

South Placer Fire District Board Meeting
November 11, 2020

PURSUANT TO EXECUTIVE ORDER N-29-20, CERTAIN PROVISIONS OF THE OPEN MEETING ACT ARE SUSPENDED DUE TO A STATE OF EMERGENCY IN RESPONSE TO THE COVID-19 PANDEMIC. CONSISTENT WITH THE EXECUTIVE ORDER THE SPFD BOARD MEETING WILL INCLUDE TELECONFERENCING/ONLINE ACCESS FOR PUBLIC PARTICIPATION.

The Public's health and well-being are the top priority for the Board of Directors ("Board") of South Placer Fire District and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by accessing the **goto meeting** online application or telephone access by following the directions provided below.

Please join my meeting from your computer, tablet or smartphone.

November 2020 South Placer Fire District Board Meeting

Wed, November 11, 2020 7PM - 9PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/360314197> ← Use this link to access meeting online

You can also dial in using your phone.

United States: +1 (224) 501-3412 ← Use this phone # if accessing by phone

Access Code: 360-314-197 ← Then use this access code

(For supported devices, tap a one-touch number below to join instantly.)

- One-touch: <tel:+12245013412,,360314197#>

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Note: The South Placer Fire District Board of Directors will be meeting at 6900 Eureka Rd, Granite Bay CA, 95746 in the Districts training room. Due to the rooms capacity and the need for social distancing, public access is solely by telephonic/online means and will be made accessible to members of the public seeking to attend and to address the Board solely through the link set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

Kathy Medeiros, Business Manager
6900 Eureka Rd Granite Bay, CA 95746
916-791-7059
kmediros@southplacerfire.org

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Weds. November 11, 2020

1. **7:00 p.m. Regular Session Online/Conference Call**
<https://global.gotomeeting.com/join/360314197> or +1 (224) 501-3412 Access Code: 360-314-197

2. Flag Salute

3. Public Comment

4. Closed Session Report on action taken and votes of the Board

At any time during the regular session, the legislative body may adjourn to closed session to confer with real property negotiators, labor negotiators, or legal counsel regarding existing or anticipated litigation. The legislative body may also adjourn to closed session to consider: liability claims, threats to public services or facilities, public employee appointment, public employment, public employment performance evaluation, or public employee discipline/dismissal/release.

5. Consent Agenda (Single Motion Needed)

All matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors, audience, or staff requests a specific item to be removed from the Consent Agenda for separate action. Any item removed will be considered after the motion to approve the Consent Agenda.

A. Approval of the Agenda

B. Approval of the Minutes

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C. Authorization of Deposits:

Ambulance	\$93,233.86
Consolidated Mitigation Fees	11,392.35
Plans/Inspections	9,425.00
Cell Tower Leases	8,182.35
Workers Comp. Reimbursements	5,197.72
Uniform sales	123.00
Refunds/Reimbursements	12,334.74
Safer Grant Reimbursement	<u>15,434.93</u>
TOTAL	<u>\$ 155,323.95</u>

D. Approval of the November 2020 Expenditures: \$ 384,133.66 Page 8

E. Personnel Items

<u>Separations:</u>	Thomas Kenning, Firefighter Paramedic
<u>Promotions:</u>	None
<u>Reassignments:</u>	None
<u>New Hires:</u>	None
<u>Interns/Volunteers:</u>	None

6. Special Presentation

7. Old Business:

A. Penryn Fire District Request for Service Proposal: The Chief recommends discussion and authorization to move forward toward a negotiation process with the Penryn Fire District.

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- B. Station 18 New Truck Room Update: Chief recommends discussion on the proposed project and progress made to date. Page 35

8. New Business:

- A. Fiscal Year 2020/21 Quarter Budget Report: The Chief recommends a short presentation on the status of the Fiscal Year 2020/21 budget. Page 36
- B. Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit: Chief recommends discussion and action on the proposed side letter of agreement. Page 41
- C. PSPS Resiliency Grant Acceptance: Chief recommends discussion and action on accepting the grant award received. Page 44
- D. Fire Chiefs Contract Renewal: Discussion and approval of the Fire Chief's contract renewal. Page 54
- E. Employee Retention: The Chief recommends discussion on employee retention and possible District action that may improve the District's ability to retain and recruit employees. Page 73

9. Information and Discussion:

- A. Covid-19 Update: Chief recommends updating the Board on the status of the current pandemic and the District's response and preparations. Page 74

10. Correspondence Page 87

11. Chief's Report

12. Functions

13. Board/Staff Comments

14. Future Agenda Items

15. Adjournment

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
October 14, 2020

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, October 14, 2020 at 7:00 p.m. by President, Chris Gibson via both teleconference connection and in person meeting. <https://global.gotomeeting.com/join/341405989>

Present:

Chris Gibson, President
Gary Grenfell, Vice-President
Sean Mullin, Clerk
Dave Harris, Director
Russ Kelley, Director
Terri Ryland, Director
Tom Millward, Director

Absent:

None

Staff in Attendance:

Fire Chief, Eric Walder
Deputy Chief, Karl Fowler
Board Secretary, Kathy Medeiros
Battalion Chief, Jason Brooks
Captain Paramedic, Kelly Moretti
Captain Paramedic, Matt VanVollinburg

Public Comment: None

Closed Session Report: President Gibson reported that two items were discussed in closed session prior to the regular meeting. The board deliberated on the Chief's contract and they will vote on the item next month. The second item was discussion on the current education incentive program that will come back next month for approval.

Consent Agenda: Chief Walder added that the agenda noted the separation of Captain Wardlaw who resigned to work for Santa Rosa Fire Department and he wanted to recognize the District's retention issues. Director Ryland made a motion to approve the consent agenda; seconded by Director Grenfell.

Carried

Rollcall:

Ayes: Harris, Gibson, Millward, Ryland, Kelley, Mullin, Grenfell
Noes: None
Abstain: None
Absent: None

SPECIAL PRESENTATION

None

OLD BUSINESS

Station 18 New Truck Room Update: Chief recommends discussion on the proposed project and progress made to date. Chief Walder explained that the plans have been submitted to the town for

approval and out to a third party for fire review. Once the town review is done then the Board can decide to move the project forward for bid. Construction costs are being underbid at this time although lumber costs are high. Director Kelley inquired about the old training house on the lot. Chief Walder reported that the house was not considered to have any historical value and is not viable to be saved or moved from the property. He continued that the offer still stands for any interested parties for the house before the demolition.

Penryn Fire District Request for Service Proposal: The Chief recommends discussion and authorization to move forward toward a negotiation process with the Penryn Fire District. Chief Walder began that he has met with the Penryn Fire board members and has submitted a list of additional documentation to prepare a thorough investigation to determine their needs and what services our District can provide. He reported that at this time the additional documents have been received and he will be reviewing their procedures and returning the item at next month's meeting. At this time the Penryn Board is also asking for assistance with Battalion Chief coverage. He noted that he could not commit assistance but that they can depend on the closest resource agreement until he can discuss the issue with the bargaining unit. It was noted that Chief Walder is assisting the District to find an interim chief as well.

NEW BUSINESS

Gann Limit Report: Staff recommends discussion and adoption of the resolution setting the Fiscal Year 2020/21 appropriations limit, per Article XIIB of the State Constitution (1979) and verifying compliance for 2019/20. This is standard procedure for the District every year. The appropriations limit is computed by multiplying the District's adopted appropriations limit in the prior fiscal year by the change in the cost of living in the preceding year and the change in population within the District for the preceding fiscal year. Chief Walder noted that the District was \$2.7 million under the Gann Limit and is projected to be \$3 million under for the 2020/21 projection. The report is sent to the County to show the District did not exceed the Gann Limit for the year. Director Ryland made a motion to approve the Gann Limit report and Resolution. The motion received a second from Director Mullin. Carried

Rollcall:

Ayes: Gibson, Millward, Grenfell, Kelley, Harris, Ryland, Mullin Noes: None Abstain: None
Absent: None

2019/20 South Placer Fire District (Former Loomis Fire District) Special Tax Report: Staff recommends review and approval of the Fiscal Year 2019/20 (Former Loomis Fire District) Fire Suppression and Protection Special Tax Report completed September 2020. The Districts Special Tax Administrator, SCI, prepared the report of the LFD Special Tax which includes a brief history of the special tax and summarizes the parcel tax submittal to the County, expenditures for the Fiscal Year 2019/20, and projections for current fiscal year 2020/21. The Fire Districts Special Tax Revenues for 2019/20 were \$469,771.

Director Kelley made a motion to approve the Former Loomis Fire District Fiscal Year 2019/20 Fire Suppression and Protection Special Tax Report. The motion received a second by Director Grenfell. Carried

Rollcall:

Ayes: Gibson, Millward, Grenfell, Kelley, Harris, Ryland, Mullin Noes: None Abstain: None
Absent: None

2019/20 South Placer Fire District Special Tax Report: Staff recommends review and approval of the Fiscal Year 2019/20 Fire Suppression and Protection Special Tax Report completed September 2020. The Districts Special Tax Administrator, SCI, prepared the report of the SPFD Special Tax which includes a brief history of the special tax and summarizes the parcel tax submittal to the County, expenditures for the fiscal year 2019/20, and projections for current fiscal year 2020/21. The current tax passed in 1984 is set at \$70 since its inception with no CPI. The Fire Districts Special Tax Revenues for 2019/20 were \$700,995.

Director Mullin made a motion to approve the South Placer Fiscal Year 2019/20 Fire Suppression and Protection Special Tax Report. The motion received a second by Director Kelley. Carried

Rollcall:

Ayes: Gibson, Millward, Grenfell, Kelley, Harris, Ryland, Mullin Noes: None Abstain: None
Absent: None

GASB 75 OPEB Actuarial: Staff recommends discussion and approval of the GASB 75 actuarial report that has been submitted to our auditors who will incorporate the report findings into our year-end audit for 2019/20. GASB 75 requires governmental entities to record annual expense for their OPEB and disclose certain information in their year-end financial statements. Chief Walder noted that the actuarial present value of projected benefit payments for current employees is at \$3.1 million with \$1.174 accumulated in an irrevocable trust toward this liability. He continued that there is a strong benefit to keeping our current OPEB benefit at its current rates. Director Kelley made a motion to approve the GASB 75 OPEB Actuarial Valuation as of June 30, 2019. The motion received a second from Director Harris.

Rollcall:

Ayes: Gibson, Millward, Grenfell, Kelley, Harris, Ryland, Mullin Noes: None Abstain: None
Absent: None

Vehicle 012 Report on Loss: Staff recommends discussion on incident resulting in vehicle 012, a 2004 Ford Expedition being a total loss. Chief Walder explained that a deer struck the vehicle while in use during the Fox Incident in the Klamath National Forest and thankfully the employee was not hurt in the accident. The vehicle was insured as at an agreed upon value and the District is in the process of getting quotes for a replacement vehicle.

INFORMATION AND DISCUSSION

Covid-19 Update: Chief recommends updating the Board on the status of the current pandemic and the District's response and preparations. Chief Walder began that the District is continuing to follow the County and State guidance and will continue with the current restrictions still in place in the District. He noted that on September 8th the County moved to substantial risk from widespread which allowed for easing of restrictions. He continued that fire stations are still closed to the public while the risk still exists and this was very important to avoid exposing our employees. He continued that tonight's meeting was a first step to normalcy as the District board meets with small in person meetings.

Correspondence: A monthly PARS statement for the month of August

Chief's Report:

- Station tones became active today thanks to Engineer Crull, BC Brooks, Engineer Patterson and many others including PCSO
- Met with 522 leadership for Labor/Management meeting and discussed issues
- Executive Staff Meeting today to discuss issues throughout the District
- Small fires last night – one wildland fire
- Multiple critical vehicle accidents with medics arriving in minutes
- OES 380 left last night for the Glass fire protecting structures
- BC McMillin still gone –now at the Fox Fire
- Appointed FDAC Vice President last week
- Multiple testing – interviewed Engineer candidates on location of Glass Fire –promotions coming soon
- Battalion Chief testing soon
- Firefighter Paramedic and Captain testing coming soon as well
- Placer County Red flag program underway

Functions: None

Board/Staff Comments: Director Kelly thanked the District's firefighters and Fire Chief for the opportunity for artwork to be given by a community member in thanks for a medical call. Director Millward thanked the crew at Station 18 for their medical assistance recently when he had a medical emergency.

Future Agenda Items: None

There being no further business to come before the Board, the meeting adjourned at 7:50 p.m. The next regular meeting will be held on Wednesday, November 11, 2020.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

System: 11/4/2020 4:52:25 PM
User Date: 11/4/2020

South Placer Fire District
CHECKBOOK REGISTER REPORT
Bank Reconciliation

Page: 1
User ID: kmedeiros

Ranges:	From:	To:	From:	To:
Checkbook ID	First	Last	Number	First
Description	First	Last	Date	10/8/2020
User-Defined 1	First	Last	Type	Check

Sorted By: Date
Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
PLACER COUNTY	County Of Placer					\$174,101.29	
23909	11/2/2020	CHK	AFLAC	No	PMCHK00000908	\$781.90	
23910	11/2/2020	CHK	Bank Of New York Mellon Trus	No	PMCHK00000908	\$120,305.00	
23911	11/2/2020	CHK	California Assn of Prefessio	No	PMCHK00000908	\$59.00	
23912	11/2/2020	CHK	California Assn of Prefessio	No	PMCHK00000908	\$1,239.00	
23913	11/2/2020	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00000908	\$897.08	
23914	11/2/2020	CHK	P.E.R.S	No	PMCHK00000908	\$89,364.82	
23915	11/2/2020	CHK	PRINCIPAL MUTUAL	No	PMCHK00000908	\$7,207.54	
23916	11/2/2020	CHK	Sacramento Area Fire Fighter	No	PMCHK00000908	\$1,926.21	
23917	11/2/2020	CHK	Sacramento Area Fire Fighter	No	PMCHK00000908	\$2,074.38	
23918	11/2/2020	CHK	SPFAOA	No	PMCHK00000908	\$75.00	
23919	11/2/2020	CHK	SPFAOA	No	PMCHK00000908	\$75.00	
23920	11/2/2020	CHK	TASC/ Total Admin Service	No	PMCHK00000908	\$6,082.58	
23921	11/2/2020	CHK	TASC/ Total Admin Service	No	PMCHK00000908	\$6,082.58	
23922	11/2/2020	CHK	TASC/ Total Admin Service	No	PMCHK00000908	\$219.52	
23923	11/2/2020	CHK	TASC/ Total Admin Service	No	PMCHK00000908	\$230.79	
23924	11/2/2020	CHK	Voya Financial Trust Co.	No	PMCHK00000908	\$12,385.11	
23925	11/2/2020	CHK	Voya Financial Trust Co.	No	PMCHK00000908	\$11,576.31	
17 Transaction(s)						\$260,581.82	\$0.00

WELLS FARGO OP	Wells Fargo Operating Account					\$107,777.56	
25927	10/21/2020	CHK	AUBURN TIRE SERVICE	No	PMCHK00000907	\$3,965.85	
25928	10/21/2020	CHK	Buathier, Justin	No	PMCHK00000907	\$136.80	
25929	10/21/2020	CHK	FASIS	No	PMCHK00000907	\$6,274.56	
25930	10/21/2020	CHK	Gym Doctor	No	PMCHK00000907	\$450.00	
25931	10/21/2020	CHK	G & T Truck Repair	No	PMCHK00000907	\$16,670.93	
25932	10/21/2020	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00000907	\$620.25	
25933	10/21/2020	CHK	Hernandez, Keith	No	PMCHK00000907	\$120.00	
25934	10/21/2020	CHK	Interwest Consulting Group	No	PMCHK00000907	\$2,187.50	
25935	10/21/2020	CHK	JRB Pest and Sanitation	No	PMCHK00000907	\$295.00	
25936	10/21/2020	CHK	LIFE ASSIST	No	PMCHK00000907	\$3,596.41	
25937	10/21/2020	CHK	Meri-Cal Fire	No	PMCHK00000907	\$1,008.75	
25938	10/21/2020	CHK	Municipal Emergency Services	No	PMCHK00000907	\$3,078.07	
25939	10/21/2020	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000907	\$667.00	
25940	10/21/2020	CHK	PG & E	No	PMCHK00000907	\$6,922.74	
25941	10/21/2020	CHK	Recology Auburn Placer	No	PMCHK00000907	\$900.96	
25942	10/21/2020	CHK	STERICYCLE INC	No	PMCHK00000907	\$262.50	
25943	10/21/2020	CHK	Consolidated Communications	No	PMCHK00000907	\$2,400.31	
25944	10/21/2020	CHK	Sprint	No	PMCHK00000907	\$119.38	
25945	10/21/2020	CHK	TIAA Commercial Finance, Inc	No	PMCHK00000907	\$2,443.49	
25946	10/21/2020	CHK	Teleflex	No	PMCHK00000907	\$1,195.25	
25947	10/21/2020	CHK	US Bank Corporate Payment Sy	No	PMCHK00000907	\$9,261.42	
25948	10/21/2020	CHK	VALLEY POWER SYSTEM	No	PMCHK00000907	\$556.73	
25949	10/21/2020	CHK	Verizon Wireless	No	PMCHK00000907	\$397.25	
25950	10/28/2020	CHK	Anderson, Eric	No	PMTRX00001369	\$1,572.41	
25951	11/4/2020	CHK	Gavin R. Gollnick	No	PMCHK00000909	\$254.61	
25952	11/4/2020	CHK	AT & T	No	PMCHK00000910	\$159.34	
25953	11/4/2020	CHK	ACE HARDWARE	No	PMCHK00000910	\$124.31	
25954	11/4/2020	CHK	AT & T / T-1 Lines	No	PMCHK00000910	\$1,064.18	
25955	11/4/2020	CHK	AT&T Mobility - FirstNet	No	PMCHK00000910	\$1,177.95	

