

January SPFD Board Meeting  
Staff Comments and Recommendations

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.

The Board **will not** be meeting in person, the meeting will be held by following the below link or dialing the below number.

**January 2021 South Placer Fire District Board Meeting**

Wed, January 13, 2021 7PM - 9PM (PDT)

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

<https://global.gotomeeting.com/join/216799477> ← **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**

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/216799477>

Note: The meeting is being held 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](mailto:kmediros@southplacerfire.org)

AGENDA  
SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Weds. January 13, 2021

Closed Session recommended at 6:45 p.m.: CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION (Pursuant to Govt. Code § 54956.9(b). the Board will meet in closed session to discuss significant exposure to litigation in one (1) potential case.

1. **7:00 p.m. Regular Session Online/Conference Call**

<https://global.gotomeeting.com/join/216799477> or +1 (408) 650-3123 Access Code: 699-373-741

2. Flag Salute

3. Public Comment

4. Closed Session

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

5. Consent Agenda (Single Motion Needed)

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

A. Approval of the Agenda

B. Approval of the Minutes Pg#4

C. Authorization of Deposits:

Ambulance	\$81,842.90
Consolidated Mitigation Fees	19,559.88
Plans/Inspections	10,150.00
Cell Tower Leases	6,661.47
Uniform sales	<u>27.00</u>
TOTAL	<u>\$ 118,241.25</u>

D. Approval of the January 2021 Expenditures: \$ 225,518.27

E. Personnel Items

Separations:

Captain, Ed Love (Retired)  
Engineer Paramedic, Matt Tribur (Retired)

Promotions:

Firefighter Paramedic, Tyler Thomas  
Engineer Paramedic, Matt Hodges  
Engineer Paramedic, Mark Robertson  
Engineer Paramedic, Ken Kaiser

Reassignments:

None

New Hires:

Firefighter Paramedic, Dustin Ogden

Interns/Volunteers:

None

6. Special Presentation

7. Old Business:

- A. Penryn Fire District Request for Service Proposal: The Chief recommends discussion and authorization to form an ad hoc committee of the Board to meet with the Penryn Committee regarding the proposal. PG#23
- B. Station 18 New Truck Room Update: Chief recommends discussion on the proposed project and progress made to date. PG#35
- C. Hazardous Vegetation Enforcement MOU: Staff recommends discussion and action to authorize the Chief to enter into the updated MOU agreement with Placer County over hazardous vegetation enforcement. PG#36
- D. 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. PG#53

8. New Business:

- A. Adoption of the South Placer Fire District's Annual Report for the Fire Impact Fee Program: Staff recommends approval of the resolution adopting the fire impact fee program annual report for fiscal year 2019-20. PG#54
- B. Adoption of the former Loomis Fire Protection Districts Annual Report for the Fire Impact Fee Program: Staff recommends approval of the resolution adopting the fire impact fee program annual report for fiscal year 2019-20. PG#65
- C. Adoption of the Consolidated South Placer Fire District Report for the Fire Impact Fee Program: Staff recommends approval of the resolution adopting the fire impact fee program annual report for fiscal year 2019-20. PG#75
- D. Budget Revision for Replacement of Duty Vehicle 012: Staff recommends approval of the budget revision to move forward with the purchase of the replacement vehicle. PG#84
- E. Authorization to Proceed with Budgeted Engine Purchase: Staff recommends authorization to purchase the budgeted Type 1 Engine with a brief presentation by the Apparatus Committee. PG#93

9. Information and Discussion:

- A. Covid-19 Update: Chief recommends updating the Board on the status of the current pandemic and the District's response and preparations. PG#95

10. Correspondence PG#140

11. Chief's Report

12. Functions

13. Board/Staff Comments

14. Future Agenda Items

15. Adjournment

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Regular Board Meeting Minutes  
December 09, 2020

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, December 09, 2020 at 7:00 p.m. by President, Chris Gibson via both teleconference connection and in person meeting. <https://global.gotomeeting.com/join/699373741>

Present:

Chris Gibson, President  
Gary Grenfell, Vice-President  
Sean Mullin, Clerk  
Ken Musso, Director  
Dan Bajtos, Director  
Terri Ryland, Director  
Mike Johnson, Director

Absent:

None

Staff in Attendance:

Fire Chief, Eric Walder  
Deputy Chief, Karl Fowler  
Board Secretary, Kathy Medeiros  
Battalion Chief, Jason Brooks  
Captain, Brian Midtlyng  
Engineer Paramedic, Jon Crull  
Captain Paramedic, Cody Forrest  
Captain Paramedic, Matt VanVultinburg

Special Presentation: The Chief introduced Placer County Board Supervisor, Jim Holmes, who administered the oath of office to the three newly elected Board members: Dan Bajtos, Mike Johnson, and Ken Musso.

Public Comment: Former Directors Tom Millward, David Harris and Russ Kelley congratulated the new directors and welcomed them to the District.

7:10 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes: To discuss Engineer Matt Tribur's pending Cal PERS industrial retirement. (Pursuant to Govt. Code § 54957(b.))

7:20 p.m. reconvene from Closed Session: President Gibson reported that the Board discussed the industrial retirement application of Engineer Tribur and will now bring the item for action.

Consent Agenda: Director Ryland made a motion to approve the items for the consent agenda with a separate roll call to approve the November meeting minutes; seconded by Director Mullin.  
Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson    Noes: None    Abstain: None  
Absent: None

Consent Agenda (November minutes only): Director Ryland made a motion to approve the November 2020 meeting minutes individually from the consent agenda; seconded by Director Grenfell. Carried

Rollcall:

Ayes: Gibson, Ryland, Mullin, Grenfell      Noes: None      Abstain: Musso, Bajtos, Johnson  
Absent: None

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.

Director Ryland made a motion to approve Resolution No. 5-2020/21 approving the application for Industrial Disability Retirement of Engineer Matt Tribur. The motion received a second by Director Grenfell. Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson      Noes: None      Abstain: None  
Absent: 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 noted that this is a non-action standing item from the last three months. He wanted to give the new board members an opportunity to learn about the request. He continued that the District is still reviewing the opportunity and considering moving forward with the request for service proposal that would affect administrative and operations services in the District. He reported that the prior contract for services with Loomis Fire was utilizing Battalion Chief and Fire Chief services only. Funds received from a contract with Penryn Fire could be used toward OPEB debt or acquiring a training chief. Chief Walder stated that an administrative contract would be beneficial for both districts.

Station 18 New Truck Room Update: Chief recommends discussion on the proposed project and progress made to date. Chief Walder explained that the item is for board information only. It was noted that the former Loomis Fire District saved \$1.5 million for the project and designated those funds at the consolidation with South Placer. Plans are not bid ready yet but it was noted that the remodel will not only increase the truck room but bring the antiquated station to code. The project will be presented again to the Board for further discussion.

## NEW BUSINESS

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. Directors Millward and Kelly served with the Loomis Fire District Board since December of 2012 and Director Harris served the South Placer Board since December of 2012. Chief Walder noted that the Directors were instrumental in the Consolidation process between the two districts and have been an asset to moving the District forward over the past eight years. Director Grenfell made a motion to approve Resolution No. 6-2020/21 to recognize Tom Millward with a second received by Director Ryland. Director Grenfell made a motion to approve Resolution No. 7-2020/21 to recognize Russ Kelley; a second was received

from Director Ryland. Director Grenfell made a motion to approve Resolution No. 8-2020/21 to recognize Director Dave Harris; a second was received by Director Bajtos.

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson Noes: None Abstain: None  
Absent: None

Board of Directors Officers and Committees 2021: Staff recommends board officer position elections and committee appointments for 2021. Chief Walder explained that this is standard procedure each December. The Board will need to elect a President, Vice President, Clerk, and appoint members to various standing committees. Director Gibson nominated Director Grenfell for Board President. Director Ryland seconded the motion. Director Ryland nominated Director Gibson for Vice President. Director Grenfell seconded the motion. Director Ryland nominated Director Mullin for clerk, with Director Musso seconding the motion. Director Ryland made a motion to appoint the remaining committee positions with their current incumbents. Director Grenfell seconded the motion. Director Musso agreed to join the Personnel Committee and become the FAIRA alternate, Director Bajtos and Director Johnson agreed to join the Facilities Committee. Director Ryland made a motion to approve all 2021 Board Officer Positions and Committee appointments. Director Grenfell seconded the motion. Carried

President	Gary Grenfell
Vice President	Chris Gibson
Clerk	Sean Mullin

Personnel Committee	Chris Gibson, Gary Grenfell and Ken Musso
Finance Committee	Terri Ryland & Sean Mullin
Facilities Committee	Mike Johnson & Dan Bajtos
FAIRA	Eric Walder (primary) & Ken Musso (alternate)
FDAC	Eric Walder

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson Noes: None Abstain: None  
Absent: None

2021 Board Meeting Schedule: Staff recommends review of the proposed 2021 Board Meeting Schedule. Chief Walder noted that he had reviewed the upcoming schedule dates and found no conflicts. Director Johnson made a motion to approve the 2021 Board Meeting Schedule. The motion was seconded by Director Musso. Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson Noes: None Abstain: None  
Absent: None

Fiscal Year 2019/20 Audit Acceptance: Staff recommends discussion and acceptance of the South Placer Fire District Fiscal Year 2019/20 third party audit. Chief Walder explained that the third party audit was very successful with few recommendations. He continued that the report included the business basis analysis along with the governmental standard. He noted that the net pension liability increase \$1.272 million from the prior year was due to the drop in the discount rate and the poor performance by PERS investments that only received 4%. Director Ryland noted there was a surplus of \$140,000 in excess of revenues over expenditures despite the current economic instability. Chief Walder noted that the District is currently funded at 83% in their pension while

other agencies like Sac Metro are at 67%. Director Ryland made a motion to accept the Fiscal Year 2019/20 audit. The motion received a second from Director Musso. Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson Noes: None Abstain: None  
Absent: None

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 and updated capital improvement plans. These plans are a planning guide for the District. Chief Walder began with a brief presentation and update for the revised plans which will be included in the Mitigation Fire Fee Annual Reports. The last eight years all apparatus purchase utilized the development revenues as current budget principles allocated 2% of general revenue towards the expense. It was noted that there will be one new engine purchase in this budget year. Director Grenfell made a motion to approve the 2020/21 Long Term Facilities Maintenance, Apparatus Replacement, and Major Equipment Replacement plan. The motion was seconded by Director Ryland. Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson Noes: None Abstain: None  
Absent: None

Breathing Apparatus Surplus: Staff recommends that the Board approve the surplus of outdated self-contained breathing apparatus. 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, and any equipment that is out of date will be destroyed. Equipment included approximately 46 packs and 60 bottles. Director Mullin made a motion to surplus the outdated self-contained breathing apparatus. The motion received a second from Director Johnson. Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson 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 this is a standing agenda item to discuss at each month's meeting. This month the District had one separation but there are two new hires in orientation. He noted that not all employees make it through probation. He continued that at last month's meeting it was agreed to review the current District body art policy that has limited the recruiting ability for the District. It was noted that the current policy is too restrictive, limiting the pool of candidates and is not in the industry norm. He recommended a revised policy that excludes body art from the hands, neck, and face with an exception for ring tattoos. Chief Walder recommended the new policy be updated similar to other fire agencies. Director Musso made a motion to approve the revised body art policy number 1705. The motion received a second from Director Johnson.

Carried

Rollcall:

Ayes: Musso, Bajtos, Johnson, Mullin, Grenfell, Ryland, Gibson Noes: None Abstain: None  
Absent: None

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. This is a revised MOU with the County from the prior agreement approved by the Board in July of 2020 to enforce the standards of the Hazardous Vegetation and Combustible Material Abatement Ordinance. The county is requesting to upgrade the indemnification language and requires the Districts Board to act on the updated MOU and exhibits. Director Mullin requested that the MOU come back for approval next month after legal counsel reviews the additional language. Chief Walder agreed to bring the item back next month for further discussion and approval.

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. Director Ryland made a motion to nominate Director Grenfell to the FAIRA Board of Directors. The motion received a second from Director Johnson. Carried

## 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 infection rate has spiked and things have gotten more restrictive. The stay at home order was in effect on Thursday with additional OSHA guidance being put into action. A mandated face covering is soon to be in effect. Other local fire agencies have begun to see many infections within their staff. He continued that he is working with all labor groups to make sure all employees feel safe and comfortable. Should a safety employee receive a positive test it can be presumptive if deemed so by Workers Compensation Carrier.. The District is moving with an abundance of caution with every possible exposure.

Correspondence: A monthly PARS statement for the month of October.

### Chief's Report:

- Executive Staff Meeting today to discuss issues throughout the District and met with 522 leadership for the standing labor management meeting
- Sutter Occupational Health is closing their services effective 12/31/2020. A new contract has been initiated with Kaiser occupational health for pre-employment, DMV, and workers compensation related issues.
- Annual South Placer Firefighters and Eric Sanchez Annual Food and Toy Drive is underway, seen a marked decrease in donations to the toy drive at this point in the season and the Paul Martin Event for Dec. 13 is in jeopardy of being cancelled.
- Air bags on the truck were replaced last week, shop was able to do the repair.
- Training van was outfitted with a radio by the shop. Out for striping and will be in service.
- District hose testing underway, UL has been in the District doing ladder testing
- Safety Committee meeting on Dec. 18<sup>th</sup>
- PSPS Resiliency grant project is underway with Station 15 being the first of the two to receive bids on completing. Station 17 will be next.
- Officially re-elected to the Zone 3 FDAC Board of Directors for 2021-23 also appointed as the 2<sup>nd</sup> Vice President of FDAC.
- Apprentice Firefighter announcement is closing on the 18<sup>th</sup> and we have 10 applications.
- Dr. Royer the Districts Medical Director was the lead in the Paramedic practical test that was given on the 20<sup>th</sup>. Would like to thank all District employees that helped in the process that included Chief Brooks, Engineer Spear, Engineer Long, Engineer Hernandez, and

Reserve Apprentice Gollick. Three candidates are moving forward with conditional job offers.

- Two paramedic Firefighters are in the new hire orientation.
- CSFM Class Command 2D was given in house last week. Moving forward with a Captains announcement shortly.
- Engineer academy last month was a success with three new engineers on shift
- 2021 Training Plan releasing shortly
- 2 hours of training is required daily even if Training Division does not have training assigned- may be shifting back down but still doing company training
- Prevention Division: 20 new residential starts over 5800 square feet with \$60k in mitigation fees. Remodels 87,000 square feet with \$23k in fees received. The Chabad House remodel brought in \$20k in mitigation fees
- Would like to schedule district tours with new board members

Functions: None

Board/Staff Comments: Director Grenfell extended a welcome to the three new board members.

Future Agenda Items: None

There being no further business to come before the Board, the meeting adjourned at 9:00 p.m. The next regular meeting will be held on Wednesday, January 13, 2021.

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: 1/5/2021 10:32:24 AM  
 User Date: 1/5/2021

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	12/3/2020
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	(\$905,209.95)	
23943	1/5/2021	CHK	AFLAC	No	PMCHK00000916	\$781.90
23944	1/5/2021	CHK	California Assn of Prefessio	No	PMCHK00000916	\$1,209.50
23945	1/5/2021	CHK	California Assn of Prefessio	No	PMCHK00000916	\$59.00
23946	1/5/2021	CHK	Department of Health Care Se	No	PMCHK00000916	\$10,691.30
23947	1/5/2021	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00000916	\$924.84
23948	1/5/2021	CHK	P.E.R.S	No	PMCHK00000916	\$89,482.17
23949	1/5/2021	CHK	PRINCIPAL MUTUAL	No	PMCHK00000916	\$7,166.60
23950	1/5/2021	CHK	Sacramento Area Fire Fighter	No	PMCHK00000916	\$2,024.99
23951	1/5/2021	CHK	Sacramento Area Fire Fighter	No	PMCHK00000916	\$1,975.60
23952	1/5/2021	CHK	SPFAOA	No	PMCHK00000916	\$75.00
23953	1/5/2021	CHK	SPFAOA	No	PMCHK00000916	\$75.00
23954	1/5/2021	CHK	TASC/ Total Admin Service	No	PMCHK00000916	\$5,662.27
23955	1/5/2021	CHK	Voya Financial Trust Co.	No	PMCHK00000916	\$12,148.56
23956	1/5/2021	CHK	Voya Financial Trust Co.	No	PMCHK00000916	\$13,066.53
14 Transaction(s)					\$145,343.26	\$0.00
WELLS FARGO OP				Wells Fargo Operating Account	\$44,619.31	
26049	12/16/2020	CHK	ACE HARDWARE	No	PMCHK00000915	\$33.22
26050	12/16/2020	CHK	ADVANTAGE GEAR	No	PMCHK00000915	\$915.59
26051	12/16/2020	CHK	Amerigas	No	PMCHK00000915	\$930.49
26052	12/16/2020	CHK	AUBURN TIRE SERVICE	No	PMCHK00000915	\$5,233.34
26053	12/16/2020	CHK	BURTONS FIRE APPARATUS	No	PMCHK00000915	\$917.13
26054	12/16/2020	CHK	BART INDUSTRIES	No	PMCHK00000915	\$88.05
26055	12/16/2020	CHK	CAPITAL CLUTCH & BRAKE	No	PMCHK00000915	\$228.39
26056	12/16/2020	CHK	CELL ENERGY	No	PMCHK00000915	\$429.25
26057	12/16/2020	CHK	FOLSOM LAKE FORD	No	PMCHK00000915	\$355.01
26058	12/16/2020	CHK	Foothill Fire and WIRE	No	PMCHK00000915	\$64.84
26059	12/16/2020	CHK	Gold Country Water	No	PMCHK00000915	\$318.94
26060	12/16/2020	CHK	Hunt and Sons, Inc	No	PMCHK00000915	\$1,430.49
26061	12/16/2020	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00000915	\$615.30
26062	12/16/2020	CHK	Hodges, Matthew	No	PMCHK00000915	\$295.00
26063	12/16/2020	CHK	JRB Pest and Sanitation	No	PMCHK00000915	\$210.00
26064	12/16/2020	CHK	Kingsley Bogard, LLP	No	PMCHK00000915	\$90.00
26065	12/16/2020	CHK	LIFE ASSIST	No	PMCHK00000915	\$5,166.15
26066	12/16/2020	CHK	LOVE, ED	No	PMCHK00000915	\$68.00
26067	12/16/2020	CHK	Mission Uniform Services	No	PMCHK00000915	\$170.61
26068	12/16/2020	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000915	\$1,122.00
26069	12/16/2020	CHK	Recology Auburn Placer	No	PMCHK00000915	\$644.16
26070	12/16/2020	CHK	ROCKLIN HYDRAULICS	No	PMCHK00000915	\$75.27
26071	12/16/2020	CHK	Sutter Medical Foundation	No	PMCHK00000915	\$334.00
26072	12/16/2020	CHK	South Placer Municipal Utili	No	PMCHK00000915	\$280.80
26073	12/16/2020	CHK	SCI Consulting Group	No	PMCHK00000915	\$2,508.77
26074	12/16/2020	CHK	Consolidated Communications	No	PMCHK00000915	\$2,411.41
26075	12/16/2020	CHK	SAMBA Holdings Inc	No	PMCHK00000915	\$75.06
26076	12/16/2020	CHK	Sprint	No	PMCHK00000915	\$119.44
26077	12/16/2020	CHK	TIFCO INDUSTRIES	No	PMCHK00000915	\$95.44
26078	12/16/2020	CHK	TIAA Commercial Finance, Inc	No	PMCHK00000915	\$2,235.09
26079	12/16/2020	CHK	UNDERWRITERS LABORATORIES	No	PMCHK00000915	\$3,251.50
26080	12/16/2020	CHK	US Bank Corporate Payment Sy	No	PMCHK00000915	\$21,558.23

