



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, October 16, 2019, 1:00 p.m.

Administration Building

16320 Everhart Drive, Weed, California 96094 • (530) 938-3281

CALL TO ORDER:

LSCSD Board Roll Call: Directors: Beck _____ Cupp _____ MacIntosh _____ Mitchell _____ Thompson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction.

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. Each individual comment will be limited to three minutes. The Public Comment portion of the meeting will be limited to thirty minutes (total time). If needed, time limits may be extended with concurrence of the Board. No person may speak twice to the same item. The Board may ask questions but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

Those who wish to speak on an item on the agenda, may do so by completing a Speaker's Card identifying the item(s) and return it to the Board Secretary. Each individual comment will be limited to three minutes. If needed, time limit may be extended with concurrence of the Board. No person may speak twice to the same item.

CONSENT CALENDAR: Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting September 18, 2019 and Special Meeting September 25, 2019
- B. Ratification of Disbursements: September 1 through September 30, 2019
- C. Budget Comparison: FY 2019/20
- D. Accounts Receivables Aging Analysis: FY 2019/20

MONTHLY REPORTS: NO ACTION ITEMS:

2. A. Department Written Reports
 1. Fire Department
 2. Police Department
 3. Sewer Department
 4. Water Department
- B. Committee Verbal / Written Reports / Approved Minutes (when applicable)
 1. Safety Committee Verbal Report

DISCUSSION / REPORTS: ACTION ITEMS:

3. Consideration of approval of Employment Agreement: Fire Captain - Recruitment & Retention Coordinator (SAFER Grant Position) (GM Moser)
4. Consideration of setting date and time for Holiday Tree Lighting Event (GM Moser)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The November 20, 2019 LSCSD Regular Board Meeting has been cancelled. A Special Board Meeting has been scheduled to be held on November 13, 2019 10:00 a.m. at the Administration Building.

Supplementary documents and other materials distributed to the District board after their agenda packets have been distributed to the members may be viewed at the District office and obtained at the meeting.

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

Regular Meeting
Wednesday, September 18, 2019
Closed Session: 12:00 p.m. / Open Session: 1:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Teleconference Location (Gov. Code sec. 54953(b)(4)): Valentine Public Library Conference Room,
324 N Main Street, Valentine, Nebraska 69201

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 12:00 p.m.

LSCSD Board Roll Call: Beck ☒ Cupp ☒ MacIntosh ☒ Mitchell ☒ Thompson ☒

*Dir. Cupp via teleconference location.

Also present: GM Moser and AA Charvez. There were no people in the audience.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Thompson adjourned to Closed Session at 12:01 p.m.

CLOSED SESSION: 12:01 p.m.

Also present: GM Moser.

A. Personnel: Public Employee Performance Evaluation: General Manager (Gov. Code Section 54957)

B. Conference with Labor Negotiator, GM Moser: amendment to Fire Chief Employment Agreement (Gov. Code Section 54957.6)

With no objections by the Board, Pres. Thompson adjourned Closed Session at 12:58 p.m.

RETURN TO OPEN SESSION: 1:00 p.m.

Pres. Thompson called a break at 1:00 p.m. then resumed meeting at 1:10 p.m.

Also present: GM Moser and AA Charvez (SAC Nelle and APC Bullington for a portion of the meeting).

There were approximately 13 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

REPORT ON CLOSED SESSION: Pres. Thompson reported that there was nothing to report.

PUBLIC COMMENTS: Comments received.

CONSENT CALENDAR: (All items accepted/approved by the Board unless otherwise noted.)

1. A. Approval of Minutes: Regular Meeting August 21, 2019
- B. Ratification of Disbursements: August 1 through August 31, 2019
- C. Budget Comparison: FY 2019/20

Motion by Dir. MacIntosh second Dir. Mitchell to approve Consent Calendar.

Ayes: Directors Beck, Cupp, MacIntosh, Mitchell and Thompson

Noes: None

Absent: None

MONTHLY REPORTS: NO ACTION ITEMS:

2. A. Department Written Reports

1. Fire Department: GM Moser reported.
2. Police Department: APC Bullington reported.
3. Sewer Department: GM Moser reported.
4. Water Department: GM Moser reported.

B. Committee Written Reports / Approved Minutes – Nothing to report.

DISCUSSION / REPORTS: ACTION ITEMS:

3. Consideration of adoption of resolution regarding Burn Site Program: GM Moser reported. The Board discussed. Modifications were made to draft resolution: 1) Fee Schedule: SMALL LOAD: Auto, Pick Up, Small Trailer (up to 6' x 10') \$10 per load, MEDIUM LOAD: Pick Up or Small Trailer with extended sides \$20 per load, LARGE LOAD: Dump Truck, Large Trailer (over 6' x 10'), Flatbed \$50 per load; and 2) Staffing Site: Paying two LSCSD firefighters to operate the back portion of Site and having one citizen volunteer to collect money at the front portion of Site (on each date of operation).

Motion by Dir. Mitchell second Dir. Cupp to adopt Resolution 8-19 regarding method of operation and fee schedule for green waste disposal / burn-site, as amended.

Ayes: Directors Cupp, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None
Abstain: Director Beck

4. Consideration of approval of amended Fire Chief Employment Agreement: GM Moser reported. The Board discussed.

Motion by Dir. Mitchell second Dir. MacIntosh to approve amended Fire Chief Employment Agreement, as presented.

Ayes: Directors Cupp, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None
Abstain: Director Beck

5. Consideration of approval of Police Chief Employment Agreement: GM Moser reported. The Board discussed.

Motion by Dir. Cupp second Dir. Mitchell to approve the Police Chief Employment Agreement, as presented.

Ayes: Directors Beck, Cupp, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

6. Reports from Directors Beck and MacIntosh - 2019 Special District Leadership Academy Conference, per Board Policy and Procedure Manual / Handbook Section 4090.4, Training, Education and Conferences: Directors Beck and MacIntosh reported.

STAFF COMMENTS: None.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 2:44 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, October 16, 2019, 1:00 p.m. at the Administration Building.

Approval Date: _____

 Rick Thompson, President

ATTEST:

 Robert Moser, General Manager/Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Wednesday, September 25, 2019, 10:00 a.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 10:00 a.m.

LSCSD Board Roll Call: Beck absent Cupp absent MacIntosh ✓ Mitchell ✓ Thompson ✓

Also present: GM Moser, AA Charvez and FC Pappas via teleconference.

There were no people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None

DISCUSSION / ACTION ITEMS:

1. Consideration of acceptance of FEMA FY 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant award (EMW-2018-FF-00373): FC Pappas reported. The Board discussed.

Motion by Dir. MacIntosh second Dir. Mitchell to accept the FEMA FY 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant award (EMW-2018-FF-00373), as presented.

Ayes: Directors MacIntosh, Mitchell and Thompson

Noes: None

Absent: Directors Beck and Cupp

2. Consideration of Job Description – Fire Captain - Recruitment & Retention Coordinator: FC Pappas reported. The Board discussed.

Motion by Dir. Mitchell second Dir. MacIntosh to approve job description for Fire Captain - Recruitment & Retention Coordinator as presented, per SAFER Grant.

Ayes: Directors MacIntosh, Mitchell and Thompson

Noes: None

Absent: Directors Beck and Cupp

3. Consideration of Salary Schedule – Fire Captain – Recruitment & Retention Coordinator: FC Pappas reported. The Board discussed.

Motion by Dir. MacIntosh second Dir. Mitchell to approve salary schedule for Fire Captain – Recruitment & Retention Coordinator as presented, per SAFER Grant.

Ayes: Directors MacIntosh, Mitchell and Thompson

Noes: None

Absent: Directors Beck and Cupp

4. Consideration of setting a date and time for a Special Meeting in November 2019 to replace the Regular Board Meeting scheduled for November 20, 2019: The Board discussed.

Motion by Dir. Mitchell second Dir. MacIntosh to set November 13, 2019, 10:00 a.m., for a Special Meeting to replace November 20, 2019 Regular Board Meeting.

Ayes: Directors MacIntosh, Mitchell and Thompson

Noes: None

Absent: Directors Beck and Cupp

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 10:29 a.m.

Approval Date: _____

Rick Thompson, President

ATTEST:

Robert Moser, General Manager/Secretary

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TREASURER'S REPORT - RATIFICATION OF DISBURSEMENTS
LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of September 1 thru September 30, 2019 for a total of: " \$ 148,027.74

Each check has been signed by two directors with documentation attached to each check.

