

Escalon Consolidated Fire  
Protection District

1749 Coley Avenue  
Escalon, CA 95320  
Phone 209-838-7500  
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Board of Directors

Joe Camara, Board Chairperson  
Laura Catrina, Vice Chairperson  
Mikey Schilber, Secretary  
Mark Paulsen, Director  
Terry Pinheiro, Director

Rick Mello, Fire Chief

Post Date: November 1, 2021

Board of Directors Meeting  
1531 1<sup>st</sup> Street  
November 4, 2021 at 4 P.M.

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BEFORE THE BOARD OF DIRECTORS OF ESCALON CONSOLIDATED FIRE  
PROTECTION DISTRICT

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ROLL CALL:

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APPROVAL OF MINUTES:

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BILLS: Bills for the month of September in the amount of \$56,885.60.

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COMMUNICATIONS:

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BOARD AGENDA

Old Business:

- A. No old business

New Business:

- A. Update on surplus Ford Expedition – Director Pinheiro
- B. Chief's Report
- C. Public Comment
- D. Closed Session
  - A. No closed session

**COVID-19 Guidelines**  
**Due to COVID-19 the following guidelines will be utilized**  
Please do not attending if your sick or have a fever.  
Hand sanitizer and face coverings are available per request.



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**ESCALON CONSOLIDATED FIRE  
PROTECTION DISTRICT  
BOARD OF DIRECTOR'S MINUTES  
OCTOBER 2021**

The monthly Board of Directors meeting of the Escalon Consolidated Fire Protection District was called to order by Director Joe Camara at 4:00 p.m. on October 14, 2021. Directors present Joe Camara, Laura Catrina, Mickey Schilber, Mark Paulsen, and Director Terry Pinheiro. Others present Fire Chief Rick Mello, Administrative Assistant Katy House, Battalion Chief Moe Silva Firefighter Engineer Dave Velasco, and Reserve Firefighter Nathan Rodriguez. Public Present: Matt Ford -Ayera Technologies; Stacy Henderson – Terpstra Henderson Hatfield.

Minutes for the meeting on September 9, 2021, were approved on a motion by Director Catrina and a second by Director Paulsen.  
5-AYES 0-NAYES 0-ABSENT

September bills in the amount of \$31,622.51 were approved to be paid on a motion by Director Schilber and a second by Director Catrina.  
5-AYES 0-NAYES 0-ABSENT

COMMUNICATIONS:

- A. None

OLD BUSINESS:

- A. Radio Tower Survey – Director Paulsen  
A. Silke Engineer Tower survey failed to be approved.  
Motion by Director Paulsen and a second by Director Pinheiro.  
AYES: Director Paulsen and Director Pinheiro.  
NAYES: Director Camara, Director Catrina, and Director Schilber.  
ABSENT: None

NEW BUSINESS:

- A. City of Escalon Standard Development Application -Ayera Technologies  
A. Standard Development Application was approved on a motion by Director Catrina and a second by Director Schilber.  
5-AYES 0-NAYES 0-ABSENT

- B. Policy Manual – Director Pinheiro
- A. Terpstra Henderson Hatfield is in the process of revising policy manual.
  - B. Target to complete policy manual is by the end of this year.
- C. Discuss extension of seasonal program – Director Pinheiro
- A. No action taken
- D. Chief's Report – October 2021
- Status of Fire Department
    - 87 calls for the month and 858 for 2021.
  - Apparatus and Equipment
    - Brush 1-1 went to EVO for installation of lights on the front bumper for better visibility.
    - E 1-1 went to Burns Truck & Trailer for repairs on emissions and turbo.
    - Annual ladder tests conducted by Fail Safe.
    - Annual SCBA flow tests conducted by L.N. Curtis and Sons.
    - Annual Hurst Tool service conducted by L.N. Curtis and Sons.
  - Buildings and Grounds
    - Nothing to report.
  - San Joaquin County Fire Chief's Association
    - Meeting 10-6-21, general business.
  - San Joaquin County Radio Users Group
    - Meeting 9-18-21, general business.
  - Miscellaneous
    - Our annual 9-11 Community Moment of Silence and Prayer took place on Saturday, September 11, at 9:11 a.m. Fifty-four people were in attendance.
    - Chief Mello attended the Fire Shows West conference in Sparks, Nevada on September 29<sup>th</sup>.
    - We were denied the Assistance to Firefighters Grant (AFG) for portable radios. The regional AFG for SCBA's hosted by Lathrop Manteca Fire was denied as well. We will take part in a regional AFG for mobile and portable radios hosted by Linden-Peters Fire District and apply for the AFG for SCBA's individually.
    - We are in the process of applying for funding/reimbursement via COVID-19 Fiscal Relief for Special Districts. We may be eligible for expenses starting February 1, 2021 and ending June 15, 2021. We can not claim funds already reimbursed by San Joaquin County via CARES Act funding.
- E. Date for November meeting (Regular meeting scheduled on Veteran's Day)
- A. November meeting moved to November 4, 2021, at 4 p.m.
- F. Public Comment
- A. No public comment.



