Idyllwild Fire Protection District
Board of Commissioners
Board Meeting
AGENDA
January 10, 2012

Meeting to be held at the Idyllwild Fire Protection District conference/training room
54160 Maranatha Drive, Idyllwild, CA. The meeting begins at 1800 (6:00 pm) the meeting will be recorded.

Call to Order: **Please silence cell phones and/or pagers**

Roll call: Commissioners Stigall, Schelly, Buchanan, Donahoo, Capparelli
Administrative Assistant R. Andrewson

Pledge of Allegiance

Consent Calendar

- Review and approve meeting minutes from December 13 2011 and December 20, 2011
- Review and acknowledge payment of bills from November 2011 and December 2011

Reports

- President
- Vice President
- Secretary
- Chief's Report

- Idyllwild Firefighters' Association (B.Clark)
- Idyllwild Career Firefighters' Association (Reyes)
- Active Ad HOC Committee(s)

Citizens' Comments

Citizens may comment on any matter as contained on the Agenda. Individual citizen's comments will be contained to five (5) minutes each as timed by a member of the Board or IFPD's Administrative Assistant.
Optional request to citizens making public comments: You are not legally required to state your name and address, however, it is appreciated.

Action Items: The Board may approve or take action on any items contained under "Action Items" In the event of time conflict, Action Items with guest speakers may be taken out of order.

Action Items

- **Authorization for Auditor –** Obtain quotes for audits 2011/2012 and 2012/2013 fiscal years
- **Appoint Ad HOC Committee –** To complete necessary research and negotiate ambulance contract
- **Appoint Ad HOC Committee –** To find interim/permanent Fire Chief
- **Review Fire Chief Job Description –** With public input
- **Re-Direct Ad HOC Committee –** Refocus search for an accountant/accounting/bookkeeping service as previous candidate withdrew

Old Business

- **Status of policy updates –** this item was tabled from the December 13, 2011 meeting as several policies were in need of review/revision

Adjournment

Next regularly scheduled meeting will be on Tuesday February 14, 2012 at 1800 (6:00 pm)

If you challenge any decision in court, you may be limited to raising only those items you or someone else raised at the public meeting described in this notice, or in written correspondence delivered to this agency, at or prior to, the public meeting.

"The People of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created." ~Preamble from "The Brown Act"

IDYLLWILD FIRE PREVENTION DISTRICT
Cash Disbursements Journal
For the Period From Nov 1, 2011 to Nov 30, 2011

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/4/11	EFT PR 11041	10030	BBVA Payroll	85,000.00	
		10020	Payroll Account		85,000.00
11/5/11	2161	20000	Invoice: 115	2,336.42	
		10020	C B D Management		2,336.42
11/5/11	2162	20000	Invoice: 108380 Nov	62.83	
		10020	D S L Extreme		62.83
11/5/11	2163	20000	Invoice: October 2011	1,044.51	
		10020	Edison		1,044.51
11/5/11	2164	20000	Invoice: November 2011	300.00	
		10020	S. Edwards		300.00
11/5/11	2165	20000	Invoice: October 2011	91.15	
		10020	Forest Lumber		91.15
11/5/11	2166	20000	Invoice: October	52.88	
		10020	NAPA Auto Parts		52.88
11/5/11	2167	20000	Invoice: Refund 1682	31.25	
		10020	Karin J Hutson		31.25
11/5/11	2168	20000	Invoice: CR 110311	32.94	
		10020	Andrewson, Rhonda		32.94
11/5/11	2169	20000	Invoice: October	108.80	
		10020	Town Crier		108.80
11/5/11	2170	20000	Invoice: September		36.58
		20000	Invoice: October 2011	39.90	
		10020	U S Bank		3.32
11/5/11	2171	20000	Invoice: 9516592151 Oct	17.77	
		10020	Verizon		17.77
11/8/11	2091a	20000	Invoice: 37188	6,927.00	
		10020	S D R M A		6,927.00
11/11/11	2172	20000	Invoice: 17877	94.73	
		10020	A J Business Machines		94.73
11/11/11	2173	20000	Invoice: 318/27264 Oct	327.02	
		10020	Chevron and Texaco		327.02
11/11/11	2174	20000	Invoice: 16347316281	143.97	
		10020	Direct TV		143.97
11/11/11	2175	20000	Invoice: 31327	240.00	
		10020	Elite Fire Protection		240.00
11/11/11	2176	20000	Invoice: 464128	200.06	
		10020	Gilmore Liquid Air		200.06

