

Escalon Consolidated Fire
Protection District

1749 Coley Avenue
Escalon, CA 95320
Phone 209-838-7500
Fax 209-838-3926



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: April 5, 2021

Board of Directors Meeting
1531 1st Street
April 8, 2021 at 4 P.M.

BEFORE THE BOARD OF DIRECTORS OF ESCALON CONSOLIDATED FIRE
PROTECTION DISTRICT

ROLL CALL:

APPROVAL OF MINUTES:

BILLS: Bills for the month of March in the amount of \$56,960.89.

COMMUNICATIONS:

BOARD AGENDA

Old Business:

- A. Bathroom Remodel Addition

New Business:

- A. Proposal for Tower Engineering Study – Director Paulsen
- B. Chief's Report
- C. Public Comment
- D. Closed Session
 - a. Request documents for pay agreements with Paid Staff, Reserves and Volunteers.
– Director Paulsen

COVID-19 Guidelines

Due to COVID-19 the following guidelines will be utilized

- Social distancing guidelines will be followed during all portions of the meeting
- In the event social distancing cannot be met, the meeting will be moved to a larger location or canceled/postponed
- All in attendance will be required to monitor and record their temperature upon entering the building and upon exiting the building
- Hand sanitizer and face coverings will be provided.
- Board members may attend the meeting virtually if desired.

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

The monthly Board of Directors meeting of the Escalon Consolidated Fire Protection District was called to order by Director Joe Camara at 4:05 p.m. on March 11, 2021. Directors present Joe Camara, Laura Catrina, Mickey Schilber, Mark Paulsen and Terry Pinheiro. Others present Fire Chief Rick Mello, Administrative Assistant Katy House, Battalion Chief Joe Pelot, Firefighter David Velasco and Volunteer Firefighter David Escove-Eaton.

Minutes for the meeting on February 11, 2021 were approved on a motion by Director Schilber and a second by Director Catrina.
5-AYES 0-NAYES 0-ABSENT

February bills in the amount of \$64,442.79 were approved to be paid on a motion by Director Schilber and a second by Director Pinheiro.
5-AYES 0-NAYES 0-ABSENT

OLD BUSINESS:

- A. Update on Tower Insurance, lease / rental agreement and legal information discovered by the District's council. – Director Pinheiro
 - a. Director Paulsen will bring a proposal for an Engineering review report to next meeting. Approved on a motion by Director Catrina and a second by Director Schilber. 5-Ayes 0-Nayes 0-Absent
 - b. Define Temporary Tower versus Permanent Tower request.
 - c. Fire Chief Rick Mello will contact Matt from Ayera.
- B. Update on radio programming – Director Pinheiro
 - a. Programming – We have all the software and the cable to program the XTS radios. We still need to get the programming cables to program the mobile radios and the APX radios. Chief Green and I have built a new code plug that is built to the P25 standard the Stanislaus County will be implementing soon. I am in the process of building a code plug to update our code plug to remove channels that no longer work. We are ready as we can be for the future changes with Stanislaus County and will have an update to our current radios soon. – Battalion Chief Pelot
 - b. Equipment – We received generous donations from both Salida Fire and Ceres Fire of their old XTS radios and equipment. – Battalion Chief Pelot
 - c. Battalion Chief Pelot is building a new plug to incorporate Stanislaus P25 channels.

- C. Bathroom Remodel Addition
a. Hoping to have bids by April.

