

South Placer Fire District Board Meeting
December 09, 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.

December 2020 South Placer Fire District Board Meeting

Wed, December 09, 2020 7PM - 9PM (PDT)

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

<https://global.gotomeeting.com/join/699373741> ← Use this link to access meeting online

You can also dial in using your phone.

United States: +1 (408) 650-3123 ← Use this phone # if accessing by phone

Access Code: 699-373-741 ← Then use this access code

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

- One-touch: <tel:+14086503123,,699373741#>

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<https://global.gotomeeting.com/install/699373741>

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. December 09, 2020

1. **7:00 p.m. Regular Session Online/Conference Call**
<https://global.gotomeeting.com/join/699373741> or +1 (408) 650-3123 Access Code: 699-373-741

2. Flag Salute

3. Public Comment

4. **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 **Page 4**

C. Authorization of Deposits:

Ambulance	\$120,754.46
Consolidated Mitigation Fees	37,420.78
Plans/Inspections	15,026.50
Cell Tower Leases	8,182.35
Workers Comp. Reimbursements	1,113.78
O12 Vehicle Surplus	6,534.00
Refunds/Reimbursements	535.21
Safer Grant Reimbursement	<u>15,336.80</u>
TOTAL	<u>\$ 204,903.88</u>

D. Approval of the December 2020 Expenditures: \$ 230,541.55

Page 9

E. Personnel Items

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

5. Special Presentation for the Board of Director's Oath of Office: The Chief recommends a special presentation to administer the oath of office for newly elected Directors. Placer County Supervisor Holmes will give the oath. **Page 23**

6. Adjourn to Closed Session recommended: Staff recommends closed session to discuss Engineer Matt Tribur's pending Cal PERS pending industrial retirement. (Pursuant to Govt. Code § 54957(b.)) **Page 30**

7. Reconvene from Closed Session: Closed session report on action taken and votes of the Board **Page 30**

8. Industrial Disability Retirement (IDR) Resolution: Staff recommends discussion in closed session and action on the CalPERS Resolution for Engineer Matt Tribur's IDR application in open session. **Page 30**

9. 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. **Page 31**

- B. Station 18 New Truck Room Update: Chief recommends discussion on the proposed project and progress made to date. Page 43

10. New Business:

- A. Resolutions for Dedicated Service to South Placer Fire District: Staff recommends adoption of the resolutions recognizing Tom Millward, Russ Kelley, and Dave Harris for their outstanding service to the Fire District and the community. Page 44
- B. Board of Directors Officers and Committees 2021: Staff recommends board officer position elections and committee appointments for 2021. Page 48
- C. 2021 Board Meeting Schedule: Staff recommends review of the proposed 2021 Board Meeting Schedule. Page 55
- D. Fiscal Year 2019/20 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2019/20 third party audit. Page 57
- E. 2020/21 Long Term Facilities Maintenance, Apparatus Replacement and Major Equipment Replacement plan updates: The Chief recommends a review and approval of the 2020/21 revised plans. Page 112
- F. Breathing Apparatus Surplus: Staff recommends that the Board approved the surplus of outdated self-contained breathing apparatus. Page 116
- G. 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 118
- H. Hazardous Vegetation Enforcement MOU: Staff recommends action to authorize the Chief to enter into the updated MOU agreement with Placer County over hazardous vegetation enforcement. Page 121
- I. Fire Agencies Self Insurance System (FASIS) Election: Staff recommends that the Board take action to authorize the Chief to vote for Director Grenfell to fill a current vacancy on the FASIS Board of Directors. Page 139

11. 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 143

12. Correspondence Page 156

13. Chief's Report

14. Functions

15. Board/Staff Comments

16. Future Agenda Items

17. Adjournment

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
November 11, 2020

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, November 11, 2020 at 7:00 p.m. by President, Chris Gibson via both teleconference connection and in person meeting. <https://global.gotomeeting.com/join/360314197>

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, Matt Feeley
Captain Paramedic, Devin Fuller
Captain Paramedic, Matt VanVollinburg

Public Comment: Chief Walder denoted the importance of the date and wanted to thank all service members for their service on this Veteran's Day.

Closed Session Report: None

Consent Agenda: Director Millward made a motion to approve the consent agenda; seconded by Director Kelley. Carried

Rollcall:

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

SPECIAL PRESENTATION

None

OLD BUSINESS

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 reported that since last month's meeting he has met with the Penryn Fire board members and they have submitted additional documentation along with responses to questions regarding their needs for a service proposal. He continued that at this time South Placer is waiting for board and District approval to move forward upon conclusion of the board positions in the election. **4**

was noted that an additional meeting is scheduled for Friday while the Chief is still assisting to find an interim chief as well. He explained that any additional compensation to administrative staff and Battalion Chiefs for the additional workload would not be reportable compensation to PERS. In the past under the Loomis Contract for services, only the Chief's received an additional 5% in compensation for the additional work. In the case of Penryn Fire, there is more work to spread across to administrative staff and Battalion Chiefs unlike Loomis Fire who had a part-time secretary and prevention services performed by a contracted provider.

Station 18 New Truck Room Update: Chief recommends discussion on the proposed project and progress made to date. Chief Walder explained that there has been little change in the project since last month's update. The comments on the plans have been received by the town from Chief Ingolia. He noted that water service at the location is an issue with three meters currently on the site. Work is being completed to reduce the meters to one. Details are still being worked out and will be presented again to the Board for further discussion.

NEW BUSINESS

Fiscal Year 2020/21 Quarterly Budget Report: The Chief recommends a short presentation on the status of the Fiscal Year 2020/21 budget. Chief Walder began that the first quarter of the new fiscal year budget have performed as expected. The first draw of 55% of property tax revenue is expected to be received in the December reports. Salaries and wages are high due to the annual lump sum prepayment to CalPERS for the Unfunded Actuarial Liability (UAL) as well as the strike team costs that have not been separated from the overtime spending category. Service and operations spending are currently on schedule with fixed asset and capital expenditures spending to begin in the next month. He noted that the audited financial statements for fiscal year 2019/20 should be available for the next board meeting.

Director Ryland made a motion to approve the Fiscal Year 2020/21 Quarterly Budget Report and the September 30, 2020 Profit and Loss Statement. The motion received a second by Director Millward.

Carried

Rollcall:

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

Side Letter of Agreement with L522 Sacramento Area Firefighters, South Placer Unit: Chief recommends discussion and action on the proposed side letter of agreement. At the last board meeting there was discussion in closed session on a proposed change to the wording for the accrediting agencies which would be considered for the college degree education incentive. It was agreed that with Covid and the fire services schedule it would be advantageous to adopt and expand the acceptance of online/hybrid learning environments. The Distance Education Accrediting Commission (DEAC) became the clear choice to add to the MOU as it is recognized by the six regional accrediting bodies already approved in the MOU. Director Ryland made a motion to approve the Side Letter of Agreement with L522 Sacramento Are Firefighters, South Placer Unit. The motion received a second from Director Harris.

Carried

Rollcall:

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

PSPS Resiliency Grant Acceptance: Chief recommends discussion and action on accepting the grant award. The Chief applied for the Public Safety Power Shutdown (PSPS) Resiliency Grant 5

July of 2020 in order to fund projects that support the response capabilities out of stations that currently do not have emergency power. These projects were added to the District's 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 is for \$44,000 with an agency contribution of \$8,800.

Director Kelley made a motion to accept the PSPS Resiliency Grant. The motion received a second by Director Millward. Carried

Rollcall:

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

Fire Chief' Contract Renewal: Staff recommends review and approval of the Fire Chief's contract renewal. The current contract expires on December 12th and was for an initial term of 5 years. At the October 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.

Director Ryland made a motion to approve the Fire Chief's contract renewal. The motion received a second by Director Millward. Carried

Rollcall:

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

Employee Retention: The Chief recommends discussion on employee retention and possible District action that may improve the Districts ability to retain and recruit employees. Chief Walder began that he would like to have the issue as a standing agenda item to discuss at each month's meeting. This month the District had one separation. He noted that not all employees make it through probation. He continued that next month he would like to discuss and review the current District tattoo policy that has limited the recruiting ability for the District. It was noted that it is now more socially accepted than when the current policy was initiated. He continued that most agencies have policies that gives the Fire Chief approval and that the tattoo must not be derogatory or inflammatory. The Local 522 Unit Representative Captain Matt VanVoltinburg, offered the Board some statistics for the surrounding departments on employee retention. Director Kelley remarked that the District needs to pay higher wages requiring additional revenue. Chief Walder continued that the hiring that has come from the 3-year Safer Grant were for temporary positions which inevitably led to employee's pursuing permanent positions with other agencies.

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. He noted that the County has moved to the red tier risk. He stated the Directives for the District have again been updated. He continued that there was an exposure in a station from a positive family member visiting with firefighters in the station but no employees have contracted the virus. Due to the current risk, no family members or public are to be allowed in the station to protect our first responders. Stations are still on lockdown with Station 16 currently being used as a quarantine location for any exposed employees. He added that the Directives will now cover illness with flu like symptoms as we all work through this to keep everyone safe.

Correspondence: A monthly PARS statement for the month of September and a letter of thanks from the Folsom Fire Department for the assistance from Battalion Chief Feeley.

Chief's Report:

- Executive Staff Meeting today to discuss issues throughout the District and met with 522 leadership for the standing labor management meeting
- Volunteer Fire Captain Doug Phillips celebrated 35 years of service to the District on Sunday
- Sutter Occupational Health is closing their services effective 12/31/2020. We are searching for a new provider.
- Training van was delivered last week and is being put in service by the shop. Van was purchased with 100% mitigation funds that were spent from last year's budget although the correct vehicle was just delivered.
- Three minor non injury accidents involving low speed apparatus movement. One involved a citizens vehicle, another a truck room door and the third a retaining wall at one of the stations.
- Christmas Toy Drive - Paul Martin's Event to be held on Sunday, December 13th although Covid may hamper the Districts involvement in the event this year
- Apprentice Firefighter flyer out yesterday to establish a list.
- Paramedic practical test scheduled for Nov. 20th with Dr. Royer our medical director to be present at the testing rating the candidates
- Captains testing announcement coming early December
- Command 2A taught in house last week and Command 2D will be offered in beginning of December
- Engineer academy starts next Monday with three internal candidates in the academy. Promotion date is Nov. 20th for Matt Hodges, Mark Robertson, and Kenny Kaiser
- EMS training is consisting of the required infrequently used skills training
- Fire training in December consists of drivers training open road course, Engine Company Training WYED line attach, Multi Company training aerial ladder master stream, 2 hours of daily training required even if Training Division does not have training assigned.
- Landscape at Station 17 is complete due to the Carnelian subdivision. Anxious to see how the truck ramp and the drainage to the south end of the property draining after first heavy rain.
- Lastly, would like to acknowledge this Board for their accomplishments since 2015. Highlights include: Consolidation of Loomis and South Placer Fire District, accepted the Safer Grant and staff the District last 2-0 companies to the 3-0 level, successfully negotiated with all employee groups over the last 5 years three times to come to labor agreements with the current agreements having two years remaining, remodeled Station 15 without going into debt utilizing 50% mitigation funds, have been excellent fiscal stewards of the District's finances, active in the adoption and the ongoing stewardship of the strategic plan and Goal Steward teams, restructured our two mitigation fees into a new Consolidated District wide Nexus Study, led the District through the Corona Virus pandemic. No matter the outcome of the election I would like to thank you all for your service governing the District.

Functions: None

Board/Staff Comments: Director Kelly thanked the Board and remarked that he has enjoyed working with the District. Director Millward noted that he has enjoyed being a Director for both Loomis and South Placer and would like to thank all the staff and the Board. Director Harris

remarked that he has enjoyed serving within the District since 1985 and was a volunteer for 25 years and a Director for 8 years. Director Ryland added that it has been a pleasure to work with this Board. President Gibson added that he is going to miss the outgoing Board members whom he considers friends and thanked them for their dedication to the District.

Future Agenda Items: None

There being no further business to come before the Board, the meeting adjourned at 7:59 p.m. The next regular meeting will be held on Wednesday, December 9, 2020.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Medeiros". The signature is written in a cursive, flowing style.

Recording Secretary, Kathy Medeiros

System: 12/2/2020 11:39:39 AM
User Date: 12/2/2020

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	11/5/2020
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		(\$278,752.55)
23926	12/2/2020	CHK	AFLAC No PMCHK00000913 \$781.90
23927	12/2/2020	CHK	AFLAC No PMCHK00000913 \$781.90
23928	12/2/2020	CHK	California Assn of Prefessio No PMCHK00000913 \$59.00
23929	12/2/2020	CHK	California Assn of Prefessio No PMCHK00000913 \$1,180.00
23930	12/2/2020	CHK	NGLIC C/O Superior Vision Se No PMCHK00000913 \$859.93
23931	12/2/2020	CHK	P.E.R.S No PMCHK00000913 \$89,364.82
23932	12/2/2020	CHK	PRINCIPAL MUTUAL No PMCHK00000913 \$7,048.29
23933	12/2/2020	CHK	Sacramento Area Fire Fighter No PMCHK00000913 \$2,074.38
23934	12/2/2020	CHK	Sacramento Area Fire Fighter No PMCHK00000913 \$2,074.38
23935	12/2/2020	CHK	SPFAOA No PMCHK00000913 \$75.00
23936	12/2/2020	CHK	SPFAOA No PMCHK00000913 \$75.00
23937	12/2/2020	CHK	TASC/ Total Admin Service No PMCHK00000913 \$6,082.58
23938	12/2/2020	CHK	TASC/ Total Admin Service No PMCHK00000913 \$6,082.58
23939	12/2/2020	CHK	TASC/ Total Admin Service No PMCHK00000913 \$6,177.46
23940	12/2/2020	CHK	TASC/ Total Admin Service No PMCHK00000913 \$448.52
23941	12/2/2020	CHK	Voya Financial Trust Co. No PMCHK00000913 \$11,795.24
23942	12/2/2020	CHK	Voya Financial Trust Co. No PMCHK00000913 \$11,619.23
17 Transaction(s)			\$146,580.21
			\$0.00

WELLS FARGO OP	Wells Fargo Operating Account		\$25,091.29
25989	11/11/2020	CHK	Placer County Water Agency No PMCHK00000911 \$230.00
25990	11/18/2020	CHK	ACE HARDWARE No PMCHK00000912 \$259.28
25991	11/18/2020	CHK	AUBURN TIRE SERVICE No PMCHK00000912 \$1,562.22
25992	11/18/2020	CHK	BURTONS FIRE APPARATUS No PMCHK00000912 \$694.97
25993	11/18/2020	CHK	BART INDUSTRIES No PMCHK00000912 \$85.71
25994	11/18/2020	CHK	CAPITAL CLUTCH & BRAKE No PMCHK00000912 \$325.32
25995	11/18/2020	CHK	CELL ENERGY No PMCHK00000912 \$575.94
25996	11/18/2020	CHK	CDW Government No PMCHK00000912 \$2,797.18
25997	11/18/2020	CHK	Cordico Psychological Corp. No PMCHK00000912 \$400.00
25998	11/18/2020	CHK	Gym Doctor No PMCHK00000912 \$159.00
25999	11/18/2020	CHK	Gold Country Water No PMCHK00000912 \$318.41
26000	11/18/2020	CHK	Hunt and Sons, Inc No PMCHK00000912 \$2,238.00
26001	11/18/2020	CHK	HARRIS INDUSTRIAL GASES No PMCHK00000912 \$688.59
26002	11/18/2020	CHK	JRB Pest and Sanitation No PMCHK00000912 \$550.00
26003	11/18/2020	CHK	Kingsley Bogard, LLP No PMCHK00000912 \$647.23
26004	11/18/2020	CHK	LIFE ASSIST No PMCHK00000912 \$2,437.12
26005	11/18/2020	CHK	Mission Uniform Services No PMCHK00000912 \$231.55
26006	11/18/2020	CHK	NETWORK DESIGN ASSOC No PMCHK00000912 \$670.00
26007	11/18/2020	CHK	Placer County Water Agency No PMCHK00000912 \$490.95
26008	11/18/2020	CHK	Quill Corporation No PMCHK00000912 \$1,036.96
26009	11/18/2020	CHK	RAMOS ENVIRONMENTAL SVC. No PMCHK00000912 \$1,113.21
26010	11/18/2020	CHK	Recology Auburn Placer No PMCHK00000912 \$644.16
26011	11/18/2020	CHK	SAN JUAN WATER No PMCHK00000912 \$1,409.19
26012	11/18/2020	CHK	SIGNS ON TIME No PMCHK00000912 \$110.42
26013	11/18/2020	CHK	SACRAMENTO TRUCK CENTER No PMCHK00000912 \$42.48
26014	11/18/2020	CHK	Consolidated Communications No PMCHK00000912 \$2,400.47
26015	11/18/2020	CHK	SAMBA Holdings Inc No PMCHK00000912 \$61.16
26016	11/18/2020	CHK	Sprint No PMCHK00000912 \$119.39
26017	11/18/2020	CHK	TIFCO INDUSTRIES No PMCHK00000912 \$555.98

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
26018	11/18/2020	CHK	US Bank Corporate Payment Sy	No	PMCHK00000912	\$12,012.16
26019	11/18/2020	CHK	Verizon Wireless	No	PMCHK00000912	\$443.90
26020	11/18/2020	CHK	Veritiv Operating Company	No	PMCHK00000912	\$613.92
26021	11/18/2020	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00000912	\$5,028.64
26022	12/2/2020	CHK	AT & T	No	PMCHK00000914	\$157.08
26023	12/2/2020	CHK	AT & T / T-1 Lines	No	PMCHK00000914	\$1,064.18
26024	12/2/2020	CHK	AT&T Mobility - FirstNet	No	PMCHK00000914	\$1,177.95
26025	12/2/2020	CHK	BURTONS FIRE APPARATUS	No	PMCHK00000914	\$2,601.83
26026	12/2/2020	CHK	Britton, Sara	No	PMCHK00000914	\$95.58
26027	12/2/2020	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00000914	\$2,339.51
26028	12/2/2020	CHK	CRULL, JONATHAN	No	PMCHK00000914	\$225.00
26029	12/2/2020	CHK	CUMMINS Pacific, LLC	No	PMCHK00000914	\$381.26
26030	12/2/2020	CHK	CIT Technology Fin Serv. Inc	No	PMCHK00000914	\$1,097.93
26031	12/2/2020	CHK	Cline, Shawn	No	PMCHK00000914	\$225.00
26032	12/2/2020	CHK	Cordico Psychological Corp.	No	PMCHK00000914	\$800.00
26033	12/2/2020	CHK	DAWSON OIL	No	PMCHK00000914	\$300.14
26034	12/2/2020	CHK	De Lage Landen Financial Ser	No	PMCHK00000914	\$279.02
26035	12/2/2020	CHK	GRAINGER, W.W.	No	PMCHK00000914	\$152.72
26036	12/2/2020	CHK	Hunt and Sons, Inc	No	PMCHK00000914	\$2,267.37
26037	12/2/2020	CHK	INLAND BUSINESS SYSTEMS	No	PMCHK00000914	\$30.63
26038	12/2/2020	CHK	Interwest Consulting Group	No	PMCHK00000914	\$3,396.25
26039	12/2/2020	CHK	Kaiser Foundation Health Pla	No	PMCHK00000914	\$3,140.40
26040	12/2/2020	CHK	LIFE ASSIST	No	PMCHK00000914	\$2,516.99
26041	12/2/2020	CHK	PG & E	No	PMCHK00000914	\$5,384.34
26042	12/2/2020	CHK	Placer County Water Agency	No	PMCHK00000914	\$543.59
26043	12/2/2020	CHK	PLACER COUNTY TELECOMMUNICAT	No	PMCHK00000914	\$2,688.00
26044	12/2/2020	CHK	PITNEY BOWES GLOBAL FINANCIA	No	PMCHK00000914	\$164.55
26045	12/2/2020	CHK	Robert W. Johnson	No	PMCHK00000914	\$10,500.00
26046	12/2/2020	CHK	STERICYCLE INC	No	PMCHK00000914	\$262.50
26047	12/2/2020	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00000914	\$977.24
26048	12/2/2020	CHK	TIFCO INDUSTRIES	No	PMCHK00000914	\$238.77
60 Transaction(s)					\$83,961.34	\$0.00
77 Total Transaction(s)						

System: 12/2/2020 11:44:04 AM
 User Date: 12/2/2020

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 1
 User ID: kmdeiros

Ranges:	From:	To:	Checkbook ID	From:	To:
Vendor ID	First	Last	PLACER COUNTY	PLACER COUNTY	WELLS FARGO OP
Vendor Name	First	Last	Check Number	First	Last
Check Date	11/5/2020	12/2/2020			

