

March SPFD Board Meeting
Staff Comments and Recommendations
Public Access Telephonic/Online

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.

Only the Board will be meeting in person at 6900 Eureka Rd Granite Bay CA, 95746, the public will access the meeting by following the below link or dialing the below number.

March 2021 South Placer Fire District Board Meeting

Wed, March 10, 2021 7PM - 9PM (PDT)

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

<https://global.gotomeeting.com/join/670275949> ← Use this link to access meeting online

You can also dial in using your phone.

United States: +1 (786) 535-3211 ← Use this phone # if accessing by phone

Access Code: 670-275-949 ← 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/670275949>

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

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Weds. March 10, 2021

1. 7:00 p.m. Regular Session Online/Conference Call
<https://global.gotomeeting.com/join/670275949> or +1 (786) 535-3211 Access Code: 670-275-949

2. Flag Salute

3. Public Comment

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

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

5. Consent Agenda (Single Motion Needed)

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

- A. Approval of the Agenda
- B. Approval of the Minutes
- C. Authorization of Deposits:

Ambulance	\$88,784.87
Consolidated Mitigation Fees	17,026.20
Plans/Inspections	11,735.00
Cell Tower Leases	9,391.88
State of CA –OES Reimbursements	85,224.66
Workers Comp. Reimbursement.	2,153.05
CalCard Rebate	657.49
Staffing Reimbursements	<u>169.55</u>
TOTAL	<u>\$ 215,142.70</u>

- D. Approval of the March 2021 Expenditures: \$ 941,973.09

- E. Personnel Items

<u>Separations:</u>	Chief Walder (Retirement)
<u>Promotions:</u>	Chief Fowler
<u>Reassignments:</u>	Battalion Chief Feeley, Operations/Personnel
<u>New Hires:</u>	Apprentice Firefighter Gollnick
<u>Interns/Volunteers:</u>	None

6. Special Presentation: None

7. Old Business:

- A. Draft Division Chief Job Description: Staff recommends discussion and approval of the revised EMS/Training Division Chief Job Description. PG#25
- B. Penryn Fire District Request for Service Proposal: Staff recommends a presentation on behalf of the Penryn Ad Hoc Committee of the Board. Discussion and action to move forward with drafting the administrative contract with legal counsel, or to not move forward currently with an administrative contract with the Penryn Fire District. PG#31
- C. Fire Chiefs Contract: Approval of the Fire Chiefs contract. PG#38
- D. Employee Retention: Staff recommends discussion on employee retention and possible District action that may improve the District's ability to retain and recruit employees. Action to approve the MOU with Columbia Southern University requested. PG#57
- E. Station 18 New Truck Room Update: Staff recommends discussion on the proposed project and progress made to date. PG#61
- F. Replacement of FAIRA Director: Staff recommends adoption of Resolution appointing a Director or Chief Officer to the FAIRA Board of Directors. PG#62
- G. LAFCO Special District Representative Call for Nomination: Staff recommends discussion and action. PG#64

8. New Business:

- A. Fire Chief Recruitment: Staff recommends a report by the Fire Chief Recruitment Ad Hoc Committee of the Board. Discussion and action to select a consultant to commence a nationwide search for a Fire Chief. PG#67
- B. Surplus Vehicle (208) 2004 Ford Taurus: Staff recommends that the Board authorize the District to surplus the 2004 Ford Taurus. PG#92

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

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
February 10, 2021

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, February 10, 2021 at 6:32 p.m. by President, Gary Grenfell via both teleconference connection and in person meeting. <https://global.gotomeeting.com/join/334440029>

Present:

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

Absent:

Dan Bajtos

Staff in Attendance:

Fire Chief, Eric Walder
Deputy Chief, Karl Fowler
Board Secretary, Kathy Medeiros
Battalion Chief, Matt Feeley
Battalion Chief, Darren McMillin
Battalion Chief, Jason Brooks
Captain Paramedic, Devin Fuller
Engineer Paramedic, Pat Patterson
Captain Paramedic, Kelly Moretti
Captain Paramedic, Matt VanVollinburg

6:32 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes: PUBLIC EMPLOYMENT APPOINTMENT-FIRE CHIEF. Ad hoc Committee Members: Gary Grenfell, Sean Mullin, and Dan Bajtos (Pursuant to Govt. Code § 54957(b) (1).

6:58 p.m. Reconvene from Closed Session: President Grenfell reported the Board had discussed the promotion of Deputy Chief Karl Fowler to Fire Chief in closed session. Director Ryland made a motion to appoint Deputy Chief Karl Fowler to Fire Chief effective 3/9/2021 and will bring the employment contract to a future regular board meeting for review and approval. Director Gibson made a second to the motion. Carried

Rollcall:

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

Public Comment: None

Consent Agenda: Director Ryland made a motion to approve the items for the consent agenda with the motion seconded by Director Gibson. Carried

Rollcall:

Ayes: Musso, Johnson, Mullin, Grenfell, Ryland, Gibson

Noes: None

Abstain: None

Absent: Bajtos

OLD BUSINESS

Penryn Fire District Request for Service Proposal: The Chief recommends a report from the Penryn Ad Hoc Committee of the Board. Director Gibson began that the two boards met on 1/28/2021 to discuss a possible administration contract between the agencies and it went well. He continued that the Penryn board understood our current position needing more time and they would like a formal answer in the next few months. Director Johnson added that the Penryn board confirmed their intention for a future potential consolidation with South Placer. Director Gibson made a motion to have staff move forward and collaborate to create an administrative contract in March. Director Ryland made a second to the motion. Director Musso requested the Board allow the Committee to meet again with Penryn members to obtain more information in the next week and discuss the drafting of an administrative contract. Board members Gibson and Ryland agreed to amend their motions to allow the committee to meet next week for further research, review and clarification with the possibility of drafting the administrative contract following that meeting. Chief Walder noted that he will schedule a meeting with the Penryn board members and their interim Chief Shannon in the next week. Captain Paramedic Matt VanVultinburg expressed the labor units desire to collaborate with the Board on the issue. Member of the public, Sandy Harris expressed her concerns on the potential burden to the District without revenue neutrality.

Carried

Rollcall:

Ayes: Musso, Johnson, Mullin, Grenfell, Ryland, Gibson

Noes: None

Abstain: None

Absent: Bajtos

Employee Retention: The Chief recommends discussion on employee retention as a standing item for discussion for every board meeting. Chief Walder began that since last month's report there has been one Firefighter Paramedic released. Two Firefighter Paramedics and one Engineer have been hired. He continued that the District is considering partnering with Southern University to give employees an opportunity for online educational opportunities. Currently the MOU is being reviewed by legal counsel. The item will return for the March meeting for action. Chief Walder noted the last month the Board approved special order shields as an appreciation gift to employees and they are still in processing.

Approval of Financing Resolution for Fire Engine Purchase: Staff recommends approval of the Resolution to move forward with the financing of the two new Pierce Enforcer engines. Last month the Board authorized the purchase to two Type 1 Pierce Enforcer Fire Engine's utilizing the HGAC Buy Program. Chief Walder was given direction to secure the best interest rate over 5 years. Chief Walder continued that he has obtained a rate of 1.69% over a five year term with PNC Equipment Finance with a prepayment penalty. He noted that the current prices expire by February 17th. Director Ryland made a motion to approve the financing and Resolution and giving Chief Walder flexibility to any clerical or small changes necessary to move forward with the contract. Director Gibson made a second to the motion.

Carried

Rollcall:

Ayes: Musso, Johnson, Mullin, Grenfell, Ryland, Gibson

Noes: None

Abstain: None

Absent: Bajtos

NEW BUSINESS

Administration Reorganization: Staff recommends discussion and possible action to support the District's Administrative operations during the current and near future leadership changes. Chief Walder continued that his retirement date is formally March 8th and additional support is needed at the admin level. Firstly, the Fire Chief appointment has been completed but he suggested that the Ad Hoc Committee enlist a nationwide search agency to find the future Fire Chief following the retirement of Chief Fowler in December of 2021. Then the committee should seek qualified employees to act up immediately for Deputy Fire Chief while also re-writing the vacant position of Division Chief and seeking qualified employees to also act in that position. He continued that the District Secretary position be moved to a full-time position temporarily for one year. He continued that once a permanent Fire Chief is in place the administration organization can be revisited and amended at that time. Captain Paramedic VanVollinburg added that labor units would like to be included in any discussions for these reorganizations. Director Mullin replied that at this time the Board is engaging in emergency staffing but will engage all partners in the future. Director Gibson made a motion to approve the District's Administration Reorganization changes as presented by Chief Walder. Director Mullin made a second to the motion.

Carried

Rollcall:

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

Parcel Tax (Former Loomis Fire District) Administration Contract from SCI: Staff recommends discussion and approval for the Chief to enter into a three-year agreement with SCI to administer the Districts Parcel Tax Measure A in Division 2 of the District. Chief Walder explained that SCI Consulting Group is the consultant that administers many of the District's taxes and benefit assessments. They have submitted a proposal for a three-year agreement renewal with a modest increase over the next three years. He continued that SCI has done an excellent job administering our taxes and assessments while also responding to complaints from homeowners directly. Director Ryland made a motion to accept the proposal and authorize the Chief to execute a new agreement with SCI Consulting Group. The motion received a second by Director Gibson.

Carried.

Rollcall:

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

Fiscal Year 2020/21 2nd Quarter Budget Report: The Chief recommends a short presentation on the status of the Fiscal Year 2020/21 budget. Staff assembles a budget overview every quarter for information and discussion. Chief Walder remarked that the reports reflect the mid-year point in the fiscal year. All looks good with ½ of the general revenue received to date. Mitigation fees revenues fell slightly for the month but are expected to pick up in the next few months. OES Revenue are over budget while ambulance revenues dropped. Salaries and benefits are in line at 50% expended for the year with service and operations falling below expectations so far this year. Fixed assets and capital expenditures are beginning to ramp up spending now that the December property tax draw has been received. Director Gibson made a motion to approve the Fiscal Year 2020/21 Budget Report. The motion received a second from Director Ryland.

Carried

Rollcall:

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

LAFCO Special District Representative Call for Nomination: Staff recommends discussion and possible action as the Placer Local Agency Formation Committee has opened the nomination period for one regular and one alternate Special District representative seat on the commission. The correspondence outlines the selection process that the thirty-eight Special Districts in the County adhere to when selecting a representative and alternate. Director Ryland inquired if the position as a four year term would extend beyond the current term for the District's board members. Chief Walder noted that he would research that issue and return the item for next month's meeting.

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 District has experienced seven positive employee cases in the month of January. Currently, the front office is still closed to the public. Rapid tests are being used in the District and Chief Walder is working on developing a new plan and directives. Placer Counties seven day positivity rate is at 5.6% with 85 new cases yesterday. Station 16 is still being utilized as a Covid support center for staff although eventually the medic will be returned there for medical responses. All eligible employees have been offered the vaccination but there is not a mandate requiring them to receive it.

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

Chief's Report:

- Two structure fires and one attic fire in the past week. All were good stops by the responding crews. Salvage operations were successful. The severe weather event made for a busy 24 hour period with down trees, lines, power outages and vehicle accidents where the District relied on Penryn, Rocklin, Folsom and Roseville for assistance.
- Met with 522 leadership for the standing labor management meeting with good dialogue to identify issues that need to be addressed quickly. This month 522 President Chris Andrew was present to discuss the Minimum Staffing Policy.
- Executive Staff Meeting today to discuss issues throughout the District. Drafting a new minimum staffing policy with input from staff to bring forward in March or April. Station tone project discussed as having some communication issues with the length of the tone and are working hard to fix. Prevention update for the EVA issue has been resolved amiably with all parties coming to agreement for a functional EVA at the Taylor Road Mixed Use project. Well Quest and Carnelian developments are moving along. Folsom Lake shaded fuel breaks being worked on by Cal Fire and BOR on Lakeshore and Horseshoe Bar Road to all the way to behind Lakeridge. Facilities have many small project in the works: Station 17 phone replacements and upcoming to outlying stations, tree removals from the admin offices.
- Training in the second week of new hire training with one Engineer and two Paramedic Firefighters. Fire Investigation Team working with training to receive some specialized training. District will be hosting an LARRO class March 15-17. The new video laryngoscopes are in service and training for them is complete.
- Testing Update: 22 apprentice candidates moving forward to interviews for two openings. 17 applications for Captain received with 12 going into the process with 2 openings. Three candidates for Engineer moving forward into backgrounds. BC testing one candidate on March 11th. Immediately processing another test to fill anticipated future openings.
- Future board training dates with legal counsel to review conflict of interest and Brown Act Training with Board members.

- 30 years of service in the District have been an honor to serve with over 86 board meetings including the Loomis Fire District meetings. Thank you to all.

Functions: None

Board/Staff Comments: Deputy Chief Fowler congratulated Chief Walder on his upcoming retirement and thanked him for his service to the District. He expressed his appreciation to the Board for the endorsement to Fire Chief noting that he had big shoes to fill moving forward.