IDYLLWILD FIRE PREVENTION DISTRICT
Cash Disbursements Journal
For the Period From Nov 1, 2011 to Nov 30, 2011

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/11/11	2177	20000	Invoice: 96983220	151.23	
		10020	Moore Medical		151.23
11/11/11	2178	20000	Invoice: 4028173 Nov	68.60	
		10020	Safeguard Dental		68.60
11/11/11	2179	20000	Invoice: 160-513170 Dec	87.76	
		10020	Standard [The]		87.76
11/11/11	2180	20000	Invoice: 72934575	400.47	
		10020	Waxies		400.47
11/11/11	2181	20000	Invoice: December	121.50	
		10020	Western Dental		121.50
11/11/11	2182	20000	Invoice: 1838377	1,303.00	
		10020	Zoll Medical		1,303.00
11/14/11	2039V	10020	Humphrey, L		
11/18/11	2183	20000	Invoice: December 2011	300.00	
		10020	S. Edwards		300.00
11/18/11	2184	20000	Invoice: 240925	331.20	
		10020	Gresham/Savage		331.20
11/18/11	2185	20000	Invoice: Ck 2039 void,replace	240.21	
		10020	Humphrey, L		240.21
11/18/11	2186	20000	Invoice: October	96.48	
		10020	Idyllwild Water District		96.48
11/18/11	2187	20000	Invoice: IFP-ZZ October	904.23	
		10020	County of Riverside		904.23
11/18/11	2188	20000	Invoice: 231333 July-Sept.	13,852.96	
		10020	Riverside Co Fire Dept		13,852.96
11/18/11	2189	20000	Invoice: 3298119-2371-6 Nov	201.94	
		10020	Waste Management		201.94
11/18/11	2189V	10020	Waste Management		
	Total			**115,110.81**	**115,110.81**

IDYLLWILD FIRE PREVENTION DISTRICT
Cash Disbursements Journal
For the Period From Dec 1, 2011 to Dec 31, 2011

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/1/11	2190	61630	Postage & Freight	176.00	
		10020	U S Postmaster		176.00
12/1/11	2191	20000	Invoice: 166477	398.70	
		10020	Aflac		398.70
12/1/11	2192	20000	Invoice: November	2,102.12	
		10020	C B D Management		2,102.12
12/1/11	2193	20000	Invoice: 464 December	10,233.22	
		10020	CalPERS Health		10,233.22
12/1/11	2194	20000	Invoice: 6560338384 October	21,335.56	
		10020	CalPERS Retirement		21,335.56
12/1/11	2195	20000	Invoice: November	111.53	
		10020	Forest Lumber		111.53
12/1/11	2196	20000	Invoice: December	33.44	
		10020	MetLife		33.44
12/1/11	2197	20000	Invoice: Capt. Alan Lott	50.00	
		10020	R E M S		50.00
12/1/11	2198	20000	Invoice: IN0129546	93.00	
		20000	Invoice: in0115791	688.00	
		10020	County of Riverside		781.00
12/1/11	2199	20000	Invoice: November	156.18	
		10020	Staples		156.18
12/1/11	2200	20000	Invoice: November	284.90	
		10020	U S Bank		284.90
12/1/11	2201	20000	Invoice: Novemb er	219.42	
		10020	Verizon		219.42
12/2/11	2032	44000	Ambulance Income	310.20	
		10020	Mike Mulhall		310.20
12/9/11	2202	20000	Invoice: 32205595	426.75	
		10020	Chevron and Texaco		426.75
12/9/11	2203	20000	Invoice: 44888	2,891.79	
		10020	Comptronix		2,891.79
12/9/11	2204	20000	Invoice: 108380 Dec	62.83	
		10020	D S L Extreme		62.83
12/9/11	2205	20000	Invoice: 16570178581 Nov	138.97	
		10020	Direct TV		138.97
12/9/11	2206	20000	Invoice: November	636.41	
		10020	Edison		636.41
12/9/11	2207	20000	Invoice: November	123.50	
		10020	Idyllwild Garage		123.50

