

**TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT**

**AGENDA FOR  
BOARD OF DIRECTORS MEETING  
9:00 A.M. MAY 3, 2023**

**3121 WEST MARCH LANE, SUITE 100  
STOCKTON, CA 95219**

**AGENDA**

1. Call to Order/Roll Call.
2. **Public Comment**. The public may comment on any matter within the District's jurisdiction that is not on the agenda.
3. **Minutes**. Approval of Minutes of April 12, 2023, meeting of the Board.
4. **Financial Report**. Presentation of Financial Status Report. Discussion and possible action.
5. **Stockton Fire Department Report / Requests / Comments**. Discussion and Possible Action on the following items:
  - a. Chief's Report.
6. **Unfinished Business**. Discussion and Possible Action on the following items:
  - a. Definition of Fire Hydrant and City of Stockton responsibility for maintenance/repair of leaking fire hydrant at 3686 W. Country Club Blvd.
  - b. Approve Legal Services Agreement
7. **New Business**. Discussion and Possible Action on the following items:
  - a. Approve Resolution 2023-07 – Adoption of Records Retention Schedule
8. **Correspondence**. Discussion and direction.
9. **Director Reports**. Discussion and Possible Action.
10. **Future Agenda Items**. Items for future meetings.
11. **District Bills**. Motion to Approve of Bills.
12. **District Calendar**.
13. **Adjournment**.

*This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Dianna Ruiz at 209-948-8200 during regular business hours, at least forty-eight hours prior to the time of the meeting.*

*Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the office of the District Secretary at Neumiller & Beardslee, 3121 West March Lane, Suite 100, Stockton, California during normal business hours.*

**AGENDA PACKET**  
**TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT**  
**May 3, 2023**

<b><u>ITEM</u></b>	<b><u>COMMENTARY</u></b>
1.	Self-explanatory.
2.	Self-explanatory.
3.	Please see attached.
4.	Self-explanatory.
5.	Self-explanatory.
6.	Please see attached.
7.	Please see attached.
8.	Self-explanatory.
9.	Self-explanatory.
10.	Self-explanatory.
11.	Self-explanatory.
12.	Please see attached.
13.	Self-explanatory.

# ITEM 3

**MINUTES OF MEETING OF  
TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT**

**HELD ON APRIL 12, 2023**

The regular meeting of the Board of Directors of the Tuxedo Country Club Rural County Fire Protection District was held at 9:00 a.m. on April 12, 2023, at 3121 West March Lane, Suite 100.

1. **Call to Order/Roll Call.** The meeting was called to order at 9:00 a.m. Present were Director Rick Matuska, Director Robert Clark, and Director Ray Madrid. Also present were Chief Richard Edwards from the City of Stockton, and Andy Pinasco and Tom Terpstra from Neumiller & Beardslee.
2. **Public Comment.** No public comments were made.
3. **Minutes.** Approval of Minutes of March 1, 2023, meeting of the Board. Director Ray Madrid prepared minutes in addition to those prepared by former Secretary Ginger Root. After discussion, the Directors agreed to use Director Madrid's minutes. Director Madrid's minutes were amended to reflect that Deputy Salvestrin presented the report from the City of Stockton Fire Department rather than Chief Edwards. Director Madrid's minutes were approved unanimously, subject to this amendment, by the Directors present on a motion by Director Clark, seconded by Director Madrid.
4. **Financial Report.** Presentation of Financial Status Report. Discussion and possible action.
  - a. Due to the transfer of secretarial duties, no Financial Status Report was presented. Neumiller & Beardslee will coordinate with the Board to get a better understanding of the District's finances for future reports.
  - b. Director Matuska stated that he changed the District's addresses on file with Valley Strong Credit Union and the Bank of Stockton to the office of Neumiller & Beardslee.
5. **Stockton Fire Department Report / Requests / Comments.** Discussion and Possible Action on the following items:
  - a. Chief's Report. Chief Edwards presented an oral and written report for April, 2023. The report discussed the 2022/2023 winter storm events and other Fire Department-related matters. See attached report.
    - i. Chief Edwards also suggested writing a letter to the Deputy DA of San Joaquin County regarding more stringent enforcement of firework laws. Director Matuska said he would talk with personnel at the DA's office. Director Matuska mentioned that he plans to attend DA meetings to address this issue.
  - b. Definition of Fire Hydrant and City of Stockton responsibility for maintenance/repair of Fire Hydrants.
    - i. The Directors discussed the leaking fire hydrant located at 3686 Country Club Blvd. Mr. Pinasco and Mr. Terpstra advised that Neumiller is currently in contact with the City of Stockton attempting to reach a resolution on this issue.
    - ii. The Directors stated that the City has a map of hydrants that are out of service. Because the City knows that the hydrant is out, the Directors agreed that this is not an urgent issue, but still important get resolved quickly. Director Matuska expressed concern with having a hydrant out of service, but Chief Edwards stated his department ok with it for now. Director Madrid also had conversations with City Fire personnel who reiterated the same points.
6. **Unfinished Business.** Discussion and Possible Action on the following items:

- a. District Website. – Mr. Pinasco reported that there are probably no exceptions that qualify the District for a hardship, so Tuxedo will need a website. Mr. Pinasco outlined the benefits and drawbacks of hosting a website on their own versus Streamline (a paid management service), hiring a web designer, and other avenues.
  - i. Director Matuska stated that he met with Streamline and liked what they had to offer. With the change in secretary, the Board decided to not take action on this item for time being. Director Matuska desired to readdress the matter with Streamline within 60-90 days.
  - ii. Mr. Pinasco suggested that conversations are being had at county level to have County host a page for small districts.
    - 1. Director Matuska directed Mr. Terpstra to contact the County within 60-90 days to get answer regarding the viability of this option.
- b. Storage of Old Documents – Director Matuska said the Historical Society has no issue being the repository for the District’s documents. Mr. Pinasco mentioned that Neumiller & Beardslee could store the documents for the District as well. Director Madrid stated that the District has about 20 boxes of files. Director Matuska mentioned that many old documents should probably go to the Historical Society. Directors Matuska and Madrid agreed to get a hold of Historical Society to discuss their interest in taking some of these older documents. The Board directed Mr. Terpstra to create a destruction policy for old documents.

7. **New Business.** Discussion and Possible Action on the following items:

- a. Approve Resolution 2023-04 – District Office Address Change – Director Clark moved to approve Resolution 2023-04. Director Madrid seconded. Motion carried unanimously.
- b. Approve Resolution 2023-05 – District Meeting Times/Days – Director Clark moved to approve Resolution 2023-05, setting the date and time of District Meetings to the First Wednesdays of each month at 9:00 a.m. Director Madrid seconded. Motion carried unanimously.
  - i. Chief Edwards commented that the first week of the month will make it difficult for him to attend personally, but that he would work to ensure that some representative of the City would be in attendance should he not be able to attend.
- c. Approve Resolution 2023-06 – Appointing Interim District Secretary – Director Madrid moved to approve Resolution 2023-06, appointing Tom Terpstra as Interim District Secretary. Director Clark seconded. Motion carried unanimously
- d. Approve Legal Services Agreement
  - i. Mr. Pinasco stated that an updated agreement was necessary to cover secretarial services in addition to the legal services already provided for under the old agreement. Legal and secretarial services will be charged at an hourly rate.
  - ii. Director Madrid expressed a desire to separate meeting fees from legal fees. Mr. Pinasco stated that Neumiller could do this.
  - iii. Director Madrid moved to put a \$2500 cap on legal services for this month and provide the Board with time to review services agreement prior to approval. Director Clark seconded. The motion was approved unanimously.

8. **Correspondence.** Discussion and direction.