System: 1/5/2021 10:32:24 AM  
 User Date: 1/5/2021

South Placer Fire District  
 CHECKBOOK REGISTER REPORT  
 Bank Reconciliation

Page: 2  
 User ID: kmedeiros

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment Deposit
26081	12/16/2020	CHK	Verizon Wireless	No	PMCHK00000915	\$55.44
26082	1/5/2021	CHK	ADVANTAGE GEAR	No	PMCHK00000917	\$1,695.45
26083	1/5/2021	CHK	BAUER COMPRESSORS	No	PMCHK00000917	\$1,296.36
26084	1/5/2021	CHK	Citrus Heights Saw & Mower	No	PMCHK00000917	\$406.65
26085	1/5/2021	CHK	CURTIS L.N. & SONS	No	PMCHK00000917	\$185.09
26086	1/5/2021	CHK	Cordico Psychological Corp.	No	PMCHK00000917	\$800.00
26087	1/5/2021	CHK	DAWSON OIL	No	PMCHK00000917	\$491.34
26088	1/5/2021	CHK	DUO SAFETY LADDER	No	PMCHK00000917	\$189.31
26089	1/5/2021	CHK	Foothill Fire and WIRE	No	PMCHK00000917	\$1,330.50
26090	1/5/2021	CHK	INLAND BUSINESS SYSTEMS	No	PMCHK00000917	\$1.88
26091	1/5/2021	CHK	Interwest Consulting Group	No	PMCHK00000917	\$2,075.63
26092	1/5/2021	CHK	JRB Pest and Sanitation	No	PMCHK00000917	\$85.00
26093	1/5/2021	CHK	LIFE ASSIST	No	PMCHK00000917	\$1,605.12
26094	1/5/2021	CHK	Lionakis	No	PMCHK00000917	\$1,704.15
26095	1/5/2021	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000917	\$390.00
26096	1/5/2021	CHK	PG & E	No	PMCHK00000917	\$6,562.67
26097	1/5/2021	CHK	Quill Corporation	No	PMCHK00000917	\$1,165.34
26098	1/5/2021	CHK	Sac Area Firefighters - Beha	No	PMCHK00000917	\$1,038.24
26099	1/5/2021	CHK	STERICYCLE INC	No	PMCHK00000917	\$262.50
26100	1/5/2021	CHK	TIFCO INDUSTRIES	No	PMCHK00000917	\$302.37
26101	1/5/2021	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00000917	\$6,260.91
53	Transaction(s)					\$80,174.92 \$0.00
67	Total Transaction(s)					

System: 1/5/2021 10:33:33 AM  
 User Date: 1/5/2021

South Placer Fire District  
 CHECK DISTRIBUTION REPORT  
 Payables Management

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Ranges: From: To: From: To:  
 Vendor ID First Last Checkbook ID PLACER COUNTY WELLS FARGO OP  
 Vendor Name First Last Check Number First Last  
 Check Date 12/3/2020 1/5/2021

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	23943	1/5/2021	\$781.90
32412	795284	December 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	23944	1/5/2021	\$1,209.50
32413	01-2021 LTD	01-2021 Safety LTD	\$1,209.50		
	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	\$1,180.00	\$0.00	
C273	California Assn of Professiona	PLACER COUNTY	23945	1/5/2021	\$59.00
32414	01-2021 NS LTD	01-2021 NSafety LTD	\$59.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$59.00	\$0.00	
D148	Department of Health Care Serv	PLACER COUNTY	23946	1/5/2021	\$10,691.30
32415	GEM012164B7	2020/21 Qtr 1 QAF Fee	\$10,691.30		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2025-000	Ambulance Billing Services	\$10,691.30	\$0.00	
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	23947	1/5/2021	\$924.84
32416	473973	01-2021 Vision premium	\$924.84		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$924.84	\$0.00	
P101	P.E.R.S	PLACER COUNTY	23948	1/5/2021	\$89,482.17
32417	16273434	January 2021 premium	\$89,482.17		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$22,588.44	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$48,304.96	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$18,588.77	\$0.00	
P159	PRINCIPAL MUTUAL	PLACER COUNTY	23949	1/5/2021	\$7,166.60
32418	01-2021 DENTAL	January 2021 Dental premium	\$7,166.60		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$7,166.60	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	23950	1/5/2021	\$2,024.99
32419	PP12 UNION 2020	EE Union dues PP 12	\$2,024.99		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0218-000	Union Dues Payable	\$2,024.99	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	23951	1/5/2021	\$1,975.60

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32420	PP13 UNION 2020	EE Union dues PP 13	\$1,975.60		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$1,975.60	\$0.00
S233	SPFAOA	PLACER COUNTY	23952	1/5/2021	\$75.00
32421	PP12 SPFAOA 2020	SPFAOA dues PP 12	\$75.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233	SPFAOA	PLACER COUNTY	23953	1/5/2021	\$75.00
32422	PP13 SPFAOA 2020	SPFAOA dues PP 13	\$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	23954	1/5/2021	\$5,662.27
32423	PP13 DC/MR 2020	EE/ER DC/MR PP13	\$5,662.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$1,060.67	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,096.97	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$504.63	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	23955	1/5/2021	\$12,148.56
32424	PP12 DEF COMP 2020	EE/ER Def Comp PP12	\$12,148.56		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$11,225.36	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	23956	1/5/2021	\$13,066.53
32425	PP13 DEF COMP 2020	EE/ER Def Comp PP13	\$13,066.53		
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$12,166.41	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$900.12	\$0.00
A164	ACE HARDWARE	WELLS FARGO OP	26049	12/16/2020	\$33.22
32350	024814	Ground connector	\$19.29		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$19.29	\$0.00
32351	024829	Markers	\$13.93		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$13.93	\$0.00
A172	ADVANTAGE GEAR	WELLS FARGO OP	26050	12/16/2020	\$915.59
32352	37276-1	Gloves	\$26.76		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$26.76	\$0.00
32353	37558-1	Shirts, pants, patches	\$556.41		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$556.41	\$0.00

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32354	37559-1	Parka, lettering	\$332.42		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$332.42	\$0.00
A190	Amerigas	WELLS FARGO OP	26051	12/16/2020	\$930.49
32355	3114842752	Propane	\$930.49		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2021-000	Propane		\$930.49	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	26052	12/16/2020	\$5,233.34
32356	122596	Tires	\$5,233.34		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$5,233.34	\$0.00
B138	BURTONS FIRE APPARATUS	WELLS FARGO OP	26053	12/16/2020	\$917.13
32406	S51077	Handle lok, lok kit, axe hol	\$917.13		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$917.13	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	26054	12/16/2020	\$88.05
32358	582853	Wipers, filters, grd lights	\$212.05		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2		\$88.05	\$0.00
C115	CAPITAL CLUTCH & BRAKE	WELLS FARGO OP	26055	12/16/2020	\$228.39
32407	1643543	Auto slack, check valve	\$228.39		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-709	2001 KME Squad R17		\$228.39	\$0.00
C204	CELL ENERGY	WELLS FARGO OP	26056	12/16/2020	\$429.25
32359	305246	Group 31 batteries	\$429.25		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$429.25	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP	26057	12/16/2020	\$355.01
32410	693662	DEF sending unit	\$355.01		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-506	2012 F-350 Ambulance		\$355.01	\$0.00
F200	Foothill Fire and WIRE	WELLS FARGO OP	26058	12/16/2020	\$64.84
32360	46979	Inspection, backup batteries	\$64.84		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$64.84	\$0.00
G158	Gold Country Water	WELLS FARGO OP	26059	12/16/2020	\$318.94
32361	32361	Monthly billing	\$318.94		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$318.94	\$0.00
H130	Hunt and Sons, Inc	WELLS FARGO OP	26060	12/16/2020	\$1,430.49
32411	695931	Gasoline, diesel	\$1,430.49		
	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 0-000-2124-001	Station 17 Fuel		\$1,430.49	\$0.00
H141	HARRIS INDUSTRIAL GASES	WELLS FARGO OP	26061	12/16/2020	\$615.30
32362	01827920	6 mo cylinder lease	\$48.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$48.00	\$0.00	
32363	01828035	Cylinder rental	\$212.15		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$212.15	\$0.00	
32364	01826749	Medical oxygen	\$168.45		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$168.45	\$0.00	
32365	01828066	Cylinder rental	\$142.85		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$142.85	\$0.00	
32366	01828173	Cylinder rental	\$43.85		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2130-000	Oxygen	\$43.85	\$0.00	
H153	Hodges, Matthew	WELLS FARGO OP	26062	12/16/2020	\$295.00
32367	20201125	Medical reimbursement	\$295.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2023-000	Employee Physicals & Wellness	\$295.00	\$0.00	
J128	JRB Pest and Sanitation	WELLS FARGO OP	26063	12/16/2020	\$210.00
32368	49404	Monthly billing	\$125.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$125.00	\$0.00	
32369	50396	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$85.00	\$0.00	
K127	Kingsley Bogard, LLP	WELLS FARGO OP	26064	12/16/2020	\$90.00
32370	26173	October services	\$90.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-000	Legal/Consulting Fees	\$90.00	\$0.00	
L107	LIFE ASSIST	WELLS FARGO OP	26065	12/16/2020	\$5,166.15
32371	1051483	Gloves	\$386.10		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$386.10	\$0.00	
32372	1051761	Various supplies	\$2,555.80		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$2,555.80	\$0.00	

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32373	1051825	Various supplies	\$54.55		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$54.55	\$0.00
32374	1053254	Collar, electrodes, immobili	\$273.06		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$273.06	\$0.00
32375	1053601	Collar, head immobilizer	\$307.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$307.27	\$0.00
32376	1054350	Various supplies	\$1,589.37		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$1,589.37	\$0.00
L110	LOVE, ED	WELLS FARGO OP	26066	12/16/2020	\$68.00
32377	32377	EMT recertification	\$68.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$68.00	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP	26067	12/16/2020	\$170.61
32378	513581394	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
32379	513625823	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
32380	513665850	Coveralls	\$47.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$47.00	\$0.00
32381	513671063	Weekly billing	\$41.08		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$41.08	\$0.00
32382	513717191	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	26068	12/16/2020	\$1,122.00
32383	79430	IT consulting	\$520.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$520.00	\$0.00
32384	79547	Software subscriptions	\$602.00		
	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 0-000-2122-001	Software Support		\$602.00	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP	26069	12/16/2020	\$644.16
32385	64185671	Monthly billing - Sta 17	\$519.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$519.48	\$0.00
32386	64185994	Monthly billing - Sta 15	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
32387	64187263	Monthly billing - Sta 16	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
32388	64200090	Monthly billing - Sta 20	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
32389	64200108	Monthly billing - Sta 19	\$31.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.17	\$0.00
R153	ROCKLIN HYDRAULICS	WELLS FARGO OP	26070	12/16/2020	\$75.27
32390	286591-001	Cab tilt line	\$75.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$75.27	\$0.00
S006	Sutter Medical Foundation	WELLS FARGO OP	26071	12/16/2020	\$334.00
32396	TX:1593	DOT exam	\$142.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$142.00	\$0.00
32397	TX:1612	Stress test	\$50.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$50.00	\$0.00
32398	TX:1614	DOT exam	\$142.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$142.00	\$0.00
S019	South Placer Municipal Utility	WELLS FARGO OP	26072	12/16/2020	\$280.80
32393	32393	Qtrly billing - Sta 18	\$172.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2035-000	Sewer		\$172.80	\$0.00
32394	32394	Qtrly billing - Sta 18	\$108.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2035-000	Sewer		\$108.00	\$0.00

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Voucher Number	Invoice Number	Original Voucher Amount			
S142	SCI Consulting Group	WELLS FARGO OP	26073	12/16/2020	\$2,508.77
32392	C9306	Loomis Assmt Admin FY 20-21	\$2,508.77		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,508.77	\$0.00
S282	Consolidated Communications In	WELLS FARGO OP	26074	12/16/2020	\$2,411.41
32408	32408	Monthly billing	\$152.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$152.69	\$0.00
32409	32409	Monthly billing	\$2,258.72		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$2,258.72	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP	26075	12/16/2020	\$75.06
32391	INV00499072	Driver monitoring	\$75.06		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$75.06	\$0.00
S298	Sprint	WELLS FARGO OP	26076	12/16/2020	\$119.44
32395	467197811-157	Monthly billing	\$119.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$119.44	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	26077	12/16/2020	\$95.44
32400	71606504	PTC 45 male els	\$95.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$95.44	\$0.00
T144	TIAA Commercial Finance, Inc	WELLS FARGO OP	26078	12/16/2020	\$2,235.09
32399	7740460	DocuWare	\$2,235.09		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,235.09	\$0.00
U102	UNDERWRITERS LABORATORIES	WELLS FARGO OP	26079	12/16/2020	\$3,251.50
32401	72020392859	Aerial inspect, ladder test	\$3,251.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$3,251.50	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	26080	12/16/2020	\$21,558.23
32402	32402	Monthly billing	\$21,558.23		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$1,180.00	\$0.00
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$529.98	\$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		\$251.49	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$19.42	\$0.00
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$437.34	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$1,414.75	\$0.00
	PURCH 0-000-2122-000	Computer Service & Maint.		\$179.88	\$0.00

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2122-001	Software Support	\$4.24	\$0.00	
	PURCH 0-000-2127-000	Medical Supplies	\$311.02	\$0.00	
	PURCH 0-000-2129-000	Office Supplies/Computer	\$68.87	\$0.00	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$184.29	\$0.00	
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$239.44	\$0.00	
	PURCH 0-000-2222-812	2001 Weststaes Pumper Engine OES 2	\$10.00	\$0.00	
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin	\$125.19	\$0.00	
	PURCH 0-000-2225-000	Station Maintenance	\$5,217.62	\$0.00	
	PURCH 0-000-2225-001	6900 Eureka Road	\$787.81	\$0.00	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$285.82	\$0.00	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$64.46	\$0.00	
	PURCH 0-000-2225-006	4650 East Roseville Parkway	\$179.07	\$0.00	
	PURCH 0-000-2225-016	5300 Olive Ranch Road	\$33.33	\$0.00	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$1,082.76	\$0.00	
	PURCH 0-000-4456-005	Exercise Equipment	\$119.29	\$0.00	
	PURCH 0-000-4465-001	Laptop	\$32.16	\$0.00	
	PURCH 0-000-4523-002	Front/Rear Side Level III Rag Coati	\$3,946.80	\$0.00	
	PURCH 0-000-4523-003	Grey Plate Carrier	\$4,341.48	\$0.00	
V114 32405	Verizon Wireless	WELLS FARGO OP 26081	12/16/2020	\$55.44	
	9868142813	Monthly billing	\$117.10		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2037-000	Telephone	\$55.44	\$0.00	
A172 32426	ADVANTAGE GEAR	WELLS FARGO OP 26082	1/5/2021	\$1,695.45	
	38104-1	Structure boots	\$565.15		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4511-008	Structure PPE/Gear	\$565.15	\$0.00	
32427	38103-1	Structure boots	\$565.15		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4511-008	Structure PPE/Gear	\$565.15	\$0.00	
32428	38040-1	Structure boots	\$565.15		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-4511-008	Structure PPE/Gear	\$565.15	\$0.00	
B155 32429	BAUER COMPRESSORS	WELLS FARGO OP 26083	1/5/2021	\$1,296.36	
	0000273590	Compressor repair	\$1,296.36		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$1,296.36	\$0.00	
C123 32430	Citrus Heights Saw & Mower	WELLS FARGO OP 26084	1/5/2021	\$406.65	
	541801	Pre-mix fuel	\$406.65		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-000	Fuel & Oil	\$406.65	\$0.00	
C146 32433	CURTIS L.N. & SONS	WELLS FARGO OP 26085	1/5/2021	\$185.09	
	INV432569	Extrication struts	\$185.09		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$185.09	\$0.00	
C277	Cordico Psychological Corp.	WELLS FARGO OP 26086	1/5/2021	\$800.00	