IDYLLWILD FIRE PREVENTION DISTRICT
Cash Disbursements Journal
For the Period From Dec 1, 2011 to Dec 31, 2011

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/9/11	2208	20000	Invoice: 5114 November	19.37	
		10020	NAPA Auto Parts		19.37
12/9/11	2209	20000	Invoice: 37710	1,896.80	
		10020	S D R M A		1,896.80
12/9/11	2210	20000	Invoice: 4081218	68.60	
		10020	Safeguard Dental		68.60
12/9/11	2211	20000	Invoice: November	130.90	
		10020	Town Crier		130.90
12/9/11	2212	20000	Invoice: 9516592151 Nov	18.51	
		10020	Verizon		18.51
12/9/11	2213	20000	Invoice: 33055	66.14	
		10020	Wattco		66.14
12/10/11	2214	20000	Invoice: Captain Jim Reyes	50.00	
		10020	R E M S		50.00
12/19/11	2215	20000	Invoice: 17979	92.74	
		10020	A J Business Machines		92.74
12/19/11	2216	20000	Invoice: CR 121411	675.00	
		20000	Invoice: 602	1,764.00	
		10020	Calif Special Districts Assn		2,439.00
12/19/11	2218	20000	Invoice: January	62.83	
		10020	D S L Extreme		62.83
12/19/11	2219	20000	Invoice: 00467241	186.46	
		10020	Gilmore Liquid Air		186.46
12/19/11	2220	20000	Invoice: November	96.48	
		10020	Idyllwild Water District		96.48
12/19/11	2221	20000	Invoice: 103111	244.80	
		10020	Leigh Humphrey		244.80
12/19/11	2222	20000	Invoice: 97031912	840.32	
		10020	Moore Medical		840.32
12/19/11	2223	20000	Invoice: 131340000	1,349.13	
		10020	P N C Equipment Finance		1,349.13
12/19/11	2224	20000	Invoice: ZZ201084	904.23	
		10020	County of Riverside		904.23
12/19/11	2225	20000	Invoice: 38090	6,927.00	
		10020	S D R M A		6,927.00
12/19/11	2226	20000	Invoice: 16051317000008/ Dec	87.76	

IDYLLWILD FIRE PREVENTION DISTRICT
Cash Disbursements Journal
For the Period From Dec 1, 2011 to Dec 31, 2011

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		10020	Standard [The]		87.76
12/19/11	2227	20000	Invoice: 33141191-2371-8 Dec	201.94	
		10020	Waste Management		201.94
12/19/11	2228	20000	Invoice: 002485 7730 Nov Dec	224.76	
		10020	Western Dental		224.76
12/20/11	2185V	20000	Invoice: Ck 2039 void,replace		240.21
		10020	Humphrey, L	240.21	
12/27/11	2198V	20000	Invoice: IN0129546		93.00
		20000	Invoice: in0115791		688.00
		10020	County of Riverside	781.00	
12/30/11	2237	20000	Invoice: 6560338384 Jan	10,512.94	
		10020	CalPERS Health		10,512.94
12/30/11	2238	20000	Invoice: 6560338384 Nov	21,291.47	
		10020	CalPERS Retirement		21,291.47
12/30/11	2239	20000	Invoice: 242232	441.60	
		10020	Gresham/Savage		441.60
12/30/11	2240	20000	Invoice: Nov FT	258.57	
		20000	Invoice: Dec FT	237.15	
		10020	Leigh Humphrey		495.72
12/30/11	2241	20000	Invoice: CR 122811	18.18	
		10020	Andrewson, Rhonda		18.18
12/30/11	2242	20000	Invoice: IN0129546	93.00	
		10020	Co of Riverside		93.00
12/30/11	2243	20000	Invoice: Stmt Dec	236.55	
		10020	Staples		236.55
12/30/11	2244	20000	Invoice: 9516592152 Dec	207.22	
		10020	Verizon		207.22
	Total			**90,698.18**	**90,698.18**

IDYLLWILD FIRE PREVENTION DISTRICT
Account Reconciliation
As of Dec 31, 2011
10010 - BofA Checking
Bank Statement Date: December 31, 2011