- a. No correspondence was received. Director Matuska stated that a change of address form will need to be filed with the post office to forward mail from Ginger’s address to Neumiller & Beardslee. Director Matuska mentioned several addresses that will need to be amended with specific entities, including: County CDD, insurance companies, CSDA, and LAFCo.

9. **Director Reports.** Discussion and Possible Action.

- a. Director Matuska provided a report on fire hydrants, real estate activity, and other comments. See attached report.
  - b. Director Madrid also provided a report regarding weeds and hydrants in the District. See attached report.
  - c. Director Clark provided an oral report of matters within the district, including utility work, no issues with Rail right of way, trash under I-5, and weeds.
10. **Future Agenda Items**. Items for future meetings. – None.
  11. **District Bills**. Motion to Approve of Bills. Director Madrid moved, seconded by Director Clark, to approve the District’s bills. Motion carried unanimously.
  12. **District Calendar**.
  13. **Adjournment**. Director Matuska adjourned the meeting at 10:25 a.m.

Respectfully submitted,

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Tom Terpstra, Interim District Secretary



# **Tuxedo Country Club**

## **Rural County**

### **Fire Protection District**

SOUTH DISTRICT

#### **WEED ABATEMENT:**

No properties are needing attention

#### **HYDRANTS:**

Out of Order at Madison School

Concrete Broken around Hydrant (Lake & Middlefield Ave)

Concrete Has Collapsed around Hydrant

#### **REAL ESTATE ACTIVITY**

1946 Elmwood Ave

2620 Country Cub

2427 Mission

2018 Canal DR. (Lot )

2731 Franklin Ave

#### **REMOLDELS IN PROCESS**

2124 Alpine ( New Buildings )

#### **ADDITIONAL ACTIVITY**

Survey marks on Street pavement

Throughout the District.

Dumping on Plymouth Rd

Submitted April 12, 2023

By Raymond Madrid

# ***Tuxedo Country Club Rural County***

## ***Fire Protection District***

**Rick Matuska, Director, Vice President  
Environmental Status Report (I-5 West)**

**April 2023**

### **Fire Hydrants**

All appear to be in good order, except 3686 W. Country Club Blvd. Haley Contracting notified me that this hydrant was leaking, possibly from the lateral. It was turned off and the leak stopped. Chief Edwards was notified.

### **Real Estate Activity**

Property for rent	0
Property for sale	2
Vacant Property	8

### **Other comments**

Weeds are growing but are still green and do not appear to be a hazard at this time.

San Joaquin County Public Works has scheduled Crack Sealing to begin within the District on March 27<sup>th</sup> and continue for approximately 10 weeks.

No other significant issues observed.



Stockton Fire Department- Fire Districts Board Update:  
April 2023

2022/2023 Winter Storm Event

- City of Stockton Emergency Operations Center (EOC) activated 12/31/22 thru 1/16/23
- City of Stockton Emergency Disaster Proclamation remains in place- transition to Recovery
- EOC Activation March 9-10 anticipated flooding (2.5"-3.0" rainfall forecasted)
- Continue to monitor the local situation of snowmelt/runoff
  - San Joaquin River (closure), Mormon Slough (Bellota), Calaveras River
  - Collaboration with RDs and County Public Works

Fire Department

- Fire Academy 23-1: continuing- 13 recruits
- Interviews for Academy 23-2- 18 recruits
- Ribbon cutting for Fire Station 1- April 11 @ 9 am
- April- Water Rescue training (equipment and skills)
- National Fallen Firefighter Memorial May 6-7
- Awarded FEMA AFG for \$687,272.72 (10% match \$68,727.28) (121,580)- 128 SCBA
- March Spring Leadership Forum- Labor & Management
  - Strategic Plan review, FY 23/24 Budget Requests, Division updates
- Safe and Sane Fireworks Lottery Process underway
- FDAC- Certificate of Achievement Program- info only

## County Response Totals by Month

Month	LINCOLN	EASTSIDE	COUNTRY CLUB	BOGGS TRACT	Grand Total
January	202	329	116	17	664
February	117	292	90	15	514

# **Certificate of Achievement in Fire District Leadership (COA)**

**May 15 & 16, 2023 | Lakeside, CA**

This May 15 & 16, Lakeside Fire Protection District will be hosting the next Fire District Leadership Training.

