



# Big Bear Lake Fire Protection District

## BIG BEAR LAKE FIRE PROTECTION DISTRICT SPECIAL MEETING NOTICE AND AGENDA APRIL 15, 2020

Open Session: 4:30 p.m.

**Meeting is held via Teleconference.**

Dial-in number (669) 900-6833 with meeting ID: 930 8070 1810

or Join Zoom Meeting online at <https://zoom.us/j/93080701810>

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### **BOARD OF DIRECTORS**

Chairman David Caretto  
Vice Chairman Rick Herrick  
Board Member Bob Jackowski  
Board Member Bill Jahn  
Board Member Randall Putz

### **STAFF**

Fire Chief Jeff Willis  
Assistant Chief/Fire Marshal Mike Maltby  
District Counsel Stephen Deitsch  
Senior Finance Officer Kristin Mandolini  
Board Secretary Dawn Marschinke

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The Big Bear Lake Fire Protection District will conduct this meeting pursuant to Governor Newsom's Executive Order N-29-20. The members of the Big Bear Lake Fire Protection District Board and the public shall participate in this meeting via teleconference. The Public may participate in this meeting by dialing dial-in number (669) 900-6833 with meeting ID: 930 8070 1810 or join Zoom Meeting online at <https://zoom.us/j/93080701810>. This meeting will be recorded. Contact the Board Secretary to receive a copy of the recording. Public comment may be submitted by email as described below. Said meeting is being called pursuant to Section 54956 of the Government Code of the State of California for the purpose of considering the following matters:

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### **OPEN SESSION**

#### **CALL TO ORDER**

#### **MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

**Please Note: The Chair may, at his or her discretion, take items out of order at the meeting in order to facilitate the business of the Board and/or for the convenience of the public.**

#### **ANNOUNCEMENT**

The Fire Protection District's Administrative Office is currently closed to the public until further notice due to health and safety concerns caused by COVID-19. Administrative staff remains

available to assist customers. Customers should call 909-866-7566 for assistance. Suppression personnel remains fully staffed to respond to all 9-1-1 calls.

The Big Bear Lake Fire Protection District's Administrative Office will be closed Monday, May 25, 2020 in observance of Memorial Day and will re-open on Tuesday, May 26, 2020 at 8:00 a.m.

### **PRESENTATIONS**

None.

**GENERAL PUBLIC COMMENT:** Public comment is permitted only on items on the posted agenda. Members of the public who wish to comment on matters before the Board are invited to submit comments via email to [publicmeetingcomment@bigbearfire.org](mailto:publicmeetingcomment@bigbearfire.org) on or before Tuesday, April 15, 2020 at 2:00 p.m. Please limit comments to 300 words or less. All comments submitted will be read aloud during the meeting. Please note, all email correspondence relating to this meeting will become part of the Board minutes.

### **CONSENT CALENDAR**

**FP1. Approval of Meeting Minutes from the October 1, 2019 Regular Meeting of the Big Bear Lake Fire Protection District**

**FP2. Adopt the Big Bear Fire Authority Record Retention Schedule**

Board consideration of adopting Resolution FP2020-01 Record Retention Schedules and authorizing destruction of certain records.

### **ITEMS REMOVED FROM THE CONSENT CALENDAR**

### **PUBLIC HEARING**

*Any person may appear and be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.*

**None.**

### **DISCUSSION/ACTION ITEMS**

**FP3. Approval to Proceed with Public Noticing of Public Hearing to Adopt Big Bear Lake Fire Protection District Fiscal Year 2020-2021 Budget**

Board consideration of approving preliminary budget and authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2020-2021 Budget at the next regular meeting on June 2, 2020.

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 13th day of April 2020.

