

MAY 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 **gotomeeting** 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.**

## May 2021 South Placer Fire District Board Meeting

Wed, May 12, 2021 7PM - 9PM (PDT)

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

<https://global.gotomeeting.com/join/769217997> ← **Use this link to access meeting online**

You can also dial in using your phone.

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

Access Code: 769-217-997 # ← **Then use this access code**

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

- One-touch: <tel:+14086503123,,769217997>

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

<https://global.gotomeeting.com/install/769217997>

Note: The meeting is being held *solely* by telephonic/online means and will be made accessible to members of the public seeking to attend and to address the Board *solely* through the link set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

Kathy Medeiros, Business Manager  
6900 Eureka Rd Granite Bay, CA 95746  
916-791-7059  
[kmediros@southplacerfire.org](mailto:kmediros@southplacerfire.org)

AGENDA  
SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Weds. May 12, 2021

1. **7:00 p.m. Regular Session Online/Conference Call**  
<https://global.gotomeeting.com/join/769217997> or +1 (408) 650-3123 Access Code: 769-217-997 #

2. Flag Salute

3. Public Comment

4. Closed Session

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

5. Consent Agenda (Single Motion Needed)

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

A. Approval of the Agenda

B. Approval of the Minutes

C. Authorization of Deposits:

Ambulance	\$ 50,558.24
Consolidated Mitigation Fees	43,935.70
Plans/Inspections	19,494.00
Cell Tower Leases	8,182.35
Workers Comp. Reimbursements	5,425.24
Surplus Vehicle Sales	47,501.00
Refunds/Reimbursements	141.55
Report Fees	<u>50.00</u>
<b>TOTAL</b>	<b><u>\$ 175,288.08</u></b>

D. Approval of the May 2021 Expenditures: \$ 519,976.72

E. Personnel Items

Separations:

Promotions:

Reassignments:

New Hires:

-Apprentice Firefighter Hunter Anderson

Interns/Volunteers:

None

6. Special Presentation-None

7. Old Business:

- A. Station 18 New Truck Room Update: Staff recommends discussion on the progress made on the project. PG#20
- B. Fire Chief Recruitment Update: Staff recommends update and discussion on the status of the Fire Chief recruitment process. PG#21
- C. Employee Retention: Staff recommends discussion on employee retention and possible District action that may improve the District's ability to recruit and retain employees. PG#27

8. New Business:

- A. Deputy Fire Chief Position Recruitment: Staff recommends discussion and possible action on recruitment for the position of Deputy Fire Chief. PG#28
- B. Surplus Vehicle (504) 2002 Freightliner Medic Unit: Staff recommends discussion and authorization to surplus the Freightliner Reserve Medic 504. PG#33
- C. Surplus Vehicle (605) 1999 Ford F-550 Reserve Grass Unit: Staff recommends discussion and authorization to surplus Grass Unit 605 from the fleet. PG#35
- D. Wesleyan Church Property at 4700 East Roseville Parkway: Staff recommends discussion and possible action to either pursue purchase of property or recommend not to purchase. PG#38
- E. Fiscal Year 2020/21 Quarterly Budget Report: Staff recommends a short presentation on the status of the Fiscal Year 2020/21 budget. PG#42
- F. Preliminary Approval for Continued Benefit Assessment: Staff recommends discussion and adoption of Resolution No. 11-2020/21, Preliminarily Approving Engineer's Report, and Providing for the Notice of Hearing for the South Placer Fire Protection District, Fire Protection and Emergency Response Services Assessment. PG#48

9. Information and Discussion:

- A. Covid-19 Update: Chief recommends discussion and information sharing on the latest Covid-19 information. PG#86

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  
April 14, 2021

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, April 14, 2021 at 7:03 p.m. by President, Gary Grenfell via both teleconference connection and in person meeting. <https://global.gotomeeting.com/join/224047213>

Present:

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

Absent:

Terri Ryland, Director

Staff in Attendance:

Battalion Chief, Matt Feeley  
Business Manager, Kathy Medeiros  
Captain Paramedic, Devin Fuller  
Captain, Joshua Green  
Captain Paramedic, Matt VanVoldinburg

Public Comment: None

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

Rollcall:

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

OLD BUSINESS

Station 18 New Truck Room Update: Staff recommends discussion on the proposed project and progress made to date. Chief Feeley began that the project is now awaiting the approval of the civil plans and that the building plans were approved. It is expected to go out to bid in May. He continued that the costs have significantly increased since the original plans were reviewed. The Board will be presented again in a future meeting with the project to discuss the overall cost and determine the future for the project.

Fire Chief Recruitment: Staff recommends discussion and update for the Board of Directors on the progress of recruitment for the Fire Chief position. Chief Feeley explained that the District is still moving forward within the timeline that was provided by Bob Murray & Associates. The process appears to be on track and brochures will go to print soon. Director Mullin noted that Board members should look to clear their schedules for the week in late June for the process.

Employee Retention: Staff recommends discussion on current issues facing the District involving employee retention. Chief Feeley began that this is a standing item for each board meeting to discuss the current staffing issues for the District. Chief Feeley noted that the contract with Columbia Southern University was finalized last month and several employees have been taking advantage of the educational opportunities at the school. Apprentice Firefighter position has one anticipated vacancy that interviewing will begin soon to fill. Firefighter Paramedic testing begins on May 4<sup>th</sup> with three outside candidates already through the process. The Apprentice Mechanic position is actively recruiting with a closing date of April 23 and interviews to follow immediately. Captains testing scheduled for May 6 and 7 with interviews tentative for the week of May 10<sup>th</sup> and 17<sup>th</sup>. Battalion Chief recruiting letter was just released with a closing date of May 23<sup>rd</sup>. Fire Chief Process closes on May 28<sup>th</sup>.

## NEW BUSINESS

LAFCO Special District Representative Call for Nomination: The Chief recommends the Board members cast their ballot for two of the five candidates running for LAFCO Board Special District Representative. The current ballot asks for two nominations out of the five candidates. Director Gibson made a motion to nominate Gordon Ainsleigh of Auburn Recreation & Park District and Joshua Alpine of Placer County Water Agency. Director Johnson made a second to the motion.

Rollcall:

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

FASIS Board of Directors Election: The Chief recommends the Board cast the ballot for the four candidates running for the FASIS Board of Directors. Director Gibson made a motion to cast the ballot for all four expiring positions on the FASIS Board of Directors. The motion received a second from Director Grenfell.

Rollcall:

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

## INFORMATION AND DISCUSSION

Covid-19 Update: Chief recommends updating the Board on the status of the current pandemic and the District's response and preparations. Chief Feeley noted that the Covid plan has been updated with the increased openings within the county. Training is now increased to 12 personnel with continued social distancing and the required masking of all individuals. Station 16 is still being used as a Covid support center although there have been no employees needing the center since last year. Chief Feeley noted that many local special districts including South Placer have sent a letter to the governor asking for relief funds from the Covid-19 pandemic.

Correspondence: A monthly PARS statement for the month of February. A courtesy letter from the Wesleyan Church noting the availability of the property abut to Station 15 being offered for sale. A letter from Penryn Fire District thanking the staff for their assistance pursuing a contract for administrative services. A letter from Chief Gow of Placer Hills Fire District thanking Captain Paskey for his assistance during their Captain's testing process. A letter from Firefighter's Burn Institute thanking Chief VanVoldinburg for his participation in the Fill the Boot for Burns event.

Chief's Report:

- Labor Management meeting occurred discussion on minimum staffing policy and job description changes
- Executive Staff meeting today for updates on all divisions
- March Profit & Loss available –to be presented next month
- Training is moving forward with less restrictions: LARRO with 4 employees, Rescue Systems 1 with 7 employees, Driver Op 1A with 6 employees, Helicopter training with PCSO
- Station 18 project has the bell project moving forward and should be finalized in 30 days.
- Safety Committee met this month and reviewed policies with Western Placer Chiefs, moving forward with Scott upgrades to fit testing, and a body armory policy
- Operations reported staffing and deployment recommendations and SCBA upgrades
- Prevention reported a walk thru of Well Quest’s facility, several new developments and plan reviews keeping the Division very busy
- Testing update: Apprentice Firefighter completed 4/14, Paramedic Firefighter testing 5/4, Engineer process complete with 3 outside candidates, Apprentice Fire Mechanic interviews to be held last week of April, Captains testing assessment center on May 6 and 7, Battalion Chief testing written exam slated for July, Fire Chief recruitment closes May 28<sup>th</sup>
- Two structure fires: 1 garage fire and 1 shed fire
- Battalion 19 (017) repairs – getting bids
- 1 employee sustained achilles heel injury during PT with surgery last Saturday-unknown down time
- Hose testing taking place for the 2021 year
- Board Training: Brown Act this week
- PARS-meeting with Finance Committee to be rescheduled
- Letter from Wesleyan Church - recommend Chief Ingolia explore for more information as administration building

Functions: None

Board/Staff Comments: Director Johnson inquired about an organizational chart and the recent reassignment of a Battalion Chief to a temporary day assignment. Chief Feeley responded that he would resend him the recently board approved updated organizational chart and that under Chief Fowler’s authority a Battalion Chief was recently moved to a day assignment position. Director Johnson and Bajtos inquired about the number of station brown outs recently. Chief Feeley noted that he would bring their concerns to Chief Fowler and report back the approximate number of brown outs.

Future Agenda Items: None

There being no further business to come before the Board, the meeting adjourned at 7:45 p.m. The next regular meeting will be held on Wednesday, May 12, 2021.

Respectfully submitted,



Recording Secretary, Kathy Medeiros

SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Special Board Meeting Minutes  
April 15, 2021

The South Placer Fire District Board of Directors Special Meeting was called to order on Thursday, April 15, 2021 at 3:34 p.m. by President, Gary Grenfell via both teleconference connection and in person meeting

<https://us02web.zoom.us/j/87397662475?pwd=cHpwNDlsKyt5QndPbDdHODNCRmhTdz09>

Present:

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

Absent:

None

Staff in Attendance:

Board Secretary, Kathy Medeiros  
Battalion Chief, Matt Feeley

Public Comment: None

Information and Discussion

Brown Act, Conflicts of Interest, and Ethics Review: The Board received a presentation and were able to address general questions to District counsel Paul Gant of Kingsley Bogard regarding the Brown Act. The presentation occurred via video conference.

There being no further business, the meeting adjourned at 5:35 p.m.

Respectfully submitted,



Kathy Medeiros  
Board Secretary

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
26384	4/23/2021	CHK	Teleflex	No	PMCHK00000931	\$3,539.25	
26385	4/23/2021	CHK	The Permanente Medical Group	No	PMCHK00000931	\$4,181.00	
26386	4/23/2021	CHK	US Bank Corporate Payment Sy	No	PMCHK00000931	\$2,402.19	
26387	4/23/2021	CHK	Verizon Wireless	No	PMCHK00000931	\$435.30	
26388	5/4/2021	CHK	AT & T	No	PMCHK00000933	\$159.34	
26389	5/4/2021	CHK	AT & T / T-1 Lines	No	PMCHK00000933	\$1,213.69	
26390	5/4/2021	CHK	ADVANTAGE GEAR	No	PMCHK00000933	\$307.43	
26391	5/4/2021	CHK	49ER COMMUNICATION	No	PMCHK00000933	\$106.18	
26392	5/4/2021	CHK	CURTIS L.N. & SONS	No	PMCHK00000933	\$1,520.06	
26393	5/4/2021	CHK	CIT Technology Fin Serv. Inc	No	PMCHK00000933	\$1,178.67	
26394	5/4/2021	CHK	DAWSON OIL	No	PMCHK00000933	\$603.61	
26395	5/4/2021	CHK	De Lage Landen Financial Ser	No	PMCHK00000933	\$265.73	
26396	5/4/2021	CHK	FOLSOM LAKE FORD	No	PMCHK00000933	\$139.58	
26397	5/4/2021	CHK	FRATCHER AUTO BODY	No	PMCHK00000933	\$3,938.94	
26398	5/4/2021	CHK	GOLD COUNTRY MEDIA	No	PMCHK00000933	\$883.59	
26399	5/4/2021	CHK	Hunt and Sons, Inc	No	PMCHK00000933	\$229.77	
26400	5/4/2021	CHK	iprospectcheck	No	PMCHK00000933	\$41.95	
26401	5/4/2021	CHK	Interest Consulting Group	No	PMCHK00000933	\$4,219.38	
26402	5/4/2021	CHK	Kingsley Bogard, LLP	No	PMCHK00000933	\$565.00	
26403	5/4/2021	CHK	Kaiser, Kenneth	No	PMCHK00000933	\$225.00	
26404	5/4/2021	CHK	LIFE ASSIST	No	PMCHK00000933	\$33.89	
26405	5/4/2021	CHK	LC Action Police Supply, LTD	No	PMCHK00000933	\$957.55	
26406	5/4/2021	CHK	Meri-Cal Fire	No	PMCHK00000933	\$54.75	
26407	5/4/2021	CHK	NETWORK DESIGN ASSOC	No	PMCHK00000933	\$32.50	
26408	5/4/2021	CHK	PG & E	No	PMCHK00000933	\$6,285.09	
26409	5/4/2021	CHK	PLACER CO. DEPT. OF PUBLIC W	No	PMCHK00000933	\$240.00	
26410	5/4/2021	CHK	Placer County Environmental	No	PMCHK00000933	\$2,475.00	
26411	5/4/2021	CHK	Purchase Power	No	PMCHK00000933	\$208.99	
26412	5/4/2021	CHK	Quill Corporation	No	PMCHK00000933	\$458.95	
26413	5/4/2021	CHK	R & T Electric	No	PMCHK00000933	\$630.00	
26414	5/4/2021	CHK	STERICYCLE INC	No	PMCHK00000933	\$275.63	
26415	5/4/2021	CHK	SAC SIERRA ATF	No	PMCHK00000933	\$900.00	
26416	5/4/2021	CHK	Veritiv Operating Company	No	PMCHK00000933	\$1,221.06	
26417	5/4/2021	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00000933	\$7,788.85	
26418	5/4/2021	CHK	Wattco	No	PMCHK00000933	\$303.16	
67	Transaction(s)					\$135,203.92	\$0.00
81	Total Transaction(s)						



Ranges: From: To: From: To:  
 Vendor ID First Last Checkbook ID PLACER COUNTY WELLS FARGO OP  
 Vendor Name First Last Check Number First Last  
 Check Date 4/8/2021 5/5/2021

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
A212	AFLAC	PLACER COUNTY	24002	5/4/2021	\$771.32
33009	415337	April 2021 premium	\$771.32		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$771.32	\$0.00	
B174	Bank Of New York Mellon Trust	PLACER COUNTY	24003	5/4/2021	\$245,305.00
33010	33010	COP Bond	\$245,305.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1552-001	COP Debt Service- Principal	\$125,000.00	\$0.00	
	PURCH 0-000-1552-002	COP Debt Service - Interest	\$120,305.00	\$0.00	
C161	Calif State Firefighters Assn	PLACER COUNTY	24004	5/4/2021	\$1,275.00
33012	12022	Annual dues, 5/1/21-4/30/22	\$1,275.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$425.00	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$850.00	\$0.00	
C273	California Assn of Professiona	PLACER COUNTY	24005	5/4/2021	\$59.00
33011	05-2021 NS	05-2021 NSafety LTD	\$59.00		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$59.00	\$0.00	
P101	P.E.R.S	PLACER COUNTY	24006	5/4/2021	\$93,600.40
33013	16404824	May 2021 premium	\$93,600.40		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0215-000	Group Insurance Payable	\$20,392.03	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$49,584.75	\$0.00	
	PURCH 0-000-1550-000	Agency Share Insurance	\$23,623.62	\$0.00	
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24007	5/4/2021	\$6,750.26
33014	05-2021 DENTAL	May 2021 dental premium	\$6,750.26		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-1550-000	Agency Share Insurance	\$6,750.26	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24008	5/4/2021	\$1,929.26
33015	PP21 UNION 2021	EE Union dues PP 21	\$1,929.26		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0218-000	Union Dues Payable	\$1,929.26	\$0.00	
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24009	5/4/2021	\$1,827.72
33016	PP22 UNION 2021	EE Union dues PP 22	\$1,827.72		
	Type Account	Description	Debit	Credit	
	PURCH 0-000-0218-000	Union Dues Payable	\$1,827.72	\$0.00	
S233	SPFAOA	PLACER COUNTY	24010	5/4/2021	\$75.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
33017	PP21 SPFAOA 2021	SPFAOA dues	PP 21		\$75.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233	SPFAOA	PLACER COUNTY	24011	5/4/2021	\$125.00
33018	PP22 SPFAOA 2021	SPFAOA dues	PP 22		\$125.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$125.00	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24012	5/4/2021	\$5,328.82
33019	PP22 DC/MR 2021	EE/ER DC/MR	PP 22		\$5,328.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$951.82	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$3,994.80	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$382.20	\$0.00
T160	TASC/ Total Admin Service	PLACER COUNTY	24013	5/4/2021	\$219.52
33020	IN2009009	06-2021 Admin fee			\$219.52
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$219.52	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24014	5/4/2021	\$13,795.51
33021	PP21 DEF COMP 2021	EE Def Comp	PP 21		\$13,795.51
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$12,826.15	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$969.36	\$0.00
V125	Voya Financial Trust Co.	PLACER COUNTY	24015	5/4/2021	\$13,710.99
33022	PP22 DEF COMP 2021	EE Def Comp	PP 22		\$13,710.99
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$12,718.55	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$992.44	\$0.00
A137	ALL STAR FIRE EQUIPMENT	WELLS FARGO OP	26352	4/23/2021	\$48,617.62
32955	230887	Turnouts			\$7,155.72
	Type Account	Description		Debit	Credit
	PURCH 0-000-4511-008	Structure PPE/Gear		\$2,699.48	\$0.00
	PURCH 0-000-4523-020	Firefighting PPE		\$4,456.24	\$0.00
32956	231101	2.5" & 3" fire hose			\$41,461.90
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-009	Key 3" Hose All Apparatus		\$26,557.95	\$0.00
	PURCH 0-000-4523-012	Key 2.5" Hose for all Engines		\$14,903.95	\$0.00
A164	ACE HARDWARE	WELLS FARGO OP	26353	4/23/2021	\$64.32
32949	025268	Trimmer head, line			\$48.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$48.24	\$0.00
32950	025329	Simple Green cleaner			\$16.08
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$16.08	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
A172 32951	ADVANTAGE GEAR 39446-1	WELLS FARGO OP	26354	4/23/2021	\$1,602.07
	Type Account	Description		Debit	Credit
	PURCH 0-000-2055-000	Retirement awards Safety Awards & Recognition	\$534.06	\$534.06	\$0.00
32952	41149-1	Retirement award	\$351.69		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2055-000	Safety Awards & Recognition		\$351.69	\$0.00
32953	41230-1	Pants	\$151.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$151.17	\$0.00
32954	41231-1	Boots	\$565.15		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4511-008	Structure PPE/Gear		\$565.15	\$0.00
A226 32957	AT&T Mobility 17694134	WELLS FARGO OP	26355	4/23/2021	\$1,179.61
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Monthly billing Telephone	\$1,179.61	\$1,179.61	\$0.00
B138 32962	BURTONS FIRE APPARATUS S-52423	WELLS FARGO OP	26356	4/23/2021	\$28.81
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-711	Drain valve repair kit 2013 Freightliner/ BR17	\$28.81	\$28.81	\$0.00
B147 32959	BART INDUSTRIES 287868	WELLS FARGO OP	26357	4/23/2021	\$25.70
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-710	Clamp, belt 2006 Freightliner/Hi-Tech BR19	\$155.47	\$25.70	\$0.00
B184 32960	Bianchini, Justin 1916	WELLS FARGO OP	26358	4/23/2021	\$4,800.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-006	Fence replaced at Sta 15 4650 East Roseville Parkway	\$4,800.00	\$4,800.00	\$0.00
B188 32961	Bob Murray & Associates 8966	WELLS FARGO OP	26359	4/23/2021	\$3,231.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Chief recruitment Legal/Consulting Fees	\$3,231.00	\$3,231.00	\$0.00
C233 32965	CUMMINS Pacific, LLC 07-14562	WELLS FARGO OP	26360	4/23/2021	\$770.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Insite subscription Memberships/Subscriptions	\$770.00	\$770.00	\$0.00
E120 32966	Engine Company Training Servic APRIL 2021	WELLS FARGO OP	26361	4/23/2021	\$2,500.00
	Type Account	Description		Debit	Credit
		Driver Op 1A instructor	\$2,500.00		

