



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

April 18, 2019  
Regular Board Meeting  
7:00 P.M.

Meeting Location: **Lathrop City Hall,  
390 Towne Centre  
Lathrop, CA 95330**

A\*G\*E\*N\*D\*A

1. CALL TO ORDER
2. CLOSED SESSION: *None*
3. ROLL CALL
4. PLEDGE OF ALLEGIANCE
5. DECLARATION OF CONFLICT OF INTEREST
6. PRESENTATIONS:
  - 6.1. Station Awards for Inspection of Apparatus and Fire Stations



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

## 7. PUBLIC COMMENTS

Persons who wish to speak to the Board regarding an item that is not on tonight's agenda, or wish to ask the Board to pull an item from the Consent Calendar may do so at this time.

Please submit the Public Comment form to the Board Secretary prior to the commencement of the Board Meeting. When called upon, please come to the podium, state your name and address, and limit your remarks to five (5) minutes.

Please be aware the California Government Code prohibits the Board from taking any immediate action on an item which does not appear on the agenda, unless the item meets stringent statutory requirements. However, your concerns can be referred to the Staff for review and reported back to the Board at a later date.

Comments on agenda items, including items pulled from the Consent Calendar, will be allowed at this time or when they are being considered by the Board.

*NO PERSONAL ATTACKS WILL BE PERMITTED*

## 8. CONSENT ITEMS:

- 8.1. March 21, 2019 Regular Board Meeting Minutes
- 8.2. Monthly Register of Warrants
- 8.3. Receive and file March, 2019 Incident and Training Report
- 8.4. Receive and file Monthly / Year-to-Date Budget Report

## 9. SCHEDULED ITEMS

- 9.1. Approve and Adopt Resolution #R-2019-02 transfer of funds from Measure C Account to General Fund for Fiscal Year 2018/2019 Budget



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

9.2. Governance Policies Adoption: #0.16 Professional Consultants Selection Policy, #0.17 Infrastructure Replacement Policy, #0.21 Interfund Transfer Policy, #0.18 Draft LMFD Training – Community Room Reservations.

## 10. INFORMATIONAL ITEMS:

10.1. Schedule Strategic Operational Objective Planning Meeting, and Budget Study Session Meeting(s)

### 10.2. CHIEF'S REPORT

- a. Report from Grand Opening of Station 35
- b. Behind the Fire LMFD “Breakfast with the Firefighters” – May 18<sup>th</sup>

### 10.3. Chief's Update of District's Goals and Objectives

- a. Strategic Operational Objective Planning (S.O.O.P) Goals List
  - i. Formally establish clearly defined governance policies
    - Retained Management Advisory Services (MAS) for development of current governance policies
    - Draft governance policies presented to Board
  - ii. Provide a pathway to good governance certification
    - Received recognition of good governance from CSDA-SDLF
    - Approve purchase of tablets to retain and provide access to governance documents
    - Provided schedules to the Fire Board for upcoming CSDA courses.
  - iii. Engage the community to support and provide volunteer service to enhance our mission
    - Conducted “Sidewalk CPR” at Target and Save-Mart
    - Added members to our C.E.R.T. program
    - Conducted Open Houses
    - Conducted Infant and Child CPR Workshops
  - iv. Begin to lay a foundation for regional training
    - Certified one instructor for Low Angle Rope Rescue Operational (LARRO) who can now teach in house



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

State-Certified classes.

- Identified instructor candidates to receive certification in Rescue Systems 1 (RS1) and Trench Training

## 11. BOARD COMMENTS / REFERRALS

## 12. ADJOURNMENT

Meeting adjourned to the next Regular Board Meeting scheduled for May 16, 2019, 7:00 p.m. at 390 Towne Centre Road, Lathrop, CA.

*Dated: 04/15/2019*

---

Gene Neely  
Fire Chief / Board Secretary



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

*This agenda was posted at the following locations: website: [www.lmfire.org](http://www.lmfire.org), Fire Stations 31, 32, 33, 34, and 35.*

Note: A copy of the information packet for Board Members in preparation of this meeting is available for public view at: Administration Office, 800 East J Street, Lathrop, California

**IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CALL (209) 941-5103.  
NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE FIRE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. [28  
CFR 35.102-35.104 ADA TITLE II]**



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

March 21, 2019  
Regular Board Meeting  
7:00 P.M.

Meeting Location: **Lathrop City Hall,  
390 Towne Centre  
Lathrop, CA 95330**

## MINUTES

1. **CALL TO ORDER: 7:04 p.m.**

2. **CLOSED SESSION: *None***

3. **ROLL CALL**

**Present:** Chairman John Gish, Vice-Chairman Elliott, Director Gloryanna Rhodes, Director Tosh Ishihara, Director Jeremy Coe, and Fire Chief Gene Neely

**Absent:** None

4. **PLEDGE OF ALLEGIANCE**

5. **DECLARATION OF CONFLICT OF INTEREST: None**

6. **PRESENTATIONS: None**



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

7. **PUBLIC COMMENTS:** No requests

8. **CONSENT ITEMS:**

- 8.1. February 21, 2019 Regular Board Meeting Minutes
- 8.2. Monthly Register of Warrants
- 8.3. Receive and file February, 2019 Incident and Training Report
- 8.4. Receive and file Monthly / Year-to-Date Budget Report

Vice Chairman Elliott made a motion to approve the Consent Calendar Items 8.1., 8.2., 8.3., and 8.4.

Director Rhodes seconds the motion.

Roll call vote:

Ayes: Ishihara, Rhodes, Coe, Elliott and Gish

Noes: None

Abstain: None

Absent: None

9. **SCHEDULED ITEMS:**

- 9.1. Authorize the Fire Chief to Accept Station 35 conveyed by River Islands Development, LLC.

Fire Chief Neely presented the item, seeking Board approval to move forward with process to accept Fire Station #35 documents in order to get appropriate address information and Deed.

Director Ishihara made a motion to authorize the Fire Chief to accept Station 35 conveyed by River Islands Development, LLC. Director Coe seconds the motion.

Roll call vote:

Ayes: Ishihara, Rhodes, Coe, Elliott and Gish

Noes: None

Abstain: None

Absent: None

10. **INFORMATIONAL ITEMS:**

- 10.1. Update on Water Rescue Apparatus Requests for Proposals and Procurement Status



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

Battalion Chief Josh Capper present this update. After a brief question and answer period, Battalion Chief Capper explained that LMFD would be the only one in County to have a dedicated Water Rescue Vehicle with the ability to have personnel change in cab, lastly per the proposed contract information delivery could take up to 360 days.

## 10.2. Staff seeking Board Direction with Petitioner/Property Owner of 345 Roth Rd. regarding Annexation by City of Lathrop

Fire Chief Gene Neely informed the Board, that this item was strictly informational and there were no decisions to be made at this point therefore it would not be necessary for Chairman Gish to excuse himself from this item, unless he felt necessary.

Chief Neely informed the Board that he is still working with the property owner, as the property owner is still very interested in moving forward with the petition to be in our District. The annexation will be going in front of LAFCo to be “de-Annexed” in the next meeting(s). Chief Neely informed the Board he is working to finalize an annexation agreement with the property owner, and looks forward to working the LAFCo Board Liaison members; as he feels at this point the Board liaison members should be involved with the process.

## 10.3. CHIEF'S REPORT

### a. Update on Fire Station #35

the Grand Opening will be Sunday, March 30<sup>th</sup>. Administration Staff is currently occupying the station under a Temporary Occupancy Certificate. Director Rhodes commented on the use of the Large Training Room by the Public and suggested have some type of Policy to address this.

### b. Update on Brush (Apparatus) #35

Battalion Chief Capper commented we are hoping for a mid to late April completion of Brush #35.

### c. Update on Staffing and Testing: Fire Captain, Fire Engineer, and Firefighter(s)

April 3<sup>rd</sup>/4<sup>th</sup> will be conducting panel interviews for 69 Firefighter candidates. Towards the end of the following month will conduct Captains interviews. Due to the Fire Chief's relation to one of the Fire Captain candidates the Fire Chief Interviews will be conducted by a panel to include a Fire Chief from a neighboring agency.





# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

**d. Update(s) regarding Board Director Liaison with Local Agencies**

will be contacting Board Members within the next couple of weeks to arrange meetings

**10.4. Chief's Update of District's Goals and Objectives – No current update to Goals list.**

**a. Strategic Operational Objective Planning (S.O.O.P) Goals List**

**i. Formally establish clearly defined governance policies**

- Retained Management Advisory Services (MAS) for development of current governance policies
- Draft governance policies presented to Board

**ii. Provide a pathway to good governance certification**

- Received recognition of good governance from CSDA-SDLF
- Approve purchase of tablets to retain and provide access to governance documents
- Provided schedules to the Fire Board for upcoming CSDA courses.

**iii. Engage the community to support and provide volunteer service to enhance our mission**

- Conducted "Sidewalk CPR" at Target and Save-Mart
- Added members to our C.E.R.T. program
- Conducted Open Houses
- Conducted Infant and Child CPR Workshops

**iv. Begin to lay a foundation for regional training**

- Certified one instructor for Low Angle Rope Rescue Operational (LARRO) who can now teach in house State-Certified classes.
- Identified instructor candidates to receive certification in Rescue Systems 1 (RS1) and Trench Training

**11. BOARD COMMENTS / REFERRALS**

Director Rhodes: no comments.



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

Vice-Chair Elliott: commented on about the Firefighters attending the young boys Make-a-Wish day(s) and what a wonderful celebration it was.

Director Coe: also commented regarding the “Stair Climb” stating it was Good Recognition for the District

Director Ishihara: thanked the Firefighters for the “Stair Climb”.

FF/Engineer Tyler Silva informed the Board that they had met their goal of raising \$2,000. The Stair Climb was 69 Floors in 20 minutes with while wearing full gear. Although this was the District’s first time participating in the event, he is looking to continue participation, as well as potentially participating in the “Combat Challenge”.

The Board thanked FF/E Silva for his and the team participation.

Chairman Gish called a moment of Silence as requested by Chief Neely of behalf of the late Chief Ennes.

## 12. ADJOURNMENT

Chairman Gish adjourned the meeting to the next Regular Board Meeting scheduled for March 21, 2019, 7:00 p.m. at 390 Towne Centre Road, Lathrop, CA.

*7:41 p.m. adjournment*

*Dated: 03/18/2019*

  
Becky Arriola  
Executive Assistant / Board Clerk



# Lathrop-Manteca Fire Protection District

---

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

**Re:** Department #4999000000

**Date:** April 18, 2019

Roll call vote of Board Members present for approval for payment authorization of **\$ 321,232.29**

**Tosh Ishihara:** \_\_\_\_\_

**Gloryanna Rhodes:** \_\_\_\_\_

**Jeremy Coe:** \_\_\_\_\_

**Mark Elliott:** \_\_\_\_\_

**John Gish:** \_\_\_\_\_

**Gene Neely:** \_\_\_\_\_

**Roll Call:**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

**PLEASE CALL OUR OFFICE WHEN THE WARRANTS ARE READY.  
WE WILL SEND SOMEONE TO PICK THEM UP.**

THANK YOU!

LATHROP-MANTECA FIRE PROTECTION DISTRICT  
(209) 941-5105



# Lathrop-Manteca Fire Protection District

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

**Re:** Department #4999000000

**Date:** April 4, 2019

Roll call vote of Board Members present for approval for payment authorization of **\$ 103,706.18**

**Tosh Ishihara:** \_\_\_\_\_

**Gloryanna Rhodes:** \_\_\_\_\_

**Jeremy Coe:** \_\_\_\_\_

**Mark Elliott:** \_\_\_\_\_

**John Gish:** \_\_\_\_\_

**Gene Neely:** \_\_\_\_\_

**Roll Call:**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

**PLEASE CALL OUR OFFICE WHEN THE WARRANTS ARE READY.  
WE WILL SEND SOMEONE TO PICK THEM UP.**

THANK YOU!

LATHROP-MANTECA FIRE PROTECTION DISTRICT  
(209) 941-5105



# Lathrop-Manteca Fire Protection District

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

**Re:** Department #4999000000

**Date:** April 8, 2019

Roll call vote of Board Members present for approval for payment authorization of \$ 10,483.57

**Tosh Ishihara:** \_\_\_\_\_

**Gloryanna Rhodes:** \_\_\_\_\_

**Jeremy Coe:** \_\_\_\_\_

**Mark Elliott:** \_\_\_\_\_

**John Gish:** \_\_\_\_\_

**Gene Neely:** \_\_\_\_\_ *Gene Neely*

**Roll Call:**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

**PLEASE CALL OUR OFFICE WHEN THE WARRANTS ARE READY.  
WE WILL SEND SOMEONE TO PICK THEM UP.**

THANK YOU!

LATHROP-MANTECA FIRE PROTECTION DISTRICT  
(209) 941-5105

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
<b>Salaries &amp; Wages - Regular</b>				
<b>49001-6001000000</b>	Lathrop Manteca F/F Association	General Fund	February 2019 (Pay Period Ending 02/17/2019)	\$ 2,381.66
	Lathrop Manteca F/F Association	General Fund	March 2019 (Pay Period Ending 03/03/2019)	\$ 2,381.66
	American Fidelity	General Fund	Salaries - Regular	\$ 736.41
	American Fidelity	General Fund	Salaries - Regular (Flex)	\$ 1,399.98
				<b>\$ 6,899.71</b>
<b>Salaries-Extra Help</b>				
<b>49001-6002000000</b>				
	Amarante, Anthony	General Fund	Reserve	\$ 700.00
	Costa, Jordyn	General Fund	Reserve	\$ 775.00
	Davis, Drew	General Fund	Reserve	\$ 325.00
	Foster, Dylan	General Fund	Reserve	\$ 1,475.00
	Fuentes, Raymond	General Fund	Reserve	\$ 350.00
	Gonzalez, Vanessa	General Fund	Reserve	\$ 450.00
	Grant, Steve	General Fund	Reserve	\$ 75.00
	Jacques, Andy	General Fund	Reserve	\$ 300.00
	Julien, Dane	General Fund	Reserve	\$ 400.00
	Legasa, John	General Fund	Reserve	\$ 1,375.00
	Phillips, Rick	General Fund	Reserve	\$ 75.00
	Pulido, Jorge	General Fund	Reserve	\$ 375.00
	Thomas, David	General Fund	Reserve	\$ 325.00
	Treat, Ryan	General Fund	Reserve	\$ 325.00
	Watrous, Trevor	General Fund	Reserve	\$ 425.00
	Whalen, Ryan	General Fund	Reserve	\$ 400.00
				<b>\$ 8,150.00</b>
<b>Health Insurance</b>				
<b>49001-6050000000</b>	CalPERS	General Fund	Health Insurance	\$ 83,402.57
	Sun Life Financial / Assurant	General Fund	Health Insurance	\$ 6,062.63
	Vision Service Plan	General Fund	Health Insurance	\$ 799.76
				<b>\$ 90,264.96</b>

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
<b>Office Expense - General</b>				
<b>49001-620100000</b>				
	Rhodes, Rhoda	General Fund	Walgreens - Scotch Tape Storage	\$ 35.85
	Postoffice	General Fund	Office Expense - Stamps	\$ 220.00
	Lucas Business Systems	General Fund	Contract Number: CN11872-01 - (All Stations)	\$ 78.82
	Lucas Business Systems	General Fund	Contract Number: CN11872-01 - (All Stations)	\$ 324.26
	Lucas Business Systems	General Fund	Contract Number: CN9298-01 - (Admin.)	\$ 20.79
	Staples	General Fund	Office Supplies	\$ 1,000.94
	US Bank	General Fund	Copier Lease	\$ 309.00
	Cal Card - Rhodes, R.	General Fund	Battery Junction - CR123A & AA	\$ 34.23
	Cal Card - Smith	General Fund	Microsoft - Community Room Computer	\$ 4.99
	Cal Card - Smith	General Fund	Redi Mark - New Address Stamps	\$ 47.07
	Cal Card - Salazar	General Fund	Amazon - Badge Reels	\$ 92.72
	Cal Card - Salazar	General Fund	Marshalls - Office Furnishing (Conference Room - Station 35)	\$ 14.01
	Cal Card - Chief	General Fund	Battery Junction	\$ 59.07
	Cal Card - Arriola	General Fund	Intuit - QuickBooks	\$ 60.00
<b>49090-620100000</b>	CDW Government	Fire Facility	Electronic Equipment - Edge Emerge 3D-V (Station 35)	\$ 1,082.45
	Lucas Business Systems	Fire Facility	Xerox Altalink C8045H (Station 35)	\$ 10,380.19
	L & W Cabinets Inc.	Fire Facility	Cabinets - Captains Office (Station 35)	\$ 3,580.00
	L & W Cabinets Inc.	Fire Facility	Cabinets - Conference Room (Station 35)	\$ 4,495.00
	L & W Cabinets Inc.	Fire Facility	Cabinets - Admin. Offices (Station 35)	\$ 17,808.00
	SolidNetworks	Fire Facility	Cisco Standard Edition License & Support (Station 35)	\$ 3,493.40
	Southern Computer Warehouse	Fire Facility	Additional Computer RAM (Station 35)	\$ 3,677.66
	Southern Computer Warehouse	Fire Facility	2 - Samsung Monitors & eWaste (Station 35)	\$ 2,199.84
	Speedy Industries	Fire Facility	Auto Scrubber & High Speed Burnisher (Station 35)	\$ 3,588.75
	Campbell Keller	Fire Facility	Office Furniture for Station 35	\$ 45,808.16
	Campbell Keller	Fire Facility	Office Furniture for Station 35	\$ 980.43
	Staples	Fire Facility	Office Supplies (Station 35)	\$ 1,181.57
	Cal Card - Smith	Fire Facility	Pacific Records - Shreding Services (Station 35)	\$ 75.00
	Cal Card - Salazar	Fire Facility	Costco - Mission Statement on Canvas (Station 35)	\$ 163.10
	Cal Card - Salazar	Fire Facility	Joann Stores - Picture Frames (Station 35)	\$ 141.68
	Cal Card - Salazar	Fire Facility	Home Depot - Picture Hanging Wire (Station 35)	\$ 16.37
	Cal Card - Salazar	Fire Facility	Pier 1 - Tray (Conference Room - Station 35)	\$ 40.57
	Cal Card - Salazar	Fire Facility	Vista Print - Coasters (Conference Room - Station 35)	\$ 57.62
	Cal Card - Arriola	Fire Facility	Provantage - 18 Power Strips (Station 35)	\$ 691.56
				<b>\$ 101,763.10</b>

