



IDYLLWILD FIRE

Idyllwild Fire Protection District

54160 Maranatha Drive
Idyllwild, CA 92549

Regular Board Meeting

AGENDA

Tuesday June 30, 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; Buchanan.
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
 - Buchanan
- IFPD Fire Chief LaMont
- Idyllwild Career Firefighters Assoc.
- Idyllwild Volunteer Co.
- Other. (Special Reports)
- ADHOC. (committies) Assesment/Measure.

Action Items:

The Board may approve or take action 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 May 2020: Incident Statistic / Ambulance Reports:** *Accept as presented.*
4. **Review / Discuss / Approve May 2020 Financials:** *Approve as submitted.*
5. **Review / Discuss / Approve May 2020: Bill Payments:** *Approve as submitted.*
6. **Review / Discuss / Approve – Credit Card Payments:** *Accept as presented.*
7. **Review / Discuss / Approve – Banking Options:** *Accept as presented.*
8. **Review / Discuss / Approve – Alerting System:** *Discuss / Review*
9. **Review / Discuss / Approve – Board Policies**
 1000– Purpose of Board Policies
 1020– Conflict of Interest
Approve as presented.
10. **Review / Discuss / Approve – Upcoming Educational Events**
 - ✓ 1. EMT / Cert Training for Board Members.
11. **Review / Discuss – Future Agenda Items**

Correspondence:

Adjournment: Next regularly scheduled meeting will be on July 28, 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 June 20th 2020

Mtg. June 30, 2020

1. Admin. / Operations:

- Personnel:
- A) All personnel continue to follow guidelines and precautions during the COVID -19 pandemic. (No staff have contracted the virus to date)
 - B) IFPD Front office re-opened on June 1st.
 - C) IFPD Staff meeting was held on May 18th.

- Vehicles:
- A) Truck 621 had a new alternator installed.
 - B) BR 621 and B622 had annual service completed.
 - C) Medic Unit 623 ERG Valve repair.
 - D) BR622 (Paint is anticipated between July 1-15, 2020) (Est. \$ 11,000.00)
 - E) E622 (Motor rebuild, anticipated late July) (Est. \$ 18,500.00)
 - F) We are anticipating the delivery of New Medic Unit 621 by July 2020.
 - G) C 6200 new lighting, siren radios anticipated for early July 2020.
 - H) Excess vehicles have been placed in the local paper for sale by sealed Bid closing June 30th.

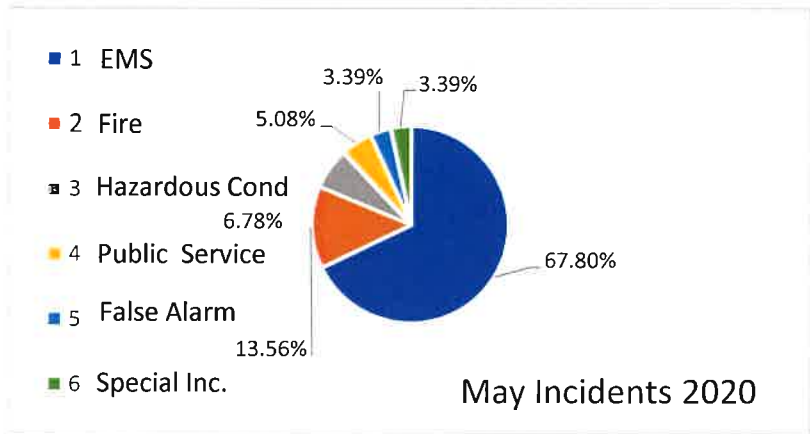
- Equipment:
- A) New SCBA's from the Fire House Subs Grant are in service bringing the total of NEW IFPD SCBA's to nine (9).
 - B) New Wildland Fire PPE has been ordered with several items received. All Personnel currently have the minimum required PPE available and we are awaiting a few additional pieces for some of our new Reserves.
 - C) New tools (McClouds/Pulaskis/Rouge/Rhino/Shovels) were ordered to compliment new vehicle delivery.
 - D) We are finalizing our equipment need lost for new BR622 and anticipate purchase of this equipment in July 2020.

- Other:
- A) LE 100 Abatement progress. First inspections were made and mailed with **713 failed properties** noted. The Second Inspections were completed on June 5th and we mailed out **340 fail notices**. Final (3rd) inspections will be made from June 22nd - June 30th 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%

2. Statistical Update:

Total Number of Incidents for May: 59

EMS 40 *Transports* 16
 Fire 8
 Other 11



3. Ambulance Billing:

Charges	62,430.00	
Payments	28,260.00	FY/TD \$ 487,295.00
AR	310,275.88	

4. Mutual Aid:

- Local EMS IFPD Continues to provide automatic aid to neighboring Communities throughout the Mountain Plateau. We responded to **125 EMS Mutual aid requests** in the 19/20FY.
- Fire We provided Mutual Aid to the Cathedral City Fire Department On two (2) fires. WT 621 and BR621 were sent to assist.

5. IFPD Training: Monthly Training Target Solutions:

- i. Ladders (24')
- 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. Riv. Co.

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.

9. Community:

- A) IFPD is planning an Independence Day / 75th Anniversary BBQ for July 4th at station 621 from 10:30 – 2:30 (Hot Dogs/Hamburgers/Ice Cream.
- 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.
- F) Blood Drive May 30th (15 Units collected) Next Blood Drive is scheduled for July 25th.

