



# IDYLLWILD FIRE

**Idyllwild Fire Protection District**  
**54160 Maranatha Drive**  
**Idyllwild, CA 92549**

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**Regular Board Meeting – with Closed Session**

**AGENDA**

**Tuesday July 28, 2020**

**3:00 PM**

Meeting to be held physically at the Idyllwild Fire Protection District conference/training room at 54160 Maranatha Drive, Idyllwild, CA. and by Video/Electronic means via Zoom meetings

Public access to this meeting can be made physically at the above address or by using Zoom meetings @ [Zoom.us](https://zoom.us). The meeting ID # 307-288-7739 The password for this meeting is: 328844

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

**Roll call:** Commissioners; President Hoetger; Vice President Sawicki; Secretary Andrewson; Messina.  
Fire Chief Mark LaMont and Administrative Assistant Rachel Teeguarden.

**Pledge of Allegiance:** Please join us in Honoring our great Country.

**Invocation:** TBD

**Citizens' Comments:**

Citizens may comment on any matter at this time or 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 will 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**

- Commissioner(s)
  - Hoetger
  - Sawicki
  - Andrewson
  - Messina
- IFPD Fire Chief LaMont
- Idyllwild Career Firefighters Assoc.
- Idyllwild Volunteer Co.
- Other. (Special Reports)
- ADHOC. (committies)

**Action Items:**

The Board may approve or act on any item(s) contained under "Action Items". In the event of time conflict, Action Items with guest speakers may be taken out of order.

- **ITEM:** **Staff Recommendation(s):**

1. **Approve meeting minutes from 05/26/20 Regular Board Meeting:** *Approve as presented.*
2. **Review / Discuss / Appoint: Vacant Commissioner Appointment.** *Discuss and Appoint*
3. **Accept June 2020: Incident Statistic / Ambulance Reports:** *Accept as presented.*
4. **Review / Discuss / Approve June 2020 Financials:** *Approve as submitted.*
5. **Review / Discuss / Approve June 2020: Bill Payments:** *Approve as submitted.*
6. **Review / Discuss / Approve – Banking Options:** *Accept as presented.*
7. **Review / Discuss / Approve – Alerting System:** *Discuss / Review*
8. **Review / Discuss / Approve – Board Policies** *Approve as presented.*
  - 1000– Purpose of Board Policies. (revisit)
  - 1040– Claims against the District.
  - 1060- Public Contributions.
9. **Review / Discuss / Approve – Upcoming Educational Events**
  - ✓ 1. EMT / Cert Training for Board Members.
10. **Review / Discuss – Future Agenda Items**

**Correspondence:**

**Announcement of Closed Session Agenda**

- o Pursuant to Government code 54957:  
Evaluation – Fire Chief

**Regular Meeting Recessed \_\_\_\_\_ Non-Board members excused**

**Closed Session began \_\_\_\_\_**

**Closed Session Items**

**Pursuant to Government Code 54957:**

Review of Goals Evaluation – Fire Chief

Closed Session Ended \_\_\_\_\_

Reconvened to Regular Meeting \_\_\_\_\_

**Adjournment:** Next regularly scheduled meeting will be on August 25, 2020 at 3:00 pm.

*Upon request, this agenda will be made available in appropriate 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 IFPD Administrations Office at (951) 659-2153 at least 72 hours in advance of the meeting.*





# IDYLLWILD FIRE

## Chiefs Report

Author: M. LaMont

Updated July 24th 2020

Mtg. July 28, 2020

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### 1. Admin. / Operations:

- Personnel:
- A) All personnel continue to follow guidelines and precautions during the COVID -19 pandemic.
  - B) IFPD Front office is open. (Masks are required for entry to the admin Office).
  - C) IFPD Staff meeting was held on May 18<sup>th</sup>.

- Vehicles:
- A) E621 Had annual service completed.
  - B) BR 621 and B622 had annual service completed.
  - C) Medic Unit 623 ERG Valve repair.
  - D) BR622 (Paint has been completed/Radios and stripping has also been completed, this unit has been placed in service.)
  - E) E622 (Motor rebuild, anticipated late July/Aug.) (Est. \$ 18,500.00)
  - F) We are anticipating the delivery of New Medic Unit 621 by July/Aug 2020.
  - G) C 6200 new lighting, siren radios anticipated for July/Aug 2020.
  - H) Excess vehicles were advertised in the local paper for sale by sealed bid which closed June 30<sup>th</sup>. Several interested parties inquired and came by however only one (1) bid was received and accepted. IFPD Received \$ 1550.00 which has been deposited.
  - I) [We are currently packaging the necessary and required information for delivery to Fedak Brown for the upcoming 19/20 FY Audit.](#)

- Equipment:
- A) New SCBA's from the Fire House Subs Grant are in service bringing the total of NEW IFPD SCBA's to nine (9). We anticipate filling for additional grants in an effort to bring our total SCBA capacity to 15
  - B) New Wildland Fire PPE has been ordered with several items received. Items continue to be received. All Personnel currently have the minimum required PPE available and we are awaiting a few additional pieces for some of our new Reserves.

- C) New tools (McClouds/Pulaskis/Rouge/Rhino/Shovels were ordered to compliment new vehicle delivery.

Other:

- A) UPDATE: Third and final inspections have been completed. IFPD prevention department has mailed out 286 final failed inspection notices and has the citations compiled for approval for mailing. Please note that an additional 77 parcels are receiving courtesy notices instead of citations for lack of adequate address signage  
LE 100 Abatement progress. First inspections were made and mailed with 713 failed properties noted. The Second Inspections were completed on June 5<sup>th</sup> and we mailed out 340 fail notices. Final (3<sup>rd</sup>) inspections will be made from June 22<sup>nd</sup> - June 30<sup>th</sup> with failed properties then being sent (\$ 500.00 citations and notices of forced abatement)
- B) Credit card payment processing. We have researched the option of Credit card use for payment of ambulance transportation billing. We found that several options are available.  
Merchant accounting solutions: .10c per swipe / 8.00 per month for online and 2.35%  
Square: .15c per swipe and 3.5% (online .30c per swipe and 2.9%)  
Elavon: 199.00 set up fee, \$ 10.00 per month and 2.35%.  
Century Solutions: .19c per swipe and 2.69% Admin staff is currently working out the process to utilize Century Solutions.

