



AMERICAN CANYON FIRE PROTECTION DISTRICT BOARD MEETING

AGENDA

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

November 30, 2021

6:30 PM

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

Consistent with Government Code Section 54953 and to permit social distancing there will be no physical or in-person meeting location available to the public. Instead, the meeting will be accessible, and members of the public may participate and give public comment, via teleconference by one of the following methods:

Verbal via Zoom: 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 directly to the legislative body during the meeting, connect via Zoom and follow the instructions given. <http://zoom.us/join> or by calling 669-900-6833. Please mute all audio devices and do not use the speakerphone to prevent echoing.

Zoom ID: 897 3315 5260; Passcode: 347315

Written comments Via eComments: The eComments link is 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.

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 Fire Executive Assistant (707) 551-0653 or email at mmanuelos@amcanfire.com.

This meeting will be broadcast live to residents on Napa Valley TV [here](#) and on YouTube [here](#).

AGENDA MATERIALS: Board agenda materials, are released less than 72 hours prior to the meeting, and are available to the public via the City's website at www.cityofamericancanyon.org.

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

5:30 P.M. CLOSED SESSION

1. **Conference with Legal Counsel – Anticipated Litigation.**
Pursuant to Government Code Section 54956.9 (d)(2); and,
Three Matters.
2. **Real Property Negotiations**
Pursuant to Government Code Section 54956.8
Negotiator: Fire Chief Michael P. Cahill
Property Location: APN 059-020-004 - 659 Napa Junction Road, American Canyon, CA

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 Closed Session. At 6:30 p.m. the Board of Directors will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. **Oath of Office and Badge Pinning for Firefighters Brad Bermann, Christina Breitenbuecher, Kyle Murchison, and Davis Pratt.**

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. District Board **Minutes of October 26, 2021.**
5. **Approve Resolution 2021-23 regarding proposed District Board of Directors' meeting dates for calendar year 2022.**
Recommendation: Approve Resolution 2021-23 regarding proposed calendar of the American Canyon Fire Protection District Board of Directors meeting dates for the calendar year 2022.
6. **Approve Resolution 2021-24 allowing the District Board to continue to meet by Zoom teleconference.**
Recommendation: Consider and approve the enclosed Resolution allowing the District Board to continue to meet by Zoom teleconference on and after January 26, 2022 with described means for public participation.

PUBLIC HEARINGS

None

BUSINESS

7. **Approve Resolution 2021-25 approving the proposal to conduct a Long-Range Master Plan with AP Triton.**
Recommendation: Approve Resolution 2021-25 approving the proposal to conduct a Long-Range Master Plan with AP Triton.

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, Michael P. Cahill, 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.

Michael P. Cahill, Fire District Chief

Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Michael P. Cahill, District Clerk of the American Canyon Fire Protection District, in the County of Napa, State of California, hereby certify that at a Board of Directors meeting for the American Canyon Fire Protection District, held at 4381 Broadway, American Canyon, in the Council Chambers, City Hall in said County, on the 30th day of November, 2021, Brad Bermann was officially appointed as a Firefighter with the American Canyon Fire Protection District.

*IN WITNESS WHEREOF, I hereunto affix
my hand and official Seal this 30th day
of November, 2021*

By _____
District Clerk, American Canyon Fire Protection District

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Brad Bermann, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Brad Bermann, Firefighter

Subscribed and sworn to before me, this 30th day of November, 2021.

William D. Ross, District Counsel



Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Michael P. Cahill, District Clerk of the American Canyon Fire Protection District, in the County of Napa, State of California, hereby certify that at a Board of Directors meeting for the American Canyon Fire Protection District, held at 4381 Broadway, American Canyon, in the Council Chambers, City Hall in said County, on the 30th day of November, 2021, Christina Breitenbuecher was officially appointed as a Firefighter with the American Canyon Fire Protection District.

*IN WITNESS WHEREOF, I hereunto affix
my hand and official Seal this 30th day
of November, 2021*

By _____
District Clerk, American Canyon Fire Protection District

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Christina Breitenbuecher, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Christina Breitenbuecher, Firefighter

Subscribed and sworn to before me, this 30th day of November, 2021.

William D. Ross, District Counsel



Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Michael P. Cahill, District Clerk of the American Canyon Fire Protection District, in the County of Napa, State of California, hereby certify that at a Board of Directors meeting for the American Canyon Fire Protection District, held at 4381 Broadway, American Canyon, in the Council Chambers, City Hall in said County, on the 30th day of November, 2021, Kyle Murchison was officially appointed as a Firefighter with the American Canyon Fire Protection District.

*IN WITNESS WHEREOF, I hereunto affix
my hand and official Seal this 30th day
of November, 2021*

By _____
District Clerk, American Canyon Fire Protection District

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Kyle Murchison, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Kyle Murchison, Firefighter

Subscribed and sworn to before me, this 30th day of November, 2021.

William D. Ross, District Counsel



Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Michael P. Cahill, District Clerk of the American Canyon Fire Protection District, in the County of Napa, State of California, hereby certify that at a Board of Directors meeting for the American Canyon Fire Protection District, held at 4381 Broadway, American Canyon, in the Council Chambers, City Hall in said County, on the 30th day of November, 2021, Davis Pratt was officially appointed as a Firefighter with the American Canyon Fire Protection District.

*IN WITNESS WHEREOF, I hereunto affix
my hand and official Seal this 30th day
of November, 2021*

By _____
District Clerk, American Canyon Fire Protection District

STATE OF CALIFORNIA)
County of Napa)
City of American Canyon)

I, Davis Pratt, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Davis Pratt, Firefighter

Subscribed and sworn to before me, this 30th day of November, 2021.

William D. Ross, District Counsel



**American Canyon Fire Protection District
Board Meeting**

ACTION MINUTES

October 26, 2021

Consistent with Government Code Section 54953 and to permit social distancing, there will be no physical or in person meeting location available to the public. Instead, the meeting will be accessible, and members of public may participate and give public comment, via teleconference.

AGENDA

5:30 P.M. CLOSED SESSION

Present: Chairman Leon Garcia; Vice-Chair Mark Joseph; Board Members Mariam Aboudamous; and David Oro;

Absent: Board Member Pierre Washington

PUBLIC ADDRESS – CLOSED SESSION ITEMS

Written Comments: None

Oral Comments: None

AMERICAN CANYON FIRE PROTECTION DISTRICT CLOSED SESSION

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

2. Matters Relating to Public Employment – Pursuant to Government Code Section 54957 (b)

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

CALL TO ORDER

Meeting was called to order at 6:34 PM

PLEDGE OF ALLEGIANCE

Chairman Garcia led the Pledge of Allegiance

ROLL CALL

Present: Chairman Leon Garcia; Vice-Chair Mark Joseph; Board Members Mariam Aboudamous; and David Oro;

Absent: Board Member Pierre Washington

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

District Counsel, William D. Ross, reported the Board of Directors convened at 5:34 in Open Session to address the matters agendized in Closed Session. Closed Session began at 5:35 p.m. Closed Session concluded at 6:01 p.m.

1. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(2)
Two Matters.
Action: No reportable action under the Common Law Attorney-Client Privilege provided by Government Code Section 54956.9(d)(2)
2. Matters Relating to Public Employment – Pursuant to
Government Code Section 54957 (b)
Action: No reportable action under the provisions of Government Code Section 54957 (b)

PROCLAMATIONS AND PRESENTATIONS

None

AGENDA CHANGES

There were no Agenda Changes.