Submitted for September 2019	\$ 148,027.74
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Expenses - Regular Checks Mechanics Bank Account	\$ 51,749.52
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 96,278.22
<u>Subtotal</u>	<u>\$ 148,027.74</u>
<u>Total CSD Expenses</u>	<u>\$ 148,027.74</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - MECHANICS BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	25 COPS Grant	30 Fire
9/5/2019	932	CalPERS Financial & Acct	700.00	700.00		364.00	196.00	140.00			
9/5/2019	933	US Bank Equipment Finance	143.48	143.48						143.48	
9/5/2019	934	Verizon Wireless	129.21	129.21						86.14	43.07
9/5/2019	935	Verizon Wireless	61.26	61.26							61.26
9/5/2019	936	Williams Scotsman	293.33	293.33			146.67	146.66			
9/5/2019	23536	Alanna DeBon	51.56	51.56		51.56					
9/5/2019	23537	Associated Pension Consultants	75.00	75.00					75.00		
9/5/2019	23538	Cal Ore Telephone	426.11	426.11		192.21	63.55	63.56	85.43		21.36
9/5/2019	23539	Enviro Chipper Industries	670.50	670.50							670.50
9/5/2019	23540	Ferguson Waterworks	279.17	279.17			469.44	(190.27)			
9/5/2019	23541	Gatehouse Media, Inc.	55.00	55.00		55.00					
9/5/2019	23542	Gold Nugget Printing	336.48	336.48							336.48
9/5/2019	23543	Joseph or Teresa Stefanelli	234.62	234.62		234.62					
9/5/2019	23544	Karen Harper	211.57	211.57		211.57					
9/5/2019	23545	Lee or Diane Deckard	105.50	105.50		105.50					
9/5/2019	23546	Mario Marchi	201.82	201.82		201.82					
9/5/2019	23547	Office of the Sheriff	497.00	497.00						497.00	
9/5/2019	23548	Quill Corp	241.59	241.59		108.36				56.26	76.97
9/5/2019	23549	RF Enterprises Inc	475.00	475.00		237.50			118.75		118.75
9/5/2019	23550	Ryan or Candice Green	313.21	313.21		313.21					
9/5/2019	23551	Shasta Auto Supply	135.88	135.88			49.62	49.63			36.63
9/5/2019	23552	Sherry Richards	12.53	12.53		12.53					
9/5/2019	23553	Solano's Inc	1,278.94	1,278.94		1,190.55	19.14	19.15		15.27	34.83
9/5/2019	23554	Steve Pappas	483.86	483.86							483.86
9/5/2019	23555	Wal-Mart	271.08	271.08			135.54	135.54			
9/5/2019	23556	Will Johnson Electric	3,125.00	3,125.00				3,125.00			
9/5/2019	23557	Xio, Inc.	109.16	109.16				109.16			
9/12/2019	23558-23561	Payroll Checks (Live Checks)	5,900.20		5,900.20						5,900.20
9/12/2019	504264	EDD EFT	1,482.66		1,482.66						1,482.66
9/12/2019	504265	EFTPS EFT	2,684.71		2,684.71						2,684.71
9/12/2019	504266	MB EFT - Payroll Checks (Direct Deposits)	9,738.71		9,738.71						9,738.71
9/12/2019	23562-23565	Payroll Checks (Live Checks)	3,237.90		3,237.90		2,978.72				259.18
9/12/2019	504280	EDD EFT	1,149.67		1,149.67	388.36	466.26		115.06	116.31	63.68
9/12/2019	504281	EFTPS EFT	3,446.01		3,446.01	992.35	1,515.54		301.68	203.55	432.89
9/12/2019	504282	American Funds EFT	126.92		126.92						126.92
9/12/2019	504283	CalPERS Classic EFT	2,389.01		2,389.01	974.29	1,414.72				
9/12/2019	504284	CalPERS PEPRA EFT	1,880.36		1,880.36	419.85	382.38		623.38	454.75	
9/12/2019	504285	CalPERS 457 EFT	860.81		860.81	275.00	368.82		100.00	117.19	
9/12/2019	504286	MB EFT - Payroll Checks (Direct Deposits)	20,388.10		20,388.10	6,734.47	5,791.94		2,702.44	2,890.34	2,268.91
9/20/2019	939	Pitney Bowes	500.00	500.00		500.00					
9/26/2019	937	Utility Telephone	545.75	545.75		327.44			163.73		54.58
9/26/2019	938	CBA Surety	117.00	117.00					117.00		

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - MECHANICS BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
9/26/2019	940	US Cellular	434.13	434.13						434.13	
9/26/2019	941	Williams Scotsman	293.33	293.33			146.66	146.67			
9/26/2019	23566	Associated Pension Consultants	75.00	75.00			37.50	37.50			
9/26/2019	23567	Deepwoods Embroidery & Design	229.50	229.50			99.13	99.12	9.25	22.00	
9/26/2019	23568	Don R. Erickson, Oil	6,118.47	6,118.47		1,103.06	1,189.94	944.97		1,518.71	1,361.79
9/26/2019	23569	Greg Lindsey	142.11	142.11		142.11					
9/26/2019	23570	Harvest Printing	956.67	956.67		956.67					
9/26/2019	23571	Hue & Cry	38.00	38.00		38.00					
9/26/2019	23572	Jeffery or Samantha West	202.58	202.58		202.58					
9/26/2019	23573	John & Sharon Waterman	148.01	148.01		148.01					
9/26/2019	23574	Kellie Power	530.00	530.00		400.00			65.00		65.00
9/26/2019	23575	Kevin Mancebo	226.52	226.52		226.52					
9/26/2019	23576	Lexipol LLC	2,400.00	2,400.00					2,400.00		
9/26/2019	23577	LSCSD Utilities	1,586.74	1,586.74		1,167.66			201.28		217.78
9/26/2019	23578	Miller's Jackets	188.00	188.00							188.00
9/26/2019	23579	Mr. & Mrs. Waterman	9.35	9.35		9.35					
9/26/2019	23580	Mt. Shasta IT Services	2,200.00	2,200.00		660.00	330.00	330.00	660.00		220.00
9/26/2019	23581	N.C.G.T. Surcity Fund	15,669.00	15,669.00		5,625.50	2,979.99	2,538.51	1,195.00	1,665.00	1,665.00
9/26/2019	23582	Prentice, Long & Epperson	4,085.00	4,085.00		1,592.50			2,387.50		105.00
9/26/2019	23583	Quill Corp	186.58	186.58		186.58					
9/26/2019	23584	Robert or Elizabeth Rodriguez	25.66	25.66		25.66					
9/26/2019	23585	RP Welding	150.00	150.00			150.00				
9/26/2019	23586	Shasta Valley Chainsaw	302.08	302.08							302.08
9/26/2019	23587	Sherry Richards	12.53	12.53		12.53					
9/26/2019	23588	SHN Consulting Engineers	705.60	705.60			705.60				
9/26/2019	23589	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
9/26/2019	23590	Suds City Auto Spa	11.00	11.00					11.00		
9/26/2019	23591	Western Business Products	110.65	110.65		110.65					
9/26/2019	23592-23595	Payroll Checks (Live Checks)	5,795.04		5,795.04		2,892.62				2,902.42
9/26/2019	23596	Union Dues	660.48		660.48	299.00	226.00		77.24	58.24	
9/26/2019	504300	EDD EFT	1,707.91		1,707.91	426.49	448.99		114.10	88.02	630.31
9/26/2019	504301	EFTPS EFT	4,888.63		4,888.63	1,005.83	1,460.80		298.90	142.88	1,980.22
9/26/2019	504302	American Funds EFT	126.92		126.92						126.92
9/26/2019	N/A	American Funds Payable - ck issued next payroll				(96.10)					96.10
9/26/2019	504303	CalPERS Classic EFT	2,505.98		2,505.98	1,091.26	1,414.72				
9/26/2019	504304	CalPERS PEPRA EFT	1,880.36		1,880.36	419.85	382.38		623.38	454.75	
9/26/2019	504305	Aflac EFT	228.04		228.04	33.12	194.92				
9/26/2019	504306	CalPERS 457 EFT	847.42		847.42	275.00	368.62		100.00	103.80	
9/26/2019	504307	MB EFT - Payroll Checks (Direct Deposits)	24,352.38		24,352.38	7,262.54	5,587.50		2,608.93	2,540.15	6,353.26
9/26/2019	943	First Ntl Bank-RM	2,361.60	2,361.60		1,784.95	267.29	274.88		17.24	17.24
9/27/2019	JE #80953	Returned Deposit Item Charge	10.00	10.00		10.00					
9/30/2019	JE #80954	Online ACH Fee	10.80	10.80		10.80					
			148,027.74	51,749.52	96,278.22	39,105.33	32,923.30	8,012.58	15,194.05	11,625.21	41,167.27

