



AMERICAN CANYON FIRE PROTECTION DISTRICT BOARD MEETING

AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon

January 28, 2025

6:30 PM

Chair: Pierre Washington
Vice Chair: Mark Joseph
Board Members: Brando Cruz, Melissa Lamattina, David Oro

American Canyon promotes respectful and responsible behavior among meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender, marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

American Canyon Fire District Board meetings will be conducted at City Hall, 4381 Broadway, Suite 201. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. Should technical issues with Zoom occur, please select another viewing option, such as a live broadcast to residents on Napa Valley TV [here](#) and on YouTube [here](#).

PUBLIC PARTICIPATION

You may submit public comments for any Agenda Item, Non-Agenda Item or make general public comments by one of the following methods:

Written comments, Via eComments: Please submit written comments through the eComments link located on the Meetings & Agendas page of our website [here](#). Comments received before the 3:00 p.m. day-of-meeting cutoff time will be routed to all Board Members at that time. eComments will remain open throughout the meeting, and all comments received will be posted online and become part of the meeting record.

Oral comments, during the meeting: A Zoom Meeting has been established for public participation during the meeting related to a specific agenda item, or matters not on the agenda. To give your public comment via Zoom, connect via the Zoom link below and use the "raise your hand" tool or call into the zoom meeting at 1-669-900-6833. To avoid confusion, all hands raised outside of Public comment periods will be lowered.

Zoom Meeting Link: [Click here](#)

Meeting ID: 854 2409 2443 **Passcode:** 359023

The above-identified measures exceed all legal requirements for participation in public comment,

including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the Fire Executive Assistant at (707) 551-0653 or email [here](#).

AGENDA MATERIALS: Board agenda materials are published 72 hours prior to the meeting and are available to the public via the City’s website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The Board of Directors will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to Fire Executive Assistant at 911 Donaldson Way E., American Canyon, CA 94503 or by email [here](#). Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

5:30 P.M. CLOSED SESSION

1. **Conference with Legal Counsel - Anticipated Litigation. Pursuant to Government Code Section 54956.9 (d)(2). Two Matters.**
2. **Matters Related to Public Employment - Pursuant to Government Code Section 54957(b)
Position: Battalion Chief**

PUBLIC ADDRESS-CLOSED SESSION ITEMS

The Chairman will call the meeting to order and conduct role call. The Board of Directors will immediately convene into Closed Session after hearing any public comment on items agendized for Closed Session consideration. At 6:30 p.m. the Board of Directors will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. **Proclaiming the Month of February as American Heart Month.**
Recommendation: Proclaiming the Month of February 2025 in the American Canyon Fire Protection District as American Heart Month.

PUBLIC COMMENT

This time is reserved for members of the public to address the American Canyon Fire Protection District Board on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the American Canyon Fire

Protection District Board. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the American Canyon Fire Protection District Board on items on the Agenda should comment via email prior to the start of the meeting. The American Canyon Fire Protection District Board is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the American Canyon Fire Protection Board does not respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the American Canyon Fire Protection District Board must be emailed by 3:00 p.m. on meeting day.

AGENDA CHANGES

The Chair/Board of Directors may change the order of the Agenda or request discussion of a Consent Item. A member of Public may request discussions of a Consent Item by completing a Speaker's Card and presenting it to the Fire Executive Assistant prior to Public Comment.

CONSENT CALENDAR

4. **Minutes of the Fire District Board Meeting of November 12, 2024.**
Recommendation: Approve the Minutes of the Fire District Board Meeting of November 12, 2024.
5. **Report Upon Return from Closed Session for November 12, 2024.**
Recommendation: Approve the Report Upon Return from Closed Session for November 12, 2024.
6. **Surplus Personal Protective Equipment.**
Recommendation: Adopt a Resolution officially designate the identified Personal Protective Equipment (PPE) as surplus property and authorized its disposition through either donation or destruction, in accordance with District policy and applicable laws.
7. **Policies and Procedures.**
Recommendation: Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Travel, Non-Official Use of District Property, Badges, and Anti-Retaliation.

PUBLIC HEARINGS

None.

BUSINESS

8. **Master Plan Update.**
Recommendation: Receive and File an Updated Report on the American Canyon Fire Protection District (District) Long Range Master Plan Inclusive of a Center for Public Safety Excellence, 6th Edition Compliant, Community Risk Assessment: Standards of Cover Report, that was approved by the Board of Directors on October 25, 2022.

FIRE CHIEF ORAL REPORT

CHAIR/BOARD COMMENTS, COMMITTEE REPORTS, AND FUTURE AGENDA ITEMS

The Chair and Board of Directors may comment on matters of public concern and announce matters of public interest;

no collective Board action will be taken.

ADJOURNMENT

CERTIFICATION

I, Geoff Belyea, District Fire Chief, do hereby declare that the foregoing Agenda of the American Canyon Fire District Board was posted in compliance with the Brown Act prior to the meeting date.

Geoff Belyea, Fire District Chief

AMERICAN CANYON FIRE PROTECTION DISTRICT PROCLAMATION



PROCLAIMING THE MONTH OF FEBRUARY 2025 IN THE AMERICAN CANYON FIRE PROTECTION DISTRICT AS

American Heart Month

WHEREAS, February is nationally recognized as American Heart Month, a time to raise awareness about the importance of heart health and prevention of cardiovascular disease; and

WHEREAS, cardiovascular disease is the leading cause of death for both men and women in the United States, claiming over 700,000 lives each year; and

WHEREAS, the American Canyon Fire Protection District is committed to protecting the health and safety of our community, and recognizes the critical role that early intervention and prevention play in reducing the burden of heart disease; and

WHEREAS, the American Canyon Fire Protection District actively promotes heart health through community education programs, CPR training, and public awareness campaigns; and

WHEREAS, if it is appropriate to increase awareness of the value of CPR training and to encourage placement of AED's in places where our public gathers; and

WHEREAS, chances of survival are increased dramatically if cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) resources are available and utilized within the first three to seven minutes after sudden cardiac arrest; and

WHEREAS, by working together, we can empower individuals to take charge of their heart health and make informed choices to reduce their risk for cardiovascular disease;

WHEREAS, in 2024, the American Canyon Fire Protection District educated community members, including High School Freshman students and over 60 youth football players and coaches on Hands-only CPR. This method, recommended by the American Heart Association, can greatly increase the chance of survival in treating adults; and

WHEREAS, the American Canyon Fire Protection District continues to work to make where their citizens live, work, shop and play *HeartSafe* - a community where the links of the Chain of Survival are in place.

*Early Activation of Emergency Response (911) * Early CPR * Early Defibrillation
Advanced Resuscitation * Post Cardiac Arrest Care * Recovery*

NOW, THEREFORE, BE IT RESOLVED that I, Pierre Washington, Chair of the Board of Directors of the American Canyon Fire Protection District hereby proclaim the ***month of February 2025 as American Heart Month*** and urge all residents to learn the risks of cardiovascular disease, to know their numbers, to stay fit through exercise and good nutrition, to know the signs of Stroke, Heart Attack and Sudden Cardiac Arrest to learn critical life-saving skills such as CPR and AED use, to call 9-1-1, to Act in Time, when cardiovascular emergency occurs.

Pierre Washington, Chair of the Board

January 28, 2025

American Canyon Fire Protection District
Board Meeting
ACTION MINUTES

November 12, 2024

6:30 P.M. OPEN SESSION

CALL TO ORDER

Chair Garcia called the Meeting to Order at 6:32 p.m.

PLEDGE OF ALLEGIANCE

Chair Garcia led the Pledge of Allegiance

ROLL CALL

Present: Board Member Mariam Aboudamous, Board Member Mark Joseph, and Chair Leon Garcia

Absen: Board Member Pierre Washington and Vice-Chair David Oro

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

The Board convened in Open Session at 5:41 pm and after ascertain that there were no public comments on the matter agendized for Closed Session, adjourned to Closed Session at 4:42 pm and concluded at 6:25 pm. A written report will be provided under Government Code Section 54957.1.

PROCLAMATIONS AND PRESENTATIONS

2. **Recognizing Board Member Mariam Aboudamous for Dedicated Service Since 2016.**

Chief Belyea recognized Board Member Mariam Aboudamous for her dedicated service to the District since 2016. A proclamation was presented to and graciously received by Board Member Aboudamous.

3. **Honoring Chair Leon Garcia for 22 Years of Outstanding Service.**

Chief Belyea expressed gratitude and appreciation for Chair Leon Garcia's 22 years of exceptional service to the District. A proclamation was presented to Chair Garcia in recognition of his outstanding contributions, which he accepted with appreciation.