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2040-000	Education/Training		\$2,500.00	\$0.00
F109 32967	FOLSOM LAKE FORD 701379	WELLS FARGO OP Tail light	26362	4/23/2021	\$65.86
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-017	2016 Ford BC Vehicle		\$65.86	\$0.00
F172 32968	FSTEP-FS-LARRO0999 FS-LARRO0999	WELLS FARGO OP FSTEP LARRO	26363	4/23/2021	\$600.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$600.00	\$0.00
G156 32970	Gym Doctor 00119291	WELLS FARGO OP Semi-annual maintenance	26364	4/23/2021	\$450.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$75.00	\$0.00
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$75.00	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$75.00	\$0.00
	PURCH 0-000-2225-006	4650 East Roseville Parkway		\$75.00	\$0.00
	PURCH 0-000-2225-016	5300 Olive Ranch Road		\$75.00	\$0.00
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$75.00	\$0.00
G204 32969	Golden State Emergency Vehicle CI027801	WELLS FARGO OP HVAC control module	26365	4/23/2021	\$334.89
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-828	2018 Pierece Engine 18		\$334.89	\$0.00
H130 32971	Hunt and Sons, Inc 813842	WELLS FARGO OP Monthly billing	26366	4/23/2021	\$3,647.93
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,228.76	\$0.00
32972	813843	Monthly billing		\$1,419.17	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,419.17	\$0.00
J128 32973	JRB Pest and Sanitation 48935	WELLS FARGO OP Monthly billing	26367	4/23/2021	\$295.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$125.00	\$0.00
32974	50873	Monthly billing		\$85.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$85.00	\$0.00
32975	50874	Monthly billing		\$85.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$85.00	\$0.00
L107 32976	LIFE ASSIST 1088493	WELLS FARGO OP Glucagon, gloves	26368	4/23/2021	\$8,577.26
	Type Account	Description		Debit	Credit
				\$2,354.93	

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2127-000	Medical Supplies		\$2,354.93	\$0.00
32977	1089362	Face masks	\$110.47		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$110.47	\$0.00
32978	1091316	Various supplies	\$4,830.80		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$4,830.80	\$0.00
32979	1091458	Gloves	\$371.62		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$371.62	\$0.00
32980	1091521	Epinephrine, suction cathete	\$909.44		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$909.44	\$0.00
L108	Lionakis	WELLS FARGO OP 26369		4/23/2021	\$575.00
32981	76220	Services, 3/1/21-3/31/21	\$575.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-4512-031	St. 18 Schematic Design & Remodel		\$575.00	\$0.00
M143	Meri-Cal Fire	WELLS FARGO OP 26370		4/23/2021	\$48.48
32982	39917	Extinguisher servicing	\$48.48		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2229-000	Extinguisher Service/Repair		\$48.48	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP 26371		4/23/2021	\$1,308.00
32983	80737	Software subscriptions	\$788.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$788.00	\$0.00
32984	80807	IT consulting	\$520.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$520.00	\$0.00
P195	PATTERSON, PAT	WELLS FARGO OP 26372		4/23/2021	\$225.00
32985	32985	Paramedic license renewal	\$225.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes		\$225.00	\$0.00
P196	PLACER COUNTY SHERIFF	WELLS FARGO OP 26373		4/23/2021	\$419.08
32986	C110595	Fire RMS maintence, April 20	\$419.08		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Fire RM/Telestaff User Maintenance		\$419.08	\$0.00
P218	Preferred Alliance Inc	WELLS FARGO OP 26374		4/23/2021	\$240.00
32987	0165990-IN	Drug tests	\$240.00		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$240.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
Q004	Quill Corporation	WELLS FARGO OP	26375	4/23/2021	\$664.90
32988	15657395	Toner			\$132.98
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$132.98	\$0.00
32989	15691099	Toner			\$392.52
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$392.52	\$0.00
32990	15691651	Toner			\$139.40
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$139.40	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP	26376	4/23/2021	\$901.30
32991	64898992	Qtrly billing			\$249.06
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$249.06	\$0.00
32992	64899198	Monthly billing			\$525.76
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$525.76	\$0.00
32993	64899511	Monthly billing			\$31.62
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.62	\$0.00
32994	64900756	Monthly billing			\$31.62
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.62	\$0.00
32995	65008047	Monthly billing			\$31.62
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.62	\$0.00
32996	65008054	Monthly billing			\$31.62
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$31.62	\$0.00
S102	Silverado Avionics Inc.	WELLS FARGO OP	26377	4/23/2021	\$2,734.90
32999	2076	BKR-500T3 portable radio			\$2,734.90
	Type Account	Description		Debit	Credit
	PURCH 0-000-4469-000	Radio & Communications		\$2,734.90	\$0.00
S163	SACRAMENTO TRUCK CENTER	WELLS FARGO OP	26378	4/23/2021	\$271.05
32997	F009946898:01	Tensioner, idler pulley			\$271.05
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-710	2006 Freightliner/Hi-Tech BR19		\$271.05	\$0.00
S175	SPEAR, WAYNE	WELLS FARGO OP	26379	4/23/2021	\$225.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
	Voucher Number	Invoice Number	Original Voucher Amount		
33000	33000	Paramedic license renewal		\$225.00	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2024-000	ParamedicCert.EMT/CPR Cert Classes	\$225.00	\$0.00
S282	Consolidated Communications In	WELLS FARGO OP	26380	4/23/2021	\$2,550.82
32963	32963	Monthly billing		\$154.47	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2037-000	Telephone	\$154.47	\$0.00
32964	32964	Monthly billing		\$2,396.35	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2037-000	Telephone	\$2,396.35	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP	26381	4/23/2021	\$53.43
32998	INV00592847	Driver monitoring		\$53.43	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2023-000	Employee Physicals & Wellness	\$53.43	\$0.00
S298	Sprint	WELLS FARGO OP	26382	4/23/2021	\$118.59
33001	467197811-161	Monthly billing		\$118.59	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2037-000	Telephone	\$118.59	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	26383	4/23/2021	\$57.22
33004	71643345	Brass 90, washers		\$57.22	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$57.22	\$0.00
T145	Teleflex	WELLS FARGO OP	26384	4/23/2021	\$3,539.25
33002	9503795962	Needles		\$3,539.25	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2127-000	Medical Supplies	\$3,539.25	\$0.00
T147	The Permanente Medical Group I	WELLS FARGO OP	26385	4/23/2021	\$4,181.00
33003	2021-04-09	Physicals		\$4,181.00	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2023-000	Employee Physicals & Wellness	\$115.00	\$0.00
	PURCH	0-000-2045-000	Pre-Employment Physicals/Background	\$4,066.00	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	26386	4/23/2021	\$2,402.19
33005	2021-02-22-3	Monthly billing		\$964.21	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2127-000	Medical Supplies	\$964.21	\$0.00
33006	2021-03-22-2	Monthly billing		\$1,437.98	
	Type	Account	Description	Debit	Credit
	PURCH	0-000-2040-000	Education/Training	\$736.00	\$0.00
	PURCH	0-000-2135-000	Misc. Firefighting Equip/Supplies	\$436.71	\$0.00
	PURCH	0-000-2222-000	Automotive Repairs/Supplies	\$72.61	\$0.00
	PURCH	0-000-2226-000	SCBA/Stationary comp (maint/supplie	\$192.66	\$0.00
V114	Verizon Wireless	WELLS FARGO OP	26387	4/23/2021	\$435.30

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
33007	9876642692	Monthly billing			\$55.14
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$55.14	\$0.00
33008	9876642732	Monthly billing			\$380.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$380.16	\$0.00
A163 33026	AT & T X04252021	WELLS FARGO OP Monthly billing	26388	5/4/2021	\$159.34
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$159.34	\$0.00
A168 33027	AT & T / T-1 Lines 042521	WELLS FARGO OP Monthly billing	26389	5/4/2021	\$1,213.69
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$1,213.69	\$0.00
A172 33024	ADVANTAGE GEAR 41317-1	WELLS FARGO OP Boots	26390	5/4/2021	\$307.43
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$269.95	\$0.00
33025	41953-1	Belt			\$37.48
	Type Account	Description		Debit	Credit
	PURCH 0-000-2133-000	Uniform Supplies		\$37.48	\$0.00
A49ER 33023	49ER COMMUNICATION 58425	WELLS FARGO OP Annual Miner membership fee	26391	5/4/2021	\$106.18
	Type Account	Description		Debit	Credit
	PURCH 0-000-2221-000	Radio Repair		\$106.18	\$0.00
C146 33028	CURTIS L.N. & SONS INV481826	WELLS FARGO OP Fedco Smokechaser pump	26392	5/4/2021	\$1,520.06
	Type Account	Description		Debit	Credit
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$1,520.06	\$0.00
C251 33058	CIT Technology Fin Serv. Inc 37631081	WELLS FARGO OP Copier lease 1	26393	5/4/2021	\$1,178.67
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$1,178.67	\$0.00
D101 33029	DAWSON OIL 474382	WELLS FARGO OP Monthly billing	26394	5/4/2021	\$603.61
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$603.61	\$0.00
D144 33030	De Lage Landen Financial Servi 72280198	WELLS FARGO OP Copier lease 2	26395	5/4/2021	\$265.73
	Type Account	Description		Debit	Credit
	PURCH 0-000-2121-000	Copy Machine Contract/Maint.		\$265.73	\$0.00



Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
F109 33031	FOLSOM LAKE FORD 702066	WELLS FARGO OP	26396	5/4/2021	\$139.58
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-603	Air filter element		\$139.58	\$0.00
		2008 Ford F550 4x4 Westmark Type 4			
F144 33032	FRATCHER AUTO BODY 84387507	WELLS FARGO OP	26397	5/4/2021	\$3,938.94
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-017	Rear bumper, pillar moulding		\$3,938.94	\$0.00
		2016 Ford BC Vehicle			
G167 33033	GOLD COUNTRY MEDIA 112608	WELLS FARGO OP	26398	5/4/2021	\$883.59
	Type Account	Description		Debit	Credit
	PURCH 0-000-2032-000	Legal notices		\$883.59	\$0.00
		News Publications & Ads			
H130 33034	Hunt and Sons, Inc 819503	WELLS FARGO OP	26399	5/4/2021	\$229.77
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	DEF, motor oil		\$229.77	\$0.00
		Station 17 Fuel			
I131 33036	iprospectcheck 19340	WELLS FARGO OP	26400	5/4/2021	\$41.95
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Background check		\$41.95	\$0.00
		Pre-Employment Physicals/Background			
I134 33035	Interwest Consulting Group 68016	WELLS FARGO OP	26401	5/4/2021	\$4,219.38
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Services, 2/19-3/31/21		\$4,219.38	\$0.00
		Prevention Consulting Fees			
K127 33038	Kingsley Bogard, LLP 26392	WELLS FARGO OP	26402	5/4/2021	\$565.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	March services		\$565.00	\$0.00
		Legal/Consulting Fees			
K137 33037	Kaiser, Kenneth 2021-04-01	WELLS FARGO OP	26403	5/4/2021	\$225.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2024-000	Paramedic renewal		\$225.00	\$0.00
		ParamedicCert.EMT/CPR Cert Classes			
L107 33040	LIFE ASSIST 1094344	WELLS FARGO OP	26404	5/4/2021	\$33.89
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Adenosine, naso airways		\$33.89	\$0.00
		Medical Supplies			
L150 33039	LC Action Police Supply, LTD 425235	WELLS FARGO OP	26405	5/4/2021	\$957.55
	Type Account	Description		Debit	Credit
	PURCH 0-000-4523-008	Glock pistols, holders		\$957.55	\$0.00
		Investigation Team Equipment			

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
M143	Meri-Cal Fire	WELLS FARGO OP	26406	5/4/2021	\$54.75
33041	39926	Servicing, dry chemical		\$54.75	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2229-000	Extinguisher Service/Repair		\$54.75	\$0.00
N226	NETWORK DESIGN ASSOC	WELLS FARGO OP	26407	5/4/2021	\$32.50
33042	80864	IT consulting		\$32.50	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$32.50	\$0.00
P111	PG & E	WELLS FARGO OP	26408	5/4/2021	\$6,285.09
33043	33043	Monthly billing		\$25.75	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-028	Station 28		\$25.75	\$0.00
33044	33044	Monthly billing		\$6,259.34	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2027-001	6900 Eureka Road		\$2,167.36	\$0.00
	PURCH 0-000-2027-003	7070 Auburn Folsom Road		\$1,793.42	\$0.00
	PURCH 0-000-2027-005	3505 Auburn Folsom Road		\$481.01	\$0.00
	PURCH 0-000-2027-006	4650 East Rsvl. Parkway		\$121.38	\$0.00
	PURCH 0-000-2027-016	Station 16 5300 Olive Ranch Road		\$899.30	\$0.00
	PURCH 0-000-2027-028	Station 28		\$768.51	\$0.00
	PURCH 0-000-2027-029	Station 29		\$28.36	\$0.00
P118	PLACER CO. DEPT. OF PUBLIC WKS	WELLS FARGO OP	26409	5/4/2021	\$240.00
33045	CI 11008	Traffic signal maintenance		\$240.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$240.00	\$0.00
P199	Placer County Environmental He	WELLS FARGO OP	26410	5/4/2021	\$2,475.00
33046	IN0129411	HAZMAT permit fee		\$1,340.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$1,340.00	\$0.00
33047	IN0132288	HAZMAT permit fee		\$1,135.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	7070 Auburn Folsom Road		\$1,135.00	\$0.00
P269	Purchase Power	WELLS FARGO OP	26411	5/4/2021	\$208.99
33048	33048	Postage		\$208.99	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2131-000	Postage/Shipping		\$208.99	\$0.00
Q004	Quill Corporation	WELLS FARGO OP	26412	5/4/2021	\$458.95
33049	16051885	Toner, electronics duster		\$131.89	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$131.89	\$0.00
33050	16086134	Partition folders, pens		\$327.06	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$327.06	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
R146 33051	R & T Electric 13041	WELLS FARGO OP	26413	5/4/2021	\$630.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-006	Pull down reel replaced		\$420.00	\$0.00
		4650 East Roseville Parkway		\$420.00	\$0.00
33052	13042				
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-003	Bath light, rewire for LED		\$210.00	\$0.00
		7070 Auburn Folsom Road		\$210.00	\$0.00
S145 33054	STERICYCLE INC 3005521071	WELLS FARGO OP	26414	5/4/2021	\$275.63
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Monthly billing		\$275.63	\$0.00
		Medical Waste Disposal		\$275.63	\$0.00
S215 33053	SAC SIERRA ATF 33053	WELLS FARGO OP	26415	5/4/2021	\$900.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	FI 210 class fees		\$900.00	\$0.00
		Education/Training		\$900.00	\$0.00
V123 33055	Veritiv Operating Company 628-33822370	WELLS FARGO OP	26416	5/4/2021	\$1,221.06
	Type Account	Description		Debit	Credit
	PURCH 0-000-2120-000	Can liners, detergent, towel		\$1,221.06	\$0.00
		Cleaning/Maintenance Supplies		\$1,221.06	\$0.00
W121 33057	WITTMAN ENTERPRISES, LLC 2103046	WELLS FARGO OP	26417	5/4/2021	\$7,788.85
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	March services		\$7,788.85	\$0.00
		Ambulance Billing Services		\$7,788.85	\$0.00
W154 33056	Wattco 57117	WELLS FARGO OP	26418	5/4/2021	\$303.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-710	Wecan control point		\$303.16	\$0.00
		2006 Freightliner/Hi-Tech BR19		\$303.16	\$0.00

---

---

**SOUTH PLACER FIRE PROTECTION DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Station 18 New Truck Room Update:**

**Action Requested:** Chief recommends discussion on the progress made on the project.

**Background:** The Station 18 new truck room project was approved by the Board to move forward at the November 2019 Board meeting. The building plans have been approved. A Pre-Bid walkthrough of the site with prospective contractors has been completed. The District will be accepting sealed bids on Wednesday, May 19<sup>th</sup>, 2021, until 2:00 pm per the published notices.

**Impact: Informational**

**Attachments:** None

**Karl W. Fowler**  
**Fire Chief**  
South Placer Fire Protection District

---

---

**SOUTH PLACER FIRE PROTECTION DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Fire Chief Recruitment Update:**

**Action Requested:** Chief recommends update and discussion on the status of the Fire Chief recruitment process.

**Background:** In March 2021, the Board approved consultants Bob Murray and Associates to solicit and recruit qualified candidates for the position of Fire Chief for the District through a nationwide search. Candidates are applying for the position and the process continues to move forward.

**Impact:** Informational

**Attachments:** Four-page, color job announcement for the position prepared by Bob Murray and Associates.

Draft Timeline Proposal showing the estimated timelines for the recruitment and hiring process.

**Karl W. Fowler**  
**Fire Chief**  
South Placer Fire Protection District





## FIRE CHIEF



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE COMMUNITY

The South Placer Fire District (SPFD) serves the communities of Granite Bay, Loomis, and southern areas of Penryn and Newcastle. SPFD covers approximately 55 square miles and serves a population nearing 42,000. The community is characterized as a bedroom community with high-end value homes and light commercial development. Placer County boasts many things to see and do from sea level to ski level. The County has a healthy economy, good schools, safe neighborhoods, beautiful scenery, and lots of recreational opportunities. Over a dozen towns and cities, including Auburn, Colfax, North Lake Tahoe, Loomis, Rocklin, Lincoln, Roseville, Foresthill, and Newcastle, create a wonderful community for Placer County residents and visitors alike.

Outdoor enthusiasts thrill at the county's abundance of year-round recreational activities, while others marvel at the array of galleries, theater, musical and festival events. Shoppers love the large selection of boutiques, specialty shops and farmer's markets. Everyone enjoys the variety of restaurant choices from fine cuisine to family style dining, and the range of lodging and accommodations from the luxurious to quaint and romantic.

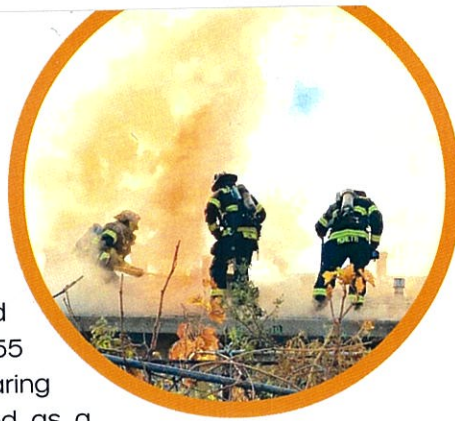
No matter the size of one's family, there is plenty of fun to be had throughout Placer County year-round. The winter months bring bountiful snowfall and snow fun to the higher elevations of Placer County. Internationally celebrated athletes continue to thrive on Placer County ski slopes with downhill, telemark and cross-country skiing, while families enjoy cross-country skiing, snowboarding, ice skating, sleigh rides, sledding, tobogganing, snow play, or simply tubing.

