



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING

AGENDA

151 Laws ♦ Willow County Water District Board Room ♦ Ukiah, CA 95482

November 19, 2019

6:00 PM

1. CALL TO ORDER

- 1.a. Pledge of Allegiance

Recommended Action:

Attachments: None

- 1.b. Roll Call

Recommended Action:

Attachments: None

2. ANNOUNCEMENTS

- 2.a. Next Regular Meeting will be Tuesday, December 10th, 2019, at 6:00 p.m.

Recommended Action:

Attachments: None

- 2.b. b. Next FEC Meeting will be Thursday January 9th, 2020, at 5:30 p.m.

Recommended Action:

Attachments: None

3. PUBLIC EXPRESSION

Limited to 3 minutes per person and a total of 15 minutes per subject to address any matter not on the agenda. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

4. NEW BUSINESS - DISCUSSION/ACTION

- 4.a. Approve Budget (Thiele) Amendment for Building Maintenance and Repair

Recommended Action:

Attachments:

1. Maintenance Budget ASR (Updated) (003)

- 4.b. Approve Authorization to Purchase New Utility Pickup Truck.

Recommended Action: Approve Authorization to Purchase New Utility Pickup Truck.

Attachments:

1. 2019 District Pickup ASR

- 4.c. Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

Recommended Action: Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

Attachments:

1. 2019-11-19 4c
2. 2019-11-19 4c-1

- 4.d. Approve Resolution 2019-05; Amending the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino by adding Peter Bushby.

Recommended Action: Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

Attachments:

1. 2019-11-19 4d
2. 2019-11-19 4d-1

- 4.e. Consideration of Approval of a Budget Amendment for Grant Funds.

Recommended Action: Approve Budget Amendment for Grant Funds.

Attachments:

1. ASR Fire District - Budget Amendment

5. ADJOURNMENT

Please be advised that the Ukiah Valley Fire Authority needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The Ukiah Valley Fire Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following locations: Ukiah Valley Fire District Office - 1500 South State Street; City Hall - 300 Seminary Avenue; and the Ukiah Valley Conference Center - 200 South School Street, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.



AGENDA SUMMARY REPORT

SUBJECT: Approve Budget (Thiele) Amendment for Building Maintenance and Repair

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Maintenance Budget ASR (Updated) (003)

Summary: The Ukiah Valley Fire Authority requests an addendum to the current Budget Year (FY 2019-20) in the amount of \$28,000 to be added to Building Maintenance & Repair Account #91721400-56300 for the replacement and restoration of the South Station Kitchen and Kitchen amenities, with the remaining to cover general building and ground maintenance of all District Facilities (North, South, and Talmage Stations). Funds for this addendum have been identified within Fund 3580.

Background: This expenditure had originally been placed within the first draft of the budget. Due to budget constraints these items were removed from the budget prior to reaching final draft. The original total amount requested was \$36,000. Of those funds \$16,000 was to be split between the City and the District to cover general maintenance of the facilities, while the remaining \$20,000 for the South Station Kitchen would be funded solely by the District. The City has agreed to add the original \$8,000 to the budget to cover the half of the general maintenance.

Discussion: 1. The kitchen at the South Station is in dire need of repair and restoration. Currently the oven is not operable, the stove has only two burners working correctly, and the dishwasher has been working intermittently. The kitchen is also outdated with minimal space for a fully staffed fire station, also to include the addition of overhead staff during the daytime hours. We would like to propose that funds in the amount of \$20,000 be used to repair, replace, and restore the kitchen making it ergonomically suitable for our current and future needs.

The remainder of the funds \$16,000 in which \$8,000 will be funded by the City, will be used to cover any additional costs in maintenance and repairs throughout the fiscal year to all District Stations.

Recommended Action:

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$0

PROPOSED BUDGET AMOUNT: \$28,000.00

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Eric Singleton, Captain

Approved:

Sage Sangiacomo, City Manager



ITEM NO.: 4a

MEETING DATE: November 19th, 2019

AGENDA SUMMARY REPORT

SUBJECT: Budget Addendum Fiscal Year 19-20

Summary: The Ukiah Valley Fire Authority requests an addendum to the current Budget Year (FY 2019-20) in the amount of \$28,000 to be added to Building Maintenance & Repair Account #91721400-56300 for the replacement and restoration of the South Station Kitchen and Kitchen amenities, with the remaining to cover general building and ground maintenance of all District Facilities (North, South, and Talmage Stations). Funds for this addendum have been identified within Fund 3580.

