



Lathrop-Manteca Fire Protection District

19001 Somerston Parkway, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • www.lmfire.org •

September 19, 2019
Regular Board Meeting
7:00 P.M.

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

A*G*E*N*D*A

1. CALL TO ORDER
2. CLOSED SESSION: *6:00 p.m.*
 - 2.1. **Conference with Labor Negotiators**
Organization: Lathrop Manteca Firefighters Association
Designated Representative: Fire Chief, Gene Neely
Pursuant to Government Code Section 54957.6
 - 2.2. **Conference with Labor Negotiators**
Organization: Members of Executive Staff
Designated Representative: Fire Chief, Gene Neely
Pursuant to Government Code Section 54957.6
 - 2.3. **Conference with Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to Section 54956.9(4)(2): One potential case

Return to Open Session
 - 2.4. **Report from Closed Session**
3. ROLL CALL
4. PLEDGE OF ALLEGIANCE



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5. DECLARATION OF CONFLICT OF INTEREST

6. PRESENTATIONS:

- 6.1. Comments by newly Appointed Board Member
- 6.2. Selection of Board Chairman and Vice Chairman
- 6.3. Introduction of the new Fire Explorers

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. August 15, 2019 Regular Fire Board Meeting Minutes
- 8.2. August 29, 2019 Special Fire Board Meeting Minutes
- 8.3. Monthly Register of Warrants
- 8.4. Receive and file August, 2019 Incident and Training Report
- 8.5. Receive and file Monthly / Year-to-Date Budget Report



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9. SCHEDULED ITEMS:

- 9.1. Approve and Adopt Policy #0.36 Signature Requirements for Financial Documents
- 9.2. Approve and Adopt Resolution #R-2019-07 transfer of funds from Measure C Account to General Fund for Fiscal Year 2019 – 2020 Budget

10. INFORMATIONAL ITEMS:

10.1. CHIEF'S REPORT

- a. Update on LAFco reorganization
- b. Looking for approval to purchase a back-up/reserve truck
- c. Report from Gelati with the Fire Chief
- d. Report from 4th Annual Community BBQ honoring First Responders
- e. CPR event with the San Joaquin County EMS Agency for “National Preparedness Month”

10.2. Chief's Update of District's Goals and Objectives

- a. Strategic Operational Objective Planning (S.O.O.P) Goals List
 - i. Begin to lay a foundation for regional training
 - *Sending two people to classes to work on the steps to attain certifications in Regional Fire Training Instructor and State Fire Training Instructor*
 - ii. Continue to establish clearly defined governance policies
 - *Adopted new policies to enhance good governance policies and procedures*
 - iii. Provide a pathway to attain excellent governance practices as an agency
 - Provided training for two Board Directors and Staff member at CSDA Special District Leadership Academy Conference



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- *Conducted anti-harassment (SB1343/AB 1825) and ethics (AB 1234) training with the Fire Board*
- *Provided resources for Board and Staff to attend the CSDA Annual Conference*

iv. Establish new methods of communication that identify District strengths

- *Conducted first quarter “Quarterly Address” video to inform the community about Fireworks Safety*
- *Hosted “Gelati with the Fire Chief” at Rita’s Italian Ice in Lathrop for the community to attend*

v. Continue to engage the community to support and provide volunteer service to enhance our mission

- *Conducted Open Houses*
- *Utilized CERT members at the Open House events to help inform the community about disaster preparedness*
- *Mobilized the CERT team to help with weed abatements to mitigate fire hazards within the District*
- *Hosted training nights for the Explorers to help enhance and progress their fire skills*
- *CPR with San Joaquin County EMS Agency for “National Preparedness Month”*

11. BOARD COMMENTS / REFERRALS

12. ADJOURNMENT

Meeting adjourned to the next Regular Board Meeting scheduled for October 17, 2019, 7:00 p.m. at 390 Towne Centre Drive, Lathrop, CA.

Dated: 09/12/2019

Gene Neely
Fire Chief / Board Secretary

This agenda was posted at the following locations: website: 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, 19001 Somerston Parkway, Lathrop, California

**IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CALL (209) 941-5107.
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]**



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August 15, 2019

Regular Board Meeting

7:00 P.M.

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

MINUTES

1. CALL TO ORDER: 7:00 p.m.
2. CLOSED SESSION: *None*
3. ROLL CALL

Present:

Vice Chairman Mark 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*
7. PUBLIC COMMENTS

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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

No requests for public comment at this time.

8. CONSENT ITEMS:

- 8.1. July 18, 2019 Regular Fire Board Meeting Minutes
- 8.2. Monthly Register of Warrants
- 8.3. Receive and file July, 2019 Incident and Training Report
- 8.4. Receive and file Monthly / Year-to-Date Budget Report

Director Rhodes made a motion to approve the Consent Calendar Items 8.1., 8.2., 8.3., and 8.4.

Vice Chair Elliott seconds the motion.

Roll call vote:

Ayes: Rhodes, Coe, Ishihara, Elliott.

Noes: None

Abstain: None

Absent: None

9. SCHEDULED ITEMS:

- 9.1. Direction for filling the vacancy on the Fire Board

Hailey Salazar presented the staff report regarding the options the Fire Board has to fill the current vacancy on the Board.



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The Board as a whole agreed that appointment would be best, most cost effective option. Director Rhodes stated she would like to interview the applicants to look at qualifications. Director Ishihara agreed that he felt the Board should interview to pick someone who is qualified to fill the position. Director Coe had questions regarding the provisions a prospective candidate would need to run for the Board. Chief Neely responded they would be the same as if the person were running in an election, but he would have to check the exact specifications.

Director Coe made a motion to move forward with option 2A - Appointment.

Director Ishihara seconds the motion.

Roll call vote:

Ayes: Rhodes, Coe, Ishihara, Elliott.

Noes: None

Abstain: None

Absent: None

9.2. Approve and Adopt Policy #0.60 Conflict of Interest Policy

Hailey Salazar presented this item and explained the proposed policy #0.60 Conflict of Interest Policy. There was a proposed amendment to the title to, "Conflict of Interest Disclosure policy" to differentiate between the current Conflict of Interest Policy. Director Rhodes commented that the policy was really straight to the point about disclosing any possible conflict of interests on the form. Director Rhodes did have questions regarding training on what happens after the form is filled out. Chief Neely recommended that she ask the instructor at the upcoming Special Meeting for Ethics AB 1234 training.

Director Rhodes made a motion to approve and adopt policy #0.60 Conflict of Interest Disclosure policy.

Director Ishihara seconds the motion.

Roll call vote:

Ayes: Rhodes, Coe, Ishihara, Elliott.

Noes: None

Abstain: None

Absent: None



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9.3. Authorize the Fire Chief to move forward with establishing an ALS program

Chief Neely presented this item and requested guidance from the Board so that the District can start to address the costs and what establishing an ALS program will entail. He stated that it is the District's intent, not a goal, to move forward into an ALS program. The Fire Chief did explain to the Board that Measure C is performing very well and would ideally like to staff the three Lathrop stations with ALS utilizing Measure C funding. Director Rhodes commented she thought that the idea was outstanding and wants to move forward. Vice-Chair Elliott asked about the surrounding agencies and how many of them have paramedics. Chief Neely stated if you were to start at the west and come this way, it stops at Lathrop – Manteca Fire. Director Coe had questions regarding the potential cost for the consultant. The Fire Chief answered it could go up to \$25,000, but he would come to the Board for authorization. Director Coe commented that he is in favor of going ALS but he does have some reservation about cost. However, if it saves one life, it's worth it to him.

Director Ishihara made a motion to authorize the Fire Chief to move forward with establishing an ALS program.

Vice-Chair Elliott seconds the motion.

Roll call vote:

Ayes: Rhodes, Coe, Ishihara, Elliott.

Noes: None

Abstain: None

Absent: None

10. INFORMATIONAL ITEMS:

10.1. CHIEF'S REPORT

a. Report on Open Houses

Chief Neely stated that the open houses were successful and he was happy with the set-up and organization. It was nice to see the Fire Explorers, CERT members, and Reserves coming together. Also, he stated he enjoyed seeing Smokey the Bear and seeing the off-duty Firefighters coming out to enjoy the open houses. Next year, the District is looking at putting pictures together to show the history of the organization for people to see as they walk through the Stations.



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- b. Gelati with the Fire Chief at Rita's – Friday, August 16th

Chief Neely informed the Board that instead of doing Coffee with the Fire Chief this quarter, he opted to do Gelati with the Fire Chief at Rita's. He is looking forward to going out there, answering questions, and meeting with members of the community.

- c. 4th Annual Community BBQ honoring First Responders – September 11th

Chief Neely stated that an email was sent out to all staff urging our first responders to come out and enjoy the event that a lot of people and volunteers put time and effort into producing.

- d. Reminder: CSDA Annual Conference, Anaheim – September 25th through September 28th

Chief Neely reminded the Board about the upcoming CSDA Annual Conference in Anaheim.

10.2. Chief's Update of District's Goals and Objectives

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

i. Begin to lay a foundation for regional training

ii. Continue to establish clearly defined governance policies

iii. Provide a pathway to attain excellent governance practices as an agency

- Provided training for two Board Directors and Staff member at CSDA Special District Leadership Academy Conference

iv. Establish new methods of communication that identify District strengths

- Conducted first quarter "Quarterly Address" video to inform the community about Fireworks Safety

v. Continue to engage the community to support and provide volunteer service to enhance our mission

- Conducted Open Houses



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11. BOARD COMMENTS / REFERRALS

Director Coe: Had questions regarding the concrete and asphalt project at Station 33. Chief Neely explained that there was an additional charge due to the absence of rebar infrastructure under the existing concrete pad. Chief Madoski informed the Board that the day prior the base was laid down and the concrete was poured immediately following.

Director Rhodes: Went to three of the open houses and also attended the badge pinning for the new Reserve Firefighters. She stated she was impressed by the caliber of the Reserve Firefighter class.

Director Ishihara: Thanked all of the participants and staff for their work at the open houses. He also thanked staff for their efforts at the badge pinning ceremonies.

Vice-Chair Elliott: Stated the badge pinning ceremonies were very special and was happy to see all of the families come together. He thanked the Fire Chief and staff for taking the time to make that special for them.

12. ADJOURNMENT at: 7:48 P.M.

Meeting adjourned to the next Regular Board Meeting scheduled for September 19, 2019, 7:00 p.m. at 390 Towne Centre Drive, Lathrop, CA.

Dated: 09/09/2019

Hailey Salazar
Board Clerk

This agenda was posted at the following locations: website: www.lmfire.org, Fire Stations 31, 32, 33, 34, and 35.

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August 29, 2019

Special Board Meeting

8:00 A.M.

Meeting Location: **Station 35 Administration Office,
19001 Somerston Parkway
Lathrop, CA 95330**

Minutes

1. **CALL TO ORDER: 8:09 A.M.**
2. **CLOSED SESSION: *None***
3. **ROLL CALL**

Present:

Vice Chairman Mark Elliott, Director Tosh Ishihara, Director Gloryanna Rhodes arrived late, and Director Jeremy Coe.

Absent:

Fire Chief Gene Neely

4. **PLEDGE OF ALLEGIANCE**

5. **SCHEDULED ITEMS:**

- 5.1. Training for the Fire Board - Anti-Harassment Training for Supervisors and Managers (SB 1343/AB 1825) and Ethics Compliance Training (AB 1234) conducted by California Employers Association.

The training was led by Gail Cecchettini Whaley of the California Employers Association. Gail led the meeting in training



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to go over the required anti-harassment training for supervisors and managers along with the required ethics compliance training. Director Rhodes joined the meeting at 10:21 a.m. The meeting took a brief reprieve at 10:29 a.m. and reconvened at 10:47 p.m.

6. ADJOURNMENT: 12:09 p.m.

Meeting adjourned to the next Regular Board Meeting scheduled for September 19, 2019, 7:00 p.m. at 390 Towne Centre Drive, Lathrop, CA.

