



RUNNING SPRINGS WATER DISTRICT  
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206  
Running Springs, CA 92382

TO: BOARD OF DIRECTORS                      DATE POSTED:                      MARCH 3, 2017  
RE: SPECIAL BOARD MEETING                      FROM:                      BOARD SECRETARY

A Special Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, March 8, 2017, at the hour of 9:00 A.M. at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 9:00am on March 7, 2017 at the Running Springs Water District Office and Website.

The Board may take action on any item on the agenda, whether listed as an action item or as an information item.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Joan C. Eaton, Board Secretary at (909) 867-2766 at least 48 hours before the meeting, if possible.

Copies of documents provided to members of the Board for discussion in open session may be obtained from the District at the address indicated above.

**AGENDA**

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.
3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.

A. Consider Adopting Resolution No. 02-17, Fixing and Levying Fire Suppression Availability Charges for Fiscal Year 2017-2018 **Page 3**

- B. Consider Adopting Resolution No. 03-17, Fixing Sewer Standby or Availability Charges for Fiscal Year 2017-2018 **Page 4**
- C. Consider Adopting Resolution No. 04-17, Fixing Water Standby or Availability Charges for Fiscal Year 2017-2018 **Page 6**
- D. Ratify February 2017 Expenditures **Page 8**
- 4. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
  - A. Discussion and Possible Adoption of Resolution No. 05-17 Recommending Consolidated Election for Governing Board Members with Statewide General Elections and Approving Rescheduling of Such Elections from Odd-Year to Even-Year Elections Commencing with the 2017 Election. **Page 14**  
(Presenter: Ryan Gross, General Manager)
- 5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
  - A. Draft fiscal year 2017/18 Fire and Ambulance Department Budgets **Page 21**  
(Presenters: Finance Committee, Ryan Gross, General Manager & George Corley, Fire Chief)
  - B. Article on Apple Valley Fire Protection District **Page 73**
  - C. BB&K Article on E-Communications **Page 76**
  - D. Water Production & Precipitation Report **Page 79**
- 6. Closed Session
  - A. Conference With Legal Counsel – Anticipated Litigation. Significant Exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Section 54956.9. Number of cases: One
- 7. Open Session
  - A. The Board and/or Legal Counsel will report any action taken in closed session.
- 8. General Manager’s Report
- 9. Report from Legal Counsel
- 10. Board Member Comments
- 11. Meeting Adjournment

Upcoming Meetings:

Regular Board Meeting will be adjourned from March 15, 2017 to March 29, 2017 at 9:00 am

**RESOLUTION NO. 02-17**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS  
WATER DISTRICT FIXING AND LEVYING FIRE SUPPRESSION AVAILABILITY  
CHARGES FOR FISCAL YEAR 2017-18**

**WHEREAS**, on March 11, 1980, this Board of Directors adopted Ordinance No. 9 determining and proposing for approval by the voters of this District an annual tax, called an availability charge, for fire suppression service in an amount not to exceed \$65.00 per unit of benefit, beginning in fiscal year 1980-81, pursuant to Sections 53970-53980 of the California Government Code as those sections then existed; and

**WHEREAS**, on November 4, 1980, more than two-thirds of the voters of Running Springs Water District who voted on the proposition approved the District's Ordinance No. 9, establishing the annual fire suppression availability charge beginning in fiscal year 1980-81; and

**WHEREAS**, the Board finds it necessary to set the amount at the maximum of \$65.00; and

**WHEREAS**, pursuant to Section 53977 of the California Government Code as it then existed, this Board may levy fire suppression availability charges only in an amount which does not exceed the estimated annual cost of fire suppression services; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Running Springs Water District as follows:

1. This Board of Directors does hereby affix and levy fire suppression availability charges for fiscal year 2017-18 in the amount of \$65.00 per unit of benefit.
2. Units of benefit assigned to each improved lot or parcel within the District shall be determined in accordance with the District's Ordinance No. 9.
3. Fire suppression availability charges for fiscal year 2017-18 shall be billed on the San Bernardino County tax roll.
4. Said availability charge is due and payable in two installments on the same due dates as the San Bernardino County property tax bill installments.

ADOPTED this 8<sup>th</sup> day of March 2017.

**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

ATTEST:

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Secretary of the Board of Directors  
Running Springs Water District

\_\_\_\_\_  
President, Board of Directors  
Running Springs Water District

## RESOLUTION NO. 03-17

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT FIXING SEWER STANDBY OR AVAILABILITY CHARGES FOR FISCAL YEAR 2017-18

**WHEREAS**, Section 31104 of the California Water Code authorizes the Running Springs Water District to fix, on or before the first day of July of each year, a sewer standby or availability charge not to exceed ten dollars (\$10) per acre per year for each parcel of land in the District that is larger than one acre, and ten dollars (\$10) per year for each parcel of land in the District that is smaller in size than one acre, whether sewer service is used or not;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Running Springs Water District as follows:

1. This Board of Directors finds and determines that sewer is made available by the District to all lots and parcels of land within the District, as shown by the County Assessor's Parcel Map Books, provided that:

1.01 Lots that have been determined by the County to be unbuildable, as documented by written verification from the County to the District, will be exempt from availability charges.

1.02 Certain half ( $\frac{1}{2}$ ) lots that have been combined, for the purpose of assessment, into a maximum equivalent of one and one-half ( $1\frac{1}{2}$ ) lots by the County of San Bernardino Assessor's Office will be treated as a single lot or parcel for purposes of availability charges.

1.03 Certain improved property where lots/parcels have been combined, by County lot merger, into one (1) assessor parcel number, and where a single structure that is connected to and using the District's sewer system is built across lot lines, and where the remaining portions of land do not meet the County of San Bernardino's building site requirements, will be treated as a single lot or parcel for the purposes of availability charges. Request(s) for this exemption must be made in writing to the District prior to July 1, 2017. A surveyed plot map showing the relationship of the structure to the lot lines or lot merger documents from the County must also be submitted with the request.

2. This Board of Directors does hereby fix sewer standby or availability charges for the fiscal year 2017-18 as follows:

2.01 For unimproved parcels of land one acre or larger in size, such charges shall be in the amount of ten dollars (\$10) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if any portion of the parcel is within 200 feet of a sewer main of the District's sewer system; and in the amount of four dollars (\$4) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if no portion of the parcel is within 200 feet from such sewer main.

2.02 For unimproved lots or parcels of land smaller in size than one acre, such charges shall be in the amount of ten dollars (\$10) for each lot or parcel if any portion thereof is within 200 feet of a sewer main of the District's system, and in the amount of four dollars (\$4) for each such parcel or lot if no portion thereof is within 200 feet from such sewer main.

2.03 For parcels of land within the District that are connected to the District's public sewer system, and each connected improvement is receiving the monthly unit sewer service charge, no availability charge will be levied.

2.04 For parcels of land within the District that are not connected to and using the District's public sewer system, and where each connected improvement is not receiving the monthly unit sewer service charge at the time the sewer availability charge invoices are mailed, such parcels shall be considered unimproved and shall be subject to the availability charge.

3. Availability charges shall be due and payable immediately and if not paid by July 1, 2017, a six percent (6%) late payment charge shall be added to the delinquent amount. The amount of any unpaid availability charge plus late payment charge shall be added to the tax roll, and shall constitute a lien on that land.

On or before August 1, 2017, the Secretary of the Board of Directors shall furnish in writing to the County Auditor a description of each and every parcel of land within the District upon which an availability charge remains unpaid, together with the amount of said unpaid charges plus late payment charge on each said parcel of land.

ADOPTED this 8<sup>th</sup> day of March 2017.

**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

ATTEST:

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President, Board of Directors  
Running Springs Water District

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Secretary of the Board of Directors  
Running Springs Water District

## RESOLUTION NO. 04-17

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT FIXING WATER STANDBY OR AVAILABILITY CHARGES FOR FISCAL YEAR 2017-18

**WHEREAS**, Section 31032.1 of the California Water Code authorizes the Running Springs Water District to fix, on or before the first day of July of each year, a water standby or availability charge not to exceed thirty dollars (\$30) per acre per year for each parcel of land in the District larger than one acre, and thirty dollars (\$30) per year for each parcel of land in the District smaller in size than one acre, to which water is made available for any purpose by the District, whether the water is actually used or not;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Running Springs Water District as follows:

1. This Board of Directors finds and determines that water is made available by the District to all lots and parcels of land within the District, as shown by the County Assessor's Map Book, provided that:

1.01 Lots that have been determined by the County to be unbuildable, as documented by written verification from the County to the District, will be exempt from availability charges.

1.02 Certain half ( $\frac{1}{2}$ ) lots that have been combined, for the purpose of assessment, into a maximum equivalent of one and one-half ( $1\frac{1}{2}$ ) lots by the County of San Bernardino Assessor's Office will be treated as a single lot or parcel for purposes of availability charges.

1.03 Certain improved property where lots/parcels have been combined, by County lot merger, into one (1) assessor parcel number, and where a single structure that is connected to and using the District's water and sewer system is built across lot lines, and where the remaining portions of land do not meet the County of San Bernardino's minimum building site requirements, will be treated as a single lot or parcel for the purposes of availability charges. Request(s) for this exemption must be made in writing to the District prior to July 1, 2017. A surveyed plot map showing the relationship of the structure to the lot lines or lot merger documents from the County must also be submitted with the request.

2. This Board of Directors does hereby fix water standby or availability charges for the fiscal year 2017-18 as follows:

2.01 For unimproved parcels of land one acre or larger in size, such charges shall be in the amount of thirty dollars (\$30) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if any portion of the parcel is within 200 feet of a water main of the District's water system; and in the amount of twelve dollars (\$12) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if no portion of the parcel is within 200 feet from such water main.

2.02 For unimproved lots or parcels of land smaller in size than one acre, such charges shall be in the amount of thirty dollars (\$30) for each lot or parcel, if any portion thereof is within 200 feet of a water main of the District's system, and in the amount of twelve dollars (\$12) for each such parcel or lot, if no portion thereof is within 200 feet from such a water main.

2.03 For parcels of land within the District that have a water service connection from the District, no water availability charge will be levied provided that the service has not been disconnected at the time the availability charge invoices have been mailed.

2.04 For parcels of land within the District that do not have a water service connection from the District, or where the service is disconnected at the time the availability charge invoices are mailed, such parcels shall be considered unimproved and shall be subject to the availability charge.

3. Availability charges shall be due and payable immediately and if not paid by July 1, 2017, a six percent (6%) late payment charge shall be added to the delinquent amount. The amount of any unpaid availability charge plus late payment charge shall be added to the tax roll, and shall constitute a lien on that land.

On or before August 1, 2017, the Secretary of the Board of Directors shall furnish in writing to the County Auditor a description of each and every parcel of land within the District upon which an availability charge remains unpaid, together with the amount of said unpaid charges plus late payment charge on each said parcel of land.

ADOPTED this 8<sup>th</sup> day of March 2017.

**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Directors  
Running Springs Water District

\_\_\_\_\_  
President, Board of Directors  
Running Springs Water District

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** March 8, 2017  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** RATIFY EXPENDITURES

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's February 2017 expenditures.

**REASON FOR RECOMMENDATION**

Each month staff presents the monthly check register and recommends that the Board of Directors ratify the District's expenditures.

**BACKGROUND INFORMATION**

Attached is a list of expenditures for February 2017.

**FISCAL INFORMATION**

Refer to attached accounts payable check register.

**ATTACHMENTS**

Attachment 1 – Accounts Payable Check Register for February 2017



## Running Springs Water District Accounts Payable Checks February 2017

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform Purchase	02/16/17	369.00	100229	1,050.84
	Battalion Chief Class A Uniform	02/16/17	681.84	100229	
	Safety Boots	02/27/17	215.50	100259	230.59
	Name Plate Houser	02/27/17	15.09	100259	
Air Cycle Corporation	Vapor Shield Stand	02/16/17	86.42	100230	86.42
Airgas Inc.	Large Helium	02/16/17	40.76	100231	40.76
American Family Life Assurance Company of Colun	Additional Insurance Premiums	02/02/17	924.99	100182	924.99
	Additional Insurance	02/27/17	616.66	100260	616.66
Ameripride Services, Inc	Cleaning Supplies	02/02/17	238.40	100198	238.40
Bacon/Wagner Excavating, Inc.	Hauling Waste Solids	02/16/17	1,210.00	100232	1,210.00
Barbara Anne Sanders-Spierung	Miscellaneous Supplies	02/02/17	7.55	100191	35.00
	Miscellaneous Supplies	02/02/17	27.45	100191	
Big Bear Electric	repair float circuit at SLS 5	02/27/17	995.48	100261	995.48
BURR Group Inc.	Trash Service	02/02/17	174.01	100183	174.01
	Trash Service and Load	02/02/17	319.44	100199	745.36
	Trash Service & Load	02/02/17	425.92	100199	
	Load Sludge Box	02/16/17	750.00	100233	750.00
California Computer Options Inc	Computer Service	02/08/17	95.90	100209	95.90
	March network Monitoring	02/27/17	2,075.00	100262	2,075.00
California Water Environment Association	Grade 2 Collection System Maintenance	02/16/17	88.00	100234	88.00
CalPERS	Health insurance premiums	02/02/17	18,998.61	DFT0000336	18,998.61
	Retirement Contributions for ppe 1/30/17	02/02/17	22,053.66	DFT0000372	22,053.66
	Unfunded Accrued Liability	02/07/17	35,380.73	DFT0000338	35,380.73
	Payroll Retirement Contributions	02/16/17	21,851.17	DFT0000343	21,851.17
	Retirement from Payroll 2/13/17	02/16/17	21,851.37	DFT0000371	21,851.37
Canon	Monthly Service Fee	02/27/17	363.93	100263	363.93
Charter Communitcations	Telephone and Internet	02/16/17	645.16	100235	936.35
	Telephone and internet	02/16/17	186.22	100235	
	Telephone and Internet	02/16/17	104.97	100235	
Citibank, N.A.	Home Depot purchases	02/08/17	251.92	100210	251.92
	Staples -Office Supplies	02/27/17	170.94	100264	535.03
	STAPLES ORDER	02/27/17	167.51	100264	
	Office Supplies	02/27/17	196.58	100264	
Clinical Laboratory of San Bernardino	Water Samples	02/16/17	1,981.00	100236	3,722.00
	Wastewater Samples	02/16/17	1,741.00	100236	
ConFire JPA	Services from Oct-Dec 2016	02/27/17	12,599.77	100265	12,599.77
Consolidated Electrical Distributors, Inc	Parts	02/08/17	563.30	100211	563.30
County of San Bernardino	Dump Loads	02/02/17	42.69	100200	42.69
	Lien Release 2508 Deep Creek Dr.	02/16/17	21.00	100237	21.00
	Monthly Assessor Parcel	02/16/17	4.00	100238	4.00
	Lien Release	02/27/17	21.00	100266	42.00
	Lien Release	02/27/17	21.00	100266	
Crafton Hills College	ACLS Provider Cards	02/27/17	100.00	100267	100.00
Crestline-Lake Arrowhead Water Agency	Purchased Water	02/02/17	13,619.14	100184	13,619.14
Dixi Willemse	Reimbursement Claim	02/16/17	55.00	100239	81.32

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Dixi Willemse	Reimbursement Claim	02/16/17	26.32	100239	81.32
Don's Auto Supply 2 Inc.	Miscellaneous Auto Parts	02/08/17	238.97	100212	238.97
Employment Development Department	Liability for EDD	02/27/17	197.00	100268	197.00
Frontier Communications	Telephone	02/02/17	53.25	100192	106.36
	Telephone	02/02/17	53.11	100192	
	Telephone	02/08/17	52.93	100213	52.93
	Telephone	02/16/17	144.08	100240	193.74
	Telephone	02/16/17	49.66	100240	
	Telephone- LS5	02/27/17	49.67	100269	323.85
	Scada Line	02/27/17	98.84	100269	
	Telephone	02/27/17	69.17	100269	
	Telephone	02/27/17	53.06	100269	
	Telephone	02/27/17	53.11	100269	
George Corley	Reimbursement Claim	02/27/17	781.09	100270	781.09
Grant E. Foraker	Comet / Comet Anywhere Subscriptions	02/08/17	991.30	100214	991.30
Haz Mat Trans, Inc.	Wo# 82024	02/02/17	1,200.00	100201	1,200.00
	Work ORder # 82483	02/16/17	1,725.00	100241	2,425.00
	Work Order # 80585	02/16/17	700.00	100241	
Inland Desert Security & Communications	Answeing Service	02/16/17	100.20	100242	100.20
Inland Empire Health Plan	Incorrect Payment	02/16/17	222.62	100243	222.62
Inter Valley Pool Supply, Inc.	NaOCI for MBR cleaning	02/02/17	678.23	100202	678.23
Kent Jenkins	Reimbursement Claim	02/16/17	1,372.86	100244	1,372.86
L.N. Curtis & Sons	Carbon Shield	02/08/17	158.14	100215	188.66
	Ratchet Susp System For Wild Fire Helmets	02/08/17	30.52	100215	
Lake Arrowhead Construction Inc	unit 75 plow frame repair	02/08/17	250.00	100216	250.00
Liberty Composting Inc	Tipping Fees	02/16/17	500.80	100245	500.80
Life-Assist, Inc	Ambulance Supplies	02/08/17	1,574.58	100217	1,574.58
	All Purpose Sponge	02/16/17	13.42	100246	13.42
Lincoln National Life Insurance Company	Life Insurance Premiums	02/02/17	1,158.06	100185	1,158.06
	Life Insurance Premiums	02/27/17	1,158.06	100271	1,158.06
Linda Mayfield	Notary Reimbursement Claim	02/02/17	97.24	100193	97.24
	Reimbursement Claim	02/08/17	926.10	100218	926.10
	Reimbursement Claim	02/16/17	440.00	100247	440.00
MCI	Long Distance	02/02/17	47.90	100203	47.90
Metropolitan Life Insurance Company	Vision Insurance Premium	02/02/17	172.74	100186	172.74
	Vision Insurance Premiums	02/27/17	172.74	100272	172.74
Mike Scotti	Vehicle maintenance Costs	02/08/17	38.76	100219	38.76
Myers-Stevens & Toohey Co. Inc	Disability Premiums	02/08/17	206.00	100220	206.00
Neofunds By Neopost	Postage Machine Funds	02/27/17	2,000.00	100273	2,000.00
Nestle Waters North America	Drinking Water	02/02/17	57.05	100204	57.05
Nick Nikas	Reimbursement Claim	02/27/17	449.69	100274	449.69
Nuckles Oil Company, Inc	fuel	02/08/17	3,682.98	100221	3,682.98
	Fuel	02/27/17	4,019.64	100275	4,019.64
One Stop Landscape Supply	Bio Solids Disposal; One Stop	02/02/17	901.80	100205	901.80
Patricia A. Monical	Jan Office Maintenance	02/02/17	470.00	100206	470.00
	Cleaning Supplies	02/08/17	88.55	100222	88.55
	Cleaning Supplies	02/16/17	88.31	100248	88.31
Premier Access Insurance Company	Dental Insurance Premium	02/02/17	1,172.03	100187	1,172.03
	Dental Insurance Premiums	02/27/17	1,172.03	100276	1,172.03
Priority Neopost	Half Tape	02/16/17	60.23	100249	60.23

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Priority Neopost	Lease payment	02/27/17	385.58	100277	385.58
Refuge Treatment Center	Customer Refund	02/16/17	12.38	100250	12.38
Rim Forest Lumber Company, Inc.	Miscellaneous Supplies	02/02/17	74.87	100194	74.87
Robert Aberg	Reimbursement Claim	02/02/17	301.99	100195	301.99
Roger E. Fox, M.D.	Dot Exams	02/08/17	70.00	100223	70.00
Rogers Anderson Malody & Scott LLP	Consultanting fees	02/27/17	3,001.50	100278	3,001.50
Ryan Gross	Remaining Balance of Gym Allowance	02/16/17	35.00	100251	35.00
San Bernardino County Fire Chiefs Association	2017 Annual Membership Dues	02/27/17	105.00	100279	105.00
San Bernardino County Special Districts Department	February Special District's Meeting	02/08/17	35.00	100224	35.00
Sensus USA Inc	Annual Support	02/16/17	1,736.78	100252	1,736.78
Southern California Edison Company	Electricity	02/02/17	515.58	100188	4,889.57
	Electricity	02/02/17	421.48	100188	
	Electricity	02/02/17	465.64	100188	
	Electricity	02/02/17	233.13	100188	
	Electricity	02/02/17	77.24	100188	
	Electricity	02/02/17	189.32	100188	
	Electricity	02/02/17	1,215.27	100188	
	Electricity	02/02/17	138.86	100188	
	Electricity	02/02/17	409.85	100188	
	Electricity	02/02/17	114.76	100188	
	Electricity	02/02/17	134.72	100188	
	Electricity	02/02/17	246.69	100188	
	Electricity	02/02/17	727.03	100188	
	Electricity	02/02/17	51.92	100196	3,516.37
	Electricity	02/02/17	88.98	100196	
	Electricity	02/02/17	408.79	100196	
	Electricity	02/02/17	386.24	100196	
	Electricity	02/02/17	266.60	100196	
	Electricity	02/02/17	199.65	100196	
	Electricity	02/02/17	113.34	100196	
	Electricity	02/02/17	988.92	100196	
	Electricity	02/02/17	371.51	100196	
	Electricity	02/02/17	276.04	100196	
	Electricity	02/02/17	121.19	100196	
	Electricity	02/02/17	50.68	100196	
	Electricity	02/02/17	192.51	100196	
	Electricity	02/08/17	236.72	100225	247.41
	Electricity	02/08/17	10.69	100225	
	Electricity	02/16/17	6,566.23	100253	6,566.23
Southern California Gas Company	Gas Billing	02/08/17	419.32	100226	874.31
	Gas Billing	02/08/17	454.99	100226	
	Gas Billing	02/16/17	375.86	100254	864.25
	Gas Billing	02/16/17	460.62	100254	
	Gas Billing	02/16/17	27.77	100254	
Superior Automotive Warehouse, Inc.	Miscellaneous Auto parts	02/08/17	273.50	100227	721.53
	Miscellaneous Auto Supplies	02/08/17	448.03	100227	
Terminix International Company LP	Pest Control	02/02/17	43.00	100207	43.00
Trevor Miller	Reimbursement Claim	02/27/17	18.00	100280	18.00
Tyler Technologies, Inc	Utilites Setup	02/02/17	1,250.00	100189	1,250.00
	Bill Compare- Kashif Riaz	02/16/17	625.00	100255	625.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Underground Service Alert of Southern California	New Dig Tickets	02/02/17	15.00	100197	15.00
Verizon Wireless Services LLC	Cell Phone	02/16/17	210.17	100256	210.17
Visa	Visa Charges	02/02/17	677.48	100190	977.47
	Seminar	02/02/17	299.99	100190	
	Visa card purchase,	02/02/17	795.00	100208	1,032.74
	Visa Charges	02/02/17	237.74	100208	
	Sight Tube	02/08/17	81.26	100228	939.16
	Fire Supplies	02/08/17	857.90	100228	
	Visa Purchases	02/16/17	124.99	100257	329.70
	Diesel fuel gauge	02/16/17	204.71	100257	
York Insurance Services Group Inc., -CA	Workers Compensation	02/27/17	6.47	100281	6.47
York Risk Services Group, Inc	January 2017 Administration Fees	02/16/17	112.00	100258	112.00
Zenner Performance Meter, Inc	Replacement Lids	02/27/17	523.49	100282	523.49

**Totals**

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	153	101	101,751.35
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	5	6	98,284.37
EFT's	0	0	0.00
<b>Totals</b>	<b>158</b>	<b>107</b>	<b>200,035.72</b>

Running Springs Water District		
First Mountain Bank Visa Transactions		
February 2017		
	Description	Amount
Bobroff	Fuel Gauge	204.71
Eaton	Fred Pryor- Seminar -Nicassio	299
Ellsberry	Sight Tubes	81.26
Gross	Antivirus - Gm Laptop	58.47
	BC Enviro. Engin Membership	200
	AWWA Membership	420
Hall	Fuel	49.99
	Fuel	75
Miller	The Home Depot-Supplies	103.63
	UHMW Bushings-Paypal	300
	UHMW Bushings-Paypal	495
	Engine Switch	22.99
	The Home Depot-Supplies	111.12
Vasquez	Firefighter Supplies	857.9
	<b>TOTAL AMOUNT DUE</b>	<b>3279.07</b>

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** March 8, 2017

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** **DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION NO. 05-17 RECOMMENDING CONSOLIDATED ELECTION FOR GOVERNING BOARD MEMBERS WITH STATEWIDE GENERAL ELECTIONS AND APPROVING THE RESCHEDULING OF SUCH ELECTIONS FROM ODD-YEAR TO EVEN-YEAR ELECTIONS COMMENCING WITH THE 2017 ELECTION**

**RECOMMENDED BOARD ACTION**

Consider adoption of Resolution No. 05-17; Recommending Consolidated Election for Governing Board Members with Statewide General Elections and Approving the Rescheduling of Such Elections from Odd-Year to Even-Year Elections Commencing with the 2017 Election.

**REASON FOR RECOMMENDATION**

SB 415 requires the District's elections to change to even years effective January 2018 if the District's elections show a participation at least 25% less than the average turnout during the last four statewide general elections. The voter turnout in November 2016 was 87.15% and in November 2009 voter turnout was 20.05%.

Also, please refer to attached letter from the Clerk of the Board of Supervisors.

**BACKGROUND INFORMATION**

SB 415 becomes effective January 1, 2018; it requires subject public agencies to either (i) officially change their election date by no later than January 1, 2018, or (ii) adopt a plan by January 1, 2018, to eventually change their election date by no later than the November 8, 2022 Statewide General Election.