Future Agenda Items: LAFCO Special District Representative Call for Nomination, Fire Chief Contract, Penryn Fire District Request for Administrative Contract

There being no further business to come before the Board, the meeting adjourned at 8:13 p.m. The next regular meeting will be held on Wednesday, March 10, 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: 3/3/2021 8:20:56 AM
User Date: 3/3/2021

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	2/4/2021
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		\$2,541,920.05
23967	3/2/2021	CHK	California Assn of Prefessio No
23968	3/2/2021	CHK	California Assn of Prefessio No
23969	3/2/2021	CHK	Department of Health Care Se No
23970	3/2/2021	CHK	Golden State Emergency Vehic No
23971	3/2/2021	CHK	NGLIC C/O Superior Vision Se No
23972	3/2/2021	CHK	P.E.R.S No
23973	3/2/2021	CHK	PRINCIPAL MUTUAL No
23974	3/2/2021	CHK	Sacramento Area Fire Fighter No
23975	3/2/2021	CHK	Sacramento Area Fire Fighter No
23976	3/2/2021	CHK	SPFAOA No
23977	3/2/2021	CHK	SPFAOA No
23978	3/2/2021	CHK	TASC/ Total Admin Service No
23979	3/2/2021	CHK	TASC/ Total Admin Service No
23980	3/2/2021	CHK	TASC/ Total Admin Service No
23981	3/2/2021	CHK	Voya Financial Trust Co. No
23982	3/2/2021	CHK	Voya Financial Trust Co. No
16 Transaction(s)			\$850,515.42
			\$0.00

WELLS FARGO OP	Wells Fargo Operating Account		\$76,347.65
26187	3/1/2021	CHK	H&M Plumbing No
26188	3/2/2021	CHK	Gollnick, Gavin R. No
26189	3/2/2021	CHK	ALL STAR FIRE EQUIPMENT No
26190	3/2/2021	CHK	ACE HARDWARE No
26191	3/2/2021	CHK	ADVANTAGE GEAR No
26192	3/2/2021	CHK	Amerigas No
26193	3/2/2021	CHK	AUBURN TIRE SERVICE No
26194	3/2/2021	CHK	AT&T Mobility No
26195	3/2/2021	CHK	BART INDUSTRIES No
26196	3/2/2021	CHK	CAPITAL CLUTCH & BRAKE No
26197	3/2/2021	CHK	COMPLIANCE POSTER No
26198	3/2/2021	CHK	CELL ENERGY No
26199	3/2/2021	CHK	COLLEGE OAK TOWING No
26200	3/2/2021	CHK	CIT Technology Fin Serv. Inc No
26201	3/2/2021	CHK	CPS HR Consulting No
26202	3/2/2021	CHK	Central California Consultin No
26203	3/2/2021	CHK	De Lage Landen Financial Ser No
26204	3/2/2021	CHK	FOLSOM LAKE FORD No
26205	3/2/2021	CHK	FIRE COM No
26206	3/2/2021	CHK	GRAINGER, W.W. No
26207	3/2/2021	CHK	Gold Country Water No
26208	3/2/2021	CHK	Golden State Emergency Vehic No
26209	3/2/2021	CHK	HI-TECH No
26210	3/2/2021	CHK	Hunt and Sons, Inc No
26211	3/2/2021	CHK	HARRIS INDUSTRIAL GASES No
26212	3/2/2021	CHK	HB&T Environmental Inc No
26213	3/2/2021	CHK	INLAND BUSINESS SYSTEMS No
26214	3/2/2021	CHK	Interwest Consulting Group No
26215	3/2/2021	CHK	JRB Pest and Sanitation No
26216	3/2/2021	CHK	Kaiser Foundation Health Pla No

System: 3/3/2021 8:20:56 AM
 User Date: 3/3/2021

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
26217	3/2/2021	CHK	LIFE ASSIST	No	PMCHK00000925	\$5,121.69
26218	3/2/2021	CHK	Lionakis	No	PMCHK00000925	\$287.50
26219	3/2/2021	CHK	Loomis Ace Hardware	No	PMCHK00000925	\$30.36
26220	3/2/2021	CHK	Mission Uniform Services	No	PMCHK00000925	\$110.04
26221	3/2/2021	CHK	Municipal Emergency Services	No	PMCHK00000925	\$533.15
26222	3/2/2021	CHK	Midtlyng, Brian	No	PMCHK00000925	\$976.00
26223	3/2/2021	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000925	\$2,114.00
26224	3/2/2021	CHK	PG & E	No	PMCHK00000925	\$7,546.07
26225	3/2/2021	CHK	PLACER CO. DEPT. OF PUBLIC W	No	PMCHK00000925	\$240.00
26226	3/2/2021	CHK	Preferred Alliance Inc	No	PMCHK00000925	\$240.00
26227	3/2/2021	CHK	Recology Auburn Placer	No	PMCHK00000925	\$652.24
26228	3/2/2021	CHK	ROCKLIN HYDRAULICS	No	PMCHK00000925	\$14.80
26229	3/2/2021	CHK	Silverado Avionics Inc,	No	PMCHK00000925	\$697.75
26230	3/2/2021	CHK	SCI Consulting Group	No	PMCHK00000925	\$8,108.81
26231	3/2/2021	CHK	SIGNS ON TIME	No	PMCHK00000925	\$108.12
26232	3/2/2021	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00000925	\$4,475.42
26233	3/2/2021	CHK	Sac Metro Fire	No	PMCHK00000925	\$10,000.00
26234	3/2/2021	CHK	Consolidated Communications	No	PMCHK00000925	\$3,343.99
26235	3/2/2021	CHK	SAMBA Holdings Inc	No	PMCHK00000925	\$61.60
26236	3/2/2021	CHK	Sprint	No	PMCHK00000925	\$119.58
26237	3/2/2021	CHK	TIFCO INDUSTRIES	No	PMCHK00000925	\$138.10
26238	3/2/2021	CHK	Thomas, Tyler	No	PMCHK00000925	\$184.50
26239	3/2/2021	CHK	TIAA Commercial Finance, Inc	No	PMCHK00000925	\$2,443.49
26240	3/2/2021	CHK	The Permanente Medical Group	No	PMCHK00000925	\$859.00
26241	3/2/2021	CHK	Verizon Wireless	No	PMCHK00000925	\$561.92
26242	3/2/2021	CHK	Veritiv Operating Company	No	PMCHK00000925	\$1,104.45
26243	3/2/2021	CHK	Velosio	No	PMCHK00000925	\$56.84
26244	3/2/2021	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00000925	\$4,575.26
58	Transaction(s)					\$91,457.67
74	Total Transaction(s)					\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 1
 User ID: kmedeiros

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Checkbook ID	PLACER COUNTY
Vendor Name	First	Last	Check Number	First
Check Date	2/4/2021	3/2/2021		WELLS FARGO OP
				Last

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			
C273	California Assn of Professiona	PLACER COUNTY	23967	3/2/2021	\$1,268.50
32735	03-2021 LTD 03-2021 Safety LTD		\$1,268.50		
	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		\$1,239.00		\$0.00
C273	California Assn of Professiona	PLACER COUNTY	23968	3/2/2021	\$59.00
32736	03-2021 NS 03-2021 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	23969	3/2/2021	\$10,885.10
32737	GEM032147W8 2020/21 Qtr 3 QAF Fee		\$10,885.10		
	Type Account Description Debit Credit				
	PURCH 0-000-2025-000 Ambulance Billing Services		\$10,885.10		\$0.00
G204	Golden State Emergency Vehicle	PLACER COUNTY	23970	3/2/2021	\$699,437.00
32738	635017 SCH A-1 Two Pierce engines		\$699,437.00		
	Type Account Description Debit Credit				
	PURCH 0-000-4510-029 Type 1 Engine -SP Apparatus Reserve		\$357,570.77		\$0.00
	PURCH 0-000-4520-044 Type 1 Engine		\$27,866.23		\$0.00
	PURCH 0-000-4523-021 Type 1 Engine		\$314,000.00		\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	23971	3/2/2021	\$748.07
32739	491377 03-2021 Vision premium		\$748.07		
	Type Account Description Debit Credit				
	PURCH 0-000-1550-000 Agency Share Insurance		\$748.07		\$0.00
P101	P.E.R.S	PLACER COUNTY	23972	3/2/2021	\$91,238.40
32740	16339700 March 2021 premium		\$91,238.40		
	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		\$47,683.80		\$0.00
	PURCH 0-000-1550-000 Agency Share Insurance		\$20,966.16		\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	23973	3/2/2021	\$5,819.74
32741	03-20321 DENTAL March 2021 dental premium		\$5,819.74		
	Type Account Description Debit Credit				
	PURCH 0-000-1550-000 Agency Share Insurance		\$5,819.74		\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 2
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S043 32742	Sacramento Area Fire Fighters PP17 UNION 2021 Type Account Description PURCH 0-000-0218-000 Union Dues Payable	PLACER COUNTY EE Union dues PP 17	23974 \$1,876.82	3/2/2021	\$1,876.82
				Debit	Credit
				\$1,876.82	\$0.00
S043 32743	Sacramento Area Fire Fighters PP18 UNION 2021 Type Account Description PURCH 0-000-0218-000 Union Dues Payable	PLACER COUNTY EE Union dues PP 18	23975 \$1,929.26	3/2/2021	\$1,929.26
				Debit	Credit
				\$1,929.26	\$0.00
S233 32744	SPFAOA PP17 SPFAOA 2021 Type Account Description PURCH 0-000-0218-000 Union Dues Payable	PLACER COUNTY SPFAOA dues PP 17	23976 \$75.00	3/2/2021	\$75.00
				Debit	Credit
				\$75.00	\$0.00
S233 32745	SPFAOA PP18 SPFAOA 2021 Type Account Description PURCH 0-000-0218-000 Union Dues Payable	PLACER COUNTY SPFAOA dues PP 18	23977 \$75.00	3/2/2021	\$75.00
				Debit	Credit
				\$75.00	\$0.00
T160 32746	TASC/ Total Admin Service PP17 DC/MR 2021 Type Account Description PURCH 0-000-0216-000 Flexible Benefits Payable PURCH 0-000-1550-000 Agency Share Insurance PURCH 0-000-1550-000 Agency Share Insurance	PLACER COUNTY EE/ER DC/MR PP 17	23978 \$5,309.59	3/2/2021	\$5,309.59
				Debit	Credit
				\$1,090.97	\$0.00
				\$3,872.48	\$0.00
				\$346.14	\$0.00
T160 32747	TASC/ Total Admin Service PP18 DC/MR 2021 Type Account Description PURCH 0-000-0216-000 Flexible Benefits Payable PURCH 0-000-1550-000 Agency Share Insurance PURCH 0-000-1550-000 Agency Share Insurance	PLACER COUNTY EE/ER DC/MR PP 18	23979 \$5,309.60	3/2/2021	\$5,309.60
				Debit	Credit
				\$1,090.97	\$0.00
				\$3,872.49	\$0.00
				\$346.14	\$0.00
T160 32748	TASC/ Total Admin Service IN1970458 Type Account Description PURCH 0-000-0215-000 Group Insurance Payable	PLACER COUNTY 04-2021 Admin Fee	23980 \$221.37	3/2/2021	\$221.37
				Debit	Credit
				\$221.37	\$0.00
V125 32749	Voya Financial Trust Co. PP17 DEF COMP 2021 Type Account Description PURCH 0-000-0214-000 457 Deferred Comp. Payable PURCH 0-000-0214-000 457 Deferred Comp. Payable	PLACER COUNTY EE/ER Def Comp PP 17	23981 \$13,337.76	3/2/2021	\$13,337.76
				Debit	Credit
				\$12,437.66	\$0.00
				\$900.12	\$0.00
V125 32750	Voya Financial Trust Co. PP18 DEF COMP 2021 Type Account Description	PLACER COUNTY EE/ER Def Comp PP 18	23982 \$12,925.19	3/2/2021	\$12,925.19
				Debit	Credit

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 3
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-0214-000	457	Deferred Comp. Payable	\$11,955.83	\$0.00
	PURCH 0-000-0214-000	457	Deferred Comp. Payable	\$969.36	\$0.00
I155 32622	H&M Plumbing	WELLS FARGO OP	26187	3/1/2021	\$3,400.00
	1155 Water heater		\$3,400.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$3,400.00	\$0.00	
G172 32734	Gollnick, Gavin R.	WELLS FARGO OP	26188	3/2/2021	\$800.00
	32734 Volunteer Pay Jan-Dec 2020		\$800.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1015-000	Other Payroll (Volunteer Pay)	\$800.00	\$0.00	
A137 32639	ALL STAR FIRE EQUIPMENT	WELLS FARGO OP	26189	3/2/2021	\$6,663.71
	219688 Roof hook		\$148.27		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$148.27	\$0.00	
32640	229671 Red Head Brute X-Pander		\$6,515.44		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$515.44	\$0.00	
	PURCH 0-000-4523-010	Brute Expander Hose Couples & Suppl	\$6,000.00	\$0.00	
A164 32623	ACE HARDWARE	WELLS FARGO OP	26190	3/2/2021	\$280.21
	024916 Drain cleanr, buffing suppli		\$34.28		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$34.28	\$0.00	
32624	024947 Retirement plaque materials		\$19.28		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2055-000	Safety Awards & Recognition	\$19.28	\$0.00	
32625	024971 Faucet repair, oil		\$100.21		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-001	6900 Eureka Road	\$100.21	\$0.00	
32626	024983 Broom, dust pan		\$12.86		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-006	4650 East Roseville Parkway	\$12.86	\$0.00	
32627	024984 Fender washer, drill screws		\$22.29		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-006	4650 East Roseville Parkway	\$22.29	\$0.00	
32628	024987 Drill bits, tool holder, hrd		\$57.87		
	Type Account	Description	Debit	Credit	