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 – May 26, 2020

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

Call to Order: 15:05

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

Pledge of Allegiance: President Ralph Hoetger

Invocation: Fire Chief Mark LaMont

Citizens' Comments: None at this time

Reports

- President Hoetger – Reminder to all Board Members if you have a question for legal council please funnel your questions through the Board President. I received a letter before this meeting from Commissioner Donahoo; he is resigning as a Board Commissioner. We thank him for his many years of dedication and service.
- Vice President Sawicki – Glad to be back live. Thank you to Commissioner Donahoo for his years of service.
- Secretary Andrewson – Thank you to the crew. They were called out on 3 different occasions. The service they provided was professional and outstanding. Also thank you to Commissioner Donahoo for his dedication to the department.
- Commissioner Buchanan – Thank you to Commissioner Donahoo for his many years of dedication and service.
- Commissioner Donahoo – Thank you all. I am thankful to have been a part of this team for so long.
- Chief Mark LaMont. – Please see written report. Also, Thank you to Commissioner Donahoo for his many years of service and dedication to the Community of Idyllwild and the Idyllwild Fire Protection District. In addition to the written report. We currently have two FFEMT's getting close to the end of their respective 1 year probationary timeframe. Currently working with FEMA for reimbursement of COVID related expenditures.
- Idyllwild Volunteer Fire Company – No report.
- Idyllwild Career Firefighters' Association (Rodriguez) – the ICFA we would like to thank Commissioner Donahoo for his many years of service.
- Ad HOC Committee Assessment/Measure (Sawicki/Andrewson) – Sustainability chairperson Dr. Dick Goldberg presented a report to the Board of Commissioners.

Action Items

1. Approve meeting minutes from 4/28/20 Regular Board Meeting:

Secretary Andrewson made a motion to approve the 4/28/20 Regular Board Meeting minutes; Vice President Sawicki 2nd. Commissioner Buchanan abstains due to nonattendance. Motion passed 4-0-1

2. Accept April 2020: Incident Statistic / Ambulance Reports:

Secretary Andrewson made a motion to accept the April 2020 Incident Statistic and Ambulance Report; Commissioner Donahoo 2nd Motion passed 5-0

3. Review / Discuss / Approve April 2020 Financials:

Secretary Andrewson made a motion to approve the April Financials; Vice President Sawicki 2nd. Motion passed 5-0

4. Review / Discuss / Approve April 2020 Bill Payments:

Commissioner Donahoo made a motion to approve the April 2020 Bill Payments; Secretary Andrewson 2nd Motion passed 5-0

5. Review / Discuss Draft (work product) Budget FY2020/2021:

Secretary Andrewson made a motion to approve the FY2020/2021 Budget; Commissioner Donahoo 2nd. Motion passed 5-0

6. Review / Discuss / Approve – Update/Recommendation from IFPD Sustainability Committee.

Board approved moving forward with the committee’s recommendation of parcel fee increase as presented.

7. Review / Discuss – Alerting System

Chief LaMont reported on progress with the alerting system. Working with vendor on final pricing and also working with FVWD, IWD and Sup. Washington’s office to secure necessary funding for the project.

8. Review / Discuss / Approve – Unit fee assessment letter 2020

Secretary Andrewson made a motion to approve the Unit fee assessment letter 2020; Commissioner Donahoo 2nd. Motion passed 5-0

9. Review / Discuss / Approve – Board Policy(s)

- o Board Policy 1000 – Purpose of Board Policies

Tabled until next month

10. Review / Discuss / Approve – Upcoming Educational Events

- ✓ 1. EMT Cert Training for Board Members

11. Review / Discuss / Approve – Future Agenda Items

Vice President Sawicki made a motion to accept Commissioner Donahoo’s resignation, Commissioner Buchanan 2nd. Motion passed 5-0

Correspondence – Included in Board Packet

Secretary Andrewson made a motion to adjourn, Vice President Sawicki 2nd. Motion passed. 5-0

Adjournment: 16:45

Respectfully submitted,

Administrative Assistant
Rachel Teegarden

Approved:

Ralph Hoetger, President

Date

Clerk of the Board

Date



Idylwild Fire Protection District
Ambulance Report: 2019/20 FY
 Summary 14/15/16/17/18/19/20FYs

2019/20	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	Total	Percentage
Current														
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		(12 mos) 1,171,951.30	100%
Payments	45,332.21	44,732.83	43,798.23	88,464.39	36,802.15	55,301.53	52,911.55	50,973.75	33,233.61	27,485.02	28,260.72		487,295.99	42%
Difference	(78,639.09)	(128,377.17)	(99,169.77)	(19,810.61)	(80,557.85)	(71,813.47)	(74,841.45)	(11,951.25)	(50,717.39)	(34,607.98)	(34,163.28)		(684,655.31)	-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		\$487,295.99	\$40,608.00
(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			\$487,295.99
Annual Budget Est:													\$471,000.00	
2019/20 Adjustments	(64,832.35)	(79,737.31)	(100,984.21)	(69,938.23)	(68,223.19)	(77,695.69)	(70,520.53)	(77,014.16)	(60,920.18)	(54,540.80)	(23,549.95)	0.00	(64,829.72)	
A/R 2019/20	373,107.33	416,745.34	413,678.16	372,265.37	382,798.73	385,634.83	360,291.85	315,153.54	320,215.25	310,326.87	310,275.88	0.00	330,041.08	