**2. Statistical Update:**

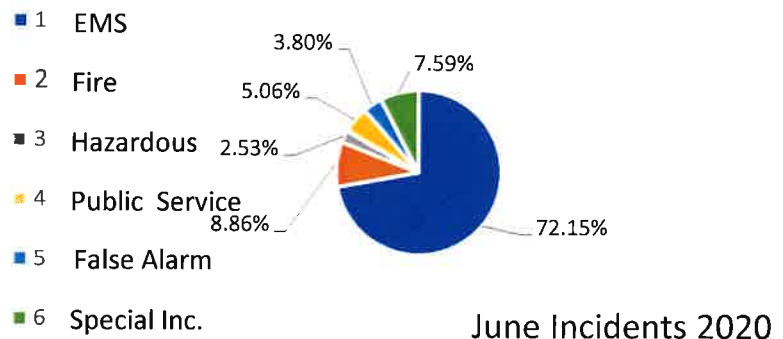
Total Number of Incidents for June: 79

EMS 57

Fire 7

Other 15

FY 2019/20: 1012 incidents





**3. Ambulance Billing:**

Charges	70,027.20
Payments	33,446.98
AR	323,310.26

FY/ Recap:	19/20	\$ 520,742.97
	18/19	\$ 516,747.78
	17/18	\$ 399,180.40

**4. Mutual Aid:**

Local EMS IFPD Continues to provide automatic aid to neighboring Communities throughout the Mountain Plateau. We responded to **138 EMS Mutual aid requests in the 19/20FY.**

Fire Recently we provided Mutual Aid to the Cathedral City Fire Department on two (2) fires. WT 621 and BR621 were sent to assist. We have also assisted Riv. Co. Fire on incidents in the Anza community also sending WT621 and BR621 for assistance. [USFS Incident management team was activated to Redding, CA in an effort to manage several fires throughout the area.](#)

**5. IFPD Training: Monthly Training Target Solutions:**

- i. SCBA
- ii. Wildland WUI
- iii. Hose Lays
- iv. Line Construction
- v. Entrapment Avoidance
- vi. Shelters
- vii. RT 130 (see below)

**6. Joint Training:**

- i. USFS CPR/AED/First Aid
- ii. USFS / Tree Contractors

**7. Other Training**

- i. RT130 (see notes)





## 8. Projects:

- A) Prescribed Burns: Bear trap canyon w/ MSFC and Team Rubicon.
- B) Station Projects: COVID crew quarters alterations. HVAC System enhancement for COVID19 mitigation.
- C) Alerting System: (Siren)  
Working with ASC (American Signal Corp) and Sentry Siren we have narrowed the total cost of the system down. We are working cooperatively with the FVWD, and continue to work with Supervisor Chuck Washington's Office in an effort to compile the funding required to get the project up and running. [See attached spreadsheet.](#)

## 9. Community:

- A) IFPD had planned a Independence Day / 75<sup>th</sup> Anniversary BBQ for July 4th at station 621 from 10:30 – 2:30 (Hot Dogs/Hamburgers/Ice Cream. **Dues to COVID 19 concerns this event was cancelled.**
- B) Food Bank- ICC
- C) Food Boxes at Camp Maranatha
- D) Fern Valley H2O – completed hydrants on Upper Rim.
- E) IWD H2O Appointed new General Manager Leo Havener. We are currently scheduling a meeting with the IWD General Manager
- F) Blood Drive May 30<sup>th</sup> (15 Units collected) Next Blood Drive is scheduled for July 25<sup>th</sup>.

## 10. Committees:

- A) Sustainability Committee
  - i. Completed and presented Tax Measure Flyer and Info.
  - ii. Completed Educational flyers for dissemination.
- B) Riverside County Economic Recovery Committee:
  - i. I was asked to participate with District 3 Sup. Washington's Economic Recovery taskforce. We have held numerous zoom meetings with the full committee and are working to help ensure that businesses are assisted in meeting the requirements for reopening.

**The IFPD RT 130 Training program is one of a kind.**

A mandatory piece of the IFPD training program, all fire suppression personnel must complete each of the assigned studies including but not limited to; pumping, vehicle operations, hands on training (hose lays and handlines), physical abilities testing and the final exam including a 32 hour arduous drill which includes hose lays, handline construction, mapping, felling, shelter deployment and other critical skills training and education.

All of the IFPD Career Employees completed the annual training, and, 17 of our 18 Intern Reserves completed this year's RT130 training.



***Our commitment to Public Service continues to be at the forefront of all that we do.***

*IFPD Response Time Averages:  
Medical Aid Incidents. 3.4 minutes  
Fire Related Incidents. 4.0 Minutes  
Overlapping Incident % 21.35  
Annual Incident Est. for 2020: 1200*

***“You are our Mission”***





# IDYLLWILD FIRE

54160 Maranatha Drive  
Idyllwild, CA 92549  
Regular Board Meeting  
Minutes – June 30, 2020

Meeting held both physically at 54160 Maranatha Dr. Idyllwild CA. and by video/electronic means.

**Call to Order: 15:00**

**Roll call:** Commissioners: President Hoetger; Vice President Sawicki; Secretary Andrewson; Commissioner Buchanan; Chief Mark LaMont and Administrative Assistant Rachel Teegarden

**Pledge of Allegiance: President Ralph Hoetger**

**Invocation: Chaplain Don Hales**

**Citizens' Comments:**

*Ms. Zackar had comments regarding her PCR. Chief LaMont responded.*

**Reports**

- President Hoetger – *Nothing to report at this time.*
- Vice President Sawicki – *Nothing to report at this time.*
- Secretary Andrewson – *Thank you again to the crew for all their help with medical issues over the past few months.*
- Commissioner Buchanan – *Expressed his concern over COVID-19 and how rapid it is spreading in Riverside County.*
- Chief Mark LaMont. – *Please see written Chiefs report for additional detail. Also; Firefighter T. Gerstner completed his probationary Firefighter period and testing and I intend to present Firefighter Gerstner to the Board at the next regular meeting.*
- Idyllwild Volunteer Fire Company – *No report.*
- Idyllwild Career Firefighters' Association (Rodriguez) – *Nothing to report at this time.*
- Ad HOC Committee Assessment/Measure (Sawicki/Andrewson) – *Nothing to report.*

**Action Items**

1. Approve meeting minutes from 5/26/20 Regular Board Meeting:  
**Vice President Sawicki made a motion to approve the 5/26/20 Regular Board Meeting minutes as amended; Secretary Andrewson 2<sup>nd</sup>. Motion passed 4-0**
2. Review / Discuss / Appoint: Vacant Commissioner Appointment  
**Commissioner Buchanan made a motion to appoint Dan Messina as a Commissioner; Secretary Andrewson 2<sup>nd</sup>. Motion passed 4-0**

3. Accept May 2020: Incident Statistic / Ambulance Reports:  
**Secretary Andrewson made a motion to accept the May 2020 Incident Statistic and Ambulance Report; Vice President Sawicki 2<sup>nd</sup>. Motion passed 5-0**
  
4. Review / Discuss / Approve May 2020 Financials:  
**Commissioner Sawicki made a motion to approve the May Financials; Secretary Andrewson 2<sup>nd</sup>. Motion passed 5-0**
  
5. Review / Discuss / Approve May 2020 Bill Payments:  
**Secretary Andrewson made a motion to approve the May 2020 Bill Payments; Vice President Sawicki 2<sup>nd</sup> Motion passed 5-0**
  
6. Review / Discuss / Approve – Credit Card Payments  
**Secretary Andrewson made a motion to approve accepting credit card payments and all costs associated be passed through to the customer, Chief LaMont to secure agreement and method(s) for acceptance of CC payments. Commissioner Buchanan 2<sup>nd</sup>. Motion passed 5-0**
  
7. Review / Discuss / Approve – Banking Options.  
**Banking options were presented, Board requested that the Chief continue looking into banking options and present them at the next regular board meeting.**
  
8. Review / Discuss – Alerting System  
**Chief LaMont reported on progress with the alerting system. Working with vendors on final pricing and working with FVWD, IWD and Sup. Washington’s office to secure necessary funding for the project.**
  