NEW BUSINESS:

- A. Request board packets be sent to board members for review prior to the meeting. – Director Pinheiro
a. Administrative Assistant will have the bills emailed to the Board Members before the Board Meeting date.
- B. Chief's Report – March 2021
- Status of Fire Department
 - 81 calls for the month and 157 for 2021.
 - Training Division and Reserve/Volunteer Program
 - January Drills
 - 1-5-2021 Structure Attack (7 Participants)
 - 1-13-2021 Structure Attack (10 Participants)
 - 1-21-2021 Cross Lay Review – Load and Deploy (8 Participants)
 - February Drills
 - 2-2-2021 Radio and MDT Review (11 Participants)
 - 2-10-2021 Water Supply (8 Participants)
 - 2-18-2021 Station #2 Maintenance – Clean Station (7 Participants)
 - Conversation among the Admin. Staff is that we need to return to the basics in training. The 2021 Training calendar will focus on mainly on working on the core disciplines of firefighting. We currently have 8 new people going through backgrounds and physicals. Since COVID had cancelled most of the Fire Academies 7 of the people going through the process have little or no experience in the Fire Service. We will be putting on an in-house Academy for these people. – Battalion Chief Pelot
 - Operations and Maintenance
 - Chief's new Expedition arrived and is currently at EVO for lights, sirens, and lettering. With a completion date set for mid-March.
 - Sent Engineer Bohannon on a drivability test for both Water Tenders. We determined that Water Tender 1-2 drives best. We will be moving forward in having all necessary repairs completed prior to the up-coming fire season.
 - Replaced headlights on Water Tender 1-1 and Engine 1-4 to LED lighting. – Battalion Chief Silva
 - Buildings and Grounds
 - We are attempting to gather additional bids for the bathroom addition/remodel project.
 - San Joaquin County Fire Chief's Association
 - Meeting 3-3-21, general business (via Web-Ex).

- San Joaquin County Radio Users Group
 - Meeting 2-17-21, general business.
- Miscellaneous
 - We currently have eight Reserve/Volunteer Firefighters in the medical examination process.

C. Public Comment
a. No public comment.

D. Closed Session
a. No closed session.

DATED: _____

Respectfully submitted,

ATTEST: _____

Escalon Consolidated Fire Protection District
Profit & Loss Detail
 March 2021

10:45 AM
 04/05/21
 Cash Basis

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Ordinary Income/Expense						
Income						
Miscellaneous Income						
Deposit	03/04/2021	VFIS	REPLACEMENT COST FOR REAL PROPERTY	9,979.88	9,979.88	9,979.88
Total Miscellaneous Income						
Property Tax						
Deposit	03/04/2021	County of San Joaquin	JAN 2021 BAL	541.12	541.12	541.12
Deposit	03/18/2021	County of San Joaquin	FEB 2021 BAL	308.26	308.26	849.38
Total Property Tax						
Report Request Fee						
Deposit	03/04/2021	Lajla Shackelford	117498	15.00	15.00	15.00
Deposit	03/04/2021	Fowler Helsel Vogt	REPORT REQUEST	15.00	15.00	30.00
Total Report Request Fee						
Total Income						
Expense						
Capital Expense						
Bill	03/31/2021	Emergency Vehicle Outfit...	2021 EXPEDITION INSTALL-LIGHTS&EQUIPMENT	24,002.47	24,002.47	24,002.47
Total Capital Expense						
Communications						
Bill	03/04/2021	Joint Radio Users Group ...	DISP.FEE W/EMS;DISP.FEE w/OEMS;MEMBERFEE	1,985.99	1,985.99	1,985.99
Bill	03/12/2021	Jive Communications, Inc.	MONTHLY SERVICE	379.67	379.67	2,365.66
Bill	03/29/2021	Verizon Wireless	MONTHLY SERVICE	79.60	79.60	2,445.26
Bill	03/29/2021	AT&T	MONTHLY SERVICE	196.20	196.20	2,641.46
Total Communications						
Firefighter Safety Gear						
Check	03/16/2021	D. E. Williams Shields	LEATHER FRONTS	332.00	332.00	332.00
Bill	03/29/2021	Cascade Fire Equipment	FACE&NECK SHROUDS; GLOVES; GOGGLES;BALL SHUTOFFL.S";H.L...	2,079.58	2,079.58	2,411.58
Bill	03/29/2021	L.N. Curtis and Sons	4 TRADITIONAL HELMET	1,482.64	1,482.64	3,894.22
Bill	03/29/2021	L.N. Curtis and Sons	9LG&IXI COWHIDE GLOVES; 5 GOGGLES WITH 2PC STRAP; 10HO...	1,701.67	1,701.67	5,595.89