The waterways of Placer County attract people from all over the world. The lakes, reservoirs and rivers offer many ideal locations for fishing, canoeing or swimming. Several reservoirs and lakes offer boat-in campgrounds, boat launching or docking facilities. For the fishing enthusiast, there are several reservoirs and rivers stocked with varieties of bass and trout.

Spring is the time to get out of the house and explore the emerging new season. Perhaps the most appealing aspect of living, working, or playing in Placer County is the opportunity to enjoy the rich natural resources of our communities and our National Forest. Rivers are raging and waterfalls cascading. Wildflowers

paint a spectrum of colors along hiking trails and picnic areas.

The abundance of lakes and rivers, mountains and meadows, forests and fields make for a variety of opportunities to explore plant and animal life.



## THE ORGANIZATION

South Placer Fire District (SPFD) was formed in 1952 and was administered as part of the Citrus Heights Fire District (CHFD). CHFD operated a paid Fire District and brought a paid administrative staff to SPFD to oversee volunteer operations. In 1962, SPFD formally ended its agreement with the CHFD and the CHFD chiefs that were working at SPFD became the first full-time paid personnel of the organization.

In 2017, the South Placer Fire District and its neighboring fire district, Loomis Fire District, consolidated. This consolidation helped increase efficiency and improve operations, while increasing fiscal responsibility.

The Loomis Fire District was formed in 1930 as a volunteer organization. In the mid-1980s, they hired their first paid personnel to respond to the increasing demands of medical calls within the District. Prior to the successful consolidation with SPFD, the Loomis Fire District was responsible for fire protection to the majority of the Town of Loomis and the adjacent unincorporated area surrounding the District.

Today, SPFD operates five staffed stations and one volunteer station. SPFD operates three advanced life support (ALS) engine companies, one ALS truck company (ladder truck) and two ALS transporting ambulances. These crews also cross staff wildland apparatus assigned to each station during the wildland firefighting season. SPFD works a 48/96 work schedule; this schedule has the employees working two days on and four days off on a three-platoon rotation. SPFD responded to 2,400 calls for service resulting in 6,000 apparatus responses in 2015. Of the 2,400 calls, 75% were medical, 13% were fires, 12% were other calls



including false calls and service calls. With the addition of the Loomis Fire District, the anticipated call volume is above 3,700 calls per year which will result in approximately 8,000 responses.

## THE IDEAL CANDIDATE

The South Placer Fire District is seeking a strong leader and creative visionary for their new Fire Chief. The ideal candidate will have excellent communication skills and be a good public speaker. Someone who is politically astute but apolitical will be valued. Candidates should possess the leadership skills to create a shared vision and direction for the District, and the management skills to ensure their goals are achieved.

The selected individual will have the ability and reputation of having a strong motivational leadership style. The new Chief will be a confident role model for the District who maintains an open-door policy. The District seeks a Fire Chief who has strong interpersonal skills and will be capable of developing a positive relationship with all members of the District based on mutual respect and trust. An individual who can serve as a mentor and encourage all members of the Fire District to be innovative and involved is sought. The ideal candidate will be a strong supporter of career growth for the staff and will help to create a career development program for the District. The new Chief will encourage input, comments, and suggestions from all personnel.

The South Placer Fire District has an excellent reputation within the community and would like to maintain this in the future. The District is seeking someone who sees his/her role within the District as an essential part of the community and part of a bigger organization. The ideal candidate will become involved in the community. He/she should be able to work well with other people within the District organization, the public and other agencies. The new Chief will be expected to hold active roles/offices in Fire Service Organizations outside the District. The ideal candidate will sustain a healthy and productive relationship with all District departments, including labor groups.

The incoming Fire Chief will possess knowledge of operations, services, and activities of a Special District Medical & Fire Services Agency offering comprehensive services including fire prevention and suppression, emergency medical,



and fire safety programs; principles and practices of fire suppression, prevention, and investigation; methods and techniques of developing fire service programs to meet community needs; operational characteristics of fire apparatus and equipment including vehicles and communications devices; principles and practices of supervision, training, and performance evaluation; principles and practices of program development and administration; advanced methods and techniques of firefighting, prevention, and suppression; advanced methods and techniques of emergency medical response; principles and practices of special district budget preparation and administration; principles of supervision, training and performance evaluation; and pertinent federal, state and local laws, codes and regulations governing hazardous materials, buildings and fire inspections.

Qualified candidates must possess Bachelor's degree from a Western Association of Schools and Colleges (or regional equivalent) with major course work in Fire Science, Emergency Services, Public Administration or a related field; training from a recognized national, state or privately operated training facility in the area of Fire Science, Emergency Services or other related fields is desirable; and ten (10) years of increasing responsibility in emergency service management, including three (3) years of experience as a Battalion Chief or higher is required. Candidates should also possess a Certificate issued by the state of California as a Chief Officer (or equivalent) and shall maintain a valid Class C California Driver's License.





## THE COMPENSATION

The annual salary for the Fire Chief will be \$150,558 – \$183,004; placement within this range is dependent upon qualifications. The District also offers an attractive benefits package.

**125 Flexible Benefit Plan** – \$1,400/month allowance towards benefits (medical, dental, vision, Aflac) \$858.08 applied toward medical. Any remaining amount not used on health benefits may be applied towards the medical or dependent care reimbursement accounts. Any unused amounts are forfeited.

**PERS Retirement** – 3% @ 55 Classic; 2.7% @ 57 PEPR. Classic employees pay 12%. PEPR. employees pays 13%.

**Holidays** – The District offers 12 paid holidays per year or 96 hours in lieu of holidays. The option to cash out annually is also available.

**Vacation** – Administrative employees receive vacation dependent upon years of service.

1-5 years = 9.47 hours per month

6-10 years = 12.81 hours per month

11 years or more = 16.14 hours per month

**Sick Leave** – Administrative employees receive 10 hours per month.

**Administrative Leave** – 120 hours per year.

**Vehicle** – District vehicle provided.

**Other Benefits** – Uniform allowance up to \$1000 per year and an education incentive program up to 10% applied to base salary (dependent upon qualifications).

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Closing Deadline:**

**May 28, 2021**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the South Placer Fire District. Candidates will be advised of the status of the recruitment following selection of the Fire Chief.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080



**DRAFT – MARCH 25, 2021**

**SOUTH PLACER FIRE DISTRICT**

**FIRE CHIEF**

<i>ACTIVITY</i>	<i>CONDUCTED BY</i>	<i>DATE</i>
Candidate Profile (Talk with Board, Chief and Staff)	BM & A	Apr 2, 2021
District reviews profile	District	Apr 14, 2021
Brochures to print	BM & A	Apr 16, 2021
Ad placement & Outreach	BM & A	Apr/May 2021
Recruitment close	-----	May 28, 2021
Review resumes	BM & A	May 31, 2021
Candidate interviews	BM & A	June 9, 2021
Final Candidate Recommendations (Recommendations and review of resumes with Board & Fire Chief)	BM & A	June 14-18, 2021
Interviews	Board & BM & A	June 23-25, 2021
Background (i.e. criminal, civil, credit checks, references, etc.)	BM & A	Jun/Jul 2021
Candidate Selection	Board	July 2021

---

---

**SOUTH PLACER FIRE PROTECTION DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Employee Retention:**

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

**Background:** The South Placer Fire District continues to experience vacancies at almost every rank for a myriad of reasons, including competition with other agencies for personnel, retirements from tenured employees, and competitive wages. The District continues to recruit, test, and hire personnel to allow continued day-to-day operations.

The process of continuous testing and recruitment places a strain on the organization and the loss of personnel for any reason requires replacement and new hire training. Recent Captain and Paramedic/Firefighter testing were successful. The District is currently in position to hopefully have all line positions from Captain and below filled. The major significant upcoming retention dilemma is now focused on the Chief Officer ranks.

**Impact:** Increased awareness of retention issues at all ranks.

**Attachments:** None

**Karl W. Fowler**  
**Fire Chief**  
South Placer Fire Protection District

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Deputy Fire Chief Position Recruitment:**

**Action Requested:** Staff recommends discussion and possible action on recruitment for the position of Deputy Fire Chief.

**Background:** The District is currently undergoing a significant change in the Administrative Staff due to recent and pending Chief Officer retirements. The position of Deputy Chief is currently being filled by a Battalion Chief assigned to days. Staff would like the Board to discuss the benefits to the District of recruiting and hiring a permanent Deputy Chief immediately.

**Impact:** Allows for the position of Deputy Chief to be filled prior to the Fire Chief recruitment process. This will greatly assist the new Fire Chief by having someone already in the position of Deputy Chief. In the past, the position of Deputy Chief is recruited and tested for immediately upon the position being vacant.

**Attachments:** Deputy Chief Job Description

**Karl W. Fowler**  
Fire Chief  
South Placer Fire District

# SOUTH PLACER FIRE DISTRICT POLICY MANUAL

**POLICY TITLE:** Deputy Chief Job Classification      **Adopted Date:** 11/4/2003

**POLICY NUMBER:** 1112      **Revision Date:** 10/17/2012

**1112.1 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. The Deputy Chief is a member of the Districts Management Team. Receiving general direction from the Fire Chief, the Deputy Chief is responsible for operational and personnel management, Battalion Chief and maintenance personnel supervision and administration of tasks associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and pre/post emergency activities. The Deputy Chief shall assume the roll of Chief Executive Officer and as such provides highly responsible and technical support to the Board of Directors and exercise the highest degree of authority in the absence of the Fire Chief. The normal work schedule is Monday through Friday 8:00 a.m. to 5:00 p.m. with occasional night and weekend work required.

**1112.2 Duties:** The Deputy Chief has specific District wide responsibilities over the emergency resource deployment, emergency response, communications, training, emergency medical services, hazardous condition mitigation, emergency incident management, equipment, supplies, information technology, apparatus maintenance, and facilities management. The Deputy Chief shall:

**1112.2.1** Administer the District wide training plan to meet current requirements. Participate with Battalion Chiefs in the training of staff and serve as an instructor for specialized in-service training courses, develop training schedules.

**1112.2.2** Administer the entry level and promotional testing plan to meet current requirements. Act as the appointing authority with full responsibility for recruitment, appointment, promotion, demotion, discipline, discharge, reclassification and reinstatement for those operational positions approved by the Board of Directors in accordance with the District Rules and Regulations. Implement discipline and termination procedures. Keep current rosters of all employees including current certifications. Develop and implement staff schedules and assignments and the scheduling of all vacation time off.

**1112.2.3** Administer the personnel performance evaluation plan to meet current requirements. Have a specific supervisory responsibility over the Battalion Chiefs and general supervisory responsibility over all other subordinate full-time, part-time and volunteer employees. Evaluate the performance of the Battalion Chiefs and work with employees to correct deficiencies.

**1112.2.4** Make periodic inspections of staff and the general condition of the equipment, apparatus and fire stations.

**1112.2.5** Develop annual goals related to operational activities and personnel matters of the district. Develop and recommend an annual expenditure plan to the Fire Chief for expenditures directly related to his or her duties which includes identifying the needs for staffing, new equipment, new programs and maintenance. Develop cost estimates for budget items and implement mid-year adjustments. Make recommendations to the Fire Chief of changes or revisions to the Rules and Regulations or any other policy and procedure to enhance the operation of the District.

**1112.2.6** Continually evaluate the scope and level of service provided by the District make recommendations to the Fire Chief for purposes of service level improvements and long term planning. Ensure the District operations are consistent with the legal authorities set forth in the Special District laws of the State of California.

**1112.2.7** Prepare and maintain a variety of technical reports and records. Review and authorize all operational personnel reports, and maintain confidential information.

**1112.2.8** Establish and maintain cooperative working relationships with those contacted in the course of work. 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 deemed necessary by the Fire Chief.

**1112.2.9** Assume command of any incident as necessary until relieved by a ranking Chief Officer. Establish the Incident Command System per District Standard Operating Procedures. Identify and analyze potentially hazardous situations when involved in emergency situations/incidents, taking appropriate action, size up, report on and formulate tactical mitigation strategies for emergencies after observing the emergency and receiving oral reports from company officers. Ascertain the need for and types of additional equipment necessary to counteract the emergency and effectively utilizes staff equipment and apparatus. Determine safety measures needed for each emergency operation and convey these measures clearly to those crews assigned. Clearly communicate the incident situation status, resources status and mitigation strategies to the appropriate personnel.

**1112.3** 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 of physical activities may vary significantly from day to day and employees may be required to perform other duties related to the districts mission statement.

**1112.4 Minimum Qualifications:**

**1112.4.1** Employee shall maintain a valid Class C California Drivers License.

**1112.4.2** Employee shall possess a Certificate issued by the State of California as a Chief Officer. (or out of State equivalent)

**1112.4.3** 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.

**1112.4.4** Employee shall have a total of five (5) years of increasing responsibility in emergency service operations, one (1) year of experience as a Battalion Chief or higher. (acting experience is acceptable).

**1112.5 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: Training or an educational degree from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields; example: National Fire Academy.

**1112.6 Extensive knowledge of:** The District safety manual and current safety practices; current District rules, regulations, procedures, methods and techniques; local emergency incident scene management and the Incident Command System; modern firefighting, rescue and EMS principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment; the principles of supervision, training and performance evaluations, and practices of personnel management, employment/labor laws and hiring practices; operational procedures of fire service organizations; emergency training principles; modern organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern standards of coverage practices.

**1112.7 Working knowledge of:** District contractual agreements and commitments; current fire prevention and fire investigation principles; mechanical, chemical and related characteristics of a wide variety of hazardous materials and objects.

**1112.8 General Knowledge of:** State requirements for emergency services; modern principles and practices of organization, administration, budget, and management training; modern organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; rules, regulations and operational procedures of the Fire Department and the Uniform Fire Code; federal, state and local laws and regulations pertaining to fire suppression, hazardous material handling, rescue operations, training, etc.

**1112.9 Intermittently:** 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.

**1112.10 Working Conditions:** On a continuous basis, work indoors in an office environment; sitting at a desk and 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, 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.

**1112.11 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 KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Surplus Vehicle (504) 2002 Freightliner Medic Unit:**

**Action Requested:** Staff recommends discussion and authorization to surplus the Freightliner Reserve Medic 504 currently being stored at Station 29.

**Background:** The District still has one used Freightliner Horton Ambulance that is no longer suitable for use within the District. It has been in storage for several years and has not been utilized due to the age of the unit. The District previously had two of these ambulances originally purchased in 2002. One of the old units has already been sold in 2019. The staff and shop recommend that this unit be donated to the Bombero Program.

**Impact:** Removal of aging equipment from the fleet. The unit has no real value due to the age, mileage, and current regulations.

**Attachments:** Picture of the unit and description.

**Karl W. Fowler**  
Fire Chief  
South Placer Fire District

- **2002 FREIGHTLINER AMBULANCE**
- **FL-50 Chassis with a HORTON box**
- **Engine is a CUMMINS I-6 24 valve mechanically injected ISB Diesel Motor**
- **VIN is 1FVABLBW22HK14319**
- **Current mileage is 173,681 miles on it.**
- **Runs good with good tires on it.**
- **GVWR is 19,880 LBS**
- **FRONT AXLE is rated at 8,000 LBS.**



---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Surplus Vehicle (605) 1999 Ford F-550 Reserve Grass Unit:**

**Action Requested:** Staff recommends discussion and authorization to surplus by sealed bid the Ford F-550 Reserve Grass Unit.

**Background:** The District still has one used 1999 Ford F-550 GRASS UNIT that is no longer suitable for use within the District. It is currently in storage at Station 29. The District inherited this unit from the merger with Loomis Fire. The staff and the fleet maintenance supervisor feel it is appropriate to remove this unit from the fleet due to the age, condition, and other factors such as seating only for two people. The Unit currently has 22,687 miles on it.

**Impact:** Removal of aging equipment from the fleet. Estimated value is \$3,000. The District can surplus the unit through a sealed bid process within the District.

**Attachments:** Picture of the unit and description.

**Karl W. Fowler**  
Fire Chief  
South Placer Fire District









---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** THURSDAY, MAY 06, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Wesleyan Church Property at 4700 East Roseville Parkway:**

**Action Requested:** Chief recommends discussion and possible action to either pursue purchase of the property or recommend not to purchase.

**Background:** East Parkway Bible Church located at 4700 East Roseville Parkway, next to Station 15, is to be placed on the market for sale. The owners of the facility have offered the sale of the property to the District before placing the property on the general market. If not feasible to purchase, the District will inform the church and thank them for the consideration.

**Impact:** Informational. Future property to acquire for administrative offices or other District uses.

**Attachments:** Letter from Wesleyan Church notifying District of their wishes to sell to the District prior to placing on the general market.

Building floor plan for the Wesleyan Church.

**Karl W. Fowler**  
Fire Chief  
South Placer Fire District



# Pacific Southwest District<sup>THE</sup> Wesleyan CHURCH

Dr. Philip Stevenson, District Superintendent

PO Box 1218  
Lincoln, CA 95648  
O: 916.749.4267  
Email: phil@pswdistrict.com  
Multiply DISCIPLES, LEADERS, CHURCHES

---

April 1, 2021

District Board of Directors, Mr. Gary Grenfell - President  
South Placer Fire Protection District  
6900 Eureka Road  
Roseville, CA 95746

RE: East Parkway Bible Church - Property For Sale  
Placer County Assessor Parcel 466-070-042-000  
4700 East Roseville Parkway, Granite Bay, CA 95746

Gentlepersons,

As a courtesy, please be aware that the above-referenced property which abuts the South Placer Fire Protection District Station No.: 15 is officially available and being offered for sale.

The land in question consists of three-level acres and improved with an 8,630 square foot, two-story building which was built in 2004. The building is equipped with HVAC, elevator, alarm, video cameras, media studio with chair seating assembly area (pre-pandemic posting for 270 occupants), separate windowed video sound room, and is fully ADA compliant. There are several flex rooms that could be used as either classrooms and/or offices. In addition to excess land for further expansion, or a dedicated training area, the paved parking area is striped for 168 vehicles.

In an effort to continue its service to the community, the former congregation has expressed a desire that the property be made available to the Fire District in order to aid in support of better-equipped first-responders in its continued service. Seeing this property used in a manner that would contribute to the broad coverage of the Fire District, beyond that of Granite Bay, would be an endeavor the church would be proud to support.

