AGENDA

LAKE VALLEY FIRE PROTECTION DISTRICT
2211 Keetak Street, Meyers, CA
Meeting of the Board of Directors
4:00 pm
November 12, 2026

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **READING OF THE MINUTES OF THE REGULAR MEETING FOR October 8, 2026**

5. **PUBLIC COMMENTS**

6. **COMMUNICATIONS**

7. **OLD BUSINESS**

   A. JPA UPDATE

8. **NEW BUSINESS**

   A. Recognition of Director Brian Hogan
   Recess
   B. Approval of Resolution 2026-12 Authorizing Purchase of Shop Lifts
   C. Approval of Resolution 2026-13 to Adopt Three New Appendices to the Board of Directors Policy and Procedures Manual.
   D. Approval of Resolution 2026-14 to Adopt Appendix K, Federal Award Financial Management to the Board of Directors Policy and Procedures Manual.
   E. Approval of Resolution 2026-15 Authorizing Reimbursement of the General Fund From the Fire Impact Fee Fund for the Cost of the Fire Impact Fee Nexus Study

F. Approval of the Job Description Updates for Fleet Manager/ Fire Mechanic and Fire Inspector I positions

G. Approval of the Reclassification of the Administrative Assistant to Administrative Services Officer/ Clerk of the Board

9. REVIEW AND APPROVE District Year to Date Profit and Loss Statement and Budget to Actual for July 1, 2026 to October 31, 2026

10. REPORTS

A. Firefighter Associations

- **Local 4409**
- **Firefighters Foundation**

B. Lake Valley Fire Protection District Chief's Report

C. Battalion Chiefs

- **Operations, Perry Quinn**
- **Prevention, Steve Pevenage**
- **Training, Chuck Malone**
- **Fuels Division, Martin Goldberg**

11. APPROVE DISTRICT PAYROLL

A. Pay Period 21, October 9, 2026	**$220,774.13**
B. Pay Period 22, October 23, 2026	**$240,829.74**

12. PAYMENT OF BILLS

A. October 20, 2026	**$184,357.15**
B. November , 2026	**$**

13. CLOSED SESSION: Pursuant to Government Code §54954.5(f): Conference Regarding Labor Negotiations for Local 4409, Battalion Chiefs, Fleet Mechanic, Defensible Space Inspector I, and Administrative Assistant.

14. ADJOURNMENT

Public participation is encouraged. The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations for the disabled are needed, please contact the Administrative Assistant at (530) 577-3737 at least 24 hours in advance of the meeting.

MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF THE
LAKE VALLEY FIRE PROTECTION DISTRICT
OF EL DORADO COUNTY
October 8, 2026

The Board of Directors of the Lake Valley Fire Protection District of El Dorado County met in regular session on October 8, 2026 at Fire Station 7 in Meyers.

ROLL CALL

Director Rice called the meeting to order at 4:00pm. There were present the following directors: Rice, Kaelin, Cain, and Henderson. Director Hogan was not in attendance. Chief McNamara and Lake Valley personnel were present.

AGENDA

A motion was made by Director Kaelin and seconded by Director Henderson to approve the agenda of October 8, 2026 with one correction. The motion passed unanimously.

REGULAR MINUTES FOR September 10, 2026

Director Kaelin made note of a small typo in the minutes. A motion was made by Director Kaelin and seconded by Director Henderson to approve the regular minutes for September 10, 2026. The motion passed unanimously.

PUBLIC COMMENTS

Tina Cullen submitted a letter to Chief McNamara and publicly thanked the District for their assistance in the recent CERT training that took place.

Director Kaelin stated that the crews recently responded to a call at her neighbor's house and shared her awe and admiration for their work.

COMMUNICATIONS

None.

OLD BUSINESS

A. JPA Update

Chief McNamara reported that Executive Director Ryan Wagoner met with Eastern Alpine County on October 7, 2026 and they were waiting for the County Manager to respond to the proposed agreement.

REVIEW AND APPROVE District Year to Date Profit and Loss Statement for July 1, 2026 to September 30, 2026

Chief McNamara commented that on October 6, 2026 the shop lifts broke down and they are unlikely to be repairable. The approximate cost to replace the lifts is $50,000. No questions on the Profit and Loss statement through September 30, 2026. A motion was made by Director Kaelin and seconded by Director Henderson to approve the Profit and Loss statement for July 1 to September 30, 2026. Motion passed unanimously.

REPORTS

A. Firefighter Associations

- **Local 4409**
  No Report.

- **Firefighters Foundation**
  No Report.

B. Lake Valley Fire Protection District Chief's Report

Chief McNamara added that the District will be participating in the South Shore Chili Cookoff on Saturday October 17th. He stated that he and staff are currently working on developing a CalCard usage policy as well as other policies, and reviewing the Battalion Chiefs test with a test date to be determined. He is also working on a long form and short form 2-way party agreement template for future use. He added that the District has offered some t-shirt and sweatshirt options to the families and the district will begin providing a District onesie to all new babies born to the crews. Lastly he is looking forward to the upcoming annual Ski-Area meeting.

C. Battalion Chiefs

- **Operations**
  No additional report.
- **Prevention**
  No additional report.
- **Training**

No additional report.

- **Fuels Division**
  BC Goldberg shared that he attended the understory burn at Fallen Leaf Lake, it was successful and they cleared a total of 1.5 acres.

APPROVE DISTRICT PAYROLL

A motion was made by Director Kaelin and seconded by Director Henderson to approve district payroll for pay period 19, September 11, 2026 for $268,831.42 and pay period 20, September 25, 2026 for $23,066.36. The motion passed unanimously.

PAYMENT OF THE BILLS

A motion was made by Director Kaelin and seconded by Director Henderson to approve the bills paid for September 18, 2026 for $232,978.05, and September 23, 2026 $58,054.62. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at approximately 4:34 pm.

Respectfully Submitted;

John Rice	Irene Kaelin
CHAIRPERSON	SECRETARY

K. Galvan prepared the minutes

Communications

1. Mitigation Fee Act 5 Year Report, submitted to County on October 19, 2026
2. CFAA Report

LAKE VALLEY FIRE PROTECTION DISTRICT

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Mitigation Fee Act 5-Year Report

Purpose: Support the findings that must be made by the Board of Supervisors pursuant to California Government Code §66001(d)(1).

Date: October 19, 2026

Agency: Lake Valley Fire Protection District

Preparer(s): Kayla Galvan, Administrative Assistant, and John McNamara, Fire Chief

Current Balance in Account or Fund: $367,594.81 as of June 30, 2026

The Agency hereby submits the following information regarding the entire unexpended balance of fees collected pursuant to the Mitigation Fee Act as of the date set forth above:

A. The fee will be put to the following purposes:

The purpose of the fire impact fee is to fund the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District, as identified in the Lake Valley Fire Protection District Fire Impact Fee Nexus Study (Ridgeline Municipal Strategies, LLC, Project #25002, Final Report dated May 19, 2026) (the "Nexus Study"). The Nexus Study is the public document identifying the use of the fee under Government Code §66001(a)(2). The entire unexpended balance of $367,594.81 is committed to the following purposes:

1. **Defensible Space Inspector Vehicle (fleet addition):** $65,000.00. To be purchased and outfitted in Fiscal Year 2026/27. The District Board of Directors authorized the transfer of these funds from the Fire Impact Fee Fund on August 13, 2026. Any cost above $65,000.00 will be paid from the District General Fund.
2. **Fire Impact Fee Nexus Study, fee program administration:** $22,950.00. Total cost of the Ridgeline Municipal Strategies, LLC agreement (Project #25002) as amended for additional work and County review delays. Covers reimbursement to the General Fund for study costs it advanced and payment of the remaining balance to Ridgeline. Processed in Fiscal Year 2026/27.

3. **Four snowmobiles (fleet addition, Nexus Study Table 10):** $50,000.00. To be purchased in Fiscal Year 2028/29
4. **Ladder Truck / Quint (fleet addition, Nexus Study Table 10):** $229,644.81 (remaining balance of the fund). Held in the Fire Impact Fee Fund as the fee share of the purchase, targeted for Fiscal Year 2030/31. The balance of the cost will be financed through a municipal equipment lease.

Total committed: $367,594.81

B. There is a reasonable relationship between the fee and the purpose for which it is charged, as described below:

The fee will be collected as development occurs. To maintain its existing level of fire protection and emergency response services, fee revenue will be used to expand the District's facilities, apparatus and equipment to meet the additional demand generated by new residents, employees and new structural area created by new development projects.

The Nexus Study projects approximately 938,700 square feet of new development in the District by 2045, including up to 270 new homes, about 9,600 square feet of residential additions per year, and about 3,300 square feet of nonresidential space per year. It allocates facility costs to new development in proportion to its share of service demand, measured by call responses per square foot of building area. Each item listed in Section A expands the District's system capacity. None replaces existing apparatus or equipment, and none addresses an existing deficiency:

Inspector Vehicle. Each new home, addition, and commercial structure adds property subject to defensible space and fire code inspection. The District has never had a dedicated vehicle for the inspector position; the inspector has used whatever District vehicle was available. This vehicle is a new addition to the fleet, not a replacement of an existing unit. The Nexus Study (pages 35 and 43) allows the District to substitute facilities not listed in the study as long as they expand the District's system.

Nexus Study. The Nexus Study lists administration of the fee program, including nexus studies, as a permitted use of the fee (Chapter V, Use of the Fee).

Snowmobiles. Listed in Nexus Study Table 10 as planned fleet expansion needed to maintain response capability in winter conditions as new development adds to the service area.

Ladder Truck / Quint. Listed in Nexus Study Table 10 as an additional ladder engine needed to maintain service levels and response times as development grows. It will be added to the District fleet, not used to replace an existing engine.

Fee revenue will not be used for operations, maintenance, replacement of existing apparatus or equipment, or existing facility deficiencies.

C. All sources and amounts of funding anticipated to complete financing in incomplete improvements are identified below:

The unexpended balance fully funds items 2 and 3 in Section A. No other source of funding is needed to complete them. For item 1, the Defensible Space Inspector Vehicle, the fee share is limited to $65,000.00. Any cost above that amount will be paid from the District General Fund.

For item 4, the ladder truck / quint, the Nexus Study estimates a cost of $2,250,000 (2025 dollars), plus estimated financing costs of $616,023 (Table 12). After the $229,644.81 fee share, approximately $2,020,355 (2025 dollars) will be financed through a municipal equipment lease. Lease payments will be funded from the District General Fund and future impact fee revenue.

Fees collected after June 30, 2026 will also be applied to the following planned facilities, funding only the share attributable to new development:

Station 6 Relocation. The District anticipates rebuilding Station 6 at a new location to account for population changes and growth in the District, currently slated for 2036. Nexus Study Table 8 estimates $20,000,000 (2025 dollars), plus estimated financing costs of $19,230,861 (Table 12). The majority will be financed through bonds or bank loans, with impact fee revenue applied to a portion of the cost.

Keetak Street Property, Station 7. Purchase land across Keetak Street from Station 7 for additional apparatus storage and a new fleet maintenance facility as the District's apparatus inventory grows. This opportunity was identified in September 2026, after the Nexus Study was completed, and will be considered for inclusion in the next Nexus Study update. The Nexus Study includes new apparatus bays ($1,000,000) and a storage shed ($200,000) at Station 7 (Table 8). Impact fee revenue will fund the share attributable to new development, with the balance from the District General Fund, debt financing, or grants. Cost estimates will be developed as the project is scoped.

In total, the Nexus Study estimates planned facility and financing costs of approximately $46.4 million (Table 13) and fee revenue of approximately $3.26 million through 2045, or about 7 percent of that cost. The remaining approximately $42.9 million is anticipated from the District General Fund, debt financing (bonds, bank loans, and municipal equipment leases), state and federal grants, and other District resources (Table 19).

D. The approximate dates on which the funding anticipated to complete financing in incomplete improvements is expected to be deposited into the appropriate account or fund are provided below:

The fee funding for every improvement in Section A is already on deposit in the Fire Impact Fee Fund (County Fund 8558010) as of June 30, 2026. Items 1 through 3 are scheduled for Fiscal Years 2026/27 and 2028/29. The fee share for item 4 will remain in Fund 8558010, earning interest, until the quint is purchased in Fiscal Year 2030/31. Any General Fund share of the inspector vehicle will be provided at the time of purchase in Fiscal Year 2026/27.

Future fee revenue is deposited into Fund 8558010 as fees are collected on new development. Under the updated fee schedule effective July 18, 2026, the Nexus Study projects average deposits of approximately $163,000 per year (2025 dollars) through 2045, plus interest.

Funding from other sources is expected as follows. Lease financing for the balance of the quint will be secured at the time of purchase in Fiscal Year 2030/31. Bond or loan proceeds for the Station 6 relocation will be deposited into the appropriate District capital fund ahead of construction, currently slated for 2036. Funding for the Keetak Street property will be identified when the District reaches agreement to purchase the site. Each project will be approved by the District Board of Directors through the annual budget process.

LAKE VALLEY FIRE PROTECTION DISTRICT

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Date: November 12, 2026

To: Board of Directors

From: John McNamara, Fire Chief

Subject: Pending CFAA Reimbursements for August 2026 Out-of-District Assignments (Information Only)

Executive Summary

The District has seven reimbursement invoices, totaling $251,986.27, approved by Cal OES and waiting on payment. They cover August 2026 assignments by 14 District personnel to six incidents: Gann, Timber, Double, Bug, Hawk, and MP18. This is an information item. No action is required beyond receiving and filing this report. There is no operational impact, and the fiscal impact is incoming revenue.

Background

When the District sends engines and personnel to CAL FIRE or federal incidents, we are reimbursed under the California Fire Assistance Agreement (CFAA). Our crews complete an Emergency Activity Record (OES F-42) at the incident. Cal OES turns it into an invoice (OES F-142), the District reviews and signs it, and Cal OES forwards it to the paying agency. All seven invoices below have been signed and returned.

Invoice detail

Incident	Invoice	Resource	Dates (2026)	Personnel	Apparatus	Vehicles	Admin	Total
Gann	U-20260608-LAV	Engine 189, 3 personnel	Aug 4 to 8	$20,713.88	$11,337.40	$0.00	$6,443.27	$38,494.55
Gann	U-20260726-LAV	STEN trainee (Capt. Hagenbach)	Aug 5 to 10	$10,398.96	$0.00	$0.00	$2,090.50	$12,489.46
Double	I-20260302-LAV	STEN (BC Goldberg)	Aug 8 to 11	$6,594.48	$0.00	$800.00	$1,486.51	$8,880.99
Bug	I-20260355-LAV	Engine 6, 3 to 4 personnel	Aug 8 to 19	$66,000.34	$30,463.84	$0.00	$19,392.19	$115,856.37
Timber	F-20260711-LAV	STEN trainee (Capt. Hagenbach)	Aug 10 to 18	$15,440.88	$0.00	$0.00	$3,104.08	$18,544.96
MP18	I-20260488-LAV	RADO trainee (Inspector Lester)	Aug 12 to 27	$16,782.32	$0.00	$2,848.00	$3,946.28	$23,576.60

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Hawk	F-20260885-LAV	Brush 6 (Type 3), 4 personnel	Aug 22 to 25	$19,990.24	$8,438.14	$0.00	$5,714.96	$34,143.34
Total				**$155,921.10**	**$50,239.38**	**$3,648.00**	**$42,177.79**	**$251,986.27**

STEN = Strike Team Leader Engine; RADO = Radio Operator. Capt. Hagenbach was reassigned from Gann to Timber. The Bug Fire assignment alone accounts for $115,856.37, or 46 percent of the total, because Engine 6 was committed for nearly 11 days.

Operational Impact

No operational changes are anticipated.

Fiscal Impact

The District expects to receive $251,986.27. Personnel time is the largest share at 62 percent, followed by apparatus at 20 percent and administrative fees at 17 percent.

Category	Amount	Share	What it covers
Personnel (time)	$155,921.10	62%	Crew and overhead hours at our Cal OES salary survey rates times 1.5, which covers straight time and overtime
Apparatus (engines)	$50,239.38	20%	Type 3 engine time on three engine assignments at $173.09 per hour, capped at 16 hours per 24-hour day
Support vehicles	$3,648.00	1%	Two District pickups used by overhead: 3/4-ton at $200 per day for 4 days, 1/2-ton at $178 per day for 16 days
Travel and other expenses	$0.00	0%	No meals, lodging, fuel, or other out-of-pocket expenses claimed
Administrative fees	$42,177.79	17%	District administrative rate of 20.103 percent applied to all of the above
Total	**$251,986.27**	**100%**	

BLM owes about half of the total, mostly from the Bug Fire.

Paying agency	Invoices	Amount
BLM	Double, Bug	$124,737.36

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USFS	Timber, Hawk	$52,688.30
CAL FIRE	Gann (2)	$50,984.01
BIA	MP18	$23,576.60
Total	**7**	**$251,986.27**

The District files its own calculated administrative rate rather than taking the 15 percent default. On these seven invoices, that produces about $10,700 more than the default rate would have.

The $155,921.10 in personnel time is not new money. It repays overtime and backfill the District already paid while these crews were out. The apparatus, vehicle, and administrative portions help cover wear on District equipment and the staff time to process these assignments.

If all agencies meet CFAA timelines, all seven invoices should be paid no later than late January 2027. Cal OES has 30 days to forward a signed invoice to the paying agency, and the paying agency then has 60 days to pay. We signed and returned these invoices between October 6 and October 25, 2026, which puts the outside payment dates between January 4 and January 23, 2027. I will report receipts to the Board as they come in.

Legal Considerations

These reimbursements are governed by the CFAA between Cal OES, CAL FIRE, and the federal fire agencies, and Exhibit A sets the payment rates and timelines. Each invoice is certified by the Fire Chief under penalty of perjury. Supporting records are subject to audit for five years after final payment and will be retained accordingly.

Recommendation

Staff recommends that the Board of Directors receive and file this report on pending CFAA reimbursements.

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Date: November 12, 2026

To: Board of Directors

From: John McNamara, Fire Chief

Subject: Report of Emergency Purchase, Replacement of Shop Mobile Column Lifts

Executive Summary

On October 14, 2026, under the Emergency Purchases provision of Board Policy Appendix D, I authorized the purchase of four SEFAC SW3 wireless mobile column lifts from SEFAC USA, Inc. for $49,999.86 (Quote AAAQ5820-04). The price includes freight, sales tax, installation, removal of the failed lifts, setup, commissioning, and training.

The purchase exceeds the Fire Chief's $10,000 purchasing authority. Appendix D requires that it be reported to the Board within ten days. The Board was notified in writing on October 15, 2026, one day after the purchase. Staff asks the Board to adopt Resolution 2026-12 at the November 12, 2026 regular meeting, ratifying the purchase and approving a transfer of $49,999.86 from Fund 321, Facilities Capital Improvement and Replacement Reserve, to cover its cost.

Background

The District's shop column lifts were purchased more than 30 years ago and have failed. Their electronic controls are obsolete, and the manufacturer no longer supports them, so they cannot be repaired. The lifts are the shop's only means of raising heavy apparatus for brake, suspension, drivetrain, and undercarriage work on both the LVFPD fleet and the Cal-Tahoe JPA ambulance fleet.

During development of the FY 2026/27 budget, the Head Mechanic identified the age of the lifts as a concern and requested funding for a replacement set. I declined the request at that time because the lifts were still working and safe to operate.

The Head Mechanic obtained written quotes from four vendors: SEFAC USA, Inc., Snap-on Industrial (Challenger), ARI-HETRA, and HDA Lifts. SEFAC was the lowest complete quote and offers a fluid-free mechanical screw-drive system, which staff considers the safest choice for heavy, top-heavy fire apparatus. Staff originally planned to bring the award to the Board on November 12. The following conditions made waiting impractical:

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Winter readiness. Waiting until November 12 would put the shop too far behind on winter preparation for both fleets.

No maintenance or repair capability. Without lifts, the shop cannot perform scheduled maintenance on apparatus. It also has no capability to perform emergency repairs when an apparatus breaks down, which keeps units out of service longer.

Availability. SEFAC had one set of four columns in stock but would not hold it for the District and could not guarantee it would still be available after November 12.

Cost savings. SEFAC offered a one-time discount of $8,635 for an immediate order. This reduced the total from $57,716.50 (Quote AAAQ5820-03) to $49,999.86, a savings of $7,716.64.

Appendix D defines an emergency purchase as one that is immediately necessary for the continued operation of the District where undue delay would cause substantial loss to the District. Loss of in-house apparatus maintenance and repair going into winter, together with the risk of losing both the equipment and the discount, meets that definition.

Operational Impact

The new lifts restore the shop's ability to perform scheduled maintenance and emergency repairs on LVFPD and JPA apparatus in-house. The set meets fleet needs: 18,000 lb per column (72,000 lb total), expandable to six columns, with a tire range of 8.25 R20 to 13.00 R22.5.

The wireless columns eliminate the communication and power cables run across the shop floor, which removes a trip hazard for the mechanic working under raised vehicles. SEFAC will provide on-site commissioning and operator training. SEFAC also performs the District's annual lift inspections.

Fiscal Impact

Total cost is $49,999.86, charged to Budget Line 4140, Equipment/Maintenance. The lifts were deferred from the FY 2026/27 Capital Improvement Plan and are not funded in the adopted budget. Staff requests a transfer of $49,999.86 from Fund 321, Facilities Capital Improvement and Replacement Reserve, to Line 4140 to cover the purchase. After this transfer and the Station 7 projects already budgeted from it, Fund 321 is projected to hold roughly $828,000 at the end of FY 2026/27.

Item	Amount
SW3 wireless mobile column lifts (4)	$49,400.00

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Fork reducers (4)	$1,440.00
One-time discount	($8,635.00)
Freight	$4,735.00
Sales tax (7.25%)	$3,059.86
Total	**$49,999.86**

Purchasing now saved the District $7,716.64 compared to the prior quote.

The Chief Executive Officer of the Cal-Tahoe EMS JPA has stated that the JPA intends to contribute toward the purchase price, since the District performs all maintenance and most repairs on the JPA's ambulances. The amount is to be determined, and the JPA's payment will take time to process through no fault of the JPA. The reserve transfer allows the District to pay SEFAC on time. Any money received from the JPA will be deposited back into Fund 321, and staff will report the final amount to the Board.

Legal Considerations

Board Policy Appendix D allows the Fire Chief to make emergency purchases. Emergency purchases that exceed the Fire Chief's authority must be reported to the Board as soon as possible and no later than ten days from the date of purchase.

Purchases between $10,000 and $50,000 ordinarily require quotes from three vendors and Board approval. Staff obtained four written quotes, so the competitive requirement was met. Only the timing of Board approval was changed by the emergency.

Appendix D, Budgetary Control, prohibits purchases in excess of the appropriation for that class of expenditure. The requested transfer from Fund 321 provides the appropriation for this purchase.

The failed lifts were inspected by the Head Mechanic and found beyond economical repair. Under Appendix D, Surplus Property of No Value, the Fire Chief may dispose of them, and SEFAC will remove them as part of this purchase.

SEFAC's general sales conditions state that they prevail over other documents and set New York as the venue for disputes. The District purchase order states the District's terms, the quoted two-year warranty, and the included installation, removal, setup, and commissioning.

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Recommendation

Staff recommends that the Board of Directors receive this report and adopt Resolution 2026-12, ratifying the Fire Chief's emergency purchase of four SEFAC SW3 wireless mobile column lifts from SEFAC USA, Inc. for $49,999.86, approving a transfer of $49,999.86 from Fund 321, Facilities Capital Improvement and Replacement Reserve, to Budget Line 4140, and directing that any contribution received from the Cal-Tahoe EMS JPA be returned to Fund 321.

Attachments

1. SEFAC USA, Inc. Quote AAAQ5820-04 (October 14, 2026)

2. Capital Purchase / Expenditure Request (October 14, 2026)

3. Vendor quotes: Snap-on Industrial, ARI-HETRA, HDA Lifts

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RESOLUTION NO. 2026-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE VALLEY FIRE PROTECTION DISTRICT

RATIFYING THE FIRE CHIEF'S EMERGENCY PURCHASE OF SHOP MOBILE COLUMN LIFTS FROM SEFAC USA, INC. AND APPROVING A TRANSFER FROM THE FACILITIES CAPITAL IMPROVEMENT AND REPLACEMENT RESERVE

WHEREAS, the Lake Valley Fire Protection District is authorized to provide fire protection, emergency medical services, and community risk reduction services within its jurisdiction; and

WHEREAS, the District's shop mobile column lifts, purchased more than 30 years ago, failed and cannot be repaired because their electronic controls are obsolete and no longer supported by the manufacturer; and

WHEREAS, the lifts are necessary to perform scheduled maintenance and emergency repairs on District and Cal-Tahoe JPA apparatus, and without them the District had no in-house capability to perform this work; and

WHEREAS, Board Policy Appendix D authorizes the Fire Chief to make emergency purchases, defined as purchases immediately necessary for the continued operation of the District where undue delay would cause substantial loss to the District; and

WHEREAS, waiting until the November 12, 2026 regular meeting would have delayed winter preparation of the fleet, and the vendor would not hold the available equipment or a one-time discount of $8,635 for that period; and

WHEREAS, staff obtained written quotes from four vendors, and SEFAC USA, Inc. submitted the lowest complete quote; and

WHEREAS, on October 14, 2026, the Fire Chief authorized the emergency purchase of four SEFAC SW3 wireless mobile column lifts from SEFAC USA, Inc. for $49,999.86, including freight, sales tax, installation, removal of the failed lifts, setup, commissioning, and training; and

WHEREAS, the Fire Chief reported the emergency purchase to the Board in writing on October 15, 2026, within the ten days required by Appendix D; and

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WHEREAS, the replacement lifts were deferred during development of the FY 2026/27 budget and are not funded in the adopted budget; and

WHEREAS, Fund 321, the Facilities Capital Improvement and Replacement Reserve, funds capital improvement and replacement needs at District facilities, including the fleet maintenance shop where the lifts are used; and

WHEREAS, the Cal-Tahoe EMS JPA, whose ambulances the District maintains and repairs, intends to contribute toward the cost of the lifts in an amount and on a timeline still to be determined; and

WHEREAS, the Board of Directors desires to take action consistent with the mission and operational needs of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Valley Fire Protection District does hereby:

1. Find that the purchase met the definition of an emergency purchase under Board Policy Appendix D.

2. Ratify the Fire Chief's emergency purchase of four SEFAC SW3 wireless mobile column lifts from SEFAC USA, Inc. in the amount of $49,999.86, charged to Budget Line 4140, Equipment/Maintenance.

3. Approve a transfer of $49,999.86 from Fund 321, Facilities Capital Improvement and Replacement Reserve, to Budget Line 4140, Equipment/Maintenance, to fund the purchase.

4. Direct that any contribution received from the Cal-Tahoe EMS JPA toward the purchase be deposited back into Fund 321.

5. Authorize the Fire Chief, or their designee, to execute all documents and take all actions necessary to complete the purchase and transfer.

PASSED AND ADOPTED by the Board of Directors of the Lake Valley Fire Protection District at a regular meeting held on November 12, 2026, by the following vote:

AYES:	_____
NOES:	_____

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ABSENT:	_____
ABSTAIN:	_____

_____

Board Chair

Lake Valley Fire Protection District

ATTEST:

_____

John McNamara

Fire Chief / Secretary to the Board

Attachment 1

SEFAC USA, Inc. Quote AAAQ5820-04

October 14, 2026

QUOTE

SEFAC®

381 Nina Way
Warminster, PA 18974
USA

Quote #:	AAAQ5820-04
Date:	Oct 14, 2026
Terms:	NET 30
FOB:	EXWORKS

Ship To:

Andrew Sessions
(530) 577-3737
sessions@caltahoefire.net

Lake Valley Fire Protection District
2211 Keetak Street
South Lake Tahoe, CA 96150
United States

Bill To:

Lake Valley Fire
2211 Keetak Street
South Lake Tahoe, CA 96150
United States
(530) 577-3737
sessions@caltahoefire.ne

Your Account Manager:

Kevin Pacini



Field Service Technician
(262) 443-7389
kpacini@sefacusa.com

Notes:

Per your request, please find the quote below.

- FORKLIFT REQUIRED ON-SITE FOR DELIVERY
- 2 year factory warranty
- Spare parts inventory in the USA
- Factory trained service technicians
- Pricing includes commissioning by SEFAC technician (On-Line training ONLY for Canada, Hawaii, Alaska, and the Islands.)

ALL CUSTOMERS: UPON RECEIPT OF YOUR ORDER, PLEASE INSPECT ALL ITEMS BEFORE ACCEPTING FROM THE FREIGHT COMPANY TO ENSURE NO DAMAGES INCCURED DURING SHIPPING.

Qty	Part Number	Description	Unit Price	Ext. Price
4	SW3	 SW3 110V Wireless Mobile Column Lifts Capacity per column lbs 18,000 Operating mode single/pair/group (4, 6 or 8) Control Pendant + screen on each column Tire size 8.25 R 20 to 13.00 R 22,5 Normal lifting speed Up inch/min 30 (loaded or unloaded) Normal lifting speed Down inch/min 30 (loaded or unloaded) Dimensions Overall (l x L x h) inch 46 x 42 x 99 Leg height inch 5.5 Net weight per column lbs 990 Motor power kW 1,5 Battery charge time h 8 Dust water protection level IP54 (electrical box and engine) High-precision lifting speed inch/min 15 (up or down / loaded or unloaded) inch (Ø 38 - 46) Lifting height inch 72. *Re-circulating ball nut and screw lifting technology* *Power: 110v/200 Cycle Rechargeable, Dual	$12,350.00	$49,400.00

Qty	Part Number	Description	Unit Price	Ext. Price
		12v - Batteries. Complete Wireless Communication between Columns.		
4	APMEAU112	(1) Fork reducer for small trucks and vans- Year 2019+	$360.00	$1,440.00
1	DISC	1 Time Special Discount	-$8,635.00	-$8,635.00
1	Freight	Freight Charges - Customers	$4,735.00	$4,735.00
1	AVATAX	Select this as a transaction's tax to use Total sales tax calculated by AvaTax (10/13/2026)	$3,059.86	$3,059.86

SubTotal	$49,999.86
Tax	$0.00
TOTAL	**$49,999.86**

Lead Time: 2 - 5 Business Days

Shipment Prices Valid for 3 Days or Available for Pickup (see Lead Time)

Please contact me if I can be of further assistance.

Samantha Murphy
Office Manager
SEFAC USA, Inc.
(267) 532-5288
Administrative@sefacusa.com

CUSTOMER ACCEPTED SIGNATURE:

_____

SEFAC USA, Inc.,
381 Nina Way
Warminster, PA 18974

General sales conditions updated 02/2020

1 – General clause

Orders or offer acceptances, and generally speaking all the sales contracts concluded between us and the purchaser, imply – for the latter – clean acceptance of the general sales conditions set out below, which are considered as accepted conclusively.
These conditions prevail over and above all other mentions or documents, unless formal and express dispensation is granted by us.

2 - Confidentiality

Studies, plans, drawings and documents handed over or sent by ourselves remain our property; they may therefore not be communicated to third parties for any reason whatsoever by the purchaser.

3 – Contract formation

When an estimate is drawn up by us, it constitutes the special conditions which, when added, modify or supplement these general conditions. In the event of an order received from the purchaser, this order will only be considered as definitively accepted by us after written acceptance on our part. It is this acceptance which will in this case make up the special conditions.

4 – Delivery and risk transfer

In our company, parts delivery is considered accomplished upon payment by the customer of the transportation costs, whatever the contract may stipulate. It is performed by the supply being handed over directly to either the customer or the carrier/haulier designated by the customer in the contract, or failing this one chosen by us. It is incumbent on the customer, unless stipulated to the contrary, to assume the transportation costs and risks for merchandise sold after delivery. The risks are transferred to the customer at the time of delivery, as explained above, notwithstanding the right of reservation of title.

