



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

TO: BOARD OF DIRECTORS DATE POSTED: JUNE 12, 2020
RE: REGULAR BOARD MEETING FROM: BOARD SECRETARY

The Regular Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, June 17, 2020, at the hour of 9:00am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California **BY VIDEO/CONFERENCE CALL**. This agenda was posted prior to 5:00pm on June 12, 2020 at the Running Springs Water District Office and Website. In an effort to protect the public from further spread of the virus that causes COVID-19, the County's Acting Health Officer ordered the cancellation of gatherings of any number of people within the county starting March 18, 2020. Please follow these directions to join the audio/video conference call:

MEMBERS OF THE PUBLIC AUDIO CONFERENCE TELEPHONE NUMBER:
Please call 909-403-5380, enter the conference number 31242, when prompted the passcode 24213 followed by #.

The Board may take action on any item on the agenda, whether listed as an action item or as an information item.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Amie Crowder, Board Secretary at (909) 867-2766 at least 48 hours before the meeting, if possible.

Copies of documents provided to members of the Board for discussion in open session may be obtained from the District at the address indicated above.

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.

3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.
 - A. Approve Meeting Minutes **Page 4**
 - B. Ratify Expenditures and Review Reserves **Page 9**
 - C. Consider Adoption of Resolution No. 07-20, Establishing Appropriations Limits for Fiscal Year 2020/2021 **Page 16**
 - D. Consider Approving Ambulance Billing Write Offs **Page 25**
4. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
 - A. Public Hearing and Consideration of Adopting Ordinance No. 55 Establishing Fees for Ambulance Services and Other Miscellaneous Fees **Page 46**
 1. Open Public Hearing;
 2. Staff Presentation;
 3. Written Public Comment;
 4. Oral Public Comment;
 5. Board Discussion/Comments;
 6. Close Public Hearing;
 7. Consider Adoption of Ordinance No. 55.
 - B. Consider Adopting Resolution No. 08-20, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident **Page 52**
(Presenter: Mike Vasquez, Fire Chief)
 - C. Consider Authorizing Fire Chief to Execute Cooperative Fire Protection Agreement Between the Running Springs Fire Department and the United States Forest Service San Bernardino National Forest **Page 55**
(Presenter: Mike Vasquez, Fire Chief)
 - D. Consider Approving Contract for Financial Consulting Services **Page 97**
(Presenter: Ryan Gross, General Manager)
 - E. Consider Request to Use Downtown Property **N/A**
(Presenter: Ryan Gross, General Manager)

June 17, 2020 Regular Board Meeting Agenda
Posted June 12, 2020

5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.

A. WaterSmart Software Information **Page 115**

B. Billing Statistics and Update **Page 125**

6. General Manager's Report
7. Report from Legal Counsel
8. Board Member Comments / Meetings
9. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, July 15, 2020 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER APPROVING MEETING MINUTES

RECOMMENDATION

It is recommended that the Board of Directors review and approve the attached meeting minutes.

REASON FOR RECOMMENDATION

Approval of meeting minutes.

BACKGROUND INFORMATION

The attached draft meeting minutes are from the Regular Board Meeting held on May 20, 2020.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

MINUTES – May 20, 2020
PAGE 1 OF 4

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
MAY 20, 2020

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, May 20, 2020 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present through teleconference:

Tony Grabow, President
Mike Terry, Director
Bill Conrad, Director
Mark Acciani, Director

The following Directors were present at the District:

Errol Mackzum, Vice-President

Also present at the District were the following:

Ryan Gross, General Manager
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor
Randy Bobroff, Water Operations Manager
Mike Vasquez, Fire Chief
Cindy Strebel, Battalion Fire Chief

The following were present through teleconference:

Ward Simmons, Legal Counsel, Best, Best & Krieger

The following were absent:

Trevor Miller, Wastewater Operations Manager

No Visitors were present

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order, Roll Call and Pledge of Allegiance

The Running Springs Water District Regular Board Meeting was called to order at 9:00 A.M. by President Tony Grabow. Pledge of Allegiance was led by Vice-President Mackzum. Roll call was led by Board Secretary, Amie R. Crowder.

2. Recognize and Hear from Visitors/Public Comment

No visitors present for the meeting.

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures and Review Reserves

Upon **motion** by Vice-President Mackzum, **second** by Director Acciani and **carried by a 5 to 0 Roll Call Vote**, the Consent Items were approved.

4. Action Items

The following action items will be considered individually, and each **require a motion** by the Board of Directors for action.

A. Consider Providing Direction to Staff on Additional Lump Sum Payment for CalPERS Unfunded Accrued Liability for the Fiscal Year Ending 2021

General Manager Gross presented Page 24 of the PowerPoint and Page 17 of the report, which is an overview of the District's CalPERS pension program. This overview included a review of the current staffing of the District, the difference between the Classic and PEPRA members, and the desirable impact the lump sum payments provides to the District. General Manager Gross also provided a detailed explanation of the CalPERS calculations of both the Classic and PEPRA members. Various discussion regarding actuarial calculations and amortized schedules occurred.

Upon **motion** by Vice-President Mackzum, **second** by Director Terry and **carried by a 5 to 0 Roll Call Vote**, an Additional Lump Sum Payment to the CalPERS Unfunded Accrued Liability for the Fiscal Year Ending 2021 in the amount of \$100,000 for the Classic Safety Plan and \$100,000 for the Classic Miscellaneous Plan, was approved.

B. Consider Providing Direction to Staff on Amended Budget Planning for the Fiscal Year Ending 2021

General Manager Gross presented that in June, 2019, the Board of Director approved the Fiscal Year 2019/2020 and 2020/2021 Budget; and, that the staff would like to determine if the District should add the Cost of Living Adjustment (COLA) to wages for the Fiscal Year 2020/2021 Budget. General Manager Gross also discussed the annual Merit increases. Various discussion continued regarding the current trend of COLA and Merit increases.

Upon **motion** by Director Conrad, **second** by Vice-President Mackzum and **carried by a 5 to 0 Roll Call Vote**, A zero percent (0%) COLA was approved for the Fiscal Year Ending 2021.

C. Consider Authorizing Participation in the Intergovernmental Transfer (IGT) Program Providing Access to Federal Matching Funds for Emergency Medical Transport Services

Fire Chief Mike Vasquez presented the history of the IGT Program and that it will allow the Fire Department to access funding which will offset the loss in cost recovery under the Medi-Cal Managed Care Programs as a result of significantly reducing regular reimbursement rates. Brief discussion continued regarding the IGT Program.

Upon motion by Vice-President Mackzum, second by Director Terry and carried by a 5 to 0 Roll Call vote, Authorizing Participation in the IGT Program Providing Access to Federal Matching Funds for Emergency Medical Transport Services, was approved.

D. Consider Awarding Construction Contract for Wastewater Treatment Plant Headworks and Drying Bed Concrete Work

General Manager Gross presented the details of the construction that needs to be completed at the Wastewater Treatment Plant related to the headworks structure and the biosolids loading area at the solids dewatering building. General Manager Gross explained in detail the importance of installing the rotary drum screen acquired from the County at the Headworks structure and expanding the concrete loading area at the drying bed next to the solids dewatering building and how this and other changes would allow the operations at the Treatment Plant to be conducted more efficiently. General Manager Gross also shared that these changes would be beneficial to the residents near the Treatment Plant by minimizing odor in the area. Minimal discussion continued.

Upon motion by Director Terry, second by Director Acciani and carried by a 5 to 0 Roll Call vote, a Construction Contract for the Wastewater Treatment Plant Headworks and Drying Bed Concrete Work, was awarded to Bacon Wagner Excavating, Inc. for their low bid of \$95,039, the General Manager was authorized to execute the contract and approve change orders, if needed, not to exceed 15% of the original contract amount.

E. Consider Accepting Proposal for Fiscal Year Ending 2020 Financial Audit Services

General Manager Gross presented the proposal for this year's Financial Audit Services from Van Lant & Fankhanel, LLP. General Manager Gross explained that VLF has completed the District's audit for the past several years, and each year a different Partner is conducting the audit. Minimal discussion occurred.

Upon motion by Vice-President Mackzum, second by Director Acciani and carried by a 5 to 0 Roll Call vote, Accepting Proposal for Fiscal Year Ending 2020 Financial Audit Services, was approved.

5. Information Items

A. Quarterly Investment Report

General Manager Gross presented the Quarterly Investment Report. Minimal discussion occurred.

B. AWWA & Raftelis Report: The Financial Impact of the COVID-19 Crisis on U.S. Drinking Water Utilities

General Manager Gross presented the AWWA & Raftelis Report, sharing that this report is not really relevant to the District. Director Terry agreed, specifically referring to the conclusions of the report. No additional discussion occurred.

6. Board Member Comments/Meetings

Director Terry asked how the wells are doing. Randy Bobroff, Water Operations Manager, confirmed the production of all wells are doing very well. Randy continued to share that the District is currently purchasing water from Arrowbear Park County Water District. Director Terry inquired about the new firefighter the department hired. Fire Chief Mike Vasquez and Battalion Chief Cindy Strebel confirmed the new firefighter/paramedic will begin in June.

7. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best, Best & Krieger shared that there is no report at this time.

8. Meeting Adjourned

The meeting was adjourned at 10:02 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: RATIFY EXPENDITURES

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's May 2020 expenditures.

A copy of the District's Cash Reserve Fund Summary as of May 31, 2020, the Pooled Cash Balance History and Fire Department Operating Reserve Fund Surplus/Shortfall History is also included for review and information.

REASON FOR RECOMMENDATION

Each month staff presents the monthly check register and recommends that the Board of Directors ratify the District's expenditures.

BACKGROUND INFORMATION

Attached is a list of expenditures for May 2020.

FISCAL INFORMATION

Refer to attached accounts payable check register.

ATTACHMENTS

- Attachment 1 – Accounts Payable Check Register
- Attachment 2 – Cash Summary
- Attachment 3 – Pooled Cash Balance History
- Attachment 4 – Fire Department Operating Reserve Fund Surplus/Shortfall History

Running Springs Water District Accounts Payable Checks May 2020

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Small fire shirts	05/18/20	92.44	104637	92.44
Action Automotive Repair Inc	Mount and Bal Tires/ Cooper Discoverer	05/18/20	917.48	104638	917.48
Airgas Inc.	Large Helium	05/18/20	53.65	104639	53.65
Alex Clemmer	Reimbursement Claim	05/21/20	168.88	104655	168.88
Allstar Fire Equipment	SCBA Equipment	05/08/20	3,422.14	104597	3,422.14
	Twist Release Lock for Stinger	05/12/20	100.13	104619	100.13
	Annual testing	05/21/20	1,105.00	104656	2,469.00
	Equipment Maintenance	05/21/20	1,364.00	104656	
American Family Life Assurance Company of Colun	Additional Insurance Premiums May 2020	05/22/20	143.26	DFT0001272	143.26
Ameripride Services, Inc	Cleaning Supplies April 2020	05/12/20	420.25	104620	420.25
Amie Crowder	Reimbursement Claim	05/18/20	40.00	104640	40.00
Arrowhead Group Inc.	Test & Certify Valves/Check Kit x3	05/21/20	528.66	104657	528.66
Bacon/Wagner Excavating, Inc.	Blanket PO for Biosolid hauling	05/12/20	800.00	104621	1,600.00
	Blanket PO for Biosolid hauling	05/12/20	800.00	104621	
Bear Valley Fire Protection	Fire Extinguisher Maintenance -Fire	05/08/20	189.26	104598	367.76
	Fire Extinguisher Inspection	05/08/20	178.50	104598	
	Fire Extinguisher Maintenance Treat Plant	05/12/20	317.58	104622	428.10
	Fire extinguisher maintenance Collect	05/12/20	110.52	104622	
Best, Best & Krieger LLP	Legal Services April 2020	05/18/20	786.46	104641	786.46
BURR Group Inc.	Trash Service Station 50	05/08/20	71.53	104599	259.45
	Trash Service April 2020- Dist Office	05/08/20	187.92	104599	
	Trash Service April 2020 Treatment Plnt	05/12/20	223.17	104623	223.17
California Computer Options Inc	Network Maintenance and Monitoring May 2020	05/08/20	3,015.00	104600	3,947.28
	Network assistance April 2020	05/08/20	932.28	104600	
CalPERS	Health Insurance Premiums May 2020	05/07/20	15,213.70	DFT0001264	15,213.70
	Employer Contribu Classic/Pepra PPE 5/4/20	05/08/20	20,546.04	DFT0001265	20,546.04
	Employer Contributions Classic/Pepra PPE 5/18/20	05/20/20	20,386.54	DFT0001269	20,386.54
Canon	Monthly service fee/Usage May 2020	05/21/20	504.19	104658	504.19
Charter Communitations	Internet May-June 2020	05/18/20	231.22	104642	231.22
Citibank, N.A.	Miscellaneous Parts and Supplies	05/08/20	628.65	104601	628.65
	Office Supplies	05/21/20	382.43	104659	646.89
	STAPLES- OFFICE SUPPLIES	05/21/20	264.46	104659	
Clinical Laboratory of San Bernardino	Water Samples	05/08/20	886.00	104602	886.00
County of San Bernardino	Lien Release x2	05/21/20	40.00	104660	40.00
Dixi Willemse	Reimbursement Claim	05/12/20	18.18	104624	18.18
Don's Auto Inc	Plus Patch ROF Tire	05/18/20	25.00	104643	25.00
Employment Development Department	Unemployment Insurance Benefit Charge PPE 3/31	05/08/20	2,012.97	104603	2,012.97
ESO Solutions Inc	Firehouse support	05/08/20	695.25	104604	695.25
EWT Holding III Corp	mag meters for wwtp	05/12/20	5,928.41	104625	5,928.41
Fairview Ford Sales, INC	Inspection/Service	05/08/20	147.00	104605	147.00
Federal Express Corporation	Shipping Charges for April 2020	05/12/20	65.62	104626	65.62
Fire Fighters Association	Association Dues May 2020	05/21/20	480.00	104661	480.00
Frontier Communications	Telephone April-May 2020	05/12/20	59.84	104627	119.68
	Telephone April -May 2020	05/12/20	59.84	104627	
	Telephone May 2020	05/18/20	60.93	104644	190.15

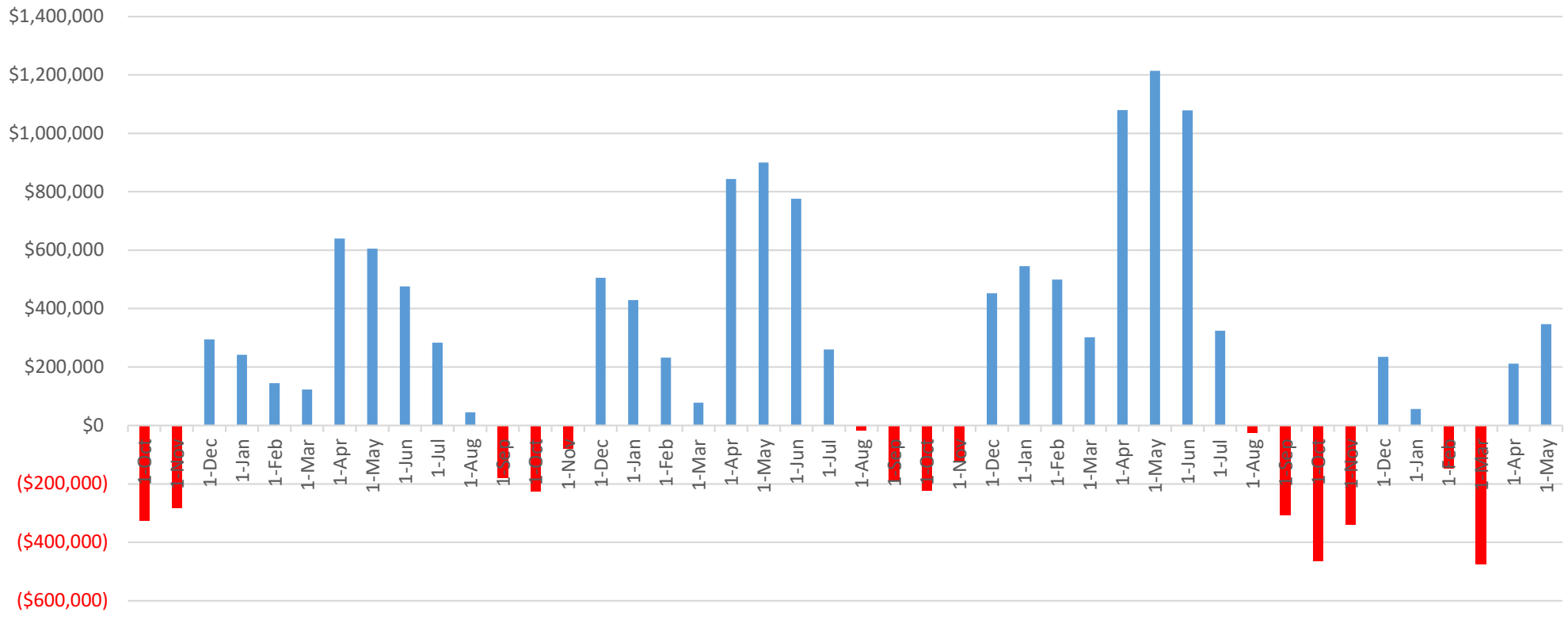
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Frontier Communications	Telephone- May 2020	05/18/20	129.22	104644	190.15
	Telephone May-June 2020	05/21/20	60.93	104662	175.13
	Scada Line May-June 2020	05/21/20	114.20	104662	
HD Supply Facilities Maintenance LTD	Solvent-Based Invert Green Paint	05/21/20	81.94	104663	168.31
	Glass Fiber Filter	05/21/20	86.37	104663	
Inland Desert Security & Communications	Answering Service April 2020	05/18/20	117.00	104645	117.00
Inland Water Works Supply Company	material for ROTOshear installation	05/21/20	5,743.02	104664	9,485.38
	material for ROTOshear installation	05/21/20	3,742.36	104664	
Leslie's Poolmart, Inc	Soda Ash & Salt	05/08/20	1,244.88	104606	1,244.88
	NaOCl for MBR cleaning	05/21/20	554.40	104666	554.40
Liberty Composting Inc	Liberty composting bio solids disposal	05/21/20	449.60	104667	449.60
Life-Assist, Inc	Ambulance Supplies	05/08/20	1,124.21	104607	1,276.18
	Ambulance Supplies	05/08/20	151.97	104607	
	Ambulance Supplies	05/12/20	5.90	104628	5.90
	Ambulance Supplies	05/21/20	62.50	104668	62.50
Linda Mayfield	Reimbursement Claim	05/18/20	434.00	104646	434.00
McMaster-Carr Supply Company	Air Filter Roll and Rubber Tubbing	05/21/20	94.78	104669	429.82
	Miscellaneous Parts and Supplies	05/21/20	79.50	104669	
	Miscellaneous Parts and Supplies	05/21/20	155.61	104669	
	Heavy Duty Rail Power Supply	05/21/20	99.93	104669	
Motorola Solutions Inc	APX 8000 All Band Portable Model Radios	05/21/20	24,935.79	104670	24,935.79
Municipal Emergency Services Inc.	Nomex Compliant Elite Pants	05/21/20	712.21	104671	712.21
NAPA Auto Parts	Micellaneous Parts and Supplies	05/08/20	202.08	104608	725.74
	Miscellaneous Parts and supplies	05/08/20	523.66	104608	
Nationwide	Employee Contributions PPE 5/4/20	05/05/20	1,575.00	DFT0001262	1,575.00
	Employee Contributions PPE 5/18/20	05/22/20	1,575.00	DFT0001270	1,575.00
Nick Nikas	Reimbursement Claim	05/08/20	607.46	104609	607.46
One Stop Landscape Supply	Bio solids disposal One Stop Recycling	05/12/20	1,337.40	104629	1,337.40
Patricia A. Monical	Toilet Paper	05/21/20	50.51	104672	50.51
Patrick R. Morin	Replace Stem Roller	05/08/20	485.00	104610	485.00
Quadient Leasing USA, Inc.	Postage for Office Machine	05/21/20	2,000.00	104673	2,000.00
RCN Communications LLC	Router for WWTP internet	05/12/20	1,569.70	104630	1,569.70
Rim Forest Lumber Company, Inc.	Miscellaneous parts and supplies	05/08/20	128.11	104611	454.35
	Preasure treated pole for brookings booster	05/08/20	326.24	104611	
Roger E. Fox, M.D.	DOT Exam (2)	05/08/20	100.00	104612	100.00
Rogers Anderson Malody & Scott LLP	Consultant Fees April 2020	05/18/20	1,440.00	104647	1,440.00
Safe-Entry	Testing/Calab Serv w/Cert	05/21/20	89.52	104674	89.52
SMP, Inc	Spot Repair and Cutting of roots to sewer lines	05/18/20	14,950.00	104648	14,950.00
South Coast Air Quality Management District	AQMD Fee July 19-June 20	05/08/20	137.63	104613	137.63
	I C E EM Elec Gen-Diesel LS5	05/12/20	421.02	104631	2,224.01
	I C E Em Elec Gen-Diesel LS3	05/12/20	842.04	104631	
	Flat Fee for Last FY Emissions LS5	05/12/20	136.40	104631	
	Flat Fee for last FY Emissions LS3	05/12/20	136.40	104631	
	AQMD Fee July 19-June 2020 LS1	05/12/20	137.63	104631	
	AQMD Fee July 19-June 20 LS4	05/12/20	137.63	104631	
	AQMD Fee July 19-June 20 LS7	05/12/20	137.63	104631	
	AQMD Fee July 19-June 20	05/12/20	137.63	104631	
	AQMD Fee July 19-June 20 LS3	05/12/20	137.63	104631	
Southern California Edison Company	Electricity April 2020	05/08/20	553.68	104614	1,504.21
	Electricity April 2020	05/08/20	110.47	104614	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity April 2020	05/08/20	323.93	104614	1,504.21
	Electricity April 2020	05/08/20	63.87	104614	
	Electricity April 2020	05/08/20	292.44	104614	
	Electricity April 2020	05/08/20	148.11	104614	
	Electricity April 2020	05/08/20	11.71	104614	
	Electricity April 2020	05/12/20	96.73	104632	11,484.41
	Electricity April 2020	05/12/20	130.51	104632	
	Electricity April 2020	05/12/20	9,967.02	104632	
	Electricity April 2020	05/12/20	517.05	104632	
	Electricity April 2020	05/12/20	773.10	104632	
Southern California Gas Company	Gas Usage April 2020	05/08/20	297.13	104615	297.13
	Gas Usage April 2020	05/12/20	151.83	104633	151.83
	Gas Usage April 2020	05/18/20	214.07	104649	508.59
	Gas Usage April 2020	05/18/20	276.01	104649	
	Gas Usage April 2020	05/18/20	18.51	104649	
Special District Risk Management Authority	April 6, 2020 Incident. Auto Deductible	05/18/20	1,000.00	104650	1,000.00
State Water Resources Control Board	Annual Permit Fee - Treatment Plant	05/18/20	1,400.00	104651	1,400.00
Tesco Controls Inc	SCADA Communication Screen Mod	05/21/20	1,190.00	104675	1,190.00
Tina M. Taylor	Gym Memberships for Mesna & Nicassio	05/18/20	500.00	104652	500.00
Trevor Miller	Reimbursement Claim	05/21/20	368.00	104676	368.00
Underground Service Alert of Southern California	New Dig Tickets and Maint Fee	05/08/20	44.65	104616	44.65
Valic	Employee Contributions	05/05/20	2,023.00	DFT0001263	2,023.00
	Employee Contributions PPE 5/18/20	05/19/20	2,023.00	DFT0001271	2,023.00
Verizon Wireless Services LLC	Cell Phone Charges April 2020	05/18/20	429.57	104653	429.57
Visa	Crowder- Office Supplies	05/12/20	37.94	104634	3,330.85
	Station Supplies and Parts	05/12/20	89.05	104634	
	Gross-Misc Supplies and Van transport fee	05/12/20	1,580.67	104634	
	Miller- Misc Supplies	05/12/20	143.69	104634	
	Strebel- Misc supplies	05/12/20	385.89	104634	
	Ambulance Equipment	05/12/20	1,086.62	104634	
	Vasquez- Ipad App	05/12/20	6.99	104634	
	Bobroff-Misc Supplies- AWWA Renewal-Boot Purcl	05/18/20	485.72	104654	884.52
	Work boots	05/18/20	398.80	104654	
Vyanet Operating Group	Monitoring and Security -Dist Office	05/08/20	15.60	104617	67.22
	Install charges Dist Office	05/08/20	51.62	104617	
	Install Charges Collections	05/12/20	51.27	104636	51.27
	Onsite Tech- Removed zone 40	05/21/20	30.00	104677	30.00
York Risk Services Group, Inc	Workers Comp Claims Admin Fee April 2020	05/08/20	112.00	104618	112.00

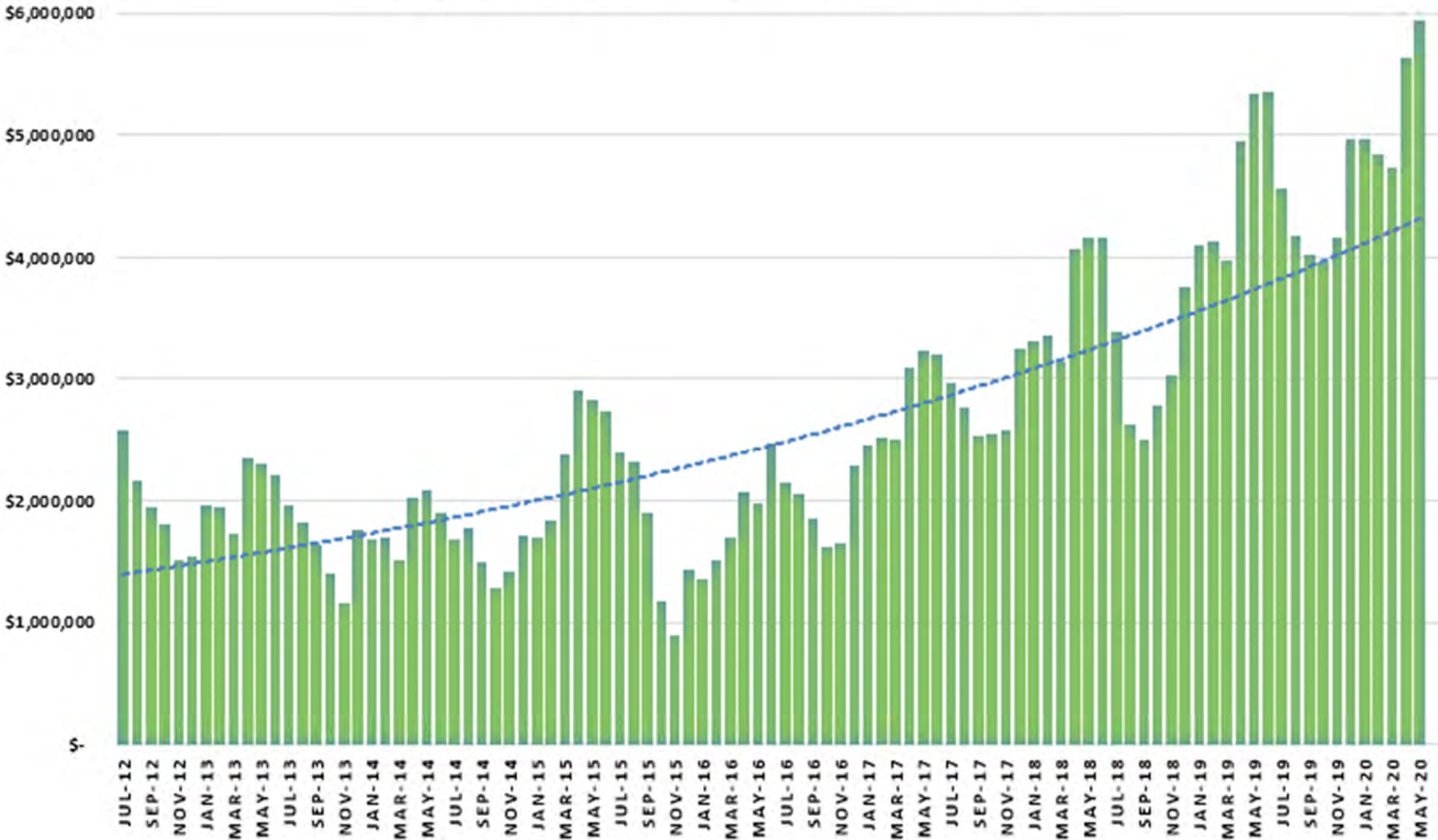
Totals			
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	125	79	118,020.73
Manual Checks	0	0	0.00
Voided Checks	0	2	0.00
Bank Drafts	8	8	63,485.54
EFT's	0	0	0.00
Totals	133	89	181,506.27

Fund Balances as of May 31, 2020	
Fire & Ambulance Department	
Fire Department Operating Reserve	1,523,796
Ambulance Department Operating Reserve	165,013
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,688,809
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,341,442
Fire & Ambulance Department Operating Reserve Surplus / (Shortfall)	347,367
Wastewater Division	
Wastewater Capital Improvement Project Reserve	1,045,568
Wastewater System Connection & Capacity Charges	245,135
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	543,322
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	543,322
Wastewater Operating Reserve Surplus / (Shortfall)	-
Water Division	
Water Capital Improvement Project Reserve	1,309,788
Water System Connection & Capacity Charges	53,184
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	534,926
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	534,926
Water Operating Reserve Surplus / (Shortfall)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	14,185
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	109,279
Water Assessment District No. 10 Bond Reserve Fund	115,667
Subtotal Assessment Districts	265,552
Total District Designated & Operating Reserve Funds	5,681,603
Assessment District Funds	265,552
Combined Pooled Cash	5,947,155
Checking Account (General)	387,374
LAIF	5,428,513
York Insurance Deposit	14,601
BNY Mellon (AD #10 Bond Reserve)	115,667
Petty Cash	1,000
Combined Pooled Cash	5,947,155
	-

Fire Department Operating Reserve Policy Goal is 6 Months of Budgeted Operating Expenses or
 \$1,341,442
 Surplus / (Shortfall) of Goal



COMBINED POOLED CASH BALANCE



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTION OF RESOLUTION NO. 07-20,
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL
YEAR 2020/2021

RECOMMENDED BOARD ACTION

Approval of Resolution No. 07-20 establishing the appropriations limit for fiscal year 2020/2021.

