



AMERICAN CANYON FIRE PROTECTION DISTRICT BOARD MEETING

AGENDA

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

March 26, 2024

6:30 PM

Chair: Leon Garcia
Vice Chair: David Oro
Board Members: Mariam Aboudamous, Mark Joseph, Pierre Washington

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

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

PUBLIC PARTICIPATION

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

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

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

Zoom Meeting Link: [Click here](#)

Meeting ID: 864 1431 7949 **Passcode:** 069125

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).
One Matter; and**
- 2. Conference with Legal Counsel -Existing Litigation.
Pursuant to Government Code Section 54956.9 (d)(1).
Denise Lynn Sanchez v Elton Weeks, Napa County
Superior Court Case No. 21CV000455; and**
- 3. Labor Negotiations - Pursuant to Government Code Section 54957
Negotiator: District Representative Fire District Chief Geoff Belyea
Chief Labor Representative: Local 1186 Designee**

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

4. **Captain Jose Martin 20 years of dedicated service.**

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

5. **Minutes of the Fire District Board Meeting of February 27, 2024.**

Recommendation: Approve the Minutes of the Fire District Board Meeting of February 27, 2024.

6. **Report Upon Return from Closed Session for February 27, 2024.**

Recommendation: Approve the Report from Closed Session of February 27, 2024.

7. **Radio Usage Agreement.**

Recommendation: Approve the proposed Radio Usage Agreement between the City of Fairfield, the City of Napa and the American Canyon Fire Protection District.

8. **Policies and Procedures.**

Recommendation: Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Discriminatory Harassment, Personnel Complaints, Personal Projects on Duty, and Lactation Breaks.

9. **Establishing the terms and imposition of a Community Facilities District (“CFD”) on those portions of the Watson Ranch Specific Plan (the “Project”) which are either not currently entitled or described in the Term Sheet.**

Recommendation: Approval of Term Sheet between the American Canyon Fire Protection District (“District”) and American Canyon I, LLC (“AC-1”) for establishing the terms and imposition of a Community Facilities District (“CFD”) on those portions of the Watson Ranch Specific Plan (the “Project”) which are either not currently entitled or described in this Term Sheet.

PUBLIC HEARINGS

None.

BUSINESS

10. Fiscal Year 2023-2024 Mid-Year Budget Review.

Recommendation: Fiscal Year 2023-2024 Mid-Year Budget Review and Approval of Recommended Budget Adjustment.

11. 2023 Annual Report.

Recommendation: Receive and File the American Canyon Fire Protection District 2023 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 PROCLAMATION



HONORING FIRE CAPTAIN JOSE MARTIN FOR 20 YEARS OF DEDICATED SERVICE

- WHEREAS,** Jose Martin began his service as a Firefighter with the American Canyon Fire Protection District (District) on March 2004; and
- WHEREAS,** Captain Martin's tenure commenced with him taking charge of coordinating small gas engine projects, showcasing his versatility and hands-on approach; and,
- WHEREAS,** In 2007, Captain Martin played a pivotal role in the development of the District's Urban Search and Rescue Team's curriculum and management of the program; and
- WHEREAS,** Captain Martin's exemplary contributions were duly recognized in 2008 when he was honored with the Firefighter of the Year award; and
- WHEREAS,** Captain Martin's promotion to Fire Captain on July 11, 2009, marked a significant milestone in his career, as he assumed the role of Apparatus Officer, playing a crucial role in procuring essential firefighting apparatus and ensuring the operational readiness of our fleet; and
- WHEREAS,** Captain Martin's dedication was further demonstrated when he assumed the role of Rescue Specialist in 2010; and
- WHEREAS,** Captain Martin's participation in various strike team assignments, including roles as Engine Boss, and Strike Team Leader, exemplifies his commitment; and
- WHEREAS,** Captain Martin's pursuit of excellence led to his certification as a Hazmat Technician in January 2013, followed by Hazmat Specialist certification later that year, underscoring his commitment to enhancing our District's capabilities in handling hazardous materials incidents; and
- WHEREAS,** Captain Martin's commitment extended beyond his duties within the District; he also dedicated his time and leadership skills to serving as both Vice-President and President of the American Canyon Firefighters' Association, an essential ancillary committee; and
- WHEREAS,** Captain Martin's ability to communicate in Spanish has been invaluable in assisting our Spanish-speaking community during emergencies; and

WHEREAS, Captain Martin highlights that his most rewarding endeavor has been personally working with every firefighter during their probationary period; and

WHEREAS, As we celebrate Captain Martin's two decades of dedicated service, we extend our sincere gratitude for his unwavering dedication, outstanding leadership, and steadfast commitment to keeping our community safe.

NOW, THEREFORE, BE IT RESOLVED that I, Leon Garcia, Chairman of the Board of Directors of the American Canyon Fire Protection District hereby acknowledge and commend Fire Captain Jose Martin for all his contributions to the health, safety, comfort and quality of life to the citizens of American Canyon and congratulate on his twenty years of service.

Leon Garcia, Chair of the Board

March 26, 2024

American Canyon Fire Protection District
Board Meeting
ACTION MINUTES
February 27, 2024

6:30 P.M. OPEN SESSION

CALL TO ORDER

Chair Garcia called the Meeting to Order at 6:36 p.m.

PLEDGE OF ALLEGIANCE

Chair Garcia led the Pledge of Allegiance

ROLL CALL

Present: Board Members Mark Joseph, Pierre Washington, Vice-Chair D. Oro, and Chair Leon Garcia

Absent: Board Member Mariam Aboudamous

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

District Counsel, William D. Ross, provided an oral report on Closed Session. The Board convened in Open Session at 5:32 p.m. After ascertaining that there were no public comments on the matters agendized for Closed Session and adjourned at 5:33 p.m. There were three matters that were agendized. A written report will be provided under Government Code Section 54957.1(B). Closed Session concluded at 6:31 p.m.

PROCLAMATIONS AND PRESENTATIONS

None

PUBLIC COMMENT

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

AGENDA CHANGES

Chief Belyea requested the removal of Item #7, Policy #1027, from the Consent Calendar due to recent amendments in the Federal Labor Code. The District received notification from Lexipol today regarding these changes.

CONSENT CALENDAR

Action: Motion to approve CONSENT CALENDAR made by Board Member Board Member Joseph seconded by Board Member Washington, and CARRIED by roll call vote with the noting of pulling Policy # 1027.

Ayes: Board Members Mark Joseph, Pierre Washington, Vice-Chair David Oro, and Chair Garcia

Nays: None

Abstain: None

Absent: Mariam Aboudamous

4. **Minutes of Fire District Board Meeting of January 23, 2024.**
Action: Approved the Minutes of the Fire District Board Meeting of January 23, 2024.
5. **Report Upon Return from Closed Session: January 23, 2024.**
Action: Approved the Report Upon Return from Closed Session for January 23, 2024.
6. **Memorandum of Understanding for Regional Grant Application from Multiple Government Agencies.**
Action: Adopted Resolution 2024-04 authorizing the Memorandum of Understanding for Regional Grant Applications from Multiple Government Agencies.
7. **Approve Policy and Procedures.**
Action: Approved the proposed five Policy and Procedures for the American Canyon Fire Protection: Reporting for Duty, On-Duty Voting in Statewide Elections, Workplace Violence, Lactation Breaks, and Pregnancy Disability Leave.

PUBLIC HEARINGS

8. **Conduct a Public Hearing to consider the adoption of a Resolution authorizing the American Canyon Fire Protection District ("District") to join the Statewide Community Infrastructure Program ("SCIP"), sponsored by the California Statewide Communities Development Authority ("CSCDA") and authorize the District to enter into a Joint Exercise of Powers Agreement with CSCDA as part of the District's participation in SCIP.**

The Board of Directors received a staff report from Jeffrey Small from Capitol PFG presented information on the SCIP program. Chair Garcia opened the public hearing and called for public comments. Written comments: none. Oral comments: none.

Action: Adopted a Resolution authorizing the American Canyon Fire Protection District ("District") to join the Statewide Community Infrastructure Program ("SCIP"), sponsored by the California Statewide Communities Development Authority ("CSCDA") and authorize the District to enter into a Joint Exercise of Powers Agreement with CSCDA as part of the District's participation in authorize the Fire Chief to sign.

BUSINESS

None

FIRE CHIEF ORAL REPORT

Chief Belyea provided an update on the master plan, highlighting the recommendation to

increase community risk reduction efforts. A recent example of successful community outreach involved the collaboration between Laura Provencher, the District's Public Information Officer, and Maureen Patterson, Community Resource Officer of the American Canyon Police Department. Together, they organized a monthly community coffee and education event at the Las Casitas NAPA Mobile Home Park. Engine 211's crew also participated, providing valuable education on AED usage, Hands-Only CPR, NIXLE sign-ups, completion of 'File of Life' forms, programming emergency contacts in cell phones, and signing up for Air Quality notifications. These monthly meetings continue to strengthen our relationship with the community.

Additionally, the District received a grant from the California Office of Transportation Safety for extrication equipment. All crews have been trained on the new equipment, which was recently utilized during a call.

Chief Belyea reported on the District's response to two recent structure fires, highlighting the presence and effectiveness of Battalion Chiefs at both incidents. Their immediate involvement allowed the Captain and firefighters to enter the buildings swiftly, resulting in faster fire extinguishment. This demonstrates the operational benefits of having Battalion Chiefs on duty.

Acknowledgments were extended to Chief Campbell for his dedication and hard work in leading the month-long academy. Despite staffing shortages, Chief Campbell selflessly assumed additional responsibilities, traditionally led by a Captain. Chief Belyea also expressed gratitude to Martha for her service.

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

Board Member Joseph informed the board that he may not be able to attend the next meeting due to his commitment with the Napa Valley Transportation Authority.

Board Member Washington reported on his attendance at the Firefighter Association Meeting, noting the overwhelmingly positive feedback for Chief Belyea, Assistant Chief Campbell, Laura, and Martha. He had the opportunity to meet two of the new probationary firefighters, who were enthusiastic about their roles. Additionally, he discussed the Explorer program with Captain Rojas. With the recent hiring of three new firefighters, the District will soon be at full staffing capacity, much to the encouragement of the firefighting team.

ADJOURNMENT

Meeting was adjourned at 7:13 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
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11420 Santa Monica Blvd
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Los Angeles, CA 90025

File No: 199/3

February 29, 2024

VIA E-MAIL

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

Re: Report Upon Return from Closed Session; Regular Virtual Meeting of the
American Canyon Fire Protection District Board of Directors; February 27, 2024

Dear Chair Garcia and Members of the Board of Directors:

This communication sets forth reportable action, if any, of the Board of Directors (“Board”) of the American Canyon Fire Protection District (“District”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the February 27, 2024 Regular Meeting, consistent with Government Code Section 54957.1.

Chair Garcia, Vice Chair Oro and Directors Washington and Joseph convened in Open Session at 5:32 p.m., and after ascertaining that there were no public comments on matters agendized for Closed Session, adjourned to Closed Session at 5:33p.m. to address the matters agendized for Closed Session consideration.

There were three matters agendized for District Closed Session consideration.

1. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(2)
One Matter; and,
2. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Denise Lynn Sanchez v. Elton Weeks, Napa County Superior Court Case
No. 21CV00455; and,
3. Labor Negotiations - Pursuant to Government Code Section 54957
Negotiator: District Representative Fire District Chief Geoff Belyea
Chief Labor Representative: Local 1186 Designee

The Honorable Leon Garcia, Chair
and Members of the Fire District Board of Directors
February 29, 2024
Page 2

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

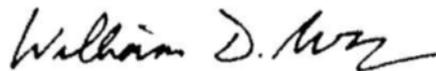
With respect to District Closed Session Agenda Item No. 3., there was no reportable action consistent with the provisions of Government Code Section 54957.

The Closed Session concluded at 6:31 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

Radio Usage Agreement.

RECOMMENDATION

Approve the proposed Radio Usage Agreement between the City of Fairfield, the City of Napa and the American Canyon Fire Protection District.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

An interagency agreement has been established among City of Fairfield, City of Napa, and American Canyon Fire Protection District, public entities in California, to facilitate shared radio frequency usage, enhancing interoperability during emergencies. Fairfield has authorized Napa and American Canyon emergency personnel access to specific radio talk groups, limited to 140 radios for each entity. Accessible talk groups include FRF FIRE MAIN, FRF FIRE TAC 1, FRF FIRE TAC 2, FRF FIRE TAC and FRF FIRE TAC 4, enabling seamless communication and coordination during crisis situations.

Napa and American Canyon emergency personnel are permitted to use Fairfield radio talk groups when operating within Fairfield or during urgent scenarios requiring immediate assistance. They are responsible for programming their radios at their expense, potentially seeking assistance from third-party vendors if needed. Adherence to protocol is mandatory, with any usage of Fairfield radio talk groups necessitating the complete call sign and acknowledgment from communications personnel.

The agreement is set to automatically renew annually on January 1st, with provisions for termination by any party with a fifteen-day notice period. Termination notices must be delivered in writing to the designated fire chiefs of each entity, specifying the intent to terminate and adhering to the prescribed addresses. This agreement symbolizes a collaborative endeavor to enhance emergency response capabilities, ensuring effective communication and coordination among Fairfield, Napa, and American Canyon jurisdictions.

FISCAL IMPACT

The fiscal impact of the interagency radio access agreement primarily revolves around the costs associated with programming radios and potential third-party consultations. While the agreement specifies that Napa and American Canyon are responsible for programming their radios at their expense, there may be additional costs incurred if consultation with third-party vendors is necessary. These costs could vary depending on the complexity of the programming required and the rates charged by the vendors.

BOARD PRIORITY PROGRAMS AND PROJECTS

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

- [1. Resolution 2024-07 Radio Usage](#)
- [2. Radio Usage Agreement](#)

RESOLUTION NO. 2024-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT APPROVING THE INTERAGENCY RADIO USAGE AGREEMENT BETWEEN THE CITY OF FAIRFIELD, CITY OF NAPA, AND THE AMERICAN CANYON FIRE PROTECTION DISTRICT

Whereas, City of Fairfield (Fairfield), City of Napa (Napa), and the American Canyon Fire Protection District (District) recognize the importance of interoperable communication during emergency situations to ensure efficient coordination and response; and

Whereas, an agreement has been reached among the aforementioned entities to establish guidelines for the shared use of radio frequencies, aimed at enhancing emergency communication capabilities; and

WHEREAS, Fairfield has granted Napa and District emergency personnel access to specified radio talk groups for interoperability purposes, subject to certain limitations and conditions outlined in the agreement; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves the Interagency Radio Usage Agreement as presented.

FURTHER RESOLVED, that the Board of Directors authorizes the designated representatives to sign the agreement on behalf of the respective entities, and to take any necessary actions to implement and enforce its provisions.

BE IT FURTHER RESOLVED, that the Board acknowledges the collaborative effort represented by this agreement and expresses its commitment to supporting initiatives aimed at enhancing emergency response capabilities and ensuring the safety and well-being of the communities served by Fairfield, Napa, and American Canyon.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Board of Directors of the American Canyon Fire Protection District held on the 26TH day of March 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Chairman

ATTEST:

APPROVED AS TO FORM

Geoff Belyea, Fire Chief
Clerk to the Board

William D. Ross, District Counsel

Radio Usage Agreement

This Radio Usage Agreement (the "Agreement") is made by and between the City of Fairfield, a California municipal corporation ("Fairfield"), the City of Napa, a California charter city ("Napa"), and American Canyon Fire Protection District ("American Canyon"), (each referred to individually as the "Party" and collectively, the "Parties"), is effective as of the date identified on the signature page as the "Effective Date". The Parties are public entities organized and operating under the laws of the State of California and each is a public agency as defined in California Government Code section 6500.

In the interest of safety and public service, and in consideration of the mutual covenants, terms and conditions contained herein, the Parties hereby agree as follows:

I. Radio Use.

a. Fairfield hereby authorizes Napa and American Canyon emergency personnel to access Fairfield Radio Talk groups referenced in Section 2, on their respective radio and dispatch equipment. Napa and American Canyon shall have access to the Fairfield radio frequencies for interoperability purposes only. In no event shall Napa and American Canyon program more than 140 radios with access to the Fairfield Radio Talk groups referenced in Section 2.

2. Accessible Talk groups. Napa and American Canyon shall have access to the following Fairfield Radio Talk groups, including but not limited to:

FRF FIRE MAIN
FRF FIRE TAC 1
FRF FIRE TAC 2
FRF FIRE TAC 3
FRF FIRE TAC 4

3. Authorized Use of Talk groups. It is agreed that Napa and American Canyon emergency personnel may access and use Fairfield Radio Talk groups when assigned to details within Fairfield or during situations where Napa and American Canyon emergency personnel are in need of immediate assistance in providing emergency services within Fairfield.

4. Programming of Equipment. It is Napa and American Canyon's responsibility to program their own radios pursuant to this Agreement to connect to and work on the Fairfield radio system, at their respective expense. Napa and American Canyon may need to consult with a third-party vendor to program access to the Fairfield Radio Talk groups.

5. Required Procedure. In the event a Fairfield Radio Talk group is used by Napa or American Canyon personnel, the user must begin any radio communication with their

complete call sign and wait for acknowledgment by communications personnel before initiating additional transmissions.

6. Term. The term of this Agreement shall commence on the Effective Date and shall automatically renew each calendar year on January 1, unless terminated pursuant to Section 7. The Parties shall make reasonable attempts to confer annually to ensure this Agreement continues to meet the needs of each Party.

7. Termination and Notice. Any Party may terminate this agreement, without cause, upon fifteen (15) days' notice. Notice of termination and all other notices required under this Agreement shall be in writing, personally delivered, sent by certified mail, return receipt requested, or by confirmed email, addressed to the other party as follows:

If to City of Napa:
City of Napa
1600 Clay Street
Napa, Ca 94559
Attention: Fire Chief

If to City of Fairfield:
City of Fairfield
1 000 Webster Street
Fairfield, CA 94533
Attention: Fire Chief

If to American Canyon Fire Protection District:
American Canyon Fire Protection District
911 Donaldson Way East
American Canyon, CA 94503
Attention: Fire Chief

8. Indemnity. Napa shall indemnify, defend, hold harmless the City of Fairfield's members, officers, directors, contractors, subcontractors, agents or employees harmless from and against any and all losses, costs, damages, expenses, liens, liabilities, lawsuits, and claims, including attorney's fees, to the extent caused by Napa's use of the City of Fairfield's Radio Talk groups. In doing so, Napa shall retain legal counsel satisfactory to the City of Fairfield, and Napa shall pay all costs incidental thereto including, but not limited to, attorney's fees, costs, costs of expert witnesses, and all such other costs as are reasonably incidental to defense of the City of Fairfield. Notwithstanding the foregoing, Napa's indemnity obligation shall not include liability arising out of the willful or negligent acts or omissions of the City of Fairfield or American Canyon in connection with the Agreement.

American Canyon shall indemnify, defend, hold harmless the City of Fairfield's members, officers, directors, contractors, subcontractors, agents or employees harmless

from and against any and all losses, costs, damages, expenses, liens, liabilities, lawsuits, and claims, including attorney's fees, to the extent caused by American Canyon's use of the City of Fairfield's Radio Talk groups. In doing so, American Canyon shall retain legal counsel satisfactory to the City of Fairfield, and American Canyon shall pay all costs incidental thereto including, but not limited to, attorney's fees, costs, costs of expert witnesses, and all such other costs as are reasonably incidental to defense of the City of Fairfield. Notwithstanding the foregoing, American Canyon's indemnity obligation shall not include liability arising out of the willful or negligent acts or omissions of the City of Fairfield or Napa in connection with the Agreement.

9. Insurance. Napa and American Canyon shall each procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Napa and American Canyon, its agents, representatives, or employees.

a) Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) The City of Fairfield, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of Napa and American Canyon; products and completed operations of Napa and American Canyon; premises owned, occupied or used by Napa and American Canyon; and automobiles owned, leased, hired or borrowed by Napa and American Canyon. The coverage shall contain no special limitations on the scope of protection afforded to the City of Fairfield, its officers, officials, employees or volunteers.

c) For any claims related to this Agreement, Napa and American Canyon's insurance coverage shall be primary insurance with respect to the City of Fairfield, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Fairfield, its officers, officials, employees or volunteers shall be excess of Napa and American Canyon's insurance and shall not contribute with it.