Dated: 09/09/2019

Hailey Salazar
Board Clerk

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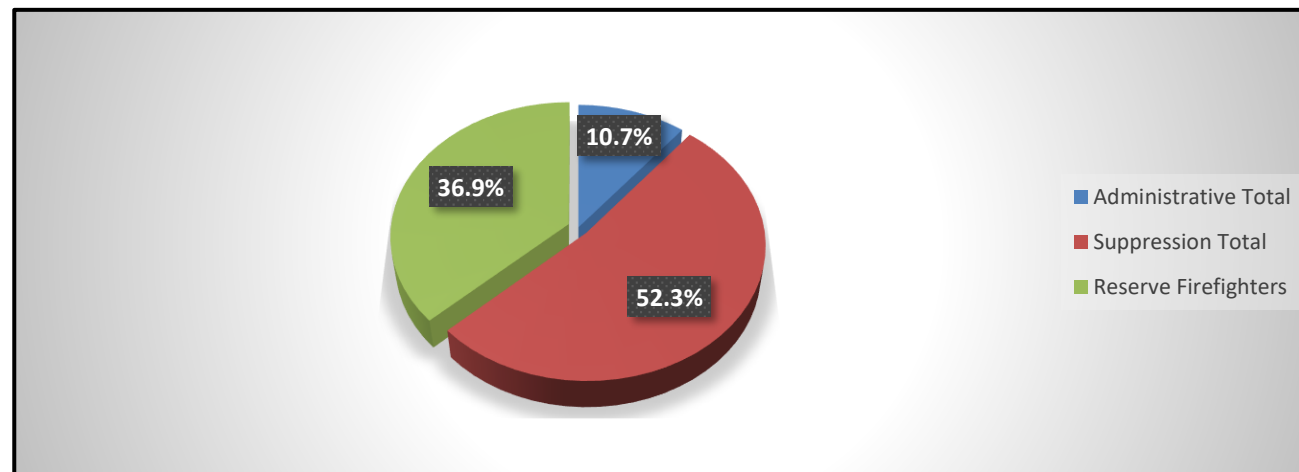
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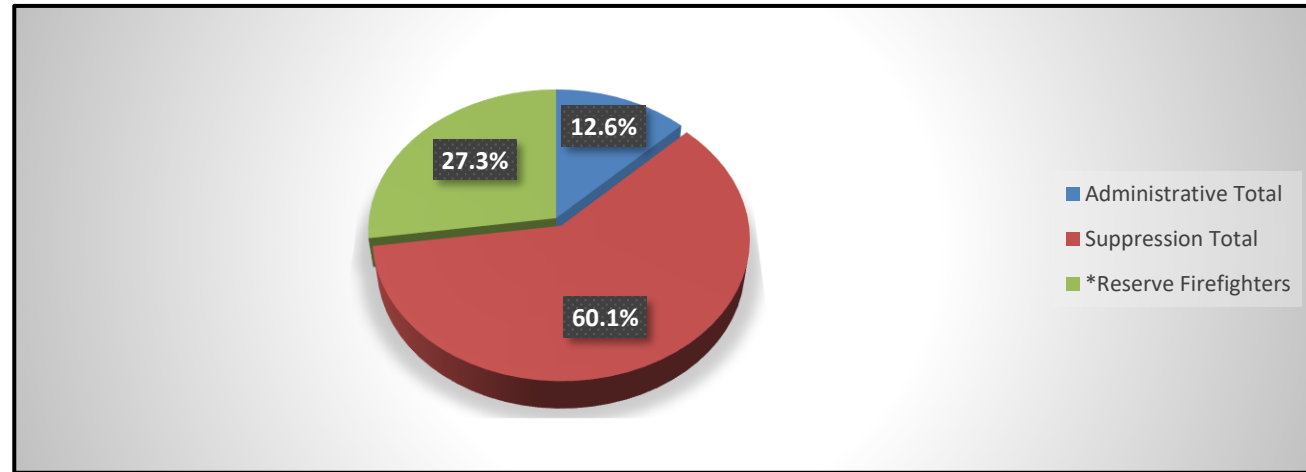
Incident and Training Report

Authorized Personnel	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Ytd/Avg
Administrative													
Fire Chief	1	1	1	1	1	1	1	1					1
Division Chief	1	1	1	1	1	1	1	1					1
Deputy Fire Marshal	1	1	1	1	1	1	1	1					1
Fire Inspector	1	1	1	1	1	1	1	1					1
Executive Assistant	1	1	1	1	1	1	1	1					1
Permits Clerk	1	1	1	1	1	1	1	1					1
Office Assistant	1	1	1	1	1	1	1	1					1
Office Clerk	1	1	1	1	1	1	1	1					1
Administrative Total	8	8	8	8	8	8	8	8					8
Suppression													
Line Battalion Chief	3	3	3	3	3	3	3	3					3
Captain	15	15	15	15	15	15	15	15					15
Engineer	12	12	12	12	12	12	12	12					12
Firefighter	9	9	9	9	9	9	9	9					9
Suppression Total	39	39	39	39	39	39	39	39					39
Reserve Firefighters	25	25	25	25	25	25	35	35					28
Total Auth. Personnel	72	72	72	72	72	72	82	82					75



Actual Personnel	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Ytd/Avg
Administrative													
Fire Chief	1	1	1	1	1	1	1	1					1
Division Chief	1	1	1	1	1	1	1	1					1
Deputy Fire Marshal	0	0	0	0	0	0	0	0					0
Fire Inspector	2	2	2	2	2	2	2	2					2
Executive Assistant	1	1	1	1	1	1	1	1					1
Permits Clerk	1	1	1	1	1	1	1	1					1
Office Assistant	1	1	1	1	1	1	1	1					1
Office Clerk	1	1	1	1	1	1	1	0					0.5
Administrative Total	8	8	8	8	8	8	8	7					8
Suppression													
Line Battalion Chief	3	3	3	3	3	3	3	3					3
Captain	12	12	12	12	12	15	15	15					13
Acting Captain	3	3	3	3	3	0	0	0					2
Engineer	8	8	12	12	12	12	12	12					11
Firefighter	9	9	7	7	7	7	7	7					8
Probationary Firefighter	2	2	0	0	0	0	2	2					1
Suppression Total	37	37	37	37	37	37	39	39					38
*Reserve Firefighters	17	17	17	16	14	13	21	21					17
Actual Personnel Total	62	62	62	61	59	58	68	67					62

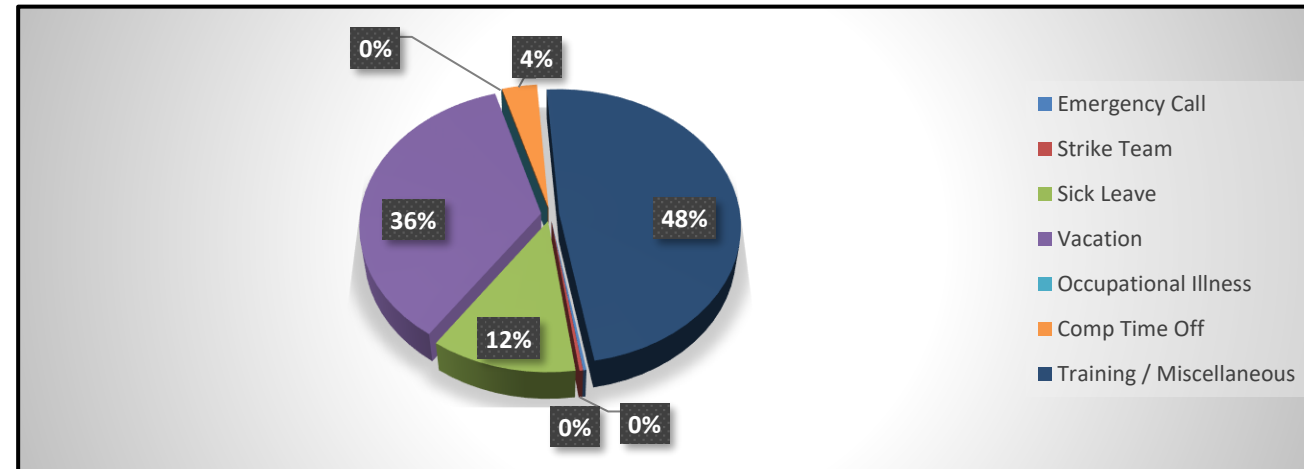
January
 Fire Inspector- Hired 1 addnl.
 March
 Eng.- Filled 2 vacancies
 Eng.- Filled 2 openings to open S35
 FF- Promoted 4 to Engineer
 P/FF- 2 FFs passed prob.
 April
 R/FF- Resigned
 May
 R/FF- Resigned
 June
 R/FF- Resigned
 July
 R/FF- 10 Hired, 1 to P/FF, 1 Resigned
 P/FF- 2 Hired



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	18.25	6	0.5	0	5.5					33
Strike Team	0	0	0	0	0	38	0	0					38
Sick Leave	96	168	24	144	288	408	168	230					1526
Vacation	267	528	672	384	660	744	672	684					4611
Occupational Illness	0	0	0	0	0	0	0	0					0
Comp Time Off	84	6	5	48	164	60	48	24					439
Training / Miscellaneous	382.5	571.5	463.5	409.3	675	547	1759.5	1413					6221.3
Total Overtime Hours	830	1274	1167	1004	1793	1798	2647.5	2356.5					12868



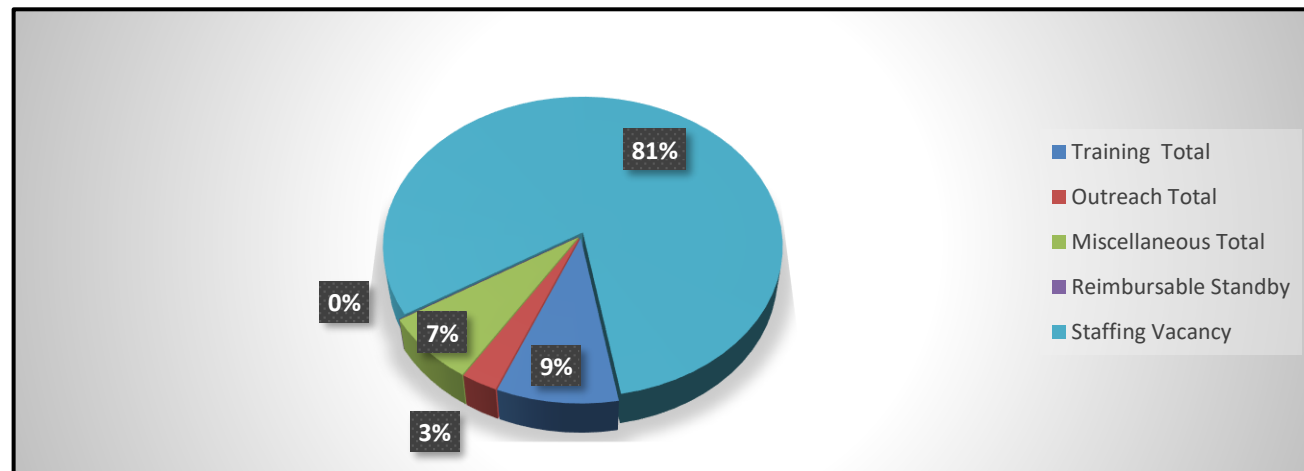
Overtime Hours Breakdown

Training & Misc.