PUBLIC COMMENT

Chair Garcia called for public comments. Written comments: none. Oral Comments: None. The public comment period was closed.

AGENDA CHANGES

None

CONSENT CALENDAR

Action: Motion to approve CONSENT CALENDAR made by Board Member Mark Joseph, seconded by Board Member Mariam Aboudamous, and CARRIED by roll call vote.

Ayes: Board Member Mariam Aboudamous, Board Member Mark Joseph, and Chair Leon Garcia

Nays: None

Abstain: None

Absent: Board Member Pierre Washington and Vice-Chair Oro

4. **Report Upon Return from Closed Session of October 22 2024.**

Action: Approved the Report Upon Return from Closed Session of October 22, 2024

5. **Minutes of the Fire District Meeting of October 22, 2024.**

Action: Approved the Fire District Meeting Minutes of October 22, 2024.

6. **2025 Board Meeting Dates.**

Action: Adopted a Resolution regarding proposed calendar of the American Canyon Fire Protection Board of Directors meeting dates for the calendar year 2025.

PUBLIC HEARINGS

None

BUSINESS

None

FIRE CHIEF ORAL REPORT

Chief Belyea expressed heartfelt gratitude to Chair Garcia and Board Member Aboudamous for their leadership and mentorship during his tenure. He acknowledged the profound impact they have had stating, "The leadership and mentorship you have provided me during my time here is something I will always cherish." Chief Belyea praised the board for their unwavering support and commitment to the best interests of the District and the community. He concluded by wishing them all the best in their next chapter and extended his gratitude to their families for their support.

CHAIR/BOARD COMMENTS, COMMITTEE REPORTS, AND FUTURE AGENDA ITEMS

Chair Garcia expressed his appreciation for the outstanding work of the Fire District, from staff to firefighters and leadership. He commended the team for adhering to high standards and values, emphasizing the critical importance of life safety.

He concluded with sincere gratitude, stating, "Thank you very much; it has been an awesome experience working with you all."

ADJOURNMENT

Meeting was adjourned at 6:56 p.m.

CERTIFICATION

Geoff Belyea,
District Fire Chief/District Clerk

William D. Ross
David P. Schwarz
Kypros G. Hostetter
Christina M. Belardo

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File No: 199/3

November 13, 2024

VIA E-MAIL

The Honorable Leon Garcia, Chair
and Members of the Board of Directors
American Canyon Fire Protection District
911 Donaldson Way E.
American Canyon, CA 94503

Re: Report Upon Return from Closed Session; Rescheduled Regular Meeting of the
American Canyon Fire Protection District Board of Directors; November 12, 2024

Dear Chair Garcia and Members of the Board of Directors:

This communication sets forth reportable action, if any, of the Board of Directors (“Board”) of the American Canyon Fire Protection District (“District”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the November 12, 2024 Rescheduled Regular Meeting, consistent with Government Code Section 54957.1.

Chair Garcia and District Board Members Joseph and Aboudamous convened in Opens Session at 5:41 p.m. and after ascertaining that there were no public comments on the matter agendized for Closed Session, adjourned to Closed Session at 5:42 p.m. to address the matter agendized for Closed Session consideration.

There was one matter agendized for District Closed Session consideration.

1. Conference with Legal Counsel - Anticipated Litigation.
Pursuant to Government Code Section 54956.9 (d)(2).
Two Matters.

With respect to the first matter considered under District Closed Session Agenda Item No. 1., there was reportable action in the form of direction (3-0) to work with Special Counsel Lisa Charbonneau of Liebert Cassidy and Whitmore to modify existing employment agreements of concerned Battalion Chiefs and to work with the District Chief to confirm timing of a request by the Battalions Chief for recognition as a bargaining unit affiliated with IAFF Local 1186. Except as indicated, there was no other reportable action under the common law attorney-client privileged and that provided by Government Code Section 54956.9(d)(2).

The Honorable Leon Garcia, Chair
and Members of the Board of Directors
American Canyon Fire Protection District
November 13, 2024
Page 2

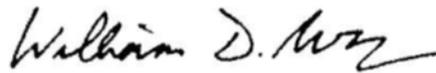
With respect to the second matter considered under District Closed Session Agenda Item No. 1., there was direction (3-0) to District Counsel and the District Chief to prepare a clarifying communication to the Airport Land-Use Commission (“ALUC”) indicating that Airport Land-Use Compatibility Plan (“ALUCP”) Section 2.5.2(a)(1) be eliminated and that language be added in the ALUCP to indicate that service areas of special districts (specifically fire protection districts) will not be analyzed by the ALUC in the ALUCP proposed for adoption. Except as indicated, there was no other reportable action under the common law attorney-client privileged and that provided by Government Code Section 54956.9(d)(2).

The Closed Session concluded at 6:25 p.m., where it was indicated that a written report upon return consistent with Government Code Section 54957.1, would be prepared.

This communication should be reviewed under the Consent portion of the Agenda of your next Regular or Special District Board Meeting.

Should you have questions concerning this Report, it may be taken off the Consent calendar when agendaized in the future, or our office may be contacted in the interim.

Very truly yours,



William D. Ross
District Counsel

WDR:jf

cc: Geoff Belyea, District Chief
Martha Banuelos, Fire Executive Assistant/Office Administrator



TITLE

Surplus Personal Protective Equipment.

RECOMMENDATION

Adopt a Resolution officially designate the identified Personal Protective Equipment (PPE) as surplus property and authorized its disposition through either donation or destruction, in accordance with District policy and applicable laws.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

Per the Fire District Property Procedure S.O.G. 500.09, the American Canyon Fire Protection District (District) may present property deemed to have no value or to be beyond its useful life to the Board of Directors for declaration as surplus. Adhering to this policy, the District has conducted a review and identified specific PPE items that no longer meet operational requirements or comply with updated safety standards.

Under California Labor Code Section 147.4, revisions to Title 8 Safety Orders for firefighters' PPE were made by the Department of Industrial Relations (DIR) Occupational Safety and Health Administration (Cal/OSHA) Standards Board. These updates, which incorporate National Fire Protection Association (NFPA) standards, became effective on July 1, 2023, with a compliance window of one year. The updated regulations mandate that firefighter PPE must meet specific safety and performance criteria and be retired no later than 10 years from the date of manufacture.

Additionally, NFPA 1851 requires that PPE exceeding 10 years from its manufacture date be retired, as it is no longer considered safe for use in emergency operations.

The District has determined that the identified PPE items no longer meet the mission requirements of the District and cannot perform at the highest levels of safety, operational readiness, functionality, or reliability.

- Structure Boots: 10 pairs
- Wildland Boots: 3 pairs

- Station Boots: 2 pairs
- Structure Gloves: 4 pairs
- Work Gloves: 18 pairs
- Hoods: 10
- Wildland Helmets: 11
- Structure Helmets: 6
- Wildland Pants: 51 pairs
- Wildland Coats: 38 pairs
- Structure Pants: 65 pairs
- Structure Coats: 50 pairs
- Structure Rain Hoods: 33

These items are no longer compliant with NFPA 1851 standards and have exceeded their 10-year manufacture date. Consequently, they are unfit for use and must be retired from service.

In compliance with District policy and applicable legal standards, the surplus PPE may be disposed of through one of the following methods:

1. Donation: If permissible, the PPE may be donated to organizations or training programs where the items will not be used in active firefighting operations but could serve as non-operational training tools.
2. Destruction: PPE items that cannot be repurposed or are unsuitable for donation will be destroyed to prevent unauthorized use and ensure public safety.

The identified PPE items are no longer safe for operational use and must be retired in compliance with NFPA standards and Cal/OSHA regulations. Staff recommends the Board of Directors approve the declaration of these items as surplus and authorize their disposition through donation or destruction.

FISCAL IMPACT

The disposition of these items will not incur costs.