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

September 2019 Detailed Budget Comparison 2018/2019 YTD

For the Period: 7/1/2019 to 9/30/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	10/10/2019 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
4055.000 Misc Operational Income	500.00	500.00	340.00	5,337.00	160.00	68.0
4056.000 Misc-Non Operating Income	0.00	0.00	1,501.00	0.00	-1,501.00	0.0
4070.000 Antenna Lease Revenue	23,439.39	23,439.39	5,573.37	1,629.13	17,866.02	23.8
5050.000 Transfer Fees	4,000.00	4,000.00	1,120.00	380.00	2,880.00	28.0
5080.000 Interest Earned-OPS	100.00	100.00	10.15	3.16	89.85	10.2
5081.000 Interest Earned-RSV	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Dept: 22 Medical Clinic						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	10,044.00	0.00	50,220.00	16.7
Revenues	89,303.39	89,303.39	18,588.52	7,349.29	70,714.87	20.8
Expenditures						
Dept: 01 General Admin						
7002.000 Admin Overhead Alloc	-483,085.35	-483,085.35	-134,284.57	-25,207.12	-348,800.78	27.8
7020.000 IT Contract Services/Server	12,500.00	12,500.00	2,188.07	330.00	10,311.93	17.5
7026.000 Contract Services	15,000.00	15,000.00	942.75	260.50	14,057.25	6.3
7033.000 Licenses, Permits, Fees	2,600.00	2,600.00	284.20	20.80	2,315.80	10.9
7034.000 Dues & Subscriptions	7,500.00	7,500.00	416.18	236.50	7,083.82	5.5
7035.000 Advertising	250.00	250.00	56.45	0.00	193.55	22.6
7040.000 Insurance (Liability)	675.00	675.00	794.34	0.00	-119.34	117.7
7041.000 Legal	15,000.00	15,000.00	1,774.26	0.00	13,225.74	11.8
7050.100 Off Exp-Supplies	5,000.00	5,000.00	1,596.33	186.25	3,403.67	31.9
7050.200 Off Exp-Postage	6,000.00	6,000.00	2,556.85	872.85	3,443.15	42.6
7050.400 Off Exp-Maint	7,750.00	7,750.00	6,396.43	194.34	1,353.57	82.5
7062.000 Repair & Maintenance	3,500.00	3,500.00	99.19	0.00	3,400.81	2.8
7063.000 Fuel	1,000.00	1,000.00	75.12	0.00	924.88	7.5
7064.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	212.34	15.74	1,287.66	14.2
7065.000 Vehicle Repair/Maintenance	2,000.00	2,000.00	17.23	17.23	1,982.77	0.9
7101.000 Property Taxes	140.00	140.00	0.00	0.00	140.00	0.0
7105.000 Utilities - CSD	1,000.00	1,000.00	935.67	583.84	64.33	93.6
7105.100 Util-Telephone	2,300.00	2,300.00	501.53	163.72	1,798.47	21.8
7105.200 Util-Electric	5,500.00	5,500.00	705.48	299.27	4,794.52	12.8
7105.400 Utilities-Propane	500.00	500.00	87.50	0.00	412.50	17.5
7105.600 Utility - Internet	1,550.00	1,550.00	384.42	128.14	1,165.58	24.8
7204.000 Events	600.00	600.00	0.00	0.00	600.00	0.0
7501.000 Payroll Expense	306,716.29	306,716.29	65,705.85	22,554.07	241,010.44	21.4
7513.000 Payroll-TAXES	7,051.39	7,051.39	1,377.61	505.02	5,673.78	19.5
7514.000 Payroll-Benefits	83,550.60	83,550.60	15,619.50	6,044.50	67,931.10	18.7
7516.200 Pension Cost (CalPERS)	26,319.20	26,319.20	5,999.08	2,008.90	20,320.12	22.8
7518.400 CalPERS Fees	400.00	400.00	364.00	0.00	36.00	91.0
7516.500 CalPERS UAL Expense	35,857.62	35,857.62	35,857.62	0.00	0.00	100.0
7518.000 Workers Comp	26,146.56	26,146.56	26,135.00	0.00	11.56	100.0
7530.000 Payroll Reimbursement	8,000.00	8,000.00	3,411.02	474.26	4,588.98	42.6
7530.100 PR Reimbursement Admin	-79,781.92	-79,781.92	-23,724.20	-6,563.14	-56,057.72	29.7
7550.000 Travel & Training	5,000.00	5,000.00	2,223.24	1,444.84	2,776.76	44.5
7551.000 Meals	1,000.00	1,000.00	229.14	62.26	770.86	22.9
Dept: 22 Medical Clinic						
7026.000 Contract Services	3,000.00	3,000.00	400.00	0.00	2,600.00	13.3
7040.000 Insurance (Liability)	700.00	700.00	779.23	0.00	-79.23	111.3
7062.000 Repair & Maintenance	3,000.00	3,000.00	991.28	34.48	2,008.72	33.0
7063.000 Fuel	0.00	0.00	10.04	0.00	-10.04	0.0
7080.000 Interest Expense	9,500.00	9,500.00	2,290.84	0.00	7,209.16	24.1
7084.000 Loan Principle Expense	34,500.00	34,500.00	8,709.16	0.00	25,790.84	25.2
7530.000 Payroll Reimbursement	2,500.00	2,500.00	4,552.01	721.91	-2,052.01	182.1
Medical Building Reserves	7,064.00	7,064.00	1,766.01	588.67	5,297.99	25.0
Dept: 23 Green Waste Site						
7530.000 Payroll Reimbursement	0.00	0.00	1,236.14	389.85	-1,236.14	0.0
Expenditures	89,303.39	89,303.39	39,672.34	6,377.68	49,631.05	44.4

For the Period: 7/1/2019 to 9/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 15 - LSCSD Sewer Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	479,433.60	479,433.60	120,097.80	18.00	359,335.80	25.0
4001.200 Assmt/Revenue-Standby	65,484.00	65,484.00	32,727.00	-15.00	32,757.00	50.0
4001.300 Assmt/Revenue-Commercial	6,813.60	6,813.60	6,150.80	3,106.59	662.80	90.3
4003.000 Late Payment Revenue	2,800.00	2,800.00	1,191.34	1,194.84	1,608.66	42.5
4056.000 Misc-Non Operating Income	0.00	0.00	858.00	0.00	-858.00	0.0
5004.000 Sewer Hook Up Fee	43,491.00	43,491.00	7,248.50	0.00	36,242.50	16.7
5005.000 Sewer Payment Contracts	252.00	252.00	0.00	0.00	252.00	0.0
5040.000 Gain on Sale of Equipment	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0
5081.000 Interest Earned-RSV	3,400.00	3,400.00	0.00	0.00	3,400.00	0.0
Dept: 23 Green Waste Site						
4055.000 Misc Operational Income	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Revenues	609,174.20	609,174.20	168,273.44	4,304.43	440,900.76	27.6
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	154,587.32	154,587.32	42,971.06	8,066.28	111,616.26	27.8
7010.000 Capital Improvement	143,500.00	143,500.00	45,195.01	0.00	98,304.99	31.5
Less Reimbursement due from LAIF Savings	-143,500.00	-143,500.00	-45,195.01	0.00	-98,304.99	-31.5
7020.000 IT Contract Services/Server	4,200.00	4,200.00	1,166.32	330.00	3,033.68	27.8
7026.000 Contract Services	18,000.00	18,000.00	7,034.93	183.75	10,965.07	39.1
7033.000 Licenses, Permits, Fees	8,000.00	8,000.00	59.69	0.00	7,940.31	0.7
7034.000 Dues & Subscriptions	500.00	500.00	131.23	0.00	368.77	26.2
7035.000 Advertising	250.00	250.00	0.00	0.00	250.00	0.0
7040.000 Insurance (Liability)	14,000.00	14,000.00	13,879.56	0.00	120.44	99.1
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7050.100 Off Exp-Supplies	400.00	400.00	0.00	0.00	400.00	0.0
7050.200 Off Exp-Postage	100.00	100.00	4.85	4.85	95.15	4.9
7055.000 Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7062.000 Repair & Maintenance	16,000.00	16,000.00	362.28	72.06	15,637.72	2.3
7063.000 Fuel	6,500.00	6,500.00	2,038.12	0.00	4,461.88	31.4
7064.000 Materials/Supplies/Small Tools	6,000.00	6,000.00	2,769.86	246.88	3,230.14	46.2
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	70.74	28.72	2,929.26	2.4
7080.000 Interest Expense	18,718.65	18,718.65	0.00	0.00	18,718.65	0.0
7085.000 Municipal Finance Principle	42,306.79	42,306.79	0.00	0.00	42,306.79	0.0
7100.000 Lease/Rent Expense	1,775.00	1,775.00	542.66	293.33	1,232.34	30.6
7105.100 Util-Telephone	490.00	490.00	147.36	49.21	342.64	30.1
7105.200 Util-Electric	52,000.00	52,000.00	11,808.92	4,947.44	40,191.08	22.7
7105.300 Util-Waste	510.00	510.00	85.00	42.50	425.00	16.7
7105.600 Utility - Internet	750.00	750.00	190.66	63.55	559.34	25.4
7501.000 Payroll Expense	171,024.24	171,024.24	30,870.22	8,971.57	140,154.02	18.1
7513.000 Payroll-TAXES	3,806.92	3,806.92	447.58	130.08	3,359.34	11.8
7514.000 Payroll-Benefits	44,294.39	44,294.39	8,939.97	2,979.99	35,354.42	20.2
7516.200 Pension Cost (CalPERS)	12,456.53	12,456.53	2,644.45	764.38	9,812.08	21.2
7516.400 CalPERS Fees	200.00	200.00	196.00	0.00	4.00	98.0
7516.500 CalPERS UAL Expense	18,754.86	18,754.86	18,632.69	0.00	122.17	99.3
7516.600 Pension Plan Fees (MPPP)	100.00	100.00	62.11	37.50	37.89	62.1
7518.000 Workers Comp	14,458.11	14,458.11	14,573.00	0.00	-114.89	100.8
7530.000 Payroll Reimbursement	-9,700.00	-9,700.00	-12,534.38	-2,348.01	2,834.38	129.2
7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	1,000.00	1,000.00	26.45	10.01	973.55	2.6
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7556.000 Uniforms	1,200.00	1,200.00	362.82	257.09	837.18	30.2
Dept: 23 Green Waste Site						
7026.000 Contract Services	800.00	800.00	25.00	0.00	775.00	3.1
7063.000 Fuel	25.00	25.00	0.00	0.00	25.00	0.0
7064.000 Materials/Supplies/Small Tools	100.00	100.00	0.00	0.00	100.00	0.0
7530.000 Payroll Reimbursement	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
Dept: 36 Planning Grants						
7026.000 Contract Services	0.00	0.00	705.60	0.00	-705.60	0.0
7530.000 Payroll Reimbursement	0.00	0.00	973.28	726.39	-973.28	0.0
Expenditures	619,107.81	619,107.81	149,188.03	25,857.57	469,919.78	25.5