5 – Delivery wait time

1.1 The delivery wait times run from the date on which the order is confirmed by us and, at the earliest, from the date on which all the documents, material and details of execution have been supplied by the customer, the latter having also fulfilled every other prior condition the accomplishment of which is his responsibility, in particular payment of the tooling.
1.2 The imperative nature of the agreed wait time is to be specified in the contract as well as the type (availability date, date of presentation for inspection or acceptance, actual delivery date, etc.). Failing such specifications, the wait time is considered only as indicative. Any modification to the contractual conditions of supply will lead to a new wait time being fixed.
1.3 The contractual wait times are extended at our request or at the request of the customer for any cause outside his/her control and which has placed the party requesting this extension in a situation rendering it impossible to fulfil obligations. The defaulting party must inform the other party of this impossibility in writing as soon as it arises, and both parties must then immediately consult each other in order to agree on the measures which consequently need to be taken.

6 – Reservation of title

We reserve the right of reservation of title on the delivered merchandise until it has been fully paid for (law No. 80-335 of 12 May 1980). The merchandise which has not been fully paid for is considered as being in the custody of the customer, who assumes complete responsibility for all aspects.
Except in the case of non-payment at the due date of any one of our invoices or of the purchaser going bankrupt, our customers are authorised to sell merchandise which has not yet been paid for in full, since the reservation of title clause above refers to the price. Moreover, we reserve the right to ask the subsequent purchaser to pay directly the amounts outstanding.

7 - Prices

Prices are valid for 30 days as from the supply being sent out and are to be understood as not including tax and as ex-factory. They take into account neither fitting/installation nor commissioning of the material/equipment.

8 - Conditions of payment and late payment penalties

Payments are considered as being made to our head office. The term and method of payment, as well as the possible payment of deposits, are to be governed by an explicit agreement attached to the contract. The deposits are payable in cash within 10 days from the date appearing on the invoice. Payments are made within 30 days from the date appearing on the invoice.
In the event of dispensation from the principle of cash payment, failure to accept a commercial paper or a computerised bill of exchange within 10 days of its being issued, or failure to make payment by or on the due date, authorises us to suspend deliveries and makes the whole debt due immediately as of right, and may lead to a mark-up equal to 1.5 times the legal monthly interest rate as well as termination of the transaction by way of an ordinary letter notifying of our decision.
Should an unredeemed debt be remitted for collection subsequent to formal notice in the form of a registered letter with acknowledgement of receipt being in vain, the debtor will undertake to pay – as a penalty clause and in compliance with article 1226 of the Civil Code – a 15% mark-up on the whole of the amounts remitted for collection, with a minimum of $100 (USD).
The customer cannot exempt himself/herself from paying all or part of a sum due based on whatever pretence on his part, in particular on account of the right to guarantee, without our agreement.

9 - Guarantee

Our equipment is guaranteed against any faulty operation stemming from a material, manufacturing or design defect under the conditions indicated below. The faulty operation must appear within a period of 12 months after start-up and at the latest 15 months as from the availability date.

The guarantee is excluded when:

- the defective material or design originates with the purchaser;
- the faulty operation results from repair or maintenance work carried out on our equipment without our authorisation;
- the components used by the purchaser have not been provided by SEFAC,
- the defective operation is caused by normal wear of the merchandise item, a negligence or errors of maintenance on the part of the purchaser;
- the use of our equipment does not comply with the recommendations indicated in our User Manuals;
- the defective operation is due to a case of force majeure.

For fear of forfeiting the right to guarantee, the purchaser is bound to inform of cases of non-compliance within a maximum period of 30 days after becoming aware of them by registered letter, which will be sent to: SEFAC USA, 381 Nina Way, Warminster, PA 18974. No claim will be receivable beyond this deadline. Any repair or maintenance work carried out on this equipment without our agreement will result in loss of the right to guarantee. Under the guarantee, we will replace free of charge the parts or material/equipment acknowledged by SEFAC to be defective and returned to our production plant. The repairing or replacement of the parts during the guarantee period can in no way give rise to an extension of the guarantee's duration.
Guarantee of our materials and/or equipment can only be ensured under the conditions listed above provided that all amounts due have been collected by SEFAC in their entirety, as the sales conditions stipulate.
For the travelling columns, the guarantee runs from the commissioning form reception date (this form is validated by the customer). This document is to be returned to our Commercial Department within 48 hours after material/equipment startup by our personnel, and at the latest 15 days following its becoming available.
No claim relating to the intrinsic quality of the products will give rise to guarantee or to any suspension whatever of - or to any deduction in - the payments due by the purchaser, the latter acknowledging that he/she is perfectly familiar with the products.

10 – Return Policy

All returned merchandise requires authorization. Contact our service representatives first for shipping instructions. Credit will not be issued unless authorization to return merchandise has been received.

For all merchandise returned to Sefac for reasons other than warranty, a 20% restocking fee and round-trip shipping costs will be deducted from the credit refund. All returned items must be in their original box or crating and must include all packing material, manuals and all accessories. At our discretion, a restocking fee may be charged if your product is opened or is not returned in its original condition, box, or is missing packing material, manuals or any accessories. Any merchandise must be returned within a 30-day timeframe.

11 - Abandonment of the contract

In a case of force majeure such as a violent upheaval, a major natural disaster, disruption of economic conditions, total bankruptcy of the supplier and unforeseeable difficulties showing up during execution of the order, we reserve the right to cancel the order in question either in part or in whole. In this case, we are bound to inform the customer as quickly as possible after the events forcing us to take our decision. Our customer will not be entitled to claim compensation should this situation arise.
Any dispute or point of contest which may come out of an interpretation or the execution of these general sales conditions will be settled by the competent tribunals, namely those of New York state.

Attachment 2

Capital Purchase / Expenditure Request

October 14, 2026

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain

Capital Purchase / Expenditure Request

Request Date: 10/14/26

Requested By: Sessions

Staff Assignment / Division: Fleet Manager/Fleet

Item Description

Describe the equipment, project or capital item being requested.

Fleet Maintenance Vehicle Column Lifts

Purpose / Justification

Explain the operational need for the purchase / expenditure.

The current set of shop lifts have failed after 30 years of service, the electronic controls are obsolete and no longer available for replacement or repair.

Operational Impact

Describe how this purchase supports, improves or affects operations.

Replacement of the failed lifts allows for the shop to continue supporting the LVFPD and Cal-Tahoe fleets, maximizing repair quality and minimizing downtime for all equipment. As we switch gears to prepare for wintertime operations, these lifts play a key role in maintaining both fleets at full readiness.

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain

Fiscal Impact

Estimated Cost: $49,999.86

Budget Line Item: 4140 Equipment/Maintenance

Emergency replacement.

Alternatives Considered

List any alternative options evaluated.

None, as the shop is staffed with only me, these lifts play a critical role in maintaining the fleet in 100% operational readiness.

Recommendation

Fleet Manager requests approval to move forward with purchase to support fleet maintenance and operational readiness.

Approval Signatures

Battalion Chief: _____

Fire Chief: _____

Board Approval (if required): _____

Attachment 3

Vendor Quotes

Snap-on Industrial | ARI-HETRA | HDA Lifts

Quote

Submit to
Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number	IMP-001606291
Quote Date	9/10/2026
Quote Expiration Date	1/8/2027
Customer Name	CA DEPT OF FORESTRY&FIRE PROTECTION LAKE VALLEY FIRE
Customer BP	201598562
Contact Information:	
Name	Andrew Sessions
E-mail	Sessions@LakeValleyFire.org
Phone Number	530-721-0972
Sales Rep	BERGIN, BRENDAN R
Mobile #	760-275-3751
E-mail Address	Brendan.Bergin@snapon.com

Ship Via	1 - UPS GROUND
Payment Terms	P30 - NET 30 DAYS
Ship to	201598562 CAL FIRE LAKE VALLEY FIRE 2211 KEETAK ST ATTN: ANDREW SESSIONS SOUTH LAKE TAHOE CA 96150
Bill to	201368675 DO NOT MAIL DO NOT MAIL 1416 9TH STREET PO BOX 944246 BILLING MUST MATCH SHIPPING SACRAMENTO CA 94244

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	CLHM-190-4	LIFT 76K MB 120V CHG1431729689	1	$0.00	$57,461.78	$57,461.78

Total Weight	2,899.00 lbs
Sub Total	$57,461.78
Shipping	$0.00
Tax	$4,165.98
Grand Total	$61,627.76

Quote Notes: Sourcewell Vehicle Lifts, with Garage and Fleet Maintenance Equipment Contract # 013020-SNP Freight claims need to be reported within 48 hours of delivery any visible damage should be noted on the delivery receipt or freight bill.

Tax and freight shown are estimates.
Applicable tax and freight will be charged to the Customer's account.
The sale of product is subject to Snap-on Industrial's standard terms and conditions ofsale. Placement ofan order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additionalterms will be of any force or effect.
Custom tool kits, tool designs and prints that have been approved and ordered cannot be canceled or refunded.
The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing throughSnap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.
*Please provide vendor and pricing information to customer service on this part number.

ARI Phoenix, Inc.
11163 Woodward Lane
Sharonville, OH 45241
www.ari-hetra.com
info@ari-hetra.com
800-562-3250 | 703-359-6265

Sourcewell QUOTE

Oct 12, 2026 07:10 AM
Valid for: 30 Days
Quote #: ARI37027

Andrew Sessions

Lake Valley Fire
2211 Keetak Street
South Lake Tahoe, CA 96150

Email: sessions@lakevalleyfire.org
Phone: (530) 721-0972
Fax:

Dear Andrew Sessions,

Thank you for the opportunity to quote you prices on our**ARI-HETRA** equipment. Our products are designed specifically for Heavy Duty applications using technologies that provide ruggedness, quality and long term benefits to your operation. The pricing shown below is pursuant to our **Sourcewell Contract Number 121223-ARP**.

Product Details	Price	Qty	Discount	Total
BPW-10-4-AJ Wireless, Battery Mobile Column Lift System, 4 Columns, 13 in. Forks, min 10.9" rim, Adjustable 520mm to 900mm Width Carriage. 18000 lbs. per Column, 72000 lbs. Total System.	$ 69,223.00	1	$ 10,383.45	$ 58,839.55
TAXES Taxes Sales Tax 8.75%	$ 5,148.46	1	$ 0.00	$ 5,148.46
FREIGHT Due to volatility in shipping markets, any PO listing this freight amount must be received by ARI within 30 days of the date this quote was issued, otherwise freight must be requoted.	$ 6,383.00	1	$ 0.00	$ 6,383.00
		Sub Total		**$ 70,371.01**
		Grand Total *before applicable shipping and taxes*		**$ 70,371.01**

Notes:

Terms: 1% 10; Net 30 w/ qualified credit terms; PO, VISA, or MasterCard.
Taxes: State and local sale tax is collected where applicable. Tax exempt certificates should be sent to forms@ari-hetra.com.
Shipping & Handling: FOB Destination, Prepaid & Added (Freight Added to Invoice)
Lease/Purchase and other financing options are available.

Issuance of Purchase Orders & Payments to: **ARI-Phoenix, Inc.**
SOURCEWELL #188212

	John Tilley
Lake Valley Fire	ARI-PHOENIX

To view our product catalog, please visit:www.ari-hetra.com/catalog

Please send your purchase order referencing this quote number to:Orders@ari-hetra.com
Be sure that your PO includes our correct name and address shown at the top of this quote.
Our Tax ID is 47-4503033 and we will provide a W-9 upon request.
A credit card convenience fee will be charged on equipment orders over $2000, if you wish to pay by that method.

HDALIFTS

HEAVY DUTY- AUTOMOTIVE - RAIL

Quotation February 11, 2026	Lake Valley Fire Protection District 2211 Keetak Street South Lake Tahoe, CA 96150

WIRELESS – BATTERY POWERED Single Phase

Qty	Item #	Columns	Total lbs.	Description	Unit Price US$	Total Price US$
One	MCO19BW-4-76	4	76,000lbs	WIRELESS OMER Battery Powered 24v Mobile Column Lift System **19,000lbs** per column, 4 Columns, adjustable forks, 15.3" Fork Length, lifts wheels OD 23.6" - 53.1", 76,000lbs total capacity, 89" total height column, 69" lifting height, color "tablet style" LCD screen control system, provides working height, battery status and usage information, "Easy Steer" spring assist steering handle, premium double bake powder coat finish, comes with built in 3 stage 110v chargers. **Warranty: Two years.** **Training and Commissioning included.** **FREIGHT: To be confirmed.**	48,785.00	48,785.00

WIRED – BATTERY POWERED Single Phase

Qty	Item #	Columns	Total lbs.	Description	Unit Price US$	Total Price US$
One	HDA19-4-BH	4	76,000lbs	WIRED HDA Battery Powered 24v Mobile Column Lift System **19,000lbs** per column, 4 Columns, adjustable forks, 14.3" Fork Length, lifts wheels OD 23" - 53", 76,000lbs total capacity, 89" total height column, 70" lifting height, color "tablet style" LCD display, provides working height, battery status and usage information, premium double bake powder coat finish, comes with communication cables built in 3 stage 110v chargers. Assembled in USA **Warranty: Two years.** **Training and Commissioning included.** **FREIGHT: To be confirmed.**	32,985.00	32,985.00

If applicable sales tax is not included.
Payment Terms: To be confirmed.
Shipping: To be confirmed, if not stated.
Payment Options: Check, Bank Transfer/Wire and Credit Card (convenience fee is 3.9%)

Finance Available. *Talk to us about our Finance specials.*

Thank you for your business!

LAKE VALLEY FIRE PROTECTION DISTRICT

Board of Directors | Regular Meeting, November 12, 2026

Resolution No. 26-13

Adopting Board Policy Manual Appendix H (CAL Card Purchasing Card Policy), Appendix I (Travel and Training Policy) and Appendix J (Protection and Secure Transmission of Sensitive Information), with conforming amendments

Contents

Board Action Documents

1. Staff Report — Page 3–7
2. Resolution No. 26-13 — Page 8–11
3. Exhibit A: Appendix H, CAL Card Purchasing Card Policy — Page 12–22
4. Exhibit B: Appendix I, Travel and Training Policy — Page 23–26
5. Exhibit C: Appendix J, Protection and Secure Transmission of Sensitive Information — Page 27–34
6. Exhibit D: Conforming Amendments to the Board Policy and Procedures Manual — Page 35–37

Supporting Documents

For information. Issued by the Fire Chief. No Board action required.

7. Fire Chief's Assignment of Duties (Appendices H, I, J and K) — Page 39–40
8. Lexipol Policy 211, CAL Card Use (draft) — Page 41–43
9. CAL Card Review and Documentation Procedure (draft) — Page 44–47
10. CAL Card Quick Reference — Page 48
11. Sensitive Information Quick Reference — Page 49

49 pages. Every page is stamped at the bottom with its item and packet page number. Use the PDF bookmarks to jump to any item.

Board Action Documents

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

Date: November 12, 2026

To: Board of Directors

From: John McNamara, Fire Chief

Subject: Adoption of Board Policy and Procedures Manual Appendix H, CAL Card Purchasing Card Policy; Appendix I, Travel and Training Policy; Appendix J, Protection and Secure Transmission of Sensitive Information; and Conforming Amendments

Executive Summary

Staff requests that the Board adopt Resolution No. 26-13, adding three new appendices to the Board Policy and Procedures Manual and making conforming amendments to the rest of the Manual. Appendix H sets the rules for issuing, using and reviewing District CAL Card purchasing cards, including the card limits the Board sets. Appendix I sets the rules for District-paid employee travel and training: approval, rates, payment and expense claims. Appendix J sets the rules for protecting sensitive financial and personal information and sending it securely. The conforming amendments make the rest of the Manual consistent with the new appendices. Together they fill gaps in current Board policy. They add no new costs. Travel and training continue to be paid from existing budget lines.

Background

The Manual, last revised June 22, 2023, contains Appendices A through G. Appendix D governs purchasing. The District issues CAL Cards to employees, but no Board-adopted policy covers who receives a card, card limits, what may be bought or how charges are reviewed. Article 3 refers to a District per diem allowance for Directors' travel, but the Manual does not define that allowance and has no travel policy for employees.

Federal grant rules also call for written policies. Recipients must keep effective internal controls over federal awards (2 CFR 200.303), and travel charged to a federal award must follow the recipient's written travel policy (2 CFR 200.475).

Who does what. At the contract accountant's suggestion, the appendices set the controls the Board requires and leave staffing to the Fire Chief. They use roles such as Program Administrator, Approving Official, Finance Team and independent reviewer, and the Fire Chief assigns those roles in a written Assignment of Duties that can change with staffing without amending the Manual. The Board keeps the rules that oversee the Fire Chief: the Fire Chief's own card limits and approvals, the apparatus emergency limit above the Fire Chief's purchasing

authority, no self-approval, an independent reviewer who does not hold a card or approve charges, and reporting to the Board.

Appendix H, CAL Card Purchasing Card Policy. Key provisions:

- **Purchasing.** A CAL Card charge within the cardholder's limits is an authorized alternative to a purchase order for purchases of $10,000 or less. All other Appendix D requirements still apply.
- **Limits.** The Board sets the Fire Chief's $10,000 limit and a $20,000 limit for one apparatus emergency cardholder designated by the Fire Chief, currently the Head Mechanic, whose charges over $10,000 are allowed only when apparatus is out of service. The Fire Chief sets all other limits by position, up to $10,000 a month and $5,000 per transaction.
- **Oversight.** No one approves their own charges, and the Board Chair approves the Fire Chief's. Statements and receipts come to the Board with the bills under Appendix D, and an independent reviewer designated by the Fire Chief, currently the contract accountant, reviews every transaction.
- **Controls.** Prohibited purchases, receipt and monthly reconciliation requirements, and consequences for misuse, including repayment of unauthorized charges.
- **Exhibits.** Exhibit 1 adds rules for grant-funded purchases. Exhibit 2 covers card use on fire incidents and mutual aid assignments under the California Fire Assistance Agreement (CFAA).

Appendix I, Travel and Training Policy. Key provisions:

- **Approval first.** The Fire Chief, or a Chief Officer the Fire Chief designates, approves travel and training. The Fire Chief approves all out-of-state travel. The Board Chair approves the Fire Chief's travel claims.
- **Lodging.** Actual cost up to the federal GSA rate, or the conference hotel rate. No lodging within 50 miles of the employee's station or home without Fire Chief approval, the same standard the State uses for its employees.
- **Meals and mileage.** GSA per diem on overnight trips and the IRS mileage rate. No cash advances.
- **Payment.** The CAL Card is preferred. Employees may book approved travel on a personal card and claim it after the trip.
- **Claims.** Due within 5 calendar days of return and paid under an IRS accountable plan.
- **Incidents.** Incident travel is excluded and continues to follow the CFAA and Fire Chief Memo 2026-06.

Appendix J, Protection and Secure Transmission of Sensitive Information. Key provisions:

- **Redact, secure or stop.** Before a record leaves the District, Sensitive Information the recipient does not need is redacted, and what it does need goes only by an approved secure method, such as the grantor's own portal. Ordinary email is not a secure method.

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

- **Redaction guide.** A table shows what to redact and what to leave visible on checks, bank statements, payroll records, CAL Card statements and vendor invoices, so grant reimbursements are not rejected for over-redaction.
- **Payment changes.** Any change to a payee's bank account or payment instructions is verified by calling a number already on file and approved by a second Finance Team member. Email alone is never enough.
- **Incidents.** Information sent to the wrong place, or a payment sent to a fraudulent account, is reported to the Fire Chief immediately. The Fire Chief and District Counsel lead the response, including any legal notice and a report to the Board.
- **Scope.** Applies to employees, volunteers, Board members and contractors who handle District financial, payroll, grant or personnel records, and supports the federal requirement to safeguard personal information (2 CFR 200.303(e)).

Conforming amendments. Exhibit D makes the rest of the Manual consistent with the new appendices. It adds them to the table of contents and adds the annual CAL Card report to the Finance Committee's duties (Article 4). In Appendix D, it defines "CAL Card" and the $5,000 fixed asset threshold, authorizes the card program within the Fire Chief's purchasing authority, exempts card purchases from the purchase order requirement, clarifies emergency purchases, and puts the card statement and receipts before the Board with the bills. It adds card records to the retention schedule (Appendix G), and extends the Electronic Communication Policy (Appendix A) to District employees, volunteers and contractors and ties it to Appendix J.

Supporting documents. The Fire Chief has prepared Lexipol Policy 211, CAL Card Use; a CAL Card Review and Documentation Procedure; a one-page quick reference for cardholders; and a revised Memo 2026-06 for incident travel. These carry out the appendices and do not require Board action. They will be finalized and issued after the Board adopts the appendices, so they match the policies as adopted.

Operational Impact

Once the appendices are adopted, cardholders will sign the Cardholder Agreement (Appendix H, Attachment A) and complete CAL Card training. The Fire Chief will issue an Assignment of Duties naming who fills each role; the Administrative Assistant will serve as Program Administrator. The Fire Chief will issue Travel and Training Request and Travel Expense Report forms. Crews will carry the quick reference and the Memo 2026-06 checklist on apparatus. Staff will follow Appendix J when handling and sending sensitive information. No changes to response or staffing are anticipated.

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

Fiscal Impact

No new fiscal obligations or budget adjustments are required. Travel and training are paid from existing FY 2026/27 budget lines, including Special Department Expense, Training (account 4500, $60,000) and Transportation and Travel (account 4600, $15,000). Incident costs remain reimbursable under the CFAA. The added controls support grant compliance, CFAA reimbursement documentation and the annual audit.

Legal Considerations

- **Adoption.** The appendices and conforming amendments are adopted by resolution and become part of the Manual. The Fire Chief may update Appendix I rate references to match GSA and IRS changes without further Board action.
- **Employee agreements.** Where a memorandum of understanding conflicts with Appendix I, the MOU controls for those employees. The District's bargaining units have been given notice of the appendices and conforming amendments before adoption.
- **Electronic communications.** The Appendix A amendments extend the Electronic Communication Policy, including its no-expectation-of-privacy and misuse provisions, to employees. Lexipol Policies 207 and 704 already tell members they have no expectation of privacy on District systems, so the practical change is small.
- **Board member expenses.** Appendix I defines the per diem allowance referenced in Article 3. Government Code Sections 53232.2 and 53232.3 govern reimbursement of Board members' expenses.
- **Counsel review.** District counsel has reviewed the appendices and conforming amendments, including the Article 3 cross-reference and the Appendix A changes.

Recommendation

Staff recommends that the Board of Directors adopt Resolution No. 26-13, adopting Appendix H, CAL Card Purchasing Card Policy; Appendix I, Travel and Training Policy; Appendix J, Protection and Secure Transmission of Sensitive Information; and conforming amendments to the Board Policy and Procedures Manual, and authorize the Fire Chief to implement them.

Attachments

1. Resolution No. 26-13

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

2. Exhibit A to the Resolution: Appendix H, CAL Card Purchasing Card Policy, with Exhibits 1 and 2 and Attachments A through C

3. Exhibit B to the Resolution: Appendix I, Travel and Training Policy

4. Exhibit C to the Resolution: Appendix J, Protection and Secure Transmission of Sensitive Information

5. Exhibit D to the Resolution: Conforming Amendments to the Board Policy and Procedures Manual

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

RESOLUTION NO. 26-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE VALLEY FIRE PROTECTION DISTRICT

ADOPTING APPENDIX H, CAL CARD PURCHASING CARD POLICY; APPENDIX I, TRAVEL AND TRAINING POLICY; APPENDIX J, PROTECTION AND SECURE TRANSMISSION OF SENSITIVE INFORMATION; AND CONFORMING AMENDMENTS TO THE BOARD POLICY AND PROCEDURES MANUAL

WHEREAS, the Lake Valley Fire Protection District is authorized to provide fire protection, emergency medical services, and community risk reduction services within its jurisdiction; and

WHEREAS, the Board has adopted a Board Policy and Procedures Manual, most recently revised on June 22, 2023, which includes Appendices A through G, including Appendix D governing purchasing; and

WHEREAS, the District issues CAL Card purchasing cards to employees, and the Board has not adopted a policy governing the issuance, use and review of those cards; and

WHEREAS, Article 3 of the Manual refers to a District per diem allowance for Board members' travel, and the Manual does not include a travel and training policy for District employees; and

WHEREAS, federal grant rules require the District to keep effective internal controls over federal awards and to charge travel costs consistent with its written travel policy (2 CFR 200.303 and 200.475); and

WHEREAS, travel and expenses on fire incident and mutual aid assignments are governed by the California Fire Assistance Agreement, and proposed Appendix H, Exhibit 2, governs CAL Card use on those assignments; and

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

WHEREAS, the District handles sensitive financial and personal information, including bank account numbers, Social Security numbers and payroll detail, and the Manual does not set rules for protecting that information or sending it securely; and

WHEREAS, conforming amendments to the Table of Contents, Article 4, and Appendices A, D and G are needed so the Manual is consistent with the new appendices; and

WHEREAS, the Board has reviewed the staff report dated November 12, 2026, proposed Appendices H, I and J, and the proposed conforming amendments; and

WHEREAS, the Board of Directors desires to take action consistent with the mission and operational needs of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Valley Fire Protection District does hereby:

1. Adopt Appendix H, CAL Card Purchasing Card Policy, including Exhibits 1 and 2 and Attachments A through C, attached as Exhibit A, as part of the Board Policy and Procedures Manual.

2. Adopt Appendix I, Travel and Training Policy, attached as Exhibit B, as part of the Board Policy and Procedures Manual.

3. Adopt Appendix J, Protection and Secure Transmission of Sensitive Information, attached as Exhibit C, as part of the Board Policy and Procedures Manual.

4. Adopt the conforming amendments to the Table of Contents, Article 4, and Appendices A, D and G of the Board Policy and Procedures Manual, attached as Exhibit D.

5. Approve the CAL Card limits set by the Board in Appendix H, Section 4, including a $10,000 limit for the Fire Chief and a $20,000 limit for the apparatus emergency cardholder designated by the Fire Chief.

Board of Directors
John Rice
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Tim Cain
Jessica Henderson

6. Authorize the Fire Chief, or their designee, to issue administrative procedures, forms and Lexipol Policy 211 consistent with Appendices H, I and J, and to update the rate references in Appendix I to match changes in GSA and IRS rates without further Board action.

7. Direct District staff to carry out the intent of this resolution, including cardholder training and adding the appendices and amendments to the Manual.

8. This resolution takes effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Lake Valley Fire Protection District at a regular meeting held on November 12, 2026, by the following vote:

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTAIN:	_____

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

_____

John Rice

Board Chair

Lake Valley Fire Protection District

ATTEST:

_____

Kayla Galvan

Clerk of the Board

LAKE VALLEY FIRE PROTECTION DISTRICT

Board Policy and Procedures Manual

Appendix H: CAL Card Purchasing Card Policy

DRAFT October 22, 2026 | Adopted by the Board: _____

1. Purpose and authority

This policy sets the rules for issuing, using and reviewing District CAL Card purchasing cards. CAL Cards let employees make authorized purchases quickly while keeping public funds accountable. This policy applies to every District cardholder, every Approving Official, and the staff who administer the program.

How the CAL Card documents fit together

Document	Adopted by	What it covers
Appendix H (this policy)	Board	All rules for the CAL Card program
Exhibit 1: Grant-Funded Purchases	Board	Added rules when a charge is paid with grant funds
Exhibit 2: Wildland and Incident Purchases	Board	Added card rules on fire incident and mutual aid assignments
Attachments A to C	Board	Cardholder Agreement, Limit Increase Request, Lost Receipt Affidavit
Lexipol Policy 211, CAL Card Use	Fire Chief	Summary for line personnel. If it differs from this policy, this policy controls.
CAL Card Review and Documentation Procedure	Fire Chief	How the Finance Team and independent reviewer review charges

Purchasing Policy. A CAL Card charge made within the cardholder's limits and under this policy is an authorized alternative to a purchase order required by Appendix D for purchases of $10,000 or less. Using a CAL Card does not change any other part of Appendix D, including budget control, competitive purchasing thresholds and the ban on splitting purchases. A signed Cardholder Agreement and the cardholder's approved limits are the Fire Chief's written record of delegated purchasing authority under Appendix D.

Other policies. Routine travel and training follow the Travel and Training Policy (Appendix I). What the District pays for on a fire incident or mutual aid assignment follows Memo 2026-06, Section 7 (or the policy that replaces it), the California Fire Assistance Agreement (CFAA) and the current Cal OES Rate Letter. All purchases follow California law, including the constitutional ban on gifts of public funds.

Authority. The Board adopts and amends this policy, including the caps on spending limits and the rules for approval. The Fire Chief administers it and issues procedures to carry it out. The Fire Chief may update Exhibits 1 and 2 to match changes in law, grant terms, the CFAA or the Cal OES Rate Letter, and reports any change to the Board at its next regular meeting. The Fire Chief assigns the roles in this policy, and sets card limits by position within the caps in Section 4, in a written Assignment of Duties, and may change those assignments without Board action

as staffing changes. The independent reviewer may not hold a CAL Card or approve CAL Card charges. This policy is reviewed with the Manual each year.

2. Definitions

Term	Meaning
CAL Card	The purchasing card issued to District employees through the State of California CAL Card program. In this policy, “card” means a CAL Card.
Cardholder	The employee named on a CAL Card, who is responsible for every charge on it.
Approving Official	An employee designated by the Fire Chief to review and approve CAL Card charges in the expense management system.
Chief Officer	The Fire Chief or a Battalion Chief.
Program Administrator	The employee designated by the Fire Chief to issue and cancel cards, change limits, work with the bank, and keep training records.
Finance Team	The Fire Chief and the employees the Fire Chief designates to handle accounts payable, the general ledger and payment of the CAL Card statement.
Independent reviewer	A qualified person designated by the Fire Chief, such as the District's contract accountant, who does not hold a CAL Card or approve CAL Card charges and who performs the independent review in Section 7.
Grant Program Manager	The employee assigned by the Fire Chief to oversee a grant award's scope, budget and allowable costs.
Expense management system	The system the District uses to record, document, approve and keep records of CAL Card transactions.
Monthly limit	The maximum amount a cardholder may charge in one billing cycle.
Single-transaction limit	The maximum amount a cardholder may charge in one transaction.
Split purchase	Intentionally breaking one purchase into two or more charges, cards or days to stay under a limit. Prohibited.
Merchant Category Code (MCC)	The bank's code for a type of business. The District blocks certain codes so card transactions are declined.
Billing cycle	The monthly statement period set by the bank.

3. Cards, agreement and training

- **Eligibility.** Cards are issued to employees whose duties require District purchases, as approved by the Fire Chief. Each cardholder has their own individual card.
- **Cardholder Agreement.** Before receiving a card, the employee signs the Cardholder Agreement (Attachment A).
- **Training.** New cardholders and Approving Officials complete CAL Card training from the Program Administrator before a card is issued, and refresher training every two years or when this policy changes materially.
- **Your name only.** Only the named cardholder may use the card. It may not be loaned or shared.
- **Records.** The Program Administrator keeps signed agreements, training dates, current limits and card status for each cardholder.

Employees who hold a card when this policy is adopted must sign the Cardholder Agreement and complete training within 60 days, or their card will be suspended.

4. Spending limits

The Board sets the monthly and transaction limits for the Fire Chief and the apparatus emergency cardholder, shown below. The Fire Chief sets the monthly and transaction limits for all other cardholders by position in the Assignment of Duties, up to $10,000 a month and $5,000 per transaction. The bank enforces these limits, and charges over authorized limits will be declined.

Position	Monthly limit	Per transaction
Apparatus emergency cardholder (set by the Board)	$20,000	$20,000
Fire Chief (set by the Board)	$10,000	$10,000

Limit increases. The Fire Chief may raise a cardholder's limit. The cardholder submits a Limit Increase Request (Attachment B) through their supervisor, stating the need, the amount and whether the increase is temporary (with an end date) or ongoing. The Program Administrator makes approved changes with the bank. The Fire Chief may not raise their own limit except as provided below; otherwise the Board sets the Fire Chief's limits.

Ceiling. No single-transaction limit may exceed $10,000, the Fire Chief's purchasing authority under Appendix D, except the apparatus emergency cardholder's limit. The card may not be used for any purchase that Appendix D sends to a Vendor Request for Quote, informal bid or Board approval, except an apparatus emergency purchase.

Budget and split purchases. Every charge is coded to an account with available budget. Non-budgeted purchases follow Appendix D. A purchase over the cardholder's limit must be made with a purchase order or a limit increase. A split purchase is never authorized.