Currently, the District's regular elections are held in November of odd-numbered years and do not comply with the requirements set forth by SB 415. Historically, elections held in odd-numbered years have resulted in lower voter turnout and higher expenses to the District.

SB 415 and Elections Code Sections 1303(b) and 10505(d) require the District to adopt a resolution requesting the change to the statewide general election in even numbered years

and requires the District to submit the adopted resolution for approval to the County of San Bernardino Board of Supervisors at least 240 days before the next District regular election date.

The due date to submit the approved resolution to the San Bernardino County Board of Supervisors is March 12, 2017. Staff notes that while SB 415 allows "political subdivisions" (which includes cities, counties, school districts, etc.) to move their regular election to either the June statewide primary election or November statewide general election to comply, Elections Code Section 1303(b), which applies particularly to special districts, only authorizes the District to move its regular election to the November statewide general election.

State law also authorizes the District to extend the terms of office for current Board Members in order to match their terms with the changed election dates. Approval of Resolution No. 05-17 will extend the term of office to November 2018 for current Board Members with terms expiring in November 2017, and will extend the term of office to November 2020 for current Board Members with terms expiring in November, 2019. Board Members elected to new terms in November 2018 and November, 2020 and in all future elections will serve standard four year terms.

If approved by the Board of Supervisors, the seats held by Directors Ayers, Bennett, Grabow and Mackzum (to fill remaining two years of former Director Brittain's term) will be up for election in 2018 instead of 2017 and the seats held by Directors Terry and Mackzum will be up for election in 2020 instead of 2019. This change will also likely result in ongoing cost savings to the District and would potentially allow for increased voter participation and decreased election costs.

If the Board of Directors approve Resolution No. 05-17, a certified copy of the resolution will be submitted to the San Bernardino County Board of Supervisors for approval.

If the Board does not choose to reschedule the elections from odd-year to even-year elections commencing with the 2017 election; the Board still can move forward with the November 2017 election, and adopt a plan by January 1, 2018, changing the election dates to November 2020 or November 2022.

The following have submitted their resolutions to the Clerk of the Board:

Chino Valley Independent Fire District  
 Crestline Sanitation District  
 Helendale Community Services District  
 Chaffey Community College District  
 City of San Bernardino  
 Phelan Pinon Hills Community Services District

The following had their resolution approved by the Board of Supervisors and are going to submit to the Clerk of the Board:

Lake Arrowhead CSD  
Morongo Valley Community Services District

The following are going to the Board of Supervisors to pass their resolution:

Juniper-Riviera County Water District  
Apple Valley Heights County Water District  
Daggett Community Services District  
East Valley Water District

The following will talk to or are talking to the board about what they are going to do:

Baker Valley Unified School District  
Crestline Village Water District  
Crestline-Lake Arrowhead Water Agency  
Newberry Community Services District  
Rim of The World Park and Recreation  
Running Springs Water District  
San Bernardino City Unified School District  
San Bernardino Valley Water Conservation District  
Thunderbird County Water District  
West Valley Water District  
Yucca Valley Airport District

The following district is not moving:

Cucamonga Valley Water District

This is the most current information I have at this time. This may change at any time, as we are receiving new information throughout the day as to what the districts are or deciding to do along with any approvals from the Clerk of the Board.

### **FISCAL IMPACT**

There will be an expense to the District to mail a notification of approval to change the election date, if approved by the County's Board of Supervisors. There could be potential ongoing savings in election expense due to sharing the costs with more ballot items.

The District's election expenses in 2008 were \$10,020 and in 2010 were \$14,170.

### **ATTACHMENTS**

Attachment 1 – Resolution No. 05-17  
Attachment 2 – Letter from the Clerk of the Board of Supervisors



**RESOLUTION NO. 05-17**

**RESOLUTION OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS WATER DISTRICT CHANGING THE REGULAR ELECTION DATE FOR ELECTION OF ITS BOARD OF DIRECTORS FROM NOVEMBER OF ODD-NUMBERED YEARS TO THE STATEWIDE GENERAL ELECTION DATE IN NOVEMBER OF EVEN-NUMBERED YEARS**

**WHEREAS**, currently the regular election date for election of the Board of Directors of Running Springs Water District (“District”) is in November of each odd-numbered year; and

**WHEREAS**, the California Voter Participation Rights Act (SB 415) becomes effective on January 1, 2018 and prohibits local governmental entities, including special districts, from holding a regular election on a date other than on a statewide primary or general election date of even-numbered years, if holding a regular election on a non-statewide election date has previously resulted in a “significant decrease in voter turnout,” which is defined by SB 415 to mean at least 25% less voter turnout than the average voter turnout within the governmental entity for the previous four statewide general elections (November of 2010, 2012, 2014 and 2016); and

**WHEREAS**, elections conducted in odd-numbered years will result in lower voter participation and higher expenses to this District; and

**WHEREAS**, in order to change this District’s regular election date to ensure compliance with SB 415, Elections Code Section 1303(b) authorizes the Board of Directors at this time to adopt a resolution changing the District’s regular election date from November of odd-numbered years to the statewide general election date in November of even-numbered years; and

**WHEREAS**, the resolution must then be submitted to the San Bernardino County Board of Supervisors no later than March 12, 2017, which is at least 240 days before the next District regular election date, and the resolution must be approved by the Board of Supervisors in order to change the District’s regular election date; and

**WHEREAS**, it is the intent and desire of this Board of Directors to change the District’s regular election date for election of its Board of Directors from November of odd-numbered years to the statewide general election date in November of even-numbered years; and

**WHEREAS**, Elections Code Section 10404(i) provides that upon approval by the Board of Supervisors, changing the regular election date to November of even-numbered years, current Directors continue to serve until their positions are filled by election in the even-numbered year, so as to match their terms with a changed regular election date; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Running Springs Water District as follows:

1. Pursuant to Elections Code Sections 1303(b) and 10404(b), the District hereby chooses to change the District's regular election date for election of the Board of Directors from the first Tuesday after the first Monday in November of odd-numbered years to the statewide general election date on the first Tuesday after the first Monday in November of even-numbered years.

2. Special elections called for the purposes of filling Board vacancies, submitting measures to the District's electors for consideration, or other such matters, shall not be affected by this resolution and may be conducted on any date authorized by applicable law.

3. The San Bernardino County Board of Supervisors is hereby requested to consolidate all future District regular elections with the statewide general elections to be conducted in November of even-numbered years. The District's General Manager shall be authorized to take any and all actions, and to execute any documents necessary, to present this resolution to the San Bernardino County Board of Supervisors for its approval.

4. The Secretary of the Board of Directors of the District shall transmit certified copies of this resolution to the Clerk of the Board of Supervisors and to the Office of the Registrar of Voters for the County of San Bernardino.

**ADOPTED** this 8<sup>th</sup> day of March, 2017.

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President of the Board of Directors  
Running Springs Water District

ATTEST:

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Secretary of the Board of Directors  
Running Springs Water District

## CERTIFICATION

I, Joan C. Eaton, Secretary of the Board of Directors of Running Springs Water District, do hereby certify that the attached is a true and correct copy of Resolution No. 05-17 adopted by said Board of Directors at Special Board Meeting held on March 8, 2017.

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Joan C. Eaton  
Secretary of the Board of Directors  
Running Springs Water District



## Clerk of the Board of Supervisors

**Laura H. Welch**  
Clerk of the Board of Supervisors

February 17, 2017

Re: Chino Valley Fire District's Request for Consolidation of Regular Elections with Statewide General Elections Even-Year Election Cycle

Dear Sir or Madam:

On February 8, 2017, the Board of Directors of the Chino Valley Fire District adopted attached Resolution 2017-06 requesting that all future regular elections for Chino Valley Fire District be consolidated from November of odd-numbered years to November of each even-numbered year beginning in 2018. The Registrar of Voters is conducting an impact analysis of the above request to quantify issues of cost and capacity of current election systems. Additionally, per Elections Code section 10404(c) our office is required to send notice to all special districts in the county requesting input on the effects of the requested consolidation of the Chino Valley Fire District election with the Statewide elections.

Should your district have any comments regarding the effects of the Chino Valley Fire District's request, please address those comments to:

Laura H. Welch  
Clerk of the Board of Supervisors  
385 N Arrowhead Ave, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0130

Please submit any comments you might have by **March 3, 2017 at 5:00 P.M.** If you have any questions regarding this request for comment, please contact Michelle Moreno, Board Services Supervisor at (909) 387-4265.

Sincerely,

  
Michelle Moreno  
Board Services Supervisor  
Clerk of the Board of Supervisors

Attachment: Resolution No. 2017-06

RECEIVED  
FEB 21 2017  
Running Springs Water  
District

### BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD  
Chairman, First District

JANICE RUTHERFORD  
Second District

JAMES RAMOS  
Third District

CURT HAGMAN  
Vice Chairman, Fourth District

JOSIE GONZALES  
Fifth District

GREGORY C. DEVEREAUX  
Chief Executive Officer

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** March 8, 2017

**TO:** Board of Directors

**FROM:** George Corley, Fire Chief  
Ryan Gross, General Manager

**THROUGH:** Finance Committee

**SUBJECT: CONSIDER DRAFT FISCAL YEAR 2017/18 FIRE AND  
AMBULANCE DEPARTMENT BUDGETS**

**RECOMMENDED BOARD ACTION**

Consider providing staff any additional direction on the draft fiscal year 2017/18 Fire and Ambulance Department Budgets.

**REASON FOR RECOMMENDATION**

Staff has prepared and the Finance Committee has reviewed the draft budgets.

**BACKGROUND INFORMATION**

On March 1, 2017 the Finance Committee met to review the draft version of the Fiscal Year 2017/18 Fire Department and Ambulance Division Budgets.

Staff is providing the attached draft version of these budgets for review by the Board of Directors. The input received from the Finance Committee has been incorporated into the attached updated version of the draft budgets. The Fire Department and Ambulance Division Budgets will remain in draft form until all three division budgets are reviewed by the Finance Committee and the full Board of Directors. The final budgets would then be recommended for approval by the full Board in June. The reason for this is that we have not received final budget numbers for certain expenses and as these numbers come in we will be able to refine the draft budgets to reflect more accurate estimates of revenue and expenses.

**ATTACHMENTS**

Attachment 1 – Draft Fiscal Year 2017/2018 Fire Department Budget  
Attachment 2 – Draft Fiscal Year 2017/2018 Ambulance Division Budget



Fire Department  
Fiscal Year 2017/2018  
Draft Budget

March 8, 2017  
Board of Directors Review

Fire and Emergency Medical Service Vision: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.

**Fire Department Core Functions & FY 2017/2018 Goals & Objectives**

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
<b>Fire Department</b>	
<ul style="list-style-type: none"> <li>• The protection of life &amp; property within the boundaries of the Fire District.</li> <li>• The prevention of public losses by education, public awareness &amp; an active fire suppression &amp; prevention program.</li> <li>• Maintaining the safety &amp; welfare of the Firefighters that work for the Fire Department.</li> <li>• The pre-planning of emergencies to reduce losses in the event of a local disaster.</li> <li>• To be an active participant in the Fire Service &amp; with other emergency service agencies, to meet the needs of the public.</li> <li>• Maintaining a positive involvement within the community by the Fire Department.</li> </ul>	<ul style="list-style-type: none"> <li>• To reduce cost of maintaining the programs of the Fire Department whenever possible.</li> <li>• Maintain staffing numbers to meet the needs of the community &amp; to maintain the mission of the Fire Department.</li> <li>• Reduction of job related injuries.</li> <li>• Conduct 2 to 5 community functions such as an Open House, Christmas Function, Community Emergency Response Team (CERT) Meetings, Senior Blood Pressure Testing, etc. during the fiscal year.</li> </ul>

## Fire Department Core Functions & FY 2017/2018 Goals & Objectives (continued)

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
<b>Hazard Abatement Program</b>	
<ul style="list-style-type: none"> <li>• Reduce the potential harm to human life &amp; the destruction of property by the abatement of hazardous fire receptive fuels that would pose a threat within the Fire District.</li> <li>• Awareness to the public of the dangers of not abating &amp; decreasing fire hazards on their property.</li> <li>• Advocate fire safe communities by education &amp; enforcement of the Hazard Abatement Program.</li> <li>• Continue to be an active member of the interagency efforts of hazardous fuels reduction.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance of 100% of the reduction of fire fuel hazards &amp; needed abatement in the Community of Running Springs.</li> <li>• Inspect 100% of the properties within the Fire District for compliance with the hazard abatement program.</li> <li>• Continue to pursue &amp; support cost recovery efforts to support the expenditures of management of non-compliant properties of the hazard abatement program.</li> </ul>
<b>Vehicle Maintenance</b>	
<ul style="list-style-type: none"> <li>• To have &amp; maintain a fleet of vehicles to meet the demands of the Fire Department's mission.</li> <li>• To have vehicles with suitable equipment, to provide for the safety &amp; needs of the public &amp; the Fire Department's employees.</li> </ul>	<ul style="list-style-type: none"> <li>• To pursue cost cutting measures for the operation &amp; the owning of vehicles needed for the operations of the Fire Departments mission.</li> <li>• To pursue cost cutting measures for maintaining &amp; owning emergency equipment needed in the operations of the Fire Departments mission.</li> </ul>
<b>Training</b>	
<ul style="list-style-type: none"> <li>• Continued training &amp; maintaining skills of the fire staff to provide the best &amp; safest service possible to the public &amp; the emergency service employees of the Fire Department.</li> <li>• Continued learning of new skills &amp; technology to enhance the ability to protect life &amp; property, while protecting Fire Department employees from hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• Train &amp; maintain skills &amp; abilities of staff to 100% of current standards.</li> <li>• Recruit &amp; train 2 to 5 new Paid Call Firefighters (PCFs) during the fiscal year.</li> </ul>



FIRE DEPARTMENT FISCAL YEAR BUDGET ANALYSIS									
Description	FY 2012/2013 Actual	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance (\$)	Budget Variance (%)	PROPOSED FY 2017/2018 Budget
<b>Fire Department Revenues</b>									
Hazard Abatement	9,059	15,794	8,184	33,849	9,274	7,500	1,774	23.7%	15,000
Community Contributions	0	2,000	2,000	0	0	0	0	-	
Miscellaneous Income	1,208	51,301	4,506	80,078	76,756	16,700	60,056	-	20,000
Fire Plan Check Fees	1,050	900	2,250	1,050	0	0	0	-	
Property Tax	1,406,699	1,392,109	1,395,269	1,483,527	830,606	1,425,000	(594,394)	-41.7%	1,500,000
Fire Availability Charges	201,841	201,950	204,949	205,122	108,204	205,000	(96,796)	-47.2%	205,000
Interest Income	1,120	1,337	693	3,659	1,584	1,500	84	-	3,500
Fire Grant Funds	21,754	4,294	15,707	5,423	5,710	0	5,710	-	
	<b>1,642,731</b>	<b>1,669,686</b>	<b>1,633,558</b>	<b>1,812,708</b>	<b>1,032,134</b>	<b>1,655,700</b>	<b>(623,566)</b>	<b>-37.7%</b>	<b>1,743,500</b>
<b>Fire Department Expenses</b>									
Salaries & Wages	633,182	859,632	851,288	985,602	556,864	741,416	(184,552)	-24.9%	784,762
Medicare Tax (FICA)	13,158	13,008	13,155	14,065	7,958	10,751	(2,792)	-26.0%	11,379
Workers Comp Insurance	65,992	53,572	57,221	78,588	41,475	45,000	(3,525)	-7.8%	45,000
Group Insurance	81,930	81,292	83,928	87,313	45,522	92,355	(46,833)	-50.7%	96,955
CalPERS Retirement	331,179	369,964	363,178	238,338	217,883	421,211	(203,327)	-48.3%	436,798
Uniform Allowance - Employee Benefits	3,905	4,494	4,059	4,776	3,359	5,000	(1,641)	-32.8%	5,000
Education, Training & Seminars	2,348	6,454	5,542	7,573	1,251	6,500	(5,249)	-80.8%	8,500
Fuel & Oil	9,708	9,432	7,432	8,757	3,229	11,630	(8,401)	-72.2%	11,630
Hazard Abatement	15,497	13,114	115	563	5,966	7,500	(1,534)	-20.4%	8,000
Liability Insurance	11,680	11,703	12,097	11,334	11,859	11,670	189	1.6%	12,837
Memberships & Subscriptions	4,221	3,013	5,513	7,641	2,738	4,340	(1,602)	-36.9%	4,687
Office Supplies	4,115	3,264	3,591	4,067	590	3,300	(2,710)	-82.1%	5,032
Permits & Fees	3,841	8,055	9,690	4,304	3,727	6,436	(2,709)	-42.1%	6,936
Professional Services	21,150	21,723	26,944	32,145	20,099	36,200	(16,101)	-44.5%	34,700
Dispatching Services	33,342	35,533	35,156	34,618	6,012	38,000	(31,988)	-84.2%	40,000
General Station Maintenance	1,711	4,050	3,497	6,379	27,525	8,500	19,025	223.8%	9,500
Safety Clothing & Equipment	22,396	29,748	17,464	22,499	9,792	26,500	(16,708)	-63.1%	26,500
Utilities - Electricity, Gas, Phone, Trash	16,796	18,071	18,952	23,624	10,131	18,696	(8,565)	-45.8%	20,520
Vehicle & Equipment Repair & Maintenance	20,081	15,834	20,427	22,167	22,074	20,355	1,719	8.4%	25,355
Cost of Assessing Availability Charges	98	91	0	0	595	0	595	-	0
Interest Expense	39,749	34,381	0	0	0	0	0	-	0
Capital Expenditures	11,083	56,450	0	0	0	0	0	-	0
Administrative Expense	29,758	37,009	32,971	45,005	17,912	35,866	(17,954)	-50.1%	67,789
	<b>1,376,921</b>	<b>1,689,886</b>	<b>1,572,222</b>	<b>1,639,357</b>	<b>1,016,564</b>	<b>1,551,225</b>	<b>(534,661)</b>	<b>-34.5%</b>	<b>1,661,880</b>
<b>Fire Department Expenses - Additional GASB 34</b>									
Depreciation	70,590	70,159	79,985	81,924	40,226	81,924	(41,698)		80,453
Capital expenditure adjustment for GASB 34	(11,083)	(56,450)	0	0		25,500	(25,500)		0
Transfers Out to Other Fund	0	0	360,000	0					
	<b>59,507</b>	<b>13,709</b>	<b>439,985</b>	<b>81,924</b>	<b>40,226</b>	<b>107,424</b>	<b>(67,198)</b>		<b>80,453</b>
	<b>206,303</b>	<b>(33,909)</b>	<b>(378,649)</b>	<b>91,426</b>	<b>(24,657)</b>	<b>(2,949)</b>	<b>(21,708)</b>	<b>736.0%</b>	<b>1,168</b>

**RUNNING SPRINGS FIRE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET**

**REVENUE AND EXPENSE SUMMARY**

	<b>Budgeted 2017-18</b>	<b>Budgeted 2016-17</b>	<b>% Change</b>
<b><u>FIRE DEPARTMENT REVENUES:</u></b>			
Property Tax (actual property tax received in 2015/2016 was \$1,483,569 (6.3%) higher the F	\$1,500,000	\$1,425,000	
Fire Availability Charges (Special Tax Assessment)	\$205,000	\$205,000	
Hazard Abatement Program Revenue	\$15,000	\$7,500	
Other Revenue (Plan Check Fees, Grant Funds, Community Contributions)	\$20,000	\$16,700	
Interest Income	\$3,500	\$1,500	
<b><u>TOTAL FIRE DEPARTMENT REVENUE:</u></b>	<b>\$1,743,500</b>	<b>\$1,655,700</b>	<b>5.3%</b>
<b><u>FIRE DEPARTMENT EXPENDITURES:</u></b>			
Total Operating Expenses (Fire)	\$1,661,880	\$1,545,776	
GASB 34 Depreciation Expense (Refer to Page 24 & FY 17/18 Depreciation Schedule)	\$80,453	\$81,924	
<b><u>TOTAL FIRE DEPARTMENT EXPENDITURES:</u></b>	<b>\$1,742,332</b>	<b>\$1,627,700</b>	<b>7.0%</b>
<b><u>CAPITAL IMPROVEMENT EXPENSES AND DESIGNATED FUND CONTRIBUTIONS:</u></b>			
Total Capital Improvement Expenses	\$0	\$0	
Total Designated Reserve Fund Contributions	\$0	\$0	
<b><u>TOTAL CAPITAL EXPENSES &amp; DESIGNATED FUND CONTRIBUTIONS:</u></b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL PROJECTED REVENUE:</b>	<b>\$1,743,500</b>	<b>\$1,655,700</b>	<b>5.3%</b>
<b>TOTAL PROJECTED EXPENSES:</b>	<b>\$1,742,332</b>	<b>\$1,627,700</b>	<b>7.0%</b>
<b>Difference Between Revenue &amp; Expenditures</b>	<b>\$1,168</b>	<b>\$28,000</b>	

**RUNNING SPRINGS FIRE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET**

**SALARIES, WAGES & BENEFITS (FIRE SERVICE)**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>REQUESTED THIS YEAR</b>	<b>APPROVED LAST YEAR</b>	<b>% CHANGE</b>	<b>DETAIL PAGE #</b>
500-50100	Salaries & Wages	\$784,762	\$741,416	5.8%	3 & 4
500-50120	Medicare Tax (FICA)	\$11,379	\$10,751	5.8%	5
500-50140	Group Insurance	\$96,955	\$92,355	5.0%	6
500-50150	CalPERS Retirement	\$436,798	\$421,211	3.7%	7
500-50160	Uniform Allowance	\$5,000	\$5,000	0.0%	8
<b>SALARIES, WAGES &amp; BENEFITS SUB-TOTAL:</b>		<b>\$1,334,894</b>	<b>\$1,270,732</b>	<b>5.0%</b>	

**FIRE DEPARTMENT EXPENSES**

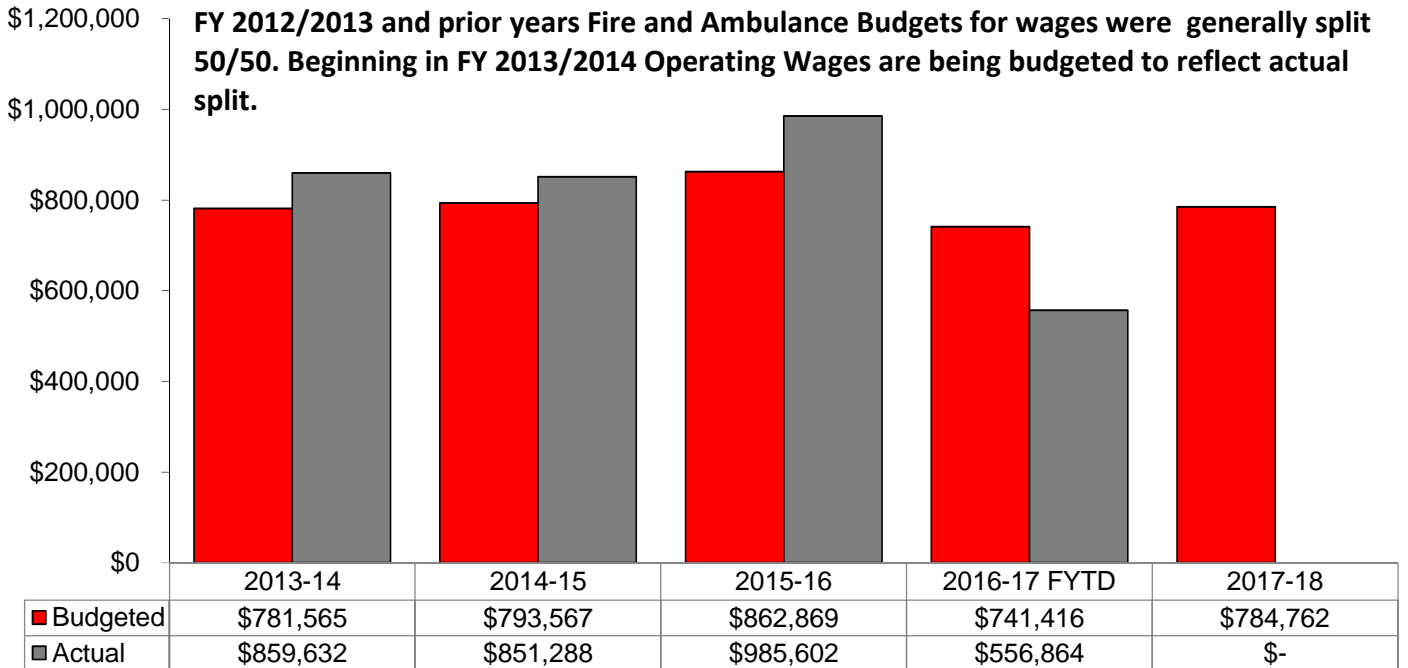
<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>REQUESTED THIS YEAR</b>	<b>APPROVED LAST YEAR</b>	<b>% CHANGE</b>	<b>DETAIL PAGE #</b>
500-50130	Workers Comp Insurance	\$45,000	\$45,000	0.0%	9
500-53200	Education, Training & Seminars	\$8,500	\$6,500	30.8%	10
500-54100	Fuel & Oil	\$11,630	\$11,630	0.0%	11
500-54200	Hazard Abatement Program	\$8,000	\$7,500	6.7%	12
500-54300	Property/Liability Insurance	\$12,837	\$11,670	10.0%	13
500-56100	Memberships & Subscriptions	\$4,687	\$4,340	8.0%	14
500-56300	Office Supplies	\$5,032	\$3,300	52.5%	15
500-57100	Fees & Permits	\$6,936	\$6,436	7.8%	16
500-57140	Professional Services	\$34,700	\$36,200	-4.1%	17
500-57143	Dispatching Services	\$40,000	\$38,000	5.3%	18
500-57310	General Station Maintenance	\$9,500	\$8,500	11.8%	19
500-57400	Safety Clothing, Supplies & Equipment	\$26,500	\$26,500	0.0%	20
500-58250	Utilities - Electric, Gas, Phone, Trash	\$20,520	\$18,696	9.8%	21
500-58300	Vehicle & Equipment Repair & Maintenance	\$25,355	\$20,355	24.6%	22
500-86000	Administrative Expense	\$67,789	\$30,416	122.9%	23
<b>EXPENSES SUB-TOTAL:</b>		<b>\$326,986</b>	<b>\$275,044</b>	<b>18.9%</b>	
<b>TOTAL FIRE OPERATING EXPENSES:</b>		<b>\$1,661,880</b>	<b>\$1,545,776</b>	<b>7.5%</b>	

