



## AMERICAN CANYON FIRE PROTECTION DISTRICT BOARD MEETING

### AGENDA

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

September 24, 2024

6:30 PM

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

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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](http://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.

## **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**

1. **CERT Month Proclamation**
2. **Fire Prevention Proclamation**
3. **Sudden Cardiac Awareness Month Proclamation**

## **PUBLIC COMMENT**

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

emailed by 3:00 p.m. on meeting day.

## AGENDA CHANGES

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

## CONSENT CALENDAR

4. **Report Upon Return from Closed Session: August 27, 2024.**  
**Recommendation:** Approve the Report Upon Return from Closed Session for August 27, 2024.
5. **Minutes of Fire District Board Meeting of August 27, 2024.**  
**Recommendation:** Approve the Minutes of the Fire District Board Meeting of August 27, 2024.
6. **Policies and Procedures.**  
**Recommendation:** Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Line-of-Duty Death and Injury Notification, Line-of-Duty Deaths, Line-of-Duty Death Investigations, Family Support Liaison, and Funerals.
7. **Revised Salary Schedule and Educational Incentives for the Battalion Chief Position.**  
**Recommendation:** Adopt a Resolution Approving the Revised Salary Schedule and Educational Incentives for the Battalion Chief Position.
8. **Approve Excused Absence for Board Member Aboudamous.**  
**Recommendation:** Adopt a Minute Order approving excused absence for Board Member Aboudamous from May 28, 2024 to November 12, 2024 and authorizing the regular compensation due to Board Member Aboudamous for the Fire District Board meetings during this time period.

## PUBLIC HEARINGS

9. **Final Operating and Capital Budgets for the American Canyon Fire Protection District for Fiscal Year 2024-25.**  
**Recommendation:** Hold a Public Hearing and adopt a resolution approving the Final Operating and Capital Budgets for the American Canyon Fire Protection District for Fiscal Year 2024-25.
10. **Public Hearing on the Formation of the American Canyon Fire Protection District Community Facilities District No. 1 (Giovannoni Logistics Park), Napa County, California.**  
**Recommendation:** Continuance of Public Hearing on the Formation of the American Canyon Fire Protection District Community Facilities District No. 1 (Giovannoni Logistics Park), Napa County, California.

## BUSINESS

None.

## **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.

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Geoff Belyea, Fire District Chief

# AMERICAN CANYON FIRE PROTECTION DISTRICT



## PROCLAIMING THE MONTH OF OCTOBER 2024 AS

### *National Community Emergency Response Team Month*

**Whereas**, the Community Emergency Response Team (CERT) program, established by FEMA, plays a vital role in preparing our nation's communities for emergencies and disasters by empowering individuals to become skilled volunteers; and

**Whereas**, CERT volunteers are trained to perform essential services during emergencies, including fire safety, light search and rescue, team organization, and disaster medical operations, in support of local first responders; and

**Whereas**, the CERT program promotes a culture of preparedness and resilience by fostering strong partnerships between emergency management agencies, first responders, and the public, helping to create safer, more resilient communities; and

**Whereas**, the dedication of CERT volunteers exemplifies the spirit of civic responsibility and community cooperation, as they commit their time and efforts to protect their neighbors and assist in times of need; and

**Whereas**, CERT programs offer an invaluable opportunity for individuals to learn life-saving skills, contribute to the safety and well-being of their communities, and play an active role in disaster preparedness and response; and

**Whereas**, National CERT Month provides an opportunity to raise awareness about the importance of volunteerism and the significant contributions CERT volunteers make across the country; and

**Whereas**, the American Canyon Fire District, in collaboration with local, state, and federal agencies, encourages all residents to recognize the importance of CERT volunteers and their role in safeguarding the community;

**NOW, THEREFORE, I Leon Garcia, Chairman of the Board**, do hereby proclaim October, 2024 as **Community Emergency Response Team (CERT) Awareness Month**, and I urge all residents to recognize the invaluable contributions of CERT members, to participate in CERT training opportunities, and to continue fostering a culture of preparedness within our community.

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Leon Garcia, Chair of the Board

**Dated: September 24, 2024**

# AMERICAN CANYON FIRE PROTECTION DISTRICT



## PROCLAIMING THE MONTH OF OCTOBER 2024 AS

### *Fire Prevention Month*

**Whereas**, the American Canyon Fire Protection District is committed to ensuring the safety and security of all those living in and visiting our community; and

**Whereas**, fire poses a serious threat to life and property, and homes are the locations where people are at the greatest risk from fire; and

**Whereas**, working smoke alarms are a critical first line of defense against fire-related injuries and fatalities, cutting the risk of dying in reported home fires by half; and

**Whereas**, the National Fire Protection Association (NFPA) reports that three out of five home fire deaths occur in homes without functioning smoke alarms or with alarms that are not working properly; and

**Whereas**, this year's Fire Prevention Month campaign, "Smoke Alarms: Install, Test, Replace", seeks to educate residents on the essential role of working smoke alarms in keeping our community safe; and

**Whereas**, residents are urged to install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

**Whereas**, residents are encouraged to test their smoke alarms monthly to ensure they are functioning properly; and

**Whereas**, residents are reminded to replace smoke alarms at least every 10 years, and immediately if they are not working when tested; and

**Whereas**, advancements in smoke alarm technology, including features such as 10-year sealed batteries, have made it easier than ever to maintain and rely on these life-saving devices; and

**Whereas**, the American Canyon Fire Protection District, alongside the NFPA and other fire safety organizations, is dedicated to providing resources, education, and tools to help residents implement successful fire prevention strategies in their homes;

**NOW, THEREFORE, BE IT RESOLVED** that I, Leon Garcia, Chair of the Board of Directors of the American Canyon Fire Protection District, hereby proclaim October 2024 as Fire Prevention month and urge all residents to participate in this year's campaign by installing, testing, and replacing their smoke alarms to protect themselves, their loved ones, and their community from the devastating effects of fire.

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Leon Garcia, Chair of the Board

**Dated: September 24, 2024**

# AMERICAN CANYON FIRE PROTECTION DISTRICT



PROCLAIMING THE MONTH OF OCTOBER 2024 AS

## *Sudden Cardiac Arrest Awareness Month*

**WHEREAS,** Sudden Cardiac Arrest (SCA) is a leading cause of death in the United States, claiming more than 350,000 lives each year; and

**WHEREAS,** Sudden Cardiac Arrest occurs when the heart unexpectedly stops beating, cutting off blood flow to the brain and other vital organs, and can happen to anyone at any time, regardless of age or physical health; and

**WHEREAS,** Immediate intervention through cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AEDs) can significantly increase the chances of survival in cases of Sudden Cardiac Arrest; and

**WHEREAS,** Raising awareness about the importance of learning CPR, recognizing the symptoms of Sudden Cardiac Arrest, and making AEDs readily available in public spaces can save lives; and

**WHEREAS,** The American Canyon Fire District is dedicated to educating the public on the prevention and emergency response to Sudden Cardiac Arrest; and

**WHEREAS,** Sudden Cardiac Arrest Awareness Month provides an opportunity for individuals, businesses, schools, and community organizations to come together and promote heart health, life-saving skills, and preparedness in the event of an emergency;

**NOW, THEREFORE, BE IT RESOLVED** that I, Leon Garcia, Chair of the Board of Directors of the American Canyon Fire Protection District, hereby proclaim October 2024 as Cardiac Arrest Awareness Month.

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Leon Garcia, Chair of the Board

**Dated: September 24, 2024**

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

Law Offices of  
**William D. Ross**  
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File No: 199/3

August 30, 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 Meeting of the American Canyon Fire Protection District Board of Directors; August 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 August 27, 2024 Regular Meeting, consistent with Government Code Section 54957.1.

Chair Garcia and Members of the District Board convened in Opens Session at 5:32 p.m. and after ascertaining that there were no public comments on the matter agendized for Closed Session, adjourned to Closed Session at 5:32 p.m. to address the matter agendized for Closed Session consideration.

There was one matter agendized for District Closed Session consideration.

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

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

With respect to the remaining matter considered under District Closed Session Agenda Item No. 1., there was reportable action in the form of direction (4-0) to District Counsel and the District Chief to finalize a communication to the Napa County Airport Land Use Commission concerning the Draft Napa County Airport Land Use Compatibility Plan and its impact on the

The Honorable Leon Garcia, Chair  
and Members of the Board of Directors  
American Canyon Fire Protection District  
August 30, 2024  
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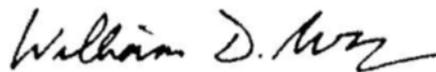
District. Except as indicated, there was no other reportable action under the common law attorney-client privileged and that provided by Government Code Section 54956.9(d)(2).

The Closed Session concluded at 6:15 p.m., where it was indicated that a written report upon return consistent with Government Code Section 54957.1, would be prepared.

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

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

Very truly yours,



William D. Ross  
District Counsel

WDR:jf

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

**American Canyon Fire Protection District**  
**Board Meeting**  
**ACTION MINUTES**

*August 27, 2024*

**6:30 P.M. OPEN SESSION**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Chair Garcia led the Pledge of Allegiance

**ROLL CALL**

**Present:** Board Members Mark Joseph, Pierre Washington, and Chair Leon Garcia

**Excused Absence:** Board Member Mariam Aboudamous and Vice-Chair David Oro

**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 agenzized for Closed Session, the Board adjourned to Closed Session at 5:32 p.m. to address matters agenzized for Closed Session. A written report will be provided under Government Code Section 54957.1. Closed Session concluded at 6:15 p.m.

**PROCLAMATIONS AND PRESENTATIONS**

None.

**PUBLIC COMMENT**

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

**AGENDA CHANGES**

None

**CONSENT CALENDAR**

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

**Ayes:** Board Members Mark Joseph, Pierre Washington, and Chair Leon Garcia

**Nays:** None

**Abstain:** None

**Excused:** Board Member Mariam Aboudamous and Vice-Chair David Oro

2. **[Report Upon Return from Closed Session of July 23, 2024.](#)**

**Action:** Approved the Report Upon Return from Closed Session for July 23, 2024.

3. **[Minutes of Fire District Board Meeting of July 23, 2024.](#)**

**Action:** Approved the Minutes of the Fire District Board Meeting of July 23, 2024.

4. **Adopt Local Goals and Policies for Mello Roos Community Facilities Act of 1982.**  
**Action:** Adopted Resolution No. 2024-23 adopting the local goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982.
5. **Policies and Procedures.**  
**Action:** Adopted Resolution No. 2024-24 Approving proposed Policies and Procedures for the American Canyon Fire Protection: Disposition of Valuables, Photography and Electronic Imaging, Drug and Alcohol-Free Workplace, and Nepotism and Conflicting Relationships.