*Dawn E. Marschinke*

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Dawn E. Marschinke, Board Secretary

*The Big Bear Lake Fire Protection District wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Board Secretary Dawn Marschinke at 909/866-7566. Notification 48 hours prior to the meeting will enable the Fire District to make reasonable arrangements to ensure accessibility to this meeting.*

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**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE MEETING OF  
OCTOBER 1, 2019**

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A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Caretto at 4:47 p.m., Tuesday, October 1, 2019, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Herrick

Board Members Present: Chairman David Caretto  
Vice Chairman Rick Herrick  
Director Randall Putz

Board Members Excused: Director Bill Jahn

Board Members Absent: Director Bob Jackowski

Others Present: Jeff Willis, Fire Chief  
Mike Maltby, Assistant Fire Chief/Fire Marshal  
Kristin Mandolini, Senior Finance Officer  
Dawn Marschinke, Board Secretary

**ANNOUNCEMENTS**

The Big Bear Lake Fire Protection District's Administrative Office will be closed:

- Monday, November 11, 2019 in observance of Veterans Day and will re-open on Tuesday, November 12, 2019 at 8:00 a.m.
- Thursday and Friday, November 28 and 29, 2019 in observance of Thanksgiving and will re-open on Monday, December 2, 2019 at 8:00 a.m.

**PRESENTATIONS**

None

**PUBLIC COMMUNICATIONS**

None

**CONSENT CALENDAR**

Motion by Director Herrick, seconded by Director Putz to approve the Consent Calendar as follows:

**FP1. Approval of Meeting Minutes from the June 6, 2019 Regular Meeting of the Big Bear Lake Fire Protection District**

The Consent Calendar was approved by the following vote:

AYES: Herrick, Putz and Caretto  
NOES: None  
ABSENT: Jackowski and Jahn  
ABSTAIN: None

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**DISCUSSION/ACTION ITEMS**

**FP2. Big Bear Lake Fire Protection District Meeting Calendar for 2020**

Board consideration of approving the proposed 2020 Meeting Calendar.

**Speaker:** Jeff Willis, Fire Chief

**Action:** Motion by Director Putz; seconded by Director Herrick to approve staff recommendation, and was approved by the following vote:

AYES: Herrick, Putz and Caretto  
NOES: None  
ABSENT: Jackowski and Jahn  
ABSTAIN: None

Chairman Caretto stated that he will be unavailable for the April meeting.

**PUBLIC HEARINGS**

None

**ADJOURNMENT**

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Fire Protection District Minutes  
October 1, 2019

There being no further business to come before the Fire Protection District at this session,  
Chairman Caretto adjourned the meeting at 4:50 p.m.

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Dawn Marschinke  
Board Secretary



# AGENDA REPORT

Item No. FP2

**MEETING DATE:** April 7, 2020

**TO:** Chairman and Members of Big Bear Lake Fire Protection District

**FROM:** Jeff Willis, Fire Chief *JW*

**PREPARED BY:** Dawn Marschinke, Board Secretary *DM*

**REVIEWED BY:** Stephen Deitsch, Legal Counsel, Best Best & Krieger

**SUBJECT:** **ADOPT RESOLUTION NO. FP2020-01 AND THE RECORDS RETENTION SCHEDULES**

## **BACKGROUND**

As part of the District's records management project and in conjunction with Big Bear Fire Authority's records management project, we have updated and improved the Records Retention Schedules for each department. Until now, the District had been adhering to the records retention schedules for the City of Big Bear Lake. The adoption of these retention schedules will result in efficiency gains and cost savings.

Gladwell Governmental Services, Inc., (GGS) an expert in special district records, was selected to develop a comprehensive records retention schedule for the District. This program was necessary to ensure retention periods reflected changes in law, to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology.

It is GGS's opinion that the disposition and destruction of the categories of records contained in the records retention schedule will not adversely affect any interest of the district or the public.

## **DISCUSSION**

The development of the records retention schedules is driven by many factors, including:

- Many departments are filing and storing copies of the same records
- The District produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law, pertaining to special district records

Gladwell Governmental Services, Inc. has assisted over 200 California municipal governments with their records management, records retention and/or document imaging programs, including many special districts, agencies or units.