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	23926	12/2/2020	\$781.90
32297	965600	October 2020 premium	\$781.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$781.90	\$0.00
A212	AFLAC	PLACER COUNTY	23927	12/2/2020	\$781.90
32298	381662	November 2020 premium	\$781.90		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$781.90	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	23928	12/2/2020	\$59.00
32299	12/2020 NS LTD	12-2020 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	23929	12/2/2020	\$1,180.00
32300	12-2020 LTD	12-2020 Safety LTD	\$1,180.00		
	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		\$1,150.50	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	23930	12/2/2020	\$859.93
32301	464310	12-2020 Vision premium	\$859.93		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$859.93	\$0.00
P101	P.E.R.S	PLACER COUNTY	23931	12/2/2020	\$89,364.82
32302	16243194	December 2020 premium	\$89,364.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$20,854.23	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$49,950.83	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$18,559.76	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	23932	12/2/2020	\$7,048.29
32303	12-2020 DENTAL	December 2020 dental premium	\$7,048.29		
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$7,048.29	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	23933	12/2/2020	\$2,074.38
32304	PP10 UNION 2020	EE Union dues PP 10	\$2,074.38		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$2,074.38	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	23934	12/2/2020	\$2,074.38

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32305	PP11 UNION 2020	EE Union dues PP 11	\$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	23935	12/2/2020	\$75.00
32306	PP10 SPFAOA 2020	SPFAOA dues PP 10	\$75.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233	SPFAOA	PLACER COUNTY	23936	12/2/2020	\$75.00
32307	PP11 SPAOA 2020	SPAOA dues PP 11	\$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	23937	12/2/2020	\$6,082.58
32308	PP10 DC/MR 2020	EE/ER DC/MR PP 10	\$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	23938	12/2/2020	\$6,082.58
32309	PP11 DC/MR 2020	EE/ER DC/MR PP 11	\$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	23939	12/2/2020	\$6,177.46
32310	PP12 DC/MR 2020	EE/ER DC/MR PP 12	\$6,177.46		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$1,060.47	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,612.56	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$504.43	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	23940	12/2/2020	\$448.52
32311	IN1887977	01-2021 Admin & renewal fees	\$448.52		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$219.52	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$229.00	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	23941	12/2/2020	\$11,795.24
32312	PP10 DEF COMP 2020	EE/ER Def Comp PP 10	\$11,795.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$10,872.04	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	23942	12/2/2020	\$11,619.23
32313	PP11 DEF COMP 2020	EE/ER Def Comp PP 11	\$11,619.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$10,696.03	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
P125 32231	Placer County Water Agency STA 18 FIRE FLOW	WELLS FARGO OP Fire flow test fee	25989 \$230.00	11/11/2020	\$230.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-4522-001	Station 18 Schematic Design/Archite		\$230.00	\$0.00
A164 32232	ACE HARDWARE 024684	WELLS FARGO OP LED bulbs, paint, nozzle, et	25990 \$211.14	11/18/2020	\$259.28
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$211.14	\$0.00
32233	024688	Irrigation & electric suppli	\$35.84		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$35.84	\$0.00
32234	024759	Connectors, seal tape	\$12.30		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$12.30	\$0.00
A211 32235	AUBURN TIRE SERVICE 122145	WELLS FARGO OP Tires	25991 \$1,562.22	11/18/2020	\$1,562.22
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engin		\$1,562.22	\$0.00
B138 32237	BURTONS FIRE APPARATUS S50407	WELLS FARGO OP Ball & valve kit	25992 \$694.97	11/18/2020	\$694.97
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$694.97	\$0.00
B147 32236	BART INDUSTRIES 230139	WELLS FARGO OP Blue DEF	25993 \$85.71	11/18/2020	\$85.71
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$85.71	\$0.00
C115 32238	CAPITAL CLUTCH & BRAKE 1635890	WELLS FARGO OP Purge valve kit	25994 \$266.79	11/18/2020	\$325.32
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380		\$266.79	\$0.00
32239	1637945	Adaptor	\$58.53		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-713	2012 Pierce International BR28		\$58.53	\$0.00
C204 32241	CELL ENERGY 304316	WELLS FARGO OP Group 31 batteries	25995 \$575.94	11/18/2020	\$575.94
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$575.94	\$0.00
C258 32240	CDW Government 3843828	WELLS FARGO OP Panasonic Toughbook	25996 \$2,797.18	11/18/2020	\$2,797.18
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-015	Workstation/Laptop Upgrades 11%		\$2,797.18	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
C277 32244	Cordico Psychological Corp. 4626	WELLS FARGO OP	25997	11/18/2020	\$400.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-employment evaluation	\$400.00	\$400.00	\$0.00
		Pre-Employment Physicals/Background			
G156 32246	Gym Doctor 00116477	WELLS FARGO OP	25998	11/18/2020	\$159.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-006	Elliptical repair	\$159.00	\$159.00	\$0.00
		4650 East Roseville Parkway			
G158 32245	Gold Country Water 32245	WELLS FARGO OP	25999	11/18/2020	\$318.41
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Monthly billing	\$318.41	\$318.41	\$0.00
		Food/Drink-Incident Supplies			
H130 32253	Hunt and Sons, Inc 651863	WELLS FARGO OP	26000	11/18/2020	\$2,238.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Gasoline, diesel	\$1,359.22	\$1,359.22	\$0.00
		Station 17 Fuel			
32254	651864	Gasoline, diesel	\$878.78		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$878.78	\$0.00
H141 32247	HARRIS INDUSTRIAL GASES 01823747	WELLS FARGO OP	26001	11/18/2020	\$688.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Compressed argon	\$68.37	\$68.37	\$0.00
		Automotive Repairs/Supplies			
32248	01825053	Flat bar	\$34.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$34.05	\$0.00
32249	01825267	Medical oxygen	\$174.45		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$174.45	\$0.00
32250	01825532	Cylinder rental	\$219.08		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$219.08	\$0.00
32251	01825563	Cylinder rental	\$147.47		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$147.47	\$0.00
32252	01825671	Cylinder rental	\$45.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$45.17	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
J128	JRB Pest and Sanitation	WELLS FARGO OP	26002	11/18/2020	\$550.00
32255	44287	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-016	5300 Olive Ranch Road	\$85.00	\$0.00	
32256	44288	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$85.00	\$0.00	
32257	44289	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-006	4650 East Roseville Parkway	\$85.00	\$0.00	
32258	44290	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$85.00	\$0.00	
32259	44291	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$85.00	\$0.00	
32260	47672	Monthly billing	\$125.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$125.00	\$0.00	
K127	Kingsley Bogard, LLP	WELLS FARGO OP	26003	11/18/2020	\$647.23
32261	26131	September services	\$647.23		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2010-000	Labor Legal Fees	\$540.00	\$0.00	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$107.23	\$0.00	
L107	LIFE ASSIST	WELLS FARGO OP	26004	11/18/2020	\$2,437.12
32262	1047165	Various supplies	\$2,437.12		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$2,437.12	\$0.00	
M101	Mission Uniform Services	WELLS FARGO OP	26005	11/18/2020	\$231.55
32263	513348395	Weekly billing	\$27.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls	\$27.51	\$0.00	
32264	513397751	Weekly billing	\$27.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls	\$27.51	\$0.00	
32265	513440684	Coveralls	\$94.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls	\$94.00	\$0.00	
32266	513446222	Weekly billing	\$27.51		
	Type Account	Description	Debit	Credit	

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
32267	513490619	Weekly billing		\$27.51	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
32268	513536571	Weekly billing		\$27.51	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	26006	11/18/2020	\$670.00
32269	79045	IT consulting		\$65.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$65.00	\$0.00
32270	79331	Software subscriptions		\$605.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$605.00	\$0.00
P125	Placer County Water Agency	WELLS FARGO OP	26007	11/18/2020	\$490.95
32271	32271	Monthly billing		\$78.90	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$78.90	\$0.00
32272	32272	Monthly billing		\$77.23	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$77.23	\$0.00
32273	32273	Monthly billing		\$115.64	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$115.64	\$0.00
32274	32274	Monthly billing		\$219.18	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$219.18	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	26008	11/18/2020	\$1,036.96
32275	11911189	Folders, keyboard, toner, pe		\$1,036.96	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$1,036.96	\$0.00
R104	RAMOS ENVIRONMENTAL SVC.	WELLS FARGO OP	26009	11/18/2020	\$1,113.21
32276	W11480	Oil & fuel debris disposal		\$1,004.96	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$1,004.96	\$0.00
32277	W11497	Used oil & antifreeze dispos		\$108.25	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$108.25	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
R129	Recology Auburn Placer	WELLS FARGO OP	26010	11/18/2020	\$644.16
32278	64142037	Monthly billing	\$519.48		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$519.48	\$0.00	
32279	64142359	Monthly billing	\$31.17		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.17	\$0.00	
32280	64143621	Monthly billing	\$31.17		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.17	\$0.00	
32281	64156482	Monthly billing	\$31.17		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.17	\$0.00	
32282	64156490	Monthly billing	\$31.17		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.17	\$0.00	
S107	SAN JUAN WATER	WELLS FARGO OP	26011	11/18/2020	\$1,409.19
32285	32285	Bi-monthly billing	\$392.60		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-016	Water-Station 16 Olive Ranch	\$392.60	\$0.00	
32286	32286	Bi-monthly billing	\$804.14		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-006	Water - Station #15	\$804.14	\$0.00	
32287	32287	Bi-monthly billing	\$212.45		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2041-001	Water - Station #17	\$212.45	\$0.00	
S146	SIGNS ON TIME	WELLS FARGO OP	26012	11/18/2020	\$110.42
32288	66467	Decals	\$110.42		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-016	LFPD Ford Expedition	\$110.42	\$0.00	
S163	SACRAMENTO TRUCK CENTER	WELLS FARGO OP	26013	11/18/2020	\$42.48
32283	F009912166:01	O-rings	\$42.48		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin	\$42.48	\$0.00	
S282	Consolidated Communications In	WELLS FARGO OP	26014	11/18/2020	\$2,400.47
32242	32242	Monthly billing	\$151.93		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$151.93	\$0.00	
32243	32243	Monthly billing	\$2,248.54		
	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 0-000-2037-000	Telephone		\$2,248.54	\$0.00
S286 32284	SAMBA Holdings Inc INV00466473	WELLS FARGO OP Driver monitoring	26015 \$61.16	11/18/2020	\$61.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$61.16	\$0.00
S298 32289	Sprint 467197811-156	WELLS FARGO OP Monthly billing	26016 \$119.39	11/18/2020	\$119.39
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$119.39	\$0.00
T117 32290	TIFCO INDUSTRIES 71597767	WELLS FARGO OP Screws, nuts, terminals, etc	26017 \$172.22	11/18/2020	\$555.98
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$172.22	\$0.00
32291	71600882	Various hardware	\$383.76		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$383.76	\$0.00
U109 32292	US Bank Corporate Payment Syst 32292	WELLS FARGO OP Monthly billing	26018 \$12,012.16	11/18/2020	\$12,012.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$553.90	\$0.00
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$114.99	\$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		\$251.43	\$0.00
	PURCH 0-000-2039-000	Business/Conference		\$42.81	\$0.00
	PURCH 0-000-2039-001	Admin. Conference & Seminars		\$95.20	\$0.00
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$414.68	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$585.99	\$0.00
	PURCH 0-000-2122-000	Computer Service & Maint.		\$119.99	\$0.00
	PURCH 0-000-2122-001	Software Support		\$19.21	\$0.00
	PURCH 0-000-2124-000	Fuel & Oil		\$513.56	\$0.00
	PURCH 0-000-2131-000	Postage/Shipping		\$6.45	\$0.00
	PURCH 0-000-2133-000	Uniform Supplies		\$83.33	\$0.00
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$3,703.19	\$0.00
	PURCH 0-000-2221-000	Radio Repair		\$1,042.68	\$0.00
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$162.91	\$0.00
	PURCH 0-000-2222-023	2020 Ford Expedition Max		\$211.84	\$0.00
	PURCH 0-000-2222-209	2006 Ford F-550 Shop Truck		\$23.56	\$0.00
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$30.40	\$0.00
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$200.03	\$0.00
	PURCH 0-000-2222-815	2013 HME/Aherns-Fox Engine OES 380		\$42.41	\$0.00
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$208.00	\$0.00
	PURCH 0-000-2222-828	2018 Pierce Engine 18		\$98.28	\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$1,047.85	\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$900.00	\$0.00
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$115.60	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$711.70	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$260.81	\$0.00
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$0.00	\$151.05

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-4469-005	Mobile/Portable Radios		\$90.69	\$0.00
V114 32294	Verizon Wireless 9866035348	WELLS FARGO OP 26019	Monthly billing	11/18/2020	\$443.90
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$55.14	\$0.00
32295	9866035389	Monthly billing	\$388.76		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$388.76	\$0.00
V123 32293	Veritiv Operating Company 628-33741615	WELLS FARGO OP 26020	Detergent, trash liners, TP	11/18/2020	\$613.92
	Type Account	Description		Debit	Credit
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$613.92	\$0.00
W121 32296	WITTMAN ENTERPRISES, LLC 20010046	WELLS FARGO OP 26021	October services	11/18/2020	\$5,028.64
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$5,028.64	\$0.00
A163 32314	AT & T X11252020	WELLS FARGO OP 26022	Monthly billing	12/2/2020	\$157.08
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$157.08	\$0.00
A168 32315	AT & T / T-1 Lines 112520	WELLS FARGO OP 26023	Monthly billing	12/2/2020	\$1,064.18
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$1,064.18	\$0.00
A229 32316	AT&T Mobility - FirstNet 17172223	WELLS FARGO OP 26024	Monthly billing	12/2/2020	\$1,177.95
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$1,177.95	\$0.00
B138 32348	BURTONS FIRE APPARATUS S50964	WELLS FARGO OP 26025	Relief valve, fitting, o-rin	12/2/2020	\$2,601.83
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$2,601.83	\$0.00
B187 32317	Britton, Sara 567164	WELLS FARGO OP 26026	Ambulance refund	12/2/2020	\$95.58
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$95.58	\$0.00
C115 32318	CAPITAL CLUTCH & BRAKE 1641011	WELLS FARGO OP 26027	Brake chamber	12/2/2020	\$2,339.51
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierce Engine 18		\$282.10	\$0.00

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South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32319	1641569	Brake drum, relined shoe, hd	\$1,144.12		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$1,144.12	\$0.00
32320	1641571	Brake drums 66864	\$378.88		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$378.88	\$0.00
32321	1641740	XHD brake drums	\$534.41		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$534.41	\$0.00
C120	CRULL, JONATHAN	WELLS FARGO OP 26028		12/2/2020	\$225.00
32325	32325	Paramedic recertification	\$225.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$225.00	\$0.00
C233	CUMMINS Pacific, LLC	WELLS FARGO OP 26029		12/2/2020	\$381.26
32326	Y5-44004	Solenoid valve	\$381.26		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$381.26	\$0.00
C251	CIT Technology Fin Serv. Inc	WELLS FARGO OP 26030		12/2/2020	\$1,097.93
32322	36697483	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
C268	Cline, Shawn	WELLS FARGO OP 26031		12/2/2020	\$225.00
32323	32323	Paramedic llicense renewal	\$225.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$225.00	\$0.00
C277	Cordico Psychological Corp.	WELLS FARGO OP 26032		12/2/2020	\$800.00
32324	4664	Psych evaluations	\$800.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$800.00	\$0.00
D101	DAWSON OIL	WELLS FARGO OP 26033		12/2/2020	\$300.14
32327	439853	Monthly billing	\$300.14		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$300.14	\$0.00
D144	De Lage Landen Financial Servi	WELLS FARGO OP 26034		12/2/2020	\$279.02
32328	70338760	Copier lease 2	\$279.02		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$279.02	\$0.00
G110	GRAINGER, W.W.	WELLS FARGO OP 26035		12/2/2020	\$152.72
32329	9717249891	Air ram	\$152.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$152.72	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
H130	Hunt and Sons, Inc	WELLS FARGO OP	26036	12/2/2020	\$2,267.37
32331	664131 MD3		\$253.94		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-001	Station 17 Fuel	\$253.94	\$0.00	
32332	668779 Gasoline, diesel		\$1,204.71		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-001	Station 17 Fuel	\$1,204.71	\$0.00	
32333	668780 Gasoline, diesel		\$808.72		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-003	Station 19 Fuel	\$808.72	\$0.00	
I121	INLAND BUSINESS SYSTEMS	WELLS FARGO OP	26037	12/2/2020	\$30.63
32334	IN1706878 Excess copies		\$30.63		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.	\$30.63	\$0.00	
I134	Interwest Consulting Group	WELLS FARGO OP	26038	12/2/2020	\$3,396.25
32335	64298 October services		\$3,396.25		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-001	Prevention Consulting Fees	\$3,396.25	\$0.00	
K130	Kaiser Foundation Health Plan	WELLS FARGO OP	26039	12/2/2020	\$3,140.40
32336	422244 Ambulance refund		\$3,140.40		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2025-000	Ambulance Billing Services	\$3,140.40	\$0.00	
L107	LIFE ASSIST	WELLS FARGO OP	26040	12/2/2020	\$2,516.99
32337	1048680 HEPA filters		\$77.48		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$77.48	\$0.00	
32338	1048935 Various supplies		\$2,439.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$2,439.51	\$0.00	
P111	PG & E	WELLS FARGO OP	26041	12/2/2020	\$5,384.34
32339	32339 Monthly billing		\$21.88		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2027-028	Station 28	\$21.88	\$0.00	
32340	32340 Monthly billing		\$5,362.46		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2027-001	6900 Eureka Road	\$1,873.61	\$0.00	
	PURCH 0-000-2027-003	7070 Auburn Folsom Road	\$1,235.05	\$0.00	
	PURCH 0-000-2027-005	3505 Auburn Folsom Road	\$513.46	\$0.00	
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway	\$75.75	\$0.00	
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road	\$879.07	\$0.00	
	PURCH 0-000-2027-028	Station 28	\$753.83	\$0.00	
	PURCH 0-000-2027-029	Station 29	\$31.69	\$0.00	

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 User Date: 12/2/2020

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
P125 32343	Placer County Water Agency 32343	WELLS FARGO OP	26042	12/2/2020	\$543.59
	Bi-monthly billing		\$543.59		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-003	Water - Station #19		\$543.59	\$0.00
P172 32342	PLACER COUNTY TELECOMMUNICATIO 2021022	WELLS FARGO OP	26043	12/2/2020	\$2,688.00
	Station tone project		\$2,688.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2221-000	Radio Repair		\$2,688.00	\$0.00
P178 32341	PITNEY BOWES GLOBAL FINANCIAL 3104379450	WELLS FARGO OP	26044	12/2/2020	\$164.55
	Postage machine lease		\$164.55		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2131-000	Postage/Shipping		\$164.55	\$0.00
R180 32344	Robert W. Johnson 6104	WELLS FARGO OP	26045	12/2/2020	\$10,500.00
	Annual audit, FY 2019/20		\$10,500.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2020-000	Audit		\$10,500.00	\$0.00
S145 32346	STERICYCLE INC 3005329868	WELLS FARGO OP	26046	12/2/2020	\$262.50
	Monthly billing		\$262.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$262.50	\$0.00
S163 32345	SACRAMENTO TRUCK CENTER F009915792:01	WELLS FARGO OP	26047	12/2/2020	\$977.24
	Air bags		\$977.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$977.24	\$0.00
T117 32347	TIFCO INDUSTRIES 71605307	WELLS FARGO OP	26048	12/2/2020	\$238.77
	Various hardware		\$238.77		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$238.77	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF E. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: MONDAY, NOVEMBER 30, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Special Presentation – Board of Director Oath of Office:

Action Requested: The Chief recommends a special presentation to administer the oath of office for newly elected Directors. Placer County Board of Supervisor Jim Holmes will administer the Oath of Office.

Background: The District had four Board of Director seats up for election in the November 2020 primary election, two seats from District One (Former Loomis FPD) and two seats from District Two (Former SPFD). District One elected Directors include Ken Musso and Chris Johnson, while in District Two the elected Directors include Dan Bajtos and Gregory Grenfell. All Board members will serve four-year terms.

Impact: Continued Governance of the District.

Attachments: None

E. Walder, Fire Chief
South Placer Fire District
Loomis Fire District

Attachments: Correspondence from the Placer County Clerk-Recorder-Elections, Oath

Certificate of Election and Oath of Office

STATE OF CALIFORNIA

County of Placer

ss.