BOARD PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community"

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

1. [Resolution 2025-01](#)

RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT DECLARING PERSONAL PROTECTIVE EQUIPMENT (PPE) AS SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSITION THROUGH DONATION OR DESTRUCTION

WHEREAS, the American Canyon Fire Protection District (“District”) is committed to ensuring that all equipment used in emergency operations meets the highest standards of safety, functionality, and reliability; and

WHEREAS, the Fire District Property Procedure S.O.G. 500.09, the District is authorized to identify property deemed to have no value or to be beyond its useful life and present such property to the Board of Directors for declaration as surplus; and

WHEREAS, the District has conducted a comprehensive review of its Personal Protective Equipment (PPE) inventory and identified specific items that no longer meet operational requirements or comply with updated safety standards; and

WHEREAS, revisions to Title 8 Safety Orders for firefighters’ PPE under California Labor Code Section 147.4 and updated National Fire Protection Association (NFPA) standards, effective July 1, 2023, require the retirement of PPE exceeding 10 years from its date of manufacture; and

WHEREAS, the District has determined the following PPE items are no longer compliant with NFPA 1851 standards and have exceeded their useful life:

- Structure Boots: 10 pairs
- Wildland Boots: 3 pairs
- Station Boots: 2 pairs
- Structure Gloves: 4 pairs
- Work Gloves: 18 pairs
- Hoods: 10
- Wildland Helmets: 11
- Structure Helmets: 6
- Wildland Pants: 51 pairs
- Wildland Coats: 38 pairs
- Structure Pants: 65 pairs
- Structure Coats: 50 pairs
- Structure Rain Hoods: 33; and

NOW, THEREFORE, BE IT RESOLVED that the District Board of Directors hereby declares the identified PPE items listed above are hereby designated as surplus property, and further authorizes the Fire Chief to dispose of the surplus property consistent with the District’s Purchasing Policy and Health and Safety Code section 13861(b).

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Board of Directors of the American Canyon Fire Protection District held on the 28th day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pierre Washington, Chair

ATTEST:

APPROVED AS TO FORM

Geoff Belyea, Fire Chief
Clerk to the Board

William D. Ross, District Counsel



TITLE

Policies and Procedures.

RECOMMENDATION

Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Travel, Non-Official Use of District Property, Badges, and Anti-Retaliation.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

The American Canyon Fire Protection District (District) is committed to the continual improvement of having updated policies and procedures in place to ensure the safety and efficiency of our operations. Recognizing the prolonged period since the last update to our existing policies and procedures, the District has undertaken a strategic partnership with Lexipol, a renowned public safety solutions company specializing in policy management for agencies like ours.

The proposed policies have undergone thorough examination by our labor and legal teams, encompassing a diverse range polices, including Travel, Non-Official Use of District Property, Badges, and Anti-Retaliation.

Upon the approval from the Board of Directors, they will be integrated into the Lexipol database, providing a standardized framework for our operations.

The joint efforts between our workforce and the District emphasize our commitment to maintaining the highest standards. This proactive approach not only guarantees compliance of state and federal laws and legal decisions but also significantly mitigates the risk of legal entanglements.

FISCAL IMPACT

There is no fiscal impact.

BOARD PRIORITY PROGRAMS AND PROJECTS

ENVIRONMENTAL REVIEW

No environmental review is required, as the proposed action is not a “project” pursuant to the California Environmental Quality Act and has no potential for causing an impact on the environment.

ATTACHMENTS:

1. [Resolution 2025-02 Policies and Procedures](#)
2. [215 Travel Policy](#)
3. [710 Non-Official Use of District Property](#)
4. [1032 Badges Policy](#)
5. [1048 Anti-Retaliation](#)

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT APPROVING THE PROPOSED POLICIES AND PROCEDURES: TRAVEL, NON-OFFICIAL USE OF DISTRICT PROPERTY, BADGES, NEPOSTISM AND CONFLICTING RELATIONSHIPS, AND ANTI-RETALIATION.

WHEREAS, the American Canyon Fire Protection District (District) is dedicated to the continual enhancement of operational safety and efficiency through the implementation of updated policies and procedures; and

WHEREAS, the proposed policies, including Travel, Non-Official Use of District Property, Badges, Nepotism and Conflicting Relationships, and Anti-Retaliation; and

WHEREAS, the integration of these policies into the Lexipol database is contingent upon the approval of the Board of Directors, establishing a standardized framework for the District's operations; and

WHEREAS, the collaborative efforts between the workforce and the District underscore the commitment to maintaining the highest standards, ensuring compliance with state and federal laws and legal decisions, while significantly mitigating the risk of legal entanglements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the American Canyon Protection District, approves the proposed Policies and Procedures for the American Canyon Fire Protection District.

PASSED, APPROVED AND ADOPTED this 28th day of January, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED ABSENCE:

Pierre Washington
Chair, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Geoff Belyea
Fire Chief/District Clerk

William D. Ross
District Counsel
American Canyon Fire Protection District

Travel

215.1 PURPOSE AND SCOPE

To establish a uniform policy for Fire District employees, District elected officials. This policy establishes procedures for pre#travel authorization and reimbursement of expenses incurred by employees when traveling on official District business or attending approved training programs. The governing rule for all District travel expenses shall be budget, availability, economy, convenience, and propriety.

215.2 GENERAL PROVISIONS

It is the policy of the American Canyon Fire Protection District that all travel expenses and business expenses incurred meet the following criteria:

- (a) The expense incurred is of direct benefit to the District.
- (b) The amount of the expense is reasonable in terms of the event or activity involved.
- (c) The expenses incurred are within the District's budget and are approved by the Fire Chief.
- (d) The pre-approval by the Fire Chief is required for all travel and business expenses incurred by employees for all out of state travel, regardless of funding source or reimbursement by an outside agency.
- (e) Elected Officials must have approval of the Fire District Board for travel expenses expected to exceed \$1,500 per trip.

215.3 RESPONSIBILITY

Every employee who travels on official business on behalf of the District is responsible for knowing and complying with the Travel Policy.

215.4 PROCEDURAL GUIDELINES

All employees must complete and have approved the Advanced Travel Authorization Form before traveling or incurring any expenses. Event brochures/agendas (if available) must accompany the form along with all anticipated expenses outlined in it. No expenses should be incurred without prior approval via the Advanced Travel Authorization Form.

After travel is completed, employees must fill out the Travel Expense Claim Form to accompany the Advanced Travel Authorization Form, with actual costs incurred. These forms must be included with every request for payment, including Cal Card receipts and Payment Requests (to vendors or employees). Detailed, itemized receipts for expenses shall be attached to the Travel Expense Claim Form for all reimbursement purposes. Receipts that are not itemized are not acceptable. Receipts are not required for per diem meals and incidental expenses.

215.5 TRAVEL POLICY

This policy is based upon the following policies, guidelines, and protocols:

American Canyon Fire Protection District

Policy Manual

Travel

Except in the case of MOU language, or specific employment agreement language, the language in this policy shall take precedence when there is any conflict between this policy and any other District policy, guidelines, and/or protocols.

The District shall provide reimbursement for expenses directly related to attendance of approved conferences, seminars, meetings, and other official functions/purposes.

Official travel should be planned, approved, budgeted, and controlled at the department level. Elected officials are subject to the guideline established in the Governance Protocol Handbook.

Generally, the number of staff attendees should be limited to the minimum necessary to accomplish the travel's purpose. However, this will not preclude any travel or other expenses associated with required or recommended training for any District employees. Such training is subject to availability of funds and approval by the Assistant Fire Chief and/or the Fire Chief.

In the event a scheduled trip is canceled, it is the employee's responsibility to make sure all necessary arrangements have been made to cancel reservations and receive all available refunds. Failure to do so may result in directly charging the employee for the expenses incurred by the District. The District does not pay for travel insurance.

215.5.1 MEALS

- (a) Meals and Incidentals are combined into one rate hereby referred to as per diem. The term "incidental expenses" typically includes fees and tips given to people such as porters, baggage carriers, bellhops, hotel housekeepers, waiters, or other food service.
- (b) During travel, meal and incidental expenses are paid on a per diem basis. The District's rate for Meals and Incidental Expenses (M&IE) shall be equal to the U.S. General Services Administration's (GSA) M&IE rates (<https://www.gsa.gov/travel/plan#book/per#diem#rates>) based on the location of travel.
- (c) For days that are exclusive to travel, employees are paid 75% of the applicable per diem rate.
- (d) Meals and/or Incidental Expenses shall not be purchased using the Cal Card.
- (e) Meals will not be reimbursed when assigned to emergency incidents where meals are provided. The only exception would be when the incident does not provide food and approved by the Incident Commander with a signed ICS 213 which includes an "S Number" authorizing personnel to acquire their own food.