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Profit & Loss Detail
 March 2021

10:45 AM
 04/05/21
 Cash Basis

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Total Firefighter Safety Gear						
Fuel						
Credit...	03/01/2021	Flying J	FUEL	60.00	60.00	60.00
Credit...	03/08/2021	Flying J	FUEL	48.50	48.50	108.50
Bill	03/12/2021	Valley Pacific Petroleum ...	FUEL	546.54	546.54	655.04
Credit...	03/16/2021	Flying J	FUEL	47.05	47.05	702.09
Bill	03/29/2021	Valley Pacific Petroleum ...	FUEL	504.88	504.88	1,206.97
Total Fuel						
				1,206.97	1,206.97	1,206.97
Health Insurance						
Bill	03/04/2021	CaliforniaChoice Benefit ...	APRIL 2021	9,039.13	9,039.13	9,039.13
Bill	03/18/2021	Premier Access	APRIL 2021	1,065.18	1,065.18	10,104.31
Bill	03/29/2021	Sun Life Financial	APRIL 2021	151.24	151.24	10,255.55
Total Health Insurance						
				10,255.55	10,255.55	10,255.55
Household						
Bill	03/04/2021	Hiresafe Background Scre...	8 EMPLOYMENT SCREENINGS	462.40	462.40	462.40
Check	03/09/2021	Amazon	REFILLABLE SPRAY MOP	26.93	26.93	489.33
Bill	03/12/2021	Sutter Gould Medical Fo...	EMPLOYEE LABS	191.00	191.00	680.33
Bill	03/12/2021	Alhambra	MONTHLY SERVICE	120.90	120.90	801.23
Check	03/13/2021	Pizza Plus	LUNCH FOR TRAINING	174.47	174.47	975.70
Check	03/13/2021	Mar-Val Main Street Mar...	SODA FOR TRAINING LUNCH	23.80	23.80	999.50
Bill	03/15/2021	Central Sanitary Supply	28QT WASTEBASKET BLACK	12.47	12.47	1,011.97
Bill	03/15/2021	Central Sanitary Supply	ANTIBAC SOAP FOAM	100.39	100.39	1,112.36
Bill	03/29/2021	Central Sanitary Supply	LAUNDRY DETERGENT; 16GAL CANLINER	99.68	99.68	1,212.04
Bill	03/29/2021	Cal-State Fire & Safety E...	FIRE EXTINGUISHER MAINTENANCE SERVICE	103.65	103.65	1,315.69
Total Household						
				1,315.69	1,315.69	1,315.69
Insurance Casualty						
Bill	03/29/2021	Cromwell & Ney	COMMERCIAL AUTO - ENDORSEMENT ADDING 2021 FORD EXPE...	440.00	440.00	440.00
Total Insurance Casualty						
				440.00	440.00	440.00
Maintenance						
Check	03/03/2021	Amazon	EI-2;EI-1;RI-1;EI-4;WTI-1 REPLACED LIGHTS TO LED	305.55	305.55	305.55
Bill	03/04/2021	Burton's Fire, Inc.	EI-1 DEFROSTER ACUATOR	124.86	124.86	430.41
Check	03/08/2021	Amazon	WTI-1 LED BULBS	17.23	17.23	447.64
Check	03/12/2021	Amazon	WTI-1 LED REPLACEMENT	68.92	68.92	516.56