The retention schedules for the District were written interactively with all units participating. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of the District's records. By identifying which unit is

responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, the District will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

**FISCAL IMPACT**

The District will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

**RECOMMENDATION:**

Staff recommends the board adopt Resolution No. FP2020-01 and Records Retention schedules.



**RESOLUTION NO. FP2020-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Big Bear Lake Fire Protection District; and

**WHEREAS**, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district; and

**WHEREAS**, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the district or public may be destroyed;

**WHEREAS**, the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT DOES RESOLVE AS FOLLOWS:**

**Section 1.** The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A will not adversely affect any interest of the District or the public.

**Section 2.** The records of the Big Bear Lake Fire Protection District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, and with the approval of the Department Head and Fire Chief.

**Section 3.** With the consent of the Department Head, Fire Chief, and General Counsel, updates are hereby authorized to be made to the Records Retention Schedule without further action by the Board of Directors.

**Section 4.** The term “records” as used herein shall include documents, instructions,

books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 5.** The District Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 6.** This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 15th day of April, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Caretto  
Chairman

ATTEST:

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Dawn E. Marschinke  
Board Secretary

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF BIG BEAR LAKE                )

I, Dawn E. Marschinke, Secretary of the Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2020-01 was duly passed and adopted by the said Board, approved and signed by the Chairperson of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 15th day of April, 2020 and that the same was so passed and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Witness my hand and the official seal of said District this 15th day of April, 2020.

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Dawn E. Marschinke  
Board Secretary

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a District Board meeting (then it is the Secretary of the District.)

**Records Series Title:** Description of the record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained by the District in the ordinary course of business.

**Total Retention:** The total number of years the record will be retained.

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

### Retention/Disposition:

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:      Mag = Computer Magnetic Media (hard drives, tapes, USB Drives, thumb drives, etc.)  
Ppr = Paper

**Scan / Import** (*guideline*):      “S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;

**Destroy Paper after Imaged & QC’d:** “Yes” indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

WC: Water Code

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code (CA)

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

**RECORDS RETENTION SCHEDULE**

Office of Record (OFR)	Records Series #	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
<b>ADMINISTRATION / CHIEF / BOARD OF DIRECTORS / PIO</b>								
Fire / Admin.	FR-001	Agenda Packets - (Big Bear Fire Authority, Big Bear Lake Fire Protection District)	P		Mag, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Fire / Admin.	FR-002	Agreements & Contracts - ALL, including Insurance Certificates Examples: Apparatus Purchase, Consulting, Equipment Purchase, Janitorial, Leases, Maintenance, MOUS, Painting, Professional Services, Re-Roof, Supplies, Vehicles, etc.	Completion + 10 years	Yes: Before Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; 10 years for statute of limitations for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Fire / Admin.	FR-003	Audio or Video Recordings (Board Meetings)	90 Days or After Minutes are Approved, Whichever is Longer		Tape (Mag), OD			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b); GC §60201 et seq.
Fire / Admin.	FR-004	Claims & Litigation / Lawsuits - PUBLIC / Insurance Claims (Car Damage, etc.)	Final Disposition + 5 years	Yes: Until Final Disposition	Mag, Ppr	S / I	Yes: After Final Disposition	Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 60201 et seq.; PC §832.5
Fire / Admin.	FR-005	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §60200