For the Period: 7/1/2019 to 9/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	337,662.52	337,662.52	85,460.65	20.00	252,201.87	25.3
4001.200 Assmt/Revenue-Standby	102,760.00	102,760.00	51,340.00	0.00	51,420.00	50.0
4001.300 Assmt/Revenue-Commercial	14,135.78	14,135.78	6,850.61	1,603.69	7,285.17	48.5
4003.000 Late Payment Revenue	9,000.00	9,000.00	2,558.03	1,659.32	6,441.97	28.4
4056.000 Misc-Non Operating Income	0.00	0.00	536.00	0.00	-536.00	0.0
4075.000 Water Capacity Expansion Fee	1,920.00	1,920.00	0.00	0.00	1,920.00	0.0
5006.000 Water Hook Up Fee	1,590.00	1,590.00	0.00	0.00	1,590.00	0.0
5040.000 Gain on Sale of Equipment	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0
5081.000 Interest Earned-RSV	13,500.00	13,500.00	0.00	0.00	13,500.00	0.0
Dept: 22 Medical Clinic						
4054.000 Loan Principle Revenue	34,000.00	34,000.00	8,709.16	0.00	25,290.84	25.6
5081.000 Interest Earned-RSV	10,000.00	10,000.00	2,290.84	0.00	7,709.16	22.9
Revenues	529,068.30	529,068.30	157,745.29	3,283.01	371,323.01	29.8
Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	173,910.73	173,910.73	48,342.45	9,074.56	125,568.28	27.8
7010.000 Capital Improvement	53,500.00	53,500.00	137,224.83	0.00	-83,724.83	256.5
Less Reimbursement due from LAIF Savings	-53,500.00	-53,500.00	-137,224.83	0.00	-83,724.83	-256.5
7020.000 IT Contract Services/Server	4,200.00	4,200.00	1,166.32	330.00	3,033.68	27.8
7026.000 Contract Services	24,000.00	24,000.00	1,716.95	168.15	22,283.05	7.2
7033.000 Licenses, Permits, Fees	3,500.00	3,500.00	59.69	0.00	3,440.31	1.7
7034.000 Dues & Subscriptions	1,300.00	1,300.00	713.98	0.00	586.02	54.9
7035.000 Advertising	250.00	250.00	0.00	0.00	250.00	0.0
7040.000 Insurance (Liability)	20,500.00	20,500.00	18,532.78	0.00	1,967.22	90.4
7041.000 Legal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7050.100 Off Exp-Supplies	650.00	650.00	0.00	0.00	650.00	0.0
7050.200 Off Exp-Postage	800.00	800.00	0.00	0.00	800.00	0.0
7055.000 Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7062.000 Repair & Maintenance	33,000.00	33,000.00	585.23	626.15	32,414.77	1.8
7063.000 Fuel	6,500.00	6,500.00	1,599.06	0.00	4,900.94	24.6
7064.000 Materials/Supplies/Small Tools	25,000.00	25,000.00	3,936.12	167.52	21,063.88	15.7
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	70.75	28.72	2,929.25	2.4
7100.000 Lease/Rent Expense	1,775.00	1,775.00	542.66	293.33	1,232.34	30.6
7105.100 Util-Telephone	1,000.00	1,000.00	147.38	49.21	852.62	14.7
7105.200 Util-Electric	97,000.00	97,000.00	28,976.54	12,667.78	68,023.46	29.9
7105.300 Util-Waste	510.00	510.00	85.00	42.50	425.00	16.7
7105.600 Utility - Internet	750.00	750.00	190.67	63.55	559.33	25.4
7501.000 Payroll Expense	107,511.10	107,511.10	28,145.47	10,531.20	79,365.63	28.2
7513.000 Payroll-TAXES	2,393.15	2,393.15	408.09	152.70	1,985.06	17.1
7514.000 Payroll-Benefits	27,844.81	27,844.81	7,615.53	2,538.51	20,229.28	27.3
7516.200 Pension Cost (CalPERS)	7,830.56	7,830.56	2,417.67	874.22	5,412.89	30.9
7516.400 CalPERS Fees	200.00	200.00	140.00	0.00	60.00	70.0
7516.500 CalPERS UAL Expense	11,790.51	11,790.51	11,912.69	0.00	-122.18	101.0
7516.600 Pension Plan Fees (MPPP)	100.00	100.00	62.11	37.50	37.89	62.1
7518.000 Workers Comp	9,088.81	9,088.81	9,161.00	0.00	-72.19	100.8
7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	1,000.00	1,000.00	34.03	17.60	965.97	3.4
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7556.000 Uniforms	1,200.00	1,200.00	362.82	257.10	837.18	30.2
Expenditures	580,904.67	580,904.67	166,924.99	37,920.31	246,530.02	28.7

For the Period: 7/1/2019 to 9/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Revenues						
4001.100 Assml/Revenue-Residential	137,390.00	137,390.00	34,512.40	54.90	102,877.60	25.1
4001.200 Assml/Revenue-Standby	282,260.00	282,260.00	141,029.17	-45.83	141,230.83	50.0
4001.300 Assml/Revenue-Commercial	3,520.00	3,520.00	1,540.00	0.00	1,980.00	43.8
4003.000 Late Payment Revenue	10,000.00	10,000.00	4,366.00	4,366.55	5,644.00	43.6
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	1,263.00	10.00	1,937.00	39.5
5054.000 Animal Control Fees - Other	300.00	300.00	295.00	295.00	5.00	98.3
5055.000 Animal License Fee	4,800.00	4,800.00	690.00	340.00	4,110.00	14.4
5056.000 Warrant	1,500.00	1,500.00	232.96	84.09	1,267.04	15.5
5062.000 Event/Donations	500.00	500.00	0.00	0.00	500.00	0.0
5081.000 Interest Earned-RSV	5,700.00	5,700.00	0.00	0.00	5,700.00	0.0
Revenues	449,170.00	449,170.00	183,918.53	5,098.71	265,251.47	40.9

