Idyllwild Fire Protection District
54160 Marantha Drive
Idyllwild, CA 92549
Regular Board Meeting
AGENDA
Tuesday January 23, 2018
1:00 PM

Meeting to be held at the Idyllwild Fire Protection District conference/training room at 54160 Maranatha Drive, Idyllwild, CA. The meeting begins at 1:00 pm. The meeting will be recorded.

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

Roll call: Commissioners: President Andrewson; Vice President Donahoo; Secretary Charles-Stigall; Treasurer Buchanan; Commissioner Sawicki; Fire Chief Patrick Reitz and Administrative Assistant Rachel Teeguarden

Pledge of Allegiance: President Buchanan **Invocation:** Chaplain Don Hales

Approval of Agenda:

Citizens' Comments:

Citizens may comment on any matter at this time or they may wait to comment on an item that is on the Agenda at the time it is being discussed. The Board may limit the time that each individual may speak as well as the total time per subject matter (Board Policy 5030.4.1) Comments and questions should be directed to the Board Chair.

Citizens making public comments: You are not required to state your name and address, however, it is appreciated for the minutes.

Reports

- Chief Reitz
  - Battalion Chief Lamont
- Commissioner Sawicki
- Secretary Charles-Stigall
- Treasurer Buchanan
- Vice President Donahoo
- President Andrewson
- Idyllwild Volunteer Fire Company (Riggi)
- Idyllwild Career Firefighters' Association
- Standing Committee:
  - Finance (Buchanan, Andrewson, Sawicki)
- Ad HOC Committee:
  - Future Parcel Fee/Tax Measure (Donahoo/Sawicki)

Consent Calendar

- Approve meeting minutes from Regular Board Meeting November 28, 2017.
- Approve November and December, 2017 bill payments

Action Items

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.

- Review / Accept – November and December, 2017 Financials.
- Review – November and December, 2017 Fire and Ambulance Responses.
- Review - CBD Management Ambulance November and December, 2017 Transaction Summary Report.
- Review / Discuss – Annual Election of Board Officers position and appointment of new officers.
- Review / Discuss / Approve – ALS Agreement with REMSA
- Review / Discuss / Amend / Approve – Board Policy 1020, 2040, 2090, 3117, and 4025
- Review / Discuss – WNKI Annual Report.
- Review / Discuss / Approve – Engagement Letter for Special Council

Correspondence –

Adjournment:

Next regularly scheduled meeting will be on February 28, 2017 at 1:00 pm.

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 Chief Patrick Reitz at (951) 659-2153 at least 48 hours before the meeting, if possible.

Idyllwild Fire Protection District
54160 Maranatha Drive
Idyllwild, CA 92549
Regular Board Meeting with Closed Session
Minutes – November 28, 2017

Meeting held at the Idyllwild Fire Protection District conference/training room at 54160 Maranatha Drive, Idyllwild, CA. The meeting was recorded.

Call to Order: 13:06

Roll call: Commissioners: President Andrewson; Vice President Donahoo; Secretary Charles-Stigall; Treasurer Buchanan; Commissioner Sawicki; Fire Chief Patrick Reitz and Administrative Assistant Rachel Teeguarden

Pledge of Allegiance: President Andrewson **Invocation: Battalion Chief Lamont**

Approval of Agenda: Treasurer Buchanan made a motion to approve the agenda, Commissioner Sawicki 2nd. Motion passed 5-0.

Citizens' Comments:

No comments at this time.

Reports

- Chief Reitz – Report Presented.
  - Hope everyone had a great Thanksgiving weekend.
  - Apologize to the Boar for missing the last Board meeting and thank you to the staff for covering for me during my time oss with laryngitis.
  - Would like to thank the Board and staff for allowing me my time-off this month.
  - The Audit is being delivered today.
  - The District continues to work with Ground Emergency Medical Transportation (GEMT) to obtain additional payments
  - The District did send a letter to Gov. Brown asking him to veto SB 523; however this bill was signed into law – 5.1% on Ambulance receipts, $106 additional reimbursement for MediCal patients. Cost to the District is approximately 25,000.
  - Continuing discussions with Riverside County EMS Agency (REMSA), American Medical Response (AMR), and Riverside County (RVC) Fire regarding Ambulance service on the Mountain Plateau. The District has responded to the ALS First Responder and Ambulance Agreement and is currently in legal review by the District.
  - The October Riverside County Fire Chiefs Association (RCFCA) meeting was canceled, The November meeting is scheduled for tomorrow. Was able to attend the Guns and Hoses breakfast.
  - The District continues to wrk with Mountain High Radio Club (MHRC) to address issues with WNKI, including meeting with the County, with the mext meeting scheduled for December.
  - The District had a meeting with representatives from the County's CEO office and Supervisor Washington's office.
  - Chief participated in an interview process at Hamilton High School to give students an opportunity to practice employment interviews.
  - The District had a presence and participated in the annual Halloween Parade and Festival, along with the Harvest Festival and Tree Lighting Ceremony.
  - The blood drive on Saturday, November 18th – with 33 donors registered, 3 donors deferred, 32 units were collected and 10 first time donors registered. The next Blood Drive is Saturday, January 20th.
  - Reminder to the Board that there will not be a December meeting
  - Reminder to the Board that Captain Lott's retirement party will be January 6th.
  - Thank you to the IVFC for all their help with the Halloween Carnival and Tree Lighting Ceremony.
- Battalion Chief Mark Lamont.

- The Board approved to purchase a new truck to replace B621 through Kansas State Bank.
- The staff is meeting 100% of the training mark. They are required 20 hours however they do 30 hours
- The staff will be doing fire training (8 hours) in the month of December.
- The District responded to a mutual Aud fire in Pine Cove this last month.
- So far the District has received 30,000 and the District expects to still receive 400,000 more.

- Commissioner Sawicki – Attended the Tree Lighting ceremony and thought is was a great turnout.
- Secretary Charles-Stigall – Thank you to President Andrewson for representing the District at her mother's funeral.
- Treasurer Buchanan – Lots of fun events on the hill recently and very pleased with the turnout at those events.
- Vice President Donahoo – No report at this time.
- President Andrewson – No report at this time.
- Idyllwild Volunteer Fire Company (Paul Riggi) – Excused
- Idyllwild Career Firefighters' Association (BC Lamont) – Attended Tree Lighting, Harvest, and Halloween. The staff is also helping the Help Center with gift certificates for families in need in each grade.
- Finance – Reviewed Budget, and Financial Reports, as well as the Audit. The District is on Budget.
- Ad HOC Committee (Sawicki) – Community driven petition and then address the Board, then we don't need 2/3 vote

Consent Calendar

- Approve meeting minutes from Regular Board Meeting October 24, 2017
- Approve meeting minutes from Special Board Meeting November 14, 2017
- Approve November, 2017 bill payments

Treasurer Buchanan made a motion to approve the consent calendar, Commissioner Sawicki 2nd Motion passed 5-0-1. Secretary Charles-Stigall abstained from the Board Meeting minutes due to not being at the meeting.

Action Items

- **Review / Discuss / Accept** - 2016/2017 Fiscal year Audit

Chris Brown from Fedak and Brown gave a presentation of the 2016/2017 Audit.

Secretary Charles-Stigall made a motion to accept the Audit, Treasurer Buchanan 2nd Motion passed 5-0.

- **Review / Discuss / Accept** – October, 2017 Financials.

Commissioner Sawicki made a motion to approve the October Financials, Treasurer Buchanan 2nd Motion passed 5-0

- **Review** – October, 2017 Fire, EMS, and Incidents Statistics

66 Total calls, 48 of those were medical aids. 27 Transported and 21 non-Transported.

- **Review** – CBD Management Ambulance October 2017 Transaction Summary Report.

$71,737.05 in Charges and $28,468.67 in Payments.

- **Review / Discuss / Amend / Approve** – Board Policies 1020, 1040, 2003, 2032, 3135, 4005, 4010, 4015,& 4020

Policy 1020 – Treasurer Buchanan will re-write and have ready for January Board Meeting.

Policy 1040 - **Treasurer Buchanan moved to approve Policy 1040 with changes as amended, Commissioner Sawicki 2nd Motion passed 5-0**

Policy 2003 – **Treasurer Buchanan moved to approve Policy 2003 with changes as amended, Commissioner Sawicki 2nd Motion passed 5-0**

Policy 2032 – **Treasurer Buchanan moved to approve Policy 2032 with no changes, Commissioner Sawicki 2nd Motion passed 5-0**

Policy 3135 – **Commissioner Sawicki moved to approve Policy 3135 with changes as amended, Treasurer Buchanan 2nd Motion passed 5-0**

Policy 4005 – **Commissioner Sawicki moved to approve Policy 4005 with changes as amended, Vice President Donahoo 2nd Motion passed 5-0**

Policy 4010 – **Treasurer Buchanan moved to approve Policy 4010 with no changes, Vice President Donahoo 2nd Motion passed 5-0**

Policy 4015 – **Commissioner Sawicki moved to approve Policy 4015 with no changes, Treasurer Buchanan 2nd Motion passed 5-0**

Policy 4020 – **Vice President Donahoo moved to approve Policy 4020 with no changes, Commissioner Sawicki 2nd Motion passed 5-0**

Vice President Donahoo made a motion to cancel the December 26, 2017 meeting, Secretary Charles-Stigall 2nd Motion passed 5-0

Announcement of Closed Session Agenda

- Pursuant to Government code 54957.6:
  Employee Hiring, Evaluation, Discipline, Dismissal – Fire Chief

Regular Meeting Recessed 15:21 Non-Board members excused

Closed Session began 15:21

Closed Session Items

Pursuant to Government Code 54957.6:
Employee Hiring, Evaluation, Discipline, Dismissal – Fire Chief

Closed Session Ended 16:39

Reconvened to Regular Meeting 16:39

- Review / Discuss / Approve – Work Agreement for Chief Reitz

Treasurer Buchanan made a motion to accept the amended contract with the Fire Chief, Secretary Charles-Stigall 2nd. Motion passed. 5-0

Correspondence – Included in the Board packet.