**DESIGNATED RESERVE FUNDS**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>12/31/16 FUND BALANCES</b>
10000-00	Workers Comp Claims Reserve Fund	\$12,013
10000-02	Breathing Apparatus Replacement	\$76,855
10000-03	Future Equipment Replacement	\$12,178
	Fire & Ambulance Department Operating Reserve (Target = \$1,091,000)	\$1,315,251
<b>TOTAL:</b>		<b>\$1,416,297</b>

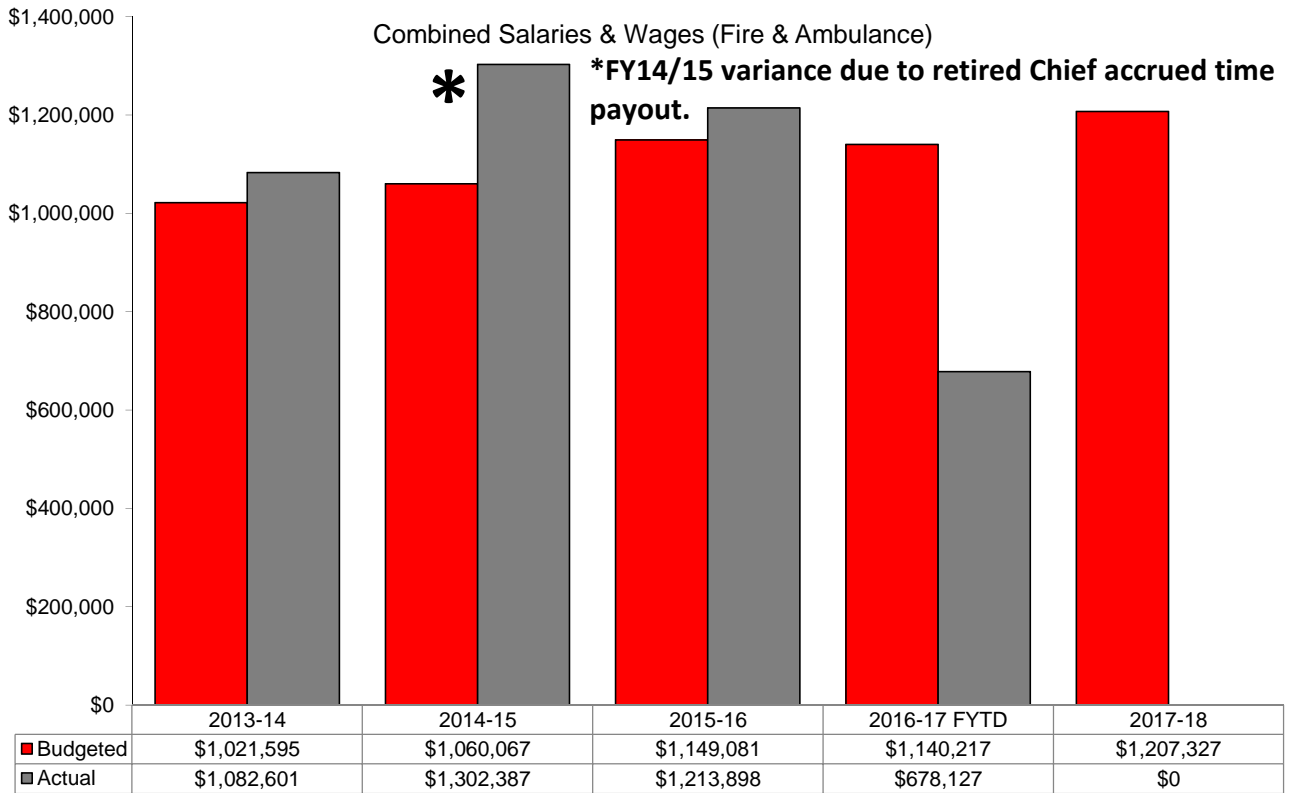
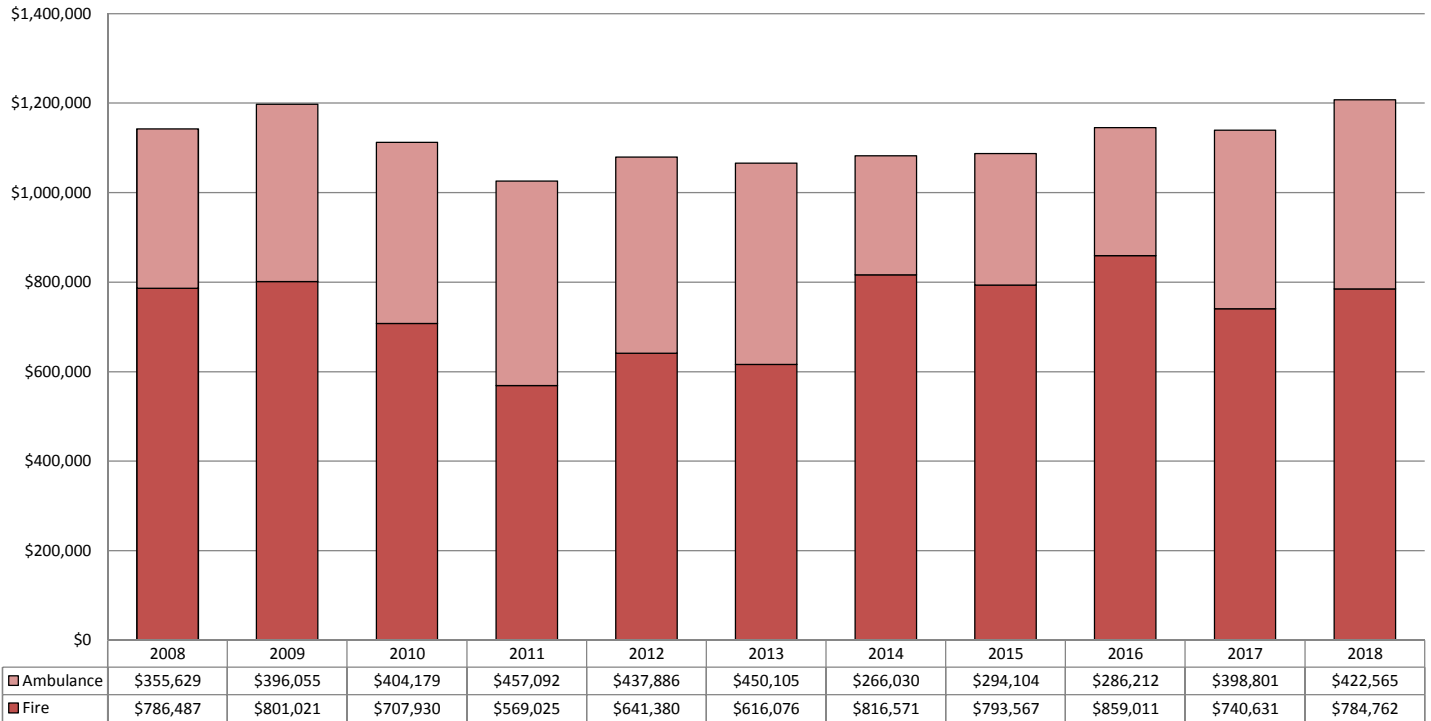
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
500-50100	Salaries & Wages	\$784,762
<b>SUMMARY OF REQUEST</b>		
Full Time Fire & Ambulance Personnel Salaries (Refer to Pages 26 & 27 of Fire Budget for Details)		\$883,125
Overtime for Drills, Meetings, Vacation, Holiday & Sick Leave Coverage (1,300 hrs. X \$45.67)		\$59,371
Accrued Time Off Buyback & PCF Sick Time Coverage*		\$55,000
Fire & Ambulance Department share of Safety/Compliance Operator & GM salary		\$47,591
	Sub Total:	\$1,045,087
Paid Call Firefighters (PCF) 24 Hour Shifts (365 x \$12.00 x 24 hrs.)		\$105,120
PCF Training (88 hrs. x 20 x \$12.00)		\$21,120
PCF Alarms (750 x 2 x \$12.00 x 2 hrs.)		\$36,000
	Sub Total:	\$162,240
	Total:	\$1,207,327
<b>Fire Department Share of Wages</b>		<b>\$784,762</b>
Ambulance Department Share of Wages		\$422,565
<b>Full Time Positions:</b>	<b>PCF Wage Scale:**</b>	
1 Full Time Chief	EMT	Paramedic
1 Full Time Battalion Chief	Entry Level Firefighter	\$11.04 \$12.13
2 Full Time Captain / Paramedic	Firefighter 1	\$12.13 \$13.36
0 Full Time Firefighter-Engineer / Paramedic	Firefighter 2	\$13.24 \$14.57
4 Full Time Firefighter-Paramedics	Engineer	\$14.34 \$15.78
1 Full Time Administrative Assistant	Captain	\$15.46 \$17.00
**4.15% Increase for Classic CalPERS PCF Members		
4.15% cost of living adjustment (2.25% to offset elimination of EPMC plus 1.9% CPI-W)		
Performance based merit increases where appropriate		
*Accrued Time Off Buyback & PCF Sick Time Coverage not included in previous budget **2.95% Increase for Classic CalPERS PCF Members		
*FY14/15 variance due to retired Chief accrued time payout.		

**FY 2012/2013 and prior years Fire and Ambulance Budgets for wages were generally split 50/50. Beginning in FY 2013/2014 Operating Wages are being budgeted to reflect actual split.**

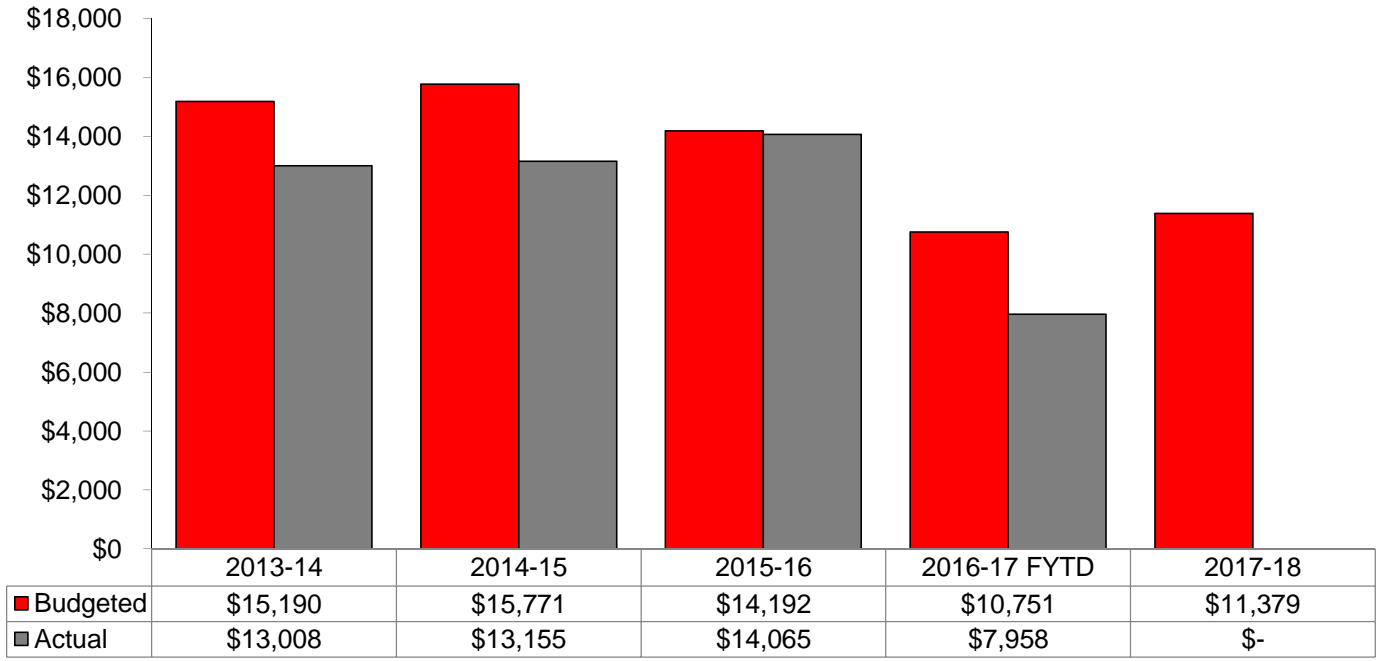


\*Variance in budget to actual due to unbudgeted wages for outside service area assignments that are reimbursed.

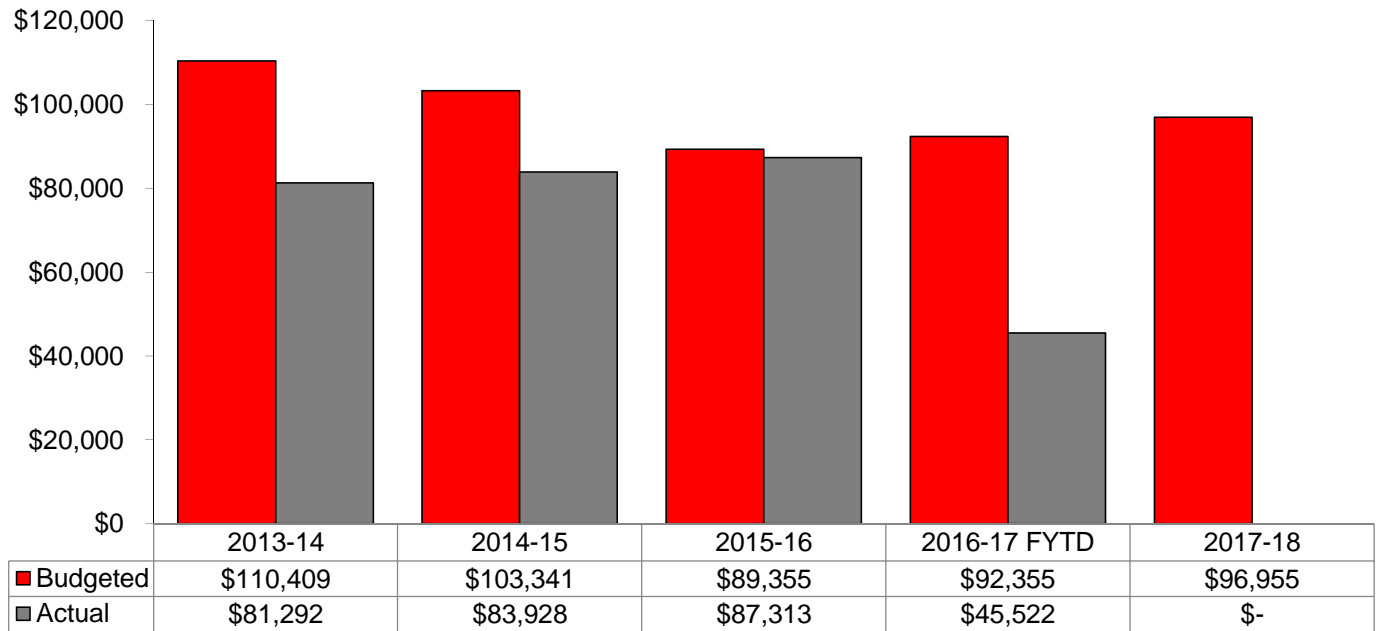
### Wages & Salaries (Fire & Ambulance)



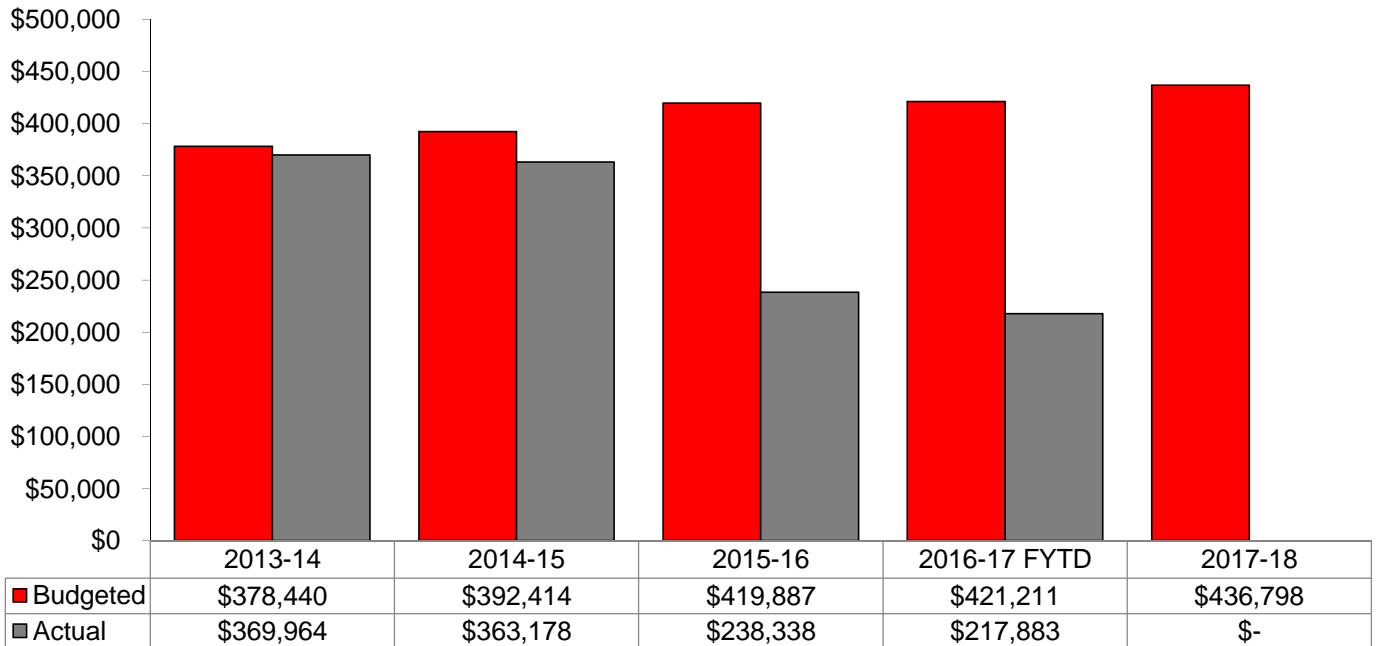
ACCOUNT NUMBER 500-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$11,379
SUMMARY OF REQUEST		
1.45% of Payroll	Total	\$11,379



ACCOUNT NUMBER 500-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$96,955
SUMMARY OF REQUEST		
Medical, Dental and Vision <sup>1</sup>		\$90,600
Standard Life Insurance		\$1,125
PCF Injury Compensation Insurance		\$5,230
	Total	\$96,955
<sup>1</sup> Maximum Monthly Cap on Medical, Dental and Vision Premiums = \$10,172 x 12 mos. = \$122,064. Budgeted amount based on past 3 years actual. Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds. Lowest cost CalPERS HMO Premium increased 10.86% on January 1, 2017. Budgeted maximum monthly cap amounts include a 5.43% increase.		



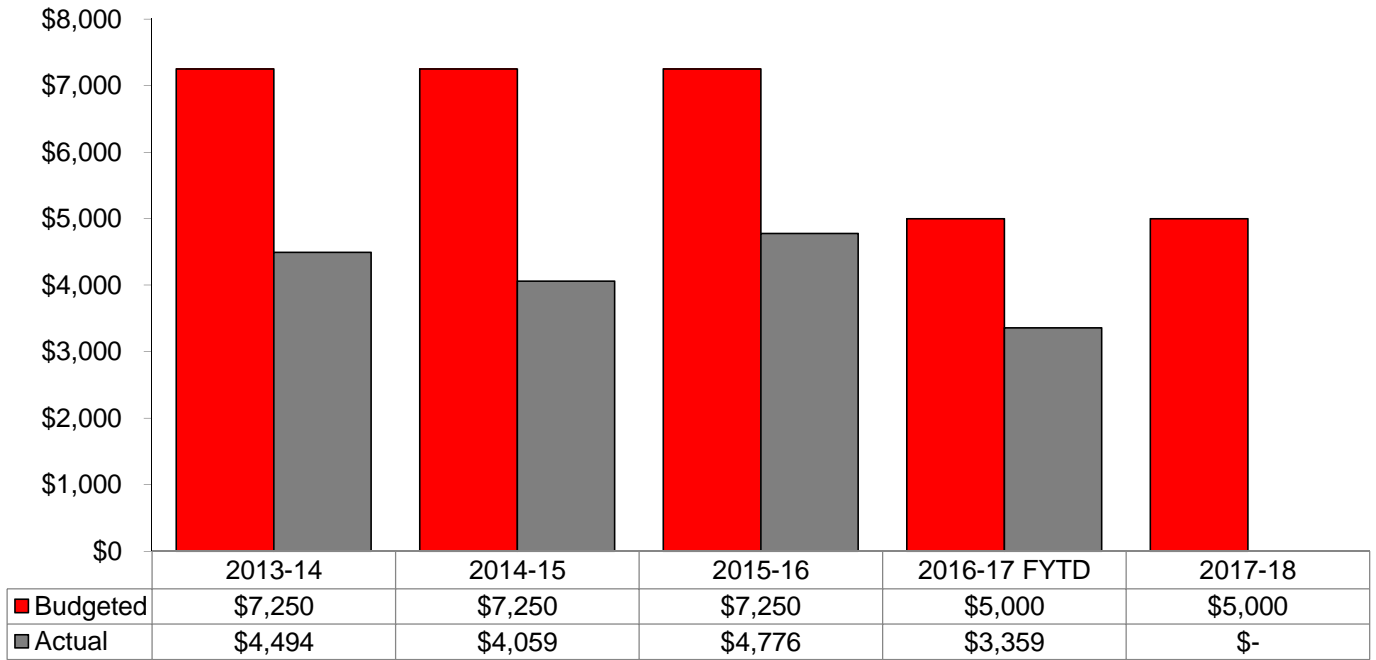
ACCOUNT NUMBER 500-50150	DESCRIPTION CalPERS Retirement	BUDGET REQUEST \$436,798
SUMMARY OF REQUEST		
Classic Safety Members:		
District's Contribution Percentage (19.723% x \$803,681)		\$158,510
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$17,096.46)		\$205,158
Reduced Employer Paid Member Contribution (EPMC) (2.25% x \$803,681)		\$18,083
Reduced Paying and Reporting the Value of EPMC (0.05% x \$803,681)		\$402
New (PEPRA) Safety Members		
District's contribution percentage (11.99% x \$118,830)		\$14,248
Paid Call Firefighters (PCFs) (11.99% x \$18,750)		\$2,248
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$16.48)		\$198
Classic Miscellaneous Members (Administrative Assistant + 1/4 General Manager):		
District's Contribution Percentage (11.675% x \$119,575)		\$13,960
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$1,796)		\$21,552
Reduced EPMC (2% x \$119,575)		\$2,392
Reduced Paying and Reporting the Value of EPMC (0.04% x \$119,575)		\$48
Total		\$436,798