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Admin.	FR-006	<p><b>Correspondence - ROUTINE</b> <b>(Content relates in a substantive way to the conduct of the public's business)</b></p> <p>(e.g. E-mail, text messages, social media posts on fire agency accounts/pages, Letters, Memorandums, Public Records Act requests, Administrative, Chronological, General Files, Reading File, Working Files, etc.)</p>	Minimum 2 years		Mag, Ppr			GC §60201
Fire / Admin.	FR-007	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive (does not pertain to fire agency business), or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media posting that does not have a material impact on the conduct of fire agency business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			<p>Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. Records where <b>either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference</b> are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>
Fire / Admin.	FR-008	Deeds, Property Titles, Property Acquisitions, Conveyances, Annexations to the District, etc.	P	Yes (all)	Mag, Ppr	S / I	No	GC §60201(d)(8)
Fire / Admin.	FR-009	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Admin.	FR-010	Ethics Training Certificates - Copies of Board Members (originals are retained by the agencies they represent)	5 years		Mag Ppr			GC §53235.2(b)
Fire / Admin.	FR-011	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; PUBLIC OFFICIALS</b> (specified in the District's Conflict of Interest code)	7 years		Mag, Ppr	S / I	Yes	Department preference (Public Officials are only required for 4 years); GC §81009(e)(g), GC §81009(f)(g)
Fire / Admin.	FR-012	Hazardous Waste Manifests / Certificates of Disposal	P		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference (District has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Fire / Admin.	FR-013	Historical Records (Articles of Incorporation, Bylaws, IRS / State Exemption, EIN, History of the District, Photographs of Chiefs, etc.)	P		Mag, Ppr	S / I	No	District Clerk Determines Historical Significance; GC §60201
Fire / Admin.	FR-014	Internal Affairs Investigations for Peace Officers - Individual Officers / Complaints Against Peace Officers	Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for Civilian's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Fire / Admin.	FR-015	ISO Insurance Ratings	15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §60201
Fire / Admin.	FR-016	Minutes (Big Bear Fire Authority, Big Bear Lake Fire Protection District)	P		Mag, Ppr	S / I	No	GC § 60201
Fire / Admin.	FR-017	Notices: Public Hearing Notices and Proofs of Publications	2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §60201
Fire / Admin.	FR-018	Photographs / Graphics / Display Advertisements	When No Longer Required		Mag, Ppr			Department Preference (the final the brochure, report or other document that the photograph or graphic / display advertisement is used in); GC §60201

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Admin.	FR-019	Pitches Motions (defendant's request for information contained in a Peace Officer's personnel file)	2 years		Mag, Ppr			GC §60201
Fire / Admin.	FR-020	Plans / Master Plans / Protection Plans / Community Wildfire Protection Plan (CWPP), Fire Department Master Plan, etc.	P		Mag, Ppr	S / I	Yes: After QC & OD	Department preference (Building keeps original); GC §60200
Fire / Admin.	FR-021	Policies & Procedures: <b>Administrative</b>	Minimum of Superseded		Mag, Ppr	S / I	Yes: When Superseded	Documents of historical significance should be retained longer; GC §60201
Fire / Admin.	FR-022	Press Releases / Public Information Officer (PIO)	2 years		Mag, Ppr			GC §60201 et seq.
Fire / Admin.	FR-023	Programs and Projects (e.g. Fire Service Day, etc.)	When No Longer Required		Mag, Ppr			Department Preference; GC § 60201 et seq.
Fire / Admin.	FR-024	Public Education, Public Training Classes (Defensible Space, Fire Extinguishers, Brochures Written by the Agency, etc.)	Minimum 2 years		Ppr			Maintain 1 copy for historical purposes; GC §60201 et seq.
Fire / Admin.	FR-025	Public Information / Education / CPR / First Aid Classes (when produced internally)	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Fire / Admin.	FR-026	Records Destruction Authorization Forms	10 years		Mag, Ppr			Department Preference; GC § 60201 et seq.
Fire / Admin.	FR-027	Reference Materials: Brochures, Manuals, Reports	Minimum of Superseded		Mag, Ppr	S / I	Yes: When Superseded	Documents of historical significance should be retained longer; GC §60201
Fire / Admin.	FR-028	Requests for Fire Incident Reports and Fire Investigation Reports / Public Records Act Requests / Board Secretary Attestations	2 years		Mag, Ppr			GC §60201
Fire / Admin.	FR-029	Resolutions & Ordinances	P		Mag, Ppr	S / I	No	GC § 60201