9. Review / Discuss / Approve – Board Policy(s)
  - Board Policy 1000 – Purpose of Board Policies  
**Tabled until next month- President Hoetger voiced that he would discuss with Chief LaMont and IFPD Legal. (Chief LaMont reiterated that legal had been consulted and was in favor of new language as presented.)**
  - Board Policy 1020 – Conflict of Interest  
**Commissioner Buchanan made a motion to approve Board Policy 1020 as amended; Secretary Andrewson 2<sup>nd</sup>. Motion passed 5-0**
10. Review / Discuss / Approve – Upcoming Educational Events
  - ✓ 1. EMT Cert Training for Board Members
11. Review / Discuss / Approve – Future Agenda Items  
**Correspondence – Included in Board Packet**

**Vice President Sawicki made a motion to adjourn, Secretary Andrewson 2<sup>nd</sup>. Motion passed. 5-0**  
**Adjournment: 16:25**

Respectfully submitted,

Administrative Assistant  
Rachel Teegarden

Approved:

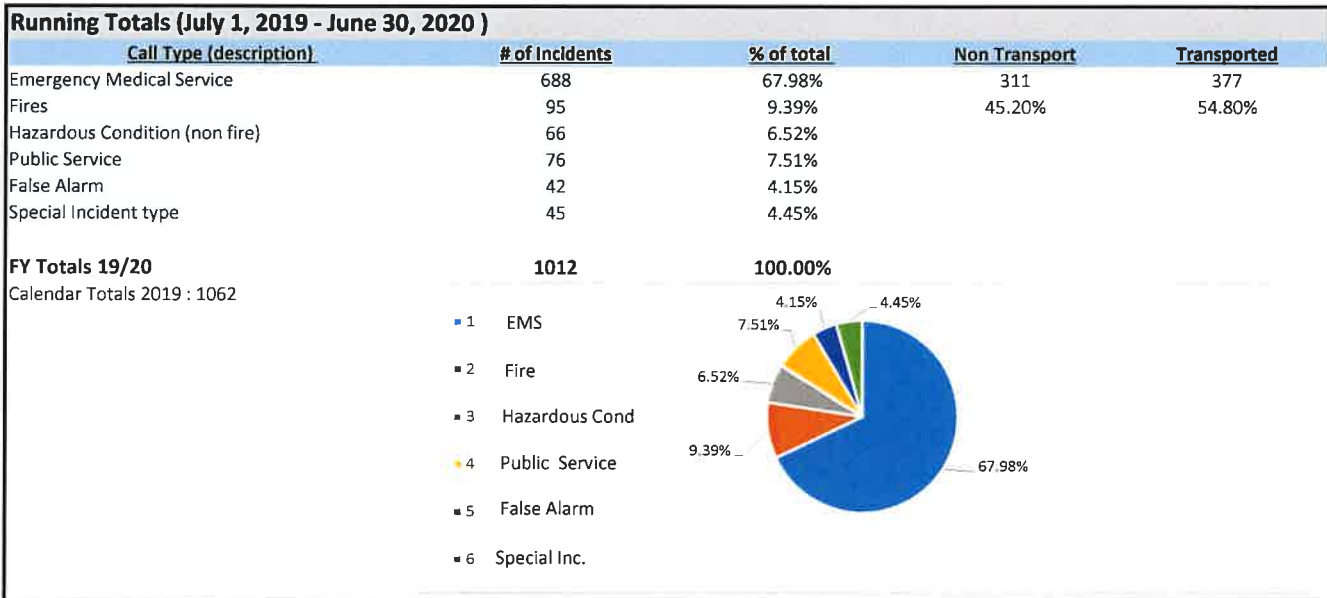
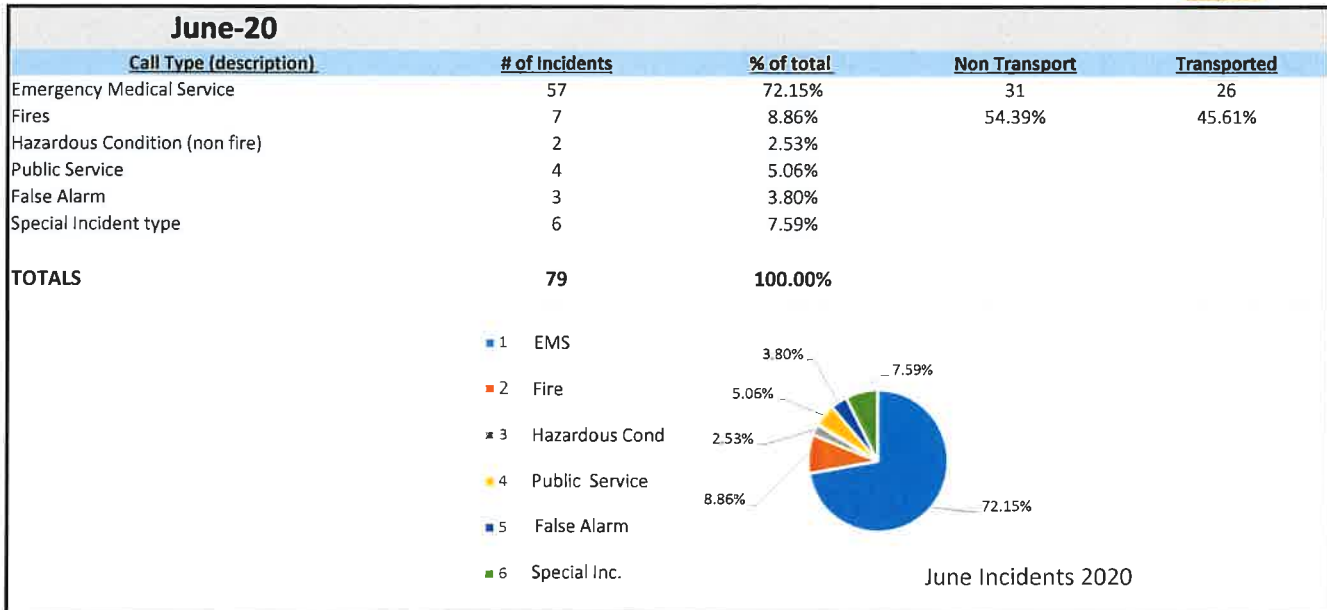
\_\_\_\_\_  
Ralph Hoetger, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**Idyllwild Fire Protection District  
Incident Recap 2019/20**



#### Idyllwild Fire Protection District (Incident Average Statistics)

Daily Incident Avg. :	2.81			
Daily Transport Average :	1.04			
Percentage of Overlapping Calls:	32.64%			
Mutual Aid Given	13	190		
Mutual Aid Received	0			
<b>Transport Destinations</b>				
<u>EMC</u>	<u>HVMC</u>	<u>San G</u>	<u>DRMC</u>	<u>Other</u>
10	5	2	6	3
38.46%	19.23%	7.69%	23.08%	11.54%
212	60	26	39	40
56.23%	15.92%	6.90%	10.34%	10.61%
<b>Average Response times:</b>				
Dispatch to Arrival :	EMS	3.07	Fire / Other	4.13

*Idyllwild Fire Protection District*  
*Ambulance Report: 2019/20 FY*  
 Summary 14/15/16/17/18/19/20FYS



