



IDYLLWILD FIRE

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

**Board Meeting
AGENDA
Tuesday March 26th, 2024
Regular Session 3:00 (15:00)**

Meeting to be held physically at the Idyllwild Fire Protection District conference/training room at 54160 Maranatha Drive, Idyllwild, CA.

Public access to this meeting can be made physically at the above address.

Call to Order: 15:00 Please silence cell phones and/or pagers.

Roll call: Commissioners; President Messina; Vice President Sawicki; Secretary Andrewson; Yost; Fogle.
Staff; Fire Chief Mark LaMont, Legal Counsel Steven Graham, and Executive Assistant Rachel Teegarden.

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

Invocation: IFPD Chaplin

- **13:00 Educational Opportunity: Bi-annual Workplace Ethics refresher AB1234
Presented by IFPD Council Steven Graham**
- **15:00 Regular Session: Regular Meeting of the Board of Commissioners**

Citizens' Comments:

Citizens may comment on district related matters at this time or may wait to comment on an item that is on the agenda at the time an action item is being discussed. Each person is asked to keep their comment to a three (3) minute time maximum. The Board reserves the right to 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)
 - D. Messina – President
 - H. Sawicki – Vice President
 - R. Andrewson – Secretary
 - D. Fogle
 - S. Yost
 - IFPD Fire Chief M. LaMont
 - Other. (Special Reports)

Action Items:

The Board may approve or act on any item(s) contained under "Action Items". Action Items may be taken out of order at the discretion of the Board.

ITEM:

Staff Recommendation(s):

- | | |
|---|------------------------------|
| 1. Approve Meeting Minutes from 1/30/24 Regular Board Meeting: | <i>Approve as presented.</i> |
| 2. Approve Meeting Minutes from 3/5/24 Special Board Meeting: | <i>Approve as presented.</i> |
| 3. Accept Jan. & Feb. Incident Statistic / Ambulance Reports: | <i>Accept as presented.</i> |
| 4. Review / Discuss / Approve: Jan. / Feb. 2024 Financials: | <i>Approve as submitted.</i> |
| 5. Review / Discuss / Approve: Jan. / Feb. 2024: Bill Payments: | <i>Approve as submitted.</i> |
| 6. Review / Discuss / Approve: 2024/25 FY Draft Budget | <i>Approve as submitted.</i> |
| 7. Review / Discuss / Approve: 2024/25 Ambulance Rates (538) | <i>Approve as submitted.</i> |
| 8. Review / Discuss / Approve: Board Policies:
1020/1040/2003/2009/2010/2016/2019/2032/2040/2046/3110/3115/3117/3120/3135/3137/3300/3310/4060/5080 | |
| 9. Review / Discuss / Approve: Resolution 537 Annual Unit Fee: | <i>Approve as presented.</i> |
| 10. Review / Discuss / Approve: Resolution 539 Request for Advance: | <i>Approve as presented.</i> |
| 11. Review / Discuss / Approve: Prop 218 Letter: | <i>Approve as presented.</i> |
| 12. Review / Discuss / Approve: Annual Assessment Fee Letter: | <i>Approve as presented</i> |
| 13. Review / Discuss / Approve: Admin Vehicle | <i>Approve as presented</i> |
| 14. Review / Discuss: General Discussion / Misc items / Items for next Board meeting. | |
| 15. Review / Discuss: Correspondence: See attached. | |

Announcement of Closed Session Agenda

Pursuant to Government Code Section 54957.

Return to open session:

- o Report as appropriate.

Adjournment:

Next regularly scheduled meeting: May 28, 2024, at 3:00 pm.

**IFPD Regular Board Meeting Schedule for 2024 @3:00pm:
January 30th / March 26th / May 28th / July 23rd / September 24th / November 12th**

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.





Chiefs Report

M. LaMont

March 26, 2024

Highlights for January/February 2024

- Attended the annual CTEX conference; Feb 27-29. (California Training and Education Expo) Training opportunities through California state fire marshal and California State Firefighters Association. Firescope/CICCS and other discussion / education opportunities.
- Attended the Riverside County Chief Officers Meeting.

Discussion on ongoing events for 2024 including education opportunities and training events for all riverside county fire service agencies.

- Taught with a full cadre at Danny Rhynes training center San Bernardino SO Office, teaching S 330 Strike Team/Task Force Leader.
- Attended MAST Meetings (Mountain Area Safety Taskforce) Met with our cooperators of the USFS / Riv. Co – Cal Fire / Riverside County Sheriff / California Highway Patrol. Working to complete electronic MAST manual.
- Attended Job Fair at Hamilton High School – Anza CA. Met with students interested in the Fire Service as a Career- Performed mock interviews.
- Met with GMR (formerly AMR) discussions regarding Mountain Plateau Ambulance Services.
- Idyllwild School BBQ.
- All Idyllwild Fire Personnel completed all ongoing training to include ACLS (Advanced Cardiac Life Support) PALS (Pediatric Life Support)
- Meet with Congressman Ken Calvert. Discussed Items where Congressman Calvert's office could assist the IFPD.
- We presented plaques to previous paid call members:
 - Steve Friemoth - 1982-2022 (40 Years)
 - Kieth Smith - 1973-2013 (40Years)
 - Charles Schelly - 1995-2013 (18 Years)

The IFPD holds quarterly shift meetings, biannual officer, and full staff meetings to ensure that communications are consistently taking place. Our emergency service team works together effectively, efficiently, and professionally in our effort to provide you with timely, effective, and compassionate service. In addition to numerous other topics, the following assignments were appointed/discussed.

	Position/Rank –	Special Assignment(s)
Mark LaMont:	Fire Chief	OSC- CAIIMT11
Rachel Teegarden	Executive Assistant:	(Admin/EMT/Medical Billing)
Amanda Munsey	Public Information Officer:	All Public Information
William Sandborg:	Battalion Chief	Wildland Training
Daniel Felix:	Battalion Chief	Fire Behavior Analyst
Daniel Seawright	Battalion Chief	Vehicle Maintenance
Thomas Sherman	Battalion Chief	Safety Officer
Duty Shift assignments:		
“A” Shift Assignments:	Fire Captain – Robert Clark	Grants
	Engineer – Brett Leseberg	Medical Supplies
	Firefighter – Jackson Steward	Medic School
“B” Shift Assignments:	Fire Captain – Jim LaMont	Deputy Fire Marshal/Prev.
	Engineer – Greg Minor	Res. Prog. /Light Vehicles
	Firefighter – Nelson Escovar	Suppression Vehicles
“C” Shift Assignments:	Fire Captain – Adam Rodriguez	Training Officer
	Engineer – Torrey Gerstner	Station Supplies
	Firefighter – Josh Leih	Crew 621

Battalion Chief “detail” assignment has concluded with each of our Fire Captains “detailing” in this position for a period of 9 months. The IFPD offered this “detail” work assignment in an effort to assist with hands on training for the position before filling the position through a testing process (Date TBD).

Some of the Battalion Chief job assignments include:

- Assist with Annual Budget Development
- PPE and Gear replacement costs and procurement.
- Minimum Training Standards NFPA 20 hr. min. IFPD 30 Hr. Min.
- Medical Aid Response Model (Ambulance out first on medical aid calls/resp. reflex times/ call back/discussion)
- Fire Response (structure and wildland) response/reflex times and availability / call back.
- EMS / Ambulance Transport times/ APOD/Other Items:
- Mutual / Auto Aid Response.
- Mutual Aid Invoicing.
- Ambulance / Suppression Vehicle Line Up. Maintenance, Equipment, Needs, Other.
- Interface with Medical Director/Contractor. (Dr. David Romness)
- Work with EMS Coordinator /Contractor. (Shadrach Smith)
- Medical Ordering and Supply:

Cont.

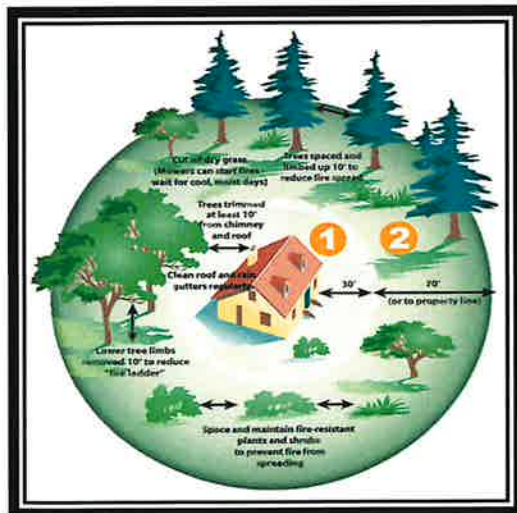
- Ambulance Billing
- Succession Planning
- IFPD Organizational Chart
- Job Descriptions / Responsibilities
- Rules and Regulations
- MOU (career staff)
- Overall Expectations
- Capital Improvement Plan
- Intern Limited Term / Intern Reserve
- Reflex Times (response time standards) (1-minute EMS / 1.5 minutes Fire)
 - Work on Public Relations w-PIO / Amanda Munsey
 - Grants
 - Inspections / LE 100
 - Annual Evaluations Which are due no later than December 15th each year.



(Fire Prevention Week- IFPD @ AWANAS)

2023 Property Abatement Results:

The Idyllwild Fire Protection District inspects 3751 properties each year.



- As Per IFPD Ord. 19-01 we begin our annual abatement inspections on ALL properties within IFPD jurisdiction on May **15th**. IFPD crews completed the first round of inspections on **May 30th** and failed inspection notices were mailed out to **704** property owners.
- Second inspections took place beginning June 15th, with **311** failed properties. After the second inspection notices were mailed out, a three week interval is given to complete the work prior to the final inspections.
- Final inspections took place in July with **81** final citations being mailed out on those properties which have remained out of compliance.

➤ **Overall 2023 abatement results: 97% compliance and 3% noncompliance.** We continue to work with

those who have not come into compliance to ensure all have met / will meet the minimum abatement requirements.

Looking Ahead - Property Abatement 2024 :

As with previous years the Idyllwild Fire Protection District will be inspecting properties for compliance with ORD 19-01. This local ordinance is in addition to the CA State abatement regulations: (IFPD abatement inspections begin late spring generally Late April – Early May each year).

Items which top the “Failed” inspection list are:

- Address Numbers – These must be 4” or greater in size and must be visible from the street in a contrasting color.
- Clearance around Propane Tanks – Must have a minimum of 10’ clearance around LP tanks.
- Roof clear of flammable debris – Your roof must be free from pine needles, leaves, and other flammable debris.
- Thirty (30’) ft. clearance of all vegetation around your home.



Please check our website or contact our office with any questions you may have regarding Property Abatement, the IFPD will be happy to assist you!

Ongoing Fuels Projects: The Idyllwild Fire Protection District continues to work with our Cooperative Partners on fuels reduction and community resiliency projects: Thomas Mountain, Westridge, South Ridge, Strawberry, and other local fuels projects. The IFPD has also had the opportunity to assist with fuels projects in the Cleveland National Forest in 2023.



Bear Trap Fuel Reductions:

IFPD continues working on this fuel reduction project with the private property owners to reduce fuels on a ridgeline west of Idyllwild and east of Bear Trap Canyon. These fuels reductions will greatly strengthen our fire prevention efforts along with the other ongoing fuels reductions projects on west ridge, south ridge, and strawberry fuel reductions. We anticipate an RX treatment in early 2024 on this project.

Communications Site:

The IFPD completed improvements to our communications site. The IFPD plans to relocate WNKI (1610 am emergency radio) to the site which will greatly enhance our overall emergency communications network and provide a larger coverage area for the community. This relocation is anticipated to take place early 2024. Thank you to all those who participated in making this project a huge success!

Community CPR Classes:

IFPD delivers several CPR classes each year. In 2023 we provided five (5) CPR classes for the USFS, two (2) local tree company classes, two (2) local camp employees courses and two (2) community CPR classes. We are currently planning CPR class for the local water districts and are planning to deliver additional citizen CPR courses throughout 2024.



CERT (Community Emergency Response Team)

IFPD held a full CERT Course in October of 2023. We also conducted 1 refresher course in June of 2023. IFPD sponsors MDP (Mountain Disaster Preparedness) and partners with them in the training of new CERT members. Twenty-two new CERT members took the October 2023 training course. The IFPD anticipates putting on one (1) new CERT course and one (1) refresher course in 2024. Check our website or call our office for details regarding upcoming classes. Thanks to all who assisted and participated in these training classes.



2023/24 FY Mutual Aid Fires:

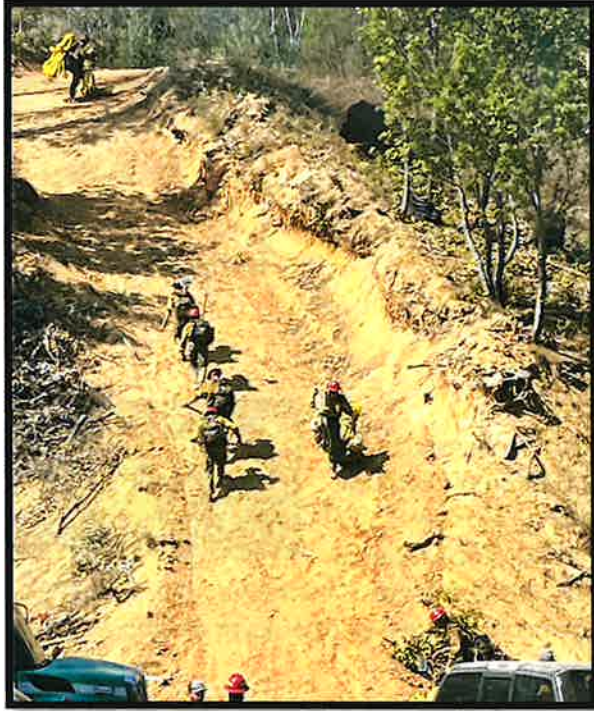
IFPD is a proud contributor to the greater Mutual Aid effort. IFPD has served on numerous fires to date during the 2023/24 FY including but not limited to:

2023/24FY Mutual Aid Fire assignments:

1. Thomas RX. (Garner Valley CA)
2. Mecca (wildland Thermal CA)
3. Johnson (wildland Thermal CA)
4. Rabbit (Moreno Valley CA)
5. Heat Wave Support (Idyllwild CA)
6. Wild Incident (Idyllwild CA)
7. Bonny Incident (Anza CA)
8. York Incident (Hole in the Wall)
9. No Name Fire (395 wilderness)
10. EMAC (Eugene OR)
11. Smith River Complex (Six Rivers CA)
12. South Fork Complex (Shasta/Six Rivers CA)
13. Little Bear Fire (Idaho wildfire)
14. Happy Camp Complex (Klamath CA)
15. Highland Fire. (Anza CA)



(Happy B-Day Bill Sandborg 2023)



2023 Fires Invoiced to Date: \$ 2,130,000.00

In **2022** IFPD invoiced: \$ 1,353,000.00 in mutual aid reimbursement.

In **2021** IFPD invoiced: \$ 2,010,000.00 in mutual aid reimbursement.

In **2020** IFPD invoiced: \$ 1,205,000.00 in mutual aid reimbursement.

In **2019** IFPD invoiced: \$ 500,000.00 in mutual aid reimbursement.

Grants:



Awarded: AFG Grant 2023 – 25,000.00 PPE Gear.
Awarded: VFA Grant 2023 – 15,000.00 Radio and Communications Equipment.
Awarded: FEMA 2023: \$ 50,000.00 Medical Equipment, gurneys, stair-chairs, laryngoscopes, and more.

- Previously Awarded items:
 - Firehouse Subs SCBA Grant(s)
 - Previously Awarded items: Striker Life Pac Cardiac Monitors and Gurneys.
- Pending Grants:
 - \$ 25,000.00 Rope rescue gear, misc. rescue equipment.(Submitted)
 - \$ 1m California Investments in Wildfire Prevention.