## **PUBLIC HEARINGS**

None

## **BUSINESS**

### **1. Modifications to Two Type I Fire Engines, Change Order #1.**

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

**Action:** Motion to adopt Resolution 2024-25 made by Board Member Washington, seconded by Board Member Joseph, and CARRIED by roll call vote.

**Ayes:** Board Members Mark Joseph, Board Member Pierre Washington, and Chair Leon Garcia

**Nays:** None

**Abstain:** None

**Excused:** Board Member Mariam Aboudamous and Vice-Chair David Oro

### **2. Intention To Form Giovannoni Logistics Center.**

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

**Action:** Motion to adopt Resolution 2024-26 made by Board Member Joseph, seconded by Board Member Washington, and CARRIED by roll call vote.

**Ayes:** Board Members Mark Joseph, Board Member Pierre Washington, Vice-Chair David Oro, Chair Leon Garcia

**Nays:** None

**Abstain:** None

**Excused:** Board Member Mariam Aboudamous and Vice-Chair David Oro

## **FIRE CHIEF ORAL REPORT**

Chief Belyea provided the following report:

### **Fire Incident Report:**

The District responded to the America Fire that occurred this past Sunday, August 25, 2024, on American Canyon Road near Canyon Road.

**Details:** Fire contained to 3.75 acres, close to horse stables but with no injuries to the public or animals. The fire was just outside the District's jurisdiction and was managed by Napa County Fire Department and Cal Fire. The District responded due to its automatic aid agreement with Napa County Fire. Battalion Chief Ron Prettyman initially commanded the scene, transitioning to the Cal Fire Battalion Chief. Two helicopters and three air tankers, including a large 737 jet from an Australian fire department, were deployed. Cal Fire is handling the investigation.

This incident highlights the need for fire vigilance in American Canyon. This is the first fire we experienced this summer that was local. This is a good reminder to the public that American Canyon is not immune to fires and we need to practice our vigilance to be fire safe during the dry months.

### **Personnel Updates:**

**New Addition:** Firefighter/Paramedic Francisco Cano and his wife welcomed a new son, Daniel Angel Cano, born in room 211.

**Probationary Testing:** Firefighter Paramedic Jack Billeci successfully passed module three probationary testing.

### **Grants:**

The District was the successful recipient of the California Fire Foundation. The grant money will be used for wildland personal protective equipment.

### **Community Engagement:**

**Las Casitas Drill:** On August 17<sup>th</sup>, Battalion Chief Diede and PIO Mrs. Provencher assisted with an annual emergency preparedness drill, a mock earthquake, which was well received.

**September 11<sup>th</sup> Ceremony:** Scheduled at Station 11 at 10:00 am.

**Fire Prevention Open House:** Saturday, October 5<sup>th</sup>, from 10:00 am – 11:00 (quiet hour) and from 11:00 – 1:00 (open to the public). Come and meet your firefighters.

### **Training:**

**Industrial Park Training:** Our crews continue to train with members of the industrial park in Green Island on the use of fire extinguishers.

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

Mark Joseph stated that he will miss the Open House.

**ADJOURNMENT**

Meeting was adjourned at 7:01 p.m.

**CERTIFICATION**

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Geoff Belyea,  
District Fire Chief/District Clerk



## **TITLE**

Policies and Procedures.

## **RECOMMENDATION**

Approve the proposed Policies and Procedures for the American Canyon Fire Protection: Line-of-Duty Death and Injury Notification, Line-of-Duty Deaths, Line-of-Duty Death Investigations, Family Support Liaison, and Funerals.

## **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: Line-of-Duty Death and Injury Notification, Line-of-Duty Deaths, Line-of-Duty Death Investigations, Family Support Liaison, and Funerals.

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**

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 2024-27 Policies and Procedures](#)
2. [328 Line-of-Duty\\_Death\\_and\\_Injury\\_Notification](#)
3. [1038 Line-of-Duty\\_Deaths](#)
4. [1039 Line-of-Duty\\_Death\\_Investigations](#)
5. [1040\\_Family\\_Support\\_Liaison](#)
6. [1041 Funerals](#)

**RESOLUTION 2024-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT APPROVING THE PROPOSED POLICIES AND PROCEDURES: LINE-OF-DUTY DEATHS AND INJURY NOTIFICATION, LINE-OF -DUTY DEATHS, LINE-OF-DUTY INVESTIGATIONS, FAMILY SUPPORT LIAISON, FUNERALS**

**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 Line-of-Duty Death and Injury Notification, Line-of-Duty Deaths, Line-of-Duty Death Investigations, Family Support Liaison, and Funerals have undergone comprehensive examination by the labor and legal teams; and

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

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

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

**PASSED, APPROVED AND ADOPTED** this 24<sup>th</sup> day of September 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED ABSENCE:

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**Leon Garcia**  
**Chairman, Board of Directors**

ATTEST:

APPROVED AS TO FORM:

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**Geoff Belyea**  
**Fire Chief/District Clerk**

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**William D. Ross**  
**District Counsel**  
**American Canyon Fire Protection District**

## Line-of-Duty Death and Injury Notification

### 1039.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications, and identifies roles and responsibilities.

### 1039.2 POLICY

It is the policy of the American Canyon Fire Protection District to ensure to the extent reasonably practicable that immediate and compassionate notification is made to the family of members who are injured, hospitalized, or killed in the line of duty. The District shall make it a priority to offer assistance and support to the member's family.

### 1039.3 PROCEDURE

- (a) For the purpose of this policy, an injury or hospitalization is defined as a medical condition that is life threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander or Battalion Chief at the scene of the injury or death will immediately notify the Assistant Chief and provide the necessary information.
- (c) The Assistant Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the Incident Commander, the Public Information Officer, or the Battalion Chief, as appropriate.
- (e) In the event of the death of a member, the Battalion Chief must immediately initiate the procedures in the Line-of-Duty Death Investigation Policy.

### 1039.4 DEATH NOTIFICATIONS

The Assistant Chief, in coordination with Fire Chief or the authorized designee, will assign a two-person notification team consisting of two Chief Officers or as determined by the Fire Chief to locate and inform the member's family. If more than one member has been injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Administration division to obtain information regarding the employee's next of kin.
- (b) Call-back operations staff, if necessary.

#### 1039.4.1 NOTIFICATION TEAM

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Fire Chief or Assistant Fire Chief learning of the injury or death. The following should be considered when planning the notification:

# American Canyon Fire Protection District

## Policy Manual

### *Line-of-Duty Death and Injury Notification*

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#### 1039.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, the chaplain should make the notification
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

#### 1039.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Fire Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family.
- (b) Whether the fire department or law enforcement agency in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Assistant Chief.
- (e) The Assistant Chief or the authorized designee should be prepared to speak to the family by phone as soon as the notification is made.

#### 1039.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Battalion Chiefs should be notified.
- (b) All employees should be notified as soon as possible after the family notification is made.

#### 1039.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Assistant Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or injury include the following:

# American Canyon Fire Protection District

## Policy Manual

### *Line-of-Duty Death and Injury Notification*

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- (a) Elected officials or board of directors
- (b) Employee labor representatives
- (c) District safety officer who will make the necessary notifications.
- (d) Other notifications as determined by the Fire Chief

#### 1039.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to other local county fire agencies
- (b) Notification to the California Governor's Office of Emergency, Fire and Rescue Branch, should be made for a line-of-duty death.
- (c) Notification to the California Office of Emergency Services (OES) Fire and Rescue Operational Area Coordinator

#### 1039.5 FAMILY SUPPORT

The Battalion Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

#### 1039.6 NEWS MEDIA RELATIONS

It is the policy of the American Canyon Fire Protection District to follow the News Media Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to the following:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the district's compassion and concern for the employee's family and colleagues. The Public Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

## *Line-of-Duty Death and Injury Notification*

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### **1039.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE**

All of the notification and support procedures described in this policy for a line-of-duty death should be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the injured employee has been taken to a hospital, a Assistant Chief should assign a Battalion Chief or Fire Captain who is not involved in the incident, to go to the hospital and become the hospital liaison.
- (b) The hospital liaison should establish communications with the hospital and report regularly to the Assistant Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and the employee's family. In addition, the Assistant Chief should ensure close coordination with the treating medical facility.

### **1039.8 INJURY OR HOSPITALIZATION NOTIFICATION TEAM**

The same practices and procedures detailed in **DEATH NOTIFICATIONS** shall apply to an employee who is seriously injured in the line of duty.

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## Line-of-Duty Deaths

### 1038.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty, or while engaged in firefighting or EMS activities off-duty is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

### 1038.2 POLICY

It is the policy of the American Canyon Fire Protection District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

### 1038.3 RESPONSIBILITIES

#### 1038.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the District at the appropriate time. Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- (c) Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration .
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the District.
- (f) Document all actions, contacts, requests, and other pertinent data.
- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.

# American Canyon Fire Protection District

## Policy Manual

### *Line-of-Duty Deaths*

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- (h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

#### 1038.3.2 BATTALION CHIEF

In the event of a line-of-duty death, the Battalion Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Assistant Chief and the Fire Chief.
- (c) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members who may need or request Critical Incident Stress Debriefing (CISD) services.

#### 1038.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

- (a) Collect facts of the incident from the Battalion Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Release of HIPAA Protected Information Policy in this manual.

#### 1038.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of a line-of-duty death. Personal effects include all property owned by the deceased member that are kept on district property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of personal effects:

# American Canyon Fire Protection District

## Policy Manual

### *Line-of-Duty Deaths*

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- (a) All personal effects at the station house shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration division and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

#### **1038.3.5 ADMINISTRATION DIVISION**

The Administration Division will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officer's Benefit Program to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

#### **1038.4 FAMILY SUPPORT LIAISON**

The appointed family support liaison should conduct all duties in accordance with the Family Support Liaison Policy.

