



AMERICAN CANYON FIRE PROTECTION DISTRICT BOARD MEETING

AGENDA

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

March 25, 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 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). Three Matters.**

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

None.

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

2. **Minutes of the Fire District Board meeting of January 28, 2025.**
Recommendation: Approve the Fire District Meeting Minutes of January 28, 2025.
3. **Report Upon Return from Closed Session for January 28, 2025.**
Recommendation: Approve the Report upon Return from Closed Session for January 28, 2025.
4. **Policies and Procedures.**
Recommendation: Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Community Emergency Response Team, Community Emergency Response Team Vehicle Operations, and Sick Leave.
5. **Declare Self Contained Breathing Apparatus (SCBA), Out-of-Service Fire Hose, Hose Nozzles, a Honda Stroke 30 Outboard Boat Motor, and specific Extrication Equipment as surplus property.**
Recommendation: Adopt a Resolution declaring Self Contained Breathing Apparatus (SCBA), Out-of-Service Fire Hose, Hose Nozzles, a Honda Stroke 30 Outboard Boat Motor, and specific Extrication Equipment as surplus property and authorized its disposition through either donation or destruction, in accordance with District policy and applicable laws.

PUBLIC HEARINGS

None.

BUSINESS

6. **Mid-Year Budget.**
Recommendation: Fiscal Year 2024-25 budget review and consideration of recommended budget adjustment.
7. **Contract Agreement for NVC AHA Training Site.**
Recommendation: Approve the agreement between the American Canyon Fire Protection District (ACFPD) and the Napa Valley Community College District Auxiliary Services Foundation (DAS), DBA Napa CPR, for ACFPD to operate as an authorized American Heart Association (AHA) Training Site under Napa CPR's Training Center.
8. **American Canyon Fire Protection District 2024 Annual Report.**
Recommendation: Receive and file the American Canyon Fire Protection District 2024 Annual Report.

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
Board Meeting
ACTION MINUTES

January 28, 2025

6:30 P.M. OPEN SESSION

CALL TO ORDER

Chair Washington called the Meeting to Order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

Chair Washington led the Pledge of Allegiance

ROLL CALL

Present: Board Member Brando Cruz, Board Member Melissa Lamattina, Board Member David Oro, Vice-Chair Mark Joseph, and Chair Pierre Washington

Absent: None

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

The Board convened in Open Session at 5:31 pm and after ascertaining that there were no public comments on the matter agendized for Closed Session, adjourned to Closed Session at 5:31 pm and concluded at 6:27 pm. A written report will be provided under Government Code Section 54957.1.

PROCLAMATIONS AND PRESENTATIONS

3. **Proclaiming the Month of February as American Heart Month.**

Chair Pierre Washington presented the proclamation Chief Belyea. Fire Executive Assistant/PIO Laura Provencher accepted the Proclamation on behalf of Pam Dodson of Heart Safe.

PUBLIC COMMENT

Chair Washington 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 Vice Chair Mark Joseph seconded by Board Member Melissa Lamattina, and CARRIED by roll call vote.

Ayes: Board Member Brando Cruz, Board Member Melissa Lamattina, Board Member David Oro, Vice-Chair Mark Joseph, and Chair Pierre Washington

Nays: None

Abstain: None

Absent: None

4. **Minutes of the Fire District Board Meeting of November 12, 2024.**
Action: Approved the Fire District Meeting Minutes of November 12, 2024.
5. **Report Upon Return from Closed Session for November 12, 2024.**
Action: Approved the Report Upon Return from Closed Session from November 12, 2024.
6. **Surplus Personal Protective Equipment.**
Action: Adopted 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.**
Action: Adopted a Resolution approving the Proposed Policies and Procedures for Travel, Non-Official Use of District Property, Badges, and Anti-Retaliation.

PUBLIC HEARINGS

None

BUSINESS

8. Master Plan Update.

Chief Belyea provided an updated Report on the Master Plan.

Chair Washington inquired whether the new station would be located on the west side of Highway 29. Chief Belyea confirmed that this location is most desirable. Chair Washington also asked about the status of the current apparatus slated for replacement by the new units currently in production. Chief Belyea explained that while one apparatus requires more maintenance than the other, all rigs remain in service. The District's truck is currently in the shop, but maintenance is managed by a skilled fire mechanic based outside of Vacaville. He emphasized that the fleet remains operational and reliable, and the decision to purchase new apparatus two years ago was made with foresight, knowing the extended timeline for construction and delivery.

Vice Chair Joseph inquired about land acquisition efforts, specifically regarding parcels on Napa Junction and James Road. Chief Belyea stated that while the District plans to retain the Napa Junction parcel, they are exploring other options that may better serve the community. Vice Chair Joseph also noted the need for sidewalk repairs near the James Station and recommended collaborating with the City to address the issue.

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

Action: Motion to Receive and File the Updated Annual Report for the American Canyon Fire Protection District Long Range Master Plan Inclusive of a Center for Public Safety Excellence, 6th Edition Compliant, Community Risk Assessment: Standard of Cover Report that was approved by the Board of Directors on October 24, 2022 made by Vice Chair Mark Joseph seconded by Board Member Brando Cruz, and CARRIED by roll call vote.

Ayes: Board Member Brando Cruz, Board Member Melissa Lamattina, Board Member David Oro, Vice-Chair Mark Joseph, and Chair Pierre Washington

Nays: None

Abstain: None

Absent: None

FIRE CHIEF ORAL REPORT

The American Canyon Fire District family grew with the birth of Kolbie Murchison. Congratulations to Firefighter Kyle Murchison and his wife, Emily, on their newest addition.

Following a successful recruitment process for the District's Firefighter/Paramedic Trainee position, a classification approved by the Board of Directors in 2023, an unconditional job offer was extended to Manuel Conde. He will begin the Accredited Vallejo Fire Academy on February 10th, a 20-week program. Upon successful completion, he will join the District as a probationary Firefighter/Paramedic.

In response to recent wildfires in Southern California, the District deployed an engine and three firefighters as part of a strike team assisting with the Eaton Fire. The team has since returned home safely.

Community engagement remains a priority. The District recently provided Hands-Only CPR training to 650 students at American Canyon High School. Additionally, through participation in the Toys for Tots program, over 300 children in American Canyon received holiday gifts, thanks to community donations and our partnering agency.

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

Board Member Cruz inquired if anyone in attendance participated in the strike team and he recognized them for their service.

ADJOURNMENT

Meeting was adjourned at 7:00 p.m.

CERTIFICATION

Geoff Belyea,
District Fire Chief/District Clerk

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

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
Lawross.com

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 199/3

March 19, 2025

VIA E-MAIL

The Honorable Pierre Washington, 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; Regular Meeting of the American Canyon Fire Protection District Board of Directors; January 28, 2025

Dear Chair Washington 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 January 28, 2025 Regular Meeting, consistent with Government Code Section 54957.1.

Chair Washington and Members of the District Board convened in Opens Session at 5:31 p.m. and after ascertaining that there were no public comments on the matter agendized for Closed Session, adjourned to Closed Session at 5:31 p.m. to address the matter agendized for Closed Session consideration.

There were two (2) matters agendized for District Closed Session consideration:

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

With respect to the first matter considered under District Closed Session Agenda Item No. 1., there was no reportable action under the common law attorney-client privileged and that provided by Government Code Section 54956.9(d)(2).

With respect to the second matter considered under District Closed Session Agenda Item

The Honorable Pierre Washington, Chair
and Members of the Board of Directors
American Canyon Fire Protection District
March 19, 2025
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No. 1., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

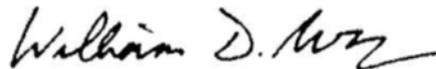
With respect to District Closed Session Agenda Item No. 2., there was no reportable action under the provisions of Government Code Section 54957(b).

The Closed Session concluded at 6:27 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 agendized 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

Policies and Procedures.

RECOMMENDATION

Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Community Emergency Response Team, Community Emergency Response Team Vehicle Operations, and Sick Leave.

CONTACT

Geoff Belyea, District 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 of polices, including Community Emergency Response Team, Community Emergency Response Team Vehicle Operations, and Sick Leave.

Upon the approval of 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

Not applicable

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. Resolution 2025-03 Policies and Procedures
2. 341 Community Emergency Response Team.
3. 342 Community Emergency Response Team Vehicle Operations
4. 1049 Sick Leave

RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT APPROVING THE PROPOSED POLICIES AND PROCEDURES: COMMUNITY EMERGENCY RESPONSE TEAM, COMMUNITY EMERGENCY RESPONSE TEAM VEHICLE OPERATIONS, AND SICK LEAVE.

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 Community Emergency Response Team, Community Emergency Response Team Vehicle Operations, and Sick Leave; 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 Fire Protection District, approves the proposed Policies and Procedures for the American Canyon Fire Protection District.

PASSED, APPROVED AND ADOPTED this 25th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Community Emergency Response Team

341.1 PURPOSE AND SCOPE

The purpose of this document is to provide procedural policy and guidance with respect to the American Canyon CERT (ACCERT) program as a resource for "pre-disaster" activities and disaster response.

The ACCERT Program is part of the local and national Citizen Corps effort to incorporate and utilize volunteers in the community. The President and the Department of Homeland Security endorse Citizen Corps. ACCERT members are trained in basic response techniques in order to assist local citizens and first responders in disaster or emergency operations.

The purpose of the ACCERT Concept of Operations Plan and Standard Operating Guidelines is to:

- (a) Formalize the local program and specify affiliation of the organization.
- (b) Outline the concept of operations and organization.
- (c) Specify procedures for ACCERT activation.
- (d) Establish ACCERT training and equipment requirements.
- (e) Define ACCERT functions, capabilities, and limitations.

This helps to insure an organized and efficient response to a large-scale emergency or disaster occurring in the City of American Canyon, American Canyon Fire Protection District and/or County of Napa.

These procedures apply to ACCERT operations and administration in the City of American Canyon / American Canyon Fire Protection District for emergency or non-emergency operations from the date of promulgation until formal deactivation of the program. Changes may be incorporated as required.

The ACCERT program is active within the City of American Canyon, Napa County, but requires formal organization structure, policy, and procedures in order to operate effectively, legally, and safely. Towards that end, the Advisory Board of the ACCERT ("ACCERT Board") was formed. The ACCERT Board approved this document and is responsible for maintaining it as needed.

341.2 POLICY

341.3 INTRODUCTION

The City of American Canyon, American Canyon Fire Protection District and County of Napa, California recognizes:

That in the event of a major all-hazard emergency or disaster within the city, district and/or county, there is a likelihood that most emergency management and public safety resources, such as fire and rescue, emergency medical services, and law enforcement agencies may be overwhelmed.

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Community Emergency Response Team

The assistance from neighboring cities is probable; however, response time is unknown.

That citizens within the City of American Canyon / American Canyon Fire Protection District may need immediate assistance.

That the American Canyon Community Emergency Response Team ("ACCERT") program offers a resource of citizens trained by local emergency management, public safety professionals, and trained and certified volunteer instructors, who can provide an immediate and deliberate response that may have the capability to save lives and property.

The ACCERT program is sponsored by the American Canyon Fire Protection District. The American Canyon Fire Protection District is designated by the local Accredited Disaster Council ("ADC") as the "authorized registering agency" on behalf of the City of American Canyon, Napa County Office of Emergency Services and State of California Office of Emergency Services. ACCERT members may be a resource for all the above listed agencies under the DSWVP.

341.4 AUTHORITY

The following entities will be advised as to activities in which ACCERT has been duly trained and therefore members are qualified to provide assistance in the event they are needed. Authority is stated in order from most direct and local to least direct and distant.

- City of American Canyon Mayor
- City of American Canyon City Manager/Emergency Services Director
- American Canyon Fire Protection District District Fire Chief
- City of American Canyon Police Chief
- City of American Canyon Disaster Council
- County of Napa Emergency Management Agency (Napa County OES)

Note: It is important to recognize that any decisions made by the ACCERT Board are advisory and can be overridden by any of the above government authorities.

341.5 MISSION STATEMENT

ACCERT Volunteers, under the sponsorship of the American Canyon Fire Protection District, strive to work within a network of state and local emergency response teams to provide support for public safety personnel, public service personnel, and elected officials by acting as additional resources when activated during a disaster. ACCERT's mission is to be prepared for our community through training and awareness so that needed resources can be provided for the greater good and for the citizens most in need.

341.6 GOALS AND OBJECTIVES

As stated in the Mission, the primary purpose of the ACCERT is to respond as a team to assist their community, local first responders, and potentially private businesses and/or state and federal

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agencies in a large-scale disaster as well as in local emergencies and non-emergency situations, as defined in the Liabilities section.

ACCERT is designed to support:

- (a) In a large-scale situation where the first response system is overwhelmed and delayed, ACCERT members will provide assistance in their homes, neighborhoods, and local communities until first responders arrive.
- (b) City of American Canyon Emergency Operations Center support functions.
 - 1. Emergency Volunteer Center (EVC) activation and operations
 - 2. Priority Prophylaxis Distribution (POD) activation and operations
 - 3. Communications via "HAM" radios or runners
- (c) Other duties as assigned based on need including but not limited to:
 - 1. Augment the local emergency services and emergency management officials with trained individuals
 - 2. Assist law enforcement functions including traffic direction and security
 - 3. Assist in victim triage and rescue
 - 4. Assist with sheltering, mass feeding and other support function staffing
 - 5. Dissemination of Public Information
 - 6. Ancillary support in the "cold zone" of a large-scale emergency, Pre-disaster training and readiness
 - 7. Provide communications capability with individual team members and coordinate communications with other CERT programs

ACCERT are neither designed nor intended to serve as initial first responders on an emergency scene but can provide additional resources as "second" responders if the event is of such a magnitude to require it.

341.6.1 PERSONNEL

Requirements for membership

The basic intent in staffing ACCERT is the premise: "There is a job for everyone." This premise takes into consideration that the volunteer base will consist of individuals with varying levels of skills and physical capabilities. The key to success in the utilization of ACCERT is to match assignments with individual capabilities.

There are no barriers in ACCERT based on gender, sexual orientation, ethnic group or race, disability, or religion.

Each ACCERT member will:

- (a) Boundaries will be open to anyone who wants to join
- (b) Provide a completed CERT basic training Certificate

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- (c) Any non-resident of American Canyon can NOT be a board member. Board members MUST reside in American Canyon
- (d) Any member, no matter where they reside, has a vote
- (e) Any potential member, no matter where they reside, MUST complete the entire process of becoming a member
- (f) The following items must be completed prior to becoming an American Canyon CERT member:
 - 1. Application
 - 2. Complete the IS 100.c on-line training course
 - 3. Interview process
 - 4. Background check
 - 5. Complete a satisfactory probationary period which consist of 6 hours of membership time
 - 6. Swearing In process
- (g) Be able to execute competencies taught during basic CERT training, either independently, or with support of a reliable accompanying assistant.
- (h) Not be a convicted felon. Volunteers will be subject to a criminal background check
- (i) Not be a member of a terrorist or subversive organization
- (j) Be of a character than can be trusted under adverse conditions where victims of disaster could be at a disadvantage. ACCERT, Inc. members must be trusted to treat victims and their property with the highest respect and dignity
- (k) Complete and return the following documents:
 - 1. Hold harmless agreement
 - 2. Informed consent, waiver, and release agreement
- (l) Be at least 18 years old, except for the following: ACCERT, Inc., members under the age of eighteen will be accepted into the training program, and be assigned jobs and/or tasks of minimal risk only with the consent and supervision of their legal guardian
- (m) Attend volunteer member orientation
- (n) Meet current District workplace health restrictions, such as evidence of required vaccinations, and/or required testing and precautions, such as wearing masks.

341.6.2 ADVISORY BOARD

The ACCERT Advisory Board ("ACCERT Board"), with the exception of the Liaison positions, who are appointed by their respective agencies, will be comprised of trained ACCERT members wishing to contribute to the organization and maintenance of ACCERT. The ACCERT Board will meet regularly and vote on all decisions specific to the operations of ACCERT according to standard rules of procedure.

Community Emergency Response Team

ACCERT Board members will assume the following titles:

- ACCERT Director
- ACCERT Deputy Director
- ACCERT Secretary
- ACCERT Training Director
- ACCERT Communications Director
- Fire District Liaison
- Police Department Liaison

Roles of the ACCERT Board are as follows:

341.6.3 ACCERT DIRECTOR

The ACCERT Directors roles should include:

- Fill community member seat on the City of American Canyon "Emergency Council" serving as the primary citizen liaison between ACCERT and city officials, police, Fire District and service personnel such as public works
- Act as liaison between ACCERT and other related entities in the county and region
- Oversee all ACCERT activities
- Will fill the role of Branch Director depending on the incident's scale and needs.
- Chair all ACCERT General Membership and Advisory Board meetings

341.6.4 ACCERT DEPUTY DIRECTOR

The ACCERT Deputy Director roles should include:

- Assist the ACCERT Director as needed, assuming responsibilities as delegated or completely if the ACCERT Director is unavailable or unable
- Ensure that credentials for all ACCERT members are current and remain current.
- Maintain an up-to-date database of contact information for ACCERT members which includes emergency contact information
- Provide current ACCERT identification cards
- Maintain records including ACCERT application forms, Hold Harmless, and Agreements, informed consent waiver and release forms
- Maintain confidentiality of ACCERT member personal information.

341.6.5 ACCERT SECRETARY

The ACCERT Secretary roles should include:

Community Emergency Response Team

- Develop and distribute ACCERT meeting agendas before scheduled Advisory Board meetings
- Provide and distribute meeting minutes to all ACCERT Advisory Board members
- Maintain records of meeting agendas and meetings
- Develop and maintain a calendar for on-going ACCERT Board meetings
- Maintain a file with copies of each member ACCERT Course completion certificates and any other ACCERT related training completion records
- Maintain confidentiality of ACCERT member personal information
- Responsible for written correspondence which could include but are not limited to; thank you letters, and other general greetings
- Assist the ACCERT Director as needed

341.6.6 ACCERT TRAINING DIRECTOR

ACCERT Training Director roles should include:

- Working with the Fire District Liaison, and/or Police Department Liaison plan and implement all ACCERT training activities
- Keep abreast of emerging County, State, and Federal training updates and share with ACCERT members
- Incorporate updated training information into ongoing sessions
- Develop and maintain a calendar for on-going training sessions
- Coordinate venues for training sessions
- Documentation of all training of all ACCERT members.
- Maintain all training documentation
- Assist the ACCERT Secretary as needed
- Assist the ACCERT Director as needed

341.6.7 ACCERT COMMUNICATIONS DIRECTOR

The ACCERT Communications Director should include:

- Ensure ACCERT members receive communications such as meeting schedules, training schedules and pertinent ACCERT current events information
- Assist the ACCERT training leader with developing written materials related to training and operations
- Develop and maintain ACCERT information outlets which could include but are not limited to a website, social media, a newsletter etc.
- Shall act as PIO (Public Information Officer) for the organization
- Assist the ACCERT Secretary as needed

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- Assist the ACCERT Training Director as needed

341.6.8 FIRE DISTRICT LIAISON

The Fire District Liaison shall be an American Canyon Fire Protection District Member and:

- Act as a conduit between ACCERT organization members and the Fire Chief through direct communications with the ACCERT Director and the District Fire Chief
- The Fire District Liaison will attend ACCERT Board meetings as available and will be a voting member of the Board
- Will attend training sessions as needed

341.6.9 POLICE DEPARTMENT LIAISON

The Police Department Liaison shall be an American Canyon Police Department Officer and:

- Act as a conduit between ACCERT organization members and the Police Chief through direct communications with the ACCERT Director and the Police Chief
- The Police Department Liaison will attend ACCERT Board meetings and will be a voting member of the Board
- Will attend training sessions as needed

341.7 ACCERT IDENTIFICATION

It is essential that ACCERT members maintain a professional demeanor in both emergency and non-emergency activations. Team members are issued identification cards for both identification and accountability purposes. When performing ACCERT functions (including emergency operations and training events) members must display the appropriate identification.

(a) Identification cards

1. Identification cards will be always worn on the outermost garment. If the card is lost it will be the responsibility of the team member to replace it prior to the participation in another event. ACCERT members will not be allowed to participate in any activation functions of the program without a proper ID.

(b) Apparel

1. In emergency situations, members must wear the issued green ACCERT or CERT vest, hard hat, or baseball cap with the CERT logo. Members need to dress for the conditions and should always wear long pants and work boots. When being deployed, if you are not in the proper uniform, you will be sent home to change. During non-emergency situations members should still wear the ACCERT uniform (shirt/pants). It is the responsibility of the team members to maintain all garments in a presentable manner. ACCERT apparel shall not be worn outside of official ACCERT business.

- (c) ACCERT uniform is defined as, "authorized/issued" pants, tee shirts (long/short), hard hat, vests, boots, and ID cards. Optional items are sweatshirts, and ball caps. All CERT apparel shall conform to the Uniform Addendum. All items to be purchased by members, except for those items provided when completing the basic CERT training

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Community Emergency Response Team

which is vest, gloves, goggles, and helmet. All additional ACCERT items shall be within the guidelines listed below and shall remain as issued with no additional attachments.

(d) VESTS:

1. Standard issued CERT provided when completing basic CERT training
2. ACCERT Vests shall display an ACCERT patch. Optional items: CERT patch, American flag, name on the back. An ACCERT vest can be earned after completing 10 hours of service.

(e) CLOTHING:

1. For safety issues, all clothing shall be professional and proper fitting, meaning:
 - (a) not restrictive
 - (b) close-fitting
 - (c) body-hugging
 - (d) skintight
 - (e) snug, etc.
 - (f) loose
 - (g) slack
 - (h) relaxed
 - (i) sloppy
 - (j) baggy
 - (k) roomy
 - (l) saggy

ACCERT Uniform

PANTS	T-SHIRT	SWEATSHIRT	HATS	VESTS	BOOTS
Long Only: Solid Color	Long/Short: Solid Color	Solid Color	Beanie, Bonnie, baseball, Safety Helmet: Solid Color	Standard CERT, ACCERT Vest	Sturdy/Slip resistance: Solid Color
Black	Black	Black	Black		Black
Tan	Tan	Tan	Tan		Tan
OD Green	OD Green	OD Green	OD Green		OD Green
Blue Denim Jeans					

341.8 LIABILITIES

- (a) ACCERT will be responsible for acquiring and maintaining liability insurance for all participating members for any activities not eligible under the State of California DSW Volunteer Program. The ACCERT Director will be required to provide proof of the

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liability insurance to the American Canyon Fire Protection District Fire Chief anytime the insurance is changed, altered or updated, but no less than annually.

- (b) Inherent in any disaster or emergency is the risk of loss of life, limb, or property. After the emergency has passed, if loss is experienced, the question then turns to the assessment of responsibility and liability.
- (c) Loss due to the action or lack of action by an ACCERT member is always a possibility. During an investigation, if it is found that the ACCERT member did everything possible within the scope of his or her CERT training while acting as a volunteer during an emergency, state and federal laws will offer proper protection not only to the ACCERT member, but the local agency responsible for their training and deployment as well.
- (d) There are important rules to follow to be reasonably safe from liability:
 - 1. CERT Instructors have been trained by an official Emergency Management Agency Train-The-Trainer Course
 - 2. CERT Instructors teach the CERT program according to the CERT Instructor and Participant Manuals promulgated by the Federal Emergency Management Agency, and there is no topical variance from these manuals. Instructors should ensure that each student has demonstrated competencies in all topics of discussion to the best of their abilities
 - 3. ACCERT members will have completed the CERT Course and have received their training certificate
 - 4. ACCERT members will be aware of the limits of operations as CERT members. This means that if they have received other specialized training in such things as First Responder, Emergency First Aid, CPR, AED use, chain saw operation, heavy equipment operation, etc., that they must step outside of their ACCERT role if/when exercising competencies not trained in the CERT Program.
 - 5. ACCERT members will activate and deploy only as specified in the ACCERT Standard Operating Guidelines
 - 6. ACCERT members must rehearse and train on a regular basis using skills taught in their basic CERT training course
 - 7. ACCERT members will communicate all important issues to their leadership during the course of an operation or training. Proper documentation such as a Unit Log (ICS 214) shall always be accomplished. All safety briefings will be documented on the Unit Log.
 - 8. Personal accountability shall be maintained at all times
- (e) The Disaster Service Worker Program (DSWVP) was created as a result of legislation to provide workers compensation benefits to registered Disaster Service Worker (DSW) volunteers who are injured while participating in authorized disaster-related activities, including approved training. Disaster service, as defined for the Program, is designed to aid in the response and recovery phases in a disaster or emergency. It does not include the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services or emergency medical services. The Program also provides immunity from liability.

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1. Eligible DSW activities (ACCERT) must be approved, documented, and supervised by the Accredited Disaster Council or authorized registering entity.
 - (a) Proclaimed emergencies
 - (b) Official deployments
 - (c) Activities when mitigating an imminent threat of extreme peril to life, property, and resources. Examples include but are not limited to, Flyer distribution during a tsunami alert, Filling sandbags during high rising flood conditions that threaten an entire community, Traffic control during an evacuation, Imminent threat of extreme peril refers to a public calamity that presents a threat to public safety.
 - (d) Vaccination clinics during a pandemic event Search and rescue missions
 - (e) Evidence searches conducted by search and rescue
2. Travel directly to and from the incident site. May include
 - (a) Stopping for gas on the way to an incident site
 - (b) Picking up equipment located at a remote or different site which is required to perform disaster service duties
 1. Training, which must be authorized in advance Commensurate with DSW classification
 2. All levels: basic, intermediate, advanced, refresher
 3. Exercises, drills
 4. Classroom instruction
 5. Vehicle operational training
 6. Equipment training
 7. Planned events which present a unique opportunity to learn a specific skill that otherwise cannot be exercised
 8. Out-of-state training when conducted in a manner geographically and functionally specific to cross-border emergency response (requires Cal OES Executive Office authorization)
 9. Physical fitness testing when conducted as part of a pre-approved training activity AND not when conducted solely as part of a license or certification requirement
3. Activities that are not eligible for coverage by the State of California under the Disaster Service Worker (DSW) Volunteer Program:
4. Not all duties volunteers are activated or tasked to perform by the registering government entity are eligible under the program including the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services, or emergency medical services. If an ACCERT member wishes to participate in any activities not eligible under the State of

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Community Emergency Response Team

California DSW Volunteer Program, the member will need to acknowledge that they are participating in the activity at their own risk. A waiver of liability will need to be signed before participation. No exceptions.