Emergencies. During an emergency as defined in Appendix D, the Fire Chief may temporarily raise limits in writing. Increases for incident assignments follow Exhibit 2. The cardholder must file a Limit Increase Request within 5 days after the emergency. Emergency purchases over the Fire Chief's authority are reported to the Board within 10 days, as Appendix D requires.

Fire Chief's own limit in an emergency. The Fire Chief first tries to reach a Board member for approval. If no Board member can be reached, the Fire Chief may direct the Program Administrator to make a temporary increase and must notify all Board members in writing within 72 hours, stating the amount, the reason and the end date. The limit returns to normal when the emergency ends.

Apparatus emergencies. The Fire Chief designates one cardholder as the apparatus emergency cardholder, whose Board-set limits let District apparatus be recovered, transported and repaired without delay, including when the Fire Chief is away. A charge by that cardholder over $10,000 is allowed only when apparatus is out of service and waiting for a purchase order or Board action would harm the District's ability to respond. Before the charge, the cardholder gets approval from the Fire Chief or, when the Fire Chief is not available, the Fire Chief's designee for emergency purchases. The approval, by text or email, names the unit, what happened, the vendor and the estimated cost, and is attached to the transaction. The Program Administrator reviews every charge over $10,000 the next business day. Any charge over $10,000 without documented approval is a violation of this policy. The Fire Chief reports each charge over $10,000 to the Board within 10 days.

5. Allowable and prohibited purchases

The card may be used only for District business, within budget and within the cardholder's limit.

Allowable purchases include

- Station, office and janitorial supplies
- Small tools, parts and equipment under the $5,000 capitalization threshold
- Apparatus and equipment repair parts and minor services
- Training and conference registrations, and approved books and subscriptions
- Travel costs allowed under Appendix I, including lodging, airfare, rental vehicles and their fuel, parking and tolls
- Incident purchases allowed under Exhibit 2

Prohibited purchases

- Personal purchases of any kind, even if the cardholder plans to repay them
- Cash advances, cash back, gift cards, prepaid cards or money orders
- Alcohol, tobacco or cannabis
- Meals, except as allowed by Appendix I or Exhibit 2, or approved in advance by the Fire Chief
- Gifts, flowers, parties or donations, unless approved in advance by the Fire Chief as serving a public purpose
- Capital assets of $5,000 or more per item, except apparatus emergency purchases, which the Finance Team reviews afterward for capital asset treatment
- Services from contractors or individuals working on District property, which require a contract and proof of insurance
- Goods or services already covered by a District contract or purchase order
- Fuel for District vehicles, which goes on the District fuel card. If the fuel card is not accepted, the CAL Card may be used with the reason noted in the business purpose
- Purchases or travel bookings through a personal account, or using a personal loyalty or rewards number. Online orders and travel use District business accounts
- PayPal, Venmo, Cash App or similar person-to-person payments
- Recurring charges or subscriptions not approved in advance by the Program Administrator
- Purchases from a business in which the cardholder or a family member has a financial interest
- Any purchase that violates District policy or state law

Rewards and rebates. Any rebate, points or loyalty credit earned on a CAL Card purchase belongs to the District.

Paying personally. District purchases go on the CAL Card. An employee may pay with personal funds only when the CAL Card is not accepted, has not yet been issued, or is declined for a reason other than the cardholder's limit, for approved travel as Appendix I allows, or as Exhibit 2 allows on incidents. Reimbursement requires the same itemized receipt, business purpose and approvals as a CAL Card charge. Travel and incident costs are claimed on the Travel Expense Report. Outside approved travel and incidents, paying personally does not get around a card limit. It never gets around an approval or prohibition in this policy, and a purchase that would not be allowed on the CAL Card is not reimbursed. An employee who books approved travel on a personal card may use their own rewards number, as Appendix I allows.

Grant-funded purchases follow Exhibit 1. **Incident purchases** follow Exhibit 2. When unsure whether a purchase is allowed, ask the Program Administrator before buying.

6. Receipts and documentation

Every CAL Card charge needs an itemized receipt and a written business purpose, entered in the expense management system by the cardholder.

- **Itemized receipt.** Vendor, date, each item, price, tax and total. A card slip with only a total is not enough. Online orders need the order details listing each item.
- **Business purpose.** What was bought, why, and for which station, program or incident. Grant and incident charges need to add the information required by Exhibits 1 and 2.
- **Lodging.** The itemized hotel folio, not just the card slip or reservation.
- **Subscriptions and recurring charges.** Documentation showing the service period. Each recurring charge has a named owner approved by the Program Administrator, and its monthly invoice is attached or cross-referenced to a named electronic folder.
- **Travel and training.** The registration confirmation, agenda or approved Travel and Training Request.
- **Documentation outstanding.** A charge missing documentation is flagged and returned to the cardholder until it is complete. Providing it is the cardholder's responsibility; administrative staff do not recreate it.
- **Lost receipts.** If the vendor cannot provide a copy of the receipt, the cardholder completes a Lost Receipt Affidavit (Attachment C) signed by the Approving Official. More than two lost receipts in a 12-month period may lead to suspension of the card.
- **Sales and use tax.** If an out-of-state or online vendor does not charge California sales tax, the cardholder notes it so the Finance Team can report use tax.
- **Retention.** CAL Card statements, receipts and reconciliations are kept four years after audit (AU+4), or longer as Exhibits 1 and 2 require. Receipts stored electronically are the official record only after the Fire Chief determines the expense management system meets the trusted system requirements of the Records Retention Policy (Appendix F).

7. Monthly review and approval

All CAL Card charges are reviewed and approved in the expense management system. An Approving Official approves every charge.

#	Who	Does what	Deadline
1	Cardholder	Enters business purpose and account code (and grant code, if any), attaches receipts, submits	7 calendar days after the billing cycle closes
2	Grant Program Manager	Reviews grant-coded charges under Exhibit 1	Before approval
3	Approving Official	Confirms each charge is allowable, documented and necessary; returns incomplete charges to the cardholder; approves	5 calendar days after submission
4	Independent reviewer	Independently reviews every transaction and reports exceptions to the Fire Chief	Quarterly During Reconciliation and Audit Preparation
5	Finance Team	Pays the bank and presents the statement with receipts and supporting documents, or electronic access to them, with the bills under Appendix D	Bank due date and next regular Board meeting

- **No self-approval.** No one approves their own charges. An Approving Official's own charges are approved by the Fire Chief. The Fire Chief's charges are approved by the

Board Chair, or the Vice Chair in the Chair's absence, and the Program Administrator records that approval in the expense management system.

- **Independent check.** With a small staff, the same people may approve charges, administer the program and serve on the Finance Team. The independent reviewer's review is the District's independent check on every transaction, including the Approving Officials' and Fire Chief's own cards.
- **Chief Officer approvals.** Any approval this policy requires from a Chief Officer before a purchase, including emergency approvals and limit increases, is documented in writing and forwarded to the Fire Chief and the Program Administrator.
- **System controls.** User roles in the expense management system prevent self-approval and changes to approved transactions. The Program Administrator reviews user roles with the Fire Chief at least once a year.
- **Paying before a meeting.** If the bank's due date falls before the next regular meeting, the Finance Team pays the statement when it is due and presents the payment for ratification at that meeting.
- **Late reports.** Two late or incomplete reports in a 12-month period may lead to suspension of the card.

8. Disputes and card security

- **Disputes.** For a wrong, duplicate or undelivered charge on a cardholder's CAL Card, the cardholder shall contact the vendor first. If not resolved, notify the Program Administrator and dispute it with the bank within the bank's dispute window, usually 60 days from the statement date.
- **Returns.** Refunds go back to the card, never as cash or store credit.
- **Security.** Keep the card and its number secure. Report a lost, stolen or compromised card right away to the bank and the Program Administrator. The cardholder may be responsible for charges after a loss not promptly reported.

9. Separation, leave and oversight

- **Separation or change in position.** Supervisors notify the Program Administrator 30 days before an employee's last day or as soon as a position change is known. The cardholder reconciles all transactions before the last day worked, recurring charges are canceled or moved, and the card is canceled no later than the last day worked and the physical card destroyed. Charges posting afterward are reconciled by the Approving Official. Limits are adjusted on promotion or position change.
- **Leave.** Cards may be suspended during leave of more than 30 days.
- **Oversight.** The Program Administrator sets MCC blocks to match Section 5; reviews monthly bank reports for declines, possible split purchases and unusual activity; reviews active cards, limits and recurring charges with the Fire Chief each year and closes cards unused for 12 months; and reports annually to the Fire Chief and the Board's Finance Committee on program activity and violations.

10. Misuse and corrective action

Failure to follow this policy may result in suspension or revocation of card privileges and corrective action as outlined in the applicable MOU or Board policy. This applies to Approving Officials who approve improper charges as well as to cardholders. Cardholders repay any unauthorized charge within 30 days of being notified. A payroll deduction to recover an unauthorized charge requires the employee's written authorization for that specific deduction.

Exhibit 1: Grant-Funded Purchases

This exhibit applies when any part of a CAL Card charge will be paid with federal, state or other grant funds. It adds to Appendix H. A purchase can be a proper District expense and still not be allowable on a grant.

1. **Before you buy.** Confirm with the Grant Program Manager that the item is allowable under the award and within its budget and period of performance. When unsure, ask first.
2. **Coding.** Enter the grant award code in the expense management system and the award name in the business purpose. Keep the itemized receipt; federal awards require source documentation for every cost (2 CFR 200.302).
3. **Review.** The Grant Program Manager reviews every grant-coded charge before the report is finalized and confirms it is necessary, reasonable, allocable to the award, treated like similar District costs, documented, within the award period and not otherwise prohibited (2 CFR 200.403).
4. **Federal rules to watch.** Alcohol is unallowable (2 CFR 200.423) and already prohibited on the card. Entertainment is generally unallowable (200.438). Fines and penalties are unallowable (200.441). Travel must follow the Travel and Training Policy, Appendix I (200.475). Federal funds may not buy telecommunications or video surveillance equipment or services from prohibited companies, including Huawei, ZTE, Hytera, Hikvision and Dahua (200.216).
5. **Small purchases.** Card purchases with federal funds are micro-purchases under 2 CFR 200.320. Spread them among qualified vendors when practical, and never split a purchase to stay under a threshold.
6. **Equipment.** Items of $5,000 or more per unit are not bought on the card, except apparatus emergencies. Equipment bought with federal funds is tagged and tracked as 2 CFR 200.313 and the award require.
7. **State and other awards.** Follow the award's own conditions, which may be stricter than federal rules.
8. **Records.** The Finance Team records each grant-coded charge in the District's grant expenditure tracking. Records are kept five years after grant closeout (CL+5), or longer if the award requires.

Exhibit 2: Wildland and Incident Purchases

This exhibit applies to CAL Card use on fire incident and mutual aid assignments, in state and out of state. It adds to Appendix H. What the District pays for on an incident, including meals, lodging, rentals and per diem, is set by Memo 2026-06, Section 7 (or the policy that replaces it), the CFAA and the current Cal OES Rate Letter. This exhibit covers only how the card is used and documented.

1. **Incident first.** Use the card for a meal, room or other expense only when the incident cannot provide it and approves it on a General Message (ICS-213) signed by the Incident Commander, Finance Section Chief, Incident Business Advisor or Agency Administrator, with an S-number. Without that approval, the cost is the cardholder's, unless the Fire Chief's designee approved it in advance. Designee approvals under this exhibit are given by text or email and attached to the transaction.
2. **What goes on the CAL Card.** Rental vehicles authorized on the resource order or an ICS-213, and their fuel; commercial lodging and crew meals approved on an ICS-213 with an S-number; en route lodging approved by the Fire Chief's designee before booking; and District costs on short responses approved by the Fire Chief's designee.
3. **What does not.** Fuel for District vehicles to and from the incident goes on the District fuel card. If the fuel card is missing or not accepted, the CAL Card may be used with the reason noted in the business purpose. Per diem meals are claimed on the expense report. Anything the incident provides is not bought or reimbursed.
4. **Personal cards.** The CAL Card is preferred. A cardholder may instead pay personally for a room or crew meal, but only after it is approved on an ICS-213 with an S-number or in advance by the Fire Chief's designee. An expense paid personally without that approval is the responsibility of the cardholder. Approved expenses are reimbursed on the District's normal schedule. Claim it on the Travel Expense Report with the itemized receipt or hotel folio and the ICS-213 or written designee approval within 5 calendar days of returning. Reimbursement is at actual cost within the rates that apply to the assignment. Personal charges on a hotel folio are not reimbursed. Rental vehicles and associated fuel shall not be paid personally. If the CAL Card cannot be used for a rental, call the Fire Chief's designee before renting.
5. **Temporary limit increases.** If a rental or room is likely, ask the Fire Chief, or the Fire Chief's designee when the Fire Chief is not available, to raise the limit in writing before buying. The increase ends with the assignment and may not allow any single charge over $10,000. File the Limit Increase Request (Attachment B) within 5 days after the incident.
6. **Documentation.** The business purpose lists the incident name and number, the resource order number and the S-number. Attach the signed ICS-213, the itemized receipt, the rental final invoice, and for crew meals the names and agencies of all personnel fed. Personnel fed by a crew meal do not also claim per diem for that meal.
7. **Deadlines.** Give receipts, ICS-213s and other paperwork to the Program Administrator within 5 calendar days of returning. CAL Card charges are reconciled in the expense management system on the normal monthly schedule.
8. **Records.** Incident and mutual aid charges are kept five years after the District receives final CFAA payment for the incident.

Attachment A: Cardholder Agreement

I, _____, acknowledge that I have received CAL Card number ending in _____, with a monthly limit of $_____ and a single-transaction limit of $_____, issued by Lake Valley Fire Protection District. I agree that:

- I have read and received training on the CAL Card Purchasing Card Policy (Board Policy Manual, Appendix H), Lexipol Policy 211 and the Sage Management Expense System, and will follow them.
- The CAL Card is District property and I will use it only for authorized District purchases.
- I will not let anyone else use my CAL Card.
- I will keep itemized receipts and reconcile my charges on time each month.
- I will use only District business accounts for online orders and travel, and will not use personal loyalty or rewards numbers on District purchases.
- I will report a lost or stolen CAL Card to the bank and the Program Administrator right away.
- I will return the CAL Card when I leave District employment or when asked.
- Failure to follow the policy may result in loss of the CAL Card and corrective action as outlined in the applicable MOU or Board policy. I will repay any unauthorized charge within 30 days of being notified of it.

Cardholder signature: _____ Date: _____

Program Administrator signature: _____ Date: _____

Fire Chief approval: _____ Date: _____

Attachment B: Limit Increase Request

Field	Entry
Cardholder name and position	
Current monthly and single-transaction limits	
Requested monthly and single-transaction limits	
Temporary or ongoing (end date if temporary)	
Description of need (incident name and number, if any)	
Grant-funded? If so, which award?	
Supervisor signature / date	
Approved by (Fire Chief, or the Fire Chief's designee under Exhibit 2) / date	
Program Administrator: date changed with bank	

Attachment C: Lost Receipt Affidavit

Field	Entry
Cardholder name	
Vendor	
Transaction date and amount	
Description of items bought	
Business purpose	
Steps taken to get a copy from the vendor	
Cardholder signature / date	
Approving Official signature / date	

LAKE VALLEY FIRE PROTECTION DISTRICT

Board Policy and Procedures Manual

Appendix I: Travel and Training Policy

DRAFT October 29, 2026 | Adopted by the Board: _____

1. Purpose and scope

This policy sets the rules for District-paid travel and training: how it is approved, what the District pays, how it is paid and how expenses are claimed. This policy applies to all District employees.

Board members. Directors' travel is approved under Article 3 of this Manual. The rates in Sections 5 and 6 are the District's per diem allowance that Article 3 refers to.

Fire incidents. Travel on fire incidents and mutual aid assignments follows Memo 2026-06, Section 7 (or the policy that replaces it), the California Fire Assistance Agreement (CFAA) and the current Cal OES Rate Letter, not this policy.

CAL Card. Travel charged to a CAL Card also follows the CAL Card Policy (Appendix H).

Grants. Travel paid with grant funds also follows the grant terms. If the grant is more restrictive, the grant controls. For federal awards, this policy is the District's written travel policy under 2 CFR 200.475.

Employee agreements. If a memorandum of understanding with an employee group conflicts with this policy, the MOU controls for those employees. Pay for travel and training time follows the applicable MOU and the Fair Labor Standards Act.

Training. Lexipol Policy 204, Training and Education Attendance (or the policy that replaces it), sets which training the District pays for, how training requests are reviewed, how training time is paid, and when an employee repays the cost of a course not completed. This policy covers the travel and expenses for that training. One Travel and Training Request covers both.

2. Quick reference

Cost	What the District pays	How it is paid
Registration and tuition	Actual cost	CAL Card
Lodging	Actual cost up to the GSA lodging rate plus taxes, or the conference hotel rate	CAL Card (preferred) or personal card
Meals and incidentals	GSA per diem for the location, 75% on the first and last day, overnight trips only	Travel Expense Report
Airfare	Economy class and one checked bag	CAL Card (preferred) or personal card
Rental vehicle	Compact or economy class, with advance approval	CAL Card (preferred) or personal card
Personal vehicle	Current IRS mileage rate, from station or home, whichever is shorter	Travel Expense Report
Parking, tolls and shuttles	Actual cost with a receipt	CAL Card or Travel Expense Report

3. Approval

- **Request first.** Submit a Travel and Training Request through your supervisor before registering or booking any travel or training. List the course or event, dates, location, estimated costs and the budget line or grant that will pay for it. For training, the supervisor and the Training Officer also review the request under Policy 204 before it is approved.
- **Who approves.** Travel and Training Requests are approved by the Fire Chief or by a Chief Officer (the Fire Chief or a Battalion Chief) the Fire Chief designates in the Assignment of Duties. The Fire Chief approves all out-of-state travel. No one approves their own request.
- **Budget.** Approval depends on available funds in the budget line or a grant that covers the cost.
- **Lead time.** Submit travel and training requests at least 30 days ahead when possible so registration and lodging can be booked at the lowest rate.
- **Fire Chief's travel.** The Fire Chief notifies the Board before out-of-state travel. The Board Chair, or the Vice Chair in the Chair's absence, approves the Fire Chief's travel claims.
- **Changes and cancellations.** Tell the District office right away if plans change. Cancel as early as possible and ask for refunds or credits on registration, lodging and airfare.

4. Booking and payment

- **CAL Card.** Registration and tuition for training, conferences and meetings goes on the CAL Card. The CAL Card is also preferred for lodging, airfare and rental vehicles, but an employee may book approved travel on a personal card and claim it on the Travel Expense Report after the trip, at the rates in this policy. District office staff can book travel and training for an employee who does not hold a card. Bookings on the CAL Card follow Appendix H: District business accounts only, with no personal loyalty or rewards number. Employees who book on a personal card may use their own rewards numbers.
- **No cash advances.** The District does not issue travel advances. Per diem is paid through the Travel Expense Report after the trip.
- **Lowest reasonable cost.** Use government or conference rates, book early, and choose economy airfare and compact rentals.

5. Transportation and lodging

- **District vehicle first.** Use a District vehicle when one is available. No mileage is paid when driving a District vehicle.
- **Personal vehicle.** With approval, mileage is paid at the current IRS rate, measured from the employee's assigned station or home, whichever is shorter. The IRS rate covers fuel and wear, so fuel is not paid separately. The employee must have a valid driver's license and proof of insurance on file, and the employee's own auto insurance is primary. If a District vehicle is available, mileage is paid only with the Fire Chief's approval.
- **Air travel.** Economy class, booked as far ahead as practical. One checked bag is paid. Seat upgrades and extra bags are not.
- **Rental vehicles.** Only with advance approval, when a rental costs less or is more practical than other options. Compact or economy class, paid on the CAL Card when possible, and returned full. Accept the rental company's collision damage waiver, as the District pays for it.
- **Parking, tolls and shuttles.** Paid at actual cost with a receipt. Use the lowest reasonable option, such as economy airport parking.

- **When lodging is paid.** Lodging is paid for approved overnight travel. It is not paid for training within 50 miles of the employee's assigned station or home unless the Fire Chief approves it for an early start, a late finish or road conditions.
- **Lodging rate.** Actual cost up to the GSA lodging rate for the location, plus taxes. The conference hotel at the conference rate is allowed even if it is above the GSA rate. Anything higher needs the Fire Chief's approval before booking.
- **Hotel folio.** Keep the itemized hotel folio. Personal charges on it, such as movies, minibar and room service, are not paid. Meals are covered by per diem. A personal charge that ends up on a CAL Card is repaid by the cardholder under Appendix H.

6. Meals and incidentals

- **Per diem.** For approved overnight travel, the District pays a daily meals and incidentals per diem at the GSA rate for the location. Meal receipts are not needed. Incidentals cover tips.
- **First and last day.** Per diem is 75% of the daily rate on the first and last day of travel.
- **Provided meals.** When a meal is included in registration or otherwise provided, deduct it at the applicable GSA meal amount. A complimentary hotel breakfast does not reduce per diem.
- **Day trips.** Same-day travel does not earn per diem. The Fire Chief may approve a meal on a long day trip. Under IRS rules, that payment is taxable and is reported as wages.
- **Alcohol.** Never paid.

7. Not paid

The District does not pay for alcohol; movies, minibar or other personal entertainment; costs for a spouse, family member or guest; side trips or extra days for personal reasons; traffic tickets, parking tickets or other fines; seat, room or vehicle upgrades; or anything not tied to the approved travel.

8. Claiming expenses

- **Travel Expense Report.** Within 5 calendar days of returning to work, give the District office a Travel Expense Report with the approved request, itemized receipts for everything except per diem meals, the hotel folio, and proof of attendance such as a certificate or agenda.
- **Tuition with no travel.** When an employee pays tuition or registration for a course with no District-paid travel, such as a college class, claim it on the Travel Expense Report within 30 days after the course ends, with the receipt and proof of completion.
- **Review and approval.** District office staff check the claim against the approved request and this policy, and the Fire Chief or the Fire Chief's designee approves it. No one approves their own claim.
- **Payment.** Approved travel expense claims are paid on the District's normal schedule through the County Auditor-Controller.
- **Accountable plan.** The District reimburses travel expenses under an IRS accountable plan, so claims must be documented and turned in on time. A claim turned in more than 60 days after return is paid only with the Fire Chief's approval and is reported as taxable wages.
- **Grant-funded travel.** Note the grant on the request and the claim. The employee managing the grant confirms the cost is allowed under the grant before it is charged.
- **Training records.** Give the District office a copy of the certificate or other proof of completion for your training file. The District office gives a copy to the Training Officer.

9. Authority

The Board adopts and amends this policy. The Fire Chief administers it, issues the Travel and Training Request and Travel Expense Report forms, and may update the rate references to match GSA and IRS changes. The Travel and Training Request may include the training review steps in Policy 204. The Fire Chief assigns the approval, review and processing roles in this policy, including the Training Officer, in a written Assignment of Duties and may change them without Board action. This policy is reviewed with the Manual each year.

LAKE VALLEY FIRE PROTECTION DISTRICT

Board Policy and Procedures Manual

Appendix J: Protection and Secure Transmission of Sensitive Information

DRAFT October 22, 2026 | Adopted by the Board: _____

1. Purpose

Grant reimbursements, audits, CAL Card reviews and vendor payments require the District to send detailed financial records outside the District. Recipients need complete support for each transaction. They do not need Sensitive Information to do their review.

The working rule: protect Sensitive Information before it leaves District control. This policy also sets how the District verifies changes to payment instructions and what staff do when Sensitive Information goes to the wrong place.

For federal awards, this policy is part of how the District takes reasonable measures to safeguard protected personally identifiable information (2 CFR 200.303(e)).

2. Who this applies to

All District employees, volunteers and Board members, and any contractor who handles District financial, payroll, grant or personnel records. Contracts with outside parties who handle these records should require them to follow this policy or an equivalent standard.

3. What this policy does not cover

- **Patient care records and protected health information.** These follow Lexipol Policy 803, Patient Medical Record Security and Privacy. HIPAA rules for those records are different and stricter.
- **Public Records Act requests.** These follow Board Policy Manual Article 8 and Lexipol Policy 801. Redaction of information for a public records release follows those policies and District Counsel's direction.
- **Physical security of District facilities.** This follows Lexipol Policy 1100.

If a record contains both financial and patient information, the stricter rule applies.

4. Definitions

Term	Meaning
Sensitive Information	Bank account numbers; Social Security numbers and individual taxpayer ID numbers; driver's license, passport and other government ID numbers; full credit or debit card numbers, security codes and PINs; passwords, logins and security questions; employee payroll detail beyond name, position, hours, pay rate and gross pay (such as home address, birth date, deductions, garnishments, direct deposit, and medical or leave reasons); confidential vendor information; and any other information that could be used for identity theft or financial fraud. The District's own Federal Employer Identification Number is not Sensitive Information.
Secure Method	A transmission method on the Approved Secure Methods list in Section 7.

Term	Meaning
Redaction	Permanently removing information from a file so it cannot be seen, selected, searched, copied or recovered. Covering information with a box, highlight or marker is not redaction.
Information Incident	Any event where Sensitive Information was, or may have been, sent to the wrong recipient, sent without required protection, accessed by an unauthorized person, or lost. This includes a payment sent to a fraudulent account. It is separate from a breach of security at a District facility under Lexipol Policy 1100.
Finance Team	The Fire Chief and at least one other employee the Fire Chief designates to handle District finances, payroll and payments.
Grant Program Manager	The staff member assigned to manage a specific grant award.
Independent reviewer	A qualified person designated by the Fire Chief who is not a member of the Finance Team, such as the District's contract accountant.
IT Consultant	The District's contracted information technology provider.

5. The rule: redact, secure or stop

Before sending any record outside the District, ask whether the recipient needs the Sensitive Information in it.

Answer	Action
No	Redact it before sending.
Yes	Send it only by a Secure Method.
Not sure	Stop. Ask a Finance Team member before sending.

Ordinary email is not a Secure Method. Do not send unredacted Sensitive Information as a regular email attachment, in the body of an email, by text message, or through a personal email or cloud account.

6. What to redact and what to leave visible

Grantors and auditors still need to verify each transaction, and over-redaction can get a reimbursement rejected. Use this table.

Document	Redact	Leave visible
Cleared check images (front and back)	Account number except the last 4 digits; the endorser's account information on the back	Payee, amount, date, check number, District name, bank clearing stamp
Bank statements	Account number except the last 4 digits	Bank name, statement period, the transactions being supported
Payroll registers, timesheets, labor distribution	SSN; employee ID if it is the SSN; home address, birth date, deductions, garnishments, direct deposit, leave reasons	Employee name, position, dates, hours, pay rate, gross pay charged to the grant
CAL Card statements and receipts	Card number except the last 4 digits	Merchant, date, amount, cardholder name, business purpose
Vendor invoices and remittance instructions	Vendor bank account and routing numbers	Vendor name, invoice number, date, description, amount
W-9s and 1099s	Generally do not send. If required: SSN or individual taxpayer ID except the last 4 digits	Name, business name, entity type

Document	Redact	Leave visible
Contracts and agreements	Personal information of individual signers, if any, such as home address or personal phone	Everything else

When a recipient requests an item on this list unredacted, it gets that item by Secure Method only, and the request is noted in the transmittal file.

7. Approved Secure Methods

In order of preference:

1. The recipient's own secure portal or upload link, such as FEMA GO, the Cal OES grants portal, or a County or auditor upload site.
2. A District cloud storage link shared only with the named recipient, not "anyone with the link," with an expiration date of no more than 30 days.
3. District encrypted email, once the IT Consultant confirms it is available and set up.

If none of these are available, ask the recipient for a secure upload link. If a password-protected file is used, send the password separately by phone or text, never in the same email.

Not approved: regular email attachments; personal email, cloud or messaging accounts; text messages; "anyone with the link" sharing; and unencrypted USB drives or discs sent by mail.

The Fire Chief keeps the Approved Secure Methods list current with the IT Consultant and may update it without Board action.

8. How to redact

1. **Review everything.** Check every page and attachment, including the back of check images and supporting schedules.
2. **Use a true redaction tool.** Use Adobe Acrobat Pro "Redact" or another tool approved by the IT Consultant. Free PDF readers, black boxes, highlighting, drawing tools and markers do not remove the underlying information.
3. **Paper records.** Scan first, then redact the scanned file electronically. Marker on paper is not reliable.
4. **Save a new file.** Put "REDACTED" in the file name. Never overwrite the original.
5. **Verify.** Reopen the saved file, search for the redacted number, and try to select and copy the redacted area. If anything comes back, the redaction failed.
6. **Second check.** Before a grant reimbursement or audit package goes out, the Grant Program Manager or a Finance Team member who did not prepare it confirms the redactions as part of the normal package review.

9. Receiving Sensitive Information

- Ask vendors, employees and others to provide W-9s, direct deposit forms, voided checks and similar records by a Secure Method or in person.
- If Sensitive Information arrives by regular email, save the attachment to the restricted District folder, do not forward it, and delete the email from the inbox and deleted items once it is saved.
- Do not save Sensitive Information to desktops, personal devices or personal cloud accounts.

10. Verifying changes to payment instructions

Payment-change fraud is one of the most common ways public agencies lose money. Someone poses as a vendor or employee and asks the District to send future payments to a new bank account. Email accounts get hacked, so a request that looks real can still be fraud.

1. **Scope.** This section applies to any request to add or change a bank account, routing number, remittance address or payment method for a vendor, contractor, employee direct deposit or any other payee.
2. **Call back.** Verify by calling the payee at a phone number already in District records, or from the payee's contract or official website. Never use a phone number, link or contact given in the request itself. Confirm the new account details directly with a known contact.
3. **Document.** Record the verification on the Payment Change Verification Record (Attachment A).
4. **Two people.** One Finance Team member verifies and the other approves before the change is entered in the expense management system, with the bank or with the payroll processor. No one verifies or approves a change to their own payment information. When a Finance Team member's own information changes, the other Finance Team member verifies and the independent reviewer approves.
5. **Email alone is never enough,** no matter who the request appears to come from, including the Fire Chief or a Board member.
6. **Red flags.** Urgency, a new email address or domain, a request to keep it quiet, a change just before a large payment, or an out-of-state or foreign bank. Stop and call.
7. **Possible fraud.** If a payment may have gone to a fraudulent account, treat it as an Information Incident and call the District's bank immediately. Hours matter in recovering funds.

11. Information Incidents

Sending something to the wrong place is not always a legally reportable data breach. But no one can judge that at the moment it happens, and waiting makes it worse. Every Information Incident is reported, no matter how small it seems.

> **REPORT IMMEDIATELY**
>
> Anyone who discovers an Information Incident reports it to the Fire Chief immediately, and no later than the end of the shift. If the Fire Chief cannot be reached, report to the Fire Chief's designee, who notifies the Fire Chief as soon as possible.
>
> Do not forward the material to explain the problem. Do not delete anything. Do not try to fix it quietly. Prompt, honest reporting of your own mistake is expected and will be considered in any review.

Response steps. Not every incident needs every step.

Step	What happens	Lead
1. Escalate	The Fire Chief contacts District Counsel and the IT Consultant and opens an incident file.	Fire Chief
2. Preserve	Keep the original email, attachments, recipient list, date and time, and file versions.	Person reporting, with the IT Consultant
3. Contain	Revoke links and permissions, recall or request deletion, and change exposed credentials, without destroying evidence.	IT Consultant, as directed
4. Identify	Determine what was exposed, whose information it is, who received or accessed it, and whether it meets the legal definition of personal information.	Fire Chief with District Counsel

Step	What happens	Lead
5. Notify the owner	If the information belongs to a vendor, employee, grantor, the County or another party, notify them as Counsel directs.	Fire Chief
6. Protect accounts	Contact the affected bank or organization about fraud controls, stop payments or account changes.	Finance Team
7. Legal notices	Counsel determines whether California breach notice applies (Civil Code 1798.29), who gets notice, and its content and timing. Notice to more than 500 California residents requires a sample copy to the Attorney General, which is posted publicly.	District Counsel
8. Other obligations	Check grant and award terms, contracts, insurance and banking requirements for separate reporting duties.	Grant Program Manager (grant terms); Fire Chief (insurance, contracts)
9. Inform the Board	The Fire Chief informs the Board Chair when an incident requires notice outside the District, and reports to the Board at the next meeting, in closed session if Counsel advises.	Fire Chief
10. Document and correct	Complete the incident file: facts, advice received, containment, notices and corrective action.	Fire Chief

TIMING

California law requires an agency to give any required breach notice in the most expedient time possible and without unreasonable delay. The 30-day deadline that took effect January 1, 2026 applies to businesses under Civil Code 1798.82. It is not a grace period for the District. Laws change, so District Counsel re-checks current requirements at the time of any incident.