G. Closed Session

A. Conference with Legal Counsel – Anticipated Litigation

- a. Conference with legal counsel pursuant to Government Code section 54956.9 (d)(2) based upon signification exposure to litigation: 1 potential case.

B. Process for Fire Chief's Performance Evaluation – Director Pinheiro

DATED: \_\_\_\_\_

Respectfully submitted,

ATTEST: \_\_\_\_\_

11:30 AM Escalon Consolidated Fire Protection District  
 11/01/21 Profit & Loss Detail  
 Cash Basis October 2021

Type	Date	Name	Memo	Original Amou...	Paid Amo...	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Deposit	10/21/2021	City of Escalon	JUL - SEPT 2021	912.48	912.48	912.48
Total Fire Facility Fee						
Deposit	10/21/2021	Fire Recover USA, LLC	ESCALON CON 5/29/2021	525.00	525.00	525.00
Total Fire Recovery Fee						
<b>Memorial Deposit</b>						
Deposit	10/21/2021	Donna Davis	DONATION	25.00	25.00	25.00
Total Memorial Deposit						
<b>Miscellaneous Income</b>						
Sales ...	10/21/2021	Stubbert, Joshua Unifor...	T-SHIRT	16.00	16.00	16.00
Total Miscellaneous Income						
<b>Property Tax</b>						
Deposit	10/20/2021	San Joaquin County	SEPT BAL 2021	252.72	252.72	252.72
Total Property Tax						
Total Income						
<b>Expense</b>						
<b>Capital Expense</b>						
Bill	10/13/2021	Emergency Vehicle Ope...	WT 1-1 LED LIGHT REPAIR	9,097.67	9,097.67	9,097.67
Total Capital Expense						
<b>Communications</b>						
Bill	10/05/2021	LogMeIn Communicatio...	MONTHLY SERVICE	378.25	378.25	378.25
Bill	10/05/2021	Joint Radio Users Group...	DISPATCH FEE W/O EMS; MEMBER FEE; MEDS EPCR ...	2,566.44	2,566.44	2,944.69
Bill	10/21/2021	AT&T	MONTHLY SERVICE	210.04	210.04	3,154.73

Escalon Consolidated Fire Protection District  
**Profit & Loss Detail**  
 October 2021