(f) Personnel Accountability

1. In all ACCERT operations, training, or actual emergency response, personnel accountability will be established and maintained. Leaders will know the location and missions of their personnel. ACCERT members conducting emergency operations or training operations will use a Group Status Sheet. This sheet will be maintained by the appropriate ICS section if there is more than one member operating together or it will be maintained by the ACCERT IC if a member is operating independently.
2. Personnel accountability will be checked at the initiation of the emergency operation, at regular periods thereafter, and at the end of the operation (or training). If a member is missing, the team will make every attempt to determine the whereabouts and re-establish accountability immediately or as quickly as possible.
3. Spontaneous volunteers (SUV's) under the control of ACCERT will be carefully accounted for using Group Status Sheets in the EVC upon assignment. Once dispatched to an assignment, SUVs should be instructed to check-in with the ACCERT group leader at the assignment in order to maintain accountability. If an SUV is re-assigned, the new assignment will be documented, and the SUV must be instructed to check in with the ACCERT leader at the new assignment.
4. Victims under control of the ACCERT will be carefully accounted for using Group Status Sheets in the Medical Triage and Medical Treatment areas. The list will be checked frequently, and time logged in to ensure victims are present and/or accounted for. All transfers to other locations or release to EMS or ambulance will be documented.
5. Self-deployment/freelancing. Team members are not allowed to self-deploy to an incident. Deployment will be done as a team and only as authorized by ACCERT IC. If a person self deploys, he/she will forfeit all protection from liability provided by the ACCERT program and agency having the hazard.

341.9 OPERATIONS

(a) Utilization

1. ACCERT is primarily intended for use during large scale local emergencies where firefighters, law enforcement officials and emergency medical services are overwhelmed. ACCERT is not intended to be used for routine emergencies typically addressed by professional first responders.
2. ACCERT members should only be used in situations for which they are trained and execute tasks within the scope of their training. This may include assisting professional public safety personnel by providing logistical and administrative support.

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3. Utilization priorities are as follows:
 - (a) Provide initial assistance at home and within member neighborhoods
 - (b) Activate and operate the EVC
 - (c) Provide ancillary support to the EOC
 - (d) Provide ancillary support to other emergency operations as assigned by the Emergency Services Director. This could include staffing of a POD and/or evacuation center
 4. Utilization of ACCERT will be documented with ACCERT member names, addresses, and phone numbers, tasks, time on scene, locations etc. This documentation will serve as the basis for reporting to the State Emergency Management Agency (CAL OES). All ACCERT personnel responding shall show their ID to the IC for confirmation of identity.
- (b) Training
1. The ACCERT team concept is intended to provide additional support resources in low-risk functions during large-scale situations. To be prepared to respond, team member personnel must maintain a minimal level of training and proficiency.
 2. Required training
 - (a) Basic CERT training: all team members are required to successfully complete the basic CERT training
 - (b) Continuing CERT training: members must attend at least one refresher course annually, and maintain 24 hours of participation time
 - (c) Specific CERT training: members are required to participate in at least one EVC training exercise annually
 - (d) Incident Command (ICS) training; members are required to complete the following FEMA self-study courses:
 1. IS-100.C - Introduction to ICS
 2. IS-288.a -The role of Voluntary Organizations in Emergency Management
 3. IS-317 - Intro to Community Emergency Response Teams
 4. IS-700.a - National Incident Management System (NIMS) an Introduction
 3. DSW Covered Events
 - (a) Training which must be authorized in advance Commensurate with DSW classification.
 - (b) Approved Training Calendar for the Year
 - (c) Any Incident that is declared an Emergency/Disaster

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- (d) Directing moving traffic on public streets in a declared emergency/disaster
- (e) Covered under Liability Insurance
 1. Exercises, drills
 2. Classroom instruction
 3. Vehicle operational training
 4. Equipment training
 5. Planned events which present a unique opportunity to learn a specific skill that otherwise cannot be exercised
 6. Vaccination clinics in a non-imminent threat environment
 7. Parades, celebrations, ceremonies, community events
 8. Fire safety events
 9. Traffic control in a non-imminent threat environment
 10. Non DSW Covered Events
- (f) Directing moving traffic on public streets during normal daily operations.

341.10 GROUNDS FOR REMOVAL

All ACCERT members are subject to dismissal from the program for any reason as appropriated by the ACCERT Coordinator, American Canyon Fire Protection District Chief, Incident Commanders, first responders or the ACCERT Advisory Board. Some examples of actions that could result in removal from the ACCERT program are:

- Self-deployment to an incident or scene
- Unauthorized use of CERT signage or logos
- Unprofessional or aggressive behavior toward other CERT members, residents, first responders or other authorities
- Failure to follow directions of authorities
- Being found guilty of crime by a judge or jury

A dismissed ACCERT member can appeal the decision to the ACCERT Advisory Board. After a member has been removed, he or she must return all equipment provided by the ACCERT program as soon as possible.

341.11 CONCLUSION

The ACCERT program is a very valuable resource to the American Canyon community when operating in its intended functions. All members are respected components of the American Canyon disaster response system. These Standard Operating Guidelines help ensure proper orientation of the program and its members. Each member is responsible for understanding and following these guidelines.

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Community Emergency Response Team

Community Emergency Response Team - Vehicle Operations

342.1 PURPOSE AND SCOPE

The purpose of this directive is to establish ACCERT policy for vehicle operations (personal, agency, and CERT) while on duty. Vehicle operations include both Garrison (non-deployment) and Field (deployment) scenarios.

This policy applies to all ACCERT Members regardless of member level.

342.1.1 DEFINITIONS

ACCERT -American Canyon Community Emergency Response Team.

Member - A member is a selected individual who, without compensation or expectation of compensation beyond actual expenses performs a task and other responsibilities at the direction of and on behalf of the American Canyon Fire Protection District CERT Program.

Uniform - Clothing and Personal Protective Equipment as outlined in the ACCERT Uniform Standard.

Personally Owned Vehicle (POV) - Any vehicle not owned by the American Canyon Fire Protection District (ACFPD)

Program Vehicle - Any vehicle owned by the American Canyon Fire Protection District

Garrison Operation - Vehicles operated during non-emergency and/or non-deployment Situations.

Field Operation - Vehicles operated during emergency and/or deployment situations including both in-area (City of American Canyon) and out-of-area deployments.

342.2 POLICY

It is the policy of the American Canyon Community Emergency Response Team program (ACCERT) that members will operate all vehicles (personal, agency, and CERT) with due regard, safely, and in accordance with all applicable laws.

342.3 PROVISIONS

342.3.1 DRIVER QUALIFICATIONS

Any driver operating any vehicle (POV or Program) during any condition (Garrison or Field Operation) must have a valid California Driver License commensurate with the vehicle being operated (i.e. Class C, Class B, Class A, etc.)

To operate a Program vehicle, the Driver must have completed the Basic Utility Vehicle Operation KSA and have on file.

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Community Emergency Response Team - Vehicle Operations

342.3.2 PERSONALLY OWNED VEHICLES

When on duty for CERT operations (on your way to a CERT training or event, while on the training or event, or when on your way home from a training or event), operators must ensure:

- Their vehicle is properly registered for operation in California
- Their vehicle is in proper operating condition
- Their vehicle adheres to all California vehicle code requirements (safety, accessories, etc.)
- Their vehicle is properly insured to operate in California
- The following items are prohibited to be utilized in POVs during CERT operations:
 - Public Safety Lighting (red/blue lights)
 - Sirens of any type
- The following items may be permitted to be utilized in POVs during CERT operations if designated by Operations:
 - Amber/Green warning lights

342.3.3 PROGRAM VEHICLES

All operators of program vehicles must:

- Submit to the DMV Pull Program
- Maintain insurance that covers any vehicle they drive (not just owned vehicles)
- Complete on-line defensive driving training every 4 years (<https://ddt.dgs.ca.gov>)
- Drivers must be at least 21 years of age
- All drivers must adhere to the licensing laws in the State of California
- All potential drivers of agency vehicles or a personal auto must obtain a DMV printout of their driving record that is no older than 30 days.
- Drivers aged 70 and older who have received a moving violation or have had an at-fault accident within the past three years must pass the Commercial Driver License (CDL) Medical Exam. The CDL Medical Exam should be completed annually thereafter for the driver to maintain approved driver status
- No driver will be approved to drive agency vehicles or a personal auto on agency business who has been convicted within the past three years of any of the following two-point convictions:
 - reckless driving
 - possession of controlled substances
 - driving with license suspended or revoked
 - driving on the wrong side of the road

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Community Emergency Response Team - Vehicle Operations

- No driver will be approved to drive agency vehicles or a personal auto on agency business who has been convicted within the past three years of any of the following two-point convictions:
 - driving under the influence (D.U.I.)
 - hit and run involving property damage, personal injury, or death
 - driving at a speed over 100 mph
 - vehicular manslaughter with gross negligence
 - speed contest; exhibition of speed
 - or has had more than one at-fault vehicle accident* (losses in excess of \$2,500**) or passenger handling accident (losses in excess of \$1,000**) within the past three years;
 - or more than two moving violations (one-point conviction) within the past three years;
 - or more than one moving violation and one at-fault vehicle or passenger handling accident within the past three years

342.3.4 OPERATIONS

All drivers will conduct a safety inspection of the vehicle they are driving before departure, to include but not limited to:

- Lights and turn signals
- Mirrors and windows (hazardous cracks/clean)
- Windshield wipers and fluid (functional)
- Tires (tread and pressure)
- Safety belts
- Loads
- Trailer and trailer loads
- Oil, Transmission Fluid, Brake Fluid, Power Steering Fluid
- Air Filter

All drivers will adhere to California driving code when operating all vehicles. This is especially true of hands-free and distracted driving laws. At no time should a driver operate a cell phone or other hand-held device while the vehicle is in motion. Drivers should utilize all hands-free options available to them.

342.3.5 TRAILERS

- All drivers who tow trailers are responsible for the safe operation of the tow vehicle and trailer, including load securing and balancing.

Community Emergency Response Team - Vehicle Operations

- In Garrison operations, all drivers must complete the Napa County OES Trailer Towing Course.

342.3.6 STANDARDS OF USE

- Program vehicles will only be used for CERT business
- Program vehicles will only be operated by authorized drivers

342.4 MONITORING/REPORTING

The required submission to the DMV Pull Program will restrict drivers who have three or more points from operating any Program vehicles until their point count is 2 or less.

Any driver who accumulates 3 or more points will be prohibited from driving program vehicles until they reflect 2 or less points on their license.

342.5 VIOLATIONS

Volunteers who violate this policy may be subject to verbal counseling up to and including dismissal from the American Canyon Fire Protection District CERT Program.

342.6 REVISIONS

This policy is the responsibility of the American Canyon Fire Protection District CERT Command Staff to update and revise as necessary.

Sick Leave

1049.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. Additional terms for the use of sick leave for eligible employees may be covered in the District personnel manual, employee handbook, or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave Policy.

1049.2 POLICY

It is the policy of the American Canyon Fire Protection District to provide eligible employees with a sick-leave benefit.

1049.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline.

Employees on sick leave shall not engage in other employment or self-employment or participate in any activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

Sick leave usage shall be charged hour for hour to the nearest quarter hour.

1049.3.1 NOTIFICATION

All members should notify the appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the District with no less than 30 days' notice of the impending absence (Labor Code § 246).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken is reflected in Crewsense.

Sick Leave

1049.4 EXTENDED ABSENCE

Members absent from duty for more than two consecutive days/shifts may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

All sick leave absence in excess of two (2) consecutive shifts may require a doctor's certificate setting forth the nature of the illness or injury before payment for sick leave is made.

1049.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Fire Chief as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 1. Negatively affected the member's performance or ability to complete assigned duties.
 2. Negatively affected district operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

1049.6 PAID SICK LEAVE ACCRUAL

The accrual of sick leave credits shall be recorded by the District. Twenty-four (24) hour shift employees shall accrue sick leave at the rate of seven/twelfths (7/12) of one twenty-four (24) hour shift per month up to a maximum of one hundred sixty-eight (168) hours in any one (1) calendar year. Staff assigned to an administrative schedule (40 hour work week) shall accrue sick leave at the rate of eight (8) hours per month up to a maximum of ninety-six (96) hours in any calendar year. Unused sick leave shall be carried over to the next calendar year. Accrued sick leave credits are not convertible to a cash bonus and are applicable only when the illness occurs on an employee's regularly schedule workday.

1049.7 REQUIRED NOTICES

The Fire Chief shall ensure:

- (a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.

Sick Leave

- (b) A poster containing information on paid sick leave as provided in Labor Code § 247 is displayed in a conspicuous place for employees to review.



TITLE

Declare Self Contained Breathing Apparatus (SCBA), Out-of-Service Fire Hose, Hose Nozzles, a Honda Stroke 30 Outboard Boat Motor, and specific Extrication Equipment as surplus property.

RECOMMENDATION

Adopt a Resolution declaring Self Contained Breathing Apparatus (SCBA), Out-of-Service Fire Hose, Hose Nozzles, a Honda Stroke 30 Outboard Boat Motor, and specific Extrication Equipment as surplus property and authorized its disposition through either donation or destruction, in accordance with District policy and applicable laws.

CONTACT

Geoff Belyea, Fire District Chief

BACKGROUND & ANALYSIS

Pursuant to Fire District Property Procedure Policy 212, Physical Asset Management, 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 identified specific SCBA bottles, fire hose, nozzles, a Honda Strok 30 Outboard Boat Motor, and specific extrication equipment items that no longer meet operational requirements or comply with current safety standards.

The identified SCBA bottles and fire hose listed below are no longer safe for operational use and must be retired in compliance with NFPA standards and Cal/OSHA regulations.

Surplus Items:

The following items have been identified as surplus:

SCBA Bottles:

MSA Escape Bottles

- # 00684
- # 00685
- # 00682

- # 00683

MSA SCBA Bottles

- # 01517
- # 01516
- # 01546
- # 01550
- # 01587
- # 01545

Fire Hose:

- (12) 1.5" X 100' Wildland Fire Hose
- (17) 1.75" X 50' Fire Hose
- (24) 2.5" X 50' Fire Hose
- (21) 5" X 100' LDH Supply Hose
- (28) 1.75" X 50' Fire Hose
- (11) 2.5" X 50' Fire Hose
- (34) 3" X 50' Fire Hose
- (34) 3" X 50' Fire Hose

Hose Nozzles:

- 1.5" TFT, 200 GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200GPM Nozzle
- 1.5" TFT Shut off W/ 200 GPM Nozzle
- 1.5" TFT Nozzle 200 GPM
- 1.5" TFT shut off w/ 125 GPM Nozzle
- 1.5" TFT shut off w/ 125 GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200 GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ KK Products 60 GPM Nozzle
- 1" TFT Pistol Grip Shut Off w/ KK Products 40 GPM Nozzle
- 1.5" TFT Shut Off w/ KK Products 200 GPM Nozzle
- 1" KK Products Shut Off w/ 24 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1.5" KK products Shut Off W/ 125 GPM Nozzle

- 1.5" KK Products Pistol Grip Shut Off w/ 125 GPM Nozzle
- 1.5" KK products Shut Off w/ 125 GPM Nozzle
- 1.5" KK products Shut Off w/ 200 GPM Nozzle
- 1.5" KK products Shut Off w/ 200 GPM Nozzle
- KK Products Foam Expander Adapter
- KK Products Foam Expander Adapter
- Akron Turbo Master 1250 GPM Nozzle
- Akron Shut Off w/nozzle
- 2.5" Akron Shut Off
- 1.5" Akron 375 GPM Nozzle
- 1.5" Akron 375 GPM Nozzle
- 1.5" G-Force Pistol Grip Shut Off w/150 GPM Nozzle
- 1.5" S&H Shut Off w/ Nozzle

Motorboat Equipment:

- Honda 4 Stroke 30 HP Outboard Boat Motor: Model: BF30A, Serial Number: 3S00S43

Extrication Equipment Identified for Surplus:

- Holmatro Power Unit: Model: PPU-15 / Serial Number PPU1501942
- Holmatro Power Unit: Model: PPU-15 / Serial Number PPU1501935
- Holmatro Hydraulic Ram: Partial Serial Number: 435#03##9
- Holmatro Hydraulic Spreader: Model: 4242, Serial Number: 424202384
- Holmatro Hydraulic Cutter: Model: 4950, Serial Number: 4053NCT03
- Holmatro CORE Hydraulic Supply Hose
- Holmatro CORE Hydraulic Supply Hose
- Holmatro Power Unit: Model 2035, Serial Number: 16096
- Holmatro Hydraulic Cutter: Model: 2001, Serial Number: 4895356#
- Holmatro Hydraulic Spreader: Model:1040, Partial Serial Number:8905#393
- Holmatro Hydraulic Ram/Spreader: Model: 2008, Serial Number: 88-0558
- Hurst Power Unit: Serial Number: E006523
- Holmatro Hydraulic Hose: Style Supply/Return Connections.
- Holmatro Hydraulic Hose: Style Supply/Return Connections.
- Holmatro Hydraulic Hose: Style Supply/Return Connections.
- Holmatro Miscellaneous Adapters/Fittings/Manifolds
- Universal Holmatro Mounting Bracket

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

1. Donation: If permissible, the surplus items 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: Items unsuitable for donation will be destroyed to prevent unauthorized use and ensure public safety.

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 2025-04](#)

RESOLUTION NO. 2025-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT DECLARING IDENTIFIED SCBA BOTTLES, OUT-OF-SERVICE FIRE HOSE, HOSE NOZZLES, A HONDA STROKE 30 OUTBOARD BOAT MOTOR, AND SPECIFIC EXTRICATION EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING THEIR DISPOSITION

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 Policy 212, 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 thorough evaluation and identified certain Self-Contained Breathing Apparatus (SCBA) bottles, fire hose, hose nozzles, a Honda Stroke 30 Outboard boat motor, and specific extrication equipment that no longer meets operational requirements, have exceeded their service life, or have failed required testing, rendering them unsuitable for continued use; and

WHEREAS, the identified SCBA bottles, fire hose, hose nozzles, a Honda Stroke 30 Outboard boat motor, and specific extrication equipment cannot be used for emergency response due to non-compliance with NFPA standards and Cal/OSHA regulations, and must be removed from service to ensure firefighter safety; and

WHEREAS, the District has determined the following items are no longer aligned with the District’s mission requirements and cannot provide the necessary safety, functionality, or reliability for emergency operations.

SCBA Bottles

MSA Escape Bottles

- # 00684
- # 00685
- # 00682
- # 00683

MSA SCBA Bottles

- # 01517
- # 01516
- # 01546
- # 01550
- # 01587
- # 01545

Fire Hose

- (12) 1.5" X 100' Wildland Fire Hose
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- 1.5" TFT Pistol Grip Shut Off w/ 200GPM Nozzle
- 1.5" TFT Shut off W/ 200 GPM Nozzle
- 1.5" TFT Nozzle 200 GPM
- 1.5" TFT shut off w/ 125 GPM Nozzle
- 1.5" TFT shut off w/ 125 GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ 200 GPM Nozzle
- 1.5" TFT Pistol Grip Shut Off w/ KK Products 60 GPM Nozzle
- 1" TFT Pistol Grip Shut Off w/ KK Products 40 GPM Nozzle
- 1.5" TFT Shut Off w/ KK Products 200 GPM Nozzle
- 1" KK Products Shut Off w/ 24 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1" KK Products Shut Off w/ 40 GPM Nozzle
- 1.5" KK products Shut Off W/ 125 GPM Nozzle
- 1.5" KK Products Pistol Grip Shut Off w/ 125 GPM Nozzle
- 1.5" KK products Shut Off w/ 125 GPM Nozzle
- 1.5" KK products Shut Off w/ 200 GPM Nozzle
- 1.5" KK products Shut Off w/ 200 GPM Nozzle
- KK Products Foam Expander Adapter
- KK Products Foam Expander Adapter
- Akron Turbo Master 1250 GPM Nozzle
- Akron Shut Off w/nozzle
- 2.5" Akron Shut Off

- 1.5" Akron 375 GPM Nozzle
- 1.5" Akron 375 GPM Nozzle
- 1.5" G-Force Pistol Grip Shut Off w/150 GPM Nozzle
- 1.5" S&H Shut Off w/ Nozzle

Motorboat Equipment:

- Honda 4 Stroke 30 HP Outboard Boat Motor: Model: BF30A, Serial Number: 3S00S43

Extrication Equipment Identified for Surplus

- Holmatro Power Unit: Model: PPU-15 / Serial Number PPU1501942
- Holmatro Power Unit: Model: PPU-15 / Serial Number PPU1501935
- Holmatro Hydraulic Ram: Partial Serial Number: 435#03##9
- Holmatro Hydraulic Spreader: Model: 4242, Serial Number: 424202384
- Holmatro Hydraulic Cutter: Model: 4950, Serial Number: 4053NCT03
- Holmatro CORE Hydraulic Supply Hose
- Holmatro CORE Hydraulic Supply Hose
- Holmatro Power Unit: Model 2035, Serial Number: 16096
- Holmatro Hydraulic Cutter: Model: 2001, Serial Number: 4895356#
- Holmatro Hydraulic Spreader: Model:1040, Partial Serial Number:8905#393
- Holmatro Hydraulic Ram/Spreader: Model: 2008, Serial Number: 88-0558
- Hurst Power Unit: Serial Number: E006523
- Holmatro Hydraulic Hose: Style Supply/Return Connections.
- Holmatro Hydraulic Hose: Style Supply/Return Connections.
- Holmatro Hydraulic Hose: Style Supply/Return Connections.
- Holmatro Miscellaneous Adapters/Fittings/Manifolds
- Universal Holmatro Mounting Bracket

NOW, THEREFORE, BE IT RESOLVED that the District Board of Directors hereby declares the identified MSA Escape Bottle, MSA SCBA Bottles, Fire Hose, Hose Nozzles, a Honda Stroke 30 Outboard Boat Motor, and specific Extrication Equipment as surplus property, and 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 25th day of March 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

Mid-Year Budget.

RECOMMENDATION

Fiscal Year 2024-25 budget review and consideration of recommended budget adjustment.

CONTACT

Geoff Belyea, Fire District Chief

BACKGROUND & ANALYSIS

Last September, the Fire District Board of Directors adopted final capital and operating budgets for fiscal year 2024-25 that reflected the Board's commitment to providing the community of American Canyon with a high level of emergency services while also keeping the District on a fiscally sustainable path moving forward. The adopted budget provides the required funding needed to deliver that higher level of emergency response, while also responsibly paying down long-term liabilities and maintaining a prudent level of operating and capital reserves, which the District is able to achieve in large measure due to the collaborative efforts of the Board, management and District employees in addressing both the immediate and longer-term fiscal challenges of the District. As a result of these significant efforts, along with continued growth in property values, the District remains on sound financial footing, in line with the Board's long-range strategic goals.

FY 2024-25 MID-YEAR BUDGET REVIEW

Staff completed a review of the operating and capital budgets to determine how actual operating results compare with the adopted budget, and whether any budget adjustments are necessary. Attached for your review and consideration are financial summaries that compare actual results for 2023-24 with the 2024-25 budget, along with updated projections for the General Fund, Fire Mitigation Fee Fund, and the Fleet, Facilities & Equipment Capital Fund based upon the actual operating results for the first half of the year. Also included is a revised long-term forecast that incorporates the updated financial information.

Overall, the financial outlook for the District remains on track with earlier projections. The long-range fiscal model has been updated with current operating results and continues to incorporate projected property tax revenue from planned residential and commercial development. While the

fiscal model does not yet include the additional staffing and capital expenditures that will be needed to serve new development, it does demonstrate the capacity to provide for expanded service expenditures in the future.

GENERAL OPERATIONS FUND (Fund 810)

The beginning fund balance was \$28,000 lower than expected due primarily to a fiscal 2024 year-end expenditure accrual for an apportionment of debt payments related to the financing of the (Engie) solar project initiated by the City.

Revenues are now projected at \$8,158,000; an increase of \$11,500 over the 2024-25 final budget amount. Property tax revenue was lowered by \$207,500 due primarily to lower secured property tax assessments. Offsetting the reduced property tax revenue are higher expected reimbursements for strike team deployments and workers' compensation related costs in the amount of \$162,000 and \$65,000, respectively.

The recommended expenditure adjustments are offsetting, with the overall budget remaining at \$8,245,000. Increased overtime costs associated with backfill for repositioning, statewide mutual aid incidents and work-related injuries are being offset from projected savings in employee benefit costs. With lower projecting spending on technology, professional and contractual services, staff is recommending a transfer of \$75,000 to the Fleet, Facilities & Equipment Fund for future capital requirements.

Overall, the updated ending fund balance for June 30, 2025, is projected to be around \$16,000 below the amount shown in the 2024-25 final budget.

FIRE MITIGATION FEE FUND (Fund 830)

This fund includes revenue from development impact fees, the voter-approved special tax on development, along with any investment earnings on accumulated funds. Spending is restricted to equipment and fire station needs, and funds are transferred to the Fleet, Facilities & Equipment Fund as needed to cover authorized capital expenditures.

Mitigation fee revenue is dependent upon the level of development activity. Through February 2025, the District collected \$302,000 of the \$593,000 projected fee revenue. There is no change to the budgeted transfer amount of \$200,000 for capital related expenditures and no mid-year budget adjustments are proposed for this fund.

FLEET, FACILITIES & EQUIPMENT FUND (Fund 860)

This fund was established to plan for and maintain the District's significant investment in its' capital infrastructure. Funds are received by way transfers from the General Fund, along with "as-needed" transfers from the Fire Mitigation Fee Fund and from investment earnings on accumulated funds. The FF&E Fund is also used to account for capital financing activities, such as the recent lease purchase financing of fire engines.

The beginning fund balance was \$152,000 due to accelerated expenditures for EMS equipment and the upfitting of the new Type 1 engines.

Revenues are now projected at \$559,000, which is \$125,000 above the 2024-25 final budget amount. The increased revenue is attributable to the \$75,000 transfer from the General Fund discussed above plus \$50,000 of revenue associated with the newly established air ambulance program. Capital project expenditures are projected to be \$15,000 under the final budget amount.

As a result of the changes mentioned above, there was a decrease of \$12,000 in the projected ending balance of the FF&E Fund.

FISCAL IMPACT

While the proposed budget adjustments for the General Operating Fund would have a positive impact of \$11,500 on current operations, the projected ending fund balance is expected to go from \$5,186,371 to \$5,170,266 due to the lower beginning balance.

Similarly, the proposed budget adjustments for the FF&E Fund would have a positive impact on current capital activity of \$140,000 but the ending fund balance is projected to go from \$95,386 to \$83,461 due to the lower beginning balance.