Treasurer Buchanan made a motion to adjourn, Commissioner Sawicki 2nd. Motion passed. 5-0

Adjournment: 16:41

Respectfully submitted,

Administrative Assistant
Rachel Teeguarden

Approved:

_____ _____
Rhonda Andrewson, President Date

_____ _____
Patrick Reitz, Clerk of the Board Date

Idyllwild Fire Protection District

Vendor History Report

from 11/1/2017 to 11/30/2017

Trans	Vendor Name	Check Date	Check # / eCheck ID	Invoice	Amount	Account Number	Fiscal Period	
620	10-8 Retrofit	11/8/2017	10-8 Retrofit	14263	$160.46	01-101-3811	2018	4
					$160.46			
621	Aflac	11/8/2017	Aflac	768627	$153.40	01-000-9524	2018	4
					$153.40			
622	Bauer Compressors	11/8/2017	uer Compressc	0000232703	$793.48	01-101-3811	2018	5
					$793.48			
646	Chevron and Texaco	11/8/2017	evron and Texa	51631945	$852.97	01-101-3911	2018	4
					$852.97			
623	County of Riverside, Dept. of Tr	11/8/2017	rside, Dept. of	0917	$1,217.12	01-101-3911	2018	3
					$1,217.12			
639	County of Riverside, Fire Depart	11/8/2017	Riverside, Fire D	232926	$20,845.68	01-101-4761	2018	3
					$20,845.68			
654	Crystal Chrysler	11/14/2017	3354	11-14-2017	$5,000.00	01-101-5321	2018	5
					$5,000.00			
624	Diesel Tech	11/8/2017	Diesel Tech	16032	$783.64	01-101-4303	2018	4
					$783.64			
625	Forest Lumber	11/8/2017	Forest Lumber	237236	$121.98	01-101-3811	2018	4
					$121.98			
626	Fruth Grup	11/8/2017	Fruth Grup	238419	$14.12	01-101-4301	2018	4
627	Fruth Grup	11/8/2017	Fruth Grup	239266	$276.70	01-101-4301	2018	4
					$290.82			
628	Gilmore Liquid Air	11/8/2017	ilmore Liquid A	00656075	$151.30	01-101-3421	2018	4
					$151.30			
633	Idyllwild Garage	11/8/2017	dyllwild Garage	RO 36636	$995.81	01-101-4303	2018	4
632	Idyllwild Garage	11/8/2017	dyllwild Garage	RO 36646	$575.00	01-101-4303	2018	4
630	Idyllwild Garage	11/8/2017	dyllwild Garage	RO 36616	$660.09	01-101-4303	2018	4
631	Idyllwild Garage	11/8/2017	dyllwild Garage	RO 36628	$298.20	01-101-4303	2018	4
					$2,529.10			
652	James LaMont	11/8/2017	James LaMont	10-21-2017	$512.90	01-101-4801	2018	4
					$512.90			
634	MetLife	11/8/2017	MetLife	10-15-2017	$11.98	01-000-9525	2018	4
					$11.98			
636	Moore Medical	11/8/2017	Moore Medical	99667792	$853.86	01-101-3491	2018	4
635	Moore Medical	11/8/2017	Moore Medical	99652724	$108.51	01-101-3491	2018	4
637	Moore Medical	11/8/2017	Moore Medical	99670433	$71.88	01-101-3491	2018	4
					$1,034.25			
651	Paramedic Advantage	11/8/2017	amedic Advant	03-08-2017	$4,312.00	01-000-9791	2017	9
					$4,312.00			
638	Rapid Data	11/8/2017	Rapid Data	10724	$2,530.00	01-101-4701	2018	4
					$2,530.00			
647	Spectrum Business	11/8/2017	ectrum Busine	0499038101717	$46.45	01-101-4782	2018	5
647	Spectrum Business	11/8/2017	ectrum Busine	0499038101717	$52.36	01-101-4952	2018	5
647	Spectrum Business	11/8/2017	ectrum Busine	0499038101717	$192.70	01-101-4111	2018	5
647	Spectrum Business	11/8/2017	ectrum Busine	0499038101717	$49.99	01-101-4121	2018	5
					$341.50			
640	Standard [The]	11/8/2017	Standard [The]	12-01-2017	$101.92	01-000-9524	2018	6
					$101.92			
648	Staples	11/8/2017	Staples	11-03-2017	$98.72	01-101-3511	2018	4

Vendor History Report

from 11/1/2017 to 11/30/2017

Trans	Vendor Name	Check Date	Check # / eCheck ID	Invoice	Amount	Account Number	Fiscal Period	
648	Staples	11/8/2017	Staples	11-03-2017	$3.12	01-101-4791	2018	4
					$101.84			
645	U S Bank	11/8/2017	U S Bank	10-23-2017	$909.06	01-101-3711	2018	4
645	U S Bank	11/8/2017	U S Bank	10-23-2017	$501.01	01-101-3611	2018	4
645	U S Bank	11/8/2017	U S Bank	10-23-2017	$521.96	01-101-4801	2018	4
645	U S Bank	11/8/2017	U S Bank	10-23-2017	$3,744.83	01-101-4722	2018	4
					$5,676.86			
641	Varner & Brandt	11/8/2017	Varner & Brand	09-30-2017	$600.00	01-101-4522	2018	3
					$600.00			
642	Village Hardware	11/8/2017	Village Hardwar	414692	$418.01	01-101-3811	2018	4
					$418.01			
643	Zoll Medical Corporation	11/8/2017	Medical Corpor	2591130	$458.00	01-101-4301	2018	4
					$458.00			

Idyllwild Fire Protection District

Vendor History Report

from 12/1/2017 to 12/31/2017

Trans	Vendor Name	Check Date	Check # / eCheck ID	Invoice	Amount	Account Number	Fiscal Period	
676	1st Responder Newspaper	12/21/2017	esponder News	12-2017	$50.00	01-101-4411	2018	6
					$50.00			
663	Arrow International	12/21/2017	row Internation	95329278	$603.52	01-101-3491	2018	6
					$603.52			
700	Chevron and Texaco			664811	$747.26	01-101-3911	2018	6
					$747.26			
683	County of Riverside, Dept of En	12/21/2017	e, Dept of Envi	in0305127	$52.00	01-101-4941	2018	6
					$52.00			
665	CR&R	12/21/2017	CR&R	16473	$445.54	01-101-4941	2018	6
					$445.54			
657	Gilmore Liquid Air	12/21/2017	ilmore Liquid A	660566	$259.34	01-101-3421	2018	6
					$259.34			
659	Gresham Savage	12/21/2017	resham Savag	339917	$1,190.00	01-101-4522	2018	6
					$1,190.00			
655	Idyllwild Association of Realtors	12/21/2017	Association of	5761	$150.00	01-101-4411	2018	6
					$150.00			
273	Idyllwild Garage	1/30/2017	dyllwild Garage	RO 35108	$61.75	01-101-4303	2017	7
					$61.75			
666	Idyllwild Water District	12/21/2017	lwild Water Dis	11-30-2017	$333.14	01-101-4921	2018	6
					$333.14			
704	LN Curtis and Sons			375538	$7,500.00	01-101-3111	2018	6
					$7,500.00			
705	MetLife			12-15-2017	$44.52	01-000-9525	2018	6
					$44.52			
702	Moore Medical			99734465	$1,365.69	01-101-3491	2018	6
					$1,365.69			
656	Paul Riggi	12/21/2017	Paul Riggi	001	$160.00	01-101-4741	2018	6
					$160.00			
699	Southern California Edison (SC			12-22-2017	$416.06	01-101-4911	2018	6
					$416.06			
688	Special District Risk Manageme	12/21/2017	‹ Management	60764b	$14,882.13	01-101-4201	2018	6
689	Special District Risk Manageme	12/21/2017	‹ Management	61322	$4,407.69	01-101-2201	2018	6
694	Special District Risk Manageme	12/21/2017	‹ Management	60326	$547.95	01-101-6301	2018	6
694	Special District Risk Manageme	12/21/2017	‹ Management	60326	$13,495.17	01-101-3491	2018	6
					$33,332.94			
706	Spectrum Business			499038121717	$56.11	01-101-4952	2018	6
706	Spectrum Business			499038121717	$192.70	01-101-4111	2018	6
706	Spectrum Business			499038121717	$49.99	01-101-4121	2018	6
706	Spectrum Business			499038121717	$42.28	01-101-4782	2018	6
					$341.08			
692	Standard [The]	12/21/2017	Standard [The]	01-31-2018	$101.92	01-000-9524	2018	6
640	Standard [The]	11/8/2017	Standard [The]	12-01-2017	$101.92	01-000-9524	2018	6
					$203.84			
658	Staples	12/21/2017	Staples	12-08-2017	$179.41	01-101-3511	2018	6
					$179.41			
682	Zeke Foster MD	12/21/2017	Zeke Foster MD	002	$4,200.00	01-101-4724	2018	6
					$4,200.00			

Vendor History Report

from 12/1/2017 to 12/31/2017

Trans	Vendor Name	Check Date	Check # / eCheck ID	Invoice	Amount	Account Number	Fiscal Period

Idyllwild Fire Protection District
Financial Report Summary FY 17/18
Period ending 11/30/2017

	17/18 FY Budget	As of 11/30/2017	Balance as of 11/30/17	% Remaining
Revenues				
Taxes Revenues	$1,057,200.00	$61,310.27	$995,889.73	94.20%
Licenses, Permits, and Franchises	$2,800.00	$2,609.80	$190.20	6.79%
Fines, Forfeitures, and Penalties	$400.00	$0.00	$400.00	100.00%
Intergovernmental Revenues	$79,700.00	$16,428.94	$63,271.06	79.39%
Charges For Services	$970,600.00	$456,860.85	$513,739.15	52.93%
Miscellaneous Revenues	$15,500.00	$1,212.18	$14,287.82	92.18%
Other (Interfund transfer)	$0.00	$0.00	$0.00	
Revenue Totals (2016/17)	**$2,126,200.00**	**$538,422.04**	**$1,587,777.96**	**74.68%**
Expenditures				
Salaries Expenditures	$1,082,000.00	$510,963.02	$571,036.98	52.78%
Benefits Expenditures	$563,800.00	$209,041.72	$354,758.28	62.92%
Supplies Expenditures	$47,700.00	$28,788.87	$18,911.13	39.65%
Services Expenditures	$370,000.00	$137,999.89	$232,000.11	62.70%
Capital Outlay Expenditures	$20,000.00	$37,844.89	-$17,844.89	-89.22%
Debt Service Expenditures	$23,700.00	$23,720.00	-$20.00	-0.08%
Total of Expenditures (2016/17)	**$2,107,200.00**	**$948,358.39**	**$1,158,841.61**	**54.99%**

(November 30th, represents 41.66% of FY 17/18 / Revenues are at 25.32% of total est. while Expenditures are at 45% w/ WC and Liab paid out at 50%

M. LaMont 12/27/2017

Idyllwild Fire Protection District
Financial Report Summary FY 17/18
Period ending 12/31/2017

	17/18 FY Budget	As of 12/31/2017	Balance as of 12/31/17	% Remaining
Revenues				
Taxes Revenues	$1,057,200.00	$369,843.57	$687,356.43	65.02%
Licenses, Permits, and Franchises	$2,800.00	$3,533.60	-$733.60	-26.20%
Fines, Forfeitures, and Penalties	$400.00	$0.00	$400.00	100.00%
Intergovernmental Revenues	$79,700.00	$18,202.70	$61,497.30	77.16%
Charges For Services	$970,600.00	$599,218.57	$371,381.43	38.26%
Miscellaneous Revenues	$15,500.00	$1,212.18	$14,287.82	92.18%
Other (Interfund transfer)	$0.00	$0.00	$0.00	
Revenue Totals (2016/17)	**$2,126,200.00**	**$992,010.62**	**$1,134,189.38**	**53.34%**
Expenditures				
Salaries Expenditures	$1,082,000.00	$640,563.37	$441,436.63	40.80%
Benefits Expenditures	$563,800.00	$270,825.78	$292,974.22	51.96%
Supplies Expenditures	$47,700.00	$39,444.09	$8,255.91	17.31%
Services Expenditures	$370,000.00	$166,484.65	$203,515.35	55.00%
Capital Outlay Expenditures	$20,000.00	$37,844.89	-$17,844.89	-89.22%
Debt Service Expenditures	$23,700.00	$24,267.95	-$567.95	-2.40%
Total of Expenditures (2016/17)	**$2,107,200.00**	**$1,179,430.73**	**$927,769.27**	**44.03%**

(December 31st, represents 49.99 of FY 17/18 / Revenues are at 46.66 % of total est. while Expenditures are at 55.97 % w/ WC and Liab paid out at 100%)

M. LaMont 1/18/2017

Idyllwild Fire Protection District
Ambulance Report: 2017/18 FY
Summary 2014/15/ 2016/17 FY