10. Release of Fairfield Officials. No member, official, agent, employee, or attorney of the City of Fairfield shall be personally liable to Napa and American Canyon or any successor in interest of Napa and American Canyon in the event of any default or breach by the City of Fairfield or for any amount that may become due to Napa and American Canyon or its successors, on any obligations under the terms of this Agreement. Napa and American Canyon hereby waives and releases any claim it may have personally against the members, officials, agents, employees, consultants, or attorneys of the City of Fairfield with respect to any default or breach by the City of Fairfield, or on any obligations under the terms of this Agreement. Napa and American Canyon makes such release with full knowledge of Civil Code Section 1542, and hereby

waives any and all rights thereunder to the extent of this release, if such Section 1542 is applicable. California Civil Code Section 1542 provides as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

12. Assignment. Napa and American Canyon shall not assign or transfer any interest in this Agreement nor the performance of any of Napa and American Canyon's obligations hereunder without the prior written consent of the City of Fairfield.

13. Severability and Waiver. If any provision of this Agreement shall be determined to be invalid by any court of competent jurisdiction the remaining portions of this Agreement shall remain in full force and effect. The City of Fairfield, Napa and American Canyon agree that waiver by the City of Fairfield, Napa or American Canyon of any breach or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition.

14. Applicable Law. This Agreement shall be governed by the laws of the State of California.

15. Venue and Jurisdiction. In the event that suit shall be brought by either party to this Agreement, the parties agree that venue and personal jurisdiction shall be vested in Solano County Superior Court, or Napa County Superior Court or where otherwise appropriate, exclusively in the United States District Court, Northern District of California.

16. Entire Agreement. This Agreement embodies the entire agreement between the parties hereto with relation to the transaction contemplated hereby, and there have been and are no covenants, agreements, representations, warranties, or restrictions between the parties hereto with regard thereto other than those specifically set forth herein.

17. No Partnership. Nothing in this Agreement shall be construed to create a partnership or joint venture between the City of Fairfield, Napa and American Canyon or any relationship other than the relationship specified in this Agreement; nor shall Napa and American Canyon in any manner act or indicate to any third party that it is acting as agent of the City of Fairfield.

18. Privileges and Immunities. In accordance with California Government Code section 65 I3, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees, or agents of the Parties when performing their functions within the territorial limits of their

respective public agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties associated with performance of this Agreement

19. Attorney's Fees. If a legal action or proceeding is brought by any party because of default under this Agreement, or to enforce a provision hereof, the prevailing party therein shall be entitled, in addition to any other relief, to recover reasonable attorney's fees and court costs from the losing party as determined by the court in which said action or proceeding is pending.

20. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute a single instrument.

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

CITY:

CITY OF NAPA, a California charter city

By: _____
Zach Curren, Fire Chief

Date _____
("Effective Date")

CONSULTANT:

CITY OF FAIRFIELD, a municipal corporation

By _____
David Gassaway, Fairfield City Manager

By _____
John Stordee, Fairfield Fire Chief

COUNTERSIGNED:

Erika Leahy, City Auditor

APPROVED AS TO FORM:

JJav/d G. Lint
David Lim, Fairfield City Attorney

APPROVED AS TO FORM:

Michael W. Barrett, City Attorney

AMERICAN CANYON FIRE PROTECTION DISTRICT,
a subsidiary special district of the City of American Canyon

By: _____
Leon Garcia, Chair, Board of Directors

By: _____
Geoff Belyea, Fire Chief / District Clerk

By: _____
William D. Ross, District Counsel



TITLE

[Policies and Procedures.](#)

RECOMMENDATION

Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Discriminatory Harassment, Personnel Complaints, Personal Projects on Duty, and Lactation Breaks.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

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

The proposed policies have undergone thorough examination by our labor and legal teams, encompassing a diverse range of policies, including: Discriminatory Harassment, Personnel Complaints, Personal Projects on Duty, and Lactation Breaks.

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

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

FISCAL IMPACT

There is no fiscal impact.

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. [Resolution 2024-08 Policies and Procedures](#)
2. [1013 Discriminatory_Harassment](#)
3. [1015 Personnel_Complaints](#)
4. [1018 Personal_Projects_On-Duty](#)
5. [1027 Lactation_Breaks](#)

RESOLUTION 2024-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT APPROVING THE PROPOSED POLICIES AND PROCEDURES: DISCRIMINATORY HARASSMENT, PERSONNEL COMPLAINTS, PERSONAL PROJECTS ON DUTY, AND LACTATION BREAKS

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 Discriminatory Harassment, Personnel Complaints, Personal Projects on Duty, and Lactation Breaks have undergone comprehensive examination by the labor and legal teams

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

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

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

PASSED, APPROVED AND ADOPTED this 26th day of March, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Leon Garcia
Chairman, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Geoff Belyea
Fire Chief/District Clerk

William D. Ross
District Counsel
American Canyon Fire Protection District

Discriminatory Harassment

1013.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1013.2 POLICY

Federal

The American Canyon Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1013.3 DEFINITIONS

Federal

Definitions related to this policy include:

1013.3.1 DISCRIMINATION

Federal

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or

American Canyon Fire Protection District

Policy Manual

Discriminatory Harassment

district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

1013.3.2 RETALIATION

Federal

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1013.3.3 SEXUAL HARASSMENT

Federal

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1013.3.4 ADDITIONAL CONSIDERATIONS

Federal

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Civil Rights Department guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

1013.4 RESPONSIBILITIES

Best Practice **MODIFIED**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the American Canyon Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting

American Canyon Fire Protection District

Policy Manual

Discriminatory Harassment

violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, or the Board of Directors. Complaints shall be filed in accordance with the personnel complaints policy.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1013.4.1 QUESTIONS OR CLARIFICATION

State **MODIFIED**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Board of Directors, or the California Civil Rights Department for further information, direction, or clarification (Government Code § 12950).

1013.4.2 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1013.4.3 SUPERVISOR'S ROLE

Best Practice **MODIFIED**

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.

Discriminatory Harassment

- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1013.5 INVESTIGATION OF COMPLAINTS

Best Practice

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the American Canyon Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1013.5.1 SUPERVISOR RESOLUTION

Best Practice

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1013.5.2 FORMAL INVESTIGATION

Best Practice **MODIFIED**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, or the Board of Directors.

1013.5.3 ALTERNATIVE COMPLAINT PROCESS

Best Practice

Discriminatory Harassment

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1013.6 DOCUMENTATION OF COMPLAINTS

Best Practice **MODIFIED**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Board of Directors, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

1013.6.1 NOTIFICATION OF DISPOSITION

Best Practice

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1013.7 TRAINING

Best Practice

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

1013.7.1 STATE-REQUIRED TRAINING

State **MODIFIED**

The Assistant Fire Chief should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.

American Canyon Fire Protection District

Policy Manual

Discriminatory Harassment

(c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the Civil Rights Department online training courses, the Assistant Fire Chief should ensure that employees are provided the website address for the training course: <https://calcivilrights.ca.gov> (Government Code § 12950; 2 CCR 11023).

1013.7.2 TRAINING RECORDS

State

The Assistant Fire Chief shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

1013.8 REQUIRED POSTERS

State

The District shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

Personnel Complaints

1015.1 PURPOSE AND SCOPE

State

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District's Fire Chief.

The pre- and post-disciplinary procedures set forth in this policy do not apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR).

1015.2 POLICY

State

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1015.3 PERSONNEL COMPLAINTS

Best Practice

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the district's response to specific incidents.

1015.3.1 CLASSIFYING COMPLAINTS

Best Practice

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

Personnel Complaints

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1015.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

Best Practice

1015.4.1 AVAILABILITY OF COMPLAINT FORMS

Best Practice **MODIFIED**

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Assistant Fire Chief any suggestions for improvement or changes.

1015.4.2 SOURCES OF COMPLAINTS

Best Practice

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1015.4.3 ACCEPTANCE OF COMPLAINTS

Best Practice

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact

Personnel Complaints

information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1015.5 COMPLAINT DOCUMENTATION AND TRACKING

Best Practice

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

1015.6 ATTACHMENTS

Agency Content

[See attachment: PERSONNEL COMPLAINT FORM \(1\).pdf](#)

Attachments

PERSONNEL COMPLAINT FORM (1).pdf



PERSONNEL COMPLAINT FORM

Date: _____
Complainant's Name: _____
Position/Title: _____
Contact Information: Phone: _____ email: _____
Address: _____

Alleged Offender's Name: _____
Position/Title: _____
Description of Incident: _____

Location of Incident: _____

Date and Time of Incident: _____

Description of the Complaint:
(Please provide a detailed description of the incident or issue that is the subject of this complaint, including names of any witnesses, if applicable.)

Actions Taken (if any) before Filing this Complaint:
(Describe any actions or steps taken prior to filing this complaint, such as reporting the issue to a supervisor or higher authority.)

Desired Outcome or Resolution:
(What outcome or resolution are you seeking as a result of filing this complaint?)

Signature of Complainant: _____
Date: _____

FOR OFFICIAL USE ONLY:

Investigation Details:

Date Received: _____

Investigator: _____

Findings and Conclusions:

[Investigator's Findings]

Action Taken/Recommended:

Signature of Investigator: _____

Date: _____

Reviewed by Fire Chief:

Date Received: _____

Fire Chief Action Taken/Recommended:

Signature of Fire Chief: _____

Date: _____

This complaint form is a confidential document and will be handled discreetly. Please attach any supporting documentation or evidence related to this complaint. You may also request confidentiality in accordance with department policies.

Please submit this form to the Fire Chief for further processing.

Personal Projects On-Duty

1018.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1018.2 POLICY

Discretionary MODIFIED

It is the policy of the American Canyon Fire Protection District to consider granting privileges to employees to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

1018.3 PROHIBITED PERSONAL PROJECTS

Discretionary MODIFIED

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the employee.
- (b) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

Lactation Breaks

1027.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for an infant child.

1027.2 POLICY

It is the policy of the American Canyon Fire Protection District to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child for up to one year after the child's birth (29 USC § 218d; Labor Code § 1030).

1027.3 LACTATION BREAK TIME

A rest period should be permitted each time the member needs to express breast milk (29 USC § 218d; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

Company Officers of employees desiring to take a lactation break shall notify Dispatch and the on-duty Battalion Chief and place themselves "Out of Service" using their MDT or via voice notification prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt District operations. (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1027.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 218d; Labor Code § 1031).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

Lactation Breaks

1027.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such and shall remove at the end of their shift.

1027.6 STATE REQUIREMENTS

Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy, or who believe that they have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but they may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).



TITLE

Establishing the terms and imposition of a Community Facilities District (“CFD”) on those portions of the Watson Ranch Specific Plan (the “Project”) which are either not currently entitled or described in the Term Sheet.

RECOMMENDATION

Approval of Term Sheet between the American Canyon Fire Protection District (“District”) and American Canyon I, LLC (“AC-1”) for establishing the terms and imposition of a Community Facilities District (“CFD”) on those portions of the Watson Ranch Specific Plan (the “Project”) which are either not currently entitled or described in this Term Sheet.

CONTACT

William D. Ross, District Counsel
Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

On March 21, 2023, the City of American Canyon adopted Ordinance 2023-02, which is significant for our agreement. This ordinance, numbered 2023-02, accepts the Development Impact Fee Nexus Study and levies a Fire Capital Facilities Fee for all new construction and development within the city. This fee is specifically designated to fund fire protection services. This ordinance underscores the collaborative effort between the city and the fire protection district to ensure adequate funding for essential fire services in new construction and development projects.

On January 23, 2024 the American Board of Directors approved the Term Sheet, regarding the imposition of a Community Facilities District (CFD) on parts of the Watson Ranch Specific Plan not currently entitled or described in the agreement. The agreement, effective January 23, 2024, established the terms and conditions for this arrangement.

The attached TERM SHEET Agreement states that the District has either collected or is in the process of collecting Fire District Mitigation Fees from specific projects within Watson Ranch, including Artisan (Parcels 14 & 15), Harvest (Parcel 10), and Lemos Pointe (Parcel 24). However, the Remaining Residential Lots, totaling approximately 693 lots and controlled by AC-1 and Terrence McGrath within the Project area, will be exempt from these one-time Fire District Mitigation Fees but will

instead be subject to the Fire District Community Facilities District (CFD).

The District is a California Special District which is authorized under the provisions of the Fire Protection District Law of 1987 (Health & Safety Code Section 13800 et seq. (the “Fire Act”) and is a successor special district of the City. However, due to the terms of the Development Agreement between the City of American Canyon and AC-1, recorded with the Napa County Assessor’s office on July 10, 2019, prohibits the assessment of the City imposed Fire District Fire Capital Facilities Fee. Consequently, AC-1 and the District have reached an agreement to establish a CFD under the Mello Roos Community Facilities District Act of 1982, citing Government Code Section 53311 and Section 138912 of the Fire Act. This CFD aims to provide funding for fire services within the area.

In return for these additional CFD assessments, the District will waive the one-time Fire District Mitigation Fee for the remaining Residential Lots, which is estimated to be \$446, 292 (1,593,900 square feet multiplied by the current mitigation fee of \$.028 per square foot) AC-1 has agreed to a specific CFD assessment of \$150 per residential unit per year within the designated portions of the Project, as outlined in Section 13912 of the Fire Act. This fee will be subject to inflationary adjustments after the initial fiscal year, with an annual escalator of approximately two percent (2%) for a thirty (30)-year term.

Regarding specific portions of the Project, such as the Napa Valley Ruins & Gardens and Hotel segment, they will pay the Fire Capital Facilities Fee. This rate is currently set at \$.98 per square foot, with an additional Aerial fee rate of \$.50 applicable for the third floor of the building if the lowest point of the roof is equal to or greater than 32 feet.

Any future multi-unit residential development within the designated area will be required to pay the 1980 District Special Tax on development, along with the District’s Aerial fee, as per District Resolution No. 2003-7 and will not be subject to the Fire District CFD.

FISCAL IMPACT

The accompanying spreadsheet provides detailed financial projections concerning the implementation of a Community Facilities District (CFD), as delineated in the Term Sheet Agreement between the American Canyon Fire Protection District (District) and American Canyon I, LLC (AC-1). This data outlines the anticipated CFD Fire Service Fee over multiple years, commencing at \$150 per unit with an annual increment of 2%.

By waiving the one-time Fire Mitigation Fee of \$446,292, the net additional Revenue is projected over thirty years:

AC Fire District: \$4,613,289

Fire District Mitigation Fee – NVRG & Hotel New Rate: \$407,533

Total Fire Fees & CFD: \$5,020,823

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. [Fire District CFD Term Sheet between ACI Fire District.pdf](#)
[AC Fire District Fee Analysis](#)

TERM SHEET

BETWEEN
THE AMERICAN CANYON FIRE PROTECTION DISTRICT
AND
AMERICAN CANYON I, LLC
REGARDING THE IMPOSITION OF A COMMUNITY FACILITIES DISTRICT

THIS TERM SHEET (also referred to herein as the “Term Sheet Agreement” and the “Agreement”) is entered into by and between the American Canyon Fire Protection District (“District”), and American Canyon I, LLC, a Delaware Limited Liability Company (“AC-1), establishing the terms and conditions for the imposition of a Community Facilities District (“CFD”) on those portions of the Watson Ranch Specific Plan (the “Project”) which are either not currently entitled or described in this Term Sheet.

This Term Sheet Agreement is entered into on the basis of the foregoing and following facts, understandings and intentions of the Parties. For the purposes of this Term Sheet Agreement, its “Effective Date” shall be January 23, 2024.

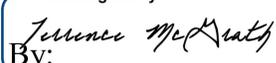
NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and other considerations, the value and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

1. AC-1 is the principal landowner in that area designated as the Watson Ranch Specific Plan in the City of American Canyon (“City”);
2. The District has collected or will collect Fire District Mitigation Fees on the following projects within Watson Ranch: Artisan (Parcels 14 & 15), Harvest (Parcel 10) & Lemos Pointe (Parcel 24). The remaining residential lots totaling approximately 693 lots (“Remaining Residential Lots”) within the Project area controlled by AC-1 and Terrence McGrath will be exempt from the one-time Fire District Mitigation Fee currently in place within the District, however, will be subject to the Fire District CFD;
3. The District is a California Special District which is authorized under the provisions of the Fire Protection District Law of 1987 (Health & Safety Code Section 13800 *et seq.* (the “Fire Act”) and is a successor special district of the City;
4. AC-1 and the District have agreed to implement a CFD as authorized by the Mello Roos Community Facilities District Act of 1982, commencing with Government Code Section 53311 and Section 138912 of the Fire Act to provide for special tax for the benefit of fire services provided by the District;
5. In consideration of these additional CFD assessments implemented through District authority under the Fire Act, the District would waive the one-time Fire District Mitigation Fee for the Remaining Residential Lots. For the Remaining Residential Lots, AC-1 has agreed to a CFD assessment in the amount of \$150 per residential unit per year within the portions of the Project for which the CFD would be applied.

Consistent with Section 13912 of the Fire Act, the fee would be subject to inflationary adjustment after the initial fiscal year of its imposition, which is approximately a two percent (2%) annual escalator for a thirty (30) year term;

- 6. The Napa Valley Ruins & Gardens and Hotel portion of the Project will pay the Fire District Mitigation Fee, imposed by the City on behalf of the District, at the recently adopted rate of \$.98 per square foot in addition to the Aerial fee rate of \$.50 for the third floor of the building if the lowest point of the roof is greater or equal to 32’;
- 7. Any future multi-unit residential development would pay the 1980 District Special Tax on development and, if applicable, the District’s Aerial fee (*See*, District Resolution No. 2003-7); and
- 8. The parties will cooperate in formulating the necessary implementing documents to fully implement the provisions of this Term Sheet.

SIGNATURES

<p>“District” AMERICAN CANYON FIRE PROTECTION DISTRICT</p> <p>By: _____ Geoff Belyea, District Chief</p> <p>Date: _____</p> <p>By: _____ Leon Garcia, Chair</p> <p>Date: _____</p>	<p>“AC-1” AMERICAN CANYON I, LLC</p> <p>McGrath Properties American Canyon LLC, its Manager</p> <p>DocuSigned by:  By: _____ <small>C8F10AE9A532468...</small> Terrence M. McGrath, Managing Member</p> <p>Date: 3/20/2024</p> <p>Jamcan LLC</p> <p>DocuSigned by:  By: _____ <small>B7B6B31A5DEC47E</small> Jeffrey Jaeger, Managing Member</p> <p>Date: 3/19/2024</p>
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**City Fire Mitigation Fee vs Fire District CFD
AC1 Residential**

Watson Ranch - AC1 Residential only	Residential	Commercial
WR - AC1 Remaining SFR	693	
Average Sqft/DU	2,300 sqft	
Total Sqft	1,593,900 sqft	
Average Home Price	\$750,000	
NVRG		100,000 sqft
Hotel		200,000 sqft

City Fire Mitigation Fee - Watson Ranch	Residential	Commercial
Current Mitigation Fee	\$0.27 /Sqft	\$0.51 /Sqft
New Mitigation Fee	\$0.98 /Sqft	\$0.98 /Sqft
Aerial Fee (3rd Fl+ or > 32 ft)		\$0.50 /Sqft
Current Mitigation Fee @ Buildout	\$432,584	\$244,960
New Mitigation Fee @ Buildout	\$1,562,022	\$407,533
Total Residential & Commercial Fees @ Buildout	\$1,994,606	\$652,493

Fire District CFD - Watson Ranch (AC1 Residential only)

Annual Increase	2%
CFD - Fire Service/YR	\$150.00
CFD Fire Service Fee/Yr @ Buildout	\$103,950
CFD Fire Service Fee x 30 yr w/ Annual Increase	\$4,613,289
Current Mitigation Fee @ Buildout	\$0
AC Fire District CFD	\$4,613,289
Fire District Mitigation Fee - NVRG & Hotel New Rate	\$407,533
Total Fire Fees & CFD	\$5,020,823



TITLE

Fiscal Year 2023-2024 Mid-Year Budget Review.