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<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Admin.	FR-030	Subpoenas (Personal Appearance)	2 years		Mag, Ppr			GC §60201
<b>ADMINISTRATION / FINANCE</b>								
Fire / Finance	FR-031	Accounts Payable: Invoices, Employee Travel Reimbursement, etc.	7 years	Yes: Until Paid	Mag, Ppr	S / I/I	Yes: After 1 year	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Sewage Sludge is required for 5 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Fire / Finance	FR-032	Accounts Receivable (Includes Ambulance Billing, False Alarm Billing, etc.)	7 years	Yes: Until Paid	Mag, Ppr	S / I/I	Yes: After 1 year	Department Preference (meets municipal government auditing standards); GC §60201
Fire / Finance	FR-033	Ambulance Correspondence	2 years	Yes	Mag, Ppr			Department Preference; GC §60201
Fire / Finance	FR-034	Ambulance Memberships	3 years	Yes	Mag, Ppr			Department Preference; GC §60201
Fire / Finance	FR-035	Audit (Final) / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	P		Mag, Ppr	S / I	Yes: After 1 year	Department Preference for historical purposes; District Clerk retains original permanently; GC §60201 et seq.
Fire / Finance	FR-036	Bank Deposits	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Fire / Finance	FR-037	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Fire / Finance	FR-038	Budgets: Final	7 years		Mag, Ppr			Department Preference; GC §60200

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<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Finance	FR-039	Cancelled Checks	7 years	Yes: Until Paid	Mag, Ppr	S / I/I	Yes: After 1 year	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Fire / Finance	FR-040	Financial Reports / General Ledger: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, ( <b>MONTHLY OR PERIODIC</b> )	When No Longer Required		Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Fire / Finance	FR-041	Financial System <b>Database</b> (Springbrook)	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Fire / Finance	FR-042	Loans	Completion + 5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Fire / Finance	FR-043	Policies & Procedures: <b>Financial</b>	Minimum of Superseded		Mag, Ppr	S / I	Yes: When Superseded	Documents of historical significance should be retained longer; GC §60201
Fire / Finance	FR-044	Strike Team Reimbursements / FEMA / OES Reimbursement Claims	10 years	Yes (all)	Mag, Ppr	S / I/I	No	Department Preference; GC §60201
Fire / Finance	FR-045	Tax Assessor Rolls (for placement of assessments on property tax bills)	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
<b>ADMINISTRATION / HUMAN RESOURCES</b>								
Fire / Human Resources	FR-046	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; CCP §337 et seq.; GC §60201 et seq.

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Fire / Human Resources	FR-047	DMV Pull Notices	When Superseded, or Upon Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Fire / Human Resources	FR-048	Employee Investigations / Grievances / Litigations or Lawsuits / Discrimination or Harassment Complaints	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 60201; 29 USC 1113; GC §3105; GC §53235.2(b)
Fire / Human Resources	FR-049	OSHA Log 300, 300 A, 301, 301A, etc. / OSHA Inspections & Citations, Forms, loss analysis reports, safety reports, actuarial studies	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.; LC §6429c
Fire / Human Resources	FR-050	<b>Personnel Files - Finance File</b> Backgrounds, Verifications of Employment, Court Orders, Direct Deposit Info, Final Warrant Beneficiary, Personnel Action Forms, Promotions, Miscellaneous Allotments and Awards, Retirement Forms, SSA-1945 Form, Voluntary Deductions, W-4, etc.	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 60201; 29 USC 1113; GC §3105; GC §53235.2(b)

