				2100 · Payroll Liabili...		0.80	-0.80
				2100 · Payroll Liabili...		25.00	-25.00
				5910 · Payroll Expe...		-49.60	49.60
				2100 · Payroll Liabili...		49.60	-49.60
				2100 · Payroll Liabili...		49.60	-49.60
				5910 · Payroll Expe...		-11.60	11.60
				2100 · Payroll Liabili...		11.60	-11.60
				2100 · Payroll Liabili...		11.60	-11.60
				2100 · Payroll Liabili...		25.00	-25.00
				5910 · Payroll Expe...		-12.00	12.00
				2100 · Payroll Liabili...		12.00	-12.00
TOTAL						-688.80	688.80
Paycheck	9531	05/01/2020	Kulczewski, Sharon		1-Community First ...		-476.69
				5910 · Payroll Expe...		-540.00	540.00
				5910 · Payroll Expe...		-0.54	0.54
				2100 · Payroll Liabili...		0.54	-0.54
				2100 · Payroll Liabili...		22.00	-22.00
				5910 · Payroll Expe...		-33.48	33.48
				2100 · Payroll Liabili...		33.48	-33.48
				2100 · Payroll Liabili...		33.48	-33.48
				5910 · Payroll Expe...		-7.83	7.83
				2100 · Payroll Liabili...		7.83	-7.83
				2100 · Payroll Liabili...		7.83	-7.83
				5910 · Payroll Expe...		-8.10	8.10
				2100 · Payroll Liabili...		8.10	-8.10
TOTAL						-476.69	476.69
Bill Pmt -Check	9532	05/11/2020	Accredited Septic		1-Community First ...		-175.00
Bill	5246	04/10/2020		Septic Monitoring Fee		-175.00	175.00
TOTAL						-175.00	175.00
Bill Pmt -Check	9533	05/11/2020	Bank of America B...		1-Community First ...		-2,912.69
Bill	3/28-4...	04/27/2020		Bank of America Cr...		-2,912.69	2,912.69
TOTAL						-2,912.69	2,912.69
Bill Pmt -Check	9534	05/11/2020	Cazadero Supply		1-Community First ...		-530.77
Bill	108960	04/01/2020		Parks Maintenance-...		-64.94	64.94
				6140 · Equipment		-465.83	465.83
TOTAL						-530.77	530.77
Bill Pmt -Check	9535	05/11/2020	Cazadero Water C...		1-Community First ...		-11.53
Bill	#344 -...	04/15/2020		Stn 1 Water		-11.39	11.39
				Stn 1 Water		-0.14	0.14
TOTAL						-11.53	11.53

9:32 PM

05/09/20

**Cazadero Community Services District**  
**Check Detail**  
 April 14 through May 11, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	9536	05/11/2020	Merrill, Arnone & J...		1-Community First ...		-120.00
Bill	420053	04/30/2020			6610 - Legal	-120.00	120.00
TOTAL						-120.00	120.00
Bill Pmt -Check	9537	05/11/2020	Michael Nicholls		1-Community First ...		-14.99
Bill	Zoom ...	05/07/2020			6400 - Office expense	-14.99	14.99
TOTAL						-14.99	14.99
Bill Pmt -Check	9538	05/11/2020	Recology Sonoma ...		1-Community First ...		-45.47
Bill	13731...	03/31/2020			Stn 2 Garbage	-45.47	45.47
TOTAL						-45.47	45.47

**Cazadero Community Services District**  
**Profit & Loss Budget Performance**  
 April 2020

9:24 PM

05/09/2020

Accrual Basis

		Apr 20	Jul '19 - Apr 20	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>10 · Tax Revenue</b>					
1000 · Property Taxes-CY Secured		124,808.30	273,154.74	98.6%	277,025.00
1011 · SB 2557 Prop Tax Admin		0.00	0.00	0.0%	-3,325.00
1020 · Prop Tax-CY Supplemental		0.00	1,089.57	19.12%	5,700.00
1040 · Prop Tax-CY Unsecured		0.00	8,560.27	114.14%	7,500.00
1042 · Cost Reim-Coll DEL CY UNS		0.00	0.00	0.0%	-80.00
1060 · Prop Tax-PY Secured		0.00	0.00	0.0%	-60.00
1080 · Supplemental Prop Tax-PY		0.00	0.00	0.0%	-30.00
1100 · Prop Taxes-PY Unsecured		0.00	0.00	0.0%	150.00
1105 · 2017 Wildfire Tax Loss		0.00	0.00	0.0%	0.00
<b>Total 10 · Tax Revenue</b>		<b>124,808.30</b>	<b>282,804.58</b>	<b>98.58%</b>	<b>286,880.00</b>
<b>17 · Use of Money/Property</b>					
1704 · Comm First CU - Savings		1.64	6.08		
1700		0.00	0.00	0.0%	530.00
1700 · Interest on Pooled Cash		0.00	10.24		
1702 · WestAmerica Bank		6.10	62.02	88.6%	70.00
1703 · LAIF Interest		0.00	1,041.17	32.54%	3,200.00
1801 · Hall Use		0.00	0.00	0.0%	450.00
<b>Total 17 · Use of Money/Property</b>		<b>7.74</b>	<b>1,119.51</b>	<b>26.34%</b>	<b>4,250.00</b>
<b>20 · Intergovernmental Revenues</b>					
2080 · Fish & Game in lieu of Prop T		0.00	6.29		
2440 · ST-HOPTR		0.00	0.00	0.0%	1,750.00
2500 · State-Other Funding (ST)		0.00	0.00	0.0%	0.00
<b>Total 20 · Intergovernmental Revenues</b>		<b>0.00</b>	<b>6.29</b>	<b>0.36%</b>	<b>1,750.00</b>
<b>40 · Miscellaneous Revenues</b>					
4040 · Misc. Income					
4040 A · Recruitment/Retention-Region 5		0.00	5,000.00	100.0%	5,000.00
<b>Total 4040 · Misc. Income</b>		<b>0.00</b>	<b>5,000.00</b>	<b>100.0%</b>	<b>5,000.00</b>
4051 · Federal Grants		90,904.00	90,904.00		
<b>Total 40 · Miscellaneous Revenues</b>		<b>90,904.00</b>	<b>95,904.00</b>	<b>1,918.08%</b>	<b>5,000.00</b>
<b>Total Income</b>		<b>215,720.04</b>	<b>379,834.38</b>	<b>127.51%</b>	<b>297,880.00</b>
<b>Gross Profit</b>		<b>215,720.04</b>	<b>379,834.38</b>	<b>127.51%</b>	<b>297,880.00</b>
<b>Expense</b>					
<b>50 · Salaries/Employment Benefits</b>					
5910 · Payroll Expenses		2,821.37	37,972.75	104.8%	36,235.00
5911 · Firefighter C & D Reimbursement					
Calls		0.00	2,925.00		
Drills		0.00	4,000.00		
Strike Team		0.00	23,466.24		
5911 · Firefighter C & D Reimbursement - Other		0.00	0.00	0.0%	15,000.00
<b>Total 5911 · Firefighter C &amp; D Reimbursement</b>		<b>0.00</b>	<b>30,391.24</b>	<b>202.61%</b>	<b>15,000.00</b>
5940 · Wrkmm Comp		0.00	14,856.00	159.4%	9,320.00
<b>Total 50 · Salaries/Employment Benefits</b>		<b>2,821.37</b>	<b>83,219.99</b>	<b>137.43%</b>	<b>60,555.00</b>
<b>60 · Services/Supplies</b>					

	Apr 20	Jul '19 - Apr 20	% of Budget	Annual Budget
6015 · Annexation/Consolidation Costs	0.00	180.00		
6021 · Clothing, Uniform, Personal	0.00	1,310.73	59.58%	2,200.00
6022 · Safety Clothing	0.00	948.77	6.33%	15,000.00
6040 · Communications				
Station 1 Emergency Phones	163.13	1,631.92	163.19%	1,000.00
Stn 1 Internet	159.83	1,557.40	84.18%	1,850.00
Stn 1 Telephone	217.80	2,183.05	85.61%	2,550.00
Stn 2 Internet	116.02	1,119.09	91.35%	1,225.00
Stn 2 Telephone	62.56	627.40	65.35%	960.00
<b>Total 6040 · Communications</b>	<b>719.34</b>	<b>7,118.86</b>	<b>93.85%</b>	<b>7,585.00</b>
6060 · Food	0.00	461.24	92.25%	500.00
6080 · Household Supplies	0.00	231.19	28.9%	800.00
6100 · Insurance	0.00	14,762.00	102.37%	14,420.00
6140 · Equipment	465.83	5,393.12	89.89%	6,000.00
6149 · Maintenance-Radio/Pagers	0.00	495.38	13.76%	3,600.00
6180 · Maintenance-Bldg & Imp.				
Station 1	0.00	2,420.62	48.41%	5,000.00
Station 2	0.00	0.00	0.0%	1,500.00
Parks Maintenance-Playground	64.94	2,266.74	90.67%	2,500.00
Bi-Annual Gen Load Test	0.00	894.95	68.84%	1,300.00
6180 · Maintenance-Bldg & Imp. - Other	0.00	160.77		
<b>Total 6180 · Maintenance-Bldg &amp; Imp.</b>	<b>64.94</b>	<b>5,743.08</b>	<b>55.76%</b>	<b>10,300.00</b>
6261 · Medical Equip	0.00	2,066.50	59.04%	3,500.00
6280 · Memberships/Certs	0.00	777.00	345.33%	225.00
6400 · Office expense	0.00	5,625.85	281.29%	2,000.00
6405 · Office Equip & Furnishings	0.00	636.15	24.47%	2,600.00
6410 · Mail and Postage Supplies	0.00	109.75	36.58%	300.00
6457 · Computer Chrgs-Firehouse Softwa	0.00	339.93	4.86%	7,000.00
6461 · Supplies/Expenses (Maintenance)	0.00	58.00		
6500 · Other Professional Svcs	0.00	0.00	0.0%	8,500.00
6510 · Recruitment/Retention	0.00	0.00	0.0%	5,000.00
6587 · LAFCO	0.00	0.00	0.0%	530.00
6610 · Legal	120.00	4,781.50	59.77%	8,000.00
6630 · Audit	0.00	4,950.00	93.4%	5,300.00
6634 · Bank Fees	0.00	0.00		
6654 · Medical Exam	0.00	0.00	0.0%	3,000.00
6800 · Publications and Legal Notices	0.00	0.00	0.0%	550.00
6880 · Minor Equipment/Sm Tools	0.00	748.22	18.71%	4,000.00
6881 · Safety Equip	0.00	1,678.90	18.65%	9,000.00
6883 · Fire Equip & Testing	0.00	205.07	5.13%	4,000.00
7053 · Permits/License/Fees	0.00	0.00	0.0%	700.00
7120 · Training	0.00	1,069.72	8.91%	12,000.00
7131 · Textbooks	0.00	0.00	0.0%	1,200.00
7201 · Gas & Oil	0.00	5,445.67	106.78%	5,100.00
7320 · Utilities				
Park Water	0.00	2,678.82	178.59%	1,500.00
Septic Monitoring Fee	175.00	350.00	87.5%	400.00
Siren Electricity	25.06	232.81	93.12%	250.00
Stn 1 Electricity	147.48	1,962.23	91.27%	2,150.00

	Apr 20	Jul '19 - Apr 20	% of Budget	Annual Budget
Stn 1 Electricity Outdoor	44.81	511.77	113.73%	450.00
Stn 1 Garbage	0.00	1,423.18	109.48%	1,300.00
Stn 1 Propane	0.00	1,270.86	45.39%	2,800.00
Stn 1 Water	11.53	679.16	113.19%	600.00
Stn 2 Electricity	70.85	758.28	97.22%	780.00
Stn 2 Garbage	0.00	318.29	57.87%	550.00
Stn 2 Propane	9.47	1,459.46	82.22%	1,775.00
Stn 2 Water	0.00	0.00	0.0%	400.00
Street Lights Electricity	348.38	3,764.40	85.56%	4,400.00
7320 · Utilities - Other	0.00	16.64		
<b>Total 7320 · Utilities</b>	<b>832.58</b>	<b>15,425.90</b>	<b>88.88%</b>	<b>17,355.00</b>
7330 · Sanitation-Annual Septic Permit	0.00	0.00	0.0%	500.00
7335 · Park Development	0.00	0.00	0.0%	10,000.00
7910 · Principal Payment	0.00	0.00	0.0%	31,492.00
7930 · Interest Expense	0.00	6.70	0.19%	3,541.00
<b>Total 60 · Services/Supplies</b>	<b>2,202.69</b>	<b>80,569.23</b>	<b>39.15%</b>	<b>205,798.00</b>
<b>85 · Capital-Fixed Asset Expense</b>				
8570 · Structure	0.00	0.00	0.0%	20,000.00
<b>Total 85 · Capital-Fixed Asset Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>20,000.00</b>
<b>Total Expense</b>	<b>5,024.06</b>	<b>163,789.22</b>	<b>57.2%</b>	<b>286,353.00</b>
<b>Net Ordinary Income</b>	<b>210,695.98</b>	<b>216,045.16</b>	<b>1,874.25%</b>	<b>11,527.00</b>
<b>Net Income</b>	<b>210,695.98</b>	<b>216,045.16</b>	<b>1,874.25%</b>	<b>11,527.00</b>



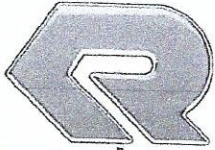
POSTED

5-5-20

# Invoice

## Rosenbauer South Dakota, LLC

Page: 1



**rosenbauer**  
Firefighting Technology

100 3rd St  
Lyons, SD 57041 USA  
Phone: (605) 543-5591  
Fax: (605) 543-5074

PAID

CK#NO: 9245  
AMOUNT: 147240.57  
DATE: 5-11-20

Invoice #: 0000086713  
Date: 4/23/2020  
Salesperson: BURTON  
Customer: CAZACA

(West America Account)

Sold To

Ship To

CAZADERO COMM SERVICES DISTRICT  
5980 CAZADERO HWY  
CAZADERO, CA 95421 USA

CAZADERO COMM SERVICES DISTRICT  
5980 CAZADERO HWY  
CAZADERO, CA 95421 USA

Customer P.O.	Ship Via	Date Shipped	Terms
CHASSIS-21995		4/23/2020	0%, Net 15

Qty Shipped	Item	Description	Price	Amount
1.00	21995C	PETERBILT CHASSIS PER CONTRACT	141,440.00	141,440.00
-1.00		CHASSIS PRE-PAY DISCOUNT IF PAYMENT IS RECEIVED BY MAY 14, 2020. THANK YOU!	5,421.00	-5,421.00
1.00		CA SALES TAX (8.25%)	11,221.57	11,221.57
1.00		VIN# 1NPSLJ0X7MD742633	0.00	0.00
		LAST ITEM		

This is an original invoice. Please pay from this invoice.  
Thanks

Subtotal	147,240.57
Freight	0.00
Sales Tax	0.00
Trade Discount	0.00

Balance	USD	<u>147,240.57</u>
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# **ACTION ITEMS**

FY 2020/21 Preliminary Budget Summary		
CAZADERO COMMUNITY SERVICE DISTRICT		
		FY 2020/21
		Preliminary
Sub Objec	Account Description	Budget
1000	Prop Tax - CY,Secured	283,950
1011	SB2557 Prop Tax Admin	(3,325)
1020	Supplemental Prop Taxes - CY	5,700
1040	Prop Taxes - CY, Unsecured	7,500
1042	CollectCost Del CY Unsecured	(80)
1060	Prop Taxes - PY, Secured	(60)
1080	Supplemental Prop Taxes - PY	(30)
1100	Prop Taxes - PY, Unsecured	150
1105	2017 Wildfire Tax Loss	0
<b>40000</b>	<b>Total Tax Revenue</b>	<b>293,805</b>
2440	State Homeowners Prop Tax Relf	1,750
2500	State-Other Funding (Strike Teams	0
<b>42000</b>	<b>Total Intergovernmental Revenues</b>	<b>1,750</b>
1700	Interest on Pooled Cash	530
1702	WestAmerica Interest	70
1703	LAIF Interest	3,200
1801	Rent - Hall (Administrative Fee)	450
<b>44000</b>	<b>Total Revenue - Use of Money &amp; Prop</b>	<b>4,250</b>
4010	Surplus Property Sale	
4015	Interest Earned	0
4040	Miscellaneous Revenue	0
	Recruitment/Retention	0
4050	Grant Revenue	0
4128	Dispatch Fee Reimbursements	0
4210	State of CA EDD Refund	0
<b>46000</b>	<b>Total Miscellaneous Revenues</b>	<b>0</b>
	<b>Grand Total Revenues</b>	<b>299,805</b>
5910	Perm Position - Local Bds	39,986
5911	Fireman Reimbursement	15,000
	Calls	
	Drills	
	Strike Teams	0
5922	FICA Retirement - Local Bds	0
5924	Medicare - Local Bds	0
5925	CA Employment Training Tax	0
5935	Unemployment - Local Bds	0
5940	Worker's Comp - Local Bds	9,320
<b>50000</b>	<b>Total Salaries and Employee Benefits</b>	<b>64,306</b>

FY 2020/21 Preliminary Budget Summary		
CAZADERO COMMUNITY SERVICE DISTRICT		
		FY 2020/21
		Preliminary
Sub Objec	Account Description	Budget
6021	Clothing, Uniforms, Personal	2,200
6022	Safety Clothing	15,000
6040	Communications	0
	S1 Emergency Phones	1,020
	S1 Internet	1,887
	S2 Internet	1,250
	S1 Telephone	2,601
	S2 Telephone	979
	Other	
6048	Telecommunication Wireless Svc	0
6060	Food	500
6080	Household Supplies Expense	800
6100	Insurance - Premiums	14,420
6140	Maintenance - Equipment	6,000
6149	Maintenance-Radios	3,600
6180	Maintenance - Bldg & Improve	0
	S1-Station 1 Maintenance	5,000
	S2-Station 2 Maintenance	1,500
	SL-Lighting Maintenance	
	P- Parks Maintenance Playground?	2,500
	Bi-annual Generator Load Test	1,300
	Other	
6261	Medical/Laboratory Supplies	3,500
6280	Memberships/Certifications	225
6400	Office Supplies	2,000
6405	Office Equipment & Furnishings	2,600
6410	Mail and Postage Supplies	300
6457	Computer Charges-Firehouse Software	7,000
6461	Supplies/Expenses (Maintenance)	0
6500	Other Professional Services	8,500
6510	Recruitment/Retention	5,000
6526	Dispatch Services REDCOM	0
6587	LAFCO	530
6610	Legal Services	8,000
6630	Accounting/Auditing Services	5,300
6634	Bank Fees	0
6654	Medical/Laboratory Services	3,000
6800	Publications and Legal Notices	550
6820	Rents and Leases - Equipment	0
6880	Minor Equipment/Small Tools	4,000
6881	Safety Supplies/Equipment	9,000
6883	Fire Equipment & Testing	4,000
7051	Refunds	0
7053	Permits/License/Fees	700
7120	Training-Staff	12,000
7131	Textbooks	1,200

FY 2020/21 Preliminary Budget Summary		
CAZADERO COMMUNITY SERVICE DISTRICT		
		FY 2020/21
		Preliminary
Sub Objec	Account Description	Budget
7201	Fuel/Gas/Oil	5,202
7320	Utilities Expense	
	S1 Electricity	2,193
	S1 Outdoor Electricity	459
	S2 Electricity	796
	SL Electricity	4,488
	Siren Electricity	255
	S1 Propane	2,856
	S2 Propane	1,811
	Septic Montioring Fee	408
	S1 Garbage	1,326
	S2 Garbage	561
	S1 Water	612
	S2 Water	408
	Park Water	1,530
7330	Sanitation-Annual Septic Permit PRMD	500
7335	Park Development	10,000
7340	Street Lights	0
<b>51000</b>	<b>Total Services and Supplies</b>	<b>171,366</b>
7910	Principal Payments - LT Debt	31,492
7920	Interest Paid	0
7930	Interest on LT Debt	3,541
7950	E5266 Strike Team	0
<b>53000</b>	<b>Total Other Charges</b>	<b>35,034</b>
8560	Equipment	0
8570	Structure	20,000
<b>54000</b>	<b>Total Capital Expenditures</b>	<b>20,000</b>
9000	Appropriation for Contingenc	0
<b>55000</b>	<b>Total Appropriations for Contingencies</b>	<b>0</b>
	<b>Grand Total Expenditures</b>	<b>290,705</b>
	<b>Increase/(Decrease) to Fund Balance</b>	<b>9,100</b>
	<b>Transfer to Reserves (~3% of revenue)</b>	<b>9,100</b>

**FY 2020-21 Preliminary Budget Summary  
CAZADERO COMMUNITY SERVICE DISTRICT**

(1)*	Estimated Beginning Fund Balance @7/01/20:	\$403,981
(2)	Plus: Budgeted FY 2020-21 Revenues: (total from attached worksheet)	299,805
(3)	Less: Budgeted FY 2020-21 Expenditures: (total from attached worksheet)	290,705
(4)*	Estimated Ending Fund Balance @6/30/21:	\$413,081
(5)	Preliminary Budget Approval Date:	5/11/2020

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

## CazaderoCSD

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**From:** Michael Nicholls <mcnicholls@me.com>  
**Sent:** Monday, May 4, 2020 8:05 AM  
**To:** cazaderoCSD@comcast.net; Sherry Kulczewski  
**Subject:** Fwd: Federal Emergency Management Agency (FEMA) Weekly Digest Bulletin

Need to add to the board packet

Begin forwarded message:

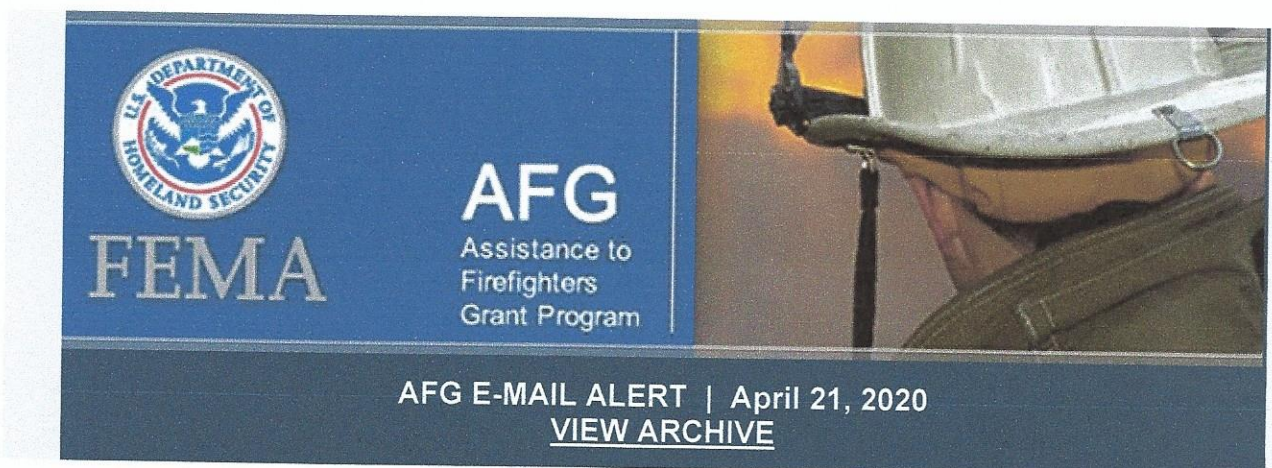
**From:** "FEMA (Federal Emergency Management Agency)" <[fema@service.govdelivery.com](mailto:fema@service.govdelivery.com)>  
**Subject:** Federal Emergency Management Agency (FEMA) Weekly Digest Bulletin  
**Date:** May 3, 2020 at 10:34:12 AM PDT  
**To:** [mcnicholls@cazadero-csd.org](mailto:mcnicholls@cazadero-csd.org)



# FEMA

## APPLICATION PERIOD OPENS NEXT WEEK FOR \$35 MILLION IN FIRE PREVENTION AND SAFETY GRANTS FUNDING

04/21/2020



The banner features the FEMA logo on the left, which includes the U.S. Department of Homeland Security seal and the word "FEMA". To the right of the logo, the text "AFG Assistance to Firefighters Grant Program" is displayed. The background of the banner shows a close-up of a firefighter's helmet and gear. At the bottom of the banner, the text "AFG E-MAIL ALERT | April 21, 2020" is shown, with a link to "VIEW ARCHIVE" below it.

**APPLICATION PERIOD OPENS NEXT WEEK FOR \$35 MILLION IN FIRE PREVENTION AND SAFETY GRANTS FUNDING**

The Notice of Funding Opportunity (NOFO) is available for \$35 million in funding for the Fiscal Year 2019 Fire Prevention and Safety Grants, and FEMA will begin accepting FP&S applications at 8 a.m. ET on Monday April 27, 2020.

The application period will close at 5 p.m. ET on Friday, May 29, 2020, so start planning your application now by reviewing the NOFO, Economic Hardship Waivers Information Bulletin and technical assistance tools below. These tools were produced to help potential applicants begin to plan their FY19 applications ahead of the application period. These documents can be viewed on the AFGP website at [www.fema.gov/fire-prevention-safety-grants](http://www.fema.gov/fire-prevention-safety-grants) and/or downloaded to your computer.

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**Fire Prevention & Safety Application Guidance Materials**

- [Notice of Funding Opportunity](#)
- [Economic Hardship Waivers](#)
- [Applicant Checklist](#)
  - This checklist will help you prepare to answer questions within the grant application.
- [Self-Evaluation – Fire Prevention and Safety \(FP&S\) Activity](#)
  - This Self Evaluation Sheet will help you understand the criteria that you must address in your Narrative Statement when applying for FP&S grants.
- [FP&S Frequently Asked Questions \(FAQs\)](#)
- [FP&S Research and Development \(R&D\) Frequently Asked Questions \(FAQs\)](#)
- [Cost Share Calculator](#)
  - This calculator will help you understand and determine your organization's cost share for FP&S grants.
- [FEMA GO Account Creation User Guide](#)

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**FP & S Grants Help Desk:** If you have questions about the technical assistance tools listed below, call or e-mail the FP & S Grants help Desk. The toll-free number is 1-866-274-0960; the e-mail address for questions is [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov). The FP&S Help Desk is open Monday – Friday, 8 a.m. – 4:30 p.m. Eastern Time

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**FY 2019 FP & S LIVE WEBINARS**

FEMA will host live Adobe Connect webinars to provide an overview of the FY 2019 FP&S Grant Program, including both the Fire Prevention and Safety activity and the Research and Development activity. The presentations will outline important information and reminders about program priorities, eligible costs, how to navigate the grant application, and tips for preparing a FP&S application. FEMA Fire Program Specialists will be available to answer your questions.

**FP & S Webinar Schedule:**

Topic	Day of Week	Date	Time
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FY 2019 FP&S Activity	Tuesday	04/28/2020	1:30 pm - 3:30 pm ET
FY 2019 FP&S <b>Research and Development</b> Activity	Friday	05/01/2020	1:30 pm - 3:30 pm ET
FY 2019 FP&S Activity	Wednesday	05/06/2020	1:30 pm - 3:30 pm ET
FY 2019 FP&S Activity	Wednesday	05/13/2020	1:30 pm - 3:30 pm ET
FY 2019 FP&S Activity	Monday	05/18/2020	1:30 pm - 3:30 pm ET

### Live Webinars

Webinar sessions will be broadcast using an Adobe Connect webinar link. We suggest that you save this link to your browser's favorites.

The Adobe Connect webinar can be found at <https://fema.connectsolutions.com/fy2019fpswebinar/>

To access the webinar follow these steps:

1. Click on the webinar link;
2. Select “**enter as a guest**” and provide **your name** and your **department’s name**. Click on enter the room;
3. Agree to the terms of the Adobe Connect system, Click on “OK”.

For the audio transmission, the call-in number is (888) 270-9936. Enter PIN of 1109364 followed by #. The webinars will include videos with a walk-through of an application in FEMA GO; you will need to have access to a computer to view the videos.

If you have never attended an Adobe Connect meeting before you may test your connection and audio at [https://fema.connectsolutions.com/common/help/en/support/meeting\\_test.htm](https://fema.connectsolutions.com/common/help/en/support/meeting_test.htm)

Not sure if the webinar is working on your computer? Test your webinar access now by signing in as a guest, just visit: <https://fema.connectsolutions.com/fy2019fpswebinar/>

### **SAM.GOV REGISTRATION IS REQUIRED TO APPLY AND RECEIVE GRANTS**

The FY 2019 FP&S application period opens at 8 a.m. ET on April 27. All eligible applicants **must** be registered and active in the System for Award Management (SAM) **before** you can **begin** or submit an application. FEMA may not make an award until the entity has provided a valid Data Universal Numbering System (DUNS) number and maintains an active [SAM.gov](https://sam.gov) registration with current information. [SAM.gov](https://sam.gov) consolidates federal procurement systems and the Catalog of Federal Domestic Assistance.