Statistics:

<i>Incident Volume:</i>	<i>January 2024</i>	<i>February 2024</i>
Medical:	46	49
Fires:	4	3
Hazardous Cond:	4	9
Public Service:	12	8
False Alarm:	8	3
Other:	7	7
Total number of Incidents:	81	79
2023/24 FY (YTD)		696



Medical:	424
Fires:	56
Hazardous Cond:	40
Public Service:	94
False Alarm:	36
Other:	46

Running total: FY23/24 696 (as of Feb. 29, 2024)

Ambulance Transactions:



	<i>Jan. 24</i>	<i>Feb. 24</i>	<i>YTD</i>
Transports:	26	25	238
Charges:	\$ 140,467.63	\$ 92,976.30	\$ 1,019,095.33
Payments:	\$ 26,296.97	\$ 21,513.53	\$ 188,231.74
Current A/R:	\$ 521,927.82	\$ 514,409.35	\$ 514,409.35

Equipment:

Suppression Equipment:

Unit	Mileage	Condition	Notes
T-621	29685	Good	2023 Ladder test completed.
E-621	36672	Good	Repairs completed.
RE-622	61935	Good	Front line
BR-621	58960	Fair	PM Completed
BR-622	131795	Good	PM Complete
BR-625	29085	Excellent	
OES-6608	21750	Excellent	NA
WT-621	30048	Fair	Winterized.

Ambulances:

Medic Unit One 1	58720	Excellent	NA
Medic Unit Two 2	40715	Excellent	NA
<i>Medic Unit 625</i>	<i>177118</i>	<i>Poor</i>	<i>(OOS) NA</i>
Medic Unit 626	61600	Good	NA

Will be replacing medic 625 with M5 in April 2024 GMC TIII , 30k miles.

Administrative/Other Units

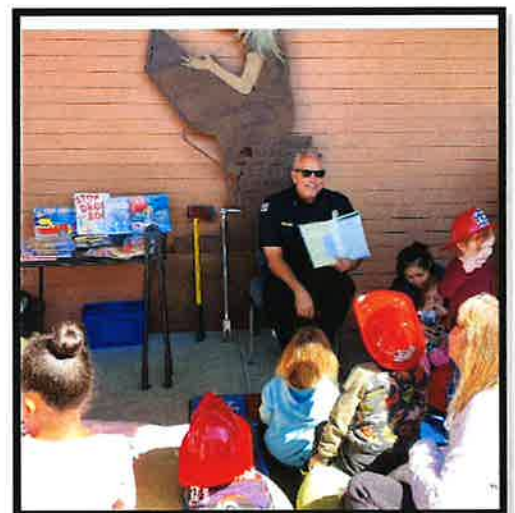
		Condition	Notes
C-6200	68988	Excellent	(New front bumper)
B-6201	23950	Excellent	NA
B-6202	9214	Excellent	NA
S-621	48,692	Good	NA
U-621	114032	Good	NA





Training: All IFPD members have continued to complete and exceed all minimum fire training requirements. 30 hours of minimum training per month for career staff and, 20 hours for reserve members. Annual EMS education (continuing education was completed in January and February of 2023 for all IFPD employees/admin staff and intern reserves)

IFPD was extremely busy throughout the first half of the 2023/24FY . In addition to our regular call volume and automatic - mutual aid services we provide, the IFPD also: Hosted the Town Hall Kids fieldtrip to the Fire Station, Participated in Fire Prevention Month by visiting the Idyllwild School and educating our Kids on Fire Safety, visiting the Idyllwild Library for “Storytime” reading with the Kids, Visiting Awana at the Idyllwild Bible Church for fire prevention week, we had a Great visit with Senator Kelly Seyarto to discuss fire safe communities. We Participated in the annual Idyllwild Halloween Parade and Carnival and the Annual Idyllwild Christmas Tree Lighting.



Please remind your family, friends, and neighbors that Fire Prevention and Abatement efforts are a year-round commitment.

Emergency Siren Testing

**3rd Saturday of each
month @ 1:00pm.**

Thank you for your efforts in helping to keep Idyllwild
Fire Safe!

IFPD Response Time Averages: *(time of dispatch to time of arrival)*

Medical Aid Incidents. 3.18 minutes

Fire Related Incidents. 3.83 Minutes

Overlapping Incidents 31.83%



From our Family to Yours,

“You are our Mission”



IDYLLWILD FIRE

54160 Maranatha Drive
Idyllwild, CA 92549
Regular Board Meeting
Minutes – January 30, 2024

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

Call to Order: 15:31

Roll call: Commissioners: President Messina; Vice President Fogle; Secretary Andrewson; Commissioner Yost, Commissioner Sawicki; Chief Mark LaMont, Detailed Battalion Chief Adam Rodriguez, and Executive Assistant Rachel Teegarden, District Council Steven Graham

Pledge of Allegiance: President Messina

Invocation: Vice President Fogle

Citizens' Comments: - None at this time

Reports

- President Messina – *A special thanks to Chief LaMont, Bob, Greg, Torrey, and the crew. Recently needed to use our services and so thankful for the dedication and attention to the needs of the community and his own personal medical needs as well.*
- Vice President Fogle – *Nothing to report at this time.*
- Secretary Andrewson – *Nothing to report at this time*
- Commissioner Yost – *Grateful for the opportunity to work with the Chief and Rachel on some other meetings and some other community interactions. Very thankful for that opportunity.*
- Commissioner Sawicki – *Nothing to report at this time.*
- Chief Mark LaMont. – *(Please also see Chief LaMont's written report). We will be standing up the IFPD T2IA crew again this upcoming fire season. I am looking forward to completing the partnership agreement with the USFS and USDA which will allow the IFPD to expand on some of our fuels projects with the USFS. At the next board meeting we will have numerous policies to review along with the updated CIP, Strategic Plan, and Equipment and Vehicle catalog, the Draft 24/25 FY Budget, admin vehicle and ambulance purchase all for the Board to Review/Discuss and Approve. I plan on meeting with REMSA and AMR (now GMR) about the possibility of expanding ambulance service across the mountain plateau. I will be teaching some NWCG classes over the next several weeks. We have re-entered the Bear Trap Fuel Reduction project and are also assisting the USFS with the Thomas Mtn. Fuels reductions and Rx burning. Community CPR classes, we have been busy providing both community and local cooperators cpr classes. Thank you to the IVFC for their support to the District. Abatement inspections will be started in April (weather dependant).*
- Idyllwild Career Firefighters' Association (Rodriguez) – *ICFA will hold their annual meeting in January. I truly appreciate the opportunity of having worked in the Battalion Chief Detail Position. I have found this opportunity to be extremely valuable.*

Action Items

1. Election of Board Officers:
Chief LaMont opened the floor for Board Officer nominations.
Secretary Andrewson nominated Dan Messina for President, Commissioner Fogle 2nd. With no other nominations for the seat of President, Commissioner Messina will be the President for 2024. Motion passed 5-0

President Messina nominated Henry Sawicki for Vice President, Secretary Andrewson 2nd. With no other nominations for the seat of Vice President, Commissioner Sawicki will be Vice President for 2024. Motion passed 5-0

Vice President Sawicki nominated Commissioner Andrewson for Secretary, Commissioner Fogle 2nd, with no other nominations for the seat of Secretary, Commissioner Andrewson will be Secretary for 2024. Motion passed 5-0

2. Approve meeting minutes from 11/14/23 Regular Board Meeting:
Secretary Andrewson made a motion to approve the 11/14/23 Regular Board Meeting Minutes, Vice President Sawicki 2nd. Motion passed 5-0
3. Approve meeting minutes from 1/9/24 Special Board Meeting:
Vice President Sawicki made a motion to approve the 1/9/24 Special Meeting Minutes, Commissioner Yost 2nd. Motion passed 5-0
4. Accept Nov & Dec 2023: Incident Statistic / Ambulance Reports:
Secretary Andrewson made a motion to accept the Nov & Dec 2023 Incident statistic/Ambulance Report: Vice President Sawicki 2nd. Motion passed 5-0
5. Review / Discuss / Approve Nov & Dec 2023 Financials:
Vice President Sawicki made a motion to approve the Nov & Dec 2023 Financials: Commissioner Yost 2nd. Motion passed 5-0
6. Review / Discuss / Approve Nov & Dec 2023 Bill Payments:
Vice President Sawicki made a motion to approve the Nov & Dec 2023 Bill Payments: Commissioner Fogle 2nd. Motion passed 5-0
7. Review / Discuss / Approve – Upcoming Board Member Educational Events
 - CPR class for Commissioners
8. Review / Discuss – Agenda Items for March 2024 Board Meeting:
 - Draft Budget, Policies, Admin Vehicle, Strategic Plan, CIP, Equipment/Vehicle Catalog, Ambulance purchase

Correspondence – Included in Board Packet

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

Adjournment: 16:27

Respectfully submitted,
Rachel Teegarden, Executive Assistant
Clerk of the Board

Approved:

Dan Messina, President

Date

Attest.

Clerk of the Board

Date



IDYLLWILD FIRE

54160 Maranatha Drive
Idyllwild, CA 92549
Special Board Meeting
Minutes – March 5, 2024

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

Call to Order: 16:00

Roll call: Commissioners: President Messina; Vice President Sawicki ; Secretary Andrewson; Commissioner Yost, Fire Chief Mark LaMont, and Executive Assistant Rachel Teeguarden, IFPD District Council Steven Graham

Excused: Commissioner Fogle

Pledge of Allegiance: President Messina

Invocation: Fire Chief Mark LaMont

Action Items

1. Present / Discuss / Approve Purchase of Type 3 Ambulance:
Chief LaMont presented the following "abbreviated" information pertaining to the possibility of a "1 off" "special purchase" opportunity. Chief LaMont explained the need for an additional ambulance (see IFPD CIP), and also explained the drastic cost increase of a new ambulance purchase explaining that IFPD had Purchased Medic 1 in 2020 (Dodge RAM 4500 Type 1 4WD ambulance) for \$ 148,000.00, the Chief also explained that the IFPD Purchased Medic 2 in 2022 (Dodge RAM 4500 Type 1 4WD ambulance) for \$ 172,000.00 and that to purchase a NEW 2024 Dodge RAM 2wd Type 1 ambulance the cost would currently be over \$ 330,000.00. Also, the purchase of a NEW 2024 Type 3 ambulance would currently cost \$ 220,000.00. Therefore, in an effort to continue with IFPDs aggressive CIP vehicle replacement plan Chief LaMont located a 2009 GMC E350 (2wd Duramax diesel Type 3 ambulance) for \$ 60,000.00 which has only 30,000 original miles and extremely low usage. Chief LaMont recommended the purchase of said vehicle from Global Emergency Vehicle Group. Additionally, GM Victor Jimenez (FVWD) explained the mechanical advantage of such a purchase and went on to inform the Board that he has personally had great success with this exact year/model vehicle and vouched for the overall reliability of this particular power plant. - After additional discussion;

Commissioner Yost made a motion to approve the Chief not to exceed a total of \$65,000 for the purchase of a Type 3 Ambulance with an additional 10% contingency for incidental charges (including delivery) to purchase the recommended ambulance, Secretary Andrewson 2nd. Motion passed 4-0

President Messina made a motion to authorize the Fire Chief to excess M625 by any appropriate means, (IFPD Legal Counsel recommended the language "by any legal means") Commissioner Yost 2nd Motion passed 4-0

Commissioner Yost made a motion to adjourn; Vice President Sawicki 2nd Motion passed 4-0

Respectfully submitted,

Adjournment: 16:38

Executive Assistant
Clerk of the Board
Rachel Teeguarden

Approved:

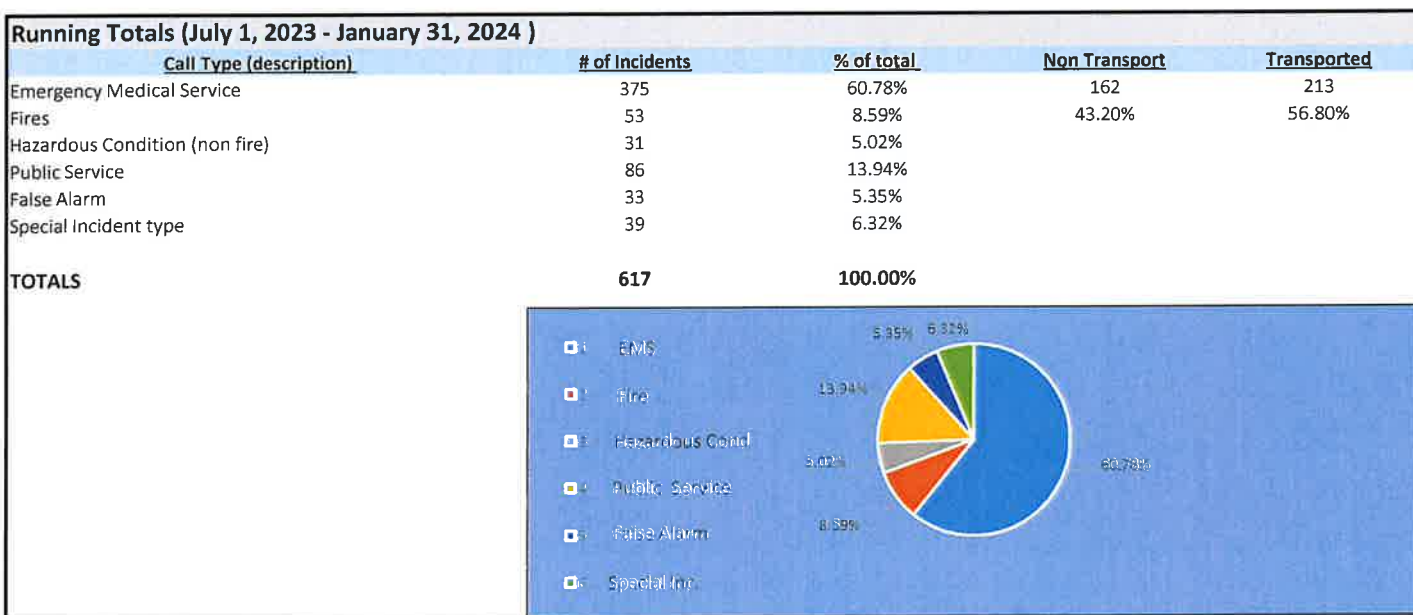
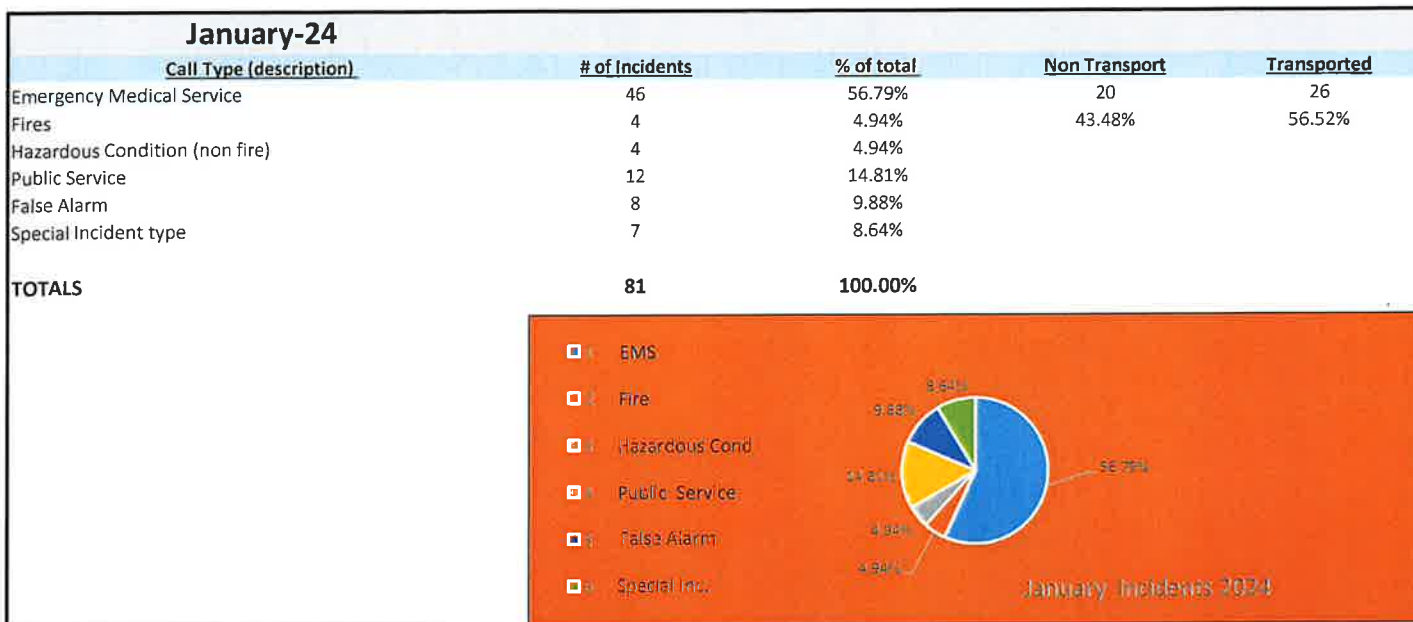
Dan Messina, President