Expenditures						
7002.000 Admin Overhead Alloc	82,124.50	82,124.50	22,828.37	4,285.21	59,296.13	27.8
7010.000 Capital Improvement	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
Less Reimbursement due from LAIF Savings	-7,500.00	-7,500.00	0.00	0.00	-7,500.00	0.0
7020.000 IT Contract Services/Server	10,000.00	10,000.00	2,201.60	0.00	7,798.40	22.0
7026.000 Contract Services	2,500.00	2,500.00	538.93	117.50	1,961.07	21.6
7034.000 Dues & Subscriptions	3,000.00	3,000.00	2,937.49	2,400.00	62.51	97.9
7035.000 Advertising	250.00	250.00	278.50	0.00	-28.50	111.4
7040.000 Insurance (Liability)	5,100.00	5,100.00	7,366.06	117.00	-2,266.06	144.4
7041.000 Legal	2,500.00	2,500.00	2,437.50	0.00	62.50	97.5
7105.000 Utilities - CSD	600.00	600.00	373.97	201.28	226.03	62.3
7105.100 Util-Telephone	0.00	0.00	0.00	-42.88	0.00	0.0
7105.200 Util-Electric	3,000.00	3,000.00	512.80	220.93	2,487.20	17.1
7105.300 Util-Waste	480.00	480.00	80.00	40.00	400.00	16.7
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7105.600 Utility - Internet	1,025.00	1,025.00	256.29	85.43	768.71	25.0
7501.000 Payroll Expense	186,068.43	186,068.43	22,109.90	6,916.66	163,958.53	11.9
7513.000 Payroll-TAXES	15,536.23	15,536.23	1,262.57	100.29	14,273.66	8.1
7514.000 Payroll-Benefits	57,015.00	57,015.00	1,920.00	1,195.00	55,095.00	3.4
7516.100 Pension Cost (MPPP)	8,871.72	8,871.72	547.32	0.00	8,324.40	6.2
7516.200 Pension Cost (CalPERS)	0.00	0.00	648.16	648.16	-648.16	0.0
7516.600 Pension Plan Fees (MPPP)	1,000.00	1,000.00	124.22	0.00	875.78	12.4
7518.000 Workers Comp	13,117.18	13,117.18	15,855.00	0.00	-2,737.82	120.9
7530.000 Payroll Reimbursement	1,200.00	1,200.00	1,297.87	226.40	-97.87	108.2
7552.000 Employee Physical Exams-Shots	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Expenditures	395,388.06	395,388.06	83,576.55	16,510.98	311,811.51	21.1

For the Period: 7/1/2019 to 9/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 26 - COPS Grant						
Revenues						
5075.000 Grant Income	130,000.00	130,000.00	0.00	0.00	130,000.00	0.0
Revenues	130,000.00	130,000.00	0.00	0.00	130,000.00	0.0
Expenditures						
7020.000 IT Contract Services/Server	2,200.00	2,200.00	483.68	660.00	1,716.32	22.0
7033.000 Licenses, Permits, Fees	5,000.00	5,000.00	2,255.00	0.00	2,745.00	45.1
7050.100 Off Exp-Supplies	1,300.00	1,300.00	126.15	45.72	1,173.85	9.7
7050.200 Off Exp-Postage	400.00	400.00	18.55	18.55	381.45	4.6
7050.400 Off Exp-Maint	2,000.00	2,000.00	369.90	143.48	1,630.10	18.5
7062.000 Repair & Maintenance	1,600.00	1,600.00	0.00	0.00	1,600.00	0.0
7063.000 Fuel	10,500.00	10,500.00	2,640.30	0.00	7,859.70	25.1
7064.000 Materials/Supplies/Small Tools	8,000.00	8,000.00	498.46	121.57	7,501.54	6.2
7065.000 Vehicle Repair/Maintenance	8,000.00	8,000.00	597.59	211.85	7,402.41	7.5
7068.000 Vehicle Equipment	7,000.00	7,000.00	0.00	0.00	7,000.00	0.0
7105.100 Util-Telephone	5,150.00	5,150.00	1,011.92	642.48	4,138.08	19.6
7501.000 Payroll Expense	71,857.05	71,857.05	19,183.53	6,601.69	52,673.52	26.7
7513.000 Payroll-TAXES	5,931.06	5,931.06	1,068.24	95.73	4,872.82	17.8
7514.000 Payroll-Benefits	20,979.00	20,979.00	4,995.00	1,665.00	15,984.00	23.8
7516.100 Pension Cost (MPPP)	2,698.99	2,698.99	339.23	0.00	2,359.76	12.6
7516.200 Pension Cost (CalPERS)	0.00	0.00	472.56	472.56	-472.56	0.0
7516.600 Pension Plan Fees (MPPP)	200.00	200.00	49.22	0.00	150.78	24.6
7518.000 Workers Comp	6,107.85	6,107.85	6,123.00	0.00	-15.15	100.2
7550.000 Travel & Training	9,000.00	9,000.00	575.68	1,426.43	8,424.32	6.4
7551.000 Meals	2,000.00	2,000.00	-252.00	14.00	2,252.00	-12.6
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7555.000 Personal Protective Equip PPE	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0
7556.000 Uniforms	3,000.00	3,000.00	155.25	0.00	2,844.75	5.2
Expenditures	177,723.95	177,723.95	40,701.26	12,119.06	137,022.69	22.9

For the Period: 7/1/2019 to 9/30/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 30 - LSCSD Fire Department						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	49,920.00	49,920.00	12,556.25	12.50	37,363.75	25.2
4001.200 Assmt/Revenue-Standby	64,150.00	64,150.00	32,052.09	-10.41	32,097.91	50.0
4001.300 Assmt/Revenue-Commercial	1,100.00	1,100.00	485.00	0.00	615.00	44.1
4003.000 Late Payment Revenue	2,500.00	2,500.00	1,021.54	1,003.32	1,478.46	40.9
4055.000 Misc Operational Income	0.00	0.00	405.00	405.00	-405.00	0.0
4056.000 Misc-Non Operating Income	0.00	0.00	1,233.00	0.00	-1,233.00	0.0
4076.000 Fire Suppression Expansion Fee	948.00	948.00	0.00	0.00	948.00	0.0
5056.000 Warrant	5,000.00	5,000.00	255.66	0.00	4,744.34	5.1
5062.000 Event/Donations	5,000.00	5,000.00	5,025.00	25.00	-25.00	100.5
5075.000 Grant Income	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
5081.000 Interest Earned-RSV	1,100.00	1,100.00	0.00	0.00	1,100.00	0.0
Dept: 34 Fire Fuels Removal						
4055.000 Misc Operational Income	22,000.00	22,000.00	20,312.50	0.00	1,687.50	92.3
5026.000 Fines/Violations	15,000.00	15,000.00	24,000.00	0.00	-9,000.00	160.0
Dept: 45 Mutual Aid Strike Team						
4080.000 Strike Team Rev Payroll Reimb	155,000.00	155,000.00	24,131.94	4,432.00	130,868.06	15.6
4081.000 Strike Team Rev Engine Reimb	60,000.00	60,000.00	2,074.00	1,870.00	57,926.00	3.5
4082.000 Strike Team Rev Admin OH Reimb	34,000.00	34,000.00	4,824.12	1,146.21	29,175.88	14.2
4085.000 Emerg Resp Reimb Travel/Meals	0.00	0.00	529.96	0.00	-529.96	0.0
Revenues	423,218.00	423,218.00	128,906.06	8,883.62	294,311.94	30.5
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	72,462.80	72,462.80	20,142.69	3,781.07	52,320.11	27.8
7020.000 IT Contract Services/Server	3,000.00	3,000.00	1,012.64	220.00	1,987.36	33.8
7026.000 Contract Services	2,000.00	2,000.00	518.67	106.50	1,481.33	25.9
7033.000 Licenses, Permits, Fees	450.00	450.00	0.00	0.00	450.00	0.0
7034.000 Dues & Subscriptions	925.00	925.00	1,317.00	0.00	-392.00	142.4
7040.000 Insurance (Liability)	6,300.00	6,300.00	10,747.09	0.00	-4,447.09	170.6
7041.000 Legal	2,000.00	2,000.00	157.50	0.00	1,842.50	7.9
7050.100 Off Exp-Supplies	650.00	650.00	290.23	184.03	359.77	44.7
7050.200 Off Exp-Postage	100.00	100.00	8.70	8.70	91.30	8.7
7051.000 Public Safety Supplies	2,500.00	2,500.00	613.93	0.00	1,886.07	24.6
7051.100 Mandatory Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7062.000 Repair & Maintenance	2,000.00	2,000.00	2.43	2.43	1,997.57	0.1
7063.000 Fuel	6,000.00	6,000.00	2,350.64	0.00	3,649.36	39.2
7064.000 Materials/Supplies/Small Tools	3,000.00	3,000.00	386.05	51.83	2,613.95	12.9
7065.000 Vehicle Repair/Maintenance	15,000.00	15,000.00	226.30	17.24	14,773.70	1.5
7075.000 VFA Grant Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	0.0
7105.000 Utilities - CSD	850.00	850.00	406.97	217.78	443.03	47.9
7105.100 Util-Telephone	2,000.00	2,000.00	505.46	306.12	1,494.54	25.3
7105.200 Util-Electric	3,300.00	3,300.00	546.06	234.22	2,753.94	16.5
7105.300 Util-Waste	480.00	480.00	80.00	40.00	400.00	16.7
7105.400 Utilities-Propane	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
7105.600 Utility - Internet	250.00	250.00	64.08	21.36	195.92	24.6
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
7501.000 Payroll Expense	50,769.23	50,769.23	12,692.28	4,230.76	38,076.95	25.0
7513.000 Payroll-TAXES	4,174.62	4,174.62	970.93	323.65	3,203.69	23.3
7514.000 Payroll-Benefits	20,979.00	20,979.00	4,995.00	1,665.00	15,984.00	23.8
7516.100 Pension Cost (MPPP)	3,300.00	3,300.00	857.62	349.94	2,442.38	26.0
7516.600 Pension Plan Fees (MPPP)	1,000.00	1,000.00	49.22	0.00	950.78	4.9
7518.000 Workers Comp	11,125.00	11,125.00	21,825.00	0.00	-10,701.00	196.2
7530.000 Payroll Reimbursement	500.00	500.00	1,149.07	226.40	-649.07	229.8
7549.000 Volunteer FF Stipend	12,000.00	12,000.00	0.00	0.00	12,000.00	0.0
7549.100 VFF Payroll Taxes	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7550.000 Travel & Training	2,000.00	2,000.00	16.32	0.00	1,983.68	0.8
7551.000 Meals	1,000.00	1,000.00	10.73	0.00	989.27	1.1
7552.000 Employee Physical Exams-Shots	600.00	600.00	0.00	0.00	600.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	188.00	188.00	1,812.00	9.4
Dept: 34 Fire Fuels Removal						
7050.200 Off Exp-Postage	200.00	200.00	55.00	0.00	145.00	27.5
7061.000 Rental Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
7062.000 Repair & Maintenance	500.00	500.00	1,191.50	0.00	-691.50	238.3
7064.000 Materials/Supplies/Small Tools	0.00	0.00	850.83	0.00	-850.83	0.0
7501.000 Payroll Expense	14,450.00	14,450.00	11,505.47	1,105.82	2,944.53	79.6
7513.000 Payroll-TAXES	2,001.33	2,001.33	1,252.61	108.96	748.72	62.6
7518.000 Workers Comp	1,228.25	1,228.25	980.37	94.22	247.88	79.8
Dept: 45 Mutual Aid Strike Team						
7063.000 Fuel	350.00	350.00	0.00	0.00	350.00	0.0
7501.000 Payroll Expense	115,926.92	115,926.92	37,694.10	27,962.32	78,232.82	32.5
7513.000 Payroll-TAXES	4,925.51	4,925.51	1,458.49	965.64	3,467.02	29.6
7518.000 Workers Comp	9,867.12	9,867.12	20.45	0.00	9,846.67	0.2
7550.000 Travel & Training	0.00	0.00	234.00	0.00	-234.00	0.0
7551.000 Meals	0.00	0.00	249.86	0.00	-249.86	0.0
Expenditures	407,674.78	407,674.78	137,624.29	42,411.99	270,050.49	33.8
Grand Total Net Effect:	-42,968.77	-42,968.77	39,744.38	-112,278.53	-82,713.15	