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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			
32431	4696	Psych testing	\$400.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$400.00	\$0.00	
32432	4694	Psych testing	\$400.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$400.00	\$0.00	
D101	DAWSON OIL	WELLS FARGO OP 26087	1/5/2021	\$491.34	
32434	447016	Monthly billing	\$491.34		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2124-000	Fuel & Oil	\$491.34	\$0.00	
D113	DUO SAFETY LADDER	WELLS FARGO OP 26088	1/5/2021	\$189.31	
32435	478416-000	Ladder rungs	\$189.31		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$189.31	\$0.00	
F200	Foothill Fire and WIRE	WELLS FARGO OP 26089	1/5/2021	\$1,330.50	
32436	47176	Qtrly billing, fire alarm mo	\$1,330.50		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$295.50	\$0.00	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$237.00	\$0.00	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$183.00	\$0.00	
	PURCH 0-000-2225-006	4650 East Roseville Parkway	\$255.00	\$0.00	
	PURCH 0-000-2225-016	5300 Olive Ranch Road	\$237.00	\$0.00	
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd	\$123.00	\$0.00	
I121	INLAND BUSINESS SYSTEMS	WELLS FARGO OP 26090	1/5/2021	\$1.88	
32437	IN1747472	Excess copies	\$1.88		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.	\$1.88	\$0.00	
I134	Interwest Consulting Group	WELLS FARGO OP 26091	1/5/2021	\$2,075.63	
32438	65091	November services	\$2,075.63		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2043-001	Prevention Consulting Fees	\$2,075.63	\$0.00	
J128	JRB Pest and Sanitation	WELLS FARGO OP 26092	1/5/2021	\$85.00	
32439	48512	Monthly billing	\$85.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-005	3505 Auburn Folsom Road	\$85.00	\$0.00	
L107	LIFE ASSIST	WELLS FARGO OP 26093	1/5/2021	\$1,605.12	
32440	1058462	Wipes, gloves, filter line s	\$554.35		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$554.35	\$0.00	
32441	1058315	Various supplies	\$1,050.77		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2127-000	Medical Supplies	\$1,050.77	\$0.00	

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
L108	Lionakis	WELLS FARGO OP	26094	1/5/2021	\$1,704.15
32442	75464	Sta 18 project, 10/16-11/152	\$1,704.15		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-031	St. 18 Schematic Design & Remodel		\$1,704.15	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	26095	1/5/2021	\$390.00
32443	79691	IT services	\$390.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$390.00	\$0.00
P111	PG & E	WELLS FARGO OP	26096	1/5/2021	\$6,562.67
32444	32444	Monthly billing	\$6,546.93		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$2,161.77	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,927.98	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$512.83	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$214.88	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$915.21	\$0.00
	PURCH 0-000-2027-028	Station 28		\$780.99	\$0.00
	PURCH 0-000-2027-029	Station 29		\$33.27	\$0.00
32445	32445	Monthly billing	\$15.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-028	Station 28		\$15.74	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	26097	1/5/2021	\$1,165.34
32446	12986703	Toner	\$427.82		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$427.82	\$0.00
32447	12903762	Hand sanitizer	\$116.65		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$116.65	\$0.00
32448	12903208	Paper, folders	\$595.14		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$595.14	\$0.00
32449	12902694	Hand sanitizer	\$25.73		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$25.73	\$0.00
S050	Sac Area Firefighters - Behavi	WELLS FARGO OP	26098	1/5/2021	\$1,038.24
32450	FY 2020-2021	Annau peer support, FY 20/2	\$1,038.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$1,038.24	\$0.00
S145	STERICYCLE INC	WELLS FARGO OP	26099	1/5/2021	\$262.50
32451	3005369570	Monthly billing	\$262.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$262.50	\$0.00

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Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
T117	TIFCO INDUSTRIES	WELLS FARGO OP	26100	1/5/2021	\$302.37
32452	71609956	Various hardware			\$302.37
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$302.37	\$0.00
W121	WITTMAN ENTERPRISES, LLC	WELLS FARGO OP	26101	1/5/2021	\$6,260.91
32453	2011046	November services			\$6,260.91
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$6,260.91	\$0.00

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF ERIC WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Penryn Fire District Request for Service Proposal:**

**Action Requested:** The Chief recommends discussion and authorization to form an ad hoc committee of the Board to meet with the Penryn Committee regarding the proposal.

**Background:** On July 29<sup>th</sup>, 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 5<sup>th</sup>, 2020 and authorized the Fire Chief to prepare a proposal for the SPFD Boards review and consideration. At the August 12<sup>th</sup>, 2020, the SPFD Board authorized the Chief to submit and present the initial draft proposal to the PFPD Board. On August 13<sup>th</sup>, 2020, the Chief presented the estimated proposal to PFPD Board of Directors. On August 24<sup>th</sup>, 2020 the District received communication from PFPD requesting to move forward toward negotiating a Service Agreement with SPFD. Effective January 2<sup>nd</sup>, 2021 Brian Shannon was hired as the Fire Chief of Penryn Fire District to assist them in their transition.

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

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

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



## *South Placer Fire District*

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



# 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,

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](http://www.southplacerfire.org)

### **Board of Directors**

Chris Gibson DC  
Gregary Grenfell  
Terri Ryland  
Tom Millward  
Sean Mullin  
Russ Kelley  
David Harris

### **Fire Chief**

Eric Walder

***We Provide Exceptional Service to our Community***

August 13, 2020

Penryn Fire Protection District  
PO Box 219  
Penryn, CA 95663


Re: Request for Proposal for Administrative Services

Board President Bergstrom and Chief Higgins,

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

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

Respectfully Submitted,

  
Eric G. Walder, EFO  
Fire Chief

# PROPOSAL FOR ADMINISTRATIVE SERVICES FOR PENRYN FIRE PROTECTION DISTRICT



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

a. Fire Administrative Services

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

b. Fire Prevention Services

Fire prevention services include the oversight of the following areas: code enforcement, fire investigations, oversight of current public education program, new development meetings, plan submittal and review (utilizing Interwest Consulting Group as a 3<sup>rd</sup> 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 Hotelling  
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 13<sup>th</sup>, 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 "Dennis S. Bergstrom", written over a horizontal line.

Dennis S. Bergstrom  
Chair PFPD

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**SOUTH PLACER FIRE PROTECTION DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ERIC G. WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**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 3<sup>rd</sup>, 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

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**Agenda Item: Hazardous Vegetation Enforcement MOU:**

**Action Requested:** Staff recommends discussion and 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. In December of 2020 the Board reviewed updated indemnification language and asked the Chief to get legal opinion on the changes. Legal has reviewed the updated language and is in favor of the proposed language.

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

**Attachments:** Memorandum of Understanding, Haz Vegetation Exhibits A, B, and C

**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

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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.

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**SOUTH PLACER FIRE PROTECTION DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ERIC G. WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**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 effective January 11<sup>th</sup>, 2021. Additionally, the District is in the process of onboarding three Paramedic Firefighters and one Engineer who was a previous Loomis Fire District Captain. Two other retirement separations also happened since the last Board meeting.

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:**

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

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ERIC WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Adoption of the South Placer Fire District Annual Report for the Fire Impact Fee Program:**

**Action Requested:** Staff recommends approval of the resolution adopting the fire impact fee program annual report for fiscal year 2019-2020.

**Background:** In accordance with Government Code Section 66006(b) (1) and (2), the District is required to prepare a yearly report on the Districts Fire Impact Fee and has determined that the report is true and correct. Interested parties that requested notice would have been notified of the report 15 days prior to this regularly scheduled meeting. There were no requests made to the District for notification as of the preparation of this meeting. The District did post this report on-line for general viewing, nonetheless, prior to 15 days before this meeting. \*\*\*Note there are no new revenues being collected under this Nexus Fee program since the approval and implementation of the Consolidated South Placer Fire District Nexus Fee Study and fee program\*\*\*

**Impact:** Expend fees to mitigate the impact of new development on District.

**Attachments:** Resolution and Annual Report of the South Placer Fire District's Impact Fee Program.

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

**RESOLUTION NO. -2020/21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH PLACER FIRE PROTECTION DISTRICT ADOPTING THE FIRE IMPACT FEE  
PROGRAM ANNUAL REPORT FOR FISCAL YEAR 2019-20**

**WHEREAS**, the County of Placer, on the behalf of the South Placer Fire Protection District ("District"), have previously adopted and imposed development impact fees on residential and nonresidential ("fire impact fees") to mitigate the impact of new development on the District; and

**WHEREAS**, the District has reviewed the information provided in the Annual Report for the District's Fire Impact Fee Program ("Report") for FY 2019-20 and has determined the information contained therein to be true and correct; and

**WHEREAS**, the Report was prepared in accordance with Government Code Sections 66006(b) (1) and 66001(d); and

**WHEREAS**, the District has mailed notice at least fifteen (15) days prior to this meeting to all interested parties who have requested notice of any meeting relative to the District's imposition of fire impact fees and; and

**WHEREAS**, the Board of Directors has reviewed and considered the Report at regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code Section 66006(b)(2).

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Board hereby receives and approves the Report.

**PASSED and ADOPTED** by the Board of Directors of the South Placer Fire Protection District at a regular meeting thereof held on January 13<sup>th</sup>, 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Gregary Grenfell, President, Board of Directors  
South Placer Fire Protection District

ATTEST:

\_\_\_\_\_  
Katherine Medeiros, Secretary, Board of Directors  
South Placer Fire Protection District

## ***SOUTH PLACER FIRE DISTRICT***

### ***2019/2020 FIRE IMPACT FEE ANNUAL REPORT***



#### ***PLANNING FOR THE FUTURE TODAY***

**SPFD 1970'S**



**SPFD TODAY**



# **-2019/2020 Fire Impact Fee Program Annual Report**

## **ANNUAL REPORT (FISCAL YEAR 2019-20)**

In accordance with Government Code Section 66006(b) (1) and (2), the South Placer Fire Protection District (the "District") provides the following information for fiscal year 2019-20 for the District's Fire Impact Fee Program.

## **BRIEF DESCRIPTION OF THE REPORTABLE FEE**

The District's fire impact fee ("Reportable Fee") will help maintain adequate levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. This Reportable Fee was implemented to fund the construction of new or expanded fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in the District.

## **REPORTABLE FEE AMOUNTS**

The current Reportable Fees in effect at the end of fiscal year 2019-20 were \$0.90 per square foot of new development. The Reportable Fee was approved by the District Board of Directors ("Board") on January 18, 2017 by Resolution No. 4-2016/2017. The Placer County Board of Supervisors approved the District to collect said fees by resolution 2017-036 on February 21<sup>st</sup>, 2017 at a regular meeting of the Board of Supervisors. During the fiscal year 2019-20 there were no fees collected due to the passage of the consolidated nexus study and associated fee structure that was approved.

## **REPORTABLE FEE ACCOUNT BALANCES**

The balance of the Reportable Fee account at the beginning of fiscal year 2019-20 was \$104,277.51. At the end of fiscal year 2019-20, the balance of the Reportable Fee fund was \$30,601.32.

#### REPORTABLE FEES COLLECTED AND INTEREST EARNED

There were no fees collected for this account during fiscal year 2019-20. There was \$1,681.39 earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2019-20 was \$1,681.39.

#### USE OF REPORTABLE FEES

For fiscal year 2019-20, Reportable Fees were expended on eight improvements. These improvements are detailed in Figure 1

FIGURE 1 – USE OF REPORTABLE FEES

Improvement Project	Total Expenditure	Reportable Fee Used	%Funded with Reportable Fee
Structure PPE	\$63,119	\$9,471	15%
Mobile Portable Radios-Additions	\$47,948	\$9,590	20%
Ford-Transit Van - Addition	\$38,136	\$29,167	76.4%
2020 Ford Expedition Comm	\$69,823	\$11,519	16.4%
Tempest PPV Fans	\$6,740	\$1,200	17.8%
Bauer Breathing Air Filling Station	\$10,195	\$1,395	13.6%
Station 20 Auxiliary Power Generator	\$12,695	\$12,695	100%
OES 266 Upgrade	\$13,226	\$324	0.024%

#### IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

The District did not identify any incomplete improvement from this fund account for fiscal year 2019-20.

#### INTERFUND TRANSFERS AND LOANS

There were no interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2019/20.

#### REFUNDS

The District reports that there were no refunds for fiscal year 2019-20.

## Mitigation Expense Running Account

	Fees Collected w/Interest	Capital Expenditure	Description
1988/1989	\$10,750	\$0	
1989/1990	\$59,000	\$0	
1990/1991	\$1,950	\$0	
1991/1992	\$1,950	\$192,305	Land, Light Vehicle, Fire Apparatus
1992/1993	\$1,050	\$24,851	Light Vehicle
1993/1994	\$34,281	\$0	
1994/1995	\$129,336	\$98,379	Treelake Reimbursement, Light Vehicle
1995/1996	\$101,905	\$2,700	Treelake Reimbursement
1996/1997	\$107,364	\$214,329	Treelake Reimbursement, Fire Truck
1997/1998	\$166,790	\$28,711	Light Vehicle
1998/1999	\$305,461	\$11,000	Treelake Reimbursement
1999/2000	\$328,217	\$38,836	Treelake Reimbursement, Cavitt Stallman Station, Refunds
2000/2001	\$416,525	\$30,972	Cavitt Stallman Station
2001/2002	\$469,610	\$490,256	Cavitt Stallman Station, Portable Buildings
2002/2003	\$411,470	\$1,095,562	Cavitt Stallman Station, Portable Building Relocation
2003/2004	\$313,646	\$172,640	Portable Building Relocation
2004/2005	\$282,460	\$2,460	Refunds
2005/2006	\$282,461	\$95,468	Olive Ranch Station, Refunds
2006/2007	\$222,459	\$755,389	Olive Ranch Station, Refunds
2007/2008	\$144,318	\$503,494	Olive Ranch Station, Refunds
2008/2009	\$96,668	\$4,583	Refunds and Olive Ranch Station
2009/2010	\$63,552	\$5,861	Refunds
2010/2011	\$86,495	\$54,378	Signal Pre-emption install/County Wide Radio System
2011/2012	\$91,403	\$0	
2012/2013	\$129,147	\$16,083	Capital Facility Plan Rewrite/ Refund
2013/2014	\$300,395	\$342,789	Truck 17, Hydraulic tools, Medic Power Cots & Loaders
2014/2015	\$347,164	\$288,622	Truck 17, Radio Rpt., PPE, Sta. 15 Remodel Plans Hrt monitors
2015/2016	\$327,569	\$65,182	OES 266 Upgrade, TIC, Duty Vehicles, Communications, PPE
2016/2017	\$394,515	\$236,057	New Ambulance, New Duty Vehicle, TIC, Radios, CGI
2017/2018	\$326,936	\$254,937	Station 15 Design Update, Structure Gear 20% Lifepak Monitors 20%, 012 Duty Vehicle, Jaws, Medic 20%, Cap Plan Re-Write
2018/2019	\$209,734	\$1,034,459	Station 15 Remodel, Structure PPE, T17 Angle Cutters, T17 Replacement Blades, SCBA Grant Match
2019/2020	\$1,802	\$75,478	PPE Radios, Training Van, Expedition, PPV Fans, Bauer Breathing Air Upgrade, Generator Station 20, OES 266 Upgrade
<b>Totals</b>	<b>\$6,166,383</b>	<b>\$6,135,782</b>	
<b>Plan Balance</b>	<b>\$30,601</b>	<b>2019/20 Audit Number</b>	



6. PLANS HISTORY, FEES COLLECTED AND EXPENDITURES

# Appendix A

## Capital Facility Plans – 2020/21

- Apparatus Replacement Plan
- Long Term Facilities Maintenance Plan
- Major Equipment Replacement Plan
- The attached and updated Capital facility plans show the need moving forward over the next 5+ years for continued funding to maintain the existing level of service considering the effects of new development. The plans consider future anticipated contributions from the general budget at the Board adopted funding principles as well as mitigation fees from the impact of new development on existing and future services rendered. The continued collection of development fees/fire impact fees ensures new development funds their fair share of the services provided. These Capital Facility Plans are the plans created as a Consolidated District with the former Loomis Fire District. The District has completed the Consolidated Fire Fee Nexus Study and the Districts Board, Town of Loomis and Placer County has approved the study with associated new fee structure. As a result, this fund is being expended on approved expenditures within the former South Placer Fire District Boundaries. There are no new fees being charged for this account since the approval of the consolidated impact fee.

## SPFD 2020/21 Apparatus Replacement Plan Update

2020/2021 Apparatus Replacement Plan						2	3	4	6	7	8	9
Budget Year						2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Est. Rep. Year	Condition	Year	Est. Life	Unit	Description							
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		\$68,481					
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	Polars	Ranger 4 x 4 OHV					\$18,479		
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	
2026	Good	2006	20	Brush 19	Freightliner Hi tech							\$581,481
2027	Excellent	2012	15	Brush 18	Pierce							
2028	Excellent	2013	15	Medic 17B	Road Rescue							
2028	Excellent	2018	10	Medic 20	Medx							
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	2019	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	Medx							\$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
Apparatus Reserve Audited # 2019/20						\$404,873						
Plan Balance						\$502,258	(\$30,103)	\$325,718	\$280,495	\$629,241	\$296,937	\$257,176

Ⓢ Indicates Command Vehicle

Fire Chief E. Walder

12/21/2020

### SPFD Long Term Facilities Maintenance Plan 2020-2021 Update

2020/2021 Revision									
Long Term Facilities Maintenance Plan	2	3	4	5	6	7	8	9	10
Budget Year	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					\$2,000,000				
6900 Eureka Road Fire Station Seventeen (1976)						\$1,500,000			
4650 East Roseville Parkway Fire Station Fifteen									
3505 Auburn Folsom Fire Station Twenty (1985)							\$1,500,000		
Maintenance Shop (1990)									\$350,000
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	\$350,000
Budget/Estimated Increase		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
General Revenue(Incl.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%
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	\$0	\$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								
Loomis Mitigation Reserve	\$101,000								
Plan Balance	\$166,850	\$622,446	\$1,096,011	\$1,577,782	\$68,007	(\$933,062)	(\$2,075,163)	(\$1,708,026)	(\$1,681,376)
*2019 Audited #'s									

# 2020-21 Major Equipment Plan Update

2020/21			Major Equipment Replacement Plan	2	3	4	5	6	7	8
			Budget Year	2020/21	2021/22	2022/23	2024/25	2026/27	2027/28	2029/30
Assig.	Year	Est. Life	Description							
All	2020	15	Breathing Apparatus System (4 year pay)							
Sta - 17/+18	Various	15	Rescue Tools (Truck)					\$120,000		
St-19	2006	30	SCBA Air Compressor (St 19)							
All	2014	10	Heart Monitors 12-Lead		\$178,000					
St-19	2005	25	Auxiliary Power Generator (St 19)							
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)							\$70,000
Medics	Various	10	Ambulance gurneys/Easy loaders/Stryker C.						\$155,000	
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 (/)							\$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)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
			Projected Annual Plan Contribution (general Revenue)	\$64,465	\$66,399	\$68,391	\$70,443	\$72,556	\$74,733	\$76,975
			Projected Annual Plan Contribution (Fire development Fee)	\$60,000	\$60,000	\$60,000	\$60,000	\$70,000	\$70,000	\$70,000
			*Major Equipment Reserve	\$89,546						
			*Loomis Major Equipment Reserve	\$34,029						
			Plan Balance	\$83,040	\$1,439	\$54,830	\$63,298	\$48,354	\$38,087	\$5,062

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ERIC WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Adoption of the former Loomis Fire Protection Districts Annual Report for the Fire Impact Fee Program:**

**Action Requested:** Staff recommends approval of the resolution adopting the Loomis Fire District fire impact fee program annual report for fiscal year 2019-2020.

