



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Notice and Agenda
Mi-Wuk Sugar Pine Fire Protection District
Board of Directors
Regular Meeting, 6:00 PM, Tuesday, July 9, 2024
Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order _____
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald _____
 - b. Vice President Doss _____
 - c. Treasurer Costa _____
 - d. Director Schwarz _____
 - e. Director Massman _____
 - f. Also Present:
 - i. Chief Klyn _____
 - ii. Office Manager/Board Clerk Dahlin _____
 - iii. Guests: _____
4. Oral Communications: This is the time for the public to address the Board of Directors on any matter not on the agenda, but within the jurisdiction of the Board of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors.
5. 6:15 PM Zoom meeting with Chad Halliday, of Halliday and Company, regarding the firms Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025; President McDonald
6. Review and discussion of Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025, received from Halliday and Company; President McDonald
7. Discussion regarding options for an independent audit and possible award of contract; President McDonald
8. Approval of the Minutes of the June 11, 2024, Regular Meeting
9. Approval of the Minutes of the June 28, 2024, Special Meeting

10. Written Communications:

- a. Email from CSDA: “BREAKING NEWS: Taxpayer Deception Act Pulled from November Ballot by Supreme Court”

11. Reports:

- a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer: No Action Required
- b. CAL FIRE Report: No Action Required
- c. Chief’s Reports: James Klyn, Fire Chief. No Action Required

12. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Vice President Doss
 - i. Resignation of Vice President Doss from Committee
 - ii. President McDonald to appoint new Committee Chair
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa
 - iii. MWSP Budget SnapShot FY23/24
 - iv. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending May 31, 2024
 2. Tuolumne County Budget vs Actual for Month Ending May 31, 2024

13. Discussion and Action Items:

- a. First Amendment to Option and Lease Agreement between Mi-Wuk Sugar Pine Fire Protection District and VB BTS II, LLC (Vertical Bridge); Chief Klyn
- b. Tuolumne County multi-jurisdictional hazard mitigation plan input from public; Chief Klyn
- c. Board authorization for Chief Klyn to negotiate a MOU with the USFS for requests for mutual aid responses; Vice President Doss
- d. Out-of-District Response Ad Hoc Committee Report; Vice President Doss
- e. Appointment of new Personnel Ad Hoc Committee; President McDonald
- f. Discussion of board meetings and agendas per Mi-Wuk/Sugar Pine FPD 2024 District Manual, polices 1.05.010 through 1.05.080; President McDonald
- g. Board consideration for approval of revision to Chapter 2.08: Member Activities - 2.08.030 Workplace Violence Prevention; Vice President Doss
- h. Workplace Violence Prevention Training for board members; Treasurer Costa

14. Continuing Business – Discussion Only. No Action Items:

- a. Staffing Levels and Recruitment
- b. Fleet

15. Director’s Comments and Requests:

- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

16. Final audience comments:

17. Adjournment: _____

In accordance with the Americans with Disabilities Act, if you need special assistance (i.e., auxiliary aids or services) in order to participate in this public meeting, please contact the District at (209) 586-5256. Notification 48 hours prior to the start of the meeting will enable the District to make reasonable accommodation to ensure accessibility to this public meeting. Pursuant to the California Government Code section 54957.5, public records, including writings relating to an agenda item for open session of a meeting and distributed less than 72 hours prior to the meeting, are available for public inspection at the Mi-Wuk Sugar Pine Fire Protection District office at 24247 Highway 108, Mi Wuk Village, California.

This Notice and Agenda was posted pursuant to District Policy on July 5, 2024



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Regular Meeting, 6:00 PM, Tuesday, June 11, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order - 6:00 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Schwarz - Present
 - e. Director Massman - Present
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: Chris Coulter, of SCI, Debi Bautista and Donny McNair, of Tuolumne County Auditor's Office
4. Oral Communications: This is the time for the public to address the Board of Directors on any matter not on the agenda, but within the jurisdiction of the Board of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors.

Joan Walton thanked everyone for their help with the Rummage Sale and reported that almost \$9000 was raised.
5. PUBLIC HEARING: Benefit Assessment for FY24/25 and Engineer's Report
 - a. Open Public Hearing regarding Benefit Assessment for FY24/25 – President McDonald opened the Public Hearing at 6:01 PM
 - b. Review of Engineer's Report for Fire Protection and Emergency Response Services Assessment dated June 2024 – Chris Coulter reviewed the engineers report and answered questions.
 - c. Public Comment – There were no comments from the public
 - d. Close Public Hearing – President McDonald closed the Public Hearing at 6:08 PM
6. Resolution No. 2024.06.11.1 Approving Engineer's Report, Confirming Diagram And Assessment, And Ordering The Levy Of Assessments For Fiscal Year 2024/25 For The Mi-Wuk/Sugar Pine Fire Protection District Fire Suppression And Protection Services Assessment.

Moved to Adopt: Treasurer Costa Seconded: Vice President Doss

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

7. Questions and answers with Debi Bautista, Clerk & Auditor-Controller, County of Tuolumne and Donny McNair, CPA, Deputy Auditor Controller, County of Tuolumne, regarding District finances. In response to questions, Ms. Bautista confirmed that she is retiring as of June 30th after almost 34 years, but hopes to be available for a couple of months as an annuitant to help with year end, the new budget and the November elections. She gave an overview of the county budget and personnel status and potential changes due to budget constraints. She explained the county ‘pool’ where the District’s funds are held and how it is invested, mostly locally and restricted by government code. There was 3% earnings last quarter. The District is not required to be in the pool and can hold funds both in and outside of the pool. The District can hold other investments but would need to provide supporting documents to the county so that they are recorded on the financial statements. She also explained the ‘Teeter Plan’ whereby the District receives 100% of its property taxes due and in return the county keeps the penalties and interest on delinquent taxes. Mr. McNair, who will be the new Auditor/Controller, briefly shared his background and experience.

8. Approval of the Minutes of the May 14, 2024, Regular Meeting.

Moved to Approve: Director Schwarz Seconded: Director Massman

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

9. Approval of the Minutes of the May 16, 2024, Special Meeting.

Moved to Approve: Director Schwarz Seconded: Director Massman

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

10. Written Communications: There were none.

11. Reports:

- a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer, added to Joans report about the Rummage Sale by reporting that there was also \$450 in donations. She reported that they are preliminarily considering holding the Spaghetti Dinner this year. Treasurer Costa added that the Pancake Breakfast is on July 6th and they are looking for volunteers.
- b. CAL FIRE Report: No report
- c. Chief’s Reports: James Klyn, Fire Chief, reported that he, Captain Sedlmeyer and Engineer Trine toured the new Chicken Ranch Casino. The company officers also attended a ‘Train the Trainers’ on the new SCBA’s and they will fit test soon. E771 is back in service with a new radiator that cost approximately \$9000. E772 has a cracked sleeve in a cylinder in addition to the needed head gasket repair estimated to be \$12000. He will be receiving quotes soon. He has a couple of people interested in being relief officers, one also teaches classes. There were 35 calls, 17 in District and 18 out.

12. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that they are still working to finalize six policies and will be starting on a couple of new ones.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reviewed the financial reports and that the committee is working on a capital improvement plan. They finalized the capital asset management system.

Next year they will work on Debt Management, Reserve and Investment plans. The committee is in the midst of budget planning.

- i. MWSP Budget SnapShot FY23/24
- ii. Receive Tuolumne County Financial Reports

1. Tuolumne County Trial Balance for Month Ending April 30, 2024

2. Tuolumne County Budget vs Actual for Month Ending April 30, 2024

Moved to Receive: Vice President Doss Seconded: Director Schwarz

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

13. Discussion and Action Items:

- a. Review and adoption of the Preliminary Budget for FY 24/25 pursuant to Health & Safety Code section 13890 and directing the Fire Chief to post a notice pursuant to section 13893; At Treasurer Costa's request, Office Manager Dahlin informed the board that taxes were updated based on last year's recommendations from the county and will be adjusted again in September after receiving the new recommendations from the county. Items that are known to have changed from the FY24 budget were adjusted such as the Benefit Assessment, Workers Comp., health benefits and major one-time expenses. Everything else was carried forward and will be adjusted for the final budget in September after the final June reports are received. She added that the Fund Balance is the current fund balance from FY24 and will be updated by the county in September also.

Moved to Adopt: Treasurer Costa Seconded: Director Schwarz

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

- b. Discussion of the current and future financial status for the fire service in Tuolumne County; President McDonald suggested that the board formulate the questions that they would like to ask CalFire and Supervisor Kirk. Chief Klyn reported that CalFire will be at the meeting in July to answer their questions, but that Supervisor Kirk has not replied. After some discussion the consensus of the board was that they wait on their questions for CalFire and Supervisor Kirk and instead form a committee to explore the topic. President McDonald appointed the Out-of-District Response Ad Hoc Committee with Vice President Doss as Chair and Treasurer Costa and Chief Klyn as members.

14. Continuing Business – Discussion Only. No Action Items:

- a. Staffing Levels and Recruitment – Chief Klyn reported that there are currently three volunteers per shift and there are three more on the way.
b. Fleet

15. Director's Comments and Requests:

- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

It was requested that the Policy Committee Chair position be on the next agenda.

16. Final audience comments: There were none.

17. Adjournment – 7:35 PM

Approved by the District Board of Directors in the meeting assembled July 9, 2024.