Lake Shastina Community Services District

Quarterly

Accounts Receivable Analysis 2018/2019 YTD
September 30, 2010 to September 30, 2019

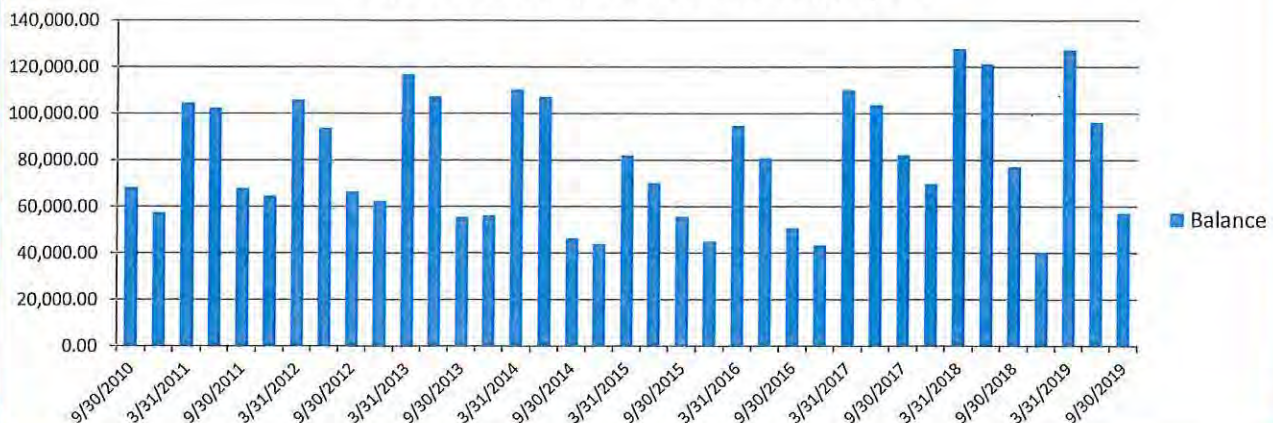
pm

Date	0-30 Days	30-60 Days	60-90 Days	>90 Days	Balance	Balance of Tax Rolls Receivable	Total Tax Rolls & A/R
9/30/2010	7,627.17	589.19	172.63	59,775.28	68,164.27	122,414.84	190,579.11
12/31/2010	2,511.51	1,166.60	243.00	53,366.06	57,287.17		
3/31/2011	1,451.65	8,707.07	49,643.23	44,717.88	104,519.83		
6/30/2011	3,742.66	2,543.75	155.42	95,950.10	102,391.93		
9/30/2011	8717.23	164.48	128.73	58,775.90	67,786.34	175,202.41	242,988.75
12/31/2011	1,544.52	3,041.72	333.00	59,626.85	64,546.09		
3/31/2012	7,516.60	1,118.76	62.89	97,012.76	105,711.01		
6/30/2012	2,148.52	321.90	160.10	90,977.93	93,608.45		
9/30/2012	7,203.09	288.50	16.50	58,859.23	66,367.32	196,649.49	263,016.81
12/31/2012	2,236.28	148.34	111.26	59,728.50	62,224.38		
3/31/2013	8,240.48	282.06	53,663.99	54,515.14	116,701.67		
6/30/2013	3,047.85	56.00	521.55	103,570.95	107,196.35		
9/30/2013	6,493.34	20.00	31.50	48,871.39	55,416.23	248,515.30	303,931.53
12/31/2013	2,653.17	92.58	33.30	53,340.80	56,119.85		
3/31/2014	8,360.90	65.99	52,413.07	49,243.31	110,083.27		
6/30/2014	3,156.77	30.00	317.76	103,631.03	107,135.56		
9/30/2014	5,475.68	1,131.57	0.77	39,772.05	46,380.07	245,334.21	291,714.28
12/31/2014	854.19	1,010.20	50.00	41,956.34	43,870.73		
3/31/2015	6,457.83	841.30	40,425.31	34,158.64	81,883.08		
6/30/2015	2,036.06	50.00	632.03	67,320.96	70,039.05		
9/30/2015	7,481.65	15.00	163.00	48,095.75	55,755.40	249,946.12	305,701.52
12/31/2015	928.60	1,504.10	429.37	42,257.93	45,120.00		
3/31/2016	419.41	7,981.59	103.78	86,213.68	94,718.46		
6/30/2016	2,371.53	67.41	237.21	78,228.48	80,904.63		
9/30/2016	7,400.59	183.89	31.09	42,908.53	50,524.10	302,614.41	353,138.51
12/31/2016	1,054.74	729.49	0.00	41,547.90	43,332.13		
3/31/2017	9,490.48	470.19	64,303.28	35,641.63	109,905.58		
6/30/2017	2,705.90	206.46	59.94	100,580.03	103,552.33		
9/30/2017	9,927.46	731.59	335.68	71,124.61	82,119.34	343,676.42	425,795.76
12/31/2017	245.76	2,007.73	240.05	67,129.23	69,622.77		
3/31/2018	665.99	9,083.79	65,631.73	52,348.93	127,730.44		
6/30/2018	3,005.61	216.94	1,998.22	116,055.47	121,276.24		
9/30/2018	9,562.53	925.75	321.90	66,249.63	77,059.81	385,577.80	462,637.61
12/31/2018	-17,681.74	1,511.41	1,104.39	55,381.43	40,315.49		
3/31/2019	8,503.57	447.48	68,411.14	49,976.97	127,339.16		
6/30/2019	-22,603.12	613.48	0.02	118,199.06	96,209.44		
9/30/2019	-13,662.58	283.50	102.99	70,362.42	57,086.33	437,214.99	494,301.32

Note: 1) This report includes accounts that have been prepaid. 2) Police, Fire, Sewer and Water have been combined.