To register, or validate your information, please visit: <https://www.sam.gov/SAM/>

### **SAM.gov Registration Tips:**

Please ensure the following items are current in SAM and the DUNS number used in SAM is the same one you use for all FEMA applications:

- Organization's name
- Address
  
- Data Universal Numbering System (DUNS)
- Employer Identification Number (EIN)
  
- Banking information (type of account (checking or saving), routing number, and account number)
- Many websites may look official in appearance but are not. As a reminder, registration in the [SAM.gov](https://sam.gov) is FREE
- [SAM.gov](https://sam.gov) registration is only active for one year and must be renewed annually.
- This information should be consistent in all registration documents

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**Should you need assistance with your [SAM.gov](https://sam.gov) account, there are several ways to get help:**

- Submit your [SAM.gov](https://sam.gov) question online to the Federal Service Help Desk at <https://www.fsd.gov/fsd-gov/home.do>;
- Call the Federal Service Help Desk toll free at (866) 606-8220, Monday - Friday 8 a.m. to 8 p.m. ET;
- [SAM Quick Start Guide For New Grantee Registration](#) and [SAM Video Tutorial for New Applicants](#) are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM).

If you have questions or concerns about your [SAM.gov](https://sam.gov) registration, please contact the Federal Support desk at <https://www.fsd.gov>

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### **Submitting Preparer Information**

FEMA requires that all applicants identify any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application. Please ensure that this information is accurate at the time of submission. As a reminder, all applicants must attest that all information contained within the application, including preparer information, to be true, complete, and accurate to the best of your knowledge. If you contract with a grant writer, and they either advise you to not list them in the preparer information section of the application, or refuse to be listed, please notify the FP&S program office.

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### **Web Browser Information**

FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 73 or higher), or Chrome (version 80 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

AFG Home Page: [www.fema.gov/firegrants](http://www.fema.gov/firegrants)

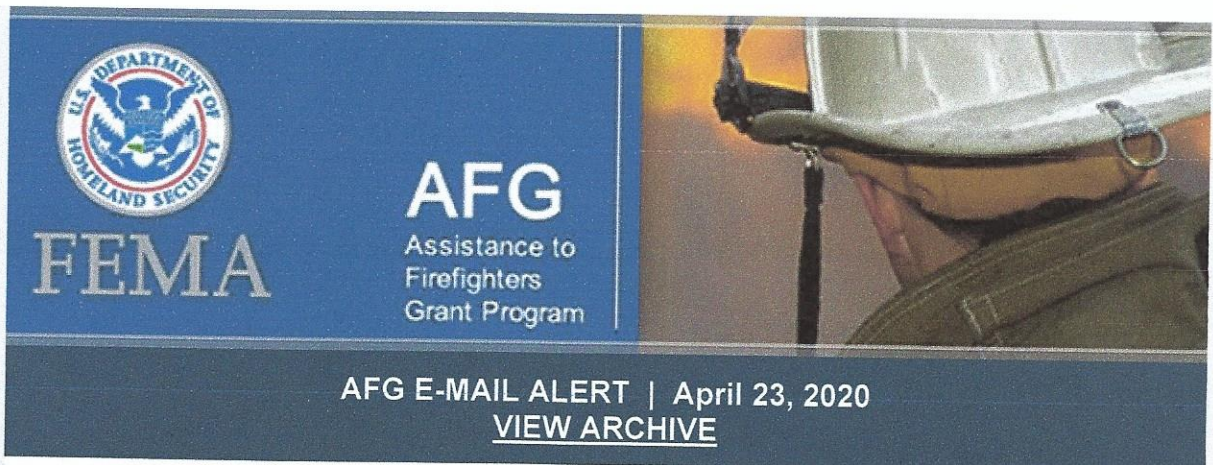
AFG Regional Representatives: <http://www.fema.gov/fire-grant-contact-information>

AFG Help Desk: E-mail: [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov)

Telephone Toll-Free: 1-866-274-0960

## FY2020 AFG-S Application Period Notification

04/23/2020



**AFG**  
Assistance to  
Firefighters  
Grant Program

AFG E-MAIL ALERT | April 23, 2020  
[VIEW ARCHIVE](#)

### **APPLICATION PERIOD OPENS NEXT WEEK FOR \$100 MILLION in Assistance to Firefighters Grant - COVID-19 Supplemental Program**

The Notice of Funding Opportunity (NOFO) is available for \$100 million in funding for the Fiscal Year 2020 Assistance to Firefighters Grant – COVID-19 Supplemental Program (AFG-S) to help provide personal protective equipment to firefighters and first responders who are managing emergencies during the Coronavirus pandemic.

FEMA will begin accepting AFG-S applications at 8 a.m. ET on Tuesday April 28, 2020. The application period will close at 5 p.m. ET on Friday, May 15, 2020, so start planning your application now by reviewing the NOFO and technical assistance tools below. These tools were produced to help potential applicants begin to plan their AFG-S applications ahead of the application period. These documents can be viewed on the AFGP website at [FY 2020 AFG-S COVID-19 Guidance Documents](#) and/or downloaded to your computer.

- [FY 2020 AFG-S Notice of Funding Opportunity](#)

- [Cost Share Calculator](#)
  - This calculator will help you understand and determine your organization's cost share for AFG-S grants

*AFG Grants Help Desk:* If you have questions about the technical assistance tools listed above, call or e-mail the AFG Grants Help Desk at 1-866-274-0960; or [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov). The AFG Help Desk is open Monday - Friday, 8 a.m. - 4:30 p.m. Eastern Time.

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## APPLICATION PORTAL

The online AFG-S Grant Program application is available through the Assistance to Firefighters Grant Program's FEMA GO (FEMA Grants Outcomes) application portal at <https://go.fema.gov>

All users have their own FEMA GO account. Each account is specific to the authorized user and must not be shared with other personnel. A [FEMA GO Account Creation User Guide](#) can be viewed on the AFGP website or downloaded to your computer.

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## **SAM.GOV REGISTRATION IS REQUIRED TO APPLY AND RECEIVE GRANTS**

The FY 2020 AFG application period opens at 8 a.m. ET on April 28. All eligible applicants **must** be registered and active in the System for Award Management (SAM) **before** you can **begin** or submit an application. FEMA may not make an award until the entity has provided a valid Data Universal Numbering System (DUNS) number and maintains an active [SAM.gov](#) registration with current information. [SAM.gov](#) consolidates federal procurement systems and the Catalog of Federal Domestic Assistance.

To register, or validate your information, please visit: <https://www.sam.gov/SAM/>

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### **SAM.gov Registration Tips:**

Please ensure the following items are current in SAM and the DUNS number used in SAM is the same one you use for all FEMA applications:

- Organization's name
- Address
- DUNS number
- Employer Identification Number (EIN)
- Banking information, type of account (checking or saving), routing number and account number
- Many websites may look official in appearance but are not. As a reminder, registration in the [SAM.gov](#) is FREE.
- [SAM.gov](#) registration is only active for one year and must be renewed annually.
- The above information should be consistent in all registration documents

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**Should you need assistance with your [SAM.gov](#) account, there are several ways to get help:**

- Submit your [SAM.gov](https://www.sam.gov) question online to the Federal Service Help Desk at <https://www.fsd.gov/fsd-gov/home.do>
- Call the Federal Service Help Desk toll free at (866) 606-8220, Monday - Friday 8 a.m. to 8 p.m. ET;
- [SAM Quick Start Guide For New Grantee Registration](#) and [SAM Video Tutorial for New Applicants](#) are tools created by the General Services Administration to assist those registering with the System for Award Management.

If you have questions or concerns about your [SAM.gov](https://www.sam.gov) registration, please contact the Federal Support desk at <https://www.fsd.gov>

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### **Submitting Preparer Information**

FEMA requires that all applicants identify any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application. Please ensure that this information is accurate at the time of submission. As a reminder, all applicants must attest that all information contained within the application, including preparer information, to be true, complete, and accurate to the best of your knowledge. If you contract with a grant writer, and they either advise you to not list them in the preparer information section of the application, or refuse to be listed, please notify the FP&S program office.

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### **WEB BROWSER INFORMATION**

FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 73 or higher), or Chrome (version 80 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

AFG Home Page: [www.fema.gov/firegrants](http://www.fema.gov/firegrants)

AFG Regional Representatives: <http://www.fema.gov/fire-grant-contact-information>

AFG Help Desk: E-mail: [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov)

Telephone Toll-Free: 1-866-274-0960

## **APPLY NOW! OPEN APPLICATION PERIOD FOR 3 ASSISTANCE TO FIREFIGHTERS GRANTS**

04/28/2020



FEMA

AFG

Assistance to  
Firefighters  
Grant Program



AFG E-MAIL ALERT | APRIL 28, 2020  
[VIEW ARCHIVE](#)

**APPLICATION PERIODS ARE OPEN FOR THREE ASSISTANCE TO  
FIREFIGHTERS GRANT PROGRAMS!**

**APPLY NOW FOR THE FOLLOWING GRANTS:**

- **FY 2020 COVID 19 - Supplemental (AFG-S):** will close on Friday, May 15, at 5:00 p.m. Eastern Time
- **FY 2019 SAFER:** will close on Friday, May 15, at 5:00 p.m. Eastern Time
- **FY 2019 FP&S:** will close on Friday, May 29, at 5:00 p.m. Eastern Time

Please thoroughly review the grant program's Notice of Funding Opportunity (NOFO) prior to beginning your application.

We recommend that you start your application by using the Application Technical Assistance Tools found on the AFG website under [AFG Breaking News](#). These tools were produced specifically to help potential applicants plan their applications.

**APPLICATION PORTAL**

Online applications for all three grant programs are available through the Assistance to Firefighters Grant Program's FEMA GO (FEMA Grants Outcomes) portal at <https://go.fema.gov>. FEMA GO user guides with instructions for initiating grant applications can be found at: <https://www.fema.gov/media-library/assets/documents/182376>.

With multiple applications available, it is important to double check to make sure you are working on the program application you wish to apply for. The name of the program will be at the top of the application.

All users have their own FEMA GO account. Each account is specific to the authorized user and must not be shared with other personnel. A [FEMA GO Account Creation User Guide](#) can be viewed on the AFGP website or downloaded to your computer. An application number will be assigned when the application is started. Be sure to write it down for future reference.

NOTE: When completing the Applicant Information section for all application types (SAFER, FP&S, and AFG-S), the "applicant name" should be the name of the fire

department or organization applying for the grant, not the name of the person who is completing the application.

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*Fire Grants Help Desk:* If you have questions about the NOFOs or technical assistance tools, call or e-mail the Fire Grants Help Desk. The toll-free number is 1-866-274-0960; the e-mail address for questions is [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov). The Fire Grants Help Desk is open Monday – Friday, 8 a.m. – 4:30 p.m. Eastern Time.

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### **SAM.GOV REGISTRATION IS REQUIRED TO APPLY AND RECEIVE GRANTS**

All eligible applicants **must** be registered and active in the System for Award Management (SAM) **before** you can submit an application. Per 2 CFR § 25.205, FEMA may not make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active [SAM.gov](https://www.sam.gov) registration with current information. [SAM.gov](https://www.sam.gov) consolidates federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA). To register, or validate your information, please visit: <https://www.sam.gov/SAM/>

#### **SAM.gov Registration Tips:**

Please ensure the following items are current in SAM and the DUNS number used in SAM is the same one you use for all FEMA applications:

- Organization's name
- Address
- Data Universal Numbering System (DUNS)
- Employer Identification Number (EIN)
- Banking information (type of account (checking or saving), routing number, and account number)
- Many websites may look official in appearance but are not. As a reminder, registration in the [SAM.gov](https://www.sam.gov) is FREE
- [SAM.gov](https://www.sam.gov) registration is only active for one year and must be renewed annually.
- This information should be consistent in all registration documents

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#### **Should you need assistance with your SAM.gov account, there are several ways to get help:**

- Submit your [SAM.gov](https://www.sam.gov) question online to the Federal Service Help Desk at <https://www.fsd.gov/fsd-gov/home.do>
- Call the Federal Service Help Desk toll free at 1-866-606-8220; open Monday - Friday, 8 a.m. to 8 p.m. Eastern Time
- [SAM Quick Start Guide For New Grantee Registration](#) and [SAM Video Tutorial for New Applicants](#) are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM).

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### **SUBMITTING PREPARER INFORMATION**

FEMA requires that all applicants disclose the name, address and contact information of the person or organization, to include contracted grant writers, who are responsible for

preparing the application. Please ensure that this information is accurate at the time of submission. As a reminder, all applicants must attest that all information contained within the application, including preparer information, to be true, complete, and accurate to the best of your knowledge. If you contract with a grant writer, and they either refuse, or provide advice to not list them in the preparer information section of the application, please notify the AFG program office.

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### Twitter [@FEMAGrants](#)

Do you want the most up-to-date information on FEMA Grant programs – Follow us on Twitter [@FEMAGrants](#)

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### SHARE YOUR SUCCESS STORY

Do you have a Success Story regarding a FEMA Grant that you'd like to share with everyone? Contact us at [Meghan.Luke@fema.dhs.gov](mailto:Meghan.Luke@fema.dhs.gov) or through Twitter [@FEMAGrants](#) using a private message.

AFG Home Page: [www.fema.gov/firegrants](http://www.fema.gov/firegrants)  
AFG Regional Representatives: <http://www.fema.gov/fire-grant-contact-information>  
AFG Help Desk: E-mail: [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov)  
Telephone Toll-Free: 1-866-274-0960



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This email was sent to [mcnicholls@cazadero-csd.org](mailto:mcnicholls@cazadero-csd.org) using GovDelivery Communications Cloud on behalf of FEMA · U.S. Department of Homeland Security · Washington, DC 20472





**SONOMA COUNTY**  
Clerk-Recorder-Assessor  
[www.sonoma-county.org/cra](http://www.sonoma-county.org/cra)

REGISTRAR OF  
VOTERS DIVISION

P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free (CA only):  
(800) 750-VOTE  
Fax: (707) 565-6843

MEMORANDUM

TO: DISTRICT SECRETARY

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: APRIL 10, 2020

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 3, 2020. Nominations for offices in your district open on July 13, and close on August 7, 2020. If any incumbent fails to file during the nomination period, there will be a five day extension through 5 p.m. on August 12, 2020, for anyone other than the incumbent officer. The Registrar of Voters Office would like to assist you in any way possible in meeting all of your filing deadlines. Enclosed is a sample Resolution form to request consolidation, a Notice of Offices to Be Filled and Statement of Responsibility for the Statement of Qualifications and a Notice of District Boundaries.

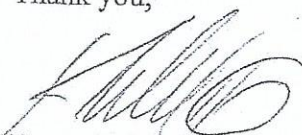
As a convenience to your candidates, we have enclosed forms for submitting Candidates' Statements of Qualifications. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Sonoma County Voter Information Guide.

If your district requires payment in advance for printing statements, candidates must secure a receipt from your office as proof of payment before a statement will be accepted for filing by our office. We will send out cost estimates via email as soon as they are available.

Statements of Qualifications must be filed at the same time all other nomination documents are filed in the office of the Registrar of Voters. Statements may be withdrawn but not changed during the nomination period or extended nomination period if applicable.

If you have any questions regarding this or any other election related matters, you may call our office at (707) 565-6800 or write us at P.O. Box 11485, Santa Rosa, CA 95406. Your continued cooperation and assistance in the conduct of elections is greatly appreciated.

Thank you,



Kamari Marchbanks

MEMORANDUM

TO: DEVA MARIE PROTO, COUNTY CLERK & REGISTRAR OF VOTERS  
FROM: Cazadero Community Services DISTRICT  
SUBJECT: NOTICE OF OFFICES TO BE FILLED AND STATEMENT OF RESPONSIBILITY FOR STATEMENTS OF QUALIFICATIONS

Notice is hereby given that, pursuant to Elections Code Section 10509 (which requires notification prior to the 125<sup>th</sup> day before the election, \*July 1, 2020), the following are the elected office holders of this district whose terms will expire in 2024, and whose successors will be required to be elected at the upcoming election to be held on NOVEMBER 3, 2020.

DIRECTOR

LENGTH OF NEXT TERM  
(Commencing 12/11/2020)

1. <u>Michael Nicholls</u>	<u>4</u> YEARS
2. <u>Paul Barry</u>	<u>4</u> YEARS
3. <u>Cory Olson</u>	<u>4</u> YEARS
4. _____	_____ YEARS
5. _____	_____ YEARS

(MARK APPROPRIATE OPTIONS BELOW)

The length of the Statements of Qualifications shall not exceed 200 words.

1. The costs incurred in the printing of the optional Statements of Qualifications (English & Spanish, if requested by the candidate) in the Voter Information Pamphlet is the responsibility of the (select one):

- District
- Candidate

a. If the candidate is responsible for costs of the Statement of Qualifications, the district opts to (select one):

- Require payment in advance to the District Secretary.
- Bill the candidate after the date of the election.

Note: It is the responsibility of the District to collect the costs of Statements of Qualifications from the candidates whether payment in advance or payment after the fact is required. **If advance payment is required, candidates must present a receipt from the district at the time the Statement of Qualifications is filed with the Registrar of Voters Office. Multi-county districts please be advised that the estimated cost reflects only the Sonoma County portion of the cost.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND SUBMIT THIS STATEMENT IN COMPLIANCE WITH ELECTIONS CODE SECTIONS 10509 AND 13307.

SEAL \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

MEMORANDUM

TO: DEVA MARIE PROTO, COUNTY CLERK & REGISTRAR OF VOTERS  
FROM: Cazadero Community Services DISTRICT  
SUBJECT: NOTICE OF DISTRICT BOUNDARIES/STATEMENT IN LIEU OF MAP  
DATE: 5-11-2020

Pursuant to Elections Code Section 10522 (which requires notification prior to the 125<sup>th</sup> day before the election (July 1, 2020) regarding district boundaries in the above named district), we are hereby notifying the Registrar of Voters Office that:

- As of this date, there has been no change in the boundaries of this district since the date of the last election. A map of the district is already on file with your office; therefore this notice is in lieu of providing a duplicate map.
- A map of the above district, with all annexations and detachments shown thereon, is attached to this notification and incorporated for reference herein.
- There have been changes in the boundaries of this district since the date of the last election. A verified map of the above district containing all recent annexations and details shown thereon, is already on file with your office.

Submitted by \_\_\_\_\_  
District Administrator/Secretary

SEAL

RESOLUTION NO. \_\_\_\_\_

DATED 5-11-2020

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
Cazadero Community Services DISTRICT, COUNTY OF SONOMA  
STATE OF CALIFORNIA, ORDERING AN ELECTION TO  
BE HELD AND REQUESTING CONSOLIDATION  
WITH THE NOVEMBER 3, 2020,  
CONSOLIDATED DISTRICT ELECTION

WHEREAS, an election will be held on NOVEMBER 3, 2020, in the  
Cazadero Community Services DISTRICT for the purpose of electing  
District Directors to fill positions that will expire in 2024;

BE IT RESOLVED THAT, the District Directors of said district hereby request consolidation with any  
election that may be held on the same day, in the same territory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director \_\_\_\_\_,  
who moved its adoption, seconded by Director \_\_\_\_\_ and then adopted on  
roll call by the following vote:

- Director \_\_\_\_\_ Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_
- Director \_\_\_\_\_ Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_
- Director \_\_\_\_\_ Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_
- Director \_\_\_\_\_ Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_
- Director \_\_\_\_\_ Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED

\_\_\_\_\_  
District Administrator/Secretary

# **DISCUSSION ITEMS**

**EMPLOYMENT AGREEMENT  
CAZADERO COMMUNITY SERVICES DISTRICT  
FIRE HALL CUSTODIAN**

This Fire Hall Custodian Employment Agreement ("Agreement") entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_ 2020 is made between Cazadero Community Services District ("District") and Nancy Caplan ("Employee" and/or "Fire Hall Custodian").

**RECITALS**

- A. WHEREAS the District wishes to engage the services of Employee as the Fire Hall Custodian of the District and to provide certain compensation and to establish certain conditions of employment of the Fire Hall Custodian;
- B. WHEREAS Employee desires to accept employment as Fire Hall Custodian under the terms and conditions contained in this contract;
- C. WHEREAS, in consideration of the mutual covenants and conditions contained in this contract, the parties agree as follows:

**SECTION 1.  
DUTIES**

- A. The District hereby employs Employee as the Fire Hall Custodian to perform the functions and duties specified by the District, attached hereto as Exhibit A and incorporated herein by reference.
- B. The Fire Hall Custodian position is a part-time, salaried position. Employee is expected to devote the time necessary to perform the duties specified for this position.
- C. Employee shall not engage in any activity that is or may become a conflict of interest or which may discredit the District.

**SECTION 2  
TERM**

- A. The term of this Agreement shall be \_\_\_\_\_ commencing on \_\_\_\_\_, 2020, and continuing to \_\_\_\_\_, 20\_\_\_\_, or as allowed by State Law, whichever is less, subject to the termination, severance and resignation provisions set forth in this Agreement.
- B. The parties understand that the Fire Hall Custodian's employment is at the will of the District. Nothing in this Agreement shall prevent, limit or otherwise interfere with the Employee or the District's right to terminate employment at any time in accordance with Section 4 of the Agreement.

SECTION 3  
COMPENSATION AND BENEFITS

A. **Salary.** District agrees to pay the Fire Hall Custodian for his services a monthly salary of \_\_\_\_\_ payable in installments at the same time and manner as other employees of the District (currently monthly).

B. **Annual Performance Review.** The Board of Directors of the District shall annually review the performance of the Fire Hall Custodian. As part of the Fire Hall Custodian's annual review, the District shall also review and set the level of compensation payable to the Fire Hall Custodian, based on performance, and establish new goals and objectives as appropriate.

SECTION 4  
TERMINATION OF EMPLOYMENT

A. **At Will Employee.** The Fire Hall Custodian serves at the pleasure of the District and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the District to terminate the services of the Fire Hall Custodian with or without cause. There is no express or implied promise made to the Fire Hall Custodian for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between the Fire Hall Custodian and the District.

B. **Termination by Mutual Agreement.** This Agreement may be terminated at any time where the District and the Fire Hall Custodian mutually agree on the terms of such termination.

C. **Termination Not For Cause.** In the exercise of its sole discretion, the District may terminate the Fire Hall Custodian for reason other than cause upon thirty (30) days' written notice.

D. **Resignation of the Fire Hall Custodian.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Fire Hall Custodian to resign at any time from his position with the District. The Fire Hall Custodian may terminate this Agreement by submitting thirty (30) days' written notice of his intention to resign.

E. **Termination for Cause, or in the Event of Death.** Any other provision of this Agreement to the contrary notwithstanding, this Agreement shall terminate upon the death of the Fire Hall Custodian or in the event the Fire Hall Custodian is terminated by the District for "cause" as defined below. In the event of such termination under this section, the District shall be under no obligation to the Fire Hall Custodian under this Agreement except for prorated salary due and unpaid to the date of termination. "Cause" for termination employment shall include, by way of illustration and not limitation, any of the following acts or conditions on the part of the Fire Hall Custodian:

(1) As provided in section 2924 of the California Labor Code, as the same shall be amended or replaced from time to time (willful breach of duty, etc.);



- (2) Persistent disregard of duties, including without limitation, failure to perform duties and failure to correct such disregard;
- (3) Failure of good behavior either during or after duty hours which is of such a nature that it causes discredit to the District;
- (4) Conviction of a felony or entry of a plea of *nolo contendere* to a felony offense;
- (5) Conviction of, or entry of a pleas of *nolo contendere* to any crime involving moral turpitude or dishonesty;
- (6) Breach of this Agreement;
- (7) If the Employee is insubordinate or is grossly negligent in performing his duties;
- (8) If the Employee violates any policies of the District that cause a substantial loss or damage or injury to the District's property or employees;
- (9) If the Employee habitually fails to report to work; or
- (10) If the Employee commits actions of fraud, embezzlement, bribery, or other similar serious acts in connection with Employee's employment with the District.

**F. Disability Termination.** If Employee shall, for whatever reason, become incapable of performing any of the essential functions of his position, even with reasonable accommodation by the District, either (1) permanently, or (2) for a period exceeding the period of leave available to the Employee under the Family Medical Leave Act or the California Family Rights Act, whichever is longer, then Employee shall be deemed to have suffered a disability. Employee recognizes that granting a leave longer than the time period required by law may constitute an undue hardship on the District. In accordance with applicable law, any request for leave that does constitute an undue hardship shall be grounds for termination of this Agreement.

**G. No compensation After Termination.** No compensation shall be paid to Fire Hall Custodian after employment is terminated for any reason, except for prorated salary due and unpaid to the date of termination.

## SECTION 5 GENERAL PROVISIONS

**A. Law Governing Agreement.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

**B. Entire Agreement.** This Agreement supersedes any and all other agreements, whether written or oral, between the District and the Fire Hall Custodian with respect to the Fire Hall Custodian's employment hereunder. Any modification of this Agreement shall be effective only if embodied in a formal amendment duly adopted by the District and reduced to a fully executed written document.

**C. Notices.** Any notices given pursuant to the terms of this contract shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(i) DISTRICT:

Cazadero Community Services District  
P.O. Box 508  
Cazadero, CA 95421

(ii) FIRE HALL CUSTODIAN:

Nancy Caplan  
P.O. Box \_\_\_\_\_  
Cazadero, CA 95421

(iii) COPY TO:

William R. Adams, Esq.  
Cazadero Community Services District General Counsel  
Merrill, Arnone & Jones LLP  
3554 Round Barn Blvd, Suite 303  
Santa Rosa, CA 95403

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

D. **Waiver.** No waiver by either party hereto with respect to performance of any other provision of this Agreement shall be binding unless expressed in writing, nor be deemed a waiver of any preceding or succeeding required performance hereunder.

E. **Assignment.** This Agreement is not assignable by the District or the Fire Hall Custodian.

F. **Severability.** In the event that any provision of this Agreement has finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

IN WITNESS THEREOF, the District has caused this Agreement to be signed and executed on its behalf by the President of the Board of Directors. It has also been executed by the Fire Hall Custodian on the date first above written.

CAZADERO COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Michael Nicholls, President of the Board

FIRE HALL CUSTODIAN

By: \_\_\_\_\_  
Nancy Caplan, Fire Hall Custodian

APPROVED AS TO FORM:  
William R. Adams, District Legal Counsel

**EMPLOYMENT AGREEMENT  
CAZADERO COMMUNITY SERVICES DISTRICT  
FIRE CHIEF**

This Fire Chief Employment Agreement ("Agreement") entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_ 2020 is made between Cazadero Community Services District ("District") and Steve Krausmann ("Employee" and/or "Fire Chief").

**RECITALS**

- A. WHEREAS the District wishes to engage the services of Employee as the Fire Chief of the District and to provide certain compensation and to establish certain conditions of employment of the Fire Chief;
- B. WHEREAS Employee desires to accept employment as Fire Chief under the terms and conditions contained in this contract;
- C. WHEREAS, in consideration of the mutual covenants and conditions contained in this contract, the parties agree as follows:

**SECTION 1.  
DUTIES**

- A. The District hereby employs Employee as the Fire Chief to perform the functions and duties specified by the District, attached hereto as Exhibit A and incorporated herein by reference.
- B. The Fire Chief position is a part-time, salaried position. Employee is expected to devote the time necessary to perform the duties specified for this position.
- C. Employee shall not engage in any activity that is or may become a conflict of interest or which may discredit the District.

**SECTION 2  
TERM**

- A. The term of this Agreement shall be \_\_\_\_\_ commencing on \_\_\_\_\_, 2020, and continuing to \_\_\_\_\_, 20\_\_\_\_, or as allowed by State Law, whichever is less, subject to the termination, severance and resignation provisions set forth in this Agreement.
- B. The parties understand that the Fire Chief's employment is at the will of the District. Nothing in this Agreement shall prevent, limit or otherwise interfere with the Employee or the District's right to terminate employment at any time in accordance with Section 4 of the Agreement.

SECTION 3  
COMPENSATION AND BENEFITS

A. **Salary.** District agrees to pay the Fire Chief for his services a monthly salary of \_\_\_\_\_ payable in installments at the same time and manner as other employees of the District (currently monthly).