2017/2018	July	August	September	October	November	December	January	February	March	April	May	June	Total	Percentage
Current	2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018		
													(12 mos)	
Charges	93,842.18	66,658.20	79,438.80	71,737.05	88,372.20								400,048.43	100%
Payments	39,807.18	38,179.02	29,742.01	28,468.67	22,697.69								158,894.57	40%
Difference	(54,035.00)	(28,479.18)	(49,696.79)	(43,268.38)	(65,674.51)								(241,153.86)	-60%
Running Payments (a	$39,807.18	$77,986.20	$107,728.21	$136,196.88	$158,894.57								$158,894.57	$31,778.91
(Running Dif. from 20	*$2,618.77*	*($5,023.33)*	*($18,557.14)*	*($29,334.19)*	*($49,782.75)*									$381,346.97
2017/18 Adjustments	83,146.22	88,248.92	34,356.31	47,216.95	64,854.37								63,564.55	
A/R 2017/18	147,572.50	110,572.73	126,085.25	131,747.37	141,758.16								131,547.20	

M. LaMont 12/16/2017

ITEM	July	August	September	October	November	December	January	February	March	April	May	June	Total	Percentage
Prior Year 16/17	*2016*	*2016*	*2016*	*2016*	*2016*	*2016*	*2017*	*2017*	*2017*	*2017*	*2017*	*2017*		
													(12 mos)	
Charges	130,086.50	152,834.50	122,399.00	146,710.50	85,845.50	105,213.50	116,618.00	57,480.00	129,191.50	109,520.00	129,466.00	**98,262.00**	1,383,627.00	100%
Payments	37,188.41	45,821.12	43,275.82	39,245.72	43,146.25	35,138.09	26,338.68	34,628.71	52,987.51	35,461.57	52,208.18	**54,848.56**	500,288.62	36%
Difference	(92,898.09)	(107,013.38)	(79,123.18)	(107,464.78)	(42,699.25)	(70,075.41)	(90,279.32)	(22,851.29)	(76,203.99)	(74,058.43)	(77,257.82)	**(43,413.44)**	(883,338.38)	-64%
Running Payments (actual rev.)	$37,188.41	$83,009.53	$126,285.35	$165,531.07	$208,677.32	$243,815.41	$270,154.09	$304,782.80	$357,770.31	$393,231.88	$445,440.06	**$500,288.62**	**$500,288.62**	$41,690.72
2016/17 Adjustments	83,043.66	80,760.13	98,231.71	60,394.70	85,744.63	67,041.25	48,890.40	63,357.94	78,017.11	82,249.08	*66,918.84*	**73,693.34**	**74,028.57**	
A/R 2016/17	188,111.20	214,364.45	195,255.92	242,326.00	199,280.62	202,314.78	243,703.70	203,197.05	*201,383.93*	*193,193.28*	*206,102.32*	***175,822.42***	**205,421.31**	

ITEM	July	August	September	October	November	December	January	February	March	April	May	June	Total	Percentage
Prior Year 15/16	*2015*	*2015*	*2015*	*2015*	*2015*	*2015*	*2016*	*2016*	*2016*	*2016*	*2016*	*2016*	*(12 mos)*	
Charges	95,000.24	82,285.33	111,469.44	45,010.09	86,118.65	107,873.13	82,684.38	97,367.72	101,737.21	70,612.84	102,668.34	76,346.00	1,059,173.37	100%
Payments	45,067.43	29,153.64	26,897.39	37,752.66	*26,741.66*	31,421.34	12,869.22	44,932.20	34,671.68	51,210.90	41,926.52	44,897.77	**427,542.41**	40%
Difference	(49,932.81)	(53,131.69)	(84,572.05)	(7,257.43)	(59,376.99)	(76,451.79)	(69,815.16)	(52,435.52)	(67,065.53)	(19,401.94)	(60,741.82)	(31,448.23)	(631,630.96)	-60%
Running Payments (actual rev.)	**$45,067.43**	**$74,221.07**	**$101,118.46**	**$138,871.12**	**$165,612.78**	**$197,034.12**	**$209,903.34**	**$254,835.54**	**$289,507.22**	**$340,718.12**	**$382,644.64**	**$427,542.41**	**$427,542.41**	
2015/16 Adjustments	67,676.60	57,293.76	76,920.76	75,427.76	55,221.92	69,808.80	25,778.34	58,904.56	55,111.50	61,339.36	48,970.65	30,122.96	56,881.41	
A/R 2015/16	211,518.99	207,356.92	215,008.21	*$146,837.88*	150,992.95	157,635.94	201,672.76	195,203.72	207,157.75	165,160.33	176,931.50	178,256.77	184,477.81	
		207,356.92	215,008.21	146,837.88	150,992.95	157,635.94	201,672.76	195,203.72	207,157.75	165,220.33	176,931.50	178,256.77		
Prior Year 14/15	*2014*	*2014*	*2014*	*2014*	*2014*	*2014*	*2015*	*2015*	*2015*	*2015*	*2015*	*2015*		
Charges	81,512.53	116,721.74	82,781.92	89,602.90	60,075.93	87,939.43	59,559.04	73,626.22	62,160.02	83,364.67	95,885.16	120,796.26	1,014,025.82	100%
Payments	42,949.43	43,670.02	34,519.56	38,027.83	*22,546.76*	50,301.24	24,393.57	*28,970.78*	32,156.99	*28,054.72*	*24,793.81*	47,337.03	**417,721.74**	41%
Difference	(38,563.10)	(73,051.72)	(48,262.36)	(51,575.07)	(37,529.17)	(37,638.19)	(35,165.47)	(44,655.44)	(30,003.03)	(55,309.95)	(71,091.35)	(73,459.23)	(596,304.08)	-59%
Running Payments (actual rev.)	**$42,949.43**	**$86,619.45**	**$121,139.01**	**$159,166.84**	**$181,713.60**	**$232,014.84**	**$256,408.41**	**$285,379.19**	**$317,536.18**	**$345,590.90**	**$370,384.71**	**$417,721.74**	**$417,721.74**	
14/15 Adjustments	$63,041.43	$46,099.35	$57,583.76	$53,674.86	$34,822.82	$50,972.07	$39,502.03	$34,064.83	$45,570.82	$54,270.57	15,672.83	42,678.24	$44,829.47	
A/R 2014/15	***$146,433.98***	$173,386.35	$164,064.95	$161,965.16	$164,671.51	$151,337.63	*$147,001.07*	$157,591.68	*$142,023.89*	*$143,063.27*	198,481.79	229,262.78	$164,940.34	
		173,386.35	164,064.95	161,965.16	164,671.51	151,337.63	147,001.07	157,591.68	142,023.89	143,063.27	198,481.79	229,262.78		
Averaging														
Payments (3year avrg.)	125,205.27	118,644.78	104,692.77	115,026.21	92,434.67	116,860.67	63,601.47	108,531.69	119,816.18	114,727.19	118,928.51	147,083.36	1,345,552.77	
Avrg/Overall. (3)	41,735.09	39,548.26	34,897.59	38,342.07	30,811.56	38,953.56	21,200.49	36,177.23	39,938.73	38,242.40	39,642.84	49,027.79	448517.59	
running	41,735.09	81,283.35	116,180.94	154,523.01	185,334.57	224,288.12	245,488.61	281,665.84	321,604.57	359,846.97	399,489.80	448,517.59	**$37,376.47**	
Est. 2017 / 2018														
Estimated Payments:	37,561.58	37,966.33	33,501.69	35,274.70	28,346.63	35,837.27	20,140.47	33,283.05	37,941.79	35,183.00	37,264.27	46,086.12	**$418,386.90**	
Estimated Running Total:	**37,561.58**	**75,527.91**	**109,029.60**	**144,304.30**	**172,650.93**	**208,488.21**	**228,628.67**	**261,911.72**	**299,853.51**	**335,036.52**	**372,300.78**	**418,386.90**		
Actual Payments 2016 / 17	$37,188.41	$45,821.12	$43,375.82	$39,245.72	$43,146.25	$35,138.09	$26,338.68	$34,628.71	$52,987.51	$35,461.57	$52,208.18	$54,848.56		
Dif. From Est.	-$373.17	$7,854.79	$9,874.13	-$3,971.02	$14,799.62	-$699.18	$6,198.21	$1,345.66	$15,045.72	$278.57	$14,943.91	$8,762.44	***2016/17 FY est.***	
Actual Running total 17/18	*$39,807.18*	*$77,986.20*	*$107,728.21*	*$136,196.88*	*$158,894.57*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	Est. Amb. Inc.	440,253.99
Running total dif. 16/17	*2618.77*	*-5023.33*	*-18557.14*	*-29334.19*	*-49782.75*	*-243815.41*	*-270154.09*	*-304782.80*	*-357770.31*	*-393231.88*	*-445440.06*	*-500288.62*	Budget @ 1.05%	462,266.68
													Contingency:	***$445,000.10***
													17/18 Est. Mo.	***$37,083.34***

Idyllwild Fire Protection District

Ambulance Report: ***2017/18 FY***

Summary 2014/15/2016/17 FY

2017/2018	July	August	September	October	November	December	January	February	March	April	May	June	Total	Percentage
Current	2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018		
													(12 mos)	
Charges	93,842.18	66,658.20	79,438.80	71,737.05	88,372.20	90,258.00							490,306.43	100%
Payments	39,807.18	38,179.02	29,742.01	28,468.67	22,697.69	20,039.77							178,934.34	36%
Difference	(54,035.00)	(28,479.18)	(49,696.79)	(43,268.38)	(65,674.51)	(70,218.23)							(311,372.09)	-64%
Running Payments (a	$39,807.18	$77,986.20	$107,728.21	$136,196.88	$158,894.57	$178,934.34							$178,934.34	$29,822.39
(Running Dif. from 20	*$2,618.77*	*($5,023.33)*	*($18,557.14)*	*($29,334.19)*	*($49,782.75)*	*($64,881.07)*								$357,868.68
2017/18 Adjustments	83,146.22	88,248.92	34,356.31	47,216.95	64,854.37	49,270.28							61,182.18	
A/R 2017/18	147,572.50	110,572.73	126,085.25	131,747.37	141,758.16	162,706.11							136,740.35	