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
<b>Utilities</b>				
<b>49001-6249000000</b>	Pacific Gas & Electric Co.	General Fund	Utilities - (Admin)	\$ 248.91
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 31)	\$ 491.45
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 32)	\$ 304.75
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 33)	\$ 484.55
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 34)	\$ 1,232.10
	Lathrop Irrigation District	General Fund	Utilities - (Station 35)	\$ 300.00
	City of Lathrop - Water	General Fund	Utilities - (Station 31)	\$ 2.20
				<b>\$ 3,063.96</b>
<b>Communications</b>				
<b>49001-6206000000</b>	Verizon	General Fund	Communications - (December 2018)	\$ 1,876.83
	City of Lathrop - Finance Dept.	General Fund	Communications (IT Service)	\$ 800.00
	Comcast	General Fund	Communications (Station 31)	\$ 236.16
	Comcast	General Fund	Communications (Station 34)	\$ 4.11
	Comcast	General Fund	Communications (Station 33)	\$ 34.09
	Directv	General Fund	Communications (Station 32)	\$ 47.57
	TelePacific Communications	General Fund	Communications	\$ 932.02
	Ray's Radio	General Fund	March 2019 Monthly Rental of Repeater & Duplexer (Sta. 34)	\$ 200.00
				<b>\$ 4,130.78</b>
<b>Maintenance-Equipment</b>				
<b>49001-6211000000</b>	Interstate Truck Center	General Fund	Replace Sepentine Belt (E32)	\$ 526.00
	Lathrop Smog	General Fund	Oil Change & Parts (Vehicle 04-03)	\$ 72.00
	O'Reilly Auto Parts	General Fund	Custom Wrap (Station 31)	\$ 21.73
	USA Stanislaus Fire	General Fund	Cylinder hydro SCBA & Eddi Test	\$ 576.00
	Manteca Truck Accessories	General Fund	Camper Shell, Spray on bed liner, Floor Mat & Bolt receiver lock (Vehicle 19-02)	\$ 2,216.60
	Manteca Truck Accessories	General Fund	Window tint, LED light bar, installation & Cargo glide (Vehicle 19-02)	\$ 2,327.82
	Chase Chevrolet	General Fund	2019 Chevy Silverado Remote start installed (Vehicle 19-02)	\$ 450.00
	Hi-Tech EVS, Inc.	General Fund	Repair for Hurst hose reel (E31)	\$ 54.19
	FleetPride	General Fund	Back up lamp (E30)	\$ 9.14
	Burton's Fire, Inc.	General Fund	Priming Valve Repair & Plunger Prival (T31)	\$ 124.15
	Cal Card - Neuman	General Fund	Diving Unlimited - Zipper parts, Reflective tape, Reseal Seams parts, Replace crotch strap & Labor (Dive)	\$ 389.23
<b>49090-6211000000</b>	Stockton Auto Parts	Fire Facility	Misc. Supplies (Station 35)	\$ 13.61
	Stockton Auto Parts	Fire Facility	Misc. Supplies (Station 35)	\$ 330.25
	Manteca Truck Accessories	Fire Facility	Camper Shell, Spray on bed liner, Floor Mat & Bolt receiver lock (Vehicle 19-01)	\$ 2,216.60



**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

<b>Capital Outlay</b>	<b>Special Check Request</b>			
<b>Fire Facility Fee</b>	<b>New Warrant</b>			
<b>Measure C</b>	<b>Estimate</b>			
<b>Development Fund</b>	<b>Change to Warrant Amount</b>			
<b>Maintenance-Equipment</b>	Manteca Truck Accessories	Fire Facility	Window tint, LED light bar, installation & Cargo glide (Vehicle 19-01)	\$ 2,327.82
<b>49090-6211000000</b>	Chase Chevrolet	Fire Facility	2019 Chevy Silverado Remote start installed (Vehicle 19-01)	\$ 450.00
				<b>\$ 12,105.14</b>
<b>Radio Maintenance</b>				
<b>49001-6211000100</b>	Ray's Radio	General Fund	Foam Earseals (R30)	\$ 18.88
	Ray's Radio	General Fund	Board with Exchange (E32)	\$ 468.72
				<b>\$ 487.60</b>
<b>Fuel, Lube &amp; Oil</b>				
<b>49001-6211000400</b>	Stockton Petroleum	General Fund	Diesel (Station 31)	\$ 873.58
	Stockton Petroleum	General Fund	Diesel (Station 32)	\$ 1,019.17
	Stockton Petroleum	General Fund	Gas (Station 31)	\$ 417.22
	Stockton Petroleum	General Fund	Diesel (Station 31)	\$ 1,025.61
	Stockton Petroleum	General Fund	Gas (Station 31)	\$ 1,122.80
	Stockton Petroleum	General Fund	Gas (Station 31)	\$ 871.08
	Stockton Petroleum	General Fund	Gas (Station 35)	\$ 674.75
	Stockton Petroleum	General Fund	Diesel (Station 35)	\$ 3,244.82
	Stockton Petroleum	General Fund	D.E.F. (Station 31)	\$ 145.19
	Stockton Petroleum	General Fund	D.E.F. & D.E.F Pump (Station 35)	\$ 270.14
	State Board of Equalization	General Fund	Fuel Tax - Jan through Mar 2019	\$ 911.11
	Stockton Auto Parts	General Fund	Oil, Coolant, Windshield Fluid, Clear Plastic Polish & Chassis Grease (All Stations)	\$ 94.37
	Cal Card - Norman	General Fund	Chevron	\$ 50.63
	Cal Card - Norman	General Fund	Shell	\$ 87.88
				<b>\$ 10,808.35</b>
<b>Professional Svs_Legal</b>				
<b>49001-6221000000</b>	Neumiller & Beardslee	General Fund	Professional Services	\$ 75.00
	Colantuono, Highsmith & Whatley	General Fund	Professional Services through March 31, 2019	\$ 598.50
				<b>\$ 673.50</b>
<b>Dispatching</b>				
<b>49001-6221010100</b>	San Joaquin County Regional Fire Dispatch Authority	General Fund	Dispatching - 2018	\$ 8,308.50
				<b>\$ 8,308.50</b>
<b>Audit</b>				
<b>49001-6221030100</b>	Nicole, Solari	General Fund	Pre-Audit (3/13/19 - 3/31/19)	\$ 2,600.00
				<b>\$ 2,600.00</b>
<b>Firefighter Physicals &amp; Shots</b>				
<b>49001-6226008800</b>	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Flick)	\$ 55.00

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Fortuny)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Isham)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Jones)	\$ 60.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Kovacs)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Phillips)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Smith, B.)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Wootten)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Scarper)	\$ 15.00
<b>Firefighter Physicals &amp; Shots</b>	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Suarez)	\$ 575.00
<b>49001-6226008800</b>	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Gray)	\$ 15.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Forberg)	\$ 60.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Wilson)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Silva)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Salazar, J.)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Neely, J.)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Melloni)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Julien)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (McDowell)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Conner)	\$ 15.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Neely, J.)	\$ 70.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Costa)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Lionudakis)	\$ 55.00
	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots - (Nussbaumer, S.)	\$ 55.00
				<b>\$ 1,745.00</b>
<b>Directors Expenses</b>				
<b>49001-6226010300</b>	Elliott, Mark	General Fund	Director Expense (Dec., Dec. Special Meeting, & Feb. Meeting)	\$ 275.00
	Elliott, Mark	General Fund	Director Expense (March Meeting)	\$ 100.00
	Coe, Jeremy	General Fund	Director Expense (March Meeting)	\$ 100.00
	Gish, John	General Fund	Director Expense (March Meeting)	\$ 100.00
	Rhodes, Gloryanna	General Fund	Director Expense (March Meeting)	\$ 100.00
	Ishihara, Tosh	General Fund	Director Expense (March Meeting)	\$ 100.00
				<b>\$ 775.00</b>
<b>Fire Fighting Supplies</b>				
<b>49001-6226011000</b>	LN Curtis	General Fund	Static Kern Rope (USAR)	\$ 282.75
	LN Curtis	General Fund	Delta Links & Kootenay Pulley (USAR)	\$ 317.01
	LN Curtis	General Fund	Sewn Prusik (USAR)	\$ 80.15
	Cal Card - Capper	General Fund	Amazon - LR44 Batteries & Manhole Hooks	\$ 47.04
	Cal Card - Isham	General Fund	Zoro Tool Inc. - Hazmat Tool Set (R30)	\$ 1,059.91
	Cal Card - Isham	General Fund	New Pig - Drain Cover - (R30)	\$ 221.49
	Cal Card - Isham	General Fund	DQE - Boots & Chem Tape Roll (R30)	\$ 395.40

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
	Cal Card - Smith	General Fund	Carrot Top - Flags	\$ 290.65
<b>Fire Fighting Supplies</b>	Witmer Public Safety Group	Fire Facility	Mounts for Engine 35	\$ 47.49
<b>49090-6226011000</b>	LN Curtis	Fire Facility	Buddy Breather Kit & Quick Release, Carbon Cylinder, CBRN Mask & Command Voice AMP System	\$ 59,634.69
				<b>\$ 62,376.58</b>
<b>Insurance Fire &amp; Liability</b>				
<b>49001-6236005330</b>	Wever Insurance Agency	General Fund	Commercial Auto Policy #VFIS-CM-1053796-11 (Vehicles 19-01 & 19-02)	\$ 562.00
				<b>\$ 562.00</b>
<b>Firefighters PPE/Uniforms</b>				
<b>49001-6240010200</b>	LN Curtis	General Fund	20- Hoods & 20 - Various size Gloves	\$ 2,037.95
	LN Curtis	General Fund	6 - Warrington Pro Boots	\$ 2,897.10
	LN Curtis	General Fund	2 - Warrington Pro Boots	\$ 965.70
	LN Curtis	General Fund	8 - Cairns Helmet	\$ 2,349.87
				<b>\$ 8,250.62</b>
<b>Household</b>				
<b>49001-6246000000</b>	Cal Card - Jones	General Fund	Target - 4th Quarter Household Supplies	\$ 141.75
	Cal Card - Jones	General Fund	Costco - 4th Quarter Household Supplies	\$ 859.38
	Cal Card - Salazar	General Fund	Target - Trash Bags (Station 35)	\$ 13.03
<b>49090-6246000000</b>	Ernest Packaging Solutions	Fire Facility	All Purpose Cleaner (Station 35)	\$ 80.17
	Ernest Packaging Solutions	Fire Facility	Misc. Cleaners & Supplies (Station 35)	\$ 908.50
	Ernest Packaging Solutions	Fire Facility	Misc. Cleaners & Supplies (Station 35)	\$ 2,093.48
	Ernest Packaging Solutions	Fire Facility	Misc. Cleaners & Supplies (Station 35)	\$ 262.64
	Ernest Packaging Solutions	Fire Facility	Misc. Cleaners & Supplies (Station 35)	\$ 318.94
	Daiohs First Choice Service	Fire Facility	Coffee Service (Station 35)	\$ 250.73
				<b>\$ 4,928.62</b>
<b>Medical Supplies</b>				
<b>49001-6255050100</b>	Airgas	General Fund	Oxygen Rental	\$ 330.15
	Bound Tree	General Fund	Epinephrine Auto Injector	\$ 384.26
	Bound Tree	General Fund	Cardboard Splints, Handwipes & Cervical Collars (All Apparatus)	\$ 125.39
	Bound Tree	General Fund	Cervical Collar	\$ 5.19
	Keyser, Nathan	General Fund	EMT Recertification	\$ 117.00
	Emergency Medical Products, Inc.	General Fund	Two replacement EMS trauma bags for the fleet	\$ 346.29
				<b>\$ 1,308.28</b>

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
<b>Maint-Structure &amp; Ground</b>				
<b>49001-626000000</b>	Clark Pest Control	General Fund	Pest Control (Station 35)	\$ 215.00
	Clark Pest Control	General Fund	Pest Control (Station 32)	\$ 70.00
	Clark Pest Control	General Fund	Pest Control (Station 31)	\$ 90.00
	Clark Pest Control	General Fund	Pest Control (Station 34)	\$ 68.00
	Discount Plumbing	General Fund	Emergency After Hours Response - Basic Drain Cleaning (Station 33)	\$ 249.00
	Industrial Electrical Company	General Fund	Repairs made to Aux Generator (Station 34)	\$ 2,007.67
	Republic Services	General Fund	Trash Service (Station 32)	\$ 238.29
	San Joaquin Valley Air Pollution Control District	General Fund	Station 31 Fuel Permit (Station 31)	\$ 40.00
	Kamps Propane	General Fund	Propane (Station 32)	\$ 779.59
	Ready Refresh	General Fund	Water (Station 32)	\$ 231.17
	Ready Refresh	General Fund	Water (Station 33)	\$ 118.54
	Ready Refresh	General Fund	Water (Station 31)	\$ 198.46
	Ready Refresh	General Fund	Water (Station 34)	\$ 158.50
	Sherwin-Williams	General Fund	Bollard Painting Project (Station 31)	\$ 54.74
	Bill's Mower and Saw	General Fund	Parts For Riding Mower (Station 34)	\$ 51.17
	Cal Card - Isham	General Fund	Horizon Dist. - Yard Edging	\$ 324.11
	Cal Card - Capper	General Fund	Harbor Freight - HD Creepers (Station 31)	\$ 28.28
	Cal Card - Capper	General Fund	Harbor Freight - HD Creepers (Station 34)	\$ 56.56
<b>49090-626000000</b>	Bay Alarm	Fire Facility	Installation Equipment, Monitoring Fee & Sprinkler Inspection Services - 04/01/2019 to 07/01/2019 (Station 35)	\$ 11,500.00
	Bay Alarm	Fire Facility	Commercial Equipment, Installation Equipment Per Contract & Access Control - 03/05/2019 to 07/01/2019 (Station 35)	\$ 4,531.58
	Financial Center Credit Union	Fire Facility	Fitness Equipment (Station 35)	\$ 775.48
	A-1 Keyway Lock Shop	Fire Facility	Station Keys and Locks (Station 35)	\$ 2,072.01
	Cal Card - Jones	Fire Facility	Amazon - Door Mats (Station 35)	\$ 163.08
	Cal Card - Jones	Fire Facility	Target - New items to equip facility (Station 35)	\$ 735.66
	Cal Card - Jones	Fire Facility	Home Depot - Hose Carts (Station 35)	\$ 216.46
	Cal Card - Jones	Fire Facility	Target - Goo-gone Adhesive Remover (Station 35)	\$ 4.56
	Cal Card - Jones	Fire Facility	Amazon - Multi-Code 4-Channel Transmitter (Station 35)	\$ 83.88
	Cal Card - Capper	Fire Facility	Harbor Freight - Shop & Lawn Tools (Station 35)	\$ 800.32
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 1,938.28
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 215.33
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 183.79
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 617.66
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 13.66
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 34.74
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 60.07
	Cal Card - Capper	Fire Facility	Home Depot - Station Tools and Lawn equipment (Station 35)	\$ 51.69
	Cal Card - Isham	Fire Facility	Home Depot - Bath Towel Hooks, Command Strips, Screws & Adjust Storage (Station 35)	\$ 100.10