Training

Staff

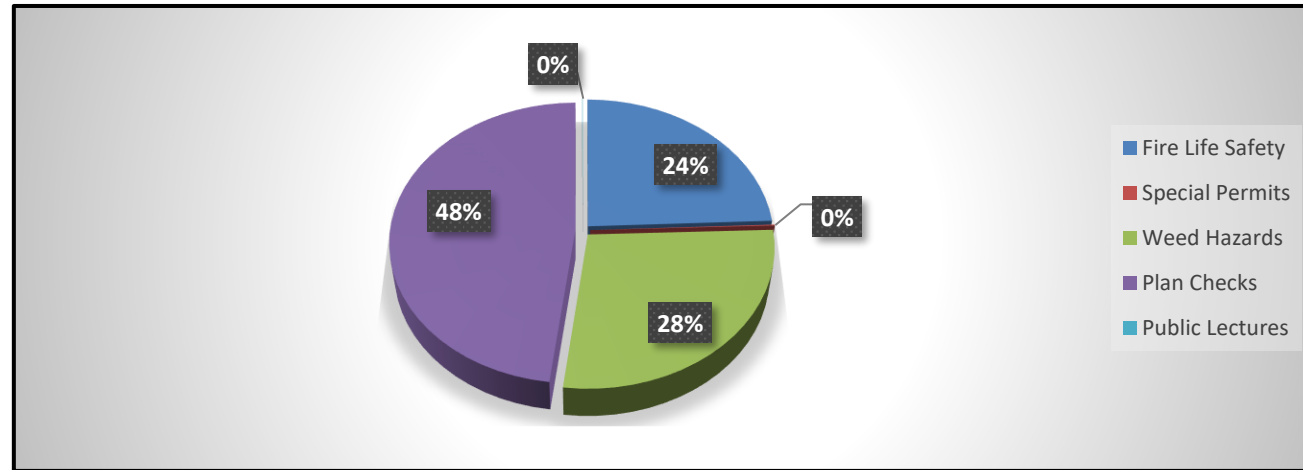
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire Board	0	0	0	0	0	0	0	0					0
Admin.	0	0	0	0	0	0	0	0					0
Suppression													
Outside Training	5.5	72	0	0	0	0	0	0					77.5
Live Fire Exercise	0	0	0	0	0	0	20	0					20
Hazmat	69.5	264.5	14	1.5	38	0	3	0					390.5
USAR	0	0	12	0	0	0	0	0					12
Dive	24	0	0	37.25	0	0	0	0					61.25
Training Total	99	336.5	26	38.75	38	0	23	0					561.25
Community Outreach													
Every 15 Minutes	0	0	59.75	0	0	0	0	0					59.75
Hands Only CPR	0	0	4	0	0	0	0	0					4
C.E.R.T.	0	0	0	0	12.25	1	6	0					19.25
Jr. Fire Academy	0	0	0	0	0	50	36	0					86
Outreach Total	0	0	63.75	0	12.25	51	42	0					169
Miscellaneous													
Project Mgmt.													
Apparatus Maint.	0	0	1.25	0	0	6.5	0	0					7.75
Ladder Testing	0	0	0	0	0	0	0	0					0
Radio Maint.	3.5	0	4	3.5	0	2	2	0					15
EMS	0	0	0	3	3	0	10	0					16
PPE Maint.	0	8.5	0	1.5	0	0	0	0					10
Admin. Assignmt	8	0.5	43	22	139.3	3	66.5	64					346.25
Staff Meetings	8	10	13.5	4.5	2.5	4.5	8	5					56
Miscellaneous Total	19.5	19	61.75	34.5	144.8	16	86.5	69					451
Reimbursable Standby	0	0	0	0	0	0	0	0					0
Staffing Vacancy	264	216	312	336	480	480	1608	1344					5040



Fire Prevention

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

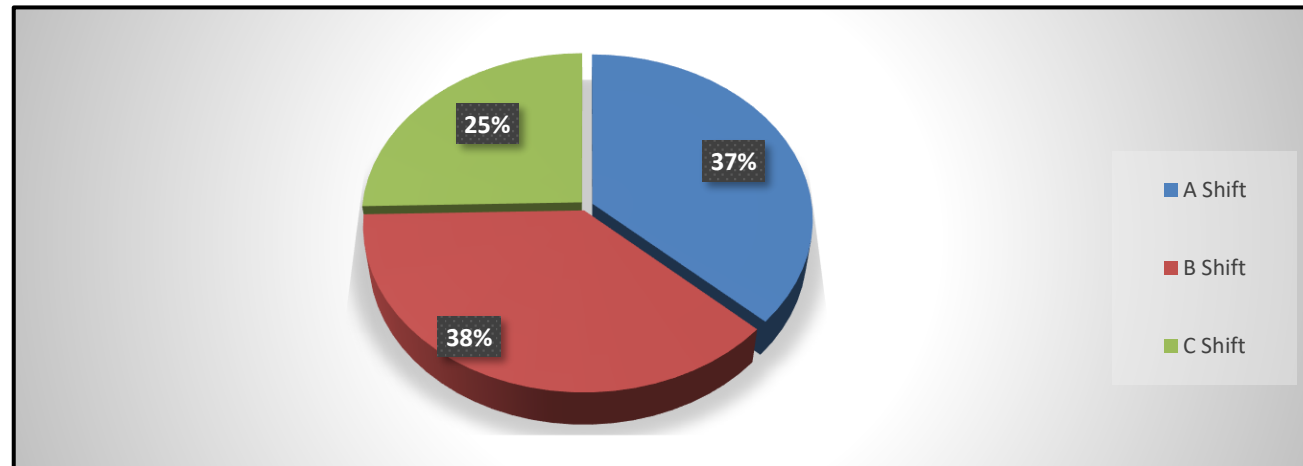
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire Life Safety	69	90	49	57	44	46	39	61					455
Special Permits	0	0	1	0	0	1	0	0					2
Weed Hazards	0	2	2	123	231	98	36	22					514
Plan Checks	148	132	104	155	131	33	115	78					896
Public Lectures	0	0	0	0	0	1	0	0					1
Total Activities	217	224	156	335	406	179	190	161					1868



Pre-Fire Inspections

A Shift
 B Shift
 C Shift
 Total Inspections

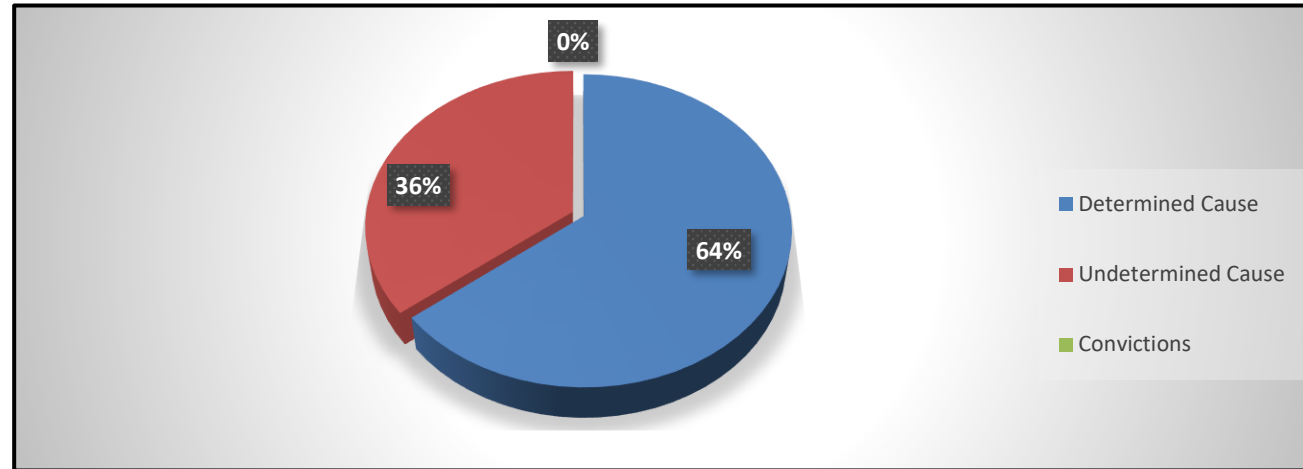
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
A Shift	11	10	9	6	12	9	3	14					74
B Shift	8	3	17	9	16	9	5	9					76
C Shift	9	5	6	10	17	1	3	0					51
Total Inspections	28	18	32	25	45	19	11	23	0	0	0	0	201



Fire Investigations

Determined Cause
 Undetermined Cause
 Convictions
 Total Investigations

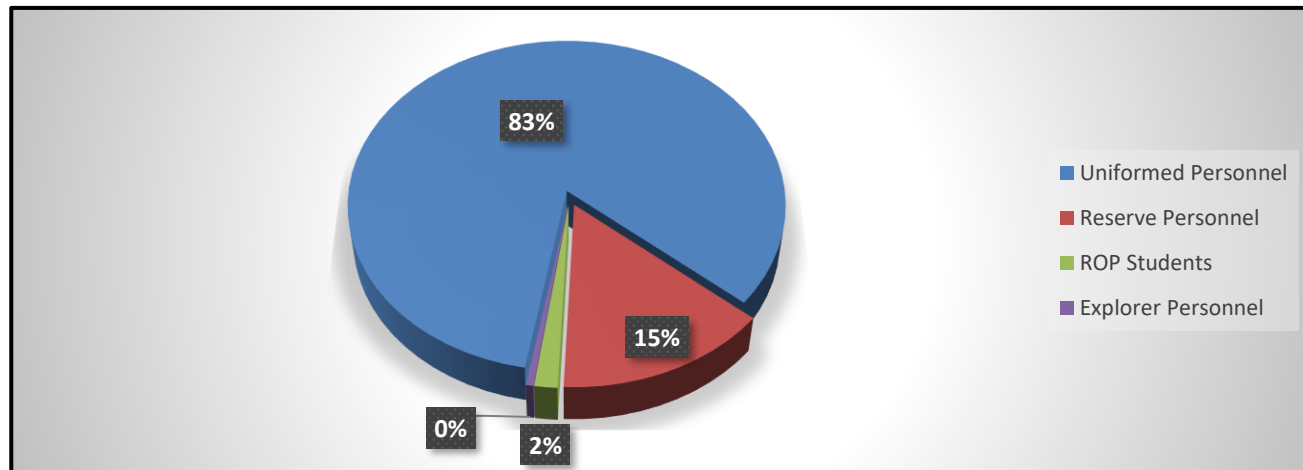
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Determined Cause	2	2	4	2	8	7	12	10					47
Undetermined Cause	2	0	0	2	2	6	8	6					26
Convictions	0	0	0	0	0	0	0	0					0
Total Investigations	4	2	4	4	10	13	20	16					73



Training Hours

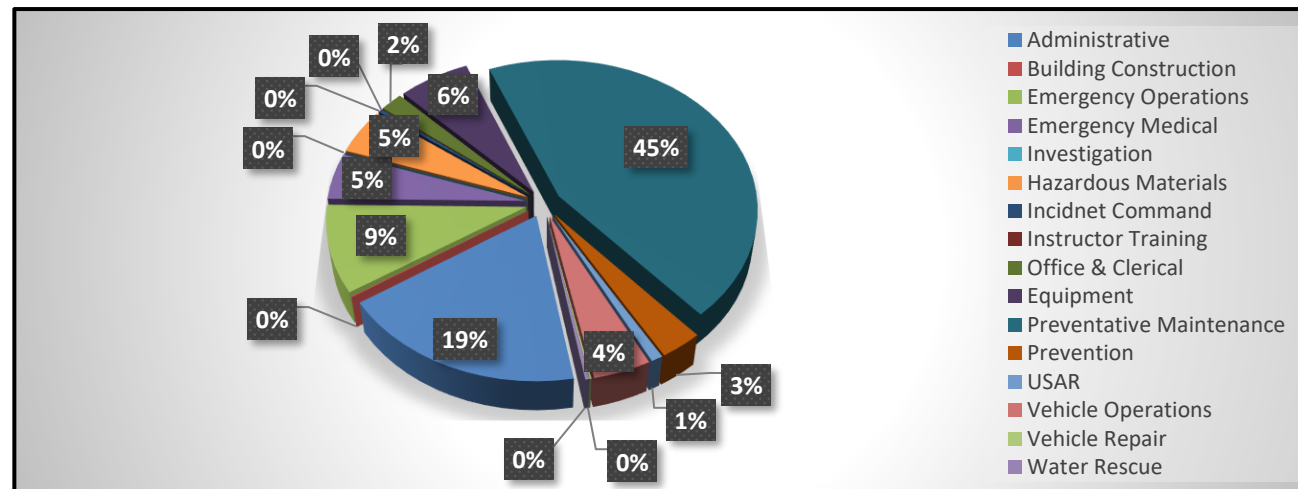
Uniformed Personnel
 Reserve Personnel
 ROP Students
 Explorer Personnel
 Total Hours

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Uniformed Personnel	1673.2	1520	1700	1567	1753	1007	931.25	825.8					10976
Reserve Personnel	216.81	198.7	262.8	212.5	246	172.5	307.5	307.5					1924
ROP Students	0	15.3	38	72.5	79.25	0	0	0					205
Explorer Personnel	0	0	0	0	0	12	27	27					66
Total Hours	1890	1734	2001	1852	2078	1191	1265.8	1160.3					13172