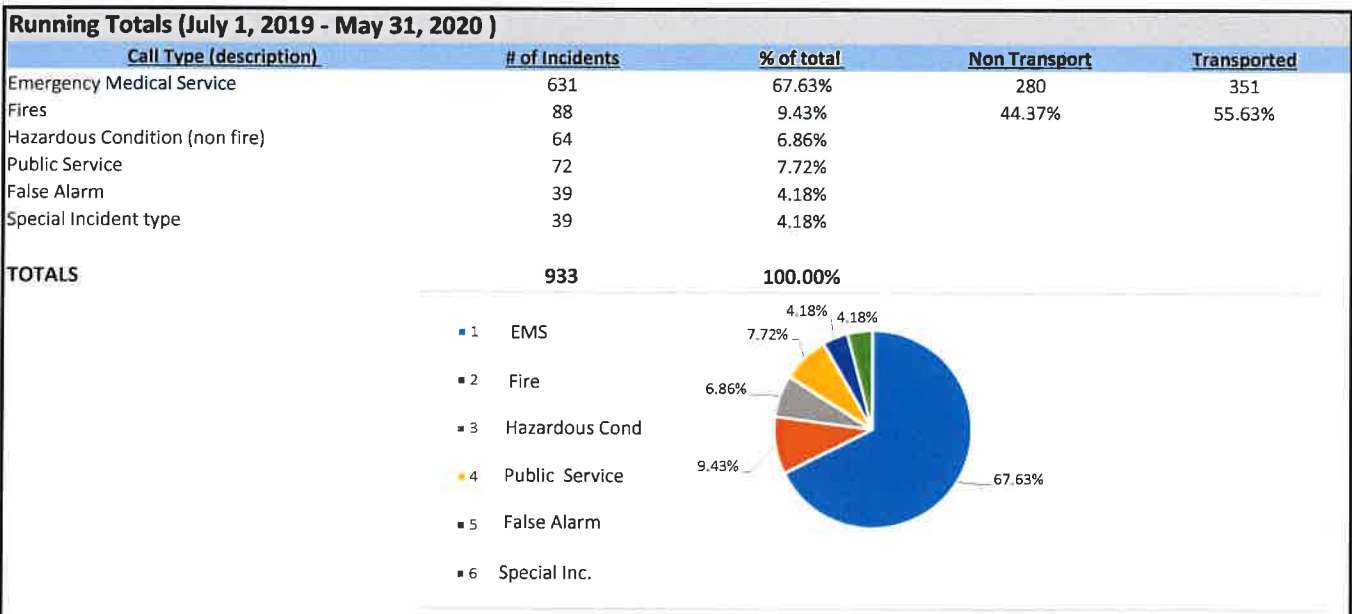
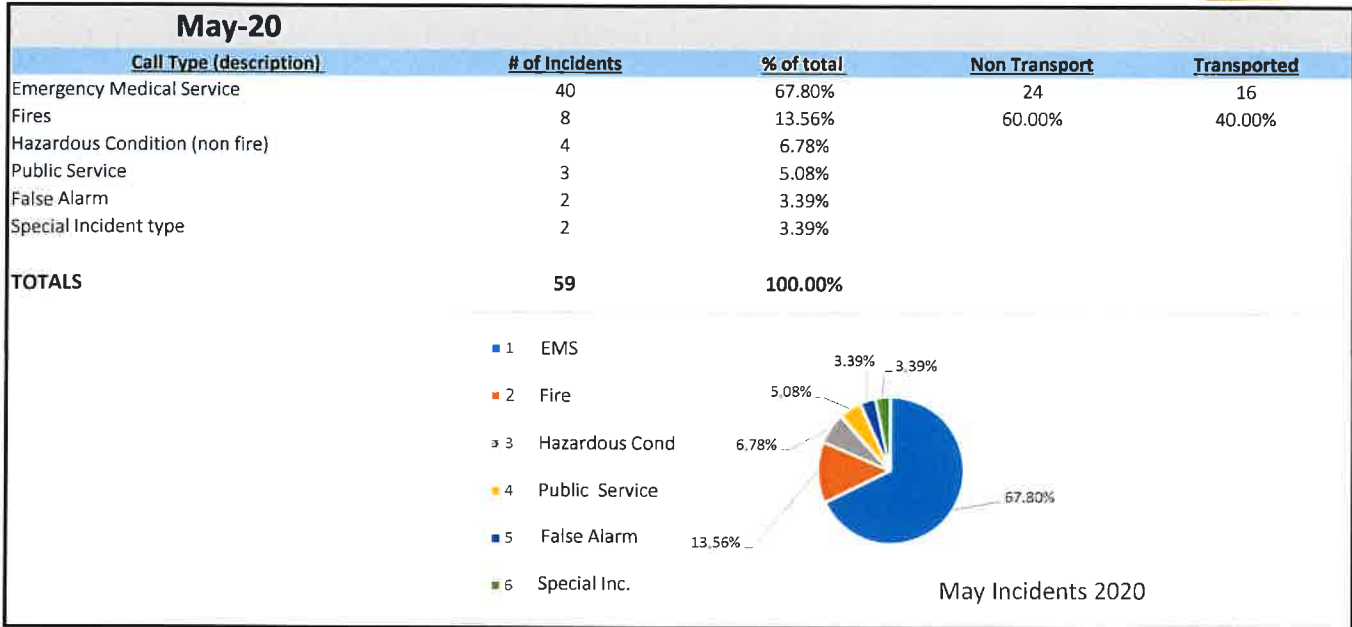
ML 02/02/2020