**Background:** In accordance with Government Code Section 66006(b) (1) and (2), the District is required to prepare a yearly report and has determined that the report is true and correct. Interested parties that requested notice would have been notified of the report 15 days prior to this regularly scheduled meeting. There were no requests made to the District for notification as of the preparation of this meeting. The District did post this report on-line for general viewing, nonetheless. \*\*\*Note there are no new revenues being collected under this Nexus Fee program since the approval and implementation of the Consolidated South Placer Fire District Nexus Fee Study and fee program\*\*\*

**Impact:** Expenditure of funds due to impact of new development on District.

**Attachments:** Resolution and the Annual Report on the Former Loomis Fire District Fire Impact Fee Program.

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

**RESOLUTION NO. -2020/21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH PLACER FIRE PROTECTION DISTRICT ADOPTING THE FORMER LOOMIS  
FIRE PROTECTION DISTRICTS FIRE IMPACT FEE PROGRAM ANNUAL REPORT  
FOR FISCAL YEAR 2019-20**

**WHEREAS**, the Town of Loomis and the County of Placer, on the behalf of the Loomis Fire Protection District ("District"), have previously adopted and imposed development impact fees on residential and nonresidential ("fire impact fees") to mitigate the impact of new development on the District; and

**WHEREAS**, the District has reviewed the information provided in the Annual Report for the District's Fire Impact Fee Program ("Report") for FY 2019-20 and has determined the information contained therein to be true and correct; and

**WHEREAS**, the Report was prepared in accordance with Government Code Sections 66006(b) (1) and 66001(d); and

**WHEREAS**, the District has mailed notice at least fifteen (15) days prior to this meeting to all interested parties who have requested notice of any meeting relative to the District's imposition of fire impact fees and; and

**WHEREAS**, the Board of Directors has reviewed and considered the Report at regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code Section 66006(b)(2).

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Board hereby receives and approves the Report.

**PASSED and ADOPTED** by the Board of Directors of the South Placer Fire Protection District at a regular meeting thereof held on January 13<sup>th</sup>, 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Gregary Grenfell, President, Board of Directors  
South Placer Fire Protection District

ATTEST:

\_\_\_\_\_  
Katherine Medeiros, Secretary, Board of Directors  
South Placer Fire Protection District

# ***SOUTH PLACER FIRE DISTRICT***

## ***REPORTING THE FORMER LOOMIS FIRE DISTRICT'S 2019/2020 FIRE FEE ANNUAL REPORT***



### ***PLANNING FOR THE FUTURE TODAY***



# **-2019/20 Fire Impact Fee Program Annual Report**

## **ANNUAL REPORT (FISCAL YEAR 2019-20)**

In accordance with Government Code Section 66006(b)(1) and (2), the South Placer Fire District for the former Loomis Fire Protection District (the "District") provides the following information for fiscal year 2019-20 for the District's Fire Impact Fee Program.

## **BRIEF DESCRIPTION OF THE REPORTABLE FEE**

The District's fire impact fee ("Reportable Fee") will help maintain adequate levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund the construction of new or expanded fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in the District. This fee is no longer being collected as a result of the Consolidation with South Placer Fire District. The Consolidated Nexus Study and associated fee structure is now in place throughout the Consolidated District.

## **REPORTABLE FEE AMOUNTS**

The current Reportable Fees in effect at the end of fiscal year 2019-20 were \$0.58 per square foot of new residential development and \$1.09 per square foot of new commercial development. The Reportable Fee was approved by the District Board of Directors ("Board") on January 14, 2015 by Resolution No. 01-2015. This fee is no longer being collected within the District. The South Placer Consolidated Nexus study and associated fee structure is now in place throughout the consolidated District.

## **REPORTABLE FEE ACCOUNT BALANCES**

The balance of the Reportable Fee account at the beginning of fiscal year 2019-20 was \$214,107.59. At the end of fiscal year 2019-20, the balance of the Reportable Fee fund was \$95,223.08.

#### REPORTABLE FEES COLLECTED, AND INTEREST EARNED

The amount of the fees collected during fiscal year 2019-20 was \$0. In addition, \$3,059.47 was earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2019-20 was \$3,059.47.

#### USE OF REPORTABLE FEES

For fiscal year 2018-19, Reportable Fees were expended on seven improvements. This improvement is detailed in Figure 1.

FIGURE 1 – USE OF REPORTABLE FEES

Improvement Project	Total Expenditure	Reportable Fee Used	%Funded with Reportable Fee
Station 18 Truckroom	\$1,665,828	\$104,567	0.062%
Ford-Transit Van - Addition	\$38,136	\$5833	15.2%
2020 Ford Expedition Command	\$69,823	\$2,304	3.2%
5051 Cutters E18	\$8,064	\$1,381	17.1%
Turnouts PPE	\$63,119	\$1,933	3%
Snap On Diag Equipment	\$5,768	\$103	1.7%
Tempest Protected PPV	\$6,740	\$149	2.2%

#### IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

Station 18 remodel and expansion. The District expended reportable funds in 2016/17, 2018/19 and 2019/20. The District anticipates that the Station 18 expansion truck room project will be completed by the end of fiscal year 2021/22.

## INTERFUND TRANSFERS AND LOANS

There were no interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2019-20.

## REFUNDS

The District reports that there were no refunds for fiscal year 2019-20.

## CAPITAL FACILITIES PLAN UPDATE

The District has completed the revised capital facility plan and fire fee/mitigation fee study. The funds identified in this plan will remain separate from the South Placer Fire District Fire Fee funds and the New Consolidated Mitigation Account and will be expended only on projects outlined in the 2011 LMF Nexus Study and its updates.

The following priorities have been established:

1. Continue to fund new development's portion of the Apparatus Replacement Plan, Major Equipment Replacement Plan, and the Long-Term Facilities Maintenance Plans.
2. Expand Station 18's truck room and remodel.

# Appendix A

## Capital Facility Plans – 2020/21

- Apparatus Replacement Plan
- Long Term Facilities Maintenance Plan
- Major Equipment Replacement Plan
- The attached and updated Capital facility plans show the need moving forward over the next 5+ years for continued funding to maintain the existing level of service considering the effects of new development. The plans consider future anticipated contributions from the general budget at the Board adopted funding principles as well as mitigation fees from the impact of new development on existing and future services rendered. The continued collection of development fees/fire impact fees ensures new development funds their fair share of the services provided. These Capital Facility Plans are the plans created as a Consolidated District with the former Loomis Fire District. The District has completed the Consolidated Fire Fee Nexus Study and the Districts Board, Town of Loomis and Placer County has approved the study with associated new fee structure. As a result, this fund is being expended on approved expenditures within the former Loomis Fire District Boundaries. There are no new fees being charged for this account since the approval of the consolidated impact fee.

**SPFD**  
**2019/2020 Apparatus Replacement Plan Update**

2019/2020 Apparatus Replacement Plan						1	2	3	4	6	7	8	9
Budget Year						2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Est. Rep. Year	Condition	Year	Est. Life	Unit	Description								
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 (Van)						
2013	Fair	2003	10	Pool Vehicle	Ford Expedition ©								
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 ©				\$75,000				
2019	Fair	2009	10	Pool Vehicle	Ford Expedition ©								
2021	Excellent	2006	15	Shop	Ford IMT								\$76,203
2021	Good	2001	20	Rescue 17	KME (Reserve)								
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	Good	1999	25	Engine 20	Westates								
2025	Excellent	2015	10	Battalion Chief	Ford Expedition ©							\$81,283	
2026	Good	2006	20	Brush 19	Freightliner Hitech								\$581,481
2027	Excellent	2012	15	Brush 18	Pierce								
2028	Excellent	2013	15	Medic 17B	Road Rescue							\$315,696	
2028	Excellent	2018	10	Medic 20	Medix								
2021	Good	2004	25	Engine 19	HiTech			\$878,476					
2021	Good	2004	25	Engine 15	HiTech		\$878,476						
2030	Fair	2005	25	Reserve Engine	HiTech								
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	\$70,000							
2030	Excellent	2020	10	Pool (Training)	Ford Van	\$39,000							
2028	Excellent	2018	10	Medic 17	Medix								\$321,457
Total Annual Project Costs						\$109,000	\$947,957	\$878,476	\$569,738	\$0	\$16,479	\$996,931	\$397,660
Estimated Budget Increase						3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
General Revenue Projections (No OES)						\$12,600,000	\$12,978,000	\$13,367,340	\$13,768,360	\$14,181,411	\$14,606,853	\$15,045,059	\$15,496,411
Budget Principles						3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Projected Annual Plan Contribution (General Revenue)						\$378,000	\$389,340	\$401,020	\$413,051	\$425,442	\$438,206	\$451,352	\$464,892
Projected Annual Plan Contribution (Development Fees)						\$110,000	\$110,000	\$110,000	\$100,000	\$50,000	\$75,000	\$50,000	\$50,000
Apparatus Reserve Audited # 2018/19						\$404,873							
Plan Balance						\$892,873	\$444,256	\$76,800	\$20,113	\$495,555	\$992,282	\$496,703	\$613,935
© Indicates Command Vehicle													

Fire Chief E. Walker

12/13/2019

### SPFD Long Term Facilities Maintenance Plan 2020-2021 Update

2020/2021 Revision	2	3	4	5	6	7	8	9	10
Long Term Facilities Maintenance Plan	2020/21	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Budget Year									
Facility Description									
Administrative Office and Meeting Room					\$2,000,000				
6900 Eureka Road Fire Station Seventeen (1976)						\$1,500,000			
4650 East Roseville Parkway Fire Station Fifteen							\$1,500,000		
3505 Auburn Folsom Fire Station Twenty (1985)									\$350,000
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	\$350,000
Budget/Estimated Increase		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
General Revenue(Incl. 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%
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	\$0	\$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								
Loomis Mitigation Reserve	\$101,000								
Plan Balance	\$156,850	\$622,446	\$1,096,011	\$1,577,782	\$68,007	(\$933,062)	(\$2,075,163)	(\$1,708,026)	(\$1,681,376)
*2019 Audited #'s									

# 2020-21 Major Equipment Plan Update

2020/21			Major Equipment Replacement Plan	2	3	4	5	6	7	8
			Budget Year	2020/21	2021/22	2022/23	2024/25	2026/27	2027/28	2029/30
Assig.	Year	Est. Life	Description							
All	2020	15	Breathing Apparatus System (4 year pay)							
Sta - 17/+18	Various	15	Rescue Tools (Truck)					\$120,000		
St-19	2006	30	SCBA Air Compressor (St 19)							
All	2014	10	Heart Monitors 12-Lead		\$178,000					
St-19	2005	25	Auxiliary Power Generator (St 19)							
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)							\$70,000
Medics	Various	10	Ambulance gurneys/Easy loaders/Stryker C.						\$155,000	
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 (1)							\$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)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
			Projected Annual Plan Contribution (General Revenue)	\$64,465	\$66,399	\$68,391	\$70,443	\$72,556	\$74,733	\$76,975
			Projected Annual Plan Contribution (Fire development Fee)	\$60,000	\$60,000	\$50,000	\$60,000	\$70,000	\$70,000	\$70,000
			Major Equipment Reserve	\$89,546						
			Loomis Major Equipment Reserve	\$34,029						
			Plan Balance	\$83,040	\$1,439	\$54,830	\$63,298	\$48,354	\$38,087	\$5,082

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ERIC WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Adoption of the Consolidated South Placer Fire District Report for the Fire Impact Fee Program:**

**Action Requested:** Staff recommends approval of the resolution adopting the fire impact fee program annual report for fiscal year 2019-2020.

**Background:** In accordance with Government Code Section 66006(b) (1) and (2), the District is required to prepare an annual report regarding its Fire Impact Fee Program and has determined that the report is true and correct. Interested parties that requested notice would have been notified of the report 15 days prior to this regularly scheduled meeting. There were no requests made to the District for notification as of the preparation of this meeting. The District did post this report on-line for general viewing, nonetheless.

**Impact:** Receive and expend fees to mitigate the impact of new development on District.

**Attachments:** Resolution and Annual Report of the Consolidated South Placer Fire District Fire Impact Fee Program.

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

**RESOLUTION NO. -2020/21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH PLACER FIRE PROTECTION DISTRICT ADOPTING THE CONSOLIDATED  
SOUTH PLACER FIRE DISTRICT FIRE IMPACT FEE PROGRAM ANNUAL REPORT  
FOR FISCAL YEAR 2019-20**

**WHEREAS**, the Town of Loomis and the County of Placer, on the behalf of the (CONSOLIDATED) South Placer Fire Protection District ("District"), have previously adopted and imposed development impact fees on residential and nonresidential ("fire impact fees") to mitigate the impact of new development on the District; and

**WHEREAS**, the District has reviewed the information provided in the Annual Report for the District's Fire Impact Fee Program ("Report") for FY 2019-20 and has determined the information contained therein to be true and correct; and

**WHEREAS**, the Report was prepared in accordance with Government Code Sections 66006(b) (1) and 66001(d); and

**WHEREAS**, the District has mailed notice at least fifteen (15) days prior to this meeting to all interested parties who have requested notice of any meeting relative to the District's imposition of fire impact fees and; and

**WHEREAS**, the Board of Directors has reviewed and considered the Report at regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code Section 66006(b)(2).

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Board hereby receives and approves the Report.

**PASSED and ADOPTED** by the Board of Directors of the South Placer Fire Protection District at a regular meeting thereof held on January 13<sup>th</sup>, 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Gregary Grenfell, President, Board of Directors  
South Placer Fire Protection District

ATTEST:

\_\_\_\_\_  
Katherine Medeiros, Secretary, Board of Directors  
South Placer Fire Protection District

# ***SOUTH PLACER FIRE DISTRICT***

## ***REPORTING THE CONSOLIDATED 2019/20 FIRE FEE ANNUAL REPORT***



### ***PLANNING FOR THE FUTURE TODAY***



# -2019/2020 Fire Impact Fee Program Annual Report

## ANNUAL REPORT (FISCAL YEAR 2019-20)

In accordance with Government Code Section 66006(b)(1) and (2), the South Placer Fire District for the former Loomis Fire Protection District (the "District") provides the following information for fiscal year 2019-20 for the District's Fire Impact Fee Program.

## BRIEF DESCRIPTION OF THE REPORTABLE FEE

The District's fire impact fee ("Reportable Fee") helped maintain adequate levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund the construction of new or expanded fire facilities, apparatus, and equipment necessary to accommodate residential and nonresidential development in the District.

## REPORTABLE FEE AMOUNTS

The current Reportable Fees in effect at the end of fiscal year 2019-20 are as shown in the chart below.

FIGURE 1 – MAXIMUM FIRE IMPACT FEE SCHEDULE

Land Use Category	Maximum Fee
	Per Living Sq. Ft.
Residential Development	
Single-Family Housing	\$0.81
Multi-Family Housing	\$1.41
Mobile Home	\$0.97
Assisted Living Facility	\$0.89
	Per Building Sq. Ft.
Nonresidential Development	
Retail / Commercial	\$1.32
Office	\$1.70
Industrial	\$1.05
Agriculture	\$0.53
Warehouse / Distribution	\$0.87

Notes:

<sup>1</sup> The fire impact fee is rounded to the nearest whole cent.

The Reportable Fee was approved by the District Board of Directors ("Board") on June 13<sup>th</sup>, 2018 by Resolution No. 11-2017/18. The Placer County Board of Supervisors approved the Reportable Fee on January 8<sup>th</sup>, 2019 by Resolution 2019-013. The Town of Loomis approved the Reportable Fee on November 28<sup>th</sup>, 2018 by Resolution NO. 18-35.

#### REPORTABLE FEE ACCOUNT BALANCES

The balance of the Reportable Fee account at the beginning of fiscal year 2019-20 was \$59,762.07. At the end of fiscal year 2019-20, the balance of the Reportable Fee fund was \$434,142.11.

#### REPORTABLE FEES COLLECTED, AND INTEREST EARNED

The amount of the fees collected during fiscal year 2019-20 was \$369,460.83. In addition, \$5,178.29 was earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2019-20 was \$374,639.12.

#### USE OF REPORTABLE FEES

For fiscal year 2019-20, reportable fees from this account were not expended.

#### IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

None

#### INTERFUND TRANSFERS AND LOANS

There were no interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2019-20.

#### REFUNDS

The District reports that there were no refunds for fiscal year 2019-20.

# Appendix A

## Capital Facility Plans - 2019/2020

- Apparatus Replacement Plan
- Long Term Facilities Maintenance Plan
- Major Equipment Replacement Plan
- The attached and updated Capital facility plans show the need moving forward over the next 5+ years for continued funding to maintain the existing level of service considering the effects of new development. The plans consider future anticipated contributions from the general budget at the Board adopted funding principles as well as mitigation fees from the impact of new development on existing and future services rendered. The continued collection of developer fees/fire impact fees ensures new development funds their fair share of the services provided. These Capital Facility Plans are the plans created as a Consolidated District with the former Loomis Fire District. The District completed the Consolidated Fire Fee Nexus Study and the plan has been adopted by the South Placer Board of Directors, the Town of Loomis and The Placer County Board of Supervisors. The funds covered under this report will be spent on improvements within the entire consolidated South Placer Fire District.