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 4
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$57.87	\$0.00
32629	025110 Plunger		\$9.64		
	Type Account Description			Debit	Credit
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$9.64	\$0.00
32630	025161 Broom		\$8.57		
	Type Account Description			Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$8.57	\$0.00
32631	025187 Bits, glue, hardware		\$15.21		
	Type Account Description			Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$15.21	\$0.00
A172	ADVANTAGE GEAR	WELLS FARGO OP 26191		3/2/2021	\$2,415.47
32632	39185-1 Boots, shirt, flashlight		\$538.23		
	Type Account Description			Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$538.23	\$0.00
32633	39479-1 Pants		\$461.77		
	Type Account Description			Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$461.77	\$0.00
32634	39853-1 Boots		\$565.15		
	Type Account Description			Debit	Credit
	PURCH 0-000-4511-008	Structure PPE/Gear		\$565.15	\$0.00
32635	39855-1 Flashlight		\$96.47		
	Type Account Description			Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$96.47	\$0.00
32636	39856-1 Shirt		\$140.44		
	Type Account Description			Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$140.44	\$0.00
32637	39862-1 Alterations		\$48.26		
	Type Account Description			Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$48.26	\$0.00
32638	39964-1 Boots		\$565.15		
	Type Account Description			Debit	Credit
	PURCH 0-000-4511-008	Structure PPE/Gear		\$565.15	\$0.00
A190	Amerigas	WELLS FARGO OP 26192		3/2/2021	\$125.48

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 5
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32641	3117609532	Propane tank rent	\$125.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$125.48	\$0.00
A211	AUBURN TIRE SERVICE	WELLS FARGO OP	26193	3/2/2021	\$1,243.87
32643	124118	Tires	\$1,243.87		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-401	2002 Chevy		\$1,243.87	\$0.00
A226	AT&T Mobility	WELLS FARGO OP	26194	3/2/2021	\$1,179.61
32642	17562940	Monthly billing	\$1,179.61		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$1,179.61	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	26195	3/2/2021	\$433.80
32644	021181	Switch	\$39.14		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-506	2012 F-350 Ambulance		\$39.14	\$0.00
32645	268233	Brake pads	\$145.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$145.48	\$0.00
32646	269900	Oil filters, windshield wash	\$54.24		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-401	2002 Chevy		\$54.24	\$0.00
32647	269962	Cab filter, resistor	\$84.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-401	2002 Chevy		\$84.17	\$0.00
32648	270657	Fuel filters, oil filters	\$110.77		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$110.77	\$0.00
C115	CAPITAL CLUTCH & BRAKE	WELLS FARGO OP	26196	3/2/2021	\$121.64
32649	1652992	Brake relay valve	\$121.64		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$121.64	\$0.00
C174	COMPLIANCE POSTER	WELLS FARGO OP	26197	3/2/2021	\$441.47
32654	678463	Labor law posters	\$441.47		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$441.47	\$0.00
C204	CELL ENERGY	WELLS FARGO OP	26198	3/2/2021	\$516.76

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 6
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32650	306702	Group 65 & Group 31 batterie	\$516.76		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$516.76	\$0.00
C242	COLLEGE OAK TOWING	WELLS FARGO OP 26199		3/2/2021	\$743.75
32652	536813	Recovery from ditch	\$350.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Piercece Engine 18		\$350.00	\$0.00
32653	536834	Tow to Station 17	\$393.75		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$393.75	\$0.00
C251	CIT Technology Fin Serv. Inc	WELLS FARGO OP 26200		3/2/2021	\$1,178.67
32655	37250813	Copier lease 1	\$1,178.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$1,178.67	\$0.00
C265	CPS HR Consulting	WELLS FARGO OP 26201		3/2/2021	\$1,070.30
32658	SOP52341	Apprentice tests	\$1,070.30		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$1,070.30	\$0.00
C271	Central California Consulting,	WELLS FARGO OP 26202		3/2/2021	\$3,000.00
32651	019	Quarterly billing	\$3,000.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$3,000.00	\$0.00
D144	De Lage Landen Financial Servi	WELLS FARGO OP 26203		3/2/2021	\$265.73
32659	71541877	Copier lease 2	\$265.73		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$265.73	\$0.00
F109	FOLSOM LAKE FORD	WELLS FARGO OP 26204		3/2/2021	\$1,109.77
32661	697042	DEF injector	\$208.91		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-506	2012 F-350 Ambulance		\$208.91	\$0.00
32662	697794	Fuel filter kit	\$251.27		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$251.27	\$0.00
32663	697804	Rotors	\$649.59		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-021	2017 Ford F250 XL		\$649.59	\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 7
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
F119 32660	FIRE COM INV323902	WELLS FARGO OP	26205	3/2/2021	\$367.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2221-000	Radio headset Radio Repair	\$367.82	\$367.82	\$0.00
G110 32666	GRAINGER, W.W. 9792677941	WELLS FARGO OP	26206	3/2/2021	\$90.66
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-506	Rocker switch SPDT 2012 F-350 Ambulance	\$14.09	\$14.09	\$0.00
32667	9794680125	Test gauge	\$72.31		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$72.31	\$72.31	\$0.00
32668	9796217124	Threaded mandrel	\$4.26		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies	\$4.26	\$4.26	\$0.00
G158 32664	Gold Country Water 20210131	WELLS FARGO OP	26207	3/2/2021	\$276.49
	Type Account	Description		Debit	Credit
	PURCH 0-000-2053-000	Monthly billing Food/Drink-Incident Supplies	\$276.49	\$276.49	\$0.00
G204 32665	Golden State Emergency Vehicle CI026883	WELLS FARGO OP	26208	3/2/2021	\$995.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Hydraulic override solenoid Truck 17 100' Aerial	\$995.82	\$995.82	\$0.00
H116 32673	HI-TECH 169652	WELLS FARGO OP	26209	3/2/2021	\$176.09
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-813	Fuel gauge 2005 Spartan Hi-Tech Type One Engin	\$176.09	\$176.09	\$0.00
H130 32674	Hunt and Sons, Inc 744758	WELLS FARGO OP	26210	3/2/2021	\$2,923.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Gasoline, diesel Station 17 Fuel	\$1,582.37	\$1,582.37	\$0.00
32675	744759	Gasoline,diesel	\$1,341.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel	\$1,341.51	\$1,341.51	\$0.00
H141 32669	HARRIS INDUSTRIAL GASES 01833273	WELLS FARGO OP	26211	3/2/2021	\$411.72
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Cylinder rental Oxygen	\$219.08	\$219.08	\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 8
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32670	01833304	Cylinder rental	\$147.47		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$147.47	\$0.00
32671	01833408	Cylinder rental	\$45.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$45.17	\$0.00
H169	HB&T Environmental Inc	WELLS FARGO OP	26212	3/2/2021	\$1,508.00
32672	21-5635	Asbestos analysis	\$1,508.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4522-001	Station 18 Schematic Design/Archite		\$1,508.00	\$0.00
I121	INLAND BUSINESS SYSTEMS	WELLS FARGO OP	26213	3/2/2021	\$30.63
32676	IN1821096	Excess copies	\$30.63		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$30.63	\$0.00
I134	Interwest Consulting Group	WELLS FARGO OP	26214	3/2/2021	\$2,640.00
32677	66385	Services, 12/21/20-1/31/21	\$2,640.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$2,640.00	\$0.00
J128	JRB Pest and Sanitation	WELLS FARGO OP	26215	3/2/2021	\$295.00
32678	48814	Monthly billing	\$85.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$85.00	\$0.00
32679	48815	Monthly billing	\$85.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$85.00	\$0.00
32680	49170	Monthly billing	\$125.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$125.00	\$0.00
K130	Kaiser Foundation Health Plan	WELLS FARGO OP	26216	3/2/2021	\$2,046.64
32681	16915095	Ambulance refund	\$2,046.64		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$2,046.64	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	26217	3/2/2021	\$5,121.69
32682	1070981	Epinephrine	\$708.20		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$708.20	\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 9
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32683	1071613	Various supplies	\$3,133.10		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$3,133.10	\$0.00
32684	1073559	Clipboards	\$260.32		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$260.32	\$0.00
32685	1073588	Gloves, sponges, razors, etc	\$630.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$630.50	\$0.00
32686	1075481	Wipes, clipbrds, masks, elec	\$389.57		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$389.57	\$0.00
L108 32687	Lionakis 75792	WELLS FARGO OP 26218 January services	\$287.50	3/2/2021	\$287.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-031	St. 18 Schematic Design & Remodel		\$287.50	\$0.00
L149 32688	Loomis Ace Hardware 000193/1	WELLS FARGO OP 26219 Appliance bulbs, fasteners	\$8.88	3/2/2021	\$30.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$8.88	\$0.00
32689	000241/1	Electronic cleaner	\$10.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$10.74	\$0.00
32690	A20759/1	Plastic binder adhesive	\$10.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$10.74	\$0.00
M101 32693	Mission Uniform Services 513971953	WELLS FARGO OP 26220 Weekly billing	\$27.51	3/2/2021	\$110.04
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00
32694	514010903	Weekly billing	\$27.51		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$27.51	\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 10
 User ID: lmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
32695	514051299	Weekly billing	\$27.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls	\$27.51	\$0.00	
32696	514093581	Weekly billing	\$27.51		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls	\$27.51	\$0.00	
M167	Municipal Emergency Services	WELLS FARGO OP	26221	3/2/2021	\$533.15
32697	INI540134	Bumper & Guard Assy	\$533.15		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies	\$533.15	\$0.00	
M183	Midtlyng, Brian	WELLS FARGO OP	26222	3/2/2021	\$976.00
32691	CF-CO2A0227	Company Officer 2A	\$488.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2040-000	Education/Training	\$488.00	\$0.00	
32692	CF-CO2D0226	Company Officer 2D	\$488.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2040-000	Education/Training	\$488.00	\$0.00	
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	26223	3/2/2021	\$2,114.00
32698	79863	Software subscriptions (Jan)	\$602.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$602.00	\$0.00	
32699	79965	IT consulting	\$520.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$520.00	\$0.00	
32700	80066	IT consulting	\$65.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$65.00	\$0.00	
32701	80139	Software subscriptions (Feb)	\$602.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$602.00	\$0.00	
32702	80196	IT consulting	\$325.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2122-001	Software Support	\$325.00	\$0.00	
P111	PG & E	WELLS FARGO OP	26224	3/2/2021	\$7,546.07
32703	32703	Monthly billing	\$35.78		
	Type Account	Description	Debit	Credit	

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 11
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2027-028	Station 28		\$35.78	\$0.00
32704	32704	Monthly billing	\$7,510.29		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2027-001	6900 Eureka Road	\$2,353.83	\$0.00	
	PURCH 0-000-2027-003	7070 Auburn Folsom Road	\$2,290.98	\$0.00	
	PURCH 0-000-2027-005	3505 Auburn Folsom Road	\$523.24	\$0.00	
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway	\$183.73	\$0.00	
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road	\$1,132.80	\$0.00	
	PURCH 0-000-2027-028	Station 28	\$901.80	\$0.00	
	PURCH 0-000-2027-029	Station 29	\$123.91	\$0.00	
P118	PLACER CO. DEPT. OF PUBLIC WKS	WELLS FARGO OP 26225		3/2/2021	\$240.00
32705	C109517	Traffic signal maintenance	\$240.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2225-003	7070 Auburn Folsom Road	\$240.00	\$0.00	
P218	Preferred Alliance Inc	WELLS FARGO OP 26226		3/2/2021	\$240.00
32706	0165031-IN	Drug testing	\$240.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background	\$240.00	\$0.00	
R129	Recology Auburn Placer	WELLS FARGO OP 26227		3/2/2021	\$652.24
32707	64835069	Monthly billing	\$31.62		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.62	\$0.00	
32708	64821317	Monthly billing	\$525.76		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$525.76	\$0.00	
32709	64835077	Monthly billing	\$31.62		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.62	\$0.00	
32710	64821630	Monthly billing	\$31.62		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.62	\$0.00	
32711	64822877	Monthly billing	\$31.62		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2026-000	Garbage	\$31.62	\$0.00	
R153	ROCKLIN HYDRAULICS	WELLS FARGO OP 26228		3/2/2021	\$14.80
32712	287392-001	Fitting JIC, adaptor	\$14.80		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-2222-813	2005 Spartan Hi-Tech Type One Engine	\$14.80	\$0.00	

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 12
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S102 32723	Silverado Avionics Inc. 2068	WELLS FARGO OP	26229	3/2/2021	\$697.75
	Type Account	Description		Debit	Credit
	PURCH 0-000-2221-000	Desktop charger, speaker-mic Radio Repair	\$697.75	\$697.75	\$0.00
S142 32719	SCI Consulting Group C9449	WELLS FARGO OP	26230	3/2/2021	\$8,108.81
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Loomis Assmt Admin FY 20/21 Legal/Consulting Fees	\$2,359.00	\$2,359.00	\$0.00
32720	C9450	Loomis Parcel Tax Admin 20/2	\$2,458.81		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,458.81	\$0.00
32721	C9459	SP Parcel Tax Admin FY 20/21	\$3,291.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$3,291.00	\$0.00
S146 32722	SIGNS ON TIME 66667	WELLS FARGO OP	26231	3/2/2021	\$108.12
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Stencils Automotive Repairs/Supplies	\$108.12	\$108.12	\$0.00
S163 32714	SACRAMENTO TRUCK CENTER F009932607:01	WELLS FARGO OP	26232	3/2/2021	\$4,475.42
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	Turbocharger, air intake, et 2005 Spartan Hi-Tech Type One Engin	\$5,272.86	\$4,360.68	\$0.00
32715	F009932977:01	Pipe air transfer	\$114.74		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-814	2005 Spartan Hi-Tech Type One Engin		\$114.74	\$0.00
S178 32713	Sac Metro Fire 157006	WELLS FARGO OP	26233	3/2/2021	\$10,000.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Helicopter/dozer contract 20 Legal/Consulting Fees	\$10,000.00	\$10,000.00	\$0.00
S282 32656	Consolidated Communications In 32656	WELLS FARGO OP	26234	3/2/2021	\$3,343.99
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Monthly billing Telephone	\$155.90	\$155.90	\$0.00
32657	32657	Monthly billing	\$3,188.09		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$3,188.09	\$0.00