Analysis: Past Due / Outstanding accounts have decreased 20.67% since the same period last year 6/30/18.
(This does not include past due assessments sent to tax rolls)

Lake Shastina Community Services District Accounts Receivable Analysis



2.A.1 Fire Department – Written Report

Document was not available for packet delivery; if provided, it will be forwarded to the Board prior to the meeting.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
FROM: Will Bullington, Acting Chief of Police
MEETING DATE: Oct. 16, 2019
SUBJECT: September 2019 Police Monthly Board Report

POLICE ACTIVITY: LSPD HAD 141 CALLS FOR SERVICE IN SEPTEMBER, COMPARED TO 242 CALLS IN SEPTEMBER OF 2018. NOTE: THERE WERE FIVE PEACE OFFICERS WORKING COMPARED TO TWO NOW.

SUMMARY:

MISDEMEANOR ARRESTS: 0

FELONY ARRESTS: 0

TRAFFIC WARNINGS: 5

TRAFFIC CITATIONS: 1

ANIMAL RELATED: 25

PARKING CITES: 0

HOUSE WATCH: 420

MISC. POLICE CALLS, INCLUDING NON-CRIMINAL: 110

NOTABLE ACTIVITY:

-\$5,000.00 EMBEZZLEMENT CASE WITH EX WORKER NOT RETURNING TOOLS.

-VANDALISM AT HOY PARK. STILL UNDER INVESTIGATION. PAINT GRAFFITI.

-SUSPECT ABANDONED 10 KITTENS AT HOY PARK. WITNESSES CALLED LSPD. PATROL OFFICER LOCATED VEHICLE AND CONTACTED SUSPECT. CASE FILED WITH DA FOR ANIMAL ABANDONMENT.

-TRAFFIC COLLISION ON HOGAN DRIVE. VEHICLE LEFT ROADWAY AND WENT THROUGH CHAIN LINK FENCE AND INTO TREE. DRIVER BELIEVED TO HAVE HAD A MEDICAL SEIZURE AND BLACKED OUT.

-OFFICER BARR ATTENDED CPR/FIRST AID/AED INSTRUCTOR CLASS. HE WILL BE ABLE TO RE-CERTIFY ALL EMR AND EMT PERSONNEL ON BOTH FIRE AND POLICE DEPTS. HE WILL ALSO BE AVAILABLE TO TEACH NEW FIRE FIGHTERS AND POLICE CADETS FOR TITLE 22 COMPLIANCE. CLASS COSTS RE-IMBURSED BY CALIF. P.O.S.T.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: October 16, 2019
Subject: Board Report –September 2019 (Sewer)

We had a hole repaired in an impeller housing at B-111 on Lake Shore Dr.

Conducted weekly inspections of stations.

Prepared Quarterly samples at the treatment plant and had them analyzed by the lab.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: October 16, 2019
Subject: Board Report – September 2019 (Water)

Meter reads for the district were conducted last month.

Prepping the Administration Building for painting

Work is underway at the burn site in preparation to open as soon as it is ready.

Verbal Report

2. B. Committee Verbal / Written Reports / Approved Minutes (when applicable)

1. Safety Committee Verbal Report

**APPOINTMENT OF FIRE CAPTAIN RECRUITMENT AND RETENTION
COORDINATOR RECRUTMANT AND RETENTION CORDINATOR
EMPLOYMENT AGREEMENT**

This Agreement is made this _____ day of _____, 2019 between Lake Shastina Community Service District ("District"), a political subdivision of the State of California, and _____ ("Employee" or "Fire Captain Recruitment and Retention Coordinator").

By this Agreement the District appoints _____ as Fire Captain Recruitment and Retention Coordinator for the District and Employee accepts such employment on the terms and conditions set forth herein.

RECITALS

WHEREAS, the District requires the services of a Fire Captain Recruitment and Retention Coordinator; and

WHEREAS, Employee has the necessary prerequisites to serve as Fire Captain Recruitment and Retention Coordinator under the Fire Captain Recruitment and Retention Coordinator job description, and has been employed as a Fire Captain Recruitment and Retention Coordinator; and

WHEREAS, the Board of the District ("Board") desires Employee to serve as the Fire Captain Recruitment and Retention Coordinator of the District; and

WHEREAS, Employee desires to accept said appointment; and

WHEREAS, the Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of Government Code Section 53260 et seq.; and

THEREFORE, the District hereby appoints Employee as its Fire Captain Recruitment and Retention Coordinator, and Fire Captain Recruitment and Retention Coordinator hereby accepts such employment under the terms and conditions set forth herein.

DUTIES AND RESPONSIBILITIES

1. Employee agrees to observe and comply with the rules and regulations of the District, as adopted by the District's Board, respecting performance of duties, and to carry out and perform orders, directions, and policies stated by the District from time to time, either orally or in writing.

2. The duties of the Fire Captain Recruitment and Retention Coordinator are as set forth in Attachment A of, which is expressly incorporated in this Agreement by this reference, and which may be changed by the Board during the term of this agreement.

3. Employee agrees not to engage in any other business activities, duties, or pursuits and to devote all of his/her productive time, ability, and attention to District business. Employee may seek the prior, written consent of the General Manager to engage in either outside employment or to render services to any other person or organization. Activities that do not materially interfere with the services required under this Agreement do not require prior written consent of District.

4. Employee agrees that, to the best of his/her ability, he will at all times loyally and conscientiously perform all of his/her duties and obligations required of him either expressly or implicitly by this Agreement.

EMPLOYEE'S ETHICAL OBLIGATIONS

5. Employee acknowledges and understands that public employment, especially the position of Fire Captain Recruitment and Retention Coordinator, carries with it great public trust and responsibility. Employee agrees to perform his/her duties in accordance with the laws and rules governing public employment and will undertake those duties in a matter which avoids acts of an inappropriate or illegal nature and avoids those acts which may give rise to even the appearance of impropriety. In accordance with that goal, Employee agrees to make full disclosure to, and obtain the approval of, the Board before entering into any negotiation or contract with any individual related to Employee by blood or marriage or from any entity in which such an individual has a business interest. Employee further agrees that failure to make such disclosures may result in immediate termination and referral to the appropriate law enforcement authority.

DISTRICT AUTHORITY

6. The District's authority is exercised by the District Board acting as a body, as set forth by State law. No individual member of the Board has the authority to direct or give orders to the Employee.

SALARY

7. As compensation for services provided as Fire Captain Recruitment and Retention Coordinator, the District shall pay Employee a fixed salary at \$50,000 per annum, payable in accordance with District policy. Fire Captain Recruitment and Retention Coordinator is an exempt employee and shall work approximately 40 hours a week for District business. Unless sooner conducted as provided in Paragraph (1), an initial performance review of Employee shall be conducted by the Fire Chief on or about the one-year anniversary date of the date of appointment stated in section 11 of this Agreement. An initial six-month evaluation will also be conducted by the Fire Chief.

OTHER COMPENSATION AND BENEFITS

8. Commencing on _____, Employee shall receive the following benefits:

a. The Fire Captain Recruitment and Retention Coordinator shall be provided benefits for medical, dental and vision coverage as the other employees of the Police Department, which is currently provided by Teamsters Union Local 137;

b. Paid Time Off "PTO" shall accrue at the rate of 176 hours per year. Accrual of PTO time is capped at 2 years. Fire Captain Recruitment and Retention Coordinator shall notify the Fire Chief prior to taking PTO days off and shall ensure that all matters are covered in his/her absence.

c. The Fire Captain Recruitment and Retention Coordinator shall enjoy the retirement system/retirement contributions currently 6% DISTRICT contribution of Regular pay into a Money Purchase Pension Plan (MPPP) under the direction of the District General Manager.

d. Reimbursement of travel expenses pursuant to the District per diem policy and in accordance with departmental travel budget and a cellular phone shall be provided pursuant to the District policy;

SUPPORT SERVICES

9. The District shall provide funds, space, equipment, and personnel for Employee's performance of his duties, as allowed by the Board of Directors/General Manager.

TERM

10 The effective date of appointment as Fire Captain Recruitment and Retention Coordinator for Employee shall be _____. The term of this Agreement shall be from _____ through _____, subject to the following conditions:

a. This Agreement may be terminated at any time with or without cause.

b. District will negotiate with Employee a renewal of Employee's contractual relationship with District or provide written notice of District's intent not to renew, no later than 120 days prior to expiration date. In no event shall Employee's contract expire sooner than 120 days after District's written notice to Employee that it does not intend to renew the contract.

c. Employee shall have the absolute right to unilaterally terminate this Agreement by written notice to the Fire Chief. Employee shall make every effort to provide at least 90 days' written notice prior to terminating performing the duties of Fire Captain Recruitment and Retention Coordinator.

TERMINATION OF EMPLOYMENT

11. Regardless of whether Employee is terminated for cause or without cause under this Agreement, Employee shall, upon termination, be compensated for the accrued vacation, sick leave per District Policy he had accrued as a District employee.