I, Ryan Ronco, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that at the Presidential General Election held in and for said County on November 3, 2020, Michael Johnson was elected to the office of Director for the South Placer Fire Protection District, Division I for a term of 4 years as appears in the official returns of said election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this

15th

day of

December

2020.

County Clerk-Recorder-Registrar of Voters

STATE OF CALIFORNIA

County of Placer

ss.

I, Michael Johnson, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of person receiving Oath

Signature of person administering Oath

Title

Subscribed and sworn to before me, this ___ day of ___, 20__.

Certificate of Election and Oath of Office

STATE OF CALIFORNIA

County of Placer } ss.

I, Ryan Ronco, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that at the Presidential General Election held in and for said County on November 3, 2020, Ken Musso was elected to the office of Director for the South Placer Fire Protection District, Division 1 for a term of 4 years as appears in the official returns of said election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 1st day of December, 2020


County Clerk-Recorder-Registrar of Voters

STATE OF CALIFORNIA

County of Placer } ss.

I, Ken Musso, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of person receiving Oath

Signature of person administering Oath

Title

Subscribed and sworn to before me, this ____ day of _____, 20__.

Certificate of Election and Oath of Office

STATE OF CALIFORNIA

County of Placer } ss.

I, Ryan Ronco, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that at the Presidential General Election held in and for said County on November 3, 2020, Dan Bajos was elected to the office of Director for the South Placer Fire Protection District, Division 2 for a term of 4 years as appears in the official returns of said election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 1st day of December, 2020.

[Signature] County Clerk-Recorder-Registrar of Voters

STATE OF CALIFORNIA

County of Placer } ss.

I, Dan Bajos, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of person receiving Oath

Signature of person administering Oath

Title

Subscribed and sworn to before me, this ___ day of ___, 20__.

Certificate of Election and Oath of Office

STATE OF CALIFORNIA

County of Placer

ss.

I, Ryan Ronco, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that at the Presidential General Election held in and for said County on November 3, 2020, Gregory Paul Grenfell was elected to the office of Director for the South Placer Fire Protection District, Division 2 for a term of 4 years as appears in the official returns of said election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this

1st day of December, 2020.

County Clerk-Recorder-Registrar of Voters

STATE OF CALIFORNIA

County of Placer

ss.

I, Gregory Paul Grenfell, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of person receiving Oath

Signature of person administering Oath

Title

Subscribed and sworn to before me, this ___ day of ___, 20__.



Secretary of State
Registry of Public Agencies
(Government Code section 53051)

SF-405

IMPORTANT — Read Instructions before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees – First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- ☐ Initial Filing (first Registry of Public Agencies filing for an agency)
☐ Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

Date

Signature

Type or Print Name

ADDENDUM TO STATEMENT OF FACTS

Please send to Placer County Elections Office
Along with a copy of the Statement of Facts

District Name: _____

Telephone #: _____

Email: _____

Board Meeting Date: _____

BOARD MEMBER (First, Last)	TRUSTEE AREA (if applicable)	ADDRESS	TELEPHONE #	Term Expires
			E MAIL	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	
		Residence:	T (area code)	MM/DD/YY
		Mailing:	E	

Please check the appropriate box below. Directors are:

- ☐ Qualified and elected at large;
- ☐ Qualified by division/ward/trustee area and elected at large;
- ☐ Qualified and elected by division/ward/trustee area.

BOARD MEMBERS RESIGNATIONS SINCE LAST REPORT	EFFECTIVE DATE	APPOINTED REPLACEMENT NAME	EFFECTIVE DATE
	MM/DD/YY		MM/DD/YY
	MM/DD/YY		MM/DD/YY
	MM/DD/YY		MM/DD/YY

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, DECEMBER 04, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Industrial Disability Retirement (IDR) Resolution

Action Requested: Staff recommends discussion in closed session and action on the Cal PERS Resolution for Engineer Matt Tribur's IDR application in open session.

Background: Employee suffered an injury on duty that occurred on 5/09/2019. Athens Administrators the Districts workers compensation carrier is handling the claim for the District. District agrees with the medical evaluations of the employees treating physicians and has approved an industrial disability retirement application per Cal PERS guidelines. CalPERS requires the Board to approve a resolution to move the IDR forward.

Attachments: None. Documents provided in closed session.

Eric Walder, EFO
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: MONDAY, NOVEMBER 30, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

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

Action Requested: The Chief recommends discussion on the proposed administrative contract 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 the future of the proposed administrative contract.

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



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 read "DB", followed by a long horizontal flourish.

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

We Provide Exceptional Service to our Community

Board of Directors

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

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 dark ink, appearing to read "D. S. Bergstrom", is written over a horizontal line.

Dennis S. Bergstrom
Chair PFPD



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
Gregary 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?
 - Current Employee Seniority List
 - Employee Shift Schedule
 - Employee Roster
 - Employee Benefits Summary
- ☐ Hiring Process?
 - Background
 - Physical (Drug Testing)
 - Psychological Evaluations
 - 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?
 - Timecard Process and Recording (Documentation excel? Timecards?)
 - Vacation & holiday accrual? Tracking method?
 - 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

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: MONDAY, NOVEMBER 30, 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: CHIEF E. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, DECEMBER 03, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Resolutions for Dedicated Service to South Placer Fire District:

Action Requested: Staff recommends adoption of the resolutions recognizing Tom Millward, Russ Kelley, and Dave Harris for their outstanding service to the Fire District and the community.

Background: Directors Tom Millward and Russ Kelley were sworn onto the Board of Directors of the Loomis Fire District in December 2012. Director Dave Harris was sworn onto the Board of Directors of the South Placer Fire District in December of 2012. All these Directors were instrumental in the Consolidation process between Loomis Fire District and South Placer Fire District, and in July of 2017 these Directors were seated on the Consolidated Board of the South Placer Fire District. Each of these Directors have sacrificed their time and energy to move the District forward over the past eight years participating in many committees, events, and meetings.

Impact: Recognition for a job well done

Attachments: Resolution No. 6 – 2020/21, Resolution No. 7 – 2020/21 and Resolution No. 8 – 2020/21

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

RESOLUTION NO. 6 – 2020/21

RESOLUTION OF COMMENDATION FOR DEDICATED SERVICE TO THE
SOUTH PLACER FIRE DISTRICT

DIRECTOR TOM MILLWARD

WHEREAS, Tom Millward served as a member of the Board of Directors of the Loomis Fire Protection District from December 2012 through July 2017 and the South Placer Fire Protection District from July 2017 through December 2020; and

WHEREAS, he has given selflessly for eight years on the Board of Directors and through his vision, commitment, experience, leadership and adherence to his principles for what he perceives as the good of the District has contributed to building the District into the professional organization it is today; and

WHEREAS, this was all accomplished by maintaining his integrity in doing what he felt was the best for the long-term benefit of the District and its citizens;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire District that Tom Millward be commended for his dedicated service to the District and to the Community served by the District.

The foregoing resolution was adopted at the regular meeting of the Board of Directors of the South Placer Fire Protection District held on the 9th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

ATTEST:

Clerk of the Board

RESOLUTION NO. 7 – 2020/21

RESOLUTION OF COMMENDATION FOR DEDICATED SERVICE TO THE
SOUTH PLACER FIRE DISTRICT

DIRECTOR RUSS KELLEY

WHEREAS, Russ Kelley served as a member of the Board of Directors of the Loomis Fire Protection District from December 2012 through July 2017 and the South Placer Fire Protection District from July 2017 through December 2020; and

WHEREAS, he has given selflessly for eight years on the Board of Directors and through his vision, commitment, experience, leadership and adherence to his principles for what he perceives as the good of the District has contributed to building the District into the professional organization it is today; and

WHEREAS, this was all accomplished by maintaining his integrity in doing what he felt was the best for the long-term benefit of the District and its citizens;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire District that Russ Kelley be commended for his dedicated service to the District and to the Community served by the District.

The foregoing resolution was adopted at the regular meeting of the Board of Directors of the South Placer Fire Protection District held on the 9th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

ATTEST:

Clerk of the Board

RESOLUTION NO. 8 - 2020/21

RESOLUTION OF COMMENDATION FOR DEDICATED SERVICE TO THE
SOUTH PLACER FIRE DISTRICT

DIRECTOR DAVE HARRIS

WHEREAS, Dave Harris has served as a member of the Board of Directors of the South Placer Fire Protection District from December 2012 through December 2020; and

WHEREAS, he has given selflessly for eight years on the Board of Directors and through his vision, commitment, experience, leadership and adherence to his principles for what he perceives as the good of the District has contributed to building the District into the professional organization it is today; and

WHEREAS, this was all accomplished by maintaining his integrity in doing what he felt was the best for the long-term benefit of the District and its citizens;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Fire District that Dave Harris be commended for his dedicated service to the District and to the Community served by the District.

The foregoing resolution was adopted at the regular meeting of the Board of Directors of the South Placer Fire Protection District held on the 9th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

President of the Board

ATTEST:

Clerk of the Board

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF E. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: MONDAY, NOVEMBER 30, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Board of Director Officers and Committees 2021:

Action Requested: Staff recommends board officer position elections and committee appointments for 2021.

Background: This is standard procedure each December. The Board will elect a President, Vice President, Clerk, and appoint members to various standing committees.

Excerpt from Policy 1206:

1206.2 The officers of the Board of Directors shall be President, Vice President, and Clerk. The Board shall elect a President, Vice President, and Clerk during the regularly scheduled meeting in December of each year to serve throughout the subsequent calendar year. Upon the occurrence of an officer's vacancy, the Board shall fill such vacancy from the remaining members. An interim election for the Board Officers may be held upon approval by a majority of the Directors.

Excerpt from Policy 1207:

1207.3 The following shall be standing committees of the Board:

- 1 Personnel Committee;*
- 2 Facilities Committee;*
- 3 Budget Committee;*

Impact: Future direction

Attachments: Board officer position election and committee appointment worksheet, Policy 1206 and 1207.

Eric Walder, EFO
Fire Chief
South Placer Fire District

**2021
Board Officer Position and
Committee Appointment Worksheet**

	2020	Current Incumbent
Board President:	_____	Director Gibson
Board Vice President:	_____	Director Grenfell
Board Clerk:	_____	Director Mullin
Personnel Committee: (3 Recommended)	_____	Vacant
	_____	Director Grenfell
	_____	Director Gibson
Finance Committee: (2 Recommended)	_____	Director Mullin
	_____	Director Ryland
Facilities Committee: (2 Recommended)	_____	Vacant
	_____	Vacant
FAIRA: (1 primary, 1 alternate)	_____	Chief Walder
	_____	Director Harris (Alternate)

BOARD STRUCTURE AND GENERAL STRUCTURE

1206.1 SCOPE AND PURPOSE

The Board of Directors shall define the make up and duties of the South Placer Fire District Board of Directors in the form of members and officers.

1206.2 POLICY

The officers of the Board of Directors shall be President, Vice President, and Clerk. The Board shall elect a President, Vice President, and Clerk during the regularly scheduled meeting in December of each year to serve throughout the subsequent calendar year. Upon the occurrence of an officer's vacancy, the Board shall fill such vacancy from the remaining members. An interim election for the Board Officers may be held upon approval by a majority of the Directors.

1206.2.1 PRESIDENT OF THE BOARD OF DIRECTORS

The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The President is responsible for the following:

1. **Presiding at Meetings:** The President, when present, shall preside at all meetings of the Board, shall take the chair at the time appointed for every Board meeting, and immediately call the members to order and proceed with the business of the Board.
2. **General Direction:** Have general direction of the boardroom and assign seats for the use of the Board members and members of the staff as required.
3. **Order and Decorum:** Preserve order and decorum, prevent demonstrations, and in accordance with law, order removal from the boardroom any person whose conduct is deemed objectionable, and order the boardroom cleared whenever deemed necessary.
4. **Length of Time for Public Discussion:** Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board.
5. **Other Responsibilities:** The Board may prescribe other responsibilities.
6. **Official Spokesperson:** Shall be the official Spokesperson and representative for the board and the principal contact with legal counsel and the media.
7. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board.
8. The Clerk is responsible for signing Board Action Summaries and shall act as the President in the absence of the President and Vice President.
9. It is the responsibility of each Director to serve on committees and thoroughly prepare to discuss agenda items at meetings of the Board of Directors.

South Placer Fire District

SPFD Policy Manual

BOARD STRUCTURE AND GENERAL STRUCTURE

- (a) Information may be requested from staff or exchanged between Directors before meetings.
- (b) Information that is exchanged before meetings shall be distributed through the Fire Chief, and all Directors will receive all information being distributed.
- (c) Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.
- (d) Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- (e) Directors shall defer to the chairperson for conduct of meetings of the Board but, shall be free to question and discuss items on the agenda.
- (f) All comments should be brief and confined to the matter being discussed by the Board. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- (g) Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

1206.2.2 GENERAL DUTIES

The general duties of the Board shall be legislative and administrative in nature. They shall formulate and adopt policy for the District. The fundamental roll of the board is to represent the community's interests by assuring that the communities service needs are met, assuring the service is appropriate quality, assuring that the publics' money is used responsibly and assuring that all are treated equally and fairly.

1. They shall conduct their business for the public benefit, abiding by the Brown Act.
2. The Board is not directly responsible for the day-to-day operations or operational decision making.
3. They shall review and adopt a preliminary budget by June 30 and adopt a final budget by September 30. Establishment of reserve accounts and transfer of reserve funds require approval by a minimum of two-thirds vote of the Board of Directors.

1206.2.3 FIRE CHIEF

They shall employ a qualified, competent person as a Fire Chief, who will administer and supervise the District under the direction of the Board. Through separate employment agreement with the District, the Fire Chief 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.

1. 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 June of each year.

South Placer Fire District

SPFD Policy Manual

BOARD STRUCTURE AND GENERAL STRUCTURE

- (a) 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.

1206.2.4 SECRETARY OF THE BOARD

The Secretary of the Board shall be an employee selected by the Board who shall attend each regularly scheduled meeting of the Board and maintain a record of all proceedings thereof as required by law.

1. If the Secretary of the Board cannot attend a meeting, the President or the Fire Chief shall make arrangements to have someone in attendance to properly record the Board's proceedings.
2. It shall be the duty of the Secretary of the Board to attest to all District Resolutions, attend closed sessions of the Board if requested, adhere to the guidelines for taping open and closed sessions (as necessary) and record all open and closed sessions (as necessary).

COMMITTEES OF THE BOARD OF DIRECTORS

1207.1 SCOPE AND PURPOSE

The South Placer Fire Board of Directors shall define the standing and ad-hoc committees and their associated duties.

1207.2 POLICY

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

1207.3 STANDING COMMITTEES

The following shall be standing committees of the Board:

1. Personnel Committee;
2. Facilities Committee;
3. Budget Committee;

1207.4 ANNOUNCEMENT OF STANDING COMMITTEES

The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

1207.5 COMMITTEE ASSIGNMENT

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

1207.5.1 COMMITTEE PURPOSES

The purpose of standing and ad hoc committees is to provide for oversight, review, and policymaking and not to engage in management activities of the District.

1207.5.2 COMMITTEE AUTHORITY

The authority of standing and ad hoc committees is limited to providing recommendations to the Board of Directors for committee responsibilities as specified in a committee charter approved by the Board of Directors or as otherwise specifically authorized by the Board of Directors.

1207.6 STANDING PERSONNEL COMMITTEE

The Board's standing Personnel Committee shall be concerned with labor negotiations and contract development with recognized employee groups in an effort to meet District goals.

South Placer Fire District

SPFD Policy Manual

COMMITTEES OF THE BOARD OF DIRECTORS

1207.7 STANDING FACILITY COMMITTEE

The Board's standing Facilities Committee shall be concerned with the development and revision of the District's Capital Facilities Plan and Facilities Maintenance Plan.

1207.8 STANDING BUDGET COMMITTEE

The Board's standing Budget Committee shall be concerned with the development and revision of the District's Fundamental Budgeting Principles.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: MONDAY, NOVEMBER 30, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: 2021 Board Meeting Schedule:

Action Requested: Staff recommends review of the proposed 2021 Board Meeting Schedule.

Background: This is standard procedure. Each year the Board adopts an annual meeting calendar. The proposed calendar outlines each regular board meeting, any recommended changes in the regular meetings and requested special meetings or workshops.

Impact: Planning

Attachments: Recommended calendar

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



SOUTH PLACER FIRE DISTRICT DRAFT 2021 SCHEDULE

2021 Board Meeting Calendar

January 13 th , 2021	– Regular Board Meeting
February 10 th , 2021	– Regular Board Meeting
March 10 th , 2021	– Regular Board Meeting
April 14 th , 2021	– Regular Board Meeting
May 12 th , 2021	– Regular Board Meeting
June 9 th , 2021	– Regular Board Meeting
June 2020 TBA – 2021 Fire Chief Evaluation	
July 14 th , 2021	– Regular Board Meeting
August 11 th , 2021	– Regular Board Meeting
August TBA – 2021/22 Goal Setting Workshop	
September 8 th , 2021	– Regular Board Meeting
October 13 th , 2021	– Regular Board Meeting
November 10 th , 2021	– Regular Board Meeting
December 8 th , 2021	– Regular Board Meeting

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: MONDAY, NOVEMBER 30, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2019/20 Audit Acceptance

Action Requested: Staff recommends discussion and acceptance of the South Placer Fire District FY 2019/2020 third party audit.

Background: This is standard procedure. Each year a third-party audit is conducted on the previous budget year financial statements. Attached is the audit for the FY 2019/20 budget year.

Impact: Informational, Review of District Fiscal Performance

Attachments: FY 2019/20 Audit, Report on Accounting Controls and Procedures June 30, 2020, Final Profit and Loss, June 30, 2020, Balance Sheet Twelve Months Ending Sunday, June 30, 2020

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



Robert W. Johnson
an accountancy corporation

6234 Birdcage Street, Citrus Heights, California 95610 | robertwjohncpajgroup@gmail.com | 916.723.2555
www.bob-johnson-cpa.com

October 6, 2020

To the Board of Directors
South Placer Fire District
6900 Eureka Road
Granite Bay, CA 95746

We have audited the financial statements of South Placer Fire District for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 1, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by South Placer Fire District are described in Note 2 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events

affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Accrual and disclosure of compensated absences: Management's estimate is based on information collected by the District using current pay rates and District's policy on employee use of compensating time-off. Our audit agreed balances reported in the financial statements to those in the District calculated spreadsheets.
- Capital asset lives and the related depreciation expense: Management's estimate is based on the District's policy of depreciating assets. We scanned asset listings for reasonable compliance to this approach.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 6, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that

the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to RSI, which is required supplementary information that supplement the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the use of the management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Robert W. Johnson, An Accountancy Corporation

Robert W. Johnson, An Accountancy Corporation

**SOUTH PLACER
FIRE DISTRICT**

**FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT
for the year ended June 30, 2020**

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Robert W. Johnson
an accountancy corporation

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
South Placer Fire District
Granite Bay, California

Report on the Financial Statements

We have audited the accompanying financial statements of South Placer Fire District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of South Placer Fire District as of June 30, 2020, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America, as well as the accounting systems prescribed by the State Controller's Office and State Regulations governing Special Districts.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Management has omitted the Management's Discussion and Analysis. Our opinion on the basic financial statements is not affected by this missing information. We have applied certain limited procedures to the other required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of South Placer Fire Protection District. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Robert W. Johnson, An Accountancy Corporation
Citrus Heights, California
October 6, 2020

SOUTH PLACER FIRE DISTRICT
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
June 30, 2020

ASSETS AND DEFERRED OUTFLOWS	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
Cash (Note 3)	\$5,148,098	\$ -	\$ 5,148,098
Accounts receivable (Note 4)	417,665	-	417,665
Prepaid expenses	9,717	-	9,717
Capital assets (Note 5)	-	17,166,385	17,166,385
Less, accumulated depreciation	<u>-</u>	<u>(6,203,930)</u>	<u>(6,203,930)</u>
Total assets	5,575,480	10,962,455	16,537,935
Deferred outflows (Notes 9 and 10):			
Pension related amounts	-	4,100,856	4,100,856
OPEB related amounts	<u>-</u>	<u>531,895</u>	<u>531,895</u>
Total assets and deferred outflows	<u>\$5,575,480</u>	<u>\$15,595,206</u>	<u>\$21,170,686</u>
LIABILITIES, DEFERRED INFLOWS AND NET POSITION			
Accounts payable	\$ 86,032	\$ -	\$ 86,032
Accrued salaries and benefits	578,859	-	578,859
Compensated absences	366,690	-	366,690
Certificates of Participation (Note 6)	-	4,940,000	4,940,000
Net pension liability (Note 9)	-	9,833,883	9,833,883
Net OPEB liability (Note 10)	<u>-</u>	<u>3,581,307</u>	<u>3,581,307</u>
Total liabilities	1,031,581	18,355,190	19,386,771
Deferred inflows (Notes 9 and 10):			
Pension related amounts	-	2,695,217	2,695,217
OPEB related amounts	<u>-</u>	<u>12,186</u>	<u>12,186</u>