System: 3/2/2021 4:58:48 PM
 User Date: 3/2/2021

South Placer Fire District
 CHECK DISTRIBUTION REPORT
 Payables Management

Page: 13
 User ID: kmedeiros

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S286 32718	SAMBA Holdings Inc INV00546811	WELLS FARGO OP	26235	3/2/2021	\$61.60
	Driver monitoring		\$61.60		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$61.60	\$0.00
S298 32724	Sprint 467197811-159	WELLS FARGO OP	26236	3/2/2021	\$119.58
	Monthly billing		\$119.58		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$119.58	\$0.00
T117 32728	TIFCO INDUSTRIES 71622450	WELLS FARGO OP	26237	3/2/2021	\$138.10
	Discs, washers, ty rap, etc		\$138.10		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$138.10	\$0.00
T138 32726	Thomas, Tyler 20210217	WELLS FARGO OP	26238	3/2/2021	\$184.50
	PALS renewal		\$184.50		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$184.50	\$0.00
T144 32727	TIAA Commercial Finance, Inc 7896363	WELLS FARGO OP	26239	3/2/2021	\$2,443.49
	DocuWare		\$2,443.49		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,443.49	\$0.00
T147 32725	The Permanente Medical Group I 20210209	WELLS FARGO OP	26240	3/2/2021	\$859.00
	Physicals		\$859.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$859.00	\$0.00
V114 32731	Verizon Wireless 9872375183	WELLS FARGO OP	26241	3/2/2021	\$561.92
	Monthly billing		\$55.14		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$55.14	\$0.00
32732	98972375223	Monthly billing	\$506.78		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$506.78	\$0.00
V123 32730	Veritiv Operating Company 628-33786750	WELLS FARGO OP	26242	3/2/2021	\$1,104.45
	Glass cleaner, disinfectant		\$1,104.45		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$1,104.45	\$0.00
V126	Velosio	WELLS FARGO OP	26243	3/2/2021	\$56.84

System: 3/2/2021 4:58:48 PM
User Date: 3/2/2021

South Placer Fire District
CHECK DISTRIBUTION REPORT
Payables Management

Page: 14
User ID: kmedeiros

Vendor ID	Vendor Name		Checkbook ID	Check Number	Check Date	Check Amount
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Voucher Number	Invoice Number		Original Voucher Amount			
<hr/>						
32729	100RN-003854		Microsoft Dynamics			\$56.84
	Type	Account	Description		Debit	Credit
	PURCH	0-000-2030-000	Memberships/Subscriptions		\$56.84	\$0.00
W121	WITTMAN ENTERPRISES, LLC		WELLS FARGO OP	26244	3/2/2021	\$4,575.26
32733	2101046		January services			\$4,575.26
	Type	Account	Description		Debit	Credit
	PURCH	0-000-2025-000	Ambulance Billing Services		\$4,575.26	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Draft Division Chief Job Description

Action Requested: Staff recommends discussion and approval of the revised EMS/Training Division Chief Job Description.

Background: At the February Board meeting, the Board voted and approved an Administration Reorganization plan that includes temporarily filling a currently vacant Division Chief, EMS/Training Officer position with an actor. The District is currently in the process of filling the approved temporary acting position. This revised job description will give the employee in the acting position an expectation of duties to be performed.

Impact: Job Aid and expectations for employee in acting/development position.

Attachments: Draft Policy No. 1144: Division Chief, EMS/Training Officer job description. Administration Reorganization Memo from February Board Meeting.

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire District

South Placer Fire District POLICY MANUAL

POLICY TITLE: Division Chief, EMS/Training Officer

Adopted Date: DRAFT

POLICY NUMBER: 1144

Revision Date: 02/25/2021

1144.1 General Job Description: The South Placer Fire District is a tax supported governmental agency, which provides emergency and non-emergency services to the Community of the South Placer Fire District and other communities under local agreements and the California State Mutual Aid Plan.

1144.1.1 The EMS/Training Officer is a member of the District's Management Team, receiving general direction from the Operations Chief. The EMS/Training Officer is responsible for the management of the EMS and Training Division. The primary duty is to develop policy, plan, direct, coordinate, organize, supervise and participate in the activities of Districts EMS and Training Divisions, and assist with recruitment, retention, and succession activities.

1144.1.2 The normal work schedule is a 40-hour work week; however, occasional night and weekend work is required. The EMS/Training Officer may be required to work additional hours in case of emergencies, a call back, and/or to attend meetings as directed by the Operations Chief. The EMS/Training Officer is required to work all holidays unless taken off via an approved method using Vacation or Holiday pay.

1144.2 Duties: The EMS/Training Officer has specific District wide responsibilities over the District's EMS and Training Division. The EMS/Training Officer shall:

1144.2.1 Plan, develop, direct, organize and participate in the District's EMS and Training programs. Manage the Districts ambulance service and contracts associated with the EMS operation; participate in the ambulance fee ordinance and billing process; initiate EMS invoices, oversee EMS supply District wide, and maintain controlled substance logs. Administer the District wide training plan to meet current requirements. Participate with Battalion Chiefs in the training of staff, serve as an instructor for specialized in-service training courses, and develop training schedules.

1144.2.3 Participate in local, regional, and state-wide training officers associations. Plan, develop, direct, organize and participate in the District's involvement in regional training programs. Participate in local, regional, and statewide EMS officers associations. Be the point of contact for written and oral communication with outside agencies, including law enforcement, fire, EMS, hospitals, and ambulance companies. Coordinate mandatory testing such as TB testing and fit testing of HEPA masks. Maintain confidential

information. Ensure employees are eligible to work by monitoring records of mandated certifications, qualifications, and requirements.

1144.2.4 Manage and/or participate in run reviews and Continuing Quality Improvement activities. Ensure that the District's EMS and Training program is consistent with the legal requirements set forth in the laws of the State of California and the Federal Government. Enforce applicable EMS mandates from Federal, State and Local jurisdictions, including HIPAA and Medicare. Act as the HIPAA Privacy Officer for the District. Act as the Infection Control Officer. Collaborate with the District's Medical Director.

1144.2.5 Conduct an evaluation of District training needs based upon post incident analysis and EMS related incidents.

1144.2.6 Initiate positive recognition or disciplinary action involving assigned employees.

1144.2.7 Develop annual goals related to the District EMS and Training Division. Continually evaluate the scope and level of service relating to the District EMS and Training Division. Make recommendations to the Operations Chief for service level improvements and long-term planning. Develop and recommend an annual budget to the Operations Officer for expenditures directly related to the EMS and Training Division, which includes identifying the need for new or replacement equipment. Develop cost estimates for budget items and implement mid-year adjustments.

1144.2.8 Make recommendations to the Fire Chief regarding changes or revisions to the Rules and Regulations or any other policies and procedures to enhance the EMS and Training of the District.

1144.2.9 Attend and represent the District at community and professional meetings as required (evenings or weekends). Participate with Local, County, State and National emergency service-related committees and organizations and teams as directed by the Operations Chief.

1144.2.10 If deemed qualified, and authorized by the Fire Chief, may act as a Shift Battalion Chief. In this capacity, assume command of any incident as necessary unless relieved by a Chief Officer of higher rank. Effectively serve in any ICS position for incidents to which they are dispatched.

1144.2.11 Participate in self-directed physical conditioning activities. Many of the tasks performed in this job require extended, strenuous physical exertion in dangerous conditions. The employee shall work as a member of a team, all of whose members are interdependent on other members of the team for their safety and for the successful accomplishment of the tasks. Due to the wide range of activities and conditions inherent

in this job, the frequencies and duration of physical activities may vary significantly from day to day.

1144.2.12 Manage complex administrative tasks not limited to fire and emergency services training.

1144.2.13 May be required to perform other duties as assigned related to the District's mission statement.

1144.3 Minimum Qualifications:

1144.3.1 Employee shall maintain a valid Class C California Drivers License.

1144.3.2 A CSFM Certified Fire Officer Certificate (Pre 2014) or CSFM Company Officer Certificate

1144.3.3 An Associate of Arts/Sciences Degree from a college or university accredited by an accrediting organization recognized by the U.S. Department of Education. The degree must be in area of fire science, emergency services, public administration or other related field.

1144.3.4 Have not less than five (5) years of experience in emergency fire operations (of these, not less than two (2) years shall have been as a full-time, full-paid employee in a fire TRAINING or EMS division or as a full time, full paid Captain or higher).

1144.4 Desirable Qualifications:

1144.4.1 A Bachelor's Degree from an accredited college or university with major course work in fire science, fire administration, EMS or a closely related field.

1144.4.2 California Certified Instructor 1 or Certified Fire Instructor 1A and 1B (Old Curriculum) or Instructor 1- Instructional Methodology.
Out of State equivalent will be evaluated for equivalency.

1144.3.3 Fire Chief Officer 3A, 3B, 3D, 3E, and I-300 within 12 months of appointment. CSFM approved Command Classes 2A-2B-2C-2D-2E (Old Curriculum Pre 2014) will be accepted as equivalent.

1144.4.4 Training from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields. Examples: National Fire Academy, Executive Fire Officer Graduate, CSFM Certified Chief Officer or CSFM Certified Chief Fire Officer, CSFM Instructor 2 or 3, etc.

1144.5 Knowledge and Abilities:

1144.5.1 Extensive knowledge of: Current instructional and adult learning methodologies and principles; principles, practices, methods, and techniques of modern fire prevention and suppression activities; firefighting practices, skills, and abilities required of subordinate District personnel; the California State Fire Marshal's Certification System; proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities; and basic building and fire code construction and maintenance requirements. Extensive knowledge of: Current instructional and adult learning methodologies and principles, practices, methods, and techniques of modern EMS, and fire suppression activities.

1144.5.2 Working knowledge of: District contractual agreements and commitments; the principles of supervision, training and performance evaluations and practices of personnel management and employment laws; operational procedures of fire service organizations; current District rules, regulations, procedures, methods and techniques; current firefighting, rescue and EMS principles, practices, techniques and procedures.

1144.5.3 General knowledge of: State requirements for emergency services; current principles and practices of organization, administration, budget, and management training; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern office practices, procedures, methods, and computer hardware and software.

1144.6 Physical Abilities: Twist and reach for equipment surrounding desk; use telephone and write or use a keyboard to communicate through written means; perform various tasks that require standing, walking, bending, stooping, kneeling, simple and power grasping, pushing, pulling and fine manipulation; perform physical activities of a strenuous nature; see and hear with sufficient acuity to identify potentially hazardous conditions.

1144.7 Working Conditions: On a continuous basis, work indoors in an office environment; sitting at a desk and/or in meetings for long periods of time; intermittently travel in assigned vehicle to satellite stations or respond to emergency situations or incidents; exposed to dust, noise, smoke, fumes, gases, hazardous materials, unknown substances, oil, grease, wet and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field; may work unusual and prolonged schedule during emergencies, seasonally-caused circumstances or special projects; may be exposed to varying climates or hot and cold temperature conditions while in the field.

1144.8 Standards: Maintain the mental condition, physical endurance, agility, strength and stamina to perform hazardous work under emergency conditions. Maintain the ability to understand and follow oral and written directions promptly and accurately. Continuously be courteous to the public, allied agencies and fellow employees. The employee shall maintain favorable employee performance evaluations.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF ERIC G. WALDER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, FEBRUARY 03, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Administration Reorganization

Action Requested: Staff recommends discussion and action to support the Districts Administrative Operation during the current and future leadership changes.

Background: Chief Walder has officially noticed the District of his retirement date of March 8th, 2021. The District will need to support the administration with additional positions to ensure continuity of administrative operations. This agenda item was tabled at the January 27th, 2021 special meeting.

Chiefs Recommendation:

- Appoint Deputy Chief to Fire Chief – Deputy Chief plans on retiring in December 2021.
 - Immediately enlist consultant to conduct a nationwide search to hire a Fire Chief that can transition with the current Deputy Chief before his retirement in December 2021.
- Seek qualified employees to temporarily fill the Deputy Chiefs Position in an acting capacity.
- Re-write Vacant Division Chief positions Training and EMS into one position, seek qualified employees to temporarily fill the Division Chief Position in an acting capacity,
- Transition Part- Time District Secretary to full-time for an initial period of one-year.

Impact: Continued Continuity of Administrative Operation

Attachments: Current Fire District organization chart and proposed organizational chart

Eric Walder, EFO
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Penryn Fire District Request for Service Proposal:

Action Requested: Staff recommends a presentation on behalf of the Penryn Ad Hoc Committee of the Board. Discussion and action to move forward with drafting the administrative contract with legal counsel, or to not move forward currently with an administrative contract with the Penryn Fire District.

Background: Since July 29th, 2020, the Districts Staff has been engaged with the Penryn Fire Protection District researching and discussing the feasibility of an Administrative Contract for Services. The Board has been given reports on the progress of the initiative each month since July. At the January 13th, 2021 Board meeting an Ad Hoc Committee of the Board was formed to meet with representatives of the Penryn Fire Board to discuss at the Board level. On the 28th of January, the two Board Committee's met to discuss an Administrative Contract. At the February 10th, 2021 SPFD Board gave direction to the Ad Hoc committee to meet with Penryn to further research review and clarify the proposed administrative contract. The Ad Hoc Committee met on the 18th of February 2021. Direction from the committee was to present to the Board of Directors a concise presentation on the proposal and receive a decision to move forward or not.