REASON FOR RECOMMENDATION

Section 7910 of the California Government Code implements Article XIII B of the California Constitution by requiring each local jurisdiction to establish, by resolution, its appropriations limit for each fiscal year and to make the documentation used in determining the appropriations limit available to the public fifteen days prior to adoption of the resolution establishing the appropriations limit.

BACKGROUND INFORMATION

The California Constitution places an annual limitation upon appropriations from proceeds of taxes by each local government of the State of California.

Consistent with Senate Constitutional Amendment No. 1, each fiscal year the District's Board of Directors is required to select either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to the addition of local non-residential construction, and either the population change within the District or the population change within the unincorporated area of San Bernardino County, as the two factors to be applied in calculating the appropriations limit for each fiscal year.

The Board has historically selected the percentage change in California per capita personal income and also the population change within the unincorporated portion of San Bernardino County as factors in determining the District's appropriations limits for each fiscal year.

Resolution No. 07-20 uses the percentage change in California per capita personal income and also the population change within the unincorporated portion of San Bernardino County as factors in determining the District's appropriations limits for fiscal year 2020/2021.

The appropriation limit by definition includes property taxes plus revenues derived from service charges in excess of the reasonable cost of providing services. The District does not derive revenue from service charges that are in excess of the reasonable cost of providing the services. Therefore, the appropriation limit for the District only applies to the property tax received by the District.

FISCAL INFORMATION

The appropriations limit identified for fiscal year 2020/2021 is \$5,559,701, which is well in excess of the actual property tax appropriation anticipated for fiscal year 2020/2021, which is anticipated to be \$1,651,653.

ATTACHMENTS

Attachment 1 – Resolution No. 07-20, Establishing Appropriations Limit for Fiscal Year 2020/2021

RESOLUTION NO. 07-20**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT ESTABLISHING
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021**

WHEREAS, Article XIII B of the California Constitution places an annual limitation upon appropriations from proceeds of taxes by each local government of the State of California; and

WHEREAS, Section 7910 of the California Government Code implements Article XIII B of the California Constitution by requiring each local jurisdiction to establish, by resolution, its appropriations limit for each fiscal year, beginning in 1980-81, and to make the documentation used in determining the appropriations limit available to the public fifteen days prior to adoption of the resolution establishing the appropriations limit; and

WHEREAS, in accordance with Senate Constitutional Amendment No. 1 approved by the voters of the State effective June 6, 1990, beginning with fiscal year 1990-91 and for each fiscal year thereafter, the District's Board of Directors is required to select either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to the addition of local non-residential construction, and either the population change within the District or the population change within San Bernardino County, as the two factors to be applied in calculating the appropriations limit for each fiscal year; and

WHEREAS, this Board wishes to select, as factors in determining the District's appropriations limits for fiscal year 2020-2021, the percentage change in California per capita personal income and also the population change within the unincorporated area of San Bernardino County; and

WHEREAS, this District has documented its calculations of the District's appropriations limit for fiscal year 2020-2021, and said calculations have been posted on the District's main office front window and made available to the public at least fifteen days prior to the adoption of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Running Springs Water District as follows:

1. For fiscal year 2020-2021, the factors selected for calculating the appropriations limit are (a) the percentage change in California per capita personal income, and (b) the population change within the unincorporated area of the County of San Bernardino.

2. The appropriations limit applicable to this District pursuant to Article XIII B of the California Constitution for fiscal year 2020-2021 is hereby established and determined to be the sum of \$5,559,701.

3. A copy of the documentation used in the determination of the fiscal year 2020-2021 appropriations limit shall be affixed hereto and shall be available for public inspection.

4. Pursuant to Section 7910 of the California Government Code, any judicial action or proceeding to attack, review, set aside, void, or annul the establishment of the appropriations limits as set forth herein must be commenced within forty-five days of the adoption of this resolution.

ADOPTED this 17th day of June, 2020.

Ayes:

Noes:

Abstentions:

Absent:

President, Board of Directors
RUNNING SPRINGS WATER DISTRICT

ATTEST:

Secretary, Board of Directors
RUNNING SPRINGS WATER DISTRICT

RUNNING SPRINGS WATER DISTRICT
2020-2021 APPROPRIATIONS LIMIT

2019-2020 Appropriations Limit **\$5,340,731**

2020-2021 Adjustment:

Change in California Per Capita Income = 3.73 percent
Change in Population, Unincorporated San Bernardino County = 0.32 percent

$$\frac{3.73 + 100}{100} = 1.0373$$

$$\frac{0.32 + 100}{100} = 1.0032$$

$$1.0373 \times 1.0032 = 1.041$$

$$\$5,340,731 \times 1.041 = \$5,559,701$$

2020-2021 Appropriations Limit **\$5,559,701**

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2019-2020	1-1-19	1-1-20	1-1-2020
San Bernardino				
Adelanto	0.73	34,857	35,113	35,663
Apple Valley	0.34	74,140	74,394	74,394
Barstow	0.13	23,790	23,822	24,268
Big Bear Lake	0.29	5,191	5,206	5,206
Chino	2.18	82,094	83,883	89,109
Chino Hills	0.12	82,310	82,409	82,409
Colton	0.48	53,862	54,118	54,118
Fontana	0.33	212,304	213,000	213,000
Grand Terrace	0.52	12,362	12,426	12,426
Hesperia	0.93	95,509	96,393	96,393
Highland	0.18	55,222	55,323	55,323
Loma Linda	0.53	24,329	24,459	24,535
Montclair	0.10	39,452	39,490	39,490
Needles	-0.78	5,289	5,248	5,248
Ontario	1.32	180,494	182,871	182,871
Rancho Cucamonga	0.18	175,201	175,522	175,522
Redlands	0.36	70,700	70,952	70,952
Rialto	0.21	104,334	104,553	104,553
San Bernardino	0.13	216,104	216,395	217,946
Twentynine Palms	2.55	18,365	18,834	29,258
Upland	0.32	78,564	78,814	78,814
Victorville	0.86	121,109	122,155	126,432
Yucaipa	0.15	55,629	55,712	55,712
Yucca Valley	0.14	22,205	22,236	22,236
Unincorporated	0.32	295,855	296,797	304,659
County Total	0.51	2,139,271	2,150,125	2,180,537

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020

County	Percent Change	--- Population Minus Exclusions ---	
	2019-20	1-1-19	1-1-20
Napa			
Incorporated	-0.60	114,151	113,468
County Total	-0.61	137,902	137,066
Nevada			
Incorporated	0.27	32,147	32,233
County Total	0.30	97,740	98,037
Orange			
Incorporated	0.04	3,064,197	3,065,272
County Total	0.04	3,192,279	3,193,693
Placer			
Incorporated	2.23	282,173	288,464
County Total	1.95	395,978	403,711
Plumas			
Incorporated	-0.05	2,017	2,016
County Total	0.10	18,242	18,260
Riverside			
Incorporated	0.79	2,031,484	2,047,494
County Total	0.79	2,413,561	2,432,578
Sacramento			
Incorporated	1.29	943,866	956,019
County Total	0.90	1,535,945	1,549,820
San Benito			
Incorporated	1.57	42,096	42,758
County Total	1.37	61,513	62,353
San Bernardino			
Incorporated	0.54	1,843,416	1,853,328
County Total	0.51	2,139,271	2,150,125

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Mike Vasquez, Fire Chief
Ryan Gross, General Manager

SUBJECT: CONSIDER APPROVING THE WRITE OFF OF PAST DUE
UNCOLLECTIBLE AMBULANCE BILLS

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider approving the write off of \$153,290.28 in past due uncollectible charges for ambulance service pursuant to Resolution No. 09-12 (Refer to Attachment 1).

REASON FOR RECOMMENDATION

To write off past due and uncollectible ambulance bills listed in Attachment 3 that have been dormant with no payment activity for seven years.

BACKGROUND INFORMATION

On May 16, 2012 the Board of Directors adopted Resolution No. 09-12, approving a policy for writing off uncollectible charges for ambulance service. A copy of Resolution No. 09-12 is included as Attachment 1.

The ambulance write off policy is a guide for District staff in halting or limiting continued efforts to collect delinquent bills for ambulance service provided by the District. This is the second round of proposed write offs since the Resolution was adopted.

The Board of Directors authorized the first round of write offs for uncollectible ambulance bills on April 17, 2013 in the amount of \$252,411.92.

On June 20, 2018, the Board of Directors authorized \$741,134.76 to be written off for uncollectible ambulance bills for the period from 1/1/2006 through 6/30/2011.

On June 19, 2019, the Board of Directors authorized \$153,290.28 to be written off for uncollectible ambulance bills for the period from 7/1/2011 through 6/30/2012.

The accounts can be re-activated if payments commence.

FISCAL INFORMATION

If approved the total write off amount is \$226,204.16. The following table lists the balance sheet adjustments that will be made to the Ambulance Accounts Receivable account if approved:

Ambulance Accounts Receivable (400-12000)	
6/2/2020 A/R Balance	\$1,508,446.74
Write Off Amount	(\$226,204.16)
Adjusted A/R Balance	\$1,282,242.58
Total Write Off	\$226,204.16
Already Expensed as Bad Debt	\$221,746.41
Net Write Off Amount	\$4,457.75
Uncollectible Allowance Balance (400-12050)	\$950,394.74
Adjustment Due to Write Off	\$221,746.41
Adjusted Uncollectible Allowance Balance	\$728,648.33

The \$226,204.16 will be written off in the Ambulance Information Management (AIM) billing software to reduce the accounts receivable (A/R) balance.

Since 2006 we have been recording ambulance A/R balance as 97% uncollectible, we have already recorded 97% as bad expense in past years. The net effect will be \$4,457.75 in this fiscal year. Refer to Attachment 2.

ATTACHMENTS

- Attachment 1 – Resolution No. 09-12
- Attachment 2 – Ambulance Balance Sheet
- Attachment 3 – List of uncollectible accounts

RESOLUTION NO. 09-12

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT APPROVING A
POLICY FOR WRITING OFF UNCOLLECTIBLE
CHARGES FOR AMBULANCE SERVICE**

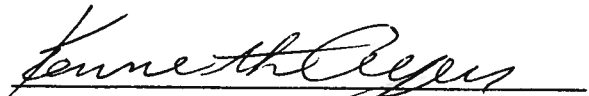
WHEREAS, the Fire Department of Running Springs Water District provides ambulance service and imposes charges for such service; and

WHEREAS, in a variety of circumstances the charges imposed for ambulance service cannot be recovered, in whole or in part, or it becomes apparent that continued efforts to recover such charges will not be successful or worthy of the effort; and

WHEREAS, it is in the best interest of the District to provide a policy to guide District staff in their decisions to halt or limit collection efforts;

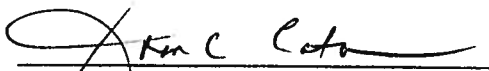
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Running Springs Water District does hereby adopt the "Ambulance Charge Write-Off Policy" attached hereto as Exhibit "A" to guide District staff in halting or limiting continued efforts to collect delinquent bills for ambulance service provided by the District.

ADOPTED this 16th day of May, 2012.



President of the Board of Directors
Running Springs Water District

ATTEST:



Secretary of the Board of Directors
Running Springs Water District

Ambulance Charge Write-Off Policy

Claims in bankruptcy - All collection efforts on claims against someone who has filed for bankruptcy protection must cease immediately per Section 362 of the United States Code. When bankruptcy is officially declared, any amount not recovered from the bankruptcy proceedings must be written off.

Medicaid (Medi-Cal) claims – We must accept mandatory assignment on these claims per State mandate. Once payments are received on the account, the balance must be written off after any appeal efforts. Once we accept a valid Medicaid card, the patient no longer has any financial responsibility whether it is paid or not.

Medicare claims – We must accept mandatory assignment on these claims per federal mandate in Section 4531 of the Balanced Budget Act of 1977. After payment is made, we can charge for their 20% co-pay and then must write off the balance. If the charges are denied due to non-coverage at the time of service, the patient is responsible for the total amount billed.

Workers Compensation claims – These claims are paid at the Medicare fee schedule rates and the balance must be written off per federal mandate as required by Labor Code Section 5307.1.

All claims requiring mandatory assignment will be logged and must require 2 signatures.

Any outstanding charges of \$30 or less can be written off without further approval by the Board.

Accounts that have been dormant (with no payment activity) after 7 years will be presented to the Board to be written off. They will be presented to the Board by account number and last date of activity annually for write off. Accounts can be re-activated if payments commence.

Balance Sheet
Account Summary
 As Of 06/02/2020

Running Springs Water District

Account	Name	Balance
Fund: 400 - Ambulance Operating Fund		
Assets		
400-10000-00	Ambulance Operating Fund	155,975.64
400-10000-01	Cash - For Conversion only	0.00
400-12000-00	Accounts receivable - Ambulance	1,508,446.74 1,282,242.58
400-12050-00	Allowance of uncollectible	-950,394.74 728,648.33
400-12600-00	Interest Receivable	0.00
400-12900-00	A/R - Other	0.00
400-14000-00	Prepaid Expenses	0.00
400-16100-00	Work in progress	201,898.78
400-16400-00	Furniture and Equipment	149,015.17
400-16500-00	Trucks and Automobiles	472,361.25
400-16800-00	Intangible Asset	19,308.64
400-16900-00	Accm. Depreciation - Ambulance	-372,137.57
	Total Assets:	1,184,473.91 1,180,016.16

Net Write Off Amount = 4,457.75

1 - 0		
1 - 1	FY 2012 Write Off	216.85 +
1 - 2	FY 2013 Write Off	225,987.31 +
1 - T	Total Write Off	226,204.16 *
2 - 0		
2 - 1	A/R Bal as of 6/2/20	1,508,446.74 +
2 - 2	Total Write Off	226,204.16 -
2 - T	Adjusted A/R Balance	1,282,242.58 *
3 - 0		
3 - 1	Allowance of uncollectible bal as of 6/2/20	950,394.74 +
3 - 2	Allowance balance for FY2012	216.85 -
3 - 3	Allowance balance for FY 2013	221,529.56 -
3 - T	Adjusted Allowance of uncollectible balance	728,648.33 *
4 - 0		
4 - 1	Total Write Off	226,204.16 +
4 - 2	Allowance already recorded for FY2012	216.85 -
4 - 3	Allowance already record for FY 2013	221,529.56 -
4 - T	Net Write Off Amount	4,457.75 *

RUNNING SPRINGS FIRE DEPARTMENT
ACCOUNTS TO BE WRITTEN OFF

ACCOUNT# 1 account from 2011-2012

PATIENT NAME [REDACTED]

INSURANCE Private

AMOUNT OF BILL

WRITE OFF AMOUNT \$216.85

REASON FOR WRITE OFF Bad Debt Write off

SIGNATURE D. Williams 6/1/2020

APPROVED BY [Signature] 6/11/2020

Pending Bills Report

Date: 6/1/2020 Time: 10:27:20AM

Running Springs Fire Dept
P O Box 2206 - 31250 Hilltop
P O Box 2206
Running Springs, CA 92382-2206

Date of Service Range: 07/01/2011 - 06/30/2012

Subtotals for Patient

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$216.85	1
Total Pending Bills:	\$216.85	1

Grand Totals

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$216.85	1
Total Pending Bills:	\$216.85	1

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adj	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20110000393		08/17/2011	\$1,785.72	\$0.00	\$223.01	\$1,562.71	\$0.00	\$0.00	12.49%	87.51%	0.00%
20110000394		08/17/2011	\$2,101.85	\$30.00	\$1,915.00	\$0.00	\$0.00	\$216.85	91.11%	0.00%	0.00%
20110000395		08/18/2011	\$2,407.47	\$30.00	\$2,145.17	\$0.00	\$292.30	\$0.00	89.10%	0.00%	12.14%
20110000397		08/20/2011	\$2,192.33	\$30.00	\$0.00	\$0.00	\$2,222.33	\$0.00	0.00%	0.00%	101.37%
20110000399		08/20/2011	\$2,282.81	\$0.00	\$692.21	\$1,590.60	\$0.00	\$0.00	30.32%	69.68%	0.00%
20110000401		08/23/2011	\$2,000.31	\$0.00	\$643.18	\$1,357.13	\$0.00	\$0.00	32.15%	67.85%	0.00%
20110000404		08/25/2011	\$1,977.69	\$0.00	\$585.84	\$1,391.85	\$0.00	\$0.00	29.62%	70.38%	0.00%
20110000406		08/27/2011	\$2,237.57	\$30.00	\$2,267.57	\$0.00	\$0.00	\$0.00	101.34%	0.00%	0.00%
20110000407		08/27/2011	\$1,830.41	\$0.00	\$0.00	\$0.00	\$1,830.41	\$0.00	0.00%	0.00%	100.00%
20110000409		08/27/2011	\$2,147.09	\$30.00	\$0.00	\$0.00	\$2,177.09	\$0.00	0.00%	0.00%	101.40%
20110000410		08/28/2011	\$1,988.75	\$0.00	\$0.00	\$1,988.75	\$0.00	\$0.00	0.00%	100.00%	0.00%
20110000416		08/29/2011	\$2,068.17	\$30.00	\$0.00	\$0.00	\$2,098.17	\$0.00	0.00%	0.00%	101.45%
20110000417		08/29/2011	\$1,728.87	\$30.00	\$0.00	\$0.00	\$1,758.87	\$0.00	0.00%	0.00%	101.74%
20110000418		08/30/2011	\$2,045.55	\$0.00	\$2,045.55	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000419		08/31/2011	\$1,977.69	\$0.00	\$239.82	\$1,737.87	\$0.00	\$0.00	12.13%	87.87%	0.00%
20110000420		09/01/2011	\$1,977.74	\$0.00	\$236.31	\$1,741.43	\$0.00	\$0.00	11.95%	88.05%	0.00%
20110000421		09/01/2011	\$1,955.07	\$0.00	\$578.98	\$1,376.09	\$0.00	\$0.00	29.61%	70.39%	0.00%
20110000422		09/02/2011	\$2,249.13	\$0.00	\$2,249.13	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000423		09/02/2011	\$1,706.25	\$0.00	\$1,706.25	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000425		09/03/2011	\$1,853.03	\$30.00	\$296.66	\$1,356.37	\$230.00	\$0.00	16.01%	73.20%	12.41%
20110000426		09/03/2011	\$2,000.31	\$30.00	\$622.70	\$1,407.61	\$0.00	\$0.00	31.13%	70.37%	0.00%
20110000429		09/04/2011	\$2,101.85	\$30.00	\$0.00	\$0.00	\$2,131.85	\$0.00	0.00%	0.00%	101.43%
20110000432		09/05/2011	\$2,000.31	\$30.00	\$1,950.31	\$0.00	\$80.00	\$0.00	97.50%	0.00%	4.00%
20110000434		09/07/2011	\$1,955.07	\$0.00	\$214.82	\$1,740.25	\$0.00	\$0.00	10.99%	89.01%	0.00%
20110000436		09/09/2011	\$1,830.96	\$0.00	\$230.04	\$1,600.92	\$0.00	\$0.00	12.56%	87.44%	0.00%
20110000437		09/10/2011	\$2,237.57	\$0.00	\$2,237.57	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000438		09/10/2011	\$1,836.19	\$0.00	\$1,836.19	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000439		09/10/2011	\$2,045.60	\$30.00	\$2,045.60	\$0.00	\$30.00	\$0.00	100.00%	0.00%	1.47%
20110000441		09/14/2011	\$1,706.25	\$30.00	\$0.00	\$0.00	\$1,736.25	\$0.00	0.00%	0.00%	101.76%
20110000442		09/15/2011	\$1,887.21	\$0.00	\$1,887.21	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000443		09/15/2011	\$2,395.91	\$0.00	\$661.30	\$1,734.61	\$0.00	\$0.00	27.60%	72.40%	0.00%
20110000445		09/17/2011	\$2,147.09	\$0.00	\$585.84	\$1,561.25	\$0.00	\$0.00	27.29%	72.71%	0.00%
20110000447		09/17/2011	\$2,214.95	\$30.00	\$0.00	\$0.00	\$2,244.95	\$0.00	0.00%	0.00%	101.35%
20110000448		09/18/2011	\$1,875.65	\$30.00	\$0.00	\$0.00	\$1,905.65	\$0.00	0.00%	0.00%	101.60%
20110000452		09/19/2011	\$1,480.05	\$30.00	\$0.00	\$0.00	\$1,510.05	\$0.00	0.00%	0.00%	102.03%
20110000453		09/19/2011	\$2,282.81	\$0.00	\$627.00	\$1,655.81	\$0.00	\$0.00	27.47%	72.53%	0.00%
20110000455		09/20/2011	\$2,045.55	\$30.00	\$0.00	\$0.00	\$2,075.55	\$0.00	0.00%	0.00%	101.47%
20110000456		09/20/2011	\$1,378.56	\$30.00	\$0.00	\$0.00	\$1,408.56	\$0.00	0.00%	0.00%	102.18%
20110000458		09/22/2011	\$3,481.67	\$0.00	\$3,481.67	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000459		09/23/2011	\$2,007.10	\$0.00	\$114.53	\$1,892.57	\$0.00	\$0.00	5.71%	94.29%	0.00%
20110000460		09/24/2011	\$2,328.05	\$0.00	\$2,328.05	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000462		09/26/2011	\$2,022.93	\$0.00	\$599.56	\$1,423.37	\$0.00	\$0.00	29.64%	70.36%	0.00%
20110000465		09/29/2011	\$2,249.13	\$0.00	\$668.16	\$1,580.97	\$0.00	\$0.00	29.71%	70.29%	0.00%
20110000466		09/29/2011	\$1,925.66	\$0.00	\$216.88	\$1,708.78	\$0.00	\$0.00	11.26%	88.74%	0.00%
20110000467		09/30/2011	\$1,883.60	\$0.00	\$162.38	\$1,721.22	\$0.00	\$0.00	8.62%	91.38%	0.00%
20110000468		10/01/2011	\$2,509.01	\$30.00	\$2,539.01	\$0.00	\$0.00	\$0.00	101.20%	0.00%	0.00%
20110000469		10/02/2011	\$2,101.85	\$0.00	\$2,101.85	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000472		10/02/2011	\$2,441.15	\$0.00	\$2,441.15	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000474		10/03/2011	\$2,029.72	\$0.00	\$479.65	\$1,550.07	\$0.00	\$0.00	23.63%	76.37%	0.00%
20110000475		10/04/2011	\$1,982.21	\$0.00	\$1,982.21	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20110000477		10/06/2011	\$2,192.58	\$0.00	\$654.44	\$1,538.14	\$0.00	\$0.00	29.85%	70.15%	0.00%
20110000479		10/06/2011	\$2,011.62	\$0.00	\$621.63	\$1,389.99	\$0.00	\$0.00	30.90%	69.10%	0.00%
20110000482		10/09/2011	\$2,047.98	\$0.00	\$136.58	\$1,911.40	\$0.00	\$0.00	6.67%	93.33%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20120000333		06/20/2012	\$1,740.18	\$0.00	\$1,740.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000334		06/21/2012	\$1,652.26	\$30.00	\$1,682.26	\$0.00	\$0.00	\$0.00	101.82%	0.00%	0.00%
20120000335		06/21/2012	\$1,848.51	\$30.00	\$0.00	\$0.00	\$1,878.51	\$0.00	0.00%	0.00%	101.62%
20120000336		06/22/2012	\$1,805.65	\$30.00	\$0.00	\$0.00	\$1,835.65	\$0.00	0.00%	0.00%	101.66%
20120000337		06/22/2012	\$2,111.15	\$30.00	\$0.00	\$0.00	\$2,141.15	\$0.00	0.00%	0.00%	101.42%
20120000339		06/23/2012	\$2,036.25	\$0.00	\$849.79	\$1,186.46	\$0.00	\$0.00	41.73%	58.27%	0.00%
20120000340		06/23/2012	\$1,649.45	\$30.00	\$0.00	\$0.00	\$1,679.45	\$0.00	0.00%	0.00%	101.82%
20120000341		06/23/2012	\$2,262.45	\$0.00	\$2,262.45	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000342		06/24/2012	\$2,452.46	\$0.00	\$2,452.46	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000345		06/26/2012	\$2,063.65	\$0.00	\$503.02	\$1,560.63	\$0.00	\$0.00	24.38%	75.62%	0.00%
20120000346		06/28/2012	\$1,957.33	\$30.00	\$476.59	\$1,361.60	\$149.14	\$0.00	24.35%	69.56%	7.62%
20120000347		06/28/2012	\$2,009.36	\$0.00	\$2,009.36	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000349		06/29/2012	\$1,966.38	\$0.00	\$595.20	\$1,371.18	\$0.00	\$0.00	30.27%	69.73%	0.00%
20120000711		01/28/2012	\$1,772.85	\$30.00	\$0.00	\$0.00	\$1,802.85	\$0.00	0.00%	0.00%	101.69%
20120000712		01/28/2012	\$1,626.12	\$30.00	\$0.00	\$0.00	\$1,656.12	\$0.00	0.00%	0.00%	101.84%
20120001111		02/18/2012	\$1,940.24	\$30.00	\$1,970.24	\$0.00	\$0.00	\$0.00	101.55%	0.00%	0.00%
20120001901		03/26/2012	\$1,641.78	\$30.00	\$1,671.78	\$0.00	\$0.00	\$0.00	101.83%	0.00%	0.00%
20120002381		04/26/2012	\$1,658.75	\$0.00	\$1,658.75	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120002382		04/26/2012	\$1,512.02	\$30.00	\$1,512.02	\$0.00	\$30.00	\$0.00	100.00%	0.00%	1.98%
20120003341		06/21/2012	\$1,652.26	\$0.00	\$1,652.26	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120003361		06/22/2012	\$1,805.65	\$30.00	\$0.00	\$0.00	\$1,835.65	\$0.00	0.00%	0.00%	101.66%
20120003362		06/22/2012	\$2,153.88	\$30.00	\$0.00	\$0.00	\$2,183.88	\$0.00	0.00%	0.00%	101.39%
Grand Totals:			\$761,309.38		\$332,651.51	\$155,267.97			43.69%		20.39%
				\$3,630.00		\$276,803.05		\$216.85		36.36%	