B. **Annual Performance Review.** The Board of Directors of the District shall annually review the performance of the Fire Chief. As part of the Fire Chief's annual review, the District shall also review and set the level of compensation payable to the Fire Chief, based on performance, and establish new goals and objectives as appropriate.

SECTION 4  
TERMINATION OF EMPLOYMENT

A. **At Will Employee.** The Fire Chief serves at the pleasure of the District and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the District to terminate the services of the Fire Chief with or without cause. There is no express or implied promise made to the Fire Chief for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between the Fire Chief and the District.

B. **Termination by Mutual Agreement.** This Agreement may be terminated at any time where the District and the Fire Chief mutually agree on the terms of such termination.

C. **Termination Not For Cause.** In the exercise of its sole discretion, the District may terminate the Fire Chief for reason other than cause upon thirty (30) days' written notice.

D. **Resignation of the Fire Chief.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Fire Chief to resign at any time from his position with the District. The Fire Chief may terminate this Agreement by submitting thirty (30) days' written notice of his intention to resign.

E. **Termination for Cause, or in the Event of Death.** Any other provision of this Agreement to the contrary notwithstanding, this Agreement shall terminate upon the death of the Fire Chief or in the event the Fire Chief is terminated by the District for "cause" as defined below. In the event of such termination under this section, the District shall be under no obligation to the Fire Chief under this Agreement except for prorated salary due and unpaid to the date of termination. "Cause" for termination employment shall include, by way of illustration and not limitation, any of the following acts or conditions on the part of the Fire Chief:

- (1) As provided in section 2924 of the California Labor Code, as the same shall be amended or replaced from time to time (willful breach of duty, etc.);
- (2) Persistent disregard of duties, including without limitation, failure to perform duties and failure to correct such disregard;

- (3) Failure of good behavior either during or after duty hours which is of such a nature that it causes discredit to the District;
- (4) Conviction of a felony or entry of a plea of *nolo contendere* to a felony offense;
- (5) Conviction of, or entry of a pleas of *nolo contendere* to any crime involving moral turpitude or dishonesty;
- (6) Breach of this Agreement;
- (7) If the Employee is insubordinate or is grossly negligent in performing his duties;
- (8) If the Employee violates any policies of the District that cause a substantial loss or damage or injury to the District's property or employees;
- (9) If the Employee habitually fails to report to work; or
- (10) If the Employee commits actions of fraud, embezzlement, bribery, or other similar serious acts in connection with Employee's employment with the District.

**F. Disability Termination.** If Employee shall, for whatever reason, become incapable of performing any of the essential functions of his position, even with reasonable accommodation by the District, either (1) permanently, or (2) for a period exceeding the period of leave available to the Employee under the Family Medical Leave Act or the California Family Rights Act, whichever is longer, then Employee shall be deemed to have suffered a disability. Employee recognizes that granting a leave longer than the time period required by law may constitute an undue hardship on the District. In accordance with applicable law, any request for leave that does constitute an undue hardship shall be grounds for termination of this Agreement.

**G. No compensation After Termination.** No compensation shall be paid to Fire Chief after employment is terminated for any reason, except for prorated salary due and unpaid to the date of termination.

## SECTION 5 GENERAL PROVISIONS

**A. Law Governing Agreement.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

**B. Entire Agreement.** This Agreement supersedes any and all other agreements, whether written or oral, between the District and the Fire Chief with respect to the Fire Chief's employment hereunder. Any modification of this Agreement shall be effective only if embodied in a formal amendment duly adopted by the District and reduced to a fully executed written document.

**C. Notices.** Any notices given pursuant to the terms of this contract shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(i) DISTRICT:

Cazadero Community Services District  
P.O. Box 508  
Cazadero, CA 95421

(ii) FIRE CHIEF:

Steve Krausmann  
P.O. Box \_\_\_\_\_  
Cazadero, CA 95421

(iii) COPY TO:

William R. Adams, Esq.  
Cazadero Community Services District General Counsel  
Merrill, Arnone & Jones LLP  
3554 Round Barn Blvd, Suite 303  
Santa Rosa, CA 95403

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

D. **Waiver.** No waiver by either party hereto with respect to performance of any other provision of this Agreement shall be binding unless expressed in writing, nor be deemed a waiver of any preceding or succeeding required performance hereunder.

E. **Assignment.** This Agreement is not assignable by the District or the Fire Chief.

F. **Severability.** In the event that any provision of this Agreement has finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

IN WITNESS THEREOF, the District has caused this Agreement to be signed and executed on its behalf by the President of the Board of Directors. It has also been executed by the Fire Chief on the date first above written.

CAZADERO COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Michael Nicholls, President of the Board

FIRE CHIEF

By: \_\_\_\_\_  
Steve Krausmann, Fire Chief

APPROVED AS TO FORM:  
William R. Adams, District Legal Counsel



**EMPLOYMENT AGREEMENT  
CAZADERO COMMUNITY SERVICES DISTRICT  
PARK MAINTENANCE WORKER**

This Park Maintenance Worker Employment Agreement (“Agreement”) entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_ 2020 is made between Cazadero Community Services District (“District”) and Alan Dewart (“Employee” and/or “Park Maintenance Worker”).

**RECITALS**

A. WHEREAS the District wishes to engage the services of Employee as the Park Maintenance Worker of the District and to provide certain compensation and to establish certain conditions of employment of the Park Maintenance Worker;

B. WHEREAS Employee desires to accept employment as Park Maintenance Worker under the terms and conditions contained in this contract;

C. WHEREAS, in consideration of the mutual covenants and conditions contained in this contract, the parties agree as follows:

**SECTION 1.  
DUTIES**

A. The District hereby employs Employee as the Park Maintenance Worker to perform the functions and duties specified by the District, attached hereto as Exhibit A and incorporated herein by reference.

B. The Park Maintenance Worker position is a part-time, salaried position. Employee is expected to devote the time necessary to perform the duties specified for this position.

C. Employee shall not engage in any activity that is or may become a conflict of interest or which may discredit the District.

**SECTION 2  
TERM**

A. The term of this Agreement shall be \_\_\_\_\_ commencing on \_\_\_\_\_, 2020, and continuing to \_\_\_\_\_, 20\_\_\_\_, or as allowed by State Law, whichever is less, subject to the termination, severance and resignation provisions set forth in this Agreement.

B. The parties understand that the Park Maintenance Worker’s employment is at the will of the District. Nothing in this Agreement shall prevent, limit or otherwise interfere with the Employee or the District’s right to terminate employment at any time in accordance with Section 4 of the Agreement.

SECTION 3  
COMPENSATION AND BENEFITS

A. **Salary.** District agrees to pay the Park Maintenance Worker for his services a monthly salary of \_\_\_\_\_ payable in installments at the same time and manner as other employees of the District (currently monthly).

B. **Annual Performance Review.** The Board of Directors of the District shall annually review the performance of the Park Maintenance Worker. As part of the Park Maintenance Worker's annual review, the District shall also review and set the level of compensation payable to the Park Maintenance Worker, based on performance, and establish new goals and objectives as appropriate.

SECTION 4  
TERMINATION OF EMPLOYMENT

A. **At Will Employee.** The Park Maintenance Worker serves at the pleasure of the District and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the District to terminate the services of the Park Maintenance Worker with or without cause. There is no express or implied promise made to the Park Maintenance Worker for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between the Park Maintenance Worker and the District.

B. **Termination by Mutual Agreement.** This Agreement may be terminated at any time where the District and the Park Maintenance Worker mutually agree on the terms of such termination.

C. **Termination Not For Cause.** In the exercise of its sole discretion, the District may terminate the Park Maintenance Worker for reason other than cause upon thirty (30) days' written notice.

D. **Resignation of the Park Maintenance Worker.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Park Maintenance Worker to resign at any time from his position with the District. The Park Maintenance Worker may terminate this Agreement by submitting thirty (30) days' written notice of his intention to resign.

E. **Termination for Cause, or in the Event of Death.** Any other provision of this Agreement to the contrary notwithstanding, this Agreement shall terminate upon the death of the Park Maintenance Worker or in the event the Park Maintenance Worker is terminated by the District for "cause" as defined below. In the event of such termination under this section, the District shall be under no obligation to the Park Maintenance Worker under this Agreement except for prorated salary due and unpaid to the date of termination. "Cause" for termination employment shall include, by way of illustration and

not limitation, any of the following acts or conditions on the part of the Park Maintenance Worker:

- (1) As provided in section 2924 of the California Labor Code, as the same shall be amended or replaced from time to time (willful breach of duty, etc.);
- (2) Persistent disregard of duties, including without limitation, failure to perform duties and failure to correct such disregard;
- (3) Failure of good behavior either during or after duty hours which is of such a nature that it causes discredit to the District;
- (4) Conviction of a felony or entry of a plea of *nolo contendere* to a felony offense;
- (5) Conviction of, or entry of a pleas of *nolo contendere* to any crime involving moral turpitude or dishonesty;
- (6) Breach of this Agreement;
- (7) If the Employee is insubordinate or is grossly negligent in performing his duties;
- (8) If the Employee violates any policies of the District that cause a substantial loss or damage or injury to the District's property or employees;
- (9) If the Employee habitually fails to report to work; or
- (10) If the Employee commits actions of fraud, embezzlement, bribery, or other similar serious acts in connection with Employee's employment with the District.

**F. Disability Termination.** If Employee shall, for whatever reason, become incapable of performing any of the essential functions of his position, even with reasonable accommodation by the District, either (1) permanently, or (2) for a period exceeding the period of leave available to the Employee under the Family Medical Leave Act or the California Family Rights Act, whichever is longer, then Employee shall be deemed to have suffered a disability. Employee recognizes that granting a leave longer than the time period required by law may constitute an undue hardship on the District. In accordance with applicable law, any request for leave that does constitute an undue hardship shall be grounds for termination of this Agreement.

**G. No compensation After Termination.** No compensation shall be paid to Park Maintenance Worker after employment is terminated for any reason, except for prorated salary due and unpaid to the date of termination.

## SECTION 5 GENERAL PROVISIONS

**A. Law Governing Agreement.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

**B. Entire Agreement.** This Agreement supersedes any and all other agreements, whether written or oral, between the District and the Park Maintenance Worker with respect to the Park Maintenance Worker's employment hereunder. Any modification of this Agreement shall be effective only if embodied in a formal amendment duly adopted by the District and reduced to a fully executed written document.

**C. Notices.** Any notices given pursuant to the terms of this contract shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(i) DISTRICT:

Cazadero Community Services District  
P.O. Box 508  
Cazadero, CA 95421

(ii) PARK MAINTENANCE WORKER:

Alan Dewart  
P.O. Box 503  
Cazadero, CA 95421

(iii) COPY TO:

William R. Adams, Esq.  
Cazadero Community Services District General Counsel  
Merrill, Arnone & Jones LLP  
3554 Round Barn Blvd, Suite 303  
Santa Rosa, CA 95403

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**D. Waiver.** No waiver by either party hereto with respect to performance of any other provision of this Agreement shall be binding unless expressed in writing, nor be deemed a waiver of any preceding or succeeding required performance hereunder.

**E. Assignment.** This Agreement is not assignable by the District or the Park Maintenance Worker.

**F. Severability.** In the event that any provision of this Agreement has finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

IN WITNESS THEREOF, the District has caused this Agreement to be signed and executed on its behalf by the President of the Board of Directors. It has also been executed by the Park Maintenance Worker on the date first above written.

CAZADERO COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Michael Nicholls, President of the Board

PARK MAINTENANCE WORKER

By: \_\_\_\_\_  
Alan Dewart, Park Maintenance Worker

APPROVED AS TO FORM:  
William R. Adams, District Legal Counsel

# FINANCIALS

**Cazadero Community Services District**  
**Reconciliation Summary**  
**1-Community First CU -Checking, Period Ending 04/30/2020**

---

	<u>Apr 30, 20</u>
Beginning Balance	79,478.47
Cleared Transactions	
Checks and Payments - 19 items	<u>-20,183.19</u>
Total Cleared Transactions	<u>-20,183.19</u>
Cleared Balance	<u><u>59,295.28</u></u>
Register Balance as of 04/30/2020	59,295.28
New Transactions	
Checks and Payments - 11 items	<u>-3,537.01</u>
Total New Transactions	<u>-3,537.01</u>
Ending Balance	<u><u>55,758.27</u></u>

**Cazadero Community Services District**  
**Reconciliation Detail**  
**1-Community First CU -Checking, Period Ending 04/30/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						79,478.47
<b>Cleared Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Paycheck	04/01/2020	9519	Kulczewski, Sharon	X	-716.82	-716.82
Paycheck	04/01/2020	9518	Krausmann, Steven M	X	-688.80	-1,405.62
Paycheck	04/01/2020	9517	Dewart, Alan	X	-461.75	-1,867.37
Paycheck	04/01/2020	9516	Caplan, Nancy K.	X	-415.58	-2,282.95
Bill Pmt -Check	04/08/2020	9524	Fire Agencies Self I...	X	-7,869.00	-10,151.95
Bill Pmt -Check	04/08/2020	9521	Blomberg & Griffin A...	X	-4,950.00	-15,101.95
Bill Pmt -Check	04/08/2020	9520	Bank of America Bu...	X	-2,590.12	-17,692.07
Bill Pmt -Check	04/08/2020	EFT	P. G. & E.	X	-683.50	-18,375.57
Bill Pmt -Check	04/08/2020	9527	Sonoma County Jun...	X	-526.16	-18,901.73
Bill Pmt -Check	04/08/2020	9525	McPhail Fuel Co.	X	-354.33	-19,256.06
Bill Pmt -Check	04/08/2020	9523	Cazadero Supply	X	-138.28	-19,394.34
Liability Check	04/08/2020	E-pay	EDD	X	-136.74	-19,531.08
Liability Check	04/08/2020	E-pay	EDD	X	-91.03	-19,622.11
Bill Pmt -Check	04/08/2020	9526	Merrill, Arnone & Jo...	X	-90.00	-19,712.11
Bill Pmt -Check	04/08/2020	9522	Caplan, Nancy	X	-39.69	-19,751.80
Bill Pmt -Check	04/09/2020	EFT	Frontier Communica...	X	-163.87	-19,915.67
Bill Pmt -Check	04/09/2020	EFT	Frontier Communica...	X	-62.22	-19,977.89
Bill Pmt -Check	04/09/2020	EFT	Recology Sonoma ...	X	-45.47	-20,023.36
Bill Pmt -Check	04/16/2020	EFT	Comcast	X	-159.83	-20,183.19
Total Checks and Payments					-20,183.19	-20,183.19
Total Cleared Transactions					-20,183.19	-20,183.19
Cleared Balance					-20,183.19	59,295.28
Register Balance as of 04/30/2020					-20,183.19	59,295.28
<b>New Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Paycheck	05/01/2020	9530	Krausmann, Steven M		-688.80	-688.80
Paycheck	05/01/2020	9531	Kulczewski, Sharon		-476.69	-1,165.49
Paycheck	05/01/2020	9529	Dewart, Alan		-461.75	-1,627.24
Paycheck	05/01/2020	9528	Caplan, Nancy K.		-415.57	-2,042.81
Bill Pmt -Check	05/04/2020	EFT	P. G. & E.		-217.35	-2,260.16
Bill Pmt -Check	05/04/2020	EFT	P. G. & E.		-70.85	-2,331.01
Liability Check	05/05/2020	E-pay	EFTPS		-472.10	-2,803.11
Bill Pmt -Check	05/11/2020	EFT	Frontier Communica...		-163.13	-2,966.24
Bill Pmt -Check	05/11/2020	EFT	Frontier Communica...		-62.56	-3,028.80
Bill Pmt -Check	05/14/2020	EFT	P. G. & E.		-348.38	-3,377.18
Bill Pmt -Check	05/16/2020	EFT	Comcast		-159.83	-3,537.01
Total Checks and Payments					-3,537.01	-3,537.01
Total New Transactions					-3,537.01	-3,537.01
<b>Ending Balance</b>					<b>-23,720.20</b>	<b>55,758.27</b>



**Cazadero Community Services District**  
**Reconciliation Summary**  
**2-Community First CU -Savings, Period Ending 04/30/2020**

---

	<u>Apr 30, 20</u>
Beginning Balance	10,004.44
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.64</u>
Total Cleared Transactions	<u>1.64</u>
Cleared Balance	<u><u>10,006.08</u></u>
Register Balance as of 04/30/2020	10,006.08
Ending Balance	10,006.08

**Cazadero Community Services District**  
**Reconciliation Detail**  
**2-Community First CU -Savings, Period Ending 04/30/2020**

---

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,004.44
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/30/2020			X	1.64	1.64
<b>Total Deposits and Credits</b>					1.64	1.64
<b>Total Cleared Transactions</b>					1.64	1.64
Cleared Balance					1.64	10,006.08
Register Balance as of 04/30/2020					1.64	10,006.08
<b>Ending Balance</b>					<b>1.64</b>	<b>10,006.08</b>

**Cazadero Community Services District**  
**Reconciliation Summary**  
**1-Westam Check, Period Ending 04/30/2020**

---

	<u>Apr 30, 20</u>
Beginning Balance	321,212.91
Cleared Transactions	
Checks and Payments - 2 items	-673.49
Deposits and Credits - 3 items	<u>215,718.40</u>
Total Cleared Transactions	<u>215,044.91</u>
Cleared Balance	<u><u>536,257.82</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-633.18
Deposits and Credits - 2 items	<u>14,499.54</u>
Total Uncleared Transactions	<u>13,866.36</u>
Register Balance as of 04/30/2020	<u><u>550,124.18</u></u>
New Transactions	
Checks and Payments - 2 items	<u>-147,458.37</u>
Total New Transactions	<u>-147,458.37</u>
Ending Balance	<u><u>402,665.81</u></u>

**Cazadero Community Services District  
Reconciliation Detail  
1-Westam Check, Period Ending 04/30/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						321,212.91
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Liability Check	04/08/2020	E-pay	EFTPS	X	-449.38	-449.38
Bill Pmt -Check	04/09/2020	EFT	Frontier Communica...	X	-224.11	-673.49
<b>Total Checks and Payments</b>					-673.49	-673.49
<b>Deposits and Credits - 3 items</b>						
Deposit	04/23/2020			X	90,904.00	90,904.00
Deposit	04/23/2020			X	124,808.30	215,712.30
Deposit	04/30/2020			X	6.10	215,718.40
<b>Total Deposits and Credits</b>					215,718.40	215,718.40
<b>Total Cleared Transactions</b>					215,044.91	215,044.91
<b>Cleared Balance</b>					215,044.91	536,257.82
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Paycheck	12/01/2019	9205	Horn {volunteer}, Brit		-392.49	-392.49
Paycheck	12/01/2019	9210	Mercieca, Stephan J.		-64.64	-457.13
Paycheck	12/01/2019	9201	Dahle, Michael		-60.03	-517.16
Bill Pmt -Check	04/28/2020	EFT	Comcast		-116.02	-633.18
<b>Total Checks and Payments</b>					-633.18	-633.18
<b>Deposits and Credits - 2 items</b>						
General Journal	06/30/2018	AJE6			13,458.37	13,458.37
Deposit	08/27/2019				1,041.17	14,499.54
<b>Total Deposits and Credits</b>					14,499.54	14,499.54
<b>Total Uncleared Transactions</b>					13,866.36	13,866.36
<b>Register Balance as of 04/30/2020</b>					228,911.27	550,124.18
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	05/11/2020	9245	Rosenbauer South ...		-147,240.57	-147,240.57
Bill Pmt -Check	05/11/2020	EFT	Frontier Communica...		-217.80	-147,458.37
<b>Total Checks and Payments</b>					-147,458.37	-147,458.37
<b>Total New Transactions</b>					-147,458.37	-147,458.37
<b>Ending Balance</b>					<b>81,452.90</b>	<b>402,665.81</b>

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05/05/20

**Cazadero Community Services District**  
**Reconciliation Summary**  
L. A. I. F., Period Ending 04/30/2020

---

	<u>Apr 30, 20</u>
Beginning Balance	222,767.10
Cleared Transactions	
Deposits and Credits - 1 item	<u>1,121.15</u>
Total Cleared Transactions	<u>1,121.15</u>
Cleared Balance	<u><u>223,888.25</u></u>
Register Balance as of 04/30/2020	223,888.25
Ending Balance	223,888.25

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05/05/20

**Cazadero Community Services District**  
**Reconciliation Detail**  
L. A. I. F., Period Ending 04/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						222,767.10
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/15/2019			X	1,121.15	1,121.15
Total Deposits and Credits					1,121.15	1,121.15
Total Cleared Transactions					1,121.15	1,121.15
Cleared Balance					1,121.15	223,888.25
Register Balance as of 04/30/2020					1,121.15	223,888.25
Ending Balance					<u>1,121.15</u>	<u>223,888.25</u>

**CAZADERO COMMUNITY  
SERVICES DISTRICT**

**Financial Statements**

**For the Fiscal Year Ended June 30, 2019**  
*(With Comparative Amounts for Year 2018)*

**CAZADERO COMMUNITY SERVICES DISTRICT  
COUNTY OF TRINITY, CALIFORNIA**

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Blomberg & Griffin Accountancy Corporation  
Certified Public Accountant

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Cazadero Community Services District  
Cazadero, California

### Report on the Financial Statements

We have audited the accompanying financial statements of Cazadero Community Service District as of and for the years ended June 30, 2019, and 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Cazadero Community Service District, as of June 30, 2019, and 2018 and the respective changes in financial position, and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (omitted) and budgetary comparison schedule of general funds (page 18) be presented to supplement the basic financial statements. The District has not presented Management's Discussion and Analysis. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with enough evidence to express an opinion or provide any assurance

**Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The accompanying information, listed as supplementary information in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements of the District.

Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and, accordingly, we do not express an opinion on it or provide any assurance on it.



Blomberg & Griffin A.C.  
Stockton, CA  
January 15, 2020

**CAZADERO COMMUNITY SERVICES DISTRICT**

Statement of Net Position

June 30, 2019 and 2018

	<b>2019</b>	<b>2018</b>
	<b>Governmental</b>	<b>Governmental</b>
	<b>Activities</b>	<b>Activities</b>
<b>ASSETS</b>		
Current Assets:		
Cash and Investments	\$ 627,377	\$ 457,864
Interest Receivable	1,041	687
Prepaid Obligation	2,329	-
Due From Other Governments	<u>11,627</u>	<u>26,580</u>
Total Current Assets	<u>642,374</u>	<u>485,131</u>
Noncurrent Assets:		
Land	211,838	211,838
Building, Improvements and Equipment	1,646,441	1,576,929
Accumulated Depreciation	<u>(747,525)</u>	<u>(679,499)</u>
Total Noncurrent Assets	<u>1,110,754</u>	<u>1,109,268</u>
Total Assets	<u>\$ 1,753,128</u>	<u>\$ 1,594,399</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	\$ 30,327	\$ 9,706
Accrued Liabilities	2,294	2,218
Westamerica Loan-Due Within One Year	<u>31,493</u>	<u>30,665</u>
Total Current Liabilities	<u>64,114</u>	<u>42,589</u>
Noncurrent Liabilities:		
Westamerica Loan-Due After One Year	<u>99,639</u>	<u>131,132</u>
Total Noncurrent Liabilities	<u>99,639</u>	<u>131,132</u>
Total Liabilities	<u>163,753</u>	<u>173,721</u>
<b>NET POSITION</b>		
Invested in Capital Assets, Net of Related Debt	979,622	947,471
Unrestricted	<u>609,753</u>	<u>473,207</u>
Total Net Position	<u>1,589,375</u>	<u>1,420,678</u>
Total Liabilities and Net Position	<u>\$ 1,753,128</u>	<u>\$ 1,594,399</u>

The accompanying notes are an integral part of the financial statements

**CAZADERO COMMUNITY SERVICES DISTRICT**  
**Statement of Activities and Changes in Net Position**  
**For the Years Ended June 30, 2019 and 2018**

	<b>Governmental Activities</b>	
	<b>2019</b>	<b>2018</b>
<b>EXPENDITURES/EXPENSES:</b>		
Salaries & Employee Benefits	\$ 128,370	\$ 57,805
Service and supplies	109,667	102,248
Depreciation Expense	68,026	65,563
	306,063	225,616
<b>PROGRAM REVENUES:</b>		
Intergovernmental Revenue	150,158	1,762
	150,158	1,762
Net Program Income (Expenses)	(155,905)	(223,854)
<b>GENERAL REVENUES:</b>		
Taxes and Assessment	286,123	259,713
Investment Income	4,968	2,742
Interest Expenses	(4,370)	(5,175)
Grants and Donations	22,000	20,838
Miscellaneous	15,881	52,013
	324,602	330,131
Transfer of Funds	-	-
Change in Net Position	168,697	106,277
Net Position - Beginning of Year	1,420,678	1,314,401
Net Position - End of Year	\$ 1,589,375	\$ 1,420,678

The accompanying notes are an integral part of the financial statements

CAZADERO COMMUNITY SERVICES DISTRICT

Governmental Fund

Balance Sheet

June 30, 2019 and 2018

	Governmental Activities	
	2019	2018
<b>ASSETS:</b>		
Cash and Investments	\$ 627,377	\$ 457,864
Due From Other Governments	11,627	26,580
Prepaid Obligation	2,329	-
Interest Receivable	1,041	687
Total Assets	<u>\$ 642,374</u>	<u>\$ 485,131</u>
<b>LIABILITIES and FUND BALANCES:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ 30,327	\$ 9,706
Accrued Liabilities	2,294	2,218
Total Liabilities	<u>32,621</u>	<u>11,924</u>
<b>Fund Balances:</b>		
Comitted for Current Loan Payments	31,493	30,665
Assigned for Future Loan Payments	34,650	34,650
Assigned for Park Development	8,300	8,300
Unassigned	535,310	399,592
Total Fund Balances	<u>609,753</u>	<u>473,207</u>
Total Liabilities and Fund Balances	<u>\$ 642,374</u>	<u>\$ 485,131</u>

The accompanying notes are an integral part of the financial statements

**CAZADERO COMMUNITY SERVICES DISTRICT**  
Statement of Government Fund, Revenues, Expenditures, and Changes in Fund Balances  
For the Years Ended June 30, 2019 and 2018

	<b>Governmental Activities</b>	
	<u>2019</u>	<u>2018</u>
<b>GENERAL REVENUES:</b>		
Taxes and Assessments	\$ 286,123	\$ 259,713
Intergovernmental Revenues	150,158	1,762
Unrestricted Investment Earnings	4,968	2,742
Grants and Donations	22,000	20,838
Miscellaneous	<u>15,881</u>	<u>52,013</u>
Total Revenues	<u>479,130</u>	<u>337,068</u>
<b>EXPENDITURES:</b>		
Operating Expenditures:		
Salaries and Employee Benefits	128,370	57,805
Services and Supplies	109,667	102,248
Capital Outlay	69,512	49,907
Debt Service		
Principal Retired	30,665	29,858
Interest	<u>4,370</u>	<u>5,176</u>
Total Expenditures	<u>342,584</u>	<u>244,994</u>
Transfers	-	-
Net Change in Fund Balances	136,546	92,074
Fund Balances - Beginning of Year	<u>473,207</u>	<u>381,133</u>
<b>Fund Balances - End of Year</b>	<u><u>\$ 609,753</u></u>	<u><u>\$ 473,207</u></u>

The accompanying notes are an integral part of the financial statements

**CAZADERO COMMUNITY SERVICES DISTRICT**  
 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
 June 30, 2019 and 2018

	Governmental Activities	
	2019	2018
Total Fund Balances - Governmental Funds	\$ 609,753	\$ 473,207
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets, net of accumulated depreciation used in governmental activities are not financial resources and therefore, are not reported in the funds.</p>		
	2019	2018
Historical Cost	1,858,279	1,788,767
Accumulated Depreciation	(747,525)	(679,499)
	1,110,754	1,109,268
Capital lease and notes payable for the purchase of capital assets is not a use of financial resources and is not reported in governmental funds financial statements	(131,132)	(161,797)
Net Position - Governmental Activities	\$ 1,589,375	\$ 1,420,678

The accompanying notes are an integral part of the financial statements

**CAZADERO COMMUNITY SERVICES DISTRICT**  
**Reconciliation of the Statement of Governmental Revenues, Expenditures, and**  
**Changes in Fund Balances to the Statement of Activities**  
**For the Years Ended June 30, 2019 and 2018**

	<b>Governmental Activities</b>	
	<b>2019</b>	<b>2018</b>
Net Change in Fund Balances - Governmental Funds	\$ 136,546	\$ 92,074
Amounts reported for governmental activities in the statement of net position are different because:		
Capital outlays is reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
	2019	2018
Add - Capital Outlay	69,512	49,908
Deduct - Depreciation expense	(68,026)	(65,563)
	1,486	(15,655)
Governmental funds report principal payments as expenditures but the repayment reduces long-term debt in the statement of net position. This is the amount of debt repayment.		
	30,665	29,858
Change in Net Position - Government Wide	\$ 168,697	\$ 106,277

The accompanying notes are an integral part of the financial statements



# CAZADERO COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2019 and 2018

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Reporting Entity:

The Cazadero Community Services District of Sonoma County was organized under Government Code Section 61000 et seq, on April 30, 1963 by Resolution No. 58721. The District is governed by a five-member elected Board of Directors. The purpose of the District is to provide fire protection, street lighting, and support recreational and cultural activities in the Cazadero area. The District also maintains tennis courts and a playground.

### Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately.

The statement of activities demonstrated the degree to which the direct expenses of the given function or segment of offset by program revenues. Direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or section and 2) grants and contributions that are restricted to meeting operational or capital requirements of a particular function or segment. Taxes and other items not properly reported in separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

### Measurement Focus, Basis of Accounting, and Financial Statement Presentation:

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Taxes, interest, and charges for services are available when receipt occurs within 365 days of the end of the accounting period so as to be both measurable and available. Licenses, permits, fines, forfeitures, and other revenues are recorded as revenues when received. Property taxes are available when their receipt occurs within sixty days of the end of the accounting period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims judgements are recorded only when payment is due.

## CAZADERO COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2019 and 2018

### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Amounts recorded as program revenues include 1) charges to customers or applicants for goods, services or privileges provided and 2) capital grants and contributions. Internally dedicated resources are reported as general revenue rather than program revenues. Likewise, general revenues include all taxes.

#### Assets, Liabilities, and Net Position or Fund Balance

##### 1. Cash and Investments

The District's property tax revenue is received by Sonoma County treasurer, who distributes the funds to the District. The District retains an account in commercial bank. In addition, the district maintains an investment account with the California Local Agency Fund.

##### 2. Property Taxes

The County of Sonoma is responsible for assessing, collecting and distributing property taxes in accordance with state law. Liens on real property are established January 1 for the ensuing fiscal year. The property tax is levied as of July 1 on all taxable property located in the County of Sonoma.

Secured property taxes are due in two installments, on November 1 and February 1, and are delinquent after December 10 and April 10, respectively. Additionally, supplemental property taxes are levied on a pro rata basis when changes in assessed valuation occur due to sales transaction or the completion of construction.

Since the passage of California's Proposition 13, beginning with the fiscal year 1978/1979 general property taxes are based either on a flat 1% rate applied to the 1975/1976 full value, or on 1% of the sales price of the property on sales transaction and construction after the 1975/1976 valuation. Taxable values on properties (exclusive of increases related to sales and construction) can rise at the maximum of 2% per year.

On June 30, 1993 the Board of Supervisors adopted the "Teeter" method of property tax allocation. This method allocates property taxes based on the total property tax billed. At year-end, County advances cash to each taxing jurisdiction equal to its current year delinquent property taxes. In exchange, the County receives the penalties and interest on delinquent taxes when collected. The penalties and interest are used to pay the interest cost of borrowing the cash used for the advances.

**CAZADERO COMMUNITY SERVICES DISTRICT**

Notes to the Financial Statements

June 30, 2019 and 2018

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**3. Capital Assets:**

Capital assets, which include land, buildings and improvements, and equipment are reported in the applicable governmental activity's columns in the government-wide financial statements. Capital assets are defined by the district as assets with an initial, individual cost of more than \$3,000 and an estimated useful life in excess of two years. Such assets are recorded as historical cost of purchased or constricted. Donated capital assets are recorded at estimated fair market value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Buildings and improvements and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Equipment	5-50
Buildings and Improvements	5-20

**4. Net Position:**

Net Position is classified into three components – net investment in capital assets, restricted and unrestricted. These classifications are defined as follows:

- Net investment in capital assets – This category group all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balance of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this in this category.
- Restricted net position – This category presents external restriction imposed by creditors, grantors, contributors or laws or regulation of other government and restrictions imposed by law though constitutional provisions or enabling legislation.
- Unrestricted net position – This category represents net position of the entity, not restricted for any other project or purpose.
- When both restricted and unrestricted net position is available, restricted resources are used only after the unrestricted resources are depleted.

## CAZADERO COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements

June 30, 2019 and 2018

### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### 5. Fund Balance:

In the fund financial statements, governmental funds report fund balance using the classifications listed in GASB Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions. Initial distinction is made in reporting fund balance information identifying amounts that are considered nonspendable, such as fund balance associated with inventories. Spendable fund balance for the governmental fund consists of the following classifications:

- **Non-spendable Fund Balance:** This represents amounts not available to be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.
- **Restricted Fund Balance:** the portion of fund balance that can only be spent for specific purposes stipulated by constitution, external resources providers, or through enabling legislation.
- **Committed Fund Balance:** the portion of fund balance whose use is subject to formal action of the government's highest-level decision-making authority. These commitments remain binding unless changed or removed by formal action of the Board as the formal authority that imposed the constraint. The underlying action that imposed, modified, or removed the limitation would need to occur no later than the close of the reporting period.
- **Assigned:** the portion of fund balance that is intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.
- **Unassigned:** the residual amount of all general fund spendable resources not contained in the other classifications.

The District's fund balance is mostly unassigned; hence they do not have a policy regarding spending of fund balance according to fund balance categories. The District does not have encumbrance, stabilization arrangements or a minimum fund balance policy.

**CAZADERO COMMUNITY SERVICES DISTRICT**

Notes to the Financial Statements

June 30, 2019 and 2018

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**GASB 54 Fund Balance Classifications by Purpose**

Committed – Committed fund balance of \$31,493 and \$30,665 at June 30, 2019, and 2018, respectively, represents the current portion of long-term debt expected to be paid with current financial resources.

Assigned – Assigned fund balance of \$42,950 at June 30, 2019, and 2018, represents funds sets aside for future loan payments and park development.

Unassigned – The District has unassigned fund balance in the amount of \$535,310 and \$399,592 at June 30, 2019, and 2018, respectively. As of June 30, 2019, and 2018, total fund balance was \$609,753 and \$473,207, respectively.

**6. Use of Estimates:**

The preparation of financial statements required management to make estimates and assumptions that affect the reports amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those statements.

**NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**A. Budgetary Information:**

Budgetary revenues estimates represent original estimates modified for any authorized adjustments which was contingent upon new or additional revenue sources. Budgetary expenditures amounts represent original appropriations adjusted by budget transfers and authorized appropriation adjustments made during the year. All budgets are adopted on a non-GAAP basis. The District's budgetary information was amended during the year by resolution of the Board of Directors.

**CAZADERO COMMUNITY SERVICES DISTRICT**

Notes to the Financial Statements

June 30, 2019 and 2018

**NOTE 3 CASH AND INVESTMENTS**

Cash and investments at June 30, 2019 and 2018 consisted of the following:

Investment in the California Local Agency Investment Fund (LAIF)

The District retains one account in a commercial bank. The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements as cash equivalents at amounts based upon the District's pro rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting record maintained by LAIF, which are recorded on an amortized cost basis. At June 30, 2019 and 2018, the balance of such deposits was \$219,097 and \$144,812, respectively.

The amount of cash at June 30, 2019 and 2018, are as follows:

	<u>2019</u>	<u>2018</u>
Cash with Westamerica Bank	\$ 408,280	\$ 313,052
Cash with Local Agency Investment Fund	<u>219,097</u>	<u>144,812</u>
Total Cash	<u>\$ 627,377</u>	<u>\$ 457,864</u>

**CAZADERO COMMUNITY SERVICES DISTRICT**

Notes to the Financial Statements

June 30, 2019 and 2018

**NOTE 4      CAPITAL ASSETS**

Summary of changes in capital assets for the year ended June 30, 2019 and 2018, is as follows:

	Beginning Balance July 1, 2018	Additions	Retirements	Ending Balance June 30, 2019
Capital assets, not being depreciated:				
Land	\$ 211,838	\$ -	\$ -	\$ 211,838
Total capital assets, not being depreciated	<u>211,838</u>	<u>-</u>	<u>-</u>	<u>211,838</u>
Capital assets, being depreciated:				
Building and Improvements	463,471	25,600	-	489,071
Equipment	1,113,456	43,913	-	1,157,369
Total capital assets, being depreciated	<u>1,576,927</u>	<u>69,513</u>	<u>-</u>	<u>1,646,440</u>
Less accumulated depreciation for:				
Building and Improvements	(136,386)	(8,915)	-	(145,301)
Equipment	(543,112)	(59,111)	-	(602,223)
Total accumulated depreciation	<u>(679,498)</u>	<u>(68,026)</u>	<u>-</u>	<u>(747,524)</u>
Total capital assets, being depreciated, net	<u>897,429</u>	<u>1,487</u>	<u>-</u>	<u>898,916</u>
Capital assets, net	<u>\$ 1,109,267</u>	<u>\$ 1,487</u>	<u>\$ -</u>	<u>\$ 1,110,754</u>

**CAZADERO COMMUNITY SERVICES DISTRICT**

Notes to the Financial Statements

June 30, 2019 and 2018

	Beginning Balance July 1, 2017	Additions	Retirements	Ending Balance June 30, 2018
Capital assets, not being depreciated:				
Land	\$ 211,838	\$ -	\$ -	\$ 211,838
Total capital assets, not being depreciated	<u>211,838</u>	<u>-</u>	<u>-</u>	<u>211,838</u>
Capital assets, being depreciated:				
Building and Improvements	413,564	49,907	-	463,471
Equipment	1,113,456	-	-	1,113,456
Total capital assets, being depreciated	<u>1,527,020</u>	<u>49,907</u>	<u>-</u>	<u>1,576,927</u>
Less accumulated depreciation for:				
Building and Improvements	(127,943)	(8,443)	-	(136,386)
Equipment	(485,992)	(57,120)	-	(543,112)
Total accumulated depreciation	<u>(613,935)</u>	<u>(65,563)</u>	<u>-</u>	<u>(679,498)</u>
Total capital assets, being depreciated, net	<u>913,085</u>	<u>(15,656)</u>	<u>-</u>	<u>897,429</u>
Capital assets, net	\$ <u>1,124,923</u>	\$ <u>(15,656)</u>	\$ <u>-</u>	\$ <u>1,109,267</u>

**NOTE 4      CAPITAL ASSETS (Continued)**

Depreciation expense was charged to functions/programs of the primary government as follows:

	2019	2018
Governmental Activities:		
Public Safety - Fire Protection	\$ 68,026	\$ 65,563
Total Depreciation Expense - Governmental Activities	<u>\$ 68,026</u>	<u>\$ 65,563</u>

**NOTE 5      LONG TERM DEBT**

Activity in the District's long-term obligations was as follows:

	7/1/2018 Balance	Additions	Retirements	6/30/2019 Balance	Current Portion
Lease - Westamerica	\$ 161,797	\$ -	\$ 30,665	\$ 131,132	\$ 31,493

Capital Leases Payable (General Fund Obligations)



**CAZADERO COMMUNITY SERVICES DISTRICT**

Notes to the Financial Statements

June 30, 2019 and 2018

In June 2014, the District entered into a lease purchase agreement with Westamerica Bank for the acquisition of a 2014 Ferrara Model RP550 Type III Wildland Fire engine. The cost of the truck was \$326,634 and financed for \$326,634 over a ten-year period. Interest on the lease-purchase is 2.70% and payments are due annually in June with final payment in 2023.

Future minimum principal and interest payments are as follows:

Capital Lease (General Fund Obligations)

<u>Year ended June 30,</u>	<u>Principal</u>	<u>Interest</u>
2020	31,493	3,541
2021	32,344	2,690
2022	33,217	1,817
2023	34,078	929
	<u>\$ 131,132</u>	<u>\$ 8,977</u>

**NOTE 6**      **OTHER INFORMATION**

**Risk Management**

The District retains two insurance policies through American Alternative Insurance Corporation whose agents have provided for commercial property, business auto and commercial general liability insurance coverage including a liquor liability section. The coverage also includes a volunteer Fireman's equipment floater.

Additionally, the District carries Workers' Compensation Insurance through the State compensation Insurance Fund for its clerical, seasonal and extra help employees.

**Litigation**

There is not pending or threatening litigation which would have a material effect on the Financial statements of the District.

**NOTE 7**      **SUBSEQUENT EVENTS**

Management has evaluated subsequent events through January 15, 2020, the date these financial statements were available for release.

**CAZADERO COMMUNITY SERVICES DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances -**  
**Budget and Actual**  
**General Fund**  
**For the Year Ended June 30, 2019**

	<u>Budgeted Amounts</u>		<u>Actual - Budgetary Basis</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Beginning Budgetary Fund Balance</b>	\$ 329,014	\$ 329,014	\$ 473,207	\$ 144,193
<b>Resources (Inflows)</b>				
Taxes and Assessment	283,605	283,605	286,123	2,518
Intergovernmental Revenue	125,730	125,730	150,158	24,428
Unrestricted investment earnings	2,050	2,050	4,968	2,918
Grants and Donations	-	-	22,000	22,000
Miscellaneous	-	-	15,881	15,881
Amounts Available	<u>411,385</u>	<u>411,385</u>	<u>479,130</u>	<u>67,745</u>
<b>Charges (Outflows)</b>				
Salaries & Employee Benefits	167,930	167,930	128,370	39,560
Services and Supplies	145,920	145,920	109,667	36,253
Capital outlay	50,500	50,500	69,512	(19,012)
Debt service				
Principle retirement	29,858	29,858	30,665	(807)
Interest	5,177	5,177	4,370	807
Amounts Charged	<u>399,385</u>	<u>399,385</u>	<u>342,584</u>	<u>56,801</u>
<b>Ending Budgetary Fund Balance</b>	<u>\$ 341,014</u>	<u>\$ 341,014</u>	<u>\$ 609,753</u>	<u>\$ 124,546</u>

**CAZADERO COMMUNITY SERVICES DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances -**  
**Budget and Actual**  
**General Fund**  
**For the Year Ended June 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual - Budgetary Basis</u>	<u>Variance With Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Beginning Budgetary Fund Balance</b>	\$ 332,067	\$ 332,067	\$ 381,133	\$ 49,066
<b>Resources (Inflows)</b>				
Taxes and Assessment	264,365	264,365	259,713	(4,652)
Unrestricted investment earnings	671	671	2,742	2,071
Grants and Donations	20,838	20,838	20,838	-
Miscellaneous	48,638	48,638	53,775	5,137
<b>Amounts Available</b>	<u>334,512</u>	<u>334,512</u>	<u>337,068</u>	<u>2,556</u>
<b>Charges (Outflows)</b>				
Salaries & Employee Benefits	62,739	62,739	57,805	4,934
Services and Supplies	159,777	159,777	102,248	57,529
Capital outlay	65,735	65,735	49,907	15,828
Debt service				
Principle retirement	44,138	44,138	29,858	14,280
Interest	5,176	5,176	5,176	-
<b>Amounts Charged</b>	<u>337,565</u>	<u>337,565</u>	<u>244,994</u>	<u>92,571</u>
<b>Ending Budgetary Fund Balance</b>	<u>\$ 329,014</u>	<u>\$ 329,014</u>	<u>\$ 473,207</u>	<u>\$ 95,127</u>

**CAZADERO COMMUNITY SERVICE DISTRICT**  
Notes to Required Supplementary Information  
June 30, 2019

**NOTE 1 - BUDGETARY INFORMATION**

Annual budgets are adopted on a non-GAAP basis for all governmental funds. All annual appropriations lapse at fiscal year-end.

Before May 31, the proposed budget is presented to the board of directors for review. The board holds public hearings and final budget must be prepared and adopted no later than September 30.

The appropriated budget is prepared by character and subject. Transfers of appropriations between characters require the approval of the board. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the character level. The board made several supplemental budgetary appropriations throughout the year.

Encumbrance accounting is employed in governmental funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be appropriated and honored during the subsequent year. The District had no encumbrances outstanding at June 30, 2019.

# **CORRESPONDENCE**



# Jenny's Heroes CALIFORNIA

Supporting California's Volunteer Firefighters



In Partnership with California State Firefighters Association



Grants for Safety & Protective Equipment

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ABOUT

## Cazadero Volunteer Fire Dept. – Cazadero, CA

Apr 22, 2020



The toxins that firefighters can be exposed to have become front and center in firefighter safety and a washer/extractor is what is needed to properly clean the turnouts worn during exposure. Chief Steve Kraussman requested \$11,000 for a washer/extractor and he has generously offered to share it with three neighboring departments.

He wrote, "Firefighters routinely work in environments that deposit carcinogenic materials and blood borne pathogens on their personal protective equipment (PPE) during the performance of duties. The smoke from structure fires, vehicle fires and wildland fires contaminate the PPE with cancer causing compounds. During vehicle accidents and medical aids our PPE comes in contact with bodily fluids and blood borne pathogens. For the protection of the health of firefighters and

the community it is important to thoroughly clean the PPE before being placed back into service. Our goal is to protect the health and safety of our firefighters and the communities we serve.”

I spoke to Chief Kraussman this morning to share the news of the grant. He shared his own news with me – he has a grandchild on the way! Congratulations to the family!

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# North Coast Truck Inspection

P.O. Box 1542  
Forestville, CA 95436  
(707) 477-5977

Dear Customers,

April 31, 2020

As of June 1, 2020, I will be shutting down my business. After 25 years in business I have decided to pursue other interests. My wife, Frances and I will be relocating to Tryon, North Carolina.

I would like to thank you for your years of support and wish you well in the future. Below is a list of the businesses I recommend to assist you in keeping up with your required inspections, services and testing as well as repair work.

## Smoke Opacity Testing

Nick Canelis has taken over my smoke opacity testing business. He can be reached at 707-889-0298.

## Inspection, Service and Repair

If you need 90 Day, US DOT or CalFire inspections, service or repair work I recommend the below listed companies.

Soiland Heavy Equipment Repair

Shawn Soiland 707-583 5042 Jason Soiland 707-495-3897

Nor Cal Alinement

Miguel Murillo 707-541-8259

Dynamic Mobile Truck Repair

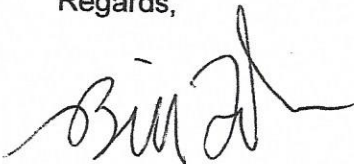
Brad Laporì 707-490-6868

Muller Mechanical

Mike Muller 916-6710279

Again thank you for your years of support and Good luck in the future. If you have questions or concerns I can be reached at (707) 477-5977 or (828) 290-2993 or by email at [wfocha@comcast.net](mailto:wfocha@comcast.net)

Regards,



Bill Focha  
North Coast Truck Inspections



## CazaderoCSD

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**From:** Sherry Kulczewski <skulczewski@scottag.com>  
**Sent:** Sunday, May 3, 2020 5:03 PM  
**To:** cazaderoCSD@comcast.net  
**Subject:** Fwd: CAPRI - Member Update April 2020  
**Attachments:** Form - Estimated Payroll 2020 - 2021.pdf

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**From:** Michael Nicholls <mcnicholls@me.com>  
**Sent:** Wednesday, April 29, 2020 9:39:27 AM  
**To:** Sherry Kulczewski <skulczewski@scottag.com>; Sherry Kulczewski <sherrykulcz@gmail.com>; cazaderoCSD@comcast.net <cazaderoCSD@comcast.net>  
**Subject:** Fwd: CAPRI - Member Update April 2020

Sherry, I don't believe we are using CAPRI for Workmans Comp, only for Park Liability Insurance. If I'm incorrect in my assumption, we will have to complete the Workmans Comp Questionnaire below. Please add to the May Board Packet

Thank you,

Mike

Begin forwarded message:

**From:** Matthew Duarte <[mduarte@capri-jpa.org](mailto:mduarte@capri-jpa.org)>  
**Subject:** CAPRI - Member Update April 2020  
**Date:** April 29, 2020 at 7:31:04 AM PDT  
**To:** Matthew Duarte <[mduarte@capri-jpa.org](mailto:mduarte@capri-jpa.org)>

Good morning CAPRI members:

I hope this email finds you in good health and in good spirits. I know that this COVID-19 Pandemic has impacted your Districts in a myriad of different ways, but I think we can all agree that the value that your agencies bring to your respective communities has never been more clear. Whether it be serving the mental or physical needs of our residents, local parks have played a tremendously integral role in public health. I am extremely proud to be with associated with this group and applaud all of you for continuing to deliver in the midst of this global crisis.

In the interest of assisting you in the continuity of your operations, I did want to provide you with a substantive (albeit lengthy) update on some important CAPRI-related matters that will impact your District. Please review the below carefully and make sure you update your relevant departments/individuals responsible for handling. As always, should you have any questions on this or anything related to CAPRI, please feel free to contact me directly at any time.

**CAPRI Contribution Estimates for 2020-2021:**

Please note, these initial estimates have been prepared to assist your District in budgeting for the 2020-2021 fiscal year. This is not a renewal indication or renewal quote, but instead are purely informed estimates based upon early indicators from actuarial estimates and our reinsurers. These estimates are intended to be conservative, however, there may be a chance that final numbers will come in higher than assumptions currently in place. For this reason, we recommend continuing to budget toward the high end of the estimate range.

#### Workers' Compensation --

First, the good news. Over the past several years, our group's performance as a pool in the Workers' Compensation program has been very strong and we want to congratulate you on your collective efforts to ensure safety in the workplace. As a result, we are projecting a **decrease** in your annual WC premiums of approximately **5-7%**. Furthermore, we are optimistic that our placement with reinsurers may end up with even greater savings. As you know, your District's experience modification factor plays an important part in the final premium calculation and I will be reaching out to Districts individually that should be expecting fluctuations different from our pool-wide estimates. Overall, keep up the good work!

At the same time, we are mindful of the significant impact that the COVID-19 Pandemic has had on our member districts. For many of you this includes, of course, reduction in staff due to relevant Orders from the Governor and County leadership. You may recall that CAPRI requested that your District provide payroll estimates by March 6th. Since that time, some Districts estimates for 2020-2021 may have significantly changed and we wanted to offer your District an opportunity to revise its estimates, if necessary. As such, attached please find a blank payroll estimate form. ***If you would like to revise your 2020-2021 payroll estimate as a result of changes flowing from the pandemic, please return a revised Payroll Estimate form to Bebe Pearson at [bpearson@capri-jpa.org](mailto:bpearson@capri-jpa.org) by May 11, 2020.*** If you have any questions on this, please contact me directly to further discuss.

#### Liability & Property --

With respect to the Liability & Property program, private and public entities alike have witnessed dramatic increases in adverse loss development in this area over the past several years. The rising costs of litigation and coupled with high dollar jury verdicts and catastrophic property losses nationwide have affected the industry's surplus. Although our pool can protect and insulate ourselves from some of the dramatic market swings seen in the insurance industry, we are not completely immune to these downward trends. As a result, we are anticipating an **increase** anywhere between **20-35%** in the 20-21 annual premiums. We continue to explore opportunities to stabilize member contributions and will always pursue coverage options that best suit the unique offerings associated with park and recreation. Should we receive any further updates in this regard, we will be sure to let you know.

However, before we can finalize placement with reinsurers and complete our 2020-2021 member premium calculations, we must receive all of our member Ratings Questionnaires so that we may identify the total insured values and evaluate the most accurate exposure data. At this time, we are still missing a few district responses. ***So, if you have not done so already, please return your completed Ratings Questionnaire as soon as possible to Bebe Pearson at [bpearson@capri-jpa.org](mailto:bpearson@capri-jpa.org).*** Thank you in advance for your assistance. If you have any questions on this or anything related to the program, please contact me directly.

#### CAPRI Multi-Program Discounts:

It goes without saying that the strength of CAPRI's programs is in our numbers. As a group, we are able to weather difficult times and unforeseen challenges. To enforce that ideal, the CAPRI Board of Directors recently unanimously approved adoption of a new discount program that encourages continued unity amongst recreation and park districts throughout the State. Starting this upcoming 2020-2021 fiscal year, CAPRI will be adopting a multi-program discount for members that participate in both CAPRI's

Workers' Compensation and Liability and Property programs. Eligible Districts participating in both programs will now be able to earn a 1% safety credit discount and a 4% multi-program discount in each program. This means that your District could earn as much as 10% off your total annual premiums.

For most of you, your Districts have a long history with CAPRI and will see immediate savings on your premiums starting on July 1<sup>st</sup>. For others that may be newer to CAPRI and participate in only one of our offerings, we encourage you to consider expanding your partnership with CAPRI so that you can enjoy the benefits of this new discount. For more information, please feel free to contact me directly at [mduarte@capri-jpa.org](mailto:mduarte@capri-jpa.org) or at 916-722-5550.

**Dividends:**

As noted above, our Workers' Compensation program has benefited from improved safety practices over the past several years. In response, the CAPRI Board of Directors recently voted to issue dividends to our Workers' Compensation members. Checks will be issued this week and will be delivered to participating districts via U.S. mail. This is a benefit that few other risk pools offer and is a way of showing that we appreciate and value your membership and contributions. Thank you to the CAPRI Board of Directors, past and present, for their leadership and vision!

**CARPD Virtual Event – May 28<sup>th</sup> & 29<sup>th</sup>:**

In light of the COVID-19 Pandemic, the 2020 CARPD Conference has been postponed indefinitely. Although our group will not be able to see each other in person in Lake Tahoe, we have found that it is still #ESSENTIAL that we provide an opportunity for our members to meet and discuss the future of parks and recreation in this changing world.

As a result, CARPD will now be hosting a two-day virtual event on May 28th and May 29th. The CARPD Virtual Event 2020, "Refocus Your Vision: Seeing Your District Through the Pandemic" will be held via Zoom Video Conference and will include a Member Forum and training opportunities that solely focuses on how our members can continue to provide parks and recreation services to the public in a safe and responsible way. It is a challenge that we know our membership will rise to meet! Our speaker slate will be announced soon, but will include Patti Eyres of Eyres Law Firm and some of our own General Managers discussing best practices for reactivating park programs and services. We really want to see 100% participation of our member agencies, so please make sure you sign up today.

[CLICK HERE TO REGISTER AND RESERVE YOUR SPOT!](#)

That's it for now. Please stay engaged with your local public health officials and stay tuned for further updates from the Governor over the next few weeks.

Thanks and be well,

**Matthew Duarte**  
Executive Director



6341 Auburn Blvd., Suite A

Citrus Heights, CA 95621-5203

Phone: (916) 722-5550

Fax: (916) 722-5715

E-Mail: [mduarte@capri-jpa.org](mailto:mduarte@capri-jpa.org)

The information in this e-mail (including any attachments) contains information that may be confidential, protected by the attorney-client privilege or other applicable privileges, protected by the right of privacy, constitute other non-public information, and the property of the California Association for Park and Recreation Indemnity. It is intended to be conveyed only to the designated recipient(s). If you received this message in error, please destroy this message, delete any copies and attachments stored on your systems and notify the sender immediately. Any further distribution or copying of this message is strictly prohibited and may be unlawful.

## CazaderoCSD

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**From:** Sherry Kulczewski <skulczewski@scotttag.com>  
**Sent:** Sunday, May 3, 2020 5:01 PM  
**To:** cazaderoCSD@comcast.net  
**Subject:** Fwd: [EXTERNAL] 2020-2024 Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Agencies  
**Attachments:** California Fire Assistance Agreement.pdf; CFAA 2020 Rate Letter.pdf; CFAA Changes Letter.pdf

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**From:** Michael Nicholls <mcnicholls@me.com>  
**Sent:** Saturday, May 2, 2020 1:51:28 PM  
**To:** Steve Krausmann <skrausmann@cazadero-csd.org>  
**Cc:** Paul Barry <pbarry@cazadero-csd.org>; cazaderoCSD@comcast.net <cazaderoCSD@comcast.net>; Sherry Kulczewski <skulczewski@scotttag.com>  
**Subject:** Fwd: [EXTERNAL] 2020-2024 Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Agencies

Steve:

Please review carefully as modifications have been made to prior agreements and the rate schedule has been updated.

Thanks,

Mike

PS. Sherry, this needs to be added to the May Board Packet.