RECOMMENDATION

Fiscal Year 2023-2024 Mid-Year Budget Review and Approval of Recommended Budget Adjustment.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

Last September, the Fire District Board of Directors adopted final capital and operating budgets for fiscal year 2023-24 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 necessary funding for the District 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 the 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 2023-24 MID-YEAR BUDGET REVIEW

Staff has 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 2022-23 with the 2023-24 budget and 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.

GENERAL OPERATIONS FUND (Fund 810)

The beginning fund balance was \$210,000 lower than expected due to roughly \$100,000 of 6/30/23 payroll accruals and \$111,000 of fiscal year 2022-23 property tax revenue received after the year-end cutoff date.

Revenues are now projected at \$7,474,417; an increase of \$166,000 over the final 2023-24 budget amount. Property tax revenue was increased by \$142,000 due to the carryover from last fiscal year mentioned above, along with higher projected supplemental tax revenue. Based on actual results through the first half of the year, investment earnings and workers' compensation reimbursements are expected to be higher by \$12,000 and \$6,000, respectively.

Expenditures are now projected at \$7,370,846; a net decrease of \$43,000 from the final 2023-24 budget. Firefighter vacancies during the first nine months of the fiscal year resulted in lower wages, retirement, and health benefit costs totaling \$105,000. The vacancy savings is offset however by additional overtime of \$66,000 used to backfill the vacant firefighter positions.

The lower opening fund balance is being offset by a combination of higher projected revenues and lower projected expenditures. As a result, the updated ending fund balance on June 30, 2024 (\$5,251,000) is essentially unchanged from the amount shown in the 2023-24 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 2023, the District has collected \$17,000; however, given the status of projects currently underway, staff feels confident in the \$439,000 projection for the year. There were no transfers or other expenditures budgeted for 2023-24 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 of an ongoing transfer from the General Fund, along with "as-needed" transfers from the Fire Mitigation Fee Fund to cover authorized capital purchases and from investment earnings on accumulated funds. The FF&E Fund is also used to account for capital financing activities. The District has financed the purchase of two replacement Type 1 engines and leases command vehicles through Enterprise Leasing. All proceeds from the lease-purchase financing (\$1,840,000) were recognized in 2022-23, including the \$125,000 projected for 2023-24. Debt service on the lease-purchase financing for the engines, along with the lease payments on vehicles,

are budgeted in this fund.

The beginning fund balance was \$430,000 higher than anticipated because of the \$125,000 of lease proceeds and postponement of certain capital expenditures such as the upfitting of the new Type 1 engines.

Funding of \$936,000 was budgeted for lease payments on engines and command vehicles, a rescue boat, a new station alerting system for James Road, radios, and other safety equipment. Staff recently undertook a comprehensive review/update of capital needs that resulted in adjustments to both the current and long-term capital spending plan. As a result, capital-related expenditures are expected to be \$83,000 less than anticipated in 2023-24.

As a result of the changes mentioned above, the projected ending balance of the FF&E Fund has increased from \$44,000 to \$435,000.

FISCAL IMPACT

While the proposed budget adjustments for the General Operating Fund would have a positive impact of \$209,000 on current operations, the net impact on the projected ending fund balance is minimal due to the lower beginning fund balance, going from \$5,264,652 to \$5,263,572.

The proposed budget adjustments for the FF&E Fund would have a negative impact on current year capital activity of \$83,000; the ending fund balance however is projected to improve from \$43,849 to \$435,346 due to the higher beginning fund balance.

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

- [1. 2024-09 Budget Amendment Resolution](#)
- [2. Exhibit A](#)
- [3. 2023-24 Mid-Year Budget Update.](#)
- [4. 2023-24 Mid-Year Updated Forecast](#)
- [5. 2023-24 Budget Update Presentation](#)

Resolution 2024-09

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT (“DISTRICT”)
APPROVING MID-YEAR BUDGET AMENDMENTS FOR FISCAL YEAR 2023-24**

WHEREAS, District staff has conducted an analysis of budget versus actual revenues and expenditures for fiscal year 2023-24; 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 26th day of March 2024 by the following:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Chairman

ATTEST:

APPROVED AS TO FORM

Geoff Belyea, Fire Chief
Clerk to the Board

William D. Ross, District Counsel

AMERICAN CANYON FIRE PROTECTION
Fiscal Year 2023-24
Mid-Year Budget Adjustments

Account No.	Description	Increase (Decrease)
	General Fund Revenue	
810-910-4110	Property Tax - Secured	49,688
810-910-4112	Property Tax - Current Unsecured	29,200
810-910-4114	Property Tax - Supplemental	61,437
810-910-4118	Property Tax - Homeowner's	1,291
810-910-4533	Fire Assessment Fee	6,288
810-910-4610	Interest Earnings - Investment	10,000
810-910-4612	Interest Earnings - Other	2,172
810-910-4716	Workers Compensation Reimbursement	5,800
	Revenue increase	\$ 165,878
	General Fund Expenditures	
810-910-5110	Wages - Full Time	\$ (40,000)
810-910-5120	Wages - Overtime	66,000
810-910-5131	PERS Retirement	(30,000)
810-910-5141	Health Benefits	(35,000)
810-910-5142	Retiree Health Benefits	13,000
810-910-5143	OPEB	(16,771)
	Expenditure decrease	\$ (42,771)

<i>Net Change in Operating Activity</i>	\$ 208,649
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Account No.	Description	Increase (Decrease)
	FF&E Fund Revenue	
860-970-4710	Bond Proceeds	(125,168)
	Revenue decrease	(125,168)
	FF&E Fund Expenditures	
860-970-5415	Facilities	\$ (8,000)
860-970-5610	Equipment	33,612
860-970-5616	Fleet	(108,676)
	Expenditure decrease	\$ (83,064)

<i>Net Change in Capital Activity</i>	\$ (42,104)
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**American Canyon Fire Protection District
Financial Summary
Mid-Year Budget 2023-24**

	General Operations			Fire Mitigation Fee			Fleet, Facilities & Equipment Capital Fund			
	FY 2022-23	FY 2023-24		FY 2022-23	FY 2023-24		FY 2022-23	FY 2023-24		
	<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	\$5,569,930	\$5,369,730	\$5,160,001	\$992,569	\$1,419,737	\$1,419,737	\$415,129	\$258,047	\$688,149	
Revenues and Transfers	6,732,021	7,308,539	7,474,417	427,168	462,778	462,778	2,077,562	721,602	599,934	
Expenses and Transfers	7,141,950	7,413,617	7,370,846	-	400,000	400,000	1,804,542	935,801	852,737	
Rev Over (Under) Exp	(409,929)	(105,078)	103,571	427,168	62,778	62,778	273,020	(214,199)	(252,803)	
Fund Balance - Ending	<u>\$5,160,001</u>	<u>\$5,264,652</u>	<u>\$5,263,572</u>	<u>\$1,419,737</u>	<u>\$1,482,515</u>	<u>\$1,482,515</u>	<u>\$688,149</u>	<u>\$43,849</u>	<u>\$435,346</u>	
	Lower beginning fund balance		(\$209,728)					Higher beginning fund balance		\$430,101
	Increase in current revenues		165,878					Decrease in current revenues		(121,668)
	Decrease in current expenditures		42,771					Decrease in current expenditures		83,064
	Net change in ending fund balance		(\$1,079)					Net change in ending fund balance		\$391,498

Account #	Description	FY 2022-23 Audited	FY 2023-24 Final Budget	FY 2023-24 Mid-Year Update	Difference from Budget
810-910-4110	Property Tax - Secured	\$ 5,084,039	\$ 5,573,530	\$ 5,623,218	\$ 49,688
810-910-4112	Property Tax - Current Unsecured	147,706	172,007	201,207	29,200
810-910-4114	Property Tax - Supplemental	106,663	150,000	211,437	61,437
810-910-4116	Property Tax - Prior Year	47,941	55,154	55,154	-
810-910-4118	Property Tax - Homeowner's	17,337	16,709	18,000	1,291
810-910-4324	Strike Team Reimbursement	-	-	-	-
810-910-4330	Fire Protection Svcs - City	50,000	50,000	50,000	-
810-910-4335	Training Reimbursement	22,380	20,000	20,000	-
810-910-4530	Weed Abatement	-	-	-	-
810-910-4533	Fire Assessment Fee	739,041	763,647	769,935	6,288
810-910-4534	Pln Review Permit Fees(Table1)	133,929	125,000	125,000	-
810-910-4536	Occupancy Insp Fees (Table 2)	4,230	2,500	2,500	-
810-910-4537	Operational PermitFees(Table3)	47,206	27,280	27,280	-
810-910-4545	Fire Inspection Fees (Table 4)	5,352	6,000	6,000	-
810-910-4546	First Responder Fee	73,334	74,900	74,900	-
810-910-4610	Interest Earnings - Investment	90,242	100,000	110,000	10,000
810-910-4612	Interest Earnings - Other	6,707	10,000	12,172	2,172
810-910-4613	Market Adjustment - LAIF	-	-	-	-
810-910-4705	Rentals/Lease	-	-	-	-
810-910-4720	AMR Contract	68,750	70,813	70,813	-
810-910-4716	Workers Compensation Reimbursement	77,132	71,000	76,800	5,800
810-910-4730	Other Miscellaneous	7,128	20,000	20,000	
810-910-4810	Explorer Progam	2,904	-	-	-
Total 810 - General Fund		\$ 6,732,021	\$ 7,308,539	\$ 7,474,417	\$ 165,878

2023-2024 Mid-Year Budget Revenues

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

Account #	Description	FY 2022-23 Audited	FY 2023-24 Final Budget	FY 2023-24 Mid-Year Update	Difference from Budget
830-960-4590	Fire Mitigation Fee	\$ 402,977	\$ 439,000	\$ 439,000	\$ -
830-960-4610	Interest Earnings	24,191	23,778	23,778	-
Total 830 - Fire Mitigation Fee		\$ 427,168	\$ 462,778	\$ 462,778	\$ -
860-970-4591	Firefighter Grant Program	\$ -	\$ 144,934	\$ 144,934	\$ -
860-970-4610	Interest Earnings	6,454	1,500	5,000	3,500
860-970-4710	Bond Proceeds	1,842,000	125,168	-	(125,168)
860-970-4730	Other Miscellaneous	50,000	50,000	50,000	-
860-970-4985	Trans In from Fire Mitigation	-	400,000	400,000	-
860-970-4985	Trans In from Fire Ops	179,108	-	-	-
Total 860- Fleet, Facilities & Equipment Capital Fund		\$ 2,077,562	\$ 721,602	\$ 599,934	\$ (121,668)
All Funds		\$9,236,751	\$8,492,919	\$8,537,129	\$44,210

2023-2024 Mid-Year Budget Expenditures

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

Account #	Description	FY 2022-23 Audited	FY 2023-24 Final Budget	FY 2023-24 Mid-Year Update	Difference from Budget
810-910-5110	Wages - Full Time	2,707,251	\$3,112,010	\$3,072,010	(\$40,000)
810-910-5111	Wages - Part Time	59,053	-	-	-
810-910-5112	Wages - Other	13,115	35,000	35,000	-
810-910-5120	Wages - Overtime	755,205	614,000	680,000	66,000
810-910-5121	Wages - OES Overtime	0	-	-	-
810-910-5125	Reserve Fire Fighter Stipend	13,500	15,000	15,000	-
810-910-5130	Benefits - Other	75,738	75,584	75,584	-
810-910-5131	PERS Retirement	1,041,819	1,157,398	1,127,398	(30,000)
810-910-5132	Med/FICA/Soc Sec	51,739	54,535	54,535	-
810-910-5134	Worker Compensation	407,160	410,000	410,000	-
810-910-5135	Unemployment	253	-	-	-
810-910-5139	Salary & Benefit Transfer	148,413	155,834	155,834	-
810-910-5141	Health Benefits	385,250	508,961	473,961	(35,000)
810-910-5142	Retiree Health Benefits	288,852	332,324	345,324	13,000
810-910-5143	OPEB	-	16,771	-	(16,771)
810-910-5202	Office Supplies	3,979	5,000	5,000	-
810-910-5204	Printing/Publishing	10,844	8,500	8,500	-
810-910-5206	Postage & Mail	640	3,000	3,000	-
810-910-5208	Phone/Communication	10,044	22,000	22,000	-
810-910-5210	Office Equip Maint/Lease	7,833	5,700	5,700	-
810-910-5215	IT Support Services	49,249	51,000	51,000	-
810-910-5220	Advertising & Promotion	5,781	7,000	7,000	-
810-910-5250	Property Tax Admin Fee	49,645	52,000	52,000	-
810-910-5251	Fire Service Fee - Admin Fee	0	-	-	-
810-910-5252	First Responder Fee	12,920	14,000	14,000	-
810-910-5260	Doctor/Medical Expenses	3,155	10,000	10,000	-
810-910-5270	Liability/Property Insurance	64,299	75,100	75,100	-
810-910-5280	Legal Contract Services	52,880	60,000	60,000	-
810-910-5284	Miscellaneous Services	2,191	5,000	5,000	-
810-910-5286	Ext Plan Review	0	-	-	-
810-910-5287	Napa JPA	0	5,000	5,000	-
810-910-5288	Dispatch Services	150,612	161,200	161,200	-
810-910-5289	Other Professional Services	124,783	105,000	105,000	-
810-910-5290	Reserve Fire Fighter Stipend	0	-	-	-
810-910-5291	Contractual Services	194,590	145,000	145,000	-
810-910-5310	Travel & Conference Expense	11,400	15,000	15,000	-
810-910-5320	Books & Publications	2,244	4,000	4,000	-
810-910-5330	Certif, Membership & Dues	5,361	8,000	8,000	-
810-910-5360	Explorer Program	2,503	7,500	7,500	-
810-910-5350	On-Site Training	12,586	9,200	9,200	-
810-910-5402	New Tools & Equipment	4,017	-	-	-
810-910-5403	USAR	83	-	-	-
810-910-5404	Uniform Services & Supplies	4,231	6,000	6,000	-
810-910-5408	Field Rentals	0	-	-	-
810-910-5410	Fire Equip Repair & Maint	7,968	-	-	-
810-910-5412	EMS Equip & Supplies	16,361	18,000	18,000	-

2023-2024 Mid-Year Budget Expenditures

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

Account #	Description	FY 2022-23 Audited	FY 2023-24 Final Budget	FY 2023-24 Mid-Year Update	Difference from Budget
810-910-5414	Station Supplies	9,774	9,000	9,000	-
810-910-5415	Facility Repair & Maint	31,673	-	-	-
810-910-5418	Other Field Services	0	-	-	-
810-910-5421	Temporary Agency	0	-	-	-
810-910-5490	Gas & Electric	30,424	38,000	38,000	-
810-910-5510	Fuel	33,344	35,000	35,000	-
810-910-5520	Vehicle Repairs	51,360	25,000	25,000	-
810-910-5605	Office Equip/Furnishings	4,165	7,000	7,000	-
810-910-5610	Fire Equipment	5,942	-	-	-
810-910-5625	Computer Software/Hardware	7,894	10,000	10,000	-
810-910-5635	Building Acquisition/Construct	0	-	-	-
810-910-5912	Transfers Out to Retiree Hlth	0	-	-	-
810-910-5980	Transfer to FF&E Capital Fund	179,108	-	-	-
810-910-6454	Fire Safety Equipment-Mandated	30,721	-	-	-
Total 810 - General Fund		\$ 7,141,950	\$ 7,413,617	\$ 7,370,846	\$ (42,771)
830-910-5289	Other Professional Services	\$ -	\$ -	\$ -	\$ -
830-960-5986	Transfer Out to FF&E	-	400,000	400,000	-
Total 830 - Fire Mitigation Fee		\$ -	\$ 400,000	\$ 400,000	\$ -
860-970-5415	Facilities	\$ 15,394	\$ 130,000	\$ 122,000	(\$8,000)
860-970-5610	Equipment	20,928	290,000	323,612	33,612
860-970-5616	Fleet	1,599,170	170,102	61,426	(108,676)
860-970-5701	Lease Payment	32,561	64,615	64,615	-
860-970-5702	Bond Principal Payment	102,000	238,000	238,000	-
860-970-5703	Bond Interest Payment	34,490	43,084	43,084	-
Total 860 - Fleet, Facilities & Equipment Capital Fund		\$ 1,804,542	\$ 935,801	\$ 852,737	\$ (83,064)
All Funds		\$8,946,493	\$8,749,418	\$8,623,582	(\$125,836)

AMERICAN CANYON FIRE PROTECTION
Fiscal Year 2023-24
Mid-Year Budget Adjustments

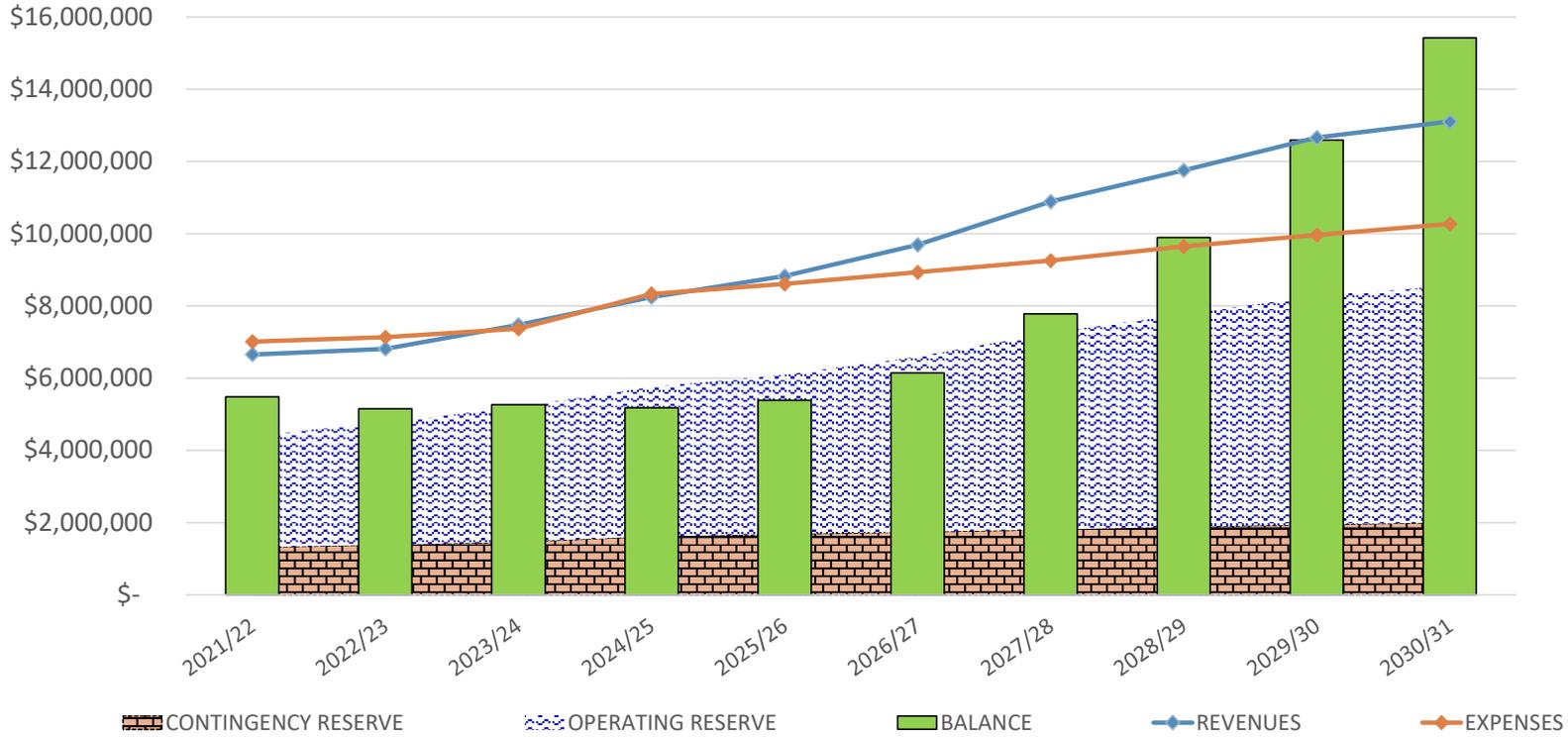
Account No.	Description	Increase (Decrease)
	General Fund Revenue	
810-910-4110	Property Tax - Secured	49,688
810-910-4112	Property Tax - Current Unsecured	29,200
810-910-4114	Property Tax - Supplemental	61,437
810-910-4118	Property Tax - Homeowner's	1,291
810-910-4533	Fire Assessment Fee	6,288
810-910-4610	Interest Earnings - Investment	10,000
810-910-4612	Interest Earnings - Other	2,172
810-910-4716	Workers Compensation Reimbursement	5,800
	Revenue increase	\$ 165,878
	General Fund Expenditures	
810-910-5110	Wages - Full Time	\$ (40,000)
810-910-5120	Wages - Overtime	66,000
810-910-5131	PERS Retirement	(30,000)
810-910-5141	Health Benefits	(35,000)
810-910-5142	Retiree Health Benefits	13,000
810-910-5143	OPEB	(16,771)
	Expenditure decrease	\$ (42,771)