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

There was no Public Comment

CONSENT CALENDAR – ACFPD

Action: Motion to approve CONSENT CALENDAR made by Board Member Oro, seconded by Vice-Chair Joseph, and Carried by roll call vote.

Ayes: Chairman Leon Garcia, Vice-Chair Mark Joseph; Board Members Mariam Aboudamous, and David Oro

Nays: None

Abstain: None

Absent: Board Member Washington

3. **District Board Minutes of August 24, 2021**
4. **District Board Minutes of September 28, 2021**
5. **Approve Resolution 2021-21 allowing the District Board to continue to meet by Zoom teleconference.**
Action: Adopted Resolution 2021-19 ratifying a State of Emergency by Governor Newsom on March 4, 2020, and authorizing remote teleconference meetings of the Legislative Bodies of the American Canyon Fire Protection District for the period of November 1, 2021 through December 1, 2021 pursuant to Brown Act Provisions.

6. **Adopt Resolution 2021-22 declaring outdated Self Breathing Apparatus and unusable Hurst Fire Equipment as surplus to District needs or requirements**

Action: Adopted Resolution 2021-22 declaring outdated and aging Self Breathing Apparatus (SCBA's) and unusable Hurst Fire Equipment as surplus to District needs or requirements.

PUBLIC HEARINGS – ACFPD

None

BUSINESS – ACFPD

None

FIRE CHIEF ORAL REPORT

Chief Cahill reported on the following:

1) The District has hired four new firefighters, two of which were hired in October, and the other two will begin on November 1st. All four firefighters will begin an Academy on November 1st. On November 30th, at the District's next Board Meeting, a Badge Pinning and Swearing- In Ceremony will be conducted.

2) An After-Action Update Report was conducted on the October 11th Newell Open Space Fire between the Fire District, American Canyon Police Department, and the City of American Canyon. The fire was outside the Fire District on City owned land in the County of Napa, which is in the state's responsibility area and was the responsibility of Cal Fire. The District was first on scene of the fire. The District is working on providing factual information via social media on a timely basis. The CERT team immobilized immediately and helped with traffic control. The EOC was staffed by the City Manager and the City's Communication Manager. The District, City of American Canyon, and Police Department are committed to continue to collaborate and work closely on the communication to the community on a timely and accurate basis.

3) There is a need to update the District's Strategic Plan, which was last adopted in 2015. There are potential fire station sites on the west side of Highway 29. A Master Plan would define the District's short and long-term needs and address the growth of the District and City. The Master Plan would also integrate with the City's General Plan, and we would work with the Community Development Department and the City Manager. There is a strong opportunity to work with the City of Napa on the same process and we may be able to negotiate with the same contractor, which may result in potential savings to the District for the development of the Master Plan.

4) The District is currently working with the Insurance Services Office (ISO) on grading the District and the municipal water system.

CHAIR BOARD COMMENTS, COMMITTEE REPORTS, AND FUTURE AGENDA ITEMS

Vice-Chair Joseph thanked the Fire District for responding and protecting the City.

Chairman Garcia thanked the Fire District and everyone who assisted in putting out the fire.

ADJOURNMENT

Meeting was adjourned at 6:50 P.M.

CERTIFICATION

Michael P. Cahill
District Fire Chief/District Clerk



AMERICAN CANYON FIRE PROTECTION DISTRICT
BOARD AGENDA
NOVEMBER 30, 2021

STAFF REPORT
CONSENT
ITEM NUMBER: 5.

TITLE

Approve Resolution 2021-23 regarding proposed District Board of Directors' meeting dates for calendar year 2022.

RECOMMENDATION

Approve Resolution 2021-23 regarding proposed calendar of the American Canyon Fire Protection District Board of Directors meeting dates for the calendar year 2022.

CONTACT

Michael P. Cahill, Fire Chief

BACKGROUND & ANALYSIS

In 2008, the City of American Canyon Governance Protocol Handbook was updated, adding a Fire District Board meeting on the fifth Tuesday of the month when there is a fifth Tuesday, in which the District Board conducts a standalone, non-joint meeting from the American Canyon City Council in order to focus on District-related items. (Section V 4.1.1. Meetings). Until a comprehensive revision is done to the Governance Handbook, the City Council of the City of American Canyon sitting ex officio as the Board of Directors for the American Canyon Fire Protection District ("District") approved Resolution 2021-14 on June 29, 2021, establishing a monthly stand-alone, non-joint meeting date to focus on District issues. The Board of Directors shall meet every fourth Tuesday.

Per this section, the Board of Directors may consider a meeting Calendar for each year. The proposed Calendar lists the 4th Tuesdays in 2022. Staff is proposing the Board of Directors consider rescheduling the November 22nd meeting to November 29th and cancelling the regular meeting scheduled for December 27, 2022.

Adoption of a Calendar of Regular Meetings does not prevent the Fire District Board from calling additional special meetings throughout the year or cancelling meetings when necessary.

Attachments

1. 2022 Calendar of the Fire District Board Meetings

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. [2022 Calendar of Fire District Board Meetings](#)
2. [Resolution 2021-23 Meeting Dates](#)

2022 Calendar of Fire District Board Meetings

Month	Regular Meeting Date 4 th Tuesday of Every Month
January	25
February	22
March	22
April	26
May	24
June	28
July	26
August	23
September	27
October	25
November	22 (Cancelled)
November	29 (Rescheduled)
December	27 (Cancelled)

There is one (1) observed Holiday on the Monday prior to a Tuesday meeting, but should not impact regularly scheduled meeting date include:

- February 21st – President’s Day

RESOLUTION 2021-23

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT
APPROVING THE CALENDAR OF THE BOARD OF DIRECTORS’ MEETING DATES FOR THE
CALENDAR YEAR 2022**

WHEREAS, In 2008, the City of American Canyon Governance Protocol Handbook was updated, adding a Fire Distract Board meeting on the firth Tuesday of the month when there is a fifth Tuesday, in which the District Board conducts a standalone, non-joint meeting from the American Canyon city Council to focus on District related items. (Section V 4.1.1 Meetings); and

WHEREAS, until a comprehensive revision is done to the Governance Handbook, the City Council of the City of American Canyon sitting *ex officio* as the Board of Directors for the American Canyon Fire Protection District (“District)” approved Resolution 2021-14 on June 29, 2021, establishing a monthly stand-alone, non-joint meeting date to focus on District issues. The Board of Directors shall meet every fourth Tuesday; and

WHEREAS, the 2022 Board of Directors’ Meeting Calendar lists the 4th Tuesdays in 2022 with the exception of the month of November and December. The Board of Directors shall reschedule the November 22nd meeting to November 29th and cancel the regular meeting scheduled for December 27, 2022; and

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the American Canyon Fire Protection District authorizes the Fire Chief to establish the following meeting dates:

Month	Regular Meeting Date 4th Tuesday of Every Month
January	25
February	22
March	22
April	26
May	24
June	28
July	26
August	23
September	27
October	25
November	22 (Cancelled)
November	29 (Rescheduled)
December	27 (Cancelled)

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Board of Directors of the American Canyon Fire Protection District held on the 30th day of November, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia
Chairman, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Michael P. Cahill
Fire Chief/District Clerk

William D. Ross
District Counsel



AMERICAN CANYON FIRE PROTECTION DISTRICT
BOARD AGENDA
NOVEMBER 30, 2021

STAFF REPORT
CONSENT
ITEM NUMBER: 6.