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

<b>Capital Outlay</b>	<b>Special Check Request</b>			
<b>Fire Facility Fee</b>	<b>New Warrant</b>			
<b>Measure C</b>	<b>Estimate</b>			
<b>Development Fund</b>	<b>Change to Warrant Amount</b>			
<b>Maint-Structure &amp; Ground</b>	Cal Card - Kovacs	Fire Facility	Amazon - Rubber Mat (Station 35)	\$ 53.89
<b>49090-626000000</b>	Cal Card - Wootten	Fire Facility	Home Depot - Misc. Supplies (Station 35)	\$ 78.83
	Cal Card - Salazar	Fire Facility	Target - Trash Bins (Station 35)	\$ 54.32
				<b>\$ 29,264.47</b>
<b>Public Relations Training</b>				
<b>49001-6226010700</b>	Elliott, Josh	General Fund	March Fire Inspector Class - Meals	\$ 50.01
	Signpro - Affinity Printworks	General Fund	Outdoor Life Vest Program Sign	\$ 975.00
	LN Curtis	General Fund	Y-Shok Lanyard, ASAP Lock & Sorber (USAR)	\$ 787.26
	LN Curtis	General Fund	Aztek (USAR)	\$ 865.22
	LN Curtis	General Fund	OXAN Carabiner (USAR)	\$ 27.13
	Cal Card - Arriola	General Fund	The Boathouse - Luncheon	\$ 109.60
	Cal Card - Rhodes, R.	General Fund	Fire Nuggets - Forcible Entry Training (Hayes)	\$ 285.00
	Cal Card - Smith	General Fund	Target - Senior Gift Basket Supplies	\$ 93.97
	Cal Card - Smith	General Fund	ASHI - CPR/AED & BLS Digital Cards	\$ 17.73
	Cal Card - Isham	General Fund	Amazon - Water Rescue Manikin	\$ 825.00
	Arriola, Becky	General Fund	USPS - Priority Mail	\$ 25.50
	Cal Card - Chief	General Fund	On the Border - Luncheon	\$ 232.56
	Cal Card - Rhodes, R.	General Fund	Courtyard - Firehouse World Annual Conference (Forbing/Hayes)	\$ 892.50
	Cal Card - Rhodes, R.	General Fund	Courtyard - Firehouse World Annual Conference (Norman/Neely)	\$ 694.50
	Cal Card - Smith	General Fund	American Safety - Adult Only / CPR & Basic First Aid	\$ 228.36
	Cal Card - Smith	General Fund	Redi Mark - Maltese Cross Plaque	\$ 81.46
	Cal Card - Smith	General Fund	Avas Flowers - Jan Campbell	\$ 102.97
	Cal Card - Smith	General Fund	American Safety - Online Instructor Renewal Fees	\$ 87.00
	Cal Card - Scarper	General Fund	MCR Medical - Replacement CPR Feedback Monitors	\$ 195.56
<b>49090-6226010700</b>	Redi Mark	Fire Facility	Flag Case & Flexibrass Plates (Station 35 Grand Opening)	\$ 125.03
	Fortuny, Juan	Fire Facility	Podium (Station 35)	\$ 1,000.00
	Wootten, Shawn	Fire Facility	Station 35 Grand Opening	\$ 657.54
	Cal Card - Arriola	Fire Facility	Amazon - Ceremony Ribbon Cutting Scissors (Station 35)	\$ 39.02
	Cal Card - Arriola	Fire Facility	Amazon - Ceremony Ribbon Cutting Scissors & Ribbon (Station 35)	\$ 126.07
	Cal Card - Arriola	Fire Facility	Amazon - Ceremony Ribbon Cutting Scissors (Station 35)	\$ 293.49
	Cal Card - Smith	Fire Facility	Denise's Farmers Market - Luncheon (Station 35)	\$ 55.39
				<b>\$ 8,872.87</b>

**Lathrop-Manteca Fire Protection District**  
**Warrants For April 2019**  
**\*\*\* Draft \*\*\***

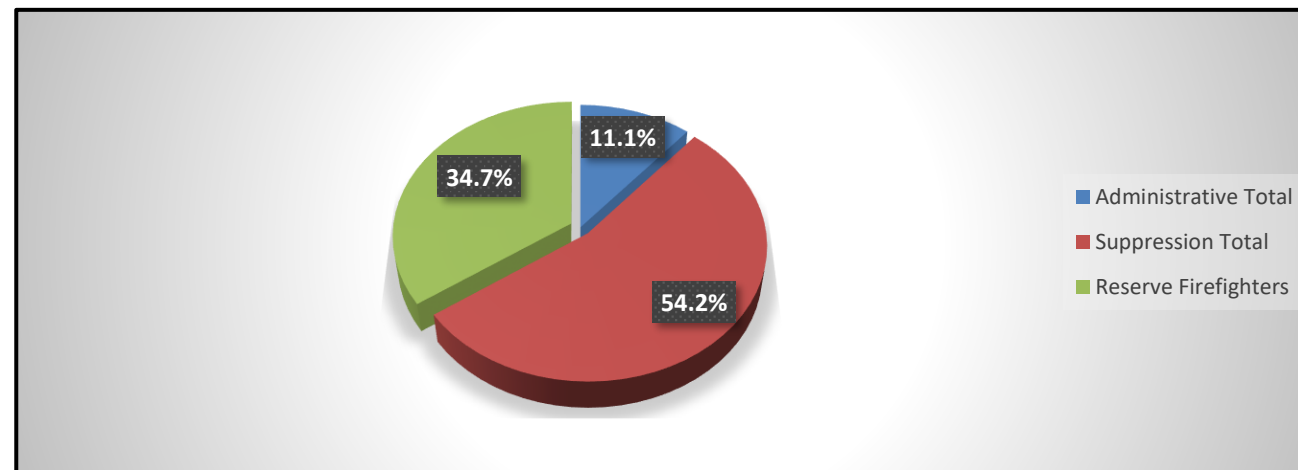
<b>Capital Outlay</b>	<b>Special Check Request</b>			
<b>Fire Facility Fee</b>	<b>New Warrant</b>			
<b>Measure C</b>	<b>Estimate</b>			
<b>Development Fund</b>	<b>Change to Warrant Amount</b>			
<b>Professional Services</b>				
<b>49001-6221000000</b>	United Phoenix Firefighters Charities	General Fund	Firestrong Annual Membership	\$ 1,500.00
				<b>\$ 1,500.00</b>
<b>Workman_s Comp Ins.</b>				
<b>49001-6232005100</b>	Fire Agencies Self Insurance System	General Fund	Workers' Compensation Premium 2018-2019 (4/1/19-6/30/19; Fourth Quarter)	\$ 66,583.00
				<b>\$ 66,583.00</b>
			<b>Total:</b>	<b>\$ 435,422.04</b>
			<b>Special Checks Total:</b>	<b>\$ 114,189.75</b>
			<b>Fire Facility Fund Total:</b>	<b>\$ 194,978.20</b>
			<b>General Fund Total:</b>	<b>\$ 133,228.07</b>

Lathrop Manteca Fire District



Incident and Training Report

Authorized Personnel	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Ytd/Avg
<b>Administrative</b>													
Fire Chief	1	1	1										1
Battalion Chief	1	1	1										1
Deputy Fire Marshal	1	1	1										1
Fire Inspector	1	1	1										1
Executive Assistant	1	1	1										1
Permits Clerk	1	1	1										1
Office Assistant	1	1	1										1
Office Clerk	1	1	1										1
<b>Administrative Total</b>	<b>8</b>	<b>8</b>	<b>8</b>										<b>8</b>
<b>Suppression</b>													
Line Battalion Chief	3	3	3										3
Captain	15	15	15										15
Engineer	12	12	12										12
Firefighter	9	9	9										9
<b>Suppression Total</b>	<b>39</b>	<b>39</b>	<b>39</b>										<b>39</b>
<b>Reserve Firefighters</b>	<b>25</b>	<b>25</b>	<b>25</b>										<b>25</b>
<b>Total Auth. Personnel</b>	<b>72</b>	<b>72</b>	<b>72</b>										<b>72</b>





Actual Personnel	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Ytd/Avg
<b>Administrative</b>													
Fire Chief	1	1	1										1
Battalion Chief	1	1	1										1
Deputy Fire Marshal	0	0	0										0
Fire Inspector	2	2	2										2
Executive Assistant	1	1	1										1
Permits Clerk	1	1	1										1
Office Assistant	1	1	1										1
Office Clerk	1	1	1										0.5
<b>Administrative Total</b>	<b>8</b>	<b>8</b>	<b>8</b>										<b>8</b>
<b>Suppression</b>													
Line Battalion Chief	3	3	3										3
Captain	12	12	12										12
Acting Captain	3	3	3										3
*Engineer	8	8	12										9
*Firefighter	9	9	7										8
*Probationary Firefighter	2	2	0										1
<b>Suppression Total</b>	<b>37</b>	<b>37</b>	<b>37</b>										<b>37</b>
<b>Reserve Firefighters</b>	<b>17</b>	<b>17</b>	<b>17</b>										<b>17</b>
<b>Actual Personnel Total</b>	<b>62</b>	<b>62</b>	<b>62</b>										<b>62</b>

January

\* Fire Inspector- Hired 1 addnl.

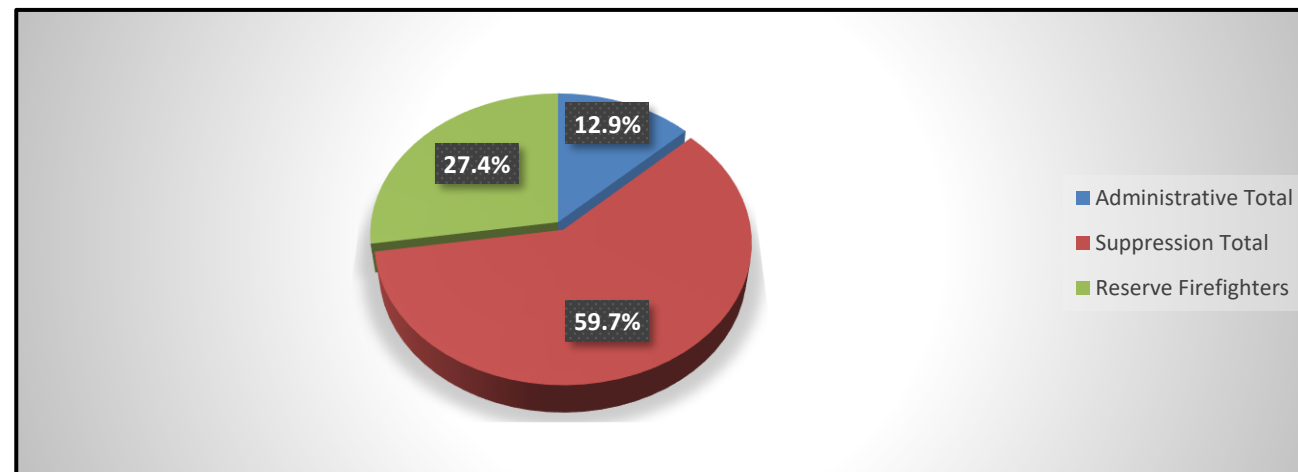
March

Eng.- Filled 2 vacancies

Eng.- Filled 2 openings to open S35

FF- Promoted 4 to Engineer

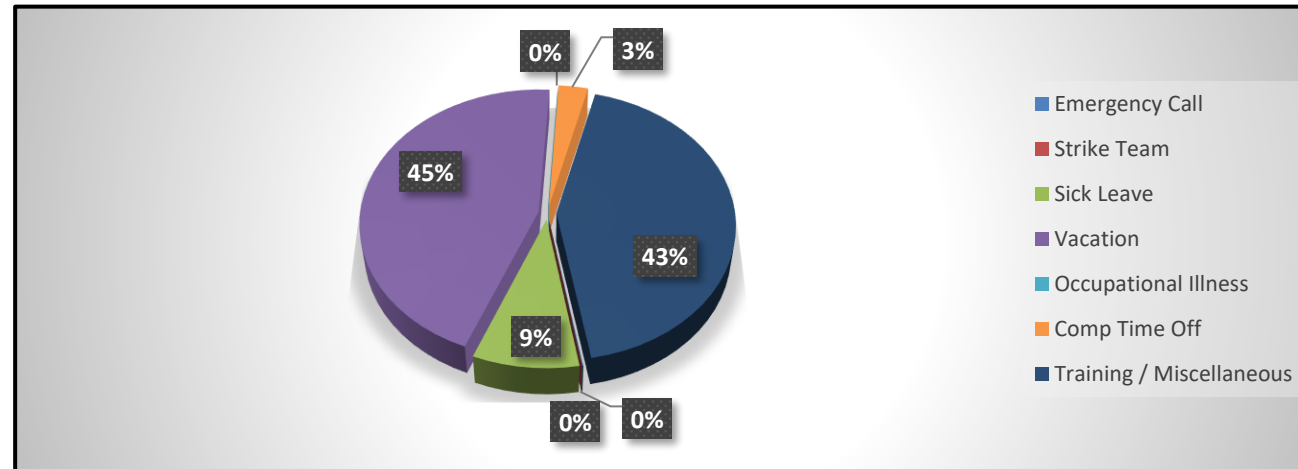
P/FF- 2 FFs passed prob.



**Overtime Hours**

Emergency Call  
 Strike Team  
 Sick Leave  
 Vacation  
 Occupational Illness  
 Comp Time Off  
 Training / Miscellaneous  
 Total Overtime Hours

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Emergency Call	0.5	0	2.25										2.75
Strike Team	0	0	0										0
Sick Leave	96	168	24										288
Vacation	267	528	672										1467
Occupational Illness	0	0	0										0
Comp Time Off	84	6	5										95
Training / Miscellaneous	382.5	571.5	463.5										1417.5
<b>Total Overtime Hours</b>	<b>830</b>	<b>1274</b>	<b>1167</b>										<b>3270.3</b>

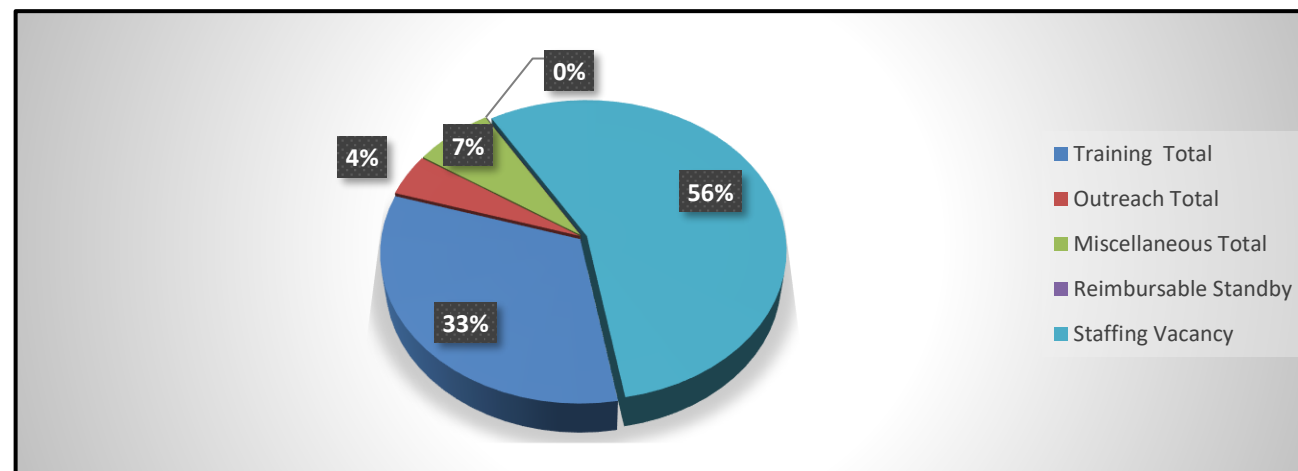


**Overtime Hours Breakdown**

**Training & Misc.**

**Training**

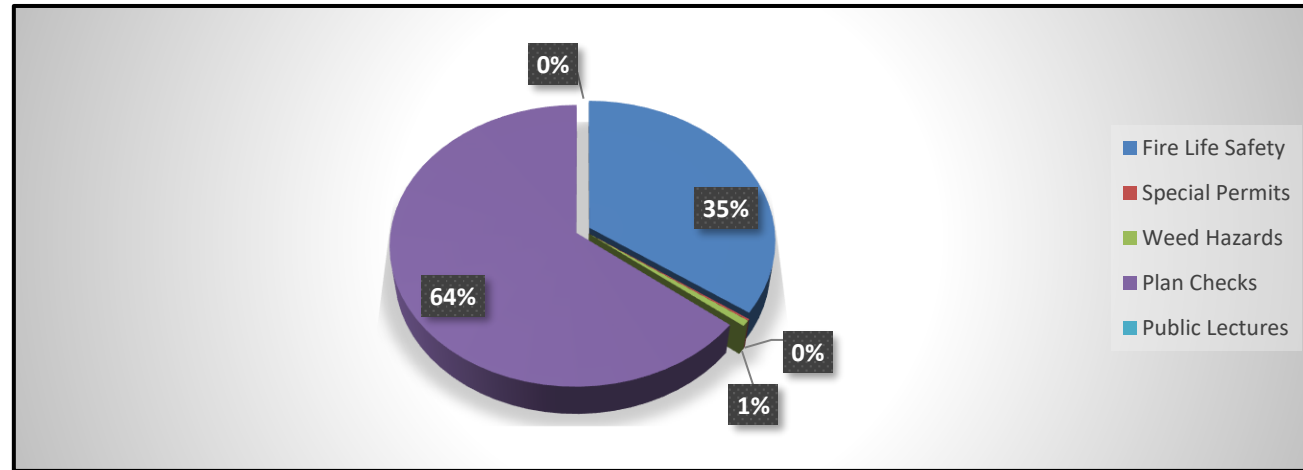
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>Staff</b>													
Fire Board	0	0	0										0
Admin.	0	0	0										0
<b>Suppression</b>													
Outside Training	5.5	72	0										77.5
Live Fire Exercise	0	0	0										0
Hazmat	69.5	264.5	14										348
USAR	0	0	12										12
Dive	24	0	0										24
Training Total	99	336.5	26										461.5
<b>Community Outreach</b>													
Every 15 Minutes	0	0	59.75										59.75
Hands Only CPR	0	0	4										4
C.E.R.T.	0	0	0										0
Jr. Fire Academy	0	0	0										0
Outreach Total	0	0	63.75										63.75
<b>Miscellaneous</b>													
<b>Project Mgmt.</b>													
Apparatus Maint.	0	0	1.25										1.25
Ladder Testing	0	0	0										0
Radio Maint.	3.5	0	4										7.5
EMS	0	0	0										0
PPE Maint.	0	8.5	0										8.5
<b>Admin. Assignment</b>	8	0.5	43										51.5
Staff Meetings	8	10	13.5										31.5
Miscellaneous Total	19.5	19	61.75										100.25
<b>Reimbursable Standby</b>	0	0	0										0
<b>Staffing Vacancy</b>	264	216	312										792