#### **1038.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

#### **1038.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death Investigations Policy.

## Line-of-Duty Death Investigations

### 328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

### 328.2 POLICY

It is the policy of the American Canyon Fire Protection District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

### 328.3 PROCEDURE

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Battalion Chief designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the American Canyon Fire Protection District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The American Canyon Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal American Canyon Fire Protection District administrative report.

## *Line-of-Duty Death Investigations*

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- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act .

### **328.4 INVESTIGATION TEAM**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Battalion Chief
- (b) Fire investigator- if appropriate
- (c) District Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

#### **328.4.1 DUTIES AND RESPONSIBILITIES**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.

## *Line-of-Duty Death Investigations*

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### 328.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
  - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

### 328.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

## Family Support Liaison

### 1040.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

### 1040.2 POLICY

It is the policy of the American Canyon Fire Protection District to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

### 1040.3 PROCEDURE

#### 1040.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

#### 1040.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Battalion Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) If appropriate, coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) If appropriate, coordinate with local law enforcement to provide for the physical security of the family.

## *Family Support Liaison*

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- (g) Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

### 1040.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Battalion Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Battalion Chief.

## Funerals

### 1041.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the District, both active and retired, who passes away, may be offered the option of a funeral or assistance from the District. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the District.

#### 1041.1.1 DEFINITIONS

Definitions related to this policy include:

**Level I, Line-of-Duty Death** - Considered for all firefighters (career and reserve) of the District who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to, or returning from the scene of an emergency incident.

Line of duty is defined as any activity or action which a firefighter is obligated or authorized by statute, rule, regulation, condition of employment or service, official mutual-aid agreement, or other law, or for which they are compensated to perform under the auspices of the fire service protection agency they serve, and that such agency legally recognizes that the activity or action was obligated or authorized at the time performed.

Further, the death of any department employee while on-duty, while traveling in connection with such duty is considered a line-of-duty death. The death of any department employee diagnosed or while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency. This also includes those you die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

**Level II, On-Duty Death** - Pertains to all firefighter of the District who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

**Level III, Active Employee Off-Duty** - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

**Level IV, Retired Employee or Staff Professional** - The death of a retiree or professional staff employee of the District. Level IV may also include a dignitary closely associated with the District, as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the district's discretion.

## *Funerals*

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### **1041.2 POLICY**

It is the policy of the American Canyon Fire Protection District for the Duty Officer to make the necessary assignments and coordinate actions with the Fire Chief and other district representatives any time the District learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty and Injury Notification and Communication Policy.

If a responsible family member requests district assistance, the Fire Chief should appoint, with the approval of the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of district participation if the circumstances of the member's death may reasonably bring discredit to the District.

The Fire Chief should determine the highest level of participation the District can provide, based on the cause of death.

The use of apparatus and equipment for funeral services is at the discretion of the Fire Chief.

Personnel participating in funeral services should be dressed in Class A uniforms if available.

### **1041.3 LEVEL OF PARTICIPATION**

The desires of the family are paramount and shall be given fullest consideration; however, the district's funeral participation will be conducted according to the following guidelines:

- (a) A Level I funeral may include Level II criteria and any of the following:
  - 1. Crossed ladders- if available
  - 2. Outside agency Honor Guard-if available
  - 3. Voluntary watch detail to be with the fallen
    - (a) Watch should consist of a single member to stand by the fallen within a respectable distance until the fallen is laid to rest.
    - (b) Can use non-Honor Guard ACFPD personnel in uniform or outside Honor Guard members as needed.
  - 4. Funeral procession of fire apparatus
  - 5. Bag pipe-if available
  - 6. Bell Ceremony performed by ACFPD personnel or outside Honor guard-if available
  - 7. Liaison for coordination with the family and District.
- (b) A Level II funeral may include Level III criteria and any of the following:
  - 1. Fire engine or caisson with casket
  - 2.
  - 3. Cordon of fire apparatus of both the District and visiting agencies
  - 4. "Sea of Blue" coordination (uniformed personnel)

## Funerals

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5. Family escort- if requested by family
  6. ACFPD members as pall bearers if requested by family or outside Honor Guard as pall bearers-if requested and available.
- (c) Level III funeral may include Level IV criteria and any of the following:
1. Casket draped with the U.S. flag
  2. ACFPD members as pall bearers if requested by family or outside Honor Guard as pall bearers-if requested and available.
  3. Procession with district apparatus from the firefighter's current station
  4. Flag folding
  5. Bell ceremony
- (d) Level IV funeral may include (with the approval of the Fire Chief)
1. Apparatus from last assignment (if appropriate)
  2. Outside Honor Guard- if appropriate and available
  3. Administration and logistic support for Fire District participation only
  4. Uniformed personnel

### 1041.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any district member who is a close friend of the family and will make reasonable effort to address the needs and desires of the family, communicate between the District and the family and coordinate details with the Officer in Charge (OIC).
- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge (OIC)/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall district participation

## *Funerals*

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and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.

- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers in Level I, Level II and Level III will be members of the Honor Guard (if available), unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).



## **TITLE**

Revised Salary Schedule and Educational Incentives for the Battalion Chief Position.

## **RECOMMENDATION**

Adopt a Resolution Approving the Revised Salary Schedule and Educational Incentives for the Battalion Chief Position.

## **CONTACT**

Geoff Belyea, Fire Chief

## **BACKGROUND & ANALYSIS**

On June 23, 2024, the Board of Directors approved the Memorandum of Agreement (MOA) between the American Canyon Fire Protection District and the International Association of Firefighters (IAFF), Local 1186. As part of this agreement, a new salary schedule was approved for the represented firefighters. However, the Battalion Chief position, which is not represented by the IAFF Local 1186, was not included in this salary adjustment.

In order to prevent salary compaction between the top step Fire Captain and the Battalion Chief position, it became necessary to re-evaluate and revise the Battalion Chief Salary Schedule. Salary compaction can create challenges in retaining and attracting qualified individuals for the Battalion Chief role, which requires additional responsibilities and leadership skills beyond those of a Fire Captain.

The proposed revised Battalion Chief Salary Schedule introduces several key changes aimed at maintaining a competitive and fair wage structure:

1. Removal of Step 1 and Introduction of Step "A": Step 1 has been removed from the salary schedule and replaced with a new Step "A," set at 5.5% above the top step Fire Captain's base salary. This adjustment ensures that the Battalion Chief's compensation reflects the additional duties and responsibilities associated with the role.
2. Addition of Step "D": A new Step "D" has been added to the salary schedule, continuing the progression of the pay scale. The 5% rate differential between all steps has been maintained to

ensure a consistent and predictable salary progression for Battalion Chiefs.

### Revised Battalion Chief Salary Schedule

The following table outlines the proposed new salary schedule for the Battalion Chief position:

Step	Hourly	Bi-Weekly	Monthly	Annual
A	\$50.80	\$5,689.49	\$12,327.22	\$147,926.69
B	\$53.34	\$5,974.08	\$12,943.84	\$155,326.08
C	\$56.01	\$6,272.78	\$13,591.03	\$163,092.38
D	\$58.81	\$6,586.42	\$14,270.58	\$171,247.00

### Education/Certification Percentage

Associate Degree from an accredited institution 2.0%

Bachelor of Science or Arts Degree from an accredited institution 4.0%

California State Fire Training (CSFT) Fire (Company) Officer or CSFT or equivalent) Certificate, or completion of the fire officer series and Department provided task book, 2.0%

California State Fire Training (CSFT) Chief (Fire) Officer (or CSFT equivalent) Certificate, or completion of the chief officer series and Department provided task book, 2.0%

Heavy Rescue Technician, 2.5%

Heavy Rescue Specialist, 2.5%

### FISCAL IMPACT

The fiscal impact of the revised salary schedule has been calculated based on the current staffing levels and projected future appointments. The adjustments are designed to align with the District's budgetary allocations and long-term financial planning.

### BOARD PRIORITY PROGRAMS AND PROJECTS

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

### ENVIRONMENTAL REVIEW

None.

### ATTACHMENTS:

- [1. Resolution 2024-28 Battalion Chief Salary Schedule](#)
- [2. Attachment A\\_FY24-25 Battalion Chief Salary Schedule](#)

3. 9.24 Prettyman Procedural Agreement

4. 9.24 Diede Procedural Agreement

**RESOLUTION 2024-28**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT APPROVING THE REVISED SALARY SCHEDULE AND EDUCATIONAL INCENTIVES FOR THE BATTALION CHIEF POSITION**

**WHEREAS**, the Board of Directors of the American Canyon Fire Protection District approved the Memorandum of Agreement (MOA) between the District and the International Association of Firefighters (IAFF), Local 1186, on June 23, 2024, which included a new salary schedule for represented firefighters; and

**WHEREAS**, the Battalion Chief position is not represented by the IAFF Local 1186, and was therefore not included in the MOA-approved salary schedule; and

**WHEREAS**, it is necessary to revise the Battalion Chief Salary Schedule to avoid salary compaction between the top step Fire Captain and the Battalion Chief position, ensuring that the Battalion Chief role remains competitive and adequately compensates for its additional responsibilities; and

**WHEREAS**, the proposed revised Battalion Chief Salary Schedule, Attachment A, includes the removal of Step 1, the introduction of a new Step "A" at 5.5% above the top step Fire Captain base salary, the addition of a new Step "D," and the maintenance of a 5% rate differential between all steps; and

**WHEREAS**, employees who meet the following qualifications are eligible for percentage-based increases to their Base Salary:

Associate Degree from an accredited institution 2.0%

Bachelor of Science or Arts Degree from an accredited institution 4.0%

California State Fire Training (CSFT) Fire (Company) Officer or CSFT or equivalent) Certificate, or completed the fire officer course series and Department provided task book, 2.0%

California State Fire Training (CSFT) Chief (Fire) Officer (or CSFT equivalent) Certificate, or completed the chief officer course series and Department provided task book, 2.0%

Heavy Rescue Technician, 2.5%

Heavy Rescue Specialist, 2.5%

**WHEREAS**, the Board of Directors has reviewed the proposed revisions and has determined that the changes are necessary and in the best interest of the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the American Canyon Fire Protection District approves the Revised Salary Schedule and educational incentives for the Battalion Chief Position.