When Departure Time is Before:	Or, Return Time is After	Reimbursement Allowed For:
7:00 am	8:00 am	Breakfast
12:00 pm	1:00 pm	Lunch
5:00 pm	7:00 pm	Dinner

American Canyon Fire Protection District

Policy Manual

Travel

215.5.2 LODGING

- (a) Lodging is allowed for out-of-town conferences and meetings. Out-of-town is defined as a location greater than one and one half (1.5) hours' drive in addition to normal commute time. It is the District's policy to provide adequate lodging for its employees while they are out of town on approved travel. Lodging is an allowable expense for the evening preceding or following a training, meeting, or conference, when necessary, as determined by the department head. Employees must submit an itemized hotel check-out receipt to obtain reimbursement or as supporting documentation if paid with a Cal Card.
- (b) Lodging charges are based on standard single occupancy rates. Reimbursement will not be provided for additional lodging expenses incurred by family members when an employee's family accompanies them, or for any charges above the single occupancy rate if the hotel charges more for additional guests in the same room.
- (c) If lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the event, or the rate for government employees on official business. If the group or government rate is not available, lodging at comparable rates to the group rate, which do not substantially increase transportation costs or interfere with an employee's duties, are presumed to be reasonable and reimbursable.
- (d) If an employee extends their stay for personal reasons, they are responsible for all associated costs that exceed approved business travel. These extended travel expenses may not be charged to the Cal Card. Documentation shall be maintained to separate the business and personal travel expenses.
- (e) Lodging while assigned on Emergency Incidents i.e. CFAA or CAL FIRE ABH incidents will only be reimbursed if authorized by the Incident Commander or if there is no incident supplied lodging available. A copy of the signed ICS 213, including an "S Number" authorizing personnel to acquire their own food or lodging must be provided when submitting for reimbursement.

215.5.3 TRANSPORTATION

- (a) The most economical mode of transportation, reasonably consistent with scheduling and cargo space requirements should be used, using the most direct and time-efficient route. Rail, bus, taxi, ride sharing, and airfare will be reimbursed at actual cost. Only the most economic form of travel will be authorized. All travel arrangements should be made in advance. If any employee chooses to drive instead of fly, the reimbursement shall be computed for the lesser, round-trip airfare or the actual mileage.
 - 1. Airfare: Only economy and coach airfare will be authorized. Reasonable baggage fees may be reimbursed. Airline early check-in fees, seat upgrades, travel insurance and other premium fees are not reimbursable. If the employee extends or modifies their travel for personal reasons, such as staying over a weekend before or after, and the cost of the airfare is greater than the necessary travel airfare, the employee is responsible for paying the difference.

American Canyon Fire Protection District

Policy Manual

Travel

2. **Rental Vehicles:** Rental vehicles will only be allowed for business reasons in a situation where the hotel location is not within walking distance of the event location and a shuttle service or other means of ground transportation are not available, impractical, or too costly. Rental vehicles are only allowed as a business necessity, not for personal convenience. Rental vehicle agreements should be limited to economy, compact or subcompact cars. Rental Car insurance must be purchased, and at the minimum level. If a portion of the trip includes personal use, such as staying over a weekend, then the employee shall pay the pro#rata cost of the rental car. Vans and other large vehicles may be rented if there is a group of employees traveling together
3. **Automobiles:** Mileage expenses will be reimbursed at the actual miles traveled times the federal mileage rate when an employee uses their own vehicle for travel. The federal mileage rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating a vehicle.
 - (b) When an employee operates a motor vehicle for authorized travel purposes, minimum insurance limits must be on file with Human Resources prior to travel. The driver of the vehicle is required to have the following amounts and types of insurance:
 1. \$100,000 Bodily Injury
 2. \$300,000 Each Occurrence
 3. \$50,000 Property Damage
 - (c) **Local/Short Distance Travel**
 1. For local/short distance travel, District vehicles shall be used whenever practical. However, the following are instances where it is not appropriate to use a District vehicle:
 - (a) For trips that are in close mileage of an employee's normal commute. If the travel is more than an employee normal home#to#work commute, then the reimbursement will be for mileage that exceeds that at the IRS rate in effect at the time of travel. An exception would be if the employee is reporting to/from the work location.
 - (b) .For trips that will take the District vehicle out of commission/use by others for more than one full day. The exception is for employees serving on standby duty and preapproved to keep a District vehicle overnight and/or emergency vehicles on official assignments.
 - (c) To park at an airport while the employee uses air travel to a destination.

215.5.4 OTHER EXPENSES

Personal expenses, including entertainment and travel insurance, are examples of items not eligible for reimbursement. All necessary expenses should be anticipated and detailed on the Advanced Travel Authorization Form. The following types of additional expenses are reimbursable, provided they are necessary for official business and detailed receipts are obtained:

Travel

- Baggage Charges
- Telecommunications Expenses (i.e., hotel internet)
- Toll
- Parking or Garage Fees (airport parking should be equal or less than long term rates)
- Taxis, Rideshare, or Shuttles, including a maximum 15 percent gratuity

215.6 NON-ALLOWABLE EXPENSES

The following list includes examples of expenses which are not "actual and necessary," and are therefore not reimbursable. This is not an exhaustive list of all non-reimbursable expenses;

- Alcohol
- Upgrades of hotel room
- Parking or traffic citations
- Personal loss incurred during business travel
- Entertainment/recreation/golf tournaments
- Expenses for non-District employees
- Expenses for personal service

215.7 PRE#PAID TRAVEL EXPENSES

100% of confirmed airfare, lodging, registration expense shall be paid in advance using the Cal Card or by check after the Advanced Travel Authorization Form has been approved.

215.8 POST TRAVEL REIMBURSEMENT

Employees are required to complete the Travel Expense Claim Form within 45 days of travel with detailed receipts. After 120 days, expenses paid by the City/District where receipts have not been provided shall be reported on the employee's W#2 at the end of the year, per IRS Publication 463.

215.8.1 FORMS

[See attachment: Travel Authorization Form.xlsx](#)

215.9 TRAVEL TIME

Employees are compensated at their normal hourly rate for time committed to work#related travel, which is called travel time. Travel time in this policy is only applicable to employees covered by the Fair Labor Standards Act (FLSA).

For all FLSA non#exempt employees, common travel time situations are described with the following scenarios:

- Travel to and from different work or job sites.
- Travel for single day training or other activities that do not require an overnight stay.

Travel

- Time spent in meetings and/or training during approved conferences and events are considered active work time.
- If the employee is expected to work before, during or after travel, all time is compensable.
- If travel time falls on a non-working day, holiday or weekend, only travel time to and from the destination is compensated.
- Personal time spent taking breaks from travel to eat, sleep or engage in personal activities, such as sightseeing, must be excluded from travel time.
- If travel occurs on a normal scheduled workday and is less than the regular work shift, compensation is provided at a minimum of a regular work shift. Employees are expected to be available to work once settled in.
- Employees who decline to use public transportation and request permission to drive their personal vehicle instead will only be compensated for hours that would have been used for the public transportation method.

Employees who are FLSA exempt should coordinate their time appropriately with their Supervisor; however, they are not eligible for compensatory time or overtime.

215.10 FIRE CHIEF DISCRETIONARY EXCEPTIONS

The Fire Chief can make exceptions to this policy on a case-by-case basis as recommended by the appropriate Battalion Chief and/or Assistant Fire Chief for unusual or extenuating circumstances. Exceptions must be explained on the Advance Travel Authorization Form and signed by the Fire Chief

Attachments



AMERICAN CANYON FIRE PROTECTION DISTRICT ADVANCE TRAVEL AUTHORIZATION

To be used in all official business travel that includes at least one night stay

Employee Name:	Today's Date:	
Travel Dates:	GL Account Code:	
Destination:	GL Account Code:	
Travel Purpose:	GL Account Code:	

(Use multiple codes if you wish to split)

Pre-Travel Authorization and Anticipated Costs

Description	Vendor	Amount to be paid by District	Amount to be Reimbursed to Employee
Registration or Enrollment Fee			
Lodging			
Airfare			
Ground Transportation (Taxi, Rideshare, Tolls, Car Rental)			
Parking (Airport, Hotel, Parking Structure)			
<u>Mileage (GSA Rate)</u>		\$ 0.655	\$ -
Other			
Per Diem Section (No Receipts Needed)	Enter Per Diem Rate	No. of Days	
<u>Per Diem - GSA Rate (Full Days)</u>			\$ -
<u>Per Diem - GSA Rate (Travel Days)</u>	\$0.00		\$ -
		\$ -	\$ -
Total Anticipated Travel Cost			\$ -

Notes: _____

Employee Certification

I have read and understand the District's Travel Policy. I also understand I will be personally responsible for all costs incurred and advances issued if District Policy and criteria are not met. I further understand that I must submit a post-travel claim form to reconcile any advances and expenses, accompanied by original receipts, within 45 calendar days of the conclusion of travel. I hereby certify the above is a true and correct statement and my expenses are strictly for official business.

I also certify that if I am driving my personal vehicle I will carry the required automobile insurance coverage: \$100,000 Bodily Injury, \$300,000 Each Occurrence; \$50,000 Property Damage.