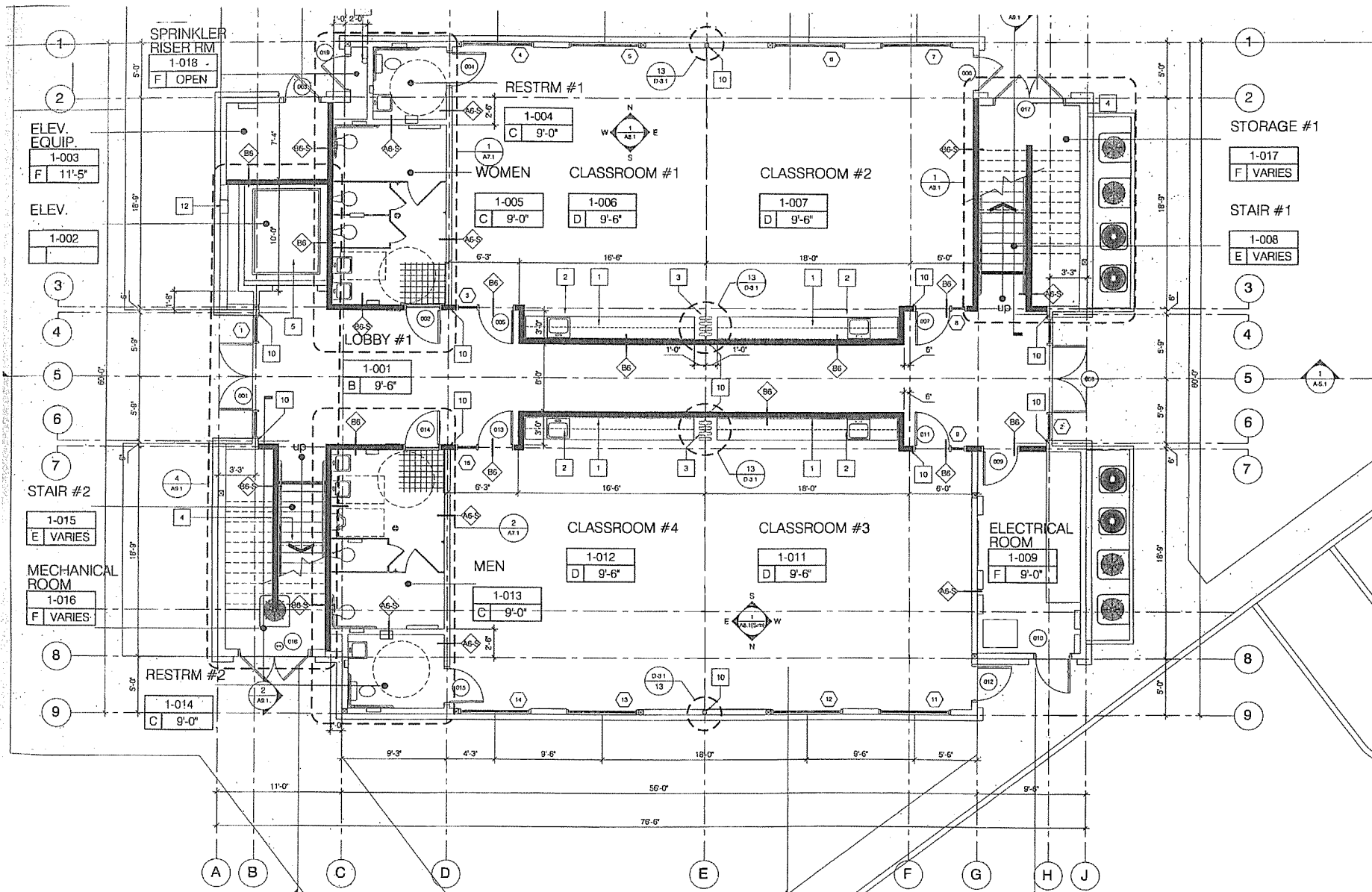
To accomplish the above and the Fire District's requiring long term financial planning and budgeting as a public agency, the Pacific Southwest District of the Wesleyan Church, the vested owner, would be willing to consider a Lease/Option to accomplish the sale of this property to the South Placer Fire Protection District.

Interior viewing is available by appointment only on weekdays and preferably mid-day to accommodate travel times. Should at some point the Fire District desire, it is welcome to engage professional counsel of their choosing and expense.

Sincerely,

Gerald R. Bushore – Direct 530 292-3090  
Property Manager-Agent DRE ID 00490637

Copy: Fire Chief Karl Fowler



TOTAL BUILDING AREA:  
 MAIN LEVEL - CLASSROOMS 4,315 SQ. FT.  
 SECOND LEVEL - MULTI-PURPOSE 4,315 SQ. FT.

- 15 DOWNPOUT
- 16 MECHANICAL EQUIPMENT AS FRA
- 17 LINE OF LOW WALL BASE
- 18 LINE OF WALL JOIST
- 19 LINE OF ROOF OVERHANG ABOVE

**PLAN NOTES**

NUMBER OF SEATS	CLEAR AISLE SPACE REQUIRE
1-14	12.0'
15	12.3'
16	12.6'
17	12.9'
18	13.2'
19	13.5'
20	13.8'
21	14.1'
22	14.4'
23	14.7'
24	15.0'
25	15.3'

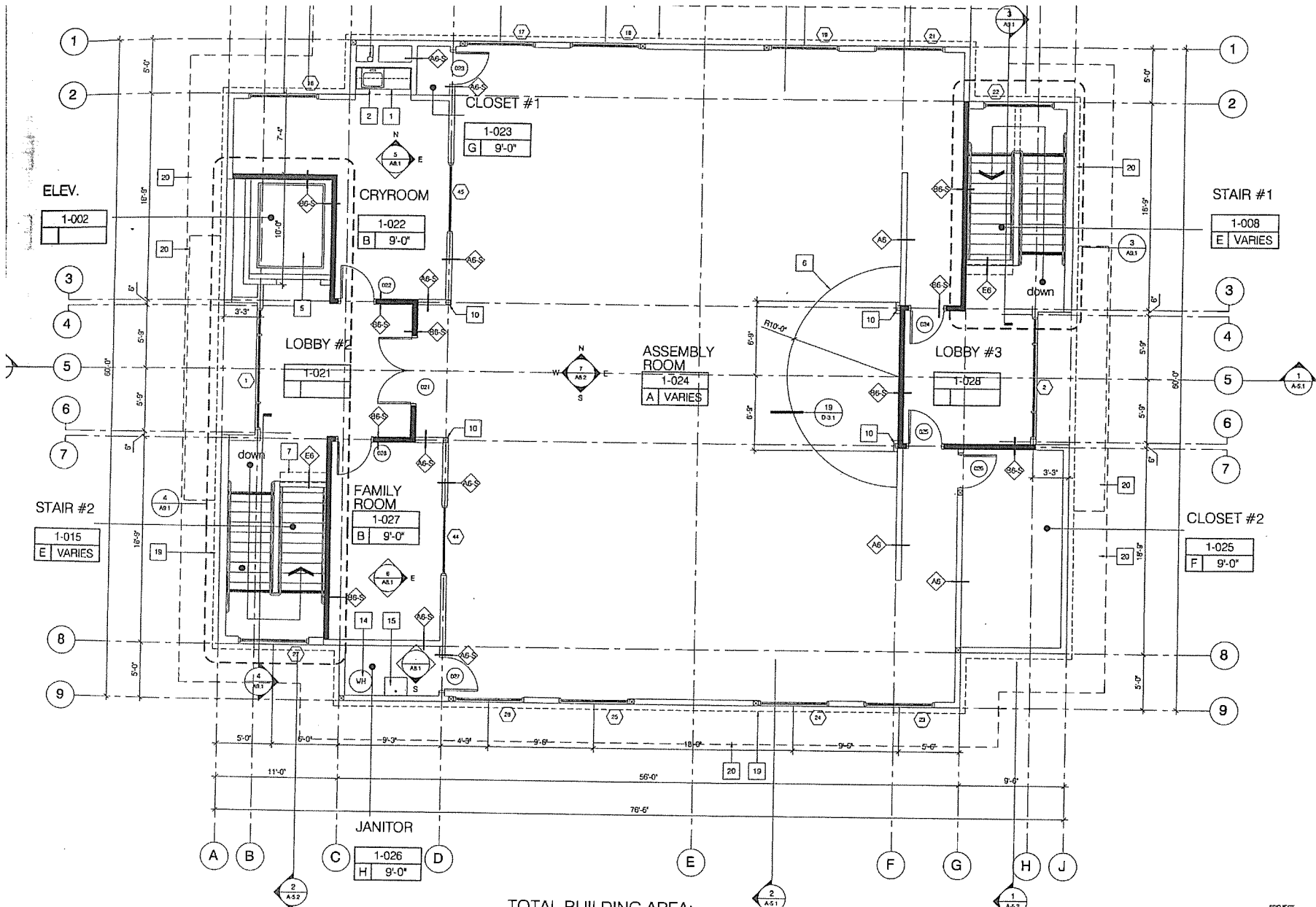
**SEAT SPACING**

1. IT IS THE INTENT OF THE ARCHITECT BUILDING TRADES ASSOCIATED PROCESS TO OBTAIN THE BEST REASONABLE COST, CONTROLLED AND EXPERIENCE OF SUPPLIERS CONTRIBUTION.
2. SEE SHEET T-2.1 & T-2.2 FOR FIN REQUIREMENTS.
3. FIRE EXTINGUISHER REQUIRE INSPECTION.
4. PROVIDE AN APPROVED FIRE EX INSTALLATION.
5. VERIFY AND COORDINATE ALL FIN DIMS.
6. PROVIDE BLUE VINYL WATERPROOF JANITOR ROOMS, KITCHEN, AM AND EXISTING PARTING OF ALL F OF THE UCC.
7. ALL CONCRETE WORK TO BE GC.
8. WHEN REMOVING WALLS, FLOOR FINISH, JOISTS, ELECTRICAL OR EXISTING DOORS THAT OPEN BY ASSEMBLES.
9. A FIRE ALARM SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH ALL REQUIRED.
10. PROTECTION OF JOINT PENETRY SHALL BE INSTALLED FROM VIEW LINE.
11. PROVIDE A SECURITY SYSTEM TO CONTROL ACCESS TO ALL ROOMS AND SYSTEM.
12. FOR RECESSED OR SEMI RECES SEE DETAIL WALLS.

**GENERAL NOTI**

- NEW WOOD STUD WALL TOP
- NEW 1 HOUR RATED WOOD STUD WALL
- NEW CMU WALL
- DOOR IN MANUFACTURER SCHEDULE





**TOTAL BUILDING AREA:**  
 MAIN LEVEL - CLASSROOMS 4,315 SQ. FT.  
 SECOND LEVEL - MULTI-PURPOSE 4,315 SQ. FT.

- 15 JANITOR SINK
- 16 DOWNPOUT
- 17 MECHANICAL EQUIPMENT AS SHOWN
- 18 LINE OF LOW WALL BASE
- 19 LINE OF WALL ABOVE
- 20 LINE OF ROOF OVERHANG ABOVE

**PLAN NOTES**

SEAT SERVED BY TWO AISLES		SE
NUMBER OF SEATS	CLEAR AISLE SPACE REQUIRED	NL. OF
1-14	12.0"	1-7
15	12.3"	8
16	12.6"	9
17	12.9"	10
18	13.2"	11
19	13.5"	12
20	13.8"	13
21	14.1"	14
22	14.4"	15
23	14.7"	16
24	15.0"	17
25	15.3"	18

**SEAT SPACING**

1. IT IS THE INTENT OF THE ARCHITECT AND THE BUILDING TRADES ASSOCIATED WITH THE PROJECT TO DEVELOP THE BEST POSSIBLE FEASIBLE COST, CONSTRUCTIVE SOLUTION AND EXPERIENCE OF SUPPLIERS, FABRICATOR CONTRACTOR.
2. USE SHEET T&E 1 & T-2 FOR HANDICAPPED REQUIREMENTS.
3. FIRE EXTINGUISHER REQUIREMENTS SHALL INSPECTOR.
4. PROVIDE AN APPROVED FIRE SPRINKLER INSTALLATION.
5. VERIFY AND COORDINATE ALL REQUIREMENTS DYES.
6. PROVIDE "BULL-EYE" WATERPROOFING @ J JANITOR ROOMS, KITCHEN, AND BREAK ROOM OF THE DECK.
7. FLAME SPREAD RATING OF ALL INTERIOR FINISH OF THE DECK.
8. ALL CONCRETE WORK TO BE SEALED AS SHOWN.
9. WHEN REMOVING WALLS, REMOVE ALL SURF FINISH, JACKETS, ELECTRICAL DEVICES, DUCT.
10. EXISTING DOORS THAT OPEN INTO RATED OCC ASSEMBLIES.
11. A FIRE ALARM SYSTEM SHALL BE INSTALLED TO MEET REQUIREMENTS (A-2.1 OCCUPANCY) REQUIRED.
12. PROTECTION OF JOINT PENETRATIONS IN FRI CONCEALED FROM VIEW UNTIL INSPECTED AND APPROVED.
13. PROVIDE A SECURITY SYSTEM TO NEW CONSTRUCTION AS SHOWN. COORD. WITH SYSTEMS.
14. FOR RECESSED OR SEAM RECESSED ELEC. OF SEE DETAIL 15022.

**GENERAL NOTES**

- NEW WOOD STUD WALL TYP.
- NEW 1-HOUR RATED WOOD STUD WALL
- NEW CML WALL
- DOOR NUMBER PER SCHEDULE
- PROJECT NORTH
- ACTUAL NORTH
- EX
- IN

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** WEDNESDAY, MAY 05, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: FY 2020/21 Quarterly Budget Report:**

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

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

**Impact:** Informational

**Attachments:** Third Quarter Budget overview sheet, March, Profit and Loss Statement.

**Karl W. Fowler**  
Fire Chief  
South Placer Fire District

**FY 2020/21 3rd Quarter Budget Report (July - March)**

<b>Revenue</b>	<b>3rd Quarter</b>	<b>Budgeted</b>	<b>Percentage</b>
General Revenue	\$7,398,057	\$12,893,038	57.4 %
SPFD Mitigation Revenue	\$88	\$1,000	8.8 %
Loomis Mitigation Revenue	\$351	\$1,000	35.1 %
Consolidated Mitigation Revenue	\$234,989	\$426,000	55.2 %
CFAA Staffing Reimbursements	\$453,444	\$355,000	127.7 %
<b>Total Revenue</b>	<b>\$8,086,929</b>	<b>\$13,676,038</b>	<b>59.1 %</b>

<b>Expenditures</b>	<b>3rd Quarter</b>	<b>Budgeted</b>	<b>Percentage</b>
Salaries/Benefits (PP 2 - 21) 20 PP's	\$8,347,829	\$10,779,567	77.4 %
CFAA Expenditures	\$442,529	\$355,000	124.7 %
Service and Operations	\$1,090,042	\$1,472,385	74.0 %
Fixed Assets	\$9,979	\$65,755	15.2 %
Capital Expenditures	\$369,411	\$2,122,616	17.4 %
SPFD Mitigation Expenditures	\$27,866	\$29,837	93.4 %
LFPD Mitigation Expenditures	\$7,086	\$101,011	7.0 %
Consolidated Mitigation Expenditures	\$344,076	\$435,857	78.9 %
<b>Total Expenditures</b>	<b>\$10,638,818</b>	<b>\$15,362,028</b>	<b>69.3 %</b>

Report Prepared By Kathy Medeiros April 2021

South Placer Fire District  
Profit & Loss Statement  
For the Nine Months Ending Wednesday, March 31, 2021

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
<b>REVENUES</b>					
Secured Property Tax General	6000-000:001	\$4,396,467	\$7,993,884	\$3,597,417	45.00%
Unitary & Op Non-Unitary	0-000-6000-002	86,444	157,171	70,727	45.00%
Current Unsecured Property Tax	0-000-6000-003	181,034	180,587	(447)	(0.25%)
Delinquent Secured Property Taxes	0-000-6000-004	0	(25)	(25)	100.00%
Delinquent Unsecured Property Tax	0-000-6000-005	1,170	2,250	1,080	47.99%
Current Supplemental Property Tax	0-000-6000-006	80,632	110,000	29,368	26.70%
Delinquent Supplemental Property Tax	0-000-6000-008	194	214	20	9.41%
SPFD Special Tax	0-000-6001-000	652,941	1,177,600	524,659	44.55%
Loomis Fire Protection & Response Assessment	0-000-6002-000	564,075	1,024,380	460,305	44.94%
Railroad Unitary Tax	0-000-6106-000	2,663	4,842	2,179	45.00%
Interest-County	0-000-6950-000	8,084	67,275	59,191	87.98%
Sect. 5151 Interest Refunded	0-000-6957-000	0	(333)	(333)	100.00%
HOPTERS Intergovernmental Revenue	0-000-7000-000	27,623	55,763	28,140	50.46%
Ambulance Services	0-000-8192-000	1,052,735	1,700,000	647,265	38.07%
Uniform Reimbursement	0-000-8193-001	355	2,070	1,715	82.84%
Other Staffing Reimbursements	0-000-8193-009	283	1,035	752	72.65%
Other Miscellaneous	0-000-8193-010	22,949	82,800	59,851	72.28%
Fees For Service & Cost Recovery Charges	0-000-8193-011	112,368	134,550	22,182	16.49%
4850 Reimbursements	0-000-8193-014	42,522	25,975	(16,547)	(63.70%)
Cellular Tower Lease	0-000-8193-015	70,021	95,000	24,979	26.29%
Local/State/Federal Grants	0-000-8193-018	0	28,000	28,000	100.00%
CFAA Revenues	8197	453,444	355,000	(98,444)	(27.73%)
SPFD Mitigation Interest	0-000-8264-001	88	1,000	912	91.19%
Loomis Mitigation Interest	0-000-8264-006	351	1,000	649	64.92%
Consolidated Mitigation Fee Revenue	0-000-8267-000	233,250	420,000	186,750	44.46%
Consolidated Mitigation Interest	0-000-8264-007	1,739	6,000	4,261	71.01%
Federal Grant Revenue (SAFER)	0-000-8300-000	95,497	50,000	(45,497)	(90.99%)
<b>TOTAL REVENUES</b>		<b>8,086,929</b>	<b>13,676,038</b>	<b>5,589,107</b>	<b>40.87%</b>
<b>OPERATING EXPENSES</b>					
<b>SALARIES/BENEFITS</b>					
Salaries & Wages	1002:1003	3,954,231	5,555,017	1,600,786	28.82%
Sellback/Admin. & FF's	1004	180,455	200,000	19,545	9.77%
Intern FF/Board/App FF/PT	1005	22,825	15,000	(7,825)	(52.17%)
Callback/Overtime-Firefighter	1006	1,264,729	1,050,000	(214,729)	(20.45%)
Comp For Absence/Illness	1007	44,274	20,000	(24,274)	(121.37%)
Out of Grade Pay	1008	1,350	2,000	650	32.52%
Other Payroll	1015	2,280	9,000	6,720	74.67%
Volunteer Length of Service Award	1016	1,000	1,000	0	0.00%
PERS Retirement	1300	676,498	869,318	192,820	22.18%
PERS Lump Sum Payment	1302	643,926	649,000	5,074	0.78%
Employer 457 Def. Comp. Match	1305	21,609	25,000	3,391	13.56%
Employment Taxes (FICA/Medicare/SUI)	1301	90,723	105,000	14,277	13.60%
Workmans Comp. Insurance	1315	431,875	535,349	103,474	19.33%
Agency Share Insurance	1550	868,957	1,220,773	351,816	28.82%
OPEB Contribution	1551	0	40,000	40,000	100.00%
COP Debt Service	1552	120,305	365,610	245,305	67.09%
Labor Legal	2010	8,013	45,000	36,987	82.19%
Uniform Allowance/Cell Phone	2017	8,504	66,000	57,496	87.12%
Employees Assistance Program	2019	6,275	6,500	225	3.47%
CFAA Expenditures	1997	442,529	355,000	(87,529)	(24.66%)
<b>TOTAL SALARIES/BENEFITS/CFAA</b>		<b>8,790,358</b>	<b>11,134,567</b>	<b>2,344,210</b>	<b>21.05%</b>
<b>SERVICE &amp; OPERATIONS</b>					
Audit	2020	10,500	10,500	0	0.00%
Propane	2021	1,880	3,500	1,620	46.29%
Employee Physicals/DL/Wellness	2023	7,203	20,000	12,797	63.99%
Paramedic Cert. EMT/CPR Classes	2024	4,288	6,000	1,713	28.54%
Ambulance Billing Service	2025	96,233	115,000	18,767	16.32%
Garbage	2026	6,641	9,000	2,359	26.21%

South Placer Fire District  
Profit & Loss Statement  
For the Nine Months Ending Wednesday, March 31, 2021