Date

Clerk of the Board

Date

**Idyllwild Fire Protection District
Incident Recap 2023/24**

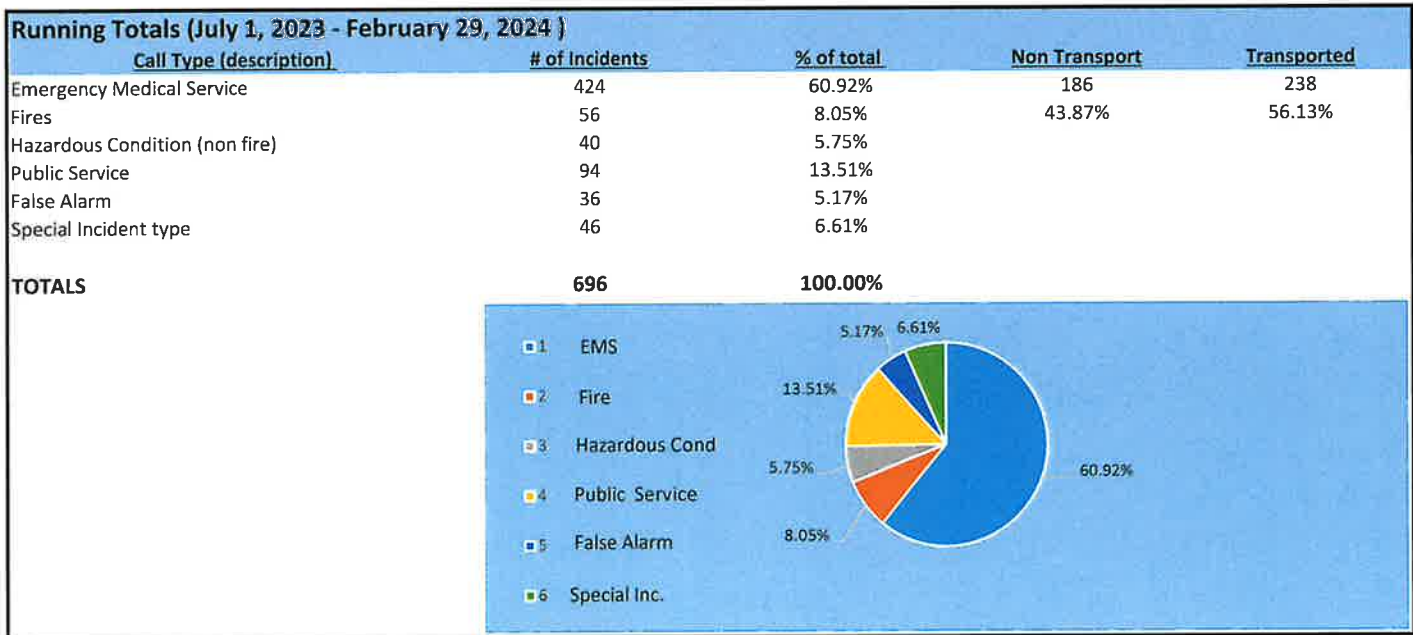
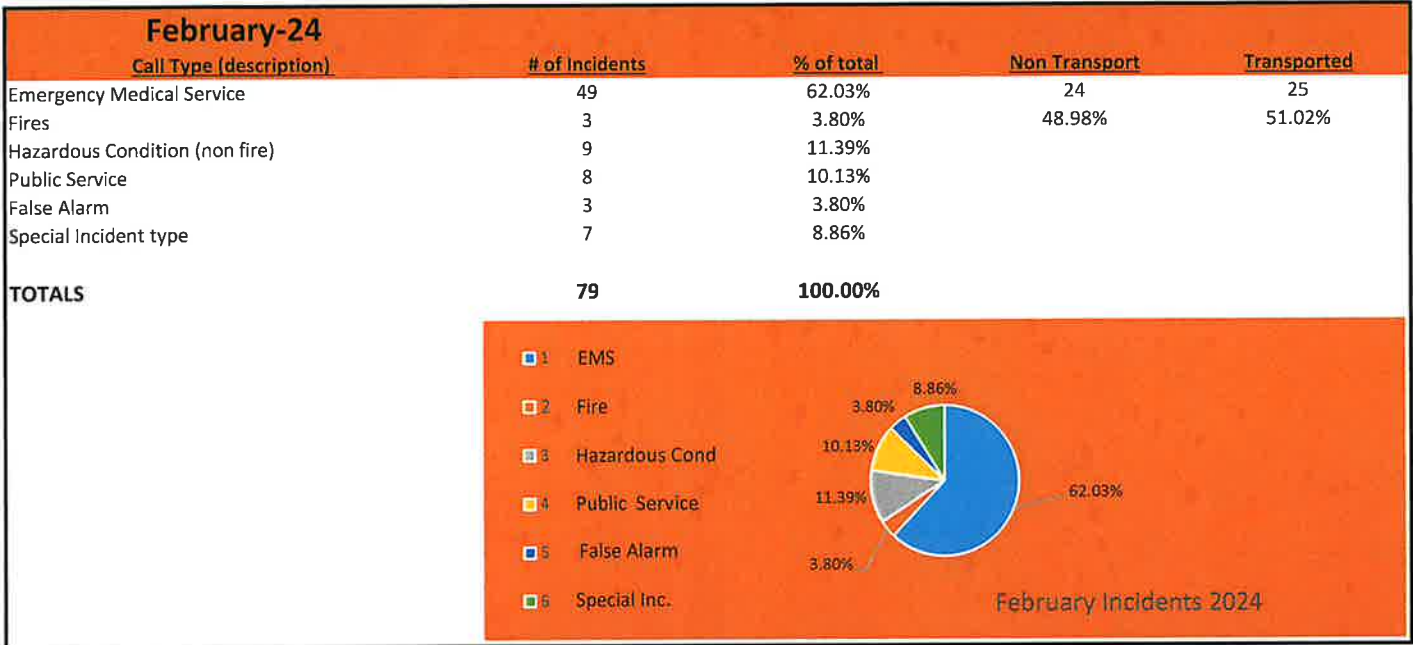


Idyllwild Fire Protection District (Incident Average Statistics)

Daily Incident Avg. :	2.97
Daily Transport Average :	1.02
Percentage of Overlapping Calls:	28.62%
Mutual Aid Given	103
Mutual Aid Received	1

<u>Transport Destinations</u>				
<u>EMC</u>	<u>HVMC</u>	<u>TVH</u>	<u>DRMC</u>	<u>Other</u>
14	6	0	0	6
53.85%	23.08%	0.00%	0.00%	23.08%
112	50	4	15	32
52.58%	23.47%	1.88%	7.04%	15.02%

<u>Average Response times:</u>				
Dispatch to Enroute:	EMS	0.51	Fire / Other	1.03
Dispatch to Arrival :	EMS	3.06	Fire / Other	3.4



Idyllwild Fire Protection District (Incident Average Statistics)

Daily Incident Avg. :	2.96
Daily Transport Average :	0.99
Percentage of Overlapping Calls:	31.83%
Mutual Aid Given	129
Mutual Aid Received	1

Transport Destinations					
EMC	HVMC	San G	DRMC	Other	
12	6	0	3	4	
48.00%	24.00%	0.00%	12.00%	16.00%	
124	56	4	18	36	
52.10%	23.53%	1.68%	7.56%	15.13%	

Average Response times:			
Dispatch to Enroute:	EMS	0.56	Fire / Other 0.59
Dispatch to Arrival :	EMS	3.18	Fire / Other 3.83



2023/2024 Financial Summary as of 2/29/2024

	Revenue	Taxes	Ambulance	Mutual Aid	Other Misc.	Expenditures	Payroll	Cal Pers	Equipment /Supplies/Vendors	Utilities	Insurance / Misc./ Other
Budget 2023/2024	\$3,370,000.00	\$1,576,750.00	\$567,750.00	\$1,189,500.00	\$36,000.00	\$3,345,000.00	\$1,954,390.00	\$531,110.00	\$505,200.00	\$44,100.00	\$310,200.00
YTD Actuals as of 2/29/24	\$3,392,886.59	\$1,637,537.94	\$140,601.39	\$1,609,381.48	\$5,365.78	\$2,479,651.53	\$1,570,238.00	\$483,042.80	\$116,677.29	\$18,582.24	\$291,111.20
	100.68%	103.86%	24.76%	135.30%	14.90%	74.13%	80.34%	90.95%	23.10%	42.14%	93.85%
Balance Est. on Budget	-\$22,886.59	-\$60,787.94	\$427,148.61	-\$419,881.48	\$30,634.22	\$865,348.47	\$384,152.00	\$48,067.20	\$388,522.71	\$25,517.76	\$19,088.80
Estimated (FV/24) Year End Actuals / Est. Remainder	\$4,387,400.00	\$1,984,550.00	\$322,500.00	\$2,062,500.00	\$17,850.00	\$3,969,650.00	\$2,225,800.00	\$598,600.00	\$654,000.00	\$62,500.00	\$428,750.00
	130.19%	125.86%	56.80%	173.39%	49.58%	118.67%	113.89%	112.71%	129.45%	141.72%	138.22%
Anticipated Difference: (EST +/-)	\$1,017,400.00	\$407,800.00	(\$245,250.00)	\$873,000.00	(\$18,150.00)	\$624,650.00	\$271,410.00	\$67,490.00	\$148,800.00	\$18,400.00	\$118,550.00

IFPD Jan 2024 Bill Payments



Line Item #	Payment to:	Description	
(111) Fire (121) EMS (131) MA			
(111)(121) - 4911	Southern California Edison	Electricity	\$ 753.63
(111)(121) - 4921	Idyllwild Water	Water	\$ 257.84
(111)(121) - 4941	CR&R	Trash Service	\$ 271.78
(111)(121) -4931	So Cal Propane	Propane	\$ 349.76
(111)(121) - 3911	Wex Bank - Chevron	Vehicle Fuel	\$ 247.33
(111)(121) - 4304	Napa Auto Parts	Vehicle Maint and Repair	\$ 352.93
(111)(121) - 3911	County Transportation - Fuel	Fuel - Oct-Dec	\$ 3,357.75
(111)(121)(131)-3911/4772/4301	US Bank - Cal Card	Cal Card - Fuel Equipment - Supplies - Grants - MA	\$ 7,012.55
(111)(121) - 4611	Canon	Copier Lease	\$ 229.76
(111)(121) - 4111	Spectrum	Internet - Phone	\$ 454.26
(111)(121) - 2301	Aflac	Med -125 Ins	\$ 153.40
(111)(121) - 4304	Forest Lumber	Station repairs	\$ 261.62
(111)(121) - 3611	Village Hardware	Station Supplies	\$ 137.44
(121) - 4121	Verizon	iPads Service (EPCR)	\$ 696.18
(111)(121) - 3491	Nationwide Medical	Medical Supplies	\$ 549.95
(111)(121) - 4522	Cole Huber	Legal Services	\$ 1,450.00
(111)(121) - 4761	Riverside County - Dispatch	Dispatch - FY22/23 Q4	\$ 21,758.16
(111)(121) - 4201	SDRMA	Property - Liability - Workers Comp	\$ 59,419.85
(111)(121) - 4301	Daniels Tire Service	Tires for Medic 2	\$ 2,525.83
(111)(121) - 4303	Mike Batala	Eng 622 Repairs and Maint	\$ 337.50

IFPD Feb 2024 Bill Payments




Line Item #	Payment to:	Description	
(111) Fire (121) EMS (131) MA			
(111)(121) - 4911	Southern California Edison	Electricity	\$ 710.54
(111)(121) - 4921	Idyllwild Water	Water	\$ 587.58
(111)(121) - 4941	CR&R	Trash Service	\$ 271.78
(111)(121) -4931	So Cal Propane	Propane	\$ 1,143.72
(111)(121) - 3911	Wex Bank - Chevron	Vehicle Fuel	\$ 97.08
(111)(121) - 4304	Napa Auto Parts	Vehicle Maint and Repair	\$ 345.26
(111)(121)(131)-3911/4772/4301	US Bank - Cal Card	Cal Card - Fuel Equipment - Supplies - Grants - MA	\$ 4,027.30
(111)(121) - 4611	Canon	Copier Lease	\$ 259.17
(111)(121) - 4611	Fruth Group	Copies Sept - Nov	\$ 605.95
(111)(121) - 4111	Spectrum	Internet - Phone	\$ 457.38
(111)(121) - 2301	Aflac	Med -125 lns	\$ 153.40
(111)(121) - 4304	Forest Lumber	Station repairs	\$ 236.20
(111)(121) - 3611	Village Hardware	Snow Plow	\$ 8,988.26
(121) - 4121	Verizon	iPads Service (EPCR)	\$ 348.09
(111)(121) - 3491	Nationwide Medical	Medical Supplies	\$ 382.16
(111)(121) - 3491	Mckesson	Medical Supplies	\$ 51.02
(111)(121) - 4761	Riverside County - Dispatch	Dispatch - FY23/24 Q1	\$ 22,050.41
(111)(121) - 4772	Hemet Fence	Fence for Comm Site	\$ 6,500.00