**Fire Prevention**

Fire Life Safety  
 Special Permits  
 Weed Hazards  
 Plan Checks  
 Public Lectures  
 Total Activities

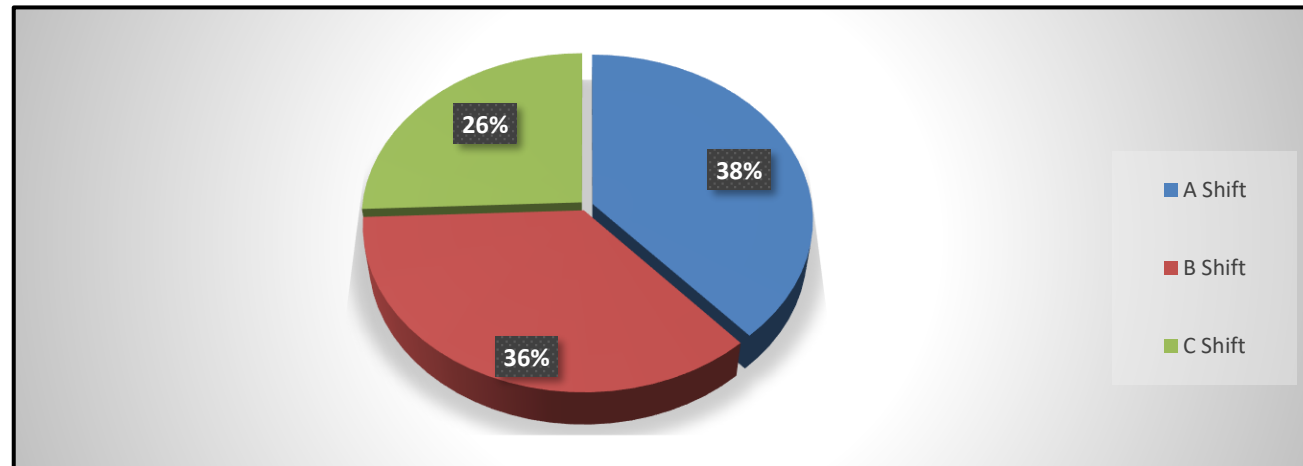
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire Life Safety	69	90	49										208
Special Permits	0	0	1										1
Weed Hazards	0	2	2										4
Plan Checks	148	132	104										384
Public Lectures	0	0	0										0
<b>Total Activities</b>	<b>217</b>	<b>224</b>	<b>156</b>										<b>597</b>



**Pre-Fire Inspections**

A Shift  
 B Shift  
 C Shift  
 Total Inspections

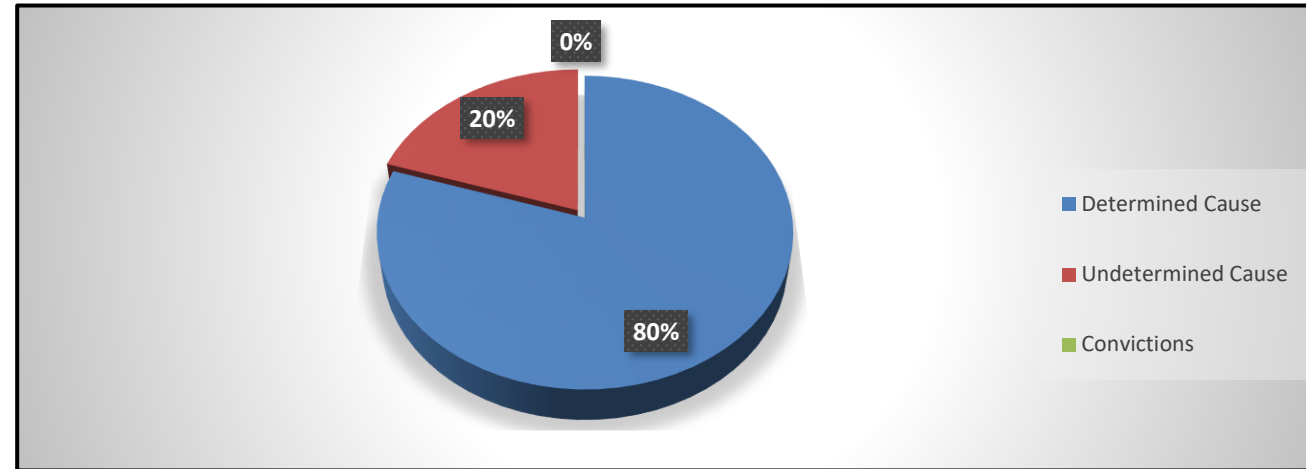
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
A Shift	11	10	9										30
B Shift	8	3	17										28
C Shift	9	5	6										20
<b>Total Inspections</b>	<b>28</b>	<b>18</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>78</b>



**Fire Investigations**

Determined Cause  
 Undetermined Cause  
 Convictions  
 Total Investigations

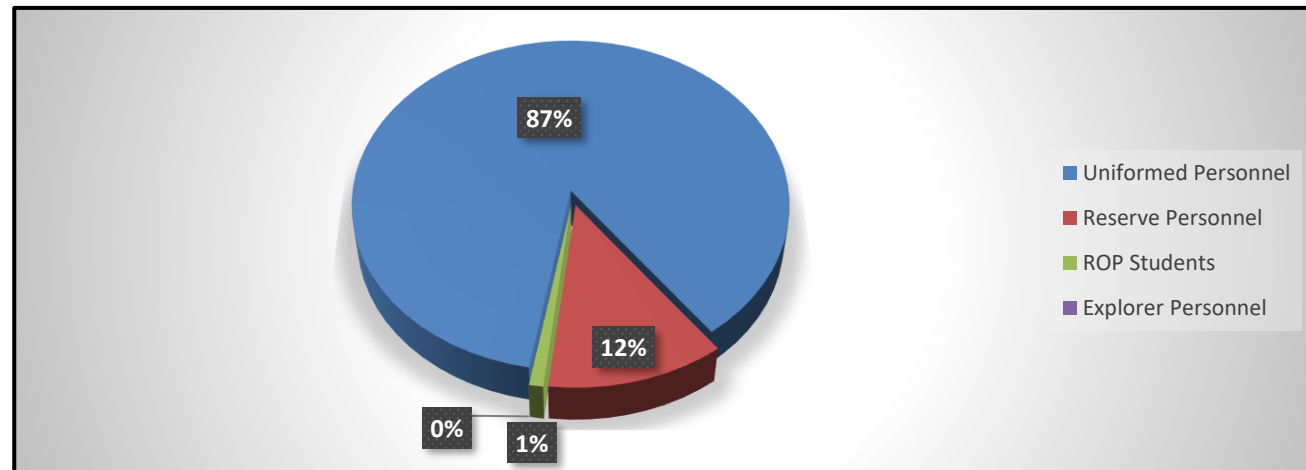
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Determined Cause	2	2	4										8
Undetermined Cause	2	0	0										2
Convictions	0	0	0										0
Total Investigations	4	2	4										10



**Training Hours**

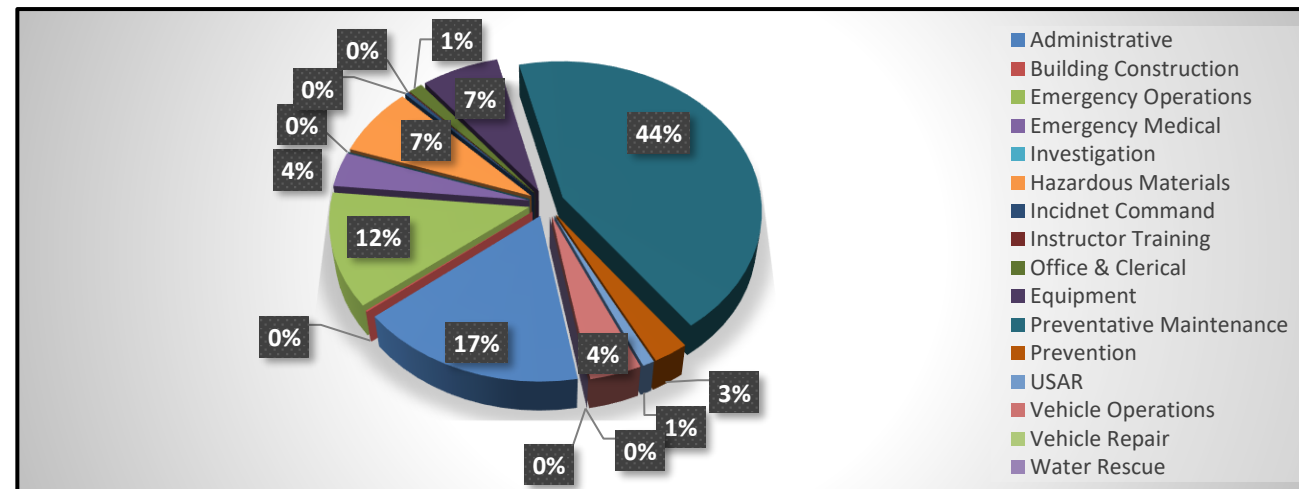
Uniformed Personnel  
 Reserve Personnel  
 ROP Students  
 Explorer Personnel  
 Total Hours

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Uniformed Personnel	1673.2	1520	1700										4893
Reserve Personnel	216.81	198.7	262.8										678
ROP Students	0	15.3	38										53
Explorer Personnel	0	0	0										0
Total Hours	1890	1734	2001										5625



**Training Hours Breakdown**

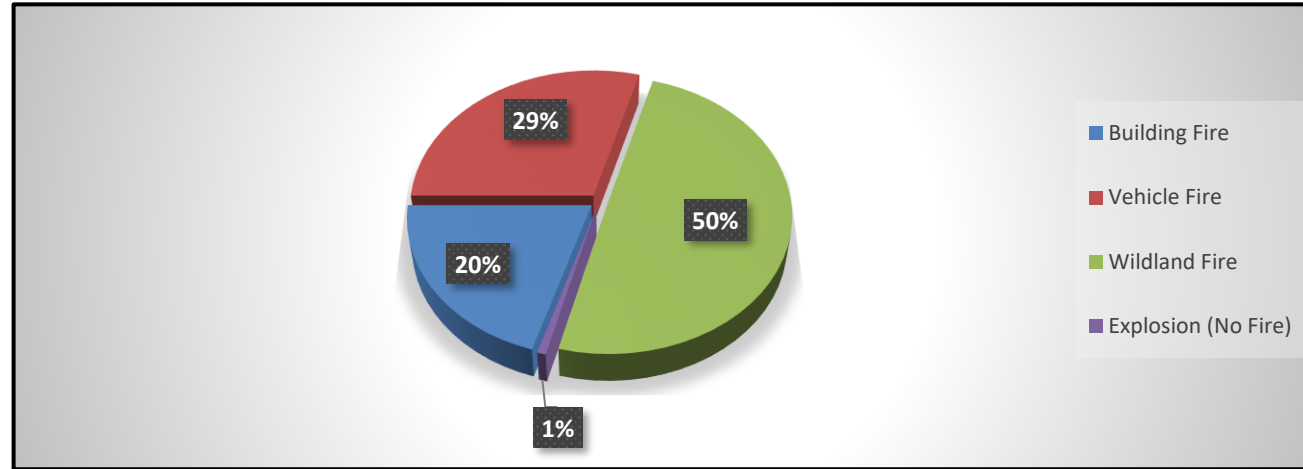
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Administrative	320	264.8	360.8										945.5
Building Construction	0	0	8										8
Emergency Operations	187.5	185.9	307.5										680.9
Emergency Medical	125.5	43.5	39										208
Investigation	0	0	0										0
Hazardous Materials	144	264	5										413
Incidnet Command	0	9	10										19
Instructor Training	3	1	0										4
Office & Clerical	11	14.5	45										70.5
Equipment	144	103.8	136										383.75
Preventative Maintenance	767.75	757.8	903.5										2429
Prevention	51.75	17	78										146.75
USAR	20.75	11	18										49.75
Vehicle Operations	114.75	47	52.5										214.25
Vehicle Repair	0	0	0										0
Water Rescue	0	0	0										0
<b>Total Hours</b>	<b>1890</b>	<b>1719</b>	<b>1963</b>										<b>5572.4</b>



**Incident Report Summary**

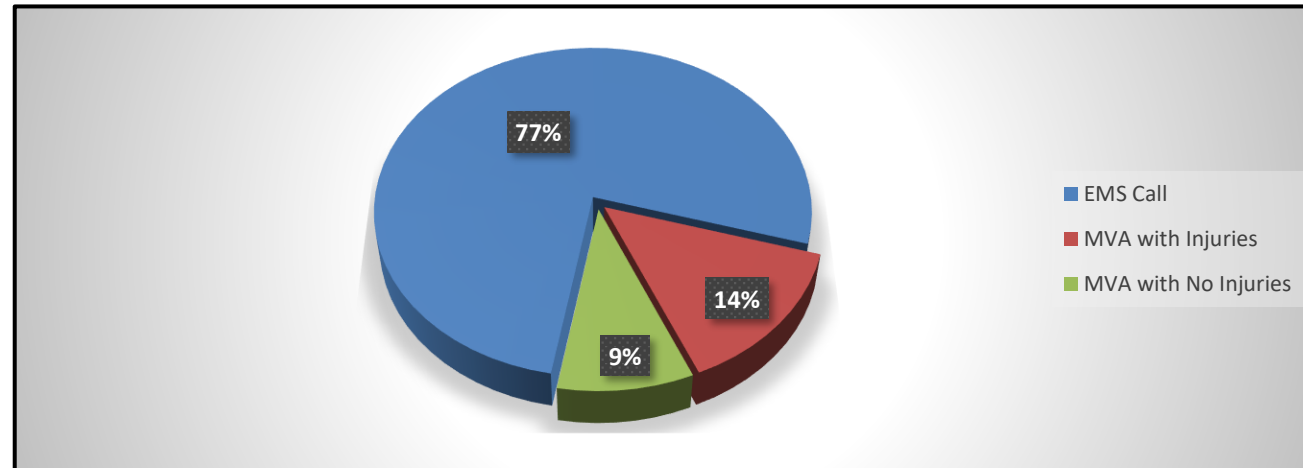
**Fire / Explosion**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Building Fire	3	2	4										9
Vehicle Fire	4	0	1										5
Wildland Fire	5	4	3										12
Explosion (No Fire)	0	0	0										0
Total Alarms	12	6	8										26



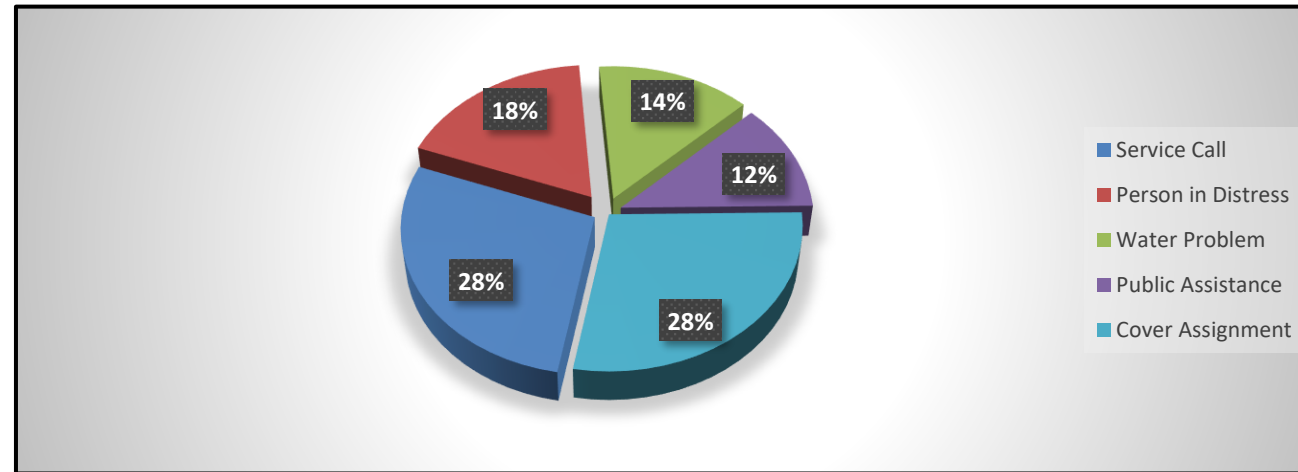
**Rescue/EMS**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
EMS Call	94	98	108										300
MVA with Injuries	14	20	21										55
MVA with No Injuries	15	8	13										36
Total Alarms	123	126	142										391