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

- [1. Resolution 2025-05 Budget Amendment Resolution FYE25](#)
- [2. 2024-25 Financial Summary](#)
- [3. 2024-25 Forecast Update](#)
- [4. 2024-25 Budget Update Presentation](#)

Resolution 2025-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT (“DISTRICT”)
APPROVING MID-YEAR BUDGET AMENDMENTS FOR FISCAL YEAR 2024-25**

WHEREAS, District staff has conducted an analysis of budget versus actual revenues and expenditures for fiscal year 2024-25; and

WHEREAS, there are several recommended changes to revenue and expense budgets based on actual operating results and updated information;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the American Canyon Fire Protection District hereby approves the budget amendments as detailed in Exhibit A, attached hereto, and made a part thereof.

APPROVED AND ADOPTED at a joint meeting of the City Council of the City of American Canyon and the American Canyon Fire Protection District held on the 25th day of March 2025 by the following:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pierre Washington, Chair

ATTEST:

APPROVED AS TO FORM:

**Geoff Belyea
Fire Chief/District Clerk**

**William D. Ross
District Counsel**

Resolution 2025-05

EXHIBIT A

**AMERICAN CANYON FIRE PROTECTION
Fiscal Year 2024-25
Mid-Year Budget Adjustments**

Account No.	Description	Increase (Decrease)
	General Fund Revenue	
810-910-4110	Property Tax - Secured	(251,500)
810-910-4112	Property Tax - Current Unsecured	12,000
810-910-4116	Property Tax - Prior Year	32,000
810-910-4324	Strike Team Reimbursement	162,000
810-910-4612	Interest Earnings - Other	(8,000)
810-910-4716	Workers Compensation Reimbursement	65,000
	Revenue increase (decrease)	\$ 11,500
	General Fund Expenditures	
810-910-5112	Wages - Other	\$ (11,000)
810-910-5120	Wages - Overtime	26,000
810-910-5121	Wages - OES Overtime	87,500
810-910-5134	Worker Compensation	(50,000)
810-910-5131	PERS Retirement	(50,000)
810-910-5142	Retiree Health Benefits	(40,000)
810-910-5208	Phone/Communication	15,000
810-910-5215	IT Support Services	(15,000)
810-910-5270	Liability/Property Insurance	2,500
810-910-5289	Other Professional Services	(25,000)
810-910-5291	Contractual Services	(15,000)
810-910-5980	Transfer to FF&E Capital Fund	75,000
	Expenditure increase (decrease)	\$ -

Net Change in Operating Activity **\$ 11,500**

Account No.	Description	Increase (Decrease)
	FF&E Fund Revenue	
860-970-4715	Air Ambulance Fee	\$ 50,000
860-970-4985	Trans In from Fire Ops	\$ 75,000
	Revenue increase (decrease)	\$ 125,000
	FF&E Fund Expenditures	
860-970-5415	Facilities	\$ (5,000)
860-970-5610	Equipment	(10,000)
	Expenditure increase (decrease)	\$ (15,000)

Net Change in Capital Activity **\$ 140,000**

2023-2024 Mid-Year Budget Revenues

**American Canyon Fire Protection District
Preliminary Budget Worksheet**

Account #	Description	FY 2023-24 Audited	FY 2024-25 Final Budget	FY 2024-25 Mid-Year Update	Difference from Budget
810-910-4110	Property Tax - Secured	\$ 5,527,536	\$ 6,220,348	\$ 5,968,848	\$ (251,500)
810-910-4112	Property Tax - Current Unsecured	200,912	186,500	198,500	12,000
810-910-4114	Property Tax - Supplemental	235,570	200,000	200,000	-
810-910-4116	Property Tax - Prior Year	55,154	50,000	82,000	32,000
810-910-4118	Property Tax - Homeowner's	16,795	18,000	18,000	-
810-910-4324	Strike Team Reimbursement	-	74,000	236,000	162,000
810-910-4330	Fire Protection Svcs - City	50,000	50,000	50,000	-
810-910-4335	Training Reimbursement	29,023	20,000	20,000	-
810-910-4530	Weed Abatement	-	-	-	-
810-910-4533	Fire Assessment Fee	798,069	816,000	816,000	-
810-910-4534	Pln Review Permit Fees(Table1)	110,587	128,000	128,000	-
810-910-4536	Occupancy Insp Fees (Table 2)	-	2,500	2,500	-
810-910-4537	Operational PermitFees(Table3)	30,279	30,000	30,000	-
810-910-4545	Fire Inspection Fees (Table 4)	3,298	6,000	6,000	-
810-910-4546	First Responder Fee	93,596	75,000	75,000	-
810-910-4610	Interest Earnings - Investment	135,234	140,000	140,000	-
810-910-4612	Interest Earnings - Other	17,995	13,000	5,000	(8,000)
810-910-4613	Market Adjustment - LAIF	-	-	-	-
810-910-4705	Rentals/Lease	-	-	-	-
810-910-4720	AMR Contract	70,813	72,229	72,229	-
810-910-4716	Workers Compensation Reimbursement	131,298	25,000	90,000	65,000
810-910-4730	Other Miscellaneous	5,799	20,000	20,000	-
810-910-4810	Explorer Progam	1,000	-	-	-
Total 810 - General Fund		\$ 7,512,956	\$ 8,146,577	\$ 8,158,077	\$ 11,500
830-960-4590	Fire Mitigation Fee	\$ 182,332	\$ 475,467	\$ 475,467	\$ -
830-960-4610	Interest Earnings	36,654	30,000	30,000	-
Total 830 - Fire Mitigation Fee		\$ 218,986	\$ 505,467	\$ 505,467	\$ -
860-970-4591	Grant Programs	\$ 132,498	\$ 10,000	\$ 10,000	\$ -
860-970-4610	Interest Earnings	9,870	5,000	5,000	-
860-970-4710	Bond Proceeds	-	125,168	125,168	-
860-970-4715	Air Ambulance Fee	-	-	50,000	50,000
860-970-4730	Other Miscellaneous	-	50,000	50,000	-
860-970-4985	Trans In from Fire Mitigation	400,000	200,000	200,000	-
860-970-4985	Trans In from Fire Ops	-	-	75,000	75,000
Total 860- Fleet, Facilities & Equipment Capital Fund		\$ 542,368	\$ 433,900	\$ 558,900	\$ 125,000
All Funds		\$8,274,309	\$9,085,944	\$9,222,444	\$136,500

2023-2024 Mid-Year Budget Expenditures

**American Canyon Fire Protection District
Preliminary Budget Worksheet**

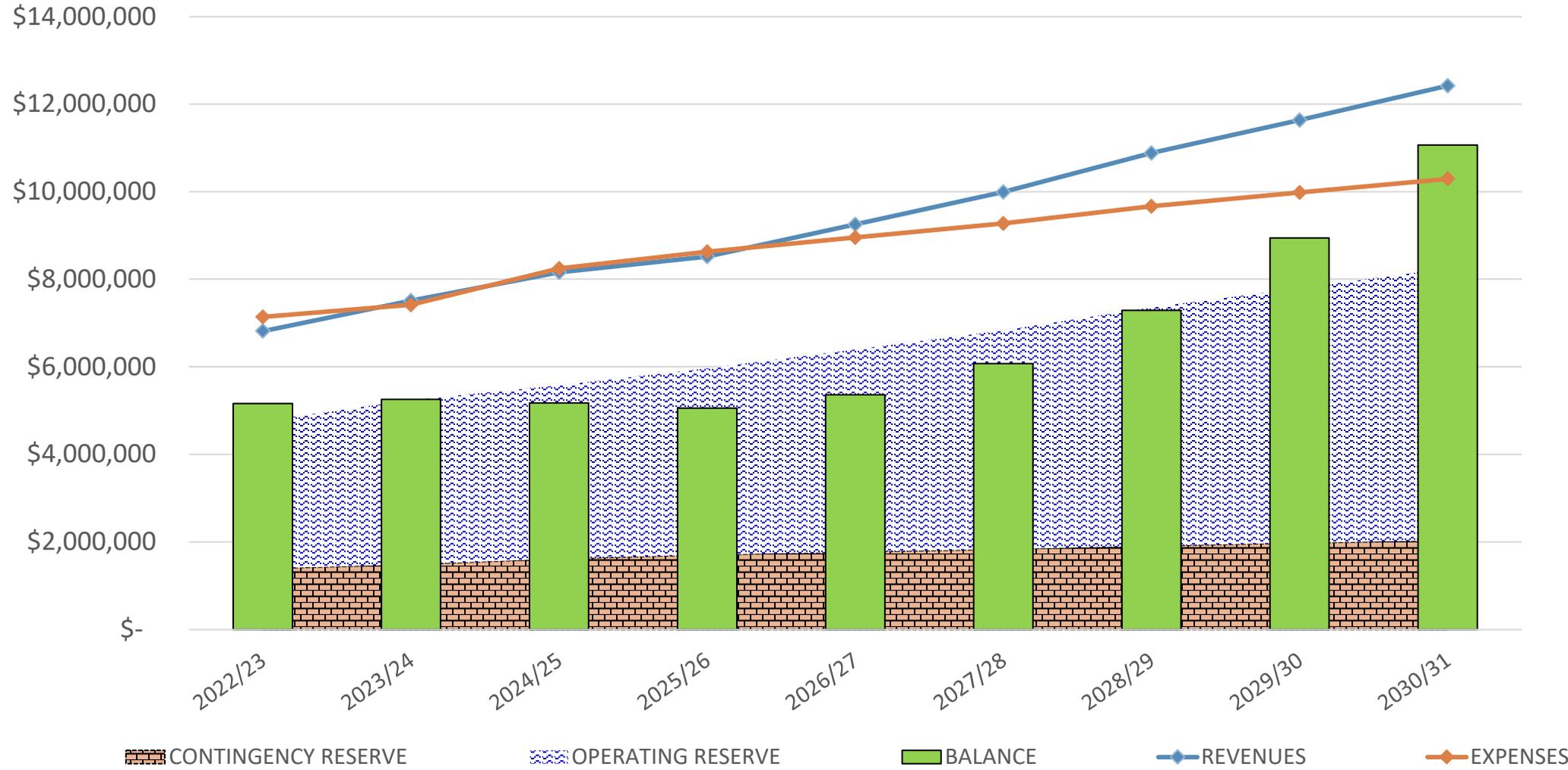
Account #	Description	FY 2023-24 Audited	FY 2024-25 Final Budget	FY 20245-25 Mid-Year Update	Difference from Budget
810-910-5110	Wages - Full Time	\$3,055,259	\$3,451,834	\$3,451,834	\$0
810-910-5111	Wages - Part Time	-	-	-	-
810-910-5112	Wages - Other	12,224	35,000	24,000	(11,000)
810-910-5120	Wages - Overtime	782,115	574,000	600,000	26,000
810-910-5121	Wages - OES Overtime	24,571	-	87,500	87,500
810-910-5125	Reserve Fire Fighter Stipend	6,000	8,000	8,000	-
810-910-5130	Benefits - Other	90,985	80,000	80,000	-
810-910-5131	PERS Retirement	1,111,160	1,338,078	1,288,078	(50,000)
810-910-5132	Med/FICA/Soc Sec	54,354	58,367	58,367	-
810-910-5134	Worker Compensation	412,895	442,000	392,000	(50,000)
810-910-5135	Unemployment	-	-	-	-
810-910-5139	Salary & Benefit Transfer	133,878	165,500	165,500	-
810-910-5141	Health Benefits	469,433	577,710	577,710	-
810-910-5142	Retiree Health Benefits	337,343	330,000	290,000	(40,000)
810-910-5143	OPEB	-	200,606	200,606	-
810-910-5202	Office Supplies	3,604	5,075	5,075	-
810-910-5204	Printing/Publishing	8,644	8,628	8,628	-
810-910-5206	Postage & Mail	544	3,200	3,200	-
810-910-5208	Phone/Communication	14,792	15,000	21,500	6,500
810-910-5210	Office Equip Maint/Lease	8,777	6,500	6,500	-
810-910-5215	IT Support Services	38,921	76,341	69,841	(6,500)
810-910-5220	Advertising & Promotion	1,976	7,105	7,105	-
810-910-5250	Property Tax Admin Fee	40,465	40,000	40,000	-
810-910-5251	Fire Service Fee - Admin Fee	-	-	-	-
810-910-5252	First Responder Fee	16,538	14,210	14,210	-
810-910-5260	Doctor/Medical Expenses	3,168	10,150	10,150	-
810-910-5270	Liability/Property Insurance	76,373	103,000	105,500	2,500
810-910-5280	Legal Contract Services	66,554	80,000	80,000	-
810-910-5284	Miscellaneous Services	8,376	5,075	5,075	-
810-910-5286	Ext Plan Review	-	-	-	-
810-910-5287	Napa JPA	1,140	5,075	5,075	-
810-910-5288	Dispatch Services	159,785	83,505	83,505	-
810-910-5289	Other Professional Services	89,923	164,000	139,000	(25,000)
810-910-5290	Reserve Fire Fighter Stipend	-	-	-	-
810-910-5291	Contractual Services	182,741	154,000	139,000	(15,000)
810-910-5310	Travel & Conference Expense	9,862	29,000	29,000	-
810-910-5320	Books & Publications	1,680	4,060	4,060	-
810-910-5330	Certif, Membership & Dues	4,020	6,000	6,000	-
810-910-5360	Explorer Program	2,376	5,000	5,000	-
810-910-5350	On-Site Training	9,670	9,338	9,338	-
810-910-5402	New Tools & Equipment	1,053	-	-	-
810-910-5403	USAR	-	-	-	-
810-910-5404	Uniform Services & Supplies	1,680	1,500	1,500	-
810-910-5408	Field Rentals	-	-	-	-

2023-2024 Mid-Year Budget Expenditures

**American Canyon Fire Protection District
Preliminary Budget Worksheet**

Account #	Description	FY 2023-24 Audited	FY 2024-25 Final Budget	FY 2024-25 Mid-Year Update	Difference from Budget
810-910-5410	Fire Equip Repair & Maint	206	-	-	-
810-910-5412	EMS Equip & Supplies	18,977	18,270	18,270	-
810-910-5414	Station Supplies	8,819	9,135	9,135	-
810-910-5415	Facility Repair & Maint	2,027	-	-	-
810-910-5418	Other Field Services	-	-	-	-
810-910-5421	Temporary Agency	-	-	-	-
810-910-5490	Gas & Electric	37,078	38,570	38,570	-
810-910-5510	Fuel	36,929	35,525	35,525	-
810-910-5520	Vehicle Repairs	23,086	30,000	30,000	-
810-910-5605	Office Equip/Furnishings	369	7,105	7,105	-
810-910-5610	Fire Equipment	6,856	-	-	-
810-910-5625	Computer Software/Hardware	10,158	10,150	10,150	-
810-910-5635	Building Acquisition/Construct	-	-	-	-
810-910-5980	Transfer to FF&E Capital Fund	-	-	75,000	75,000
810-910-5985	Transfer to Engie Debt Service	20,700			
810-910-6454	Fire Safety Equipment-Mandated	7,074	-	-	-
Total 810 - General Fund		\$ 7,415,154	\$ 8,245,612	\$ 8,245,612	\$ -
830-910-5289	Other Professional Services	\$ -	\$ -	\$ -	\$ -
830-960-5986	Transfer Out to FF&E	400,000	200,000	200,000	-
Total 830 - Fire Mitigation Fee		\$ 400,000	\$ 200,000	\$ 200,000	\$ -
860-970-5415	Facilities	\$ 18,919	\$ 53,100	\$ 48,100	\$ (5,000)
860-970-5610	Equipment	491,680	196,564	186,564	(10,000)
860-970-5616	Fleet	59,042	186,568	186,568	-
860-970-5701	Lease Payment	68,097	78,996	78,996	-
860-970-5702	Bond Principal Payment	238,000	250,000	250,000	
860-970-5703	Bond Interest Payment	43,084	36,907	36,907	-
Total 860 - Fleet, Facilities & Equipment Capital Fund		\$ 918,821	\$ 802,135	\$ 787,135	\$ (15,000)
All Funds		\$8,733,975	\$9,247,747	\$9,232,747	(\$15,000)

General Operating Fund - Financial Forecast



(1) Operating Reserve = 50% of Ongoing General Fund Revenues
 (2) Contingency Reserve = 20% of Ongoing General Fund Expenditures

American Canyon Fire Protection District
General Fund Operations - Financial Forecast

		<i>Audited</i>	<i>Audited</i>	<i>Mid-Year</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
		<i>2022/23</i>	<i>2023/24</i>	<i>2024/25</i>	<i>2025/26</i>	<i>2026/27</i>	<i>2027/28</i>	<i>2028/29</i>	<i>2029/30</i>	<i>2030/31</i>
	Beginning balance	5,484,409	5,160,001	5,257,802	5,170,266	5,058,493	5,357,863	6,074,539	7,291,800	8,940,295
Revenue:	<i>(% Change in Prop Tax)</i>	<i>5.4%</i>	<i>11.7%</i>	<i>7.1%</i>	<i>8.4%</i>	<i>9.6%</i>	<i>8.6%</i>	<i>9.6%</i>	<i>7.4%</i>	<i>7.5%</i>
	Property tax	5,403,686	6,035,967	6,467,348	7,010,791	7,682,203	8,345,791	9,150,474	9,830,018	10,566,231
	Fire assessment fee	739,041	798,069	816,000	852,201	902,624	966,039	1,040,880	1,093,744	1,129,583
	Other service chgs	314,051	287,760	291,500	297,330	303,277	309,342	315,529	321,840	328,276
	Strike team reimbursement	85,521	-	236,000	-	-	-	-	-	-
	Interest earnings	96,950	153,228	145,000	148,625	152,341	156,149	160,053	164,054	168,156
	AMR contract	68,750	70,813	72,229	73,673	75,147	76,650	78,183	79,746	81,341
	Other/misc	109,544	166,119	130,000	132,600	135,252	137,957	140,716	143,531	146,401
	Ongoing revenue	6,817,542	7,511,956	8,158,077	8,515,219	9,250,843	9,991,927	10,885,835	11,632,933	12,419,988
Expenses:	<i>(% Change in Salary & Benefits)</i>	<i>0.68%</i>	<i>8.71%</i>	<i>10.37%</i>	<i>6.02%</i>	<i>4.06%</i>	<i>3.89%</i>	<i>4.59%</i>	<i>3.48%</i>	<i>3.31%</i>
	Salaries	2,766,304	3,067,483	3,475,834	3,698,854	3,846,808	4,000,681	4,160,708	4,327,136	4,500,222
	Regular Overtime	755,205	782,115	600,000	559,750	582,140	605,425	629,642	654,828	681,021
	OES (Strike-team) Overtime	-	-	87,500	-	-	-	-	-	-
	Reserve Firefighter	13,500	6,000	8,000	20,000	20,000	20,000	20,000	20,000	20,000
	Pension	1,088,281	1,160,560	1,339,499	1,506,977	1,596,920	1,677,676	1,819,187	1,869,695	1,906,343
	Pension cost share	(46,462)	(49,399)	(51,420)	(59,410)	(61,776)	(64,236)	(66,805)	(69,477)	(72,256)
	Active medical	385,250	469,433	577,710	595,041	612,892	631,279	650,217	669,724	689,816
	Retiree medical	288,852	337,343	290,000	325,886	335,662	345,732	356,104	366,787	377,791
	OPEB trust contribution	-	-	200,606	201,609	202,617	203,630	204,648	205,672	206,700
	Workers' Compensation	407,160	412,895	392,000	403,760	415,873	428,349	441,199	458,847	477,201
	Medicare/FICA	51,739	54,354	58,367	62,040	64,510	67,079	69,750	72,528	75,418
	Unemployment	253	-	-	-	-	-	-	-	-
	Sal & Ben (acct # 5139)	148,413	133,878	165,500	170,465	175,579	180,846	186,272	191,860	197,616
	Other wages & benefits	88,853	90,985	80,000	80,800	81,608	82,424	83,248	84,081	84,922
	Personnel costs	5,947,347	6,465,647	7,223,596	7,565,771	7,872,833	8,178,886	8,554,172	8,851,681	9,144,792
	Services & supplies	1,015,495	948,507	947,017	961,222	975,640	990,275	1,005,129	1,020,206	1,035,509
	Capital contribution	179,108	-	75,000	100,000	103,000	106,090	109,273	112,551	115,927
	Ongoing expenses	7,141,950	7,414,154	8,245,612	8,626,993	8,951,473	9,275,251	9,668,574	9,984,438	10,296,229
	Rev over (under) expenses	(324,408)	97,801	(87,536)	(111,773)	299,370	716,677	1,217,261	1,648,495	2,123,760
	Ending balance	5,160,001	5,257,802	5,170,266	5,058,493	5,357,863	6,074,539	7,291,800	8,940,295	11,064,055
	Operating reserve	3,366,010	3,755,978	3,961,038	4,257,610	4,625,421	4,995,964	5,442,917	5,816,466	6,209,994
	Contingency reserve	1,392,568	1,482,831	1,616,622	1,705,399	1,769,695	1,833,832	1,911,860	1,974,377	2,036,060
	Reserve requirement	4,758,579	5,238,809	5,577,661	5,963,008	6,395,116	6,829,796	7,354,778	7,790,844	8,246,054
	Over(under) reserve requirement	401,422	18,993	(407,395)	(904,515)	(1,037,253)	(755,257)	(62,978)	1,149,450	2,817,999

American Canyon Fire Protection District

March 25, 2025 Board Meeting

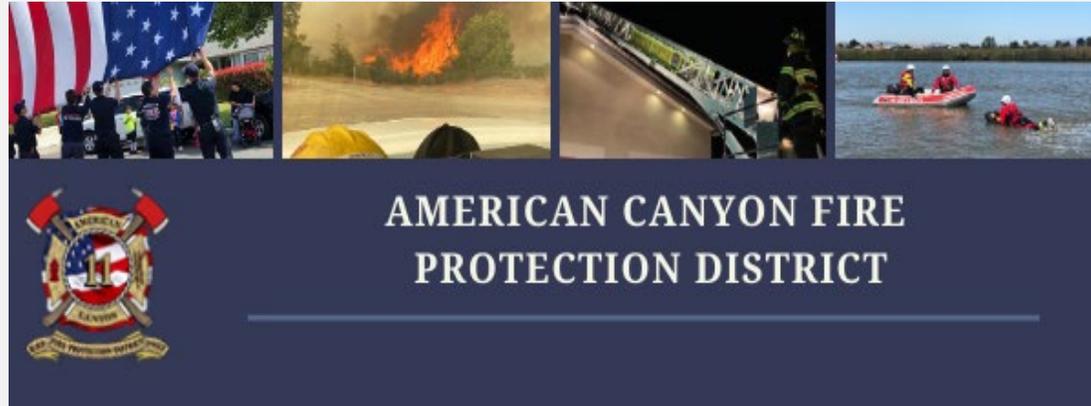


FY 2024-25

Budget Report and Financial Update

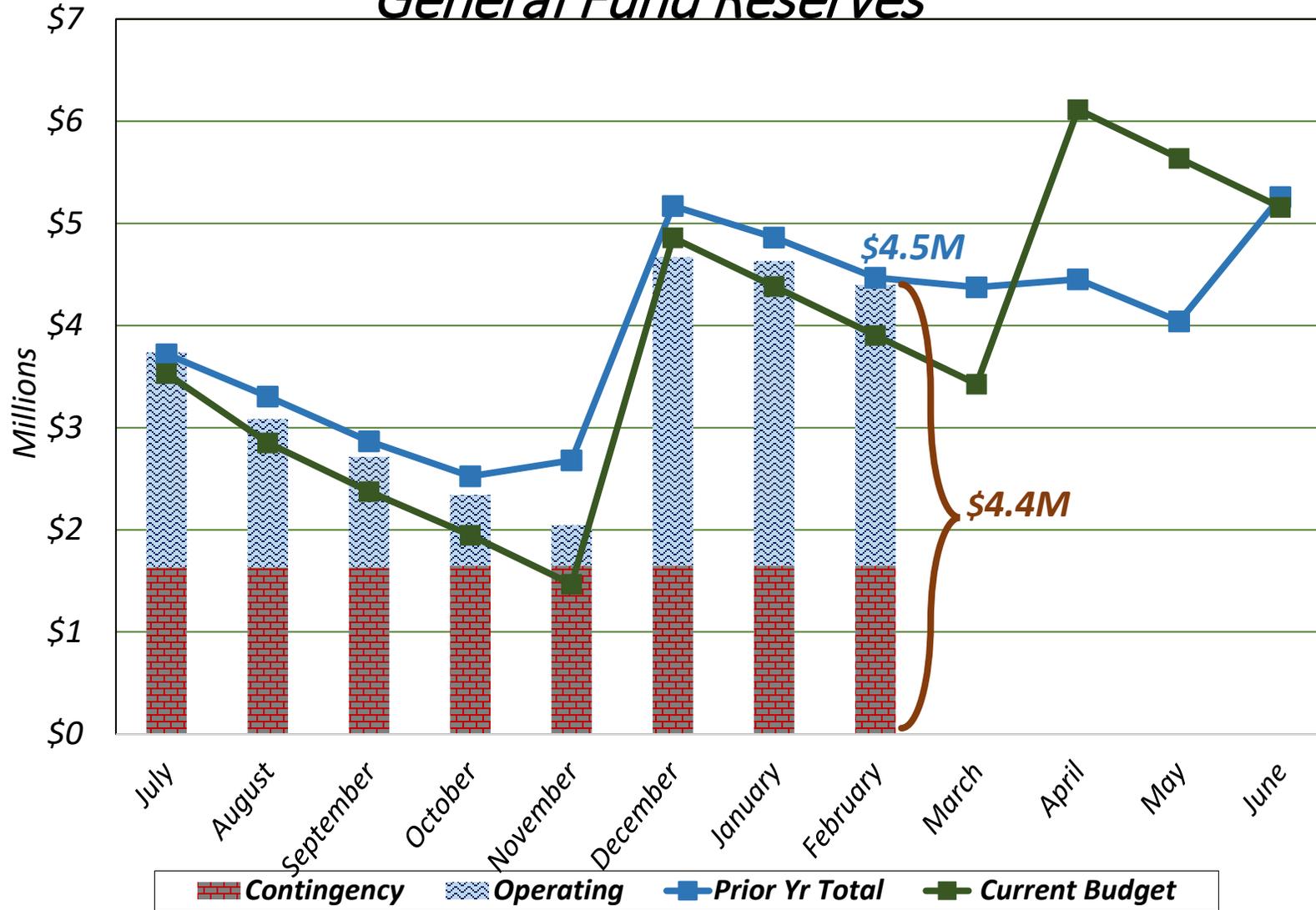


- Monthly Financial Report – Feb 2025
- FY 2024-25 Budget Update
- Updated Financial Forecast
- OPEB/PERS Funding Update