DRAFT WORK PRODUCT



Account	Description: REVENUES	2019-20 FY FINAL	2020-21 FY FINAL	2021-22 FY FINAL	2022-2023 FY FINAL	2023 - 2024 Final	2024 - 2025 FY	Difference	General Fire	Emergency Medical	Mutual Aid	Total
		Budget	Budget	Budget	Budget	Budget	Budget		Protection	Services ("EMS")		
									111	121	131	
01-000-8111	Current Secured (SA1, SS1, SA2, SS2, & SS3)	\$1,020,801.00	\$1,052,500.00	\$1,085,127.50	\$1,123,106.00	\$1,179,260.00	\$1,320,700.00	\$141,440.00	\$1,320,700.00			1,320,700.00
01-000-8121	Current Unsecured (UC1, UC2, & UC3)	\$43,800.00	\$45,048.30	\$47,722.14	\$49,150.00	\$51,610.00	\$58,550.00	\$6,940.00	\$58,550.00			58,550.00
01-000-8131	Prior Secured (SS4)	\$31,500.00	\$32,397.75	\$34,320.72	\$35,280.00	\$37,050.00	\$41,700.00	\$4,650.00	\$41,700.00			41,700.00
01-000-8141	Prior Unsecured (PYU)	\$15,700.00	\$16,147.45	\$17,072.67	\$17,520.00	\$18,400.00	\$22,850.00	\$4,450.00	\$22,850.00			22,850.00
01-000-8151	Supplemental Property Taxes- Current (S23-24)	\$6,365.00	\$6,546.40	\$6,732.97	\$6,850.00	\$7,250.00	\$9,700.00	\$2,450.00	\$9,700.00			9,700.00
01-000-8161	Supplemental Property Taxes-PRIOR (S22 - S23)	\$5,120.00	\$5,265.92	\$5,416.00	\$5,450.00	\$5,730.00	\$6,500.00	\$770.00	\$6,500.00			6,500.00
01-000-8211	Building Permits	\$2,600.00	\$3,250.00	\$3,500.00	\$4,250.00	\$4,700.00	\$4,750.00	\$50.00	\$4,750.00			4,750.00
01-000-8221	Event Permits	\$330.00	\$500.00	\$1,750.00	\$2,250.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00			2,500.00
01-000-8311	Penalties on Delinquent Taxes Secured (SPA & SPB)	\$415.00	\$426.83	\$438.99	\$525.00	\$550.00	\$575.00	\$25.00	\$575.00			575.00
01-000-8521	Other State - In-Lieu Taxes (Unitary) (CS 1 - 3)	\$33,480.00	\$34,434.18	\$35,415.55	\$36,548.00	\$38,150.00	\$42,100.00	\$3,950.00	\$42,100.00			42,100.00
01-000-8531	Homeowners' Property Tax Relief (SH 1 - 3 & H23)	\$22,866.00	\$23,517.68	\$24,185.56	\$24,911.00	\$26,200.00	\$28,250.00	\$2,050.00	\$28,250.00			28,250.00
01-000-8541	General Special Supplemental Subvention (GEMT)	\$15,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
01-000-8549	State-Other	\$515.00	\$529.68	\$500.00	\$500.00	\$550.00	\$575.00	\$25.00	\$575.00			575.00
01-000-8567	Volunteer Fire Assistance (VFA), Federal	\$9,785.00	\$9,500.00	\$9,500.00	\$9,500.00	\$10,500.00	\$10,500.00	\$0.00	\$10,500.00			10,500.00
01-000-8611	Assessment/Parcel Fee	\$217,330.00	\$212,000.00	\$212,000.00	\$212,000.00	\$212,000.00	\$212,000.00	\$0.00		\$212,000.00		212,000.00
01-000-8621	Ambulance Service	\$1,236,000.00	\$1,365,000.00	\$1,365,000.00	\$1,522,000.00	\$1,535,000.00	\$1,598,000.00	\$63,000.00		\$1,598,000.00		1,598,000.00
01-000-8629	Ambulance Service Write-off	-\$765,000.00	-\$855,000.00	-\$855,000.00	-\$897,750.00	-\$967,250.00	-\$1,010,000.00	-\$42,750.00		-\$1,010,000.00		(1,010,000.00)
01-000-8631	Escrow Fire Inspections	\$2,500.00	\$2,571.25	\$2,700.00	\$3,200.00	\$3,500.00	\$3,750.00	\$250.00	\$3,750.00			3,750.00
01-000-8651	Mutual Aid	\$405,000.00	\$445,000.00	\$590,000.00	\$1,025,000.00	\$1,189,500.00	\$1,225,000.00	\$35,500.00			\$1,225,000.00	1,225,000.00
01-000-8661	Record Requests	\$100.00	\$100.00	\$100.00	\$150.00	\$300.00	\$300.00	\$0.00	\$300.00			300.00
01-000-8721	Donations	\$10,250.00	\$10,550.00	\$10,020.00	\$12,500.00	\$12,500.00	\$12,500.00	\$0.00	3,750.00	8,750.00		12,500.00
01-000-8781	Other Revenue	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,500.00	\$500.00	\$2,500.00			2,500.00
Pg. 114	Total Revenue's	\$2,315,407.00	\$2,410,785.44	\$2,598,002.11	\$3,194,440.00	\$3,370,000.00	\$3,593,300.00	\$223,300.00	1,559,550.00	808,750.00	1,225,000.00	3,593,300.00

 Idyllwild Fire Protection District 2024/2025 FY DRAFT Budget : Expenditures		2019-20 FY FINAL	2020-21 FY FINAL	2021-22 FY FINAL	2022-2023 FY FINAL	2023 - 2024 Final	2024 - 2025 FY	Difference	General Fire Protection	Emergency Medical Services ("EMS")	Mutual Aid	Total
		Budget	Budget	Budget	Budget	Budget	Budget		111	121	131	
Account	Description: Salaries											
01-101-1001	FSLA	\$16,962.00	\$15,655.97	\$18,694.86	\$21,591.56	\$18,530.38	\$20,155.00	\$1,624.62	6,046.50	14,108.50		20,155.00
01-101-1002	Public Safety Employees Salaries	\$655,371.94	\$679,141.91	\$729,274.14	\$771,127.14	\$814,518.32	\$862,000.00	\$47,481.68	258,600.00	603,400.00		862,000.00
01-101-1301	Overtime Pay (Regular)	\$118,260.75	\$122,550.00	\$116,683.86	\$185,070.51	\$188,750.00	\$215,000.00	\$26,250.00	64,500.00	150,500.00		215,000.00
01-101-1013	Overtime Pay (Mutual Aid)	\$137,030.00	\$142,000.00	\$250,750.00	\$482,500.00	\$505,500.00	\$525,000.00	\$19,500.00			\$525,000.00	525,000.00
01-1004-1006	Holiday/Longevity Pay (suppression employees)	\$34,454.73	\$35,704.38	\$55,306.66	\$55,306.66	\$62,491.18	\$65,600.00	\$3,108.82	19,680.00	45,920.00		65,600.00
01-101-1005	Out of Rank	\$12,062.50	\$12,500.00	\$15,000.00	\$15,000.00	\$12,500.00	\$10,000.00	(\$2,500.00)	3,000.00	7,000.00		10,000.00
01-101-1101	Reserve	\$52,000.00	\$54,750.00	\$42,375.00	\$43,800.00	\$54,750.00	\$61,500.00	\$6,750.00	18,450.00	43,050.00		61,500.00
01-101-1102	Reserve (Mutual Aid)	\$38,500.00	\$41,250.00	\$40,560.00	\$70,550.00	\$71,000.00	\$70,000.00	(\$1,000.00)			\$70,000.00	70,000.00
01-101-1103	Reserve (Limited Term)	\$20,250.00	\$12,500.00	\$12,500.00	\$12,500.00	\$15,500.00	\$15,250.00	(\$250.00)	4,575.00	10,675.00		15,250.00
01-101-1111	Ambulance Attendants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	-	-	-
01-101-1201	Admin/Misc. Salaries	\$32,550.00	\$41,080.80	\$41,080.80	\$57,600.00	\$59,598.00	\$65,000.00	\$5,402.00	19,500.00	45,500.00		65,000.00
01-101-1501	Recertification Bonus	\$12,000.00	\$8,400.00	\$8,400.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00	6,300.00	14,700.00		21,000.00
01-101-1511	Other(Vacation Payout)	\$21,550.00	\$22,165.00	\$22,165.00	\$28,500.00	\$30,250.00	\$41,250.00	\$11,000.00	12,375.00	28,875.00		41,250.00
Salaries		\$1,150,991.92	\$1,187,698.05	\$1,352,790.32	\$1,764,545.87	\$1,854,387.87	\$1,971,755.00	\$117,367.13	\$413,026.50	\$963,728.50	\$595,000.00	\$1,971,755.00
Description: Benefits									111	121	131	
01-101-2001	Social Security (6.2%)	\$6,500.00	\$12,170.91	\$12,170.91	\$12,175.00	\$12,665.00	\$13,108.00	\$443.00	3,932.40	9,175.60		13,108.00
01-101-2002	Medicare (1.45%)	\$15,000.00	\$18,522.77	\$18,522.77	\$18,550.00	\$19,250.00	\$19,925.00	\$675.00	5,977.50	13,947.50		19,925.00
01-101-2101	CalPERS Retirement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	-		-
01-101-2111	CalPERS Retirement (UL)	\$285,580.00	\$260,635.00	\$260,635.00	\$291,911.20	\$307,236.53	\$315,000.00	\$7,763.47	94,500.00	220,500.00		315,000.00
01-101-2121	CalPERS Retirement (Classic District, 20.585%)	\$60,250.00	\$65,000.00	\$65,000.00	\$74,200.00	\$78,095.50	\$81,220.00	\$3,124.50	24,366.00	56,854.00		81,220.00
01-101-2131	CalPERS Retirement (PEPRA District, 13.141%)	\$59,750.00	\$60,000.00	\$60,000.00	\$63,600.00	\$66,780.00	\$69,450.00	\$2,670.00	20,835.00	48,615.00		69,450.00
01-101-2141	CalPERS Retirement (Classic Pick-up, 7%)	\$26,000.00	\$30,000.00	\$30,000.00	\$45,050.00	\$47,302.50	\$50,150.00	\$2,847.50	15,045.00	35,105.00		50,150.00
01-101-2151	CalPERS Retirement (PEPRA Pick-up (cannot pick-up))							\$0.00	-	-		-
01-101-2201	Workers Compensation	\$33,250.00	\$34,250.00	\$34,250.00	\$38,500.00	\$42,000.50	\$48,000.00	\$5,999.50	14,400.00	19,200.00	14,400.00	48,000.00
01-101-2301	Health & Welfare Benefits	\$118,250.00	\$121,650.00	\$136,800.00	\$145,300.00	\$166,800.00	\$186,500.00	\$19,700.00	55,950.00	130,550.00		186,500.00
01-101-2311	Life Insurance	\$4,200.00	\$4,500.00	\$8,550.00	\$8,550.00	\$9,000.00	\$9,500.00	\$500.00	2,850.00	6,650.00		9,500.00
01-101-2401	State Unemployment Insurance	\$6,500.00	\$6,685.00	\$6,685.00	\$8,500.00	\$9,200.00	\$9,550.00	\$350.00	2,865.00	6,685.00		9,550.00
01-101-2402	State Disability Insurance	\$420.00	\$431.00	\$431.00	\$500.00	\$1,050.00	\$1,100.00	\$50.00	330.00	770.00		1,100.00
01-101-2501	Other Postemployment Benefits (OPEB)	\$43,200.00	\$45,360.00	\$45,360.00	\$47,525.00	\$48,525.00	\$50,400.00	\$1,875.00	15,120.00	35,280.00		50,400.00
Benefits		\$658,900.00	\$659,204.69	\$678,404.69	\$754,361.20	\$807,905.03	\$853,903.00	\$45,997.97	\$256,170.90	\$583,332.10	\$14,400.00	\$853,903.00
01-101-3111	Uniforms	\$7,800.00	\$8,000.00	\$8,000.00	\$8,500.00	\$9,500.10	\$10,250.00	\$749.90	3,075.00	7,175.00		10,250.00
01-101-3411		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	-		-
01-101-3421	Oxygen	\$1,350.00	\$1,700.00	\$1,700.00	\$2,600.00	\$3,050.00	\$3,150.00	\$100.00	945.00	2,205.00		3,150.00
01-101-3491	Other Medical Supplies	\$19,500.00	\$19,000.00	\$19,000.00	\$21,550.00	\$23,500.00	\$24,000.00	\$500.00	7,200.00	16,800.00		24,000.00
01-101-3511	Office Supplies	\$4,500.00	\$5,550.00	\$5,550.00	\$8,500.00	\$10,050.00	\$10,250.00	\$200.00	3,075.00	7,175.00		10,250.00
01-101-3611	Minor Equipment (< \$1,000)	\$2,560.00	\$3,500.00	\$3,500.00	\$7,500.00	\$12,000.00	\$12,500.00	\$500.00	3,750.00	8,750.00		12,500.00
01-101-3711	Postage & Freight	\$1,860.00	\$2,100.00	\$2,100.00	\$3,200.00	\$3,750.00	\$3,900.00	\$150.00	1,170.00	2,730.00		3,900.00
01-101-3811	Station Supplies	\$10,250.00	\$10,750.00	\$10,250.00	\$12,250.00	\$15,000.00	\$15,500.00	\$500.00	4,650.00	10,850.00		15,500.00
01-101-3911	Vehicle Fuel	\$28,200.00	\$29,000.00	\$29,000.00	\$33,550.00	\$38,000.00	\$40,000.00	\$2,000.00	12,000.00	28,000.00		40,000.00
Supplies		\$76,020.00	\$79,600.00	\$79,100.00	\$97,650.00	\$114,850.10	\$119,550.00	\$4,699.90	\$35,865.00	\$83,685.00	\$0.00	\$119,550.00