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Gas & Electric	2027	65,228	74,000	8,772	11.85%
Insurance (FAIRA)	2028	60,213	60,213	0	0.00%
Memberships/Subscriptions	2030	10,852	10,000	(852)	(8.52%)
News Publications & Ads	2032	0	1,000	1,000	100.00%
Sewer	2035	842	6,300	5,458	86.63%
Telephone	2037	52,237	63,000	10,763	17.08%
Training Supplies	2038	1,899	11,000	9,101	82.73%
Business/Conference	2039	249	7,266	7,017	96.57%
Education/Training	2040	22,726	44,000	21,274	48.35%
Water	2041	10,381	12,000	1,619	13.49%
Laundry	2042	1,159	1,700	541	31.81%
Legal/Consulting Fees	2043-000	83,268	95,000	11,732	12.35%
Prevention Consulting Fees	2043-001	23,922	42,000	18,078	43.04%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	7,956	14,000	6,044	43.17%
Medical Waste Disposal	2046	2,668	4,400	1,732	39.36%
Phsio Control Contract	2047	15,869	16,000	131	0.82%
County Charges (Tax Collection/LAFCO/Refunds)	2050	171,691	180,000	8,309	4.62%
Elections	2051	34,626	30,000	(4,626)	(15.42%)
Public Education	2052	0	2,000	2,000	100.00%
Food/Drink-Incident Supplies	2053	6,493	12,000	5,507	45.89%
Safety Awards	2055	1,611	6,332	4,721	74.56%
Fire RMS User Maintenance	2056	2,977	10,000	7,023	70.23%
Cleaning/Maintenance Supplies	2120	9,011	12,000	2,989	24.91%
Copy Machine Contract/Maint.	2121	11,222	16,000	4,778	29.86%
Computer Service & Maint.	2122	23,293	42,939	19,646	45.75%
Fire Prevention Supplies	2123	79	4,000	3,921	98.02%
Fuel & Oil	2124	46,207	70,000	23,793	33.99%
Medical Supplies	2127	80,665	110,000	29,335	26.67%
Miscellaneous Supplies	2128	0	885	885	100.00%
Office Supplies/Computer	2129	5,608	12,000	6,392	53.26%
Oxygen	2130	4,754	5,000	246	4.93%
Postage/Shipping	2131	1,066	2,000	934	46.69%
Storage	2132	0	2,000	2,000	100.00%
Uniform Supplies	2133	6,823	13,000	6,177	47.51%
Misc. Firefighting Equip/Supplies	2135	19,051	40,000	20,949	52.37%
Radio Repair	2221	6,983	10,000	3,017	30.17%
Automotive Repairs/Supplies	2222	97,505	110,000	12,495	11.36%
Facilities Maintenance	2225	66,982	93,000	26,018	27.98%
SCBA Maintenance	2226	5,874	6,000	126	2.10%
Turnout Clothing Maint.	2228	0	5,000	5,000	100.00%
Extinguisher Service/Repair	2229	1,058	900	(158)	(17.54%)
Outside Services	2523	249	1,200	951	79.26%
Bad Debt Expense	8510 + 4521	0	50,000	50,000	100.00%
<b>TOTAL SERVICE &amp; OPERATIONS</b>		<b>1,090,042</b>	<b>1,472,385</b>	<b>382,344</b>	<b>25.97%</b>
<b>FIXED ASSETS</b>					
Facilities,	4456	1,680	17,050	15,370	90.15%
Firefighting Equipment	4462	26	9,133	9,107	99.72%
EMS Equipment	4464	0	2,500	2,500	100.00%
Office & Communication Equipment	4465	8,065	10,992	2,927	26.63%
Radio & Communications	4469	208	8,900	8,692	97.67%
Training/Operations Equipment	4472	0	10,680	10,680	100.00%
Rescue Equipment	4475	0	5,000	5,000	100.00%
Aparatus Upgrades	4476	0	1,500	1,500	100.00%
<b>TOTAL FIXED ASSETS</b>		<b>9,979</b>	<b>65,755</b>	<b>55,777</b>	<b>84.83%</b>
<b>CAPITAL EXPENDITURES</b>					
Type 1 Engine	0-000-4510-029	357,571	358,000	429	0.12%
2021 Ford Expedition (012 Replacement)	0-000-4510-030	0	73,000	73,000	100.00%
Structure PPE/Gear	0-000-4511-008	3,283	89,000	85,717	96.31%
Holmatro Spide Pump Res. Engine 80%	0-000-4511-031	0	8,000	8,000	100.00%
Holmatro Cross Ram T17 80%	0-000-4511-032	0	1,600	1,600	100.00%

South Placer Fire District  
Profit & Loss Statement  
For the Nine Months Ending Wednesday, March 31, 2021

		YTD	BUDGET	VARIANCE	REMAINING %
Holmatro Cross Ram E18 89%	0-000-4511-033	0	1,780	1,780	100.00%
Station Tones Radio Upgrades	0-000-4511-034	0	4,500	4,500	100.00%
Station 18 Schematic Design/Truckroom Build	0-000-4512-031	5,817	1,501,966	1,496,149	99.61%
St. 17 Generator	0-000-4512-032	0	28,000	28,000	100.00%
St. 15 Generator	0-000-4512-033	0	16,000	16,000	100.00%
St. 18 Sink Hole Repair	0-000-4512-034	0	5,000	5,000	100.00%
St. 20 Ice Machine Relocated/Hot Water Heater	0-000-4512-035	0	1,000	1,000	100.00%
St. 20 LED Bulb Conversion	0-000-4512-036	2,740	2,740	0	0.00%
St. 20 Dry Rot Repair	0-000-4512-037	0	4,000	4,000	100.00%
St. 19 App. Exhaust Tube Replace	0-000-4512-038	0	4,000	4,000	100.00%
St. 15 Root Vent- Ice Machine Room	0-000-4512-039	0	3,500	3,500	100.00%
St. 15 Sod Repair Replacement	0-000-4512-040	0	8,000	8,000	100.00%
Repair/Replace Electric Door Locks	0-000-4512-041	0	2,230	2,230	100.00%
St. 17 Electric Door Locks	0-000-4512-042	0	6,700	6,700	100.00%
St. 16 Landscape Project	0-000-4512-043	0	3,600	3,600	100.00%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>369,411</b>	<b>2,122,616</b>	<b>1,753,206</b>	<b>82.60%</b>
<b>SPFD MITIGATION EXPENDITURES</b>					
Type 1 Engine	0-000-4520-044	27,866	27,437	(429)	(1.56%)
Holmatro Spider Pump Res. Engine 20%	0-000-4520-045	0	2,000	2,000	100.00%
Holmatro Cross Ram T17 20%	0-000-4520-046	0	400	400	100.00%
<b>TOTAL SPFD MITIGATION EXPENDITURES</b>		<b>27,866</b>	<b>29,837</b>	<b>1,971</b>	<b>6.61%</b>
<b>LFPD MITIGATION EXPENDITURES</b>					
Station 18 Schematic Design/Build	0-000-4522-001	7,086	101,011	93,926	92.99%
<b>TOTAL LFPD MITIGATION EXPENDITURES</b>		<b>7,086</b>	<b>101,011</b>	<b>93,926</b>	<b>92.99%</b>
<b>CONSOLIDATED MITIGATION EXPENDITURES</b>					
Front/Rear/Side Level III Frag Coating	0-000-4523-002	6,652	7,600	948	12.47%
Grey Plate Carrier	0-000-4523-003	3,200	3,200	0	0.00%
Fire ID Velcro Patch	0-000-4523-004	0	230	230	100.00%
5.11 UCR Sling Pack	0-000-4523-005	0	750	750	100.00%
Patient Quick Drag Liter	0-000-4523-006	0	150	150	100.00%
Ballistic Helmet	0-000-4523-007	8,018	9,500	1,482	15.60%
Investigation Team Equipment	0-000-4523-008	0	7,991	7,991	100.00%
Key 3" Hose-All Apparatus	0-000-4523-009	0	26,748	26,748	100.00%
Brute Expander Hose Coupler and Supplies	0-000-4523-010	6,000	6,000	0	0.00%
28' Ladder E17	0-000-4523-011	0	2,429	2,429	100.00%
Key 2.5" Hose for all Engines	0-000-4523-012	0	14,980	14,980	100.00%
Brake Press	0-000-4523-013	570	600	30	5.02%
Laptop - Apparatus Software Capable	0-000-4523-014	0	3,000	3,000	100.00%
Workstation/Laptop Upgrades 11%	0-000-4523-015	308	809	501	61.97%
MDC/Vehicle Computers T17 11%	0-000-4523-016	418	550	132	23.92%
BK P150 CMD II Portable Radios	0-000-4523-017	0	25,000	25,000	100.00%
Radio Equipment 11%	0-000-4523-018	0	1,100	1,100	100.00%
Holmatro Cross Ram E18 11%	0-000-4523-019	0	220	220	100.00%
Firefighter PPE	0-000-4523-020	4,910	11,000	6,090	55.36%
Type 1 Engine	0-000-4523-021	314,000	314,000	0	0.00%
<b>TOTAL CONSOLIDATED MITIGATION</b>		<b>344,076</b>	<b>435,857</b>	<b>91,781</b>	<b>21.06%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>10,638,818</b>	<b>15,362,028</b>	<b>4,723,214</b>	<b>30.75%</b>
<b>EXCESS OF REVENUE/EXPENDITURES</b>		<b>(2,551,889)</b>	<b>(1,685,990)</b>	<b>865,893</b>	<b>(51.36%)</b>
<b>BEGINNING FUND BALANCE</b>		<b>4,543,900</b>	<b>4,543,900</b>	<b>0</b>	<b>(0.00%)</b>
<b>ENDING FUND BALANCE</b>		<b>1,992,011</b>	<b>2,857,910</b>	<b>865,893</b>	<b>30.30%</b>
<b>COMPONENTS OF FUND BALANCE</b>					
Ending FB Mitigation Reserve	0-000-0553-000	0	(2,458)	(2,458)	100.00%
Ending FB Loomis Mit. Reserve	0-000-0560-000	0	(566)	(566)	100.00%
Ending FB Consolidated Mit. Reserve	0-000-0565-000	0	424,285	424,285	100.00%
Ending FB Unassigned	0-000-0554-000	0	1,422,828	1,422,828	100.00%
Ending FB Res for Imprest Cash	0-000-0555-000	0	250	250	100.00%

South Placer Fire District  
 Profit & Loss Statement  
 For the Nine Months Ending Wednesday, March 31, 2021

				----- REMAINING -----	
		YTD	BUDGET	VARIANCE	%
Ending FB Designated for F/A Acq	0-000-0556-000	0	46,873	46,873	100.00%
Ending FB Facilities	0-000-0557-000	0	272,487	272,487	100.00%
Ending FB Unassigned Major Equipment	0-000-0558-000	0	89,598	89,598	100.00%
Ending FB Contingent Reserve	0-000-0559-000	0	410,000	410,000	100.00%
Ending FB Loomis Contingent	0-000-0562-000	0	4,457	4,457	100.00%
Ending FB Loomis Equipment Replacement	0-000-0563-000	0	34,029	34,029	100.00%
Ending FB Loomis Apparatus Replacement	0-000-0564-000	0	96,832	96,832	100.00%
Ending FB Loomis LT Facility Maintenance	0-000-0561-000	0	59,295	59,295	100.00%
		0	2,857,910	2,857,910	100.00%

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** THURSDAY, MAY 06, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

**Agenda Item: Preliminary Approval for Continued Benefit Assessment**

**Action Requested:** Staff recommends discussion and adoption of Resolution No. 11-2020/21, Preliminarily Approving Engineer's Report, and Providing for the Notice of Hearing for the South Placer Fire Protection District, Fire Protection and Emergency Response Services Assessment.

**Background:** In 2008 property owners in the former Loomis Fire District approved a Benefit Assessment by 68.76% of the weighted ballots. Each year an Engineer's report is prepared, and the assessment is adjusted by the change in the Cost Price Index (CPI), not to exceed 4%. This year the CPI adjustment is 2%. The maximum authorized increase that may be levied in fiscal year 2021/22 is 2%. This equates to an increase of \$4.74 per single family equivalent benefit unit. Resolution No. 11-2020/21 preliminarily approves the Engineer's Report and the CPI adjustment and sets a public hearing date for final approval at the June Board meeting. Staff recommends approval.

**Impact:** The proposed assessment rate for fiscal year 2021/22 is \$ 240.86 per single family equivalent unit, generating an estimated \$1,047,827 in revenue to the Fire District. The assessment accounts for approximately 50% of the Fire District' total revenue to support operations within the Loomis Emergency Response Services Assessment District.

**Attachments:** Engineer's Report and Resolution No. 11-2020/21

**Karl W. Fowler**  
Fire Chief  
South Placer Fire District





# **SOUTH PLACER FIRE PROTECTION DISTRICT**

## **FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT**

### **ENGINEER'S REPORT**

MAY 2021

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 50078  
ET SEQ. AND ARTICLE XIII D OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:  
**SCIConsultingGroup**  
4745 MANGELS BLVD  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430.300  
FAX 707.430.4319  
[WWW.SCI-CG.COM](http://WWW.SCI-CG.COM)

(THIS PAGE INTENTIONALLY LEFT BLANK)

## **SOUTH PLACER FIRE PROTECTION DISTRICT**

---

### **BOARD OF DIRECTORS**

Gary Grenfell, Board President  
Chris Gibson DC, Board Vice President  
Sean Mullin, Clerk  
Dan Bajtos, Director  
Mike Johnson, Director  
Ken Musso, Director  
Terry Ryland, Director

### **SOUTH PLACER FIRE CHIEF**

Karl Fowler, Fire Chief

### **SECRETARY OF THE BOARD**

Katherine Medeiros

### **ENGINEER OF WORK**

SCI Consulting Group  
John Bliss, M.Eng., P.E.

## TABLE OF CONTENTS

---

<b>INTRODUCTION</b> .....	<b>1</b>
LEGAL ANALYSIS .....	2
ASSESSMENT PROCESS .....	4
<b>DESCRIPTION OF SERVICES</b> .....	<b>6</b>
<b>COST AND BUDGET</b> .....	<b>7</b>
<b>METHOD OF APPORTIONMENT</b> .....	<b>1</b>
METHOD OF APPORTIONMENT .....	1
DISCUSSION OF BENEFIT .....	1
BENEFIT FACTORS .....	2
BENEFIT FINDING .....	4
GENERAL VERSUS SPECIAL BENEFIT .....	4
CALCULATING GENERAL BENEFIT .....	5
BENEFIT FINDING .....	8
ZONES OF BENEFIT .....	8
ASSESSMENT APPORTIONMENT .....	9
METHOD OF ASSESSMENT .....	9
AN EXAMPLE OF BENEFIT CALCULATION .....	11
<b>ASSESSMENT</b> .....	<b>17</b>
<b>ASSESSMENT DIAGRAM</b> .....	<b>19</b>
.....	20
<b>APPENDICES</b> .....	<b>21</b>
APPENDIX A – ASSESSMENT ROLL, FISCAL YEAR 2021-22 .....	21
<b>END NOTES</b> .....	<b>22</b>

**LIST OF TABLES**

---

TABLE 1 - COST AND BUDGET ..... 7

TABLE 2 – FIRE RISK FACTORS ..... 10

TABLE 3 – STRUCTURE VALUE FACTORS ..... 11

TABLE 4 – BENEFIT SUMMARY PER PROPERTY TYPE ..... 13

TABLE 5 – SUMMARY COST ESTIMATE ..... 17

## INTRODUCTION

---

In June 2017 Loomis Fire Protection District (the "former District") completed the necessary steps, as directed by the Placer County Local Agency Formation Commission (PCLAFCO), in order to merge with South Placer Fire Protection District (the "Consolidated District"). The former District was formed in 1930 as a volunteer department. In 1984 the former District hired the first paid firefighter. The former District is located in the rural foothills of Placer County along Interstate 80, and its service area encompasses approximately 18 square miles. The former District includes most of the town of Loomis as well as some unincorporated areas. The former District also provides service along Interstate 80 and the main line for Amtrak and the Union Pacific Railroad, a major tourist transportation corridor.

The Consolidated District maintains and operates six fire stations, and currently has 60 full time employees and over 5-10 interns and volunteers. In addition to providing fire suppression, fire prevention, emergency response, emergency services, technical rescue, and advanced life support services the District also provides basic hazardous materials response, emergency vehicle maintenance and other services relating to the protection of lives and property. The Consolidated District is governed by a seven-member Board of Directors that are elected by divisions three Directors from the boundaries of the former District and four Directors elected from the original Boundaries of the South Placer Fire District, the Directors serve staggered four-year terms.

The former District's operations and services are funded from several sources: a fraction of ad valorem property taxes, special taxes and the Loomis Fire Protection and Emergency Response Services Assessment (the "Assessment District").

This Engineer's Report (the "Report") was prepared to:

- Describe the fire suppression, safety and emergency response services and equipment that would be funded by the assessments (the "Services")
- Establish a budget for the Services that would be funded by the proposed 2021-22 assessments
- Determine the benefits received from the Services by property within the Assessment District and
- Determine and assign a method of assessment apportionment to lots and parcels within the Assessment District.

This Report and the proposed assessments have been made pursuant to the California Government Code Section 50078 et seq. (the "Code") and Article XIID of the California Constitution (the "Article").

The Assessment District is narrowly drawn to include only properties that will benefit from the additional fire protection services that are provided by the assessment funds. The

Assessment Diagram included in this report shows the boundaries of the Assessment District.

## LEGAL ANALYSIS

### PROPOSITION 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996 and is now Article XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

### SILICON VALLEY TAXPAYERS ASSOCIATION, INC. V SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA vs. SCCOSA”). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the Assessment District

This Engineer’s Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article XIIC and XIID of the California Constitution because the Services to be funded are clearly defined; the Services are available to all benefiting property in the Assessment District, the benefiting property in the Assessment District will directly and tangibly benefit from improved protection from fire damage, increased safety of property and other special benefits and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. There have been a number of clarifications made to the analysis, findings and supporting text in this Report to ensure that this consistency is well communicated.

### DAHMS V. DOWNTOWN POMONA PROPERTY

On June 8, 2009, the 4<sup>th</sup> Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was

100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

#### **BONANDER V. TOWN OF TIBURON**

On December 31, 2009, the 1<sup>st</sup> District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

#### **BEUTZ V. COUNTY OF RIVERSIDE**

On May 26, 2010, the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

#### **GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

#### **COMPLIANCE WITH CURRENT LAW**

This Engineer's Report is consistent with the requirements of Article XIII C and XIII D of the California Constitution and with the SVTA decision because the Services to be funded are clearly defined; the Services are available to and will be directly provided to all benefiting property in the Assessment District; and the Services provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with Dahms because, similar to the Downtown Pomona assessment validated in Dahms, the Services will be directly provided to property in the Assessment District. Moreover, while Dahms could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more conservative measure of general benefits.

The Engineer's Report is consistent with Bonander because the Assessments have been apportioned based on the overall cost of the Services and proportional special benefit to



each property. Finally, the Assessments are consistent with Beutz and Greater Golden Hill because the general benefits have been explicitly calculated and quantified and excluded from the Assessments.

## ASSESSMENT PROCESS

In Fiscal Year 2008-09, the former Loomis Fire Protection District Board of Directors (the "former Board") by Resolution No. 11-2007 passed on November 7, 2007, called for an assessment ballot proceeding and public hearing on the proposed establishment of a Fire Protection and Emergency Response Services Assessment District. The new assessment was proposed because former District costs significantly exceeded revenues, and the former District could no longer afford to provide the levels of fire protection service desired by the Loomis community.