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 Cash Basis

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Bill	03/12/2021	Burton's Fire, Inc.	PHOS CHECK A FOAM GEL	1,156.11	1,156.11	1,672.67
Check	03/18/2021	O'Reilly Automotive, Inc.	SUNSHADE	12.38	12.38	1,685.05
Check	03/18/2021	Burr, Ryan	RE-IMBURSEMENT - FITTINGS FOR ENGINE 1-1	6.84	6.84	1,691.89
Total Maintenance						
Maintenance Structure & Grounds						
Check	03/01/2021	Amazon	AVV cable for Station MDI	9.70	9.70	9.70
Total Maintenance Structure & Grounds						
Office Expenses						
Check	03/04/2021	United States Post Office	CERTIFIED LETTER TO CAL OES - CALOES	7.00	7.00	7.00
Bill	03/12/2021	Ricoh USA, Inc. COPIES	B&W357; COLOR 1124	62.74	62.74	69.74
Bill	03/12/2021	Ricoh USA, Inc.	COPIER LEASE	202.67	202.67	272.41
Bill	03/22/2021	STAPLES	11x17PAPER;POSTITTTABS;COFFEE	92.67	92.67	365.08
Check	03/30/2021	United States Post Office	STAMPS	55.00	55.00	420.08
Total Office Expenses						
Professional Services						
Bill	03/04/2021	Terpstra Henderson	GENERAL BUSINESS MATTERS	60.18	60.18	60.18
Bill	03/12/2021	Mid Valley IT	MONTHLY IT SERVICE	435.00	435.00	495.18
Bill	03/31/2021	Terpstra Henderson	GENERAL BUSINESS MATTERS	661.98	661.98	1,157.16
Total Professional Services						
Small Tools & Equipment						
Bill	03/12/2021	L.N. Curtis and Sons	HELMET CUSHION, HEADBAND & LINER	74.34	74.34	74.34
Bill	03/15/2021	L.N. Curtis and Sons	30' HOOLIGAN TOOL; ADJUSTABLE AND SHORT HANDLE HYDRA...	443.45	443.45	517.79
Credit	03/16/2021	Life-Assist	CREDIT MEMO	-324.51	-29.65	488.14
Bill	03/16/2021	Life-Assist	4xSAM SPLINT XL-4xSAM SPLINT STANDARD; 4xSAM SPLINT 4.5"x...	110.83	29.65	517.79
Bill	03/18/2021	Life-Assist	4xSAM SPLINT XL-4xSAM SPLINT STANDARD; 4xSAM SPLINT 4.5"x...	110.83	81.18	598.97
Total Small Tools & Equipment						
Special Accounting Reports						
Bill	03/04/2021	Johnson & Associates CP...	2017 AUDIT ON FINANCIAL STATEMENT	700.00	700.00	700.00
Total Special Accounting Reports						
Structure Improvements						
				700.00	700.00	700.00