Begin forwarded message:

**From:** Daren Bellach <daren@kenwoodfire.com>  
**Subject:** FW: [EXTERNAL] FW: 2020-2024 Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Agencies  
**Date:** May 1, 2020 at 6:41:20 PM PDT

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**From:** Marshall, Brian@CalOES <Brian.Marshall@CalOES.ca.gov>  
**Sent:** Friday, May 1, 2020 9:57 AM  
**To:**  
**Subject:** 2020-2024 Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Agencies

**California Governor's Office of Emergency Services  
Fire and Rescue Division**

**TRANSMITTAL**



The new Agreement and all supporting documents are posted on the Cal OES website at: <https://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/administration-reimbursement>

I encourage you to thoroughly review the CFAA and all attached documents. There have been several changes incorporated into the new agreement.

The CFAA Committee will now focus on providing training to the California Fire Service. In light of COVID-19, training may have to be completed virtually. Staff will be working on the development of this training package with more information to follow.

For questions, please contact Cal OES Fire and Rescue Reimbursement Division at: [cfaareimbursement@caloes.ca.gov](mailto:cfaareimbursement@caloes.ca.gov) or (916) 845-8711.

Thank you,  
Brian

**\*\* This email was sent from an external source. If you do not know the sender, do not click on links or attachments. \*\***



May 1, 2020

Dear Mutual Aid Providers:

We are pleased to provide your agency with a new cooperative agreement, the [Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies](#) (California Fire Assistance Agreement (CFAA)).

The CFAA Committee has finalized the Agreement for a term beginning on May 1, 2020 through December 31, 2024.

Topics and information below represent the most recent updates, changes, or additions to the CFAA.

Below you will find high level information regarding the new Agreement and/or required supporting documents for reimbursement. Pay careful attention to the following information, and familiarize yourself with the Agreement.

The incorporated exhibits to the Agreement will be reviewed by the Committee no later than March 30<sup>th</sup> of each year, and may require new publication of these exhibits each year.

**RECITALS**

- |                      |  |
|----------------------|--|
| Page 1               | <b>Re-affirm the CFAA can and will be used for All-Hazard Responses</b><br>The title of the Agreement is and has been since 2009: <i>Agreement for Local Government <b>Fire and Emergency Assistance</b> to the State of California and Federal Fire Agencies.</i>   |
| Page 2<br>Recital 9  | <b>All-Hazard Continued</b><br>Cal OES may use the Agreement to mobilize all-hazard resources when warranted by its authority.   |
| Page 2<br>Recital 10 | <b>Aviation Assets</b><br>Cal OES and the Federal Fire Agencies will use the Agreement to order appropriate aviation resources when a mobilization cannot be executed through a local unit agreement.  |
| Page 6<br>Recital 28 | <b>Limitation of Liability</b><br>Added clarifying language relative to provisions of the Reciprocal Fire Protection Act, 1856a and the Federal Fire Agencies who use this Act to enter into this Agreement. In subdivision 1856(a) of the Act, it states "each such agreement shall include a waiver by each party of all claims against every other party for compensation for any loss, damage, personal injury |



or death occurring in the consequence of the performance of such agreement".

The parties to the CFAA agree the waivers provided in the provisions of the Act DO NOT apply to any reimbursement provisions pursuant to the CFAA.

Page 7  
Recital 29

**Third Party Tort Claims**

Added clarifying language "nothing in this Agreement shall be deemed to create an employee/employer relationship between the parties. All third-party claims against the parties shall be adjudicated pursuant to the applicable tort claims acts and should be referred to the agency or agencies whose employees were involved in the incident".

This recital describes a third-party claim (pursuant to a Tort Claim) rather than a reimbursement claim pursuant to the terms and conditions of the CFAA, as well as agency points of contacts for third-party claims.

Pages 8 & 9  
Recital 30-31

**Dispute Resolutions**

Added a process for disputes relative to reimbursement, denials, or interpretation of the provisions of the CFAA for local agencies and parties signatory.

Page 10  
Recital 38

**Effective Date and Termination**

Added language to allow any party to withdraw from the Agreement without terminating the Agreement for all other remaining parties.

**EXHIBIT A**

Page A-1  
Clause A-1

**Accrued Financial Liability**

This clause describes accrued financial liability for the costs of assisting the State of California and Federal Fire Agencies as the basis for reimbursement. The language requires a local agency to utilize standard accrual accounting principles. If a local agency does not have a standard in place, and is looking for a sample or similar to validate and track accruals, we have provided your agency with a sample on the 2020 Salary Survey Instructions. Your agency may be required to submit documentation at any point requested by each of the parties validating the accrued financial liability through this method for any response.

Accrual accounting is a method whereby revenue or expenses are recorded when a transaction occurs rather than when a payment is received or made.

Page A-2  
Beginning at  
Clause A-8

### **Workers' Compensation and Unemployment Insurance Rates**

The Committee has historically developed standard reimbursement formulas within the Agreement. What is new to this formula from past years, is the workers' compensation and unemployment insurance rates for each employee will be required to be built into the hourly rate, if applicable. Local Agencies will no longer be required to include separate line items for each of these in percentage form on the salary survey. Please defer to the *Instructions for Completing the 2020 Cal OES Salary Survey* on how to incorporate both.

Page A-2 & A-3  
Clause A-8.1

### **Signature and Accountability**

All agencies seeking reimbursement for its personnel must complete and sign the annual salary survey, and file it with the Cal OES Fire and Rescue Division. The Authorized Representative will provide certification through signature under penalty and perjury that the personnel wages are accurate and correct for each requested position.

Page A-3  
Clause A-10.1

### **Review by the Committee of Local Agency Rates and Methods of Pay**

California Fire and Rescue Mutual Aid System Agencies (local agencies) will be required upon request to provide Cal OES supportive documentation used to establish rates and method of pay. Cal OES will request yearly samples from selected agencies for review by Cal OES and the Committee. Upon request, the California Fire and Rescue Mutual Aid System Agencies will have thirty (30) calendar days to provide Cal OES with required information.

Page A-5  
Beginning at  
Clause A-15

### **Average Actual vs Salary Rates**

The Committee no longer refers to "Average Actuals" under the new terms of the CFAA, but rather now "Salary Rates". The development of your agency's Salary Rates, with the exception of the workers' compensation and unemployment insurance rates to be built into each of the Salary Rates, will remain the same. Please defer to the *Instructions for Completing the 2020 Cal OES Salary Survey*.

Pages A-7 & A-8  
Clauses A-17 &  
A-18

### **Supplemental Resources**

Effective January 1, 2021, no supplemental resources will be hired through the CFAA.

*After this date, Federal agencies may secure additional, supplemental resources, as needed, through several federal authorities, including but not limited to, the casual hiring authority outlined in the Standards for Interagency Incident Business Management.*

Page A-8  
Clause A-19

### **California Interagency Incident Management Team (CIIMT) Participation**

Personnel responding under this Agreement, including those who apply for participation on a Federal California Interagency Incident Management Team (CIIMT), must be employed with a federal, state or

local agency in a full time, seasonal, part-time or retired-annuitant position for a purpose other than participation on a CIIMT. The CWCG coordinates the application and selection process for IMT rosters and may request proof of employment documentation as part of that process. Applicants who do not meet the criteria can apply under the casual hiring authority as outlined in the Standards for Interagency Incident Business Management.

Page A-10  
Clause A-29

### **Emergency Apparatus**

[FEMA Schedule of Equipment Rates](#) published on August 27, 2019, for Fire Engines Type I, II, III and Tactical Water Tenders Type I and II will be applied to your reimbursement depending on the type ordered, requested and used. Types IV through VII was negotiated and developed by the Committee using the percentage differences between Types I and II and II and III.

Please defer to the May 1, 2020, *Rate Letter* for rates based on Types.

Page A-11  
Clause A-35

### **Aircraft**

As noted on page 2 of the Agreement, Recital 10, allows for the use of aviation resources.

Aircraft will be reimbursement based on rates submitted annually on the Salary Survey to Cal OES.

Page A-11  
Beginning at  
Clause A-37

### **U.S. General Services Administration Per Diem (GSA)**

Effective May 1, 2020, local fire agencies will utilize the [GSA Per Diem](#) rates for food and lodging under the new terms and conditions of the CFAA. The State of California Per Diem rates were previously used under the terms and conditions of the CFAA.

Page A-12  
Clause A-41

### **Reimbursement of Federal, DOD and Tribal Fire Departments**

Clarifying Federal Fire Agencies will not reimburse Federal Fire Departments, DOD or Tribal Fire Departments under this new Agreement.

If you fall within these three agencies, and respond to a California State or local government order and request, keep in mind when re-dispatching to federal fires and/or unified command fires that are federal fire agency's responsibility. If you respond to a federal fire through any of these methods, the federal fire agencies will not have an avenue to reimburse your agency regardless of your initial assignment.

**Exhibit B**

Pages B-1  
through B-3

**ICS Type 1 through 7 Engine, Tactical Water Tender, PPE and Training Standards for Fire and Emergency Assistance**

Combined the previous Exhibit E, *ICS Tactical Water Tender, Equipment, Personnel, and Training Standards for Fire and Emergency Assistance* into one Exhibit, Exhibit B. Expanded Exhibit B not only to include the language and standards of Exhibit E, but to include language and standards for Types 1 through 7.

Effective January 1, 2021, Cal OES will publish a new *Emergency Activity Record* (OES F-42) for capturing personnel and apparatus time for reimbursement.

All new rates such as the base rates, de minimis administrative rate, Privately Owned Vehicle (POV) rate, apparatus and support equipment rates can be found on our website under the annual CFAA 2020 [Rate Letter](#). In addition, [Instructions for Completing the 2020 Cal OES Salary Survey](#), and [Instructions for Completing Administrative Rate Calculations](#) can be found on our website.

The Agreement, exhibits and all other related material as described are ready for viewing and downloading: <https://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/administration-reimbursement>

Thank you for your patience during the process of re-writing the 2020-2024 CFAA and as always, thank you for supporting one of the best Mutual Aid Systems in the world. You truly make the difference.

Sincerely,



LORI LOPEZ  
Deputy Chief of Administration

C: file



May 1, 2020

TO: CALIFORNIA FIRE AND RESCUE MUTUAL AID SYSTEM AGENCY RESPONDERS  
SUBJECT: **2020 Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies California Fire Assistance Agreement (CFAA) Rate Letter.**

Dear Chief:

The following reimbursement rates apply to responses under the terms and conditions of the CFAA for the period beginning May 1, 2020.

Personnel Base Rates: These rates ONLY apply if your agency does NOT have rates on file.

- Overhead at or above Strike Team/Task Force Leader: \$27.14(ST) \$40.71 (OT) per hour
- Engine Company and Overhead at or below Strike Team/Task Force Leader (Trainee): \$22.58 (ST) \$33.87 (OT) per hour

NOTE: Base Rates are required to be shown at straight time (ST) on the annual salary survey; however, agencies will be reimbursed at an overtime rate (OT) of time and a half at invoicing for base rates. Both straight and overtime rates are reflected above.

The following apparatus rates will apply to responses effective at the time of initial dispatch:

There is a 16-hour maximum allowable charge per 24-hour period from the time of initial dispatch.

Effective May 1, 2020	
Typing	Hourly
Type I	140.00
Type II	132.00
Type III	126.50
Type IV – VII	120.00
Water Tender Tactical I	119.50
Water Tender Tactical II	102.67

**Support Equipment Rates:**

Government Owned Vehicles:

Sedan	<b>\$119.00</b> per day
Pickup	<b>\$140.00</b> per day
Van	<b>\$194.00</b> per day
SUV	<b>\$205.00</b> per day
Other (3/4 ton & above)	<b>\$230.00</b> per day

**POV Rate:**

Privately Owned Vehicles:

**\$0.575** per mile

**De minimis Administrative Rate:** 10.00%

**REQUIRED SIGNATURE:**

Fire agency's authorized representative **MUST** sign, to the best of their knowledge and belief, and **UNDER PENALTY OF PERJURY**, the annual salary survey agreeing to comply with the terms and conditions of the Agreement, as well as the cooperator agency's internal accounting and expense reimbursement standards. Fire agencies will be required to accept either the base rate(s), and/or the fire agency's salary rates through the required signature process.

If the California Governor's Office of Emergency Services (Cal OES) does not receive a signed [2020 Salary Survey](#) from your agency's authorized representative indicating your agency's rates, Cal OES will have no basis to process an invoice back to your agency for payment for any responses ordered and requested through the CFAA.

**REVIEW:**

California Fire and Rescue Mutual Aid System Agencies will be required upon request to provide Cal OES supportive documentation used to establish rates and method of pay. Cal OES will request yearly samples from selected agencies for review by Cal OES and the Committee. Upon request, the California Fire and Rescue Mutual Aid System Agencies will have thirty (30) calendar days to provide Cal OES with required information. The process does not supersede the Examination and Audit process as outlined in this Agreement.

For any questions regarding the *2020 Rate Letter* or the [Instructions for Completing the 2020 Cal OES Salary Survey](#), please contact the Fire and Rescue Division support staff at (916) 845-8711 or by email at [cfaareimbursement@caloes.ca.gov](mailto:cfaareimbursement@caloes.ca.gov). If you have questions regarding the management and oversight of the CFAA, please contact Deputy Chief Lori Lopez at [lori.lopez@caloes.ca.gov](mailto:lori.lopez@caloes.ca.gov).

Sincerely,



BRIAN S. MARSHALL  
State Fire and Rescue Chief

C: file

Cal OES# 6143-2019  
CAL FIRE# 7CA004953  
USFS# 20-FI-11052012-147  
NPS# P20AC00506  
BLM# BLM CFPA CA915-2004  
F&WS# FFo8F00000-D-Joo1  
BIA# A20ACPRO01

**AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY  
ASSISTANCE TO THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES**

**Between**

**STATE OF CALIFORNIA, GOVERNOR'S OFFICE OF EMERGENCY SERVICES;  
STATE OF CALIFORNIA, DEPARTMENT OF FORESTRY AND FIRE PROTECTION;  
USDA FOREST SERVICE, PACIFIC SOUTHWEST REGION;  
USDI BUREAU OF LAND MANAGEMENT, CALIFORNIA STATE OFFICE,  
INTERIOR REGIONS 8 and 10;  
USDI NATIONAL PARK SERVICE, INTERIOR REGIONS 8, 9, 10, and 12;  
USDI FISH AND WILDLIFE SERVICE, INTERIOR REGIONS 8 and 10; and  
USDI BUREAU OF INDIAN AFFAIRS, PACIFIC REGION**

**THIS AGREEMENT** made and entered into on last date signed by and between the State of California, Governor's Office of Emergency Services, hereinafter referred to as **Cal OES**; the State of California, Department of Forestry and Fire Protection, hereinafter referred to as **CAL FIRE**; the USDA Forest Service, Pacific Southwest Region; the USDI Bureau of Land Management (BLM), California State Office, Interior Regions 8 and 10; the USDI National Park Service (NPS), Interior Regions 8, 9, 10, and 12; USDI Fish and Wildlife Service (FWS), Regions 8 and 10, and USDI Bureau of Indian Affairs (BIA), Pacific Region, hereinafter referred to as the **Federal Fire Agencies**; all parties hereinafter referred to as **Cal OES, CAL FIRE, and the Federal Fire Agencies**, under the provisions of the Reciprocal Fire Protection Act, 42 USC 1856 and 1856a, the Disaster Relief Act of 1974, PL 93-288, as amended, and The Federal Land Policy and Management Act of 1996, (PL 94-579, Sec. 307(b)).

**NAME**

This Agreement shall be entitled "Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies", hereinafter referred to as the **California Fire Assistance Agreement, CFAA, or The Agreement**.

**RECITALS**

1. The Federal Fire Agencies are responsible for providing a level of wildland fire protection for federal lands, as designated by Congressional action and Federal policy; and
2. CAL FIRE is responsible for providing a level of wildland fire protection for State Responsibility Area lands, as designated by the State Board of Forestry and Fire Protection; and

Cal OES# 6143-2019  
CAL FIRE# 7CA004953  
USFS# 20-FI-11052012-147  
NPS# P20AC00506  
BLM# BLM CFPA CA915-2004  
F&WS# FFo8F00000-D-Joo1  
BIA# A20ACPRO01

3. For efficiency and effectiveness, CAL FIRE and the Federal Fire Agencies may exchange wildland fire protection areas responsibilities with the understanding that Local Responsibility Area lands are not part of this Agreement or included in the exchange; and
4. Cal OES is responsible to provide for systematic mobilization, organization, and operation of necessary fire and rescue resources through the California Fire and Rescue Mutual Aid System in mitigating the effects of disasters and to ensure that the responding agencies understand and comply with the terms and conditions of the Agreement applicable to their response; and
5. Cal OES, CAL FIRE, the Federal Fire Agencies, and local agencies, at times of severe wildfire conditions and other emergencies, often have need of emergency apparatus and/or personnel to provide fire protection or perform other tasks during control actions; and
6. Cal OES, through the California Fire and Rescue Mutual Aid System, has such emergency apparatus and personnel, which may be available in the spirit of cooperation for dispatch and use; and
7. It is desirable that Cal OES, CAL FIRE, and the Federal Fire Agencies establish and enter into an Agreement for the prudent use of such emergency apparatus and personnel; and
8. Cal OES, CAL FIRE, and the Federal Fire Agencies will generally use the Agreement for engines, water tenders, and overhead to address incidents once local agreement resources are exhausted, or where a local agreement is not in place; and
9. Cal OES may use the Agreement to mobilize all-hazard resources when warranted by its authority; and
10. Cal OES and the Federal Fire Agencies will use the Agreement to order the appropriate aviation resources when a mobilization cannot be executed through a local unit agreement; and
11. The Agreement may be used to reimburse rostered California Interagency Incident Management Team members (CIIMT); and
12. Cal OES, CAL FIRE, and the Federal Fire Agencies shall use this Agreement for reimbursing local government agencies for the use of their resources. Annual operating plans may be utilized at the local level to facilitate administrative and operational issues; and
13. When this Agreement is exercised to obtain Cal OES resources and/or resources through the California Fire and Rescue Mutual Aid System, those resources will be reimbursed pursuant to this Agreement; and
14. When ordering local agency apparatus and personnel in Recital 5 of this Agreement from other local agencies through the California Fire and Rescue Mutual Aid System, a local agency may utilize this Agreement as the fiscal authority for reimbursing other local agencies; and



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15. Responsibility for determining the basis for requesting assistance through this Agreement rests with the Incident Commander or through the Emergency Command Center. The Incident Commander is responsible for all assignments and tactical decisions for resources obtained through this Agreement.

**16. Agreement Committee**

16.1 **California Fire Assistance Agreement Committee.** A California Fire Assistance Agreement Committee (the 'Committee') shall be formed by Cal OES for the purpose of negotiating the terms of the CFAA, and for maintenance of the Agreement. For the purposes of coordination, Cal OES Fire and Rescue Division's State Fire and Rescue Chief, or the Chief's designee, shall serve as the Chairperson.

16.2 **Composition of the Committee.** The Committee shall consist of representatives from Cal OES, CAL FIRE, the Federal Fire Agencies, and three advisory representatives from local government fire agencies in California: one from Northern California, one from Southern California, and one representing volunteer fire departments. The local government agency representatives shall be appointed by the Chairperson of the State of California Fire and Rescue Advisory Committee/FIRESCOPE, Board of Directors.

16.3 **Committee Meetings.** The Committee will meet quarterly via conference call, video conferencing, or in person.

16.4 **Rate Letter.** The Committee will meet at a minimum in person once a year (January) to establish the Base Administrative Rate, Personnel Base Rates, and Equipment Rates to become effective upon publication of the "Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies Rate Letter" (Rate Letter) each year. These rates will be published annually by Cal OES Fire and Rescue Division in a Rate Letter.

The Committee will review the Salary Rates and Administrative Rates on file with Cal OES Fire and Rescue Division, as well as negotiate procedural changes. The Salary Rates and Administrative Rates, are subject to change throughout the year due to labor negotiations, cost of living increases, etc.

After the annual or emergency exhibit review by the Committee, Cal OES will publish annually rates, formulas, and methodologies in the Rate Letter. Rates will become effective on the date(s) provided in the Rate Letter. In addition, Cal OES will provide a copy of the Rate Letter directly to each signatory agency's point of contact.

16.5 **Changes to Equipment Rates.** Cal OES will monitor and track the Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates. If a change in schedule occurs after the publication of the most recent Rate Letter, the Committee will conduct a meeting to formally discuss the new rates, and determine if they are valid for a revised Rate Letter publication. Cal OES will forward the revised rates to the signatory agencies for a two-week review. Once the

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review process is complete, and the rates approved by the Committee, Cal OES will publish a revised Rate Letter to the California Fire and Rescue Mutual Aid System Agencies.

- 16.6 **Meetings to re-negotiate the Agreement.** It is recommended the Committee schedule meetings to begin no later than fifteen (15) months before the expiration date of the CFAA for the purpose of re-negotiation, as well as produce the final document for signatures no later than six months before the expiration date of the Agreement.

The Committee will meet as necessary to make adjustments or changes to the Agreement.

**THEREFORE, it is agreed as follows:**

### **TERMS AND CONDITIONS**

#### **CFAA Exhibits and Amendments to Exhibits**

17. The parties agree the Committee will, by no later than March 30th of each year, recommend amendments to the incorporated exhibits. The parties agree to cooperate in good faith to consider and agree to any amendments by April 15th of each year.

A party requesting to amend the exhibit(s) to the CFAA after March 30th will notify Cal OES. The Committee will meet as soon as practicable to discuss the request and make any recommendation to the parties regarding the requested amendment. The Committee will notify the parties of any recommended amendments, and if agreeable to the parties, the parties will amend the exhibits to reflect the changes no later than fifteen (15) days after the Committee's recommendation.

Subject to the requirements in Recital 18, the parties acknowledge that amendments may be required under emergency circumstances, and that the parties may make any required amendments using any reasonable means of negotiating and agreeing to amendments under emergency circumstances.

The Committee will provide recommended amendments in two formats:

1. A copy of the proposed amended exhibit(s) reflecting additions, and proposed deletions in track changes or similar format so that additions are displayed in underline and deletions are displayed with strikethrough.
2. A copy of the proposed amended exhibit(s) without track changes or similar format, which will represent the final version of the amended exhibit if the parties agree to the changes.

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### **Incorporation of Exhibits and Amended Exhibits**

18. All exhibits to the CFAA are incorporated into the CFAA. Amendments to exhibits will be made by addendum to the CFAA. The addendum will be signed by each party, and will include a list of exhibit(s) and revision date of the exhibit(s), a statement that the parties agree to adopt the changes reflected in the proposed amended exhibit(s) attached to the addendum, and an effective date. The addendum will also include, as attachments to the addendum, the proposed amended exhibit(s) in track changes or similar format.

Amendments to exhibits will be adopted upon all parties signing the addendum and immediately incorporated into the CFAA. The exhibits to the CFAA will thereafter be updated to reflect any changes effectuated by the approved addendum.

### **Requests for and Release of Emergency Apparatus and Personnel**

19. Under this Agreement, Cal OES, CAL FIRE, the Federal Fire Agencies, and local agencies may request emergency apparatus and personnel from the California Fire and Rescue Mutual Aid System. Resources ordered pursuant to this Agreement will be processed through the California Fire and Rescue Mutual Aid System. Cal OES will fill these orders by following the procedures set forth in the California Fire Service and Rescue Emergency Mutual Aid Plan.
20. Cal OES, CAL FIRE, and the Federal Fire Agencies will use the current resource order form of record for all requests. Cal OES, CAL FIRE, and the Federal Fire Agencies shall not be responsible for any emergency apparatus and personnel not confirmed by their respective order and request number(s). Cal OES, CAL FIRE, and the Federal Fire Agencies are responsible for documenting within the request that the resources are being ordered under this Agreement.
21. Cal OES, CAL FIRE, the Federal Fire Agencies, and local agencies' release or reassignment of emergency apparatus used pursuant to this Agreement will be coordinated through the on-scene Cal OES Fire and Rescue Chief Officer, the local jurisdiction agency representative, or their authorized representative. The Cal OES Chief Officer, or representative, will ensure the inspection and inventory of such emergency apparatus prior to the release to its home base in accordance with incident-established inspection and demobilization procedures.

### **Protective Clothing and Equipment**

22. It shall be the responsibility of the jurisdiction sending emergency personnel to ensure that such personnel are provided protective clothing and equipment as required by the most current version of the rules found in California Code of Regulations, Title 8, Section 3410, Article 10.1, Section 3401, et seq.

### **Emergency Apparatus**

23. Emergency apparatus shall meet minimum FIRESCOPE ICS type standards, when applicable.

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### **Communications Capabilities**

24. **Operational Equipment and Operational Personnel.** It shall be the responsibility of the jurisdiction sending resources to ensure adequate communications capability. Adequate communications capability is identified and defined in the Statewide FIREScope Frequency Plan.

### **Reimbursement Procedures**

25. Provisions and procedures for reimbursement by Cal OES, CAL FIRE, and the Federal Fire Agencies for fire and emergency assistance are defined in Exhibit "A", Reimbursement Policy and Procedures. CAL FIRE and the Federal Fire Agencies will provide Cal OES Fire and Rescue Division with current billing addresses. Reimbursement for personnel on Cal OES-owned emergency apparatus shall be to local jurisdictions that provide such personnel by apparatus assignee Agreement with Cal OES.
26. It is the goal of Cal OES, CAL FIRE, and the Federal Fire Agencies to establish a system that supports the electronic processing of salary surveys, invoices, and other pertinent documents.

### **Reimbursement for Emergency Apparatus Loss or Damage**

27. Cal OES, CAL FIRE, and the Federal Fire Agencies will reimburse California Fire and Rescue Mutual Aid System Agencies providing resources through the California Fire and Rescue Mutual Aid System for the cost of emergency apparatus or equipment loss or damage where the loss or damage is determined to be directly attributable to the incident, and where the local agency, its employees, and/or operational failures in the emergency apparatus or support equipment are not a contributing factor to such damage or loss. Loss or damage to local agency emergency apparatus or support equipment while traveling from the home unit to the incident or from an incident to the home unit, and repairs due to normal wear and tear or due to negligent or unlawful operation by the operator, shall be the responsibility of the local agency providing the emergency apparatus or support equipment.

Loss or damage to local agency emergency apparatus or support equipment occurring on an incident is to be reported to the incident finance section to ensure proper documentation and investigation.

### **Limitation of Liability**

28. Each party waives claims against every other party pursuant to the requirements of United States Code, title 42, section 1856a, subdivision (a), which provides: "Each agency head charged with the duty of providing fire protection for any property of the United States is authorized to enter into a reciprocal agreement, with any fire organization maintaining fire protection facilities in the vicinity of such property, for mutual aid in furnishing fire protection for such property and for other property for which such organization normally provides fire protection. Each such

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agreement shall include a waiver by each party of all claims against every other party for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of such agreement. Any such agreement may provide for the reimbursement of any party for all or any part of the cost incurred by such party in furnishing fire protection for or on behalf of any other party.”

The parties agree the waivers provided in this provision do not apply to any reimbursement provisions pursuant to the terms and conditions of the CFAA, including invoice reimbursement disputes and reimbursement for emergency apparatus loss or damage pursuant to Recital 27 of the CFAA.

### **Third Party Tort Claims**

29. Nothing in this Agreement shall be deemed to create an employee/employer relationship between the parties. All third-party claims against the parties shall be adjudicated pursuant to the applicable tort claims acts and should be referred to the agency or agencies whose employees were involved in the incident. Agency points of contact for third-party claims are as follows:

State of California claims:	Victim Compensation and Government Claims Board 630 “K” Street Sacramento, CA 95814
U.S. Forest Service claims:	U.S. Forest Service Albuquerque Service Center Claims Management 101B Sun Ave. NE Albuquerque, NM 87109
National Park Service claims:	National Park Service Fire Management Office 333 Bush St., Suite 500 San Francisco, CA 94104
Bureau of Land Management claims:	Bureau of Land Management Fire and Aviation Office 2800 Cottage Way, Room W-1623 Sacramento, CA 95825
Fish and Wildlife Service claims:	Fish and Wildlife Service Pacific Southwest Region 2800 Cottage Way, Room W-1834 Sacramento, CA 95825

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Bureau of Indian Affairs claims: Bureau of Indian Affairs  
Branch of Fire and Aviation Management  
2800 Cottage Way, Room W-2820  
Sacramento, CA 95825

### **Reimbursement Dispute Resolution**

30. Paying entities shall provide written notice of reimbursement denials to the CFAA Chairperson, or their designee, within thirty (30) business days of receipt of the invoice. The CFAA Chairperson, or their designee, shall notify the local agency of the denial within ten (10) business days. All parties shall work with the CFAA Chairperson, or their designee, to attempt to informally resolve reimbursement disputes in good faith. If the dispute cannot be resolved, the local agency shall have thirty (30) business days from the date of the notice of denial to provide a written appeal to the CFAA Chairperson, or their designee. The CFAA chairperson, or their designee, will evaluate the appeal and make a determination regarding whether to present the appeal to the Committee within thirty (30) business days.