On November 19, 2007 a notice of assessment and assessment ballot was mailed to property owners within the proposed Assessment District boundaries. Such notice included a description of the Services to be funded by the proposed assessments, a proposed assessment amount for each parcel owned, and an explanation of the method of voting on the assessments. Each notice also included a postage prepaid ballot on which the property owner could mark his or her approval or disapproval of the proposed assessments as well as affix his or her signature.

After the ballots were mailed to property owners in the Assessment District, the required minimum 45 day time period was provided for the return of the assessment ballots. Following this 45 day time period, a public hearing was held on January 3, 2008 for the purpose of allowing public testimony regarding the proposed assessments. At the public hearing the public had the opportunity to speak on the issue.

With the passage of Proposition 218 on November 6, 1996, The Right to Vote on Taxes Act, now Article XIII C and XIII D of the California Constitution, the proposed assessments could be levied for fiscal year 2008-09, and to continue to levy them in future years, only if the ballots submitted in favor of the assessments were greater than the ballots submitted in opposition to the assessments. (Each ballot is weighted by the amount of proposed assessment for the property that it represents).

After the conclusion of the public input portion of the Public Hearing, all valid received ballots were tabulated by Judge Garbolino and it was determined that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (weighted by the proportional financial obligation of the property for which ballots are submitted). Of the ballots received, 68.76% were in support of the proposed assessments.

As a result, the Board gained the authority to approve the levy of the assessments for fiscal year 2008-09 and to continue to levy them in future years. The Board took action, by Resolution No. 1-2008 passed on January 3, 2008, to approve the first year levy of the assessments for fiscal year 2008-09.

The authority granted by the ballot proceeding was for a maximum assessment rate of \$173.80 per single family home, increased each subsequent year by the San Francisco Bay Area Consumer Price Index (CPI) not to exceed 4% per year. In the event that the annual change in the CPI exceeds 4%, any percentage change in excess of 4% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 4%.

In each subsequent year for which the assessments will be levied, the Board must preliminarily approve at a public meeting a budget for the upcoming fiscal year's costs and services, an updated annual Engineer's Report, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. At this meeting, the Board will also call for the publication in a local newspaper of a legal notice of the intent to continue the assessments for the next fiscal year and set the date for the noticed public hearing. At the annual public hearing, members of the public can provide input to the Board prior to the Board's decision on continuing the services and assessments for the next fiscal year.

If the assessments are so confirmed and approved, the levies would be submitted to the Placer County Auditor/Controller for inclusion on the property tax roll for Fiscal Year 2021-22. The levy and collection of the assessments would continue year-to-year until terminated by the Authority Board of Directors.

The fiscal year 2021-22 assessment budget includes outlays for supplies, firefighter salaries, and other fire suppression and protection programs. If the Board approves this Engineer's Report for fiscal year 2021-22 and the continuation of the assessments by Resolution, a notice of assessment levies must be published in a local paper at least 10 days prior to the date of the public hearing. Following the minimum 10-day time period after publishing the notice, a public hearing will be held for the purpose of allowing public testimony about the proposed continuation of the assessments for fiscal year 2021-22.

The public hearing is currently scheduled for June 9, 2021. At this hearing, the Board would consider approval of a resolution confirming the assessments for fiscal year 2021-22. If so confirmed and approved, the assessments would be submitted to the Placer County Auditor/Controller for inclusion on the property tax rolls for Fiscal Year 2021-22.

## DESCRIPTION OF SERVICES

---

The Consolidated District provides a range of fire suppression protection, prevention, and educational services to its residents. The Services proposed to be undertaken by the Consolidated District and the cost thereof paid from the continuation of the annual assessment provide special benefit to Assessor Parcels within the Assessment District as defined in the Method of Assessment herein.

Following is a description of the Services that are provided for the benefit of property in the Assessment District. As previously discussed, due to inadequate funding peaking in 2007, the baseline level of service was diminishing and would have diminished further had this assessment not been instituted. With the passage of this assessment, the services were enhanced significantly, and current level of service is equal to, and above the level of service prior to the funding inadequacies in 2007. The formula below describes the relationship between the final level of improvements, the baseline level of service had the assessment not been instituted, and the enhanced level of improvements funded by the assessment.

<b>Final Level of Service</b>	=	<b>Baseline Level of Service</b>	+	<b>Enhanced Level of Service</b>
-----------------------------------	---	--------------------------------------	---	--------------------------------------

In addition to the definitions provided by the Code, the Services to be funded by the Assessment District are generally described as follows: obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; payment of salaries, benefits and other compensation to fire fighting and fire prevention personnel; training and administration of volunteer personnel performing fire suppression, protection and emergency services; hazardous material response; disaster preparedness; community fire prevention education and fire inspection.

The Assessment District would also contribute to cover the general costs of administering the Consolidated District, its facilities and operations, as well as the salaries and benefits of firefighting personnel who provide fire suppression, protection and emergency services to parcels, improvements or property in the Assessment District.

## COST AND BUDGET

The following budget lists the proposed expenditures funded by the Assessment District in Fiscal Year 2021-22.

**TABLE 1 - COST AND BUDGET**

LOOMIS FIRE PROTECTION DISTRICT Improved Fire Protection and Emergency Response Assessment Estimate of Cost Fiscal Year 2021-22			<i>Total Budget</i>
Beginning Fund Balance July 1, 2021			\$1,704,093
<b>Services Costs</b>			
<b>Staffing, Salaries and Benefits</b>			<b>\$1,731,867</b>
Salaries, Wages, Payroll Taxes	\$1,396,112.00		
Fringe Benefits	\$335,755.00		
<b>Service and Operations/Maintenance</b>			<b>\$113,537</b>
Apparatus & Equipment	\$23,126.00		
Facilities Maintenance & Supplies	\$30,839.00		
Personal Safety Equipment	\$17,231.00		
Emergency Medical Supplies	\$20,000.00		
Operations	\$14,418.00		
Training	\$4,231.00		
Prevention & Public Education	\$3,692.00		
<b>Capital Equipment/Fixed Assets/Reserve</b>			<b>\$81,000</b>
Apparatus	\$36,000.00		
Major Equipment	\$9,000.00		
Facility	\$36,000.00		
<b>Mitigation Fee Expenditures/Reserve</b>			<b>\$80,000</b>
Facilities and Apparatus	\$80,000.00		
<b>Totals for Servicing</b>			<b>\$2,006,404</b>
<b>Incidental Costs</b>			
Allowance for Contingencies and Uncollectables	\$19,431		
<b>Totals for Incidental Costs</b>			<b>\$19,431</b>
<b>Total Benefit of Services and Related Expenses</b>			<b>\$2,025,835</b>
SFE Units			4350.36
<b>Benefit received per Single Family Equivalent Unit</b>			<b>\$465.67</b>
<b>Less:</b>			
Beginning Fund Balance	\$1,726,996		
Emergency Medical Supplies paid from other sources	(\$20,000)		
District Contribution for General Benefits	(\$57,284)		
District Contribution toward Special Benefits	(\$913,626)		
Transfers to (from) reserves	(\$1,714,093)		
Total Revenue from Other Sources <sup>1</sup>			(\$978,007)
<b>Net Cost of Fire Suppression and Protection Services</b>			<b>\$1,047,828</b>
<b>Total Fire Suppression and Protection Services Budget</b> (Net Amount to be Assessed)			<b>\$1,047,828</b>
<b>Budget Allocation to Property</b>			
	Total SFE Units	Assessment per SFE	Total Assessment
	4,350.36	\$240.86	\$1,047,827.71

## METHOD OF APPORTIONMENT

---

### METHOD OF APPORTIONMENT

This section includes an explanation of the special benefits to be derived from the Services, the criteria for the expenditure of assessment funds and the methodology used to apportion the total assessments to properties within the Assessment District.

The Assessment District area consists of all Assessor Parcels within the former Loomis Fire Protection District, including all parcels within the Town of Loomis and the former Loomis Fire Protection District of Placer County. The method used for apportioning the assessment is based upon the proportional special benefits from the Services to be derived by the properties in the assessment area over and above general benefits conferred on real property or to the public at large. Special benefit is calculated for each parcel in the Assessment District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Calculation of the proportion of these benefits that are general
3. Determination of the relative special benefit within different areas within the Assessment District
4. Determination of the relative special benefit per property type
5. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

### DISCUSSION OF BENEFIT

California Government Code Section 50078 et seq. allows agencies which provide fire suppression services, both the Town of Loomis and former Loomis Fire Protection District of Placer County, to levy assessments for fire suppression services. Section 50078 states the following:

*"Any local agency which provides fire suppression services directly or by contract with the state or a local agency may, by ordinance or by resolution adopted after notice and hearing, determine and levy an assessment for fire suppression services pursuant to this article."*

In addition, California Government Code Section 50078.1 defines the term "fire suppression" as follows:

*"(c) "Fire suppression" includes firefighting and fire prevention, including, but not limited to, vegetation removal or management undertaken, in whole or in part, for the reduction of a fire hazard."*

Therefore, the Services to be provided by the Assessment District fall within the scope of services that may be funded by assessments under the Code.

The assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's specific use of the Services or a property owner's specific demographic status. With reference to the requirements for assessments, Section 50078.5 of the California Government Code states:

*"(b) The benefit assessment shall be levied on a parcel, class of improvement to property, or use of property basis, or a combination thereof, within the boundaries of the local agency, zone, or area of benefit."*

*"The assessment may be levied against any parcel, improvement, or use of property to which such services may be made available whether or not the service is actually used."*

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The following section describes how and why the Services specially benefit properties. This benefit is particular and distinct from its effect on property in general or the public at large.

## **BENEFIT FACTORS**

In order to allocate the assessments, the Engineer identified the types of special benefit arising from the Services that will be provided to property in the Assessment District. These benefit factors must confer a direct advantage to the assessed properties; otherwise they would be general benefit.

The following benefit categories have been established that represent the types of special benefit conferred to residential, commercial, industrial, institutional and other lots and parcels resulting from the improved fire protection and emergency response services that will be provided in the Assessment District. These categories of special benefit are derived from the statutes passed by the California Legislature and other studies, which describe the types of special benefit received by property from the Services by the Assessment District. These types of special benefit are summarized as follows:

### **INCREASED SAFETY AND PROTECTION OF REAL PROPERTY ASSETS FOR ALL PROPERTY OWNERS WITHIN THE ASSESSMENT DISTRICT.**

The Assessments will fund improved fire protection and emergency response services, and thereby can reduce significantly the risk of property damage associated with fires. Clearly,



fire mitigation helps to protect and specifically benefits both improved properties and vacant properties in the Assessment District.

*"Fire is the largest single cause of property loss in the United States. In the last decade, fires have caused direct losses of more than \$120 billion and countless billions more in related cost."*<sup>1</sup>

*"Over 140,000 wildfires occurred on average each year, burning a total of almost 14.5 million acres. And since 1990, over 900 homes have been destroyed each year by wildfires."*<sup>2</sup>

*"A reasonably disaster-resistant America will not be achieved until there is greater acknowledgment of the importance of the fire service and a willingness at all levels of government to adequately fund the needs and responsibilities of the fire service."*<sup>3</sup>

*"The strategies and techniques to address fire risks in structures are known. When implemented, these means have proven effective in the reduction of losses."*<sup>4</sup>

*"Statistical data on insurance losses bears out the relationship between excellent fire protection...and low fire losses."*<sup>5</sup>

#### **PROTECTION OF VIEWS, SCENERY AND OTHER RESOURCE VALUES, FOR PROPERTY IN THE ASSESSMENT DISTRICT.**

The Assessment District will provide funding for improved fire protection and emergency response services to protect public and private resources in the Assessment District. This benefits even those properties that are not directly damaged by fire by maintaining and improving the aesthetics and attractiveness of public and private resources in the community, as well as ensuring that such resources remain safe and well maintained.

*"Smoke affects people...for example, in producing haze that degrades the visual quality of a sunny day...The other visual quality effect is that of the fire on the landscape. To many people, burned landscapes are not attractive and detract from the aesthetic values of an area."*<sup>6</sup>

*"A visually preferred landscape can be the natural outcome of fuels treatments."*<sup>7</sup>

#### **ENHANCED UTILITY AND DESIRABILITY OF THE PROPERTIES IN THE ASSESSMENT DISTRICT.**

The Assessments will fund improved fire protection and emergency response services in the Assessment District. Such Services will enhance the utility and desirability of the properties in the assessment district.

*“The quality of life of rural areas is affected by the quality of services produced and provided by local government...In addition, the quantity and quality of services produced and provided have a direct effect on the competitiveness of an area, its ability to appeal to, and retain private enterprises in economically viable activities.” 8*

*“A community committed to saving lives and property needs trained firefighters, proper equipment, and adequate supplies of water. Insurance companies consider it good public policy –and good business– to promote and encourage the efforts of individual communities to improve their fire-protection services.” 9*

## BENEFIT FINDING

In summary, real property located within the boundaries of the Assessment District distinctly and directly benefits from increased safety and protection of real property, increased protection of scenery and views, and enhanced utility of properties in the Assessment District. These are special benefits to property in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

## GENERAL VERSUS SPECIAL BENEFIT

Article XIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

<b>Total Benefit</b>	=	<b>Total General Benefit</b>	+	<b>Total Special Benefit</b>
--------------------------	---	----------------------------------	---	----------------------------------

There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the 2007 baseline level of service, had the assessment not been approved by the community. The assessment will fund Services “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	=	<b>Benefit to Real Property Outside the Assessment District</b>	+	<b>Benefit to Real Property Inside the Assessment District that is Indirect and Derivative</b>	+	<b>Benefit to the Public at Large</b>
------------------------	---	---	---	--	---	---------------------------------------

Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the former District or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, the improved Services are available when needed to all properties in the Assessment District, so the overwhelming proportion of the benefits conferred to property is special, and are only minimally received by property outside the Assessment District or the public at large.

Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIID, sections 2(i) & 4(f).) Arguably, all of the Services being funded by the assessment would be a special benefit because the Services would particularly and distinctly benefit the properties in the Assessment District over and above the baseline benefits.

Nevertheless, arguably some of the Services would benefit the public at large and properties outside the Assessment District. In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided to property in the assessment district. Similar to the assessments in Pomona that were validated by Dahms, the Assessments described in this Engineer’s Report fund fire suppression services directly provided to property in the assessment area. Moreover, every property within the Assessment District will receive the Services, when and if a fire occurs. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

### CALCULATING GENERAL BENEFIT

This section provides a measure of the general benefits from the assessments

### **BENEFIT TO PROPERTY OUTSIDE THE ASSESSMENT DISTRICT**

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services will be provided solely in the Assessment District boundaries. (It should be noted that these Services may, at times, be used outside the Assessment District boundaries. However, this use is part of a mutual aid agreement and should be exactly offset by use of Services from other agencies within the Assessment District boundaries.) Properties proximate to, but outside of, the proposed boundaries of the Assessment District receive some benefit from the proposed Services due to some degree of indirectly reduced fire risk to their property. These parcels that are proximate to the boundaries of the Assessment District are estimated to receive less than 50% of the benefits relative to parcels within the Assessment District because they do not directly receive the improved fire protection resulting from the Services funded by the Assessments.

At the time the Assessment District was formed, there were approximately 214 of these "proximate" properties.

#### CRITERIA:

214 PARCELS OUTSIDE THE ASSESSMENT DISTRICT BUT PROXIMATE TO THE ASSESSMENT DISTRICT BOUNDARIES  
4,632 PARCELS IN THE ASSESSMENT DISTRICT  
50% RELATIVE BENEFIT COMPARED TO PROPERTY WITHIN THE ASSESSMENT DISTRICT

#### CALCULATION:

GENERAL BENEFIT TO PROPERTY OUTSIDE THE ASSESSMENT DISTRICT =  $214/4,846 * .5 = 2.21\%$

Although it can reasonably be argued that properties protected inside, but near the Assessment District boundaries are offset by similar fire protection provided outside, but near the Assessment District's boundaries, we use the more conservative approach of finding that 2.21% of the Services may be of general benefit to property outside the Assessment District.

### **BENEFIT TO PROPERTY *INSIDE* THE DISTRICT THAT IS *INDIRECT AND DERIVATIVE***

The "indirect and derivative" benefit to property within the Assessment District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Assessment District is special, because the Services are clearly "over and above" and "particular and distinct" when compared with the 2007 baseline level of Services, had the assessment district not passed.

In determining the proposed Assessment District area, the District has been careful to limit it to an area of parcels that will directly receive the benefit of the improved Services. All parcels will directly benefit from the use of the improved Services throughout the Assessment District in order to maintain the same improved level of fire suppression and protection throughout the area. Fire protection and suppression will be provided as needed throughout the area. The shared special benefit - reduced severity and number of fires -

would be received on an equivalent basis by all parcels in the Assessment District. Furthermore, all parcels in the Assessment District would directly benefit from the ability to request service from the Consolidated District and to have a Consolidated District firefighter promptly respond directly to the parcel and address the owner's or resident's service need.

The SVTA vs. SCCOSA decision indicates that the fact that a benefit is conferred throughout the Assessment District area does not make the benefit general rather than special, so long as the Assessment District is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. This concept is particularly applicable in situations involving a landowner-approved assessment-funded extension of a local government service to benefit lands previously not receiving that particular service. The Consolidated District therefore concludes that, other than the small general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), all of the benefits of the Services to the parcels within the Assessment District are special benefits and it is not possible or appropriate to separate any general benefits from the benefits conferred on parcels in the Assessment District.

#### **BENEFIT TO THE PUBLIC AT LARGE**

With the type and scope of Services to be provided to the Assessment District, it is very difficult to calculate and quantify the scope of the general benefit conferred on the public at large. Because the Services directly serve and benefit all of the property in the Assessment District, any general benefit conferred on the public at large would be small. Nevertheless, there would be some indirect general benefit to the public at large.

The public at large uses the public highways, streets and sidewalks, and when traveling in and through the Assessment District and they may benefit from the services without contributing to the assessment. Although the protection of this critical infrastructure is certainly a benefit to all the property within the former District, it is arguably "indirect and derivative" and possibly benefits people rather than property. A fair and appropriate measure of the general benefit to the public at large therefore is the amount of highway, street and sidewalk area within the Assessment District relative to the overall land area. An analysis of maps of the Assessment District shows that approximately 3.7% of the land area in the Assessment District is covered by highways, streets and sidewalks. This 3.7% therefore is a fair and appropriate measure of the general benefit to the public at large within the Assessment District

#### **SUMMARY OF GENERAL BENEFITS**

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 6% of the benefits conferred by the proposed Fire Protection and Emergency Response Assessment may be general in nature and should be funded by sources other than the assessment.

GENERAL BENEFIT =

2.2 % (OUTSIDE THE FORMER DISTRICT)  
 + 0.0 % (INSIDE THE FORMER DISTRICT - INDIRECT AND DERIVATIVE)  
 + 3.7 % (PUBLIC AT LARGE)  
 =5.9% (TOTAL GENERAL BENEFIT)

The Assessment District's total budget for 2021-22 is \$2,025,835. Of this total budget amount, the Consolidated District will contribute approximately \$978,007 over 48.28% of the total budget from sources other than this assessment. This contribution constitutes significantly more than the 5.9% general benefits estimated by the Assessment Engineer.

### BENEFIT FINDING

As noted, the assessment funds will be used to improve fire protection and emergency response services throughout the Assessment District. This Engineer's Report finds that the Services are a significant, tangible benefit that should reasonably and rationally confer more special benefit to properties in the Assessment District than the base assessment rate of \$240.86 per benefit unit.

### ZONES OF BENEFIT

The Assessment District has been narrowly drawn. The assessments will fund improved fire protection and emergency response services relatively uniformly throughout the Assessment District. Therefore properties of similar type will receive essentially equivalent levels of special benefits and no Zones of Benefit are justified.