M. LaMont 1/4/2018

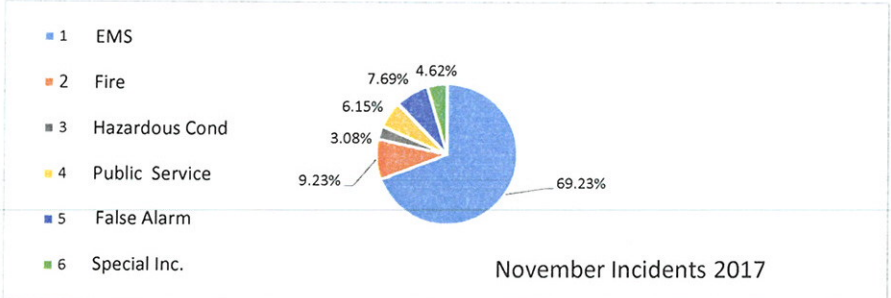
ITEM	July	August	September	October	November	December	January	February	March	April	May	June	Total	Percentage
Prior Year 16/17	*2016*	*2016*	*2016*	*2016*	*2016*	*2016*	*2017*	*2017*	*2017*	*2017*	*2017*	*2017*		
													(12 mos)	
Charges	130,086.50	152,834.50	122,399.00	146,710.50	85,845.50	105,213.50	116,618.00	57,480.00	129,191.50	109,520.00	129,466.00	**98,262.00**	1,383,627.00	**100%**
Payments	37,188.41	45,821.12	43,275.82	39,245.72	43,146.25	35,138.09	26,338.68	34,628.71	52,987.51	35,461.57	52,208.18	**54,848.56**	500,288.62	**36%**
Difference	(92,898.09)	(107,013.38)	(79,123.18)	(107,464.78)	(42,699.25)	(70,075.41)	(90,279.32)	(22,851.29)	(76,203.99)	(74,058.43)	(77,257.82)	**(43,413.44)**	(883,338.38)	**-64%**
Running Payments (actual rev.)	$37,188.41	$83,009.53	$126,285.35	$165,531.07	$208,677.32	$243,815.41	$270,154.09	$304,782.80	$357,770.31	$393,231.88	$445,440.06	**$500,288.62**	**$500,288.62**	**$41,690.72**
2016/17 Adjustments	83,043.66	80,760.13	98,231.71	60,394.70	85,744.63	67,041.25	48,890.40	63,357.94	78,017.11	82,249.08	*66,918.84*	**73,693.34**	**74,028.57**	
A/R 2016/17	188,111.20	214,364.45	195,255.92	242,326.00	199,280.62	202,314.78	243,703.70	203,197.05	*201,383.93*	*193,193.28*	*206,102.32*	***175,822.42***	**205,421.31**	

ITEM	July	August	September	October	November	December	January	February	March	April	May	June	Total	Percentage
Prior Year 15/16	*2015*	*2015*	*2015*	*2015*	*2015*	*2015*	*2016*	*2016*	*2016*	*2016*	*2016*	*2016*	*(12 mos)*	
Charges	95,000.24	82,285.33	111,469.44	45,010.09	86,118.65	107,873.13	82,684.38	97,367.72	101,737.21	70,612.84	102,668.34	76,346.00	1,059,173.37	100%
Payments	45,067.43	29,153.64	26,897.39	37,752.66	*26,741.66*	31,421.34	12,869.22	44,932.20	34,671.68	51,210.90	41,926.52	44,897.77	**427,542.41**	40%
Difference	(49,932.81)	(53,131.69)	(84,572.05)	(7,257.43)	(59,376.99)	(76,451.79)	(69,815.16)	(52,435.52)	(67,065.53)	(19,401.94)	(60,741.82)	(31,448.23)	(631,630.96)	-60%
Running Payments (actual rev.)	**$45,067.43**	**$74,221.07**	**$101,118.46**	**$138,871.12**	**$165,612.78**	**$197,034.12**	**$209,903.34**	**$254,835.54**	**$289,507.22**	**$340,718.12**	**$382,644.64**	**$427,542.41**	**$427,542.41**	
2015/16 Adjustments	67,676.60	57,293.76	76,920.76	75,427.76	55,221.92	69,808.80	25,778.34	58,904.56	55,111.50	61,339.36	48,970.65	30,122.96	56,881.41	
A/R 2015/16	211,518.99	207,356.92	215,008.21	*$146,837.88*	150,992.95	157,635.94	201,672.76	195,203.72	207,157.75	165,160.33	176,931.50	178,256.77	184,477.81	
		207,356.92	215,008.21	146,837.88	150,992.95	157,635.94	201,672.76	195,203.72	207,157.75	165,220.33	176,931.50	178,256.77		
Prior Year 14/15	*2014*	*2014*	*2014*	*2014*	*2014*	*2014*	*2015*	*2015*	*2015*	*2015*	*2015*	*2015*		
Charges	81,512.53	116,721.74	82,781.92	89,602.90	60,075.93	87,939.43	59,559.04	73,626.22	62,160.02	83,364.67	95,885.16	120,796.26	1,014,025.82	100%
Payments	42,949.43	43,670.02	34,519.56	38,027.83	22,546.76	50,301.24	24,393.57	28,970.78	32,156.99	28,054.72	24,793.81	47,337.03	**417,721.74**	41%
Difference	(38,563.10)	(73,051.72)	(48,262.36)	(51,575.07)	(37,529.17)	(37,638.19)	(35,165.47)	(44,655.44)	(30,003.03)	(55,309.95)	(71,091.35)	(73,459.23)	(596,304.08)	-59%
Running Payments (actual rev.)	**$42,949.43**	**$86,619.45**	**$121,139.01**	**$159,166.84**	**$181,713.60**	**$232,014.84**	**$256,408.41**	**$285,379.19**	**$317,536.18**	**$345,590.90**	**$370,384.71**	**$417,721.74**	**$417,721.74**	
14/15 Adjustments	$63,041.43	$46,099.35	$57,583.76	$53,674.86	$34,822.82	$50,972.07	$39,502.03	$34,064.83	$45,570.82	$54,270.57	15,672.83	42,678.24	$44,829.47	
A/R 2014/15	***$146,433.98***	$173,386.35	$164,064.95	$161,965.16	$164,671.51	$151,337.63	*$147,001.07*	$157,591.68	*$142,023.89*	*$143,063.27*	198,481.79	229,262.78	$164,940.34	
		173,386.35	164,064.95	161,965.16	164,671.51	151,337.63	147,001.07	157,591.68	142,023.89	143,063.27	198,481.79	229,262.78		
Averaging														
Payments (3year avrg.)	125,205.27	118,644.78	104,692.77	115,026.21	92,434.67	116,860.67	63,601.47	108,531.69	119,816.18	114,727.19	118,928.51	147,083.36	1,345,552.77	
Avrg/Overall. (3)	41,735.09	39,548.26	34,897.59	38,342.07	30,811.56	38,953.56	21,200.49	36,177.23	39,938.73	38,242.40	39,642.84	49,027.79	448517.59	
running	41,735.09	81,283.35	116,180.94	154,523.01	185,334.57	224,288.12	245,488.61	281,665.84	321,604.57	359,846.97	399,489.80	448,517.59	**$37,376.47**	
Est. 2017 / 2018														
Estimated Payments:	37,561.58	37,966.33	33,501.69	35,274.70	28,346.63	35,837.27	20,140.47	33,283.05	37,941.79	35,183.00	37,264.27	46,086.12	**$418,386.90**	
Estimated Running Total:	**37,561.58**	**75,527.91**	**109,029.60**	**144,304.30**	**172,650.93**	**208,488.21**	**228,628.67**	**261,911.72**	**299,853.51**	**335,036.52**	**372,300.78**	**418,386.90**		
Actual Payments 2016 / 17	$37,188.41	$45,821.12	$43,375.82	$39,245.72	$43,146.25	$35,138.09	$26,338.68	$34,628.71	$52,987.51	$35,461.57	$52,208.18	$54,848.56		
Dif. From Est.	-$373.17	$7,854.79	$9,874.13	-$3,971.02	$14,799.62	-$699.18	$6,198.21	$1,345.66	$15,045.72	$278.57	$14,943.91	$8,762.44	***2016/17 FY est.***	
Actual Running total 17/18	*$39,807.18*	*$77,986.20*	*$107,728.21*	*$136,196.88*	*$158,894.57*	*$178,934.34*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	Est. Amb. Inc.	440,253.99
Running total dif. 16/17	*2618.77*	*-5023.33*	*-18557.14*	*-29334.19*	*-49782.75*	*-64881.07*	*-270154.09*	*-304782.80*	*-357770.31*	*-393231.88*	*-445440.06*	*-500288.62*	Budget @ 1.05%	462,266.68
													Contingency:	***$445,000.10***
													17/18 Est. Mo.	***$37,083.34***

Idyllwild Fire Protection District
Incident Recap 2017/18

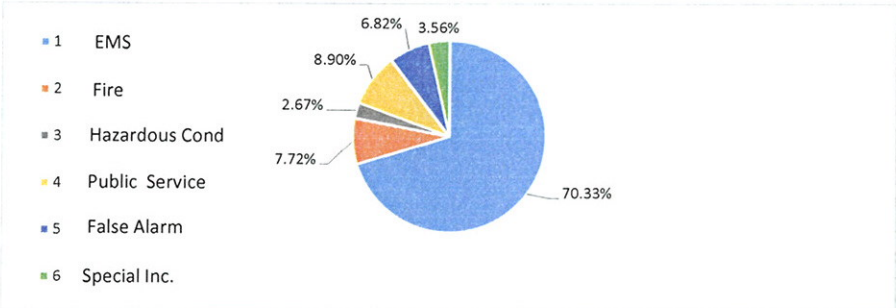
November-17

Call Type (description)	# of Incidents	% of total	Non Transport	Transported
Emergency Medical Service	45	69.23%	18	27
Fires	6	9.23%	40.00%	60.00%
Hazardous Condition (non fire)	2	3.08%		
Public Service	4	6.15%		
False Alarm	5	7.69%		
Special Incident type	3	4.62%		
TOTALS	**65**	**100.00%**		



Running Totals (July 1, 2017 - November 30, 2017)

Call Type (description)	# of Incidents	% of total	Non Transport	Transported
Emergency Medical Service	237	70.33%	87	150
Fires	26	7.72%	36.71%	63.29%
Hazardous Condition (non fire)	9	2.67%		
Public Service	30	8.90%		
False Alarm	23	6.82%		
Special Incident type	12	3.56%		
TOTALS	**337**	**100.00%**		



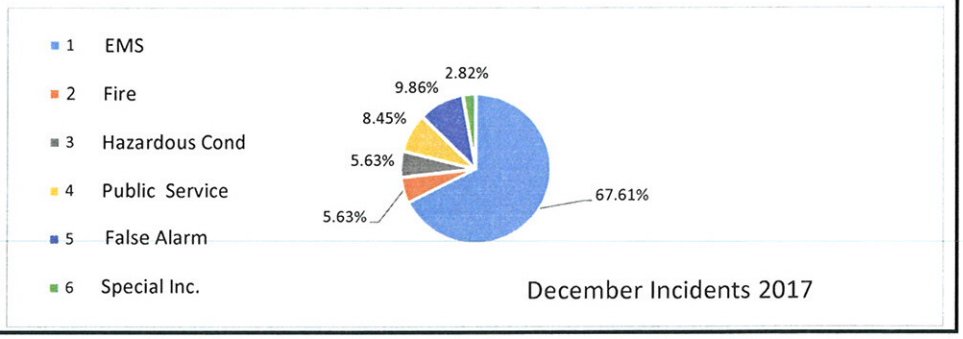
Idyllwild Fire Protection District (Incident Average Statistics)				
Daily Incident Avrg. :	2.25			
Daily Transport Average :	1.00			
Percentage of Overlapping Calls:	21.86%			
Mutual Aid Given	16			
Mutual Aid Received	1			
Transport Destinations				
EMC	**HVMC**	**San G**	**DRMC**	**Other**
14	3	2	7	1
51.85%	11.11%	7.41%	25.93%	3.70%
Average Response times:				
Dispatch to Enroute:	EMS	0.51	Fire / Other	1.01
Dispatch to Arrival :	EMS	3.58	Fire / Other	5.14