2018/2019	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	Total	Percentage
Current														
Charges	178,535.70	109,109.70	125,985.30	93,401.70	109,515.00	92,712.90	91,875.00	125,142.15	89,491.58	166,539.45	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	38,585.07	56,494.20	41,457.20	47,463.94	38,220.97	28,988.59	46,238.45	43,583.59	516,747.78	37%
Difference	(155,000.23)	(45,966.93)	(80,807.75)	(51,861.21)	(70,929.93)	(36,218.61)	(50,417.80)	(77,683.81)	(51,270.61)	(137,550.86)	(65,715.30)	(76,413.56)	(897,512.00)	-63%
Running Payments (actual rev.)	\$23,535.47	\$89,978.24	\$132,155.79	\$173,696.28	\$212,281.35	\$268,775.64	\$310,232.84	\$367,716.18	\$395,937.15	\$424,925.74	\$473,164.19	\$516,747.78	\$516,747.78	\$43,062.32
(Running Dif. from 2017/18)	(\$16,271.71)	\$8,992.64	\$24,427.58	\$37,499.40	\$53,386.78	\$89,841.30	\$106,710.15	\$114,534.61	\$128,072.61	\$133,941.41	\$137,842.21	\$115,587.38		\$516,747.78
Annual Budget Est:													\$445,000.00	
2018/19 Adjustments	47,029.70	123,305.75	86,519.25	52,782.70	46,184.76	65,114.12	85,200.93	66,181.22	87,986.85	56,582.10	31,662.07	54,424.83	65,246.19	
A/R 2018/19	360,873.78	286,174.75	286,051.20	292,983.11	281,357.96	266,777.95	273,339.47	256,496.82	231,122.82	333,579.29	329,269.32	352,792.67	295,896.18	

ML 7/3/2019

2017/2018	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	Total	Percentage
Current														
Charges	93,842.18	66,658.20	79,438.80	71,737.05	88,372.20	90,258.00	112,381.50	71,581.10	59,291.93	71,974.35	117,682.10	87,351.60	(12 mos) 1,010,499.01	100%
Payments	39,807.18	38,179.02	29,742.01	28,468.67	22,697.69	20,039.77	24,588.35	39,858.88	24,682.97	23,119.79	44,337.65	63,858.42	399,180.40	40%
Difference	(54,035.00)	(28,479.18)	(49,696.79)	(43,268.38)	(65,674.51)	(70,218.23)	(87,793.15)	(31,722.22)	(34,608.96)	(48,854.56)	(73,344.45)	(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	\$335,321.98	\$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	\$335,321.98	\$399,180.40		\$399,180.40
Annual Budget Est:													\$445,000.00	
2017/18 Adjustments	83,146.22	86,248.92	34,356.31	47,216.95	64,854.37	49,270.28	55,417.25	63,357.94	29,383.39	34,042.52	61,606.15	60,200.51	65,925.07	
A/R 2017/18	147,572.60	110,572.73	126,085.25	131,747.37	141,758.16	162,706.11	206,221.33	186,682.89	195,886.14	224,177.00	257,426.92	228,433.75	176,604.18	

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



Idyllwild Fire Protection District (Incident Average Statistics)

Daily Incident Avrg. :	2.8
Daily Transport Average :	1.1
Percentage of Overlapping Calls:	21.35%
Mutual Aid Given	7
Mutual Aid Received	0

Transport Destinations				
EMC	HVMC	San G	DRMC	Other
10	2	0	4	0
62.50%	12.50%	0.00%	25.00%	0.00%
202	55	24	33	37
57.55%	15.67%	6.84%	9.40%	10.54%

Average Response times:			
Dispatch to Arrival :	EMS	3.4	Fire / Other 4.07



IDYLLWILD FIRE

Summary

Ambulance Incident **RECAP** 2019/20 (Qtr. 1 and 2)

ML 1/06/2020

Month	Year	Local IFPD EMS Incidents	Mutual Aid Incidents	TOTALS
July	2019	61	12	73
Percentage of monthly		84%	16%	100%
Avrg. Of Charges		103,592.46	20,378.84	123,971.30
Avrg. of payments		40,401.06	7,947.75	48,348.81
August	2019	57	19	76
Percentage of monthly		75%	25%	100%
Avrg. Of Charges		129,832.50	43,277.50	173,110.00
Avrg. of payments		33,549.62	11,183.21	44,732.83
September	2019	55	13	68
Percentage of monthly		81%	19%	100%
Avrg. Of Charges		115,635.88	27,332.12	142,968.00
Avrg. of payments		35,425.04	8,373.19	43,798.23
October	2019	36	20	56
Percentage of monthly		64%	36%	100%
Avrg. Of Charges		91,908.00	51,060.00	88,275.00
Avrg. of payments		28,156.01	15,642.23	68,464.39
November	2019	41	12	53
Percentage of monthly		77%	23%	100%
Avrg. Of Charges		90,787.92	26,572.08	117,360.00
Avrg. of payments		28,469.59	8,332.56	36,802.15
December	2019	50	11	61
Percentage of monthly		82%	18%	100%
Avrg. Of Charges		104,194.26	22,922.74	127,117.00
Avrg. of payments		40,635.76	8,939.87	49,575.63
TOTALS	Qtr./1&2	300	87	387
Percentage of monthly		78%	22%	100%
Avrg. Of Charges		599,070.78	173,730.52	772,801.30
Avrg. of payments		227,646.89	66,017.60	293,664.49
Est. Projections 19/20		\$455,293.79	\$132,035.20	\$587,328.99
19/20 Est. of Charges (see budget projections)			\$93,750.00	\$1,125,000.00
19/20 Est of write off: (see budget projections)			\$56,666.67	\$680,000.00
19/20 Est. of Payments: (see budget projections)			\$37,083.33	\$445,000.00
Payments received 1st half FY 19/20:			\$294,431.34	\$588,862.68
Current Monthly Avrg. Payments through Aug.. 2019:			\$49,071.89	
Annual Estimated EMS Cost:				\$1,384,783.84
Annual Estimated EMS Incidents:				720
Annual Avrg. EMS Cost Per Incident Est:				\$1,923.31