## SPFD 2020/21 Apparatus Replacement Plan Update

2020/2021 Apparatus Replacement Plan						2	3	4	6	7	8	9
Budget Year						2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Est. Rep. Year	Condition	Year	Est. Life	Unit	Description							
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 6		\$69,481					
2019	Good	2009	10	Battalion Chief	Ford Expedition 6	\$35,000						
2019	Fair	2009	10	Pool Vehicle	Ford Expedition 6							
2021	Excellent	2006	15	Shop	Ford IMT							\$76,203
2021	Excellent	2006	15	Polars	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 6						\$81,283	
2026	Good	2006	20	Brush 19	Freightliner Hi tech							\$581,481
2027	Excellent	2012	15	Brush 18	Pierce							
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 Projed Costs						\$813,476	\$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	\$273,584	\$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
Apparatus Reserve Audited # 2019/20						\$404,873						
Plan Balance						\$502,258	(\$30,103)	\$325,718	\$280,485	\$629,241	\$296,937	\$257,176
© Indicates Command Vehicle												

Fire Chief E. Walder

12/21/2020

## SPFD Long Term Facilities Maintenance Plan 2020-2021 Update

2020/2021 Revision									
Long Term Facilities Maintenance Plan	2	3	4	5	6	7	8	9	10
Budget Year	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					\$2,000,000				
6900 Eureka Road Fire Station Seventeen (1976)						\$1,500,000			
4650 East Roseville Parkway Fire Station Fifteen							\$1,500,000		
3505 Auburn Folsom Fire Station Twenty (1985)									\$350,000
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	\$350,000
Budget/Estimated Increase		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
General Revenue(Incl.OES) Projections (no OES)	\$12,893,038	\$13,279,829	\$13,676,224	\$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%
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	\$0	\$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								
Loomis Mitigation Reserve	\$101,000								
Plan Balance	\$156,850	\$622,446	\$1,096,011	\$1,577,782	\$68,007	(\$933,062)	(\$2,075,163)	(\$1,708,026)	(\$1,681,376)
*2019 Audited #'s									

# 2020-21 Major Equipment Plan Update

2020/21			Major Equipment Replacement Plan	2	3	4	5	6	7	8
			Budget Year	2020/21	2021/22	2022/23	2024/25	2026/27	2027/28	2029/30
Assig.	Year	Est. Life	Description							
All	2020	15	Breathing Apparatus System (4 year pay)							
Sta - 17+18	Various	15	Rescue Tools (Truck)					\$120,000		
St-19	2006	30	SCBA Air Compressor (St 19)							
All	2014	10	Heart Monitors 12-Lead		\$178,000					
St-19	2005	25	Auxiliary Power Generator (St 19)							
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)							\$70,000
Medics	Various	10	Ambulance gurneys/Easy loaders/Stryker C						\$155,000	
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 (1)							\$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)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
			Projected Annual Plan Contribution (general Revenue)	\$64,465	\$66,399	\$68,391	\$70,443	\$72,556	\$74,733	\$76,975
			Projected Annual Plan Contribution (Fire development Fee)	\$60,000	\$60,000	\$60,000	\$60,000	\$70,000	\$70,000	\$70,000
			*Major Equipment Reserve	\$89,546						
			*Loomis Major Equipment Reserve	\$34,029						
			Plan Balance	\$83,040	\$1,439	\$54,830	\$63,298	\$48,354	\$38,087	\$5,062

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF ERIC G. WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item:** **Budget Revision for Replacement of Duty Vehicle 012:**

**Action Requested:** Staff recommends a revision of the 2020-21 Budget to move forward with the replacement at agreed upon value of Duty Vehicle 012.

**Background:** Duty Vehicle 012 was a complete loss and reported to the Board in October of 2020. Our insurance covered the vehicle at agreed upon value which was \$38,000. Insurance has paid \$6,534 actual cash value of the vehicle to the District to date. To receive the balance of the agreed upon value the District must show a bill of sale covering the agreed upon value of the loss. The remainder of the build up of the Duty Vehicle is estimated to cost \$35,000. This will illuminate the need to replace the current back – up Battalion Chief Vehicle as stated in the Apparatus Replacement Plan in 2022-23.

**Impact:** Replacement of the Duty Vehicle.

**Attachments:** Revised 2020/21 Budget

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

<b>Estimated Revenues 2019-20</b>		
General Revenue	\$12,893,038	
Mitigation Revenue	\$428,000	
CFAA Revenue	\$355,000	
<b>Total</b>	<b>\$13,676,038</b>	
<b>Estimated Expenditures 2019-20</b>		
Operational Expenditures (salaries, operations, fixed assets)	\$12,317,707	
Capital Expenditures Reserve Account	\$1,903,966	
Capital Expenditures- Capital Facilities General Budget	\$218,650	
Mitigation Expenditures	\$566,705	
CFAA Expenditures	\$355,000	
<b>Total</b>	<b>\$15,362,028</b>	



Account Number		2019/20 Budget Amount	2019/20 YTD	2020/21 Budget	Percent Change
<b>General Revenues</b>					
6000-000-001	Secured Property Tax General	\$7,678,797	\$7,660,297	\$7,993,884	4.10%
0-000-6000-002	Unitary & Op Non-Unitary	\$162,363	\$156,133	\$157,171	-3.20%
0-000-6000-003	Current Unsecured Property Tax	\$169,968	\$164,272	\$180,587	6.25%
0-000-6000-004	Delinquent Secured Property Taxes	-\$24	-\$154	-\$25	3.50%
0-000-6000-005	Delinquent Unsecured Property Tax	\$2,174	\$1,212	\$2,250	3.50%
0-000-6000-006	Current Supplemental Property Tax	\$175,635	\$198,484	\$110,000	-37.37%
0-000-6000-008	Delinquent Supplemental Property Tax	\$207	\$190	\$214	3.50%
0-000-6001-000	SPFD Special Tax	\$1,169,443	\$1,170,742	\$1,177,600	0.70%
0-000-6002-000	Loomis Fire Protection & Response Assessment	\$987,366	\$993,349	\$1,024,380	3.75%
0-000-6106-000	Railroad Unitary Tax	\$4,657	\$4,265	\$4,842	3.97%
0-000-6950-000	Interest-County	\$65,000	\$51,396	\$67,275	3.50%
0-000-6957-000	Sect. 5151 Interest Refunded	-\$322	-\$209	-\$333	3.42%
0-000-7000-000	HOPTERS Intergovernmental Revenue	\$53,877	\$55,601	\$55,763	3.50%
0-000-8192-000	Ambulance Services	\$1,500,000	\$1,338,348	\$1,700,000	13.33%
0-000-8193-001	Uniform Reimbursement	\$2,000	\$944	\$2,070	3.50%
0-000-8193-009	Other Staffing Reimbursements	\$1,000	\$0	\$1,035	3.50%
0-000-8193-010	Other Miscellaneous	\$80,000	\$52,676	\$82,800	3.50%
0-000-8193-011	Fees For Service & Cost Recovery Charges	\$130,000	\$126,167	\$134,550	3.50%
0-000-8193-014	4850 Reimbursements	\$25,000	\$77,809	\$25,975	3.90%
0-000-8193-015	Cellular Tower Lease	\$85,000	\$98,981	\$95,000	11.76%
0-000-8193-016	MVA Fees	\$3,500	\$0	\$0	
0-000-8193-018	Local/State/Federal Grants	\$28,000	\$0	\$28,000	0.00%
0-000-8300-000	Federal Grant Revenue (SAFER)	\$352,000	\$281,262	\$50,000	
0-000-8372-000	Automotive Fund Mat & Services	\$3,000	\$0	\$0	
	<b>Total General Revenue</b>	<b>\$12,678,641</b>	<b>\$12,431,765</b>	<b>\$12,893,038</b>	<b>1.66%</b>
0-000-8264-001	SPFD Mitigation Interest	\$6,000	\$1,681	\$1,000	-83.33%
0-000-8264-006	Loomis Mitigation Interest	\$4,000	\$3,059	\$1,000	-75.00%
0-000-8267-000	Consolidated Mitigation Fee Revenue	\$400,000	\$369,461	\$420,000	5.00%
0-000-8264-007	Consolidated Mitigation Interest	\$5,000	\$5,178	\$6,000	20.00%
	<b>Total Mitigation Revenue</b>	<b>\$415,000</b>	<b>\$379,379</b>	<b>\$428,000</b>	<b>3.13%</b>
0-000-8300-000	<b>CFAA Revenues (Strike Teams)</b>				
	<b>Total CFAA Revenue</b>	<b>\$355,000</b>	<b>\$141,757</b>	<b>\$355,000</b>	
	<b>Total Budget With Mitigation Fees &amp; CFAA Revenues</b>	<b>\$13,448,641</b>	<b>\$12,952,901</b>	<b>\$13,676,038</b>	<b>1.66%</b>

OPERATIONAL EXPENDITURES		2019/20 Budget	2019/20 YTD	2020/21 Budget	Percent Change
Account Number		Amount			
<b>Personnel Salaries and Benefits</b>					
1018:43:00	Salaries & Wages	\$5,540,177	\$5,174,569	\$5,555,017	0.27%
1004	Sellback/Admin. & FF's	\$190,000	\$238,562	\$200,000	5.26%
1005	Intern FF/Board/App FF/PT	\$50,000	\$74,530	\$15,000	-70.00%
1006	Callback/Overtime-Firefighter	\$930,000	\$1,886,006	\$1,050,000	12.90%
1007	Comp For Absence/Illness	\$25,000	\$112,713	\$20,000	-20.00%
1008	Out of Grade Pay	\$2,500	\$6,411	\$2,000	-20.00%
1015	Other Payroll	\$9,000	\$4,420	\$9,000	0.00%
1016	Volunteer Length of Service Award	\$500	\$1,000	\$1,000	100.00%
1300	PERS Retirement	\$820,000	\$849,302	\$869,318	6.01%
1302	PERS Lump Sum Payment	\$510,913	\$510,913	\$649,000	27.03%
1305	Employer 457 Def. Comp. Match	\$25,000	\$24,719	\$25,000	0.00%
1301	Employment Taxes (FICA/Medicare/SUI)	\$105,000	\$109,801	\$105,000	0.00%
1315	Workmans Comp. Insurance	\$460,976	\$549,639	\$535,349	16.13%
1550	Agency Share Insurance	\$863,668	\$855,978	\$1,220,773	41.35%
1551	OPEB Contribution	\$40,000	\$40,000	\$40,000	0.00%
1552	COP Debt Service	\$354,020	\$354,020	\$365,610	3.27%
2010	Labor Legal	\$30,000	\$36,409	\$45,000	50.00%
2017	Uniform Allowance/Cell Phone	\$66,000	\$58,335	\$66,000	0.00%
2019	Employees Assistance Program	\$7,000	\$6,471	\$6,500	-7.14%
	<b>Total Salaries/Benefits</b>	<b>\$10,029,754</b>	<b>\$10,893,798</b>	<b>\$10,779,567</b>	<b>7.48%</b>
8197	<b>CFAA Expenditures (Strike Teams) Estimates</b>				
8197-001	Personnel Overtime	\$300,000	\$128,258	\$300,000	0.00%
8197-002	Administration Costs	\$25,000		\$25,000	
8197-003	Apparatus	\$20,000		\$20,000	
8197-004	FICA & FASIS Reimbursement	\$10,000		\$10,000	
	<b>Total CFAA Expenditures</b>	<b>\$355,000</b>	<b>\$128,258</b>	<b>\$355,000</b>	<b>0.00%</b>
	<b>Total Salaries and Benefits including CFAA Est.</b>	<b>\$10,384,754</b>	<b>\$11,022,056</b>	<b>\$11,134,567</b>	
	1 Fire Chief		3 Shift Battalion Chiefs		1 Volunteer Firefighter
	1 /Personnel/Operations - Deputy Chief		15 Captains		5 Intern Firefighters
	1 Community Risk Reduction/Fire Facilities Division Chief		11 Paramedic Engineers		
	0 EMS/Safety Officer		4 Engineers		
	0 Training Chief		12 Paramedic Firefighters		1 Volunteer Positions
	1 Business Manager		3 Apprentice Firefighters		
	1 Prevention Specialist/Admin. Assistant		6 SAFER Paramedic Firefighters		
	1 Journeyperson Mechanic				
	1 District Secretary-Part Time				
	1 Apprentice Mechanic				

Service & Operations		2019/20 Budget	2019/20 YTD	2020/21 Budget	
2020	Audit	\$11,000	\$10,250	\$10,500	-4.55%
2021	Propane	\$3,500	\$3,043	\$3,500	0.00%
2023	Employee Physicals/DL/Wellness	\$25,000	\$17,366	\$20,000	-20.00%
2024	Paramedic Cert. EMT/CPR Classes	\$5,600	\$6,206	\$6,000	7.14%
2025	Ambulance Billing Service	\$100,000	\$125,507	\$115,000	15.00%
2026	Garbage	\$9,000	\$9,850	\$9,000	0.00%
2027	Gas & Electric	\$78,000	\$73,214	\$74,000	-5.13%
2028	Insurance (FAIRA)	\$52,443	\$52,443	\$60,213	14.82%
2030	Memberships/Subscriptions	\$12,000	\$10,112	\$10,000	-16.67%
2032	News Publications & Ads	\$1,500	\$2,205	\$1,000	-33.33%
2035	Sewer	\$6,300	\$6,493	\$6,300	0.00%
2037	Telephone	\$63,000	\$69,845	\$63,000	0.00%
2038	Training Supplies	\$13,500	\$8,938	\$11,000	-18.52%
2039	Business/Conference	\$11,400	\$5,595	\$7,266	-36.26%
2040	Education/Training	\$62,000	\$54,245	\$44,000	-29.03%
2041	Water	\$13,500	\$13,260	\$12,000	-11.11%
2042	Laundry	\$2,500	\$1,433	\$1,700	-32.00%
2043-000	Legal/Consulting Fees	\$99,300	\$96,853	\$95,000	-4.33%
2043-001	Prevention Consulting Fees	\$55,000	\$56,741	\$42,000	-23.64%
2044	Petty Cash Fund	\$250	\$0	\$250	0.00%
2045	Pre-Employment Testing/Background Inv.	\$15,000	\$20,411	\$14,000	-6.67%
2046	Medical Waste Disposal	\$4,000	\$3,063	\$4,400	10.00%
2047	Phsio Control Contract	\$16,000	\$15,869	\$16,000	0.00%
2050	County Charges (Tax Collection/LAFCO/Refunds)	\$169,000	\$175,252	\$180,000	6.51%
2051	Elections	\$750	\$0	\$30,000	3900.00%
2052	Public Education	\$4,000	\$0	\$2,000	-50.00%
2053	Food/Drink-Incident Supplies	\$10,000	\$10,328	\$12,000	20.00%
2055	Safety Awards	\$10,000	\$1,984	\$6,332	-36.68%
2056	Fire RMS User Maintenance	\$11,000	\$13,922	\$10,000	-9.09%
2120	Cleaning/Maintenance Supplies	\$12,000	\$14,358	\$12,000	0.00%
2121	Copy Machine Contract/Maint.	\$16,000	\$17,073	\$16,000	0.00%
2122	Computer Service & Maint.	\$40,000	\$39,830	\$42,939	7.35%
2123	Fire Prevention Supplies	\$21,500	\$3,478	\$4,000	-81.40%
2124	Fuel & Oil	\$80,000	\$69,750	\$70,000	-12.50%
2127	Medical Supplies	\$100,000	\$112,264	\$110,000	10.00%
2128	Miscellaneous Supplies	\$885	\$860	\$885	0.00%
2129	Office Supplies	\$14,503	\$9,549	\$12,000	-17.26%
2130	Oxygen	\$8,000	\$6,392	\$5,000	-37.50%
2131	Postage/Shipping	\$3,000	\$1,347	\$2,000	-33.33%
2132	Storage	\$2,000	\$0	\$2,000	0.00%
2133	Uniform Supplies	\$10,000	\$14,576	\$13,000	30.00%
2135	Misc. Firefighting Equip/Supplies	\$41,000	\$37,899	\$40,000	-2.44%

Service & Operations Cont.					
2221	Radio Repair	\$10,000	\$10,376	\$10,000	0.00%
2222	Automotive Repairs/Supplies	\$118,000	\$102,912	\$110,000	-6.78%
2225	Facilities Maintenance	\$104,886	\$103,225	\$93,000	-11.33%
2226	SCBA Maintenance	\$15,000	\$3,839	\$6,000	-60.00%
2228	Turnout Clothing Maint.	\$8,000	\$2,536	\$5,000	-37.50%
2229	Extinguisher Service/Repair	\$900	\$0	\$900	0.00%
2523	Outside Services	\$1,200	\$1,697	\$1,200	0.00%
8510 + 4521	Bad Debt Expense	\$50,000	\$0	\$50,000	0.00%
Total Service & Operations		\$1,521,417	\$1,416,389	\$1,472,385	-3.22%