Jim McDonald, Board President



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Special Meeting, 2:00 PM, Friday, June 28, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 2:00 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Schwarz - Absent
 - e. Director Massman - Present
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: There were none
4. Oral Communications: This is the time for the public to address the Board of Directors on any matter **not on the agenda, but within the jurisdiction** of the Board of Directors. Each person shall be permitted to **speak for no more than 5 minutes**; persons speaking on the behalf of an organization may **speak for no more than 15 minutes**. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors. There were none.
5. Discussion and Action Item:

President McDonald moved up item b to be addressed first.

 - b. Resolution 2024.06.28.01 A Resolution Of The Board Of Directors Of The Mi Wuk/Sugar Pine Fire Protection District Authorizing The Application For, And Acceptance Of, A Potential Grant Award From The California Fire Foundation.
Moved to Approve: Treasurer Costa Seconded: Vice President Director Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

At 2:04 PM Vice President Doss left and was absent for the remainder of the meeting.

- a. Board to review audit proposals and select finalist to present, if desired, to the board at the July 9, 2024 Regular Meeting; One proposal was received from Halliday and Company, which is in the meeting record. The board reviewed the proposal and directed Office Manager Dahlin and Chief Klyn to reach out to the county and legal counsel regarding other options to contract for an audit.

Treasurer Costa moved to invite the audit firm to present the proposal and answer questions from the board via Zoom during the July 9, 2024 meeting.

Seconded: President McDonald

Ayes: 3 Noes: 0 Absent: 2 Abstain: 0

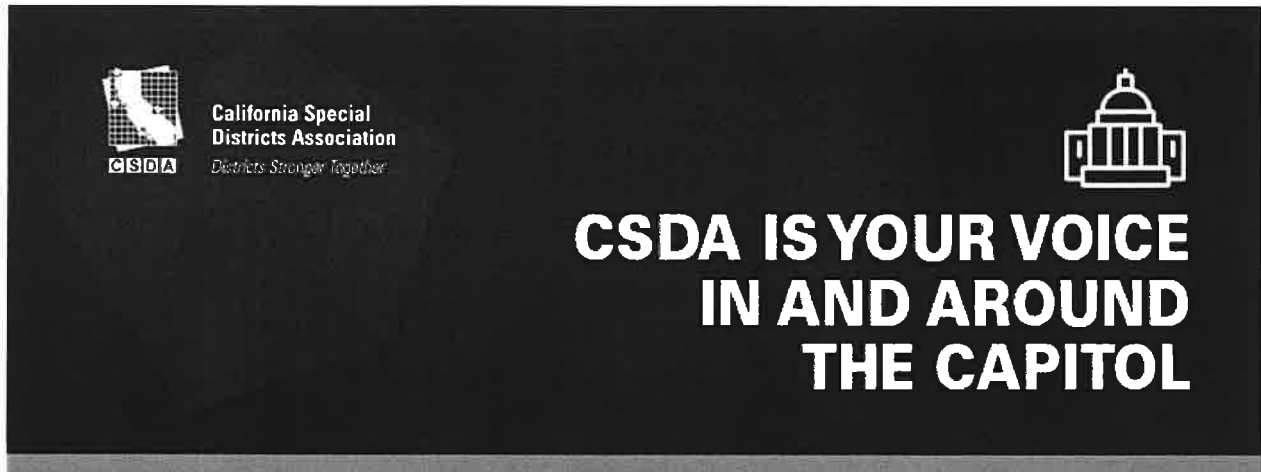
6. Final audience comments: There were none.
7. Adjournment – 2:29 PM

Approved by the District Board of Directors in the meeting assembled July 9, 2024.

Jim McDonald, Board President

Bonnie Dahlin

From: Neil McCormick <neilm@csgda.net>
Sent: Thursday, June 20, 2024 11:13 AM
To: Bonnie Dahlin
Subject: BREAKING NEWS: Taxpayer Deception Act Pulled from November Ballot by Supreme Court



BREAKING NEWS: Taxpayer Deception Act Pulled from November Ballot by Supreme Court

Today, the California Supreme Court ruled Initiative 1935 ineligible for the November 2024 statewide ballot. Known by opponents as The Taxpayer Deception Act, Initiative 1935 would have revised the State Constitution to retroactively invalidate hundreds of local ballot measures and jeopardized billions of dollars in funding for essential services.

In its 7-0 opinion in the case of Legislature v. Weber, authored by Justice Liu and concurred with by Chief Justice Guerrero and Justices Corrigan, Kruger, Groban, Jenkins, and Evans, the Court concluded that, "Petitioners have clearly established that the challenged measure would revise the Constitution without complying with the appropriate procedure. The changes proposed by the TPA [Taxpayer Protection Act] are within the electorate's prerogative to enact, but because those changes would substantially alter our basic plan of government, the proposal cannot be enacted by initiative. It is instead governed by the procedures for revising our Constitution. We therefore issue a peremptory writ of mandate directing the Secretary to refrain from taking any steps to place the TPA on the November 5, 2024 election ballot or to include the measure in the voter information guide."

In response to the opinion, CSDA Chief Executive Officer Neil McCormick issued the following statement:

"The California Supreme Court today took decisive action to preserve the rights of voters and to protect local control, as well as the State Constitution. By finding Initiative 1935 to be unconstitutional, the court clearly recognized this dangerous and illegal measure was in conflict with the principles of

our democracy. This decisive action will protect communities from disruptions to essential services like water, sanitation, and fire protection, which would have been otherwise unavoidable under the draconian and retroactive provisions of the initiative.”

CSDA has stood in opposition to Initiative 1935 since its initial filing as Initiative 21-0042A1, working diligently to educate members and stakeholders on the dangerous and unlawful impacts the measure would have on California’s communities. Over 140 special districts adopted an oppose resolution on the initiative.

The State Legislature, Governor Gavin Newsom, and former Senate President Pro Tem John Burton filed a petition in the original jurisdiction of the Supreme Court for an order directing Secretary Weber to remove the measure from the ballot. The Supreme Court typically hears appeals from lower courts, and exercise of its original jurisdiction is rare. At the urging of a wide range of amici, coalition of local government advocates including the CSDA among them, the Court ordered full briefing and argument of the petition.

Today’s decision does not become final until five days after the opinion has been filed. In the interim, the court has discretion whether to grant a timely petition for rehearing or to modify its decision. If a petition for rehearing is granted, the process begins again, and a new calendar memorandum is prepared and circulated.

In the wake of this opinion on Initiative 1935, attention turns to the June 27 deadline for the Legislature to add measures to the ballot, such as bonds, as well as for initiative proponents to negotiate with the State Legislature over potential compromises.



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.csda.net

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**Mi-Wuk/Sugar Pine Fire Protection District
Budget Snap Shot
FY 23/24**

May 2024

	May-24	YTD FY23/24	May-23
Fund Balance	\$283,478	\$283,478	\$216,952
Strike Team (Gross)	\$0	\$277,085	\$0
Auxiliary Donations	\$0	\$52,085	\$3,507
Revenue			
Dept 230 Revenue	\$1,009	\$519,289	\$0
Dept 235 Revenue	\$1,000	\$340,797	\$3,507
Total Revenue	\$2,009	\$860,086	\$3,507
Expenses			
Salaries and Benefits	\$38,053	\$427,476	\$37,404
Services and Supplies	\$5,643	\$135,234	\$9,073
Debt Service	\$0	-\$2,201	\$0
Dept 235 Expenses	\$6,566	\$438,165	\$4,998
Total Expenses	\$50,262	\$1,014,051	\$51,475
Grand Total	-\$48,253	-\$153,965	-\$47,968

CURRENT MONTH OBSERVATIONS

Revenue

- Operating in red for both current month and YTD

Expenditures (Unexpected or over 1k)

- Anthem Blue Cross and Delta Dental \$5,675. (employee-paid portion is \$722.)
- Reich Enterprises \$1,187.
- Liebert Cassidy Whitmore \$1214.
- R Benedict \$6,000.

INFREQUENT/UNPLANNED EXPENSES ON THE HORIZON

June Expenditures

- Workers Compensation (Annual) ~\$13,139.
- Shawn Hall (Quarterly) \$300.
- CS Admin Fee and Parcel Fee (Annual) ~\$9500.

July Expenditures

- FAIRA (Annual) ~\$17,489.
- Sentry Alarm Systems (Quarterly) \$114.