Training Hours Breakdown

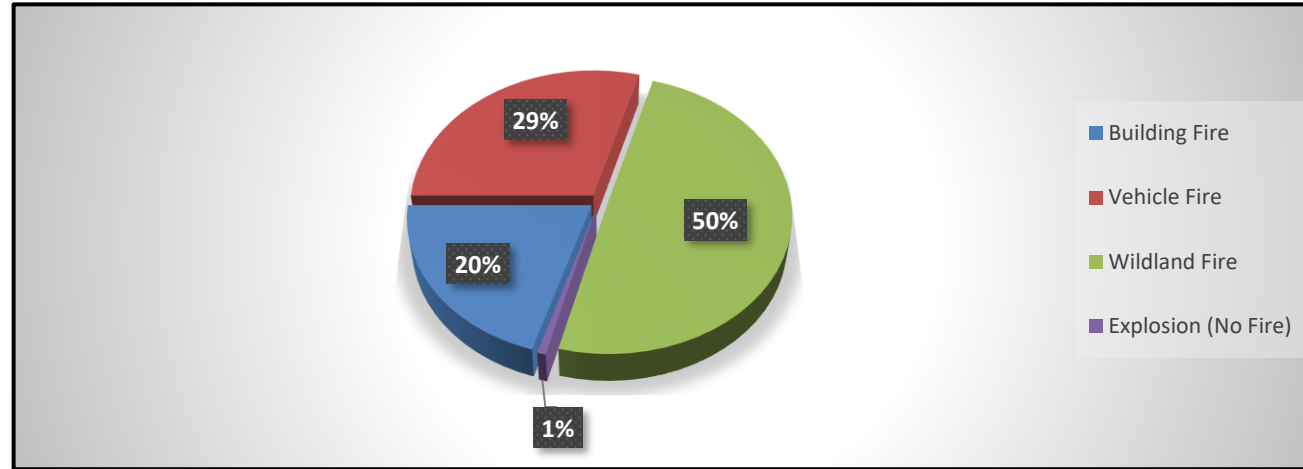
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Administrative	320	264.8	360.8	219.8	493.2	197.5	265.25	159.25					2280.5
Building Construction	0	0	8	2	0	0	1	0					11
Emergency Operations	187.5	185.9	307.5	76.75	168.5	71.5	71	81					1149.7
Emergency Medical	125.5	43.5	39	190.5	89.83	83	23	16.5					610.83
Investigation	0	0	0	0	0	0	0	0					0
Hazardous Materials	144	264	5	68.5	50.5	3	12	54					601
Incidnet Command	0	9	10	1	27.5	0	0	0					47.5
Instructor Training	3	1	0	0	0	0	0	0					4
Office & Clerical	11	14.5	45	49	108.5	7.5	0	16.5					252
Equipment	144	103.8	136	125	120.7	30.5	80	39.5					779.45
Preventative Maintenance	767.75	757.8	903.5	852.5	750.5	616.5	433.5	388.5					5470.5
Prevention	51.75	17	78	45.75	118	14.5	20.5	43.5					389
USAR	20.75	11	18	20.1	3	29	0	5.75					107.6
Vehicle Operations	114.75	47	52.5	84	68.5	119.5	20.5	21.3					528.05
Vehicle Repair	0	0	0	6.5	0	6	4.5	0					17
Water Rescue	0	0	0	37.25	0	0	0	0					37.25
Total Hours	1890	1719	1963	1779	1999	1179	931.25	825.8					12285



Incident Report Summary

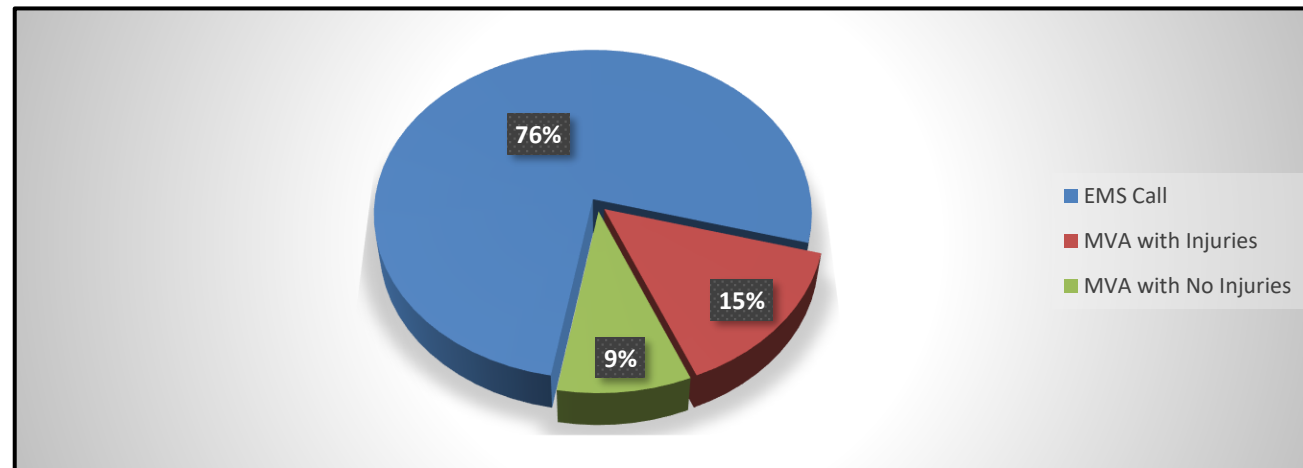
Fire / Explosion

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Building Fire	3	2	4	4	1	9	11	8					42
Vehicle Fire	4	0	1	1	6	9	3	2					26
Wildland Fire	5	4	3	4	12	21	19	12					80
Explosion (No Fire)	0	0	0	0	1	0	0	0					1
Total Alarms	12	6	8	9	20	39	33	22					149



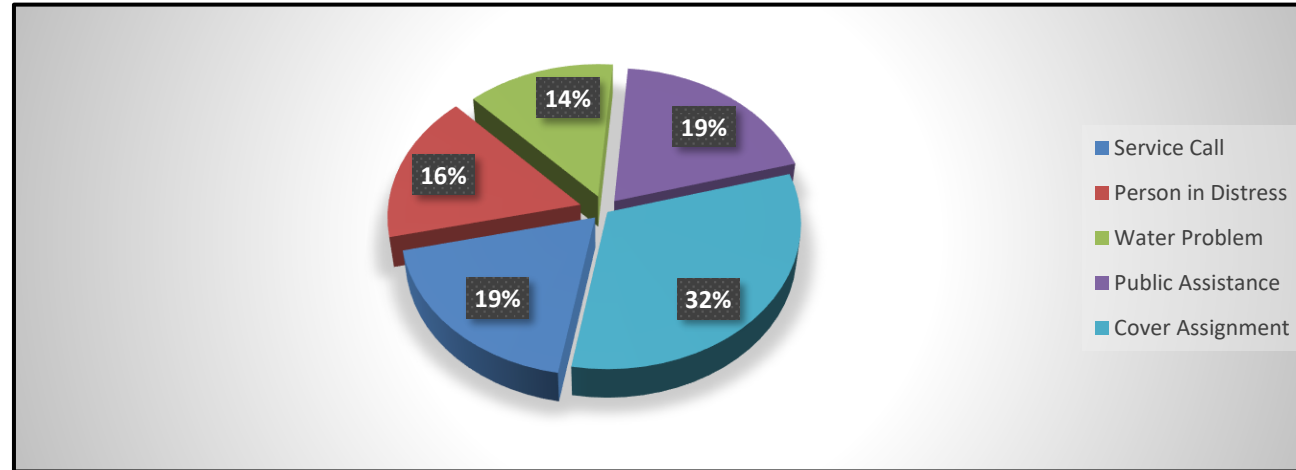
Rescue/EMS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
EMS Call	94	98	108	99	109	90	112	111					821
MVA with Injuries	14	20	21	15	20	28	17	21					156
MVA with No Injuries	15	8	13	8	11	13	15	14					97
Total Alarms	123	126	142	122	140	131	144	146					1074



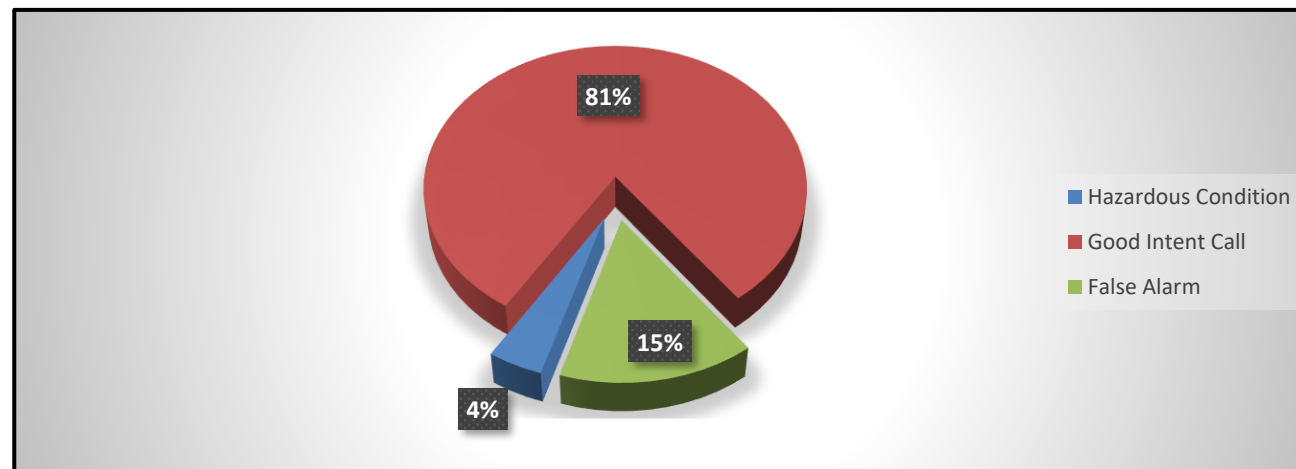
Service Calls

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Service Call	4	8	2	5	2	1	2	1					25
Person in Distress	3	3	3	4	2	1	1	5					22
Water Problem	3	3	1	4	3	2	1	1					18
Public Assistance	5	0	1	3	6	4	2	5					26
Cover Assignment	6	7	1	11	8	7	3	0					43
Total Alarms	21	21	8	27	21	15	9	12					134



Special Incident

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Hazardous Condition	6	4	3	5	6	5	2	4					35
Good Intent Call	67	77	85	76	74	99	93	98					669
False Alarm	9	6	24	11	17	18	19	20					124
Total Alarms	82	87	112	92	97	122	114	122					828

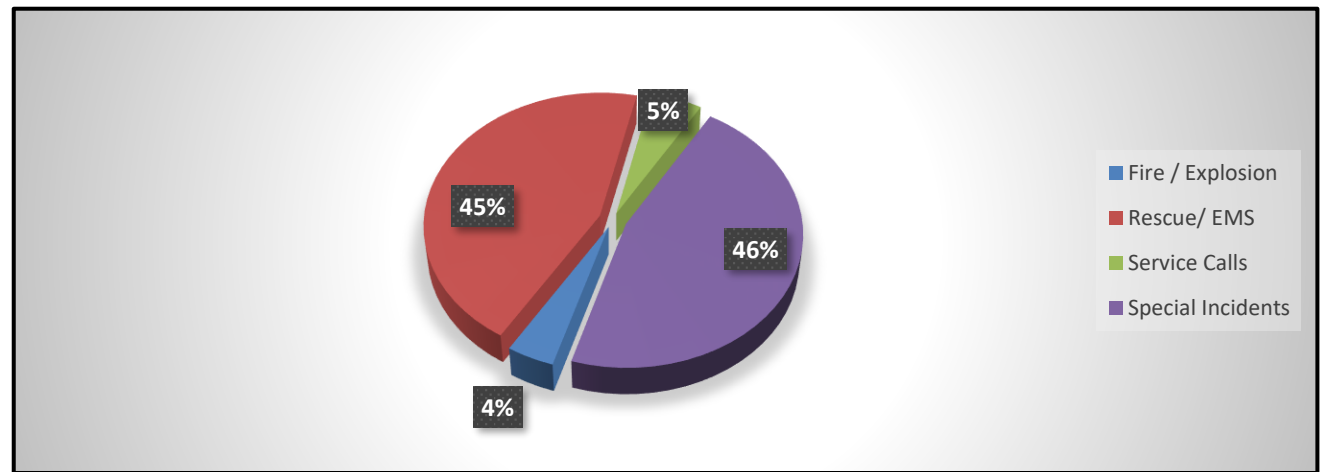


**Unit Average
Response Time**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Ytd/Avg
Station 31 (T30)	4:46	4:32	4:19	4:46	4:43	5:23	4:35	5:25					4:48
Station 32 (E32)	6:35	6:59	6:25	6:48	6:51	7:33	8:14	7:25					7:06
Station 33 (E33)	6:05	5:44	5:34	6:01	6:30	7:01	5:48	5:57					6:05
Station 34 (E34)	5:00	4:44	4:38	4:59	4:24	5:44	5:10	4:51					4:56
Station 35 (E35)				5:51	5:00	5:21	5:56	5:44					5:34