	2019/20		2019		2019		2019		2019		2019		2020		2020		2020		2020		Total	Percentage
	July	August	September	October	November	December	January	February	March	April	May	June	2019	2020	2020	2020	2020	2020	2020			
Charges	123,971.30	173,110.00	142,968.00	88,275.00	117,360.00	127,115.00	127,753.00	62,925.00	83,951.00	62,093.00	62,430.00	70,027.20	(12 mos)	1,241,978.50	100%							
Payments	45,332.21	44,732.83	43,798.23	68,464.39	36,802.15	55,301.53	52,911.55	50,973.75	33,233.61	27,485.02	28,260.72	33,446.98		520,742.97	42%							
Difference	(78,639.09)	(128,377.17)	(99,169.77)	(19,810.61)	(80,567.85)	(71,813.47)	(74,841.45)	(11,961.29)	(50,717.39)	(34,607.98)	(34,169.28)	(36,580.22)		(721,235.53)	-58%							
Running Payments (actual rev.)	\$45,332.21	\$90,065.04	\$133,863.27	\$202,327.66	\$239,129.81	\$294,431.34	\$347,342.89	\$398,316.64	\$431,550.25	\$459,035.27	\$487,295.99	\$520,742.97		\$520,742.97	\$43,395.25							
(Running Dif. from 2018/19)	\$21,796.74	\$3,086.80	\$1,707.48	\$28,631.38	\$26,848.46	\$25,655.70	\$37,110.05	\$40,600.46	\$35,613.10	\$34,109.53	\$14,131.80	\$3,995.19		\$471,000.00	\$520,742.97							
Annual Budget Est:														\$471,000.00	\$520,742.97							
2019/20 Adjustments	(64,832.35)	(79,737.31)	(100,984.21)	(99,938.23)	(88,223.19)	(77,695.69)	(70,520.53)	(77,014.16)	(60,920.18)	(54,540.80)	(23,549.95)	(45,772.68)		\$49,742.97	(68,644.11)							
AMR 2019/20	373,107.33	416,745.34	413,678.16	372,265.37	382,798.73	385,634.83	360,291.65	315,153.54	320,215.25	310,326.87	310,275.88	323,310.26		356,983.60								

	2018/2019		2018		2018		2018		2018		2018		2019		2019		2019		2019		Total	Percentage
	July	August	September	October	November	December	January	February	March	April	May	June	2018	2019	2019	2019	2019	2019	2019			
Charges	178,536.70	109,189.70	125,985.30	93,401.70	109,515.00	92,712.90	91,875.00	125,142.15	89,491.58	186,539.45	111,954.15	119,997.15	(12 mos)	1,414,259.78	100%							
Payments	23,535.47	63,442.77	45,177.55	41,540.49	39,595.07	56,494.29	41,457.20	47,489.34	38,220.97	28,988.59	48,239.45	43,883.59		516,747.78	37%							
Difference	(155,000.23)	(45,996.03)	(80,807.75)	(51,861.21)	(70,929.93)	(36,218.61)	(50,417.80)	(77,652.81)	(51,270.61)	(137,550.86)	(63,714.70)	(76,113.56)		(897,512.00)	-63%							
Running Payments (actual rev.)	\$23,535.47	\$69,578.24	\$132,155.79	\$173,696.28	\$212,281.35	\$268,775.64	\$310,232.84	\$357,716.18	\$395,937.15	\$424,925.74	\$473,164.19	\$516,747.78		\$516,747.78	\$43,082.32							
(Running Dif. from 2017/18)	(\$16,271.71)	\$8,992.04	\$24,427.58	\$37,499.40	\$53,386.78	\$89,841.30	\$106,710.15	\$114,534.61	\$128,072.61	\$424,925.74	\$137,842.21	\$117,567.38		\$445,000.00	\$516,747.78							
Annual Budget Est:														\$71,747.78	\$516,747.78							
2018/19 Adjustments	47,029.70	(22,002.75)	86,519.25	52,752.70	46,184.76	65,114.12	65,200.93	66,181.22	87,998.85	56,582.10	(21,662.07)	54,424.83		\$71,747.78								
AMR 2018/19	360,873.78	286,174.35	280,051.20	292,983.11	281,357.96	266,777.95	276,339.47	256,498.82	231,122.82	333,579.29	324,234.32	352,792.67		295,896.18								

	2017/2018		2017		2017		2017		2017		2017		2018		2018		2018		2018		Total	Percentage
	July	August	September	October	November	December	January	February	March	April	May	June	2017	2018	2018	2018	2018	2018	2018			
Charges	93,842.18	96,555.20	79,438.80	71,737.05	88,372.20	90,258.00	112,381.50	71,591.10	59,291.93	71,974.35	117,692.10	87,351.60	(12 mos)	1,010,499.01	100%							
Payments	39,807.18	36,179.02	29,742.01	28,468.67	22,697.69	20,039.77	24,598.35	39,658.88	24,882.97	23,119.79	44,537.95	63,858.42		399,180.40	40%							
Difference	(64,035.00)	(60,376.18)	(49,696.79)	(43,268.38)	(65,674.51)	(70,218.23)	(87,783.15)	(31,932.22)	(34,408.96)	(48,854.56)	(73,154.15)	(23,493.18)		(611,318.61)	-60%							
Running Payments (actual rev.)	\$39,807.18	\$77,986.20	\$107,728.21	\$136,196.88	\$158,894.57	\$178,934.34	\$203,522.69	\$243,181.57	\$267,864.54	\$290,984.33	\$325,321.98	\$399,180.40		\$399,180.40	\$33,265.03							
(Running Dif. from 2016/17)	\$39,807.18	\$77,986.20	\$107,728.21	\$136,196.88	\$158,894.57	\$178,934.34	\$203,522.69	\$243,181.57	\$267,864.54	\$290,984.33	\$325,321.98	\$399,180.40		\$445,000.00	\$399,180.40							
Annual Budget Est:														\$445,000.00	\$399,180.40							
2017/18 Adjustments	83,146.22	88,248.92	34,356.31	47,216.95	64,854.37	49,270.28	55,417.25	63,357.94	28,383.39	34,042.52	61,606.15	60,200.51		\$45,819.60								
AMR 2017/18	147,572.50	119,572.73	128,085.25	131,747.37	141,758.16	162,708.11	206,821.33	186,662.88	195,886.14	224,177.00	237,426.92	228,433.75		55,925.07								