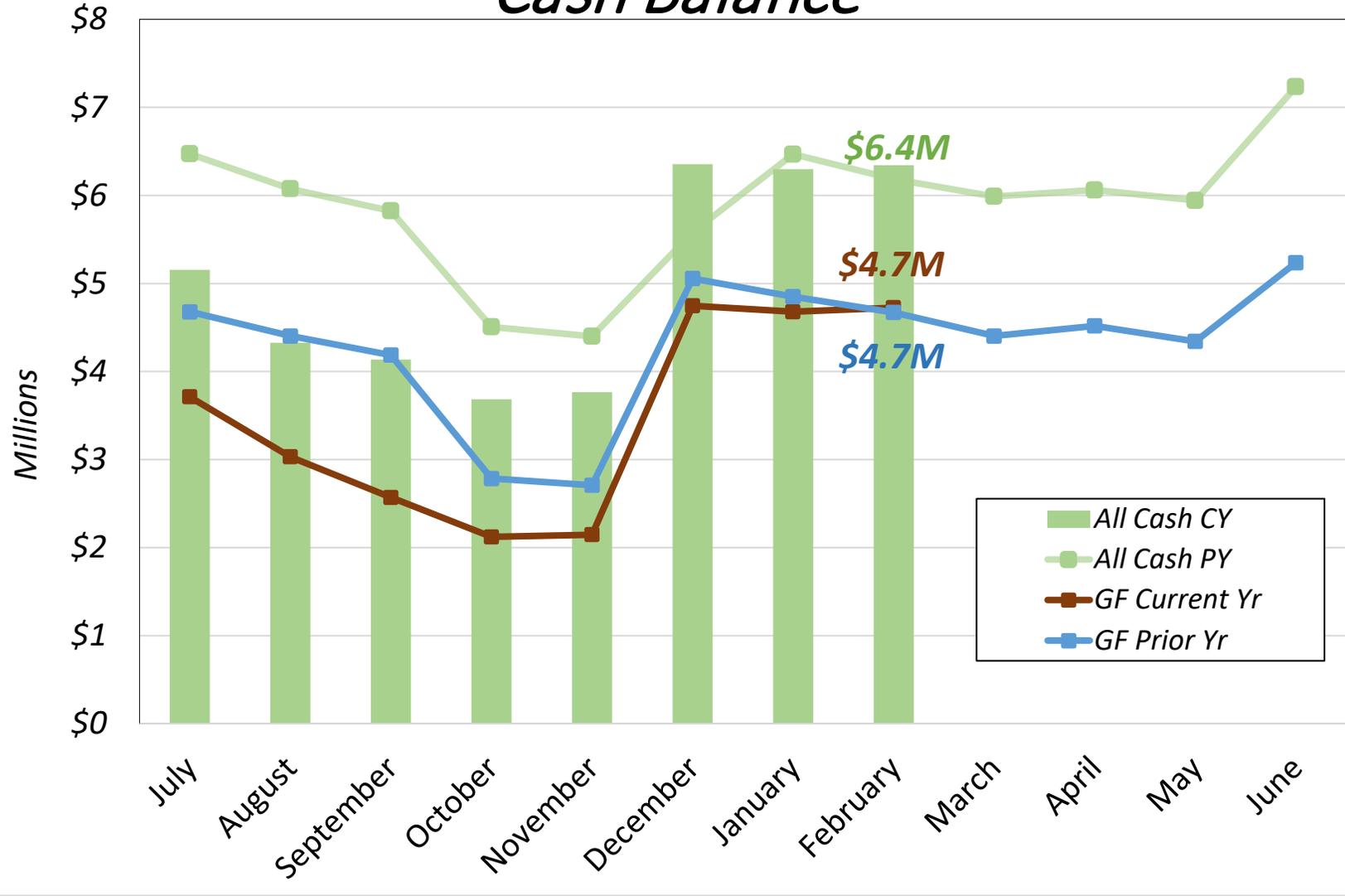


*Monthly Financial Report
Fiscal Year to Date Thru February
Fiscal Year 2024-25*

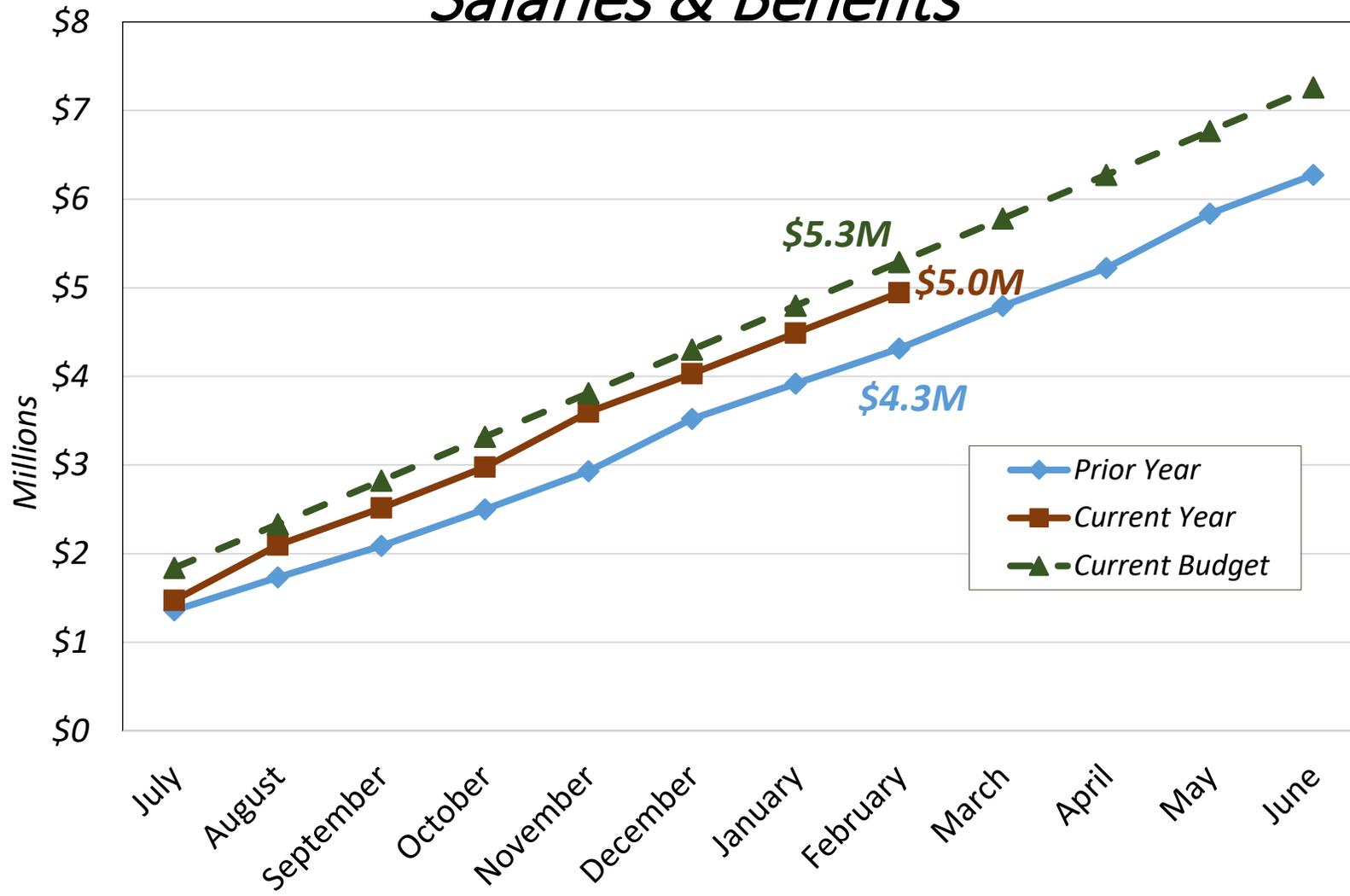
General Fund Reserves



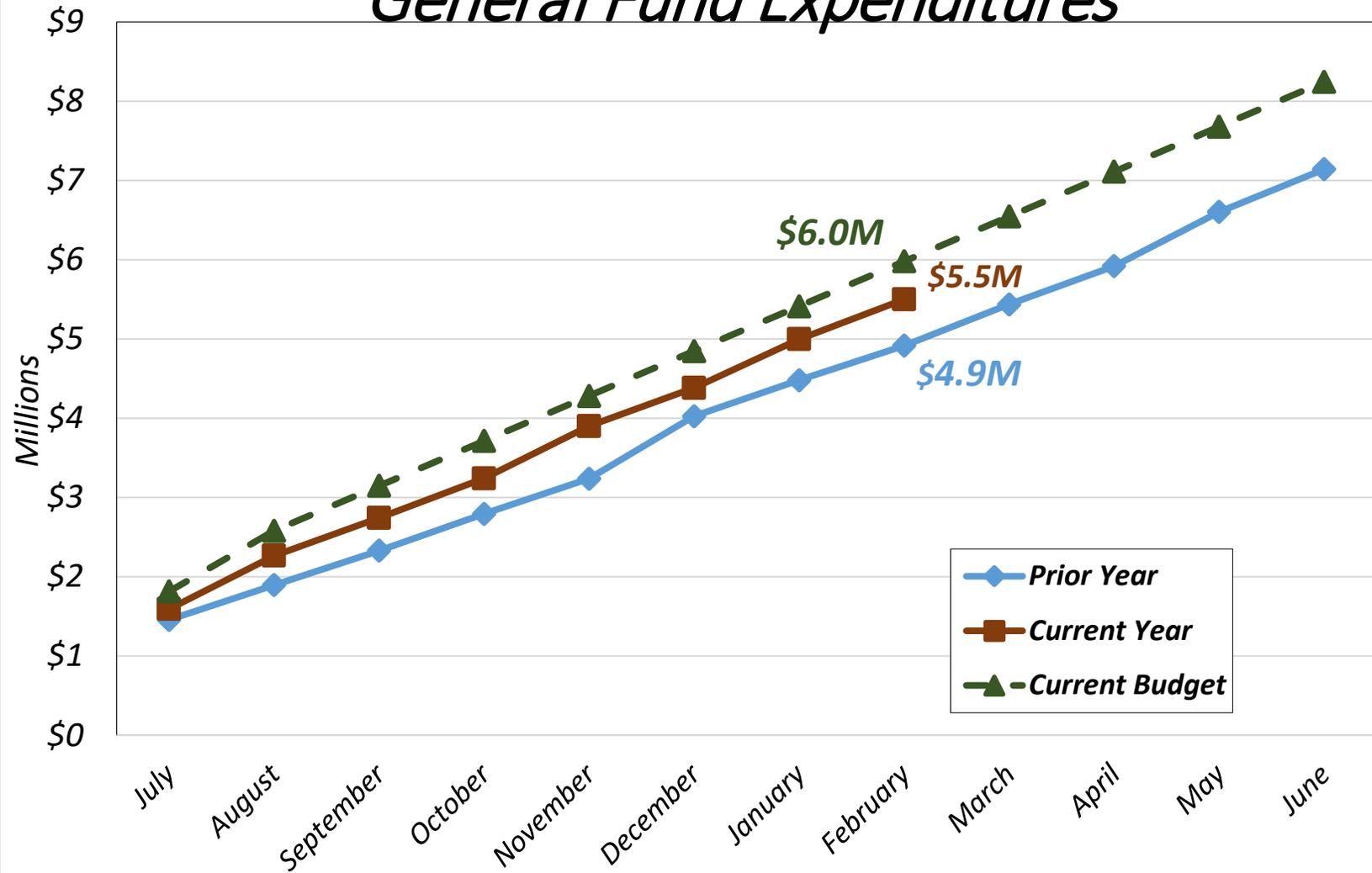
Cash Balance



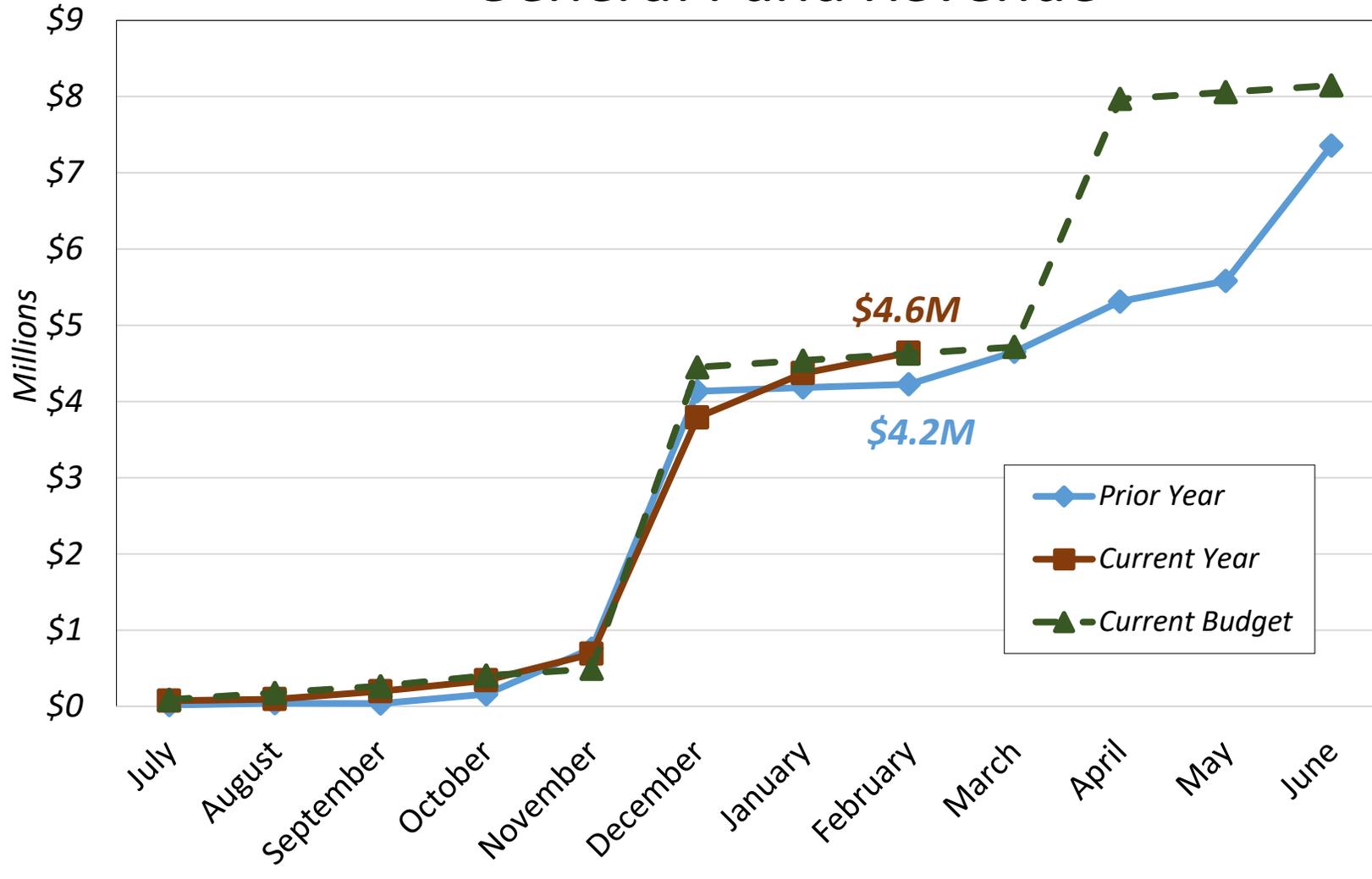
Salaries & Benefits



General Fund Expenditures



General Fund Revenue





*Fiscal Year 2024-25
Budget Review & Financial Update*

**American Canyon Fire Protection District
Financial Summary
Mid-Year Budget 2024-25**

	General Operations			Fire Mitigation Fee			Fleet, Facilities & Equipment Capital Fund		
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
	<u>Audited</u>	<u>Budget</u>	<u>Mid-Year</u>	<u>Audited</u>	<u>Budget</u>	<u>Mid-Year</u>	<u>Audited</u>	<u>Budget</u>	<u>Mid-Year</u>
Fund Balance - Beginning	\$5,160,001	\$5,285,407	\$5,257,802	\$1,419,737	\$1,238,723	\$1,238,723	\$688,149	\$463,621	\$311,696
Revenues and Transfers	7,512,956	8,146,577	8,158,077	218,986	505,467	505,467	542,368	433,900	558,900
Expenses and Transfers	7,415,154	8,245,612	8,245,612	400,000	200,000	200,000	918,821	802,135	787,135
Rev Over (Under) Exp	97,801	(99,036)	(87,536)	(181,014)	305,467	305,467	(376,453)	(368,235)	(228,235)
Fund Balance - Ending	\$5,257,802	\$5,186,371	\$5,170,266	\$1,238,723	\$1,544,190	\$1,544,190	\$311,696	\$95,386	\$83,461
	Lower beginning fund balance		(\$27,605)	Lower beginning fund balance		(\$151,925)	Lower beginning fund balance		(\$151,925)
	Increase in current revenues		11,500	Increase in current revenues		125,000	Increase in current revenues		125,000
	Decrease in current expenditures		-	Decrease in current expenditures		15,000	Decrease in current expenditures		15,000
	Net change in ending fund balance		(\$16,105)	Net change in ending fund balance		(\$11,925)	Net change in ending fund balance		(\$11,925)

AMERICAN CANYON FIRE PROTECTION
Fiscal Year 2024-25
Mid-Year Budget Adjustments

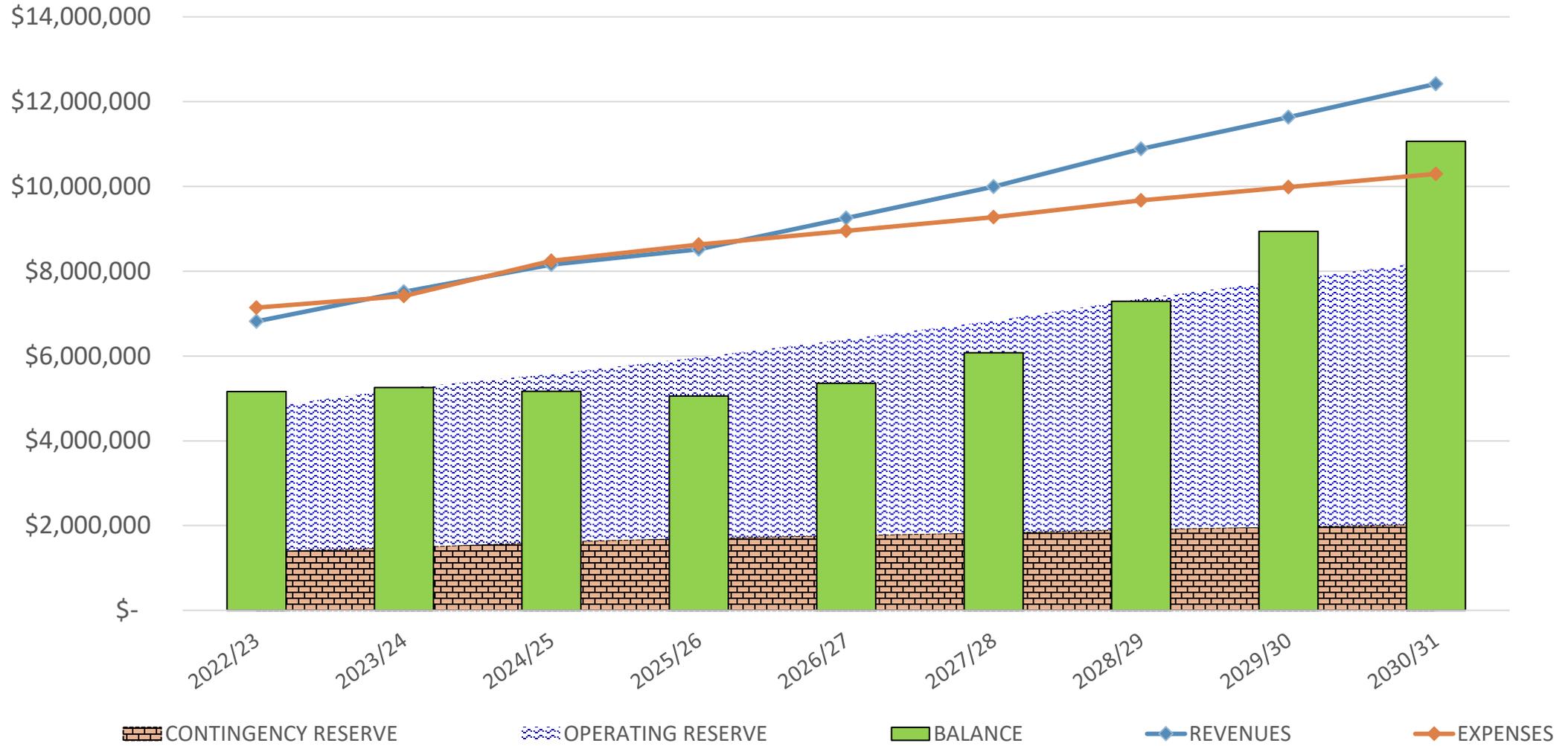
Account No.	Description	Increase (Decrease)
	General Fund Revenue	
810-910-4110	Property Tax - Secured	(251,500)
810-910-4112	Property Tax - Current Unsecured	12,000
810-910-4116	Property Tax - Prior Year	32,000
810-910-4324	Strike Team Reimbursement	162,000
810-910-4612	Interest Earnings - Other	(8,000)
810-910-4716	Workers Compensation Reimbursement	65,000
	Revenue increase (decrease)	\$ 11,500
	General Fund Expenditures	
810-910-5112	Wages - Other	\$ (11,000)
810-910-5120	Wages - Overtime	26,000
810-910-5121	Wages - OES Overtime	87,500
810-910-5134	Worker Compensation	(50,000)
810-910-5131	PERS Retirement	(50,000)
810-910-5142	Retiree Health Benefits	(40,000)
810-910-5208	Phone/Communication	15,000
810-910-5215	IT Support Services	(15,000)
810-910-5270	Liability/Property Insurance	2,500
810-910-5289	Other Professional Services	(25,000)
810-910-5291	Contractual Services	(15,000)
810-910-5980	Transfer to FF&E Capital Fund	75,000
	Expenditure increase (decrease)	\$ -

Net Change in Operating Activity **\$ 11,500**

Account No.	Description	Increase (Decrease)
	FF&E Fund Revenue	
860-970-4715	Air Ambulance Fee	\$ 50,000
860-970-4985	Trans In from Fire Ops	\$ 75,000
	Revenue increase (decrease)	\$ 125,000
	FF&E Fund Expenditures	
860-970-5415	Facilities	\$ (5,000)
860-970-5610	Equipment	(10,000)
	Expenditure increase (decrease)	\$ (15,000)

Net Change in Capital Activity **\$ 140,000**

General Operating Fund - Financial Forecast



(1) Operating Reserve = 50% of Ongoing General Fund Revenues

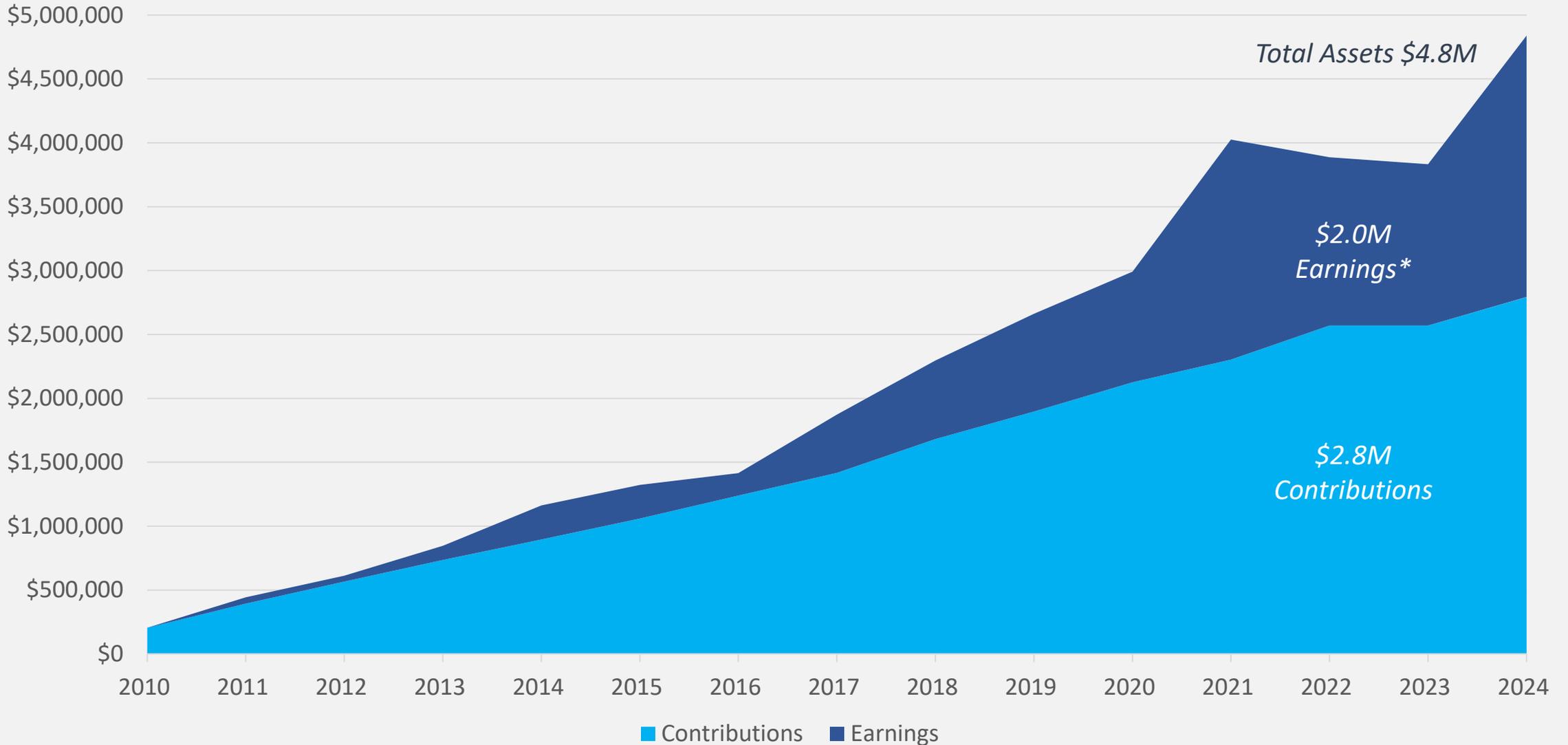
(2) Contingency Reserve = 20% of Ongoing General Fund Expenditures