**Incident Report Summary
By Station**

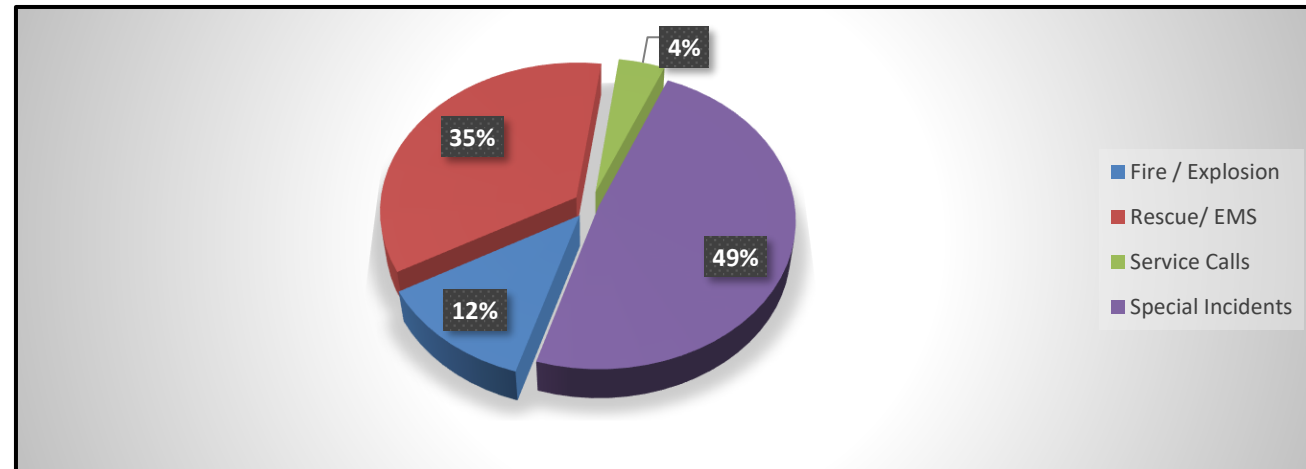
Station 31	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	2	4	1	2	6	6	6	7					34
Rescue/ EMS	50	42	61	43	48	47	39	43					373
Service Calls	6	6	4	7	9	4	3	3					42
Special Incidents	38	34	62	41	46	69	62	33					385
Total Alarms	96	86	128	93	109	126	110	86					834



**Incident Report Summary
By Station**

Station 32

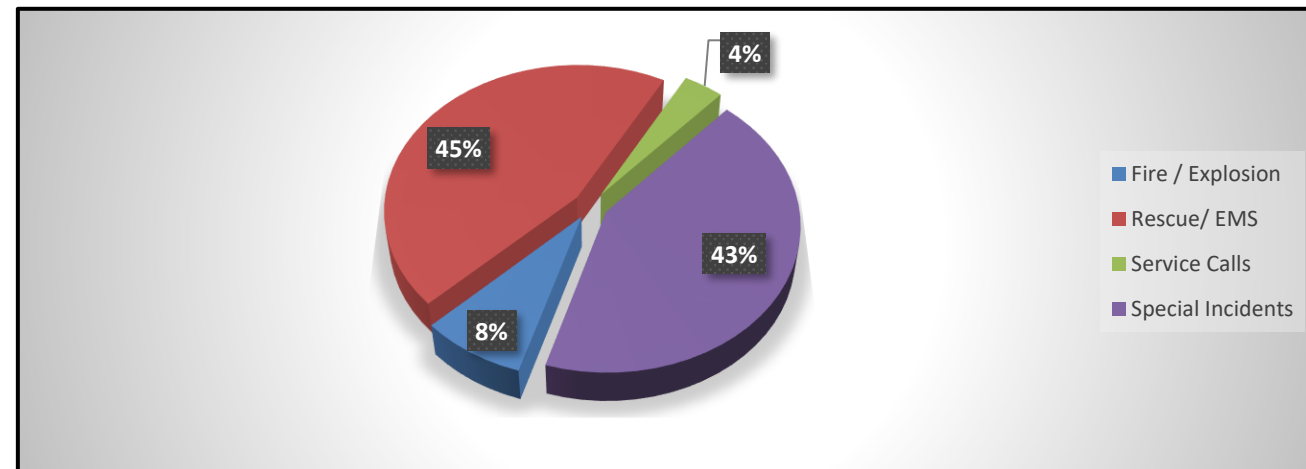
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	3	1	1	1	4	10	8	7					35
Rescue/ EMS	14	17	9	8	12	16	9	16					101
Service Calls	2	3	1	2	2	1	0	1					12
Special Incidents	17	20	17	15	16	15	22	17					139
Total Alarms	36	41	28	26	34	42	39	41					287



**Incident Report Summary
By Station**

Station 33

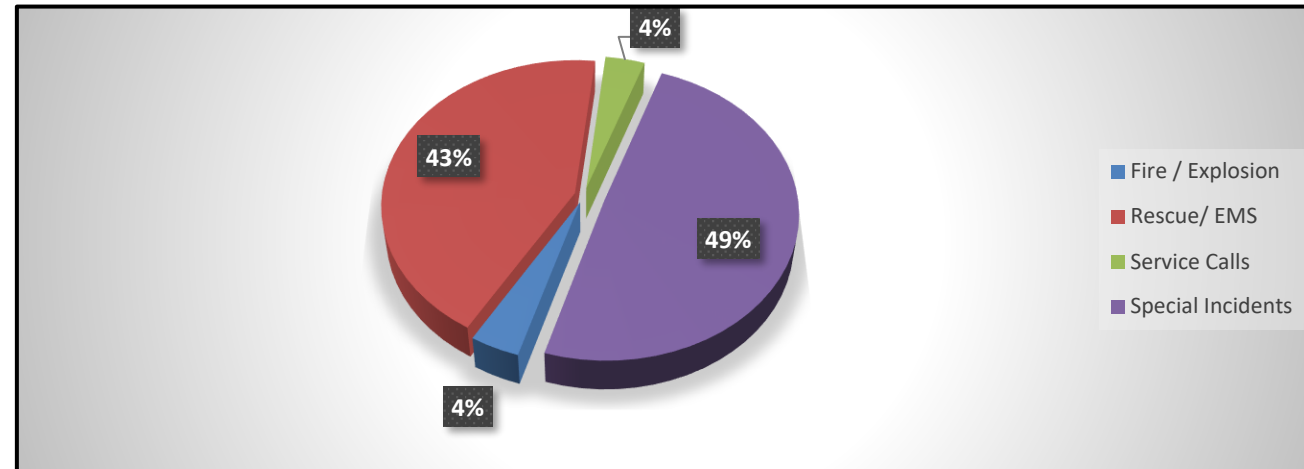
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	4	1	4	1	4	7	6	4					31
Rescue/ EMS	25	19	17	23	23	20	20	25					172
Service Calls	2	1	2	2	1	2	1	3					14
Special Incidents	12	17	22	24	19	25	29	16					164
Total Alarms	43	38	45	50	47	54	56	48					381



**Incident Report Summary
By Station**

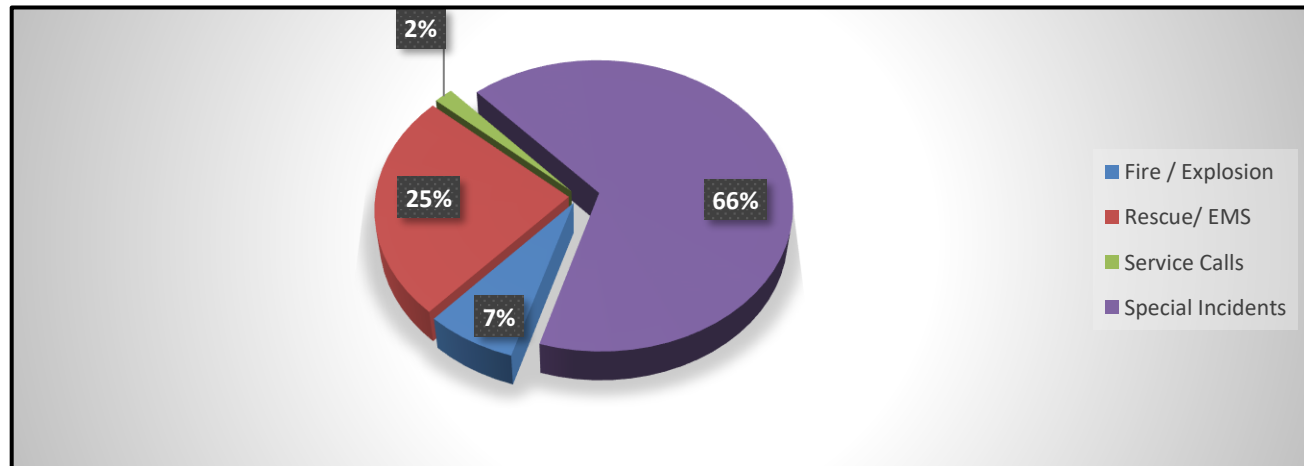
Station 34

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion	3	0	2	3	5	8	8	2					31
Rescue/ EMS	34	47	55	37	49	38	43	46					349
Service Calls	4	4	2	3	6	3	1	6					29
Special Incidents	59	57	64	35	34	55	54	41					399
Total Alarms	100	108	123	78	94	104	106	95					808



Station 35

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Fire / Explosion				2	2	8	2	2					16
Rescue/ EMS				13	7	10	13	14					57
Service Calls				0	0	0	1	3					4
Special Incidents				21	28	13	80	10					152
Total Alarms				36	37	31	96	29					229

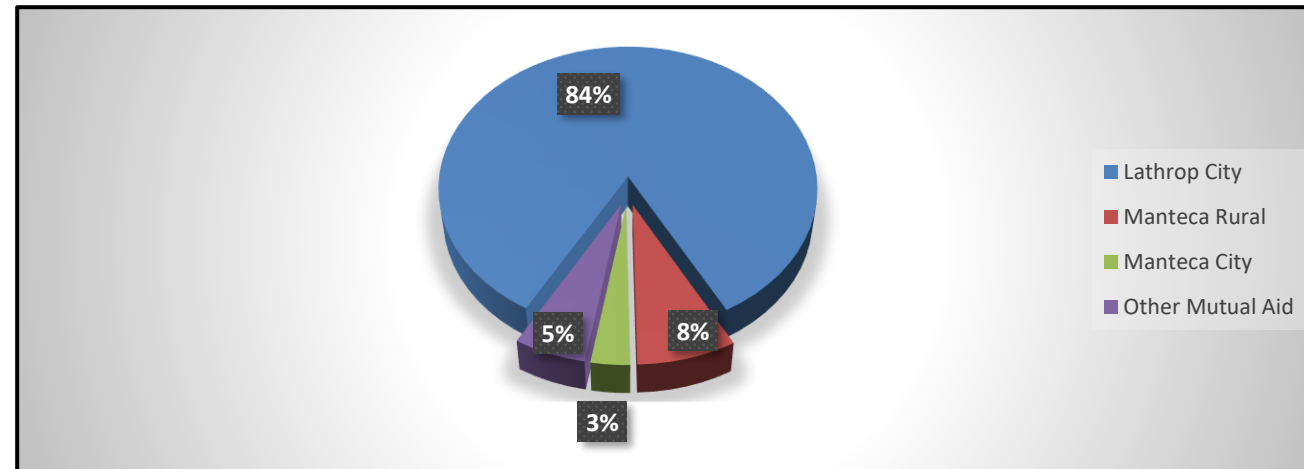


**Responses per District
by Station**

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	75	88	108	89	74					716
Manteca Rural	3	3	9	7	13	10	9	12					66
Manteca City	1	2	1	0	6	5	3	8					26
Other Mutual Aid	5	0	4	11	5	3	9	11					48
Total Alarms	96	86	128	93	112	126	110	105					856