(continued)

See notes to financial statements

SOUTH PLACER FIRE DISTRICT
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET,
continued
June 30, 2020

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
FUND BALANCES/NET POSITION			
Fund balances (Note 8):			
Restricted (Note 7)	\$ 559,967	\$(559,967)	\$ -
Committed	2,917,785	(2,917,785)	-
Unassigned	<u>1,066,147</u>	<u>(1,066,147)</u>	<u>-</u>
Total fund balances	<u>4,543,899</u>	<u>(4,543,899)</u>	<u>-</u>
Total liabilities, deferred inflows and fund balances	<u>\$5,575,480</u>		
Net position (Note 8):			
Net investment in capital assets		\$ 10,962,455	\$ 10,962,455
Restricted		559,967	559,967
Unrestricted		<u>(12,445,910)</u>	<u>(12,445,910)</u>
Total net position/(deficiency)		\$(<u>923,488</u>)	\$(<u>923,488</u>)

See notes to financial statements

SOUTH PLACER FIRE DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
for the year ended June 30, 2020

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Program expenditures/expenses:			
Public protection	\$12,214,041	\$ 1,592,887	\$13,806,928
Support services	343,673	-	343,673
Debt service	110,000	(110,000)	-
Capital outlay	341,009	(341,009)	-
Depreciation	<u>-</u>	<u>577,771</u>	<u>577,771</u>
Total program expenditures/expenses	<u>13,008,723</u>	<u>1,719,649</u>	<u>14,728,372</u>
Program revenues:			
Ambulance services (Note 4)	1,534,099	-	1,534,099
Other misc. and GEMT	52,676	-	52,676
SAFER revenues	281,262	-	281,262
Fees and cost recovery	203,976	-	203,976
CFAA revenues	141,757	-	141,757
Other	<u>944</u>	<u>-</u>	<u>944</u>
Total program revenues	<u>2,214,714</u>	<u>-</u>	<u>2,214,714</u>
General revenues:			
Tax revenue	8,240,091	-	8,240,091
Special tax	1,170,742	-	1,170,742
Loomis assessment	993,349	-	993,349
Mitigation fees	369,461	-	369,461
Cellular tower lease	98,981	-	98,981
Interest income	61,314	-	61,314
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total general revenues	<u>10,933,938</u>	<u>-</u>	<u>10,933,938</u>
Excess of revenues (expenditures)/ changes in net position	<u>139,929</u>	<u>(1,719,649)</u>	<u>(1,579,720)</u>

(continued)

See notes to financial statements

SOUTH PLACER FIRE DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES, continued
for the year ended June 30, 2020

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Fund balances/net position (deficit):			
Beginning of year	\$ <u>4,403,970</u>	\$(<u>3,747,738</u>)	\$ <u>656,232</u>
End of year	\$ <u>4,543,899</u>	\$(<u>5,467,387</u>)	\$(<u>923,488</u>)

See notes to financial statements

**SOUTH PLACER FIRE DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
for the year ended June 30, 2020**

	<u>Budget</u>	<u>Actual</u>	<u>Favorable/ (Unfavorable) Variance</u>
Revenues:			
Taxes revenue	\$ 8,247,654	\$ 8,240,091	\$(7,563)
Special tax	1,169,443	1,170,742	1,299
Ambulance service (Note 4)	1,500,000	1,534,099	34,099
Interest income	79,678	61,314	(18,364)
Mitigation fees	400,000	369,461	(30,539)
Homeland Security Grant	28,000	-	(28,000)
Other misc. and GEMT	80,000	52,676	(27,324)
Fees and cost recovery	158,500	203,976	45,476
Cellular tower lease	85,000	98,981	13,981
Loomis assessment	987,366	993,349	5,983
CFAA revenues	355,000	141,757	(213,243)
SAFER revenues	352,000	281,262	(70,738)
Other	<u>6,000</u>	<u>944</u>	<u>(5,056)</u>
Total revenues	<u>13,448,641</u>	<u>13,148,652</u>	<u>(299,989)</u>
Expenditures:			
Salaries and wages	5,627,177	5,255,556	371,621
Sellback (Admin.)	190,000	238,562	(48,562)
Callback/overtime	930,000	1,886,006	(956,006)
PERS retirement	1,684,933	1,360,215	324,718
OPEB funding	40,000	40,000	-
Employer 457 Def. Comp Match	25,000	24,719	281
Payroll taxes	105,000	109,801	(4,801)
WC	460,976	549,639	(88,663)
Agency share insurance	863,668	855,978	7,690
Labor legal	30,000	36,409	(6,409)
Uniform/cell allowance	66,000	58,335	7,665
Employee assistance program	7,000	6,471	529
CFAA expenditures	355,000	128,258	226,742
Audit	<u>11,000</u>	<u>10,250</u>	<u>750</u>

(continued)

See notes to financial statements

SOUTH PLACER FIRE DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES, continued
COMPARED TO BUDGET
for the year ended June 30, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Favorable/ (Unfavorable) Variance</u>
Expenditures, continued:			
Propane	\$ 3,500	\$ 3,043	\$ 457
Employee physicals	25,000	17,366	7,634
COP bond payments	-	354,020	(354,020)
Storage	2,000	-	2,000
Paramedic/EMT cert. classes	5,600	6,206	(606)
Ambulance billing service	100,000	125,507	(25,507)
Garbage	9,000	9,850	(850)
Gas & electric	78,000	73,215	4,785
Admin. conference & seminars	-	2,331	(2,331)
Insurance (FAIRA)	52,443	52,443	-
Memberships & subs.	12,000	10,112	1,888
News publications	1,500	2,205	(705)
Sewer	6,300	6,493	(193)
Telephone	63,000	69,846	(6,846)
Training supplies	13,500	8,938	4,562
Business & conference	11,400	3,264	8,136
Education & training	62,000	54,245	7,755
Water	13,500	13,260	240
Laundry	2,500	1,433	1,067
Legal & consulting	99,300	96,853	2,447
Prevention consulting fees	55,000	56,741	(1,741)
Petty cash fund	250	-	250
Pre-employment testing	15,000	20,411	(5,411)
Medical waste disposal	4,000	3,063	937
Physio control contract	16,000	15,869	131
County charges	169,000	175,253	(6,253)
Elections	750	-	750
Public education	4,000	-	4,000
Incident supplies	10,000	10,328	(328)
Awards & recognition	10,000	1,984	8,016
Telestaff User mtce. fee	11,000	13,922	(2,922)
Cleaning supplies	12,000	14,358	(2,358)
Copy machine contract	16,000	17,073	(1,073)
Computer service	40,000	39,830	170

(continued)

See notes to financial statements

SOUTH PLACER FIRE DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES, continued
COMPARED TO BUDGET
for the year ended June 30, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Favorable/ (Unfavorable) Variance</u>
Expenditures, continued:			
Fire prevention supplies	\$ 7,000	\$ 2,973	\$ 4,027
Fuel & oil	80,000	69,750	10,250
Medical supplies	100,000	112,264	(12,264)
Miscellaneous	885	853	32
District safety	14,500	505	13,995
Office supplies	14,503	9,549	4,954
Oxygen	8,000	6,392	1,608
Postage	3,000	1,347	1,653
Uniform supplies	10,000	14,576	(4,576)
Firefighting supplies	41,000	37,899	3,101
Radio/Firecom repairs	10,000	10,376	(376)
Automotive repairs	118,000	102,911	15,089
Facilities maintenance	104,886	103,227	1,659
SCBA & compressor mtce.	15,000	3,839	11,161
Turnout clothing mtce.	8,000	2,536	5,464
Extinguisher service	900	-	900
Printing	1,200	1,697	(497)
Bad debt provision	50,000	168,085	(118,085)
Mitigation capital expenditures	198,747	191,631	7,116
Fixed assets-minor	126,785	68,903	57,882
Capital expenditures	1,769,365	259,749	1,509,616
Contingency	<u>-</u>	<u>-</u>	<u>-</u>
 Total expenditures	 <u>14,001,068</u>	 <u>13,008,723</u>	 <u>992,345</u>
 Excess of revenues/ (expenditures)	 <u>\$ (552,427)</u>	 <u>\$ 139,929</u>	 <u>\$ 692,356</u>

See notes to financial statements

**SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS
for the year ended June 30, 2020**

1. Organization:

South Placer Fire District (the "District") was formed in 1952. The District serves the community of Granite Bay, Folsom Lake State Recreation Area, and portions of Loomis, Penryn, and Newcastle. The South Placer Fire District provides commercial and residential structural fire protection, wild land fire protection, rescue services, emergency hazardous materials services, emergency medical services, paramedic ambulance transportation service and a variety of other non-emergency related services.

The District is a special district funded primarily by property tax, a special tax and the District's ability to generate revenue by providing ambulance service and contracting for other services. The overall service is provided from a well-established system that consists of five elected officials, appointed staff members and a combination of volunteer, apprentice, and professional employees that staff five fire stations located throughout the unincorporated areas of Southern Placer County.

The mission of South Placer Fire Protection District is the protection of lives and property of the community from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by either man or nature.

2. Summary of Significant Accounting Policies:

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing GAAP for state and local government organizations. The District's significant accounting policies are described below.

Measurement Focus and Basis of Accounting

The District reports a *General Fund* that is used to account for all financial resources except those required or designated by the Board of Directors to be accounted for in another fund.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

2. Summary of Significant Accounting Policies (continued):

Measurement Focus and Basis of Accounting, continued

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place. Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements and donations. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers revenues to be available if they are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues that are accrued include property taxes, interest income, and charges for current services. Revenues that are not accrued include permits and fines, forfeitures, and penalties, if applicable. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. General capital assets are reported as expenditures in governmental funds. Proceeds of general long-term and capital assets are reported as other financing sources.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

2. Summary of Significant Accounting Policies (continued):

Net Position

Net position is classified in the following categories:

Net Investment in capital assets – groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce this category.

Restricted – presents external restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted – represents the net position of the District, which are not restricted or invested in capital assets net of related debt.

Fund Balance

Fund balance is classified in the following categories:

Restricted – includes fund balance amounts that are subject to externally enforceable legal restrictions or constrained for a specific purpose by external parties, constitutional provisions or enabling legislation.

Committed – includes fund balance amount that can only be used for specific purposes pursuant to constraints imposed by the formal actions of the District's Board of Directors.

Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned – includes fund balance which has not been classified within the above mentioned categories.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

2. Summary of Significant Accounting Policies (continued):

Ambulance Accounts Receivable

Ambulance accounts receivable is stated at the amount the EMS Billing Service expects to collect from outstanding balances at year end. Balances that are still outstanding after use of reasonable collection efforts are written off through a 30% charge to the valuation allowance and a credit to ambulance accounts receivable.

Capital Assets

Capital assets are recorded at historical cost if purchased or constructed. Amortization of assets acquired under capital lease is included in depreciation. Structures and equipment are depreciated using the straight-line method over their estimated useful lives.

Compensated Absences

Vested or accumulated vacation time that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability. Sick pay is not vested.

Budgets

In accordance with the provisions of Sections 13901 through 13906 of the California Health & Safety Code and other statutory provisions, commonly known as the Budget Act, the District prepares and legally adopts a final balanced budget for each fiscal year.

Revenue Recognition

The District receives revenues for performing emergency medical and ambulatory services to District residents. The District's policy for recognizing these revenues is billing and recording revenues as services are performed. Patient service revenues (ambulance revenues) are reported net of provisions for contractual allowances in the basic and fund financial statements.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

2. Summary of Significant Accounting Policies (continued):

Investments

The District maintains cash balances with the Treasurer of Placer County in interest-bearing pooled investment accounts.

Property Taxes

The District receives property taxes from Placer County. Property taxes receivable are recorded in the fiscal year for which the tax is levied based on the assessed value as of September 1 of the preceding fiscal year. They become a lien on the first day of the year they are levied. Secured property tax is levied on September 1 and due in two installments, on November 1 and March 1. They become delinquent on December 10 and April 10, respectively. Unsecured property taxes are levied on July 1, and become delinquent on August 31. The District elected to receive the property taxes from the County under the Teeter Bill Program. Under this Program, the District receives 100% of the levied property taxes in periodic payments, with the County assuming responsibility for delinquencies.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results may differ from those estimates.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

2. Summary of Significant Accounting Policies (continued):

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense) until that future time.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

3. Cash and Investments:

The District maintains certain portions of its funds with Placer County. The County is authorized to deposit cash and invest excess funds by the California Government code Section 53648 et. seq. The funds maintained by the County are secured by federal depository insurance.

At year-end the carrying amount of the District's deposits was \$5,148,098 and the bank and County Treasury balance was \$5,400,379.

	Balance June 30 <u>2020</u>
Imprest cash	\$ 250
Checking – general	167,794
Cash with County – general	4,420,087
– mitigation	<u>559,967</u>
	<u>\$5,148,098</u>

Cash and investments are classified as follows:

Unrestricted	\$4,588,131
Restricted	<u>559,967</u>
	<u>\$5,148,098</u>

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

4. Accounts Receivable:

The District is under contract with a private EMS Billing Service to provide patient care reporting and ambulance billing. Accounts receivable at June 30, 2020 consist of:

Ambulance receivables		\$ 563,192
Deduct, allowance for bad debts		<u>168,958</u>
Net ambulance accounts receivable		394,234
Add, interest receivable (County)	\$ 4,023	
Accounts receivable - other	<u>19,408</u>	
		<u>23,431</u>
		<u>\$ 417,665</u>

Ambulance revenues are analyzed as follows:

Gross revenues	\$3,898,100
Deduct, contractual and other adjustments	<u>2,364,001</u>
Net revenues	<u>\$1,534,099</u>

5. Capital Assets:

Changes in capital assets for the year ended June 30, 2020 are as follows:

	Balance, Beginning of year	Additions	Disposals	Balance, end of year
Land	\$ 379,248	\$ -	\$ -	\$ 379,248
Buildings	8,907,831	172,407	-	9,080,238
Equipment	1,709,295	60,643	-	1,769,938
Apparatus	<u>5,970,684</u>	<u>107,959</u>	<u>141,682</u>	<u>5,936,961</u>
	<u>\$16,967,058</u>	<u>\$ 341,009</u>	<u>\$ 141,682</u>	<u>\$17,166,385</u>

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

6. Certificates of Participation:

In 2015, the District issued \$5,375,000 of Certificates of Participation (Certificates) with an interest rate of 5.25%. These 2015 Certificates were issued to pay the District's outstanding side fund obligation to California Public Employees' Retirement System (CalPERS) with respect to its Safety and Miscellaneous Plans. The Certificates also paid on the District's unfunded actuarial pre-2013 Safety and Miscellaneous Fund liabilities to CalPERS. Annual principal payments ranging from \$70,000 to \$490,000 are due on June 1 through June 1, 2037 and semi-annual interest payments are due on December 1 and June 1 through June 2037.

The activity of the District's Certificates at June 30, 2020 is as follows:

	Balance July 1, 2019	Additions	(Reductions)	Balance June 30, 2020	Principal Due Within One Year	Interest Due Within One Year
2015 Certificates of Participation	\$5,050,000	\$ -	\$110,000	\$4,940,000	\$125,000	\$240,610

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

6. Certificates of Participation, continued:

The following is the District's future annual obligation:

<u>Year ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 125,000	\$ 240,610	\$ 365,610
2022	135,000	236,298	371,298
2023	155,000	231,370	386,370
2024	175,000	225,402	400,402
2025	185,000	218,402	403,402
2026-2037	<u>4,165,000</u>	<u>1,594,482</u>	<u>5,759,482</u>
	<u>\$4,940,000</u>	<u>\$2,746,564</u>	<u>\$7,686,564</u>

7. Mitigation Fees:

Activities of the mitigation reserve for 2019-20 follows:

Balance, 6-30-19		\$ 378,147
Add, mitigation fees	\$ 369,461	
interest income	<u>10,049</u>	
	379,510	
Deduct, provided for capital items	<u>197,690</u>	
		<u>181,820</u>
Balance, 6-30-20		<u>\$ 559,967</u>
Cash on hand:		
County		<u>\$ 559,967</u>

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

8. Equity:

General Fund:

Restricted for:

Mitigation reserve		\$ 559,967
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Committed for:

Imprest cash reserve	\$ 250	
Facilities reserve	316,487	
Apparatus reserve	404,873	
Major equipment reserve	89,596	
Contingency reserve	410,000	
Facilities reserve – Loomis	1,561,261	
Apparatus reserve – Loomis	96,832	
Major equipment reserve – Loomis	34,029	
Contingency reserve - Loomis	<u>4,457</u>	2,917,785

Unassigned		<u>1,066,147</u>
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\$ 4,543,899

Statement of Net Position/Deficiency:

Net investment in capital assets		\$ 10,962,455
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Restricted:

Mitigation reserve		559,967
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Unrestricted:

Board designated:

Imprest cash reserve	\$ 250	
Facilities reserve	316,487	
Apparatus reserve	404,873	
Major equipment reserve	89,596	
Contingency reserve	410,000	
Facilities reserve – Loomis	1,561,261	
Apparatus reserve – Loomis	96,832	
Major equipment reserve – Loomis	34,029	
Contingency reserve - Loomis	<u>4,457</u>	
	2,917,785	

Undesignated	<u>(13,363,695)</u>	<u>(12,445,910)</u>
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\$(923,488)

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan:

A. General Information About the Pension Plan

Plan Description

The District contributes to the California Public Employees Retirement System (CalPERS), a cost sharing multiple-employer defined benefit pension plan. The District participates in the miscellaneous 3% at age 55 risk pool (safety) and 3.0% at age 60 risk pool (miscellaneous). Effective on January 1, 2013, in accordance with Public Employees' Pension Reform Act (PEPRA), new employees who meet the definition of new member of CalPERS will have benefit formulas calculated as (safety) 2.7% at age 57 and (miscellaneous) 2% at age 62.

CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public employers within the State of California. CalPERS require agencies with less than 100 active members in the plan to participate in the risk pool. All District permanent employees are eligible to participate in the System. Benefits vest after five years of service. Pre-PEPRA (December 31, 2012 and earlier hires) District employees who retire at age 50 to 55 and with over 5 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 2.40 to 3.00 percent of their average salary (safety) during their last highest year of employment and 2.00 to 2.50 percent (miscellaneous). Employees hired on or after January 1, 2013 use last highest three years of employment to determine retirement benefit.

A menu of benefits provision as well as other requirements is established by State Statutes within the Public Employees Retirement Law. The plan selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through District resolution. CalPERS issues a separate comprehensive annual financial report. Copies of the CalPERS' annual financial report may be obtained from the CalPERS executive Office, 400 P Street, Sacramento, California, 95814.

Funding Policy

Covered employees are required by statute to contribute 9 to 11.5% percent (safety) and 6.25 to 8 percent (miscellaneous) of their salary to the plan after a formula to coordinate with Social Security. The District is required by the same statute to contribute the remaining amounts necessary to pay benefits when due; however, the employees paid all employees' share. The District is required to contribute at an actuarially determined rate.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan, continued:

Funding Policy, continued

The contribution requirements of the plan members and the District are established and may be amended by CalPERS.

In 2015, the District contributed an additional \$5,039,967 to pay the 6/30/15 Side Fund and Share of Pre-2013 Pool UAL. The contribution was funded by the issuance of Certificates of Participation.