<i>Net Change in Operating Activity</i>	\$ 208,649
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Account No.	Description	Increase (Decrease)
	FF&E Fund Revenue	
860-970-4710	Bond Proceeds	(125,168)
	Revenue decrease	(125,168)
	FF&E Fund Expenditures	
860-970-5415	Facilities	\$ (8,000)
860-970-5610	Equipment	33,612
860-970-5616	Fleet	(108,676)
	Expenditure decrease	\$ (83,064)

<i>Net Change in Capital Activity</i>	\$ (42,104)
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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>Mid-Year Update</i>	<i>Projected</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>2030/31</i>	<i>2029/31</i>
	Beginning balance	5,484,409	5,160,001	5,263,572	5,179,107	5,394,001	6,152,224	7,787,607	9,898,501	12,592,464
Revenue:	(% Change in Prop Tax)	5.42%	13.05%	12.42%	7.22%	10.11%	12.68%	7.32%	7.04%	3.72%
	Property tax	5,403,686	6,109,017	6,868,053	7,363,619	8,107,825	9,135,659	9,804,623	10,495,072	10,885,710
	Fire assessment fee	739,041	769,935	811,857	883,743	994,122	1,153,673	1,339,647	1,534,228	1,580,255
	Other service chgs	314,051	285,680	291,393	297,221	303,166	309,229	315,414	321,722	328,156
	Strike team reimbursement	85,521	-	-	-	-	-	-	-	-
	Interest earnings	96,950	122,172	125,227	128,357	131,566	134,855	138,227	141,682	145,224
	AMR contract	68,750	70,813	72,229	73,673	75,147	76,650	78,183	79,746	81,341
	Other/misc	109,544	116,800	82,618	83,444	84,279	85,121	85,973	86,832	87,701
	Ongoing revenue	6,817,542	7,474,417	8,251,377	8,830,058	9,696,105	10,895,188	11,762,066	12,659,284	13,108,387
Expenses:	(% Change in Salary & Benefits)	0.68%	8.36%	11.81%	3.60%	4.05%	3.88%	4.59%	3.47%	3.30%
	Salaries	2,766,304	3,072,010	3,591,917	3,735,594	3,885,018	4,040,418	4,202,035	4,370,116	4,544,921
	Regular Overtime	755,205	680,000	409,234	425,603	442,628	460,333	478,746	497,896	517,812
	OES (Strike-team) Overtime	-	-	-	-	-	-	-	-	-
	Reserve Firefighter	13,500	15,000	18,000	20,000	20,000	20,000	20,000	20,000	20,000
	Pension	1,106,819	1,178,764	1,431,477	1,524,029	1,614,655	1,696,121	1,838,370	1,889,644	1,927,090
	Pension cost share	(65,000)	(51,366)	(62,742)	(65,238)	(67,834)	(70,533)	(73,355)	(76,289)	(79,340)
	Active medical	385,250	473,961	508,780	524,043	539,764	555,957	572,636	589,815	607,510
	Retiree medical	288,852	345,324	355,684	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	410,000	422,300	434,969	448,018	461,459	475,302	494,314	514,087
	Medicare/FICA	51,739	54,535	58,278	60,627	63,041	65,551	68,161	70,876	73,700
	Unemployment	253	-	-	-	-	-	-	-	-
	Sal & Ben (acct # 5139)	148,413	155,834	160,509	165,324	170,284	175,392	180,654	186,073	191,656
	Other wages & benefits	88,853	110,584	111,690	112,807	113,935	115,075	116,225	117,388	118,561
	Personnel costs	5,947,347	6,444,646	7,205,733	7,465,254	7,767,787	8,069,134	8,439,527	8,732,294	9,020,487
	Services & supplies	1,015,495	926,200	940,093	954,194	968,507	983,035	997,780	1,012,747	1,027,938
	Capital contribution	179,108	-	190,016	195,716	201,587	207,635	213,864	220,280	226,888
	Ongoing expenses	7,141,950	7,370,846	8,335,841	8,615,164	8,937,882	9,259,804	9,651,172	9,965,321	10,275,314
	Rev over (under) expenses	(324,408)	103,571	(84,465)	214,894	758,223	1,635,383	2,110,893	2,693,963	2,833,074
	Ending balance	5,160,001	5,263,572	5,179,107	5,394,001	6,152,224	7,787,607	9,898,501	12,592,464	15,425,537
	Operating reserve	3,366,010	3,737,208	4,125,688	4,415,029	4,848,052	5,447,594	5,881,033	6,329,642	6,554,194
	Contingency reserve	1,392,568	1,474,169	1,629,165	1,683,890	1,747,259	1,810,434	1,887,462	1,949,008	2,009,685
	Reserve requirement	4,758,579	5,211,377	5,754,853	6,098,919	6,595,311	7,258,028	7,768,494	8,278,650	8,563,879
	Over(under) reserve requirement	401,422	52,194	(575,746)	(704,918)	(443,087)	529,580	2,130,006	4,313,813	6,861,658

American Canyon Fire Protection District

March 26, 2024 Board Meeting



FY 2023-24

Budget Report and Financial Update



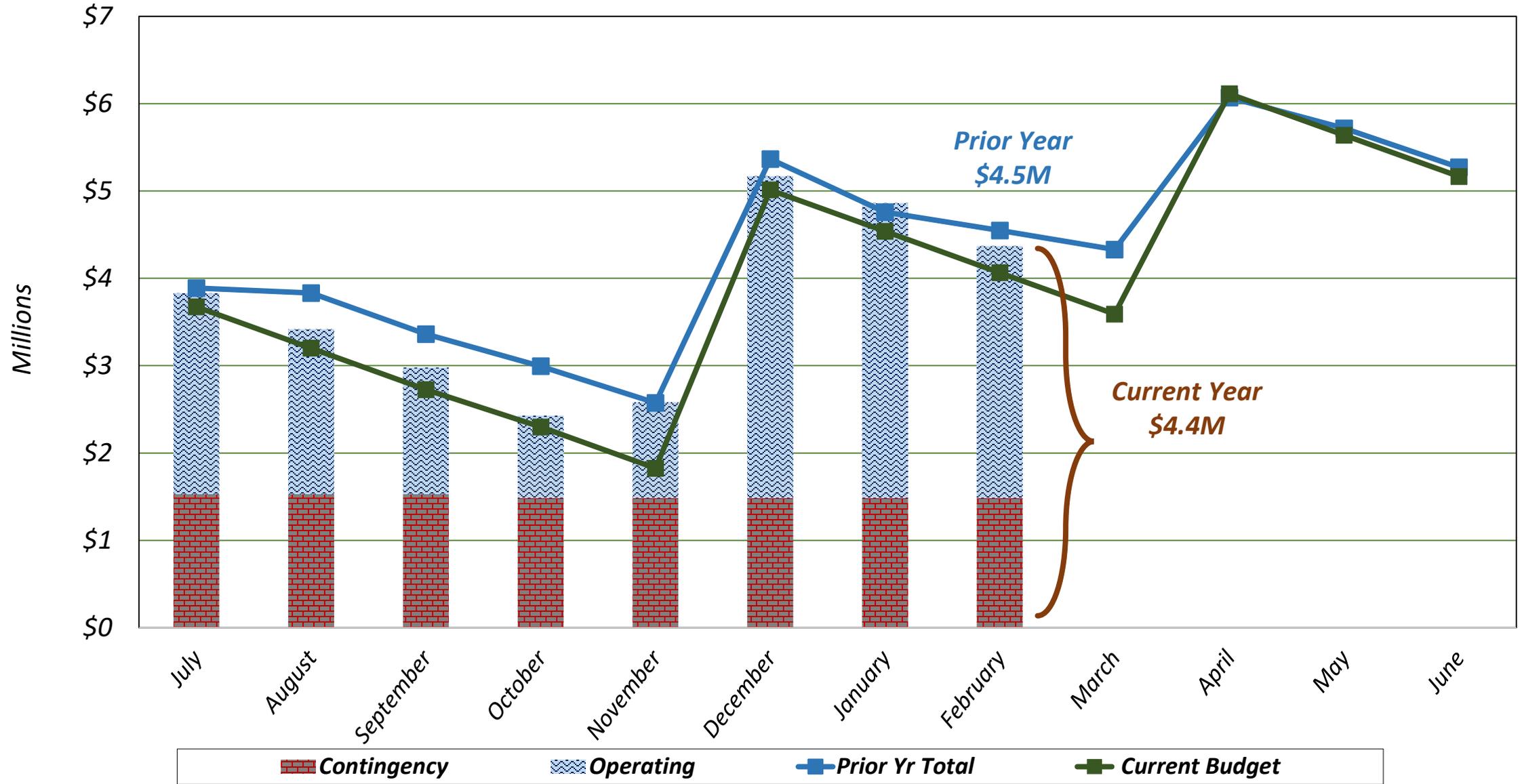
- Monthly Financial Report – Feb 2024
- FY 2023-24 Budget Update
- Updated Financial Forecast
- OPEB/PERS Funding Update



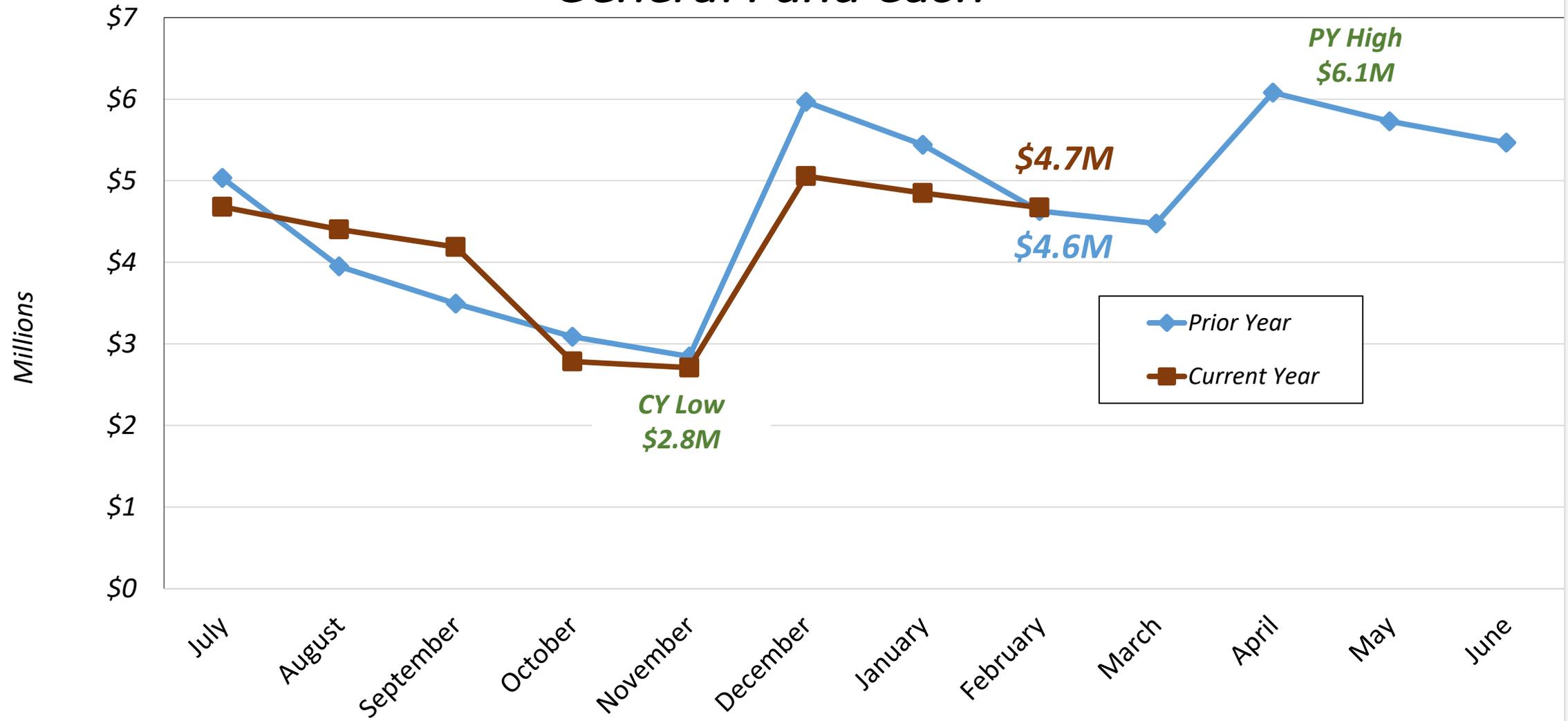
AMERICAN CANYON FIRE
PROTECTION DISTRICT