The written appeal shall include all facts and documentation supporting the disputing party's position and dollar amount claimed, the reason for denial by the signatory agency, and the provision(s) of the Agreement the local agency believes supports their position in the dispute. The Committee shall review the appeal and make a recommendation to the paying entity within thirty (30) business days of receiving the appeal. The CFAA Chairperson, or their designee, shall provide written notice of the paying entities determination to all parties.

### **Other Disputes**

31. The parties acknowledge that disputes may arise in the interpretation or application of the provisions of the CFAA.

The parties agree to cooperate in good faith to resolve disputes informally. If a dispute is not resolved informally, a party may submit a written notice of dispute to the CFAA Chairperson, or their designee, and the responding party designated contact. The written notice must include:

1. An explanation of the reasons for the dispute, including relevant facts; and
2. Citation to the relevant provision(s) of the Agreement; and
3. Copies of supporting documents, if any; and
4. The desired outcome or remedy sought from the responding party.

The Committee will meet with the parties within thirty (30) business days of the date the responding party receives the dispute from the CFAA Chairperson, or their designee, at which time the responding party will have the opportunity to present counter arguments. The Committee

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will provide a written response to both parties within thirty (30) business days of the date upon which the meeting is held. The written response will either grant the requested remedy or outcome, or deny part or all of the requested outcome.

Performance under this Agreement shall continue during each phase of this dispute resolution process.

### **Examination and Audit**

32. California Fire and Rescue Mutual Aid System Agencies and Cal OES shall be subject to examination and audit for five (5) years after the final payment under the terms of this Agreement. Examination and audit shall be confined to those matters connected with the performance of this Agreement including, but not limited, to the cost of administration.

All source documentation related to rates and methodologies must be kept for five (5) years after the final payment and will be made available upon request of an examination or audit.

### **Appropriated Fund Limitation**

33. Nothing herein shall be interpreted as obligating any parties herein to expend funds, or as involving the United States or the State of California in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for the work contemplated in this Agreement.

### **Officials Not To Benefit**

34. No member of, or Delegate to, Congress or Resident Commission shall be admitted to any share or part of this Agreement or to any benefit to arise therefore, unless it is made with a corporation for its general benefit.

### **Civil Rights and Nondiscrimination**

35. All activities pursuant to this Agreement shall be in compliance with all Federal laws and regulations relating to nondiscrimination. These include, but are not limited to: Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.).

### **Previous Agreements Cancelled**

36. This Agreement supersedes the Agreement entered into on January 1, 2015, and as extended (Cal EMA# 6022-9, CAL FIRE# 7CA00236, USFS# 09-FI-11052012-150, NPS# H807507003, BLM# BAA081002, F&WS# 802233-9-J001, BIA# AGP000768), between the State of California,

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Emergency Management Agency; State of California, Department of Forestry and Fire Protection; USDA Forest Service, Pacific Southwest Region; USDI Bureau of Land Management, California State Office; USDI National Park Service, Interior Regions 8, 9, 10, and 12; USDI Fish and Wildlife Service, Pacific Southwest Region; and USDI Bureau of Indian Affairs, Pacific Region.

### **Amendments**

37. The Agreement may only be amended by written mutual consent of the parties hereto.

### **Effective Date and Termination**

38. The parties herein agree to honor the terms and conditions commencing on the date of the last signature and is effective through December 31, 2024. The expiration date is the final date for completion of all work activities under this Agreement. Any party may withdraw from the Agreement upon thirty (30) day written notice to all other parties.

### **Delegations of Authority**

39. Each party may provide Cal OES a delegation of authority, signed by the party, that designates each person authorized to act on the party's behalf. The designation will include the effective date, name, title, contact information, and scope of delegated authority to act on behalf of the party. Unless otherwise stated in the delegation of authority, a person designated by a party has the same authority as a principal of a party, including the power to enter into contracts on behalf of the party and to bind the party.

The parties authorize Cal OES to make any necessary updates to the contact information in the CFAA to reflect current delegations of authority, and that such nonmaterial changes to the CFAA are authorized without amendment.

### **Multiple Signature Pages**

40. The parties agree to accept multiple signature pages.

### **Electronic Signatures and Counterparts**

41. Parties may submit executed documents electronically, and electronically-delivered signatures of the parties are deemed to constitute duplicate originals. The CFAA and any amendments may be executed in two or more counterparts, each of which will be an original and all of which will constitute a part of the CFAA.



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IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

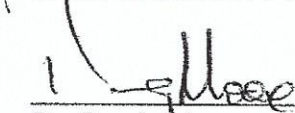
DIRECTOR  
STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF  
EMERGENCY SERVICES



By: Mark S. Ghilarducci  
Director

Date: APRIL 29 2020

REGIONAL FORESTER  
USDA FOREST SERVICE  
PACIFIC SOUTHWEST REGION



By: Randy Moore  
Regional Forester

Date: 4/29/20


DEPUTY REGIONAL DIRECTOR  
USDI NATIONAL PARK SERVICE  
INTERIOR REGIONS 8, 9, 10, and 12

RANDOLPH LAVASSEUR  
Digitally signed by RANDOLPH LAVASSEUR  
Date: 2020.04.29 10:41:00 -0700

By: Randolph Lavasseur  
Deputy Regional Director

Date: 04.29.2020

REGIONAL DIRECTOR  
USDI FISH AND WILDLIFE  
SERVICE  
PACIFIC SOUTHWEST REGION



By: Paul Souza  
Regional Director

Date: 4-29-20

DIRECTOR  
STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND  
FIRE PROTECTION



By: Thomas W. Porter  
Director

Date: 4/29/2020

CALIFORNIA STATE DIRECTOR  
USDI BUREAU OF LAND  
MANAGEMENT  
CALIFORNIA STATE OFFICE  
KAREN MOURITSEN  
Digitally signed by KAREN MOURITSEN  
Date: 2020.04.29 11:56:00 -0700

By: Karen E. Mouritsen  
California State Director

Date: \_\_\_\_\_

REGIONAL DIRECTOR  
USDI BUREAU OF INDIAN AFFAIRS  
PACIFIC REGIONAL OFFICE

AMY DUTSCHKE  
Digitally signed by AMY DUTSCHKE  
Date: 2020.04.30 14:55:24 -0700

By: Amy Dutschke  
Regional Director

Date: \_\_\_\_\_

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REVIEW:

The authority and format of this instrument has been reviewed and approved for signature by the following individuals:

CONTRACTING OFFICER  
USDI BUREAU OF LAND  
MANAGEMENT  
CALIFORNIA STATE OFFICE

Digitally signed by TRACI  
THALER  
Date: 2020.04.28 08:40:24  
TRACI THALER  
By: Traci D. Thaler -07'00'  
Contracting Officer

Date: April 28, 2020

CONTRACTING OFFICER  
USDI BUREAU OF INDIAN AFFAIRS  
PACIFIC REGIONAL OFFICE

JODI  
ZACHARY  
Digitally signed by JODI  
ZACHARY  
Date: 2020.04.30 14:59:46  
-07'00'  
By: Jodi Zachary  
Contracting Officer


Date: 4/30/2020

CONTRACTING OFFICER  
USDI NATIONAL PARK SERVICE

LILETTE  
BALDODANO  
Digitally signed by  
LILETTE BALDODANO  
Date: 2020.04.28  
10:33:07 -07'00'  
By: Lilette J. Baltodano  
Contracting Officer

Date: 4/28/2020

CONTRACTING OFFICER  
USDI FISH AND WILDLIFE SERVICE  
PACIFIC SOUTHWEST REGION

  
By: Frank Lee  
Contracting Officer

Date: \_\_\_\_\_

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**EXHIBIT "A"**  
**REIMBURSEMENT POLICY AND PROCEDURES**

**GENERAL**

- A-1 It is the intent of the signatories to the CFAA to reimburse California Fire and Rescue Mutual Aid System Agencies, including accrued financial liability for the cost of assisting the State of California and the Federal Fire Agencies. The rates, methodologies, and formulas in the Agreement are intended to provide for such costs. The reimbursement shall be consistent with the California Fire and Rescue Mutual Aid System Agency's normal internal business practices and any existing Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA), Governing Body Resolution (GBR), or equivalent, which supports those business practices.
- A-2 The California Fire and Rescue Mutual Aid System Agencies shall use the following procedures to secure reimbursement for the provision of personnel and local government-owned emergency apparatus. Terms established in this section shall be made binding upon California Fire and Rescue Mutual Aid System Agencies by Cal OES and shall not be subject to interpretation or rejection by the jurisdiction providing assistance. See Clause A-41 for procedures that do not apply or are applicable to State Agency Fire Departments, Department of Defense Fire Departments (DOD), or Tribal Fire Departments.
- A-3 California Fire and Rescue Mutual Aid System Agencies that provide their personnel and equipment to the State of California or the Federal Fire Agencies through the California Fire and Rescue Mutual Aid System and this Agreement, do so on a voluntary basis, and accept the following provisions for reimbursement.
- A-4 It is understood and agreed that a California Fire and Rescue Mutual Aid System Agency providing personnel or California Fire and Rescue Mutual Aid System Agency-owned emergency apparatus shall obtain reimbursement for such response by billing the ordering entity (either the State of California or Federal Fire Agency) through the Cal OES invoicing process in accordance with this Exhibit.
- A-5 Reimbursement for personnel and emergency apparatus will begin after the 12th hour, with the exception of aircraft which will be billed from the time of dispatch. There shall be no reimbursement for responses of 12 hours duration or less with the exception of the Department of Interior (DOI) fire agencies (BLM, NPS, FWS, and BIA). DOI reimbursement for personnel and emergency apparatus will begin after the 4th hour. If the duration of the response exceeds 12 hours (4 hours for DOI) and local agencies have an existing MOU/MOA, GBR, or equivalent that indicates compensation for all hours worked, reimbursement for personnel and emergency apparatus shall cover the entire time of commitment, beginning at the time of initial dispatch from

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home base, to the time of return to home base (portal to portal). If local agencies do not have an existing MOU/MOA, GBR, or equivalent that indicates compensation for all hours worked, local agencies will be reimbursed for actual hours worked. Should personnel or emergency apparatus be requested for assignment to a Mobilization Center for standby duty, the reimbursement period shall begin with the time of initial dispatch of said personnel or emergency apparatus from its home base. Additionally, as the 12 hour period (4 hours for DOI) stated above is cumulative, responding personnel and/or emergency apparatus shall only be subject to one 12 hour period (4 hours for DOI) from the original time of dispatch, regardless of the number of re-assignments that may occur prior to returning to their home base.

- A-6 In some cases on a single incident, the State of California and the Federal Fire Agencies may need to convert resources that were ordered under Statewide Master Mutual Aid (MMA) to reimburse resources under the California Fire Assistance Agreement. In these cases, MMA resources will be released by the responsible agency and reordered by the State of California and/or the Federal Fire Agencies through the CFAA. For resources that have been on the same incident for more than 12 hours (4 hours for DOI), reimbursement will begin at the time the order under the California Fire Assistance Agreement was initiated. Resources that have been on the same incident under MMA for 12 hours (4 hours for DOI) or less will have their time applied to the California Fire Assistance Agreement 12-hour (4 hours for DOI) minimum. After the 12 hours (4 hours for DOI) are completed, reimbursement will begin at the time the order under the California Fire Assistance Agreement was initiated. The 12 hour (4 hours for DOI) period shall be subject to annual review and monitoring by the California Fire Assistance Agreement Committee.
- A-7 Invoices will include an administrative rate as negotiated by the Committee. The Administrative Rate will be added to the total of the personnel, fire apparatus, support equipment, aircraft, and other approved reimbursements for local government. The de minimis Administrative Rate is set annually by the Committee per the rate letter published at the time of dispatch, unless the California Fire and Rescue Mutual Aid System Agency submits an agency-specific administrative rate in accordance with the Instructions for Completing Administrative Rate Calculations. Cal OES will issue these instructions annually along with the salary survey instructions. California Fire and Rescue Mutual Aid System Agencies that develop an Administrative Rate must review and update their rate by July 1 of each year.

#### **REIMBURSEMENT - PERSONNEL**

- A-8 The Committee will establish a standard reimbursement formula for local agency personnel with Base Rates applicable to all jurisdictions. The default reimbursement will be at the Base Rate for actual hours worked on the incident. Agencies can be reimbursed at a rate that is higher than the Base Rate, and/or for more than actual hours worked (up to 24 hours per day), as follows:
- A-8.1 All agencies seeking reimbursement for its personnel must complete and sign the annual salary survey and file it with the Cal OES Fire and Rescue Division. The Authorized Representative will

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provide certification through signature under penalty and perjury that the personnel wages are accurate and correct for each requested position.

- A-8.2 Any agency seeking reimbursement for its personnel for more than actual hours worked on the incident (portal-to-portal) must file an MOU/MOA, GBR, or equivalent with Cal OES Fire and Rescue Division. The MOU/MOA, GBR, or equivalent shall indicate how personnel will be compensated. Personnel must be physically present on the incident in order to receive portal to portal compensation, unless documented and approved by the paying agency.
- A-8.3 Any agency seeking reimbursement for its supplemental personnel will accept rates as outlined in NWCG#004-2009, Attachment D, [https://www.nwcg.gov/sites/default/files/memos/eb-m-09-004d\\_0.pdf](https://www.nwcg.gov/sites/default/files/memos/eb-m-09-004d_0.pdf), which states that supplemental personnel will be reimbursed using General Schedule tables with locality pay applied for actual hours worked. **Reimbursement shall be in accordance with Clause A-17 through December 31<sup>st</sup>, 2020.**
- A-9 The above required documentation for rates and hours shall be based on actual costs to the responding agency, and not contingent upon reimbursement from the State of California or Federal Fire Agencies at a rate that exceeds what the agency will pay its personnel. Reimbursements will be based on the salary survey and any applicable MOU/MOA, GBR, or equivalent that is on file at the time of the initial dispatch.
- Any MOU/MOA, GBR, or equivalent is reviewed by Cal OES and the Committee upon request. Local government will be formally notified of the determination.
- A-10 These formulas and rates of payment shall constitute full reimbursement for direct costs, including back fill to local jurisdictions relative to personnel provided. Liability for workers compensation claims and/or payment of unemployment benefits shall remain the responsibility of the responding local, state, federal, and tribal agencies that directly employ the personnel. All calculations shall be subject to audit by the State of California or the Federal Fire Agencies in accordance with Recital 32, Examination and Audit.
- A-10.1 California Fire and Rescue Mutual Aid System Agencies will be required upon request to provide Cal OES supportive documentation used to establish rates and method of pay. Cal OES will request yearly samples from selected agencies for review by Cal OES and the Committee. Upon request, the California Fire and Rescue Mutual Aid System Agencies will have thirty (30) calendar days to provide Cal OES with required information. This process does not supersede the Examination and Audit process as outlined in this Agreement.
- A-11 Reimbursement for the total hours worked shall be calculated up to the next quarter hour when total hours are fractional.
- A-12 Reimbursement shall be made only for such personnel that have been specifically requested or approved by the State of California or the Federal Fire Agencies. Any personnel not given an

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Order/Request number shall be considered a voluntary contribution from the responding agency and not subject to reimbursement.

**Formula for Personnel Reimbursement Using Base Rates**

A-13 California Fire and Rescue Mutual Aid System Agencies will submit a salary survey to be reimbursed at the established Engine Company Base Rate for personnel responding on emergency apparatus or as overhead personnel at or below the Strike Team/Task Force Leader Trainee level. Strike Team/Task Force/Unit Leader level or above personnel will be reimbursed at the established Overhead Base Rate.

A-14 California Fire and Rescue Mutual Aid System Agencies that have not submitted a Salary Survey for rates above the established Base Rates will submit a salary survey to be reimbursed using one of the following formulas:

**The formula for the total invoice amount with an MOU/MOA, GBR, or equivalent for all hours (portal-to-portal) is:**

$$(B \times H^1) = \text{Total Personnel Reimbursement}$$

**The formula for the total invoice amount without an MOU/MOA, GBR, or equivalent for all hours (actual hours) is:**

$$(B \times H^2) = \text{Total Personnel Reimbursement}$$

B = Base Rate

H<sup>1</sup> = All Hours (portal-to-portal)

H<sup>2</sup> = Actual Hours Worked

The Established Base Rate (**B**) is based on the average of the CAL FIRE Fire Captain or Fire Apparatus Engineer base rates and the USDA Forest Service emergency hire rates for these positions applied to a 168 hour week, with 40 hours at straight-time and 128 hours at overtime. The total amount is then divided by 168 hours resulting in a blended rate.

**Formula for Establishing the Base Rates**

The following base rate formulas include an overtime component.

**Base Rate formula for Engine Company Personnel and Overhead at or below Strike Team/Task Force Leader Trainee**

$$\begin{aligned}
 &(\text{AD-F} + \text{CAL FIRE Fire Apparatus Engineer base rate}) / 2 = \text{Combined Rate,} \\
 &((\text{Combined Rate} \times 40 \text{ Hours Straight Time}) + (\text{Combined Rate} \times 128 \text{ Hours Overtime})) / 168 = \\
 &\text{Overtime Base Rate} \times .6667 = \text{Straight Time Base Rate}
 \end{aligned}$$

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Numerical Calculation:  $25.72 + 23.34 = 49.06 / 2 = 24.53$ ,  $((24.53 \times 40) + (24.53 \times 1.5 \times 128)) = 5690.96 / 168 = \$33.08 \times .6667 = \$22.58$

**Base Rate formula for Overhead at or above Strike Team Leader/Task Force Leader**

(AD-H + CAL FIRE Fire Captain base rate) / 2 = Combined Rate,  
 ((Combined Rate x 40 Hours Straight Time) + (Combined Rate x 128 Hours Overtime)) / 168 =  
 Overtime Base Rate x .6667 = Straight Time Base Rate

Numerical Calculation:  $31.44 + 27.52 = 58.96 / 2 = 29.48$ ,  $((29.48 \times 40) + (29.48 \times 1.5 \times 128)) = 6839.36 / 168 = \$40.71 \times .6667 = \$27.14$

**Definitions for abbreviations used in Base Rate Formula**

AD - Administratively Determined Pay Plan for Emergency Workers. Pay rates for emergency (casual) employees of the Federal Fire Agencies.

AD F - The classification is Engine Boss.

AD H - The classification is Strike Team Leader.

CAL FIRE base Fire Captain and Fire Apparatus Engineer salary rates are converted to hourly rates.

**Formula for Suppression Personnel Reimbursement Using Salary Rates**

A-15 The California Fire and Rescue Mutual Aid System Agencies may submit a salary survey with the agency's established salary rates to Cal OES Fire and Rescue Division for any personnel dispatched to an incident. The personnel who are dispatched to an incident will first be classified and reimbursed as described in Clauses A-15.1 through A-15.3. The submission of salary rates shall be on file with Cal OES Fire and Rescue Division prior to the time of personnel dispatch.

A-15.1 California Fire and Rescue Mutual Aid System Agencies that have submitted salary rates to Cal OES Fire and Rescue Division at or below the Battalion Chief level shall be reimbursed using one of the following formulas:

**The formula for the total invoice amount with an MOU/MOA, GBR, or equivalent for all hours (portal-to-portal) is:**

$$[(S \times H^1 \times 1.5) + (S \times H^1 \times 1.5) + (S \times H^1 \times 1.5)] = \text{Total Personnel Reimbursement}$$

**The formula for the total invoice amount without an MOU/MOA, GBR, or equivalent for all hours (actual hours) is:**

$$[(S \times H^2 \times 1.5) + (S \times H^2 \times 1.5) + (S \times H^2 \times 1.5)] = \text{Total Personnel Reimbursement}$$

S = Salary Rate

H<sup>1</sup> = All Hours (portal-to-portal)

H<sup>2</sup> = Actual Hours Worked

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The Salary Hourly Rate (S) is the average hourly rate of all personnel in the specific rank (e.g., Captain, Engineer, Firefighter) within each individual jurisdiction.

A-15.2 California Fire and Rescue Mutual Aid System Agencies that have submitted Salary Rates to Cal OES Fire and Rescue Division above the Battalion Chief level shall be reimbursed using the following formulas:

**The formula for the total invoice amount with an MOU/MOA, GBR, or equivalent for all hours (portal-to-portal) is:**

$$[(S \times H^1) + (S \times H^1) + (S \times H^1)] = \text{Total Personnel Reimbursement}$$

**The formula for the total invoice amount without an MOU/MOA, GBR, or equivalent for all hours (actual hours) is:**

$$[(S \times H^2) + (S \times H^2) + (S \times H^2)] = \text{Total Personnel Reimbursement}$$

S = Salary Rate

H<sup>1</sup> = All Hours (portal-to-portal)

H<sup>2</sup> = Actual Hours Worked

A-15.3 If personnel above the Battalion Chief level have an MOU/MOA, GBR, or equivalent that indicates they are to be paid above straight time, the reimbursement will be calculated using one of the following formulas. The MOU/MOA, GBR, or equivalent is subject to the provisions in Clause A-9, and must not be contingent on this Agreement or executed on the sole basis that there is reimbursement from Cal OES, CAL FIRE, or the Federal Fire Agencies.

**The formula for the total invoice claim with an MOU/MOA, GBR, or equivalent for all hours (portal-to-portal) and MOU/MOA, GBR, or equivalent for above straight-time is:**

$$[(S \times H^1 \times 1.5) + (S \times H^1 \times 1.5) + (S \times H^1 \times 1.5)] = \text{Total Personnel Reimbursement}$$

**The formula for the total invoice claim without an MOU/MOA, GBR, or equivalent for all hours (actual hours) and with an MOU/MOA, GBR, or equivalent for above straight-time is:**

$$[(S \times H^2 \times 1.5) + (S \times H^2 \times 1.5) + (S \times H^2 \times 1.5)] = \text{Total Personnel Reimbursement}$$

S = Salary Rate

H<sup>1</sup> = All Hours (portal-to-portal)

H<sup>2</sup> = Actual Hours Worked

#### **Formula for Non-Suppression Personnel Reimbursement Using Salary Rates**

A-16 California Fire and Rescue Mutual Aid System Agencies that have submitted Salary Rates to Cal OES Fire and Rescue Division for Non-Suppression Personnel shall be reimbursed for actual hours worked using the following formula:



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**The formula for the total invoice claim without an MOU/MOA, GBR, or equivalent for all hours (actual hours) is:**

$$[(S \times 1.5 \times H^2) + (S \times 1.5 \times H^2) + (S \times 1.5 \times H^2)] = \text{Total Personnel Reimbursement}$$

S = Salary Rate

H<sup>2</sup> = Actual Hours Worked

The Salary Rate (S) is the average hourly rate of all personnel in the specific rank (e.g., Dispatcher, Heavy Equipment Mechanic, and Inspector) within each individual fire agency.

Non-Suppression Personnel, who have an MOU/MOA, GBR, or equivalent that indicates they are to be paid portal-to-portal according to Clause A-8.2, will be reimbursed in accordance with the following Formula for Personnel Using Salary Rates:

**The formula for the total invoice claim with an MOU/MOA, GBR, or equivalent for all hours (portal-to-portal) is:**

$$[(S \times H^1 \times 1.5) + (S \times H^1 \times 1.5) + (S \times H^1 \times 1.5)] = \text{Total Personnel Reimbursement}$$

S = Salary Rate

H<sup>1</sup> = All Hours (portal-to-portal)

The Salary Hourly Rate (S) is the average hourly rate of all personnel in the specific rank (e.g., Dispatcher, Mechanic, and Inspector) within each individual jurisdiction.

The 1.5 multiplier in the formula represents an hourly rate, which includes benefits for straight time, and an overtime rate for overtime hours.

### **Supplemental Fire Department Resource Reimbursement Using NWCG#004-2009**

- A-17 California Fire and Rescue Mutual Aid System Agencies seeking reimbursement for Supplemental Fire Department Resources will accept rates as outlined in NWCG#004-2009, Attachment D, [https://www.nwcg.gov/sites/default/files/memos/eb-m-09-004d\\_0.pdf](https://www.nwcg.gov/sites/default/files/memos/eb-m-09-004d_0.pdf), which states that Supplemental Fire Department Resources will be reimbursed using General Schedule tables with locality pay applied for actual hours worked. California Fire and Rescue Mutual Aid System Agencies that roster or sponsor Supplemental Fire Department Resources shall be reimbursed at the rate of the position being filled on the incident.
- A-18 California Fire and Rescue Mutual Aid System Agencies shall identify their Supplemental Fire Department Resources separately on the Supplemental Fire Department Resource section of the Cal OES Salary Survey and not include them under the Suppression responder categories. They are not a permanent part of the local fire organization. They are mobilized primarily for response to incidents/wildland fires outside of the fire agency's jurisdiction. Supplemental Fire Department Resources shall be paid a regular compensation rate for all hours worked plus an overtime

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compensation rate for actual overtime hours worked, including travel. Base hourly rate shall be no more than step 5 of the appropriate GS wage adjusted for locality pay at the location of the fire department's jurisdiction. Rates can be found on the Office of Personnel Management website, <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/general-schedule/>. Reimbursement costs shall not include portal-to-portal pay or the employee portion of benefits. Backfill is not reimbursable for personnel hired as Supplemental Fire Department Resource. Approved travel costs will be in accordance with Clause A-37.

Effective January 1, 2021, no supplemental resources will be hired through the CFAA.

### **California Interagency Incident Management Team (CIIMT) Participation**

A-19 Personnel responding under this Agreement, including those who apply for participation on a Federal California Interagency Incident Management Team (CIIMT), must be employed with a federal, state or local agency in a full time, seasonal, part-time or retired-annuitant position for a purpose other than participation on a CIIMT. The CWCG coordinates the application and selection process for IMT rosters and may request proof of employment documentation as part of that process. Applicants who do not meet the criteria can apply under the casual hiring authority as outlined in the Standards for Interagency Incident Business Management.

### **Engine Company and Tactical Water Tender Staffing**

A-20 Engine company staffing shall not be less than three (3) or a reimbursable maximum of four (4). The State of California or the Federal Fire Agencies will reimburse based on the actual classifications responding, not to exceed one Company Officer, one Apparatus Operator, and one or two Firefighters. Tactical water tender staffing shall be reimbursed based upon the actual classifications responding, not to exceed two Apparatus Operators or one Company Officer and one Firefighter. Personnel filling engine company or tactical water tender positions shall be certified at the appropriate level per Wildland Fire Qualification NWCG 310-1 Sub System Guide, or the California Incident Command Certification System (CICCS).

### **Strike Team/Task Force Leader Trainee**

A-21 The State of California or the Federal Fire Agencies shall provide reimbursement for personnel requested by the State of California or the Federal Fire Agencies to coordinate (Strike Team/Task Force Leaders) or otherwise support the California Fire and Rescue Mutual Aid System resources, or Cal OES-owned emergency apparatus used on incidents. A strike team/task force may, at the discretion of the local jurisdiction, include a Strike Team/Task Force Leader Trainee as a reimbursable member of the unit. The Trainee will be covered under a strike team/task force order-request number and will be identified on a separate *Emergency Activity Record* (OES F-42), unless the Trainee is from the same California Fire and Rescue Mutual Aid System Agency as the Strike Team Leader. The Strike Team/Task Force Leader Trainee shall travel with the strike team/task force in a vehicle from the existing strike team/task force and will not be reimbursed for

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the use of a second vehicle. The Trainee may provide the vehicle for the assignment, but no more than one vehicle will be reimbursed. Personnel filling Strike Team/Task Force Leader Trainee positions shall be certified at the Strike Team/Task Force Leader Trainee level per Wildland Fire Qualification NWCG 310-1 Sub System Guide, or CICCS.

- A-22 All Trainees are required to check in with the Training Specialist at the incident when one is present. Trainees will follow the qualification process in place at the incident.

### **Overhead Personnel**

- A-23 Personnel responding to a State of California or Federal Fire Agency's request for overhead positions shall meet the training and experience requirements established for the ICS position to be filled (Reference: NWCG 310-1 Sub System Guide or CICCS).

### **Transfer/Reassignment to Other Operational Areas/Incident**

- A-24 California Fire and Rescue Mutual Aid System emergency apparatus and personnel requested through this Agreement may not be reassigned without the responding agency's approval. The host State of California or Federal Fire Agency shall secure approval for such reassignment through the California Fire and Rescue Mutual Aid System.