IDYLLWILD FIRE

Detail

ML 1/06/2020

Month	Local	Mtn. Ctr.	Lake Hemet	Anza/Pine Cove Other	TOTALS
July	61	6	2	4	73
Percentage of monthly	84%	8%	3%	5%	100%
Avg. Of Charges	\$103,592.46	\$10,189.42	\$3,396.47	\$6,792.95	\$123,971.30
Avg. of payments	\$40,401.06	\$3,973.87	\$1,324.62	\$2,649.25	\$48,348.81
August	57	13	4	2	76
Percentage of monthly	75%	17%	5%	3%	100%
Avg. Of Charges	\$129,832.50	\$29,610.92	\$9,111.05	\$4,555.53	\$173,110.00
Avg. of payments	\$33,549.62	\$7,651.67	\$2,354.36	\$1,177.18	\$44,732.83
September	55	9	1	3	68
Percentage of monthly	81%	13%	1%	4%	100%
Avg. Of Charges	\$115,635.88	\$18,922.24	\$2,102.47	\$6,307.41	\$142,968.00
Avg. of payments	\$35,425.04	\$5,796.82	\$644.09	\$1,932.27	\$43,798.23
October	36	9	4	7	56
Percentage of monthly	64%	16%	7%	13%	100%
Avg. Of Charges	\$56,748.21	\$14,187.05	\$6,305.36	\$11,034.38	\$88,275.00
Avg. of payments	\$44,012.82	\$11,003.21	\$4,890.31	\$8,558.05	\$68,464.39
November	41	4	3	5	53
Percentage of monthly	77%	8%	6%	9%	100%
Avg. Of Charges	\$90,787.92	\$8,857.36	\$6,643.02	\$11,071.70	\$117,360.00
Avg. of payments	\$28,469.59	\$2,777.52	\$2,083.14	\$3,471.90	\$36,802.15
December	50	4	5	2	61
Percentage of monthly	82%	7%	8%	3%	100%
Avg. Of Charges	\$104,194.26	\$8,335.54	\$10,419.43	\$4,167.77	\$127,117.00
Avg. of payments	\$40,635.76	\$3,250.86	\$4,063.58	\$1,625.43	\$49,575.63
TOTALS	300	45	19	23	387
Percentage of monthly	77.52%	11.63%	4.91%	5.94%	100.00%
Avg. Of Charges	\$599,070.78	\$89,860.62	\$37,941.15	\$45,928.76	\$772,801.30
Avg. of payments	\$227,646.89	\$34,147.03	\$14,417.64	\$17,452.93	\$293,664.49
Est. Projections 19/20					
19/20 Est. of Charges (see budget projections)				\$93,750.00	\$1,125,000.00
19/20 Est of write off: (see budget projections)				\$56,666.67	\$680,000.00
19/20 Est. of Payments: (see budget projections)				\$37,083.33	\$445,000.00
Payments received 1st half FY 19/20:				\$294,431.34	\$588,862.68
Current Monthly Avg. Payments through . 2020:				\$49,071.89	
Annual Estimated EMS Cost:					\$1,384,783.84
Annual Estimated EMS Incidents:					720
Annual Avg. EMS Cost Per Incident Est:					\$1,923.31



IDYLLWILD FIRE

Summary

Ambulance Incident **RECAP** 2019/20 (Qtr. 3 and 4)

ML

Month	Year	Local IFPD EMS Incidents	Mutual Aid Incidents	TOTALS
January	2020	49	20	69
Percentage of monthly		71%	29%	100%
Avg. Of Charges		90,723.29	37,029.91	127,753.20
Avg. of payments		37,574.87	15,336.68	52,911.55
February	2020	41	7	48
Percentage of monthly		85%	15%	100%
Avg. Of Charges		53,748.44	9,176.56	62,925.00
Avg. of payments		43,540.08	7,433.67	50,973.75
March	2020	47	4	51
Percentage of monthly		92%	8%	100%
Avg. Of Charges		77,366.61	6,584.39	83,951.00
Avg. of payments		30,627.05	2,606.56	33,233.61
April	2020	35	1	36
Percentage of monthly		97%	3%	100%
Avg. Of Charges		60,368.19	1,724.81	62,093.00
Avg. of payments		23,543.60	672.67	24,216.27
May	2020	34	6	40
Percentage of monthly		85%	15%	100%
Avg. Of Charges		53,065.50	9,364.50	62,430.00
Avg. of payments		22,287.51	3,933.09	26,220.60
June	2020	0	0	0
Percentage of monthly		#DIV/0!	#DIV/0!	#DIV/0!
Avg. Of Charges		#DIV/0!	#DIV/0!	0.00
Avg. of payments		#DIV/0!	#DIV/0!	0.00
TOTALS	Qtr./3&4	206	38	244
Percentage of monthly		84%	16%	100%
Avg. Of Charges		336,989.15	62,163.05	399,152.20
Avg. of payments		131,425.77	24,243.59	155,669.36
Est. Projections 19/20		\$262,851.54	\$48,487.18	\$311,338.72
2019/20 Est. of Charges (see budget projections)			\$93,750.00	\$1,125,000.00
2019/20 Est of write off: (see budget projections)			\$56,666.67	\$680,000.00
2019/20 Est. of Payments: (see budget projections)			\$37,083.33	\$445,000.00
Payments received -3rd Qtr FY 19/20:			\$155,669.36	\$622,677.43
Current Monthly Avg. Payments through April 2020:			\$51,889.79	\$177,677.43
Annual Estimated EMS Cost:				\$1,384,783.84
Annual Estimated EMS Incidents:				720
Annual Avg. EMS Cost Per Incident Est:				\$1,923.31