*Monthly Financial Report
Fiscal Year to Date Thru February
Fiscal Year 2023-24*

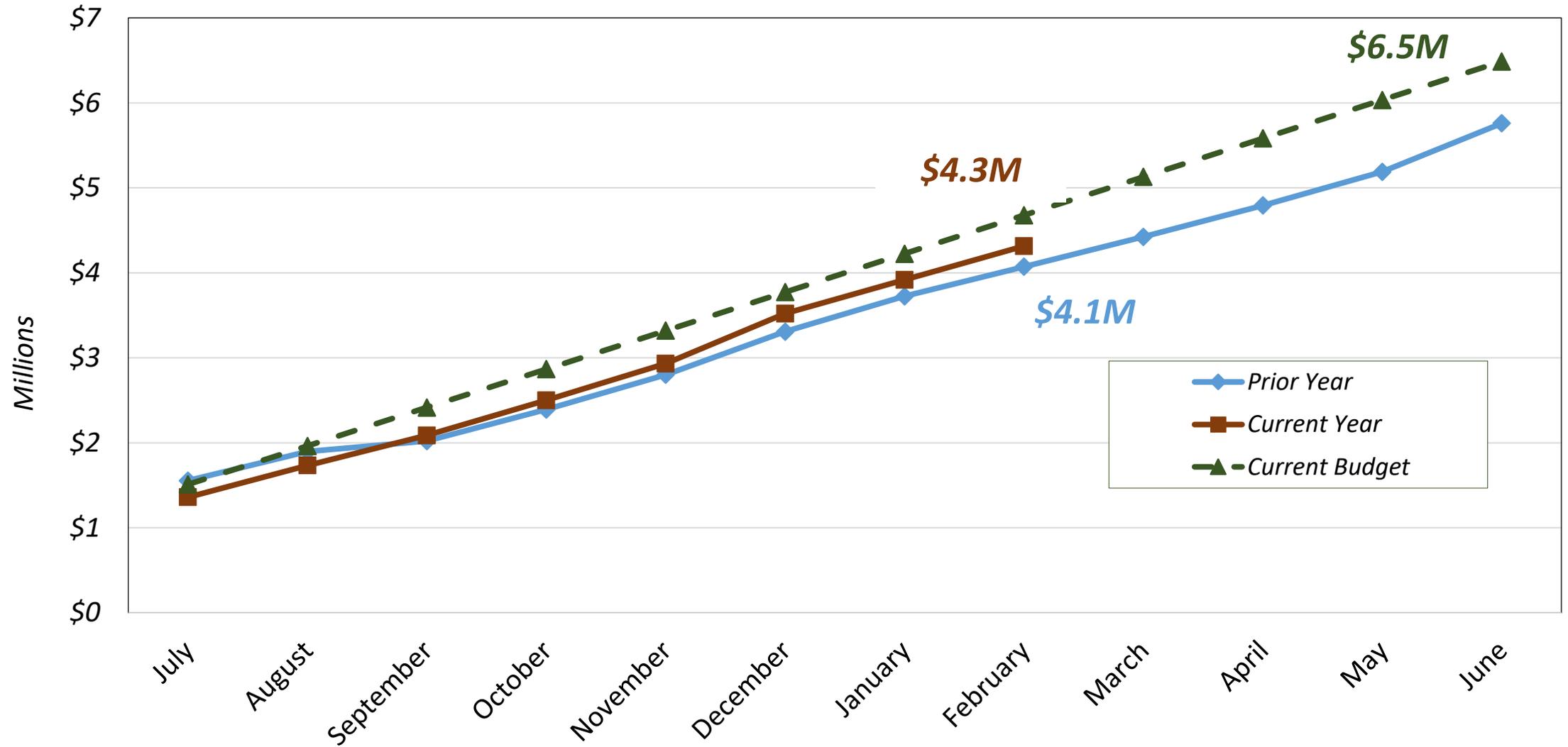
General Fund Reserves



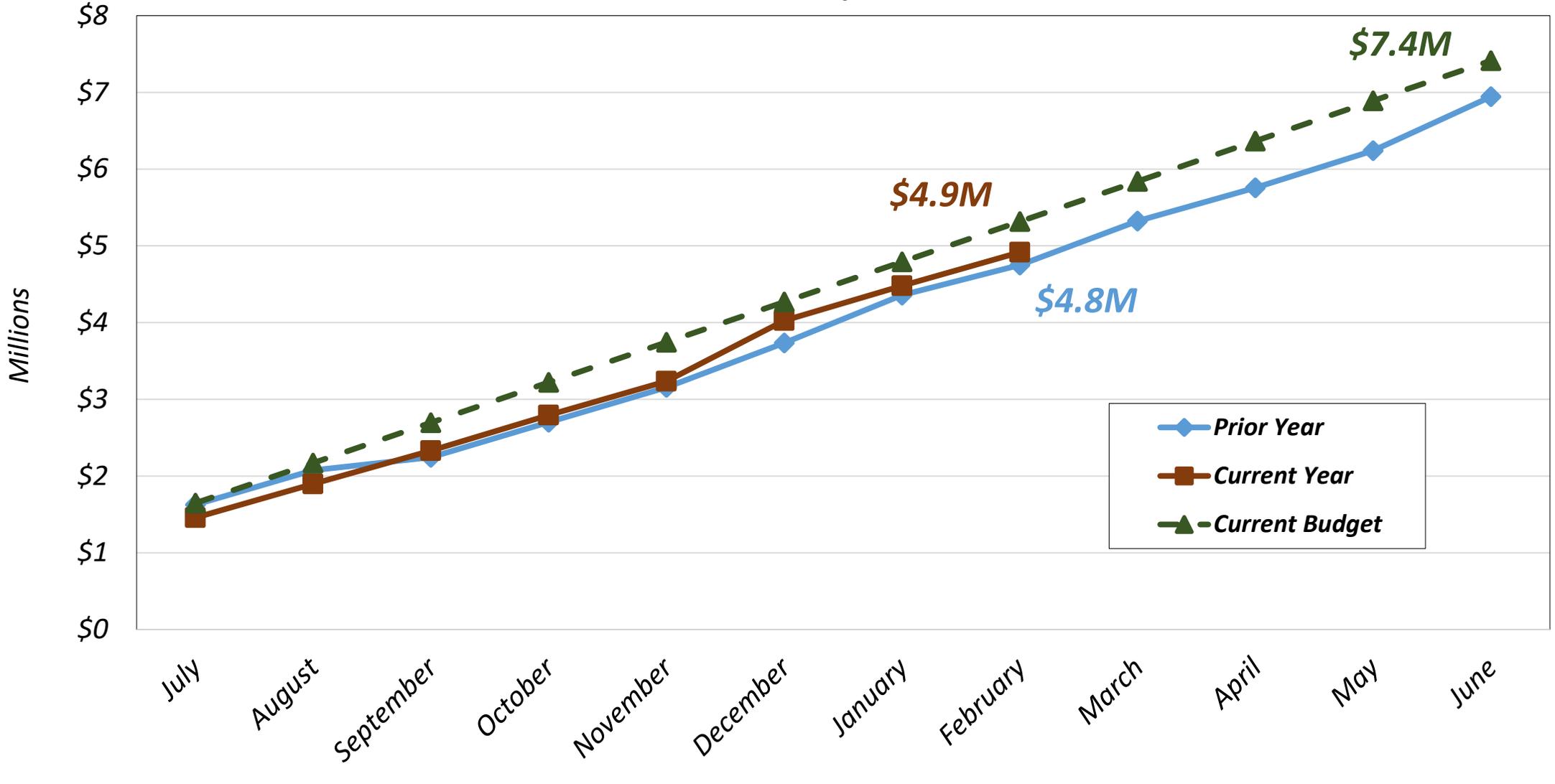
General Fund Cash



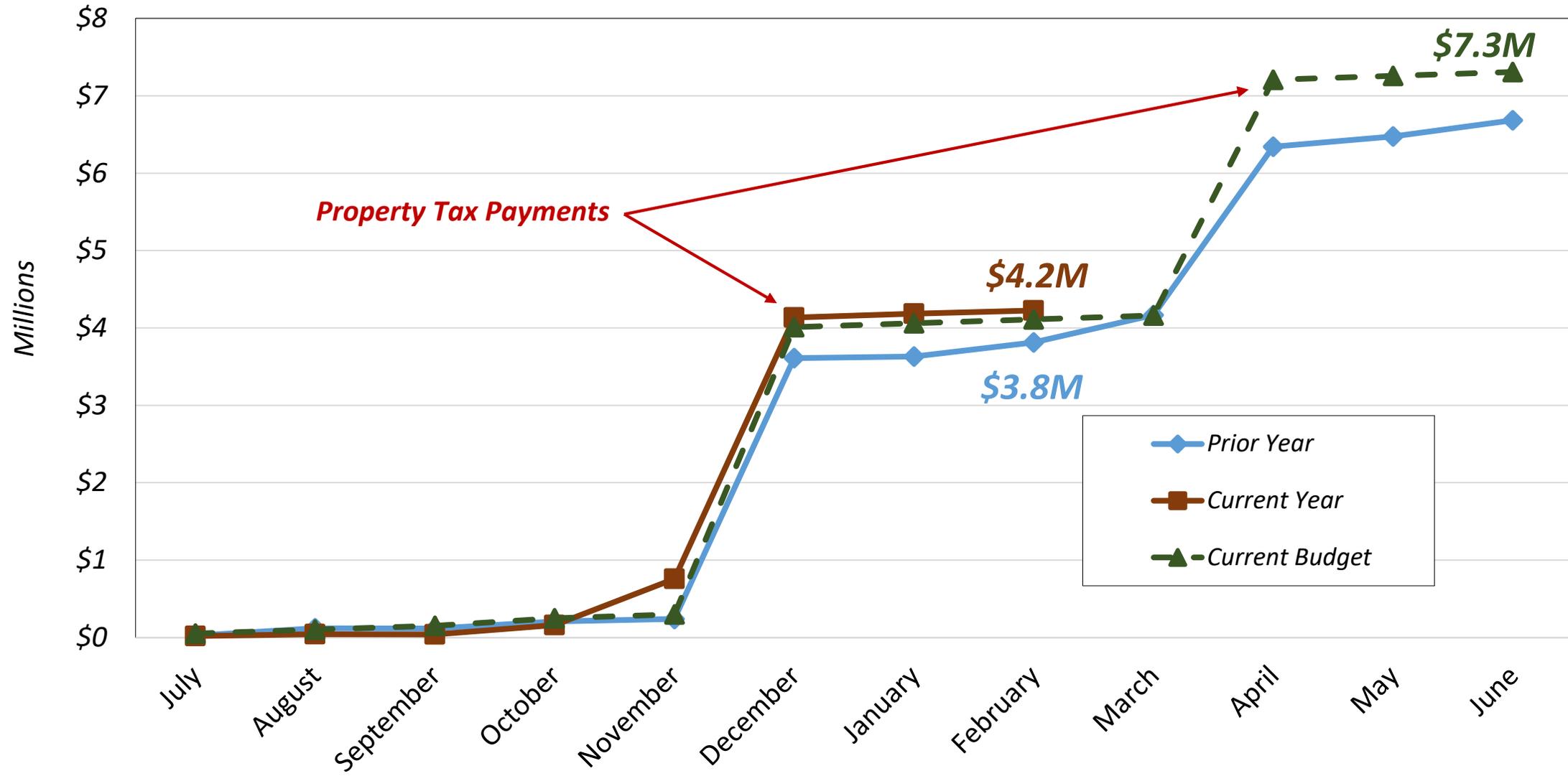
Salaries & Benefits



General Fund Expenditures



General Fund Revenue





AMERICAN CANYON FIRE
PROTECTION DISTRICT

*Fiscal Year 2023-24
Budget Review & Financial Update*

**American Canyon Fire Protection District
Financial Summary
Mid-Year Budget 2023-24**

	General Operations		
	FY 2022-23	FY 2023-24	
	<u>Audited</u>	<u>Budget</u>	<u>Mid-Year</u>
Fund Balance - Beginning	\$5,569,930	\$5,369,730	\$5,160,001
Revenues and Transfers	6,732,021	7,308,539	7,474,417
Expenses and Transfers	7,141,950	7,413,617	7,370,846
Rev Over (Under) Exp	(409,929)	(105,078)	103,571
Fund Balance - Ending	<u>\$5,160,001</u>	<u>\$5,264,652</u>	<u>\$5,263,572</u>

Lower beginning fund balance	(\$209,728)
Increase in current revenues	165,878
Decrease in current expenditures	42,771
Net change in ending fund balance	<u>(\$1,079)</u>

	Fire Mitigation Fee		
	FY 2022-23	FY 2023-24	
	<u>Audited</u>	<u>Budget</u>	<u>Mid-Year</u>
Fund Balance - Beginning	\$992,569	\$1,419,737	\$1,419,737
Revenues and Transfers	427,168	462,778	462,778
Expenses and Transfers	-	400,000	400,000
Rev Over (Under) Exp	427,168	62,778	62,778
Fund Balance - Ending	<u>\$1,419,737</u>	<u>\$1,482,515</u>	<u>\$1,482,515</u>

	Fleet, Facilities & Equipment Capital Fund		
	FY 2022-23	FY 2023-24	
	<u>Audited</u>	<u>Budget</u>	<u>Mid-Year</u>
Fund Balance - Beginning	\$415,129	\$258,047	\$688,149
Revenues and Transfers	2,077,562	721,602	599,934
Expenses and Transfers	1,804,542	935,801	852,737
Rev Over (Under) Exp	273,020	(214,199)	(252,803)
Fund Balance - Ending	<u>\$688,149</u>	<u>\$43,849</u>	<u>\$435,346</u>

Higher beginning fund balance	\$430,101
Decrease in current revenues	(121,668)
Decrease in current expenditures	83,064
Net change in ending fund balance	<u>\$391,498</u>

AMERICAN CANYON FIRE PROTECTION
Fiscal Year 2023-24
Mid-Year Budget Adjustments

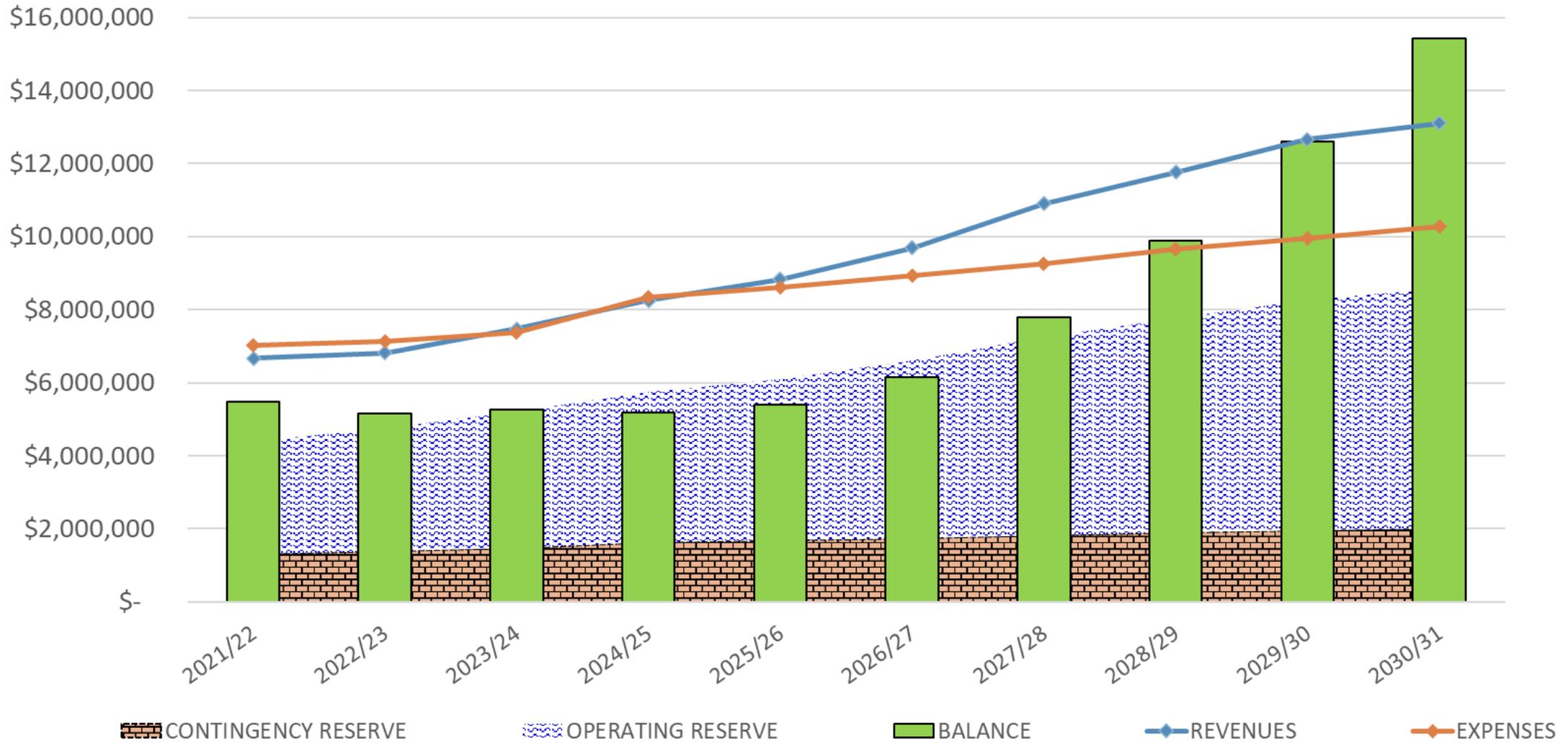
Account No.	Description	Increase (Decrease)
	General Fund Revenue	
810-910-4110	Property Tax - Secured	49,688
810-910-4112	Property Tax - Current Unsecured	29,200
810-910-4114	Property Tax - Supplemental	61,437
810-910-4118	Property Tax - Homeowner's	1,291
810-910-4533	Fire Assessment Fee	6,288
810-910-4610	Interest Earnings - Investment	10,000
810-910-4612	Interest Earnings - Other	2,172
810-910-4716	Workers Compensation Reimbursement	5,800
	Revenue increase	\$ 165,878
	General Fund Expenditures	
810-910-5110	Wages - Full Time	\$ (40,000)
810-910-5120	Wages - Overtime	66,000
810-910-5131	PERS Retirement	(30,000)
810-910-5141	Health Benefits	(35,000)
810-910-5142	Retiree Health Benefits	13,000
810-910-5143	OPEB	(16,771)
	Expenditure decrease	\$ (42,771)

Net Change in Operating Activity	\$ 208,649
---	-------------------

Account No.	Description	Increase (Decrease)
	FF&E Fund Revenue	
860-970-4710	Bond Proceeds	(125,168)
	Revenue decrease	(125,168)
	FF&E Fund Expenditures	
860-970-5415	Facilities	\$ (8,000)
860-970-5610	Equipment	33,612
860-970-5616	Fleet	(108,676)
	Expenditure decrease	\$ (83,064)

Net Change in Capital Activity	\$ (42,104)
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General Operating Fund - Financial Forecast



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

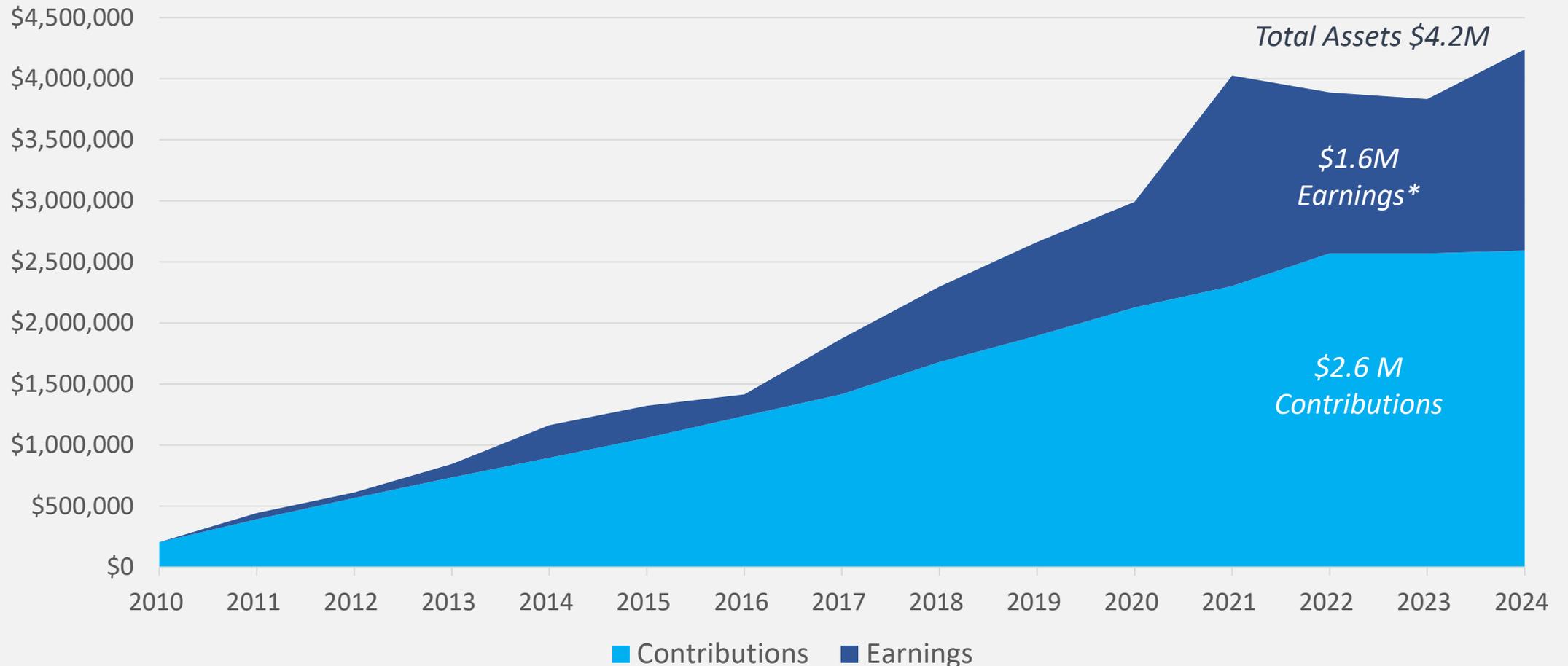
(2) Contingency Reserve = 20% of Ongoing General Fund Expenditures



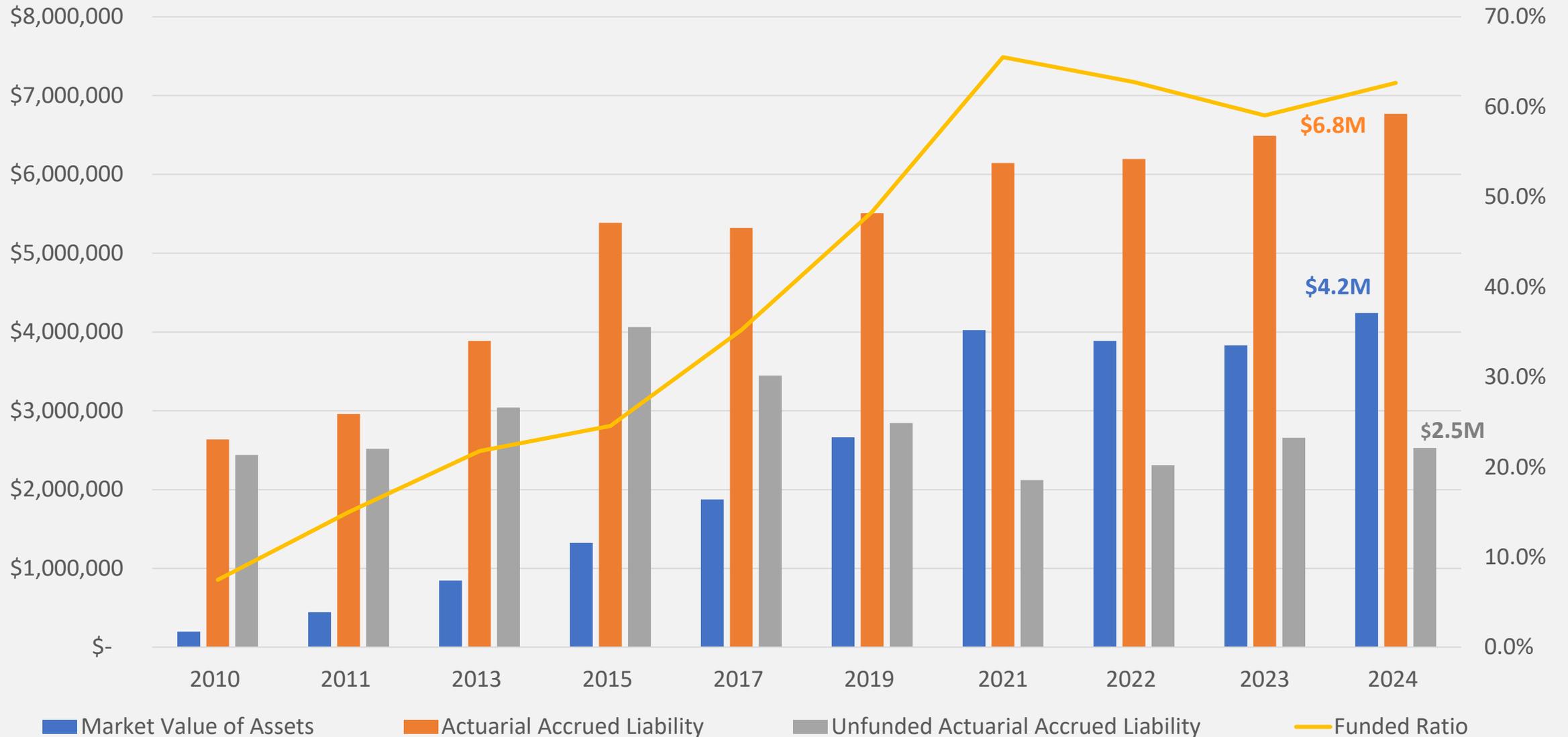
*OPEB/PERS Funding Update
As of December 31, 2023*