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 User Date: 11/4/2020

South Placer Fire District
 CHECKBOOK REGISTER REPORT
 Bank Reconciliation

Page: 2
 User ID: kmedeiros

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
25956	11/4/2020	CHK	BART INDUSTRIES	No	PMCHK00000910	\$66.13
25957	11/4/2020	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00000910	\$37.23
25958	11/4/2020	CHK	Cascade Healthcare Services	No	PMCHK00000910	\$350.00
25959	11/4/2020	CHK	Capital Public Finance Group	No	PMCHK00000910	\$1,170.00
25960	11/4/2020	CHK	CIT Technology Fin Serv. Inc	No	PMCHK00000910	\$1,097.93
25961	11/4/2020	CHK	CDW Government	No	PMCHK00000910	\$3,803.94
25962	11/4/2020	CHK	Central California Consultin	No	PMCHK00000910	\$3,000.00
25963	11/4/2020	CHK	Christian, Joshua	No	PMCHK00000910	\$341.36
25964	11/4/2020	CHK	DAWSON OIL	No	PMCHK00000910	\$513.30
25965	11/4/2020	CHK	De Lage Landen Financial Ser	No	PMCHK00000910	\$279.02
25966	11/4/2020	CHK	Family Comfort Heating & Co	No	PMCHK00000910	\$2,750.00
25967	11/4/2020	CHK	Hunt and Sons, Inc	No	PMCHK00000910	\$2,961.93
25968	11/4/2020	CHK	LIFE ASSIST	No	PMCHK00000910	\$2,029.00
25969	11/4/2020	CHK	Lionakis	No	PMCHK00000910	\$575.00
25970	11/4/2020	CHK	MC MILLIN, DARREN	No	PMCHK00000910	\$100.61
25971	11/4/2020	CHK	Municipal Emergency Services	No	PMCHK00000910	\$214.93
25972	11/4/2020	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000910	\$390.00
25973	11/4/2020	CHK	PLACER CO. DEPT. OF PUBLIC W	No	PMCHK00000910	\$240.00
25974	11/4/2020	CHK	PLACER COUNTY WATER	No	PMCHK00000910	\$153.63
25975	11/4/2020	CHK	Purchase Power	No	PMCHK00000910	\$32.63
25976	11/4/2020	CHK	Quill Corporation	No	PMCHK00000910	\$60.05
25977	11/4/2020	CHK	R & T Electric	No	PMCHK00000910	\$5,380.00
25978	11/4/2020	CHK	Sutter Medical Foundation	No	PMCHK00000910	\$808.00
25979	11/4/2020	CHK	Stoner, Logan	No	PMCHK00000910	\$848.70
25980	11/4/2020	CHK	Sinetos, Robert	No	PMCHK00000910	\$881.72
25981	11/4/2020	CHK	SAN JUAN WATER	No	PMCHK00000910	\$458.02
25982	11/4/2020	CHK	STRYKER-Sales Corp	No	PMCHK00000910	\$17,906.41
25983	11/4/2020	CHK	STEPHENS, JOE	No	PMCHK00000910	\$549.77
25984	11/4/2020	CHK	TIFCO INDUSTRIES	No	PMCHK00000910	\$150.07
25985	11/4/2020	CHK	TIAA Commercial Finance, Inc	No	PMCHK00000910	\$2,442.63
25986	11/4/2020	CHK	Teleflex	No	PMCHK00000910	\$178.96
25987	11/4/2020	CHK	Jon G. Vought	No	PMCHK00000910	\$335.10
25988	11/4/2020	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00000910	\$5,561.82
62	Transaction(s)				\$123,551.84	\$0.00
79	Total Transaction(s)					

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User Date: 11/4/2020

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 1
User ID: kmedeiros

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Checkbook ID	PLACER COUNTY
Vendor Name	First	Last	Check Number	First
Check Date	10/8/2020	11/4/2020		WELLS FARGO OP

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
A212	AFLAC	PLACER COUNTY	23909	11/2/2020	\$781.90
32162	552764	September 2020 premium	\$781.90		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$781.90	\$0.00	
B174	Bank Of New York Mellon Trust	PLACER COUNTY	23910	11/2/2020	\$120,305.00
32163	32163	COP Bond	\$120,305.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1552-002	COP Debt Service - Interest	\$120,305.00	\$0.00	
C273	California Assn of Professiona	PLACER COUNTY	23911	11/2/2020	\$59.00
32164	11/2020 NS	11-2020 NSafety LTD	\$59.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$59.00	\$0.00	
C273	California Assn of Professiona	PLACER COUNTY	23912	11/2/2020	\$1,239.00
32165	11/2020 LTD	11-2020 Safety LTD	\$1,239.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$29.50	\$0.00	
	PURCH 0-000-0215-000	Group Insurance Payable	\$1,209.50	\$0.00	
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	23913	11/2/2020	\$897.08
32166	452103	11-2020 Vision premium	\$897.08		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$897.08	\$0.00	
P101	P.E.R.S	PLACER COUNTY	23914	11/2/2020	\$89,364.82
32167	16202388	November 2020 premium	\$89,364.82		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$22,575.74	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$48,229.32	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$18,559.76	\$0.00	
P159	PRINCIPAL MUTUAL	PLACER COUNTY	23915	11/2/2020	\$7,207.54
32168	11-2020 DENTAL	November 2020 Dental premium	\$7,207.54		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$7,207.54	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	23916	11/2/2020	\$1,926.21
32169	PP08 UNION 2020	EE Union dues PP 08	\$1,926.21		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0218-000	Union Dues Payable	\$1,926.21	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	23917	11/2/2020	\$2,074.38

System: 11/4/2020 4:54:42 PM
 User Date: 11/4/2020

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 2
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32170	PP09 UNION 2020	EE Union dues PP 09	\$2,074.38		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$2,074.38	\$0.00
S233	SPFAOA	PLACER COUNTY	23918	11/2/2020	\$75.00
32171	PP08 SPFAOA 2020	SPFAOA dues PP 08	\$75.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233	SPFAOA	PLACER COUNTY	23919	11/2/2020	\$75.00
32172	PP09 SPFAOA 2020	SPFAOA dues PP 09	\$75.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	23920	11/2/2020	\$6,082.58
32173	PP08 DC/MR 2020	EE/ER DC/MR PP 08	\$6,082.58		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$1,175.85	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,377.30	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$529.43	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	23921	11/2/2020	\$6,082.58
32174	PP09 DC/MR 2020	EE/ER DC/MR PP 09	\$6,082.58		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$1,175.85	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,377.30	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$529.43	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	23922	11/2/2020	\$219.52
32175	IN1845629	11/120-11/30/20 Admin fees	\$219.52		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$219.52	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	23923	11/2/2020	\$230.79
32176	IN1864824	12/1/20-12/31/20 Admin Fees	\$230.79		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$219.52	\$0.00
	PURCH 0-000-0215-000	Group Insurance Payable		\$11.27	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	23924	11/2/2020	\$12,385.11
32177	PP08 DEF COMP 2020	EE/ER Def Comp PP 08	\$12,385.11		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$11,461.91	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	23925	11/2/2020	\$11,576.31
32178	PP09 DEF COMP 2020	EE/Er Def Comp PP 09	\$11,576.31		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$10,653.11	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	25927	10/21/2020	\$3,865.85

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Voucher Number	Invoice Number	Original Voucher Amount			
32108	121588	Tires	\$2,201.03		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380		\$2,201.03	\$0.00
32109	121861	Tires	\$1,764.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierece Engine 18		\$1,764.82	\$0.00
B186	Buathier, Justin	WELLS FARGO OP	25928	10/21/2020	\$136.80
32110	OES 380	Glass Fire, hotel reimburse	\$136.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$136.80	\$0.00
F107	FASIS	WELLS FARGO OP	25929	10/21/2020	\$6,274.56
32113	FASIS-2021-0257	Employment Asst Prog, FY 20/	\$6,274.56		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2019-000	Employees Assistance Program		\$6,274.56	\$0.00
G156	Gym Doctor	WELLS FARGO OP	25930	10/21/2020	\$450.00
32117	00116037	Semi-annual maintenance	\$450.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$75.00	\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$75.00	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$75.00	\$0.00
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$75.00	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$75.00	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$75.00	\$0.00
G164	G & T Truck Repair	WELLS FARGO OP	25931	10/21/2020	\$16,670.93
32114	1639	DPF temp sensor	\$1,235.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$1,235.69	\$0.00
32115	23801	Water tank leak repair	\$10,161.61		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-604	2008 Ford F550 4x4 Westmark Type 4		\$10,161.61	\$0.00
32116	24069	Exhaust manifold repair	\$5,273.63		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$5,273.63	\$0.00
H141	HARRIS INDUSTRIAL GASES	WELLS FARGO OP	25932	10/21/2020	\$620.25
32118	01821953	Medical oxygen	\$89.45		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$89.45	\$0.00
32119	01822892	Cylinder rental	\$43.85		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$43.85	\$0.00
32120	01821952	Medical oxygen	\$131.95		
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2130-000	Oxygen		\$131.95	\$0.00
32121	01822786	Cylinder rental	\$142.85		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$142.85	\$0.00	
32122	01822755	Cylinder rental	\$212.15		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$212.15	\$0.00	
H166	Hernandez, Keith	WELLS FARGO OP	25933	10/21/2020	\$120.00
32123	290013	PALS renewal	\$120.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes	\$120.00	\$0.00	
I134	Interwest Consulting Group	WELLS FARGO OP	25934	10/21/2020	\$2,187.50
32127	63398	September services	\$2,187.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-001	Prevention Consulting Fees	\$2,187.50	\$0.00	
J128	JRB Pest and Sanitation	WELLS FARGO OP	25935	10/21/2020	\$295.00
32124	44027	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$85.00	\$0.00	
32125	44190	Monthly billingq	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$85.00	\$0.00	
32126	44337	Monthly billing	\$125.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$125.00	\$0.00	
L107	LIFE ASSIST	WELLS FARGO OP	25936	10/21/2020	\$3,596.41
32128	1039985	Wipes, flow control valve	\$10.90		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$10.90	\$0.00	
32129	1040153	Gloves, electrodes, bedding	\$2,897.67		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$2,897.67	\$0.00	
32130	1040185	Gloves	\$257.40		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$257.40	\$0.00	
32131	1041426	Gloves	\$257.40		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$257.40	\$0.00	

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32132	1042482	Flow control valve	\$173.04		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$173.04	\$0.00	
M143	Meri-Cal Fire	WELLS FARGO OP	25937	10/21/2020	\$1,008.75
32133	39020	Annual inspection	\$60.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2229-000	Extinguisher Service/Repair	\$60.00	\$0.00	
32134	39021	Annual inspection	\$110.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2229-000	Extinguisher Service/Repair	\$110.00	\$0.00	
32135	39022	Annual inspection & service	\$125.75		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2229-000	Extinguisher Service/Repair	\$125.75	\$0.00	
32136	39023	Annual inspection	\$61.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2229-000	Extinguisher Service/Repair	\$61.50	\$0.00	
32137	39025	Annual inspection & service	\$526.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2229-000	Extinguisher Service/Repair	\$526.50	\$0.00	
32138	39026	Annual inspection	\$125.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2229-000	Extinguisher Service/Repair	\$125.00	\$0.00	
M167	Municipal Emergency Services (WELLS FARGO OP	25938	10/21/2020	\$3,078.07
32139	IN1502276	Flow tests	\$3,005.83		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie	\$3,005.83	\$0.00	
32140	IN1503820	Cylinder valve repair	\$72.24		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie	\$72.24	\$0.00	
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	25939	10/21/2020	\$667.00
32141	78940	Software subscriptions	\$602.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$602.00	\$0.00	
32142	78991	IT service	\$65.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$65.00	\$0.00	
P111	PG & E	WELLS FARGO OP	25940	10/21/2020	\$6,922.74
32143	32143	Monthly billing	\$26.34		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2027-028	Station 28	\$26.34	\$0.00	

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32144	32144	Monthly billing	\$6,896.40		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$2,506.86	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,578.96	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$715.89	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$66.23	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$1,032.09	\$0.00
	PURCH 0-000-2027-028	Station 28		\$958.26	\$0.00
	PURCH 0-000-2027-029	Station 29		\$38.11	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP	25941	10/21/2020	\$900.96
32145	63551675	Qtrly billing - Sta 18	\$256.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$256.80	\$0.00
32146	63551873	Monthly billing - Sta 17	\$519.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$519.48	\$0.00
32147	63552194	Monthly billing - Sta 15	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
32148	63553465	Monthly billing - Sta 16	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
32149	63660781	Monthly billing - Sta 20	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
32150	63660807	Monthly billing - Sta 19	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
S145	STERICYCLE INC	WELLS FARGO OP	25942	10/21/2020	\$262.50
32152	3005289501	Monthly billing	\$262.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$262.50	\$0.00
S282	Consolidated Communications In	WELLS FARGO OP	25943	10/21/2020	\$2,400.31
32111	32111	Monthly billing	\$151.93		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$151.93	\$0.00
32112	32112	Monthly billing	\$2,248.38		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$2,248.38	\$0.00
S298	Sprint	WELLS FARGO OP	25944	10/21/2020	\$119.38

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32151	467197811-155	Monthly billing	\$119.38		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$119.38	\$0.00	
T144	TIAA Commercial Finance, Inc	WELLS FARGO OP	25945	10/21/2020	\$2,443.49
32154	7581741	DocuWare	\$2,443.49		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$2,443.49	\$0.00	
T145	Teleflex	WELLS FARGO OP	25946	10/21/2020	\$1,195.25
32153	9503073053	EZ-IO Needles	\$1,195.25		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$1,195.25	\$0.00	
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	25947	10/21/2020	\$9,261.42
32155	32155	Monthly billing	\$9,261.42		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2030-000	Memberships/Subscriptions	\$1,393.18	\$0.00	
	PURCH 0-000-2037-001	6900 Eureka Road	\$48.19	\$0.00	
	PURCH 0-000-2037-003	7070 Auburn Folsom Road	\$110.72	\$0.00	
	PURCH 0-000-2037-005	3505 Auburn Folsom Road	\$122.23	\$0.00	
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway	\$125.22	\$0.00	
	PURCH 0-000-2037-016	Station 16 Olive Ranch	\$105.36	\$0.00	
	PURCH 0-000-2037-028	Station 28	\$251.34	\$0.00	
	PURCH 0-000-2038-000	Training Supplies	\$900.00	\$0.00	
	PURCH 0-000-2039-000	Business/Conference	\$815.04	\$0.00	
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies	\$419.08	\$0.00	
	PURCH 0-000-2122-001	Software Support	\$10.23	\$0.00	
	PURCH 0-000-2124-000	Fuel & Oil	\$430.93	\$0.00	
	PURCH 0-000-2129-000	Office Supplies/Computer	\$41.93	\$0.00	
	PURCH 0-000-2131-000	Postage/Shipping	\$6.95	\$0.00	
	PURCH 0-000-2221-000	Radio Repair	\$686.31	\$0.00	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$270.14	\$0.00	
	PURCH 0-000-2222-710	2006 Freightliner/Hi-Tech BR19	\$48.52	\$0.00	
	PURCH 0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380	\$14.16	\$0.00	
	PURCH 0-000-2225-000	Station Maintenance	\$2,376.00	\$0.00	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$54.33	\$0.00	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$482.38	\$0.00	
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie	\$432.28	\$0.00	
	PURCH 0-000-4469-000	Radio & Communications	\$116.90	\$0.00	
V103	VALLEY POWER SYSTEM	WELLS FARGO OP	25948	10/21/2020	\$556.73
32156	J76774	Temp sensors	\$71.05		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierce Engine 18	\$71.05	\$0.00	
32157	J76839	Oil filter, insert, kit, sen	\$303.94		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-301	Truck 17 100' Aerial	\$303.94	\$0.00	
32158	J76912	Oil & fuel filter caps, kit	\$181.74		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-828	2018 Pierce Engine 18	\$181.74	\$0.00	
V114	Verizon Wireless	WELLS FARGO OP	25949	10/21/2020	\$397.25

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Voucher Number	Invoice Number	Original Voucher Amount			
32159	9863937781	Monthly billing	\$342.11		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$342.11	\$0.00	
32160	9863937741	Monthly billing	\$55.14		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$55.14	\$0.00	
A236 32161	Anderson, Eric	WELLS FARGO OP	25950	10/28/2020	\$1,572.41
	32161	2009 Toyota Repairs	\$1,572.41		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$1,572.41	\$0.00	
G172 32230	Gavin R. Gollnick	WELLS FARGO OP	25951	11/4/2020	\$254.61
	SEP OES PAY	September OES Pay	\$254.61		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1005-000	Extra Help	\$254.61	\$0.00	
A163 32183	AT & T	WELLS FARGO OP	25952	11/4/2020	\$159.34
	X10252020	Monthly billing	\$159.34		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$159.34	\$0.00	
A164 32179	ACE HARDWARE	WELLS FARGO OP	25953	11/4/2020	\$124.31
	024667	Velcro	\$6.42		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$6.42	\$0.00	
32180	024668	LED bulbs	\$96.46		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$96.46	\$0.00	
32181	024766	Air filter	\$16.08		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$16.08	\$0.00	
32182	024770	Spray paint	\$5.35		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$5.35	\$0.00	
A168 32184	AT & T / T-1 Lines	WELLS FARGO OP	25954	11/4/2020	\$1,064.18
	102520	Monthly billing	\$1,064.18		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$1,064.18	\$0.00	
A229 32185	AT&T Mobility - FirstNet	WELLS FARGO OP	25955	11/4/2020	\$1,177.95
	17043732	Monthly billing	\$1,177.95		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$1,177.95	\$0.00	
B147	BART INDUSTRIES	WELLS FARGO OP	25956	11/4/2020	\$66.13