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance				7,817.54
Add: Cash Receipts				
Less: Cash Disbursements				
Add (Less) Other				(29.58)
Ending GL Balance				7,787.96
Ending Bank Balance				
Add back deposits in transi				
Total deposits in transit				
(Less) outstanding checks				
Total outstanding checks				
Add (Less) Other	Dec 31, 2011	BK 123111	(29.58)	
Total other				(29.58)
Unreconciled difference				7,817.54
Ending GL Balance				7,787.96

IDYLLWILD FIRE PREVENTION DISTRICT
Account Reconciliation
As of Dec 31, 2011
10020 - BBVA Checking
Bank Statement Date: December 31, 2011

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance				423,952.93
Add: Cash Receipts				69,617.34
Less: Cash Disbursements				(88,665.61)
Add (Less) Other				(93,305.06)
Ending GL Balance				311,599.60
Ending Bank Balance				318,703.05
Add back deposits in transi				
	Dec 31, 2011	123111	24,476.00	
	Dec 31, 2011	123111a	5,387.36	
Total deposits in transit				29,863.36
(Less) outstanding checks				
	Sep 23, 2011	2077	(62.83)	
	Sep 28, 2011	2095	(40.00)	
	Dec 9, 2011	2202	(426.75)	
	Dec 9, 2011	2204	(62.83)	
	Dec 19, 2011	2216	(2,439.00)	
	Dec 20, 2011	2217V	(9.85)	
	Dec 19, 2011	2218	(62.83)	
	Dec 19, 2011	2220	(96.48)	
	Dec 19, 2011	2221	(244.80)	
	Dec 19, 2011	2228	(224.76)	
	Dec 30, 2011	2237	(10,512.94)	
	Dec 30, 2011	2238	(21,291.47)	
	Dec 30, 2011	2239	(441.60)	
	Dec 30, 2011	2240	(495.72)	
	Dec 30, 2011	2241	(18.18)	
	Dec 30, 2011	2242	(93.00)	
	Dec 30, 2011	2243	(236.55)	
	Dec 30, 2011	2244	(207.22)	
Total outstanding checks				(36,966.81)
Add (Less) Other				
Total other				
Unreconciled difference				0.00
Ending GL Balance				311,599.60

IFPD	BBVA PAYROLL ACCOUNT	11/30/2011	DEBIT	CREDIT	12/31/2011
12/31/11	**Per bank**	12267.14	93000.00	91886.13	13381.01
	OS Checks:				
2/15/11	10484 Kepler	(155.71)			(155.71)
4/19/11	10575 Lucero	(197.10)			(197.10)
	10580 Pollard	(98.55)			(98.55)
9/9/11	10626 Smith	(9.85)			(9.85)
9/15/11	10607 Freimoth cleared	48.00			48.00
10/10/11	10640 Freimoth	(10.55)		(10.55)	0.00
11/10/11	10652 Altiminaro	(73.91)		(73.91)	0.00
	10658 Graham	(201.74)		(201.74)	0.00
12/10/11	10667 Freimoth			5.92	(5.92)
	10668 Altaminaro			73.91	(73.91)
	10671 Owen			73.91	(73.91)
	10675 Graham			127.82	(127.82)
12/10/11	Bank charge			(15.00)	15.00
	Payroll fee			(56.35)	56.35
12/31/11	Adjusted balance per bank	**11567.73**	**93000.00**	**91810.14**	**12757.59**
	Per Peachtree	**11567.73**	**93000.00**	**91810.14**	**12757.59**
	Difference	0.00	0.00	0.00	0.00

IDYLLWILD FIRE PREVENTION DISTRICT
General Ledger
For the Period From Dec 1, 2011 to Dec 31, 2011

Filter Criteria includes: 1) IDs: 10030. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
10030	12/1/11			Beginning Balance			11,567.73
BBVA Payroll	12/1/11	BK 120111	GEN	Record bank transf	93,000.00		
	12/10/11	PR NOV 20	GEN	Record November		91,810.14	
				Current Period Cha	93,000.00	91,810.14	1,189.86
	12/31/11			**Ending Balance**			**12,757.59**

Recd 1/3/12

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif

January 03, 2012

IDYLLWILD FIRE PROTECTION DISTRICT

FIRE CHIEF
P.O. BOX 656
IDYLLWILD, CA 92549

PMIA Average Monthly Yields

Account Number: 17-33-001

Transactions
Tran Type Definitions

December 2011 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,998.21
Total Withdrawal:	0.00	Ending Balance:	4,998.21

No change