OPEB Funding summary by year

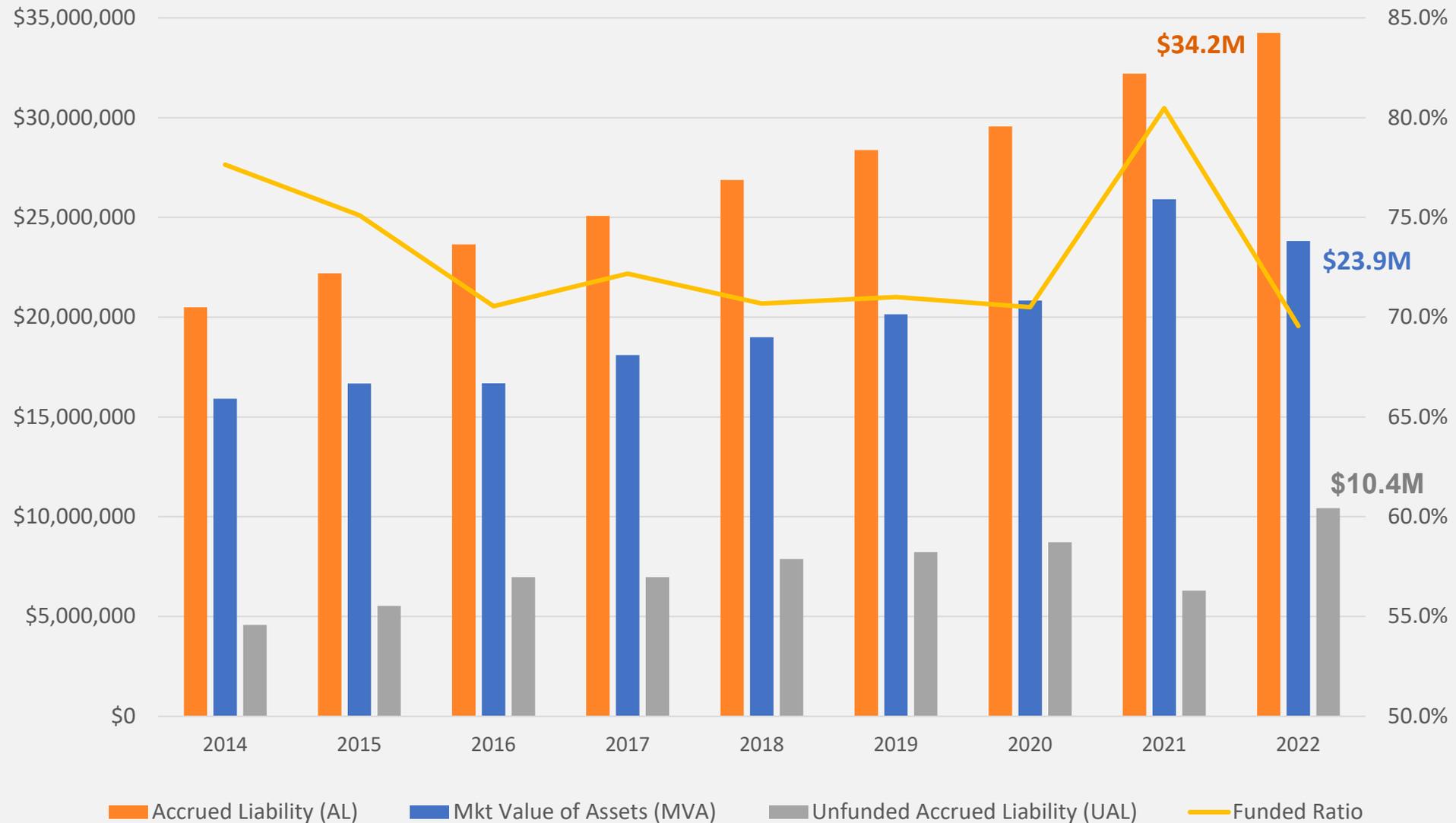
(*38% of accumulated assets derived from investment earnings)



OPEB Funding progress (63%)

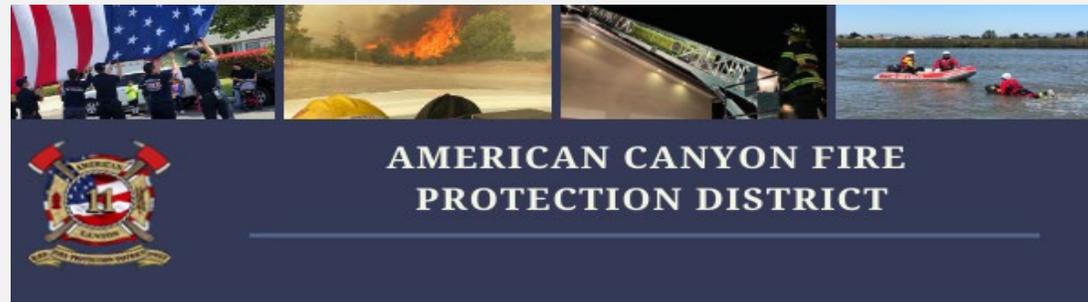


PERS Funding progress (70%)



Unfunded Liabilities Summary

	<u>Pension</u>	<u>OPEB</u>	<u>Total</u>
Valuation Date	6/30/2022	6/30/2023	
Accrued Liability	\$34,243,968	\$6,767,238	\$41,011,206
Assets	<u>23,818,579</u>	<u>4,239,440</u>	<u>28,058,019</u>
Unfunded Liability	<u>\$10,425,389</u>	<u>\$2,527,798</u>	<u>\$12,953,187</u>
<i>Funded Ratio</i>	70%	63%	68%
Remaining Amortization	Various	15Yrs	



American Canyon Fire Protection District

Recommended action

- Adopt the Resolution approving FY 2023-24 budget amendments



TITLE

2023 Annual Report.

RECOMMENDATION

Receive and File the American Canyon Fire Protection District 2023 Annual Report

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

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

The report highlights our dedication to ensuring the safety and well-being of residents, visitors, and our members. We pride ourselves on being proactive, efficient, and effective in our delivery of services. This report summarizes our activities for the calendar year from January 1, 2023 to December 31, 2023, and demonstrates our commitment to the citizens and visitors of the community we are proud to serve.

FISCAL IMPACT

Not Applicable

BOARD PRIORITY PROGRAMS AND PROJECTS

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

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

- [1. 2023 DRAFT ACFPD Annual Report](#)
- [2. 2023 Annual Report Presentation](#)



AMERICAN CANYON FIRE PROTECTION DISTRICT

2023 ANNUAL REPORT



INSIDE THE REPORT

A YEAR OF SERVICE

- 1 A Message from Chief Belyea

OUR CULTURE

- 3 Mission Statement
- 4 Vision Statement & Core Values

2023 BOARD OF DIRECTORS

- 5 Message from the Chair
- 6 Fire District Governing Authority

FAQS

- 7 Frequently Asked Questions

OUR TEAM

- 9 By Shift Review
- 13 Oath and Badge

CERT

- 15 Community Emergency Resource Team Highlights

COMMUNITY OUTREACH

- 16 Fire Explorers
- 17 Highlights
- 18 Social Media

GRANTS

- 20 Top 5 Accomplishments

FINANCIAL SUMMARY

- 21 Revenues & Expenses

EMERGENCY INCIDENTS

- 23 10-Year Call Volume
- 24 Graphical Review
- 25 Emergency Incident Heat Map

FIRE TRAINING

- 26 Operations + Training Academy

FIRE PREVENTION

- 27 Inspection Activities

GOALS

- 28 Looking Towards the Future

A YEAR OF SERVICE



Chief Geoff Belyea
ACFPD Fire Chief

A MESSAGE FROM CHIEF BELYEA

I am honored to present the 2023 Annual Report for the American Canyon Fire Protection District, a reflection of a year filled with accomplishments shaping our growth and an unwavering commitment to the safety and well-being of our community.

This year brought a historic milestone as our district responded to the highest call volume in history, totaling 2,139 incidents, an 8.7% increase over the previous year. This surge in demand highlighted the dedication and preparedness of our firefighting and emergency response teams.

We would like to acknowledge Fire Captain Dave Medina, a dedicated team member since 1996. Starting as a volunteer and later becoming a full-time firefighter in 2001. His dedication and teamwork have left an indelible mark on our district, and we extend our best wishes for a fulfilling retirement.

Simultaneously, we welcomed three new Firefighter/Paramedics, reinforcing our commitment to providing outstanding emergency medical services to our growing community.

The growth of our team underscores our commitment to professional development. I am proud to announce the promotion of four firefighters to the position of Fire Captain and two Fire Captains to the esteemed role of Battalion Chief, a testament to the talent and dedication prevalent in our organization.

Notably, the appointment of Battalion Chief marks

a historic milestone as it is the first of its kind in our organization's history reflecting the continuous evolution and progress we strive for in our leadership.

Securing significant grants in 2023 has strengthened our capabilities. A \$100,000 grant from the State of California Office of Traffic and Safety enabled the acquisition of cutting-edge extrication equipment, enhancing rescue safety and efficiency. Further grants from the State of California Department of Parks and Recreation, the Division of Boating and Waterways and the Firehouse Subs Public Safety Foundation facilitated the procurement of a patrol/rescue boat and top-quality Personal Protective Gear.

Investing in operational excellence, we launched a new record management system with ESO in January 2024, streamlining our processes. Our partnership with Lexipol ensures our policies adhere to the highest industry standards.

Our social media presence has expanded significantly, connecting with the community and sharing important updates. Notably, a post featuring a remarkable event received over 379,000 hits, showcasing the impact of our digital outreach.

In a nod to our rich history, we resurrected a remote-control fire truck from 1991, fondly named "Frannie." Making its debut at the annual 4th of July Parade, "Frannie" received overwhelmingly positive community support, marking an important historical milestone.

Recognizing the importance of mental health, we have taken proactive steps to support our staff, guaranteeing access to professional mental health resources and fostering a supportive work environment.

The success of the comprehensive Nexus Study for new construction fees, adopted by the City of American Canyon and the County of Napa, underscores our commitment to fiscal responsibility and sustainable growth.

As we reflect on the achievements of 2023, I express gratitude for the unwavering dedication of our team and the steadfast support of our community. Looking forward, we eagerly anticipate the opportunity to continue providing excellent service to our growing community. Together, we remain committed to ensuring the safety and well-being of all residents.

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

A MESSAGE FROM THE CHAIR OF THE BOARD

It is with great pleasure that on behalf of the Board of Directors, we share the accomplishments of the American Canyon Fire Protection District in the 2023 Annual Report. This year has been marked by numerous achievements, and we are delighted to highlight the district's proactive response to this growing community, which includes a notable increase in call volume. Our firefighting and emergency response teams have demonstrated dedication and resilience, ensuring that the highest level of service is provided to our residents.

The District secured significant grants in 2023 and this has played a pivotal role in enhancing our capabilities. The acquisition of cutting-edge extrication equipment, a patrol/rescue boat, and top-quality Personal Protective Gear, made possible through grants from the State of California Office of Traffic and Safety, the Department of Parks and Recreation, the Division of Boating and Waterways and the Firehouse Subs Public Safety

Foundation, respectively, positions our District at the forefront of emergency response. Fire prevention and education efforts remain paramount, and the Board commends the District's initiatives in this regard. CPR training, a cornerstone of our community's safety, has been a focal point, ensuring that residents are equipped with life-saving skills. The emphasis on education contributes significantly to a safer and more resilient community.

As we anticipate further growth and development, the Board extends its appreciation to the community for its unwavering support and to the dedicated members of the American Canyon Fire Protection District for their tireless efforts. Together, we look forward to another year of service, education, and collaboration in ensuring the safety and well-being of our residents.

Chair Leon Garcia



From Left to Right: Vice-Chair David Oro, Board Member Mariam Aboudamous, Chair Leon Garcia, Board Member Pierre Washington, and Board Member Mark Joseph



FIRE DISTRICT GOVERNING AUTHORITY

The American Canyon Fire Protection District was established on January 31, 1955, by Napa County Board of Supervisors on November 6, 1957. In 1992, the City was incorporated.

At incorporation, the American Canyon Fire Protection District was preserved as a subsidiary special district of the City with the elected City Council members serving as the "ex-officio" Board of Directors for the District.

The implementation of policies and programs adopted by the District Board of Directors (Board) have been delegated to the Fire Chief. This delegation of this responsibility to the Fire Chief requires the Board to develop very clear, specific, and measurable expectations of this position.

Basis of Authority:

The Board is the legislative governing body of the District. Their primary functions are as follows:

- Develop, evaluate, and update District Policy
- Hire, fire, and evaluate the Fire Chief
- Oversee District finances
- Establish or modify ordinances, resolutions, and policies

Primary responsibilities:

- Formulate and evaluate District Policy
- Carry out responsibilities in conjunction of Federal and State constitutions
- Annually adopt a budget prior to October 1 of each calendar year

FREQUENTLY ASKED QUESTIONS

YOUR QUESTIONS ANSWERED



Q What does the American Canyon Fire Protection District do?

A The American Canyon Fire Protection District plays a multifaceted role, engaging in a wide array of responsibilities to ensure the safety and well-being of the community. This includes providing comprehensive emergency response services to safeguard life and property from fires, medical emergencies, and various hazards. The District excels not only in firefighting and rescue operations but also extends its commitment to providing Advanced Life Support services.

Beyond immediate response, the Fire District actively participates in fire prevention efforts, conducts emergency preparedness initiatives, and dedicates itself to community education and outreach.

Q Does American Canyon Fire Protection District provide Advanced Life Support?

A Yes, the American Canyon Fire Protection District provides Advanced Life Support (ALS) to its community. The District transitioned to an ALS agency in May 2014, marking a significant milestone in its commitment to delivering enhanced emergency medical care. As of 2024, the District is proud to have served the community for a decade as an ALS agency, further solidifying its dedication to providing a higher level of pre-hospital medical assistance and improving overall public safety.

Q Why do we teach hands-only CPR?

A Hands-only CPR is taught to simplify the process and encourage more people to act during cardiac emergencies. By focusing on chest compressions without the need for mouth-to-mouth breathing, bystanders can provide immediate and effective assistance until professional help arrives, increasing the chances of survival.

Q What measures does the Fire District take to ensure firefighter safety?

A The Fire District prioritizes firefighter safety through continuous training, the use of modern equipment, and adherence to safety protocols. Regular health and wellness programs are implemented to support the physical and mental well-being of firefighters, enhancing their effectiveness on the job.

Q What community outreach programs does the Fire District participate in?

A The Fire District actively engages in community outreach programs to educate the public on fire safety, disaster preparedness, and health initiatives. This may include school visits, "Meet me in the Streets" Summer Events, Public Safety Open House, Citizen's Academy, safety fairs, Elementary, Middle, and High School events, mobile home and apartments monthly meetings and training sessions to empower residents with the knowledge and skills needed to prepare for emergencies.

Q How does the Fire District stay prepared for natural disasters?

A The Fire District maintains a comprehensive emergency preparedness plan, conducts regular training exercises, and collaborates with local agencies to ensure readiness for natural disasters. This proactive approach is vital for an effective response to events such as earthquakes, floods, and wildfires.

Q Does American Canyon Fire staff Paramedics and Emergency Technicians (EMT's)

A In 2023 out of a total staff of 20, the District staffed 11 firefighters with a paramedic license and 9 Firefighter/EMT's.

Q What is the difference between a Paramedic and an Emergency Medical Technician (EMT)?

A Emergency Medical Technicians (EMTs) and Paramedics are both trained Pre-hospital healthcare professionals who respond to medical emergencies, provide pre-hospital care, However, there are significant differences in their levels of training, scope of practice, and the medical interventions they can perform.

1. Training and Education:

- **EMT (Emergency Medical Technician):** EMTs typically undergo a shorter training program, which can last around 120 to 150 hours. They learn basic emergency medical skills such as CPR, wound care, and how to manage respiratory and cardiac emergencies.
- **Paramedic:** Paramedics undergo a more extensive and advanced training program, often lasting 1,200 hours or more. Their training includes more in-depth knowledge of anatomy, physiology, and advanced life support (ALS) interventions, allowing them to perform a wider range of medical procedures.

2. Scope of Practice:

- **EMT:** EMTs are trained to provide basic life support (BLS) care. This includes assessing patients, managing airways, administering oxygen, controlling bleeding, and providing basic medical interventions. EMTs are not authorized to administer certain medications or perform invasive procedures.
- **Paramedic:** Paramedics have an expanded scope of practice, which includes advanced life support (ALS) interventions. They can administer a broader range of medications, interpret electrocardiograms (ECGs), perform endotracheal intubation, and provide advanced airway management. Paramedics are trained to handle more complex medical emergencies.

2. Medical Interventions:

- **EMT:** EMTs can perform basic interventions, such as assisting with childbirth, administering epinephrine for severe allergic reactions, and providing basic wound care. However, their capabilities are limited compared to paramedics.
- **Paramedic:** Paramedics have a more extensive list of medical interventions they can perform. This includes administering a variety of medications, performing advanced airway procedures, and using complex medical equipment to manage critical patients.

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



PROMOTION

Ron Prettyman
Battalion Chief



PROMOTION

Kenny Diede
Battalion Chief



Marshal
Our Favorite Mascot

A-SHIFT



RETIRED

Dave Medina
Fire Captain



PROMOTION

Eric Costello
Fire Captain/Paramedic



Francisco Cano
Firefighter/Paramedic



WELCOME

Jack Billeci
Probationary Firefighter/
Paramedic



PROMOTION

Chad Pilkington
Fire Captain/Paramedic



Davis Pratt
Firefighter



Sarah Bayersdorfer
Probationary Firefighter

OUR TEAM

B-SHIFT



PROMOTION

Robert Rojas
Fire Captain/Paramedic



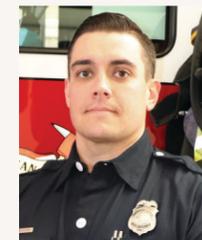
Donevin Steele
Firefighter/Paramedic



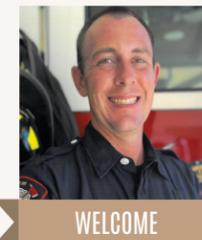
Eric Hanson
Probationary Firefighter/
Paramedic



Max Etchieson
Fire Captain/Paramedic



Kyle Murchison
Firefighter



WELCOME

Nathan Kreps
Probationary Firefighter/
Paramedic

C-SHIFT



Jose Martin
Fire Captain



Conner Alexander
Probationary Firefighter/
Paramedic



Christopher Heim
Probationary Firefighter

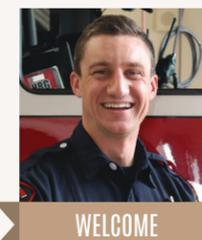


PROMOTION

Euclid Abalos
Fire Captain



Preston Quick
Firefighter



WELCOME

Noah Bensman
Probationary Firefighter/
Paramedic

OUR TEAM

ADMINISTRATIVE RESERVE FIREFIGHTERS



Todd Pelletier
EMS Coordinator



Jamie Bryant
Technical Reserve
Firefighter



Powell Helems
Support Reserve
Firefighter



Charles Mallorca
Support Reserve
Firefighter

THANK YOU FOR YOUR SERVICE



DAVE MEDINA

WELCOME BACK RETIREES



Honoring 26 Years of Dedicated Service

*July 1997 — March 2001 as a Reserve Firefighter
March 2001 — March 2023 as a Firefighter/Fire Captain*

David Medina's journey with the American Canyon Fire Protection District (District) began as a Reserve Firefighter on July 1, 1997. His unwavering dedication to the firefighting profession led to his full-time employment with the District on March 5, 2001, where he quickly assumed the role of co-coordinator of the heavy rescue team. Notably, his commitment to excellence in Urban Search and Rescue team coordination played a pivotal role in the District's recognition as one of the 13 OES recognized teams in California at the time.

Over the course of his 22-year service, Fire Captain Medina showcased his versatility by contributing to the Fire Explorer program and excelling in various roles, culminating in his promotion to Fire Captain on November 23, 2014.

Captain Medina's expertise extended beyond firefighting, as he effectively managed the District's communications equipment, showcasing his skills in electronics. Throughout his career, Captain Medina pursued continuous professional development in areas such as Company Officer, Chief Officer, Paramedic, HAZMAT Specialist, and specialized classes in radiological, biological, and terrorist attack response.

His dedication to duty, professionalism, and meritorious service have had a positive and lasting impact on the American Canyon Team. Captain Medina has made invaluable contributions during his time with the District and his presence will be greatly missed.

The Fire District extends its sincerest gratitude to Fire Captain Medina for his service and wishes him all the best in his future endeavors. May his retirement be filled with new adventures and opportunities to continue making a positive impact in his community.

THE OATH & BADGE PINNING CEREMONY

Within our Fire District, the Oath and Badge pinning ceremony holds deep importance as a foundational tradition that mirrors our Mission and Core Values, symbolizing commitment and achievement. For our new recruits, this ceremony symbolizes their official induction into the firefighting community. It marks a monumental milestone where they receive their badge, symbolizing not only a job but a lifelong commitment to service and sacrifice.

Similarly, for those advancing within our ranks, the badge pinning ceremony serves as a testament to their hard-earned skills, expertise, and leadership. It signifies their readiness to undertake greater responsibilities in safeguarding our community. This ceremony pays homage to our past, celebrates the present, and ignites aspirations for the future, fostering profound unity and purpose that enriches our community.