11:30 AM  
 11/01/21  
 Cash Basis

Type	Date	Name	Memo	Original Amou...	Paid Amo...	Balance
Total Communications						
<b>Firefighter Safety Gear</b>						
Check	10/06/2021	Amazon	MIC FOAM COVERS	10.76	10.76	10.76
Check	10/16/2021	Amazon	5- PCS KN95 FACE MASK; 100PCS BLACK DISPOSABLE FACE ...	134.77	134.77	145.53
Total Firefighter Safety Gear						
<b>Fuel</b>						
Credit...	10/06/2021	Flying J	FUEL	42.10	42.10	42.10
Bill	10/13/2021	Valley Pacific Petroleum...	FUEL	398.26	398.26	440.36
Credit...	10/13/2021	Flying J	FUEL	52.00	52.00	492.36
Total Fuel						
<b>Health Insurance</b>						
Bill	10/13/2021	CaliforniaChoice Benefitit...	NOVEMBER 2021	9,039.13	9,039.13	9,039.13
Bill	10/21/2021	Premier Access	NOVEMBER 2021	1,065.18	1,065.18	10,104.31
Total Health Insurance						
<b>Household</b>						
Check	10/01/2021	Grand Sierra Resort	RENO CONFERENCE	25.65	25.65	25.65
Bill	10/05/2021	Strand Ace Hardware Inc.	WOOD CHIP; BRIQUETS	23.68	23.68	49.33
Check	10/08/2021	D'Boni's Pizza	FIRE PREVENTION LUNCH	51.42	51.42	100.75
Check	10/11/2021	Amazon	SHOWER CADDY	46.14	46.14	146.89
Check	10/27/2021	Amazon	CAR CHARGER ADAPTER	15.61	15.61	162.50
Check	10/27/2021	Dollar General	TRUNK OR TREAT CANDY	26.50	26.50	189.00
Total Household						
<b>Maintenance</b>						
Bill	10/05/2021	O'Reilly Automotive, Inc.	BC P/U 2X WIPER BLADES	73.68	73.68	73.68
Bill	10/05/2021	O'Reilly Automotive, Inc.	WIPER FLD	4.84	4.84	78.52
Bill	10/05/2021	L.N. Curtis and Sons	SCBA FLOW TESTING	2,720.00	2,720.00	2,798.52
Bill	10/05/2021	L.N. Curtis and Sons	HURST ANNUAL SERVICE	2,675.00	2,675.00	5,473.52
Check	10/06/2021	Amazon	DEWALT TOOL SET	190.99	190.99	5,664.51
Bill	10/13/2021	True Value Hardware	HEX KEY SET	20.46	20.46	5,684.97
Bill	10/13/2021	FAILSAFE TESTING L...	GROUND LADDERS TESTED;HEAT SENSOR LABELS REPLAC...	677.30	677.30	6,362.27
Bill	10/13/2021	Burton's Fire, Inc.	E 1-1 MIRROR REPAIR	635.63	635.63	6,997.90

Escalon Consolidated Fire Protection District  
**Profit & Loss Detail**  
 October 2021

11:30 AM  
 11/01/21  
 Cash Basis

Type	Date	Name	Memo	Original Amou...	Paid Amo...	Balance
Bill	10/21/2021	Burton's Fire, Inc.	PUMP TEST AND VACUUM TEST	2,250.00	2,250.00	9,247.90
Check	10/21/2021	Elite Window Tinting	BC 1-1 WINDOW TINTING	250.00	250.00	9,497.90
Total Maintenance						
<b>Maintenance Structure &amp; Grounds</b>						
Bill	10/21/2021	True Value Hardware	5- AIR FILTERS; DRAINO	33.01	33.01	33.01
Total Maintenance Structure & Grounds						
<b>Office Expenses</b>						
Bill	10/05/2021	STAPLES	COFFEE; LYSOL WIPES; COFFEE CUPS; TABS; PENS	221.80	221.80	221.80
Bill	10/13/2021	Ricoh USA, Inc.	MONTHLY COPIER LEASE	202.67	202.67	424.47
Bill	10/13/2021	Ricoh USA, Inc. COPIES	B&W 861; COLOR 2405	135.02	135.02	559.49
Total Office Expenses						
<b>Professional Services</b>						
Bill	10/05/2021	Terpstra Henderson Haf...	GENERAL BUSINESS	962.88	962.88	962.88
Bill	10/13/2021	Auriga Technology, LLC	SUPPLEMENTAL SUPPORT	285.00	285.00	1,247.88
Bill	10/13/2021	Auriga Technology, LLC	MONTHLY SERVICE & SUPPORT	622.50	622.50	1,870.38
Total Professional Services						
<b>Special Accounting Reports</b>						
Bill	10/13/2021	Johnson & Associates C...	6/30/2017-6/30/2020 AUDIT FINANCIAL STATEMENTS	1,500.00	1,500.00	1,500.00
Total Special Accounting Reports						
<b>Structure Improvements</b>						
Bill	10/21/2021	Gym Doctors	QUARTERLY MAINTENANCE SERVICE	130.00	130.00	130.00
Total Structure Improvements						
<b>Training &amp; Transportation</b>						
Bill	10/21/2021	Strand Ace Hardware Inc.	FORCIBLE ENTRY TRAINING; DOWEL & STUB	39.26	39.26	39.26
Total Training & Transportation						
<b>Utilities</b>						
Check	10/04/2021	Insect IQ, Inc	STATION 1	99.00	99.00	99.00



11:30 AM Escalon Consolidated Fire Protection District  
 11/01/21 Profit & Loss Detail  
 Cash Basis October 2021