7/21/2019

7/21/2019

**Idyllwild Fire Protection District**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2020-12 Ending June 30, 2020*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
Total Taxes Revenues	0.00	351,283.06	1,340,616.00	1,299,513.73	3.07%
Total Licenses, Permits, and Franchises Revenue	0.00	2,278.80	2,930.00	9,000.80	(207.19%)
Total Fines, Forfeitures, and Penalties Revenues	0.00	0.00	415.00	1,000.00	(140.96%)
Total Revenue From Use of Money and Property R	0.00	67.19	0.00	4,313.66	0.00%
Total Intergovernmental Revenues Revenues	0.00	105,395.80	82,096.00	154,890.11	(88.67%)
Total Charges For Services Revenues	0.00	116,116.01	983,600.00	946,235.55	3.80%
Total Miscellaneous Revenues Revenues	0.00	5,256.45	15,500.00	24,179.03	(55.99%)
Total Other Financing Sources Revenues	0.00	0.00	0.00	177,966.20	0.00%
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 580,397.31</b>	<b>\$ 2,425,157.00</b>	<b>\$ 2,617,099.08</b>	<b>(7.91%)</b>
<b>Expenditures</b>					
Total Salaries Expenditures	0.00	93,232.33	1,267,022.00	1,127,901.22	10.98%
Total Benefits Expenditures	0.00	37,384.04	590,424.00	620,993.97	(5.18%)
Total Supplies Expenditures	0.00	10,787.97	76,325.00	90,067.62	(18.01%)
Total Services Expenditures	0.00	27,014.56	355,250.00	406,266.22	(14.36%)
Total Capital Outlay Expenditures	0.00	(5,785.05)	55,000.00	208,646.28	(279.36%)
Total Debt Service Expenditures	0.00	162.70	9,600.00	10,761.94	(12.10%)
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 162,796.55</b>	<b>\$ 2,353,621.00</b>	<b>\$ 2,464,637.25</b>	<b>(4.72%)</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 417,600.76</b>	<b>\$ 71,536.00</b>	<b>\$ 152,461.83</b>	<b>(113.13%)</b>

**Idyllwild Fire Protection District****Balance Sheet**

For General Fund (01)

June 30, 2020

**Assets****Cash and Cash Equivalents**

01-000-9102	Petty Cash	200.00
01-000-9111	BBVA Compass *8990 (Checking)	126,655.87
01-000-9112	BBVA Compass *5102 (Payroll)	3,415.77
01-000-9142	BBVA Money Market Account	724,689.71
<b>Total Cash and Cash Equivalents</b>		<b>854,961.35</b>

**Accrued Receivables**

01-000-9201	Ambulance Income Receivable	128,039.12
01-000-9231	Mutual Aid Receivable	44,144.04
01-000-9251	Vendor Receivables	500.00
01-000-9289	Other Receivables	105,375.80
01-000-9299	Allowance for Doubtful Accounts	(48,000.00)
<b>Total Accrued Receivables</b>		<b>230,058.96</b>

**Due From Other Funds**

<b>Total Due From Other Funds</b>	<b>.00</b>
-----------------------------------	------------

**Other Current Assets**

01-000-9331	Prepaid Expenditures	1,266.17
<b>Total Other Current Assets</b>		<b>1,266.17</b>
<b>Total Assets</b>		<b>\$ 1,086,286.48</b>

**Liabilities and Fund Balance****Accrued Payables**

01-000-9501	Accounts/Vendors Payable	26,405.13
01-000-9523	CalPERS District Liability	11,019.68
01-000-9524	Medical Premium Liability	1,727.41
01-000-9573	CalPERS Withholding Liability	5,046.34
01-000-9577	Dues ICFA Liability	2,160.00
01-000-9578	59 SUR Liability	20.00
<b>Total Accrued Payables</b>		<b>46,378.56</b>

**Due To Other Funds**

<b>Total Due To Other Funds</b>	<b>.00</b>
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**Unearned Revenue**

<b>Total Unearned Revenue</b>	<b>.00</b>
-------------------------------	------------

**Current Portion of Long-Term Liabilities**

01-000-9561	Compensated Absence Payable	16,681.00
<b>Total Current Portion of Long-Term Liabilities</b>		<b>16,681.00</b>
<b>Total Liabilities</b>		<b>63,059.56</b>

**Non-Spendable Fund Balance**

**Idyllwild Fire Protection District****Balance Sheet***For General Fund (01)**June 30, 2020*

01-000-9711	Reserve for Revolving (Petty) Cash	200.00
	<b>Total Non-Spendable Fund Balance</b>	<u>200.00</u>
	<b>Restricted Fund Balance</b>	
01-000-9742	SCBA Equipment	9,600.00
	<b>Total Restricted Fund Balance</b>	<u>9,600.00</u>
	<b>Committed Fund Balance</b>	
01-000-9761	Committed for Equipment Replacement	116,298.09
01-000-9762	Donations Comitted for Education	64,566.57
	<b>Total Committed Fund Balance</b>	<u>180,864.66</u>
	<b>Unassigned Fund Balance</b>	
01-000-9790	Unassigned Fund Balance	567,863.25
01-000-9793	Audit Adjustments	112,237.18
	<b>Total Unassigned Fund Balance</b>	<u>680,100.43</u>
	Excess of Revenue Over Expenditures	152,461.83
	<b>Total Fund Balances</b>	<u>1,023,226.92</u>
	<b>Total Liabilities and Fund Balances</b>	<u>\$ 1,086,286.48</u>

**Idyllwild Fire Protection District****Balance Sheet**

**For 457 Deferred Compensation Plan (71)**  
**June 30, 2020**

**Assets**

<b>Cash and Cash Equivalents</b>		
71-000-9141	Investment Account 1	759,377.93
	<b>Total Cash and Cash Equivalents</b>	<b>759,377.93</b>
<b>Accrued Receivables</b>		
71-000-9289	Other Receivables	7,489.59
	<b>Total Accrued Receivables</b>	<b>7,489.59</b>
<b>Due From Other Funds</b>		
	<b>Total Due From Other Funds</b>	<b>.00</b>
	<b>Total Assets</b>	<b>\$ 766,867.52</b>

**Liabilities and Fund Balance**

<b>Due To Other Funds</b>		
	<b>Total Due To Other Funds</b>	<b>.00</b>
	<b>Total Liabilities</b>	<b>.00</b>
<b>Net Position</b>		
71-000-9797	Restricted Net Position	766,867.52
	<b>Total Net Position</b>	<b>766,867.52</b>
	<b>Total Fund Balances</b>	<b>766,867.52</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 766,867.52</b>



**Idyllwild Fire Protection District****Balance Sheet**

For Conversion Entry (99)

June 30, 2020

**Assets**

<b>Accrued Receivables</b>		
99-000-9211	Taxes Receivable	22,000.00
	<b>Total Accrued Receivables</b>	<b>22,000.00</b>
<b>Due From Other Funds</b>		
	<b>Total Due From Other Funds</b>	<b>.00</b>
<b>Capital Assets, Non-Depreciable</b>		
99-000-9411	Land	101,336.00
	<b>Total Capital Assets, Non-Depreciable</b>	<b>101,336.00</b>
<b>Capital Assets, Depreciable</b>		
99-000-9421	Buildings and Improvements	588,275.44
99-000-9429	Accumulated Depreciation: Buildings and Equipment	(529,000.00)
99-000-9431	Vehicles	2,464,363.48
99-000-9439	Accumulated Depreciation: Vehicles	(2,220,000.00)
99-000-9441	Other Equipment	625,195.87
99-000-9449	Accumulated Depreciation: Other Equipment	(555,000.00)
	<b>Total Capital Assets, Depreciable</b>	<b>373,834.79</b>
<b>Deferred Outflows of Resources</b>		
99-000-9491	Deferred Outflows of Resources: Pension	665,000.00
	<b>Total Deferred Outflows of Resources</b>	<b>665,000.00</b>
	<b>Total Assets</b>	<b>\$ 1,162,170.79</b>