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: Ad Hoc Committee Agenda, PowerPoint Presentation

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire District



**Administrative Contract Ad Hoc Committee
Penryn Fire District / South Placer fire District**



Meeting Agenda: 2/18/2021 1530hrs

1. Opening
2. Introductions
3. Timeline of Proposal
 - July 29th, 2020 Penryn Board Letter to South Placer Fire District
 - August 13th, 2020 Draft Proposal and Presentation from SP to Penryn
 - Jan 13th, 2021 Formation of Ad Hoc Committee
 - Jan 28th, 1st Ad Hoc Joint Committee Meeting
4. PowerPoint Presentation
5. Open Discussion
5. Next Steps
6. Good of the Order



Penryn FPD and South Placer FPD



**Contract for Administrative Services
and
Limited Operational Services**

What is the Proposed Contract

- **Limited Term – ***One Year Contract*** Initial *****
- **Fire Administrative Services: (FIRE CHIEF SERVICES)**
 - Budgeting
 - Board Liaison and Board Meeting Management
 - Labor Management
 - Personnel Management (Including Promotional Testing)
 - Allied Agency Interaction
- **Office Administrative Services (PROFESSIONAL STAFF)**
 - Human Resources, payroll, accounts receivable, accounts payable.



What is the Proposed Contract

- **Operational Services: (BATTALION CHIEF SERVICES)**

- Incident Management
- Daily Operations
- Staffing Management
- Dispatch and Communication Services



- **Support Services:**

- Facilities Maintenance and Capital Improvement
- Apparatus Equipment Maintenance and Replacement Program Oversight
- Future Possible Apparatus Maintenance – Hourly

What is the Proposed Contract

- **Fire Prevention Services** (as requested or needed)
 - Code Enforcement
 - Fire Investigations
 - Public Education
 - Plan Review, Inspections, Variances, and Development Meetings



What the Proposed Contract is Not

- **Consolidation**
- **Combining or Sharing of Line Personnel**
- **Combining or Sharing of District Assets except as identified in Contract or as agreed upon during contract.**
- **Proposing any change to either Districts current fire or EMS operational deployment.**



**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY FIRE CHIEF FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: **Fire Chiefs Contract**

Action Requested: Approval of the Fire Chiefs contract.

Background: At the February Board meeting, the Board vote 6-0 to promote the Deputy Chief to the position of Fire Chief effective March 9, 2021. The term of the contract is from March 9, 2021, through December 31, 2021.

Impact: Continued District Administrative Operation

Attachments: Fire Chief Contract with attachments

Karl Fowler, CFI
Fire Chief
South Placer Fire District

EMPLOYMENT CONTRACT
between
Karl Fowler
and the
SOUTH PLACER FIRE PROTECTION DISTRICT

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

I. TERM

- A. The term of this Contract shall be March 9th, 2021, through and including December 31, 2021.
- B. This Contract shall be subject to early termination only as provided below.

II. COMPENSATION

A Base Salary

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

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

B. Administrative Incentives

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

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF FIRE CHIEF

- A. The FIRE CHIEF shall be responsible to, and shall report directly to, the BOARD.
- B. The FIRE CHIEF shall perform all duties prescribed by:
 - 1. the laws of the State of California;
 - 2. rules, regulations, and lawful directions of the BOARD;

C. Attachments to this Contract:

1. The Fire Chief Job Description approved by the BOARD, DISTRICT Policy Number 1110, revision date 2/16/2011 (Appendix "B").
2. Major Performance Requirements for the Fire Chief (Appendix "C").

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

A. Regular Service

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

B. Annual Vacation

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

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

C. Sick Leave

2. The Fire Chief shall earn sick leave at the Suppression Qualified 40-hour work employees receive 14 hours per month. Suppression Qualified Day 40-hour work week employees shall accrue annual sick leave at the shift rate and have a utilization rate of one point four (1.4). The utilization rate of one point four (1.4) provides for equal calendar periods leave.

EXAMPLE:

<u>Assignment</u>	<u>Accrual</u>	<u>Usage</u>
24 hour shifts	Shift Rate	1 hour of leave for 1 hour absent
40 hour work week Suppression Qualified	Shift Rate	1.4 hours of leave for 1 hour absent
40 hour work week Non-Suppression	Day Rate	1 hour of leave for 1 hour absent

D. Administrative Time Off (ATO)

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

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

E. Holidays:

1. FIRE CHIEF shall receive 96 hours of holiday pay per calendar year. (front loaded every January) FIRE CHIEF may schedule holiday time in the same manner as vacation. If not used, up to 96 hours of holiday time for the prior calendar year can be sold back to the District in the first full pay period in January of the following year. Hours shall be sold at straight time. Holiday time cannot be accumulated from year to year. FIRE CHIEF is required to work all Holidays unless taken off using an approved method.

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

F. Out of Area Assignment:

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

G. Education Incentive

1. The Fire Chief shall receive an educational incentive for possession of the following: a) Maximum to 10%, b) AA:3%, c) BA: 5%, d) Fire Officer: 2%, Chief Officer Certificate: 2%
2. The incentives are cumulative but shall not be more than ten (10) percent total.

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

H. Uniform Allowance

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

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

I. Longevity Pay

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

30	6% of salary
35	7% of salary

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

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

J. Health Insurance

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

2. IRC SECTION 125 PLAN

a. IRC Section 125 Plan

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

b. Payroll Deduction

1) Any employee who is enrolled in one or more of the plans set forth above which costs more than the District's required specific monthly contribution is required to sign a payroll deduction form and pay the monthly difference by payroll deduction.

2) Failure to execute a payroll deduction form will result in immediate cancellation of insurance for non-payment of premiums.

c. Supplemental Plan Credit

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

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

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

K. Retirement Formula

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

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

L. Leave Balances Upon Retirement

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

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

VI. **EVALUATION**

A. The BOARD shall evaluate, in writing, the performance of the FIRE CHIEF.

1. The BOARD shall evaluate the FIRE CHIEF, in writing, in accordance with the following schedule:
 - a. During the month of December in each fiscal year of this Contract.
2. A meeting shall be held between the FIRE CHIEF and the BOARD to discuss the FIRE CHIEF's evaluation at the time the written evaluation is presented to him.
3. The FIRE CHIEF shall have the right to make a written response to the evaluation.

B. The evaluation shall be related to the duties and responsibilities of the FIRE CHIEF as set forth in Article III, the goals and objectives established by the FIRE CHIEF as set forth in Article V, Appendix "B," Appendix "C," and applicable law and Governing Board Policy.

C. The final format, procedures, and goals of the FIRE CHIEF's evaluation shall be established by the BOARD and the evaluation format shall be provided to the FIRE CHIEF six (6) months previous to the evaluation. The evaluation may include the FIRE CHIEF's self evaluation. The BOARD may, at their discretion revise the format and procedure of the FIRE CHIEF's evaluation, but such revision shall first be preceded by six months notice to the FIRE CHIEF.

D. If the BOARD determines that performance of the FIRE CHIEF is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where the BOARD deems performance to be unsatisfactory.

- E. After evaluating the FIRE CHIEF, the BOARD shall meet at a regular Board meeting to approve the adjustment to the FIRE CHIEF's base salary as a result of a satisfactory evaluation for the preceding evaluation period.

VII. PROFESSIONAL GROWTH OF THE FIRE CHIEF

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

VIII. EXPENSE REIMBURSEMENT

A. General

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

B. Transportation

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

C. Professional Organizations and Committees

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

IX. OUTSIDE PROFESSIONAL ACTIVITIES

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

XI. TERMINATION OF EMPLOYMENT CONTRACT

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

- A. Mutual agreement of the parties.
- B. Retirement of the FIRE CHIEF.
- C. Discharge for cause.
 - 1. In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to the DISTRICT, this Contract may be terminated. Conduct which is seriously prejudicial to the DISTRICT shall include, by way of illustration and not limitation, unprofessional conduct, neglect of duty, or breach of this Contract.
 - 2. Should the BOARD elect to terminate this Contract prior to its expiration pursuant to this section, the BOARD shall notify the FIRE CHIEF in writing. Upon request, the BOARD shall serve upon the FIRE CHIEF a reasonably detailed statement of charges. The FIRE CHIEF will be afforded an opportunity for a hearing before the BOARD which shall include the right to be represented by counsel and the right to call witnesses. If the FIRE CHIEF chooses to be accompanied by legal counsel at such hearing, the FIRE CHIEF shall bear any costs therein involved. Such hearing shall be conducted in closed session. The FIRE CHIEF shall be provided a written decision describing the results of the hearing. The BOARD's decision shall be final.
- D. Termination for Convenience
 - 1. Notwithstanding any other provision of this Contract, the BOARD may (at its sole discretion) terminate this Contract.
 - 2. If the BOARD terminates the Contract before its normal expiration, except pursuant to A., B., or C. above, the FIRE CHIEF shall receive as

severance pay the lesser of either twelve (12) month's gross salary or gross salary for the number of months remaining on the Contract.

- a. The BOARD and the FIRE CHIEF agree that this shall be the sole and exclusive remedy if this Contract is terminated for convenience.
- b. If this Contract is terminated, any cash settlement related to the termination that the FIRE CHIEF receives from the BOARD shall be fully reimbursed to the BOARD if the FIRE CHIEF is convicted of a crime involving an abuse of his/her position as defined in Government Code section 53243.4.

XIII. GENERAL PROVISIONS

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

BOARD OF DIRECTORS OF THE
SOUTH PLACER FIRE PROTECTION
DISTRICT

By: _____

Gary Grenfell
President, Board of Directors

Date:

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

By: _____

Karl Fowler, CFI
Fire Chief

Date:

Appendix "A"

Appendix "A"

SOUTH PLACER FIRE DISTRICT SALARY SCHEDULE Effective 1/1/2021

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Admin. Asst./	Monthly	5,508	5,783	6,072	6,376	6,695	
Fire Inspector 1	Annual	66,091	69,396	72,865	76,509	80,334	
	Hourly	31.7746	33.3633	35.0315	36.7831	38.6222	
Battalion Chief	Monthly	8,093	8,498	8,922	9,369	9,837	10,329
Shift	Annual	97,115	101,971	107,069	112,423	118,044	123,946
	Hourly	33.3499	35.0174	36.7682	38.6067	40.5370	42.5638
Captain	Monthly	6,986	7,335	7,702	8,087	8,492	8,916
	Annual	83,833	88,024	92,426	97,047	101,899	106,994
	Hourly	28.7888	30.2282	31.7396	33.3266	34.9929	36.7426
Deputy Chief	Monthly	10,838	11,380	11,949	12,546	13,174	
	Annual	130,055	136,558	143,385	150,555	158,082	
	Hourly	62.5264	65.6527	68.9353	72.3821	76.0012	
Division Chief	Monthly	9,367	9,835	10,327	10,843	11,386	
Training	Annual	112,403	118,023	123,924	130,120	136,626	
EMS	Hourly	54.0398	56.7418	59.5789	62.5578	65.6857	
CRR							
Engineer	Monthly	6,034	6,336	6,653	6,986	7,335	7,702
	Annual	72,413	76,034	79,836	83,828	88,019	92,420
	Hourly	24.8673	26.1106	27.4162	28.7870	30.2263	31.7376
Firefighter	Monthly	5,212	5,472	5,746	6,033	6,335	6,652
	Annual	62,542	65,669	68,952	72,400	76,020	79,821
	Hourly	21.4772	22.5510	23.6786	24.8625	26.1056	27.4109
Fire Chief	Monthly	12,547	13,174	13,833	14,524	15,250	
	Annual	150,558	158,086	165,990	174,290	183,004	
	Hourly	72.3837	76.0029	79.8030	83.7932	87.9829	
Business Manager	Monthly	8,346	8,764	9,202	9,662	10,145	
	Annual	100,157	105,164	110,423	115,944	121,741	
	Hourly	48.1522	50.5598	53.0878	55.7422	58.5293	
Part-Time	Monthly	4,160					
Mechanic	Annual	49,920					
	Hourly	52.0000					
Journey person	Monthly	6,204	6,514	6,840	7,182	7,541	
Mechanic	Annual	74,445	78,167	82,075	86,179	90,488	
	Hourly	35.7908	37.5803	39.4593	41.4323	43.5039	
Apprentice Firefigh	Monthly	3,640					
	Annual	43,680					
	Hourly	15.0000					
District Secretary	Monthly	3,897					
	Annual	46,760					
	Hourly	44.9620					

South Placer Fire DISTRICT POLICY MANUAL

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

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

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

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

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

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

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

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

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

1110.4 Minimum Qualifications:

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

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

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

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

1110.7 Knowledge of:

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

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

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

FIRE CHIEF SHALL:

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

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

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Employee Retention:

Action Requested: Staff recommends discussion on employee retention and possible District action that may improve the District's ability to retain and recruit employees. Action to approve the MOU with Columbia Southern University requested.

Background: The California State Fire Service is experiencing a shortage of Paramedic Firefighters as such most Firefighting organizations are directly in competition with one another to hire and retain Paramedic Qualified Firefighters.

Through the Labor Management meeting process that was initiated 7 months ago, L522 South Placer Unit requested that retention issues be discussed at the Board level at each Board meeting.

Through a shared process the Labor unit requested that the District partner with Columbia Southern University. The MOU was sent to Legal Counsel with no concerning issues found. Since the last meeting staff has researched the partnerships with Columbia Southern University and found that there are over 2,000 public agencies participating in the partnership including many large local agencies.