UPCOMING BUDGET COMMITTEE ACTIONS

- Working on Capital Improvement Plan
- Finalize and Implement Capital Asset Management System
- Working on Succession Plan for Office Manager position
- Developing a reserve approach for years in which we have financial short fall
- In Budget Development Cycle



Mi-Wuk/Sugar Pine Fire Protection District Budget Snap Shot FY 23/24

FY 23/24 Budget is \$1,372,680.00

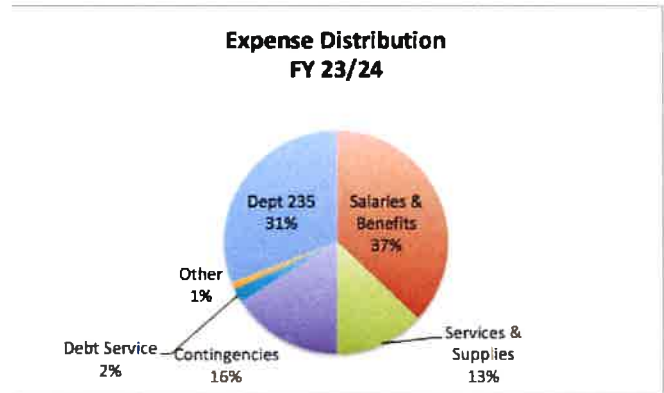
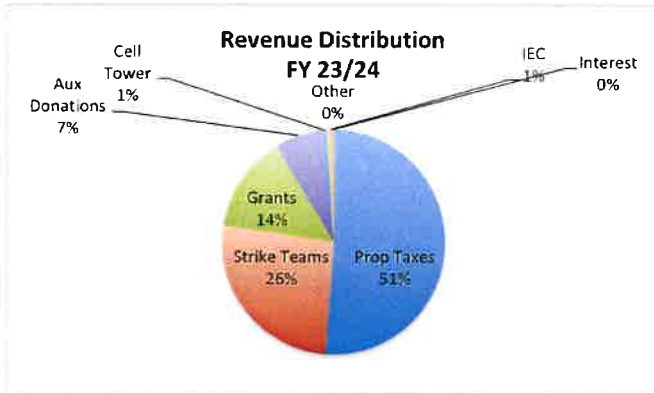
Fund Balance (Est) \$283,478.00

Revenue

Property Taxes & Bnft Assmnt	\$553,919.00
Grants	\$155,635.00
IEC	\$8,800.00
Strike Team	\$283,630.00
Cell Tower	\$8,000.00
Donations	\$77,060.00
Other	\$10,959.00

Expenses

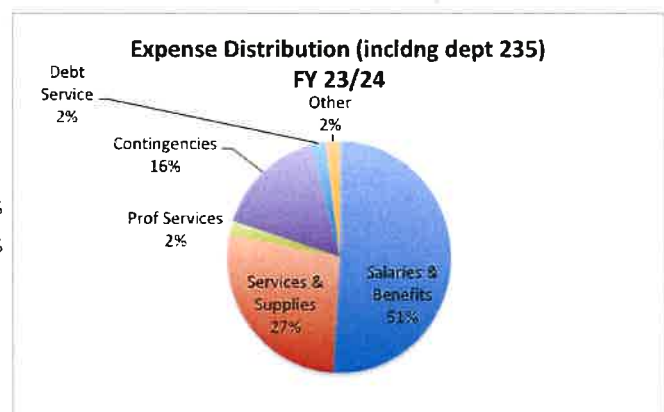
Salaries & Benefits	\$504,361.00
Services & Supplies	\$199,307.00
Debt Service	\$22,821.00
Contingencies	\$226,321.00
Other	\$21,200.00
Dept 235	\$427,267.00



Property Tax Distribution Schedule

Estimated Revenue: \$553,918

	Oct	Nov	Dec	Apr	May	Jun
Current Secured (\$224618.)		10%	45%	40%		5%
Current Unsecured (\$4928.)	50%					50%
Prior Unsecured (\$49.)						100%
Supplemental (\$7140.)						100%
State HO Property Tax (\$1945.)		15%	35%	35%	15%	
Other Govn SF (\$613.)			100%			
Benefits Assessment (\$314625.)			55%	40%		5%



May 31, 2024
FEFS017TC Trial Balance
 Ledger: GL - General Ledger
 All Account Types
 Fiscal Period 11/2024

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Fund: 9030 - Mi-Wuk Fire District

	Balance Forward	Debit	Credit	Net Amount	Ending Balance
Type - 10 - Assets					
100100 - Claim on Pooled Cash	191,829.05	2,732.13	50,985.39	(48,253.26)	143,575.79
100150 - Petty Cash	500.00	0.00	0.00	0.00	500.00
102900 - Property Tax Receivable	0.00	0.00	0.00	0.00	0.00
102905 - Allowance for Uncollect Taxes	0.00	0.00	0.00	0.00	0.00
106980 - Due From Other Governments	0.00	0.00	0.00	0.00	0.00
110000 - Prepaid Expenses	0.00	0.00	0.00	0.00	0.00
120000 - Land	73,132.00	0.00	0.00	0.00	73,132.00
122000 - Structures & Improvements	753,846.64	0.00	0.00	0.00	753,846.64
124000 - Equipment	57,763.88	0.00	0.00	0.00	57,763.88
124500 - Vehicles	567,528.32	0.00	0.00	0.00	567,528.32
129100 - Accum Depreciation- Structures	(410,990.00)	0.00	0.00	0.00	(410,990.00)
129200 - Accum Depreciation- Equipment	(160,274.92)	0.00	0.00	0.00	(160,274.92)
10 Type Total	1,073,334.97	2,732.13	50,985.39	(48,253.26)	1,025,081.71
Type - 20 - Liabilities					
202100 - Accounts Payable	0.00	14,846.41	14,846.41	0.00	0.00
202200 - Sales Tax Payable	(53.20)	0.00	0.00	0.00	(53.20)
203100 - Salaries Payable	0.00	0.00	0.00	0.00	0.00
203910 - Accrued Vacation	(8,664.00)	0.00	0.00	0.00	(8,664.00)
203920 - Accrued Sick	(5,845.00)	0.00	0.00	0.00	(5,845.00)
204105 - Interest Payable	0.00	0.00	0.00	0.00	0.00
204110 - Notes Payable-Current	(15,551.45)	0.00	0.00	0.00	(15,551.45)
205310 - Advances From Other Funds	0.00	0.00	0.00	0.00	0.00
221005 - Notes Payable-Long Term	(227,237.14)	0.00	0.00	0.00	(227,237.14)
20 Type Total	(257,350.79)	14,846.41	14,846.41	0.00	(257,350.79)
Type - 30 - Fund Balance					
331200 - Agency Obligation	(283,478.23)	0.00	0.00	0.00	(283,478.23)
380600 - Capital Assets, Net	(638,217.37)	0.00	0.00	0.00	(638,217.37)
30 Type Total	(921,695.60)	0.00	0.00	0.00	(921,695.60)
Type - 40 - Revenues					
411110 - Ppty Taxes-Current Secured	(211,887.28)	0.00	0.00	0.00	(211,887.28)

FEFS017TC Trial Balance
Ledger: GL - General Ledger
All Account Types
Fiscal Period 11/2024

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	Balance Forward	Debit	Credit	Net Amount	Ending Balance
412110 - Pty Taxes-Current Unsecured	(4,951.92)	0.00	0.00	0.00	(4,951.92)
416110 - Pty Taxes-Supplemental	(2,956.87)	0.00	0.00	0.00	(2,956.87)
441110 - Interest Income	(1,409.72)	0.00	0.00	0.00	(1,409.72)
443300 - Rents	(8,000.00)	0.00	0.00	0.00	(8,000.00)
458110 - State-Homeowners Property Tax	(896.02)	0.00	1,008.99	(1,008.99)	(1,905.01)
459119 - State-Emergency Fire Fighting	(277,084.73)	0.00	0.00	0.00	(277,084.73)
469840 - Other Govts-San Francisco	(613.00)	0.00	0.00	0.00	(613.00)
471211 - Benefit Assessments-Fire Assmt	(295,444.89)	0.00	0.00	0.00	(295,444.89)
474200 - IEC In-Service Training Prog	(2,628.38)	0.00	0.00	0.00	(2,628.38)
474250 - Fees-Fleet Services	0.00	0.00	0.00	0.00	0.00
483111 - Misc Income-Reimbursements	0.00	0.00	1,000.00	(1,000.00)	(1,000.00)
496000 - Donations	(120.00)	0.00	0.00	0.00	(120.00)
496060 - Donations-Auxiliary Utilities	(2,665.93)	0.00	0.00	0.00	(2,665.93)
496065 - Donations-Auxiliary Misc	(49,418.68)	0.00	0.00	0.00	(49,418.68)
40 Type Total	(858,077.42)	0.00	2,008.99	(2,008.99)	(860,086.41)
Type - 50 - Expenditures					
511110 - Salaries-Reg	414,338.84	22,098.22	0.00	22,098.22	436,437.06
511115 - Salaries-Part Time	0.00	216.67	0.00	216.67	216.67
511120 - Salaries-Reserve	41,454.18	4,920.08	0.00	4,920.08	46,374.26
511125 - Salaries-Overtime	34,226.11	2,943.00	0.00	2,943.00	37,169.11
511140 - Salaries-Termination	0.00	423.68	0.00	423.68	423.68
511147 - Salaries-Emergency Admin	13,296.35	0.00	0.00	0.00	13,296.35
512115 - FICA	38,503.67	2,341.01	0.00	2,341.01	40,844.68
512120 - Unemployment Insurance	1,250.00	125.00	0.00	125.00	1,375.00
512305 - Employees Group Insurance	55,964.61	5,674.95	723.14	4,951.81	60,916.42
512325 - Life Insurance	378.00	33.75	0.00	33.75	411.75
512330 - Workers Comp Insurance	16,802.34	0.00	0.00	0.00	16,802.34
512510 - Recruitment Expense	495.00	0.00	0.00	0.00	495.00
521145 - Small Tools	206.99	0.00	0.00	0.00	206.99
521150 - Expendable Equipment	29,470.10	77.00	0.00	77.00	29,547.10
521173 - Food-Other	185.96	118.78	0.00	118.78	304.74
521180 - Clothing & Personal Supplies	948.35	77.70	6.00	71.70	1,020.05

FEFS017TC Trial Balance
Ledger: GL - General Ledger
All Account Types
Fiscal Period 11/2024