Background: This expenditure had originally been placed within the first draft of the budget. Due to budget constraints these items were removed from the budget prior to reaching final draft. The original total amount requested was \$36,000. Of those funds \$16,000 was to be split between the City and the District to cover general maintenance of the facilities, while the remaining \$20,000 for the South Station Kitchen would be funded solely by the District. The City has agreed to add the original \$8,000 to the budget to cover the half of the general maintenance.

Discussion:

1. The kitchen at the South Station is in dire need of repair and restoration. Currently the oven is not operable, the stove has only two burners working correctly, and the dishwasher has been working intermittently. The kitchen is also outdated with minimal space for a fully staffed fire station, also to include the addition of overhead staff during the daytime hours. We would like to propose that funds in the amount of \$20,000 be used to repair, replace, and restore the kitchen making it ergonomically suitable for our current and future needs.
2. The remainder of the funds \$16,000 in which \$8,000 will be funded by the City, will be used to cover any additional costs in maintenance and repairs throughout the fiscal year to all District Stations.

RECOMMENDED ACTION(S): Approve the transfer of Funds to the Maintenance Account

ALTERNATIVES: None recommended

Citizens advised:

Requested by:

Prepared by: Captain Eric Singleton

Coordinated with: Chief Douglas Hutchison

Presenters:

Attachment:

BOARD ACTION DATE: _____ : ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: _____
Fire Chief

FISCAL IMPACT:

Budgeted Amount in 19-20 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
0			Yes ☒ No ☐	N/A



AGENDA SUMMARY REPORT

SUBJECT: Approve Authorization to Purchase New Utility Pickup Truck.

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

1. 2019 District Pickup ASR

Summary: The Board will consider approving the purchase of one (1) 2020 Ford F250 Pickup Truck from Redwood Ford in the amount of \$39,601.75.

Background: With the approval of the Capital Improvement Plan (CIP), and the FY 19/20 Budget, a replacement for the District's 2006 Ford Explorer was authorized. After much research, Staff felt it is better to replace to replace with a ¾ ton Pickup than another SUV. One of the primary consideration was the health and safety of personnel, having dirty Personal Protective Equipment outside of the passenger compartment limiting exposure to toxins and carcinogens.

Discussion: On August 29, 2019 Request for Bid E40110 was issued for two (2) 2020 Ford F250 Pickup Trucks or a vehicle equal to that specification. One of the vehicles is for the City of Ukiah and is waiting for the purchase approval from their City Council. The bid request was sent to local and surrounding dealerships.

Recommended Action: Approve Authorization to Purchase New Utility Pickup Truck.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Sage Sangiacomo, City Manager



ITEM NO.: Agenda Item 4b

MEETING DATE: November 19th, 2019

AGENDA SUMMARY REPORT

SUBJECT: Consideration of Awarding Bid for Purchase of One (1) 2020 Ford F250 Pickup Truck in the Amount of \$39,601.75 from Redwood Ford.

Summary: The Board will consider approving the purchase of one (1) 2020 Ford F250 Pickup Truck from Redwood Ford in the amount of \$39,601.75.

Background: With the approval of the Capital Improvement Plan (CIP), and the FY 19/20 Budget, a replacement for the District's 2006 Ford Explorer was authorized. After much research, Staff felt it is better to replace to replace with a ¾ ton Pickup than another SUV. One of the primary consideration was the health and safety of personnel, having dirty Personal Protective Equipment outside of the passenger compartment limiting exposure to toxins and carcinogens.

Discussion: On August 29, 2019 Request for Bid E40110 was issued for two (2) 2020 Ford F250 Pickup Trucks or a vehicle equal to that specification. One of the vehicles is for the City of Ukiah and is waiting for the purchase approval from their City Council. The bid request was sent to local and surrounding dealerships. Please see Attachment 2 for a copy of the Request for Bid.

FISCAL IMPACT:				
Budgeted Amount in 19-20 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$50,000.00	91721400	18059	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Approve Purchase of (1) 2020 Ford F250 Pickup

ALTERNATIVES:

Citizens advised: N/A
Requested by: Doug Hutchison
Prepared by/Contact:
Coordinated with: Seth Strader
Presenters: Doug Hutchison
Attachment:

BOARD ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: _____
Fire Chief



AGENDA SUMMARY REPORT

SUBJECT: Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

1. 2019-11-19 4c
2. 2019-11-19 4c-1

Summary: Adoption of Resolution 2019-04; The Board of Directors of the Ukiah Valley Fire District requesting the Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County. (4c-1 Attachment)

Background: Pursuant to Resolution 96-2, dated April 10, 1996; the Board of Directors of Ukiah Valley Fire District authorized a checking account with the Savings Bank of Mendocino County. The Fire Chief and any Board Member shall together be authorized to disburse funds from Checking Account # 02 067249 with Savings Bank of Mendocino County.