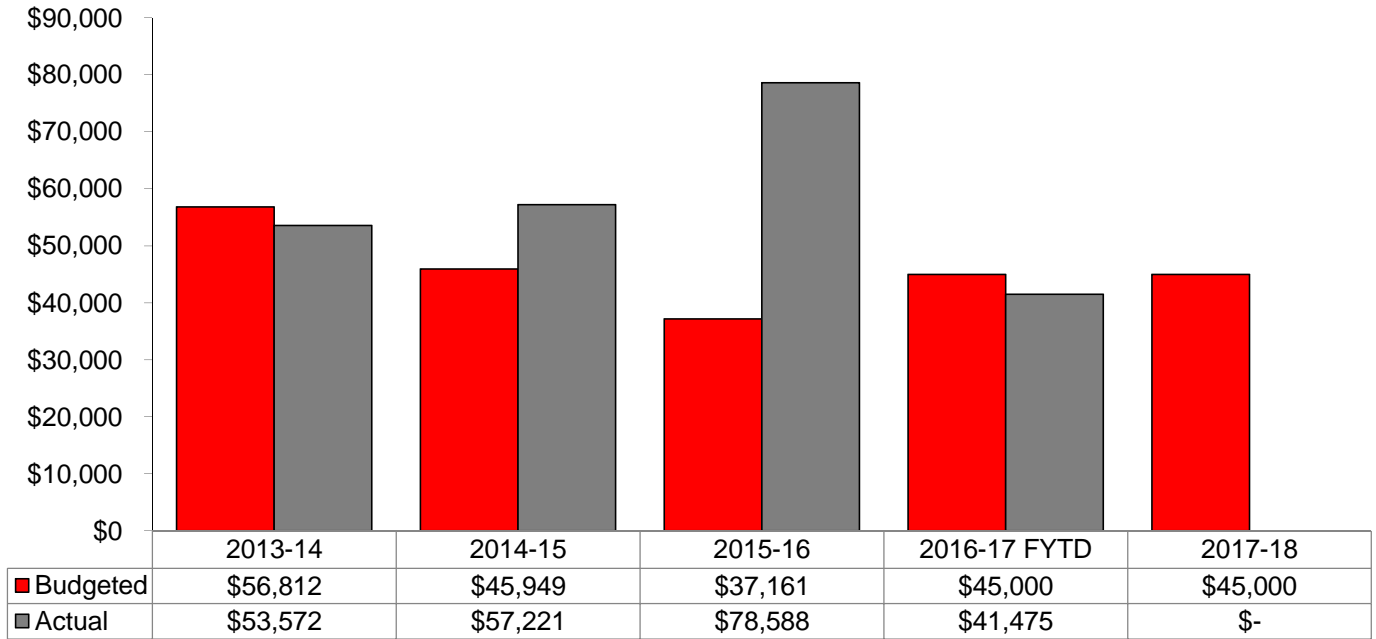


ACCOUNT NUMBER 500-50160	DESCRIPTION Uniform Allowance	BUDGET REQUEST \$5,000
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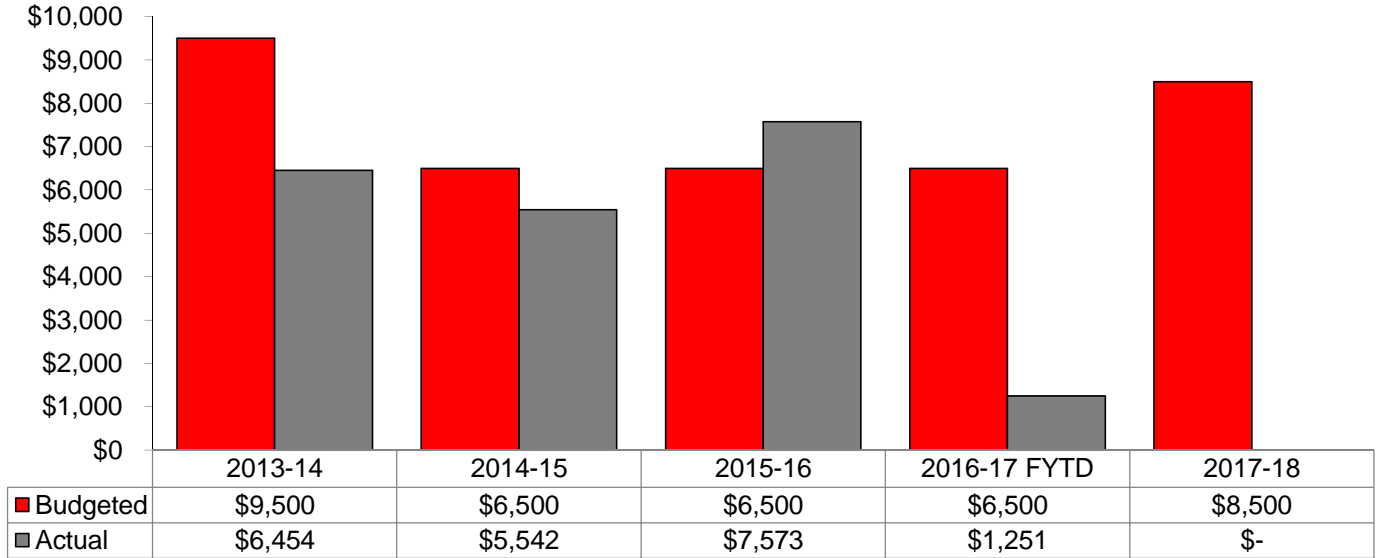
SUMMARY OF REQUEST		
8 Full Time Employees and 10 PCFs		\$5,000



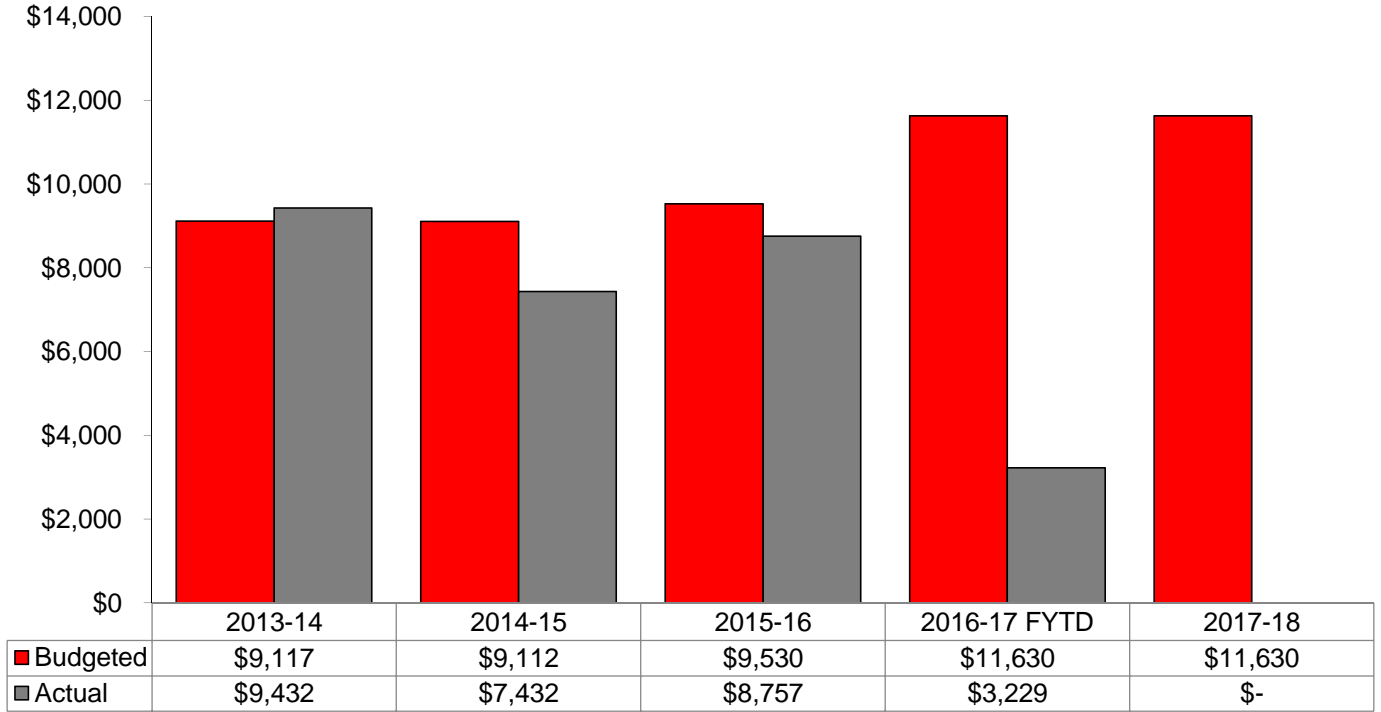
ACCOUNT NUMBER 500-50130	DESCRIPTION Workers Comp Insurance	BUDGET REQUEST \$45,000
SUMMARY OF REQUEST		
SDRMA Fire Department Share of Workers Compensation Insurance		\$45,000



ACCOUNT NUMBER 500-53200	DESCRIPTION Education, Training & Seminars	BUDGET REQUEST \$8,500
SUMMARY OF REQUEST		
County & California Fire Chief's Association		\$750
EMT & Paramedic Training for PCFs (Reimbursable)		\$1,000
Inland Counties Trauma Symposium		\$250
Training & Workshops		\$6,500
Total		\$8,500

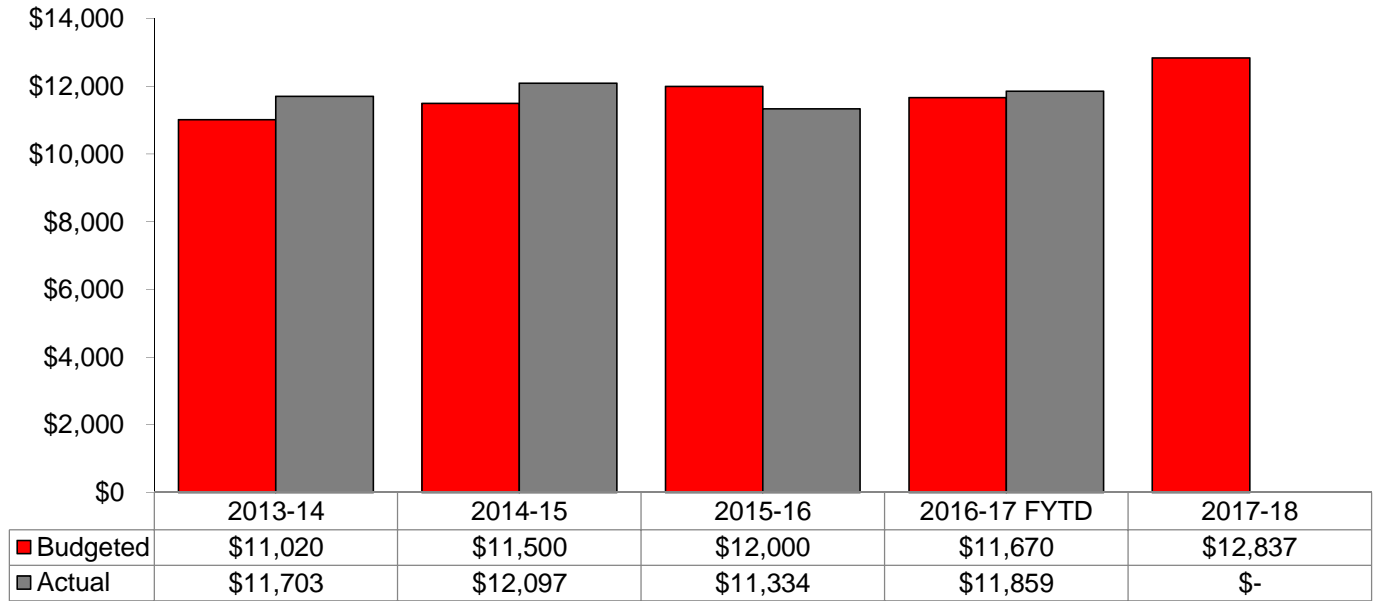


ACCOUNT NUMBER 500-54100	DESCRIPTION Fuel & Oil	BUDGET REQUEST \$11,630
SUMMARY OF REQUEST		
Unleaded Gasoline (1,400 X \$3.00)		\$4,200
Diesel Fuel (2,000 gal. x \$3.00)		\$6,000
Motor Oil (50 gal. @ \$15.00)		\$750
Automatic Transmission Fluid (15 gal. @ \$9.00)		\$135
Gear Oil (25 gal. @ \$15.00)		\$375
Anti-Freeze (20 gal. @ \$8.50)		\$170
	Total	\$11,630

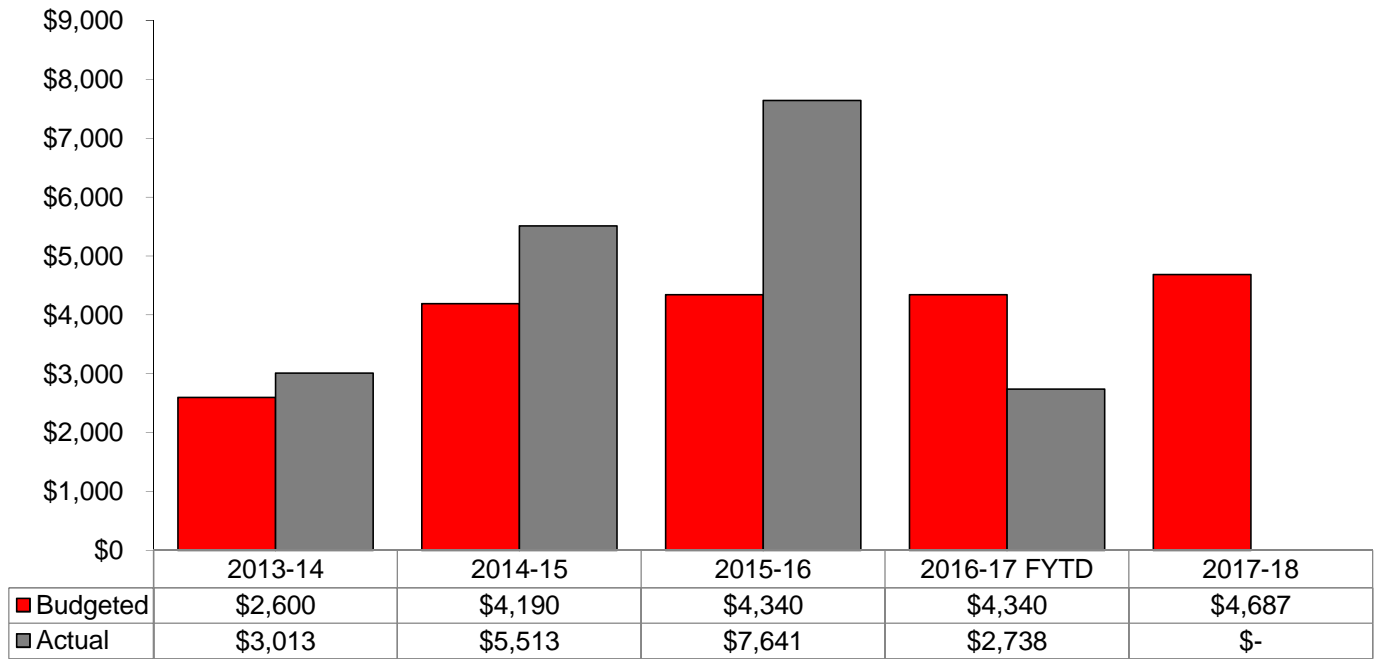


ACCOUNT NUMBER 500-54200	DESCRIPTION Hazard Abatement Program	BUDGET REQUEST \$8,000
SUMMARY OF REQUEST		
Expenses related to administration of the Hazard Abatement Program In fiscal year 2011-12 the Running Springs Fire Department assumed the hazard abatement program from San Bernardino County. Total program revenue received since inception is \$76,160.		\$8,000

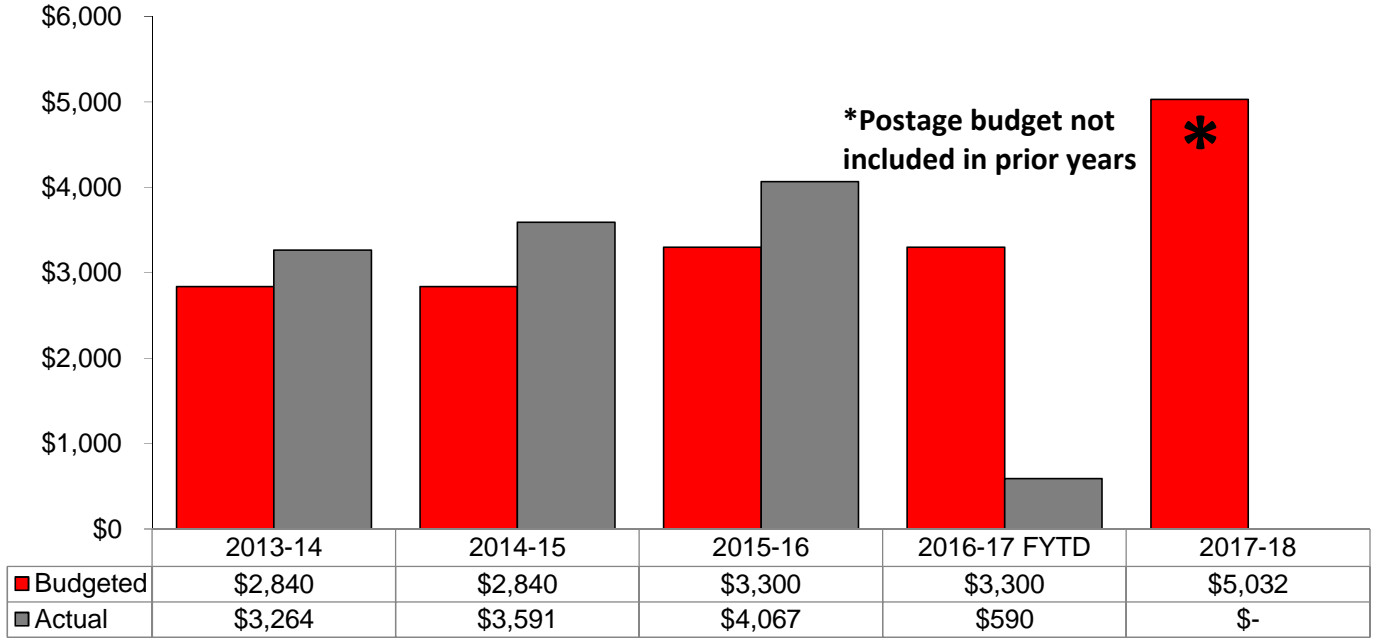
ACCOUNT NUMBER 500-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$12,837
SUMMARY OF REQUEST		
Special District Risk Management Authority (SDRMA) Fire Department Share		\$12,837



ACCOUNT NUMBER 500-56100	DESCRIPTION Memberships & Subscriptions	BUDGET REQUEST \$4,687
SUMMARY OF REQUEST		
Fire Chief, Fire Journal, Fire Command & Fire Engineer Subscriptions		\$100
National Fire Protection Association (NFPA) Subscription		\$100
Medical Services, Journal of Emergency Care & Transportation Subscriptions		\$100
California Special Districts Association Membership		\$1,297
Costco		\$110
EMS Officers Association		\$75
California Fire Chief's Association		\$250
S.B. County Fire Chief's Assoc.		\$50
S.B. County Fire Prevention Officers Assoc.		\$55
S.B. County Fire Training Officers Assoc.		\$50
Physical Training / Gym Memberships (Increased in 2013 per Personnel Manual Update		\$2,500
Total		\$4,687

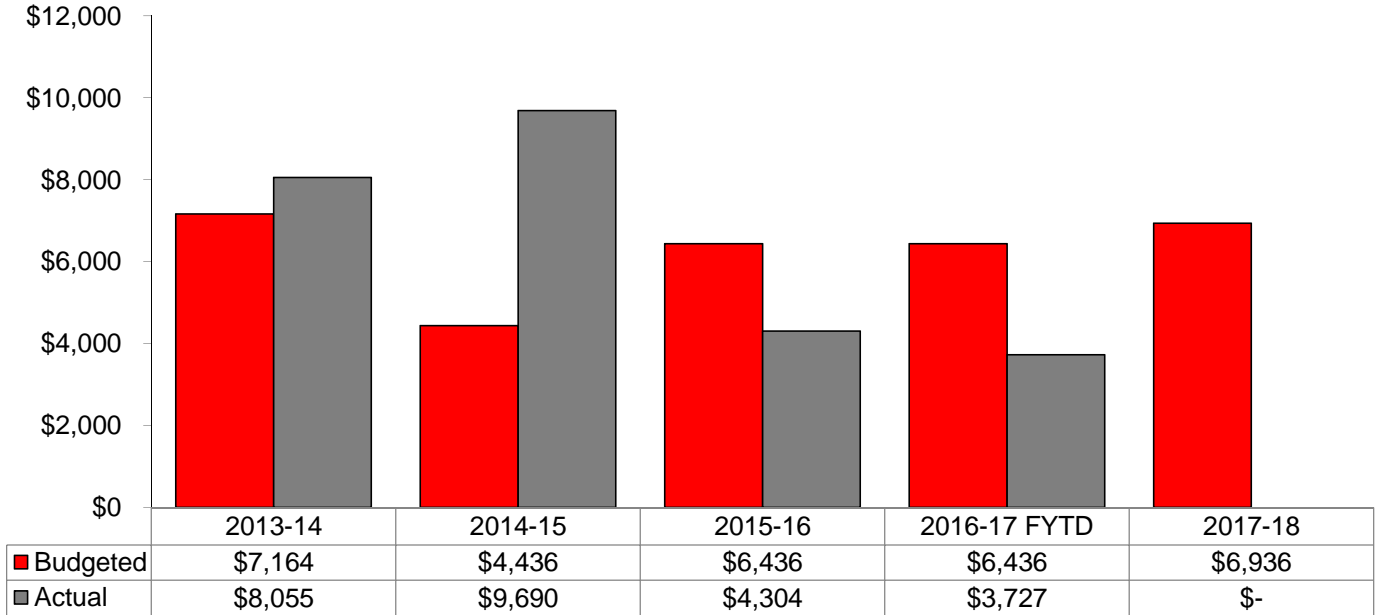


ACCOUNT NUMBER 500-56300	DESCRIPTION Office Supplies	BUDGET REQUEST \$5,032
SUMMARY OF REQUEST		
Computer Hardware & Software		\$1,800
Calculators, Copy Machine & Printers		\$1,000
Paper, Binders, Forms, Envelopes, Pencils, Pens		\$500
Hazard Abatement Notices and Meter Postage for Ambulance Bills and Misc. Mailings		\$1,732
Total		\$5,032

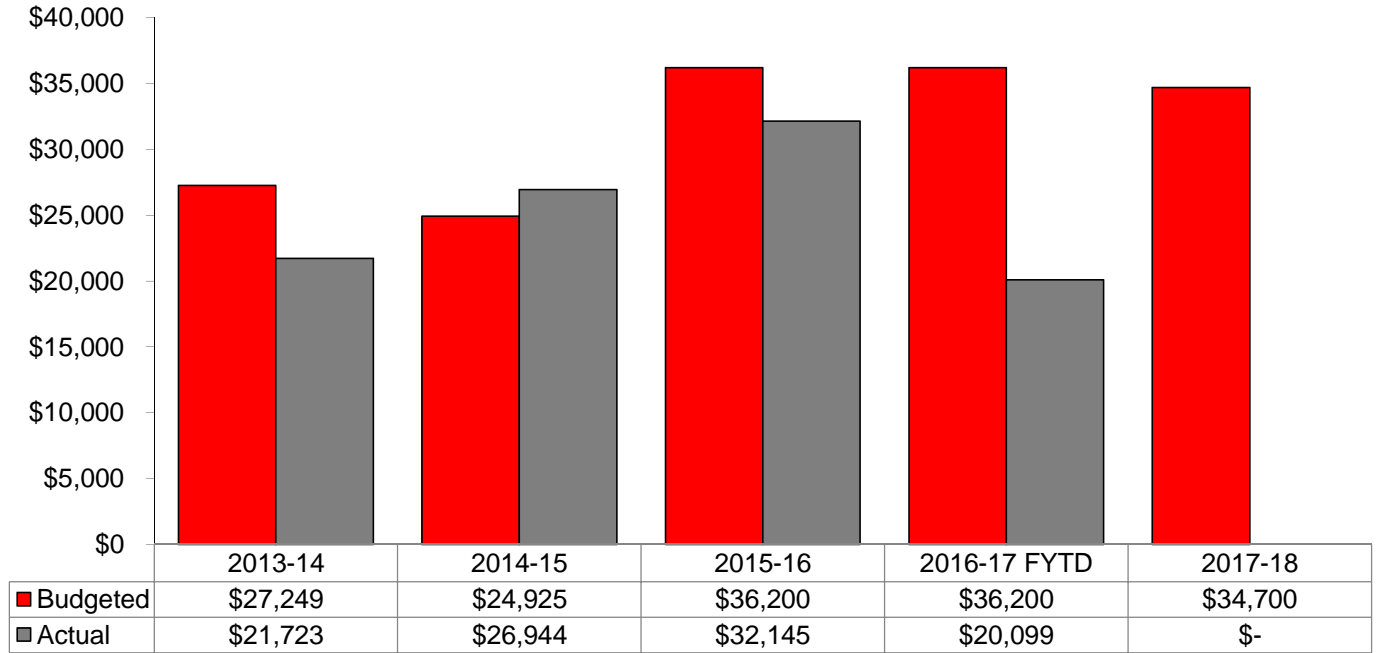




ACCOUNT NUMBER 500-57100	DESCRIPTION Fees & Permits	BUDGET REQUEST \$6,936
SUMMARY OF REQUEST		
Fire Departments Share of Permits (Including Special Districts Fee)		\$1,500
San Bernardino County Assessors Data (\$256/3 depts. + \$54/3 depts.)		\$103
LAFCO Dues (Fire Departments 1/3)		\$3,333
Other Miscellaneous Fees & Permits		\$2,000
Total		\$6,936



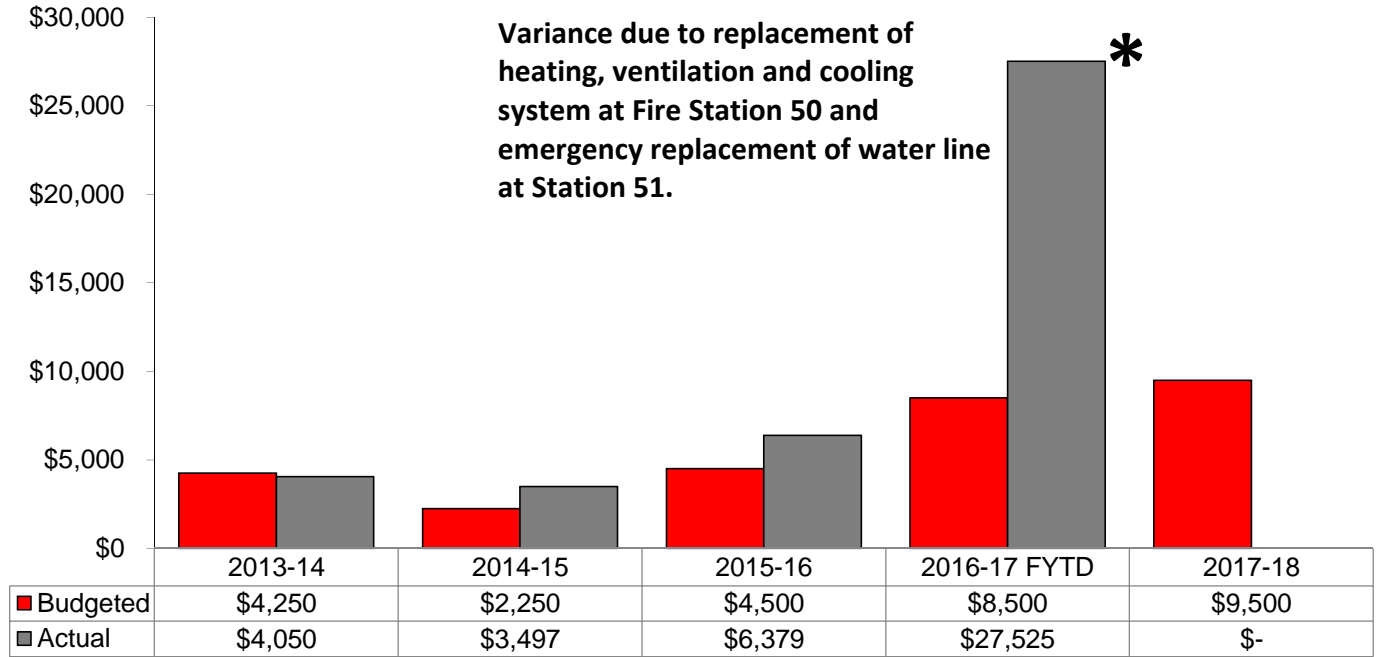
ACCOUNT NUMBER 500-57140	DESCRIPTION Professional Services	BUDGET REQUEST \$34,700
SUMMARY OF REQUEST		
Accounting Services		\$10,000
After Hours Telephone Answering Service		\$200
Cost of Collecting Property Taxes		\$1,000
DMV Physicals/EMS Licensing		\$1,000
Financial Auditing Services		\$4,000
Information Technology (IT) & Computer Technical Support		\$6,000
Legal Counsel		\$10,000
Payroll Processing		\$1,000
Tyler/Incode Accounting Software Support		\$1,500
	Total	\$34,700