12. Records

- Original, unredacted records are Confidential Records under Appendix F. Store them in a restricted District folder limited to the Finance Team and others with a business need, and retain them under Appendix G.
- Keep a copy of exactly what was sent, either the redacted version or a note of the Secure Method used, in the grant, audit or payment file.
- Payment Change Verification Records are kept in the vendor or employee payment file. Information Incident files are kept at least five years, or longer if District Counsel directs.

13. Training and acknowledgment

- The Finance Team, Battalion Chiefs, Grant Program Managers and anyone who prepares grant, audit or payment packages review this policy when assigned and each July, and sign the acknowledgment (Attachment B).
- Contracts with outside accountants and other contractors who handle these records should reference this policy.
- A one-page quick reference is kept at grant and finance workstations.

14. Compliance

Violations of this policy are handled under the applicable memorandum of understanding and Board policy.

15. Review

This policy is reviewed each July. The Fire Chief may update the Approved Secure Methods list and the attachments without Board action. The Fire Chief designates the Finance Team, the independent reviewer and the Fire Chief's designee in a written Assignment of Duties and may change those designations without Board action. Legal references in this policy are summaries; District Counsel's direction controls.

16. Related policies and references

- **Board Policy Manual:** Appendix A (Electronic Communication Policy and Information Security Procedures), Appendix D (Purchasing), Appendices F and G (Records), Appendix H (CAL Card) and Appendix I (Travel and Training).
- **Lexipol Policies:** 207 (Electronic Mail), 704 (Information Technology Use), 800 (Records Management), 801 (Release of Records), 803 (Patient Medical Record Security and Privacy) and 1100 (Facility Security).
- **Law and guidance:** California Civil Code 1798.29; 2 CFR 200.303(e); California Department of Justice, Data Security Breach Reporting (oag.ca.gov/privacy/databreach).

Attachment A: Payment Change Verification Record

Complete for every request to add or change payment instructions. Email alone is never enough.

Payee name	
Payee type	☐ Vendor ☐ Contractor ☐ Employee ☐ Other: _____
Date request received	
How received	☐ Email ☐ Letter ☐ Phone ☐ In person
Change requested	☐ Bank account ☐ Routing number ☐ Remittance address ☐ Payment method
Last 4 digits of new account	
Phone number called	
Source of that number	☐ District records ☐ Contract ☐ Official website
Person spoken with	
Date and time of call	
Change confirmed by payee?	☐ Yes ☐ No (STOP. Report as a possible Information Incident.)
Red flags noticed?	☐ None ☐ Urgency ☐ New email or domain ☐ Asked to keep quiet ☐ Other: _____
Verified by (name, signature, date)	
Approved by (name, signature, date)	
Entered in system by (name, date)	
Notes	

Attachment B: Acknowledgment

I have received and read Appendix J, Protection and Secure Transmission of Sensitive Information. I understand that I must:

- Redact Sensitive Information the recipient does not need, and send what they do need only by an Approved Secure Method.
- Stop and ask before sending when I am not sure.
- Verify any payment change by callback, never by email alone.
- Report any Information Incident to the Fire Chief, or the Fire Chief's designee, immediately and no later than the end of my shift.

Name	
Position	
Signature	
Date	

Original to the employee's personnel file. Review at assignment and each July.

LAKE VALLEY FIRE PROTECTION DISTRICT

Board Policy and Procedures Manual

Conforming Amendments for Appendices H, I and J

DRAFT October 22, 2026 | For adoption in the same Board action as Appendices H, I and J

How to read: ~~struck red text is deleted~~; underlined blue text is added. Unmarked text is unchanged and shown for context. Page references are to the Manual adopted June 22, 2023. The text of Appendices H, I and J is adopted separately as Exhibits A, B and C to the resolution. These conforming amendments are Exhibit D.

Table of Contents

TOC-1. After Appendix G

Why: Add the three new appendices.

APPENDIX G – RECORDS RETENTION TIMELINE

APPENDIX H – CAL CARD PURCHASING CARD POLICY

APPENDIX I – TRAVEL AND TRAINING POLICY

APPENDIX J – PROTECTION AND SECURE TRANSMISSION OF SENSITIVE INFORMATION

Article 4: Officers and Committees

4-1. Standing Committees, Finance

Why: The annual CAL Card program report (Appendix H, Section 9) goes to the Finance Committee.

Finance – Shall oversee and provide direction on all matters related to the financial management including but not limited to the budget, policies, ~~audit and expenditure reviews~~audit, expenditure reviews and the annual CAL Card program report.

Appendix A: Electronic Communication Policy and Information Security Procedures

A-1. Electronic Communication Policy, Section 2, Definitions

Why: As written, “User” means Board Members only, so the policy does not reach District employees or contractors.

User – ~~Board Members~~Board members, District employees, volunteers, and contractors who are given access to District computer equipment, communication equipment, e-mail or network resources.

A-2. Electronic Communication Policy, Section 3, Security

Why: Fixes a reference to a nonexistent “Attachment A,” names who receives security reports, and points sensitive-information incidents to Appendix J.

Security – The District's Information Security Procedures are ~~listed in Attachment A and are included as part of this Policy~~included in this Appendix A as part of this Policy to which all Users are expected to adhere.

… Users must help the District protect its systems and materials stored on those systems by immediately notifying the ~~District~~Fire Chief, or the Fire Chief's designee if the Fire Chief is unavailable, about security problems, including vandalism; unauthorized access or use; the downloading, uploading, or creation of computer viruses; and theft or misuse of District hardware or software or of materials and data created by Users. An incident involving sensitive financial or personal information is handled under Appendix J.

A-3. Electronic Communication Policy, Section 3, Confidentiality

Why: Ties the existing confidentiality rule to Appendix J and fixes garbled quotation marks.

… When Users send confidential information, it should be marked ~~„Confidential Information"~~"Confidential Information" so recipients are alerted to the nature of the information.

… The District Counsel should be contacted concerning any questions about whether a communication is confidential.

Sensitive financial and personal information, including bank account numbers, Social Security numbers and payroll detail, shall be redacted or sent only by an approved secure method as provided in Appendix J.

A-4. Information Security Procedures, Section 2, Definitions

Why: The definition says "Board members" only and runs into the Section 3 heading.

User - ~~Board members Section 3 – Policy Specifics~~Same meaning as in the Electronic Communication Policy, Section 2.

Section 3 – Policy Specifics *[restored as a separate heading]*

Appendix D: Purchasing Policy

D-1. Section 1, Definitions (after "Blanket purchase order")

Why: Defines the card the new appendix governs.

"CAL Card" means a District purchasing card issued through the State of California CAL Card program and used in accordance with the CAL Card Purchasing Card Policy (Appendix H).

D-2. Section 1, Definitions, "Fixed asset"

Why: Sets the dollar threshold the CAL Card policy and grant rules rely on.

"Fixed asset" means any item of equipment belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting principles. The District's capitalization threshold is $5,000 per item with a useful life of more than one year.

D-3. New Section 2A, after Section 2, Delegation of Authority

Why: Authorizes CAL Cards within the Fire Chief's purchasing authority, with the Board-approved apparatus emergency exception. Numbered 2A so later sections keep their numbers.

2A. CAL Card Purchasing Cards

The Fire Chief may issue CAL Cards to employees in accordance with the CAL Card Purchasing Card Policy (Appendix H). A signed Cardholder Agreement and the cardholder's

approved limits are the Fire Chief's documentation of delegated purchasing authority under this policy. No single-transaction limit may exceed the Fire Chief's purchasing authority, except a limit the Board approves for emergency apparatus purchases under Appendix H. A CAL Card may not be used for any purchase that requires a Vendor Request for Quote, informal bid or Board approval, except an emergency purchase made in accordance with Appendix H. The Board sets the Fire Chief's CAL Card limits, except for a temporary emergency increase made and reported to the Board as provided in Appendix H.

D-4. Section 5, Emergency Purchases

Why: Matches the existing rule for emergency services (Contracts for Special Services, C), so the Fire Chief's designee can approve emergency parts as well as services when the Fire Chief is unavailable.

Emergency purchases may be made by the Fire Chief, or when the Fire Chief is not immediately available, by his or her designee. Emergency purchases that exceed the Fire Chief's authority shall be reported to the Board of Directors by the Fire Chief as soon as possible, and no later than ten (10) days from the date the Fire Chief makes such a purchase.

D-5. Section 6.A, Purchases Not Exceeding $10,000

Why: Without this, every card purchase would still require a purchase order.

No competitive process is required for purchases of supplies, goods, materials, furnishings, equipment and other personal property not exceeding $10,000. ~~A~~Except for purchases made by CAL Card in accordance with Appendix H, a purchase order is required for the purpose of placing the order with the vendor and should accurately reflect all terms and conditions of the purchase.

D-6. Payment of Bills

Why: Puts receipts, not just a statement, in front of the Board, and allows payment before the meeting when the bank's due date requires it.

District bills shall be submitted to the Board at each meeting for review and approval. Each Board Member in attendance will initial the appropriate bill cover sheet acknowledging approval, and the signed forms shall be filed with the District's Administrative Assistant. The monthly CAL Card statement, with the itemized receipts and supporting documents for each transaction or electronic access to them, is presented with the bills. When the bank's payment due date falls before the next regular meeting, the statement may be paid when due and presented to the Board for ratification at that meeting.

Appendix G: Records Retention Timeline

G-1. Purchasing, after "Purchase orders"

Why: Adds a retention period for card records.

Purchase orders	AU+4	Original documents
CAL Card statements, receipts and reconciliations	AU+4	Grant-funded charges: CL+5 or as the award requires. Incident and mutual aid charges: five years after final CFAA payment.

Supporting Documents

For information. Issued by the Fire Chief. No Board action required.

LAKE VALLEY FIRE PROTECTION DISTRICT

Fire Chief's Assignment of Duties

Board Policy Manual Appendices H, I, J and K | Effective on adoption of Resolutions 26-13 and 26-14

The Board policies set the controls. This assignment names who carries them out. The Fire Chief may change it at any time by signing a new version, without Board action. If anything here conflicts with a Board policy, the Board policy controls. The Program Administrator keeps the signed original and gives copies to each person named, the independent reviewer and the Board for information.

Appendix H: CAL Card

Role	Assigned to
Program Administrator	Administrative Assistant
Approving Officials	Administrative Assistant and Fire Chief. The Fire Chief approves the Administrative Assistant's charges. The Board Chair approves the Fire Chief's charges (set by the Board).
Finance Team	Fire Chief and Administrative Assistant
Independent reviewer	The District's contract accountant
Grant Program Manager	Assigned by award. Fuels and prevention grants: Battalion Chief, Prevention/Fuels Division
Fire Chief's designee for emergency purchases and Exhibit 2 incident approvals	On-duty Battalion Chief
Apparatus emergency cardholder	Head Mechanic

Card limits by position. Set by the Fire Chief within the Appendix H caps of $10,000 a month and $5,000 per transaction.

Position	Monthly limit	Per transaction
Firefighter EMT / Firefighter Paramedic	$500	$250
Engineer	$500	$250
Defensible Space Inspector	$500	$250
Captain	$1,000	$500
Battalion Chief	$5,000	$5,000
Administrative Assistant	$10,000	$5,000
Apparatus emergency cardholder (set by the Board)	$20,000	$20,000
Fire Chief (set by the Board)	$10,000	$10,000

Appendix I: Travel and Training

Role	Assigned to
Training requests, including registration, travel and lodging	Battalion Chief who oversees the Training Division

Role	Assigned to
Same-day training with no registration fee or travel cost	Any Battalion Chief
Out-of-state travel, other overnight travel, and the Training Battalion Chief's own requests	Fire Chief
District office: bookings for non-cardholders, claim review, training records	Administrative Assistant
Travel Expense Report approval	Fire Chief. The Board Chair approves the Fire Chief's claims (set by the Board).
Grant-funded travel check	Grant Program Manager for the award

Appendix J: Sensitive Information

Role	Assigned to
Finance Team (two-person payment change verification)	Fire Chief and Administrative Assistant
Independent reviewer (approves a Finance Team member's own payment change)	The District's contract accountant
Fire Chief's designee for incident reports	On-duty Battalion Chief
IT Consultant	The District's contracted IT provider

Appendix K: Federal Award Financial Management

Role	Assigned to
Award administrator	Administrative Assistant
Independent reviewer	The District's contract accountant
Grant Program Manager	Assigned by award. Fuels and prevention grants: Battalion Chief, Prevention/Fuels Division

_____ _____

John McNamara, Fire Chief Date

CAL Card Use

DRAFT custom policy for Lexipol. Policy number 211 proposed (Chapter 2, Organization and Administration).

211.1 PURPOSE AND SCOPE

This policy tells members how to use a District CAL Card. It summarizes the CAL Card Purchasing Card Policy adopted by the Board of Directors (Board Policy and Procedures Manual, Appendix H). If this policy and Appendix H ever differ, Appendix H controls.

211.2 POLICY

Your CAL Card is District property. Use it only for District business, only within your limits, and only yourself. Every charge needs an itemized receipt and a business purpose. Before receiving a card you sign the Cardholder Agreement and complete training.

211.3 CARD LIMITS

Position	Monthly limit	Per transaction
Firefighter EMT / Firefighter Paramedic	$500	$250
Engineer	$500	$250
Defensible Space Inspector	$500	$250
Captain	$1,000	$500
Battalion Chief	$5,000	$5,000
Administrative Assistant	$10,000	$5,000
Head Mechanic	$20,000	$20,000
Fire Chief	$10,000	$10,000

Charges over your limit will decline. For a higher limit, submit a Limit Increase Request through your supervisor. Never split a purchase across charges, cards or days to stay under a limit. Head Mechanic charges over $10,000 are for apparatus emergencies only and need approval from the Fire Chief or on-duty Battalion Chief first.

211.4 NEVER BUY

- Anything personal, even if you plan to pay it back
- Alcohol, tobacco or cannabis
- Gift cards, cash, cash back, prepaid cards or money orders
- Meals, gifts, flowers or parties, unless the Travel and Training Policy, the incident rules or the Fire Chief allow it in advance
- Items of $5,000 or more per item
- Contractor work on District property, or items already under a District contract or purchase order
- Fuel for District vehicles (use the fuel card; if it is missing or not accepted, use the CAL Card and note why)
- Orders or travel booked through a personal account, or with your personal loyalty or rewards number
- PayPal, Venmo or similar payments, or subscriptions the Program Administrator has not approved
- Anything from a business you or your family has a financial interest in

211.5 RECEIPTS AND MONTHLY RECONCILIATION

- Keep the itemized receipt showing each item, not just the card slip. Hotels need the folio. Online orders need the order detail.
- Enter the business purpose and account code for each charge, attach the receipt, and submit in the District's expense management system (currently Sage) within 7 calendar days after the billing cycle closes.
- The Administrative Assistant or the Fire Chief reviews and approves every charge in Sage. Incomplete charges are returned to you to fix.
- Any approval you get from a Chief Officer before a purchase, such as a limit increase or emergency approval, must be in writing and forwarded to the Fire Chief and the Administrative Assistant.
- Missing documentation stays your responsibility until you provide it. If a vendor cannot provide a receipt copy, complete a Lost Receipt Affidavit, signed by the Administrative Assistant or Fire Chief.
- Two late or incomplete reports, or more than two lost receipts, in 12 months may lead to suspension of your card.

211.6 TRAVEL AND TRAINING

Routine travel and training follow the Travel and Training Policy (Appendix I). Get approval before booking: the Training Division Battalion Chief for training, and the Fire Chief for other overnight or out-of-state travel. Put registration on your CAL Card. Use it for lodging, airfare and rentals when you can, or book travel on your own card and claim it on a Travel Expense Report after the trip. CAL Card bookings go through District accounts with no personal rewards number. If you book on your own card, you may use your own rewards number.

211.7 INCIDENT ASSIGNMENTS

- The incident feeds and houses you first. Use the card for a meal, room or other expense only when the incident cannot provide it and approves it on an ICS-213 with an S-number, or the on-duty Battalion Chief approves it in advance by text or email.
- Rental vehicles and rental fuel go on the CAL Card. Fuel for District vehicles goes on the fuel card. If the fuel card is missing or not accepted, use the CAL Card and note why.
- If a rental or room is likely, ask the Fire Chief or on-duty Battalion Chief to raise your limit in writing before you buy.
- The CAL Card is preferred. You may pay for an approved room or crew meal with your own card, but get the approval first. Without it, the cost is yours. Never put a rental or its fuel on your own card. Claim personal payments on a Travel Expense Report.
- List the incident name and number, resource order number and S-number on every charge (for crew meals, also the names and agencies of everyone fed), and turn in your paperwork within 5 calendar days of returning. See Memo 2026-06, Section 7.

211.8 GRANT-FUNDED PURCHASES

If a purchase will be paid with grant funds, check with the Grant Program Manager before you buy, and code the charge to the award.

211.9 FUEL CARDS

Fuel cards are for District vehicles only. Enter the unit number and odometer when prompted and keep the receipt. Checkout fuel cards are signed out and back in on the log kept at Station 7 under the on-duty Battalion Chief.

211.10 LOST CARDS, DISPUTES AND RETURNS

Report a lost or stolen card to the bank and the Program Administrator right away. For a wrong or duplicate charge, contact the vendor first, then the Program Administrator. Refunds go back to the card, never as cash or store credit.

211.11 LEAVING THE DISTRICT OR CHANGING POSITIONS

Reconcile all charges and turn in your card before your last day. Your limits change when your position changes.

211.12 VIOLATIONS

Failure to follow this policy may result in suspension or revocation of card privileges and corrective action as outlined in the applicable MOU or Board policy. Repay any unauthorized charge within 30 days of being notified of it.

Questions: CAL Card and receipts, the Administrative Assistant (Program Administrator). Incident expenses, the on-duty Battalion Chief. Anything else, the Fire Chief.

LAKE VALLEY FIRE PROTECTION DISTRICT

CAL Card Review and Documentation Procedure

Administrative procedure issued by the Fire Chief under Board Policy Manual, Appendix H | DRAFT October 22, 2026

1. Purpose

This procedure is for the people who review CAL Card charges: the Administrative Assistant and Fire Chief, who approve every charge in Sage, the Grant Program Manager and the contract accountant. It carries out Appendix H and does not change it. If the two differ, Appendix H controls. Cardholders follow Lexipol Policy 211. The District currently uses Sage as its expense management system.

The standard: every charge is documented well enough that someone who was not involved can tell what was bought, why, and how it was paid for, without asking the cardholder. This comes from the contract accountant's FY2026 review, which found too many charges could not be verified from the monthly package.

2. Who does what

Role	Responsibility
Approving Official (Administrative Assistant or Fire Chief)	Reviews and approves every charge in Sage within 5 calendar days of submission using Section 4, and returns incomplete charges. The Fire Chief approves the Administrative Assistant's charges. The Board Chair approves the Fire Chief's charges, and the Administrative Assistant records that approval in Sage.
Grant Program Manager	Reviews every grant-coded charge under Appendix H, Exhibit 1, before it is approved.
Program Administrator (Administrative Assistant)	Tracks documentation outstanding, manages cards and limits, keeps the recurring charges list, and reviews the fuel card checkout log monthly.
Finance Team (Administrative Assistant and Fire Chief)	Codes to the general ledger, pays the bank, assembles the Board packet, and handles year-end cutoff.
Contract accountant	Independently reviews every CAL Card and fuel card transaction each month before the Board packet, including the Administrative Assistant's and Fire Chief's own cards, reports exceptions to the Fire Chief, and keeps the exception log.

3. What a complete charge looks like

A card slip, statement line or payment confirmation proves a payment, not what was bought. It is never enough on its own.

Type of charge	What should be attached
Every charge	Itemized receipt or invoice; business purpose; account code.
Lodging (routine travel)	Itemized hotel folio; travel dates; approved Travel and Training Request (Appendix I).
Meals	Itemized receipt; attendees; purpose; advance approval. No alcohol.

Type of charge	What should be attached
Online and general retailers	Order detail listing each item.
Subscriptions and recurring vendors	Invoice showing the service period, or a cross-reference to the named folder; named owner.
Grant-funded	Everything required by Appendix H, Exhibit 1, including the award code and name.
Incident and mutual aid	Everything required by Appendix H, Exhibit 2: incident name and number, resource order number, S-number, signed ICS-213 or written Battalion Chief approval, final rental invoice, and names and agencies of everyone fed for crew meals.
Head Mechanic charges over $10,000	Written approval from the Fire Chief or on-duty Battalion Chief naming the unit, what happened, the vendor and the cost.
Temporary limit increases	Written approval from the Fire Chief, or the on-duty Battalion Chief under Exhibit 2, and the Limit Increase Request.
Lost receipt	Lost Receipt Affidavit signed by the Administrative Assistant or Fire Chief.

4. Screening guide

RED: Stop. Do not approve.

- **Personal** purchases, including the personal part of a mixed purchase (Government Code 8314; California Constitution, Article XVI, Section 6)
- **Alcohol** on any funding source
- **Gift cards, cash,** cash back, prepaid cards and money orders
- **Campaign or political activity** of any kind
- Other Appendix H prohibitions: tobacco or cannabis, personal accounts or loyalty numbers, PayPal or Venmo, unapproved recurring charges, conflict-of-interest vendors
- **Fines and penalties** charged to a federal award (2 CFR 200.441)

Action: mark ESCALATE. The cardholder repays as Appendix H requires, and the Fire Chief decides any corrective action.

YELLOW: Get support before approving.

Category	What to check
Meals	Itemized receipt, attendees, purpose, approval; no alcohol; reasonable tip.
Gifts, flowers, awards	Fire Chief's written advance approval and a clear public purpose.
Entertainment, social events	Public purpose and authority documented. Generally not allowed on federal awards.
Travel and lodging	Approved Travel and Training Request; lodging within the GSA or conference rate, and Fire Chief approval for lodging within 50 miles; folio extras such as minibar, movies, upgrades, extra guests or nights outside the trip.
General retailers	Itemized detail; personal items, food or gifts mixed in.
Subscriptions, technology	Owner, service period, auto-renewal, duplicates, still needed.
Equipment and higher-dollar	$5,000 capitalization threshold; several purchases that add up to one asset; purchasing authority.
Split or repeated purchases	Same vendor on nearby dates, or charges just under a limit.
Late fees and interest	Why, whether avoidable, and who pays.

Category	What to check
Charges over $10,000	Written approval attached; apparatus emergency documented; Board report within 10 days.
Incident charges	ICS-213 and S-number attached; limit increase documented; no per diem claimed for crew meals. District vehicle fuel on a CAL Card has the reason noted.
Fire Chief emergency limit increase	Board member approval, or written notice to all Board members within 72 hours.

5. Stop and Ask test

1. **What was purchased?** Can you tell from the receipt?
2. **Why?** Is the District purpose clear?
3. **Who benefited?** The District and public, or an individual?
4. **Was it authorized?** Does it follow Appendix H and the Purchasing Policy?
5. **Is the amount reasonable?** Would it hold up to outside review?
6. **Is the funding source right?** If grant-funded, is it allowable under Exhibit 1?
7. **Is anything unusual?** Alcohol, gifts, upgrades, penalties or large tips?
8. **Is the documentation complete?** Could someone else verify it without asking?
9. **Would we be comfortable explaining it publicly?**

6. Review codes and escalation

Code	Meaning
PASS	Supported, District purpose clear, no allowability issues.
FOLLOW-UP	More documentation, purpose or coding information needed.
ESCALATE	Possibly prohibited, unusual or grant-sensitive; needs a decision above the reviewer.
CORRECTION	A personal, unallowable or unsupported part must be repaid or recoded.

Escalation: Administrative Assistant, then Fire Chief. Grant questions go to the Grant Program Manager. The Fire Chief decides whether to involve District counsel. A questioned charge is not an accusation; it is a checkpoint.

7. Monthly package

- The Board packet includes the statement and the receipts and supporting documents for each charge, or electronic access to them, plus a list of any charge still marked documentation outstanding. Incomplete charges are never treated as complete just to close the month.
- Records kept outside the expense management system are filed as CAL Card > Fiscal Year > Statement Month > Cardholder, with file names YYYY-MM-DD_Vendor_Amount.
- The Program Administrator keeps a recurring charges list showing vendor, owner, card, service period, renewal date and invoice location, reviewed once a year.
- Until the Fire Chief determines the expense management system meets the trusted system requirements of Appendix F, original paper receipts go to the Finance Team after upload.

8. Year-end cutoff

- For the June and July statements, check when goods were received or services performed so each charge lands in the right fiscal year.
- Flag annual subscriptions, memberships and registrations running past June 30 for prepaid treatment, and items of $5,000 or more, or parts that add up to one asset, for capital asset review.

9. Exceptions

The contract accountant keeps a monthly exception log (cardholder, charge, code, resolution) and gives the Fire Chief a quarterly summary of repeat issues for use in cardholder training. The annual program report to the Finance Committee includes an exception summary.

10. Fuel cards

- Fuel cards are on each engine and ambulance and issued to the Battalion Chiefs, Fire Chief and Head Mechanic. Three checkout cards are kept at Station 7 under the on-duty Battalion Chief for training and fire assignments.
- Checkout cards are signed out and back in on a log showing name, dates, unit number and purpose (training name, or incident and resource order number). The Program Administrator reviews the log monthly against the fuel card statement.
- Fuel cards are for District vehicles. Rental vehicle fuel goes on the CAL Card. If a fuel card is missing or not accepted, District vehicle fuel may go on the CAL Card with the reason noted.
- **Red flags:** fuel when no checkout card was signed out, fills larger than the tank, non-fuel purchases, several fills in one day, or fuel far from the assignment.

11. References

- Board Policy Manual, Appendix H (CAL Card Policy, Exhibits 1 and 2), Appendix D (Purchasing), Appendix F (Records Retention), Appendix I (Travel and Training)
- Lexipol Policy 211, CAL Card Use; Memo 2026-06, Section 7
- California Fire Assistance Agreement, Exhibit H, and the current Cal OES Rate Letter
- State Controller, Special District Uniform Accounting and Reporting Procedures, Sections 2.11 and 2.12
- 2 CFR Part 200, Sections 200.216, 200.302, 200.313, 200.320, 200.403, 200.423, 200.438, 200.441 and 200.475
- Contract accountant memoranda, September 2026

_____ _____

John McNamara, Fire Chief Date

LAKE VALLEY FIRE PROTECTION DISTRICT

CAL Card Quick Reference

A summary of Policy 211 and the CAL Card Policy (Board Policy Manual, Appendix H). If anything here differs, Appendix H controls.

Your limits. Firefighter, Engineer and Defensible Space Inspector: $500 a month, $250 per charge. Captain: $1,000 a month, $500 per charge. Over your limit, the card declines. Need more? Submit a Limit Increase Request through your supervisor.

DO

- **Use it only for District business,** and only yourself. Never lend your card.
- **Get the itemized receipt,** not just the card slip. Hotels: the folio. Online: the order detail.
- **Enter it in Sage** with the business purpose and account code, receipt attached, within 7 days after the billing cycle closes.
- **Get approvals in writing.** Text or email from a Chief Officer, forwarded to the Fire Chief and the Administrative Assistant.
- **Use District business accounts** for online orders and CAL Card travel bookings.
- **Use the fuel card** for District vehicles. If it is missing or not accepted, use the CAL Card and note why.
- **Report a lost or stolen card** to the bank and the Administrative Assistant right away.
- **Send refunds back to the card,** never as cash or store credit.

DON'T

- **Buy anything personal,** even if you plan to pay it back.
- **Split a purchase** across charges, cards or days to stay under your limit.
- **Buy alcohol, tobacco or cannabis.**
- **Buy gift cards, cash, cash back,** prepaid cards or money orders.
- **Buy meals, gifts, flowers or parties** without advance approval.
- **Buy items of $5,000 or more,** or contractor work on District property.
- **Use PayPal, Venmo or Cash App,** or start a subscription without approval.
- **Use your personal loyalty or rewards number** on a CAL Card purchase.
- **Buy from a business** you or your family has a financial interest in.

ON A FIRE ASSIGNMENT

- **Incident first.** Use the card only when the incident cannot provide it and approves it on an ICS-213 with an S-number, or the on-duty BC approves it in advance by text or email.
- **Room or rental likely?** Get your limit raised in writing before you buy.
- **Rentals and rental fuel:** CAL Card only. Photograph the vehicle at pickup and return.
- **Your own card:** OK for an approved room or crew meal. Get the approval first or the cost is yours. Never a rental or its fuel.
- **Every charge:** incident name and number, resource order number and S-number. Crew meals: names and agencies of everyone fed.
- **Paperwork** to the Administrative Assistant within 5 calendar days of return.

TRAINING AND TRAVEL

- **Get approval first.** Training Division BC for training. Fire Chief for other overnight or out-of-state travel.
- **Registration:** CAL Card.
- **Lodging, airfare, rentals:** CAL Card preferred, or book on your own card and claim it on a Travel Expense Report.
- **Rewards numbers:** your own is OK on your own card, never on the CAL Card.
- **Meals** are paid as per diem on the Travel Expense Report, not on the card.
- **Hotel extras** like movies or minibar are yours to pay.

Problems? An unauthorized charge is repaid within 30 days of notice, and the card can be suspended. Two late or incomplete reports, or more than two lost receipts, in 12 months may lead to suspension.

Questions: CAL Card and receipts, the Administrative Assistant. Incident expenses, the on-duty Battalion Chief. Anything else, the Fire Chief.

LAKE VALLEY FIRE PROTECTION DISTRICT

Sensitive Information Quick Reference

A summary of Appendix J, Protection and Secure Transmission of Sensitive Information. If anything here differs, Appendix J controls.

What counts. Bank account numbers; Social Security and taxpayer ID numbers; driver's license and other government ID numbers; full card numbers, security codes and PINs; passwords and logins; payroll detail beyond name, position, hours, pay rate and gross pay; confidential vendor information. The District's own FEIN does not count.

BEFORE IT LEAVES: REDACT, SECURE OR STOP

- **Recipient does not need it?** Redact it before sending.
- **Recipient needs it?** Send it only by a Secure Method.
- **Not sure?** Stop. Ask the Fire Chief or Administrative Assistant first.
- **Ordinary email is not secure.** No regular attachments, email body, text messages, or personal email or cloud accounts.

WHAT TO REDACT

- **Checks and bank statements:** account number except the last 4 digits, front and back.
- **Payroll records:** SSN, home address, birth date, deductions, garnishments, direct deposit, leave reasons. Leave name, position, hours, pay rate and gross pay.
- **CAL Card statements:** card number except the last 4 digits.
- **Vendor invoices:** bank account and routing numbers.
- **W-9s and 1099s:** do not send. If required, last 4 digits only.
- **Do not over-redact.** Grantors still need to verify the transaction.

SECURE METHODS, IN ORDER

- **First:** The recipient's own portal or upload link (FEMA GO, Cal OES, County or auditor site).
- **Second:** A District cloud link shared only with the named person, expiring in 30 days or less.
- **Third:** District encrypted email, once the IT Consultant confirms it is set up.
- **Passwords** for protected files go separately, by phone or text.
- **Never:** "anyone with the link," personal accounts, or USB drives by mail.

HOW TO REDACT

- **Use a true redaction tool,** such as Adobe Acrobat Pro "Redact." Black boxes, highlighting and marker do not work.
- **Paper:** scan first, then redact the file.
- **Save a new file** with "REDACTED" in the name. Never overwrite the original.
- **Verify:** search for the number and try to copy it. If anything comes back, it failed.
- **Second check:** someone who did not prepare a grant or audit package confirms the redactions.