M. LaMont 12/16/2017

Idyllwild Fire Protection District
Incident Recap 2017/18

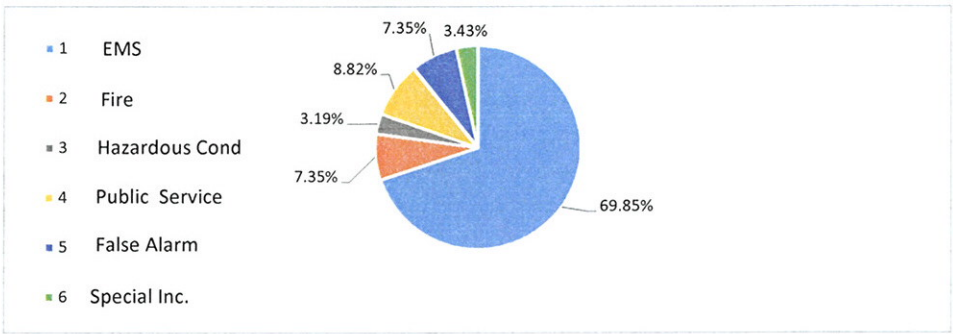
December-17

Call Type (description)	# of Incidents	% of total	Non Transport	Transported
Emergency Medical Service	48	67.61%	16	32
Fires	4	5.63%	33.33%	66.67%
Hazardous Condition (non fire)	4	5.63%		
Public Service	6	8.45%		
False Alarm	7	9.86%		
Special Incident type	2	2.82%		
TOTALS	**71**	**100.00%**		



Running Totals (July 1, 2017 - December 31, 2017)

Call Type (description)	# of Incidents	% of total	Non Transport	Transported
Emergency Medical Service	285	69.85%	103	182
Fires	30	7.35%	36.14%	63.86%
Hazardous Condition (non fire)	13	3.19%		
Public Service	36	8.82%		
False Alarm	30	7.35%		
Special Incident type	14	3.43%		
TOTALS	**408**	**100.00%**		



Idyllwild Fire Protection District (Incident Average Statistics)

Daily Incident Avrg. :	2.27
Daily Transport Average :	1.01
Percentage of Overlapping Calls:	34.12%
Mutual Aid Given	7
Mutual Aid Received	0

Transport Destinations

EMC	HVMC	San G	DRMC	Other
21	1	2	3	5
65.63%	3.13%	6.25%	9.38%	15.63%

Average Response times:

Dispatch to Enroute:	EMS	0.49	Fire / Other	1.08
Dispatch to Arrival :	EMS	3.12	Fire / Other	4.31

M. LaMont 1/4/2018

ADVANCED LIFE SUPPORT (ALS) FIRST RESPONDER AND ALS EMERGENCY GROUND AMBULANCE TRANSPORT SERVICES AGREEMENT BY AND BETWEEN THE IDYLLWILD FIRE PROTECTION DISTRICT AND COUNTY OF RIVERSIDE

This Agreement is made and entered into between the Idyllwild Fire Protection District (IFPD), a District organized under the laws of the State of California, and the County of Riverside (County), a County organized under the laws of the State of California, through the County's Emergency Medical Services Agency (REMSA). IFPD and County are sometimes individually referred to as "party" and collectively as "parties". County and REMSA are sometimes referred to interchangeably.

RECITALS

A. Pursuant to *the California Health and Safety Code, Division 2.5*, the Local Emergency Medical Services Agency (LEMSA) has the authority to determine the providers of ALS services within its jurisdictional limits, and to determine emergency ambulance service operating areas within such jurisdictional limits, subject to certain statutory exceptions. In addition, Health and Safety Code Section 1797.218; California Code of Regulations, Title 22, Sections 100145, 100146, 100166, 100168 and 100170, and the County of Riverside Ordinance No. 756 give Riverside County EMS Agency (REMSA) exclusive authority to authorize and establish medical control criteria for an ALS program, which provides services utilizing paramedics, and authority to coordinate and integrate ALS First Responders and ALS Ambulance Providers. Nothing in this Agreement is intended to waive any rights either party may have under the EMS Act, including any grandfathered rights IFPD has under Section 1797.201.

B. Definitions: The definitions set forth in Exhibit A shall apply to this Agreement.

C. The purpose of this Agreement is:

1. Subject to the terms and conditions set forth herein, to recognize IFPD as a provider of ALS First Responder and ALS emergency ambulance services within the IFPD, hereafter referred to as the IFPD Exclusive Operating Area (EOA), and other areas of Riverside County as expressly authorized by REMSA in writing.

2. To assure the ALS First Responder and emergency ambulance services supplied by the IFPD are integrated into the County EMS System in compliance with medical control policies,

protocols and procedures established by REMSA and in compliance with State, County and local laws.

Now therefore, the parties agree as follows:

Section 1. County's recognition of IFPD as an ALS First Responder and ALS emergency ambulance Service Provider.

County hereby recognizes IFPD to provide ALS First Responder and ALS emergency ambulance services within the IFPD subject to REMSA protocols, policies and procedures. IFPD's recognition as an ALS provider within their service area shall be so codified in the County's EMS Plan. County also authorizes ALS First Responder or ALS emergency ambulance services, or both, to other areas of Riverside County as expressly authorized by REMSA in writing for the purpose of EMS mutual aid response or under the conditions of a performance based agreement. This Agreement does not automatically authorize the IFPD to provide ALS first responder or ALS emergency ambulance services in any area of Riverside County outside the IFPD jurisdictional borders except as expressly authorized by REMSA in writing for EMS mutual aid; nor does it extend or in any way increase exclusive operating rights IFPD may have within their jurisdictional borders under Section 1797.201 of the EMS Act. Any authorization for IFPD to provide ALS first responder services or ALS emergency ambulance services, or both, beyond what is authorized by REMSA for EMS mutual aid shall be contingent upon a written performance based agreement between IFPD and REMSA.

Section 2. IFPD's Obligations as an ALS First Responder and ALS emergency ambulance Service Provider.

In order to be part of the integrated EMS System IFPD represents and agrees:

a. That it will provide sufficient ambulance resources 24 hours per day, every day, to respond to 9-1-1 medical emergencies within the IFPD Exclusive Operating Area and other areas expressly assigned by REMSA in writing. Coordination of ALS first responder or ALS emergency ambulance services, or both, for mutual aid response to areas outside of the IFPD shall be subject to policies, protocols and procedures established by REMSA.

b. That such services will be performed in accordance with all applicable federal, state, and County laws, rules, regulations, and REMSA protocols, policies, and procedures (the current version and future revised versions of the REMSA Policy Manual are available at:

http://www.remsa.us/policy/) which directly relate to ALS First Responder and emergency ambulance services, including but not limited to, the requirements set forth in Exhibit B – Operational Requirements and Exhibit C – ALS Service Provider Standards of this Agreement;

c. To cooperate with REMSA's representatives relating to IFPD's performance as an ALS Service Provider and REMSA's oversight for the County's EMS System including, but not limited to, the utilization and submittal of required patient care, continuous quality improvement and operational performance reports, and cooperating with REMSA investigations of EMS related incidents;

d. That it shall not be entitled to, or demand, any compensation from County for services rendered related to IFPD's designation as an ALS Service Provider as stated in this Agreement;

e. That it will cooperate and participate with REMSA and other EMS System participants to achieve the goals and objectives of the EMS System Strategic Plan;

f. That it will comply with REMSA policies and operational procedures for the coordinated response of EMS resources on the Mountain Plateau.

Section 3. Modifications

The parties agree that obligations as set forth in Exhibit B and Exhibit C may be modified by written agreement of IFPD's Fire Chief and REMSA's Director, or as applicable under law by update or implementation of REMSA policies, protocols and procedures.

Section 4. Term.

The term of Agreement shall begin when this Agreement is executed by both parties ("effective date") and shall continue until June 30, 2023.

Section 5. Termination.

Notwithstanding the foregoing term, this Agreement and recognition for IFPD to provide ALS services may be terminated at an earlier time as follows:

a. Immediately by REMSA upon written notice for non-compliance with the provisions of this Agreement or violation of REMSA protocols, policies, procedures or operational agreements;
b. By either party upon ninety (90) days written notice to the other party;
c. Both parties may agree at any time in writing to terminate this Agreement.

Section 6. County Authority in the Mountain Plateau Non-Exclusive Operating Area

Pursuant to its authority under the Health and Safety Code, the County has entered into a performance based agreement with American Medical Response (AMR) through which AMR has received non-exclusive authorization to provide ground ALS emergency ambulance transport services in the Mountain Plateau Operating Area. Nothing in this Agreement shall be construed in any manner to abrogate or diminish this authorization to AMR for the Mountain Plateau Operating Area or AMR's qualifications to receive such authorization.

Section 7. Independent Contractor Status

Each party shall be solely responsible for its own employees. Each party shall pay all wages, salaries, overtime, benefits and other amounts due to their own personnel pursuant to applicable law and in connection with any and all services under this Agreement. Each party shall be responsible for all reports and obligations respecting their own personnel, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance. Employees or agents of one party shall not be deemed employees of the other for any purpose. Each party shall defend, indemnify and hold harmless the other party from and against any and all expenses or liabilities of any kind arising from or incident to any claim by any employee of the indemnifying party or any governmental agency relating to wages, salaries, overtime, benefits or other obligations of the indemnifying party to any employee thereof.

Section 8. Notices

All notices permitted or required under this Agreement shall be given to the respective parties at the following addresses, or at such other addresses as the respective parties may provide in writing for this purpose:

IFPD:	Idyllwild Fire Protection District 54160 Maranatha Dr. Idyllwild, CA 92549 Attn: Fire Chief
County:	Riverside County EMS Agency 4210 Riverwalk Parkway, Suite 300 Riverside, California 92505 Attn: REMSA Director

Such notices may be provided by personal delivery, by first class mail, or express delivery.

Section 9. Cooperation and Further Acts

The parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

Section 10. Non-Discrimination

IFPD shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

Section 11. Hold Harmless/Indemnification

IFPD shall indemnify and hold harmless County, its special districts and agencies, including their officers, employees and representatives (collectively "County Indemnitees") from any liability, claim, damage or action related to or arising from any activities of IFPD, its officers, employees or representatives arising out of or in any way related to its involvement with this Agreement, including but not limited to property damage, personal injury or death. IFPD shall defend County Indemnitees at its sole expense, all costs and expenses including, but not limited to, attorneys' fees, investigation costs, settlements or awards in any claim or action for which indemnification is required.

Section 12. Insurance

Without limiting or diminishing the IFPD'S obligation to indemnify or hold the COUNTY harmless, IFPD shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional

Insureds.

A. Workers' Compensation:

If the IFPD has employees as defined by the State of California, the CR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than $1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than $3,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

C. Professional Liability

IFPD shall maintain Professional Liability Insurance providing coverage for the IFPD's performance of work included within this Agreement, with a limit of liability of not less than $2,000,000 per occurrence and $4,000,000 annual aggregate. If IFPD's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and IFPD shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that IFPD has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

Failure on the part of IFPD to produce or maintain required insurance or the self-insurance program shall constitute a material breach of this Agreement upon which County may immediately terminate or suspend this Agreement.

D. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The IFPD must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds $500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, IFPD'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) IFPD shall cause IFPD'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. *IFPD shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and*

certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the IFPD'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the IFPD has become inadequate.
6) IFPD shall pass down the insurance obligations contained herein to all tiers of sub-contractors working under this Agreement.
7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.
8) IFPD agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

Section 13. Entire Agreement; Amendments

This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

Section 14. Governing Law

This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

Section 15. Successors and Assigns

This Agreement shall be binding on the successors and assigns of the parties.

Section 16. Assignment or Transfer

No party shall assign, hypothecate, subcontract or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the other party. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

Section 17. Construction, References and Captions

Since the parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to any party shall include all officials, officers, employees and agents of that party, except as otherwise specified in this Agreement. The captions of the various sections are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

Section 18. Waiver

No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give any other party any contractual rights by custom, estoppel, or otherwise.