The Plans' provisions and benefits in effect at June 30, 2020, are summarized as follows:

	<u>Safety</u>	<u>Miscellaneous</u>	<u>PEPRA Safety Plan</u>	<u>PEPRA Miscellaneous</u>
Benefit formula	3% at 55	3% at 60	2.7% at 57	2.0% at 62
Benefit vesting schedule	5 years of service	5 years of service	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life	monthly for life	monthly for life
Retirement age	50 to 55+	50 to 60+	50-57+	52+
Monthly benefits, as a % of eligible compensation	2.4% to 3.0%	2.0% to 3.0%	2-2.7%	1-2.5%
Required employee contribution rates	9%	8%	12%	6.75%
Required employer contribution rates	20.073%	14.398%	13.034%	6.985%

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan, continued:

Contributions, continued –

For the year ended June 30, 2019, District's contributions to the Plan were as follows:

	Safety & <u>Miscellaneous</u>
Contributions – employer	\$ <u>828,340</u>

B. *Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:*

As of June 30, 2020, the District reported net pension liability for the District as follows:

Net pension liability	<u>\$9,833,883</u>
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The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2019, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2019 was as follows:

	<u>Miscellaneous Plan</u>
Proportion – June 30, 2018	0.0166%
Proportion – June 30, 2019	<u>0.0178%</u>
Change – Increase/(Decrease)	<u>-0.0012%</u>
	<u>Safety Plan</u>
Proportion – June 30, 2018	0.1352%
Proportion – June 30, 2019	<u>0.1461%</u>
Change – Increase/(Decrease)	<u>-0.0109%</u>

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan, continued:

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:

For the year ended June 30, 2020, the District recognized pension expense of \$2,508,746. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes in assumptions	\$ 581,275	\$ 130,309
Diff. between expected and actual experience	988,812	41,306
Net diff. between projected and actual earnings on pension plan investments	464,886	824,622
Changes in proportion and difference between District contributions and proportionate share of employer contributions	1,237,543	1,698,980
District contributions subsequent to measurement date	<u>828,340</u>	<u>-</u>
	<u>\$4,100,856</u>	<u>\$ 2,695,217</u>

\$828,340 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the year ended June 30, 2021. Other following amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	
2021	\$ 634,979
2022	(137,970)
2023	37,207
2024	43,083
2025	-
Thereafter	-

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan, continued:

Actuarial Assumptions – The total pension liabilities in the June 30, 2019 actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2018
Measurement date	June 30, 2019
Actuarial Assumptions:	
Discount rate	7.15%
Inflation	2.75%
Payroll Growth	3.0%
Projected Salary Increase	3.3%-14.2%
Investment Rate of Return	7.15%
Mortality	CalPERS mortality table, with adjustments for mortality improvements using Scale BB

Discount Rate – The discount rate used to measure the total pension liability was 7.15% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

In December 2016, CalPERS' Board of Directors voted to lower the discount rate from 7.5% to 7.0% over the next three fiscal years, beginning in fiscal year 2018. The change in the discount rate will affect the contribution rates beginning in fiscal year 2019 and result in increases to the normal costs and unfunded actuarial liabilities.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan, continued:

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

9. Defined Benefit Retirement Plan, continued:

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10(a)</u>	<u>Real Return Years 11+(b)</u>
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0%	0.99%	2.43%
Inflation Sensitive	6.0%	0.45%	3.36%
Private Equity	12.0%	6.83%	6.95%
Real Estate	11.0%	4.50%	5.13%
Infrastructure and Forestland	3.0%	4.50%	5.09%
Liquidity	<u>2.0%</u>	-0.55%	-1.05%
Total	<u>100%</u>		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease	6.15%
Net Pension Liability	\$18,048,190
Current Discount Rate	7.15%
Net Pension Liability	\$ 9,833,883
1% Increase	8.15%
Net Pension Liability	\$ 3,096,347

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

10. Other Post-Employment Benefits (OPEB):

Plan Description

The District provides post-employment health care benefits to eligible retirees and their eligible dependents who retire from the District at age 50 with at least five years of service, or become fully disabled while working. The District participates in the CalPERS Medical Program and retirees may enroll in any of the available health plans. Benefits continue throughout the lifetime of the retiring employee and his/her spouse.

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2018.

Actuarial Assumptions

The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions:

Discount rate	6.15%
Inflation	2.75%
Payroll Increase	3.0%
Healthcare Trend	5.25%

Discount Rate

The discount rate used to measure the total OPEB liability was 6.15%. The discount rate is based on the expected long-term rate of return on the invested assets.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

10. Other Postemployment Benefits "OPEB", continued:

Change in Net OPEB Liability as of June 30, 2019

	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Rollback balance at June 30, 2018	\$4,264,726	\$1,026,979	\$3,237,747
Changes recognized for the measurement period:			
Service cost	60,958	-	60,958
Interest	255,887	-	255,887
Differences between actual and expected experience	365,718	-	365,718
Assumption changes	15,918	-	15,918
Employer contributions	-	287,928	(287,928)
Net investment income	-	66,993	(66,993)
Benefits paid to retirees	(207,928)	(207,928)	-
Net changes during July 1, 2018 to June 30, 2019	<u>490,553</u>	<u>146,993</u>	<u>343,560</u>
Balance at June 30, 2019 (Measurement Date)	<u>\$4,755,279</u>	<u>\$1,173,972</u>	<u>\$3,581,307</u>

Sensitivity of the Net OPEB liability to changes in the discount rate

The following presents the net OPEB liability with a discount rate 1% higher and 1% lower than assumed in the valuation:

	<u>Discount Rate 1% Lower 5.15%</u>	<u>Valuation Discount Rate 6.15%</u>	<u>Discount Rate 1% Higher 7.15%</u>
Net OPEB liability, June 30, 2019	\$4,242,703	\$3,581,307	\$3,040,280

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

10. Other Postemployment Benefits "OPEB", continued:

Sensitivity of the Total OPEB liability to changes in healthcare cost trend rates

The following presents the total OPEB liability with a healthcare cost trend rate 1% higher and 1% lower than assumed in the valuation:

	1% Decrease <u>4.25% to 4.5%</u>	Trend rates <u>5.25% to 5.5%</u>	1% Increase <u>6.25% to 6.5%</u>
Net OPEB liability, June 30, 2019	\$ <u>3,525,869</u>	\$ <u>3,581,307</u>	\$ <u>3,617,039</u>

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2020 the District recognized OPEB expense of \$287,720. The values of deferred outflows and inflows of resources related to OPEB as of June 30, 2020 are:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 328,400	\$ -
Changes of assumptions	14,294	-
Net difference between projected and actual earnings on OPEB plan investments	1,257	12,186
District contributions subsequent to the measurement date	<u>187,944</u>	<u>-</u>
	\$ <u>531,895</u>	\$ <u>12,186</u>

\$187,944 is the total amount contributed by the District to retirees' benefits and to the PARS trust during the year ending June 30, 2020.

SOUTH PLACER FIRE DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued
for the year ended June 30, 2020

10. Other Postemployment Benefits "OPEB", continued:

Amounts reported as deferred outflows and inflows of resources related to OPEB as of June 30, 2020, will be recognized in OPEB expense as follows:

<u>Year Ended</u> <u>June 30</u>	
2021	\$ 34,034
2022	34,035
2023	38,594
2024	38,176
2025	38,942
Thereafter	147,984

Funding Policy

The contribution requirements of plan members and the District are established and may be amended by the Board of Directors. For the fiscal year ended June 30, 2020, the District funded \$40,000. As of June 30, 2020, the District has accumulated \$1,253,112 in an irrevocable trust with PARS (Public Agency Retirement Services) toward the cost of future benefits.

11. Subsequent Events:

Management has evaluated subsequent events through October 6, 2020, the date these June 30, 2020 financial statements were available to be issued.

12. COVID-19:

In March 2020, the World Health Organization declared a global health pandemic of the Coronavirus Disease COVID-19. The District is committed to maintaining emergency services response and other essential services to South Placer Fire District. The ultimate disruption caused by the outbreak is uncertain; however, at this point there has been very little adverse effects on the District's financial position and operations delivery, given the necessity of fire and emergency medical services to the community.

REQUIRED SUPPLEMENTARY INFORMATION

<u>2016</u>	<u>2015</u>
0.0506%	0.04557%
\$3,472,072	\$8,506,504
\$3,917,318	\$3,983,515
88.63%	262.31%
91.01%	77.32%

<u>2016</u>	<u>2015</u>
\$1,749,040	\$ 916,652
<u>2,148,756</u>	<u>916,652</u>
<u>\$(399,716)</u>	<u>\$ -</u>
\$3,917,318	\$3,372,003
20.70%	24.83%
6/30/14	6/30/13

SOUTH PLACER FIRE DISTRICT
SCHEDULE OF CONTRIBUTIONS FOR OPEB
As of June 30, 2020
Last 10 years (1)

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually required contribution (actuarially determined)	\$ 273,000	\$ 331,718	\$ 303,128
Contributions in relation to the actuarially determined contributions	<u>273,000</u>	<u>331,718</u>	<u>275,827</u>
Contribution deficiency (excess)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>27,301</u>
Covered – employee payroll	\$7,243,269	\$7,129,638	\$3,930,094
Contributions as a percentage of covered employee payroll	3.77%	4.65%	7.02%
Notes to Schedule:			
Valuation date:	6/30/18	6/30/17	6/30/16

(1) Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

SOUTH PLACER FIRE DISTRICT
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
As of June 30, 2020

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability:			
Service cost	\$ 60,958	\$ 59,183	\$ 57,459
Interest	255,887	249,210	240,931
Differences between actual and expected experience	365,718	-	-
Changes of assumptions	15,918	-	-
Benefit payments to retirees	<u>(207,928)</u>	<u>(191,718)</u>	<u>(135,827)</u>
Net change in total OPEB liability	490,553	116,675	162,563
Total OPEB liability, beginning	<u>4,264,726</u>	<u>4,148,051</u>	<u>3,985,488</u>
Total OPEB liability, ending	4,755,279	4,264,726	4,148,051
Plan fiduciary net position			
Contributions – employer	\$ 287,928	\$ 331,718	\$ 275,827
Net investment income	66,993	49,415	61,893
Benefit paid to retirees	<u>(207,928)</u>	<u>(191,718)</u>	<u>(135,827)</u>
Administrative expense	<u>(0)</u>	<u>(0)</u>	<u>(0)</u>
Net change in plan fiduciary net position	146,993	189,415	201,893
Plan fiduciary net position - beginning	<u>1,026,979</u>	<u>837,564</u>	<u>635,671</u>
Plan fiduciary net position – ending	1,173,972	1,026,979	837,564
Net OPEB Liability - ending	<u>\$3,581,307</u>	<u>\$3,237,747</u>	<u>\$3,310,487</u>
Plan fiduciary net position as a percentage of the total OPEB liability	24.69%	24.08%	20.19%
Covered-employee payroll	\$7,243,269	\$7,129,638	\$3,930,094
Net OPEB liability as a percentage of covered-employee payroll	49.44%	45.41%	84.23%

Notes to Schedule:

Changes in assumptions: none

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

SUPPLEMENTAL DATA

SOUTH PLACER FIRE DISTRICT
PRINCIPAL OFFICIALS
June 30, 2020

Board of Directors:

Chris Gibson	President
Gary Grenfell	Vice President
Sean Mullin	Clerk
David Harris	
Teresa Ryland	
Russ Kelley	
Tom Millward	

Operations:

Eric Walder	Fire Chief
Karl Fowler	Deputy Fire Chief
Katherine Medeiros	Business Manager
Katrina Hoop	Office Manager/Admin. Asst.
Barbara Leak	District Secretary
Jason Brooks	Battalion Chief
Darren McMillin	Battalion Chief
Matt Feeley	Battalion Chief

**SOUTH PLACER
FIRE DISTRICT**

**REPORT ON ACCOUNTING CONTROLS
AND PROCEDURES**

June 30, 2020



Robert W. Johnson
an accountancy corporation

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www.bob-johnson-cpa.com

October 6, 2020

To the Board of Directors
South Placer Fire District
Granite Bay, California

We have audited the financial statements of South Placer Fire District as of and for the year ended June 30, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts.

In planning and performing our audit of the financial statements of South Placer Fire District as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered South Placer Fire District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the effectiveness of the District's internal controls. Accordingly, we do not express an opinion on the effectiveness of the District's internal controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the second paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We have enclosed other recommendations for your consideration.

This communication is intended solely for the information and use of management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Robert W. Johnson, An Accountancy Corporation

Robert W. Johnson, An Accountancy Corporation

1. Operational Analysis:

Business Basis:

	<u>2020</u>	<u>2019</u>	<u>Favorable (Unfavorable) Variance</u>
Program revenues	\$ 2,214,714	\$ 2,957,718	\$ (743,004)
General revenues	<u>10,933,938</u>	<u>10,495,758</u>	<u>438,180</u>
Total revenues	13,148,652	13,453,476	(304,824)
Expenses	<u>14,728,372</u>	<u>13,358,645</u>	<u>(1,369,727)</u>
Net income/(loss)	<u>\$ (1,579,720)</u>	<u>\$ 94,831</u>	<u>\$ (1,674,551)</u>
Cash	<u>\$ 5,148,098</u>	<u>\$ 5,160,970</u>	<u>\$ (12,872)</u>
Net pension liability	<u>\$ 9,833,883</u>	<u>\$ 8,560,939</u>	<u>\$ (1,272,944)</u>
Net OPEB liability	<u>\$ 3,581,307</u>	<u>\$ 3,237,747</u>	<u>\$ (343,560)</u>

Observations:

- On a business basis – large loss of \$1,579,720 was realized. Large loss was primarily due to large increase of \$1,625,000 in pension costs.

South Placer Fire District
BALANCE SHEET
For the Twelve Months Ending Tuesday, June 30, 2020

ASSETS	
CURRENT ASSETS	
Cash	\$4,420,086.97
Imprest Cash	250.00
Mitigation Account-Placer County	26,379.32
Wells Fargo Operating General Checking Account	167,793.52
Mitigation Account-Loomis Fire	99,445.08
Consolidated Mitigation Account	434,142.11
Prepaid Expenses	9,716.70
Accounts Receivable	563,192.02
Accounts Receivable -Other	19,407.89
Interest Receivable	4,023.46
Allowance for Bad Debt	(168,958.00)
FIXED ASSETS	
Land	379,248.00
Buildings	9,080,238.00
Equipment	1,769,938.00
Apparatus	5,936,961.11
Accumulated Depreciation	(6,203,930.00)
TOTAL FIXED ASSETS	10,962,455.11
TOTAL ASSETS	16,537,934.18

South Placer Fire District
BALANCE SHEET
For the Twelve Months Ending Tuesday, June 30, 2020

LIABILITIES & EQUITY

CURRENT LIABILITIES

Accounts Payable	86,029.43
Salaries & Benefits Payable	531,152.22
Compensated Absences Payable	366,690.25
457 Deferred Comp. Payable	12,403.96
Group Insurance Payable	22,678.57
Flexible Benefits Payable	9,489.24
Union Dues Payable	3,134.97
TOTAL CURRENT LIABILITIES	1,031,578.64

LONG TERM LIABILITIES

EQUITY

Loomis Contingencies	4,456.60
Loomis Apparatus Replacement	96,831.82
Loomis Equipment Replacement	34,029.00
Loomis LT Facilities Maintenance	1,561,260.77
Mitigation Reserve	559,966.51
Fund Balance Unassigned	926,218.96
F/B Res For Imprest Cash	250.00
Investment in Fixed Assets	10,962,455.11
F/B Designated For F/A Acq	404,873.00
Reserve for Facilities	316,487.00
Unassigned Major Equipment	89,598.00
F/B Designated For Contingency	410,000.00
Net Profit	139,928.77
TOTAL EQUITY	15,506,355.54
TOTAL LIABILITIES & EQUITY	16,537,934.18

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 2020

		YTD	BUDGET	REMAINING VARIANCE	%
REVENUES					
Secured Property Tax General	6000-000-001	\$7,660,297	\$7,678,797	\$18,500	0.24%
Unitary & Op Non-Unitary	0-000-6000-002	156,133	162,363	6,230	3.84%
Current Unsecured Property Tax	0-000-6000-003	164,272	169,968	5,696	3.35%
Delinquent Secured Property Taxes	0-000-6000-004	(154)	(24)	130	(541.71%)
Delinquent Unsecured Property Tax	0-000-6000-005	1,212	2,174	962	44.25%
Current Supplemental Property Tax	0-000-6000-006	198,484	175,635	(22,849)	(13.01%)
Delinquent Supplemental Property Tax	0-000-6000-008	190	207	17	8.43%
SPFD Special Tax	0-000-6001-000	1,170,742	1,169,443	(1,299)	(0.11%)
Loomis Fire Protection & Response Assessment	0-000-6002-000	993,349	987,366	(5,983)	(0.61%)
Railroad Unitary Tax	0-000-6106-000	4,265	4,657	392	8.42%
Interest-County	0-000-6950-000	51,396	65,000	13,604	20.93%
Sect. 5151 Interest Refunded	0-000-6957-000	(209)	(322)	(113)	35.16%
HOPERS Intergovernmental Revenue	0-000-7000-000	55,601	53,877	(1,724)	(3.20%)
Ambulance Services	0-000-8192-000	1,534,099	1,500,000	(34,099)	(2.27%)
Uniform Reimbursement	0-000-8193-001	944	2,000	1,056	52.78%
Other Staffing Reimbursements	0-000-8193-009	0	1,000	1,000	100.00%
Other Miscellaneous	0-000-8193-010	52,676	80,000	27,324	34.16%
Fees For Service & Cost Recovery Charges	0-000-8193-011	126,167	130,000	3,833	2.95%
4850 Reimbursements	0-000-8193-014	77,809	25,000	(52,809)	(211.23%)
Cellular Tower Lease	0-000-8193-015	98,981	85,000	(13,981)	(16.45%)
MVA Fees	0-000-8193-016	0	3,500	3,500	100.00%
Local/State/Federal Grants	0-000-8193-018	0	28,000	28,000	100.00%
CFAA Revenues	8197	141,757	355,000	213,243	60.07%
SPFD Mitigation Interest	0-000-8264-001	1,681	6,000	4,319	71.98%
Loomis Mitigation Interest	0-000-8264-006	3,059	4,000	941	23.51%
Consolidated Mitigation Fee Revenue	0-000-8267-000	369,461	400,000	30,539	7.63%
Consolidated Mitigation Interest	0-000-8264-007	5,178	5,000	(178)	(3.57%)
Federal Grant Revenue (SAFER)	0-000-8300-000	281,262	352,000	70,738	20.10%
Automotive Fund Mat & Services	0-000-8372-000	0	3,000	3,000	100.00%
TOTAL REVENUES		13,148,652	13,448,641	299,990	2.23%
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	5,056,481	5,540,177	483,696	8.73%
Sellback/Admin. & FF's	1004	238,562	190,000	(48,562)	(25.56%)
Intern FF/Board/App FF/PT	1005	74,530	50,000	(24,530)	(49.06%)
Callback/Overtime-Firefighter	1006	1,886,006	930,000	(956,006)	(102.80%)
Comp For Absence/Illness	1007	112,713	25,000	(87,713)	(350.85%)
Out of Grade Pay	1008	6,411	2,500	(3,911)	(156.43%)
Other Payroll	1015	4,420	9,000	4,580	50.89%
Volunteer Length of Service Award	1016	1,000	500	(500)	(100.00%)
PERS Retirement	1300	849,302	820,000	(29,302)	(3.57%)
PERS Lump Sum Payment	1302	510,913	510,913	0	0.00%
Employer 457 Def. Comp. Match	1305	24,719	25,000	281	1.13%
Employment Taxes (FICA/Medicare/SUI)	1301	109,801	105,000	(4,801)	(4.57%)
Workmans Comp. Insurance	1315	549,639	460,976	(88,663)	(19.23%)
Agency Share Insurance	1550	855,978	863,668	7,690	0.89%
OPEB Contribution	1551	40,000	40,000	0	0.00%
COP Debt Service	1552	354,020	354,020	0	0.00%
Labor Legal	2010	36,409	30,000	(6,409)	(21.36%)
Uniform Allowance/Cell Phone	2017	58,335	66,000	7,665	11.61%
Employees Assistance Program	2019	6,471	7,000	529	7.56%
CFAA Expenditures	1997	128,258	355,000	226,742	63.87%
TOTAL SALARIES/BENEFITS/CFAA		10,903,968	10,384,754	(519,213)	(5.00%)
SERVICE & OPERATIONS					
Audit	2020	10,250	11,000	750	6.82%
Propane	2021	3,043	3,500	457	13.06%
Employee Physicals/DL/Wellness	2023	17,366	25,000	7,634	30.54%
ParamedicCert.EMT/CPR Classes	2024	6,206	5,600	(606)	(10.82%)