Description: Services/Operating	19/20	20/21	21/22	22/23	23/24	2024/2025		111	121	131	
01-101-4111 Telephone	\$1,900.00	\$2,275.00	\$2,275.00	\$3,150.00	\$4,200.00	\$4,350.00	\$150.00	1,305.00	3,045.00		4,350.00
01-101-4121 Internet	\$1,500.00	\$2,050.00	\$2,050.00	\$4,000.00	\$5,200.00	\$5,350.00	\$150.00	1,605.00	3,745.00		5,350.00
01-101-4201 Insurance (Property and Liability)	\$23,300.00	\$60,000.00	\$60,000.00	\$74,550.00	\$76,550.00	\$79,500.00	\$2,950.00	19,875.00	39,750.00	19,875.00	79,500.00
01-101-4301 Equipment Repair & Maintenance	\$7,000.00	\$7,250.00	\$7,250.00	\$8,500.00	\$9,500.00	\$10,250.00	\$750.00	2,562.50	5,125.00	2,562.50	10,250.00
01-101-4303 Vehicle Repair & Maintenance	\$20,500.00	\$22,500.00	\$20,500.00	\$20,500.00	\$24,000.00	\$24,000.00	\$0.00	6,000.00	12,000.00	6,000.00	24,000.00
01-101-4304 Station Repairs & Maintenance	\$6,000.00	\$13,180.00	\$12,500.00	\$15,000.00	\$15,500.00	\$16,000.00	\$500.00	4,800.00	11,200.00		16,000.00
01-101-4411 Dues, Memberships, and Subscriptions	\$9,500.00	\$5,200.00	\$5,200.00	\$6,000.00	\$6,250.00	\$6,500.00	\$250.00	1,950.00	4,550.00		6,500.00
01-101-4421 Publications and Legal Notices	\$3,500.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,700.00	\$3,800.00	\$100.00	1,140.00	2,660.00		3,800.00
01-101-4511 Accounting Service	\$20,000.00	\$26,250.00	\$26,250.00	\$32,500.00	\$33,000.00	\$33,500.00	\$500.00	10,050.00	23,450.00		33,500.00
01-101-4512 Audit Service	\$7,500.00	\$8,700.00	\$8,700.00	\$9,250.00	\$9,250.00	\$9,550.00	\$300.00	2,865.00	6,685.00		9,550.00
01-101-4522 General Legal Service	\$18,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$15,000.00	\$15,500.00	\$500.00	4,650.00	10,850.00		15,500.00
01-101-4531 Payroll Processing	\$1,800.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,600.00	\$100.00	780.00	1,820.00		2,600.00
01-101-4541 Ambulance Collection Service	\$64,500.00	\$50,000.00	\$50,000.00	\$30,500.00	\$8,100.00	\$8,200.00	\$100.00	2,460.00	5,740.00		8,200.00
01-101-4551 Physician Services	\$2,100.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,250.00	\$2,250.00	\$0.00	675.00	1,575.00		2,250.00
01-101-4611 Copier Lease	\$0.00	\$3,200.00	\$3,200.00	\$4,050.00	\$6,025.00	\$6,250.00	\$225.00	1,875.00	4,375.00		6,250.00
01-101-4612 Rents & Leases-Structures, Improvements & Grounds	\$0.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,750.00	\$3,750.00	\$0.00	1,125.00	2,625.00		3,750.00
01-101-4631 Radio Antenna Rental	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$0.00	-	-		-
01-101-4691 Other Rentals	\$500.00	\$1,050.00	\$1,050.00	\$1,200.00	\$1,000.00	\$1,000.00	\$0.00	300.00	700.00		1,000.00
01-101-4701 Assessment services	\$2,500.00	\$2,550.00	\$2,550.00	\$2,550.00	\$3,050.00	\$3,150.00	\$100.00	945.00	2,205.00		3,150.00
01-101-4702 Riverside County Tax Admin Fee	\$12,500.00	\$4,940.00	\$4,940.00	\$5,500.00	\$5,700.00	\$5,850.00	\$150.00	1,755.00	4,095.00		5,850.00
01-101-4711 Board of Commissioners Expenditures	\$1,200.00	\$2,500.00	\$2,500.00	\$3,250.00	\$3,500.00	\$3,500.00	\$0.00	1,050.00	2,450.00		3,500.00
01-101-4712 Election Expense	\$2,500.00	\$8,000.00	\$8,000.00	\$8,500.00	\$0.00	\$0.00	\$0.00	-	-		-
01-101-4721 EMS Coordinator	\$1,500.00	\$15,000.00	\$15,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	3,600.00	8,400.00		12,000.00
01-101-4722 EMS Education	\$1,500.00	\$2,550.00	\$2,550.00	\$3,500.00	\$4,250.00	\$4,250.00	\$0.00	1,275.00	2,975.00		4,250.00
01-101-4723 EMS Licenses	\$1,500.00	\$6,200.00	\$6,000.00	\$6,500.00	\$6,500.00	\$6,710.00	\$210.00	2,013.00	4,697.00		6,710.00
01-101-4724 EMS Medical Director	\$8,400.00	\$10,250.00	\$10,250.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	3,600.00	8,400.00		12,000.00
01-101-4731 Fingerprinting, Other Hiring Expenditure	\$500.00	\$500.00	\$500.00	\$1,250.00	\$1,250.00	\$1,200.00	(\$50.00)	360.00	840.00		1,200.00
01-101-4741 Fire Training	\$3,300.00	\$4,500.00	\$4,500.00	\$8,500.00	\$10,000.00	\$10,250.00	\$250.00	2,562.50	2,562.50	5,125.00	10,250.00
01-101-4761 Dispatch Services	\$80,300.00	\$82,500.00	\$82,500.00	\$82,550.00	\$86,050.00	\$87,000.00	\$950.00	26,100.00	60,900.00		87,000.00
01-101-4771 School & Seminar	\$1,200.00	\$5,500.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,500.00	\$500.00	1,950.00	4,550.00		6,500.00
01-101-4772 Miscellaneous District Expenditure	\$2,100.00	\$8,060.00	\$7,500.00	\$12,500.00	\$20,750.00	\$36,800.00	\$16,050.00	11,040.00	25,760.00		36,800.00
01-101-4782 Administrative Fee	\$1,000.00	\$1,550.00	\$1,550.00	\$2,500.00	\$2,500.00	\$2,550.00	\$50.00	765.00	1,785.00		2,550.00
01-101-4791 Bank Fee	\$1,300.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,750.00	\$1,850.00	\$100.00	555.00	1,295.00		1,850.00
01-101-4801 Transportation & Travel	\$5,000.00	\$5,000.00	\$5,000.00	\$8,500.00	\$10,150.00	\$10,250.00	\$100.00	3,075.00	7,175.00		10,250.00
01-101-4911 Electricity	\$6,800.00	\$6,800.00	\$7,400.00	\$9,850.00	\$10,250.00	\$11,250.00	\$1,000.00	3,375.00	7,875.00		11,250.00
01-101-4921 Water	\$2,000.00	\$3,250.00	\$3,250.00	\$4,500.00	\$4,750.00	\$4,950.00	\$200.00	1,485.00	3,465.00		4,950.00
01-101-4931 Propane	\$1,300.00	\$3,200.00	\$3,200.00	\$4,250.00	\$5,700.00	\$6,000.00	\$300.00	1,800.00	4,200.00		6,000.00
01-101-4941 Trash Service	\$2,600.00	\$2,800.00	\$2,800.00	\$3,000.00	\$3,250.00	\$3,250.00	\$0.00	975.00	2,275.00		3,250.00
01-101-4952 Cable TV	\$800.00	\$1,200.00	\$1,200.00	\$1,550.00	\$1,700.00	\$1,800.00	\$100.00	540.00	1,260.00		1,800.00
Services and other operating	\$331,000.00	\$405,605.00	\$402,765.00	\$437,050.00	\$436,875.00	\$463,460.00	\$26,585.00	\$132,838.00	\$297,059.50	\$33,562.50	\$463,460.00

Account								General Fire Protection	Emergency Medical Services ("EMS")	Mutual Aid	Total	
Description: Capital Outlay (CIP)		19/20	20/21	21/22	22/23	23/24	2024/2025	111	121	131		
01-101-5201	Structures and Improvements	\$5,000.00	\$0.00	\$5,000.00	\$10,250.00	\$11,200.00	\$12,500.00	\$1,300.00	3,750.00	5,000.00	3,750.00	12,500.00
01-101-5301	Vehicles	\$5,000.00	\$0.00	\$0.00	\$41,645.94	\$15,000.00	\$43,500.00	\$28,500.00	13,050.00	17,400.00	13,050.00	43,500.00
01-101-5321	Other Equipment	\$50,000.00	\$15,500.00	\$28,250.00	\$30,000.00	\$28,500.00	\$22,250.00	(\$6,250.00)	6,675.00	8,900.00	6,675.00	22,250.00
Capital Outlay (CIP)		\$60,000.00	\$15,500.00	\$33,250.00	\$81,895.94	\$54,700.00	\$78,250.00	\$23,550.00	\$23,475.00	\$31,300.00	\$23,475.00	\$78,250.00
Description: Debt Service								111	121	131		
01-101-6101	Principal	\$8,600.00	\$38,350.00	\$38,350.00	\$30,050.00	\$70,632.00	\$70,632.00	\$0.00	21,189.60	28,252.80	21,189.60	70,632.00
01-101-6201	Other Debt Service	\$500.00	\$4,740.00	\$4,740.00	\$4,150.00	\$4,150.00	\$4,250.00	\$100.00	1,275.00	1,700.00	1,275.00	4,250.00
01-101-6301	Interest Expenditure	\$1,000.00	\$1,100.00	\$1,100.00	\$1,200.00	\$1,500.00	\$1,500.00	\$0.00	450.00	600.00	450.00	1,500.00
Debt Service		\$10,100.00	\$44,190.00	\$44,190.00	\$35,400.00	\$76,282.00	\$76,382.00	\$100.00	\$22,914.60	\$30,552.80	\$22,914.60	\$76,382.00
Total Expenditures		\$2,287,011.92	\$2,391,797.74	\$2,590,500.00	\$3,170,903.01	\$3,345,000.00	\$3,563,300.00	\$218,300.00	\$884,290.00	\$1,989,657.90	\$689,352.10	\$3,563,300.00
Total Revenue's		\$2,315,407.00	\$2,410,785.44	\$2,598,002.11	\$3,194,440.00	\$3,370,000.00	\$3,593,300.00	\$223,300.00	\$1,559,550.00	\$808,750.00	\$1,225,000.00	\$3,593,300.00
			4%	8%	19%	6%	3%					
Pg. 414	ESTIMATED BALANCE	\$28,395.08	\$18,987.70	\$7,502.11	\$23,536.99	\$25,000.00	\$30,000.00		675,260.00	(1,180,907.90)	535,647.90	\$30,000.00
	DRAFT (WORK PRODUCT)	2019-20 FY FINAL Budget	2020-21 FY FINAL Budget	2021-22 FY FINAL Budget	2022-2023 FY FINAL Budget	2023 - 2024 Final Budget	2024 - 2025 FY Budget		111	121	131	



RESOLUTION 538

FY 2024/25 Ambulance Service Rates

It is hereby resolved:

Whereas, the health and safety code of California, Section 13916, Subdivision A, provides that a District Board may charge a fee to cover the cost(s) of any service which the district provides or the cost of enforcing any regulation for which the fee is charged,

Therefore, we, the Board of Commissioners, of the Idyllwild Fire Protection District adopt Resolution **538** setting the Ambulance Fee for FY 2024/2025 as follows:

ALS Base Rate:	\$ 2,295.00
BLS Base Rate:	\$ 1,635.00
Inter Facility Transport:	\$ 1,895.00
Milage:	\$ 52.00
Oxygen	\$ 245.00
Night Charge (after 18:00 / before 0700)	\$ 250.00
Non – Resident	\$ 450.00
Dry Run with care given:	\$ 285.00
CA Health Services Charge:	\$ 55.00

Resolution 538 replaces Resolution 532

Passed and Adopted at the regular meeting of the Idyllwild Fire Protection District Board of Commissioners held March 26, 2024.

Dated: March 26, 2024

Effective Date July 1, 2024

Daniel Messina: Board President

I hereby certify that the forgoing Resolution was duly adopted and In witness hereof, I have hereunto set my hand and affixed the seal of the Idyllwild Fire Protection District.

Rachel Teegarden: 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

02/27/2018
Revised Date

Clerk of the Board

6/28/2020
Revised Date

Clerk of the Board

March 26, 2024
Reviewed/Adopted

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

March 26, 2024
Reviewed and Adopted

Clerk of the Board

Board Revised Date

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Employee Status

POLICY NUMBER: 2003

2003.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.

2003.1.1 "Regular" employees of the district are recognized through an agreement between the IFPD and the ICFA under the most current memorandum of understanding between the two parties. The ICFA is the only recognized bargaining group by the IFPD.

2003.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has not completed probation with the District. Upon satisfactory completion of probation with the District in said classification, and upon the Fire Chief's decision to retain said employee, said employee shall be granted "regular" employee status.

2003.2.1 A probationary employee will receive not less than the minimum rate for the job classification which is being filled, and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he/she becomes eligible as applicable in the current IFPD / ICFA MOU. A probationary employee will not be eligible for a leave of absence.

2003.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not probationary nor regular in nature. The work assignment of a temporary employee may vary in duration and will not exceed one year.

2003.3.1 Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees.

2003.3.2 A temporary employee will receive not less than the minimum rate for the job classification, which is being filled, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights.

2003.3.3 If a temporary employee is reclassified to "probationary" or "regular" employment status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

2003.4 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not "regular" in nature. The A part-time employee works whenever the district's workload increases to a level that "regular" employees cannot accommodate it

Original Approval Date: 10/08/2013

Reviewed 6 21 2021

March 26, 2024
Reviewed and Adopted"

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Performance Evaluation - Fire Chief

POLICY NUMBER: 2009

2009.1 The Fire Chief of the District is retained and serves within the parameters as set forth by agreement with of the Board of Commissioners. The Board of Commissioners shall review the performance of the Fire Chief after the initial six months of service after appointment and then annually (Anniversary date of hire) thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2009.2 The performance evaluations should occur in closed session annually during the first Board of Commissioners meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Commissioners and the Fire Chief. The Clerk of the Board shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the Fire Chief.

2009.3 The Board of Commissioners will agree upon an evaluation form to be utilized by the Board and completed prior to the formal performance review session. The Board of Commissioners shall be encouraged to prepare input on the form prior to the Board of Commissioners meeting.

2009.4 During the scheduled closed session(s), the Board should meet as a group with the Fire Chief to verbally discuss the components of the performance evaluation and receive feedback from the Fire Chief relative to his/her assessment. If requested by the Board and/or the Fire Chief, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the Fire Chief, the Board shall meet and determine an overall evaluation of the Fire Chief's performance for the past review period and provide written notification to the Fire Chief of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the Fire Chief and a copy kept in the Fire Chief's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2009.5 The Board of Commissioners and Fire Chief should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Original Approval Date: 08/22/2013

Rev. Date 03/23/2021

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2010

2010.1 This policy shall apply to all employees.

2010.2 The Fire Chief or his/her designated representative shall conduct a scheduled performance review of each Company officer and the IFPD Administrative Assistant on an annual basis. Employees with less than two years in the position shall be evaluated twice each year.

2010.2.1 Employee evaluations of non-Company officers will be performed annually by the employees direct supervisor and a copy of the evaluation will be forwarded to the Fire Chief for review.

2010.3 Performance evaluations shall be in writing on District approved evaluation forms. Said evaluations shall provide recognition for effective performance and identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2010.4 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2010.5 Unscheduled performance evaluations may be made at the discretion of the Fire Chief or his/her designated representative.

Original Approval Date: 10/08/2013

Revised : 03/23/2021

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Customer Relations

POLICY NUMBER: 2016

2016.1 Employees are expected to be polite, courteous, prompt, and attentive to every customer. Never regard a customer's question or concern as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

2016.2 Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a person requesting assistance, find someone who can.

2016.3 All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

2016.4 When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the Fire Chief or his/her designee should be called immediately for assistance. Employees should never argue with a customer. If a problem develops, or if a customer remains dissatisfied, ask your supervisor to assist in a resolution.

Original Approval Date: 10/08/2013

Reviewed: 03/23/2021

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Use of and Responsibility of Employer Property

POLICY NUMBER: 2019

2019.1 To insure compliance, desks, computers and other equipment are IFPD property and must be maintained according to IFPD operational guidelines and rules and regulations. They must be kept clean and are to be used only for work-related purposes. IFPD reserves the right to inspect all IFPD property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

2019.2 IFPD provides tools, supplies and facilities for the use of the employees in the performance of their work. Employees who use IFPD equipment must be familiar with their proper use and care and shall operate them in accordance with instructions for use. Employees shall notify the Fire Chief immediately of any needed maintenance for any IFPD facility or equipment, and if they need guidance as to the uses.

2019.3 Employees must report all accidents and/or damage to IFPD equipment to the Fire Chief. Failure to properly use IFPD equipment or to report accidents and/or damage may result in disciplinary action up to and including termination.

2019.4 No employee shall use IFPD facilities or equipment for personal use without the prior written approval of the Fire Chief.

2019.5 Company voice mail and/or electronic mail (e-mail) are to be used for business purposes only. IFPD reserves the right to monitor and/or review voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

2019.6 IFPD will periodically assign and/or change "passwords" and access codes for computers per operation guidelines. These communication technologies and related storage media and databases are to be used only for IFPD business and they remain the property of IFPD. IFPD reserves the right to keep a record of all passwords and codes used and/or ability to override any such password system.

2019.7 Prior written authorization must be obtained before any IFPD property may be removed from the premises.

2019.8 For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent. IFPD is not to be responsible for damage or loss of employee personal property in the workplace or in facilities.

2019.9 Terminated employees are to remove any personal items at the time they leave IFPD. Personal items left in the workplace are subject to disposal if not claimed within a reasonable time of an employee's termination.

Original Approval Date: 10/08/2013

Rev. Date 03/23/2021

March 26, 2024

Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Employee Records
POLICY NUMBER: 2032

2032.1 All personnel information and records are to be considered as confidential to the extent allowed by Federal or State law. The district policy is to require that all personnel files are to be maintained in a secure and private location and to have all employees manage personnel information in that manner.

2032.2 An employee shall have the right to inspect certain documents in his/her personnel file, as provided by law, in the presence of an IFPD representative at a mutually convenient time. If you wish to inspect your file, you must schedule an appointment with the Fire Chief or his/her designated representative. If you wish to make copies of any document, a reasonable fee may be charged.