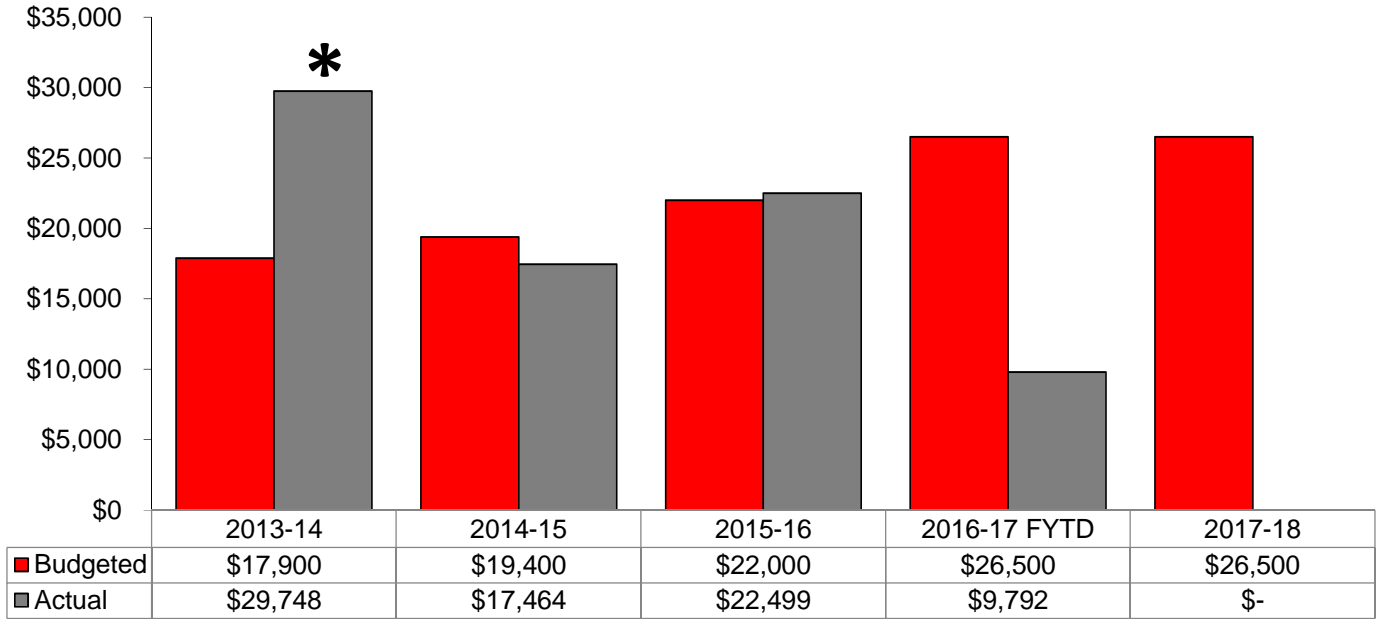
ACCOUNT NUMBER 500-57143	DESCRIPTION Dispatching Services	BUDGET REQUEST \$40,000
SUMMARY OF REQUEST		
CONFIRE Dispatching Services		\$40,000



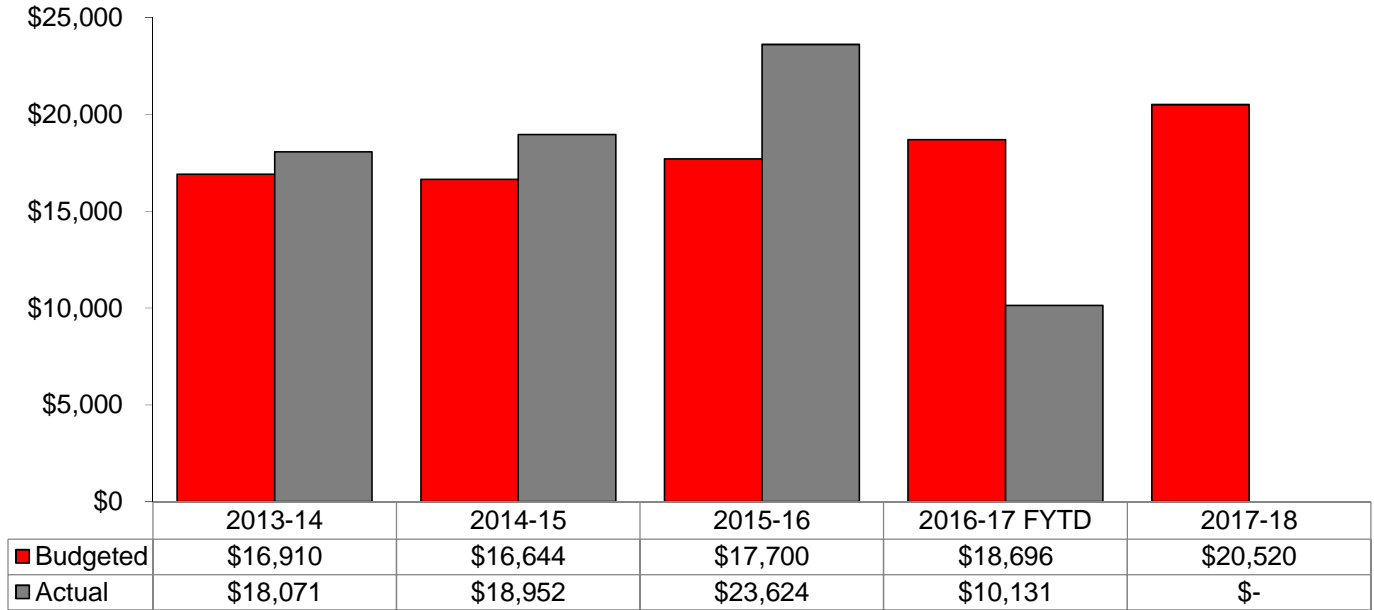
ACCOUNT NUMBER 500-57310	DESCRIPTION General Station Maintenance	BUDGET REQUEST \$9,500
SUMMARY OF REQUEST		
Repair Driveways, Walkways, Roof, replace air conditioner/heater Station 51		\$5,000
Painting, Carpet Cleaning, Supplies, Plumbing, Electrical, Garage Door Repair		\$1,000
Miscellaneous Tools & Equipment		\$3,500
Total		\$9,500



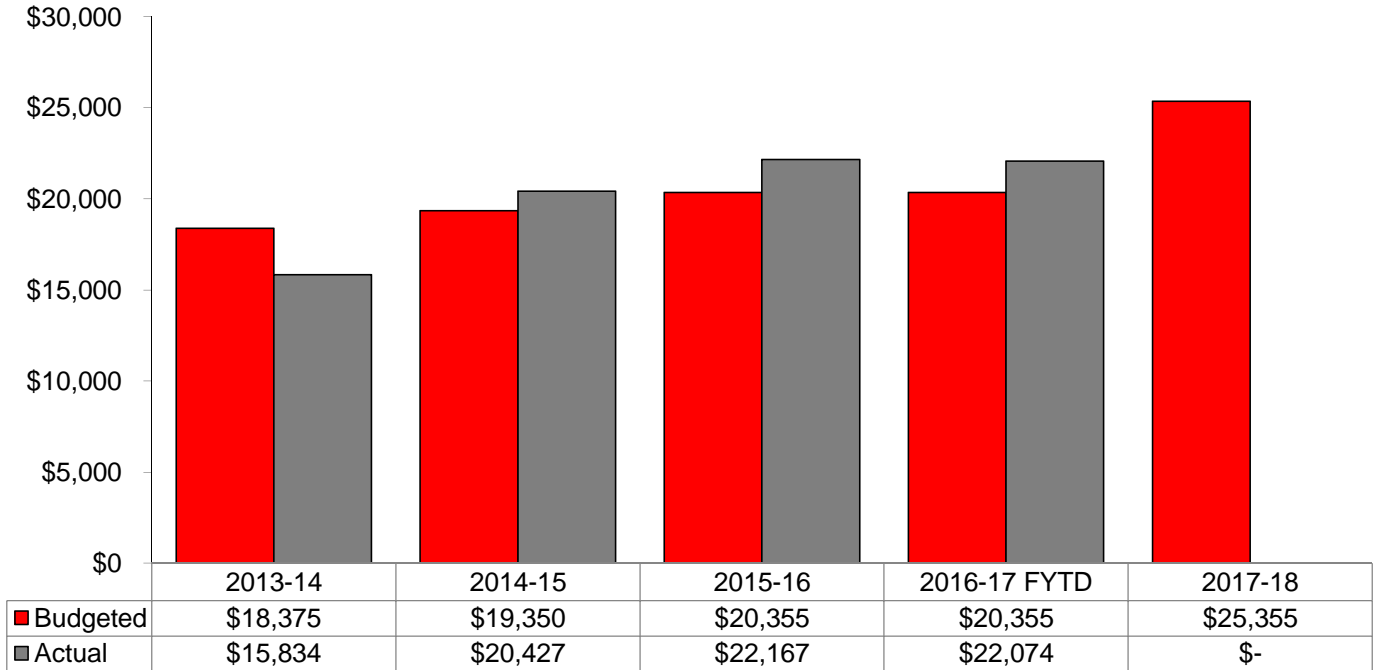
ACCOUNT NUMBER 500-57400	DESCRIPTION Safety Clothing, Supplies & Equipment	BUDGET REQUEST \$26,500
SUMMARY OF REQUEST		
Ongoing Repair and Replacement of Turnout Gear, Gloves, Goggles, Suspenders, Pants, Coats, Boots, Hoods, Helmets & Wildland Gear		\$8,000
Miscellaneous Vehicle & Station Safety Equipment		\$2,500
Infection Control Gowns, Face Shields, Eye Protection, I.V. Protection, Latex Gloves,		\$1,000
Replacement Breathing Apparatus Bottles		\$2,000
Engine & Squad Medical Supplies		\$6,000
Disaster Preparedness Medical Cache		\$2,000
Other Miscellaneous Supplies & Equipment		\$5,000
	Total	\$26,500
* Variance in FY 2013-14 due to timing & accounting of grant reimbursement revenue.		



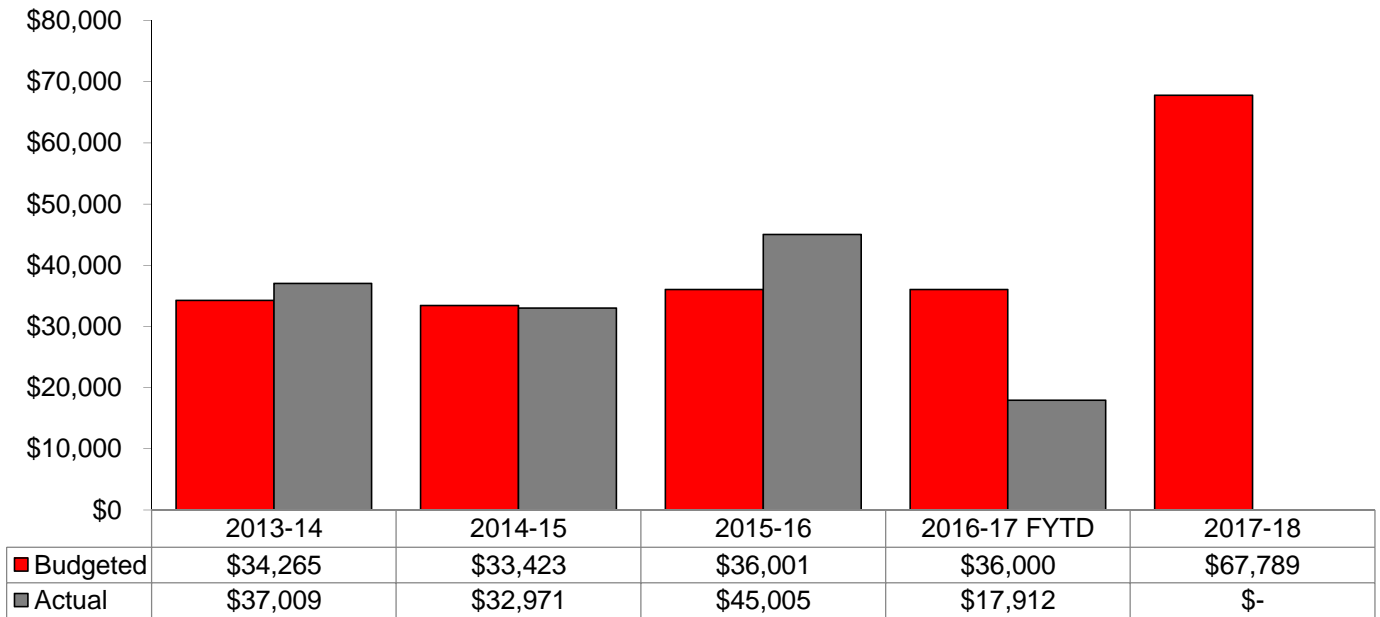
ACCOUNT NUMBER 500-58250	DESCRIPTION Utilities - Electric, Gas, Phone, Trash	BUDGET REQUEST \$20,520
SUMMARY OF REQUEST		
Station #50 Gas & Electric Monthly Average (\$425 x 12 months)		\$5,100
Station #51 Gas & Electric Monthly Average (\$770 x 12 months)		\$9,240
Trash Service Station #50 (\$75 X 12 months)		\$900
Charter Phone Station #51 (\$150 x 12 Months)		\$1,800
Verizon Phone Station #50 (\$50 x 12 Months)		\$600
911 Telephones at Station #50 & #51 (2 x \$65 x 12 Months)		\$1,560
DSL Line Station #50 (\$50 x12 Months)		\$600
Charter Internet at Station #51 (\$60 x 12 Months)		\$720
Total		\$20,520



ACCOUNT NUMBER 500-58300	DESCRIPTION Vehicle & Equipment Repair & Maintenance	BUDGET REQUEST \$25,355
SUMMARY OF REQUEST		
Fire Engines Annual Maintenance (2 x \$1,000) =		\$2,000
Brush Engine & Squad Annual Maintenance (2 x \$800) =		\$1,600
Snow Cat Annual Maintenance (3 x \$85) =		\$255
Staff Vehicles Annual Maintenance (3 x \$600) =		\$1,800
Ladder Tests		\$1,500
Routine Repairs, Tune-ups & Servicing of 10 Vehicles		\$4,000
Fire Engine Tires (12 x \$350) =		\$4,200
Snow Chains (12 x \$150) =		\$1,800
Staff Vehicle Tires (12 x \$100)		\$1,200
Fire Engine Pump Tests		\$2,500
Radio/Pager Repair & Maintenance		\$1,500
Repair & Maintenance of Self Contained Breathing Apparatus, Generator, Extrication To		\$3,000
Total		\$25,355



ACCOUNT NUMBER 500-86000	DESCRIPTION Administrative Expense	BUDGET REQUEST \$67,789
SUMMARY OF REQUEST		
School, Home & Business Material, Smoke Detector Program & Public Education		\$1,000
Earthquake Preparedness Material		\$200
Fire Department Informational Literature		\$200
911 Material, Disaster Preparedness Supplies		\$200
CERT Training		\$500
Employee Recognition - Annual Luncheon		\$500
		\$2,600
Administrative Support Reimbursement (4% of Operating Budget)		\$65,189
Payroll, Accounts Payable/Receivable	Sub-Total	\$67,789
Miscellaneous Office Support		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		





ACCOUNT NUMBER 0	DESCRIPTION Depreciation Expense	BUDGET REQUEST \$80,453
SUMMARY OF REQUEST		
Depreciation expense for Fire Department		\$80,453
<p>Operating expenses include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Replacement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		

**RUNNING SPRINGS WATER DISTRICT**

**FIRE DEPARTMENT**

**2017-18 HOURLY WAGE SCHEDULE**

Non-Exempt Positions

CLASSIFICATION*		STEP											
		A	A-1	B	B-1	C	C-1	D	D-1	E	E-1	F	F-1
CAPTAIN/PARAMEDIC (56 Hour Work Week)	Hourly	\$27.80	\$28.49	\$29.20	\$29.93	\$30.68	\$31.45	\$32.24	\$33.05	\$33.88	\$34.73	\$35.61	\$36.51
	Monthly	\$6,927	\$7,099	\$7,276	\$7,458	\$7,644	\$7,836	\$8,033	\$8,235	\$8,442	\$8,654	\$8,873	\$9,097
	Annual	\$83,122	\$85,185	\$87,308	\$89,491	\$91,733	\$94,036	\$96,398	\$98,820	\$101,301	\$103,843	\$106,474	\$109,165
			2.48%	2.49%	2.50%	2.51%	2.51%	2.51%	2.51%	2.51%	2.51%	2.53%	2.53%
ENGINEER/PARAMEDIC (56 Hour Work Week)	Hourly	\$25.07	\$25.69	\$26.33	\$26.99	\$27.66	\$28.36	\$29.07	\$29.80	\$30.54	\$31.31	\$32.09	\$32.89
	Monthly	\$6,247	\$6,401	\$6,561	\$6,725	\$6,892	\$7,066	\$7,243	\$7,425	\$7,610	\$7,801	\$7,996	\$8,195
	Annual	\$74,959	\$76,813	\$78,727	\$80,700	\$82,703	\$84,796	\$86,919	\$89,102	\$91,315	\$93,617	\$95,949	\$98,341
			2.47%	2.49%	2.51%	2.48%	2.53%	2.50%	2.51%	2.48%	2.52%	2.49%	2.49%
FIREFIGHTER/PARAMEDIC (56 Hour Work Week)	Hourly	\$23.01	\$23.59	\$24.16	\$24.78	\$25.40	\$26.03	\$26.67	\$27.35	\$28.04	\$28.72	\$29.43	\$30.17
	Monthly	\$5,733	\$5,878	\$6,020	\$6,174	\$6,329	\$6,486	\$6,645	\$6,815	\$6,987	\$7,156	\$7,333	\$7,517
	Annual	\$68,800	\$70,534	\$72,238	\$74,092	\$75,946	\$77,830	\$79,743	\$81,777	\$83,840	\$85,873	\$87,996	\$90,208
			2.52%	2.42%	2.57%	2.50%	2.48%	2.46%	2.55%	2.52%	2.43%	2.47%	2.51%
ADMINISTRATIVE ASSISTANT (40-hr Work Week)	Hourly	\$27.48	\$28.17	\$28.87	\$29.59	\$30.33	\$31.09	\$31.86	\$32.65	\$33.47	\$34.31	\$35.17	\$36.05
	Monthly	\$4,763	\$4,883	\$5,004	\$5,129	\$5,257	\$5,389	\$5,522	\$5,659	\$5,801	\$5,947	\$6,096	\$6,249
	Annual	\$57,158	\$58,594	\$60,050	\$61,547	\$63,086	\$64,667	\$66,269	\$67,912	\$69,618	\$71,365	\$73,154	\$74,984
			2.51%	2.48%	2.49%	2.50%	2.51%	2.48%	2.48%	2.51%	2.51%	2.51%	2.50%
Cost of Living Adjustment (COLA):		4.15%	(2.25% to offset elimination of EPMC plus 1.9% CPI-W)					3.90%	(2% to offset elimination of EPMC for Misc. plus 1.9% CPI-W)				
Yearly hours for 56 hour week = 2,990 (53 hours X 52 weeks plus 234 hours FLSA overtime (6 x 26 x 1.5 = 234)													
Yearly hours for 40 hour week = 2,080													
Captain/Paramedic	\$109,165												
Captain/Paramedic	\$98,341												
Firefighter/Paramedic	\$90,208												
Firefighter/Paramedic	\$90,208												
Firefighter/Paramedic	\$79,743												
Firefighter/Paramedic	\$72,238												
Administrative Assistant	\$74,984												

<b>FIRE DEPARTMENT</b>							
<b>2017-18 HOURLY WAGE SCHEDULE</b>							
Exempt Positions							
CLASSIFICATION*		STEP					
		A	B	C	D	E	F
CHIEF (40-hr Work Week)	Hourly	\$59.10	\$62.05	\$65.15	\$68.41	\$71.83	\$75.42
	Monthly	\$10,244	\$10,755	\$11,293	\$11,858	\$12,451	\$13,073
	Annual	\$122,928	\$129,064	\$135,512	\$142,293	\$149,406	\$156,874
			4.99%	5.00%	5.00%	5.00%	5.00%
		STEP					
		A	B	C	D	E	F
BATTALION CHIEF (40-hr Work Week)	Hourly	\$49.38	\$51.85	\$54.42	\$57.13	\$59.98	\$62.98
	Monthly	\$8,559	\$8,987	\$9,433	\$9,903	\$10,397	\$10,917
	Annual	\$102,710	\$107,848	\$113,194	\$118,830	\$124,758	\$130,998
			5.00%	4.96%	4.98%	4.99%	5.00%
Cost of Living Adjustment (COLA):	4.15%	(2.25% to offset elimination of EPMC plus 1.9% CPI-W)					
Yearly hours for 40 hour week = 2,080							
Fire Chief	\$149,406						
Battalion Chief	\$118,830						

# Fire Department Capital Equipment Needs

Description	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	DEFERRED PROJECTS	TOTAL PROJECT COST
<b>Fire Department Improvements &amp; Equipment Purchases</b>							
Station 50 Alert System (Confire JPA Requirement)	\$ 16,200						\$ 16,200
Repair Walls North Side of Station 50	\$ 1,800						\$ 1,800
Replace Steel Door at Station 51	\$ 500						\$ 500
Paint/Waterproof Exterior Brick Wall Station 50	\$ 1,500						\$ 1,500
Replace Furniture at Station 50 "Desk"	\$ 1,000						\$ 1,000
Command Tablets	\$ 5,000						\$ 5,000
Repaint Interior and Repair Drywall Station 50 & 51	\$ 1,800						\$ 1,800
Breathing Apparatus Bottle Replacement	\$ 4,000						\$ 4,000
Replace Staff Vehicle (2000 Dodge)	\$ 50,000						\$ 50,000
Replace Staff Vehicle (2003 Dodge)			\$ 50,000				\$ 50,000
Replace 1999 Type 1 KME Engine (E-51)						\$ 450,000	\$ 450,000
Replace Concrete Aprons at Station 50 and Station 51				\$ 25,000			\$ 25,000
Replace 1989 Chevrolet Plow Truck						\$ 42,000	\$ 42,000
Replace 2003 Type 1 KME Engine (E-50)						\$ 450,000	\$ 450,000
Replace (2005 Chevrolet Utility)				\$ 50,000			\$ 50,000
Breathing Apparatus Replacement		\$ 77,000	\$ 77,000				\$ 154,000
<b>Fire Department Subtotal</b>	<b>\$ 81,800</b>	<b>\$ 77,000</b>	<b>\$ 127,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 942,000</b>	<b>\$ 1,302,800</b>
<b>Ambulance Department Improvements &amp; Equipment Purchases</b>							
Replace Panasonic Toughbook Lap Top Computers	\$ 4,300	\$ 4,300					\$ 8,600
Replace Zoll M Series Monitors	\$ 25,000	\$ 25,000	\$ 25,000				\$ 75,000
Replace MA 50A (2007 Chevrolet)						\$ 190,000	\$ 190,000
Replace MA 51 (2007 Chevrolet)						\$ 190,000	\$ 190,000
<b>Ambulance Department Subtotal</b>	<b>\$ 29,300</b>	<b>\$ 29,300</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380,000</b>	<b>\$ 463,600</b>
						<b>TOTAL</b>	<b>\$ 1,766,400</b>

Fire Department Vehicle Equipment Replacement Schedule

Equipment	Year	Number	Estimated	Projected	**Annual	Total	Projected
Description	Purchased	Purchased	Cost/New	Years	Replacement w/ Cost Increases	Replacement Cost	Replacement Year
2003 KME Pumper	2003	1	348,659	18	30,211	543,789	2021
2005 BME Engine	2005	1	205,916	18	17,842	321,159	2022
1999 KME Pumper	2000	1	235,000	18	20,362	366,520	2018
2015 Ford F450 Squad 51	2015	1	90,000	8	19,656	109,656	2023
1969 Thycol Snw Cat 51 *	2011	1	15,256	15	1,667	24,999	1989
1985 Thycol Snw Cat 51A *	2011	1	34,000	15	3,283	49,242	2005
2016 Ford F450 MA50	2016	1	166,955	9	23,167	208,504	2024
2007 Chevy MA50A	2007	1	140,000	8	21,322	170,576	2015
2007 Chevy MA51	2009	1	100,000	8	15,230	121,840	2017
2000 Dodge 3600	2000	1	29,000	15	2,800	42,001	2010
2003 Dodge	2003	1	29,000	15	2,800	42,001	2010
***2005 Chevrolet Utility	2005	1	33,700	15	3,254	48,808	2012
*Breathing Support	2002	1	24,000	17	1,899	32,277	2019
1999 Panther SCBA's	1999	20	1981ea.	12	3430 ea	108,209	2011
SCBA Bottles	Varied	45	500 ea.	15	Variable	20,400	Variable
2000 PAS for SCBAs	2000	20	SCBA Cost	12	0	SCBA Cost	2012
2001 TNT Rescue Tool	2000	1 Set	13,873	15	1,339	20,092	2015
Power Hawk Rescue Tool	1993	1	7,794	15	752	11,287	2008
CAFS in Squad 51	2006	1	7,920	15	765	11,471	2021
Honda Snow Blower	2015	1	1,358	10	350	3,500	2025
*Zoll M SER MONITORS	2004	3	25000ea	7	1500ea	79,500	2011
Sparky Suit	1991	1	1,358	30	66	1,966	2021
Personal Computer	2011	1	800	5	181	905	2016
Personal Computer	2010	1	750	5	170	849	2015
Personal Computer	2014	1	750	5	170	849	2018
Personal Computer	2011	1	2,000	5	453	2,263	2016
Lap Top Computer	2000	1	1,200	5	272	1,358	2005
Lap Top Computer	2007	1	1,400	5	317	1,584	2012
Washing Machine Sta.50	2013	1	446	15	43	646	2019
Washing Machine Sta. 51	2016	1	650	20	47	941	2036
Clothes Dryer Sta. 50	1989	1	400	30	22	655	2019
Clothes Dryer Sta. 51	2016	1	650	20	47	941	2036
Continental Extractor	2008	1	7,500	15	724	10,862	2023
<b>* If still in compliance - no replacement</b>							
<b>**Annual cost increases based on 2.5%</b>							
<b>***7 year or 100,000 mile replacement depending on condition.</b>							



Ambulance Services  
Fiscal Year 2017/2018  
Draft Budget

March 8, 2017  
Board of Directors Review

Fire and Emergency Medical Service Vision: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.