Fixed Assets		2019/20 Budget	2019/20 YTD	2020/21 Budget
4456	<b>Facilities</b>	\$28,533	\$14,253	
	Decon Sink Sta#20			\$700
	Replace Washing Machine Sta #20			\$600
	Replace Kitchen Faucet - Sta#19			\$500
	Stainless Steel Protection for Counter Sta#19			\$400
	Hedge Trimmer B&D 40 volt sTA #19			\$125
	Fans Sleeping Weight Rooms Sta#18			\$2,700
	Coffee Machine Sta#17			\$600
	Toolbox with Rollers Sta#16			\$950
	Dolly/Wheelbarrow Sta #15			\$250
	Hedge Trimmer Sta#15			\$125
	Free Motion Cable Exercise Machines (2)			\$6,000
	Stair Climber (1)			\$4,100
4462	<b>Firefighting Equipment</b>	\$10,052	\$503	
	Water Appliances and Nozzles			\$5,536
	Misc Firefighting Equipment			\$3,597
4464	<b>EMS Equipment</b>	\$8,500	\$6,986	
	Trauma Bags, Intubation Bags, Med Kit			\$2,500
4465	<b>Office, Telephone &amp; Computer Equipment</b>	\$28,000	\$25,780	
	Workstation/Laptop Upgrades-89%			\$6,542
	MDC/Vehicle Computers T17 -89%			\$4,450
4469	<b>VHF Radio, &amp; Communications</b>	\$10,000	\$0	
	Radios, Accessories - 89%			\$8,900
4470	<b>Shop Equipment</b>	\$700	\$0	
4472	<b>Training/Operations Equipment</b>	\$15,500	\$8,479	\$10,680
4475	<b>Rescue Equipment</b>	\$5,000	\$0	
	Ropes, Harnesses, Stokes			\$5,000
4476	<b>Apparatus Up-Grades</b>	\$20,500	\$12,902	
	Stripping and Branding Training Van			\$1,500
<b>Total Fixed Assets</b>		<b>\$126,785</b>	<b>\$68,903</b>	<b>\$65,755</b>

<b>Capital Expenditures</b>				
	<b>Capital Expenditures Reserves</b>	<b>2019/20 Budget</b>	<b>2019/20 YTD</b>	<b>2020/21 Budget</b>
?	<b>LFD Facilities Reserve Account</b>	<b>\$1,561,261</b>	<b>\$67,840</b>	
	Station 18 Schematic Design and Truckroom Build			\$1,501,966
0556	<b>SPFD Apparatus Reserve Account</b>			
	Type I Engine			\$358,000
0557	<b>SPFD Facilities Reserve Account</b>			
	Generator Station 17			\$28,000
	Generator Station 15			\$16,000
	<b>Total Capital Expenditures Reserve Account</b>	<b>\$1,561,261</b>	<b>\$67,840</b>	<b>\$1,903,966</b>
	<b>Capital Expenditures General Budget</b>	<b>2019/20 Budget</b>	<b>2019/20 YTD</b>	<b>2020/21 Budget</b>
		<b>\$208,104</b>	<b>\$203,839</b>	
4511	<b>Major Equipment</b>			
	Holmatro Spider Pump Reserve Eng 80%			\$8,000
	Holmatro Cross Ram T17 80%			\$1,600
	Holmatro Cross Ram E 18 89%			\$1,780
	Station Tones Radio Upgrades			\$4,500
	Turnouts			\$89,000
4512	<b>Capital Facilities Projects</b>			
	Sink Hole Repair Station 18			\$5,000
	Relocate Ice Machine/hot water heater - Sta#20			\$1,000
	LED Bulb Conversion - Sta #20			\$2,740
	Dry Rott Repair- Sta #20			\$4,000
	App Exhaust Tube Replace- Sta#19			\$4,000
	Roof Vent - Ice Machine Room - Sta#15			\$3,500
	SOD Repair Replacement - Sta#15			\$8,000
	Repair /Replace - Electric Door Locks			\$2,230
	Electric Door Locks Station #17			\$6,700
	Landscape Project Station #16			\$3,600
	<b>Apparatus</b>			
	<b>Duty Vehicle 012 Replacement</b>			<b>\$73,000</b>
	<b>Total Capital Expenditures General Budget</b>	<b>\$208,104</b>	<b>\$203,839</b>	<b>\$218,650</b>
	<b>Total Capital Expenditures Reserves and General Budget</b>	<b>\$1,769,365</b>	<b>\$271,679</b>	<b>\$2,122,616</b>

<b>Mitigation Expenditures</b>					
<b>SPFD MITIGATION ACCOUNT EXPENDITURES</b>			<b>2019/20 Budget</b>	<b>2019/20 YTD</b>	<b>2020/21 Budget</b>
			<b>\$80,440</b>	<b>\$75,361</b>	
4520		New Type I Engine			\$27,437
		Holmatro Spider Pump Reserve Eng 20%			\$2,000
		Holmatro Cross Ram T17 20%			\$400
		<b>SPFD Mitigation Expenditures</b>			<b>\$29,837</b>
<b>LFD MITIGATIONN ACCOUNT EXPENDITURES</b>			<b>2019/20 Budget</b>	<b>2019/20 YTD</b>	<b>2020/21 Budget</b>
			<b>\$117,097</b>	<b>\$116,270</b>	
		Station 18 Truck Room Remodel			\$101,011
		<b>LFD Mitigation Expenditures</b>			<b>\$101,011</b>
<b>CONSOLIDATED MITIGATION EXPENDITURES</b>			<b>2019/20 Budget</b>	<b>2019/20 YTD</b>	<b>2020/21 Budget</b>
			<b>\$1,210</b>	<b>\$0</b>	
4523-001		<b>Rescue Task Force Reponse</b>			
		Front/Rear/Side Level III Frag Coating (21)			\$7,600
		Grey Plate Carrier (21)			\$3,200
		Fire ID Velco Patch (21)			\$230
		5.11 UCR Sling PACK (6)			\$750
		Patient Quick Drag Litter			\$150
		Balistic Helmet			\$9,500
4523-002		<b>Fire Investigations</b>			
		Investigation Team Equipment			\$7,991
4523-003		<b>Firefighting Equipment</b>			
		Key 3" Hose all Appartus			\$26,748
		Brute Expander Hose Coupler and Supplies			\$6,000
		28' Ladder for Engine 17			\$2,429
		Key 2.5" hose for all Engines			\$14,980
4523-004		<b>Shop</b>			
		Brake Press			\$600
		Laptop - Apparatus Software Capable			\$3,000
4523-005		<b>IT</b>			
		Workstataion/Laptop Upgrades-11%			\$809
		MDC/Vehicle Computers T17 - 11%			\$550
4523-006		<b>Radios</b>			
		BK P150 CMD II Portable Radios			\$25,000
		Radio Equipment - 11%			\$1,100
4523-009		<b>Station 18</b>			
		Holmatro Cross Ram E 18 -11%			\$220
4523-010		<b>Turnouts</b>			
		Firefighting PPE			\$11,000
		<b>Apparatus</b>			
4523-011		New Type I Engine			\$314,000
		<b>Consolidated Mitigation Expenditures</b>	<b>\$1,210</b>	<b>\$0</b>	<b>\$435,857</b>
		<b>Total Mitigation Expenditures</b>			<b>\$566,705</b>

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF ERIC G. WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Authorization to Proceed with Budgeted Engine Purchase:**

**Action Requested:** Staff recommends discussion and authorization to purchase the budgeted Type 1 Engine with a brief presentation by the Apparatus Committee.

**Background:** The Board authorized the inclusion of a Type 1 Engine in the current fiscal year's budget. At the time of the adoption of the preliminary budget and ultimately the final budget it was unknown how the current COVID-19 pandemic would affect the District's budget. It was recommended that the Engine purchase be delayed. At this time staff believes that we should move forward with the planning process and have the apparatus committee proceed with the build process. There will be a short presentation by the Apparatus Committee. There may be an opportunity to purchase two engines which would enable the District to Surplus Engine 20 (1999 Westates) by utilizing the ultra-low interest rates currently available. The District would retain all three Hi-Techs. Currently one is Engine 17 which has taken the place of the surplus Rescue as the back -up to the Truck. One of the Hi-Techs would replace Engine 20 and the third would become the dedicated reserve engine.

**Impact:** Replacing aging equipment.

**Attachments:** Concept Build Spec

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



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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF ERIC G. WALDER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** FRIDAY, JANUARY 08, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: Covid-19 Update:**

**Action Requested:** Staff Recommends Discussion an Information Sharing on the Latest Covid-19 information.

**Background:** The Covid -19 pandemic has spread across the globe and has impacted the State of California resulting in a March 19<sup>th</sup>, 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 16<sup>th</sup>, 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 23<sup>rd</sup>, 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. The District has revised the COVID -19 Directives nine times since the beginning of the pandemic the latest revisions occurred on January 1<sup>st</sup>, 2021. Included in these revisions are the changes made by Cal OSHA implementing Workplace Practice Emergency Action Section 3205.

**Impact:** Continued Operation

**Attachments:** Most Current South Placer Fire District Covid-19 Plan, SPFD Directives Bulletin #2021-1 and the new COVID-19 Prevention Program

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

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# **SOUTH PLACER FIRE DISTRICT**

## **BULLETIN #2021-1**

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**TO:** ALL PERSONNEL  
**FROM:** FIRE CHIEF ERIC WALDER  
**SUBJECT:** ADDITIONAL COVID-19 DIRECTIVES  
**DATE ISSUED:** JANUARY 1<sup>ST</sup>, 2021  
**DATE SUPERCEDED:**

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### **Supersedes District Bulletin #2020-9**

The Districts Administration has been closely monitoring all facets of the COVID-19 Pandemic, including the Regional Stay Home Order. The Greater Sacramento Region met the criteria that triggers the supplemental stay at home order which went into effect 12-10-2020 at 2359hrs. At this time, it appears that the Regional Stay at Home Order will be extended. It is our responsibility as an organization to ensure we provide uninterrupted service delivery to our community while complying with this mandate. Our employees' health and safety is our top priority along with providing exceptional service to our community.

Cal OSHA has issued Section 3205 found within the California Code of Regulations Title 8, Division 1, Chapter 4 regarding workplace practices related to COVID-19. These regulations have been adopted and are now in effect within the State of California. Cal OSHA is actively enforcing this regulation. The fire service is not exempt from these regulations.

Due to the new Cal OSHA regulations the directives were amended on December 11<sup>th</sup> 2020 since that time the District has been working on developing the SPFD COVID-19 Prevention Program in consultation with all labor groups. This program is a guide to compliance under Cal OSHA workplace practices regarding COVID -19. This plan is specific to the South Placer Fire District and will be amended as needed. The SPFD COVID-19 Prevention Program, these Directives, and the SPFD COVID-19 Plan will help guide the District through the pandemic.

Compliance is mandatory for employees; however, employees should take the self-initiative and ensure they are meeting all the outlined requirements. Through reducing the chance of exposure on and off duty by following the regulations on duty, and general guidance off duty, the likelihood of illness and staffing impacts due to illness will be reduced.

Therefore, effective January 1, 2021, the following Directives have been amended and will go into effect immediately to ensure compliance with the Cal OSHA COVID-19 Workplace Practices Section 3205 Emergency Action, and more importantly to protect our employees and the service we provide:

**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 wearing a mask. 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. Require masks on vendors and deny access if not compliant, all employees have the authority to limit access to the station. Contact your Captain or on Duty BC if assistance is needed or you have questions.
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. **Administrative Staff** – Front Office staff will be working a modified work schedule. The office is closed to the public. One Front Office staff employee will be in the office each weekday while the remainder of the staff will be working remotely. The bucket system for customer service has been reinstituted. Administrative staff working in an office environment will be masked at all times with the following exceptions.
  - While working alone in a room.
  - While eating or drinking. Social distancing of six feet will be maintained while eating or drinking.

**When referencing the Cal OSHA regulations Fire District personnel are not defined as a “household”, “family”, “unit”, or “pod”.**

5. **Operations personnel** are to wear a face cover while at work. This includes while working within the fire station, traveling in fire apparatus, and in the public. There are some exceptions as outlined in the Cal OSHA regulation including:
  - While working or covered under other Cal OSHA standards outlined in Title 8 that are more restrictive and provide equal or greater respiratory protections (such as an SCBA, P100 or N95 is used.) These standards include Sections 5144 Respiratory Protection and 5199 Aerosol Transmissible Diseases Standard (ATD). You do not need to combine the standards. For example, a face covering is not needed while using an SCBA.
  - While eating or drinking. Social distancing of six feet will be maintained while eating or drinking. A facial covering will be worn while preparing food.
  - While exercising alone in a well-ventilated room or exercising outside with a social distancing of six feet or more. Exercise equipment must be cleaned between employees prior and after use.
  - While isolated in a room by yourself.
  - While traveling in a vehicle alone.
  - While sleeping in a bed with six feet or more of separation.
  - For additional information refer to Section 3205.

- A face covering will be worn as soon as it is feasible after following a mask wearing exception as outlined above or in Section 3205.

<https://www.dir.ca.gov/OSHSB/documents/COVID-19-Prevention-Emergency-approvdtxt.pdf>

6. **Training and interactions with other stations.** – Training will be modified with all non-essential training events postponed; single company/station training is encouraged. Essential/new hire training will be approved by the Operations Chief or Designee and will be limited in size. **ALL TRAINING MUST INCLUDE SOCIAL DISTANCING OF SIX FEET MINIMUM WITH MASKS REQUIRED.**
  - Training and EMS – Will modify Drill schedule to accommodate.
  - Implementing GoTo Meetings at the Battalion Chief Level
7. **District Meetings** –All meetings will be virtual unless approved by the Fire Chief. If an in-person meeting is required and approved by the Fire Chief, then masks will be worn by all attendees.
8. **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.
9. **Travel** - Eliminate all non-essential travel. All District related travel must be pre-approved by the Fire Chief.

*Nothing in these Directives is intended to limit more protective or stringent Federal, State, or local health department mandates or guidelines. The South Placer Fire Districts COVID-19 Response Plans, Aerosol Transmissible Disease Plan (ATD Plan), Blood Bourn Pathogens Plan (BBP Plan), SPFD COVID-19 Prevention Program and IAPP work in conjunction with these directives to maintain the Health and Safety of all the Districts Employees.*

*We must remain fluid in our operational practices as the COVID-19 situation continues to evolve. We are monitoring all facets of the organization on a continuous basis and will continue to take proactive measures necessary to maintain a healthy workforce and maintain our essential services to serve the public.*

# **South Placer Fire District COVID-19 Prevention Program 1-01-2021**



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This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 1-01-21

## **AUTHORITY AND RESPONSIBILITY**

Eric Walder, Fire Chief has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

## **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix B: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix C: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies, directives and procedures.

## **Employee Participation**

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees can participate by communicating potential or perceived workplace COVID -19 hazards to their immediate supervisor. Employee representatives are directly involved with the ongoing implementation and updating of this plan and the Covid -19 Directives in collaboration with the Districts administration.

## **Employee Screening**

We screen our employees at the beginning of every shift (24hr work period), temperatures are taken with non-contact thermometers and employees general health screened. The results of

each employee's daily screen are documented in the Target Solutions program. We ensure face covering are always worn in the workplace.

- 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.
- Common Symptoms of COVID-19 Include –
  - Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
  - 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.

## **CORRECTION OF COVID-19 HAZARDS**

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix C: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## **CONTROL OF COVID-19 HAZARDS**

### **Physical Distancing**

Where possible, we will ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including eliminating visitors, Board Members, and off duty personnel from the fire stations and offices.
- Eliminating mixing of worksites: Crews will not enter the living quarters of another station during the shift. No unannounced visits by any crew to any station. If supplies are needed Captains will coordinate the needed procurement without entering into each other's living areas.

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements
- Physical distancing is the most important factor in eliminating possible exposures.
- Reference section 3205(c)(6) for details

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. All employees will wear face coverings.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors and outdoors and as where required by orders from the California Department of Public Health (CDPH), CalOSHA or local health department. **Face coverings can be obtained by contacting your supervisor.**

1. **Personnel** are to wear a face cover while at work. This includes while working within the fire station, traveling in fire apparatus, and in the public. There are some exceptions as outlined in the Cal OSHA regulation including:
  - While working or covered under other Cal OSHA standards outlined in Title 8 that are more restrictive and provide equal or greater respiratory protections (such as an SCBA, P100 or N95 is used.) These standards include Sections 5144 Respiratory Protection and 5199 Aerosol Transmissible Diseases Standard (ATD). You do not need to combine the standards. For example, a face covering is not needed while using an SCBA.
  - While eating or drinking. Social distancing of six feet will be maintained while eating or drinking. A facial covering will be worn while preparing food.
  - While exercising alone in a well-ventilated room or exercising outside with a social distancing of six feet or more. Exercise equipment must be cleaned between employees prior and after use.
  - While isolated in a room by yourself.
  - While traveling in a vehicle alone.
  - While sleeping in a bed with six feet or more of separation.
  - For additional information refer to Section 3205.
  - **A face covering will be worn as soon as it is feasible after following a mask wearing exception as outlined above or in Section 3205.**

### **Engineering Controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Properly maintaining and adjusting ventilation control systems on a regular basis.
- Partitions and or barriers have and will be installed where needed.

### **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for our facilities and frequently touched surfaces:

- **Daily cleaning of all facilities** 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
- As needed and minimum of daily disinfecting of engine/truck/medic/duty rigs:
  - Headsets/Mic
  - Steering Wheel
  - Door Latches
  - Window controls and dashboard controls
- After each response or public contact, immediately disinfect yourself, apparatus, equipment, gear, PPE/uniform.
- South Placer Fire Logistical Leads will work to ensure a 30-day supply of available disinfecting cleaners and PPE for use in District storerooms.

Should we have a COVID-19 case in our workplace, we have implemented the following procedures:

- SPFD Fire Facility Decon Protocol-This document can be found in Target Solutions/File Center/Decon/Disinfection Procedures

### **Shared Tools, Equipment and Personal Protective Equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected after each use with station cleaning supplies to ensure that the instrument/device has been disinfected before the next employee uses the device.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow work time for employee handwashing
- Hand washing is the single most important action to prevent transmission of an 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, offices and crews' quarters.
- Provide employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol).

### **PPE Used to Control Employees' Exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Reference section 3205(c)(8)(e) for details on required respirator and eye protection use.

We provide and ensure use of eye protection, gowns, and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **INVESTIGATING AND RESPONDING TO COVID-19 CASES**

This will be accomplished by using the Appendix D: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours
- Employees have the expectation of privacy with their medical information

### **SYSTEM FOR COMMUNICATING**

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand, and it includes the following information:

- 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. The District will use the form Appendix E to assist with contact tracing. **For all other sick leave issues follow the normal call-in procedures.**
- All employees can report symptoms and hazards without fear of reprisal.
- When the Employee has an exposure to Covid – 19 that is not work related, the District is

not required by Cal OSHA to provide testing at the Districts expense. Depending on the situation mainly the time from exposure to notifying the District, expedited testing may be made available at the Districts expense. This testing determination will not be unreasonably withheld. Contact the Battalion Chief on Duty for testing determination. Other options available to the employee to receive Covid-19 testing for a non-work related exposure can be found in the Districts COVID -19 plan or with the employees primary healthcare physician.