IDYLLWILD FIRE

Detail

ML

Month	Local	Mtn. Ctr.	Lake Hemet	Anza/Pine Cove Other	TOTALS
January	49	15	3	2	69
Percentage of monthly	71%	22%	4%	3%	100%
Avg. Of Charges	\$90,723.29	\$27,772.43	\$5,554.49	\$3,702.99	\$127,753.20
Avg. of payments	\$37,574.87	\$11,502.51	\$2,300.50	\$1,533.67	\$52,911.55
February	41	2	1	4	48
Percentage of monthly	85%	4%	2%	8%	100%
Avg. Of Charges	\$53,748.44	\$2,621.88	\$1,310.94	\$5,243.75	\$62,925.00
Avg. of payments	\$43,540.08	\$2,123.91	\$1,061.95	\$4,247.81	\$50,973.75
March	47	2	0	2	51
Percentage of monthly	92%	4%	0%	4%	100%
Avg. Of Charges	\$77,366.61	\$3,292.20	\$0.00	\$3,292.20	\$83,951.00
Avg. of payments	\$30,627.05	\$1,303.28	\$0.00	\$1,303.28	\$33,233.61
April	35	1	0	0	36
Percentage of monthly	97%	3%	0%	0%	100%
Avg. Of Charges	\$60,368.19	\$1,724.81	\$0.00	\$0.00	\$62,093.00
Avg. of payments	\$23,543.60	\$672.67	\$0.00	\$0.00	\$24,216.27
May	34	3	1	2	40
Percentage of monthly	85%	8%	3%	5%	100%
Avg. Of Charges	\$53,065.50	\$4,682.25	\$1,560.75	\$3,121.50	\$62,430.00
Avg. of payments	\$22,287.51	\$1,966.55	\$655.52	\$1,311.03	\$26,220.60
June	0	0	0	0	0
Percentage of monthly	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Avg. Of Charges	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Avg. of payments	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTALS	206	23	5	10	244
Percentage of monthly	84.43%	9.43%	2.05%	4.10%	100.00%
Avg. Of Charges	\$336,989.15	\$37,625.00	\$8,179.35	\$16,358.70	\$399,152.20
Avg. of payments	\$131,425.77	\$14,673.75	\$3,189.95	\$6,379.89	\$155,669.36
Est. Projections 19/20					\$449,333.85
				Actual Pmnts:	\$516,747.78
2019/20 Est. of Charges (see budget projections)				\$93,750.00	\$1,125,000.00
2019/20 Est of write off: (see budget projections)				\$56,666.67	\$680,000.00
2019/20 Est. of Payments: (see budget projections)				\$37,083.33	\$445,000.00
Payments received -3rd Qtr FY 19/20:				\$424,425.00	\$565,900.00
Current Monthly Avg. Payments through April 2020:				\$47,158.33	\$120,900.00
Annual Estimated EMS Cost:					\$1,384,783.84
Annual Estimated EMS Incidents:					720
Annual Avg. EMS Cost Per Incident Est:					\$1,923.31

Idyllwild Fire Protection District
Statement of Revenue and Expenditures

Revised Budget
 For General Fund (01)
 For the Fiscal Period 2020-11 Ending May 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Total Taxes Revenues	0.00	6,056.31	1,340,616.00	948,230.67	29.27%
Total Licenses, Permits, and Franchises Revenue	0.00	0.00	2,930.00	6,722.00	(129.42%)
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	43.82	0.00	4,246.47	0.00%
Total Intergovernmental Revenues Revenues	0.00	20,034.58	82,096.00	49,494.31	39.71%
Total Charges For Services Revenues	0.00	39,000.05	983,600.00	830,119.54	15.60%
Total Miscellaneous Revenues Revenues	0.00	368.03	15,500.00	10,755.36	30.61%
Total General Fund Revenues	\$ 0.00	\$ 65,502.79	\$ 2,425,157.00	\$ 1,850,568.35	23.69%
Expenditures					
Total Salaries Expenditures	0.00	85,342.69	1,267,022.00	1,034,668.89	18.34%
Total Benefits Expenditures	0.00	47,221.36	590,424.00	583,609.93	1.15%
Total Supplies Expenditures	0.00	6,695.00	76,325.00	73,456.20	3.76%
Total Services Expenditures	0.00	8,372.61	355,250.00	350,508.63	1.33%
Total Capital Outlay Expenditures	0.00	0.00	55,000.00	41,660.97	24.25%
Total Debt Service Expenditures	0.00	0.00	9,600.00	10,599.24	(10.41%)
Total General Fund Expenditures	\$ 0.00	\$ 147,631.66	\$ 2,353,621.00	\$ 2,094,503.86	11.01%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (82,128.87)	\$ 71,536.00	\$ (243,935.51)	441.00%

Idyllwild Fire Protection District
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2020-11 Ending May 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 65,502.79	\$ 2,425,157.00	\$ 1,850,568.35	23.69%
Total Expenditures	\$ 0.00	\$ 147,631.66	\$ 2,353,621.00	\$ 2,094,503.86	11.01%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (82,128.87)	\$ 71,536.00	\$ (243,935.51)	441.00%