Total Trips: 381
Trips with payments: 302

RUNNING SPRINGS FIRE DEPARTMENT
ACCOUNTS TO BE WRITTEN OFF

ACCOUNT# Multiple accounts from 2012-2013

PATIENT NAME Multiple Patients

INSURANCE Various to none

AMOUNT OF BILL

WRITE OFF
AMOUNT \$225,987.31

REASON FOR WRITE OFF - Bad Debt Write off

SIGNATURE *D. Williams* 6/11/2020

APPROVED BY *PJD* 6/11/2020

Pending Bills Report

Date: 6/1/2020 Time: 10:26:13AM

Running Springs Fire Dept
P O Box 2206 - 31250 Hilltop
P O Box 2206
Running Springs, CA 92382-2206

Date of Service Range: 07/01/2012 - 06/30/2013

Subtotals for Commercial

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$27,983.54	43
Total Pending Bills:	\$27,983.54	43

Subtotals for Medicaid (CA)

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$13,847.46	7
Total Pending Bills:	\$13,847.46	7

Subtotals for Medicare

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$3,870.59	8
Total Pending Bills:	\$3,870.59	8

Subtotals for Patient

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$180,285.72	87
Total Pending Bills:	\$180,285.72	87

Grand Totals

		Number of Trips
Pending Bills 0-29 Days Old:	\$0.00	0
Pending Bills 30-59 Days Old:	\$0.00	0
Pending Bills 60-89 Days Old:	\$0.00	0
Pending Bills 90+ Days Old:	\$225,987.31	145
Total Pending Bills:	\$225,987.31	145

Billing Receivables Report (Details)

Date: 6/1/2020 Time: 10:29:06AM

Running Springs Fire Dept
P O Box 2206 - 31250 Hilltop
P O Box 2206
Running Springs, CA 92382-2206