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	Balance Forward	Debit	Credit	Net Amount	Ending Balance
521190 - Household Expense	2,265.69	128.70	0.00	128.70	2,394.39
521310 - Communications	4,309.93	381.58	0.00	381.58	4,691.51
521610 - Insurance	17,489.00	0.00	0.00	0.00	17,489.00
522125 - Maint-Equipment	4,878.05	68.16	0.00	68.16	4,946.21
522130 - Maint-Equip Vehicles	30,495.81	599.14	0.00	599.14	31,094.95
522205 - Maint-Buildings & Improvements	5,562.86	187.50	0.00	187.50	5,750.36
522225 - Maint-Grounds	1,050.93	0.00	0.00	0.00	1,050.93
522600 - Fire Extinguisher Testing	310.00	0.00	0.00	0.00	310.00
523210 - Dues & Memberships	2,774.08	150.00	0.00	150.00	2,924.08
525110 - Office Expense	1,570.39	92.24	0.00	92.24	1,662.63
525140 - Office-Photocopy	688.45	64.30	0.00	64.30	752.75
525150 - Office-Postage	222.04	0.00	0.00	0.00	222.04
525200 - Publications & Legal Notices	67.50	0.00	0.00	0.00	67.50
526110 - PS&S-Professional Services	8,921.09	6,000.00	0.00	6,000.00	14,921.09
526116 - PS&S-Legal	0.00	1,213.50	0.00	1,213.50	1,213.50
526124 - PS&S-Auditor-Controller	1,881.50	180.25	0.00	180.25	2,061.75
527210 - Rents-Equipment	1,248.50	79.25	0.00	79.25	1,327.75
527310 - Rents-Buildings & Improvements	0.00	135.00	0.00	135.00	135.00
528000 - SDE Special Department Expense	2,007.31	609.84	0.00	609.84	2,617.15
528184 - SDE-Awards & Certificates	190.19	0.00	0.00	0.00	190.19
529105 - Travel	2,844.12	0.00	0.00	0.00	2,844.12
529110 - Travel & Trans-Fuel	17,172.41	1,187.46	0.00	1,187.46	18,359.87
529112 - Travel & Trans-Priv Auto	0.00	0.00	0.00	0.00	0.00
529116 - Training-Travel	579.25	0.00	0.00	0.00	579.25
529134 - Travel & Trans-Rent Payment	22,820.54	0.00	0.00	0.00	22,820.54
529210 - Utilities	10,292.47	864.63	0.00	864.63	11,157.10
532460 - Interest-Long Term Debt	(2,200.92)	0.00	0.00	0.00	(2,200.92)
542000 - Buildings & Improvements	6,777.00	0.00	0.00	0.00	6,777.00
544200 - Fire Equipment	138,380.00	0.00	0.00	0.00	138,380.00
544400 - Misc/Specialized Equipment	33,670.15	0.00	0.00	0.00	33,670.15
50 Type Total	963,788.84	50,991.39	729.14	50,262.25	1,014,051.09

FEFS017TC Trial Balance
Ledger: GL - General Ledger
All Account Types
Fiscal Period 11/2024

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	Balance Forward	Debit	Credit	Net Amount	Ending Balance
9030 - Mi-Wuk Fire District Total	0.00	68,569.93	68,569.93	0.00	0.00

Dept 230

Budget vs Actual

Tuolumne County of Tuolumne Mi-Wuk Fire District

For 2024 Period May

Run Date: Jul 1, 2024 2:35:02 PM

GL Key	Object	Description	Budget	Current Period	Encumbrances	Year to Date	Remaining	Percent Remaining
9030204230 - Mi-Wuk Fire District								
9030204230	411110	Ppty Taxes-Current Secured	224,618.00	0.00	0.00	211,887.28	12,730.72	6%
9030204230	412110	Ppty Taxes-Current Unsecured	4,928.00	0.00	0.00	4,951.92	-23.92	0%
9030204230	414110	Ppty Taxes-Prior Unsecured	49.00	0.00	0.00	0.00	49.00	100%
9030204230	416110	Ppty Taxes-Supplemental	7,140.00	0.00	0.00	2,956.87	4,183.13	59%
Total Taxes			236,735.00	0.00	0.00	219,796.07	16,938.93	7%
9030204230	441110	Interest Income	1,500.00	0.00	0.00	1,409.72	90.28	6%
Total Use of Money & Property			1,500.00	0.00	0.00	1,409.72	90.28	6%
9030204230	458110	State-Homeowners Property Tax	1,945.00	1,008.99	0.00	1,905.01	39.99	2%
Total State Revenue			1,945.00	1,008.99	0.00	1,905.01	39.99	2%
9030204230	469840	Other Govts-San Francisco	613.00	0.00	0.00	613.00	0.00	0%
Total Other Governments			613.00	0.00	0.00	613.00	0.00	0%
9030204230	471211	Benefit Assessments-Fire Assmt	314,625.00	0.00	0.00	295,444.89	19,180.11	6%
9030204230	474200	IEC In-Service Training Prog	0.77	0.00	0.00	0.00	0.77	100%
Total Charges for Services			314,625.77	0.00	0.00	295,444.89	19,180.88	6%
9030204230	483450	Refunds-Insurance Premiums	659.00	0.00	0.00	0.00	659.00	100%
Total Miscellaneous Revenue			659.00	0.00	0.00	0.00	659.00	100%
9030204230	496000	Donations	0.00	0.00	0.00	120.00	-120.00	
Total Other Finance Sources			0.00	0.00	0.00	120.00	-120.00	/0
Total Revenue			556,077.77	1,008.99	0.00	519,288.69	36,789.08	7%
9030204230	511110	Salaries-Reg	282,181.00	22,098.22	0.00	238,599.29	43,581.71	15%
9030204230	511115	Salaries-Part Time	0.00	216.67	0.00	216.67	-216.67	
9030204230	511120	Salaries-Reserve	73,000.00	4,920.08	0.00	46,374.26	26,625.74	36%
9030204230	511125	Salaries-Overtime	40,500.00	2,943.00	0.00	37,169.11	3,330.89	8%
9030204230	511140	Salaries-Termination	0.00	423.68	0.00	423.68	-423.68	
9030204230	512115	FICA	29,751.00	2,341.01	0.00	24,692.87	5,058.13	17%
9030204230	512120	Unemployment Insurance	1,500.00	125.00	0.00	1,375.00	125.00	8%
9030204230	512305	Employees Group Insurance	61,000.00	4,951.81	0.00	60,916.42	83.58	0%
9030204230	512325	Life Insurance	2,675.00	33.75	0.00	411.75	2,263.25	85%
9030204230	512330	Workers Comp Insurance	16,804.00	0.00	0.00	16,802.34	1.66	0%
9030204230	512505	Employee Physicals	450.00	0.00	0.00	0.00	450.00	100%
9030204230	512510	Recruitment Expense	2,000.00	0.00	0.00	495.00	1,505.00	75%
Total Salaries and Benefits			509,861.00	38,053.22	0.00	427,476.39	82,384.61	16%
9030204230	521145	Small Tools	500.00	0.00	0.00	206.99	293.01	59%
9030204230	521150	Expendable Equipment	2,700.00	77.00	0.00	2,919.95	-219.95	-8%
9030204230	521173	Food-Other	255.00	118.78	0.00	118.78	136.22	53%
9030204230	521180	Clothing & Personal Supplies	1,500.00	71.70	0.00	1,020.05	479.95	32%
9030204230	521190	Household Expense	2,100.00	0.00	0.00	762.38	1,337.62	64%
9030204230	521310	Communications	5,400.00	381.58	0.00	4,691.51	708.49	13%
9030204230	521610	Insurance	17,489.00	0.00	0.00	17,489.00	0.00	0%
9030204230	522120	Maint-Internal Vehicles	5,000.00	0.00	0.00	0.00	5,000.00	100%
9030204230	522125	Maint-Equipment	7,000.00	68.16	0.00	4,756.21	2,243.79	32%
9030204230	522130	Maint-Equip Vehicles	30,000.00	475.31	0.00	30,574.67	-574.67	-2%
9030204230	522205	Maint-Buildings & Improvements	4,300.00	187.50	0.00	3,904.37	395.63	9%
9030204230	522225	Maint-Grounds	1,500.00	0.00	0.00	74.05	1,425.95	95%
9030204230	522600	Fire Extinguisher Testing	340.00	0.00	0.00	310.00	30.00	9%
9030204230	523210	Dues & Memberships	2,973.00	150.00	0.00	2,924.08	48.92	2%
9030204230	525110	Office Expense	1,000.00	37.88	0.00	817.93	182.07	18%
9030204230	525140	Office-Photocopy	700.00	64.30	0.00	752.75	-52.75	-8%
9030204230	525150	Office-Postage	400.00	0.00	0.00	222.04	177.96	44%
9030204230	525200	Publications & Legal Notices	175.00	0.00	0.00	67.50	107.50	61%
9030204230	526106	PS&S-Tax Admin Fee	5,300.00	0.00	0.00	0.00	5,300.00	100%
9030204230	526107	PS&S-Tax Parcel Fee	4,300.00	0.00	0.00	0.00	4,300.00	100%
9030204230	526110	PS&S-Professional Services	14,000.00	0.00	0.00	8,921.09	5,078.91	36%