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32186	5756954	50:i fuel	\$66.13		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-001	Station 17 Fuel	\$66.13	\$0.00	
C115	CAPITAL CLUTCH & BRAKE	WELLS FARGO OP	25957	11/4/2020	\$37.23
32187	1637634	PTC elbow, fitting	\$37.23		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-713	2012 Pierce International BR28	\$37.23	\$0.00	
C147	Cascade Healthcare Services LL	WELLS FARGO OP	25958	11/4/2020	\$350.00
32189	T59613	PALS & ACLS renewals	\$350.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes	\$350.00	\$0.00	
C156	Capital Public Finance Group,	WELLS FARGO OP	25959	11/4/2020	\$1,170.00
32188	2020-259	Gann Limit analysis	\$1,170.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$1,170.00	\$0.00	
C251	CIT Technology Fin Serv. Inc	WELLS FARGO OP	25960	11/4/2020	\$1,097.93
32192	36507619	Copier lease 1	\$1,097.93		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.	\$1,097.93	\$0.00	
C258	CDW Government	WELLS FARGO OP	25961	11/4/2020	\$3,803.94
32228	2891333	Truck 17 MDC upgrade	\$3,803.94		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4465-027	MDC, Mounts, Accessories	\$3,803.94	\$0.00	
C271	Central California Consulting,	WELLS FARGO OP	25962	11/4/2020	\$3,000.00
32190	018	Grant writing, qtrly billing	\$3,000.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$3,000.00	\$0.00	
C278	Christian, Joshua	WELLS FARGO OP	25963	11/4/2020	\$341.36
32191	OES T/F 4811	Creek Fire lodging	\$341.36		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$341.36	\$0.00	
D101	DAWSON OIL	WELLS FARGO OP	25964	11/4/2020	\$513.30
32193	432670	Monthly billing	\$513.30		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-000	Fuel & Oil	\$513.30	\$0.00	
D144	De Lage Landen Financial Servi	WELLS FARGO OP	25965	11/4/2020	\$279.02
32194	70019029	Copier lease 2	\$279.02		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.	\$279.02	\$0.00	
F170	Family Comfort Heating & Cooli	WELLS FARGO OP	25966	11/4/2020	\$2,750.00
32195	2020-10-19	Fan, vent & duct work	\$2,750.00		
	Type Account	Description	Debit	Credit	

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$2,750.00	\$0.00
H130	Hunt and Sons, Inc	WELLS FARGO OP	25967	11/4/2020	\$2,961.93
32196	636483	Gasoline, diesel	\$1,971.38		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,971.38	\$0.00
32197	636485	Gasoline, diesel	\$990.55		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$990.55	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	25968	11/4/2020	\$2,029.00
32198	1045499	Various supplies	\$1,922.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,922.24	\$0.00
32199	1045555	Diphenhydramine	\$106.76		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$106.76	\$0.00
L108	Lionakis	WELLS FARGO OP	25969	11/4/2020	\$575.00
32200	75100	Services, 6/16/20-10/15/20	\$575.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4522-001	Station 18 Schematic Design/Archite		\$575.00	\$0.00
M110	MCMILLIN, DARREN	WELLS FARGO OP	25970	11/4/2020	\$100.61
32201	UT-ASF-100340	East Fork Fire lodging	\$100.61		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$100.61	\$0.00
M167	Municipal Emergency Services (WELLS FARGO OP	25971	11/4/2020	\$214.93
32202	INi514014	Flow test, batteries	\$214.93		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$214.93	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	25972	11/4/2020	\$390.00
32229	79150	IT consulting	\$390.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$390.00	\$0.00
P118	PLACER CO. DEPT. OF PUBLIC WKS	WELLS FARGO OP	25973	11/4/2020	\$240.00
32203	CI 07788	Traffic signal, qtrly billin	\$240.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$240.00	\$0.00
P125	PLACER COUNTY WATER	WELLS FARGO OP	25974	11/4/2020	\$153.63
32204	32204	Bi-monthly billing	\$153.63		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-001	Water - Station #17		\$153.63	\$0.00
P269	Purchase Power	WELLS FARGO OP	25975	11/4/2020	\$32.63

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32205	32205	Finance charge	\$32.63		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2131-000	Postage/Shipping	\$32.63	\$0.00	
2004	Quill Corporation	WELLS FARGO OP 25976	11/4/2020	\$60.05	
32206	11427720	Keyboard	\$60.05		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2129-000	Office Supplies/Computer	\$60.05	\$0.00	
R146	R & T Electric	WELLS FARGO OP 25977	11/4/2020	\$5,380.00	
32207	12911	Conduit, data cable install	\$1,995.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-016	5300 Olive Ranch Road	\$1,995.00	\$0.00	
32208	12912	Digital lighting timer	\$785.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-016	5300 Olive Ranch Road	\$785.00	\$0.00	
32209	12915	Conduit, junction boxes, cab	\$2,600.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$2,600.00	\$0.00	
S006	Sutter Medical Foundation	WELLS FARGO OP 25978	11/4/2020	\$808.00	
32220	TX:1602	DOT exam	\$142.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2023-000	Employee Physicals & Wellness	\$142.00	\$0.00	
32221	TX: 1603-1608	Physical, stress, screening	\$479.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$479.00	\$0.00	
32222	TX: 1610-1611	Lab work	\$101.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$101.00	\$0.00	
32223	TX:1609	X-rays	\$86.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$86.00	\$0.00	
S026	Stoner, Logan	WELLS FARGO OP 25979	11/4/2020	\$848.70	
32215	2020-10-21	Rechargeable flashlights	\$848.70		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$848.70	\$0.00	
S046	Sinetos, Robert	WELLS FARGO OP 25980	11/4/2020	\$881.72	
32211	OES T/F 4811	Creek Fire lodging	\$291.72		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$291.72	\$0.00	
32212	2020-10-26	Medical reimbursement	\$295.00		
	Type Account	Description	Debit	Credit	

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$295.00	\$0.00
32213	2020-11-02	Medical reimbursement		\$295.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$295.00	\$0.00
S107	SAN JUAN WATER	WELLS FARGO OP	25981	11/4/2020	\$458.02
32210	32210	Four months billing		\$458.02	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-001	Water - Station #17		\$458.02	\$0.00
S155	STRYKER-Sales Corp	WELLS FARGO OP	25982	11/4/2020	\$17,906.41
32216	03029083	AED infant elect assy		\$1,045.50	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,045.50	\$0.00
32217	03047323	Battery pack, hose assy		\$992.11	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$992.11	\$0.00
32218	03151172	Lifpak 15 maintenance contra		\$15,868.80	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2047-000	Physio Control Contract		\$15,868.80	\$0.00
S205	STEPHENS, JOE	WELLS FARGO OP	25983	11/4/2020	\$549.77
32214	OES T/F 4811	Creek Fire lodging		\$549.77	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$549.77	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	25984	11/4/2020	\$150.07
32225	71592307	Screws, ty rap, clips, etc		\$150.07	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$150.07	\$0.00
T144	TIAA Commercial Finance, Inc	WELLS FARGO OP	25985	11/4/2020	\$2,442.63
32224	7662354	DocuWare		\$2,442.63	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,442.63	\$0.00
T145	Teleflex	WELLS FARGO OP	25986	11/4/2020	\$178.96
32219	9503150708	Training blades		\$178.96	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$178.96	\$0.00
V156	Jon G. Vought	WELLS FARGO OP	25987	11/4/2020	\$335.10
32226	OES T/F 4811	Creek Fire lodging		\$335.10	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$335.10	\$0.00
W121	WITTMAN ENTERPRISES, LLC	WELLS FARGO OP	25988	11/4/2020	\$5,661.82

Vendor ID	Vendor Name		Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number		Original Voucher Amount			
32227	2009046	September services	\$5,561.82			
	Type	Account	Description		Debit	Credit
	PURCH	0-000-2025-000	Ambulance Billing Services		\$5,561.82	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, NOVEMBER 05, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Penryn Fire District (PFD) Request for Administrative Services:

Action Requested: The Chief recommends discussion and authorization to move forward toward a negotiation process with PFPD.

Background: On July 29th, 2020, the Fire Chief received the attached document from the Fire Board of the Penryn Fire Protection District (PFPD) requesting a service proposal for Administrative and Operational Services. The South Placer Fire District (SPFD) held a Special Meeting of the Board of Directors on August 5th, 2020 and authorized the Fire Chief to prepare a proposal for the SPFD Boards review and consideration. At the August 12th, 2020, the SPFD Board authorized the Chief to submit and present the initial draft proposal to the PFPD Board. On August 13th, 2020, the Chief presented the estimated proposal to PFPD Board of Directors. On August 24th, 2020, the District received communication from PFPD requesting to move forward toward negotiating a Service Agreement with SPFD. Since the last Board meeting Staff met with the Contract Committee of the Penryn Fire District and discussed their responses to the Penryn Admin Contract Questions.

Impact: Additional Revenue to the District. Additional workload on Administrative positions and Battalion Chiefs. Promotes future opportunity to collaborate further. Helps a neighboring agency in need of assistance.

Attachments: Penryn Admin Contract Questions, 8-24-2020 Negotiations Request Letter, 8-13-2020 SPFD Presented Proposal, and 7-29-2020 Proposal Request Letter.

Eric G. Walder, EFO
Fire Chief
South Placer Fire District



South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199
www.southplacerfire.org

Providing Exceptional Service to Our Community

Board of Directors

*Chris Gibson DC
Gregory Grenfell
Terri Ryland
Tom Millward
Sean Mullin
Russ Kelley
David Harris*
Fire Chief
Eric Walder

Penryn Board Committee,

Thank you for meeting with Kathy and I last week and discussing the process needed to move forward with exploring an Administrative Services Contract that works for both agencies. I asked my staff to compile a list of the required information to evaluate their respective areas of expertise. These are items that they are responsible for overseeing within our agency and would be within their expectation for work performed for Penryn in an Administrative Contract. This list is not exhaustive, and through this process, items can be added or removed depending upon the needs of Penryn Fire District or any regulatory directive or identified need.

Fire Chief/Administration

- ☐ Board Committees?
- ☐ Board Agenda Meeting Date and Time?
- ☐ Board Secretary, Board Agenda, and Packet Responsibility?
- ☐ List of Current Consultants used by the Board of Directors and or past Fire Chiefs?
- ☐ Web Site Changes, updates, etc?
- ☐ Nexus Study (Mitigation/Developer Fees)?
- ☐ Mitigation Account one and five-year reports?
- ☐ Capital Facilities Plans?
 - o Major Equipment Replacement Plan
 - o Apparatus Replacement Plans
 - o Facilities Replacement Plans
- ☐ Budgeting Process?
 - o Current Approved Budget and Latest Profit and Loss Statement
 - o Reserve Accounts and Balances including Mitigation Accounts
 - o Special Tax Reports
 - o Any Grants received in the last 10 years and reporting on grant funds and equipment received
- ☐ Current Policy / Procedures Manual?
 - o Job Descriptions, including Fire Chief

Fire Chief/Administration Cont.

- ☐ Memorandum of Understanding with Penryn Firefighters?
 - o Current Employee Seniority List
 - o Employee Shift Schedule
 - o Employee Roster
 - o Employee Benefits Summary
- ☐ Hiring Process?
 - o Background
 - o Physical (Drug Testing)
 - o Psychological Evaluations
 - o Intern Program / Apprentice Program

Business Operations/Human Resources

- ☐ Last 2 months workday reports
- ☐ Last 2 months any/all bank statements
- ☐ Accounts receivable and payable, process, timeline, chart of accounts and County Contact?
- ☐ Last 2 payroll EIB spreadsheets to County and corresponding payroll reports?
 - o Timecard Process and Recording (Documentation excel? Timecards?
 - o Vacation & holiday accrual? Tracking method?
 - o Other Payroll/Extra Help- interns, volunteer pay, reserves, etc.- how they are recorded/paid?
- ☐ Cal Card – List of cardholders, credit card policy, purchasing limits?
- ☐ Workers Compensation carrier reporting last two months?
- ☐ Workers Comp and General Liability policies?
- ☐ CFAA Salary Survey 2020?
- ☐ Salary Schedule 2020?
- ☐ Vendor Contracts?

Personnel/Operations/Training/EMS

- ☐ How do you schedule staffing? Callback procedure?
(Telestaff or some other way?)
- ☐ Fit Test records? Example: N95, P100, SCOTT or SCBA facepiece
- ☐ Red Cards, Minimum Training, Training Records?
- ☐ Condition of PPE and who manages PPE. Records of Maintenance and Purchase?

Personnel/Operations/Training/EMS Cont.

- ☐ Daily work schedule?
- ☐ Please provide RMS Run Data for Penryn Fire District for 2019/2020 and 2018/2019.
 - ☐ Calls for service all types within Penryn Fire District with detail
 - ☐ Calls for service all types total run by Penryn Fire District
 - ☐ Mutual Aid Calls with Detail
 - ☐ Auto Aid Calls with Detail
 - ☐ Board adopted response time standard?
- ☐ Records management RMS (ZOLL), NFIRS Reporting?
- ☐ Emergency Medical Services (EMS)
 - ☐ Who Manages?
 - ☐ Bloodborne and ATD required training and vaccination record management?
- ☐ Training
 - ☐ Who Manages?
 - ☐ Training Files?
 - ☐ Target Solutions Mandated Training?
 - ☐ Outside Training? (Budget)
- ☐ Who does the fleet maintenance and manages fleet repair and associated records?
 - ☐ Truck Check Program – Copy of Forms
 - ☐ Current apparatus age, mileage, condition
 - ☐ Annual pump, hose, and ladder test records
 - ☐ Fueling of apparatus where and how, contract?
- ☐ SCBA Documentation and Maintenance?
 - ☐ Pressure vessel test records and certifications (SCBA Compressor and Air compressors if any)

Prevention/Public Education/Facilities

- ☐ How are mitigation fees paid and processed/filed?
- ☐ Fee Schedules?
 - ☐ Developer Fees?
 - ☐ Fee Schedule for plan checks and prevention services?
- ☐ How are plan review processed?

Prevention/Public Education/Facilities Cont.

- ☐ Current documentation on building requirements? Current Ordinance?
- ☐ How are inspection request taken in and scheduled?
- ☐ Do you use Acella for communication for projects through the County?
 - ☐ County Contact Information
- ☐ How are weed complaints processed?
- ☐ How are burning permits processed?
- ☐ What Inspection forms do you use?
 - ☐ How are business/school/assembly inspections being done?
 - ☐ Copy of required SB 1205 Inspection Report for 2019
- ☐ Who conducts Fire Investigations?
 - ☐ Investigator Qualifications?
 - ☐ Any open fire investigations?
- ☐ Knox program details – WPC key as well as Penryn key?
- ☐ LPG requirements – plan submittal, install, inspection, sign off?
- ☐ Who oversees Facility Maintenance?
 - ☐ Facilities budget?
- ☐ Fire Prevention Budget?
 - ☐ Pub Ed programs?

Please feel free to reach out to me with questions regarding the attached list.



Eric Walder, EFO
Fire Chief
South Placer Fire District

9-16-2020

Date



PENRYN FIRE PROTECTION DISTRICT

PO BOX 219, 7206 CHURCH ST., PENRYN, CA 95663
916-663-3389 FAX 916-663-1262

BOARD OF DIRECTORS

Susan Mahoney
Dennis Bergstrom
Cheryl Hotaling
Danielle Hardesty
Randy Neifer

An Organization Committed to Serving the Community of the Penryn Fire Protection District

July 29, 2020

Eric Walder, Fire Chief
6900 Eureka Rd.
Granite Bay, CA 95746

Chief Walder,

On July 29, 2020, the Board of Directors of the Penryn Fire Protection District took action to authorize the Chair to explore the fire service options with the request of contracting administrative and operation services with South Placer Fire District. The district is requesting a Service Proposal

Please consider this a request to perform an analysis of cost and benefits for fire protection to the Penryn Fire Protection District. The Penryn Fire Protection District considers Public Safety as the number one priority. Therefore, providing a level of fire protection service that meets or exceeds the current level is of the highest importance to the district. Given that point, they also are mindful that providing an acceptable level of service at the best value is also a high priority.

For any additional questions do not hesitate to contact the Board Chair.

Thank you for your help and assistance in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to be "Dennis Bergstrom", written over a horizontal line.

Dennis Bergstrom, District Chair



South Placer Fire District

6900 Eureka Road
Granite Bay, California 95746
Ph (916) 791-7059 Fax (916) 791-2199
www.southplacerfire.org

Board of Directors

*Chris Gibson DC
Gregary Grenfell
Terri Ryland
Tom Millward
Sean Mullin
Russ Kelley
David Harris
Fire Chief
Eric Walder*

We Provide Exceptional Service to our Community

August 13, 2020

Penryn Fire Protection District
PO Box 219
Penryn, CA 95663

Re: Request for Proposal for Administrative Services

Board President Bergstrom and Chief Higgins,

South Placer Fire District (SPFD) has reviewed your request for administrative services and has prepared a proposal for your consideration. We recognize both Districts have a long history of working collaboratively together through the Western Placer County Fire Chiefs Closest Resource Agreement to provide the highest level of service possible to our communities. It is also evident that the Penryn Fire Protection District (PFPD) needs immediate assistance with the administrative and operational oversight of your District.

Considering the expedited nature of this request, SPFD is submitting the attached estimated proposal prepared with limited information on the scope of the need. SPFD would request a future contract negotiation with the PFPD if your Board of Directors choose to move forward with pursuing services. During these negotiations, SPFD reserves the right to amend the attached proposal as items that are discovered affect SPFD's responsibilities.