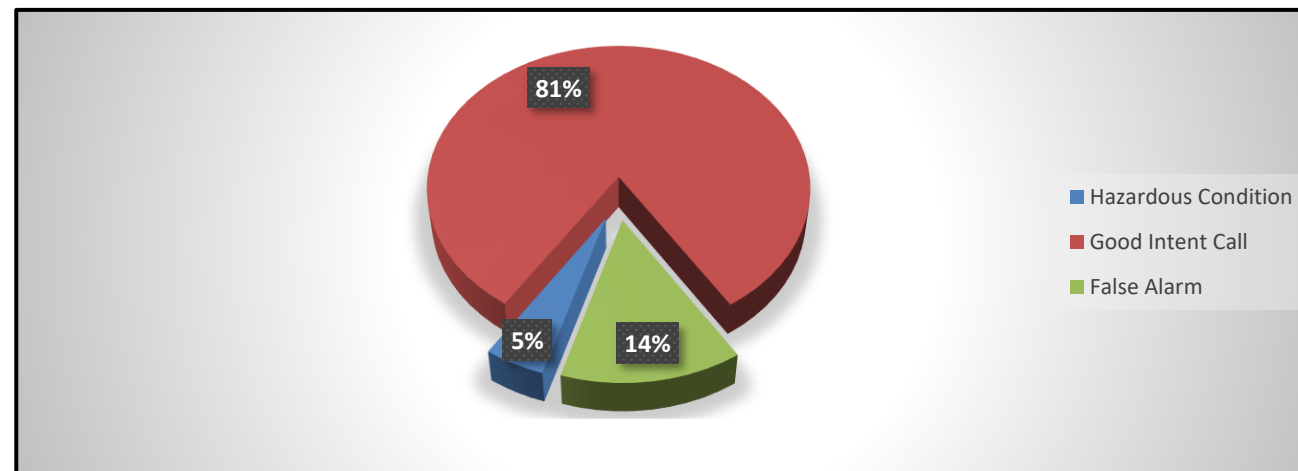
**Service Calls**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Service Call	4	8	2										14
Person in Distress	3	3	3										9
Water Problem	3	3	1										7
Public Assistance	5	0	1										6
Cover Assignment	6	7	1										14
Total Alarms	21	21	8										50



**Special Incident**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Hazardous Condition	6	4	3										13
Good Intent Call	67	77	85										229
False Alarm	9	6	24										39
Total Alarms	82	87	112										281



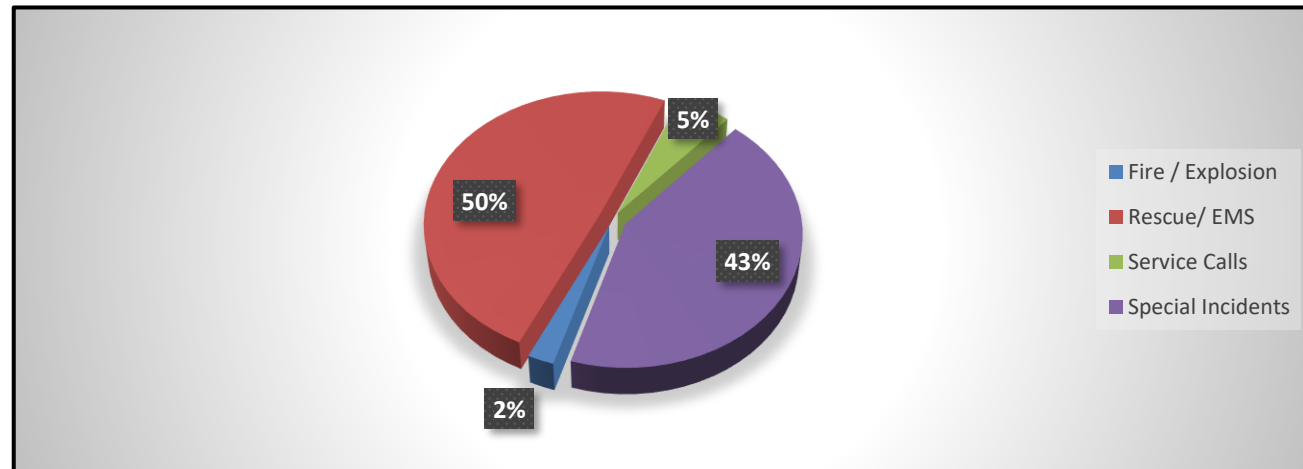


**Unit Average  
Response Time**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Ytd/Avg
Station 31 (T30)	4:46	4:32	4:19										4:32
Station 32 (E32)	6:35	6:59	6:25										6:39
Station 33 (E33)	6:05	5:44	5:34										5:47
Station 34 (E34)	5:00	4:44	4:38										4:47

**Incident Report Summary  
By Station**

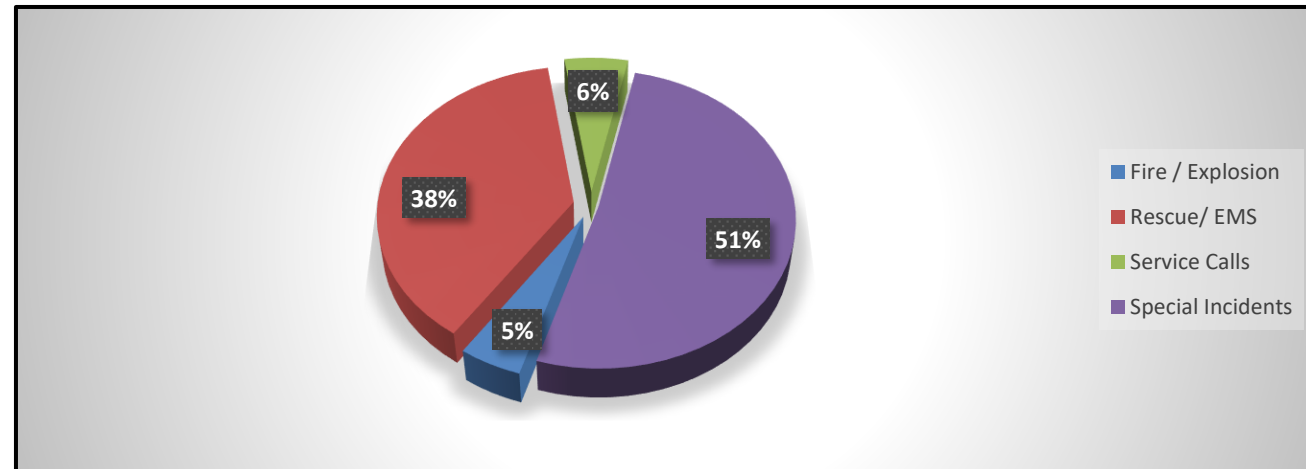
<b>Station 31</b>	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	2	4	1										7
Rescue/ EMS	50	42	61										153
Service Calls	6	6	4										16
Special Incidents	38	34	62										134
Total Alarms	96	86	128										310



**Incident Report Summary  
By Station**

**Station 32**

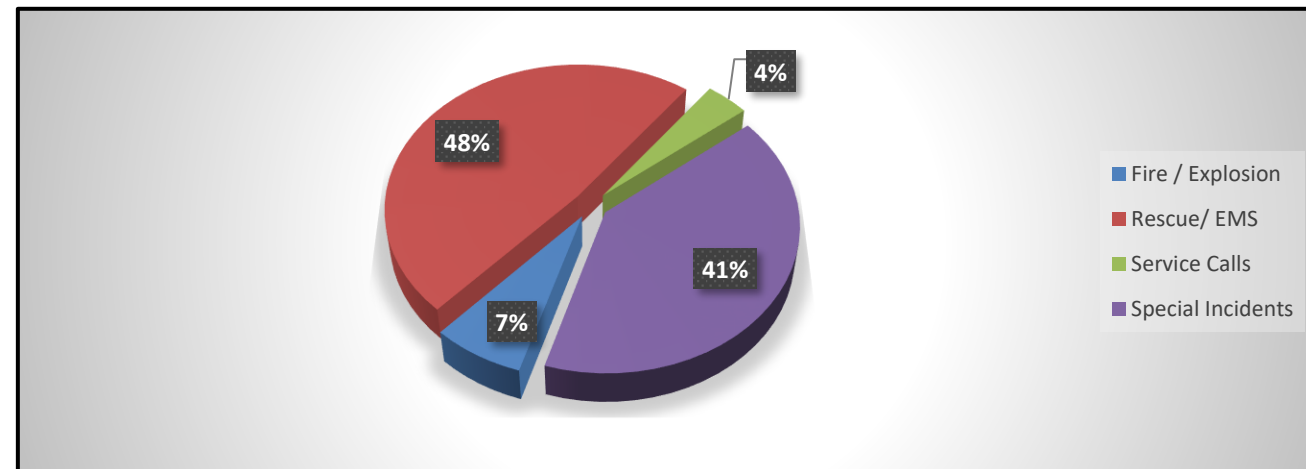
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	3	1	1										5
Rescue/ EMS	14	17	9										40
Service Calls	2	3	1										6
Special Incidents	17	20	17										54
Total Alarms	36	41	28										105



**Incident Report Summary  
By Station**

**Station 33**

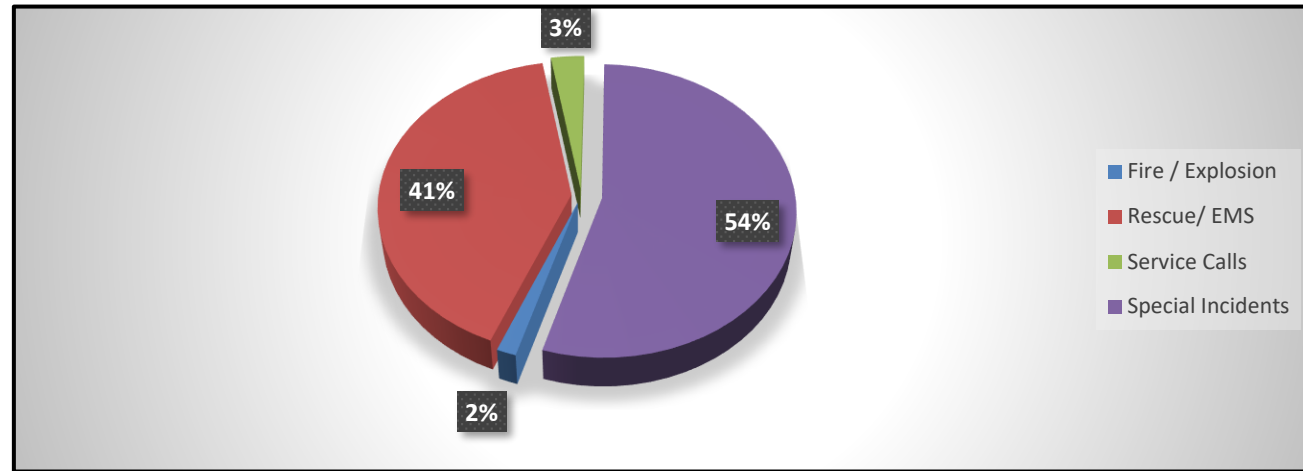
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	4	1	4										9
Rescue/ EMS	25	19	17										61
Service Calls	2	1	2										5
Special Incidents	12	17	22										51
Total Alarms	43	38	45										126



**Incident Report Summary  
By Station**

**Station 34**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	3	0	2										5
Rescue/ EMS	34	47	55										136
Service Calls	4	4	2										10
Special Incidents	59	57	64										180
Total Alarms	100	108	123										331

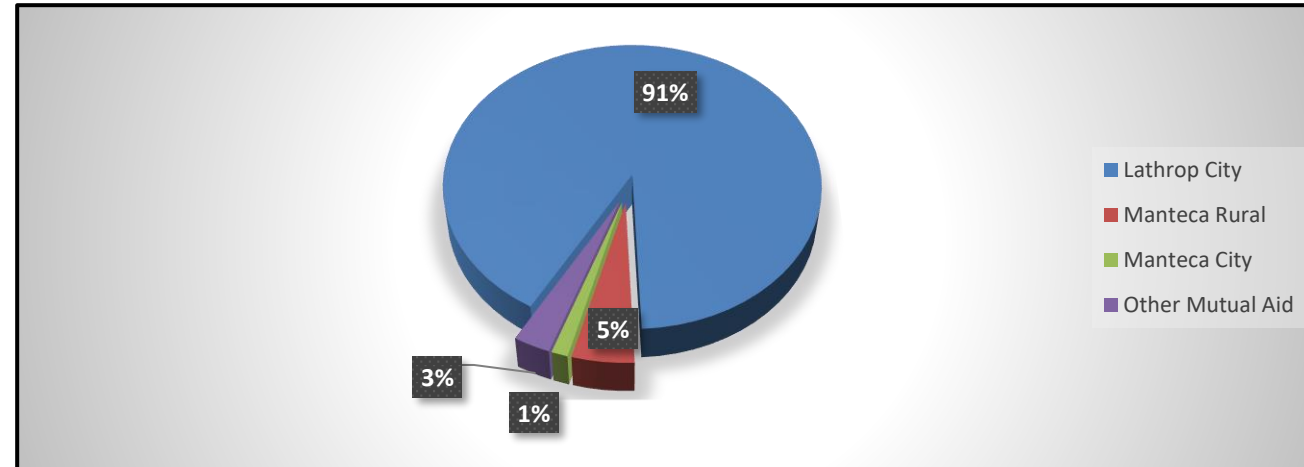


**Responses per District  
by Station**

**Station 31**

Lathrop City  
Manteca Rural  
Manteca City  
Other Mutual Aid  
Total Alarms

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Lathrop City	87	81	114										282
Manteca Rural	3	3	9										15
Manteca City	1	2	1										4
Other Mutual Aid	5	0	4										9
<b>Total Alarms</b>	<b>96</b>	<b>86</b>	<b>128</b>										<b>310</b>

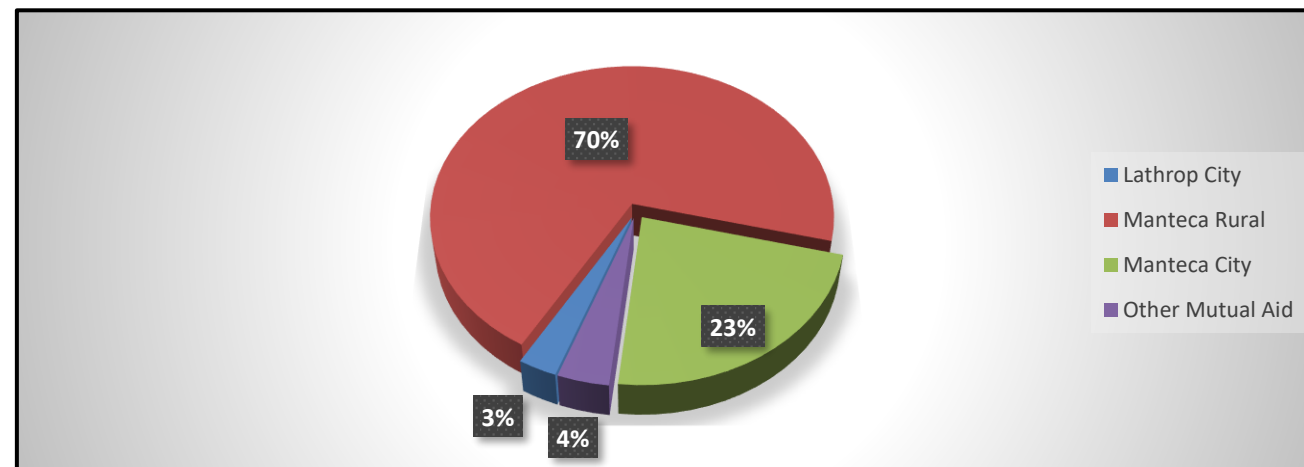


**Responses per District  
by Station**

**Station 32**

Lathrop City  
Manteca Rural  
Manteca City  
Other Mutual Aid  
Total Alarms

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Lathrop City	1	0	2										3
Manteca Rural	21	32	21										74
Manteca City	14	5	5										24
Other Mutual Aid	0	4	0										4
<b>Total Alarms</b>	<b>36</b>	<b>41</b>	<b>28</b>										<b>105</b>

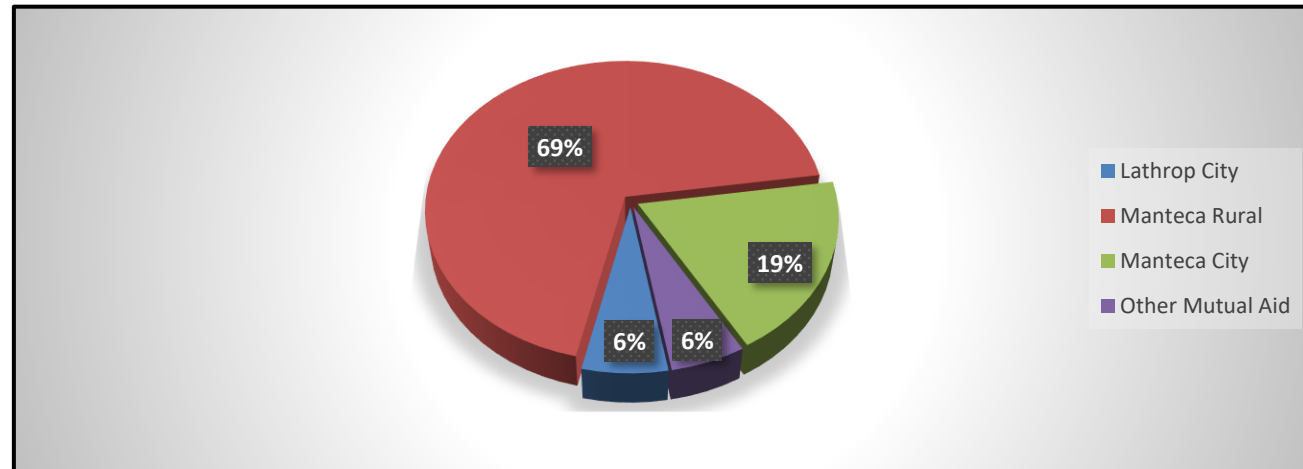


**Responses per District  
by Station**

**Station 33**

Lathrop City  
Manteca Rural  
Manteca City  
Other Mutual Aid  
Total Alarms

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Lathrop City	1	2	5										8
Manteca Rural	33	23	31										87
Manteca City	6	12	6										24
Other Mutual Aid	3	1	3										7
<b>Total Alarms</b>	<b>43</b>	<b>38</b>	<b>45</b>										<b>126</b>