**Ambulance Department Core Functions & FY 2017/2018 Goals & Objectives**

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
<b>Ambulance Service</b>	
<ul style="list-style-type: none"> <li>• The protection of life &amp; bodily harm by rendering aid to the sick &amp; injured.</li> <li>• Maintaining a highly efficient staff to provide pre-hospital medical attention to the public we provide service to.</li> <li>• Maintaining &amp; using medical emergency equipment to serve the needs of the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to pursue &amp; support cost recovery efforts to support the expenditures to maintain the Ambulance Service.</li> <li>• Continue to pursue cost cutting measures of medical emergency equipment &amp; supplies.</li> </ul>
<b>Vehicle Maintenance</b>	
<ul style="list-style-type: none"> <li>• To have &amp; maintain a fleet of vehicles to meet the demands of the Fire Department's mission.</li> <li>• To have vehicles with suitable equipment, to provide for the safety &amp; needs of the public &amp; the Fire Department's employees.</li> </ul>	<ul style="list-style-type: none"> <li>• To pursue cost cutting measures for the operation &amp; the owning of vehicles needed for the operations of the Fire Departments mission.</li> <li>• To pursue cost cutting measures for maintaining &amp; owning emergency equipment needed in the operations of the Fire Departments mission.</li> </ul>
<b>Training</b>	
<ul style="list-style-type: none"> <li>• Continued training &amp; maintaining skills of the fire staff to provide the best &amp; safest service possible to the public &amp; the emergency service employees of the Fire Department.</li> <li>• Continued learning of new skills &amp; technology to enhance the ability to protect life &amp; property, while protecting Fire Department employees from hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• Train &amp; maintain skills &amp; abilities of staff to 100% of current standards.</li> </ul>

**AMBULANCE DIVISION FISCAL YEAR BUDGET ANALYSIS**

Description	FY 2012/2013 Actual	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance (\$)	Budget Variance (%)	PROPOSED FY 2017/2018 Budget
<b>Ambulance Division Revenues</b>									
Property Tax	0	0	0	0	0	0	0		0
Ambulance Service Fees	908,319	906,810	862,829	1,108,145	569,444	850,000	(280,556)	-33.0%	945,000
Ambulance Contractual Allowance <sup>1</sup>	(303,477)	(365,788)	(503,309)	(592,850)	(244,156)	(310,000)	65,844	-21.2%	(440,000)
Ambulance Late Fees	5,040	3,960	4,680	2,670	990	4,000	(3,010)	-75.3%	4,000
Miscellaneous Income	2,351	0	63	395	217	100,000	(99,783)	-	100,000
	<b>612,233</b>	<b>544,983</b>	<b>364,263</b>	<b>518,360</b>	<b>326,495</b>	<b>644,000</b>	<b>(317,505)</b>	<b>-49.3%</b>	<b>609,000</b>
Description	FY 2012/2013 Actual	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance (\$)	Budget Variance (%)	PROPOSED FY 2017/2018 Budget
<b>Ambulance Division Expenses</b>									
Salaries & Wages	476,157	286,544	301,487	228,297	121,262	398,801	(277,539)	-69.6%	422,565
Fica Medicare Tax	0	0	4,659	3,293	1,755	5,783			6,127
Depreciation Expense	29,474	29,720	29,391	31,753	22,304	28,732	(6,428)	-22.4%	44,607
Fuel & Oil	12,876	10,231	7,966	7,628	2,504	10,395	(7,891)	-75.9%	10,395
Property/Liability Insurance	8,701	7,786	8,181	7,294	7,232	7,500	(268)	-3.6%	8,250
Memberships & Subscriptions	479	1,335	2,073	5,256	2,118	2,450	(332)	-13.5%	5,950
Professional Services	19,760	18,293	21,001	27,813	18,803	27,500	(8,697)	-31.6%	38,200
Equipment Repair & Maintenance	1,169	1,809	1,854	976	765	2,000	(1,235)	-61.8%	2,000
Medical Supplies	9,322	8,861	13,682	18,171	9,920	12,920	(3,000)	-23.2%	18,920
Miscellaneous Supplies & Expenses	1,173	2,640	1,262	1,331	5,182	6,000	(818)	-13.6%	6,000
Office Supplies	1,739	1,702	1,840	411	0	1,840	(1,840)	-100.0%	1,840
Communications	2,521	2,548	2,176	950	519	1,440	(921)	-64.0%	1,440
Uncollectible Accounts	184,926	207,095	4,484	156,640	8,790				
Vehicle Repair & Maintenance	12,804	11,026	12,036	8,657	5,611	13,400	(7,789)	-58.1%	13,400
Administrative Expense	11,637	6,973	7,413	7,311	4,842	9,685	(4,842)	-50.0%	21,460
	<b>772,739</b>	<b>596,564</b>	<b>419,504</b>	<b>505,781</b>	<b>211,606</b>	<b>528,446</b>	<b>(321,602)</b>	<b>-60.9%</b>	<b>601,155</b>
	<b>(160,507)</b>	<b>(51,582)</b>	<b>(55,241)</b>	<b>12,579</b>	<b>114,889</b>	<b>115,554</b>	<b>(665)</b>	<b>-0.6%</b>	<b>7,845</b>
Footnotes:									
1) Ambulance Contractual Allowance is the amount of ambulance service fees that are written off due to the difference between what is billed and what is received from Medical and Medicaid, claims in bankruptcy, workers compensation, military claims, outstanding charges of less than \$30 and accounts that have been dormant more than 7 years.									



**RUNNING SPRINGS AMBULANCE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET**

**REVENUE AND EXPENSE SUMMARY**

	<b>Budgeted 2017-18</b>	<b>Budgeted 2016-17</b>	<b>% Change</b>
<b>OPERATING REVENUE:</b>			
Property Tax (Ambulance Department Share)	\$0	\$0	
Ambulance Service Fees	\$945,000	\$850,000	
Ground Emergency Medical Transportation (GEMT) Reimburseme	\$100,000	\$100,000	
Intergovernmental Transfer (IGT) Reimbursement	\$0	\$0	
Ambulance Late Fees	\$4,000	\$4,000	
Ambulance Contractual Allowance <sup>1</sup>	(\$440,000)	(\$310,000)	
<b>TOTAL OPERATING REVENUE:</b>	<b>\$609,000</b>	<b>\$644,000</b>	<b>-5.4%</b>
<b>OPERATING EXPENSES:</b>			
Total Operating Expenses (Ambulance)	\$556,548	\$499,714	11.4%
Depreciation Expense (Refer to Page 16 & FY 17/18 Depreciation Schedule)	\$44,607	\$28,732	
<b>TOTAL OPERATING EXPENSES:</b>	<b>\$601,155</b>	<b>\$528,446</b>	<b>13.8%</b>
<b>TOTAL PROJECTED REVENUE: \$609,000</b>			
<b>TOTAL PROJECTED EXPENSES: \$601,155</b>			
<b>Difference Between Revenue &amp; Expenses (Ambulance)</b>		<b>\$7,845</b>	<b>\$115,554</b>

1) Ambulance Contractual Allowance is the amount of ambulance service fees that are written off due to the difference between what is billed and what is received from Medical and Medicaid, claims in bankruptcy, workers compensation, military claims, outstanding charges of less than \$30 and accounts that have been dormant more than 7 years.

**RUNNING SPRINGS AMBULANCE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET**

**SALARIES, WAGES & BENEFITS (AMBULANCE SERVICE)**

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
400-50100	Salaries & Wages	\$422,565	\$398,801	6.0%	2 & 3
400-50120	Medicare Tax (FICA)	\$6,127	\$5,783	6.0%	4
<b>SALARIES, WAGES &amp; BENEFITS SUB-TOTAL:</b>		<b>\$428,692</b>	<b>\$404,584</b>	<b>6.0%</b>	

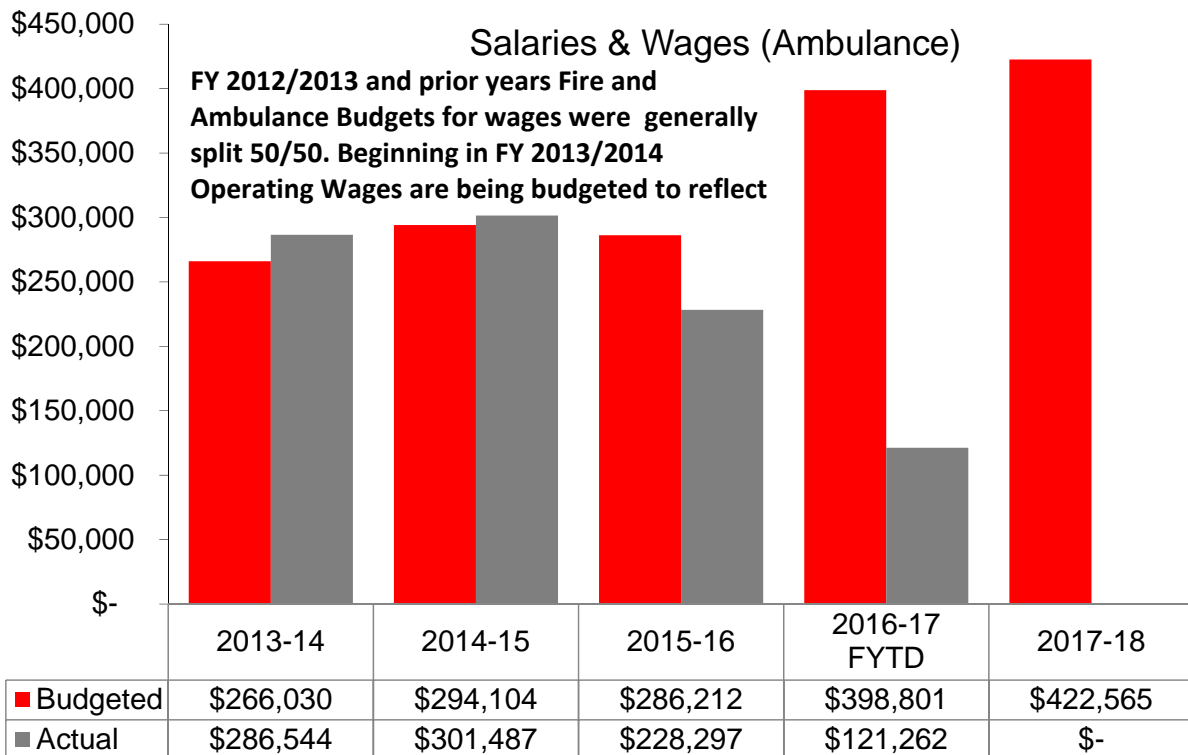
**AMBULANCE EXPENSES**

400-54100	Fuel & Oil	\$10,395	\$10,395	0.0%	5
400-54300	Property/Liability Insurance	\$8,250	\$7,500	10.0%	6
400-56100	Memberships & Subscriptions	\$5,950	\$2,450	142.9%	7
400-57140	Professional Services	\$38,200	\$27,500	38.9%	8
400-57310	Equipment Repair & Maintenance	\$2,000	\$2,000	0.0%	9
400-57441	Medical Supplies	\$18,920	\$12,920	46.4%	10
400-57442	Miscellaneous Supplies & Expenses	\$6,000	\$6,000	0.0%	11
400-57443	Office Supplies	\$1,840	\$1,840	0.0%	12
400-58100	Communications	\$1,440	\$1,440	0.0%	13
400-58300	Vehicle Repair & Maintenance	\$13,400	\$13,400	0.0%	14
400-86000	Administrative Expense	\$21,460	\$9,685	121.6%	15
<b>EXPENSES SUB-TOTAL:</b>		<b>\$127,855</b>	<b>\$95,130</b>	<b>34.4%</b>	
<b>TOTAL AMBULANCE OPERATING EXPENSES:</b>		<b>\$556,548</b>	<b>\$499,714</b>	<b>11.4%</b>	

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST	
400-50100	Salaries & Wages	\$422,565	
<b>SUMMARY OF REQUEST</b>			
Full Time Fire & Ambulance Personnel Salaries (Refer to Pages 26 & 27 of Fire Budget for Details)		\$883,125	
Overtime for Drills, Meetings, Vacation, Holiday & Sick Leave Coverage (1,300 hrs. X \$45.67)		\$59,371	
Accrued Time Off Buyback & PCF Sick Time Coverage*		\$55,000	
Fire & Ambulance Department share of Safety/Compliance Operator & GM salary		\$47,591	
	Sub Total:	\$1,045,087	
Paid Call Firefighters (PCF) 24 Hour Shifts (365 x \$12.00 x 24 hrs.)		\$105,120	
PCF Training (88 hrs. x 20 x \$12.00)		\$21,120	
PCF Alarms (750 x 2 x \$12.00 x 2 hrs.)		\$36,000	
	Sub Total:	\$162,240	
	Total:	\$1,207,327	
<b>Ambulance Division Share of Wages</b>		<b>\$422,565</b>	
Fire Department Share of Wages		\$784,762	
<b>Full Time Positions:</b>			
1 Full Time Chief	PCF Wage Scale:**	EMT	Paramedic
1 Full Time Battalion Chief	Entry Level Firefighter	\$11.04	\$12.13
2 Full Time Captain / Paramedic	Firefighter 1	\$12.13	\$13.36
0 Full Time Firefighter-Engineer / Paramedic	Firefighter 2	\$13.24	\$14.57
4 Full Time Firefighter-Paramedics	Engineer	\$14.34	\$15.78
1 Full Time Administrative Assistant	Captain	\$15.46	\$17.00

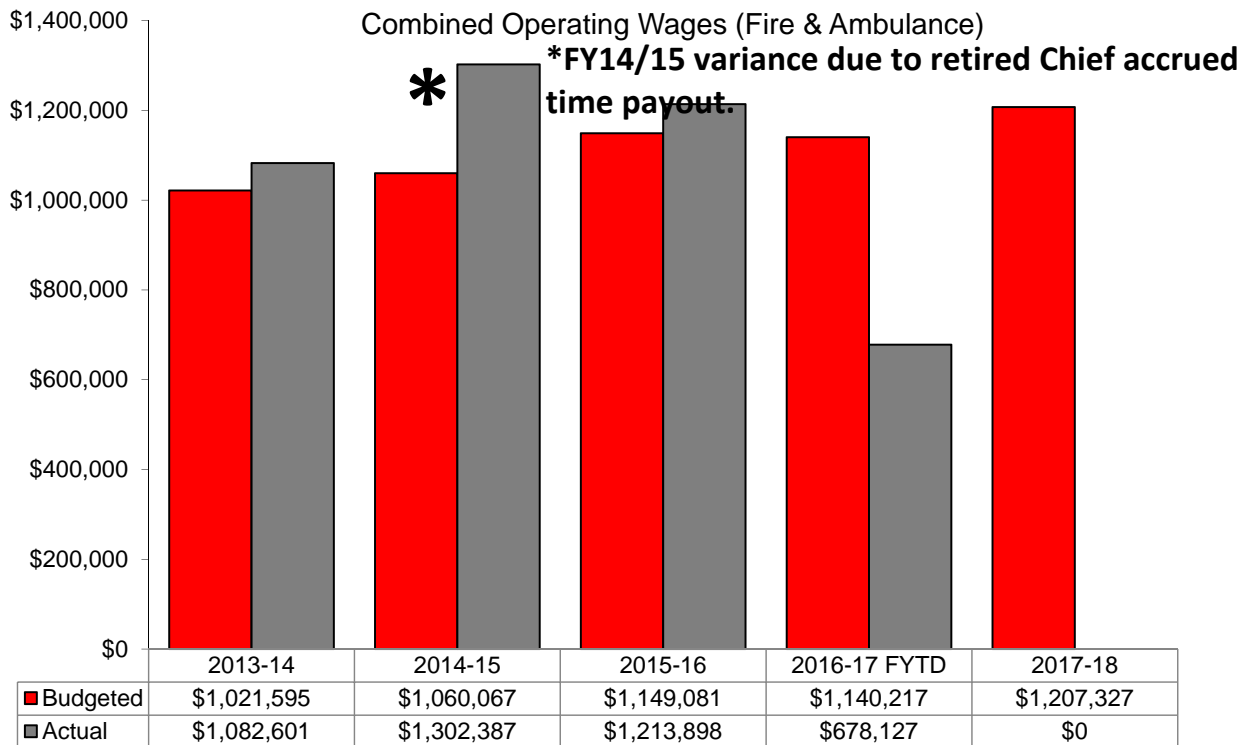
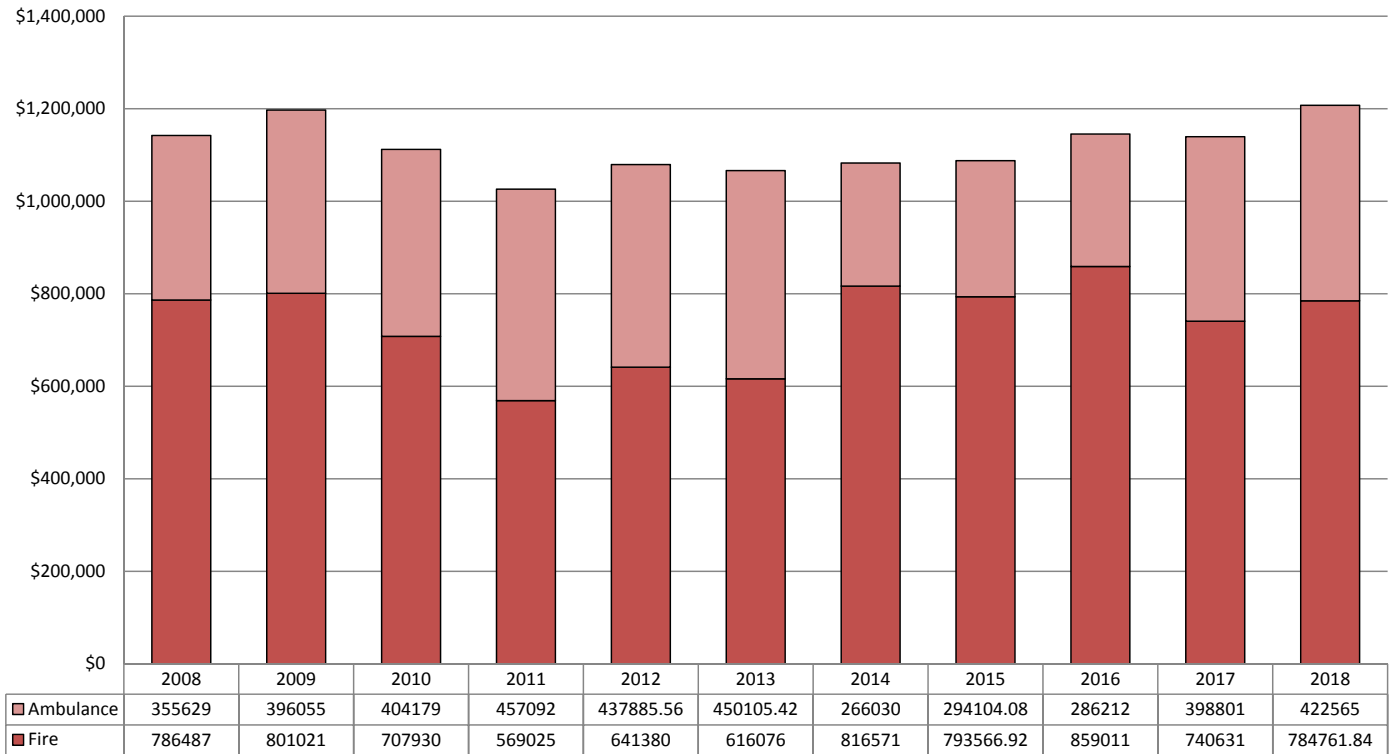
\*\*4.15% Increase for Classic CalPERS PCF Members

4.15% cost of living adjustment (2.25% to offset elimination of EPMC plus 1.9% CPI-W)  
Performance based merit increases where appropriate  
\*Accrued Time Off Buyback & PCF Sick Time Coverage not included in previous budgets  
\*FY14/15 variance due to retired Chief accrued time payout.