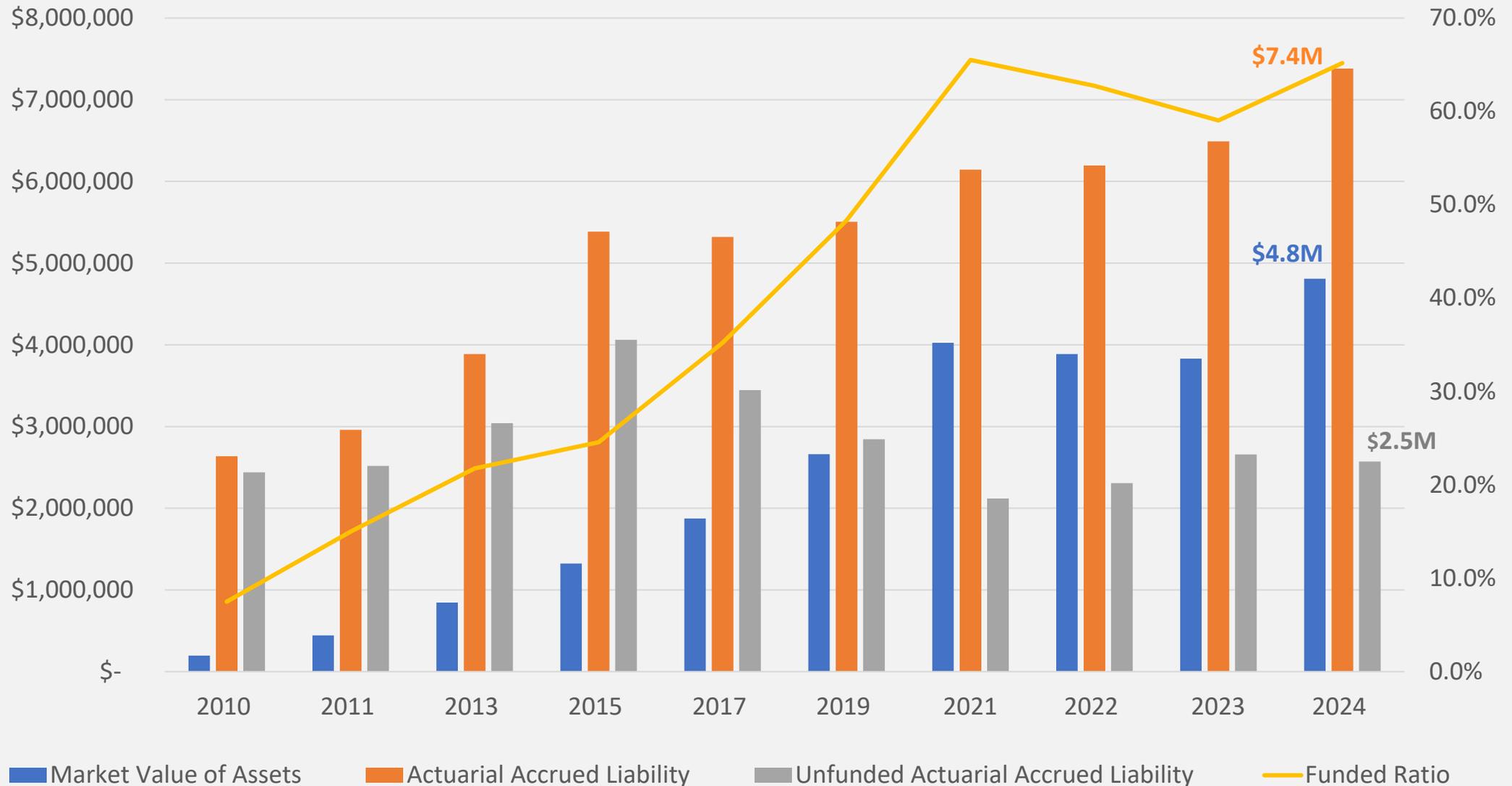
*OPEB/PERS Funding Update
As of December 31, 2024*

OPEB Funding summary by year

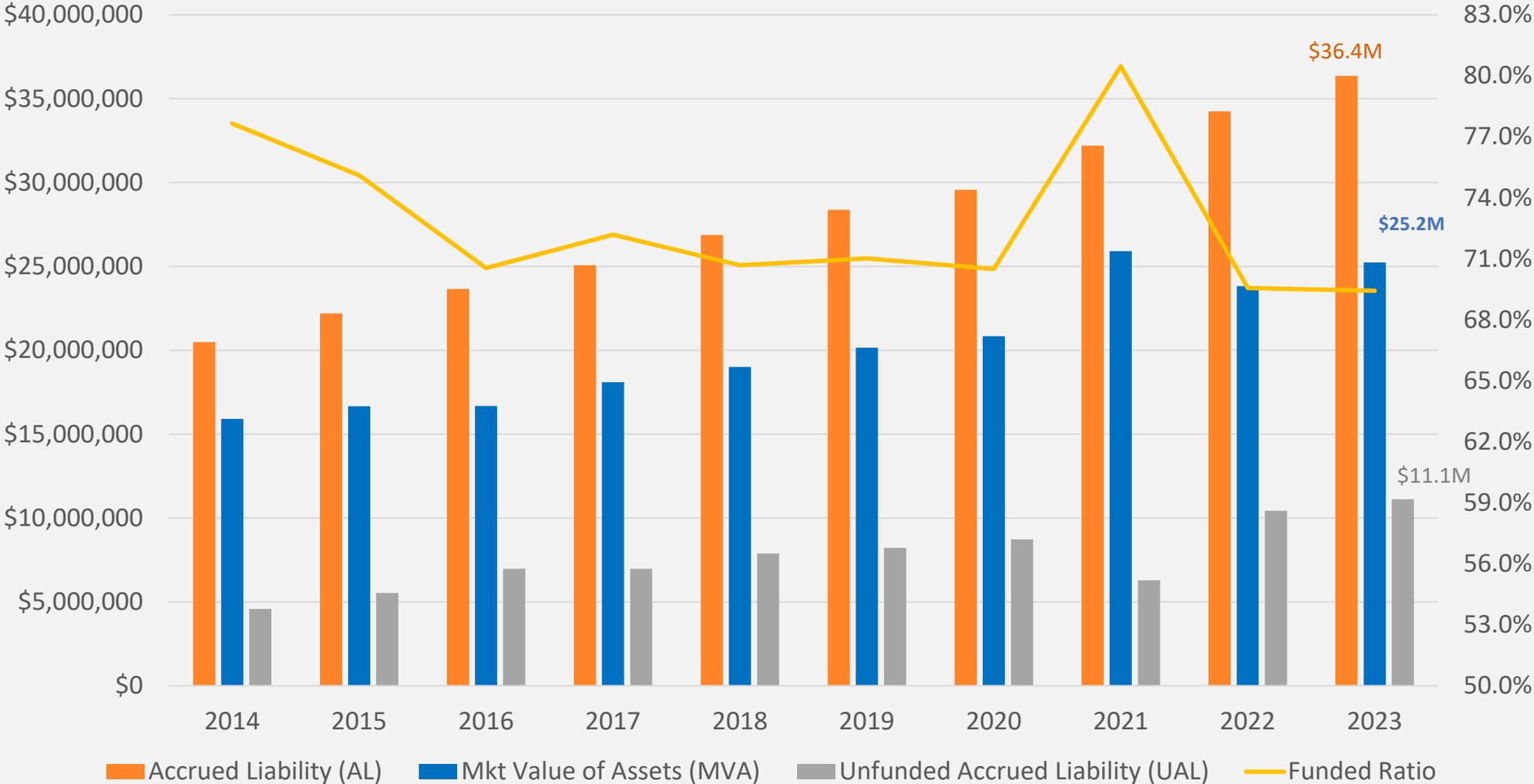
(*42% of accumulated assets derived from investment earnings)



OPEB Funding progress (65%)

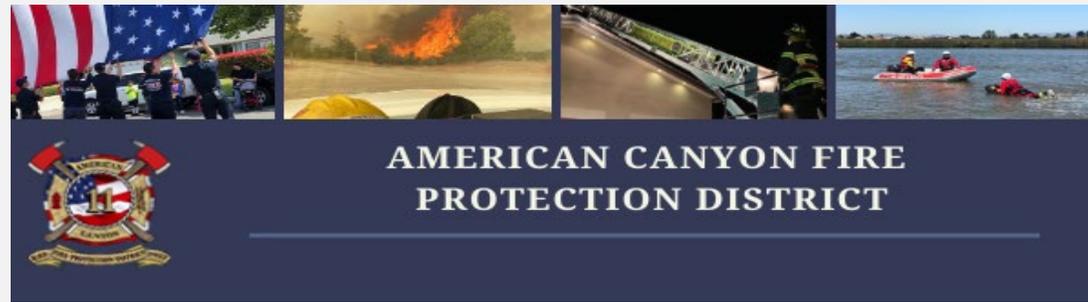


PERS Funding progress (70%)



Unfunded Liabilities Summary

	<u>Pension</u>	<u>OPEB</u>	<u>Total</u>
Valuation Date	6/30/2023	6/30/2023	
Accrued Liability	\$34,243,968	\$7,380,898	\$41,624,866
Assets	<u>23,818,579</u>	<u>4,810,523</u>	<u>28,629,102</u>
Unfunded Liability	<u>\$10,425,389</u>	<u>\$2,570,375</u>	<u>\$12,995,764</u>
<i>Funded Ratio</i>	<i>70%</i>	<i>65%</i>	<i>69%</i>
Remaining Amortization	Various	15Yrs	



American Canyon Fire Protection District

Recommended action

- Adopt the Resolution approving FY 2024-25 budget amendments



TITLE

Contract Agreement for NVC AHA Training Site.

RECOMMENDATION

Approve the agreement between the American Canyon Fire Protection District (ACFPD) and the Napa Valley Community College District Auxiliary Services Foundation (DAS), DBA Napa CPR, for ACFPD to operate as an authorized American Heart Association (AHA) Training Site under Napa CPR's Training Center.

CONTACT

Geoff Belyea, District Fire Chief

BACKGROUND & ANALYSIS

ACFPD seeks to enhance its training capabilities by becoming an AHA Training Site under the oversight of Napa CPR, an AHA-approved Training Center affiliated with Napa Valley College. This partnership will enable ACFPD to provide accredited AHA Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) courses to its employees, ensuring compliance with industry training standards and enhancing emergency response readiness. The rationale for ACFPD to enter into this agreement is to bring this critical training "in-house," making it more accessible for employees. Without this agreement, personnel must rely on the availability of outside vendors and agencies to complete the required training for maintaining their Paramedic or Emergency Medical Technician (EMT) certifications. By establishing an internal training site, ACFPD can ensure more efficient scheduling and consistency in training quality.

Under this agreement, ACFPD will be authorized to conduct AHA BLS, ACLS, and PALS training for its personnel, with oversight and administrative support provided by Napa CPR. The agreement outlines key responsibilities for both ACFPD and Napa CPR, including:

Training Site (TS) Responsibilities:

- ACFPD must maintain at least three qualified AHA Instructors.
- ACFPD will provide and maintain all necessary training equipment, including manikins with required feedback devices.
- ACFPD will conduct courses following AHA guidelines and maintain proper records of training

sessions and certifications.

- ACFPD will appoint a Training Site Coordinator to manage training activities and compliance.
- Training Center (TC) Responsibilities:
 - Napa CPR will provide administrative support, including assistance with scheduling and troubleshooting.
 - Napa CPR will issue AHA eCards to participants upon successful course completion.
 - Napa CPR will provide monitoring, mentoring, and evaluation of AHA instructors to ensure compliance with AHA and TC policies.
 - Napa CPR will offer additional training opportunities for AHA instructors, with costs covered by ACFPD as necessary.

Financial Terms:

- ACFPD will pay Napa CPR \$28.00 per participant for AHA eCards (rates subject to change with notice).
- Payment for services will be made within 30 days of invoice receipt.

Liability and Insurance:

- Both parties agree to indemnify and hold harmless each other from liabilities arising from their respective responsibilities under this agreement.
- ACFPD will maintain a minimum of \$2,000,000 in liability insurance, including workers' compensation and other required coverages.

Termination and Amendment:

- Either party may terminate the agreement with 30 days' written notice.
- Immediate termination is permitted in cases of non-compliance or failure to perform obligations.
- Amendments must be made in writing and agreed upon by both parties.

Approval of this agreement will enhance ACFPD's ability to provide high-quality, AHA-accredited training for its personnel. This partnership with Napa CPR aligns with ACFPD's commitment to maintaining the highest standards of emergency response and personnel preparedness.

FISCAL IMPACT

The fiscal impact of this agreement is expected to be minimal. The cost of AHA eCards at \$28.00 per participant will be covered by ACFPD, and any additional training expenses will be approved and budgeted accordingly. The benefits of internal training capabilities outweigh the nominal costs associated with the agreement.

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

1. Contract Agreement for NVC AHA Training Site

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES
FOUNDATION, DBA NAPA CPR
AMERICAN HEART ASSOCIATION TRAINING SITE AGREEMENT**

American Canyon Fire Agreement # C2025-01

This agreement (“**Agreement**”) is entered into this 18 day of March, 2025 by and between Napa CPR, an approved American Heart Association (“**AHA**”) Training Center (“**TC**”) of the Napa Valley College District Auxiliary Services Foundation, (“**DAS**”), and American Canyon Fire Protection District, 911 Donaldson Way East American Canyon, CA 94503 (“**ACFPD**”).

Description of Agreement

Purpose: To establish ACFPD as an authorized AHA Training Site (“**TS**”) of DAS’s AHA Training Center, Napa CPR. ACFPD is to provide and support qualified AHA Basic Life Support (“**BLS**”), Advanced Cardiac Life Support (“**ACLS**”), Pediatric Advanced Life Support (“**PALS**”) Instructors that will teach AHA BLS, ACLS, PALS courses at ACFPD’s locations (see attached).

Upon the successful completion of the AHA BLS, ACLS, PALS courses taught by the ACFPD’s qualified AHA BLS, ACLS, PALS Instructors and receipt of course documentation, DAS or ACFPD to issue AHA BLS, ACLS, PALS course electronic cards (eCards) directly to the email addresses of the participants, which are primarily ACFPD’s employees.

TS Requirements

Per the AHA Program Administration Manual (“**PAM**”), an AHA TS operates with the authorization of an AHA TC and meets the following minimum requirements:

- Has a business legal name;
- Teaches AHA courses in accordance with the official AHA Guidelines for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiovascular Care (ECC);
- Maintains at least three AHA Instructors;
- Owns and maintains all equipment needed for teaching AHA courses, including manikins that meet feedback device requirements (equipment may not be borrowed from DAS);
- Meets minimum technical requirements:
 - Uses latest version of one of the top 3 or 4 Internet browsers by market share;
 - Maintains knowledge of and effectively uses AHA Training Network applications, such as the AHA Instructor Network, eCards, eLearning, or eBooks.

TS Responsibilities

Per the AHA PAM, a TS must:

- Conduct AHA courses by following the guidelines outlined in the PAM and in the Instructor Manual for each discipline the TS is approved to teach;
- Meet the same standards as TCs with regard to equipment and instructors in each discipline that the TS with teach;
- Maintain course and instructor records meeting the same requirement and standards of the TC and submit reports as requested to the TC;
- Appoint a coordinator who meets the defined position requirements and who is approved by the Training Center Coordinator. The Training Center Coordinator must designate Training Center Faculty for each discipline taught at the TS so that quality monitoring, mentoring, and evaluation of instructors will be met.

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES
FOUNDATION, DBA NAPA CPR
AMERICAN HEART ASSOCIATION TRAINING SITE AGREEMENT**

TC Requirements/Responsibilities

Per AHA, it is the responsibility of the TC to ensure that its TSs comply with all policies and procedures outlined in the PAM, as well as with the TC's own policies and procedures and the TC Agreement. If a TS does not comply with the policies and procedures outlined in the manual, the TC Agreement may be terminated.

- The TC must have a signed letter of agreement/understanding on file with each TS that can be made available to the AHA upon request.
- The Training Center Coordinator ensures that appropriate equipment is available in sufficient quantity (as outlined in the Instructor Manual) and in good working order at each course conducted by the TC and/or its TSs or instructors. This can be accomplished by visits to each TS and by regular course/skills session monitoring.

Approved AHA Course Offering

As an approved TS for Napa CPR, the ACFPD must provide AHA BLS, ACLS, PALS courses utilizing current and qualified AHA BLS, ACLS, PALS Instructors and operating with required manikins, instructional materials, and supplies.

DAS agrees to provide:

1. Electronic AHA BLS, ACLS, PALS course eCards emailed directly to participants upon their successful completion of the AHA BLS, ACLS, PALS course at the current rate of \$28.00 per participant, paid for by ACFPD. (Rates subject to change upon written notice.)
2. Administrative support for scheduling classes and assistance with troubleshooting;
3. Training Center Faculty monitoring, mentoring, and evaluation of AHA BLS, ACLS, PALS Instructors to maintain their compliance with AHA and the TC.
4. Additional training in order to maintain an AHA BLS Instructor qualified status with our TC. If the training comes at a cost, it will be the responsibility of the ACFPD to pay for the training and DAS will invoice ACFPD for payment. See current rate sheet.

ACFPD agrees to provide:

1. Payments to DAS within thirty (30) days after receipt of invoice(s) for participants that have successfully completed an AHA, BLS, ACLS, PALS course.
2. Due diligence in performance of the activities to ensure that the facilities and materials provided in this agreement are not harmed or rendered inoperable as a result of improper, or inappropriate, usage.

Hold Harmless Agreement

ACFPD shall indemnify, hold harmless, and defend DAS, its officers, agents and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorney's fees, arising out of, or resulting from, ACFPD's sole negligence in the performance of this Agreement.

DAS shall indemnify, hold harmless, and defend ACFPD, its officers, agents and employees from and against all claims, damages, losses and expenses including reasonable costs and attorney's fees, arising out of, or resulting from, the DAS's sole negligence in the performance of this agreement.

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES
FOUNDATION, DBA NAPA CPR
AMERICAN HEART ASSOCIATION TRAINING SITE AGREEMENT**

Insurance

ACFPD shall maintain all necessary insurance for its officers, agents and employees, including, but not limited to, workers' compensation, disability, and unemployment insurance. ACFPD shall maintain a policy of liability insurance in an amount of not less than \$2,000,000 issued by a company duly and legally licensed to transact business in the State of California, covering personal injuries, including wrongful death, and claims for property damage that arise from the ACFPD's activities. A certificate of insurance including a separate endorsement naming Napa Valley Community College District and DAS as separately insured shall be provided by ACFPD.

Laws and Regulations

The parties represent that all operations of the parties' business are and will continue to be conducted in compliance with Titles IV and VII of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, the Privacy Rights of Parents and Students Act of 1974, and all applicable local, state, and federal health and safety regulations.

The parties shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this agreement are incorporated by this reference.

Enforcement – This Agreement shall be subject to the laws of the State of California. Venue for any action or proceeding arising out of or in connection with this Agreement shall be in Napa County, California.

It is expressly understood and agreed that no personal liability whatever attaches to any member of the Napa Valley College Board of Trustees or the Napa Valley College District Auxiliary Services Board of Directors, or any of the officers or employees thereof by virtue of this Agreement.

Termination and Amendment

- Termination –
 - Either party may terminate this agreement by giving thirty (30) calendar days written notice to the other party.
 - If either party fails to perform any of its obligations under this agreement, within the time and in the manner provided, either party may terminate this agreement, without giving thirty (30) days' notice, merely by giving written notice of termination, stating the reason for termination.
- Amendment – This agreement may be modified or amended at any time by written mutual agreement of the parties.

5

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES
FOUNDATION, DBA NAPA CPR
AMERICAN HEART ASSOCIATION TRAINING SITE AGREEMENT**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the Effective Date set forth below.

ACFPD:
American Canyon Fire Protection District

By:
Name

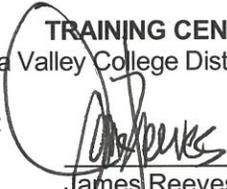
Pierre Washington,
Board Chair

Date: _____

TRAINING CENTER:

Napa Valley College District Auxiliary Services

By:



James Reeves, Board Chair

Date:

3/18/25

By:



Carolee Cattolica, Managing Director

Date:

3/18/25



TITLE

American Canyon Fire Protection District 2024 Annual Report.

RECOMMENDATION

Receive and file the American Canyon Fire Protection District 2024 Annual Report.

CONTACT

Geoff Belyea, Fire District Chief

BACKGROUND & ANALYSIS

Each year, the Fire Chief presents the American Canyon Fire Protection District Annual Report to the District Board.

This report provides a comprehensive overview of the District's activities and accomplishments from January 1, 2024, to December 31, 2024. It reflects our ongoing commitment to protecting the safety and well-being of our residents, visitors, and personnel. Through proactive initiatives, efficient operations, and effective service delivery, the District continues to uphold its mission of providing reliable and progressive emergency response.

FISCAL IMPACT

Not Applicable

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

- [1. 2024 ACFPD Annual Report](#)
- [2. 2024 Annual Report Summary](#)



AMERICAN CANYON FIRE PROTECTION DISTRICT

2024 ANNUAL REPORT





INSIDE THE REPORT

A YEAR OF SERVICE

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A YEAR OF SERVICE



Chief Geoff Belyea
ACFPD Fire Chief

A MESSAGE FROM CHIEF BELYEA

As we reflect on 2024, I am proud to highlight the numerous accomplishments of the American Canyon Fire Protection District. This year has been one of progress, innovation, and collaboration, as we continued to advance our mission of providing reliable and progressive emergency response while making a positive difference in our community.

Since implementing the District's Master Plan in 2022, we've made progress by achieving half of our strategic objectives. This report highlights the many achievements we have made toward enhancing our operations and service delivery. With the growth of our community, the District hired three new firefighters this year to ensure we continue meeting the needs of those we serve. We also held a Firefighter/Paramedic Trainee recruitment and welcome our new Trainee to the District in 2025.

This year, we also celebrated the career of Fire Captain Jose Martin, a dedicated member of the District since 2004. His commitment, teamwork, and leadership have left a lasting mark on our organization. We extend our heartfelt gratitude for his 20 years of service and wish him all the best in his well-deserved retirement.

Our additional accomplishments include in February 2024, LAFCO approved the annexation of Green Island Road into the District, expanding our service area. We adopted and implemented updated policies and procedures to enhance operational effectiveness and completed essential apparatus repairs.

We completed all SB 1205 mandated inspections, reinforcing fire safety across our community. Sustainable funding was supported through the adoption of the First Responder Fee, Fire Mitigation Fees, and updates to Fire Service Fees. We established local goals and policies for Mello Roos Community Facilities Districts to guide responsible growth. Most notably, we established an agreement with REACH Air Medical to provide fast and efficient air medical services to our community. This partnership represents a significant step forward in ensuring timely emergency care and enhancing public safety.

Our financial and budgetary planning saw significant progress with the preparation of the Mid-Year Budget, Preliminary Budget, and Final Budget. Additionally, operational efficiency was enhanced through key agreements such as the Radio Usage Agreement.

These accomplishments would not have been possible without the dedication of our team, the support of our board, and the trust of our community. As we look ahead to 2025, we remain steadfast in our commitment to service excellence and preparedness. Thank you for being part of this journey with us.

Sincerely,

Chief Belyea



OUR CULTURE

MISSION STATEMENT

Our mission is to provide reliable and progressive emergency response while seeking opportunities to make a positive difference in the lives of the people and the community we serve.

VISION STATEMENT

Our 2020 vision is to be an exceptional organization delivering high quality services utilizing sustainable best practices. We will continuously improve and grow with the community as a positive, healthy and cohesive team.

CORE VALUES

- Mutual respect
- Integrity
- Responsibility
- Empathy
- Kindness
- Empowerment
- Dedication
- Adaptable
- Transparency
- Professionalism



OUR LEADERSHIP

MESSAGE FROM THE BOARD OF DIRECTORS

As the Board of Directors for the American Canyon Fire Protection District, we are honored to serve and support an organization dedicated to protecting lives, property, and the well-being of our community. Each year, we witness the unwavering commitment of our firefighters, paramedics, and administrative staff, and 2024 has been no exception.

This past year has been marked by progress, innovation, and continued service excellence. Through strategic planning and responsible fiscal stewardship, the District has strengthened its operational capabilities while adapting to the evolving needs of our growing community. Key initiatives, such as the implementation of updated policies and sustainable funding measures ensure that we remain prepared to meet the challenges ahead.

We are particularly proud of the District's commitment to continuous improvement. The hiring of new firefighters and the recruitment of a Firefighter/Paramedic Trainee reflect our dedication to maintaining a highly skilled and responsive workforce. Additionally, the partnership with REACH Air Medical marks a significant step forward in enhancing emergency medical services for our residents.

The American Canyon Fire Protection District Board of Directors is also excited to announce our leadership for the coming year. There has been a transition in leadership, and we extend our deepest gratitude to Former Chair

Leon Garcia, who has served on the Board of Directors since 2002, and Board Member Mariam Aboudamous, who has served since 2016. Their years of dedication and leadership have helped shape the District into the strong organization it is today.

We also warmly welcome our new Board members: Chair Pierre Washington and Board Members Melissa Lamattina and Brando Cruz. Their fresh perspectives and commitment to public service will help guide the District into the future. We are fortunate to have Vice Chair Mark Joseph and Board Member David Oro continue their service, providing valuable continuity and experience.

Our success is made possible through the leadership of the Fire Chief, the dedication of our personnel, and the trust and support of our community. As we look ahead to 2025, we remain committed to ensuring that the American Canyon Fire Protection District continues to be a model of excellence in fire and emergency services.

On behalf of the Board, we extend our deepest gratitude to our firefighters, staff, and the residents we serve. Your safety and well-being remain our top priority, and we are proud to stand alongside you in building a safer and more resilient community.

AMERICAN CANYON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS



Board Member Brando Cruz, Board Member Melissa Lamattina, Chair Pierre Washington, Board Member David Oro, and Vice-Chair Mark Joseph



FIRE DISTRICT GOVERNING AUTHORITY

The American Canyon Fire Protection District was established on January 31, 1955, by the Napa County Board of Supervisors. On November 6, 1957, the State of California, Office of the Secretary of State, formally certified the Fire District's existence pursuant to the provisions of the Local Fire District Law.

In 1992, following the incorporation of the City of American Canyon, the Fire District was preserved as a subsidiary special district of the City. As part of this structure, the elected City Council members serve as the ex-officio Board of Directors for the District.

The Board of Directors is responsible for adopting policies and programs that govern the District. The implementation of these policies and day-to-day operations is delegated to the Fire Chief, who serves as the District's executive leader. To ensure accountability and operational efficiency, the Board establishes clear, specific, and measurable expectations for the Fire Chief's performance.

Basis of Authority:

As the legislative governing body of the District, the Board of Directors holds the following key responsibilities:

- Develop, evaluate, and update District policies to ensure effective governance and operational efficiency.