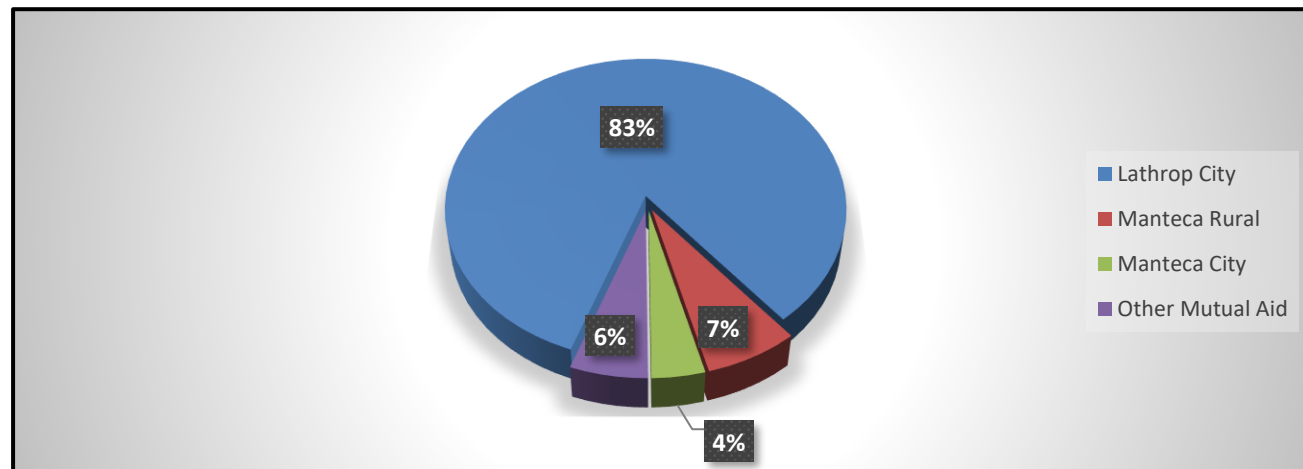


**Responses per District  
by Station**

**Station 34**

Lathrop City  
Manteca Rural  
Manteca City  
Other Mutual Aid  
Total Alarms

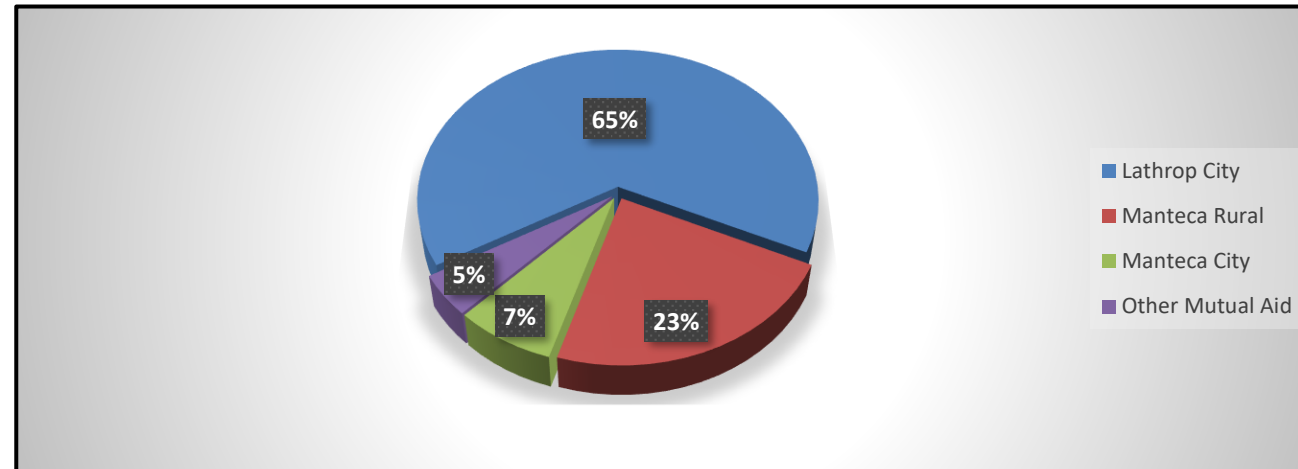
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Lathrop City	76	91	109										276
Manteca Rural	13	4	6										23
Manteca City	3	5	5										13
Other Mutual Aid	8	8	3										19
<b>Total Alarms</b>	<b>100</b>	<b>108</b>	<b>123</b>										<b>331</b>



**Responses per District  
by Station Totals**

**LMFD**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Lathrop City	165	174	230	0	0	0	0	0	0	0	0	0	569
Manteca Rural	70	62	67	0	0	0	0	0	0	0	0	0	199
Manteca City	24	24	17	0	0	0	0	0	0	0	0	0	65
Other Mutual Aid	16	13	10	0	0	0	0	0	0	0	0	0	39
<b>Total Alarms</b>	<b>275</b>	<b>273</b>	<b>324</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>872</b>



**Mutual Aid Summary**

**Water Rescue**

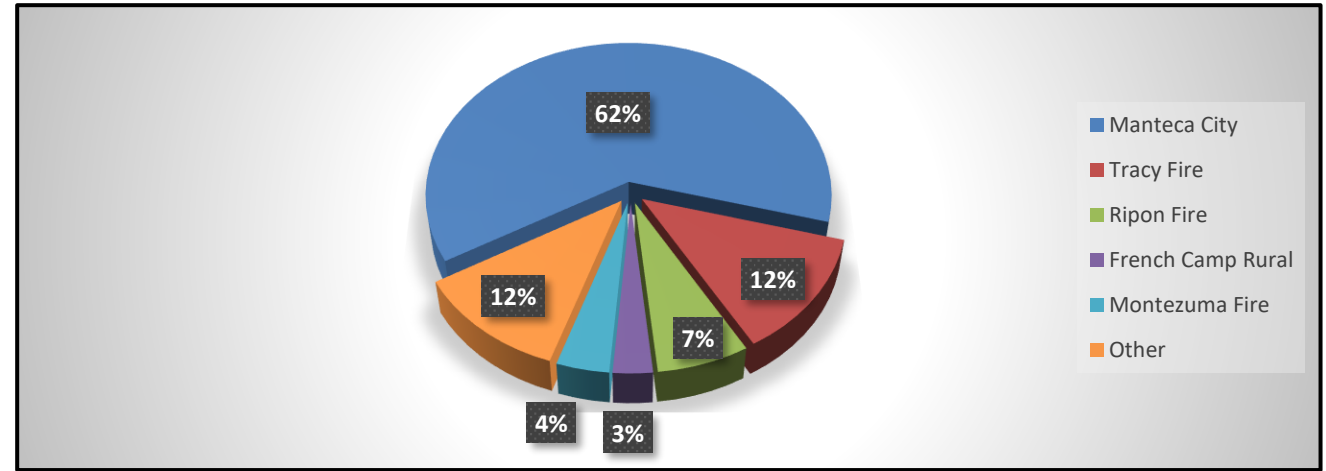
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
LMFD	0	1	0										1
Stockton	2	1	2										5
Other SJ County Areas	2	0	1										3
<b>Total Responses</b>	<b>4</b>	<b>2</b>	<b>3</b>										<b>9</b>

**Mutual Aid Summary**

**Total Given To**

Manteca City  
 Tracy Fire  
 Ripon Fire  
 French Camp Rural  
 Montezuma Fire  
 Other  
 Total Aid Given

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Manteca City	24	24	17										65
Tracy Fire	6	4	3										13
Ripon Fire	1	4	2										7
French Camp Rural	1	2	0										3
Montezuma Fire	3	0	1										4
Other	5	3	4										12
<b>Total Aid Given</b>	<b>40</b>	<b>37</b>	<b>27</b>										<b>104</b>

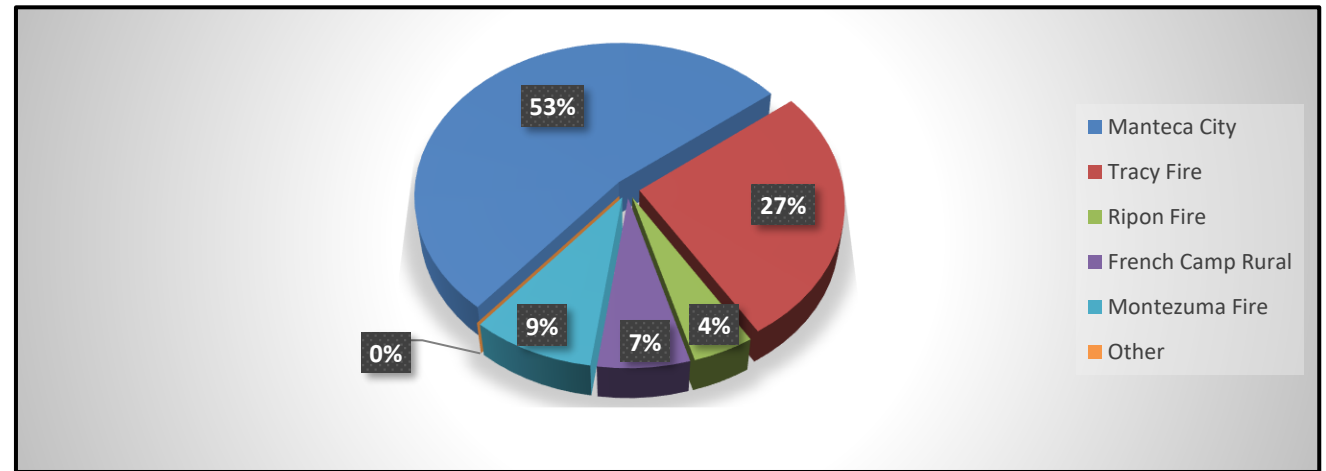


**Mutual Aid Summary**

**Total Received**

Manteca City  
 Tracy Fire  
 Ripon Fire  
 French Camp Rural  
 Montezuma Fire  
 Other  
 Total Aid Received

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Manteca City	6	7	11										24
Tracy Fire	2	6	4										12
Ripon Fire	1	1	0										2
French Camp Rural	0	2	1										3
Montezuma Fire	1	0	3										4
Other	0	0	0										0
<b>Total Aid Received</b>	<b>10</b>	<b>16</b>	<b>19</b>										<b>45</b>



County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49001-LATHROP-MANTECA FIRE PROTECT

Report: 13-D3

	Activities for :		Balance	LMFD 18-19 BUDGET
	Current Month	Year to Date	As of March 31, 2019	
<b>Fund Balance - Beginning of the Fiscal Year</b>	-	-	<b>1,535,186.02</b>	
<b>Revenues</b>				
<b>REVENUES-GENERAL</b>	-	-	-	
4100100010 PROPERTY TAX-SECURED	-	2,087,314.41	2,087,314.41	3,829,016.00
4100200070 PROPERTY TAX-SECURED-SB813	-	59,307.77	59,307.77	81,232.00
4101000000 PROPERTY TAX-UNSECURED	-	203,504.52	203,504.52	203,509.00
4101000007 PROPERTY TAX-UNSECURED-SB813	-	340.23	340.23	33,253.00
4101000020 PROPERTY TAX-SB 813-PRIOR	-	0.49	0.49	2.00
4101000030 PROPERTY TAX-UNSECURED-PRIOR	-	166.43	166.43	95.00
<b>TAXES</b>	-	2,350,633.85	2,350,633.85	4,147,107.00
4204000900 LICENSE/PERMITS-FIRE	9,250.00	95,168.00	95,168.00	99,163.00
<b>LICENSES, PERMITS, FRANCHISES</b>	9,250.00	95,168.00	95,168.00	99,163.00
<b>FINES, FORFEITURES, PENALTIES</b>	-	-	-	
4400000000 INTEREST INCOME	-	7,384.00	7,384.00	99.00
4410023700 RENT MDA	-	24,000.00	24,000.00	36,000.00
4410041550 RENT - TOWER	3,054.46	27,490.14	27,490.14	14,561.00
<b>USE OF MONEY AND PROPERTY</b>	3,054.46	58,874.14	58,874.14	50,660.00
4505500000 ST-HOMEOWNER PROP TAX	-	17,237.04	17,237.04	29,047.00
<b>INTERGOVERNMENTAL REVENUES</b>	-	17,237.04	17,237.04	29,047.00
4605110000 SPECIAL ASSESSMENTS-CURRENT	-	1,118,678.91	1,118,678.91	1,980,044.00
4625103000 PLAN CHECK FEE REV	11,001.00	147,642.00	147,642.00	86,254.00
4625120150 HAZERDOUS MATERIAL RESPONSE	-	40,204.00	40,204.00	38,628.00
4630210100 MITIGATION FEES	-	25,982.69	25,982.69	23,534.00
4634200100 STANDBY FEES	-	6,614.40	6,614.40	7,286.00
<b>CHARGES FOR SERVICES</b>	11,001.00	1,339,122.00	1,339,122.00	2,135,746.00
4702008000 PRIVATE PARTIES CONT-DONATION	-	511.00	511.00	-
4706200000 OUTLAWED WARRANTS	-	200.00	200.00	535.00
4706500000 RETURNED CHECKS-NSF-REV	-	75.00	75.00	-
4707000000 OTHER MISC REVENUES	-	2,138.84	2,138.84	5,227.00
4711100000 REBATES-COMM TRMT SVS	-	1,747.18	1,747.18	-
4711100010 CLSP-CFD-06	-	64,345.64	64,345.64	116,397.00



County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49001-LATHROP-MANTECA FIRE PROTECT

Report: 13-D3

	Activities for :		Balance	LMFD 18-19 BUDGET
	Current Month	Year to Date	As of March 31, 2019	
4711100020 FEMA GRANT	59,838.79	506,968.88	506,968.88	798,405.00
4711100030 STATION O&M	-	17,230.28	17,230.28	16,554.00
4711100040 STRIKE TEAM OVERTIME	262,464.79	513,087.60	513,087.60	-
4711100050 CPR	550.00	850.00	850.00	295.00
4711100060 OUT OF DISTRICT - VIOLATIONS	-	320.00	320.00	-
4711100070 REPORT REQUESTS	-	1,714.00	1,714.00	-
4722100100 INSURANCE REBATES	-	102.05	102.05	-
<b>MISCELLANOUS REVENUES</b>	<b>322,853.58</b>	<b>1,109,290.47</b>	<b>1,109,290.47</b>	<b>937,413.00</b>
4800000000 OPER TRANS-IN	-	900,000.00	900,000.00	1,838,901.00
<b>TRANSFERS IN</b>	-	<b>900,000.00</b>	<b>900,000.00</b>	<b>1,838,901.00</b>
<b>OTHER FINANCING SOURCES</b>	-	-	-	-
4820700000 INSUR PREM-RETIRES	1,756.30	23,040.76	23,040.76	24,925.00
<b>SELF INS FUND SPECIAL REVENUES</b>	<b>1,756.30</b>	<b>23,040.76</b>	<b>23,040.76</b>	<b>24,925.00</b>
<b>MP-TEL-RADIO ISF REVENUES</b>	-	-	-	-
<b>SOLID WASTE SPECIAL REVENUES</b>	-	-	-	-
<b>HOSPITAL SPECIAL REVENUES</b>	-	-	-	0%
<b>AIRPORT SPECIAL REVENUES</b>	-	-	-	-
<b>RETIREMENT FUND SPECIAL REV</b>	-	-	-	-
4950065000 SALES TAX-LATHROP MEASURE C	752,641.81	752,641.81	752,641.81	-
<b>AGENCY FUNDS - DEPOSITS</b>	<b>752,641.81</b>	<b>752,641.81</b>	<b>752,641.81</b>	-
<b>Total Revenues</b>	<b>1,100,557.15</b>	<b>6,646,008.07</b>	<b>6,646,008.07</b>	-
<b>Expenditures</b>				
6001000000 SALARIES & WAGES-REGULAR	248,551.14	2,276,356.02	2,276,356.02	3,109,013.00
6001210000 ADMINISTRATION BENEFITS	-	52,178.72	52,178.72	87,949.00
6001400000 SALARIES-SICKLEAVE CASH PAYOUT	-	3,417.65	3,417.65	-
6001450000 SALARIES-LEAVE TIME PAYOFF	-	30,273.02	30,273.02	-
6002000000 SALARIES-EXTRA HELP	6,750.00	110,914.36	110,914.36	138,250.00
6003000000 SALARIES-OVERTIME	52,197.38	1,129,494.21	1,129,494.21	400,000.00
6003100000 SALARIES-OVERTIME 12 PLAN	36.84	130.38	130.38	-
<b>SALARIES</b>	<b>307,535.36</b>	<b>3,602,764.36</b>	<b>3,602,764.36</b>	<b>3,735,212.00</b>
6010200000 OTHER EMPLOYEE BENEFITS	-	21.60	21.60	-
6010300000 OTHER EMP BENEFITS-UNIFORM	-	36,000.00	36,000.00	36,000.00

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49001-LATHROP-MANTECA FIRE PROTECT