The SVTA vs. SCCOSA decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not "particular and distinct" and are not "over and above" the benefits received by other properties "located in the district."*

*We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefitting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values).*



In the assessment, the advantage that each parcel receives from the proposed fire suppression Services is direct, and the boundaries for the Assessment District are narrowly drawn so each parcel receives a similar level of benefit from the improved fire suppression Services. Therefore, the even spread of assessment throughout the Assessment District is indeed consistent with the OSA decision.

### ASSESSMENT APPORTIONMENT

In the process of determining the appropriate method of assessment, the Assessment Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because vacant, commercial, industrial and other properties also receive special benefits from the assessments.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger commercial/industrial properties and residential properties with multiple dwelling units receive a higher degree of benefit than other similarly used properties that are significantly smaller. For two properties used for commercial purposes, there clearly is a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from improved fire protection and emergency response services. This benefit ultimately flows to the property. Larger parcels, therefore, receive an increased benefit from the assessments.

The Assessment Engineer determined that the appropriate method of assessment should be based on the type of property, the relative risk of fire by type of property, the relative size of the property, and the relative damage value of fires by property type. This method is further described below.

### METHOD OF ASSESSMENT

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Benefit Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative benefit in relation to a single family home on one parcel.

The relative benefit to properties from fire related services is:

#### EQUATION 1 – RELATIVE BENEFIT TO PROPERTIES

$$\text{Benefit} \approx \sum (\text{Fire Risk Factors}) * \sum (\text{Structure Value Factors})$$

That is, the benefit conferred to property is the “sum” of the risk factors multiplied by the “sum” of the structure value factors.

### FIRE RISK FACTORS

Typical fire assessments are evaluated based upon the fire risk of a certain property type. These evaluations consider factors such as use of structure (e.g. used for cooking), type of structure (centralized heating), etc.

In 2003, the National Fire Protection Association (“NFPA”), one of the pre-eminent authorities on fire protection in the United States, published the 2003 US Fire Problem Overview Report. This report comprehensively tabulates the number of fires for each property type within the United States in the year 1999, and serves as a reasonable and rational basis to determine fire risk.

The number of fires for each property is then divided by the total number of that property type to determine un-normalized fire risk factor. Finally, the risk factors are normalized based upon a factor of 1.00 for a single family property. Table 2 below tabulates the Fire Risk Factors for each property type.

TABLE 2 – FIRE RISK FACTORS

Property Type	Normalized Fire Risk Factors
Single Family	1.0000
Multi-Family	1.8081
Commercial/Industrial	3.4403
Office	2.4102
Institutional	6.9004
Storage	20.4131
Agriculture - Orchards & Vineyards	0.4130
Agriculture - Rice & Flood Irrigation	0.4130
Agriculture - Pasture & Row Crops	0.3754
Agriculture - Dairy, Livestock, Animals	0.3379
Range Land & Open Space	0.0650
Vacant	0.2416

Analysis based upon: 2003 US Fire Problem Overview Report, NFPA

### STRUCTURE VALUE FACTORS

The relative value of different property types was evaluated within the Assessment District area to determine the Structure Value Factor according to the following formula:

EQUATION 2 - STRUCTURE VALUE FACTORS

$$\sum (\text{Structure Value Factors}) \approx \frac{((\text{Structure Weighting Factor} * \text{Average Improved Value}) + (\text{Land Weighting Factor} * \text{Average Total Value}))}{* (\text{Unit Density Factor})}$$

Where:

“Structure Weighting Factor” = 10 to “weight” relative importance of structure over land.

“Average Improved Value” is average of value of all improvements (e.g. structures), per property type, as provided by County Assessor records.

Land Weighting Factor = 1

“Average Total Value” is average of value of all land + improvements (e.g. structures), per property type, as provided by County Assessor records. County assessor land values were not used directly because experience has shown total values to be more comprehensive.

Unit Density Factor corresponds to values with units (i.e. “per residential unit” or “per acre”) based upon effective density of structures on parcels. It is used to correlate relative sizes of lots for different property uses.

Table 3 below is a tabulation of the Structure values for each property type as defined by Equation 2, above.

TABLE 3 – STRUCTURE VALUE FACTORS

Property Type	Normalized Structure Value Factor	Unit
Single Family	1.0000	each
Multi-Family	0.0734	res unit
Commercial/Industrial	1.7238	acre
Office	2.0106	acre
Institutional	0.3753	each
Vacant	0.5416	each
Storage	0.1328	acre
Agriculture - Orchards & Vineyards	0.0069	acre
Agriculture - Rice & Flood Irrigation	0.0063	acre
Agriculture - Pasture & Row Crops	0.0063	acre
Agriculture - Dairy, Livestock, Animals	0.0076	acre
Range Land & Open Space	0.0084	acre

AN EXAMPLE OF BENEFIT CALCULATION

Below is an example of the benefit calculation per Formula 1 for Commercial/Industrial parcels to illustrate the methodology. (A summary of the results of all calculations is given in Table 4):

COMMERCIAL/INDUSTRIAL EXAMPLE

The benefit is the fire risk times the structure value.

<b>Benefit</b>	=	<b>Fire Risk</b>	*	<b>Structure Value</b>
----------------	---	------------------	---	------------------------

The fire risk of commercial/industrial parcels is determined by taking the percentage of all fires in commercial/industrial parcels, and dividing it by the percentage of parcels that are commercial/industrial. The fire percentages are taken from the NFPA 2003 US Fire Problem Overview Report. The resulting figure is normalized relative to the risk of a single family home by taking the percentage of fires in single family homes over the percentage of parcels that are single family homes, and dividing that figure into the commercial/industrial fire risk figure.

$$\text{Fire Risk} = ((\% \text{ of all fires}) / (\% \text{ of parcels})) / (\text{normalization factor versus Single Family Homes})$$

$$\% \text{ of all fires} = 9.147\% \text{ for commercial/industrial, and } 67.617\% \text{ for single family homes}$$

$$\% \text{ of parcels} = 3.366\% \text{ for commercial/industrial, and } 53.408\% \text{ for single family homes}$$

$$\text{Fire Risk} = ((9.147\% \text{ of all fires}) / (3.366\% \text{ of all parcels})) / ((67.617\% \text{ of all fires}) / (53.408\% \text{ of all parcels}))$$

$$\text{Fire Risk} = 3.4403$$

The structure value is determined by analyzing the County Assessor's data and adding the weighted average structure value to the weighted average total value and normalizing the result in relation to a single family home. The weighted average structure value is determined by taking the total improved value for all commercial/industrial parcels in the benefit area, and dividing that number by the total acres for all commercial/industrial parcels in that area to determine the average improved value per acre, and weighting the result by multiplying it by 10. Similarly, the average total value is determined by taking the total value for all commercial/industrial parcels in the benefit area, and dividing that number by the total acres for all commercial/industrial parcels in that area, and weighting the result by multiplying it by 1. The weighted average structure value is added to the weighted average total value, and the resulting figure is normalized relative to the risk of a single family home by dividing it by the total improved value of all single family homes in the benefit area and then dividing the result by the average unit density of single family homes (in order to convert this information to acreage).

$$\text{Structure Value} = ((\text{Avg. Structure Value} * 10) + (\text{Avg. Land Value} * 1)) / (\text{normalization factor versus Single Family Homes}) * (\text{Avg. Unit Density (to convert to acreage)})$$

$$\text{Average Structure Value for commercial/industrial} = \$1,015,467/\text{acre}$$

$$\text{Average Land Value for commercial/industrial} = \$423,572/\text{acre}$$

$$\text{Normalization Factor for Single Family Homes} = \$2,270,581$$

$$\text{Average Unit Density} = 0.37 \text{ acres}$$

$$\text{Structure Value} = (((\$1,015,467 * 10) + (\$423,572 * 1)) / (\$2,270,581)) * (0.37)$$

$$\text{Structure Value} = 1.7238/\text{acre}$$

Since the Benefit is the Fire Risk times the Structure Value, the Commercial/Industrial benefit is 5.930:

$$\text{Benefit} = (3.4403) * (1.7238) = 5.930/\text{acre}$$

#### SUMMARY OF BENEFITS FOR EACH PROPERTY TYPE

Per Equation 1, the relative special benefit for each property type (the “SFE” or “Single Family Equivalent” Benefit Units) is determined as the product of the normalized Fire Risk Factors and the normalized Structure Value Factors. Table 4 below, summarizes the benefit for each property type.

TABLE 4 – BENEFIT SUMMARY PER PROPERTY TYPE

Property Type	Fire Risk Factors	Structure Value Factors	SFE Factors	Unit
Single Family	1.0000	1.0000	1.0000	each
Multi-Family	1.8081	0.0734	0.1327	res unit
Commercial/Industrial	3.4403	1.7238	5.9302	acre
Office	2.4102	2.0106	4.8458	acre
Institutional	6.9004	0.3753	2.5900	each
Storage	20.4131	0.1328	2.7115	acre
Vacant			0.2500	each
Agriculture - Orchards & Vineyards	0.4130	0.0069	0.0029	acre
Agriculture - Rice & Flood Irrigation	0.4130	0.0063	0.0026	acre
Agriculture - Pasture & Row Crops	0.3754	0.0063	0.0024	acre
Agriculture - Dairy, Livestock, Animals	0.3379	0.0076	0.0026	acre
Range Land & Open Space	0.0650	0.0084	0.0005	acre

\*SFE factor has been converted from “Per Acre” to “Per Each Parcel” by multiplying by effective average area.

#### RESIDENTIAL PROPERTIES

All improved residential properties with a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Residential properties on parcels that are larger than one acre receive additional benefit and are assigned additional SFEs on an “Agricultural/Rangeland” basis. Detached or attached houses, zero-lot line houses and town homes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the Services in proportion to the number of dwelling units that occupy each property. The relative benefit for multi-family properties was determined per Equation 1 to be 0.1327 SFEs per residential unit. This rate applies to condominiums as well.

#### COMMERCIAL/INDUSTRIAL & OFFICE PROPERTIES

Commercial and industrial properties are assigned benefit units per acre, since there is a relationship between parcel size, structure size and relative benefits. The relative benefit for commercial and industrial properties was determined per Equation 1 to be 5.9302 SFEs per acre. The relative benefit for office properties was determined per Equation 1 to be 4.8458 SFEs per acre.

### **VACANT AND UNDEVELOPED PROPERTIES**

The relative benefit for vacant properties was determined per Equation 1 to be 0.2500 SFEs per parcel.

### **RANGELAND & OPEN SPACE AND DUCK CLUB PROPERTIES**

The relative benefit for range land & open space properties was determined per Equation 1 to be 0.0005 SFEs per acre.

### **AGRICULTURAL PROPERTIES**

The relative benefit for agricultural properties requires additional analysis, as required by Government Code 50078 and the unique agricultural properties within the boundaries. This analysis considered how agricultural operations may mitigate risk, onsite or proximate water availability, response time, capability of the fire suppression service, and any other factors which reflect the benefit to the land resulting from the fire suppression service provided. Agricultural properties have been categorized as Agriculture - Orchards & Vineyards, Agriculture - Rice & Flood Irrigation, Agriculture - Pasture & Row Crops, Agriculture - Dairy, Livestock, Animals according to use and other attributes, and have been analyzed for fire risk and structure value per Equation 1. The relative benefit for agricultural properties was determined per Equation 1 to be 0.0029 SFEs per parcel for Agriculture - Orchards & Vineyards, 0.0026 SFEs per parcel for Agriculture - Rice & Flood Irrigation, 0.0024 SFEs per parcel for Agriculture - Pasture & Row Crops, and 0.0026 SFEs per parcel for Agriculture - Dairy, Livestock, Animals.

### **OTHER PROPERTIES**

Institutional properties such as publicly owned properties (and are used as such), for example, churches, are assessed at 2.5900 SFEs per parcel. The relative benefit for storage properties was determined per Equation 1 to be 2.7115 SFEs per acre.

Article XIID, Section 4 of the California Constitution states that publicly owned properties shall not be exempt from assessment unless there is clear and convincing evidence that those properties receive no special benefit.

All public properties that are specially benefited are assessed. Publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

### **CRITERIA AND POLICIES**

This sub-section describes the criteria that shall govern the expenditure of assessment funds and ensures equal levels of benefit for properties of similar type. The criteria established in this Report, as finally confirmed, cannot be substantially modified; however, the Board may adopt additional criteria to further clarify certain criteria or policies established in this Report or to establish additional criteria or policies that do not conflict with this Report.



### **DURATION OF ASSESSMENT**

The Assessment was originally levied for the first time in fiscal year 2008-09 and it was to be continued to be levied every year thereafter, so long as the risk of fire on property in the Assessment District remains in existence and the Consolidated District requires funding from the Assessment for its fire suppression Services. As noted previously, because the Assessment and the continuation of the Assessment were approved by property owners in an assessment ballot proceeding, the Assessment can be levied annually after the South Placer Fire Protection District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Services to be provided, and other specifics of the Assessment. In addition, the Consolidated District Board of Directors must hold an annual public hearing to continue the Assessment.

### **APPEALS OF ASSESSMENTS LEVIED TO PROPERTY**

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment or for any other reason may file a written appeal with the Fire Chief of the South Placer Fire Protection District or his or her designee. Any such appeal is limited to correction of an assessment during the then current fiscal year. Upon the filing of any such appeal, the Chief or his or her designee will promptly review the appeal and any information provided by the property owner. If the Chief or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the Chief or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the Chief or his or her designee shall be referred to the South Placer Fire Protection District Board of Directors and the decision of the Board shall be final.

### **ADDITIONAL BACKGROUND ON RELATIVE BENEFIT**

When property owners are deciding how to cast their ballot for a proposed assessment, each property owner weighs the perceived value of the Services proposed to them and their property with the proposed cost of the assessment to their property. If property owners of a certain type of property are either opposed or in support of the assessment in much greater percentages than owners of other property types, this is an indication that, as a group, these property owners perceive that the proposed assessment has relatively higher or lower "utility" or value to their property relative to owners of other property types. One can also infer from these hypothetical ballot results, that the apportionment of benefit (and assessments) was too high or too low for that property type. In other words, property owners, by their balloting, ultimately indicate if they perceive the special benefits to their property to exceed the cost of the assessment, and, as a group, whether the determined level of benefit and proposed assessment (the benefit apportionment made by the Assessment Engineer) is consistent with the level of benefits perceived by the owners of their type of property relative to the owners of other types of property.

**ASSESSMENT FUNDS MUST BE EXPENDED WITHIN THE ASSESSMENT DISTRICT AREA**

The net available assessment funds, after incidental, administrative, financing and other costs, shall be expended exclusively for Services within the boundaries of the Assessment District, namely, the former District area.

**CITIZENS' OVERSIGHT COMMITTEE**

A Citizens' Oversight Committee (the "Citizens' Oversight Committee") will be established for the Assessment District. The Citizens' Oversight Committee shall review potential projects that may be funded by the assessments and shall make recommendations about the expenditure of assessment funds. Members of the Citizens' Oversight Committee will be nominated and approved by the Board of Directors of the Consolidated District. All members of the Citizens' Oversight Committee shall own property within the Assessment District and shall not have conflicts of interest with the Assessment District or the Services funded by the Assessments.

## ASSESSMENT

---

**WHEREAS**, the former Board of Directors of the former Loomis Fire Protection District formed the Fire Protection and Emergency Response Services Assessment District and is proceeding with the proposed continuation of assessments under California Government Code sections 50078 et seq. (the "Code") and Article XIID of the California Constitution (the "Article");

**WHEREAS**, the undersigned Engineer of Work has prepared and filed a report presenting an estimate of costs, a diagram for the Assessment District and an assessment of the estimated costs of the Services upon all assessable parcels within the Assessment District;

**NOW, THEREFORE**, the undersigned, by virtue of the power vested in me under said Code and Article and the order of the Board of said Consolidated District, hereby make the following assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the Assessment District.

The amount to be paid for said Services and the expense incidental thereto, to be paid by the Assessment District for the fiscal year 2021-22 is generally as follows:

**TABLE 5 – SUMMARY COST ESTIMATE**

<b>FISCAL YEAR 2021-22 BUDGET</b>	
Total for Servicing	\$2,006,404
Total Incidental Costs	\$19,431
Total Revenue from Other Sources	(\$978,007)
<b>Total Fire Suppression &amp; Protection Services Budget</b>	<b>\$1,047,828</b>

An Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of said Assessment district. The distinctive number of each parcel or lot of land in said Assessment district is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said Services, including the costs and expenses incident thereto, upon the parcels and lots of land within said Assessment District, in accordance with the special benefits to be received by each parcel or lot, from the Services, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 4%. Any change in the CPI in excess of 4% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 4%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 4% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2019 to December 2020 was 2.00% and the Unused CPI carried forward from the previous fiscal year is 0.00%. Therefore, the maximum authorized assessment rate for fiscal year 2021-22 is increased by 2.00% which equates to \$240.86 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2021-22 at the rate of \$240.86, which is equal to the maximum authorized assessment rate.

Since property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule, the assessment may continue to be levied annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

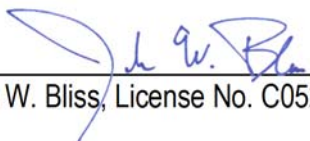
Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Placer for the fiscal year 2021-22. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of Placer County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2021-22 for each parcel or lot of land within the said Assessment District.

Dated: May 5, 2021

Engineer of Work



By  \_\_\_\_\_  
John W. Bliss, License No. C052091

## ASSESSMENT DIAGRAM

---

The Assessment District includes all properties within the boundaries of the Fire Protection and Emergency Response Services District. The boundaries of the Assessment District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions as shown on the maps of the Assessor of Placer County, and are incorporated herein by reference, and made a part of this Diagram and this Report.