Impact: Increased awareness of retention issues

Attachments: Columbia Southern University MOU and supporting information.

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire Protection District



Learning Partnership

FREQUENTLY ASKED QUESTIONS

How does a Learning Partnership work?

CSU Learning Partners sign a non-binding agreement that allows our institution to offer a 10% tuition discount on all online classes to your employees/members along with an application fee waiver (\$25 value). Textbooks are provided at no cost.

Can my family receive the Learning Partner Discount?

Spouses and children of employees/members are also eligible to take advantage of these benefits.

What is the cost?

There is no cost to become a learning partner.

How many employees have to enroll if we become a Learning Partner?

There is no specific number of employees that have to enroll.

When will my Partnership begin?

The partnership will begin upon receipt of the signed MOU and completed questionnaire.

Can the non-binding Learning Partnership agreement be changed to fit my guidelines?

Yes, we can adapt the agreement to fit your guidelines and policies. We do ask permission to place your business/organization name and logo (if provided) on our website.

How long does the Learning Partnership last?

The Learning Partnership remains active indefinitely or until either party chooses to discontinue the relationship.

By becoming a Learning Partner, are we agreeing that our employees/members will only use CSU?

No, the partnership agreement is non-exclusive. It simply means that if any of your employees/members choose to become a student with our institution, they will receive the benefits included in the partnership agreement.

Are there scholarship opportunities for CSU Learning Partners?

The Learning Partner scholarship will be applied directly to the recipient's tuition for up to three years or until the completion of the selected online degree program, whichever comes first.

The dates for the scholarships are:

January 19 – March 30	April
April 2 – May 22	June
June 4 – August 10	September
September 3 – November 30	December

What is CareerQuest?

Career Quest is a web-based employment management system powered by the NACELink Network. This is an outstanding source available to you that will assist in your search for highly-qualified college students and graduates for internships, part-time, and full-time career opportunities. Through CareerQuest you may also share career opportunities with CSU students and alumni.



Memorandum of Understanding

(This MOU is not a legally binding contract and may be canceled at any time without penalty or recourse)

About the Institution:

Columbia Southern University (CSU), is an online university accredited by the Distance Education and Accreditation Council which is recognized by the U.S. Department of Education.

wishes to offer educational opportunities to its employees/members by becoming a Columbia Southern University (CSU) Learning Partner. This partnership is designed to assist Learning Partner employees/members in achieving their educational goals in career appropriate disciplines.

A. Learning Partner benefits include:

- » 10% tuition discount on all classes and waiver of the Application Fee. This benefit extends to spouses and children of the Learning Partner employee/member.
- » Textbooks provided at no cost.
- » Exclusive scholarship opportunities for Learning Partner employees/members.
- » A complimentary evaluation of previously earned educational credits and training/professional certifications for consideration of transfer credit.
- » Complimentary access to our Writing and Math specialists through the Student Success Center.
- » A dedicated landing page for Learning Partners on the CSU website for prospective students and student enrollments.

B. Learning Partner benefits may also include:

- » Designation of the Learning Partner name on the CSU website and University marketing materials.
- » Display of the Learning Partner's logo (if provided) on the CSU website and University marketing materials.
- » Feature articles of the Learning Partner through press releases and marketing campaigns.
- » Complimentary access to CSU Career Quest to advertise employment and internship opportunities.
- » Scheduled visits or presentations to promote the Learning Partnership benefits to Learning Partner employees/ members.
- » Discounts on Continuing Education training and learning opportunities.

C. As a Learning Partner, the organization will:

- » Agree to inform all employees/ members of the Learning Partner relationship and benefits as one of their options for education.
- » Keep CSU informational materials on site and make them available to employees/members.
- » Assign a liaison within the Learning Partner who is willing to accept and distribute communications from the CSU liaison and/or a CSU representative.
- » Provide information to the CSU liaison regarding Employee Benefits Fairs and Education Fairs once date and time have been established.
- » Agree to be contacted via email by a representative of Columbia Southern University and/or Columbia Southern Education Group.

This Learning Partnership will take effect from the date of signing and will remain in effect unless terminated by one or both parties. This Memorandum is agreed to and executed on this _____ day of _____ in the year _____.

PARTNER SIGNATURE: _____

OUTREACH REPRESENTATIVE: _____

PRINT NAME: _____

COORDINATOR OF CORPORATE PARTNERSHIP: _____

TITLE: _____



Learning Partnership Questionnaire

To complete the Learning Partner process and receive the partnership benefits, please provide answers for the questions below:

1. Tell us about your company/organization:

NAME OF COMPANY/ORGANIZATION

PHYSICAL ADDRESS

CITY STATE ZIP CODE

BEST CONTACT METHOD

COMPANY WEBSITE

2. List the liaison your organization has chosen, along with his/her title, phone number and email address.

LIAISON NAME

TITLE

()
PHONE

EMAIL ADDRESS

3. Provide the name, title, and contact information for a secondary point of contact to assist in your absence.

SECONDARY CONTACT NAME

TITLE

()
PHONE

EMAIL ADDRESS

4. Total number of employees and/or members associated with your company/organization?

5. Does your company/organization offer tuition assistance or reimbursement for educational expenses?

☐ Yes ☐ No

6. Does your organization require or recommend additional education for advancement?

☐ Yes ☐ No

7. Which manner do you prefer to promote CSU and the partnership within your company/organization? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Visit, Presentations | <input type="checkbox"/> Intranet |
| <input type="checkbox"/> Flyers, catalogs, etc. | <input type="checkbox"/> Exclusive Emails |
| <input type="checkbox"/> E-Newsletter | |

8. A CSU Outreach Representative may be in your area and may contact the liaison you have assigned to visit your company/organization. With your consent, the Outreach Representative will conduct presentations and meet with those interested in furthering their education.

Would you like one of our Outreach Representatives to visit or present to your company/organization?

☐ Yes ☐ No

9. Does your company/organization host an annual Employee Benefits Fair/Educational Fair?

☐ Yes ☐ No

10. Would you like for an Outreach Representative to attend your annual Employee Benefits Fair/Educational Fair?

☐ Yes ☐ No

Please ask current CSU students to contact their Admission/Student Services representative to have the partnership added to their record to obtain the Learning Partner discount.

If you have an employee who is interested in receiving more information about CSU, our partnership counselors are available to answer any questions at 800.344.5021 or OutreachAdmissions@ColumbiaSouthern.edu.

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY FIRE CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Station 18 New Truck Room Update:

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

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

Impact: Informational

Attachments: None

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire Protection District

**SOUTH PLACER FIRE PROTECTION DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY FIRE CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Replacement of Fire Agencies Insurance Risk Authority (FAIRA) Director:

Action Requested: Staff recommends adoption of Resolution appointing a Director or Chief Officer to the FAIRA Board of Directors.

Background: The South Placer Fire District holds a seat on the Board of Directors of the Fire Agencies Insurance Risk Authority (FAIRA) a JPA which provides liability insurance to over one hundred fire agencies within California and Nevada. The District has had a seat on the Board of FAIRA since its inception in 1987. Chief Eric Walder has represented the District on the FAIRA Board since 2015. With Chief Walder's retirement the seat is now open, and the District must fill by resolution. The South Placer Fire District Board may fill the vacancy by appointment, Director Ken Musso was appointed as the alternate to Chief Walder at the December Board meeting.

Impact: Informational

Attachments: FAIRA Resolution.

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire Protection District

RESOLUTION NO.)
)
A Resolution Appointing _____)
_____ to the Fire Agencies)
Insurance Risk Authority (FAIRA))
Board of Directors.)

THE BOARD OF DIRECTORS FINDS, DETERMINES AND DECLARES AS FOLLOWS:

1. Fire Chief Eric Walder served as a Board Member on the Fire Agencies Insurance Risk Authority (FAIRA) Board. Fire Chief Eric Walder is retiring from the South Placer Fire Protection District.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The South Placer Fire Protection District appoints _____ to fill the vacant position on the FAIRA Board.

Passed and Adopted at a regular meeting on _____ Upon motion of
Director _____ Seconded by Director _____ And carried by the
following vote, to wit:

AYES:

NOES:

Authorized Signature:

DATE

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY FIRE CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: LAFCO Special District Representative Call for Nomination:

Action Requested: Staff recommends discussion and action.

Background: The Placer Local Agency Formation Committee has opened the nomination period for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission. The correspondence from Placer County Local Agency Formation Commission outlines the selection process that the thirty-eight Special Districts in the County adhere to when selecting a representative and alternate. At the February 2021 Board Meeting the Board tabled this item. March 16, 2021 is the deadline for nominations.

Impact: Representation on LAFCO

Attachments: Call for Nominations Letter

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire District

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 Maple Street, Auburn, California 95603 - 530-889-4097
lafco@placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO

COMMISSIONERS:

Robert Weygandt
Chair (County)

Joshua Alpine
Vice Chair (Special Districts)

Bonnie Gore
(County)

Paul Joiner
(City)

William Kahri
(Special Districts)

Joe Patterson
(City)

Susan Rohan
(Public)

ALTERNATE COMMISSIONERS:

Scott Alvord
(City)

Jim Holmes
(County)

Mike Lynch
(Special Districts)

Jeffrey Staraky
(Public)

STAFF:

Kristina Berry, AICP
Executive Officer

Vacant
*Clerk to the
Commission*

William Wright
LAFCO Counsel

February 2, 2021

Presiding Officer/Chair
Placer County Special District

From: Kris Berry, Executive Officer

Re: Call for Nomination--Special District Representative

Dear Presiding Officer/Chair:

This letter is the official call to open the nomination period for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission.

The current Special District representatives are regular member Joshua Alpine, Placer County Water Agency (term expired May, 2020), and alternate member Mike Lynch, Auburn Recreation and Park District (term expired May, 2020). These Commissioners will serve the LAFCO Commission until new appointments are made. It is necessary to select a Special District representative and alternate representative for a four-year term. The new terms will expire in May, 2024.

Under Section 56332 of the Cortese-Knox-Hertzberg Act, the Executive Officer calls meetings of the Special District selection committee. The committee consists of the Presiding Officers of each independent Special District within the County (or members appointed by the legislative bodies to attend in the Presiding Officer's place). There are thirty-eight (38) such independent Special Districts in the County. A quorum would consist of one more than half of this number, twenty (20).

In the past, it has proven difficult given the busy schedules of most board members, to select a time when a sufficient number of Presiding Officers could be assembled to achieve a quorum.

Recognizing that it may be infeasible to hold a meeting at a time that is convenient for a quorum to attend, Section 56332(f)(3) allows for the Executive Officer to conduct the election for Special District representatives in writing. Under this new procedure, the Executive Officer call for nominations may be sent and submitted to by electronic mail within thirty (30) working days, allowing sufficient time for directors of the districts to take formal action on nominations. At the end of the nominating period, the Executive Officer prepares a ballot with voting instructions and sends the ballot to each district, allowing thirty (30) days for balloting. The Executive Officer then tallies the ballots and announces the results.

A nominee must be the Presiding Officer or a member of the legislative body of an independent Special District. The Cortese-Knox-Hertzberg Act encourages the selection of Special District representatives to represent the diversity of the districts with respect to population and geography.

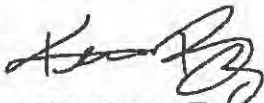
The nomination period shall close at 4:30 p.m. on Tuesday, March 16, 2021. Nominations must be submitted by that time to:

Placer LAFCO
110 Maple Street
Auburn, CA 95603

Upon the closing of the nomination period, staff will prepare and mail a ballot to each Special District with voting instructions. Ballots will be due thirty (30) days after mailing.

If you have any questions about this procedure, please feel free to contact this office.

Sincerely,



Kris Berry, Executive Officer
Placer LAFCO

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY FIRE CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Fire Chief Recruitment

Action Requested: Staff recommends a report by the Fire Chief Recruitment Ad Hoc Committee of the Board. Discussion and action to select a consultant to commence a nationwide search for a Fire Chief.

Background: At the February Board meeting, the Board approved an Administration Reorganization plan that includes the immediate enlistment of a consultant to conduct a nationwide search to hire a Fire Chief that can transition with the current Chief before his retirement in December 2021. The Fire Chief Ad Hoc Committee of the Board has received proposals from two executive recruitment consultants. The Ad Hoc Committee will report their findings to the Board for consideration.

Impact: Professional fees and expenses in the range of \$22,500 to \$25,000.

Attachments: Proposals from Bob Murray & Associates and from Ralph Andersen & Associates.

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire District



A Proposal to Conduct an Executive Recruitment
for the Position of
FIRE CHIEF
on behalf of the



1544 Eureka Road, Suite 280
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

February 18, 2021

MR. GARY GRENFELL
BOARD PRESIDENT AND
MEMBERS OF THE BOARD
SOUTH PLACER FIRE DISTRICT
6900 EUREKA ROAD
GRANITE BAY, CA 95746

Submitted Via Email To: ewalder@southplacerfire.org

Dear Mr. Grenfell and Members of The Board:

Bob Murray & Associates is pleased to submit a proposal to conduct the Fire Chief recruitment for the South Placer Fire District. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the South Placer Fire District will match the criteria you have established, be a good fit for your organization, and be outstanding in their field.