**PASSED, APPROVED AND ADOPTED** this 24th day of September, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED ABSENCE:

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**Leon Garcia**  
**Chairman, Board of Directors**

ATTEST:

APPROVED AS TO FORM:

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**Geoff Belyea**  
**Fire Chief/District Clerk**

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**William D. Ross**  
**District Counsel**  
**American Canyon Fire Protection District**

### Battalion Chief Salary Schedule FY 24-25

	STEP	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
<b>Battalion Chief</b>					
	A	\$50.80	\$5,689.49	\$12,327.22	\$147,926.69
FLSA Pay			\$152.40	\$330.19	\$3,962.32
	B	\$53.34	\$5,974.08	\$12,943.84	\$155,326.08
FLSA Pay			\$160.02	\$347	\$4,160.52
	C	\$56.01	\$6,272.78	\$13,591.03	\$163,092.38
FLSA Pay			\$168.02	\$364.05	\$4,368.55
	D	\$58.81	\$6,586.42	\$14,270.58	\$171,247.00
FLSA Pay			\$176.42	\$382.25	\$4,586.97

## PROCEDURAL AGREEMENT

**PARTIES:** American Canyon Fire Protection District and  
Ron Prettyman, Battalion Chief

**SUBJECT:** 5/15/2023 Employment Agreement. Section 5.1 Salary

“...District agrees to pay Employee the annual base salary (“Base Salary”) set forth in the following salary schedule payable in accordance with the District’s standard payroll practice for other employees of the District, less such deductions or withholdings as required by applicable law and regulations.  
Effective: May 15, 2023: Hourly Annual Step 2 \$ 48.38, \$ 144,656.20

Educational Incentives Education and Incentive Pay shall be paid on the Employee's base salary rate and shall only be paid if the Employee obtains and maintains current and valid certification, as designated by the regulating agency or the District.

### **Education/Certification Percentage**

The District may adjust Employee’s Base Salary from time-to-time; provided, however, that the District may decrease Employee’s Base Salary only if an across-the-board adjustment is made to Employee’s Base Salary and other District Employees’ Base Salary direct reports.

Associate Degree from an accredited institution in Fire Science, 1.5%

Bachelor of Science or Arts Degree from an accredited institution in Fire Science, Business Management or Public Administration 3.0%

California State Fire Training (CSFT) Fire (Company) Officer or CSFT or equivalent) Certificate, prerequisites, educational requirements and Department provided task book, 1.5%

California State Fire Training (CSFT) Chief (Fire) Officer (or CSFT equivalent) Certificate, prerequisites, educational requirements and Department provided task book, 1.5%

Heavy Rescue Technician, 2.5%

Heavy Rescue Specialist, 2.5%

The District may adjust Employee’s Base Salary from time-to-time; provided, however, that the District may decrease Employee’s Base Salary only if an across-the-board adjustment is made to Employee’s Base Salary and other District Employees’ Base Salary direct reports.”

### **BACKGROUND:**

On July 1<sup>st</sup>, 2024 the District entered into a Memorandum of Agreement with International Association of Fire Fighters, Firefighters Local 1186 which resulted in the salary compaction between the Fire Captain and unrepresented Battalion Chief Positions.

IMPLEMENTATION of Section 5.1 Salary

Step	Hourly	Bi-Weekly	Monthly	Annual
A	\$50.80	\$5,689.49	\$12,327.22	\$147,926.69
B	\$53.34	\$5,974.08	\$12,943.84	\$155,326.08
C	\$56.01	\$6,272.78	\$13,591.03	\$163,092.38
D	\$58.81	\$6,586.42	\$14,270.58	\$171,247.00

Battalion Chief Ron Prettyman will be placed at Step C, effective from the first pay period after Board approval.

**Education/Certification Percentage**

The District may adjust Employee’s Base Salary from time-to-time; provided, however, that the District may decrease Employee’s Base Salary only if an across-the-board adjustment is made to Employee’s Base Salary and other District Employees’ Base Salary direct reports.

Associate Degree from an accredited institution in Fire Science, 2.0%

Bachelor of Science or Arts Degree from an accredited institution in Fire Science, Business Management or Public Administration 4.0% *(Employees with both an Associate Degree and Bachelor of Science or Arts Degree are only eligible to receive a maximum of 4.0%)*

California State Fire Training (CSFT) Fire (Company) Officer or CSFT or equivalent) Certificate, or completion of company officer series and Department provided task book, 2.0%

California State Fire Training (CSFT) Chief (Fire) Officer (or CSFT equivalent) Certificate, or completion of chief officer series and Department provided task book, 2.0%

Heavy Rescue Technician, 2.5%

Heavy Rescue Specialist, 2.5%

*Heavy Rescue Technician requires Rope Rescue Awareness/Operations, Confined Space Awareness, Trench Rescue, and Swift Water Technician. Heavy Rescue Specialist requires Rope Rescue Awareness/Operations, Structural Collapse Specialist I, Confined Space Awareness and Rescue, Trench Rescue, and Swift Water Technician. Both require a minimum of 65% attendance to all scheduled drills in-District, an annual recertification of the task books and skills checkoff as part of the Napa Interagency Rescue Team. Certification reviews will be conducted annually, and employees failing to meet the established standards shall be ineligible for this certification incentive for the following calendar year. Incumbents already receiving Heavy Rescue Technician or Heavy Rescue Specialist will be grandfathered in consistent with the training requirements in place at the time of incentive application.*

The Parties agree, on a non-precedential basis, that the Fire Board’s adopted Battalion Chief salary schedule will be implemented after the first full work period following the Fire Board’s September 24<sup>th</sup>, 2024 meeting effective through September 30, 2025.

The Parties agree that this Procedural Agreement does not modify the current Individual Employee Agreement in any way.

**AMERICAN CANYON FIRE PROTECTION DISTRICT:**

By:   
\_\_\_\_\_  
Geoff Belyea, Fire Chief

Date: 9/19/2024

By:   
\_\_\_\_\_  
Ron Prettyman

Date: 9/19/2024

PROCEDURAL AGREEMENT

PARTIES: American Canyon Fire Protection District and  
Kenneth Deide, Battalion Chief

SUBJECT: 5/15/2023 Employment Agreement. Section 5.1 Salary

“...District agrees to pay Employee the annual base salary (“Base Salary”) set forth in the following salary schedule payable in accordance with the District’s standard payroll practice for other employees of the District, less such deductions or withholdings as required by applicable law and regulations.  
Effective: May 15, 2023: Hourly Annual Step 2 \$ 48.38, \$ 144,656.20

Educational Incentives Education and Incentive Pay shall be paid on the Employee's base salary rate and shall only be paid if the Employee obtains and maintains current and valid certification, as designated by the regulating agency or the District.

**Education/Certification Percentage**

The District may adjust Employee’s Base Salary from time-to-time; provided, however, that the District may decrease Employee’s Base Salary only if an across-the-board adjustment is made to Employee’s Base Salary and other District Employees’ Base Salary direct reports.

Associate Degree from an accredited institution in Fire Science, 1.5%

Bachelor of Science or Arts Degree from an accredited institution in Fire Science, Business Management or Public Administration 3.0%

California State Fire Training (CSFT) Fire (Company) Officer or CSFT or equivalent) Certificate, prerequisites, educational requirements and Department provided task book, 1.5%

California State Fire Training (CSFT) Chief (Fire) Officer (or CSFT equivalent) Certificate, prerequisites, educational requirements and Department provided task book, 1.5%

Heavy Rescue Technician, 2.5%

Heavy Rescue Specialist, 2.5%

The District may adjust Employee’s Base Salary from time-to-time; provided, however, that the District may decrease Employee’s Base Salary only if an across-the-board adjustment is made to Employee’s Base Salary and other District Employees’ Base Salary direct reports.”

**BACKGROUND:**

On July 1<sup>st</sup>, 2024 the District entered into a Memorandum of Agreement with International Association of Fire Fighters, Firefighters Local 1186 which resulted in the salary compaction between the Fire Captain and unrepresented Battalion Chief Positions.

IMPLEMENTATION of Section 5.1 Salary

Step	Hourly	Bi-Weekly	Monthly	Annual
A	\$50.80	\$5,689.49	\$12,327.22	\$147,926.69
B	\$53.34	\$5,974.08	\$12,943.84	\$155,326.08
C	\$56.01	\$6,272.78	\$13,591.03	\$163,092.38
D	\$58.81	\$6,586.42	\$14,270.58	\$171,247.00

Battalion Chief Kenny Diede will be placed at Step B, effective from the first pay period after Board approval.

**Education/Certification Percentage**

The District may adjust Employee’s Base Salary from time-to-time; provided, however, that the District may decrease Employee’s Base Salary only if an across-the-board adjustment is made to Employee’s Base Salary and other District Employees’ Base Salary direct reports.

Associate Degree from an accredited institution, 2.0%

Bachelor of Science or Arts Degree from an accredited institution, 4.0% (*Employees with both an Associate Degree and Bachelor of Science or Arts Degree are only eligible to receive a maximum of 4.0%*)

California State Fire Training (CSFT) Fire (Company) Officer or CSFT or equivalent) Certificate, or completion of company officer series and Department provided task book, 2.0%

California State Fire Training (CSFT) Chief (Fire) Officer (or CSFT equivalent) Certificate, or completion of chief officer series and Department provided task book, 2.0%

Heavy Rescue Technician, 2.5%

Heavy Rescue Specialist, 2.5%

*Heavy Rescue Technician requires Rope Rescue Awareness/Operations, Confined Space Awareness, Trench Rescue, and Swift Water Technician. Heavy Rescue Specialist requires Rope Rescue Awareness/Operations, Structural Collapse Specialist I, Confined Space Awareness and Rescue, Trench Rescue, and Swift Water Technician. Both require a minimum of 65% attendance to all scheduled drills in-District, an annual recertification of the task books and skills checkoff as part of the Napa Interagency Rescue Team. Certification reviews will be conducted annually, and employees failing to meet the established standards shall be ineligible for this certification incentive for the following calendar year. Incumbents already receiving Heavy Rescue Technician or Heavy Rescue Specialist will be grandfathered in consistent with the training requirements in place at the time of incentive application.*

The Parties agree, on a non-precedential basis, that the Fire Board’s adopted Battalion Chief salary schedule will be implemented after the first full work period following the Fire Board’s September 24<sup>th</sup>, 2024 meeting effective through September 30, 2025.