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Fire / Human Resources	FR-051	<b>Personnel Files - General File</b>  Application, Onboarding, Policy Acknowledgements, Contact Info Updates, Change of Title, Job Description Signed, Licenses, Certifications, Training Certifications for HR, Clothing and Equipment Tracking, Emergency Contact, Evaluations, Goals and Disciplinary Actions, Commendations, etc.	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 60201; 29 USC 1113; GC §3105; GC §53235.2(b)
Fire / Human Resources	FR-052	<b>Personnel Files - Medical File</b>  Benefit Selection Forms, Life Insurance, Dependent Documentation, COBRA Documentation, Pre-Employment Physicals and Psychology Tests, Medical Permissions, Hearing Tests, Respirator Fit Tests, Class B medicals, Leaves of Absence, Mandatory Inoculations, Outside Employment, Pre Designated Physician Form, Workers' Comp, etc.	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), 29 USC 1113; GC §§12946, 60201
Fire / Human Resources	FR-053	<b>Policies &amp; Procedures: Human Resources / Personnel</b>	Minimum of Superseded		Mag, Ppr	S / I	Yes: When Superseded	Documents of historical significance should be retained longer; GC §60201
Fire / Human Resources	FR-054	Recruitment Files / New and Promotional: Applications for Employment or Resumes / Recruitment Files: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 60201

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Fire / Human Resources	FR-055	Retirement Annual Rates (SBCERA)	10 years		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Fire / Human Resources	FR-056	Training <b>Course</b> Records - <b>Human Resources / Drug, Harassment, HIPAA, etc.</b>  (Attendance Rosters, Outlines and Materials)	5 years		Mag, Ppr	S / I	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 60201, 53235.2(b)
Fire / Human Resources	FR-057	Training <b>Database</b> / Log (Target Solutions)	Indefinite		Mag, Ppr			Data is interrelated; GC §60201 et seq.
<b>ADMINISTRATION / PAYROLL</b>								
Fire / Payroll	FR-058	Payroll Reports / Periodic Payroll Reports	30 years		Mag, Ppr			Department preference; GC §60201
Fire / Payroll	FR-059	Telestaff Database (Electronic Time Cards)	Indefinite		Mag, Ppr			Data is interrelated; GC §60201 et seq.
Fire / Payroll	FR-060	Timesheets / Time Cards	30 years		Mag, Ppr			Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Fire / Payroll	FR-061	W-2's	30 years		Mag, Ppr	S / I/I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
<b>ADMINISTRATION / INFORMATION TECHNOLOGY</b>								

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Fire / Info. Technology	FR-062	Computer Backups - Network, All Files on Shared Drives (Incremental)	When No Longer Required	Yes	Mag			Used for Disaster Recovery Purposes only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §60201 et seq.
Fire / Info. Technology	FR-063	WORM / DVD-r / CD-r / Blue Ray-R or other <b>unalterable media</b> that does not permit additions, deletions, or changes	P	Yes	Mag			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..
<b>FIRE PREVENTION / FIRE MARSHAL</b>								
Fire / Fire Prevention, Fire Marshal	FR-064	Citations, Notice of Violations, Hazardous Trees, Notice of Pendency's	Minimum 2 years		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-065	Citizen Concerns (regarding Fire Prevention / Fire Marshal issues)	Minimum 2 years		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-066	Fire Explorer Applications & Agreements - <b>Unsuccessful</b>	3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201
Fire / Fire Prevention, Fire Marshal	FR-067	Fire Explorer Applications & Agreements (includes emergency contact information) - <b>Successful</b> Applicants	Inactive / Separation + 3 years		Mag, Ppr	S / I	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201; 29 USC 1113

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Fire / Fire Prevention, Fire Marshal	FR-068	Fire Hydrant Adoption Program (Weed and snow clearance)	P		Mag, Ppr	S / I	Yes: After QC & OD	Department preference (No expiration of commitment); GC §60200
Fire / Fire Prevention, Fire Marshal	FR-069	Fire Incident <b>RMS Database</b> (County-wide)	Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-070	Fire Inspections - Business Inspection Files / Occupancy Inspections (Approvals, Inspections, Fires, Modification / Alternative Methods or Materials) / Business Self Inspection Forms / Business Self Inspection Forms / Commercial Fireflow Testing	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Ppr	S / I	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4
Fire / Fire Prevention, Fire Marshal	FR-071	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		Mag, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-072	Fire Investigations - <b>OTHER Than</b> Arson & Capital Crimes	Minimum 5 years		Mag, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-073	Fire Sprinkler Plans / New Construction Plan Review / Fire Construction Documents / Fire Flow for Residential (Submittals, Shop Drawings Necessary for Fire Code Compliance)	P		Mag, Ppr	S / I	Yes: After QC & OD	Department preference (Building keeps original); GC §60200
Fire / Fire Prevention, Fire Marshal	FR-074	Firewise Certificates	Minimum 2 years		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.