AMERICAN CANYON CERT

COMMUNITY EMERGENCY RESPONSE TEAM

The American Canyon Community Emergency Response Team (ACCERT) plays a vital role in disaster preparedness and response within the American Canyon community. With a focus on training volunteers in essential disaster response skills, such as fire safety, light search and rescue, and team organization, ACCERT empowers its members to be active participants in safeguarding their community during emergencies.

ACCERT's commitment to consistent, nationwide training standards ensures that its volunteers are well-prepared to assist professional responders during disaster situations. This standardized approach not only enhances the effectiveness of response efforts but also allows professional responders to focus on more complex tasks, knowing that ACCERT volunteers are trained and ready to support them.

With a strong and growing membership, ACCERT has earned recognition as leaders within the community. Their involvement in various incidents and community events showcases their dedication and capability in serving their neighbors and the broader community in times of need.

For those interested in learning more about ACCERT or getting involved, visiting their website at www.americancanyoncert.org or connecting with them on Facebook at [/americancanyoncert](https://www.facebook.com/americancanyoncert) provides valuable information and resources. Whether it's participating in training courses or joining the team as a volunteer, ACCERT offers opportunities for individuals to acquire the skills and confidence necessary to make a difference during emergencies.



EXPLORERS

The explorer program in American Canyon underwent significant changes and growth in 2023 after a hiatus due to the pandemic. Starting with eight members, the program expanded to 10, reflecting the diversity of the community it serves. Operated under the Boy Scouts of America Explorer Program, it offers young adults ages 14 – 21 a hands-on experience in firefighting under the guidance of professional firefighters.

Key components of the program include maintaining a minimum GPA of 2.5 and instilling core values in the participants, preparing them for future careers, whether in firefighting or other fields. Each drill session emphasizes physical fitness followed by instruction on various firefighting techniques and skills.

In 2023, the explorers learned a range of firefighting skills, including handling Self-Contained Breathing Apparatus (SCBA), hose evolutions, deploying ladders, ropes and knots, and Emergency Medical

Services (EMS). They also received training in mock interviews, enhancing their professional development.

Leadership roles within the program were filled by Fire Explorer Jordan Nolan as the Fire Explorer Captain, with Aiden Abalos and Sergio Garcia serving as Explorer Lieutenants. These positions provide valuable leadership experience for the participants, contributing to their personal and professional growth.

Additionally, explorers are encouraged to engage in public education events throughout the year, further fostering their development as community-oriented individuals.

Overall, the explorer program in American Canyon serves as a vital platform for young adults to explore the firefighting profession, develop essential skills and values, and contribute positively to their community.



COMMUNITY OUTREACH

OUTREACH HIGHLIGHTS

- Hands Only CPR / Fire Extinguisher Training–City Employees
- Women In Public Safety Event
- Career Day–Canyon Oaks Elementary
- American Canyon Little League 50th Anniversary Opening Day
- American Canyon Middle School Career Day
- AmCorFire Extinguisher Training
- American Canyon High School Health Fair
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- Juneteenth
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- American Canyon Citizen's Academy
- Magic of The Season, City of American Canyon
- Reindeer Run, American Canyon Community & Parks Foundation

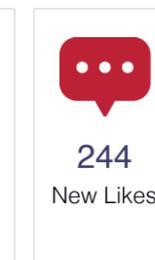
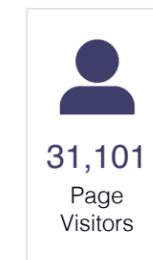


COMMUNITY OUTREACH

SOCIAL MEDIA HIGHLIGHTS

We reached over 805.9K people over the course of the year. Video content consistently outperformed all other forms of content including text posts, graphics, and photos.

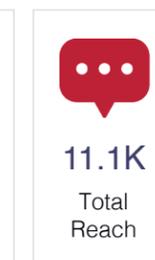
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The 4th of July reintroduction of 'Franny the Fire truck' was the most popular post of 2023.

INSTAGRAM @AmCanFire



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The reach for the most popular post of the year was the Collaboration with amcan_Firefighters: Career Day at Canyon Oaks Elementary.

DEMONSTRATING FISCAL RESPONSIBILITY

Securing grant funding for firefighting equipment not only enhances our operational capabilities but also demonstrates our commitment to fiscal responsibility. By leveraging external funding sources, we alleviate the financial burden on our community while still ensuring that the District has access to the resources it needs to fulfill its mission effectively.



STRENGTHENING EMERGENCY RESPONSE

The safety of our community members engaging in recreational water activities along the Napa River. Thanks to the generous grant funding from the California Department of Boating and Waterways, American Canyon Fire has purchased a shallow bottom boat, with an expected arrival date of Summer 2024, dedicated to emergent water rescue efforts.



ENHANCING FIREFIGHTER SAFETY

The safety and well-being of our firefighters are paramount, and award of a \$32,816 grant by the Firehouse Subs Public Safety Grant Foundation to purchase nine sets of structural personal protective equipment (also known as turnouts), fulfilling a critical need within the department. This investment in firefighter safety underscores our unwavering commitment to supporting those who dedicate their lives to protecting our community.



MAXIMIZING OPERATIONAL EFFICIENCY

In October of 2023 the California Department Office of Traffic Safety awarded us a grant of \$100,000 to procure two new full sets of battery-operated extrication equipment, also known as the 'Jaws of Life'. With state-of-the-art equipment at our disposal, our firefighters are better equipped to mitigate hazards, conduct rescue operations, and protect lives and property in times of crisis.



TOP 5 ACCOMPLISHMENTS



INTERNAL PROMOTIONS AND CAREER PROGRESSION FOR THE OPERATIONAL DIVISION:

- Demonstrated unwavering commitment to fostering the professional growth of our Operational Division staff through innovative staff development and ongoing training initiatives targeted at Captains and Battalion Chiefs
- This strategic investment yielded notable outcomes, including the promotion of four firefighters to Fire Captain.
- The promotion of two Fire Captains to Battalion Chiefs.



ACHIEVED GRANT FUNDING:

Successfully secured \$177,000 in funding from diverse grants:

- Office of Traffic and Safety: Acquired funds for the procurement of two new sets of "Jaws of Life" or hydraulic tools.
- State of California Department of Parks and Recreation, Division of Boating and Waterways: Obtained funding for a patrol/rescue boat and trailer.
- Firehouse Subs Public Safety Foundation, Inc.: Secured funding for nine sets of Personal Protective Gear.



STRATEGIC WORKFORCE ENHANCEMENT:

- Strengthened our workforce through a successful Firefighter/Paramedic recruitment.
- Hired three accomplished firefighter paramedics, enhancing the expertise and capabilities of our department.



TECHNOLOGY INTEGRATION:

- Successfully integrated new technologies to enhance emergency response capabilities.
- Improved communication systems and data analytics for better decision-making.



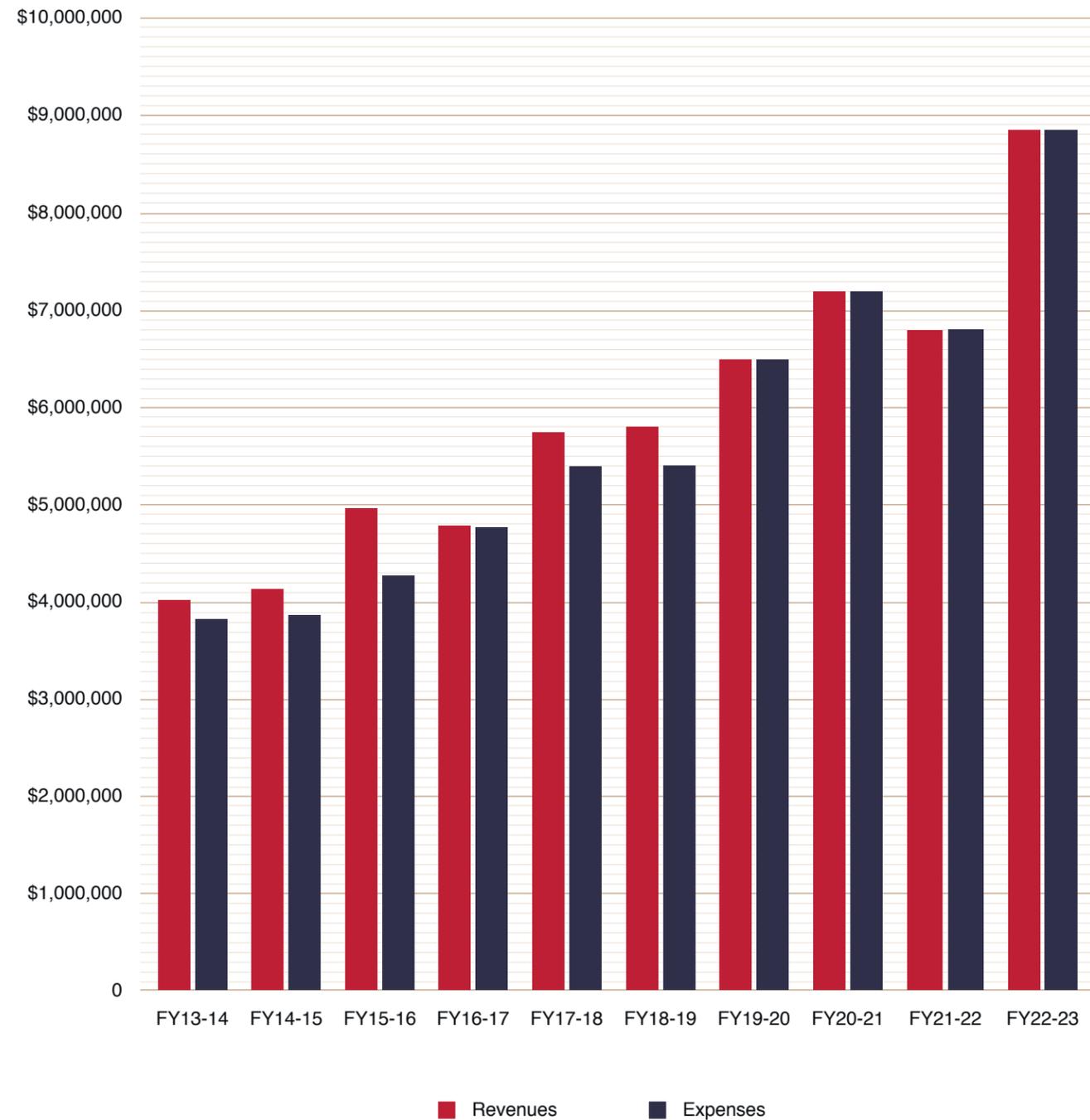
COMMUNITY OUTREACH SUCCESS:

- Executed successful initiatives resulting in heightened community engagement and overwhelmingly positive feedback.
- Strengthened our ties with the community through impactful outreach programs, enhancing overall public perception and support.

TOTAL GRANT FUNDING IN 2023: **\$177,750**

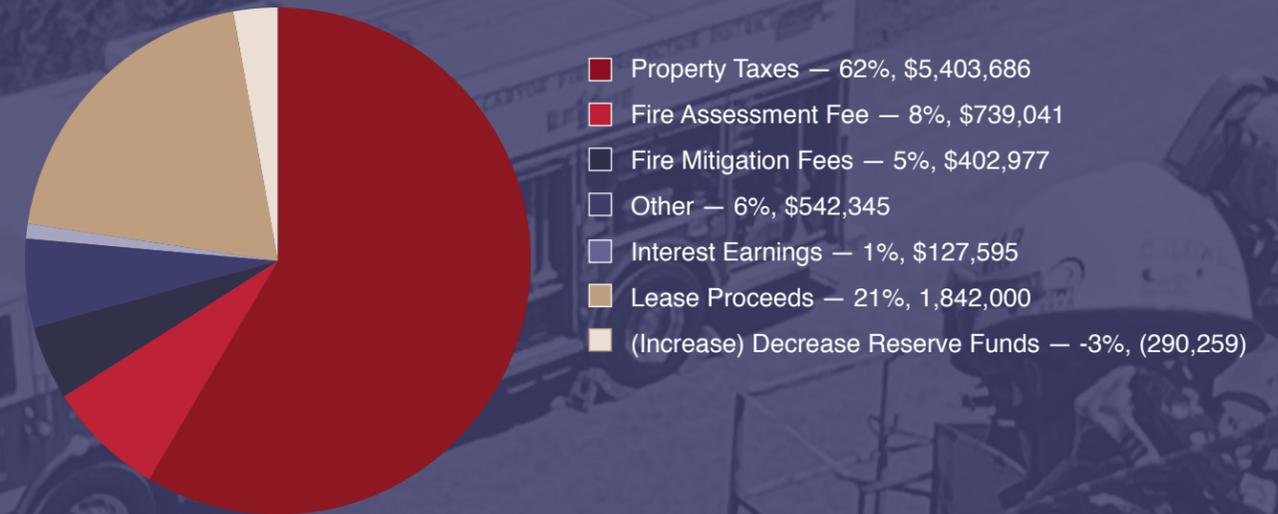
FINANCIAL SUMMARY

10-YEAR BUDGET HISTORY OF REVENUES & EXPENSES

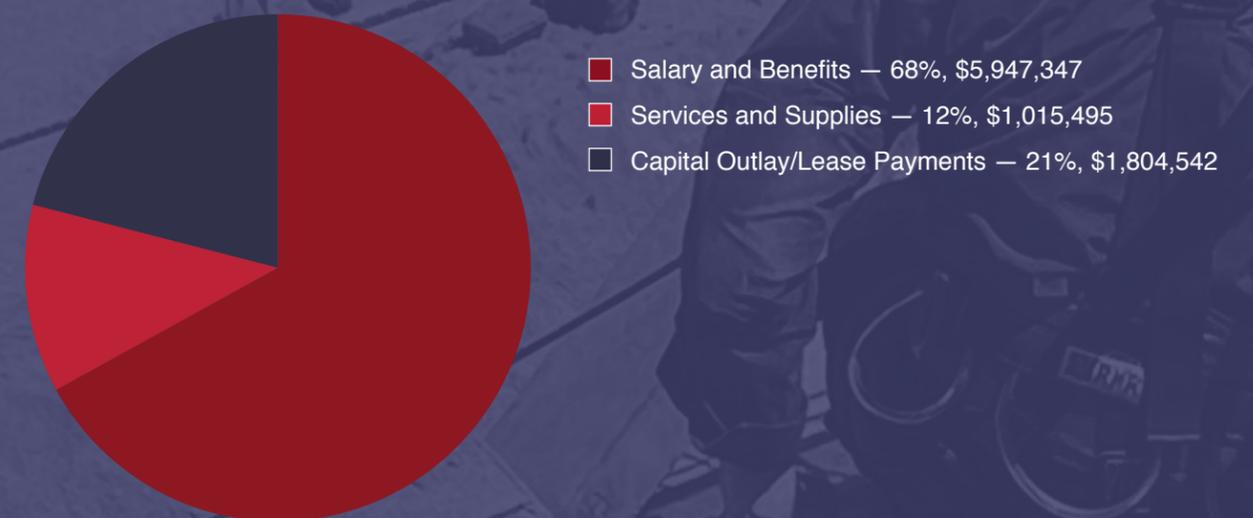


FINANCIAL SUMMARY

FISCAL YEAR 2022 / 2023 TOTAL REVENUES \$8,767,385



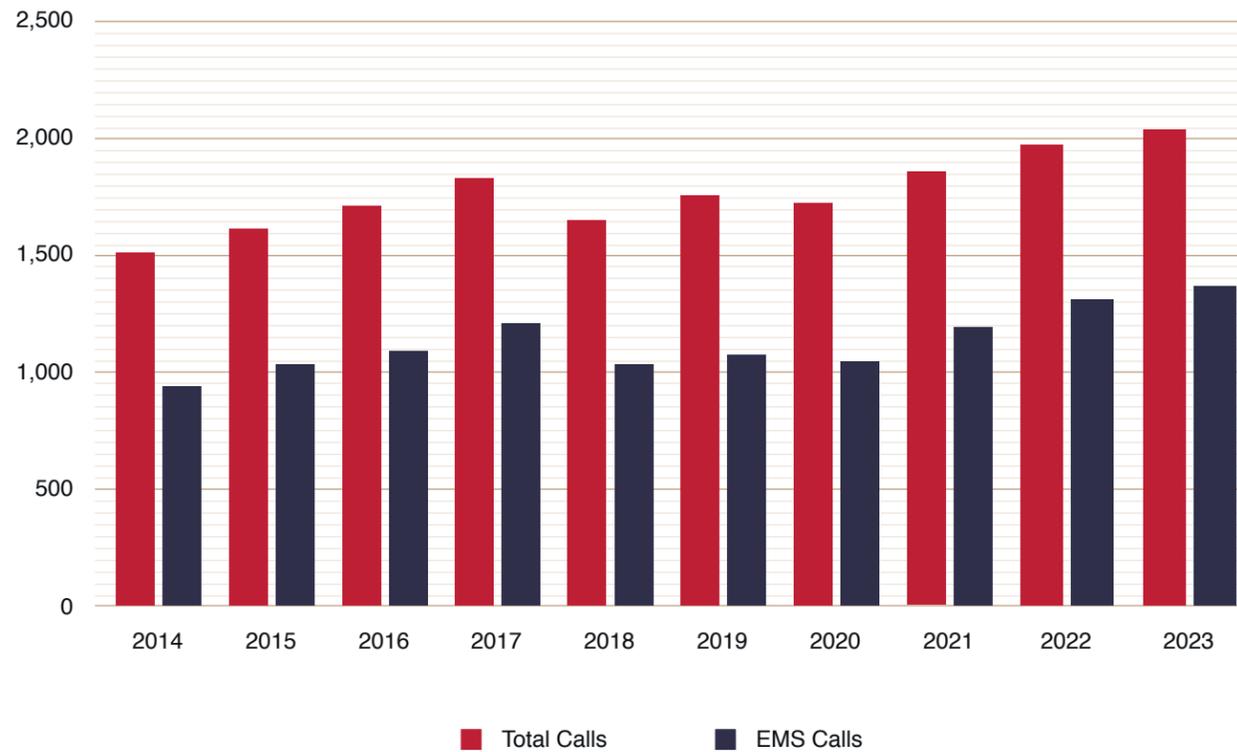
FISCAL YEAR 2022 / 2023 TOTAL EXPENSES \$8,767,384



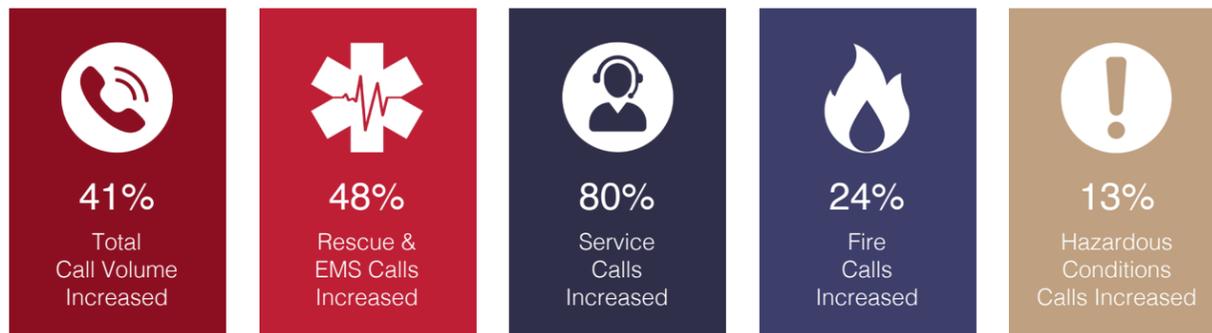
* Fiscal Year 2022/2023 revenues and expenses reflect lease proceeds and payments associated with the future purchase of two fire engines.