PAYMENT CHANGE REQUESTS

- **Call back** at a number already on file. Never use the contact in the request.
- **Two people:** one Finance Team member verifies, the other approves. Use Attachment A.
- **Email alone is never enough,** even from the Fire Chief or a Board member.
- **Red flags:** urgency, new email or domain, "keep it quiet," a change before a big payment, out-of-state or foreign bank.
- **Possible fraud?** Call the District's bank immediately. Hours matter.

RECEIVING IT

- **Ask senders** to use a Secure Method or deliver in person.
- **Arrived by email?** Save it to the restricted District folder, do not forward it, then delete the email and empty deleted items.
- **Never save it** to a desktop, personal device or personal cloud account.

SOMETHING WENT WRONG? REPORT IT NOW

- **Tell the Fire Chief immediately,** no later than the end of your shift. If the Fire Chief cannot be reached, tell the on-duty Battalion Chief.
- **Do not** forward it to explain the problem, delete anything, or try to fix it quietly. Prompt, honest reporting of your own mistake is expected and counts in any review.

Questions: the Fire Chief or the Administrative Assistant.

LAKE VALLEY FIRE PROTECTION DISTRICT

Board of Directors | Regular Meeting, November 12, 2026

Resolution No. 26-14

Adopting Board Policy Manual Appendix K (Federal Award Financial Management)

Contents

Board Action Documents

1. Staff Report — Page 3–5
2. Resolution No. 26-14 — Page 6–7
3. Exhibit A: Appendix K, Federal Award Financial Management — Page 8–11

Supporting Documents

For information. Issued by the Fire Chief. No Board action required.

4. Fire Chief's Assignment of Duties (Appendices H, I, J and K) — Page 13–14

14 pages. Every page is stamped at the bottom with its item and packet page number. Use the PDF bookmarks to jump to any item.

Board Action Documents

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

Date: November 12, 2026

To: Board of Directors

From: John McNamara, Fire Chief

Subject: Adoption of Board Policy and Procedures Manual Appendix K, Federal Award Financial Management

Executive Summary

Staff requests that the Board adopt Resolution No. 26-14, adding Appendix K, Federal Award Financial Management, to the Board Policy and Procedures Manual. Appendix K is the District's written procedure for managing Federal award payments and deciding which costs can be charged to a Federal award, as the Uniform Guidance requires. It puts in writing how the District already handles Federal awards, and it adds no new costs.

Background

The District receives Federal awards directly and Federal funds passed through State agencies. The Uniform Guidance (2 CFR Part 200) requires recipients to have written procedures for requesting Federal payments and for determining whether costs are allowable, and to keep effective internal controls over Federal awards (2 CFR 200.302 and 200.303). Awarding agencies and auditors ask for these procedures.

Adopting these procedures as a Board appendix makes them District policy and ties them to the CAL Card, Travel and Training, and Sensitive Information policies on this agenda.

Key provisions:

- **Separation of duties.** The County Auditor-Controller keeps the District's books and makes all payments, and the Board reviews every bill under Appendix D. The Fire Chief approves every Federal charge, reimbursement request and financial report, and an independent reviewer designated by the Fire Chief, currently the contract accountant, reviews them first.
- **Payments.** Reimbursement is the default. Advances are requested only when the awarding agency requires or allows them, are kept to the minimum needed, and earn interest that is tracked and remitted as required.
- **Allowable costs.** Before a cost is charged to a Federal award, it must pass the Uniform Guidance tests: necessary, reasonable, allocable, consistently treated and documented. Questionable costs are not charged until resolved in writing.

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

- **Records and reports.** Each award has its own file and accounting code. Equipment of $5,000 or more is tracked in the property records, SF-425 reports are reconciled to the County's records, and records are kept at least five years after closeout.

Ties to the other new policies. Appendix K is written to work with the policies on this agenda. It:

- **Grant Program Manager.** Adds this role, matching Appendices H and J, to confirm costs are allowable before they are incurred.
- **Travel.** Points Federal travel to Appendix I as the District's written travel policy under 2 CFR 200.475.
- **Sensitive information.** Requires reimbursement packages to be sent securely and redacted under Appendix J.
- **Other ties.** Ties grant-funded CAL Card purchases to Appendix H, Exhibit 1, the equipment threshold to Appendix D, and record retention to Appendix G.

Operational Impact

No operational changes are anticipated. Appendix K puts current practice in writing. Under the Fire Chief's Assignment of Duties, the Administrative Assistant keeps the award files, the Grant Program Manager for each award confirms costs before they are incurred, and the contract accountant reviews charges and reports.

Fiscal Impact

No new fiscal obligations or budget adjustments are required. Written procedures that meet the Uniform Guidance protect the District's Federal reimbursements and reduce the risk of disallowed costs and audit findings.

Legal Considerations

- **Adoption.** Appendix K is adopted by resolution and becomes part of the Manual. The Fire Chief may update citations to match amendments to 2 CFR Part 200 without changing the substance and without further Board action.
- **Order of action.** Appendix K refers to Appendices H, I and J and to the conforming amendments to Appendix D. The Board should act on that item first.
- **Award terms.** Where an award's terms are stricter than Appendix K, the award terms control.

LAKE VALLEY FIRE PROTECTION DISTRICT

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Recommendation

Staff recommends that the Board of Directors adopt Resolution No. 26-14, adopting Appendix K, Federal Award Financial Management, of the Board Policy and Procedures Manual, and authorize the Fire Chief to implement it.

Attachments

1. Resolution No. 26-14
2. Exhibit A to the Resolution: Appendix K, Federal Award Financial Management

LAKE VALLEY FIRE PROTECTION DISTRICT

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RESOLUTION NO. 26-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE VALLEY FIRE PROTECTION DISTRICT

ADOPTING APPENDIX K, FEDERAL AWARD FINANCIAL MANAGEMENT, OF THE BOARD POLICY AND PROCEDURES MANUAL

WHEREAS, the Lake Valley Fire Protection District is authorized to provide fire protection, emergency medical services, and community risk reduction services within its jurisdiction; and

WHEREAS, the District receives Federal awards directly and Federal funds passed through State agencies; and

WHEREAS, the Uniform Guidance, 2 CFR Part 200, requires the District to keep written procedures for managing Federal award payments and determining the allowability of costs, and to maintain effective internal controls over Federal awards (2 CFR 200.302 and 200.303); and

WHEREAS, the Board is adopting Appendices H, I and J and conforming amendments to the Board Policy and Procedures Manual, which Appendix K relies on; and

WHEREAS, the Board has reviewed the staff report dated November 12, 2026, and proposed Appendix K, Federal Award Financial Management; and

WHEREAS, the Board of Directors desires to take action consistent with the mission and operational needs of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Valley Fire Protection District does hereby:

1. Adopt Appendix K, Federal Award Financial Management, attached as Exhibit A, as part of the Board Policy and Procedures Manual.

2. Add Appendix K to the Table of Contents of the Board Policy and Procedures Manual.

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
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3. Authorize the Fire Chief, or their designee, to update citations in Appendix K to match amendments to 2 CFR Part 200, without changing its substance and without further Board action.

4. Direct District staff to carry out the intent of this resolution.

5. This resolution takes effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Lake Valley Fire Protection District at a regular meeting held on November 12, 2026, by the following vote:

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTAIN:	_____

_____

John Rice

Board Chair

Lake Valley Fire Protection District

ATTEST:

_____

Kayla Galvan

Clerk of the Board

LAKE VALLEY FIRE PROTECTION DISTRICT

Board Policy and Procedures Manual

Appendix K: Federal Award Financial Management

DRAFT October 22, 2026 | Adopted by the Board: _____

1. Purpose and scope

This policy sets the District's written requirements for managing Federal award payments and for determining whether a cost can be charged to a Federal award. This policy meets the financial management (2 CFR 200.302), internal control (2 CFR 200.303) and payment (2 CFR 200.305) requirements of the Uniform Guidance and applies the cost principles in 2 CFR Part 200, Subpart E.

Applies to. All Federal awards the District receives directly, and all Federal funds passed through a State agency or other entity to the District.

Authorities. 2 CFR Part 200 (Uniform Guidance), as implemented by each awarding agency; for the Department of the Interior, 2 CFR Part 1403. If an award's terms are stricter than this policy, the award terms control.

Related policies. Appendix D (Purchasing), Appendix G (Records Retention), Appendix H (CAL Card, including Exhibit 1, Grant-Funded Purchases), Appendix I (Travel and Training) and Appendix J (Sensitive Information).

2. Roles and separation of duties

The El Dorado County Auditor-Controller keeps the District's accounting records of record and processes all District disbursements under a service agreement. This ensures that payment authorization and approval are separate from payment processing. Under Appendix D, all District bills, including the monthly CAL Card statement and receipts, go to the Board at each regular meeting for review and approval, so the Board sees every disbursement, including those charged to Federal awards.

Role	Responsibility
Fire Chief	Authorizing official. Approves every charge to a Federal award, every reimbursement request and every Federal financial report before submission. The District's point of contact with the awarding agency.
Grant Program Manager	The staff member assigned to manage a specific award. Confirms a cost is allowable and within the award budget before it is incurred, codes it to the award, and reviews reimbursement and audit packages, including redactions under Appendix J.
Award administrator	Designated by the Fire Chief. Keeps the award file. Assembles supporting documents, prepares draft reimbursement requests, and tracks authorized, obligated, expended and unobligated amounts by award.
Independent reviewer	A qualified person designated by the Fire Chief who does not manage the award or prepare its reimbursement requests, such as the District's contract accountant. Reviews proposed charges for allowability under Subpart E. Prepares or reviews the SF-425 and other Federal financial reports. Reconciles award records to the District's accounting records.

Role	Responsibility
County Auditor-Controller	Maintains the general ledger, processes disbursements, and produces the accounting reports that Federal financial reports are prepared from.

If the Fire Chief is also the Grant Program Manager for an award, the independent reviewer's review is the independent check before approval. The Fire Chief assigns these roles in a written Assignment of Duties and may change them without Board action.

3. Payment management (2 CFR 200.305)

3.1 Reimbursement first. Reimbursement is the District's default method of payment on all Federal awards. The District requests an advance only when the awarding agency requires or expressly allows it and the District cannot reasonably carry the cost until reimbursed.

3.2 Reimbursement requests. Each request is:

- Supported by paid invoices, payroll records or other source documents showing the cost was actually incurred and paid.
- Limited to costs found allowable under Section 4.
- Reconciled to the District's accounting records before submission.
- Reviewed by the independent reviewer and approved in writing by the Fire Chief before submission.
- Sent through the awarding agency's portal or another Secure Method, with Sensitive Information redacted, under Appendix J.
- Submitted at least quarterly for any award with activity during the period, unless the award terms require otherwise.

3.3 Advances. When an advance is authorized, each request is limited to the minimum amount needed and timed to actual, immediate cash needs. The District does not draw funds before they are needed, pays advanced funds out for the authorized purpose as promptly as practicable, and does not hold advanced Federal funds longer than needed to make the payment.

3.4 Interest on advances. Advanced Federal funds are kept in an interest-bearing account unless an exception under 2 CFR 200.305 applies. The award administrator tracks interest earned on advanced funds by award. Interest above the annual amount the District may keep under 2 CFR 200.305 is remitted each year as the awarding agency directs. Any interest kept is documented in the award file.

3.5 Cash management. Federal funds are not held in a separate bank account. Federal receipts and expenditures are identified by award in the District's accounting records and can be reconciled to the County Auditor-Controller's general ledger at all times.

4. Deciding whether a cost is allowable (2 CFR Part 200, Subpart E)

4.1 Allowability tests. Before any cost is charged to a Federal award, the District confirms that it:

- Is necessary and reasonable for the award (2 CFR 200.403, 200.404).
- Is allocable to the award, meaning it is incurred specifically for the award or benefits it in a share that can be reasonably determined (2 CFR 200.405).
- Conforms to any limit or exclusion in the Uniform Guidance or the award terms.
- Is consistent with District policies that apply the same way to Federally funded and other District activities.

- Is treated consistently. A cost may not be charged as a direct cost if other costs for the same purpose in like circumstances are treated as indirect.
- Is determined under generally accepted accounting principles.
- Is not counted as a cost, cost share or match on any other Federally funded program.
- Is adequately documented.

4.2 Review sequence. The Grant Program Manager confirms a cost is allowable and within the award budget before it is incurred. The independent reviewer reviews proposed charges against Section 4.1 and the approved budget, and the Fire Chief approves them in writing. A cost the independent reviewer flags as questionable is not charged to the award until the question is resolved in writing, with the awarding agency if needed.

4.3 Direct and indirect costs. The District charges costs to Federal awards directly. It does not charge indirect costs unless it has an indirect cost rate approved by its cognizant Federal agency, or elects and is eligible to use the de minimis rate allowed under 2 CFR Part 200 and applies it consistently. Any such election is documented in the award file before the first charge.

4.4 Unallowable costs. The District does not charge any cost that Subpart E makes unallowable, including alcoholic beverages (2 CFR 200.423), contributions and donations (200.434), entertainment (200.438), fines and penalties (200.441), general costs of government (200.444), interest except as expressly allowed (200.449) and lobbying (200.450).

4.5 Travel and compensation. Travel charged to a Federal award follows Appendix I, which is the District's written travel policy under 2 CFR 200.475, and any stricter award terms. Compensation charged to an award is supported by records that accurately reflect the work performed (2 CFR 200.430).

4.6 CAL Card purchases. A CAL Card purchase charged to a Federal award also follows Appendix H, Exhibit 1.

4.7 Documentation. Each charge to a Federal award must be supported by source documents in the award file that let a third party see what was purchased, when, at what cost, under which award, and why it was necessary for the award.

5. Award records and equipment

The District maintains a separate file and separate accounting identification for each Federal award. For each award it records the authorized amount, obligations, expenditures, unobligated balance, cost share or match where required, assets bought with Federal funds, and program income or interest where applicable.

Equipment. Equipment is tangible property with a useful life of more than one year and a per-unit cost of $5,000 or more, the District's capitalization threshold in Appendix D, unless the award sets a lower threshold. Equipment bought with Federal funds is recorded in the District's property records under 2 CFR 200.313, including the award number, Federal share of cost, acquisition date and cost, location, condition and final disposition.

6. Financial reporting

The District prepares Federal financial reports, including the SF-425 Federal Financial Report, on the same basis of accounting used in its own records and annual audited financial statements. The independent reviewer prepares or reviews each report and reconciles it to the County Auditor-Controller's records, and the Fire Chief approves it before submission. Reports are submitted by the deadlines in the award terms.

7. Records retention

Financial records, supporting documents, statistical records and all other records for a Federal award are kept at least three years from submission of the final expenditure report (2 CFR 200.334) and, under Appendix G, five years after award closeout (CL+5), or longer when litigation, an audit, a claim or the award terms require it. Unredacted originals are Confidential Records and are stored as Appendix J requires.

8. Review

This policy is reviewed with the Manual each year, and after any material change to the Uniform Guidance, to the District's service agreement with the County Auditor-Controller, or to the District's accounting platform. The Fire Chief may update citations to match amendments to 2 CFR Part 200, without changing the substance of this policy, without Board action.

Supporting Documents

For information. Issued by the Fire Chief. No Board action required.

LAKE VALLEY FIRE PROTECTION DISTRICT

Fire Chief's Assignment of Duties

Board Policy Manual Appendices H, I, J and K | Effective on adoption of Resolutions 26-13 and 26-14

The Board policies set the controls. This assignment names who carries them out. The Fire Chief may change it at any time by signing a new version, without Board action. If anything here conflicts with a Board policy, the Board policy controls. The Program Administrator keeps the signed original and gives copies to each person named, the independent reviewer and the Board for information.

Appendix H: CAL Card

Role	Assigned to
Program Administrator	Administrative Assistant
Approving Officials	Administrative Assistant and Fire Chief. The Fire Chief approves the Administrative Assistant's charges. The Board Chair approves the Fire Chief's charges (set by the Board).
Finance Team	Fire Chief and Administrative Assistant
Independent reviewer	The District's contract accountant
Grant Program Manager	Assigned by award. Fuels and prevention grants: Battalion Chief, Prevention/Fuels Division
Fire Chief's designee for emergency purchases and Exhibit 2 incident approvals	On-duty Battalion Chief
Apparatus emergency cardholder	Head Mechanic

Card limits by position. Set by the Fire Chief within the Appendix H caps of $10,000 a month and $5,000 per transaction.

Position	Monthly limit	Per transaction
Firefighter EMT / Firefighter Paramedic	$500	$250
Engineer	$500	$250
Defensible Space Inspector	$500	$250
Captain	$1,000	$500
Battalion Chief	$5,000	$5,000
Administrative Assistant	$10,000	$5,000
Apparatus emergency cardholder (set by the Board)	$20,000	$20,000
Fire Chief (set by the Board)	$10,000	$10,000

Appendix I: Travel and Training

Role	Assigned to
Training requests, including registration, travel and lodging	Battalion Chief who oversees the Training Division

Role	Assigned to
Same-day training with no registration fee or travel cost	Any Battalion Chief
Out-of-state travel, other overnight travel, and the Training Battalion Chief's own requests	Fire Chief
District office: bookings for non-cardholders, claim review, training records	Administrative Assistant
Travel Expense Report approval	Fire Chief. The Board Chair approves the Fire Chief's claims (set by the Board).
Grant-funded travel check	Grant Program Manager for the award

Appendix J: Sensitive Information

Role	Assigned to
Finance Team (two-person payment change verification)	Fire Chief and Administrative Assistant
Independent reviewer (approves a Finance Team member's own payment change)	The District's contract accountant
Fire Chief's designee for incident reports	On-duty Battalion Chief
IT Consultant	The District's contracted IT provider

Appendix K: Federal Award Financial Management

Role	Assigned to
Award administrator	Administrative Assistant
Independent reviewer	The District's contract accountant
Grant Program Manager	Assigned by award. Fuels and prevention grants: Battalion Chief, Prevention/Fuels Division

_____ _____

John McNamara, Fire Chief Date

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
John Rice
Brian Hogan
Irene Kaelin
Tim Cain
Jessica Henderson

TO: Board of Directors, Lake Valley Fire Protection District
FROM: John McNamara, Fire Chief
DATE: November 12, 2026
RE: Reimbursement of the General Fund from the Fire Impact Fee Fund for the Fire Impact Fee Nexus Study (Ridgeline Municipal Strategies, LLC, Project #25002)

PURPOSE

This memorandum requests Board adoption of Resolution No. 2026-15, authorizing a transfer of $22,950.00 from the Fire Impact Fee Fund (County Fund 8558010) to the District General Fund to reimburse the General Fund for the full cost of the Fire Impact Fee Nexus Study.

This item was first drafted in June 2026 but was not placed on a Board agenda. It is presented now with final figures.

BACKGROUND

In January 2025, the District entered into a Professional Services Agreement with Ridgeline Municipal Strategies, LLC (Ridgeline) to prepare a Fire Impact Fee Nexus Study (Project #25002). The original agreement had a not-to-exceed amount of $15,950.00. The Board later approved an amendment raising the total to $22,950.00 to cover additional work and delays in the County review process.

The Nexus Study Final Report, dated May 19, 2026, was approved by the Board of Directors and adopted by the El Dorado County Board of Supervisors on behalf of the District. The updated fee took effect July 18, 2026. It replaces a fee schedule that had not been updated since 2018.

The District paid all $22,950.00 to Ridgeline from the General Fund. Because the study exists only to support the impact fee program, its cost belongs in the Fire Impact Fee Fund.

Item	Amount
Original agreement (not-to-exceed)	$15,950.00
Amendment (additional work and County review delays)	$7,000.00
Total paid from the General Fund	$22,950.00
Reimbursement requested from the Fire Impact Fee Fund	**$22,950.00**

LAKE VALLEY FIRE PROTECTION DISTRICT

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Board of Directors
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WHY THIS IS AN ALLOWABLE IMPACT FEE EXPENSE

The Nexus Study is the legal foundation of the fee program. The Mitigation Fee Act (Government Code §66001) requires the findings it contains before a fee can be imposed or increased. Without it, the County could not have adopted the updated fee on the District's behalf.

The Nexus Study itself lists administration of the fee program, including fee collection, accounting, reporting, and nexus studies, as a permitted use of fee revenue (Chapter V, Use of the Fee).

This expense is also listed in the District's 2026 Mitigation Fee Act Five-Year Report (Section A, Item 2), which commits $22,950.00 of the June 30, 2026 fund balance to this purpose. Approving this item keeps the fund activity consistent with that report.

FISCAL IMPACT

The Fire Impact Fee Fund decreases by $22,950.00 and the General Fund increases by the same amount. There is no new spending. This moves an expense the District has already paid into the correct fund.

After this transfer and the $65,000.00 inspector vehicle transfer the Board authorized on August 13, 2026, $279,644.81 of the June 30, 2026 balance remains, committed to four snowmobiles and the fee share of a future ladder truck / quint, as described in the Five-Year Report.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution No. 2026-15, which:

1. Finds that the cost of the Fire Impact Fee Nexus Study is an allowable expenditure of the Fire Impact Fee Fund under the Mitigation Fee Act and the Nexus Study.
2. Authorizes the transfer of $22,950.00 from the Fire Impact Fee Fund (County Fund 8558010) to the District General Fund (County Fund 8558000) as reimbursement for Nexus Study costs paid by the General Fund.
3. Authorizes the Fire Chief, or designee, to request that the El Dorado County Auditor-Controller process the transfer.
4. Directs staff to report this expenditure in the District's annual Mitigation Fee Act report under Government Code §66006(b).

ATTACHMENTS

1. Resolution No. 2026-15
2. Fire Impact Fee Nexus Study, Final Report, May 19, 2026 (Ridgeline Municipal Strategies, LLC)

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
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Board of Directors
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RESOLUTION NO. 2026-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE VALLEY FIRE PROTECTION DISTRICT

AUTHORIZING REIMBURSEMENT OF THE GENERAL FUND FROM THE FIRE IMPACT FEE FUND FOR THE COST OF THE FIRE IMPACT FEE NEXUS STUDY

WHEREAS, the Lake Valley Fire Protection District is authorized to provide fire protection, emergency medical services, and community risk reduction services within its jurisdiction; and

WHEREAS, the County of El Dorado imposes a Fire Impact Fee on new development within the District on behalf of the District under the Mitigation Fee Act (Government Code §66000 et seq.), and fee revenue is held in the District's Fire Impact Fee Fund (County Fund 8558010); and

WHEREAS, in January 2025 the District entered into a Professional Services Agreement with Ridgeline Municipal Strategies, LLC to prepare a Fire Impact Fee Nexus Study (Project #25002), and the Board of Directors later approved an amendment raising the total contract amount to $22,950.00 to cover additional work and delays in the County review process; and

WHEREAS, the Fire Impact Fee Nexus Study Final Report dated May 19, 2026 was approved by the Board of Directors and adopted by the El Dorado County Board of Supervisors on behalf of the District, and the updated fee took effect July 18, 2026; and

WHEREAS, the District paid the full $22,950.00 cost of the Nexus Study from its General Fund; and

WHEREAS, the Nexus Study identifies administration of the fee program, including nexus studies, as a permitted use of fee revenue, and the District's 2026 Mitigation Fee Act Five-Year Report commits $22,950.00 of the Fire Impact Fee Fund balance to this purpose; and

WHEREAS, the Board of Directors desires to take action consistent with the mission and operational needs of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Valley Fire Protection District does hereby:

1. Find that the cost of the Fire Impact Fee Nexus Study is an allowable expenditure of the Fire Impact Fee Fund under the Mitigation Fee Act and the Nexus Study.

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

Board of Directors
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2. Authorize the transfer of $22,950.00 from the Fire Impact Fee Fund (County Fund 8558010) to the District General Fund (County Fund 8558000) as reimbursement for Nexus Study costs paid by the General Fund.

3. Authorize the Fire Chief, or designee, to request that the El Dorado County Auditor-Controller process the transfer, and to execute all documents and take any actions necessary to implement this resolution.

4. Direct District staff to report this expenditure in the District's annual Mitigation Fee Act report under Government Code §66006(b).

PASSED AND ADOPTED by the Board of Directors of the Lake Valley Fire Protection District at a regular meeting held on November 12, 2026, by the following vote:

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTAIN:	_____

_____

Board Chair

Lake Valley Fire Protection District

ATTEST:

_____

John McNamara

Fire Chief / Secretary to the Board

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

STAFF REPORT

TO: Board of Directors

FROM: John McNamara, Fire Chief

DATE: November 12, 2026

SUBJECT: Job Description for the Classification of Fleet Manager / Fire Mechanic

RECOMMENDED ACTION

Adopt the attached job description for the classification of Fleet Manager / Fire Mechanic.

BACKGROUND

The incumbent has performed the duties of this classification since July 2015. The District has produced several governing documents for the position in that time. None of them is a job description, and the District's records from that period are incomplete, so this history is stated from the documents the District has been able to locate.

The 2015 competitive entry level exam and job announcement, under which the incumbent was hired, contains a summary job description, identifying characteristics, representative duties and minimum qualifications. A 2020 employee agreement addendum continued the employment and restated the assignment. The incumbent's current employment agreement carries a paragraph of duties. The 2015 announcement states that a successful candidate will be presented with a job description. A description was prepared and presented at a later point, but the District and the incumbent did not reach agreement on its contents and it was never executed. No adopted job description for this classification is on file.

This review was undertaken in conjunction with contract negotiations for the District's non-represented employees, consistent with Board policy, and alongside the review of the Administrative Services Officer and Fire Safety Inspector I classifications. The incumbent reviewed a draft and submitted written comments, and his certification record was used to build the qualifications.

DISCUSSION

The governing documents for this position do not agree with one another, and the disagreements are not trivial.

- The classification is named four different ways. The 2015 announcement calls it Fire Mechanic and Fleet Manager. The 2020 addendum uses Fleet Mechanic and Manager in its heading and Mechanic and Fleet Manager in its text. The current employment agreement uses Fleet Manager and Fire Mechanic. The District has never settled on one.
- The reporting line is stated three different ways. The 2015 announcement and the current agreement both say the position reports to a supervisor designated by the Fire Chief. The 2020 addendum assigns the position to work directly for the Operations Chief within the Operations Division. Neither arrangement reflects current practice.
- Duties written in 2015 have been carried forward into later documents without review, including assignments the District stopped making years ago. Duties the position performs every week,

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including maintenance of the CTESOA ambulance fleet records, the hazardous waste program, fleet telematics and air compressor maintenance, appear in none of them.

- The 2020 addendum carries another employee's name and job title in four places, including its signature block. It was prepared by editing a different employee's agreement and the edits were not completed.

The practical consequences are the same in each case. The District cannot hold an employee to a standard its documents never state. It cannot recruit accurately against a description that does not match the work. And where its documents disagree, the District is in a poor position to explain which one governs.

All three non-represented classifications were rebuilt on a single District template with a common structure, common fixed language and a common approach to classification status, so that the next description the District writes starts from a standard rather than from whichever old file someone happens to find.

The description covers apparatus and vehicle maintenance and repair; the CTESOA ambulance fleet, including specification and acceptance work and the records that support cost allocation and billing; regulatory compliance programs covering the California Highway Patrol Basic Inspection of Terminals program, hazardous materials and hazardous waste, the fuel island, fleet telematics and California Air Resources Board requirements; fuels reduction and heavy equipment; shop, facilities and snow removal; records, purchasing and budget support; technical training and support; and incident and out-of-county assignment.

KEY PROVISIONS

- **Classification title.** Fleet Manager / Fire Mechanic, matching the title used in the incumbent's employment agreement. The classification is assigned to a Fleet Services Division and reports to the Fire Chief, who may designate a Battalion Chief for day-to-day direction. Priorities among the functions of the classification remain with the Fire Chief, because the shop serves every division and no single division should be setting the repair queue.
- **Technical authority.** The description states that the position holds full technical authority over the District's fleet maintenance function, including authority to place any District vehicle or apparatus out of service for safety reasons, exercised independently and without prior approval. It states equally plainly that this is authority over maintenance methods and serviceability, not supervisory authority over District personnel.
- **Response posture.** The position is not assigned fire suppression duties, is not subject to callback and is not on call. It responds to field breakdowns during scheduled hours, and after hours when available, with no obligation to respond after hours. When no other suppression personnel are available, the position may transport or operate the District water tender, or transport the breathing apparatus air refill trailer and fill air cylinders. Routine maintenance of that trailer and its compressor is assigned to this position. Servicing the breathing apparatus units themselves, and administering the breathing air sampling program, are expressly assigned elsewhere.
- **Overtime.** Overtime remains assigned at the discretion of the Fire Chief and, except in an emergency, must be approved in advance. The description adds a narrow exception allowing the incumbent to work beyond the scheduled day where necessary to return a unit to service, reported to the Fire Chief the next business day. This does not place the position on call.
- **Selection.** Because this is a single-position technical classification, the description provides that an available incumbent participates in recruitment and selection, and that the panel interview

includes fire mechanics or fleet managers from other agencies in the region where that can be arranged. The District has no other employee qualified to technically evaluate a candidate for this position.

- **Certifications.** Rebuilt against the actual requirements of the work. EPA Section 609 certification is required, because federal law requires it to service motor vehicle air conditioning and to purchase refrigerant. An Emergency Vehicle Technician or State Fire Mechanic floor is established for future recruitment. Operator qualification is required before operating the water tender, the air refill trailer, the masticator or heavy equipment.
- **Conforming amendment.** The incumbent's employment agreement contains provisions that predate this description and do not match it, including language on water tender operation, emergency response and on-call status. A conforming amendment will be presented to the Board as a separate action.

FAIR LABOR STANDARDS ACT STATUS

The classification is stated as Non-Exempt. The position performs manual work in a skilled trade and supervises no personnel, and does not meet the executive, administrative or professional exemption tests. District counsel has been asked to review this determination.

FISCAL IMPACT

None from the job description itself. The description does not establish compensation, which is set through the District's Wages and Benefits Policy Manual and any individual employment agreement approved by the Board.

The description states that the District bears the cost of, and provides duty time for, the continuing education and recertification required to maintain the certifications the position requires. That reflects existing practice rather than a new cost. The requirement for separate records of time attributable to CTESOA vehicles supports District billing rather than increasing District cost.

ATTACHMENTS

- Job Description, Fleet Manager / Fire Mechanic

John McNamara
Fire Chief

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

JOB DESCRIPTION

FLEET MANAGER / FIRE MECHANIC

Class Title:	Fleet Manager / Fire Mechanic
Division:	Fleet Services Division
Reports To:	Fire Chief. The Fire Chief may designate a Battalion Chief to provide day-to-day direction.
Supervision Exercised:	None
FLSA Status:	Non-Exempt.
Work Schedule:	40 hours per week. Schedule assigned by the Fire Chief. Overtime is assigned at the discretion of the Fire Chief and, except in an emergency, must be approved in advance. Separately, the incumbent may exercise independent discretion to work beyond the scheduled workday or workweek where necessary to diagnose or repair apparatus, vehicles or equipment and return a unit to service, and shall report overtime worked under this provision to the Fire Chief on the next business day. This provision does not place the classification on call or subject it to callback.
Position Type:	Full-time, regular. Funded by the District.
Representation:	Unrepresented. Not covered by any District Memorandum of Understanding.
CalPERS Category:	Local Miscellaneous (non-safety). Individual membership tier, whether Classic or PEPRA, and the associated contribution rate are determined by CalPERS based on the employee's own membership history and are not established by this job description.
Adopted / Revised:	_____

DEFINITION

Under general direction of the Fire Chief, performs the full range of skilled and advanced journey-level work in the inspection, preventative maintenance, diagnosis, repair and testing of the District's fire apparatus, emergency vehicles, light fleet and small motorized equipment; administers the District's fleet maintenance, fuel, and shop compliance programs; maintains the advanced life support ambulance fleet operated under the District's joint powers agreement with CTESOA; maintains and operates District heavy equipment and fuels reduction equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification and the District's only fleet maintenance position. The incumbent operates a one-person shop, works independently with minimal direct supervision, and is responsible for the continuous mechanical readiness of every vehicle and piece of apparatus the District places in service.

The position exercises no supervision over District employees. It holds full technical authority over the District's fleet maintenance function, including the authority to place any District vehicle, apparatus or piece of equipment out of service for safety reasons, and is expected to exercise that authority independently and without prior approval. Work requires substantial independent judgment in diagnosis, in setting repair priorities against operational demand, and in out-of-service determinations.