2032.3 IFPD will restrict disclosure of your personnel file to unauthorized individuals within IFPD. Any request for information contained in personnel files must be directed to the Fire Chief. Only the Fire Chief is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, IFPD will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required or authorized *after receipt of a signed and notarized release from the current or former employee and the agency requesting said information.*

Original Approval Date: 10/08/2013

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March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Electronic Device Usage

POLICY NUMBER: 2040

2040.1 Employees may be provided with a business cell phone, laptop, tablet and/or camera for conducting official business. At times, an employee may have to use a personal cell phone, laptop and/or tablet to conduct business on behalf of the department. All uses of cell phones, laptops, tablets and/or cameras shall be done in compliance with this policy and Federal/State law.

2040.1.1 Personal cell phones, laptops, tablets and/or cameras may have to be used by employees during work hours for essential personal correspondence or for an occasional personal matter. Essential personal communications are defined as calls, texts or emails that are urgent in nature and cannot be made at another time. Examples of essential personal communications are calls, text or emails to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2040.1.2 To the extent possible, personal cell phone, laptop and/or tablet usage should be confined to rest and lunch breaks, and in locations such that the conversation, text/email communication is not disrupting to other employees or District business.

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

2040.2.1 Personal and District-owned cell phones are to be turned off or set to vibration mode during meetings, training sessions or during work hours.

2040.2.2 Cell phones with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to incident scene's, restrooms, locker rooms, training rooms or offices wherein employees or the public may not want cameras utilized.

2040.2.3 Text messaging shall follow the same rules as cell phones when being used to communicate during working hours unless specifically authorized for District purposes by a supervisor.

2040.2.4 Employees are expected to operate District vehicles and/or equipment in a safe and prudent manner. California law prohibits all drivers from using a handheld wireless phone while driving, unless that cell phone is specifically designed and configured to allow hands-free listening and talking (California Vehicle Code §23123). Drivers under the age of 18 may not use a wireless cell phone or hands-free device at all while driving (California Vehicle Code §23124). California law also prohibits a driver from writing, sending or reading text-based communication on an electronic wireless communications device while driving (California Vehicle Code §23123.5).

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

2040.3 E-mail System

The e-mail system is used to facilitate business-related communication throughout the department. Employees who use the e-mail system should keep the following in mind. The e-mail system is to be used primarily for department business as it relates to the application of your position. Information on the e-mail system is considered proprietary and belongs to IFPD and that IFPD reserves the right to review that material with or without employees' knowledge.

2040.3.1 Extensive Personal use of the e-mail system is discouraged to reduce the amount of e-mail traffic so that department business can take priority prohibited. At no time should the system be used to communicate opinions such as politics, social issues, or personal biases.

2040.3.2 E-mail users should understand that information on the system is not greatly protected and highly confidential and sensitive material should not be placed on the e-mail system; it should be communicated directly to the applicable parties by other means.

2040.4 Internet Usage

Access to the Internet has been provided to staff members for the benefit of the department and the District. It allows employees to connect to information resources. Every staff member has a responsibility to maintain and enhance the department's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users are protecting the department's public image, the following guidelines have been established for using the Internet.

2040.4.1 Acceptable Uses of the Internet

Employees accessing the Internet are representing the department. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official department business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

2040.4.2 Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-department business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of department's network or the networks of other users. It must not interfere with your productivity.

2040.4.3 Employees may dial into IFPD's network from home and use the Internet, for business purposes.

2040.5 Communications

Each employee is responsible for the content of all text, email, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is allowed to be transmitted through the system. Employees who wish to express personal opinions on the Internet shall do so off duty and on private personally owned platforms. are encouraged to utilize their own usernames on other Internet platforms.

2040.6 Software

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be approved before download and scanned for viruses.

2040.7 Copyright Issues

Copyrighted materials belonging to entities other than this department may not be transmitted by staff members on the Internet.

2040.7.1 One (1) copy of copyrighted material may be downloaded for your own personal use in research.

2040.7.2 Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the department or legal action by the copyright owner.

2040.8 Security

All messages created, sent or retrieved over the Internet via cell phone, laptops and/or tablets are the property of IFPD, and should be considered public information. IFPD reserves the right to access and monitor all text messages, emails and files on the computer system as deemed necessary and appropriate. Internet messages via cell phone, laptop and/or tablets are public communication and are not private. All communications including text, emails and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

2040.8 Harassment

Harassment of any kind is prohibited. No text messages or emails with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

2040.9 Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination.

Original Approval Date: 10/08/2013

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March 26, 2024
Reviewed and Adopted

Clerk of the Board



IDYLLWILD FIRE

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: District Vehicle Usage

POLICY NUMBER: 2046

2046.1 This policy applies to all employees who drive District vehicles.

2046.1.1 During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

2046.1.2 Other than the foregoing uses, district vehicles will not be used for any other personal purposes without prior written approval. This means that weekend or after-hours trips to the store or any other non-business usage will not be permitted.

2046.1.3 While operating district owned vehicles all applicable federal, state and department of transportation rules, regulations and laws we be followed. Any infraction or violation of said rules, regulations and laws will be the responsibility of the operator of the vehicle.

2046.1.4 District Vehicles should carry only those items for which the vehicle is designed or utilized. Personal property, other than daily use items such as handbags, briefcases, umbrellas, coats, gear bags etc. should not be transported in the vehicle.

2046.1.5 Vehicle Operation: The operators of District owned vehicles must observe and obey all traffic ordinances, rules, and regulations, including but not limited to:

- a. Operate vehicle at or below posted speed limits or at lower speeds if road conditions require a slower speed.
- b. Operate vehicles in a safe and responsible manner.
- c. Drivers and all passengers are required to wear a seat belt whenever a vehicle is in motion.
- d. All doors must be closed and secure when a vehicle is moving.
- e. Except during emergency incident response, vehicles should be parked in a manner that does not obstruct traffic or building access.
- f. When leaving a vehicle unattended, remove the ignition keys and secure the vehicle.
- g. All District Owned vehicles should be secured and locked after daily operation. If there is a designated location for storage of vehicles not in use, the vehicle must be returned to that storage location.
- h. Motorized Equipment vehicle keys should be returned to the key cabinet or daily to its proper storage location at end of use.
- i. Drivers shall have and maintain a valid driver's license suitable for the operation of the particular vehicle to which they are assigned.

- j. Fines or penalties for moving, parking, or any other violations are the responsibility of the operator.
- k. In no event is a District owned vehicle ever to be utilized to transport alcoholic beverages or controlled substances.
- l. District owned vehicles may not be utilized to transport weapons, except in the case of peace officers / fire marshals/ prevention officers acting in their official capacity.
- m. All District Owned vehicles shall be identified with the District seal and/or the name of the Idyllwild Fire Protection District.
- n. Duty to Report: In the event that any District owned vehicle becomes inoperable due to mechanical problems, damage or becomes stuck, the operator of that vehicle shall immediately contact his/her supervisor and advise of the situation. It is the responsibility of the operator of the vehicle to document and report to the employee's supervisor any damage to the vehicle that occurs during the hours the vehicle is assigned to that person for use. In the case of personal injury and/or property damage accident occurring on a public street the driver shall also immediately report the accident to law enforcement.
- o. It is the responsibility of the operator of District Owned vehicle(s) to document and report to the employee's supervisor any damage caused by the vehicle assigned to that person to any other vehicle or property.
(Emergency incident driving and vehicle usage may vary from above regulations as necessary (i.e. leaving emergency vehicles running on scene, etc.)

2046.1.6 Safe handling of vehicle-based wireless communications devices include the following:

- a. Use voice-activated dialing when driving, or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask a passenger to dial).
- b. Do not use the wireless communication device at all in a school zone or if there are hazardous road or traffic conditions.
- c. Avoid multiple tasks when driving, such as trying to drive, taking notes and using a wireless communication device.

Severability. If any section, subsection, sentence, clause, phrase, word, or other portion of this policy is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction or by state statute, such portion shall be deemed severable, and the validity of the remaining portions of this policy shall continue in full force and effect.

March 26, 2024
Reviewed and Adopted

Clerk of the Board



IDYLLWILD FIRE

ACKNOWLEDGMENT STATEMENT

I hereby acknowledge that I received a copy of the Idyllwild Fire Protection District Vehicle Policy. I understand it is my obligation to read and abide by its terms and procedures. I understand that a copy of this acknowledgment statement will be placed in my personnel file.

Please print full name:

Date: _____

Signature:

Witnessed by:

Policy 2046 District Vehicle Usage

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Fixed-Asset Accounting Control

POLICY NUMBER: 3110

3110.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3110.2 An accounting or inventory of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, on or around April each year, the Fire Chief shall certify its completeness and report the results thereof to the Board of Commissioners at its next regular monthly meeting.

3110.3 Applicable purchases for inclusion in said accounting shall be the following:

3110.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$5,000;

3110.3.2 All land and building acquisitions regardless of price; and

3110.3.3 Additions or major improvements to the District's service infrastructure.

3110.4 When any item defined in Section 3110.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3110.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3110.6 Information to be maintained in said inventory records shall include at least the following:

3110.6.1 Asset number;

3110.6.2 Description;

3110.6.3 Manufacturer's serial number;

3110.6.4 Storage location

3110.6.5 Original cost;

3110.6.7 Life expectancy; and

3110.6.8 Classification code (e.g., office equipment, vehicle, etc.).

Original Approval Date: 05/08/2012

Feb. 23, 2021
Board Reviewed Date

Clerk of the Board

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Capital-Asset Capitalization
POLICY NUMBER: 3115

3115.1 The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

3115.2 Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a capital asset. The purchase of these capital assets shall be included on the District's statement of net position and depreciated over the asset's estimated useful life. The purchase of capital assets for less than \$5,000 shall be expensed.

3115.3 Other expenditures of \$5,000 or more that provides a significant increase in future service potential of a capital asset shall also be capitalized as part of the existing asset.

3115.3.1 To meet the criteria for a capital expenditure the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

3115.3.2 Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

3115.4 Expenditures for normal repairs and maintenance shall not be considered as capital expenditures

3115.5 Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE

Capital Asset	Useful Life (years)
General Plant/Structures	50
Cars and Pickups	10 -12
Fire Engines	15-20
Ambulances	10 -12
Office Equipment	10 -12
Office Furniture	10-15
Computer Equipment	5-7

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Board Revised Date: 02/28/20

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Asset Protection and Fraud in the Workplace

POLICY NUMBER: 3117

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

3117.2 General

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

B. Definitions:

1. Fraud – Fraud and other similar irregularities include, but are not limited to:
 - a. Claim for reimbursement of expenses that are not job-related or authorized by the District Administrative and Ethics Code.
 - b. Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
 - c. Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.).
 - d. Inappropriate use of District resources (including but not limited to labor, time, and materials).
 - e. Improprieties in the handling or reporting of money transactions.
 - f. Authorizing or receiving payment for goods not received or services not performed.
 - g. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
 - h. Misrepresentation of information on documents.
 - i. Theft of equipment or goods.
 - j. Any apparent violation of federal, state, or local laws related to dishonest activities or fraud.
 - k. Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations.
 - l. Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.
2. Employee – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, including the Board of Commissioners, from the IFPD. The term also includes any volunteer who provides services to the IFPD through an official arrangement with the District or a District organization.
3. Management – In this context, management refers to any manager, supervisor, or other designated individual who manages or supervises District's resources or assets.
4. Internal Audit Committee – In this context, if the claim of fraud involves anyone other than the District's Fire Chief, the Internal Audit Committee shall consist of the Fire Chief, the District's Legal Counsel and any other persons appointed to the Internal Audit

Committee by the Board President. If the claim of fraud involves the District's Fire Chief, the Internal Audit Committee shall consist of the President of the Board of Commissioners of the District, the District's Legal Counsel and those persons appointed to the Internal Audit Committee by the President of the Board. (If the claim of fraud involves the Board President, the Board Vice President shall replace the Board President throughout this policy) Nothing contained in this policy shall be construed as requiring the President of the Board to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the President of the Board other than the District's Legal Counsel shall serve at the pleasure of the President of the Board.

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

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

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

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

F. Throughout the investigation, the Internal Audit Committee will inform the Fire Chief of pertinent investigative findings (unless the claim of fraud involves the Fire Chief, in which case the Board President shall be informed).

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

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

Violations of the whistle-blower protection will result in discipline, up to and including termination. This protection does not apply if the whistle blower has engaged in other misconduct and is being disciplined for that misconduct, after review with the District's legal counsel

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

I. The Fire Chief or the Board President, as the case may be, following review of Investigation results, will take appropriate action regarding employee misconduct based on the

District's Administrative and Ethics Code. Disciplinary action can include termination, and referral of the case to the District Attorney's Office for possible prosecution.

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

3117.3 Procedures

A. Board of Commissioners Responsibilities

1. If a Commissioner has reason to suspect that a fraud has occurred, he or she shall immediately contact the Fire Chief or the Board President, if the activity involves the Fire Chief, and the District's Legal Counsel.
2. The Commissioner shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Fire Chief and the District's Legal Counsel.
3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Fire Chief or the Board President after consultation with the District's Legal Counsel and the Internal Audit Committee, if any Committee is appointed.

B. Management Responsibilities

1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If an employee determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor or the District's Fire Chief. If the activity involves the Fire Chief it shall be reported to the Board President or the District's Legal Counsel.
5. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent recurrence of improper actions.
6. Management should support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
7. Management must give full and unrestricted access to all necessary records and personnel. All District's assets, including furniture, desks, and computers, are open to inspection at any time. There is no expectation of privacy.
8. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - a. Incorrect accusations.
 - b. Alerting suspected individuals that an investigation is underway.
 - c. Treating employees unfairly.
 - d. Making statements that could lead to claims of false accusations or other offenses.
9. In handling dishonest or fraudulent activities, management has the responsibility to:
 - a. Make no contact (unless requested) with the suspected individual to determine

- facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc.
- b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the Fire Chief.
 - c. Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the Fire Chief, Internal Audit Committee, the District's Legal Counsel or law enforcement personnel.
 - d. Direct all inquiries from the suspected individual, or his or her representative, to the Fire Chief, the Board President, or the District's Legal Counsel. All inquiries by an attorney of the suspected individual should be directed to the Fire Chief or the District's Legal Counsel. All inquiries from the media should be directed to the Fire Chief, or the Board President if the activity involves the Fire Chief.
 - e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with Legal Counsel, in conformance with the District's Administrative and Ethics Codes.

C. Employee Responsibilities

- 1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- 2. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Fire Chief. If the activity involves the Fire Chief, it shall be reported to the Board President or the District's Legal Counsel.
- 3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Fire Chief, Internal Audit Committee, the District's Legal Counsel, or law enforcement personnel.

D. Internal Audit Committee Responsibilities

- 1. Upon assignment by the Fire Chief or the Board President, the Internal Audit Committee will promptly investigate the fraud.
- 2. In all circumstances where there appears to be reasonable grounds for suspecting that a criminal fraud has taken place, the Internal Audit Committee, in consultation with the District Fire Chief or the Board President and Legal Counsel, will contact the appropriate local law enforcement agency.
- 3. The Internal Audit Committee shall be available and receptive to receiving relevant, confidential information to the extent allowed by law after consultation with the District's Legal Counsel.
- 4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will proceed as follows:
 - a. Discuss the findings with management and the Fire Chief.
 - b. Advise management, if the case involves District staff members, to meet with the Fire Chief to determine if disciplinary actions should be taken.
 - c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the District's financial statements.
 - d. Coordinate with the District's Safety/Risk Compliance Administrator regarding notification to insurers and filing of insurance claims.
 - e. Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records.

Such action shall include, but is not limited to:

- 1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
- 2) Preventing the individual suspected of committing the fraud from having access to the records.