Respectfully Submitted,


Eric G. Walder, EFO
Fire Chief

**PROPOSAL FOR ADMINISTRATIVE SERVICES
FOR
PENRYN FIRE PROTECTION DISTRICT**



1. The proposed approximate cost for Administrative Services and Battalion Chief Coverage is **\$165,000** for services outlined below. It is desirable that the length of any proposed contract be for an initial 1-year period. A full contract negotiation and legal review of proposed contract with approval of both Fire Boards would need to be conducted before services would be rendered.

a. Fire Administrative Services

SPFD Fire Chief will attend the Penryn Fire Protection District's Board of Directors meetings. If the Chief's absence is required, the Deputy Chief will attend. The Chief, working with staff, will prepare all Board documents and agendas. The Fire Chief will meet with the Board Chair to set the agenda in advance of the Board meeting. Fire Chief will assist the Board in budgeting and administering the budget throughout the fiscal year. Fire Chief will assure that the scope of work needed in administration of the District is identified and handled by the appropriate administrative staff. This includes human resources, payroll, accounts receivable, accounts payable, public inquiries and complaints. A complete review of the current PFPD administrative operation is needed to identify all needs and extent of contract.

b. Fire Prevention Services

Fire prevention services include the oversight of the following areas: code enforcement, fire investigations, oversight of current public education program, new development meetings, plan submittal and review (utilizing Interwest Consulting Group as a 3rd party reviewer), and new construction inspections. Code enforcement includes oversight of existing engine company inspections of commercial occupancies, enforcement of open burning policies, weed abatement regulations, and California Fire Code violations. Cost for these services will not be borne by SPFD and shall be covered by the fees charged by PFPD and are not considered part of the base contract price. All fees received by PFPD for Fire Prevention services conducted by employees of the SPFD will be passed through to SPFD. *PFPD will adopt a fee schedule that is equal to SPFD's fee schedule. See Attached Exhibit #1.

c. Incident Management

The SPFD handles incident command by employing shift work battalion chiefs that are in command of the personnel and equipment assigned to their shift. During business hours there is a Deputy Fire Chief and Fire Chief that respond to assist with major incidents or cover the District operations when there is a need. Additionally, both the Chief and the Deputy Chief are available from their residences off-duty and reside within 4 miles of the District boundary.

d. Labor Management

The Fire Chief, Deputy Chief and Battalion Chiefs will work within the Current Penryn Fire District MOU and District policies to effectively manage the District's work force. Outside labor legal attorney services may be used if necessary. No costs for labor relations, grievances or legal fees will be borne by SPFD.

e. Training

Oversight and coordination of existing training program.

SOUTH PLACER FIRE DISTRICT COMMAND STAFF

Fire Chief – Eric G. Walder, EFO

Chief Walder has served the South Placer Fire District for the past 29 years, for the past five years as the Fire Chief.

- Bachelor of Science in Public Safety Administration – Grand Canyon University
- National Fire Academy Executive Fire Officer
- CSFM Certified Fire Officer
- CSFM Certified Chief Fire Officer
- CalOES Fire and Rescue – Region IV Coordinator
- Firefighting Resources of California Organized for Potential Emergencies (FIREScope)
 - Operations Team Member
- California State Licensed Paramedic

Deputy Chief – Karl Fowler, CFI

Chief Fowler has been in the Fire Service for over 34 years. He has served the South Placer Fire District for 28 years and was also the former Fire Chief of the Loomis Fire District.

- Bachelor of Arts Degree Fire Service Management – CSU Sacramento
- CSFM Certified Chief Officer
- CSFM Certified Fire Officer
- Placer County Operational Area Coordinator – Alternate
- Strike Team/Task Force Leader Qualified
- CSFM CFI Fire Investigator
- Sierra Sac Valley Arson Task Force - Member

Division Chief/Fire Marshal – Jeff Ingolia

- 26 years of fire service experience
- Bachelor of Arts, Public Safety Administration
- ICC Certified Fire Inspector II
- CSFM Fire Investigator II
- Sierra Sac Valley Arson Task Force – Member

Battalion Chief Jason Brooks - A Shift

- 30 years of fire service experience
- Bachelor of Science in Occupational Studies in Emergency Management –CSU –Long Beach
- CSFM Certified Fire Officer
- CSFM Certified Chief Fire Officer
- NWCG Strike Team/Task Force Leader
- NWCG Division/Group Trainee

Battalion Chief Matt Feeley – B Shift

- 25 years of fire service experience
- Bachelor of Science – Administrative Management and Fire Prevention Technology
Cogswell University
- CSFM Certified Chief Fire Officer
- CSFM Certified Fire Officer
- NWCG Strike Team/Task Force Leader

Battalion Chief Darren McMillin – C Shift

- 30 years of fire service experience
- Associate of Arts Degree - Fire Science
- CSFM Certified Chief Fire Officer
- CSFM Certified Fire Officer
- NWCG Strike Team/Task Force Leader
- Type 2 Public Information Officer

Business Manager – Kathy Medeiros

- 24 years of experience in Human Resources and Accounting (private and public sector)
- Bachelor of Science degree in Accounting Information Systems – CSUS

Administrative Assistant/Fire Inspector – Katrina Hoop

- 25 years of fire service administration experience
- CSFM Inspector I
- Assists with all prevention activities – plan checking, inspections, code enforcement, variances, weed abatement, and development meetings

District Secretary – Barbara Leak

- 20 years fire service administration experience
- Bachelor of Science Degree in Business Administration – CSU, Chico



Penryn Fire Protection District
PO Box 219, 7206 Church St., PENRYN, CA 95663
916-663-3389 FAX 916-663-1262

BOARD OF DIRECTORS

Dennis Bergstrom
Cheryl Hotaling
Danielle Hardesty
Susan Mahoney
Randy Neifer

An Organization Committed to Serving the Community of the Penryn Fire Protection District

August 24, 2020

South Placer Fire District
6900 Eureka Road
Granite Bay, California 95746

RE: Operational and Administration Proposal

Board of Directors and Chief Walder,

Penryn Fire Protection District (PFPD) has received and reviewed your Proposal for the Service Agreement we requested. We extend a heartfelt "thank you" for the time and effort that went into this initial proposal. During Chief Walder's presentation of the Service Proposal at our PFPD Board Meeting on August 13th, he mentioned, for all concerned, we should enter into negotiations to properly discover and negotiate the services requested to enable PFPD to achieve its continued excellence in service to its District. This would allow for both Districts to realize the benefits and synergies that may be available to each District.

I am proud to announce that our Board met and approved the motion to continue down the path of negotiations for a Service Agreement with SPFD on August 20, 2020. In the meantime, we may hire a temporary interim Chief. This is to allow us to have Leadership during the time of negotiations and should not be interpreted as an adverse intent for our negotiations. It is our intent that this may be a start of continued success for both Districts.

Respectfully,

A handwritten signature in black ink, appearing to read "Dennis S. Bergstrom", is written over a horizontal line.

Dennis S. Bergstrom
Chair PFPD

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, NOVEMBER 05, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Station 18 New Truck Room Update:

Action Requested: Chief recommends discussion on the proposed project and progress made to date.

Background: The Station 18 new truck room project was approved by the Board to move forward at the November 2019 Board meeting. The Architect has been given the approval to move forward with developing construction documents from the schematic design. At the May 2020 Board meeting the Board put the project on hold until the full ramifications of the COVID-19 pandemic become apparent on the District's budget, short term, and long term. The Board did give direction to bring the project through the Town of Loomis Planning Commission process and the design to a bid ready package. In July 2020, the project was approved by the Loomis Planning Commission. The Chief will give an update on progress made to date. The Facilities Committee met on September 3rd, 2020 with the Architect and reviewed the project. The Architect has completed the construction documents and has submitted to the Town Planning Department.

Impact: Informational

Attachments: None

Eric G. Walder, EFO
Fire Chief
South Placer Fire Protection District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, NOVEMBER 03, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2020/2021st Quarter Budget Report:

Action Requested: The Chief recommends a short presentation on the status of the FY 2020/21 budget.

Background: Staff assembles a budget overview every quarter for information and discussion.

Impact: Informational

Attachments: 1st Quarter Budget overview sheet, September 2019 Profit and Loss Statement.

Eric G. Walder, EFO
Fire Chief
South Placer Fire District

FY 2020/21 1st Quarter Budget Report (July - September)

Revenue	1st Quarter	Budgeted	Percentage
General Revenue	\$673,476	\$12,893,038	5.2 %
Mitigation Revenue	\$46	\$1,000	4.6 %
Loomis Mitigation Revenue	\$186	\$1,000	18.6 %
Consolidated Mitigation Revenue	\$58,104	\$426,000	13.6 %
CFAA Staffing Reimbursements	\$60,132	\$355,000	16.9 %
Total Revenue	\$791,944	\$13,676,038	5.8 %

Expenditures	1st Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2 - 8) 7 PP's	\$3,220,577	\$10,779,567	29.9 %
CFAA Expenditures	\$57,877	\$355,000	16.3 %
Service and Operations	\$252,898	\$1,472,385	17.2 %
Fixed Assets	\$3,745	\$65,755	5.7 %
Capital Expenditures	\$0	\$2,049,616	0.0 %
Mitigation Expenditures	\$0	\$29,837	0.0 %
Loomis Mitigation Expenditures	\$0	\$101,011	0.0 %
Consolidated Mitigation Expenditures	\$570	\$435,857	0.0 %
Total Expenditures	\$3,535,667	\$15,289,028	23.1 %

Report Prepared By Kathy Medeiros October 2020

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Wednesday, September 30, 2020

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES					
Secured Property Tax General	6000-000:001	\$0	\$7,993,884	\$7,993,884	100.00%
Unitary & Op Non-Unitary	0-000-6000-002	0	157,171	157,171	100.00%
Current Unsecured Property Tax	0-000-6000-003	171,678	180,587	8,909	4.93%
Delinquent Secured Property Taxes	0-000-6000-004	0	(25)	(25)	100.00%
Delinquent Unsecured Property Tax	0-000-6000-005	0	2,250	2,250	100.00%
Current Supplemental Property Tax	0-000-6000-006	3,841	110,000	106,159	96.51%
Delinquent Supplemental Property Tax	0-000-6000-008	0	214	214	99.78%
SPFD Special Tax	0-000-6001-000	0	1,177,600	1,177,600	100.00%
Loomis Fire Protection & Response Assessment	0-000-6002-000	0	1,024,380	1,024,380	100.00%
Railroad Unitary Tax	0-000-6106-000	0	4,842	4,842	100.00%
Interest-County	0-000-6950-000	4,987	67,275	62,288	92.59%
Sect. 5151 Interest Refunded	0-000-6957-000	0	(333)	(333)	100.00%
HOPTERS Intergovernmental Revenue	0-000-7000-000	0	55,763	55,763	100.00%
Ambulance Services	0-000-8192-000	360,694	1,700,000	1,339,306	78.78%
Uniform Reimbursement	0-000-8193-001	153	2,070	1,917	92.60%
Other Staffing Reimbursements	0-000-8193-009	0	1,035	1,035	100.00%
Other Miscellaneous	0-000-8193-010	1,730	82,800	81,070	97.91%
Fees For Service & Cost Recovery Charges	0-000-8193-011	28,547	134,550	106,003	78.78%
4850 Reimbursements	0-000-8193-014	25,616	25,975	359	1.38%
Cellular Tower Lease	0-000-8193-015	22,448	95,000	72,552	76.37%
Local/State/Federal Grants	0-000-8193-018	0	28,000	28,000	100.00%
CFAA Revenues	8197	60,132	355,000	294,868	83.06%
SPFD Mitigation Interest	0-000-8264-001	46	1,000	954	95.42%
Loomis Mitigation Interest	0-000-8264-006	186	1,000	814	81.36%
Consolidated Mitigation Fee Revenue	0-000-8267-000	57,252	420,000	362,748	86.37%
Consolidated Mitigation Interest	0-000-8264-007	852	6,000	5,148	85.80%
Federal Grant Revenue (SAFER)	0-000-8300-000	53,782	50,000	(3,782)	(7.56%)
TOTAL REVENUES		791,944	13,676,038	12,884,092	94.21%
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	1,313,184	5,555,017	4,241,833	76.36%
Sellback/Admin. & FF's	1004	11,884	200,000	188,116	94.06%
Intern FF/Board/App FF/PT	1005	14,298	15,000	702	4.68%
Callback/Overtime-Firefighter	1006	552,782	1,050,000	497,218	47.35%
Comp For Absence/Illness	1007	32,815	20,000	(12,815)	(64.08%)
Out of Grade Pay	1008	961	2,000	1,039	51.95%
Other Payroll	1015	0	9,000	9,000	100.00%
Volunteer Length of Service Award	1016	0	1,000	1,000	100.00%
PERS Retirement	1300	220,122	869,318	649,196	74.68%
PERS Lump Sum Payment	1302	643,926	649,000	5,074	0.78%
Employer 457 Def. Comp. Match	1305	5,747	25,000	19,253	77.01%
Employment Taxes (FICA/Medicare/SUI)	1301	26,642	105,000	78,358	74.63%
Workmans Comp. Insurance	1315	133,837	535,349	401,512	75.00%
Agency Share Insurance	1550	258,502	1,220,773	962,271	78.82%
OPEB Contribution	1551	0	40,000	40,000	100.00%
COP Debt Service	1552	0	365,610	365,610	100.00%
Labor Legal	2010	5,577	45,000	39,423	87.61%
Uniform Allowance/Cell Phone	2017	0	66,000	66,000	100.00%
Employees Assistance Program	2019	0	6,500	6,500	100.00%
CFAA Expenditures	1997	57,877	355,000	297,123	83.70%
TOTAL SALARIES/BENEFITS/CFAA		3,278,154	11,134,567	7,856,413	70.56%
SERVICE & OPERATIONS					
Audit	2020	0	10,500	10,500	100.00%
Propane	2021	0	3,500	3,500	100.00%
Employee Physicals/DL/Wellness	2023	317	20,000	19,683	98.41%
ParamedicCert.EMT/CPR Classes	2024	600	6,000	5,400	90.00%

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Wednesday, September 30, 2020

		YTD	BUDGET	REMAINING VARIANCE	%
Ambulance Billing Service	2025	10,489	115,000	104,511	90.88%
Garbage	2026	1,683	9,000	7,317	81.30%
Gas & Electric	2027	15,186	74,000	58,814	79.48%
Insurance (FAIRA)	2028	60,213	60,213	0	0.00%
Memberships/Subscriptions	2030	576	10,000	9,424	94.24%
News Publications & Ads	2032	0	1,000	1,000	100.00%
Sewer	2035	281	6,300	6,019	95.54%
Telephone	2037	15,018	63,000	47,982	76.16%
Training Supplies	2038	0	11,000	11,000	100.00%
Business/Conference	2039	(704)	7,266	7,970	109.68%
Education/Training	2040	0	44,000	44,000	100.00%
Water	2041	2,453	12,000	9,547	79.56%
Laundry	2042	248	1,700	1,452	85.44%
Legal/Consulting Fees	2043-000	26,427	95,000	68,573	72.18%
Prevention Consulting Fees	2043-001	9,015	42,000	32,985	78.54%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	503	14,000	13,497	96.41%
Medical Waste Disposal	2046	791	4,400	3,609	82.01%
Phsio Control Contract	2047	0	16,000	16,000	100.00%
County Charges (Tax Collection/LAFCO/Refunds)	2050	819	180,000	179,181	99.54%
Elections	2051	0	30,000	30,000	100.00%
Public Education	2052	0	2,000	2,000	100.00%
Food/Drink-Incident Supplies	2053	2,956	12,000	9,044	75.37%
Safety Awards	2055	0	6,332	6,332	100.00%
Fire RMS User Maintenance	2056	2,977	10,000	7,023	70.23%
Cleaning/Maintenance Supplies	2120	4,284	12,000	7,716	64.30%
Copy Machine Contract/Maint.	2121	2,785	16,000	13,215	82.60%
Computer Service & Maint.	2122	3,122	42,939	39,817	92.73%
Fire Prevention Supplies	2123	51	4,000	3,949	98.72%
Fuel & Oil	2124	14,933	70,000	55,067	78.67%
Medical Supplies	2127	25,661	110,000	84,339	76.67%
Miscellaneous Supplies	2128	0	885	885	100.00%
Office Supplies/Computer	2129	2,140	12,000	9,860	82.17%
Oxygen	2130	412	5,000	4,588	91.77%
Postage/Shipping	2131	165	2,000	1,835	91.77%
Storage	2132	0	2,000	2,000	100.00%
Uniform Supplies	2133	1,657	13,000	11,343	87.26%
Misc. Firefighting Equip/Supplies	2135	1,265	40,000	38,735	96.84%
Radio Repair	2221	8	10,000	9,992	99.92%
Automotive Repairs/Supplies	2222	22,824	110,000	87,176	79.25%
Facilities Maintenance	2225	21,194	93,000	71,806	77.21%
SCBA Maintenance	2226	2,300	6,000	3,700	61.67%
Turnout Clothing Maint.	2228	0	5,000	5,000	100.00%
Extinguisher Service/Repair	2229	0	900	900	100.00%
Outside Services	2523	249	1,200	951	79.26%
Bad Debt Expense	8510 + 4521	0	50,000	50,000	100.00%
TOTAL SERVICE & OPERATIONS		252,898	1,472,385	1,219,488	82.82%
FIXED ASSETS					
Facilities,	4456	1,561	17,050	15,489	90.85%
Firefighting Equipment	4462	26	9,133	9,107	99.72%
EMS Equipment	4464	0	2,500	2,500	100.00%
Office & Communication Equipment	4465	2,158	10,992	8,834	80.37%
Radio & Communications	4469	0	8,900	8,900	100.00%
Training/Operations Equipment	4472	0	10,680	10,680	100.00%
Rescue Equipment	4475	0	5,000	5,000	100.00%
Aparatus Upgrades	4476	0	1,500	1,500	100.00%
TOTAL FIXED ASSETS		3,745	65,755	62,011	94.31%
CAPITAL EXPENDITURES					
Type 1 Engine	0-000-4510-029	0	358,000	358,000	100.00%