**Register Today!**

***\$300 Members/ \$450 Non-Members***

FDAC offers a “mobile” training program specifically designed for fire protection district board members and professional fire leadership. Governing a fire protection district has similar aspects to other special districts but yet unique requirements which is why FDAC offers the Certificate of Achievement (COA) program.

The COA course of instruction is presented over two days and will include the following topics:

- Legislations, Regulations and Code
- Board Organization, Roles, Responsibilities and the Brown Act
- Fire District Planning
- Latest Trends, Issues, and Resources

Each of these topics are presented through an interactive process by fire district professionals, well-versed in the understanding of what it takes to develop, manage, and maintain a successful organization.

**DAY ONE:**

- 8:30 a.m. - 4:30 p.m.

**DAY TWO:**

- 8:30 a.m. - 4:30 p.m.

**Lakeside Fire Protection District**

12216 Lakeside Ave.

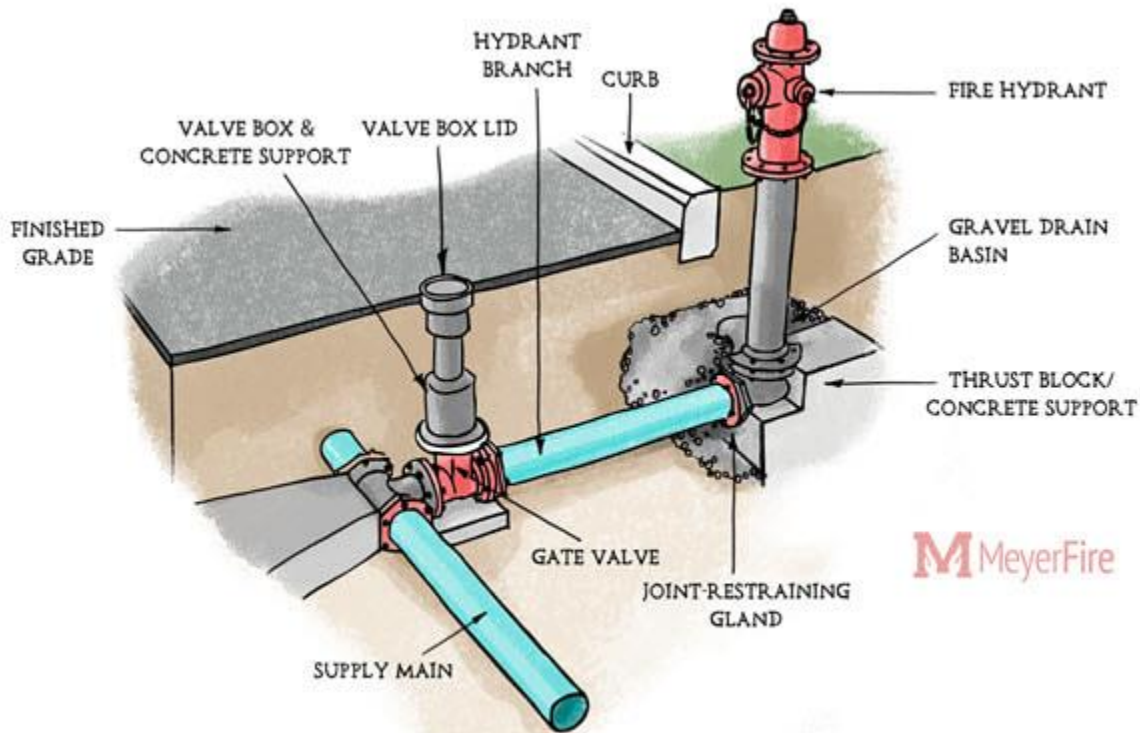
Lakeside, California 92040

**INDUSTRY PARTNERS**



# ITEM 6

The City's position, speaking broadly not specifically as to the hydrant at issue now, is that the City maintains and repairs the hydrant to the connection to a water source. Attaching a diagram below of a "dry barrel hydrant":