The classification is unusually broad for a single position. It spans heavy apparatus maintenance, regulatory compliance programs, heavy equipment operation, snow removal at District facilities, and the maintenance and operation of the District's fuels reduction equipment. Priorities among these functions are set by the Fire Chief.

This position is not assigned fire suppression duties and does not engage in fire suppression at emergency incidents. The incumbent is not subject to callback and is not on call. When no other suppression personnel are available to do so, the position may be assigned to transport or operate the District water tender, or to transport the self-contained breathing apparatus air refill trailer and fill air cylinders, in support of District operations. The position may also be assigned to incident support, and to out-of-county overhead assignments in positions for which the incumbent is qualified, as released by the Fire Chief. Winter operations, project work and incident assignment may require adjusted or early start times as scheduled in advance by the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief, or from a Battalion Chief designated by the Fire Chief to provide day-to-day direction. Priorities among the functions of this classification remain with the Fire Chief.

Exercises no supervision over District employees. May direct and inspect the work of outside vendors, contract technicians and temporary assistance.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the position.

Apparatus and Vehicle Maintenance and Repair

- Performs scheduled preventative maintenance on all District fire apparatus, emergency vehicles, staff and support vehicles, trailers and light fleet.
- Diagnoses and repairs diesel and gasoline engines, drive trains, transmissions, differentials, air and hydraulic brake systems, suspension, steering, exhaust and after-treatment systems.
- Diagnoses and repairs 12-volt and 24-volt electrical systems, charging systems, emergency warning lights, sirens and mobile communications mounting.
- Diagnoses and repairs fire pumps, foam proportioning systems, water tanks, valves, discharges, intakes and related plumbing.
- Performs or coordinates annual fire pump testing, and aerial device inspection and testing where the District is so equipped, in accordance with applicable NFPA standards and manufacturer requirements.
- Performs welding, cutting, fabrication and minor body repair as required.
- Maintains and repairs chainsaws, portable pumps, portable generators, blowers, powered rescue tools and other small motorized equipment.

- Performs routine maintenance on the self-contained breathing apparatus air refill trailer and its compressor, including filter service.
- Does not service or repair self-contained breathing apparatus units and does not administer the District's breathing air sampling program, which are the responsibility of other assigned District personnel.
- Determines whether apparatus, vehicles and equipment are safe to operate; places unsafe units out of service and promptly notifies the Fire Chief and on-duty command.
- Performs road tests and post-repair verification before returning units to service.
- Responds to mechanical breakdowns of District apparatus in the field during scheduled work hours, and after hours when available, with no obligation to respond after hours.

Ambulance Fleet and CTESOA

- Serves as the District's fleet maintenance lead for the advanced life support ambulance fleet operated under the District's joint powers agreement with CTESOA, and is the District's technical point of contact to CTESOA on ambulance maintenance, specification and serviceability matters.
- Performs maintenance, repair and inspection of the CTESOA ambulance fleet, including scheduled preventative maintenance, diagnosis and repair, and out-of-service determinations.
- Maintains separate records of labor hours, parts and costs attributable to CTESOA vehicles, including time spent on specification development, vendor coordination and acceptance inspection, sufficient to support cost allocation and billing.
- Coordinates ambulance maintenance scheduling with CTESOA partners to preserve unit availability.

Regulatory and Program Compliance

- Administers the District's participation in the California Highway Patrol Basic Inspection of Terminals (BIT) program; maintains required maintenance, inspection and driver vehicle inspection records; prepares the District for terminal inspections and corrects identified deficiencies.
- Maintains vehicle registration, title and licensing records for the District fleet.
- Manages the District fuel island, including fuel inventory, dispensing records, usage reporting and dispenser maintenance.
- Administers the shop hazardous materials and hazardous waste program, including accumulation, labeling, storage, manifesting and lawful disposal of used oil, oil filters, solvents, coolant, batteries and tires in accordance with state and federal requirements.
- Maintains Safety Data Sheets and chemical inventory for the shop; maintains the shop and its equipment in compliance with Cal/OSHA requirements.
- Administers the District's fleet telematics system, including installation coordination, device management, data review and reporting.
- Monitors applicable California Air Resources Board requirements affecting the District's diesel fleet and maintains required documentation and reporting.

Fuels Reduction and Heavy Equipment

- Performs maintenance, repair and service on all District fuels reduction assets, including the masticator and its carrier, attachments, cutting components and associated support equipment.

- Operates the masticator on District fuels reduction projects following completion of required operator training and demonstration of competency.
- Operates the District front end loader and other assigned heavy equipment for snow removal, materials handling and grounds work.
- Maintains records of labor hours, parts, and equipment operating hours attributable to fuels reduction projects sufficient to support grant and contract billing and reporting.
- Coordinates fuels reduction equipment readiness with the Prevention and Fuels Division so that equipment is available for scheduled project work.

Shop, Facilities and Snow Removal

- Maintains the shop, apparatus bay and associated work areas in a clean, orderly, organized and serviceable condition.
- Performs minor maintenance and repair within the shop and apparatus bay areas, including shop equipment, lifts, compressors, air systems, benches, storage and bay utilities.
- Performs snow removal at District facilities, including plowing, blowing and sanding of apparatus aprons, access drives, walkways and parking areas.
- Refers building systems work beyond the scope of this position to the Fire Chief for vendor assignment.

Records, Purchasing and Budget Support

- Maintains a complete maintenance history for every District vehicle and piece of equipment, including labor, parts, downtime and cost.
- Prepares periodic reports for the Fire Chief on fleet condition, maintenance cost, downtime and emerging reliability problems.
- Develops technical specifications for apparatus, vehicle and equipment purchases, including ambulance replacement and remount, consistent with applicable NFPA standards; participates in pre-construction conferences and in pre-delivery and final acceptance inspection of new apparatus, vehicles and ambulances.
- Obtains quotes and purchases parts, supplies, tools and contract services within the authority delegated by the Fire Chief and in accordance with the District's Purchasing Policy.
- Provides input to the annual fleet maintenance operating budget and to the apparatus and vehicle capital replacement plan.
- Recommends apparatus and vehicle replacement priorities based on age, condition, cost of ownership and reliability, and maintains the service life and remount schedule for ambulances operated under the CTESOA agreement.
- Maintains tool and parts inventory, and manages tool calibration and replacement.

Training and Technical Support

- Provides instruction to District personnel on the operation, daily inspection, and routine care of apparatus, vehicles and equipment.
- Serves as the District's technical resource on apparatus capability, limitation and repair status.
- Participates in and advises District technical committees addressing operational matters such as apparatus, equipment, safety and communications.
- Maintains current knowledge of apparatus technology, diagnostic methods, applicable standards and regulatory requirements.

Incident and Out-of-County Assignment

- May be assigned to out-of-county incidents in ground support, equipment and other overhead positions for which the incumbent is qualified, through the California Fire Assistance Agreement, federal agreements, or other authorized mechanisms, as released by the Fire Chief.
- Maintains the training and qualifications required for the incident positions to which the incumbent is assigned.
- May be assigned to support District emergency operations in a non-suppression capacity, including field repair of apparatus and equipment, incident ground support, and post-incident serviceability inspection and documentation.
- When no other suppression personnel are available to do so, transports or operates the District water tender, or transports the self-contained breathing apparatus air refill trailer and fills air cylinders, in support of District and mutual aid operations.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, tools, equipment and materials used in the maintenance and repair of heavy duty diesel and gasoline powered vehicles and fire apparatus.
- Operating and repair characteristics of fire pumps, foam systems, water tanks and related apparatus components.
- Air brake systems, hydraulic systems, and 12-volt and 24-volt electrical and emergency warning systems.
- Computerized engine and chassis diagnostic equipment and methods.
- Welding, cutting and fabrication methods.
- Operating characteristics, maintenance requirements and safe operating practices of heavy equipment, including front end loaders and mechanical mastication equipment.
- Safe practices for winter snow removal operations, including plowing, blowing and sanding at a Lake Tahoe elevation facility.
- Safe operating practices for water tenders, including the effect of partial loads and liquid surge on vehicle handling.
- Compressor maintenance for self-contained breathing apparatus air refill systems, and the cylinder inspection and hydrostatic test date criteria that govern whether a cylinder may be filled.
- Applicable NFPA standards governing the inspection, maintenance, refurbishment, testing, retirement and out-of-service criteria of in-service emergency vehicles.
- Applicable NFPA standards governing the design and manufacture of automotive fire apparatus, wildland fire apparatus and automotive ambulances, as they apply to purchase specifications and acceptance inspection.
- California Vehicle Code provisions and California Highway Patrol BIT requirements applicable to a fire district fleet.
- Occupational hazards and standard safety practices of the trade, including Cal/OSHA shop requirements.
- Requirements governing the handling, storage and disposal of hazardous materials and hazardous waste generated by vehicle maintenance.
- Recordkeeping practices and fleet maintenance management systems.

- Basic public agency purchasing practices and technical specification writing.
- Maintenance, inspection and documentation requirements applicable to ambulances operated in California, and the records necessary to support cost allocation and billing to CTESOA.
- Fleet telematics and vehicle management systems, including device administration, data review and reporting.
- California Air Resources Board requirements applicable to a public agency diesel fleet, and the documentation and reporting they require.
- Basic Incident Command System organization and terminology.

Ability to:

- Work independently with minimal supervision and set repair priorities that keep front-line apparatus in service.
- Diagnose mechanical, electrical, pneumatic and hydraulic malfunctions and determine effective and economical repair methods.
- Make sound out-of-service determinations and communicate them clearly and promptly to command staff.
- Estimate time, parts and cost required to complete repair work.
- Maintain accurate, complete and auditable records.
- Safely operate shop tools, diagnostic equipment, hoists, jacks and welding equipment.
- Safely operate a front end loader and other assigned District heavy equipment, including during winter snow removal operations.
- Safely transport and operate the District water tender, including on grades, narrow roads and winter surfaces, and safely transport and operate the self-contained breathing apparatus air refill trailer.
- Inspect self-contained breathing apparatus cylinders for current hydrostatic test date and visible damage, and fill cylinders safely.
- Safely operate mechanical mastication equipment on fuels reduction projects following required training.
- Read and interpret technical manuals, wiring diagrams, hydraulic schematics and manufacturer service bulletins.
- Establish and maintain effective working relationships with District personnel, vendors, regulators and CTESOA partners.
- Communicate clearly and effectively, orally and in writing.
- Respond calmly and effectively to competing demands, interruptions and shifting repair priorities.
- Develop and write clear technical specifications for apparatus, vehicle and equipment purchases, and conduct acceptance inspection against those specifications.
- Instruct District personnel in the operation, daily inspection and routine care of apparatus, vehicles and equipment, and explain technical matters to non-technical personnel.

Education and Experience:

Any combination of education and experience likely to provide the required knowledge and abilities. A typical qualifying background is:

- Equivalent to graduation from high school, supplemented by coursework or formal training in automotive, diesel or heavy equipment technology; AND

- Four (4) years of increasingly responsible experience in the maintenance and repair of heavy duty diesel vehicles, of which at least two (2) years shall have involved fire apparatus or other emergency vehicles.
- An associate degree or higher in automotive, diesel, industrial or heavy equipment technology may substitute for one (1) year of the required general experience. It may not substitute for the two (2) years of fire apparatus or emergency vehicle experience.

Required Licenses and Certifications:

- Possession of and ability to maintain a valid California Class C driver license, or an equivalent Nevada driver license, throughout employment.
- Possession of and ability to maintain a valid California Class B commercial driver license, or equivalent Nevada commercial driver license, with tank endorsement and without air brake restriction.
- Must meet and maintain the insurability requirements of the District's insurance carrier.
- Documented operator training for the front end loader and other District heavy equipment assigned to this position, consistent with Cal/OSHA requirements.
- Completion of manufacturer or equivalent operator training for mechanical mastication equipment prior to independent operation of that equipment. (May be completed post-hire.)
- Documented California State Fire Training Driver Operator qualification, or equivalent operator training accepted by the Fire Chief, prior to operating the District water tender. Documented operator training prior to operating the self-contained breathing apparatus air refill trailer and filling air cylinders.
- Possession of, or ability to obtain within twelve (12) months of appointment, hazardous waste generator training appropriate to the shop's generator status.
- Possession of, or ability to obtain within ninety (90) days of appointment, United States Environmental Protection Agency Section 609 Motor Vehicle Air Conditioning technician certification. Section 609 certification is required to service motor vehicle air conditioning systems and to purchase refrigerant for motor vehicle air conditioning use.
- Possession of, or ability to obtain within twenty-four (24) months of appointment, Emergency Vehicle Technician (EVT) certification, or California State Fire Mechanic certification, in Fire Apparatus Design and Performance and in at least one additional fire apparatus discipline.

The District shall bear the cost of, and provide reasonable duty time for, the continuing education, testing and recertification necessary to maintain the certifications required above, subject to scheduling approved in advance by the Fire Chief.

Desirable Licenses and Certifications:

- Emergency Vehicle Technician or California State Fire Mechanic certification beyond the minimum required above, including EVT Level III, EVT Master Fire Apparatus Technician, or California State Fire Mechanic Level 3 (Master Fire Mechanic).
- Automotive Service Excellence (ASE) Master Automotive Technician certification.
- ASE Master Medium/Heavy Truck Technician certification.
- ASE certification as Parts Specialist, Service Consultant, Maintenance and Light Repair Technician, Undercar Specialist, or Exhaust Systems Specialist.
- California Fire Mechanics Academy coursework or certification in any of the following: fire pumps and accessories; fire apparatus electrical systems 1 and 2; Allison transmissions; Allison preventative maintenance and repair; Cummins engines; Detroit Diesel engines; ambulance

service and maintenance; aerial apparatus; apparatus specifications, regulations and purchasing; steering and suspension; and California Code of Regulations Title 13 lighting regulations, packages and installation.

- Manufacturer-specific training in engines, transmissions, pumps or aerial devices operated by the District.
- California State Fire Training certification as Instructor 1A or Company Officer 2A.
- Fire Management 1 / Supervision for the Company Officer.
- National Wildfire Coordinating Group qualification as Ground Support Unit Leader (GSUL), and current annual wildland fire safety refresher (RT-130).
- FEMA Incident Command System ICS-100 and ICS-700.
- Certified welding credential.
- Certification in the administration of public fleet management.
- Associate degree or higher in automotive, diesel, industrial or heavy equipment technology, or a closely related field.

The District's fleet operation was awarded the ASE Blue Seal of Excellence in 2017 on the strength of the certification level held in this classification. Maintaining that standard of certification is a District objective for this position.

Certifications listed as desirable may qualify for educational incentive compensation if provided for in the District's Wages and Benefits Policy Manual or in an individual employment agreement, whether the certification was obtained before or during District employment. This job description does not itself establish compensation.

EXAMINATION AND SELECTION PROCESS

Where this classification is filled by open recruitment, the examination and selection process may include the following:

- Application Review
- Written or Practical Examination
- Panel Interview
- Fire Chief's Interview

Because this is a single-position technical classification, the selection process draws on outside technical expertise. Where an incumbent in this classification is available, the incumbent participates in the recruitment and selection process. The panel interview includes fire mechanics or fleet managers from other agencies in the region where their participation can be arranged.

Candidates offered employment are subject to a Live Scan, background investigation, and drug and alcohol screening. Employment is contingent upon successful completion of each.

Candidates are also subject to a physical assessment appropriate to the duties of this classification.

Because this classification requires a commercial driver license, the position is subject to the District's Department of Transportation drug and alcohol testing program, including pre-employment, random, post-accident and reasonable suspicion testing.

COMPENSATION AND BENEFITS

Compensation and benefits for this classification are as provided in the District's Wages and Benefits Policy Manual currently in effect and in any individual employment agreement approved by the Board of Directors.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

- Work is performed in a maintenance shop environment and outdoors in all weather conditions, including snow, ice and sub-freezing temperatures at Lake Tahoe elevation.
- Frequent standing, walking, bending, stooping, kneeling, crouching, crawling, reaching overhead, and working in confined spaces and beneath vehicles.
- Lift, carry, push and pull objects weighing up to fifty (50) pounds unassisted; heavier loads with mechanical assistance or a second person.
- Sustained work from ladders, creepers, lifts and elevated apparatus surfaces.
- Exposure to noise, vibration, exhaust, fumes, solvents, lubricants, hot surfaces, sharp tools, moving machinery, electrical current and pressurized systems.
- Operation of heavy equipment in snow, ice, darkness and reduced visibility conditions.
- Exposure to dust, wood debris, flying particles, sustained noise and whole-body vibration during mastication and related fuels reduction operations.
- Work on uneven, sloped and unimproved terrain during fuels reduction project operations.
- Consistent use of personal protective equipment, including eye, hearing, respiratory, foot and hand protection.
- Manual dexterity and hand-eye coordination sufficient to operate hand tools, power tools and diagnostic equipment.
- Vision sufficient to read gauges, diagnostic displays, technical manuals and fine print, and to distinguish colors in wiring and fluid identification.
- Hearing sufficient to detect mechanical malfunction by sound and to maintain situational awareness in an active shop and apparatus bay.
- Occasional work outside the normal schedule to complete repairs necessary to return apparatus to service, and adjusted or early start times during winter operations and scheduled project work.
- Out-of-county incident assignment may involve extended work periods, irregular hours, austere base camp conditions, remote and unimproved locations, and exposure to smoke, dust and heat.

DISCLAIMER

This job description describes the general nature and level of work performed in this classification. It is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities or working conditions associated with the position, and it does not constitute an employment agreement between the District and the employee. The District reserves the right to add, modify or remove duties and to assign other duties as necessary. This description is subject to change at the discretion of the District, consistent with applicable law and any individual employment contract in effect.

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

FLEET MANAGER / FIRE MECHANIC
Job Description Approval

The above job description for the classification of Fleet Manager / Fire Mechanic is hereby adopted and supersedes any prior description of this classification.

APPROVED:

_____

John McNamara, Fire Chief
Date: _____

_____

John Rice, Chair, Board of Directors
Date: _____

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

STAFF REPORT

TO: Board of Directors

FROM: John McNamara, Fire Chief

DATE: November 12, 2026

SUBJECT: Revised Job Description for the Classification of Fire Safety Inspector I

RECOMMENDED ACTION

Adopt the attached revised job description for the classification of Fire Safety Inspector I.

BACKGROUND

The Fire Safety Inspector I classification was established in 2023. The position is full-time, limited term, funded through federal and local grants and contracts.

This review was undertaken in conjunction with contract negotiations for the District's non-represented employees, consistent with Board policy, and alongside the review of the Fleet Manager and Administrative Services Officer classifications. The revised description was developed with input from the incumbent and the assigned Battalion Chiefs.

DISCUSSION

The 2023 description does not accurately describe the position as it exists. Three things in it are no longer true.

It lists the reporting line as Fire Prevention Captain, a position not in the District's current structure. The revised description states the reporting line as Fire Chief, through the Battalion Chief - Fuels Management Officer.

It states that the position may supervise personnel assigned to the prevention division, and its qualifications require the ability to plan, assign and direct the work of subordinates and to develop budget recommendations. The position supervises no one and does not develop the budget. That language has been removed.

Its duties are stated at a level of generality that does not support an inspection program. The revised description sets out the actual work: vacation home rental inspections required by County ordinance, defensible space inspections required by state law and County ordinance, hazard tree identification and marking under the District's agreement with the Tahoe Regional Planning Agency, findings and permit recommendation, public education and the District's Firewise USA and Fire Adapted Communities role, records and reporting, and incident and out-of-county assignment.

The qualifications were rebuilt so that every duty in the description has a matching knowledge and ability statement behind it. Because the position is grant funded, the description also states the requirement to record time worked by grant, contract or funding source in accordance with federal grant requirements, and to maintain records sufficient to support grant and contract audit. The 2023 description addressed neither.

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FAIR LABOR STANDARDS ACT STATUS

The revised description states the classification as Non-Exempt.

The August 2023 description stated no Fair Labor Standards Act status. The incumbent's March 2026 employment agreement, entered to provide for out-of-county fire assignments, designates the classification as exempt. Further review of the position's duties does not support that designation.

The position applies codes, ordinances and inspection checklists adopted by the County, the State and the District, refers matters falling outside those standards to a Battalion Chief, and supervises no personnel. Work of that character does not meet the executive, administrative or professional exemption tests, each of which requires the exercise of discretion and independent judgment with respect to matters of significance. Federal regulation further provides that the white collar exemptions do not apply to employees who perform fire prevention, control or extinguishment work, regardless of rank or pay level.

Exempt status is also not required in order to assign the position to out-of-county fire assignments. Non-exempt employees are routinely assigned to such incidents and are compensated for hours actually worked, which is the basis on which the State reimburses the District.

District counsel has been asked to review the determination. Any conforming amendment to the employment agreement, including the out-of-county assignment pay provisions, will be presented to the Board as a separate action.

FISCAL IMPACT

The job description does not itself establish compensation. Compensation is set through the District's Wages and Benefits Policy Manual and any individual employment agreement approved by the Board.

Non-exempt status means hours worked beyond the standard workweek are compensable as overtime. The description requires time to be recorded by grant, contract or funding source, so overtime attributable to grant-funded work is identified and recoverable where the funding agreement permits. Out-of-county assignment hours are reimbursable to the District on the same basis as other personnel assigned to those incidents. Any adjustment arising from the classification will be presented separately.

ATTACHMENTS

- Job Description, Fire Safety Inspector I
- Job Description, Fire Safety Inspector I, August 2023, for reference

John McNamara

Fire Chief

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LAKE VALLEY FIRE PROTECTION DISTRICT

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John McNamara, Fire Chief

JOB DESCRIPTION

FIRE SAFETY INSPECTOR I

Class Title:	Fire Safety Inspector I
Division:	Fire Prevention and Fuels Division
Reports To:	Fire Chief, through the Battalion Chief - Fuels Management Officer
Supervision Exercised:	None
FLSA Status:	Non-Exempt.
Work Schedule:	40 hours per week. Schedule assigned by the Fire Chief. Overtime is assigned at the discretion of the Fire Chief. Except in an emergency, all overtime must be approved in advance.
Position Type:	Full-time, limited term. Funded through federal and local grants and contracts.
Representation:	Unrepresented. Not covered by any District Memorandum of Understanding.
CalPERS Category:	Local Miscellaneous (non-safety). Individual membership tier, whether Classic or PEPRA, and the associated contribution rate are determined by CalPERS based on the employee's own membership history and are not established by this job description.
Adopted / Revised:	_____

DEFINITION

Under general supervision, performs fire prevention inspection work in the field; conducts vacation home rental fire and life safety inspections required by El Dorado County ordinance; conducts exterior defensible space inspections required by state law and County ordinance; identifies and marks hazardous trees under the District's agreement with the Tahoe Regional Planning Agency; documents findings and recommends approval or withholding of approval; plans and delivers fire prevention public education and community wildfire preparedness outreach; maintains inspection and program records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first level of the Fire Safety Inspector series. Work is performed in accordance with adopted codes and ordinances and the inspection standards and checklists established by the authority having jurisdiction, rather than through independent code interpretation. The incumbent applies defined standards to observed conditions, documents what was found, and refers anything falling outside the established standards, any disputed finding, and any matter requiring interpretation or enforcement action to the Battalion Chief - Fire Marshal or the Battalion Chief - Fuels Management Officer, as applicable.

Within the Prevention and Fuels Division, this position performs multiple inspection programs, including the vacation home rental inspection program mandated by El Dorado County ordinance; the defensible space inspection program mandated by state law and El Dorado County ordinance, including new construction, real estate, County Emphasis Area, and resident-requested inspections; and hazardous

tree identification and marking under the District's Memorandum of Understanding with the Tahoe Regional Planning Agency.

Several functions are expressly outside this classification. The incumbent does not perform plan review, interior or fire protection system inspection of new construction, periodic inspection of existing commercial occupancies, fire investigation, or administration of the company inspection program, and does not issue citations. Periodic inspection of existing occupancies is performed by suppression companies.

This position is distinguished from the Battalion Chief - Fire Marshal, who makes code interpretations, conducts or assigns plan review, and makes enforcement decisions, and from the Battalion Chief - Fuels Management Officer, who sets fuels program direction and holds responsibility for budget and personnel decisions for the position. A Fire Safety Inspector II, if established, would be the journey level of the series and would perform the full range of inspection work with greater independence.

The position is not assigned to a suppression company and does not staff apparatus on a shift basis.

This is a full-time, limited-term position funded through federal and local grants and contracts. Continuation of the position is contingent on the availability of that funding.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Battalion Chief - Fuels Management Officer. Receives technical and functional direction from the Battalion Chief - Fire Marshal on fire prevention inspection work, including vacation home rental and new construction defensible space inspections. Receives direction from both Battalion Chiefs on public education, Firewise USA and Fire Adapted Communities activities within their respective areas. Receives general policy direction from the Fire Chief.

Exercises no supervision over District employees. May provide functional or technical direction to seasonal, temporary or volunteer personnel assigned to prevention activities.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the position.

Vacation Home Rental Inspection Program

- Conducts fire and life safety inspections of vacation home rental properties as required by El Dorado County ordinance, applying the inspection standards and checklist adopted by the County.
- Schedules inspections with owners and authorized agents and completes inspections within the timeframes established by the County permit process.
- Inspects for required life safety equipment, means of egress, posted permit and occupancy information, exterior and property requirements, defensible space, and all other items required by the County.
- Identifies conditions requiring correction, documents findings, and provides inspection results to the owner or authorized agent.
- Conducts reinspection to verify correction, and tracks properties through the inspection, correction and reinspection cycle.

- Serves as the District point of contact for owners, property managers and County staff on vacation home rental inspection requirements and scheduling.

Defensible Space Inspection Program

- Conducts exterior defensible space inspections at new construction, state-mandated real estate inspections, County Emphasis Area inspections, vacation home rentals, and all other resident-requested defensible space inspections, in accordance with state law, County ordinance and District requirements.
- Inspects vegetation clearance, fuel reduction, and removal or treatment of hazardous vegetation and combustible materials within the required zones.
- Documents conditions found, identifies the corrective action required, and conducts reinspection to verify compliance.
- Coordinates inspection scheduling and results with relevant parties, including property owners, contractors, realtors, authorized agents, property managers and the responsible permitting jurisdiction.
- Refers conditions outside the scope of defensible space inspection to the responsible Battalion Chief.

Hazard Tree Identification and Marking

- Identifies and marks hazardous trees in accordance with the Memorandum of Understanding between the District and the Tahoe Regional Planning Agency.
- Applies the pre-TRPA review process and assists property owners with the TRPA tree removal permit process.
- Documents trees marked and permit recommendations, and refers matters outside established TRPA standards to the Battalion Chief - Fuels Management Officer.

Findings, Documentation and Permit Recommendation

- Determines whether an inspected property meets applicable requirements, and recommends approval or withholds approval accordingly.
- Where approval is withheld, identifies each deficiency and states plainly what is required to obtain approval, together with the reinspection process and applicable timeframes.
- Explains requirements, findings and correction options to owners, contractors, property managers and the public in clear and non-technical terms.
- Prepares written inspection reports and correction notices sufficient to document the basis for approval or denial.
- Refers contested findings, repeat noncompliance, formal enforcement action and matters requiring citation to the responsible Battalion Chief.
- Supports seasonal fire restrictions, including restrictions on open burning and solid fuel recreational fires, through public contact, education and referral.
- Maintains current working knowledge of the codes, ordinances, standards and program procedures governing assigned inspections.

Public Education, Outreach and Community Risk Reduction

- Plans, coordinates and leads District public education events and programs, including events held on evenings and weekends.
- Delivers fire prevention and life safety education to residents, visitors, schools, realtors, community groups, homeowner associations and property management companies.
- Serves as the District lead for Firewise USA and Fire Adapted Communities, supporting recognized and prospective sites through community risk assessment, action planning, annual renewal documentation and required annual activities.
- Organizes and staffs District displays, booths and demonstrations at community events, and supports community informational meetings on wildfire risk reduction and property preparedness.
- Develops, prepares and distributes public education materials, presentations and program information.
- Responds to public inquiries regarding fire code requirements, permits, inspection processes and fire safety practices.
- Participates in the Tahoe Fire and Fuels Team Fire Prevention Information Team and similar interagency prevention and outreach efforts.
- Assists the Public Information Officer with social media and website content as needed.
- Tracks outreach activity, participation and program results for reporting purposes.

Records, Reporting and Program Support

- Maintains complete and accurate inspection records, including inspection dates, findings, correction items, reinspection results and final disposition.
- Records inspection data in the District's records system and in any data collection application required by the County and the State.
- Prepares periodic activity reports for the Battalion Chief - Fuels Management Officer and the Battalion Chief - Fire Marshal, including inspection counts, results and outstanding items.
- Maintains records sufficient to support reporting and audit under any grant, contract or funding agreement supporting the position.
- Prepares and submits accurate and timely time sheets that record actual hours worked by grant, contract or funding source, in accordance with federal grant requirements and District procedures.
- Maintains assigned District vehicle, equipment, tools and personal protective equipment in serviceable condition.
- Performs related duties as assigned.

Incident and Out-of-County Assignment

- May be assigned to out-of-county incidents in overhead and support positions for which the incumbent is qualified, through the California Fire Assistance Agreement, federal agreements, or other authorized mechanisms, as released by the Fire Chief.
- Maintains the training and qualifications required for the incident positions to which the incumbent is assigned.
- May be assigned to support District emergency operations in a non-suppression capacity, including incident support and post-incident documentation.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic fire and life safety principles applicable to residential occupancies.
- Smoke alarm and carbon monoxide alarm placement, operation and testing.
- Portable fire extinguisher types, ratings and general use, and mounting and servicing requirements.
- Basic means of egress requirements for dwellings, including emergency escape and rescue opening requirements.
- Defensible space and hazardous vegetation requirements applicable in the Lake Tahoe basin, and basic wildland fire behavior and home ignition principles.
- Common residential fire hazards, including heating appliances, outdoor fire features and improper electrical use.
- Principles of public education and community wildfire preparedness program delivery, including Firewise USA and Fire Adapted Communities.
- Inspection and documentation practices, and the preparation of records that clearly support an approval or denial.
- Modern office practice, records management systems, mobile data collection applications and standard office software.
- Tahoe Regional Planning Agency tree removal requirements and hazardous tree identification criteria.
- Basic Incident Command System organization and terminology.
- Federal grant time and effort recording requirements, and the documentation needed to support charging labor to a grant, contract or funding source.
- Seasonal fire restrictions applicable in the District, including restrictions on open burning and solid fuel recreational fires.

Ability to:

- Learn and consistently apply the ordinances, checklists and program procedures governing assigned inspections.
- Conduct thorough field inspections and accurately identify the conditions the checklist requires.
- Recognize when a condition falls outside the established checklist and refer it appropriately.
- Prepare clear, concise and accurate written inspection reports and correction notices.
- Explain requirements and findings tactfully and firmly to owners, contractors and the public, including in situations involving disagreement or frustration.
- Plan, organize and deliver effective public presentations and educational programs to audiences of varying size, age and background.
- Establish and maintain effective working relationships with District personnel, County staff, other agencies, contractors and the public.
- Organize an inspection workload and meet required scheduling and reinspection timeframes.
- Maintain accurate records sufficient to withstand audit.

- Work independently in the field within established procedures, and recognize the limits of the incumbent's own authority.
- Use mobile data collection applications, cameras and standard office software.
- Communicate clearly and effectively, orally and in writing.
- Operate a District vehicle safely in mountain, winter and unimproved road conditions.
- Record time worked accurately by grant, contract or funding source, and maintain records sufficient to support grant and contract audit.
- Maintain an assigned vehicle, inspection equipment, tools and personal protective equipment in serviceable condition.
- Prepare public information content, including material for social media and the District website, consistent with direction from the Public Information Officer.

Education and Experience:

Any combination of education and experience likely to provide the required knowledge and abilities. A typical qualifying background is:

- Equivalent to graduation from high school or equivalent; AND
- One (1) year of experience involving regular public contact. Experience in fire prevention, inspection, code compliance, construction, property management, customer service or the fire service is desirable but not required.

Coursework in fire technology, fire prevention or a closely related field may substitute for the experience requirement.