- Appoint, evaluate, and, if necessary, dismiss the Fire Chief to maintain strong leadership.
- Oversee the District's financial management, ensuring responsible fiscal stewardship.
- Adopt or amend ordinances, resolutions, and policies that support the District's mission and strategic objectives.

Additionally, the Board is responsible for:

- Formulating and reviewing District policies to align with community needs and industry standards.
- Ensuring compliance with federal and state laws, as well as local regulations.
- Adopting the annual budget prior to October 1st each year to support the District's financial planning and operational needs.

Through these responsibilities, the Board of Directors ensures that the American Canyon Fire Protection District remains a progressive, well-managed, and community-focused organization dedicated to public safety.

FREQUENTLY ASKED QUESTIONS

WHAT DOES IT TAKE TO BE A FIREFIGHTER WITH AMERICAN CANYON FIRE?

Q What are the minimum qualifications to become a firefighter with American Canyon Fire?

- A** To be eligible for consideration, candidates must meet these requirements:
- **Education:** Graduation from high school or equivalent.
 - **Driver's License:** Hold a valid California driver's license.
 - **Medical Certification:** Maintain a current State of California EMT or Paramedic license as a condition of employment.
 - **Paramedic-Specific Requirements:** For Firefighter/Paramedics, certifications in PHTLS or ITLS, PALS or PEPP, and ACLS are required by the time of a conditional offer of employment.
 - **Fire Academy Completion:** Provide proof of completion of a formal Fire Academy or hold a CSFM Firefighter I certification.
 - **Eligibility List:** Be listed on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL).

Q What is the application process?

- A** If you meet the minimum qualifications and are on the current Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List, we encourage you to apply for this exciting career opportunity. Stay tuned to our website and announcements for application windows and recruitment updates.
- **Application Submission:** Submit a completed application along with all required certifications.
 - **Written Examination:** Pass the FCTC written test (if applicable).
 - **Physical Testing:** Successfully complete the Candidate Physical Ability Test (CPAT) or equivalent.
 - **Interview Process:** Participate in a structured oral panel interview.
 - **Background Investigation:** Undergo a detailed background check, including references and driving record.
 - **Medical and Psychological Evaluation:** Complete medical and psychological evaluations to ensure fitness for duty.

Q Are there additional qualifications that are desired?

- A** While not required, the following qualifications and experiences are highly desirable:
- Education:**
- A.A./A.S. Degree in Fire Science.
 - B.A./B.S. Degree in Fire Science, Business Management, or Public Administration.
- Certifications:**
- CSFM Firefighter II.
 - CSFM Driver Operator 1A and 1B.
 - CSFM Company Officer.
 - CSFM Rescue Systems 1 and 2.
 - Hazardous Materials training (FRO, DECON, Technician, Specialist).
- Experience:**
- Volunteer, reserve, paid part-time, or full-time firefighter experience.
 - Military veteran status.

Q What makes an ideal candidate for American Canyon Fire?

- A** We look for individuals who embody the following traits:
- Dedication to serving the community with integrity and professionalism.
- Strong teamwork and communication skills.
 - The ability to remain calm and make sound decisions under pressure.
 - A commitment to continuous learning and personal growth.

Q Why choose American Canyon Fire?

- A** Joining our team means becoming part of a dynamic, community-focused department committed to:
- Empowering our team to take ownership of their work and contribute meaningfully to our mission.
 - Maintaining the highest standards of professionalism, integrity, and respect.
 - Embracing innovation and new technologies to enhance our service delivery.
 - Providing compassionate care to the community, recognizing the unique needs of every person and situation.
 - Fostering transparency with our community, stakeholders, and team members.

Q Why does a Fire District conduct fire life safety inspections?

- A** Fire life safety inspections are conducted to ensure that buildings and properties comply with fire safety codes and regulations. This proactive approach helps identify potential hazards, prevent fires, and protect the community.

Q Why do fire life inspections happen annually?

- A** Fire life safety inspections are conducted annually to ensure that buildings and facilities comply with fire safety codes and regulations. Fire life safety inspections help identify potential fire hazards, ensure the proper functioning of fire safety systems, and maintain a safe environment for occupants.

Q Who is responsible for conducting fire life safety inspections?

- A** Fire life safety inspections are carried out by the Fire District. The District contracts out with CSG who are Fire Prevention experts and enforce safety regulations.

Q What is the purpose of a fire life safety inspections?

- A** The primary purpose of a fire life safety inspection is to assess and mitigate fire hazards. Inspectors check for compliance with fire codes, inspect fire protection systems (such as alarms and sprinklers), and evaluate general safety measures to prevent and respond to fires effectively.

Q What areas or aspects are covered during a fire life safety inspections?

- A** Fire inspectors cover a range of areas, including:
- Fire alarm systems
 - Emergency exits and evacuation routes
 - Fire extinguishers and their accessibility
 - Electrical systems and potential fire hazards
 - Flammable materials storage and handling
 - Heating and ventilation systems
 - General housekeeping and maintenance practices

Q What happens if a building fails a fire life safety inspections?

- A** If a building fails a fire life safety inspection, the responsible party is typically issued a notice or citation outlining the violations. The building owner or manager is then required to address and correct the identified issues within a specified timeframe. Failure to comply may result in fines or legal consequences.

Q What role do occupants play in fire safety during an fire life safety inspections?

- A** Occupants play a crucial role in fire safety. They are responsible for keeping their workspaces free from hazards, following evacuation procedures, and participating in fire drills. Cooperation with inspectors during the inspection process is also important.

OUR TEAM

ADMINISTRATION



Geoff Belyea
Fire Chief



Clifford Campbell
Assistant Fire Chief



Martha Banuelos
Fire Executive Assistant
Office Administrator



Laura Provencher
Fire Executive Assistant
Public Information Officer

BATTALION CHIEFS



Ron Prettyman
Battalion Chief



Kenny Diede
Battalion Chief



Marshal
Our Favorite Mascot

A-SHIFT



Eric Costello
Fire Captain/Paramedic



Chris Heim
Firefighter



Nathan Kreps
Probationary Firefighter/
Paramedic



John Cummings
Probationary Firefighter



Chad Pilkington
Fire Captain/Paramedic



Jack Billeci
Probationary
Firefighter/Paramedic



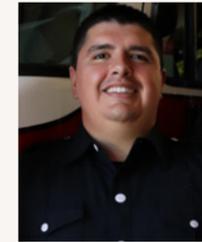
Sarah Bayersdorfer
Firefighter

OUR TEAM

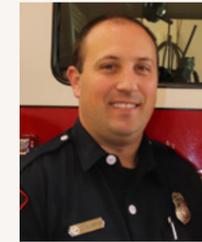
B-SHIFT



Donevin Steele
Firefighter/Paramedic



Francisco Cano
Firefighter/Paramedic



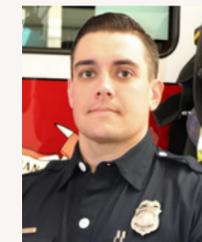
Conner Alexander
Firefighter/Paramedic



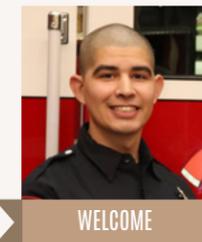
Brad Loughran
Probationary Firefighter



Max Etchieson
Fire Captain/Paramedic



Kyle Murchison
Firefighter



Eddie del Castillo
Probationary Firefighter

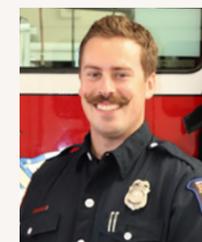
C-SHIFT



Jose Martin
Fire Captain



Robert Rojas
Fire Captain/Paramedic



Davis Pratt
Firefighter



Eric Hanson
Firefighter/Paramedic



Euclid Abalos
Fire Captain



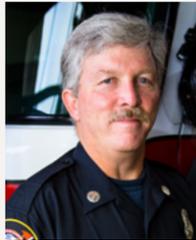
Preston Quick
Firefighter



Noah Bensman
Firefighter/Paramedic

OUR TEAM

ADMINISTRATIVE RESERVE FIREFIGHTERS



Jamie Bryant
Technical Reserve
Firefighter



Powell Helems
Support Reserve
Firefighter



Todd Pelletier
EMS Coordinator

CELEBRATING SUCCESS: EMPLOYEES WHO PASSED PROBATION



Eric Hanson
Firefighter/Paramedic



Chris Heim
Firefighter



Sarah Bayersdorfer
Firefighter



Conner Alexander
Firefighter/Paramedic



Noah Bensman
Firefighter/Paramedic

CELEBRATING DEDICATION AND SERVICE

“Our team’s strength lies in the commitment and dedication of our exceptional staff. We proudly honor these individuals for their years of service and their unwavering contribution to the safety and well-being of our community.” —Chief Belyea



Donevin Steele
Fire Captain/Paramedic

Francisco Cano
Firefighter/Paramedic

Preston Quick
Firefighter



Eric Costello
Fire Captain/Paramedic



Max Etchieson
Fire Captain/Paramedic

THANK YOU FOR YOUR SERVICE



JOSE MARTIN

Honoring 20 Years of Dedicated Service

March 2004–July 30, 2024 as a Firefighter/Fire Captain

Captain Martin has been an integral part of the Fire District for the past twenty years, joining us on March 24, 2004. With an Occupational Associated Degree in Automotive and Diesel Technologies from the Universal Technical Institute in Arizona, Captain Martin brought valuable expertise that has greatly benefited our operations.

Starting as a firefighter, Captain Martin took charge of coordinating small gas engine projects, demonstrating his versatility and hands-on approach. In 2007, he played a key role in developing our Urban Search and Rescue Team’s curriculum and managing programs, stepping up as the leader. In 2010 he became a Rescue Specialist.

In 2008, Captain Martin recognized for his contributions by receiving the Firefighter of the Year.

Promoted to Fire Captain on July 11, 2009, Captain Martin became the Apparatus Officer, playing a crucial role in procuring essential firefighting apparatus. He has been

involved in various strike team assignments and served as an Instructor for live fire structure burns, sharing his knowledge and experience.

Captain Martin’s dedication led him to become certified as a Hazmat Technician in January 2013, followed by Hazmat Specialist certification later that year. His ability to communicate in Spanish has been invaluable in assisting our Spanish-speaking community during emergencies.

Above all, Captain Martin values the opportunity to mentor probationary firefighters, contributing to the growth and cohesion of our team.

As we celebrate Captain Martin’s two decades of service, we extend our sincere gratitude for his dedication, leadership, and commitment to keeping our community safe. May his retirement be filled with exciting adventures and opportunities.

CELEBRATING 10 YEARS OF ADVANCED LIFE SUPPORT (ALS) EXCELLENCE

A Decade of Saving Lives and Strengthening Community Care

This year marks a momentous milestone for the American Canyon Fire Protection District—10 years of providing Advanced Life Support (ALS) services. Since transitioning to an ALS department in May 2014, the District has been at the forefront of pre-hospital emergency care, delivering life-saving services to our growing community. This achievement reflects the dedication, expertise, and teamwork of our paramedics, firefighters, and administrative staff.

Our Journey to ALS Excellence

Ten years ago, the District made a bold commitment to enhance its emergency response capabilities by transitioning to an ALS agency. This transformation involved investing in advanced medical training, state-of-the-art equipment, and community outreach programs to ensure seamless implementation. Over the past decade, ALS has become an integral part of our mission to protect and serve.

Key Milestones

- **May 2014:** The District becomes an ALS agency, enabling paramedics to provide advanced medical interventions, such as airway management, cardiac monitoring, and medication administration.
- **2024:** Celebrated a record-breaking year of ALS responses, further demonstrating the importance of this service in protecting community health.

Impact on Our Community

- **Lives Saved:** Over the past 10 years, ALS interventions have significantly improved patient outcomes in critical emergencies such as cardiac arrests, trauma incidents, and respiratory distress.
- **Enhanced Response Times:** With ALS-equipped personnel on every shift, the District has reduced

response times for critical medical calls, ensuring faster care.

- **Community Trust:** Through ALS services, the District has strengthened relationships with local hospitals, healthcare providers, and residents, earning the trust of the community it serves.

Testimonials from the Field

- "As a paramedic, I've seen firsthand how ALS interventions can make the difference between life and death. Being part of this team is an honor and a privilege."—Firefighter/Paramedic Chad Pilkington
- "ALS has transformed how we respond to emergencies, giving our team the tools and training to provide the highest level of care in the field."—Assistant Chief Clifford Campbell

Looking Ahead

As we celebrate this milestone, we remain committed to continuous improvement and innovation. The District is exploring new opportunities to enhance ALS services, including additional training, cutting-edge equipment, and expanded community outreach programs.

Commemorating 10 Years of ALS Excellence

This milestone is not just a celebration of our accomplishments but a testament to the power of teamwork and collaboration. Our success would not have been possible without the unwavering dedication of our paramedics, firefighters, and administrative staff, as well as the trust and support of our community.



AMERICAN CANYON CERT

COMMUNITY EMERGENCY RESPONSE TEAM HIGHLIGHTS

The American Canyon CERT (Community Emergency Response Team) is a dedicated group of trained volunteers who assist first responders and help prepare the community for emergencies. Their mission is to enhance disaster readiness, provide support during incidents, and promote public safety through education and outreach.

In 2024, the team demonstrated outstanding commitment through the following achievements:

- **4 Activations** – Provided firefighter rehabilitation support during emergency incidents.
- **190 Hours in Meetings** – Ensured coordination, planning, and continuous improvement of team operations.
- **700 Hours of Training** – Strengthened skills in disaster response, medical aid, search and rescue, and fire safety.

- **33 Community Events** – Engaged the public through outreach, education, and emergency preparedness initiatives.
- **310 Hours Serving on the Advisory Board** – Contributed to strategic planning and program development.
- **25 Hours of Auxiliary Support** – Assisted with administrative and logistical tasks to enhance team efficiency.

Through their dedication and training, the American Canyon CERT team continues to be a vital resource, ensuring our community is prepared for disasters while providing crucial support to first responders.

Interested in joining ACCERT? Visit www.americancanyoncert.org



EXPLORERS

The American Canyon Fire Explorer Program began the year with a leadership transition, welcoming a new Explorer Captain and two Explorer Lieutenants. This change provided an opportunity for members to develop leadership skills and take on new responsibilities within the program. Additionally, we conducted an interview process to bring in new talent, resulting in the successful addition of five new Explorers.

Throughout the year, our training covered essential fire service skills, including vehicle extrication, medical and trauma patient assessments, wildland fire operations, structure fire hose deployments, forcible entry techniques, ropes and knots, fire service ladders, and interview preparation, including resume building. These bi-monthly drills have been instrumental in developing individual skills, teamwork, and overall program growth.

Beyond training, our Explorers actively participated in community events, strengthening their connection with the public and the Fire District. Key events included Meet Me in the Street, the Fourth of July Parade, the September 11th Ceremony, and hands-only CPR training at the high school. These experiences have reinforced the value of service and teamwork within the program.

Over the past year, we have witnessed remarkable growth in our Explorers, as they continue to work together as a cohesive team. Looking ahead, the Fire Explorer Advisor group is committed to expanding the program by welcoming new members, enhancing training opportunities, and increasing public engagement. Our goal is to provide each Explorer with the skills, knowledge, and experience necessary for success in the fire service and beyond.

We are proud of our Explorers and excited for the future of this program. If you are interested in joining a dedicated team committed to learning, leadership, and community service, we welcome you to explore the opportunities within the American Canyon Fire Explorer Program.

COMMUNITY OUTREACH

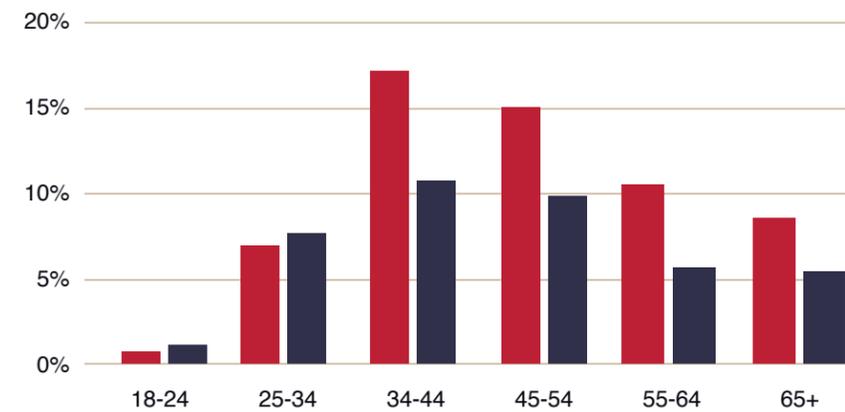
OUTREACH HIGHLIGHTS

- Little League Opening Day Parade
- Hands Only CPR, American Canyon High School
- Career Day—Canyon Oaks Elementary
- Spring Arts Festival, Canyon Oaks Elementary
- Station Tour, Mustard Seed Preschool & Elementary School
- Advanced Life Support Anniversary Celebration
- DARE Graduation, Calvary Baptist School
- Public Safety Appreciate Day, Calvary Baptist School
- Water Safety Day
- Ride A Long
- Health Fair, American Canyon High School
- Station Visit, Church of Christ
- Hands Only CPR / AED Training, American Canyon Middle School
- Fire Extinguisher Training, Westlake Stone
- DARE Graduation, Napa Junction Elementary School
- Ride A Long
- Fire Extinguisher Training, Las Casitas Mobile Home Park
- Kick Off To Summer, Vineyard Crossings
- Juneteenth Celebration
- Mid City Nursery 70th Celebration
- 4th of July Parade
- Meet Me In The Street
- Fran Lemos' 95th Birthday Celebration
- Fire Safety Talk, Spirit Horse Ranch
- National Night Out
- Fire Extinguisher Training, Barry Callebaut
- September 11th Remembrance Ceremony
- Station Visit, 2nd Grade, Donaldson Way Elementary
- Citizens Academy
- Fire Prevention Open House, Station 11
- Donaldson Way Elementary Career Day
- Donaldson Way Elementary Trunk or Treat
- Canyon Oaks Elementary Trunk or Treat
- Hometown Heroes
- Safe Trick Or Treat, Station 11
- First Responder Night, American Canyon High School
- Harvest Festival, Napa Junction Elementary
- Silver Gloves Boxing Tournament, American Canyon Middle School
- Visions Charter School Station Visit
- Adopt A Pet, Partnership with Napa County Animal Shelter
- City of American Canyon Holiday Party, Toys for Tots
- Magic of the Season, City of American Canyon
- Reindeer Run, American Canyon Community Parks & Foundation
- Hands Only CPR, American Canyon High School
- Toys for Tots



COMMUNITY OUTREACH

■ 59.80% Women ■ 40.20% Men



70,138
Average Views: Post/Pictures

107,478
Average Views: Post/Video

237.5%
Engaged Followers Up

Most Viewed Content:
Emergency Messaging Regarding Traffic Collisions & Fires

Community Risk Reduction is at the heart of our mission to keep American Canyon safe. By focusing on education, training, engagement, and preparedness, we work proactively to prevent emergencies before they happen.

Through public education, we empower residents with the knowledge to make safer choices. Ongoing training ensures our firefighters and community members are ready to respond effectively. Engagement strengthens our partnerships, creating a culture of safety and collaboration. Preparedness efforts—such as wildfire mitigation, CPR training, and emergency planning—help us build a more resilient community.

Forming relationships with our youth is imperative to fire safety. By engaging with young people early, we help them develop lifelong safety habits and ensure that, in an emergency, they—like the rest of our community—know they can trust us. These connections build confidence, foster communication, and create a safer future for everyone. Together, we can reduce risks and protect what matters most. Thank you for being part of our commitment to safety.

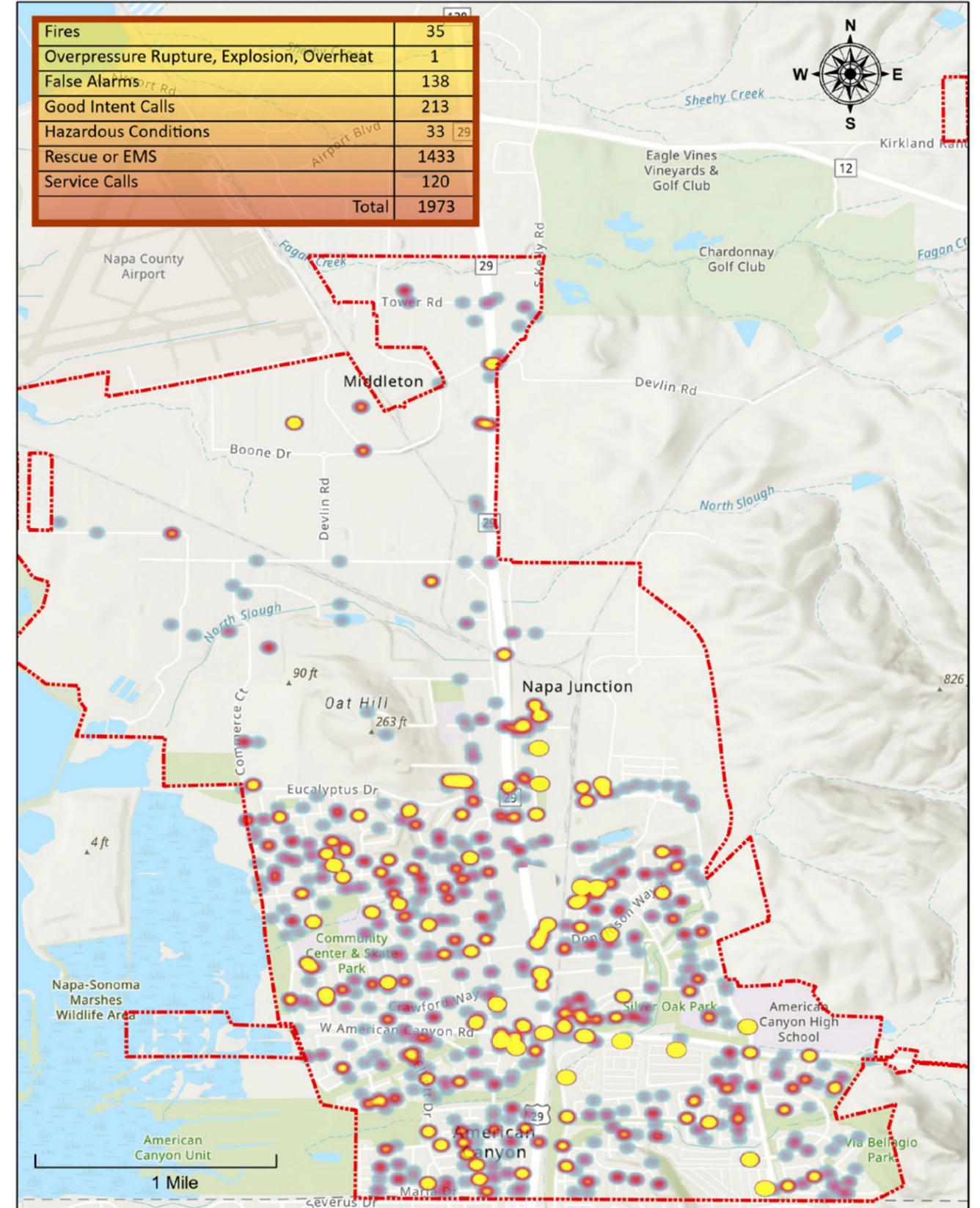
GRANT FUNDING

Office of Traffic and Safety, California Fire Foundation Regional Training Grant Richie's Fund State of California Department of Park and Recreation Firehouse Subs Public Safety Foundation total Amount received: in 2023 and 2024: \$285,585

- Office of Traffic and Safety Foundation
- California Fire Foundation
- Assistance to Firefighters Grant (AFG) through FEMA Regional Training Grant
- Richie's Fund
- State of California Department of Park and Recreation
- Firehouse Subs Public Safety Foundation

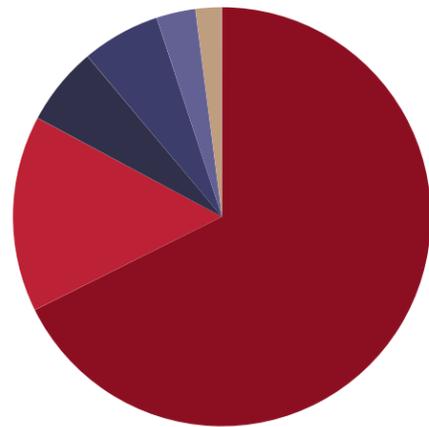
Regional Grant (Napa County Fire Agencies): Assistance to Firefighters Grant through FEMA: \$136,363

The American Canyon Fire Protection District (ACFPD) has successfully secured \$285,585 in grant funding from various organizations in 2023 and 2024, alleviating the financial burden on our community and taxpayers. These funds were awarded through the Office of Traffic and Safety, California Fire Foundation, Regional Training Grant, Napa County Office of EMS - Richie's Fund, the State of California Department of Park and Recreation, and the Firehouse Subs Public Safety Foundation. Additionally, ACFPD is part of a regional award, funded through the Assistance to Firefighters Grant, securing \$136,363 to support joint training for all fire agencies within Napa County. This funding enhances firefighter training, improves public safety resources, and ensures our personnel are well-equipped to protect the community efficiently and effectively.