- In the event we are required to provide testing because of a workplace exposure or outbreak, you will be given direction on where to schedule an expedited test at the Districts expense by the on-Duty Battalion Chief or Administrative Chief. We will then begin the contact tracing process and make the proper notifications to possible exposed employees and their labor representatives. The test will be provided on Duty or overtime will be paid to the employee for the time spent receiving a test for an on-Duty Exposure or illness.

## **TRAINING AND INSTRUCTION**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix F: COVID-19 Training Roster will be used to document this training.

## **EXCLUSION OF COVID-19 CASES AND POSSIBLE EXPOSURE**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding asymptomatic employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case with or without testing.
- During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR test result from a specimen collected after Day 5:
  - Exposed asymptomatic health care workers; and
  - Exposed asymptomatic emergency response and social services workers who work face-to-face with clients in the child welfare system or in assisted living facilities
- All exposed asymptomatic employees permitted to reduce the quarantine period to less than 14 days must:
  - Adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6 feet from others, and other control interventions through Day 14.
  - Use surgical face masks at all times during work for those returning from Day 7 and continue to use face coverings when outside their home through Day 14 after last exposure.
  - Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact the local public health department or health care provider and seek testing.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
  - We will allow employees to work remotely when they can fulfill their duties from home.
  - If work related exposure Employee, is covered under workers compensation benefits.
  - If Covid -19 Exposure is non-work related and a positive COVID -19 test obtained all sick leave used will be converted to Admin Time. If test is negative sick leave used will remain coded as sick leave.

## **REPORTING, RECORD KEEPING, AND ACCESS**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix D: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - Exception: During critical staffing shortages as stated in the Exclusion of COVID-19 Cases section of this document.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.



Eric Walder, Fire Chief

1-01-2021

Date

## Appendix A: Definitions

COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> <li>(1) Has a positive "COVID-19 test" as defined in Section 3205</li> <li>(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or</li> <li>(3) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.</li> </ul> <p>A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.</p>
COVID-19 Exposure	Being within 6 feet of a "COVID-19 Case" for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This applies regardless of the use of face coverings.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on a person which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ul style="list-style-type: none"> <li>(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and</li> <li>(2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.</li> </ul>
Exposed Workplace	Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, waiting areas. The exposed workplace does not include buildings or facilities not entered by

	<p>COVID-19 case.</p> <p>Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of COVID-19 case as defined by Labor Code Section 6409.6(d)(5), which states:</p> <p>“Worksite” means the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In multiworksite environment, the employer need only notify (per AB685) employees who were at the same worksite as the qualified individual.</p>
Face Covering	A tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
High-Risk Exposure Period	<p>The following time period:</p> <ol style="list-style-type: none"> <li>(1) For persons who develop COVID-19 symptoms: from 2 days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or</li> <li>(2) For persons who test positive who never develop COVID-19 symptoms: for 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</li> </ol>

## Appendix B: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** Enter Name(s)

**Date:** Enter Date

**Name(s) of employee and authorized employee representative that participated:** Enter Name(s)

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix C: COVID-19 Inspections

**Date:** Enter date

**Name of person conducting the inspection:** Enter names

**Work location evaluated:** Enter information

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Add any additional controls your workplace is using			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Add any additional controls your workplace is using			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Add any additional controls your workplace is using			

## Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** Enter date

**Name of person conducting the investigation:** Enter name(s)

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

### Appendix E: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

<b>Date I was within 6 feet (with or without a mask) of this person</b>	<b>Duration (Total number of minutes during a 24-hour period)</b>	<b>Name/Title of the Person Involved</b>	<b>Location/Task Where Contact was Made</b>

## Appendix F: COVID-19 Training Roster

**Date:** Enter date

**Person that conducted the training:** Enter name(s)

Employee Name	Signature

## **ADDITIONAL CONSIDERATIONS**

### **Additional Consideration #1**

#### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP *Exclusion of COVID-19 Cases and Return to Work Criteria* requirements and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP *Investigating and Responding to COVID-19 Cases*.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP *Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards*, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2 Major COVID-19 Outbreaks**

This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP *Exclusion of COVID-19 Cases and Return to Work Criteria*, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP *Investigating and Responding to COVID-19 Cases*.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP *Correction of COVID-19 Hazards*, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

We will comply with the requirements of our *Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department*.



# South Placer Fire District

## COVID-19 Response Plan



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

**01/01/2021**

Thru

**1/25/2021**

**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 #2021-1**, 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
- **Due to the spread of the Disease and the numbers of positive cases, address list are not being provided by HHS, or are not reliable.**
- Placer County Dispatch will continue processing calls as normal, in addition to asking specific questions related to current pandemic. If the Dispatcher receives any

## South Placer Fire District COVID-19 Response Plan

information that leads them to suspect the patient may have Covid-19 they will voice **"PPE Alert"** over the radio.

- 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.
- The Dispatcher questioning is only as good as the information they receive back, do not rely on the absence of **"PPE Alert"** to assume the absence of COVID-19.

## Patient Assessment & Treatment

### All Incidents:

- Personnel will exercise appropriate precautions when responding to all incidents.
  - 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 and will be required to wear a mask at all times.

## South Placer Fire District COVID-19 Response Plan

- 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. At a minimum, a simple face mask will be worn on all calls.

### 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. Required 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.

## South Placer Fire District COVID-19 Response Plan

### 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

### 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 the [SPFD COVID-19 Prevention Program \(CPP\)](#), 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

### Handshaking/Social Distancing

- Employees will 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 will maintain six (6) feet of social distancing whenever possible.

### Coughing and Sneezing:

- All employees will cough or sneeze into their face covering.

## South Placer Fire District COVID-19 Response Plan

### 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.

### 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 two-week period at the minimum. This is to eliminate mixing of crews and reduce possible spread of COVID-19.  
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>). Currently the District has a sufficient supply of new N95's for use within the District.

## South Placer Fire District COVID-19 Response Plan

### Non-Emergency Use of Facial Coverings

- Face Coverings – Follow Bulletin #2021-1 and the Districts COVID—19 Prevention Program . Face coverings are not to be used to replace current PPE guidelines.

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

- Upon leaving work, the employee will be given direction for receiving a COVID-19 test by their Battalion Chief or Supervisor.

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.

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

## South Placer Fire District Employees with an Exposure or Possible Exposure to Covid-19

- Follow Guidelines in SPFD COVID -19 Prevention Program
- Recommend that an employee with an exposure or possible exposure receive a baseline test upon receiving confirmation of exposure. Use OptumServe or Health Care Provider Testing.
- Expedited Testing will be provided as defined within the COVID-19 Prevention Program at the appropriate timeframes.

### Employee Support Center

- Station 16 has been closed, and Medic 16 moved to Station 17. This has been done at the order of the Fire Chief.
- Station 16 will be utilized as an Employee Support Center, during isolation periods in the event an employee becomes symptomatic, this is an option to the employee. If the employee wishes, they may choose to isolate at home. Isolation at a District supported Employee Support Center will be provided until a negative COVID-19 Test is received or the employee is cleared by a physician to return to duty.
- Support to be provided at the Employee Support Center will include:
  - Utilities- Gas, Electricity, Etc.
  - Subsistence- Runners, Pick-up/Delivery, Stock Station with basic level needs.
  - Finance - District - As approved by Fire Chief
  - Communications- Station Phones / Radios - Emergency use
  - Personal Item assistance- Assist with obtaining personal Items
  - Medical Evaluation/Doctor visits- Supported with on-duty personnel and administration as needed.
  - **Note: Medical Care is not provided, if employee needs continual care the employee must seek medical care / treatment at a medical facility as direct by their health care professional or occupational health care provider. 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.

## **South Placer Fire District COVID-19 Response Plan**

- 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)

# PLACER COUNTY COVID-19 UPDATE

January 1, 2021



## Placer County COVID-19 Cases at a Glance

The first case of COVID-19, the viral infection caused by SARS-CoV-2, was identified in Placer County on March 1, 2020. Since then, cases have been reported throughout the county.

Our team of case investigators strive to interview those who have tested positive and their close contacts as soon as reported, and prioritized based on level of community transmission. These teams provide guidance and offer support to those who need to isolate and quarantine to help keep their families and communities safe.

Confirmed COVID-19 Cases by Location of Residence as of 12/28/20			
Location	Confirmed Cases	<u>Likely Recovered</u>	New Cases in December
Roseville	5352	3836	2316
Rocklin	2188	1541	955
Lincoln	1873	1402	742
Auburn	1454	959	774
Granite Bay	531	373	245
Loomis	381	261	179
Kings Beach	239	210	55
Newcastle	171	117	82
Colfax	133	83	73
Meadow Vista	119	59	72
Foresthill	113	69	60
Tahoe City	105	93	28
Penryn	79	40	48
Truckee	59	47	16
Applegate	49	34	32
Tahoe Vista	41	30	17
Sheridan	40	32	17
Carnelian Bay	36	30	15
Olympic Valley	33	25	11
Weimar	21	13	13
Elverta	13	11	*
Alta	12	9	6
Bowman	7	*	6
Homewood	6	*	*
Pending/Unknown	197	122	131
<b>Total:</b>	<b>13272</b>	<b>9417</b>	<b>5909</b>

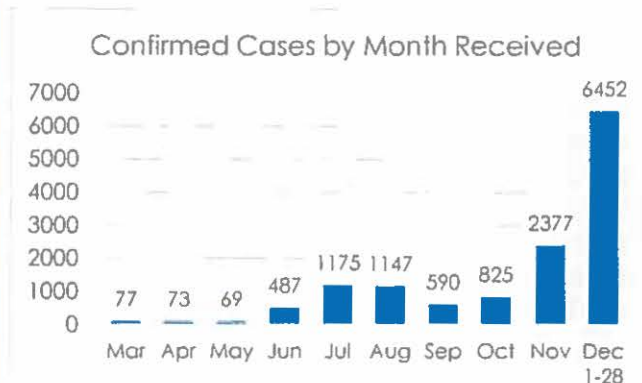
\* The number of cases in locations with less than 6 cases is masked to protect patient privacy. As such, cases displayed will not add up to total.

Locations with less than 6 cases include: Alpine Meadows, Bowman, Dutch Flat, Gold Run, Emigrant Gap, Homewood, Norden, Tahoma, and Unhoused.

## What's happening now in Placer County?

Cases in Placer County have surged significantly.

Almost half (48.6%) of this year's total cases were received in December. These 6,452 recent cases numbered 5.5 times as many cases received in July (during the last epidemic surge).



Placer County residents in local hospitals (on 12/28): 92 (15 in intensive care). From August to October, approximately 10 residents or fewer were admitted in local hospitals each day.

Estimated active cases (as of 12/28), calculated as total cases minus deaths and likely recovered cases (see link in location table for definition): 3730

Confirmed Cases by Region by Episode Date		
	December	Total Cases
South Placer	4587	10628
Mid Placer	1040	1916
East Placer	149	528
Unknown/Unhoused	133	200
<b>Total</b>	<b>5909</b>	<b>13272</b>

# PLACER COUNTY COVID-19 UPDATE

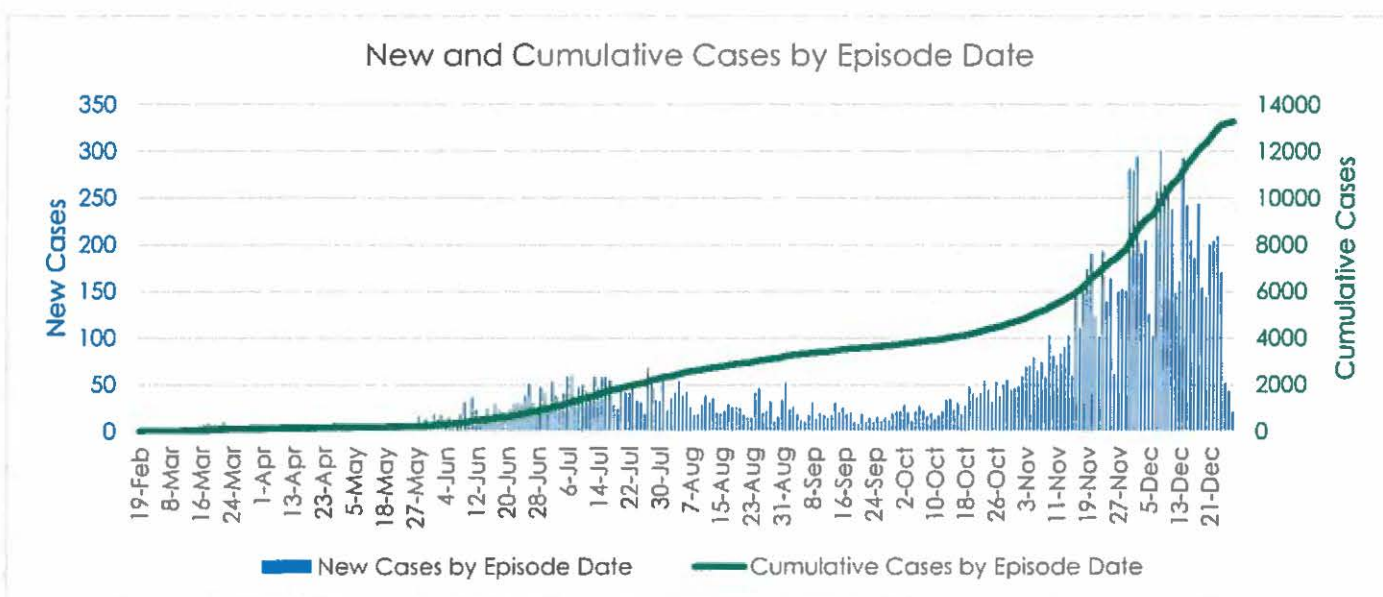
January 1, 2021



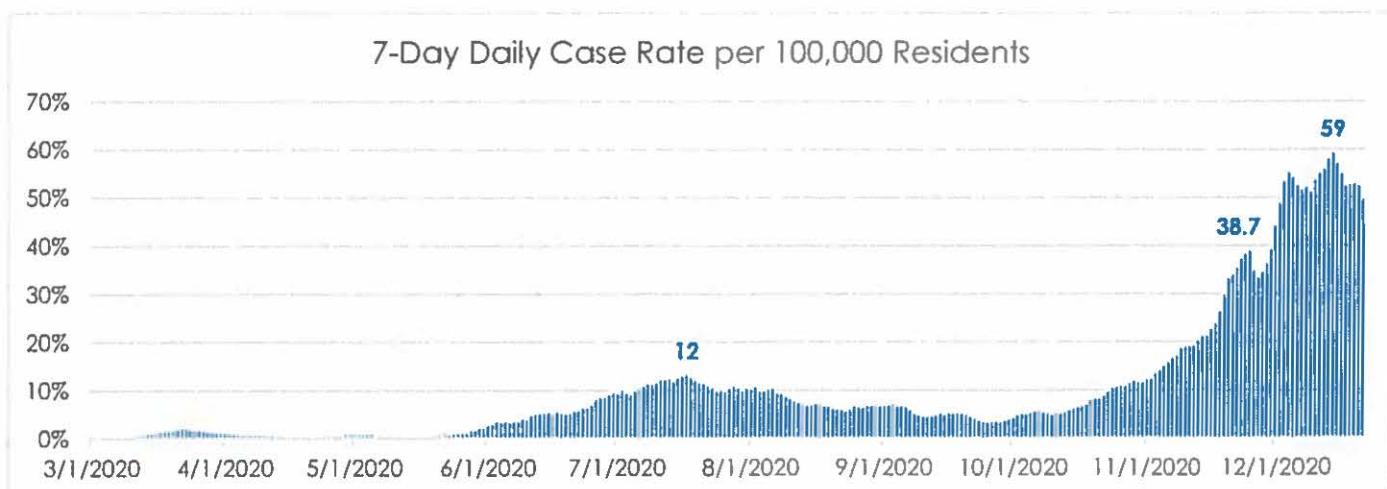
## Cases

There are now 13,272 confirmed COVID-19 cases in Placer County (data current to 12/28). Cases continue surging from November. Data remain dynamic as cases are transferred to and from other jurisdictions based on residency and as cases previously reported in other counties are assigned to the original jurisdiction.

An individual who tests positive on multiple occasions is only counted as a single case. Public Health reports cases by episode date, which is the earliest of several dates (illness onset date, specimen collection date, date of death or date reported).



California Department of Public Health (CDPH) monitors cases using a 7-day daily case rate, calculated as the average number of COVID-19 cases per day by episode date reported over a 7-day period, divided by the population of Placer County. This number is then multiplied by 100,000. The figure shown is lagged by 7 days to allow for receipt and transfer of additional results.



As information is received by Public Health, episode dates will be updated and case counts will be adjusted to best approximate the date of illness onset. Data are dynamic and will change as cases are received, updated, and transferred.