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 2020

		YTD	BUDGET	REMAINING VARIANCE	%
Ambulance Billing Service	2025	125,507	100,000	(25,507)	(25.51%)
Garbage	2026	9,850	9,000	(850)	(9.45%)
Gas & Electric	2027	73,214	78,000	4,786	6.14%
Insurance (FAIRA)	2028	52,443	52,443	0	0.00%
Memberships/Subscriptions	2030	10,112	12,000	1,888	15.73%
News Publications & Ads	2032	2,205	1,500	(705)	(46.97%)
Sewer	2035	6,493	6,300	(193)	(3.06%)
Telephone	2037	69,845	63,000	(6,845)	(10.86%)
Training Supplies	2038	8,938	13,500	4,562	33.79%
Business/Conference	2039	5,595	11,400	5,805	50.92%
Education/Training	2040	54,245	62,000	7,755	12.51%
Water	2041	13,260	13,500	240	1.78%
Laundry	2042	1,433	2,500	1,067	42.67%
Legal/Consulting Fees	2043-000	96,853	99,300	2,447	2.46%
Prevention Consulting Fees	2043-001	56,741	55,000	(1,741)	(3.16%)
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	20,411	15,000	(5,411)	(36.07%)
Medical Waste Disposal	2046	3,063	4,000	938	23.44%
Phsio Control Contract	2047	15,869	16,000	131	0.82%
County Charges (Tax Collection/LAFCO/Refunds)	2050	175,252	169,000	(6,252)	(3.70%)
Elections	2051	0	750	750	100.00%
Public Education	2052	0	4,000	4,000	100.00%
Food/Drink-Incident Supplies	2053	10,328	10,000	(328)	(3.28%)
Safety Awards	2055	1,984	10,000	8,016	80.16%
Fire RMS User Maintenance	2056	13,922	11,000	(2,922)	(26.57%)
Cleaning/Maintenance Supplies	2120	14,358	12,000	(2,358)	(19.65%)
Copy Machine Contract/Maint.	2121	17,073	16,000	(1,073)	(6.70%)
Computer Service & Maint.	2122	39,830	40,000	170	0.43%
Fire Prevention Supplies	2123	3,478	21,500	18,022	83.82%
Fuel & Oil	2124	69,750	80,000	10,250	12.81%
Medical Supplies	2127	112,264	100,000	(12,264)	(12.26%)
Miscellaneous Supplies	2128	860	885	25	2.84%
Office Supplies/Computer	2129	9,549	14,503	4,954	34.16%
Oxygen	2130	6,392	8,000	1,608	20.10%
Postage/Shipping	2131	1,347	3,000	1,653	55.11%
Storage	2132	0	2,000	2,000	100.00%
Uniform Supplies	2133	14,576	10,000	(4,576)	(45.76%)
Misc. Firefighting Equip/Supplies	2135	37,899	41,000	3,101	7.56%
Radio Repair	2221	10,376	10,000	(376)	(3.76%)
Automotive Repairs/Supplies	2222	102,912	118,000	15,088	12.79%
Facilities Maintenance	2225	103,225	104,886	1,661	1.58%
SCBA Maintenance	2226	3,839	15,000	11,161	74.41%
Turnout Clothing Maint.	2228	2,536	8,000	5,464	68.30%
Extinguisher Service/Repair	2229	0	900	900	100.00%
Outside Services	2523	1,697	1,200	(497)	(41.39%)
Bad Debt Expense	8510 + 4521	168,085	50,000	(118,085)	(236.17%)
TOTAL SERVICE & OPERATIONS		1,584,474	1,521,417	(63,055)	(4.14%)
FIXED ASSETS					
Facilities,	4456	14,253	28,533	14,280	50.05%
Firefighting Equipment	4462	503	10,052	9,549	95.00%
EMS Equipment	4464	6,986	8,500	1,514	17.81%
Office & Communication Equipment	4465	25,780	28,000	2,220	7.93%
Radio & Communications	4469	0	10,000	10,000	100.00%
Shop Equipment	4470	0	700	700	100.00%
Training/Operations Equipment	4472	8,479	15,500	7,021	45.30%
Rescue Equipment	4475	0	5,000	5,000	100.00%
Aparatus Upgrades	4476	12,902	20,500	7,598	37.06%
TOTAL FIXED ASSETS		68,903	126,785	57,882	45.65%
CAPITAL EXPENDITURES					

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 2020

		YTD	BUDGET	REMAINING VARIANCE	%
2020 Ford Expedition Comm. Vehicle 80% LF App. Res.	0-000-4510-027	9,333	9,333	0	(0.00%)
2020 Ford Expedition Comm. Vehicle 80% SP App. Res.	0-000-4510-028	46,667	46,667	0	0.00%
Structure PPE/Gear	0-000-4511-008	51,715	55,440	3,725	6.72%
Mobile/Portable Radios	0-000-4511-011	38,358	40,000	1,642	4.10%
5051 Cutters for E18 80%	0-000-4511-022	6,683	6,123	(560)	(9.14%)
Bauer Breathing Air Filling Station 80%	0-000-4511-025	8,800	8,800	0	0.00%
3" Supply Line	0-000-4511-026	12,012	12,000	(12)	(0.10%)
Lifting Tips for Spreaders T17 80%	0-000-4511-027	0	2,760	2,760	100.00%
Snap On Diag. Equipment 80%	0-000-4511-028	5,665	6,800	1,135	16.69%
Tempest PPV Fans x3 80%	0-000-4511-029	5,391	5,391	0	0.00%
R17 Chassis Upgrade 89%	0-000-4511-030	3,136	9,790	6,654	67.97%
Portable Alarm Monitoring/Fire Alarm Install	0-000-4512-009	4,149	5,000	851	17.02%
Station 18 Schematic Design/Truckroom Build	0-000-4512-031	67,840	1,561,261	1,493,421	95.65%
TOTAL CAPITAL EXPENDITURES		259,749	1,769,365	1,509,615	85.32%
SPFD MITIGATION EXPENDITURES					
Structure PPE/Gear	0-000-4520-023	9,471	11,550	2,079	18.00%
OES 266 Upgrade	0-000-4520-025	324	0	(324)	0.00%
Mobile/Portable Radios	0-000-4520-027	9,590	10,000	410	4.10%
Ford Transit 8 Pass. Van	0-000-4520-037	29,167	29,167	0	0.00%
2020 Ford Expedition Comm. Vehicle 20%	0-000-4520-038	11,519	11,667	148	1.27%
Lifting Tips for Spreaders T17 20%	0-000-4520-039	0	240	240	100.00%
Snap On Diag. Equipment 20%	0-000-4520-040	0	1,416	1,416	100.00%
Tempest PPV Fans x3 20%	0-000-4520-041	1,200	1,200	0	0.00%
Bauer Breathing Air Filling Station 20%	0-000-4520-042	1,395	2,200	805	36.60%
Station 20 Auxilliary Power Generator	0-000-4520-043	12,695	13,000	305	2.35%
TOTAL SPFD MITIGATION EXPENDITURES		75,361	80,440	5,079	6.31%
LFPD MITIGATION EXPENDITURES					
Station 18 Schematic Design/Build	0-000-4522-001	104,567	104,567	0	0.00%
Ford Transit 8 Pass. Van 1/6	0-000-4522-006	5,833	5,833	0	0.00%
2020 Ford Expedition Comm. Vehicle 20%	0-000-4522-007	2,304	2,333	29	1.25%
5051 Cutters for E18 20%	0-000-4522-008	1,381	1,530	149	9.76%
Turnouts/PPE 20%	0-000-4522-009	1,933	2,310	377	16.31%
Snap On Diag. Equipment 20%	0-000-4522-010	103	284	181	63.87%
Tempest Protected PPV Fans x3 20%	0-000-4522-011	149	240	91	37.93%
TOTAL LFPD MITIGATION EXPENDITURES		116,270	117,097	828	0.71%
CONSOLIDATED MITIGATION EXPENDITURES					
R 17 Chassis Upgrade 11%	0-000-4523-001	0	1,210	1,210	100.00%
TOTAL CONSOLIDATED MITIGATION EXPENDITURES		0	1,210	1,210	100.00%
TOTAL OPERATING EXPENSES		13,008,725	14,001,068	992,345	7.09%
EXCESS OF REVENUE/EXPENDITURES		139,927	(552,427)	(692,356)	125.33%
BEGINNING FUND BALANCE		4,403,972	4,403,972	0	(0.00%)
ENDING FUND BALANCE		4,543,899	3,851,545	(692,356)	(17.98%)
COMPONENTS OF FUND BALANCE					
Ending FB Mitigation Reserve	0-000-0553-000	0	29,837	29,837	100.00%
Ending FB Loomis Mit. Reserve	0-000-0560-000	0	101,011	101,011	100.00%
Ending FB Consolidated Mit. Reserve	0-000-0565-000	0	463,552	463,552	100.00%
Ending FB Unassigned	0-000-0554-000	0	1,956,619	1,956,619	100.00%
Ending FB Res for Imprest Cash	0-000-0555-000	0	250	250	100.00%
Ending FB Designated for F/A Acq	0-000-0556-000	0	358,206	358,206	100.00%
Ending FB Facilities	0-000-0557-000	0	316,487	316,487	100.00%
Ending FB Unassigned Major Equipment	0-000-0558-000	0	89,596	89,596	100.00%
Ending FB Contingent Reserve	0-000-0559-000	0	410,000	410,000	100.00%

South Placer Fire District
Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 2020

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Ending FB Loomis Contingent	0-000-0562-000	0	4,457	4,457	100.00%
Ending FB Loomis Equipment Replacement	0-000-0563-000	0	34,029	34,029	100.00%
Ending FB Loomis Apparatus Replacement	0-000-0564-000	0	87,499	87,499	100.00%
		<hr/> 0	<hr/> 3,851,543	<hr/> 3,851,545	<hr/> 100.00%

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

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

Agenda Item: 2020/2021 Long Term Facilities Maintenance, Apparatus Replacement and Major Equipment replacement plan updates:

Action Requested: The Chief recommends a review and approval of the 2020/21 revised plans.

Background: Staff will give a brief presentation on the highlights of the revised plans which will be included in the Fire Fee Annual Report, additionally these plans or a planning guide for the District and include the long-term facilities maintenance plan, apparatus replacement plan, and major equipment replacement plans.

Impact: Future planning

Attachments: Proposed plans

Eric Walder, EFO
Fire Chief
South Placer Fire District

SPFD Long Term Facilities Maintenance Plan 2020-2021 Update

2020/2021 Revision										
Long Term Facilities Maintenance Plan										
Budget Year										
	2	3	4	5	6	7	8	9	10	
	2020/21	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Facility Description										
Administrative Office and Meeting Room										
6900 Eureka Road Fire Station Seventeen (1976)										
4650 East Roseville Parkway Fire Station Fifteen										
3505 Auburn Folsom Fire Station Twenty (1985)										
Maintenance Shop (1990)										
Training/Hose Tower										
7070 Auburn Folsom Fire Station Nineteen										
5300 Olive Ranch Fire Station Sixteen										
Horseshoe Bar Rd and Tudsbury Station 29										
5840 Horseshoe Bar Rd Station 18	\$1,602,977									
Total Annual Project Costs	\$1,602,977	\$0	\$0	\$0	\$2,000,000	\$1,500,000	\$1,500,000	\$0	\$0	\$350,000
Budget/Estimated Increase		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
General Revenue(Inc.OES)/Projections (no OES)	\$12,893,038	\$13,279,829	\$13,678,224	\$14,088,571	\$14,511,228	\$14,946,565	\$15,394,962	\$15,856,810	\$16,332,515	
Budget Principles	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Projected Annual Plan Contribution	\$257,861	\$265,597	\$273,564	\$281,771	\$290,225	\$298,931	\$307,899	\$317,136	\$326,650	
Projected Developer Fee Contribution	\$110,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$50,000	\$50,000	\$50,000	
*Loomis Facility Reserve (Designated for Station 18)	\$1,501,966									
*Facilities Reserve	\$501,705									
Plan Balance	\$266,850	\$732,446	\$1,206,011	\$1,687,782	\$178,007	(\$823,062)	(\$1,965,163)	(\$1,598,026)	(\$1,571,376)	
2019 Audited #'s										

SPFD 2020/21 Apparatus Replacement Plan Update

2020/2021 Apparatus Replacement Plan												
Est. Rep. Year	Condition	Year	Est. Life	Unit	Budget Year	2	3	4	6	7	8	9
					Description	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
2012	Good/Fair	2002	10	Utility Pickup	Chevy 2500							
2013	Fair	2003	10	Pool Vehicle	Crown Victoria							
2013	Good	2003	10	Admin	Ford Taurus	Surplus						
2014	Fair	1999	15	Grass 18	Ford F550							
2015	Good	1985	30	Water Tender 17	GMC (SPFD Shop)				\$426,994			
2016	Good	2001	15	Utility	Ford Flat Bed			\$67,744				
2017	Good	2002	15	Medic 20B	Horton							
2018	Fair	2008	10	Division Chief	Ford Pick-Up @		\$69,481					
2019	Good	2009	10	Battalion Chief	Ford Expedition @	\$35,000						
2019	Fair	2009	10	Pool Vehicle	Ford Expedition @							
2021	Excellent	2006	15	Shop	Ford IMT							\$76,203
2021	Excellent	2006	15	Polaris	Ranger 4 x 4 OHV					\$16,479		
2023	Excellent	2008	15	Grass 15	Ford West Mark						\$299,976	
2023	Excellent	2008	15	Grass 20	Ford West Mark						\$299,976	
2024	Fair	1999	25	Engine 20	Westates							
2025	Excellent	2015	10	Battalion Chief	Ford Expedition @						\$81,283	\$581,481
2026	Good	2006	20	Brush 19	Freightliner Hi tech							
2027	Excellent	2012	15	Brush 18	Peirce							
2028	Excellent	2013	15	Medic 17B	Road Rescue							
2028	Excellent	2018	10	Medic 20	Medix							
2021	FAIR	2004	25	Engine 19	Hi Tech		\$878,476					
2021	Fair	2004	25	Engine 15	Hi Tech	\$878,476						
2030	Fair	2005	25	Reserve Engine	Hi tech							
2033	Excellent	2018	15	Deputy Chief	Ford F250							
2034	Excellent	2014	20	Brush 17	Pierce							
2034	Excellent	2014	20	Truck 17	Pierce							
2038	Excellent	2018	20	Engine 18	Pierce							
2030	Excellent	2020	10	Chief	Ford Expedition MAX							
2030	Excellent	2020	10	Pool (Training)	Ford Van							
2028	Excellent	2018	10	Medic 17	Medix							\$321,457
					Total Annual Project Costs	\$913,476	\$947,957	\$67,744	\$426,994	\$16,479	\$681,235	\$397,660
					Estimated Budget Increase	4.1%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
					General Revenue Projections(No OES)	\$12,893,038	\$13,279,829	\$13,678,224	\$14,088,571	\$14,511,228	\$14,946,565	\$15,394,962
					Budget Principles	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
					Projected Annual Plan Contribution (General Revenue)	\$257,861	\$265,597	\$273,564	\$281,771	\$290,225	\$298,931	\$307,899
					Projected Annual Plan Contribution (Development Fees)	\$341,000	\$150,000	\$150,000	\$100,000	\$75,000	\$50,000	\$50,000
11					Apparatus Reserve Audited # 2019/20	\$404,873						
14					Plan Balance	\$502,258	(\$30,103)	\$325,718	\$280,495	\$629,241	\$296,937	\$257,176
© Indicates Command Vehicle												

2020-21 Major Equipment Plan Update

2020/21				Major Equipment Replacement Plan	Budget Year	2	3	4	5	6	7	8
Assig.	Year	Est. Life		Description								
All	2020	15		Breathing Apparatus System (4 year pay)								
Sta - 17+18	Various	15		Rescue Tools (Truck)								
St-19	2006	30		SCBA Air Compressor (St 19)						\$120,000		
All	2014	10		Heart Monitors 12-Lead								
St-19	2005	25		Auxiliary Power Generator (St 19)			\$178,000					
St-20	2020	25		Auxiliary Power Generator (St 20)								
St-17	2020	25		Auxiliary Power Generator (St 17) GRANT		\$8,000						
St-15	2020	25		Auxiliary Power Generator (St 15) GRANT								
St-16	2020	25		Auxiliary Power Generator (St 16)				\$35,000				
St-19	2005	20		Extractor (St 19)								
St-17	2000	20		Extractor (St 17)								
St-18	2005	20		Extractor (St-18)								
Shop	2004	15		Hoist (Shop)								
St-17	1990	40		Above Ground Fuel Storage (St 17)								
St-19	2004	40		Above Ground Fuel Storage (St 19)								
All	Various	5		Thermal Imaging Cameras					\$14,475			
St-17	2013	15		Air Bag(s) Rescue System (Truck)							\$155,000	\$70,000
Medics	Various	10		Ambulance gurneys/Easy loaders/Stryker C.								
All	Various	10		Structure Protective Gear/Helmets(2 per F/F)		\$100,000	\$15,000	\$30,000	\$70,000	\$30,000		\$70,000
All	Various	10		VHF Digital Trunking Radios (Portable/Mobile)		\$25,000	\$15,000		\$30,000			
All	2013	10		Automatic Heart Defibrillator (7)								\$40,000
All Type I	Various	5		Combustible Gas Detectors					\$7,500	\$7,500		
				Total Annual Project Costs		\$133,000	\$208,000	\$65,000	\$121,975	\$157,500	\$155,000	\$180,000
						4.1%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
				General Revenue/Projections (No OES)		\$12,893,038	\$13,279,829	\$13,678,224	\$14,088,571	\$14,511,228	\$14,946,565	\$15,394,962
				(Budget Principles)								
				Projected Annual Plan Contribution (General Revenue)		0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
				Projected Annual Plan Contribution (Fire development Fee)		\$64,465	\$66,399	\$68,391	\$70,443	\$72,556	\$74,733	\$76,975
				*Major Equipment Reserve		\$60,000	\$60,000	\$50,000	\$60,000	\$70,000	\$70,000	\$70,000
				*Loomis Major Equipment Reserve		\$89,546						
						\$34,029						
				Plan Balance		\$83,040	\$1,439	\$54,830	\$63,298	\$48,354	\$38,087	\$5,062

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF E. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, DECEMBER 01, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

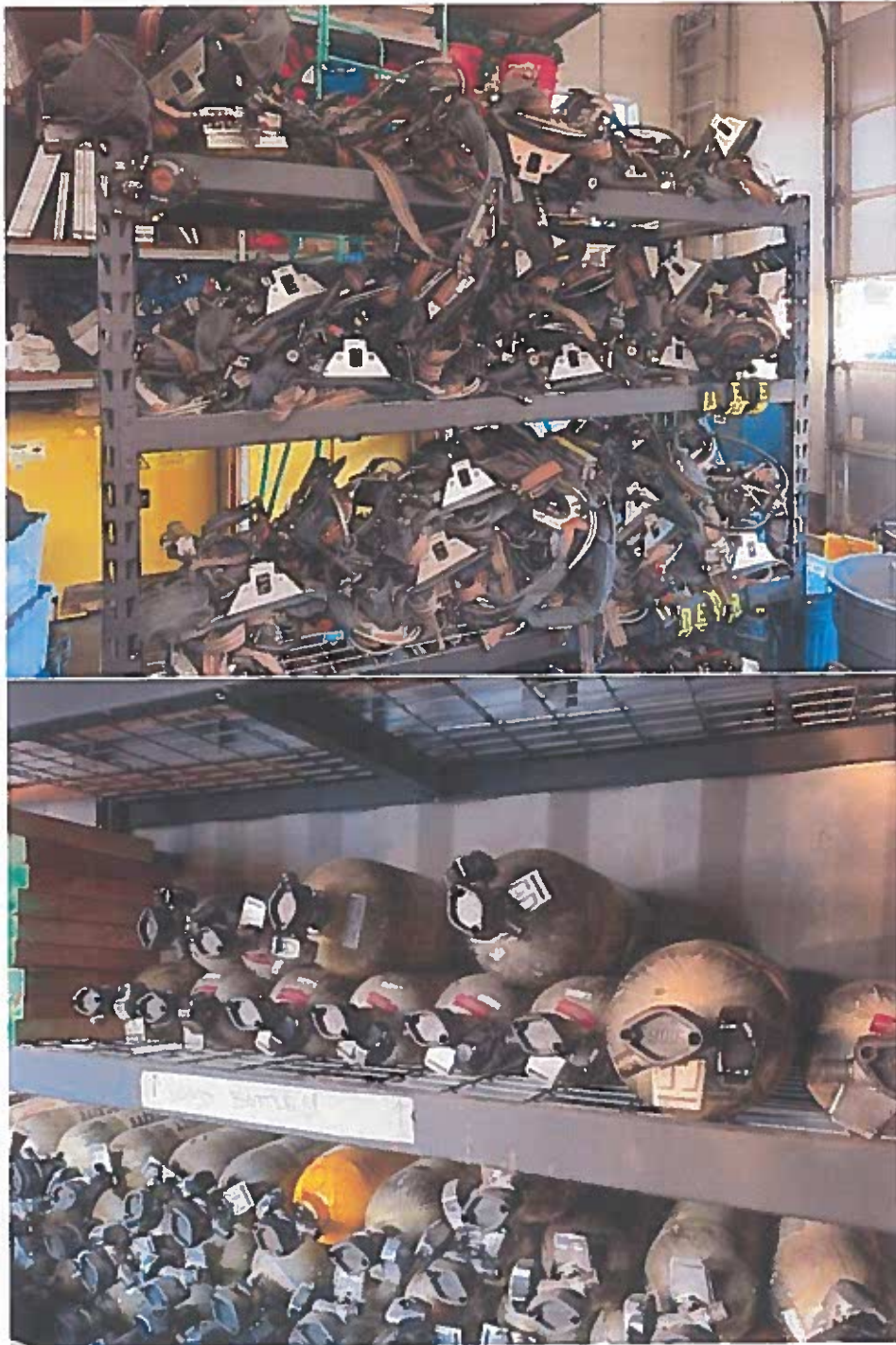
Agenda Item: Breathing Apparatus Surplus

Action Requested: Staff recommends that the Board approves the surplus of outdated self-contained breathing apparatus.