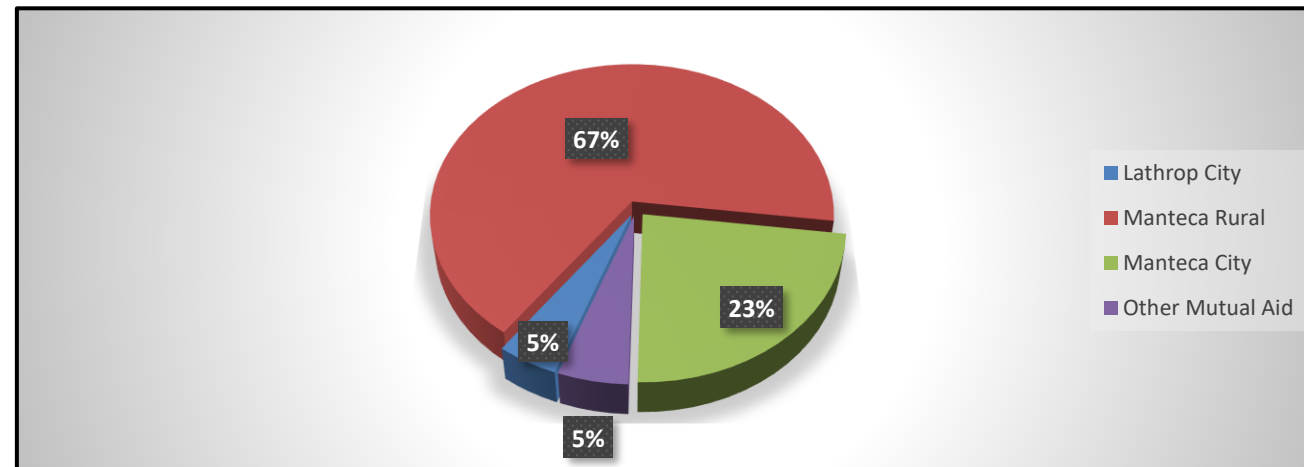


**Responses per District
by Station**

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	1	6	0	1	2					13
Manteca Rural	21	32	21	19	19	28	28	27					195
Manteca City	14	5	5	5	8	13	7	11					68
Other Mutual Aid	0	4	0	1	1	1	3	5					15
Total Alarms	36	41	28	26	34	42	39	45					291

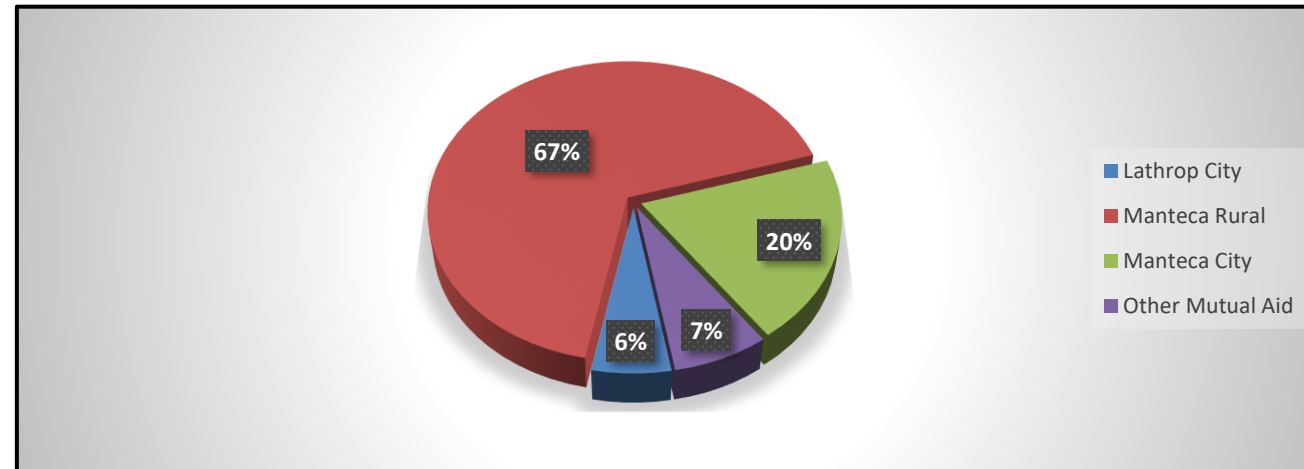


**Responses per District
by Station**

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	3	4	2	3	3					23
Manteca Rural	33	23	31	31	30	38	42	36					264
Manteca City	6	12	6	13	8	9	7	17					78
Other Mutual Aid	3	1	3	3	5	5	4	4					28
Total Alarms	43	38	45	50	47	54	56	60					393

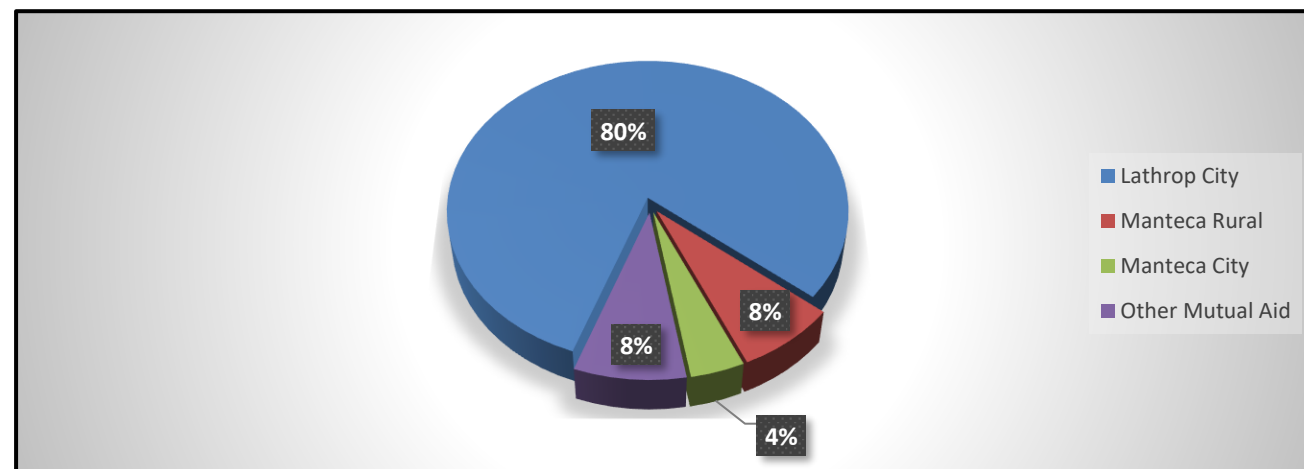


**Responses per District
by Station**

Station 34

Lathrop City
Manteca Rural
Manteca City
Other Mutual Aid
Total Alarms

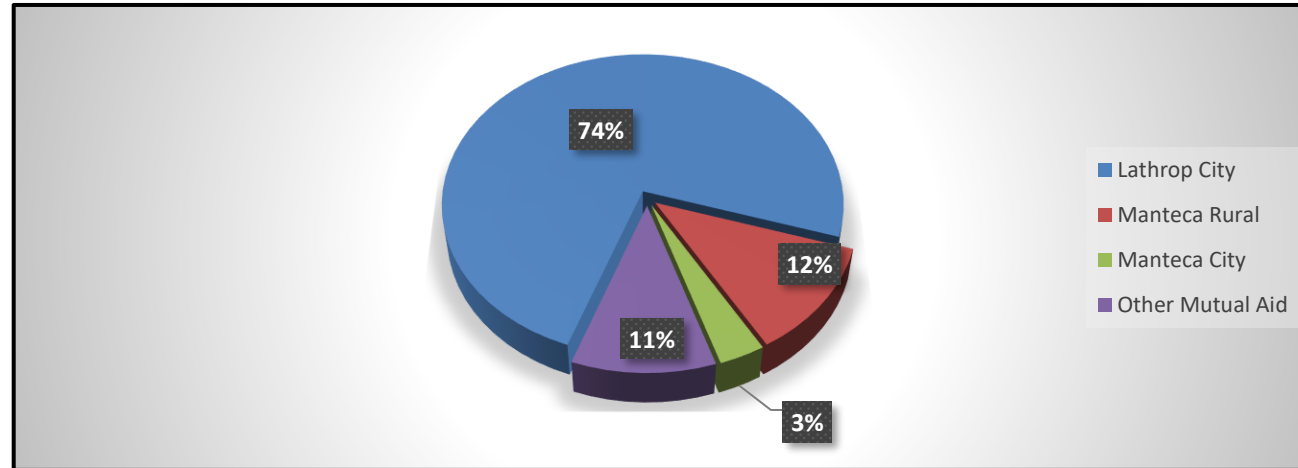
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Lathrop City	76	91	109	63	82	80	76	84					661
Manteca Rural	13	4	6	7	6	11	11	4					62
Manteca City	3	5	5	1	3	5	4	7					33
Other Mutual Aid	8	8	3	7	3	8	15	16					68
Total Alarms	100	108	123	78	94	104	106	111					824



Station 35

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				32	29	26	65	44					196
Manteca Rural				0	7	3	6	15					31
Manteca City				1	0	0	1	7					9
Other Mutual Aid				3	1	2	14	8					28
Total Alarms				36	37	31	86	74					264

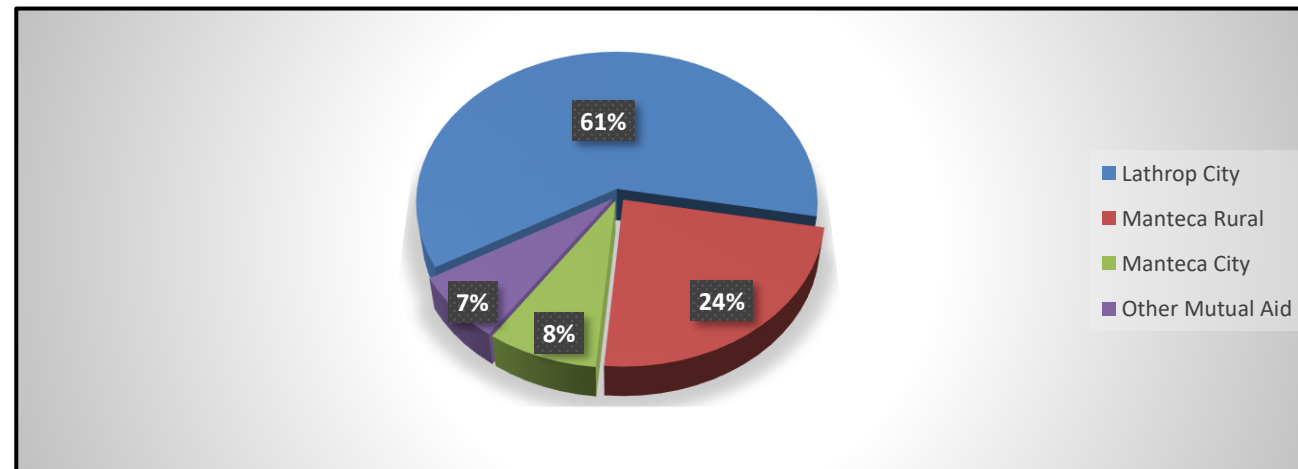


**Responses per District
 by Station Totals**

LMFD

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	165	174	230	174	209	216	234	207	0	0	0	0	1609
Manteca Rural	70	62	67	64	75	90	96	94	0	0	0	0	618
Manteca City	24	24	17	20	25	32	22	50	0	0	0	0	214
Other Mutual Aid	16	13	10	25	15	19	45	44	0	0	0	0	187
Total Alarms	275	273	324	283	324	357	397	395	0	0	0	0	2628



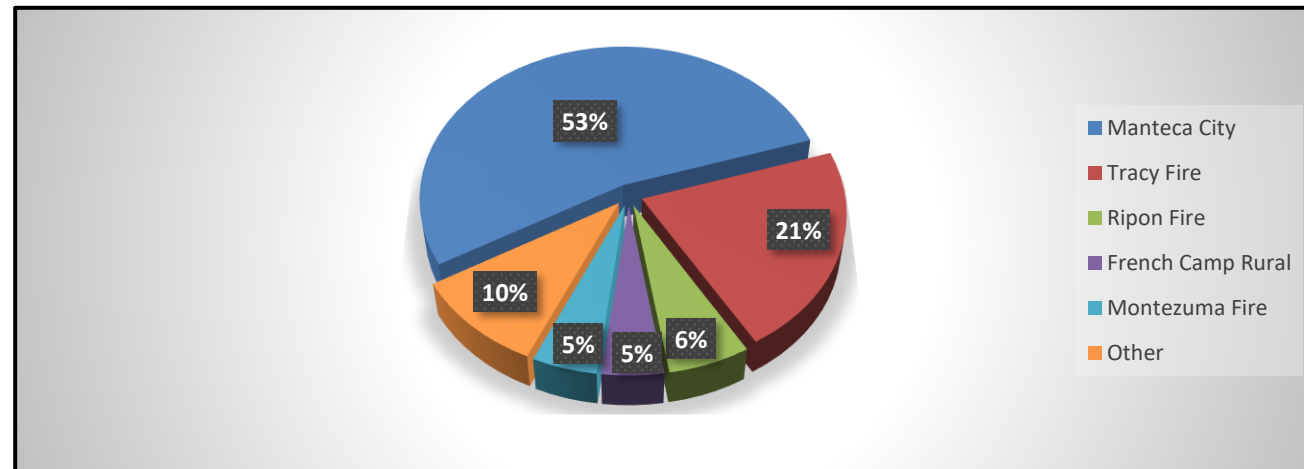
Mutual Aid Summary

Water Rescue

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
LMFD	0	1	0	1	0	1	1	2					6
Stockton	2	1	2	6	2	1	2	4					20
Other SJ County Areas	2	0	1	4	1	1	3	1					13
Total Responses	4	2	3	11	3	3	6	7					39