EMERGENCY INCIDENTS

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

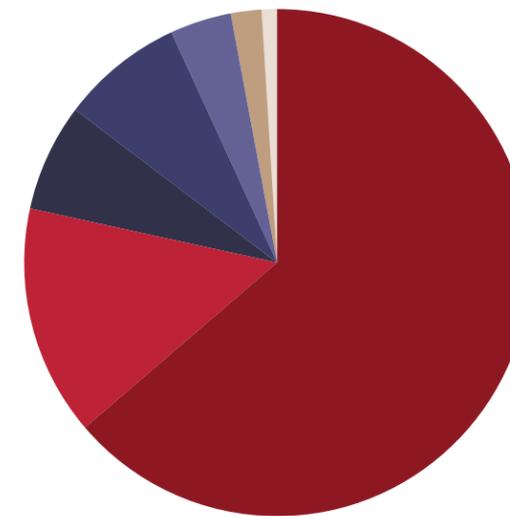


OVER THE LAST 10 YEARS...



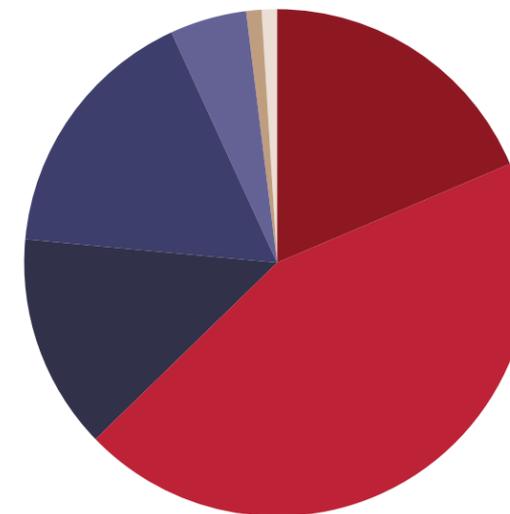
EMERGENCY INCIDENTS

CALLS FOR SERVICE BY AREA



AC FIRE DISTRICT RESPONDED TO 2,139 TOTAL INCIDENTS

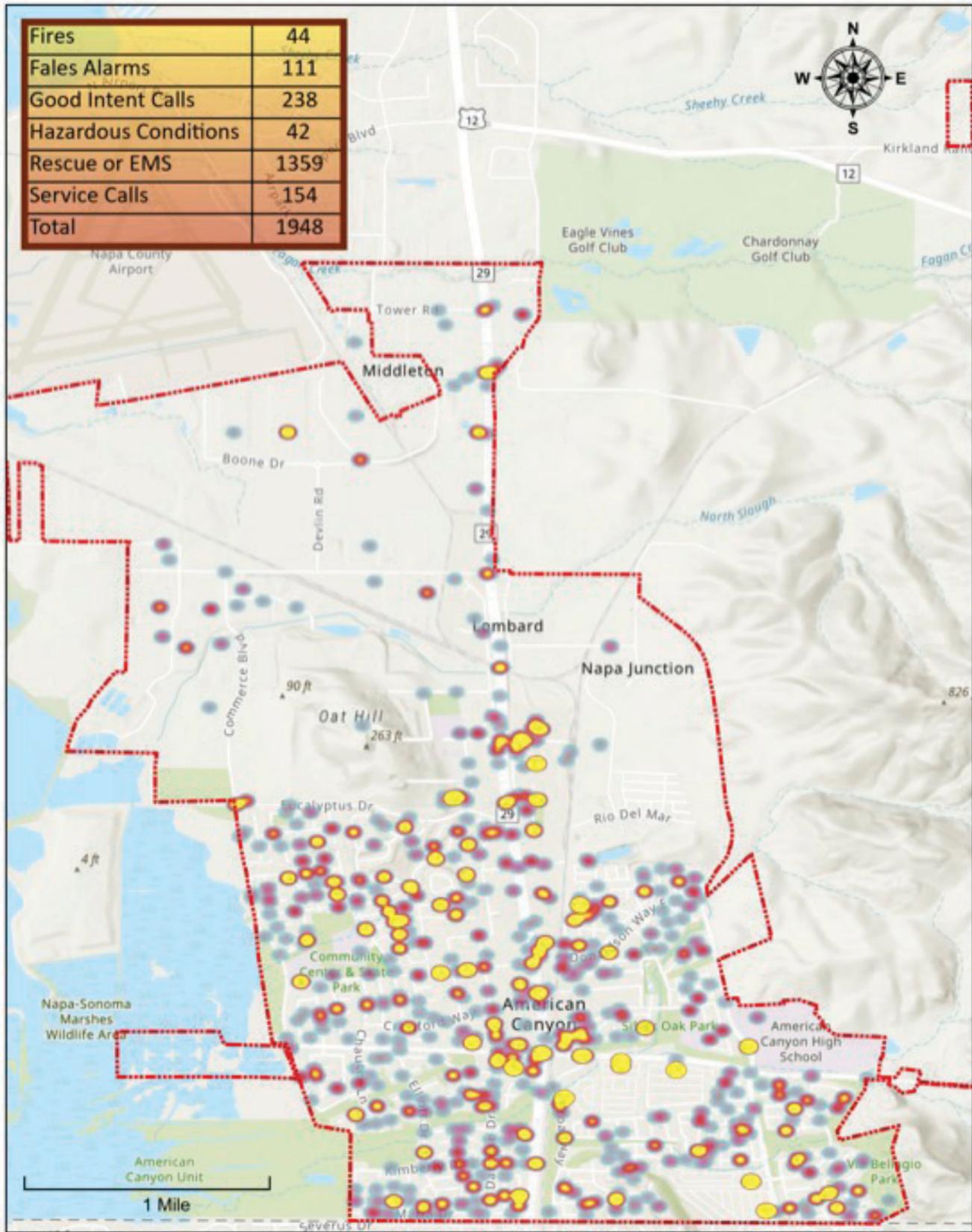
- Rescues and Emergency Services — 1,394 at 65%
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- Fires — 82 at 4%
- Hazardous Conditions — 44 at 2%
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MUTUAL AID PROVIDED IN A TOTAL OF 191 INCIDENTS

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Fires	44
Fales Alarms	111
Good Intent Calls	238
Hazardous Conditions	42
Rescue or EMS	1359
Service Calls	154
Total	1948



Fire District Boundary



2023 Incident Responses



TRAINING HIGHLIGHTS

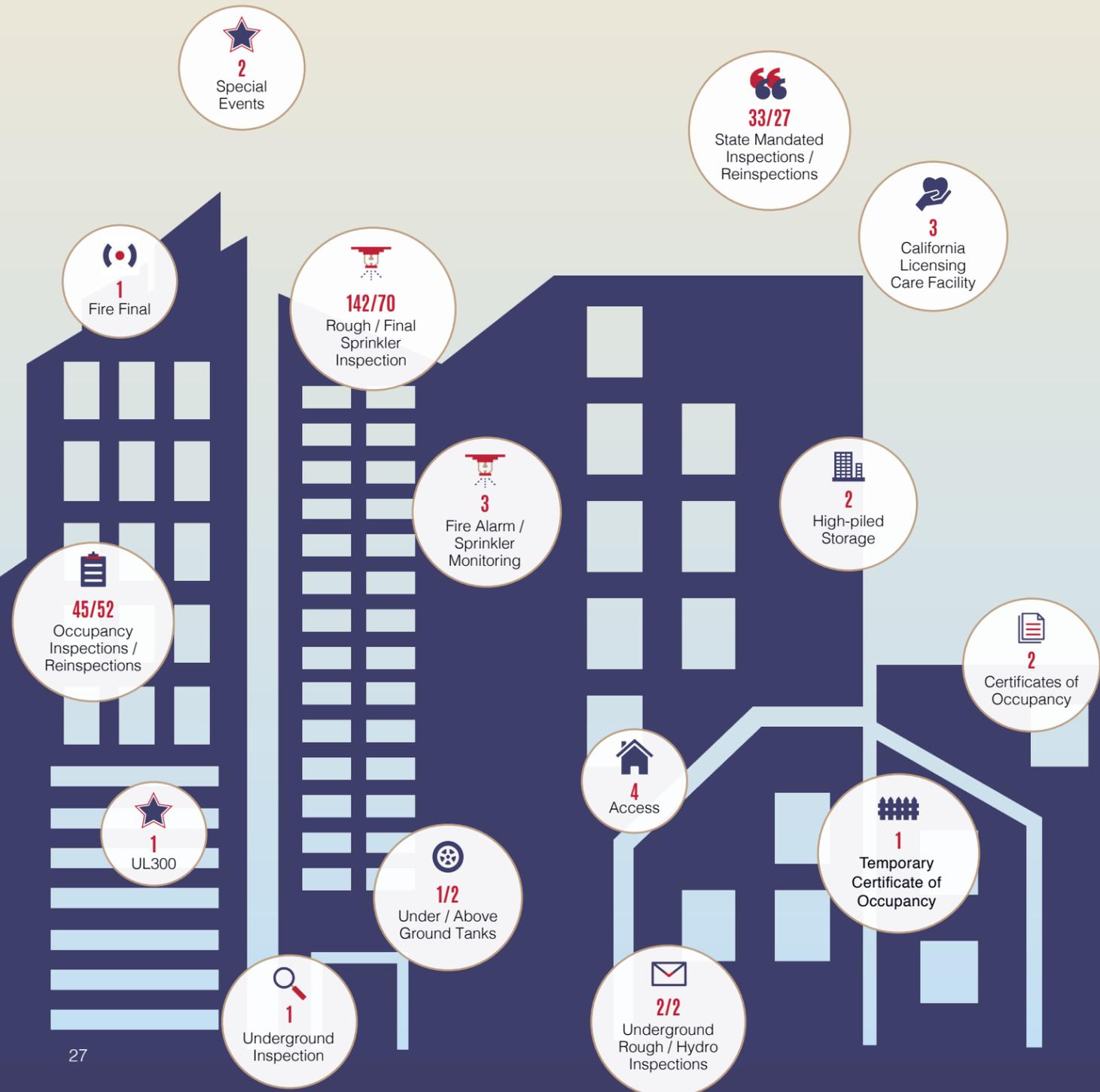
OPERATIONS & ACADEMY

- Structural Fire Operations
- Vehicle Extrication
- Water Safety/Rescue Swimming
- Aerial Firefighting Awareness & Safety
- Boat Operations
- Specialized Rescue Training
- Continuous Quality Improvement (EMS)
- Advanced Life Support Operations
- Live Fire Operations
- Search and Rescue
- Wildland Fire Operations
- Emergency Vehicle Operations
- Emergency Medical Skills Updates



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.



LOOKING TOWARDS THE FUTURE



STRATEGIC PARTNERSHIPS

Explore and cultivate strategic partnerships with other emergency service organizations, government agencies, and community stakeholders to enhance collaborative efforts and resource-sharing.



TECHNOLOGY INTEGRATION

Explore and invest in new technologies for enhanced emergency response.



DIVERSITY AND INCLUSION PROGRAMS

Implement initiatives for a more representative and equitable workforce.



STAFFING AND SUCCESSION PLANNING

Assess staffing models and facility requirements. Provide ongoing training and development for potential successors.



PLAN FOR FUTURE GROWTH

Continually evaluate emergency response strategies and adapt plans on evolving community needs.



AMERICAN CANYON FIRE PROTECTION DISTRICT

2023 ANNUAL REPORT

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





2023 Annual Report

American Canyon Fire
Protection District



AMERICAN CANYON
FIRE PROTECTION DISTRICT

2023 ANNUAL REPORT

FREQUENTLY ASKED QUESTIONS

Q What does the American Canyon Fire Protection District do?

A: The American Canyon Fire Protection District plays a multifaceted role, engaging in a wide array of responsibilities to ensure the safety and well-being of the community. This includes providing comprehensive emergency response services to safeguard life and property from fires, medical emergencies, and various hazards. The District excels not only in firefighting and rescue operations but also extends its commitment to providing Advanced Life Support services. Beyond immediate response, the Fire District actively participates in fire prevention efforts, conducts emergency preparedness initiatives, and dedicates itself to community education and outreach.



What is the difference between a Paramedic and an Emergency Medical Technician (EMT)?

A: Emergency Medical Technicians (EMTs) and paramedics are both trained Pre-hospital healthcare professionals who respond to medical emergencies, provide pre-hospital care, However, there are significant differences in their levels of training, scope of practice, and the medical interventions they can perform.

COMMUNITY OUTREACH

OUTREACH HIGHLIGHTS

- Hands Only CPR / Fire Extinguisher Training–City Employees
- Women In Public Safety Event
- Career Day–Canyon Oaks Elementary
- American Canyon Little League 50th Anniversary Opening Day
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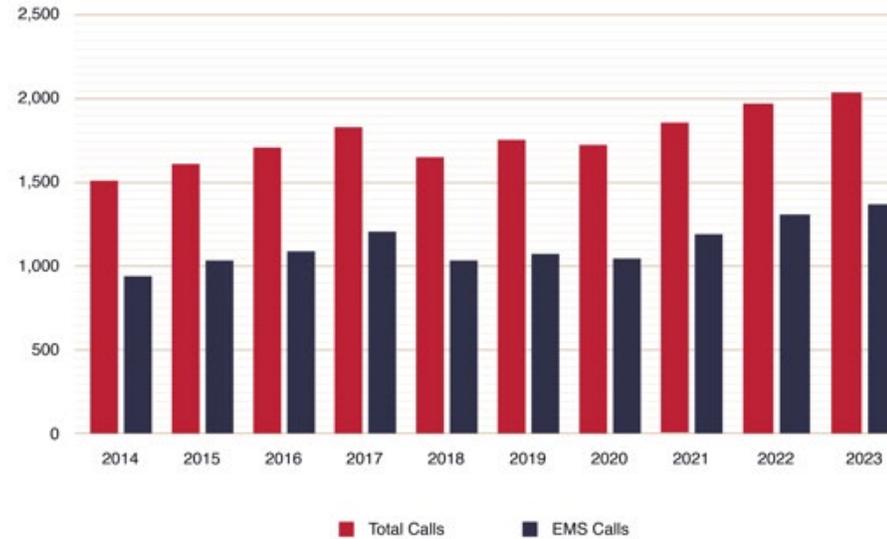
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19 TOTAL GRANT FUNDING IN 2023: \$177,750

EMERGENCY INCIDENTS

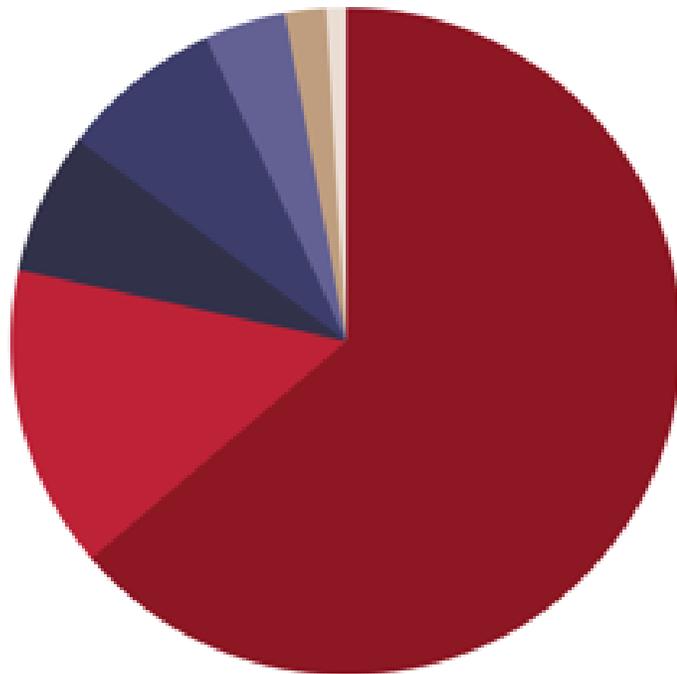
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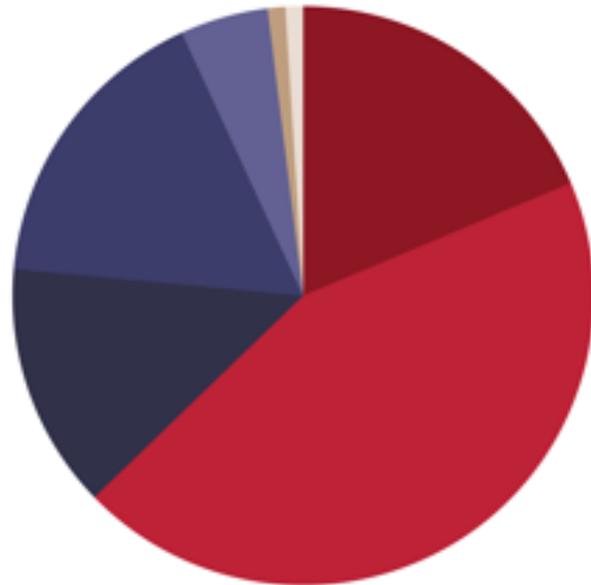
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Calls for Service by Incident Out of District

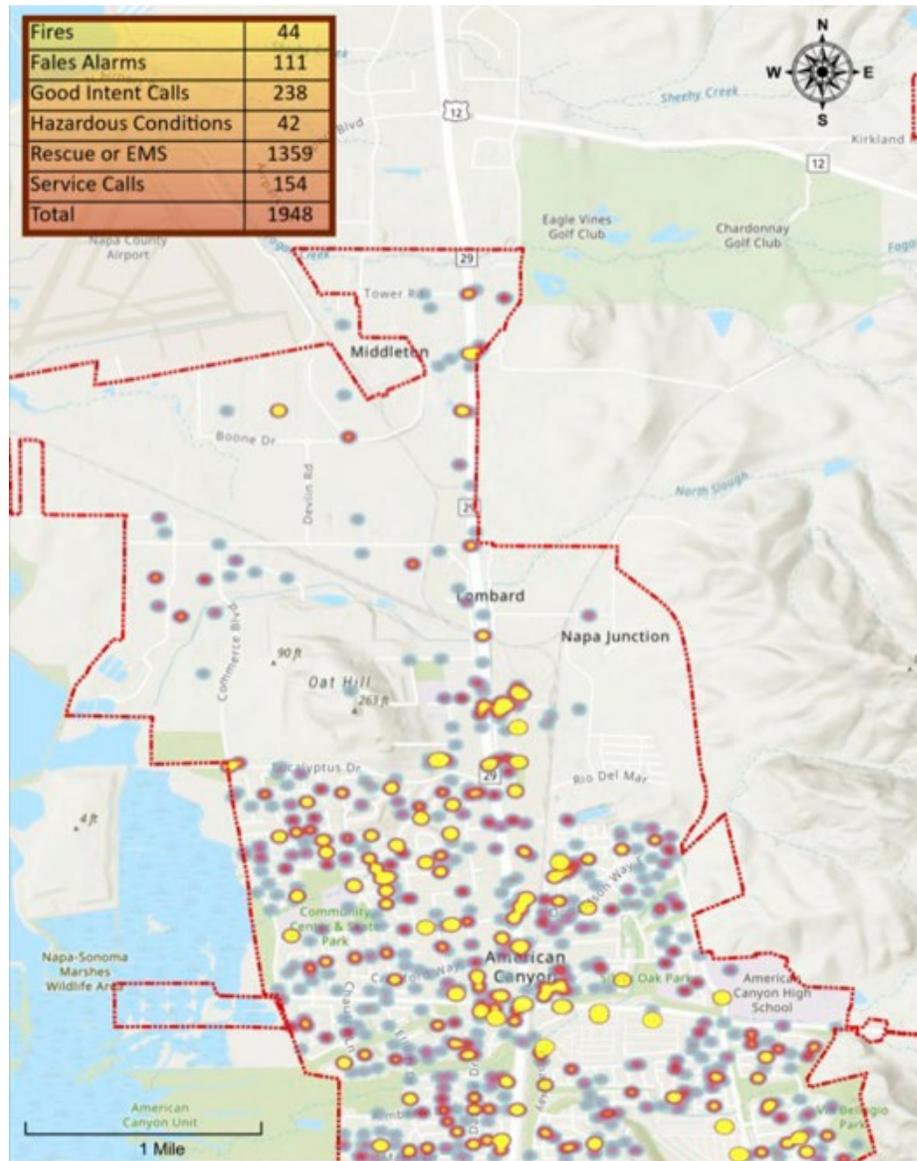


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EMERGENCY INCIDENTS IN DISTRICT

HEAT MAP



Fire Prevention



Training Highlights

- Structural Fire Operations
- Vehicle Extrication
- Water Safety/Rescue Swimming
- Aerial Firefighting Awareness & Safety
- Boat Operations
- Specialized Rescue Training
- Continuous Quality Improvement (EMS)
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