The Parties agree that this Procedural Agreement does not modify the current Individual Employee Agreement in any way.

**AMERICAN CANYON FIRE PROTECTION DISTRICT:**

By: DocuSigned by:  
*Geoff Belyea* \_\_\_\_\_ Date: 9/19/2024  
9D0340973279453  
Geoff Belyea, Fire Chief

By: Signed by:  
*Kenneth Deide* \_\_\_\_\_ Date: 9/19/2024  
Kenneth Deide



## **TITLE**

Approve Excused Absence for Board Member Aboudamous.

## **RECOMMENDATION**

Adopt a Minute Order approving excused absence for Board Member Aboudamous from May 28, 2024 to November 12, 2024 and authorizing the regular compensation due to Board Member Aboudamous for the Fire District Board meetings during this time period.

## **CONTACT**

Geoff Belyea, Fire Chief

## **BACKGROUND & ANALYSIS**

When discussing Board Member attendance at meeting, Section 2.5 of the Fire District's Board of Directors Policy and Procedures Manual ("Manual") states: "Members of the Board of Directors shall attend all regular and special Board meetings unless there is good cause for absence." The Manual also states that the Manual supplements the City of American Canyon's March 2020 Governance Protocol ("Protocol").

In accordance with the Fire Protection District Law of 1987, Health and Safety Code Section 13800 et seq. (the "Act"), incorporating Water Code section 20202, Board Members receive set compensation for each meeting attended or for each day's service rendered as a member of the Board by request of the Board.

Section V(1)(A)(2) of the Protocol states:

After the second excused absence, the full Board...must rule on the request. Upon being granted an excused absence the requesting member will be compensated in the usual manner provided they have been briefed following the missed meeting by the Chair or [a] designee on the matters discussed during the excused absence.

Board Member Aboudamous will be absent from May 28, 2024 to November 12, 2024, due to a planned family matter. Although Board Member Aboudamous will not attend the Fire Board meetings during this time, Board Member Aboudamous reviews the agenda packet and the Fire

Chief provides Board Member Aboudamous with a briefing communication after meetings.

For record-keeping purposes, it is appropriate for the Board to memorialize approval of excused absences for Board Member Aboudamous through the adoption of a Minute Order - including the approval of the regular compensation for each District Board meeting held during this timeframe.

**FISCAL IMPACT**

Not Applicable

**BOARD PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services"

**ENVIRONMENTAL REVIEW**

None.

**ATTACHMENTS:**

None



AMERICAN CANYON FIRE PROTECTION DISTRICT  
BOARD AGENDA  
SEPTEMBER 24, 2024

STAFF REPORT  
PUBLIC HEARING  
**ITEM NUMBER: 9.**

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## **TITLE**

Final Operating and Capital Budgets for the American Canyon Fire Protection District for Fiscal Year 2024-25.

## **RECOMMENDATION**

Hold a Public Hearing and adopt a resolution approving the Final Operating and Capital Budgets for the American Canyon Fire Protection District for Fiscal Year 2024-25.

## **CONTACT**

Geoff Belyea, Fire Chief

## **BACKGROUND & ANALYSIS**

Pursuant to Section 13890 of the Health and Safety Code, fire districts in California must adopt at least a preliminary budget by July 1 of each year and, after having done so, must then adopt a final budget by October 1st. On June 25, 2024, the American Canyon Fire Protection District Board conducted a public hearing and adopted a preliminary operating and capital budget for fiscal year 2024-25 (FY25), with September 24, 2024, being set as the date for the public hearing and adoption of the final budget.

There are only minor adjustments proposed for the final budgets, with any spending increases offset by like revenue. The FY25 preliminary budget staff report is attached for your review, and below is further discussion of the recommended budget changes/updates from the preliminary operating and capital budget to the final budget.

## **FINAL BUDGET**

The District's General Operations Fund (Fund 810) accounts for the day-to-day expenses associated with providing fire and life safety services to the citizens of the District. In addition, a portion of the annual operating funds received by the District are set aside as needed to meet future capital maintenance and replacement needs and to fund the benefits promised to District employees upon retirement.

General Fund operating revenue for FY25 was increased by \$74,000, which reflects the actual billings to date for State strike team deployments from earlier in the year. General Fund operating

expenditures were increased by the same amount, with \$74,000 being added to the overtime budget to offset the backfill for vacancies, workers' comp and other anticipated leaves. As these are offsetting adjustments, there was no change to the projected operating deficit of \$99,000 from the preliminary budget to the final budget.

The Fire Mitigation Fee Fund (Fund 830) collects funds from new development to help defray capital costs associated with maintaining fire and life safety services as new development occurs within the District. Mitigation fees are dependent upon the level of development activity and can vary widely, as evidenced by \$117,000 collected in FY22 and \$403,000 collected in FY23. Mitigation fee revenue of \$277,000 was projected for FY24 based on a rolling average of the actual collections over the previous five-year period, with an additional \$200,000 expected from development activity associated with the Watson Ranch project for a total projected fee revenue of \$477,000. Collections for FY24, however, were only \$182,000 as actual permits issued were less than anticipated. The updated five-year average of mitigation fees is \$275,000; adding \$200,000 for Watson Ranch brings the revised projection of mitigation fee revenue to \$475,000 for FY25. As a result of the lower collections in FY24, the projected June 30, 2025, ending balance of the Mitigation Fee Fund was reduced from \$1,812,000 to \$1,544,000.

Capital expenditures are accounted for in the Fleet, Facilities & Equipment Fund (FF&E Fund 860), which is funded primarily through transfers from the General Operations and Mitigation Fee Funds. The FF&E Fund also accounts for grant funded expenditures, proceeds from the sale of surplus assets, and any one-time funding sources. After adoption of the preliminary budget, the District was awarded a California Fire Foundation grant in the amount of \$10,000 for the planned replacement wildland turnouts and projected revenue for the FF&E Fund was increased by this amount. In addition, it now appears the new Type 1 engines will be arriving before the fiscal year end and available for upfitting with lights and safety equipment. Additional funding of \$125,000 was added for the upfitting costs, offset by a like amount of revenue from the initial lease financing transaction being held in trust for this purpose.

As noted in the preliminary budget staff report, the District's overall financial condition remains stable, with a (pre-audit) General Operations Fund balance on June 30, 2024, of \$5,285,000 million; an increase of \$125,000 over the prior year ending balance. The FY25 final budget projects ending operating reserves of \$5.2 million and ending capital reserves of \$1.6 million. The reserve amounts are deemed adequate to deal with unforeseen emergencies and give the ability to maintain current levels of emergency services (or at least minimize any major disruption in emergency services) in the event of an economic downturn or other unforeseen events negatively impacting the District's finances.

## **FISCAL IMPACT**

Adoption of the final budget sets appropriation limits for the upcoming fiscal year.

## **BOARD PRIORITY PROGRAMS AND PROJECTS**

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

## **ENVIRONMENTAL REVIEW**

None

## **ATTACHMENTS:**

1. [Resolution 2024-29 FD Final Budget.pdf](#)
2. [2024-25 Final Budget Forecast](#)
3. [2024-25 Final Budget Worksheets](#)
4. [Final Budget Presentation FY 2024-25](#)

**Resolution 2024-29**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT  
ADOPTING THE FINAL OPERATING AND CAPITAL BUDGETS (“FINAL BUDGET”) FOR FISCAL  
YEAR 2024-2025**

**WHEREAS**, on September 24, 2024, the Board of Directors of the American Canyon Fire Protection District (District) held a Public Hearing on the proposed FINAL BUDGET for FY 2024-2025; and

**WHEREAS**, it is the intent of the Board of Directors of the District to adopt the proposed FINAL BUDGET for FY 2024-2025; and

**WHEREAS**, the Health and Safety Code requires the Fire District to adopt a final budget prior to October 1 of each year,

**NOW THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the District that the Fiscal Year FY 2024-2025 FINAL BUDGET, as summarized in Attachment I, is hereby adopted for FY 2024-2025; and,

**BE IT FURTHER RESOLVED** that the amount encumbered on the books of the District for FY 2023-2024 shall be carried forward and that the Fire Chief, District Treasurer, or appropriate designees, are hereby authorized to take the necessary steps to carry forward encumbrances in the various funds of the District; and,

**BE IT FURTHER RESOLVED** that the District Board authorizes the Fire Chief to maintain District career personnel staffing of twenty-six (26); and,

**BE IT FURTHER RESOLVED** that any amendments to the FINAL BUDGET of the District for FY 2024-2025 shall only be made in accordance with the fiscal policy of the District; and,

**BE IT FURTHER RESOLVED** that the Fire Chief or his appropriate designee, is hereby authorized to approve payments for goods and services received by the District in accordance with the District’s approved budgets, programs, and policies.