Date of Service Range: 07/01/2012 - 06/30/2013

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
02012000556		10/20/2012	\$2,173.99	\$30.00	\$0.00	\$0.00	\$0.00	\$2,203.99	0.00%	0.00%	0.00%
20120000352		07/02/2012	\$2,105.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,135.06	0.00%	0.00%	0.00%
20120000353		07/02/2012	\$1,763.06	\$30.00	\$0.00	\$0.00	\$0.00	\$1,793.06	0.00%	0.00%	0.00%
20120000355		07/02/2012	\$2,252.05	\$0.00	\$230.18	\$2,021.87	\$0.00	\$0.00	10.22%	89.78%	0.00%
20120000358		07/03/2012	\$2,112.24	\$0.00	\$609.11	\$1,503.13	\$0.00	\$0.00	28.84%	71.16%	0.00%
20120000359		07/04/2012	\$1,891.31	\$0.00	\$607.64	\$1,283.67	\$0.00	\$0.00	32.13%	67.87%	0.00%
20120000364		07/07/2012	\$1,986.02	\$30.00	\$2,016.02	\$0.00	\$0.00	\$0.00	101.51%	0.00%	0.00%
20120000366		07/07/2012	\$2,116.68	\$30.00	\$0.00	\$0.00	\$0.00	\$2,146.68	0.00%	0.00%	0.00%
20120000367		07/07/2012	\$1,922.24	\$0.00	\$1,922.24	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000368		07/07/2012	\$2,406.43	\$30.00	\$2,256.43	\$0.00	\$0.00	\$180.00	93.77%	0.00%	0.00%
20120000370		07/07/2012	\$2,358.93	\$0.00	\$2,358.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000372		07/07/2012	\$2,252.05	\$0.00	\$681.51	\$1,570.54	\$0.00	\$0.00	30.26%	69.74%	0.00%
20120000373		07/07/2012	\$2,335.18	\$30.00	\$2,365.18	\$0.00	\$0.00	\$0.00	101.28%	0.00%	0.00%
20120000374		07/07/2012	\$2,202.18	\$30.00	\$0.00	\$0.00	\$0.00	\$2,232.18	0.00%	0.00%	0.00%
20120000375		07/07/2012	\$2,358.93	\$0.00	\$2,358.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000376		07/08/2012	\$2,418.30	\$0.00	\$2,418.30	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000378		07/08/2012	\$2,078.68	\$30.00	\$0.00	\$0.00	\$0.00	\$2,108.68	0.00%	0.00%	0.00%
20120000380		07/09/2012	\$2,302.19	\$0.00	\$672.36	\$1,629.83	\$0.00	\$0.00	29.21%	70.79%	0.00%
20120000381		07/09/2012	\$2,314.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,344.06	0.00%	0.00%	0.00%
20120000384		07/10/2012	\$1,616.12	\$30.00	\$0.00	\$0.00	\$0.00	\$1,646.12	0.00%	0.00%	0.00%
20120000386		07/10/2012	\$2,069.18	\$30.00	\$0.00	\$0.00	\$0.00	\$2,099.18	0.00%	0.00%	0.00%
20120000388		07/11/2012	\$2,197.69	\$30.00	\$637.91	\$1,589.78	\$0.00	\$0.00	29.03%	72.34%	0.00%
20120000389		07/11/2012	\$2,380.30	\$0.00	\$2,380.30	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000390		07/12/2012	\$2,233.06	\$0.00	\$749.80	\$1,483.26	\$0.00	\$0.00	33.58%	66.42%	0.00%
20120000391		07/12/2012	\$2,271.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,301.06	0.00%	0.00%	0.00%
20120000392		07/13/2012	\$1,960.19	\$0.00	\$1,960.19	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000394		07/13/2012	\$2,328.06	\$0.00	\$2,328.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000395		07/14/2012	\$2,249.68	\$30.00	\$0.00	\$0.00	\$0.00	\$2,279.68	0.00%	0.00%	0.00%
20120000396		07/15/2012	\$2,263.93	\$0.00	\$236.05	\$2,027.88	\$0.00	\$0.00	10.43%	89.57%	0.00%
20120000397		07/15/2012	\$2,244.93	\$0.00	\$222.62	\$2,022.31	\$0.00	\$0.00	9.92%	90.08%	0.00%
20120000403		07/19/2012	\$2,138.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,168.31	0.00%	0.00%	0.00%
20120000404		07/20/2012	\$2,162.06	\$0.00	\$2,162.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000406		07/21/2012	\$2,525.18	\$0.00	\$2,525.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000407		07/21/2012	\$2,214.05	\$0.00	\$216.88	\$1,997.17	\$0.00	\$0.00	9.80%	90.20%	0.00%
20120000408		07/22/2012	\$2,235.43	\$30.00	\$0.00	\$0.00	\$0.00	\$2,265.43	0.00%	0.00%	0.00%
20120000409		07/23/2012	\$2,254.69	\$0.00	\$1,792.49	\$462.20	\$0.00	\$0.00	79.50%	20.50%	0.00%
20120000410		07/25/2012	\$2,233.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,263.31	0.00%	0.00%	0.00%
20120000411		07/25/2012	\$2,413.81	\$0.00	\$2,413.81	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000412		07/27/2012	\$2,154.93	\$0.00	\$419.74	\$1,735.19	\$0.00	\$0.00	19.48%	80.52%	0.00%
20120000414		07/29/2012	\$2,731.80	\$30.00	\$668.36	\$1,988.44	\$0.00	\$105.00	24.47%	72.79%	0.00%
20120000416		07/30/2012	\$2,211.94	\$30.00	\$0.00	\$0.00	\$0.00	\$2,241.94	0.00%	0.00%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adj	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20120000417		07/31/2012	\$2,102.69	\$30.00	\$0.00	\$0.00	\$0.00	\$2,132.69	0.00%	0.00%	0.00%
20120000418		07/31/2012	\$2,031.44	\$0.00	\$588.70	\$1,442.74	\$0.00	\$0.00	28.98%	71.02%	0.00%
20120000419		08/01/2012	\$2,161.81	\$0.00	\$2,161.81	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000428		08/05/2012	\$2,221.18	\$30.00	\$622.22	\$1,628.96	\$0.00	\$0.00	28.01%	73.34%	0.00%
20120000429		08/06/2012	\$2,081.31	\$0.00	\$2,081.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000432		08/07/2012	\$1,837.65	\$30.00	\$0.00	\$0.00	\$0.00	\$1,867.65	0.00%	0.00%	0.00%
20120000433		08/08/2012	\$2,330.43	\$30.00	\$0.00	\$0.00	\$0.00	\$2,360.43	0.00%	0.00%	0.00%
20120000435		08/10/2012	\$2,387.43	\$0.00	\$2,387.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000438		08/11/2012	\$2,332.80	\$0.00	\$408.90	\$1,923.90	\$0.00	\$0.00	17.53%	82.47%	0.00%
20120000439		08/11/2012	\$2,216.43	\$0.00	\$588.00	\$1,628.43	\$0.00	\$0.00	26.53%	73.47%	0.00%
20120000440		08/12/2012	\$2,190.30	\$0.00	\$2,190.30	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000441		08/14/2012	\$2,202.18	\$30.00	\$2,032.63	\$0.00	\$0.00	\$199.55	92.30%	0.00%	0.00%
20120000444		08/16/2012	\$2,233.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,263.06	0.00%	0.00%	0.00%
20120000448		08/18/2012	\$2,266.31	\$0.00	\$62.25	\$2,204.06	\$0.00	\$0.00	2.75%	97.25%	0.00%
20120000450		08/18/2012	\$2,306.68	\$30.00	\$0.00	\$0.00	\$0.00	\$2,336.68	0.00%	0.00%	0.00%
20120000451		08/18/2012	\$2,059.98	\$30.00	\$0.00	\$0.00	\$0.00	\$2,089.98	0.00%	0.00%	0.00%
20120000452		08/18/2012	\$2,330.43	\$0.00	\$483.74	\$1,846.69	\$0.00	\$0.00	20.76%	79.24%	0.00%
20120000453		08/18/2012	\$2,197.43	\$0.00	\$223.15	\$1,974.28	\$0.00	\$0.00	10.16%	89.84%	0.00%
20120000455		08/22/2012	\$2,271.06	\$0.00	\$2,271.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000456		08/23/2012	\$2,247.31	\$0.00	\$602.24	\$1,645.07	\$0.00	\$0.00	26.80%	73.20%	0.00%
20120000458		08/25/2012	\$2,330.43	\$30.00	\$0.00	\$0.00	\$0.00	\$2,360.43	0.00%	0.00%	0.00%
20120000460		08/26/2012	\$2,221.18	\$30.00	\$0.00	\$0.00	\$0.00	\$2,251.18	0.00%	0.00%	0.00%
20120000461		08/26/2012	\$2,214.05	\$30.00	\$0.00	\$0.00	\$0.00	\$2,244.05	0.00%	0.00%	0.00%
20120000462		08/26/2012	\$1,940.93	\$30.00	\$0.00	\$0.00	\$0.00	\$1,970.93	0.00%	0.00%	0.00%
20120000463		08/27/2012	\$2,278.18	\$30.00	\$1,946.24	\$361.94	\$0.00	\$0.00	85.43%	15.89%	0.00%
20120000466		08/30/2012	\$2,150.19	\$0.00	\$623.36	\$1,526.83	\$0.00	\$0.00	28.99%	71.01%	0.00%
20120000467		09/02/2012	\$1,917.18	\$30.00	\$1,917.18	\$0.00	\$0.00	\$30.00	100.00%	0.00%	0.00%
20120000469		09/02/2012	\$2,634.43	\$0.00	\$2,634.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000471		09/04/2012	\$1,910.06	\$0.00	\$503.64	\$1,406.42	\$0.00	\$0.00	26.37%	73.63%	0.00%
20120000472		09/05/2012	\$2,126.44	\$30.00	\$542.90	\$1,356.25	\$0.00	\$257.29	25.53%	63.78%	0.00%
20120000475		09/07/2012	\$2,017.19	\$0.00	\$2,017.19	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000480		09/09/2012	\$2,432.56	\$0.00	\$749.33	\$1,683.23	\$0.00	\$0.00	30.80%	69.20%	0.00%
20120000481		09/09/2012	\$2,240.18	\$0.00	\$2,240.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000482		09/09/2012	\$1,917.18	\$30.00	\$0.00	\$0.00	\$0.00	\$1,947.18	0.00%	0.00%	0.00%
20120000491		09/15/2012	\$2,432.56	\$30.00	\$2,462.56	\$0.00	\$0.00	\$0.00	101.23%	0.00%	0.00%
20120000492		09/15/2012	\$2,323.61	\$30.00	\$0.00	\$0.00	\$0.00	\$2,353.61	0.00%	0.00%	0.00%
20120000494		09/16/2012	\$2,209.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,239.31	0.00%	0.00%	0.00%
20120000496		09/17/2012	\$1,772.56	\$0.00	\$178.22	\$1,594.34	\$0.00	\$0.00	10.05%	89.95%	0.00%
20120000497		09/17/2012	\$2,026.43	\$0.00	\$198.55	\$1,827.88	\$0.00	\$0.00	9.80%	90.20%	0.00%
20120000498		09/18/2012	\$2,337.56	\$0.00	\$630.18	\$1,707.38	\$0.00	\$0.00	26.96%	73.04%	0.00%
20120000501		09/21/2012	\$2,361.31	\$0.00	\$633.70	\$1,727.61	\$0.00	\$0.00	26.84%	73.16%	0.00%
20120000502		09/22/2012	\$2,375.56	\$30.00	\$539.77	\$1,584.28	\$0.00	\$281.51	22.72%	66.69%	0.00%
20120000503		09/22/2012	\$2,256.81	\$0.00	\$402.76	\$1,854.05	\$0.00	\$0.00	17.85%	82.15%	0.00%
20120000507		09/24/2012	\$2,518.61	\$0.00	\$2,518.61	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000512		09/28/2012	\$2,423.06	\$0.00	\$146.59	\$2,276.47	\$0.00	\$0.00	6.05%	93.95%	0.00%
20120000515		09/30/2012	\$1,929.06	\$30.00	\$305.75	\$1,423.31	\$0.00	\$230.00	15.85%	73.78%	0.00%
20120000518		10/02/2012	\$2,363.93	\$0.00	\$693.45	\$1,670.48	\$0.00	\$0.00	29.33%	70.67%	0.00%
20120000520		10/02/2012	\$2,294.81	\$0.00	\$609.09	\$1,685.72	\$0.00	\$0.00	26.54%	73.46%	0.00%
20120000527		10/06/2012	\$2,337.56	\$0.00	\$240.37	\$2,097.19	\$0.00	\$0.00	10.28%	89.72%	0.00%
20120000528		10/06/2012	\$2,223.56	\$30.00	\$622.92	\$1,630.64	\$0.00	\$0.00	28.01%	73.33%	0.00%
20120000529		10/06/2012	\$1,938.55	\$30.00	\$0.00	\$0.00	\$0.00	\$1,968.55	0.00%	0.00%	0.00%
20120000530		10/07/2012	\$2,252.05	\$0.00	\$2,157.73	\$94.32	\$0.00	\$0.00	95.81%	4.19%	0.00%
20120000533		10/09/2012	\$2,033.81	\$0.00	\$588.00	\$1,445.81	\$0.00	\$0.00	28.91%	71.09%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20120000536		10/11/2012	\$2,057.56	\$30.00	\$395.03	\$1,492.53	\$0.00	\$200.00	19.20%	72.54%	0.00%
20120000539		10/11/2012	\$2,157.36	\$0.00	\$230.94	\$1,926.42	\$0.00	\$0.00	10.70%	89.30%	0.00%
20120000540		10/13/2012	\$2,218.81	\$0.00	\$596.57	\$1,622.24	\$0.00	\$0.00	26.89%	73.11%	0.00%
20120000541		10/14/2012	\$1,770.24	\$30.00	\$304.34	\$1,265.90	\$0.00	\$230.00	17.19%	71.51%	0.00%
20120000543		10/14/2012	\$2,244.93	\$0.00	\$749.10	\$1,495.83	\$0.00	\$0.00	33.37%	66.63%	0.00%
20120000544		10/15/2012	\$2,086.06	\$30.00	\$2,007.65	\$0.00	\$0.00	\$108.41	96.24%	0.00%	0.00%
20120000550		10/17/2012	\$2,029.06	\$0.00	\$588.00	\$1,441.06	\$0.00	\$0.00	28.98%	71.02%	0.00%
20120000552		10/18/2012	\$2,088.44	\$0.00	\$223.91	\$1,864.53	\$0.00	\$0.00	10.72%	89.28%	0.00%
20120000553		10/19/2012	\$1,841.18	\$30.00	\$0.00	\$0.00	\$0.00	\$1,871.18	0.00%	0.00%	0.00%
20120000554		10/19/2012	\$1,841.30	\$0.00	\$1,841.30	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000555		10/19/2012	\$1,739.31	\$30.00	\$0.00	\$0.00	\$0.00	\$1,769.31	0.00%	0.00%	0.00%
20120000558		10/20/2012	\$2,266.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,296.31	0.00%	0.00%	0.00%
20120000560		10/21/2012	\$2,214.05	\$0.00	\$595.18	\$1,618.87	\$0.00	\$0.00	26.88%	73.12%	0.00%
20120000562		10/24/2012	\$1,618.49	\$0.00	\$510.67	\$1,107.82	\$0.00	\$0.00	31.55%	68.45%	0.00%
20120000563		10/24/2012	\$1,993.44	\$30.00	\$0.00	\$0.00	\$0.00	\$2,023.44	0.00%	0.00%	0.00%
20120000565		10/27/2012	\$2,316.18	\$0.00	\$2,316.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000566		10/28/2012	\$2,420.68	\$30.00	\$0.00	\$0.00	\$0.00	\$2,450.68	0.00%	0.00%	0.00%
20120000567		10/29/2012	\$2,157.31	\$0.00	\$2,157.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000568		10/30/2012	\$2,002.93	\$30.00	\$514.16	\$1,274.92	\$0.00	\$243.85	25.67%	63.65%	0.00%
20120000570		11/02/2012	\$1,929.61	\$0.00	\$74.93	\$1,854.68	\$0.00	\$0.00	3.88%	96.12%	0.00%
20120000572		11/03/2012	\$2,342.31	\$0.00	\$2,342.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000573		11/03/2012	\$2,211.68	\$30.00	\$619.41	\$1,622.27	\$0.00	\$0.00	28.01%	73.35%	0.00%
20120000577		11/05/2012	\$1,772.56	\$30.00	\$0.00	\$0.00	\$0.00	\$1,802.56	0.00%	0.00%	0.00%
20120000580		11/06/2012	\$2,138.31	\$0.00	\$2,138.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000582		11/07/2012	\$2,266.31	\$30.00	\$635.58	\$1,660.73	\$0.00	\$0.00	28.04%	73.28%	0.00%
20120000587		11/08/2012	\$2,147.81	\$0.00	\$250.37	\$1,897.44	\$0.00	\$0.00	11.66%	88.34%	0.00%
20120000588		11/09/2012	\$2,185.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,215.56	0.00%	0.00%	0.00%
20120000593		11/09/2012	\$1,779.99	\$0.00	\$625.74	\$1,154.25	\$0.00	\$0.00	35.15%	64.85%	0.00%
20120000595		11/09/2012	\$2,119.31	\$0.00	\$2,119.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000597		11/10/2012	\$2,254.43	\$0.00	\$2,254.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000598		11/10/2012	\$1,929.06	\$30.00	\$1,737.62	\$0.00	\$0.00	\$221.44	90.08%	0.00%	0.00%
20120000600		11/10/2012	\$1,945.68	\$0.00	\$194.13	\$1,751.55	\$0.00	\$0.00	9.98%	90.02%	0.00%
20120000601		11/10/2012	\$2,124.11	\$0.00	\$217.65	\$1,906.46	\$0.00	\$0.00	10.25%	89.75%	0.00%
20120000604		11/12/2012	\$2,128.81	\$30.00	\$0.00	\$0.00	\$0.00	\$2,158.81	0.00%	0.00%	0.00%
20120000605		11/12/2012	\$2,031.44	\$0.00	\$2,031.44	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000607		11/13/2012	\$2,411.43	\$0.00	\$461.46	\$1,949.97	\$0.00	\$0.00	19.14%	80.86%	0.00%
20120000608		11/14/2012	\$2,090.81	\$0.00	\$609.09	\$1,481.72	\$0.00	\$0.00	29.13%	70.87%	0.00%
20120000610		11/14/2012	\$2,263.93	\$0.00	\$2,263.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000611		11/16/2012	\$2,048.06	\$30.00	\$494.07	\$1,453.99	\$0.00	\$130.00	24.12%	70.99%	0.00%
20120000613		11/16/2012	\$2,207.19	\$0.00	\$509.77	\$1,697.42	\$0.00	\$0.00	23.10%	76.90%	0.00%
20120000614		11/17/2012	\$2,453.93	\$30.00	\$486.11	\$1,792.82	\$0.00	\$205.00	19.81%	73.06%	0.00%
20120000615		11/18/2012	\$1,919.55	\$0.00	\$402.48	\$1,517.07	\$0.00	\$0.00	20.97%	79.03%	0.00%
20120000618		11/21/2012	\$1,760.68	\$30.00	\$0.00	\$0.00	\$0.00	\$1,790.68	0.00%	0.00%	0.00%
20120000622		11/23/2012	\$2,342.56	\$0.00	\$686.42	\$1,656.14	\$0.00	\$0.00	29.30%	70.70%	0.00%
20120000624		11/23/2012	\$2,295.06	\$0.00	\$672.36	\$1,622.70	\$0.00	\$0.00	29.30%	70.70%	0.00%
20120000626		11/24/2012	\$1,731.93	\$0.00	\$447.40	\$1,284.53	\$0.00	\$0.00	25.83%	74.17%	0.00%
20120000629		11/25/2012	\$2,102.43	\$30.00	\$0.00	\$0.00	\$0.00	\$2,132.43	0.00%	0.00%	0.00%
20120000631		11/26/2012	\$2,235.43	\$30.00	\$0.00	\$0.00	\$0.00	\$2,265.43	0.00%	0.00%	0.00%
20120000632		11/26/2012	\$2,180.80	\$0.00	\$2,180.80	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000634		11/27/2012	\$1,882.11	\$0.00	\$470.40	\$1,411.71	\$0.00	\$0.00	24.99%	75.01%	0.00%
20120000635		11/27/2012	\$2,045.99	\$30.00	\$0.00	\$0.00	\$0.00	\$2,075.99	0.00%	0.00%	0.00%
20120000636		11/29/2012	\$2,105.06	\$0.00	\$609.09	\$1,495.97	\$0.00	\$0.00	28.93%	71.07%	0.00%
20120000640		11/30/2012	\$2,306.68	\$0.00	\$617.53	\$1,689.15	\$0.00	\$0.00	26.77%	73.23%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20120000641		12/01/2012	\$2,354.49	\$0.00	\$679.39	\$1,675.10	\$0.00	\$0.00	28.86%	71.14%	0.00%
20120000642		12/01/2012	\$2,299.86	\$0.00	\$254.57	\$2,045.29	\$0.00	\$0.00	11.07%	88.93%	0.00%
20120000643		12/03/2012	\$1,853.36	\$30.00	\$0.00	\$0.00	\$0.00	\$1,883.36	0.00%	0.00%	0.00%
20120000644		12/03/2012	\$2,040.94	\$0.00	\$591.52	\$1,449.42	\$0.00	\$0.00	28.98%	71.02%	0.00%
20120000645		12/03/2012	\$2,309.05	\$0.00	\$2,309.05	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000646		12/04/2012	\$2,143.06	\$0.00	\$623.34	\$1,519.72	\$0.00	\$0.00	29.09%	70.91%	0.00%
20120000652		12/07/2012	\$2,024.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,054.31	0.00%	0.00%	0.00%
20120000653		12/08/2012	\$2,525.18	\$0.00	\$686.42	\$1,838.76	\$0.00	\$0.00	27.18%	72.82%	0.00%
20120000660		12/12/2012	\$2,290.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,320.06	0.00%	0.00%	0.00%
20120000679		12/14/2012	\$1,972.06	\$0.00	\$210.55	\$1,761.51	\$0.00	\$0.00	10.68%	89.32%	0.00%
20120000684		12/16/2012	\$2,282.93	\$0.00	\$2,282.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000685		12/16/2012	\$1,470.15	\$0.00	\$1,470.15	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000686		12/16/2012	\$2,240.18	\$0.00	\$597.84	\$1,642.34	\$0.00	\$0.00	26.69%	73.31%	0.00%
20120000688		12/17/2012	\$1,791.56	\$0.00	\$44.42	\$1,747.14	\$0.00	\$0.00	2.48%	97.52%	0.00%
20120000689		12/18/2012	\$1,801.06	\$30.00	\$0.00	\$0.00	\$0.00	\$1,831.06	0.00%	0.00%	0.00%
20120000690		12/18/2012	\$2,282.93	\$0.00	\$2,282.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000693		12/19/2012	\$2,263.93	\$0.00	\$233.69	\$2,030.24	\$0.00	\$0.00	10.32%	89.68%	0.00%
20120000697		12/19/2012	\$2,057.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,087.56	0.00%	0.00%	0.00%
20120000703		12/20/2012	\$2,418.56	\$0.00	\$707.51	\$1,711.05	\$0.00	\$0.00	29.25%	70.75%	0.00%
20120000704		12/20/2012	\$2,242.81	\$30.00	\$75.45	\$2,197.36	\$0.00	\$0.00	3.36%	97.97%	0.00%
20120000710		12/23/2012	\$2,332.80	\$0.00	\$2,332.80	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000713		12/23/2012	\$2,249.68	\$0.00	\$2,249.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000714		12/24/2012	\$2,567.93	\$0.00	\$700.48	\$1,867.45	\$0.00	\$0.00	27.28%	72.72%	0.00%
20120000715		12/24/2012	\$2,014.81	\$30.00	\$464.78	\$1,279.77	\$0.00	\$300.26	23.07%	63.52%	0.00%
20120000717		12/25/2012	\$2,036.18	\$0.00	\$742.07	\$1,294.11	\$0.00	\$0.00	36.44%	63.56%	0.00%
20120000718		12/25/2012	\$2,313.81	\$30.00	\$0.00	\$0.00	\$0.00	\$2,343.81	0.00%	0.00%	0.00%
20120000719		12/26/2012	\$1,924.31	\$30.00	\$608.41	\$1,265.90	\$0.00	\$80.00	31.62%	65.78%	0.00%
20120000720		12/26/2012	\$2,190.30	\$30.00	\$0.00	\$0.00	\$0.00	\$2,220.30	0.00%	0.00%	0.00%
20120000721		12/26/2012	\$1,717.94	\$0.00	\$496.61	\$1,221.33	\$0.00	\$0.00	28.91%	71.09%	0.00%
20120000724		12/27/2012	\$2,515.68	\$0.00	\$0.00	\$2,515.68	\$0.00	\$0.00	0.00%	100.00%	0.00%
20120000726		12/28/2012	\$2,095.86	\$0.00	\$2,095.86	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000727		12/28/2012	\$2,124.06	\$0.00	\$616.12	\$1,507.94	\$0.00	\$0.00	29.01%	70.99%	0.00%
20120000732		12/29/2012	\$2,230.68	\$30.00	\$2,077.09	\$0.00	\$0.00	\$183.59	93.11%	0.00%	0.00%
20120000735		12/29/2012	\$2,016.93	\$0.00	\$2,016.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000737		12/29/2012	\$2,335.18	\$0.00	\$2,335.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120000738		12/29/2012	\$2,254.43	\$0.00	\$236.05	\$2,018.38	\$0.00	\$0.00	10.47%	89.53%	0.00%
20120000741		12/30/2012	\$2,363.68	\$30.00	\$2,393.68	\$0.00	\$0.00	\$0.00	101.27%	0.00%	0.00%
20120000742		12/30/2012	\$2,337.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,367.56	0.00%	0.00%	0.00%
20120000746		12/30/2012	\$2,263.93	\$0.00	\$604.87	\$1,659.06	\$0.00	\$0.00	26.72%	73.28%	0.00%
20120000747		12/31/2012	\$2,221.18	\$30.00	\$0.00	\$0.00	\$0.00	\$2,251.18	0.00%	0.00%	0.00%
20120003641		07/07/2012	\$1,986.02	\$0.00	\$1,986.02	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20120004321		08/07/2012	\$1,837.65	\$30.00	\$1,867.65	\$0.00	\$0.00	\$0.00	101.63%	0.00%	0.00%
20120005541		10/19/2012	\$1,841.30	\$0.00	\$1,841.30	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000002		01/01/2013	\$2,145.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,145.43	0.00%	0.00%	0.00%
20130000006		01/01/2013	\$2,095.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,125.56	0.00%	0.00%	0.00%
20130000009		01/02/2013	\$2,212.24	\$30.00	\$2,242.24	\$0.00	\$0.00	\$0.00	101.36%	0.00%	0.00%
20130000011		01/02/2013	\$2,252.31	\$0.00	\$2,252.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000014		01/03/2013	\$2,178.68	\$0.00	\$2,178.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000017		01/04/2013	\$2,245.19	\$30.00	\$2,275.19	\$0.00	\$0.00	\$0.00	101.34%	0.00%	0.00%
20130000018		01/04/2013	\$2,126.44	\$0.00	\$2,126.44	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000019		01/04/2013	\$2,249.93	\$0.00	\$2,249.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000022		01/05/2013	\$2,342.31	\$30.00	\$439.78	\$1,932.53	\$0.00	\$0.00	18.78%	82.51%	0.00%
20130000023		01/05/2013	\$2,320.93	\$0.00	\$2,320.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
2013000026		01/06/2013	\$2,411.18	\$0.00	\$2,411.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000028		01/06/2013	\$1,718.00	\$30.00	\$1,748.00	\$0.00	\$0.00	\$0.00	101.75%	0.00%	0.00%
2013000029		01/06/2013	\$2,007.43	\$0.00	\$2,007.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000032		01/06/2013	\$2,078.68	\$0.00	\$2,078.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000034		01/06/2013	\$2,518.05	\$30.00	\$100.00	\$0.00	\$0.00	\$2,448.05	3.97%	0.00%	0.00%
2013000036		01/07/2013	\$1,939.12	\$30.00	\$1,969.12	\$0.00	\$0.00	\$0.00	101.55%	0.00%	0.00%
2013000038		01/08/2013	\$2,252.05	\$30.00	\$0.00	\$0.00	\$0.00	\$2,282.05	0.00%	0.00%	0.00%
2013000039		01/09/2013	\$2,083.68	\$0.00	\$606.98	\$1,476.70	\$0.00	\$0.00	29.13%	70.87%	0.00%
2013000040		01/09/2013	\$2,171.56	\$0.00	\$845.96	\$1,325.60	\$0.00	\$0.00	38.96%	61.04%	0.00%
2013000041		01/09/2013	\$1,974.44	\$0.00	\$1,974.44	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000044		01/11/2013	\$2,541.80	\$0.00	\$699.15	\$1,842.65	\$0.00	\$0.00	27.51%	72.49%	0.00%
2013000045		01/11/2013	\$2,252.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,282.31	0.00%	0.00%	0.00%
2013000049		01/12/2013	\$2,306.68	\$0.00	\$233.27	\$2,073.41	\$0.00	\$0.00	10.11%	89.89%	0.00%
2013000051		01/13/2013	\$2,411.18	\$0.00	\$2,411.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000052		01/13/2013	\$2,415.93	\$30.00	\$723.83	\$1,722.10	\$0.00	\$0.00	29.96%	71.28%	0.00%
2013000054		01/14/2013	\$2,162.06	\$0.00	\$2,162.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000055		01/14/2013	\$1,694.12	\$30.00	\$0.00	\$0.00	\$0.00	\$1,724.12	0.00%	0.00%	0.00%
2013000058		01/15/2013	\$2,003.24	\$0.00	\$226.94	\$1,776.30	\$0.00	\$0.00	11.33%	88.67%	0.00%
2013000064		01/17/2013	\$1,912.69	\$0.00	\$215.22	\$1,697.47	\$0.00	\$0.00	11.25%	88.75%	0.00%
2013000065		01/17/2013	\$2,252.31	\$0.00	\$663.70	\$1,588.61	\$0.00	\$0.00	29.47%	70.53%	0.00%
2013000066		01/17/2013	\$2,244.93	\$0.00	\$483.33	\$1,761.60	\$0.00	\$0.00	21.53%	78.47%	0.00%
2013000067		01/17/2013	\$2,306.68	\$0.00	\$621.16	\$1,685.52	\$0.00	\$0.00	26.93%	73.07%	0.00%
2013000068		01/18/2013	\$2,434.93	\$30.00	\$681.08	\$1,703.85	\$0.00	\$80.00	27.97%	69.98%	0.00%
2013000071		01/18/2013	\$2,437.31	\$0.00	\$2,437.31	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000073		01/19/2013	\$2,430.18	\$0.00	\$2,430.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000074		01/19/2013	\$2,430.18	\$0.00	\$2,430.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000075		01/19/2013	\$2,366.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,396.06	0.00%	0.00%	0.00%
2013000077		01/19/2013	\$2,005.06	\$30.00	\$375.08	\$1,429.98	\$0.00	\$230.00	18.71%	71.32%	0.00%
2013000078		01/20/2013	\$2,674.81	\$0.00	\$2,674.81	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000081		01/20/2013	\$2,366.06	\$0.00	\$2,366.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000084		01/21/2013	\$2,223.81	\$0.00	\$2,223.81	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000085		01/21/2013	\$2,266.56	\$30.00	\$2,296.56	\$0.00	\$0.00	\$0.00	101.32%	0.00%	0.00%
2013000087		01/21/2013	\$2,361.61	\$0.00	\$723.97	\$1,637.64	\$0.00	\$0.00	30.66%	69.34%	0.00%
2013000088		01/22/2013	\$2,078.94	\$30.00	\$0.00	\$0.00	\$0.00	\$2,108.94	0.00%	0.00%	0.00%
2013000089		01/22/2013	\$2,192.93	\$30.00	\$0.00	\$0.00	\$0.00	\$2,222.93	0.00%	0.00%	0.00%
2013000090		01/22/2013	\$2,209.31	\$0.00	\$242.57	\$1,966.74	\$0.00	\$0.00	10.98%	89.02%	0.00%
2013000091		01/23/2013	\$2,342.31	\$0.00	\$635.34	\$1,706.97	\$0.00	\$0.00	27.12%	72.88%	0.00%
2013000093		01/24/2013	\$2,038.56	\$0.00	\$600.10	\$1,438.46	\$0.00	\$0.00	29.44%	70.56%	0.00%
2013000094		01/25/2013	\$2,330.43	\$0.00	\$2,330.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000098		01/27/2013	\$1,774.99	\$30.00	\$1,419.99	\$0.00	\$0.00	\$385.00	80.00%	0.00%	0.00%
2013000100		01/29/2013	\$2,285.30	\$0.00	\$237.21	\$2,048.09	\$0.00	\$0.00	10.38%	89.62%	0.00%
2013000103		01/30/2013	\$2,128.81	\$30.00	\$0.00	\$0.00	\$0.00	\$2,158.81	0.00%	0.00%	0.00%
2013000104		01/30/2013	\$2,207.19	\$30.00	\$0.00	\$0.00	\$0.00	\$2,237.19	0.00%	0.00%	0.00%
2013000108		02/01/2013	\$2,171.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,201.56	0.00%	0.00%	0.00%
2013000110		02/02/2013	\$1,931.43	\$30.00	\$335.56	\$1,420.87	\$0.00	\$205.00	17.37%	73.57%	0.00%
2013000111		02/02/2013	\$2,420.68	\$30.00	\$2,450.68	\$0.00	\$0.00	\$0.00	101.24%	0.00%	0.00%
2013000112		02/02/2013	\$2,349.43	\$0.00	\$2,349.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000113		02/02/2013	\$2,339.93	\$0.00	\$2,339.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000114		02/02/2013	\$1,931.43	\$0.00	\$507.72	\$1,423.71	\$0.00	\$0.00	26.29%	73.71%	0.00%
2013000115		02/03/2013	\$2,444.43	\$0.00	\$2,444.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
2013000117		02/03/2013	\$2,354.18	\$0.00	\$405.35	\$1,948.83	\$0.00	\$0.00	17.22%	82.78%	0.00%
2013000118		02/03/2013	\$2,373.18	\$0.00	\$709.60	\$1,663.58	\$0.00	\$0.00	29.90%	70.10%	0.00%
2013000119		02/04/2013	\$2,086.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,116.06	0.00%	0.00%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Duc	Pct Paid	Pct C/A	Pct B/D
20130000122		02/04/2013	\$1,817.69	\$30.00	\$0.00	\$0.00	\$0.00	\$1,847.69	0.00%	0.00%	0.00%
20130000124		02/05/2013	\$2,026.68	\$0.00	\$216.88	\$1,809.80	\$0.00	\$0.00	10.70%	89.30%	0.00%
20130000126		02/08/2013	\$1,720.23	\$0.00	\$1,720.23	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000131		02/09/2013	\$2,449.18	\$30.00	\$0.00	\$0.00	\$0.00	\$2,479.18	0.00%	0.00%	0.00%
20130000132		02/09/2013	\$2,256.81	\$30.00	\$0.00	\$0.00	\$0.00	\$2,286.81	0.00%	0.00%	0.00%
20130000136		02/10/2013	\$1,936.18	\$30.00	\$1,886.18	\$0.00	\$0.00	\$80.00	97.42%	0.00%	0.00%
20130000139		02/10/2013	\$2,351.81	\$30.00	\$2,074.26	\$0.00	\$0.00	\$307.55	88.20%	0.00%	0.00%
20130000144		02/11/2013	\$2,114.56	\$0.00	\$2,114.56	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000146		02/11/2013	\$2,069.44	\$30.00	\$0.00	\$0.00	\$0.00	\$2,099.44	0.00%	0.00%	0.00%
20130000148		02/13/2013	\$2,259.44	\$30.00	\$2,289.44	\$0.00	\$0.00	\$0.00	101.33%	0.00%	0.00%
20130000151		02/13/2013	\$2,124.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,154.06	0.00%	0.00%	0.00%
20130000157		02/16/2013	\$2,349.43	\$0.00	\$2,349.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000158		02/16/2013	\$2,259.18	\$30.00	\$0.00	\$0.00	\$0.00	\$2,289.18	0.00%	0.00%	0.00%
20130000159		02/16/2013	\$1,760.73	\$0.00	\$1,760.73	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000162		02/17/2013	\$2,273.73	\$0.00	\$2,273.73	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000163		02/17/2013	\$1,917.49	\$0.00	\$1,917.49	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000165		02/18/2013	\$2,078.94	\$30.00	\$0.00	\$0.00	\$0.00	\$2,108.94	0.00%	0.00%	0.00%
20130000166		02/18/2013	\$2,247.56	\$0.00	\$2,247.56	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000167		02/18/2013	\$2,254.69	\$0.00	\$2,254.69	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000169		02/18/2013	\$2,304.56	\$30.00	\$1,278.73	\$0.00	\$0.00	\$1,055.83	55.49%	0.00%	0.00%
20130000173		02/19/2013	\$2,316.18	\$30.00	\$2,174.40	\$0.00	\$0.00	\$171.78	93.88%	0.00%	0.00%
20130000180		02/22/2013	\$2,404.31	\$0.00	\$706.24	\$1,698.07	\$0.00	\$0.00	29.37%	70.63%	0.00%
20130000182		02/23/2013	\$2,354.18	\$0.00	\$2,354.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000185		02/23/2013	\$2,247.31	\$30.00	\$2,169.35	\$0.00	\$0.00	\$107.96	96.53%	0.00%	0.00%
20130000186		02/24/2013	\$2,211.68	\$0.00	\$2,211.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000189		02/25/2013	\$2,088.44	\$30.00	\$406.98	\$1,481.46	\$0.00	\$230.00	19.49%	70.94%	0.00%
20130000190		02/25/2013	\$2,266.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,296.31	0.00%	0.00%	0.00%
20130000198		02/28/2013	\$2,107.43	\$0.00	\$2,107.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000199		02/28/2013	\$2,083.68	\$30.00	\$609.28	\$1,504.40	\$0.00	\$0.00	29.24%	72.20%	0.00%
20130000202		03/01/2013	\$2,515.94	\$0.00	\$2,515.94	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000203		03/02/2013	\$1,902.93	\$30.00	\$1,380.05	\$0.00	\$0.00	\$552.88	72.52%	0.00%	0.00%
20130000205		03/04/2013	\$2,218.81	\$0.00	\$750.42	\$1,468.39	\$0.00	\$0.00	33.82%	66.18%	0.00%
20130000208		03/06/2013	\$2,230.68	\$0.00	\$2,230.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000209		03/07/2013	\$2,332.80	\$0.00	\$2,332.80	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000212		03/09/2013	\$2,373.18	\$30.00	\$2,403.18	\$0.00	\$0.00	\$0.00	101.26%	0.00%	0.00%
20130000215		03/11/2013	\$2,083.68	\$0.00	\$614.07	\$1,469.61	\$0.00	\$0.00	29.47%	70.53%	0.00%
20130000216		03/11/2013	\$1,945.68	\$0.00	\$188.00	\$1,757.68	\$0.00	\$0.00	9.66%	90.34%	0.00%
20130000218		03/12/2013	\$2,097.93	\$0.00	\$606.98	\$1,490.95	\$0.00	\$0.00	28.93%	71.07%	0.00%
20130000219		03/15/2013	\$1,910.31	\$0.00	\$0.00	\$0.00	\$1,910.31	\$0.00	0.00%	0.00%	100.00%
20130000222		03/16/2013	\$2,634.43	\$0.00	\$2,634.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000223		03/17/2013	\$2,237.80	\$0.00	\$602.02	\$1,635.78	\$0.00	\$0.00	26.90%	73.10%	0.00%
20130000225		03/19/2013	\$1,967.31	\$0.00	\$574.37	\$1,392.94	\$0.00	\$0.00	29.20%	70.80%	0.00%
20130000227		03/20/2013	\$1,948.31	\$0.00	\$0.00	\$0.00	\$1,948.31	\$0.00	0.00%	0.00%	100.00%
20130000228		03/21/2013	\$1,763.06	\$0.00	\$667.46	\$1,095.60	\$0.00	\$0.00	37.86%	62.14%	0.00%
20130000229		03/21/2013	\$2,249.68	\$0.00	\$2,249.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000230		03/22/2013	\$2,233.06	\$0.00	\$230.18	\$2,002.88	\$0.00	\$0.00	10.31%	89.69%	0.00%
20130000231		03/22/2013	\$2,347.31	\$30.00	\$2,272.31	\$0.00	\$0.00	\$105.00	96.80%	0.00%	0.00%
20130000235		03/23/2013	\$2,100.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,130.06	0.00%	0.00%	0.00%
20130000239		03/24/2013	\$1,880.38	\$0.00	\$599.89	\$1,280.49	\$0.00	\$0.00	31.90%	68.10%	0.00%
20130000241		03/25/2013	\$2,036.18	\$30.00	\$1,949.00	\$0.00	\$0.00	\$117.18	95.72%	0.00%	0.00%
20130000248		03/29/2013	\$2,005.31	\$0.00	\$0.00	\$0.00	\$2,005.31	\$0.00	0.00%	0.00%	100.00%
20130000249		03/30/2013	\$2,261.55	\$0.00	\$487.29	\$1,774.26	\$0.00	\$0.00	21.55%	78.45%	0.00%
20130000251		03/31/2013	\$2,247.31	\$30.00	\$483.88	\$1,642.46	\$0.00	\$150.97	21.53%	73.09%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adj	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20130000253		04/01/2013	\$2,207.19	\$0.00	\$0.00	\$0.00	\$2,207.19	\$0.00	0.00%	0.00%	100.00%
20130000254		04/01/2013	\$1,825.87	\$0.00	\$1,825.87	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000256		04/01/2013	\$2,067.06	\$0.00	\$2,067.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000260		04/06/2013	\$2,259.18	\$0.00	\$614.07	\$1,645.11	\$0.00	\$0.00	27.18%	72.82%	0.00%
20130000261		04/07/2013	\$2,242.56	\$0.00	\$2,242.56	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000262		04/08/2013	\$1,744.06	\$30.00	\$0.00	\$0.00	\$0.00	\$1,774.06	0.00%	0.00%	0.00%
20130000264		04/08/2013	\$2,266.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,296.56	0.00%	0.00%	0.00%
20130000266		04/09/2013	\$2,195.31	\$0.00	\$0.00	\$0.00	\$2,195.31	\$0.00	0.00%	0.00%	100.00%
20130000267		04/11/2013	\$2,394.81	\$0.00	\$706.24	\$1,688.57	\$0.00	\$0.00	29.49%	70.51%	0.00%
20130000271		04/12/2013	\$2,304.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,334.31	0.00%	0.00%	0.00%
20130000273		04/14/2013	\$1,943.30	\$30.00	\$0.00	\$0.00	\$0.00	\$1,973.30	0.00%	0.00%	0.00%
20130000275		04/14/2013	\$1,910.36	\$30.00	\$0.00	\$0.00	\$0.00	\$1,940.36	0.00%	0.00%	0.00%
20130000276		04/15/2013	\$2,313.81	\$0.00	\$611.22	\$1,702.59	\$0.00	\$0.00	26.42%	73.58%	0.00%
20130000278		04/16/2013	\$2,359.19	\$30.00	\$722.06	\$1,667.13	\$0.00	\$0.00	30.61%	70.67%	0.00%
20130000279		04/17/2013	\$2,005.31	\$0.00	\$585.71	\$1,419.60	\$0.00	\$0.00	29.21%	70.79%	0.00%
20130000280		04/18/2013	\$2,021.68	\$30.00	\$420.30	\$1,340.10	\$0.00	\$291.28	20.79%	66.29%	0.00%
20130000281		01/06/2013	\$1,872.07	\$30.00	\$0.00	\$0.00	\$0.00	\$1,902.07	0.00%	0.00%	0.00%
20130000282		04/18/2013	\$2,062.31	\$0.00	\$430.12	\$1,632.19	\$0.00	\$0.00	20.86%	79.14%	0.00%
20130000283		04/19/2013	\$2,055.19	\$30.00	\$0.00	\$0.00	\$0.00	\$2,085.19	0.00%	0.00%	0.00%
20130000284		04/19/2013	\$2,233.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,263.06	0.00%	0.00%	0.00%
20130000285		04/20/2013	\$2,050.18	\$0.00	\$2,050.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000286		04/20/2013	\$2,563.18	\$0.00	\$2,563.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000288		04/20/2013	\$2,202.18	\$30.00	\$2,232.18	\$0.00	\$0.00	\$0.00	101.36%	0.00%	0.00%
20130000289		04/20/2013	\$1,995.56	\$30.00	\$0.00	\$0.00	\$0.00	\$2,025.56	0.00%	0.00%	0.00%
20130000291		04/21/2013	\$2,475.30	\$30.00	\$0.00	\$0.00	\$0.00	\$2,505.30	0.00%	0.00%	0.00%
20130000293		04/21/2013	\$2,392.18	\$0.00	\$0.00	\$0.00	\$2,392.18	\$0.00	0.00%	0.00%	100.00%
20130000294		04/23/2013	\$2,124.06	\$0.00	\$611.22	\$1,512.84	\$0.00	\$0.00	28.78%	71.22%	0.00%
20130000295		04/23/2013	\$2,235.43	\$0.00	\$222.62	\$2,012.81	\$0.00	\$0.00	9.96%	90.04%	0.00%
20130000296		04/24/2013	\$1,962.30	\$0.00	\$512.87	\$1,449.43	\$0.00	\$0.00	26.14%	73.86%	0.00%
20130000298		04/25/2013	\$1,981.31	\$0.00	\$624.70	\$1,356.61	\$0.00	\$0.00	31.53%	68.47%	0.00%
20130000299		04/26/2013	\$1,931.42	\$30.00	\$1,961.42	\$0.00	\$0.00	\$0.00	101.55%	0.00%	0.00%
20130000301		04/27/2013	\$2,325.68	\$0.00	\$619.68	\$1,706.00	\$0.00	\$0.00	26.65%	73.35%	0.00%
20130000303		04/28/2013	\$2,261.55	\$30.00	\$400.93	\$1,660.62	\$0.00	\$230.00	17.73%	73.43%	0.00%
20130000304		04/29/2013	\$1,765.43	\$30.00	\$0.00	\$0.00	\$0.00	\$1,795.43	0.00%	0.00%	0.00%
20130000305		04/29/2013	\$2,354.44	\$0.00	\$689.93	\$1,664.51	\$0.00	\$0.00	29.30%	70.70%	0.00%
20130000306		04/30/2013	\$1,990.80	\$30.00	\$1,602.18	\$0.00	\$0.00	\$418.62	80.48%	0.00%	0.00%
20130000309		05/02/2013	\$2,520.43	\$0.00	\$753.99	\$1,766.44	\$0.00	\$0.00	29.92%	70.08%	0.00%
20130000310		05/02/2013	\$2,214.31	\$0.00	\$935.08	\$1,279.23	\$0.00	\$0.00	42.23%	57.77%	0.00%
20130000311		05/02/2013	\$2,081.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,111.31	0.00%	0.00%	0.00%
20130000312		05/03/2013	\$2,078.94	\$0.00	\$2,078.94	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000313		05/04/2013	\$2,157.05	\$0.00	\$568.67	\$1,588.38	\$0.00	\$0.00	26.36%	73.64%	0.00%
20130000315		05/05/2013	\$2,240.18	\$0.00	\$2,240.18	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000316		05/05/2013	\$2,299.55	\$0.00	\$2,299.55	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000317		05/05/2013	\$1,905.31	\$30.00	\$0.00	\$0.00	\$0.00	\$1,935.31	0.00%	0.00%	0.00%
20130000318		05/06/2013	\$2,176.31	\$30.00	\$2,018.33	\$0.00	\$0.00	\$187.98	92.74%	0.00%	0.00%
20130000319		05/08/2013	\$2,031.44	\$30.00	\$0.00	\$0.00	\$0.00	\$2,061.44	0.00%	0.00%	0.00%
20130000322		05/10/2013	\$2,021.94	\$30.00	\$0.00	\$0.00	\$0.00	\$2,051.94	0.00%	0.00%	0.00%
20130000323		05/10/2013	\$1,575.43	\$30.00	\$1,605.43	\$0.00	\$0.00	\$0.00	101.90%	0.00%	0.00%
20130000324		05/11/2013	\$2,377.93	\$30.00	\$433.58	\$1,744.35	\$0.00	\$230.00	18.23%	73.36%	0.00%
20130000325		05/11/2013	\$2,503.81	\$30.00	\$2,453.81	\$0.00	\$0.00	\$80.00	98.00%	0.00%	0.00%
20130000328		05/13/2013	\$2,368.43	\$0.00	\$0.00	\$0.00	\$2,368.43	\$0.00	0.00%	0.00%	100.00%
20130000330		05/14/2013	\$2,095.56	\$0.00	\$2,095.56	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000334		05/14/2013	\$1,914.80	\$30.00	\$0.00	\$0.00	\$0.00	\$1,944.80	0.00%	0.00%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adj	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20130000335		05/15/2013	\$2,195.31	\$30.00	\$0.00	\$0.00	\$0.00	\$2,225.31	0.00%	0.00%	0.00%
20130000338		05/15/2013	\$1,584.93	\$0.00	\$1,584.93	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000340		05/16/2013	\$2,152.56	\$0.00	\$621.07	\$1,531.49	\$0.00	\$0.00	28.85%	71.15%	0.00%
20130000343		05/16/2013	\$2,166.81	\$0.00	\$635.34	\$1,531.47	\$0.00	\$0.00	29.32%	70.68%	0.00%
20130000344		05/16/2013	\$1,836.68	\$0.00	\$1,836.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000347		05/18/2013	\$2,299.55	\$0.00	\$2,299.55	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000349		05/19/2013	\$2,263.93	\$30.00	\$537.33	\$1,626.60	\$0.00	\$130.00	23.73%	71.85%	0.00%
20130000350		05/19/2013	\$2,280.86	\$0.00	\$578.28	\$1,702.58	\$0.00	\$0.00	25.35%	74.65%	0.00%
20130000352		05/19/2013	\$2,249.68	\$0.00	\$2,249.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000353		05/20/2013	\$2,321.18	\$30.00	\$2,271.18	\$0.00	\$0.00	\$80.00	97.85%	0.00%	0.00%
20130000356		05/22/2013	\$2,128.81	\$30.00	\$0.00	\$0.00	\$0.00	\$2,158.81	0.00%	0.00%	0.00%
20130000358		05/22/2013	\$2,048.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,078.06	0.00%	0.00%	0.00%
20130000364		05/26/2013	\$2,244.93	\$30.00	\$2,274.93	\$0.00	\$0.00	\$0.00	101.34%	0.00%	0.00%
20130000366		05/27/2013	\$2,200.06	\$0.00	\$0.00	\$0.00	\$2,200.06	\$0.00	0.00%	0.00%	100.00%
20130000367		05/28/2013	\$2,332.80	\$0.00	\$621.77	\$1,711.03	\$0.00	\$0.00	26.65%	73.35%	0.00%
20130000368		05/28/2013	\$2,064.69	\$0.00	\$2,064.69	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000370		05/30/2013	\$2,124.06	\$0.00	\$2,124.06	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000371		05/31/2013	\$2,420.68	\$0.00	\$0.00	\$0.00	\$2,420.68	\$0.00	0.00%	0.00%	100.00%
20130000375		06/01/2013	\$1,893.44	\$30.00	\$1,000.00	\$0.00	\$0.00	\$923.44	52.81%	0.00%	0.00%
20130000377		06/02/2013	\$1,967.05	\$30.00	\$0.00	\$0.00	\$0.00	\$1,997.05	0.00%	0.00%	0.00%
20130000378		06/03/2013	\$2,116.94	\$0.00	\$249.67	\$1,867.27	\$0.00	\$0.00	11.79%	88.21%	0.00%
20130000379		06/05/2013	\$1,924.87	\$0.00	\$475.88	\$1,448.99	\$0.00	\$0.00	24.72%	75.28%	0.00%
20130000380		06/05/2013	\$1,793.99	\$30.00	\$56.12	\$1,767.87	\$0.00	\$0.00	3.13%	98.54%	0.00%
20130000382		06/06/2013	\$2,059.93	\$0.00	\$222.62	\$1,837.31	\$0.00	\$0.00	10.81%	89.19%	0.00%
20130000384		06/07/2013	\$1,988.99	\$30.00	\$0.00	\$0.00	\$0.00	\$2,018.99	0.00%	0.00%	0.00%
20130000386		06/08/2013	\$2,420.68	\$0.00	\$2,420.68	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000393		06/10/2013	\$2,128.81	\$30.00	\$0.00	\$0.00	\$0.00	\$2,158.81	0.00%	0.00%	0.00%
20130000394		06/10/2013	\$2,147.81	\$0.00	\$236.82	\$1,910.99	\$0.00	\$0.00	11.03%	88.97%	0.00%
20130000395		06/11/2013	\$1,962.30	\$0.00	\$511.46	\$1,450.84	\$0.00	\$0.00	26.06%	73.94%	0.00%
20130000396		06/11/2013	\$1,774.94	\$0.00	\$178.22	\$1,596.72	\$0.00	\$0.00	10.04%	89.96%	0.00%
20130000397		06/11/2013	\$2,112.49	\$0.00	\$242.25	\$1,870.24	\$0.00	\$0.00	11.47%	88.53%	0.00%
20130000398		06/12/2013	\$2,038.56	\$0.00	\$464.76	\$1,573.80	\$0.00	\$0.00	22.80%	77.20%	0.00%
20130000399		06/12/2013	\$2,358.93	\$30.00	\$0.00	\$0.00	\$0.00	\$2,388.93	0.00%	0.00%	0.00%
20130000400		06/13/2013	\$2,197.43	\$0.00	\$2,197.43	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000401		06/13/2013	\$2,100.31	\$0.00	\$614.07	\$1,486.24	\$0.00	\$0.00	29.24%	70.76%	0.00%
20130000403		06/14/2013	\$1,919.81	\$30.00	\$0.00	\$0.00	\$0.00	\$1,949.81	0.00%	0.00%	0.00%
20130000405		06/15/2013	\$1,888.94	\$30.00	\$0.00	\$0.00	\$0.00	\$1,918.94	0.00%	0.00%	0.00%
20130000407		06/17/2013	\$2,116.94	\$0.00	\$2,116.94	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000409		06/18/2013	\$2,325.68	\$30.00	\$395.18	\$1,705.50	\$0.00	\$255.00	16.99%	73.33%	0.00%
20130000412		06/20/2013	\$2,453.93	\$0.00	\$520.34	\$1,933.59	\$0.00	\$0.00	21.20%	78.80%	0.00%
20130000413		06/20/2013	\$2,076.56	\$0.00	\$239.82	\$1,836.74	\$0.00	\$0.00	11.55%	88.45%	0.00%
20130000415		06/21/2013	\$2,086.06	\$0.00	\$594.84	\$1,491.22	\$0.00	\$0.00	28.51%	71.49%	0.00%
20130000417		06/21/2013	\$1,902.93	\$30.00	\$1,200.00	\$0.00	\$0.00	\$732.93	63.06%	0.00%	0.00%
20130000420		06/23/2013	\$1,905.31	\$0.00	\$494.62	\$1,410.69	\$0.00	\$0.00	25.96%	74.04%	0.00%
20130000421		06/25/2013	\$2,126.44	\$0.00	\$745.44	\$1,381.00	\$0.00	\$0.00	35.06%	64.94%	0.00%
20130000422		06/25/2013	\$2,026.68	\$30.00	\$392.09	\$1,434.59	\$0.00	\$230.00	19.35%	70.79%	0.00%
20130000424		06/26/2013	\$2,337.81	\$0.00	\$2,337.81	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000425		06/26/2013	\$2,029.06	\$30.00	\$0.00	\$0.00	\$0.00	\$2,059.06	0.00%	0.00%	0.00%
20130000427		06/26/2013	\$2,195.06	\$0.00	\$235.47	\$1,959.59	\$0.00	\$0.00	10.73%	89.27%	0.00%
20130000428		06/27/2013	\$1,915.06	\$0.00	\$215.22	\$1,699.84	\$0.00	\$0.00	11.24%	88.76%	0.00%
20130000429		06/27/2013	\$2,200.06	\$30.00	\$747.30	\$1,482.76	\$0.00	\$0.00	33.97%	67.40%	0.00%
20130000430		06/28/2013	\$1,767.81	\$0.00	\$403.62	\$1,364.19	\$0.00	\$0.00	22.83%	77.17%	0.00%
20130000434		06/29/2013	\$2,313.81	\$0.00	\$667.96	\$1,645.85	\$0.00	\$0.00	28.87%	71.13%	0.00%