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

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

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

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

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

3117.4 Exceptions

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

Original Approval Date: 10/08/2013

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March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Investment of District Funds

POLICY NUMBER: 3120

3120.1 The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code section 53600.6 and 53630.1); and, California Government Code sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and, the fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (California Government Code section 53646(a)).

For these reasons and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of the District funds.

3120.2 The investment policy applies to all financial assets of the District. These funds are accounted for in the independent Annual Financial Report and include:

Demand Account

General Fund
Payroll Fund
Money market
Reserve Account

Investments

Local Agency Investment Fund

3120.3 Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3120.4 As specified in California Government Code 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

3120.4.1 Safety of principal is the foremost objective of the investment program. Investments of District funds shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective,

diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3120.4.2 The investment portfolio will remain sufficiently liquid to enable District to meet all operating requirements which might be reasonable anticipated.

3120.4.3 The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

3120.5 Authority to manage the investment program is derived from California Government Code sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Board Secretary who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board of Commissioners. The Board Secretary shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code section 53600.3, the Board Secretary and members of the Board of Commissioners are trustees and fiduciaries subject to the prudent investor standard.

3120.6 Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

3120.7 The Board Secretary will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Board Secretary shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Board Secretary shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for District's account with the firm has reviewed District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to District's that are appropriate under the terms and conditions of the Investment Policy.

- 3120.8** The District is empowered by California Government, Title 5, Division 2, Part 1, Chapter 4, section 53600 et seq. ("Chapter") to invest in any instruments as provided in such Chapter of the Government Code, under the terms and conditions provided in such Chapter, which is incorporated by reference into and made part of this Policy. No investment shall be made in any manner contrary to the terms, conditions, and provisions of the referenced Chapter of the Government Code, section 53600 et seq.
- 3120.11** The District will diversify its investments by security type and institution. It is the policy of the District to diversity its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class or securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies. The following general policies and constraints shall apply:
- 3120.11.1** Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
 - 3120.11.2** Maturities selected shall provide for stability of income and liquidity.
 - 3120.11.3** Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.
- 3120.12** In accordance with California Government Code section 53646(b)(1), the Board Secretary shall submit to each member of the Board of Commissioners a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in California Government Code section 53646 (e), if all funds are placed in the Local Agency Investment Fund, Federal Deposit Insurance Corporation-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code section 53646(b)(2) and (3), respectively. The Board Secretary shall maintain a complete and timely record of all investment transactions.
- 3120.13** This investment Policy shall be reviewed on an annual basis, and the Board of Commissioners must approve modifications.

Original Approval Date: 5/8/12

02/23/2021 _____
Board Revised Date:

Clerk of the Board

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Purchasing Policy

POLICY NUMBER: 3135

All purchases made for the District shall be authorized by the Fire Chief or his/her designated representative. Purchases shall be in conformance with the current Fiscal Year District Budget. Approved purchases must be essential for District Operations.

3135.1 All purchases which do not exceed fifty dollars (\$ 50.00) shall be purchased using:

- Petty Cash
- District Credit Card
- On Account (vendor must be in good standing on IFPD approved Vendor list).

3135.2 Purchases of reoccurring/revolving and ongoing goods and services.

Category One (1) Items of value from \$0.01 - \$ 500.00. These items to be purchased as needed by approved personnel. The District shall maintain and update a list of authorized Category One (1) purchasers of the following essential items:

- Station Supplies
- Office Supplies
- Medical Supplies
- Equipment (Fire/ EMS)
- Maintenance materials
- Vehicle repairs and maintenance products
- PPE (personal protective equipment)

Category Two (2) Items of value from \$ 500.01 - \$ 1,000.00. These items to be purchased as needed by approved personnel. The District shall maintain and update a list of authorized Category Two (2) purchasers of the following essential items:

- Station Supplies
- Office Supplies
- Medical Supplies
- Equipment (Fire/ EMS)
- Maintenance materials
- Vehicle repairs and maintenance products
- PPE (personal protective equipment)

Category Three (3) Items of value from \$ 1,000.01 - \$ 2,500.00. These items to be purchased as needed by approved personnel. The District shall maintain and update a list of authorized Category Three (3) purchasers of the following essential items:

- Station Supplies
- Office Supplies
- Medical Supplies
- Equipment (Fire/ EMS)
- Maintenance materials
- Vehicle repairs and maintenance products
- PPE (personal protective equipment)

Category Four (4) Items of value from \$ 2,500.01 - \$ 5,000.00. These items to be purchased as needed on an individual case by case basis with prior approval by IFPD Fire Chief / Assistant Chief / Battalion Chief.

ALL CATEGORY THREE (3) and Four (4) PURCHASES WILL BE ENTERED INTO A DISTRICT TRACKING SYSTEM WHICH WILL CATEGORIZE EACH ITEM THROUGHOUT THE FISCAL YEAR IN WHICH THE PURCHASE WAS MADE. Each number will correspond with an identifier beginning with the FY in which the purchase was made. Example: Purchase # 1 of a category Three Item in FY / XX/XX:

Example

ID Number	Date	Item	Use	Vendor Tracking #	IFPD	Line Item#	Approved
16170001	7/1/2016	Chain Saw.	BR621	Village Hardware	2016101010	01-101-4000	FCPR

3135.3 Purchases from \$ 5,000.01 - \$ 10,000.00

All purchases from \$ 5,000.01 up to \$ 10,000.00 will be individually approved on a case by case basis by the IFPD Fire Chief after consultation and approval by the IFPD Board of Fire Commissioners with the following exception(s):

- Declared Disaster.
- Impedance of Emergency Services Provisions.
- Immediate Action Required.

The IFPD Board of Fire Commissioners President will be notified of any purchase of value from \$5,000.01 - \$ 10,000.00 purchased without prior IFPD Board Approval within 48 hours of purchase. Should the IFPD Board President be unavailable the IFPD Board of Commissioners Vice President will be notified within 48 Hours of purchase. Should the IFPD Board Vice President be unavailable the IFPD Board of Commissioners Secretary will be notified within 48 hours of the purchase. Such notification(s) may initially be made verbally with written notification including the: Date of Purchase, reason for purchase, cost or financial obligation and justification for the purchase without prior authorization to follow on official IFPD Letterhead within five (5) business days.

3135.4 Purchases exceeding \$ 10,000.01

All purchases which exceed \$ 10,000.01 will be individually approved on a case by case basis by the IFPD Fire Chief after consultation and approval by the IFPD Board of Fire Commissioners. These purchases will include:

- A detailed report which describes the necessity of the purchase.
- Service life of product purchased.
- A minimum of three (3) qualified Bids from licensed Vendors.
- A report identifying means of payment including full cost (interest/other) of purchase.
- Viable options if any to lessen the impact of purchase.

3135.5 Receipts and shipping and packing statements for ALL purchases will be delivered to the IFPD Accountant and shall be matched up with internal accounts and controls.

3135.6 District Vendor List

Vendors wishing to provide goods and services to the IFPD will be authorized for placement onto the approved vendor list after full and acceptable reference checks proof of legal business practice i.e. business licenses or other acceptable form of legal documentation, cost benefit analysis (providing for best value practice) preferential consideration will be given to local vendors for reoccurring/ revolving and ongoing goods and services.

3135.7 ALL PURCHASES WILL COMPLY WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS.

3135.8 ALL FINANCIAL TRANSACTIONS AND PURCHASES WILL BE PRESENTED FOR REVIEW AND APPROVAL BY THE IDYLLWILD BOARD OF FIRE COMMISSIONERS AT REGULAR OR SPECIAL MEETINGS OF THE BOARD.

3135.9 **Board Waiver.** Notwithstanding any provisions of this policy, the Board may waive procurement requirements for Goods and Services upon finding that it is in the district's best interest to do so.

Original Approval Date: 04/10/12

Last revision date: 11/28/2017

Revised Approval Date: 4/27/2021

Reviewed/Revised Date 6/15/2022

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Petty Cash Fund
POLICY NUMBER: 3137 – Reviewed

3137 A Petty Cash fund shall be maintained in the district office having a maximum balance-on-hand of \$200.00. The use of Petty Cash funds shall be for procuring low-cost item(s) or service(s) appropriately relating to District business and shall conform to the following guidelines:

3137.1 Petty Cash funds may be used to reimburse District staff or Commissioners upon their request and the submission of a receipt for same.

3137.2 Petty Cash funds may be advanced to District staff or Commissioners upon their request when needed. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Fire Chief and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$ 100.00. Purchases for more than \$ 100.00 shall require payment by District check.

3137.3 No personal checks shall be cashed in the petty cash fund.

3137.4 The petty cash fund shall be included in the district’s annual independent accounting audit.

3137.5 In those instances when a receipt is not obtainable for “out-of-pocket” expenses for item(s) or service(s) appropriately relating to District business, the requested reimbursement shall be documented in writing and submitted to the Fire Chief for approval prior to reimbursement.

~~Original Approval Date: 04/10/12~~

Board Revised Date: 04/25/17

Board Revised Date: 02/23/2021

02/23/2021

Board Revised Date:

Clerk of the Board

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Disposition of Surplus Personal Equipment and Materials
POLICY NUMBER: 3300

3300.1 This is the Idyllwild Fire Protection District's Administrative policy for the disposition of surplus property, equipment, and material. This policy does not apply to real property. This policy's purpose is to ensure the receipt of all revenues from the disposal of surplus property, equipment, and material(s).

3300.2 The IFPD Fire Chief (or his/her designee) shall develop a list of material(s) and equipment which has reached its useful service life and or is surplus. "Surplus" means that the property has little or no remaining useful life for the district. Prior to disposition, the IFPD Board of Commissioners shall be provided with, and approve, a list of all such property.

3300.3 The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the district. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

3300.3.1 ***Sale on the open market.*** The Fire Chief shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier's check or money order in the amount of the full purchase price. The district also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.

3300.3.2 ***Sale by sealed bid.*** The Fire Chief may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.

3300.3.3 ***Donation.*** The Fire Chief may, when in his/her judgment sale or auction of the surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.

3300.3.4 ***Selling for Scrap.*** Surplus property may be sold as scrap if the Fire Chief deems that the value of its parts exceeds the value of the surplus property as a whole.

3300.3.5 ***No Value Item.*** When the Fire Chief determines that property is surplus and minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the Fire Chief shall dispose of the same in such a manner he deems appropriate and in the best interest of the District.

3300.4 Accounting for the disposition of personal property, equipment and materials. When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

3300.4.1 Remit the entire proceeds from any such activity to the Idyllwild Fire Protection District Fire Chief by cashier's check or money order made payable to the Idyllwild Fire Protection District.

3300.4.2 Complete receipt documentation form for the disposal of surplus personal property, equipment and material and submit with proceeds, if any, to the Idyllwild Fire Protection District Fire Chief.

3300.5 The Idyllwild Fire Protection District Fire Chief Shall:

3300.5.1 Make adjustments to the Fixed Asset Inventory List

3300.5.2 Deposit all proceeds from the disposition of surplus property, equipment and material(s) in the Idyllwild Fire Protection District General Fund or the Idyllwild Fire Protection Capital Improvement Fund.

3300.5.3 Cause Licenses and title documents to be executed and transferred upon verification of receipt of funds.

3300.5.4 Authorize the delivery of the surplus property.

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Records Retention
POLICY NUMBER: 3310

3310.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Idyllwild Fire District (IFPD) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

3310.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3310.3 The Fire Chief is authorized by the Board of Commissioners to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3310.4 Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the IFPD.

3310.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3310.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3310.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3310.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3310.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3310.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3310.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3310.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3310.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3310.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3310.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

3310.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3310.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3310.4.6.1 Duplicated (original-subject to aforementioned requirements).

3310.4.6.2 Rough drafts, notes or working papers (except audit).

3310.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3310.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization may be destroyed after seven (7) years of retention, provided said records have been reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records. and qualify for destruction in section 3310.4.4, above. Payroll and personnel records include the following:

3310.4.7.1 Accident reports, injury claims and settlements.

3310.4.7.2 Medical histories.

3310.4.7.3 Injury frequency charts.

3310.4.7.4 Applications, changes and terminations of employees.

3310.4.7.5 Insurance records of employees.

3310.4.7.6 Time cards.

3310.4.7.7 Classification specifications (job descriptions).

3310.4.7.8 Performance evaluation forms.

3310.4.7.9 Earning records and summaries.

3310.4.7.10 Retirement Documents.

3310.4.8 All assessing records may upon authorization be destroyed after seven (7) years' retention from lien date; however, their records may be destroyed three (3) years after the lien date when said records are reproduced as provided for section 3310.4.4, above.

3310.4.9 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if reproduced as provided for in section 3310.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten (10) years if reproduced as provided for in section 3310.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six (6) months if detailed payment records are kept for ten (10) years.

3310.5 Minutes of the meetings of the Board of Commissioners shall be retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are reproduced as provided for in section 3310.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of thirty (30) days from the date of the recorded meeting if the IFPD Board has approved the minutes after the thirty (30) day period and Board approval, said documents shall be destroyed..

3310.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven (7) years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3310.5.2 Contracts should be retained for their life plus seven (7) years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.

3310.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix (A) and (B) hereby attached hereto.

March 26, 2024
Reviewed and Adopted

Clerk of the Board

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Fire Chief, as authorized by the District's Board of Commissioners.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)
 - f. JOURNAL ENTRIES

- g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
 - (1) Accident reports, injury claims and settlements
 - (2) Applications, changes or terminations of employees
 - (3) Earnings records and summaries
 - (4) Fidelity Bonds
 - (5) Garnishments
 - (6) Insurance records of employees
 - (7) Job Descriptions
 - (8) Medical Histories
 - (9) Retirements
 - (10) Time Cards

 - h. OTHER
 - (1) Inventory Records (Purchasing)
 - (2) Capital Asset Records (Purchasing)
 - (3) Depreciation Schedule
 - (4) Cost Accounting Records
3. LIFE. The inclusive, operational or valid dates of a document.

 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

 5. RECORD COPY. The official District copy of a document or file.

 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

 7. RECORDS CENTER. The site selected for storage of inactive records.

 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

 10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

 11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of a disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property
- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements
- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits (by OWID)
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual water rights
- (22) Individual claims/settlements
- (22) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (30) Payroll register
- (31) Policies, Rules & Regulations
- (32) Purchase orders & requisitions
- (33) Restricted materials permits
- (34) Rights of ways & easements
- (35) Spray permits
- (36) Statements of Economic Interest
- (37) State surplus acquisitions
- (38) Warehouse requisitions
- (39) Warrant/Voucher register
- (40) Warrants (with backup)
- (41) Water rights history

**Appendix B
Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of	X		2 yrs.	3 yrs.	5 yrs.

	an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.					
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Committees of IFPD

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc or standing committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following may be ad hoc or standing committees of the Board of Commissioners:

4060.2.1 Planning Committee;

4060.2.2 Ordinance Committee;

4060.2.3 Personnel Committee;

4060.2.4 Finance Committee*; and,

4060.2.5 Public Relations Committee.

4060.3 The Board President may appoint and publicly announce the members of standing committees for the ensuing year at any regular or special meetings of the Board.

4060.4 The Board's committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President or by a majority vote of the Board of Commissioners. Any recommendations resulting from said review shall be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board.

4060.5 The Board's Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.6 The Board's Ordinance Committee shall be concerned with proposed ordinances, resolutions, and/or District policies and the revision of same, except those pertaining specifically to personnel.