### **Cal OES Support**

- A-25 Cal OES Fire Agency Representatives assigned to major incidents may need to have a Cal OES Support/Communications Unit to facilitate coordinating the mutual aid resources assigned to the incident. Local Government Fire Agency Personnel assigned to this resource shall be limited to and reimbursed at a maximum of two (2) persons.
- A-26 The State of California or the Federal Fire Agencies shall reimburse the local government fire agency for the use of one agency support equipment. Reimbursement shall be calculated on a daily basis for such equipment at the rate established by the Committee for the approved type or category of vehicle used.

### **REIMBURSEMENT – EMERGENCY APPARATUS**

- A-27 The formulas and rates of payment for emergency apparatus shall be considered as covering all reimbursement related to the use of such vehicles except as provided in the Reimbursement of Emergency Apparatus Loss or Damage section in the Recitals of this Agreement, Recital 27.
- A-28 Reimbursement for emergency apparatus refurbishment and rehab may be approved by the Incident Command, up to a maximum of 2 hours, as appropriate.

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### **California Fire and Rescue Mutual Aid System Agency Emergency Apparatus**

- A-29 Engines and tactical water tenders shall be reimbursed in accordance with the current FEMA Schedule of Equipment Rates established in the Annual Rate Letter. Engines and tactical water Tenders rates are based on a 16-hour maximum allowable charge, per 24-hour period.

Reimbursement of other emergency response equipment shall be in accordance with 44 CFR 206.228 allowable costs.

- A-30 California Fire and Rescue Mutual Aid System Agencies shall assume operational costs, including necessary motor fuels and lubricants used in its emergency apparatus while responding from their home base and returning to their home base from the State of California or Federal Fire Agency incidents. It shall be the responsibility of the responding agency to provide the necessary means of payment for such costs.
- A-31 Once at the incident and until released or reassigned, the State of California or the Federal Fire Agencies will provide for motor fuel and lubricants, normal servicing costs, and minor repairs incidental to operation of emergency apparatus including California Fire and Rescue Mutual Aid System Agency support equipment. Minor Repair is defined as any repair necessary to keep the equipment in operation on the fire, which requires not more than two hours (labor time only) for one mechanic for any one job, exclusive of obtaining parts.

### **Support Equipment, Privately-Owned Vehicles, and Rental Vehicles**

- A-32 The State of California or the Federal Fire Agencies shall reimburse California Fire and Rescue Mutual Aid System Agencies for use of agency support equipment and private vehicles provided in conjunction with requested personnel. Reimbursement shall be calculated on a daily basis for local jurisdiction support equipment at the rate established by the Committee for the type or category of vehicle used. Privately-owned vehicle rates will be reimbursed on a per mile basis according to the current Internal Revenue Service (IRS) standard rate for business miles.
- A-33 Reimbursement for mileage or other transportation to and from rental agency will be allowed.
- A-34 The use and reimbursement of rental vehicles, mileage or other transportation requires authorization either at the time of the initial request in the Resource Ordering System of Record, or documented by written approval at the incident. Rental vehicles from an airport are discouraged, and the use of economy cars are encouraged. Rental vehicles and the fuel expense while responding to, during, or returning from a State of California or Federal Fire Agency incident will be reimbursed for the actual costs incurred by the California Fire and Rescue Mutual

Aid System Agencies. The process to obtain reimbursement for rental vehicle expenses is outlined in Exhibit "H".

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### Aircraft

A-35 Aircraft will be reimbursement based on rates submitted annually on the Salary Survey to Cal OES.

### Other Equipment Rates

A-36 All equipment in this exhibit will be reimbursed using the FEMA Schedule of Equipment rates. If a FEMA equipment rate is not identified for the type of equipment being used, a rate may be developed using the FEMA equipment rate formula in Exhibit "F".

### REIMBURSEMENT – TRAVEL EXPENSES

A-37 At no time will the California Fire and Rescue Mutual Aid System Agencies seek reimbursement for travel expenses such as fuel, food, and lodging responding to, during, or returning from a State of California or Federal Fire Agency incident unless formally documented and approved in writing at the incident. The reimbursement of meals to and from the incident will be subject to the U.S. General Services Administration per diem and lodging rates specified in Exhibit "H".

Travel arrangements and reimbursement, including travel for relieving personnel and backfill, will only be made from the Fire Department/Agency location or residence whichever is closest to the incident or reporting location (such as staging).

If formally documented and approved in writing at the incident, the process to obtain reimbursement for in state travel and incident-related expenses is outlined in Exhibit "H".

### REIMBURSEMENT – PERSONNEL ROTATION

A-38 When California Fire and Rescue Mutual Aid System Agency personnel are committed to extended assignments under this Agreement, there may be a need to rotate and replace personnel. Personnel under this Agreement are expected to be available a minimum of seven (7) days (elapsed time) excluding travel, before needing replacement, regardless of the number of assignments from original dispatch.

A-39 Expenses that are reimbursable are limited to personnel costs and transportation costs. Reimbursement for personnel will be in accordance with general personnel reimbursement provisions of this Agreement. Please reference Exhibit "C" for specific personnel rotation procedures.

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### **INCIDENT OFF-SHIFT REST AND SLEEPING ACCOMODATIONS**

- A-40 The responsible State of California or Federal Fire Agency will provide, when practical, sanitary, shaded and/or climatically maintained accommodations for off shift sleeping, rest, and recuperation for local jurisdiction resources confined to the incident base. If the incident command finds it operationally feasible (e.g., strike team remains available) to place local jurisdiction resources in a commercial sleeping accommodation, it may be provided.

### **REIMBURSEMENT – STATE OF CALIFORNIA, FEDERAL, DOD, AND TRIBAL FIRE DEPARTMENTS**

- A-41 State Agency Fire Departments, Federal Fire Departments, DOD Fire Departments, and Tribal Fire Departments may respond through the California Fire and Rescue Mutual Aid System.

Tribal Fire Department's that have a compacted or contracted wildland fire program from BIA will respond through the Federal Dispatching System and not through the California Fire and Rescue Mutual Aid System.

Reimbursement of Federal Fire Departments, DOD, and Tribal Fire Departments that respond to CAL FIRE, local government, and Cal OES incidents will be in accordance with the Agreement reimbursement provisions.

Reimbursement of Federal Fire Departments, DOD, and Tribal Fire Departments that respond to Federal Fire Agency fires are governed by other federal agreements. In these cases, Cal OES will not produce or process reimbursement invoices for Federal Fire Departments, DOD and Tribal Fire Departments. Federal Fire Departments and DOD Fire Departments ordered through other agreements will invoice the supported Federal Fire Agency directly in accordance with existing federal and local agreements. Tribal Fire Departments that have a current Cooperative Agreement with BIA will invoice BIA directly in accordance with existing federal or local Agreements.

Federal Fire Agencies will not reimburse Federal Fire Departments, DOD or Tribal Fire Departments under this Agreement.

### **REQUESTING REIMBURSEMENT**

- A-42 California Fire and Rescue Mutual Aid System Agencies will prepare an OES F-42, and supporting documentation at the incident, which is the basis for reimbursement due and invoice preparation. These forms are provided by Cal OES Fire and Rescue Division. The OES F-42 must be signed by a responsible officer of the jurisdiction seeking reimbursement and by the State of California or Federal Fire Agency Incident Command to verify that the resources requested on the OES F-42 were authorized by the ordering agency and is the initial step for invoice processing. The completed OES F-42 is forwarded to Cal OES Fire and Rescue Division Headquarters for

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processing. **The OES F-42 should be submitted to the Cal OES Fire Agency Representative at the incident. In the absence of a Cal OES Fire Agency Representative, OES F-42 should be SUBMITTED TO Cal OES FIRE AND RESCUE DIVISION BY THE CALIFORNIA FIRE AND RESCUE MUTUAL AID SYSTEM AGENCY WITHIN THIRTY (30) CALENDAR DAYS OF RELEASE FROM THE INCIDENT OR PAYMENT WILL BE DELAYED.**

- A-43 Within sixty (60) calendar days of receipt of the OES F-42, Cal OES Fire and Rescue Division will process the OES F-42 data into invoices (F-142) and return to the California Fire and Rescue Mutual Aid System Agency for verification of billing amounts and signature. **THERE WILL BE A DELAY IN PAYMENT FOR INVOICES (F-142) NOT RETURNED TO Cal OES FIRE AND RESCUE DIVISION WITHIN THIRTY (30) CALENDAR DAYS OF RECEIPT FOR VERIFICATION OF BILLING AMOUNTS AND SIGNATURE.**
- A-44 Upon return receipt and verification of the invoice (F-142) by the California Fire and Rescue Mutual Aid System Agency, Cal OES Fire and Rescue Division will forward the *CFAA Reimbursement Invoice* (OES F-142) to the appropriate State of California or Federal Fire Agency within thirty (30) calendar days along with a copy of the OES F-42 as the source document. Inquiries from the State of California and Federal Fire Agencies regarding amounts billed will first be addressed to Cal OES Fire and Rescue Division as soon as possible, as the first step in a joint resolution process.
- A-45 The State of California or Federal Fire Agency will remit payment to the California Fire and Rescue Mutual Aid System Agency within sixty (60) calendar days of receipt of the OES F-142 from Cal OES.
- A-46 In the event that CAL FIRE or a Federal Fire Agency identifies a discrepancy with an OES F-142, Cal OES will provide the California Fire and Rescue Mutual Aid System Agency a new invoice with the corrected invoice amount and the reason for the change. Cal OES has thirty (30) calendar days to make the change and provide a corrected invoice to the California Fire and Rescue Mutual Aid System Agency and either CAL FIRE or the appropriate Federal Fire Agency.
- A-47 CAL FIRE or the Federal Fire Agencies will provide copies of payment schedules to Cal OES every thirty (30) days for invoices to the California Fire and Rescue Mutual Aid System Agencies. Cal OES Fire and Rescue Division will reconcile the payment schedules against outstanding OES F-142(s) on a monthly basis.
- A-48 Cal OES will form and chair working groups with membership from the Committee to develop methodologies to streamline the reimbursement process.

The State of California and Federal Fire Agencies will work on procedures to improve the reimbursement efficiencies and timelines. These activities will be documented and shared with the California Fire and Rescue Mutual Aid System Agencies.

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- A-49 The Terms and Conditions and Exhibits in this Agreement may necessitate new methods of reporting and invoicing. All proposed changes to this Agreement, or associated business processes shall be approved by the State of California and Federal Fire Agencies that are parties to this Agreement.
- A-50 Reimbursement for emergency apparatus and personnel shall be made directly to the California Fire and Rescue Mutual Aid Agency providing the resource, and **NOT** to individuals.
- A-51 The OES F-42, shall be used as the basis for personnel and equipment calculations. The resource order form of record shall not be used for reimbursing personnel and equipment costs.

#### **Federal Fire Agency Electronic Fund Transfer**

A-52 Federal Fire Agencies require the following for reimbursement to California Fire and Rescue Mutual Aid System Agencies:

1. Taxpayer Identification Number (TIN) – This number is applied for and issued by the Internal Revenue Service (IRS). Contact the IRS @ [www.irs.gov](http://www.irs.gov) or (800) 772-1213.
2. Electronic Funds Transfer (EFT) – The cooperator shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:
  - a. The payment recipient does not have an account at a financial institution.
  - b. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving the check.
  - c. The payment recipient has a physical or mental disability, or a geographic language or literacy barrier.

In order to receive EFT payments, the recipient/cooperator shall register in the System for Award Management (SAM).

3. DUNS Number. The cooperator shall obtain a Dun and Bradstreet Data Universal Numbering System (DUNS). This is a requirement for registering in SAM. The DUNS number does not replace existing numbers, such as Employer Identification Number (EIN), the Tax Identification Number (TIN), and State Application Identifier (SAI) numbers that are required by statute, Executive Order, or regulation. You may obtain a free DUNS number by contacting Dun & Bradstreet via the web at <https://fedgov.dnb.com/>. A new DUNS number



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can be created within one (1) business day. For assistance by phone, call (866) 705-5711 or [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com).

4. System for Award Management (SAM) Registration Requirement. The cooperator shall maintain current information in SAM until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of the Agreement, *SAM* means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site (currently at [www.sam.gov](http://www.sam.gov)). For assistance, contact the SAM Assistance Center at (800) 606-8220.

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**EXHIBIT "B"**  
**ICS Type 1 through 7 ENGINE, ICS TACTICAL WATER TENDER,  
PERSONAL PROTECTIVE EQUIPMENT, & TRAINING STANDARDS FOR  
FIRE AND EMERGENCY ASSISTANCE**

- B-1 The purpose of this Exhibit is to identify the minimum standards that California Fire and Rescue Mutual Aid System Agencies should follow with regard to their use of Type 1 through 7 engines, Tactical Water Tender, Personal Protective Equipment (PPE) and training standards for mutual aid and/or CFAA-reimbursable responses.
- B-2 The State of California and the Federal Fire Agencies Type 3 through 7 engines and tactical water tenders have a number of features that enhance their capability to operate on narrow, steep or unimproved roads and to allow the efficient application of water or other agents. The minimum features of the engines are:
1. Short wheel base
  2. High ground clearance
  3. High angle of approach and departure
  4. Lower Gross Vehicle Weight (GVW) than Type 1 or 2 engine
  5. Unit # on roof
- B-3 The main fire pump and water tank shall meet minimum capabilities for the FIRESCOPE ICS Type engine or tactical water tender as designated in the current edition of the ICS Field Operations Guide ICS-420-1. The pump, as mounted, shall be capable of drafting water from a water source located 10 feet vertical distance below the pump through the required suction hose.

For Type 3 through 7 engines:

1. 1.5-inch hose will be configured to facilitate progressive hose deployment providing for a 100 foot lateral of 1-inch hose every 200 feet of 1.5-inch trunk line once the fire's edge is encountered.
2. All hose utilized must meet or exceed USDA Specification. One-inch hoses and nozzles will have NPSH threads; 1 inch hose with NH threads shall be provided with a sufficient number of NPSH adapters. 1.5-inch hoses and nozzles will have NH threads.

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RESOURCE	RADIO CALL	COMPONENTS	TYPES						
			1	2	3	4	5	6	7
Engine Company	Engine Telesquirt*	Pump minimum flow GPM	1,000	500	150	50	50	50	10
		Tank minimum capacity (gal)	300	300	500	750	400	150	50
		At rated pressure (psi)	150	150	250	100	100	100	100
		Hose 2.5"	1,200	1,000	N/A	N/A	N/A	N/A	N/A
		Hose 1.5"	500	500	1,000	300	300	300	N/A
		Hose 1"	N/A	N/A	500	300	300	300	200
		Ladder per NFPA 1901	Yes	Yes	N/A	N/A	N/A	N/A	N/A
		Master Stream	Yes	N/A	N/A	N/A	N/A	N/A	N/A
		500 Min. GPM							
		Pump and Roll	N/A	N/A	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs.)	N/A	N/A	N/A	N/A	26,000	19,500	14,000		
Personnel minimum	4(#)	3	3	3(@)	3(@)	3(@)	3(@)		

\*Engine with elevated stream capability, specify when requested  
 (#) 3 or 4-person staffing is acceptable for purposes of reimbursement.  
 (@) Differs from NWCG Guidelines. Per CFAA A-17 and FIREScope BOD direction January 2020.

N/A = Not Applicable  
 NFPA = National Fire Protection Association  
 GVWR = Gross Vehicle Weight Rating

- Notes:
- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
  - Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
  - All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10-foot lift.
  - See A-17 for staffing levels.

RESOURCE	RADIO CALL	COMPONENTS	TYPES						
			1	2					
Tactical Water Tender	Water Tender	Pump minimum flow GPM	250	250					
		Tank minimum capacity (gal)	2,000	1,000					
		At rated pressure (psi)	150	150					
		Pump and Roll	Yes	Yes					
		Personnel minimum	2	2					

- Notes:
- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
  - Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
  - All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10-foot lift.

- Common Additional Needs – Request as Needed:
- All Wheel Drive (Includes four-wheel drive).
  - High Pressure Pump (250 psi at one half flow of Type). NFPA 1901 compliant Type 1 and 2 engines will produce one half of rated flow at 250 psi. Type 3 engines are already required to produce rated flow (150 GPM) at 250 psi. If Type 4 through 6 are ordered as high pressure it is recommended that they be required to produce rated flow at 250 psi (50 GPM).
  - Foam proportioner.
  - Compressed Air Foam System (CAFS) 40 cfm minimum.
  - Additional personnel.

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### Personal Protective Equipment (PPE)

B-4 Each employee responding to or engaged in fire suppression activities will use the appropriate safety clothing and equipment. Each agency is responsible for seeing that Cal OSHA standards for safety clothing and equipment are provided and used for wildland firefighting. Wildland fire suppression safety clothing and equipment includes:

1. Head Protection meeting the requirements of CCR, Title 8, Section 3410
2. Eye and Face Protection meeting the requirements of CCR, Title 8, Sections 3382 and 3404
3. Ear and Neck Protection meeting the requirements of CCR, Title 8, Sections 3405 and 3410(c)
4. Body Protection meeting the requirements of CCR, Title 8, Section 3406(c)
5. Gloves, meeting the requirements of CCR, Title 8, Section 3410
6. Foot Protection meeting the requirements of CCR, Title 8, Section 3408
7. Wildland fire shelter meeting Forest Service specification 5100-606
8. Recommended disposable filtering face piece respiratory protection

### Training

B-5 The State of California and Federal Fire Agencies have the expectation that when a local jurisdiction resource arrives at an incident it can perform all of the missions that would be expected of the State of California and Federal Fire Agencies' resource.

B-6 All responding personnel shall be in compliance with the current NWCG 310-1 Sub System Guide or CICCIS. Training topics include but are not limited to:

Wildland strategy and tactics	Backfiring/firing-out
Wildland fire behavior	Handline construction
Wildland hose lays	Structure triage
Wildland fire safety	Structure defense preparation
Fireground communications	Fire weather

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**EXHIBIT "C"**  
**REIMBURSEMENT FOR PERSONNEL ROTATION**

Clauses A-38 and A-39 authorizes the reimbursement of personnel and transportation costs incurred to replace California Fire and Rescue Mutual Aid System Agency personnel committed to extended assignments under this Agreement. Personnel under this Agreement are to be available a minimum of seven (7) days excluding travel (portal-to-portal) before needing replacement, regardless of the number of assignments. This exhibit lists the procedures necessary for a local jurisdiction to follow before reimbursement for their costs will be processed for rotation of their personnel. These procedures only apply when the emergency apparatus remains assigned to the incident but the personnel are rotated. The procedures are:

- C-1 The incident commander (IC) or Mobilization (MOB) center manager to which the resources are assigned must approve the personnel rotation and method of transportation. Such approval should not be denied without substantial cause, (e.g., imminent planned release (24 – 36 hours)) of the resources, or a negotiated extension through the Cal OES Fire Agency Representative. The personnel rotation and transportation plan must be coordinated through the incident, the ordering point, agency representative, and/or the overhead responsible for the personnel to be rotated.
- C-2 The approved personnel rotation will be documented in:
  - C-2.1 **The approved automated resource ordering system of record.** The resource order will be annotated in the documentation section by the incident indicating the date and time of personnel rotation approval. Subsequently the home unit/filling command center will add documentation to include the following information:
    - C-2.1.1 Method/Mode, date and time of transportation.
    - C-2.1.2 An ICS General Message Form-213/Rotation Job Aid Template designed specific for personnel rotation must be signed by the IC or MOB center manager approving the rotation. This form shall be attached to the respective OES F-42 associated with the rotation vehicle and overlapping time of personnel.
  - C-2.2 **OES F-42**
    - C-2.2.1 Box 12 of the original OES F-42 will document any personnel rotation with the date and time of the rotation for all individuals whether or not the personnel rotation will be reimbursed.

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C-2.2.2 **ONLY** when a fire agency is requesting reimbursement for an approved personnel rotation that includes transportation cost will a new OES F-42 be required (Check the Aprvd. Personnel Rotation Box, Personnel Information, Box 11 & Support Vehicle Information, Box 8 on OES F-42 and referenced to the original "E" number, Box 12).

C-2.2.2.1 For approved personnel rotation documented only in the documentation section.

C-2.2.3 OES F-142(s) will identify personnel involved in any rotation and will itemize the costs of transportation for personnel rotations with support documentation.

### C-2.3 ICS-214 Unit Log

C-2.3.1 Details of personnel rotation need to be documented (Unit Logs to be retained on file by individual fire agency).

If both the emergency apparatus and the personnel need replacement, the resources will be released and a new resource will be ordered.

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**EXHIBIT "D"**  
**COMMUNICATIONS CAPABILITIES**

- D-1 It shall be the responsibility of the agency sending mutual aid resources to ensure that those resources have adequate communications capabilities. Adequate communications capability is defined as VHF Highband radios with a minimum of 240 channels and pre-programmed with the most current FIRESCOPE STATEWIDE FREQUENCY CHANNEL PLAN. Effective January 1, 2024, radios will be required to have a minimum capacity of 400 channels with a recommended minimum of 500 channels.
- D-2 Emergency apparatus used for mutual aid will have a mobile VHF Highband radio (powered by the emergency apparatus battery and connected to an external antenna) and a minimum of one portable VHF Highband radio. The VHF Highband portable radio should be capable of being operated by alkaline batteries.
- D-3 Strike Team/Task Force Leaders: In addition to the communications capability required for emergency apparatus, line personnel are encouraged to respond with a conventional 800 MHz radio pre-programmed with the 800 MHz mutual aid channels as identified in FIRESCOPE STATEWIDE FREQUENCY CHANNEL PLAN.
- D-4 For Narrowband Radios: On January 1, 2013, all public safety and business industrial land mobile radio systems operating in the 150-512 MHz radio bands must cease operating using 25 kHz efficiency technology, and begin operating using at least 12.5 kHz efficiency technology. This deadline is the result of an FCC effort that began almost two decades ago to ensure more efficient use of the spectrum and greater spectrum access for public safety and non-public safety users. Migration to 12.5 kHz efficiency technology (once referred to as Refarming, but now referred to as Narrowbanding) will allow the creation of additional channel capacity within the same radio spectrum, and support more users.
- D-5 After January 1, 2013, licensees not operating at 12.5 KHz efficiency will be in violation of the Commission's rules and could be subject to FCC enforcement action, which may include admonishment, monetary fines, or loss of license. Agencies shall ensure that local radio channels are not utilized outside of the agency's licensed area of operation.
- D-6 Agencies should provide a minimum of 4 hours of annual basic radio training for Division Supervisors, Strike Team Leaders, and single resource leader positions.

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**EXHIBIT "E"**

**\*Intentionally Left Blank. The Committee combined two exhibits into one, which left Exhibit E open for a new subject. Instead of changing reference to lettering of all exhibits, this will be a place holder for a newly added exhibit.\***



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**EXHIBIT "F"**  
**FEMA EQUIPMENT RATE FORMULA**

**Hourly Rate = Depreciation + Overhead + Overhaul Labor + Overhaul Parts + Field Labor + Field Parts + Fuel + Lube + Tires**

Where:

**Depreciation** = (Acquisition Cost – Salvage Value) / Economic Life

Generally Acquisition Cost =  $(1 - [\text{Discount \%} / 100]) * (\text{List Price} + \text{Sales Tax} + \text{Freight Cost})$

**Hourly Overhead** = Overhead / 2112 hours

Where Overhead represents annual equipment overhead costs resulting directly from equipment ownership, the costs include such things as normal risk insurance, storage and security, inspection, and licenses. Profit, project overhead, and general overhead costs are not included in this number. 2112 hours is an annual equipment ownership baseline.

**Overhaul Labor** = (Annual Overhaul Labor Hours \* Mechanic's Wage) / 2112

**Overhaul Parts** = Annual Overhaul Parts Cost / 2112

**Field Labor** = (Annual Field Repair Labor Hours \* Mechanic's Wage) / Average Annual Use Hours

**Field Parts** = (Annual Field Repair Parts Cost + Miscellaneous Supply Parts Cost) / Average Annual Use Hours

**Fuel** = Average Annual Fuel Cost / Average Annual Use Hours or

**Fuel** = Hourly Fuel Consumption Rate \* Unit Cost of Fuel

**Lube** = Annual Lube Cost / Average Annual Use Hours **Tires** = Tire Cost / Tire Life

\*\* You may also use FEMA's Special Use Equipment Formula at <https://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/administration-reimbursement>\*\*

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**EXHIBIT "G"**  
**REIMBURSEMENT POLICY AND PROCEDURES FOR OUTSIDE THE STATE OF CALIFORNIA ASSIGNMENTS**

This Exhibit applies to Cal OES and the Federal Fire Agency requests.

- G-1 The California Fire and Rescue Mutual Aid System Agencies shall use the following procedures to secure reimbursement for the provision of personnel and local government-owned emergency apparatus ordered for use on Federal incidents outside the State of California.
- G-2 Reimbursement of personnel, emergency apparatus, and support equipment will be consistent with Exhibit "A" Reimbursement Policy and Procedures with the following exceptions:
1. Travel costs for lodging, per diem and rental vehicles for personnel shall be reimbursed at the GSA travel rates.
  2. Reimbursement for Cal OES-owned communications equipment (e.g., cell and satellite phones or air and phone credit cards) will be at the total actual cost to the State of California.
  3. Reimbursement invoices for Cal OES personnel, travel, and equipment will be on an actual cost basis, supported by accounting records, payroll records, and/or activity cards. Invoices for CalOES resources should be submitted no later than 5 months after the end of the incident.
  4. Invoices for Cal OES resources will include an administrative rate as determined by the State of California under, Title 2 in the Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, part 200.
  5. Length of assignments for resources responding to incidents outside the State of California will be consistent with the appropriate Federal Fire Agency's policy. Conditions in Clauses A-38 and A-39 of Exhibit "A" concerning minimum of seven (7) days (elapsed time), excluding travel, will not apply to resources responding to requests outside the State of California. Federal Fire Agency policy on the length of an assignment outside the state is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. Standard assignment length is fourteen (14) days, exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams.

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**EXHIBIT "H"**  
**IN-STATE TRAVEL AND INCIDENT RELATED EXPENSES**

The purpose of this exhibit is to identify allowable costs and the process for submitting such cost for in-state travel and incident related expenses. This exhibit primarily pertains to costs associated with fuel, food, vehicle and lodging costs as stated in Clauses A-37 and A-39 of Exhibit "A", as well as attributable incident expenses such as loss or damage to local agency emergency apparatus or support equipment identified in Recital 27 of this Agreement.

In some cases, miscellaneous expenses outside of the above mentioned may be approved if the incident finds that the expense(s) is also attributable to the incident.

1. In order for local agencies to be eligible for reimbursement of expenses related to this exhibit for lodging and per diem, the approval MUST be formally documented in writing by the approving State of California or Federal Fire Agency responsible for an incident by using a General Message Form ICS-213 and/or provide the associated "S#" validating the expense(s) on both the General Message Form ICS-213 and the OES F-42.
2. In order for local agencies to be eligible for reimbursement of expenses related to this exhibit for all other expenses such as loss or damage, the approval MUST be formally documented in writing by the approving State of California or Federal Fire Agency responsible for an incident by using a General Message Form ICS-213 AND provide the associated "S#" validating the expense(s) on both the General Message Form ICS-213 and the OES F-42.

In both cases, when the General Message Form ICS-213 is used, it must be signed by one of these three positions: Incident Commander, Finance Section Chief or Incident Business Advisor.

**NOTE:** S#'s and approved General Message Form ICS-213's should ONLY be issued when the incident cannot accommodate the expense in need, and all other options to provide the expense(s) have been exhausted.

Approved out of pocket expense(s) must accompany the OES F-42 along with the formal approval on the General Message Form ICS-213 documenting the S#, the itemized receipt(s), and the *Expense Claim Reimbursement Log* (OES F-142A). Receipts for meals and incidentals are not required. All other receipts must be taped to an 8 ½ x 11 sheet of paper in date order. All sides of the receipts must be taped and legible; photo copies are preferred.

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### **Rental Vehicles**

This section of Exhibit "H" is to identify both allowable and non-allowable expenses when renting a vehicle. Items listed adhere to the state rental agreement.