Trip Number	Patient Name	DOS	Amount Billed	Late Chg/ Rev Adjs	Amount Paid	Amount C/A	Amount B/D	Balance Due	Pct Paid	Pct C/A	Pct B/D
20130000437		06/29/2013	\$2,242.56	\$0.00	\$2,242.56	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130000551		01/14/2013	\$1,540.05	\$0.00	\$181.34	\$1,358.71	\$0.00	\$0.00	11.77%	88.23%	0.00%
20130001041		01/30/2013	\$1,698.40	\$30.00	\$0.00	\$0.00	\$0.00	\$1,728.40	0.00%	0.00%	0.00%
20130001261		02/08/2013	\$1,720.23	\$30.00	\$0.00	\$0.00	\$0.00	\$1,750.23	0.00%	0.00%	0.00%
20130002391		03/24/2013	\$1,880.38	\$30.00	\$0.00	\$0.00	\$0.00	\$1,910.38	0.00%	0.00%	0.00%
20130002541		04/01/2013	\$1,825.87	\$0.00	\$1,825.87	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%
20130002991		04/26/2013	\$1,931.42	\$0.00	\$260.15	\$1,671.27	\$0.00	\$0.00	13.47%	86.53%	0.00%
20130003751		06/01/2013	\$1,893.44	\$30.00	\$1,000.00	\$0.00	\$0.00	\$923.44	52.81%	0.00%	0.00%
Grand Totals:			\$904,048.94		\$381,910.59		\$19,647.78		42.24%		2.17%
				\$5,220.00		\$281,723.26		\$225,987.31		31.16%	

Total Trips: 420
Trips with payments: 310

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Mike Vasquez, Fire Chief
Ryan Gross, General Manager

**SUBJECT: PUBLIC HEARING AND CONSIDERATION OF ADOPTING
ORDINANCE NO. 55 ESTABLISHING FEES FOR AMBULANCE
SERVICES AND OTHER MISCELLANEOUS FEES**

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adopting Ordinance No. 55, Establishing Fees for Ambulance Services.

REASON FOR RECOMMENDATION

A schedule of fees adopted pursuant to the Fire District Protection Law should be adopted by ordinance. (Health & Safety Code, § 13916(b)).

BACKGROUND INFORMATION

California Water Code section 31120 allows County Water Districts, unlike many other types of water districts, to "...exercise any of the powers, functions, and duties which are vested in, or imposed upon, a fire protection district pursuant to the Fire Protection District Law of 1987." In turn, the Fire Protection District Law provides that fire protection districts shall have the power to provide ambulance services. (Health & Safety Code, § 13862).

For ambulance services, the Board may charge a fee to cover the cost of those services, but the fee cannot exceed the cost to provide the service for which the fee is charged. (Health & Safety Code, § 13916(a)). We understand that the Board normally adopts the fees allowed by ICEMA.

A schedule of fees adopted pursuant to the Fire District Protection Law should be adopted by ordinance. (Health & Safety Code, § 13916(b)). Before approving the fee, the District must publish notice of the fee pursuant to Government Code section 6066.¹ (*Ibid.*) (Notice of this Ordinance was published in the Alpine Mountaineer Newspaper on

¹ Generally, publication of notice pursuant to this section shall be once a week for two successive weeks. (Gov. Code, § 6066.)

June 4th and June 11th, 2020). Notice shall also be mailed to any party who has filed a written request for mailed notice of the meeting on new or increased fees. (Health & Safety Code, § 13916(c)). At least ten (10) days before the meeting, the District must provide data to the public showing the cost to provide the service for which the fee is charged and the revenue sources anticipated to provide the service, including general fund revenues. (Health & Safety Code, § 13916(d)). The Board must hear and consider any objections to the proposed fees. (Health & Safety Code, § 13913(f)).

FISCAL INFORMATION

Refer to attached Ordinance No. 55, Exhibit A and Exhibit B

ATTACHMENTS

Attachment 1 – Ordinance No. 55

**ORDINANCE NO. 55
OF THE RUNNING SPRINGS WATER DISTRICT
ESTABLISHING FEES FOR AMBULANCE SERVICES**

WHEREAS, pursuant to Water Code section 31120, the Running Springs Water District has the authority to exercise any of the powers, functions, and duties which are vested in, or imposed upon, a fire protection district pursuant to the Fire Protection District Law of 1987; and

WHEREAS, the District provides ambulance services pursuant to the Fire Protection District Law of 1987, specifically Section 13862 of the Health and Safety Code; and

WHEREAS, the Inland Counties Emergency Medical Agency (“ICEMA”) has approved a list of ambulance fees as set forth in Exhibit “A” incorporated herein by this reference, that are calculated so as not to exceed the estimated cost to provide ambulance services; and

WHEREAS, Health and Safety Code Section 13916 authorizes this District to charge a fee to cover the cost of any service which the District provides and to adopt an ordinance establishing a schedule of such fees at a meeting conducted by the Board of Directors following notice of the Board’s intention to establish such fees as provided in Health and Safety Code Section 13916; and

WHEREAS, this District has provided notice of the fees set forth herein and has made available to the public, at least ten (10) days in advance hereof, the data indicating the estimated cost required to provide the services.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of Running Springs Water District as follows:

1. The fees for ambulance services set forth in Exhibit “A” are hereby adopted.
2. The fees may be collected by any means available to the District.
3. This ordinance shall become effective immediately upon its adoption.

ADOPTED this 17th day of June, 2020.

Ayes:

Noes:

Abstentions:

Absent:

President of the Board of Directors
of Running Springs Water District

ATTEST:

Board Secretary

Inland Counties Emergency Medical Agency

1425 South D Street, San Bernardino, CA 92415-0060 ■ (909) 388-5823 ■ Fax (909) 388-5825 ■ www.icema.net



Serving San Bernardino, Inyo, and Mono Counties
Tom Lynch, EMS Administrator
Reza Vaezazizi, MD, Medical Director

DATE: June 2, 2020

TO: EMS Ground Transport Providers - San Bernardino County

FROM: Tom Lynch
EMS Administrator

SUBJECT: **FY 2020-21 AMBULANCE RATE ADJUSTMENT**
EFFECTIVE JULY 1, 2020 - JUNE 30, 2021

In conformance with the ICEMA Reference #3060 - ICEMA Ground Based Ambulance Rate Setting Policy - San Bernardino County approved by the ICEMA Governing Board on May 8, 2012, the following represents ambulance rate adjustments effective July 1, 2020. The attached "Ground Ambulance Service Rate Definitions" will be utilized in the application of the rates.

Ambulance Rate Components	Base Rate FY 2019-20		Increase CPI + County Comparison		Final Rate FY 2020-21	
	Urban Operating Areas	Rural/ Wilderness Operating Areas	Urban Operating Areas	Rural/ Wilderness Operating Areas	Urban Operating Areas	Rural/ Wilderness Operating Areas
Advanced Life Support (ALS) Base Rate (All Inclusive)	\$1,608.41	\$1,769.25	\$41.99	\$46.19	\$1,650.40	\$1,815.44
Basic Life Support (BLS) Rate	\$1,117.16	\$1,228.88	\$71.76	\$78.93	\$1,188.92	\$1,307.81
Emergency Fee	\$283.75	\$312.14	\$7.06	\$7.76	\$290.81	\$319.90
Oxygen	\$176.00	\$193.59	\$4.38	\$4.82	\$180.38	\$198.41
Night Charge	\$203.16	\$223.51	\$5.05	\$5.56	\$208.21	\$229.07
Critical Care Transport	\$1,906.44	\$2,097.07	\$47.43	\$52.17	\$1,953.87	\$2,149.24
Mileage (per mile or fraction thereof)	\$29.85	\$29.85	\$0.74	\$0.74	\$30.59	\$30.59
Wait Time	\$53.29	\$53.29	\$1.33	\$1.33	\$54.62	\$54.62
EKG	\$121.15	\$121.15	\$3.01	\$3.01	\$124.16	\$124.16

If you have any questions regarding the policy and associated rate calculations, please contact me at (909) 388-5823 or via e-mail at tom.lynch@cao.sbcounty.gov or George Stone, Program Coordinator, at (909) 388-5807 or via e-mail at george.stone@cao.sbcounty.gov.

TL/GS/jlm

Attachment

c: File Copy

BOARD OF DIRECTORS

Robert A. Lovingood
First District

Janice Rutherford
Second District

Dawn Rowe
Third District

Curt Hagman
Chairman
Fourth District

Josie Gonzales
Vice Chair
Fifth District

Gary McBride
Chief Executive Officer

Ground Ambulance Service Rate Definitions

ICEMA Region

Effective July 1, 2018

NOTE: Rates are allowable only upon transport of a patient.

BLS All Inclusive Base Rate:

1. When an EMT staffed ambulance responds to a call; or
2. When an advanced life support (ALS) or limited advanced life support (LALS) staffed ambulance responds to a scheduled call when not requested and/or ALS or LALS intervention is not provided.

ALS All Inclusive Base Rate:

Any response of an approved ALS (paramedic) or LALS (AEMT) transport provider to a request for service. This charge will include, but not necessarily be limited to, the provision of the following:

1. An authorized ALS or LALS staffed and equipped ambulance response.
2. Care modalities including cardiac monitoring, telemetry, IV administration, drug administration, defibrillation, blood draw, wound dressing, splinting and disposable first aid and medical supplies related to such care and treatment.

Emergency:

Applies to BLS All Inclusive Base Rate when a BLS scheduled response is upgraded to emergency status either in response or during transport. **This charge is included in the ALS All Inclusive Rate and cannot be charged in addition to the ALS All Inclusive Rate.**

ECG Monitoring:

Applies when ECG Monitoring is performed as per protocol or base hospital order. **This charge is included in the ALS All Inclusive Base Rate and cannot be charged in addition to the ALS All Inclusive Base Rate.** In most cases, this charge is broken out as a line item for Medi-Cal which does not recognize the charge in the ALS All Inclusive Base Rate.

EMS Aircraft - Appropriate fee for service:

EMS ground transportation providers may charge All Inclusive Base Rate when;

1. Ambulance personnel and/or equipment are directly involved in patient care prior to the transport and transfer of patient(s) to EMS aircraft.
2. Provider's supplies and/or procedures are utilized at rate specified in the current ambulance rates.
3. Approved mileage rate from point of transport by ground ambulance to transfer site to EMS aircraft.

Mileage:

Applies for each patient mile or fraction thereof from point of pick-up to destination.

Night:

Applies for services provided between the hours 1900 and 0659, military time.

Oxygen:

Applies for services provided whenever oxygen is administered. This charge is inclusive of material such as tubing, masks, etc., which may be used for the administration of oxygen.

Wait Time:

Applies to scheduled calls and is charged per fifteen (15) minutes of waiting time or portion thereof, after the first fifteen-minute period lapse occurs when an ambulance must wait for a patient at the request of the person/organization hiring the service. This rate is not contractual “stand-by” charge rate for special events.

Specialty Care Transport:

Applies to transportation provider’s medical personnel when equipment is needed to provide care, monitoring at a level outside and/or higher than a paramedic’s scope of practice; or utilization of specialized equipment or specialized vehicle, based upon patient’s needs. Examples of Specialty Care Transport may include Neonatal (incubator/team) transport, Bariatric unit transport, high-risk maternal team transport, ALS Respiratory Therapist transport, PA-NP-OD-MD transport, etc.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Mike Vasquez, Fire Chief
Ryan Gross, General Manager

SUBJECT: **CONSIDER ADOPTING RESOLUTION NO. 08-20, IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT**

RECOMMENDED BOARD ACTION

Consider Adopting Resolution No. 08-20, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident and incorporating into the District Personnel Policy.

REASON FOR RECOMMENDATION

The terms and conditions of the Agreement for Local Government Fire and Emergency Assistances under the California Fire Assistance Agreement (CFAA), requires any agency seeking reimbursement of personnel working portal to portal on a state or federal incident to file a Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA), Governing Board of Resolution (GBR) or equivalent document with Cal OES Fire and Rescue Division, and have it approved by Cal OES and the Committee upon request. The MOU or GBR identifies the actual terms or conditions in which the department pays its personnel, from the Chief Officer level down to the firefighter level for emergency incidents.

BACKGROUND INFORMATION

The fire department has been under the CFAA agreement since 2015. The MOU or GBR would be an annual process for the terms and conditions of CFAA. This process secures the portal-to-portal (24hr) payment of personnel while committed on emergency incidents away from their duty station or outside their normal district/duty operations.

For the purpose of maintaining proper rates of reimbursement for equipment and personnel, each agency seeking reimbursement at the proper rate must renew their CFAA Agreement and Administrative Rate/ Salary Survey annually by July 1st.

FISCAL INFORMATION

When a Salary Survey and MOU or GBR is completed and approved by Cal OES, the process will secure an Administrative Rate for personnel and equipment while committed on a Federal or State assignment. This Administrative Rate is calculated or based on the actual costs to the department when responding to an incident. The costs are factored in to supplement the cost of daily equipment use, backfill of personnel, overtime, salary and benefits. If an agency does not complete a Salary Survey, MOU or have one on file by July 1st the agency will default to a standard administrative rate of 10% and personnel will not be compensated portal-to-portal.

ATTACHMENTS

Attachment 1 – Resolution No. 08-20

RESOLUTION NO. 08-20

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT, ON BEHALF OF ITS FIRE DEPARTMENT, IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

WHEREAS, Running Springs Water District, on behalf of its Fire Department (hereinafter the "Running Springs Fire Department"), is a public agency located in the County of San Bernardino, State of California and the Community of Running Springs

WHEREAS, it is the desire of the Board of Directors of the Running Springs Water District, on behalf of its Fire Department, to provide fair and legal payment to all its employees for time worked.

WHEREAS, the Running Springs Fire Department has in its employ, fire and emergency response personnel that include: Fire Chief, Battalion Chief, Fire Captain, Engineer, Firefighter/Paramedic and Firefighter/EMT positions.

WHEREAS, the Running Springs Fire Department will compensate its employees portal to portal while in the course of their employment and away from their official duty stations and assigned to an emergency incident, in support of an emergency incident or pre-positioned for emergency response. Personnel will be compensated (portal to portal) beginning at the time of dispatch outside of the Running Springs Fire Department jurisdiction to the time when equipment and personnel are back in service and available for responses within the jurisdiction of the Running Springs Fire Department.

WHEREAS, the Running Springs Fire Department will compensate its employees overtime in accordance with their current Running Springs Water District Personnel Policy, Rules and Regulations, Standard Operating Procedures and/or other directives that identifies personnel compensation for the Running Springs Fire Department. This Resolution is hereby incorporated into the Running Springs Water District Personnel Policy.

ADOPTED this 17th day of June 2020.

Ayes:
Noes:
Abstentions:
Absent:

President, Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Fire Chief, Mike Vasquez

SUBJECT: **CONSIDER AUTHORIZING THE FIRE CHIEF TO UPDATE THE AGREEMENT WITH THE UNITED STATES FOREST SERVICE, SAN BERNARDINO NATIONAL FOREST**

RECOMMENDED BOARD ACTION

Consider authorizing the Fire Chief to execute the local cooperative fire protection agreement and operating plan with The United States Forest Service, San Bernardino National Forest.

REASON FOR RECOMMENDATION

Running Springs Fire Department and the local Forest Service Authority, San Bernardino National Forest meet annually, prior to the initiation of fire season to review and update the local agreement and operating plan. For the agreement to take effect, the updated local agreement and operating plan must be documented by signatures and dates from both agreeing parties.

BACKGROUND INFORMATION

Local agreements provide for reciprocal fire protection, including mutual aid, reimbursable assistance, coordination for the prevention, detection, management and suppression of wildland fires on property within the protection areas or jurisdiction of the agencies involved.

FISCAL INFORMATION

If an agreement exists between local, federal and state agencies, a local fire jurisdiction secures a method of reimbursement and or cost share agreement for any such wildland suppression cost that might occur to the district.

ATTACHMENTS

Attachment 1 – Agreements



FS Agreement No. -FI- -
 Cooperator Agreement No. _____

**LOCAL
 COOPERATIVE FIRE PROTECTION AGREEMENT
 Between The
 RUNNING SPRINGS FIRE DEPARTMENT
 And The
 U.S., FOREST SERVICE
 SAN BERNARDINO NATIONAL FOREST**

This LOCAL COOPERATIVE FIRE PROTECTION AGREEMENT is hereby entered into by and between the Running Springs Fire Department, hereinafter referred to as “The Department”, and the U.S., Forest Service, San Bernardino National Forest, hereinafter referred to as the “U.S. Forest Service,” under the Reciprocal Fire Protection Act of May 27, 1955 (42 USC 1856a), as amended.

I. PURPOSE:

The purpose of this agreement is to provide for reciprocal fire protection, including mutual aid, reimbursable assistance, and coordination for the prevention, detection, management, and suppression of wildland fires on property within the protection areas or jurisdiction of the parties that are signatory to this agreement.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The U.S. Forest Service has the responsibility for fire protection, which includes prevention, detection, management, and suppression of wildland fires on **THE SAN BERNARDINO NATIONAL FOREST** administered lands and has an interest in protection and suppression of wildland fires on adjacent or intermingled State and private forested land.

The U.S. Forest Service does not respond to structure fires, vehicle fires or traffic accidents. However, the U.S. Forest Service may, as available, respond to such incidents for wildland fire suppression activity when adjacent lands or property covered under this agreement are threatened by fire from such incidents.

The Cooperator is a fire organization that has the responsibility of maintaining fire protection facilities in the vicinity of **THE SAN BERNADINO NATIONAL FOREST** administered lands, for mutual aid in furnishing fire protection for such property and for other property for which such organization normally provides fire protection.

Therefore, it is mutually advantageous, in their mutual interest, and in the public interest, for the parties to coordinate their efforts in the prevention, detection, management, and suppression of



wildland fires in and adjacent to their areas of responsibility to limit duplication and improve efficiency and effectiveness.

In consideration of the mutual commitments and conditions herein made, the parties agree as follows:

III. TERMINOLOGY, EXHIBITS, AND SUPPLEMENTS

- A. Words and phrases used herein may have different meanings or interpretations for different readers. To establish a common understanding, some words and phrases as used herein are defined in the text of this agreement. Where there are inconsistencies, the hierarchy of terminology will be those defined by statute, those defined by regulation, those defined in policy, those defined in this agreement, those defined in the [National Wildfire Coordinating Group \(NWCG\) Glossary of Wildland Fire Terminology](#), and then all other agency and interagency documentation.
- B. The following exhibits are incorporated into this agreement:
 - Exhibit A – Map of Protection Areas and Boundaries
 - Exhibit B – Protection (Operating) Plan
 - Exhibit C – Fire Supplemental Project Agreement
 - Exhibit D – Cost Share Agreement
- C. Exhibit A must be completed and attached to this agreement prior to execution. The exhibit must illustrate the protection areas of the signatory parties, along with the scope of initial attack and associated mutual aid zones.
- D. Exhibit B must be completed and attached to this agreement prior to execution. The exhibit must include a narrative description and/or a list of resources that document protection planning for operational efficiencies. Refer to VI-A-Protection (Operating) Plan for additional consideration.
- E. Exhibits C and D are provided for standardized format and are intended to supplement this agreement. Completion and execution of Exhibit C or D does not require formal modification to this agreement. However, nothing in Exhibits C and D should conflict with the authority and provisions of this agreement. The templates for Exhibits C and D will be attached.
- F. The parties may attach other exhibits or operational information for reference so long as the additional exhibits and information do not conflict with the authority and provisions of this agreement.

IV. RECIPROCAL FIRE PROTECTION

- A. The responsibilities of the parties to this agreement shall be distinguished as follows:



- **Jurisdictional Party**—Entity having land and resource management responsibility for a specific geographical or functional area as provided by federal, state or local law. Under no circumstances may a Jurisdictional Party abdicate legal responsibilities as provided by federal state, or local law.
- **Protecting Party**—Entity responsible for providing direct incident management within a specific geographical area pursuant to its jurisdictional responsibility or as specified and provided by contract or authorized agreement.
- **Supporting Party**—Entity providing suppression resources to assist a Protecting Party or a Jurisdictional Party.

- B. RECIPROCAL (MUTUAL AID) FIRE PROTECTION. The parties shall establish a map depicting reciprocal initial attack zones and mutual aid fire protection for lands of intermingled or adjoining protection responsibility. The map must be attached to this agreement. Within such zones, a Supporting Party will, upon request or voluntarily, take initial attack action in support of the Protecting Party. The Protecting Party will not be required to reimburse the Supporting Party for costs incurred following the initial attack dispatch of any resource to the fire for the duration of the mutual aid period. The length of the mutual aid period is usually 24 hours, but no less than 12 hours.

The length of the mutual aid period for this agreement is 12 HOURS.

- C. REIMBURSABLE FIRE ASSISTANCE. The Protecting Party may request suppression resources from the Supporting Party beyond initial attack or mutual aid period within the protection area or jurisdiction of the parties that are signatory to this agreement. Such suppression resources when dispatched to, and assigned a resource order number for, the incident shall be reimbursed by the Protecting Party.
- D. WAIVER OF CLAIMS. Pursuant to 42 U.S.C. 1856a et seq., each party to this agreement hereby waives any claim against any other party for loss or damage of its property and/or personal injury or death of its employees or agents occurring as a consequence of the performance of this agreement; provided, this provision shall not relieve any party from responsibility for claims from third parties for losses for which the party is otherwise legally liable. This provision pertains to the parties that are signatory to this agreement and does not pertain to claims advanced by third parties.

Claims requesting compensation for property loss or damage, personal injury, or death resulting from the negligence or other wrongful acts of employees performing under this agreement will be received by the Jurisdictional Party and forwarded to the hiring, or home agency of the allegedly negligent employee for processing. Nothing in this paragraph requires or implies any one is liable for any specific claim. Any liability for any claim will be based on this agreement and applicable law.

Employee claims for loss of or damage to personal property must be submitted to the Jurisdictional Party and then forwarded to the hiring, or home agency of the employee



for processing in accordance with the hiring organization or agency's administrative procedures.

- E. LOANED (OR SHARED) EQUIPMENT AND SUPPLIES. The parties recognize that wildland fire suppression will often involve the use of equipment, supplies and cache items. Equipment, supplies and cache items checked out (such as pumps, hoses, nozzles, etc.) or loaned by one party and received by another party, shall become the responsibility of the receiving party. Equipment, supplies, and cache items shall be returned in the same condition as when received, reasonable wear and tear excepted. Notwithstanding the general Waiver of Claims provision, the parties agree that the receiving party shall reimburse the loaning party for cost of any items expended, lost, or destroyed.

Equipment owned and operated by a party shall be the responsibility of that party. However, notwithstanding the general Waiver of Claims provision, the parties agree that when providing support for another party, the party providing support may be reimbursed for damage or repair costs to their owned and operated equipment if the damage is directly attributed to the incident and in excess of reasonable wear and tear. These costs must be authorized using a unique request and resource order number (for example a S#). When applicable, insurance claims shall be pursued prior to requesting reimbursement.

V. COOPERATION, STANDARDS, AND QUALIFICATIONS:

- A. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS). The parties to this agreement will operate under the concepts in the Department of Homeland Security's (DHS) National Incident Management System (NIMS). In implementing these concepts, the parties to this agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) minimum standards as defined in the Wildland Fire Qualifications Systems Guide (PMS-310) and must arrive on incident with valid qualification documentation. For initial attack action taken within the period specified as mutual aid, all agencies (federal, state, local, and Tribal) accept each other's standards. Once jurisdiction is clearly established, then the standards of the agency(s) with jurisdiction prevail.
- B. STANDARDS. The parties to this agreement desire to achieve common standards within the parties' best interest, recognizing differing agency missions and mandates. Each party to this agreement recognizes that other parties' standards are reasonable, prudent, and acceptable. Each party shall ensure that its own standards are followed. This provision does not affect a Jurisdictional Party's land management standards.
- C. TRAINING. The parties to this agreement will cooperate to assure that training needs are met through provided courses or sessions that will produce safe and effective fire management. The intent is to champion high-quality training, to minimize training costs by sharing resources, and to standardize training. Each party will advise the other of applicable cross training opportunities for personnel.



- D. COMMUNICATION SYSTEMS AND FACILITY ACCESS. The parties to this agreement may mutually agree to allow one another the use of communications systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is a mutual benefit to the parties to this agreement. Such arrangement shall be approved only by authorized personnel and in accordance with agency laws, regulations and policies governing security of systems and facilities.
- E. INTERAGENCY MOBILIZATION AND INCIDENT BUSINESS. The parties to this agreement will adhere to guidance provided in the local Dispatch Operating Guide for ordering and mobilization of resources; and the Standards for Interagency Incident Business Management published by the National Wildfire Coordinating Group (NWCG).
- F. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- G. PERSONNEL POLICY. Employees or volunteers of the parties to this agreement shall be subject to the personnel rules, laws and regulations of their respective agency or organization. Each party is responsible to ensure their employees and volunteers meet and maintain appropriate training and physical fitness qualifications and are equipped with personal protective equipment (PPE) to enable response to wildland fire activities.