Idyllwild Fire Protection District**Balance Sheet**

For General Fund (01)

May 31, 2020

Assets

Cash and Cash Equivalents		
01-000-9102	Petty Cash	200.00
01-000-9111	BBVA Compass *8990 (Checking)	19,412.13
01-000-9112	BBVA Compass *5102 (Payroll)	24,160.22
01-000-9142	BBVA Money Market Account	534,622.52
Total Cash and Cash Equivalents		578,394.87
Accrued Receivables		
01-000-9201	Ambulance Income Receivable	123,706.80
01-000-9211	Taxes Receivable	(12,003.75)
01-000-9231	Mutual Aid Receivable	46,469.04
01-000-9241	Employee Receivables	10,120.85
01-000-9251	Vendor Receivables	500.00
01-000-9299	Allowance for Doubtful Accounts	(48,000.00)
Total Accrued Receivables		120,792.94
Due From Other Funds		
Total Due From Other Funds		.00
Other Current Assets		
01-000-9331	Prepaid Expenditures	1,266.17
Total Other Current Assets		1,266.17
Total Assets		\$ 700,453.98

Liabilities and Fund Balance

Accrued Payables		
01-000-9501	Accounts/Vendors Payable	26,516.19
01-000-9521	OASDI District Liability	730.16
01-000-9522	Medicare District Liability	2,676.42
01-000-9523	CalPERS District Liability	57,351.24
01-000-9524	Medical Premium Liability	(4,009.87)
01-000-9525	Life Insurance Liability	1,070.57
01-000-9526	State Unemployment Insurance District Liability	134.42
01-000-9527	State Disability Insurance District Liability	26.42
01-000-9528	Employee Payable	(14,515.20)
01-000-9531	Employee Net Payout Direct Deposit	13,179.94
01-000-9532	Employee Net Payout Check	(.02)
01-000-9571	OASDI Withholding Liability	575.09
01-000-9572	Medicare Withholding Liability	2,674.50
01-000-9573	CalPERS Withholding Liability	(119.72)
01-000-9574	Federal Tax Withholding Liability	17,402.45
01-000-9575	State Tax Withholding Liability	3,584.96
01-000-9576	Deferred Compensation Liability	(2,799.97)
01-000-9577	Dues ICFA Liability	4,320.00

Idyllwild Fire Protection District

Balance Sheet

For General Fund (01)

May 31, 2020

01-000-9578	59 SUR Liability	64.00
	Total Accrued Payables	<u>108,861.58</u>
	Due To Other Funds	
	Total Due To Other Funds	<u>.00</u>
	Unearned Revenue	
	Total Unearned Revenue	<u>.00</u>
	Current Portion of Long-Term Liabilities	
01-000-9561	Compensated Absence Payble	77,000.00
	Total Current Portion of Long-Term Liabilities	<u>77,000.00</u>
	Total Liabilities	<u>185,861.58</u>
	Non-Spendable Fund Balance	
01-000-9711	Reserve for Revolving (Petty) Cash	200.00
	Total Non-Spendable Fund Balance	<u>200.00</u>
	Restricted Fund Balance	
01-000-9742	SCBA Equipment	9,600.00
	Total Restricted Fund Balance	<u>9,600.00</u>
	Committed Fund Balance	
01-000-9761	Committed for Equipment Replacement	116,298.09
01-000-9762	Donations Comitted for Education	64,566.57
	Total Committed Fund Balance	<u>180,864.66</u>
	Unassigned Fund Balance	
01-000-9790	Unassigned Fund Balance	567,863.25
	Total Unassigned Fund Balance	<u>567,863.25</u>
	Excess of Revenue Over Expenditures	(243,935.51)
	Total Fund Balances	<u>514,592.40</u>
	Total Liabilities and Fund Balances	<u>\$ 700,453.98</u>

IFPD May 2020 Bill Payments



Date	Line Item #	Payment to:	Description	Amount
(111) Fire (121) EMS (131) MA				
8-May	(121) - 4121	Verizon	iPads Service (EPCR)	\$459.80
8-May	(111)(121) -	Spectrum	Phone-Internet	\$379.11
8-May	(111)(121) - 4304	Idyllwild Heating and Cooling	Covid	\$3,359.00
8-May	(111)(121) - 4303	Napa Auto Parts	Vehicle Repair	\$254.53
8-May	(111)(121) - 4304	Fulton	Station Supplies	\$457.59
8-May	(111)(121) - 4304	Fulton	Station Supplies	\$330.70
8-May	(111)(121) - 3911	Riverside County Transportation	Fuel - Eng/Amb	\$2,507.68
8-May	(121) - 3491	McKesson	Medical Supplies	\$431.84
8-May	(111)(121) - 4921	Idyllwild Water	Water	\$237.25
8-May	(111)(121) - 4611	Canon	Copier Lease	\$481.78
8-May	(111)(121) - 4941	CR&R	Trash	\$237.72
8-May	(111)(121) -	Cole Huber	Legal Council	\$625.00
8-May	(121) 3491	NAG	PPE for COVID	\$6,695.00
8-May	(111)(121) -	US Bank -	PPE for COVID	\$4,641.97
			Wildand Fire Gear	
			Wildand Fire Tools	
			COVID Postcards	
			Mailing	
8-May	(111)(121) - 2301	Aflac	Med -125 Ins	\$153.40
8-May	(111)(121) - 3911	Chevron / Wex Bank	Fuel - C6200	\$185.00
8-May	(111)(121) - 4304	Forest Lumber	Station Supplies	\$105.37
8-May	(111)(121) - 4911	Souther California Edison	Electric	\$407.74

TOTALS

\$21,950.48

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.