Report: 13-D3

	Activities for :			LMFD 18-19 BUDGET
	Current Month	Year to Date	As of March 31, 2019	
602000000 RETIREMENT-EMPLOYER SHARE	183,659.63	1,844,670.09	1,844,670.09	2,408,467.00
603000000 SOCIAL SECURITY-OASDI	18,455.20	199,639.41	199,639.41	193,998.00
603010000 SOCIAL SECURITY-MEDICARE	4,316.08	50,060.42	50,060.42	45,255.00
603020000 SOCIAL SECURITY-EXTRA H-OASDI	-	2,197.90	2,197.90	8,364.00
603030000 MEDICARE-EXTRA HELP	-	514.03	514.03	2,005.00
605000000 HEALTH INSURANCE	6,343.93	685,356.67	685,356.67	1,211,820.00
609100000 SAL & BENEFITS -SD	461.58	5,377.27	5,377.27	-
<b>FRINGE BENEFITS</b>	<b>213,236.42</b>	<b>2,823,837.39</b>	<b>2,823,837.39</b>	<b>3,905,909.00</b>
Total Salaries and Benefits	520,771.78	6,426,601.75	6,426,601.75	7,641,121.00
620100000 OFFICE EXPENSE-GENERAL	2,111.54	14,706.44	14,706.44	23,500.00
620600000 COMMUNICATIONS	4,282.31	36,222.08	36,222.08	30,379.00
620900000 MEMBERSHIPS	-	8,946.79	8,946.79	1,385.00
621100000 MAINTENANCE-EQUIPMENT	8,649.62	72,228.05	72,228.05	117,232.00
6211000100 RADIO MAINTENANCE	-	7,227.45	7,227.45	11,698.00
6211000400 FUEL	4,064.47	49,118.76	49,118.76	57,627.00
6211000500 TIRES & TUBES	2,827.78	15,172.50	15,172.50	37,996.00
6220001000 AUDITORS PROLL AND A/P CHARGES	7,021.00	7,021.00	7,021.00	5,521.00
6220009500 AUDITORS DRCT ASSMT SERV CHR	-	21,042.28	21,042.28	20,071.00
6221000000 PROFESSIONALSVS	3,544.30	45,894.44	45,894.44	81,227.00
6221010100 DISPATCHING	9,971.29	84,901.95	84,901.95	143,000.00
6221010200 TAX ADMINISTRATION CHARGES	-	39,322.50	39,322.50	61,557.00
6221030100 AUDIT	-	4,000.00	4,000.00	25,000.00
6223000000 PUBLICATIONS & LEGAL NOTICES	-	495.11	495.11	1,000.00
6226005300 PHYSICAL EXAMINATIONS	-	97.25	97.25	5,000.00
6226008800 FIRE FIGHTER PHYSICALS & SHOTS	-	1,215.00	1,215.00	3,900.00
6226010300 DIRECTORS EXPENSES	1,500.00	4,100.00	4,100.00	8,000.00
6226010400 FIRE PREVENTION	95.25	4,423.27	4,423.27	3,064.00
6226010500 ELECTIONS	-	500.00	500.00	12,000.00
6226010700 PUBLIC RELATIONS & TRAINING	6,855.96	67,026.36	67,026.36	68,387.00
6226011000 FIRE FIGHTING SUPPLIES	288.93	22,856.88	22,856.88	29,051.00
6232005100 INSURANCE-COMPENSATION	-	204,454.92	204,454.92	268,434.00
6236005330 INSURANCE-FIRE & LIABILITY	12,400.00	52,656.00	52,656.00	54,118.00
6240010200 FIREFIGHTERS PPE & UNIFORMS	2,237.73	11,465.53	11,465.53	50,246.00
6246000000 HOUSEHOLD EXPENSE	303.38	4,575.50	4,575.50	9,244.00
6249000000 UTILITIES	(3,207.97)	57,522.06	57,522.06	46,213.00
6255050100 MEDICAL SUPPLIES	5,619.90	19,202.65	19,202.65	21,955.00
6260000000 MAINT-STRUCTURE & GROUND	21,623.78	73,297.39	73,297.39	30,055.00
<b>SERVICES AND SUPPLIES-TOTAL</b>	<b>90,189.27</b>	<b>929,692.16</b>	<b>929,692.16</b>	<b>1,226,860.00</b>
<b>OTHER CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49001-LATHROP-MANTECA FIRE PROTECT

Report: 13-D3

LMFD 18-19  
BUDGET

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
6331000400 INTEREST-DEBT SERVICE	-	11,391.55	11,391.55
6341000200 PRINCIPAL-DEBT SERVICE	-	77,280.59	77,280.59
<b>OTHER FINANCING USES</b>	-	88,672.14	88,672.14
<b>CAPITAL EXPENDITURES</b>	-	-	-
<b>COST REIMBURSEMENTS</b>	-	-	-
<b>TRANSFERS OUT</b>	-	-	-
<b>PROVISION FOR CONTINGENCY</b>	-	-	-
<b>LOAN TO OTHER FUNDS</b>	-	-	-
<b>CLEARING ACCOUNTS</b>	-	-	-
<b>PUBLIC WORKS PROJECT EXP</b>	-	-	-
<b>LIABILITY INSURANCE ISF EXP</b>	-	-	-
<b>MEDICAL &amp; DENTAL INSUR ISF EXP</b>	-	-	-
<b>RETIREMENT FUND EXP</b>	-	-	-
<b>AGENCY FUND DISBURSEMENT</b>	-	-	-
<b>Total Expenditures</b>	610,961.05	7,444,966.05	7,444,966.05
<b>Net Changes</b>	489,596.10	(798,957.98)	(798,957.98)
<b>Fund Balance - At the end of the Period</b>			<b>736,228.04</b>

**FOR INFORMATION ONLY**

Voucher/AP payables			(103,901.80)
Receivables			-
Inventories			-
Pre-paid Expenses			-
Cash- 1111000000 CASH IN BANK-TREASURY			710,979.68
1111050000 CASH CLEARING-BOW-AP	14,070.21	(35,474.44)	(78,653.44)
Cash 1111010000 OUTSTANDING WARRANTS			(78,653.44)
Auditor's Cash			632,326.24

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49081-LATHROP-MTCA FIRE - MEASURE C

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
<b>Fund Balance - Beginning of the Fiscal Year</b>	-	-	<b>1,303,877.07</b>
<b>Revenues</b>			
<b>REVENUES-GENERAL</b>	-	-	-
<b>TAXES</b>	-	-	-
<b>LICENSES, PERMITS, FRANCHISES</b>	-	-	-
<b>FINES, FORFEITURES, PENALTIES</b>	-	-	-
4400000000 INTEREST INCOME	-	16,149.00	16,149.00
<b>USE OF MONEY AND PROPERTY</b>	-	16,149.00	16,149.00
<b>INTERGOVERNMENTAL REVENUES</b>	-	-	-
<b>CHARGES FOR SERVICES</b>	-	-	-
<b>MISCELLANOUS REVENUES</b>	-	-	-
<b>TRANSFERS IN</b>	-	-	-
<b>OTHER FINANCING SOURCES</b>	-	-	-
<b>SELF INS FUND SPECIAL REVENUES</b>	-	-	-
<b>MP-TEL-RADIO ISF REVENUES</b>	-	-	-
<b>SOLID WASTE SPECIAL REVENUES</b>	-	-	-
<b>HOSPITAL SPECIAL REVENUES</b>	-	-	-
<b>AIRPORT SPECIAL REVENUES</b>	-	-	-
<b>RETIREMENT FUND SPECIAL REV</b>	-	-	-
4950065000 SALES TAX-LATHROP MEASURE C	-	1,058,835.08	1,058,835.08
<b>AGENCY FUNDS - DEPOSITS</b>	-	1,058,835.08	1,058,835.08
<b>Total Revenues</b>	-	1,074,984.08	1,074,984.08
<b>Expenditures</b>			
<b>SALARIES</b>	-	-	-
<b>FRINGE BENEFITS</b>	-	-	-
Total Salaries and Benefits	-	-	-
<b>SERVICES AND SUPPLIES-TOTAL</b>	-	-	-
<b>OTHER CHARGES</b>	-	-	-
<b>OTHER FINANCING USES</b>	-	-	-
<b>CAPITAL EXPENDITURES</b>	-	-	-
<b>COST REIMBURSEMENTS</b>	-	-	-

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49081-LATHROP-MTCA FIRE - MEASURE C

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
6601000000 OPER TRF-OUT	-	900,000.00	900,000.00
<b>TRANSFERS OUT</b>	-	900,000.00	900,000.00
<b>PROVISION FOR CONTINGENCY</b>	-	-	-
<b>LOAN TO OTHER FUNDS</b>	-	-	-
<b>CLEARING ACCOUNTS</b>	-	-	-
<b>PUBLIC WORKS PROJECT EXP</b>	-	-	-
<b>LIABILITY INSURANCE ISF EXP</b>	-	-	-
<b>MEDICAL &amp; DENTAL INSUR ISF EXP</b>	-	-	-
<b>RETIREMENT FUND EXP</b>	-	-	-
<b>AGENCY FUND DISBURSEMENT</b>	-	-	-
<b>Total Expenditures</b>	-	900,000.00	900,000.00
<b>Net Changes</b>	-	174,984.08	174,984.08

**Fund Balance - At the end of the Period**

**1,478,861.15**

**FOR INFORMATION ONLY**

Voucher/AP payables	-
Receivables	-
Inventories	-
Pre-paid Expenses	-
Cash- 1111000000 CASH IN BANK-TREASURY	1,478,861.15
Cash 1111010000 OUTSTANDING WARRANTS	-
<b>Auditor's Cash</b>	<b>1,478,861.15</b>

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49091-LATHROP-MNTCA FIRE PRO-CAP OUT

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
<b>Fund Balance - Beginning of the Fiscal Year</b>	-	-	<b>441,527.36</b>
<b>Revenues</b>			
<b>REVENUES-GENERAL</b>	-	-	-
<b>TAXES</b>	-	-	-
4204000300 LICENSE/PERMITS-OTHER	-	(576.02)	(576.02)
<b>LICENSES, PERMITS, FRANCHISES</b>	-	(576.02)	(576.02)
<b>FINES, FORFEITURES, PENALTIES</b>	-	-	-
4400000000 INTEREST INCOME	-	5,893.00	5,893.00
<b>USE OF MONEY AND PROPERTY</b>	-	5,893.00	5,893.00
<b>INTERGOVERNMENTAL REVENUES</b>	-	-	-
<b>CHARGES FOR SERVICES</b>	-	-	-
<b>MISCELLANOUS REVENUES</b>	-	-	-
<b>TRANSFERS IN</b>	-	-	-
<b>OTHER FINANCING SOURCES</b>	-	-	-
<b>SELF INS FUND SPECIAL REVENUES</b>	-	-	-
<b>MP-TEL-RADIO ISF REVENUES</b>	-	-	-
<b>SOLID WASTE SPECIAL REVENUES</b>	-	-	-
<b>HOSPITAL SPECIAL REVENUES</b>	-	-	-
<b>AIRPORT SPECIAL REVENUES</b>	-	-	-
<b>RETIREMENT FUND SPECIAL REV</b>	-	-	-
<b>AGENCY FUNDS - DEPOSITS</b>	-	-	-
<b>Total Revenues</b>	-	5,316.98	5,316.98
<b>Expenditures</b>			
<b>SALARIES</b>	-	-	-
<b>FRINGE BENEFITS</b>	-	-	-
Total Salaries and Benefits	-	-	-
<b>SERVICES AND SUPPLIES-TOTAL</b>	-	-	-
<b>OTHER CHARGES</b>	-	-	-
<b>OTHER FINANCING USES</b>	-	-	-
<b>CAPITAL EXPENDITURES</b>	-	-	-
<b>COST REIMBURSEMENTS</b>	-	-	-
<b>TRANSFERS OUT</b>	-	-	-

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49091-LATHROP-MNTCA FIRE PRO-CAP OUT

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
PROVISION FOR CONTINGENCY	-	-	-
LOAN TO OTHER FUNDS	-	-	-
CLEARING ACCOUNTS	-	-	-
PUBLIC WORKS PROJECT EXP	-	-	-
LIABILITY INSURANCE ISF EXP	-	-	-
MEDICAL & DENTAL INSUR ISF EXP	-	-	-
RETIREMENT FUND EXP	-	-	-
AGENCY FUND DISBURSEMENT	-	-	-
<b>Total Expenditures</b>	-	-	-
<b>Net Changes</b>	-	5,316.98	5,316.98
<b>Fund Balance - At the end of the Period</b>			<b>446,844.34</b>

**FOR INFORMATION ONLY**

Voucher/AP payables	(190.04)
Receivables	-
Inventories	-
Pre-paid Expense:	-
Cash- 1111000000 CASH IN BANK-TREASURY	446,654.30
Cash 1111010000 OUTSTANDING WARRANTS	-
<b>Auditor's Cash</b>	<b>446,654.30</b>

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49090-LATHROP-MANTECA FIRE FACILITY

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
<b>Fund Balance - Beginning of the Fiscal Year</b>	-	-	<b>2,094,627.03</b>
<b>Revenues</b>			
<b>REVENUES-GENERAL</b>	-	-	-
<b>TAXES</b>	-	-	-
<b>LICENSES, PERMITS, FRANCHISES</b>	-	-	-
<b>FINES, FORFEITURES, PENALTIES</b>	-	-	-
4400000000 INTEREST INCOME	-	28,101.00	28,101.00
<b>USE OF MONEY AND PROPERTY</b>	-	28,101.00	28,101.00
<b>INTERGOVERNMENTAL REVENUES</b>	-	-	-
4630210100 MITIGATION FEES	-	16,193.41	16,193.41
4630600000 IMPACT MITIGATION FEE-PRIVATE	23,729.33	801,552.90	801,552.90
<b>CHARGES FOR SERVICES</b>	23,729.33	817,746.31	817,746.31
<b>MISCELLANEOUS REVENUES</b>	-	-	-
<b>TRANSFERS IN</b>	-	-	-
<b>OTHER FINANCING SOURCES</b>	-	-	-
<b>SELF INS FUND SPECIAL REVENUES</b>	-	-	-
<b>MP-TEL-RADIO ISF REVENUES</b>	-	-	-
<b>SOLID WASTE SPECIAL REVENUES</b>	-	-	-
<b>HOSPITAL SPECIAL REVENUES</b>	-	-	-
<b>AIRPORT SPECIAL REVENUES</b>	-	-	-
<b>RETIREMENT FUND SPECIAL REV</b>	-	-	-
<b>AGENCY FUNDS - DEPOSITS</b>	-	-	-
<b>Total Revenues</b>	<b>23,729.33</b>	<b>845,847.31</b>	<b>845,847.31</b>
<b>Expenditures</b>			
<b>SALARIES</b>	-	-	-
<b>FRINGE BENEFITS</b>	-	-	-
Total Salaries and Benefits	-	-	-
6201000000 OFFICE EXPENSE-GENERAL	32,887.14	70,780.60	70,780.60
6206000000 COMMUNICATIONS	-	4,483.66	4,483.66
6211000000 MAINTENANCE-EQUIPMENT	4,245.49	159,181.33	159,181.33
6211000100 RADIO MAINTENANCE	-	46,004.64	46,004.64
6221000000 PROFESSIONALSVS	3,950.00	51,450.00	51,450.00



County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49090-LATHROP-MANTECA FIRE FACILITY

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
6226010400 FIRE PREVENTION	-	22.70	22.70
6226010700 PUBLIC RELATIONS & TRAINING	-	8,395.00	8,395.00
6226011000 FIRE FIGHTING SUPPLIES	1,766.48	26,600.59	26,600.59
6240010200 FIREFIGHTERS PPE & UNIFORMS	-	6,601.56	6,601.56
6246000000 HOUSEHOLD EXPENSE	1,689.68	1,689.68	1,689.68
6255050100 MEDICAL SUPPLIES	-	20,141.49	20,141.49
6260000000 MAINT-STRUCTURE & GROUND	111,621.30	350,788.96	350,788.96
<b>SERVICES AND SUPPLIES-TOTAL</b>	<b>156,160.09</b>	<b>746,140.21</b>	<b>746,140.21</b>
<b>OTHER CHARGES</b>	-	-	-
6331000400 INTEREST-DEBT SERVICE	-	25,429.43	25,429.43
6341000200 PRINCIPAL-DEBT SERVICE	-	193,405.94	193,405.94
<b>OTHER FINANCING USES</b>	-	<b>218,835.37</b>	<b>218,835.37</b>
6451000000 EQUIPMENT	-	433.91	433.91
<b>CAPITAL EXPENDITURES</b>	-	<b>433.91</b>	<b>433.91</b>
<b>COST REIMBURSEMENTS</b>	-	-	-
<b>TRANSFERS OUT</b>	-	-	-
<b>PROVISION FOR CONTINGENCY</b>	-	-	-
<b>LOAN TO OTHER FUNDS</b>	-	-	-
<b>CLEARING ACCOUNTS</b>	-	-	-
<b>PUBLIC WORKS PROJECT EXP</b>	-	-	-
<b>LIABILITY INSU</b>	-	-	-
<b>MEDICAL &amp; DENTAL INSUR ISF EXP</b>	-	-	-
<b>RETIREMENT FUND EXP</b>	-	-	-
<b>AGENCY FUND DISBURSEMENT</b>	-	-	-
<b>Total Expenditures</b>	<b>156,160.09</b>	<b>965,409.49</b>	<b>965,409.49</b>
<b>Net Changes</b>	<b>(132,430.76)</b>	<b>(119,562.18)</b>	<b>(119,562.18)</b>