Here, the connection to the water source is at the "Joint-retraining gland" right around where the pipe goes vertical at the 90-degree bend. After that point, the hydrant is dry. So that's the spot where there's a connection to the main water source and where City maintains responsibility for repair and maintenance. Staff in Fire and Municipal Utilities tell me this has been the standard practice and is exactly how the sentence in the 2018 letter reads.

On the specific issue about raised by the district now, staff told me the hydrant is so old that even if the issue was on the City's area of responsibility (i.e., the vertical portion), there are no parts available to do a repair job and the hydrant would need to be totally replaced with a modern hydrant. So the issue is either outside City's definition of the hydrant, or it's within but the part is unrepairable and requires replacement, which is a district responsibility.

# ITEM 7

**TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT**

**RESOLUTION 2023-07**

**RESOLUTION OF TUXEDO COUNTRY CLUB RURAL COUNTY FIRE  
PROTECTION DISTRICT  
ADOPTING THE TUXEDO COUNTRY CLUB RURAL COUNTY FIRE  
PROTECTION DISTRICT  
RECORDS MANAGEMENT POLICY**

WHEREAS, it is necessary for the efficient operation of the District to follow a procedure for the retention of certain District documents and other records; and

WHEREAS, the District's basic statutory requirements regarding its records retention are set forth in Government Code section 60200, et seq.; and

WHEREAS, the systematic destruction of records that are no longer required expedites the filing and retrieval of documents needed for current operations; and

WHEREAS, the District Secretary has prepared, based on the California Secretary of State's Policy, pursuant to Government Code section 12236, a Tuxedo Country Club Rural County Fire Protection District Records Management Policy ("Policy") in compliance with the retention periods set forth in the Government Code sections 60200, et seq. The Policy is attached to this Resolution as Exhibit A and includes as Attachment 1, a Records Retention Schedule ("Retention Schedule"); and

WHEREAS, the District Directors and Attorney have reviewed the Tuxedo Country Club Rural County Fire Protection District Policy and Retention Schedule, and agree to only destroy records that are no longer required, in compliance with the retention periods set forth in the Retention Schedule; and

WHEREAS, it is understood that the District Secretary shall periodically review records and reasonably identify records to be destroyed and cause to be destroyed those records to be destroyed pursuant to the Policy and Retention Schedule and a corresponding Certificate of Destruction shall be kept in the permanent file; and

WHEREAS, it is understood that no records will be destroyed if they affect the title to real property or liens thereon, are court records, or are the original minutes, ordinances or resolutions of the legislative body of Tuxedo Country Club Rural County Fire Protection District; and

WHEREAS, it is understood that the District's Attorney will be consulted concerning specific records retention requirements when there is a District record for which no reference in the Policy and Retention Schedule seem to apply.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT that they hereby approve the adoption of a Records Management Policy attached hereto as Exhibit A which includes as Attachment 1 the Records Retention Schedule.

BE IT FURTHER RESOLVED that the Directors of Tuxedo Country Club Rural County Fire Protection District hereby approve the destruction of records no longer required in compliance with the Records Management Policy and the attached Records Retention Schedule, which specifies the retention periods for certain categories of District records.

BE IT FURTHER RESOLVED that the Secretary is hereby delegated from time to time the authority to cause to be destroyed District records consistent with the Records Management Policy and Records Retention Schedule and state law after preparing and maintaining a list, by category, for the types of records destroyed pursuant to the Records Retention Policy and Government Code section 60201.