Required - Employee Signature	Date:
Battalion Chief/ Captain Signature (if necessary)	Date:
Assistant Chief Signature (in absense of Fire Chief)	Date:
Required - Fire Chief Signature	Date:

Please send the completed form to accountspayable@cityofamericancanyon.org



AMERICAN CANYON FIRE PROTECTION DISTRICT TRAVEL EXPENSE CLAIM FORM

To be used in all reimbursement claims related to travel

Employee Name:	0	Today's Date:	
Travel Dates:	0	GL Account Code:	
Destination:	0	GL Account Code:	
Travel Purpose:	0	GL Account Code:	
	0		

Post-Travel Reconciliation of Costs

Description	Vendor	Amount of Anticipated Cost (from Travel Authorization)	Actual Cost (Receipts Attached)
Registration or Enrollment Fee	0	\$ -	\$ -
Lodging	0	\$ -	\$ -
Airfare	0	\$ -	\$ -
Ground Transportation (Taxi, Rideshare, Tolls, Car)	0	\$ -	\$ -
Parking (Airport, Hotel, Parking Structure)	0	\$ -	\$ -
Mileage (GSA Rate)	Employee	\$ -	\$ -
Other	0	\$ -	\$ -
Per Diem Section (No Receipts Needed)			
Per Diem - GSA Rate (Full Days)		-	-
Per Diem - GSA Rate (Travel Days)		-	-
Total		\$ -	\$ -

*Attach copies of all receipts, conference or training flyers.

a. Total Amounts Paid by City Cal Card or Check	\$ -
b. Total Amounts Advanced to Employee	\$ -
(a+b) Total City Paid and/or Employee Advance	\$ -

Amount Due to Employee \$ -

Notes, explanations: _____

Employee Signature _____ **Date:** _____

Fire Chief Signature _____ **Date:** _____

Please send the completed form to accountspayable@cityofamericancanyon.org

Non-Official Use of District Property

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

710.2 POLICY

The personal use of district property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official district business without the express prior approval of a Battalion Chief or Duty Chief.

Requests from water companies or other District agencies for hose adapters or other equipment should be forwarded to the appropriate Battalion Chief for consideration.

Badges

1032.1 PURPOSE AND SCOPE

The name of the American Canyon Fire Protection District and the district badge and uniform patches are property of the District. This policy establishes the rules associated with American Canyon Fire Protection District badges and any likeness of the badge.

1032.2 POLICY

The American Canyon Fire Protection District may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity. (Example would be personally purchased numbered badges)

1032.3 BADGE TYPES

1032.3.1 MISCELLANEOUS MEMBER BADGES

Curved uniform badges issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspectors).

- (a) Non-sworn personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display the district badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they are a sworn member of the District.
- (c) Non-sworn personnel may not purchase, carry or display a flat badge.

1032.3.2 RETIREE BADGES

Upon honorable retirement, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the American Canyon Fire Protection District and may be revoked in the event of misuse or abuse.

An honorably retired sworn member of the District may keep his/her flat badge upon retirement.

1032.3.3 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this district: From the time of death until midnight on the 14th day after the death.

American Canyon Fire Protection District

Policy Manual

Badges

- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

1032.3.4 PROMOTIONAL BADGES

Upon Honorable promotion, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the American Canyon Fire Protection District and may be revoked in the event of misuse or abuse.

The employee will purchase a new badge for replacement at the current listed price so there is no cost incurred to the American Canyon Fire Protection District

1032.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

1032.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

1032.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the American Canyon Fire Protection District. The following modifications shall be included:
 1. Any text referring to the American Canyon Fire Protection District shall be replaced with the name of the member association.

Badges

-
2. The badge number portion of the image shall display the name or acronym of the member association.

Anti-Retaliation

1048.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1048.2 POLICY

The American Canyon Fire Protection District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1048.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1048.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District legal Counsel

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1048.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Anti-Retaliation

1048.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

1048.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of persons who have engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1048.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The District shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1048.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

Anti-Retaliation

1048.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.



TITLE

Master Plan Update.

RECOMMENDATION

Receive and File an Updated Report on the American Canyon Fire Protection District (District) Long Range Master Plan Inclusive of a Center for Public Safety Excellence, 6th Edition Compliant, Community Risk Assessment: Standards of Cover Report, that was approved by the Board of Directors on October 25, 2022.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

The Short-Term strategies completed:

- Established a facility life safety inspection program.
- Established a formalized safety committee within the fire district
- The District Financial and Board Action information is on the website
- Developed a quality control process for incident reporting
- Published the Designated Infection Control Officer's Name and contact information on the website
- A comprehensive Nexus Study has been conducted for new construction Fees and includes the adoption of new fees.
- Aligned Fire Record Management System (RMS) with our Emergency Health Record (HER) program
- Developed an Expanded Community Risk Reduction Program (CRR)

Mid Term Strategies completed:

- Addition of two of three shift Battalion Chiefs
- Established a capital improvement and replacement program
- Recruited additional employees
- Conducted a Firefighter/Paramedic Trainee Recruitment

Long Term Strategy recommendations will require five or more years to accomplish. Long-term strategies are centered around community growth and related workload and how both impact the

future deployment of fire stations and personnel.

- These items fall within a long-term strategic planning framework.

The completed DRAFT Long-Range Master Plan Update is attached for the Board of Directors to review

FISCAL IMPACT

There is no fiscal impact to receive and file the the Long-Range Master Plan update.

BOARD PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community"

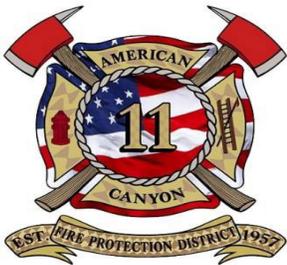
ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. [MASTER PLAN UPDATE REPORT](#)
2. [Master Plan Update Presentation](#)

MASTER PLAN Update (DRAFT)



AMERICAN CANYON FIRE PROTECTION DISTRICT

American Canyon, California

January 2025

Recommended Short-Term Strategies

The short-term strategies listed are a compilation of the recommendations aimed at improving the current conditions and levels of protection over the next one to three years.

Recommendation A-1: Establish a facility life safety inspection program.

Description: ACFPD should develop a periodic facility life safety inspection program for its facilities. Systems designed to improve employees' safety and health are essential for reducing the number and severity of injuries and health concerns. These systems, such as smoke and carbon monoxide detectors, need ongoing maintenance and evaluation.

Update: Completed

1. **Regular Safety Meetings:** We have instituted a quarterly safety meeting protocol. These sessions serve as a vital platform for providing safety information, addressing concerns, and fostering a culture of awareness among our team members. **Completed**
2. **Work Order System Enhancement:** To streamline the inspection and repair process, we have successfully implemented a state-of-the-art work order system, Check-It. This system not only expedites the identification of safety issues but also ensures prompt repairs through automated notifications to project managers. **Completed**
3. **Reduction in Redundancy:** Utilizing the Check-It Program, we have substantially streamlined our safety inspection procedures, enhancing efficiency. **Completed**
4. **Historical Records Maintenance:** Check-It has proven invaluable in maintaining comprehensive historical records. This not only aids in the continuous improvement of our safety protocols but also facilitates compliance reporting and audits. **Completed**
5. **Budget Optimization:** Improved historical data allows for strategic budget allocation, ensuring financial resources are utilized effectively. This optimization ensures that financial resources are allocated where they are most needed, maximizing the impact of our safety initiatives. **Completed**

Recommendation A-2: Consider hiring three shift Battalion Chiefs.

Description: ACFPD does not provide mid-management (Battalion Chief) support on a 24-hour basis providing a higher level of supervision. With the current staffing levels, the need for increased staffing, the delegation of key responsibilities, documented current and projected future risk, and projected growth of the district, a greater emphasis is being placed on day-to-day operations due to increased call volume, resource management, training requirements, and mutual/automatic-aid activities.

Update: In Progress

Following the Board of Directors' approval, the District initiated a recruitment process resulting in the hiring of two Battalion Chiefs. Both individuals were internal candidates and commenced their new roles in May 2023. This decision aligns with our commitment to enhancing leadership and ensuring the safety and efficiency of our operations. It is anticipated that the District intends to hire the third Battalion Chief in Fiscal Year 25-26.

1. **Board Approval:** The Board of Directors approved the hiring of two Battalion Chiefs, a crucial move towards strengthening our leadership structure. **Completed**
2. **Strategic Decision:** While the initial recommendation suggested three Battalion Chiefs, the approved decision reflects a strategic approach that balances operational needs with fiscal responsibility. This measured decision ensures that we augment our leadership capabilities while maintaining financial prudence. **In progress**

Benefits Anticipated:

1. **Enhanced Supervision:** The addition of Battalion Chiefs will enhance supervision across shifts, promoting a more robust command structure and improved coordination during critical incidents.
2. **Professional Development:** The new positions will provide opportunities for professional growth within our organization, encouraging skill development and career advancement for deserving individuals from within our ranks.