Budget vs Actual
Tuolumne County of Tuolumne
Mi-Wuk Fire District

For 2024 Period May

Run Date: Jul 1, 2024 2:35:02 PM

GL Key	Object	Description	Budget	Current Period	Encumbrances	Year to Date	Remaining	Percent Remaining
9030204230	526116	PS&S-Legal	7,500.00	1,213.50	0.00	1,213.50	6,286.50	84%
9030204230	526124	PS&S-Auditor-Controller	2,500.00	180.25	0.00	2,061.75	438.25	18%
9030204230	527210	Rents-Equipment	1,410.00	79.25	0.00	1,327.75	82.25	6%
9030204230	527310	Rents-Buildings & Improvements	135.00	135.00	0.00	135.00	0.00	0%
9030204230	528000	SDE Special Department Expense	21,200.00	609.84	0.00	2,617.15	18,582.85	88%
9030204230	528184	SDE-Awards & Certificates	500.00	0.00	0.00	190.19	309.81	62%
9030204230	528205	SDE-Refunds	659.00	0.00	0.00	0.00	659.00	100%
9030204230	529105	Travel	1,000.00	0.00	0.00	96.57	903.43	90%
9030204230	529110	Travel & Trans-Fuel	25,000.00	1,187.46	0.00	15,385.97	9,614.03	38%
9030204230	529112	Travel & Trans-Priv Auto	550.00	0.00	0.00	0.00	550.00	100%
9030204230	529116	Training-Travel	3,500.00	0.00	0.00	579.25	2,920.75	83%
9030204230	529134	Travel & Trans-Rent Payment	22,821.00	0.00	0.00	22,820.54	0.46	0%
9030204230	529210	Utilities	12,100.00	605.24	0.00	8,273.35	3,826.65	32%
Total Services and Supplies			205,807.00	5,642.75	0.00	135,234.37	70,572.63	34%
9030204230	544400	Misc/Specialized Equipment	15,425.00	0.00	0.00	15,376.15	48.85	0%
Total Fixed Assets			15,425.00	0.00	0.00	15,376.15	48.85	0%
9030204230	532460	Interest-Long Term Debt	0.00	0.00	0.00	-2,200.92	2,200.92	
Total Other Financing Uses			0.00	0.00	0.00	-2,200.92	2,200.92	/0
9030204230	691110	Appropriation-Contingencies	184,673.00	0.00	0.00	0.00	184,673.00	100%
9030204230	691114	Contingency-Employee Health Be	35,000.00	0.00	0.00	0.00	35,000.00	100%
Total Contingencies			219,673.00	0.00	0.00	0.00	219,673.00	100%
Total Expenditures			950,766.00	43,695.97	0.00	575,885.99	374,880.01	39%
Total Net Mi-Wuk Fire District			-394,688.23	-42,686.98	0.00	-56,597.30	-338,090.93	

Dept 235

Budget vs Actual Tuolumne County of Tuolumne Mi-Wuk Fire Special Projects

For 2024 Period May

Run Date: Jul 1, 2024 2:35:02 PM

GL Key	Object	Description	Budget	Current Period	Encumbrances	Year to Date	Remaining	Percent Remaining
9030204235 - Mi-Wuk Fire Special Projects								
9030204235	443300	Rents	8,000.00	0.00	0.00	8,000.00	0.00	0%
Total Use of Money & Property			8,000.00	0.00	0.00	8,000.00	0.00	0%
9030204235	459119	State-Emergency Fire Fighting	349,437.00	0.00	0.00	277,084.73	72,352.27	21%
Total State Revenue			349,437.00	0.00	0.00	277,084.73	72,352.27	21%
9030204235	464115	Fed-Assist Firefighters SCBA	155,635.00	0.00	0.00	0.00	155,635.00	100%
Total Federal Revenue			155,635.00	0.00	0.00	0.00	155,635.00	100%
9030204235	474200	IEC In-Service Training Prog	8,800.00	0.00	0.00	2,628.38	6,171.62	70%
Total Charges for Services			8,800.00	0.00	0.00	2,628.38	6,171.62	70%
9030204235	483111	Misc Income-Reimbursements	0.00	1,000.00	0.00	1,000.00	-1,000.00	
Total Miscellaneous Revenue			0.00	1,000.00	0.00	1,000.00	-1,000.00	/0
9030204235	496060	Donations-Auxiliary Utilities	4,900.00	0.00	0.00	2,665.93	2,234.07	46%
9030204235	496065	Donations-Auxiliary Misc	72,160.00	0.00	0.00	49,418.68	22,741.32	32%
Total Other Finance Sources			77,060.00	0.00	0.00	52,084.61	24,975.39	32%
Total Revenue			598,932.00	1,000.00	0.00	340,797.72	258,134.28	43%
9030204235	511110	Salaries-Reg	197,838.00	0.00	0.00	197,837.77	0.23	0%
9030204235	511147	Salaries-Emergency Admin	16,112.00	0.00	0.00	13,296.35	2,815.65	17%
9030204235	512115	FICA	15,258.00	0.00	0.00	16,151.81	-893.81	-6%
9030204235	512330	Workers Comp Insurance	12,200.00	0.00	0.00	0.00	12,200.00	100%
Total Salaries and Benefits			241,408.00	0.00	0.00	227,285.93	14,122.07	6%
9030204235	521150	Expendable Equipment	28,780.00	0.00	0.00	26,627.15	2,152.85	7%
9030204235	521173	Food-Other	660.00	0.00	0.00	185.96	474.04	72%
9030204235	521190	Household Expense	2,200.00	128.70	0.00	1,632.01	567.99	26%
9030204235	522125	Maint-Equipment	0.00	0.00	0.00	190.00	-190.00	
9030204235	522130	Maint-Equip Vehicles	700.00	123.83	0.00	520.28	179.72	26%
9030204235	522205	Maint-Buildings & Improvements	11,216.00	0.00	0.00	1,845.99	9,370.01	84%
9030204235	522225	Maint-Grounds	9,000.00	0.00	0.00	976.88	8,023.12	89%
9030204235	525110	Office Expense	330.00	54.36	0.00	844.70	-514.70	-156%
9030204235	526110	PS&S-Professional Services	7,500.00	6,000.00	0.00	6,000.00	1,500.00	20%
9030204235	528000	SDE Special Department Expense	594.00	0.00	0.00	0.00	594.00	100%
9030204235	529105	Travel	2,750.00	0.00	0.00	2,747.55	2.45	0%
9030204235	529110	Travel & Trans-Fuel	2,975.00	0.00	0.00	2,973.90	1.10	0%
9030204235	529210	Utilities	4,900.00	259.39	0.00	2,883.75	2,016.25	41%
Total Services and Supplies			71,605.00	6,566.28	0.00	47,428.17	24,176.83	34%
9030204235	542000	Buildings & Improvements	8,000.00	0.00	0.00	6,777.00	1,223.00	15%
9030204235	544200	Fire Equipment	148,413.00	0.00	0.00	138,380.00	10,033.00	7%
9030204235	544400	Misc/Specialized Equipment	18,296.00	0.00	0.00	18,294.00	2.00	0%
Total Fixed Assets			174,709.00	0.00	0.00	163,451.00	11,258.00	6%
Total Expenditures			487,722.00	6,566.28	0.00	438,165.10	49,556.90	10%
Total Net Mi-Wuk Fire Special Projects			111,210.00	-5,566.28	0.00	-97,367.38	208,577.38	
Total Revenues			1,155,009.77	860,086.41	0.00	860,086.41	294,923.36	1.74
Total Expenditures			1,438,488.00	1,014,051.09	0.00	1,014,051.09	424,436.91	0.30
Net Total			-283,478.23	-153,964.68	0.00	-153,964.68	-129,513.55	46%

May 2024 Financial Summary

- Overall Salaries and Benefits (Dept 230) is under budget with 16% remaining as of May 31, 2024
- Overall Services and Supplies (Dept 230) is under budget with 34% remaining as of May 31, 2024

Cash Balance History

	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
Jul 31	\$211,909.63	\$167,585.32	\$253,303.84	\$ 139,966.78	\$ 202,670.42	\$ 160,788.10	\$ 125,178.72	\$ 102,836.45	\$ 91,027.21	\$ 98,475.15
Aug 31	\$170,995.54	\$38,504.33	\$ 186,690.69	\$ 109,571.47	\$ 158,568.34	\$ 77,662.37	\$ 90,372.49	\$ 65,207.79	\$ 56,481.78	\$ 55,133.05
Sep 30	\$60.66	\$55.08	\$ 93,563.21	\$ 94.93	\$ 97,354.43	\$ 30,713.08	\$ 64,183.33	\$ 46,469.69	\$ 26,082.37	\$ 15,583.75
Oct 31	\$52.08	\$77.12	\$ 22,257.21	\$ 73.81	\$ 43,783.05	\$ 51.87	\$ 35,625.92	\$ 20,695.14	\$ 54.93	\$ 91.48
Nov 30	\$53.27	\$53.41	\$ 1,691.61	\$ 72.42	\$ 59.18	\$ 72.52	\$ 25,495.92	\$ 28,413.14	\$ 117.19	\$ 33.08
Dec 31	\$123,592.42	\$18,798.99	\$ 215,046.09	\$ 89.36	\$ 140,891.71	\$ 185,032.02	\$ 197,024.76	\$ 174,746.43	\$ 150,895.35	\$ 143,297.01
Jan 31	\$92,682.22	\$397,360.54	\$ 364,986.75	\$ 41.62	\$ 87,320.27	\$ 172,709.26	\$ 198,245.16	\$ 148,725.48	\$ 123,196.88	\$ 107,361.47
Feb 28	\$78.61	\$336,726.55	\$ 270,328.59	\$ 47.06	\$ 101,410.30	\$ 129,344.83	\$ 161,654.76	\$ 113,087.15	\$ 93,346.87	\$ 80,807.04
Mar 31	\$36.16	\$222,690.02	\$ 270,259.11	\$ 66,178.68	\$ 120,130.72	\$ 137,982.68	\$ 135,241.04	\$ 66,058.64	\$ 27,117.75	\$ 51,204.32
Apr 30	\$191,829.05	\$378,793.20	\$ 393,006.91	\$ 406,275.87	\$ 264,014.83	\$ 275,251.54	\$ 272,357.19	\$ 214,194.29	\$ 98,760.14	\$ 165,464.83
May 31	\$143,575.79	\$330,825.40	\$ 308,662.07	\$ 285,520.93	\$ 224,705.05	\$ 271,468.33	\$ 245,512.31	\$ 193,849.35	\$ 69,401.49	\$ 150,907.81
Jun 30		\$290,144.00	\$ 259,482.59	\$ 326,741.77	\$ 209,376.59	\$ 256,825.82	\$ 225,419.40	\$ 180,850.91	\$ 166,612.59	\$ 147,732.11