12. Termination for Cause:

a. The Fire Captain Recruitment and Retention Coordinator may be terminated for cause. Examples of "cause" shall, include, but are not limited to, any of the following: (a) conviction of a misdemeanor of moral turpitude or any felony; (b) continued abuse of drugs or alcohol that materially affects the performance of the Employee's duties; (c) repeated and protracted unexcused absences from the Fire Captain Recruitment and Retention Coordinator's office and duties; and (d) material breach of this Agreement which is not cured after reasonable notice.

b. In the event the District terminates the Employee for cause, then District may terminate this Agreement immediately, and the Employee shall be entitled to only the compensation accrued up to the date of termination, and any other termination benefits and payments as may be required by law. The Employee shall not be entitled to any severance benefits if terminated under this section.

c. In the event the District terminates the Employee for cause, the District and the Employee agree that neither Party shall make any written or oral statements to members of the public or the press concerning the Employee's termination except in the form of a joint press release which is mutually agreeable to both Parties. The joint press release shall not contain any text or information that would be disparaging to either Party. The Parties further agree that, if they are unable to mutually agree on the contents of a joint press release within 72 hours after notice of termination, the District may state solely that the Employee is no longer employed by the District and the former Employee may state solely that he is no longer employed by the District.

13. Termination without Cause:

a. The Employee may resign at any time and agrees to give the District at least 90 days advance written notice of the effective date of the Employee's resignation, unless the Parties otherwise agree in writing. If the Employee retires from full time public service with the District, the Employee may provide six months' advance notice, but shall provide a minimum of 90 days' notice. The Employee's actual retirement date will be mutually established.

b. **This is an at-will employment position.**

Notice of termination shall be provided to the Employee in writing. "Termination" as used in this section shall also include any request that the Employee resign, agree to a reduction in salary or other financial benefits of the Employee

(excluding a general Fire Captain Recruitment and Retention Coordinator salary reduction), a material reduction in the powers and authority of the Fire Captain Recruitment and Retention Coordinator, or the elimination of the Fire Captain Recruitment and Retention Coordinator's position. Any such notice of termination or act constituting termination shall be issued by the General Manager, who has been given supervisory authority over the Fire Captain Recruitment and Retention Coordinator.

c. EMPLOYEE ACKNOWLEDGES AND UNDERSTANDS THAT THIS POSITION IS AT-WILL AND IS NOT COVERED BY A LAKE SHASTINA MEMORANDUM OF UNDERSTANDING. EMPLOYEE MAY BE TERMINATED AT ANY TIME, FOR ANY LEGAL REASON.

d. This Agreement shall also terminate on the death of Employee and all accrued salary and leave benefits per policy shall be paid to Employee's estate as required by applicable law.

INDEMNITY

14. District shall indemnify Employee to the full extent of the law as provided by the California Torts Claims Act (Government Code Section 810 et seq.) and the indemnity provisions of this Agreement, whichever shall provide the greatest protection to Employee.

a. The District shall defend and indemnify the Employee against and for all losses sustained by Employee in direct consequences of the discharge of the Employee's duties on the District's behalf.

b. The District shall defend, hold harmless and indemnify Employee against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Fire Captain Recruitment and Retention Coordinator. The District may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

c. Whenever Employee shall be sued for damages arising out of the performance of the Employee's official duties, the District shall provide defense counsel for the Employee in such suit and indemnify Employee from any judgment rendered against the Employee; provided that such indemnity shall not extend to any judgment for damages arising out of any willful wrongdoing. This indemnification shall extend beyond termination of employment and the otherwise expiration of this Agreement to provide protection for any such acts undertaken or committed in Employee's official capacity, regardless of whether the notice of filing of a lawsuit occurs during or following employment with the District. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies that Employee may have under the law.

d. The District and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against Employee, while acting within the scope of the Fire Captain Recruitment and Retention Coordinator's duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the District or any party affiliated with or otherwise claiming under or through it, regardless of any prior, concurrent, or subsequent active or passive negligence by Employee.

NOTICES

15. All notices required under this Agreement shall be in writing and shall be deemed to have been given at the time they are personally delivered to the party to whom given or mailed in any general or branch United States Post Office enclosed in a registered or certified postage-paid envelope addressed to the address of the respective parties stated below, or to any changed address either party may have designated by notice:

Employee's Address:	Lake Shastina Community Services District Attn: General Manager
On file with the payroll clerk.	16320 Everhart Dr. Weed, CA 96094

Any notice of change of address shall be effective only upon receipt.

WAIVER

16. Failure to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power for all or any other times.

REMEDY FOR BREACH

17. If Employee breaches any provision of this Agreement, the District shall be entitled if it so elects, to institute and prosecute proceedings in a court of competent jurisdiction to obtain damages for breach of this Agreement or for any other legal or equitable relief to which it may be entitled by law. The prevailing party in any action to enforce or interpret the terms of this Agreement shall be entitled to recover from the other party reasonable attorney's fees, court costs and other necessary expenses incident to the action in addition to any other relief to which that party is entitled. Venue for any litigation shall be in Siskiyou County, California.

PARTIAL INVALIDITY

18. The invalidity or unenforceability of any term or provision or any clause of this Agreement shall in no way impair or affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

NON-ASSIGNMENT

19. This Agreement is personal in nature, and neither of the parties shall, without the consent of the other, assign or transfer this Agreement or any rights or obligations under this Agreement.

ENTIRE AGREEMENT

20. This Contract represents the entire Agreement of the Parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by a written, fully executed Agreement of the Parties.

STRIKE TEAM PAY

21. Employee will be compensated for Strike Team pay at the rate billed per State Contract. This will be in lieu of his contractual salary. Employee must obtain permission from the General Manager prior to leaving on a Strike Team.

PERSONNEL RULES SUPERSEDED

22. The provisions of this Agreement shall control and supersede the provisions of the District Personnel Policy and District Code in the event that there is an inconsistency between this Agreement and the Personnel Policy or District Code as later amended.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first written above.

_____, Employee

LAKE SHASTINA CSD, Employer

Rick Thompson, President of the
District Board

Approved as to form:

Margaret Long, District Counsel

POLICY TITLE: Job Description – Recruitment and Retention Coordinator
POLICY NUMBER: 1608 (Added 9/25/19)

1608.10 General Job Description:

Under direction of the Fire Chief, the Recruitment and Retention Coordinator is responsible for recruiting new volunteer firefighters and retaining current volunteers through various outlets including but not limited to: incentive programs, training programs, career fairs, school presentations, and advertisements. The recruitment and retention coordinator will also respond to fire, hazmat, rescue, and medical emergencies.

The Recruitment and Retention Coordinator's primary duties include:

Perform administrative and technical work recruiting and retaining candidates for volunteer positions with the Lake Shastina Community Services District Fire Department.

Provide informational programs at community job fairs, media outlets, web-based sources, and high school work programs.

Develop and implement plans, projects, and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters, and to ensure the sustainability and growth of the Lake Shastina Fire Department.

Defining, administering, and maintaining records for a training program for all LSCSD fire fighters. Manage recruitment and retention of the volunteer fire fighter plan of LSFD, including monitoring and reporting of measurable results.

Create and monitor LSCSD Fire Department website and social media activities in coordination with LSCSD IT company.

Pursue opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensure compliance with requirements of grant awards and other support.

Provide training opportunities to all volunteers, assuring the needs are met for all volunteer fire fighters including training and proper PPE.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina Fire Department and attempting to resolve all public and firefighter complaints.

Performs other duties as assigned.

1608.20 Prerequisite Qualifications: He/she must possess an associate's degree in fire science or a related field, or a bachelor's degree from a 4 year university, or have completed an accredited Firefighter 1 academy, and/or shall have one (1) years' experience in firefighting with an agency similar in size as Lake Shastina Fire or larger, a current California state driver's license, CPR / First aid. EMT-B certification or willing to acquire within 1 year of hire.

He/she must have knowledge of marketing, be competent at public speaking and be willing to present LSFD to the surrounding community through networking, media, and presentations.

1608.25 Additional Desirable Qualifications: California State Fire Training Instructor series and Certified Instructor. Degree in communications or marketing. Commercial driver's license or firefighter endorsement. Experience in grant writing.

1608.30 Salary Range: The Recruitment and Retention Coordinator's salary is determined by contract or Salary Schedule.

1608.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up 50 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile

machine, printers, and other related business machines, and access file storage facilities. He/she must be capable of passing a fit test on breathalyzer equipment and the Lake Shastina agility test for fire fighters.

1608.50 Marginal Job Physical Demands: Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

1608.60 Environmental Demands:

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Responds to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associate with fires.

1608.70 Mental Requirements:

Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.

Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel Spreadsheet Software.

Attention to Detail: High level of concentration and attention to detail for extended periods of time.

Repetition: Not a particularly repetitive job.

Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina Community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

PSM

Item 4

VERBAL

Consideration of setting date and time for Holiday Tree Lighting Event (GM Moser)