Background: The District recently participated in and was awarded funding through a regional grant that replaced the entire SCOTT SCBA inventory with updated state of the art equipment. The equipment that is being surplusd was from a grant award in 2005. The equipment that can be donated will, any equipment that is out of date will be destroyed. Equipment includes approximately 46 packs and 60 bottles.

Attachments: Picture of equipment

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



**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, DECEMBER 01, 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 Paramedic Firefighter resigned from employment with the District. Additionally, the District hired two Paramedic Firefighters one of which was a previous Apprentice and Intern Firefighter.

Through the Labor Management meeting process that was initiated 4 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: Body Art Policy 1705

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

SOUTH PLACER FIRE DISTRICT POLICY MANUAL

POLICY TITLE: **Body Art**

Adopted Date: 2/22/2008

POLICY NUMBER: **1705**

Revision Date: 12/24/2014

1705.1 Body Art

1705.1.1 The following tattoos (or other types of body art) are prohibited:

1705.1.1.1 All tattoos (or other types of body art) on the face, neck, head, and/or hands.

1705.1.1.2 All tattoos (or other types of body art) on any part of the body visible to the public during the normal course of work. Tattoos that are on the arms and legs shall be covered at all times while in the view of the public. For arm tattoos: A cotton long sleeve Class B uniform t-shirt and long sleeve Class B uniform shirt shall be the employee's only uniform option during the normal course of work. For leg tattoos: Class B uniform pants, and approved work out gear that is full leg length will be the employees only option during the normal course of work.

1705.1.2 Exceptions shall be made for tattoos (or other types of body art) as set forth below.

1705.1.2.1 Visible tattoos (or other types of body art) on arms or other prohibited visible areas are allowed if:

1705.1.2.1.1 The employee member was employed by the District on or before February 22, 2008; and the tattoo (or other type of body art) existed on February 22, 2008; and the tattoo (or other types of body art) was documented in writing and submitted by the employee to the District as having existed on that date.

1705.1.2.2 Visible tattoos (or other types of body art) utilized for cosmetic or disfigurement relief.

1705.1.3 There shall be no exception for derogatory, obscene, pornographic and/or offensive tattoos (or other types of body art) as determined by the Fire Chief or his/her designee. To assure compliance with this section proposed tattoos shall be submitted to the Chief or designee for approval to ensure employee compliance to this section.

SOUTH PLACER FIRE DISTRICT POLICY MANUAL

POLICY TITLE: **Body Art**

Adopted Date: 2/22/2008

POLICY NUMBER: **1705**

Revision Date:

1705.1 Body Art

1705.1.2 While on Duty or in uniform:

1705.1.2.3 The following tattoos (or other types of body art) are prohibited: All tattoos (or other types of body art) on the face, neck, head, and/or hands.

1705.1.2.5 Exception can be made for a tattoo on the left ring finger to prevent degloving. Size of the tattoo shall be comparable to a single wedding band only.

1705.1.3 All tattoos or body art deemed derogatory, obscene, and/or offensive as determined by the Fire Chief shall be covered at all times. To ensure compliance with this section proposed tattoos should be submitted to the Chief for approval.

1705.1.3.1 Employees have discretion as to how to cover tattoos provided it does not violate any other District, State or Federal regulation, policy or safety standard.

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, DECEMBER 01, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Hazardous Vegetation Enforcement MOU:

Action Requested: Staff recommends action to authorize the Chief to enter into the updated MOU agreement with Placer County over hazardous vegetation enforcement.

Background: In April 2020 Placer County adopted an ordinance known as the Hazardous Vegetation and Combustible Material Abatement Ordinance. The ordinance authorizes the Chiefs of Fire Districts within the County to enforce the standards of the ordinance. In July 2020 the Board authorized the Chief to enter into the MOU agreement with the County. The county now wishes to upgrade the indemnification language and requires the Districts Board to act on the updated MOU and exhibits.

Impact: Increase enforcement successes and reduce fire danger within the District.

Attachments: Memorandum of Understanding, Haz Vegetation Exhibits A, B, C, and Previously approved Exhibit B.

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

**Memorandum of Understanding
Between the South Placer Fire District
and the County of Placer
Over Hazardous Vegetation Enforcement**

This Memorandum of Understanding (the "MOU") is made and entered into this ___ day of _____, 2020, by and between the South Placer Fire District (the "District") and the County of Placer, a political subdivision of the State of California (the "County"). The County and the District are collectively referred to herein as the "Parties," and individually as a "Party." This MOU is made by the Parties with reference to the following Recitals:

- A. On April 21, 2020, the County adopted an ordinance known as the Hazardous Vegetation and Combustible Material Abatement Ordinance, codified as Placer County Code, Chapter 9, Article 9.32, Part 4 (the "Ordinance"), attached hereto as Exhibit A and incorporated herein by reference. The Ordinance requires property owners and occupants throughout the unincorporated County to maintain their property free of hazardous vegetation and combustible material.
- B. The Ordinance authorizes the chiefs of all fire protection districts within unincorporated Placer County to enforce the standards set forth therein (PCC § 9.32.150). Pursuant to the Ordinance, the Placer County Board of Supervisors has further designated the chiefs, captains, or other Fire Code officials, regardless of formal title, of all public agencies charged with fire prevention and suppression within unincorporated Placer County, and their designees, as "enforcement officials" (PCC § 9.32.150).
- C. The County and the District, based on the adoption of Section 9.32.150 of the Placer County Code, now seek to finalize and memorialize their agreement over their respective roles in the enforcement of the Ordinance.

NOW, THEREFORE, in consideration of the promises and commitments contained in this Memorandum of Understanding, the Parties agree as follows:

1) **MOU Duration.** This MOU shall remain in effect (1) for so long as the Ordinance remains in effect, unless an amendment thereof precludes subsequent enforcement of the Ordinance by the District, or (2) until terminated by a Party in accordance with Section 8 below.

2) **Enforcement Jurisdiction.** The District shall conduct its enforcement duties pursuant to the Ordinance and this MOU within the full extent of its territorial jurisdiction located within unincorporated Placer County.

3) **Roles of the Parties.**

a) The District will receive the initial complaint regarding an alleged Ordinance violation (where enforcement is triggered by a complaint). If the County receives the initial complaint, the County will forward it to the District for subsequent action. The District shall conduct an inspection of the property that is the subject of the complaint (the "Property"). If the District determines that the complaint is founded, the District will issue a notice of violation and order to abate ("Notice/Order") in accordance with Placer County Code Section 9.32.190(A). The District shall reinspect the Property at least thirty days later to determine if the violations have been abated.

b) If the violations have not been abated, or if the Property owner/occupant files a request for hearing pursuant to Placer County Code Section 9.32.190(C), the District shall inform County thereof and provide copies of any and all case records, including but not limited to complaints, inspection reports/notes, photographs, notices and orders, warrants, etc. County will thereafter arrange for either an appeals hearing before a County hearing officer and/or abatement of the violations, as appropriate.

4) **Duty to Cooperate with County.** District understands that it is conducting enforcement activities authorized by a County Ordinance and that County is ultimately responsible to oversee any appeals hearing and/or abatement. Therefore, District shall cooperate with County in its enforcement efforts. Such cooperation includes but is not limited to: (1) consistent use of any template documents authorized by County (e.g., notice of violation and order to abate); (2) making District personnel available to testify at appeals hearings, administrative citation hearings, lien hearings, and/or to obtain inspection/abatement warrants; (3) providing copies of case records to County; (4) preparing and executing necessary documents, such as warrant affidavits, upon request by County, and (5) use of the CalFire data collection application, referred to as ArcGIS Collector through National Interagency Fire Center (or comparable successor application), to record parcel-specific complaint and enforcement action (thereby reducing redundant activity by District, County, and State agency personnel). Failure to timely cooperate with County may result in discontinuation of enforcement proceedings and/or may preclude the County from pursuing cost recovery.

5) **Compliance with Law.** District is responsible to comply with all federal, state, and local laws in enforcing the Ordinance. If an inspection warrant is necessary for District to determine whether an Ordinance violation exists on private property, District must obtain said warrant prior to entering upon the property. District will document and retain records of any and all noticing required by the Ordinance, including but not limited to copies of executed Notices/Orders, photographs of posted Notices/Orders, and dates

of depositing Notices/Orders in the mail. District shall ensure that any personnel designated to enforce the Ordinance understand how to properly enforce the Ordinance (e.g., by training).

6) Cost Recovery.

a) County is authorized under the Ordinance to seek recovery of costs incurred by the District in enforcing the Ordinance. District understands that County will decide at its sole discretion based on the specific facts of a case whether to pursue cost recovery. If a property owner/occupant abates any violations prior to reinspection after issuance of a Notice/Order or if an owner/occupant is successful on appeal (i.e., hearing officer determines there was no violation of the Ordinance), County may elect not to pursue cost recovery efforts. If County is required to have violations abated due to the owner/occupant's failure to perform abatement as directed, County is more likely to pursue cost recovery—first through issuance of a demand for payment, and then, if payment is not received, through a request that the Board of Supervisors impose a special assessment/lien against the subject property to recover abatement costs.

b) District understands that County may recover only a portion of costs due under certain circumstances; in those cases, County reserves the right to allocate such funds first to the reimbursement of County's abatement costs, and to allocate any remaining funds toward payment of costs incurred by District. County shall never be liable to pay/reimburse District for District's enforcement costs, except out of funds recovered from the property owner/occupant, and only after all County costs have been paid.

c) If District wishes to have County seek recovery of District's costs, District must maintain detailed records showing the name, title, and hourly rate of any personnel involved in a particular enforcement case, along with a description of activities performed broken down into fifteen-minute (or lesser) increments of time. If District does not adequately document its costs, County will not seek recovery of those costs.

7) Notice. All notices required by this MOU shall be deemed to have been given when made in writing and hand delivered or mailed, certified, return receipt requested, or sent by email (upon written confirmation of receipt) to the respective Parties and their representatives at their respective addresses as set forth below or such other addresses as they may provide, in writing as set forth above, to the other Party from time to time:

To the County:

County of Placer
Community Development Resource Agency
3091 County Center Dr., Auburn, CA 95603

Attention: Deputy Director of Building Services/Code Compliance

To the District:

8) **Termination.** In the event that the County and/or the District elect to terminate this MOU, they can do so only after providing written notice to the other sixty (60) days in advance.

9) **Indemnification and Insurance.** Indemnification and Insurance Requirements are attached hereto as Exhibit B, attached hereto and incorporated herein by reference.

10) **General Provisions.** Additional provisions are attached hereto as Exhibit C and incorporated herein by reference.

IN WITNESS WHEREOF, the Parties have executed this MOU effective as of the date first set forth above.

County of Placer

By: _____

Print Name: _____

Its: _____

South Placer Fire District

By: _____

Print Name: _____

Its: _____

Approved as to Form

County Counsel

Approved as to Form

South Placer Fire District (if applicable)

- Exhibit A: Placer County Ordinance No. 6015-B
- Exhibit B: Indemnification and Insurance Requirements
- Exhibit C: General Provisions

EXHIBIT A

Before the Board of Supervisors County of Placer, State of California

In the matter of: Repeal and Replacement of Placer
County Code Chapter 9, Article 9.32, Part 4 Related to
Hazardous Vegetation and Combustible Material
Abatement

Ordinance No.: 6015-B

Introduced: April 07, 2020

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer
at a regular meeting held April 21, 2020, by the following vote:

Ayes: WEYGANDT, HOLMES, UHLER, GUSTAFSON, GORE

Noes: NONE

Absent: NONE

Signed and approved by me after its passage.


Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER ORDAINS AS FOLLOWS:

Section 1. Placer County Code Chapter 9, Article 9.32, Part 4 is hereby repealed in its entirety
and replaced as follows:

Part 4. Hazardous Vegetation and Combustible Material Abatement

9.32.120 Title.

This part shall be known as, and may be cited or referred to as, the "Hazardous Vegetation
and Combustible Material Abatement Ordinance."

9.32.130 Purpose.

The purpose of this part is to provide for the removal of hazardous vegetation and combustible material from parcels in the unincorporated areas of the county so as to reduce the potential for fire and to promote the public health, safety and welfare of the community.

The board of supervisors makes the following findings:

A. It is the intent of the board of supervisors that this part shall apply to the abatement of hazardous vegetation and combustible material on unimproved and improved parcels in the unincorporated area;

B. Placer County generally has a climate conducive to wildfires and is prone to periodic dry summers and wind events. Many of the county's native and non-native plant species can be highly flammable during normal dry periods and have contributed to significant wildfires within the county. Increasingly dry summers and severe wind events further exacerbate the fire danger and have the potential to result in catastrophic fire losses to life, property and the environment;

C. Placer County has a diverse and complex landscape, including mountainous areas and forest-covered, oak tree-covered, brush-covered, and grass-covered lands that are home to many rare and sensitive plant and animal species;

D. Of paramount importance to the board of supervisors and the citizens of Placer County is the protection of lives and property from the threat of fire and the safety of fire and law enforcement personnel during wildfires;

E. It is the purpose of this part to establish a hazardous vegetation and combustible material abatement program that protects the lives and property of the citizens of Placer County while at the same time protecting rare and sensitive plant and animal species and the environment; and

F. The board of supervisors finds that hazardous vegetation and combustible material pose a danger to the health, safety and welfare of Placer County residents for the reasons set forth above. Therefore, all hazardous vegetation or combustible material located on real property within the unincorporated area of the county of Placer is deemed a public nuisance and poses a hazard to the safety of residents and the public generally.

9.32.140 Authority.

The board of supervisors enacts this ordinance pursuant to California Health and Safety Code Sections 14930 and 14931 concerning the abatement of hazardous vegetation and combustible material; and California Government Code Sections 25845 and 25845.5 regarding the abatement of nuisances and establishment of real property liens.

9.32.150 Definitions.

The following definitions apply to this part:

"Abate" and/or "abatement" means an act used to remove, destroy, eliminate, seize, impound, or any action taken to mitigate a public nuisance.

"Abatement costs" means any and all costs incurred by the county of Placer to abate the hazardous vegetation or combustible material on any property pursuant to this part, including physical abatement costs, administrative and staff time costs, contractor costs, and any additional actual costs incurred for the abatement proceeding, including hearing officer costs. Abatement costs shall be deemed incurred by the county even if the county's obligation to pay such costs is contingent upon the county's receipt of funds from the owner of the parcel subject to abatement. Contractor costs shall include the costs of public agencies performing any work, task, or action authorized by this part pursuant to an agreement with the county.

"Combustible material" means rubbish, litter or material of any kind other than hazardous vegetation that is flammable and endangers the public safety by creating a fire hazard.

"County fire warden" means the fire warden of the county of Placer or designee.

"Enforcement official" means the county fire warden, the chiefs of all fire protection districts within unincorporated Placer County, the Placer County community development/resource agency (CDRA) director, the Placer County chief building official, such other officers as are designated by the board of supervisors, or any of their respective designees.

"Hazardous vegetation" means vegetation that is flammable and endangers the public safety by creating a fire hazard, including but not limited to seasonal and recurrent weeds, stubble, brush, dry leaves, etc.

"Improved parcel" means a portion of land identified by an assessor's parcel number upon which a structure is located.

"Person" means natural person or other legal entity.

"Structure" means any dwelling, house, building or other type of flammable construction attached to or near any other structure.

"Unimproved parcel" means a portion of land identified by an assessor's parcel number upon which no structure is located.

9.32.160 Duty to abate hazardous vegetation and combustible material.

It shall be the duty of every owner, occupant, and person in control of any improved or unimproved parcel of land or interest therein, which is located in the unincorporated territory of the county of Placer, to abate therefrom, and from all private roadways, all combustible material and hazardous vegetation constituting a fire hazard that may endanger or damage neighboring property.

The requirements of this section will generally be satisfied if the following minimum requirements are met:

A. For improved parcels:

1. Maintain one hundred foot (100') defensible space around all buildings/structures.
 - a. Annual grasses and weeds need to be maintained at four inches or less.
 - b. Tree branches need to be limbed up six feet from the ground.
 - c. Shrubs need to be maintained.
 - d. Non-ornamental climbing vines must be removed from trees and structures.
2. Maintain a ten foot (10') minimum clearance next to the roadside; more may be required.
3. Remove all portions of trees within ten feet (10') of chimney and/or stovepipe outlets.
4. Maintain trees adjacent to or overhanging a structure free of dead/dying wood.
5. Maintain the roof of any structure free of leaves, needles, or other dead/dying wood.
6. Install a spark arrester on all chimneys attached to any appliance or fireplace that burns solid fuel.
7. Provide minimum four inch high street address numbers that are clearly visible from the roadside.
 - a. The address numbers shall be posted on the house.
 - b. If the house sits back from the street, post the address at the beginning of the driveway and on the house.
 - c. Address numbers shall be either a minimum four inches high, reflectorized, and contrast with their background or a minimum five inches high and contrast with their background.
8. Remove any hazardous vegetation constituting an extreme fire hazard, as determined by the enforcement official.

B. For unimproved parcels:

1. Any portion of an unimproved parcel within one hundred feet (100') of structures on neighboring parcels shall comply with Section 9.32.160(A)(1) above;

2. Flammable vegetation and other combustible growth within ten feet (10') of roadway frontage shall be removed;

3. All trees within ten feet (10') of roadway frontage must be pruned to at least six feet above grade; and

4. Any hazardous vegetation constituting an extreme fire hazard, as determined by the enforcement official, shall be removed.

C. The enforcement official may require more clearance distance than specified herein for the protection of public health, safety or welfare or the environment.

D. The determination for appropriate clearance distances will be made based upon a visual inspection of the parcel and shall consider all factors that place the property or structure(s) at risk from an approaching fire. These factors shall include local weather conditions, fuel type(s), topography, and the environment where the property or structure(s) is located.

E. Ornamental landscaping, including green perennial lawns, plants, shrubs, and bushes, are exempt from this part unless, in the judgment of the enforcement official, they create a means of rapidly transmitting fire from native growth to any structure.

9.32.170 Enforcement, inspection and authority to enter property.

A. For the purpose of enforcing or administering this part, the enforcement official may enter any real property for the purpose of inspecting the property or for summary abatement proceedings whenever the enforcement official is informed or has reasonable cause to believe that hazardous vegetation or combustible material exists, constituting a condition dangerous or injurious to the health or welfare of the public, is a public nuisance or is otherwise in violation of this part.

B. No person shall interfere with the entry of the enforcement official in the official course and scope of his duty.

9.32.180 Summary abatement proceedings.

In addition to the authority granted by law to the enforcement official in exigent situations, and pursuant to California Health and Safety Code Section 14930 and California Government Code Section 25845, the enforcement official is authorized to enter real property and summarily abate any public nuisance determined by the enforcement official to constitute an immediate threat to public health or safety without prior notice or hearing.

9.32.190 Abatement proceedings.

A. Notice of Violation and Order to Abate. If the enforcement official determines that any real property is being maintained or permitted to exist in a manner prohibited by this part, the enforcement official shall issue a written notice to the property owner and any known person in possession of the property, of the violation and order the hazardous vegetation or combustible material to be immediately abated. The notice of violation and order to abate ("notice/order") shall specify the corrective actions required to be taken and order the property owner and any known person in possession to abate the hazardous vegetation or combustible material within thirty (30) calendar days and state that the failure to bring the real property into compliance with this part could subject the owner or persons in possession to civil, administrative and criminal penalties. Furthermore, the notice/order shall inform the property owner and any known person in possession of the opportunity to appear before and be heard by a hearing officer prior to abatement by the county. The failure of the notice/order to set forth all required contents shall not affect the validity of the abatement proceedings.

B. Manner of Giving Notice. The enforcement official shall cause a copy of the notice/order to be mailed or otherwise delivered to all persons known to be in possession of the property and to the property owner as such person's name and address appear on the last county equalized assessment roll. If the address is unknown, that fact shall be so stated and the notice shall be posted at the property. Service by mail shall be deemed complete at the time of deposit in the U.S. mail. The failure of any person in possession or owner of the property to receive such notice shall not affect the validity of these proceedings.