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Fire / Fire Prevention, Fire Marshal	FR-075	Knox Box Locations, Subscribers / Database	Indefinite		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-076	Permits / Fire Code Permits / Special Event Permits / Operating Permits / Explosives Permits / Fireworks Permits / Burn Permits (assembly permits, candle permits, tent permits, open flame, etc.)	Minimum 5 years	Yes: Before Event	Mag, Ppr	S / I	Yes: After QC & OD	Department preference; CFC §§ 104.6 – 104.6.4
Fire / Fire Prevention, Fire Marshal	FR-077	Planning & Community Development Reviews (CUP, TTM, TPM, etc.)	When No Longer Required		Mag, Ppr	S / I	Yes: After QC & OD	City or County incorporates all comments; GC § 60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-078	Special Events (with Permits, if needed)	Minimum 2 years		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Fire Prevention, Fire Marshal	FR-079	Weed Abatement / Vegetation Abatement / Brush Clearance, if done in-house	Minimum 2 years		Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
<b>GRANTS</b>								
Fire / EMS	FR-080	Grants - <b>EMERGENCY MANAGEMENT SERVICES</b>  <b>SUCCESSFUL</b>	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§60201, 8546.7



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Fire / Fire Prevention, Fire Marshal	FR-081	Grants - <b>PREVENTION</b>  <b>SUCCESSFUL</b> Hazard Mitigation (Curbside Chipping Program, CWPP, Hazardous Tree Removal Program, Sirens)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§60201, 8546.7
Fire / Operations / Suppression	FR-082	Grants - <b>SUPPRESSION</b>  <b>SUCCESSFUL</b>	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§60201, 8546.7
Fire / Admin.	FR-083	Grants - <b>UNSUCCESSFUL</b> Applications, Correspondence	2 years		Mag, Ppr			GC §60201
Fire / Fire Prevention, Fire Marshal	FR-084	Grants - <b>WOOD SHAKE SHINGLE REPLACEMENT</b>  <b>SUCCESSFUL &amp; UNSUCCESSFUL (INCLUDES CORRESPONDENCE TO POTENTIAL PARTICIPANTS THAT DIDN'T RESPOND OR DECLINED)</b>	30 years		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§60201, 8546.7
<b>OPERATIONS / EMERGENCY MANAGEMENT / DISASTER RESPONSE</b>								
Fire / Emergency Manage.	FR-085	Community & Business Emergency Response Training / CERT	When No Longer Required		Mag, Ppr			Department Preference; GC §60201

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Fire / Emergency Manage.	FR-086	Emergency Management Programs	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Fire / Emergency Manage.	FR-087	EOC Activations, After Incident Reports	Minimum 5 years	Yes (all)	Mag, Ppr	S / I/I	No	Department Preference for possible reimbursement from FEMA or OES; GC §60201
Fire / Emergency Manage.	FR-088	Mountain Area Safety Task Force (MAST)	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
<b>OPERATIONS / EMERGENCY MEDICAL SERVICES</b>								
Fire / EMS	FR-089	Controlled Substance Logs, Inventories / Medic Monthly Inventory Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Fire / EMS	FR-090	Emergency Medical PCR <b>Database</b> (ImageTrend, managed by the County)	Indefinite	Yes	Mag			Data is interrelated; GC §60201, 60201 et seq.
Fire / EMS	FR-091	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §60201, 60201 et seq.
Fire / EMS	FR-092	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Ppr	S / I	Yes: After 1 year	24 CFR 164.530(j)