Fund Balance - At the end of the Period

**1,975,064.85**

**FOR INFORMATION ONLY**

Voucher/AP payables

104,091.84

Receivables

-

**County of San Joaquin**  
**Fund Report - Year to Date (County Fiscal Year)**  
**As of March 31, 2019**  
**49090-LATHROP-MANTECA FIRE FACILITY**

**Report: 13-D3**

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
<b>Inventories</b>			-
<b>Pre-paid Expenses</b>			-
<b>Cash- 1111000000 CASH IN BANK-TREASURY</b>			2,152,830.93
<b>Cash 1111010000 OUTSTANDING WARRANTS</b>			(73,674.24)
<b>Auditor's Cash</b>			2,079,156.69

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49091-LATHROP-MNTCA FIRE PRO-CAP OUT

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
<b>Fund Balance - Beginning of the Fiscal Year</b>	-	-	<b>441,527.36</b>
<b>Revenues</b>			
<b>REVENUES-GENERAL</b>	-	-	-
<b>TAXES</b>	-	-	-
4204000300 LICENSE/PERMITS-OTHER	-	(576.02)	(576.02)
<b>LICENSES, PERMITS, FRANCHISES</b>	-	(576.02)	(576.02)
<b>FINES, FORFEITURES, PENALTIES</b>	-	-	-
4400000000 INTEREST INCOME	-	5,893.00	5,893.00
<b>USE OF MONEY AND PROPERTY</b>	-	5,893.00	5,893.00
<b>INTERGOVERNMENTAL REVENUES</b>	-	-	-
<b>CHARGES FOR SERVICES</b>	-	-	-
<b>MISCELLANOUS REVENUES</b>	-	-	-
<b>TRANSFERS IN</b>	-	-	-
<b>OTHER FINANCING SOURCES</b>	-	-	-
<b>SELF INS FUND SPECIAL REVENUES</b>	-	-	-
<b>MP-TEL-RADIO ISF REVENUES</b>	-	-	-
<b>SOLID WASTE SPECIAL REVENUES</b>	-	-	-
<b>HOSPITAL SPECIAL REVENUES</b>	-	-	-
<b>AIRPORT SPECIAL REVENUES</b>	-	-	-
<b>RETIREMENT FUND SPECIAL REV</b>	-	-	-
<b>AGENCY FUNDS - DEPOSITS</b>	-	-	-
<b>Total Revenues</b>	-	5,316.98	5,316.98
<b>Expenditures</b>			
<b>SALARIES</b>	-	-	-
<b>FRINGE BENEFITS</b>	-	-	-
Total Salaries and Benefits	-	-	-
<b>SERVICES AND SUPPLIES-TOTAL</b>	-	-	-
<b>OTHER CHARGES</b>	-	-	-
<b>OTHER FINANCING USES</b>	-	-	-
<b>CAPITAL EXPENDITURES</b>	-	-	-
<b>COST REIMBURSEMENTS</b>	-	-	-
<b>TRANSFERS OUT</b>	-	-	-

County of San Joaquin  
Fund Report - Year to Date (County Fiscal Year)  
As of March 31, 2019  
49091-LATHROP-MNTCA FIRE PRO-CAP OUT

Report: 13-D3

	Activities for :		Balance
	Current Month	Year to Date	As of March 31, 2019
PROVISION FOR CONTINGENCY	-	-	-
LOAN TO OTHER FUNDS	-	-	-
CLEARING ACCOUNTS	-	-	-
PUBLIC WORKS PROJECT EXP	-	-	-
LIABILITY INSURANCE ISF EXP	-	-	-
MEDICAL & DENTAL INSUR ISF EXP	-	-	-
RETIREMENT FUND EXP	-	-	-
AGENCY FUND DISBURSEMENT	-	-	-
<b>Total Expenditures</b>	-	-	-
<b>Net Changes</b>	-	5,316.98	5,316.98
<b>Fund Balance - At the end of the Period</b>			<b>446,844.34</b>

**FOR INFORMATION ONLY**

Voucher/AP payables	(190.04)
Receivables	-
Inventories	-
Pre-paid Expense:	-
Cash- 1111000000 CASH IN BANK-TREASURY	446,654.30
Cash 1111010000 OUTSTANDING WARRANTS	-
<b>Auditor's Cash</b>	<b>446,654.30</b>

# Approve and Adopt Resolution #2019-02 transfer of funds from Measure C Account to General Fund

1

**SCHEDULED ITEM 9.1.**  
**04/18/2019**



# Background

2

*At the beginning of the 2018-2019 Fiscal Year \$1,838,901.00 was allocated for use within the General Fund from Measure C fund.*

*Measure C are funds allocated for use in the City of Lathrop.*

# Background

3

*In December 2018, the Fire Board approved the transfer of \$900,000.00 from the Measure C Account to the General Fund.*

*This transfer of \$938,901.00 is the other half of the allocated amount of the budgeted annual expenses.*

# Staff Recommendation

4

*Staff recommends that the Fire Board approve and adopt Resolution #2019-02 transfer of funds from Measure C Account to General Fund.*

## **Fiscal Impact:**

- *None*



# Questions?

5

**BEFORE THE BOARD OF DIRECTORS OF THE LATHROP-MANTECA  
FIRE PROTECTION DISTRICT**

**R-2019-02**

**RESOLUTION ADOPTING A TRANSFER BETWEEN FUNDING ACCOUNTS**

**WHEREAS**, this Board is required to establish an appropriation limit for County funds and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution and Government Code Section 7910; and

**BE IT RESOLVED** that in order to cover expenses for operations as Budgeted under Lathrop-Manteca Fire Protection District Resolution #R-2019-02, Fiscal Year 2018-2019 Budget. A transfer from Measure-C Fund account 49081 to the General Fund Account 49001, is hereby requested by the Board of Directors; and

**FURTHER, BE IT RESOLVED** the Board of Directors of Lathrop-Manteca Fire Protection District adopt the transfer of **\$938,901.00** out of the Measure C Fund Account 49081, into the General Fund Account 49001.

**PASSED AND ADOPTED** on this 18<sup>th</sup>, day of April, 2019 by the following vote of the Board of Directors to wit:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

---

**John Gish**  
**Chairman of the Board of Directors**

**ATTEST:** Gene Neely  
Secretary of the  
Board of Directors of the  
Lathrop-Manteca Fire  
Protection District.  
State of California

**By** \_\_\_\_\_ **(SEAL)**  
**Board Secretary**

## **Lathrop Manteca Fire Protection District Professional Consultants Selection Policy**

### **Policy #: 0.16**

#### **PURPOSE**

To establish requirements for selecting Professional Consultants.

#### **SCOPE**

This policy applies to all District Funds.

#### **Purpose**

To establish a uniform procedure for selecting consultants providing professional services.

#### **Policy**

As described below, it shall be the policy of the District to use a competitive procurement process when soliciting for a professional services contract that exceeds \$100,000.

An informal procurement process shall be used when soliciting for professional services for a contract of less than \$100,000.

#### **Contracts \$5,000 or Less**

Informal RFQ process under authority of Fire Chief or Designee.

#### **Contracts from \$5,001 to \$100,000**

Sole source Requires Fire Chief approval

Informal RFQ solicited from at least 3 professional services providers

Solicitation, responses, ranking sheets and any other pertinent documentation must be used in process.

Negotiated by District staff and approved by Fire Chief.

Insurance certificate and agreement required.

## **Contracts over \$100,000**

Formal RFQ solicited from at least 3 professional services providers

Solicitation, responses, ranking sheets and any other pertinent documentation must be used in process.

Negotiated by District staff and approved by Board of Directors.

Insurance certificate and agreement required.

## **Procedures**

### **Format of Solicitations**

The format shall be a Request for Qualifications (RFQ). The suggested format includes: scope of services, qualifications and information required from consultants for selection, and reference to the District's professional service contract form.

### **Selection Criteria**

Professional consultant services must be individually selected for a specific project based upon experience of the consultant, special knowledge of the subject matter, ability to perform the services in the time allowed, record of success on similar work, ability to operate well in the necessary discussions, presentations, coordination and cooperation related to the project. These criteria as well as costs shall be evaluated.

The following factors may be considered and evaluated in selecting a professional consultant for particular study or project:

1. Educational background of the consultant.
2. Relevant experience of the consultant.
3. Demonstrated record of success by the consultant on work previously performed for the Fire District, or similar work performed for others.
4. Individuals within the consultant's organization who will have direct charge of work.
5. Whether consultant has adequate staff to perform the work within the time allowance.

6. The ability of the consultant to make effective public presentations of the report and/or design as may be required.
7. The ability of the consultant to work effectively with City staff, other public agencies, and related parties as may be required during the course of the design, study or other technical services.
8. Where appropriate, whether the consultant has adequate knowledge of local conditions.
9. Whether consultant has available experienced, capable and acceptable resource and design professional personnel as may be pertinent to the particular project.
10. Demonstrated continuing interest by the consultant in the success, efficiency and workability after it has been placed in operation.
11. The record of the consultant in keeping costs within project budgets and estimates.
12. Ability of the consultant to furnish adequate and effective supervision services, where such services are an inherent part of a “package” of services for which the consultant is employed.
13. Ability to obtain applicable insurance or bonding for the project.
14. Overall costs for services, including hourly rates, level of professionals assigned, and hours to complete task.

### **Evaluation Committee**

It is recommended that the members of an Evaluation Committee be selected prior to the publication of the RFQ and have an opportunity to review the RFQ before it is distributed.

### **Reports from Consultants for Public Access**

If the consulting service is for the purpose of producing a report or study, consultants shall make available to the District an electronic copy (PDF format) of the final product, which may be posted to the District’s website or other public website for public access.

## **Exceptions**

To the extent possible and feasible, this process will be used for selection of consultants providing professional services. The RFQ process may not be possible when a determination is made by the Fire Chief that the provision of services is time sensitive, an emergency exists, or services must be rendered before an RFQ process can be completed.

Such determinations will be the exception, not the rule. Each determination must be memorialized in writing and signed by the Department Head and maintained in the file for the subject contract.

## **RFQ Solicitation Procedure**

INFORMAL REQUEST FOR QUALIFICATIONS (RFQ): A comprehensive written document that defines the objectives and needs of the City and requests potential vendors to propose the best method for meeting such objectives and needs. An informal RFQ should have the same level of detail as a formal RFQ. Informal RFQ's may require unsealed proposals and may be submitted by letter, facsimile, email or other written means. Informal RFQ's may be evaluated and ranked by a District selection committee.

FORMAL REQUEST FOR QUALIFICATIONS (RFQ): Is a comprehensive written document that defines the objectives and needs of the District and requests potential vendors to propose the best method for meeting such objectives and needs. Formal RFQ's **shall require sealed proposals with cost proposals submitted in a separate, sealed envelope**. Formal RFQ's shall be evaluated and ranked by a selection committee of at least three (3) persons. RFQ Refers to a contracting method in which a purchaser advises the proposers of (1) statement and scope of work, (2) specifications, (3) schedules or timelines, (4) contract type, (5) data requirements, (6) terms and conditions, (7) description of goods and/or services to be procured, (8) general criteria used in evaluation procedure, (9) special contractual requirements, (10) technical goals, (11) instructions for preparation of technical, management, and/or cost proposals.

PROCEDURE: First, a Formal RFQ is publicly advertised and suppliers respond with a detailed proposal. They provide for negotiations after sealed proposals are opened and evaluated by District staff (3 at minimum), and the award of contract may not necessarily go to the lowest bidder. Upon receipt of the proposals, the initiating Fire Department official shall first determine and identify those persons or organizations that are qualified

to perform the services and shall rank such persons and organizations based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required.

Second, the cost proposals submitted by all the qualified persons and organizations shall be opened and reviewed.

Third, negotiations shall be undertaken with the person or organization ranked most qualified in an attempt to secure the services at the lowest possible cost. If the person or organization ranked most qualified is unwilling to provide the services at a desired cost: 1) such person or organization may nevertheless be awarded a contract; or 2) negotiations with the most qualified person or organization may be terminated and the initiating Fire department official may undertake similar negotiations with the other qualified persons and organizations in order of rank.

## **Lathrop Manteca Fire Protection District Interfund Transfer Policy**

### **Policy #: 0.21**

#### **PURPOSE**

To provide guidance for the transfer of dollars between separate District funds.

#### **SCOPE**

In order to achieve important public policy goals and to follow legal restrictions, the District has established various special revenue and capital project funds to account outside of the General Fund for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a financing entity separate from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating or capital purposes are clearly set forth in the District budget and shall only be made by staff in accordance with the adopted budget or by separate Board of Directors authorization.

#### **POLICY**

All interfund transfers not included in the adopted budget shall be approved by the Board of Directors by Resolution before any such interfund transfers are made.

Since the District's cash is held by San Joaquin County, upon approval of the Board, any such Resolution shall be forwarded to San Joaquin County along with a request for the County to transfer dollars between funds as spelled out in the Resolution.



# **Lathrop-Manteca Fire Protection District Training Room Policies**

The Lathrop-Manteca Fire Protection Training Room serves as a room for the District to conduct its business and serves as a general meeting room for District residents.

To check the availability of the Training Room, call/email Debra Smith @ 209-941-5104 or [dsmith@lmfire.org](mailto:dsmith@lmfire.org).

## **Reservation Guidelines**

1. Availability is based on a first come, first served basis. Reservations will not be accepted without a completed application. The Lathrop-Manteca Fire Protection District reserves the right to reschedule or cancel any event in its sole discretion without liability.
2. Use of the facility shall be restricted to District residents, groups or individuals. No non-resident group or non-resident individual use will be permitted. Reservations will not be taken more than ninety (90) days in advance. Reoccurring reservations will not exceed a six month duration.
3. The District may terminate any special event when it is necessary for the safety of the public, for the protection of resources, for violating rules and/or regulations of the District or deemed necessary in the public interest. The District, its agents or employees, by reason of such termination will incur no liability.
4. The District reserves the right to make any decisions on any matters not expressly covered by these rules and policy regulations and may require the applicant to provide or submit information which the District determines to be in the best interest of the District in order to protect the facility.
5. All uses of the Training Room shall be reviewed for conformance to this policy and scheduled by the District. The right to revoke permission for use of this facility at any time is retained by the District.
6. The applicant shall indemnify and hold the District, its officers, agents and employees, harmless from any damage, claims for damage, or judgments for injury to persons or damage to property that is not the result of negligence of the District or its employees or agents. The Fire Chief, or designee, may require the applicant to provide \$1 million in comprehensive liability insurance, with an endorsement adding the District as an additional insured.

## **Use Guidelines**

1. Hours of operation shall be Monday through Sunday, 8:00 am to 9:00 pm. Scheduled use of the Training Room must include preparation and clean-up time.
2. No use shall conflict with local ordinances, or State and Federal laws.
3. No advertising shall be exhibited and no solicitation or sales made in the building or on the grounds without the prior written permission of the Fire Chief or designee.

4. Alcoholic beverages and all illegal substances are strictly prohibited, either in the facility or on the grounds. Firearms are prohibited.
5. No amplified music is allowed.
6. Smoking is not permitted inside any District public buildings.
7. Meeting coordinators should inform participants that the Fire District will not provide message services. No support services or supplies will be provided.
8. No electronic or electrical equipment shall be disconnected or removed from the room or its component stand or shelf. Electrical outlets are provided.
9. The use of nails, screws, tacks, pins or other objects into the floor, walls, ceiling, partitions, doors, door or window casings is strictly prohibited.
10. The meeting coordinator shall be responsible for the condition of the facility; writing surfaces wiped clean, floor cleared of debris, tables & chairs cleaned and set to their original position, and in an orderly fashion. Charges may be assessed against the applicant resulting from the use of the facility, damage to the facility, or additional services in the nature of janitorial work, which may be required due to the use of the facility. The determination of the assessment of additional charges shall be at the sole discretion of the District.
11. All entry/exit doors shall be secured, locked and the key returned to the District. If after hours, place the key in the drop box located at the back of the Training room.
12. Authorized representatives of the District shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event.
13. Storage is not available in the Training Room or on the grounds for equipment before or after the event. No exceptions will be allowed.

## Lathrop-Manteca Fire Protection District Training Room Application

Contact Information	
Name of Organization	
Address	
Name of Applicant/Person Responsible	
Applicant or Business Phone #	
Email Address	
Non-Profit Tax ID #	
Purpose of Event	

It is hereby understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Lathrop-Manteca Fire Protection District. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will hold the Lathrop-Manteca Fire Protection District and/or their employees free and harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy of said facilities.

Reservation Date(s)	Beginning Time	End Time	Estimated Attendance	# of Parking Permits	Will You Be Using the Kitchen? Yes/No	TOTAL Amount (Fee plus Deposit) Due

### Agreement and Signature

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained to the grounds, building, furniture and/or equipment occurring through the occupancy of said facilities by the applicant. I, the undersigned, have read and agree to abide by the rules and regulations for the facility used as listed on the reverse side of this application. Terms, conditions, obligations, duties and agreements specified herein shall cover all future uses of the Lathrop-Manteca Fire Protection District Training Room by the applicant, with the exception of any terms subsequently negotiated between parties in writing. Application must be submitted fourteen (14) days in advance of reservation.

Signature	Date
-----------	------

\*For Official Use Only\*\*

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Hours: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Deposit:  
\$ \_\_\_\_\_