VI. PREPAREDNESS, PREVENTION, AND PRESCRIBED FIRE:

- A. PROTECTION (OPERATING) PLAN. The parties to this agreement shall determine and document operational efficiencies for mutual aid and reimbursable fire assistance. This may include identifying firefighting resources, placement of crews, engines, water tenders, air tankers, helicopters, fixed and aerial detection, regulated use, closures, radio frequencies, dispatch procedures, and other joint fire control efforts.
- B. FIRE SUPPLEMENTAL PROJECT AGREEMENTS. The parties to this agreement may plan and jointly conduct cooperative projects within the scope and purpose of this agreement. These projects may involve such activities as prescribed fire/fuels management, preparedness, fire analysis/planning, post-fire rehabilitation, training, prevention, public affairs, and other beneficial efforts in support of fire management. Nothing in this agreement obligates the parties to offer, accept, or fund any project proposals under this agreement. Any cooperative projects entered into under this



agreement must be by mutual consent of the parties and documented through execution of a Fire Supplemental Project Agreement.

- C. FIRE PREVENTION. The parties agree to cooperate in the development and implementation of wildland fire prevention programs. The parties agree to share responsibilities and materials for fire prevention activities. Materials may include posters for display in public buildings, businesses and the like. The parties will share responsibility for wildland fire protection and rural fire safety presentations and demonstrations.
- D. FIRE RESTRICTIONS AND CLOSURES. The parties will coordinate wildland fire restrictions and closures.
- E. PRESCRIBED FIRE AND HAZARDOUS FUELS MANAGEMENT. The parties to this agreement agree to communicate for planned ignitions, prescribed fire and hazardous fuels management projects.
- F. SMOKE MANAGEMENT. Within their authorities, the parties to this agreement agree to cooperate in smoke management efforts for wildland fires and prescribed fires.

VII. OPERATIONS:

- A. CLOSEST FORCES CONCEPT. The guiding principle for dispatch of initial attack suppression resources is to use the closest available and appropriate resource regardless of which party owns or controls the resources, and regardless of which party has protection responsibility or jurisdiction.
- B. FIRE NOTIFICATIONS. When responding to a wildland fire, the Supporting Party will, as soon as possible, notify the Protecting Party detailing what equipment and personnel have been dispatched to the incident location. If either party takes action on a wildland fire independently, the Supporting Party will furnish the Protecting Party a preliminary report (oral) within 24 hours of the action taken and a written incident report within ten (10) days.
- C. BOUNDARY LINE FIRES. A boundary-line fire will be the initial attack responsibility of the Protecting Parties on either side of the boundary. Neither party will assume the other is aware of the fire or is taking action. Each party will make every reasonable effort to communicate with the other concerning the fire. When both parties have arrived at the site of the fire, the parties will mutually agree to the designation of an incident command organization.
- D. INDEPENDENT ACTION. Unless otherwise stated as a special land management consideration, nothing herein shall prohibit either party, on its own initiative, from going upon lands known to be protected by the other party to this agreement to engage in suppression of wildland fires, when such fires are a threat to lands under that party's management or protection responsibility. In such instances, the party



taking action will promptly notify the Protecting Party. Such actions will be commensurate with the land management considerations of the Jurisdictional Party, and subject to the laws and regulations of the Jurisdictional Party.

Special Land Management Consideration (if applicable). N/A

- E. ESCAPED PRESCRIBED FIRES. Wildland fires resulting from escaped prescribed fires that were ignited by, managed at the direction of, or under the supervision of one of the parties to this agreement shall be the responsibility of the Jurisdictional Party. If the parties to this agreement jointly conduct or manage a prescribed fire, the responsibility for suppression costs, should it escape, shall be agreed upon and documented. Unless otherwise agreed and documented in writing, all suppression costs and associated damages are the responsibility of the Jurisdictional Party. The parties to this agreement shall not hold each other responsible under this provision for escaped prescribed fires originating on private land, or on State or Federal lands not protected by one of the parties to this agreement.
- F. PRESERVATION OF EVIDENCE. As initial action is taken on a fire, the initial attack forces will preserve information and evidence pertaining to the origin and cause of the fire.
- G. ACCIDENT INVESTIGATIONS. When an accident occurs involving the equipment or personnel of a Supporting Party, the Protecting Party shall immediately notify the Jurisdictional Party. As soon as practical, the Protecting Party shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from affected parties, as appropriate.

VIII. REIMBURSEMENT AND USE OF COOPERATIVE FIRE RESOURCES:

- A. LEGAL AUTHORITY – COOPERATIVE FIRE. The parties shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the work described, which includes funds sufficient to reimburse for costs, when applicable.
- B. APPROPRIATED FUND LIMITATION. Nothing in this agreement shall require the parties to this agreement to obligate, to expend funds, or to enter into any contract or other obligation for the future payment of money in excess of or in advance of appropriated funds available for payment to meet the commitments of this agreement and modifications thereto, except as specifically authorized by law.
- C. COST-SHARE AGREEMENT. On multi-jurisdictional incidents and incidents which threaten or burn across protection boundaries, the parties will jointly develop and execute a written cost share agreement which describes a fair distribution of financial responsibilities. Cost shares should be reconciled, settled, and billed within 180 days from the end date of the cost share period. Only one invoice should be created by billing party for the net difference in the cost share. Once the invoice is paid, the cost share agreement is considered closed and no more settlements, invoices,



or payments between the parties should occur. Any delays beyond the 180 days must be documented in writing and presented to the other party(s).

D. ELIGIBLE FIRE COSTS. All costs incurred by the Supporting Party as reimbursable fire assistance must be adequately documented as an actual expense. The parties agree that to the extent applicable the parties will follow the cost principles and other requirements set forth in Part 200 of Title 2 of the Code of Federal Regulations. All costs must be reasonable, allowable, and allocable. Costs must be consistently treated as either direct costs or indirect costs. Consistent treatment of costs is a basic cost accounting principle and is specifically required to assure that the same types of costs are not charged as both direct costs and indirect costs. Every effort should be made to classify costs incurred for the same purpose, in like circumstances, consistently as either direct or indirect costs.

- (1) Direct costs are those items of expense specifically identified with the delivery or completion of a project or program. General examples include, but are not limited to, personnel costs (salary and fringe benefits), equipment costs, travel, materials, supplies, and contracts.
- (2) Indirect costs are those items of expense incurred as part of general management and administrative support of an organization. These costs are not attributable to a specific project, program or output, but are distributed among many benefiting activities. Often, they are proposed as a percentage of direct project costs and are referred to as administrative costs, overhead, or burden. Examples may include office space, computer equipment, postage, utilities, salaries for administrative activities such as procurement, personnel, accounting, and so forth.

E. INDIRECT COST RATES - COOPERATIVE FIRE. When indirect cost rates are applied to Federal reimbursements, the parties agree to the following:

1. If the payment recipient (cooperator) has never received or does not currently have a negotiated indirect cost rate, they are eligible for a de minimis indirect cost rate up to 10% of Modified Total Direct Costs (MTDC). MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and contracts up to the first \$25,000 of each contract.
2. For rates greater than 10%, the payment recipient (cooperator) shall provide either an applicable negotiated indirect cost rate agreement (NICRA) from a cognizant Federal agency, or an indirect cost rate summary in a format that clearly defines the indirect cost rate and MTDC.
3. The payment recipient (cooperator) must maintain adequate documentation to support the methodology and computation of the indirect cost rate. Documentation must be made available to the Federal agency upon request.



4. Failure to provide adequate documentation supporting the indirect cost rate may result in disallowed costs and repayment to the Federal agency.

F. FIRE PERSONNEL COSTS/RATES.

- 1) Personnel rates for salary, including overtime, shift premiums (if applicable), and fringe benefits must be consistent with each party's employment policy and regulations. All personnel time must be documented.
- 2) Reimbursement of personnel costs by the Protecting Party for employees of the Supporting Party is limited to actual time worked (beyond the mutual aid period), unless the Supporting Party is obligated via written labor agreement to pay for 24-hour shifts with periods of rest.
- 3) Standby personnel time is not reimbursable unless resource ordered.
- 4) Backfill costs are defined as the additional costs of replacement personnel (one level) to provide coverage for employees that have been mobilized to an incident. Unless otherwise documented as an additional net cost to the Supporting Party, regular time for the backfill employee is not reimbursable, only overtime costs are reimbursable.
- 5) Volunteers, by definition, are not employees and do not have a specified employment rate for hours worked. If, however, the Cooperator maintains written policy that provides for their volunteers to be mobilized to an incident for reimbursable assistance within the authority, scope, and terms of this agreement, the Cooperator agrees:
 - a. To compensate the individuals for hours worked based on current standardized published rates for emergency firefighters in the State of **CALIFORNIA**, or at hourly rates equal to, or less than, the current Federal administratively determined (AD) pay plan.
 - b. Unless exempt from Fair Labor Standards Act, these individuals will receive overtime pay for hours worked over 40 in a workweek at a rate equal to time and one half of the (base) hourly rate.
 - c. Base hourly and overtime costs are reimbursable; shift premiums, fringe benefits, and backfill costs are not reimbursable.
 - d. The rates will only apply to incident response under the terms of this agreement and will not apply to project activities carried out supplemental to this agreement.
 - e. These individuals will be considered Cooperator personnel under the terms of this agreement.

G. TRAVEL COSTS. Federal Travel Regulations (FTR) and/or agency-specific travel regulations will be utilized for all travel policies and processes. Authorized travel costs, including transportation, lodging, meals, and per diem consistent with these policies and processes are reimbursable.



H. FIRE EQUIPMENT COSTS/RATES.

- 1) Costs incurred for agency- or cooperator-owned equipment, including aircraft, when assigned to an incident or project may include operating expenses (such as fuel, oil, repairs, retardant) and/or a rate consistent with each party's written policy and regulations for use of the equipment.
- 2) Standby equipment time is not reimbursable unless resource ordered.
- 3) Personnel costs for operator(s) shall be applied separate from the equipment costs/rates.
- 4) In the absence of a pre-determined and documented rate for use of Cooperator-owned equipment, reimbursement will be limited to the current Federal Emergency Management Administration (FEMA) Schedule of Equipment Rates for like equipment, published online at: <https://www.fema.gov/schedule-equipment-rates>.
- 5) Any Cooperator equipment mobilized for reimbursable fire assistance shall be documented on an OF-297 (Emergency Equipment Shift Ticket).

I. FEDERAL EXCESS PROPERTY PROGRAM. Federal Excess Property Program (FEPP) rates apply when federal property is loaned to the State Forester, who may place it with a local fire organization/department to improve local fire programs. If this loaned federal property is used on a federal incident or project, the Cooperator may only charge for operating costs that include maintenance, fuel, oil, etc. Costs may not include amortization, depreciation, replacement costs, modification, start-up costs, or related charges. FEPP equipment costs shall be listed separately on any invoice submitted for reimbursement.

J. CONTRACT REQUIREMENTS – COOPERATIVE FIRE. The Federal Acquisition Regulations (48 CFR) apply to all contracts awarded by a federal agency, unless otherwise exempt. Any contract awarded by the Cooperator under this agreement, where federal funding may be provided, must be awarded following the Cooperator's established procurement procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of a conflict). The Cooperator must maintain cost and price analysis documentation for potential U.S. Forest Service review. The Cooperator is encouraged to utilize small businesses, minority-owned firms, women's business enterprises and veteran owned businesses.

K. FIRE BILLING CONTENT, INFORMATION, AND FINANCIAL CONTACTS.

The following items will be included with each invoice:

- Billing party's legal name, address, telephone number, and billing party's financial contact information.
- Proper reference to this U.S. Forest Service agreement number.
- Invoice date.
- Invoice number, if applicable.
- Incident name and incident number.
- Dates of the incident covered by the billing.
- Appropriate Firecode or charge code (if known).



- Summary cost data for the amount being billed.
- Cost-share agreement (if applicable).

Summary cost data should include a list of personnel, travel, and equipment expenses; and a listing by contractor/vendor name and amount spent for services and supplies procured.

Generally, cost source documents, should include FSLA-5 and Interagency Resource Ordering Capability (IROC) reports at a minimum.

Financial Information and Contacts:	U.S. Forest Service	Cooperator
Submit bills to:	Albuquerque Service Center Incident Finance 5141 Masthead Albuquerque, NM 87109 FAX: 866-816-9532 Preferred method: EMAIL sm.fs.asc_coop@usda.gov	Running Springs Fire Department P.O. Box 2206 Running Springs CA 92382
Financial Contact: (Name, phone, and email address)	ASC Incident Finance Cooperative Agreements 877-272-7248 sm.fs.asc_coop@usda.gov	Amie Crowder Running Springs Water District 909-403-5386 acrowder@runningspringswd.com
Local Financial or Incident Business Contact: (Name, phone, email address)	Heidi Chambers 916-640-1057 heidi.chambers@usda.gov	Same as above
Data Universal Number System (DUNS)	92-9332484	076052190
Indirect Cost Rate	12% *	17%

*Forest Service indirect cost rate applied in accordance with FSH 1909.13 Chapter 40.

- L. FIRE BILLING TIMEFRAMES. Except for cost-share agreement billings, the parties to this agreement will submit invoices within 60 days of the demobilization from the incident. Extensions beyond the 60 days for invoice submittal must be presented in writing to the reimbursing party. All bills will have a payment due date within 30 days after date of issuance.
- M. STANDARDS FOR FINANCIAL MANAGEMENT – COOPERATIVE FIRE.



1. Financial Reporting

The Cooperator shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. Accounting Records

Cooperators must maintain records for each incident or project which adequately identify the source and use of funds. These records must contain information pertaining to expenses related to each incident, unobligated balances, assets, liabilities, outlays or expenditures, and income. Such documents must be made available to the Federal Agency, Office of Inspector General, and the Government Accounting Office upon request.

3. Internal Controls

Effective control and accountability must be maintained for all Federal funds, real and personal property, and other assets. The Cooperator must keep written internal controls to ensure that all Federal funds received are separately and properly allocated to each incident and used solely for authorized purposes.

4. Source Documentation

Accounting records for each incident or project must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, equipment use and cost records, contract or subaward documents, etc. Such documents must be made available to the Federal agency upon request.

- N. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). The Cooperator shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, *System for Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).
- O. OVERPAYMENT. Any funds paid to the Cooperator in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the Cooperator to the U.S. Forest Service:
- Any interest or other investment income earned on advances of agreement funds; or



- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to the Cooperator.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

IX. GENERAL PROVISIONS:

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Cooperator Program Contact	Cooperator Administrative Contact
Name: Fire Chief Michael R Vasquez Address: P.O. Box 2206 City, State, Zip: Running Springs, CA 92382 Telephone: 909-403-5390 FAX: 909-867-5456 Email: m.vasquez@runningspringsfd.org	Name: Amie Crowder Address: P.O. Box 2206 City, State, Zip: Running Springs CA 92382 Telephone: 909-403-5386 FAX: Email: acrowder@runningspringswd.com

U.S. Forest Service Fire Program Contact	U.S. Forest Service Program - Incident Business - Contact
Name: Deputy Chief Mike Nobles Address: 602 S. Tippecanoe Ave City, State, Zip: San Bernardino, CA 92408 Telephone: 909-382-2630 FAX: 909-383-5770 Email: mike.nobles@usda.gov	Name: Heidi Chambers Address: 3237 Peacekeeper Way City, State, Zip: McClellan, CA 95652 Telephone: 916-640-1057 FAX: n/a Email: Heidi.chambers@usda.gov

U.S. Forest Service Administrative Contact
Name: Planning Chief Stephanie Childs Address: 602 S. Tippecanoe Ave City, State, Zip: San Bernardino, CA 92408 Telephone: 909-382-2631 FAX: 909-383-5770 Email: stephanie.childs@usda.gov



- B. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 as continued by Consolidated and Further Continuing Appropriations Act, 2013, P.L. No. 113-6, Division F, Title I Section 1101(a)(3) regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement the Cooperator acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government. If the Cooperator fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds the Cooperator has expended in violation of sections 433 and 434.
- C. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS. All nonfederal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:
- a. The recipient (cooperator) may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
 - b. The recipient (cooperator) must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
 - c. The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
 - d. If the Government determines that the recipient is not in compliance with this award provision, it:
 - (1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated



Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and

(2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

- D. TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO). The U.S. Forest Service recognizes and honors the applicability of the Tribal laws and ordinances developed under the authority of the Indian Self-Determination and Educational Assistance Act of 1975 (PL 93-638).
- E. USE OF U.S. FOREST SERVICE INSIGNIA. In order for the Cooperator to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify the Cooperator when permission is granted.
- F. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. The Cooperator shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.
- G. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. The Cooperator shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800)877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

- H. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or the Cooperator are sufficient only if in writing



and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Contact, at the address specified in this agreement.

To the Cooperator Program Contact, at the address shown in this agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- I. AVAILABILITY FOR CONSULTATION. Both parties agree to be available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.
- J. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or the Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.
- K. REMEDIES FOR COMPLIANCE RELATED ISSUES – COOPERATIVE FIRE. If either party materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, either party may wholly or partly suspend or terminate the current agreement.
- L. ENDORSEMENT. Any of the Cooperator's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of the Cooperator's products or activities and does not by direct reference or implication convey the Cooperator's endorsement of the U.S. Forest Service's activities.
- M. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- N. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



- O. ELIGIBLE WORKERS. The Cooperator shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Cooperator shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- P. AGREEMENT CLOSEOUT – COOPERATIVE FIRE. Within 90 days after expiration date or notice of termination, the parties shall reconcile for final billing/payments and close the agreement.
- Q. PROGRAM MONITORING – COOPERATIVE FIRE. The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved. The parties to this agreement will meet annually to review matters of mutual concern. Program performance reports are not required for emergency response activities.
- R. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. The Cooperator shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records include books, documents, accounting procedures and practice, and other data, regardless of the type or format. The Cooperator shall provide access and the right to examine all records related to this agreement to the Forest Service, Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

- S. FREEDOM OF INFORMATION ACT (FOIA). Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- T. TERMINATION – COOPERATIVE FIRE. Either party shall have the right to terminate their participation under this agreement in whole, or in part, at any time before the date of expiration by providing 90 days written notice to the other party. If the agreement is terminated, the parties shall agree to the terms of the termination,



- including costs attributable to each party and the disposition of awarded or pending actions. If a party incurs costs due to the other party's failure to give the requisite notice of its intent to terminate the agreement, the Protecting party shall pay any actual costs incurred by the Supporting Party as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.
- U. ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- V. DEBARMENT AND SUSPENSION. The Cooperator shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should the Cooperator or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- W. MODIFICATIONS – COOPERATIVE FIRE. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. No party is obligated to fund any changes not properly approved in advance.
- X. COMMENCEMENT/EXPIRATION DATE – COOPERATIVE FIRE. This agreement is executed as of the date of the last signature and is effective through **3/31/2022** at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

If this agreement expires during an incident, the terms of this agreement will apply until the end of the incident. The parties must execute a written modification within 30 days following the incident to properly document the time extension. No other changes shall be retroactively applied for this time extension.

All Fire Supplemental Project Agreements must be completed within the timeframe of this agreement. However, if this agreement is replaced or superseded by a new agreement, current Fire Supplemental Project Agreements may remain in effect to the extent they do not conflict with the provisions of the new agreement, but only until such time that the Fire Supplemental Project Agreements can be completed or modified to be incorporated under the terms of the new agreement.



Y. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

In witness whereof, the parties hereto have executed this agreement as of the last date written below.

Michael R Vasquez, Fire Chief
Running Springs Fire Department

Date

Jody Noiron, Forest Supervisor
U.S. Forest Service, SAN BERNARDINO
NATIONAL FOREST

Date

The authority and format of this agreement have been reviewed and approved for signature.

, Grants & Agreements Specialist
U.S. Forest Service,

Date



Burden Statement

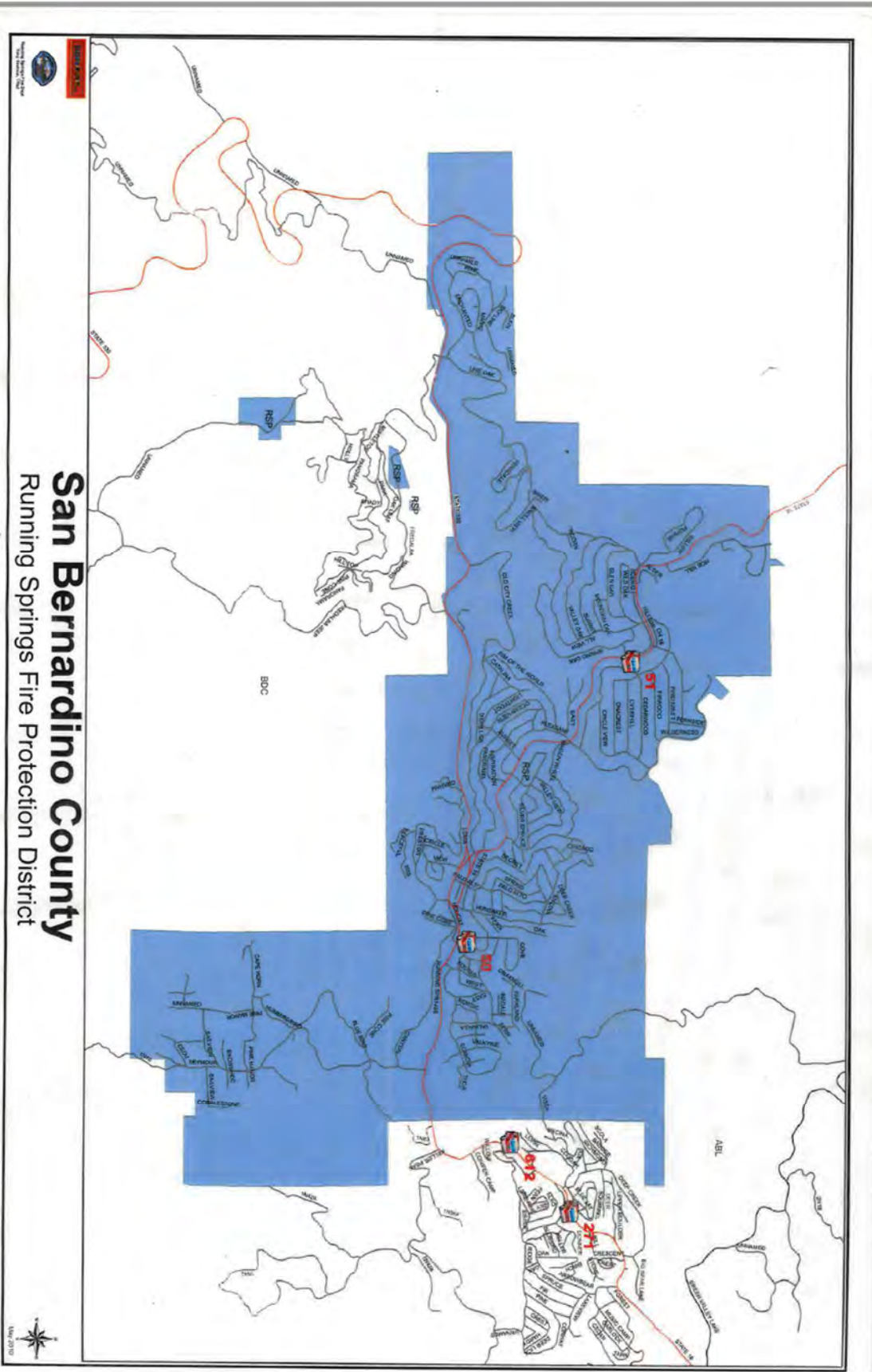
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



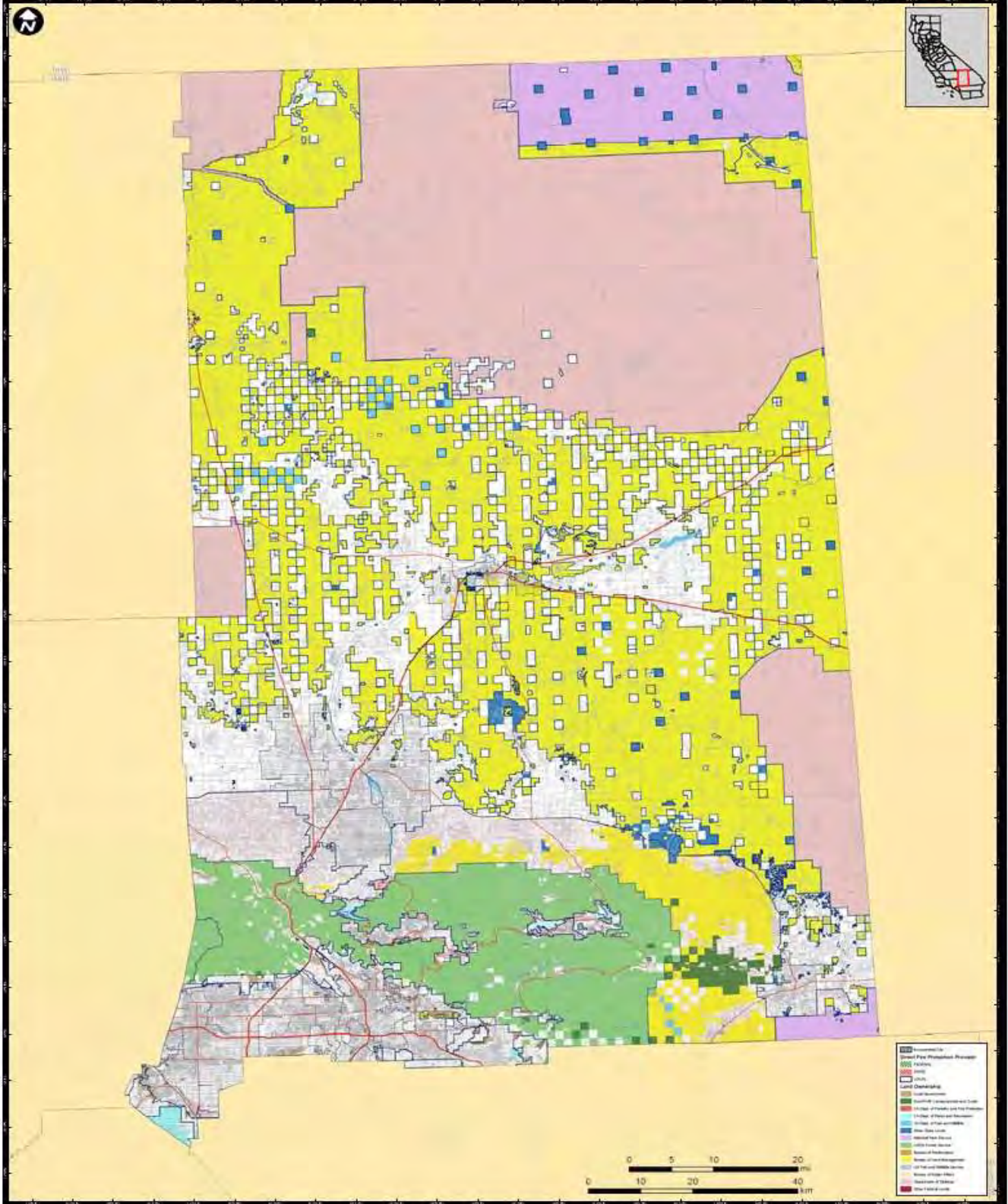
Exhibit A – Map of Protection Areas and Boundaries





DIRECT PROTECTION AREAS for WILDLAND FIRE PROTECTION

Produced for the California Wildfire Coordinating Group



SAN BERNARDINO COUNTY WEST



EXHIBIT B – Protection (Operating) Plan

Attached



Exhibit C – Fire Supplemental Project Agreement

Attached

Exhibit D – Cost Share Agreement

Attached

FS Agreement No. ____
Cooperator Agreement No. _____

Exhibit B
2020
OPERATING PLAN
FOR COOPERATIVE FIRE PROTECTION AGREEMENT
Between
RUNNING SPRINGS FIRE DEPARTMENT
and
U.S. FOREST SERVICE
SAN BERNARDINO NATIONAL FOREST

OPERATING PLAN

The Parties will meet annually, prior to the initiation of fire season to review and update, if necessary, the Operating Plan (OP). This annual review will be documented by signing and dating the review block on the signature page of this OP. This OP will include protection area maps for all Parties, rates for use of department equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in this Agreement as necessary for efficient implementation. This OP shall become attached to and be a part of the Cooperative Fire Protection Agreement (CFPA). This OP takes effect as of the date of the last signature and will remain in effect until superseded by a new OP or upon expiration of the agreement.