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Wednesday, September 30, 2020

		----- REMAINING -----			
		YTD	BUDGET	VARIANCE	%
Structure PPE/Gear	0-000-4511-008	0	89,000	89,000	100.00%
Holmatro Spide Pump Res. Engine 80%	0-000-4511-031	0	8,000	8,000	100.00%
Holmatro Cross Ram T17 80%	0-000-4511-032	0	1,600	1,600	100.00%
Holmatro Cross Ram E18 89%	0-000-4511-033	0	1,780	1,780	100.00%
Station Tones Radio Upgrades	0-000-4511-034	0	4,500	4,500	100.00%
Station 18 Schematic Design/Truckroom Build	0-000-4512-031	0	1,501,966	1,501,966	100.00%
St. 17 Generator	0-000-4512-032	0	28,000	28,000	100.00%
St. 15 Generator	0-000-4512-033	0	16,000	16,000	100.00%
St. 18 Sink Hole Repair	0-000-4512-034	0	5,000	5,000	100.00%
St. 20 Ice Machine Relocated/Hot Water Heater	0-000-4512-035	0	1,000	1,000	100.00%
St. 20 LED Bulb Conversion	0-000-4512-036	0	2,740	2,740	100.00%
St. 20 Dry Rot Repair	0-000-4512-037	0	4,000	4,000	100.00%
St. 19 App. Exhaust Tube Replace	0-000-4512-038	0	4,000	4,000	100.00%
St. 15 Root Vent- Ice Machine Room	0-000-4512-039	0	3,500	3,500	100.00%
St. 15 Sod Repair Replacement	0-000-4512-040	0	8,000	8,000	100.00%
Repair/Replace Electric Door Locks	0-000-4512-041	0	2,230	2,230	100.00%
St. 17 Electric Door Locks	0-000-4512-042	0	6,700	6,700	100.00%
St. 16 Landscape Project	0-000-4512-043	0	3,600	3,600	100.00%
TOTAL CAPITAL EXPENDITURES		0	2,049,616	2,049,616	100.00%
SPFD MITIGATION EXPENDITURES					
Type 1 Engine	0-000-4520-044	0	27,437	27,437	100.00%
Holmatro Spider Pump Res. Engine 20%	0-000-4520-045	0	2,000	2,000	100.00%
Holmatro Cross Ram T17 20%	0-000-4520-046	0	400	400	100.00%
TOTAL SPFD MITIGATION EXPENDITURES		0	29,837	29,837	100.00%
LFPD MITIGATION EXPENDITURES					
Station 18 Schematic Design/Build	0-000-4522-001	0	101,011	101,011	100.00%
TOTAL LFPD MITIGATION EXPENDITURES		0	101,011	101,011	100.00%
CONSOLIDATED MITIGATION EXPENDITURES					
Front/Rear/Side Level III Frag Coating	0-000-4523-002	0	7,600	7,600	100.00%
Grey Plate Carrier	0-000-4523-003	0	3,200	3,200	100.00%
Fire ID Velcro Patch	0-000-4523-004	570	230	(340)	(147.78%)
5.11 UCR Sling Pack	0-000-4523-005	0	750	750	100.00%
Patient Quick Drag Litter	0-000-4523-006	0	150	150	100.00%
Ballistic Helmet	0-000-4523-007	0	9,500	9,500	100.00%
Investigation Team Equipment	0-000-4523-008	0	7,991	7,991	100.00%
Key 3" Hose-All Apparatus	0-000-4523-009	0	26,748	26,748	100.00%
Brute Expander Hose Coupler and Supplies	0-000-4523-010	0	6,000	6,000	100.00%
28' Ladder E17	0-000-4523-011	0	2,429	2,429	100.00%
Key 2.5" Hose for all Engines	0-000-4523-012	0	14,980	14,980	100.00%
Brake Press	0-000-4523-013	0	600	600	100.00%
Laptop - Apparatus Software Capable	0-000-4523-014	0	3,000	3,000	100.00%
Workstation/Laptop Upgrades 11%	0-000-4523-015	0	809	809	100.00%
MDC/Vehicle Computers T17 11%	0-000-4523-016	0	550	550	100.00%
BK P150 CMD II Portable Radios	0-000-4523-017	0	25,000	25,000	100.00%
Radio Equipment 11%	0-000-4523-018	0	1,100	1,100	100.00%
Holmatro Cross Ram E18 11%	0-000-4523-019	0	220	220	100.00%
Firefighter PPE	0-000-4523-020	0	11,000	11,000	100.00%
Type 1 Engine	0-000-4523-021	0	314,000	314,000	100.00%
TOTAL CONSOLIDATED MITIGATION		570	435,857	435,287	99.87%
TOTAL OPERATING EXPENSES		3,535,367	15,289,028	11,753,664	76.88%
EXCESS OF REVENUE/EXPENDITURES		(2,743,423)	(1,612,990)	1,130,428	(70.08%)
ENDING FUND BALANCE		(2,743,423)	(1,612,990)	1,130,428	(70.08%)
COMPONENTS OF FUND BALANCE					

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIG G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, NOVEMBER 05, 2020
CC: ADMINISTRATIVE SECRETARY KATHY MEDEIROS

Agenda Item: Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit, Regarding Education Incentive and Accreditation:

Action Requested: Chief recommends discussion and action to approve the negotiated side letter of agreement.

Background: During contract negotiations in 2019/20 the District and SAFF L522 came to agreement on changing language in the memorandum of understating (MOU) regarding which accreditation agencies would be considered for college degree education incentive. During negotiations we discussed but did not formalize an acceptable accreditation for distance learning. With COVID restrictions and the fire services schedule it is important to consider the advantages to the employee and the District in expanding the acceptance of on-line/hybrid learning programs. A committee was set between L522 and the Administration, the Distance Education Accrediting Commission (DEAC) became the clear choice to add to the MOU, as it is recognized by the Council for Higher Education Accreditation (CHEA) who recognizes the six regional accrediting bodies already approved in the MOU. The Board discussed with their negotiator in closed session at the October 2020 Board meeting.

Impact: Increased qualifications of employees and a future increase in education incentive.

Attachments: Proposed side letter and DEAC description.

Eric G. Walder, EFO
Fire Chief
South Placer Fire District

SIDE LETTER OF AGREEMENT
BETWEEN
SOUTH PLACER FIRE PROTECTION DISTRICT
AND
SACRAMENTO AREA FIREFIGHTERS LOCAL 522, I.A.F.F (AFL-CIO)
SOUTH PLACER UNIT

The South Placer Fire Protection District ("District") and Sacramento Area Firefighters (SAFF L522) here by agree as follows:

The current language under MOU article 11.4.4

11.4.4 All degrees shall be from a WASC university or other regionally accredited college or university.

Shall be amended to read:

11.4.4 All degrees shall be from one of the six regional organizations recognized by the Council for Higher Education Accreditation (CHEA) or the CHEA recognized Distance Education Accrediting Commission (DEAC).

Dated:TBD

Eric Walder, Fire Chief
South Placer Fire District

Matt VanVotenburg
Unit Representative

Chris Gibson
President, Board of Directors

Chris Andrew
President, Local 522



The DEAC Directory of Accredited Institutions includes distance education high schools, postsecondary schools, colleges and universities. These institutions offer a variety of programs ranging from non-degree courses and programs through bachelors, masters and professional doctoral degree programs. An institution is typically evaluated for accreditation or reaccreditation by DEAC on a three or five-year cycle after an in-depth evaluation of the institution's performance and operations against a detailed rubric of requirements. Accreditation is only granted when the institution is found to fully comply with each of the Accreditation Standards set forth in Part Three of the *DEAC Accreditation Handbook*. Where an institution's status is indicated in the search results as "accredited," "deferred" or "show cause directive," additional information on the reason(s) for that status can be found by clicking on the institution's name in the first column. Institutions operating under a show cause directive or a deferred decision status remain fully accredited until the underlying issues are resolved and accreditation is either granted or denied.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIG G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, NOVEMBER 05, 2020
CC: ADMINISTRATIVE SECRETARY KATHY MEDEIROS

Agenda Item: PSPS Resiliency Grant Acceptance

Action Requested: Chief recommends discussion and action on accepting the grant award.

Background: The Chief applied for the Public Safety Power Shutdown (PSPS) Resiliency Grant in July of 2020. The Districts response area is susceptible to PSPS operations and seasonal storms that affect our critical infrastructure and at times our response capabilities out of stations that currently do not have emergency power. These projects were added to the Districts major equipment replacement plan and funds were allocated to complete these projects this year. The grant will allow the District to reallocate funds within the facilities reserve. The grant award will be for \$44,000 with an agency contribution of \$8,800.

Impact: Increased continuity of operations during power outages.

Attachments: Award email, and grant application.

Eric G. Walder, EFO
Fire Chief
South Placer Fire District

Eric Walder

From: Placer County OES <PlacerOES@placer.ca.gov>
Sent: Tuesday, October 27, 2020 5:11 PM
To: Eric Walder
Cc: Sarah Poindexter; Placer County OES
Subject: PSPS Resiliency Grant - Award Notification

Good evening,

Placer County is pleased to announce that your agency's PSPS Resiliency Grant application was approved for funding by the review committee for the requested amount. You will receive official correspondence with final approved allocation and the process for accessing funds by November 6, 2020. Thank you.

Holly

Holly Powers, Assistant Director
Placer County Office of Emergency Services
2968 Richardson Dr, Auburn, CA 95603
(530) 886-5300 | (530) 886-5306 Direct
(530) 308-3555 Mobile
hpowers@placer.ca.gov
www.ReadyPlacer.org

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Public Safety Power Shutdown (PSPS)

Resiliency Grant Request

Performance Period July 1, 2019 – October 31, 2022



Program Description

Funds appropriated may be used to procure fixed, long term emergency electrical generation equipment, continuity plans, risk assessments for critical infrastructure, post event reports, public education materials or supplies to prepare for electric disruption.

As a condition of receiving funding, agencies will be required to collaborate within the county to support critical infrastructure and resiliency with a particular focus on public safety, vulnerable communities, and individuals with access and functional needs.

Information and Instructions

Applicants must complete and submit the required request components on the below form to be eligible for fund allocations. Only requests adhering to PSPS Response Eligible Activities (i.e.-Equipment, Plans, Public Education & One-Time Costs) will be considered. All requests that do not adhere to the PSPS Response eligibility requirements will be denied.

Complete and submit this form to the Placer County Office of Emergency Services no later than **JULY 17, 2020**. Submit by e-mail, PlacerOES@placer.ca.gov with the subject line "PSPS Resiliency Grant – AGENCY NAME." If you have any questions or concerns, please contact the OES office PlacerOES@placer.ca.gov or 530-886-5300.

Estimated timeline

Grant requests due: July 17, 2020

Approval Committee Review and Prioritization: July 29, 2020

Final Project Prioritization and Funding Approval: July 31, 2020

Evaluation Criteria

Primary evaluation criteria are the projects support to critical infrastructure and resiliency county-wide, with a particular focus on public safety, vulnerable communities and individuals with access and functional needs. Additional criteria considered includes but is not limited to: time to implement, obstacles to completion, agency funding contribution.

Reporting Requirements

Two reports are required to be submitted on the expenditures of the funds appropriated. These reports shall identify how the funds have been used, including identifying each project or activity undertaken, the state or local entity that undertook the project or activity, the amount of state funding provided to the project or activity, and a description of each project or activity. The report shall also identify the specific outcomes achieved by each project or activity, including whether the project or activity was completed and whether it was used during Public Safety Power Shutoff events. Progress Reports serve as a record for the implementation of the project. Reports will be submitted to PlacerOES@placer.ca.gov

Report	Report Period	Due Date
1 st Report	July 1, 2019 – October 31, 2020	November 15, 2020
2 nd Report	November 1, 2020 – October 31, 2022	November 15, 2022

Public Safety Power Shutdown (PSPS)

Resiliency Grant Request

Performance Period July 1, 2019 – October 31, 2022



Eligible Activities

1. Equipment
 - a. Generators and generator connections for essential facilities, with an emphasis on clean energy and green solutions where possible or other alternative backup power sources
 - b. Generator fuel and fuel storage
 - c. Redundant emergency communications (e.g., battery-powered radios)
2. Plans
 - a. Continuity plans
 - b. Development/update of contingency plans for electrical disruptions that include considerations such as protecting individuals with access and functional needs, medical baseline and socially vulnerable populations, transportation, emergency public information, and preservation of essential functions.
 - c. Risk assessments for critical infrastructure and lifelines
 - d. Post-event reports that identify lessons learned and corrective actions
3. Public education materials or supplies focused on individual and family preparedness for electric disruptions
4. One-time costs associated with identifying and equipping resource centers for the public to access during electric disruptions.

Non-Allowable Activities

Response costs associated with electric disruption events including any staffing or new positions, Emergency Operations Center staffing, security, law or fire response, or other overtime charges.

Attachments for Reference

- PSPS Resiliency Program Fact Sheet Local Government.pdf
- Cal OES FY19 PSPS Notification of Subrecipient Allocation Letter.pdf

Public Safety Power Shutdown (PSPS)

Resiliency Grant Request

Performance Period July 1, 2019 – October 31, 2022



PROJECT NAME: SPFD Station 17 and 15 Generator Project

Agency/Department: South Placer Fire District

Authorized Agent/Contact: Eric Walder, Fire Chief

Phone 916-791-8464 **Email** ewalder@southplacerfire.org

Requested Amount \$ 44,000

Agency Contribution: \$ 8,800

Estimated TOTAL COST*: \$ 52,800

**Please note: any overage in costs during project implementation will be the responsibility of the Agency responsible for the project.*

Estimated Start Date: 12/2020 **Estimated Completion Date:** 3/2021

Has your Agency received any other direct PSPS funding from Cal OES

Yes/No: No **If Yes, Amount Received:** \$

Project(s) Funded: _____

A. Describe in detail the specific PSPS Response Eligible Activity (Equipment, Plans, Public Education, One Time Costs) request:

The specific PSPS Response Eligible Activity would be for Equipment specifically, back up generators to be installed at South Placer Fire District Stations 17 and 15. These Stations currently are without backup power and are subject to PSPS. During the 2018-19 Fire Season the District had three stations that were affected by PSPS those were Station 18,19, and 20. Of the three Station 20 did not have a back up power supply and was impacted on several occasions. The District this last winter installed generator back up power at Station 20 this past winter.

B. Who will the request benefit? Please indicate the agency, department, or individuals this request will benefit. Be specific and include any benefits to vulnerable communities or individuals with access and functional needs.

Public Safety Power Shutdown (PSPS)

Resiliency Grant Request

Performance Period July 1, 2019 – October 31, 2022



This request when granted will benefit the entire South Placer Fire District and communities of Granite Bay, Loomis and Unicornated Loomis. By ensuring continuity of emergency services within the entire District when we are affected by PSPS and other events that may cause power outages. When one station is taken out of service due to power outages, response times can at times double and triple which can lead to outcomes that are not favorable for the community. Everyone is effected negatively when essential services are taken away from an area that other wise would have been staffed appropriately and available for all hazard repsonse medical, fire, rescue, and wildland fire responses.

C. What is the potential impact if this request is not approved? Explain– be specific.

Potential impacts to fire stations being closed due to PSPS can be devastating from delayed emergency response to all hazard emergencies. Additionally delayed reponse can contribute to loss of life and property. Fire Stations are critical infrastructure for the South Placer Community.

D. What is the estimated cost of the request? Include projected increase/decrease of operating costs as a result of the request – be specific. (Please attach supporting documents)

The estimated cost of the request is \$52,800 . The District match costs will come straight from the Districts operating revenue or capital reserves.

E. What agency/department will be responsible for ongoing needs (I.E. Maintenance, Staffing, Monitoring supply expiration, Restocking...etc.)? Also indicate what the estimate needs would be if approved – be specific.

**Public Safety Power Shutdown (PSPS)
Resiliency Grant Request**
Performance Period July 1, 2019 – October 31, 2022



The South Placer Fire District will be responsible for the ongoing needs, maintenance, monitoring and eventual replacement of equipment purchased with Resiliency Funds.

F. Are there any projected obstacles related to the request?
(zoning, approval authorities, purchasing, etc.) Explain.

No projected obstacles on the Districts end, we are accustomed to overcoming obstacles that we may be faced with.

AUTHORIZING AGENT SIGNATURE:

DATE:

7/14/2020



October 25, 2019

Holly Powers
Assistant Director of Emergency Services
Placer County
2968 Richardson Drive
Auburn, CA 95603

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION
Fiscal Year (FY) 2019 Public Safety Power Shutoff (PSPS)
Resiliency Allocation
Cal OES ID#061-00000
Period of Performance: July 1, 2019 to October 31, 2022

Dear Ms. Powers:

The California Governor's Office of Emergency Services (Cal OES) approved your FY 2019 PSPS allocation in the amount of \$452,333. Eligible activities under this allocation are limited to:

- Equipment
 - Generators and generator connections for essential facilities, with an emphasis on clean energy and green solutions where possible or other alternative backup power sources;
 - Generator fuel and fuel storage; and
 - Redundant emergency communications (e.g., battery-powered radios).
- Plans
 - Continuity plans;
 - Development/update of contingency plans for electrical disruptions that include considerations such as protecting individuals with access and functional needs, medical baseline and socially vulnerable populations, transportation, emergency public information, and preservation of essential functions;



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX
www.CalOES.ca.gov

- o Risk assessments for critical infrastructure and lifelines; and
 - o Post-event reports that identify lessons learned and corrective actions.
- Public education materials or supplies focused on individual and family preparedness for electric disruptions.
- One-time costs associated with identifying and equipping resource centers for the public to access during electrical disruptions.