Total Given To

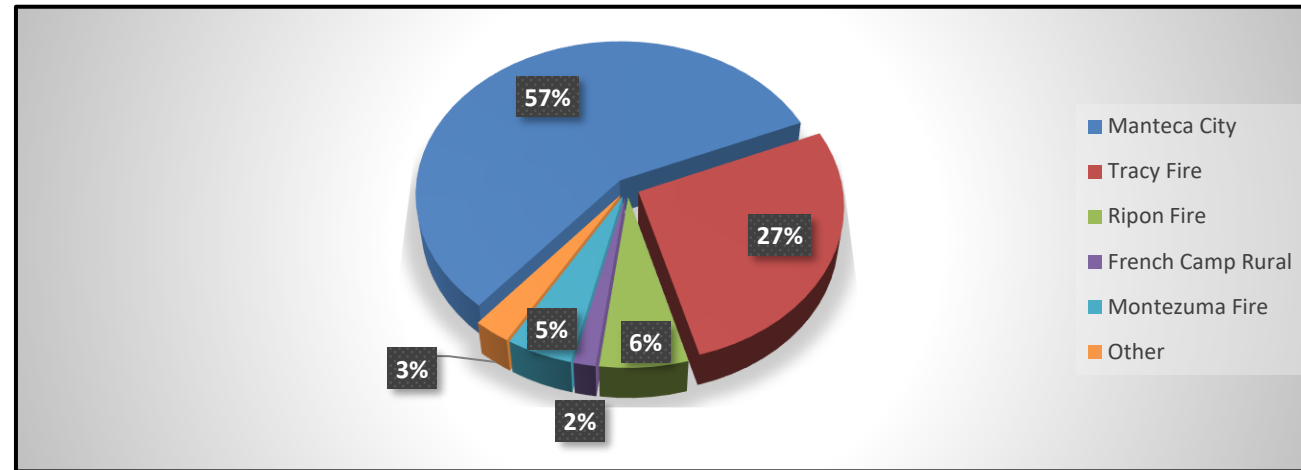
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Manteca City	24	24	17	20	25	32	22	50					214
Tracy Fire	6	4	3	9	4	8	31	21					86
Ripon Fire	1	4	2	2	1	3	4	7					24
French Camp Rural	1	2	0	3	1	3	1	7					18
Montezuma Fire	3	0	1	1	4	4	2	4					19
Other	5	3	4	10	5	1	7	5					40
Total Aid Given	40	37	27	45	40	51	67	94					401



Mutual Aid Summary

Total Received

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Manteca City	6	7	11	10	15	24	19	16					108
Tracy Fire	2	6	4	6	1	6	14	12					51
Ripon Fire	1	1	0	1	2	1	1	5					12
French Camp Rural	0	2	1	0	0	0	0	0					3
Montezuma Fire	1	0	3	0	0	0	2	3					9
Other	0	0	0	0	0	0	1	4					5
Total Aid Received	10	16	19	17	18	31	37	40					188





Lathrop-Manteca Fire Protection District

19001 Somerston Parkway, Lathrop, CA 95330

• (209) 941-5100 • Fax (209) 941-5115 • www.lmfire.org •

Re: Department #4999000000

Date: September 12, 2019

Roll call vote of Board Members present for approval for payment authorization of \$ 41,541.72

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

19001 Somerston Parkway, Lathrop, CA 95330

• (209) 941-5100 • Fax (209) 941-5115 • www.lmfire.org •

Re: Department #4999000000

Date: September 3, 2019

Roll call vote of Board Members present for approval for payment authorization of **\$ 209,422.57**

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
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Salaries & Wages - Regular				
49001-6001000000	Lathrop Manteca F/F Association	General Fund	August 2019 (Pay Period Ending 08/04/2019)	\$ 2,381.66
	Lathrop Manteca F/F Association	General Fund	August 2019 (Pay Period Ending 09/01/2019)	\$ 2,381.66
	American Fidelity	General Fund	Salaries - Regular	\$ 835.41
	American Fidelity	General Fund	Salaries - Regular (Flex)	\$ 1,399.98
				\$ 6,998.71
Salaries-Extra Help				
49001-6002000000	Alford, Jared	General Fund	Reserve	\$ 350.00
	Amarante, Anthony	General Fund	Reserve	\$ 325.00
	Anderson, Dakota	General Fund	Reserve	\$ 475.00
	Costa, Jordyn	General Fund	Reserve	\$ 475.00
	Davis, Drew	General Fund	Reserve	\$ 375.00
	D'Onofrio, Pasquale	General Fund	Reserve	\$ 950.00
	Foster, Dylan	General Fund	Reserve	\$ 750.00
	Fry, Leslie	General Fund	Reserve	\$ 625.00
	Gibbons, Connor	General Fund	Reserve	\$ 750.00
	Grant, Steve	General Fund	Reserve	\$ 175.00
	Jaimes, Noel	General Fund	Reserve	\$ 600.00
	Julien, Dane	General Fund	Reserve	\$ 325.00
	McNely, Daniele	General Fund	Reserve	\$ 475.00
	Phillips, Rick	General Fund	Reserve	\$ 25.00
	Ryan, Brenden	General Fund	Reserve	\$ 325.00
	Salazar, Craig	General Fund	Reserve	\$ 775.00
	Silvia, Lauren	General Fund	Reserve	\$ 625.00
	Treat, Ryan	General Fund	Reserve	\$ 325.00
	Watrous, Trevor	General Fund	Reserve	\$ 325.00
	Whalen, Ryan	General Fund	Reserve	\$ 325.00
	Wilder, Porter	General Fund	Reserve	\$ 25.00
				\$ 9,400.00
Health Insurance				
49001-6050000000	CalPERS	General Fund	Health Insurance	\$ 83,831.67
	Sun Life Financial / Assurant	General Fund	Health Insurance	\$ 6,226.08
	Vision Service Plan	General Fund	Health Insurance	\$ 830.52
				\$ 90,888.27

9/13/2019

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**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Office Expense				
49001-6201000000	Staples	General Fund	Office Supplies	\$ 123.91
	Staples	General Fund	Office Supplies	\$ 151.95
	Staples	General Fund	Office Supplies	\$ 151.38
	Pacific Shredding	General Fund	Shredding Service	\$ 35.00
	Pacific Shredding	General Fund	Shredding Service	\$ 35.00
	Lucas Business Systems Inc.	General Fund	Contract Number: CN11872-01 (Stations 31 - 34)	\$ 602.49
	Lucas Business Systems Inc.	General Fund	Contract #: CN14806-01 (Sta 35), CN9298-01 (Admin Sta 31)	\$ 492.08
49090-6201000000	Southern Computer Warehouse Inc.	Fire Facility	Elitedesk 800 Memory	\$ 624.08
	Southern Computer Warehouse Inc.	Fire Facility	Elitedesk 800	\$ 3,127.11
	Southern Computer Warehouse Inc.	Fire Facility	HP DVD-Writer	\$ 257.74
				\$ 5,600.74
Communications				
49001-6206000000	Verizon	General Fund	Communications - (September 2019)	\$ 2,352.96
	City of Lathrop - Finance Dept.	General Fund	Communications (IT Service)	\$ 800.00
	Comcast	General Fund	Communications (Station 31)	\$ 238.33
	Comcast	General Fund	Communications (Station 34)	\$ 7.54
	Comcast	General Fund	Communications (Station 33)	\$ 33.87
	Directv	General Fund	Communications (Station 32)	\$ 47.57
	TelePacific Communications	General Fund	Communications	\$ 976.51
				\$ 4,456.78
Memberships				
49001-6209000000	Costco Membership	General Fund	Costco Membership	\$ 120.00
				\$ 120.00
Maintenance-Equipment				
49001-6211000000	Burton's Fire	General Fund	Parts For Booster Line Roller (E34)	\$ 11.17
	FleetPride Truck & Trailer Parts	General Fund	Running Light (E34)	\$ 14.84
	FleetPride Truck & Trailer Parts	General Fund	Air Leak Part (E34)	\$ 15.18
	FleetPride Truck & Trailer Parts	General Fund	Replacement Batteries (E31)	\$ 359.75
	O'Reilly Auto Parts	General Fund	Valve Extension (E35)	\$ 5.60
	O'Reilly Auto Parts	General Fund	Headlight (R30)	\$ 17.65
	O'Reilly Auto Parts	General Fund	Battery Tester (Station 31)	\$ 5.97
	O'Reilly Auto Parts	General Fund	Drip Trays (Station 33)	\$ 23.90
	O'Reilly Auto Parts	General Fund	Grease Gun & Grease (E35)	\$ 57.58
	O'Reilly Auto Parts	General Fund	Aluminum Polish (E34)	\$ 10.86
	O'Reilly Auto Parts	General Fund	Dome Light (T30)	\$ 5.69
	Honeywell Analytics	General Fund	Annual Posicheck 3 Calibration - Tax	\$ 64.31
	LN Curtis	General Fund	Airbag Deadman (E32)	\$ 43.07
				\$ 635.57

9/13/2019

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**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Fuel				
49001-6211000400	Stockton Petroleum	General Fund	Diesel (Station 35)	\$ 284.39
	Stockton Petroleum	General Fund	Diesel (Station 33)	\$ 426.57
	Stockton Petroleum	General Fund	Gas (Station 31)	\$ 612.44
	Stockton Petroleum	General Fund	Diesel (Station 31)	\$ 250.43
	Stockton Petroleum	General Fund	Gas (Station 31)	\$ 79.89
	Stockton Petroleum	General Fund	Gas (Station 31)	\$ 653.38
	Stockton Petroleum	General Fund	Diesel (Station 31)	\$ 626.26
	Stockton Petroleum	General Fund	Diesel (Station 32)	\$ 907.63
	Stockton Petroleum	General Fund	Gas (Station 35)	\$ 645.16
	Stockton Petroleum	General Fund	Diesel (Station 35)	\$ 586.92
	Home Depot	General Fund	Cable Lube (T30) & Lube (E32)	\$ 20.81
				\$ 5,093.88
Tires & Tubes				
49001-6211000500	Les Schwab Tire Center	General Fund	Wheelbarrow Tire (Station 31)	\$ 14.73
				\$ 14.73
Professional Services				
49001-6221000000	Solari, Nicole F.	General Fund	Audit Preparation (8/1/19 - 8/31/19)	\$ 4,000.00
	American Medical Response, Inc.	General Fund	Meds Program - July 2019	\$ 118.00
49090-6221000000	NBS Government Finance Group	Fire Facility	Fire Facility Fee Update (Through 8/31/19)	\$ 2,812.50
				\$ 6,930.50
Professional Services_Legal				
49001-6221000000	Neumiller & Beardslee	General Fund	Professional Services	\$ 125.00
	Neumiller & Beardslee	General Fund	Professional Services	\$ 225.00
	Colantuono, Highsmith & Whatley	General Fund	Professional Services	\$ 594.00
				\$ 944.00
Dispatching				
49001-6221010100	San Joaquin County Regional Fire Dispatch Authority	General Fund	Dispatching - Payment 3 of 12	\$ 8,535.83
	AT&T Mobility LLC	General Fund	Dispatching (07-22-2019 to 08-21-2019)	\$ 682.94
				\$ 9,218.77