MUTUAL AID RESPONSE PROCEDURES

Mutual aid is the initial attack response by both The Department and U.S. Forest Service suppression resources that are identified in each Party's Emergency Command Center's run cards or computerized automated dispatch system (CAD). The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first 12 hours (as identified in the Agreement) following initial dispatch of suppression resources. All assistance beyond this "Mutual Aid" period will be assistance by hire and will be billed retroactively for the full period from the time of initial dispatch.

The U. S. Forest Service agrees to send the following resources initial attack response (min.):

High Response Level	Moderate Response Level	Low Response Level
5 – Type 3 Engines	3 – Type 3 Engines	1 – Type 3 Engine
2 – Handcrews (when available)	1 – Fire Prevention / Patrol Unit	Or
1 – Fire Prevention / Patrol Unit	1 – Chief Officer	1 – Fire Prevention / Patrol Unit
1 – Chief Officer		

Any resources beyond this will be negotiated as Assistance by Hire (ABH). When the U. S. Forest Service is at draw down, resources dispatched will be modified.

The Department agrees to send the following resources to the U.S. Forest Service as Automatic Aid to areas within the defined Mutual Aid Zone (MAZ) with no reimbursement for the first 12 hours:

Insert Running Springs Fire Department response

1- Type I Engine and or 1- Type III Engine

When the Department is at draw down, resources dispatched may be modified.

Aircraft (fixed and rotary-winged) including pilot(s) shall always be Assistance by Hire, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

NOTE: The U.S. Forest Service may request additional resources above the BDC 1st Alarm Brush Assignment within the MAZ and/or request resources for incidents outside the MAZ under Mutual Aid which will be Assistance by Hire (ABH) from time of dispatch.

DESCRIPTION OF U.S. FOREST SERVICE DIRECT PROTECTION AREA (DPA)

The U.S. Forest Service has the responsibility for prevention, protection and suppression of Wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through CFPA.

**SEE CURRENT 2020 BDF DPA MAP
APPENDIX A**

DESCRIPTION OF THE DEPARTMENT'S DIRECT PROTECTION AREA (DPA)

The Department has the responsibility for prevention, protection and suppression of structure and other non-Wildland fires within the established fire district. These structures and lands protected by the Department are intermingled or adjacent to lands protected by the U.S. Forest Service.

**SEE CURRENT LRA DPA MAP
APPENDIX B**

INSERT LINK TO MAPS IF AVAILABLE

CLOSEST FORCES

The Department and the U.S. Forest Service agree to adopt the "Closest Forces" concept for initial attack. This philosophy dictates that the closest available appropriate resource regardless of ownership shall be utilized initially. The emphasis to get the closest appropriate resources to respond to initial attack fires is in the best interest of both Parties. This concept of "Closest Forces" will also be applied to ongoing incidents whenever there is a critical and immediate need for the protection of life and property. Beyond initial attack, the "Closest Forces" concept is modified and the Protecting Party will request the most appropriate resource to aid in the suppression of a wildfire.

MOVE-UP AND COVER

"Move-up and Cover" is the reallocation of fire suppression resources from their established location to a temporary location. For this agreement, "Move-up and Cover" is limited to moving Supporting Party engine companies and dozers (if applicable) to Protecting Party facilities which have been temporarily vacated because of emergency activity. The Protecting Party may decide to provide subsistence and lodging at no cost to the Supporting Party for support or agency specific mission only. Mutual Aid (if applicable) "Move-up and Cover" will be at no cost to the Protecting Party for the initial Mutual Aid period agreed to in this CFPA. While in the Mutual Aid period (if applicable), if the Supporting Party's resources are dispatched by the Protecting Party to a fire, Assistance by Hire will apply unless the fire is in an area of predetermined aid as agreed to in this CFPA.

SINGLE POINT RESOURCE ORDERING

All requests for emergency assistance and incident support must be clear and precise and shall be processed and recorded through a single dispatching center identified by the Incident Commanders of both Parties (Unified Command) and supported by order and request numbers. Any resources ordered outside of the Unified Ordering Point (UOP) will be considered voluntary contribution to the incident and will not seek reimbursement.

COMMUNICATIONS AND FREQUENCY MANAGEMENT

The Parties agree to utilize the frequencies assigned by the Emergency Command Centers for the management of an incident. This includes the assigned Command and Tactical Frequencies. In the case where the Parties' administrative frequencies have not been assigned for those purposes, the use of those frequencies must be temporarily suspended. While away from the home geographic area

and traveling to and from an incident, the Parties agree to suspend the use of their respective pre-assigned frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographic areas and are not to be used outside those areas. Family recreational "walkie-talkie" type radios are prohibited from use while traveling to and from an incident or while on any federal incident.

SHARING FREQUENCIES

The Department agrees to authorize use by the U.S. Forest Service of the following frequencies. These frequencies will be used for fire/emergency only within or adjacent to the Department's responsibility area.

APPENDIX C

These frequencies will be used for fire/emergency only within or adjacent to the U.S. Forest Service's responsibility area.

APPENDIX D

OPERATIONAL & DUTY OFFICER CONTACTS

DEPARTMENT DUTY OFFICER CONTACT

APPENDIX E

U.S. FOREST SERVICE DUTY & LINE OFFICER CONTACT

APPENDIX F

ICS QUALIFIED LIST AND IMT PERSONNEL

The list of qualified personnel is maintained by the Department's Command /Dispatch Center. The resources may be available on an Assistance-by-Hire basis depending on Party's drawdown and commitments.

THE USE OF TRAINEES

Both Parties agree to the use of trainees when practical; however, the automatic dispatch of or use of trainees will not occur without prior approval of the hosting unit or Incident Commander.

All other Department trainees that are not pre-approved will be the cost responsibility of the sending unit.

PAYMENT OF STRUCTURE DEFENSE

The Federal Agency has the responsibility to defend homes and other structures from wildfire. For wildfires within an agency's DPA, that agency will be financially responsible for the action they take to keep the wildfire from advancing on or threatening structures. For wildfires in or threatening local jurisdictions that border or overlay Federal DPA, local agencies will bear their own agency's cost for defending structures within their jurisdiction. When the local agency's resources are exhausted and need to be augmented for structure defense, as determined and negotiated by the unified incident commanders in consultation with Agency Representative and Agency Administrator, the Federal Agency having DPA responsibility may bear the cost of the augmentation. The Federal Agency is not financially responsible in situations when local government fire protection agencies order additional resources and or actions beyond the level deemed by the Incident Commanders and/or Agency Administrators.

REIMBURSEMENT RATES AND METHODOLOGY (non-aviation)

Department Personnel and Equipment, Supplies and Cache items

Reimbursement for personnel will be based on personnel rates on file with the Office of Emergency Services (Cal OES) at the time of the incident and reimbursement methodologies outlined in the California Fire Assistance Agreement (CFAA).

The Department and U.S. Forest Service acknowledge the special legal requirements of each Party to provide backfill coverage (to respond to subsequent emergencies) that becomes necessary as a result of the execution of the Agreement. Actual costs associated with backfill needs are not reimbursable. Reimbursement rates and methods under the CFAA are designed to provide financing for backfill needs.

Personnel responding to incidents will be reimbursed for actual time worked on the incident unless there is a MOU, MOA or governing body resolution that dictates the specific position is to be reimbursed portal to portal for the time committed to an emergency incident. The MOU, MOAs or resolutions must not be contingent on this agreement or executed on the sole basis that there is reimbursement from the federal or state agency and must be identified as part of their normal business practices.

Reimbursement for authorized travel and salary will start from the point of hire. Either local fire department or residence whichever is less, using the most economical mode of transportation.

Reimbursement for equipment will be based on adhering to the minimum staffing levels as identified in Firescope Field Operations Guide 420-1, and the CFAA Rate Letter applicable at the time of the incident. The Supporting Party will provide fuel and lubricants while the equipment is enroute to the incident and while returning to the home unit. The Protecting Party will provide fuel and lubricants while the equipment is on the incident.

There is recognition that wildland fire suppression will often involve the use of equipment, supplies and cache items. Equipment, supplies and cache items checked out (such as pumps, hoses, nozzles, etc.), or supplied by one Party and received by another Party, shall become the

responsibility of the receiving/supporting Party. Equipment, supplies and cache items shall be returned in the same condition as when received, reasonable wear and tear excepted. Notwithstanding the general Waiver of Claims clause, the parties agree that the Receiving/supporting Party shall repair or reimburse for damage in excess of reasonable wear and tear, and shall replace or reimburse items lost or destroyed, except for damage occurring as a result of negligence by the receiving/supporting Party. The receiving/supporting party will replace or reimburse for items lost, destroyed, or expended with items of like or similar standard from the fire cache or supply unit on the incident, or via an authorization for replacement using a unique request number. Insurance or other reimbursement options should be pursued, if such options are available, prior to replacement or reimbursement for lost, stolen or destroyed items.

Equipment will be reimbursed at the FEMA rates listed at the following link.

<http://www.fema.gov/schedule-equipment-rates>.

Rates for these crews, dozer, and flight crews will be developed and agreed to in advance and published annually herein.

Rate Determination

An Administrative Rate can be added to the total of the personnel, support equipment, and other approved reimbursements. The current standard Administrative Rate is 10% unless the Department has submitted an agency specific administrative rate to Cal EMA under the CFAA. The rate on file with Cal EMA at the time of the incident will be used.

The Department will prepare a FSLA-5 (Record of Activities). The FSLA-5, IROC documents and other supporting documentation are the basis for reimbursement and invoice preparation. This form is provided by the U.S. Forest Service. The form FSLA-5 must be signed by a responsible officer of the Department and by the U.S. Forest Service Incident Commander or Finance Chief and attached to the invoice.

For Reimbursement under the terms of this CFPA all resource orders must be dispatched and processed by the SAN BERNARDINO NATIONAL FOREST Federal Interagency Communication Center (FICC). Any request not dispatched or processed by this ECC will not be reimbursed under this local agreement.

U.S. Forest Service Personnel and Equipment:

Reimbursable U.S. Forest Service costs will include actual costs associated with the direct fire operations and incident support ordered by or for the incident (except as otherwise described as reciprocal initial attack as identified herein, and independent action situations). The Department will be billed for support to incidents that are the jurisdictional responsibility of the Department

The Administrative Rate for the U.S. Forest Service is published in the agency's Annual Program Direction.

REIMBURSEMENT RATES AND METHODOLOGY (Aviation)

Federal Excess Property Program (FEPP) Equipment

Under the FEPP program, FEPP rates apply when federal property is loaned to the State Forester, who may place it with local fire departments to improve local fire programs. If this loaned federal property is used on a U.S. Forest Service incident, the Department will only charge the U.S. Forest Service operating costs that include maintenance, fuel, oil, etc. Charges may not include amortization, depreciation, replacement costs, modification, start-up costs, or related charges.

Aircraft

Aircraft utilization will always be ABH upon request from the U.S. Forest Service. ABH will be negotiated for aircraft utilization for mutual threat incidents. Flight and stand-by rates for aircraft will be developed, agreed to in advance, and published annually herein, utilizing the rates and/or methodology utilized by the California Department of Forestry and Fire Protection (CAL FIRE). Assistance by Hire rates and reimbursements for aircraft will be based on the following guidelines:

1. Fixed Wing

Reimbursements will be based on aircraft rate which includes pilot costs. The Air Tactical Group Supervisor ("ATGS") will be itemized separately. ATGS Stand-by rates will be determined based on personnel costs.

2. Helicopter

Reimbursement will be based on CAL FIRE Type 2 helicopter rate (same CAL FIRE UH-1H Super-Huey specification and cost basis) which includes pilot costs. Helitack crew with Helitender, Fuel Truck and chase vehicle (e.g. 1-Ton Pickup) will be itemized separately. Flight Crew and Crew Carrying Vehicle (CCV) will also be itemized separately.

WHERE TO SEND REIMBURSEMENT INVOICES

Invoices for services under this agreement must be sent electronically to the following addresses as appropriate. This address supersedes any invoice mailing address which may be reflected in the existing cooperative agreement.

U.S. Forest Service	Running Springs Fire Department
Name: Planning Chief - Stephanie Childs Address: 602 S. Tippecanoe Ave. City, State, Zip: San Bernardino, CA 92408 Telephone: 909-382-2631 Fax: 909-383-5770 Email: stephanie.childs@usda.gov	Name: Fire Chief – Michael R. Vasquez Address: P.O. Box 2206 City, State, Zip: Running Springs Ca 92382 Telephone: 909-403-5390 FAX: 909-867-5456 Email: m.vasquez@runningspringsfd.org

WAIVER OF CLAIMS

Parties to the Agreement shall each be responsible for their own losses arising out of the performance of this Agreement, and each Party hereby waives any claim against any other Party for loss or damage of its property and/or personal injury or death of its employees or agents occurring as a consequence of the performance of this Agreement; provided, this provision shall not relieve any Party from responsibility for claims from third parties for losses for which the Party is otherwise legally liable. This waiver does not extend to ordinary expenses incurred as part of the cost of the fire (gloves, fuses, hose, etc.). This provision pertains to claims between the respective State and Federal Agencies and does not pertain to claims advanced by third parties.

Claims requesting compensation for property loss or damage, personal injury, or death resulting from the negligence or other wrongful acts of employees performing under this Agreement will be received by the jurisdictional agency and forwarded to the hiring, or home agency of the allegedly negligent employee for processing.

Employee claims for loss of or damage to personal property must be submitted to the Jurisdictional Agency and then forwarded to the hiring, or home agency of the employee for processing in accordance with the hiring agency's administrative procedures.

ITEMS NOT REIMBURSABLE

The following items are not reimbursable in the execution of this Agreement and are considered standard personal support supply/equipment.

- Laptop Computers
- Incident position support kits
- Calculators
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone charges
- Support items normally available in Supply Unit, e.g. tents, sleeping bags, pads, water coolers, etc.

Costs of agency cell phones in excess of normal monthly charges are reimbursable when supported by cell phone provider bills.

DURATION OF ASSIGNMENTS

Consideration must be given to the health and safety of personnel when assigned to fires of long duration. It is agreed that duration of assignments is dictated by each Party's policy. Extension of assignments beyond the Supporting Party's policy may be requested. It is the responsibility of the Protecting Party to request relief personnel in advance of the Supporting Party's policy time limit.

The Protecting Party is further responsible for the transportation costs of moving personnel to the fire and returning those relieved personnel back to their home stations. In all cases, the Department and U.S. Forest Service agree that their Incident Commanders will release suppression resources to their primary mission responsibilities as soon as priorities allow. The National Wildfire Coordinating Group (NWCG) has established guidelines for the length of assignments for resources and personnel who accept out of state assignments. Personnel who accept assignments out of the state are expected to adhere to the guidelines identified by NWCG. For incidents within the state, there is a required 7-day minimum commitment. Both Parties agree to honor the minimum length of assignments guidelines.

REST AND RECUPERATION

The National Wildfire Coordinating Group (NWCG) establishes Rest and Recuperation (R & R) guidelines that govern R & R on all Federal incidents. These guidelines may change throughout the year depending on fire activity and physical condition of fire resources. Department personnel assigned to a U.S. Forest Service incident may be given R & R during the incident in which case the R & R is in pay status and charged against the incident. However, if the Department wishes to grant their personnel R & R upon their return to home, the R & R is not compensable under the terms of this agreement.

AIR BOTTLE SUPPORT

The Department agrees to refill breathing apparatus bottles when requested by the U.S. Forest Service subject to compliance with all laws and policies pertaining to breathing apparatus.

NON-WILDFIRE INCIDENTS

The Fire Protection District has jurisdictional responsibility for all non-wildfire emergencies within its protection area even when these areas include U.S. Forest Service DPA. The only exceptions are for those emergency incidents under the jurisdiction of the California Highway Patrol, County Sheriff, California Department of Fish & Game and the U.S. Coast Guard.

FIRE PREVENTION

JOINT PRESS RELEASES Develop joint press releases on cooperative fire protection issues to ensure that the interests of both Parties are adequately addressed.

SMOKEY BEAR PROGRAM The Parties will cooperate in the delivery of Smokey Bear programs.

LOCAL EDUCATION PROGRAMS The Parties agree to cooperatively conduct local school and other fire prevention education programs.

FIRE PREVENTION SIGNS Coordination and placement of fire prevention signs should be coordinated by both Parties in order to prevent duplication of effort and sending mixed messages. This is especially important for fire danger rating signs.

LOCAL EVENTS The Parties agree to cooperatively conduct fire prevention programs at local community events.

BURNING AND CAMPFIRE PERMITS

In accordance with current instructions, permits for campfire (CDF form LE-63), dooryard premises burning (CDF form LE-62), and other burning (CDF form LE-5) (except vegetation management program and brushland conversion burning (CDF form LE;-7) on State Responsibility lands in Federal Agency DPAs will be issued by the Federal Agency or local fire protection district personnel authorized to do so by the Director of CDF. If both parties' personnel are authorized to issue campfire and burning permits by CDF, both Parties agree to issue burning and campfire permits for each other's DPAs. Both Parties agree to notify one another when burn permits are issued. Fire Restrictions, Red Flag or other situations that may affect the safe execution of campfire and/or burn permits will be shared by each Party.

NON-FIRE PROJECT USE OF RESOURCES

Each of the Parties may jointly conduct appropriate mutual interest projects. These projects may include but not limited to: hazardous fuels reduction (i.e.: prescribed fire burn and prep., thinning, etc.) and facility/compound maintenance. Any shared cost or reimbursement will be governed in accordance with a Supplemental Project Agreement signed by each Party prior to the start of the project.

WILDLAND FIRE DECISION SUPPORT SYSTEM (WFDSS)

U.S. Forest Service policy requires the use of "Wildland Fire Decision Support System" (WFDSS) for all fires on or threatening U.S. Forest Service administered lands that have escaped initial attack. In Unified Command situations the U.S. Forest Service will include the Department's input into the development of control objectives, strategy and priorities.

SUPPRESSION AND DAMAGE COLLECTION

The Department and the U.S. Forest Service reserve the right to pursue independent and separate courses of litigation and cost collection for suppression and damage on the fires that affect both Parties. Any costs recovered as a result of independent litigation will not be subject to apportionment with the other affected Party. Whenever collections that result from joint legal action have the effect of reducing next expenditures of either Party to accomplish services provided for in this Agreement, then such collections may be reported and shared proportionately, after deducting the cost of collection.

REPAIR OF SUPPRESSION ACTIVITY DAMAGE

Repair of suppression related activity damage (e.g., spreading of dozer berms, installations of water bars, minor road repairs, minor fence repair, etc.) will normally be done by the Party with direct protection responsibility for the fire as an integral part of overhaul/mop-up. Any rehabilitation beyond this level may be the responsibility of the landowner.

MAPS TO SUPPORT ANNUAL OPERATING PLAN

On an as needed basis, maps needed to support this OP will become attachments to the OP. These may include the DPA boundary, fire protection facilities by Party and location, pre-planned "Mutual Aid" initial attack response areas, "Mutual Aid Move-up and Cover" facilities or special management consideration areas.

POSSESSION OF AGREEMENT AND OP ON INCIDENTS

On incidents, the Supporting Party shall furnish the Protecting Party, upon demand, a signed copy of the CFPA and current OP. This operating plan will be reviewed annually by JUNE 1 and revised as needed. This Operating Plan is executed as of the date of the last signature and remains in effect through FIVE YEARS unless modified or superseded.

APPROVAL:

IN WITNESS WHEREOF, the Parties have executed this Operating Plan as of the last date written below:

Michael R. Vasquez, FIRE CHIEF
Running Springs Fire Department
Date

JODY NOIRON, FOREST SUPERVISOR
U.S. Forest Service, San Bernardino National Forest
Date

The authority and format of this instrument have been reviewed and approved for signature.

XXXXX
U.S. Forest Service Grants Management Specialist
Date

APPENDIX C

RUNNING SPRINGS FIRE DEPARTMENT FREQUENCY ASSIGNMENTS

The Department agrees to authorize use by the Forest Service of the following frequencies:

CONFIRM ALL FREQUENCIES

Command Frequencies		
BDC V1	RX 151.1450	TX 154.055 Tone 7
BDC V2	RX 159.1200	TX 156.0600 Tone 6
BDC V3	RX 151.1520	TX 153.9650 Tone 3,7

Tactical Frequencies		
VFIRE 25	RX 154.287	TX 154.287
VFIRE 26	RX 154.302	TX 154.302

APPENDIX D

SAN BERNARDINO NATIONAL FOREST FREQUENCY ASSIGNMENTS

The Forest Service agrees to authorize use by the Department of the following frequencies:

Command Nets:	RX 171.4750 RX 171.4750 RX 172.2250	TX 171.4750 TX 168.1500 TX 164.1375	Forest Net Direct Forest Net Repeat Admin Net
Tactical Nets:	TX 168.2000 TX 166.5500 TX 167.1125 TX 169.1125 TX 168.4875		NIFC Tac 2 R5 Tac 4 R5 Tac 5 R5 IA Air to Grnd 59 R5 IA Air to Grnd 53

These frequencies will be used for fire/emergency only within or adjacent to the Forest Service's responsibility area.

APPENDIX E

Running Springs Fire Department Chiefs & Contacts

		<i>SB County Comm. Center</i>	909-356-3806	Emergency 911
Name		Position	Work	Mobile
Michael Vasquez		Fire Chief	909-403-5390	909-202-3217
Cindy Strebel		Battalion Chief	909-403-5391	909-202-2435
Dixi Willemse		Fire Admin Secretary	909-867-2630	

APPENDIX F

U.S. Forest Service, San Bernardino National Forest Chief & Line Officers

<i>Supervisor's Office Fire Staff</i>	909.382.2600	<i>San Bernardino ATB</i>	909.382.2989		
		<i>FICC Dispatch</i>	909.383.5654	Emergency 909.383.5651	
NAME	CALL SIGN	POSITION	WORK	MOBILE	EMAIL ADDRESS
Jaime Gamboa	Chief 1	Forest Fire Chief	909.382.2629	909.677.6017	jaime.gamboa@usda.gov
Mike Nobles	Chief 2	Deputy Forest Fire Chief	909.382.2630	951.204-0165	mike.nobles@usda.gov
Jill Erhard-Moore	Division 6	FICC Center Manager	909.382.2749	530.701.0262	jill.erhard-moore@usda.gov
Doug Ross	Division 7	Aviation Officer	909.382.2994	951.288.5372	doug.ross@usda.gov
Leslie Casavan	Battalion 71	Air Tanker Base Manager	909.382.2989	909.289.4195	Leslie.casavan@usda.gov
VACANT	Battalion 72	Air Attack Officer	909.382.2745		
Lauren Blake	Division 8	Fuels/Fire Protection Specialist	909.382.2632	951.573.6065	lauren.blake@usda.gov
Stephanie Childs	Division 9	Fire Mgmt. Planning Specialist	909.382.2631	626.482.6680	stephanie.childs@usda.gov
Dan Snow	Safety 1	Safety Officer	909.382.2633	951.313.5453	Daniel.snow@usda.gov
<i>Mountaintop Division</i>		<i>West (Sky Forest Office)</i>	909.382.2758		
		<i>East (Fawnskin Office)</i>	909.382.2790		
Thad Chavez	Division 1	Division Chief	909.382.2772	909.266.6905	thad.chavez@usda.gov
Rene Vanderhooft	Battalion 11	West Battalion	909.382.2769	951.315.5845	rene.vanderhooft@usda.gov
Brian Grant	Battalion 12	Prevention/Fuels Battalion	909.382.2802	909.806.0385	brian.grant3@usda.gov
Mike Koontz	Battalion 13	East Battalion	909.382.2790	951.315.5849	michael.koontz@usda.gov
<i>Front Country Division</i>		<i>West (Lytle Creek Office)</i>	909.382.2850		
		<i>East (Mill Creek Office)</i>	909.382.2881		
Scott Howes	Division 3	Division Chief	909.382.2879	909.269.2927	scott.howes@usda.gov
Matt Ahearn	Battalion 31	West Battalion	909.382.2877	951.315.5856	matt.ahearn@usda.gov
Michael Page	Battalion 32	Protection/Fuels Battalion	909.382.2893	909.486.1718	michael.j.page@usda.gov
Josh Boehm	Battalion 33	East Battalion	909.382.2892	909.454.5348	joshua.boehm@usda.gov
<i>San Jacinto Division</i>		<i>Idyllwild Office</i>	909.382.2922		
Sal Reyes	Division 5	Division Chief	909.382.2943	951.236.1925	salvador.reyes@usda.gov
Matt Boss	Battalion 51	Suppression Battalion	909.659.2377	951.314.1427	matthew.boss@usda.gov
Jim Snow	Battalion 52	Prevention/Fuels Battalion	909.659.5130	951.240.1219	jim.snow@usda.gov
Chris Fogle	Battalion 53	Suppression Battalion	909.659.3926	909.238.2107	chris.fogle@usda.gov
<i>Forest Service Line Officers</i>					
Name		Position	Work	Mobile	
Jody Noiron	Supervisor 1	Forest Supervisor	909.382.2600		jody.noiron@usda.gov
Kay Wiand	Supervisor 2	Deputy Forest Supervisor	909.382.2603		kay.wiand@usda.gov
Marc Stamer	Ranger 1	District Ranger	909.382.2728	909.486.1724	marc.stamer@usda.gov
Joe Rechsteiner	Ranger 3	District Ranger	909.382.2850	951.453.5494	joseph.rechsteiner@usda.gov
Julie Hall	Ranger 5	District Ranger	909.382.2922	909.756.0686	julie.hall2@usda.gov

DRAFT

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Joan C. Eaton, Board Secretary/Administration Supervisor/Treasurer
Ryan Gross, General Manager

SUBJECT: CONSIDER APPROVING FISCAL YEAR 2020/2021
PROFESSIONAL SERVICES CONTRACT WITH ROGERS,
ANDERSON, MALODY AND SCOTT (RAMS)

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider approving a Professional Services Contract with Rogers, Anderson, Malody and Scott, LLP (RAMS) for Fiscal Year 2020/2021 Financial Consulting Services in an amount not to exceed \$45,000 for general accounting services and authorize the General Manager to execute the contract. Attachment 1 includes a draft of the RSWD RAMS Professional Services Contract, Attachment 2 RAMS Engagement Letter and Attachment 3 RAMS Accounting Services Expense Summary Projection.

REASON FOR RECOMMENDATION

The District has the continued need for Financial Consulting Services to assist staff in following consistent and accurate accounting practices and with preparing for the District's annual financial audit and other financial and accounting matters.

BACKGROUND INFORMATION

The Fiscal Year 2020/2021 Budget includes a total of \$51,000 for Financial Consulting Services. The Fiscal Year 2020/2021 RAMS Accounting Services Expense Summary projects a slight decrease from Fiscal Year 2019/2020 in regular accounting services expense that is due to completion of the Tyler Financial and Utility Billing system conversion.

FISCAL INFORMATION

Staff is recommending a not to exceed amount of \$45,000 be approved for Fiscal Year 2020/2021 for outside accounting services.

ATTACHMENTS

Attachment 1 - RSWD FY 2020/2021 RAMS Professional Services Contract

Attachment 2 - RAMS FY 2020/2021 Letter of Engagement

Attachment 3 - RAMS FY 2020/2021 Accounting Expense Summary

RUNNING SPRINGS WATER DISTRICT PROFESSIONAL SERVICES CONTRACT

1. PARTIES AND DATE.

This Contract is made and entered into this 17th day of June, 2020, by and between the Running Springs Water District, an independent special district with its principal place of business at Running Springs, California (“DISTRICT”) and Rogers, Anderson, Malody and Scott (RAMS), with its principal place of business at San Bernardino, California (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the District on the terms and conditions set forth in this Contract. Consultant represents that it is experienced in providing services as a Financial Consultant, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Consultant to render professional services for as-needed financial consulting services.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply consulting services necessary for the Project (“Services”). The Services are for as-needed financial consulting (Refer to Consultants Proposal Dated May 26, 2020). All Services shall be subject to, and performed in accordance with, this Contract and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Contract shall be from the date this contract is fully executed to the completion of the project, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Contract, and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor.