Section 19. No Third Party Beneficiaries

There are no third party beneficiaries of any right or obligation assumed by the parties.

Section 20. Invalidity and Severability

If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect. In addition, if any portion of this Agreement is declared to be invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, or is otherwise deemed to be such by legal counsel for the parties to this Agreement, the parties shall use their reasonable best efforts to amend this Agreement to remove the inappropriate provision(s); provided, however, that if the amendment cannot be made in a manner which preserves all essential parts of the consideration for any party, such party may terminate this Agreement as soon as is reasonably practicable or as required by law.

Section 21. Authority to Execute Agreement

Each party warrants it has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party also warrants that the individuals who have signed this Agreement have the legal power to make this Agreement and bind each respective party hereto.

Approved:

COUNTY:	**IFPD:**
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: Chairman, Board of Supervisors	Title: _____
Dated: _____	Dated: _____

ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By:_____
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By:_____
Deputy County Counsel

Exhibit A

Definitions

1. Advanced life support (ALS) - Shall mean special services designed to provide definitive prehospital emergency medical care including, but not limited to, cardiopulmonary resuscitation, cardiac monitoring, cardiac defibrillation, advanced airway management, intravenous therapy, administration of specified drugs, and other medicinal preparations, and other specified techniques and procedures administered by REMSA accredited paramedics under the direct supervision of a base hospital or utilizing REMSA approved prehospital treatment protocols or standing orders as part of the local EMS system at the scene of an emergency, during transport to an acute care hospital or other approved facility, during inter-facility transfers, and while in the emergency department of an acute care hospital until responsibility is assumed by the emergency department or other medical staff of that hospital (Health & Safety Code).
2. ALS emergency ambulance Service Provider – Shall mean a 9-1-1 emergency ambulance service provider authorized by REMSA or by the EMS Act to provide ALS care within a specified 9-1-1 emergency ambulance operating area assigned to the provider in the County EMS Plan or as otherwise authorized in writing by REMSA for EMS mutual aid response.
3. ALS First Response Service Provider – Shall mean a non-transport 9-1-1 First Responder service provider authorized by REMSA or by the EMS Act to provide ALS care within their defined jurisdictional area or as otherwise authorized for EMS mutual aid response by REMSA.
4. ALS Provider Service Area – Shall mean the specifically defined geographical area of Riverside County that the ALS provider has been authorized by REMSA or by the EMS Act to provide a particular type of ALS service.
5. Base Hospital – Shall mean a licensed acute care hospital designated by REMSA to provide on-line medical direction and medical control support activities in compliance with the California Code of Regulations, Title 22, Chapter 4 and REMSA policies, protocols, procedures and written agreements.
6. Emergency Ambulance Services – Shall mean ambulance services at any REMSA-authorized level (ALS, LALS or BLS) provided in response to 9-1-1 and seven digit or ten digit requests for emergency medical service through an authorized Public Safety Answering Point (PSAP); or emergency calls received directly by the service provider.
7. Emergency Ambulance – Shall mean an ambulance permitted pursuant to Riverside County Ambulance Ordinance 756 and operated by a REMSA-authorized EOA or Non-EOA emergency ambulance provider as identified in the County EMS Plan.
8. Emergency Medical Services (EMS) – Shall mean the services utilized in response to a medical emergency.
9. EMS Plan – Shall mean a plan for the delivery of emergency medical services consistent with state laws and approved by the EMS Authority pursuant to the California Health and Safety Code, Division 2.5 (aka The EMS Act).

10. EMS Quality Improvement Program (EQIP) – Shall mean system-wide quality improvement planning and activities as stated in the plan submitted by REMSA and approved by the California EMS Authority pursuant to the California Code of Regulations, Title 22.
11. County EMS System or EMS System - Shall mean the specifically organized system which provides for the personnel, facilities, and equipment for the effective and coordinated delivery of EMS services within the County.
12. EMS System Strategic Plan – Shall mean the strategic plan developed by REMSA with input from EMS system stakeholders. The plan is accessible at www.remsa.us/documents.
13. Exclusive Operating Area (EOA) – Shall mean an area or subarea defined by the County EMS Plan for which REMSA, upon recommendation of the County, restricts operations to one or more emergency ambulance services or providers of limited advanced life support (LALS) or advanced life support (ALS) pursuant to the Health and Safety Code, Division 2.5, 1797.224.
    a. IFPD EOA shall be the area as identified by the Riverside Local Agency Formation Commission (LAFCO) and shown on the map attached as Exhibit D.
14. Non-Exclusive Operating Area (non-EOA) – Shall mean an area or subarea defined by the County EMS plan that has been designated by REMSA for the provision of emergency ambulance services but does not meet the requirements in the Health and Safety Code to be designated as an EOA.
    a. Mountain Plateau Non-Exclusive Operating Area shall be the area as identified by the map attached as Exhibit E.

EXHIBIT B

OPERATIONAL REQUIREMENTS

IFPD shall:

1. Provide continuous twenty-four (24) hour per day Advanced Life Support (ALS) First Responder and 9-1-1 ALS emergency ambulance Services for its designated service area as shown in Exhibit D. Each ALS first response vehicle shall be staffed with a Riverside County accredited paramedic at all times during EMS response. Each 9-1-1 ALS emergency ambulance shall be staffed with a minimum of one certified EMT and one Riverside County accredited paramedic at all times during response.
2. Comply with County's requirements for the implementation of an EMS Quality Improvement Program (QIP), including the designation of a qualified person, as determined by REMSA, to supervise the EMSQIP.
3. Appoint IFPD's Fire Chief, or his designate, as ALS Program Coordinator to serve as a liaison with County and other County EMS system service providers; and to act on IFPD's behalf in the administration of this Agreement.
4. Comply with REMSA system protocols, policies, procedures and performance standards (the current version and future revised versions of the REMSA Policy Manual are available at: http://www.remsa.us/policy/).
5. Notify County in a timely manner of significant or continuing service performance problems, including but not limited to: (1) base hospital complaints; (2) changes in the status of certified/accredited personnel (e.g., termination, classification, etc.); (3) changes in station location(s); (4) radio frequency interference which causes operational problems; and (5) local emergencies/disasters which cause operational problems.
6. Ensure all employees and agents hold current certification, license, or accreditation as required by applicable state, federal and local laws, regulations, policies and protocols. Maintain accurate records of compliance with training requirements for each employee.
7. Assure all ALS credentialed personnel competently perform all paramedic duties in compliance with REMSA policies, protocols and procedures.
8. Meet the ALS Service Provider Standards as stated in Exhibit C or as they may be subsequently established or modified from time to time by REMSA policy.
9. Strive to ensure, at all levels, a positive, communicative and effective working relationship with REMSA and all response partners. This will include collaborative development and implementation of a written policy to assure sufficient inter-agency notification and prompt

resolution of EMS related issues and incidents. This policy shall be submitted to REMSA for approval within 90 days of the effective date of this Agreement.

County shall:

1. Provide IFPD with adopted protocols, policies and procedures relating to emergency medical care; and provide IFPD with any revisions or additions following approval by the County.
2. Involve IFPD in the County's EMS Quality Improvement Program (EQIP).
3. Communicate as necessary with IFPD's Provider Medical Advisor, ALS Program Coordinator and/or Fire Chief.
4. Assign one or more base hospitals to IFPD's ALS program according to REMSA policies and procedures.
5. Schedule mutually acceptable periodic visits by County staff with IFPD's staff to ensure compliance with REMSA protocols, policies, and procedures related to the Agreement which fall within the jurisdiction of REMSA.
6. Strive to ensure, at all levels, a positive, communicative and effective working relationship with IFPD.
7. Designate the IFPD as an authorized ALS First Responder and Emergency Ambulance Service Provider in the County's EMS Plan subject to the terms of this Agreement.
8. Notify the IFPD of any proposed or required changes to the County EMS Plan and provide the IFPD an opportunity to provide input prior to submission.
9. Subject to adequate available funding, provide the approved electronic patient care report (ePCR) software to the IFPD.
10. Establish policies and operational procedures for the coordinated response of EMS providers and resources on the Mountain Plateau.

EXHIBIT C

ADVANCED LIFE SUPPORT (ALS) SERVICE PROVIDER STANDARDS

1. Medical Control

   Overall medical control of Emergency Medical Service (EMS) provider personnel shall be according to the policies and procedures of the REMSA Medical Director. On-line medical direction shall be provided to EMS provider personnel by Base Hospital physicians or mobile intensive care nurses according to the policies and procedures of the Riverside County EMS Agency (REMSA) Medical Director. Retrospective medical control shall be provided according to the standards set for by the REMSA Medical Director through EMS Quality Improvement Programs (EQIP) - *Title 22, Section 100400,* including continuing education programs conducted cooperatively by the IFPD, REMSA, and the Base Hospitals.

2. Training/Education/Certification/Accreditation/Re-verification

   All paramedic personnel employed or utilized by IFPD must be accredited by REMSA to practice within Riverside County.

   a. Field Training Officers

      IFPD agrees to designate a sufficient number of field training officers who shall function as trainers and perform other duties on behalf of IFPD.

   b. Continuing Education Records

      The IFPD agrees to maintain records of continuing education for its EMS employees for a minimum of four (4) years.

   c. Field Care Audits

      The IFPD agrees to work cooperatively with the Hospitals and REMSA in identifying educational opportunities, assisting with field care audits, continuing education classes and programs.

   d. Mandatory Education for Local Paramedic Accreditation and EMT Certification

      The IFPD agrees to cooperate fully with REMSA to notify and ensure completion by paramedics and EMTs of mandatory education programs.

   e. EMS Quality Improvement Program (EQIP) Specialty Education Programs.

      The IFPD agrees to ensure through its EQIP program that all personnel meet REMSA policy requirements for First Responder and Transportation Services. Competency and performance based continuing education/training shall be developed and implemented as identified by the IFPD and REMSA (EQIP).

3. Paramedic Interview by REMSA

   IFPD will cooperate fully with County in the coordination of any interviews of an employee of IFPD by REMSA subject to applicable laws.

4. Paramedic Preceptors
   IFPD agrees to cooperate with REMSA approved paramedic training programs and REMSA to participate in the preceptor program. The IFPD's preceptor program shall provide adequate, as determined by REMSA, paramedic field internship positions in support of REMSA approved programs. Preferential placement for paramedic field internship shall be provided to REMSA approved Community College Programs.

5. Preventative Health Care Immunizations
   IFPD agrees to make available to prehospital personnel, at no cost to the employee the following immunizations and communicable disease testing:
   a. Tuberculosis PPD test semi-annually
   b. Hepatitis B
   c. Influenza immunizations annually
   d. Measles Mumps and Rubella (MMR)
   e. Varicella (Chickenpox)
   f. Tetanus, Diphtheria and Pertussis (TDaP)

6. Infection Control
   IFPD agrees to have written infection control policies and procedures approved by the County Health Officer or his/her designee. Testing and counseling services shall be provided to employees at no cost for employees exposed to serious infectious diseases. The IFPD agrees to report any known employee exposures to serious infectious diseases to the County Health Officer or his/her designee. The IFPD is required to specify a Designated Officer who will be the point of contact for suspected exposures.