Discussion: Review and Adopt Resolution 2019-04; Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County by adding Ukiah Valley Fire District, Director Peter Bushby to the Signature List.

Recommended Action: Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Sage Sangiacomo, City Manager



ITEM NO.: Agenda Item 4c

MEETING DATE: November 19, 2019

AGENDA SUMMARY REPORT

SUBJECT: Resolution 2019-04 Amending the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County.

Summary: Adoption of Resolution 2019-04; The Board of Directors of the Ukiah Valley Fire District requesting the Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County. (4c-1 Attachment)

Background: Pursuant to Resolution 96-2, dated April 10, 1996; the Board of Directors of Ukiah Valley Fire District authorized a checking account with the Savings Bank of Mendocino County. The Fire Chief and any Board Member shall together be authorized to disburse funds from Checking Account # 02 067249 with Savings Bank of Mendocino County.

Discussion: Review and Adopt Resolution 2019-04; Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County by adding Ukiah Valley Fire District, Director Peter Bushby to the Signature List.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Review and Adopt Resolution 2019-04; Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County by adding UVFD, Director Peter Bushby to the Signature List.

ALTERNATIVES:

Citizens advised: N/A

Requested by: Stephanie Abba, Clerk of the Board

Prepared by/Contact: Stephanie Abba, Clerk of the Board

Coordinated with: Doug Hutchison, Fire Chief

Presenters: Doug Hutchison, Fire Chief

Attachment: 4c-1 (Resolution 2019-04; Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County)

BOARD ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: _____
Fire Chief

RESOLUTION 2019-04

RESOLUTION AMENDING THE SIGNATURE LIST FOR AUTHORIZING THE DISBURSEMENT OF FUNDS BY THE SAVINGS BANK OF MENDOCINO COUNTY

WHEREAS, pursuant to Resolution 96-2, the Board of Directors of Ukiah Valley Fire District authorized a checking account with the Savings Bank of Mendocino County; and

WHEREAS, the Fire Chief and any Board Member shall together be authorized to disburse funds from the checking account; and

NOW THEREFORE BE IT RESOLVED, that the signature list for authorizing the disbursement of funds from checking account #02 067249 with the Savings Bank of Mendocino county be amended to Add:

Peter Bushby

PASSED AND ADOPTED, by the Board of Directors of the Ukiah Valley Fire District, County of Mendocino, State of California, on the 19th Day of November, 2019 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Approve Resolution 2019-05; Amending the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino by adding Peter Bushby.

DEPARTMENT: Fire **PREPARED BY:** Doug Hutchison, Fire Chief

ATTACHMENTS:

1. 2019-11-19 4d
2. 2019-11-19 4d-1

Summary: Adoption of Resolution 2019-05; The Board of Directors of the Ukiah Valley Fire District Requesting the Amendment of the Signature List for Authorizing the Disbursement of Funds from the County of Mendocino County. (4d-1 Attachment)

Background: Pursuant to Sections 13854, 13896 and 13899 of the Health and Safety Code, and Resolution 95-15, dated December 12, 1995 of the Ukiah Valley Fire District Board of Directors, the County of Mendocino shall receive and disburse monies on behalf of the Ukiah Valley Fire District. The Fire Chief and any Board Member shall together be authorized to order disbursement of claims, subsequent to Board Approval.

Discussion: Review and Adopt Resolution 2019-05; Amendment of the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino by adding Ukiah Valley Fire District, Director Peter Bushby, on the Signature List.

Recommended Action: Approve Resolution 2019-04; Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County by adding Peter Bushby.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Sage Sangiacomo, City Manager



ITEM NO.: Agenda Item 4d

MEETING DATE: November 19, 2019

AGENDA SUMMARY REPORT

SUBJECT: Resolution 2019-05 Amending the Signature List for Authorizing the Disbursement of Funds from the County of Mendocino County.

Summary: Adoption of Resolution 2019-05; The Board of Directors of the Ukiah Valley Fire District Requesting the Amendment of the Signature List for Authorizing the Disbursement of Funds from the County of Mendocino County. (4d-1 Attachment)

Background: Pursuant to Sections 13854, 13896 and 13899 of the Health and Safety Code, and Resolution 95-15, dated December 12, 1995 of the Ukiah Valley Fire District Board of Directors, the County of Mendocino shall receive and disburse monies on behalf of the Ukiah Valley Fire District. The Fire Chief and any Board Member shall together be authorized to order disbursement of claims, subsequent to Board Approval.