Type	Date	Name	Memo	Original Amou...	Paid Amo...	Balance
Check	10/05/2021	Insect IQ, Inc	STATION 2	99.00	99.00	198.00
Bill	10/05/2021	Gilton Solid Waste	MONTHLY SERVICES	74.90	74.90	272.90
Bill	10/13/2021	PG&E 2	STATION 2	44.84	44.84	317.74
Bill	10/21/2021	DIRECTV	MONTHLY SERVICE	143.99	143.99	461.73
Bill	10/21/2021	PG&E 1	STATION 1	1,306.23	1,306.23	1,767.96
Total Utilities						
<b>Workers Compensation Insurance</b>						
Bill	10/05/2021	Fire Agencies Self Insur...	10/1/21-12/31/21 2ND QUARTER	18,304.00	18,304.00	18,304.00
Total Workers Compensation Insurance						
<b>Total Expense</b>						
Net Ordinary Income					-55,154.40	-55,154.40
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Interest Credit					75.19	75.19
Deposit	10/29/2021		Interest		75.19	75.19
Total Interest Credit					75.19	75.19
Total Other Income					75.19	75.19
Net Other Income					75.19	75.19
<b>Net Income</b>					<b>-55,079.21</b>	<b>-55,079.21</b>



Escalon Consolidated Fire Protection District  
**Profit & Loss Budget vs. Actual**  
 July through October 2021

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
Auditor Direct Assessment	0.00	0.00	0.00	0.0%
Cafeteria Plan Medical	0.00	7,200.00	-7,200.00	0.0%
Capital Expense	52,039.63	129,627.00	-77,587.37	40.1%
Communications	10,886.25	37,000.00	-26,113.75	29.4%
Contingencies	0.00	65,000.00	-65,000.00	0.0%
Employee Expenses	0.00	893,300.00	-893,300.00	0.0%
Fire Prevention	2,806.89	2,500.00	306.89	112.3%
Firefighter Safety Gear	1,875.27	13,500.00	-11,624.73	13.9%
Fuel	5,194.92	15,000.00	-9,805.08	34.6%
Health Insurance	40,870.96	124,000.00	-83,129.04	33.0%
Household	7,007.68	24,000.00	-16,992.32	29.2%
Insurance Casualty	24,647.00	25,000.00	-353.00	98.6%
Maintenance	19,212.42	25,000.00	-5,787.58	76.8%
Maintenance Structure & Grounds	2,730.09	8,000.00	-5,269.91	34.1%
Medi-Care	0.00	9,400.00	-9,400.00	0.0%
Memberships	3,092.50	2,200.00	892.50	140.6%
Miscellaneous Expense	0.00	2,000.00	-2,000.00	0.0%
New Equipment	3,732.80	7,500.00	-3,767.20	49.8%
Office Expenses	1,934.22	10,000.00	-8,065.78	19.3%
Overtime	0.00	58,000.00	-58,000.00	0.0%
Professional Services	6,690.81	22,000.00	-15,309.19	30.4%
Publications and Legal Notices	0.00	500.00	-500.00	0.0%
Retirement	23,171.61	60,800.00	-37,628.39	38.1%
Salaries	298,506.29	584,000.00	-285,493.71	51.1%
Small Tools & Equipment	2,728.23	7,000.00	-4,271.77	39.0%
Social Security (FICA)	0.00	39,900.00	-39,900.00	0.0%
Special Accounting Reports	4,480.43	2,000.00	2,480.43	224.0%
Special Departmental Expenses	0.00	6,000.00	-6,000.00	0.0%
Structure Improvements	515.36	5,000.00	-4,484.64	10.3%
Tax Administration Charges	0.00	17,500.00	-17,500.00	0.0%
Taxes & Assessments	0.00	1,000.00	-1,000.00	0.0%
Training & Transportation	222.36	12,000.00	-11,777.64	1.9%
Unemployment Comp EDD	0.00	10,000.00	-10,000.00	0.0%
Utilites	8,974.29	15,000.00	-6,025.71	59.8%
Workers Compensation Insurance	36,608.00	68,000.00	-31,392.00	53.8%
<b>Total Expense</b>	<b>557,928.01</b>	<b>2,308,927.00</b>	<b>-1,750,998.99</b>	<b>24.2%</b>
<b>Net Ordinary Income</b>	<b>-557,928.01</b>	<b>-2,308,927.00</b>	<b>1,750,998.99</b>	<b>24.2%</b>
<b>Net Income</b>	<b>-557,928.01</b>	<b>-2,308,927.00</b>	<b>1,750,998.99</b>	<b>24.2%</b>