7. Key Personnel
   IFPD agrees to have key personnel in the following functions. Personnel assigned these functions shall be submitted in writing to REMSA within sixty (60) days of the effective date of Agreement. IFPD is not required to have an employee solely dedicated to each function. Key job functions shall be the following:
   a. ALS Program Coordinator - appoint an appropriate individual to serve as a liaison with REMSA and other County EMS system service providers and represent IFPD in the administration of this Agreement.
   b. Quality Improvement Plan (QIP) Coordinator/Officer- responsible for the QIP. This individual will ensure core values and standards of care are maintained by all ALS personnel. This individual will be responsible for investigating clinical issues per the approved QIP plan and the policies, procedures and protocols of REMSA as approved by the REMSA Medical Director.

c. Paramedic Education/Training Coordinator/Officer- IFPD agrees to designate a paramedic who shall function as the trainer/evaluator as described in their approved EQIP plan. This individual will provide for all in-house primary and continuing education/training.

d. Infection Control Officer - IFPD agrees to designate an individual as the point of contact to work cooperatively with the medical/health community to ensure appropriate follow-up and documentation of employee and patient exposures.

8. Patient Medical Records, EMS System Data Submission and Research
The IFPD willingly agrees to complete a patient care report for every EMS response utilizing the REMSA approved electronic patient care report (ePCR) that includes integration of Computer Aided Dispatch (CAD) data. The IFPD also agrees to provide data as reasonably requested by REMSA for focused CQI audits and collaborate with REMSA on approved research projects.

9. System Wide Integrated Education Training
IFPD Agrees to work with REMSA, Base Hospitals, paramedic education/training programs and other ALS providers to develop and implement education/training initiatives designed to improve the continuity of patient care and interoperability amongst EMS system partners. This shall include submitting for REMSA approval a list of all EMS educational programs that IFPD has established a paramedic internship or EMT ride-along agreement. All individuals that provide patient care as part of a paramedic internship or EMT ride-along must function under medical control in compliance with REMSA policies, protocols and procedures at all times.

10. Confidentiality
IFPD agrees to have a program for maintaining confidentiality of protected patient healthcare information consistent with the requirements of HIPAA and REMSA policy. The written program shall be submitted to REMSA for approval within 90 days of the effective date of this Agreement.

11. ALS Workforce Professionalism
IFPD shall promptly implement appropriate written professional standards for its ALS personnel and associated administrative and support staff. This shall include a policy for prompt issue resolution with partner agencies that quickly de-escalates conflict and that supports a safe, effective and collaborative approach to patient care with all EMS System partners. The written policy shall be submitted to REMSA for approval within 90 days of the effective date of this Agreement.

EXHIBIT D
MAP OF IFPD EXCLUSIVE OPERATING AREA (EOA)

RIVERSIDE COUNTY
AMBULANCE OPERATING AREA

EXHIBIT D

IFPD Exclusive Operating Area

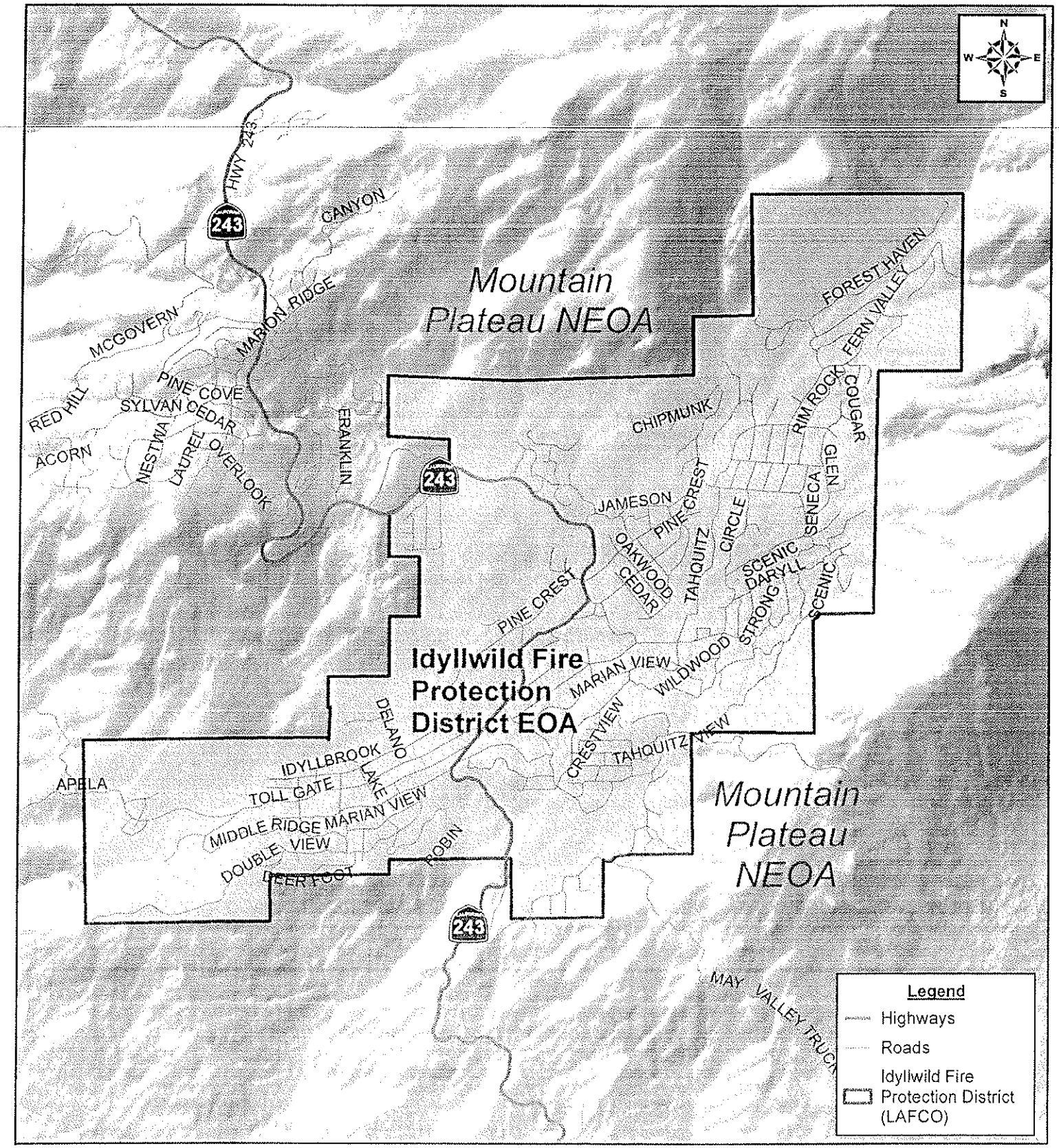


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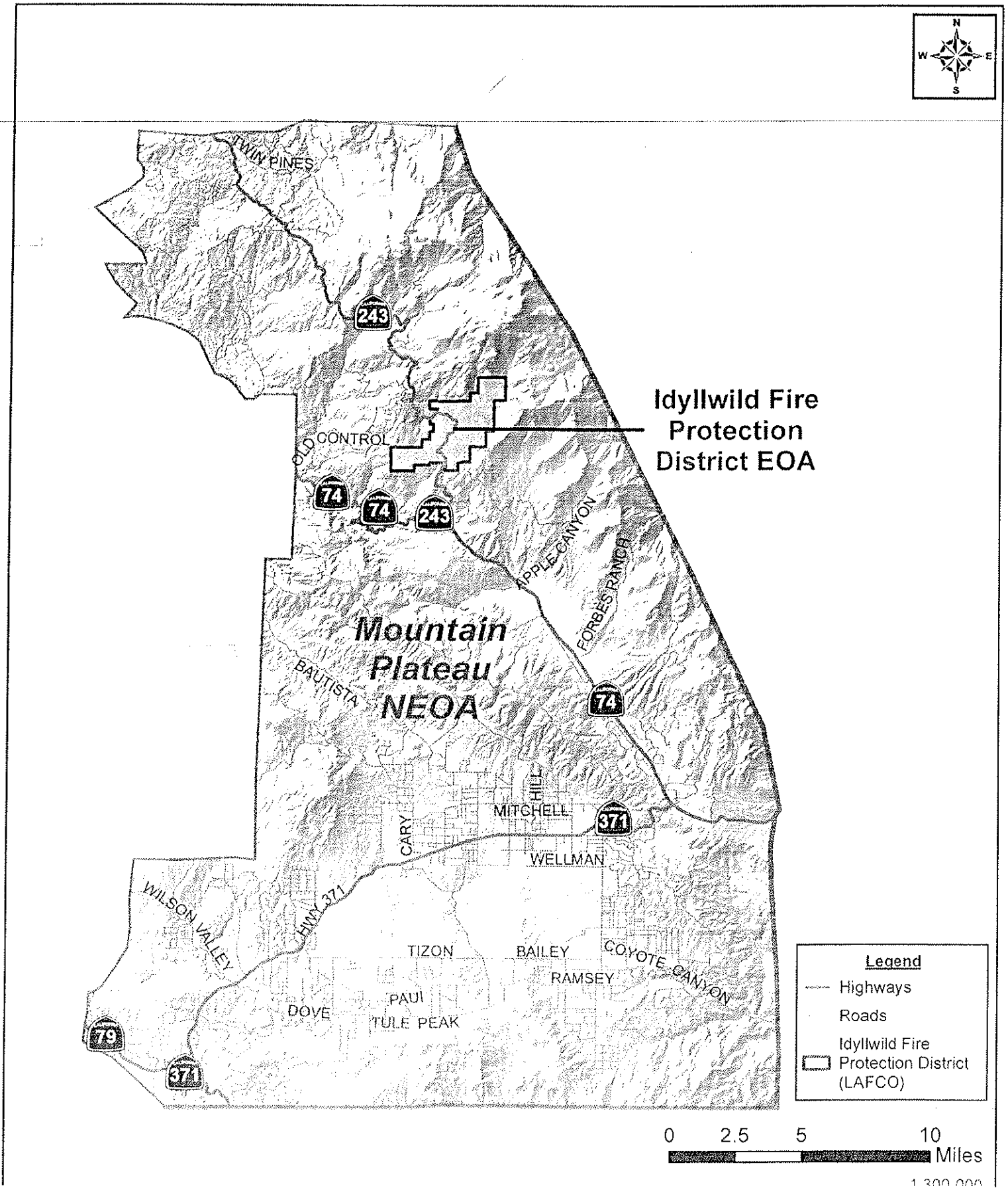
EXHIBIT E

MAP OF MOUNTAIN PLATEAU NON-EXCLUSIVE OPERATING AREA

RIVERSIDE COUNTY
AMBULANCE OPERATING AREA

EXHIBIT E

Mountain Plateau Non-Exclusive Operating Area



IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: **Conflict of Interest**
POLICY NUMBER: **1020**

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Riverside annually.

1020.3 The Fire Chief and all members of the Board of Commissioners' and District Legal Counsel are designated employees and shall file Statements of economic interest.

08/22/2013
Board Approved Date

_____
Patrick Reitz
Clerk of the Board

09/26/2017
Revised Date

_____
Patrick Reitz
Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Cellular Telephone Usage
POLICY NUMBER: 2040

2040.1 Employees may be provided with a business cell phone and/or camera for conducting official business. At times an employee may have to use a personal cell phone to conduct emergency business on behalf of the agency. All uses of cell phones and/or cameras shall be done in conformance with this policy and federal/State law.

2040.1.1 Personal cellular telephones may have to be used by employees during hours of work for essential personal calls, or for an occasional personal business call. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2040.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

2040.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a crew engaged in the normal business of the District.