FIRST AMENDMENT TO OPTION AND LEASE AGREEMENT

This First Amendment to Option and Lease Agreement (this “**Amendment**”) is entered into and made effective as of _____ and is by and between **Mi-Wuk Sugar Pine Fire Protection District** (“**Landlord**”) and **VB BTS II, LLC**, a Delaware limited liability company (“**Tenant**”). Landlord and Tenant may be referred to herein as “**Party**” or jointly as “**Parties**.”

WITNESSETH:

- A. Landlord and Tenant entered into that certain Option and Lease Agreement dated June 29, 2023 (the “**Agreement**”).
- B. The Commencement Date of the initial term of the Lease will be in accordance with the terms of the Agreement.
- C. Landlord and Tenant desire to amend the Agreement as described by, in accordance with, and pursuant to the terms described below.

NOW, THEREFORE, in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, the Landlord and Tenant agree as follows:

1. **Recitals, Definitions.** The recitals set forth above are accurate and hereby incorporated into the Agreement by reference thereto. All capitalized terms not defined herein shall have the same meaning set forth in the Agreement.

AMENDMENT

- 2. Landlord and Tenant hereby agree that **Exhibit 2** to the Agreement is hereby replaced with the new **Exhibit 2** annexed hereto and made a part hereof.
- 3. Landlord and Tenant hereby agree that Section 6 ACCESS AND UTILITIES of the Agreement is amended to add the following language to the end of the section:

“Landlord grants to Tenant the right to receive utility services including, but not limited to electric facilities, appurtenances and associated equipment, and the right for the utility service supplier to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect and use said utility facilities to serve Communication Facilities, together with the right for the utility service supplier to ingress and egress from said utility facilities across the Premises. Landlord grants the right for the utility service supplier to trim or cut down any trees or brush within five (5) feet for U/G and sixteen (16) feet for O/H on each side of the centerline of said utility facilities. In addition, Landlord shall not erect or construct any building or other structure, or drill or operate any well within five (5) feet for U/G and sixteen (16) feet for O/H of each side of the centerline of said utility facilities.”

MISCELLANEOUS

4. **Ratification.** Except as amended herein, all of the terms and conditions of the Agreement are hereby ratified and confirmed in all respects and shall remain unchanged and continue in full force and effect.
5. **Conflict.** In the event of any conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall govern and supersede those set forth in the Agreement.
6. **Successors and Assigns.** This Amendment shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
7. **Binding Effect.** This Amendment shall be binding upon the heirs, legal representatives, successors and assigns of the parties. The parties shall execute and deliver such further and additional instruments, agreements and other documents as may be necessary to evidence or carry out the provisions of this Amendment.
8. **Representations and Warranties.** To the extent applicable, each party hereby represents and warrants to the other party that such party has full right and authority to execute and enter into this Amendment and to perform the obligations imposed upon such party without the consent of any other party or person. Further, each of the persons executing this Amendment on behalf of such party hereby represents and warrants that such person is authorized to do so.
9. **Entire Agreement.** This and any attachments, which are hereby incorporated into and made a part of this Amendment, set forth the entire agreement between the parties with respect to the matters set forth herein. There have been no additional oral or written representations or agreements.
10. **Authority to Sign.** Each signatory of this Amendment represents hereby that he or she has the authority to execute and deliver the same on behalf of the party hereto for which such signatory is acting.
11. **Counterparts.** This Amendment may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.

[signatures on the following pages]

IN WITNESS WHEREOF, the Parties have executed this Amendment effective as of the day and year first above-written.

LANDLORD:

LANDLORD:

Mi-Wuk Sugar Pine Fire Protection District

By: _____
Name: _____
Title: _____
Date: _____

TENANT:

VB BTS II, LLC
a Delaware limited liability company

By: _____
Name: _____
Title: _____
Date: _____

CHAPTER 1.05: DISTRICT BOARD MEETINGS

1.05.010 Meetings General

The Board of Directors of the Mi-Wuk/Sugar Pine Fire Protection District, as a recognized legal legislative body, shall meet regularly to discuss and conduct the business of the District. Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with this Manual and in compliance with the Ralph M. Brown Act, and any revisions, at all times. Simple Rules of Order and normal parliamentary procedures shall govern all meetings.

All Board meetings shall commence at the time stated on the agenda and shall be guided by the same. The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- a) Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems.
- b) Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- c) All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except closed sessions of the Board held in accordance with the law.
- d) The Chairperson, the Board Clerk and/or Fire Chief shall insure that appropriate information is available for the audience at the meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

1.05.011 Regular Meetings

Regular meetings of the Board shall be held on the second (2nd) Tuesday of each calendar month at 1800 hours. All meetings of the Board shall be held at the Mi-Wuk/Sugar Pine Fire Protection District Fire Station #77, 24247 Hwy 108 located in the community of Mi-Wuk, California, 95383 unless otherwise posted. The date, time and place of regular Board meetings shall be re-considered annually at the annual organizational meeting of the Board.

- a) In the event of a holiday, such regular meeting shall be rescheduled as a Special Meeting.

1.05.012 Special Meetings - Non-Emergency (GC §54956)

Special, non-emergency, meetings of the Board of Directors may be called at any time by the Board President or by a majority of the Members of the Board.

- a) All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.
- b) Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (GC §54950 through §54956) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.
- c) An agenda shall be prepared as specified for regular Board meetings and shall be delivered with the notice of the special meeting to those specified above.
- d) Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1.05.013 Special Meetings – Emergency (GC §54956.5 et. seq.)

In the event of an emergency situation involving matter upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required above.

- a) For purposes of this section, “emergency situation” means both of the following:
 - 1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors, and;
 - 2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril to immediate and significant that requiring the District to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- b) Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by telephone at least one (1) hour prior to the emergency special meeting, or in the case of a dire emergency, at or near the time that the presiding officer of the Board of Directors notifies the members of the

Board of Directors of the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one (1) hour is waived, but the Board President, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

- c) During a meeting held pursuant to this section (1.05.013), the Board of Directors may meet in closed session pursuant to GC §54957 if agreed to by a two-thirds vote of the members of the Board of Directors present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.
- d) The minutes of the emergency special meeting, a list of persons the Board President or designee notified or attempted to notify, copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days at the District office in a location accessible to the public twenty-four (24) hours a day, as soon after the meeting as possible.

1.05.014 Adjourned Meetings (GC §54955)

A majority vote by the Board of Directors may terminate a Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned meeting, the Fire Chief or Board Clerk may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified above within 24 hours after the adjournment.

1.05.015 Annual Organization Meeting

The Board of Directors shall hold an annual organizational meeting as part of its regular meeting in December. At this meeting the Board will elect a President, Vice President and Treasurer from among its members to serve during the coming calendar year, and will appoint the Office Manager as the Board's Clerk, vote on whether to provide health insurance for the Board of Directors for the coming fiscal year, and vote on whether to provide compensation for the Board of Directors for the coming fiscal year.

1.05.016 Length of Meeting

No new agenda item shall be taken up for action by the Board after 2200 hours unless approved by motion and a majority vote of the Directors. If all agenda items are not addressed due the time limit established, the meeting shall be adjourned and continued the following night at 1800 hours or the next time available to a quorum of the Board.

1.05.017 Technological Meetings

New communication technologies present challenges to the Ralph M. Brown Act on meetings. Directors must be aware that common email practices of forwarding or replying to messages can easily lead to a serial meeting that is prohibited by the Act. Participation in an internet chatroom or blog dialogue can also meet this condition. Communicating during meetings using electronic technology such as laptop computer, personal digital assistants, or cellular phones may create the perception that private communications are influencing the outcome of decisions.

1.05.018 Meeting Exceptions

The Ralph M. Brown Act recognizes exceptions to the meeting definition:

- a) Individual Director contact with constituents, advocates, consultants, news reporters, District staff or a colleague.
- b) Attendance at conferences or similar gatherings open to the public that addresses issues of general interest to the public.
- c) Attendance at open and publicized meetings held by another organization to address a topic of local community concern.
- d) Attendance of a majority of the Board to attend an open and publicized meeting of legislative body of another local agency.
- e) Attendance, as an observer, at an open and noticed meeting of a Standing Committee of the District.
- f) Attendance at a purely social or ceremonial occasion.