The following activities are **not allowed**:

- Response costs associated with electric disruption events including any staffing or new positions, Emergency Operations Center staffing, security, law or fire response, or other overtime charges.


All activities funded with this allocation must be completed within the period of performance. Additionally, the Subrecipient is subject to the following requirements:

- As a condition of receiving funding, counties will be required to collaborate with cities within their jurisdiction to support critical infrastructure and resiliency county-wide with a particular focus on public safety, vulnerable communities and individuals with access and functional needs.
- Must ensure that they and their principals are not presently debarred, suspended, proposed for debarment, or declared ineligible.
- Must provide two reports on the expenditures of the funds. The first report is due no later than **November 30, 2020**, and the second no later than **November 30, 2022**. These reports shall identify how the funds have been used, including identifying each project or activity undertaken, local entity that undertook the project or activity, the amount of funding provided to the project or activity, and a description of each project or activity. The report shall also identify the specific outcomes achieved by each project or activity, including whether the project or activity was completed and whether it was used during PSPS events.
- Must coordinate with their city or county planning agency to ensure that the project is in compliance with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.).

- Comply with the California Public Records Act, Government Code section 6250 et seq.
- Must procure goods and services in compliance with applicable state and local laws, ordinances, rules, regulations, and policies.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: SOUTH PLACER FIRE DISTRICT

Signature of Authorized Agent: 

Printed Name of Authorized Agent: ERIC WALDEN

Title: FIRE CHIEF Date: 7-14-2020

Your dated signature is required on this Notification of Subrecipient Allocation. Please sign and return to PSPS@CalOES.ca.gov within 20 calendar days upon receipt and keep a copy for your records. For further assistance, please email PSPS@CalOES.ca.gov.

Sincerely,



MARK S. GHILARDUCCI
Director

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, NOVEMBER 05, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: **Fire Chiefs Contract Renewal**

Action Requested: Discussion and approval of the Fire Chiefs contract renewal.

Background: The Fire Chiefs contract will expire in December 2020. The contracts initial term was for 5 years. At the October 2020 Board meeting the Board met with the Chief to discuss terms of the new contract in closed session. This contract is for a renewal term of four years.

Impact: Estimated annual employer costs for salary and benefits

Attachments: Fire Chief Contract with attachments

Eric G. Walder, EFO
Fire Chief
South Placer Fire District

EMPLOYMENT CONTRACT
between
ERIC WALDER
and the
SOUTH PLACER FIRE PROTECTION DISTRICT

This Employment Contract ("Contract") is by and between the Board of Directors of the SOUTH PLACER FIRE PROTECTION DISTRICT, hereafter referred to as "BOARD" or "DISTRICT," and ERIC WALDER, hereafter referred to as "FIRE CHIEF."

I. TERM

- A. The term of this Contract shall be December 31, 2020, through and including December 31, 2024.
- B. This Contract shall be subject to early termination only as provided below.

II. COMPENSATION

A Base Salary

The DISTRICT shall pay the FIRE CHIEF the annual base salary in accordance with his placement on Step 5 of the current salary schedule approved by the BOARD (Appendix "A"). A pro-rata share of the salary shall be payable at each regularly scheduled DISTRICT pay period

- B. A 3.5% Increase in Base Salary will be applied to the Fire Chief classification effective January 1, 2021.
- C. A 3% Increase in Base Salary will be applied to the Fire Chief classification effective January 1, 2022.

In the event that the salary scale is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief salary scale.

D. Administrative Incentives

- 1. In the event that the DISTRICT enters into agreements to provide administrative services for other agencies the BOARD shall meet and discuss a FIRE CHIEF's administrative incentive.

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF FIRE CHIEF

- A. The FIRE CHIEF shall be responsible to, and shall report directly to, the BOARD.
- B. The FIRE CHIEF shall perform all duties prescribed by:
 - 1. the laws of the State of California;
 - 2. rules, regulations, and lawful directions of the BOARD;
- C. Attachments to this Contract:
 - 1. The Fire Chief Job Description approved by the BOARD, DISTRICT Policy Number 1110, revision date 2/16/2011 (Appendix "B").
 - 2. Major Performance Requirements for the Fire Chief (Appendix "C").

IV. DUTY and NON-DUTY DAYS AND OTHER BENEFITS (Consistent with other safety administrative employees)

A. Regular Service

The FIRE CHIEF shall render twelve (12) months of full and regular service to the DISTRICT during each annual period covered by this Contract. The FIRE CHIEF works a 40-hour workweek and rotates 24 hour 7 day per week duty officer coverage with other safety staff administrators, the FIRE CHIEF is required to work all Holidays unless taken off by using an approved method.

B. Annual Vacation

- 1. The FIRE CHIEF shall earn paid vacation at the rate of 16.14 hours per month.
- 2. Upon conclusion of this Contract for any reason, including Termination for Convenience, the FIRE CHIEF shall be compensated for up to twice the annual accrual rate (387.36 hours) of accrued and unused vacation.
- 3. The DISTRICT reserves the right to direct the use of vacation.

In the event that the vacation rate is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief vacation rate.

C. Sick Leave

The FIRE CHIEF shall accrue sick leave at the rate of ten (10) hours per month per contract year. This leave may accumulate without limit.

In the event that the sick leave rate is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief sick leave rate.

D. Administrative Time Off (ATO)

1. The FIRE CHIEF shall earn eight (10) hours per month of Administrative Time Off (ATO). (front loaded every January)
2. When the FIRE CHIEF works as the duty officer (covering for a regularly scheduled Shift Battalion chief) during the FIRE CHIEF's regularly scheduled time off (nights and weekends), he or she will be compensated (1) on an hour for hour basis with ATO. Accumulation: EMPLOYEE may maintain one hundred eighty (180) hours of ATO, but will be required to take off any hours over this time limit within sixty days.
3. ATO Buy Back will be up to one hundred eighty (180) hours of ATO within each fiscal year.
4. Upon conclusion of this Contract for any reason, including Termination for Convenience, the FIRE CHIEF shall be compensated for any earned and unused, accrued ATO.

In the event that the ATO leave rate is modified for other employees of the DISTRICT the Chief and Board shall meet and discuss a modification to the fire chief ATO leave rate.

E. Out of Area Assignment:

1. If the FIRE CHIEF is assigned to an out of area assignment, he or she will be reimbursed straight pay for the hours assigned if the DISTRICT is reimbursed for the incident.
2. If the FIRE CHIEF covers for a regularly scheduled Battalion Chief who is assigned on an out of area assignment he or she will be reimbursed straight pay for the hours assigned if the DISTRICT is reimbursed for the assignment.

F. Education Incentive

1. The FIRE CHIEF shall receive five (5) percent of his base salary for the possession of a Bachelor's Degree from an institution accredited by the Western Association of Schools and Colleges (or equivalent).
2. The FIRE CHIEF shall receive two (2) percent of his base salary for a certificate issued by the State of California as a Chief Officer.
3. The FIRE CHIEF shall receive three (3) percent of his base salary for the possession of an Executive Fire Officer Certification from the National Fire Academy.
3. The incentives are cumulative but shall not be more than ten (10) percent total.

In the event that the education incentive is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief education incentive.

F. Uniform Allowance

The FIRE CHIEF shall receive an annual uniform allowance in the amount of One Thousand Dollars (\$1000.00) payable on the first full pay period in January of each year.

In the event that the uniform allowance is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief uniform allowance.

G. Longevity Pay

Completed Years of Service	Annual Amount
5	1% of salary
10	2% of salary
15	3% of salary
20	4% of salary
25	5 % of salary
30	6% of salary
35	7% of salary

The FIRE CHIEF shall be entitled to receive longevity pay in the amount of 1% of the FIRE CHIEF's base salary for every 5 years of service with South Placer Fire District. Longevity pay is based on years of service with South Placer Fire District – volunteer, part time, or full time.

In the event that the longevity pay is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's longevity pay.

- H. Paramedic Stipend: FIRE CHIEF shall receive a stipend of Two Hundred and Fifty Dollars (\$250) per month when the FIRE CHIEF has a valid Paramedic License.

1. FIRE CHIEF to provide the Personnel Officer with all necessary proof of meeting the requirements. This shall include, but is not limited to, copies of all certificates or degrees for which benefits are requested.

I. Health Insurance

The DISTRICT shall maintain and fund, for the benefit of the FIRE CHIEF, an IRC-125 account in the amount of One Thousand Dollars (\$1000.00) per month. \$858 is allocated to the medical plan.

2. **IRC SECTION 125 PLAN**

a. IRC Section 125 Plan

- 1) Monthly IRC Section 125 plan costs, if any, shall be borne by the FIRE CHIEF.
- 2) The District shall "fund" the FIRE CHIEF's 125 Plan account with a monthly "base" amount of :
 - \$1,000.00. Of this amount,
 - \$858 is allocated as the District's specific maximum employer contribution to the District's PERS medical benefit plan.
 - \$50.00 is specifically allocated to the dental plan.
 - \$50 is specifically allocated to the vision plan
 - Any residual between the \$1000 and the above amounts is allocated to the supplemental plan set forth below.

b. Payroll Deduction

- 1) Any employee who is enrolled in one or more of the plans set forth above which costs more than the District's required specific monthly contribution is required to sign a payroll deduction form and pay the monthly difference by payroll deduction.
- 2) Failure to execute a payroll deduction form will result in immediate cancellation of insurance for non-payment of premiums.

c. Supplemental Plan Credit

- 1) Effective upon ratification, the District shall provide an additional \$300 per month supplemental plan credit to be used by the Fire Chief for any benefit covered, and allowable, under the IRC 125 plan.

Effective January 1, 2021, this supplemental plan credit shall increase to \$400 per month.

Effective January 1, 2022, this supplemental plan credit shall increase to \$600 per month.

In the event that the health insurance or IRC Section 125 plan is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief contract.

J. Retirement Formula

1. The DISTRICT shall contract with CalPERS for the FIRE CHIEF's retirement at the 3% at 55 Formula, with the single highest year being used for final computation upon retirement.
2. The FIRE CHIEF shall pay his or her twelve percent (12%) contribution to the Public EMPLOYEES Retirement System (P.E.R.S).
3. The DISTRICT shall provide the FIRE CHIEF with 1959 Survivor Benefits level (4). The FIRE CHIEF shall contribute Two Dollars (\$2.00) per month.
4. Death Benefit \$2,000

In the event that the retirement formula is modified for other employees of the DISTRICT the Chief and Board shall meet and discuss a modification to the fire chief retirement formula.

K. Leave Balances Upon Retirement

1. Upon retirement, one-hundred (100) percent of the FIRE CHIEF's accumulated sick leave shall be credited to his CalPERS retirement account as years of service at no cost to the FIRE CHIEF.
2. Upon retirement, subject to the limits set forth in this Contract, the FIRE CHIEF shall be paid for his accumulated and unused vacation hours and ATO hours.

In the event that the leave balance is modified for other employees of the DISTRICT the FIRE CHIEF and BOARD shall meet and discuss a modification to the fire chief leave balance.

V. GOALS AND OBJECTIVES

Not later than August 31 of each fiscal year of this Contract, the FIRE CHIEF shall recommend goals and objectives for the subsequent fiscal year to the BOARD. These goals and objectives shall be among the criteria by which the FIRE CHIEF is evaluated as hereafter provided.

VI. EVALUATION

- A. The BOARD shall evaluate, in writing, the performance of the FIRE CHIEF.
1. The BOARD shall evaluate the FIRE CHIEF, in writing, in accordance with the following schedule:
 - a. During the month of December in each fiscal year of this Contract.
 2. A meeting shall be held between the FIRE CHIEF and the BOARD to discuss the FIRE CHIEF's evaluation at the time the written evaluation is presented to him.
 3. The FIRE CHIEF shall have the right to make a written response to the evaluation.
- B. The evaluation shall be related to the duties and responsibilities of the FIRE CHIEF as set forth in Article III, the goals and objectives established by the FIRE CHIEF as set forth in Article V, Appendix "B," Appendix "C," and applicable law and Governing Board Policy.
- C. The final format, procedures, and goals of the FIRE CHIEF's evaluation shall be established by the BOARD and the evaluation format shall be provided to the FIRE CHIEF six (6) months previous to the evaluation. The evaluation may include the FIRE CHIEF's self evaluation. The BOARD may, at their discretion

revise the format and procedure of the FIRE CHIEF's evaluation, but such revision shall first be preceded by six months notice to the FIRE CHIEF.

- D. If the BOARD determines that performance of the FIRE CHIEF is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where the BOARD deems performance to be unsatisfactory.
- E. After evaluating the FIRE CHIEF, the BOARD shall meet at a regular Board meeting to approve the adjustment to the FIRE CHIEF's base salary as a result of a satisfactory evaluation for the preceding evaluation period.

VII. PROFESSIONAL GROWTH OF THE FIRE CHIEF

- A. The DISTRICT encourages the continuing professional growth of the FIRE CHIEF through participation in:
 - 1. The operations, programs and other activities conducted or sponsored by local, state and national associations related to fire DISTRICTs and fire departments;
 - 2. Seminars and courses offered by public or private educational institutions; and
 - 3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the FIRE CHIEF to perform professional responsibilities for the DISTRICT.
- B. In its encouragement, the DISTRICT shall permit a reasonable amount of release time for the FIRE CHIEF to attend such matters and shall pay, in accordance with BOARD procedure, necessary travel and subsistence expenses.

VIII. EXPENSE REIMBURSEMENT

A. General

The DISTRICT shall reimburse the FIRE CHIEF for all actual and necessary expenses incurred within the scope of employment. Reimbursement shall be in accordance with BOARD policy.

B. Transportation

The FIRE CHIEF shall be provided with a DISTRICT vehicle and DISTRICT credit card for fuel to be used in the performance of his official duties.

C. Professional Organizations and Committees

The DISTRICT shall pay membership fees for the FIRE CHIEF in various other professional organizations and committees subject to prior approval by the BOARD. The FIRE CHIEF shall be encouraged to participate in such activities.

IX. OUTSIDE PROFESSIONAL ACTIVITIES

- A. With prior approval of the BOARD, the FIRE CHIEF may undertake outside professional activities (*e.g.* consulting work, speaking engagements, writing, lecturing or other professional duties and obligations).
- B. Such outside professional activities may be performed:
 - 1. for consideration provided they do not interfere with, or conflict with, the FIRE CHIEF's duties and responsibilities under this Contract; or
 - 2. on vacation days.

X. MEDICAL EXAMINATION

- A. In light of the unique nature of the professional duties of the FIRE CHIEF, the BOARD may (at its option and expense) provide a complete medical examination of the FIRE CHIEF prior to February 15 of each fiscal year.
- B. The examination shall be conducted by a physician selected and approved by both parties.
- C. The DISTRICT shall be advised in writing by the physician of the continued physical ability of the FIRE CHIEF to perform his duties. Such report shall be confidential.

XI. TERMINATION OF EMPLOYMENT CONTRACT

This Contract may be terminated, prior to its normal expiration, by any of the following means:

- A. Mutual agreement of the parties.
- B. Retirement of the FIRE CHIEF.
- C. Discharge for cause.
 - 1. In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to the DISTRICT, this Contract may be terminated. Conduct which is seriously prejudicial to the DISTRICT shall

include, by way of illustration and not limitation, unprofessional conduct, neglect of duty, or breach of this Contract.

2. Should the BOARD elect to terminate this Contract prior to its expiration pursuant to this section, the BOARD shall notify the FIRE CHIEF in writing. Upon request, the BOARD shall serve upon the FIRE CHIEF a reasonably detailed statement of charges. The FIRE CHIEF will be afforded an opportunity for a hearing before the BOARD which shall include the right to be represented by counsel and the right to call witnesses. If the FIRE CHIEF chooses to be accompanied by legal counsel at such hearing, the FIRE CHIEF shall bear any costs therein involved. Such hearing shall be conducted in closed session. The FIRE CHIEF shall be provided a written decision describing the results of the hearing. The BOARD's decision shall be final.

D. Termination for Convenience

1. Notwithstanding any other provision of this Contract, the BOARD may (at its sole discretion) terminate this Contract.
2. If the BOARD terminates the Contract before its normal expiration, except pursuant to A., B., or C. above, the FIRE CHIEF shall receive as severance pay the lesser of either twelve (12) month's gross salary or gross salary for the number of months remaining on the Contract.
 - a. The BOARD and the FIRE CHIEF agree that this shall be the sole and exclusive remedy if this Contract is terminated for convenience.
 - b. If this Contract is terminated, any cash settlement related to the termination that the FIRE CHIEF receives from the BOARD shall be fully reimbursed to the BOARD if the FIRE CHIEF is convicted of a crime involving an abuse of his/her position as defined in Government Code section 53243.4.

XII. EXTENSION OF EMPLOYMENT CONTRACT

- A. If the BOARD evaluates the FIRE CHIEF as satisfactory or better for the fiscal year immediately proceeding the last fiscal year of this Contract, the BOARD may consider an extension of this Contract. Any consideration or act to extend the Contract shall occur at a regular public meeting of the BOARD.
- B. In the event this Contract is extended by operation of this provision, this provision continues to apply to the Contract as extended.