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Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Check	03/30/2021	Conexwest	MONTHLY STORAGE CONTAINER LEASE	85.12	85.12	85.12
Total Structure Improvements						
Training & Transportation						
Bill	03/18/2021	Medical Training Solutions	16 CPR CARDS	400.00	400.00	400.00
Bill	03/18/2021	Medical Training Solutions	ADMIN. FEES	100.00	100.00	500.00
Total Training & Transportation						
Utilities						
Bill	03/04/2021	City of Escalon	MONTHLY SERVICE	146.40	146.40	146.40
Bill	03/04/2021	Giltron Solid Waste	MONTHLY SERVICE	74.09	74.09	220.49
Deposit	03/05/2021	Insect IQ, Inc	POSTIVEPAY ERROR CHECK RETURNED	-178.00	-178.00	42.49
Bill	03/08/2021	DIRECTV	MONTHLY SERVICE	157.24	157.24	199.73
Bill	03/12/2021	Giltron Solid Waste	STATION 2 TRASH PICKUP	447.66	447.66	647.39
Bill	03/12/2021	PG&E 2	STATION 2 MONTHLY SERVICE	46.57	46.57	693.96
Check	03/12/2021	Insect IQ, Inc	FEE	25.00	25.00	718.96
Check	03/12/2021	Insect IQ, Inc	STATION 1 QUARTERLY SERVICE	89.00	89.00	807.96
Check	03/12/2021	Insect IQ, Inc	STATION 2 QUARTERLY SERVICE	89.00	89.00	896.96
Bill	03/15/2021	DIRECTV	MONTHLY SERVICE	150.99	150.99	1,047.95
Bill	03/18/2021	PG&E 1	STATION 1 MONTHLY SERVICE	731.01	731.01	1,778.96
Bill	03/29/2021	Charter Communications	MONTHLY SERVICE	124.98	124.98	1,903.94
Total Utilities						
Workers Compensation Insurance						
Bill	03/29/2021	Fire Agencies Self Insuran...	2019-2020 PAYROLL AUDIT ADJUSTMENT	4,436.00	4,436.00	4,436.00
Total Workers Compensation Insurance						
Total Expense						
				56,960.89	56,960.89	56,960.89
Net Ordinary Income				-46,101.63	-46,101.63	-46,101.63
Other Income/Expense						
Other Income						
Interest Credit						
Deposit	03/26/2021		Interest	96.09	96.09	96.09
Total Interest Credit						
				96.09	96.09	96.09

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 March 2021

10:45 AM
 04/05/21
 Cash Basis

Type	Date	Name	Memo	Original Amount	Paid Amount	Balance
Total Other Income						
				96.09	96.09	96.09
Net Other Income						
				96.09	96.09	96.09
Net Income						
				-46,005.54	-46,005.54	-46,005.54

Escalon Consolidated Fire Protection District
Profit & Loss Budget vs. Actual 2020
 July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
Auditor Direct Assessment	0.00	0.00	0.00	0.0%
Cafeteria Plan Medical	0.00	3,600.00	-3,600.00	0.0%
Capital Expense	95,287.53	152,242.70	-56,955.17	62.6%
Communications	28,752.72	36,000.00	-7,247.28	79.9%
Contingencies	23,986.43	65,000.00	-41,013.57	36.9%
Employee Expenses	0.00	854,750.00	-854,750.00	0.0%
Fire Prevention	1,316.22	2,500.00	-1,183.78	52.6%
Firefighter Safety Gear	13,957.25	13,500.00	457.25	103.4%
Fuel	9,313.67	15,000.00	-5,686.33	62.1%
Health Insurance	89,457.50	122,000.00	-32,542.50	73.3%
Household	12,955.72	22,000.00	-9,044.28	58.9%
Insurance Casualty	24,215.00	25,000.00	-785.00	96.9%
Maintenance	24,194.07	25,000.00	-805.93	96.8%
Maintenance Structure & Grounds	3,227.85	8,000.00	-4,772.15	40.3%
Medi-Care	0.00	8,900.00	-8,900.00	0.0%
Memberships	2,145.00	2,200.00	-55.00	97.5%
Miscellaneous Expense	5.00	2,000.00	-1,995.00	0.3%
New Equipment	641.78	7,500.00	-6,858.22	8.6%
Office Expenses	5,841.93	10,000.00	-4,158.07	58.4%
Overtime	0.00	55,000.00	-55,000.00	0.0%
Professional Services	16,703.24	20,000.00	-3,296.76	83.5%
Publications and Legal Notices	0.00	500.00	-500.00	0.0%
Retirement	64,680.96	58,700.00	5,980.96	110.2%
Salaries	545,396.51	558,500.00	-13,103.49	97.7%
Small Tools & Equipment	6,768.78	7,000.00	-231.22	96.7%
Social Security (FICA)	0.00	38,050.00	-38,050.00	0.0%
Special Accounting Reports	4,374.18	2,000.00	2,374.18	218.7%
Special Departmental Expenses	1,352.26	6,000.00	-4,647.74	22.5%
Structure Improvements	2,570.21	5,000.00	-2,429.79	51.4%
Tax Administration Charges	0.00	17,000.00	-17,000.00	0.0%
Taxes & Assessments	0.00	1,000.00	-1,000.00	0.0%
Training & Transportation	500.00	12,000.00	-11,500.00	4.2%
Unemployment Comp EDD	0.00	10,000.00	-10,000.00	0.0%
Utilities	15,315.22	14,000.00	1,315.22	109.4%
Workers Compensation Insurance	51,692.00	68,000.00	-16,308.00	76.0%
Total Expense	<u>1,044,651.03</u>	<u>2,247,942.70</u>	<u>-1,203,291.67</u>	<u>46.5%</u>
Net Ordinary Income	<u>-1,044,651.03</u>	<u>-2,247,942.70</u>	<u>1,203,291.67</u>	<u>46.5%</u>
Net Income	<u><u>-1,044,651.03</u></u>	<u><u>-2,247,942.70</u></u>	<u><u>1,203,291.67</u></u>	<u><u>46.5%</u></u>