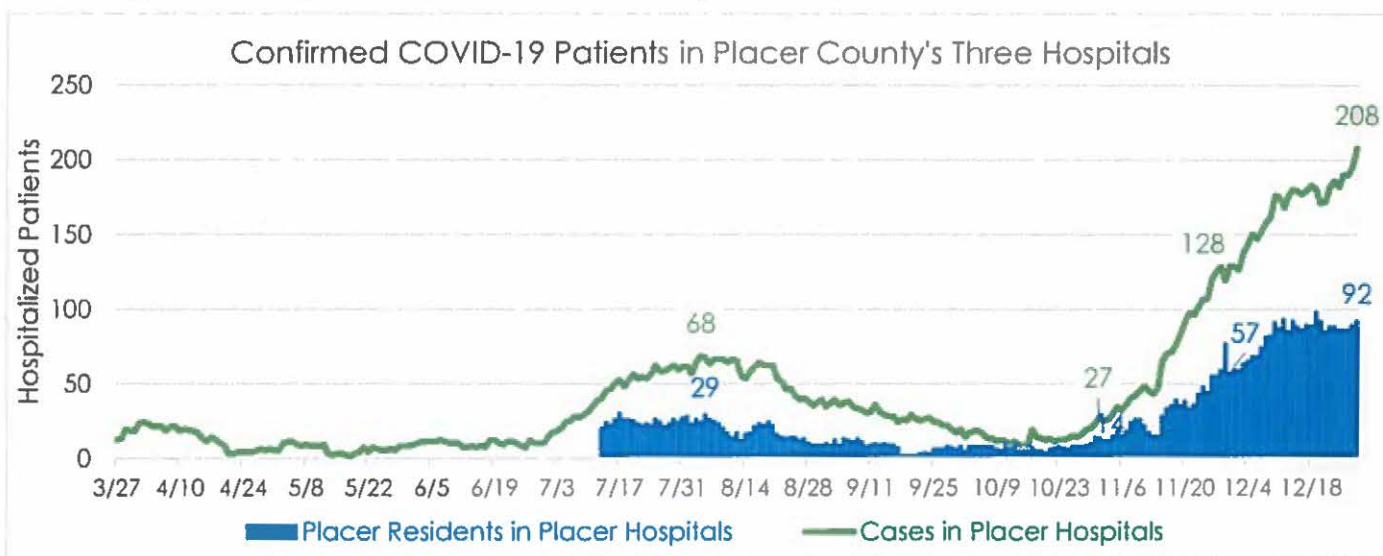
# PLACER COUNTY COVID-19 UPDATE

January 1, 2021



## Hospitalizations and Deaths

Placer County's three hospitals report COVID-19 census counts to Public Health every day; these aggregated reports do not specify individual patient data. Therefore, these counts best describe hospital capacity trends and serve as an indicator for community transmission rates, but we do not have data to indicate how many Placer residents with COVID-19 may have been hospitalized outside of Placer County. This data does not include Placer County residents hospitalized in other counties. Hospitalizations were almost 7.7 times as high at the end of December compared to the beginning of November. Over two-fifths (44%) of those currently hospitalized are Placer County residents. Placer County's two largest hospitals lie near the Placer-Sacramento County border and provide care to residents of both counties, as well as other neighboring counties. Public Health began collecting residency information from hospitals in July.



As of December 28, Placer County has received reports of 125 COVID-related\* deaths.

- 74 (59%) were residents of long-term care facilities.
- 38% were under the age of 80; 8% were under the age of 65.
- At least 93% of those who died had at least one confirmed underlying health condition. (Nine recent deaths are pending for this data).

\*COVID-related deaths have COVID-19 disease or SARS-CoV-2 listed as a cause of death or a significant condition contributing to death on the death certificate. Public Health reporting is consistent with the case definition set forth by the Council of State and Territorial Epidemiologists and guidance issued by CDPH.

COVID Deaths by Month	Number of Deaths
March	2
April	6
May	1
June	2
July	6
August	17
September	20
October	7
November	24
December	40
<b>Total</b>	<b>125</b>

Age Range	Number of Deaths	Cumulative %
18-44	1	1%
45-49	2	2%
50-54	1	3%
55-59	3	6%
60-64	3	8%
65-69	6	13%
70-74	13	23%
75-79	18	38%
80-84	29	61%
85-89	21	78%
90-94	17	91%
95-99	11	100%
<b>Total</b>	<b>125</b>	<b>—</b>

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## Descriptive Statistics

About one-fifth of race/ethnicity data remains unknown, although systematic data collection has improved. Placer County lacks race/ethnicity data for 17% of cases compared to 28% statewide. Race/ethnicity data is sometimes provided by labs, but most often collected during the case interview. Some cases cannot be reached for interview and some decline to share this information.

All hospitalization data below, including demographic breakdown, is an undercount of cases ever hospitalized. This data is dependent upon case interviews, which may happen prior to hospitalization, or hospital notification to Public Health. The current elevated level of community transmission makes it difficult for Public Health and healthcare to interview all cases, report each inpatient status and process all available data in a timely manner.

Age Distribution and Hospitalization Among Confirmed Cases						
	Total Cases	Age Distribution of Total Cases	Age Group % population	Cases In December	Age Distribution December	Percent of Total Cases Ever Hospitalized
Less than 5 years	171	1%	6%	60	1%	1%
5-17 years	1242	9%	15%	577	10%	1%
18-34 years	3629	27%	22%	1424	24%	1%
35-49 years	3199	24%	17%	1396	24%	2%
50-64 years	2830	21%	20%	1267	21%	4%
65-79 years	1403	11%	15%	743	13%	9%
80+ years	778	6%	5%	441	7%	17%
Unknown	20	0%	--	1	0%	40%
Total	13272	100%	100%	5909	100%	4%

Ethnicity and Race of Confirmed Cases			
Overall Cases			
	# Cases	% Cases	% Population
Latinx	1924	14%	15%
White	6499	49%	74%
Asian	586	4%	8%
African American/ Black	208	2%	2%
Multiple Race	403	3%	1%
American Indian/ Alaska Native	58	0%	1%
Native Hawaiian and Pacific Islander	74	1%	0%
Other Race	1202	9%	--
Unknown	2318	17%	--
Total Cases	13272	100%	100%

Cases Ever Hospitalized				
	Overall Cases		Cases In December	
	# Cases	% Cases	# Cases	% Cases
Latinx	89	18%	10	10%
White	275	56%	72	69%
Asian	23	5%	8	0%
African American/ Black	12	2%	1	1%
Multiple Race	17	3%	2	2%
American Indian/ Alaska Native	3	1%	1	0%
Native Hawaiian and Pacific Islander	3	1%	—	0%
Other Race	11	2%	2	2%
Unknown	59	12%	8	8%
Total Cases	492	100%	104	100%

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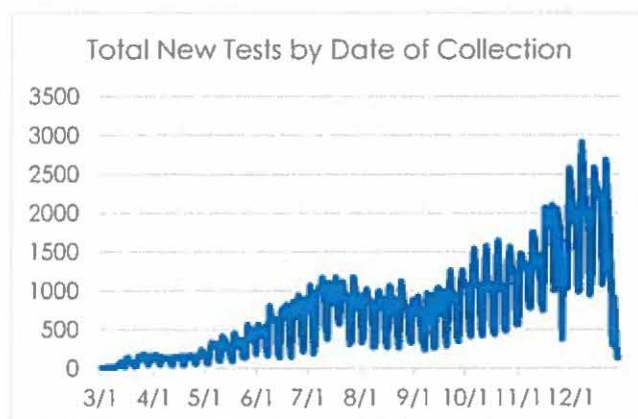
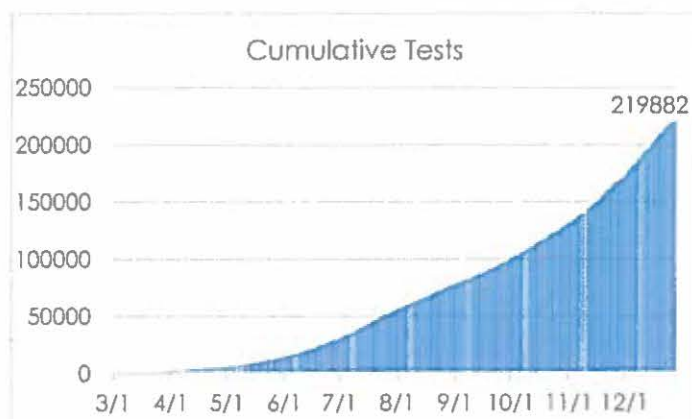


Data should be interpreted with caution and are subject to change as cases are transferred to other counties or new information is obtained.

## Testing

As of December 28, Placer County Public Health has received 219,882 total test results to detect COVID-19 infection. The 7-day average testing positivity rate (with data from December 15-21) is 11.8%. Following consultation with the CDPH, Public Health reports and calculates testing positivity using all tests, rather than the total number of individuals tested. Reported tests only include molecular tests that detect viral RNA. They do not include rapid antigen tests or serology (antibody) tests. An individual who tests positive on multiple occasions is only counted as a single case. Of the 47,068 total PCR tests with specimen collection dates between December 1-28 (data pulled 12/30), approximately 175 tests (~0.4%) resulted as inconclusive or indeterminate; approximately 100 of these 175 tests were collected at an Optum Serve site.

Testing positivity rate is the number of new positive tests in the last 7 days / total tests reported in the last 7 days. The 7-day average testing positivity rate is variable for several days as new test results are reported. Public Health reports the rate for the 7-day period ending 7 days prior to the current day. The figures for daily tests will increase as new results are received.



# PLACER COUNTY COVID-19 UPDATE

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7-Day Average Testing Positivity Rate and Average Daily Tests



## Case Investigation Findings: December 1-28

Potential Exposure Settings*		
	Cases	%
Total Cases received by Public Health December 1-28	6452	100%
Personal contact attempted for interview (includes non-response) (A virtual survey was sent to all case/contacts if a phone number was provided.)	3567	55.3%
Cases interviewed (additional responses provided by virtual survey) (Public Health strives to interview as many cases as possible. Cases are prioritized for an interview based on how many days have elapsed since the time of their test date and result date, along with risk factors, including age and vulnerable settings.)	1,734	26.9%
Those with at least one potential exposure setting among those with completed interview/survey:		
	Count	
<b>Reported close contact to a confirmed case*</b>	<b>2202</b>	
Household member	417	
Work	115	
Other individual (outside of households)	161	
Healthcare setting (as employee or patient)	21	
	Count	
<b>Reported attending a large gathering*</b>	<b>2071</b>	
Friend or family gathering (may include Thanksgiving)	107	
Thanksgiving (see FAQs for additional information)	68	
Other gathering	51	
Travel in state	35	

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Travel out of state	15
Religious	12
Sports/gym	11
Wedding	4
Funeral	4
Protest	1

\*Potential exposure settings are defined as indoor or outdoor locations in which cases came within 6 feet of a case for at least 15 minutes during the 2-14 days prior to symptom onset or test collection date for asymptomatic cases. Potential exposure settings are not confirmed sources of infection, and do not reflect all reported potential exposure settings. Persons may have visited more than one location. Responses are based on information volunteered on interview.

## Congregate Settings

As of December 24, there were 35 congregate living facilities (e.g., skilled nursing, long-term care, memory care, shelters, etc.) with at least 883 total confirmed cases of COVID-19. These include total case counts for staff and residents. Each facility has 2-149 cases who are recently linked to one another. Public Health and the CDPH Healthcare-Associated Infections Program continue providing consultation to these facilities in addition to their respective licensing institutions to control and prevent additional transmission of COVID-19. When a case is identified in a vulnerable setting, Public Health recommends testing of all residents and staff.

[Click here](#) for the latest information about correctional facility cases

## FAQs

### What is the status of vaccine distribution in the county?

Placer County is still in the first tier of Phase 1a, focused on health care workers and long-term care facilities, according to [CDPH's vaccine allocation guidance](#) for this phase. A summary of the tiers and phases and the county's current status can be found on our [website](#).

As of Dec. 31, Placer County has received 11,525 doses of vaccine. Vaccine allocations to Placer County thus far have been as follows:

Week of:	Pfizer	Moderna
12/10	3900	0
12/17	1950	2900
Week of 12/24	975	1800

Many of these doses have been distributed directly to hospital systems (as multi-county entities) from the state; others have gone to Public Health and been redistributed or administered to health care providers and long-term care facilities. Most individuals in Phase 1a, Tier 1 will not complete their two-dose COVID vaccination series until late January or early February.

To date, Public Health has received all vaccine doses it has been told to expect. Later tiers of 1a, likely in January, will see vaccination of other types of health care workers, from outpatient specialists to in-home health workers.

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The state is expected to publish more thorough details on phases 1b and 1c in the coming days; subphases that are expected to prioritize essential workers and those most at risk of severe illness or death.

The Pfizer and Moderna vaccines – those which have received FDA emergency use authorization thus far – require two doses to be fully effective. The manufactured doses should not be interchanged, i.e., if your first dose is from Pfizer, the second needs to be from Pfizer. Pfizer and Moderna have slightly differing timelines for the second dose, so it is important to follow instructions given by the vaccine administrator.

As the state standardizes reporting on vaccine distribution and uptake, Placer County Public Health will assess what additional metrics can be added to either this report or the daily dashboard.

## **What factors make it difficult for the county to contact trace all cases?**

There are 64 contact tracing/case investigation staff working for Public Health. Due to the sizeable surge in cases, Placer County has prioritized cases for phone interviews based on risk factors such as age, date of specimen collection and living/working in congregate settings. In December, 1,734 cases were interviewed and 1,006 resulting contacts were notified of their exposure. These represent the highest raw numbers of interviews conducted, while also accounting for a smaller share of overall cases than in previous months in the pandemic.

Like other health jurisdictions, Public Health is confronted with barriers that reduce the effectiveness of local contact tracing. Widespread infection, indicated by elevated testing positivity and case rate, makes it difficult to break the chain of transmission. Reluctance, among some, to participate in interviews and sharing complete information to prevent future spread is another barrier we have observed.

Despite the current challenges, Public Health has continued to bring on and train staff throughout the pandemic, and, in November, began using a virtual survey to reach some cases and obtain information. Filling out this survey, if you receive one, goes a long way to improving efficiency and helping slow the spread.

## **What is AB685?**

Click [here](#) for an full overview of [AB685](#) from Cal/OSHA.

Public Health has received many questions about outbreak reporting. Starting January 1, 2021, California AB 685 requires that all workplaces report COVID-19 outbreaks (3 or more employees) to their local health department (echoing previous CDPH guidance). Businesses may [report an outbreak](#) to Placer County Public Health using an online form.

## **What was the impact of Thanksgiving gatherings on transmission locally?**

Sixty-eight (68) confirmed cases were associated with Thanksgiving gatherings. Some confirmed cases shared they were part of large gatherings of 10-20 people each, while some traveled or received out-of-state visitors.

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Many cases reported smaller gatherings, which reduced possibility of super-spreader events. A number of cases not included in these 68 cases shared that they canceled Thanksgiving plans to reduce spread upon testing positive or feeling mild/moderate symptoms.

Multiple cases reported exposure to asymptomatic cases who tested positive shortly after Thanksgiving.

There are likely additional cases associated with Thanksgiving or other family/friend gatherings as more than half of recent cases could not be reached for interview while others declined sharing their exposure information.

With the case rate remaining high relative to other times during the pandemic, the impact of additional holiday gatherings on transmission and hospital capacity is a concern.

Regardless, leading into the New Year's holiday, taking simple precautions can lessen the chance of getting or passing on COVID-19 from or to family and loved ones. Find some tips for the holidays including creative ideas for alternative celebrations here in [English](#) and [Spanish](#).

## Monitoring/Thresholds

Every county in California is assigned to a tier under the state's Blueprint for a Safer Economy reopening framework based on its testing positivity and adjusted case rate. After the initial placement process, counties must remain in a tier for at least 3 weeks before moving forward. Data is reviewed weekly and tiers are updated on Tuesdays. To move forward, a county must meet the next tier's criteria for 2 consecutive weeks. If one or both of a county's metrics land in a more restrictive tier for 2 weeks in a row, a county must move backward to the more restrictive tier. The [Health Equity Metric](#) can also affect movement. At the time of this writing, Placer County and the Greater Sacramento Region remain under the state's Regional Stay-At-Home Order, which takes effect when ICU availability in a region drops below 15%. The order is in effect for a minimum initial period of three weeks and will continue until CDPH's four-week projections of the region's total available adult ICU bed capacity is greater than or equal to 15%. The Greater Sacramento Region was placed under the Regional Stay-At-Home Order on Dec. 10. The earliest the order could be lifted is Jan. 1, if projected ICU capacity four weeks from that date is 15% or greater.

\*\*During the current surge, CDPH is currently assigning tiers on a more frequent basis, not just weekly.

State Monitoring Indicators for Placer County		
State Indicators	12/21 Tier Assessment	12/28 Tier Assessment
Adjusted case rate per 100,000 (7-day average, 7-day lag)	43.5	43.5
Testing positivity rate (7-day average, 7-day lag)	12.5	12.5
Current overall tier	Purple	

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## State Tier Legend:

Adjusted case rate per 100,000 (7-day average, 7-day lag)	>7	4-7	1-3.9	<1
Testing positivity rate (7-day average, 7-day lag)	>8%	5-8%	2-4.9%	<2%

## Preventing Infection

Personal precautions go a long way to help reduce the spread of COVID-19.

- Remember: The safest gathering is a virtual gathering. The next safest gathering is a small, outdoor, distanced gathering with everybody wearing masks; washing/sanitizing their hands; and not sharing food, utensils or other items.
- Anyone who is feeling ill should stay home.
- Vulnerable (high-risk) individuals are encouraged to stay at home. This includes those over age 65 or with serious medical conditions.
- Wear a face covering in public. [Read some Face Covering FAQs here.](#)
- When in public, maximize physical distance from others (at least 6 feet).
- Maintain good hygiene practices by washing hands, using hand sanitizer, disinfecting frequently touched surfaces and covering coughs and sneezes.
- Find [Guidance for Confirmed Cases \(English\)](#) [\(Spanish\)](#) and [Guidance for Contacts \(English\)](#) [\(Spanish\)](#).

**SOUTH PLACER FIRE PROTECTION DISTRICT**  
**PARS OPEB Trust Program**

Account Report for the Period  
11/1/2020 to 11/30/2020

Eric Walder  
Fire Chief  
South Placer Fire Protection District  
6900 Eureka Rd.  
Granite Bay, CA 95746

### Account Summary

Source	Beginning Balance as of 11/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2020
OPEB	\$1,297,231.47	\$0.00	\$96,385.48	\$300.00	\$0.00	\$0.00	\$1,393,316.95
<b>Totals</b>	<b>\$1,297,231.47</b>	<b>\$0.00</b>	<b>\$96,385.48</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,393,316.95</b>

### 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	7.43%	4.69%	11.91%	7.96%	7.92%	-	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

Headquarters - 4350 Von Karman Ave., Suite 100, Newport Beach, CA 92660 800.540.6369 Fax 949.250.1250 www.pars.org