9/13/2019

3:39 PM

**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Firefighter Physicals & Shots				
49001-6226008800	Co Occupational Medical Partners	General Fund	Firefighter Physicals & Shots	\$ 510.00
				\$ 510.00
Directors Expenses				
49001-6226010300	Elliott, Mark	General Fund	Aug 2019 Board Meeting & Special Meeting	\$ 175.00
	Coe, Jeremy	General Fund	Aug 2019 Board Meeting & Special Meeting	\$ 175.00
	Rhodes, Gloryanna	General Fund	Aug 2019 Board Meeting & Special Meeting	\$ 175.00
	Ishihara, Tosh	General Fund	Aug 2019 Board Meeting & Special Meeting	\$ 175.00
				\$ 700.00
Fire Prevention				
49001-6226010400	Alert-All Corp.	General Fund	Grab Bags, Fire Safety Coloring Books & Stickers	\$ 3,235.32
				\$ 3,235.32
Public Relations Training				
49001-6226010700	Code 3 Shift Calendars	General Fund	Shift Calendars for 2020	\$ 227.52
	Waterloo Morada Rural County Fire Protection District	General Fund	Public Information Officer FSTEP and L-952 Certifications (Oct. 29 - Nov. 12019)	\$ 200.00
	Redi Mark	General Fund	Cert Holders	\$ 411.35
	City of Lathrop	General Fund	Junior Police & Fire Academy - Community Outreach	\$ 1,319.15
				\$ 2,158.02
Fire Fighting Supplies				
49001-6226011000	Home Depot	General Fund	2 Gallon Sprayer (R30)	\$ 16.21
	LN Curtis	General Fund	Misc. Fire Fighting Supplies (All Engines)	\$ 723.57
	LN Curtis	General Fund	Rigid Adapter (T31)	\$ 224.17
	LN Curtis	General Fund	Repair Nozzle (E32)	\$ 56.89
49090-6226011000	LN Curtis	Fire Facility	New Equipment (E35)	\$ 585.74
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 2,824.20
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 248.27
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 137.39
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 30.32
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 1,923.95
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 394.08
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 166.39
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 829.71
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 331.00
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 146.18
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 266.41
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 285.39
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 38.06

9/13/2019

3:39 PM

**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Fire Fighting Supplies	LN Curtis	Fire Facility	New Equipment (E35)	\$ 29.12
49090-6226011000	LN Curtis	Fire Facility	New Equipment (E35)	\$ 506.70
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 31,694.49
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 837.38
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 324.34
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 223.98
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 346.35
				\$ 43,190.29
Insurance Compensation				
49001-6232005100	Fire Agencies Self Insurance System	General Fund	2019-2020 Employment Assistance Program	\$ 4,607.88
				\$ 4,607.88
Insurance Fire & Liability				
49001-6236005330	Wever Insurance Agency	General Fund	Commercial Auto Policy - Add Pierce Pumper	\$ 2,030.00
	Wever Insurance Agency	General Fund	Property / Liability Policy - Installment 2 of 4	\$ 10,796.00
	Wever Insurance Agency	General Fund	Auto Policy - Installment 2 of 4	\$ 6,351.00
				\$ 19,177.00
Firefighter PPE & Uniforms				
49001-6240010200	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 332.43
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 134.06
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 332.43
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 359.68
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 198.37
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 359.68
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 198.37
	Image Uniforms	General Fund	Firefighter PPE & Uniforms	\$ 198.37
	LN Curtis	General Fund	Leather Boots	\$ 471.98
	LN Curtis	General Fund	Leather Helmet Fronts	\$ 35.00
	LN Curtis	General Fund	Leather Helmet Fronts	\$ 2,033.63
	LN Curtis	General Fund	Leather Helmet Fronts	\$ 924.38
				\$ 5,578.38
Household Expense				
49001-6246000000	Home Depot	General Fund	Water Nozzle, Hose Repair & Window Squee/Scrubber	\$ 47.73
	Home Depot	General Fund	Plunger & Brush (Station 33)	\$ 15.52
	Daiohs First Choice Service	General Fund	Coffee Service (Station 35)	\$ 62.00
	Ernest Packaging Solutions	General Fund	Betco Fastdraw 1 Dispenser (Station 31 & 34)	\$ 15.60
49090-6246000000	Ernest Packaging Solutions	Fire Facility	Household Cleaner (Station 35)	\$ 37.72
				\$ 178.57

9/13/2019

3:39 PM

**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Utilities				
49001-6249000000	Pacific Gas & Electric Co.	General Fund	Utilities - (Admin)	\$ 55.97
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 31)	\$ 606.42
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 32)	\$ 656.33
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 33)	\$ 769.79
	Pacific Gas & Electric Co.	General Fund	Utilities - (Station 34)	\$ 1,028.89
	Lathrop Irrigation District	General Fund	Utilities - (Station 35)	\$ 2,809.99
	City of Lathrop - Water	General Fund	Utilities - (Station 31)	\$ 304.57
				\$ 6,231.96
Medical Supplies				
49001-6255050100	Bound Tree Medical	General Fund	Medical Supplies (Multi. Apparatus)	\$ 249.34
	Airgas	General Fund	Oxygen Refill (R30) Petrogen Torch	\$ 166.53
	Airgas	General Fund	Oxygen Cylinder Rental	\$ 333.47
				\$ 749.34
Maint-Structure & Ground				
49001-6260000000	Sherwin-Williams	General Fund	1 Gallon of Paint (Station 35)	\$ 49.52
	Home Depot	General Fund	Misc. Items (Station 34 & 35)	\$ 169.84
	Home Depot	General Fund	Rake & Glue (Station 31)	\$ 28.09
	Home Depot	General Fund	Sand Paper & Paint Supply Set (Station 35)	\$ 15.41
	Home Depot	General Fund	Landscape SOD (Station 34)	\$ 35.61
	Home Depot	General Fund	Plumbing Items To Relocate Water Line (Station 33)	\$ 58.67
	Home Depot	General Fund	Station Maintenance Items	\$ 56.77
	Home Depot	General Fund	Water Nozzle & Hose (Station 34)	\$ 33.49
	Home Depot	General Fund	Kwik Seal for Shower (Station 34)	\$ 12.95
	Home Depot	General Fund	Reel Mounted Air Lines On Bay Walls (Station 31)	\$ 86.56
	Ready Refresh	General Fund	Water Service	\$ 1,371.93
	Modesto Industrial Electrical Company	General Fund	Backup Generator Transfer Switch (Station 34)	\$ 4,187.34
	A-1 Keyway Lock Shop	General Fund	Apparatus Bay Access Door Keypad Repair (Station 34)	\$ 413.67
	Kamps Propane Inc.	General Fund	Propane (Station 33)	\$ 15.63
	Ed's Rockery	General Fund	Landscape Bark (Station 34)	\$ 932.85
	Ed's Rockery	General Fund	Landscape Bark (Station 34)	\$ 517.79
	Republic Services	General Fund		\$ 276.78
	Ray's Radio Shop, Inc.	General Fund	AirFiber Repair (Station 32)	\$ 2,244.00
	Cal Card - Isham	General Fund	Horizon - Landscape Edging (Station 34)	\$ 987.18
49090-6260000000	Ray's Radio Shop	Fire Facility	Equipment & Labor (Station 35)	\$ 35,309.65
				\$ 46,803.73

9/13/2019

3:39 PM

**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

*****DRAFT*****

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
Debt Service - Interest				
49090-6331000400	PNC Equipment Finance	Fire Facility	Engine 35	\$ 17,857.56
				\$ 17,857.56
Debt Service - Principal				
49090-6341000200	PNC Equipment Finance	Fire Facility	Engine 35	\$ 84,414.04
				\$ 84,414.04
				Total:
				\$ 375,694.04

**Lathrop-Manteca Fire Protection District
Warrants For September 2019**

DRAFT

Capital Outlay	Special Check Request			
Fire Facility Fee	New Warrant			
Measure C	Estimate			
Development Fund	Change to Warrant Amount			
	CalPERS	General Fund	Health Insurance	\$ 83,831.67
	Sun Life Financial / Assurant	General Fund	Health Insurance	\$ 6,226.08
	Verizon	General Fund	Communications - (September 2019)	\$ 2,352.96
	San Joaquin County Regional Fire Dispatch Authority	General Fund	Dispatching - Payment 3 of 12	\$ 8,535.83
	Code 3 Shift Calendars	General Fund	Shift Calendars for 2020	\$ 227.52
	Pacific Gas & Electric Co.	General Fund	Utilities	\$ 3,117.40
	Lathrop Irrigation District	General Fund	Utilities - (Station 35)	\$ 2,809.99
	Sherwin-Williams	General Fund	1 Gallon of Paint (Station 35)	\$ 49.52
	PNC Equipment Finance	Fire Facility	Engine 35	\$ 17,857.56
	PNC Equipment Finance	Fire Facility	Engine 35	\$ 84,414.04
			Special Checks Total:	\$ 209,422.57
	Southern Computer Warehouse Inc.	Fire Facility	Elitedesk 800 Memory	\$ 624.08
	Southern Computer Warehouse Inc.	Fire Facility	Elitedesk 800	\$ 3,127.11
	Southern Computer Warehouse Inc.	Fire Facility	HP DVD-Writer	\$ 257.74
	NBS Government Finance Group	Fire Facility	Fire Facility Fee Update (Through 8/31/19)	\$ 2,812.50
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 585.74
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 2,824.20
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 248.27
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 137.39
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 30.32
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	LN Curtis	Fire Facility	New Equipment (E35)	\$ 324.34
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 223.98
	LN Curtis	Fire Facility	New Equipment (E35)	\$ 346.35
	Ernest Packaging Solutions	Fire Facility	Household Cleaner (Station 35)	\$ 37.72
	Ray's Radio Shop	Fire Facility	Equipment & Labor (Station 35)	\$ 35,309.65
	PNC Equipment Finance	Fire Facility	Engine 35	\$ 17,857.56
	PNC Equipment Finance	Fire Facility	Engine 35	\$ 84,414.04
			Fire Facility Fund Total:	\$ 186,609.85

9/13/2019

3:39 PM

Lathrop-Manteca Fire District

Approve and Adopt Policy #0.36 Signature Requirements for Financial Documents

1

LMFD BOARD MEETING

ITEM 9.1.

9/19/2019



SUMMARY

2

- The purpose of Policy #0.36 is to provide direction and clearly outline which staff can sign District financial documents.
- The categories that are outlined in this policy are non-payroll payments, payroll time entries, purchase orders, contracts and invoices.

Staff Recommendation

3

- Staff recommends the Board approve and adopt governance Policy : #0.36 Signature Requirements for Financial Documents

Fiscal Impact:

None.

Questions?

4

Lathrop-Manteca Fire Protection District Signature Requirements for Financial Documents Policy

Policy #: 0.36 Signature Requirements for Financial Documents Policy

Effective Date:

PURPOSE:

To provide direction concerning who can sign District financial documents.

SCOPE

All District financial documents requiring approving signatures.

PROCEDURES

Non-Payroll Payments

All requests sent to San Joaquin County for non-payroll payments shall be signed by either the Fire Chief or Chair of the Board of Directors.

Payroll Time Entries

All time entries for full-time employees shall be approved by the Executive Assistant or Human Resources Administrator. Time off for such employees shall be managed by the Administrative Division Chief. All timesheets for part-time employees shall be approved by the employee's supervisor and by the Executive Assistant.

Purchase Orders

All purchase orders shall be approved by the Fire Chief, Administrative Division Chief, Battalion Chief, or Executive Assistant.

Contracts

All contracts shall be signed by the Fire Chief, Administrative Division Chief, Battalion Chief or Executive Assistant.

Invoices

All invoices shall be signed by the employee making the purchase and approved by that employee's supervisor.

Approve and Adopt Resolution
#2019-07 transfer of funds from Measure C
Account to General Fund

1

SCHEDULED ITEM 9.2.
09/19/2019



Background

2

During the 2019-2020 Fiscal Year Budget, \$2,430,846.00 was allocated for use within the General Fund for Measure C fund.

The funds from Measure C are allocated for use within the City of Lathrop.

Background

3

This transfer of \$1,215,423.00 is half of the allocated amount of the budgeted annual expenses for Measure C.

The Measure C fund balance will be: \$1,314,630.45

Staff Recommendation

4

Staff recommends that the Fire Board Approve and Adopt Resolution #2019-07 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-2019-07

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-2019-07, Fiscal Year 2019-2020 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 **\$1,215,423.00** out of the Measure C Fund Account 49081, into the General Fund Account 49001.

PASSED AND ADOPTED on this 19th, day of September, 2019 by the following vote of the Board of directors to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Mark Elliott
Vice Chair 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