1.05.020 Board of Directors Attendance at Meetings

Members of the Board of Directors shall attend all regular, special, and committee meetings of the Board unless there is a good cause for absence. Notifications of absences of Board members are to be reported as soon as possible to the President, the Fire Chief, or Board Clerk.

1.05.021 Board of Director Vacancies and Removal

Vacancies on the Board of Directors shall be filled as set forth in GC §1780. A vacancy on the Board shall occur automatically on the happening of any of the following events before the expiration of the term:

- a) Death or resignation of the incumbent;
- b) Cause for removal of the incumbent;
 - 1) Ceasing to be a resident and registered voter in the District;

- 2) If the Board of Directors holds only (1) regular meeting or special meeting during each calendar month, absence from three (3) consecutive regular meetings or his/her absence from four (4) regular or special meetings in any one (1) calendar year;

Or

- 3) If the Board of Directors holds two (2) or more regular meetings during each calendar month, absence from four (4) consecutive regular or special meetings or absence from six (6) regular or special meetings in any one (1) calendar year.

The Board Clerk shall certify the happening of any of the above vacating events to the Board of Directors. The Board may waive any vacating event for any member by a majority vote.

1.05.030 Board Agenda

The Board Clerk, in cooperation with the Board President and Fire Chief, shall prepare a single agenda for each regular and special meetings of the Board of Directors. Any Director may contact the Board Clerk and submit a written request for items to be placed on the agenda no later than 1700 hours on the 6th day prior to the date of the meeting. The Chairperson of the meetings described herein shall determine the order of which agenda items shall be considered for discussion and/or action by the Board.

- a) Agenda items that have been voted on and either passed, or not passed, shall not be placed on the agenda again within six (6) months of the action unless changes in the operation of the District, or an emergency situation has arisen, or other extenuating circumstances have been presented in which case it shall require a two-thirds (2/3) vote of the members to be agendized.

1.05.031 Notification

At least 72 hours prior to the time of all regular meetings, an agenda, which includes, but is not limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously and freely accessible twenty-four (24) hours a day to members of the public at the District office at Mi-Wuk / Sugar Pine Fire Protection District Fire Station #77 at 24247 Hwy 108, in the community of Mi-Wuk Village, California, 95383 and in one other public place within the District.

- a) The agenda will be mailed, at the time of posting, to any person who has filed a written request for such materials. If requested, these materials will be made available in appropriate alternative formats to persons with disabilities.

- b) The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

1.05.032 Content

No item may appear on the Board agenda, or be considered by the Board, unless it has been submitted to the Board Clerk one week before the Board meeting, or is a carryover from a previous meeting, with the exception of County, State, Federal, or other formal reports conveying information but not requiring specific Board action.

1.05.033 Non-Agenda Items

An item not on the posted Board agenda may be presented to the Board; however no action or discussion may be taken on the item. The Board members may, however, ask a question for clarification, refer a person to staff or other resources for information, request a staff report be given at a subsequent meeting, or place the item on an agenda of a future meeting. Exceptions are:

- a) When a majority of the Directors decides there is an “emergency situation”.
- b) When two-thirds of the Directors present, or all members if less than two-thirds are present, determine there is a need for immediate and the need to take action “came to the attention of the Board subsequent to the agenda being posted”. This exception requires a degree of urgency.
- c) When an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

1.05.034 Non-Agenda Emergency Items (GC §54954.2)

Notwithstanding Section 1.05.033 above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this section, the Board of Directors shall publicly identify the item.

Upon a determination by a majority vote of the Board of Directors that an emergency situation exists, as defined in GC §54956.5, or;

- a) Upon a determination by a two-thirds (2/3) vote of the Board of Directors present at the meeting, or, if less than two-thirds (2/3) of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted as specified in GC §54954.2(a), or;

- b) The item was posted pursuant to GC §54954.2(a) for a prior meeting of the Board of Directors occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which the action is being taken.

1.05.035 Remedies

With specified exceptions, any person may bring an action in court to declare that an action taken by the Board in violation of the Ralph M. Brown Act is null and void. First, however, the person must demand the Board to correct the action taken. If the Board corrects the violation, by re-noticing it's meeting and acting again on the matter, their action may not be declared null and void. Action taken to correct a previous action is not construed or admissible as evidence of a violation of the Ralph M. Brown Act.

1.05.040 Public Participation

All meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend any meeting, except as otherwise provided herein. No one shall be denied the right, personally or through counsel, to address the Board on specific agenda items or any item of interest that is within the subject matter of the District, to present grievances, or offer suggestions for the betterment of District affairs at any regular meeting, or to speak to the subject of any special meeting. This opportunity for comment shall be stated on the agenda.

The Board encourages the organization of and communication with representative neighborhood groups throughout the District to:

- a) Encourage citizen participation;
- b) Seek advice and input on and provide information to the public relative to District matters and affairs.

1.05.050 Requests to Appear Before the Board and/or Committees

Persons desiring to appear before the Board shall make their request in writing and be submitted to the Board Clerk stating the purpose of their appearance together with supporting documents and information, if any, at least six (6) business days prior to the date of the meeting. If the Chairperson determines the matter is more appropriately heard by a District committee he/she shall refer the individual to the appropriate committee.

- a) The Board Clerk and/or President shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- b) No matter that is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

- c) The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

1.05.051 Speaking Time Limits

Provisions for permitting any individual or group to address the Board concerning public comment any item on the agenda of a regular meeting, or to address the Board at a special meeting on any subject that lies with the jurisdiction of the Board of Directors, shall be as follows:

- a) Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. In the event of an extremely important matter, a maximum time exception may be granted by a majority vote of the Board of Directors.
- b) Such regulations will be enforced fairly and without regard to speakers' viewpoints.
- c) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. (Also see 1.05.052 below)

1.05.052 Disruptive Conduct and Irrelevant Speech

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

- a) In such event, only matters appearing on the agenda may be considered in such session. After clearing the room, the Chairperson may permit those persons who, in his/her option, were not responsible for the willful disruption to re-enter the meeting room. Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.
- b) No oral presentation shall include charges or complaints against any District member, regardless of whether or not the member is identified in the presentation by name or by another reference that tends to identify. All public charges or complaints against members shall be submitted to the Board of Directors through the Board Clerk.

1.05.060 Distribution of Communications to the Board

Minutes of the Board meeting, or summary thereof, and other important communications received by the District, shall be prepared and delivered to each Director prior to the next regular Board meeting. Such minutes, or summary, may not include the text of ordinances or resolutions adopted which may be recorded in separate volumes by the Board Clerk and are available upon request.

1.05.061 Board Packets

- a) Board packets should be read thoroughly and Directors prepared to act on items at the meeting. Questions on items should be directed to the proper person prior to the meeting. Operational items shall be directed to the Fire Chief and other items to the Board President. Getting as much factual information as possible before the meeting will make meetings more efficient.
- b) Directors are responsible for material covered at meetings at which they are not present. The Board President, or presiding officer, shall be contacted for a briefing of what took place. Waiting for minutes may not provide sufficient time to read and understand the information and act on it at the next meeting. When a Director is not knowledgeable on an item, they may abstain from the vote, but should not ask for action on the item to be postponed.
- c) Copies of agendas and other materials, except for privileged documents, distributed to the Board will be available to the public at all meetings.

1.05.070 Monthly Staff or Committee Reports

Staff or Committee reports shall be presented verbally, and/or in writing, at the regular monthly meeting of the Board.

1.05.080 Closed Sessions

Closed session items will be briefly described on the agenda and include the specific statutory exemption. Closed sessions are convened to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the District or compromise the privacy interests of a member. Closed sessions may involve only the Board of Directors, District counsel, management and support staff, and consultants necessary for consideration of the matter that is the subject of the closed session. Following the closed session the Board will provide an oral or written report on certain actions taken and the vote of every Board Member.

02.03.080 WORKPLACE VIOLENCE PREVENTION POLICY

ADOPTED: 05/14/2024

The District is committed to providing a work environment that is free from disruptive, threatening, or violence behavior involving any District member or visitor to the District. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in our facility, a workplace violence prevention plan for the purposes of protecting District members from aggressive and violent behavior in the workplace.

The District is strongly committed to providing a safe workplace. The purpose of this section is to minimize the risk of personal injury to members and damage to District property. The District specifically discourages members from engaging in any physical confrontation with a violent or potentially violent individual. However, the District does expect and encourage all members to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

PROHIBITED ACTS

The District will not ignore, condone, or tolerate threats of violence or workplace violence by any District member, visitor to the District, or any person(s) threatening via email, social media, and telephone. Threats of violence include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose. Workplace violence means any act of violence or threat of violence that occurs at the work site. The term, workplace violence, shall not include lawful acts of self-defense or defense of others. Workplace violence includes (1) The threat or use of physical force against a District member that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the District member sustains an injury, or (2) An accident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the District member sustains an injury.

Workplace violence can be categorized into four types:

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

RESPONSIBILITY AND AUTHORITY

Workplace Violence Prevention Plan Administrator

The Fire Chief has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Fire Chief will also be available to answer any questions concerning this plan from District members.

The Fire Chief shall solicit feedback and input from District members in developing and implementing the WVPP. Active involvement of District members could include, but is not limited to, their participation in identifying, evaluating and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents.