FILED IN THE OFFICE OF THE FIRE CHIEF OF THE LOOMIS FIRE PROTECTION DISTRICT, COUNTY OF PLACER, CALIFORNIA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

FIRE CHIEF \_\_\_\_\_

RECORDED IN THE OFFICE OF THE DISTRICT MANAGER OF THE LOOMIS FIRE PROTECTION DISTRICT, COUNTY OF PLACER, CALIFORNIA THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

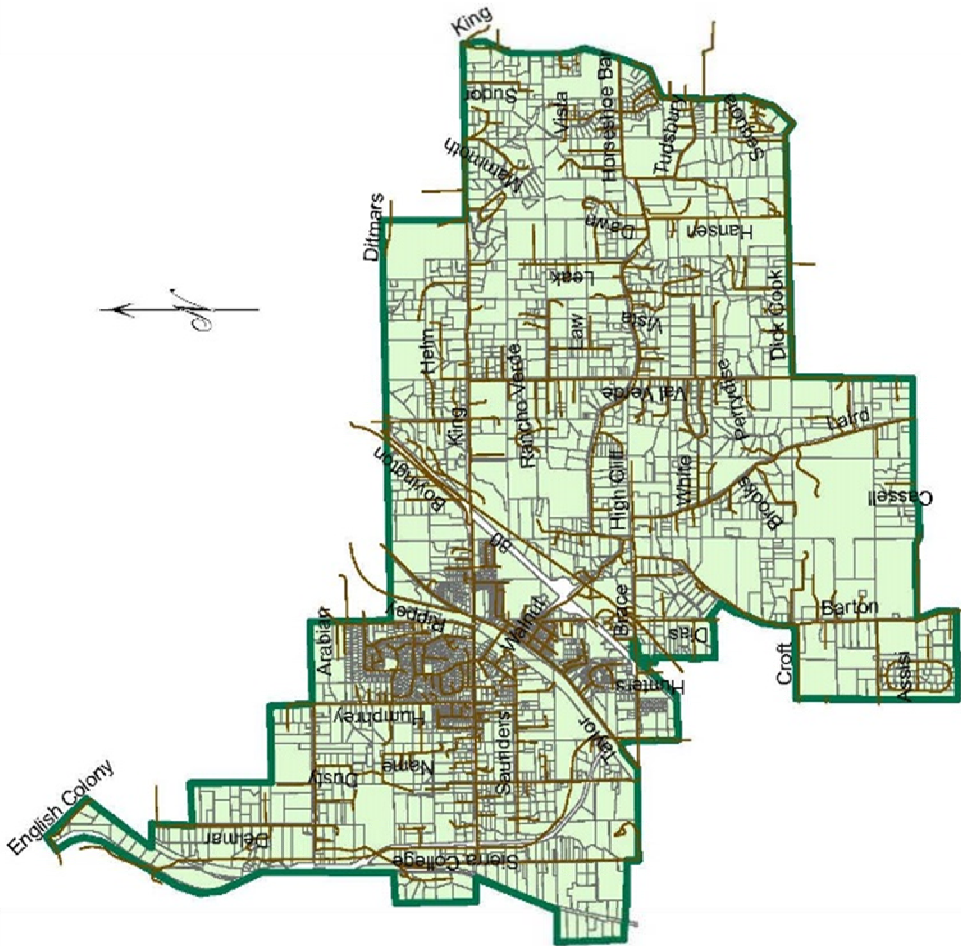
FIRE CHIEF \_\_\_\_\_

AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF THE LOOMIS FIRE PROTECTION DISTRICT, COUNTY OF PLACER, ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 FOR THE FISCAL YEAR 2021-22 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF PLACER ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

FIRE CHIEF \_\_\_\_\_

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. IN THE OFFICE OF THE COUNTY TAX COLLECTOR OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF THE LOOMIS FIRE PROTECTION DISTRICT.

COUNTY TAX COLLECTOR, COUNTY OF PLACER



Note: REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF PLACER FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

**Legend**

- Streets
- Loomis FPD Boundary
- Parcels in the District

SCI Consulting Group  
4746 Mangels Blvd  
Fairfield, CA 94534  
707-430-4300

**Loomis Fire Protection District  
Fire Protection and Emergency Response Services Assessment**



## APPENDICES

---

### APPENDIX A – ASSESSMENT ROLL, FISCAL YEAR 2021-22

The Assessment Roll is made part of this report and is available for public inspection during normal office hours. Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference, made part of this report. These records shall govern for all details concerning the description of the lots of parcels.

## END NOTES

---

- <sup>1</sup> Insurance Services Offices Inc.  
<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>
- <sup>2</sup> Institute for Business & Home Safety, "Protect Your Home Against Wildfire Damage,"  
<http://www.ibhs.org/publications/view.asp?id=125>
- <sup>3</sup> U.S. Fire Administration, Department of Homeland Security, "America Burning, Recommissioned: Principal Findings and Recommendations," p.1,  
<http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>
- <sup>4</sup> U.S. Fire Administration, Department of Homeland Security, "America Burning, Recommissioned: Principal Findings and Recommendations," p.2,  
<http://www.usfa.fema.gov/downloads/pdf/abr-rep.PDF>
- <sup>5</sup> Insurance Services Offices Inc., p. 1,  
<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>
- <sup>6</sup> Weldon, Leslie A. C., "Dealing with Public Concerns in Restoring Fire to the Forest," General Technical Report INT-GTR-341 The Use of Fire in Forest Restoration, U.S. Forest Service, June 1996, p. 3
- <sup>7</sup> U.S. Forest Service, Department of Agriculture, "Social Science to Improve Fuels Management: A Synthesis of Research on Aesthetics and Fuels Management," p. 1,  
[http://ncrs.fs.fed.us/pubs/gtr/gtr\\_nc261.pdf](http://ncrs.fs.fed.us/pubs/gtr/gtr_nc261.pdf)
- <sup>8</sup> Michigan State University Extension, Ag Experiment Station Special Reports – SR399301 – 07/28/98, "Community Resources and Restraints," p. 9,  
<http://web1.msue.msu.edu/imp/modsr/sr399301.html>
- <sup>9</sup> Insurance Services Offices Inc., p. 1,  
<http://www.rockwall.com/FireDepartment/Insurance%20Services%20Office%20Rating%20Information.pdf>

RESOLUTION NO. 11-2020/21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER FIRE PROTECTION DISTRICT

A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2021-22, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING FOR THE SOUTH PLACER FIRE PROTECTION DISTRICT, FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES ASSESSMENT

**WHEREAS**, the former Loomis Fire Protection District (the "former District") was established in 1930 as a Volunteer Fire Department; and

**WHEREAS**, in June 2017 the former District completed the necessary steps in order to merge with South Placer Fire Protection District to form the new South Placer Fire Protection District as a merger of both former Fire Districts (the "Consolidated District"); and

**WHEREAS**, an assessment for fire protection and emergency response services within the former District has been given the distinctive designation of the "Fire Protection and Emergency Response Services Assessment" ("Assessment District"), and is primarily described as encompassing the former District boundaries.

**WHEREAS**, the Consolidated District is authorized, pursuant to California Government Code Section sections 50078—50078.20 for all the areas within the boundaries of the Assessment District, to levy assessments for fire suppression services; and

**WHEREAS**, Proposition 218 was adopted on November 6, 1996, adding Articles XIIC and XIID to the California Constitution; and

**WHEREAS**, Articles XIIC and XIID of the California Constitution and implementing statutes impose certain procedural and substantive requirements relating to assessments (as defined); and

**WHEREAS**, the first Engineer's Report for Fiscal Year 2008-09 described how the Assessment District would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the Assessment District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the former Loomis Fire Protection District Board of Directors (now by the Consolidated District Board of Directors) (the "Board"); and

**WHEREAS**, although the methodology by which the assessments are applied to properties in the Assessment District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the Assessment District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the Assessment District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

**WHEREAS**, the Assessment District was authorized by an assessment ballot proceeding conducted in 2008 and approved by 68.76% of the weighted ballots returned by property owners, and such assessments were levied in fiscal year 2008-09 by the Board of Directors of the former Loomis Fire Protection District by Resolution No. 1-2008 passed on January 3, 2008;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Placer Fire Protection District that:

SECTION 1. SCI Consulting Group, the Engineer of Work, has prepared an engineer's report in accordance with Article XIID of the California Constitution. The Report has been made, filed with the secretary of the

board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

SECTION 2. It is the intention of this Board to continue and to collect assessments for the Fire Protection and Emergency Response Services Assessment for fiscal year 2021-22. Within the Assessment District, the proposed projects and services are generally described as including, but not limited to, obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; payment of salaries, benefits and other compensation to fire fighting and fire prevention personnel; training and administration of paid and personnel performing said fire suppression, protection and emergency services; community fire prevention education and fire inspection.(the "Services").

SECTION 3. The estimated fiscal year 2021-22 cost of providing the Services is \$1,047,827. This cost results in a proposed assessment rate of TWO HUNDRED FORTY DOLLARS AND EIGHTY-SIX CENTS (\$240.86) per single-family equivalent benefit unit for fiscal year 2021-22. The Assessments include a provision for an annual increase equal to the change in the San Francisco Bay Area Consumer Price Index ("CPI"), not to exceed 4% (four percent) per year without a further vote or balloting process. Any change in the CPI in excess of 4% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 4%. The change in the CPI in 2020 was 2.00% and the Unused CPI carried forward from the previous fiscal year is 0.00%. The maximum authorized increase that may be levied in fiscal year 2021-22 is 2.00%. Therefore, the maximum authorized assessment rate for fiscal year 2021-22 is \$240.86 per single family equivalent benefit unit. The assessment rate proposed to be levied for fiscal year 2021-22 is \$240.86, which is the same as the maximum authorized rate.

SECTION 4. Notice is hereby given that on June 9, 2021, at the hour of seven (7:00) p.m. at the Fire Station, located at 6900 Eureka Rd, Granite Bay, the Board will hold a public hearing to consider the ordering of the Services, and the levy of the assessments for fiscal year 2021-22.

SECTION 5. The secretary of the board shall cause a notice of the hearing to be given by publishing a notice, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the District.

PASSED and ADOPTED by the Board of Directors of the South Placer Fire Protection District at a regular meeting thereof held on May 12, 2021.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Gary Grenfell, President, Board of Directors  
South Placer Fire Protection District

ATTEST:

---

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

---

---

**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF KARL W. FOWLER  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** THURSDAY, MAY 06, 2021  
**CC:** BOARD SECRETARY KATHY MEDEIROS

---

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

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

**Background:** The pandemic is still ongoing and Placer County currently remains in the RED tier. No new cases of employee illness or exposure in several months. Vaccine rollout continues. The District has modified slightly the restrictions to allow for some training and other activities such as inspections and prevention work.

**Impact:** Continued Operation

**Attachments:** Most Current South Placer Fire District Covid-19 Plan, SPFD Directives Bulletin #2021-3 and the COVID-19 Prevention Program Response plan updates

**Karl W. Fowler**  
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.*

**5/1/2021**

Thru

**6/15/2021**

**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 #2021-3**, 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 #2021-3 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 [under the direction of the on duty Battalion Chief or Supervisor](#). 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](tel:888-634-1123)
  - Up to 12 appointments per hour
  - Symptomatic
  - Asymptomatic first responders
  - OptumServe will bill insurance for those with insurance or bill the State for individuals without insurance.
- [StemExpress drive through testing at 1743 Creekside Dr. Folsom, Ca 95630](#)
  - **For online appointment** <https://www.stemexpress.com/get-tested-for-covid-19/>
  - Or call (530)317-7003



- 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, [StemExpress](#) 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 DISTRICT

## BULLETIN #2021-3

---

---

**TO:** ALL PERSONNEL  
**FROM:** BATTALION CHIEF BROOKS  
**SUBJECT:** COVID-19 DIRECTIVES  
**DATE ISSUED:** MAY 1, 2021  
**DATE SUPERCEDED:**

---

**Supersedes District Bulletin #2021-2**

The Districts Administration has been closely monitoring all facets of the COVID-19 Pandemic, including the Placer County Tier Assignment from the State of California. Placer County was lowered from the Purple (Widespread) tier to the Red (substantial) tier on March 14, 2021. Placer County achieved the lower tier based on a change of criteria, not a significant reduction of cases. Since March 14, 2021 there has not been any changes to the tiers or the numbers that we are experiencing in Placer County. We are still in the Red (substantial) tier. It is our responsibility as an organization to ensure we provide uninterrupted service delivery to our community while complying with this mandate. Our employees' health and safety is our top priority along with providing exceptional service to our community.

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

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

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

Therefore, effective May 1, 2021, we will continue to follow the existing directives to ensure continued compliance with the Cal OSHA COVID-19 Workplace Practices Section 3205 Emergency Action until we get updated guidance, and more importantly to protect our employees and the service we provide:

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

1. **All Stations are on lock-down** from outside visitors with the exception of the public area in the front office of Station 17. *No public including family members allowed in fire stations*, visitors if absolutely needed must remain outside the station while maintaining social distancing and wearing a mask. No public classes or tours unless approved by the Fire Chief or his designee.
  - **Vendors and Deliveries** – We still need to work with our vendors US Mail, UPS, FED EX, AMAZON, HUNT & SONS ETC. Remain vigilant and keep social distancing with these interactions. Require masks on vendors and deny access if not compliant, all employees have the authority to limit access to the station. Contact your Captain or on Duty BC if assistance is needed or you have questions.
2. **Calling in Sick** – Effective Immediately if calling in sick with flu like symptoms call in sick to the on-duty Battalion Chief. This will expedite activation of the COVID-19 Plan and contact tracing within the District. **For all other sick leave issues follow the normal call-in procedures.**
3. **Board of Directors** – To protect Directors and Employees, Directors are not to visit fire stations until further notice. Directors, please contact the Fire Chief for any needs.
4. **Administrative Staff** – Front Office is open to the public in the public entrance to the front office at Station 17. The front office staff will be working a normal work schedule. Administrative staff working in an office environment will be masked at all times with the following exceptions.
  - While working alone in a room.
  - While eating or drinking. Social distancing of six feet will be maintained while eating or drinking.

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

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

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

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

6. **Training and interactions with other stations.** – Training will be modified to limit size to 12 individuals unless approved by the Fire Chief or designee. **ALL TRAINING MUST INCLUDE SOCIAL DISTANCING OF SIX FEET MINIMUM WITH MASKS REQUIRED.**
  - **Training and EMS – Will modify Drill schedule to accommodate.**
  - **Implementing GoTo Meetings** at the Battalion Chief Level
  - **Attendance to Outside/External trainings are to be approved by the training officer.**
7. **District Meetings** –All in-person meetings will be limited to 12 individuals unless approved by the Fire Chief or designee. Virtual meetings are still desirable. If an in-person meeting is required and approved by the Fire Chief or his designee, **SOCIAL DISTANCING OF SIX FEET MINIMUM WITH MASKS REQUIRED.**
8. **On Duty Shopping is discouraged** – If needed, limit shopping to one trip per rotation, while maintaining social distancing. Face coverings while in the public is mandatory. It is preferred that food is brought to work at the beginning of your shift.
9. **Travel** - Eliminate all non-essential travel. All District related travel must be pre-approved by the Fire Chief.

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

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

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



## Table of Contents

Authority and Responsibility .....	1
Identification and Evaluation of COVID-19 Hazards .....	1
Employee Participation .....	1
Employee Screening .....	1
Correction of COVID-19 Hazards .....	2
Control of COVID-19 Hazards .....	2
Physical Distancing .....	2
Face Coverings .....	3
Engineering Controls .....	3
Cleaning and Disinfecting .....	4
Shared Tools, Equipment and Personal Protective Equipment (PPE) .....	4
Hand Sanitizing .....	4
PPE Used to Control Employees' Exposure to COVID-19 .....	5
Investigating and Responding to COVID-19 Cases .....	5
System for Communicating .....	5
Training and Instruction .....	6
Exclusion of COVID-19 Cases .....	7
Reporting, Record keeping, and Access .....	7
Return-to-Work Criteria .....	8
Appendices .....	9
Appendix A: Definitions .....	9
Appendix B: Identification of COVID-19 Hazards .....	11
Appendix C: COVID-19 Inspections .....	12
Appendix D: Investigating COVID-19 Cases .....	13
Appendix E: Potential COVID-19 Exposure Contact Tracing .....	15
Appendix F: COVID-19 Training Roster .....	16
Additional Considerations .....	17
Multiple COVID-19 Infections and COVID-19 Outbreaks .....	17
Major COVID-19 Outbreaks .....	19



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

**Date:** 1-01-21

## **AUTHORITY AND RESPONSIBILITY**

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

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

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

We will implement the following in our workplace:

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

## **Employee Participation**

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

## **Employee Screening**

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

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

- At the beginning of each shift, the captain will conduct a Covid-19 screening which will be documented in the daily Safety Briefing on Target Solutions notating temperature of all crew members and if any symptoms are present.
- Common Symptoms of COVID-19 Include –
  - Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
  - Each station is issued a MedSource Non-Contact Infrared Body Thermometer Model MS-131002 with User Manual. This is to remain in the captain's office. A spare will be in the administrative office.
  - How to operate:
    - The thermometer is aligned with the middle of the forehead to measure body temperature (between the eyebrows) and keep the distance at 1-5cms, press the On/Scan button. Please refer to User Manual for further operating instructions.

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

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

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

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

### **Physical Distancing**

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

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

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

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

### **Face Coverings**

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

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

### **Engineering Controls**

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

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

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

## **Cleaning and Disinfecting**

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

- **Daily cleaning of all facilities** will include, all common areas including but not limited to handrails, doorknobs, surfaces and floors with proper disinfectant sprays and solutions.
  - Disinfectant Spray / Disinfectant wipes
  - Hand sanitizer
  - Soap and water
- As needed and minimum of daily disinfecting of engine/truck/medic/duty rigs:
  - Headsets/Mic
  - Steering Wheel
  - Door Latches
  - Window controls and dashboard controls
- After each response or public contact, immediately disinfect yourself, apparatus, equipment, gear, PPE/uniform.
- South Placer Fire Logistical Leads will work to ensure a 30-day supply of available disinfecting cleaners and PPE for use in District storerooms.

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

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

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

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

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

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

## **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow work time for employee handwashing.
  - Hand washing is the single most important action to prevent transmission of an infectious disease. All personnel should practice good hygiene by regularly washing their hands.

- Always wash hands with soap and water or waterless instant hand antiseptic for a minimum of 20 to 30 seconds:
  - ✓ Avoid touching eyes, nose, mouth, especially with unwashed hands
  - ✓ After any patient contact (in addition to wearing gloves)
  - ✓ Before eating and drinking
  - ✓ Before cooking or handling food
  - ✓ After using the restroom
  - ✓ After any contact with vehicles and equipment, and when entering, offices and crews' quarters.
- Provide employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol).

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

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

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

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

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

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

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

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

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

### **SYSTEM FOR COMMUNICATING**

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

- Effective Immediately if calling in sick with flu like symptoms call in sick to the on-duty Battalion Chief. This will expedite activation of the COVID-19 Plan and contact tracing within the District. The District will use the form Appendix E to assist with contact tracing. **For all other sick leave issues follow the normal call-in procedures.**
- All employees can report symptoms and hazards without fear of reprisal.
- When the Employee has an exposure to Covid – 19 that is not work related, the District is

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

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

## **TRAINING AND INSTRUCTION**

We will provide effective training and instruction that includes:

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

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

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

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

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

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

It is our policy to:

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



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

## RETURN-TO-WORK CRITERIA

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




---

Eric Walder, Fire Chief

1-01-2021

---

Date

## Appendix A: Definitions

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

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

## Appendix B: Identification of COVID-19 Hazards

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

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

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

**Date:** Enter Date

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

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

## Appendix C: COVID-19 Inspections

**Date:** Enter date

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

**Work location evaluated:** Enter information

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

## Appendix D: Investigating COVID-19 Cases

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

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

**Date:** [Enter date](#)

**Name of person conducting the investigation:** [Enter name\(s\)](#)

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

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

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



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

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

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

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

**Appendix F: COVID-19 Training Roster**

**Date:** Enter date

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

Employee Name	Signature

## **ADDITIONAL CONSIDERATIONS**

### **Additional Consideration #1**

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

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

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

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

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

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

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

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

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

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

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

The investigation and review will be documented and include:

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

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

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

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

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

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

### **COVID-19 testing**

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

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

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

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

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

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

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

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

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

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



Incident 2100785

Run 21-151785

**HERO**

Delivery  
Roseville Sutter  
1:15 P.M.

Thank You for Coming  
to work! March 27, 2021

All of you took care of me  
and I have a successful  
result.

So grateful  
Kris Silbaugh



Your kindness is special—  
and so are you!

*Thank you guys for  
pulling the dandelions,  
and for mowing and  
weed whacking behind us.*

*Kathy Remington*

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

Account Report for the Period  
3/1/2021 to 3/31/2021

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

### Account Summary

Source	Beginning Balance as of 3/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2021
OPEB	\$1,449,774.76	\$0.00	\$12,225.81	\$714.52	\$0.00	\$0.00	\$1,461,286.05
<b>Totals</b>	<b>\$1,449,774.76</b>	<b>\$0.00</b>	<b>\$12,225.81</b>	<b>\$714.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,461,286.05</b>

### Investment Selection

Source	
OPEB	Moderate HighMark PLUS

### Investment Objective

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

### Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.84%	2.22%	32.10%	9.60%	9.23%	-	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