Required Licenses and Certifications:

- Possession of and ability to maintain a valid California Class C driver license, or an equivalent Nevada driver license, throughout employment.
- Must meet and maintain the insurability requirements of the District's insurance carrier.
- Current CPR certification to the Health Care Provider level, required within one hundred twenty (120) days of appointment.
- California State Fire Marshal Home Ignition Zone and Defensible Space Inspector certification and course, or equivalent training and experience, required within one hundred twenty (120) days of appointment.
- Possession of, or ability to obtain within twelve (12) months of appointment, ICS 100, IS 700 and S-190.
- Tahoe Regional Planning Agency training in the pre-TRPA review process, hazardous tree identification and marking, and the tree removal permit process, required within twelve (12) months of appointment.
- California State Fire Marshal courses, required within twelve (12) months of appointment: Fire Inspector 1A, Duties and Administration; Fire Inspector 1B, Fire and Life Safety; Fire Inspector 1C, Field Inspection; Fire Inspector 1D, Field Inspection California Specific; and Hazardous Materials First Responder Awareness.

Desirable Licenses and Certifications:

- Office of the State Fire Marshal Fire Inspector I certification, or equivalent.

- International Code Council Fire Inspector I certification, or equivalent.
- National Fire Protection Association Certified Wildfire Mitigation Specialist (CWMS) certification.
- California State Fire Training Public Education Officer certification, or equivalent public education training.
- Firewise USA or Fire Adapted Communities program training.
- National Wildfire Coordinating Group wildland firefighter training, including S-110 and S-130.
- California State Fire Marshal Firefighter I certification.
- Emergency Medical Technician certification.
- Associate degree in forestry, fire science or a related field, or a bachelor's degree in any field.

Certifications listed as desirable may qualify for educational incentive compensation if provided for in the District's Wages and Benefits Policy Manual or in an individual employment agreement, whether the certification was obtained before or during District employment. This job description does not itself establish compensation.

EXAMINATION AND SELECTION PROCESS

Where this classification is filled by open recruitment, the examination and selection process may include the following:

- Application Review
- Written or Practical Examination
- Panel Interview
- Fire Chief's Interview

Candidates offered employment are subject to a Live Scan, background investigation, and drug and alcohol screening. Employment is contingent upon successful completion of each.

Candidates are also subject to a physical assessment appropriate to the duties of this classification.

COMPENSATION AND BENEFITS

Compensation and benefits for this classification are as provided in the District's Wages and Benefits Policy Manual currently in effect and in any individual employment agreement approved by the Board of Directors.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

- Work is performed in the field at residential properties and new construction sites, in an office environment, and outdoors in all weather conditions, including snow, ice and sub-freezing temperatures at Lake Tahoe elevation.
- Frequent driving throughout the District, including on unimproved, steep, narrow and snow-covered roads.
- Frequent standing, walking, bending, stooping, kneeling, crouching and reaching.
- Ascending and descending stairs and step ladders; entry into basements and habitable attic spaces to verify alarm placement and operation.

- Walking the exterior of properties on uneven, sloped, unimproved and vegetated terrain, including through brush and around construction activity.
- Lift, carry and position objects weighing up to twenty-five (25) pounds, including a step ladder, inspection equipment and event materials.
- Exposure to dust, smoke, vegetation, insects, wildlife, allergens, noise and typical residential and construction site hazards.
- Vision sufficient to read labels, service tags, gauges, fine print and digital displays, and to observe conditions in low light and confined areas.
- Hearing sufficient to verify audibility of smoke and carbon monoxide alarms.
- Manual dexterity sufficient to test alarm devices, operate windows and latches, and use cameras and mobile computing devices.
- Consistent use of personal protective equipment appropriate to the assignment.
- Regular work outside the normal schedule, including evenings and weekends, to plan, staff and lead public education events, community meetings and outreach activities.
- Prolonged standing, speaking and presenting at public education events, community meetings and outreach activities, indoors and outdoors.
- Setting up and breaking down displays, booths, tables and demonstration equipment, including lifting and carrying of event materials.
- For out-of-county assignment: extended duty periods, sustained work in smoke, heat, dust and high altitude, work and sleep in austere field conditions, and carrying of personal gear and equipment, at the exertion level applicable to the assigned position.
- Regular contact with members of the public in circumstances that may involve disagreement or frustration regarding inspection findings.

DISCLAIMER

This job description describes the general nature and level of work performed in this classification. It is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities or working conditions associated with the position, and it does not constitute an employment agreement between the District and the employee. The District reserves the right to add, modify or remove duties and to assign other duties as necessary. This description is subject to change at the discretion of the District, consistent with applicable law and any individual employment contract in effect.

FIRE SAFETY INSPECTOR I

Job Description Approval

The above job description for the classification of Fire Safety Inspector I is hereby adopted and supersedes any prior description of this classification.

APPROVED:

John McNamara, Fire Chief
Date: _____

John Rice, Chair, Board of Directors
Date: _____

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

STAFF REPORT

TO: Board of Directors

FROM: John McNamara, Fire Chief

DATE: November 12, 2026

SUBJECT: Reclassification of Administrative Assistant to Administrative Services Officer / Clerk of the Board

RECOMMENDED ACTION

Adopt the attached job description for the classification of Administrative Services Officer / Clerk of the Board and reclassifying the Administrative Assistant position to that classification.

BACKGROUND

The District classifies this position as Administrative Assistant. That classification no longer describes the work the position performs.

Beginning July 1, 2026, the District began returning fiscal and administrative work in-house that had previously been provided by outside consultants. That transition is still underway. The District continues to use its contract accountant for some, but no longer all, of the fiscal and administrative oversight and support functions, and the remaining duties are anticipated to fully transfer to this position by June 30, 2027.

Board policy provides that miscellaneous non-safety employees negotiate directly with the Fire Chief and the negotiations committee, with final approval by the Board. This review was undertaken in that context, and in conjunction with the review of the District's other two non-represented classifications.

DISCUSSION

The duties assigned to this position changed first. The classification is catching up to them. The description sets out the position as it will stand at the conclusion of the transition, so that it does not require an amendment again partway through.

The position now performs governmental fund accounting, general ledger maintenance and account reconciliation; budget development, budget-to-actual reporting and coordination with the County of El Dorado; the District's full payroll function, including CalPERS reporting, wage withholding orders, benefit administration and labor allocation to grants; grant administration, compliance, billing and strike team reimbursement; procurement and contract compliance documentation; records and website management; and the duties of Clerk of the Board as that office is established in Article 8 of the Board of Directors' Policy and Procedures Manual.

These duties are not an expansion of clerical work. They are professional-level fiscal and administrative duties, several of which the District formerly paid consultants to perform. Continuing to identify the position as Administrative Assistant understates the work, complicates any comparison to other agencies, and would leave the District recruiting against the wrong classification if the position became vacant.

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INTERNAL CONTROL

The job description includes a section the Board should read directly. Consolidating transaction origination, recording, general ledger maintenance and account reconciliation in a single position is a recognized internal control weakness. It is the unavoidable consequence of a District this size performing its own fiscal work.

Rather than leave that unaddressed, the description states compensating controls as conditions of the position: monthly bank and purchasing card reconciliations reviewed and initialed by the Fire Chief or a designated Board member; Fire Chief approval of disbursements above the amount delegated in writing to the incumbent and of all non-budgeted purchases; independent verification of new vendor and new employee setup and of changes to banking and pay information; Fire Chief approval of each payroll before transmittal; coverage of the position under the District's existing employee dishonesty and crime policy; and annual audit review of the controls themselves, reported to the Board.

These protect the incumbent as much as they protect the District.

FAIR LABOR STANDARDS ACT STATUS

The classification is stated as Exempt under the administrative exemption. The position performs office work directly related to the general business operations of the District and exercises discretion and independent judgment with respect to matters of significance. District counsel has been asked to review this determination, and any change counsel recommends will be brought back to the Board.

FISCAL IMPACT

The job description does not itself establish compensation. Compensation for this classification is set through the District's Wages and Benefits Policy Manual and any individual employment agreement approved by the Board, and any salary adjustment associated with the reclassification will be presented to the Board as a separate action.

The employee dishonesty and crime coverage required by the description is carried under the District's existing policy, at District expense, in an amount set by the Board on the advice of the District's insurance carrier.

ATTACHMENTS

- Job Description, Administrative Services Officer / Clerk of the Board

John McNamara

Fire Chief

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LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
John McNamara, Fire Chief

JOB DESCRIPTION

ADMINISTRATIVE SERVICES OFFICER / CLERK OF THE BOARD

Class Title:	Administrative Services Officer / Clerk of the Board
Division:	Fire Administration Division
Reports To:	Fire Chief. Performs the duties of Clerk of the Board at the direction of the Board of Directors.
Supervision Exercised:	None. May provide lead direction to support staff, interns or volunteers as assigned.
FLSA Status:	Exempt. This classification performs office work directly related to the general business operations of the District and exercises discretion and independent judgment with respect to matters of significance, meeting the administrative exemption test.
Work Schedule:	40 hours per week. Schedule assigned by the Fire Chief. Attendance at Board and committee meetings outside the regular work schedule is a duty of the position. This classification is compensated on a salary basis and is not eligible for overtime.
Position Type:	Full-time, regular. Funded by the District.
Representation:	Unrepresented, confidential. Not covered by any District Memorandum of Understanding.
CalPERS Category:	Local Miscellaneous (non-safety). Individual membership tier, whether Classic or PEPRA, and the associated contribution rate are determined by CalPERS based on the employee's own membership history and are not established by this job description.
Adopted / Revised:	_____

DEFINITION

Under general direction of the Fire Chief, holds full functional responsibility for the administrative and fiscal services of the District and performs that work directly rather than through subordinate staff; performs governmental fund accounting, general ledger maintenance and account reconciliation; prepares budget-to-actual tracking, fiscal trend analysis and financial reporting; participates in the development of the annual budget and budget augmentations; administers grant funding, including compliance, reporting, billing and reimbursement; prepares procurement and contract compliance documentation; develops administrative and fiscal policy, process and records practices; serves as Clerk of the Board of Directors as that office is established in Article 8 of the Board of Directors' Policy and Procedures Manual; serves as the District's primary point of contact for public interaction and for coordination with the County of El Dorado; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification. The incumbent is personally responsible for the performance of the District's administrative and fiscal services and performs that work directly, including developing the District budget with the Fire Chief and producing the schedules and analysis that drives budget development; maintaining the general ledger and performing account reconciliation; administering

grants; and producing the fiscal analysis on which the Fire Chief and the Board rely on in making decisions.

Several functions are expressly outside this classification. The incumbent does not supervise District employees; does not establish District goals, objectives or strategic direction; does not negotiate contracts or memoranda of understanding; does not commit the District to obligations with grantors, vendors or outside agencies; does not purchase or maintain inventory of station, apparatus or operational supplies, which is performed by District suppression personnel; and does not give final approval to expenditures above the threshold established under **Internal Control and Segregation of Duties**, below. Those are Fire Chief and Board of Directors functions.

Assignment of lead direction. The Fire Chief may assign lead direction over support staff, interns or volunteers without a change in classification.

The position is not assigned to a suppression company and does not staff apparatus on a shift basis.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief. Performs the duties of Clerk of the Board at the direction of the Board of Directors acting as a body. Article 6 of the Board of Directors' Policy and Procedures Manual delegates administration and management of the District to the Fire Chief, and the incumbent does not receive work direction from individual Directors.

Exercises no supervision over District employees. May provide lead, functional or technical direction to support staff, interns or volunteers assigned to administrative activities.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the position.

Budget Development and Administration

- Administers and monitors the adopted budget; prepares monthly and quarterly budget-to-actual tracking and reporting using County EdCAT and FENIX reports and District accounting data maintained in QuickBooks.
- Participates in the development of the preliminary and final annual budget and of budget augmentations, preparing worksheets, schedules and supporting data, and coordinates assembly and submission of budget information with the County of El Dorado.
- Prepares budget reports and recommendations for the Fire Chief and the Board of Directors.
- Performs fiscal trend analysis, reserve tracking and cash flow support schedules.
- Prepares and uploads budget documents to the District website in compliance with public reporting requirements.
- Transmits Board-approved budget actions, including augmentations and transfers, to the County within required timeframes, and verifies that each action has been recorded by the County.

Governmental Accounting and County Coordination

- Coordinates accounting activity between the District and the County of El Dorado, including reconciliation support using County EdCAT and FENIX reports.

- Maintains the District general ledger, including journal entries, account coding and period reconciliation.
- Performs accounts payable and accounts receivable entries, ACH tracking and related reconciliation within QuickBooks.
- Performs monthly reconciliation of District bank accounts, and of CalCard accounts using Sage Expense Management and issuer statements.
- Assembles schedules, reconciliations and supporting documentation for the annual audit and coordinates with the auditors and, where the District has engaged one, with its audit preparation consultant.
- Coordinates with the District's fiscal consultant on cost allocation, indirect cost rate development and year-end close.

Payroll

- Processes District payroll each pay period, including review of timesheets for completeness and accuracy, entry of hours, and coordination with the District's payroll processor.
- Tracks hours worked, overtime, callback and out-of-grade pay, compensatory time accrual and use, and leave balances for all District personnel, using the daily staffing record maintained by the on-duty Battalion Chief.
- Applies the provisions of the applicable Memorandum of Understanding, the Wages and Benefits Policy Manual and individual employment agreements in calculating pay, overtime, special compensation and incentives.
- Prepares and submits CalPERS payroll reporting, including reportable compensation and member and employer contributions, and reconciles that reporting to District payroll records.
- Coordinates benefit enrollments, changes and payroll deductions with carriers and with the Section 125 plan administrator.
- Processes wage withholding orders, garnishments and payroll tax reporting in coordination with the County of El Dorado and the payroll processor.
- Prepares payroll cost distribution and labor allocation to grants, contracts and funding sources, and provides the payroll data supporting strike team and mutual aid reimbursement billing.
- Reconciles payroll to the general ledger and to County reporting, and maintains payroll records and supporting documentation consistent with the District's Records Retention Schedule.
- Submits each completed payroll to the Fire Chief or the Fire Chief's designee for review and approval before transmittal.

Grant Administration and Compliance

- Administers grant funding for District projects and operational needs; monitors compliance with applicable grant rules, terms and regulations; serves as the District's administrative representative to grant funding agencies.
- Prepares and submits quarterly grant billing and reimbursement packages.
- Develops and maintains grant tracking worksheets, compliance memoranda and supporting documentation systems.
- Prepares grant progress and financial reports and maintains audit-ready grant files and electronic grant documentation.

- Prepares and submits strike team reimbursement requests to the corresponding oversight agencies and tracks reimbursements and receipts.
- Performs Uniform Guidance research and compliance support.

Procurement and Contract Compliance

- Prepares administrative procurement compliance documentation, supporting materials and compliance review for requests for proposals and District procurements.
- Supports the Fire Chief in the consultant and vendor selection process, including preparation of requests for proposals and coordination of bid review.
- Maintains and annually updates standard contract compliance templates and administrative agreement documentation.
- Monitors contract and agreement compliance, including deadlines, insurance certificates and required deliverables.
- Exercises purchasing and disbursement approval authority for budgeted items to the extent delegated in writing by the Fire Chief under the Delegation of Authority provisions of the District Purchasing Policy. Authority to purchase non-budgeted items is not delegated and remains with the Fire Chief and the Board.

Policy, Process and Records Management

- Develops fiscal and administrative best-practice templates, workflow documentation, compliance checklists, process mapping and procedural guidance at the direction of the Fire Chief and the Board.
- Develops supporting documentation guidance and public funds transparency practices related to purchasing card use, reimbursement and expenditure documentation.
- Administers the District's document management system; develops and maintains document management procedures.
- Maintains and safeguards District files, including contracts, Board packets, resolutions, ordinances, agendas, minutes and legal documents, consistent with the District's Records Retention Schedule; maintains and updates the Records Retention Program.
- Manages the District website, including content accuracy, ongoing maintenance, publication of required public materials, and compliance with the website and public posting requirements applicable to California special districts.

Clerk of the Board of Directors

- Serves as Clerk of the Board as that office is established in Article 8 of the Board of Directors' Policy and Procedures Manual.
- Prepares and distributes Board meeting materials; posts and publishes agendas and meeting notices in compliance with the Ralph M. Brown Act, state law and District policy.
- Attends regular and special meetings of the Board and its standing committees, including meetings held outside the regular work schedule; prepares and finalizes minutes; records Board actions and votes.
- Composes, prepares, attests, publishes and posts resolutions, ordinances and public hearing notices in coordination with the Fire Chief and District counsel; assures statutory time requirements are met.

- Administers applicable provisions of the Political Reform Act of 1974, including conflict of interest filings.
- Serves as custodian of the District Seal and of the official record of Board proceedings.
- Coordinates election procedures with the County of El Dorado and with candidates, and prepares documents declaring that an election will be held.
- Coordinates the District's response to California Public Records Act requests in consultation with the Fire Chief and District counsel.

General Administration and Public Contact

- Serves as the primary point of contact for public interaction with the District; screens calls, visitors and mail; responds to complaints and requests for information and assistance.
- Interprets and explains District regulations, procedures, policies and precedents in response to inquiries from the public, staff, District counsel, Directors, consultants, contractors and vendors; refers technical questions to the appropriate District staff and ensures follow-up.
- Independently composes, formats, proofreads and edits correspondence, staff reports, legal documents, website content and public notices.
- Maintains personnel files and administrative records for District employees, and maintains the confidentiality of that information.
- Orders and maintains office supplies and administrative materials, and makes administrative purchases within the limits established by District purchasing and purchasing card policy.
- Maintains working knowledge of the Brown Act, the Public Records Act, the Political Reform Act and the Government Code provisions applicable to fire protection districts and special districts.
- Provides administrative support to the Fire Chief, the Board of Directors and District personnel.
- Performs related duties as assigned.

INTERNAL CONTROL AND SEGREGATION OF DUTIES

This classification consolidates transaction origination, recording, general ledger maintenance and account reconciliation in a single position, with no intervening supervisory review within the fiscal cycle itself. That concentration is a consequence of returning work in-house from outside consultants, and it is a recognized internal control weakness. The following compensating controls are conditions of the position. They protect the incumbent as much as the District.

- Monthly bank and CalCard reconciliations are reviewed and initialed by the Fire Chief or a Board member designated by the Board.
- Disbursements above the amount delegated in writing to the incumbent, and all purchases of non-budgeted items, require the approval of the Fire Chief. When the Fire Chief is unavailable, approval is given by the Fire Chief's designee.
- New vendor setup and changes to vendor banking information require independent verification by a person other than the incumbent.
- New employee setup and changes to employee pay rates, direct deposit information and classification require independent verification and approval by the Fire Chief or the Fire Chief's designee.

- Each payroll is reviewed and approved by the Fire Chief or the Fire Chief's designee before transmittal.
- The position is covered by the District's employee dishonesty and crime coverage, maintained at District expense in an amount set by the Board on the advice of the District's insurance carrier.
- The District's annual audit includes a review of the adequacy of these controls, reported to the Board.

Where these provisions permit action by a designee, the designee shall not be the incumbent, and the Fire Chief shall document the designation. The procedures implementing these controls, including the approval threshold, are established by Board policy or administrative directive and may be amended without amending this classification.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, public budgeting and governmental fund accounting.
- Grant application, administration, reporting and compliance principles and practices, including federal Uniform Guidance requirements.
- Principles and practices of public agency procurement, contract preparation and contract compliance monitoring.
- Internal control principles applicable to public funds, including segregation of duties and documentation standards.
- The Ralph M. Brown Act, the California Public Records Act, the Political Reform Act of 1974, Government Code provisions applicable to fire protection districts and special districts, and the public posting and website content requirements applicable to California special districts.
- Records retention requirements and practices applicable to California special districts.
- Organization and functions of the fire service, local government and special districts.
- Techniques of administrative, financial and comparative analysis.
- Modern office methods and software, including spreadsheet applications and accounting software such as QuickBooks.
- Principles of record keeping, report preparation, minute taking and business writing.
- Principles and practices of public agency payroll, including computation of overtime, callback, out-of-grade and special compensation, compensatory time accrual and use, and leave accrual, as governed by the Fair Labor Standards Act, memoranda of understanding and individual employment agreements.
- CalPERS payroll reporting, including reportable compensation and member and employer contributions; payroll tax reporting; wage withholding orders and garnishments; and benefit enrollment and payroll deduction administration, including Section 125 plan coordination.
- County of El Dorado financial reporting systems and the reports they produce, and the reconciliation of District accounting records to County records.
- Cost allocation and indirect cost rate development for a public agency.

- Election procedures applicable to special district Board elections and the District's role in coordinating them with the County.

Ability to:

- Assume full responsibility for the District's administrative and fiscal service functions and perform that work directly.
- Independently perform professional level fiscal analysis, budget development, account reconciliation and compliance documentation.
- Analyze complex administrative and fiscal problems, identify alternatives, project consequences, and recommend and implement solutions.
- Research, compile, analyze and interpret financial and administrative data and present findings clearly to the Fire Chief and the Board.
- Compose accurate correspondence, staff reports, minutes, resolutions and procedural guidance.
- Represent the District's administrative functions to outside agencies, auditors, grantors and the public, and resolve sensitive or complex administrative matters.
- Exercise sound independent judgment within general policy guidelines, and recognize the limits of the incumbent's own authority.
- Maintain the confidentiality of District, personnel and closed session information.
- Meet statutory, grant and County deadlines without direct oversight.
- Establish and maintain effective working relationships with the Board, District personnel, outside agencies and the public.
- Provide lead direction to support staff, interns or volunteers as assigned.
- Process payroll accurately and on schedule, applying memoranda of understanding, District policy and individual employment agreements, and reconcile payroll to the general ledger and to County reporting.
- Reconcile District accounting records to County financial reports and identify and resolve discrepancies.

Education and Experience:

Any combination of education and experience likely to provide the required knowledge and abilities. A typical qualifying background is:

- A Bachelor's degree from an accredited college or university in public administration, business administration, accounting, finance or a closely related field; AND
- Four (4) years of increasingly responsible administrative, fiscal or management analysis experience, preferably in a public agency.

Additional qualifying experience of the type described above may substitute for the degree on a year-for-year basis, to a maximum of four (4) years. Experience in a California special district, and experience with governmental fund accounting and grant administration, are highly desirable.

Required Licenses and Certifications:

- Possession of and ability to maintain a valid California Class C driver license, or an equivalent Nevada driver license, throughout employment.
- Must meet and maintain the insurability requirements of the District's insurance carrier.

- Authorization to work in the United States.
- Designated as a filer under the District's Conflict of Interest Code, subject to amendment of that Code by the Board and approval by the code reviewing body.

Desirable Licenses and Certifications:

- Commission as a Notary Public in the State of California, maintained throughout employment.
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks.
- California Special Districts Association District Clerk certificate, or equivalent.
- Government Finance Officers Association training or certification in governmental accounting, budgeting or grant administration.
- Certificate or coursework in public sector grant management or federal Uniform Guidance compliance.

Certifications listed as desirable may qualify for educational incentive compensation if provided for in the District's Wages and Benefits Policy Manual or in an individual employment agreement, whether the certification was obtained before or during District employment. This job description does not itself establish compensation.

EXAMINATION AND SELECTION PROCESS

Where this classification is filled by open recruitment, the examination and selection process may include the following:

- Application Review
- Written or Practical Examination
- Panel Interview
- Fire Chief's Interview

Candidates offered employment are subject to a Live Scan, background investigation, and drug and alcohol screening. Employment is contingent upon successful completion of each.

COMPENSATION AND BENEFITS

Compensation and benefits for this classification are as provided in the District's Wages and Benefits Policy Manual currently in effect and in any individual employment agreement approved by the Board of Directors.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

- Work is performed primarily in an office environment within a fire station, with extensive public contact and frequent interruptions.
- Sufficient physical ability and mobility to work in an office setting, including sitting or standing for prolonged periods; occasional stooping, bending, kneeling, crouching, reaching and twisting.
- Lift, carry and position objects weighing up to twenty-five (25) pounds, including records boxes, meeting materials and office supplies.

- Operation of office equipment involving repetitive hand movement and fine coordination, including use of a computer keyboard, for prolonged periods.
- Vision sufficient to read fine print, financial records and digital displays.
- Hearing and speech sufficient to communicate in person, by telephone and in public meetings, and to record proceedings accurately.
- Regular work outside the normal schedule, including evening Board and committee meetings.
- Occasional travel within and outside the District for meetings, training and coordination with the County and other agencies, including driving in mountain and winter road conditions.
- Regular contact with members of the public in circumstances that may involve disagreement or frustration.

DISCLAIMER

This job description describes the general nature and level of work performed in this classification. It is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities or working conditions associated with the position, and it does not constitute an employment agreement between the District and the employee. The District reserves the right to add, modify or remove duties and to assign other duties as necessary. This description is subject to change at the discretion of the District, consistent with applicable law and any individual employment contract in effect.

ADMINISTRATIVE SERVICES OFFICER / CLERK OF THE BOARD

Job Description Approval

The above job description for the classification of Administrative Services Officer / Clerk of the Board is hereby adopted and supersedes the job description and duty statement for the classification of Administrative Assistant.

APPROVED:

John McNamara, Fire Chief
Date: _____

John Rice, Chair, Board of Directors
Date: _____

Lake Valley Fire Protection District

Profit and Loss

July-October, 2026

	Total
Income	
1100.00 Prop Tax - Curr Secured	329,325.07
1110.00 Prop Tax - Curr Unsecured	123,006.00
1120.00 Prop Tax - Prior Secured	-1,720.93
1130.00 Prop Tax - Prior Unsecured	1,457.69
1140.00 Prop Tax - Supp Current	20,462.18
1150.00 Prop Tax - Supp Prior	6,588.38
1175.00 Tax - Special Tax	14,125.00
1300.00 Grant Reimb Income	
1302.00 Grant Rev - State	15,000.00
1303.00 Grant Rev - Other	11,742.02
Total for 1300.00 Grant Reimb Income	**$26,742.02**
1360.00 Penalty & Cost Delinqnt Taxes	1,363.50
1400.00 Rev - Interest	78,362.87
1686.00 Ambulance Services	$7,332.39
1687.00 JPA Payroll	320,329.23
1689.00 JPA Fuel	5,305.00
1690.00 JPA Office Exp	1,170.00
1691.00 JPA Maintenance	40,094.16
1692.00 JPA Medical Supplies	257.35
Total for 1686.00 Ambulance Services	**$374,488.13**
1744.00 Misc - Inspections & Services	59,455.00
1940.00 Misc - Revenue	$4,983.97
1942.00 Misc Rev - StrikeTeam Federal	6,116.80
1945.00 Misc Rev - Ambulance Billings	1,134.00
Total for 1940.00 Misc - Revenue	**$12,234.77**
420.00 Rent	16,920.00
Services	52,570.92
Total Income	**$1,115,380.60**
Gross Profit	**$1,115,380.60**
Expenses	
3000.00 Wages - Perm Employees	1,292,279.96
3001.00 Wages - Temp Employees	800.00
3002.00 Wages - Overtime	289,290.11
3004.00 Wages - Other Comp	70,763.32
3005.00 Wages - Tahoe Differential	17,999.20
3020.00 Wages - Retirement	597,005.41
3021.00 Wages - O.A.S.D.I.	49.60
3022.00 Wages - MediCare	22,395.50
3040.00 Wages - Health Insurance	73,216.40
3040.03 Wages - G Flex	1,280.18
3060.00 Wages - Workers Compensation	165,844.50
4020.00 Clothing and Personal Supplies	32,150.28

Lake Valley Fire Protection District

Profit and Loss

July-October, 2026

	Total
4040.00 Telephone Expense	11,914.23
4080.00 Household Expense	2,113.35
4100.00 Insurance - Premium	105,644.13
4140.00 Maintenance - Equipment	151,205.05
4145.00 Maintenance - Equipment Parts	14.08
4180.00 Maintenance - Building & Improv	10,867.00
4220.00 Memberships	33,514.06
4260.00 Office Expense - Supplies	$914.95
4262.00 Office Exp - Computer <$5,000	976.57
4263.00 Office Exp - Equipment <$5000	19.17
4264.00 CalCARD Misc - JPA Reimbursable	10,173.33
Total for 4260.00 Office Expense - Supplies	**$12,084.02**
4266.00 Printing & Duplicating Services	84.82
4300.00 Professional & Specialized Serv	$54,896.30
4301.00 Grant Expenses	81,817.35
4302.00 Annual Audit	5,900.00
4303.00 Medical Expenses/Physicals	1,648.00
4304.00 Other Professional Services	1,070.87
Total for 4300.00 Professional & Specialized Serv	**$145,332.52**
4313.00 Legal Fees	3,685.50
4420.00 Rent & Leases - Equipment	27,050.56
4460.00 Equip - SmallTools & Instr <$5k	$341.61
4461.00 Equip - Computer <$5,000	1,064.23
4462.00 Equip - Pagers/Radios <$5,000	5,569.23
Total for 4460.00 Equip - SmallTools & Instr <$5k	**$6,975.07**
4500.00 Special Department Expense	$7,045.16
4504.00 Special Dept - Training	11,210.96
4506.00 Special Dept - Technical Rescue	3,729.77
4508.00 Special Dept - Honor Guard	2,150.90
4516.00 Spcl Dept - EMS Supplies	4,301.77
Total for 4500.00 Special Department Expense	**$28,438.56**
4600.00 Transportation & Travel	2,912.40
4606.00 Fuel Purchases	11,342.72
4620.00 Utilities	4,293.13
5200.00 Interest Expense/ Bank Charges	241.72
6020.00 Fixed Assets - Building & Imprv	46,386.00
6040.00 Fixed Assets - Equipment >$5000	73,194.51
Purchases	1,512.96
Total Expenses	**$3,241,880.85**
Net Operating Income	**-$2,126,500.25**
Net Income	**-$2,126,500.25**

	Total		
	Actual	Budget	% of Budget
Income			
1100.00 Prop Tax - Curr Secured	329,325.07	6,788,991.00	4.85%
1110.00 Prop Tax - Curr Unsecured	123,006.00	132,680.00	92.71%
1120.00 Prop Tax - Prior Secured	-1,720.93		
1130.00 Prop Tax - Prior Unsecured	1,457.69		
1140.00 Prop Tax - Supp Current	20,462.18	125,921.66	16.25%
1150.00 Prop Tax - Supp Prior	6,588.38		
1175.00 Tax - Special Tax	14,125.00	147,677.92	9.56%
1208.00 Grant Rev - CED #7687/8713/9705	15,000.00		
1209.00 Grant Rev - CTC CpctyPlanng	249,397.74		
1213.00 Grant Rev - TRPA WMSP MOU	9,332.04		
1214.00 Grant Rev - WnF MOU Program	9,077.96		
1300.00 Grant Reimb Income			
1301.00 Grant Rev - Federal		605,232.76	0.00%
1302.00 Grant Rev - State		1,222,978.20	0.00%
Total for 1300.00 Grant Reimb Income	**0.00**	**$1,828,210.96**	0.00%
1360.00 Penalty & Cost Delinqnt Taxes	1,363.50	4,098.13	33.27%
1400.00 Rev - Interest	78,362.87	240,000.00	32.65%
1509.00 Admin Income - CTC CpctyPlanng	19,489.39		
1510.00 Admin Income - TRPA WMSP MOU	1,399.80		
1686.00 Ambulance Services	15,287.45		
1687.00 JPA Payroll	528,673.55	1,306,317.00	40.47%
1689.00 JPA Fuel	7,916.73		
1690.00 JPA Office Exp	1,327.63		
1691.00 JPA Maintenance	45,787.52		
1692.00 JPA Medical Supplies	257.35		
Total for 1686.00 Ambulance Services	**$599,250.23**	**$1,306,317.00**	45.87%
1744.00 Misc - Inspections & Services	59,455.00	225,000.00	
1820.00 ST - Homeowner Prop Tax Relief		37,738.00	0.00%
1940.00 Misc - Revenue	4,983.97	10,000.00	49.84%
1942.00 Misc Rev - StrikeTeam Federal	6,116.80	242,000.00	2.53%
1945.00 Misc Rev - Ambulance Billings	1,134.00	40,000.00	2.84%
Total for 1940.00 Misc - Revenue	**$12,234.77**	**$292,000.00**	4.19%
1950.00 Misc - Reimbursement	24,429.85	29,000.00	84.24%
420.00 Rent	16,920.00	69,939.63	24.19%
Services	14,076.37		
Total Income	**$1,603,032.91**	**$11,227,574.30**	14.28%
Gross Profit	**$1,603,032.91**	**$11,227,574.30**	14.28%
Expenses			
3000.00 Wages - Perm Employees	1,292,279.96	4,453,215.98	29.02%
3001.00 Wages - Temp Employees	800.00		
3002.00 Wages - Overtime	289,290.11	380,400.00	76.05%
3004.00 Wages - Other Comp	70,763.32	202,407.66	34.96%