Deleted:

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 As a part of ongoing efforts to employ best business practice, the Board shall from time to time review the agency's Rules and Regulations in alignment with all guidelines and regulations pertaining to good faith bargaining and meet and confer guidelines.

Original Approval Date: 08/22/2013
Board Revised Date: 09/26/2017
Board Revised Date: 06/30/2020

Board Revised Date

Clerk of the Board

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 Board of Commissioners annually and as prescribed in the Regulations. The Clerk of the Board is authorized to forward a copy of this adopted policy to the Riverside Board of Supervisors for approval by the Supervisor as required by Government Code Section 87303.

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. A copy of the required form 700 is maintained in the District records.

1020.4 Attachment A. Duties of the Filing Officer and Attachment B. Financial Interest are the guidelines for this policy.

08/22/2013
Board Approved Date

Clerk of the Board

Deleted: Patrick Reitz

02/27/2018
Revised Date

Clerk of the Board

Deleted: Patrick Reitz

IDYLLWILD FIRE PROTECTION DISTRICT

ATTACHMENT A: Duties of the Filing Officer

The Idyllwild Fire Protection District's conflict of Interest code shall be comprised of the terms of 2CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with an attachment (Exhibit A) Specifying designated positions and the specific types of disclosure statements required for each position.

Idyllwild Fire Protection District shall review its conflict of interest code in even-numbered years. If no change is required, the Idyllwild Fire Protection District shall submit by October 1st a written statement to that effect to the code reviewing body. If changing circumstances necessitates a change in the code, the Idyllwild fire Protection District shall submit an amended code to the reviewing body. (Government Code 87306.5)

When a change in the Idyllwild Fire Protection District's conflict of interest code is necessitated by changing circumstances, such as the creation of new designated positions, amendments or revisions, the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

The Idyllwild Fire Protection District or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting on the decision unless his/her participation is legally required. (2CCR 18700)

- A. All designated employees required to submit a statement of financial interest shall file the original with the Clerk of the Board.
- B. The Clerk of the Board shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors of the County of Riverside.
- C. A designated employee required to submit a statement of financial interest shall submit an initial statement.
- D. All employees appointed, promoted or transferred to designated positions shall file initial statements not less than 10 days before assuming office, unless and earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.
- E. Annual statements shall be filed by all designated employees during the month of February disclosing reportable investments in business entities, interest in real property and income held or received in the period between the closing date of employee's previously filed statement and January 31.
- F. Each person who leaves a designated position for a position not specified in Exhibit "A" shall file a leaving office statement within 30 days after leaving.
- G. A designated employee required to file a statement of financial interest with any other agency, which has the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

IDYLLWILD FIRE PROTECTION DISTRICT

ATTACHMENT B: Financial Interest

Idyllwild Fire Protection District Commissioner and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 10890)

An Idyllwild Fire Protection District Commissioner shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty;
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board;
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any public corporation or special judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remoter interest within the meaning of, and subject to, the provisions of Government Code 1091);
4. That of a spouse of an officer or employee of the Idyllwild Fire Protection District if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment;
5. That of a no salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records;
6. That of a no compensated officer of a nonprofit tax-exempt corporation which, as one of its primary purposes supports the functions of the nonprofit board or to which the Idyllwild Fire Protection District has a legal obligation to give particular consideration and provided further that such interest is noted in its official records;
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Idyllwild Fire Protection District at the time of consideration of the contract, and provided further that such interest is noted in its official records;
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm.

In addition, a, Idyllwild Fire Protection District Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law is his/her sole interest is that of an officer, director or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

The Idyllwild Fire Protection District Board member shall not be deemed to be financially interested in a contract if he/she has only a remoter interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Idyllwild Fire Protection District Board member shall not vote or debate on the matter or attempt to influence any other Idyllwild Fire Protection District Board member to enter into the contract. Remote interest are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

An Idyllwild Fire Protection District Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

A designated employee must disqualify himself or herself from making or participating in the making of any decision which will foreseeably have a material financial effect, distinguishable from its effect of the public generally, or any reportable economic interest or upon any business entity in which the designated employee hold a position of management or is a director, officer, partner, trustee, or employee. No designated employee shall be prevented from making or participating in the making of a decision to the extent his or her participation is legally required for the decision to be made.

Lealon Gilliam

53439 Toll Gate Rd
PO Box 1121
Idyllwild, CA 92549

T 951 6598299
lealon_patty@verizon.net

May 27, 2020

Fire Department Captain
Idyllwild Fire Department
PO Box 656
Idyllwild Ca 92549

Station Captain,

I apologize for not writing this letter sooner, but I just wanted to drop a note regarding the EMTs that aided me. There were three guys there but I only know the names of two and they were Adam Rodriguez and Torrey Gerstner. I can't stress enough how great these guys were. Their professionalism and compassion were outstanding. I was in need of their help back on April 9th shortly after the covid19 shut down started with a bad bloody nose that would not stop after trying to get it to stop after three hours. I wound up needing to be transported to the ER. I wish the ER personal had been as professional and compassionate as your guys were. Even though there were many issues because of covid19 your guys still provided excellent care unlike the hospital personnel and I just wanted to express my appreciation and thank you for having such a great team.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Lealon Gilliam".

Lealon Gilliam