October 27, 2021

Clients and Friends of Terpstra Henderson Hatfield,

It's time for another exciting announcement! As everyone who knows our office is well aware, Tom has been shifting his work-life balance over the last couple years to spend less time in the office and more time with his family and enjoying his home in Washington. While Tom is still actively serving as Ripon's City Attorney and working on matters involving agricultural, land use and environmental law, we are celebrating the fact that his practice has become more focused so he can dedicate more time to enjoying life in general. On the other hand, Stacy and Raquel have no plans to slow down any time soon, as their labor and employment law, civil litigation and corporate practices continue to grow at a rapid pace.

In recognition of how the Partners' practices have evolved, we are pleased to announce that Tom is going to continue his practice as a sole practitioner, while Stacy and Raquel are transitioning the firm to Henderson Hatfield. Although we are still in the process of finalizing each firm's name change with the State, effective immediately, our contact information has changed as follows:

**LAW OFFICE OF THOMAS H. TERPSTRA**

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**HENDERSON HATFIELD**

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Henderson Hatfield's exceptional support staff can be reached at:

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**Tricia Raymond**

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As Partners, we have been incredibly fortunate to share so many wonderful years together in the same office and, as colleagues, we will continue to collaborate on projects for our mutual clients within our respective practice areas, just as we always have in the past. We each remain dedicated to strategizing, developing and implementing practical solutions to the legal issues faced by our clients. We look forward to continuing to work with our wonderful clients and we hope you will join us in celebrating this exciting news when we see you next.

Sincerely,

Tom, Stacy and Raquel

# Chief's Report

## November 2021

### Emergency Responses

### October 2021

- Medical Aid 70
- Public Service Assist 9
- Vehicle Accidents 12
- Vegetation Fires 6
- Structure Fires 1
- Vehicle Fires 1
- Other Incidents 21

○ Total For Month: 120

Total Oct 20: 104

○ Total for 2021: 978

Total for 2020: 963



**C-Shift Monthly Report**  
**Training Division and Reserve/Volunteer Program**

**September Drills**

9-7-2021	Wildland Fire Attack	(8 participants)
9-15-2021	EMT Skills	(11 participants)
9-23-2021	Rescue Equipment Review	(11 participants)

**October Drills**

10-5-2021	SCBA/Hose Lay Deployment	(9 participants)
10-13-2021	Forcible Entry	(8 participants)
10-21-2021	Salvage and Overhaul	(7 participants)

We reviewed 12 applications and set up interviews. A panel consisting of Firefighter Engineer Burr, a reserve firefighter and a volunteer firefighter interviewed 11 potential candidates and made recommendations. At this time, we have 5 open positions. The next step will be the background investigations. We are hoping to begin their training before the end of the year.

**Prevention**

October marked fire Prevention Month. We visited both Dent and Van Allen elementary. Presentations were given to approximately 1000 students along with fire prevention and public education material. Students were allowed to tour the fire engine and have contact with the firefighters for the first time since 2019. October also started our smoke detector battery replacement program. To date we have served over 30 households with battery replacement. Site safety plans for every school within the Escalon school district have been approved. One new business has opened, Poppy, which is owned by Jamie Butler owner of Butler's pantry. This business is in the cooperative with Escalon High Scholl's ROP program. Students have helped to design the business, select the merchandise that will be sold and learn how to operate a business. Inspections are ongoing, with 37 inspections being completed in the month of October.

## **Apparatus and Equipment**

- Serviced all chain saws in house.
- Removed and replaced broken mirror on E 1-1 in house.

## **Buildings and Grounds**

- There was an attempted break-in at Station 2 in October. The responsible(s) cut through the rear fence but were deterred by the alarm system.

## **San Joaquin County Fire Chief's Association**

- Meeting 11-3-21, general business (virtual).

## **San Joaquin County Radio Users Group**

- Meeting 10-20-21, general business.

## **Miscellaneous**

- Escalon Fire personnel participated in the "Fall Festival" at Heritage Church on Wednesday, October 27.
- We will be kicking off the annual toy drive soon.