TITLE

Approve Resolution 2021-24 allowing the District Board to continue to meet by Zoom teleconference.

RECOMMENDATION

Consider and approve the enclosed Resolution allowing the District Board to continue to meet by Zoom teleconference on and after January 26, 2022 with described means for public participation.

CONTACT

William D. Ross, District Counsel

BACKGROUND & ANALYSIS

Because of the COVID-19 Pandemic, the District Board met by Zoom teleconference, as did the City of American Canyon as allowed by Executive Order N-29-20 expired on September 30, 2021.

Assembly Bill 361, which was approved at by the Governor on September 16, 2021, allows local agencies such as the District (and State agencies and School Boards) to continue to meet by Zoom teleconference, provided that certain conditions are met.

The effect of Executive Order N-29-20 was to suspend certain provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950 et seq.), which only allowed remote teleconference participation by District Board Members through a posting process at that Legislator's location, with agenda provisions indicating that location with a requirement that it be accessible to the public.

Enclosed is a District Board Resolution which would comply with the provisions of AB 361 to allow continued Zoom meetings of the District Board until full in-person meetings are resumed.

The ability to continue to meet by Zoom, even in conjunction with Open Meetings, can be accomplished by the District Board provided that monthly resolutions as agendized are enacted with provisions referencing appropriate confirmation of declared emergencies are described.

Stated plainly, the Board will have to enact a "361 Resolution" at each meeting of the District Board to allow the Zoom teleconference procedure to continue.

Changes to the initial Agenda page of the Board will also change in January 2022 as the means for the public to participate via continued Zoom teleconference will have to be described consistent with the AB 361 procedures rather than Executive Order N-29-20.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. [Resolution 2021-24 Implementing AB 361](#)

RESOLUTION NO. 2021-24

A RESOLUTION OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY EXISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT FOR THE PERIOD JANUARY 1, 2022 THROUGH JANUARY 26, 2022 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the American Canyon Fire Protection District (“District”) is committed to preserving and nurturing public access and participation in meetings of the American Canyon Fire Protection District Board of Directors (“Board”); and,

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and,

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and,

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and,

WHEREAS, that proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and,

WHEREAS, that proclamation also requires that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and,

WHEREAS, emergency conditions exist in the District, specifically, a State of Emergency has been proclaimed by Governor Newsom on March 4, 2020, proclaiming a State of Emergency to exist in California as a result of the threat of COVID-19; and,

WHEREAS, during the COVID-19 pandemic, the District Board has conducted remote, teleconferenced meetings consistent with the Governor’s Executive Orders promoting social distancing;

WHEREAS, consistent with AB 361, as a condition of extending the use of the provisions found in section 54953(e), the District Board must reconsider the circumstances of the state of emergency that exists in the District, and the District Board has done so; and,

WHEREAS, due to the surging Delta Variant of COVID-19, meetings in person would present imminent risk to health and safety of attendees; and,

WHEREAS, the District Board does hereby find that the State of Emergency proclaimed by Governor Newsom on March 4, 2020, and, the Delta Variant of COVID-19 surging in Napa County per the Napa County Public Health Notices on August 2, 2021 and August 6, 2021 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and ratify the Proclamation of State of Emergency by the Governor of the State of California; and,

WHEREAS, as a consequence of the local emergency, the District Board does hereby find that the legislative bodies of the District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and,

WHEREAS, the District is providing teleconference access via a conference phone-line number to the meetings to ensure public access.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF AMERICAN CANYON FIRE PROTECTION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Exists. The District Board hereby proclaims that a local emergency now exists throughout the District, and the surging Delta Variant of COVID-19 would present an imminent risk to meeting in person.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The District Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of January 26, 2022 or such time the District Board adopts a subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the District Board of the American Canyon Fire Protection District held on the 30th day of November 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Chairman

ATTEST:

APPROVED AS TO FORM

Michael P. Cahill, District Chief
Clerk to the Board

William D. Ross, District Counsel



TITLE

Approve Resolution 2021-25 approving the proposal to conduct a Long-Range Master Plan with AP Triton.

RECOMMENDATION

Approve Resolution 2021-25 approving the proposal to conduct a Long-Range Master Plan with AP Triton.

CONTACT

Michael P. Cahill, Fire Chief

BACKGROUND & ANALYSIS

The American Canyon Fire Protection District (District) would like to evaluate and address the growing needs of the District and the City of American Canyon through a Long-Range Master Plan. The purpose of a Long-Range Master Plan is to evaluate the District in relation to the community's current risks, anticipated community growth, and recommend steps to position the District to address growth in advance with the appropriate resources and infrastructure.

The Project will be comprised of five sections, and the estimated completion time is between four to six months. The project includes the following:

Section 1: Project Initiation and Development of a Work Plan.

This includes stakeholder input and field work interviews.

Section 2: Evaluation of Current Conditions.

An organizational analysis will be conducted of the District's operations in comparison to industry standards and best practices, establishing a benchmark assessment of the current conditions and current service performance. An overview of the District and community will be developed, which includes the following:

- **Organizational Overview**

Review service area population and demographics, history formation, description of the current service delivery infrastructure, governance and lines of authority, operating budget, funding, fees,

taxation, and financial resources.

- **Management Components**

Review Mission, vision, goals, objectives, and strategic plan, internal assessment of critical issues, internal assessment of future challenges, communication process, reporting and record keeping, and information technology systems.

- **Capital Assets & Capital Improvement Programs**

Review of facilities and apparatus

- **Staffing & Personnel**

Review and evaluate administration and support staffing, operational staffing, staff allocation to various functions and divisions and staffing scheduling methodology, review responsibilities and activity levels of personnel.

- **Service- Delivery & Performance**

Review and observe areas affecting service levels and operational performance

- **Support Programs**

Review and make overall observations involving support programs for the critical areas of training, life safety services, and communications.

Section 3: Community Risk Assessment

An assessment of future community conditions, service demands, and fire protection risks will be conducted to analyze projections of community growth and interpret the impact on emergency service planning and delivery.

Section 4: Future Delivery System Models

This includes strategies intended to place the District in a position to successfully serve its future demands and risks. An operation model will be developed for providing emergency services with the specific intent of identifying those options that can deliver the desire levels of service identified at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery.

Section 5: Development, Review, and Delivery of Report

A written report will be developed. This report will include clearly designated recommendations, detailed analysis of each report element written and charts, graphs, GIS maps and analysis, and diagrams.

Attachments

1. AP Triton Long Range Master Plan Proposal

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The proposed project fee is \$46,978.00.

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. AP Triton Proposal Long Range Master Plan
2. Resolution 2021-25 Long Range Master Plan



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November 3, 2021

Assistant Fire Chief Geoff Belyea
American Canyon Fire Protection District
911 Donaldson Way East
American Canyon, CA 94503

RE: Proposal to Conduct a Long-Range Fire Department Master Plan

Dear Chief Belyea:

We are pleased to submit a proposal to conduct a Long-Range Fire Department Master Plan for American Canyon Fire Protection District. AP Triton (Triton) is keenly aware of the struggles currently facing fire service organizations. With the many changes facing today's fire service, a Long-Range Master Plan is essential. Triton's experience working with agencies in California and across the United States offers a broadly knowledgeable perspective to help guide organizations into the future.