Items listed below are NOT allowable expenses:

1. Personal accident insurance, personal effects coverage, or other optional coverage
2. No pre-payment of fuel or refueling
3. No payment of extension costs or late return
4. Airport pickups are discouraged
5. Airport parking feeds
6. GPS unit
7. Satellite radio services (e.g. Sirius XM)
8. Roadside service
9. Damage attributable to the incident may be local government fire agency responsibility

Items listed below are REQUIRED to secure reimbursement:

1. Vehicle returned with a full tank
2. Exit invoice
3. Use of economy vehicle recommended
4. Vehicle determination should be based on your incident position
5. At time of rental, you may need to make remarks on your contact that this vehicle is going to an incident base camp and may be driven off pavement
6. If your agency provides a travel/expense car, rental and fuel must be paid by agency card

**\*All other considerations must have prior approval from the incident\***

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Rental vehicle reimbursement will use the state rates listed below as the maximum allowable charge:

**STATE OF CALIFORNIA SHORT TERM PROGRAM RENTAL RATES TABLE EFFECTIVE, MARCH 3, 2020, WILL BE USED FOR A MAXIMUM AMOUNT ALLOWABLE FOR REIMBURSEMENT.**

Class Type	Sample Vehicle	Daily Rates	Weekly Rates
Compact	Nissan Versa	\$36.06	\$144.24
Mid-Size/Intermediate	Hyundai Elantra	\$36.06	\$144.24
Standard	Buick Verano	\$38.25	\$152.98
Full Size	Nissan Altima	\$38.25	\$152.98
Hybrid Electric/Plug-In Zero Emission Vehicle	Toyota Prius	\$45.89	\$183.58
Compact SUV	Jeep Renegade	\$61.19	\$244.77
Medium SUV	Hyundai Santa Fe	\$96.16	\$573.68
Pick Up Truck	Ram 1500	\$76.49	\$305.96
3/4-Ton/ 1-Ton Pick Up Truck	Chevy Silverado	\$98.35	\$491.73
Mini Van	Dodge Grand Caravan	\$61.19	\$244.77
Large Van	Ford Transit Wagon	\$132.22	\$793.32
Mini-Cargo Van	Ram Promaster City	\$72.12	\$360.60
15' Cutaway Box Van w/ramp	Transit Connect	\$76.49	\$382.45
16' Box Truck		\$92.88	\$464.41
24' Box Truck		\$109.27	\$546.36
26' Box Truck		\$109.27	\$546.36
14' Stake Bed		\$92.88	\$464.41
24' Stake Bed		\$109.24	\$546.36

When renting a vehicle beyond four (4) days, assigned personnel will utilize the weekly rate through the seventh (7) day. Any days thereafter that do not constitute a week (seven (7) days) will be considered a daily rate.

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Included in State of California Program Rates-Short Term:

1. Unlimited mileage, Collision Damage Waiver (CDW)
2. \$300,000 Supplemental Liability Protection (SLP)
3. Drop Charges: There will be no drop charges for any vehicles that are picked up and returned at an alternative Rental Branch location within the US with the exception of New York.
4. CDW for Business Rentals: Rates include full CDW (Collision Damage Waiver) with no deductible. CDW will cover any physical damage to the vehicle that may occur during a rental and is subject to the terms and limitations set forth in Enterprise's standard rental contract. See additional slide for exclusions.
5. SLP for Business Rentals: Rates include SLP (Supplemental Liability Protection). SLP will cover up to \$300,000 in liability claims that may occur during a rental, as the result of an accident, and is subject to the terms and limitations set forth in Enterprise's standard rental contract.

Damage Waiver Exclusion – Off-road use:

1. Operation of any vehicle that was not properly designed for the intended use
2. Excessive vehicle wear and tear, due to off-road operation, that may include:
  - a. Tire punctures or missing chunks of tread
  - b. Impact damage (body panels or undercarriage) defined as follows:
    - i. Scratches larger than 2" or multiple scratches per panel penetrating the paint
    - ii. Dents larger than 2" or multiple dents per panel
    - iii. Impact to undercarriage that will require repair in order to maintain the drivability of the vehicle
    - iv. Rips in upholstery, missing or broken interior components
3. Soot, smoke, or stain damage requiring professional cleaning

There are several options available to your agency and/or personnel for payment under the State of California Contract:

1. Direct bill account set up by your agency
2. Agency corporate credit card
3. Agencies can use account number XZCPFIR, and renters can choose to use their own payment method.

Rental vehicles authorized on the resource order do not need additional incident approval. The cost of the rental vehicle, if incurred by the local agency, and the fuel purchased to operate the rental vehicle must be submitted on the OES F-142A with receipts taped or photo copied. Rental vehicles that are not authorized on the resource order must receive the formal written approval from the incident as identified on page H-1 of this Exhibit.

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### Documentation Requirements for Reimbursement of Expenses

#### Check List:

- General Message Form* (ICS-213) signed by the Incident Commander, Finance Section Chief, or Incident Business Advisor
- S# documented on forms ICS-213 and OES F-42
- Completed OES F-42
- Completed and signed OES F-142A with expense documented in date order
- Receipt(s)\* taped on all sides to an 8 ½ x 11 sheet of paper in date order (photocopies preferred)
- If renting a vehicle, must submit exit invoice

For loss or damage reimbursement to a local agency emergency apparatus or support equipment, additional documentation also required:

- Investigation/incident report
- Photos

If costs are associated with food or lodging\*, the reimbursement will be limited to the GSA Per Diem Rates in effect at the time of the response. Rates are available at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The first and last calendar day of travel is calculated and reimbursed at 75%.

\*Double occupancy is preferred as appropriate.





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**EXHIBIT "I"  
DEFINITIONS**

- I-1 **ACCRUAL ACCOUNTING** is a method whereby revenue or expenses are recorded when a transaction occurs rather than when a payment is received or made.
- I-2 **ACTUAL HOURS** shall mean on shift time which includes a specific start and ending time and is recorded as clock hours. On shift time includes actual work, ordered standby and compensable travel. Individuals are required to report to their designated work site as scheduled, ready and willing to perform work safely.
- I-3 **ADMINISTRATIVE RATE** shall mean a pre-established percentage charge that may be applied by the billing agency as determined by the CFAA Committee.
- I-4 **AGENCY AIRCRAFT** shall mean any firefighting fixed or rotary-winged aircraft (including Unmanned Aerial Vehicles) owned by Local, State, or Federal Fire Agencies.
- I-5 **AGENCY REPRESENTATIVE** shall mean the ICS position that serves as the point of contact for an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident and reports to the Liaison Officer.
- I-6 **ANNUAL OPERATING PLAN** shall mean a plan developed at the State, Geographic, or local levels for the implementation of administrative or operational practices or concerns.
- I-7 **ASSISTANCE BY HIRE** shall mean fire suppression resources needed to fill the incident order that are to be paid for by the protecting agency.
- I-8 **BASE RATE** shall mean the de minimis rate developed by the Committee.
- I-9 **BUREAU OF INDIAN AFFAIRS** shall mean a federal bureau under the Department of the Interior charged with the responsibility to provide wildland fire protection and suppression for trust lands of federally recognized Native American Tribes.
- I-10 **CALIFORNIA FIRE AND RESCUE MUTUAL AID SYSTEM AGENCIES** shall mean agencies, departments, or institutions to which Cal OES has, through agreement, assigned Cal OES-owned emergency apparatus; or who provide locally owned resources under provisions of the California Fire and Rescue Mutual Aid System. These agencies may also be referenced as, however, not be limited to, "local government" or "local agency".

Cal OES# 6143-2019  
CAL FIRE# 7CA004953  
USFS# 20-FI-11052012-147  
NPS# P20AC00506  
BLM# BLM CFPA CA915-2004  
F&WS# FFo8F00000-D-Joo1  
BIA# A20ACPRO01

- I-11 **CALIFORNIA MOBILIZATION GUIDE** shall mean the interagency procedures for requesting, documenting, and sending resources to incidents within the State of California.
- I-12 **CALIFORNIA WILDLAND COORDINATING GROUP** shall mean the executive level interagency committee made up of representatives from the USDA Forest Service, California Department of Forestry and Fire Protection, USDI Bureau of Land Management, USDI National Park Service, USDI Bureau of Indian Affairs, USDI Fish and Wildlife Services, Association of Contract Counties representative, and the California Governor's Office of Emergency Services.
- I-13 **COMPENSATE** shall mean to give money in return for something such as work or payment for something lost or damaged.
- I-14 **DEMOBILIZATION CENTER/FACILITY** shall mean that location or facility established at or near an incident for the processing of emergency apparatus and personnel prior to release to its home base.
- I-15 **DEPARTMENT OF DEFENSE FIRE DEPARTMENT** shall mean any organization managed by the Department of Defense for preventing and putting out fires principally on military installations.
- I-16 **EMERGENCY ACTIVITY RECORD (OES F-42)** shall mean the personnel and equipment time record required for reimbursement through the CFAA. Referred to as OES F-42.
- I-17 **EMERGENCY APPARATUS** shall mean any emergency response equipment or apparatus provided through the California Fire and Rescue Mutual Aid System.
- I-18 **EMERGENCY PERSONNEL** shall mean any personnel responding on or with emergency apparatus and requested overhead personnel.
- I-19 **FEDERAL FIRE AGENCIES** shall mean the USDA Forest Service, Pacific Southwest Region; the USDI Bureau of Land Management, California Office, Regions 8 and 10; the USDI National Park Service, Interior Regions 8, 9, 10, and 12; USDI Fish and Wildlife Service, Interior Regions 8 and 10, and USDI Bureau of Indian Affairs, Pacific Region.
- I-20 **FEDERALLY RECOGNIZED TRIBE** shall mean an American Indian or Alaska Native tribal entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and are eligible for funding and services from the Bureau of Indian Affairs.
- I-21 **GOVERNING BODY RESOLUTION (GBR)** shall mean a formal declaration of the governing body concerning a certain subject which it either cannot or does not wish to control by ordinance.

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BIA# A20ACPRO01

- I-22 **HOME UNIT** shall mean the geographical location an individual is normally assigned to work. Also referred to as home base.
- I-23 **INCIDENT** shall mean an occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- I-24 **INCIDENT COMMAND SYSTEM (ICS)** shall mean a standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
- I-25 **INCIDENT COMMANDER** shall mean the ICS position responsible for overall management of the incident and reports to the agency administrator for the agency having incident jurisdiction. This position may have one or more deputies assigned from the same agency or from an assisting agency(s).
- I-26 **INCIDENT MANAGEMENT TEAM (IMT)** shall mean the incident commander and appropriate command and general staff assigned to an incident.
- I-27 **INTERAGENCY** shall mean involvement of two or more agencies to an agreement.
- I-28 **LOCAL AGENCY** shall mean any city, city and county, county, or special district.
- I-29 **LOCAL AGREEMENT** shall mean a pre-defined area agreement that includes that portion of the geographical jurisdictions of both the local reciprocal agreement signatories on which they have historically, frequently and continuously cooperated in initial and extended attack.
- I-30 **LOCAL JURISDICTION** shall mean any political subdivision of government.
- I-31 **MOBILIZATION CENTER** shall mean an off-incident location at which emergency apparatus and personnel are temporarily located pending assignment, release or reassignment.
- I-32 **MOU/MOA** shall mean a memorandum of understanding or memorandum of agreement, which is a formal business document used to outline an agreement made between two separate entities, groups, or individuals.
- I-33 **MUTUAL AID** shall mean an agreement in which two or more parties agree to furnish resources and facilities and to render services to each party of the agreement to prevent and combat any type of disaster or emergency.
- I-34 **NON SUPPRESSION PERSONNEL** shall mean personnel who occupy a civilian position within a fire agency.

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- I-35 **POLITICAL SUBDIVISION** shall mean any city, city and county, county, district, or other local governmental agency or public agency authorized by law.
- I-36 **PORTAL-TO-PORTAL** shall mean the time of initial dispatch from home base to the time of return to home base.
- I-37 **REIMBURSEMENT** shall mean to pay someone/agency an amount equal to an amount that agency has spent or where the agency has accrued a financial liability.
- I-38 **SALARY RATES** shall mean the sum of the hourly rates for each personnel in a classification including worker's compensation and unemployment insurance divided by the number of employees in that classification. The hourly rate should not include overtime. Benefit pay, specialty pay, and/or incentive pay should also be excluded unless the pay is directly tied to each hour of overtime worked.
- I-39 **SALARY SURVEY** refers to the form used to establish rates for reimbursement filed with Cal OES Fire and Rescue Division.
- I-40 **STAGING AREA** shall mean the location where emergency apparatus and personnel are assigned to an incident for deployment on a three-minute availability status.
- I-41 **STRUCTURAL FIRE PROTECTION** shall mean fire suppression within a structure.
- I-42 **STRUCTURE DEFENSE** shall mean the protection of homes or other structures from wildland fire before the fire reaches the structure; exterior fire protection measures.
- I-43 **SUPPLEMENTAL PERSONNEL** shall mean overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled trainings, meetings, etc., of the department staff.
- I-44 **SUPPRESSION PERSONNEL** shall mean personnel who routinely respond to emergencies.
- I-45 **TRIBAL FIRE DEPARTMENT** shall mean a federally-recognized tribe with suppression and/or all-risk response capabilities.



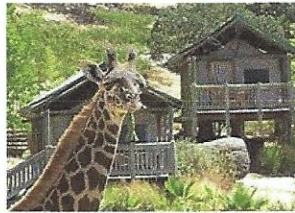
# Sonoma County Fire District Invites applications for **Fire Inspector (non-sworn)** Annual Salary Range: \$66,560-\$70,613

## The Community



Located less than an hour's drive north of San Francisco, Sonoma County enjoys the world-class culture of the San Francisco Bay Area, while still maintaining its agricultural heritage and rustic charm. Not surprisingly, Sonoma County was recently ranked as one of the top 100 metropolitan places to live. With award winning wineries, miles of hiking trails, towering redwoods, the pacific coastline, Sonoma County is a hub of activity and an ideal place to live and work. Over 25,000 businesses, both large and small, call Sonoma County home. Having some of the most

affordable housing costs and a more competitive cost-of-doing-business compared to the rest of the San Francisco Bay Area, it's no surprise business are discovering Sonoma County.



## The District

Beginning several years ago, our district started the journey of annexation (merging) several agencies into one with the singular goal of increasing overall services to our communities. Today, we serve the Town of Windsor, Larkfield, Wikiup, Mark West, Mountain Home area, Middle Rincon Valley, Bennett Valley, Bellevue, The Graton Casino, Fulton, Russian River / Guerneville, and the surrounding unincorporated areas. As a newly formed agency, we have the rich history of great agencies with a new history in the making.

The Sonoma County Fire District is seen as a leader in the fire-EMS industry. We have 65 suppression staff,

*Our Mission: To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response*

We believe in providing the highest level of professionalism to our communities; therefore, we will remain committed to honesty and integrity.

We believe in a positive and professional work environment; therefore, we will treat everyone with respect and honesty.

We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change.

We believe that honesty is essential; therefore, we will be transparent in every aspect of service.

We believe being compassionate is essential; therefore, we will treat everyone with kindness.

12 apprentice firefighters, 25 volunteers. The administration includes a fire chief, two deputy chiefs, six battalion chiefs (shift, fire marshal and training / safety), a deputy fire marshal, two fire inspectors, a finance division and administrative support. The district is in excess of 195 square miles and a population of more than 79,000 people.

The men and women of the Sonoma County Fire District serve our communities with pride, integrity, and an unwavering commitment to excellence. Customer care and community involvement is our culture. "We have it all" when it comes to diversity of response area including a municipal airport, commuter rail, large wineries, a large rural area, several world-wide known businesses, a large wildlife preserve, and one of the state's largest casinos. The Russian River runs along the district, surrounded by large wineries, farmland, and open space. There are no routine calls for service in our district. In addition to modern fleet of Type I and III Fire Engines, our district has a ladder truck, rescue, an ALS ambulance, boats, jet skis, an OES USAR engine and water tenders. We also have a FEMA certified USAR "live find" K-9 and handler who along with several other members are part of USAR Task Force 4. We have 9 stations. We are a special district managed by a 7-member board of directors.

#### The Position

#### **Under supervision and direction of Deputy Fire Marshal, the Fire Inspector will:**

- Independently perform fire and life safety inspections of occupancies and properties
- Assist Engine Co. with inspection needs
- Follow up on complaints with public
- Perform technical inspections of buildings, facilities, grounds, and processes to determine conformance with codes and regulations
- Deliver public education programs on topics related to fire and life safety to all age groups
- Understand district goals and policies; and related duties as required
- In addition to conducting fire safety inspections and follow ups, the Fire Inspectors may be assigned to assist with cause and origin investigations and respond to fire scenes as requested both during their regular work week and on a stand-by/call-out basis.
- Work in a busy environment, work well with others, be customer service oriented (internally and externally).
- Identify corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards

#### The Ideal Candidate Will Have the Ability to:

- Interpret, apply, and enforce life safety and fire prevention codes and standards
- Utilize California Fire and Building Codes, National Fire Protection Association Standards, and local ordinances

*Our Mission: To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response*

- Promote fire and life safety programs and principles
- Organize, prioritize and coordinate assigned work, and report routinely on work progress
- Communicate clearly and concisely, both orally and in writing
- Work under pressure and tight timelines
- Establish and maintain a cooperative working relationship with those contacted in the course of work
- Understand basic information relating to electrical, mechanical, plumbing, and structural codes; building construction and fire protection and life safety systems; public education methods
- Occasionally lift and/or move up to 50 pounds

#### Knowledge of:

- Building construction types; building and fire codes; fire hazards; methods and techniques of fire prevention
- Customer service and conflict resolution
- Federal, State and local codes, laws, and regulations
- Computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, fire department reporting software, and Adobe
- Modern administrative office procedures, methods and equipment
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity

#### Minimum Qualifications:

- Completion of a high school diploma or GED equivalent
- Possess a valid California driver's license and have a good driving record
- 2-3 years of work experience involving customer service
- 2-3 years of related and increasingly responsible work experience in fire and life safety prevention/inspection or a related field
- 2 years of Firefighting experience may be substituted for Fire Prevention experience
- Fire Prevention /Inspector and Fire System courses are highly desirable

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## Application and Selection Process

### Application packet must include the following:

- Cover letter
- Signed employment application
- Résumé
- DMV printout (past 12 months)

Complete application packet can be mailed to Sonoma County Fire District, PO Box 530, Windsor, CA 95492-0530, or emailed to Kathy Washington, [kwashington@sonomacountyfd.org](mailto:kwashington@sonomacountyfd.org). **The packet must be received by 12:00 pm on May 15, 2020** at 8200 Old Redwood Hwy, Windsor.

Applications will be reviewed, and qualified candidates will be invited to participate in an assessment center to beginning on May 25, 2020. The assessment center will include:

- Oral board
- Teaching demonstration
- Scenario based questionnaire

### Hiring Information

- Employment offers are normally subject to reference and background checks including fingerprint clearance
- The District may require a pre-employment physical examination, paid by the district
- Sonoma County Fire District is committed to fostering a safe, pleasant, and harassment-free work environment
- Sonoma County Fire District is an equal opportunity employer. All interested parties are encouraged to apply

## Compensation and Benefits

- Annual salary: \$66,560-\$70,613
- CalPERS retirement: 2.7% at 55 for classic members; employee pays 8% employee contribution. New CalPERS members: 2% at 62; employee pays 6.75% employee contribution
- District-paid medical, dental, and vision insurance up to a set cap; employee pays costs above cap

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- District-paid life and long-term disability insurance; Aflac available for enhancing disability insurance amounts
- PERS 457 deferred compensation, District matches up to \$200 per month
- Paid administrative, vacation, holiday, and sick leave
- Supplemental insurance and AFLAC benefits available, paid by employee

## Questions

If you have any questions, feel free to contact our Human Resources at (707) 838-1170 or [kwashington@sonomacountyfd.org](mailto:kwashington@sonomacountyfd.org) or our website at [www.sonomacountyfd.org](http://www.sonomacountyfd.org)

*NOTE: Information contained in this announcement does not constitute an express nor implied contract, and the information provided is subject to change: It does not necessarily include all duties and responsibilities required of the position.*

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## CazaderoCSD

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**From:** Michael Nicholls MAC <mcnicholls.lrrmac@gmail.com>  
**Sent:** Monday, May 4, 2020 7:19 PM  
**To:** cazaderoCSD@comcast.net; Sherry Kulczewski  
**Subject:** Fwd: Fire Prep Town Hall hosted by Supervisor Hopkins

Please include in the board packet

Thanks

Mike

Begin forwarded message:

**From:** Elise VanDyne <[Elise.VanDyne@sonoma-county.org](mailto:Elise.VanDyne@sonoma-county.org)>  
**Subject:** Fire Prep Town Hall hosted by Supervisor Hopkins  
**Date:** May 4, 2020 at 4:29:52 PM PDT  
**To:** district5 <[district5@sonoma-county.org](mailto:district5@sonoma-county.org)>

Dear Fire Districts, Fire Safe Neighborhood Groups, and Fire Prevention teams,

On May 13th from 2-3:30, Supervisor Hopkins will be hosting an online Town Hall discussing Fire Preparations during the Shelter in Place. We will have a series of panelists providing an overview of current preparations, along with a period for question and answers.

To those of you that are receiving this invitation - you are our front line fire fighting and fire preparation organizations. We want to ensure that your questions are addressed. While we will be taking questions during the meeting from anyone attending, if you send me your questions in advance, we will try to ensure that the answers are provided either in the overview or in the follow-up questions period. The meeting will be an interactive zoom presentation that will be broadcast via Supervisor Hopkins' Facebook Live. Our tech whiz is setting all this up and you can join in on [Lynda's Facebook page here](#) on May 13th.

Below is the agenda. If you have any questions, input, or comments, feel free to contact me at any time. Elise, 707-565-2866  
Field Rep, Supervisor Hopkins

### Fire Prep During Shelter-In-Place

Join Fire CSDs and Fire Prep Neighborhood groups to discuss preparations for the upcoming fire season. The meeting will be held via zoom on May 13<sup>th</sup> from 2:00 – 3:00pm, call-in details below the agenda.

#### Meeting Agenda:

- I. Overview/Intro Remarks from leaders including
  - a. Supervisor Lynda Hopkins
  - b. Public Health Officer/Representative

- c. Fire Operations Area Coordinator
  - d. Sam Wallis, Community Alert and Warning Manager, Department of Emergency Management and Emergency Operations Center (EOC)
  - e. Roberta McIntyre, Board President, Fire Safe Sonoma
- II. Topics to be covered include:
- a. Preparation activities such as:
    - i. Vegetation management
    - ii. Home assessment
    - iii. Evacuation drills
    - iv. Community organizing during the Shelter-In-Place (SIP).
  - b. Emergency Operations Center planning for evacuations and fire response during SIP.
  - c. Best practices/templates and information for neighborhood firesafe councils.
- III. Question and answer period - Please feel free to send any questions in advance to [elise.vandyne@sonoma-county.org](mailto:elise.vandyne@sonoma-county.org). We will have the above panel plus vegetation experts below answering your questions.
- a. Johannes Hoevertz on County Vegetation Management – County Road Right of Way, responding to SoCo Report It requests.
  - b. Caerleon Safford of Permit Sonoma on Residential Vegetation Management

## CazaderoCSD

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**From:** Michael Nicholls <mcnicholls@me.com>  
**Sent:** Wednesday, May 6, 2020 5:07 PM  
**To:** cazaderoCSD@comcast.net; Sherry Kulczewski  
**Subject:** Fwd: report

Please add to the board packet

Begin forwarded message:

**From:** Mike Dahle <[rrmr@comcast.net](mailto:rrmr@comcast.net)>  
**Subject:** report  
**Date:** May 6, 2020 at 4:48:40 PM PDT  
**To:** Steve Krausmann <[krausmann4@msn.com](mailto:krausmann4@msn.com)>, Michael Nicholls <[mcnicholls@me.com](mailto:mcnicholls@me.com)>  
**Reply-To:** Mike Dahle <[rrmr@comcast.net](mailto:rrmr@comcast.net)>

hello all

denise will be here on the 18th (her schedule not ours) to do the taxes and reports ,so  
will forward when we have them

steve we will need all of the receipts for any and all expenditures you have made for  
the last few months to bring the books to current and accurate

Mike Dahle  
Russian River Maint. & Repair  
19170 King Ridge Rd  
Cazadero, CA 95421  
Phone 707-632-6045  
Fax 707-632-5158



Cal OES Divisions



# California Disaster Assistance Act

10

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## California Disaster Assistance Act (CDAA)



The California Disaster Assistance Act (CDAA) authorizes the Director of the California Governor’s Office of Emergency Services (Cal OES) to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments as a result of a disaster event. Funding for the repair, restoration, or replacement of public real property damaged or destroyed by a disaster is made available when the Director concurs with a local emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a state of emergency proclaimed by the Governor. In addition, the program may provide matching fund assistance for cost sharing required under federal public

assistance programs in response to a Presidential Major Disaster or Emergency Declaration. The implementing regulations for CDAA can be found in Title 19 of the California Code of Regulations, Chapter 6.

## Eligible Costs:

In general, the state share is no more than 75 percent of the following eligible costs

- Overtime and associated wage additive costs for emergency response personnel;
- Actual travel and per diem;
- Supplies, materials, and equipment;
- Repair, permanent restoration, and replacement costs for public facilities;
- The cost of basic engineering services when necessary for construction projects;
- Indirect and administrative costs (10% of total approved state share);
- Costs for work performed under interagency assistance agreements for which an eligible applicant is legally obligated to pay; and
- The local cost share required under federal public assistance programs.

## Eligible Applicants

The state Public Assistance Program provides funding to cities, counties, special districts, school districts, community colleges, and certain private nonprofit organizations in the event of a state disaster.

## Mitigation Measures

Section 8686.4 of the Government Code, when the Director determines there are mitigation measures that are cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering in an area where a state of emergency has been proclaimed by the Governor, the Director may authorize the implementation or replacement of mitigation measures.

## [Private Non-Profit Organizations](#)

Allows certain eligible Private Nonprofits (PNP) or an Intermediary PNP applicant to receive state assistance for extraordinary costs incurred while providing assistance at the request of local agencies during a state disaster event.

## Debris Management

It is important for local governments to be familiar with state and federal eligibility and reasonable costs guidelines. Debris planning allows communities to be better prepared for a disaster by identifying debris collection and disposal sites, identifying potential debris contractors, and preparing debris removal contracts in advance of a disaster.

## Environmental/Historic

provides subject matter expertise with regard to state and federal environmental and historic laws/regulations. It is the responsibility of the applicants to be familiar and comply with these laws and regulations.

## Steps of The CDAA Process:



- Initial Damage Estimates (IDE)
- State Assessment of IDE
- Director's Concurrence or Governor's Proclamation
- Applicants' Briefing

- Submission of Project Application by Applicant
- Kick-off Meeting
- Project Formulation and Cost Estimating
- Project Review and Validation
- Obligation of Funds
- Project Completion
- Final Claim Process
- Closeout

## Recovery Forms

↓ [Designation of Applicant's Agent Resolution for Non-State Agencies \(Cal OES 130\)](#)

Must be renewed every three (3) years.

↓ [List of Projects \(Cal OES 95\)](#)

Used to submit an applicant's list of projects for all disaster events

## FAQ

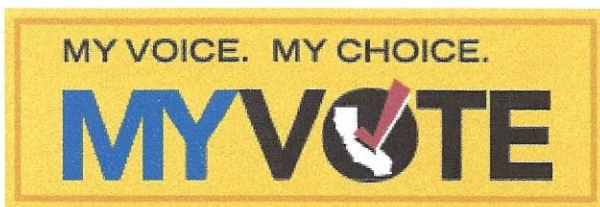
? **What is discussed at an Applicants' Briefing**

+

? **Who do I call to track down a payment due to us?**

+





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[EMPLOYEE LOGIN](#)

[PRIVACY POLICY](#)

[WEBSITE CONDITIONS OF USE](#)

[PUBLIC RECORDS REQUESTS](#)

[WHISTLEBLOWER](#)

[WEBSITE ACCESSIBILITY COMPLIANCE](#)

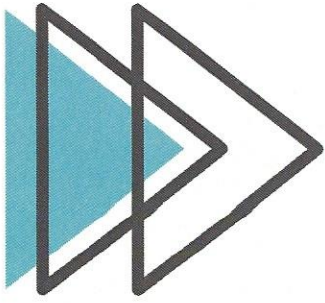
[WEBMASTER](#)

[Select Language](#)

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JOIN US ON ZOOM  
MAY 28TH & 29TH!!



# CARPD

## VIRTUAL EVENT 2020

*"Refocus Your Vision: Seeing Your District Through the Pandemic"*  
General Membership Meeting, Roundtables, Live Webinars, & More

Register Online at [www.caparkdistricts.org](http://www.caparkdistricts.org)

Individual Rate: \$49

Team Rate: \$149  
(Up to 10 People)

BOARD MEMBERS &  
DISTRICT STAFF ARE  
ALL INVITED!