The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Contract. District retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Contract. Any additional personnel performing the Services under this Contract on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Contract and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Contract. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of District.

3.2.4 Substitution of Key Personnel. Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Contract. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Contract for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the District, or who are determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the District.

3.2.5 District's Representative. The District hereby designates the **General Manager**, or his or her designee, to act as its representative for the performance of this Contract ("District's Representative"). District's Representative shall have the power to act on behalf of the District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the District's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates Scott Manno, or his or her designee, to act as its representative for the performance of this Contract ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Contract. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Contract.

3.2.7 Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Contract in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a District Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Consultant shall be solely responsible for all costs arising there from. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Contract, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence the Services under this Contract until it has provided evidence satisfactory to the District that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

3.2.10.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Contract by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

(B) Minimum Limits of Insurance. Consultant shall maintain limits of: (1) *General Liability:* \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Contract/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability:* \$1,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease.

3.2.10.3 Professional Liability. Consultant shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of three (3) years following completion of the Services, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount of \$1,000,000 per claim and aggregate.

3.2.10.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the Services or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(B) Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(C) Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(D) All Coverages. Each insurance policy required by this Contract shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced in contract limits or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

3.2.10.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the DISTRICT, its directors, officials, officers, employees, agents and volunteers.

3.2.10.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District.

3.2.10.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the District.

3.2.10.8 Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements (blanket endorsements acceptable) effecting coverage required by this Contract on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to review complete, certified copies of all required insurance policies, at any time.

3.2.10.9 Claims-Made Form. If General Liability, Pollution and/or Asbestos Pollution Liability and/or Errors & Omissions coverage are written on a claims-made form:

3.2.10.9.1 The "Retro Date" must be shown, and must be before the date of the contract or the beginning of contract work.

3.2.10.9.2 Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work.

3.2.10.9.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

3.2.10.9.4 A copy of the claims reporting requirements must be submitted to the Entity for review.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Contract. The total compensation shall not exceed **FORTY FIVE THOUSAND** dollars (**\$45,000**) without written approval of District's General Manager. Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Contract.

3.3.2 Payment of Compensation. Consultant shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Contract, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Contract. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Contract. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Contract. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Contract for a period of three (3) years from the date of final payment under this Contract.

3.5 General Provisions.

3.5.1 Termination of Contract.

3.5.1.1 Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Contract at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services

which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Contract except for cause.

3.5.1.2 Effect of Termination. If this Contract is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Contract. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Contract is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Contract shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant: Scott W. Manno

RAMS

735 E. Carnegie Drive, Suite 100

San Bernardino, CA 92408

Direct: (909) 889-0871

Fax: (909) 889-5361

Email: smanno@ramscpa.net

District: Ryan Gross, General Manager

PO Box 2206, 31242 Hilltop Blvd.

Running Springs, CA 92382

Phone: 909.867.2766

Cell: 909.938.8061

Fax: 909.867.2828

Email: rgross@runningspringswd.com

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property.

This Contract creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Contract ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Contract. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the District. District shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Contract shall be at District's sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Contract shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Contract.

3.5.5 Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Contract, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner to the proportionate extent arising out of or incident to any alleged negligent

acts, omissions or willful misconduct of Consultant, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Services, the Project or this Contract. To the extent of Consultant's negligence, Consultant shall pay and satisfy its share of any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, its share of legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials, officers, employees, agents or volunteers.

3.5.7 Entire Contract. This Contract contains the entire Contract of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or Agreements. This Contract may only be modified by a writing signed by both Parties.

3.5.8 Governing Law. This Contract shall be governed by the laws of the State of California. Venue shall be in San Bernardino County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Contract.

3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.

3.5.11 Successors and Assigns. This Contract shall be binding on the successors and assigns of the Parties.

3.5.12 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Contract or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Contract, the language of this Contract shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Contract. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Contract. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Contract.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Contract shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Contract is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Contract. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, District shall have the right to rescind this Contract without liability. For the term of this Contract, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Contract, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any District's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Contract. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Contract.

Each Party warrants that the individuals who have signed this Contract have the legal power, right, and authority to make this Contract and bind each respective Party.

3.5.22 Counterparts. This Contract may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Contract, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Contract.

Running Springs Water District

Rogers, Anderson, Malody &
Scott, LLP

By: _____
Ryan Gross
General Manager

By: _____
Scott W. Manno
Partner

EXHIBIT "A"

SCOPE OF SERVICES

REFER TO:

Consultant's Proposal dated May 26, 2020

May 26, 2020

Board of Directors
Running Springs Water District
31242 Hilltop Boulevard
Running Springs, California 92382

This letter is to confirm our understanding of the professional services we are to provide the Running Springs Water District for the fiscal year ended June 30, 2021.

Scope of Services - Professional Support

Monthly services:

- Capitalization of assets
- Construction in process
- Review of bank reconciliation
- Prepare and record monthly journal entries as needed
- Review upstream user quarterly billing and assist with reconciliation of costs billed to G/L
- Assist with adjustments for monthly financial reports that include budget to actual revenue and expenditures
- Review ambulance billings and payroll postings
- Assist with allocations on cash summary sheet
- Assist with implementation of new Governmental Accounting Standards Board Statements
- Review of cash receipts posting to identify items that may need to be reclassified, adjusted or monitored (grant or reimbursement receipts, proceeds from disposal of assets, other miscellaneous receipts)
- Available to answer questions as needed

Annual basis:

- Identify and post annual adjustments for the trial balance to be provided to the auditors
- Record interest receivables and payables
- Record internal work-orders to the G/L and other inventory adjustments as necessary
- Adjust allowance for uncollectible ambulance billings
- Accrue A/P and payroll related items such as wages, vacation, sick and comp time
- Prepare pension information for audit
- Adjust prepaid expenses
- Accrue A/R as needed including other amounts such as upstream user billings, other misc. billings
- Prepare necessary work papers for the outside auditors and assist in the audit process as needed

Additional assistance, as requested:

- Rate analysis
- Long range financial planning
- Staff training in various accounting functions

Our fee for these services will be based on actual time spent at our standard rates of \$110 - \$310 per hour, depending on staff level (excluding any special projects or services requested by the District). We estimate our fee for the above services to be \$49,000 - \$52,200 per year and is based on our estimated time and historical trends. As usual, we will only bill for work completed by our firm. The fee estimate is based on an hourly estimate of between 285 and 300 hours per year at approximately \$170 per hour.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If either party elects to terminate our services, our engagement will be deemed to be completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

ROGERS, ANDERSON, MALODY & SCOTT, LLP

Scott W. Manno, CPA, CGMA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Running Springs Water District.

By: _____

Title: _____

Date: _____

ATTACHMENT 3

Running Springs Water District
Budget Hrs vs. Actual Hrs

Budget FY 2018-2019	Regular services						Special projects	Grand Total Hrs	Grand Total Amount
Description	Year-end	Monthly	Correspondence	Travel	Total Hrs	Total Amount			
Budget Hrs - SK	170	96		6	272	\$39,440.00	80	\$51,040.00	
Budget Hrs - SM	30	7		2	39	\$11,700.00	5	\$13,200.00	
Total Budget	200	103	-	8	311	\$51,140.00	85	\$64,240.00	
Actual Hrs - SK	165.80	74.90	22.90	6.00	270		53.70	323	
Actual Hrs - SM	14.90				15			15	
Total Actual	180.70	74.90	22.90	6.00	284.50	\$43,965.00	53.70	\$51,943.50	
Variance	19.30	28.10	(22.90)	2.00	26.50	\$7,175.00	31.30	\$12,296.50	

Budget FY 2019-2020	Regular services						Special projects	Grand Total Hrs	Grand Total Amount
Description	Year-end	Monthly	Correspondence	Travel	Total Hrs	Total Amount			
Budget Hrs - SK	170	72		3	245	\$36,750.00	80	\$48,750.00	
Budget Hrs - SM	30	7		2	39	\$11,895.00	5	\$13,420.00	
Total Budget	200	79	-	5	284	\$48,645.00	85	\$62,170.00	
FY 2019-2020 - As of 5/31/20									
Actual Hrs - SK	163.60	60.80	13.70	6.00	244		3.70	248	
Actual Hrs - SM	7.00				7			7	
Total Actual	170.60	60.80	13.70	6.00	251.10	\$39,072.00	3.70	\$59,664.00	
Variance	29.40	18.20	(13.70)	(1.00)	32.90	\$9,573.00	81.30	\$12,506.00	

Budget FY 2020-2021	Regular services						Special projects	Grand Total Hrs	Grand Total Amount
Description	Year-end	Monthly	Correspondence	Travel	Total Hrs	Total Amount			
Budget Hrs - SK	170	72		3	245	\$39,200.00	20	\$42,400.00	
Budget Hrs - SM	25	7		1	33	\$10,065.00		\$10,065.00	
Total Budget	195	79	-	4	278	\$49,265.00	20	\$52,465.00	

Budget FY 2020-2021 - Estimate	Regular services						Special projects	Grand Total Hrs	Grand Total Amount
Description	Year-end	Monthly	Correspondence	Travel	Total Hrs	Total Amount			
Budget Hrs - SK	165	72		3	240	\$38,400.00	16	\$40,960.00	
Budget Hrs - SM	20			2	22	\$6,710.00		\$6,710.00	
Total Budget	185	72	-	5	262	\$45,110.00	16	\$47,670.00	

Correspondence hrs are included in Monthly hrs in budget.

Ryan Gross

From: Andrew Cruikshank <acruikshank@watersmartsoftware.com>
Sent: Friday, May 15, 2020 11:41 AM
To: Ryan Gross
Subject: WaterSmart Board Deck
Attachments: Running Springs WD - WaterSmart deck.pdf

Hello Ryan,

Nice to chat with you today. See attached for a utility board deck I put together for you. Here are the basic talking points & value propositions -

- Leverage the AMI system for customer communications. When irregular water use is detected - send customers print and digital alerts based on their property address, cell phone or email on file. (you will see a 20% increase in customer emails & cell phones collected)
- WaterSmart is Software as a Service and hosted in Amazon Web Services. When we update our software - you get the immediate update and benefits to new tools.
- Park City Utah - they had great results launching our leak alerts with the AMI system. They also have many secondary properties in their community. A universal truth we found - People want to protect their properties, and they appreciate when the utility helps them with that.
- We take an ingest of the Zenner AMI data & Customer Data out of Tyler. We set up nightly data transfers with our secure FTP site.
- Customer Demographic is not applicable. We can reach 100% of your customer base with Print & Digital messaging services. ALSO - they won't have to sign up for the portal. They automatically log in when they respond to our alerts :)
- We can reduce your print communication costs. More people will drive to online payments & you can use our messaging service to send delinquency notices etc.

Our price is \$2.00 per meter and our minimum annual subscription fee is \$10,000 (5,000 meters). I can work with my management to quote you \$2.00 per meter at 3,000 connections. Let me know if you want to reach out to any of our local partners.

Good luck and talk to you in the future.

Regards,
Andrew
--
Andrew Cruikshank
Regional Sales Manager - West
WaterSmart.com
c : (415) 716 9747



Introducing WaterSmart Software

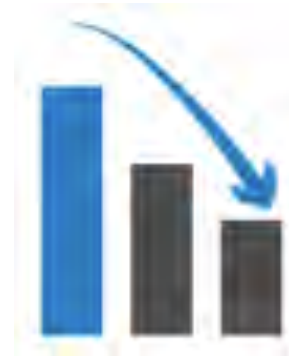
What WaterSmart can do for us



LEVERAGE AMI
DATA



INCREASE DIGITAL
ENGAGEMENT



REDUCE COSTS

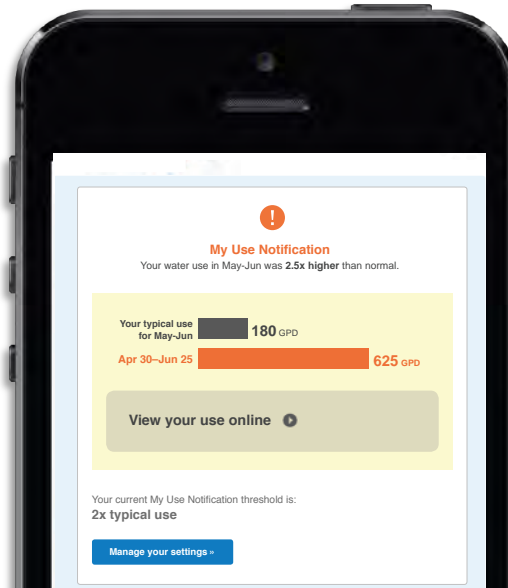


INCREASE
SATISFACTION

What is WaterSmart?

Software as a Service (SaaS)

- Utility data hosted securely in the cloud
- Analytics and communication tools at your fingertips
- Instant access to new features as the platform evolves
- Multi-channel platform development driven by customer feedback



Partner Story

Park City, Utah



Powering Leak Alerts with AMI

Park City Water partnered with WaterSmart Software to increase customer engagement by providing leak alerts and an interactive Customer Portal. This helps residents save money and better understand their water usage.

“Our customers are really happy that we can now give them real-time leak detection.”



JASON CHRISTENSEN
WATER CONSERVATION
IT COORDINATOR

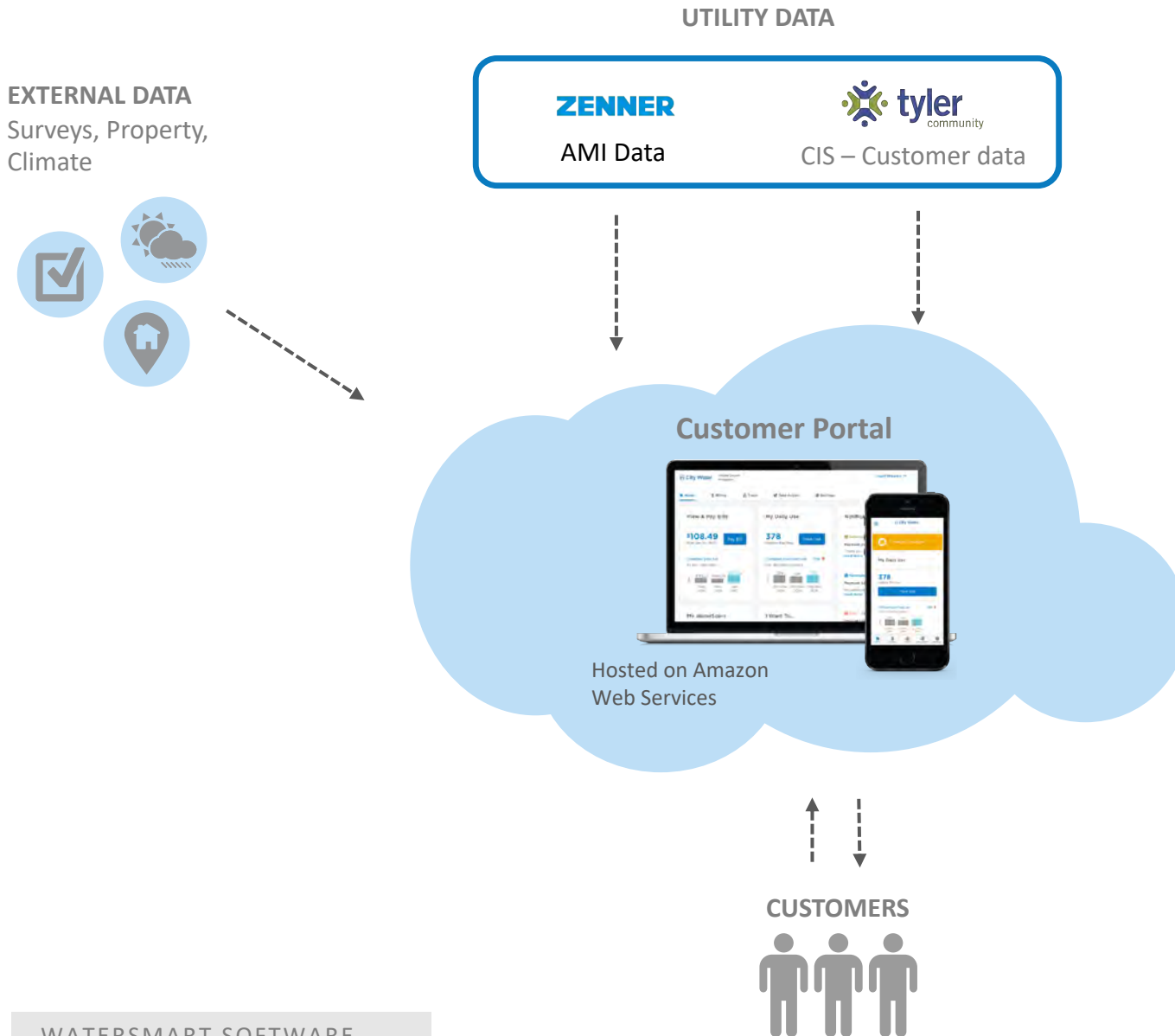


ACCOUNTS:
5,200

LEAKS DETECTED:
7,558

ENGAGEMENT INCREASED:
37%

Integrating with your systems



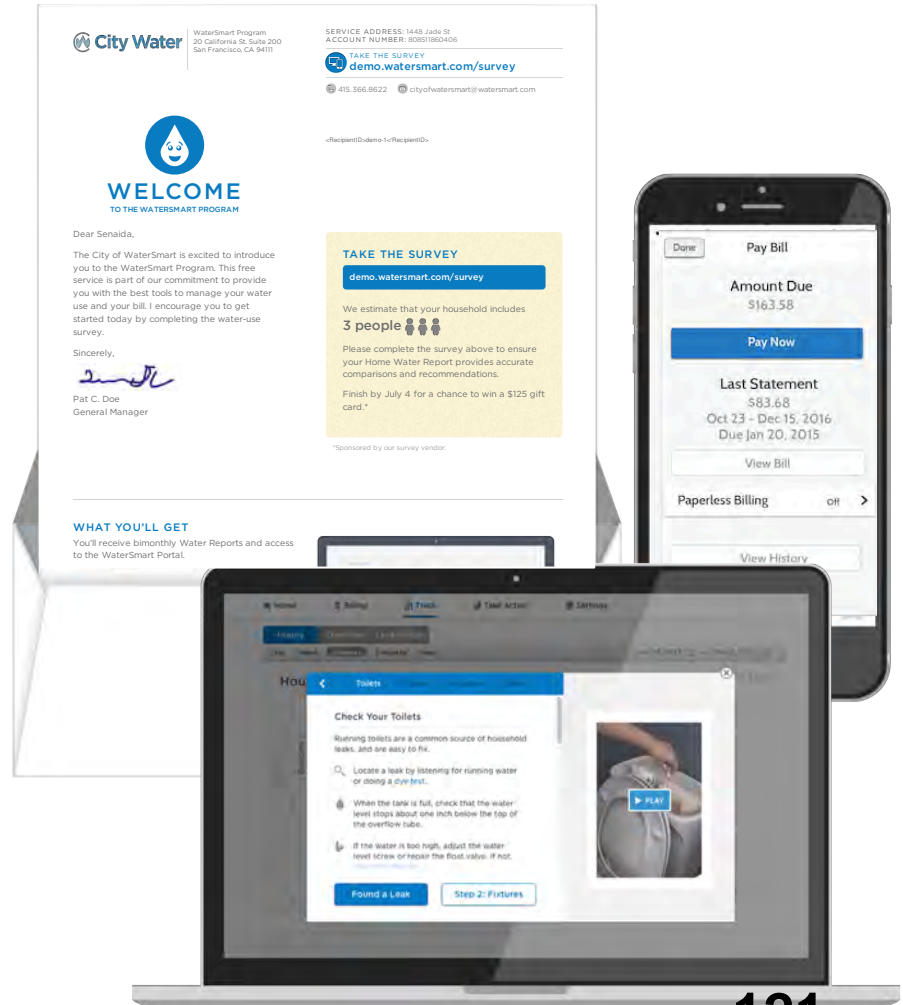
Reach 100% of the community with omni channel communications

- When Irregular water use is detected from the AMI system

- Send Print Letter notification
- Send Text Message Alert
- Send Email notification

(Customer and Utility can set thresholds on what is irregular use ex: burst leak, continuous leak)

- Unlimited messaging for service related issues, maintenance, or utility promotions



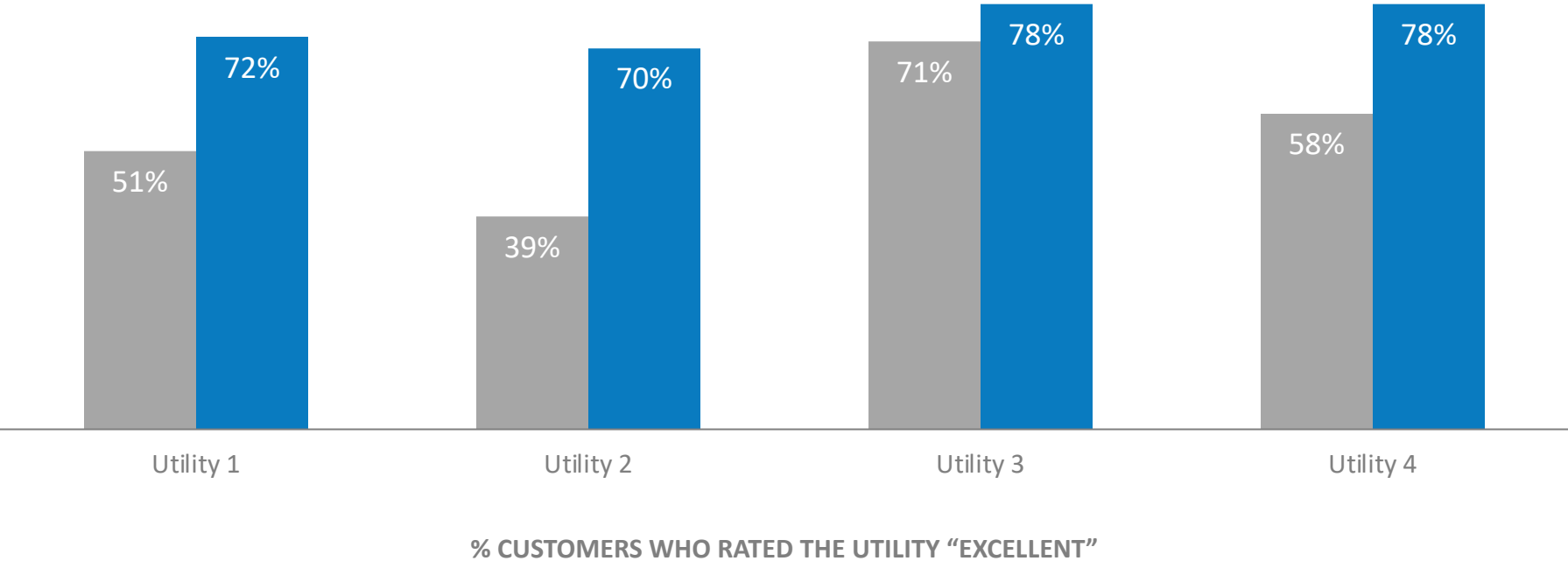
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Achieve real results

Improve customer satisfaction

25%
INCREASE

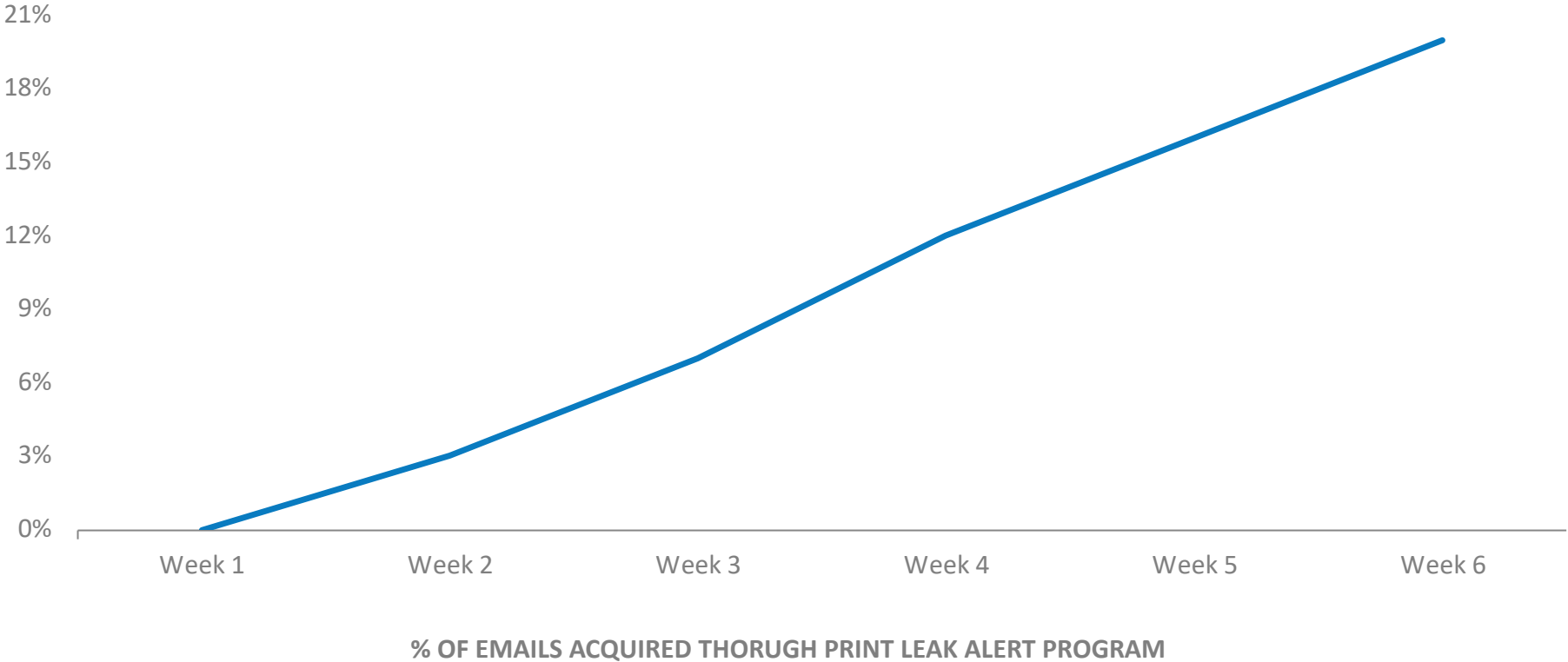
■ Before WaterSmart ■ After WaterSmart



Reduce print communication costs

20%

DIGITAL CONVERSION



124

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 17, 2020

TO: Board of Directors

FROM: Amie R. Crowder, Administration Supervisor/Board Secretary
Ryan Gross, General Manager

SUBJECT: CUSTOMER BILLING STATISTICS UPDATE

RECOMMENDED BOARD ACTION

This is an information item only.

BACKGROUND INFORMATION

Staff is providing an update on current Customer billing statistics to review the financial impacts of COVID-19 Pandemic on the District.

Running Springs Water District Customer Billing Statistics		
Fiscal Year	1 – 4 Months Past Due Amounts	Meter Lock Offs
2018/19	\$17,036	19
2019/20	\$22,768	25
Difference	\$5,732	6

Running Springs Water District Connections			
Fiscal Year	Water Connections Only 1/1 to 6/10	New Construction 1/1 to 6/10	Reconnects Only 1/1 to 6/10
2018/19	0	0	(5) = \$1,035
2019/20	(1) = \$4,452	(1) = \$11,358	(14) = \$2,800
Difference	\$4,452	\$11,358	\$1,765

FISCAL INFORMATION

Table 1 show that in FY 2019/2020 the total outstanding customer balances of \$22,768. In FY 2018/2019 the total outstanding customer balances were \$17,036, a difference of \$5,732.

In June 2019 there were a total of 19-meters locked. In June 2020, there would be 25-meters locked if permissions were allowed.

Table 2 shows a comparison between FY 18/19 and FY 19/20, demonstrating that there are (12) more connections in our current fiscal year. In addition, the Water Connections, New Construction, and Reconnects are greater in FY 19/20 than FY 18/19, with a difference in our favor of \$17,575.