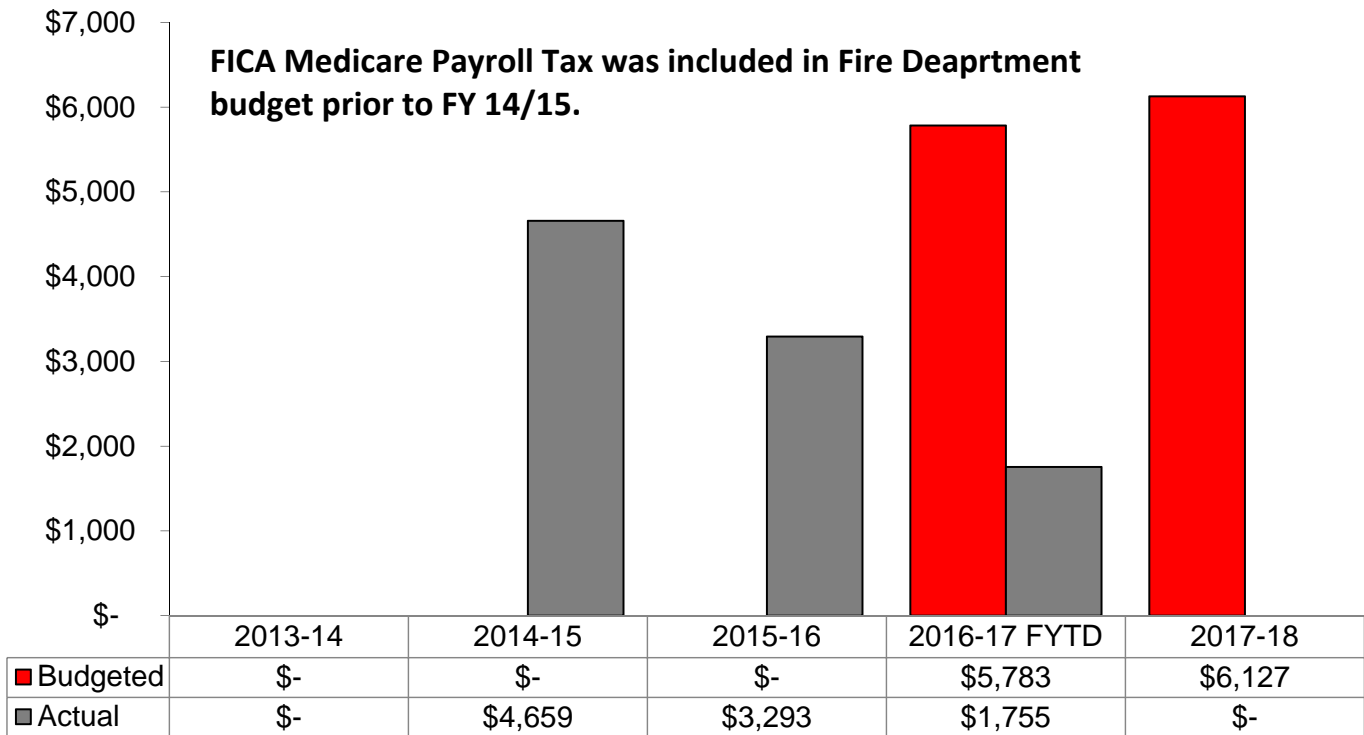


**\*Variance in budget to actual due to unbudgeted wages for outside service area assignments that are reimbursed.**

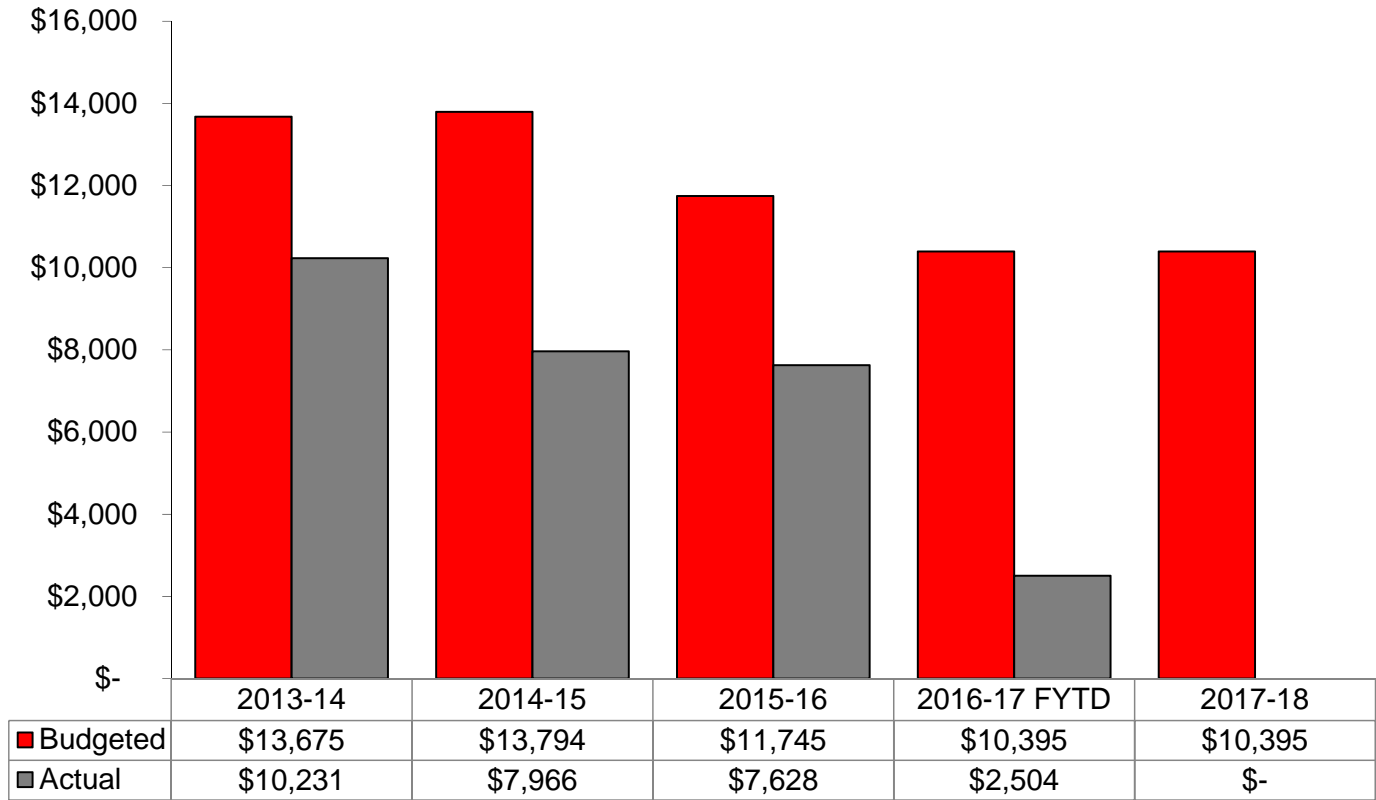
### Wages & Salaries (Fire & Ambulance)



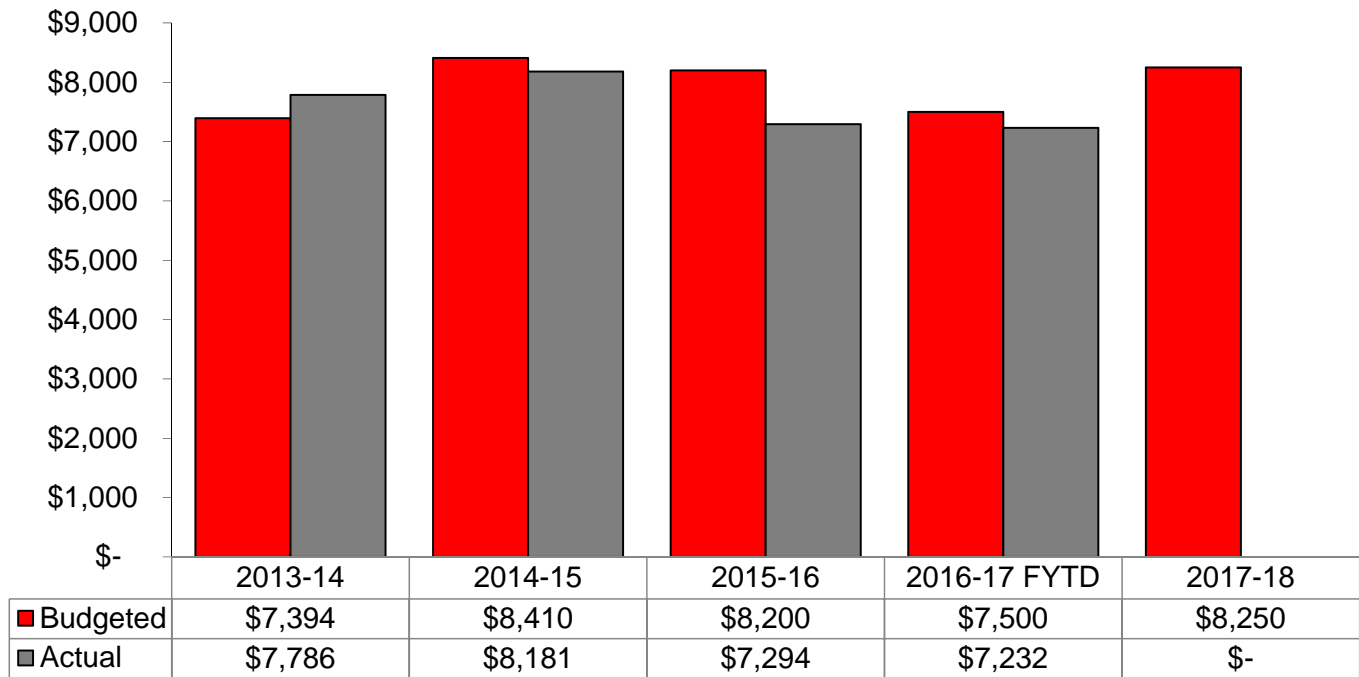
ACCOUNT NUMBER 400-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$6,127
SUMMARY OF REQUEST		
1.45% of Payroll	Total	\$6,127



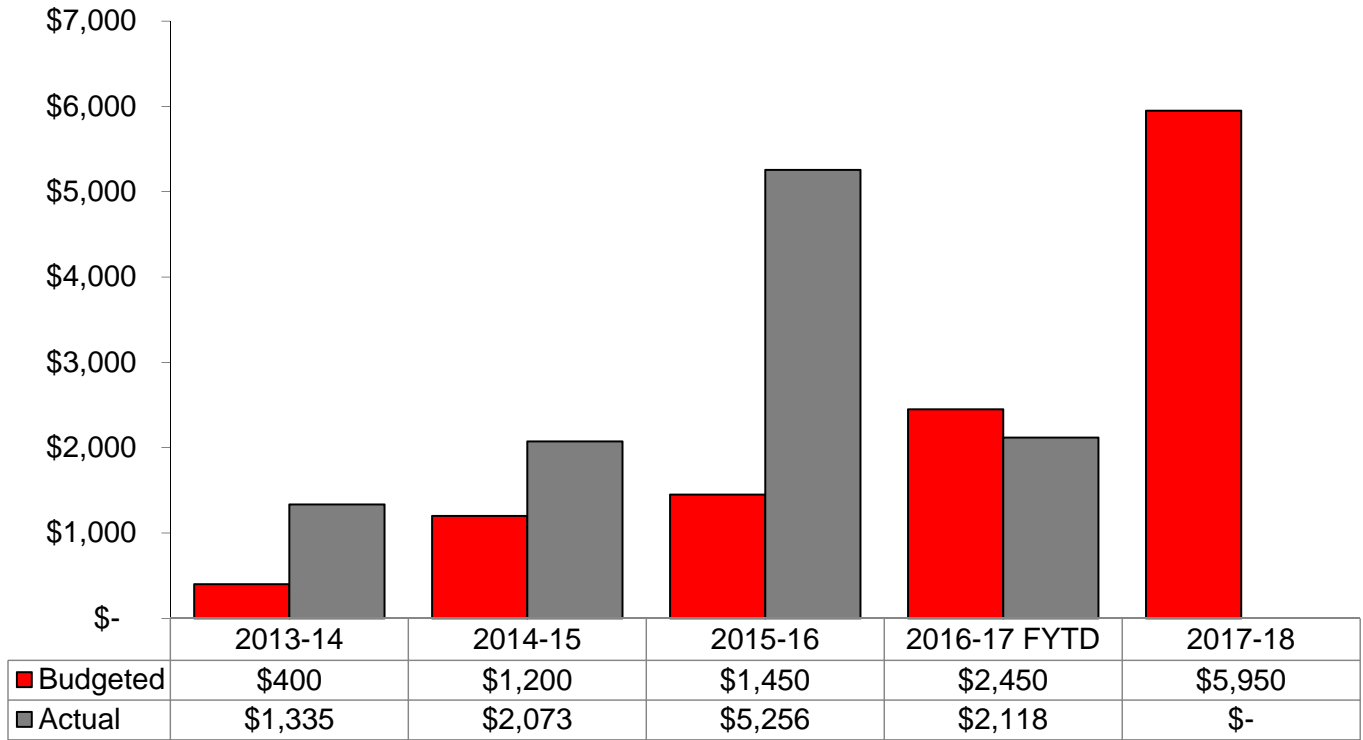
ACCOUNT NUMBER 400-54100	DESCRIPTION Fuel & Oil	BUDGET REQUEST \$10,395
SUMMARY OF REQUEST		
Diesel Fuel (3,300 gal. x \$3.00)		\$9,900
Motor Oil (16 gal. x \$15.00)		\$240
Automatic Transmission Fluid (20 gal. x \$9.00)		\$180
Gear Oil (5 gal. x \$15.00)		\$75
	Total	\$10,395



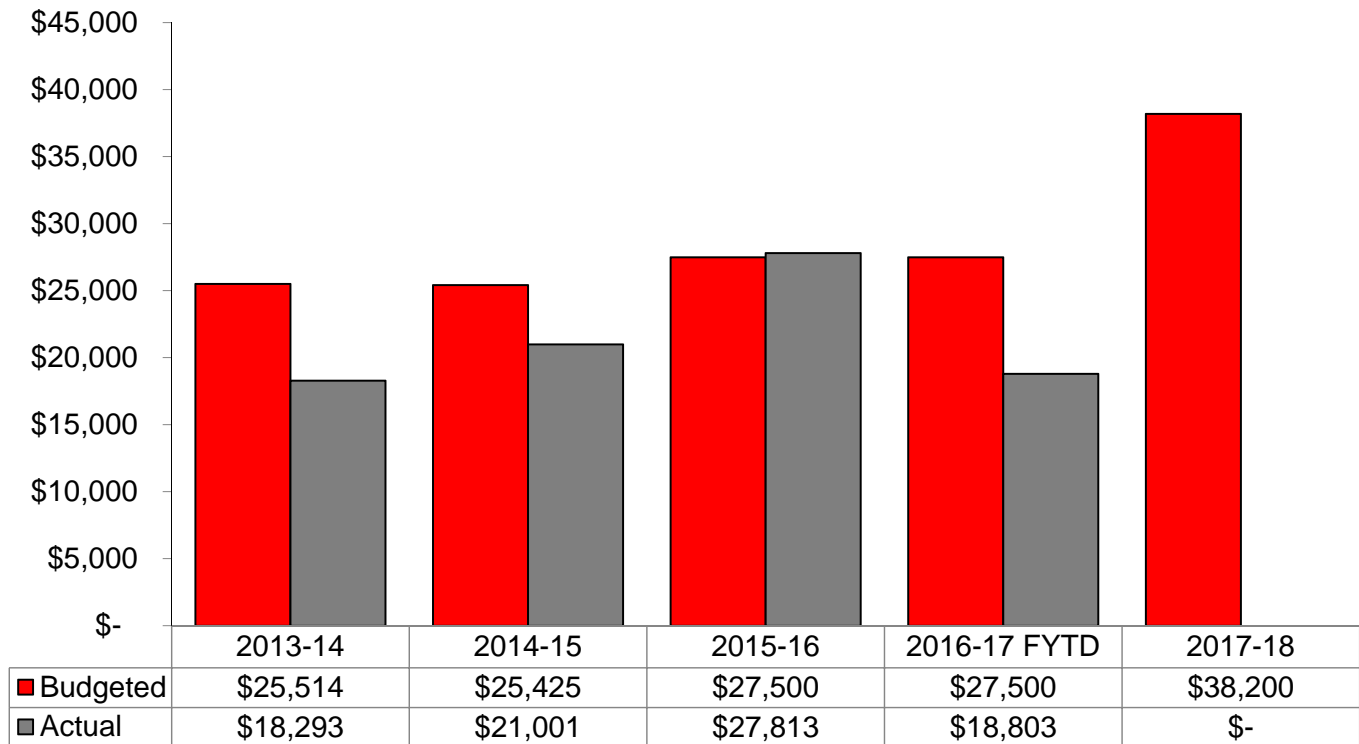
ACCOUNT NUMBER 400-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$8,250
SUMMARY OF REQUEST		
Special District Risk Management Authority (SDRMA) Ambulance Department Share		\$8,250



ACCOUNT NUMBER 400-56100	DESCRIPTION Memberships & Subscriptions	BUDGET REQUEST \$5,950
SUMMARY OF REQUEST		
ICEMA Certifications		\$2,000
ICEMA PBC/MOU Administration Fee		\$2,500
Ambulance Division Share of CSDA Annual Dues		\$1,450
	Total	\$5,950

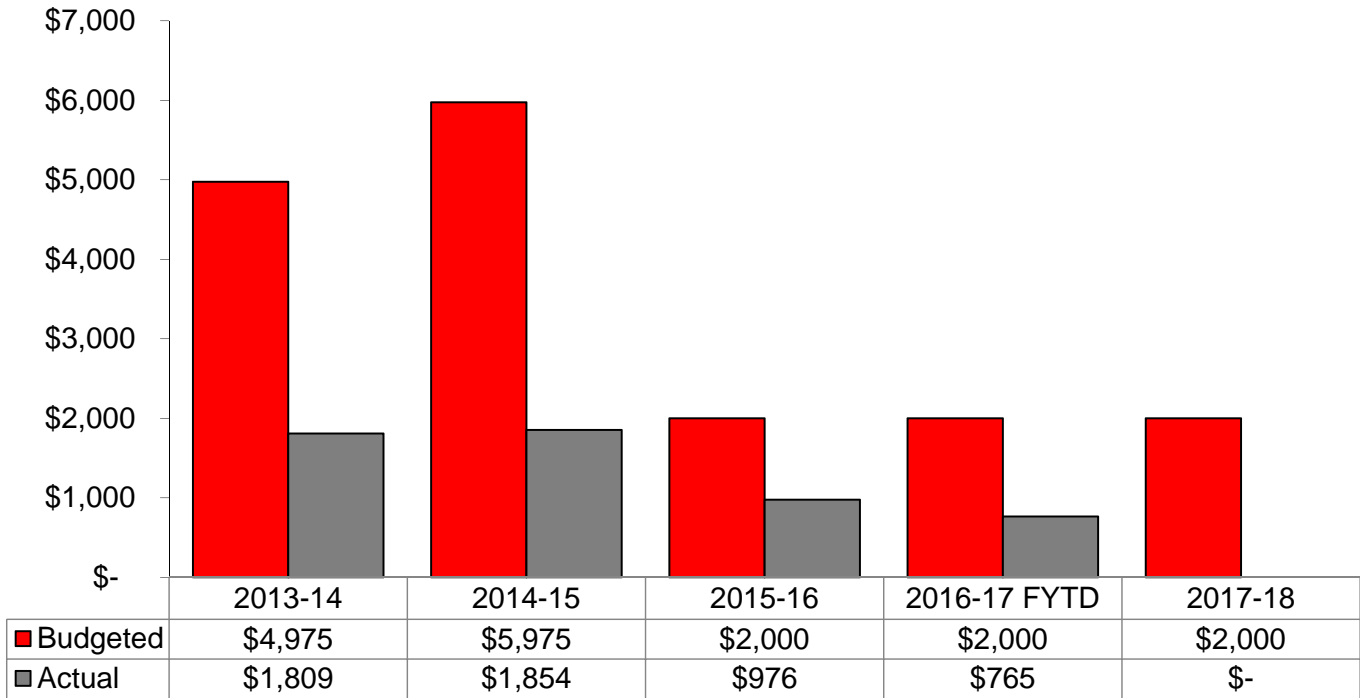


ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
400-57140	Professional Services	\$38,200
<b>SUMMARY OF REQUEST</b>		
Accounting Services		\$10,000
After Hours Telephone Answering Service		\$200
Collect-Tech Ambulance Billing Collections Service		\$2,000
Cost of Collecting Property Taxes		\$1,000
DMV Physicals/EMS Licensing		\$1,000
Financial Auditing Services		\$4,000
ICEMA Performance Based Contract		\$1,500
Information Technology (IT) Computer Support		\$6,000
Legal Counsel		\$10,000
Payroll Processing		\$1,000
Tyler/Incode Accounting Software Support		\$1,500
	Total	\$38,200

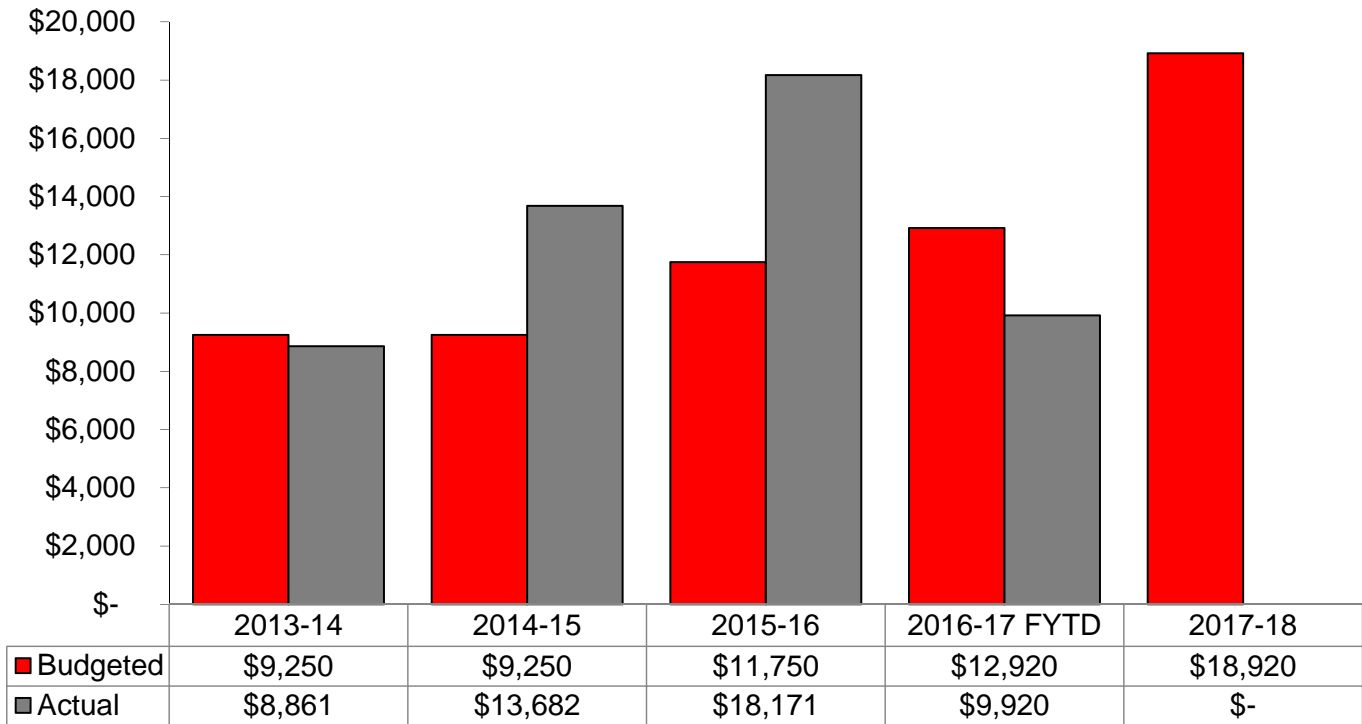




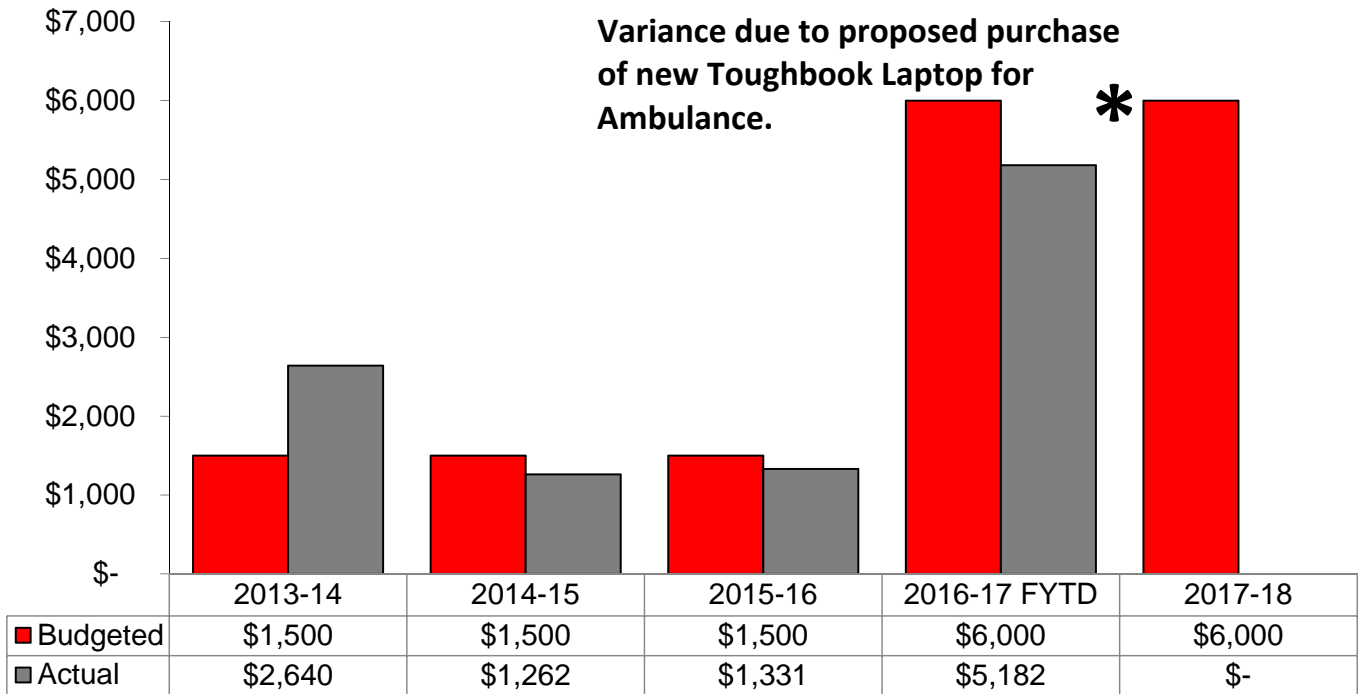
ACCOUNT NUMBER 400-57310	DESCRIPTION Equipment Repair & Maintenance	BUDGET REQUEST \$2,000
SUMMARY OF REQUEST		
Electronic Patient Care Reporting (PCR) Warranty Suction, Defibrillators/Monitors Annual Maintenance Tough Book Software License & Updates for EMS Reporting		
Total		\$2,000



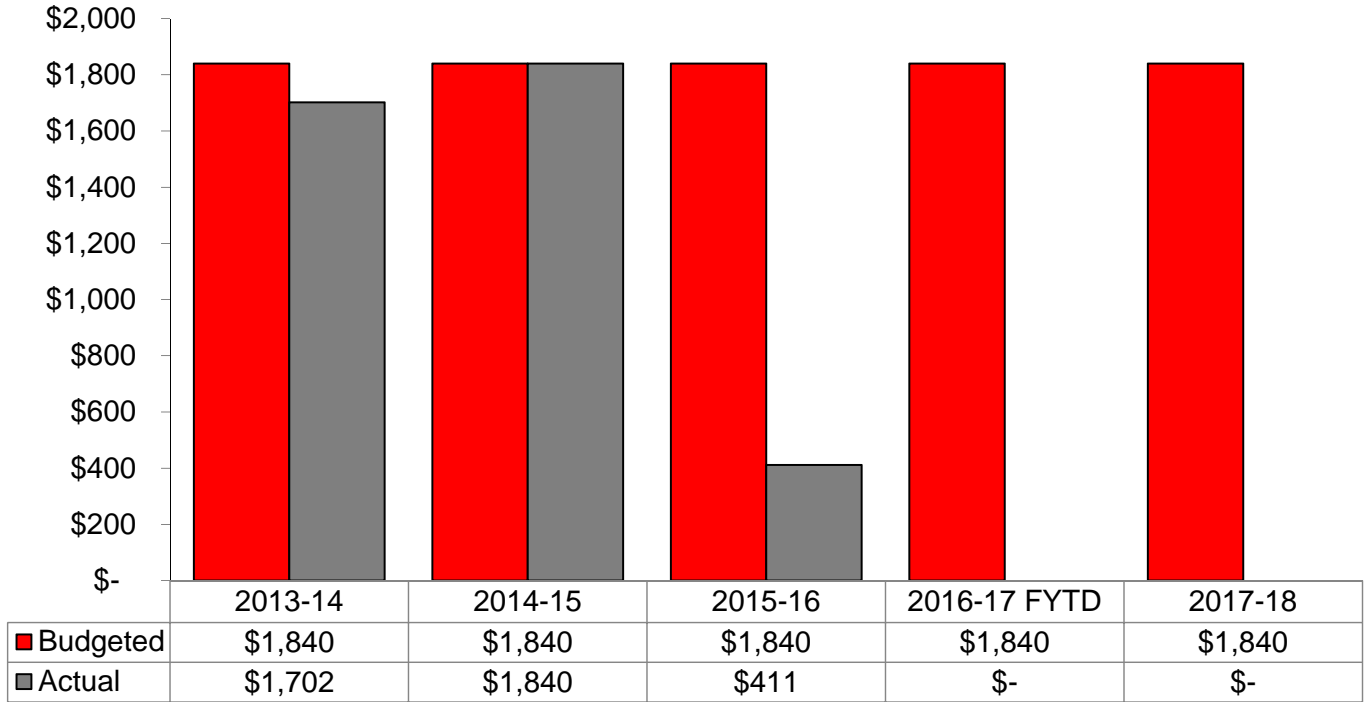
ACCOUNT NUMBER 400-57441	DESCRIPTION Medical Supplies	BUDGET REQUEST \$18,920
SUMMARY OF REQUEST		
Paramedic Restocking Supplies		\$14,250
Miscellaneous & Unforeseen Medical Supply Requirements		\$2,500
Ten (10) New Backboards, Straps & Head beds		\$2,170
	Total	\$18,920