**Liabilities and Fund Balance**

<b>Accrued Payables</b>		
99-000-9501	Accounts/Vendors Payable	3,000.00
	<b>Total Accrued Payables</b>	<b>3,000.00</b>
<b>Due To Other Funds</b>		
	<b>Total Due To Other Funds</b>	<b>.00</b>
<b>Current Portion of Long-Term Liabilities</b>		
	<b>Total Current Portion of Long-Term Liabilities</b>	<b>.00</b>
<b>Non-Current Portion of Long-Term Liabilities</b>		
99-000-9661	Compensated Absence Balance	155,000.00
99-000-9662	Capital Lease	7,335.90
99-000-9663	Net Pension Obligation "NPL"	3,081,000.00
99-000-9664	Other Postemployment Benefits "OPEB"	461,000.00
99-000-9667	Loan	209,631.99
	<b>Total Non-Current Portion of Long-Term Liabilities</b>	<b>3,913,967.89</b>
<b>Deferred Inflows of Resources</b>		

**Idyllwild Fire Protection District****Balance Sheet***For Conversion Entry (99)**June 30, 2020*

99-000-9691	Deferred Inflows of Resources: Pension	145,000.00
	<b>Total Deferred Inflows of Resources</b>	<u>145,000.00</u>
	<b>Total Liabilities</b>	<u>4,061,967.89</u>
	<b>Unassigned Fund Balance</b>	
	<b>Total Unassigned Fund Balance</b>	<u>.00</u>
	<b>Net Position</b>	
99-000-9796	Net Investment in Capital Assets	275,388.82
99-000-9799	Unrestricted Conversion Entry Net Position	(2,853,100.00)
	<b>Total Net Position</b>	<u>(2,577,711.18)</u>
	Excess of Revenue Over Expenditures	(322,085.92)
	<b>Total Fund Balances</b>	<u>(2,899,797.10)</u>
	<b>Total Liabilities and Fund Balances</b>	<u>\$ 1,162,170.79</u>

**IFPD Bill Payments June 2020**



Date	Line Item #	Payment to:	Description	Amount
2-Jun	(111)(121) - 4611	Fruth Group	Copies 12/1 - 3/1	\$461.67
2-Jun	(111)(121) - 4921	Idyllwild Water	Water	\$245.58
2-Jun	(111)(121) - 3911	Riverside County Transportation	Fuel - Eng/Amb	\$1,694.49
2-Jun	(111)(121) - 3911	Riverside County Transportation	Fuel - Eng/Amb	\$1,047.23
2-Jun	(111)(121) - 4631	S. Edwards	Rental Comm Apr & May	\$600.00
2-Jun	(121) - 4303	Idyllwild Garage	Ambulance Towing	\$650.00
2-Jun	(121) - 4121	Verizon	iPads Service (EPCR)	\$229.90
2-Jun	(111)(121) -	Spectrum	Internet - Phone	\$377.12
2-Jun	(111)(121) - 4301	Village Hardware	Vehicle Repair	\$510.24
2-Jun	(111)(121) - 4303	Napa Auto Parts	Payroll	\$5,621.00
2-Jun	(111)(121) - 3811	Idyllwild Career Firefighter Association	Trash Service	\$237.72
2-Jun	(111)(121) - 4941	CR&R	Dispatch FY 19/20 Q3	\$18,789.16
2-Jun	(111)(121)	US Bank	Cal Card	\$4,283.41
2-Jun	(111)(121) - 2301	Aflac	Med -125 Ins	\$153.40
2-Jun	(121) - 3491	Mckesson	Medical Supplies	\$53.77
2-Jun	(121) - 3491	Mckesson	Medical Supplies	\$196.59
2-Jun	(121) - 3491	Mckesson	Medical Supplies	\$51.69
2-Jun	(111)(121) - 4304	Forest Lumber	Medical Supplies	\$61.63
2-Jun	(111)(121) -	Brett Leseberg	Supplies	\$148.64
2-Jun	(111)(121) - 4911	Souther California Edison	Batteries	\$30.44
2-Jun	(111)(121) - 3911	Chevron / Wex Bank	Electric	\$476.81
4-Jun	(111)(121) - 4921	Idyllwild Water	Fuel - C6200	\$75.00
4-Jun	(111)(121) - 4301	Butala Automotive	Water	\$275.10
4-Jun	(111)(121) - 4301	Butala Automotive	Vehicle Maint	\$275.00
4-Jun	(111)(121) - 4301	Butala Automotive	Vehicle Maint	\$495.00
4-Jun	(121) - 4121	Verizon	iPads Service (EPCR)	\$229.90

4-Jun	(111)(121) - 4301	Village Hardware	Supplies	\$115.80
4-Jun	(121) - 3491	Nationwide Medical Services	Medical Supplies	\$344.84
4-Jun	(121) - 3491	Nationwide Medical Services	Medical Supplies	\$312.00
	(111)(121) -	Spectrum	Internet - Phone	\$376.88

TOTALS

**\$38,618.55**



# IDYLLWILD FIRE

## Banking Institution Comparisons

	Checking	MMA	Payroll	Line of Credit
<b>BBVA Compass</b>	Free with \$ 1500.00 monthly balance	0.500%	BBVA has internal payroll, however may not be able to provide for full service.	\$120,000.00 \$ 150.00 Annual doc fee "no waive fee"
** Local branch.				

	Checking	MMA	Payroll	Line of Credit
<b>The Bank of Hermet</b>	Free with \$ 1500.00 monthly balance	0.800%	ADP Approx. \$ 200-250 monthly	\$200,000.00 No origination fee \$ 75.00 Annual doc fee "fee waived with min. bal."
** Closest branch is located in Anza CA. (Will supply all deposit equipment)				

	Checking	MMA	Payroll	Line of Credit
<b>WELLS FARGO</b>	Free with \$ 1500.00 monthly balance	0.800%	ADP Approx. \$ 200-250 monthly	\$250,000.00 No origination fee \$ 75.00 Annual doc fee "fee waived with min. bal."
** Closest branch is located in Palm Desert. (Will supply all deposit equipment)				



# IDYLLWILD FIRE

## Community Alerting System Vendor Cost Comparisons

Vendor

Base System

Install and Pole

Warranty

Total Cost



133.5db. @ 100ft.  
min. of 75db at IFPD jur. Bndry  
21HP 61"X53"X59" 500lbs  
208/240/480V  
Kenwood/CSC-960

55' wood  
Class II

10 years parts/lbr.

**\$50,468.12**



127db @ 100ft.  
min. of 70db at IFPD jur. Bndry  
19HP 60"X60"X49" 600lbs  
208/240/480V  
Kenwood/TK 2312/3312

45' wood  
Class II

10 year siren/5 year lbr.

**\$25,994.91**



127db @ 100ft.  
min. of 70db at IFPD jur. Bndry  
19HP 60"X60"X49" 600lbs  
208/240/480V

55' wood  
Class II

10 years parts/lbr.

**\$57,138.89**

# IDYLLWILD FIRE PROTECTION DISTRICT

**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1000

**1000.1** It is the intent of the Board of Commissioners of the IFPD to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, which will be reviewed and updated by the Board from time to time. The Manual of Policies will serve as a resource for Commissioners, Staff and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with the Constitution, State or Federal Legislation or rules and regulations established to implement the legislation, or rules and regulations established by Government agencies, said Legislation or rules and regulations shall prevail.