Rick Mello

From: Mathew Ford <mathew@ayera.com>
Sent: Friday, March 12, 2021 9:44 AM
To: Rick Mello
Subject: Escalon Fire new tower

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Chief,

Per your inquiry on whether the new tower we erected is considered temporary or permanent.

The main difference between this tower and the prior one (aside from additional redundancy on the guy anchor points) is that the base of the tower uses a Rohn 25GBRM non-penetrating roof mount. This means if we ever needed to disassemble the tower, we simply remove the tower and base and there is nothing drilled or bolted into the roof. In one sense that could be considered "temporary". Aside from periodic inspections (of bolts, rubber mat, bricks, etc.), the base is galvanized structural steel and will last for many, many years or even decades, so in the other sense it could easily be considered "permanent".

Matt

Chief's Report

April 2021

Emergency Responses

March 2021

- Medical Aid 49
- Public Service Assist 8
- Vehicle Accidents 8
- Vegetation Fires 5
- Structure Fires 1
- Vehicle Fires 1
- Other Incidents 10

○ Total For Month: 82

Total Mar 20: 88

○ Total for 2021: 239

Total for 2020: 280

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

March Drills

3-2-2021	Annual CPR Training	(12 participants)
3-10-2021	Water Rescue Training	(14 participants)
3-13-2021	Boat Training (Saturday)	(20 participants)
3-18-2021	SCBA Training	(12 participants)

In preparation for the upcoming hot weather we did water rescue training and got the group familiar with the boat.

We have begun the training with the new probationary firefighters. Their training in addition to the regular monthly training is on Wednesdays and Thursdays and every other Saturday. We have lost one of the new firefighters due to other commitments but the remaining 6 are coming along nicely. The plan is to get them the basic training and to hopefully have them ready to start working shifts by the middle or end of April. They will continue with their probationary training even after they have been put online.

* No Reserve and Volunteer numbers because of the early report due date.

Prevention

- We received one permit for a building modification at 1481 Ullrey for the addition of more office space. One application for Big Daddy Hot Dog food cart to be in use behind the Valley Inn. One application for TPG Motorsports at the 2000 block of McHenry.

Apparatus and Equipment

- The 2021 Ford Expedition was completed by Emergency Vehicle Outfitters (EVO) in Elk Grove and is now in service.
- WT 1-2 is currently at Burns Truck and Trailer for service and repairs.

Buildings and Grounds

- Nothing to report.

San Joaquin County Fire Chief's Association

- Meeting 4-7-21, meeting canceled.

San Joaquin County Radio Users Group

- Meeting 3-17-21, general business.

Miscellaneous

- San Joaquin County EMS received forty-seven Lucas Devices (CPR Device) via CARES monies received by San Joaquin County. It is their intent to place them on first responder vehicles in the county. We will receive at least one, but have requested two. The timeline looks like summer or early fall.