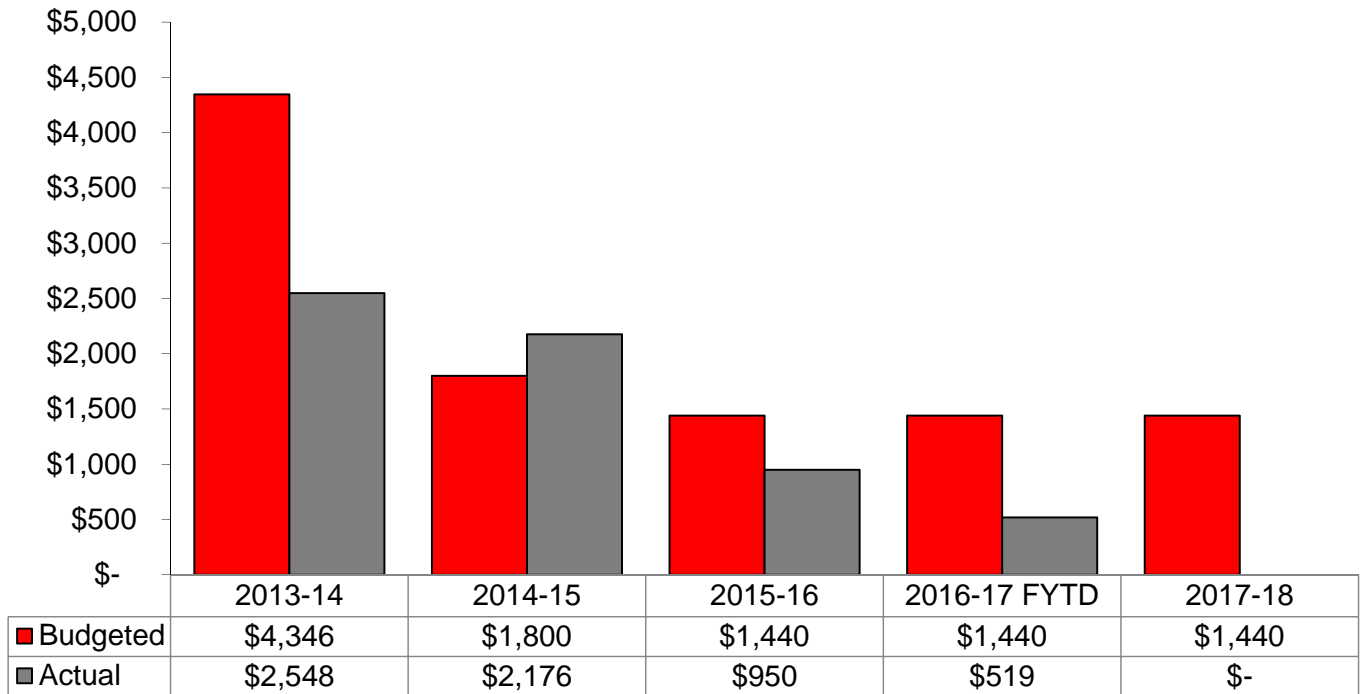
ACCOUNT NUMBER 400-57442	DESCRIPTION Miscellaneous Supplies & Expenses	BUDGET REQUEST \$6,000
SUMMARY OF REQUEST		
Fire Extinguishers, Parts, Refills, Flashlights, Batteries, Bedding Paper Towels, Toilet Paper, Yard Hose, Ambulance Sheets, Pillow Cases, Blankets <b>Replace one Toughbook Laptop ambulance computer.</b>		\$6,000



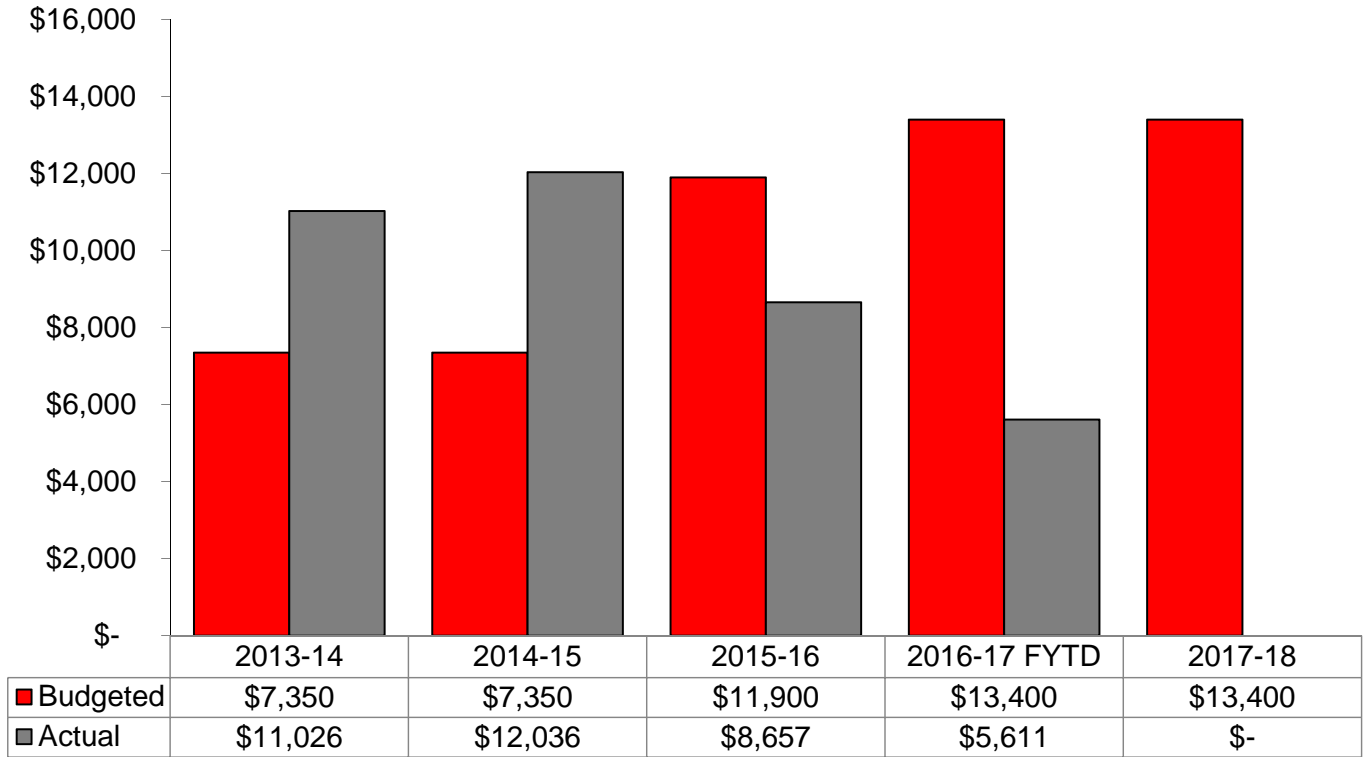
ACCOUNT NUMBER 400-57443	DESCRIPTION Office Supplies	BUDGET REQUEST \$1,840
SUMMARY OF REQUEST		
Computer Hardware & Software		\$1,000
Binders, Forms, Envelopes, Pencils, Pens, Ambulance Bills, Statements & Letters		\$840
Total		\$1,840



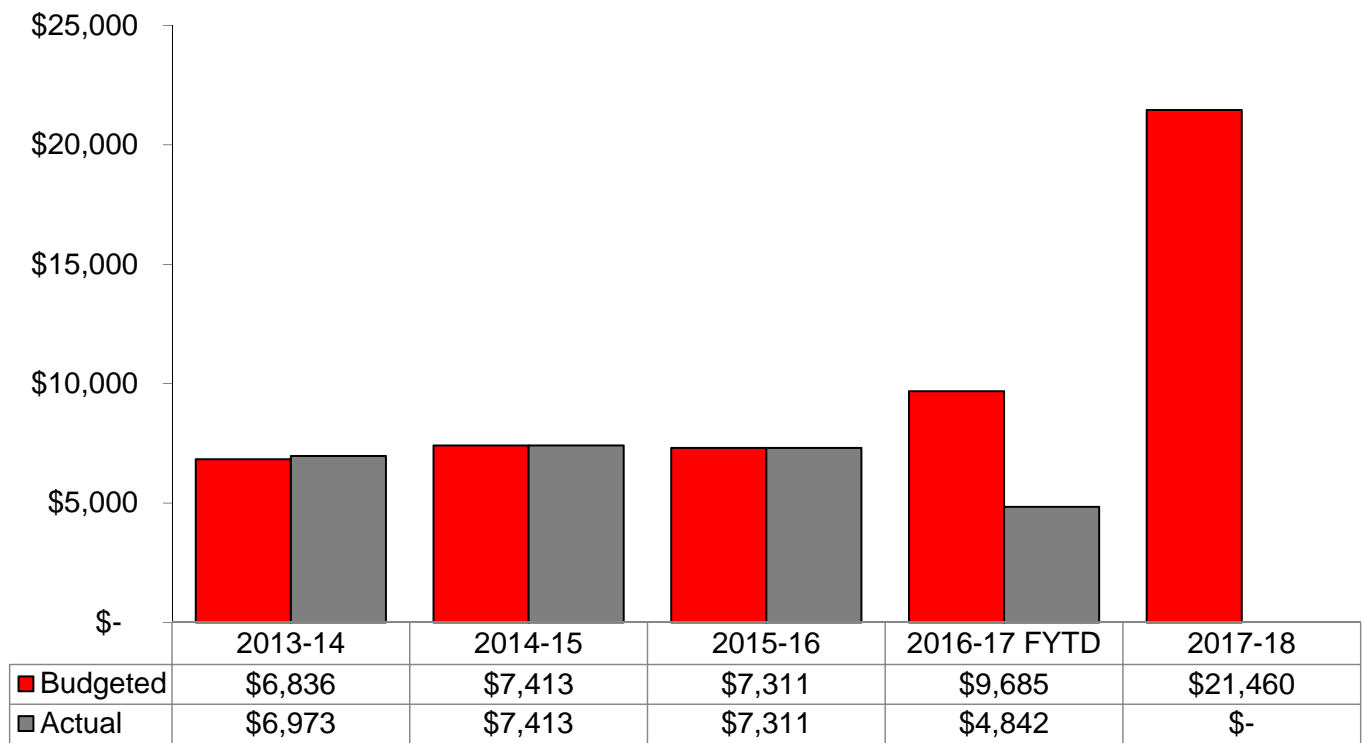
ACCOUNT NUMBER 400-58100	DESCRIPTION Communications	BUDGET REQUEST \$1,440
SUMMARY OF REQUEST		
Verizon Mobile Hot Spot Devices for MA 50, 51, 51A (\$40 x 3 x 12 Months)		\$1,440



ACCOUNT NUMBER 400-58300	DESCRIPTION Vehicle Repair & Maintenance	BUDGET REQUEST \$13,400
SUMMARY OF REQUEST		
Ambulance Annual Maintenance (3 x \$2,500)		\$7,500
Gurney Maintenance Contract		\$1,000
Miscellaneous Repairs, Tune-ups & Servicing of 3 Ambulances		\$2,500
Ambulance Tires (16 x \$150)		\$2,400
	Total	\$13,400
*Budgeted increase due to older vehicles and expected increasing maintenance costs.		



ACCOUNT NUMBER 400-86000	DESCRIPTION Administrative Expense	BUDGET REQUEST \$21,460
SUMMARY OF REQUEST		
Administrative Support Reimbursement (4% of Operating Budget not including depreciation)		\$21,460
Payroll, Accounts Payable/Receivable		
Miscellaneous Office Support		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
400-53100	Depreciation Expense	\$44,607
SUMMARY OF REQUEST		
Depreciation expense for Ambulance Division		\$44,607
<p>Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Replacement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases.</p>		
<p>This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		



## Apple Valley Fire Protection District, California, Parcel Tax, Measure A (November 2016)


A **parcel tax continuation and increase** was on the ballot for Apple Valley Fire Protection District voters in San Bernardino County, California, on November 8, 2016. It was **approved**.

A **yes** vote was a vote in favor of continuing for 20 years and increasing the district's parcel tax—a kind of property tax based on units of property rather than assessed value—to a rate of \$126.9 per residential unit and varying rates for vacant and commercial properties.

A **no** vote was a vote against continuing and increasing the district's parcel tax for 20 years.

A two-thirds supermajority vote was required for the approval of this measure.

### Election results

Measure A		
Result	Votes	Percentage
 <b>Yes</b>	<b>23,465</b>	<b>77.45%</b>
No	6,831	22.55%

Election results from San Bernardino County Elections Office of the Registrar of Voters

### Ballot question

The following question appeared on the ballot:

“ To reduce emergency/medical response times; reopen two closed neighborhood fire stations; and increase firefighter/paramedic staffing levels, improving response time to multiple emergencies at the same time; shall Apple Valley Fire Protection District's voter approved fire protection/emergency response tax be continued at the rates set forth in the ordinance, providing \$4,800,000 annually, until ended by voters, requiring citizen's oversight, independent audits, no money for the State, all funds controlled locally? ”

### Impartial analysis

The following impartial analysis of the measure was prepared by the office of the San Bernardino County Counsel:

“ Measure "A" is submitted to the voters by the Apple Valley Fire Protection District ("District") in order to extend the term of the District's current fire suppression special tax and to increase the rate, in order to fund additional fire and emergency response services.

On November 4, 1997, District voters approved Measure "V" (Ordinance No. 39), a fire suppression special tax levied on property within the District to provide fire and emergency medical/rescue services. According to recent figures, Measure "V" currently provides approximately \$2,400,000 in annual revenue, making up 25% of the District's annual budget.

Measure "V" has a term of 20 years and will expire on November 4, 2017, unless extended. Further, the District is proposing an increase in the special tax rate in order to fund additional fire and emergency response services. Under California law (Proposition 218), 2/3 voter approval is required to extend the term of a special tax and to increase its rate.

On August 2, 2016, the District's Board of Directors placed Measure "A" on the November 8, 2016 ballot. Measure "A" would adopt Ordinance No. 54, which allows for the continuation of the special tax created under Measure V and increases the rates of the special tax to those amounts specifically set forth in Section 2 of Ordinance No. 54. If Measure "A" is approved, the rate increase will be levied against all taxable real property within the District on July 1st of each year, beginning July 1, 2017.

All special tax revenues must be deposited into a special account created for that purpose and must only be spent on the special purposes outlined in Ordinance No. 54. These include the reopening of fire stations, improving emergency response times, and operation of the District's fire protection and emergency medical/rescue services. It is estimated that Measure " " will generate an additional \$2,400,000 annually for these special purposes.

Measure "A" would authorize the Board of Directors to adjust the rates of the special tax from year to year, provided the maximum does not exceed the rates set forth in Section 2 of Ordinance No. 54.

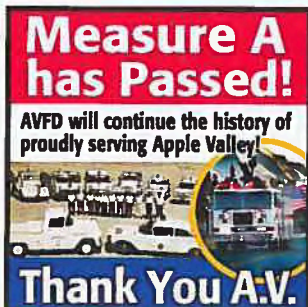
Measure "A" requires 2/3 voter approval.

A "Yes" vote for Measure "A" will approve the amendments described above;

A "No" vote against Measure "A" will not approve the amendments described above will leave in place the existing special tax (Measure "V") at its current rate, which will expire on November 4, 2017 and no increase to special taxes will be levied.

## Apple Valley Fire Protection District Voters Overwhelmingly Approve Tax for Emergency Services

By Mike Parsons, Former Division Chief of Apple Valley Fire Protection District



An anxious group of employees and their families, board members, business owners, and community support members were gathered together the evening of November 8, 2016 to await the fate of the District's special tax measure, Measure A, which would determine the future of the Apple Valley

Fire Protection District. The joyful excitement and euphoria of the gathered crowd could hardly be contained as the first round results were viewed on TV screens at the venue. Amid laughter, tears, and shouts of joy the assembly could hardly believe the number on Registrar of Voters' website showing more than 76 percent 'YES' vote from the District's constituency.

Measure A not only determined the financial viability of our 65-year old fire district, it also asked for an increase to the current special tax to reduce response times and reopen two closed fire stations to increase emergency services in Apple Valley. The measure the District put before the electorate would ask them to nearly double the amount of the existing tax. The cost of Measure A to the average home owner would be \$126 per year with an annual increase of (not to exceed) 2 percent.

Back in 1990, the District's Board of Directors passed a benefit assessment that provided funding for two additional fire stations. However, the subsequent passage of Proposition 218 meant that the assessment needed to be reestablished by a vote of the people. The first attempt by mail-in ballot was unsuccessful. Subsequent to this failed attempt and discontinued funding, there was a massive layoff and the closure of several fire stations.

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In 1997, Measure V was mounted by the District and until the recent recession, enabled the District to staff five fire stations.

The Measure V special tax was scheduled to sunset in 2017 after its 20-year lifespan. After its passage in 1997, the potential consequences of the pending sunset was always looming. It did, however, keep the District focused on customer service, transparency, and fiscal prudence. The District became more visible with its outreach efforts through increased public education, service clubs, and its online presence. The District's goal was to make every encounter with the public a positive one. The employee associations became more involved and visible through their many charity efforts within the community. The foundation for the success of Measure A was more than 20 years in the making. This commitment, our motto, "A Commitment to Service Excellence" remains at the very core of who we are.

Acting proactively, the District tried and failed with a special tax measure on the June 2014 ballot. Understanding the gravity of losing 29 percent of its revenue on the heels of several years of declining property tax revenues brought about by the Great Recession, the Board of Directors made the decision to try to once again try to pass a special tax measure in November 2016.

All the while demands for service were on the rise. The District serves 85,000 residents and covers 206 square-miles. In addition to the loss in revenue, the waning property tax revenues had necessitated the closure of two fire stations leaving the 206 square-miles to be covered by two chief officers and three engines, in three fire stations staffed by nine firefighters to

answer in excess of 10,000 calls per year.

The November 2016 ballot measure was to be a last attempt to secure funds and the District's future. Failure would most likely have resulted in the dissolution of the District and annexation by the San Bernardino County Fire District.

Measure A was the District's Hail Mary. Its revenue would nearly double the existing special fire tax and would eliminate the 20-year sunset. Data and pre-polling information indicated that these were pretty big obstacles for the District to overcome and in fact showed that both an increase and the elimination of a sunset to be extremely detrimental to the approval of a tax.

The Lew Edwards Group (LEG), whose reputation for success was well known, was retained in the District's effort to take advantage of every resource. LEG worked closely with the District staff in developing a plan for success. Analysis of their opinion surveys was invaluable in shining light on segments of the community that had not been adequately informed, educated or reached about the District in previous tax measure attempts. Work began in late 2015 and early 2016 in refining the message and determining how to reach the voters.

A citizen group of business and community leaders formed the Citizens for Apple Valley's Emergency Services (CSAVES) which handled most of the advocacy events and fund raising separate from information and discussion meetings held and attended by the District's fire



chief and board members. Along with a web page, [www.reopenAVFireStations.com](http://www.reopenAVFireStations.com), and Facebook presence, CSAVES sent mailers, planned fund raising events and advertised in the local paper. The District's employee associations and their families put in many hours reaching out to the voters through the placement of signs, phone banks, informational talks and presentations, and going door to door.

According to the San Bernardino County Elections web page, Measure A has received more than 77 percent approval in an election cycle that saw the highest Apple Valley voter turnout in recent history. The keys to success were being proactive and starting early, working with a consultant to structure and focus the message, the campaigning of citizen groups, the off-duty work and commitment of the District's board and employees, and the public trust the District had worked diligently to earn over the life span of Measure V. ■

*Mike Parsons retired from the Apple Valley Fire Protection District in December 2016.*

LEGAL ALERTS | MAR 2, 2017

# E-Communications on Private Accounts May Be Subject to Disclosure Under the California Public Records Act

State Supreme Court Opinion Impacts Public Agencies



The California Supreme Court has finally decided a question that has, for years, vexed courts, public officials, the media and citizen watchdogs: Are electronic communications — emails, voicemails and texts — on private devices or servers

subject to disclosure under the state's 48-year-old Public Records Act? In a ruling that arose from litigation involving a citizen watchdog and the City of San Jose, the Court held today that such communications may be subject to disclosure under the Act. The Court rejected the City and other allied governmental entities and associations' position that such communications should not be subject to disclosure by a public agency since they are not in the public agency's possession.

In a unanimous opinion, the Court announced that it would not permit public officials to conduct the public's business on private devices and place those communications beyond the PRA's reach. The Court referred — several times — to a constitutional mandate to broadly interpret the PRA in favor of public access. However, the Court acknowledged that the Act was dated, and that this case “concerns how laws, originally designed to cover paper documents, apply to evolving methods of electronic communication. It requires recognition that, in today's environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace.” The Court went on to assert that what it was deciding was a “narrow question” — namely, whether writings concerning the conduct of public business are beyond the reach of the PRA merely because they were sent or received using a nongovernment account. The Court's answer was no, they are not.

The *City of San Jose* case began with a PRA request made by Ted Smith, a private citizen. Among other things, Smith sought electronic communications on the private devices of San Jose's then mayor, councilmembers and employees

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regarding a real estate development in the City that involved public and private money. The City denied the request for the communications on the private devices asserting it did not prepare, own, use, or retain the communications. Therefore, the City asserted that it could not and would not produce them pursuant to the PRA.

Smith filed a lawsuit, asking the court to require the City, the former officials and employees to release the electronic communications. He prevailed in 2013, when a trial court judge found that the communications — which pertained to the public's business — were subject to PRA disclosure even though they were located on a private device or server. The City appealed, and in a 2014 opinion, the Sixth District Court of Appeal agreed with the City. In reversing the trial court's order, the appellate court found that, because the communications were not accessible to the City, it had no obligation under the PRA to produce them. The Supreme Court soon thereafter agreed to review the matter.

The Court applied a four-part test to determine whether these "private" communications could qualify as "public records" subject to the Act: "It is (1) a writing, (2) with content relating to the conduct of the public's business, which is (3) prepared by, or (4) owned, used, or retained by any state or local agency." The heart of the analysis was whether the communication relates to the conduct of the public's business. Here, the Court recognized that whether a writing is sufficiently related to public business will not always be clear. In providing practical examples, the Court suggested that context matters. The Court explained that an email from a public employee to a spouse complaining "my coworker is an idiot" is likely not a public record. However, an employee's email to a manager about a co-worker's mismanagement of an agency project might be. The opinion suggested looking to the following factors: content, context, purpose, audience, and whether the employee was acting within the scope of employment.

The Court had no problem finding that electronic communications prepared by public agency officials and employees are "prepared" by the agency, since such officials and employees act on the agency's behalf. And, the Court held that an agency is considered to own, use or retain such communications because it has constructive possession of such communications through its control over its own employees. "A writing retained by a public employee conducting agency business has been 'retained by' the agency...even if the writing is retained in the employee's personal account."

The Court went on to address the serious policy considerations, which are likely of vital interest to public agency officials and employees. A main concern is protecting public officials' and employees' privacy.

The Court noted that any personal information contained within communications

otherwise covered by the Act could be redacted. The court further noted that privacy concerns could and should be addressed on a case-by-case basis, starting with the statutory exemptions from disclosure contained in the Public Records Act (Government Code section 6254).

The next policy issue the Court addressed was how a public agency should search for agency-related communications on private devices while protecting officials' and employees' privacy. The Court opined that agencies should make a "reasonable effort" to locate records. A public agency is not required to launch "extraordinarily extensive or intrusive searches." The Court suggested that public agencies should adopt internal policies for conducting such searches. When the request is for records in employees' nongovernmental account, "an agency's first step should be to communicate the request to the employees in question." The Court concluded that the agency could then "reasonably rely on employees to search their own personal devices and accounts for responsive material."

The Court acknowledged with approval another state's process in which public employees who withhold personal records from their employer "must submit an affidavit with facts sufficient to show that the withheld information is not a 'public record'" under that state's public records law. The Court also suggested that agencies could require employees and officials to only use government accounts for public business communications. Moreover, agencies could require their employees to copy or forward messages relating to public business to their agency accounts. The Court noted, however, that no "particular search method is required or necessarily adequate." Meaning, this case will challenge agencies to develop policies and procedures to catch messages on private devices and accounts that relate to public business.

(Best Best & Krieger drafted an amicus brief in this case on behalf of the League of California Cities, California Association of Sanitation Agencies and California Special Districts Association.)

If you have any questions about this opinion or how it may impact your agency, please contact the author of this Legal Alert listed to the right in the firm's [Government Policy & Public Integrity](#) practice group, or your [BB&K attorney](#).

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