3005.00 Wages - Tahoe Differential	17,999.20	78,971.84	22.79%
3020.00 Wages - Retirement	597,005.41	1,184,693.97	50.39%
3021.00 Wages - O.A.S.D.I.	49.60	2,000.00	2.48%
3022.00 Wages - MediCare	22,395.50	71,018.93	31.53%
3040.00 Wages - Health Insurance	68,917.86	222,113.21	31.03%
3040.01 Wages - Vision		4,181.64	0.00%
3040.03 Wages - G Flex	1,280.18		
3060.00 Wages - Workers Compensation	165,844.50	331,689.00	50.00%
4020.00 Clothing and Personal Supplies	13,330.72	73,250.00	18.20%
4040.00 Telephone Expense	11,883.90	56,000.00	21.22%
4080.00 Household Expense	2,113.35	10,000.00	21.13%
4100.00 Insurance - Premium	105,644.13	98,149.00	107.64%
4140.00 Maintenance - Equipment	72,373.12	209,007.46	34.63%
4145.00 Maintenance - Equipment Parts	14.08		
4180.00 Maintenance - Building & Improv	11,670.63	70,000.00	16.67%
4200.00 Medical, Dental & Lab Supplies		15,000.00	0.00%
4220.00 Memberships	14,692.89	65,184.88	22.54%
4260.00 Office Expense - Supplies	914.95	18,000.00	5.08%
4262.00 Office Exp - Computer <$5,000	976.57	19,248.75	5.07%
4263.00 Office Exp - Equipment <$5000	19.17		
4264.00 CalCARD Misc - JPA Reimbursable	1,343.83		
Total for 4260.00 Office Expense - Supplies	**$3,254.52**	**$37,248.75**	8.74%
4266.00 Printing & Duplicating Services	84.82	1,000.00	8.48%
4300.00 Professional & Specialized Serv	37,787.28	153,565.00	24.61%
4301.00 Grant Expenses		851,697.00	0.00%
4302.00 Annual Audit	5,900.00	10,000.00	59.00%
4303.00 Medical Expenses/Physicals	1,648.00	10,000.00	16.48%
4304.00 Other Professional Services	1,070.87	$0.00	
Total for 4300.00 Professional & Specialized Serv	**$46,406.15**	**$1,025,262.00**	4.53%
4313.00 Legal Fees	2,179.50	31,000.00	7.03%
4400.00 Publication & Legal Notices		5,000.00	0.00%
4420.00 Rent & Leases - Equipment		28,061.09	0.00%
4460.00 Equip - SmallTools & Instr <$5k		25,000.00	0.00%
4461.00 Equip - Computer <$5,000	1,064.23		
4462.00 Equip - Pagers/Radios <$5,000	4,719.23	36,330.70	12.99%
Total for 4460.00 Equip - SmallTools & Instr <$5k	**$5,783.46**	**$61,330.70**	9.43%
4500.00 Special Department Expense	4,545.28	141,500.00	3.21%
4502.00 Special Dept - Prevention		6,000.00	0.00%
4504.00 Special Dept - Training	8,880.96	60,000.00	14.80%
4506.00 Special Dept - Technical Rescue	401.07	9,500.00	4.22%
4508.00 Special Dept - Honor Guard	2,150.90	5,000.00	43.02%
4510.00 Special Dept - Fire Investgtn		2,000.00	0.00%
4512.00 Special Dept - Health Wellness		85,500.00	0.00%
4513.00 Special Dept - HoseNozzles Don't Use		34,000.00	0.00%

Total for 4500.00 Special Department Expense	**$15,978.21**	**$343,500.00**	4.65%
4600.00 Transportation & Travel	2,912.40	15,000.00	19.42%
4606.00 Fuel Purchases	9,363.32	90,883.50	10.30%
4620.00 Utilities	2,148.54	60,000.00	3.58%
5060.00 Retrmnt - Other Long Term Debt		478,029.00	0.00%
5100.00 Int - Other Long Term Debt		350,149.08	0.00%
5200.00 Interest Expense/ Bank Charges	241.72		
6020.00 Fixed Assets - Building & Imprv	46,386.00	144,000.00	32.21%
6040.00 Fixed Assets - Equipment >$5000	73,194.51	825,232.76	8.87%
Purchases	1,512.96		
Total Expenses	**$2,967,794.57**	**$11,022,980.45**	26.92%
Net Operating Income	-$1,364,761.66	**$204,593.85**	-667.06%
Net Income	-$1,364,761.66	**$204,593.85**	-667.06%

LAKE VALLEY FIRE PROTECTION DISTRICT

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Fire Chief's Monthly Report to the Board of Directors

Reporting Period: October – November 2026
Prepared By: Fire Chief John McNamara

Executive Summary

- Since the October 8 meeting, the main focus has been winter and El Niño readiness, finishing the District's financial policy package, updating job descriptions and replacing the failed shop lifts.
- The District's shop column lifts, purchased more than 30 years ago, failed and cannot be repaired. On October 14, under the Emergency Purchases provision of Board Policy Appendix D, I authorized the purchase of four SEFAC SW3 wireless mobile column lifts for $49,999.86. The Board is asked to ratify the purchase on November 12 (Resolution 2026-12).
- Six resolutions are on the November agenda: 2026-12 (shop lift ratification), 2026-13 (CAL Card, Travel and Training, and Sensitive Information policies), 2026-14 (Federal Award Financial Management), and three job descriptions: 2026-15 (Fleet Manager / Fire Mechanic), 2026-16 (Fire Safety Inspector I), and 2026-17 (Administrative Services Officer).
- Cal OES has approved eight reimbursement invoices totaling $262,114.53 for August 2026 out-of-district fire assignments. Payment is expected by late January 2027.

Recognition & Milestones

- **Work anniversaries:** Andrew Carey, 10 years (October 11); Dusty La Chapelle, 13 years (November 6). Thank you for your service to the District.
- **South Shore Chili Cook Off:** Lake Valley Fire took first place on October 17. The Tahoe Chamber estimates about $10,000 was raised for the participating teams' charities. Approximately $2,800 will be awarded to LeeAnn Mills by the Chamber. Thank you to the crews who prepped and served.
- **BC Chuck Malone:** Built and published a full fourth-quarter training calendar for the District.
- **BC Martin Goldberg:** Led an October 20 field review of this season's completed fuels work at the Cole, County lots, and High School project areas.

Operations & Response

- **Winter and El Niño readiness:** BC Quinn attended the El Dorado County EOC activation meeting (October 15). I attended the Alpine County EOC interagency partner meeting (October 19), and the South Lake Tahoe Annual Winter Operations Meeting with CalTrans (October 22) along with BC Quinn and BC Pevenage. BC Quinn and I met with County OES on October 20 to confirm contact procedures for the Basin. County OES has about 100,000 sandbags on hand. No emergency declaration has been made.

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- **Storm cost tracking:** Storm payroll codes are set up in Fire Manager. ICS 214s will be required for all storm activity, including preparation, to support reimbursement.
- **Pre-Ski Season Meeting:** BC Quinn scheduled annual meeting with the ski areas and partner agencies for November 13.
- **Radio:** On October 20 I signed a Cal OES Frequency Usage Agreement that lets Cal OES program five District channels for joint operations.
- **Response boundaries:** After an October 4 call west of Twin Bridges, I asked CAL FIRE to clarify the 2024 response arrangement for the Highway 50 corridor with Camino. There are still issues between CalFire's (Camino Dispatch) use of dynamic run cards vs. static run cards that South Tahoe Dispatch uses.

Fuels Mitigation & Prevention

- **RFP template:** Completed a Fuels Division RFP foundation template, built from the Washoe Meadows/LVSRA RFP that District Counsel and TRPA vetted. BC Goldberg is using it to draft the CTC-funded landowner access and private property assessment RFP.
- CAL FIRE Grant 5GG25102 (Community Mastication): Waiting on delivery of the masticator, trailer has been received, and CAL FIRE approved the budget amendment on October 7. The reimbursement invoice was submitted October 20 for accountant review. The unit is expected in service next season.
- **TRPA Contract 25C00029:** Invoice 3 (July through September) was signed and submitted October 15.

Training & Personnel Development

- **Captain promotional exam:** Applications closed October 16. Testing is the week of November 9.
- **Acting Battalion Chief:** Draft Acting BC Task Book and BC exam announcement shared with Local 4409 and the BC group after the October 13 labor/management meeting. The BC exam is expected in Spring 2027.
- **Fourth-quarter training:** Live fire, auto extrication, and rope rescue in October. November and December include Finest Hour, the Curt Varone discipline course (November 18 and 19), the Chief Officer series, a RIC drill, EMS CE, and the probationary step test.

Administrative & Organizational

- **Emergency purchase, shop column lifts:** Reported to the Board in writing on October 15, within the ten days required by Appendix D. Four written quotes were obtained, and SEFAC USA, Inc. submitted the lowest complete quote. Ordering immediately captured a one-time discount and saved the District $7,716.64. Charged to Budget Line 4140, Equipment/Maintenance.
- **Financial policy package:** New Board Policy Appendices H (CAL Card), I (Travel and Training), J (Sensitive Information), and K (Federal Award Financial Management) were sent to staff and District Counsel for review on October 22. They are before the Board as Resolutions 2026-13 and 2026-14.

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- **Paycheck and Leave Smoothing:** Memo 2026-08 was issued October 21, as agreed by Fire Administration and the Local 4409 executive board.
- **Contracts:** New Long Form and Short Form consultant agreement templates, reviewed by District Counsel, are now in use.
- **Payroll:** Overtime codes in Fire Manager were expanded so overtime can be reported by cause. The goal is to retire the paper payroll book by January 1, 2027.
- **Job descriptions:** Updated job descriptions for Fleet Manager / Fire Mechanic (Resolution 2026-15), Fire Safety Inspector I (Resolution 2026-16), and Administrative Services Officer (Resolution 2026-17) are before the Board for adoption, each with a staff report. The Administrative Services Officer reclassification reflects Kayla coming back to work full time for the District and taking on duties previously performed by contract accountant Andrea Drew. The Fleet Manager / Fire Mechanic description was worked through line by line with the incumbent. All three were sent to District Counsel for review on October 28.

Grants & Funding

- **Cal-Tahoe EMS JPA:** The JPA CEO has stated the JPA intends to contribute toward the cost of the new shop lifts, since the District performs all maintenance and most repairs on the JPA's ambulances. Amount to be determined. Staff will report the final figure to the Board.
- **FEMA DR-4301 (2017 storms):** Cal OES issued a deobligation notice of $5,034.45 on Project Worksheet 711. Staff are reconciling it against a $4,935 repayment made in April. The appeal window closes about November 23.
- **Cal OES / CFAA reimbursements:** Eight invoices totaling $262,114.53 cover August 2026 assignments by 14 District personnel to six incidents (Gann, Timber, Double, Bug, Hawk, and MP18). All eight are approved by Cal OES, signed, and returned, and are waiting on payment from BLM ($124,737.36), USFS ($62,816.56), CAL FIRE ($50,984.01), and BIA ($23,576.60). If all agencies meet CFAA timelines, payment should arrive between January 4 and January 25, 2027. See the attached staff report.
- **Mitigation fees:** The 5-Year Mitigation Fee Report was submitted to the County CAO. The Annual Mitigation Fee Report is due November 2 and was submitted by the deadline.

Key Issues & Risks

- **El Niño winter:** Possible isolation of the Basin during major storms. Cost recovery depends on complete ICS 214s, photos, and cost records starting on day one.

Board Attention / Action Items

- Adopt Resolution 2026-12, ratifying the Fire Chief's emergency purchase of four SEFAC SW3 wireless mobile column lifts from SEFAC USA, Inc. for $49,999.86 (see attached staff report).
- Adopt Resolution 2026-13, adding Board Policy Appendices H, I, and J, with conforming amendments.
- Adopt Resolution 2026-14, adding Board Policy Appendix K, Federal Award Financial Management.

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- Adopt Resolution 2026-15, adopting the Fleet Manager / Fire Mechanic job description (see attached staff report).
- Adopt Resolution 2026-16, adopting the Fire Safety Inspector I job description (see attached staff report).
- Adopt Resolution 2026-17, adopting the Administrative Services Officer job description and reclassifying the Administrative Assistant position (see attached staff report).
- Receive the 5-Year & Annual Mitigation Fee Report (information only).
- Receive the first overtime-by-cause report (information only).
- Receive and file the staff report on Pending CFAA Reimbursements for August 2026 Out-of-District Assignments (information only).

Looking Ahead (Next 30–60 Days)

- **Week of November 9:** Captain promotional exam.
- **November 10:** Labor/management meeting.
- **November 13:** Pre-Ski Season Meeting.
- **About November 23:** FEMA DR-4301 appeal deadline.
- **2198 Keetak Street:** A lease proposal from The Tahoe Y LLC is under review by Director Cain and may come to the Board.

Attachments

1. Staff Report: Report of Emergency Purchase, Replacement of Shop Mobile Column Lifts (October 15, 2026)
2. Resolution No. 2026-12: Ratifying the Fire Chief's Emergency Purchase of Shop Mobile Column Lifts from SEFAC USA, Inc. (PDF)
3. Resolution No. 2026-13: Adopting Board Policy Appendices H (CAL Card), I (Travel and Training), and J (Sensitive Information), with Conforming Amendments (PDF)
4. Resolution No. 2026-14: Adopting Board Policy Appendix K, Federal Award Financial Management (PDF)
5. Staff Report: Pending CFAA Reimbursements for August 2026 Out-of-District Assignments (Information Only)
6. 5- Year & Annual Mitigation Fee Report
7. Resolution No. 2026-15, Staff Report, and Job Description: Fleet Manager / Fire Mechanic (PDF)
8. Resolution No. 2026-16, Staff Report, and Job Description: Fire Safety Inspector I (PDF)
9. Resolution No. 2026-17, Staff Report, and Job Description: Administrative Services Officer (Reclassification) (PDF)

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Reporting Period: November, 2026

Prepared By: Perry Quinn, Battalion Chief

Division: xOperations ☐ Fire Prevention ☐ Training ☐ Administration ☐ Fuels Management ☐ Fleet & Support Services

Overview

November priorities included emergency response, staffing coordination, apparatus readiness, probationary firefighter development, and support for regional training.

No major staffing or apparatus issues were identified. Significant time and effort were put into planning and preparation for this upcoming winter.

What We Accomplished Last Month

October incident alarms totaled 92 including 4 IFT's, 3 structure fires and 2 vegetation fires. Year to date Incident total is 1141. Year to date IFT's =69.

Current Activities

Conducting promotional testing for Fire Captain the week of November 9th.

E7 is currently out of service being warranty repaired in Reno, it should return next week.

The new FC700 pickup has arrived and is currently being upfitted.

All other apparatus are in service.

Upcoming Priorities / Next Steps

Complete promotional testing for Fire Captain and establish eligibility list.

Continue preparation measures for the upcoming winter season.

Continue Probationary Firefighter training.

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Challenges / Issues

Staffing and scheduling challenges include:

- Probationary Firefighter shift rotations every 4 months.
- Supporting EMT/FF's as they continue Paramedic School.
- BC-Operations out long term due to work related injury.
- Preparing for possible transition of scheduling software (From Fire Manager to First Due).

Opportunities / Strategic Initiatives

Continue regional training through joint exercises, support personnel development and promotional readiness.

Overtime Report — October 2026

Lake Valley Fire Protection District · Prepared Nov 3, 2026 by Kayla Galvan

Summary

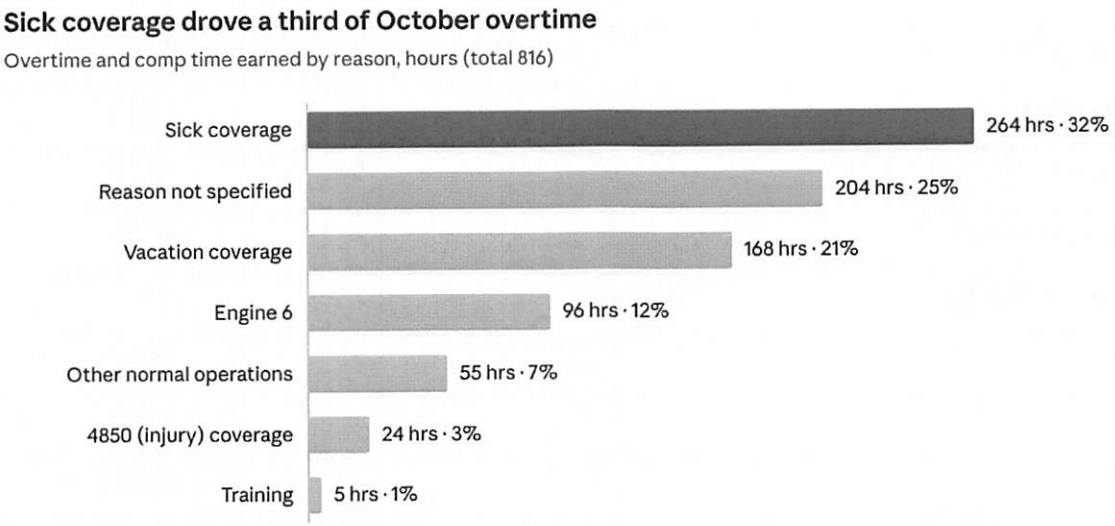
The District recorded **816 hours of overtime and comp time earned** across 59 shifts in October 2026 (Oct 1, 0800 to Oct 31, 0800). Coverage for sick leave was the largest driver at 264 hours, about a third of the total.

Measure	Hours	Share
Paid overtime (OT)	736.75	90%
Comp time earned (CTE)	79.25	10%
Total	**816.00**	**100%**

Six of those shifts (96 hours) were force hires; five covered sick leave. Out-of-grade pay and modified duty are reported separately on page 2 and are not counted as overtime.

Source: Scheduled Time Report, run November 2, 2026.

Overtime by reason



Scheduled Time Report, Oct 1–31, 2026 · overtime and comp time earned only

Covering absences (sick, vacation and 4850 leave) accounts for 456 hours, or 56% of all overtime. A quarter of hours were entered without a reason code.

Detail by time type

Every overtime and comp-time entry, grouped under the reason shown in the chart.

Reason / time type	Shifts	Hours
Sick coverage	**13**	**264.00**
OT Sick Coverage	7	168.00
OT Force Hire- Sick Coverage	2	32.00
OG OT Sick Coverage	1	24.00
CTE Force Hire- Sick Coverage	1	16.00
OG CTE Force Hire- Sick Coverage	1	15.50
OG OT Force Hire- Sick Coverage	1	8.50
Reason not specified	**20**	**204.00**
OT	14	153.50
OG Force Hire	1	24.00
OT/OG	1	20.00
CTE/OG	1	4.00
Comp Time Earned	3	2.50
Vacation coverage	**8**	**168.00**
OT Vacay Coverage	5	120.00
OG OT Vacay Coverage	2	44.00
OG CTE Vacay Coverage	1	4.00
Engine 6	**5**	**96.00**
OT Eng 6	3	66.00
CTE Eng 6	2	30.00
Other normal operations	**11**	**55.00**
OT Other Normal Ops	8	33.75
OG OT Other Normal Ops	2	14.00
CTE Other Normal Ops	1	7.25
4850 (injury) coverage	**1**	**24.00**

Reason / time type	Shifts	Hours
OT 4850 Coverage	1	24.00
Training	**1**	**5.00**
OT Training	1	5.00
Total overtime and comp time	**59**	**816.00**

Not counted as overtime

These hours appear on the same time report but are not overtime, so they are excluded from the totals above.

Time type	Shifts	Hours
OG (out of grade)	48	1,128.00
OG Vacay Coverage	1	24.00
OG 4850 Coverage	1	24.00
Out-of-grade subtotal	**50**	**1,176.00**
Temporary Modified Duty	15	120.00

Out-of-grade hours are hours worked in a higher classification. Out-of-grade hours that were *also* overtime (types beginning "OG OT" or "OG CTE") are counted in the overtime totals.

Notes

- **OT** = overtime paid in cash. **CTE** = comp time earned instead of pay. **OG** = out of grade. **Force Hire** = a mandatory overtime assignment. **4850** = coverage for a member on industrial-injury leave (Labor Code 4850).
- **Reason not specified** covers entries coded with a pay type but no reason (plain OT, OG Force Hire, OT/OG, CTE/OG, Comp Time Earned). This accounts for the times in early October before all the new pay types were added. For November and ongoing, this should go away.
- PTO entries (vacation, sick, FMLA, holiday, school, comp time used) are excluded; they show hours off, not hours worked.

LAKE VALLEY FIRE PROTECTION DISTRICT

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Reporting Period: *(November 2026)*

Prepared By: *[Steve Pevenage, Battalion Chief/Fire Marshal]*

Division: ☐ Operations XX Fire Prevention ☐ Training ☐ Fuels Management ☐ Fleet & Support Services

Overview

Fire Prevention

- School Modernization: Approved the Sierra House Elementary School modernization project for the Division of the State Architect (DSA).
- Inspections: Completed a special event inspection and multiple local business inspections.
- Residential Approvals: Processed risk coverage requests and development approvals for single-family homes.
- Variances: Reviewed and processed a setback variance request.

Facilities

- Facility Inspections: Hosted our insurance carrier, FAIRA, for comprehensive on-site inspections of all department facilities.
- BMP Project**:** Completed the Best Management Practices (BMP) project tied to the classroom and generator approvals.
- Final Approvals**:** Pending a final site inspection and official sign-off from the Tahoe Regional Planning Agency (TRPA).

What We Accomplished the Last Month

On October 15, Engine 7 and Medic 7 attended an earthquake drill at Meyers Elementary School.

On October 16, Engine attended a Duck and Cover/Evacuation drill at Sierra House Elementary School

Building & Development

The following building department permits were approved in October.

Caldor Replacements: None.

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New Dwellings: 9280 Echo Lakes Road

Additions & ADUs: 1835 Haidas Circle.

Residential Replacement: None.

Convert shed into Living Space:

Variance Approvals:

2511 Meyers Road- setback variance approved.

Risk Coverage Forms/Information Provided:

2161 Cascade Road.

1895 Talbot Pace.

Commercial Activities:

Approve Division of the State Architects (DSA) site Conditions for the Sierra House Elementary School modernization project.

Inspections & Enforcement

In October the following business had Fire and Life Safety Inspections completed by our Engine Companies; AmeriGas, Frescana, and Meeks Lumber.

On October 4, a Fire and Life Safety inspection of the Octoberfest site at Camp Richardson was conducted.

VHR Compliance: Inspector Lester completed 28 Vacation Home Rental Inspections in September.

Revenue: These inspections successfully generated $10,400 in collection fees in September.

Community & Administrative Outreach:

Inter-Agency Collaboration: October 15 El Dorado County Fire Prevention Officers Meeting.

Current Activities

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Operational Priorities & RFQs:

Final TRPA Best Management Practice (BMP) Inspections November 12, 2026.

Winterization of fire stations and El Nino Planning.

District-wide Equipment Upgrades: Remodel of station 7 office restroom, remodel of former prevention office into EMS supply inventory room.

Maintenance & Planning

Budgeting: Completed for fiscal year 2026-2027

Future Projects: Several smaller maintenance initiatives have been identified and are slated for scheduling later this fiscal year.

Upcoming Priorities / Next Steps

Final TRPA Best Management Practice (BMP) Inspections November 12, 2026.

Station 7 Administration Hall public restroom renovation.

Succession planning procedures for Fire Marshal position.

Key Metrics (Optional)

Include relevant statistics if applicable (examples: calls for service, inspections completed, training hours, fuels reduction acres treated, and community outreach events).

Attachments (Optional)

List any supporting documents, photos, reports, or data summaries.

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Reporting Period: November 2026

Prepared By: Charles Malone, Battalion Chief – Training/Safety

Division: ☐ Operations ☐ Fire Prevention ☒ Training ☐ Fuels Management ☐ Fleet & Support Services

Overview

During October, the Training Division focused on probationary firefighter development, operational skills, and regional training partnerships. Personnel completed technical rescue, EMS, target-hazard, and fireground readiness training while preparing for implementation of the revised probationary Step Test Program.

What We Accomplished Last Month

- Completed Probationary Firefighter Presentation #4 and continued company-level development in preparation for Step I evaluations in mid-November.
- Completed UpSkill Healthcare training on obstetric emergencies.
- Conducted multi-agency rope rescue training at Berkeley Rock and auto extrication training.
- Completed a target-hazard walkthrough of the Luther Pump House.
- Completed Rapid Intervention Crew (RIC) Workshop Sessions 1–4 in preparation for Regional Battalion Drills.
- Participated in the Barton Hospital mass casualty incident (MCI) drill.

Current Activities

The revised Probationary Firefighter Step Test Program is moving into implementation. Step I has been distributed and replaces academy-style, points-based testing with competency-based evaluations built around Lake Valley Performance Standards. Fundamental skills are assessed within company evolutions. Feedback from Captains and probationers will guide refinements as Steps II, III, and the wildland block are finalized.

- Administering Step I of the revised Probationary Firefighter Step Test Program and continuing probationary development.
- Coordinating Regional Battalion Drills focused on RIC operations and firefighter emergencies.
- Conducting the Captain Promotional Examination.
- Supporting "Managing Disciplinary Challenges" with Chief Curt Varone, "Finest Hour" aggressive residential search training with Horton and Hunt, and a Key Combat fire hose demonstration.

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Upcoming Priorities / Next Steps

- December: Host California State Fire Training Chief Officer 3A – Human Resource Management, December 7–18 (Mondays, Wednesdays, and Fridays).
- December: Complete UpSkill Healthcare training on capnography and continue probationary firefighter development in preparation for Step II.
- January 2027: Conduct live fire training at the Carson Regional Training Center.
- Continue planning Chief Officer 3B – Budget and Fiscal Responsibilities and Chief Officer 3C – General Administration Functions.

Key Metrics (Optional)

No additional metrics reported this period.

Attachments (Optional)

None.

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Reporting Period: November, 2026

Prepared By: Martin Goldberg, Battalion Chief - Fuels Management Officer

Division: Wildfire and Fuels Management

Overview

Continued oversight of the Wildfire and Fuels Division through daily crew support, community chipping, project implementation, and administrative support. Advanced the Cole Fuel Reduction Project through final cutting and project inspections, completed project walks with Chief Drennan and Chief McNamara at the High School, Cole Property, and Tahoe Island (CSLT), and continued planning for the middle school project and El Dorado County lot treatments.

Advanced the District's mastication program by submitting the Community Mastication (Grant 5GG25102) progress report and budget amendment request to CAL FIRE, finalizing the masticator purchase justification memo, and beginning USFS mastication project planning. Mapped 580 acres of land over 25% slope with Tahoe RCD to support a USFS masticator funding request, and worked with Xyloplan to identify about 1,500 acres of local treatments missing from the national LANDFIRE fuels dataset.

Maintained grant administration through the CAL FIRE Community Chipping progress report, CTC Quarterly Report, and ongoing progress reports and invoices. Kicked off the South Lake Tahoe Wildfire Prevention External Governance Structure Analysis Project, planned an RFP under the Capacity Grant, and reviewed the Inspector 1 job classification. Supported community engagement through a Fire Adapted Communities meeting with Pioneer Village, a local wood milling demonstration, and regional coordination with TFFT, USFS, Lahontan, and partner agencies.

What We Accomplished Last Period

- Submitted the Grant 5GG25102 Community Mastication progress report and budget amendment request to CAL FIRE, and drafted and submitted an official budget request to the CAL FIRE AEU Unit Forester.
- Completed the masticator purchase justification memo to file, supporting the purchase and budget amendment.
- Completed the CAL FIRE Community Chipping progress report, highlighting 162 chipping requests through the online request system, Chipper Day, and an additional 60 requests from tract communities and homeowners associations.
- Worked with Tahoe RCD GIS staff (Cara Moore) to map lands over 25% slope for a USFS masticator funding request, totaling 580.08 acres (Federal 443.88, State 109.99, Local 26.20).
- Worked with Xyloplan to compare recorded local fuel treatments against the national LANDFIRE dataset; initial results show about 1,500 acres of treatments absent in the South Lake Tahoe study area, including Liberty Utilities roadside thinning, the CTC Lyons Ranch project, and the LVFPD treatment at the STPUD treatment plant.

- Advanced the Cole Fuel Reduction Project through project walks on plan changes and final cutting, and completed project inspections at Cole and Tahoe Island.
- Completed a project walk with Chief Drennan and Chief McNamara at the High School, Cole Property, and Tahoe Island (CSLT).
- Reviewed the middle school project with the fuels crew.
- Planned and oversaw El Dorado County lot treatments, and began USFS mastication project planning and design.
- Kicked off the South Lake Tahoe Wildfire Prevention External Governance Structure Analysis Project and reviewed proposed interview participants.
- Planned an RFP under the Capacity Grant with Chief McNamara, Michelle, and Jay.
- Reviewed and edited the Inspector 1 job classification with Chief McNamara, Steve, and Nathan.
- Completed the CTC Quarterly Report and a CTC presentation, along with ongoing progress reports and invoices.
- Met with the Pioneer Village community on the Fire Adapted Communities and Firewise process, including the risk assessment process and a property review.
- Hosted a milling demonstration showing how excess trees can become lumber for local building projects, supporting local wood processing, jobs, and revenue.
- Completed a field tour with Stratus Engineering on planned water drafting sites for incident use at Camp Richardson, Sawmill Pond, Lake Baron, South Upper Truckee, and Echo Lake.
- Completed a site walk with the Lahontan Regional Water Quality Control Board, and held a JPA discussion.
- Updated Lake Valley Fire captains on the Fuels Division and its future direction, and held a department program planning discussion.
- Attended the District Board of Directors meeting and the School Board meeting on October 8.
- Supported the fuels crew with community chipping and LTCC work.
- Participated in weekly regional coordination meetings with CAL FIRE, Tahoe RCD, SLTFR, CTC, Liberty, and USFS covering the Cole Project, SEZ work, prescribed fire, the Gardner Mountain Pilot, Tahoe Island, and LTCC, and attended the TFFT meeting.

Current Activities

Ongoing projects, operational priorities, and programs currently underway include:

- Defensible Space Inspection (DSI) Program
- Community Chipping Program
- Community Mastication Program, including the masticator purchase and CAL FIRE budget amendment
- Cole Fuel Reduction Project and Tahoe Island project inspections and closeout
- Middle school fuel reduction project planning
- El Dorado County lot treatments
- USFS mastication project planning and design
- South Lake Tahoe Wildfire Prevention External Governance Structure Analysis Project
- CTC Capacity and Implementation Grant, including RFP development
- LANDFIRE treatment data review with Xyloplan
- Gardner Mountain Pilot planning
- Fire Adapted Communities and Firewise support, including Pioneer Village
- South Shore fuels crew operations and project implementation
- Regional wildfire preparedness coordination with TFFT, USFS, Lahontan, and partner agencies

Upcoming Priorities / Next Steps

Projects, initiatives, training, and operational priorities planned for the coming month include:

- Obtain CAL FIRE approval of the Community Mastication budget amendment and proceed with the masticator purchase.
- Present the over-25% slope lands layer to USFS to pursue masticator funding.

- Complete Cole Fuel Reduction Project and Tahoe Island inspections and closeout.
- Provide input to Xyloplan on which missing treatments to add before fire modeling.
- Continue the Governance Structure Analysis Project, including participant interviews.
- Finalize and release the Capacity Grant RFP.
- Continue the Fire Adapted Communities and Firewise process with Pioneer Village.
- Continue regional wildfire coordination and outreach on defensible space, home hardening, and wildfire preparedness.

Attachments

None