**APPROVED AND ADOPTED** at regularly scheduled meeting of the Board of Directors of the American Canyon Fire Protection District held on the 24th day of September 2024 by the following:

AYES:  
NOES:  
ABSTAIN:  
EXCUSED ABSENCE:

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**Leon Garcia**  
**Chairman, Board of Directors**

ATTEST:

APPROVED AS TO FORM:

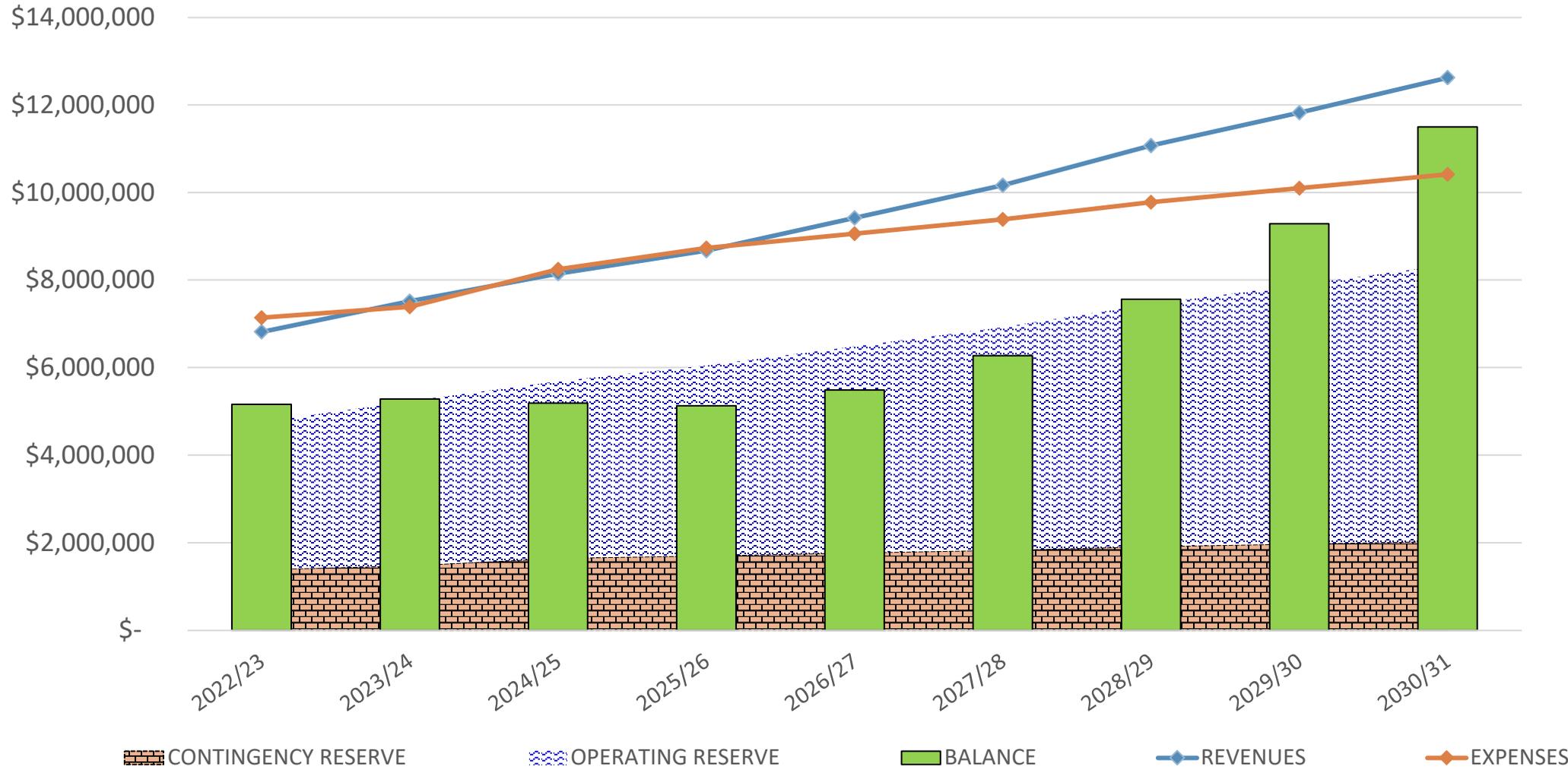
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**Geoff Belyea**  
**Fire Chief/District Clerk**

---

**William D. Ross**  
**District Counsel**  
**American Canyon Fire Protection District**

### General Operating Fund - Financial Forecast



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

## **ONE TEAM, ONE MISSION**

*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.*

### **Board of Directors**

Leon Garcia, Chair

David Oro, Vice-Chair

Mariam Aboudamous, Board Member

Mark Joseph, Board Member

Pierre Washington, Board Member

### **The Role of the Board**

*The Board of Directors is the elected policymaking body for the American Canyon Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.*

### **Fire Chief/Treasurer**

Geoff Belyea

### **The Role of the Chief**

*The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection and order to the District.*

### **District Counsel**

William D. Ross

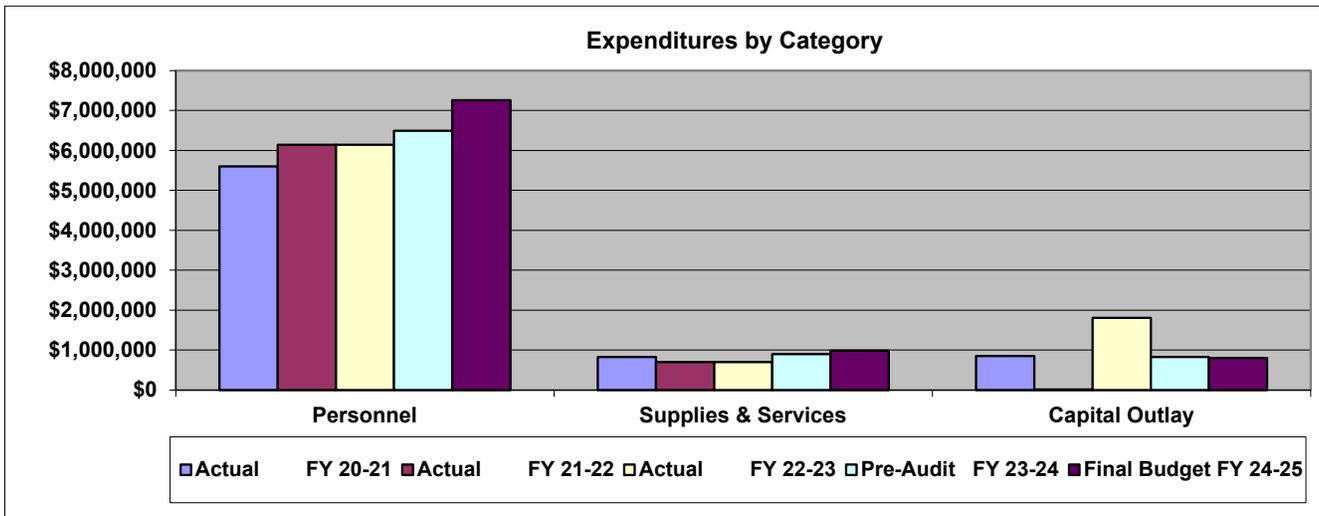
**American Canyon Fire Protection District  
Financial Summary  
Final Budget Year 2024-25**

	General Operations			Fire Mitigation Fee			Fleet, Facilities & Equipment Capital Fund		
	FY 2023-24		FY 2024-25	FY 2023-24		FY 2023-24	FY 2023-24		FY 2023-24
	<u>Projected</u>	<u>Pre-Audit</u>	<u>Budget</u>	<u>Budget</u>	<u>Pre-Audit</u>	<u>Budget</u>	<u>Budget</u>	<u>Pre-Audit</u>	<u>Budget</u>
Fund Balance - Beginning	\$5,160,001	\$5,160,001	\$5,285,406	\$1,419,737	\$1,419,737	\$1,238,723	\$688,149	\$688,149	\$463,621
Revenues and Transfers	7,474,417	7,513,717	8,146,577	462,778	218,986	505,467	596,434	598,950	433,900
Expenses and Transfers	7,370,846	7,388,312	8,245,612	400,000	400,000	200,000	852,737	823,478	802,135
Rev Over (Under) Exp	103,571	125,405	(99,036)	62,778	(181,014)	305,467	(256,303)	(224,528)	(368,235)
Fund Balance - Ending	\$5,263,572	\$5,285,406	\$5,186,371	\$1,482,515	\$1,238,723	\$1,544,190	\$431,846	\$463,621	\$95,387

### Fire District Fund Summary\*

\*Excludes interfund transfers

	Actual FY 20-21	Actual FY 21-22	Actual FY 22-23	Pre-Audit FY 23-24	Final Budget FY 24-25
<b>Expenditures</b>					
Personnel	\$ 5,598,629	\$ 6,139,351	\$ 6,139,351	\$ 6,490,218	\$ 7,261,096
Supplies & Services	825,895	699,322	699,322	898,094	984,517
Capital Outlay/Lease Payments	849,964	13,827	1,804,542	823,478	802,135
<b>Total for Department</b>	<b>\$ 7,274,488</b>	<b>\$ 6,852,499</b>	<b>\$ 8,643,215</b>	<b>\$ 8,211,790</b>	<b>\$ 9,047,747</b>
<b>Revenues / Funding Sources</b>					
Property Taxes	\$ 4,763,342	\$ 5,125,895	\$ 5,403,686	\$ 6,035,967	\$ 6,699,848
Fire Assessment Fee	669,664	696,626	739,041	798,069	816,000
Fire Mitigation Fee	192,026	116,922	402,977	182,332	475,467
Interest Earnings	26,951	(64,417)	127,595	199,752	188,000
State/Fed Revenue	817,689	480,650	-	132,498	84,000
Other	488,182	475,695	542,345	583,037	622,629
(Increase) Decrease Reserve Funds	316,634	21,129	1,427,571	280,136	161,804
<b>Total Department Funding Sources</b>	<b>\$ 7,274,488</b>	<b>\$ 6,852,499</b>	<b>\$ 8,643,215</b>	<b>\$ 8,211,790</b>	<b>\$ 9,047,747</b>



## General Operations Fund #810

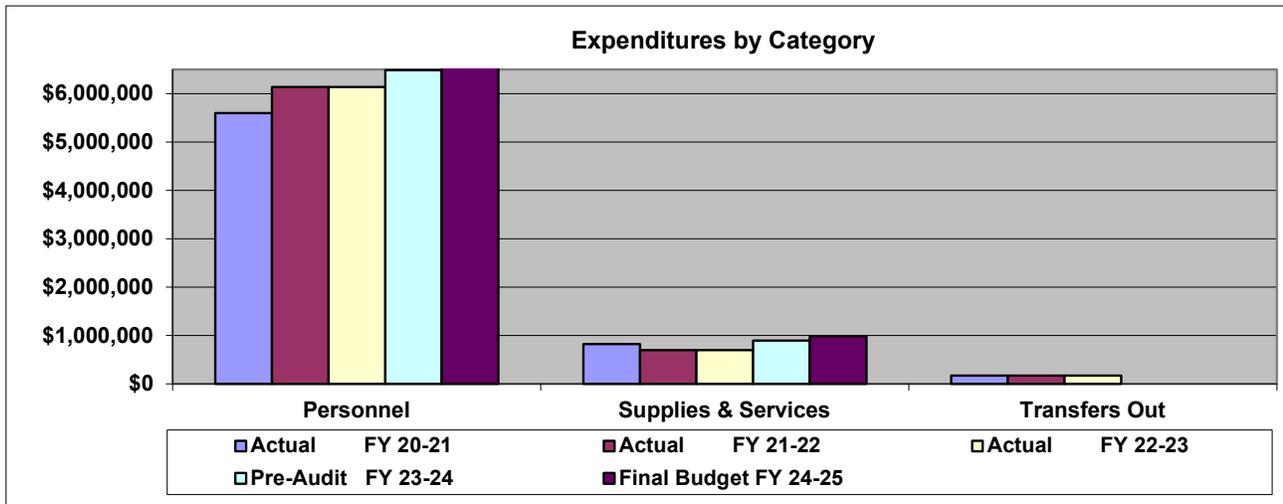
*Mission: To provide reliable and progressive emergency response while seeking opportunities to make a positive difference in the lives of the people and the community we serve.*