**1000.3** At such time that a rule or regulation is changed which may or may not affect Board policy and comes to the attention of the Fire Chief the Fire Chief will bring said item to the President of the Board of Fire Commissioners.

Original Approval Date: 08/22/2013  
Board Revised Date: 09/26/2017  
Board Revised Date: 07/28/2020

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Board Revised Date

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Clerk of the Board

# IDYLLWILD FIRE PROTECTION DISTRICT

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**POLICY NUMBER:** 1000

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Original Approval Date: 08/22/2013  
Board Revised Date: 09/26/2017  
Board Revised Date: 07/28/2020

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Board Revised Date

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Clerk of the Board



**IDYLLWILD FIRE PROTECTION DISTRICT**

**POLICY TITLE:** Claims Against the District  
**POLICY NUMBER:** 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim. Prior to investigating damage claim the District's insurance carrier will be notified.

Under California law, before any payment is made to a Third Party (the Claimant) for injuries or damage to real or personal property, a claim must be filed with the public entity specifying the allegations against the public entity and the amount of the claim.

**1040.1** The District's carrier, SDRMA as a Joint Powers Authority, self-administers claims filed against participating Property / Liability Program members. SDRMA claims staff investigates, evaluates, and determines the members' potential liability exposure on ALL covered claims and will negotiate a settlement or deny liability on behalf of the member.

In some cases, a claim will proceed into litigation and claims staff will direct counsel in the defense of the action and ultimate resolution of the claim. This section outlines what steps the IFPD will take when a claim is presented.

1. A claim is any written request for payment arising out of a claim of liability and must be presented to the IFPD prior to the filing of a lawsuit. The claim must be signed by the claimant or by some person on their behalf.
2. Under Government Code §911.2, a claim relating to a cause of action for death or for injury to person or to personal property shall be presented not later than six months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented not later than one year after the accrual of the cause of action.

**1040.2** Information which must be contained in the claim:

- a. Name and post office address of the claimant.
- b. Post office address to which the person presenting the claim desires notices to be sent.
- c. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim.
- d. A general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.
- e. The name or names of the public employee or employees causing the injury, damage or loss, if known.
- f. The amount claimed, if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim, but the claim shall indicate whether the claim is a limited civil case.
- g. The signature and date of claimant or some person on claimant's behalf.

**1040.3** Following receipt of the claim, the IFPD has 45 days in which to act on the claim. Otherwise, the claim is deemed to have been automatically rejected as a matter of law.

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**1040.4** IFPD's insurance carrier suggests that all claims found unmeritorious be formally rejected since this reduces the time available to the claimant for filing a lawsuit from two years to six months from date notice of rejection is mailed.

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**1040.5** A rejection letter must be sent to the claimant or their representative at the address specified in the claim. The rejection notice must contain the mandatory notification language advising the claimant that they have six (6) months from the date of the Notice of Rejection to file a lawsuit.

**1040.6** The IFPD will avoid any references to insurance, insurance company adjusters, risk managers, or any other statements that might indicate that the claim is being given any further consideration. Statements of that type could lead to a voiding of the rejection and extend the time frame available to a claimant for filing a lawsuit.

**1040.7** If the IFPD sends a Notice of Insufficient Claim within the time prescribed and the claimant (or attorney) has not filed an amended claim correcting the insufficiency; the IFPD will reject the claim. It is essential that the correct letter format is utilized so that the time for filing a lawsuit is not extended and so that the IFPD does not waive insufficiencies as a defense.

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**1040.8** If the IFPD has sent a Notice of Insufficient Claim and the claimant (or attorney) has filed an amended claim, but has not done so within the time allowed by the Government Code (15 days), the IFPD should reject the claim, but should reserve the right to assert the untimeliness of the filing of the amended claim, as a defense.

**1040.9** IFPD District Counsel will be notified and consulted throughout all stages of the process. The IFPD insurance carrier will also be notified immediately of any claim and will be consulted and involved throughout the process.

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**1040.10** Under California Government Code the IFPD is not required to provide a claim form when requested. A General Claim Form is available through the IFPD insurance carrier, and will be provided a claimant or their representative upon request.

**1040.11** All claims must contain information as required by Government Code §910 and §910.2. If the claim elements meet all the requirements of §910 and §910.2 the claim will be evaluated for acceptance or rejection. If the IFPD disputes any of the allegations of the claim or the amount claimed, the claim should be rejected.

The IFPD needs to take formal action to reject the claim, and will use the NOTICE OF REJECTION OF CLAIM form (found on SDRMA site.) After 45 days from the date the claim was received by the IFPD and the IFPD has taken no action to reject or accept the claim, the claim is deemed rejected as a matter of law. The IFPD will use the SDRMA NOTICE OF REJECTION BY OPERATION OF LAW form (found on SDRMA site.).

**1040.12** Insufficient Claim: Assuming that a claim has been presented, the IFPD has the responsibility of reviewing it and notifying the claimant if the claim is (1) insufficient, or (2) untimely. A failure to notify a claimant of defects or omissions in his or her claim can result in a waiver of the deficiencies. The IFPD should not take any action on the claim but should return the claim to the claimant using the NOTICE OF INSUFFICIENCY OF CLAIM FORM AND RETURN WITHOUT ACTION form. The IFPD should identify the specific deficiencies in the claim.

Deleted: §911.

**1040.13** Time for Notifying of Insufficiency: The claimant must be notified of an insufficiency within twenty (20) days of the time of presentation of the claim. A mailed claim is deemed presented on the date it is mailed. [Government Code §910.8](#)

**1040.14** Notifying Claimant of Insufficiency of Claim: If a review of the claim shows that the claimant has failed to comply "substantially" with the requirements regarding the contents of the claim, the IFPD must notify the claimant of the insufficiency. [Government Code §910.8](#).

**1040.15** No Governing Body Action for 15 Days after Notice of Insufficiency: The IFPD cannot reject a claim until at least 15 days have elapsed from the date notice is sent to the claimant of the insufficiency of his or her claim. §910.8. This delay gives the claimant time to remedy the deficiencies.

**1040.16** Claimant Neglects to Give Address: The IFPD is relieved of the necessity to give any notices whenever no mailing address is supplied by the claimant. [Government Code §915.4\(b\)](#), §911.3(b).

**1040.17** Complete Proof of Service:

The IFPD will complete the PROOF OF SERVICE section on each form provided by IFPD insurance carrier and will keep a copy for documentation purposes.

Original Approval Date: 08/22/2013  
Board Revised Date: 11/28/2017  
Board Revised Date: 07/28/2020

Board Revised Date

Clerk of the Board

## IDYLLWILD FIRE PROTECTION DISTRICT

**POLICY TITLE:**        **Claims Against the District**  
**POLICY NUMBER:**    **1040**

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim. Prior to investigating damage claim the District's insurance carrier will be notified.

Under California law, before any payment is made to a Third Party (the Claimant) for injuries or damage to real or personal property, a claim must be filed with the public entity specifying the allegations against the public entity and the amount of the claim.