Recommendation A-3: Consider adding one administrative support member.

Description: ACFPD administrative staff perform various tasks in support of management and operations. Each administrative staff is capable of multi-tasking. However, they are frequently stretched thin due to the complexity and range of assigned tasks. As the administrative staff increases, the district may wish to consider a formal compensation and classification study.

Update: In Progress

A comprehensive study is underway to:

1. Assess workload and task complexity.
2. Project future administrative needs.
3. Evaluate compensation and classification considerations. Results are expected in the coming weeks.

Study Objectives:

1. **Workload Assessment:** The study researched the existing workload of our administrative staff, analyzing the complexity and variety of tasks assigned to them. This assessment will help identify areas where additional support may be beneficial.
2. **Task Complexity:** Understanding the intricacies of the tasks performed by our administrative

team is crucial. The study will provide a detailed analysis of task complexity, allowing us to tailor support solutions that align with the specific demands of their roles.

3. **Growth Projections:** Anticipating future demands, the study will project the potential growth of administrative tasks, ensuring that our staffing levels are aligned with the evolving needs of the District.
4. **Compensation and Classification Considerations:** Recognizing the importance of fair compensation, the study will explore the need for a formal compensation and classification assessment. This ensures that our administrative staff is not only adequately supported in their roles but also fairly rewarded for their valuable contributions.

Recommendation A-4: Establish a formalized safety committee within the fire district.

Description: ACFPD should establish an internal safety committee as recommended within NFPA 1500: *Fire Department Occupational Safety and Health Program* to help make health and safety activities an integral part of the district's operational plan.

Update: Completed

The District has established a formalized safety committee. Our commitment to the safety and well-being of our staff has driven strategic initiatives aimed at enhancing both physical and mental health.

1. Grant Acquisition: Completed

- The District has successfully applied for and received a grant dedicated to providing Personal Protective Equipment (PPE) to our entire staff. This grant ensures that our personnel will have access to standardized and high-quality PPE, promoting a consistent and elevated level of safety across all operations.
- The Board of Directors approved Resolution 2024-04 authorizing the Memorandum of Understanding for Regional Grant Application from Multiple Government Agencies. A Training Regional Grant was awarded to the following agencies: American Canyon Fire Protection District, the City of Napa, County of Napa, and the City of Calistoga. Additionally, the City of St. Helena.
- The District successfully applied for and received a grant in the amount of \$73,569 from the California Office of Traffic Safety for airbags and struts, used for extrication and stabilization.

2. **Mental Health Support Contract:** In recognition of the critical importance of mental health, the District has taken proactive steps to address this aspect of well-being. We have signed a contract with Restoration Family Counseling in Vacaville, an agency specializing in mental health support. This initiative aims to provide our staff with access to professional mental health resources when needed, fostering a supportive and resilient work environment.

Completed

3. **Equal Representation in Safety Committee:** To ensure the effectiveness and inclusivity of our safety initiatives, the District is actively working toward equal representation from various levels of our workforce, promoting collaboration and diverse perspectives in the decision-making process. **Completed**

Recommendation A-5: Repair or replace the apron and sidewalk in front of Station 211.

Description: The area in front of Station 211 is in immediate need of replacement. For the safety of the crews and the public, the district and City should work to replace the apron and sidewalk in front of the station.

Update: Not currently in progress but will be addressed as resources and priorities permit.

As of now, the repair or replacement of the apron and sidewalk in front of Station 211 has not been initiated. However, the District recognizes the urgency and importance of this matter and has committed to looking into it.

Recommendation A-6: Consider including the City's fiscal and budgetary policies within the district's annually adopted budget.

Description: The fiscal and budgetary policies of the City also apply to the district. Since the City Council, which also serves as the district's governing Board, annually reviews and approves the fiscal and budgetary policies as part of the City's operating budget, it is recommended that the district incorporate the policies into its budget adoption as well. Considering the district budget is approved after the City's, there is an opportunity to include the policies.

Update: In Progress

The District is currently in process of reviewing, updating and/or developing District policies.

Recommendation A-7: Consider enhancing the financial and Board action information available on the district's website.

Description: Much of this report's fiscal and Board action information could not be obtained from the district's website. Specifically, the salary schedule, fee schedule, and Board meeting agenda packets would benefit the public. Access to the Board actions, such as approved resolutions, would also be desirable.

As a CalPERS agency, the district must have a publicly available pay schedule. Publicly available is defined as "posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or on the employer's website."

Update: In progress

The salary schedule and board meeting agenda packets are accessible on the website.

1. **Website Redesign Initiative:** Acknowledging the need for continuous improvement, the and

District is currently undergoing a comprehensive website redesign. This redesign is strategically aimed at making information more accessible and user-friendly for the public.

In progress

2. **Collaboration with Web Designer:** We are actively collaborating with a web designer to ensure that the redesigned website not only meets but exceeds industry standards for transparency and accessibility. **In progress**
3. **Separate Fire Pages:** As part of our commitment to enhancing online resources, separate fire pages are scheduled to roll out by April 1, 2025. These pages will provide specialized content and a more streamlined interface for information related to fire department operations. **In progress**

Recommendation A-8: Develop a quality control process for incident reporting.

Description: The process of reviewing completed incident reports provides ACFPD with a method to ensure data entry is correct for future analysis. A review of incident data found incorrect coding for Automatic Aid Given and Mutual Aid Given. Automatic Aid and Mutual Aid should only be coded when ACFPD arrives on the scene and another fire department has arrived. Fire loss data was not entered for 2019–2021.

Update: Completed

The District has made significant advancement in our efforts to improve incident reporting with the recent acquisition of the ESO records management system. This state-of-the-art system is poised to revolutionize our data collection processes, ensuring accuracy, efficiency, and comprehensive reporting capabilities.

1. **ESO Records Management System Purchase:** The District has invested in the ESO records management system, a cutting-edge solution designed to streamline incident reporting and enhance data collection processes. **Completed**
2. **Improved Incident Data Accuracy:** The implementation of ESO provides a modern and user-friendly platform that significantly reduces the likelihood of coding errors and omissions during incident reporting. This ensures that incident data, including coding for Automatic Aid Given, Mutual Aid Given, and fire loss data, is captured accurately and comprehensively. **Completed**
3. **Real-time Reporting Capabilities:** ESO offers real-time reporting features, allowing for immediate access to incident data. This enables timely reviews and corrective actions, contributing to the overall improvement of data quality. **Completed**

Training and Transition:

1. **Personnel Training:** To maximize the benefits of the new system, the District is prioritizing comprehensive training sessions for personnel responsible for incident reporting. This includes guidance on utilizing ESO's features for accurate and standardized data entry. **Completed**
2. **Seamless Integration:** The transition to the ESO records management system is carefully planned to ensure a seamless integration with existing processes. This includes the transfer of historical incident data to maintain continuity in reporting. **Completed**

Recommendation A-9: Complete a National Fire Incident Reporting system training class.

Description: During data review, incorrect coding and lack of data entry were discovered. The lack of accurate data does not allow for good decision-making if incident reporting is not completed with the correct information.

Update: Completed

1. **ESO Records Management System Implementation:** The recent acquisition of the ESO records management system has significantly improved our incident reporting capabilities. ESO's advanced features and user-friendly interface contribute to the accuracy and completeness of incident data. **Completed**
2. **Streamlined Reporting Processes:** ESO not only addresses the issues identified in Recommendation A-9 but also streamlines the overall reporting process. This modern system reduces the likelihood of incorrect coding and enhances data entry procedures. **Completed**

Recommendation A-10: Develop an expanded Community Risk Reduction Program (CRR).

Description: Implementation of a District-wide CRR program can enhance community involvement and develop programs to reduce or mitigate risks.