We recognize that we work at the pleasure of the Board of Directors and our job is to facilitate the Board's Fire Chief search. From the outset of the search, we work to establish a strong partnership with the Board to ensure the placement of a Fire Chief who is ideally suited to its needs. In developing an effective search, we hope that Board members make themselves available as we seek the opportunity to meet with them individually to discuss their expectations for the South Placer Fire District's new Fire Chief. We hope they will speak candidly with us regarding the traits they are looking for in the new Fire Chief. The insight garnered as a result of these meetings will be invaluable as we recruit and screen candidates for the position.

With respect to the Fire Chief recruitment and the South Placer Fire District, Bob Murray & Associates has an unmatched record of success in recruiting local government professionals including those in the field of fire service. We are currently conducting the Fire Chief recruitments on behalf of the California Cities of Lompoc and Victorville. We are also conducting the Fire Chief recruitments on behalf of the Placer Hills Fire Protection District and the Fire Marshal on behalf of the City of Bellevue, WA. Our extensive contacts and knowledge of outstanding candidates will ensure you have a quality group of finalists from which to select the City of South Placer Fire District's next Fire Chief.

Recent Fire Chief recruitments we have completed similar in size and scope to your upcoming search include the following:

2021

Lakeport Fire Protection District, CA
City of Redmond, WA
City of Vancouver, WA

2020

City of Cathedral City, CA
City of Vancouver, WA (Deputy Fire Chief)

2019

City of Boulder City, NV
City of San Rafael, CA
City of Yuba City, CA

2018

City of Manhattan Beach, CA
City of Marysville, CA
City of Milpitas, CA
City of South San Francisco, CA
City of South San Francisco, CA
Ross Valley Fire Department, CA
Santa Clara County Central Fire Protection
District, CA (Assistant Fire Marshal and
Hazardous Materials Assistant Fire Marshal)
City of Vallejo, CA

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Regan Williams, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project. Mr. Williams has over 30 years of experience in law enforcement and fire services. This experience will be invaluable when evaluating candidates' credentials and recruiting candidates for the Fire Chief position.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 15 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President, Bob Murray & Associates

TABLE OF CONTENTS

THE RECRUITMENT PROCESS	2
STEP 1 DEVELOP THE CANDIDATE PROFILE	2
<i>Optional Service: Community and Staff Involvement</i>	<i>2</i>
STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS	2
<i>Reaching Diverse Candidates</i>	<i>3</i>
STEP 3 RECRUIT CANDIDATES	3
STEP 4 SCREEN CANDIDATES	4
STEP 5 CONDUCT PRELIMINARY INTERVIEWS	4
STEP 6 SEARCH PUBLIC RECORDS	4
STEP 7 MAKE RECOMMENDATIONS	4
STEP 8 FACILITATE FINAL INTERVIEWS	5
STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS	5
STEP 10 ASSIST IN NEGOTIATIONS	5
COMPLETE ADMINISTRATIVE ASSISTANCE	6
COSTS AND GUARANTEE	7
PROFESSIONAL FEE AND EXPENSES	7
<i>Optional Services</i>	<i>7</i>
GUARANTEE	8
RECRUITMENT SCHEDULE	8
FIRM PROFILE	9
REFERENCES	15

THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding the perfect fit, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the Fire Chief will lead to superlative results for the South Placer Fire District. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the South Placer Fire District's needs will be key to a successful search. Regan Williams will meet with the Members of The Board and key stakeholders to learn as much as possible about the ideal candidate for the Fire Chief position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the South Placer Fire District.

Mr. Williams will review and help define the District's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the District to identify expectations regarding education and experience. The Members of The Board and Mr. Williams will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the South Placer Fire District so desires, we will work with the Members of The Board to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Mr. Williams and your dedicated Recruitment Coordinator will use the candidate profile developed with the South Placer Fire District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the South Placer Fire District that you feel best represent your organization and your community.

Upon your approval, Mr. Williams will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the Fire Chief position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly and

is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Williams will also design an effective advertising campaign appropriate for the Fire Chief recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, the “Jobs Available” newsletter, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the Fire Chief field.

Suggested Fire Chief-specific advertising sources for the South Placer Fire District’s search include:

- ♥ California Fire Chiefs Association
- ♥ National Association of Hispanic Firefighters
- ♥ International Association of Fire Chiefs
- ♥ International Association of Women in the Fire and Emergency Services
- ♥ Daily Dispatch

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women’s Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Williams will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the South Placer Fire District, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the Fire Chief position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach

efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the Fire Chief recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Mr. Williams will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Mr. Williams will discuss with the Members of The Board how the South Placer Fire District wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Mr. Williams will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Mr. Williams will explore each candidate's background and experience as it relates to the Fire Chief position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Mr. Williams will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Mr. Williams, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Mr. Williams to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Mr. Williams will recommend a limited number of candidates for your further consideration. He will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- ♥ Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- ♥ Summary of experience, education, and salary information for each Recommended Finalist candidate

- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the South Placer Fire District to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the Members of The Board and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Mr. Williams helps the South Placer Fire District to design.

Mr. Williams will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Mr. Williams and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Mr. Williams knows what other organizations have done to put deals together with great candidates and what the current market is like for Fire Chief positions in organizations like the South Placer Fire District's. He will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the South Placer Fire District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Mr. Williams on behalf of the South Placer Fire District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Mr. Williams will be available to the South Placer Fire District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the Fire Chief recruitment on behalf of the South Placer Fire District is \$16,500. Services provided for in this fee consist of all steps outlined in this proposal, including three (3) days of meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the South Placer Fire District. Therefore, Mr. Williams will contact the District at the first anniversary of the placement to confirm an effective transition has occurred.

The South Placer Fire District will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$6,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the South Placer Fire District.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the South Placer Fire District.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$16,500
Reimbursable Expenses	\$6,000
<i>Example costs and approximate amounts include:</i>	
Brochure Design and Printing (\$1,275)	
Advertising (\$3,000)	
Background Checks – 3 candidates (\$550)	
Consultant Travel (\$600)	
Other expenses – supplies, shipping, clerical (\$575)	
Not-to-Exceed Total	\$22,500

Optional Services

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey with analysis of results: \$250
- Additional on-site meeting days: \$1,500/day, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Other services: \$250/hour or \$1,500/day

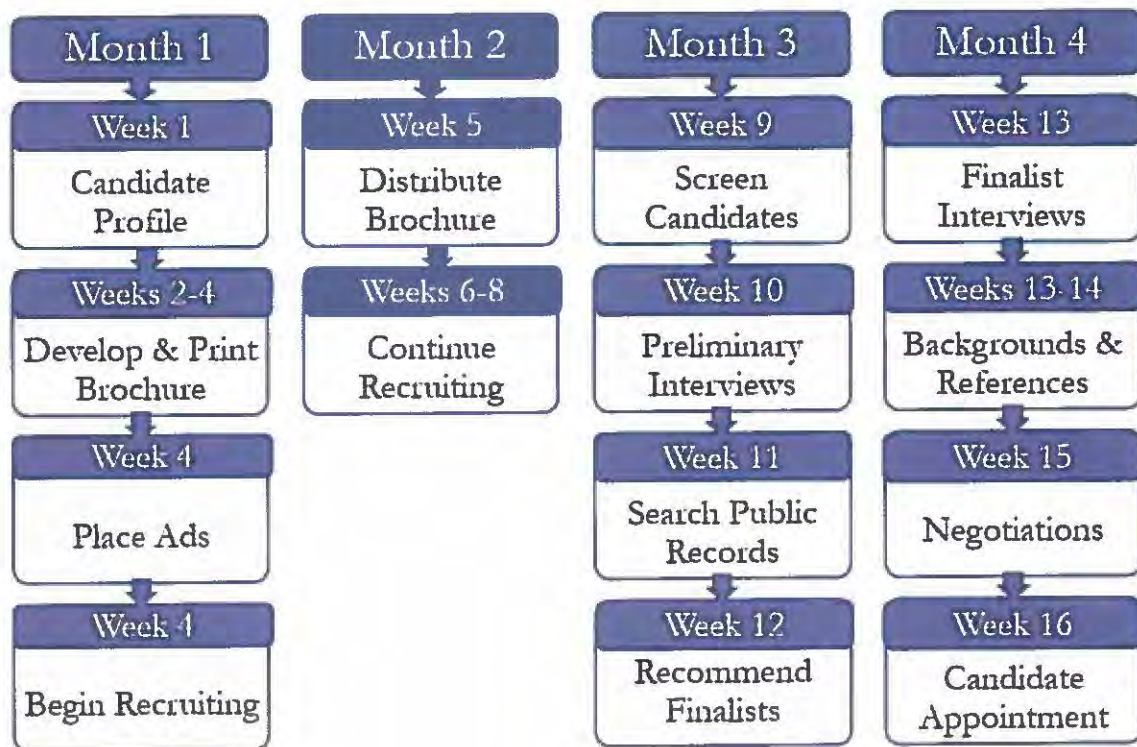
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the South Placer Fire District with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the South Placer Fire District's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with South Placer Fire District. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of ten (10):

- ♥ Bob Murray, *Founder*
- ♥ Valerie Gaeta Phillips, *President*
- ♥ Gary Phillips, *Executive Vice President*
- ♥ Regan Williams, *Vice President*
- ♥ Joel Bryden, *Vice President*
- ♥ Carmen Valdez, *Senior Executive Recruiter*
- ♥ Manny Guaderrama, *Senior Executive Recruiter*
- ♥ Amber Smith, *Principal Recruitment Coordinator*
- ♥ Sky Baclog, *Senior Recruitment Coordinator*
- ♥ Gini Herndon, *Contracts Administrator/Bookkeeper*

BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a good "fit" for organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

REGAN WILLIAMS, SENIOR VICE PRESIDENT AND RECRUITER

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 17 years of experience in executive recruitments with our firm. In his time with Bob Murray & Associates, Regan has conducted over 275 executive searches ranging from managers and department heads to City Managers, Executive Directors, and General Managers. If Regan were to have a recruiting specialty, it would be public safety positions: he has personally conducted over 60 Police Chief and 20 Fire Chief recruitments.

Prior to joining Bob Murray & Associates, Regan served as Director of Public Safety with the City of Sunnyvale, CA. He was involved in the development of some of Sunnyvale's most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as in law enforcement executive recruiting. Regan's clients find his prompt and personal attention, insight, and expertise in recruitment and selection an asset. He is often called upon to recruit for difficult-to-fill law enforcement positions, such as the position of Police Chief or City Manager in challenging political environments.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT AND RECRUITER

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

CARMEN VALDEZ, SENIOR EXECUTIVE RECRUITER

Carmen Valdez provides executive recruitment and human resource services to municipal government agencies and non-profits. She has more than 25 years' experience in executive search, general human resources, classification and compensation, testing, policy development, performance management, team building, organizational development, discipline, and other employee relations activities.

Carmen has most recently been consulting with Municipal Resource Group, prior to which she spent over 30 years with the City of Milpitas, a Silicon Valley city of 70,000 residents. In this capacity, she was responsible for collective bargaining, PEPR and Affordable Care Act implementation, modernizing Human Resource services to improve efficiencies and reduce costs, revamping the Workers Compensation service delivery and completing a City-wide strategic plan. Carmen also spent almost 2 years as the Director of Recreation Services.

In addition to her significant experience in the public sector, Carmen earned a Bachelor of Arts degree in Business from University of Phoenix. She is also a member of Local Government Hispanic Network and League of Women in Government. She is an avid runner and enjoys giving back to her community.

MANNY GUADERRAMA, SENIOR EXECUTIVE RECRUITER

Mr. Guaderrama brings over 35 years of local government experience to Bob Murray and Associates. Manny retired as the Chief of Police/Director of Transit Enforcement at the San Diego Metropolitan Transit system, following a 30-year career with the San Diego Police Department. He has an excellent reputation in the public sector as an innovative leader and change agent, with a history of employee development and improving organizational efficiencies.

Manny has a great deal of experience in recruiting, selecting, interviewing and hiring employees, and has been involved in promotional selection processes throughout the western states. When it comes to the hiring process, his goal is always to select individuals with the skills and talents to meet organizational needs.

Manny received a Bachelor of Arts Degree in Physical Education from San Diego State University. He is also a graduate of the FBI National Academy and is a member of the Local Government Hispanic Network.

AMBER SMITH, PRINCIPAL RECRUITMENT COORDINATOR

As Principal Recruitment Coordinator with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. Under the direction of each client's assigned Recruiter, Amber is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team. She also provides leadership for our in-house staff and is an invaluable resource.

Amber brings over a decade of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. Since joining our team in 2013, she has shown a commitment to working as a partner with clients and candidates to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

SKY BACLIG, SENIOR RECRUITMENT COORDINATOR

A Ms. Baclic is a Senior Recruitment Coordinator with Bob Murray & Associates and is an essential part of our hiring experience. She partners closely with the executive recruiters to support hiring initiatives and is responsible for facilitating the movement of candidates through the recruitment process.

Her responsibilities entail everything from creating marketing materials, posting available positions to job boards, candidate research, interview scheduling, conducting background checks, and ensuring the overall hiring process runs smoothly.

Sky graduated from California State University Sacramento with her bachelor's degree in Liberal Studies. She has over a decade of client service experience and 5 years in Human Resources. She

possesses thorough knowledge of Human Resources best practices and relies on her service-oriented attitude to support management/clients and team.

She has a passion for helping people and connecting both personally and professionally. Outside of the workplace, Sky likes to spend time with her family, her dog, Oliver, and travel the world.

GINI HERNDON, CONTRACTS ADMINISTRATOR/BOOKKEEPER

Ms. Gini Herndon is the Contracts Administrator/Bookkeeper at Bob Murray & Associates. Ms. Herndon is the first point of contact at Bob Murray & Associates and has an extensive administrative background in business law.