4060.7 The Board's Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

4060.8 The Board's Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

4060.9 The Board may appoint and/or dismiss community members to or from a committee.

Original Approval Date: 12/10/2014

March 26, 2024
Reviewed and Adopted

Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Public Records Act Policy
POLICY NUMBER: 5080

5080.1 All records which are subject to disclosure under the provisions of the California Public Records Act (Government Code Section 6250 et seq.) are available for inspection and copying. You may submit a request to inspect the record or a request for copies of the record verbally in writing or electronically to the Fire Chief. "Public Record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

5080.2 A requestor should specify the records desired, or if not known, the particular types or class of records. You should sufficiently describe records so that identification, location and retrieval of the records can be achieved. District staff will assist you in identifying records responsive to your request. Using the Public Records Act Form that is attachment A to this policy will assist in identifying the proper documents.

5080.3 All public records of the District which are subject to disclosure are open to inspection during normal office hours at the office where those records are located. Every person has a right to inspect any District record except those records exempted by statute from public disclosure.

5080.3.1 If the public record requested is readily available for immediate public inspection or copying (for example, the record(s) do not need to be redacted to remove confidential information), Persons may inspect the record or obtain a copy without being asked to reveal your identity or the reason for the request. In cases where the request is made in person and the requested records are not readily available for immediate public inspection or copying, staff will notify you as to when the records will be available.

5080.3.2 Disclosable records which are readily accessible and require no redaction will be made available for inspection or copying as soon as possible. The District is entitled to a reasonable period of time to locate the records if not readily accessible and to review the records to determine whether any of the records are exempt from disclosure or whether portions of the requested records must be redacted to protect confidential or otherwise exempt material(s) from improper disclosure. For this reason, you may want, but are not required, to contact the office in advance of your visit to discuss the request and to schedule a mutually convenient time to inspect the records

5080.4 Records may be withheld pursuant to exemptions in the Public Records Act. Within 10 days of the receipt of your request (this may be extended by 14 days under certain circumstances), the District will determine whether any of the requested records, in whole or in part, will be withheld, and will make notify you of this determination in writing and set forth the reasons for withholding any of the requested records.

5080.5 Records cannot be removed from the premises under any circumstances. However, after inspection, you may request a copy of any portion of that record may be requested. The District shall provide a requested copy as soon as practical upon payment of the duplication costs.

5080.5.1 Upon request, the District will make available any public record in any electronic format in which the District holds the information.

5080.5.2 There is no cost to ~~the~~ inspect public records. Requests for copies of public records by the District will require payment in advance: (1) for photocopies: \$0.25 per page for 8.5x11 and \$0.35 for larger; and (2) for electronic records: the direct cost of producing a copy of the record in an electronic format, unless the electronic records require date compilation, programming or extraction. The person requesting the information shall bear the cost of programming and computer service to produce the record when the District is requested to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals or that request requires date compilation extraction, or programming to produce. Where the state has established a fee for any given record the statutory fee shall be charged.

5080.6 The District cannot immediately provide copies of a large or voluminous number of records. In this situation, you may wish to speak with staff to arrange for a professional copying service may copy the requested materials at requestor's expense.

5080.7 The following records are not open for public inspection:

5080.7.1 Preliminary drafts, work product, notes or interagency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

5080.7.2 Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with section 810) of title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.

5080.7.3 Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

5080.7.4 Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.

5080.7.5 The contents of Real Estate appraisals or engineering or feasibility estimates and evaluation made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.

5080.8 All requests to inspect public records should be made to the Fire Chief who can be contacted at:

Idyllwild Fire Protection District – 54160 Maranatha Dr. PO Box 656
Idyllwild, CA 92549-0656 – 951-659-2153 (phone) – 951-659-5571 (Fax)

Original Approval date: 10/08/2013

Board Revised date: 11/26/2019

March 26, 2024
Reviewed and Adopted

Clerk of the Board

Public Records Act Request Form

To expedite your request and to eliminate opportunities for error, please fill out this form with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records that are prepared, owned, used or retained by Idyllwild Fire Protection District. Specific names and dates of documents as well as the type (report, ordinance, resolution or agreement) are useful in insuring that the request is fulfilled. Staff is available to assist you in identifying the records, based on your description, of documents controlled by the District. IFPD is not required to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at this office, IFPD must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.

You will be charged the direct cost of duplication for any documents requested. Documents will not be copied until payment has been received.

REQUESTER INFORMATION:

Name: _____ Date: _____

Company: _____

Mailing Address: _____

City: _____ State, Zip _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Preferred method of contact in the event of question: _____

=====

Requested Records

Time Period covering documents requested: _____

_____ I request to inspect the requested records, where applicable, and do not want copies produced at this time.

_____ I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being Copied.

Signature of Requestor



IDYLLWILD FIRE

RESOLUTION

537

FY 2024 / 25 Annual Unit Fee Assessment

WHEREAS, the qualified voters of the Idyllwild Fire Protection District, at a special election on July 21, 1981, by a two thirds (2/3) vote, established a standby charge not to exceed sixty five dollars (\$65.00) per unit of benefit per year as authorized by Assembly Bill No. 630; and

WHEREAS, a unit of measure has been established by a square footage for a structure and a half (1/2) unit of measure has been established for vacant property;

NOW THEREFORE BE IT RESOLVED that we, the Board of Fire Commissioners, do hereby set the standard per unit measure fee at sixty-five dollars (\$65.00) for the Fiscal Year 2024/2025. (and other unit measure fee's as adopted in the approved Annual fee Assessment.)

0-3000 sq. ft.	1.0 units per parcel (100%)	\$ 65.00
3001-7000 sq. ft.	1.5 units per parcel (150%)	\$ 97.50
7001-12,000 sq. ft.	2.0 units per parcel (200%)	\$ 130.00
12001-20000 sq. ft.	2.5 units per parcel (250%)	\$ 162.50
20001-28000 sq. ft.	3.0 units per parcel (300%)	\$ 195.00
28001-38000 sq. ft.	3.5 units per parcel (350%)	\$ 227.50
38001 and above sq. ft.	4.0 units per parcel (400%)	\$ 260.00

PASSES AND ADOPTED at the regular meeting of the Idyllwild Fire Protection District Board of Commissioners held Tuesday,

Dan Messina, President, IFPD Board of Commissioners

I hereby certify that the foregoing Resolution was duly adopted and witness hereof, I have hereunto set my hand and affixed the official seal of the Idyllwild Fire Protection District

IFPD Clerk of the Board

-seal-



RESOLUTION 539
REQUEST OF CONSTITUTIONAL ADVANCEMENT OF FUNDS FROM
RIVERSIDE COUNTY

WHEREAS, the Idyllwild Fire Protection District has limited funds and revenues available for the payment of expenditures during July 01 — December 31, 2024; and

WHEREAS, the District is permitted to request from the County an advancement on the funds collected during the fiscal year on behalf of the District;

NOW, THEREFORE, BE IT RESOLVED that we, the Board of Fire Commissioners do and hereby, request, an advancement of District funds in the amount of \$ 400,000.00 from Riverside County.

PASSED AND ADOPTED at the regular meeting of the Idyllwild Fire Protection District Board of Commissioners held Tuesday, March 26th, 2024.

Rhonda Andrewson, Board Secretary

Dated

I hereby certify that the foregoing Resolution was duly adopted and in Witness hereof, I have hereunto set my hand and affixed the official seal of the Idyllwild Fire Protection District.

Rachel Teegarden, Clerk of the Board

Dated



TO: Paul Angulo, CPA, MA
Riverside County Auditor Controller
4080 Lemon St. 11th Floor
Riverside CA 92502-1326

**Idyllwild Fire Protection
District**

**PO Box 656 Idyllwild, CA 92549
(951) 659-2153**

From: Mark LaMont

RE: Compliance with Proposition 218

March 26, 2024

The Idyllwild Fire Protection District represents that the charges associated with the property tax fund number 68-4331 identified on the Riverside County Tax Roll are in compliance with the articles of Proposition 218 as cited herein below:

The County Auditor Controller/County of Riverside agrees to enter all assessments, fees, charges and or taxes for the Idyllwild Fire Protection District upon receipt of such roll on or about August 15th 2024 based upon such certification.

The Idyllwild Fire Protection District shall be solely liable and responsible, and will defend, indemnify and hold the County of Riverside and the Auditor Controllers Office harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessment, fees, charges or taxes placed on the roll for the Idyllwild Fire Protection District by the County.

Article XIII C. Sec. (c) "Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b)."

Article XIII D. Sec. 5 "this article shall become effective the day after the election unless otherwise provided. Beginning July 1, 1997, all existing, new or increased assessments shall comply with this article."

Article XIII C. Sec. 6 (d) "Beginning July 1, 1997, all fees or charges shall comply with this section."

Mark LaMont
Fire Chief
Idyllwild Fire Protection District



March 26, 2024

TO: Riverside County Auditor Controller
4080 Lemon St. 11th Floor
PO Box 1326
Riverside, CA 92502-1326

ATTN: Laura Dequire

From: Fire Chief Mark LaMont

RE: Annual Unit Fee Assessment

Please accept this submittal from the Idyllwild Fire Protection District for the 2023/24 Annual Unit Fee Assessment. You will find herein and enclosed a fully executed and adopted Resolution for FY 2023/24 Annual Parcel Fee Assessment (537) along with our fully executed Proposition 218 compliance letter. This information coincides with the Assessment Data for which the enrollments were uploaded to your office.


Parcel Data as noted herein below:

FUND NUMBER# : 68-4331 TOTAL ASSESSMENTS: 3651 TOTAL CHARGES: \$ 212,967.50

Please contact me should you have any questions, or need for additional information.

Respectfully,

Mark LaMont
Fire Chief
Idyllwild Fire Protection District
marklamont@idyllwildfire.com

 DCH Chrysler Dodge Jeep Ram FIAT of Temecula

Sales 951-404-1884

(0)

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[q=26845+Ynez+Rd,+Temecula,+CA+92591](https://www.google.com/maps?q=26845+Ynez+Rd,+Temecula,+CA+92591))

Sales: 951-404-1884 (tel:9514041884)

Service: 951-383-3450 (tel:9513833450)

Parts: 951-383-3450 (tel:9513833450)

Commercial: 951-404-1884 (tel:9514041884)

DCH Chrysler Dodge Jeep Ram FIAT of Temecula

(1)

Vehicle Information

VIN:	Stock #:	Model Code:
1C4RDJDG7PC639509	PC639509	WDEH75

BODY STYLE	CITY/HIGHWAY
Sport Utility	18/25 MPG

EXTERIOR COLOR	TRANSMISSION
White Knuckle Clear-Coat Exterior Paint	8-Speed A/T / AWD

INTERIOR COLOR
Black

Highlighted Features



Feature availability subject to final vehicle configuration. Please reference window sticker for more info.

Bluetooth®

Remote Start

3rd Rear Seat

AWD/AWD

Android Auto

Apple CarPlay

Keyless Entry

Keyless Ignition System

[View More Highlights...](#)

 DCH Chrysler Dodge Jeep Ram FIAT of Temecula **Dealer Comments** **Sales 951-404-1884**

(1)

White Knuckle Clearcoat 2023 Dodge Durango GT AWD 8-Speed Automatic 3.6L V6 24V VVT

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All Features

- Mechanical**
- Exterior
- Entertainment
- Interior
- Safety
- 01

- 3.45 Rear Axle Ratio
- GVWR: 6,500 lbs
- 50 State Emissions
- Full-Time All-Wheel
- 650CCA Maintenance-Free Battery w/Run Down Protection

[Read More...](#)

Warranty

- Basic Warranty: 36 months / 36,000 miles
- Drivetrain Warranty: 60 months / 60,000 miles
- Corrosion Warranty: 60 months / Unlimited miles
- Roadside Assistance Warranty: 60 months / 60,000 miles

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 DCH Chrysler Dodge Jeep Ram FIAT of Temecula
 (https://www.Dchryslerjeepdodgefiattemecula.com/new-temecula-2023-jeep-RENEGADE-TRAILHAWK+4X4-ZACNJDC15PP44726)
 Temecula-2023-jeep-RENEGADE-TRAILHAWK+4X4-ZACNJDC15PP44726
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\$48,935
NET COST

\$24,001
NET COST

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(https://www.Dchryslerjeepdodgefiattemecula.com/new-temecula-2023-jeep-Grand+Cherokee+L-LIMITED+4X4-1C4RJKBG3P8887602)

\$61,378
NET COST

\$48,935
NET COST

VIEW VEHICLE

VIEW VEHICLE

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 (https://www.DCHCHRYSLEERJEEPDDODGEOFTEMECULA.COM/NEW/VEHICLE-TEMECULA-2023-JEEP-GRAND+CHEROKEE+L-LIMITED+4X4-1C4RJKBG3P8887602)

Plus government fees and taxes, any finance charges, \$85 dealer document processing charge, any electronic filing charge and any emission testing charge.
 * MSRP is the Manufacturer's Suggested Retail Price (MSRP) of the vehicle. It does not include any taxes, fees or other charges. Pricing and availability may vary based on a variety of factors, including options, dealer, specials, fees, and financing qualifications. Consult your dealer for actual price and complete details. Vehicles shown may have optional equipment at additional cost.

rachel@idyllwildfire.com

From: Stevens, Norma <nstevens@CrystalChryslerDodgeJeepRAM.cmdr.com>
Sent: Friday, March 8, 2024 1:06 PM
To: rachel@idyllwildfire.com
Subject: Thank You for Visiting Crystal Chrysler Dodge Jeep Ram

Rachel,
siting Crystal Chrysler Dodge Jeep Ram and for thinking of us as you consider purchasing a new vehicle.

Jurango GT Blacktop AWD in White. It is a 2023 brand new model with an MSRP of \$48,230. There will be reb know if you would like a quote on this one.

15
er
ger
Direct

Your privacy is important to us. If you no longer wish to receive these emails, [click here](#).
Alternatively, you may send a written request to the address below.

www.crystalchrysler.com/ | (760) 324-4557
36444 Auto Park Drive | Cathedral City, CA 92234

Vehicle Information Page

Vehicle and Information Management System



951-379-5215
 425 Motor Way, Hemet, CA 92545
 WWW. HEMETCDJR.COM

Hemet Chrysler Dodge Jeep Ram
 Jeep RAM

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MSRP

\$47,760

NET COST

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\$4,179

Doc Fee

\$85

Est. Registration

\$692

- RWD
- Bluetooth
- 3rd Row Seat
- Heated Seats
- Rear View Cameras
- Apple CarPlay
- Android Auto
- Power Liftgate
- Collision Braking Assist
- Keyless Entry
- Alloy Wheels
- Security System
- Heated Steering Wheel
- Automatic Headlights

From: Marcy McQuillan <marcymcq@johnlscott.com>
Sent: Thursday, February 1, 2024 11:33 AM
To: marklamont@idyllwildfire.com
Cc: rachel@idyllwildfire.com
Subject: To Chief La Mont: Very Grateful!

Dear Chief,

While visiting Idyllwild on Tuesday, January 30th, I began feeling extreme discomfort in my chest, so I walked into your fire department, in fact, into a meeting that was about to begin. All I had to say was, "I need help," and instantly, I was attended to. Your EMT team, headed by Torrey couldn't have been more kind and professional. I thought I was having a heart attack but I was confident that I was in good hands. He was by my side for the entire ambulance trip down to Eisenhower Health Center and your guys stayed with me until I was settled into a treatment room.

You should be very proud of your EMT team and the professional service they provide. I also want to mention Rachel. When I called to find out about insurance coverage and billing, she could not have been more helpful and gracious.

I will be forever grateful!

Thank you, and all the best,
Marcia McQuillan

P.S. In the next two weeks you will probably hear of someone thinking about selling or buying a home. When you do, please send them my way—my business is built on referrals!

?

Marcy McQuillan, *Broker*



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Email: marcymcg@johnlscott.com
Website: www.comehometooregon.com
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Dear Capt. Jim So Mont &
Crews,

Thank you so much for
taking such good care of me
and my horses on Pine Crest.
(I am so grateful for
you and for what you do).

Big Hug?
Sheila Jackson