Duty Officers

Duty Officers are responsible for the following:

- Implementing the plan,
- Providing input to the Fire Chief regarding the plan via email or in person,
- Participating in investigations of workplace violence reports, and
- Answering employee questions concerning this plan and notify the Fire Chief of the types of questions employees have about the plan

District Members

District members are responsible for the following:

- Reading and understanding the plan,
- Maintaining a violence-free work environment,
- Attending all training on the plan and workplace violence in general
- Following all directives, policies, and procedures, and
- Reporting suspicious persons in the area to a Duty Officer or proper authority when needed

COMPLIANCE

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all District members. The following techniques are used to ensure District members understand and comply with the plan:

- Informing all District members of the plan during new employee orientation training, safety training, new Board member onboarding, volunteer training, and ongoing workplace violence prevention training,
- Ensuring all District members receive training on this plan,

- Providing comprehensive workplace violence prevention training to all District members, along with the roles and responsibilities of all District members for plan implementation,
- Evaluating District members to ensure their compliance with the plan,
- Disciplining District members who engage in threats of violence behaviors up to and including dismissal, and
- Ensuring training of this plan is conducted on an annual basis.

COMMUNICATION AND TRAINING

Duty Officers are responsible for communicating with District members about workplace violence in a form readily understandable by all.

District members are encouraged to inform a Duty Officer or Fire Chief about any threats of violence or workplace violence. District members may use the Workplace Violence Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After an employee has reported their concerns about any threats of violence or workplace violence to their Duty Officer, the Duty Officer will report this information to the Fire Chief who will investigate the incident. The Fire Chief will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the plan.

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- The District's alerts, alarms, or systems that are in place to warn of emergencies; and
- How to report incidents to the Plan Administrator and law enforcement, if necessary.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- Characteristics of aggressive and violent persons;

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- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

PROCEDURES

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the Duty Officer will alert District members of the presence, location, and nature of the workplace violence through text message, phone call, or in person. When any District member becomes aware of an actual or potential workplace violence emergency, they shall notify the Duty Officer and/or Fire Chief.

District members shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected District members. If District members are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their Duty Officer and the Fire Chief as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command. Employees may report anonymously and without

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fear of reprisal by submitting the incident in writing on the Workplace Violence Prevention Form (Appendix B).

Restraining Orders

District members or other personnel affiliated with the District who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their Duty Officer and the Fire Chief. Duty Officers who receive notification of a restraining order that includes the workplace will meet with the Fire Chief to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix C) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard.

Post Incident Response and Investigation

Duty Officers will use the Workplace Violence Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all individuals involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented;
- Record the incident in the Workplace Violence Incident Log; and
- Ensure Fire Chief (as plan administrator) is aware of what occurred and that the Workplace Violence Incident Log has been completed and given to the Fire Chief.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violence Incident Log) will be maintained a minimum of five years at the District.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;

- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by District members.

DRAFT

Appendix A

WORKPLACE VIOLENCE INCIDENT LOG

This form must be completed for every record of violence in the workplace. Once the form is completed, please place form under Fire Chief's door or hand it to him directly. If you put it under his door, please notify him of this via phone or email.

Incident ID #*:

Date and Time of Incident:

Specific Location of Incident:

** Do not identify employee by name or employee #. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> District Member	<input type="checkbox"/> Contractor	<input type="checkbox"/> Community Member
<input type="checkbox"/> Family or Friend of District Member	<input type="checkbox"/> Family or Friend of Contractor	<input type="checkbox"/> Family or Friend of Community Member
<input type="checkbox"/> Visitor to Community	<input type="checkbox"/> Family or Friend of Visitor to Community	<input type="checkbox"/> Co-Worker/Supervisor/Duty Officer
<input type="checkbox"/> Student	<input type="checkbox"/> Animal	<input type="checkbox"/> Stranger
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Other:

Circumstances at time of incident (CHECK ALL THAT APPLY):

<input type="checkbox"/> District Member Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> District Member Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Other:

Location of Incident (CHECK ALL THAT APPLY):

<input type="checkbox"/> Duty Officer Room	<input type="checkbox"/> Apparatus Building	<input type="checkbox"/> Hallway
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Living Quarters	<input type="checkbox"/> Day Room	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> While On Call Location	<input type="checkbox"/> Other:

Type of Incident (CHECK ALL THAT APPLY):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched

<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of District's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____
Actions taken by District to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Notified (if applicable): _____	Name of Representative: _____

Completed by:

Name:	Date:
Telephone:	Email:
Signature:	

Appendix B

Workplace Violence Prevention Form

The Workplace Violence Prevention form is a form to use when you want to report workplace violence anonymously. Please complete the form and put it under the Fire Chief's door. If the door is open or the Chief is in his office, please put the form in a sealed envelope, write or stamp "confidential" on the back flap of the envelope, and place the envelope in the Chief's mailbox.

Pauline Velez 7/3/2024 11:03 AM
Deleted: leave it in the Fire Chief's mailbox

Date and Time of Incident:

Specific Location of Incident:

** Do not identify employee by name or employee #. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> District Member	<input type="checkbox"/> Contractor	<input type="checkbox"/> Community Member
<input type="checkbox"/> Family or Friend of District Member	<input type="checkbox"/> Family or Friend of Contractor	<input type="checkbox"/> Family or Friend of Community Member
<input type="checkbox"/> Visitor to Community	<input type="checkbox"/> Family or Friend of Visitor to Community	<input type="checkbox"/> Co-Worker/Supervisor/Duty Officer
<input type="checkbox"/> Student	<input type="checkbox"/> Animal	<input type="checkbox"/> Stranger
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Other:

Circumstances at time of incident (CHECK ALL THAT APPLY):

<input type="checkbox"/> District Member Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> District Member Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Other:

Location of Incident (CHECK ALL THAT APPLY):

<input type="checkbox"/> Duty Officer Room	<input type="checkbox"/> Apparatus Building	<input type="checkbox"/> Hallway
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Living Quarters	<input type="checkbox"/> Day Room	<input type="checkbox"/> Kitchen

<input type="checkbox"/> Personal Residence	<input type="checkbox"/> While On Call Location	<input type="checkbox"/> Other:
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Type of Incident (CHECK ALL THAT APPLY):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of District's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Date the form was put in the Fire Chief's mailbox (mo/dd/yr): _____

Pauline Velez 7/3/2024 12:46 PM
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Appendix C

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:

Date of Assessment:

Location(s) Assessed:

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Does staff have contact with the public?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff exchange money with the public?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff work alone?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the workplace often understaffed?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the workplace located in an area with a high crime rate?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff enter areas with high crime rates?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff have mobile workplaces?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff perform public safety functions that might put them in conflict with others?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff perform duties that may upset people?	
<input type="checkbox"/>	<input type="checkbox"/>	Does staff work with people known or suspected to have a history of	

violence?

- Do any employees have a history of threats of violence?

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Are employee codes required for entry into building?	
<input type="checkbox"/>	<input type="checkbox"/>	Are employees notified of past workplace violence events?	
<input type="checkbox"/>	<input type="checkbox"/>	Is a limited amount of cash kept on hand with appropriate signage?	
<input type="checkbox"/>	<input type="checkbox"/>	Could someone hear an employee who called for help?	
<input type="checkbox"/>	<input type="checkbox"/>	Do employees have a clear line of sight of visitors in waiting areas?	
<input type="checkbox"/>	<input type="checkbox"/>	Do areas used for client or visitor interviews allow co-employees to observe problems?	
<input type="checkbox"/>	<input type="checkbox"/>	Are waiting and work areas free of objects that could be used as weapons?	
<input type="checkbox"/>	<input type="checkbox"/>	Is furniture in waiting and work areas arranged to prevent employee entrapment?	
<input type="checkbox"/>	<input type="checkbox"/>	Are private, locked restrooms available for employees?	
<input type="checkbox"/>	<input type="checkbox"/>	Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Do employees feel safe walking to and from the workplace?	
<input type="checkbox"/>	<input type="checkbox"/>	Are the entrances to the building clearly visible from the street?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the area surrounding the building free of bushes or other hiding places?	
<input type="checkbox"/>	<input type="checkbox"/>	Is video surveillance provided outside the building?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there enough lighting to see clearly?	
<input type="checkbox"/>	<input type="checkbox"/>	Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Is there a nearby parking lot reserved for staff?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there enough lighting to see clearly?	

Security Measures

Yes	No	Security Measures	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Is there a response plan for workplace violence emergencies?	
<input type="checkbox"/>	<input type="checkbox"/>	Are there physical barriers? (between staff and clients)	
<input type="checkbox"/>	<input type="checkbox"/>	Are there security cameras?	
<input type="checkbox"/>	<input type="checkbox"/>	Are there panic buttons?	

Yes	No	Security Measures	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	Are there alarm systems?	
<input type="checkbox"/>	<input type="checkbox"/>	Do doors lock?	
<input type="checkbox"/>	<input type="checkbox"/>	Does internal telephone system activate emergency assistance?	
<input type="checkbox"/>	<input type="checkbox"/>	Are telephones with an outside line programed for 911?	
<input type="checkbox"/>	<input type="checkbox"/>	Are there two-way radios, pagers, or cell phones?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a secured entry?	
<input type="checkbox"/>	<input type="checkbox"/>	Are there personal alarm devices?	
<input type="checkbox"/>	<input type="checkbox"/>	Are pharmaceuticals secured?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a system to alert staff of the presence, location, and nature of a security threat?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a system in place for testing security measures?	

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