Ms. Herndon is known for her collaborative approach as she works closely with our internal team and clients to ensure a successful search. As a first point of contact, Ms. Herndon is highly professional and maintains a high level of confidentiality and sensitivity.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 280
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like South Placer Fire District:

- California Special Districts Association – *Member*
- California City Management Foundation (CCMF) – *Member*
- International City/County Management Association (ICMA) – *Member*
- League of California Cities – *League Partner*
- League of Women in Government – *Sponsor/Member*
- Municipal Management Association of Northern California (MMANC) – *Sponsor/Member*
- Municipal Management Association of Southern California (MMASC) – *Sponsor/Member*
- National Forum for Black Public Administrators (NFBPA) – *Committee member for Marketing and Branding*

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, presented by Joel Bryden on behalf of the California Police Chiefs Association
- Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month; and
- “The Next Step on Your Career Ladder: A Rung Up or a Missed Step? What City Managers are Seeking to Create a Dream Team,” Bob Murray & Associates is a leading participant on the MMANC 2019 Conference Panel

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT:	City of Cathedral City, CA
POSITION:	Fire Chief
REFERENCE:	Mr. Charles McClendon, City Manager (760)770-0372
CLIENT:	City of San Rafael, CA
POSITION:	Fire Chief
REFERENCE:	Ms. Cristine Alilovich, Assistant City Manager (415) 485-3070
CLIENT:	City of Vallejo, CA
POSITION:	Fire Chief
REFERENCE:	Mr. Greg Nyhoff, City Manager (707) 648-4576

We appreciate the South Placer Fire District's consideration of our proposal and look forward to working with you.



February 26, 2021

President Gary Grenfell
and Members of the Board of Directors
South Placer Fire District
6900 Eureka Road
Granite Bay, California 95746

Via Email: ewalder@southplacerfire.org

Dear President Grenfell and Members of the Board of Directors:

We are pleased to submit this Letter Quote to recruit for the position of Fire Chief for the South Placer Fire District. We will *facilitate the entire recruitment process from start to finish* and professionally *add value* to the entire recruitment and selection process.

Approach to Executive Search

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 49 years.

We feel that the key elements of the *full search* process, which can be tailored to fit the specific needs of the District, should include:

- Developing a comprehensive position profile based upon information obtained in various meetings with the Board (or Ad Hoc Committee) and other designated staff.
- Reviewing current compensation and recommending changes based upon market and competitive conditions.
- Extensive personal outreach to highly qualified candidates throughout California, the Western Region, and nationally.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, the Internet, and professional contacts throughout California and the nation.
- A screening process that narrows the field of candidates to those that most closely match the needs of the District is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.
- Candidates would be screened via video technology to determine their overall "match."
- Delivering a product in the form of a search report that recommends a top group of candidates and provides the Board (or Ad Hoc Committee) with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

S e r v i n g P u b l i c S e c t o r C l i e n t s S i n c e 1 9 7 2

5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765 Phone: 916/630-4900 Fax: 916/630-4911 Website: www.ralphandersen.com

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitments. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Recent Related Search Engagements

We believe we have an expansive network in which to draw highly qualified candidates on behalf of the South Placer Fire District. Ralph Andersen & Associates has conducted the following fire related recruitments since 2010.

- Alameda County, CA
 - Fire Chief (2020)
- Anaheim, CA
 - Fire Chief (2019)
- Arlington, TX
 - Fire Chief and Director of Emergency Services (2010)
- Bishop, CA
 - Fire Chief (2018)
- Carson City, NV
 - Fire Chief (2017)
- Charlotte, NC
 - Fire Chief (2018)
- Cincinnati, OH
 - Fire Chief (2017)
- Columbus, OH
 - Fire Chief (Current Search)
- Corona, CA
 - Fire Chief (2018)
- El Dorado Hills Fire Department, CA
 - Fire Chief (2018) – *Brochure Attached*
- Fremont, CA
 - Deputy Fire Chief (Current Search)
- Huntington Beach, CA
 - Fire Chief (2020)
- Kansas City, MO
 - Fire Chief (2013)

- La Habra Heights, CA
 - Fire Chief Backgrounds (2010 & 2011)
- Los Angeles, CA
 - Fire Chief (2014)
- Menlo Park Fire Protection District, CA
 - Fire Marshal (2014)
- Metropolitan Washington Airports Authority
 - Assistant Fire Chief (2018)
 - Fire Chief (2018)
- Monroe, GA
 - Fire Chief (Current Search)
- Oakland, CA
 - Fire Chief (2012)
- Orange County, FL
 - Fire Chief (Partial Recruitment) (2012)
- Orange County Fire Authority, CA
 - Assistant Chief/Fire Marshal (2014)
 - Fire Chief (2014 & 2018)
 - Interim Fire Chief (2014)
- Renton Regional Fire Authority, WA
 - Fire Chief (2021)
- Riverside, CA
 - Fire Chief (2014)
- Ross Valley Fire Department, CA
 - Fire Chief (2014)
- Sacramento, CA
 - Fire Chief (2018)
- San Bernardino County, CA
 - Deputy Fire Chief of Administration (2020)
 - Deputy Fire Chief of Operations (2020)
 - Fire Chief/Fire Warden (2019)
- Santa Barbara, CA
 - Fire Chief (2018 & Current Search)

- Santa Barbara County, CA
 - Fire Chief (2015 & 2019)
- South Lake Tahoe, CA
 - Fire Chief (2020)
- Superstition Fire & Medical District, AZ
 - Fire Chief (Current Search)
- Truckee Meadows Fire Protection District, NV
 - Deputy Chief of Fire Prevention (2018)
- Tucson, AZ
 - Fire Chief (2019)
- Turlock, CA
 - Fire Chief (2015)
- Wichita, KS
 - Fire Chief (2017)

Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. **The South Placer Fire District will have Chief Greg Nelson, Vice President of Ralph Andersen & Associates, as the Project Director and lead consultant on this engagement**

Chief Greg Nelson (ret.), Project Director

Chief Nelson, Vice President, joined Ralph Andersen & Associates following a career of over 20 years in the public sector. Prior to joining Ralph Andersen & Associates, Chief Nelson served as Chief of Police of a Midwestern city of 34,000, where he was known for his progressive and principled leadership. Under his tenure, the city enjoyed double-digit reductions in crime, while increasing employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. He is a graduate of both the FBI National Academy and Northwestern University's School of Police Staff and Command.



Chief Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with graduate certificates in both Public Sector Labor Relations and Criminal Justice Education.

Paraprofessional and Support Staff

Other paraprofessional, graphics, and support staff will provide administrative support to the search team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, Ms. Teresa Heple, Ms. Karen AllGood, and Ms. Tina Keller.



Project Timing

We anticipate a timeframe of approximately 90-120 days from the execution of the agreement between the District and Ralph Andersen & Associates to when the finalists are presented for an interview. Negotiation with the top candidate will take an additional week after finalist interviews.

Ideally, we would anticipate beginning a search for the position of Fire Chief in March with a closing date at least 45 days after the approval of a recruitment brochure (suggest closing date of late early May 2021). For context, the recruitment brochure is typically finalized within 10 working days after the kick-off meeting(s) are conducted. Candidate profile development could commence in early March following video meetings with Board Members. Initial interviews would be completed in late May and the final selection in June including negotiations and contract approval. This would potentially allow for a transition in August and some overlap with the outgoing Fire Chief.

The above timeline is an estimated timeline for completion and the milestones can be increased or slowed down as needed.

Project Cost

The recruitment efforts for a new Fire Chief will be a national search process with a focus in California and the Western Region. The review of resumes and qualifications will be conducted on all candidates that submit giving the District the ability to select from a broad field of qualified candidates. **The professional services fee (inclusive of expenses*) to perform the Fire Chief search will be the fixed fee of \$25,000.**

***Note** – Expenses included in this fixed fee include such items as advertisements, consultant interaction (anticipated to be done 100% through videoconferencing), clerical, research, graphic design, printing (documentation submitted using file-sharing software), verifications and Internet and Lexis/Nexis searches on the top candidates. References will be conducted on the top candidate during the final stage of the process.

Invoicing – Ralph Andersen & Associates will bill the District in four installment payments as follows:

- Following kick-off and finalization of recruitment brochure - \$7,500
- After the closing date - \$7,500
- After finalist interviews - \$7,500
- Upon placement - \$2,500

Progress payments will be due upon receipt.

Brochure – A full color digital brochure will be developed for this position. All pictures will be the responsibility of the District. Samples of a wide variety of brochures are available on the firm's website (www.ralphandersen.com).

Exclusions – The District will be responsible for all costs associated with candidate travel to and from the finalist on-site interviews; and, if desired, for consultant travel for in-person screening interviews for selected finalist candidates as well as site visits or speaking, in person, to references or other relevant individuals.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If, within a one-year period after appointment, the Fire Chief of the South Placer Fire District resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The District would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The District would be expected to pay for all incurred expenses.



Should you need any additional information, please feel free to call Chief Nelson at (916) 630-4900 (office) or on his cell at (916) 315-4954.

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: DEPUTY FIRE CHIEF KARL FOWLER
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Surplus Vehicle (208) 2004 Ford Taurus:

Action Requested: Staff requests authorization to surplus Vehicle (208).

Background: Staff recommends that the District surplus the 2004 Ford Taurus sedan. With the arrival of the Districts training van and the need to do body work and paint on vehicle the recommendation from the maintenance division and operations is to surplus this aging vehicle.

Impact: Estimated value \$1,000.

Attachments: Apparatus picture and specifications.

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire District



208

Vehicle number: 208
Station designation: 17 utility
Year: 2004
Make: Ford
Model: Taurus
VIN: 1FAFP52234G162659
Engine: 3.0L V6
Coolant:
Oil: 5W-30 Synthetic 5 qts
Oil filter: 1516
Air Filter: 2385
Fuel Filter: 3097
Transmission fluid: Replace @ 60K
Cabin air filter: 4773
Windshield wiper blades: 60-20-1
Lugs: 105ft lbs
Tires:

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
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SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: FRIDAY, MARCH 05, 2021
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Covid-19 Update:

Action Requested: Chief recommends updating the Board on the status of the current pandemic and the District's response and preparations.

Background: The Covid -19 pandemic has spread across the globe and has impacted the State of California resulting in a March 19th, 2020 Executive Order issued by Governor Gavin Newsom for all Californians to shelter in place, with the exception of critical workforce employees. In preparation and anticipation of this statewide order the Fire Chief on March 16th, 2020 issued directives to be implemented immediately to protect the critical workforce and the local community. This effectively altered operations to take care of the critical operational components of our service while continuing the basic level of service in our prevention division. On March 23rd, 2020 Bulletin #2020-1 was issued updating the directives. The first comprehensive South Placer Fire District Covid-19 Plan was issued after consultation with labor and management employees. The SPFD Covid -19 Plan is monitored and updated regularly for changes in guidance by local, state, and national health care officials. The District Directives and plans will be updated shortly as the State and the County are beginning to loosen Covid-19 restrictions and the Region is moving to a lower tier. **The District has available to all employees for initial testing antigen rapid tests contact Battalion Chief for testing location. If positive the District will provide PCR testing for confirmation.**

Impact: Continued Operation

Attachments: Most Current South Placer Fire District Covid-19 Plan.

Karl Fowler, CFI
Deputy Fire Chief
South Placer Fire District

South Placer Fire District

COVID-19 Response Plan



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

03/05/2021

Thru

4/09/2021

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

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.**

- 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.

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.

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. **The District has available to all employees for initial testing antigen rapid tests contact Battalion Chief for testing location. If positive the District will provide PCR testing for confirmation.**

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](https://www.cdc.gov/hcp/ppe-strategy/decontamination-reuse-respirators.html)). Currently the District has a sufficient supply of new N95's for use within the District.

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.
- The District has available to all employees for initial testing antigen rapid tests contact Battalion Chief for testing location. If positive the District will provide PCR testing for confirmation.

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
- The District has available to all employees for initial testing antigen rapid tests contact Battalion Chief for testing location. If positive the District will provide PCR testing for confirmation.
- 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.
- At the time more capacity is needed beyond which the Station 16 Support Center can accommodate, the Fire Chief may alter operations at other facilities to support the ongoing isolation of District employees. Commercial lodging facilities may be considered but the District faces many logistical restrictions with this option.
- The stations/employee support center will not be open to the public, no visitors or family will be allowed.

Employee & Family Support

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

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

SOUTH PLACER FIRE PROTECTION DISTRICT
PARS OPEB Trust ProgramAccount Report for the Period
1/1/2021 to 1/31/2021Eric Walder
Fire Chief
South Placer Fire Protection District
6900 Eureka Rd.
Granite Bay, CA 95746**Account Summary**

Source	Beginning Balance as of 1/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2021
OPEB	\$1,431,588.15	\$0.00	-\$2,852.09	\$300.00	\$0.00	\$0.00	\$1,428,436.06
Totals	\$1,431,588.15	\$0.00	-\$2,852.09	\$300.00	\$0.00	\$0.00	\$1,428,436.06

Investment Selection

Source	
OPEB	Moderate HighMark PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-0.20%	10.24%	12.58%	7.72%	9.48%	-	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.

Thank You

To the South Placer
County Fire Dept., Para-
medicine & Ambulance Service

We want to express
our gratitude for your
fine professionalism when
responding to two 911 calls
(November 26th & December 3rd,
2020) to 8404 Arkie Ct.

Granite Bay. Your skills,
efficiency & courtesy were
most commendable and
greatly appreciated!

Most sincerely

(Jim Robison)