Update: In Progress

1. **Partnership with the City of AC and Fire Wise:** The District has formed a strategic partnership with the City of American Canyon (AC) and Fire Wise. This collaboration is instrumental in aligning our efforts and resources to enhance community risk reduction strategies. A vegetation management program was also implemented this year utilizing sheep throughout the City of American Canyon and District Boundaries. **Completed**
2. **County Wide Multi Hazard Management Plan:** The District is actively engaged with Napa County OES for the County Wide Multi Hazard Management Plan Update and for the first time will have an American Canyon Fire District annex within the Plan- **In progress**
3. **Community Risk Reduction Effort:** The American Canyon Fire Protection District is committed to working collaboratively with property owners, local agencies, and community partners to remove hazardous fuels and implement effective vegetation management throughout the District. These proactive efforts are designed to reduce wildfire risks and enhance overall community safety. The District will focus on increasing public awareness through educational materials, its website and social media platforms, ensuring the community remains informed and engaged in these important initiatives. **In progress**
4. **Coordinate with Napa County on Projects:** Collaborate with Napa County to identify and

implement initiatives within the District Boundaries that qualify for funding under the BRIC (Building Resilient Infrastructure and Communities) Grant program. **In progress**

5. **Fire Code Updates:** Update and strengthen the Fire Code to enhance safety standards and ensure compliance. **In progress**
6. **Continued Outreach:** Strengthening our commitment to our community engagement, The District continues to regular outreach to our mobile home parks and apartment communities through monthly meetings to address fire safety concerns and provide updates. **Completed**

Recommendations A-11: Publish the Designated Infection Control Officer's name and contact information on the city website.

Description: ACFPD does not display any DICO information on the fire department website.

Update: Completed

Recommendation A-12: Align fire documentation with EMS documentation utilizing the ESO Fire Records Management System.

Description: ACFPD currently documents EMS incidents in the ESO electronic health record system, and fire data is collected in a different format. These practices require that fire department personnel enter data twice for all emergency medical services incidents.

Update: Completed

1. **Utilization of ESO Fire Records Management System:** The District has implemented ESO Fire Records Management System to consolidate and align fire documentation with EMS documentation. **Completed**
2. **Unified Documentation Format:** The ESO system and fire and EMS incidents are documented in a unified format. **Completed**

Recommendation A-13: Upgrade the Lucas devices to the same version for consistency and integration.

Description: ACFPD currently deploys one Lucas 3 device and two Lucas 1 devices. These are used to perform mechanical compressions during a cardiac arrest. This high-stress scenario requires fast, precise skills to ensure chest compressions are done correctly. Different types of equipment could potentially lead to less efficient practices and errors.

Update: In progress

While the District applied for a grant to support this recommendation, unfortunately, the grant was not awarded. However, the District intends to purchase the Lucas Devices in FY 24 and FY 25.

Recommendation A-14: Review Existing Fee Schedule

Description: ACFPD currently has a mitigation fee schedule for new construction, plan reviews, operational permits, and inspections that needs reviewing.

Update: In Progress

1. **Nexus Study for New Construction Fees:** In response to the recommendation, the District has conducted a comprehensive Nexus Study specifically for new construction fees. The outcomes of this study include the adoption of new fees, aligning with current industry standards and the unique needs of our community. **Completed**
2. **Review of Plan Reviews, Inspections, and Operational Permits:** While a formal Nexus Study has not been conducted for plan reviews, inspections, and operational permits, the District has undertaken an internal review of these fees. This internal assessment aims to ensure that the fee structure is fair, reflective of the services provided, and in line with the cost of delivering these essential services. **In progress**

Recognizing the importance of a thorough and formal analysis, the District is currently conducting an outside study with our Financial Consultant for plan reviews, inspections, and operational permits. This study will provide a comprehensive understanding of the cost structure and revenue implications associated with these services.

Recommended Mid-Term Strategies

The mid-term strategies are progressive enhancements of the current conditions. Many will likely require three to five years to accomplish.

Recommendation B-1: Establish a capital improvement and replacement program.

Description: ACFPD should work to develop, adopt, and fund a facilities capital improvement and replacement program. Each capital system should be identified and put on a repair and replacement schedule. Each building should continue to be evaluated for its ability to meet the agency's needs, and a replacement schedule should be negotiated years in advance.

Update: Completed

1. **Capital Improvement and Replacement Program Established:** The District has successfully developed and funded a comprehensive capital improvement and replacement program. This program encompasses a systematic approach to identify, evaluate, and prioritize capital systems within our facilities. **Completed**
2. **Finance Subcommittee Review:** The proposed plan has undergone a thorough review by the Finance Subcommittee, where detailed discussions and assessments were conducted to ensure the strategic alignment of the program with the agency's goals and financial considerations. **Completed**

Recommendation B-2: Recruit additional staff and staff the district's truck company.

Description: The district's risk and level of development are beginning to exceed the expectations of cross-staffing the truck company. Additional personnel should be recruited that will facilitate staffing the truck company 24/7.

Update: In Progress

In 2024 the District conducted a Firefighter/Paramedic Trainee Recruitment.

This recommendation is a future opportunity for the District. As the community grows the District may hold strategic planning sessions and review the budget to reassess its staffing requirements. The decision to recruit additional staff and staff the truck company will be revisited as conditions evolve.

Recommendation B-3: Determine a new site for Station 211 and initiate the process of designing a new fire station facility to maintain a high degree of safety, efficiency, long-term sustainability, and effectiveness.

Description: The current location of the Station is less than half a mile from Station 11. The station also does not meet the community's or modern fire station's needs. ACFPD should identify a site for a new station and start planning for purchase and construction.

Update: In Progress

1. **Site Identification:** The Fire Chief is actively engaged in the process of identifying a suitable property for the new Station 211. This involves a meticulous assessment of potential locations to ensure they align with community needs, response requirements, and the long-term vision of ACFPD. **In progress**
2. **Collaboration with Financial Consultant:** Recognizing the fiscal implications of such a significant undertaking, the Fire Chief is closely collaborating with the District's Financial Consultant. This partnership is integral to identifying when it is fiscally prudent to begin allocating resources for property identification and subsequent budgeting. **In progress**

Recommendation B-4: Determine administration staff space needs.

Description: The current Headquarters does not have enough space for existing staff. ACFPD should identify future administration staff size and space needs and work to incorporate administration needs into the future Station 211 plan.

Update: This objective is identified as a short-term goal and will be implemented when resources and priorities allow.

While no immediate additional space needs have been identified, the District acknowledges the potential for future growth.

Recommendation B-5: Place greater emphasis upon the quality assurance of time data inputs.

Description: Documentation of events for the fire department is critical that it be correct, especially for those requesting them, such as attorneys, insurance companies, and property owners. In addition, reliable and accurate performance analysis cannot occur without quality control. It is recommended that the officers in charge review and verify the information is complete and correct. If not, return it to the author to correct. In addition, it is recommended that ACFPD meet with the dispatch center to find ways to improve the data entry reflected in the fire records management system. Tracking unit performance is critical to a defensible report of actions in the case of litigation. Additionally, the response time objectives need to be designated as average or industry standard percentiles.

Update: In Progress

Assistant Chief Campbell is collaborating with Napa City Dispatch to address the quality assurance of time and data inputs. This partnership aims to improve the accuracy and completeness of information recorded in the fire records management system.

Recommendation B-6: Consider creating a full-time position for EMS Program Administration.

Description: ACFPD lacks staff that is dedicated to the oversight of Emergency Medical Services programs.

Enhanced management of the EMS programs will allow for improvement to the process of EMS Continuous Quality Improvement (CQI) and the identified necessary continuing education. CQI programs take time and dedicated staff to review patient care, network with hospitals for patient follow-up information, collect system data and provide an educational program to make system improvements.

Update: In Progress

1. **CQI Meetings:** The District has taken proactive steps to enhance the EMS Continuous Quality Improvement (CQI) process. CQI meetings are now held approximately every six weeks, providing a dedicated forum for the review of patient care, networking with hospitals for patient follow-up information, and the collection of system data. **Completed**
2. **Battalion Chief Involvement:** A Battalion Chief is actively engaged in initiatives to improve the CQI process. This includes identifying opportunities for enhancements and implementing strategies to streamline the CQI program, ensuring that it effectively contributes to ongoing system improvements. **Completed**

Recommended Long-Term Strategies

Recommendation C-1: Construct a newly relocated Station 211.

Description: AP Triton identified the need and a potential location for the relocation of Station 211.

Update: Although not actively underway, this update is included in the District's long-term planning efforts and will be pursued as resources and priorities allow.

The relocation of Station 211 is within a long-term strategic planning framework.

Recommendation C-2: Consider adding a training facility within the district.

Description: ACFPD should consider the addition of a fire training facility during the construction of a new or relocated fire station, in accordance with NFPA 1402, Guide to Building Fire Service Training Centers.

Update: Although not actively underway, this update is included in the District's long-term planning efforts and will be pursued as resources and priorities allow.

Adding a training facility is within a long-term strategic planning framework.



American Canyon Fire Protection District

Master Plan Update

Tracking Progress Towards Success

Prepared for:

Board of Directors Meeting

January 28, 2025



Introduction

The American Canyon Fire Protection District District engaged AP Triton Consulting to develop a comprehensive Long-Range Master Plan in 2022. This plan serves as a strategic foundation for future fire service planning, offering a detailed evaluation of current conditions, support programs, community risk assessment, and key findings.