Discussion: Review and Adopt Resolution 2019-05; Amendment of the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino by adding Ukiah Valley Fire District, Director Peter Bushby, on the Signature List.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Approve Resolution 2019-05; Amendment of the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino by adding UVFD, Director Peter Bushby on the Signature List.

ALTERNATIVES:

Citizens advised: N/A

Requested by: Stephanie Abba, Clerk of the Board

Prepared by/Contact: Stephanie Abba, Clerk of the Board

Coordinated with: Doug Hutchison, Fire Chief

Presenters: Doug Hutchison, Fire Chief

Attachment: 4d-1 (Resolution 2019-05; Amendment of the Signature List for Authorizing the Disbursement of Funds by the County of Mendocino)

BOARD ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: _____
Fire Chief

RESOLUTION 2019-05

RESOLUTION AMENDING THE SIGNATURE LIST FOR AUTHORIZING THE DISBURSEMENT OF FUNDS BY THE COUNTY OF MENDOCINO

WHEREAS, pursuant to Resolution 95-15, the Board of Directors of Ukiah Valley Fire District authorized the County of Mendocino to disburse claims received by the District; and

WHEREAS, the Fire Chief and any Board Member shall together be authorized to order disbursement of claims, subsequent to Board Approval.

NOW THEREFORE BE IT RESOLVED, that the signature list for authorizing the disbursement of claims submitted to the Auditor-Controller of Mendocino County be amended to Add:

Peter Bushby

PASSED AND ADOPTED, by the Board of Directors of the Ukiah Valley Fire District, County of Mendocino, State of California, on the 19th Day of November, 2019 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of a Budget Amendment for Grant Funds.

DEPARTMENT: Fire

PREPARED BY: _____

ATTACHMENTS:

1. ASR Fire District - Budget Amendment

Summary: The Ukiah Valley Fire District Board will consider approving budget amendment.

Background: Every fiscal year, the Ukiah Valley Fire District Board approves the budget for all of the Fire District's activities. During the course of the fiscal year, things may come up that could not be anticipated during the budget planning period, or were just missed, which may necessitate staff to request the Fire District Board approval to amend the budget.

Discussion: Fire District Fund 91521400.54100.18158 - Supplies for California Foundation Grant: Fire Prevention & Education Project: Last fiscal year, the Fire Authority received a \$7,500 grant from the California Foundation Grant for fire prevention and education that was split 50% between City Fire Fund 10021210 and Fire District Fund 91521400. In that year, they only spent \$756.69, and did not re-budget for further expenditures in the current fiscal year. A budget amendment is needed to correct, and will also be requested of the City Council at their next scheduled Board Meeting for Fund 100. Budget amendment requested: \$3,374.

Recommended Action: Approve Budget Amendment for Grant Funds.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 0

PROPOSED BUDGET AMOUNT: \$3,374.00

FINANCING SOURCE: Grant

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Mary Horger

Approved:

Sage Sangiacomo, City Manager



ITEM NO.: Agenda Item 4e

MEETING DATE: November 19th, 2019

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION OF A BUDGET AMENDMENT

Summary: The Ukiah Valley Fire District Board will consider approving budget amendment.

Background: Every fiscal year, the Ukiah Valley Fire District Board approves the budget for all of the Fire District's activities. During the course of the fiscal year, things may come up that could not be anticipated during the budget planning period, or were just missed, which may necessitate staff to request the Fire District Board approval to amend the budget.

Discussion:

Fire District Fund 91521400.54100.18158 - Supplies for California Foundation Grant: Fire Prevention & Education Project: Last fiscal year, the Fire Authority received a \$7,500 grant from the California Foundation Grant for fire prevention and education that was split 50% between City Fire Fund 10021210 and Fire District Fund 91521400. In that year, they only spent \$756.69, and did not re-budget for further expenditures in the current fiscal year. A budget amendment is needed to correct, and will also be requested of the City Council at their next scheduled Board Meeting for Fund 100. Budget amendment requested: \$3,374.

FISCAL IMPACT:				
Budgeted Amount in 19-20 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$0	Grant	91521400.80220.18060	Yes ☒ No ☐	N/A

RECOMMENDED ACTION(S): Approve requested budget amendment.

ALTERNATIVES:

Citizens advised: N/A

Requested by:

Prepared by/Contact: Mary Horger, Financial Services Manager, City of Ukiah

Coordinated with:

Presenters: Doug Hutchison

Attachment:

BOARD ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: _____
Fire Chief