XIII. GENERAL PROVISIONS

- A. This document is the full and complete Contract between the parties. It can be changed or modified only in writing, signed by the parties or their successors in interest.
- B. Except as modified herein, this Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the Board of Directors of the South Placer Fire Protection DISTRICT. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
- C. If any provision of this Contract is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Contract which can be given effect without the invalid provisions shall continue in full force and effect and shall in no way be impaired or invalidated.
- D. The FIRE CHIEF is an at-will employee of the DISTRICT. Upon the expiration of this Contract, or upon its earlier termination in accordance with Article X, the FIRE CHIEF shall have no additional employment rights with the DISTRICT.

BOARD OF DIRECTORS OF THE SOUTH PLACER FIRE PROTECTION DISTRICT

By: _____
Chris Gibson, DC
President, Board of Directors

Date:

I accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of FIRE CHIEF of the South Placer Fire Protection DISTRICT.

By: _____
Eric Walder, EFO

Date:

Appendix "A"

SOUTH PLACER FIRE DISTRICT SALARY SCHEDULE Effective 1/4/2020

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Admin. Asst/	Monthly	5,321	5,587	5,867	6,160	6,468	
Fire Inspector 1	Annual	63,856	67,049	70,401	73,922	77,618	
	Hourly	30.7001	32.2351	33.8468	35.5392	37.3162	
Battalion Chief	Monthly	7,819	8,210	8,621	9,052	9,504	9,980
Shift	Annual	93,831	98,522	103,448	108,621	114,052	119,754
	Hourly	32.2221	33.8332	35.5249	37.3011	39.1662	41.1245
Captain	Monthly	6,750	7,087	7,442	7,814	8,204	8,615
	Annual	80,998	85,048	89,300	93,765	98,453	103,376
	Hourly	27.8152	29.2060	30.6663	32.1996	33.8096	35.5001
Deputy Chief	Monthly	10,471	10,995	11,545	12,122	12,728	
	Annual	125,657	131,940	138,537	145,463	152,737	
	Hourly	60.4119	63.4325	66.6042	69.9344	73.4311	
Division Chief	Monthly	9,050	9,503	9,978	10,477	11,001	
Training	Annual	108,602	114,032	119,733	125,720	132,006	
EMS	Hourly	52.2124	54.8230	57.5641	60.4423	63.4645	
CRR							
Engineer	Monthly	5,830	6,122	6,428	6,749	7,087	7,441
	Annual	69,965	73,463	77,136	80,993	85,043	89,295
	Hourly	24.0263	25.2277	26.4890	27.8135	29.2042	30.6644
Firefighter	Monthly	5,036	5,287	5,552	5,829	6,121	6,427
	Annual	60,427	63,448	66,620	69,951	73,449	77,121
	Hourly	20.7509	21.7884	22.8779	24.0217	25.2228	26.4840
Fire Chief	Monthly	12,122	12,728	13,365	14,033	14,735	
	Annual	145,467	152,740	160,377	168,396	176,816	
	Hourly	69.9360	73.4328	77.1044	80.9596	85.0076	
Business Manager	Monthly	8,064	8,467	8,891	9,335	9,802	
	Annual	96,770	101,608	106,689	112,023	117,624	
	Hourly	46.5239	48.8500	51.2926	53.8572	56.5500	
Part-Time	Monthly	4,160					
Mechanic	Annual	49,920					
	Hourly	52.0000					
Journey person	Monthly	5,994	6,294	6,608	6,939	7,286	
Mechanic	Annual	71,927	75,524	79,300	83,265	87,428	
	Hourly	34.5804	36.3095	38.1249	40.0312	42.0327	
Apprentice Firefighter	Monthly	3,640					
	Annual	43,680					
	Hourly	15.0000					
District Secretary	Monthly	3,765					
	Annual	45,179					
	Hourly	43.4415					

South Placer Fire DISTRICT POLICY MANUAL

POLICY TITLE: Fire Chief Job Classification **Adopted Date: 5/5/2002**

POLICY NUMBER: 1110 **Revision Date: 2/16/2011**

1110.1 General Job Description: The South Placer Fire DISTRICT is a tax supported governmental agency, which provides emergency and non-emergency services to the Community of the South Placer Fire DISTRICT and other communities under local agreements and the California State Mutual Aid Plan. This work unit is responsible for fire DISTRICT management, administrative staff supervision, crew supervision and tasks associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and pre/post emergency activities. The safety administrative staff work unit works a 40-hour workweek and rotates 24 hour 7 day per week duty officer coverage with other safety staff administrators.

1110.2 Specific Duties: Working under the supervision of the DISTRICT Board of Directors, the Fire Chief's primary duty is to plan, direct, coordinate, organize and supervise the activities of the DISTRICT. The Fire Chief:

1. Assumes the role of chief executive officer and as such provides highly responsible and technical support to the Board of Directors.
2. Is the authorized agent of the DISTRICT unless required otherwise.
3. Through separate employment agreement with the DISTRICT, shall work directly for the Board of Directors and represent the interest of the Directors to any person, group or agency having business with the DISTRICT.
4. Receives direction and evaluation from the Board of Directors.
5. Exercises the highest degree of authority and supervisory responsibility.
6. Acts as the appointing authority with full responsibility for appointment, promotion, demotion, discipline, discharge, reclassification and reinstatement for those positions approved by the Board of Directors in accordance with the DISTRICT Rules and Regulations.
7. Develops and maintains open channels of communication with outside agencies, community groups elected officials and other individuals who may influence DISTRICT operations.
8. Participates with Local, County, State and National emergency service related committees and organizations, as he or she deems necessary and or agreed to by the Board of Directors.
9. Has specific supervisory responsibilities over the administrative staff members and general supervisory responsibility over all other full-time, part-time and volunteer employees.

10. Evaluates the performance of direct subordinate Chief Officers and administrative staff members.
11. Recommends an annual expenditure plan to the Board of Directors. This plan shall account for salaries and benefits, services and supplies, and capital costs for apparatus, facilities and equipment. The Fire Chief also recommends a reserve fund for capital and operating contingencies. The plan shall account for anticipated revenues both forecast by Placer County, State of California and historical revenue analysis.
12. Oversees the monitoring of the annual budget and reports to the Board any findings of deviation between projected versus actual revenues and expenditures.
13. Ensures compliance with DISTRICT Rules and Regulations by all employees.
14. Makes recommendations to the Board of Directors on changes or revisions to the Rules and Regulations or any other Board directed policy and procedure.
15. Develops and implements Administrative and Operational Policies and Procedures supplemental to the DISTRICT Rules and Regulations.
16. Continually evaluates the scope and level of service provided by the DISTRICT making recommendations to the Board of Directors for purposes of long term planning.
17. Ensures the DISTRICT operations are consistent with the legal authorities set forth in Fire DISTRICT laws of the State of California.
18. Ensures the DISTRICT is properly represented in judicial proceeding as necessary.
19. Communicates clearly and concisely, both orally and in writing.
20. Works cooperatively with other employees, supervisors, the public and outside agencies.
21. Interprets and applies Administrative and Operational Policies and Procedures.
22. Maintains confidential information.

1110.2.1 When necessary the Fire Chief shall respond to emergency situations and perform tasks associated with fire suppression, hazardous condition mitigation, emergency rescue and medical treatment. When responding to such emergencies the employee shall wear all required protective clothing and the Chief may:

1. Assume command of any incident as necessary.
2. Establish the Incident Command System per DISTRICT Standard Operating Procedures.
3. Size up, report on and formulate tactical mitigation strategies for emergencies
4. Clearly communicate the incident situation status, resources status and mitigation strategies.
5. Have full power during a serious fire or other emergency to suspend temporarily the operation of the regular work schedule and recall to duty any off duty personnel.
6. Direct, supervise crews to carry out emergency mitigation strategies.
7. Determine safety measures needed for each emergency operation and convey these measures clearly to those crews assigned.

1110.3 It should be noted that many of the tasks performed in this job require extended, strenuous physical exertion in dangerous conditions. The employee shall work as a member of a team, all of whose members are interdependent on other members of the team for their safety and for the successful accomplishment of the tasks. Due to the wide range of activities and conditions inherent in this job, the frequencies and duration's of physical activities may vary significantly from day to day and employees may be required to perform other duties related to the DISTRICT's mission statement.

1110.4 Minimum Qualifications:

1. The employee shall maintain a valid Class C California Drivers License.
2. The employee shall have a total of ten (10) years of increasing responsibility in emergency service management, three (3) years of experience as a Battalion Chief or higher.
3. Employee shall possess a Certificate issued by the State of California as a Chief Officer.
4. A Bachelors Degree from a Western Association of Schools and Colleges (or regional equivalent) in the area of fire science, emergency services, public administration (or other related field) or a National Fire Academy, Executive Fire Officer Graduate.

1110.5 Desirable Qualifications: Any combination of training, education or experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:

1. Training from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields or

1110.6 Standards: The employee shall acquire and apply the knowledge of the DISTRICT rules, regulations, procedures, methods and techniques on a continuous basis. Maintain the mental condition, physical endurance, agility, strength and stamina to perform hazardous work under emergency conditions. Maintain the ability to understand and follow oral and written directions promptly and accurately. Continuously be courteous to the public, allied agencies and fellow employees. The employee shall maintain favorable employee performance evaluations.

1110.7 Knowledge of:

1. Complete familiarity with local emergency incident scene management and the Incident Command System.
2. Principles of supervision, training and performance evaluations.
3. Principles and practices of personnel management and employment laws.
4. Extensive knowledge of operational procedures of fire service organizations.
5. Knowledge of State requirements for emergency services.
6. Knowledge of DISTRICT contractual agreements and commitments.
7. DISTRICT Safety Manual.

1110.8 Annual Performance Evaluation: The Board of Directors shall conduct an annual performance evaluation of the Fire Chief. The evaluation will be conducted during a closed session end of the year presentation and report prepared by the Fire Chief in December of each year. The end of the year presentation and report shall be related to the previous fiscal years activities and ability of the DISTRICT to meet the goals and objectives adopted for that year.

FIRE CHIEF
MAJOR PERFORMANCE REQUIREMENTS FOR FIRE CHIEF
SOUTH PLACER FIRE PROTECTION DISTRICT

FIRE CHIEF SHALL:

1. Establish a continuous system of master planning based on identified needs of DISTRICT, on the expressed needs of the community served, on the results of annual evaluation of programs, and on the overall goals of DISTRICT. (*Policy # 1110.2, #16*)
2. Establish fiscal responsibility through use of a system of program budgeting and a cost analysis format which will utilize the resources of DISTRICT with maximum effectiveness. He/she shall determine the cost benefit of all DISTRICT operations and recommend alternative means that would be financially advantageous to DISTRICT. (*Policy # 1110.2, #11*)
3. Submit the preliminary budget for DISTRICT to the BOARD at the regular June Board Meeting.
4. Chair a management team comprised of key DISTRICT personnel which shall follow a system of decision-making and policy development which includes modern management practices. FIRE CHIEF shall serve as the chief administrator of such a team, accountable to the BOARD.
5. Be responsible for the hiring and maintenance of a competent staff required by DISTRICT to pursue a program of excellence. He/she shall provide a system of hiring criteria and annual evaluation of staff by the proper administrators, reporting the results annually to the BOARD. (*Policy # 1110.2, #6*)
6. Provide leadership and *in service* training and development program for all DISTRICT staff, designed to help staff upgrade skills and to keep abreast of developments in their respective fields. He/she shall seek out and make use of constructive ideas from the staff.
7. Assure written evaluations of all staff at least once a year and report the results of those evaluations to the BOARD. (*Policy # 1110.2, #10*)
8. Provide a system of information gathering and monitoring which will provide the BOARD, Administrative Staff and Program Staff with information needed for decision making, planning and evaluation of program goals. He/she shall require staff to keep him/her fully informed on the progress made toward reaching outcomes set forth in the established goals of the DISTRICT.

9. Establish a communication system that obtains community support and understanding of DISTRICT programs and operations and shall be responsible for a flow of accurate information to the public. (*Policy # 1110.2, #7*)
10. Stays informed of developments in other fire protection DISTRICTs with goals similar to those of DISTRICT. (*Policy # 1110.2, #8*)
11. Identify leadership needs required in overall master planning and recommend changes and additions where warranted. He/she shall supervise DISTRICT administrative staff in the accomplishment of the performance requirements set forth in all administrative contracts. (*Policy # 1110.2, #15*)
12. Responsible for organizing, reorganizing and arranging the administrative and supervisory staff which in his judgment best serves DISTRICT. FIRE CHIEF shall have the ultimate responsibility in all personnel matters, including selection, assignment, and transfer of employees. In personnel matters, where direct authority has not been delegated, FIRE CHIEF shall present his recommendation in writing to the BOARD. In the event that the BOARD does not approve said recommendation, FIRE CHIEF shall submit another recommendation to the BOARD within a reasonable time. (*Policy # 1110.2, #6*)
13. Recommend the adoption of policies to the BOARD; oversees the implementation of adopted policies. (*Policy # 1110.2, 14 & 17*)
14. Adhere to the highest standards of professional conduct. Be forthright, honest and fair:
 - a. in making recommendations;
 - b. in relationships with BOARD members;
 - c. in giving and receiving suggestions and criticisms;
 - d. in carrying out the Policies and Directions of the BOARD;
 - e. in admitting mistakes;
 - f. in dealing with the entire staff;
 - h. in respecting the authority of the BOARD in exercising its legislative function;

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, NOVEMBER 05, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Employee Retention:

Action Requested: The Chief recommends discussion on employee retention and possible District action that may improve the Districts ability to retain and recruit employees.

Background: The California State Fire Service is experiencing a shortage of Paramedic Firefighters as such most Firefighting organization are directly in competition with one another to hire and retain Paramedic Qualified Firefighters. Since the last Board meeting one Probationary Firefighter Resigned from employment with the District.

Through the Labor Management meeting process that was initiated 3 months ago, L522 South Placer Unit requested that retention issues be discussed at the Board level at each Board meeting.

Impact: Increased awareness of retention issues

Attachments: None

Eric G. Walder, EFO
Fire Chief
South Placer Fire Protection District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, NOVEMBER 06, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Covid-19 Update:

Action Requested: Information and discussion answer Board questions.

Background: The Covid -19 pandemic has spread across the globe and has impacted the State of California resulting in a March 19th, 2020 Executive Order issued by Governor Gavin Newsom for all Californians to shelter in place, with the exception of critical workforce employees. In preparation and anticipation of this statewide order the Fire Chief on March 16th, 2020 issued directives to be implemented immediately to protect the critical workforce and the local community. This effectively altered operations to take care of the critical operational components of our service while continuing the basic level of service in our prevention division. On March 23rd, 2020 Bulletin #2020-1 was issued updating the directives. The first comprehensive South Placer Fire District Covid-19 Plan was issued after consultation with labor and management employees. The SPFD Covid -19 Plan is monitored and updated regularly for changes in guidance by local, state, and national health care officials. Periodic emails are being produced internally to inform the Districts employees of the pandemic. On June 19th, 2020, The District issued Bulletin #2020-5 updating the Covid-19 Directives. The Governor has changed the guidance with restrictions for Placer County which changed on September 8th, 2020 from risk level widespread to substantial which will allow the County to ease some restrictions. On October 10, 2020 the District issued Bulletin #2020-6 updating the Covid-19 Directives. On November 6, 2020 the District Issued Bulletin #2020-7 updating directives to include stricter language regarding visitors at the Stations after an exposure incident. The District is preparing for the County to fall back into a stricter risk level as cases continue to rise within the County. This may cause the District to reinstate previous restrictions on training etc.

Impact: Continued Operation

Attachments: Most Current South Placer Fire District Covid-19 Plan, SPFD Bulletin #2020-7

Eric G. Walder, EFO
Fire Chief
South Placer Fire District

SOUTH PLACER FIRE DISTRICT

BULLETIN #2020-7

TO: ALL PERSONNEL
FROM: FIRE CHIEF ERIC WALDER
SUBJECT: ADDITIONAL COVID-19 DIRECTIVES
DATE ISSUED: NOVEMBER 6, 2020
DATE SUPERCEDED:

The California Department of Public Health and Governor Gavin Newsom issued new guidance on June 18th, 2020 stating that people in California must wear face coverings in high risk situations. It is the Districts intent to provide face coverings for each member of the District so they can follow the recommendations set forth.

It is imperative that we abide by recommended guidelines, set an example to the community, and protect the health of the community along with our employees. We **will** take the perspective that the fire station is our home and follow the Governors guidance when in the public. As essential workers we **will** limit our exposure to Corona-19 and maintain the restrictions on travel and public interaction that remain in these directives. Essential travel is defined as calls for service, grocery shopping (as outlined in #7 below), obtaining needed supplies, and training in groups of ten or less, if social distancing can be maintained.

Supersedes District Bulletin #2020-6

Directives (Effective Immediately and in place until further notice):

1. **All Stations are on lock-down** from outside visitors. *No public including family members allowed in fire stations*, visitors if absolutely needed must remain outside the station while maintaining social distancing and mask if appropriate. No public classes or tours.
 - **Vendors and Deliveries** – We still need to work with our vendors US Mail, UPS, FED EX, AMAZON, HUNT & SONS ETC. Remain vigilant and keep social distancing with these interactions. Captains have the authority to limit access to the station. Contact on Duty BC if assistance is needed or you have questions.
 - **Allied Fire Agencies**- Will have access to Stations when on cover assignment and can be integrated in multi-agency training following directive #4.
2. **Board of Directors** – To protect Directors and Employees, Directors are not to visit fire stations until further notice. Directors please contact the Fire Chief for any needs.
3. **Front Office Staff** – Front Office staff will be working their normal hours in the office. The office is open to the public with restrictions. Anyone entering the public accessible space of the front office must wear a face covering.