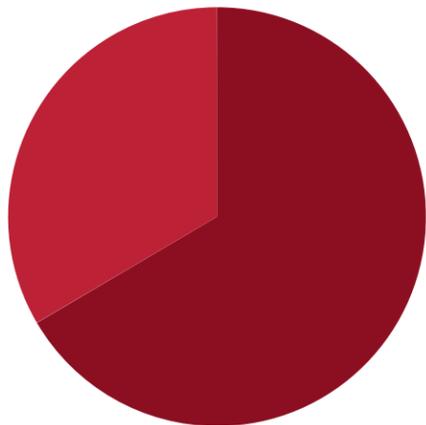
EMERGENCY INCIDENTS

CALLS FOR SERVICE



AC FIRE DISTRICT RESPONDED TO 2,190 TOTAL INCIDENTS

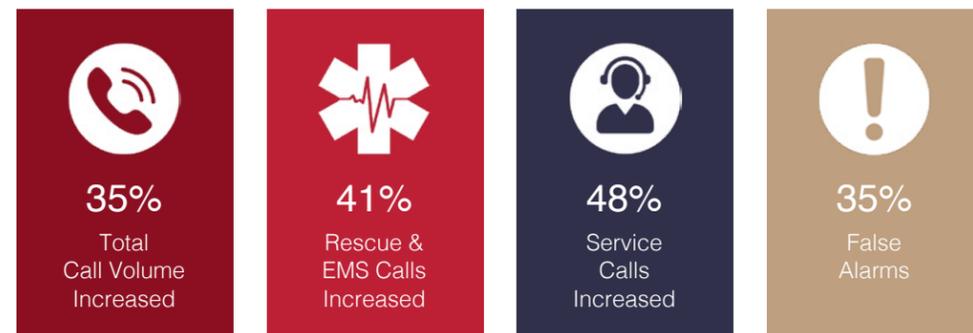
- Rescues and Emergency Services — 1,475 at 67%
- Good Intent Calls — 326 at 15%
- Service Calls — 142 at 6%
- False Alarms and False Calls — 139 at 6%
- Fires — 73 at 3%
- Hazardous Conditions — 34 at 2%
- Severe Weather or Natural Disaster — 1 at 0%



MUTUAL AID PROVIDED AND RECEIVED

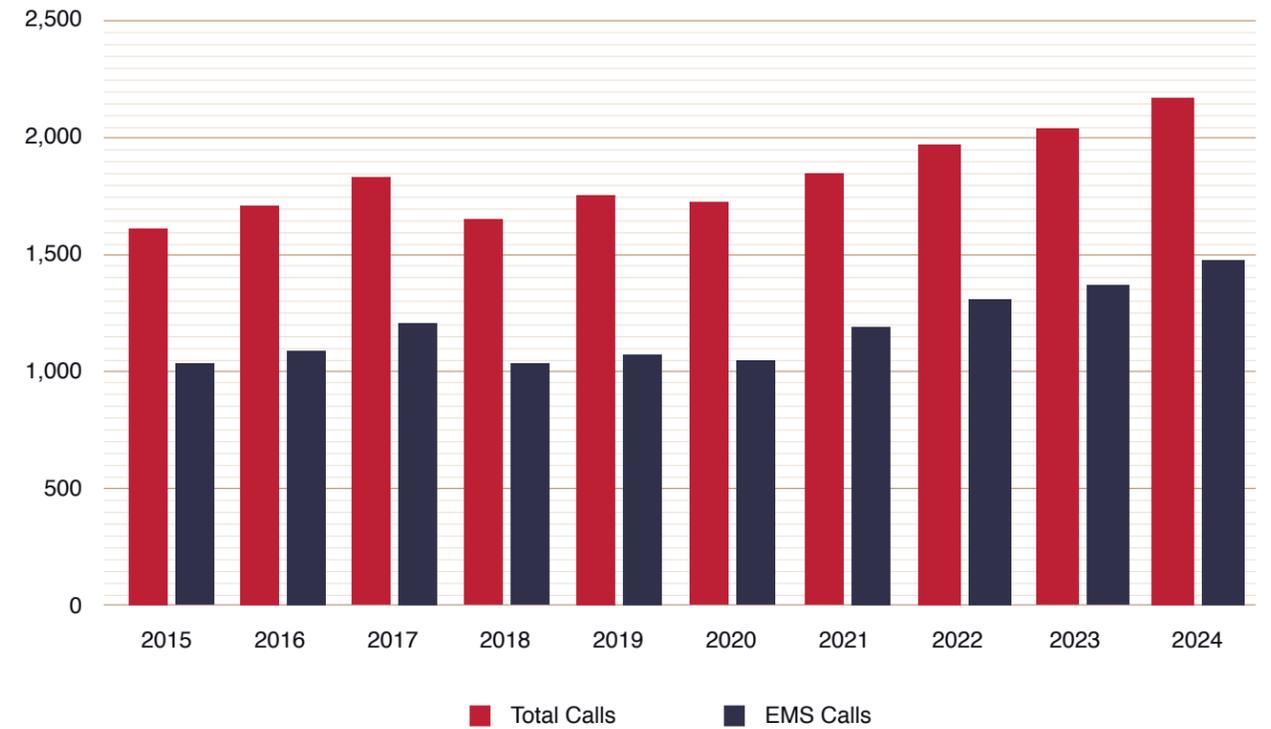
- Given — 203
- Received — 102

OVER THE LAST 10 YEARS...

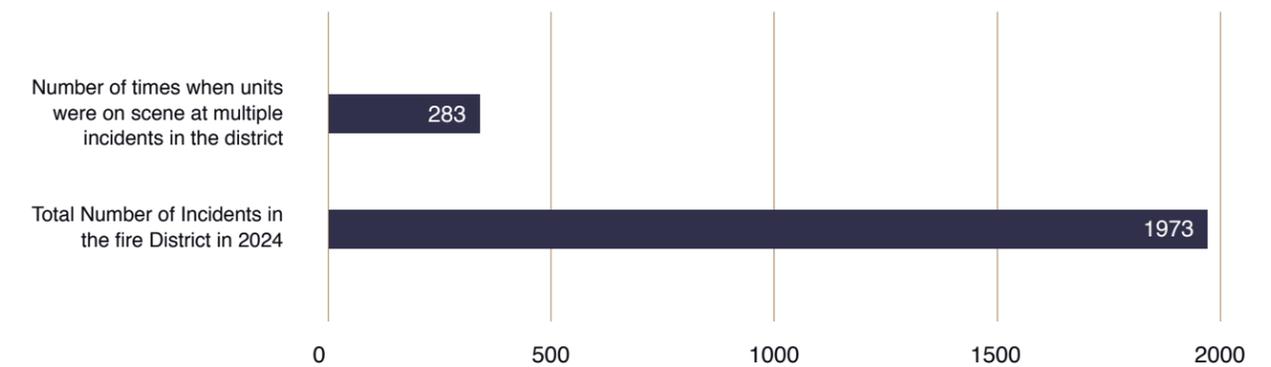


EMERGENCY INCIDENTS

10-YEAR HISTORY OF EMS CALLS IN RELATION TO TOTAL CALL VOLUME



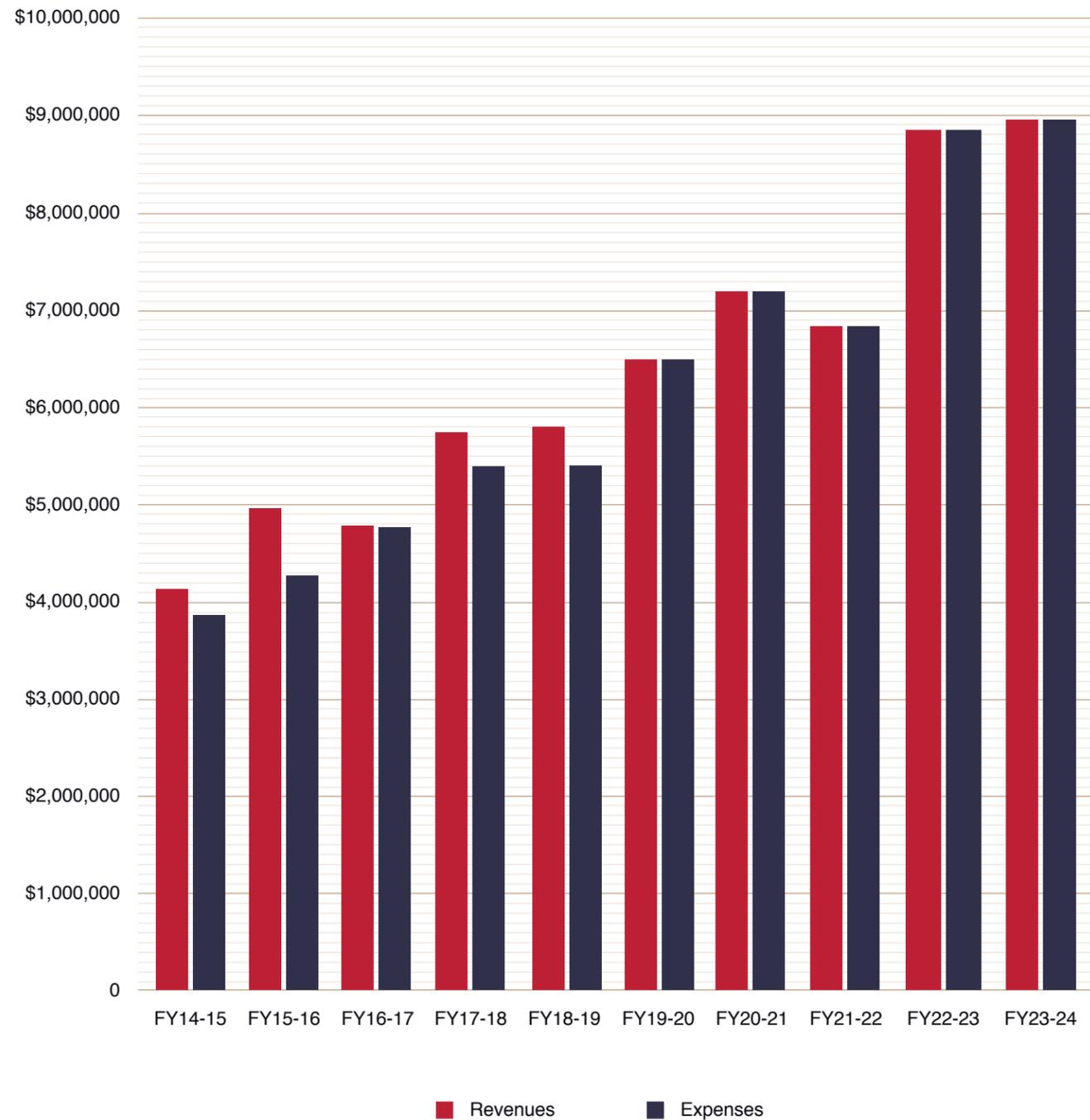
CONCURRENT INCIDENTS



Last year, 14.34% of emergency incidents involved multiple simultaneous calls, meaning that at least two calls were occurring at the same time. The accompanying graph illustrates the number of concurrent calls throughout the year.

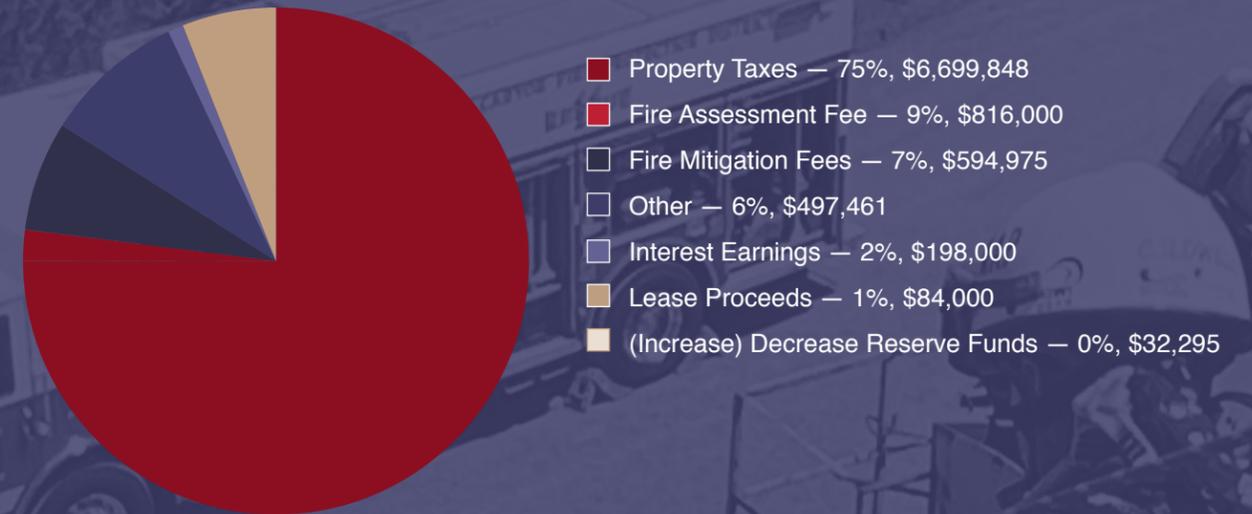
FINANCIAL SUMMARY

10-YEAR BUDGET HISTORY OF REVENUES & EXPENSES

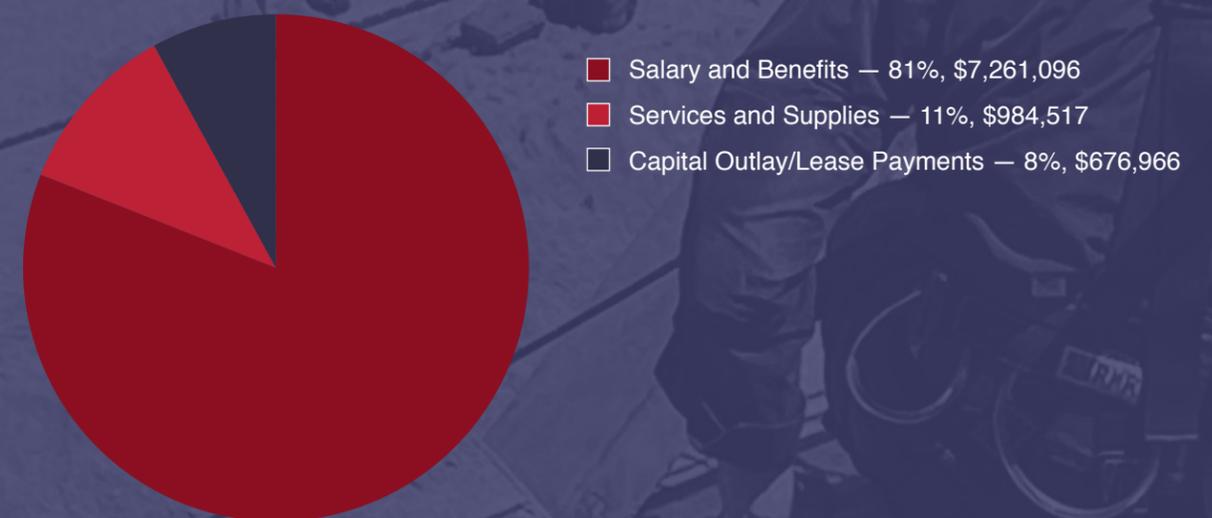


FINANCIAL SUMMARY

FISCAL YEAR 2023 / 2024 TOTAL REVENUES \$8,922,579



FISCAL YEAR 2023 / 2024 TOTAL EXPENSES \$8,922,579



TRAINING HIGHLIGHTS

The American Canyon Fire Protection District is committed to excellence in training, ensuring our firefighters meet and exceed local and state mandates. In 2024, our 22 suppression firefighters dedicated a total of 16,598 hours to comprehensive training, enhancing their skills and readiness to serve the community effectively.

Key Training Areas:

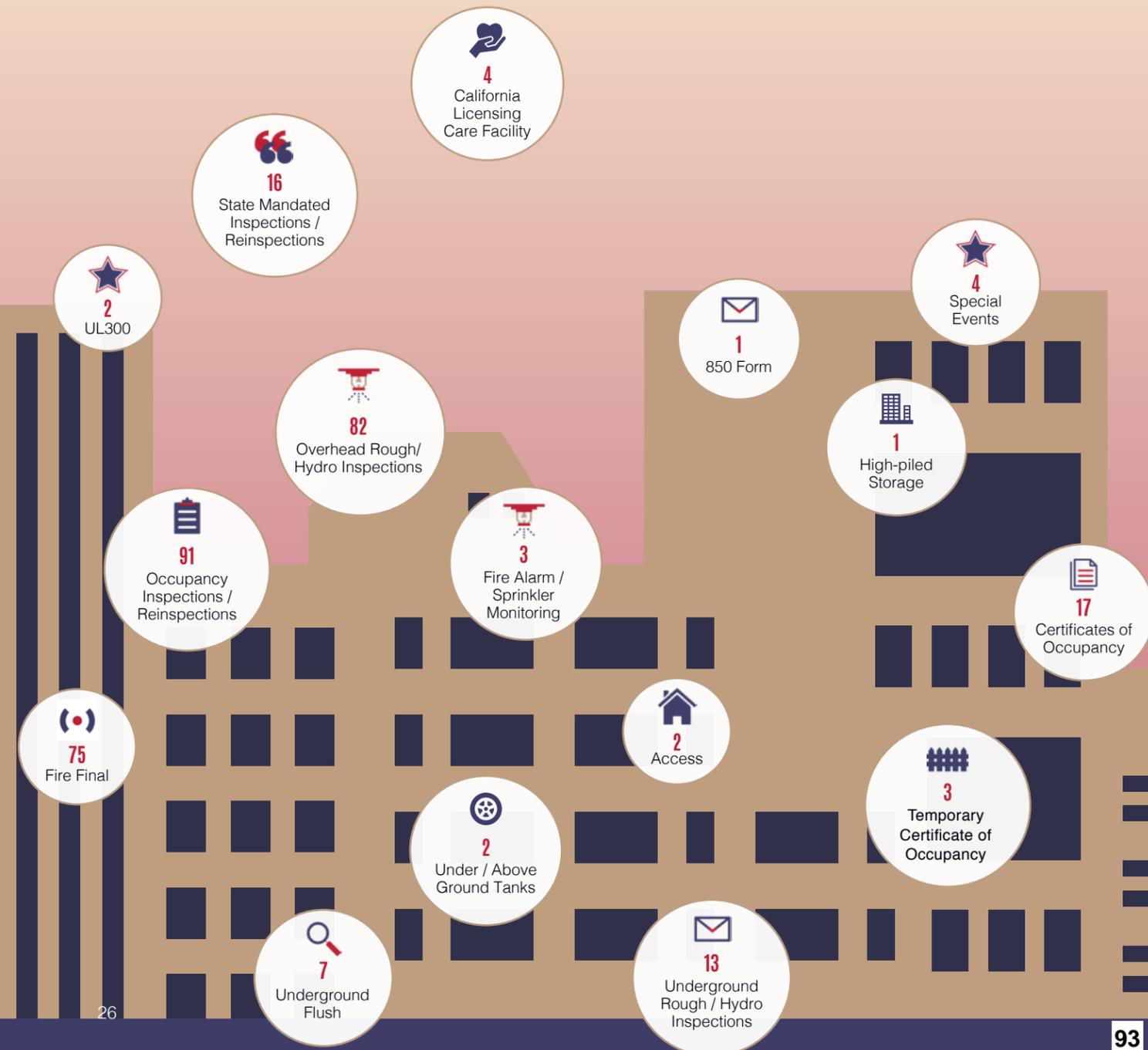
- **Auto Extrication** – Mastering vehicle rescue techniques for swift and safe victim extrication.
- **Live Fire Training** – Simulating real-world fire scenarios to refine firefighting tactics.
- **Advanced Emergency Medical Skills** – Enhancing life-saving interventions and patient care.
- **Hazardous Materials (HazMat)** – Strengthening response capabilities for hazardous incidents.
- **Urban Search and Rescue (USAR)** – Training in disaster response, structural collapse, and technical rescues.
- **Childbirth Emergencies** – Preparing firefighters to assist in emergency childbirth situations.
- **Probationary Training** – Developing new firefighters with essential skills and knowledge.
- **Policy Updates** – Keeping personnel informed on the latest operational procedures.
- **Emergency Vehicle Operations** – Ensuring safe and efficient response driving practices.

Our rigorous training program reflects our dedication to safety, preparedness, and continuous improvement. If you are looking for a career that is both challenging and rewarding, consider joining the American Canyon Fire Protection District and be part of a team that prioritizes professional excellence and community service.



FIRE PREVENTION

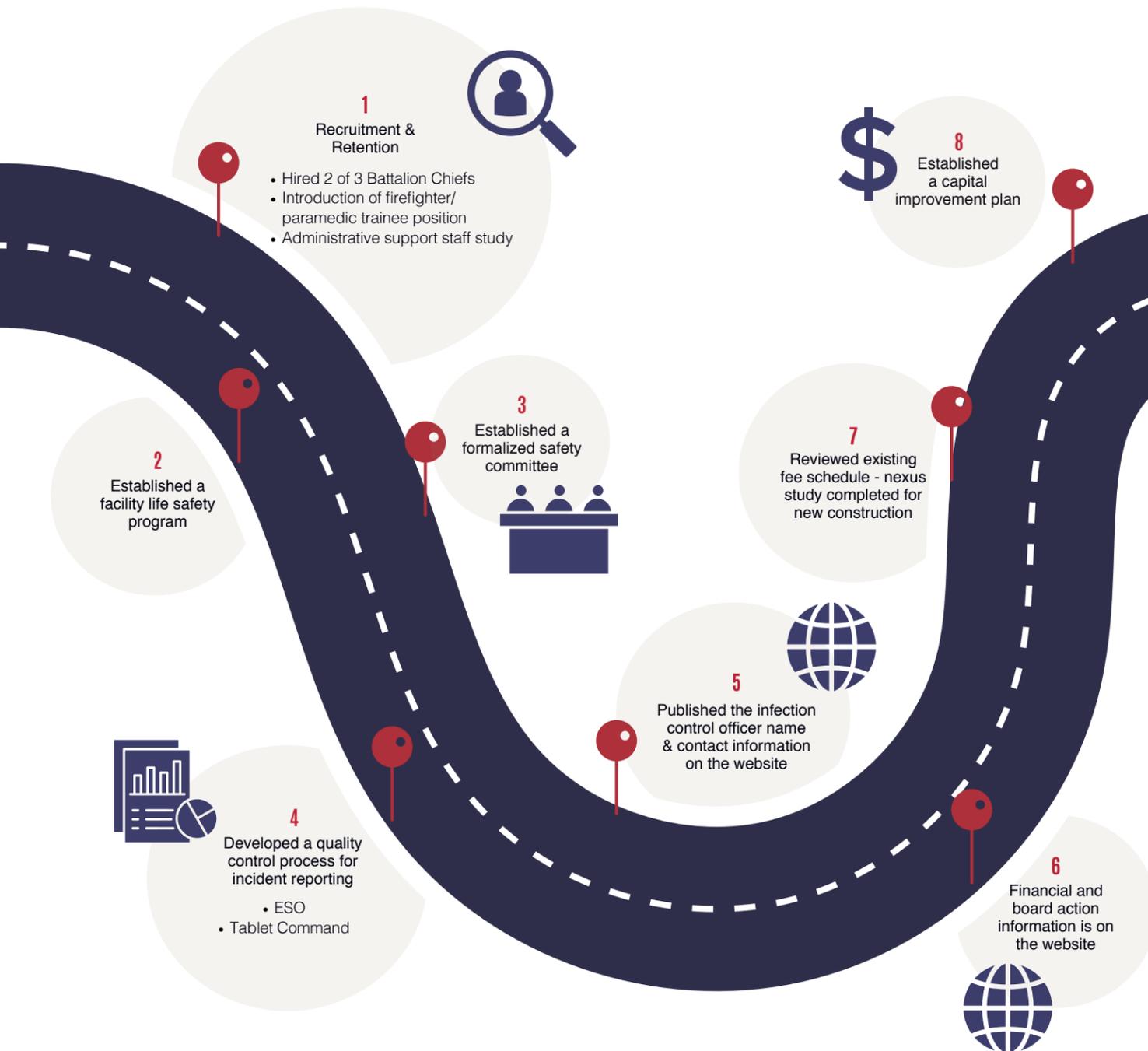
The Fire Prevention Division consists of the Fire Chief, Fire Company Inspectors, and CSG Consultants. The District entered into contract with CSG Consultants in September 2019. CSG offers experienced CSFM / ICC certified inspectors. The Fire Chief is the Fire Marshal and is responsible for code enforcement, review and engineering of fire plans, fire investigations, and fire and life safety education.



GUIDING OUR FUTURE

THE MASTER PLAN AT WORK – COMPLETED

The American Canyon Fire District's Master Plan is a strategic roadmap guiding our future. It enhances emergency response, community engagement, and operational excellence by addressing evolving needs, investing in technology and strengthening capabilities. Since its adoption the plan has shaped key decisions, ensuring we deliver reliable, progressive, and impactful emergency services.



LOOKING AHEAD

THE MASTER PLAN AT WORK – IN PROGRESS





AMERICAN CANYON FIRE PROTECTION DISTRICT

2024 ANNUAL REPORT

911 DONALDSON WAY E • AMERICAN CANYON, CA 94503
AMCANFIRE.COM • @AMCANFIRE • (707) 551-0650 OR 911 IN AN EMERGENCY





AMERICAN CANYON FIRE PROTECTION DISTRICT

2024 ANNUAL REPORT



2024 Annual Report

American Canyon Fire
Protection District

FREQUENTLY ASKED QUESTIONS

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- Driver's License: Hold a valid California driver's license.
- Medical Certification: Maintain a current state of California EMT or Paramedic license as a condition of employment.
- Paramedic Specific Requirements: For Firefighter/Paramedics, certification in PHTLS or ITLS, PALS or PEPP, and ACLS are required by the time of a conditional offer of employment.
- Fire Academy Completion: Provide Proof of completion of a formal Fire Academy or hold a CSFM Firefighter I certification.
- Eligibility List: Be listed on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL).



Why doe a Fire District conduct Fire Life Safety Inspections?

A: Fire Life Safety Inspections are conducted to ensure that buildings and properties comply with the fire safety codes and regulations. This proactive approach helps identify potential hazards, prevent fires, and protect the community.

CELEBRATING 10 YEARS OF ADVANCED LIFE SUPPORT (ALS) EXCELLENCE

A Decade of Saving Lives and Strengthening Community Care

This year marks a momentous milestone for the American Canyon Fire Protection District—10 years of providing Advanced Life Support (ALS) services. Since transitioning to an ALS department in May 2014, the District has been at the forefront of pre-hospital emergency care, delivering life-saving services to our growing community. This achievement reflects the dedication, expertise, and teamwork of our paramedics, firefighters, and administrative staff.

Our Journey to ALS Excellence

Ten years ago, the District made a bold commitment to enhance its emergency response capabilities by transitioning to an ALS agency. This transformation involved investing in advanced medical training, state-of-the-art equipment, and community outreach programs to ensure seamless implementation. Over the past decade, ALS has become an integral part of our mission to protect and serve.

Key Milestones

- **May 2014:** The District becomes an ALS agency, enabling paramedics to provide advanced medical interventions, such as airway management, cardiac monitoring, and medication administration.
- **2024:** Celebrated a record-breaking year of ALS responses, further demonstrating the importance of this service in protecting community health.

Impact on Our Community

- **Lives Saved:** Over the past 10 years, ALS interventions have significantly improved patient outcomes in critical emergencies such as cardiac arrests, trauma incidents, and respiratory distress.
- **Enhanced Response Times:** With ALS-equipped personnel on every shift, the District has reduced

response times for critical medical calls, ensuring faster care.

- **Community Trust:** Through ALS services, the District has strengthened relationships with local hospitals, healthcare providers, and residents, earning the trust of the community it serves.

Testimonials from the Field

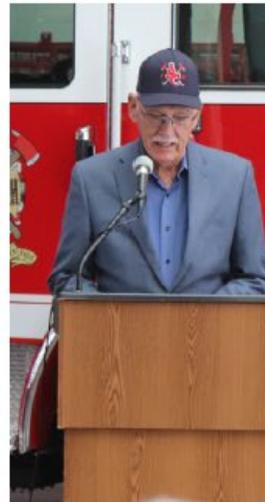
- "As a paramedic, I've seen firsthand how ALS interventions can make the difference between life and death. Being part of this team is an honor and a privilege."—Firefighter/Paramedic Chad Pilkington
- "ALS has transformed how we respond to emergencies, giving our team the tools and training to provide the highest level of care in the field."—Assistant Chief Clifford Campbell

Looking Ahead

As we celebrate this milestone, we remain committed to continuous improvement and innovation. The District is exploring new opportunities to enhance ALS services, including additional training, cutting-edge equipment, and expanded community outreach programs.

Commemorating 10 Years of ALS Excellence

This milestone is not just a celebration of our accomplishments but a testament to the power of teamwork and collaboration. Our success would not have been possible without the unwavering dedication of our paramedics, firefighters, and administrative staff, as well as the trust and support of our community.



COMMUNITY OUTREACH

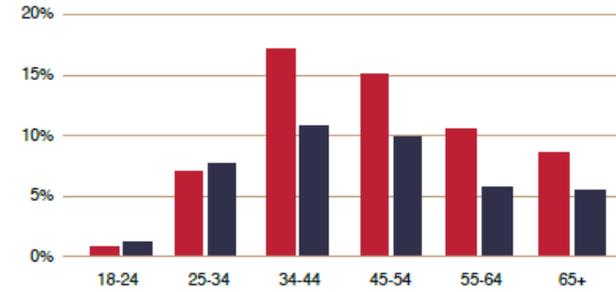
OUTREACH HIGHLIGHTS

- Little League Opening Day Parade
- Hands Only CPR, American Canyon High School
- Career Day—Canyon Oaks Elementary
- Spring Arts Festival, Canyon Oaks Elementary
- Station Tour, Mustard Seed Preschool & Elementary School
- Advanced Life Support Anniversary Celebration
- DARE Graduation, Calvary Baptist School
- Public Safety Appreciate Day, Calvary Baptist School
- Water Safety Day
- Ride A Long
- Health Fair, American Canyon High School
- Station Visit, Church of Christ
- Hands Only CPR / AED Training, American Canyon Middle School
- Fire Extinguisher Training, Westlake Stone
- DARE Graduation, Napa Junction Elementary School
- Ride A Long
- Fire Extinguisher Training, Las Casitas Mobile Home Park
- Kick Off To Summer, Vineyard Crossings
- Juneteenth Celebration
- Mid City Nursery 70th Celebration
- 4th of July Parade
- Meet Me In The Street
- Fran Lemos' 95th Birthday Celebration
- Fire Safety Talk, Spirit Horse Ranch
- National Night Out
- Fire Extinguisher Training, Barry Callebaut
- September 11th Remembrance Ceremony
- Station Visit, 2nd Grade, Donaldson Way Elementary School
- Citizens Academy
- Fire Prevention Open House, Station 11
- Donaldson Way Elementary Career Day
- Donaldson Way Elementary Trunk or Treat
- Canyon Oaks Elementary Trunk or Treat
- Hometown Heroes
- Safe Trick Or Treat, Station 11
- First Responder Night, American Canyon High School
- Harvest Festival, Napa Junction Elementary
- Silver Gloves Boxing Tournament, American Canyon Middle School
- Visions Charter School Station Visit
- Adopt A Pet, Partnership with Napa County Animal Shelter
- City of American Canyon Holiday Party, Toys for Tots
- Magio of the Season, City of American Canyon
- Reindeer Run, American Canyon Community Parks & Foundation
- Hands Only CPR, American Canyon High School
- Toys for Tots



COMMUNITY OUTREACH

■ 59.80% Women ■ 40.20% Men



Most Viewed Content:
Emergency Messaging
Regarding Traffic
Collisions & Fires

Community Risk Reduction is at the heart of our mission to keep American Canyon safe. By focusing on education, training, engagement, and preparedness, we work proactively to prevent emergencies before they happen.

Through public education, we empower residents with the knowledge to make safer choices. Ongoing training ensures our firefighters and community members are ready to respond effectively. Engagement strengthens our partnerships, creating a culture of safety and collaboration. Preparedness efforts—such as wildfire mitigation, CPR training, and emergency planning—help us build a more resilient community.

Forming relationships with our youth is imperative to fire safety. By engaging with young people early, we help them develop lifelong safety habits and ensure that, in an emergency, they—like the rest of our community—know they can trust us. These connections build confidence, foster communication, and create a safer future for everyone. Together, we can reduce risks and protect what matters most. Thank you for being part of our commitment to safety.

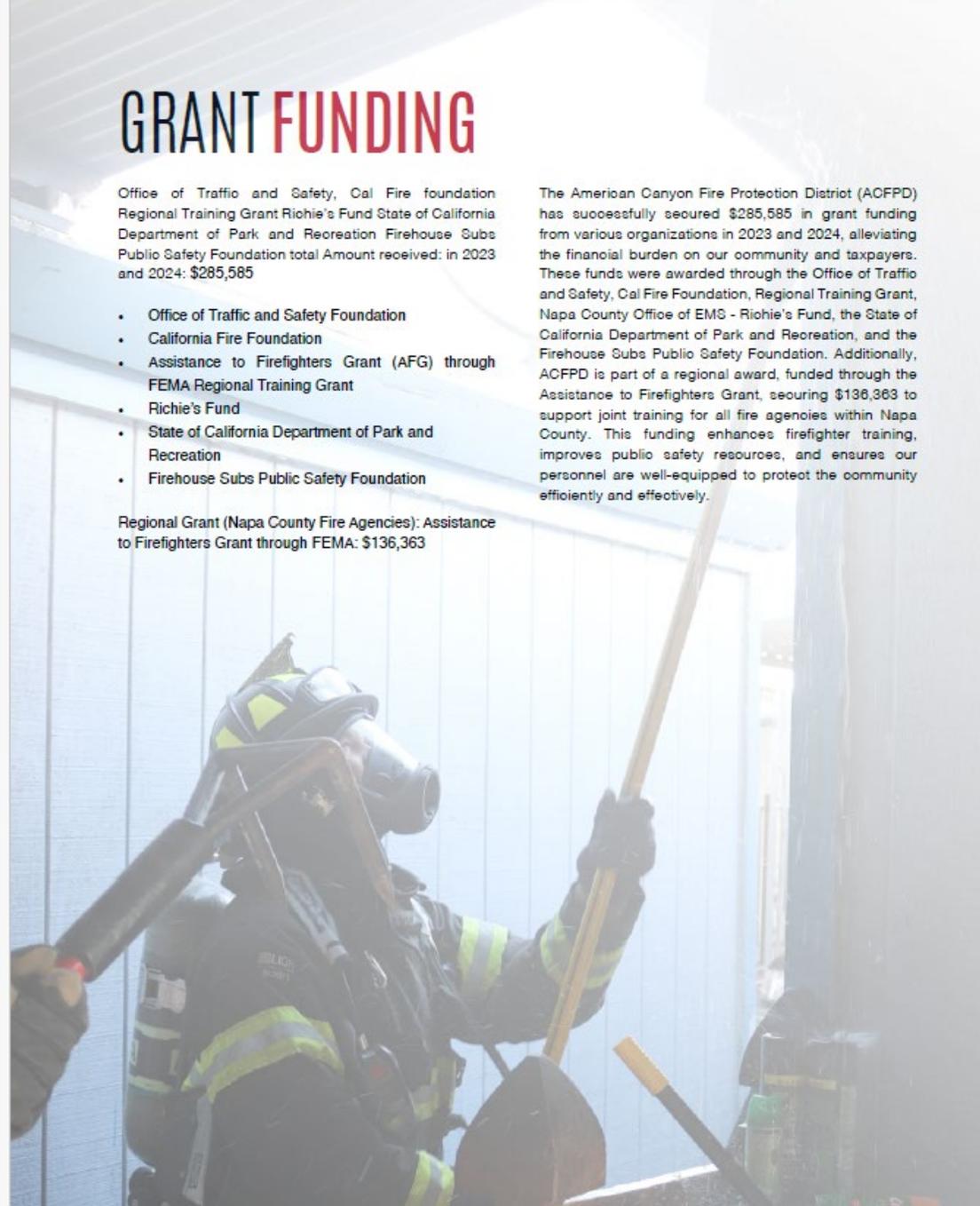
GRANT FUNDING

Office of Traffic and Safety, Cal Fire foundation
Regional Training Grant Richie's Fund State of California
Department of Park and Recreation Firehouse Subs
Public Safety Foundation total Amount received: in 2023
and 2024: \$285,585

- Office of Traffic and Safety Foundation
- California Fire Foundation
- Assistance to Firefighters Grant (AFG) through FEMA Regional Training Grant
- Richie's Fund
- State of California Department of Park and Recreation
- Firehouse Subs Public Safety Foundation

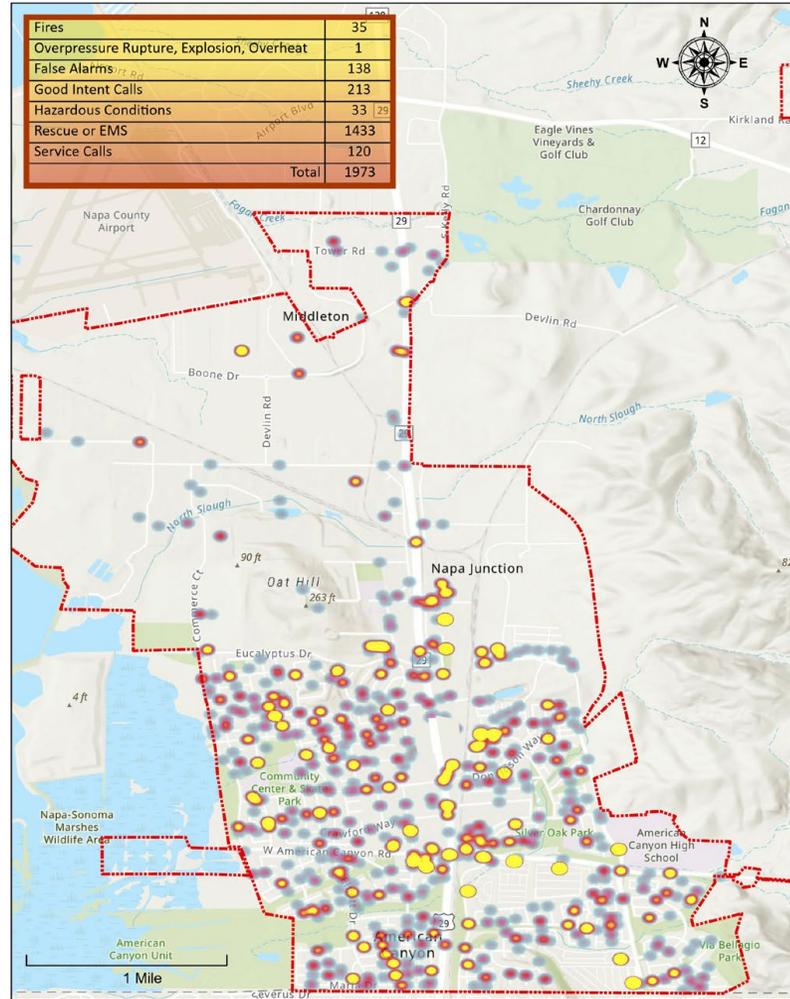
Regional Grant (Napa County Fire Agencies): Assistance
to Firefighters Grant through FEMA: \$136,363

The American Canyon Fire Protection District (ACFPD) has successfully secured \$285,585 in grant funding from various organizations in 2023 and 2024, alleviating the financial burden on our community and taxpayers. These funds were awarded through the Office of Traffic and Safety, Cal Fire Foundation, Regional Training Grant, Napa County Office of EMS - Richie's Fund, the State of California Department of Park and Recreation, and the Firehouse Subs Public Safety Foundation. Additionally, ACFPD is part of a regional award, funded through the Assistance to Firefighters Grant, securing \$136,363 to support joint training for all fire agencies within Napa County. This funding enhances firefighter training, improves public safety resources, and ensures our personnel are well-equipped to protect the community efficiently and effectively.



EMERGENCY INCIDENTS IN DISTRICT

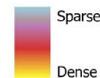
HEAT MAP



Fire District Boundary

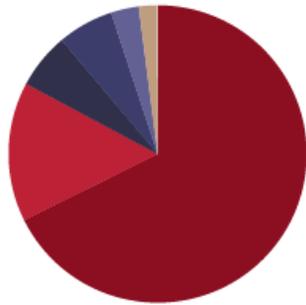


2024 Incident Responses
Within the Fire District



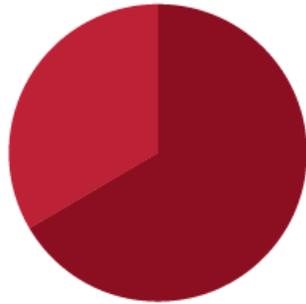
EMERGENCY INCIDENTS

CALLS FOR SERVICE



AC FIRE DISTRICT RESPONDED TO 2,190 TOTAL INCIDENTS

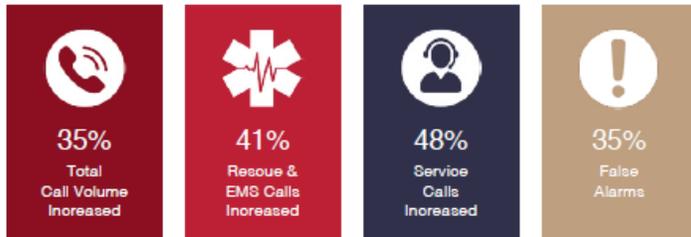
- Rescues and Emergency Services — 1,475 at 67%
- Good Intent Calls — 326 at 15%
- Service Calls — 142 at 6%
- False Alarms and False Calls — 139 at 6%
- Fires — 73 at 3%
- Hazardous Conditions — 34 at 2%
- Severe Weather or Natural Disaster — 1 at 0%



MUTUAL AID PROVIDED AND RECEIVED

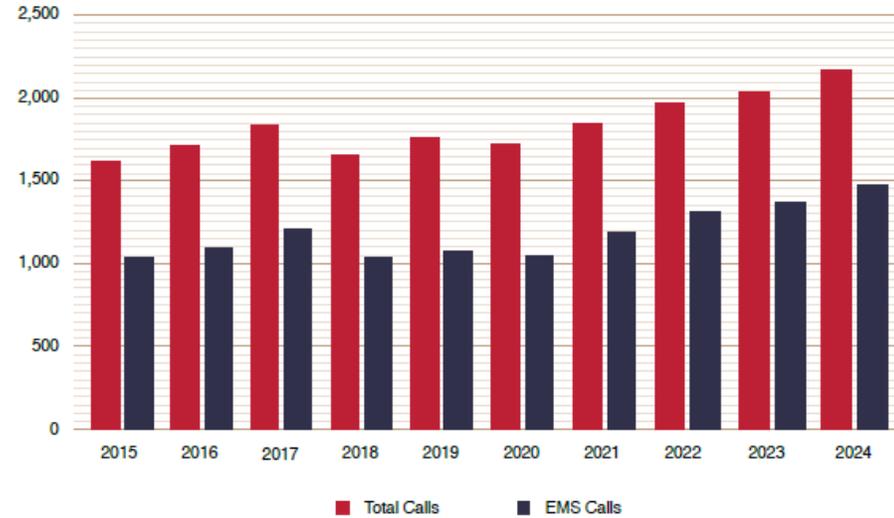
- Given — 203
- Received — 102

OVER THE LAST 10 YEARS...

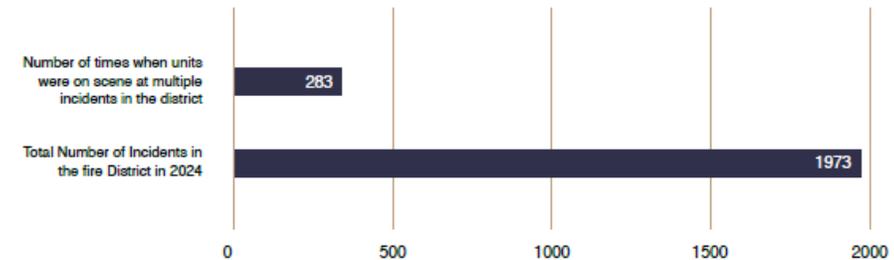


EMERGENCY INCIDENTS

10-YEAR HISTORY OF EMS CALLS IN RELATION TO TOTAL CALL VOLUME



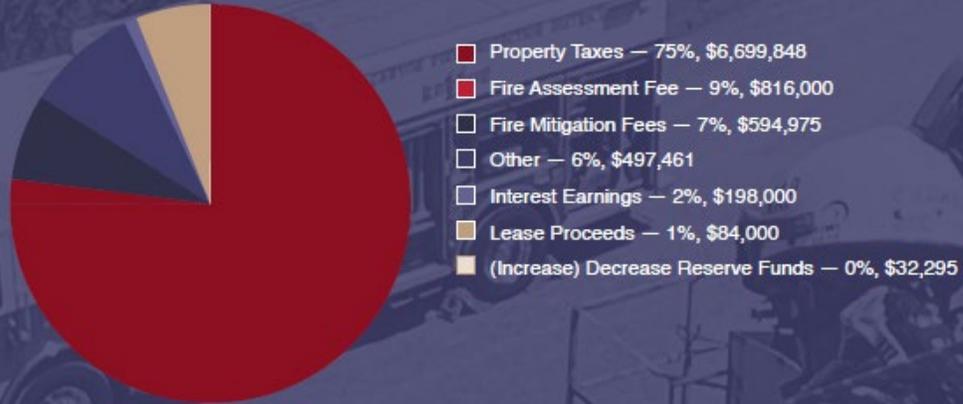
CONCURRENT INCIDENTS



Last year, 14.34% of emergency incidents involved multiple simultaneous calls, meaning that at least two calls were occurring at the same time. The accompanying graph illustrates the number of concurrent calls throughout the year.

FINANCIAL SUMMARY

FISCAL YEAR 2023 / 2024 TOTAL REVENUES \$8,922,579



FISCAL YEAR 2023 / 2024 TOTAL EXPENSES \$8,922,579



TRAINING HIGHLIGHTS

The American Canyon Fire Protection District is committed to excellence in training, ensuring our firefighters meet and exceed local and state mandates. In 2024, our 22 suppression firefighters dedicated a total of 16,598 hours to comprehensive training, enhancing their skills and readiness to serve the community effectively.

Key Training Areas:

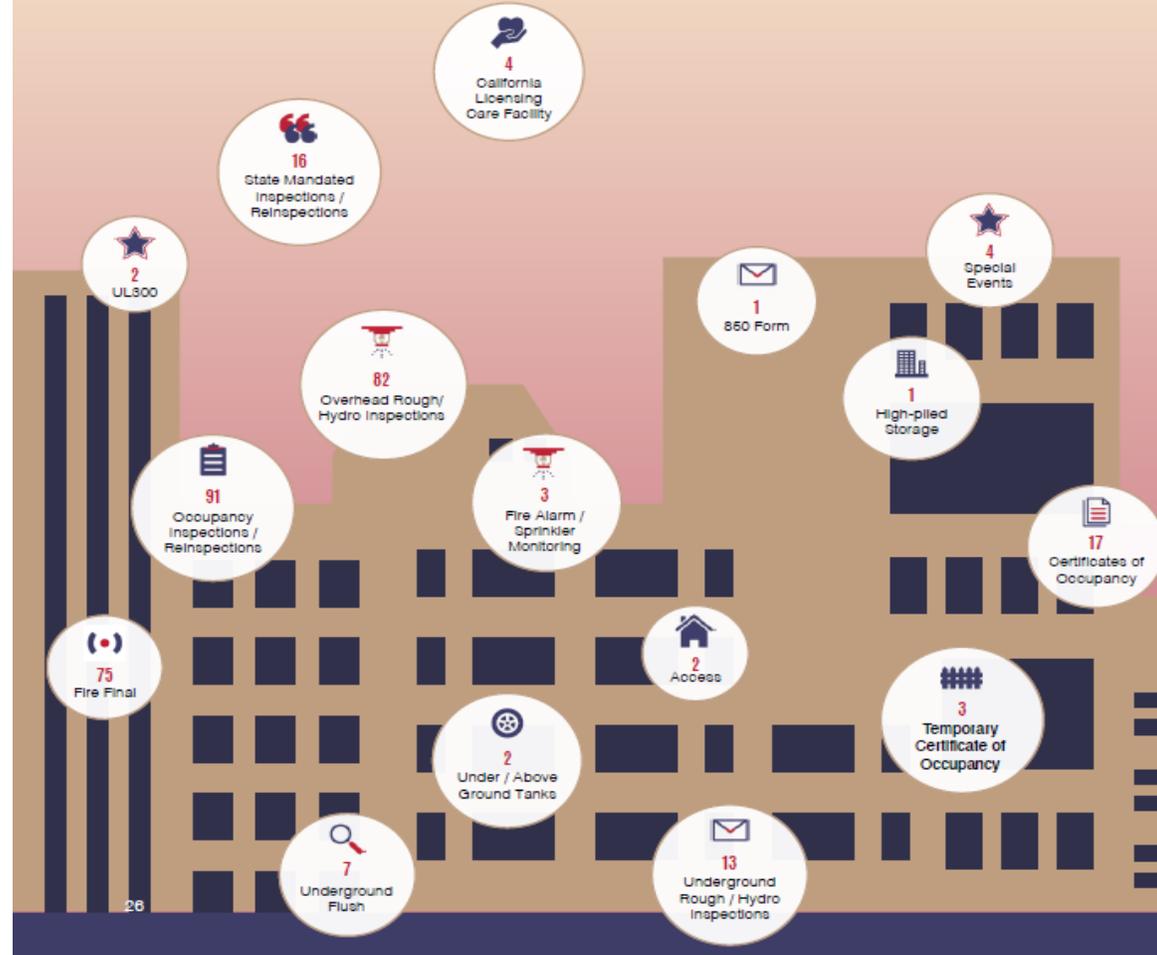
- **Auto Extrication** – Mastering vehicle rescue techniques for swift and safe victim extrication.
- **Live Fire Training** – Simulating real-world fire scenarios to refine firefighting tactics.
- **Advanced Emergency Medical Skills** – Enhancing life-saving interventions and patient care.
- **Hazardous Materials (HazMat)** – Strengthening response capabilities for hazardous incidents.
- **Urban Search and Rescue (USAR)** – Training in disaster response, structural collapse, and technical rescues.
- **Childbirth Emergencies** – Preparing firefighters to assist in emergency childbirth situations.
- **Probationary Training** – Developing new firefighters with essential skills and knowledge.
- **Policy Updates** – Keeping personnel informed on the latest operational procedures.
- **Emergency Vehicle Operations** – Ensuring safe and efficient response driving practices.

Our rigorous training program reflects our dedication to safety, preparedness, and continuous improvement. If you are looking for a career that is both challenging and rewarding, consider joining the American Canyon Fire Protection District and be part of a team that prioritizes professional excellence and community service.



FIRE PREVENTION

The Fire Prevention Division consists of the Fire Chief, Fire Company Inspectors, and CSG Consultants. The District entered into contract with CSG Consultants in September 2019. CSG offers experienced CSFM / ICC certified inspectors. The Fire Chief is the Fire Marshal and is responsible for code enforcement, review and engineering of fire plans, fire investigations, and fire and life safety education.

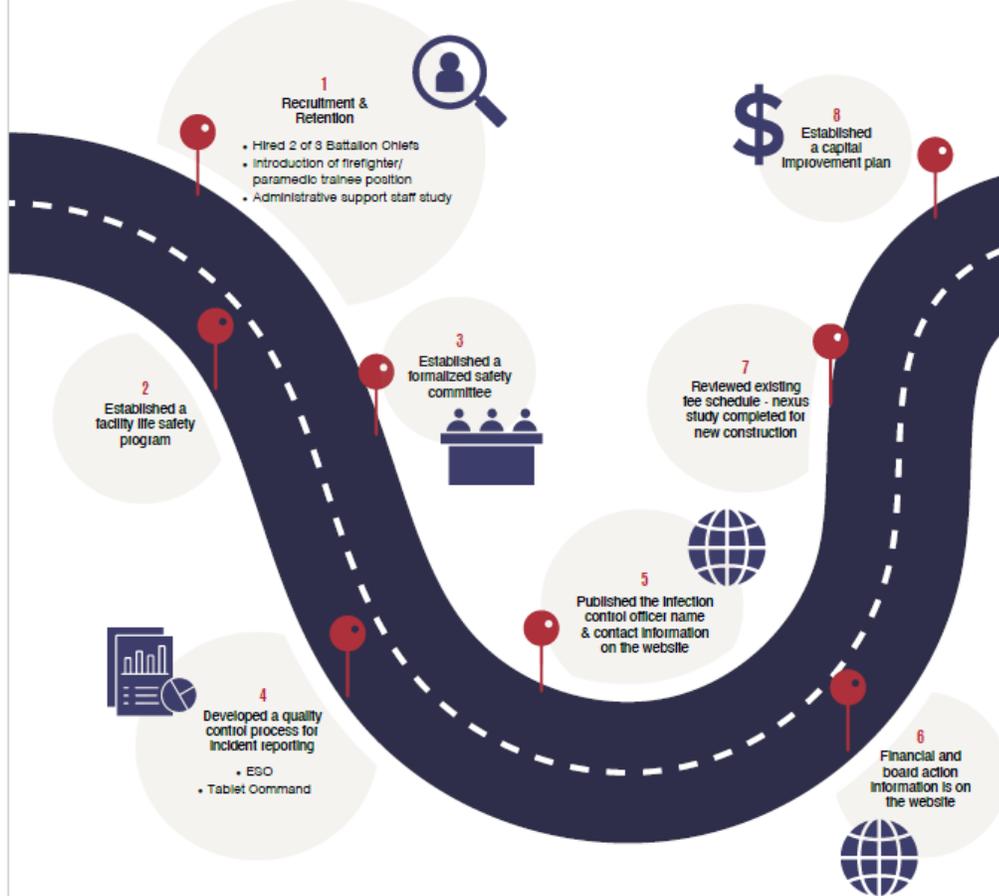


MASTER PLAN UPDATE

GUIDING OUR FUTURE

THE MASTER PLAN AT WORK – COMPLETED

The American Canyon Fire District's Master Plan is a strategic roadmap guiding our future. It enhances emergency response, community engagement, and operational excellence by addressing evolving needs, investing in technology and strengthening capabilities. Since its adoption the plan has shaped key decisions, ensuring we deliver reliable, progressive, and impactful emergency services.



LOOKING AHEAD

THE MASTER PLAN AT WORK – IN PROGRESS





Thank you!