2040.3 Personal and District-owned cellular telephones re to be turned off or set to vibration mode during meetings, training sessions or during work hours.

2040.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. California law prohibits all drivers from using a handheld wireless phone while driving, unless that phone is specifically designed and configured to allow hands-free listening and talking (California Vehicle Code §23123). Drivers under the age of 18 may not use a wireless telephone *or* hands-free device at all while driving (California Vehicle Code §23124.) California law also prohibits a driver from writing, sending or reading text-based communication on an electronic wireless communications device while driving (Vehicle Code §23123.5).

Exemptions to these laws are granted to emergency service professionals if they are operating an authorized emergency vehicle in the course and scope of his or her duties. (California Vehicle Code §23123 (d) & 23123.5 (e)

2040.5 Phones with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms, training rooms or offices wherein employees or the public may not want cameras used.

2040.6 Text messaging shall follow the same rules as cell phones when being used to communicate during working hours unless specifically authorized for District purposes by a supervisor or unless for an emergency situation or need.

10/20/2023

Board Approved Date:

Patrick Reitz,
Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: "HIPAA" Compliance
POLICY NUMBER: 2090

2090.1 Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) will be a condition of employment or continued employment with the Agency to the fullest extent allowed by law. This is applicable to pre-employment physicals, drug testing, leave-of-absence requests, fitness-for-duty physicals, and any other lawful need for medical information. Refusal to authorize release of PHI in any of the above instances will be grounds for discipline up to and including termination.

10/09/2013
Board Approved Date:

Patrick Reitz,
Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Asset Protection and Fraud in the Workplace
POLICY NUMBER: 3117

3117.1 Purpose and Scope: To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

3117.2 General

A. The IFPD is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the IFPD to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the IFPD and, when appropriate, to pursue legal remedies available under the law.

B. Definitions:

1. Fraud – Fraud and other similar irregularities include, but are not limited to:

a. Claim for reimbursement of expenses that are not job-related or authorized by the District Administrative and Ethics Code.

b. Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).

c. Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.).

d. Inappropriate use of District resources (including but not limited to labor, time, and materials).

e. Improprieties in the handling or reporting of money transactions.

f. Authorizing or receiving payment for goods not received or services not performed.

g. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.

h. Misrepresentation of information on documents.

i. Theft of equipment or goods.

j. Any apparent violation of federal, state, or local laws related to dishonest activities or fraud.

k. Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations.

l. Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.

2. Employee – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, including the Board of Commissioners, from the IFPD. The term also includes any volunteer who provides services to the IFPD through an official arrangement with the District or a District organization.

3. Management – In this context, management refers to any manager, supervisor, or other designated individual who manages or supervises District's resources or assets.

4. Internal Audit Committee – In this context, if the claim of fraud involves anyone other than the District's Fire Chief, the Internal Audit Committee shall consist of the Fire Chief, the District's Legal Counsel and any other persons appointed to the Internal Audit Committee by the Board President. If the claim of fraud involves the District's Fire Chief, the Internal Audit Committee shall consist of the President of the Board of Commissioners of the District, the District's Legal Counsel and those persons appointed to the Internal Audit Committee by the President of the Board. Nothing contained in this policy shall be construed as requiring the President of the Board to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the President of the Board other than the District's Legal Counsel shall serve at the pleasure of the President of the Board.

5. External Auditor – In this context, External Auditor refers to independent audit professionals who perform annual audits of the District's financial statements and are appointed by the District's Board of Commissioners.

C. It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or becomes the subject of such investigation. An employee being investigated for fraud may request representation by an Employee Association if applicable.

D. Each department of the District is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

E. For claims of fraud not involving the Fire Chief, the Fire Chief ad the Internal Audit Committee appointed by the Board President shall have primary responsibility for investigation of the activity covered by this policy. For claims of fraud involving the Fire Chief, the President of the Board or an Internal Audit Committee appointed by the President shall have primary responsibility for investigation of the activity covered by this policy. The District's General Counsel shall advise the Committee, the Fire Chief or the Board President on all such investigations.

F. Throughout the investigation, the Internal Audit Committee will inform the Fire Chief of pertinent investigative findings.

G. Employees will be granted whistle-blower protection when acting in accordance with this policy so long as the employee has not engaged in activity that violates this policy. When informed of a suspected impropriety, neither the District nor any person acting on behalf of the District shall:

1. Dismiss or threaten to dismiss the employee,
2. Discipline, suspend, or threaten to discipline or suspend the employee,
3. Impose any penalty upon the employee, or
4. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including termination.

H. Upon conclusion of the investigation, the results will be reported to the Fire Chief or in the event the investigation involves the Fire Chief, then the Board President shall receive the report and shall advise the Board of Commissioners.

I. The Fire Chief or the Board President, as the case may be, following review of investigation results, will take appropriate action regarding employee misconduct based on the District's Administrative and Ethic Code. Disciplinary action can include termination, and referral of the case to the District Attorney's Office for possible prosecution.

J. The Fire Chief or the Board President will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender, or other appropriate sources.

3117.3 Procedures

A. Board of Commissioners Responsibilities

1. If a Commissioner has reason to suspect that a fraud has occurred, he or she shall immediately contact the Fire Chief or the Board President, if the activity involves the Fire Chief, and the District's Legal Counsel.

2. The Commissioner shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Fire Chief and the District's Legal Counsel.

3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Fire Chief or the Board President after consultation with the District's Legal Counsel and the Internal Audit Committee, if any Committee is appointed.

B. Management Responsibilities

1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.

2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.

3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.

4. If an employee determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor or the District's Fire Chief. If the activity involves the Fire Chief it shall be reported to the Board President or the District's Legal Counsel.

5. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent recurrence of improper actions.

6. Management should support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

7. Management must give full and unrestricted access to all necessary records and personnel. All District's assets, including furniture, desks, and computers, are open to inspection at any time. There is no assumption of privacy.

8. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:

a. Incorrect accusations.

b. Alerting suspected individuals that an investigation is underway.

c. Treating employees unfairly.

d. Making statements that could lead to claims of false accusations or other offenses.

9. In handling dishonest or fraudulent activities, management has the responsibility to:

a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.

b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the Fire Chief.

c. Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the Fire Chief, Internal Audit Committee, the District's Legal Counsel or law enforcement personnel.

d. Direct all inquiries from the suspected individual, or his or her representative, to

the Fire Chief, the Board President, or the District's Legal Counsel. All inquiries by an attorney of the suspected individual should be directed to the Fire Chief or the District's Legal Counsel. All inquiries from the media should be directed to the Fire Chief or the Board President if the activity involves the Fire Chief.

e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with Legal Counsel, in conformance with the District's Administrative and Ethics Codes.

C. Employee Responsibilities

1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.

2. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Fire Chief. If the activity involves the Fire Chief, it shall be reported to the Board President or the District's Legal Counsel.

3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Fire Chief, Internal Audit Committee, the District's Legal Counsel, or law enforcement personnel.

D. Internal Audit Committee Responsibilities

1. Upon assignment by the Fire Chief or the Board President, the Internal Audit Committee will promptly investigate the fraud.

2. In all circumstances where there appears to be reasonable grounds for suspecting that a criminal fraud has taken place, the Internal Audit Committee, in consultation with the District Fire Chief or the Board President and Legal Counsel, will contact the local law enforcement agency or Police Department.

3. The Internal Audit Committee shall be available and receptive to receiving relevant, confidential information to the extent allowed by law after consultation with the District's Legal Counsel.

4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will proceed as follows:

a. Discuss the findings with management and the Fire Chief.

b. Advise management, if the case involves District staff members, to meet with the Fire Chief to determine if disciplinary actions should be taken.

c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the District's financial statements.

d. Coordinate with the District's Safety/Risk Compliance Administrator regarding notification to insurers and filing of insurance claims.

e. Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records.
Such action shall include, but is not limited to:

1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.

2) Preventing the individual suspected of committing the fraud from having access to the records.

f. In consultation with the District Legal Counsel and the local law enforcement agency, the Internal Audit Committee may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.

g. If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the Fire Chief or Board President if the activity involves the Fire Chief.

h. At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the Fire Chief or the Board President for action. If the report concludes that the allegations are founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the local law enforcement agency.

i. The Internal Audit Committee will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.

j. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Audit Committee to that department.

3117.4 Exceptions

There will be no exceptions to this policy unless provided and approved by the Fire Chief or the Board President and the District Legal Counsel. The Board of Commissioners reserves the right to amend, delete, or revise this policy at anytime by formal action of the Board of Commissioners.

Board Approved Date:

Patrick Reitz,
Clerk of the Board

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AND PARENTAL CONSENT AGREEMENT
("AGREEMENT")

IN CONSIDERATION of being permitted to participate in any way in the _____ ("Activity") I, for myself for personal representatives, assigns, heirs, and next of kin:

ACKNOWLEDGE, agree, and represent that I understand the nature of _____ Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.

FULLY UNDERSTAND THAT: (a) _____ACTIVITIES INVOLVE RISKS OF BODILY INJURY,(Risks); (b) these Risks and dangers may be caused by my own actions or inaction's, the actions or inaction's of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.

HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE (District Name)_____, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owner and lessor of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, and INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Printed Name of Participant: _____

Address: _____ (Street) (City) (State) (Zip)

_____

_____

Phone: _____

Participant's Signature (only if age 18 or over):

_____

Date: _____

MINOR RELEASE

AND I, THE MINOR'S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF _____ACTIVITIES AND THE MINOR'S EXPERIENCE AND CAPABILITIES AND BELIEVE THE MINOR TO BE QUALIFIED, IN GOOD HEALTH, AND IN PROPER PHYSICAL CONDITION TO PARTICIPATE IN SUCH ACTIVITY. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ALL LIABILITY CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON THE MINOR'S ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATION AND FURTHER AGREE THAT IF, DESPITE THIS RELEASE, I, THE MINOR, OR ANYONE ON THE MINOR'S BEHALF MAKES A CLAIM AGAINST ANY OF THE RELEASEES NAMED ABOVE, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

Printed Name of Parent/Guardian: _____

Address: _____ (Street) (City) (State) (Zip)

_____

_____

Phone: _____

PARENT/GUARDIAN SIGNATURE (only if participant is under the age of 18):

_____

Date: _____

10/08/2013

Board Approved Date:

Patrick Reitz,
Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and commissioners may be reimbursed for expenditures related to travel, conferences, and similar District business. All other purchases shall comply with Board Purchasing Policy #3135.

4025.2 Scope. This policy applies to all employees and members of the Board of Commissioners and is intended to result in no personal gain or loss to an employee or commissioner.

4025.3 Implementation. Whenever District employees or commissioners desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the Fire Chief. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.3.1 The Fire Chief shall review and approve all reimbursement requests other than reimbursements for the Fire Chief. Reimbursement requests by the Fire Chief will be reviewed and approved by the Board President or the President's designee.

4025.3.2 All expenses must be reasonable and necessary, and employees and commissioners shall exercise prudence in all expenditures.

4025.3.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements shall be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.3.4 Expenditures for food and lodging will be moderate and reasonable. Reimbursement for food shall not exceed $20.00 for Breakfast, $15.00 for Lunch, or $25.00 for Dinner. Reimbursement against receipts will not exceed $60.00 per day plus tax and reasonable tip. There will be no reimbursement for alcohol.

4025.3.5 The use of a rental vehicle must be pre-approved by the Fire Chief.
4025.3.6 The attached expense form is to be completed with attached receipts.

Date

Patrick Reitz
Clerk of the Board