PASSED AND ADOPTED BY THE DIRECTORS OF TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT this 3rd day of October, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

TUXEDO COUNTRY CLUB RURAL COUNTY  
FIRE PROTECTION DISTRICT,  
a political subdivision of the  
State of California

By: \_\_\_\_\_  
RICK MATUSKA, President

ATTEST:

\_\_\_\_\_  
TOM TERPSTRA, Interim Secretary



**TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT  
RECORDS RETENTION SCHEDULE**

<b>LEGEND</b>			
AC = Active	AD = Adoption		
AU = Audit	CL = Closed/Completion		
CU = Current Year	DOB = Date of Birth		
E = Election	L = Life		
P = Permanent	S = Supersede		
T = Termination			
<b>CITATIONS</b>			
B&P = Business & Professions	H&S = Health & Safety		
CAC = California Administrative Code	HUD = Housing & Urban Development		
CCP = Code of Civil Procedure	OSHA - Occupational Safety & Health Act		
CCR = Code of California Regulations	PC = Penal Code		
CEQA = California Environmental Quality Act	POST - Police Officers Standards Training		
CFR = Code of Federal Regulations	UFC - Uniform Fire Code		
EC = Election Code	USC - United States Code		
FMLA - Family & Medical Leave Act, 1993	WIC = Welfare & Institutions Code		
GC = Government Code			

**TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT  
RECORDS RETENTION SCHEDULE**

<b>RECORD CATEGORY</b>	<b>RETENTION PERIOD*</b>	<b>AUTHORITY</b>	<b>DESCRIPTION</b>
<b>CORRESPONDENCE</b>			
Chron Files	2 Years		
General Correspondence Files	2 Years		
Public Records Requests	2 Years	GC60201(d)	2 Years after response to request
<b>ELECTIONS</b>			
Ballots	E + 6 months	EC 17302	From date of election; ballots submitted to District that were not used - unless contested (EC 17302(C) retention by court order
Ballots - Proposition 218	2 Years	GC 53753(e)(2)	Property related fees (Assessment Ballot Proceeding)
Written Protest - Proposition 218	2 Years	GC 53755	Agency shall maintain all written protests for a minimum of two years following the date of hearing to consider written protests.
Certificates of Election	T + 4 Years		Certificates of election; original reports and statements
Roster of Voters	E + 5 Years	EC 17300	
<b>Fair Political Practices</b>			
Campaign Statements and Conflict of Interest	7 Years	GC 81009(c)	
Candidate Statements	E + 4 Years		Sample ballot retained permanently
Statement of economic interest (Form 700)	7 Years	GC81009(b)	
Form 730 (predecessor to Form 700)	7 Years	GC81009(b)	
Nomination Papers - Successful	E + 4 Years	EC17100	
Notifications and Publications	E + 2 Years	EC 17100 or E+4	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be votes for at forthcoming election
Oaths of Office	T + 6 Years	29 USC 1113	Elected Officials

\*These retention periods are based on the Secretary of State Local Government Records Management Guidelines dated February 2006 which were prepared according to Government Code section 12236. Some retention periods have been updated to comply with the specific requirements of State law as required by Government Code section 60201 which applies to Reclamation Districts or within the descretion of the District.

**TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT  
RECORDS RETENTION SCHEDULE**

<b>RECORD CATEGORY</b>	<b>RETENTION PERIOD*</b>	<b>AUTHORITY</b>	<b>DESCRIPTION</b>
<b>FINANCE</b>			
Accounts Payable	AU + 10		Invoices, check copies, supporting documents
Accounts Receivable	AU + 10		
Audits	AU + 10		
Bank Statements	AU + 10		
Budget	AU + 10		
Fees & Charges - pre Prop. 218	AU + 7		
Ledger, General (Fund Reports from County)	AU + 10		
Warrant Books	AU + 10		
<b>Payroll</b>			
Employee Timesheets	AU + 10	GC12236; 29 CFR 516.2	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
Salary Records	T + 10	29 CFR 516.2/GC 60201(d)(12)	Deduction authorization, beneficiary designations, unemployment claims, garnishments
<b>HUMAN RESOURCES</b>			
Recruitment	Date of Application: 3 Years; CL+3	GC12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternative lists/logs, Indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
<b>LEGAL/LEGISLATIVE</b>			
Agendas	P		Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject files)	P		Documentation received, created and/or submitted to Board
Contracts and Agreements Excl. Capital Improvement	T + 4	CCP 337.2, 343	Includes leases, equipment, services or supplies
Contracts and Agreements - Professional Services	T + 7 Years	GC60201(d)(12)	Professional Services must be seven years
Incl. Capital Improvement	P	2.08.110;*	Construction GC4004; H&S 19850

**TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT  
RECORDS RETENTION SCHEDULE**

<b>RECORD CATEGORY</b>	<b>RETENTION PERIOD*</b>	<b>AUTHORITY</b>	<b>DESCRIPTION</b>
Incl. Capital Improvement	2 Years	GC60201 (d)(11)	Unsuccessful bids - 2 years
Legal Advertising	CU + 4	CCP 343	Includes public notices, legal publications
Minutes	P	GC60201(d)	Official minutes and hearing proceedings of governing body or board, commission or committee
Ordinances	Repealed CU + 5 Years/Enforceable = P	GC60201(d)	Repealed Ordinances 5 Years after Repeal
Resolutions	P	GC60201(d)	Legislative actions
<b>PUBLIC INFORMATION</b>			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
<b>SECRETARY</b>			
Records Management	CL + 2	GC 34090	Document includes retrieval, transfer - inactive
Records Management Disposition Certification	P	GC 34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	GC 34090	
<b>PROPERTY</b>			
Inventory, Equipment & Supplies	CU + 2	GC 34090	
Maps and Plats	P	GC 34090	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements; bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
<b>PUBLIC WORKS</b>			
Annual Levee Inspection Reports	20 Years		
Contracts for Work on Levees	CU +10	GC60201(d)(12)	7 Years for Professional Services
Emergency Procedures	CU + 7		
Levee Encroachment Standards			
Property Owner Application for Levee Encroachment Permit	P		
Maintenance/Operations	CU +10		Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P		
Permits			

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT  
RECORDS RETENTION SCHEDULE

RECORD CATEGORY	RETENTION PERIOD*	AUTHORITY	DESCRIPTION
Encroachment	P		
<b>RISK MANAGEMENT</b>			
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring District property and other assets
Claims, Damage	CL + 5	GC60201(d)	Paid/Denied. Claims may be destroyed 2 years after resolution.
Insurance, Liability/Property	P	GC 34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P		Indemnity; working files - originals with Administrator; claims files; reports, incidents (working files).

# ITEM 12

**TUXEDO-COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT:  
MASTER CALENDAR**

**JANUARY**

**FEBRUARY**

- Send out Form 700s, remind Trustees of April 1 filing date
- Update Document Retention Policy

**MARCH**

**APRIL**

- April 1: Form 700s due

**MAY**

**JUNE**

- Post Notice for Budget Hearing (H&S § 13893)
- In election years, advise Directors to contact Registrar
- In election years, deliver notice to Registrar (H&S § 10509)

**JULY**

- Begin Preliminary Budget
- Board Meeting
- Approve Audit Contract for expiring fiscal year

**AUGUST**

- Adopt Preliminary Budget

**SEPTEMBER**

**OCTOBER**

- Adopt Final Budget

**NOVEMBER**

- Election.

**DECEMBER**

- New Director(s) take office, outgoing Director(s) term(s) end on first Friday of each odd-numbered year.

**Term of Current Board Members:**

<b>Name</b>	<b>Term Commenced</b>	<b>Term Ends</b>
Rick Matuska		
Ray Madrid		
Robert Clark		

**Fire Service Provided by City of Stockton in accordance with Contract**

- **First Wednesday of month, at 9:00 A.M.  
at the offices of:  
Neumiller & Beardslee  
3121 West March Lane, Suite 100  
Stockton, CA 95219**