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Fire / EMS	FR-093	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: <b>ADULTS (Paper)</b>	7 years		Mag, Ppr	S / I	Yes: After 1 year	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §60201; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / EMS	FR-094	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: <b>JUVENILES (Paper)</b>	20 years, or Age of Majority - Minimum 7 years		Mag, Ppr	S / I	Yes: After 1 year	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §60201; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
<b>OPERATIONS / STATION OPERATIONS / SUPPRESSION AND RESCUE</b>								
Fire / Ops	FR-095	AQMD Permits (Generators, etc.)	5 years		Mag, Ppr			40 CFR 70.6; GC §60201
Fire / Ops	FR-096	Daily Vehicle Inspections / Daily Equipment Checks / Safety Equipment Inspections	Minimum 5 years		Ppr			Department preference (includes Generator Run Times); GC §60201
Fire / Ops	FR-097	Employee Backgrounds (Final Report Sent to Human Resources)	3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 60201

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Fire / Ops	FR-098	Fire Vehicle, Apparatus, & Equipment History Files, Ladders, Dive Equipment, etc.  Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle, Apparatus, or Equipment + 1 year		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201
Fire / Ops	FR-099	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Fire / Ops	FR-100	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §60201 et seq.
Fire / Ops	FR-101	Policies & Procedures: <b>Operational / Lexipol / SOPs (Standard Operational Procedures)</b>	Minimum of Superseded		Mag, Ppr	S / I	Yes: When Superseded	Documents of historical significance should be retained longer; GC §60201
Fire / Ops	FR-102	Pre-plan Sheets	When Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §60201 et seq.
Fire / Ops	FR-103	Ride-A-Long Waivers	2 years		Mag, Ppr			GC §60201
Fire / Ops	FR-104	Rookie Books / Section Evaluations	2 years		Mag, Ppr	S / I	Yes: When Inactive	GC §60201
Fire / Ops	FR-105	Station Log Books / Red Books / Log Books / Daily Log Books	Minimum 2 years	Yes: Before Event	Mag, Ppr			Department preference; GC §60201 et seq.
Fire / Ops	FR-106	Training <b>Course</b> Records - <b>Skills, Certifications, Paramedic Continuing Education Rosters and Certificates</b>  (Attendance Rosters, Outlines and Materials)	5 years		Mag, Ppr	S / I	Yes: When Inactive	Department preference; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 60201



## AGENDA REPORT

Item No. FP3

**MEETING DATE:** April 15, 2020

**TO:** Chairman and Members of the Fire Protection District

**FROM:** Kristin Mandolini, Senior Finance Officer *KM*

**SUBJECT:** **APPROVAL TO PROCEED WITH PUBLIC NOTICING OF PUBLIC HEARING TO ADOPT BIG BEAR LAKE FIRE PROTECTION DISTRICT FISCAL YEAR 2020-21 BUDGET**

### **BACKGROUND**

On July 1, 2018, Big Bear Fire Authority consolidated with the fire departments from Big Bear City Community Services District and Big Bear Lake Fire Protection District (FPD). As a result, the property taxes received by the FPD are passed through to the Fire Authority to fund fire department expenses.

### **DISCUSSION & FISCAL IMPACT**

The FY 2020-21 FPD Operating budget is presenting \$5,747,034 in tax revenue pass through to the Fire Authority for appropriated sources and uses.

### **RECOMMENDATION**

Staff recommends the Board approve the preliminary budget and authorize staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2020-2021 Budget at the next regular board meeting on June 2, 2020.

ATTACHMENT A: FY2020-21 Budget

**FIRE PROTECTION DISTRICT OPERATING FUND****2020-2021 Budget****Revenue**

Property Taxes	5,747,034
<b>Total Revenue</b>	<b>5,747,034</b>

**Expenses**

Property Tax Pass Through To Fire Authority	5,747,034
<b>Total Expenses</b>	<b>5,747,034</b>

**Total Excess Revenue over Expenses****0**