C. Appeals Hearing.

1. Request for Hearing. Any person who is adversely affected by the notice/order may appeal the determination to a hearing officer appointed by the county pursuant to California Government Code Section 27720.

a. The request for a hearing must be made in writing and submitted to the enforcement official within fifteen (15) calendar days of the postmark on the notice/order or the date of posting. Timely appeal shall stay any further action for abatement until the date set for hearing. Failure to timely appeal the notice/order shall constitute a failure to exhaust administrative remedies.

b. If no request for a hearing is timely made, the board of supervisors herein declares that abatement of the hazardous vegetation or combustible material shall have been deemed ordered by the board of supervisors as of the date of the postmark of the notice/order or the date of posting.

2. Hearing. Upon timely written request by the recipient of the notice/order, a hearing shall be scheduled with the hearing officer with notice thereof mailed or otherwise delivered to the requesting person at least fifteen (15) calendar days before the scheduled hearing. The failure of any owner or occupant to receive such notice shall not affect the validity of the proceedings.

a. At the time fixed in the notice of hearing, the hearing officer shall receive evidence from the enforcement official and the owner or person in possession of the real property in violation, or their representatives and any other concerned persons who may desire to present oral or documentary evidence regarding the conditions of the real property or other relevant matter, if such persons are present at the hearing. In conducting the hearing, the hearing officer shall not be limited by the technical rules of evidence. Failure of the owner or person in possession to appear shall not affect the validity of the proceedings or order issued thereon.

b. Upon conclusion of the hearing, the hearing officer shall make his/her decision and in the event he/she so concludes, may declare the conditions on the real property to be in violation of this part and to constitute a public nuisance. The hearing officer may direct the owner or person in possession to abate the hazardous vegetation or combustible material within ten (10) calendar days after mailing and posting of the hearing officer's decision. The order shall include notice that if the hazardous vegetation or combustible material is not abated as directed within ten (10) calendar days, the enforcement official may abate the hazardous vegetation or combustible material and the abatement costs shall be a lien and a special assessment against the real property. The hearing officer's decision and order shall be final and conclusive.

D. Abatement of Hazardous Vegetation or Combustible Material by Enforcement Official. If, at the end of the time allowed for compliance in the original notice/order issued pursuant to Section 9.32.190(A), or as set forth in an order issued by the hearing officer after a timely request for hearing pursuant to Section 9.32.190(C), compliance has not been accomplished as directed, the enforcement official may remove the hazardous vegetation or other combustible material, or may cause the removal to be carried out by a private contractor selected in accordance with applicable statutes and county procurement policies.

9.32.200 Abatement cost recovery.

A. Account of Costs and Receipts. The enforcement official will keep an itemized account of the costs of enforcing the provisions of this part.

B. Demand and Notice of Proposed Special Assessment. Upon completion of abatement, the enforcement official shall prepare a notice to be served as provided in Placer County Code Section 17.62.080(A), specifying:

1. The work done;
2. An itemized account of the costs and receipts of performing the work, including both the costs of physically abating the nuisance and the county's administrative costs related to enforcement of this part;
3. A street address, assessor's parcel number, legal description, or other description sufficient to identify the premises;
4. A demand for payment of all abatement costs within thirty (30) days after service of the notice;
5. A statement that failure to pay all abatement costs within said thirty (30) day period may result in the levy of a special assessment in that amount against the subject property;
6. The time and place where the enforcement official will submit the account to the board of supervisors for confirmation. The time and place specified shall be not less than thirty (30) days after service of the notice;
7. A statement that the board of supervisors will hear and consider objections and protests to said account and proposed special assessment.

C. Hearing on Account and Proposed Special Assessment. At the time and place fixed in the notice, the board of supervisors will hear and consider the account and proposed special assessment, together with objections and protests thereto. At the conclusion of the hearing, the board may make such modifications and revisions of the account and proposed special assessment as it deems just, and may order the account and proposed special assessment confirmed or denied, in whole or in part, or as modified and revised. The determination of the board as to all matters contained therein is final and conclusive.

D. Notice of Lien. Upon confirmation of a special assessment by the board, the enforcement official shall notify the property owner by certified mail, return receipt requested, of the amount of the lien confirmed by the board and shall have recorded in the office of the county recorder of Placer County a notice of lien. The notice of lien shall contain:

1. A street address, assessor's parcel number, legal description, and/or other description sufficient to identify the premises;
2. A description of the proceeding under which the special assessment was made, including the order or resolution of the board confirming the special assessment;
3. The amount of the special assessment;
4. A claim of lien upon the described premises.

E. Lien. Upon the recordation of a notice of lien, the amount claimed shall constitute a lien upon the described premises, pursuant to California Government Code Section 25845. Such lien shall be at a parity with the liens of state and county taxes.

F. Collection with Ordinary Taxes. After recordation, the notice of lien shall be delivered to the county auditor, who will enter the amount of the lien on the assessment roll as a special assessment. Thereafter the amount set forth shall be collected at the same time and in the same manner as ordinary county taxes, and shall be subject to the same penalties and the same procedures and sale in case of delinquency as are provided for ordinary county taxes; all laws applicable to the levy, collection and enforcement of county taxes are hereby made applicable to such special assessment.

9.32.210 Other remedies.

The provisions of this part are to be construed as an added remedy of abatement and not in derogation of any other administrative, civil or criminal actions or proceedings or remedies otherwise provided by law.

A. **Alternative Administrative Proceedings.** In addition to or in lieu of the abatement proceedings provided for in this part, the enforcement official may enforce the duty to abate hazardous vegetation and combustible material in Section 9.32.160 above through the administrative citation and hearing process set forth in Placer County Code Section 17.62.180.

B. **Civil Actions.**

1. **Injunctive Relief and Abatement.** Whenever, in the judgment of the enforcement official, any person is engaged in or about to engage in any act or practice which constitutes or will constitute a violation of any provision of this part or notice or order issued pursuant hereto, the enforcement official may request the county counsel or district attorney to commence proceedings for the abatement, removal, correction and enjoinder thereof, and requiring the violator to pay civil penalties and/or abatement costs or in addition, be subject to criminal prosecution.

2. **Civil Remedies and Penalties.** Any owner or person in possession of real property who willfully violates the provisions of this part or any notice or order issued pursuant hereto shall be liable for a civil penalty not to exceed one thousand dollars (\$1,000.00) for each day or portion thereof that the violation continues to exist. In determining the amount of the civil penalty to impose, the court shall consider all relevant circumstances, including, but not limited to, the extent of the harm caused by the conduct constituting a violation, the nature and persistence of such conduct, the length of time over which the conduct occurred, the assets, liabilities, and net worth of the violator, whether corporate or individual, and any corrective action taken by the violator.

C. **Criminal Actions.**

1. It shall be unlawful for any person to violate any provision of this part. Any person violating any provision of this part shall be deemed guilty of an infraction or misdemeanor as hereinafter specified. Such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any provision of this part is committed, continued or permitted.

2. Any person so convicted shall be guilty of an infraction offense and punished by a fine not exceeding one hundred dollars (\$100.00) for a first violation; guilty of an infraction offense and punished by a fine not exceeding two hundred dollars (\$200.00) for a second violation on the same site and perpetrated by the same person. The third and any additional violations on the same site and perpetrated by the same person shall constitute a misdemeanor offense and shall be punishable by a fine not exceeding one thousand dollars (\$1,000.00) or six months in jail, or both. Payment of any penalty herein shall not relieve a person from the responsibility for correcting the violation. Notwithstanding the above, a first or second offense may be charged as a misdemeanor.

D. **Treble Damages.** Upon a second or subsequent civil or criminal judgment for a violation of this part within a two-year period the violator shall be liable to the county of Placer for treble the abatement costs, in accordance with Government Code Section 25845.5.

E. **Notice of Noncompliance.** Whenever a notice/order has been issued, the enforcement official may record a notice of noncompliance with the office of the county recorder of Placer County and shall notify the owner of the property of such action. The notice of noncompliance shall describe the property, shall set forth the noncomplying conditions, and shall state that any abatement costs incurred by the county as a result of the violation of this part may be specially assessed as a lien on the property and that the owner has been so notified.

9.32.220 Authority to promulgate reasonable rules and regulations.

The board of supervisors may adopt, by resolution, reasonable rules and regulations to enforce, interpret, and carry out the provisions of this part. Such rules may vary among different

areas within the county. A copy of any such rules and regulations shall be kept on file with the clerk of the board.

9.32.230 No duty to enforce.

Nothing in this part shall be construed as imposing on any enforcement official, the county of Placer, any special district or other public agency any duty to issue a notice of violation or order to abate, nor to abate any violations of this part, and neither the enforcement official, nor the county, nor any special district or other public agency shall be held liable for failure to take such actions.

9.32.240 Severability.

This part and the various sections and clauses thereof are hereby declared to be severable. If any sentence, paragraph, section or clause is adjudged unconstitutional or invalid, the remainder of this part shall not be affected thereby. The board of supervisors hereby declares that it would have passed this part and each section thereof, regardless of the fact that one or more sections thereof be declared unconstitutional or invalid.

Section 2. This ordinance shall take effect and be in full force thirty (30) days after the date of its passage. The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code Section 25124.

EXHIBIT B
INDEMNIFICATION AND INSURANCE REQUIREMENTS

1) HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The District agrees to indemnify and hold harmless Placer County, its officers, agents, employees, and volunteers from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of District, its employees or agents.

The County agrees to indemnify and hold harmless the District, its employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of the County, its employees or agents.

This indemnification shall extend to claims, losses, damages, injury, and liability for injuries occurring after completion of County's or District's services, as well as during the progress of rendering such services. Acceptance of insurance required by this Agreement does not relieve either party from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by County or District, regardless if any insurance is applicable or not.

This provision is not intended to create any cause of action in favor of any third party against District or the County or to enlarge in any way District's or County's liability but is intended solely to provide for indemnification of County and District from liability for damages or injuries to third persons or property arising from District's or County's performance pursuant to this contract or agreement.

As used above, the term Placer County means Placer County or its officers, agents, employees, and volunteers.

2) INSURANCE:

It is agreed that District and County shall each maintain at all times during the performance of this MOU insurance coverage or self-insurance in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of their operations. Specifically, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile liability, One Million Dollars (\$1,000,000) workers' compensation, and One Million Dollars (\$1,000,000) professional liability (E&O).

EXHIBIT C GENERAL PROVISIONS

1. ENTIRE AGREEMENT.

This MOU and any attachments hereto constitute the sole, final, complete, exclusive and integrated expression and statement of the terms and conditions of the agreement among the PARTIES hereto concerning the subject matter addressed herein, and supersede all prior negotiations, representations or agreements, oral or written, that may be related to the subject matter of this MOU.

2. EXHIBITS.

Any and all exhibits referred to in and/or attached to this MOU are hereby incorporated into this MOU as if set forth in full herein.

3. AMENDMENTS.

No revision or amendment to this MOU shall be valid unless made in writing and signed by duly authorized representatives of all PARTIES.

4. FURTHER ASSURANCES.

From time to time, either PARTY, at the request of the other PARTY, and without further consideration, shall execute and deliver further instruments and take such other actions as the requesting PARTY may reasonably require to complete more effectively the transactions contemplated by this MOU.

5. TIME OF THE ESSENCE.

Time is of the essence with respect to the obligations to be performed under this MOU.

6. SUCCESSORS IN INTEREST.

The covenants herein contained shall apply to and bind the successors and assigns (to the extent assignment is permitted) of the PARTIES hereto.

7. NO THIRD PARTY BENEFICIARY.

This MOU is made and entered into for the sole protection and benefit of the Parties and their successors and assigns. This MOU is not intended to, and shall not be construed to, create any right on the part of any third party to bring any action or otherwise enforce any of its terms.

8. STATUS OF EMPLOYEES.

All persons performing services for Fire District shall be solely employees or contractors of Fire District and not employees of COUNTY, except those persons expressly and directly employed by COUNTY. Furthermore, Fire District is not an agent of COUNTY.

9. CONSTRUCTION AND INTERPRETATION.

It is agreed and acknowledged by the PARTIES that the provisions of this MOU have been arrived at through negotiation, and that each of the PARTIES has had a full and fair opportunity to review the provisions of this MOU and to have such provisions reviewed by legal counsel. Therefore, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this MOU.

10. CAPTIONS.

The captions in this MOU are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of any section or paragraph of this MOU. All references to section numbers refer to sections in this MOU.

11. COUNTERPARTS.

This MOU may be executed in counterparts, each of which shall be deemed an original, and all of which when affixed together shall constitute but one and the same instrument.

12. SEVERABILITY.

The invalidity of any term or provision of this MOU as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof. Each remaining term and provision of this MOU shall be valid and enforceable to the fullest extent permitted by law.

13. WAIVER.

The failure of any PARTY to insist upon strict performance of any of the terms, covenants, or conditions of this MOU shall not be deemed a waiver of any right or remedy that said PARTY may have, and shall not be deemed a waiver of said PARTY's right to require strict performance of all terms, covenants, and conditions thereafter, nor a waiver of any remedy for the subsequent breach of any of the terms, covenants or conditions.

14. FORCE MAJEURE.

If any PARTY hereto shall be delayed or prevented from the performance of any act required hereunder by reason of acts of God, strikes, lockouts, labor troubles, inability to procure materials, or other cause without fault and beyond the control of the PARTY obligated (financial inability excepted), performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

15. LEGAL JURISDICTION.

The PARTIES hereto expressly agree that this MOU shall be governed by, interpreted under and construed and enforced in accordance with the laws of the State of California. Venue for any disputes shall be the Superior Court for the State of California, in Placer County. The PARTIES hereby waive any federal court removal rights and/or original jurisdiction rights that they may have.

16. AUTHORITY OF DIRECTOR.

The Director of the Placer County Community Development/Resource Agency, or designee, shall administer this MOU on behalf of COUNTY. Unless otherwise provided herein or required by applicable law, the Director shall be vested with all rights, powers, and duties of COUNTY hereunder.

17. AUTHORITY OF EXECUTION.

Each person executing this MOU on behalf of a PARTY represents and warrants that such person is duly and validly authorized to do so on behalf of the entity which it purports to bind.

EXHIBIT B
INDEMNIFICATION AND INSURANCE REQUIREMENTS

1) HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The DISTRICT hereby agrees to protect, defend, indemnify, and hold PLACER COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by PLACER COUNTY arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the COUNTY) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the MOU. DISTRICT agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the DISTRICT. DISTRICT also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against DISTRICT or the COUNTY or to enlarge in any way the DISTRICT's liability but is intended solely to provide for indemnification of PLACER COUNTY from liability for damages or injuries to third persons or property arising from DISTRICT's performance pursuant to this MOU.

As used above, the term PLACER COUNTY means Placer County or its officers, agents, employees, and volunteers.

2) INSURANCE:

It is agreed that DISTRICT and COUNTY shall each maintain at all times during the performance of this MOU insurance coverage or self-insurance in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of their operations. Specifically, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile liability, One Million Dollars (\$1,000,000) workers' compensation, and One Million Dollars (\$1,000,000) professional liability (E&O).

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF E. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: TUESDAY, DECEMBER 01, 2020
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Fire Agencies Self Insurance System (FASIS)

Action Requested: Staff recommends that the Board take action to authorize the Chief to vote for Director Grenfell to fill a current vacancy on the FASIS Board of Directors.

Background: FASIS is the Joint Powers Authority that provides workers compensation and other benefits to the Fire District. Director Gary Grenfell has been nominated for election to the FASIS Board of Directors. Director Grenfell has served on the FASIS Board in the past and has offered to run for the FASIS Board for the upcoming term. Director Grenfell is running unopposed.

Attachments: Information and official election ballot.

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



FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
800 541-4591 Fax 916-244-1199

November 24, 2020

OFFICIAL ELECTION BALLOT FOR THE ELECTION OF ONE (1) VACANT POSITION ON THE FASIS BOARD OF DIRECTORS

Dear FASIS Members:

An election is to be held to fill one vacant position on the Board of Directors. This position's new term will be effective immediately following the successful completion of the open voting period (estimated date of December 30, 2020), through June 30, 2023.

Included with this transmittal is an official election ballot for the one vacant position.

Please take this opportunity to complete and sign the enclosed ballot and return it **no later than December 28, 2020.**

Staff continues to work remotely. As such, please scan and email your completed ballot to kim.sackett@sedgwick.com or fax to (916) 244-1199.

**** * Ballots received after December 28, 2020, deadline will not be counted. * ****

Please contact Kim Sackett, at (800) 541-4591, extension 19025, if you have any questions.



FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
800-541-4591 Fax 916-244-1199

Board of Directors – Official Election Ballot

In response to a Call for Letters of Interest and Nomination Form, staff received the following submission for ONE (1) Vacant Board of Directors' position. The candidate is recommended for consideration. A summary of the candidate's related experience is included with this ballot.

OFFICIAL BALLOT - 2020 BOARD OF DIRECTORS' ELECTION

Candidate for one (1) vacant position on the Board of Directors Estimated Term of December 30, 2020, through June 30, 2023	VOTE (X)
Mr. Gary Grenfell, Director - South Placer Fire District	

Signature of person completing on behalf of your District: _____
Print Name: _____ Position Title: _____
District Address: _____
Date completed: _____ E-mail: _____

Please scan and email your completed ballot to kim.sackett@sedgwick.com or fax to (916) 244-1199.

If you are unable to submit your completed ballot electronically, please contact Kim Sackett at (916) 290-4601 to secure other arrangements for submission by the noted deadline.

Your vote is very important. Please vote and return your official ballot by December 28, 2020.

**CANDIDATE FOR THE BOARD OF DIRECTORS
TO FILL ONE (1) VACANT POSITION
FOR AN ESTIMATED TERM OF DECEMBER 30, 2020, THROUGH JUNE 30, 2023**

CANDIDATE'S SUMMARY OF EXPERIENCE

Candidate's Name	Member District	Summary of Experience
Mr. Gary Grenfell, Director South Placer Fire District	South Placer Fire District	Director Grenfell retired from the San Jose Fire Department as a Fire Captain serving over 30 years. He has been a Director at South Placer Fire District for over 19 years and has served on the FASIS Board for multiple terms. Director Grenfell enjoys serving the agencies represented by FASIS as a Director and truly has the best interest of the fire service and the represented agencies in mind when he volunteers his services.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: THURSDAY, DECEMBER 03, 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 has revised the COVID -19 Directives eight times since the beginning of the pandemic the latest revisions occurred on November 20th, 2020.

Impact: Continued Operation

Attachments: Most Current South Placer Fire District Covid-19 Plan, SPFD Bulletin #2020-8

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

SOUTH PLACER FIRE DISTRICT

BULLETIN #2020-8

TO: ALL PERSONNEL
FROM: FIRE CHIEF ERIC WALDER
SUBJECT: ADDITIONAL COVID-19 DIRECTIVES
DATE ISSUED: NOVEMBER 20, 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 #2020-7

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. **Calling in Sick** – Effective Immediately if calling in sick with flu like symptoms call in sick to the on-duty Battalion Chief. This will expedite activation of the COVID-19 Plan and contact tracing within the District. **For all other sick leave issues follow the normal call in procedures.**
3. **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.

4. **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.
5. **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.**
6. **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.
7. **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.
8. **Travel** - Eliminate all non-essential travel outside the boundary of the fire station property.
9. **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.

11/20/2020

Thru

12/6/2020

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 #2020-8, 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

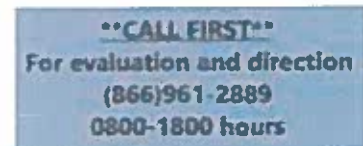
- **Face Coverings** - When beyond the boundary of the fire station property, a face covering will be worn (surgical mask or simple mask). **Face coverings are not to be used to replace current PPE guidelines.**

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](tel: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

South Placer Fire District COVID-19 Disease Plan

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)

SOUTH PLACER FIRE PROTECTION DISTRICT
PARS OPEB Trust ProgramAccount Report for the Period
10/1/2020 to 10/31/2020Eric Walder
Fire Chief
South Placer Fire Protection District
6900 Eureka Rd.
Granite Bay, CA 95746**Account Summary**

Source	Beginning Balance as of 10/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2020
OPEB	\$1,309,613.04	\$0.00	-\$11,705.47	\$676.10	\$0.00	\$0.00	\$1,297,231.47
Totals	\$1,309,613.04	\$0.00	-\$11,705.47	\$676.10	\$0.00	\$0.00	\$1,297,231.47

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	-0.89%	0.38%	5.84%	5.76%	6.38%	-	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