Triton understands that the intent of this project is to provide an unbiased, third-party process to develop a Long-Range Master Plan that will help guide the American Canyon Fire Protection District today and into the future. Triton's analysis is designed to provide the Department with the necessary planning elements as identified within our proposal's Scope of Work. Triton ensures that the provided recommendations will be supported by legal requirements, industry standards, benchmarks, and best practices.

We have assigned Kurt Latipow, Triton's Vice President of Operations, as the Senior Project Manager (SPM). Mr. Latipow is an experienced and knowledgeable SPM. If you have questions regarding his qualifications or about our attached response, please contact Mr. Latipow at (530) 306-1382 or klatipow@aptriton.com or me at (707) 266-4309 or khenke@aptriton.com. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kurt P. Henke", is written over a faint, larger version of the signature.

Kurt P. Henke
Principal/Managing Partner

cc: Kurt Latipow



American Canyon Fire Protection District California

Proposal to conduct a Long-Range **MASTER PLAN**

November 2021



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Project Understanding

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Triton understands that the intent of this project is to provide an unbiased, third-party process to develop a Long-Range Master Plan that will help guide the American Canyon Fire Protection District today and into the future. Triton's analysis is designed to provide the District with the necessary planning elements as identified within our Scope of Work. Triton ensures that the provided recommendations will be supported by legal requirements, industry standards, benchmarks, and best practices.

Project Scope of Work

The following represents the Scope of Work (SOW) prepared by Triton based on our experience developing studies of this type. The various sections and tasks have been developed specifically for this project.

Section One—Project Initiation

Task 1-A: Project Initiation & Development of a Work Plan

Triton will meet virtually with the American Canyon Fire Protection District (ACFPD) project team and/or liaisons. The purpose will be to develop a complete understanding of the organization's background, goals, and expectations for the project.

Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton Project Team and ACFPD's representative(s), determine communications processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from the American Canyon Fire Protection District and any other agencies as necessary. This information is critical and will be used extensively in the various analyses and development of the report. Thoroughly researched and relevant studies will be included during Triton's review. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire district studies or research
- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographics data
- Zoning maps and codes
- Financial data, including debt information, long-range financial plans, and projections
- District administrative policies and procedures

- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories
- Local collective bargaining agreement(s)
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available
- Any other documents and records necessary for the successful completion of the project

Tasks 1-C: Stakeholder Input & Field Work

The Triton Project Team will conduct on-site interviews and gather information from key personnel and stakeholders (taking into account current allowable social distancing protocols*). Some information may be acquired through the use of electronic forms and/or telephone interviews. Individuals will include, but not be limited to:

- Elected and or appointed officials
- Fire Chief, command staffs, and other key personnel
- Administrative and support staff
- Fire Marshal and prevention staff
- Individuals responsible for finance and human resources
- Representative(s) of labor leadership
- Select group of firefighters and company officers
- Public Safety Answering Point (PSAP) Communications Director
- Assorted community groups
- Mutual aid and other local fire departments, law enforcement, and EMS agencies (e.g., American Medical Response) as necessary
- Employee and volunteer groups (such as CERT)
- Others as they may contribute to this project

From these interviews, Triton will obtain additional perspective on operational, economic, and policy issues facing the fire district.

**Depending on the status of the COVID-19 pandemic and any travel or other restrictions, distance interviews may be necessary using remote conferencing technology.*

Section Two—Evaluation of Current Conditions

The initial phase of the study focuses on a baseline assessment of the current conditions and current service performance. Triton will conduct an organizational analysis of the District based on the elements included in the following tasks. The purpose of this evaluation is to assess ACFPD's operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

Task 2-A: Organization Overview

An overview of the District and community will be developed, including:

- Service area population and demographics
- History, formation, and general description of the fire agency
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

Task 2-B: Management Components

Triton will review the ACFPD's basic management processes, including:

- Mission, vision, goals, objectives, and strategic plan
- Internal assessment of critical issues
- Internal assessment of future challenges
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Information technology systems

Task 2-C: Capital Assets & Capital Improvement Programs

Triton will review the status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery, including:

Facilities—Tour and make observations in areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Construction
- Safety
- Future viability
- Code compliance
- Staff facilities
- Efficiency

Apparatus/Vehicles—Review and make recommendations regarding the inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulation compliance
- Future needs

Task 2-D: Staffing & Personnel

Triton will review the ACFPD's staffing levels. Tasks to be completed include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions and divisions
- Review staff scheduling methodology
- Analyze current deployment methods and staffing performance for incidents
- Review utilization of career and volunteer companies, if applicable
- Review responsibilities and activity levels of personnel

Task 2-E: Service-Delivery & Performance

To the extent data is available, Triton will review and observe areas affecting service levels and operational performance. These will include, but not necessarily be limited to:

- Resource Distribution Study
 - Overview of the current facility and apparatus deployment strategy, analyzed through GIS software, with identification of service gaps and redundancies in initial unit arrival
- Resource Concentration Study
 - Analysis of company and staff distribution as related to effective response force (ERF) assembly
 - Analysis of response time performance capability to achieve full EFR
- Response Reliability Study
 - Current workload, including unit hour utilization (UHU) of individual companies
 - Analysis of call concurrency and impact on ERF assembly (resource drawdown)
 - Analysis of call concurrency and impact on resource exhaustion
- Historical Performance Summary
 - Analysis of actual system reflex time performance, analyzed by individual components
 - Impact of mutual and automatic aid systems
- Automatic and Mutual Aid
- Other analyses as necessary to determine operational performance

Task 2-F: Support Programs

Triton will review and make overall observations involving support programs for the critical areas of training, life safety services, and communications. Items to be reviewed include:

Training

- General training competencies
- Training administration
- Training schedules
- Training facilities
- Training procedures, manuals, and protocols
- Training record keeping

Emergency Medical Services System

Evaluate the current Emergency Medical Services (EMS) system and oversight mechanisms to include, but not limited to, the following:

- Review of logistical support services
- Review of current medical control and oversight
- Review of quality assurance/quality improvement mechanisms in place
- Review of system integrity in regard to required credentialing
- Review and make recommendations regarding First Responder Advanced Life Support (ALS) system inclusive of transport
- Review and recommend mobile integrated health care services and options

Life Safety Services (Fire Prevention)

- Code enforcement activities
- New construction inspection and involvement
- General inspection program
- Fire and Life-Safety public education programs
- Fire investigation programs
- Pre-incident planning
- Statistical collection and analysis

Specialized Technical Rescue Services Support & Response

Triton will provide an overview of the ACFPD's capabilities with regard to technical rescue incident responses. This will include but not be limited to:

- Review of physical and personnel resources
- Review of training and educational compliance
- Review of historical staffing performance in regard to technical rescue responses, including:
 - High-angle/low-angle rope rescue
 - Trench rescue
 - Confined space
 - Water rescue

Section Three—Community Risk Assessment

Triton will conduct an all-hazards analysis of the areas served by ACFPD, based on the elements included in the following tasks. The purpose of this evaluation is to initially assess the community's hazards, threats, vulnerabilities, and risks and the entire coverage area as a whole, in comparison to recognized standards and best practices, to include consideration of benchmarks against which to compare future improvement.

Task 3-A: Description of Communities Served

An overview of the service area of ACFPD will include:

- Community characteristics, including general location, history, geography, topography, climate, local government type, jurisdictional area, and surrounding jurisdictions
- Demographic characteristics
- Physical assets protected
- Transportation networks
- Planning zones or fire management (response) zones

An interpretation of available census and community development data will be provided indicating:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community land use regulations
- Occupancy types by land use designation
- Hazardous substances and processes
- Non-structural risk categorization

Task 3-B: All Hazards Community Risk Assessment

Triton will conduct an analysis of community risks and land use and interpret their impact on emergency services planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economic value, building footprint densities, occupancy data, and demographic information may be used, along with specific target hazard information.

Triton will provide particular emphasis on seismic and wildfire hazards. This analysis will include but not be limited to:

- Identification of community risks to include fire, emergency medical services demand, technical rescue, hazardous materials, transportation, and natural hazards
- Establishment of an occupancy vulnerability risk profile for buildings in the response area
- Population age, density, and daytime population estimates
- Projection of population growth estimates and the corresponding demographic changes in population
- Impact or consequences (economic, social, historic, cultural, and environmental)
- Speed of onset, duration, and effect on District response capabilities

Task 3-C: Population Growth & Service Demand Projections

The next section is an assessment of the future community conditions, service demand, and fire protection risks that the organization can be expected to serve. Triton will analyze community growth projections and interpret their impact on emergency service planning and delivery.

- An interpretation of available census and community development data will be provided indicating:
 - Population history
 - Census-based population growth projections
 - Community planning-based population growth projections
- Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

Section Four—Future Delivery System Models

This section includes strategies intended to place the ACFPD in a position to successfully serve its future demand and risk. Triton will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy. In addition, short and mid-term strategies will be recommended for service delivery improvement or increased efficiency.

Task 4-A: Development of Response Standards & Targets

Triton will analyze and develop recommendations related to an appropriate set of response performance goals for ACFPD matching the nature and type of risks identified in the previous report sections. The performance goals shall be developed with consideration to:

- Incident-specific staffing levels to meet the critical tasking analysis for the identified risks
- Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks
- Time standards that will provide for effective initiation of critical tasks and functions

Task 4-B: Short- and Mid-Term Strategies

Recommendations for improving service delivery and system efficiency prior to any full implementation of the long-term strategy will be provided in areas such as:

- Agency management and organization
- Staffing and personnel deployment
- Service delivery methods
- Training programs
- Prevention programs
- Enhanced cooperative service agreements with other communities or agencies
- System funding and cost recovery
- Others as appropriate and necessary

Task 4-C: Recommended Long-Term Strategies

Triton will develop a recommended long-term option for resource deployment that will improve ACFPD's level of service towards the identified performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocation of existing facilities
- General locations of future necessary fire stations
- Selection and deployment of apparatus by type
- Deployment of operations personnel
- Future administrative and support personnel
- Deployment special units or resources
- Additional infrastructure or facilities for administration and support programs

Next, Triton will evaluate and present in graphical and descriptive format for each of the deployment option(s):

- Degree of benefit to be gained through its implementation
- Extent to which it achieves established performance targets
- Potential negative consequences

Section Five—Development, Review, & Delivery of Report

Task 5-A: Development and Review of Draft Project Report

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of ACFPD. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report before finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

Task 5-B: Publication of the Final Report

Following a final technical review and approval by ACFPD, Triton will provide a total of five printed and bound copies and an electronic version (PDF format) of the report.

Task 5-C: Presentation of the Final Report

Triton will conduct a final presentation of the report to representatives of ACFPD and the Board. The presentation will include:

- A summary of the nature of the report, methods of analysis, primary findings, and critical recommendations
- An audio-visual presentation of the study
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed

All presentation materials, files, graphics, and written material will be provided to the ACFPD at the conclusion of the presentation(s).

Estimated Project Timeline & Fee Proposal

Project Completion Timelines

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of American Canyon Fire Protection District and AP Triton. The timeline will not begin until Triton has been provided with *all* information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in less time than anticipated.

Estimated Time to Complete the Project: 4–6 months

Project Fee Proposal

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation	\$22,786
Section 2: Evaluation of Current Conditions	\$8,009
Section 3: Community Risk Analysis	\$2,045
Section 4: Future Delivery System Models	\$5,855
Section 5: Development, Review, & Delivery of Report	\$8,283
Proposed Project Fee (will not exceed):	\$46,978

Payment Schedule & Invoicing

- 10% payment due upon signing of the contract
- Monthly invoicing thereafter as work progresses
- Additional hours will be billed at a rate of \$160/hour for the Senior Project Manager and \$120/hour for consultants plus any additional travel expenses

Cost Quotation Information

- The bid quotation is valid for 90 days
- Triton Federal Employer Identification Number: 47-2170685

About AP Triton

Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SMEs) are located throughout the United States.

- **Address:** 1309 Coffeen Avenue, Suite 3178, Sheridan, WY 82801
- **Phone:** 833.251.5824 (toll free)
- **E-Mail:** info@aptriton.com
- **Website:** www.aptriton.com

About AP Triton

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, special events and filming, fire prevention, and life-safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, Fire Department Consolidation Studies, EMS Systems Analyses, Staffing Studies, Agency Evaluations, Fire Station Location, and Engineering Studies, as well as other unique Fire Service and EMS studies.

We have extensive experience in valuing fire protection and EMS delivery systems, as well as accessing both revenue and federal cost recovery programs, such as Ground Emergency Medical Transport (GEMT) and Inter-Governmental Transfer (IGT).

AP Triton has helped agencies across the country capture over \$1.2 billion in additional revenue over the last six years, which in turn has been reinvested back into the communities in the form of improved services, decreased response times, and increased safety measures.

Triton's Approach to Projects

Triton's approach to projects represents our complete understanding of your expectations. Our experience in working with fire departments, fire districts, and EMS organizations, as well as other emergency services agencies, includes a wide variety of communities throughout the United States. Key elements of Triton's methodology include:

- A complete understanding of the project background, goals, and objectives, as well as the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, and other relevant individuals.

- Use of state-of-the-art GIS mapping, computer modeling, and data analysis tools, web-based communications technology, and many other sophisticated tools and technologies.
- Triton's project methodology is augmented by the utilization of web-based and other communication technologies. We will utilize the Dropbox application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout every phase of the project. In addition, Triton utilizes GoToMeeting conferencing software to assist with client communications and various presentations.
- Utilization of experienced subject matter experts (SME) in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in GIS and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested and in a manner that would meet or exceed expectations.
- High-quality printed and bound reports, with contents and recommendations that will easily enable the client, key stakeholders, and community members to understand.

Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association (NFPA)*, *Center for Public Safety Excellence (CPSE)*.

Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

Triton is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

Appendix A: Qualifications of the Project Team

Kurt Latipow

Project Manager/Vice President of Operations



Summary of Qualifications

Mr. Latipow has enjoyed 40 years in Public Safety with over 27 years of Public Administration in Fire Chief and Chief Officer positions. He has developed and implemented numerous comprehensive fire and emergency services related plans. Mr. Latipow has facilitated the adoption of those plans via a variety of governing bodies. Mr. Latipow offers extensive experience in developing and implementing emergency, strategic, master plans, and succession plans/management processes as well as developing and implementing Standards of Cover Analysis, Fees for Service Cost Recovery Programs, and ALS Program Development and Implementation for both transport and engine company-based organizations.

Work Experience

- City of Lompoc, CA - Fire Chief
- Washoe County, NV - County Fire Services Coordinator
- City of Ukiah, CA - Fire Chief
- State of California, Governor's Office of Emergency Services – Deputy Chief, Fire and Rescue Branch
- Stanislaus Consolidated Fire Protection District, CA - Fire Chief/Chief Executive Officer
- Hesperia Fire Protection District, CA - Fire Chief
- City of Arroyo Grande, CA - Fire Chief/Director of Building and Fire
- City of Monterey Park Fire Department, CA - Battalion Chief/Fire Marshal

Education

- National Fire Academy–Accredited Executive Fire Officer
- California Fire Marshal Training and Education System

Publications and Instructor Experience

- IAFC/Volunteer Combination Officers 2017 Symposium in the West—Building Leaders from Within
- IAFC and League of California Cities 2016 - "The Achilles Heel of Local Government"
- California Fire Chiefs 2016 - "The Why and How of Succession Planning and Implementation"
- League of California Cities 2015 - "Contracting for Fire Services; the Trials, Tribulations, Landmines and Political Challenges"
- League of California Cities 2014 - "Leading Change in the New Reality"
- California Fire Chiefs Association 2012 - "Re-engineering Fire Service-Based Service Delivery"
- IAFC/ICMA 2012 - Success & Sustainability

Professional Affiliations

- California Fire Chiefs Association
- League of California Cities Fire Department – Past President
- League of California Cities Public Safety Policy – Past Committee Chair
- International Association of Fire Chiefs – Life Member

Note: This is a brief summary of Mr. Latipow's CV. A complete version can be made available on request.

John A. Stouffer

Senior Project Manager/Planning Preparedness & Response Business Unit Leader



Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

Professional Experience

- Western Region Manager, Emergency Services Consulting International (ESCI) (2018–2020)
- Project Manager/Associate Consultant, ESCI
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Managing Partner/Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request.

William D. Hayes

Senior Associate



Summary of Qualifications

With over thirty years of industry experience, serving in both the public and private sectors, William D. Hayes ("Billy") is a visionary and strategic leader, passionate to support organizational goals and objectives, geared to excellence in service delivery, and skilled in interpersonal dynamics and relationship development.

Chief Hayes has served as the Fire Chief for the City of Onalaska, WI, Fire Marshal for the University of South Alabama, Vice President of University Relations for Columbia Southern University, the Director of Community Affairs for the District of Columbia Fire and EMS Department, and as the Fire Chief and Emergency Management Coordinator for the City of Riverdale, GA. He is a graduate of Georgia Military College and Columbia Southern University, the National Fire Academy's Executive Fire Officer Program, and has a Certificate in Local Government Management from the University of Georgia. He is a Past-President of the Metro Atlanta Fire Chiefs Association and Past-Chairman of the Board for the Georgia Firefighters Burn Foundation. Hayes is a published author and speaker on fire and life safety, officer development, and leadership.

Educational Background

- Associate of Science in General Studies, Georgia Military College, Milledgeville, Georgia
- Bachelor of Science in Organizational Leadership, Columbia Southern University, Orange Beach, Alabama
- Master of Business Administration, Columbia Southern University, Orange Beach, Alabama
- Executive Fire Officer, National Fire Academy, United States Fire Administration, Emmitsburg, Maryland
- Certificate of Local Government Management, University of Georgia, Carl Vinson Institute of Government, Athens, Georgia
- National Professional Qualifications Firefighter Level II
- National Professional Qualifications Public Fire & Life Safety Educator I
- National Professional Qualifications Fire Instructor Level III
- State of Georgia Adjunct Instructor
- State of Alabama Adjunct Instructor
- State of Georgia Peace Officer Standards and Training Instructor

Professional Experience

- Chief of Fire Department, Emergency Management Coordinator, August 2018–April 2020
- City of Onalaska Fire Department, Onalaska, WI, Fire Marshal, March 2018–August 2018
- University of South Alabama, Mobile, AL, Chief Program Officer, September 2016–March 2018
- National Center for Fire and Life Safety, Calera, AL, Vice President of Marketing & University Relations, September 2010–April 2016
- Columbia Southern University, Orange Beach, AL, Director of Public Information and Community Affairs, June 2008–August 2010
- District of Columbia Fire and EMS Department, Washington, DC, Chief of Fire Services, Emergency Management Coordinator, June 2000–June 2008
- City of Riverdale Fire Services, Riverdale, Georgia, State Fire Safety Educator/Special Project Coordinator/Supervisor, 1998–May 2000
- Georgia Insurance & Safety Fire Commissioner's Office, Atlanta, Georgia, Sergeant-Public Fire Prevention & Information Officer, July 1990–June 1998

Note: This is a summary of Mr. Hayes' CV. A complete version can be made available on request.

Frank Blackley

Senior Associate/Fire & Life Safety Business Unit Leader



Summary of Qualifications

Chief Blackley has more than 35 years of experience in the fire service and has served with several departments in southeastern North Carolina. His service began at the Wilmington Fire Department, after spending nearly 10 years at the Wrightsville Beach Fire Department. In 1996, he began working with New Hanover County Fire Rescue as a fire inspector/investigator. In 1999, he returned to the Wilmington Fire Department as an inspector and was promoted to Assistant Chief and Fire Marshal in 2001. He served in this role until 2009, then transferred to Assistant Chief of

Operations. In 2012, he assumed his last role as Assistant Chief of Support Services.

Chief Blackley brings a long list of education, experience, and technical expertise to AP Triton. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief Blackley has contributed to Vision 20/20 as a technical advisor for several states and development of a new Outcome Measures Guide. He has spoken nationally on Community Risk Reduction and how to use data in the decision-making process. He is familiar with the Center for Public Safety Excellence accreditation process and has written several categories for his department.

Educational Background

- University of North Carolina Wilmington, Master's Public Administration, Urban and Regional Policy and Planning, 2011
- Executive Fire Officer Program, Emmitsburg, MD 2009
- University of Maryland University College, Bachelor of Science in Fire Science, 1996
- Guilford Technical Community College, Associate of Science in Fire Science
- Commission on Professional Credentialing, Chief Fire Officer

Professional Experience

- Consultant, Emergency Services Consulting International (ESCI), 2019-2020
- Technical Advisor, Vision 20/20
- Assistant Fire Chief, City of Wilmington, NC
- Deputy Fire Marshal, New Hanover County, NC

Relevant Experience

- President, North Carolina Fire Marshal's Association
- Chair, New Hanover County Public Safety Communication Center Policy Board
- Member, North Carolina Fire Code Revision Committee

Associated Professional Accomplishments

- Assisted in development of the Community Risk Reduction course for National Fire Academy
- Developed the Outcome Measures Guide for Vision 20/20
- Published author, Crisis Response Journal, Hurricane Florence: Response and Recovery

Note: This is a summary of Mr. Blackley's CV. A complete version can be made available on request.

Steven Hall

Associate Consultant



Summary of Qualifications

Chief Hall has worked in the fire service for over 29 years, with 18 years holding Fire Chief and Chief Officer positions. During his tenure he has implemented several fires, community risk reduction, emergency management, and special operations programs. Chief Hall has extensive experience in developing strategic, master, and emergency plans, as well as developing and implementing shared-services, agency reorganization, and functional consolidations.

Educational Background

- Chief Fire Officer Designee (CFO) – Center for Public Safety Excellence
- Executive Fire Officer Designee (EFO) – National Fire Academy
- Master's Degree in Executive Fire Leadership and Emergency Preparedness – Grand Canyon University, Arizona
- Bachelor's Degree in Occupational Studies – California State University Long Beach, CA
- Associate's Degree in Fire Science – Modesto Junior College, Modesto CA
- Emergency Management Specialist – Governor's Office of Emergency Services, California
- Extensive training in leadership, command, strategic planning, and emergency management

Professional Experience

- Fire Chief – Central Fire District of Santa Cruz County (2016–2020)
- Assistant Fire Chief – Central Fire District of Santa Cruz County (2015–2016)
- Fire Chief/Emergency Manager – City of Patterson/West Stanislaus FPD (2010–2015)
- Division Chief/Fire Marshal – City of Patterson/West Stanislaus FPD (2001–2010)

Relevant Experience

- Past President, Board of Directors – Fire District's Association of California
- President, Emergency Management Section – California Fire Chief's Association
- President, Santa Cruz County Fire Chief's Association
- Operational Area Coordinator (1st Alternate) – Santa Cruz County

Associated Professional Accomplishments

- Implemented shared-services model with Aptos/La Selva Fire District, including administrative (HR, Finance, Claims, Payroll) services; Battalion Chief coverage, training/safety oversight, and community risk reduction. This joint-venture set the groundwork for a fully-functional consolidation of the two districts – a venture in the making since 1978
- Enhanced District's Aquatic Rescue Response Team (ARRT) to include lifeguard services, partnering with the City of Capitola, and the implementation of a rescue watercraft
- Received Distinguished Special District Award for innovative budgeting processes (2017 & 2019)

Note: This is a summary of Chief Hall's resume. A complete version can be made available on request.

Michelle Fitzer

Senior Associate/Administrative Services Business Unit Leader



Summary of Qualifications

Michelle Fitzer brings a variety of experience in municipal administrative services. She retired in 2019 as City Manager for the City of Pinole, California. She started her career in public service in 1990 with the City of Martinez, California. She also worked for the cities of Pittsburg and Antioch in California. During her nearly 30-year career Michelle worked in the Departments of Finance, Human Resources, and the City Manager's

Office, and had administrative responsibility for Economic Development & Redevelopment and the City Clerk's Office.

Michelle is competent in all aspects of the Human Resources function, including comprehensive classification and compensation analysis, organizational assessment, rule and policy development, labor negotiations using both positional and interest-based bargaining methods, training, mediation of employer/employee relations issues, and workplace investigations.

Michelle is also skilled in Finance, with extensive experience in operating and Capital Improvement Plan budget preparation/management, long-range financial planning, and expenditure evaluation and reduction strategies.

Professional Development & Education

- Master's Degree in Business Administration (MBA) with a Human Resources Management option, California State University Hayward
- Bachelor's Degree in Psychology, California State University Hayward
- Training in municipal finance, human resources, workplace investigations, facilitation, training, and general management

Experience

- City Manager and Assistant City Manager, City of Pinole California
- Administrative Services Director, City of Antioch California
- Chair of the Contra Costa Public Managers Association, 2019
- League of California Cities Employee Relations Policy Committee 2007-2009
- Board member of Municipal Pooling Authority (risk management JPA) 2006-2019

Associated Professional Accomplishments

- Lead staff on two potential Fire Department consolidation/contract for services studies
- Negotiated shared services agreements in Police and Fire Departments
- Lead staff on several successful revenue ballot measures
- City Council Team Building
- Citywide Strategic Planning

Note: This is a brief summary of Ms. Fitzer's CV. A complete version can be made available on request.

Robert McNally

Senior Associate/Technical Specialist



Summary of Qualifications

Mr. McNally brings 20 years of public safety experience as a paramedic, firefighter, manager, and instructor. He was awarded twice for his service to the communities that he served. Since 2005, he has participated in over 200 fire service studies for fire and EMS agencies of various sizes and has helped communities with a range of projects including master planning, service level evaluation, fire/EMS consolidation, station location, response time analysis, and analyzing community risks using the CFAI Standards of Cover methodology.

He serves as an instructor in emergency response as well as geographic information sciences. He has delivered several presentations at national and regional conferences and has been published on the subject of public safety and homeland security. His experience includes serving as an adjunct faculty at FEMA's National Training Center for both the Emergency Management Institute (EMI) and the National Fire Academy (NFA). Along with using ESRI's GIS platform and several extension software modules, Robert is also adept at using GIS for natural disaster damage loss and estimation.

Professional Development & Education

- Master's Degree, Geography specializing in Urban and Regional Planning, University of North Carolina Charlotte
- Bachelor's Degree, magna cum laude, Public Administration, Kean University, New Jersey
- Former Paramedic & Firefighter, Metro Newark, NJ; Charlotte, NC

Skills & Certifications

- ESRI: ArcGIS, Spatial Analyst, Network Analyst, Model Builder, Online, Webapps
- FEMA HAZUS Professional Certificate
- CAMEO, ALOHA, MARPLOT
- Self-Assessment and Standards of Cover Certification – Commission on Fire Accreditation (CFAI)

Experience

- GIS mapping and analysis
- Incident data analysis & reporting
- Fire & EMS Organization and Deployment
- CFAI Self-Assessment and Accreditation
- Fire station location, staffing, and deployment

Associated Professional Accomplishments

- Contract Instructor & SME, FEMA Emergency Management Institute and National Fire Academy
- Contributing Member, NFPA Fire Service Analysts Standards Committee

Note: This is a brief summary of Mr. McNally's CV. A complete version can be made available on request.

Appendix B: Projects & Experience

The following is a *partial* list of Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Bodega Bay Fire Department (CA)
- Brea Fire Department (CA)
- Burbank Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Central Jackson County FPD (MO)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- Central Kitsap Fire & Rescue (WA)
- City of Colton/Loma Linda FD (CA)
- City of Costa Mesa Fire Department (CA)
- Coalinga Fire Department (CA)
- Contra Costa County FPD (CA)
- Cosumnes Fire Department (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Dixon Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- Fort Myers Fire Department (FL)
- Eugene/Springfield Fire Department (OR)
- City of Fresno Fire Department (CA)
- Eureka Fire Protection District (MO)
- Fort Myers Fire Department (FL)
- City of Fresno Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Grand River Regional Ambulance (MO)
- Gray's Harbor #4/L. Quinault VFD (WA)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- Milwaukee Fire Department (WI)
- Pierce County Fire Districts (WA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Umatilla Fire Department (OR)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Aspen Fire Protection District (CO)

Project Types

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the United States.