	Actual FY 20-21	Actual FY 21-22	Actual FY 22-23	Pre-Audit FY 23-24	Final Budget FY 24-25
<b>Expenditures</b>					
Personnel	\$ 5,598,629	\$ 6,139,351	\$ 6,139,351	\$ 6,490,218	\$ 7,261,096
Supplies & Services	825,895	699,322	699,322	898,094	984,517
Capital Outlay	-	-	-	-	-
Transfers Out	168,826	173,891	173,891	-	-
Debt Service	-	-	-	-	-
<b>Total Operational Expenditures</b>	<b>\$ 6,593,350</b>	<b>\$ 7,012,563</b>	<b>\$ 7,012,563</b>	<b>\$ 7,388,312</b>	<b>\$ 8,245,612</b>

### Revenues / Funding Sources

Property Taxes	\$ 4,763,342	\$ 5,125,895	\$ 5,403,686	\$ 6,035,967	\$ 6,699,848
Fire Assessment Fee	669,664	696,626	739,041	798,069	816,000
Interest Earnings	12,354	(68,275)	96,950	153,228	153,000
State OES Reimbursement	817,689	480,650	-	-	74,000
Other	434,582	425,695	492,345	526,454	403,729
(Increase) Decrease Reserve Funds	(104,281)	351,973	280,542	(125,405)	99,036
<b>Total Operational Funding Sources</b>	<b>\$ 6,593,350</b>	<b>\$ 7,012,563</b>	<b>\$ 7,012,563</b>	<b>\$ 7,388,312</b>	<b>\$ 8,245,612</b>

Division Staffing Full Time Equivalent Positions	Final Budget FY 2023-24	Final Budget FY 2024-25	Comments
Fire Chief	1.0	1.0	
Assistant Chief	1.0	1.0	
Battalian Chief	2.0	2.0	
Fire Captain	6.0	6.0	
Firefighters	15.0	15.0	
Administrative Assistant	2.0	2.0	
<b>Total Full Time Equivalents</b>	<b>27.0</b>	<b>27.0</b>	



### Fire Mitigation Fund #830

*Mission: To account the collection and use of development fees for Fire District infrastructure needs.*

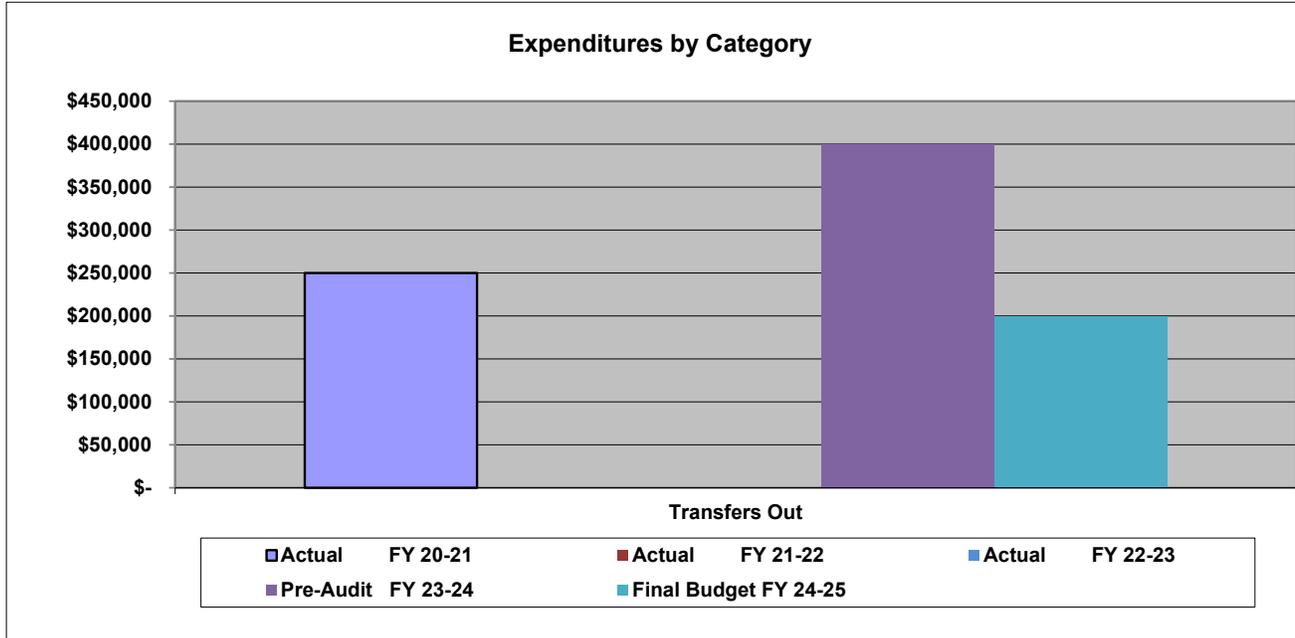
	Actual FY 20-21	Actual FY 21-22	Actual FY 22-23	Pre-Audit FY 23-24	Final Budget FY 24-25
<b>Expenditures</b>					
Transfers Out	\$ 250,000	\$ -	\$ -	\$ 400,000	\$ 200,000
Supplies & Services	-	-	-	-	-
<b>Total Department Expenditures</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 200,000</b>

<b>Revenues / Funding Sources</b>					
Fire Mitigation Fee	\$ 192,026	\$ 116,922	\$ 402,977	\$ 182,332	\$ 475,467
Interest Earnings	10,000	3,420	24,191	36,654	30,000
(Increase) Decrease Reserve Funds	47,974	(120,342)	(427,168)	181,014	(305,467)
<b>Total Department Funding Sources</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 200,000</b>

**Staffing**

**Comments**

*No Staff are charged to the Fire Mitigation Fund*



**Fleet, Facilities & Equipment Capital Fund #860**

*Mission: To account for the accumulation of funds used to pay for capital acquisition/replacement.*

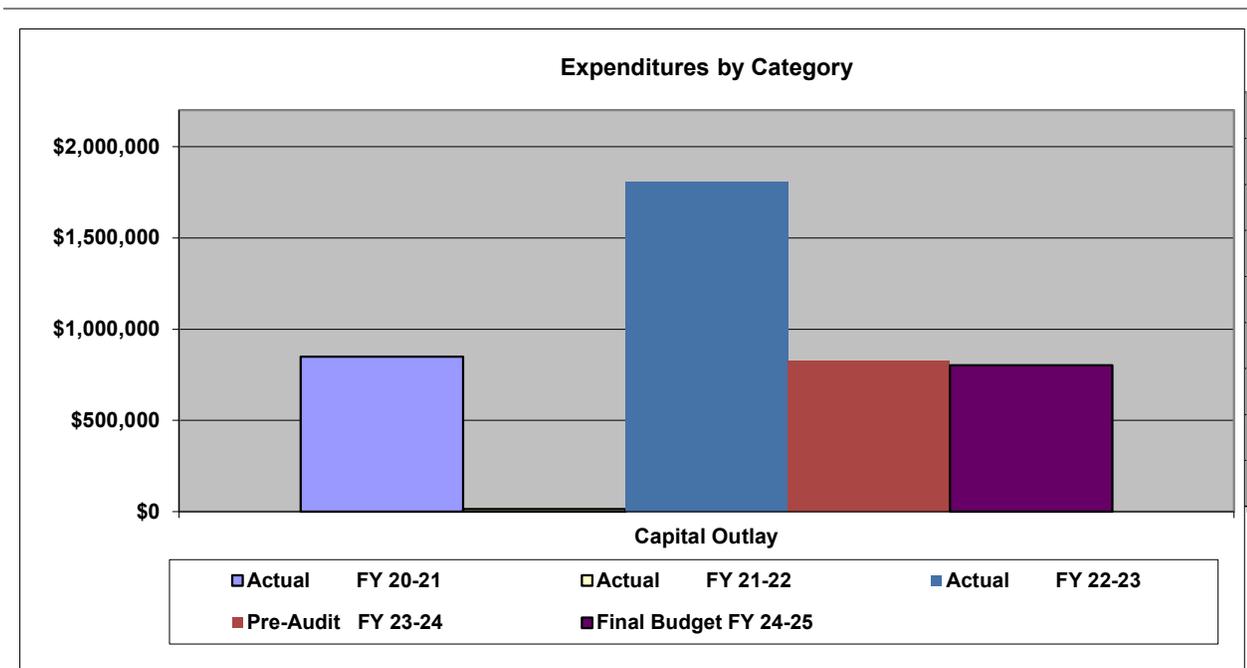
	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Actual FY 22-23</b>	<b>Pre-Audit FY 23-24</b>	<b>Final Budget FY 24-25</b>
<b>Expenditures</b>					
Type 1 Engines	-	\$ -	\$ 1,599,170	\$ 59,042	\$ 125,168
Repairs & Maintenance	-	-	-	\$ 34,612	\$ 61,400
Rescue Boat	-	-	-	45,000	-
Facilities	571,400	-	15,394	104,584	53,100
Equipment	278,564	13,827	20,928	231,060	196,564
Enterprise Lease	-	-	32,561	68,097	78,996
Equipment Lease Financing	-	-	136,490	281,084	286,907
<b>Total Department Expenditures</b>	<b>\$ 849,964</b>	<b>\$ 13,827</b>	<b>\$ 1,804,542</b>	<b>\$ 823,478</b>	<b>\$ 802,135</b>

<b>Revenues / Funding Sources</b>					
General Operations Transfer	\$ 168,825	\$ 173,891	\$ 179,108	\$ -	\$ -
Fire Mitigation Fee Transfer	-	-	-	400,000	200,000
Lease Proceeds	-	-	1,842,000	6,583	125,168
Grant Funds	189,000	-	-	132,498	10,000
Other	53,600	50,000	50,000	50,000	93,732
Interest Earnings	4,597	439	6,454	9,870	5,000
(Increase) Decrease Reserve Funds	622,942	(210,503)	(273,020)	357,025	368,235
<b>Total Department Funding Sources</b>	<b>\$ 1,038,964</b>	<b>\$ 13,827</b>	<b>\$ 1,804,542</b>	<b>\$ 955,976</b>	<b>\$ 802,135</b>

**Staffing**

**Comments**

*No Staff are charged to the Fleet, Facilities & Equipment Capital Fund*



# American Canyon Fire Protection District

## September 24, 2024 Board Meeting



- FY 2024-25 Final Budget Presentation
- Updated Financial Forecast
- Public hearing & adoption the Final Budget

# American Canyon Fire Protection District Final Budget Presentation



Final Operating and Capital Budgets  
Fiscal Year 2024-25  
*Proposed for Adoption*  
*September 24, 2024*

# Financial Summary

General Operations Fund			
	<u>2023-24</u>		<u>2024-25</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Beginning Balance	\$5,160,001	\$5,160,001	\$5,285,406
Revenue & Trans	7,474,417	7,513,717	8,146,577
Expenditures & Trans	7,370,846	7,388,312	8,245,612
Over (Under)	<u>103,571</u>	<u>125,405</u>	<u>(99,036)</u>
<b>Ending Balance</b>	<b>\$5,263,572</b>	<b>\$5,285,406</b>	<b>\$5,186,371</b>

# Financial Summary

Fire Mitigation Fee Fund			
	<u>2023-24</u>		<u>2024-25</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Beginning Balance	\$1,419,737	\$1,419,737	\$1,238,723
Revenue & Trans	462,778	218,986	505,467
Expenditures & Trans	400,000	400,000	200,000
Over (Under)	<u>62,778</u>	<u>(181,014)</u>	<u>305,467</u>
<b>Ending Balance</b>	<b>\$1,482,515</b>	<b>\$1,238,723</b>	<b>\$1,544,190</b>

# Financial Summary

Fleet, Facilities & Equipment Fund			
	<u>2023-24</u>		<u>2024-25</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Beginning Balance	\$688,149	\$688,149	\$463,621
Revenue & Trans	596,434	598,950	433,900
Expenditures & Trans	852,737	823,478	802,135
Over (Under)	<u>(256,303)</u>	<u>(224,528)</u>	<u>(368,235)</u>
<b>Ending Balance</b>	<b>\$431,846</b>	<b>\$463,621</b>	<b>\$95,387</b>

# FY 2024-25 Revenue

Description	Preliminary Budget	Final Budget
Property Tax	\$6,699,848	\$6,699,848
Fire Assessment Fee	816,000	816,000
Strike Team	-	74,000
Service Charges	291,500	291,500
Interest Earnings	153,000	153,000
AMR Contract	72,229	72,229
Other	<u>40,000</u>	<u>40,000</u>
<b>Total - General Fund</b>	<b>\$8,072,577</b>	<b>\$8,146,577</b>

# FY 2024-25 Revenue

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Description	Preliminary Budget	Final Budget
Fire Mitigation Fee	\$594,975	\$475,467
Interest Earnings	<u>40,000</u>	<u>30,000</u>
<b>Fire Mitigation Fee</b>	<b>\$634,975</b>	<b>\$505,467</b>

# FY 2024-25 Revenue

Description	Preliminary Budget	Final Budget
Interest Earnings	\$0	\$5,000
Other Miscellaneous	93,732	93,732
Lease Proceeds	-	125,168
Grant Proceeds	-	10,000
Trans-Fire Mitigation	200,000	200,000
Trans-Fire Operations	-	-
<b>FF&amp;E Capital Fund</b>	<b>\$293,732</b>	<b>\$433,900</b>

# FY 2024-25 Expenditures

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Description	Preliminary Budget Request	Final Budget Request
Personnel	\$7,198,453	\$7,261,096
Supplies & Services	973,339	984,517
Capital Transfer	-	-
<b>Total - General Fund</b>	<b>\$8,171,792</b>	<b>\$8,245,612</b>

# FY 2024-25 Expenditures

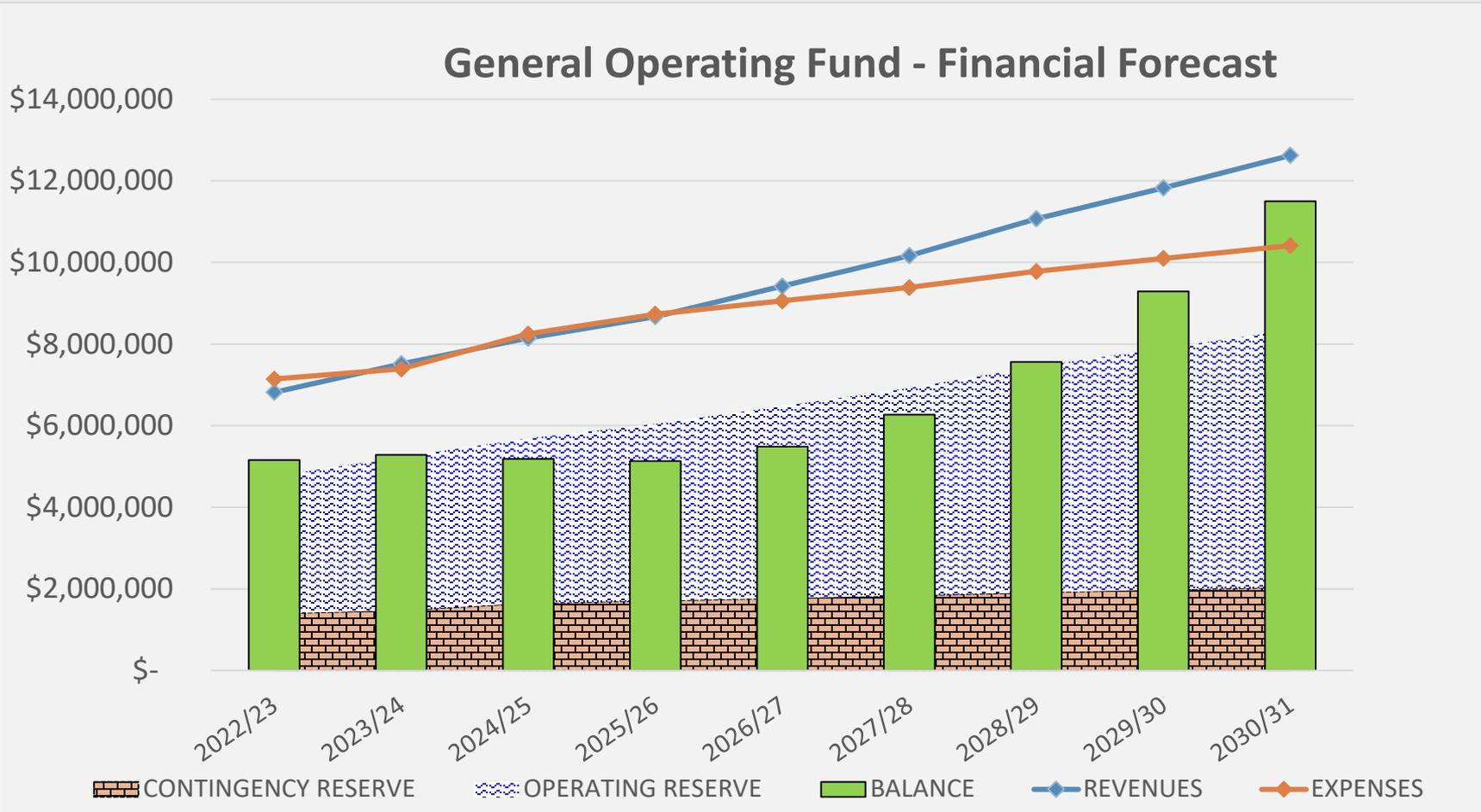
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Description	Preliminary Budget Request	Final Budget Request
Services	\$0	\$0
Transfer to FF&E	<u>200,000</u>	<u>200,000</u>
<b>Fire Mitigation Fee</b>	<b>\$200,000</b>	<b>\$200,000</b>

# FY 2024-25 Expenditures

Description	Preliminary Budget Request	Final Budget Request
Fleet	\$61,400	\$186,568
Facilities	53,100	53,100
Equipment	196,564	196,564
Lease Pymt - Engines	286,907	286,907
Lease Pymt - Vehicles	<u>78,996</u>	<u>78,996</u>
<b>FF&amp;E Capital Fund</b>	<b>\$676,967</b>	<b>\$802,135</b>

# American Canyon Fire Protection District General Fund Financial Forecast



<sup>(1)</sup> Operating Reserve = 50% of Ongoing General Fund Revenues

# Final Budget Recommendation



- Conduct a public hearing pursuant to California H&S Code (Sections 13890-13906)
- Entertain any questions/discussions from the public or the Board of Directors
- Adopt the final operating and capital budgets for the American Canyon Fire Protection District for FY 2024-25

# American Canyon Fire Protection District



Questions?



## **TITLE**

Public Hearing on the Formation of the American Canyon Fire Protection District Community Facilities District No. 1 (Giovannoni Logistics Park), Napa County, California.

## **RECOMMENDATION**

Continuance of Public Hearing on the Formation of the American Canyon Fire Protection District Community Facilities District No. 1 (Giovannoni Logistics Park), Napa County, California.

## **CONTACT**

Geoff Belyea, Fire Chief

## **BACKGROUND & ANALYSIS**

On August 27, 2024, the Board of Directors adopted Resolution 2024-26 authorizing the intention to form American Canyon Fire Protection District Community Facilities District No. 1 (Giovannoni Logistics Park), Napa County, California. A Public Hearing on the formation was scheduled for September 24, 2024.

However, due to unresolved issues, the property owner Right From Start, a California Nonprofit Public Benefit Corporation along with District Staff, has requested that the Public Hearing be continued to October 22, 2024 at 6:30 pm in order to allow sufficient time for resolution.

## **FISCAL IMPACT**

None.

## **BOARD PRIORITY PROGRAMS AND PROJECTS**

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

## **ENVIRONMENTAL REVIEW**

The action before the Board is exempt.

## **ATTACHMENTS:**

None