AP Triton's analysis provided insights into the District's current response performance, identified risk factors, and highlighted opportunities for improving service delivery.

The District is dedicated to implementing the plan's recommendations, focusing on enhancing operations, safety, and service delivery. The strategies are structured into short, mid, and long-term goals, with this update emphasizing progress on short-term initiatives. These include improving safety protocols, augmenting staffing and administrative support, and advancing community risk reduction efforts.



Recommended Strategies



Short Term Strategies

Improving the current condition and levels of protection over the next one to three years



Mid-Term Strategies

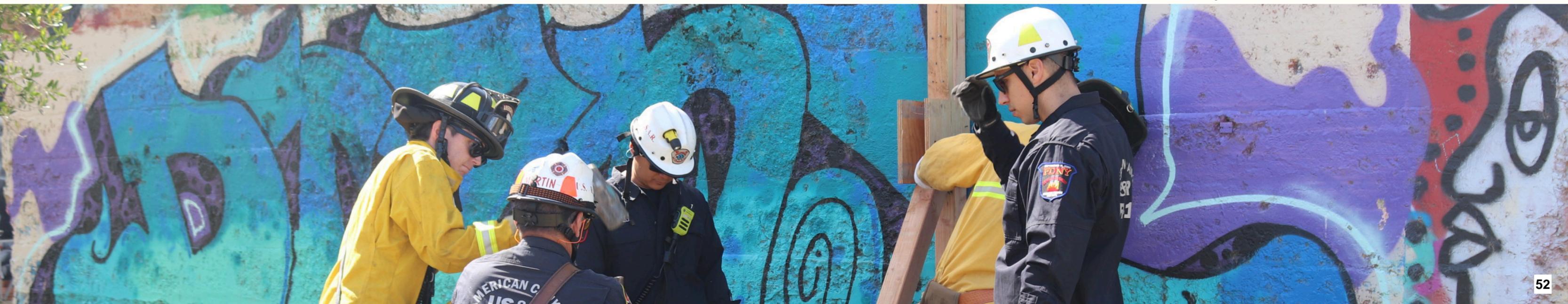
Progressive enhancements of the current conditions. May require three to five years to accomplish



Long Term Strategies

Centered around community growth and related workload and how both impact the future of the fire stations and personnel

Requires five or more years to accomplish



Progress Overview

 Tracking Achievements Across All Strategies



Short-Term Strategies:

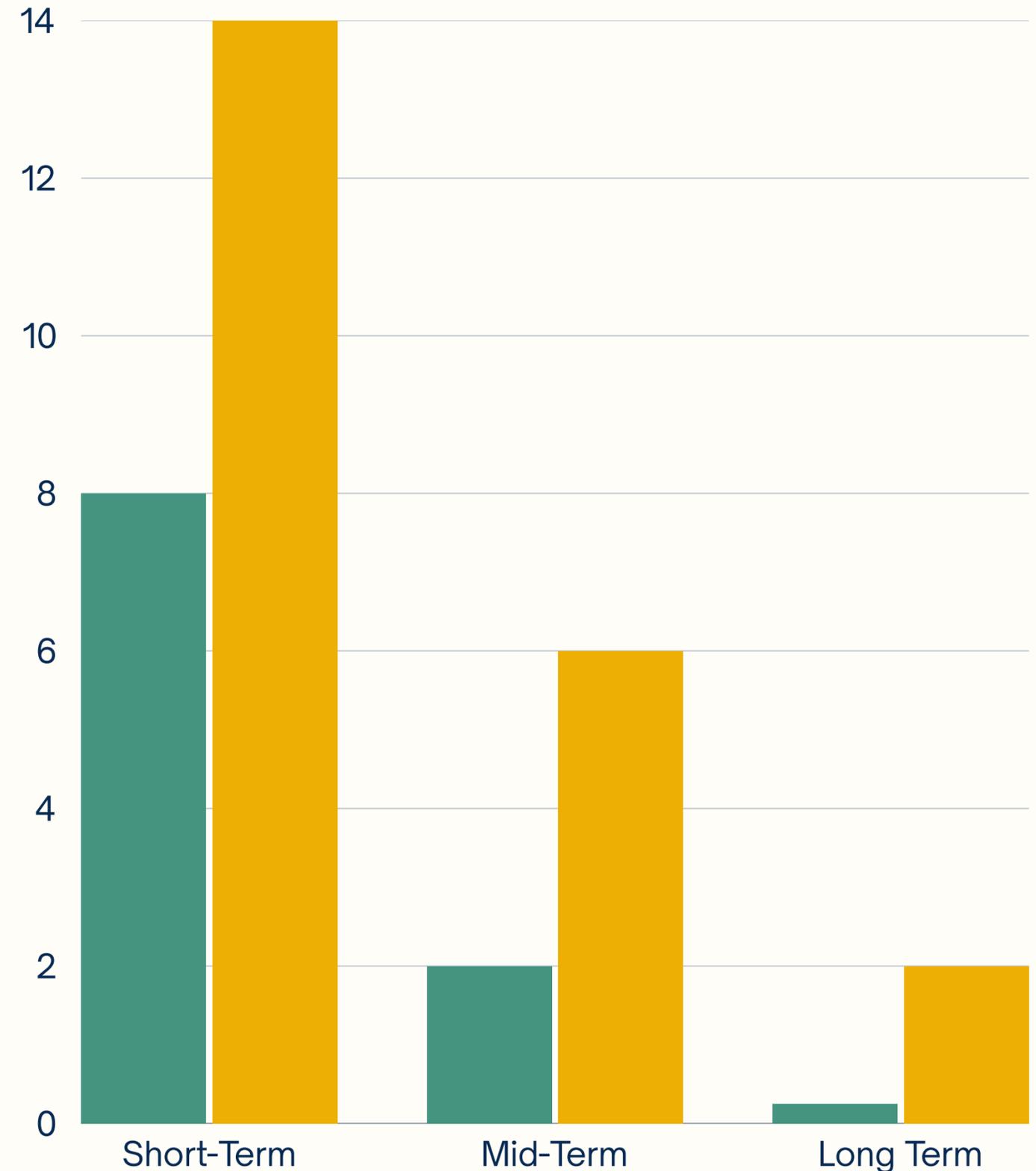
50% completed, including safety committee and facility life safety inspection program establishment, quality control process for incident reporting, Infection Control Officer's name and contact on website. Align fire documentation with EMS documentation utilizing ESO Fire Records Management; and Developed an expanded Community Risk Reduction Program.

Mid-Term Strategies:

30% in progress with key focus on capital improvements and planning for a new Fire Station.

Long-Term Strategies:

10% underway, setting the foundation for a new Fire Station.





Completed Short-Term Strategies

✕ Strengthening Foundations for Safety

- ✓ Establish a facility life safety inspection program.
- ✓ Establish a formalized safety committee within the Fire District.
- ✓ The District financial and Board Action information is on the website.
- ✓ Develop a quality control process for incident reporting.
- ✓ Publish the designated Infection Control Officer's Name and contact information on the website.
- ✓ Align fire documentation with EMS documentation utilizing the Eso Fire Records Management System.
- ✓ Review existing Fee Schedule-Completed Nexus Study for new construction.

In progress Short Term Strategies

→] [← **Hired two out of the recommended three Battalion Chiefs.**

 **Consider adding one administrative support member - A comprehensive study has been completed, and results are forthcoming to guide the next steps."**

→] [← **Repair/Replace the apron and sidewalk in front of Station 211.**



 **Develop an Expanded Community Risk Reduction Program (CRR).**

 **Consider including the City's fiscal and budgetary policies within the district's annual adopted budget.**

 **Complete a National Fire Incident Reporting System Training.**

 **Upgrade the Lucas devices - The District is considering to purchase the devices in FY 24 and FY25**

 **Review Existing Fee Schedule - Completed Nexus Study for new Construction Fees. A fee study is currently underway for Fire Prevention Fees.**



Update on Mid-Term Strategies

Completed

-  Establish a capital improvement plan

In Progress

-  Recruit additional staff and staff the district's truck company.
-  Determine a new site for Station 211 and initiate the process of designing a new fire station facility to maintain a high degree of safety, efficiency, long-term sustainability, and effectiveness.

-  Determine additional staff space needs.
-  Place a greater emphasis upon the quality assurance of time data inputs.
-  Consider creating a full-time position for EMS Program Administration.

Long-Term Strategies

Visionary Plans for the Future



Construct a newly relocated Station 211.



Consider adding a training facility within the District.



Thank you



Building Success Together