Project Description

- Ambulance Services Study:
- Annexation Study (3 districts):
- Community Risk Assessment/Standards of Cover:
- Community Risk Assessment/Standards of Cover:
- Consolidation Feasibility Study:
- EMS Service Delivery Study:
- EMS System Evaluation:
- Facilities Master Plan, FD Master & Strategic Plan:
- Fire Department Cooperative Services Study:
- Fire District Consolidation Study:
- Fire Services Analysis:
- Fire Station & CRA/SOC Study:
- Fire/EMS Assessment:
- First Responder Fee Study:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:
- Master Plan:
- Master Plan & Community Risk Assessment:
- Optimization Study:
- Prevention Fee Study:
- Strategic Plan:
- Strategic Plan:
- Valuation Study:

Organization

- Modesto FD/Stanislaus County OES (CA)
- Contra Costa County FPD (CA)
- Coalinga Fire Department (CA)
- San Ramon Valley Fire Protection District (CA)
- Elk Creek Fire Protection District (CO)
- Burbank Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Redmond Fire & Rescue (OR)
- Golden/Fairmount/Pleasant View FDs (CO)
- Clackamas Fire District 1 (OR)
- Williston Fire Department (VT)
- Montecito FPD (CA)
- Pflugerville Fire Department (TX)
- Oakland Fire Department (CA)
- Merced Fire Department (CA)
- Napa Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Templeton Fire & Emergency Services (CA)
- Fairfield Fire Department (CA)
- Whitefish Fire Department (MT)
- Brigham City Fire Department (UT)
- Alameda County Fire Chiefs Association (CA)
- Suisun City Fire Department (CA)
- Aspen Fire Department (CO)
- Blaine County Ambulance Service District (ID)
- Pflugerville Fire Department (TX)

Appendix C: Client References

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

Montecito FPD & Carpinteria-Summerland FPD (California)			
Project Title & Description: Fire Station Location Study & Community Risk/SOC			
AP Triton was engaged to develop a comprehensive fire station location study with the intent of determining if a shared facility is feasible. In addition, the study includes a variety of elements that entail community risk assessments and a standards of cover analysis. Once completed Triton will facilitate a Customer-Centered Strategic Plan for each.			
Contact Name/Title:	MFPD Chief Kevin Taylor/CSFPD Chief Greg Fish	Year:	2021
Client Phone:	805.969.7762/805.566.2450		
Client E-Mail:	ktaylor@montecitofire.com/g.fish@csfd.net		
Project Manager:	Kurt Latipow	Status:	Completed

Contra Costa County FPD/East Contra Costa FPD (California)			
Project Title & Description: Phase One: Annexation Financial Feasibility Study			
Triton was retained by the fire districts to conduct an analysis and determine the financial efficacy of CCCFPD annexing ECCFPD, and to make recommendations accordingly. Triton's analysis demonstrated that annexation was fiscally possible and made recommendations to move forward with Phase Two: Annexation Feasibility Study.			
Contact Name/Title:	Lewis Broschard, Fire Chief	Year:	2020
Client Phone:	925.941.3300	Client E-Mail:	Lewis.broschard@cccfd.org
Project Manager:	Kurt Latipow	Status:	Completed

Coalinga Fire Department (California)			
Project Title & Description: Community Risk Assessment/Standards of Cover			
AP Triton was awarded the bid to conduct a Community Risk Assessment/Standards of Cover (CRA/SOC), consistent with the methodologies contained in the Center for Public Safety Excellence (CPSE) Community Risk Assessment/Standards of Cover, 6th edition. inclusive of Strategic Planning assistance.			
Contact Name/Title:	Greg DuPuis Fire Chief	Year:	2021
Primary Phone:	559.935.1652	E-Mail:	gdupuis@coalinga.com
Project Manager:	Kurt Latipow	Status:	Completed

Templeton Fire & Emergency Services (California)			
Project Title & Description: Long-Range Fire Department Master Plan			
AP Triton prepared a Fire and Emergency Services Master Plan, inclusive of a Community Risk Assessment and a review of all current fire services and programs.			
Contact Name/Title:	Tom Peterson, Fire Chief	Year:	2021
Client Phone:	805 434-4911	Client E-Mail:	tpeterson@templetoncsd.org
Project Manager:	Kurt Latipow	Status:	Completed

Burbank Fire Department (California)			
Project Title & Description: EMS Optimization Study			
The Burbank Fire Department retained AP Triton to conduct an optimization study of the emergency medical services being provided by the Department. Triton identified a number of issues concerning staff and substantial service demand on the three Rescue Ambulances. Triton developed a number of recommendations for service improvement, along with various options for alternative patient transport.			
Contact Name/Title:	Deputy Chief Danny Alvarez	Year:	2021
Client Phone:	818-238-3482	E-Mail:	dalvarez@burbankca.gov
Project Manager:	John Stouffer	Status:	Completed

Missouri Fire Chiefs Association (Missouri)			
Project Title & Description: Ground Emergency Medical Transport (GEMT)			
AP Triton was contracted to write enabling legislation for federal Medicaid reimbursement for public agency ambulance providers in Missouri and to assist with implementation of the program. Upon enactment of the legislation, AP Triton then developed the cost reports for the Missouri fire departments to use when requesting federal reimbursement, following all rules and guidelines from the Centers for Medicare and Medicaid Services (CMS). The cost reports take into account a department's total annual costs for providing prehospital EMS and ambulance services.			
Contact Name/Title:	Paul Berardi, President. Missouri Fire Chiefs	Year:	2018
Client Phone:	573.348.1221	E-Mail:	pberadri@obfire.net
Project Manager:	Kurt Henke	Status:	Completed

Appendix D: Triton Certificate of Insurance & Litigation

AP Triton, LLC maintains liability insurance as shown in the following pages. Triton has no past and/or pending litigation or unresolved lawsuits.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

March 29, 2021

FOR INFORMATIONAL PURPOSES ONLY
1851 HERITAGE LN STE 138
SACRAMENTO CA 95815-4996

Account Information:

Policy Holder Details :	AP TRITON CONSULTING LLC
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Contact Us

Business Service Center
Business Hours: Monday - Friday
 (7AM - 7PM Central Standard Time)
Phone: (866) 467-8730
Fax: (877) 905-2772
Email: nutmegins@thehartford.com
Website: www.thehartford.com

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team

RESOLUTION 2021-25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT
APPROVING THE PROPOSAL TO CONDUCT A LONG-RANGE MASTER PLAN**

WHEREAS, The American Canyon Fire Protection District (District) would like to evaluate and address the growing needs of the District through a Long-Range Master Plan; and

WHEREAS, the Long-Range Master Plan is to evaluate the District in relation to the community's current risks, anticipated growth, and recommend steps to position the District to address growth in advance with the appropriate resources and infrastructure; and

WHEREAS, the project will evaluate the current conditions of the District's operations in comparison to industry standards and best practices, establishing a benchmark assessment of the current conditions and service performance; and

WHEREAS, an assessment of future community conditions, service demands, and fire protection risks will be conducted to analyze projections of community growth and interpret the impact on emergency service planning and delivery; and

WHEREAS, recommended strategies will place the District in a position to successfully serve its future demands and risks; and

WHEREAS, an operational model will be developed for providing emergency services with the specific intent of identifying options that can deliver the desire level of service identified at the most efficient cost and identify the best long-range strategy for service delivery;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the American Canyon Fire Protection District approves the proposal to conduct a Long-Range Master Plan with AP Triton in the amount of \$46,978.00;

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Board of Directors of the American Canyon Fire Protection District held on the 30th day of November, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia
Chairman, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Michael P. Cahill
Fire Chief/District Clerk

William D. Ross
District Counsel