**1040.1** The District's carrier, SDRMA as a Joint Powers Authority, self-administers claims filed against participating Property / Liability Program members. SDRMA claims staff investigates, evaluates, and determines the members' potential liability exposure on **ALL** covered claims and will negotiate a settlement or deny liability on behalf of the member.

In some cases, a claim will proceed into litigation and claims staff will direct counsel in the defense of the action and ultimate resolution of the claim. This section outlines what steps the IFPD will take when a claim is presented.

1. A claim is any written request for payment arising out of a claim of liability and must be presented to the IFPD prior to the filing of a lawsuit. The claim must be signed by the claimant or by some person on their behalf.
2. Under Government Code §911.2, a claim relating to a cause of action for death or for injury to person or to personal property shall be presented not later than six months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented not later than one year after the accrual of the cause of action.

**1040.2** Information which must be contained in the claim:

- a. Name and post office address of the claimant.
- b. Post office address to which the person presenting the claim desires notices to be sent.
- c. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim.
- d. A general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.
- e. The name or names of the public employee or employees causing the injury, damage or loss, if known.
- f. The amount claimed, if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim, but the claim shall indicate whether the claim is a limited civil case.
- g. The signature and date of claimant or some person on claimant's behalf.

**1040.3** Following receipt of the claim, the IFPD has 45 days in which to act on the claim. Otherwise, the claim is deemed to have been automatically rejected as a matter of law.

**1040.4** IFPD's insurance carrier suggests that all claims found unmeritorious be formally rejected since this reduces the time available to the claimant for filing a lawsuit from two years to six months from date notice of rejection is mailed.

**1040.5** A rejection letter must be sent to the claimant or their representative at the address specified in the claim. The rejection notice must contain the mandatory notification language advising the claimant that they have six (6) months from the date of the Notice of Rejection to file a lawsuit.

**1040.6** The IFPD will avoid any references to insurance, insurance company adjusters, risk managers, or any other statements that might indicate that the claim is being given any further consideration. Statements of that type could lead to a voiding of the rejection and extend the time frame available to a claimant for filing a lawsuit.

**1040.7** If the IFPD sends a Notice of Insufficient Claim within the time prescribed and the claimant (or attorney) has not filed an amended claim correcting the insufficiency; the IFPD will reject the claim. It is essential that the correct letter format is utilized so that the time for filing a lawsuit is not extended and so that the IFPD does not waive insufficiencies as a defense.

**1040.8** If the IFPD has sent a Notice of Insufficient Claim and the claimant (or attorney) has filed an amended claim, but has not done so within the time allowed by the Government Code (15 days), the IFPD should reject the claim, but should reserve the right to assert the untimeliness of the filing of the amended claim, as a defense.

**1040.9** IFPD District Counsel will be notified and consulted throughout all stages of the process. The IFPD insurance carrier will also be notified immediately of any claim and will be consulted and involved throughout the process.

**1040.10** Under California Government Code the IFPD is not required to provide a claim form when requested. A General Claim Form is available through the IFPD insurance carrier, and will be provided a claimant or their representative upon request.

**1040.11** All claims must contain information as required by Government Code §910 and §910.2. If the claim elements meet all the requirements of §910 and §910.2 the claim will be evaluated for acceptance or rejection. If the IFPD disputes any of the allegations of the claim or the amount claimed, the claim should be rejected.

The IFPD needs to take formal action to reject the claim, and will use the NOTICE OF REJECTION OF CLAIM form (found on SDRMA site.) After 45 days from the date the claim was received by the IFPD and the IFPD has taken no action to reject or accept the claim, the claim is deemed rejected as a matter of law. The IFPD will use the SDRMA NOTICE OF REJECTION BY OPERATION OF LAW form (found on SDRMA site.).

**1040.12** Insufficient Claim: Assuming that a claim has been presented, the IFPD has the responsibility of reviewing it and notifying the claimant if the claim is (1) insufficient, or (2) untimely. A failure to notify a claimant of defects or omissions in his or her claim can result in a waiver of the deficiencies. The IFPD should not take any action on the claim but should return the claim to the claimant using the NOTICE OF INSUFFICIENCY OF CLAIM FORM AND RETURN WITHOUT ACTION form. The IFPD should identify the specific deficiencies in the claim.

**1040.13** Time for Notifying of Insufficiency: The claimant must be notified of an insufficiency within twenty (20) days of the time of presentation of the claim. A mailed claim is deemed presented on the date it is mailed. Government Code §910.8

**1040.14** Notifying Claimant of Insufficiency of Claim: If a review of the claim shows that the claimant has failed to comply "substantially" with the requirements regarding the contents of the claim, the IFPD must notify the claimant of the insufficiency. Government Code §910.8.

**1040.15** No Governing Body Action for 15 Days after Notice of Insufficiency: The IFPD cannot reject a claim until at least 15 days have elapsed from the date notice is sent to the claimant of the insufficiency of his or her claim. §910.8. This delay gives the claimant time to remedy the deficiencies.

**1040.16** Claimant Neglects to Give Address: The IFPD is relieved of the necessity to give any notices whenever no mailing address is supplied by the claimant. Government Code §915.4(b), §911.3(b).

**1040.17** Complete Proof of Service:

The IFPD will complete the PROOF OF SERVICE section on each form provided by IFPD insurance carrier and will keep a copy for documentation purposes.

Original Approval Date: 08/22/2013  
Board Revised Date: 11/28/2017  
Board Revised Date: 07/28/2020

\_\_\_\_\_  
Board Revised Date

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Clerk of the Board

**IDYLLWILD FIRE PROTECTION DISTRICT**

**POLICY TITLE: Public Contributions**  
**POLICY NUMBER: 1060**

**1060.1** Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The Fire Chief or his/her designee will provide a receipt for said donation and include the District's tax identification number thereon.

**1060.2** Donations must be clearly marked as such. ~~Deposits~~ ~~Donations by an individual~~ a property owner with a ~~past due~~ service account will be ~~assumed to be credited as~~ a payment toward their account's unpaid balance, ~~or payment in advance of billing in the event the account does not have an unpaid balance, if the deposit is not~~ clearly marked as a being a donation for a specific public purpose.

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**1060.3** ~~Donations by individuals as gestures of thanks, or appreciation will also be accepted. Donations should be clearly identified as such with donor's intent written within the memo line of a check. Cash and Gift Certificate Donations will also be accepted and clearly logged with donor's intent memorialized and brought to the attention of the IFPD Fire Chief for acceptance and dissemination as per the donor's wishes.~~

**1060.4** By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

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Original Approval Date: 08/22/2013  
Board Revised Date: 09/26/2017  
Board Revision: 07/28/2020

Board Revised Date

Clerk of the Board

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Original Approval Date: 08/22/2013  
Board Revised Date: 09/26/2017  
Board Revision: 07/28/2020

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Board Revised Date

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Clerk of the Board



July 13, 2020

Mark LaMont, Fire Chief

Chief LaMont,

This is to advise you that I will be resigning my position on the Idyllwild Fire Protection District Board of Commissioners effective today. I have been enriched by my years of service that began in December of 2011.

It has truly been a pleasure to work with you and everyone that has worked to serve and protect the Community of Idyllwild and the entire hill.

  
Jerry Buchanan