4. **Training and interactions with other stations, and allied agencies** – Training will be modified to limit size to 10 individuals, while maintaining social distancing of 6ft.
 - **Training and EMS** – Will modify Drill schedule to accommodate.
 - **Implementing GoTo Meetings** at the Battalion Chief Level
 - **Outside agencies employees will be temperature screened prior to training if not completed by their agency.**
5. **District Meetings** – Meetings of 10 or less people while maintaining social distancing. If possible, meetings are to be moved to the GoTo platform. Board Meetings will continue to be held in a hybrid form utilizing online platforms for public participation.
6. **On Duty Shopping is discouraged** – If needed, limit shopping to one trip per rotation, while maintaining social distancing. Face coverings while in the public is mandatory. It is preferred that food is brought to work at the beginning of your shift.
7. **Travel** - Eliminate all non-essential travel outside the boundary of the fire station property.
8. **Face Coverings** - When beyond the boundary of the fire station property, a face covering will be worn. **Face coverings are not to be used to replace current PPE guidelines.**

South Placer Fire District

COVID-19 Plan



This is a live document, subject to change as pandemic evolves.

11/6/2020

Thru

12/5/2020

Changes in Blue

Introduction

- This plan represents the efforts of South Placer Fire District to prepare for a widespread infectious disease or pandemic event which could create an emergency or even a disaster. This plan is specific to South Placer Fire District. It does not supersede agency specific direction [that can be found in SPFD Bulletin #2020-7, or direction](#) from either a State Agency or from State or Local Health officials.

Objectives

1. Maintain the **health and well-being** of agency personnel and their families.
2. Ensure continued **emergency response** capabilities to protect the citizens and to fulfill the District's mission.
3. Institute **preventive measures** at all South Placer Fire District Facilities.
4. Promote **proper hygiene** to prevent the further spread of the disease.
5. **Monitor the health** of employees to ensure they receive proper and appropriate care.

Current Information

The Fire Chief or designee (Deputy Chief) will provide routine updates via email that reflect new information, direction and guidance as it becomes available from the CDC, Public Health, SSV, or other relevant sources. **If you have any questions about this plan or its direction contact your Battalion Chief.**

Prevention and Preparedness

- No public presentations/ school visits (internal or external)
- Practice social distancing to the extent possible
- Review all CDC/Placer Public Health/State changes/recommendations when received
- All stations will be cleaned at a minimum of twice a shift or more often as appropriate.
- Prepare personal plan (home plan)
 - Preventative steps to prevent cross-contamination to family/friends
 - CDC Home plan check list:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/index.html>

Response

- Use enhanced dispatch and response procedures
- Placer County Dispatch will continue processing calls as normal, in addition to asking specific questions related to current pandemic. If the Dispatcher receives any information that leads them to suspect the patient may have Covid-19 they will voice **"PPE Alert"** over the radio.

- Dispatch and your BC will have a list of addresses of known Covid19 Patients when **“PPE Alert”** is voiced take precautionary measures before making patient contact.
- Incidents dispatched with **“PPE Alert”**, recommended PPE includes: Disposable patient examination gloves, eye protection, disposable isolation gown, respiratory protection (N-95 or higher) for all personnel on the call.

Patient Assessment & Treatment

All Incidents:

- Personnel should exercise appropriate precautions when responding to any patient with signs or symptoms of a respiratory infection.
 - Personnel will wear a facemask on all patient contacts where Covid-19 is not suspected. A single facemask can be worn for the entire shift unless the facemask becomes contaminated. If facemasks are unavailable personnel can utilize N95 respirators as above.
 - If possible, the patient should be instructed (either by dispatch or initial arriving responders) to meet EMS personnel outside the building or in an area that will allow for adequate distancing (living room, etc.).
 - If possible, initial assessment should occur from a distance of at least six (6) feet from the patient. Involve the fewest personnel required to minimize possible exposures.
 - Patient contact should be minimized to the extent possible until a facemask is placed on the patient.
 - If possible, a facemask should be worn by any patient with signs/symptoms of a respiratory infection for source control. If a nasal cannula is in place, a facemask should be worn over the nasal cannula. Alternatively, an oxygen mask can be used if clinically indicated. If none of these options are possible, have the patient cover their mouth/nose with tissue when coughing.
 - To reduce exposure risk, family members are not allowed to ride to receiving facility in District vehicles. Exception: Guardians of minors and other dependent individuals, Guardians will ride in the patient care compartment of ambulances in a seated position.
- If COVID-19 is not suspected, personnel shall follow standard procedures and use appropriate PPE for routine evaluation of patients with a potential respiratory infection.

If COVID-19 is suspected or known:

- Involve the fewest personnel required to minimize possible exposures.
- Personnel providing direct patient care, or who will be in the ambulance patient care compartment with the patient, shall follow contact and airborne precautions. Recommended PPE includes:
 - N-95 or higher-level respirator or facemask (if a respirator is not available).
 - N-95 respirators or respirators that offer a higher level of protection should be used instead of a facemask when performing or present for an aerosol-generating procedure.
 - When the supply chain is restored, fit-tested EMS clinicians should return to use of respirators for patients with known or suspected COVID-19.
 - Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face). Personal eyeglasses and contact lenses are NOT considered adequate eye protection.
 - A single pair of disposable patient examination gloves. Change gloves if they become torn or heavily contaminated.
 - An isolation gown.

Precautions for Aerosol-Generating Procedures:

- If possible, consult with the base/modified base hospital for specific guidance before performing aerosol-generating procedures.
- An N-95 or higher-level respirator, instead of a facemask, should be worn in addition to the other PPE described above, for personnel present for or performing aerosol-generating procedures.
- EMS personnel should exercise caution if an aerosol-generating procedure (BVM ventilation, oropharyngeal suctioning, endotracheal intubation, nebulizer treatment, CPAP, etc.) is necessary.
- If possible (i.e., while still on scene), the rear doors of the ambulance should be opened, and the HVAC system should be activated during aerosol-generating procedures. This should be done away from pedestrian traffic.
- Engine/Truck Personnel should not accompany ambulance personnel for transport unless patient is in cardiac arrest, respiratory failure, severe trauma, etc. Use your best clinical judgement if the additional exposure risk is needed for the appropriate treatment of your patient.

Personal/PPE Hygiene:

- Respiratory and cough etiquette
- Wash hands with soap and water for a minimum of 20 seconds before and after contact with patients, after using PPE, and after touching contaminated surfaces
- Complete a gross decontamination at the scene, including medical gear and bags
- Properly doff and dispose of medical waste into biohazard bag
- Clean and disinfect boots using proper disinfectants
- If appropriate, shower and launder uniforms

Facilities/Equipment:

- Adhere to [SPFD Bulletin #2020-7](#)
- Eliminate public exposure to common areas
- Daily disinfecting of common areas of station
- Daily disinfecting of engine/truck/medic/duty rigs, suggested but not limited to:
 - Headsets/Mic
 - Steering Wheel
 - Door Latches
 - Window controls and dashboard controls

Staffing:

- Follow the existing callback procedure and staffing procedure.

Staffing Reductions:

- If necessary, contact the Battalion Chief, who will immediately notify the Fire Chief. The Fire Chief will determine which units/stations are to be down-staffed due to Corona virus impacts. Medic Units will remain staffed as a priority.

Exposure/Reporting

- Use ATD Standard, contact on duty Battalion Chief for all exposures or potential exposures.
- If exposed to someone who has a fever or respiratory symptoms without proper PPE or breach of PPE, contact the Battalion Chief and submit a completed Injury/Exposure incident report.
- Testing protocol and development through Public Health/CDC and or Occupational Health. The District will use all means at its disposal to have our employees tested by the most expedient means available.

Prevention/Preparedness

Handwashing:

- Hand washing is the single most important action to prevent transmission of infectious disease. All personnel should practice good hygiene by regularly washing their hands.
- Always wash hands with soap and water or waterless instant hand antiseptic for a minimum of 20 to 30 seconds:
 - ✓ Avoid touching eyes, nose, mouth, especially with unwashed hands
 - ✓ After any patient contact (in addition to wearing gloves)
 - ✓ Before eating and drinking
 - ✓ Before cooking or handling food
 - ✓ After using the restroom
 - ✓ After any contact with vehicles and equipment, and when entering barracks, offices and staff quarters.

Handshaking/Social Distancing

- Employees should refrain from “handshakes and fist bumps”, as this has shown to be source of transmission. Instead look at someone and acknowledge them with a head tilt.
- Individuals should maintain six (6) feet of social distancing whenever possible.

Coughing and Sneezing:

- All employees will cough or sneeze into a disposable tissue or similar. If no tissues are available, they are to utilize their shirt sleeve or wear a mask/respirator.

Flu Like symptoms:

- Any employees with symptoms indicative of flu (fever, headache, muscle aches, respiratory symptoms, sore throat) should contact their supervisor immediately. Exposing fellow co-workers puts our workforce and vulnerable patients at risk.

Disinfecting:

- After each response or public contact, immediately disinfect yourself, apparatus, equipment, gear, PPE/uniform. **(DON'T FORGET YOUR BOOTS)**
- Daily cleaning of the facility will include, all common areas including but not limited to handrails, doorknobs, surfaces and floors with proper disinfectant sprays and solutions.
 - Disinfectant Spray / Disinfectant wipes
 - Hand sanitizer
 - Soap and water

Communication:

- South Placer employees will contact their supervisor to assess that appropriate inventory levels of PPE are being met and to confirm and assess any employee health issues. The goal is to maintain sufficient personnel staffing for continuity of service and to identify any unrecognized trends of multiple illnesses.

Inventory:

- South Placer Fire Logistical Leads will work to ensure a 30-day supply of available disinfecting cleaners and PPE for use in District storerooms.

Medical Equipment Replacement

- Keep the fire station equipment stock at a level to be able to run emergency incidents for a one-week period at the minimum.
- Document any equipment needs to the appropriate contact Via Email with detailed descriptions of the need.

Masks/Safety Glasses:

- If PPE becomes limited and **PPE is not contaminated** such as your N95 masks, you may use again. Eye protection can be cleaned and disinfected and used again. Use proper donning and doffing of PPE and launder and change clothing as needed.
- Mounting evidence shows that infected persons can transmit COVID-19 during the pre-symptomatic phase. EMS personnel are strongly advised to wear a facemask during all patient care activities, when the use of an N-95 or higher-level respirator is not indicated. A single facemask can be worn for the entire day. This will provide some protection to EMS personnel, and will help to prevent inadvertent transmission from pre-symptomatic healthcare workers to patients and co-workers.
- To extend the supply of N95 respirators, CDC has issued guidance on decontamination processes for N95s using vaporous hydrogen peroxide, ultraviolet germicidal irradiation, or moist steam. N95s may be decontaminated 3-5 times, depending on the process, thereby greatly extending N95 supplies (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html>).

Non-Emergency Use of Facial Coverings

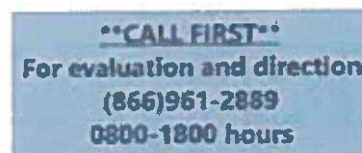
- **Face Coverings** - When beyond the boundary of the fire station property, a face covering will be worn (surgical mask or simple mask). **Face coverings are not to be used to replace current PPE guidelines.**

Personnel Monitoring & Surveillance

- In the setting of community transmission, all health care providers are at some risk for exposure to COVID-19, whether in the workplace or in the community. Continuing work exclusions and home quarantining guidance in the setting of community transmission would quickly result in a deficit of EMS personnel to treat the growing number of COVID-19 patients, and all other patients. Therefore, personnel will do the following:
 - Employees will screen themselves for signs or symptoms.
 - Symptoms consistent with COVID-19 include cough, shortness of breath, sore throat, and fever of a 100 F or more. Less common symptoms can include muscle aches, nausea, vomiting, diarrhea, abdominal pain, headache, runny nose, and fatigue. Ask employees to report recognized exposures.
- In consultation with the Placer County Health Director and our occupational health program, we are directed to have asymptomatic employees who have had an exposure to a COVID-19 patient to continue to work.
 - These employees should confirm they are at normal temperature and are absent of symptoms each day prior to starting work.
 - If there is an exposure to someone who is a confirmed case of Covid-19 with a breach of PPE or without proper PPE, wear a facemask for 14 days after exposure.
 - If employees develop even mild symptoms consistent with COVID-19, they must cease patient care activities immediately, don a facemask (if not already wearing one), and notify their supervisor and occupational health services prior to leaving work or entering a District provided support center when opened.
 - At the beginning of each shift, the captain will conduct a Covid-19 screening which will be documented in the daily Safety Briefing on Target Solutions notating temperature of all crew members and if any symptoms are present.
 - Each station is issued a MedSource Non-Contact Infrared Body Thermometer Model MS-131002 with User Manual. This is to remain in the captain's office. A spare will be in the administrative office.
 - How to operate:
 - The thermometer is aligned with the middle of the forehead to measure body temperature (between the eyebrows) and keep the distance at 1-5cms, press the On/Scan button. Please refer to User Manual for further operating instructions.

- Priority Covid-19 Testing for First Responders- Testing process is reported to be working well, as stated below all first responders who want a test can be tested you do not have to be symptomatic.
 - M-F, 0700 – 1900
 - Appointment only
 - Online appointments are available at <https://lhi.care/covidtesting>
 - Phone registration will only be used for people without internet access at 888-634-1123
 - Up to 12 appointments per hour
 - Symptomatic
 - Asymptomatic first responders
 - OptumServe will bill insurance for those with insurance or bill the State for individuals without insurance

South Placer Fire District Employees with Signs and Symptoms of Covid-19



- Upon leaving work, the employee will be seen at SRMC

ER and or Occupational Health **"CALL FIRST" "Follow Medical Direction"**. A COVID-19 Test will be administered as soon as medically possible. The District may identify an alternate COVID -19 testing facility or site in addition to or in place of the ER, County recommended or Occupational Health testing. This is to get test results returned in the minimum amount of time. The OptumServe testing may not be the fastest available testing but may still be used in conjunction with other available testing sites and or vendors.

- Any employee who is sent home by a supervisor or manager or elects to isolate at the Employee Support Center with symptoms of COVID-19 shall be placed on paid administrative leave until the employee receives a negative COVID-19 test result.
- Any employee who voluntarily calls in sick to prevent the spread of COVID-19 or symptoms thereof and is ultimately determined to be positive for COVID-19, shall have any sick leave used converted to administrative leave.
- If needed, Station 16 will be closed, and Medic 16 moved to Station 17. This will be done at the order of the Fire Chief.
- Station 16 will be utilized as an Employee Support Center, during isolation periods in the event an employee becomes symptomatic, this is an option to the employee. If the employee wishes, they may choose to isolate at home. Isolation at a District supported

Employee Support Center will be provided until a negative COVID-19 Test is received or the employee is cleared by a physician to return to duty.

- Support to be provided at the Employee Support Center will include:
 - Utilities- Gas, Electricity, Etc.
 - Subsistence- Runners, Pick-up/Delivery, Stock Station with basic level needs.
 - Finance - District - As approved by Fire Chief
 - Communications- Station Phones / Radios - Emergency use
 - Personal Item assistance- Assist with obtaining personal Items
 - Medical Evaluation/Doctor visits- Supported with on-duty personnel and administration as needed.
 - **Note: Medical Care is not provided, if employee needs continual care the employee must seek medical care / treatment at a medical facility as directed by their health care professional. In an Emergency Situation Call 911.**
- The Employee Support Center will be monitored daily for any logistical needs.
- Logistical needs will be monitored and requested through the on-duty Battalion Chief and or Administrative Chief Officers.
- At the time more capacity is needed beyond which the Station 16 Support Center can accommodate, the Fire Chief may alter operations at other facilities to support the ongoing isolation of District employees. Commercial lodging facilities may be considered but the District faces many logistical restrictions with this option.
- The stations/employee support center will not be open to the public, no visitors or family will be allowed.

Employee & Family Support

If an employee is utilizing an Employee Support Center, the following units of the District are a support resource for the employee and their family members:

- Local 522 - South Placer Unit
- South Placer Fire Administrative Officers Association -SPFAOA
- South Placer Firefighters Association
- South Placer Peer Support/Chaplain Service
- Chief Officers
- Employee Assistance Program (EAP)



FOLSOM FIRE DEPARTMENT

535 Glenn Drive Folsom, CA 95630
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www.folsom.ca.us



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

October 16, 2020

Battalion Chief Matt Feeley
South Placer Fire District
6900 Eureka Road
Granite Bay, CA 95746

Dear Chief Feeley,

On behalf of the men and women of the Folsom Fire Department, I would like to extend my personal thanks to you for your assistance in our recent Battalion Chief Assessment testing. Your assistance in this testing process ensured that a realistic and effective testing environment was provided for the participants.

My appreciation goes to you for the tremendous contribution and professionalism in the assessment of our Battalion Chief candidates. Your honest feedback is an invaluable addition for future testing processes.

And thanks for actually showing up so that Chief Fowler doesn't have to stress about it and cover for you.

Sincerely,

Ken Cusano
Division Chief

**SOUTH PLACER FIRE PROTECTION DISTRICT
PARS OPEB Trust Program****Account Report for the Period
9/1/2020 to 9/30/2020**Eric Walder
Fire Chief
South Placer Fire Protection District
6900 Eureka Rd.
Granite Bay, CA 95746**Account Summary**

Source	Beginning Balance as of 9/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 9/30/2020
OPEB	\$1,332,650.66	\$0.00	-\$22,372.74	\$664.88	\$0.00	\$0.00	\$1,309,613.04
Totals	\$1,332,650.66	\$0.00	-\$22,372.74	\$664.88	\$0.00	\$0.00	\$1,309,613.04

Investment Selection

Source	
OPEB	Moderate HighMark PLUS

Investment Objective

Source	
OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-1.68%	4.66%	8.00%	6.41%	7.38%	-	5/31/2012

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees